To create style colour options, use the option in MYOB EXO Business Config as shown below:
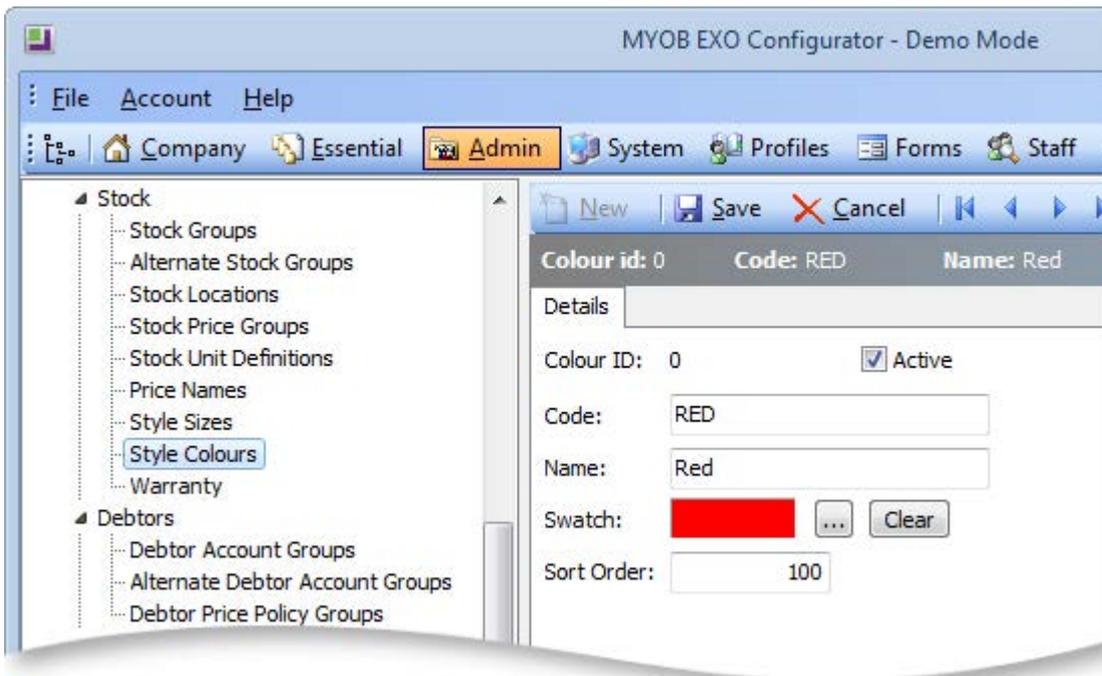

The **Colour ID** is a unique key assigned by the system. It cannot be altered by the user and is invisible during normal operation.

The **Code** is a short abbreviation of the colour. It is used in the formula that auto-generates stock codes for the style.

The **Name** is a long description used in the formulation of the descriptions of Stock items in this style.

The **Swatch** lets you pick a colour to act as a visual cue when picking this style on an order. Clicking the edit button opens a standard colour select window:
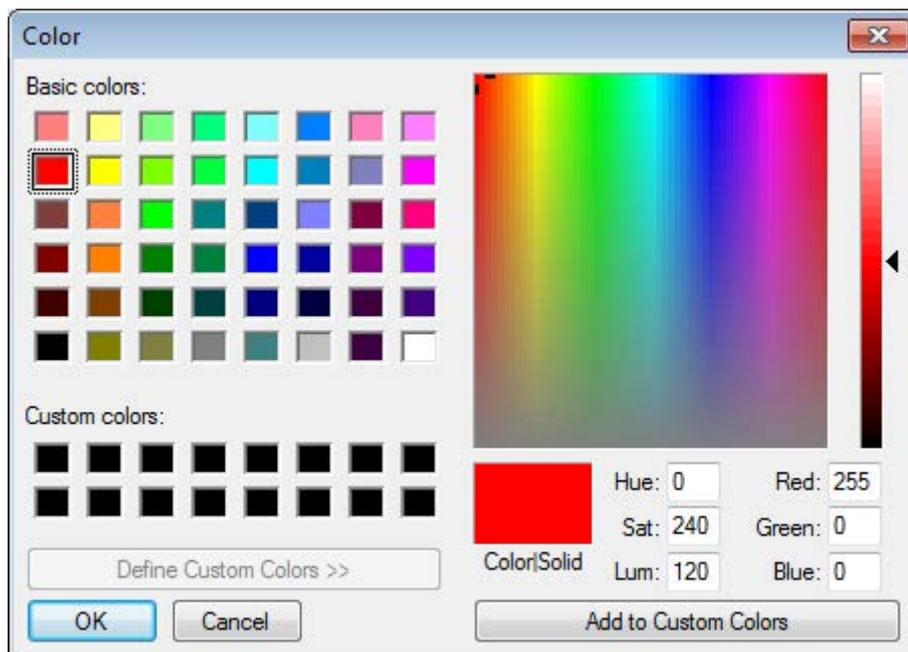
The **Is active** option is enabled by default. Colours can be made inactive if they are no longer available.

The **Sort Order** determines the colour's position when displayed on the Style Picker (see page 217).

Creating a New Style

A style is a collection of Stock codes that are common but with minor variations. These variations are typically Size and Colour. The Size and Colour variations are two common problems for businesses that deal in styles. These are creation of a new style (maybe involving a hundred-or-so stock codes), and representation of the style in a visually compact fashion using a matrix where size is represented by the X-Axis and Colour on the Y-Axis.

In MYOB EXO Business, a Style is analogous with a Stock Group, you can set the name of product group as 'Style' using the display names option in EXO Business Config. Stock Groups can be grouped under parent grouping Stock Group 2. For example sales of various styles of socks might be reported under the collective stock group 2 'Socks'.

Also the Price Groups function can be used as a useful method of controlling discounts of promotional pricing across a whole style at once.

Not all product groups are required to have style attributes:

- A sports equipment shop may sell all sorts of sports equipment, but only sports apparel and sports shoes have Style/Colour/Size requirements.

- A furniture store may sell furniture and bedding, but only Bed sheet product lines have a size colour attributes.

For this reason there is a flag on each product group indicating that this product group has Style attributes.

Click **New** on the screen above to create a new stock group, then proceed to set up the stock group in the normal manner. Tick the Style box and three more tabs appear:

The Style tab is the key to creating a whole style and its constituent stock items in one step.
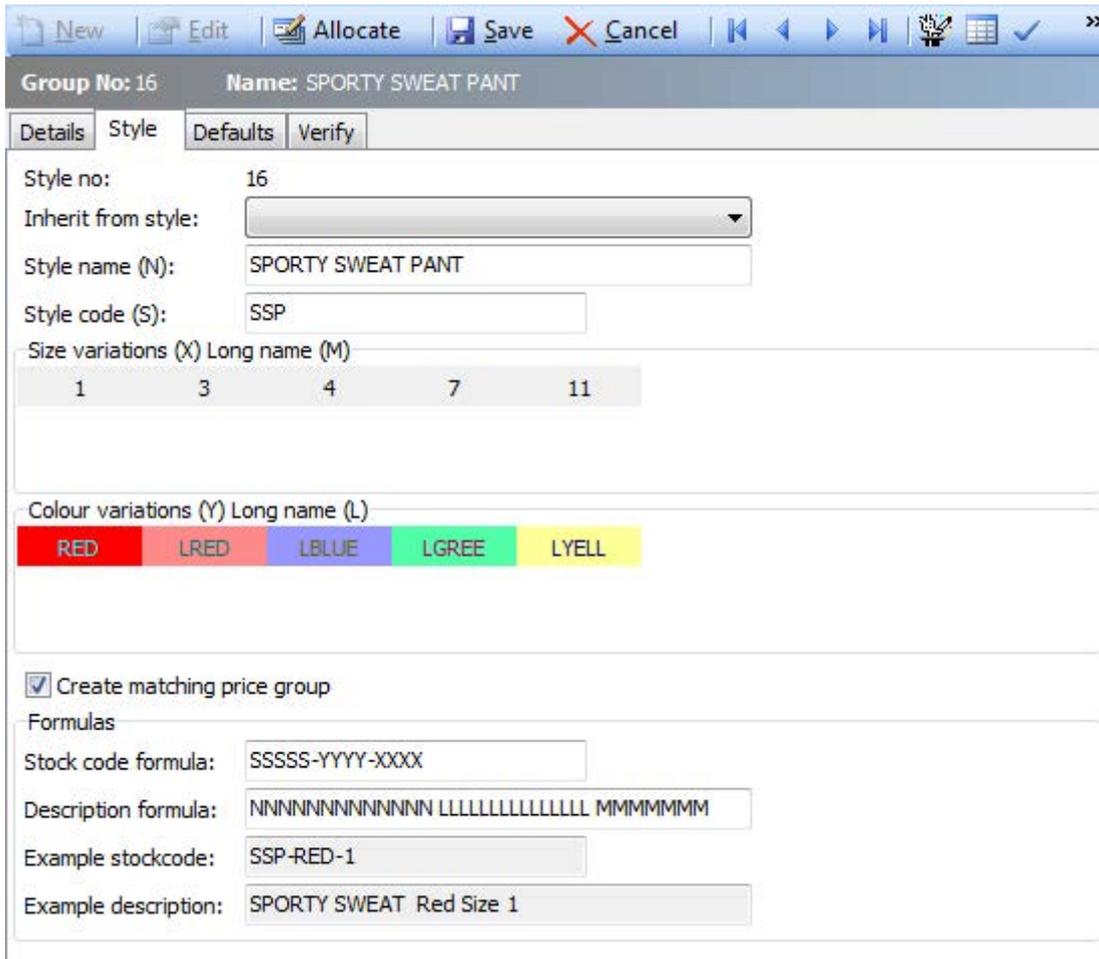
| Field	Description
Inherit from Style	You can inherit the properties of a similar style already created in your system. This is a very fast way to set up a style based on a style from last season. The new style need not be an exact duplicate. You may change attributes after copying.
Style Name (N)	A long description of this style (equivalent to product group description) used in the formulation of Stock Item descriptions.
Style Code (S)	Equivalent to Product group report code used as an abbreviated for of the style in the formulation of Stock codes.

Size Variations (X) and (M)

Double-click in this area or right click on this area and select **Add** to pick from a list of available sizes. You can add these by double-clicking on a size or highlighting one and clicking **OK**.

Code	Name	Added
1	Size 1	*
2	Size 2	
3	Size 3	*
4	Size 4	*
5	Size 5	
6	Size 6	
7	Size 7	*
8	Size 8	
9	Size 9	
10	Size 10	
11	Size 11	*
12	Size 12	
13	Size 13	
14	Size 14	
15	Size 15	
16	Size 16	

Setup   OK   Cancel
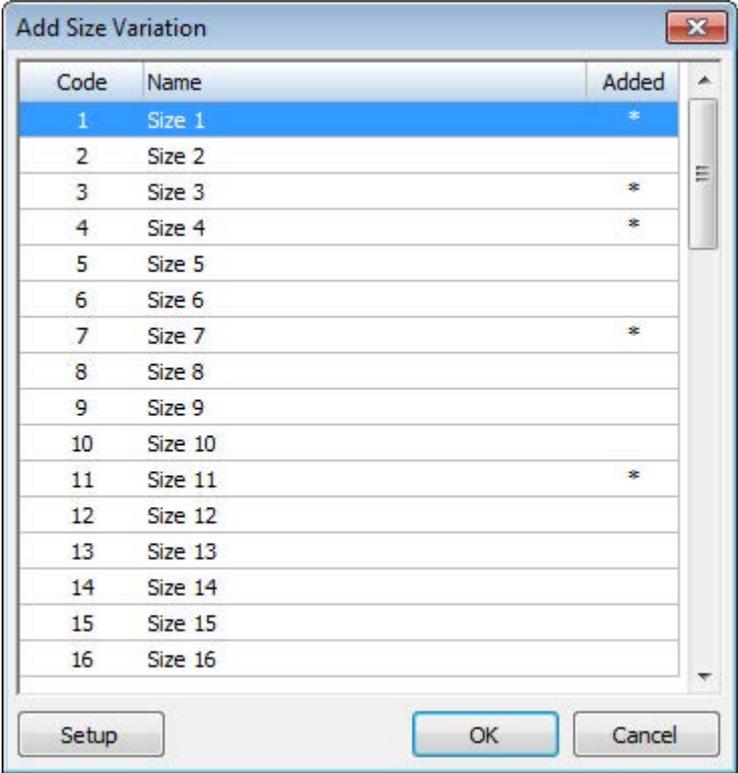
Colour Variations (Y) Long Name (L)	Double-click in this area or right-click on this area and select **Add** to pick from a list of available colours. You can add these by double-clicking on a colour or highlighting one and clicking **OK**.
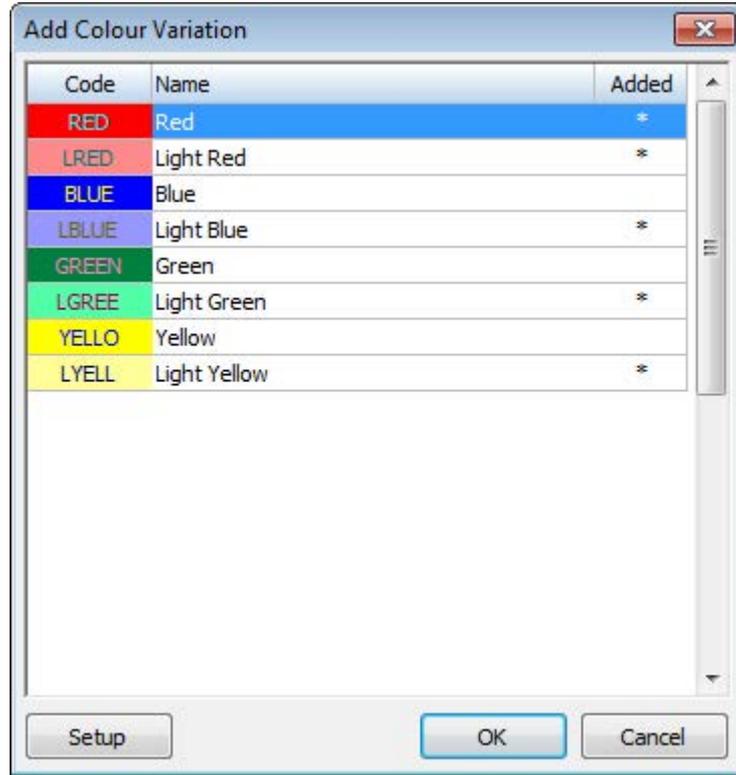
When you click **OK**, these colours are shown against the style. If you attempt to add a colour that is already selected for this style you will receive a warning.

You can delete a selected colour by right-clicking on it and selecting **Delete**.

Create matching price group	To facilitate easy maintenance of price rules for promotions or discounting of all products in the style you can automatically generate a stock Price group to match the style. Check this option if you want to create a matching price group for this purpose.

Formulas and masks

MYOB EXO Business allows you to automatically build consistent stock code details using a 'mask' or template. The example section gives you an illustration of how the stock codes and descriptions might appear when created. If you change the formula, you will see the examples change as you do so. The letters used in the formulae correspond to the letters in brackets on the style creation screen.
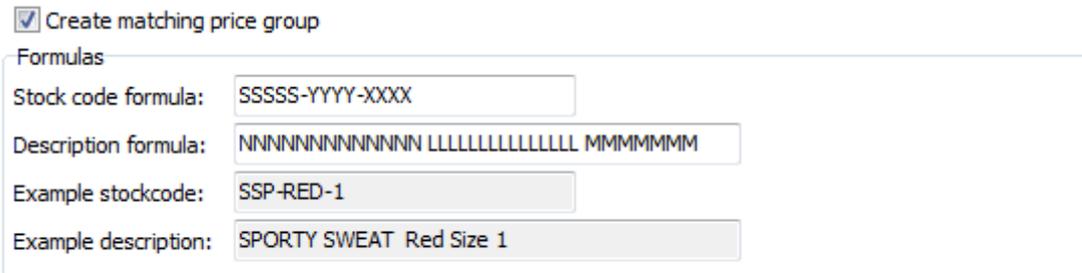
There are two company level profile settings that are used to set the default formulae; however, if a style is inherited then the formula will be inherited as well. The two profiles are called:

- SIZE_COLOUR_CODE_FORMULA

- SIZE_COLOUR_DESC_FORMULA

Stock code Formula - can only use P, S, Y and X characters. These represent Alternate Stock Group ReportCode (P), Style Code (S), Colour Code (Y), Size Code (X)

Description Formula – are limited to Q, N, L and M characters. These represent Alternate Stock Group Name (Q), Style Name (N), Colour Name (L), Size Name (M).

The Stock code is generally set to 23 characters and stock descriptions to 40 characters. If you need more than 40 characters, you can add additional descriptions in the notes field of the stock item. It is recommended to keep descriptions limited to 40 characters so that they can be properly viewed on reports and Invoices. Also, ensure that you have enough characters to accommodate the longest size and colour codes / descriptions before creating the style.

Processing Styles using the Style Picker

While you can treat a stock item that belongs to a style as a unique stock item, (e.g. point of sale where you may scan a barcode on the product) the style picker is used as an aid to selecting multiple stock items from the same style. An example is when you are ordering various sizes and colours from suppliers or if you are distributing a variety of colours and sizes to your customers.

The Style Picker is available in Sales Order Entry and Purchase Order Entry screens. Similar to using the dot (.) to signify you are entering a KIT code, you can use the forward slash (/) to indicate you want to search on styles:
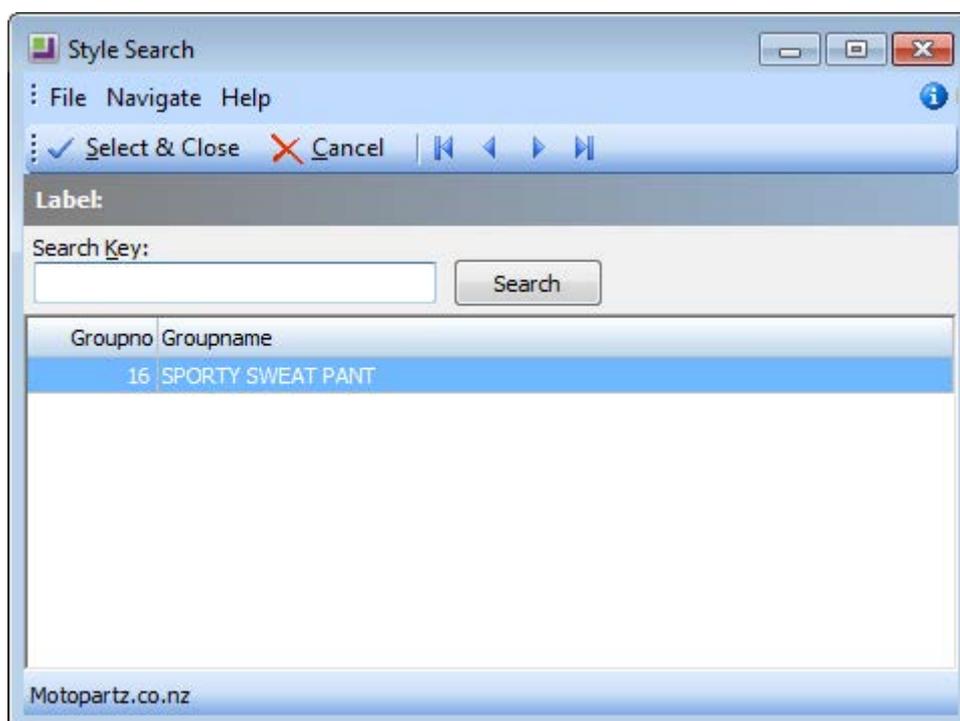
Select a style and the Style Picker opens, showing all size/colour combinations set up for the style:
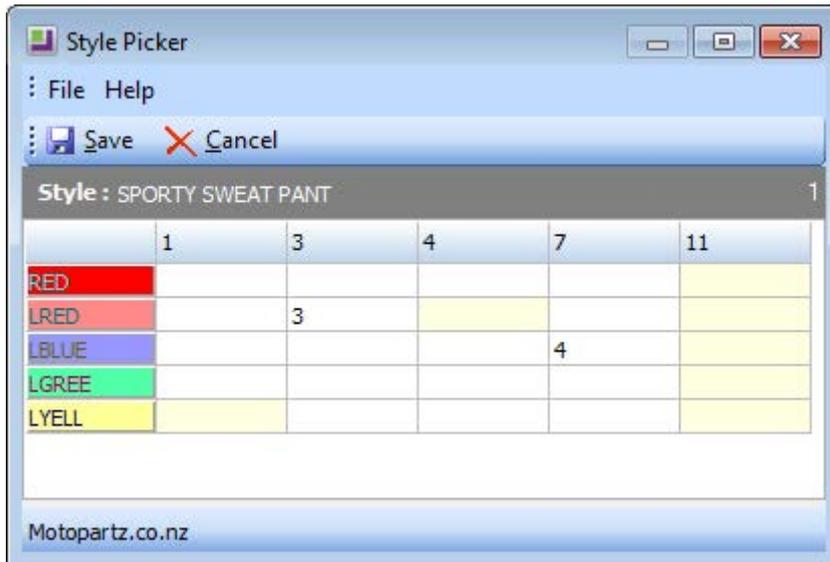
Note: Sizes and colours are ordered according to their **Sort Order** property. If multiple sizes/colours have the same sort order, they are ordered by their **Size ID**/**Colour ID**.

A light yellow cell indicates that a particular size/colour combination is not available. You can set an item as unavailable by making the stock item inactive or by removing the size or colour extra field settings. The system also blocks you in entering data on a yellow cell.

You can double-click on any available cell in the grid to view the summary of the stock on hand availability for that stock item across all locations.

Select the required quantities using the Style Picker matrix, then click **Save** and the order will be populated with the required quantities of each stock item. From here on, the lines are independent stock codes and the order is processed as it would be normally.

Setting Other Default Values

Before creating the stock items that will make up a style, you can predefine default settings for these stock items, as illustrated below.

You can also preview the style before you create it using the view/size colour matrix option on the toolbar ( ).

You can save the description of this style without generating associated stock items.

You can verify the style description by clicking the **Verify style** toolbar button (✔), or by going to the Verify tab and clicking the **Verify** button.
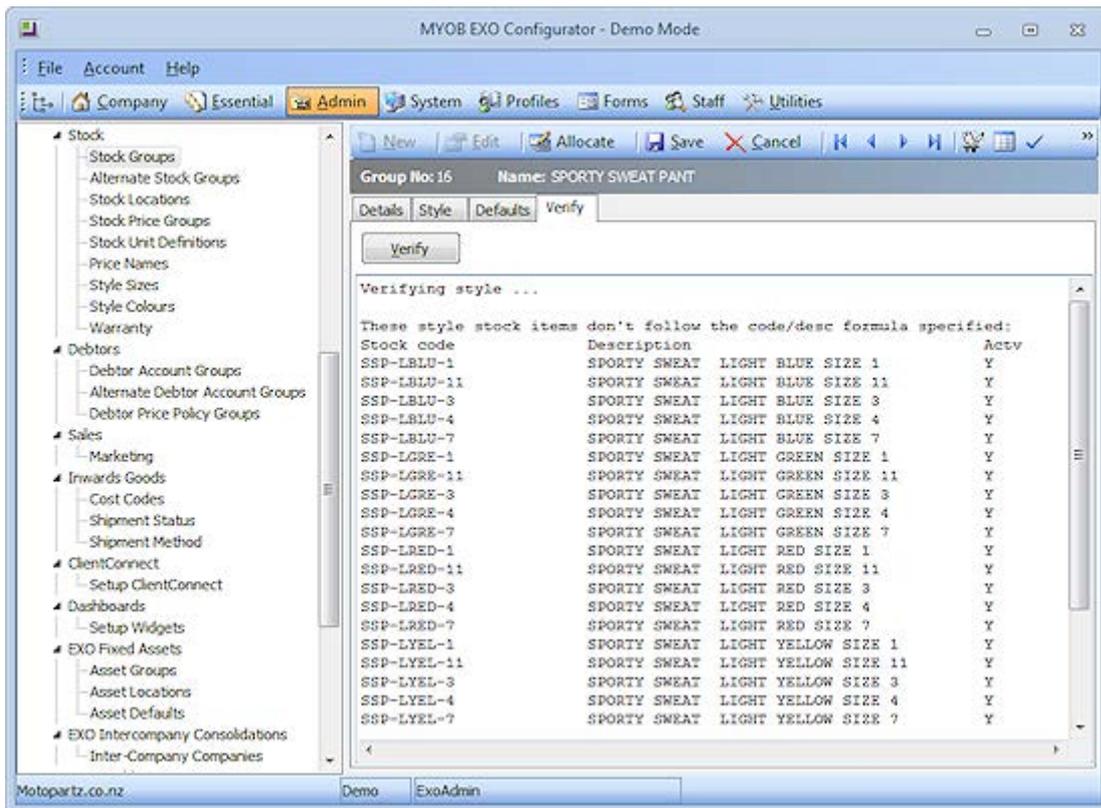
The verification checks the style description you have made, and checks any existing stock items that are attached to this style (created manually) that do not have size or colour specified. The full list of possible errors is as follows:

No style code specified

No style name specified

No size variations specified

No colour variations specified

No matching price group found

Matching price group found but 'Create matching price group' unselected

No stock code formula specified

The stock code formula contains no style mask (S)

The stock code formula contains no colour mask (Y)

The stock code formula contains no size mask (X)

No description formula specified

The description formula contains no style mask (N)

The description formula contains no colour mask (L)

The description formula contains no size mask (M)

No style stock items exist - select 'Generate' button

No style stock items with size/colour exist - select 'Generate' button

These style stock items don't have size or colour specified:

These style stock items have inactive flags:

These style stock items don't follow the code/desc formula specified:

These style stock items don't have the matching price group:

These style stock items have the matching price group when shouldn't:

There is not ONE ONLY style stock item for these size/colour combos:

Generation of the stock items is a separate task performed when you click the ![icon] button on the toolbar. When you click this icon you will see a progress box appear as the stock items are created. Once the style is created, a confirmation message will appear.

Stock Items

If you search your stock items list you should now see all the constituent stock codes created by the style generator as illustrated below:

If you examine one of these items you will see that there are two extra fields that contain the stock items size and colour attributes. These are the key to building the on screen style picker matrix.

The General Ledger

General Ledger Overview

The General Ledger (GL) is the consolidation of all the movements created in the debtors, creditors and stock sub ledgers. The GL forms the basis of the recording of business activity. By creating as many or as few GL accounts you can define the level of detail you wish to report. The reporting can be consolidated from the GL accounts using the Report Writer. Budgets can be created to monitor the performance against expectations.

This section describes the set up related to the GL – account groups, accounts and control accounts. It also explains the procedures for entering transactions, reconciling the GL and generating reports.

General Ledger Transactions
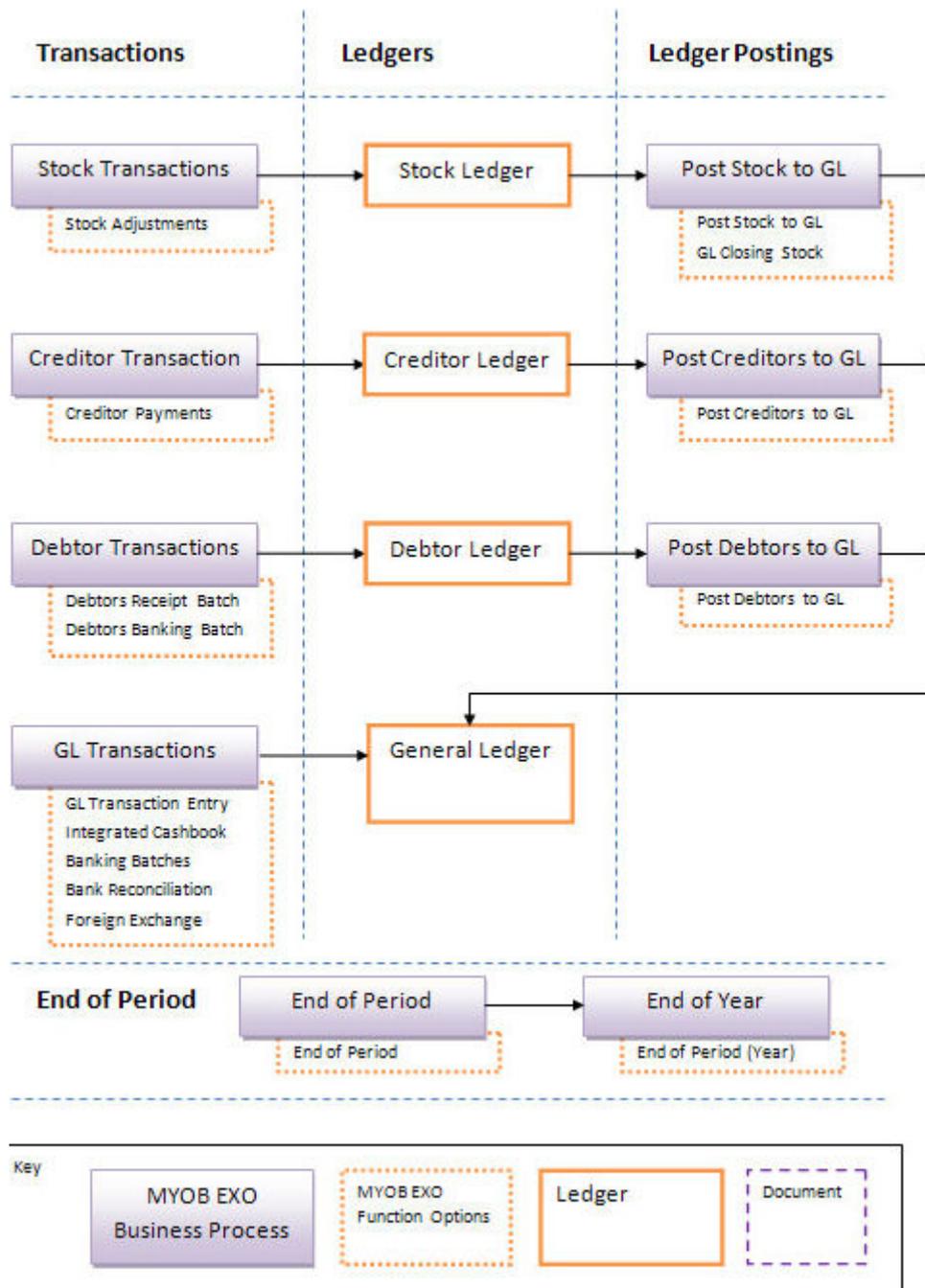
General Ledger Master

The General Ledger (GL) is the consolidation of all the movements created in the Debtors, Creditors and Stock sub-ledgers. GL accounts are used to identify and access accounts in the General Ledger to prepare financial reports at the end of each period and each financial year.

Details (see page 226) – contains General Ledger account no, name, report code, account group, default GST rate and flags. It also identifies the type of GL account, the currency used and if it's a usual debit or credit account.

Transactions (see page 230) – lists all the records that matched the search criteria based on period, sub accounts and branches.

Budget (see page 232) – allows multiple budgets to be set up and used for reporting purposes.

Notes (see page 137) – this tab provides a way for users to record any communication or general information related to the account. Users can insert the username and date/time when the info is recorded and common phrases (see page 139) can be entered easily.

History Notes (see page 137) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the account. It's also easy to create, delete, or email history notes.

Analysis (see page 234) – show trends of a particular account in graphical form.

> **Note:** The buttons in the toolbar at the top of the General Ledger Account Details window change when moving between tabs.

Setting up GL Accounts

Quick Guide to Setting up GL Accounts

GL accounts are used to identify and access accounts in your GL and to prepare your financial reports at the end of each period and each financial year. Here is a checklist of the steps involved in setting up GL accounts:

1. Determine the accounts you require. Your accountant can help you by providing a "chart of accounts" that is used to produce your end of year accounts. If you set up similar accounts in your GL, it helps reduce the amount of work required to produce your end of year accounts.

   Every transaction you enter must belong to an account. Having too many accounts makes account selection more difficult during transaction entry. Having too few accounts reduces the amount of information shown in your reports. The GL chart of accounts has an impact on modules such as Asset Register and features like Foreign Currency.

2. Decide on a coding system for your accounts. You also need to decide the branches and sub-accounts to be included, depending on the options set up in **EXO Business Config > Essential > General Ledger**.

3. Set up your GL Control Account in **EXO Business Config > Admin > General Ledger > GL Control Accounts**. This setting determines the default GL accounts you want to use as your main bank account, debtor and creditor control accounts, errors account and so on.

4. Set up your GL Account Groups in **EXO Business Config > Admin > General Ledger > Account Groups**. If there are some account groups that have already been set up, you can leave them as they are or if you prefer change them or add others to suit your requirements. These options determine the grouping of your GL accounts. For example, Sales and Purchases, Overheads, Assets, Liabilities and Capital.

5. Enter your GL accounts by selecting **Account > GL**. When entering your GL accounts, note the account numbers that you will be using in your GL Control Account.

Additional Accounts

MYOB EXO Fixed Assets is an asset management system that is completely integrated with MYOB EXO Business's General Ledger to ensure that your asset management and financials are kept up-to-date at all times. When using Fixed Assets, more control accounts are required - these are set up in the Fixed Assets.

The Foreign Currency (see page 291) feature allows you to make adjustments in the General Ledger for movements in Forex, both realised and unrealised. You should create accounts to be used in the Forex calculator.

Setting up GL Account Groups

The GL is grouped into accounts with different functions such as Sales, Asset and Liability accounts and Overheads. When setting your GL you need to name and define the groups you require.

To set up a GL account group, select Setup GL Account Groups from the MYOB EXO Business Setup menu: **Setup > Business Admin Settings > Account Groups**. The GL Account Groups window is displayed.
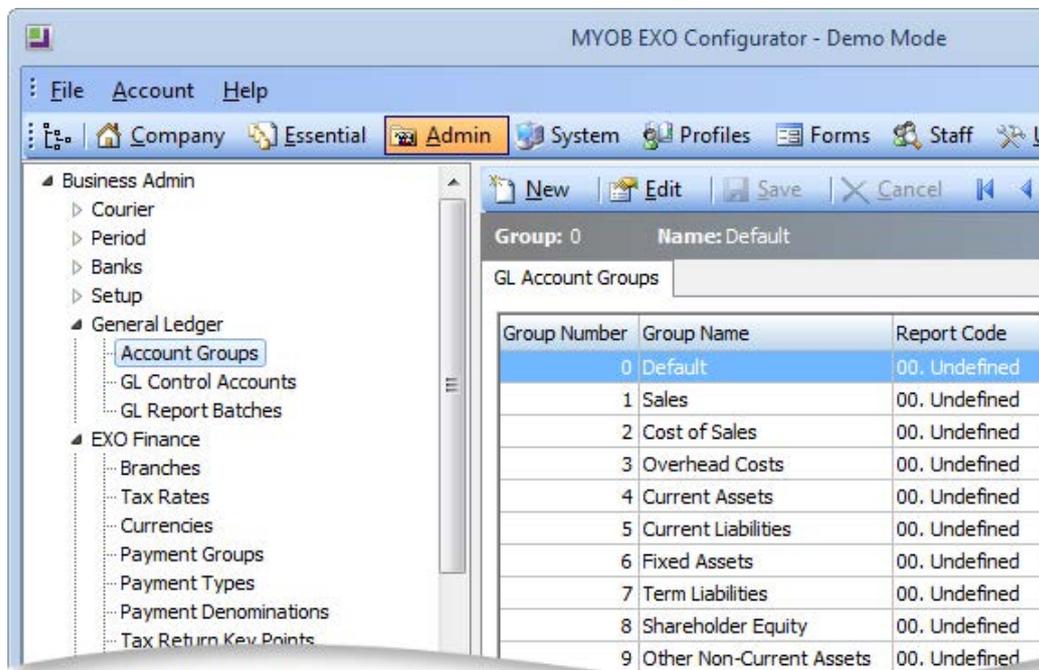
To add a new group:

1. Click the **New** button.

2. The **Group no** is automatically assigned and this will be the next sequential number in the list.

3. Enter a brief, descriptive **Group name**.

4. Select the **Report code**.

5. Choose the Section type. If "Balance Sheet" is selected, select the type: Asset, Liability or Equity.

6. Choose the Debit/Credit type.

7. If the new group is to be reconcilable, tick the **Reconcilable during bank reconciliation** check box.

8. Configure the range of expected account numbers by entering them into the **From** and **To** fields.

9. Click **Save** to save this entry.

Setting up GL Accounts

You can set up your GL accounts based on your chart of accounts (a structured plan of how accounts are numbered), which is created to fit the needs of your business.

Entering GL Account Details

To enter GL details:

1. **Account > General Ledger**, this opens the GL (search) window.

2. Click **New** to create a new GL account. The General Ledger Account Details window opens at the Details tab:

3. Complete the entries in each field, using the table below as a guideline.

Item	Description
Account no	The account code for the GL Account from the chart of accounts. If you have branches and sub codes, these will be entered later, so just enter the main GL Account number here. The account number cannot be zero. **Note:** Once you have saved your account details, you cannot go back and edit the account number.
Account Name	The name or description of your GL account.
Report Code	Any alternate account codes. This is an optional alphanumeric field. You could use this field to store old account codes that may help you if you need to search for the old account at a later stage. This code can also be used by the Report Writer to group accounts.
Account Group	The Account Group to which the account belongs, for example (in the demo database) Trade, Retail or Foreign. Select a predefined account group from the list.
Debit/Credit	Select against the usual sign of the account, either a Usual Debit or a Usual Credit.
Section	Choose the GL report type for this account, Profit and loss or a Balance sheet. If the Balance sheet is selected additional options can be selected. These options are Asset, Liability and equity.
Override GST rate	Select the override GST rate from the list.
Currency	Select the currency that applies to this GL Account. **Note:** The option is available only when multi currency is enabled.
SubAccNo	A sub account number. This number is automatically assigned; however it can be overwritten with another number.
Name	This is the name of the sub account.

Period Totals	In MYOB EXO Business, transaction ages are numbered from current (0) backwards. This may be different from the system you are familiar with, however it does give you some useful logic consistency.

Example:

0 = current period

1 = One period ago (last month)

2 = Two periods ago

54 = Fifty-four periods ago etc.

EXO Business knows which period in the period table is the current one, and uses this as a point of reference to display the name of the period on reports and within data entry screens.

It is important you are comfortable with this and that all users understand the approach.

> **Note:** For a Profit and Loss account, the period totals will display the account movement for the period; for a Balance Sheet account, the period totals are the accumulated balance for the period.

Flags	• **Active** - Check this option to indicate whether the account is active or inactive. If inactive, the account is hidden from the main Search view.

• **Allow journals** - Check this option to allow journals on this account.

• **Private Account** - Check this option to make this account private.

> **Note:** Some GL accounts should have the **Allow journals** checkbox unticked, so accounts will be system-maintained, e.g. Debtors control account, Creditors Control Account, Stock on Hand.

The other tabs on the General Ledger Account Details window become visible after a GL account is created and saved.

Viewing GL Account Details

Account > General Ledger > [Search] > {double click the GL Account name}

The field descriptions are the same as for creating a new account (see page 226).

The only changes are to the toolbar menu buttons:

1. **Transaction navigation**. Previous, next, forward and last record.

2. **Show amounts in foreign currency**. If more than one currency is enabled for this account, this is only possible if it was enabled in the EXO Business Configurator.

3. **Enter a new sub account**. Use this option to create a Sub Account (see page 229).

4. **Edit the selected sub account**. Use this option to delete a sub account's details (see page 229).

5. **Delete the selected sub account**. Use this option to delete a sub account (see page 229).

6. **View delete and calculate movements**. This opens the General Ledger Movements window (see page 229).

Creating GL Sub Accounts

To create a new sub account, open the relevant master account and click the **Enter a new sub account** button on the General Ledger Account Details window ( ).
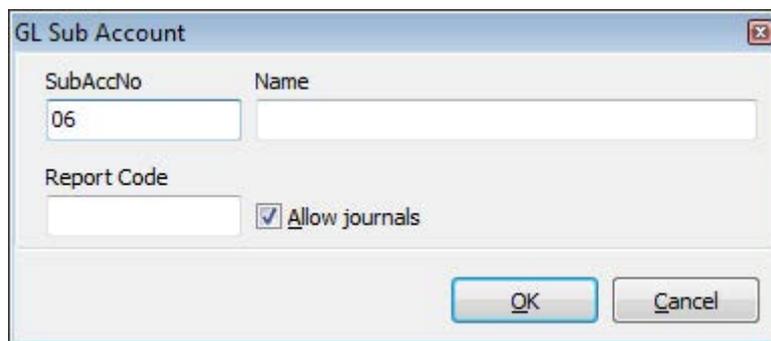
In the GL Sub Account window complete the following fields:

Field	Detail
SubAccNo	A sub account number. This number is automatically assigned by EXO Business. You can override this number by overwriting it with another number. Once the sub account is saved, this number cannot be changed.
Name	The name of the sub account.
Report Code	The report code as per the GL accounts. This field entry is optional.
Allow journals	Check this option to allow journals on this account. The default value for this setting is determined by the **Allow journals** option on the master account.

Click **OK** to save this sub account in the list.

To edit an existing sub account, click the **Edit the selected sub account** button ( ) to open the GL Sub Account window. Make any changes by overwriting the current information, then click **OK**.

> **Note:** You cannot edit the account number.

To delete a sub account, select the account from the list and click the **Delete the selected sub account** button ( ).

If you delete a sub account that has transactions against it, any previous transactions are transferred to the 00 Sub Account. However, if there are any stock items that were previously posted to this sub account they need to be re-linked to a GL account before you process any transactions. To link these stock transactions enter a new Sales GL Code in **Account > Stock > Details 2**.

General Ledger Movements

The General Ledger Movements utility is used to display, delete and recalculate the GL movements. It is also used to initially populate the GL Movement table, although GL Movement records will be inserted and maintained automatically as transactions are processed.

> **Note:** Populating the GL Movements table for all existing transactions could take a considerable period of time, depending on the volume of GL transactions.

Open the General Ledger Movements utility by clicking the ⊞ button on the General Ledger Account Details window toolbar.
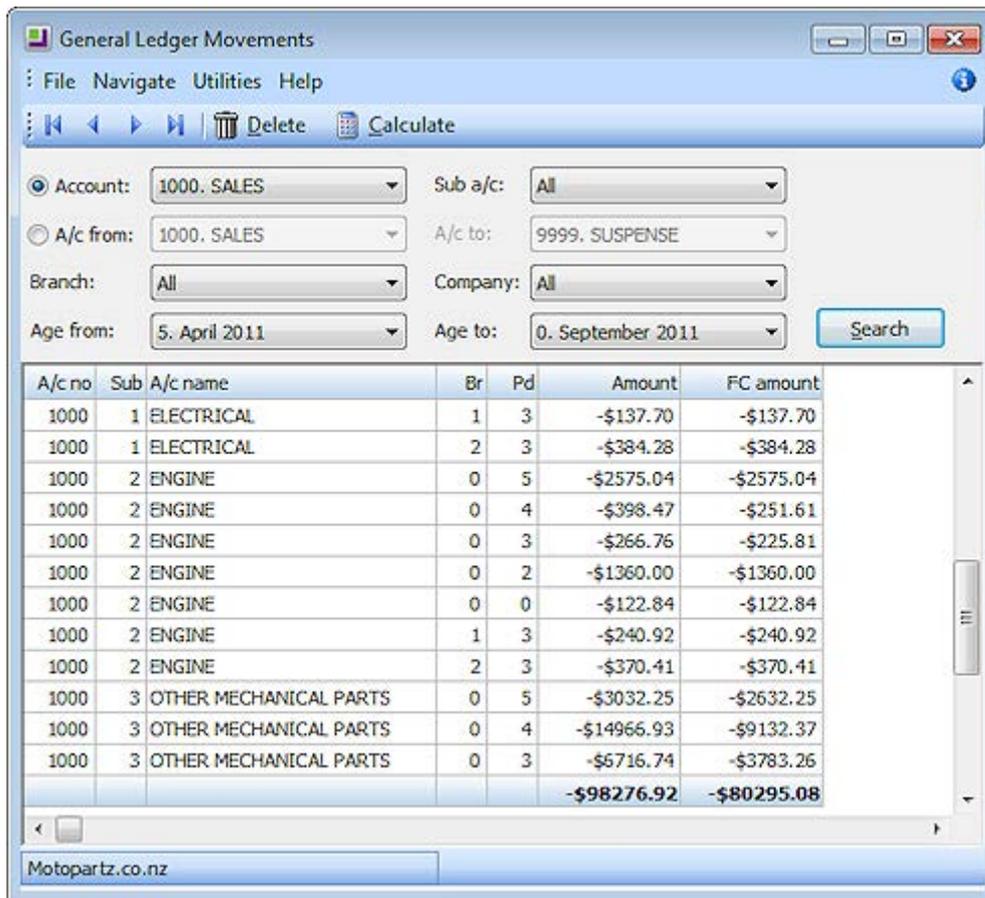
1. Click the **Calculate** button on the toolbar to calculate the initial GL movements for the accounts/ branches/ periods/ companies specified in the selection options.

2. Select either a range of accounts or a specific account, and other required filter information, and click Search to display a list of the GL movements. A result similar to the illustration above will be displayed.

3. Clicking the **Calculate** button on the toolbar recalculates the GL Movements for the accounts/ branches/ periods/ companies specified in the header. Alternatively, highlighting appropriate rows on the grid selecting **Calculate** from the right-click menu will recalculate only the selected rows.

> **Note:** Deletion of records is based on the selected criteria (or selected rows if right-click > Delete is used). If all records are deleted through this utility, the identity seed (MSSQL) is reset to zero so new records will start at 1.

Viewing GL Transactions
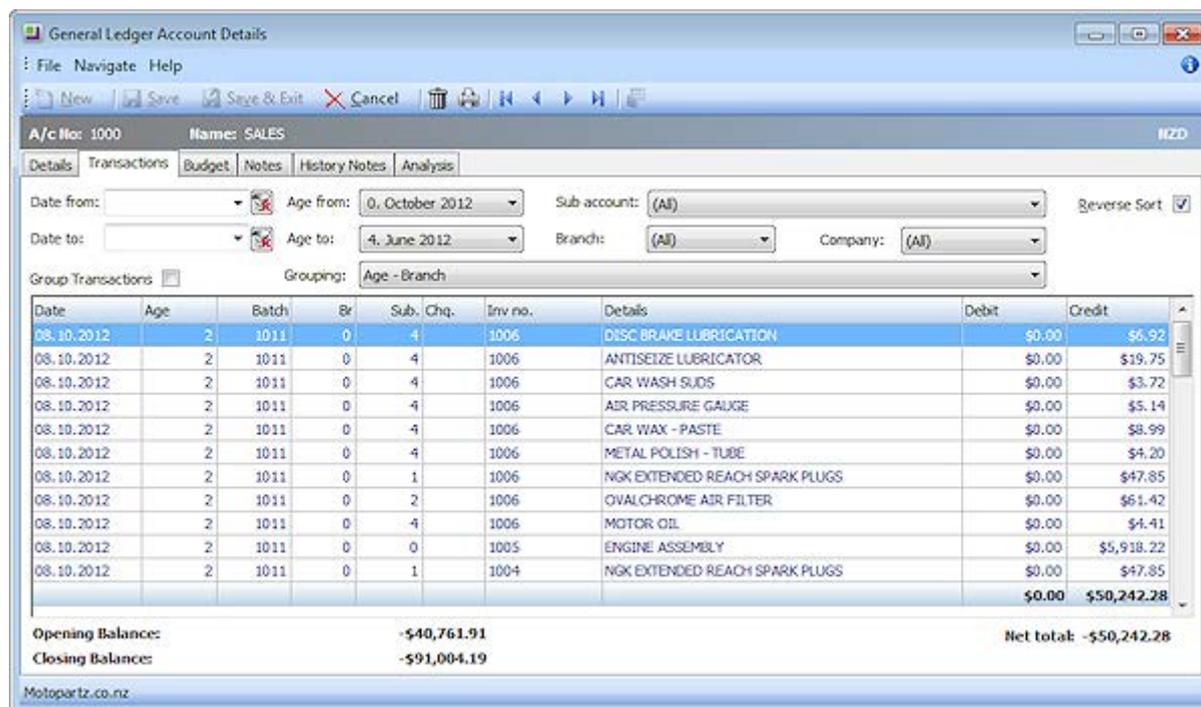
To view the transactions in the window filters should be defined before clicking on the **Search** button. These are detailed in the table below.

Field	Description
Date from and to	The option to set a period range.
Age from and to	The option to select set a period range for the transactions you want to view.
Sub account	The list of sub accounts. Select a sub account from the list to view transactions for all sub accounts.
Branch	A list of branches. You can select a particular branch or to view accounts in all branches.
Company	Select the company name from this list.
Reverse Sort	Enable this option to reverse the order of displayed accounts.
Group Transactions **Grouping**	To group the displayed transactions, select one or more properties to group by from the **Grouping** dropdown, then tick the **Group Transactions** option.

Account details column headers	
Date	The date the transaction took place.
Pd	The period number to which the transaction has been posted. (For example, 0 refers to the current period, 1 is the last period.)
Batch	The batch number to which the transaction was entered.
Br	The branch for the transactions.
Sub	The sub account number to which the transaction applies.
ChqNo	A cheque number appears here, if one applies to the transaction.
InvNo	The invoice number that applies to the transaction, if appropriate.
Details	The analysis column for the transaction (generally details about the transaction).
Debit	Positive entry in the transaction list.
Credit	Negative entry in the transaction list.

In the transaction list, you can right-click on a transaction open a popup menu. The options are:

Menu Item	Description	Debit	Credit
View GL Batch	This opens the GL Batch Transactions window for the batch number associated with this transaction.	●	●
View Source Account	This opens the creditors master (see page 104) source account details window.	●	
View Source Transactions	This opens a preview of an invoice for this transaction.	●	
Edit Transaction references	This feature is available for receipts and adjustments. It opens a window with options to change the **Transaction Date**, **Invoice Number**, **Cheque Number** and the **Narrative**.	●	●
View Analysis Codes	This opens the Analysis Codes (see page 82) window for this transaction.	●	●

Reviewing a GL Budget

Account > General Ledger > [Search] > {double click the GL Account name} > (Budget Tab)

Field	Description
Budget code	The code for the budget. Select the code from the list.
Period	The period for which the budget is being viewed. Select the period from the list.
Sub Account	A sub account number. This number is automatically assigned by MYOB EXO Business. You can override this number by overwriting it with another number.
Branch	The name of the branch where the transaction took place.
Budget	The budget amount set for this account.

To edit a budget, click the **GL Budgets** button to open the GL Budgets window (see page 266). You can now make changes to the budget.

Viewing GL Account Trends

You can view the trends of a particular account by clicking the **Analysis** tab on the General Ledger Account window.
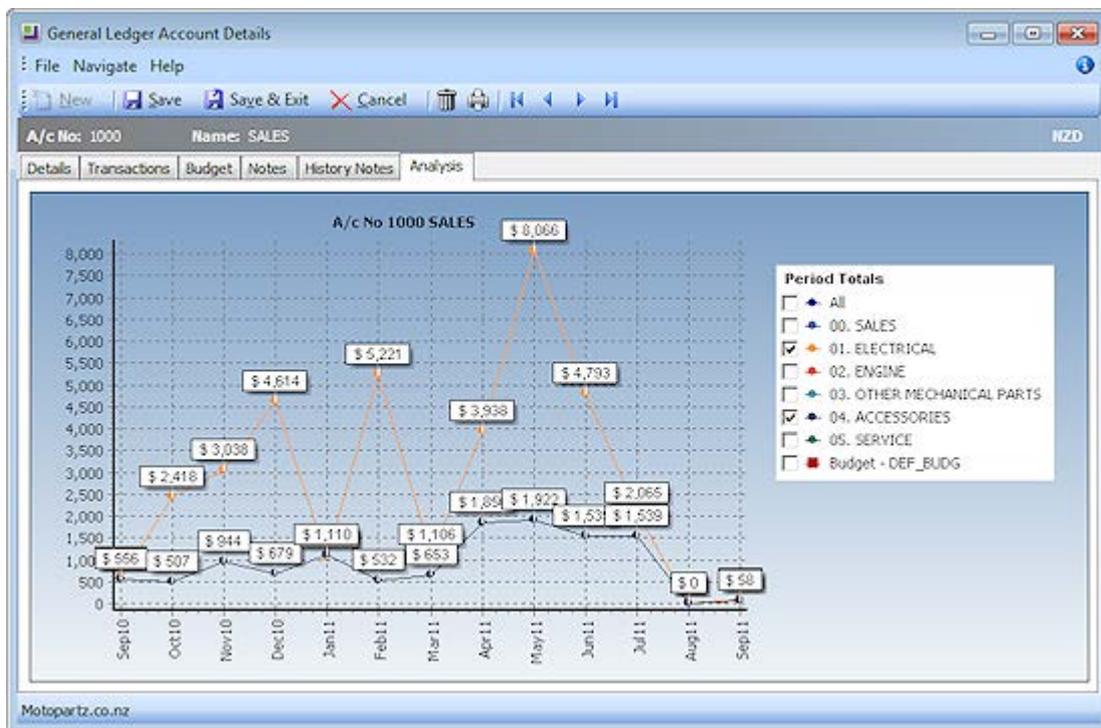
> **Note:** Right-clicking on the graph provides you with the option to copy the graph into another Windows application as Word or Excel. You can also print the graph.

To display the monetary value labels, double click anywhere in the graph.

To view other legends, such as the budget, tick the appropriate check box under **Period Totals**.

To print the graph, click the print button ( ).

General Ledger Analysis Codes

Under normal operation, there are three levels of analysis in the General Ledger: Branch, Account and Subaccount. The General Ledger Analysis Codes feature allows you to define additional levels of analysis for more detailed reporting, e.g. Branch-Account-Subaccount-Analysis1-Analysis2

> **Note:** This feature is not to be confused with **Analysis Codes (see page 82)**, which provide a more powerful and comprehensive method of adding analysis data to transactions.

GL analysis codes are intended for use during transaction entry. They are not available on any master files, e.g. GL Control accounts, Stock Item records. In general, if a GL account can be entered or edited on a transaction, you should also be able to enter analysis codes.

The built-in General Ledger Report Writer (see page 244) does not report on GL Analysis Codes; to report on them, you must use Clarity Reports.

Setting up GL Analysis Codes

Select **Setup > Setup Analysis Codes** to define the codes. If this menu option is not available, it must be added to the menu using the Menu Designer - **Setup > Setup Menu** or use EXO Business Config (see page 52).
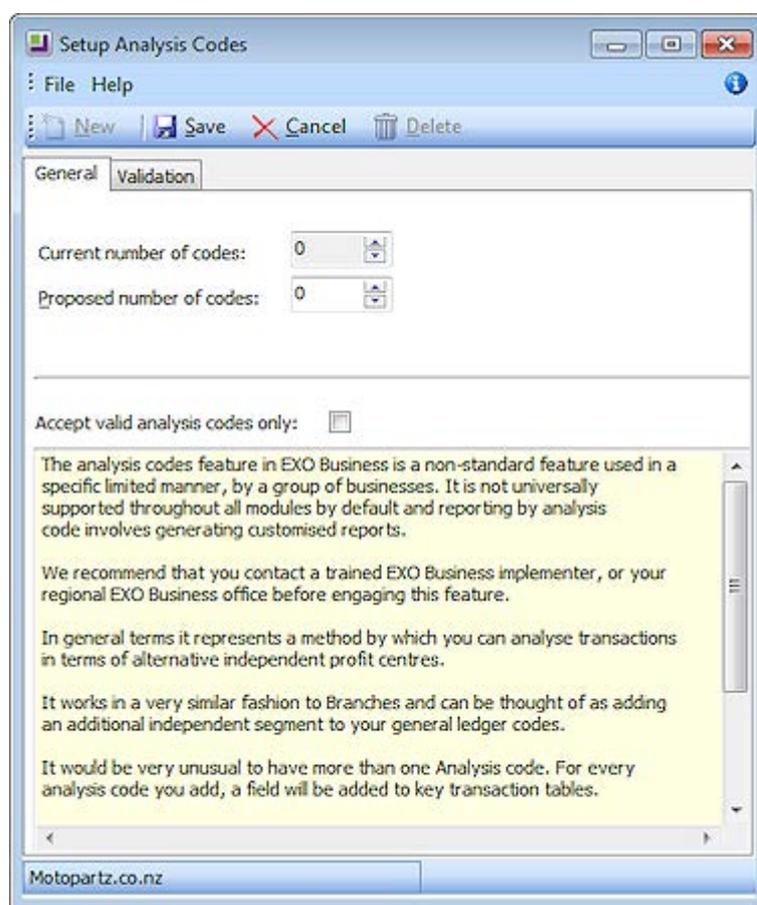
The current number of analysis codes in use is displayed. Specify the number of codes required in the **Proposed number of codes** field. If this number is changed, the database must be updated to recreate the GL Movements metadata - EXO Business will close automatically so that an update can be run from EXO Business Config (see page 54).

If the **Accept valid analysis codes only** check box is not ticked, then any number can be entered as a GL analysis code.

If the box is checked, you must set up valid codes on the Validation tab:
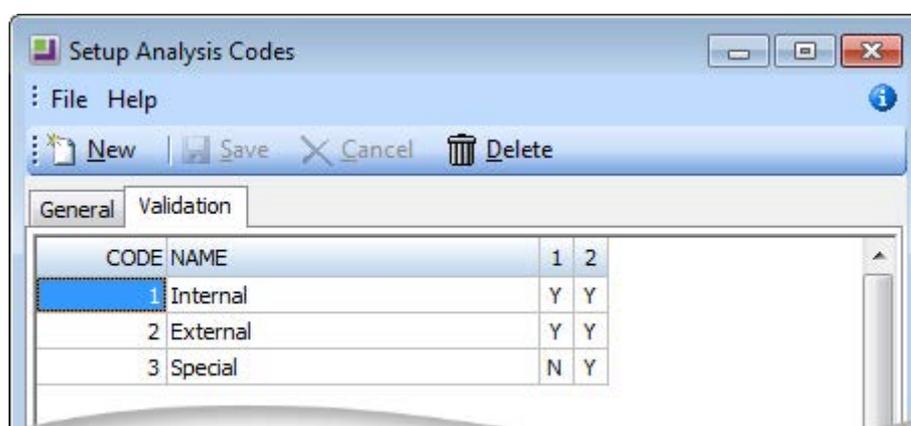
Click **New** to create a new code, then specify a descriptive name for the code. Codes are automatically numbered sequentially starting at 1.

The Validation tab contains a numbered column for each analysis code, i.e. if you selected to use two codes on the General tab, there will be two columns on the Validation tab. For each code, enter "Y" or "N" in each column to indicate whether the code can be used for the appropriate analysis code.

In the example above, codes 1 and 2 ("Internal" and "External") can be used for Analysis Code 1 or Analysis Code 2, while code 3 ("Special") can only be used for Analysis Code 2. This means that the following GL code is valid:

00-0100-01-1-2

However, the following GL code is invalid, as code 3 appears in the Analysis Code 1 position:

00-0100-01-**3**-2

Using GL Analysis Codes

Enter GL analysis codes by appending them to GL codes in the **GL Code** fields on entry screens such as Debtor and Creditor invoices. GL analysis codes are separated by hyphens, i.e. Branch-Account-Subaccount-Analysis1-Analysis2 etc.

Setting up GL Control Accounts

The GL Control Account Setup window (General tab) opens.
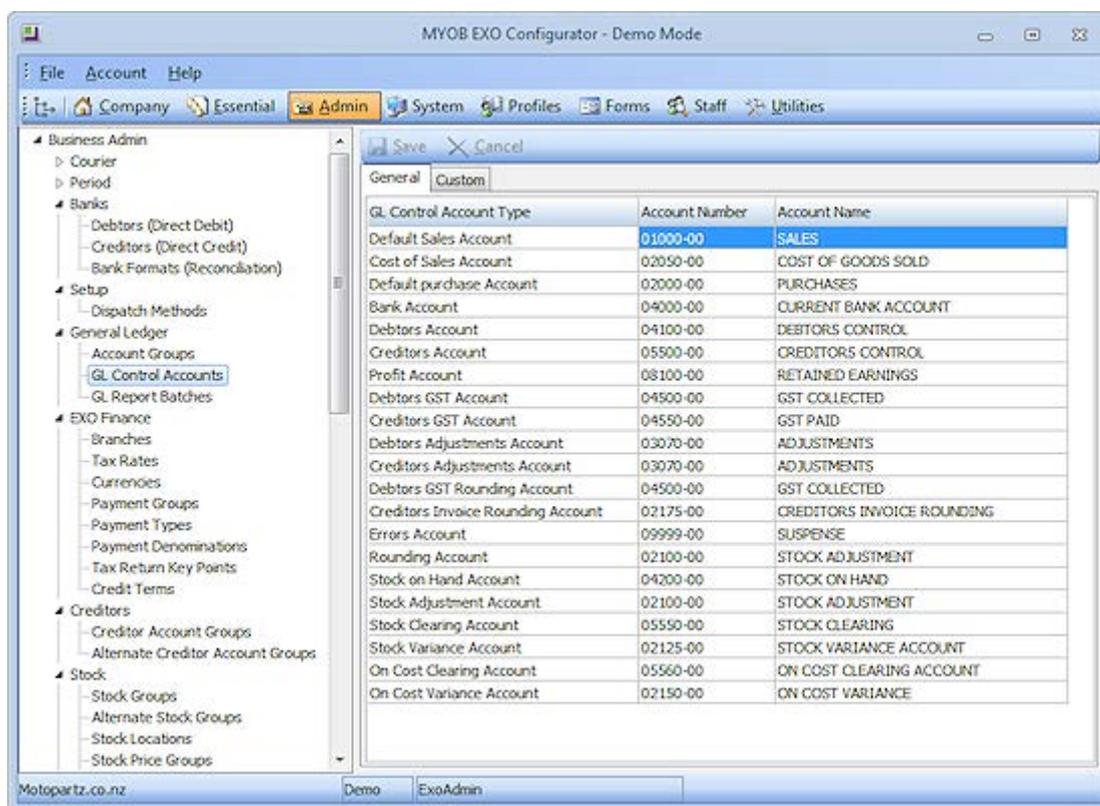
Enter the GL Account type that each posting should go to.

The following table provides more information:

Item	Description
Default sales account	The default account for Sales (Debtors) transactions.
	When you enter a new stock item, this is the sales code that the stock item defaults to.
Cost of sales account	The cost value of debtor invoices.
Default purchase account	The default account for Purchases (Creditors) transactions. When you enter a new stock item, this is the purchases code that the stock items default to.
Bank account	The General Ledger account that represents your main (default) bank account.
Debtors account	The control account that represents the total amount outstanding by your debtors.
	When all debtor transactions have been posted to the GL and any Forex movements processed, this account should balance to the Debtors Aged Balance report.

|	
Creditors account	The control account that represents the total amount owing to your creditors. When all creditor transactions have been posted to the GL and any Forex movements processed, this account should balance to the Creditors Aged Balance report.
Profit account	An account number for the Running of the End of Financial Year process. This account is where the end of year profit (or loss) is posted during the end of year process. The account is also known as the Retained Earnings or Revenue Reserves Account.
Debtors GST account	The GL Account that the GST component from your Debtor ledger invoices get posted to – GST Output Tax account.
Creditors GST account	The GL Account that the GST component from your creditor ledger invoices get posted to. It is also known as the GST Input Tax account.
Adjustments accounts	The account that comes up as the default GL account when you enter debtor and creditors adjustment transactions. You may often need to re-journal these transactions to other GL accounts. The GL account for each adjustment can be set at the time of making the adjustment in the sub ledger.
Errors account	The account that stores any postings that have been incorrectly set up. For example, the stock item to GL linkages have not been set correctly. **Note:** Do not leave this blank. It is recommended that you nominate an errors account so that if there is a problem posting to a GL Account, the transactions are posted to this account so that they are not lost and you just need to enter a journal out of this account and into the correct GL Account.
Rounding account	An account that receives the result of any value rounding. Typically, any debits or credits tend to cancel out and the account has a small balance.
Stock on hand account	The account you want to post the cost of your purchases of stock items before posting to the Cost of Sales Account.
Stock adjustment account	The account where adjustments are made to stock accounts. This account is available if you have selected Live Stock to GL Integration in MYOB EXO Business **Config > Essential > General Ledger**.
Stock clearing account	The account where invoices have not been processed for stock received. This account is available if you have selected Live Stock to GL Integration in MYOB EXO Business **Config > Essential > General Ledger**.

Note: The **Stock GL Coding button** on the window allows you to update the default purchases account on the **Details 2** page of the Stock Item Details window to the default stock clearing account. You can elect to perform this on all stock items with a stock classification or no stock items.

GL Control Account Custom Settings

The GL Control Account Setup window (**Custom Page**) opens.
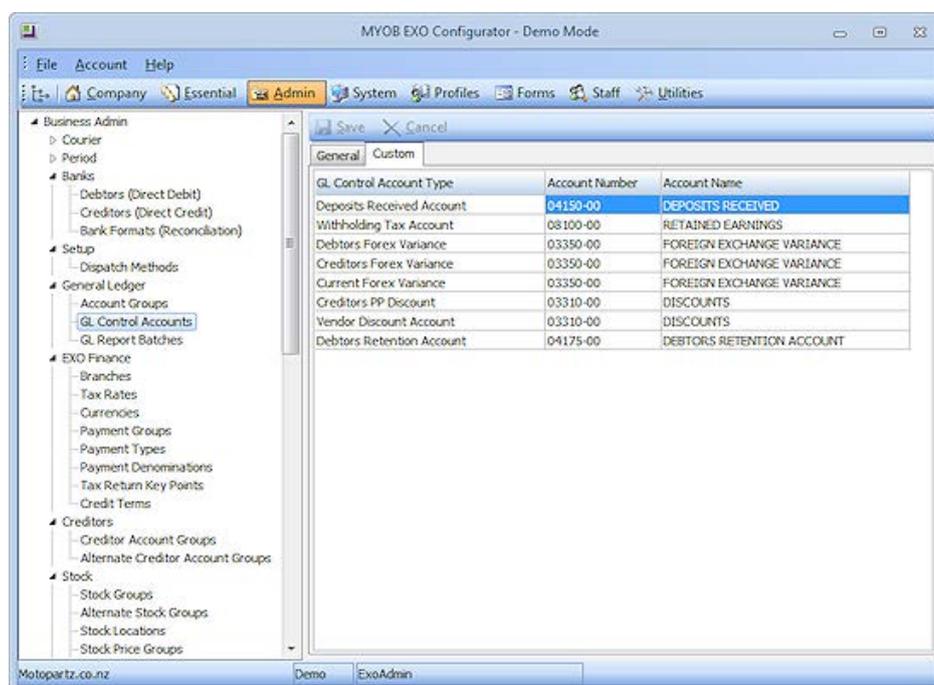
Enter the GL Account type that each posting should go to.

The following table provides more information:

Field Descriptions

Item	Description
Deposits Received Account	Enable the **Allow deposits in sales orders and general ledger** profile setting in EXO Business Config if you want to store deposits on sales orders/laybys.
Withholding Tax account	Enable the **Withholding Tax on Creditors Payments** setting in the **Essentials > General Settings** section of EXO Business Config if you want to store withholding tax from creditors.
Debtors forex variance	Debtors Foreign Exchange variance account.
Creditors forex variance	Creditors Foreign Exchange variance account.
Current forex variance	Current Foreign Exchange variance account.
Creditors PP discount	Creditors prompt payment discount.
Vendor discount account	Vendor discount account only used if vendor discount is active.

Click **Save** to save any edits.

> **Note:** See the "Stock Integration" White Paper for more information on Stock and Control Accounts. This White Paper is available on the MYOB EXO Business partner site (login required).

Creating GL Batches

Creating and Posting GL Batches

GL batches contain sets of individual transactions. Batches can be created for different purposes. This includes recording or splitting existing batches or creating recurring batches for prepaid accounts such as insurance.

To create and post a batch:

1. From the Transactions menu, select **General Ledger > GL Transactions**. The General Ledger Transaction Entry window opens:
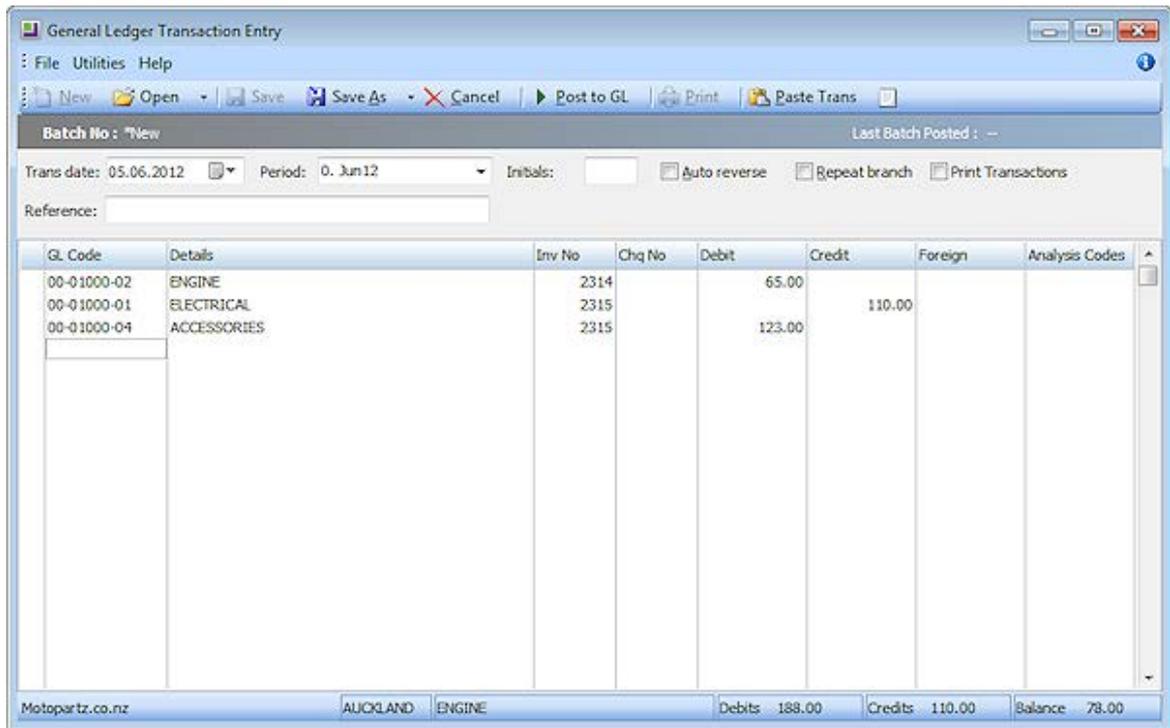
2. From the main window, click the **New** button to enter a new transaction. Complete the necessary fields using the table below as reference.

   Field Descriptions

Item	Description
Date	The date of the transaction.
Period	The period during which the transaction takes place.
Initials	Enter your initials here.
Reference	A brief description detailing the transaction.
Auto reverse	A check if you wish to create an auto-reversing batch. In this case the system automatically reverses the batch while performing the end of period rollover.

|	
Repeat Branch	Check the Repeat branch checkbox to automatically copy the branch used previously to the next transaction line.
Print Transactions	Check the print transactions checkbox to enable printing of this transaction.
GL Code	The GL code you want to post the transaction to.
	If you do not know the GL code, press **?** followed by **TAB** for a list of GL codes and select the ones needed. This will automatically enter the code and details in the fields.
Details	A descriptive reason for the transaction.
Inv No	The invoice number of the transaction.
	This needs to be entered only if applicable.
Chq No	The cheque number of the transaction.
	This needs to be entered only if applicable.
Debit	Positive entry in the transaction list. Ensure that the sum of the debits and credits in the batch is equal to zero to be able to post transactions.
Credit	Negative entry in the transaction list.
Foreign	The transaction amount.
	This field is used only when selecting a GL account with a currency other than the default currency.

3. Click **Post to GL.** This saves the transactions in the batch and posts the batch to the GL.

Error Messages

If you enter a GL code for an account where you have not selected the option **Allow journals** on the Details tab of the General Ledger Account Details window, the following warning message is displayed:
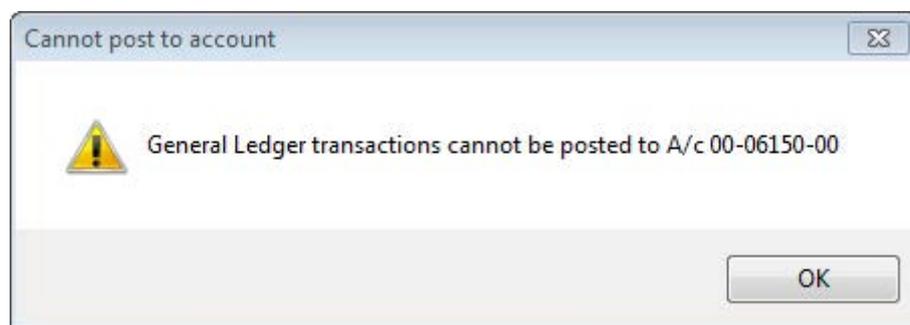
The sum of the debits and credits of the transactions in the batch should be equal to zero. If not, you cannot post the batch to the GL. The following error message is displayed:
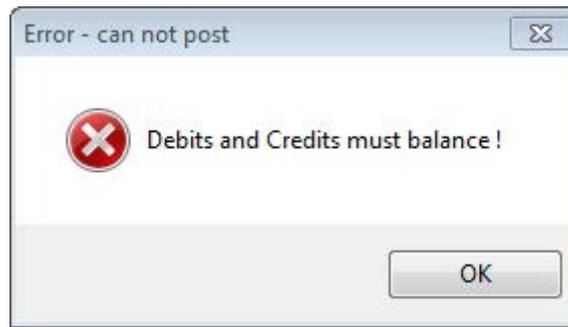

Note: There may be batches that cannot be immediately posted to the GL. You need to **save these batches until a later time (see page 242)** when they can be posted.

Holding GL Batches for Later Posting

Transactions > General Ledger > GL Transactions

Some batches are saved as Recurring Batches or Suspended Batches until they are ready for posting. The Utilities menu in the General Ledger Transaction Entry window provides you with options related to later posting:
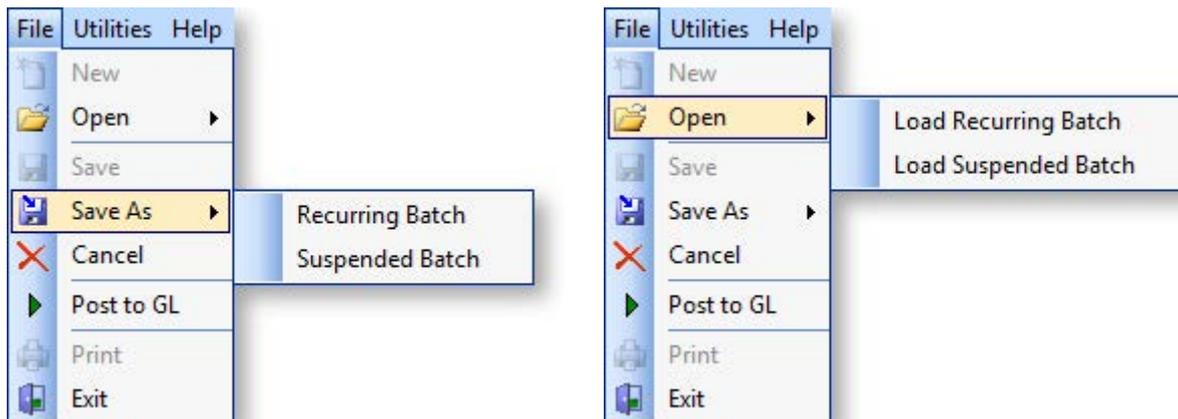
Recurring Batch

A Recurring Batch is a batch that is used on a repeated basis. For example, an insurance account which has been prepaid and coded to a prepayment (Current Asset) account will be spread back to expenses evenly over the period of the insurance cover. Saving a batch as a recurring batch is a quicker way to handling a batch that you have to enter every month.

Saving Recurring Batches

To save a recurring batch:

1. After entering the batch transactions, click the **File** menu in the General Ledger Transaction Entry window and select **Save As > Recurring Batch**. The batch is given temporary file name.

2. Click **OK**.

The batch is stored for future recall and posting.

Posting Recurring Batches

To post a recurring batch:

1. Click the Utilities menu in the General Ledger Transaction Entry window and select Open Recurring Batch(es).

   Note: You can open one or more recurring batches. Recurring batches can be appended to make a super batch.

   The Open Recurring Batch(es) window opens.

2. Complete the fields on the window.

3. Click the **Open** button. The saved recurring batch is added to the list on the General Ledger Transaction Entry window.

4. Click the **Post to GL** button on the transactions window. This posts the recurring batch to the GL.

   Note: Repeat the steps listed above, each time you need to post a recurring batch to the GL.

Suspended Batch

A Suspended Batch is a batch created for a 'one-time' use only. For example, a batch has been created but cannot be immediately posted because transactions in the batch have to be checked and approved by another staff member. The batch is saved as a Suspended Batch.

Saving Suspended Batches

To save a suspended batch:

1. After entering the batch transactions, click the Utilities menu in the General Ledger Transaction Entry window and select Save As Suspended Batch. The **Save As Suspended Batch** window opens.

2. Complete the fields in the window and click **OK**. The batch is stored for future recall and posting.

Posting Suspended Batches

To post a suspended batch:

1. Click the Utilities menu in the General Ledger Transaction Entry window and select **Open Suspended Batch.** The Open Suspended Batch window opens.

2. Complete the fields within the window.

3. Click the **Open** button. The saved suspended batch is added to the list on the General Ledger Transaction Entry window.

4. Click the **Post to GL** button on the transactions window. This posts the suspended batch to the GL.

Reconciling GL

As an accounting staff member you need to carry out a bank reconciliation (see page 449) to aid in the matching of transactions in the GL bank codes to the bank statements. You can perform a bank reconciliation either as a manual system where you work from a hard copy bank statement or an electronic system using a .CSN format file from the bank.

Generating GL Reports

General Ledger Report Writer

MYOB EXO Business provides you with the ability to generate a variety of reports such as the GL Graph, GL Trial Balance and GL Transaction Batch Listing. You need reports as a reference for yourself as well as to provide your financiers and government authorities with the financial performance and position of your organization.

The GL Report Writer enables you to report on transactions that have been posted to the General Ledger. It is period-driven in the same way as the transactions in the General Ledger being reported on.

The Report Writer is set up in a tabulated format with rows and columns. The rows determine the content by General Ledger account or group of accounts. The columns determine the periods or budget. The report is written in a sequential order both in terms of the rows and the columns. You need to define the sequence of actions to take place, dependent on the numbering of the rows and columns. It is recommended that the first draft of the report has the rows and columns numbered in a way (say increments of 10) that allow you to insert rows or columns at a later date.

Sample Report

The following report is a sample of how you can use the features available in the EXO Business Setup GL Reports (see page 246) utility to specify settings (see page 246) and options in rows and columns (see page 249) to create a clear and well-presented report.

Using the GL Report Writer

GL Report Writer Setup

When using Setup GL Reports the user is presented with a search window. The first time the window is displayed, no reports are listed as none have yet been set up. In the example below, a few reports have been defined.
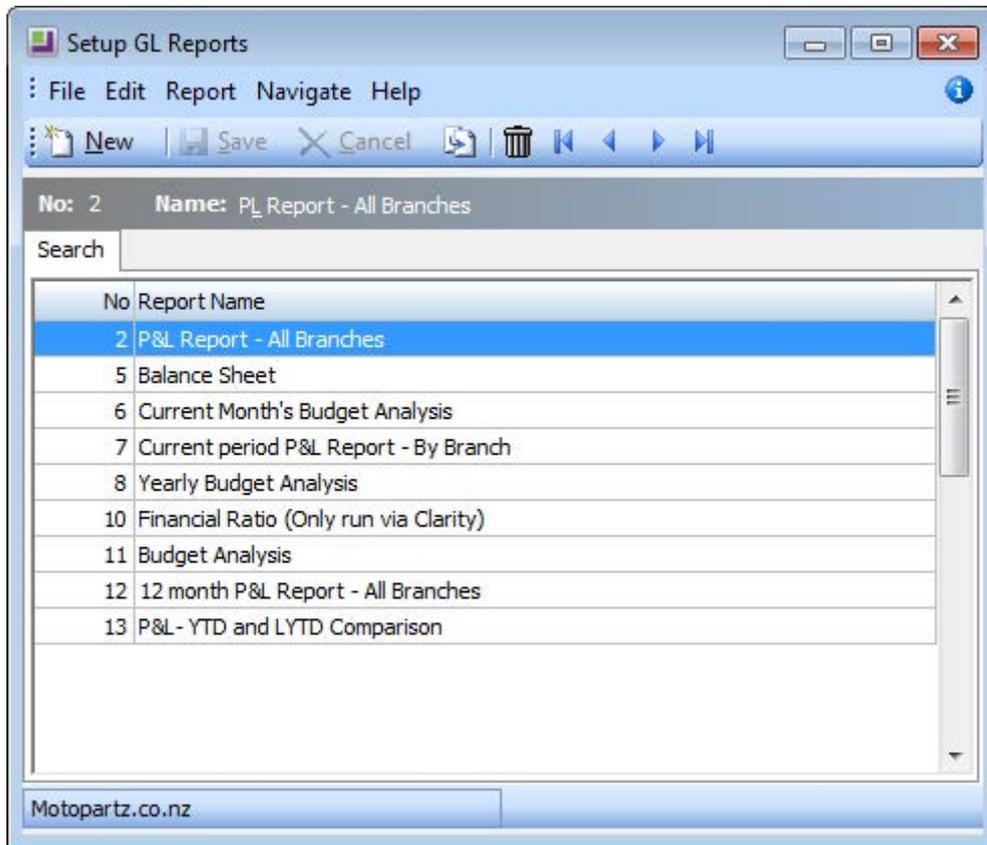
The following options are available:

- To create a new report, click the **New** button. The Details tab (see page 246) containing the Settings and Rows And Columns sub-tabs is displayed.

- To create a copy of an existing report, select the report name, then click the [icon] button. A copy of the report is added to the list of existing reports. The user can change the name of the copy by overtyping the default name.

- To delete a report from the list, select the report and click the [icon] button or press the DELETE key.

Once reports have been set up, the search window displays a list of these reports. The user can double-click a report name for details.

GL Report Writer Settings

The Settings sub-tab on the Details tab allows the user to specify the settings for the report. Initially, the page contains default settings which provide the basic settings that the report requires. If the defaults are being used, the user can move to the Rows and Columns sub-tab.

Click the **Test Layout** button for a preview of the layout.

Field Descriptions

| Item	Description
Report No	The system generated number assigned to the report.
Report Name	Enter a descriptive name of the report here.
Secondary Heading	Provides a detailed heading and is in addition to the report name.

Period End Descriptor	Affects the text of the period label at the top of the report. Select either "for the period ended" (for Statements of Financial Performance) or "as at" (for Statements of Financial Position). There are a number of display options for each (lower case, sentence case, upper case); select the preferred option from the list.
Report Units	This is used as a divisor to change the units which the report will use. For example, selecting 1000 means the report is printed in thousands (000's).
Decimal Places	Determines the number of decimal places shown on the report.
Show Commas	Determines if a comma separates the units of the report at each 000 break.
Short Periods in Header	Uses a shorter form of the period name (for example, Jan instead of January).
Show Variance as %	Shows the budget variance between actual and budget instead of a $ value.
Period Year in Header	Puts the period year in the header where period has been selected as a column.
Suppress Zeros	A default setting which can be overwritten when actually running the report to determine if the report shows a row when all columns in that row equal 0.
Period No in Header	Puts the period number in the header where period has been selected as a column.
List Sub Accounts	A default setting which can be overwritten when actually running the report to determine if the report shows sub accounts, where they exist.
Repeat Header	Determines if the report header should be repeated where the report continues over more than 1 page.
Use Clarity Formatting	Tick this option if a Clarity formatting template (CLF) is to be used.
Deliver to Excel	Tick this option if the generated report is to be exported to an Excel compliant format.
Period in same Financial Year	This option only applies to the "P&L Report - All Branches" Report Type. If this option is ticked, then at run time fields set to rolling 12 months are limited to reporting the financial year only. Fields not set to rolling 12 months are not affected by this option.
Page No Location	Determines the position on the page for the page number to appear. There is also an option not to display a page number.
Page Orientation	Selects the page as either portrait or landscape. The selection here will be determined by the number of columns the user would like to display, the font, font size and report units.

Page Break	Varies depending on page orientation, font and font size selections. This could require trial and error to find what best suits the user's report.
Font Name	The font to be used when printing the report.
Size	The size of the font to be used when printing the report.
Report Table Name	Enter a name for the report table in this field. This is essentially the file name storing the report settings.
Report Code	Enter a short, descriptive code for the report. Reports are ordered by their Report Code on the Run GL Reports window (see page 256).
Validate at Runtime	If this option is ticked, EXO Business checks the Chart of Accounts when the report is run or previewed. If the Chart of Accounts has changed since the report was last edited, warnings to check the report setup appear at the end of the report and in the **Warning(s)** pane on the right of this tab.

GL Report Writer Rows and Columns

The report is made up of rows and columns. As a general rule, the rows are used for a subject while the columns refer to the period to be reported on.
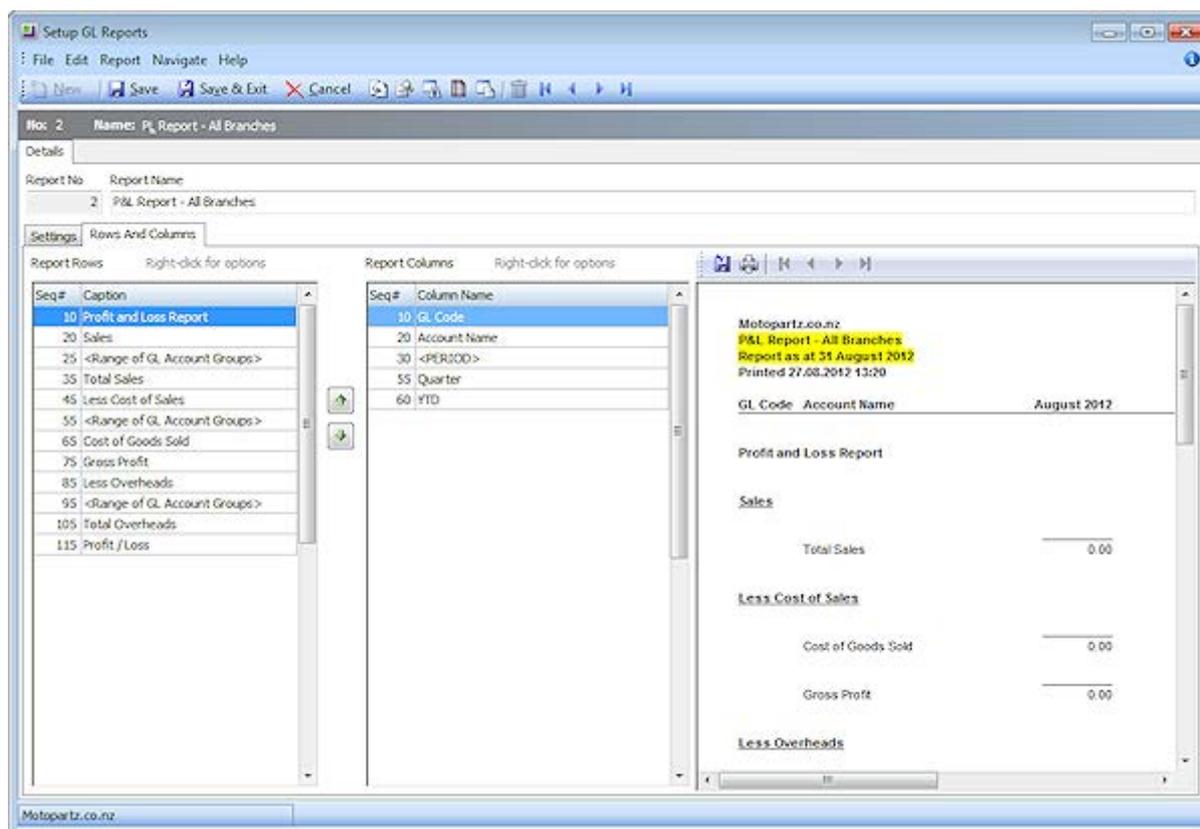
You can re-order report rows by clicking on them and dragging or by using the and buttons. Alternatively, you can edit the rows' sequence numbers on the Report Row Record window (see page 250).

A preview of the report is displayed in a pane on the right of the window. Click the **Preview** button ( ) to refresh the preview (the preview is also refreshed when the Save button is clicked). By default, the preview displays no data, allowing it to display and refresh faster. To display real data on the preview, click the **Preview with Data** button ( ).

Report Row Record

Right-clicking on a Report Rows field grid displays the following shortcut menu:
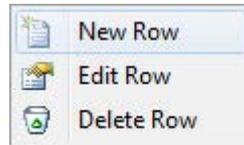
- **New Row:** Displays a blank Report Row Record window.
- **Edit Row:** Displays the Report Row Record window populated with the information related to the selected row.
- **Delete Row:** Deletes the selected row from the report.

When either the new or edit row option is selected the Report Row Record window (see page 250) opens.

Report Column Setup

Right-clicking on a Report Columns field in the grid displays the following shortcut menu:
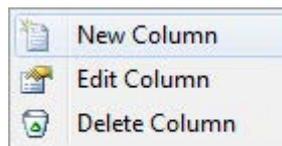
- **New Column:** Displays a blank Report Column Record window.
- **Edit Column:** Displays the Report Column Record window populated with the information related to the selected row.
- **Delete Column:** Deletes the selected column from the report.

When either the new or edit row option is selected the Report Column Setup window (see page 253) opens.

Editing a Report Row Record

GL Report Rows are added and edited by right-clicking on a row on the Rows and Columns sub-tab of the Setup GL Reports window (see page 249):


Field Descriptions

Item	Description
Report	The name of the selected report. This is displayed by default.
Sequence	Enter a number here to set or change the sequence that the row performs its defined action. **Note:** You can also use the ⬆ and ⬇ buttons on the **Setup GL Reports window (see page 249)** to re-order report rows, which changes their sequence numbers.
Action type	Determines the function that the row performs. The table below (see page 252) lists and describes each function.
Caption	The description that appears in the row of the report.
GL Account range	The GL Account range to be reported on.
To	The GL Account range to be reported on.
Normally debit/credit	Determines what sign (+ve or –ve) to be applied to the number being printed.
Branch	Determines if the row is to be branch specific. If branches are being used in columns this should be set to Acc.

SQL filter	Used as the where clause in a SQL statement.
	Note: By default, this filter does not apply to the Budget column (if one exists). To make the SQL filter apply to the Budget column, enter **/B=** followed by the SQL statement to be run against the GLBUDGETS table, e.g. GLTRANS.BRANCHNO = 1 /B= GLBUDGETS.BRANCHNO = 1
Reset after print	Used with Sub Total, Total and Grand Total lines to reset the accumulator after printing.

Action types

The following types are available from the **Action type** dropdown:

	Item	Description
01	**Main Heading**	The heading text for the report, which is displayed in bold.
02	**Sub Heading**	Subheading text is displayed in bold and underlined.
03	**Narrative**	Narrative lines are plain text with no emphasis.
04	**Page Break**	This will force a page break at this row. This overrules any page length setting made on the Settings page.
05	**Single Account Group**	Allows the user to specify a GL account to be printed in the report.
06	**Single Account Group Conditional on Value**	Same as single account group but it allows user to specify Normally Debit/credit (Normally Debit/credit combo box on the screen is enabled) as an extra criteria
07	**Sequential Range of Account Groups**	If selected this shows information of GL accounts that falls in between the specified GL account group range.
08	**Single General Ledger Account**	If selected this shows information of a single GL account
09	**Single General Ledger Account Conditional on Value**	If selected this shows information of a GL single account but it allows user to specify Normally Debit/credit (Normally Debit/credit drop-down list on the screen is enabled) as an extra criteria.
10	**Sequential Range of Accounts**	If selected this shows information for a range of GL account.
11	**Profit and Loss Account Range Total function**	Allows the user to print a total similar to a P&L Range Value but which gets added as a P&L Total.

12	**P&L Subtotal**	Prints the total of the list above it. If the previous subtotal has not been reset then the subtotal also includes any prior subtotals.
13	**P&L Total**	Prints the subtotals above the total. If the previous total has not been reset then the total also includes any prior totals.
14	**P&L Grand Total**	Prints the totals above the grand total. If the previous grand total has not been reset then the grand total also includes any prior grand totals.
15	**Bal Sheet Range Tot**	The same as the P&L Range Total except that it is used for a Statement of Financial Position.
16	**Bal Sheet SubTotal**	The same as the P&L Subtotal except that it is used for a Statement of Financial Position.
17	**Bal Sheet Total**	The same as the P&L Total except that it is used for a Statement of Financial Position.
18	**Bal Sheet Grand Total**	The same as the P&L Grand Total except that it is used for a Statement of Financial Position.
19	**P&L Ledger Total**	Used in the Statement of Financial Position to provide the user with the sum of the current year's Statement of Financial Performance. In a technical sense it is the total of the GLTRANS where the GLACCS section = 0 for the current financial year.
20	**P&L Range Value**	Allows the user to combine GL accounts based on a SQL Filter.
21	**Bal Sheet Range Val**	The same as the P&L Range Value except that it is used for a Statement of Financial Position.
22	**Opening Stock**	Used in conjunction with periodic closing stock.
23	**Closing Stock**	Used in conjunction with periodic closing stock.

Editing a Report Column Record

GL Report Rows are added and edited by right-clicking on a column on the Rows and Columns sub-tab of the Setup GL Reports window (see page 249):

Field Descriptions

Item	Description
Report	The name of the selected report. This is displayed by default.
Column Details	
Heading	The heading for the column. As well as plain text, this field can contain the parameters <PERIOD> or <QUARTER> - at runtime, these parameters will be replaced with the name of the period/quarter being reported on.
Type	Determines the function that the column performs. The following list describes each function. • **GL Code** - Lists in the column the GL Code, where applicable. • **Data Field** - Lists the name of the account or the description used (if any) in the Report Row Record. • **Period** - Allows the user to define the period to be printed. • **PD Range** - Allows the user to define a period range, e.g. three months for a quarter. • **Moving frame of periods** - Allows the user to define a period range, represented by the **Frame Length** value. This period range is relative to the **Frame Starts** period specified at runtime (see page 256). • **This Year** - Displays the Year to Date value for the current financial year.

- **Last Year** - Displays the Year to Date value for the last financial year.

- **Last Year End** - Displays the year end value for the last financial year.

- **Budget** - Displays the budget value for the current financial year.

- **YTD Budget** - Displays the budget value for the current financial year to date.

- **Percentage** - Allows the user to select a column to report on the percentage of a row.

- **Quarter** - Displays individual periods with totals for the quarter to their right.

- **Quarter Total** - Displays only the totals for the quarter.

- **Quarter Budget** - Displays budget values for individual periods with totals for the quarter to their right.

- **Quarter Budget Total** - Displays only the budget totals for the quarter.

Field Name	This becomes active if the "Data Field" option is selected in the **Type** field. Allows the user to select directly from the GLACCS table.
Period No	Determines the period to be reported on. Current Period = 0.
Frame Length	This becomes active if the "Moving frame of periods" option is selected in the **Type** field. It specifies the number of periods to report on.
From Period	Used in conjunction with PD RANGE. Period No becomes the start period and From Period is the end Period No.
Quarter Offset	This becomes active if the one of the "Quarter" options is selected in the **Type** field. Specify the quarter to report on. The current quarter is 0; numbers greater than 0 signify past quarters, e.g. 1 is the previous quarter, 4 is the current quarter in the previous year.
Include rolling 12 months	The system accommodates reporting on either a financial year or rolling year (rolling 12 months) and the choice can be made at run time. This is achieved without having to modify the report after each period roll. For each column in the report you wish to optionally report on a rolling 12 month basis, tick this option so that this field will be either rolling 12 months or financial year only dependant on run time selection. If not ticked, then the field will always report financial year only.
Order periods from oldest to newest	This option applies to columns where the **Type** is set to "Moving frame of periods", or where the **Type** is set to "Period" and the **Include rolling 12 months** option is ticked. It affects the ordering of columns: when ticked, columns are ordered from oldest to newest, e.g. July 2011, August 2011 ... June 2012; when unticked, columns are ordered from newest to oldest, e.g. June 2012, May 2012 ... July 2011.

Formatting Options	
Branch	Used to set a specific branch in a column. If using branches in the column the user should have branches in rows set to All.
Sequence	Enter a number here to set or change the sequence that the row performs its defined action.
Alignment	Sets the option for printing alignment to the right or the left of the column.
Width	Determines the column width.
% Row Seq	When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%
% Col Seq	When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%
Include Rolling Quarters in the financial year of the specified quarter offset	Tick this option to report on quarters in a financial year going back from the quarter entered in the **Quarter Offset** field.

Running GL Reports

To run a predefined report (see page 246), select **General Ledger Reports > Run GL Reports** from the Reports menu.

| Item	Description
Report	Select the report to run. Reports are listed with their Report Code and Report Name, as set up on the Settings tab of the Setup GL Reports window (see page 246).
Period	The period selection box determines where the report starts with respect to a period = 0 selection. For example, if the period selected in the period list is period 2, the report adds 2 periods to each column where it has a period determined (0 will become 2, 1 will become 3, and so on).
Frame Starts	This field is only available if the report contains columns with the type "Moving frame of periods". It specifies the starting period for the frame of periods. The length of the frame, i.e. the number of periods to be reported on, is specified by the **Frame Length** column property (see page 253).
Budget 1 and 2	If the GL report being run has budgeting columns, the Budget list turns active and allows the user to select the budget to be reported against.
Branch no(s)	Use the branches either as defined or manually check the branch numbers from the window opened through the ellipsis [...] button.
Include periods in same financial year only	This checkbox is only available if the "P&L Report - All Branches" Report Type is selected. If this option is ticked, then at run time fields set to rolling 12 months are limited to reporting the financial year only. Fields not set to rolling 12 months are not affected by this option.
Suppress accounts with zero values	This setting determines if the report shows a row when all columns in that row equal 0. The default value is determined by the **Suppress Zeros** check box on the Setup GL Reports window (see page 246).
List sub accounts	This setting determines if the report shows sub accounts, where they exist. The default value is determined by the **List Sub Accounts** check box on the Setup GL Reports window (see page 246).
Use Clarity formatting template	Tick this option if a Clarity formatting template (CLF) is to be used.
Deliver to Excel	Tick this option if the generated report is to be exported to an Excel compliant format.
Analysis codes	If GL Analysis Codes have been set up (see page 234), codes can be specified here.

Once all settings are configured, click the 🖨 button to generate the report.

Saving GL Report Writer Settings

The settings on the Run GL Report window can be saved to a file, so that they can be re-used at a later time. Click the **Save** or **Save As** buttons (![save icon] or ![save as icon]) to save the settings as a file with the extension .GLR.

To load settings from a .GLR file, click the ![open icon] button and browse to select the file.

A .GLR file can also be specified as a parameter when adding the **Run GL Reports** menu item (see page 75):
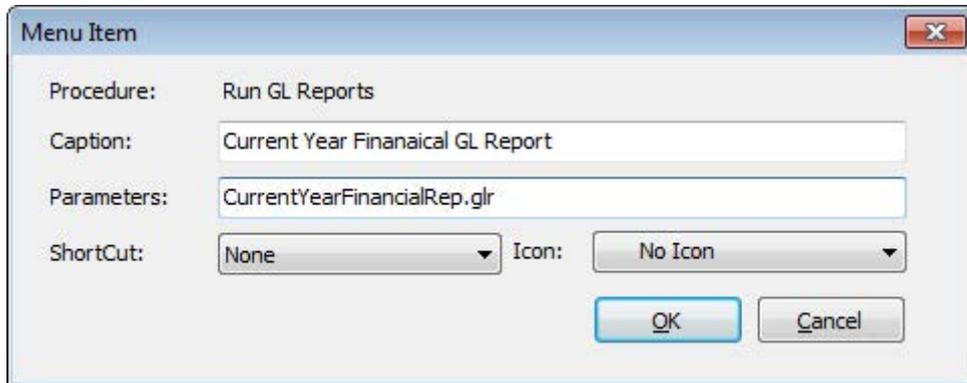
Specifying a .GLR file means that when the menu item is selected, a GL report will be automatically generated using the settings in the .GLR file (the Run GL Report window does not appear). It is possible to set up multiple GL Report menu items, each with different settings, so that a variety of GL Reports can be generated quickly.

> **Note:** By default, .GLR files are saved in the directory specified by the **Directory location for standard Clarity forms** profile setting (several example .GLR files are installed in this directory). When running a GL Report from a menu item as illustrated above, the .GLR file is assumed to be in this directory.

Setting the Default Report

When adding the **Run GL Reports** menu item (see page 75), it is possible to specify which report should be selected by default when the Run GL Reports window opens. Enter the parameter REPORTID=x into the **Parameters** field, where x is the **Report No** of the default report.

GL Report Batches

The GL Report Batches utility enables multiple GL Reports (see page 244) to be batched together and scheduled to run at a convenient time. A GL report batch could be a collection of different reports such as P&L and balance sheet, but may also include repetitions of the same report with different parameters. An example of this repetition could be multiple occurrences of P&L by branch report where there is one for each branch.

Batches can be run (see page 262) via the user interface or run from a command line prompt. The latter allows scheduling of a batch using an external scheduler such as the "AT" command provided with Microsoft Windows. The batch can therefore be run with no user interaction.

GL reports may also be directed to file rather than printer. For example, they may be written directly to PDF files for publication to Adobe Acrobat reader. The system automatically takes care of any output dialogues to achieve this, and so can be run without user interaction.

Setting up GL Report Batches

The Setup GL Reports Batch utility allows establishment of GL report batches. This is available from both the main MYOB EXO Business menu, and the Configuration Assistant.

> **Note:** There are three profile settings that should be set before creating GL report batches, as well as additional profiles that also apply to all batches:
>
> - Directory location for GL Report Batch runs (Computer-level General profile)
> - Save GL report batch files as CSV (Computer-level General profile)
> - GL Report Batch output device (Clarity Form profile)

To create a GL reports batch:

1. Start the utility from **Reports > General Ledger > Setup GL Report Batches**.

> **Note:** GL Report Batches can also be set up in EXO Business Config at **Admin > General Ledger > GL Report Batches**.

2. When a batch is selected or created, the system shows the Search tab. From here existing batches can be selected for editing or new batches created.
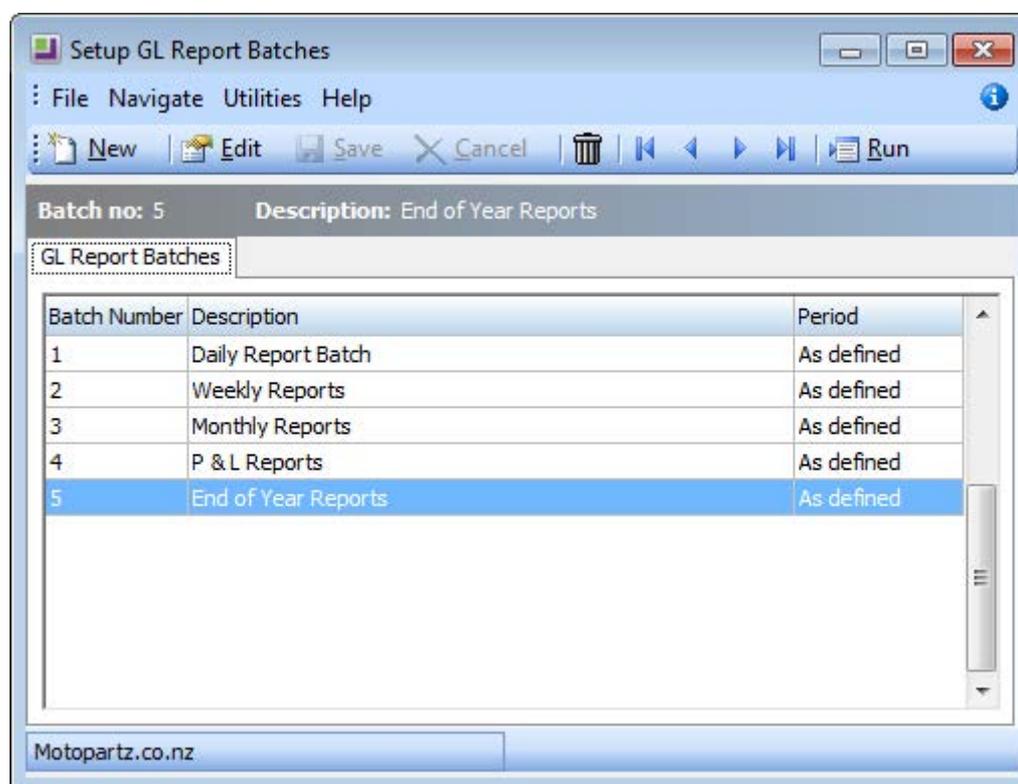
3. Double-click a row or click **Edit** to edit an existing batch, or click **New** to create a new batch.

4. When creating or editing a GL Report Batch, the Details tab is shown. This shows some header information to identify the batch and lists the GL reports that are contained within the batch. The grid on the Details tab lists the reports to be run, in a specific order, with specific parameters. The contents of the grid are edited directly, to set the options for each report to be run. Moving off the line or saving the batch validates each line for correct entry.
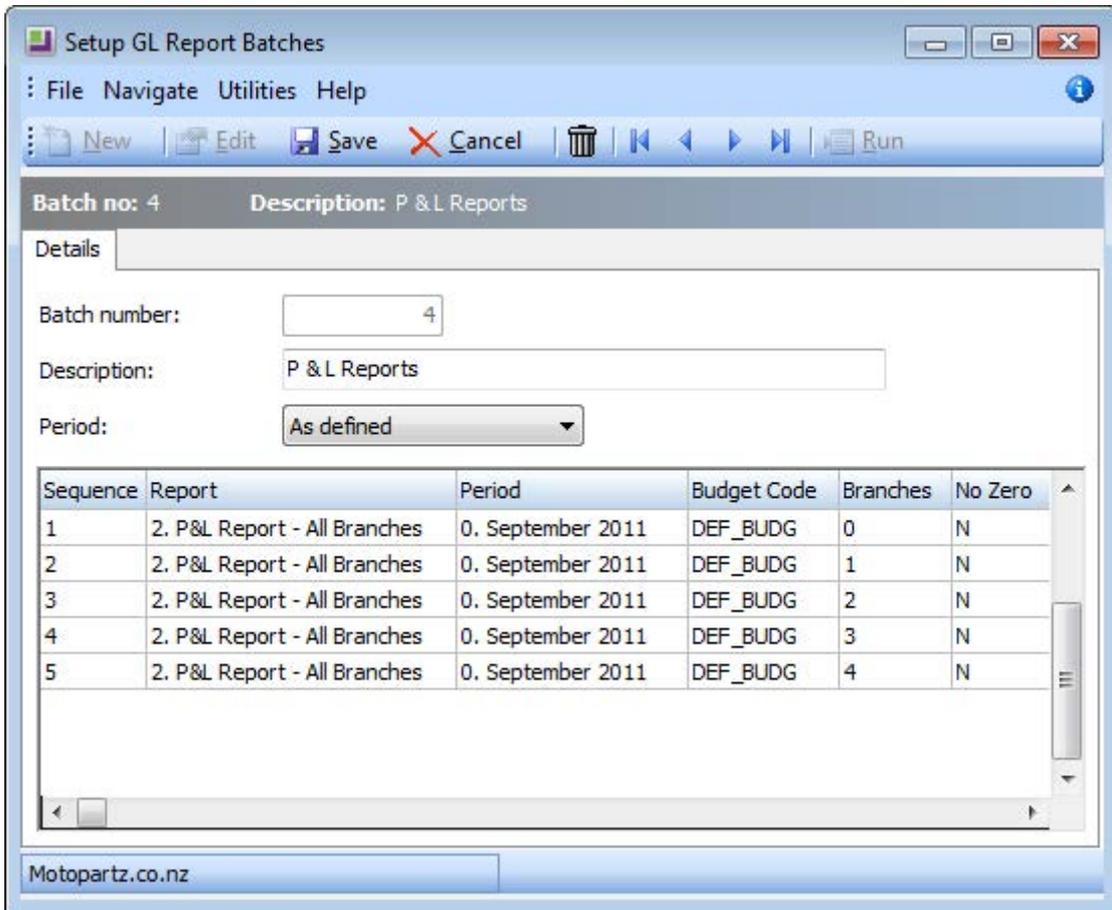
Item	Description
Batch number	On insert, this field is automatically set to the next available number but can be changed before saving.
Description	Use this field to describe the purpose of the batch, or to distinguish it from other batches.
List seq	Enter a number here to set or change the sequence that the reports (with specific parameters) are run. On insert, this is automatically set to the next available number.
Report	Select the GL Report to run from the drop-down list, which is accessed using the spacebar. This is a required field.
Period	Select the period for which the report is to be run from the drop-down list, which is accessed using the spacebar. This is a required field.