Budget code	Select the budget for which the report is to be run from the drop-down list, which is accessed using the spacebar. This is not a required field, but should be set for reports that use budget columns. To clear the field use the backspace key.
Branches	If the report is to be run using the branch numbers defined in the report then leave this field blank. Otherwise, to override the branches set up in the report, either enter a comma-separated list of branch numbers, or right-click on the grid to Select Branch(es) or press CTRL+B.
No Zero	Set this to "Y" to suppress reporting of lines that have only zero values.
Sub A/C	Set this to "Y" to report sub-accounts on separate lines. This defaults to "Y" for systems using sub-accounts.
Clarity	Set this to "Y" to view the report using Clarity instead of the usual report viewer.
Save to File	Set this to "Y" to save the report to file instead of printing it.
Printer Name	This field is used to determine what printer the report is sent to. This field is not relevant if saving to file. Leave this field blank, to use the default printer. Right-click on the grid or press CTRL+P to select a printer.
Copies	If the report is not saved to file, this field is used to determine the number of copies to be printed, and defaults to 1. This field is not relevant if saving to file.

5. The following operations are available:

- Insert a line using the down arrow key.

- Cancel an insert/edit using the **ESC** key.

- Delete a line using **CTRL+DELETE**.

- Copy a line using **CTRL+L**. Use this to quickly set up a batch with reports using similar parameters, for example, a batch of P&L Reports, one for each branch. This copies the selected batch line, sets its list sequence to the next available number and selects it in the grid.

6. Once the batch report lines have been entered, click **Save** to save the batch.

Additional Batch Tools

The following functions can be used from the main Setup GL Batch Reports window, to help manage the batches.

Copy (Ctrl+O)

Copies the selected batch (including lines) to a specified Batch Number.

Merge (Ctrl+M)

Merges the selected batches into the first batch selected, resetting list sequences and deleting remaining batch headers.

Run (Ctrl+R)

Loads the Run GL Report Batch utility (see page 262), which runs the selected batch.

Running General Ledger Report Batches

GL Report batches can be run from the Setup GL Reports Batch utility (see page 258) or directly from the Windows command line.

> **Note:** The **Run** command is not available when setting up GL Report batches using the Configuration Assistant.

Running Batches from the Run GL Report Batch Utility

GL Report Batches are normally run from the Run GL Report Batch utility, which can be accessed by clicking the **Run** button on Setup GL Reports Batch utility or by selecting **Run GL Report Batch** from the **Reports > General Ledger Reports** menu.
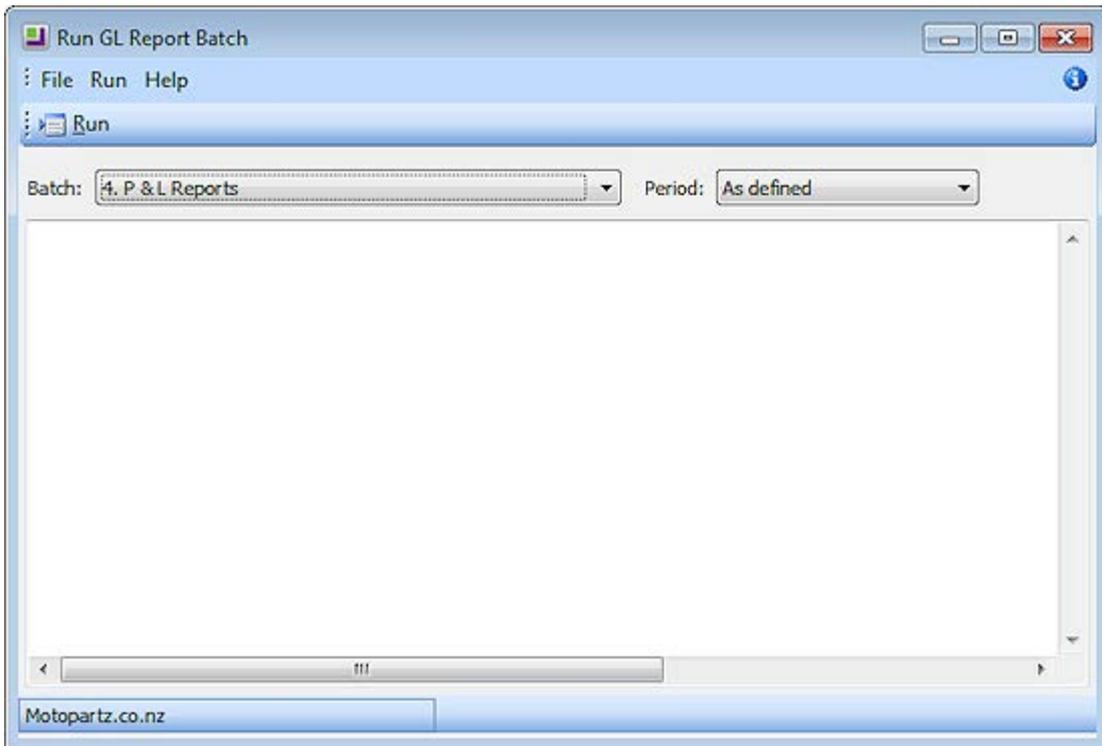
To run a batch, select the batch from the **Batch** combo box, select a period if necessary, then click the **Run** button. The batch's progress is displayed in the main window. Batches can be run one after another; the progress window clears at the start of each batch run.
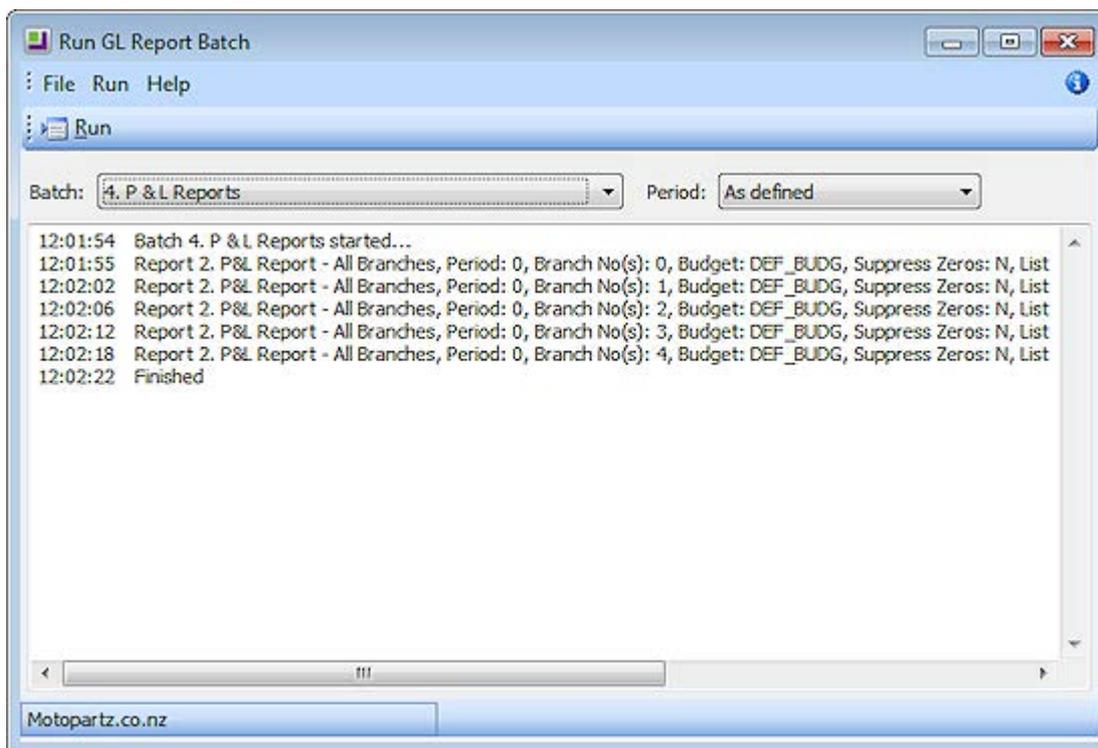
On each batch completion, the progress window content is saved to a log file. The file name is in the format:

GLRepBat<BatchNo>_<Date>_<Time>.txt

> **Note:** Log file(s) are saved to the directory specified in the **Directory for GL Report Batch runs** setting.

Errors

If an error occurs while running a report, an error message appears in the progress window.

An error file is saved in the same directory as the log files. The batch continues to run the next report. The batch run error count is displayed on the last progress line.

The file name is in the format:

GLRep<ReportNo>_<Date>_<Time>_Error.txt

Running Batches from the Command Line

A GL Report Batch can be run from the command line by adding the `/GLREPBAT=n` parameter when starting MYOB EXO Business, where n represents the required GL Report Batch number. This parameter must appear on the command line after the EXO Business login parameters.

When a batch is run using the `/GLREPBAT=n` command line parameter, the EXO Business program starts up, runs the Run GL Report Batch utility, runs the batch, saves the log file and any report or error files, and closes itself automatically.

A batch can be run directly using the Windows Command prompt, or by creating a Windows shortcut using the following entry:

```
C:\MYOB EXO Business.exe MyDatabase MyLogin MyPassword /GLREPBAT=2
```

The Windows Scheduler can be used to regularly run the batch at a specified time. The Windows Scheduler options available will depend on the version of Windows being used.

For example, from the Windows Command prompt, enter:

```
at 17:11 /interactive /every:M,T,W,Th,F,S,Su C:\MYOB EXO Business.exe
MyDatabase MyLogin MyPassword /GLREPBAT=2
```

This example would run GL Report Batch 2 every day of the week at 5.11pm. Adjust the time or the day list in '/every' to suit your requirements.

> **Tip:** To view all scheduled jobs, enter AT by itself and press ENTER.

Alternatively, use the Scheduled Tasks tool (**Control Panel > Scheduled Tasks**) to schedule batches.

**Running Multiple GL Report Batches**

To run multiple GL Report Batches together, create a batch file of GL Report Batch commands using Notepad, then run this file from Windows Explorer, or as a scheduled task.

GL Graph

The graph allows you to view the status of a series based on the selected criteria.

Viewing the GL Graph

**Utilities > General Ledger Utilities > General Ledger Graphs**
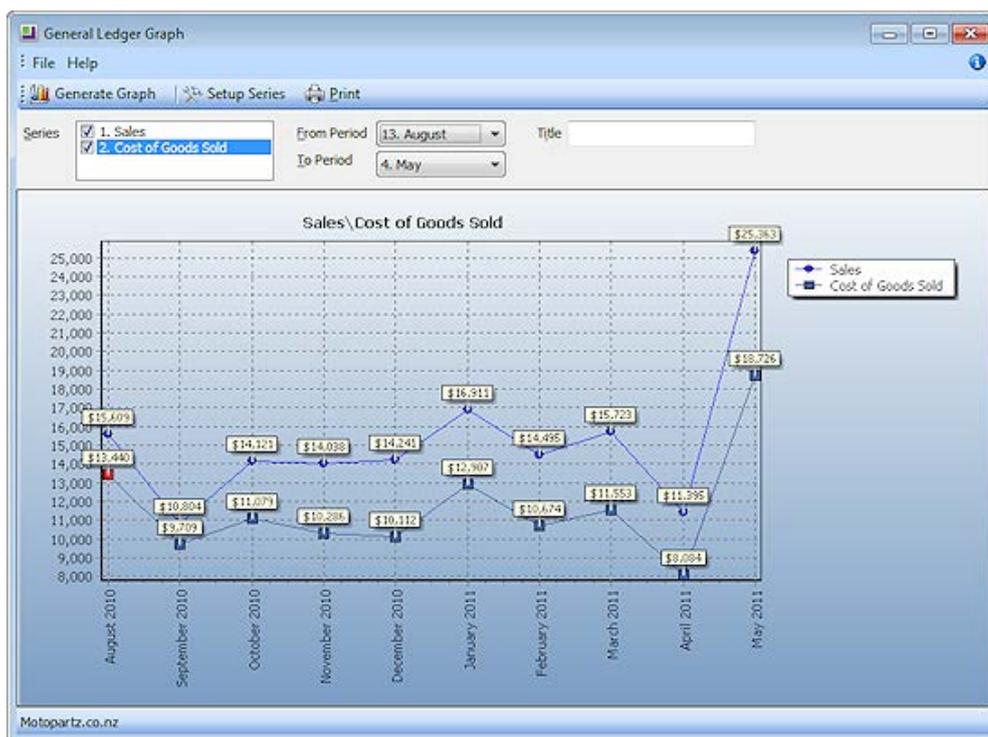
1. Specify the criteria for the graph:

   a. Select which series to display on the graph.

   b. Specify start and end periods for the graph.

   c. Enter a title for the graph.

2. Click the **Generate Graph** button to generate the graph. The resulting graph can be printed using the **Print** button.

Setting up Graph Series

You can define additional series for the graph if more are required:

1. Click the **Setup Series** button on the General Ledger Graph window. The Graph Series window opens:
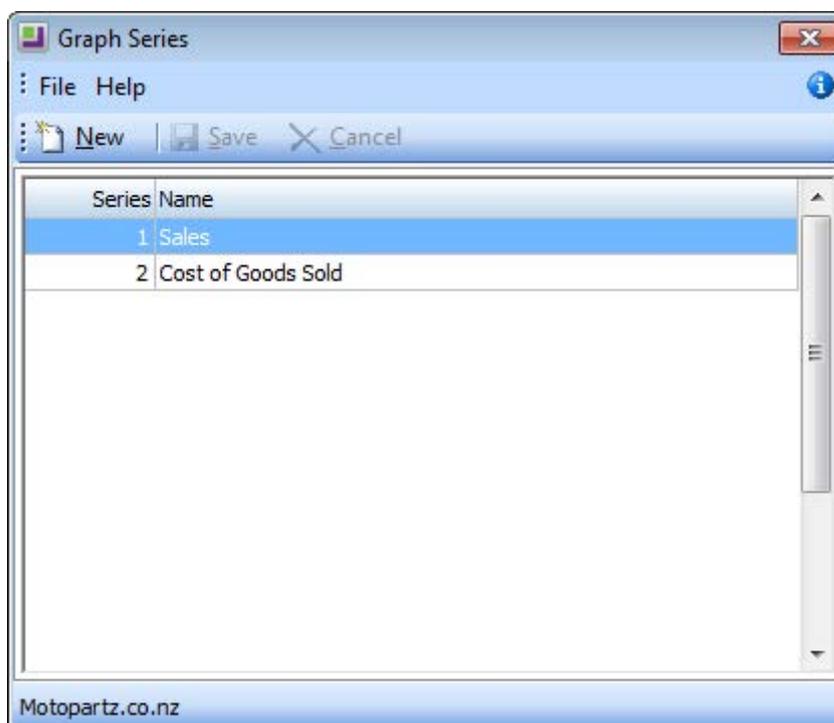
2. Click the **New** button.
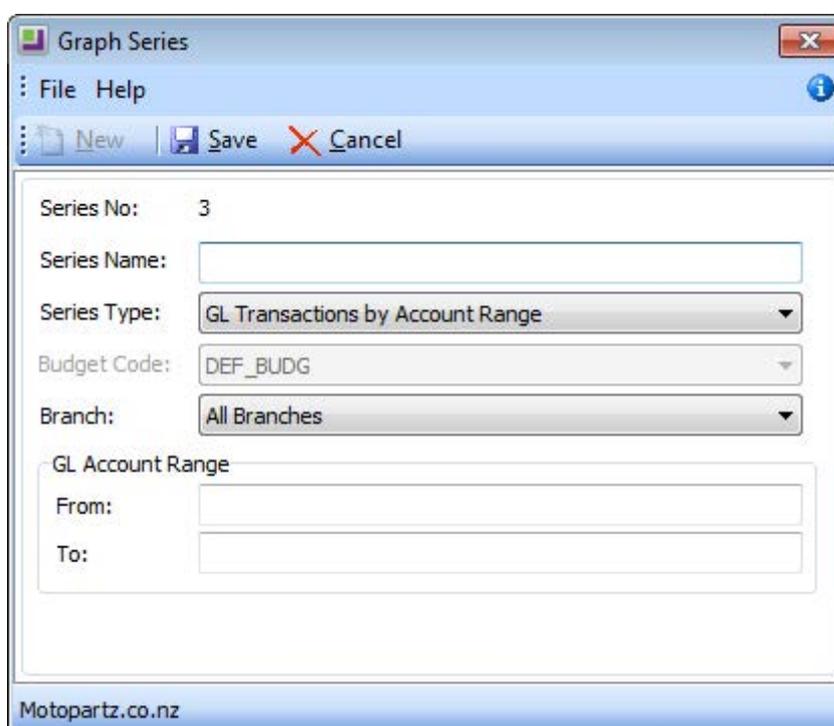
3. Enter a concise name for the series in the **Series Name** field.

4. Select the **Series Type** from the drop down list. Depending on the type selected, other options become available. These are defined in the next few steps, bear in mind that some of these will only be available according to the Series Type chosen.

5. Select the **Budget Code** to which the series is to be restricted from the drop down list.

6. Select the **Branch** from the drop down list.

7. Specify the from and to **GL Account Range** as specified in the GL.

8. Click **Save** to add this series to the list or **Cancel** to lose your edits and close this window.

Maintaining GL Budgets

The GL Budgeting tool is a function within the MYOB EXO Business core product. This tool enables you to store a projection and report against it. The reporting is against 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.

GL Budgets can be entered directly into MYOB EXO Business or imported in the form of a .csv file. EXO Business can export budgets to a spreadsheet (for example, Excel) for modification and import the budgets back into EXO Business. You have the ability to store multiple budgets, for different years or a reforecast within the same financial year.

GL Budgeting Tool

Setting up the GL Budgeting Tool

Utilities > GL Budgets

The first time the window is displayed no budgets are listed, as none have been set up yet.
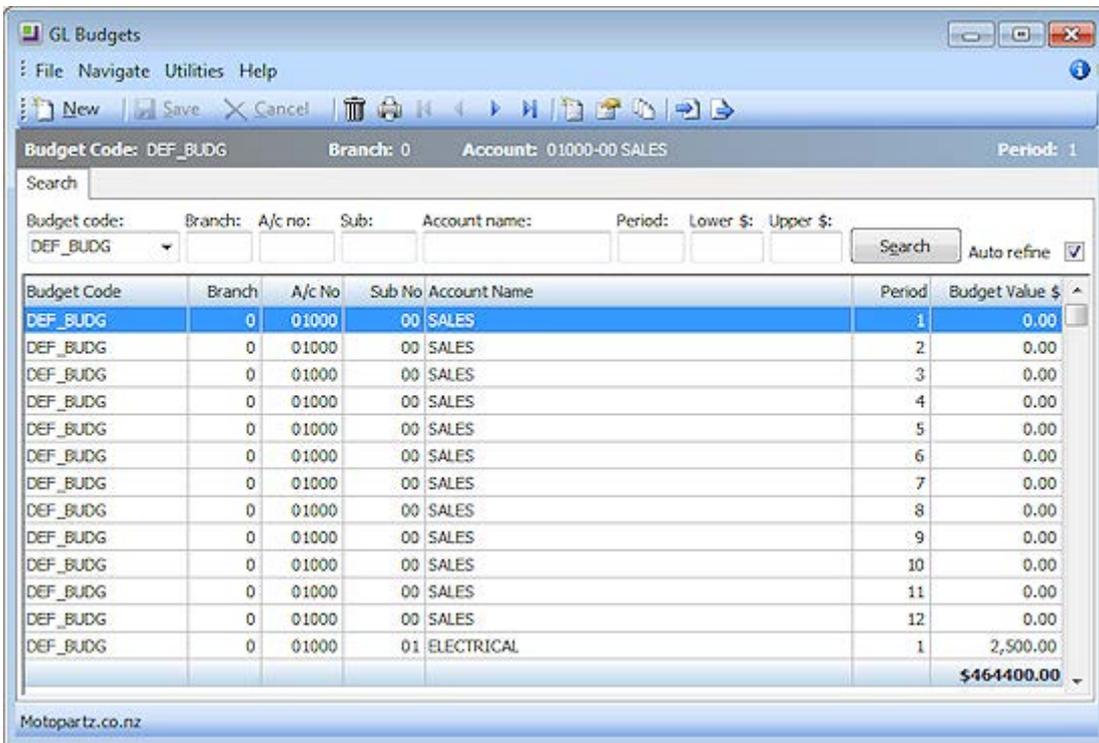
Field	Description
Budget code	If there is no code in the list, then one needs to be set up (see page 268).
Branch **A/c no** **Sub** **Account name** **Period** **Lower $** **Upper $**	Once a Budget Code has been selected, enter data into these fields to refine the list in the grid.
Search	If **Auto Refine** is unchecked, click this button the display the results of the search in the grid below.
Auto Refine	With this selected, the results in the grid will automatically refresh when information is entered into the search parameters

Menu Options

From this window the following options are available to the user.

Icon	Name	Description
	New Record	Creates a new budget record for a budget.
Save	Save	Save the new budget record.
Cancel	Cancel	Cancel the creation of a record for a budget.
	Delete (see page 269)	Deletes budget records from a budget.
	Print (see page 274)	Prints the budget with the data entered or imported.
	Nav keys	The arrow icons are used to navigate between transaction records.
	New Budget (see page 268)	Creates a new budget in MYOB EXO Business.
	Edit Budget (see page 269)	Allows the user to edit a budget. It is not used to change the numbers within a budget, but it is used when a GL code is added. This creates the records for the new GL code that did not exist at the time the budget was created.
	Spread Budget (see page 270)	Spreads budget per period based on the spread method used.
	Import Budget (see page 272)	Imports a CSV file and modifies it before importing it into the budget table.
	Export Budget (see page 273)	Exports the budget to the Excel spreadsheet, in a CSV file format.
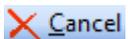
Create a New GL Budget

To create a new budget, click the **New Budget** button ( ) on the GL Budgets window (see page 266).


Window Functions

Item	Description
New Budget Code	The code for this budget. When running a GL Report, (**Reports > General Ledger Reports > Run GL Reports**) this code appears in the Budget list.
Create Empty Budget	Select to create a budget record for all branch, account numbers and sub account numbers with a zero value.
Copy Budget	Select to replicate an existing budget. The budget to be copied needs to be selected from the list.
Copy Last Year's Actual Values	Select to create a budget record for all branch, account numbers and sub account numbers with a value from the equivalent period in the previous year.
Multiply by and Round to $	These options are only available when you are creating a new budget from an existing budget or creating a budget from the previous year's actual results.
Overwrite records option	This allows you to replace an existing budget with new records. **Note:** The existing records are deleted.
Period range selection	Allows you to only create records for a specific range. For example, you may be half way through a financial year and require a re-forecast for the last 6 periods. Fewer records in the database mean that reports operate quicker than they would with a large number of zero values. The periods 1 to 12 are the periods of the financial year. 1 is the first period of the financial year and 12 is the last. So, for example, if the financial year is July to June, July is period 1 and June is period 12.

Edit a GL Budget

To create a new budget, select the **Edit Budget** button (🖼️) on the GL Budgets window (see page 266).
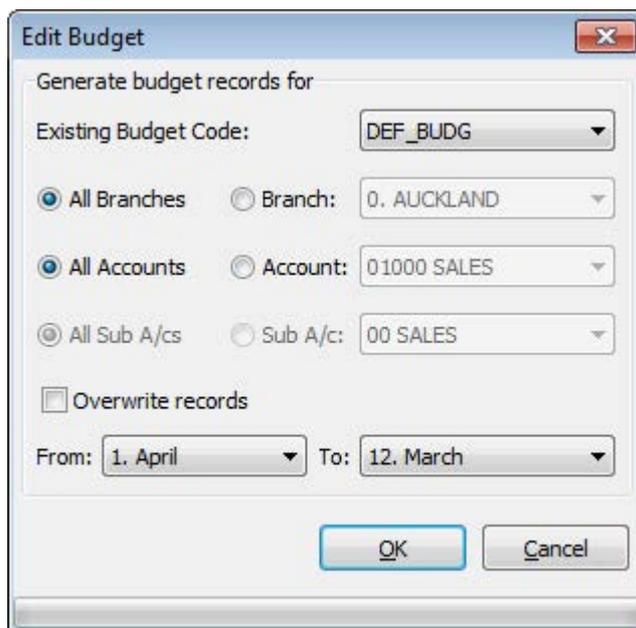

Window Functions

Item	Description
Existing Budget Code	From the list, select the code of the budget that is to be modified.
All Branches **Branch**	Select the relevant option. If a specific branch is to be modified, the name should be selected from the list. For example, the opening of a new branch during the financial year.
All Accounts **Account**	Select the relevant option. If a specific GL account is to be modified, the name should be selected from the list. For example, the creation of a new account during the financial year.
All Sub A/cs **Sub A/c**	Select the relevant option. If a specific GL sub account is to be modified, the name should be selected from the list.
Overwrite records option	The same as Overwrite records option in the Create a New Budget window (see page 268).
Period range selection	The same as Period range selection in the Create a New Budget window (see page 268).

Delete GL Budget Records

To delete a budget record, click the **Delete Budget** button (🗑) from the GL Budgets window (see page 266).
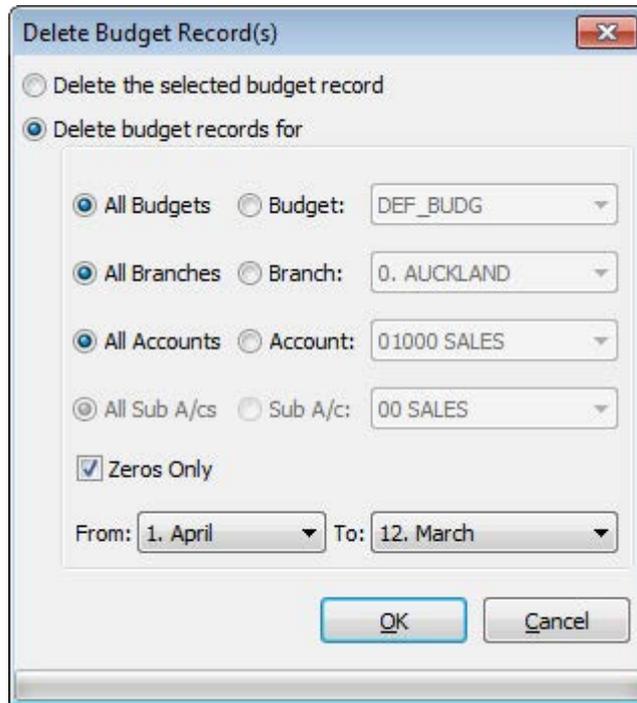
Window Functions

Item	Description
Delete the selected budget record	Select the option to delete the record highlighted in the GL Budgets (search) window, from the budget.
Delete budget records for	Select the option to delete records in a budget. The method is similar to the one used when editing a budget (see page 269), except that in this case records are removed instead of added
Zeros Only	This allows you to reduce the size of the database and speed up the running of reports by removing all records in a budget that have a value of zero.
Period range selection	This functions the same as Period range selection in the New Budget window (see page 268).

Spread a GL Budget

To spread a GL budget, select the **Spread Budget** button ( ) on the GL Budgets window (see page 266).
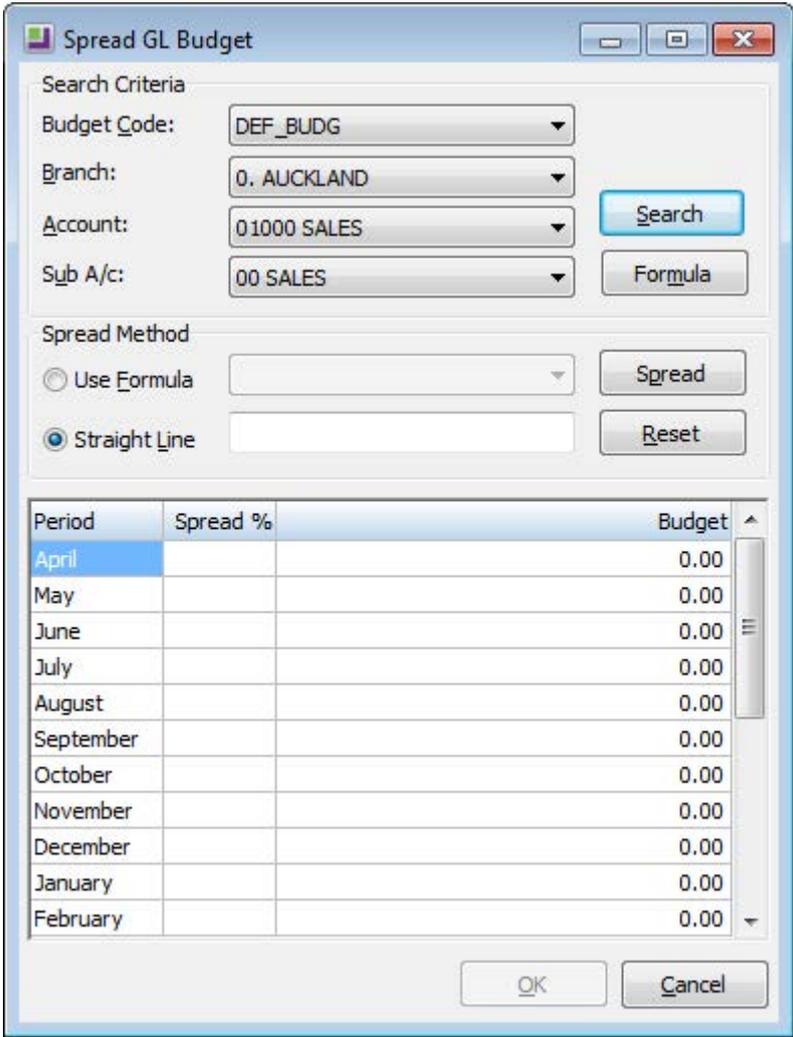
1. Choose a budget to be spread over the year using the Search Criteria. Click the **Search** button to load this budget into the spread tool.

2. Select a Spread Method. Choose from:

    - Use Formula - spread the budget according to a pre-defined formula.

    - Straight Line - distribute the spread evenly throughout the year.

3. Click **Spread**. The resulting spread will display in the grid. These figures can still be manually edited if need be.

4. Click **OK** to apply this spread to the GL budgeting tool.

Formula Method

If the Formula method is to be used, click the **Formula** button to load, edit or create a formula to apply to this spread:

1. The Setup Formula window opens. If no previous formulas have been defined, click the **New** button to create one. Alternatively, select an existing formula from the grid.
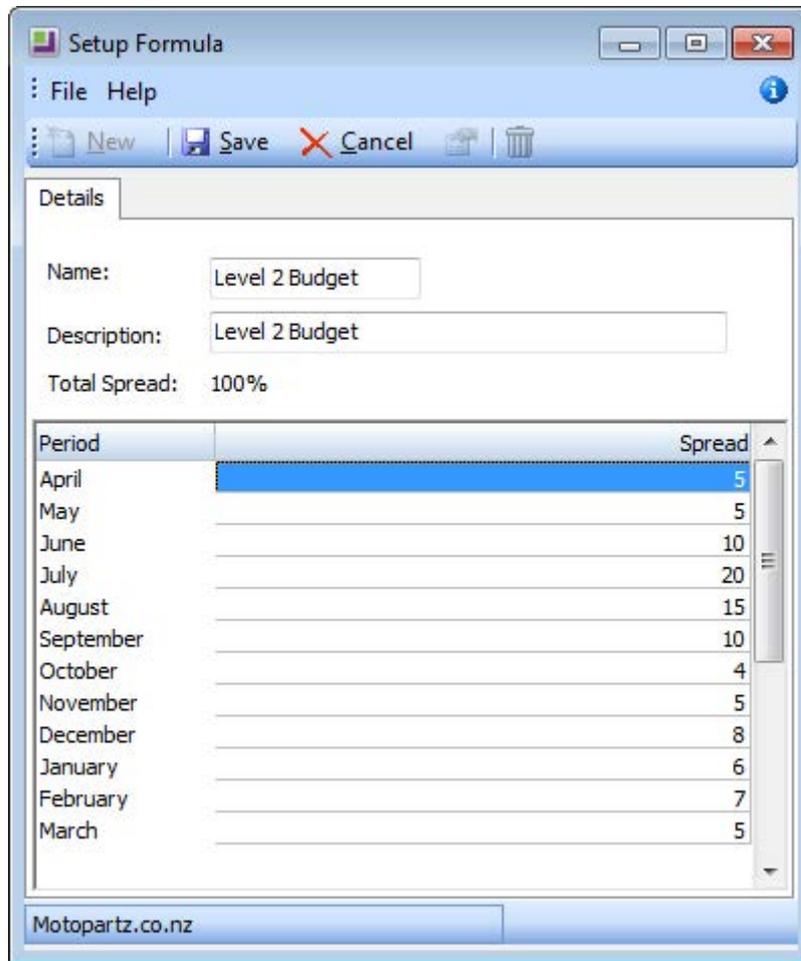
2. Give the new formula a name and a brief description for future reference.

3. In the grid, define the spread for the financial year by entering them adjacent to the month. These figures are in a percentage for the annual budget. Click **Save** to save this new spread.

Straight Line Method

Use the Straight Line Spread Method to distribute the spread evenly throughout the year:

1. Enter the total combined budget amount for the year into the **Straight Line** field.

2. Click the **Spread** button to spread this amount to selected account.

Import a GL Budget

To import a budget, select the **Import Budget** button ( ) from the GL Budgets window (see page 266).


Window Functions

Item	Description
New Budget Code	The code for this budget. When running a GL Report, (**Reports > General Ledger Reports > Run GL Reports**) this code appears in the Budget list.
Import Budget File	The location and name of the CSV file to be imported into the budget table.
Import Columns	Defines the format of the CSV file to be imported. The specifications are based on the format of the existing file.
Period Range Selection	The same as Period range selection in the Create a New Budget window (see page 268).
Sub No option	This option needs to be selected if sub accounts are required in the budget.
Select Button	Allows the user to search for the CSV file that needs to be imported.
Overwrite records option	Is the same as Overwrite records option in the Create a New Budget window (see page 268).
Load Button	Loads the CSV file into the grid (see page 10). This is an intermediate stage prior to importing the records into the budget table. You can edit the data prior to clicking the **OK** button.
OK Button	Loads the data from the grid into the budget table. The program performs an error check at this time to ensure that each record has a unique combination of Branch, Account and Sub Account.
Cancel Button	Ends the session without putting data into the budget table and takes you directly back to the main budget window.

Export a GL Budget

To export a budget, select the **Export Budget** button (📤) from the GL Budgets window (see page 266).
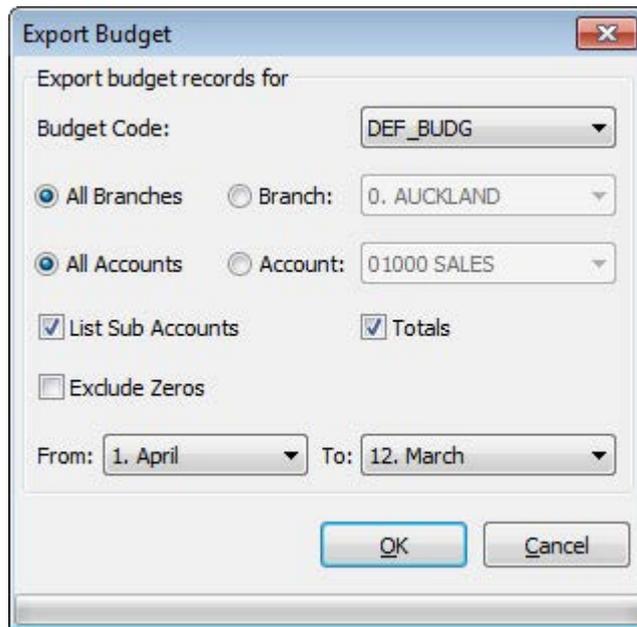
Window Functions

Item	Description
Budget Code	The code of the budget to be modified/exported. Select the relevant code from the list.
Branches, Accounts and Sub Accounts	Allows you to reduce the number of records to be exported.
Totals option	Totals on the report, both down and across
Exclude Zeroes	Allows you to reduce the size of the database and speed up the running of reports by excluding all records in a budget that have a value of zero when exporting the budget.
Period Range Selection	The same as Period range selection (see page 268) in the create a new budget window.
OK Button	Exports the budget to a CSV file, launches Excel and populates the spreadsheet with the budget data.
Cancel Button	Ends the session without putting data into the budget table and takes you back to the main budget window.

Print a GL Budget Report

To print a budget report, select the **Print Budget** button (🖶) from the GL Budgets window (see page 266).
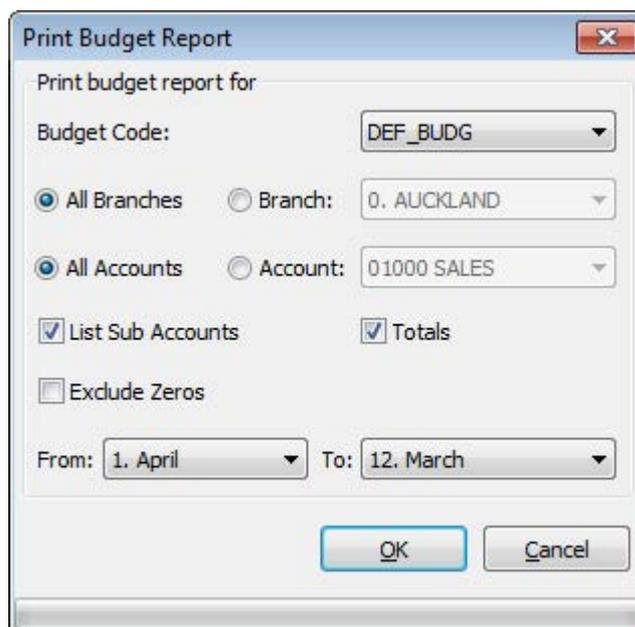
Window Functions

Item	Description
Budget Code	The code of the budget to be printed. Select the relevant code from the list.
Branches, Accounts and Sub Accounts	Allows you to reduce the number of records to be printed.
Totals option	Totals on the report, both down and across to appear in the printout.
Exclude Zeroes	Allows you to reduce the size of the printout by excluding all records in a budget that have a value of zero when printing the budget.
Period Range Selection	Is the same as Period range selection in the Create a New Budget window (see page 268).
OK Button	Print the budget report according the defined options above.
Cancel Button	Ends the session without printing and takes you back to the main budget window.

General Ledger Transactions

General Ledger Transaction Entry

Transactions are generally posted to the GL from the sub ledgers. However, if there is an error or special posting to made, or if there provisions which have not yet been entered in the sub ledger, manual GL Transaction Entry can be used.
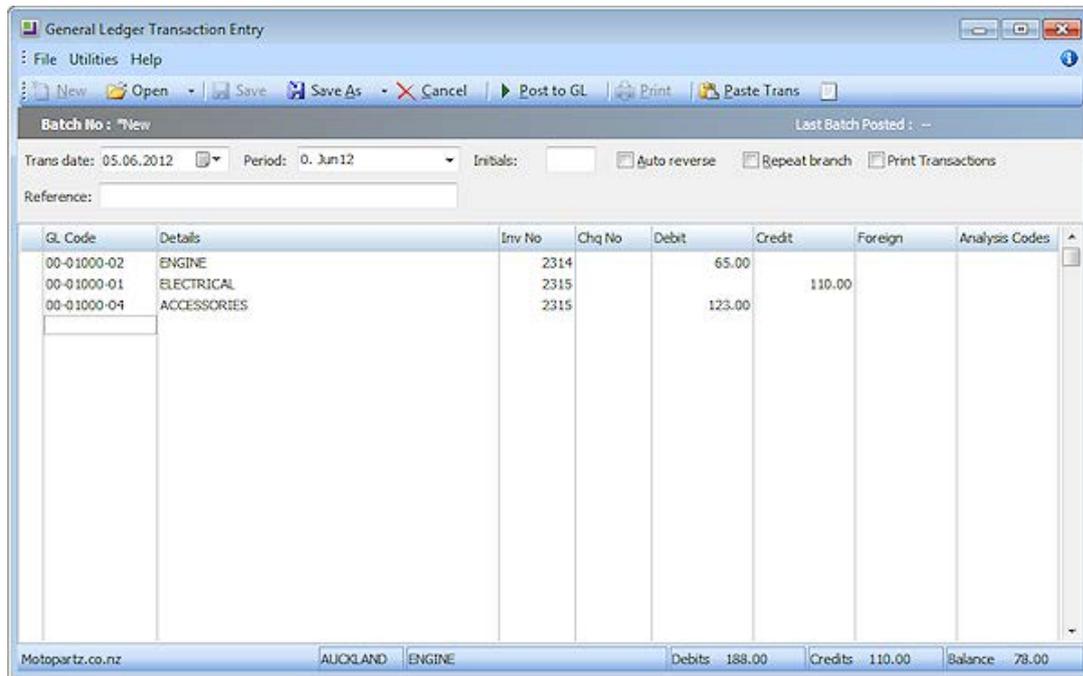
1. Click **New** to create new GL transaction batch.

2. Complete fields in the screen like **GL Code**, **Details**, **Invoice No**, **Amount** and *Reference*. Ensure that the sum of the debits and credits in the batch is equal to zero to be able to post transactions.

3. Some batches can be saved as a **Recurring** or **Suspended** batches until they are ready for posting. The Utilities menu provides options related to later posting.

4. Click the **Post to GL** button to save the transactions in the batch and post the batch to the General Ledger.

Notes

- Accounts can be blocked from allowing manual journal postings. A warning message will be given if an entry is made to a GL account that does not allow manual journal postings, e.g. debtors control account.

- One or more recurring batches can be opened and appended to make a 'super batch'.

- Posted GL Batches can be viewed through the GL Batch Transactions screen. A single batch number (e.g. 50), a batch range (e.g. 50-55), or selected batch numbers (e.g. 50, 51, 55) can be specified.

- Select the **Repeat branch** checkbox to automatically copy the branch used previously to the next transaction line.

- Transactions can be viewed all for periods but posting is limited to a maximum of 24 periods.

- Recurring transactions are created when rolling the period, and are posted on the current period.

Posting Ledgers to GL

All three source ledgers (Debtors, Creditors and Stock) can be posted to the General Ledger at the same time. One batch is created for each ledger. Batches are created on combination of Period and ledger, i.e. one for each period and ledger combination. The Description field for the batch indicates the ledger for which the batch has been created.
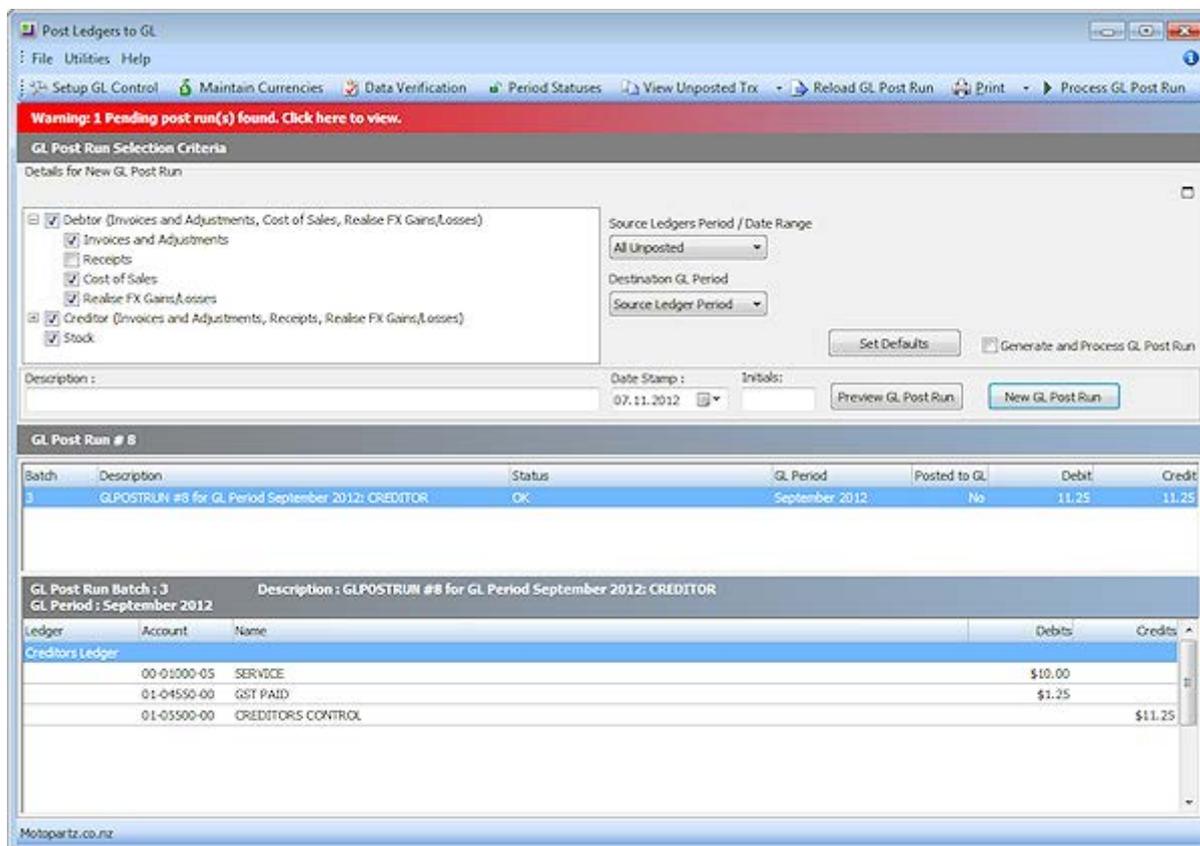
Toolbar buttons are available to access the setup screens for GL Control Accounts (see page 62), Currencies (see page 66) and Period Statuses (see page 65), as well as the Data Verification utility (see page 55). These options are also available in the Utilities menu.

You can view transactions that have not yet been posted by selecting an option from the **View Unposted Tx** button menu.
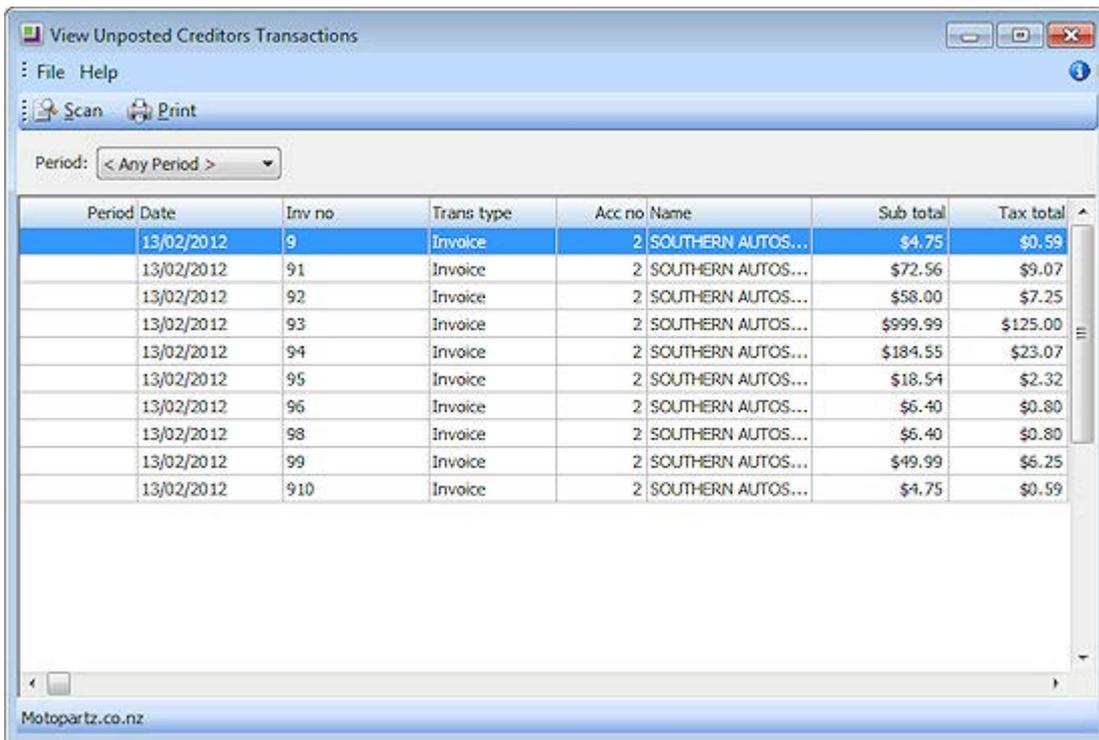
To post ledgers to the GL:

1. Select what information to post. Choose from:

    *   Debtors Invoices and Adjustments

    *   Debtors Receipts

    *   Debtors Cost of Sales

    *   Debtors Realise FX Gains/Losses

    *   Creditors Invoices and Adjustments

    *   Creditors Receipts

    *   Creditors Stock Cost Variances

    *   Creditors Realise FX Gains/Losses

    *   Stock (if EXO Job Costing is installed, this option becomes "Stock and Work in Progress")

    Note: The availability and default settings for these options are determined by the profile settings **Allowed ledgers to post** and **Default status of the ledgers in Post ledgers to GL screen**.

2. Specify the period or dated range you want to extract data from. Choose from:

    *   **All Unposted** - All unposted transactions.

    *   **Prior to Current Period** - Everything except the current financial period.

    *   **Selected Period Range** - Selecting this option lets you specify a From and To period to determine the source range.

    *   **Selected Date Range** - Selecting this option lets you specify From and To dates to determine the date range.

3. Select the destination GL period. Choose from:

   - **Source Ledger Period** - With this mode each source ledger period will create a distinct General Ledger batch in the matching GL period. Where multiple periods exist in the selected set of source data, multiple GL batches will be produced.

   - **Custom GL Period** - Selecting this option lets you specify a specific GL period to receive all selected transactions. In this mode only one GL batch will be created even if multiple periods are included in the source ledger data selected.

4. Enter post run details:

   - The **Date Stamp** you want to use to date the GL transactions being posted

   - The **Initials** of the person performing the post run

   - A **Description** of the post run.

5. Click the **New GL Post Run** button. This creates suspended batches and marks the source ledger transactions as posted. You are given the option of printing a report on the post run. If the **Generate and Process GL Post Run** option is ticked, the post run will be processed automatically.

   Note: Instead of clicking **New GL Post Run**, you can click **New Preview GL Post Run** to extracts and views GL data without marking the source transactions as posted. This is useful for first GL post runs, particularly during implementation. This gives you the opportunity to correct data in the source ledgers and/or ensure system setup (such as GL accounts on stock items etc.) is correct.

6. The batch(es) appear on the Post Ledgers to GL window. Review the transactions listed and ensure the total debit and total credit values balance. From here you can edit the batch if necessary by right-clicking on it (some options are not available if the batch was processed automatically):

   - Right-click and select **Print Batch** to print a report on a batch.

   - Right-click and select **Edit Batch > Description** to edit the batch's description.

   - Right-click and select **Edit Batch > General Ledger Period** to change the General Ledger period that the batch will post to.

   - Right-click and select **Edit Batch > Fix Imbalance** to create a rounding line in the batch for the amount of the imbalance, subject to the threshold you specified by the profile setting **Post Ledgers to GL Maximum**. For amounts less than the threshold, the rounding line is automatically created; for amounts greater than the threshold, you are prompted for your password if you are supervisor, or if you are not a supervisor, a list of supervisors is displayed, for a supervisor to enter their password.

   - Right-click and select **Validate Batch** to check the batch for imbalances.

   - Right-click and select **Reverse Batch** to reverse the batch transactions. For pending batches, this reverts all of the source transactions from the batch to their original state. For posted batches, this takes all the source transactions from the batch and reverses the Debits and Credits.

   Note: To enable the **Edit Batch > Transactions** option, use the **Drop Down Menu Designer (see page 75)** to add the parameter "+EGL" to the Post Ledgers to GL menu function.

   You can also view additional information about the transactions in the batch by right-clicking on the transactions in the bottom section of the Post Ledgers to GL window:

   - Right-click and select **View GL Account** to open the General Ledger Account Details window (see page 226) for the relevant account.

   - Right-click and select **View Pre Posted Transactions > Selected Account** to display the showing the pre-journals that will be posted for the account that was right-clicked on.

- Right-click and select **View Pre Posted Transactions > All Accounts** to display the showing a consolidated view the pre-journals for all accounts in the grid.

7. If the **Generate and Process GL Post Run** option is not ticked, click **Process GL Post Run** to post all batches to the General Ledger.

If you close the Post Ledgers to GL window without processing the GL post run, the next time you open it you can click **Reload GL Post Run** to re-open any pending post runs. If there are any pending post runs, a warning message will appear at the top of the window:
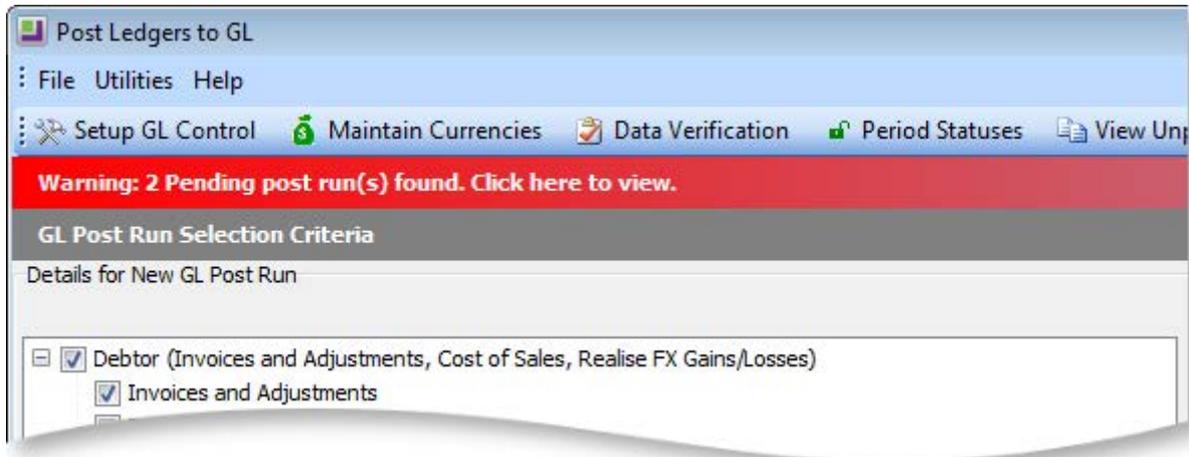
GL Batch Transactions

You can view transactions related to a specific GL Batch if you are looking for the location of a posted transaction.

To view a GL Batch:

1. Open the GL Batch Transaction window using the path above.

2. Select the batches to display:

    - Enter one or more numbers into the **Batch No** and click the **Load** button. You can specify a single batch number (for example, 50 that lists all batch transactions with the batch number 50) a batch range (for example, 50 – 55 listing all batch transactions with batch numbers from 50 to 55) or selected batch numbers (for example, 50, 52, 54 which lists all batch transactions with batch numbers 50, 52,and 54).

    - Enter "?" into the **Batch No** field and press TAB or ENTER to open a search window, or click the [...] button next to the **Batch No** field. Select one or more batches (you can select multiple batches by holding down CTRL) and click **Select & Close**.

3. To group the displayed transactions, select one or more properties to group by from the **Grouping** dropdown, then tick the **Group Transactions** option.

4. The batch details are displayed with the following details:

Field Descriptions

Item	Description
Batch No	The batch number of the listed batch.
Date	The date the last transaction in the batch was posted.
GL Code	The GL code related to this batch.
GL Account	The name of the GL account related to this batch.
Pd	The period number of the transaction.
Chq No	The cheque number of the transaction, where applicable.
Inv No	The invoice number of the transaction, where applicable.
Details	The description of the GL account related to this batch.
Amount	The Foreign Currency debit amount. This is available only if the batch contains foreign currency transactions.
FC Credit	Foreign currency credit amount. This is only available if the batch contains foreign currency transactions.
Initials	The person who posted the transaction.
Source	The GL Sources that this batch is recorded in.

Click **Print** to print the batch report.

Period Handling

MYOB EXO Business employs a method of tagging all transactions with a nominated period number at the time of posting. As an extra validation EXO Business can ensure that the transaction date given is valid for the period that the transaction is being posted to. This method is used to avoid the traditional problems associated with incorrectly keyed dates and extra processing overhead required to 'age' transactions into periods, which often makes purely date based solutions very limited in scale.

When starting up the EXO Business system, you need to tell EXO Business how many periods have transpired before you begin to process transactions. This is used in General Ledger reporting and budgeting and is carried out through the General Ledger Control Accounts Setup window.

Running the end of period routine is performed from the End of Period window (see page 282). The actions performed for the General Ledger are listed on the window to indicate progress.

> **Note:** See the White Paper "Period Handling and Transaction Ageing" for more information on setting up periods and rolling ledgers. This White Paper is available on the MYOB EXO Business partner site (login required).

End of Period/Year

Utilities > End of Period
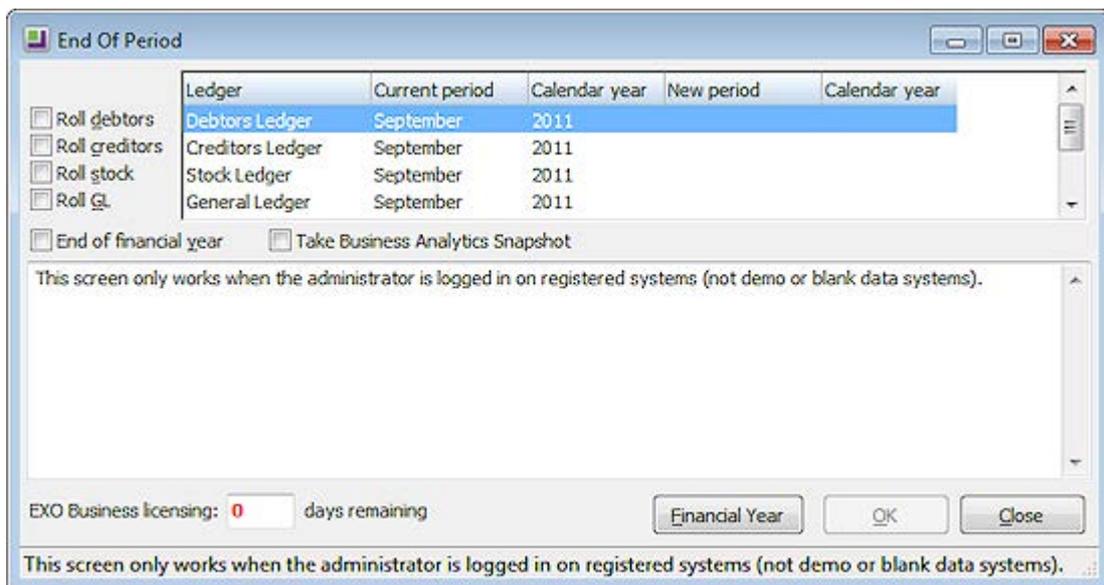
MYOB EXO Business has a definite "end of period" or "roll-over" procedure. This process does the following:

- Sets period totals
- Sets month totals
- Copies aged balances to last period balances
- Sets aged balances
- Increments the transaction age
- Increments the allocation age
- Updates the allocation statuses
- Sets the closing rates for all currencies
- Ages the period status
- Rolls the period status

Each ledger (Debtors, Creditors, Stock and General Ledger) can be rolled separately or all ledgers can be rolled simultaneously (recommended). Tick the required boxes, then click **OK** to roll the selected ledgers.

Ticking the **End of financial year** box means that the End of Year procedure will be run as well as the End of Period procedure. The additional steps taken in an End of Year procedure are discussed below.

Ticking the **Take Business Analytics Snapshot** means that a snapshot is taken for the EXO Business Analytics module (see page 549) as part of the end of period process. This ensures that the final day's trading is always completely captured.

Rolling the Debtors Ledger

Normal sequence of events:

1. Back up your database (you might want to keep this backup long term).
2. Finish entering all transactions for the period and the financial year.
3. Print and save all required Debtor reports (especially any involving year to date totals etc).
4. Print Debtors statements.
5. Post all Debtor transactions to the General Ledger (**Utilities > Ledger Postings > Post Ledgers to GL**).
6. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Copies the This Year total to the Last Year total on all Debtor accounts.
- Zeros the This Year totals on all Debtor accounts.

Rolling the Creditors Ledger

Normal sequence of events:

1. Finish entering all transactions for the period and financial year.
2. Print and save all required Creditor reports (especially any involving year to date totals etc).
3. Print remittance advices, etc.
4. Post all Creditor transactions to the General Ledger (**Utilities > Ledger Postings > Post Ledgers to GL**).
5. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Copies the This Year total to the Last Year total on all Creditor accounts.
- Zeros the This Year totals on all Creditor accounts.

Rolling the Stock Ledger

Normal sequence of events:

1. Finish entering all Debtor invoicing and Stock receipts for the period and financial year.
2. It is normal to run a stock take just prior to the End of Year, to ensure your closing stock valuation figures are as accurate as possible.
3. Print and save any required Stock reports such as Stock Valuation and Stock Sales reports.
4. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Copies the This Year totals to the Last Year total on all Stock items.
- Zeros the This Year totals on all Stock items.

Rolling the General Ledger

Normal sequence of events:

1. Finish entering as many transactions for the period and financial year as you can. Even after the roll over you can post to prior years' periods.

2. Extract and Post all transactions for the period and year from the Debtors and Creditors ledgers (**Utilities > Ledger Postings > Post Ledgers to GL**).

3. Print and save all required General Ledger reports (Balance Sheet, Profit & Loss etc)

4. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

- Zeros off the Profit & Loss accounts and posts the resulting Profit or Loss to the retained earnings account as defined in the GL Control account screen.
- The Profit & Loss current year movements are cleared.

> **Note:** The General Ledger has the capability of multiple open periods – even periods in past financial years. The system will detect whenever a GL Batch is entered into a period of a past financial year and prompt you as to whether it should update the previous year's P/L figure. (You should normally agree to update this, to prevent the Balance Sheet from going out of balance.) You can continue to enter transactions for the past year after you have rolled the End of Year, and revised Profit & Loss and Balance sheets can be printed.

Points to Note

- An End of Period **must** be performed before any transactions can be entered into the new period.

- It is **not** necessary that all transactions be posted to General Ledger before a ledger is rolled over.

- Complete specialised procedures like Exchange Rate Variance calculations before doing an End of Period.

- There is no loss of transaction detail as a result of the End of Period or End of Year procedures. Transaction details are retained as history and are never automatically deleted by EXO Business.

- Processes and controls exist to allow transactions to be posted back into prior periods. Period lock controls help manage this process, and periods would normally be locked once period reporting has been completed.

- The **Post to Past Period** User-level profile setting must be enabled to allow users to post transactions on previous or past periods.

- The **Allow end of period rollover** User-level profile setting must be enabled to allow a user to roll the end of period.

- A Company-level profile setting called **Enable warning for transactions not posted to GL before end of period processing** can be enabled to prompt users if Post Debtors/Creditors/Stock to GL has not been processed yet an attempting to do an end of period.

> **Note:** See the "Period Handling and Transaction Ageing" white paper for more detail.

GL Batch Review

The GL Batches report allows you to search for a set of GL Batches based on specified criteria. With these results, you can print listings with header or transaction detail, view and edit narratives, view transactions, copy or reverse a batch, insert missing batch headers, recalculate header totals etc.

Viewing GL Batches

Transactions > General Ledger > GL Batch Review

If this menu option is not available, it must be added to the menu using the Menu Designer - Setup > Setup Menu or use the EXO Business Configuration Assistant (see page 52).
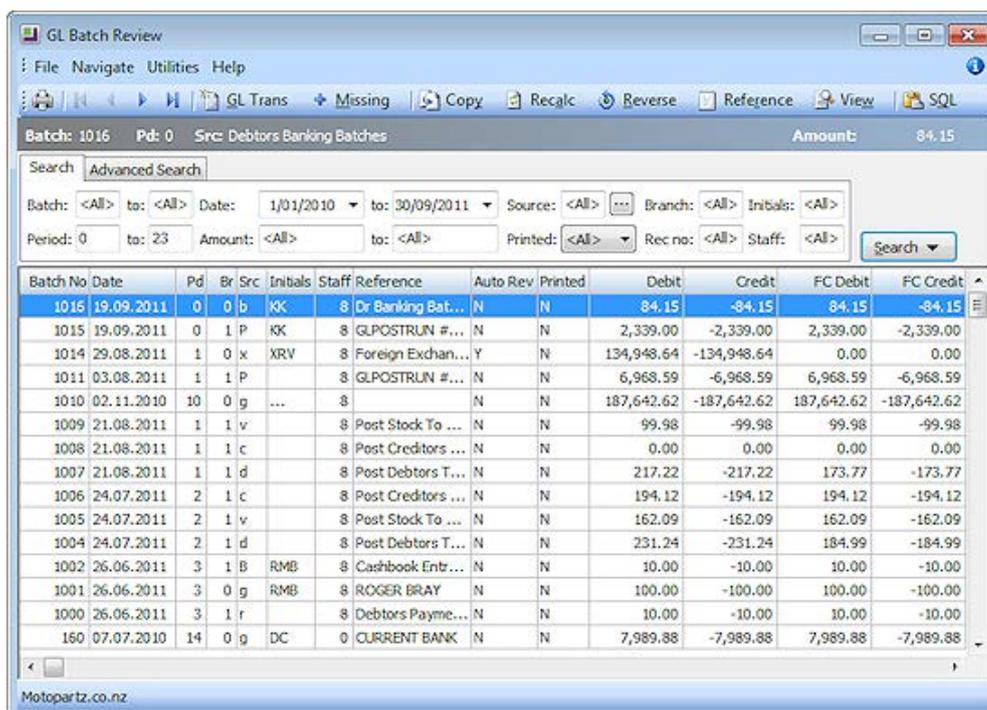
1. Specify the criteria (see page 285) for your search on the General (search) page of the window. The more detail entered in these search options, the more refined your search result will be.

2. Select the options (see page 287) from the Search list and click this **Search** button (see page 287). The transactions that meet the specified criteria are displayed on the window.

Search Field Definitions

Item	Description
Batch To	The batch range to be searched.
Period To	The period range to be searched.
Date	The date range to be searched.
Amount	The amount related to the batch to be searched.
Source	The GL sources (see page 287) that this batch is recorded in. Clicking the ellipsis **[...]** opens a popup window with options to select the sources for inclusion in the search.
Printed	The print status of this batch. **<All>** | **Y** - Yes | **N** - No

Branch	The branch number to be searched.
Rec No	The branch reconciliation number to be searched
Initials	The initials of the person entering the search criteria.
Staff	The staff member number to be used in the search
Search	A click **v** if you want to display the Search list and select options (see page 287).
	Tip: As you enter details in each field, the scope of the search is narrowed. If all the search fields are left blank, the search results bring up a list of all batches. You receive the same result (list of all batches) if fields are set to the default option <All>.
Field Headings	
Batch No	The batch number of the listed batch.
Date	The date the last transaction in the batch was posted.
Pd	The period of the transaction
Br	The branch number where the transaction has been posted.
Src	The GL source that this batch is recorded in
Initials	The person who posted the transaction
Staff	The staff member who posted the transaction.
Reference	The reference for the batch of transactions.
Auto Rev	The transaction reversal status for the next rollover. **Y** - Yes | **N** - No
Printed	The print status of this batch. **Y** - Yes | **N** - No
Debit	The sum of the debit transactions in the batch.
Credit	The sum of the credit transactions in the batch.
FC Credit	The Foreign Currency Credit amount. This is available only if the batch contains foreign currency transactions.
FC Debit	The Foreign Currency debit amount. This is available only if the batch contains foreign currency transactions.
Reversed in	The batch number where the reversal of a transaction has taken place
Reversed of	The batch number where a transaction has been reversed.
Copied from	The number of the original batch, if this is a copy.

3. If you have further details for the transaction you wish to locate, you can refine the list of transactions that are displayed on the General page. Click the Advanced tab on the window.

4. Type the information you have in the relevant field.

5. Select the options from the Search list and click the Search button. The transactions displayed now are related to your advanced search criteria.

6. Click Print to print the list of batches. The Print GL Batch Listing (see page 288) box is displayed.

Search List and Button

The Search button on the GL Batches window has a dual function. When you click it, it displays a list with search criteria and is also a search button. After you have selected the option on the list, the system begins the search. Once the search is complete, the batches that match the search criteria are displayed on the window.

Searching by Header asks the system to locate a batch from the Batch Header Record in the GL Batch table. The system takes the search criteria that you have specified and matches them with data available in the GL Batch table. Criteria as Narrative (Advanced tab) can only be located in the GL Batch table while others as Batch, Period or Source(s) are available in both Header and Transactions.

When **searching by Transactions**, the system looks for a batch from the GL Trans table. The search criteria that you have specified are matched against the data in the GL Trans table. Criteria as Details can only be located in the GL Trans table, while others as Date, Period or Source(s) can be located in both GL Batch and GL Trans table.

If you click **Both**, the system gives you a list of all batches that meet the search criteria from either the GL Batch table or the GL Trans table. This can include batches outside your specified search range. For example, your period range may be limited from June to November 2000, but the system locates batches that relate to both Header and Transactions criteria and may display batches out of the specified date range.

The options on the search list appear in the order of their search times. Of the three options, Header displays a list of batches in the shortest time frame while Transactions takes a longer period. Both involves a larger search and thus requires the longest time frame.

> **Note:** The **Search** button also acts as a refresh button that you can click to reset your search options, after you have made any changes such as copying a batch, after changing the criteria in your search list (searching batches based on criteria in the Advanced page) or returning to the General page to search again for the previously displayed list.

Select GL Sources

One of the factors involved in the selection criteria for the GL Batches is the transaction source. If you know the feature, function or ledger that this transaction has been created by, you can click the 'ellipsis' **[...]** button next to the Source(s) field. This displays the Select GL Source(s) window.

You can select one or more options in the displayed list, or if the name does not appear on the list the name can be typed in the Other field. Clicking the **Clear All** button allows you to deselect options while **Select All** quickly selects all available options on the list.

Utilities Menu / Toolbar

The Utilities menu on the GL Batches window contains functions related to the batches. You can also right-click a batch line to bring up a popup (see page 288) version of this menu.

- **GL Trans Entry** - Provides a shortcut to the GL Transaction Entry window.

- **Insert Missing** - Looks for any missing GL Batch Header and inserts the missing header.

- **Copy** - Copies the selected batch. You can edit the batch details in the GL Transaction Entry window.

- **Recalculate** - Recalculates the debits and credits (Debit, Credit, FC Debit, FC Credit) transactions in the batch, based on the GL transaction records for that batch.

- **Reverse** - Takes all the transactions from the batch and reverses the Debits and Credits.

- **Reference** - Opens a window with an option to edit the reference text for the selected grid item.

- **View** - Displays the transactions for the selected batch.

- **SQL** - Brings up the SQL form that allows you to view or copy the SQL statement.

Popup Menu

The popup menu can be accessed by right clicking anywhere in the grid (see page 10). The commands available on this popup replicate those on the Utilities menu (see page 288).

Print Options

When printing the GL Batch Listing, you have a range of options to choose from.

Transactions > General Ledger> GL Batch Review > File > Print
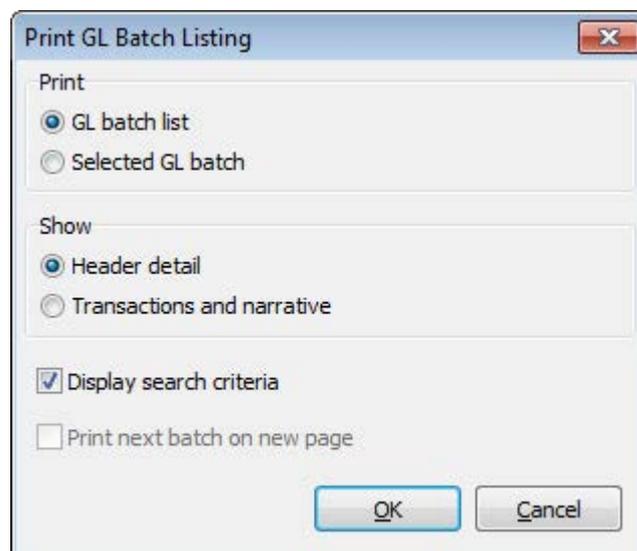
Print > GL Batch List - Prints the Batch List based on the specified search criteria.

- If you choose **Show > Header Detail**, the printed copy contains the GL Batches displayed on the window with fields from the GL Batch table.

- If you choose **Show > Transactions and Narrative**, the printed copy provides the name of the batch and all the transactions it contains with fields from the GL Trans table.

Print > Selected GL Batch - Prints the selected batch.

- If you choose **Show > Header Detail**, the printed copy contains the selected batch line with fields from the GL Batch table.

- If you choose **Show > Transactions and Narrative**, the printed copy contains all transactions related to the batch line with fields from the GL Trans table.

Show > Header Details - Prints the batch header detail with the fields form the GL Batch table.

Show > Transactions and Narrative - Prints the transactions and narrative with fields from the GL Trans table.

Display Search Criteria - Checking this option prints the search criteria that you have entered on the window. This option is available only with the following:

- **Print > GL Batch List** and **Show > Header Detail**

- **Print > GL Batch List** and **Show > Transactions and Narrative**

Print Next Batch on New Page

Prints each batch of transactions on a new page. This option is available only with the following:

- **Print > GL Batch List** and **Show > Transactions and Narrative**

Advanced Search Tab

Item	Description
Reference	The description of the batch.
Details	The details of the batch, as listed in the GL Transactions window.
Chq No	The cheque number
Inv No	The invoice number included in the GL Transactions.
Auto Rev	The transaction reversal status of the batch. **<All>**	**Y** - Yes	**N** - No
Include Related	The batches where another batch is related to the batch found in the search, e.g. Reversed in and Reversed of
Search	Click to display the Search list and select options

GL Trial Balance Tree

The Trial Balance Tree is a complete list of all GL accounts split between Profit & Loss and Balance Sheet accounts. It allows you to scroll down the list of accounts and select the one you require.

It is useful for creating a dynamic trial balance report; additionally it's used to review transactions, primarily by account and period range.

To view a GL Trial Balance, select **Reports > General Ledger Reports > GL Trial Balance Tree**. The Trial Balance Tree window opens:
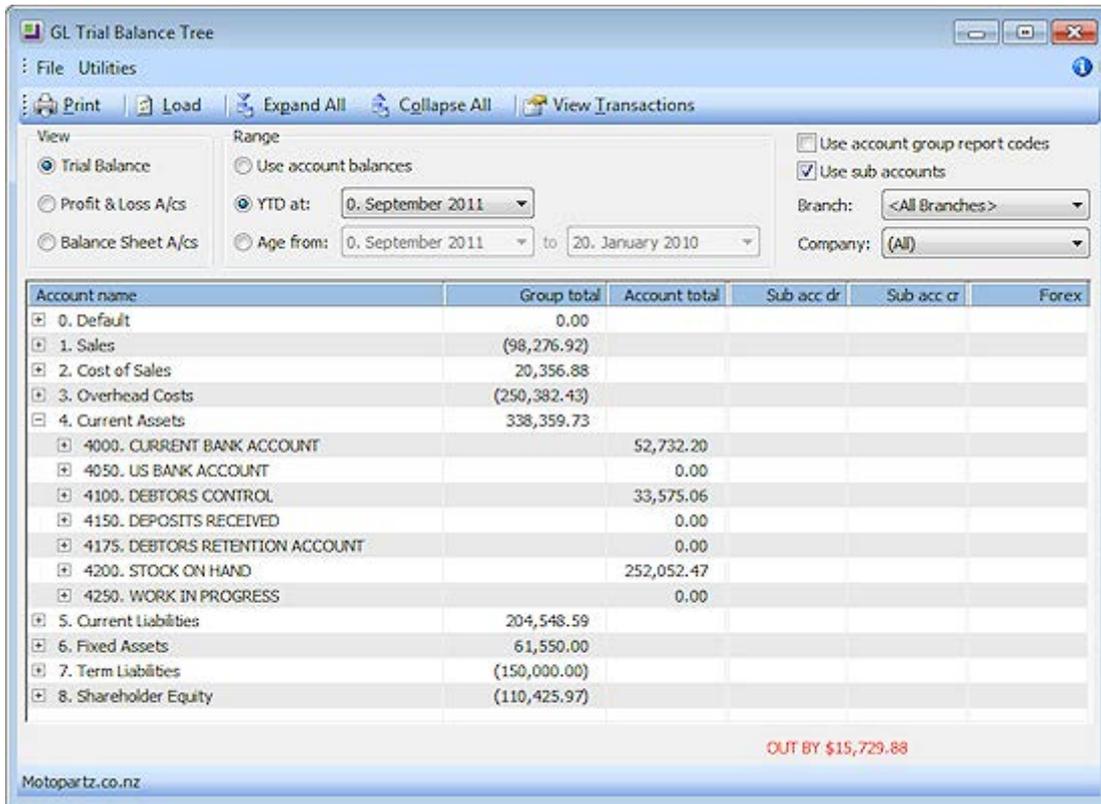
Select the options on the window. The following table provides more information.

Item	Description
Load	Clicking this button loads the Trial Balance tree relative to the options selected in the View and Range configuration area.
Expand All **Collapse All**	The transactions in the grid are listed by account name. Adjacent to this is a group total. To view the details and subtotals of this account it needs to be expanded, as illustrated for current assets above. This button expands all the accounts, this action can be undone by clicking the Collapse All button.
View Transactions	Clicking this will open the transaction details window for a selected account from the tree.
	Note: This has to be an individual account from an expanded account group.

View:	Trial Balance	With this option selected clicking the load button loads the trial balance details into the tree view.
	Profit and loss A/cs	With this option selected clicking the load button loads the profit and loss accounts details into the tree view.
	Balance Sheet A/cs	With this option selected clicking the load button loads the Balance Sheets accounts details into the tree view.
Range:	Use account Balances	
	YTD at:	A check if you want the tree to display the values for the entire year.
	Age from:	The period range for which you require the list of GL accounts. This option is available only if you have not selected the YTD Values option.
Use account group report codes		Enable this option to display the **Rep code total** column. (You must click **Load** again to refresh the display after enabling this option.)
Use sub accounts		This is only available if the Range is set to a date Range and not sorted by balances. Enabling this option adds the **Sub acc dr** and **Sub acc cr** columns. (You must click **Load** again to refresh the display after enabling this option.)
Branch		Only available when sub accounts is ticked. Choose the branch from the list to filter by branch. Click **Load** to view the sub account totals.
Company		Only available when sub accounts is ticked. If available, choose the company from the list to filter by company. Click **Load** to view the sub account totals.

Foreign Currency

The purpose of multi-currency is to allow users to store Debtors, Creditors and Balance Sheet accounts in a currency other than the default currency. MYOB EXO Business has a utility to convert these transactions into the default currency for the General Ledger.

> **Note:** Enabling multi-currency within the system adds options to many transaction entry screens and reports and may complicate the system unnecessarily if the user's business does not require frequent foreign exchange transactions. If the transactions in foreign currency are infrequent, it is recommended that this function is not enabled.

Setup

Enabling Foreign Currency Features

To enable EXO Business to accommodate foreign currency transactions the option **Operate in multiple currencies** must be ticked at EXO Business Configuration Assistant > Business Essentials > General Settings.

Once this option is ticked, the **Currency** property becomes available when creating new accounts.

Setting up Local Currencies

You can maintain exchange rates at **EXO Business Config > Administration > Finance > Currencies**.
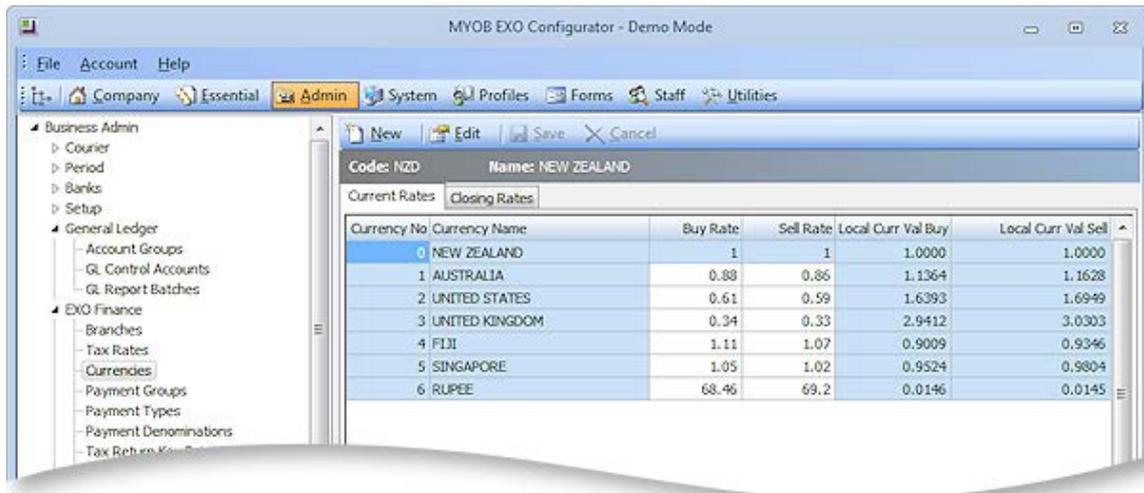

> **Note:** You can also edit currencies from within the main EXO Business application by adding the **Setup Currencies** menu item.

The local currency (0) exists in all EXO Business databases when they are initially created. If the local currency does not reflect the region the user is in, it should be changed immediately, before any further transactions are entered. The local currency rate must always have buy and sell rates of 1.

Click **New** to create a new currency rate.

Exchange for all currencies except the local currency can be edited directly on the Current Rates tab. The **Buy Rate** for each currency is the exchange rate used when purchasing from Creditors; the **Sell Rate** is the exchange rate used when selling to Debtors. The **Local Curr Val Buy** and **Local Curr Val Sell** values show the inverse values of the **Buy Rate** and **Sell Rate** respectively. It is expected that users will update currency exchange rates frequently. When editing rates, users are warned if they attempt to change rates by more than a pre-defined limit (set by the **% Change Alert** property on the Details tab).

To edit all properties of an existing currency rate, double-click on it or select it and click **Edit**. The Details tab is displayed:
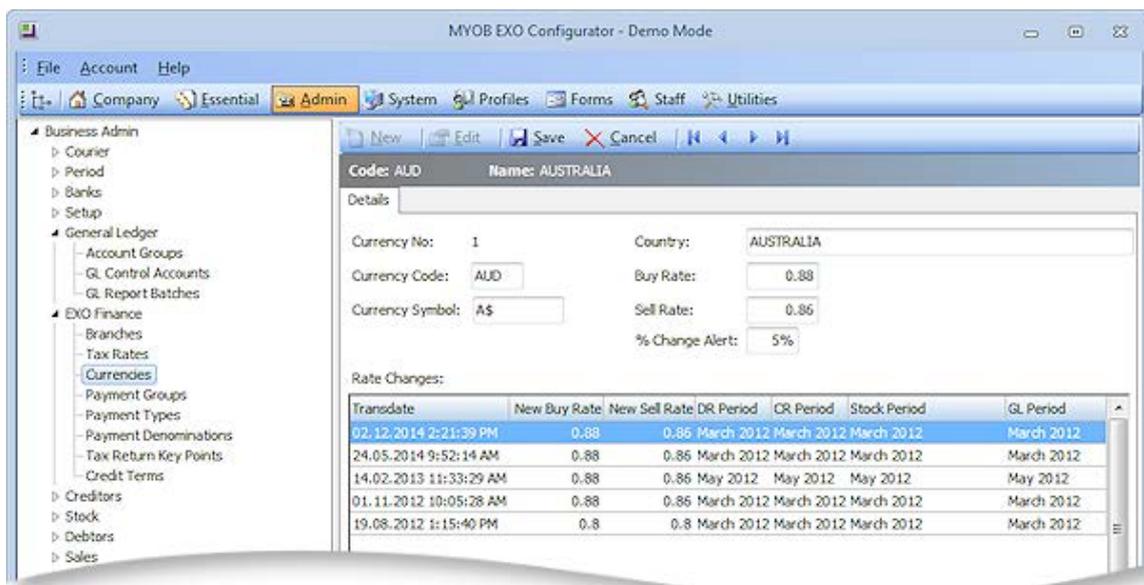
The Details tab also contains a history of all rate changes for the currency.

Currency Closing Rates

The Closing Rates tab on the Currencies screen displays the closing currency rates for each financial period:

These rates are used for all future valuations relating to the period ending balance, e.g. in period end reports such as Control account reconciliation reports and Aged balance reports. Closing rates can be set or altered for the prior period (age 1); for all other periods, the rates are read-only. Unrealised foreign exchange gains and losses can also be re-evaluated (see page 297) for the prior period.

Setting up Control Accounts

In order that variances in exchange rates can be accommodated within the GL to balance the changes in the Debtor and Creditor control accounts, the user needs to create a Forex Gain/Loss account in the profit and loss section of the GL.

> **Note:** Once a Debtor/Creditor or GL bank account has had any transactions posted to it, the user cannot change the currency.

After the necessary GL accounts have been created, the user needs to nominate the Forex Gain/Loss accounts as control accounts for each ledger.

Setting up Customers/Suppliers

A guiding principle of having customers and suppliers in foreign currencies is that any transaction that takes place is in the customer's/supplier's currency. The user's view of the account will also be in the customer's/supplier's currency. The required currency should be selected from the Currency list when creating a Debtor or Creditor account:
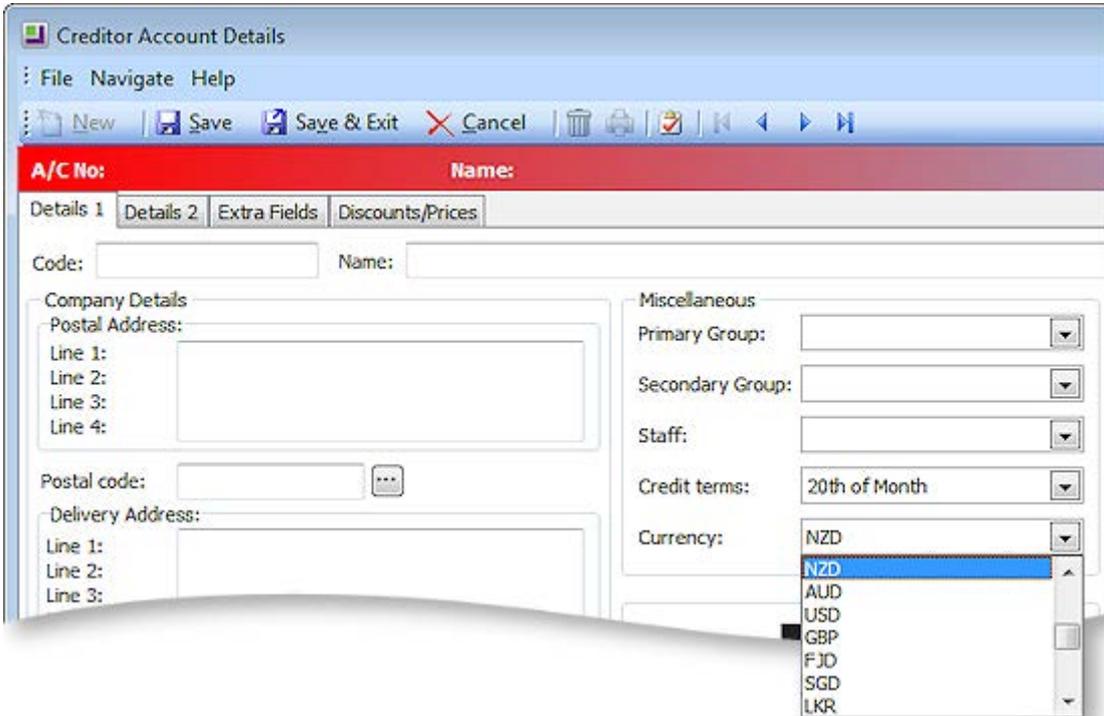
Sales reports and all Stock movements are always converted to local currency immediately, at the rate the transaction applied to.

> **Note:** The currency cannot be changed once the account has been saved.

Operation

The Foreign Currency option may be required in different situations.

During Sale/Purchase
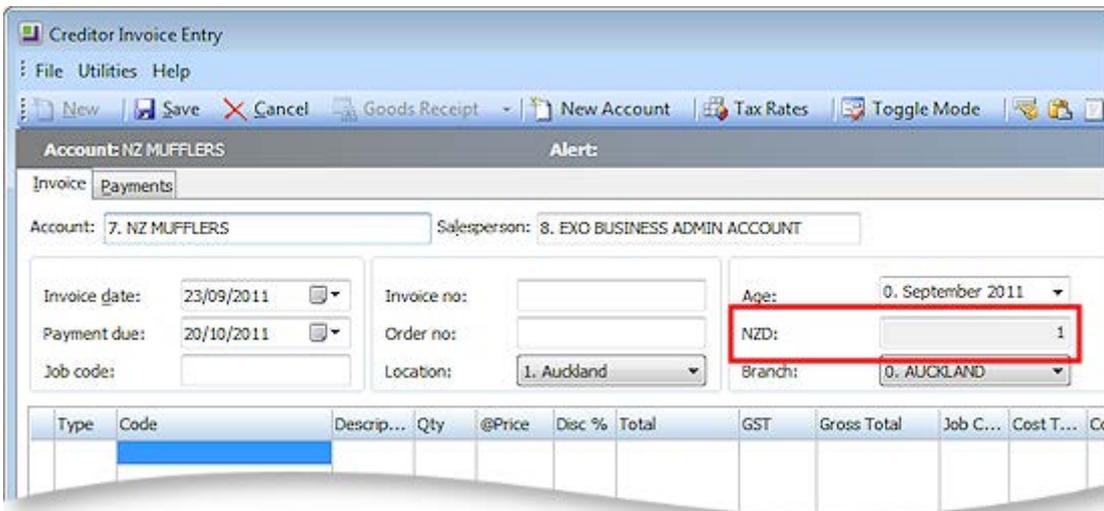
The rate displayed here is the default rate selected from the currency table, as set up in EXO Business Config. You can overwrite the rate here.

During Payment Entry
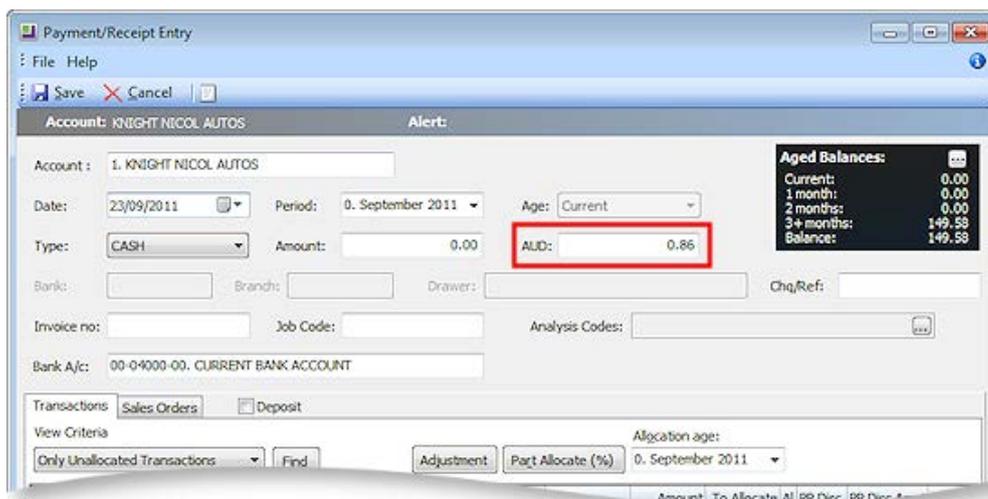
The rate displayed here is the default rate selected from the currency table, as set up in EXO Business Config. You can overwrite the rate here.

While Designating a Foreign Currency GL Account
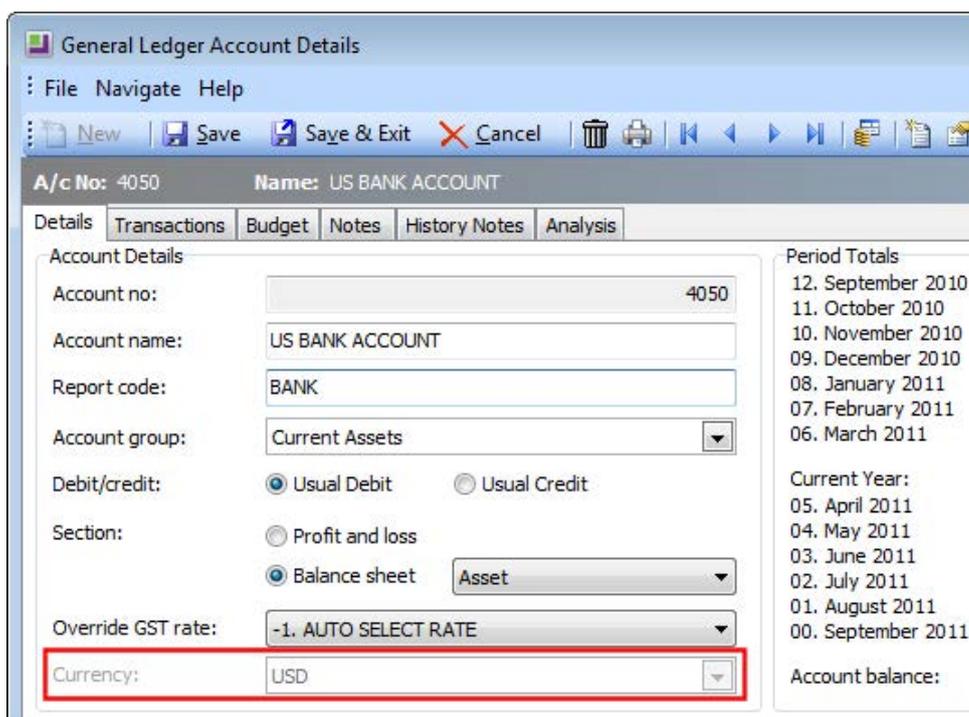
The **Currency** is set when the account is first created, and cannot be changed once the account is saved.

The amounts displayed in the Period Totals section are in the local currency. However, if this is a foreign currency account and the user has clicked the **Show amounts in foreign currency** button ( ), these amounts are converted from the local currency to the appropriate foreign currency. The currency button is active only if the account is a foreign currency account.

To change the default setting from the default currency, select the foreign currency previously set up in EXO Business Config. Changing this currency does not affect the currency that the account is reported in.

The foreign currency numbers are stored in the GLTRANS table and used to calculate the unrealised change in the foreign currency.

> **Note:** Once a transaction is entered in the account, the currency cannot be changed.

Foreign Currency Reconciliation

Reconciliation is carried out through the Foreign Exchange Rate Variance Calculator window, which calculates variances based on the specified rates.

Before running the reconciliation, the following GL Control Accounts must be set up at **EXO Business Config > Business Essentials> GL Control Accounts**:

- Debtors Forex Variance
- Creditors Forex Variance
- Current Forex Variance

Utilities > Foreign Exchange Rate Variance Calculator
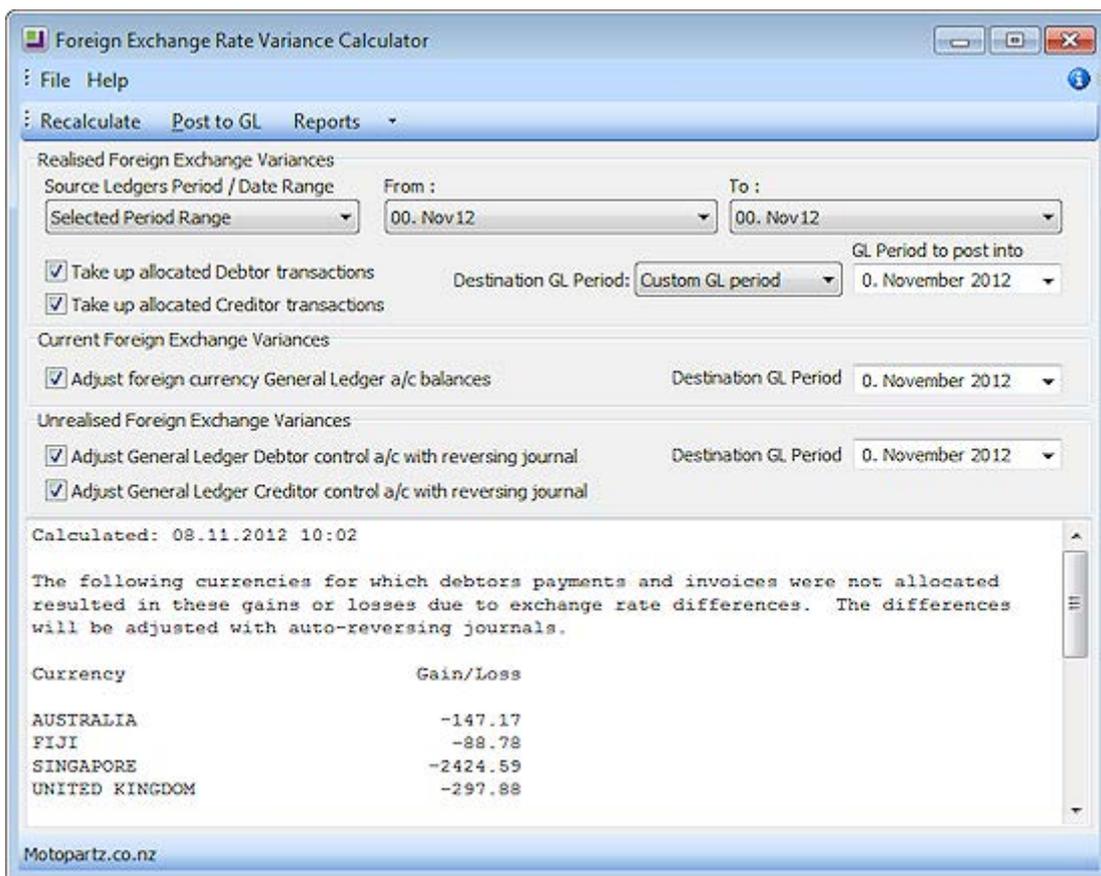
Click the **Reports > Detailed Report** option to generate a detailed report that shows the allocation of payments to invoices in each ledger, with the adjustment made to take up the difference.

Because allocation of payments is all-important in the calculation of variances, the **Unallocated Payments Report** highlights unallocated payments so that these can be redressed prior to recalculation and posting.

> **Note:** The Exchange Rate Change History, Exchange Rate Debtor Gains and Exchange Rate Creditor Gains reports are available as standard Clarity reports.

When you are satisfied with the allocations, the summary screen can be printed (click the **Reports > Summary Report** option on the Foreign Exchange Rate Variance Calculator window). The journal posting in the GL can then be activated by clicking the **Post to GL** button.

Field	Description
Source Ledgers Period / Date Range	Specify the period or dated range you want to extract data from. Choose from: • **All Unposted** - All unposted transactions. • **Prior to Current Period** - Everything except the current financial period. • **Selected Period Range** - Selecting this option lets you specify a From and To period to determine the source range. • **Selected Date Range** - Selecting this option lets you specify From and To dates to determine the date range. This control applies to realised variances only; the entire sub-ledger is re-valued for current and unrealised variances at the end of the specified period.
Take up allocated Debtor transactions Take up allocated Creditor transactions	Provides realised transactions as per the details report. Transactions can be posted to the source ledger period, or a custom period can be selected. A **Destination GL Period** can be selected for realised foreign exchange variances.
Adjust foreign currency General Ledger a/c balances Adjust General Ledger Debtor control a/c with reversing journal Adjust General Ledger Creditor control a/c with reversing journal	Gives the difference in the exchange rates on the actual transactions and the rates in the Setup Currencies screen. A **Destination GL Period** can be selected for unrealised foreign exchange variances and for current foreign foreign exchange variances. Unrealised foreign exchange variances can only be posted into the current period or prior periods (i.e. periods 0 or 1). If EXO Intercompany is installed, they can only be posted to the current period.

Note: The Integrated Cashbook (**Transactions > General Ledger > Integrated Cashbook Entry**), when being used on a foreign currency designated bank account, can be used to enter payments into Debtor and Creditor accounts, as long as the Debtor or Creditor is the same currency as the bank account, or using the local currency. EXO Business converts the transaction using the exchange rate provided.

Note: Realised gains or losses will only be posted to the GL after the invoice(s) and corresponding payment(s) have been allocated.

Foreign Exchange Re-evaluations

Unrealised foreign exchange gains and losses can be re-evaluated from the following places:

- The Setup Currencies window. A **Re-evaluate** button is now available on toolbar. On the Current Rates tab, clicking this button performs a re-evaluation on the current period (age 0). On the Closing Rates tab, the button is only available when the prior period (age 1) is selected.
- During the End of Period process (see page 282). For example, when ending June and rolling into July, the End of Period utility now re-values the unrealised gains/losses for June and sets the closing rates for June. This also applies to the End of Year process.
- The Foreign Exchange Variance Calculator (see page 296).

> The **Re-evaluate** button on the Setup Currencies window is disabled when EXO Intercompany is installed, as EXO Intercompany already has its own foreign exchange revaluation functions.

When posting foreign exchange variances to the current period (age 0), the previous revaluation is reversed before a new auto-reversing journal takes place.

When posting to the previous period (age 1), the existing valuations in age 1 are reversed and new ones are entered for the period. These then auto-reverse themselves out in the next period, i.e. age 0. In addition to this, any existing foreign exchange auto-reversals in age 0 are reversed out as well.

When re-evaluating unrealised gains and losses from the Setup Currencies window, the Profit account (Retained Earnings) is also updated, if the period being re-evaluated is a part of previous year.

Integrated Cashbook

Transactions > General Ledger > Integrated Cashbook Entry

The Integrated Cashbook is used to enter information directly from a bank statement. It is used for Foreign Exchange accounts, bank fees, and interest and for cash transactions that have not been processed by Debtors or Creditors.

To make a new entry:

1. From the main window, click **New** to enter a new transaction. Complete the necessary fields using the table below as reference.

Item	Description
Reference	Enter some reference test to identify this entry.
Bank Account	The GL account for the bank statement
Date	The date the statement is prepared.
GL Period	The period the GL transactions are to be posted to.
Entered by	The initials of the staff member preparing the statement.
PreAllocation Mode	Check this option to enable the Pre-allocation mode.
Print Transactions	Check this option to enable the printing of transactions.
Consolidate GL Postings	Check this option if all Debtor entries are to be consolidated as one.
Grid column headings	
Lr	The name of the ledger. To select the type, click the cursor in the field and press: • **G** (General Ledger) • **D** (Debtors Ledger) • **C** (Creditors Ledger) • **X** (Expense) • **I** (Income)
A/c	The account number or part of the account name. Double-click on the account name to drill down to the relevant GL, Debtor or Creditor account.
Name/Details	The account name or the transaction details.

Type	The type of transaction.
	To select the type, click the cursor in the field and press:
	• **C** (Cash)
	• **Q** (Cheque)
	• **V** (Visa)
	• **M** (Mastercard)
	• **A** (Amex)
	• **D** (Diners)
	• **E** (Eftpos)
	• **I** (Direct Credit)
	• **T** (Direct Debit)
Chq/Ref	The cheque number or reference number.
Date	The date of the transaction.
	Enter the date in the format dd.mm.yy
$ Expense	The amount of the transaction if it is an expense.
$ Income	The amount of the transaction if it is an income.
GST	The GST rate number.

1. Click **Post to GL** to process the cashbook transaction. Alternatively, click **Save** to save as a recurring or suspended transaction.

Notes

- The Integrated Cashbook is also accessible from the Bank Reconciliation module.
- Pre-allocation mode is supported.
- System settings are also available to consolidate posting.
- Only D, C, X and I transactions (Debtors, Creditors, eXpense and Income) have a tax component.

General Ledger Export for Accounting Systems

General Ledger accounts and transactions can be exported in a format that can be imported into the MYOB Accountants Office system using the Accounting System Export window.

Setting up Accounting System Export

Before the Accounting System Export function can be used, the following setup tasks must be performed:

1. Open the EXO Business Configurator and go to the Profiles section.

    a. Set the **External accounting system** Company-level profile setting to "MYOB Accountants Office Link".

    b. Edit the **Directory location for documents** Computer-level profile setting to specify the directory that export files should be saved to.

2. Go to the Staff section.

3. Use the Menu Designer at **Staff > Menus > Dropdown Menu** to add the **Accounts Systems Export** menu option to the Account menu, if it is not already available.

Exporting for Accounting Systems

Select the Accounts Systems Export menu option. The Accounting System Export window appears:
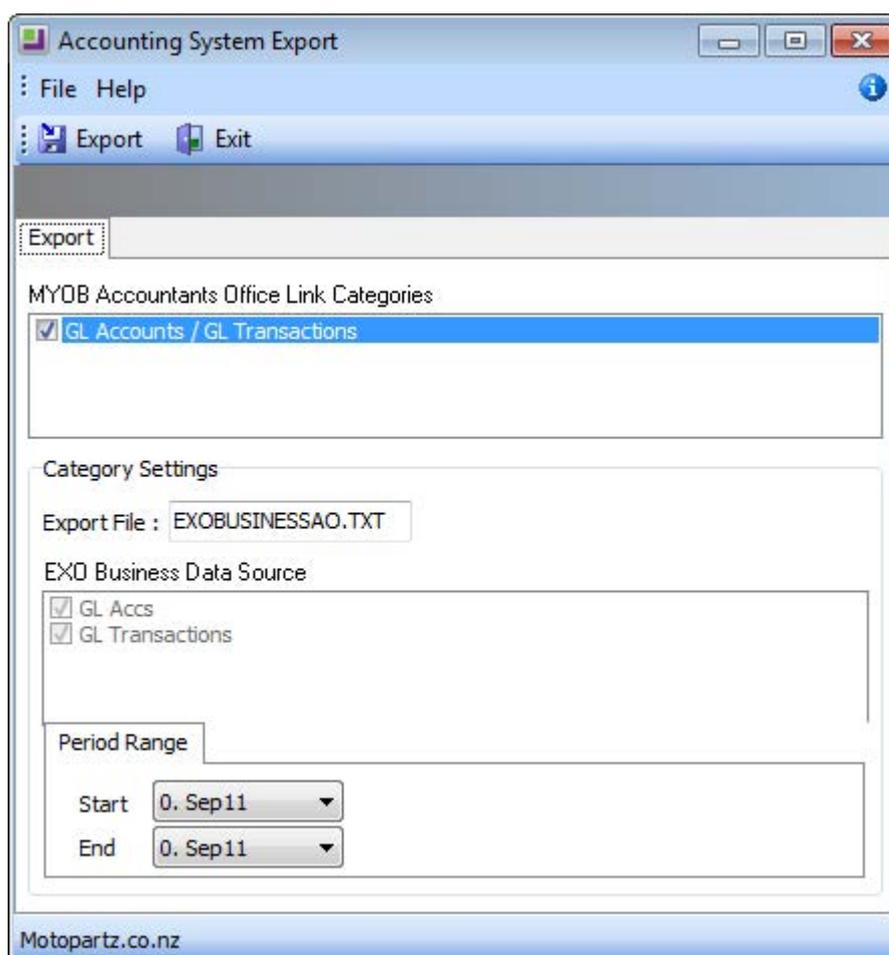
To export data:

1. Enter a name for the export file.

2. Specify the range of periods to export transaction data for.

3. Click **Export**.

The exported file is saved to the directory specified by the **Directory location for documents** profile setting. This file can then be imported from MYOB Accountants Office - contact Accountants Office Support if you need assistance with importing files.

> **Note:** This function updates GLTRANS.EXPORTSEQNO from 0 to 1 so that these transactions will not be picked up again.

The Procurement Cycle

Procurement / Accounts	Warehouse	Supplier / Creditor

Raise Purchase Order
- Purchase Order
- Forecast Based...
- On Demand
- Job Costing (Opt)

Process Order

Pack Slip / Shipping Document

Receive Goods
- Receipt on PO
- Inward Goods Receipt

Cost Goods
- Manual Invoice
- PO Receipt
- Inward Goods Cost

Enter Invoice

Creditor's Invoice

Authorize

Pay Creditor
- Creditor Payment Processor
- Manual Cheque

Key
- MYOB EXO Business Process
- MYOB EXO Function Options
- External Business Process
- Document

Other Related Procurement Transactions

The following functions are also related to the procurement cycle, including creditor invoice functions.

Creditor Adjustments

Transactions > Creditor Adjustments

Similar to Creditors Payment Entry, this function creates adjustment entries against a creditor account, with predefined reasons for the adjustment.

Editing Creditors Invoice

Account > Creditors > Transactions > Right-click > Edit Invoice

The editing of Creditor Invoices is controlled. If enabled, an existing creditor invoice may be opened for editing, (subject to restrictions such as the transaction already being posted). The process is then very similar to creating a new creditors invoice.

An alternative setting restricts editing of creditor invoices to reference fields only (e.g. narratives and order numbers).

Credit Note/Refund

Account > Creditors > Transactions > Right-click > Generate Credit

The issuing of credit transactions is controlled. If enabled, an existing creditor invoice can be reversed by RIGHT-CLICKING on an existing transaction, and selecting *Generate Credit*. The Creditors Invoice Entry window will be displayed with the original invoice available for editing, but with negative invoice quantities resulting in a negative price.

Alternatively, a credit note can also be generated using the main Creditors Invoice Entry window, using a negative quantity value. The invoice is then processed in the normal way.

Allocating/Reallocating Payments against Invoices

Account > Creditors > Transactions > Allocate

Payments and invoices can be fully, partially or automatically allocated using the allocation tools.

Authorising Creditor Invoice Payment

Account > Creditors > Transactions > Right-click > Authorise

Approving creditor transactions for payments can also be done by right-clicking on a transaction on the creditor account. This then links with the Creditors Payment Processor for payment.

Working with Purchase Orders

Viewing Purchase Orders

Purchase Orders may be used to instigate the purchasing cycle. This functionality allows the entry, searching, editing, and receipting of Purchase Orders, which can later be "converted" into Creditor Invoices (see page 325) to assist in keeping the purchases cycle accurate.

To view existing orders:

1. Enter text in the **Search Key** field.

2. Select a Branch from the drop-down box

3. Filter by the Order status

4. Click **Search**.

Double-click on the appropriate row to drill-down and open the order. Or right-click and select **Edit the Selected Order.**

The table below details all the fields and functions within this window.

Field	Description
Search Key	This restricts the Purchase Order grid to display orders whose creditor names have part of the search string in their name. E.g. **MAR** for will list Purchase Orders with the word **Mar**t and **Mar**ket in its name. Alternatively if you have details related to the Purchase Order as the Order No, Account No or the Name, enter this information in the Search Key field and click the Search button. This provides you with a list of Purchase Orders that match the search criteria.

Branch	This filters the grid to display orders that originated at a certain branch only. If **<All Branches>** is selected this effectively nullifies this filter.
Order Status	Each of these checkboxes will allow the inclusion of the described order in the grid. • **Unprocessed Orders** - Orders that have been entered but have not been processed. • **Partly Processed Orders** - Orders that have been entered but not supplied, partly supplied (dispatched) or fully supplied (dispatched), but not invoiced. • **Fully Processed Orders** - Orders that have been fully supplied (dispatched) and fully invoiced. If the **Enable extended Purchase Order statuses** Company-level profile setting is enabled, two additional statuses are available: • **Quotations** - Orders that have been created as quotations, which have not yet been converted to a full Purchase order • **Awaiting Authorisation** - Orders whose total exceeds the staff member's authorisation limit (see page 315). These orders must be authorised by a staff member whose authorisation limit is greater that the order total.
⊡	This toggles the display of the Purchase Order history window. By default the history grid is not displayed. However when toggled, the window will retain the last setting, i.e. if it was set to display in the last session, it will continue to do so until it is turned off again.
Grid	The grid is the area that displays a list of the service orders as defined by the search and filter criteria. Right clicking on the Grid header will open a generic popup menu. Right-clicking inside the grid opens a specific popup menu (see page 307). The order items in the grid are colour coded to provide easy identification or the order progress: • Current Order: Navy • Overdue Order: Maroon • Partially Supplied Order: Green • Supplied Order Black
Order No	The order number.
Order Date	The date that the order was processed.
Due date	The expected date to receive the order.
Accno	The creditor account number.
Name	The name of the creditor. This relates to the account number.
Status	This is the order status: 0 - Not Processed (This has 2 sub categories, current and overdue), 1 - Partly Processed, 2 - Fully Processed.
Value Ex GST	This is the combined total of the order, excluding GST.

Confirmed	This checkbox indicates that the supplier/creditor has acknowledged the order.
Local value	This is the combined total of the order, converted to the local currency.

Main Grid Right-click Menu

|	
Edit the selected order	Takes you to the Order (Entry) window for the selected order. However, you cannot edit a Fully Processed order. This can also be accomplished by double clicking on the order.
Set Status to Fully Processed	Forces the selected order into the "Fully Processed" status, even if it has not been dispatched or invoiced.
Authorise the Selected Order	Authorises an order with status "Awaiting Authorisation". This status is only available if the **Enable extended Purchase Order statuses** Company-level profile setting is enabled. Staff members can only authorise an order if the order total does not exceed their authorisation limit (see page 315).
Convert Quote to Order	Changes a Purchase Order Quote (order with the status "Quote") to "Not Processed" to accept a quote.
	Note: Quotes are only available if the **Enable extended Purchase Order statuses** Company-level profile setting is enabled.
Delete	Deletes the order in any status.
Copy Order	Copies the selected order.
View Purchase Order History	This opens the Purchase Order history (usually displayed at the bottom of the main Purchase Order window) in a separate window:
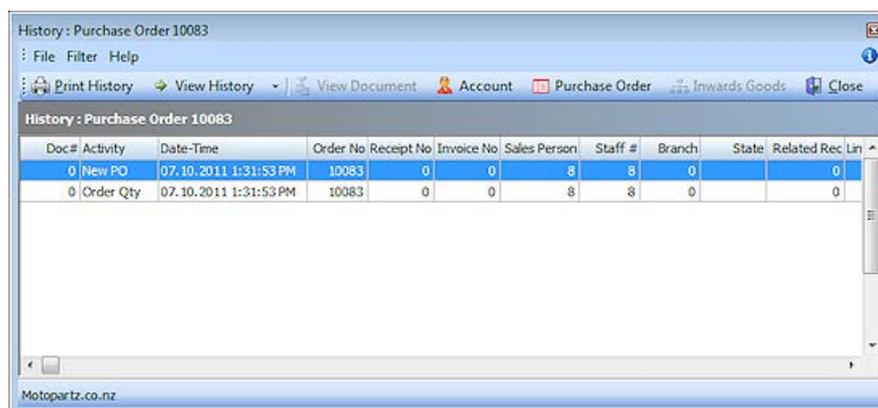
History

Whether the Purchase Order history is docked in the main Purchase Order interface or opened as a separate window, the function and behaviour is still the same. The only difference with the docked version is that the menu functions are available from the right-click menu and not on the main toolbar.

Note: To aid performance on large databases when scrolling the search grid you may care to minimise (hide) the History panel, as in this mode the history is not queried from the database.

Doc#	A system-generated number

Activity	For example New Order, Order Qty.
Date-Time	The date and time of the activity.
Order No	Purchase Order Number as selected from top grid.
Receipt No	The receipt number of the Purchase Order.
Invoice No	The invoice number of the Purchase Order.
Sales Person	The salesperson for the Purchase Order line activity.
Staff#	The Staff # of the salesperson for the Purchase Order line activity.
Branch	The branch where this sales order was created.
State	The state of the Purchase Order.
Related Rec	Any related records to this Purchase Order.
Link	Displays any documents that have been linked to the Purchase Order, such as PDF invoices or statements.
History Window Right-click Menu	
Account	This opens the creditor account details window for the selected history transaction.
Purchase Order	This opens the Purchase Order for the selected history transaction.
Inwards Goods	This opens the inward goods window to enter any details for inward goods.
View Document	This opens a print preview copy of the Purchase Order receipt.
View History	Allows the user to swap the filter on the window to a different class for the highlighted line. For instance you may wish to drill in from a creditors invoice, locate the Purchase Order(s) that it came from and then see what other events may exist for that Purchase Order (e.g. other receipts or invoices where partial shipment has occurred).
Print History	This opens a print ready print preview of the Purchase Order History report for the selected history transaction.

Toolbar
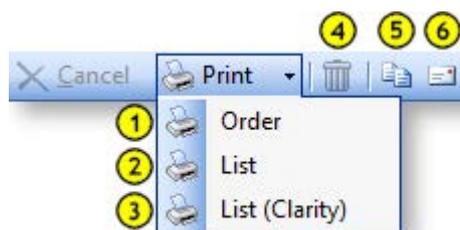
1. **Print Order:** This prints the selected order.

2. **Print List:** This prints the list defined by the search result.

3. **Print List (Clarity):** This prints the list to a clarity preview window, click **here** to see a sample.

4. **Delete Order:** Clicking this icon marks the order as deleted.

5. **Copy Order:** This opens the copy order window, providing options to copy selected components of this order. In the Copy To: fields, the order number is automatically assigned to the next one in the list. Choose the account to copy to, note you can use the **?** > **Tab** shortcut to open the account search window. Choose whether to copy the contents of the Header narratives and / or the Line narratives by checking the appropriate checkboxes.

6. **Email Order:** This emails the selected order directly to the associated Creditor as a PDF attachment.

   Note: If the **Confirm before sending email** profile setting is enabled, the email will appear before sending, giving you the opportunity to edit it. If the setting is disabled, the email will be sent automatically without being displayed.

Entering Purchase Orders

The Purchase Order option in the Transactions menu is used to enter, edit supply, invoice and delete Purchase Orders. Purchase Orders can be fully or partly invoiced at a later time.

> **Note:** If the **Allow new lines to be added to partly processed purchase order** User-level profile setting is enabled, it will be possible to add new lines to a partly processed Purchase Order. It will also be possible to edit any lines on a partly processed order that have not yet been receipted or invoiced.

To enter a Purchase Order:

1. Open the Purchase Orders window (see page 305).

2. Click **New**. Alternatively, click the **Copy** button to copy and edit an existing order.

> **Note:** If the **Enable extended purchase order statuses** Company-level profile setting is enabled, the **New** button becomes a dropdown that allows you to create a new Purchase Order or a new Purchase Order Quote.

The following window opens:
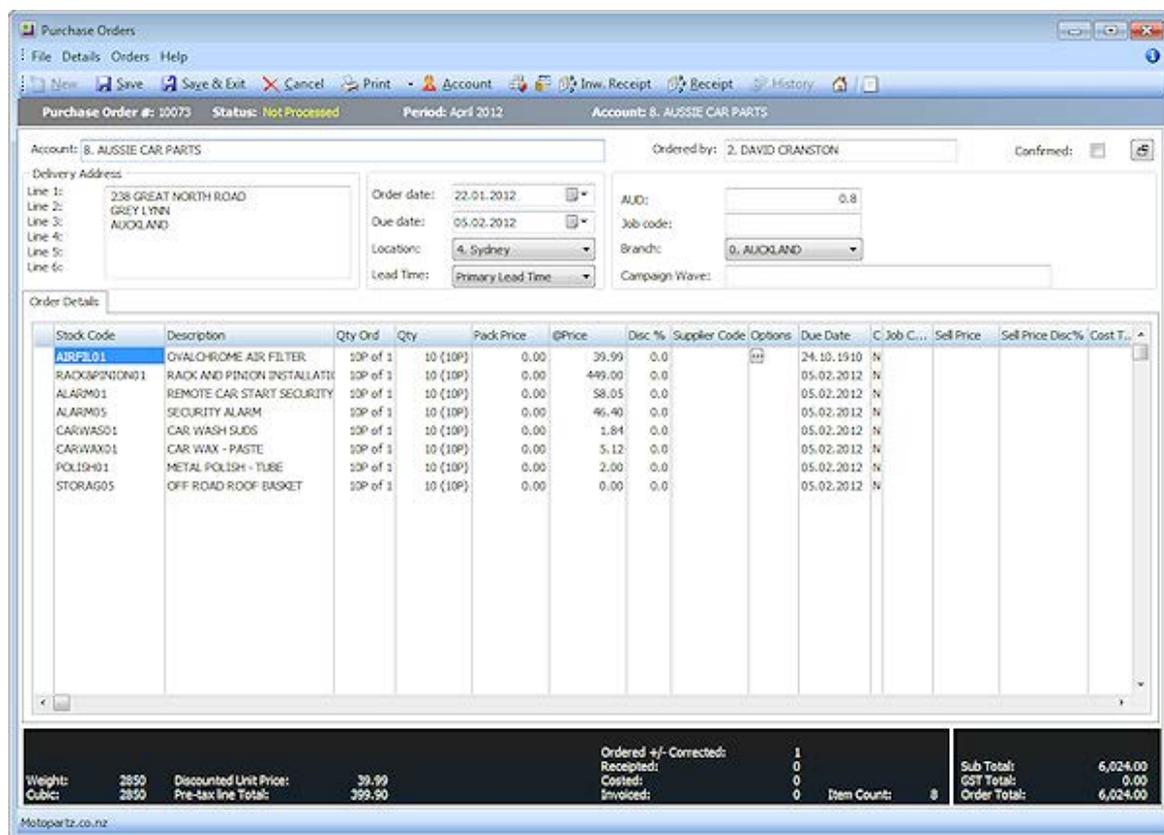
3. In the account header section, enter the Creditor account number followed by the **TAB key**, or search for the account by entering part of the account name, or simply '**?**' and **ENTER** to search through all accounts.

4. Complete the remaining header fields, such as date, delivery address, stock location, lead time and Purchase Order header extra fields. See the table below for field definitions.

> **Note:** You can click the ⊡ button to hide the header details, leaving more room for viewing the Purchase Order lines.

5. On the Order Details tab enter the stock item code (or use '**?**' to search), the quantity, and enter or override the price if necessary. You can key in percentage discount per Purchase Order line. You can right click on the PO line to add line narrative or create one off stock item or view stock levels.

> **Note:** Purchase Orders are limited to a maximum of 2000 lines; however, 400 is suggested as a sensible maximum. More than this may result in performance degradation.

6. Add a Purchase Order header narrative by clicking on the Narrative icon (🗒).

7. For foreign creditors, you can click the **Exchange Rate** button to refresh exchange rate and use the buy rate from currencies table.

8. Click **Show Tax Summary** to review tax rates used on Purchase Order

9. Click **Save** to save the Purchase Order. The system will assign the next Purchase Order number, and prompt to print the order.

Field Definitions

Field	Description
Account	The name of the account. If you have specified a default account in MYOB EXO Business **Config > Admin > Creditors > Creditor Account Groups**, the default is displayed here.
Ordered by	The name of the person placing the order.
Confirmed	Check this box to confirm all lines in the Purchase Order, i.e. the supplier / creditor has acknowledged the order. This will also change the order status in the Purchase Orders (see page 305) listing window.
Delivery Address	The address for delivery. The default address is taken from the stock location. Press **F10** or right-click for a list of alternate addresses. **Note:** Stock location addresses are configured in MYOB EXO Business Config at **Admin > Stock > Stock Locations**.
Order Date	The date. This defaults to the current system date. You can change it by selecting the preferred date from the calendar.
Due Date	The date that the goods are due to arrive.
Location	The name of the stock location that the goods will be dispatched from.
Lead Time	Choose between **primary** (the number of days between placing an order and its arrival) or **secondary** (the alternate lead delivery time in days) lead times. These times are defined in the Creditors Details 2 Tab (see page 108).
Exch rate	The currency and exchange rate for the creditor.
Job Code **Sales Order**	The job code, if using the EXO Job Costing module. If the Purchase Order was created from a Sales Order (see page 318), this field instead displays the ID of the Sales Order that the Purchase Order was created from.
Branch	The branch name and number. The default here is based on the one that you set in MYOB EXO Business **Config > Admin > EXO Finance > Branches**.