Processing Direct Credits

To process Direct Credits:

1. Click the **Process D/C** button to initiate the creation of the Direct Credit file and accounting updates. This button is only available when dealing with payments by Direct Credit. The following window is displayed:

2. Modify the **File Name** if required. If a different bank to the default bank is required, uncheck the **Use Default Bank** box, then select a new Bank from the drop-down-list. Click **OK** to continue. A message window appears, giving the user an opportunity to view the file.

3. Click **Yes**, then **Open** to see the contents of the file.

4. The next message prompts the user to confirm that the process should be completed:

5. Click **Yes** to continue; this will perform accounting updates.

6. If the **Use Mailshot for printing and emailing remittance when paying by D/C** setup option has been enabled, the Mailshot window will open (see page 528), allowing you to bulk send remittance advice to Creditors.

7. The final step is to import the newly created Direct Credits file into the desktop banking software and subsequently processed.

Manual Cheque Process

The manual cheque facility is used to raise a cheque payment when the payment does not necessarily relate to outstanding creditor invoices. For example, a payment is being made to refund a debtor, or a payment is being made where the creditors invoice either doesn't exist or has not been entered into creditors.

1. Select **Transactions > Manual Cheque**. The Manual Cheque entry window is displayed:

2. Enter cheque details:

Field	Description
To	The name of the person or organisation that this cheque is to be made out to.
Amount$	The total amount of the cheque. This field is calculated from the integrated cashbook amounts (in the panel on the lower half of the screen) and therefore cannot be changed directly.
Address	The address details of the recipient.
Details	Any details that you require.

3. In the bottom grid, enter the analysis of the payment. It can be charged to General Ledger expense account(s), debtor accounts and so on, by entering the appropriate character in the Ledger Lr column. Press D,C,X. **D** for Debtors Ledger, **C** Creditors Ledger (for payments in advance of an invoice), **eX** Expense.

4. Enter Details to appear on the transaction narrative.

5. Enter the amount and tax code/amount.

6. Click the **Print Cheque** button on the toolbar to print the Remittance/ Cheque form.

7. A prompt is given to confirm the cheque number. Click **Yes** to continue.

8. The system will prompt for confirmation that the cheque printed successfully. Click **Yes** to perform the accounting updates. The system will provide the GL batch number.

9. Click the **Clear Cheque** button to clear any information that you have entered into this screen.

Reversing a Cheque

To reverse a cheque:

1. Select the **Reverse a Cheque Payment** option from the Utilities menu. The Account Search screen is displayed:

2. Select the Creditor account line for which the cheque is to be reversed and double-click it.

3. The Select Cheque Number list box displays the cheque numbers that have been processed for the selected Creditor. Select the cheque number to be reversed, and click the **Details** button to display the cheque details. If this is the cheque to be reversed, select the corresponding details line and click the **Reverse** button. A prompt appears to confirm the reversing of this cheque.

Cheques Paid Report

Date	Chq No	Accno	Name	Phone	Amount
06.09.2011	1	1	SYDNEY PART MART	8527 1201	251.54
28.09.2011	94	0	MISC PURCHASES		50.00
28.09.2011	95	2	SOUTHERN AUTOSTOP	03-5439 5712	1000.00
28.09.2011	96	3	PANMURE AUTO TRADE SUPPLIERS	8579 6102	100.00
28.09.2011	97	6	ENERGY LTD	02 9323 123	787.00
28.09.2011	98	21	JENSEN & ROTHVILLE BUILDING SE...	02 8634 5212	200.00
28.09.2011	99	22	OFFICE PRODUCTS DEPOT	8828 7005	450.00
28.09.2011	100	24	G GRAY ACCOUNTANTS LTD	+61 3 4770680	700.00

TOTALS:

Column1	Column2	Column3	Column4	Column5

CQ_PAYMENTS   Date Range: 01.09.11 - 28.09.11

Direct Credit Report

Date	D/C No	Accno	Name	Phone	Amount
28.09.2011	2	5	CAR-PART.COM	1303-447 3387	298.25
28.09.2011	3	1	SYDNEY PART MART	8527 1201	4101.74
28.09.2011	3	4	FWP AUTOMOTIVE	9838 9799	4433.28
28.09.2011	3	5	CAR-PART.COM	1303-447 3387	7186.50
28.09.2011	3	8	AUSSIE CAR PARTS	07 3784 0254	6840.81
28.09.2011	3	11	AUTOBITS UK CAR PARTS	+4415-1260 7448	5780.05
28.09.2011	3	19	CROWN MOTORS ENTERPRISES	(65) 2961182	7157.00

TOTALS:

Column1	Column2	Column3	Column4	Column5

DC_PAYMENTS   Date Range: 01.09.11 - 28.09.11

Other Reports

The remaining reports open in a standard Print Preview window:

- View All Outstanding Payments (Released)

- View Cheque Details

- View D/C Details

- Invoices Flagged as "Do Not Pay"

- Proposed Payment Run

Direct Debits

Direct Debits are used where the organisation has authority from Debtors to deduct funds from their bank account to settle their debt with the organisation. The organisation will also need to have a direct debit facility available on their desk bank software with their respective banking institution.

To open the Direct Debit window, select **Direct Debits** from the Account menu of the EXO Finance module.

Direct Debits are handled in batches. A new batch can be saved as an "Open" batch, which can be edited at any point until it is "Confirmed". When a batch is saved, there is an option to print an audit report. Confirmed batches can be consolidated to a single batch if required.

Setting up Direct Debits

Setting up Debtors

For each Debtor account that you want to deduct funds from via Direct Debit:

1. Go to the Details 2 tab of the Debtor Account Details window (see page 94).

2. Change the **Default Payment Type** to "D/DEBIT".

3. Enter the Debtor's **Bank Account Number** and **Bank Account Name**. The **Bank Account Name** is the name the customer has that bank account under; this will go into the bank file.

4. Choose an **Advice Notification** type: Fax, Email and/or Print. An advice notification type must be chosen, even if you are not going to print or distribute the advice.

General Setup

Select **General Setup** from the Setup menu of the Direct Debits window.

The following configuration options are available on this window:

Field	Description
General Ledger Account	Select the default General Ledger bank account for the Direct Debits to post into.
No. of notification days	Enter the number of days of notification required.
Print D/D advice	Tick this box if you want to print Direct Debit advice.
Consolidate D/D to General Ledger	Tick this box if you want to consolidate Direct Debits to the General Ledger. This enables the **Consolidate** button on the Batches tab of the Direct Debits window.
Allow selection of GL Acc for D/D	Tick this box to allow the selection of the General Ledger bank account for each Direct Debit run. If this box is not ticked, the default account specified by the **General Ledger Account** will be used.
Show email before sending	Tick this box to show advice emails before sending them, if email has been set as an advice type.

Direct Debit Password

A password is required to process Direct Debits. To set this password, use EXO Business Config to enter a value for the **Password for consolidating and processing direct debits** Company-level profile setting. By default, the password is blank.

> **Note:** The password is case-sensitive.

Bank File Format

Before processing Direct Debits, bank file formats must be set up for Debtors in EXO Business Config (see page 477).

Processing Direct Debits

The Batches tab on the Direct Debit window shows all Direct Debit batches. Several options are available to filter the list of batches.

> **Note:** If the **Consolidate D/D to General Ledger** option has been enabled on the **Direct Debits General Setup window (see page 491)**, you can consolidate multiple batches into a single batch by selecting multiple Confirmed batches with the CTRL key and clicking the **Consolidate** button.

Creating Direct Debit Batches

To create a new batch:

1. Click **New**. The view changes to the Debtor Accounts tab:

2. Set any filter options and click **Search** to display Debtor accounts with outstanding invoices whose **Default Payment Type** is set to "D/DEBIT".

3. Click **All** to release all invoices for all Debtors listed or double-click on a Debtor to go to Transactions tab:

a. Click **All** to release invoices for receipt or select an invoice and click **Part Allocate** to set a part payment for the selected invoice. You can pay by an amount or a percentage. This opens the following window:
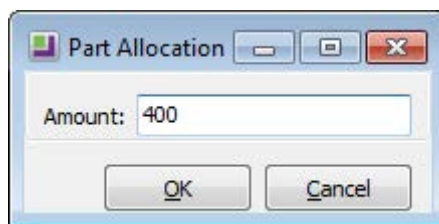
Depending on whether the user selected to part pay by an amount or percentage, the **Amount** field displays the total amount of the invoice or 100.00 (i.e. 100% of the invoice). Enter the amount/percentage to be paid and click **OK**. The invoice now shows that it has been released and the **Amount to Pay** column displays the payment amount selected by the user.

Invoices can also be selected/unselected manually by selecting them and pressing the space bar.

b. Once all invoices have been selected, return to the Debtor Accounts tab.

4. Specify a **Payment Date** and enter **Ref1** and **Ref2** information if necessary.

> **Note:** You can also specify the General Ledger bank account for the Direct Debits to post into, if the **Allow selection of GL Acc for D/D option** has been ticked on the **Direct Debits General Setup window (see page 491)**; otherwise this field is read-only, and displays the default General Ledger account entered on the Direct Debits General Setup window.

5. Save the Direct Debit Batch by one of the following methods:

   - If you will want to make further changes to the batch, click **Save** to save the current changes. The status of the batch will remain "Open".

   - If you are finished making changes to the batch and are ready to process it, click **Confirm**. The status of the batch will change to "Confirmed" and it will no longer be possible to edit it.

Processing Direct Debit Batches

To confirm that a batch is ready to be converted into a bank file, double-click on the batch to go to the Debtor Accounts tab, then click **Confirm**. Once a batch is confirmed, no further changes can be made.

A confirmed batch can be converted to a Direct Debit file ready for transfer to the Banking software. Remittances can be printed for the batch if required.

To process a Direct Debit batch:

1. Double-click on the batch to go the Debtor Accounts tab.

2. Click **Direct Debit**. You must enter the Direct Debit password (see page 493) to proceed.

> **Note:** The password is case-sensitive.

The following window is displayed:

3. Modify the **File Name** if required. If a different bank to the default bank is required, uncheck the **Use Default Bank** box, then select a new Bank from the drop-down-list. Click **OK** to continue. A message window appears, giving the user an opportunity to view the file.

4. Click **Yes**, then **Open** to see the contents of the file.

    The next message prompts the user to confirm that the process should be completed:

5. Click **Yes** to continue; this will perform accounting updates.

6. The final step is to import the newly created Direct Debits file into the desktop banking software to be subsequently processed.

Sending Remittance Advice

Once a batch is confirmed, you can send remittance advice to the affected Debtors. Open the confirmed batch and use one of the following methods from the Debtor Accounts tab:

*   Click the **Remittance** toolbar button to print the Direct Debit Remittance Advice report. This report can then be sent to Debtors.

*   Click the **Mailshot** toolbar button to open the Mailshot window (see page 528), which allows you to bulk send remittance advice to Debtors.

Taxation

The MYOB EXO Business taxation features centres around the ability to have multiple tax rate definitions (optionally with separate tax control accounts) and being able to assign a tax rate to a transaction.

The default tax rate on a transaction can be configured in the system through a hierarchical rate selection process. If the user has been granted permission, they can override the suggested default rate with a manually selected tax rate.

Generic Tax by tax rate reports can be run regardless of the country of origin. Alternatively, tax rates can be used in conjunction with tax return key points to generate specialised tax reports such as the Australian BAS, the New Zealand Tax Return, and the Singapore Tax Return. Using the integrated reports also marks source transactions with the tax return they were reported on to assist with prior period postings.

Automatic Tax Rate Hierarchy

When a transaction is entered, the tax rate used is automatically determined by a hierarchical structure. The user can then accept this setting, or optionally manually override it.

The following diagram depicts the hierarchy for automatically selecting a transaction's tax rate:
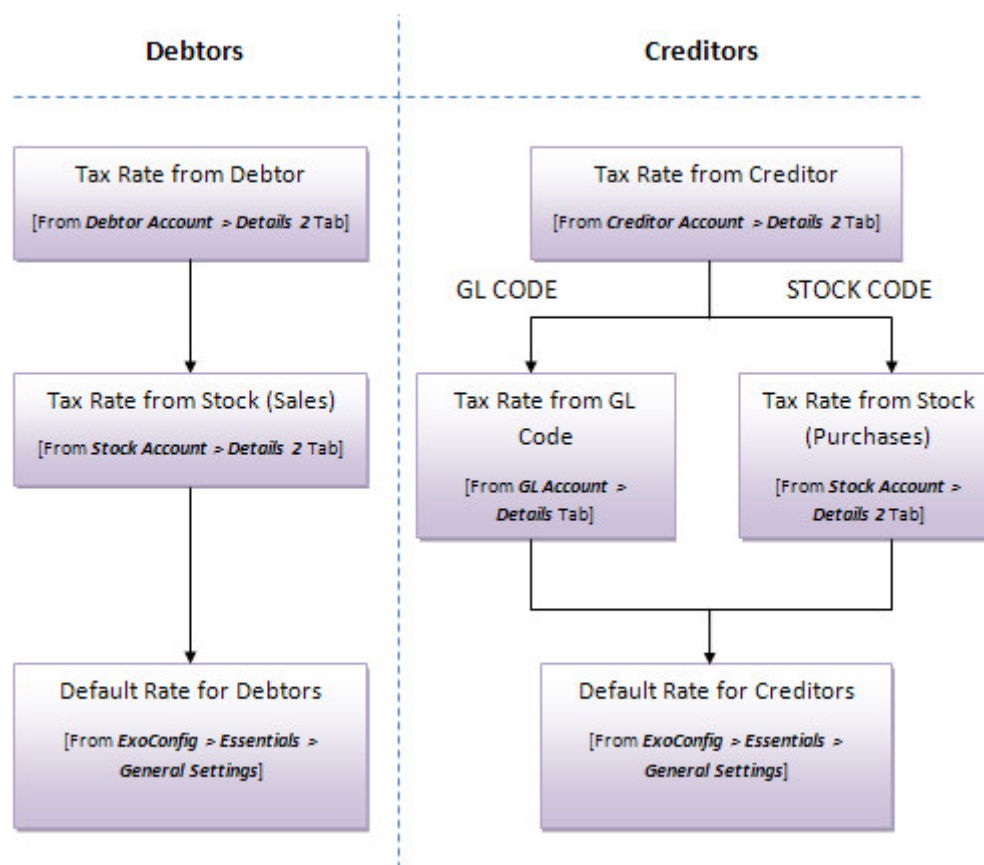
For example, when performing a Debtor's Invoice function, the tax rate is automatically selected by using the hierarchy as follows:

1. Account - the tax rate of the Debtor account is used if explicitly specified on the Debtor account.

2. Stock - if no tax rate has been set at the Debtor account level, then the rate applicable to the stock item is selected, if explicitly set on the stock item.

3. Default Rate - if no tax rate has been set on the account or the stock item, then the default Debtors rate from the MYOB EXO Configurator is used.

In the case of a Creditor's Invoice that uses General Ledger (GL) codes instead of stock items, if the Creditor's account default rate is not set, the rate from the GL account is used, and if a rate is not set on the GL account, the default creditor tax rate in the Configurator is used.

Once the tax rate is chosen, the user can also manually override this rate and specifically set the tax rate number and tax rate, using the periscope function.

Overriding Function

The following options are available on many transaction entry windows (if enabled for the user), to allow manual overriding of the automatically selected transaction tax rate and amounts:

- Line periscope – to view line detail, and also to explicitly set the tax rate and amount.
- Tax Toggle – to change amount to inclusive or exclusive of tax.
- Tax Rates button – to compare calculated tax against default hierarchical tax rate.

Tax Setup

During the implementation phase, relevant tax rates are selected and assigned to their matching tax return key point. The base Debtor and Creditor tax rates are also assigned, which form the default.

During operation, "automatic overrides" on the accounts and stock items are then configured as new accounts or stock items are set up.

Company Defaults

The tax system in MYOB EXO Business is customised based on the country selected in the main Company setup screen of EXO Business Config.

This setting determines settings such as the available Tax Return Key Points, as well as cosmetic display information such as the local tax system name (e.g. GST, VAT).

To select the country for the system:

1. Go to **EXO Business Config > Company > Company Details**.
2. Select the appropriate country in the **Country** field.

   Note: If the country of operation is changed, the default tax rates, and the tax rate settings must also be reviewed and set to the appropriate country settings. Changing the country also alters the available tax return key points, used to configure the integrated tax returns - see the following sections for more detail.

Essential Defaults

Tax Basis

Invoice- or payments-based tax determines how taxation reports are run, and also if extra tax rate functions must be enabled (e.g. whether an overriding tax rate is required on a payment with payments-based tax systems).

The tax basis is set at **EXO Business Config > Essential > General Settings**.

   Note: MYOB EXO Business recommends and supports Invoice-based tax only.

MYOB EXO Business allows for a variety of tax rates to be recorded on each line of an invoice. When a payment is made it is only possible to record a single tax rate. Many functions that are controlled by profile settings (such as tax rate overrides at invoice line level) are suited only for invoice line based taxes.

While it is possible to operate EXO Business and report tax on a payment basis, there are certain logical paradoxes that can occur related to the fact that, by default, EXO Business allows tax to be recorded at a finer level of detail than on a payment basis. For example, care should be taken to disable functionality that promotes individual invoice line level control over tax rates. If multiple tax rates do occur on the same invoice (or in fact to the same customer or supplier), then the only logical method of reconciling tax on a payment basis is to ensure that payments received or made are consistently allocated against invoices, and to produce estimates of tax by reports that calculate the tax content of invoices that are paid during the period.

> **Note:** Some features, such as the Australian BAS Return, cannot support payment-based tax, because fundamental linking is done at an invoice line level.

Debtor Pricing

A setting is available to determine whether the sell pricing of stock is entered as tax inclusive or tax exclusive.

To set the tax inclusive/exclusive setting for Debtor pricing:

1. Go to **EXO Business Config > Essential > General Settings**.

2. Tick the **Tax inclusive pricing for debtors** box to state that the sell prices of stock items are entered as tax inclusive; leave the box unticked to state that stock prices are entered as tax exclusive.

Tax Rates

The tax rates are used to 'group' the purpose of the tax on an invoice or payment. It is these tax rates that can be reported on for tax returns, and when linked with tax return key points form the basis of the Tax Return systems.

To set up tax rates:

1. Open the tax rates table from **EXO Business Config > Essential > Tax Rates**.

2. Create a new tax rate by clicking **New**, or double-click on an existing rate to view and edit.

3. Enter the following information, and press Save to save the tax rate.

Field	Description
Tax rate name **Tax rate short name**	User-friendly names used to reference the tax rate.
Tax rate %	The percentage rate of tax to be recorded.
Tax return key point	Used to identify the corresponding field on the Tax Return, using this tax rate as part of the calculation. See Tax Return Key Points below.
GL control account	Leave the **Use Default** box ticked to use the GL control account specified in **Configuration Assistant > Business Essentials > GL Control Accounts** for the debtors and/or creditors tax account; otherwise, untick the box and select a specific GL account for the rate.

To verify that the tax rates have valid key points, and to also check that only valid tax rates exist on debtor, creditor, stock and GL accounts, click the **Check Rates** 🗹 button on the toolbar. This will perform a check, and report errors and warnings.

In a new implementation, the suggested default rates for the selected country can be loaded by clicking the **Load Rates** 📄 toolbar button. This button will only be available if the tax rate table is empty, and therefore can only be used if no transactions containing tax rates have been entered in the system.

Troubleshooting

The most common reason for the Check Rates function reporting "null key point values" is because there is no **Tax return key point** setting for a tax rate. A blank tax rate description will also make a tax rate invalid – if the rate number is shown in the table, it is expected to have a matching tax key point. It is suggested that blank description tax rates be avoided (or deleted), and that all tax rates point to a key point to confirm they have not been 'mis-configured'. The tax return point "NA – Not recorded on return" could be used if the rate is not to be entered on a tax return.

Other common causes of invalid tax rates include incorrect initial setting of default tax rates, or data imported directly to the database that has not set the tax rate fields. The following fields must be set when importing data:

- dr_accs.taxstatus
- cr_accs.taxstatus
- stock_items.salestaxrate
- stock_items.purchtaxrate
- glaccs.taxstatus

Default Tax Rates

Default tax rates are the lowest level in the hierarchy of tax rate defaults (see page 497), and will be used on transactions unless specifically set by rates on the account or the stock item, or manually overridden. These default rates could be thought of as the "fall-back" rate if there are no other overrides on the transaction.

To set the default tax rates:

1. Go to **EXO Business Config > Essential > General Settings**.
2. Select one of the pre-defined Tax Rates for the **Base debtor tax rate** and **Base creditor tax rate**.

It is critical that the default tax rates be set correctly. Invalid tax rates may also prevent transaction from being entered.

Tax Return Key Points

Tax Return Key Points are the references to the key points on the country's tax return system. Tax return key points are pre-defined, relevant to each country, and are viewable but not user-editable. It is the assigning of the key point to a tax rate that controls what will appear on the tax return. More than one tax rate may be added to the same tax return key point.

To view the pre-defined Tax Return Key Points, go to **EXO Business Config > Administration > Finance > Tax Return Key Points**.

You can double-click on a key point to show more information on the item, such as the full description.

Tax Return Key Points are listed as Creditor and/or Debtor. These properties carry through when assigned to tax rates, and therefore help prevent incorrect tax rates being entered on the wrong transaction types.

"DIS" and "N/A" are special key points that can be used to "disable" a tax rate to prevent data entry, or not display the rate on a tax return.

Tax Rate Hierarchy Setup

Once the tax rates have been linked to the tax return key points, and the default rates setup, optional tax rate overrides by debtor/ creditor account and stock item can be set up. These settings will override the default tax rates (see page 500) specified at **Configuration Assistant > Business Essentials > General Settings**.

Existing Transactions

Databases with existing transactions will need to be checked before using the automatic tax return features if they have not been configured previously. For new transactions entered going forward, this should not be an issue as long as the settings are correct.

Historical information should be marked so that this information will not be picked up when the Include previous option is selected on a new tax return, (i.e. when the intention is to include transactions added to a prior period that has already had a Tax Return created, in whatever format was used previously). This historical information could be captured by creating a "dummy" tax return to mark all the transactions in the historic data's date range.

Tax Rate on Debtors/ Creditors

The automatic tax rate used on a transaction can be determined by a rate set on a Debtor or Creditor account. This is useful, for example, if the tax rate charged to a foreign Debtor is different to local accounts, or if the tax rate paid to a foreign creditor is different. Setting the tax rate on an account will set the tax rate on a transaction line to this account's default rate.

The Debtor/Creditor default rate is the "highest" overriding level in the automatic hierarchy (see page 497) (with the exception of manually overriding the rate during transaction entry).

To override the tax rate on an account:

1. Select the Debtor or Creditor from the **Account > Debtor** or **Account > Creditor** screen.

2. Select a rate for the **Override Tax Rate** field on the Details 2 tab. Leaving this field set to "-1. AUTO SELECT RATE" will disable any overriding of the tax rate by the account, so the next level down the hierarchy will be used (which is the tax rate on the stock item).

Tax Rate on Stock Items

The automatic tax rate used on a transaction can also be determined at a stock item level, e.g. to accommodate various tax rates are applied specifically by stock item. A tax rate set on a stock item will be not be used if a tax rate is also set on the Debtor/Creditor account, or if one is manually set during transaction entry, as they have higher priority.

To set the tax rate on a specific stock item:

1. Select the stock item from the **Stock > Account** screen.

2. Select rates for the **Sales Tax** and **Purch Tax** fields on the Details 2 tab. Leaving these fields set to "-1. AUTO SELECT RATE" will disable any automatic overriding of the tax rate by the stock item, so the next level down the tax rate hierarchy will be used (which is the default tax rate of the system).

Manually Overriding Transactions

When entering lines on an invoice, the tax rate hierarchy is used to automatically select the tax rate on the line. This automatic selection may then be optionally overridden by the user, if they are set up with permission to do so.

On invoices where a rate other than the automatic rate is needed, the periscope button can be used on that line manually enter the rates and value. (Use with caution when using a payment-based tax system). The button next to the periscope allows price options to be changed between tax inclusive and tax exclusive.

To compare the tax calculated by the default tax rate hierarchy with the rate manually overridden, click the **Tax Rates** button on the toolbar.

> **Note:** The ability to override the rates on invoices is controlled by the user profile setting **Allow override of tax amount for invoice lines**.

Overriding the tax value on Debtors transactions is <u>not recommended</u>. If the client manually overrides the Tax value field, this will result in a discrepancy between the Gross on the invoice and the Gross on the Tax Return. Instead of changing the tax value, clients should change the tax rate.

Changing the Tax Rate

In some circumstances clients may want to change the tax, e.g. from 15% to 0%, because the tax on a transaction is for a "Zero Rated" supply such as exported goods.

In this case, clients should change the **Tax rate** using the drop down of available rates to a rate that is set to 0%, and let the system recalculate the tax amount to $0.00. **Do not simply override the Tax value to $0.00.**

This way MYOB EXO Business will correctly calculate the Gross to be shown on the Tax Return.

Changing the Tax Value (Creditors Invoices)

In some rare circumstances, clients may want to change the Tax value on a Creditors transaction, e.g. when entering a Creditors Invoice, the tax as calculated by EXO Business may differ slightly to that as charged by the Supplier.

In this circumstance it is acceptable to override the Tax value to agree with the supplier's documentation.

Tax Reports

The main Tax Return functions under **Tax Reports** on the Reports menu are used to generate the tax return (specific to the country), and are complimented with Tax By Rate Type and Tax Rate Exceptions reports. You can also use the Tax Rate Exception Report menu item to highlight invoices where the tax rate is not relevant to the transaction type.

Tax Returns

The following Tax Return reports are available:

- New Zealand GST Return
- BAS Tax Return
- Singapore GST Return
- VAT Return

Each report is accompanied by an **Edit Return** option, which lets you select and edit previous returns.

Tax by Rate Type Report

Reports > Tax Reports > Tax Report by Rate Type

The **Tax by Rate Type** report can be used to create "manual" tax returns, or to allow auditing of data. Two reports exist: a tax rate report for payment transactions and a tax rate report for invoice transactions.

> **Note:** The Clarity report for payment transactions is **TAXByRateType_Payment.CLR**, and invoice transactions is **TAXByRateType.CLR**.

Tax Rate Exceptions

A Tax Rate Exceptions report can be run to help identify incorrect coding, or invalid codes. This report is available from the Tax Return reports by selecting **Utilities > Tax Rate Exceptions**. (You can also add the report to the main EXO Business menu for direct access.)

This report can help identify tax rates set up or used on the incorrect ledger if changes are made to the tax rate settings.

Manufacturing

About Manufacturing

This section describes the Bill of Materials and Time Billing modules. It explains how a Bill of Materials (BOM) is set up and processed. It also details the processing of a Works Order and explains the handling of Time Billing.

Bills of Materials can be classified into three different types:

- **Kit** – individual components are sold, and the code is a shortcut code to the *collection* of components

- **Build** – all components are consumed in a *transformation* to make an output stock item.

- **Order Template** – a simple product list for use with Sales Orders only. The BOM code becomes a shortcut to the product list, to save keying each product into the order.
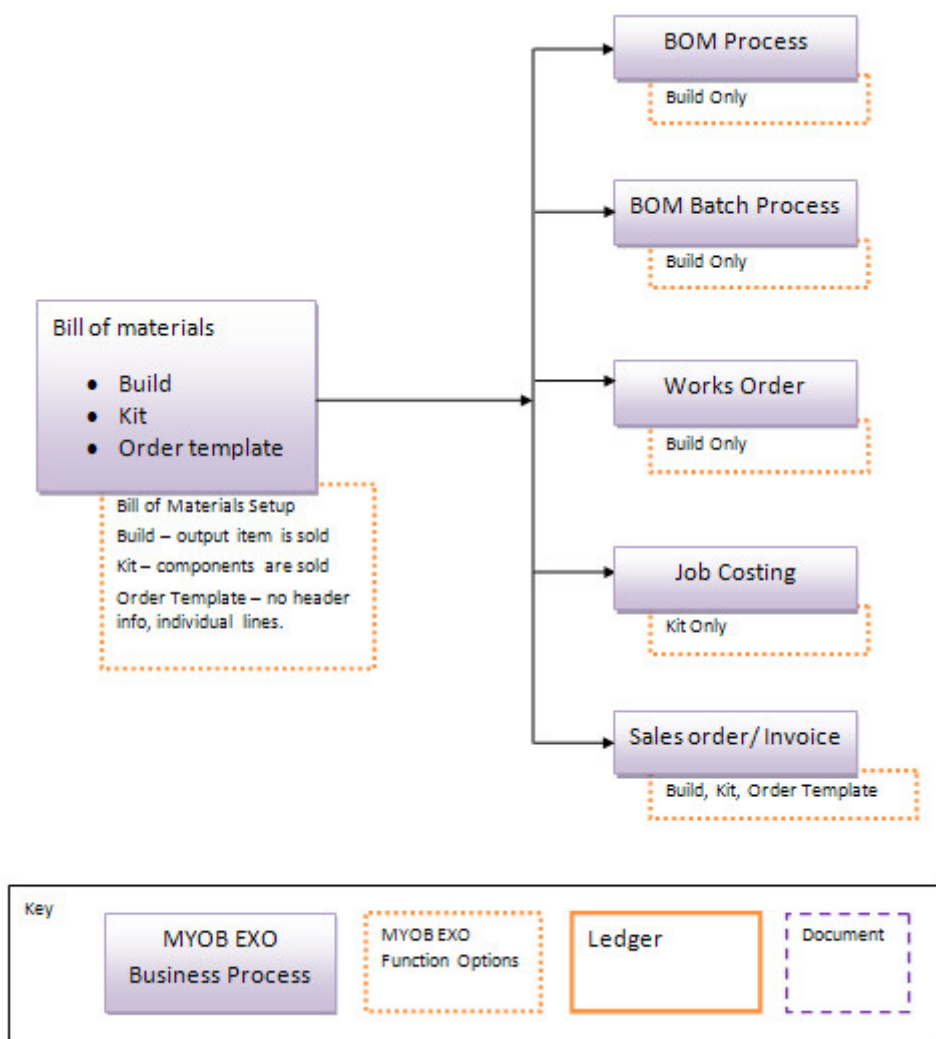
Note: See the MYOB EXO Business White Paper "BOMs and Stock Code Enhancements" for technical details on Bills of Materials, including information on the database tables and fields they use.

Setting up Bills of Materials

Types of Bills of Materials

There are three main ways of using the Bill of Materials module: kits, manufactured items and order templates.

Kits

A kit item is an item that is made up of a list of other stock items that are assembled at the time of sale. It is a quick and easy way to sell something that consists of a number of different stock items. The kit may also be priced separately allowing the selling price to be different from the sum of the selling prices of the components.

In a kit Bill of Materials, **the components are sold** and the header is a shortcut code to a collection of components.

Kits can be used with the EXO Job Costing module, but not with Sales Orders or Works Orders.

Manufactured Items

Manufactured Items, or "builds", are produced from other stock items. When you manufacture an output item you deduct the component items from stock and build the new manufactured output item, which is then placed in stock. This item is then sold in the usual method with pricing specified on the output stock items.

In a build Bill of Materials, **the output item is sold**.

> **Note:** A bill without an output item cannot be a manufactured item. A bill with an output item is usually a manufactured item but can also be a kit. When manufactured items are sold as kits, the rules applicable to kits should be used.

Builds can be used with Sales Orders and Works Orders, but not with the EXO Job Costing module.

Order Templates

An order template is not a true Bill of Materials but a simple "shopping list" for use with Sales Orders only. The Bill of Materials code becomes a shortcut to the product list, to save entering each product into the order. No header line is included.

> **Note:** The Auto Order Template on the **Details2 tab of Debtor accounts (see page 95)** only displays order template Bills of Materials.

Creating a Bill of Materials

Account > Bill of Materials

The same interface is used to create Bills of Materials of all types.

To create a Bill of Materials:

1. Select **Bill of Materials** from the **Accounts** or **Transactions > Manufacturing** menu. The following window is displayed:

2. Click the **New** button. The following window is displayed:

3. Complete the fields on the Details tab:

Field	Description
Bill code	Enter the bill code for this Bill of Materials. This is the code that you need to type to bring up your kit during invoicing. This code will also be displayed in the Bill of Materials (search) window. **Note:** The bill code can be changed by clicking on the **Change Bill Codes** button. This changes all references to the bill code.
Description	Enter the description for this kit as you would like it to appear on the invoice. This description is also displayed on the Bill of Materials (search) window.
Type	Select the type of Bill of Materials: • Kit • Build • Order Template
Active	Select this option if the Bill of Materials is no longer active, i.e. no longer available for use.
Hide lines on reports	Select this option if you want to hide components that make up this Bill of Materials on the invoice/sales order. If this tick box is not checked, the components are displayed on the invoice/sales order lines (at zero price).
Output item/ Template item	For builds and kits, enter the stock code of the finished product (the final output item). This field is optional for kits. For order templates, if you wish to price the template as a single item, enter the stock code for the template item.
Batch quantity	Specify the quantity (number of output items) that is produced from the selected components. This defaults to 1 when you create a new kit.

AutoBuild	This option is only available for Bills of Materials with the **Type** "Build". Normally, if a Sales Order is raised for the output item and there are none in stock, you are given the option of putting the item on back order. If this option is selected, you are also given the option of building the item on the spot:
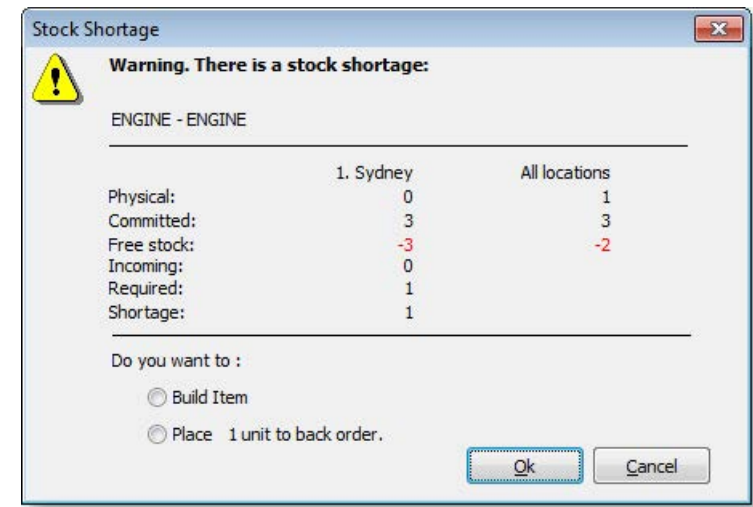
Note: Stock Shortage warnings only appear if the **Stock out warnings** Company-level profile setting is enabled.

Overhead allocation (%)	The overhead involved when producing this item. The percentage overhead is then taken from the final output. This field is optional for kits.
Notes	Enter any notes that relate to the kit.
Pricing By	Select the pricing mode you want to use:

- **Components/Products** - Select this option if you would like to price this Bill of Materials by component (kits and builds) or product (order templates). This uses the sell prices set up in the stock window for each component stock item you select for this kit, and works by adding them together to give you a final price for your kit.

- **Total/Template** - Select this option if you would like to specify the sell price for this Bill of Materials. If you select this option you will also need to enter sell prices.

Sell prices	When pricing by Total, enter the prices that this item will be sold for.

3. Click the Components tab (kits and builds) or Products tab (order templates).
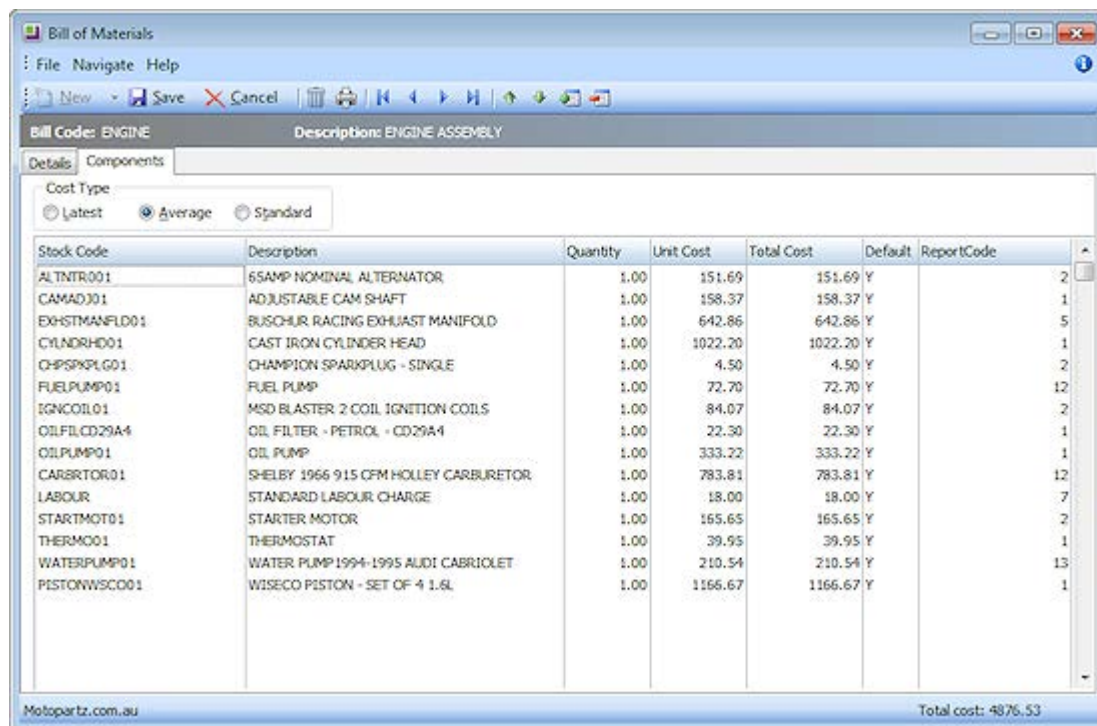
4. Select the cost type for the components/products:

- **Latest** - The current cost price for the stock item.
- **Average** - The weighted average cost price of the stock item.
- **Standard** - The standard cost of this stock item.

Note: The **Cost Type** option is not available for order templates.

5. Click the 🔲 or 🔲 buttons to add or remove items to the Bill of Materials.

Note: The maximum number of component/product lines allowed in a Bill of Materials is 200.

6. Complete the following fields for each item.

Field	Description
Stock Code	The stock code of the item.
Description	The description for the item.
Quantity	The quantity of the item that is used in the Bill of Materials. For order templates, this value can be set to 0, so that the user will be prompted to enter a quantity.
Unit Cost	The cost price of the item, according to the selected Cost Type. Read only.
Total Cost	The total cost for the item, i.e. the unit cost multiplied by the quantity. Read only.
Default	Enter "Y" if the item is included in the Bill of Materials by default.
Report Code	The report code associated with the item's Stock Group.

7. The total cost of all items is displayed at the bottom of the window.

8. You can double-click on an item to drill down to the Stock window for that item.

9. Click **Save**.

> **Tip:** You can also create a Bill of Materials by **making a copy of an existing Bill of Materials (see page 510)**.

Copying a Bill of Materials

Account > Bill of Materials

One way of creating a new Bill of Materials is to create a copy of an existing Bill of Materials and then editing it as required.

To copy a Bill of Materials:

1. Select Bill of Materials option from the **Accounts** or **Transactions > Manufacturing** menu. The following window is displayed:
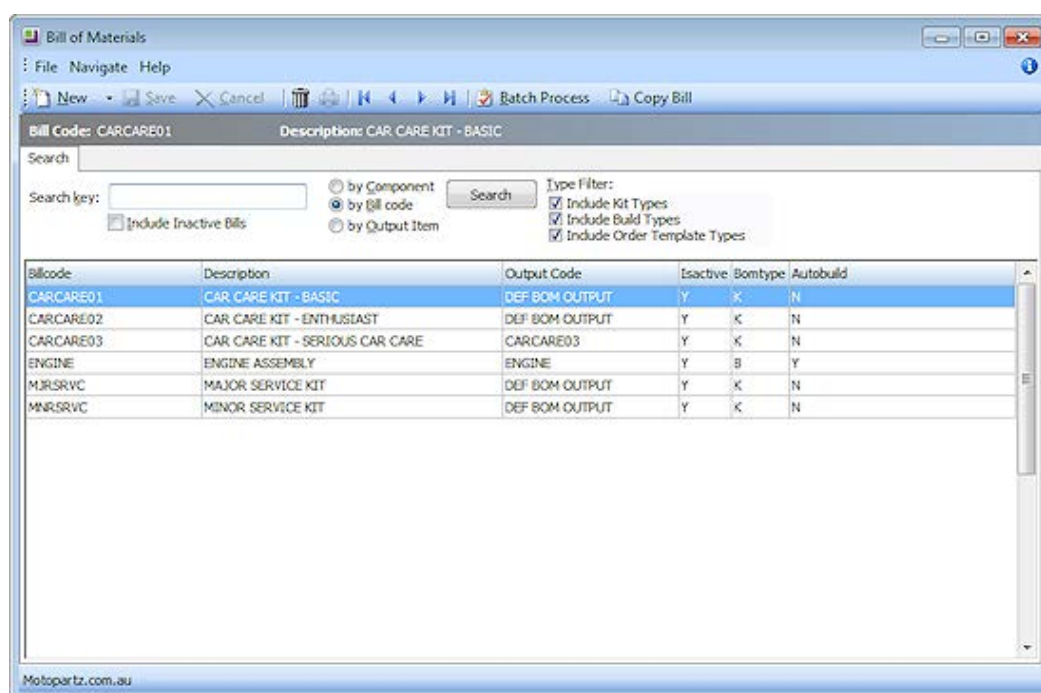
2. Select an existing Bill of Materials and click the **Copy Bill** button. This displays the Copy Bill of Materials window:
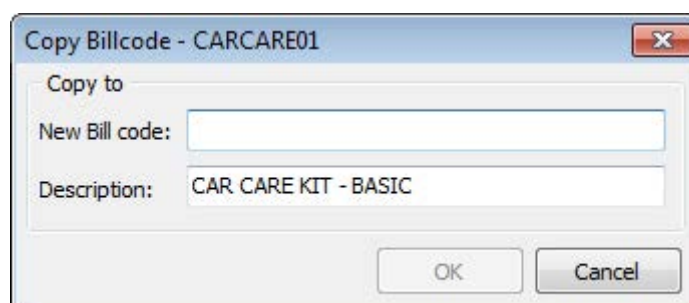
3. Enter a **New Bill Code** and **Description**, then click **OK**.

A new Bill of Materials is created with the same details as the original. You can edit the details of the new Bill of Materials if necessary.

Invoicing a Bill of Materials

When invoicing a Bill of Materials, enter the Debtors Invoice (see page 384) in the usual method. In the **Stock Code** field enter the Bill of Material's Bill Code preceded by a full stop. e.g. **.CARCARE03**. Depending on whether you enabled the **Hide lines on reports** option during setup, you may or may not be able to view the components that make up this Bill of Materials. Continue to enter any other required details and click **Save** to save the invoice.

Supplying a manufactured item in a Sales Order is entered exactly the same way as above. Enter the Output Code you created into the stock code field. Manufactured items can also be transferred between locations as a standard stock item.

Editing Bills of Materials on Invoices

By default, the quantities and prices of Bill of Material header and component lines are locked from editing to ensure the header/lines relationship. (Order templates are not true Bills of Materials, but simply "shopping lists", so this constraint does not apply to them.)

If you want to be able to edit the lines independently, you must disable the **Enforce bill of materials header and line constraints** Company-level profile setting. Disabling this setting means that Bill of Material lines are treated as individual lines.

General Ledger Postings for Bills of Materials

The General Ledger postings generated when a Bill of Materials is sold vary depending on the Bill of Material's type.

Postings for Kits

For kits, the component lines are equivalent to ordinary sales lines. The header line does not post to the General Ledger and the output code is not referenced.

The General Ledger accounts for Sales and Cost of Sales arise from the component stock item as per the rules for ordinary sales lines.

Postings for Builds

Postings for builds are as follows:

- Component lines that are stocked items are not posted to the General Ledger (they don't affect the value of stock).

- Component lines that are lookup items are posted to the General Ledger as adjusting the value of stock (i.e. are value-add). These are posted with the General Ledger code for the Stock On Hand account from the GL Control Account setup (see page 237).

- The Bill of Materials header generates two entries:

  o For inwards goods - to the General Ledger purchases account set on the **Output item**, (i.e. receipt the manufactured item into stock). The cost and sell of the stock transaction is the sum of the costs of the components (including lookups) and therefore incorporates the contra-entry for added value represented by the lookup item posting.

  o For the sale of the output item - with General Ledger accounts for the sales and cost of sales being taken from the **Output item**.

Postings for Order Templates

For General Ledger posting, the system treats lines of an order template identically to ordinary lines - the fact that they were derived from a Bill of Materials does not make a difference.

Processing Builds

Build type Bills of Materials must be processed to consume the component items and create the output item. You can either process a bill of materials (manufactured item) individually or in a batch from inside the Bill of Materials screen. This process for a Bill of Materials is a one-step process, immediately consuming components and producing an output item, as opposed to a production process that moves through many production stages. If you wish to process a bill through a production process, you can use the Works Orders (see page 515) module.

Notes

- Batch processing is designed to quickly create simple manufactured items. It does not handle batch numbers or serialised stock items. To manufacture items for batch-numbered components or output items, use the more sophisticated Works Order functionality (see page 515).

- Processing a Bill of Materials produces the following stock transactions:

  o Adjust Out transactions for the components

  o Adjust In transaction for the Bill of Materials output item

Processing a Single Build

Account > Bill of Materials

Once you have created a Bill of Materials with the type "build", it must be processed in order to consume the component items and create the output item.

To process a single build-type Bill of Materials:

1. Select **Bill of Materials** from the **Accounts** or **Transactions > Manufacturing** menu.

2. Select a Bill of Materials with a **Type** of "Build". Double-click to open the Bill of Materials.

3. Click the **Process** button. The following screen is displayed:

4. Complete the fields on the screen.

Field	Description
Bill code	The bill code of the Bill of Materials being produced.
Produce quantity	The quantity of output items you want to produce. The default is 1.
Reference	An optional reference code. May be left blank.
Component location	The number of the location that components will be taken from to produce this item.
Product Location	The number of the location that you want the output item receipted to.
Process date	The date that this item is to be processed. The default is today's date.

5. Click the **Check Stock** button. The system checks the stock and provides a status report on the current availability of component stock compared to requirement, to produce the desired quantity of output items.

6. If there are no stock shortages, click the **Process** button.

7. A confirmation message appears to verify that you want to process the stock. Click **Yes**.

8. The bill is processed and a success message is displayed at the end of the status report. Click the **Print** button for a printed copy of the Status Report.

Once the process is complete, the stock ledger will contain negative movements for the components that made up this bill code. The output item will show a positive stock movement for the produce quantity.

Processing a Build Batch

Once you have created Bills of Materials with the type "build", they must be processed in order to consume the component items and create the output item. Multiple builds can be processed in a single batch.

To process a batch of build-type Bills of Materials:

1. Click the **Batch Process** button on the Bill of Materials window (see page 505), or select **Bill of Materials Batch Entry** from the **Transactions > Manufacturing** menu. The following screen is displayed:

> **Tip:** You can also access this screen by clicking the **Batch Process** button on the **Bill of Materials screen (see page 505)**.

2. Click the **New** button and complete the fields on the screen.

Field	Description
Transaction Date	The date of the transaction. Defaults to today's date.
Component Location	The number of the location that components are being supplied from.
Reference Code	An optional reference code for the batch. May be left blank.
Product Location	The number of the location to which the final product(s) should be transferred.

3. Enter the details of all Bills of Materials that you want to include in the batch.

Field	Description
Bill Code	The bill code of the item being processed.
Description	The description related to the bill code.
Quantity	The quantity to be produced.
Analysis Codes	Any Analysis Codes (see page 82) you want to associate with the Bill of Materials.

4. Once all details are entered, click the **Process** button.

5. A confirmation message appears to verify that you want to process the stock. Click **Yes**.

6. When the processing is complete, a success message is displayed:
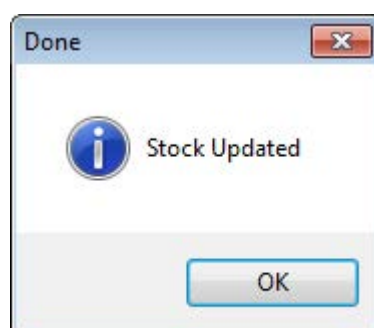
Works Orders

Using Works Orders

A Work Order is essentially a more complex processing version of a build-type Bill of Materials, allowing you to move through the production status for each stage of component assembly until the final product is produced.

You still need to set up your build-type Bills of Materials (see page 505) before you can use Works Orders.

The Works Order processing function supports batch codes and serialised stock items.

> **Note:** Works Orders are only available if the **Use works orders** Company-level profile setting is enabled.

Creating a Works Order

A Works Order is a more complex version of a build-type Bill of Materials.

To create a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu. The following window is displayed:

2. Click the **New** button. The following window is displayed:

3. Complete the fields on the Details tab.

Field	Description
Works order no	The number of the selected works order. This number is assigned when the Works Order is first saved.
Entered by	The name of the staff member entering the works order. Click the button to select the staff member's name.
Billomat code	The Bill of Materials code. Click the button to select a Bill of Materials. Only build-type Bills of Materials are available, as these are the only BOMs that undergo a manufacturing transformation.
Product code	The code of the Bill of Materials' output item.
Qty. required	The quantity to be produced.
Batch code	The production batch code. You can add this Works Order to an existing batch.
Status	The production status: • Uncommitted • Committed • In Production • Completed
Reference	An optional reference code. May be left blank.
Entry date	The start date for the Works Order.
Production date	The production date for the Works Order.
Due date	The date the Works Order is to be completed.
Expiry date	The date the Works Order expires.
Product Loc	The location to which the final product should be transferred.
Component Loc	The location that components are being supplied from.
Linked sales order	The number of the Sales Order (see page 351) that the works order is linked to. Click the button to select a Sales Order. This field is optional.
Production notes	Any notes that you may need to make in relation to this works order.

3. Click the Components tab.

4. Complete the fields at the top of the Components tab.

Field	Description
Qty Required	The total quantity to be produced.
Qty produced	The quantity to be produced in this operation.
Date produced	The date the works order is completed.
Product Loc	The location to which the final product should be transferred.
Batch code	The production batch code.
Expiry date	The date the Works Order expires.
Component Loc	The location that components are being supplied from.

5. Use the buttons on the toolbar to add or remove components:

Button	Function
	Load all components from the Bill of Materials.
	Add a component.
	Remove a component.
	Replace a component.

6. The following fields are displayed for each component:

Field	Description
Stock Code	The stock code of the item.
Description	The description for the item. Read only.
Qty Reqd	The quantity of the component required to fulfil the entire Works Order. Read only.
Qty Used	The quantity of the component to be consumed in this operation.
BatchCode	The production batch code.
Req. Cost	The total cost of the required number of the component. Read only.
Used Cost	The cost of the components consumed in this operation. Read only.
Analysis Codes	Any Analysis Codes (see page 82) you want to associate with the Works Order.

7. Clicking the ⟲ button sets the **Qty Used** value for all components to the **Qty Reqd** value.

8. You can double-click on an item to drill down to the Stock screen for that item.

9. Click **Save**. You are given the opportunity to print the Works Order.

> **Note:** The Works Order will appear on the **Works Order tab (see page 173)** of any Stock item that is involved in it, either as a component or as an output item.

Processing a Works Order

Once a Works Order is created, it must be processed to consume the component items and create the output item.

Unlike Bills of Materials, that are either processed or not processed, Works Orders allow you to specify the production status of the order.

To set the production status of a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu.

2. Double-click on the Works Order whose status you want to change.

3. On the Details tab, set a value for the **Status** property. Choose from:

   - Uncommitted

   - Committed

   - In Production

   - Completed

Works Orders do not generate stock movement transactions until they are fully processed, i.e. Completed.

To process a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu.

2. Double-click on the Works Order whose status you want to change.

3. Select the Components tab.

4. Click the **Process** button on the Components tab toolbar. Click **Yes** to confirm.

This posts the Works Order to the Stock Ledger. The posting consists of negative stock movements to component items and a positive stock movement to the output item.

The production status of the Works Order is automatically set to "Completed".
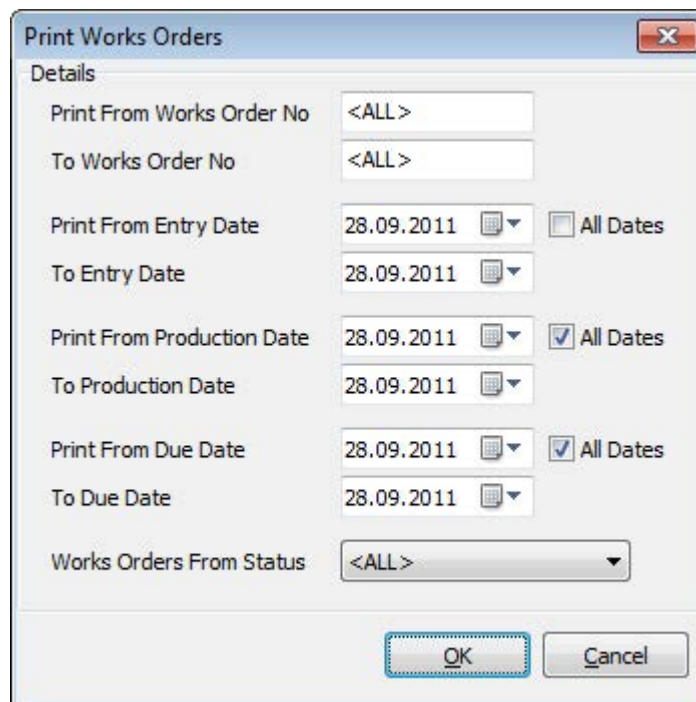
Printing Works Orders

Works Orders can be printed out individually or in batches. To print the currently selected Works Order, select **Print Works Order** from the **Print** drop-down menu on the Works Order window's toolbar.
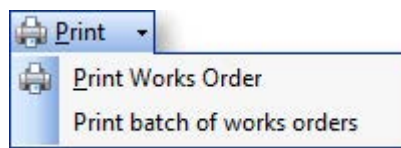
A preview of the Works Order is displayed. Click **Print** on the preview window to print the Works Order.

To print a batch of Works Orders, select **Print batch of works orders** from the **Print** drop-down menu on the Works Order window's toolbar. The following window appears:

Enter options to specify the Works Orders that you want to include in the printing operation, then click **OK**. Click **Yes** to confirm.

Each Works Order is previewed one at a time. Click **Print** on each preview window to print each Works Order.

Time Billing

Handling Time Billing

The time billing module allows you to charge an account for time-related work. You can add multiple time charges to an account and then produce a single, itemised invoice at any time.

To create a time bill:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu. The Time Billing window is displayed:

2. Click the **New** button. The following window is displayed:

3. Complete the fields on the Details tab.

Field	Description
Account	The name and number of the debtor account.
Staff	The name of the staff member. You can type the name or select from the list.
Date	The date the job was done.
Start Time	The start time of the job.
Stop Time	The end time of the job.
Hours	The total number of hours being billed. This is automatically calculated based on the start and stop times you have entered.
Code	The code of the stock lookup item related to this job.
Details	The description of the selected code. This is automatically entered based on the code.
Hourly Rate	The hourly rate for this code. This is the rate specified in the Stock Item Details **Sell Prices** and is automatically entered here.
Total Charge	The total charge for the job. This is automatically calculated based on the hours and the rate.

4. Click **Save**. A time bill for the specified account is created.

Invoicing a Time Bill

To invoice a time bill:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu.

2. Select the Invoicing tab.

3. Complete the fields on this tab.

Field	Description
Account	The name and number of the debtor account.
Order No	The order number.
Reference	The reference number.
Print Invoice	Tick this option if you want to print the invoice.
Invoice Date	The date the invoice is created.
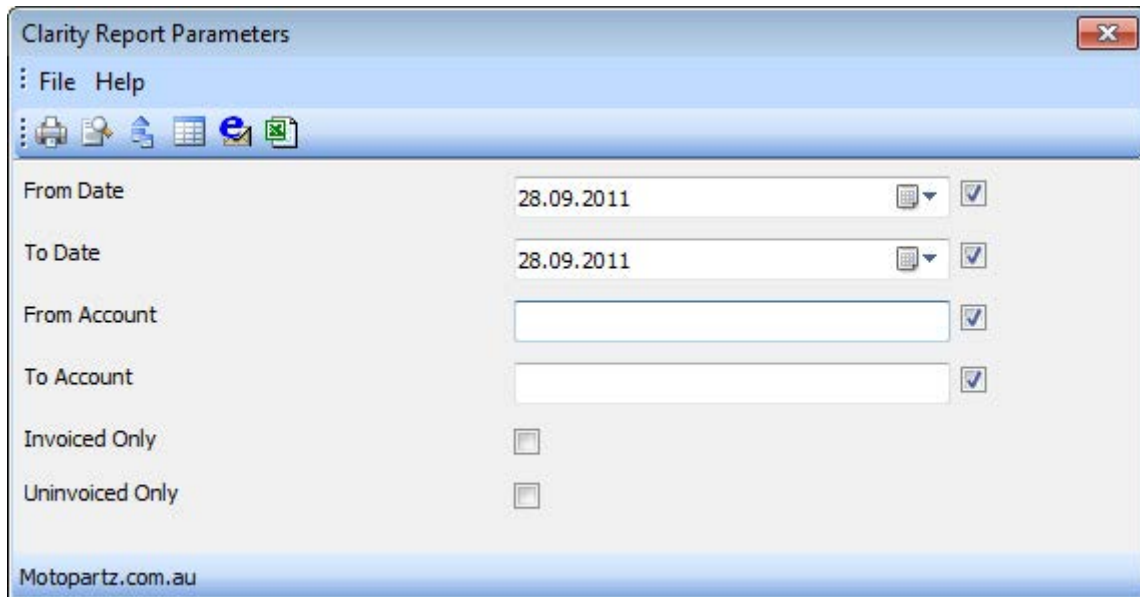
4. Click the **Invoice** button.

Viewing Time Billing Reports

To view a time bill report:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu.

2. Select **Time to bill by Customer** from the Report menu.
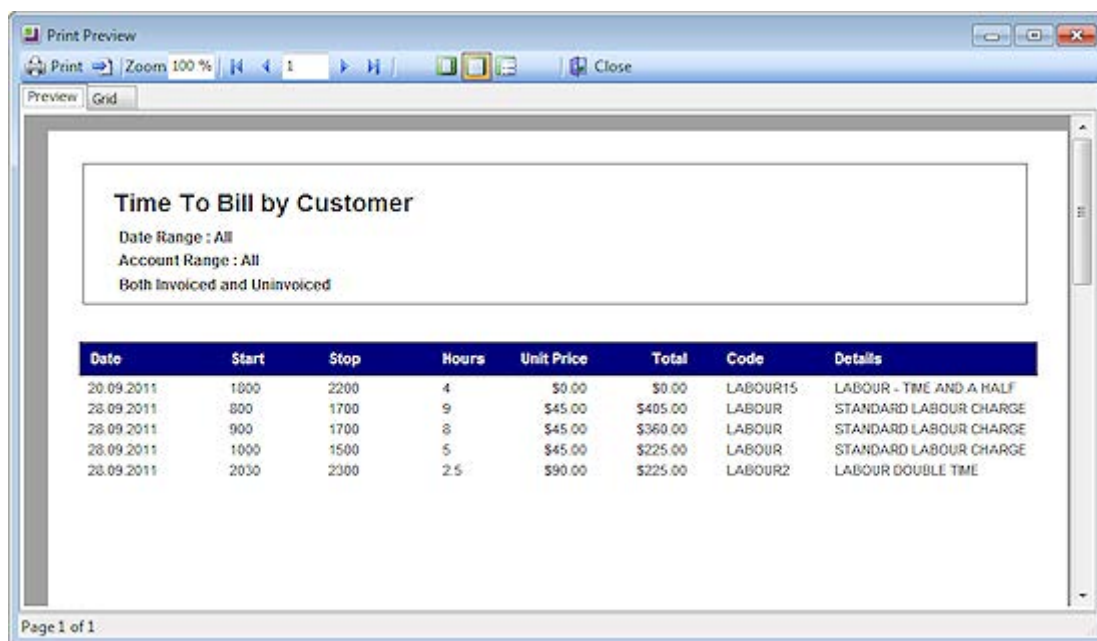
3. Set the date range and select the status of the invoices you want to view, then click **OK**. The Time To Bill by Customer report is displayed.

Note: If you need to change any details such as the number of hours being billed or the code, select the account from the Time Billing search page and double-click it. Make the necessary changes on the Details tab and save these changes.

Document Manager

This is a very powerful tool in MYOB EXO Business, as it allows you to keep copies of the documents you have sent to each Debtor and Creditor. These could be anything from a .GIF to an .AVI file, or anything that is recognised by Windows applications. You can also easily create mail merge templates with the customer or supplier name and address details. You can even personalise the document to suit your requirements.

Accessing the Document Manager

There are two ways of accessing the Document Manager to create and manage your documents:

- Select **Document Manager** from the Utilities menu.

- On the Documents tab of an account (see page 140), click the 🗂 button.

Both of the methods will open the Document Manager window:
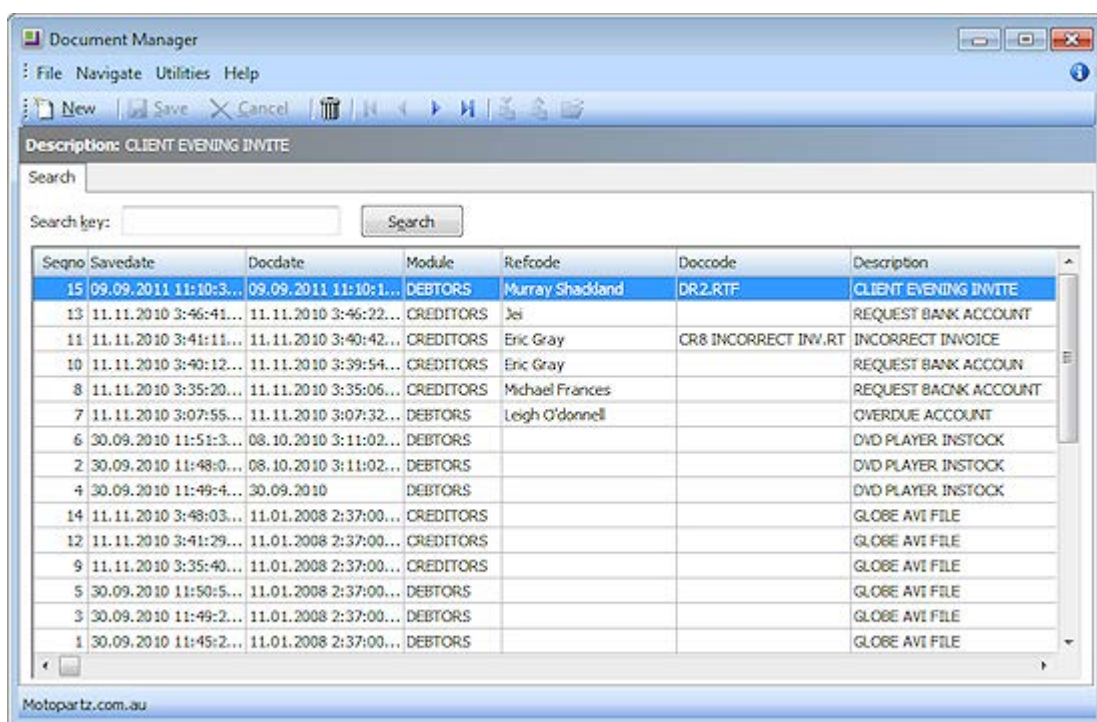
Entering a query into the search key will search for all documents regardless of the Creditor or Debtor. Double Click on any one of these documents to edit it in the document manager window.

Click 📄**New** to create a new document using the Document Manager (see page 527).

Grid Field definitions

The grid has a header for each column, these are detailed in the table below:

Field	Description
Seqno	A unique identifier for records in tables.
Savedate	The date of the last edit that require a save.
Docdate	The date the document was attached to the account.

Module	The module of MYOB EXO Business. This will default to the ledger that you are currently in (Debtors or Creditors).
Refcode	Any internal reference text for the document.
Doccode	Any internal document code for the document.
Description	A description of the document.

Importing and Exporting Documents

Debtor/Creditor Account > Documents Tab > 📥 **and** 📤

Importing a Document

To import a document:

1. From the Documents tab inside the Master Account, click the Import button 📥.

2. Select the appropriate document / file and click **Open**, you will now see the following window:
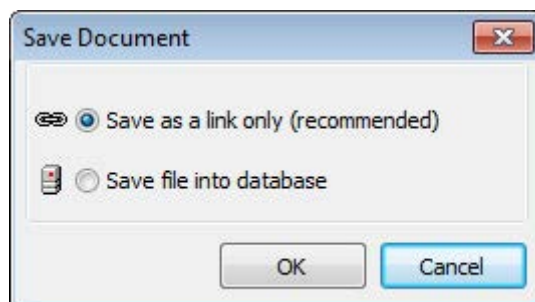
> To reduce the size of the database, MYOB recommends keeping this file as a link only.

3. Click **OK** and the Document Manager window (see page 527) opens, prompting for details on the recently imported document.

If you choose to import this document as a link, this is labelled in the Document Manager window:
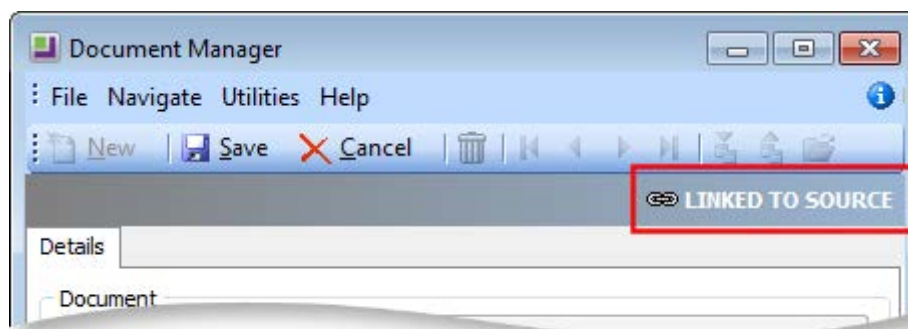
Exporting a Document

To export a document:

1. From the Documents tab inside the Master Account, click the Export button 📤.

2. Select the destination directory for this document and click **Save**. A window will open confirming the successful export, click **OK** to complete the process.

Document Manager Window

Use Import, Export and View to manage documents. Document date, File name and Source path will be added automatically when a document is imported.

The following table describes the fields in the Document Manager window.

This window allows you to edit or create fields to the new/edited document.

Field definitions

Field	Description	
Module	The module of MYOB EXO Business that the document applies to. This will default to the ledger that you are currently in (Debtors or Creditors).	
Account	The Debtor or Creditor account that the document is attached to.	
Reference	Any internal reference text for the document.	This will help you to identify the document when you go back to view it at a later date.
Document Code	Any internal document code for the document.	
Description	A description of the document.	

Document date	The date the document was attached to the account. This field will be greyed out and you will not be able to edit it. Once you have selected the document that you wish to import, MYOB EXO Business will insert the current system date and time that this document was imported.
File Name	The filename of the attached document. This field is also greyed out and will display the original name of the document that you selected to import. Once again you cannot edit this field.
Source Path	This will display the source path from which this document was selected. This is also greyed out and you will not be able to edit this field. Once you have added these in, click "Save" to save the document.
Buttons	
Change Document	Import a new document, replacing the original document, i.e. the existing document will no longer be attached. This function can also be accessed by clicking the ⬇ toolbar button.
Export	Export a document stored in the MYOB EXO Business database to a separate standalone file. This function can also be accessed by clicking the ⬆ toolbar button.
Open	Opens the document in the default viewer. This function can also be accessed by clicking the 📂 toolbar button.

Bulk Sending Documents

The Mailshot function lets you bulk send documents to Debtors, Creditors or Contacts by print and/or email. The Mailshot function is available from the following windows:

- Debtor Statements (see page 396)
- Invoice Batch Printing (see page 392)
- Creditor Remittance Advices (see page 341)
- Direct Debits (see page 493)
- Campaign Waves (requires EXO Business CRM)
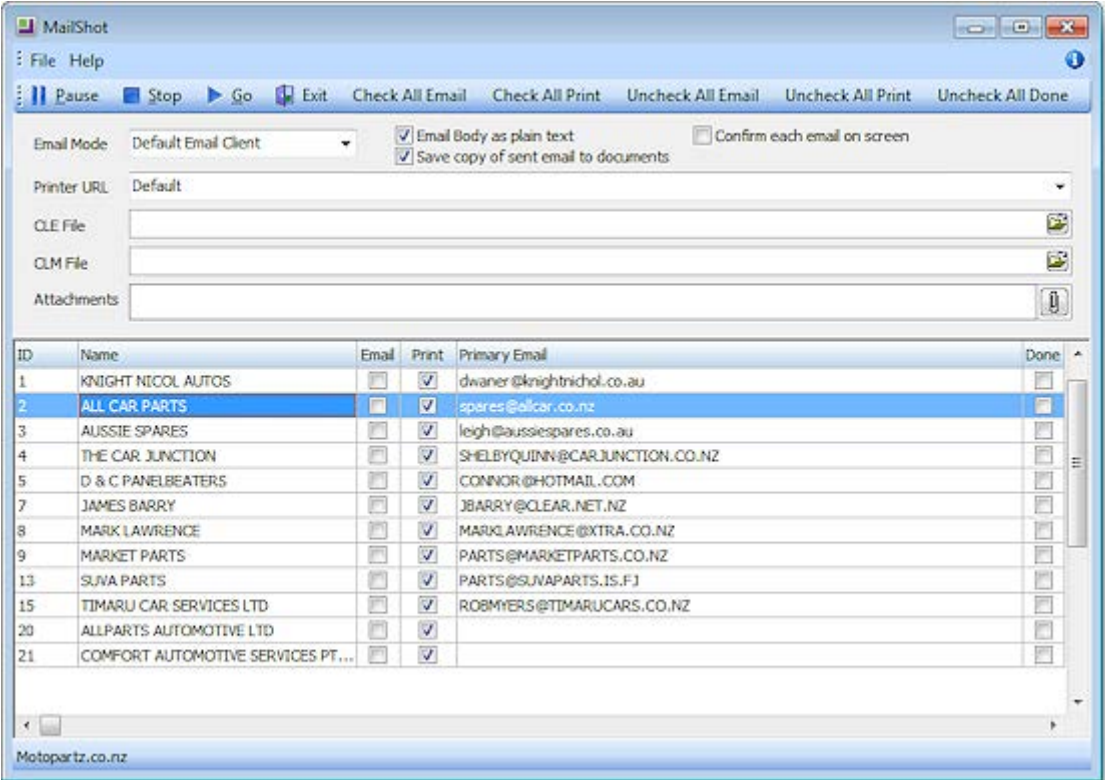
Specify the following details:

Detail	Description
Printer URL	Select the printer to use for those documents that are to be printed out.
Email Mode	Specify how emails should be sent. The following options are available: • Disabled - Emails will not be sent. • EXO SMTP - Emails will be sent via SMTP using the EXO Business Email Sender (see page 44). This is better for sending large batches of emails. • Default Email Client - Emails will be sent using the user's default email software. This is suitable for smaller batches of emails.

Email Body as plain text	Tick this option to restrict the body of emails to plain text, rather than HTML.
Confirm each email on screen	Tick this option to display a confirmation message before sending each email, or leave it blank to send emails automatically.
Save copy of sent email to documents	This option only appears when sending a mailshot from a campaign wave in EXO Business CRM. Tick this option to save a copy of the sent email to the Docs tab of each Contact that the mailshot is sent to. **Note:** A History Note is always created for each Contact when a mailshot is sent. If this option is ticked, the email is saved in addition to the History Note.
CLE File	Specify the Clarity email template to use for email communications.
CLM File	Specify the Clarity mail merge template to use for printed documents.
Attachments	Specify any attachments to be sent with emails.

The bottom section displays all Debtors, Creditors or Contacts who will be sent communications by the mailshot. Double-click on a Debtor, Creditor or Contact to drill to that record.

Tick or clear the **Email** and **Print** boxes for each Debtor to specify how statements will be sent to them (or use the toolbar buttons to check all **Email** and/or **Print** boxes). The default settings for these options are determined by the following properties:

- For Debtor Statements, the **Statement Delivery** setting on the Debtors Details 2 tab (see page 94).

- For Direct Credit remittance advice, the **Remittance Method** setting on the Creditors Details 2 tab (see page 108).

- For Direct Debit remittance advice, the **Advice notification** settings on the Debtors Details 2 tab (see page 94). (These settings are only available when the **Default payment type** is set to "D/DEBIT".)

The default value for the **Primary Email** is determined from the following properties:

- If a **Statement Contact** (Debtors) or **Remittance Contact** (Creditors) is specified for the Debtor/Creditor, this Contact's email address is used; otherwise

- if a default Contact has been set on the Contacts tab for the Debtor/Creditor, this Contact's email address is used; otherwise

- the company email address on the Details 1 tab of the Debtor/Creditor is used.

Email addresses can be manually edited if necessary.

> **Note:** When sending a mailshot to Contacts, if any lines are highlighted in grey, this means that the highlighted Contacts have the **Opt-Out eMarketing** flag ticked. These Contacts will not be processed in the mailshot, regardless of whether or not the **Email** and **Print** boxes are ticked.

When all options are set, click the **Go** button to start the mailshot.

When running a mailshot from the Invoice Batch Printing window, you are given the option of collating invoices for Debtor account - in this case, a single email is sent to each Debtor, with all invoices for that Debtor attached; otherwise each invoice will be emailed separately. The **# Invoices** column displays how many invoices there are for each Debtor (this column is only available when running a mailshot from the Invoice Batch Printing window).

> **Note:** If the attachments to a collated email exceed a size limit (set by the **Batch Invoice Mailshot Attachment Size Limit** profile setting), the invoices will be split over multiple emails.

As statements are sent, the **Done** box for each account is ticked. The **Pause** and **Stop** buttons allow the mailshot to be suspended or cancelled before it is complete.

Creating Merge Letters

By creating a template document in Rich Text Format you can merge customer details into another .RTF file for distribution. Template files are expected to have TP_*.RTF
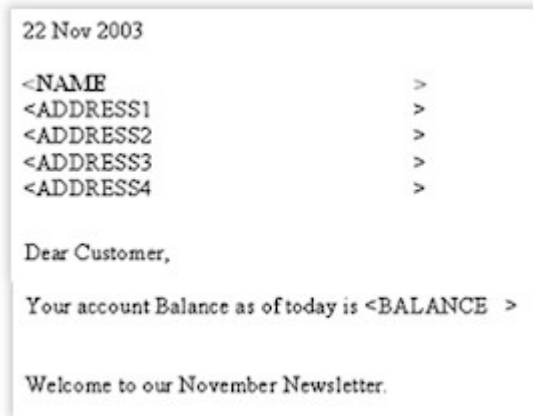
To create a merge letter:

1. Open a Debtor or Creditor account and go to the Documents tab.

2. Open the Select Clarity Merge Letter window by clicking the ⊟ button. Choose the appropriate template from the list.
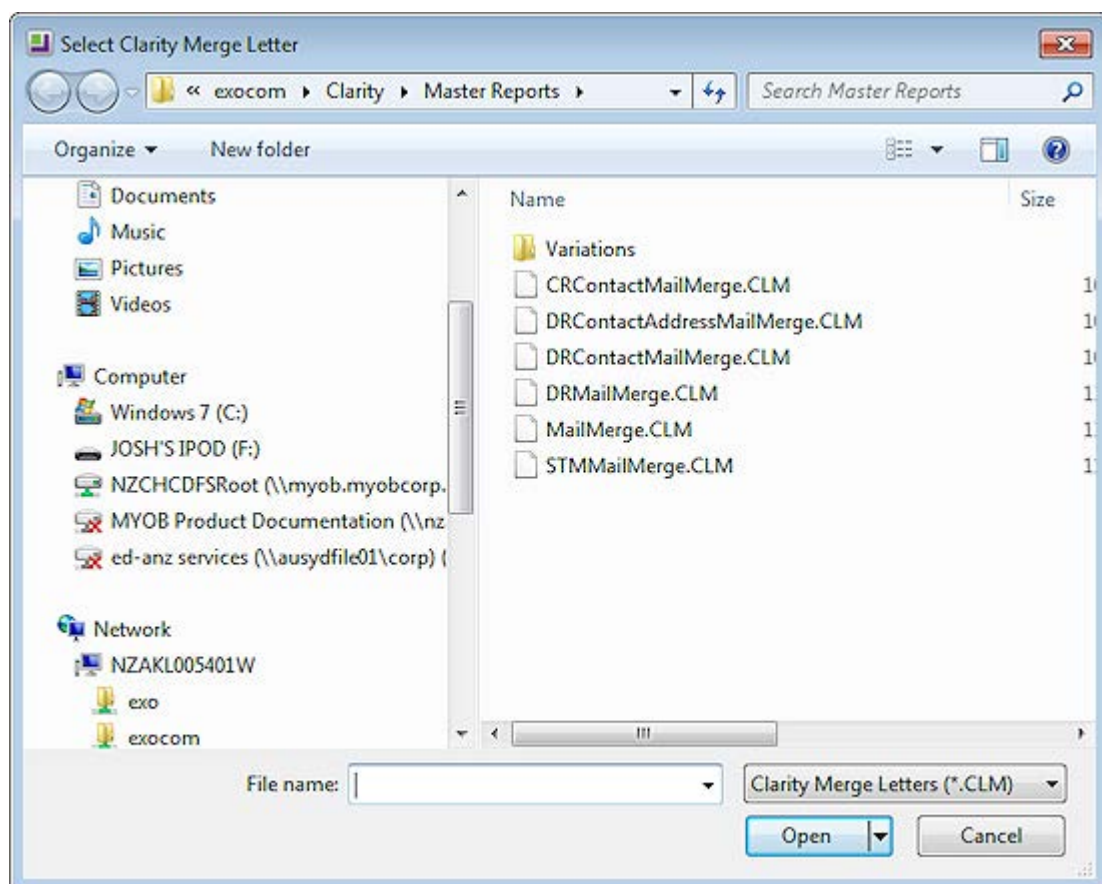
You should already have a "form letter" prepared with the database fields you wish to insert into the letter defined. An example is given below.
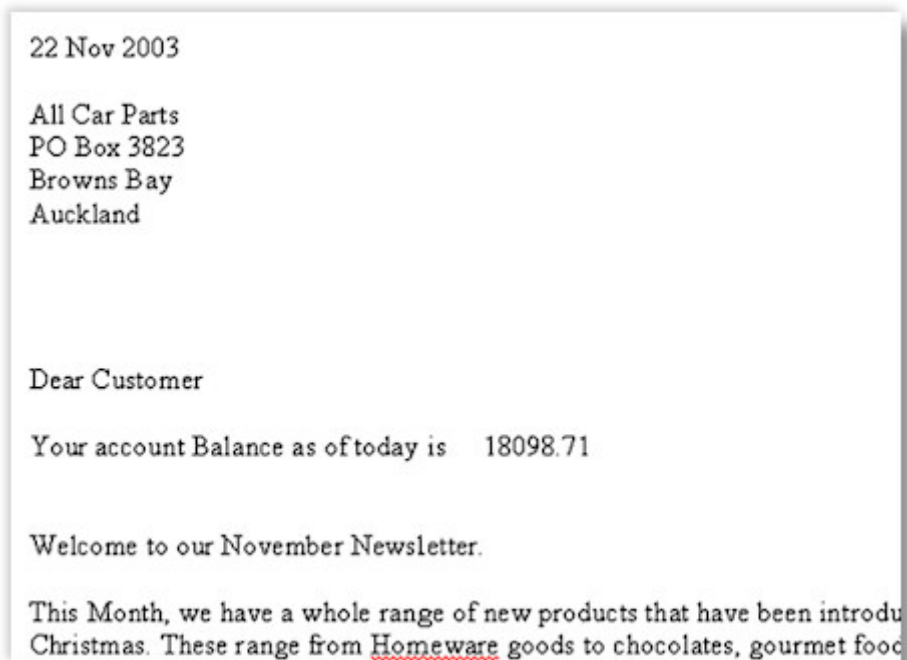
```
22 Nov 2003

<NAME                              >
<ADDRESS1                          >
<ADDRESS2                          >
<ADDRESS3                          >
<ADDRESS4                          >

Dear Customer,

Your account Balance as of today is <BALANCE  >


Welcome to our November Newsletter.
```

3. You will be asked to choose the original Template file and destination for the output file. Choose these and select **OK**.

4. Once the document has been created, MYOB EXO Business will open it up automatically.

```
22 Nov 2003

All Car Parts
PO Box 3823
Browns Bay
Auckland




Dear Customer

Your account Balance as of today is     18098.71


Welcome to our November Newsletter.

This Month, we have a whole range of new products that have been introdu
Christmas. These range from Homeware goods to chocolates, gourmet food
```

5. On closing this document, MYOB EXO Business allows you to put in the referencing information for the document before you save it.

Merging Account Data with an Existing Template

To create a form letter by merging account data with a template:

1. Open a Debtor or Creditor account and go to the Documents tab.

2. Click the ⬜ button.

3. Choose a predefined template file using the ellipsis button [...] then click **OK**.
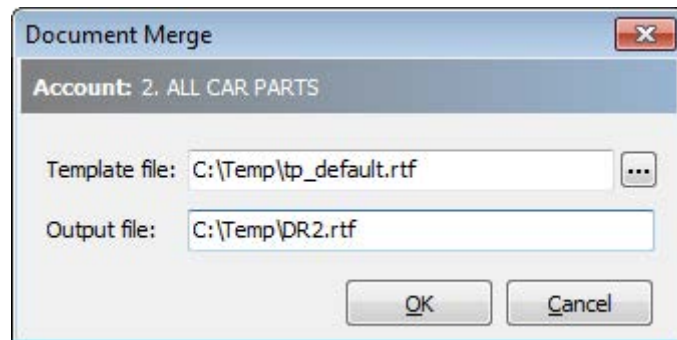
4. Edit the document in the default editor.

5. Save the changes to your edits and click **Yes** on the Add to account documents dialog.
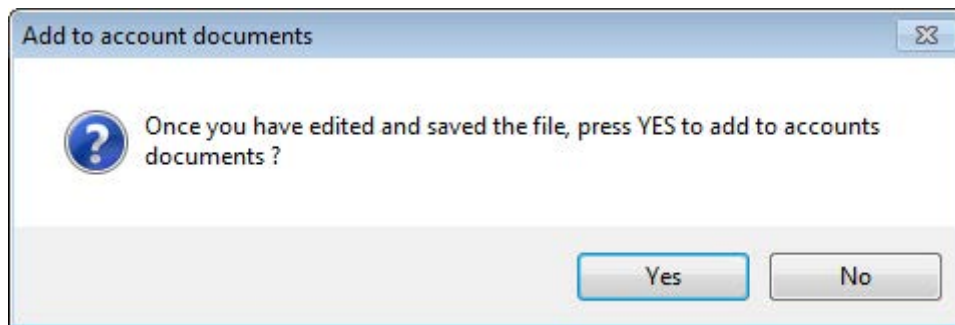
From this point the Document Manager window opens, prompting the document descriptive fields to be completed.

This is a very powerful tool in MYOB EXO Business, as it allows you to keep copies of the documents you have sent to each Debtor and Creditor. These could be anything from a .GIF to an .AVI file, or anything that is recognised by Windows applications. You can also easily create mail merge templates with the customer or supplier name and address details. You can even personalise the document to suit your requirements.

Reporting

MYOB EXO Business contains various methods of obtaining reports, including tools that allow the user to create their own GL reports, customise forms and create other general purpose reports.

Reports and reporting options are all accessed from the Reports menu. This menu contains the following options:

Option	Meaning
Dashboard	Opens the Dashboard (see page 539), which displays a configurable view of multiple summary reports.
Clarity Report Browser	Opens the Clarity Report Browser (see page 537), from where you can select and run reports from various categories.
Clarity Report Designer	Open the Clarity Report Designer (see page 539), which is a utility that lets you customise reports and forms, or create entirely new ones.
Analytics	Opens the EXO Business Analytics module (see page 549), which takes "snapshots" of business activity, allowing viewing of historic key performance indicators such as stock and sales activity.
Debtors Reports	Sub-menu containing a selection of Debtors reports.
Creditors Reports	Sub-menu containing a selection of Creditors reports.
Sales Reports	Sub-menu containing a selection of Sales reports, as well as the Sale Analysis Designer
Stock Reports	Sub-menu containing a selection of Stock reports.
Purchases Reports	Sub-menu containing a selection of Purchases reports.
General Ledger Reports	Sub-menu containing: • A selection of General Ledger reports, including the Chart of Accounts. • Options to set up special GL Reports using the GL Report Writer (see page 244), and then run them. • Options to set up and run GL Report Batches (see page 258).
Tax Reports	Sub-menu containing various Tax and Tax Return reports (see page 503), as well as options to edit previous Tax Returns.
Currency Reports	Sub-menu containing a selection of Currency Exchange Rate reports.
Other Reports	Sub-menu containing reports on the MYOB EXO Business system.
Shift Report	Opens a window for running and printing Shift Reports to be used with the POS system.

> **Note:** This is the default layout for the Reports menu. This menu can be customised using the **Menu Designer (see page 75)**; in this case, the available menu options may not match the options listed here.
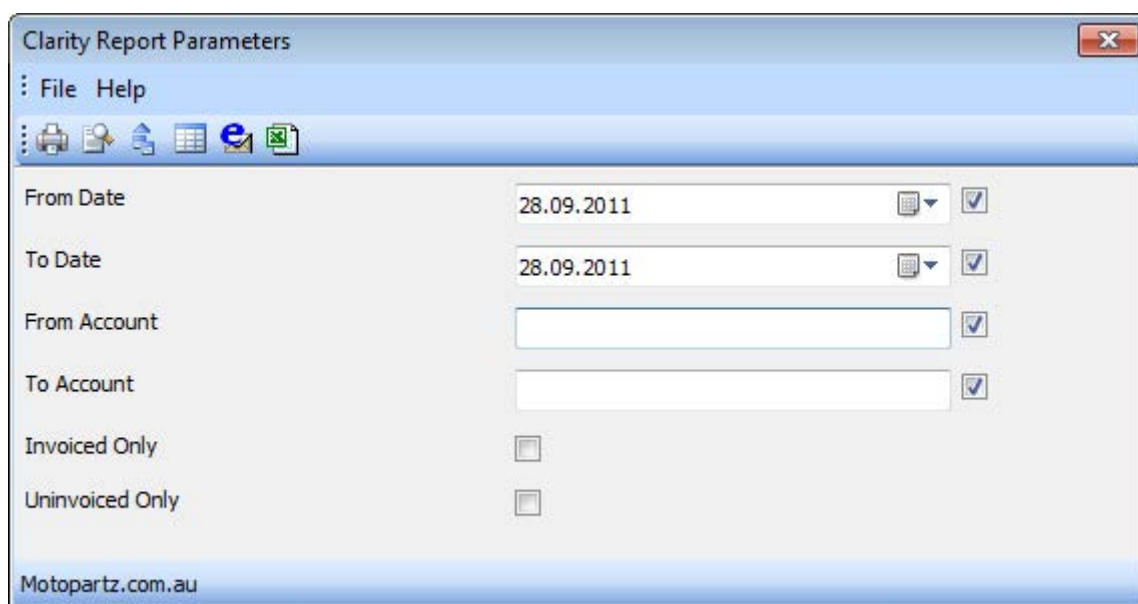
Running a Report

Select a report to run from the Report menu or from the Clarity Report Browser (see page 537). After running the report, you must enter any report parameters required. You can then output the report to the required destination in the required format.

Specifying Report Parameters

If no parameters are required, the report is generated immediately. A report preview (see page 535) is displayed, which can then be printed.

Many reports use a standard Clarity Report Parameters window for gathering parameters (some or all of which may be optional):

The exact parameters available differ from report to report, but the layout of the Clarity Report Parameters window and the available options are common to all reports that use the window.

> **Note:** Some reports use a more complex custom window for gathering parameters. These windows are specific to their report.

Viewing, Printing and Exporting Reports

Once the required parameters have been entered, the report can be generated and then output to a variety of destinations. The Clarity Report Parameters window offers the following options are available from its File menu or toolbar:

- **Print** - generates the report and prints it to the selected printer.

- **Preview** - Generates the report and displays it in an onscreen viewer. The report can be printed directly from the preview, or you can close the preview to return to the Clarity Report Parameters window.

- **Export to File** - Generates the report, then displays a Print to File window, allowing you to select the file format to export the report to.

- **View Grid** - Displays a grid containing the data that the report is generated from. This view is also available on the Grid tab of the Preview window.

- **Email Attachment** - Generates the report, then attaches it to a new email as a PDF. The default email client is used for composing and sending the email.

- **Export to XLS Report** - Generates the report as a Microsoft Excel report, then opens it in Excel.

- **Note:** When using Excel 2010, the report will open in Protected View mode. To prevent this from happening, open the Trust Center in Excel and add the EXO Business temporary directory as a Trusted Location. The temporary directory is specified by the **Directory location for temporary files** Computer-level profile setting.