

## Setting Up Custom Line Functions

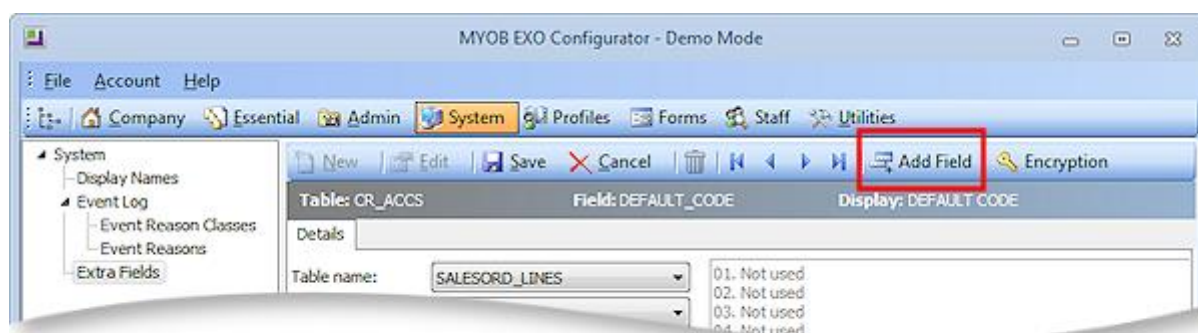
To set up EXO Business for Custom Line Fields:

1. Add fields to the EXO Business database to hold the CLF data.
2. Set up the Extra Fields that will be used by the CLF calculations.
3. Configure the CLF profile settings to activate and set up the CLF column.

### Setting up the Database

A database field must be added to the DR\_INVLINES and SALESORD\_LINES tables to store the data that is entered in the CLF field. Whatever name is chosen for this field, it must be the same in both tables.

This field can be added from SQL Server Management Studio, or by using the **Add Field** button when setting up Extra Fields:



**Note:** While you can add the new field from the Extra Fields screen, it cannot be set up as a visible Extra Field; if it is, errors will appear when you try to process a Sales Order or Debtor Invoice. After clicking **Add Field** and setting up the new database field, click **Cancel** to exit without setting up an Extra Field.

The Stock item fields that are used by the CLF calculations, PRICEPERKG and PRICEQTY, are added automatically.

**Note:** Prior to EXO Business 8.4, the PRICEPERKG and PRICEQTY fields had to be added manually. As the PRICEQTY field had to be set up as an Extra Field, it would be called X\_PRICEQTY. In an upgrade to EXO Business 8.4 or later, if an X\_PRICEQTY field is detected in the STOCK\_ITEMS table, it is renamed to PRICEQTY. A warning will appear on the Database Update window if this happens.

### Setting up Extra Fields

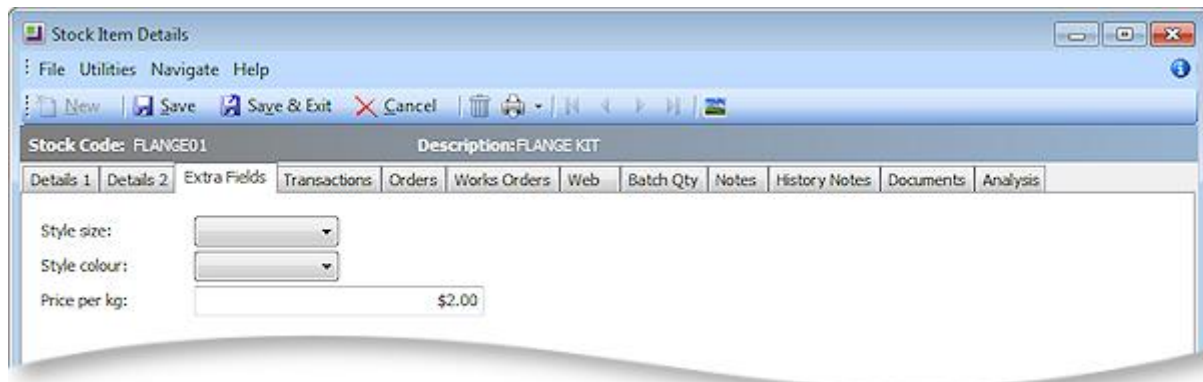
If you are using the type 1 or type 2 calculations, the PRICEPERKG or PRICEQTY field must be added to the Stock screen as an Extra Field (see page 23), so that data can be entered into it.

To set up Extra Fields for Custom Line Fields:

1. Open EXO Business Config and go to the **System > Extra Fields** section.
2. Click **New**.
3. Select "STOCK\_ITEMS" for the **Table name**.
4. For the **Field name**, select "PRICEPERKG" if you are using the type 1 calculation, or "PRICEQTY" if you are using the type 2 calculation.
5. Set a descriptive **Display name**, e.g. "Price per kg".
6. Enter a **Position** value to determine where the field will appear on the Extra Fields tab of the Stock item window.
7. Click **Save**.

## MYOB EXO Business User Guide

The Extra Field now appears on the Extra Fields tab of the Stock item window (see page 135), allowing this information to be set for any stock item:



### Setting up Profile Settings

The following Company-level profile settings are used to set up Custom Line Functions:

#### Enable custom line field

This setting controls whether or not CLF functionality is available. It is disabled by default.

#### Custom line field (CLF) calculation type

This setting specifies the calculation function that the Custom Line Fields will use. Enter 0 (no calculation), 1 (CLF field \* Price per kg) or 2 (CLF field / Price quantity).

**Note:** In previous versions, a calculation type 3 was available. This calculation type is now redundant, but the system still accepts a value of 3 here, to remain compatible with older versions.

#### Custom line field (CLF) column name

This setting specifies the name of the CLF column as it appears on the Sales Orders/Debtor Invoices screen.

#### Custom line field (CLF) database field name

This setting specifies the database field in the DR\_INVLINES and SALESORD\_LINES tables that the CLF data will be stored in. This is the field that you created in the previous step.

#### Custom line field (CLF) data type

This setting specifies the type of data that the CLF will contain. Choose "Number" or "Text".

#### Custom line field (CLF) number of decimal places

If the CLF contains numeric data, i.e. if the data type is set to "Number", this setting specifies the number of decimal places to be used.

#### Custom line field (CLF) stock item lookup field

This setting applies when the calculation type is set to "0". It specifies the field from the STOCK\_ITEMS table that will be used to populate the CLF field.

#### Custom line field (CLF) passed to debtor invoice line

If this setting is enabled, the CLF value from the Sales Order is passed to the CLF field on the related Debtor Invoice.

#### Custom line field (CLF) width

The setting specifies the width (in characters) of the CLF column on the Sales Orders/Debtor Invoices screen.

## Example Configuration

In the previous example (see page 376), the CLF profile settings are set as follows:

Profile Settings	Value
Custom line field (CLF) calculation type	1
Custom line field (CLF) number of decimal places	2
Custom line field (CLF) column name	Weight
Custom line field (CLF) database field name	X_CLF_FIELD
Custom line field (CLF) data type	Number
Custom line field (CLF) stock item lookup field	
Custom line field (CLF) passed to debtor invoice line	<input checked="" type="checkbox"/>
Custom line field (CLF) width	10
Enable custom line field (CLF)	<input checked="" type="checkbox"/>

## Generating Standing Sales Orders

### Transactions > Sales Orders > New > New Standing Order

Standing orders may also be referred to as Recurring Invoices. This option is available if the Extended Sales Order Statuses profile option is enabled in the Profile Manager.

1. To enter a Standing order, from the sales order search window, click on the drop down arrow next to the **New** button and choose *New Standing Order*.
2. The sales order window is displayed and user can now enter the debtor account details and the order lines as per a conventional sales order.
3. Click **Save** and the system will assign the next sales order number.

**Tip:** Add **Reference** as an extra field to the sales order header to help identify which standing orders are to be processed.

**Note:** A Standing Order is considered an outstanding order, and therefore commits stock. Processing a standing order creates an invoice for the order which processes stock movements. The standing order is retained as a commitment to represent the next repeat of the order and therefore still also reserves the stock. For a repeatable list of stock items to use as needed on sales order entry, use **Order Template BOMs (see page 505)**.

## Processing Standing Orders

### Transactions > Sales orders > Process Standing Orders

The Process Standing Order function can be added to the Transaction menu if standing orders are to be used. The window gives a list of all standing orders in the system, and controls the invoice creation function.

Order No	A/c Name	Reference	Cust O/N	Order Date	Total
10004	2 ALL CAR PARTS		6257	4/08/2010	\$2,615.63
10005	20 ALLPARTS AUTOMOTIVE LTD		62874	4/08/2010	\$1,221.41
10014	3 AUSSIE SPARES		30002255	17/10/2010	\$947.55
10015	21 COMFORT AUTOMOTIVE SERVICES...		21005599	17/08/2010	\$2,133.84

1. Enter the **Invoice Date**.
2. Select multiple standing orders by pressing the CTRL key and clicking on the selected standing orders.
3. A **Reference Code Filter** can be used if needed.
4. Select the **Print Invoices** option if the invoices are to be printed out (as opposed to just creating the transaction).
5. Press the **Start** button to commence processing of standing orders.

**Note:** The invoice printing will follow the order of records in the Exogrid, i.e. top to bottom, so it is suggested that the Exogrid be sorted before you start printing.

## Generating Layby Sales Orders

### About Laybys

The ability to create laybys is primarily used in a retail environment, and in MYOB EXO Business laybys have been designed to work in conjunction with using the MYOB EXO POS. However, layby functionality is still included in MYOB EXO Finance, although it is not as seamless as using it with MYOB EXO POS.

Before you can use laybys, you need to set up a Layby lookup stock item, to which any deposits and payments are posted until payment of the layby is complete, and the layby sales order is invoiced and allocated.

For more information about how laybys work in the MYOB EXO POS, refer to the POS user guide.

## Layby Profile Settings

The following Company-level profile settings in the Configuration Assistant (see page 52) affect the behaviour of deposits for laybys:

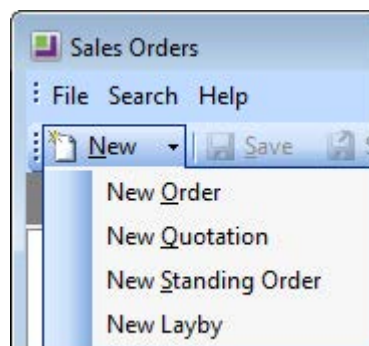
**Allow deposits in sales orders and general ledger** - Select to enable Deposits in sales orders and the General Ledger.

**Enable POS laybys** - Enables or disables Layby features in POS. Layby's utilises Sales Order functionality. Requires that Deposits are enabled (core profile setting) and also that Extended Sales order statuses are enabled in Sales Orders.

**Minimum Layby Deposit Percentage** - Set this profile to the default percentage of deposit for a layby. When initially creating a layby this will automatically prime the To Pay total to be this percentage of the total layby value. To enforce this as a minimum percentage also set profile Enforce Minimum Deposit.

## Creating a Layby

1. Go to the **Sales Order Entry** window, click on the down arrow on the **New** button and select **New Layby**.



2. Complete the details of the layby as you would for a regular Sales Order (see page 356).
3. Click the **Save** button when you have entered the sales order line items. The following prompt is displayed.



4. Click **Yes**. The Sales Order grid of the Payment/Receipt Entry window is displayed, with the **Deposit** checkbox ticked.

Payment/Receipt Entry

File Help

Save Cancel

Account: DANIEL PAYNE

Alert:

Account: 23. DANIEL PAYNE

Date: 31/10/2011 Period: 0. October 2011 Age: Current

Type: CASH Amount: 0.00 NZD: 1

Bank: Branch: Drawer: Chq/Ref:

Invoice no: Job Code: Analysis Codes:

Bank A/c: 00-04000-00. CURRENT BANK ACCOUNT

Transactions Sales Orders ☒ Deposit

Sel	Order No	Cust O/N	Order date	Due Date	Ref	Value Inc Tax	Deposits	Balance	Status
<input checked="" type="checkbox"/>	10011		18/05/2011	28/11/2010		\$106.74	\$0.00	\$106.74	5 - Layby

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5. Complete the details of the layby deposit and then click **Save**. You are returned to the **Sales Order** window.
6. Click the **Print** button to print the layby. The printed layby includes the deposit that has just been made.

### Receiving a Layby Payment

**Note:** The Layby features in MYOB EXO Business were originally designed to work with the MYOB EXO POS module; using the layby feature without POS does not give the full layby functionality. For example, when receiving layby payments, in the POS module, when a final payment is made you are prompted to supply and process the sales order. Without the POS module, the final payment is treated in the same way as any other payment on account, and therefore requires manual supply, invoicing and allocation. If you are a frequent user of laybys, we strongly recommend you consider implementing MYOB EXO POS.

After the initial layby has been created, you will be receiving incremental payments from the customer on the layby. Receiving a layby payment is essentially the same as receiving any Debtor payment (see page 398), and is made using the Debtor Receipts window.

When the final payment is being made, the order needs to be supplied, invoiced and allocated.



Follow these steps to supply a layby.

### Transactions > Debtors Receipts > Debtor Receipt

1. Enter the debtor account number in the Account field, and then go to the Sales Orders tab.
2. Tick the checkbox of the layby the customer is paying off. You can select multiple laybys for this payment.

Payment/Receipt Entry

File Help

Save Cancel

Account: DANIEL PAYNE

Alert:

Account: 23. DANIEL PAYNE

Date: 31/10/2011 Period: 0. October 2011 Age: Current

Type: CASH Amount: 0.00 NZD: 1

Bank: Branch: Drawer: Chq/Ref:

Invoice no: Job Code: Analysis Codes:

Bank A/c: 00-04000-00. CURRENT BANK ACCOUNT

Aged Balances:

Current:	0.00
1 month:	0.00
2 months:	0.00
3+ months:	0.00
Balance:	0.00

Transactions Sales Orders ☒ Deposit

Sel	Order No	Cust O/N	Order date	Due Date	Ref	Value Inc Tax	Deposits	Balance	Status
<input checked="" type="checkbox"/>	10011	18/05/2011	28/11/2010			\$106.74	\$0.00	\$106.74	5 - Layby

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3. Once you have selected the required layby, put the cursor in the Amount field and press the Spacebar. The amount to pay for the selected lines is displayed in the Amount field.
4. Enter the payment details and then click Save. As mentioned above, without the POS module, no change is made to the LAYBY status of the sales order.
5. Once the payment is made, go to the Sales Order window and highlight the sales order in the grid. Click on the Batch Sales order processing button in the toolbar, and tick the relevant options to supply and invoice the sales order (depending on how your company has configured the sales order process). Click the **Details** button to view the additional options in the Batch Sales order processing window here. Note that the payment details won't appear on the invoice you print out for the customer, as the payment has not yet been allocated to the invoice - this feature is available in the POS module.
6. Once you have created the invoice, you can now allocate the payment to it. Return to Debtors window for the debtor, highlight the invoice in the Transactions tab and click the **Allocate** button. Allocate the payments made on the layby to the invoice. The status of the invoice and allocated payments is updated to 'Allocated'.

## Generating Debtor Invoices

### Transactions > Debtors Invoice

You can create a Debtor Invoice either directly from the Invoice Entry window or as part of the Sales Order supply process (see page 367). The Debtor Invoice Entry window allows stock to be sold and invoice to be created directly, without the need for a sales order.

1. Click **New** to create a new Debtor Invoice.

Stock Code	Description	Qty	@Price	Desc(%)	Total	Batch Code	Options	Analysis Codes	Job Code
AIRFIL012PK	OVALCHROME AIR FILTER	1	140.00	0.0	140.00				
ALARM05	SECURITY ALARM	1	73.91	0.0	73.91		...		

<b>Invoice Totals:</b>	Stock levels: 20	Sub total:	213.91	Payments:	0.00
Weights: 7.0000		GST total:	32.09	Outstanding:	246.00
		Invoice total:	246.00	Change:	0.00

2. Enter the debtor account number in the Account field, or type **'?'** and **tab** to search for the required account.
3. Enter the basic details of the invoice:

Field	Description
<b>Salesperson</b>	Select the staff member you want to record as having made the sale.
<b>GST Included</b>	<p>Tick to make the invoice GST inclusive. You can override this at an invoice line level by clicking on the options ellipsis icon for the invoice line and changing the tax rate.</p> <p>If you have EXO Business Config, you can disable this option, both at invoice and invoice line level, so that all debtor invoices follow the GST inclusive rule that has been set for your company.</p>
<b>Invoice Date</b>	The invoice date. Must be within the period specified by the <b>Age</b> field.



<b>Payment Due</b>	<p>The date payment of this invoice will be due, calculated using the credit terms entered for the debtor.</p> <p><b>Note:</b> You can change this field's label by configuring the <b>Debtor invoice due date field caption</b> Company-level profile setting in EXO Business Config, if you require specific wording more appropriate for your customers.</p>
<b>Reference</b>	<p>An additional reference number you can record for the invoice, such as the name of the customer's project or cost centre.</p> <p><b>Note:</b> You can change this field's label by configuring the <b>Debtor invoice reference caption</b> Company-level profile setting in EXO Business Config, if you require specific wording more appropriate for your customers.</p>
<b>Customer order no.</b>	The customer order number.
<b>Invoice no.</b>	The invoice number will be automatically generated when you save the invoice. Note that a profile setting in the Configuration Assistant can be set to allow you to enter your own invoice number.
<b>Location</b>	Select from list of active locations in this field.
<b>Age</b>	If the <b>Post to Past Periods</b> User-level profile setting is enabled, you can select the period that the invoice will be generated in; if it is disabled, this field is read-only and always shows the current period.
<b>(currency)</b>	<p>If you operate in multiple currencies, this is the currency specified for the Debtor account, e.g. AUD, NZD. If you don't operate in multiple currencies, this field displays as "N/A" and cannot be edited.</p> <p>For Debtor accounts that are in a foreign currency, you can enter "?" into this field and press TAB to open a search window showing the exchange rates that were used in the first transaction on or before the <b>Invoice Date</b> entered for this invoice. This can be useful when entering invoices for prior periods, as it shows what the historical exchange rates were in the prior period.</p>
<b>Branch</b>	Select the branch of the transaction. Branches are cost centres in MYOB EXO Business.
<b>Campaign Wave</b>	If the EXO Business CRM module is installed, invoices can be associated with a campaign wave to track sales against a marketing campaign.
<b>Opportunity</b>	This field is available if the EXO Business CRM module is installed. If the invoice was generated from an Opportunity, the Opportunity will be entered here automatically; otherwise, one can be manually entered (enter ? and press TAB to search for an Opportunity).

4. Enter the details of stock items being sold in the invoice:

Field	Description
<b>Stock Code</b>	The Stock item code. Type '?' in this field and press tab to select stock item from a list.  <b>Note:</b> If the <b>Enable GL code entry into the stock code field on a debtors invoice</b> profile setting is enabled, you can enter a GL Code into this field by entering "@" and then the code (or enter "@" and press the ENTER key to search for a GL code).
<b>Description</b>	The Description of the stock item, display only.
<b>Qty</b>	The quantity of the stock item you are selling.
<b>@Price</b>	The price of the stock item. Double-click on this field to view the Price Formulation window, which lists any price policies which apply to this stock item or debtor which have affected the price displayed in this field.
<b>Disc (%)</b>	The discount percentage on this line (see page 427). Enter the percentage number of the discount. The discount amount is now removed from the invoice line total  <b>Note:</b> If you have EXO Business Config, you can specify whether or not you want to allow line discounts in a Debtor invoice.
<b>Total</b>	The total amount for the invoice line.
<b>Options</b>	The ellipsis button here displays the Invoice Line Periscope (see page 391), which summarises transaction information for the line, and allows you to override tax and discount information for the line.

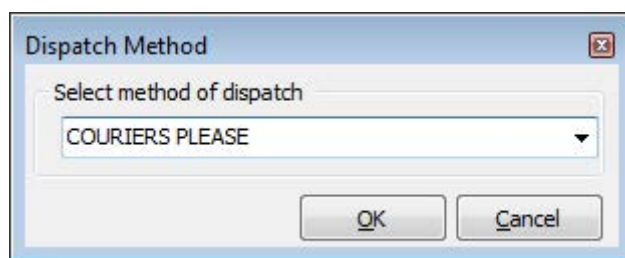
- To check the quantity in stock of the highlighted stock item, in each of your locations, right-click anywhere in the window and choose **Stock Level**. For each location this lists physical stock on hand, free stock, not for sale, committed, and on back order.
- To check how the tax has been calculated on an invoice line, press **Tax Rates** to display a summary of the tax rates used, which will also show the difference between automatically calculated rates and overridden rates.
- To add more descriptive comments to the invoice, click the **Narrative** button.
- At any time when you're creating an invoice, you can create a one-off stock item (see page 196). A one-off stock item is used for one-off sales, where you don't intend to keep the stock item in inventory, or even sell that stock item again.

**Tip:** The invoice window can also be used to create invoices at a Point of Sale. The EXO Business POS module provides an Enhanced Point of sale system with features and functions tailored for a more advanced retail environment.

**Note:** If there are restrictions attached to a debtor or alerts defined, the system displays warning messages, e.g. "Do not accept cheque", or "This account on STOP CREDIT"

- Click **Save**.

10. If your company ships goods, the Dispatch Method window is displayed. Select the method for shipping the goods and click **OK**.



This is controlled by the User-level profile setting **Prompt for dispatch information for debtor invoices & sales orders**, which must be enabled to display this window.

11. You are prompted to print the invoice. Choose the required invoice template (see page 99) you want to use for this debtor and click **Yes**.

**Note:** You can batch print multiple invoices from the **Invoice Batch Printing window** (see page 392).

## Receive a Payment on a New Invoice

You can receive debtor payments in various ways:

- in the Payments/Delivery tab of the Debtor Invoice Entry window,
- in the Debtor Receipts window, and
- in the Debtor Batch Receipt window.

The Payments/Delivery tab is the easiest and quickest method of receiving payment at the point of sale. However, if you want to enter comprehensive payment information, or give discounts on the sale, we recommend you receive payments using the Debtor Receipts window.

**Note:** If the Payments/Delivery tab does not appear in the Debtor Invoice window for a new invoice, then if the profile 'Allow Debtor Payments Entry' in the Configuration Assistant needs to be enabled.

1. Select the Payments/Delivery tab.

2. Enter the payment type in the Payment Type field either by typing the name of the payment type, or by typing '?' in the field and selecting from the list that is displayed. You can use multiple lines to pay with multiple payment types.
3. Press the **spacebar** in the Amount field to display the total invoice amount.
4. Enter the remaining payment details.
5. Click **Save** to save and print the invoice.

## Enter Delivery Details for an Invoice


**Note:** If the Payments/Delivery tab does not appear in the Debtor Invoice window for a new invoice, then if the profile 'Allow Debtor Payments Entry' in the Configuration Assistant needs to be enabled.

1. The delivery address for an account is displayed in the Delivery details of the frame. If the account has multiple delivery addresses, click on the Select Address button. The Extra Delivery Addresses window is displayed, where you can add extra delivery addresses (see page 101).
2. Select the required delivery address and **Save**.

## Duplicating a Debtor Invoice

**Account > Debtors > {choose one} > (Transactions)**

Sometimes it may be quicker to duplicate an existing debtor invoice than to create it again from scratch. To do this:

1. Open the required Debtor account.
2. Click on the Transactions tab (see page 125).
3. Highlight the invoice you want to duplicate. Either:
  - highlight the required period and then scroll to the required invoice, or
  - click on the **Invoice Search** button (  ) and locate the required invoice.
4. Right-click on the invoice and select **Duplicate Invoice**. A duplicate of the original invoice is displayed in the Invoice Entry window, but with updated information such as salesperson and dates.
5. Edit the duplicated invoice as required and save.

## Editing a Debtor Invoice

You can only edit an existing invoice if the invoice was generated in the current period, and the invoice is unallocated. Any changes are posted to the relevant General Ledgers.

**Note:** The ability to edit a debtor invoice is enabled by a User-level profile setting called **Permitted level of access to debtor transaction editing**. If this is not enabled, you will not be able to edit a debtor invoice.

If the invoice was generated in a non-current period, that has been locked, or the invoice is allocated, or partially allocated, you can only edit the reference fields of the invoice (see page 389), such as the order number, or add a narrative.

**Accounts > Debtors**

1. Click on the **Transactions tab** for the required debtor account.
2. Right-click on the required debtor invoice and select **Edit Invoice**. The Edit Invoice [inv number] window is displayed.
3. Edit the invoice as required.

4. Click **Save**.
5. A confirmation dialog is displayed. Click **Yes**. You are then prompted to print the invoice.

### ***Editing the Reference Fields of a Debtor Invoice***

If a Debtor invoice has already been allocated, or is dated in a prior period, you can no longer edit the invoice, but you can edit the reference fields of the invoice.

**Note:** The **Permitted level of access to debtor transaction editing** User-level profile setting must be set to “Full invoice editing allowed” or “Invoice header fields editing allowed” for user to be able to edit Debtor invoice reference fields.

1. Click on the Transactions tab for the required Debtor account.
2. Right-click on the required Debtor invoice and select **Edit Ref Fields**. The Edit Transaction Reference window is displayed.

3. Edit the fields using the following table:

Field	Description
<b>Trans Date</b>	The transaction date of the original invoice. Cannot be changed to a locked period.
<b>Payment Date</b>	Payment due date.
<b>Reference</b>	Any reference number or text.
<b>Cust Order no</b>	Customer Order Number.
<b>Amount</b>	Amount of the invoice - display only, this cannot be changed.
<b>Narrative</b>	Any further narrative you want to add about the invoice or the changes to it.

4. Click **Save**.

## Allocating a Debtor Receipt to an Invoice


When you receive a payment in MYOB EXO Business, you need to then allocate the payment to the relevant invoice(s).


You can either:

- allocate a payment at the time you process the payment in the Debtor Receipts window (see page 398).
- allocate a payment to an invoice after the payment has been made, via the Debtor Account Transactions window.
- allocate multiple payments, using the Debtor Receipt Batch Entry window.

The following procedure describes how to allocate a payment to an invoice after the payment has been made.

### Accounts > Debtors

1. Select the required account and then click on the **Transactions** tab.
2. Click on the **Allocation** button in the toolbar (  ). The Debtor Transactions Allocation window is displayed.



Sel	Trans #	SO #	Date	Transaction	Branch	Inv No	Ref 1	Ref 2	Amount	To Allocate	Al	PP Disc	PP Disc Amnt
<input checked="" type="checkbox"/>	308		04.06.2011	INVOICE	AUCKL...	10166			\$3,575.75	\$3,575.75	0		\$0.00
<input type="checkbox"/>	350		19.06.2011	INVOICE	WELLINGT	10190			\$107.55	\$107.55	0		\$0.00
<input type="checkbox"/>	351		19.06.2011	INVOICE	WELLINGT	10191			\$346.95	\$336.95	0		\$0.00
<input type="checkbox"/>	364		19.06.2011	PAYMENT	WELLINGT		D/C	111111	-\$10.00	-\$10.00	0		\$0.00
<input type="checkbox"/>	373	10019	19.06.2011	INVOICE	AUCKL...	1004	10019		\$127.89	\$127.89	0		\$0.00
<input type="checkbox"/>	374	10020	19.06.2011	INVOICE	AUCKL...	1005	10020		\$6,658.00	\$6,658.00	0		\$0.00
<input type="checkbox"/>	375	10021	19.06.2011	INVOICE	AUCKL...	1006	10021		\$182.70	\$182.70	0		\$0.00

Adjustment: 0.00    Discount: 0.00    Payment: 0.00    Invoice: 0.00    Yet To Allocate: 0.00

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3. Select **Only Unallocated Transactions** in the View Criteria field.
4. Select the payment line you want to allocate by ticking the checkbox of the payment.
5. Select the invoice to which you want to allocate the payment:
  - To allocate to the oldest invoices first, click the **To Oldest** button. Any part-allocation will be automatic.
  - If the payment is for a single invoice, select that invoice only.
  - If the payment is to be manually allocated to multiple invoices, select the required invoices. If the allocation will result in a part-allocation of the 'last' invoice, use the **Part Allocate (%)** button, and then select the invoices to which you want to allocate the payment, by ticking the relevant checkboxes.



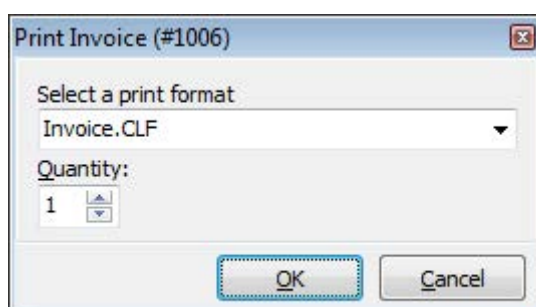
**Note:** You cannot save the allocation transaction until the allocation balance is zero; if you try and save before the payment is fully allocated, a warning is displayed, and you are returned to the Transactions window.

## Reprinting a Debtor Invoice

### Account > Debtor

Follow these steps to reprint a debtor invoice:

1. Click on the **Transactions** tab.
2. Select the period of the invoice in the top grid of the window.
3. **Right-click** the required invoice in the bottom grid of the window and select **Print Invoice**. The Print Invoice dialog is displayed:



4. Choose the required invoice template (see page 99), how many copies you want to reprint, then click **OK**.

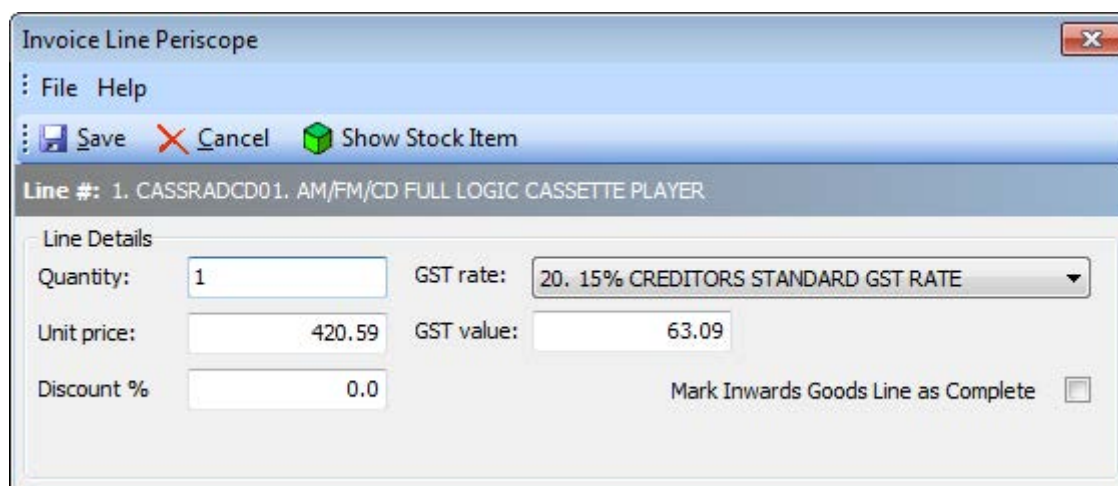
**Note:** The Print Invoice window only appears if more than one invoice template is in use in the system. If only one template is available, it is selected automatically, and the invoice prints without requesting any user input.

## Using the Debtor Invoice Line Periscope

The Debtor Invoice Line Periscope summarises transaction line information for the highlighted line in Debtor Invoice Entry window, and allows you to make changes to the transaction information and see how it affects your margin on the sale before committing to a change.

To view the Debtor Invoice Line Periscope:

1. Highlight the required transaction line.
2. Click on the ellipsis icon in the Options column. The Invoice Line Periscope window is displayed.



3. Use the following table to edit these fields:

Field	Description
<b>Quantity</b>	Quantity of the stock item being invoiced.
<b>Unit Price</b>	Unit price of stock item.
<b>Discount%</b>	Any discount that has been applied, either manually, or via price policies.
<b>Cost Price</b>	Cost price of the stock item. Click the Stock Item Details button to view the stock item information, including last, average and standard costs.
<b>GST rate</b>	The GST rate of the transaction line, which you can change.
<b>GST value</b>	The dollar amount of GST, from the GST rate above.
<b>Margin</b>	The profit margin on the invoice line. Display only.

4. To view the Stock Item Details window for the stock item, click the **Show Stock Item** button.
5. To view any price policies for the stock item, or debtor, click the Price Formulation button.
6. Click **Save**.

## Batch Printing Debtor Invoices

To print multiple Debtor Invoices at once, select **Debtors Reports > Debtor Invoice Batch Printing** from the Report menu. The Invoice Batch Printing window opens:

**Invoice Batch Printing**

File Help

Load Print All Print Mailshot

From Date: ☒ 01.02.2012 To Date: ☒ 07.02.2013 From Inv No: 10049 To Inv No: 1006 From A/c No: To A/c No:

☐ Invoices to branch accounts ☐ Exclude If Already Printed ☐ Exclude If Already Emailed

Invoice Number List to Print (separate by commas)

☐ Account Groups: ☐ TRADE ☐ RETAIL ☐ FOREIGN

☐ Custom Filter SQL

#	Transdate	Invno	Accno	Name	Amount	Alphacode	Post Code
78	02.02.2012	10049	0	0. CASH SALES	\$4.19	CASH01	
80	04.02.2012	10050	3	3. AUSSIE SPARES	\$1,323.80	AUSSPA01	
81	06.02.2012	10051	0	0. CASH SALES	\$346.95	CASH01	
90	09.02.2012	10052	0	0. CASH SALES	\$108.49	CASH01	
92	11.02.2012	10053	5	5. D & C PANELBEATERS	\$885.38	DCPAN01	
93	13.02.2012	10054	0	0. CASH SALES	\$732.40	CASH01	
95	16.02.2012	10055	0	0. CASH SALES	\$99.00	CASH01	

Motopartz.co.nz 154 invoice(s), \$126649.86

Specify search criteria and click **Load** to show a list of invoices that match the criteria in the lower half of the window. From here you can:

- Click **Print All** to print all invoices in the list.
- Click **Print** to print the currently selected invoice.
- Click **Mailshot** to send invoices to their related Debtors using the mailshot functionality (see page 528).

## M-Powered Invoices

MYOB M-Powered Invoices is an invoicing tool that lets you access a variety of customer-friendly payment options. Using M-Powered Invoices, your debtors can pay you via BPAY®, credit card online or by phone, or any Australia Post outlet. The M-Powered Invoices process works as follows:

1. MYOB EXO Business is set up to use M-Powered services.
2. M-Powered Invoices are generated and sent to Debtors.
3. Debtors make payments, which are processed by MYOB.
4. Customer Payments files are supplied by MYOB, so that payments can be imported into EXO Business as Debtor Payments.

**Note:** The M-Powered Invoices service is only available in Australia.

### ***Setting up M-Powered Invoices***

M-Powered Invoices must be set up before the feature can be used in MYOB EXO Business.

It is highly recommended that you use the latest EXO Business Installer to set up program files. If you just copy the executables manually, it is easy to miss out additional files that are necessary to connect to the M-Powered services database. If you run the EXO Business Installer, these files will be copied to the right location automatically.

Also, the registered company name in the EXO Business Configurator cannot contain any characters that Windows would not allow for a filename, i.e. \ / : \* ? , " |

The reason for this is that the first time an M-Powered Services database is created from EXO Business, it will create a .box file to hold the M-Powered database. This box file will have a name that matches the **Company Name** recorded in the EXO Business Configurator at **Company > Company Details**.

If you need to change your company name, contact the MYOB licensing department for new EXO Business registration codes and also contact the M-Powered Services team for the new licensing and user login codes.

### Activating M-Powered Options

Select **Setup > M-Powered Details**.

**Note:** If this menu option is not available, you may need to add it using the EXO Business Configuration Assistant at **Staff > Menus**.

The MYOB M-Powered Services window appears:

If you do not have an M-Powered Payee Number, click the **Sign Up** button to open a web browser to the MYOB M-Powered Services signup page.

If you have a Payee Number, click the **Edit** button to make the fields on this window editable.

Field	Description
<b>Payee Number</b>	Enter the Payee Number you obtained when you signed up for MYOB M-Powered Services.
<b>Biller Name/Code</b>	Select the Biller Name or Biller Code to be used on M-Powered Invoices. This appears in the “How to Pay” section of the invoice.
<b>Maximum Payment</b>	This optional value applies to credit card transactions only, and is the maximum payment amount per invoice.

### Set up Debtors

For all Debtor accounts that you want to use M-Powered Invoices:

1. Open the Debtor account and select the Details 2 tab (see page 94).
2. Select “M-POWERED” for the **Invoice Type** property.

Alternatively, all Debtor accounts can be set to “M-POWERED” by enabling a profile setting (see below).

### Set up Profiles

The following profile settings can be configured in the EXO Business Configuration Assistant (see page 52) to customise M-Powered Invoices:

- **Enable MYOB M-Powered invoice as the default invoice type for all accounts** (Company profile) - If this option is ticked, all Debtor accounts have their Invoice Type set to “M-POWERED”.
- **Default payment type for import of M-Powered Invoice data** (User profile) - Select the default Payment Type for payments that are imported as Customer Payments (see page 395).

## Generating M-Powered Invoices

M-Powered Invoices are generated in the same way as standard Debtors Invoices (see page 384).

The invoices contain an extra “How To Pay” section, which gives the Debtor instructions for how to pay the invoice.

**How to pay**

Powered by **MYOB**

**by credit card**  
 To pay via MasterCard or VISA.  
 by INTERNET: myob.com.au/ezybillpay  
 by PHONE: 1300 855 558  
 Minimum payment \$10.00. Maximum payment \$10,000.  
 Quote Ref: 8888 8888 132

**by mail**  
 Detach this section and mail your cheque to...  
 Clearwater Pty Ltd

**in person**  
 Present this invoice at any Post Office to make a payment via cash or EFTPOS. Cheque payments not accepted.  
 Minimum payment \$10.00. Maximum payment \$10,000.

**Biller code:** [Enter biller code here]  
 Ref: 8888 8888 132

Contact your financial institution to make this payment from your bank account (excluding credit cards).  
 Minimum payment \$10.00.  
 The following biller name will appear on your bank statement - [Enter biller name here]

Invoice #: 00000013 Amount Due: \$3,000.00

## Importing Customer Payments

You will receive two Customer Payments files by email, detailing all payments made by your Debtors, and the total amount credited to your nominated bank account:

- An M-Powered Payment File, with an extension of .MYC.
- A Payment Advice file in PDF format. This file lists each payment received and the invoice it relates to.

To import the payments into EXO Business as Debtor Payments:

1. Save the two Customer Payments files to a convenient location.
2. Open the Debtors Payment/Receipt Batch Entry window (see page 401).
3. Click the **M-Powered** button at the top of the window.
4. Browse to the location of the .MYC file that you want to import. Select it and click **OK**.
5. All valid transactions are automatically imported and appear on the Debtors Payment/Receipt Batch Entry window.

**Note:** If any invoice numbers in the .MYC file are not found by the import function, a window detailing the unsuccessful imports appears. Click the **Print** button to produce a hard copy for your records, and then click the **Close** button to continue with the accepted transactions. If you want to reject the entire import, then click the **Cancel** button on the main window's toolbar.

6. Change the General Ledger code of the **Bank Account** if you need to. This will have defaulted to the GL code specified in the Payment Group that the “M-POWERED” Payment Type belongs to.

**Note:** Payment Groups and Payment Types are set up in the EXO Business Configuration Assistant.

7. Check the **Post to GL** box if you want to post the transactions to the General Ledger when you save this batch, or leave it clear to post the transactions to the Debtors Ledger only now, and defer the posting to GL.
8. Check the **Auto Allocate** box to automatically allocate payments which match by value. Payments which do not match by value will invoke the Allocation window.
9. Click the **Save** button to save the batch.




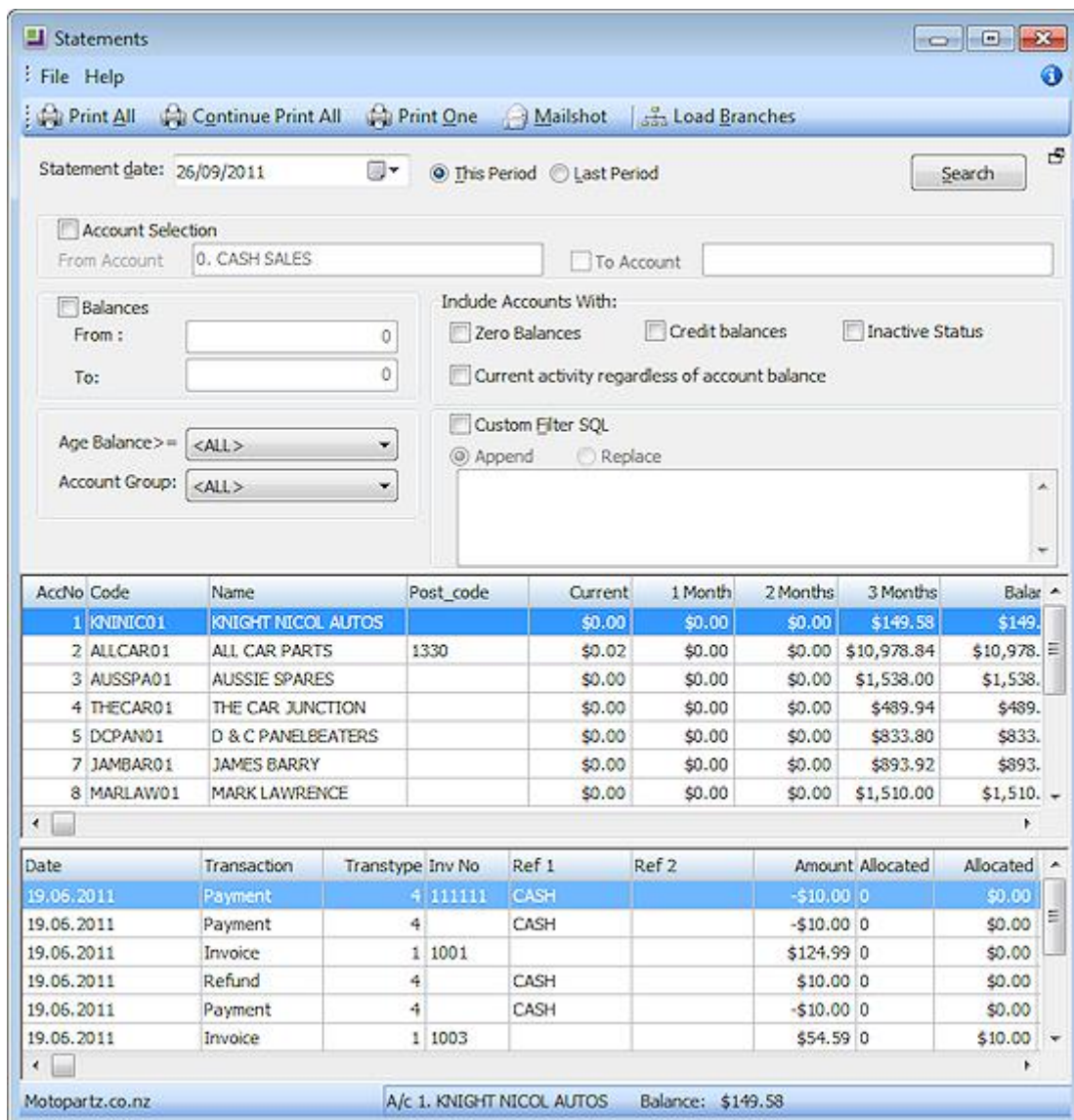
**Note:** As an alternative to importing payments from the .MYC file, you can enter them manually by clicking the **New** button and entering the information from the Payment Advice file. This method is intended for backup or troubleshooting purposes.

## Printing Debtor Statements

### Reports > Debtors Reports > Debtor Statements

The Statements window is used to print statements for a single Debtor or all Debtors, for the current period or the last period. Not only is there a summary line for each Debtor, giving totals for the current month and past 3 months, and balance, but also a detailed list of each transaction that makes up those balances. You can drill to view any Debtor Invoice.

1. Choose the **Statement date**. This the date the statements will be dated.
2. Choose whether you want to print a statement/statements for the current period (**This Period**) or the **Last Period**.
3. If you require more criteria to filter the Debtors for whom you want to print statements, click the Show advance search options icon  in the top right corner of the window.



AccNo	Code	Name	Post_code	Current	1 Month	2 Months	3 Months	Balance
1	KNINIC01	KNIGHT NICOL AUTOS		\$0.00	\$0.00	\$0.00	\$149.58	\$149.58
2	ALLCAR01	ALL CAR PARTS	1330	\$0.02	\$0.00	\$0.00	\$10,978.84	\$10,978.84
3	AUSSPA01	AUSSIE SPARES		\$0.00	\$0.00	\$0.00	\$1,538.00	\$1,538.00
4	THECAR01	THE CAR JUNCTION		\$0.00	\$0.00	\$0.00	\$489.94	\$489.94
5	DCPAN01	D & C PANELBEATERS		\$0.00	\$0.00	\$0.00	\$833.80	\$833.80
7	JAMBAR01	JAMES BARRY		\$0.00	\$0.00	\$0.00	\$893.92	\$893.92
8	MARLAW01	MARK LAWRENCE		\$0.00	\$0.00	\$0.00	\$1,510.00	\$1,510.00

Date	Transaction	Transtype	Inv No	Ref 1	Ref 2	Amount	Allocated	Allocated
19.06.2011	Payment	4	111111	CASH		-\$10.00	0	\$0.00
19.06.2011	Payment	4		CASH		-\$10.00	0	\$0.00
19.06.2011	Invoice	1	1001			\$124.99	0	\$0.00
19.06.2011	Refund	4		CASH		\$10.00	0	\$0.00
19.06.2011	Payment	4		CASH		-\$10.00	0	\$0.00
19.06.2011	Invoice	1	1003			\$54.59	0	\$10.00

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4. Complete the Advanced Search fields using the following table:

Field	Description
<b>Account Selection: From and To Accounts</b>	The From and To accounts of the account range you want to filter on. Use the same account number in both fields to select the statement of a single Debtor.
<b>Balances: From and To</b>	The From and To account balances of the balance range you want to filter on. For example, you might decide it's not worth the postage to send out statements with a balance of less than \$5.
<b>Include Accounts with: Zero Balances</b>	Choose to include accounts with zero balances.
<b>Include Accounts with: Credit Balances</b>	Choose to include accounts with credit balances.
<b>Include Accounts with: Inactive Status</b>	Choose to include accounts whose <b>Active</b> flag is unticked.
<b>Include Accounts with: Current Activity regardless of account balance</b>	Choose to include accounts with any activity in the current period, regardless of their account balance.
<b>Age Balance</b>	You can generate statements for those Debtor accounts with an outstanding balance of a particular age, e.g. print statements for accounts with outstanding balances for 2 months.
<b>Account Group</b>	Choose to include accounts of a specific Account Group.
<b>Custom Filter SQL</b>	Advanced feature: You can use a SQL query statement to filter the accounts, using any of the fields in the DR_ACCS table. Select whether to <b>Append</b> the SQL query to the default filter using an AND operation or <b>Replace</b> the default filter.  <b>Note:</b> When selecting the <b>Replace</b> option, your custom filter must be preceded with an AND or OR operation.

- Click the **Search** button at any stage to refresh the list with your search criteria. If you are printing statements for multiple Debtors, filter the required Debtor accounts so that the **Print All** button will print only the statements you want to print.
- Double-click a Debtor account line in the top grid of the window to list the transactions of that Debtor that make up their account balance for the selected search criteria.
- Double-click a Debtor Invoice line in the bottom grid to view the printed invoice.
- If you have selected multiple Debtors, click the **Print All** button; if you are printing a single statement, click the **Print One** button. To bulk send statements by print and/or email (see page 528), click **Mailshot**.

## Receiving Debtor Payments

### Transactions > Debtors Receipts > Debtor Receipt

When a debtor makes a payment, you need to allocate that payment to the appropriate invoices on the account. You also need to ensure that the credit control matches the payment made to the group of invoices.

If you are receiving payment at the time of generating the invoice, you will probably enter the payment in the Payments/Delivery tab of the Debtor Invoice window, in which you can record basic payment details.

You can either allocate the payment to the appropriate invoice(s) at the time the payment is received, or at a later date. You can unallocate payments, and reallocate them.

**Note:** If this is a branch account (and you don't have EXO Business Config), the invoice transaction you are receiving a payment against will be displayed in the branch account transaction grid, but the **New Payment** button will be inactive; you can only receive a payment from the head office account. Click the **Show Head Office** button to receive the payment. If you do have EXO Business Config, you can choose to manually send transactions to Head Office, and so are able to receipt payments in the branch account before transferring to Head Office.

Debtor's payments or receipts can be recorded in various ways: via the Payments tab of the Debtors Invoice Entry (see page 384), the Debtors Receipt window, or the Debtors Receipt Batch Entry window.

1. Go to the Transactions menu and choose **Debtors Receipts > Debtor Receipt**. The Payment/Receipt Entry window is displayed:

**Payment/Receipt Entry**

File Help

Save Cancel

Account: CASH SALES

Alert:

Account: 0. CASH SALES

Date: 31/10/2011 Period: 0. October 2011 Age: From Oldest

Type: CASH Amount: 0.00 NZD: 1

Bank: Branch: Drawer: Chq/Ref:

Invoice no: Job Code: Analysis Codes:

Bank A/c: 00-04000-00. CURRENT BANK ACCOUNT

Transactions: Sales Orders Deposit

View Criteria: Only Unallocated Transactions Find Adjustment Part Allocate (%) Allocation age: 0. October 2011

Sel	Trans #	SO #	Date	Transaction	Branch	Inv No	Ref 1	Ref 2	Amount	To Allocate	AI	PP Disc	PP Disc Amt	Receipt Amt	Taxtotal
	29		21.08.2010	PAYMENT	AUCL...		CASH		-\$83.15	-\$83.15	0		\$0.00	\$0.00	\$0.00
	30		22.08.2010	INVOICE	AUCL...	10024			\$77.46	\$77.46	0		\$0.00	\$0.00	\$0.61
	31		22.08.2010	PAYMENT	AUCL...		EFTPOS		-\$77.46	-\$77.46	0		\$0.00	\$0.00	\$0.00
	32		19.08.2010	INVOICE	AUCL...	10025			\$83.15	\$83.15	0		\$0.00	\$0.00	\$9.24
	33		19.08.2010	PAYMENT	AUCL...		CASH		-\$83.15	-\$83.15	0		\$0.00	\$0.00	\$0.00
	35		22.08.2010	INVOICE	AUCL...	10026			\$37.87	\$37.87	0		\$0.00	\$0.00	\$4.21
	36		22.08.2010	PAYMENT	AUCL...		EFTPOS		-\$37.87	-\$37.87	0		\$0.00	\$0.00	\$0.00
	67		17.10.2010	INVOICE	AUCL...	10042			\$112.58	\$112.58	0		\$0.00	\$0.00	\$12.51
	69		21.10.2010	INVOICE	AUCL...	10044			\$55.30	\$55.30	0		\$0.00	\$0.00	\$6.14
	75		21.10.2010	CREDIT	AUCL...	CR10044			-\$55.30	-\$55.30	0		\$0.00	\$0.00	-\$6.14
	76		28.10.2010	CREDIT	AUCL...	CR10042			-\$112.58	-\$112.58	0		\$0.00	\$0.00	-\$12.51
	78		03.11.2010	INVOICE	AUCL...	10049			\$4.19	\$4.19	0		\$0.00	\$0.00	\$0.47

Adjustment: 0.00 Discount: 0.00 Payment: 0.00 Invoice: 0.00 Yet To Allocate: 0.00

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2. Enter the debtor account making the payment by entering the name (or number) directly or **?+Tab** in the account field to search for a debtor.
3. Click the ellipsis button [...] on the **Aged Balances** area to view Debtors Account Transaction window. This is a useful to check the debtor's transactions before entering the payment.

4. Select the payment type in the Payment field.
5. Enter the payment amount:
  - If you enter the payment amount directly in this field, and don't select any invoices in the grid below against which to allocate the payment, the payment will remain unallocated. You can allocate it later via the **Debtor Account > Transactions** window.
  - If you select the invoices you want to pay by ticking the checkbox of the required invoices, and then press the SPACEBAR in the **Amount** field, the total amount of the selected invoices is displayed in the Amount field, and the invoices and payment will be immediately allocated on saving the receipt transaction.
  - If you enter an amount which only part-pays an invoice, then click the Part Allocate button to allocate the payment to that invoice and leave an unallocated balance.
6. Enter the remaining payment details as necessary.
7. Choose the **View Criteria** for the grid below, for example '**Only Unallocated Transactions**'.

The grid header fields are detailed in the table below:

Column	Description
<b>Sel</b>	Tick the checkboxes of all lines you want to receipt the payment against.
<b>Trans #</b>	The unique transaction id.
<b>SO #</b>	The Sales Order number.
<b>Date</b>	The date of the transaction.
<b>Transaction</b>	The transaction type, e.g. invoice, payment.
<b>Branch</b>	The branch of the transaction line. If this is the head office account, all branch transactions are listed; if you have MYOB EXO Configurator, and this is a branch account, you can only receipt a payment against your branch.
<b>Inv No</b>	The invoice number.
<b>Ref 1</b>	Internally generated explanatory reference text.
<b>Ref 2</b>	Internally generated explanatory reference text.
<b>Due Date</b>	The due date of the transaction, based on the credit terms of the debtor.
<b>Amount</b>	The transaction amount.
<b>NZD / AUD</b>	New Zealand or Australian Dollar - this shows the defined exchange rate.
<b>To Allocate</b>	When you tick the Sel checkbox for the transaction line, this becomes zero. If this is a part-payment of the line, the amount still to be allocated is displayed in this field.
<b>AI</b>	'1' indicates the transaction line has been allocated, '0' that it has not yet been allocated.
<b>?</b>	Right-click on the transaction line and choose Toggle Query Status to put a question mark on the transaction, to reflect that the transaction is in question. This can then be reported on.

<b>PP Disc</b>	Tick this checkbox to give a prompt payment discount for payment of this invoice. This uses the Prompt Payment Discount percentage information of the Debtor (see page 437).
<b>PP Disc Amount</b>	The prompt payment discount amount, based on the previous percentage.
<b>Receipt Amt</b>	The total payment receipt amount for the line.
<b>TaxTotal</b>	The tax total on the transaction line.

8. If the payment is a deposit, tick the **Deposit** checkbox. The Sales Order tab is displayed. Highlight the required sales order for which the payment is a deposit (see page 401) and click **Save**.
9. If you are allocating the payment to one or more invoices, select the required invoices by ticking the relevant checkboxes in the **Sel** column.
10. Click in the **Amount** field and press the SPACEBAR again. The total to pay of the selected invoices is displayed in the **Amount** field.
11. Click **Save**. The Allocations Grid is docked into this window; saving both the receipt and allocation to invoice info simultaneously. This feature helps with the detection of errors before anything is saved.

## Prompt Payment Discount

You can calculate and apply prompt payment discounts at the invoice level (see page 402).

Each invoice has a checkbox that can be ticked to indicate that prompt payment should be calculated. When ticked, the **PP Disc Amnt** column will automatically be calculated at the discount rate established on the Debtor account (see page 437). The line is also automatically flagged as allocated when this is done. The receipt amount column shows net of discount.

De-selecting the invoice, so that it is unallocated, will also clear the discount as the discount cannot be applied if the invoice is not being allocated. Clicking the discount checkbox by itself will cancel the discount calculation but leave the row allocated.

Use the **spacebar** on an invoice to select or de-select prompt payment discount. Use **Enter** on an invoice to allocate or unallocated an invoice, use the up and down arrow keys to navigate between these invoices. Alternatively the mouse can be used, but is less effective than the keyboard method.

The total discount is shown at the bottom of the window.

## Small Balance Write-off

If you have allocations marked, and the Amount field is less than the total of these, when you press **Save** the system will ask if you wish to discard the allocations and receipt the payment only (no allocations).

As when allocating later, the **Adjustment** button will create a debtor adjustment to balance the allocation set. The difference here is that the computation is based on the pending receipt transaction. Continuing the short paid example above, we can see that clicking the **Adjustment** button computes a pending adjustment value and displays it in the window footer.

**Note:** The adjustment entry cannot exceed \$5.00.

An adjustment entry can also be automatically generated from payment rounding.

## The Find Button

The find button replaces the **Auto** and **To Oldest** (see page 389) buttons when the allocation grid is docked in the receipt window. It will attempt to find an entry in the allocation grid that matches the payment value and set it to 'allocated'.

## Deposits

To change the receipt to a deposit (against Sales Order rather than invoice) either tick the **Deposit** checkbox or click on the Sales Orders tab (which automatically ticks the checkbox). A list of Sales Orders is displayed.

**Note:** You can only select one Sales Order for the deposit.

If you need to change the deposit back to receipt then just un-tick the Deposit checkbox.

**Note:** Clicking the Sales Orders tab when you have pending allocations in the Transactions tab does not permit this action. You must click the Deposits checkbox instead. This will also clear those allocations.

## Receiving Multiple Debtor Payments

### Transactions > Debtors Receipts > Debtors Receipt Batch Entry

The batch entry option allows you to receive multiple payments as a single batch. We recommend you use this window to record all receipts per payment type per day to easily manage your bank reconciliation.

For MYOB EXO POS users, you can choose to align your banking batches with shifts by setting the Align Banking Batches to Shifts profile setting in the MYOB EXO Business Configuration Assistant.

**Note:** By default, you can post both individual debtor receipts and debtor receipt batches to the General Ledger. If you only want to allow debtor receipt batches to be posted to the General Ledger, enable the Company-level profile setting **Post Debtors Payments to GL as Batches**.

1. Click **New** to create a new debtor receipt batch. A new banking batch number will be automatically created.
2. Enter the receipt header information as follows:

Field	Description
-------	-------------

<b>Receipt Date</b>	The date you want to record as the receipt date of this batch.
---------------------	--

**Note:** You can filter the list of debtor receipts that is displayed using the Configuration Assistant profile setting Default Banking Batch Search Date Range. By default, it displays today's receipts, but this can be changed to the last 7 days, to All, or to custom range.

<b>Payment Group</b>	<i>Payment group</i> defines the GL account to use, whether it's bankable or not, and the corresponding bank fees to use.
<b>Bank account</b>	The GL account of your current bank account.
<b>Batch no</b>	The batch number of this Debtor Receipt batch. Automatically generated.
<b>Bank fee</b>	Tick this checkbox to be able to enter bank fees for the batch in the Post Bank Batch to GL window that is displayed when you save the batch.
<b>Branch</b>	Branch number and description.
<b>Age</b>	The current period.
<b>Initials</b>	The initials of the user creating this debtor receipt batch.
<b>Narrative</b>	Any further text you want to add to annotate this batch.
<b>(AUD/NZD)</b>	The currency of the GL account.
<b>Post to GL</b>	Tick to post the batch to GL. When you save, this will display the Post Bank Batch to GL window, which summarises the batch details before posting.
<b>Auto allocate</b>	Ticking this checkbox will display the Allocation window, where you can allocate the debtor payment to the relevant invoice(s).
<b>Post Realised Foreign Exchange Variances</b>	This checkbox is available if multiple currencies are enabled. Ticking this checkbox means that any realised foreign exchange gains or losses that are a part of the batched receipts will be posted to the General Ledger.
<b>Note:</b> The availability of this option and the <b>Post to GL</b> option is controlled by the <b>Allow posting to GL from debtor receipt screens</b> User-level profile setting.	

- Enter the debtor payment details. Right-click on a line to select the payment type for the line. When you enter a debtor account number in the Debtor Account field, the aged balances of that debtor are displayed at the bottom of the window.
- To change the Stop Credit status of a debtor account in this window, right-click on the payment line for the debtor account and choose Stop Credit Status to toggle the tick beside the menu option. When the tick is cleared, the background colour of the line is returned to white.
- Click **Save** to save the batch payment transactions. If you have ticked the Post to GL checkbox, the Post Bank Batch to GL window is displayed, which summarises the batch details for review before final posting, and is also used to enter any bank fees.
- You are also prompted to print the payment batch report, which lists all debtor payments in the batch.



## Giving a Prompt Payment Discount

You can give a prompt payment discount when receiving a Debtor payment in the Debtor Receipts window.

**Note:** that you can only apply a prompt payment discount to an invoice line.

A prompt payment discount may have a GST component.

1. Go to the Debtor Payments window, either via:
  - Clicking on the **New Payment** icon in the **Transactions** tab of the Debtor window, or
  - Going to **Transactions > Debtor Receipts > Debtor Receipt**. Select the required debtor account.
2. Tick the **PP DISC** checkbox for the required invoice line or with the line highlighted, press the SPACEBAR.  
 The calculated discount amount, based on the prompt payment discount percentage recorded for the debtor, is displayed in the **PP Disc** column, and the adjusted invoice line total displayed in the **Receipt Amt** column.
3. Return the cursor to the **Amount** field and press the SPACEBAR to display a revised payment total for this debtor receipt, including the prompt payment discount you have just given.
4. Save the transaction.

You can review the debtor payment receipt transaction, including the prompt payment discount credit transaction:

1. In the debtor account, click on the **Transactions** tab.
2. Highlight the current period in the top frame (period '0').
3. Scroll through the transactions in this period until you see the payment transaction. The prompt payment discount credit transaction has a **Ref 1** field of 'Prompt Payment' and a **Ref 2** field of 'Discount'.

## Allocating a Debtor Receipt to an Invoice

When you receive a payment in MYOB EXO Business, you need to then allocate the payment to the relevant invoice(s).


You can either:

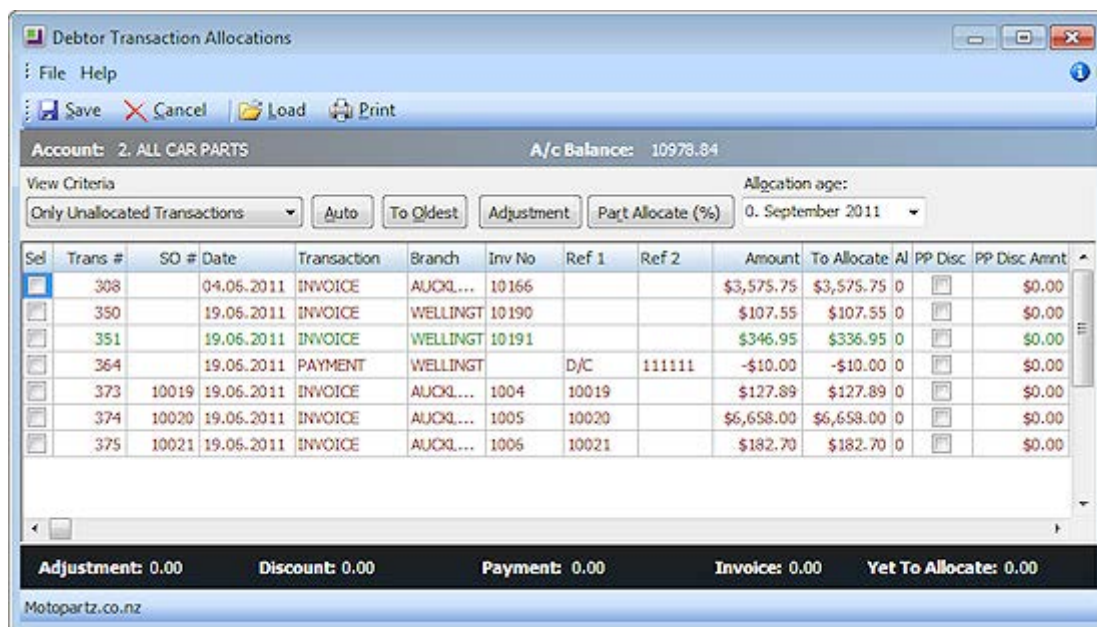
- allocate a payment at the time you process the payment in the Debtor Receipts window (see page 398).
- allocate a payment to an invoice after the payment has been made, via the Debtor Account Transactions window.
- allocate multiple payments, using the Debtor Receipt Batch Entry window.

## MYOB EXO Business User Guide

The following procedure describes how to allocate a payment to an invoice after the payment has been made.

### Accounts > Debtors

1. Select the required account and then click on the **Transactions** tab.
2. Click on the **Allocation** button in the toolbar (  ). The Debtor Transactions Allocation window is displayed.



3. Select **Only Unallocated Transactions** in the View Criteria field.
4. Select the payment line you want to allocate by ticking the checkbox of the payment.
5. Select the invoice to which you want to allocate the payment:
  - To allocate to the oldest invoices first, click the **To Oldest** button. Any part-allocation will be automatic.
  - If the payment is for a single invoice, select that invoice only.
  - If the payment is to be manually allocated to multiple invoices, select the required invoices. If the allocation will result in a part-allocation of the 'last' invoice, use the **Part Allocate (%)** button, and then select the invoices to which you want to allocate the payment, by ticking the relevant checkboxes.

**Note:** You cannot save the allocation transaction until the allocation balance is zero; if you try and save before the payment is fully allocated, a warning is displayed, and you are returned to the Transactions window.

## Reversing a Debtor Payment

To reverse a Debtor payment:

1. Open the required Debtor account.
2. Click on the Transactions tab and highlight the invoice you want to credit.
3. **Right-click** on the payment you want to reverse and select **Reverse Payment**.
4. You are asked to confirm the reversal. Click **Yes**.

The payment is reversed. A confirmation message appears.

## Debtors Banking Batches

### About Debtors Banking Batches

Debtors banking batches are used to tag Debtor payments as belonging to a specific banking batch. Banking batches provide the following benefits:

- Production of banking documents
- Consolidated postings to General Ledger.
- Support of multiple bank accounts in General Ledger.
- Automatic calculation of Banking fees.
- Optional integration with Point of Sale shifts and EFTPOS settlements.

If you want to post Debtor receipt batches to the General Ledger at the same time as you receipt them, you should use the Debtor Receipt Batch Entry window (see page 401), which also includes bank batch creation and posting functionality.

Banking batches are created for a single payment group, and use the GL bank account number and bank fee settings of the payment group.

Banking batches are also automatically created from other functions in MYOB EXO Business:

- POS post shifts to banking
- EFTPOS Settlement cutover
- Integrated Cashbook Entry (when keying rows to the Debtors ledger)
- Processing Automatic Payments (in Finance)
- Processing Direct Debits (in Finance)

When performing an EFTPOS settlement cutover, separate banking batches are created within a Payment Group so that EFTPOS transactions are banked separately from non-EFTPOS transactions. As settlement automatically banks the takings it is logical to separate these from manually banked debtor payments. This also aids bank reconciliation of consolidated General Ledger postings.

**Note:** Debtors transactions are also created in Integrated Cashbook (see page 298), when cashbook entries are keyed for type 'D' (Debtors). The Debtor transactions are automatically allocated to a banking batch when the batch is "saved" via the Process button. Direct Debits also create debtors payment transactions which are allocated to banking batches. Automatic payments (Finance module) also create debtors payments transactions which are allocated to banking batches.

## Create a New Debtors Banking Batch

### Transactions > Debtors Receipts > Debtors Banking Batches

In the Debtors Banking Batches window, click the **New** button. The following window is displayed:

Complete the following fields:

Field	Description
<b>Payment Group</b>	The payment group of the batch. You can create a batch for one payment group only. If you only use the one 'Default' group, then all transactions are included. If you use multiple payment groups, then create a batch for each payment group as required.
<b>Payment Type</b>	Specify the payment type, or 'Entire Group' for all.
<b>Bank account</b>	The bank account of the payment group selected.
<b>Branch</b>	The branch for which you are creating the batch.
<b>Age</b>	The current period.
<b>Bank Fee</b>	Tick to include a bank fee for this banking batch. By default, this picks up the bank fee setting of the payment group, but you can override the setting here. The bank fee does not create a transaction until the batch is posted to General Ledger and may be over written at that time.
<b>Initials</b>	The initials of the person creating the bank batch.
<b>Narrative</b>	Any further annotation for the banking batch as required.
<b>AUD/NZD</b>	The currency of the GL account.

<b>Locked</b>	If a new banking batch, this should be unlocked; batches aren't locked until they are posted.
<b>Ready To Post</b>	Tick this box if the batch is ready to be posted to the GL.
<b>Post Realised Foreign Exchange Variances</b>	This checkbox is available if multiple currencies are enabled. Ticking this checkbox means that any realised foreign exchange gains or losses that are a part of the batched receipts will be posted to the General Ledger.

**Note:** The availability of this option is controlled by the **Allow posting to GL from debtor receipt screens** User-level profile setting.

There are two frames in this window:

- Available Debtors Transactions, which lists transactions that have not yet been assigned to a batch, and
- Batched Debtors Transactions, which have already been batched, for example if they have been receipted via the Debtor Receipts Batch Entry window.

To include a transaction in the batch, double-click on an available transaction to move it to the Batched Debtors Transactions frame.

To remove a transaction from the batch, double-click on the transaction in the Batched Debtors Transactions frame, or click the Remove Payment button.

### ***Posting Batches to the General Ledger***

**To post a batch**, click the **Post to GL** button.

**To post multiple batches**, edit each batch as required, and use the **Back** button to return to the main Debtors Banking Batch window each time, which saves any changes you have made to the batch.

1. Select the rows to post using the CTRL or SHIFT key, then click the **Multi Post** button to post the selected batches.
2. The Post Bank Batch to GL window is displayed (if multiple batches being posted, for each batch in turn).

**Post Bank Batch to GL**

Transaction Details

Batch no: 6

Transaction date: 19/09/2011

Age: 0. September 2011

Initials:

Post to bank account: 00-04000-00

CURRENT BANK ACCOUNT

☐ Bank fee

**Batch Totals :**

Deposits	\$ 0.00
Receipts	\$ 250.00
Total	\$ 250.00

Lines in Batch: 2

Ok Cancel

Tick the **Bank fee** checkbox to enter bank fees for this banking batch:

**Post Bank Batch to GL**

**Transaction Details**

Batch no: 6

Transaction date: 19/09/2011

Age: 0. September 2011

Initials:

Post to bank account: 00-04000-00  
CURRENT BANK ACCOUNT

☒ Bank fee

**Batch Totals :**

Deposits	\$ 0.00
Receipts	\$ 250.00
Total	\$ 250.00

Lines in Batch: 2

**Fee Details**

Post fee to account: 00-00000-00

Fee calculation: None

Fee maximum:

Fee amount: 0.00

GST Rate: -1. AUTO SELECT RATE

Ok Cancel

3. Review and complete the fields in this window using the following table:

Field	Description
<b>Batch Number</b>	Displays the batch number being posted. When using Multi Post, a separate dialogue is displayed for each batch.
<b>Transaction Date</b>	(Default = today). This is the date that will appear for the posted GL transactions.
<b>Age</b>	(Default = current). Specifies the General Ledger period to which the batch will be posted.
<b>Initials</b>	(Copied from main window). Key the initials of the person performing the banking.
<b>Post to bank account</b>	(Defaults to the bank account specified on the main window). This was initialised from the payment group when the batch was created. It cannot be changed in this dialog.



<b>Bank Fee</b>	Check this if you require the system to generate GL postings for bank fees. This will cause the Fee details panel to appear. The default for this checkbox may be set in the payment group setup.
<b>Post fee to account</b>	The bank fee amount will be posted to this GL account. This field defaults to the account established in the payment group. It may be overwritten if required.
<b>Fee calculation</b>	This displays the method of fee calculation established in the payment group.
<b>Fee maximum</b>	This is only displayed if a maximum value is set in the payment group.
<b>Fee amount</b>	This displays the calculated fee amount. If the calculation method in None then initially this field will be zero. The fee amount may be over written for all calculation methods.
<b>GST Rate</b>	(Default = zero rated). This is the GST rate applicable to the fee. The list offers Creditor GST rates, as we are being charged the fee (i.e. do not confuse with Debtors, as payments are from Debtors).

**Note:** If profile **Post to GL from External database** is active then banking batches may be posted to a General Ledger in another database. In this case an additional **Destination** field appears in the top panel. This defaults to the current database but may be used to select an alternative database to receive the GL transactions.

- Click **OK**. If you are posting multiple batches, this window is displayed for each batch in turn. Review the transaction details and enter bank fees for each batch.
- A confirmation dialog is displayed, and then a summary dialog. Click **OK**. The posting of the Banking batch(es) is completed.

Multiple batches still post separate GL postings per batch (i.e. does not consolidate GL postings across banking batches). This is especially useful for users running shifts. As each payment group creates a separate banking batch as part of the end of day procedures, it is common to want to filter banking batches by Terminal ID and post all outstanding in one go.

When the batch has been posted to the General Ledger, if you return to the Debtors Banking Batches window and tick the Include Posted Batches checkbox, the posted batch is listed, with a 'Y' in the **GL** column indicating it has been posted, and a tick in the **Locked** column, indicating the batch is now locked.

- If you require a printed schedule of the batch to take to the bank, go to the File menu and choose **Save as Report** and then **Bank Batch** (or **POS Bank Batch**). Selecting **Bank Batch** will print the BankBatch.clf clarity report (usually A4); selecting **POS Bank Batch** will print the POSBankBatch.clf clarity report (usually 4" slip).
  - To save the batch as a CSV file, go to the File menu and choose **Save as CSV**. This will create a CSV file with the filename <batchno>.csv, for displaying in MS Excel.
  - To save the batch as a text file, go to the File menu and choose **Save as Text**. This will create a text file with the filename <batchno>.txt, for displaying in Notepad.

## View an Existing Debtors Banking Batch

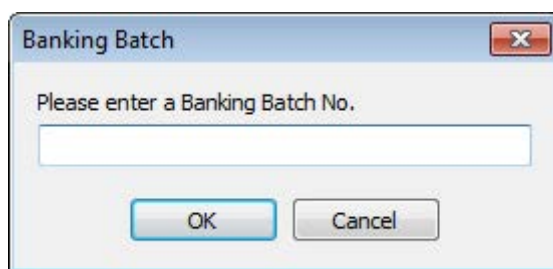
### Transactions > Debtors Receipts > Debtors Banking Batches

Search for the required Debtors Banking Batch in the Debtors Banking Batch window using the following table:

Field	Description
<b>Quick Ranges</b>	Defaults to the range set in the Configuration Assistant, as below. Choose the date range you require, or to specify a From and To date, choose Custom.
<b>From date/To date</b>	The From and To Dates defaults to All from the profile setting in the Configuration Assistant, and can be changed there to the same options as available in the Quick Ranges field above.
<b>Branch</b>	The branch for which you are creating the banking batch.
<b>Bank account</b>	Use <b>? &gt; Tab</b> to search for the bank account number to use for this banking batch.
<b>Shift</b>	For POS users, the shift number of the banking batch.
<b>Terminal ID</b>	For POS uses, the terminal ID of the batch.
<b>Include Posted Batches</b>	Tick to include posted batches in your search.
<b>Include Locked Batches</b>	Tick to include locked batches in your search.

Click the **Search** button. The list in the grid is refreshed, filtered by the search filters you have just entered. Double-click on the debtors banking batch you require.

Alternatively, if you know the batch number you require, click the **Load** button, enter the batch number and click **OK**.



The details of the selected banking batch are displayed.

A screenshot of the "Debtors Banking Batches" window. The window has a menu bar (File, Help) and a toolbar with buttons: Multi Post, Post To GL, Add Payment, Remove Payment, Refresh, and Back. The main area is divided into two sections: "Available Debtors Transactions" and "Batched Debtors Transactions". Both sections have a table with columns: Date, Age, A/c Drawer Name, PayType, ChgNo/Ref, Bank/Branch, Amount, Batch, Branch, and Gl. The "Available" section shows 0 lines at value \$0.00. The "Batched" section also shows 0 lines at value \$0.00. At the bottom, there is a status bar with "Motopartz.co.nz" and "Batch No. 5".

There are two frames in this window:

- Available Debtors Transactions, which lists transactions that have not yet been assigned to a batch, and
- Batched Debtors Transactions, which have already been batched, for example if they have been receipted via the Debtor Receipts Batch Entry window.

**Note:** You cannot edit the contents of a batch that has already been posted.

Click the **Back** button to return to the previous Debtors Banking Batches window. When you click the Back button, the contents of the batch are saved.

If you require a printed schedule of the batch to take to the bank, go to the File menu and choose Save as Report and then Bank Batch (or POS Bank Batch). Selecting Bank Batch will print the BankBatch.clf clarity report (usually A4); selecting POS Bank Batch will print the POSBankBatch.clf clarity report (usually 4" slip).

To save the batch as a CSV file, go to the File menu and choose Save as CSV. This will create a CSV file with the filename <batchno>.csv, for displaying in MS Excel.

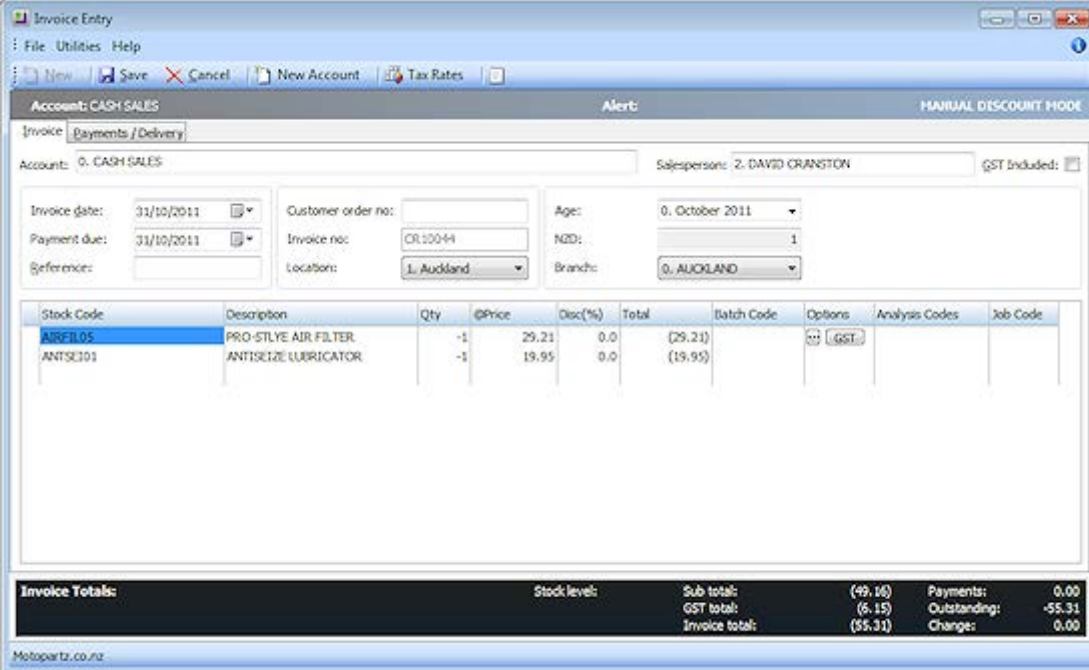
To save the batch as a text file, go to the File menu and choose Save as Text. This will create a text file with the filename <batchno>.txt, for displaying in Notepad.

## Credit Notes

### Creating a Credit Note for a Debtor

A credit note is used to reverse or correct an invoice. It reverses all of the operations that the invoice performs.

1. Open the required Debtor account.
2. Click on the Transactions tab (see page 125) and highlight the invoice you want to credit.
3. Right-click on the transaction and select **Generate Credit**. The Invoice Entry window is displayed, with the original quantities displayed as negative values.



Invoice Entry window showing the following details:

- Account: CASH SALES
- Invoice date: 31/10/2011
- Payment due: 31/10/2011
- Customer order no.:
- Invoice no.: CR100-M
- Location: Auckland
- Branch: Auckland

Stock Code	Description	Qty	Unit Price	Disc (%)	Total	Batch Code	Options	Analysis Codes	Job Code
AIRFIL05	PRO-STLYE AIR FILTER	-1	29.21	0.0	(29.21)		GST		
ANTISE101	ANTISEIZE LUBRICATOR	-1	19.95	0.0	(19.95)				

Invoice Totals:

Sub total:	(49.10)	Payments:	0.00
GST total:	(6.15)	Outstanding:	\$55.31
Invoice total:	\$55.31	Change:	0.00

4. If you have entered a payment for this invoice, click on the Payments/Delivery tab. Enter the same payment, but the negative of the original invoice.

**Note:** The cost of physical stock is returned into stock at the value it was when it was sold. This cost can be changed using the periscope on the Invoice Entry tab.