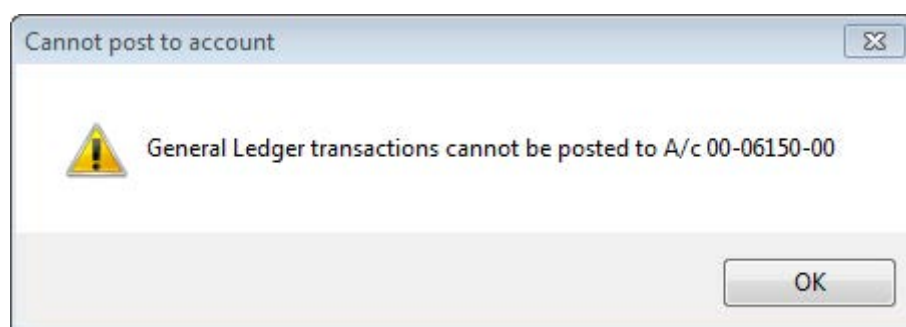


|                           |  |
|---------------------------|--|
| <b>Repeat Branch</b>      | Check the Repeat branch checkbox to automatically copy the branch used previously to the next transaction line.  |
| <b>Print Transactions</b> | Check the print transactions checkbox to enable printing of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

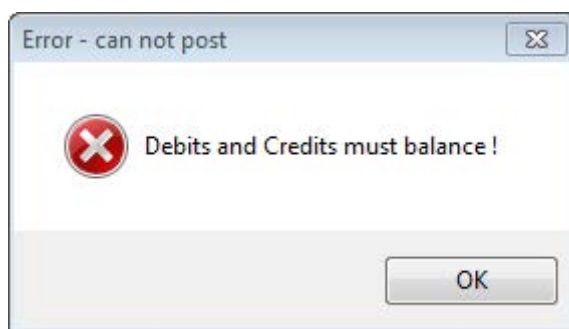
3. Click **Post to GL**. This saves the transactions in the batch and posts the batch to the GL.

### Error Messages

If you enter a GL code for an account where you have not selected the option **Allow journals** on the Details tab of the General Ledger Account Details window, the following warning message is displayed:



The sum of the debits and credits of the transactions in the batch should be equal to zero. If not, you cannot post the batch to the GL. The following error message is displayed:

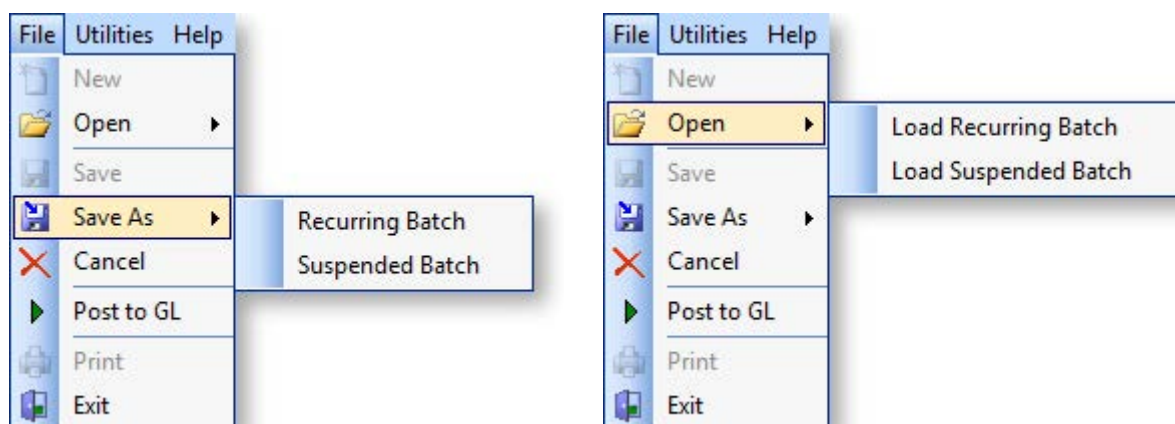


**Note:** There may be batches that cannot be immediately posted to the GL. You need to save these batches until a later time (see page 242) when they can be posted.

## Holding GL Batches for Later Posting

### Transactions > General Ledger > GL Transactions

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



### Recurring Batch

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

### Saving Recurring Batches

To save a recurring batch:

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

The batch is stored for future recall and posting.

## Posting Recurring Batches

To post a recurring batch:

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

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

The Open Recurring Batch(es) window opens.

2. Complete the fields on the window.
3. Click the **Open** button. The saved recurring batch is added to the list on the General Ledger Transaction Entry window.
4. Click the **Post to GL** button on the transactions window. This posts the recurring batch to the GL.

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

## Suspended Batch

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

## Saving Suspended Batches

To save a suspended batch:

1. After entering the batch transactions, click the Utilities menu in the General Ledger Transaction Entry window and select Save As Suspended Batch. The **Save As Suspended Batch** window opens.
2. Complete the fields in the window and click **OK**. The batch is stored for future recall and posting.

## Posting Suspended Batches

To post a suspended batch:

1. Click the Utilities menu in the General Ledger Transaction Entry window and select **Open Suspended Batch**. The Open Suspended Batch window opens.
2. Complete the fields within the window.
3. Click the **Open** button. The saved suspended batch is added to the list on the General Ledger Transaction Entry window.
4. Click the **Post to GL** button on the transactions window. This posts the suspended batch to the GL.

## Reconciling GL

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

## Generating GL Reports

### General Ledger Report Writer

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

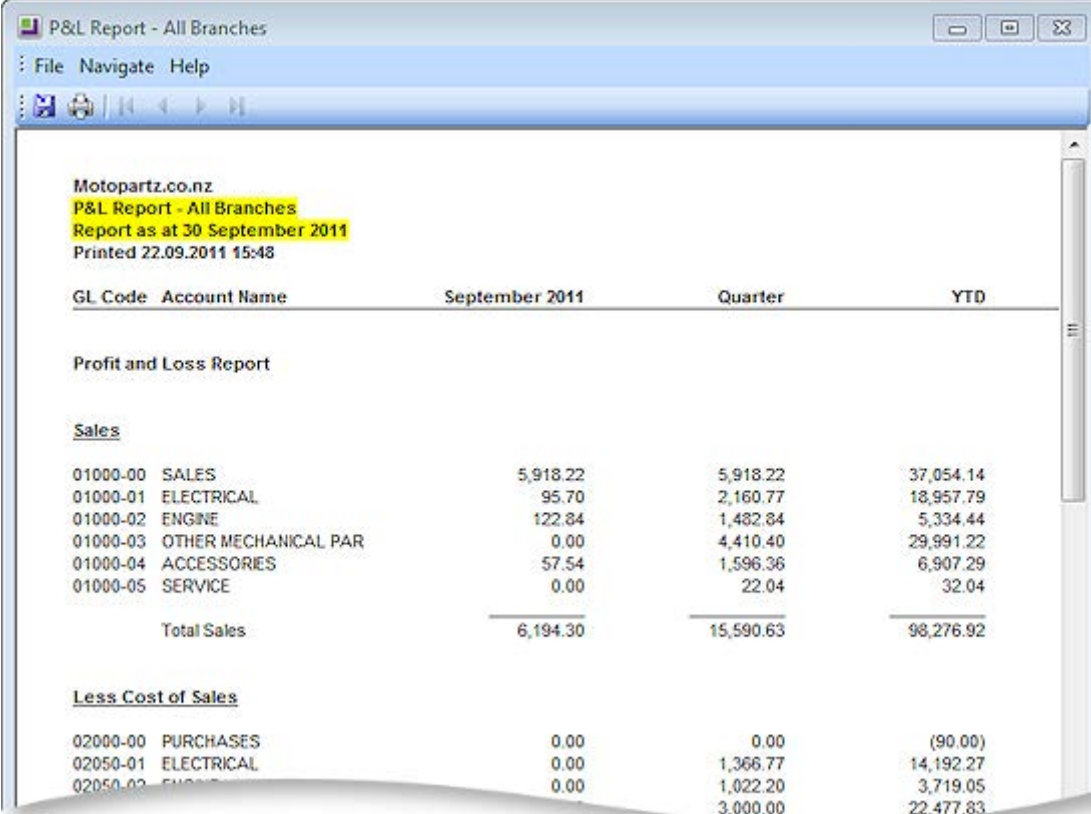
The GL Report Writer enables you to report on transactions that have been posted to the General Ledger. It is period-driven in the same way as the transactions in the General Ledger being reported on.

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

## Sample Report

### Reports > General Ledger Reports > Setup GL Reports

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



Motopartz.co.nz  
P&L Report - All Branches  
Report as at 30 September 2011  
Printed 22.09.2011 15:48

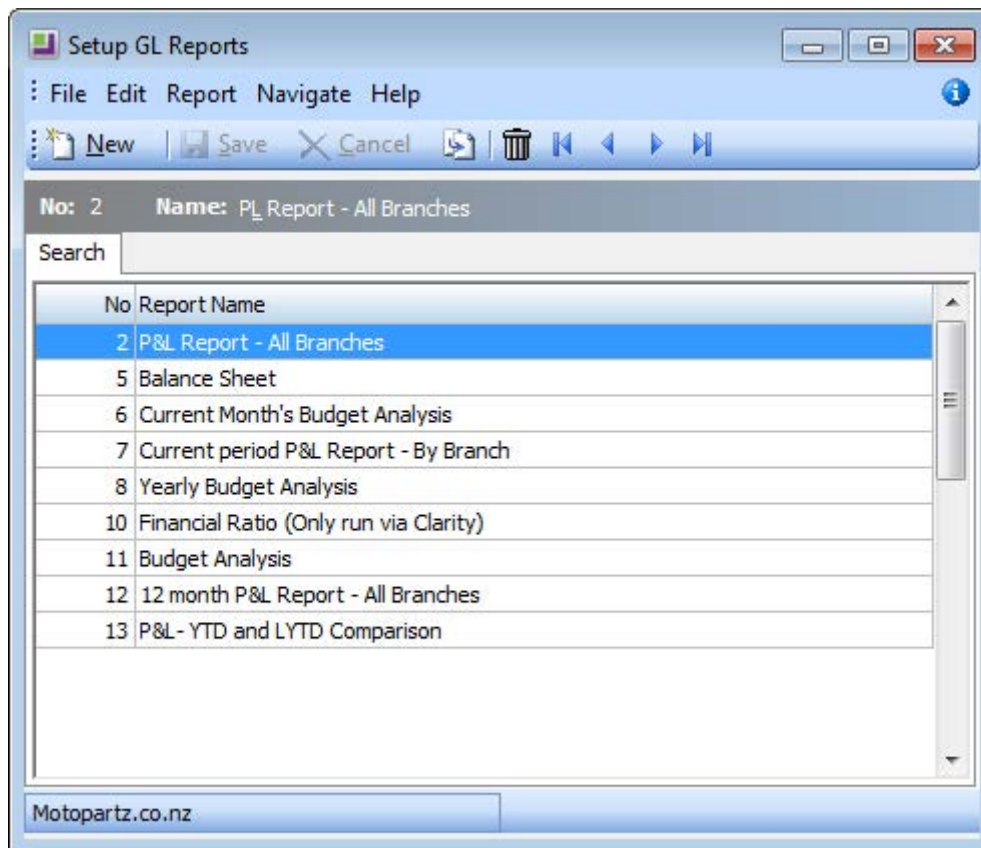
| GL Code                       | Account Name         | September 2011  | Quarter          | YTD              |
|-------------------------------|----------------------|-----------------|------------------|------------------|
| <b>Profit and Loss Report</b> |                      |                 |                  |                  |
| <u>Sales</u>                  |                      |                 |                  |                  |
| 01000-00                      | SALES                | 5,918.22        | 5,918.22         | 37,054.14        |
| 01000-01                      | ELECTRICAL           | 95.70           | 2,160.77         | 18,957.79        |
| 01000-02                      | ENGINE               | 122.84          | 1,482.84         | 5,334.44         |
| 01000-03                      | OTHER MECHANICAL PAR | 0.00            | 4,410.40         | 29,991.22        |
| 01000-04                      | ACCESSORIES          | 57.54           | 1,596.36         | 6,907.29         |
| 01000-05                      | SERVICE              | 0.00            | 22.04            | 32.04            |
|                               | <b>Total Sales</b>   | <b>6,194.30</b> | <b>15,590.63</b> | <b>98,276.92</b> |
| <u>Less Cost of Sales</u>     |                      |                 |                  |                  |
| 02000-00                      | PURCHASES            | 0.00            | 0.00             | (90.00)          |
| 02050-01                      | ELECTRICAL           | 0.00            | 1,366.77         | 14,192.27        |
| 02050-02                      | ENGINE               | 0.00            | 1,022.20         | 3,719.05         |
|                               |                      |                 | 3,000.00         | 22,477.83        |

## Using the GL Report Writer



### GL Report Writer Setup

#### Reports > General Ledger Reports > Setup GL Reports

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



The following options are available:

- To create a new report, click the **New** button. The Details tab (see page 246) containing the Settings and Rows And Columns sub-tabs is displayed.
- To create a copy of an existing report, select the report name, then click the  button. A copy of the report is added to the list of existing reports. The user can change the name of the copy by overtyping the default name.
- To delete a report from the list, select the report and click the  button or press the DELETE key.

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

## GL Report Writer Settings

### Reports > General Ledger Reports > Setup GL Reports > [New]

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

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

### Field Descriptions

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

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

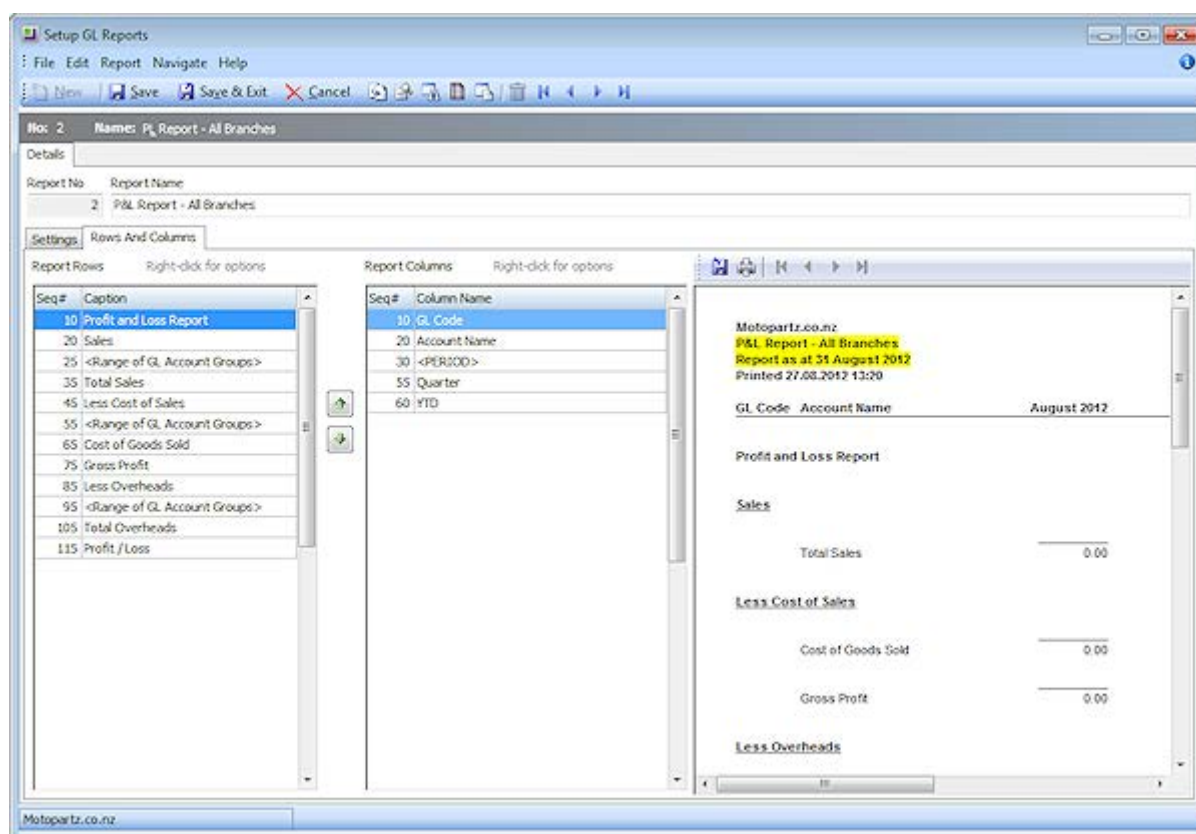




|                            |  |
|----------------------------|--|
| <b>Page Break</b>          | Varies depending on page orientation, font and font size selections. This could require trial and error to find what best suits the user's report.   |
| <b>Font Name</b>           | The font to be used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



### GL Report Writer Rows and Columns

#### Reports > General Ledger Reports > Setup GL Reports > [New] > (Rows and Columns)

The report is made up of rows and columns. As a general rule, the rows are used for a subject while the columns refer to the period to be reported on.

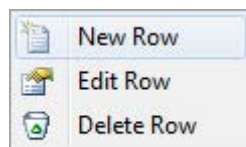


You can re-order report rows by clicking on them and dragging or by using the  and  buttons. Alternatively, you can edit the rows' sequence numbers on the Report Row Record window (see page 250).

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

### Report Row Record

Right-clicking on a Report Rows field grid displays the following shortcut menu:

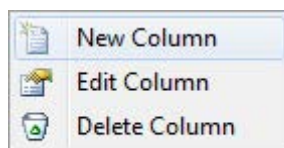


- **New Row:** Displays a blank Report Row Record window.
- **Edit Row:** Displays the Report Row Record window populated with the information related to the selected row.
- **Delete Row:** Deletes the selected row from the report.

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

### Report Column Setup

Right-clicking on a Report Columns field in the grid displays the following shortcut menu:



- **New Column:** Displays a blank Report Column Record window.
- **Edit Column:** Displays the Report Column Record window populated with the information related to the selected row.
- **Delete Column:** Deletes the selected column from the report.

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

Editing a Report Row Record

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

Report Row Record

Report:

2. PL Report - All Branches

Sequence:

10

Action type:

01. Insert Main Heading

Caption:

Profit and Loss Report

GL Account range:

0

...

To:

0

...

Normally debit/credit:

Debit

Branch:

All Branches

SQL filter:

Reset after print:

☐ Sub total



☐ Total

☐ Grand total

OK

Cancel

Field Descriptions

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

**SQL filter**

Used as the where clause in a SQL statement.

**Note:** By default, this filter does not apply to the Budget column (if one exists). To make the SQL filter apply to the Budget column, enter /B= followed by the SQL statement to be run against the GLBUDGETS table, e.g. GLTRANS.BRANCHNO = 1 /B= GLBUDGETS.BRANCHNO = 1

**Reset after print**

Used with Sub Total, Total and Grand Total lines to reset the accumulator after printing.

**Action types**

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

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

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

Editing a Report Column Record

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

Report Column Setup

Report: 5. Balance Sheet

Column Details

Heading: GL Code

Type: GL CODE

Field Name:

Period Number: 0 From Period: 0

Quarter Offset: 0

☐ Include rolling 12 months

☐ Order periods from oldest to newest

Branch: All Branches

Formatting Options

Sequence: 10

Alignment: Left

Width: 7

% Row sequence: 0

% Column sequence: 0

☐ Include Rolling Quarters in the financial year of the specified quarter offset

OK Cancel

Field Descriptions

| Item           | Description   |
|----------------|---|
| Report         | The name of the selected report. This is displayed by default.  |
| Column Details |   |
| Heading        | The heading for the column. As well as plain text, this field can contain the parameters <PERIOD> or <QUARTER> - at runtime, these parameters will be replaced with the name of the period/quarter being reported on.   |
| Type           | <p>Determines the function that the column performs. The following list describes each function.</p> <ul style="list-style-type: none"><li>• <b>GL Code</b> - Lists in the column the GL Code, where applicable.</li><li>• <b>Data Field</b> - Lists the name of the account or the description used (if any) in the Report Row Record.</li><li>• <b>Period</b> - Allows the user to define the period to be printed.</li><li>• <b>PD Range</b> - Allows the user to define a period range, e.g. three months for a quarter.</li><li>• <b>Moving frame of periods</b> - Allows the user to define a period range, represented by the <b>Frame Length</b> value. This period range is relative to the <b>Frame Starts</b> period specified at runtime (see page 256).</li><li>• <b>This Year</b> - Displays the Year to Date value for the current financial year.</li></ul> |

- **Last Year** - Displays the Year to Date value for the last financial year.
- **Last Year End** - Displays the year end value for the last financial year.
- **Budget** - Displays the budget value for the current financial year.
- **YTD Budget** - Displays the budget value for the current financial year to date.
- **Percentage** - Allows the user to select a column to report on the percentage of a row.
- **Quarter** - Displays individual periods with totals for the quarter to their right.
- **Quarter Total** - Displays only the totals for the quarter.
- **Quarter Budget** - Displays budget values for individual periods with totals for the quarter to their right.
- **Quarter Budget Total** - Displays only the budget totals for the quarter.

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

### Formatting Options

|                  |  |
|------------------|--|
| <b>Branch</b>    | Used to set a specific branch in a column. If using branches in the column the user should have branches in rows set to All. |
| <b>Sequence</b>  | Enter a number here to set or change the sequence that the row performs its defined action.                                  |
| <b>Alignment</b> | Sets the option for printing alignment to the right or the left of the column.   |
| <b>Width</b>     | Determines the column width.   |
| <b>% Row Seq</b> | When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%                     |
| <b>% Col Seq</b> | When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%                     |

### Include Rolling Quarters in the financial year of the specified quarter offset

Tick this option to report on quarters in a financial year going back from the quarter entered in the **Quarter Offset** field.

## Running GL Reports

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

**Run GL Report**

File Help

Open Save Save As Print

Report: 12 12 month P&L Report - All Branches

**Selection Criteria**

Period: 0. September 2012

Frame Starts: 0. September 2012

Budget 1: DEF\_BUDG

Budget 2: DEF\_BUDG

Branch no(s): As defined

Include periods in same financial year only ☐

**Analysis codes**

Code 1: As defined

Code 2: As defined

**Formatting Options**

Suppress accounts with zero values ☒

List sub accounts ☒


Use Clarity formatting template ☐

☐ Deliver to Excel



Motopartz.co.nz



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

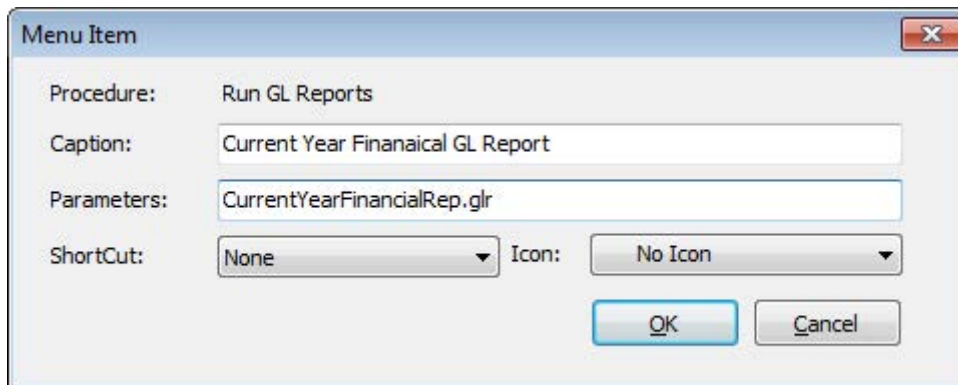
Once all settings are configured, click the  button to generate the report.

## Saving GL Report Writer Settings

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

To load settings from a .GLR file, click the  button and browse to select the file.

A .GLR file can also be specified as a parameter when adding the **Run GL Reports** menu item (see page 75):



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

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

## Setting the Default Report

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

## GL Report Batches

### Reports > General Ledger Reports > Setup GL Report Batches

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

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

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

## Setting up GL Report Batches

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

**Note:** There are three profile settings that should be set before creating GL report batches, as well as additional profiles that also apply to all batches:

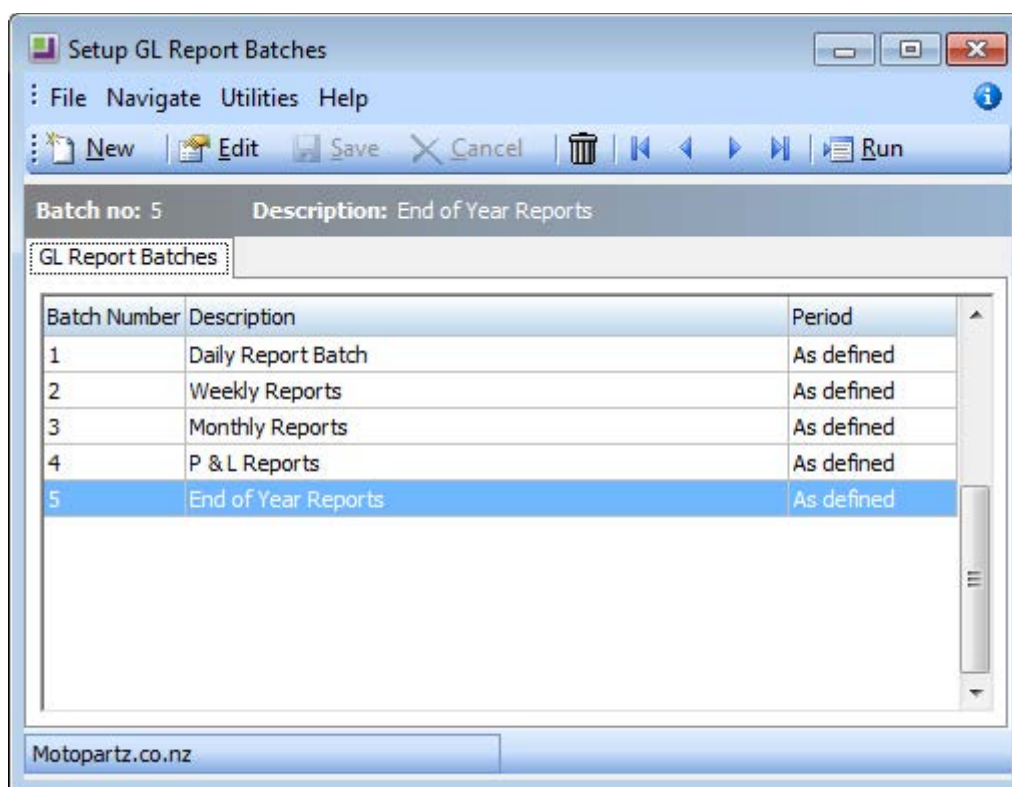
- Directory location for GL Report Batch runs (Computer-level General profile)
- Save GL report batch files as CSV (Computer-level General profile)
- GL Report Batch output device (Clarity Form profile)

To create a GL reports batch:

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

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

2. When a batch is selected or created, the system shows the Search tab. From here existing batches can be selected for editing or new batches created.



3. Double-click a row or click **Edit** to edit an existing batch, or click **New** to create a new batch.

4. When creating or editing a GL Report Batch, the Details tab is shown. This shows some header information to identify the batch and lists the GL reports that are contained within the batch. The grid on the Details tab lists the reports to be run, in a specific order, with specific parameters. The contents of the grid are edited directly, to set the options for each report to be run. Moving off the line or saving the batch validates each line for correct entry.

| Sequence | Report                       | Period            | Budget Code | Branches | No Zero |
|----------|------------------------------|-------------------|-------------|----------|---------|
| 1        | 2. P&L Report - All Branches | 0. September 2011 | DEF_BUDG    | 0        | N       |
| 2        | 2. P&L Report - All Branches | 0. September 2011 | DEF_BUDG    | 1        | N       |
| 3        | 2. P&L Report - All Branches | 0. September 2011 | DEF_BUDG    | 2        | N       |
| 4        | 2. P&L Report - All Branches | 0. September 2011 | DEF_BUDG    | 3        | N       |
| 5        | 2. P&L Report - All Branches | 0. September 2011 | DEF_BUDG    | 4        | N       |

| Item                | Description   |
|---------------------|---|
| <b>Batch number</b> | On insert, this field is automatically set to the next available number but can be changed before saving.   |
| <b>Description</b>  | Use this field to describe the purpose of the batch, or to distinguish it from other batches.   |
| <b>List seq</b>     | Enter a number here to set or change the sequence that the reports (with specific parameters) are run. On insert, this is automatically set to the next available number. |
| <b>Report</b>       | Select the GL Report to run from the drop-down list, which is accessed using the spacebar. This is a required field.  |
| <b>Period</b>       | Select the period for which the report is to be run from the drop-down list, which is accessed using the spacebar. This is a required field.                              |

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

5. The following operations are available:

- Insert a line using the down arrow key.
- Cancel an insert/edit using the **ESC** key.
- Delete a line using **CTRL+DELETE**.
- Copy a line using **CTRL+L**. Use this to quickly set up a batch with reports using similar parameters, for example, a batch of P&L Reports, one for each branch. This copies the selected batch line, sets its list sequence to the next available number and selects it in the grid.

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

### Additional Batch Tools

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

#### Copy (Ctrl+O)

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

#### Merge (Ctrl+M)

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

#### Run (Ctrl+R)

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

## Running General Ledger Report Batches

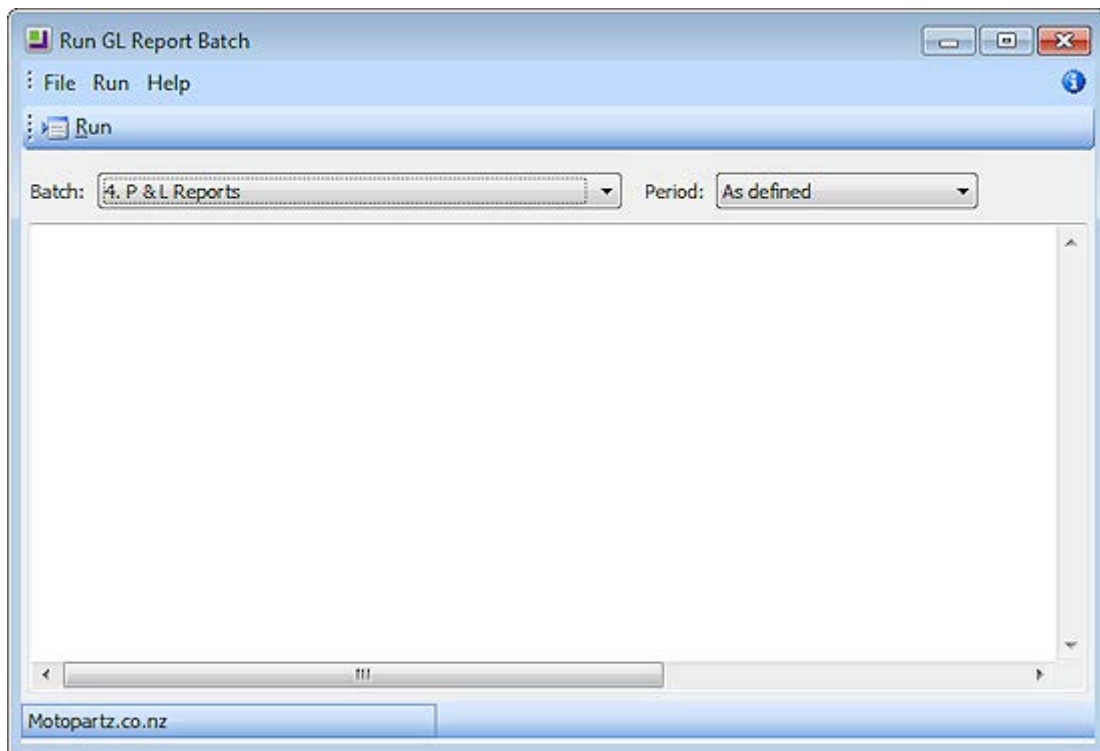
### Reports > General Ledger Reports > Run GL Report Batch

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

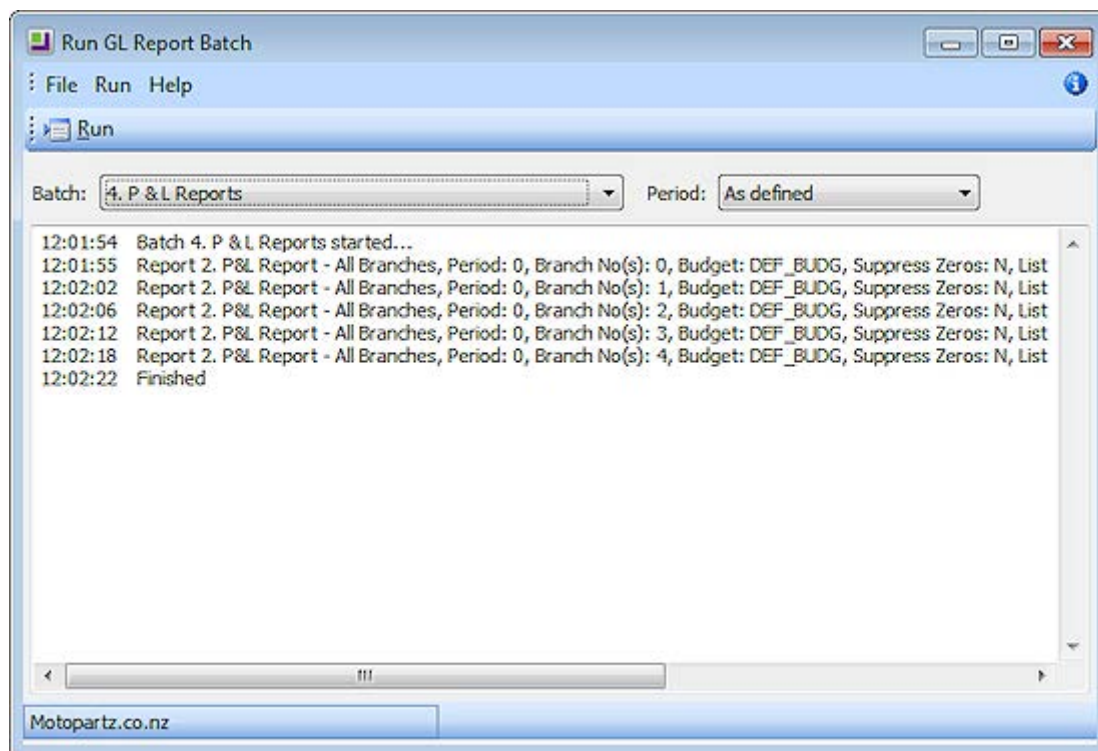
**Note:** The **Run** command is not available when setting up GL Report batches using the Configuration Assistant.

### Running Batches from the Run GL Report Batch Utility

GL Report Batches are normally run from the Run GL Report Batch utility, which can be accessed by clicking the **Run** button on Setup GL Reports Batch utility or by selecting **Run GL Report Batch** from the **Reports > General Ledger Reports** menu.



To run a batch, select the batch from the **Batch** combo box, select a period if necessary, then click the **Run** button. The batch's progress is displayed in the main window. Batches can be run one after another; the progress window clears at the start of each batch run.



On each batch completion, the progress window content is saved to a log file. The file name is in the format:

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

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

## Errors

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

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

The file name is in the format:

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

## Running Batches from the Command Line

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

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

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

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



## MYOB EXO Business User Guide

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

For example, from the Windows Command prompt, enter:

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

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

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

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

### Running Multiple GL Report Batches

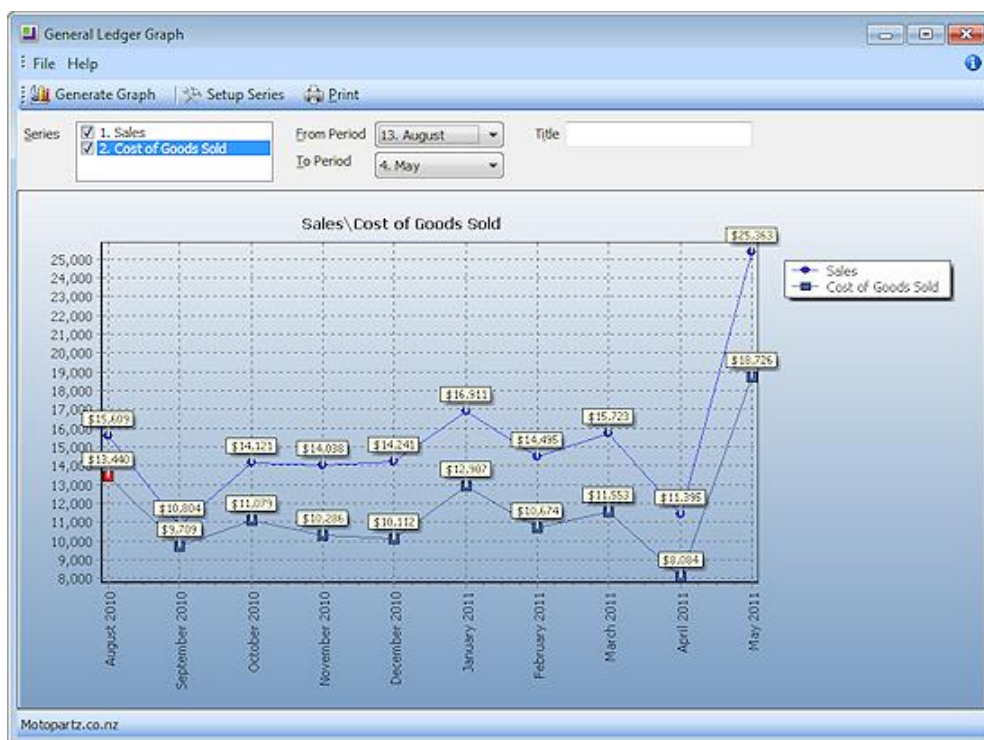
To run multiple GL Report Batches together, create a batch file of GL Report Batch commands using Notepad, then run this file from Windows Explorer, or as a scheduled task.

## GL Graph

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

### Viewing the GL Graph

#### Utilities > General Ledger Utilities > General Ledger Graphs



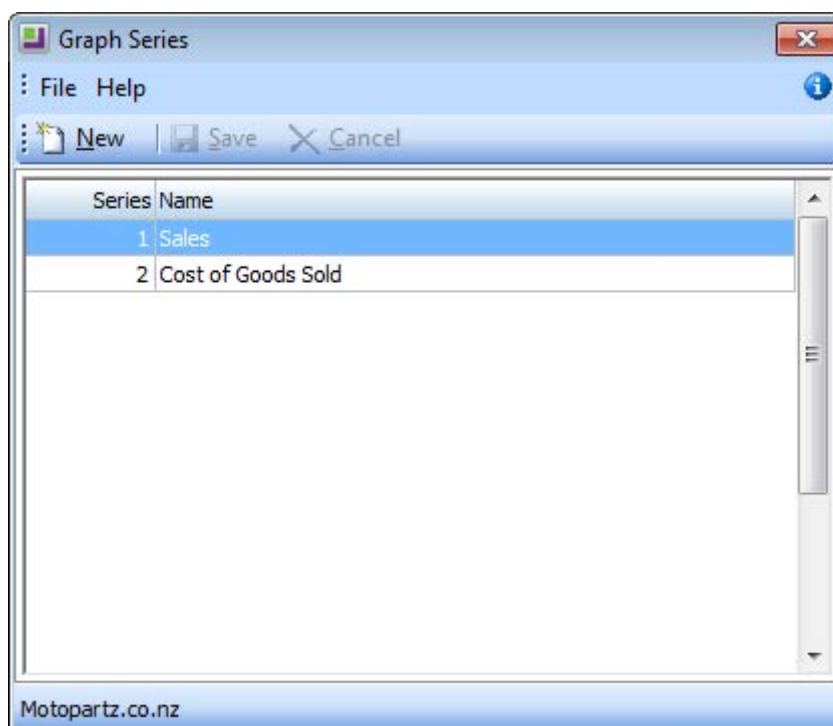
1. Specify the criteria for the graph:
  - a. Select which series to display on the graph.
  - b. Specify start and end periods for the graph.
  - c. Enter a title for the graph.
2. Click the **Generate Graph** button to generate the graph. The resulting graph can be printed using the **Print** button.



## Setting up Graph Series

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

1. Click the **Setup Series** button on the General Ledger Graph window. The Graph Series window opens:



2. Click the **New** button.

The screenshot shows the 'Graph Series' window with the 'New' button highlighted in the toolbar. The form fields are as follows:

- Series No: 3
- Series Name:
- Series Type: GL Transactions by Account Range (dropdown)
- Budget Code: DEF\_BUDG (dropdown)
- Branch: All Branches (dropdown)
- GL Account Range:
  - From:
  - To:

The status bar at the bottom displays 'Motopartz.co.nz'.

3. Enter a concise name for the series in the **Series Name** field.

## MYOB EXO Business User Guide

4. Select the **Series Type** from the drop down list. Depending on the type selected, other options become available. These are defined in the next few steps, bear in mind that some of these will only be available according to the Series Type chosen.
5. Select the **Budget Code** to which the series is to be restricted from the drop down list.
6. Select the **Branch** from the drop down list.
7. Specify the from and to **GL Account Range** as specified in the GL.
8. Click **Save** to add this series to the list or **Cancel** to lose your edits and close this window.

## Maintaining GL Budgets

The GL Budgeting tool is a function within the MYOB EXO Business core product. This tool enables you to store a projection and report against it. The reporting is against transactions that have been posted to the General Ledger. It is period-driven in the same way as the transactions in the General Ledger being reported on.

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

## GL Budgeting Tool

### Setting up the GL Budgeting Tool

#### Utilities > GL Budgets

The first time the window is displayed no budgets are listed, as none have been set up yet.



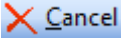







The screenshot shows the 'GL Budgets' window with the following data:

| Budget Code | Branch | A/c No | Sub No | Account Name | Period | Budget Value \$    |
|-------------|--------|--------|--------|--------------|--------|--------------------|
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 1      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 2      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 3      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 4      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 5      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 6      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 7      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 8      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 9      | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 10     | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 11     | 0.00               |
| DEF_BUDG    | 0      | 01000  | 00     | SALES        | 12     | 0.00               |
| DEF_BUDG    | 0      | 01000  | 01     | ELECTRICAL   | 1      | 2,500.00           |
|             |        |        |        |              |        | <b>\$464400.00</b> |

| Field  | Description   |
|--|---|
| <b>Budget code</b>   | If there is no code in the list, then one needs to be set up (see page 268).  |
| <b>Branch</b><br><b>A/c no</b><br><b>Sub</b><br><b>Account name</b><br><b>Period</b><br><b>Lower \$</b><br><b>Upper \$</b> | Once a Budget Code has been selected, enter data into these fields to refine the list in the grid.                            |
| <b>Search</b>  | If <b>Auto Refine</b> is unchecked, click this button to display the results of the search in the grid below.                 |
| <b>Auto Refine</b>   | With this selected, the results in the grid will automatically refresh when information is entered into the search parameters |

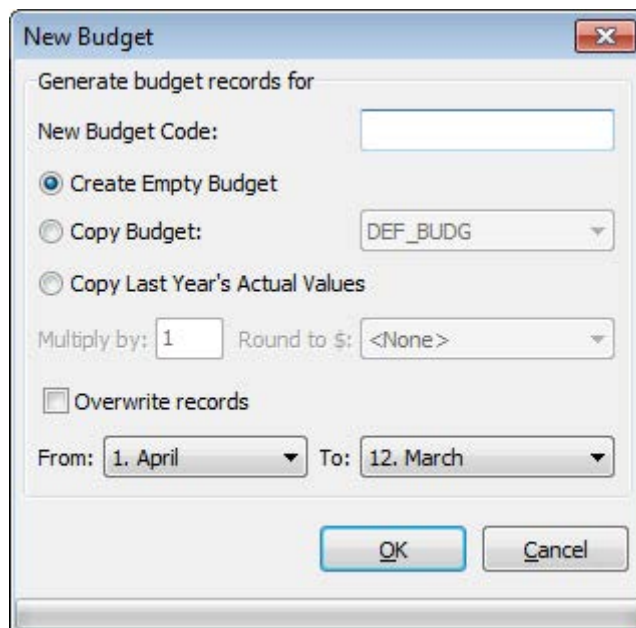
### Menu Options

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

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

## Create a New GL Budget

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

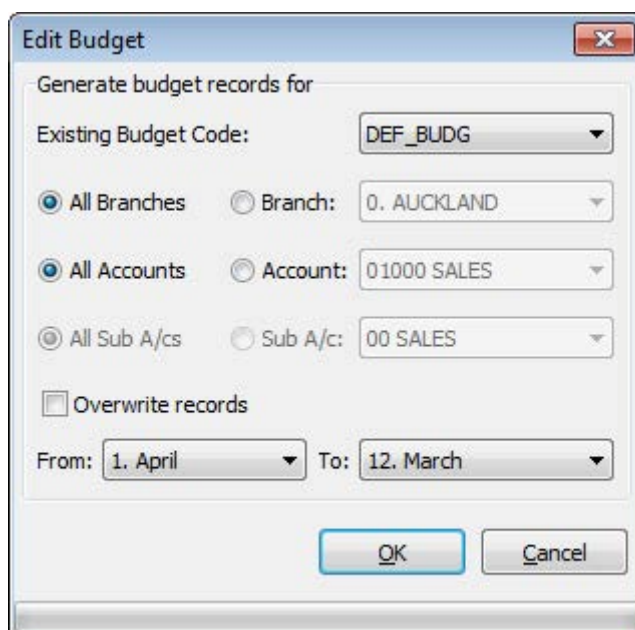


### Window Functions

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

## Edit a GL Budget


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

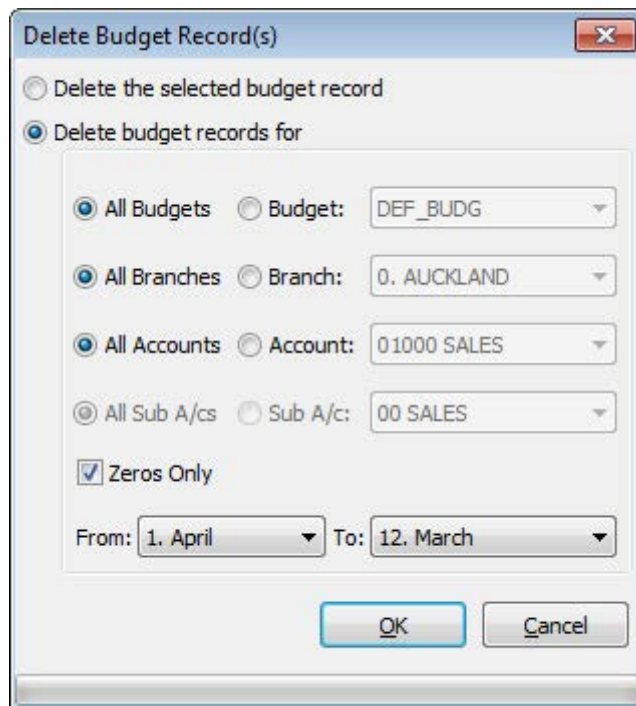


## Window Functions

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

**Delete GL Budget Records**

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



The dialog box titled "Delete Budget Record(s)" contains the following options:

- ☐ Delete the selected budget record
- ☒ Delete budget records for
  - ☒ All Budgets    ☐ Budget: DEF\_BUDG
  - ☒ All Branches    ☐ Branch: 0. AUCKLAND
  - ☒ All Accounts    ☐ Account: 01000 SALES
  - ☒ All Sub A/cs    ☐ Sub A/c: 00 SALES
  - ☒ Zeros Only
  - From: 1. April    To: 12. March

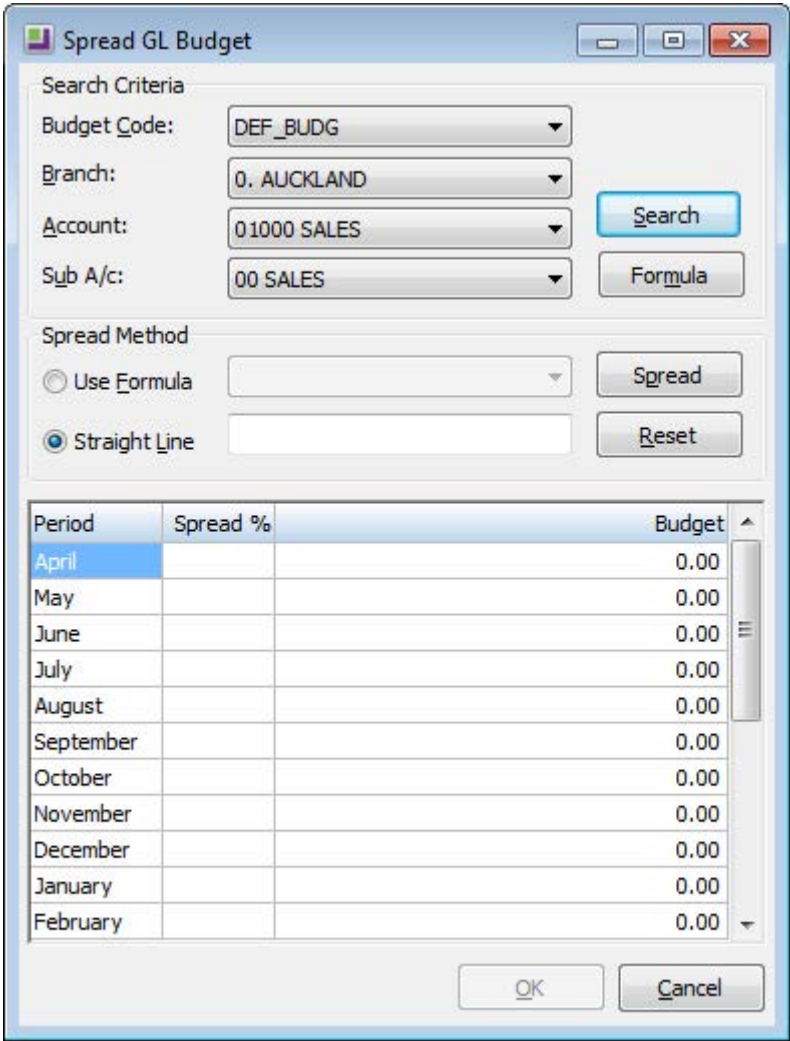
Buttons: OK, Cancel

**Window Functions**

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

## Spread a GL Budget

To spread a GL budget, select the **Spread Budget** button (  ) on the GL Budgets window (see page 266).



The dialog box titled "Spread GL Budget" contains the following sections:

- Search Criteria:**
  - Budget Code: DEF\_BUDG
  - Branch: 0. AUCKLAND
  - Account: 01000 SALES
  - Sub A/c: 00 SALES
  - Buttons: Search, Formula
- Spread Method:**
  - Use Formula: ☐ (with a dropdown menu)
  - Straight Line: ☒ (with a text input field)
  - Buttons: Spread, Reset
- Table:**

| Period    | Spread % | Budget |
|-----------|----------|--------|
| April     |          | 0.00   |
| May       |          | 0.00   |
| June      |          | 0.00   |
| July      |          | 0.00   |
| August    |          | 0.00   |
| September |          | 0.00   |
| October   |          | 0.00   |
| November  |          | 0.00   |
| December  |          | 0.00   |
| January   |          | 0.00   |
| February  |          | 0.00   |
- Buttons:** OK, Cancel

1. Choose a budget to be spread over the year using the Search Criteria. Click the **Search** button to load this budget into the spread tool.
2. Select a Spread Method. Choose from:
  - Use Formula - spread the budget according to a pre-defined formula.
  - Straight Line - distribute the spread evenly throughout the year.
3. Click **Spread**. The resulting spread will display in the grid. These figures can still be manually edited if need be.
4. Click **OK** to apply this spread to the GL budgeting tool.



## Formula Method

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

1. The Setup Formula window opens. If no previous formulas have been defined, click the **New** button to create one. Alternatively, select an existing formula from the grid.

| Period    | Spread |
|-----------|--------|
| April     | 5      |
| May       | 5      |
| June      | 10     |
| July      | 20     |
| August    | 15     |
| September | 10     |
| October   | 4      |
| November  | 5      |
| December  | 8      |
| January   | 6      |
| February  | 7      |
| March     | 5      |

2. Give the new formula a name and a brief description for future reference.
3. In the grid, define the spread for the financial year by entering them adjacent to the month. These figures are in a percentage for the annual budget. Click **Save** to save this new spread.


## Straight Line Method

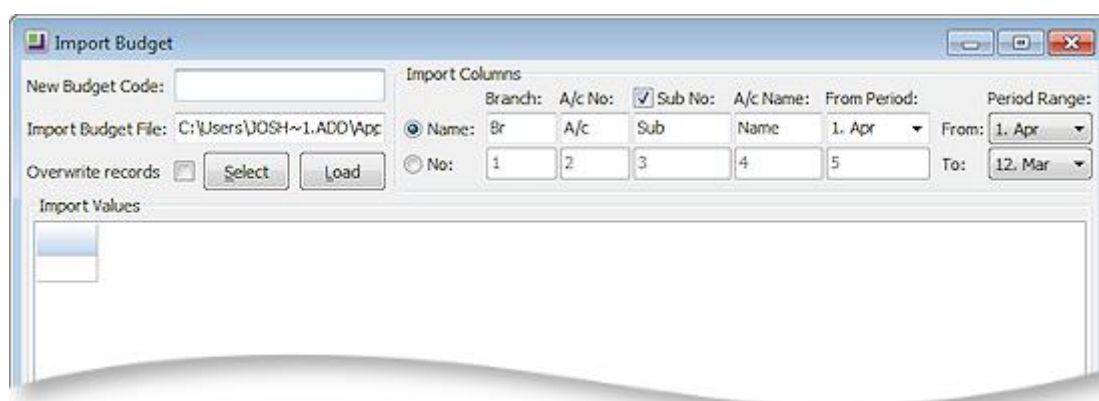
Use the Straight Line Spread Method to distribute the spread evenly throughout the year:

1. Enter the total combined budget amount for the year into the **Straight Line** field.
2. Click the **Spread** button to spread this amount to selected account.



## Import a GL Budget


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

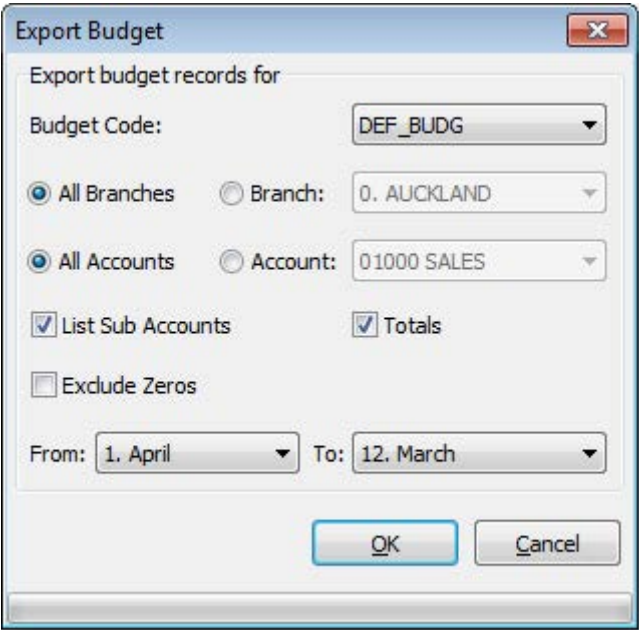


## Window Functions

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

**Export a GL Budget**

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



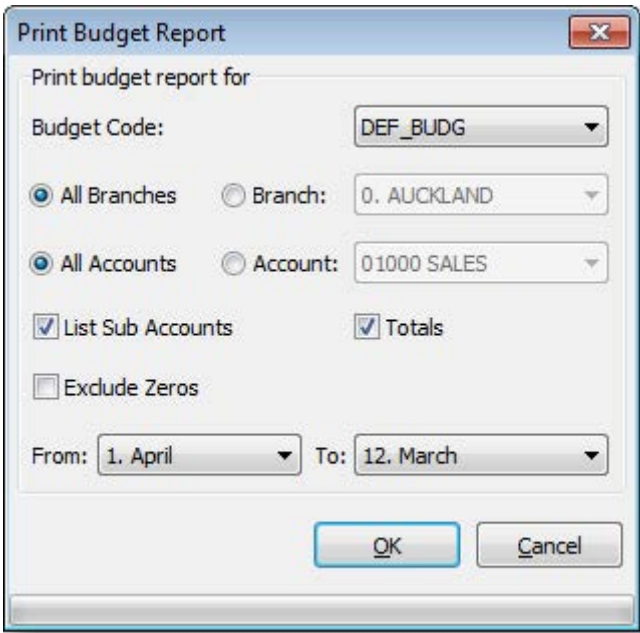
The 'Export Budget' dialog box is shown. It has a title bar with a close button. The main area contains the following controls: 'Export budget records for' label, 'Budget Code:' dropdown menu (showing 'DEF\_BUDG'), two radio buttons for 'All Branches' (selected) and 'Branch:' (showing '0. AUCKLAND'), two radio buttons for 'All Accounts' (selected) and 'Account:' (showing '01000 SALES'), two checked checkboxes for 'List Sub Accounts' and 'Totals', an unchecked checkbox for 'Exclude Zeros', and two date dropdown menus for 'From:' (showing '1. April') and 'To:' (showing '12. March'). At the bottom are 'OK' and 'Cancel' buttons.

**Window Functions**

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

**Print a GL Budget Report**

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



The 'Print Budget Report' dialog box contains the following fields and options:

- Print budget report for**: A label above the Budget Code field.
- Budget Code:** A dropdown menu with 'DEF\_BUDG' selected.
- Branches:** Radio buttons for 'All Branches' (selected) and 'Branch:'. The 'Branch:' option is followed by a dropdown menu showing '0. AUCKLAND'.
- Accounts:** Radio buttons for 'All Accounts' (selected) and 'Account:'. The 'Account:' option is followed by a dropdown menu showing '01000 SALES'.
- List Sub Accounts:** A checked checkbox.
- Totals:** A checked checkbox.
- Exclude Zeros:** An unchecked checkbox.
- From:** A dropdown menu showing '1. April'.
- To:** A dropdown menu showing '12. March'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

**Window Functions**

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