

## General Ledger Transactions

### General Ledger Transaction Entry

#### Transactions > General Ledger > GL Transactions

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

GL Code	Details	Inv No	Chq No	Debit	Credit	Foreign	Analysis Codes
00-01000-02	ENGINE	2314		65.00			
00-01000-01	ELECTRICAL	2315			110.00		
00-01000-01	ACCESSORIES	2315		123.00			

1. Click **New** to create new GL transaction batch.
2. Complete fields in the screen like **GL Code**, **Details**, **Invoice No**, **Amount** and *Reference*. Ensure that the sum of the debits and credits in the batch is equal to zero to be able to post transactions.
3. Some batches can be saved as a **Recurring** or **Suspended** batches until they are ready for posting. The Utilities menu provides options related to later posting.
4. Click the **Post to GL** button to save the transactions in the batch and post the batch to the General Ledger.

#### Notes

- Accounts can be blocked from allowing manual journal postings. A warning message will be given if an entry is made to a GL account that does not allow manual journal postings, e.g. debtors control account.
- One or more recurring batches can be opened and appended to make a 'super batch'.
- Posted GL Batches can be viewed through the GL Batch Transactions screen. A single batch number (e.g. 50), a batch range (e.g. 50-55), or selected batch numbers (e.g. 50, 51, 55) can be specified.
- Select the **Repeat branch** checkbox to automatically copy the branch used previously to the next transaction line.
- Transactions can be viewed all for periods but posting is limited to a maximum of 24 periods.
- Recurring transactions are created when rolling the period, and are posted on the current period.

## Posting Ledgers to GL

### Utilities > Ledger Posting > Post Ledgers to GL

All three source ledgers (Debtors, Creditors and Stock) can be posted to the General Ledger at the same time. One batch is created for each ledger. Batches are created on combination of Period and ledger, i.e. one for each period and ledger combination. The Description field for the batch indicates the ledger for which the batch has been created.

**Post Ledgers to GL**

File Utilities Help

Setup GL Control Maintain Currencies Data Verification Period Statuses View Unposted Tx Reload GL Post Run Print Process GL Post Run

**Warning: 1 Pending post run(s) found. Click here to view.**

**GL Post Run Selection Criteria**

Details for New GL Post Run

☒ Debtor (Invoices and Adjustments, Cost of Sales, Realise FX Gains/Losses)

☒ Invoices and Adjustments

☐ Receipts

☒ Cost of Sales

☒ Realise FX Gains/Losses

☒ Creditor (Invoices and Adjustments, Receipts, Realise FX Gains/Losses)

☒ Stock

Source Ledgers Period / Date Range: All Unposted

Destination GL Period: Source Ledger Period

Set Defaults Generate and Process GL Post Run

Description: Date Stamp: 07.11.2012 Initials: Preview GL Post Run New GL Post Run

**GL Post Run # 8**

Batch	Description	Status	GL Period	Posted to GL	Debit	Credit
3	GLPOSTRUN #8 for GL Period September 2012: CREDITOR	OK	September 2012	No	11.25	11.25

**GL Post Run Batch: 3** Description: GLPOSTRUN #8 for GL Period September 2012: CREDITOR  
GL Period: September 2012

Ledger	Account	Name	Debits	Credits
Creditors Ledger				
	00-01000-05	SERVICE	\$10.00	
	01-04550-00	GST PAID	\$1.25	
	01-03500-00	CREDITORS CONTROL		\$11.25

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Toolbar buttons are available to access the setup screens for GL Control Accounts (see page 62), Currencies (see page 66) and Period Statuses (see page 65), as well as the Data Verification utility (see page 55). These options are also available in the Utilities menu.

You can view transactions that have not yet been posted by selecting an option from the **View Unposted Tx** button menu.

Period	Date	Inv no	Trans type	Acc no	Name	Sub total	Tax total
	13/02/2012	9	Invoice	2	SOUTHERN AUTOS...	\$4.75	\$0.59
	13/02/2012	91	Invoice	2	SOUTHERN AUTOS...	\$72.56	\$9.07
	13/02/2012	92	Invoice	2	SOUTHERN AUTOS...	\$58.00	\$7.25
	13/02/2012	93	Invoice	2	SOUTHERN AUTOS...	\$999.99	\$125.00
	13/02/2012	94	Invoice	2	SOUTHERN AUTOS...	\$184.55	\$23.07
	13/02/2012	95	Invoice	2	SOUTHERN AUTOS...	\$18.54	\$2.32
	13/02/2012	96	Invoice	2	SOUTHERN AUTOS...	\$6.40	\$0.80
	13/02/2012	98	Invoice	2	SOUTHERN AUTOS...	\$6.40	\$0.80
	13/02/2012	99	Invoice	2	SOUTHERN AUTOS...	\$49.99	\$6.25
	13/02/2012	910	Invoice	2	SOUTHERN AUTOS...	\$4.75	\$0.59

To post ledgers to the GL:

1. Select what information to post. Choose from:

- Debtors Invoices and Adjustments
- Debtors Receipts
- Debtors Cost of Sales
- Debtors Realise FX Gains/Losses
- Creditors Invoices and Adjustments
- Creditors Receipts
- Creditors Stock Cost Variances
- Creditors Realise FX Gains/Losses
- Stock (if EXO Job Costing is installed, this option becomes "Stock and Work in Progress")

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

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

- **All Unposted** - All unposted transactions.
- **Prior to Current Period** - Everything except the current financial period.
- **Selected Period Range** - Selecting this option lets you specify a From and To period to determine the source range.
- **Selected Date Range** - Selecting this option lets you specify From and To dates to determine the date range.

3. Select the destination GL period. Choose from:
    - **Source Ledger Period** - With this mode each source ledger period will create a distinct General Ledger batch in the matching GL period. Where multiple periods exist in the selected set of source data, multiple GL batches will be produced.
    - **Custom GL Period** - Selecting this option lets you specify a specific GL period to receive all selected transactions. In this mode only one GL batch will be created even if multiple periods are included in the source ledger data selected.
  4. Enter post run details:
    - The **Date Stamp** you want to use to date the GL transactions being posted
    - The **Initials** of the person performing the post run
    - A **Description** of the post run.
  5. Click the **New GL Post Run** button. This creates suspended batches and marks the source ledger transactions as posted. You are given the option of printing a report on the post run. If the **Generate and Process GL Post Run** option is ticked, the post run will be processed automatically.
- Note:** Instead of clicking **New GL Post Run**, you can click **New Preview GL Post Run** to extracts and views GL data without marking the source transactions as posted. This is useful for first GL post runs, particularly during implementation. This gives you the opportunity to correct data in the source ledgers and/or ensure system setup (such as GL accounts on stock items etc.) is correct.
6. The batch(es) appear on the Post Ledgers to GL window. Review the transactions listed and ensure the total debit and total credit values balance. From here you can edit the batch if necessary by right-clicking on it (some options are not available if the batch was processed automatically):
    - Right-click and select **Print Batch** to print a report on a batch.
    - Right-click and select **Edit Batch > Description** to edit the batch's description.
    - Right-click and select **Edit Batch > General Ledger Period** to change the General Ledger period that the batch will post to.
    - Right-click and select **Edit Batch > Fix Imbalance** to create a rounding line in the batch for the amount of the imbalance, subject to the threshold you specified by the profile setting **Post Ledgers to GL Maximum**. For amounts less than the threshold, the rounding line is automatically created; for amounts greater than the threshold, you are prompted for your password if you are supervisor, or if you are not a supervisor, a list of supervisors is displayed, for a supervisor to enter their password.
    - Right-click and select **Validate Batch** to check the batch for imbalances.
    - Right-click and select **Reverse Batch** to reverse the batch transactions. For pending batches, this reverts all of the source transactions from the batch to their original state. For posted batches, this takes all the source transactions from the batch and reverses the Debits and Credits.

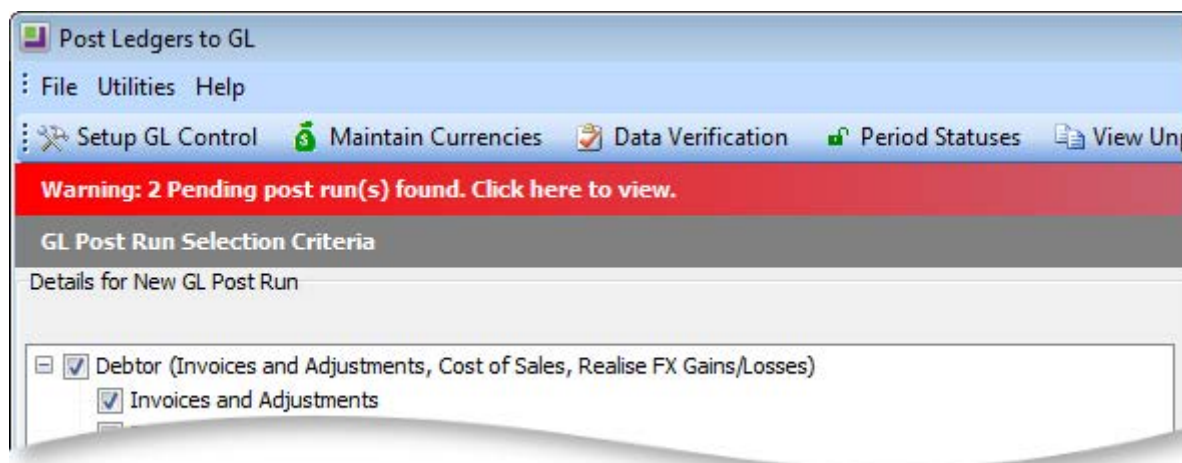
**Note:** To enable the **Edit Batch > Transactions** option, use the **Drop Down Menu Designer** (see [page 75](#)) to add the parameter "+EGL" to the Post Ledgers to GL menu function.

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

- Right-click and select **View GL Account** to open the General Ledger Account Details window (see page 226) for the relevant account.
- Right-click and select **View Pre Posted Transactions > Selected Account** to display the showing the pre-journals that will be posted for the account that was right-clicked on.

- Right-click and select **View Pre Posted Transactions > All Accounts** to display the showing a consolidated view the pre-journals for all accounts in the grid.
7. If the **Generate and Process GL Post Run** option is not ticked, click **Process GL Post Run** to post all batches to the General Ledger.

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




## GL Batch Transactions

### Utilities > General Ledger Utilities > GL Batch Transactions

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

To view a GL Batch:

1. Open the GL Batch Transaction window using the path above.
2. Select the batches to display:
  - Enter one or more numbers into the **Batch No** and click the **Load** button. You can specify a single batch number (for example, 50 that lists all batch transactions with the batch number 50) a batch range (for example, 50 – 55 listing all batch transactions with batch numbers from 50 to 55) or selected batch numbers (for example, 50, 52, 54 which lists all batch transactions with batch numbers 50, 52, and 54).
  - Enter “?” into the **Batch No** field and press TAB or ENTER to open a search window, or click the  button next to the **Batch No** field. Select one or more batches (you can select multiple batches by holding down CTRL) and click **Select & Close**.
3. To group the displayed transactions, select one or more properties to group by from the **Grouping** dropdown, then tick the **Group Transactions** option.



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

Batch No	Date	GL Accno	GL Subaccno	Branchno	GL Account	Pd	Chq No	Inv No	Details	Amount	FC
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 AIRFIL01: Loc...		-\$62.04	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 AIRFIL01: Loc...		\$62.04	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 AIRFIL01: Loc...		\$62.04	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 AIRFIL01: Loc...		-\$62.04	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 MOTOIL01: L...		-\$4.45	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 MOTOIL01: L...		\$4.45	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 MOTOIL01: L...		\$4.45	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 MOTOIL01: L...		-\$4.45	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 NGKSPRK4PK:...		-\$53.17	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 NGKSPRK4PK:...		\$53.17	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 NGKSPRK4PK:...		-\$53.17	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 RADCLNT01: ...		-\$15.00	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 RADCLNT01: ...		\$15.00	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 RADCLNT01: ...		\$15.00	
1015	03.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 12 RADCLNT01: ...		-\$15.00	
1015	04.09.2011	4200	0	1	STOCK ON HAND	0	WIP:	JOB: 5 AIRFIL01: Loc...		-\$62.04	

Total Debits : 2339.00    Total Credits : 2339.00    Balance : 0.00

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### Field Descriptions

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

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

## Period Handling

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

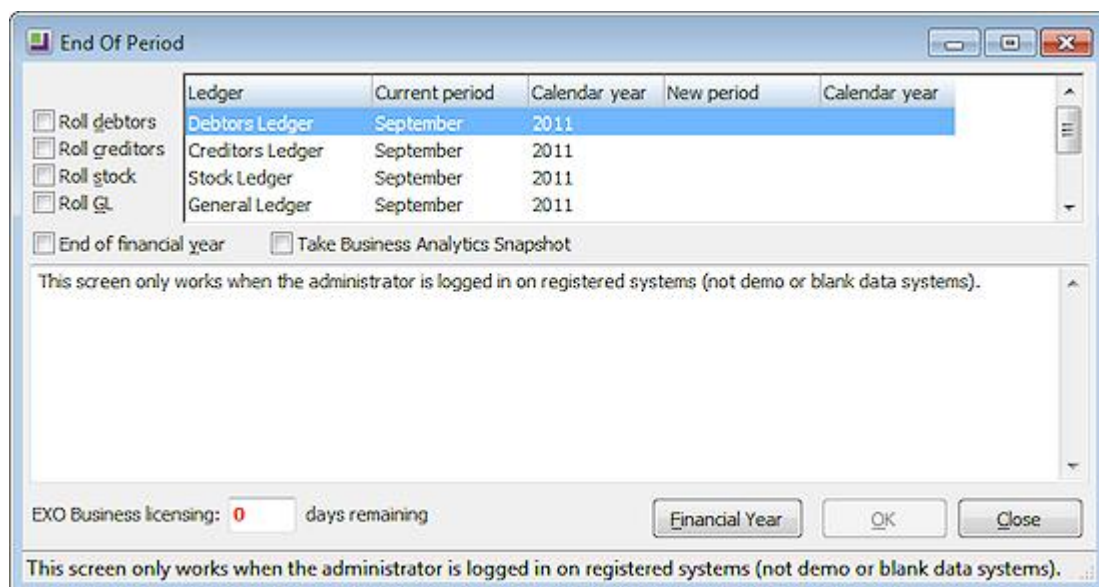
When starting up the EXO Business system, you need to tell EXO Business how many periods have transpired before you begin to process transactions. This is used in General Ledger reporting and budgeting and is carried out through the General Ledger Control Accounts Setup window.

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

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

## End of Period/Year

### Utilities > End of Period



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

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

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

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

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

### ***Rolling the Debtors Ledger***

Normal sequence of events:

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

Extra steps performed in an End of Year procedure:

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

### ***Rolling the Creditors Ledger***

Normal sequence of events:

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

Extra steps performed in an End of Year procedure:

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

### ***Rolling the Stock Ledger***

Normal sequence of events:

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



Extra steps performed in an End of Year procedure:

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

### ***Rolling the General Ledger***

Normal sequence of events:

1. Finish entering as many transactions for the period and financial year as you can. Even after the roll over you can post to prior years' periods.
2. Extract and Post all transactions for the period and year from the Debtors and Creditors ledgers (**Utilities > Ledger Postings > Post Ledgers to GL**).
3. Print and save all required General Ledger reports (Balance Sheet, Profit & Loss etc)
4. Run the End of Period utility.

Extra steps performed in an End of Year procedure:

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

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

### ***Points to Note***

- An End of Period **must** be performed before any transactions can be entered into the new period.
- It is **not** necessary that all transactions be posted to General Ledger before a ledger is rolled over.
- Complete specialised procedures like Exchange Rate Variance calculations before doing an End of Period.
- There is no loss of transaction detail as a result of the End of Period or End of Year procedures. Transaction details are retained as history and are never automatically deleted by EXO Business.
- Processes and controls exist to allow transactions to be posted back into prior periods. Period lock controls help manage this process, and periods would normally be locked once period reporting has been completed.
- The **Post to Past Period** User-level profile setting must be enabled to allow users to post transactions on previous or past periods.
- The **Allow end of period rollover** User-level profile setting must be enabled to allow a user to roll the end of period.
- A Company-level profile setting called **Enable warning for transactions not posted to GL before end of period processing** can be enabled to prompt users if Post Debtors/Creditors/Stock to GL has not been processed yet an attempting to do an end of period.

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

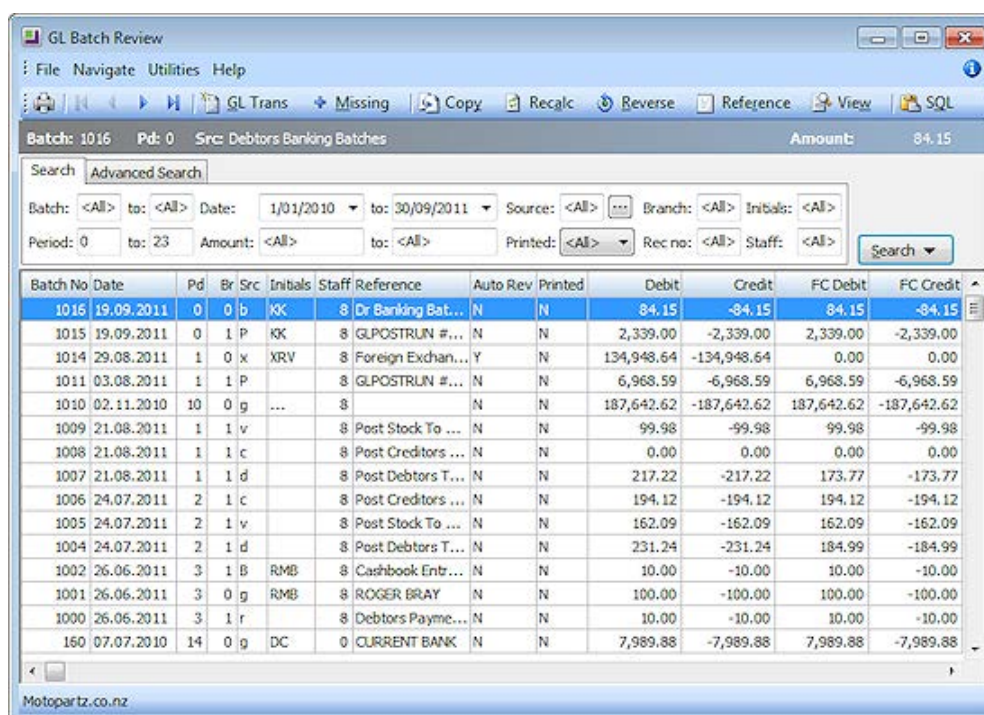
## GL Batch Review

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

### Viewing GL Batches

#### Transactions > General Ledger > GL Batch Review

If this menu option is not available, it must be added to the menu using the Menu Designer - **Setup > Setup Menu** or use the EXO Business Configuration Assistant (see page 52).



1. Specify the criteria (see page 285) for your search on the General (search) page of the window. The more detail entered in these search options, the more refined your search result will be.
2. Select the options (see page 287) from the Search list and click this **Search** button (see page 287). The transactions that meet the specified criteria are displayed on the window.

### Search Field Definitions

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

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

3. If you have further details for the transaction you wish to locate, you can refine the list of transactions that are displayed on the General page. Click the Advanced tab on the window.
4. Type the information you have in the relevant field.
5. Select the options from the Search list and click the Search button. The transactions displayed now are related to your advanced search criteria.
6. Click Print to print the list of batches. The Print GL Batch Listing (see page 288) box is displayed.

### Search List and Button

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

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

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

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

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

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

### Select GL Sources

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

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

## Utilities Menu / Toolbar

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

- **GL Trans Entry** - Provides a shortcut to the GL Transaction Entry window.
- **Insert Missing** - Looks for any missing GL Batch Header and inserts the missing header.
- **Copy** - Copies the selected batch. You can edit the batch details in the GL Transaction Entry window.
- **Recalculate** - Recalculates the debits and credits (Debit, Credit, FC Debit, FC Credit) transactions in the batch, based on the GL transaction records for that batch.
- **Reverse** - Takes all the transactions from the batch and reverses the Debits and Credits.
- **Reference** - Opens a window with an option to edit the reference text for the selected grid item.
- **View** - Displays the transactions for the selected batch.
- **SQL** - Brings up the SQL form that allows you to view or copy the SQL statement.

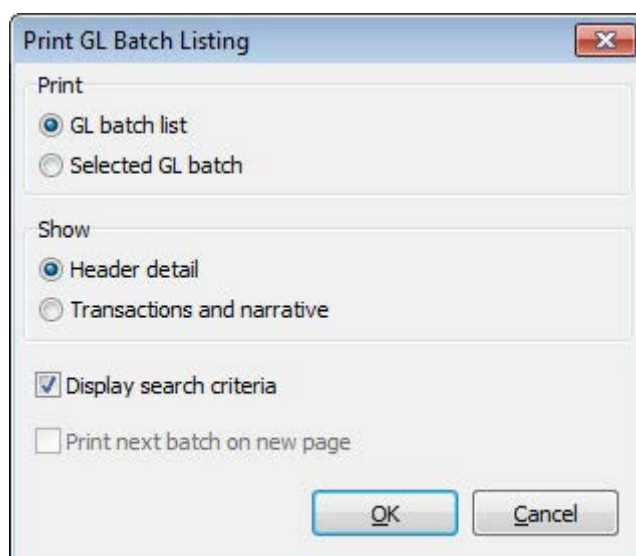
## Popup Menu

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

## Print Options

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

**Transactions > General Ledger> GL Batch Review > File > Print**



**Print > GL Batch List** - Prints the Batch List based on the specified search criteria.

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

**Print > Selected GL Batch** - Prints the selected batch.

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

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

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

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

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

**Print Next Batch on New Page**

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

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

### Advanced Search Tab

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

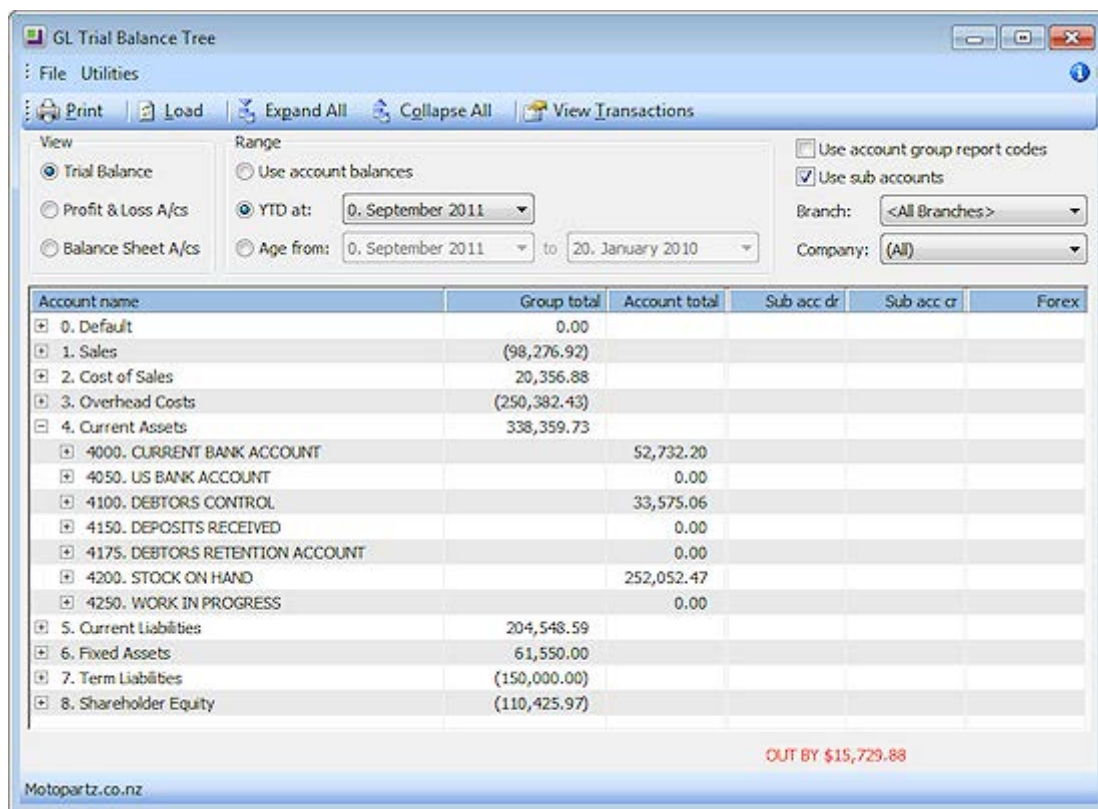


## GL Trial Balance Tree

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

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

To view a GL Trial Balance, select **Reports > General Ledger Reports > GL Trial Balance Tree**. The Trial Balance Tree window opens:



Select the options on the window. The following table provides more information.

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

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

## Foreign Currency

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

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

### Setup

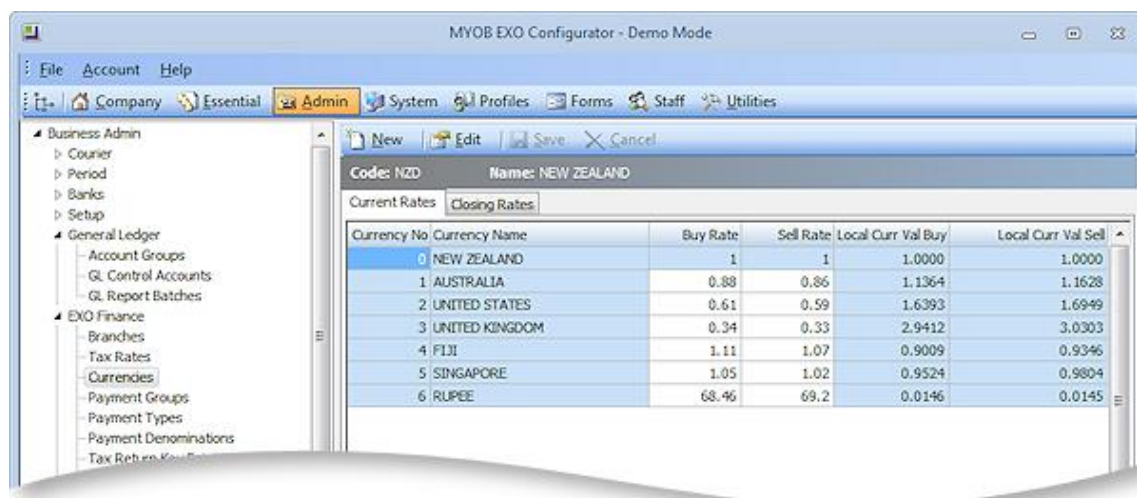
#### Enabling Foreign Currency Features

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

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

## Setting up Local Currencies

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



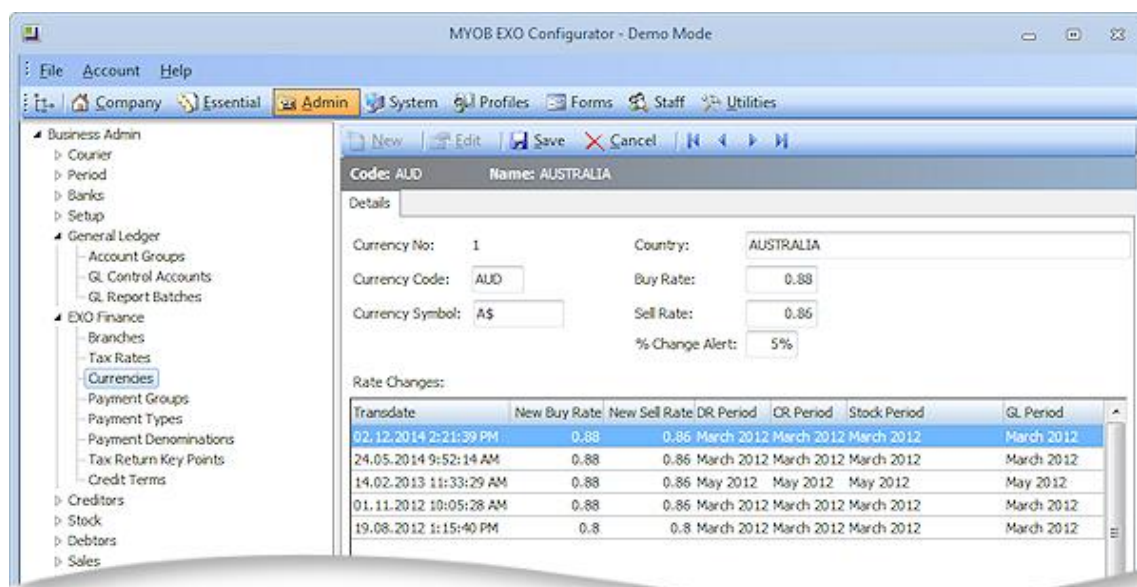
**Note:** You can also edit currencies from within the main EXO Business application by adding the **Setup Currencies** menu item.

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

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

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

To edit all properties of an existing currency rate, double-click on it or select it and click **Edit**. The Details tab is displayed:



The Details tab also contains a history of all rate changes for the currency.

## Currency Closing Rates

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

MYOB EXO Configurator - Demo Mode

File Account Help

Company Essential Admin System Profiles Forms Staff Utilities

Business Admin

- Courier
- Period
- Banks
- Setup
- General Ledger
  - Account Groups
  - GL Control Accounts
  - GL Report Batches
- EXO Finance
  - Branches
  - Tax Rates
  - Currencies
  - Payment Groups
  - Payment Types
  - Payment Denominations
  - Tax Return

Save Cancel Re-evaluate

Code: NZD Name: NEW ZEALAND

Current Rates Closing Rates

Financial Period: 1 August 2012

Currency No	Currency Name	Buy Rate	Sell Rate	Local Curr Val Buy	Local Curr Val Sell
0	NEW ZEALAND	1	1	1.0000	1.0000
1	AUSTRALIA	0.88	0.86	1.1364	1.1628
2	UNITED STATES	0.61	0.59	1.6393	1.6949
3	UNITED KINGDOM	0.34	0.33	2.9412	3.0303
4	FII	1.11	1.07	0.9009	0.9346
5	SINGAPORE	1.05	1.02	0.9524	0.9804
6	RUPEE	68.46	69.2	0.0146	0.0145

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

## Setting up Control Accounts

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

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

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

## Setting up Customers/Suppliers

A guiding principle of having customers and suppliers in foreign currencies is that any transaction that takes place is in the customer's/supplier's currency. The user's view of the account will also be in the customer's/supplier's currency. The required currency should be selected from the Currency list when creating a Debtor or Creditor account:

The screenshot shows the 'Creditor Account Details' window. The 'Currency' dropdown menu is open, displaying a list of currencies: NZD, AUD, USD, GBP, FJD, SGD, and LKR. 'NZD' is currently selected and highlighted in blue. The window also shows fields for 'A/C No.', 'Name', 'Code', 'Name', 'Company Details', 'Postal Address', 'Delivery Address', 'Miscellaneous', 'Primary Group', 'Secondary Group', 'Staff', 'Credit terms', and 'Currency'.

Sales reports and all Stock movements are always converted to local currency immediately, at the rate the transaction applied to.

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

## Operation

The Foreign Currency option may be required in different situations.

## During Sale/Purchase

The screenshot shows the 'Creditor Invoice Entry' window. The 'Account' is '7. NZ MUFFLERS' and the 'Salesperson' is '8. EXO BUSINESS ADMIN ACCOUNT'. The 'Invoice date' is '23/09/2011' and the 'Payment due' is '20/10/2011'. The 'Invoice no.' and 'Order no.' fields are empty. The 'Location' is '1. Auckland'. The 'Age' is '0. September 2011'. The 'NZD' field is highlighted with a red box and contains the value '1'. The 'Branch' is '0. AUCKLAND'. The window also shows a table with columns: Type, Code, Descrip..., Qty, @Price, Disc %, Total, GST, Gross Total, Job C..., Cost T..., and Co.

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



## During Payment Entry

Payment/Receipt Entry

Account: KNIGHT NICOL AUTOS

Alert:

Account: 1. KNIGHT NICOL AUTOS

Date: 23/09/2011 Period: 0. September 2011 Age: Current

Type: CASH Amount: 0.00 AUD: 0.86

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. September 2011

Amount: To Allocate At PP Disc PP Disc

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

## While Designating a Foreign Currency GL Account

General Ledger Account Details

File Navigate Help

New Save Save & Exit Cancel

A/c No: 4050 Name: US BANK ACCOUNT

Details Transactions Budget Notes History Notes Analysis

Account Details

Account no: 4050

Account name: US BANK ACCOUNT

Report code: BANK

Account group: Current Assets

Debit/credit: Usual Debit Usual Credit

Section: Profit and loss Balance sheet Asset

Override GST rate: -1. AUTO SELECT RATE

Currency: USD

Period Totals

12. September 2010

11. October 2010

10. November 2010

09. December 2010

08. January 2011

07. February 2011

06. March 2011

Current Year:

05. April 2011

04. May 2011

03. June 2011


02. July 2011

01. August 2011

00. September 2011

Account balance:

The **Currency** is set when the account is first created, and cannot be changed once the account is saved.

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

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

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

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



## Foreign Currency Reconciliation

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

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

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

### Utilities > Foreign Exchange Rate Variance Calculator

Foreign Exchange Rate Variance Calculator

File Help

Recalculate Post to GL Reports

Realised Foreign Exchange Variances

Source Ledgers Period / Date Range From : To :

Selected Period Range 00. Nov12 00. Nov12

☒ Take up allocated Debtor transactions ☒ Take up allocated Creditor transactions

Destination GL Period: Custom GL period GL Period to post into 0. November 2012

Current Foreign Exchange Variances

☒ Adjust foreign currency General Ledger a/c balances Destination GL Period 0. November 2012

Unrealised Foreign Exchange Variances

☒ Adjust General Ledger Debtor control a/c with reversing journal ☒ Adjust General Ledger Creditor control a/c with reversing journal

Destination GL Period 0. November 2012

Calculated: 08.11.2012 10:02

The following currencies for which debtors payments and invoices were not allocated resulted in these gains or losses due to exchange rate differences. The differences will be adjusted with auto-reversing journals.

Currency	Gain/Loss
AUSTRALIA	-147.17
FIJI	-88.78
SINGAPORE	-2424.59
UNITED KINGDOM	-297.88

Motopartz.co.nz

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

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

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

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

Field	Description
Source Ledgers Period / Date Range	<p>Specify the period or dated range you want to extract data from. Choose from:</p> <ul style="list-style-type: none"> <li>• <b>All Unposted</b> - All unposted transactions.</li> <li>• <b>Prior to Current Period</b> - Everything except the current financial period.</li> <li>• <b>Selected Period Range</b> - Selecting this option lets you specify a From and To period to determine the source range.</li> <li>• <b>Selected Date Range</b> - Selecting this option lets you specify From and To dates to determine the date range.</li> </ul> <p>This control applies to realised variances only; the entire sub-ledger is re-valued for current and unrealised variances at the end of the specified period.</p>
Take up allocated Debtor transactions Take up allocated Creditor transactions	<p>Provides realised transactions as per the details report. Transactions can be posted to the source ledger period, or a custom period can be selected. A <b>Destination GL Period</b> can be selected for realised foreign exchange variances.</p>
Adjust foreign currency General Ledger a/c balances Adjust General Ledger Debtor control a/c with reversing journal Adjust General Ledger Creditor control a/c with reversing journal	<p>Gives the difference in the exchange rates on the actual transactions and the rates in the Setup Currencies screen. A <b>Destination GL Period</b> can be selected for unrealised foreign exchange variances and for current foreign foreign exchange variances.</p> <p>Unrealised foreign exchange variances can only be posted into the current period or prior periods (i.e. periods 0 or 1). If EXO Intercompany is installed, they can only be posted to the current period.</p>

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

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

## Foreign Exchange Re-evaluations

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

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

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

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

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

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

## Integrated Cashbook

### Transactions > General Ledger > Integrated Cashbook Entry

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

To make a new entry:

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

Item	Description
<b>Reference</b>	Enter some reference test to identify this entry.
<b>Bank Account</b>	The GL account for the bank statement
<b>Date</b>	The date the statement is prepared.
<b>GL Period</b>	The period the GL transactions are to be posted to.
<b>Entered by</b>	The initials of the staff member preparing the statement.
<b>PreAllocation Mode</b>	Check this option to enable the Pre-allocation mode.
<b>Print Transactions</b>	Check this option to enable the printing of transactions.
<b>Consolidate GL Postings</b>	Check this option if all Debtor entries are to be consolidated as one.
<b>Grid column headings</b>	
<b>Lr</b>	<p>The name of the ledger.</p> <p>To select the type, click the cursor in the field and press:</p> <ul style="list-style-type: none"> <li>• <b>G</b> (General Ledger)</li> <li>• <b>D</b> (Debtors Ledger)</li> <li>• <b>C</b> (Creditors Ledger)</li> <li>• <b>X</b> (Expense)</li> <li>• <b>I</b> (Income)</li> </ul>
<b>A/c</b>	The account number or part of the account name. Double-click on the account name to drill down to the relevant GL, Debtor or Creditor account.
<b>Name/Details</b>	The account name or the transaction details.

<b>Type</b>	<p>The type of transaction.</p> <p>To select the type, click the cursor in the field and press:</p> <ul style="list-style-type: none"> <li>• <b>C</b> (Cash)</li> <li>• <b>Q</b> (Cheque)</li> <li>• <b>V</b> (Visa)</li> <li>• <b>M</b> (Mastercard)</li> <li>• <b>A</b> (Amex)</li> <li>• <b>D</b> (Diners)</li> <li>• <b>E</b> (Eftpos)</li> <li>• <b>I</b> (Direct Credit)</li> <li>• <b>T</b> (Direct Debit)</li> </ul>
<b>Chq/Ref</b>	The cheque number or reference number.
<b>Date</b>	<p>The date of the transaction.</p> <p>Enter the date in the format dd.mm.yy</p>
<b>\$ Expense</b>	The amount of the transaction if it is an expense.
<b>\$ Income</b>	The amount of the transaction if it is an income.
<b>GST</b>	The GST rate number.

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

### Notes

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

## General Ledger Export for Accounting Systems

### Account > Accounts Systems Export

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

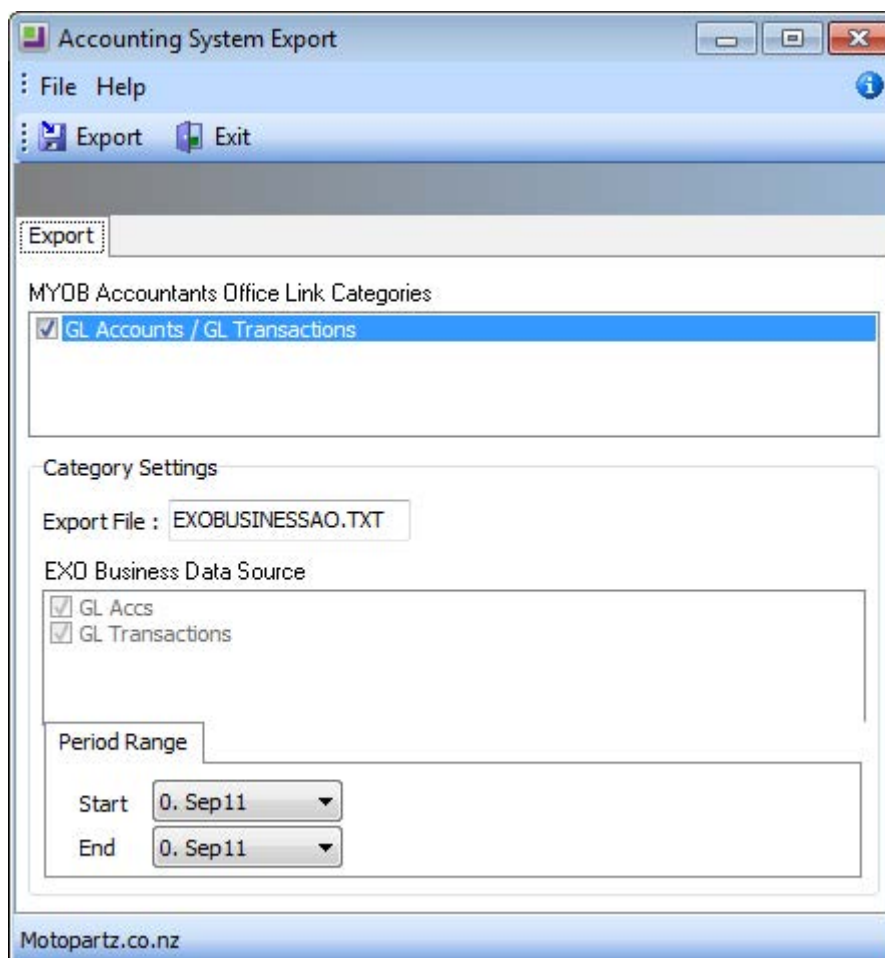
### Setting up Accounting System Export

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

1. Open the EXO Business Configurator and go to the Profiles section.
  - a. Set the **External accounting system** Company-level profile setting to “MYOB Accountants Office Link”.
  - b. Edit the **Directory location for documents** Computer-level profile setting to specify the directory that export files should be saved to.
2. Go to the Staff section.
3. Use the Menu Designer at **Staff > Menus > Dropdown Menu** to add the **Accounts Systems Export** menu option to the Account menu, if it is not already available.

### Exporting for Accounting Systems

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





## MYOB EXO Business User Guide

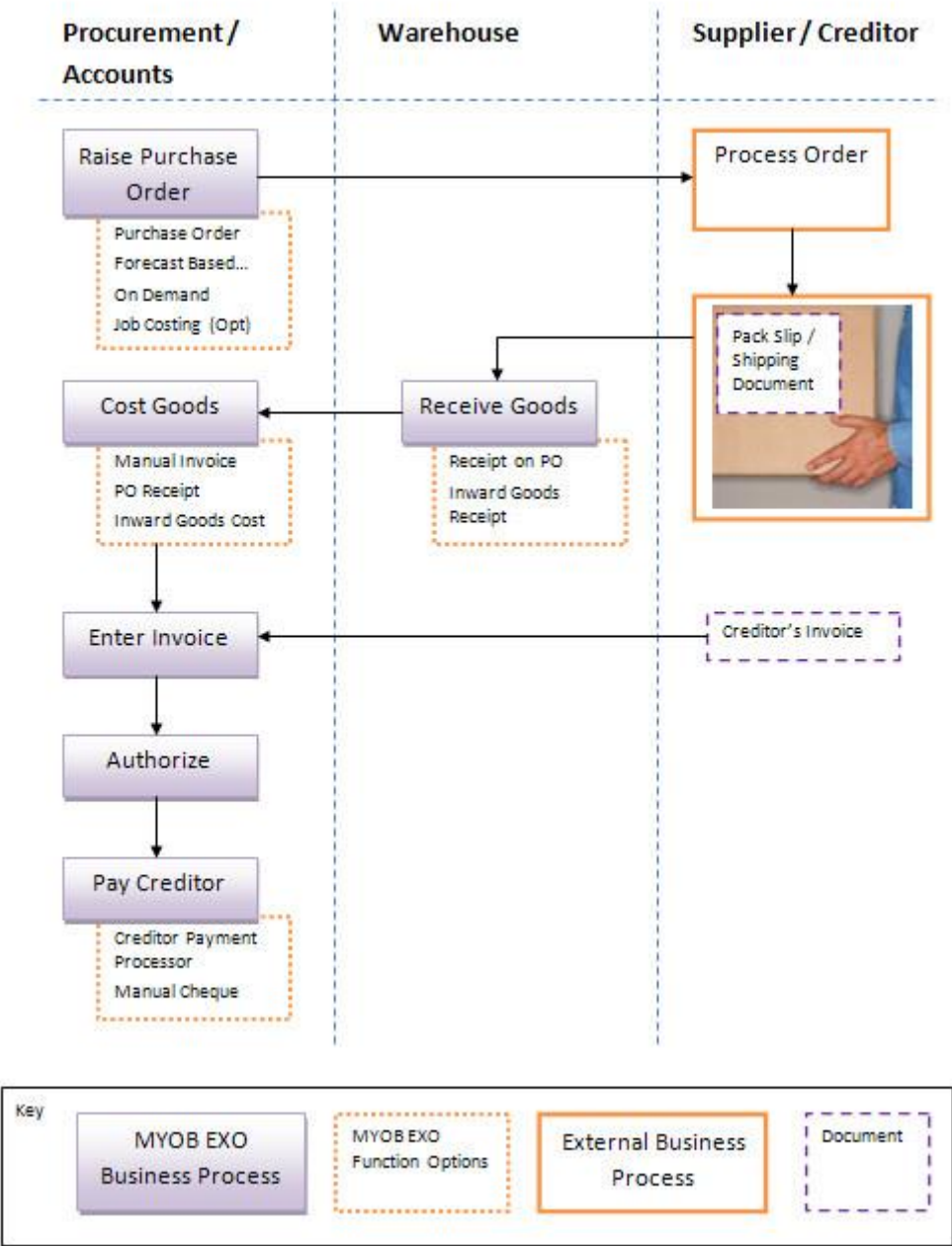
To export data:

1. Enter a name for the export file.
2. Specify the range of periods to export transaction data for.
3. Click **Export**.

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

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

# The Procurement Cycle



## Other Related Procurement Transactions

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

### Creditor Adjustments

#### Transactions > Creditor Adjustments

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

### Editing Creditors Invoice

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

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

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

### Credit Note/Refund

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

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

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

### Allocating/Reallocating Payments against Invoices

#### Account > Creditors > Transactions > Allocate

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

### Authorising Creditor Invoice Payment

#### Account > Creditors > Transactions > Right-click > Authorise

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

## Working with Purchase Orders

### Viewing Purchase Orders

#### Transactions > Purchase Orders > Purchase Orders

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

Order No	Orderdate	Due date	Accto Name	Status	Value ex GST	Confirmed	Local value
10082	22.03.12	22.03.12	0 MISC PURCHASES	0 - Not Processed	\$184.55	<input type="checkbox"/>	\$207.62
10075	26.08.11	28.08.11	1 AUCKLAND PART MART	0 - Not Processed	\$180.00	<input type="checkbox"/>	\$202.50
10073	06.09.11	20.09.11	8 AUSSIE CAR PARTS	0 - Not Processed	\$6,024.00	<input type="checkbox"/>	\$4,819.20
10072	06.09.11	20.09.11	8 AUSSIE CAR PARTS	0 - Not Processed	\$5,934.40	<input type="checkbox"/>	\$4,747.52
10057	13.08.11	15.08.11	1 AUCKLAND PART MART	0 - Not Processed	\$450.00	<input type="checkbox"/>	\$506.25
10056	06.09.11	16.09.11	19 CROWN MOTORS ENTERPRISES	0 - Not Processed	\$3,581.40	<input type="checkbox"/>	\$2,809.61
10055	06.09.11	20.09.11	8 AUSSIE CAR PARTS	0 - Not Processed	\$239.70	<input type="checkbox"/>	\$191.76
10054	06.09.11	08.09.11	1 AUCKLAND PART MART	0 - Not Processed	\$191.60	<input type="checkbox"/>	\$215.55
10053	06.09.11	20.09.11	5 CAR-PART.COM	0 - Not Processed	\$899.50	<input type="checkbox"/>	\$404.78
							<b>\$14,104.79</b>


To view existing orders:

1. Enter text in the **Search Key** field.
2. Select a Branch from the drop-down box
3. Filter by the Order status
4. Click **Search**.

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

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

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

<b>Branch</b>	This filters the grid to display orders that originated at a certain branch only. If <b>&lt;All Branches&gt;</b> is selected this effectively nullifies this filter.
<b>Order Status</b>	<p>Each of these checkboxes will allow the inclusion of the described order in the grid.</p> <ul style="list-style-type: none"> <li>• <b>Unprocessed Orders</b> - Orders that have been entered but have not been processed.</li> <li>• <b>Partly Processed Orders</b> - Orders that have been entered but not supplied, partly supplied (dispatched) or fully supplied (dispatched), but not invoiced.</li> <li>• <b>Fully Processed Orders</b> - Orders that have been fully supplied (dispatched) and fully invoiced.</li> </ul> <p>If the <b>Enable extended Purchase Order statuses</b> Company-level profile setting is enabled, two additional statuses are available:</p> <ul style="list-style-type: none"> <li>• <b>Quotations</b> - Orders that have been created as quotations, which have not yet been converted to a full Purchase order</li> <li>• <b>Awaiting Authorisation</b> - Orders whose total exceeds the staff member's authorisation limit (see page 315). These orders must be authorised by a staff member whose authorisation limit is greater than the order total.</li> </ul>
	This toggles the display of the Purchase Order history window. By default the history grid is not displayed. However when toggled, the window will retain the last setting, i.e. if it was set to display in the last session, it will continue to do so until it is turned off again.
<b>Grid</b>	<p>The grid is the area that displays a list of the service orders as defined by the search and filter criteria. Right clicking on the Grid header will open a generic popup menu. Right-clicking inside the grid opens a specific popup menu (see page 307).</p> <p>The order items in the grid are colour coded to provide easy identification of the order progress:</p> <ul style="list-style-type: none"> <li>• <b>Current Order: Navy</b></li> <li>• <b>Overdue Order: Maroon</b></li> <li>• <b>Partially Supplied Order: Green</b></li> <li>• <b>Supplied Order Black</b></li> </ul>
<b>Order No</b>	The order number.
<b>Order Date</b>	The date that the order was processed.
<b>Due date</b>	The expected date to receive the order.
<b>Accno</b>	The creditor account number.
<b>Name</b>	The name of the creditor. This relates to the account number.
<b>Status</b>	This is the order status: 0 - Not Processed (This has 2 sub categories, <b>current</b> and <b>overdue</b> ), <b>1 - Partly Processed</b> , 2 - Fully Processed.
<b>Value Ex GST</b>	This is the combined total of the order, excluding GST.

**Confirmed** This checkbox indicates that the supplier/creditor has acknowledged the order.

**Local value** This is the combined total of the order, converted to the local currency.

### Main Grid Right-click Menu

**Edit the selected order** Takes you to the Order (Entry) window for the selected order. However, you cannot edit a Fully Processed order. This can also be accomplished by double clicking on the order.

**Set Status to Fully Processed** Forces the selected order into the “Fully Processed” status, even if it has not been dispatched or invoiced.

**Authorise the Selected Order** Authorises an order with status “Awaiting Authorisation”. This status is only available if the **Enable extended Purchase Order statuses** Company-level profile setting is enabled. Staff members can only authorise an order if the order total does not exceed their authorisation limit (see page 315).

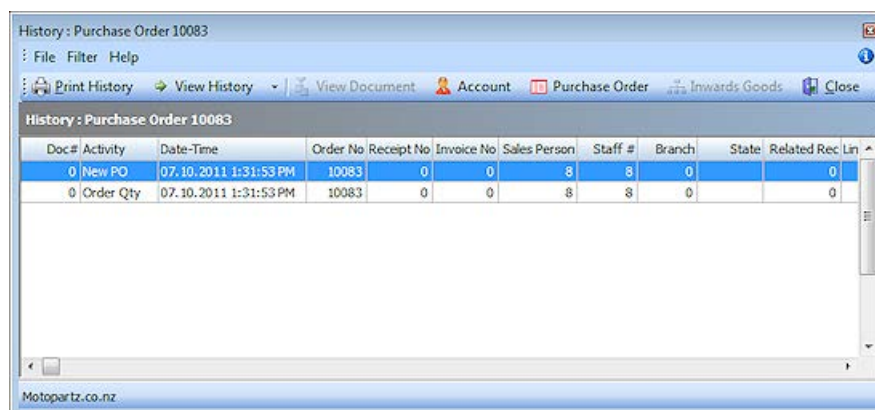
**Convert Quote to Order** Changes a Purchase Order Quote (order with the status “Quote”) to “Not Processed” to accept a quote.

**Note:** Quotes are only available if the **Enable extended Purchase Order statuses** Company-level profile setting is enabled.

**Delete** Deletes the order in any status.

**Copy Order** Copies the selected order.

**View Purchase Order History** This opens the Purchase Order history (usually displayed at the bottom of the main Purchase Order window) in a separate window:



### History

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

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

**Doc#** A system-generated number

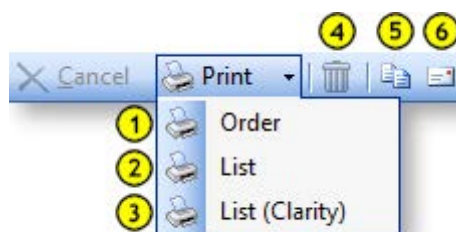


<b>Activity</b>	For example New Order, Order Qty.
<b>Date-Time</b>	The date and time of the activity.
<b>Order No</b>	Purchase Order Number as selected from top grid.
<b>Receipt No</b>	The receipt number of the Purchase Order.
<b>Invoice No</b>	The invoice number of the Purchase Order.
<b>Sales Person</b>	The salesperson for the Purchase Order line activity.
<b>Staff#</b>	The Staff # of the salesperson for the Purchase Order line activity.
<b>Branch</b>	The branch where this sales order was created.
<b>State</b>	The state of the Purchase Order.
<b>Related Rec</b>	Any related records to this Purchase Order.
<b>Link</b>	Displays any documents that have been linked to the Purchase Order, such as PDF invoices or statements.

#### History Window Right-click Menu

<b>Account</b>	This opens the creditor account details window for the selected history transaction.
<b>Purchase Order</b>	This opens the Purchase Order for the selected history transaction.
<b>Inwards Goods</b>	This opens the inward goods window to enter any details for inward goods.
<b>View Document</b>	This opens a print preview copy of the Purchase Order receipt.
<b>View History</b>	Allows the user to swap the filter on the window to a different class for the highlighted line. For instance you may wish to drill in from a creditors invoice, locate the Purchase Order(s) that it came from and then see what other events may exist for that Purchase Order (e.g. other receipts or invoices where partial shipment has occurred).
<b>Print History</b>	This opens a print ready print preview of the Purchase Order History report for the selected history transaction.

## Toolbar



1. **Print Order:** This prints the selected order.
2. **Print List:** This prints the list defined by the search result.
3. **Print List (Clarity):** This prints the list to a clarity preview window, click [here](#) to see a sample.

Purchase Order Listing						
Drill Down On Order # For Order Details						
O/No	Ord Date	Due Date	Account	Staff	Status	Amount
Status: Not Processed						
10055	7/04/2008	21/04/2008	8 AUSSIE CAR PARTS	BRIDGET FAIRWEATHER	NP	\$299.62
10072	7/04/2008	21/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	NP	\$7,418.00
10085	18/04/2008	30/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	NP	\$7,076.25
10086	18/04/2008	18/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	NP	\$7,530.00
Sub Total: 4 Orders						\$22,323.87
Status: Partly Processed						
10073	7/04/2008	21/04/2008	8 AUSSIE CAR PARTS	DAVID CRANSTON	PP	\$7,530.00
10084	20/05/2008	3/06/2008	8 AUSSIE CAR PARTS	EXONET ADMINISTRATOR ACC(	PP	\$49.99
Sub Total: 2 Orders						\$7,579.99
Grand Total:						\$30,015.17
Motopartz.co.nz						
POHList.CLF						
Page 1 of 1						
21/04/2008 3:10:14 PM						

4. **Delete Order:** Clicking this icon marks the order as deleted.
5. **Copy Order:** This opens the copy order window, providing options to copy selected components of this order. In the Copy To: fields, the order number is automatically assigned to the next one in the list. Choose the account to copy to, note you can use the ? > **Tab** shortcut to open the account search window. Choose whether to copy the contents of the Header narratives and / or the Line narratives by checking the appropriate checkboxes.
6. **Email Order:** This emails the selected order directly to the associated Creditor as a PDF attachment.

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

## Entering Purchase Orders

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

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

To enter a Purchase Order:


1. Open the Purchase Orders window (see page 305).
2. Click **New**. Alternatively, click the **Copy** button to copy and edit an existing order.

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

The following window opens:

Stock Code	Description	Qty Ord	Qty	Pack Price	@Price	Disc %	Supplier Code	Options	Due Date	C Job C...	Sell Price	Sell Price Disc%	Cost T...
AIRFIL01	OVALCHROME AIR FILTER	10P of 1	10 (10P)	0.00	39.99	0.0			24.10.1910	N			
RACKPINION01	RACK AND PINION INSTALLATION	10P of 1	10 (10P)	0.00	499.00	0.0			05.02.2012	N			
ALARM01	REMOTE CAR START SECURITY	10P of 1	10 (10P)	0.00	58.05	0.0			05.02.2012	N			
ALARM05	SECURITY ALARM	10P of 1	10 (10P)	0.00	46.40	0.0			05.02.2012	N			
CARWAS01	CAR WASH SUDS	10P of 1	10 (10P)	0.00	1.84	0.0			05.02.2012	N			
CARWAX01	CAR WAX - PASTE	10P of 1	10 (10P)	0.00	5.12	0.0			05.02.2012	N			
POLISH01	METAL POLISH - TUBE	10P of 1	10 (10P)	0.00	2.00	0.0			05.02.2012	N			
STORAGE05	OFF ROAD ROOF BASKET	10P of 1	10 (10P)	0.00	0.00	0.0			05.02.2012	N			

3. In the account header section, enter the Creditor account number followed by the **TAB** key, or search for the account by entering part of the account name, or simply '?' and **ENTER** to search through all accounts.
4. Complete the remaining header fields, such as date, delivery address, stock location, lead time and Purchase Order header extra fields. See the table below for field definitions.

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