



MYOB EXO Business

User Guide



MYOB ENTERPRISE SOLUTIONS

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Getting Started

MYOB EXO Business Overview

MYOB EXO Business is more than just an accounting solution. It is a complete business system allowing a company to centralize virtually all business information into one completely integrated solution. It eliminates the need for separate marketing databases through advanced contact management features and integrates a powerful document manager with Microsoft Office applications including email.

The software is designed for small to medium sized companies and is a completely integrated solution with all core modules in one package. Since it is an open system it is possible to integrate third party software applications to extend MYOB EXO Business's functionality.

Technical Overview

MYOB EXO Business is a seamlessly integrated suite of business management, relationships management and accounting software applications developed for the needs of growing and ever changing small and medium businesses. It features a 32-bit, multi-tiered, SQL Windows system written using Borland Delphi. Data is stored in a readily accessible industry standard format making it available to the majority of popular SQL-based business intelligence tools and productivity tools such as Microsoft Office products. The data is protected by comprehensive database and application security protocols.

Features of the System

Some of the important features of MYOB EXO Business are listed here.

Built on Industry Standard Platform

MYOB EXO Business is built on the advanced and popular industry standard network operating system, Microsoft Windows.

Offers Reliability and Data Integrity

The client/server SQL technology that MYOB EXO Business uses avoids the common causes of data corruption. This results in data security, data integrity, scalability, reliability and performance.

Provides High Scalability

The system can work well with up to 400 concurrent users. Its scalability is only dependent on the hardware that it runs on.

Allows Customisation

The software is highly adaptable and can fit into many different situations. Tools such as Menu Designer, Report Writer and User Defined Forms allow customisation to suit your business needs.

Contains Easy-to-Use Interface

The MYOB EXO Business design is clear and simple. This makes the system easy to learn and operate.

Integrates with Other MYOB Products

MYOB EXO Business integrates with the MYOB EXO Payroll product so that payroll data can be posted to the EXO Business General Ledger, and pay information sourced from the EXO Job Costing timesheet data can be posted to EXO Payroll.

Note: Information on setting up EXO Business to integrate with EXO Payroll is available in the Help for the EXO Job Costing module.

Integrates with Third Party Tools

MYOB EXO Business supports Microsoft SQL Server, which is an industry standard system. It also has the facility to store documents against Debtor or Creditor accounts. Thus documents such as quotes and account follow-up letters can be safely stored.

MYOB EXO Business Utilities

MYOB EXO Business offers many utilities to facilitate processing of transactions. The following summarises their function and how to locate them for further evaluation.

Debtors

Invoice Number Search

Utilities > Debtors Utilities > Invoice number search

Searches for either Debtor or Creditor invoices, and allows viewing and reprinting

Prompt Payment Discount Calculation

Utilities > Debtors Utilities > Prompt Pay Discount Calculation

Manages the discount mechanism for debtor prompt payments

Price Policies and Price Rules

Utilities > Debtors Utilities > Setup Price Policies

Sets up pricing policies for stock items or stock groups, and applies them to accounts or account groups

Invoice Batch Printing

Reports > Debtors Reports > Debtor Invoice Batch Printing

Allows batch printing of invoices, for example after warehouse order supply

Statement Batch Printing

Reports > Debtors Reports > Debtor Statements

Performs debtor statement printing

Creditors

Remittance Batch Printing

Reports > Creditor Reports > Creditor Remittances

Allows batch printing of remittance advices

Sales Orders/Purchase Orders

Archive Sales Orders / Purchase Orders

Utilities > Sales Order Utilities > Archive Sales Orders

Used to archive old sales order and purchase order transactions (see page 13) to help maintain an efficient system. Normally these records are no longer required once invoices have been created.

Stock

Price Change Scheduler

Utilities > Stock Utilities > Price Change Scheduler

Allows new prices to be preloaded, ready to be instigated at a later date. This function should be compared with *Price Policies* which can also support time-bound pricing.

Price Update Utility

Utilities > Stock Utilities > Price Update Utility

Allows pricing structures to be updated by formula, including rounding

Setup Stock Serial

Utilities > Stock Utilities > Setup Stock Serial Numbers

Used to initially set up serial numbers and check and edit if needed. Serial number tracking is an optional feature that can be enabled.

Serial Stock Batch Codes

Utilities > Stock Utilities > Setup Stock Batch Codes

Used to initially set up batch numbers, and check and edit if needed. Batch number tracking is an optional feature that can be enabled.

Serial Number Tracking

Utilities > Stock Utilities > Serial Number Tracking

Serial numbers can be tracked directly on the stock item master, (**Account > Stock > [search for item] > Serial Nos**), or accessed from its own **Serial Number Tracking** menu. This gives the ability to show how and when the stock item came into the system (e.g. creditor/ purchase order/ inwards goods reference), and how and when it left the system (e.g. Debtor/ Sales order), and internally (e.g. works order), depending on the level of tracking detail selected for the stock item.

General Ledger

GL Batch Review

Utilities > General Ledger > GL Batch Review

Allows GL batches to be reviewed (see page 285) by account range, period, dates or staff, and printed as necessary.

Reconcile GL Account

Utilities > General Ledger > Reconcile Account

Allows transactions in a GL account to be reviewed and marked as reconciled.

System

Data Verification

Utilities > Data Verification

Performs various tests on transactions (see page 55) to highlight issues.

Email Sender

Utilities > Send E-mail

Manages the user setup for the built in email sender (see page 44), which works with in-house mail servers.

Menu Designer

Setup > Setup Menus

Used to manage user menus (see page 75). Normally reserved for the system administration or implementer

Document Manager

Utilities > Document Manager

Manages the storing and attaching of documents (see page 525) to Debtors and other accounts.

Basic Keyboard Navigation

MYOB EXO Business can be navigated by keyboard or mouse, however it's normal to use a combination of both options. Both standard Windows and MYOB EXO Business-specific keyboard conventions are used.

Standard Windows keyboard conventions:

| Key | Use |
|-------------------|---|
| TAB | Moves from field to field, column to column |
| SHIFT+TAB | Moves backwards from field to field, column to column |
| ENTER | On open windows, automatically selects the OK button. |
| ARROW KEYS | Moves around a grid (see page 10), or up and down a list |
| PgUp, PgDn | Moves between the 'sections' of some windows, such as moving from the invoice header, to the body, to the end |

MYOB EXO Business-specific keyboard conventions

| Key | Use |
|--------|--------------------------------|
| F1 | Help |
| F3 | Debtor Search |
| F4 | Sales order search window |
| F6 | Debtors invoice entry |
| F7 | Debtors Invoice reprint window |
| F5/F10 | Window specific functions |

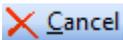
Advanced Keyboard Navigation

MYOB EXO Business can be navigated by keyboard or mouse, commonly both options are used. Both advanced Windows and MYOB EXO Business-specific keyboard conventions are used.

Advanced Windows keyboard shortcuts

| Key | Use |
|-----------------|--|
| CTRL+TAB | Moves through Tabs from left to right. |
| SHIFT+ CTRL+TAB | Moves through Tabs from right to left. |
| ALT+F4 | Closes current MYOB EXO Business window. |
| ARROW KEYS | Moves around a grid, or up and down a list. |
| PgUp, PgDn | Moves between the 'sections' of some windows, such as moving from the invoice header, to the body, to the end. |

MYOB EXO Business main screen keyboard shortcuts

| Key | Use |
|-------------------------|--|
| ALT+(underlined letter) | Executes assigned function of that control. Normally field labels with underlined letters indicate that letter + ALT key will activate that control box's or button's function. For example, pressing ALT+C will result in the same action as clicking the  button. |
| F3 | Opens the Debtor Search window. |
| F4 | Opens the Sales order search window. |
| F6 | Opens the Debtors Invoice Entry window. |
| F7 | Opens the Debtors Invoice reprint window. |

Debtors Invoicing window keyboard shortcuts

| Key | Use |
|---------------|---|
| F5 | Opens the Debtor Account Details window. |
| F6 | Opens a second Debtors Invoice Entry window. |
| F7 | Opens the Debtors Invoice reprint window. |
| F9 | Opens the Sales Messages window. |
| F10 | Opens the Extra Delivery Addresses window. |
| F11 | Opens the default Delivery Address window. |
| Insert | Inserts a blank line. |
| CTRL+O | When a line item is selected, creates a One Off Stock Item. |
| CTRL+L | When a line item is selected, opens the Stock Level Enquiry window. |
| CTRL+N | When a line item is selected, creates a new Narrative. |
| CTRL+' | When in a Narrative window, opens the list of Common Phrases. |

Creditors Invoicing window keyboard shortcuts

| Key | Use |
|----------------|---|
| F5 | Opens the Creditor Account Details window. |
| F10 | Opens the Goods Receipt Search window. |
| F11 | Toggles between GL and STOCK mode. |
| CTRL+F2 | When a line item is selected, opens the Invoice Line Periscope. |

Sales Order Entry window keyboard shortcuts

| Key | Use |
|----------------|---|
| F4 | Opens the Sales Order Search window. |
| F5 | When account details are is selected, opens the Debtor Account Details window. When a line item is selected, opens the Stock Account Details window. |
| F10 | Opens the Extra Delivery Addresses window. |
| Insert | Inserts a blank line. |
| CTRL+F2 | When a line item is selected, opens the Sales Order Line Periscope. |

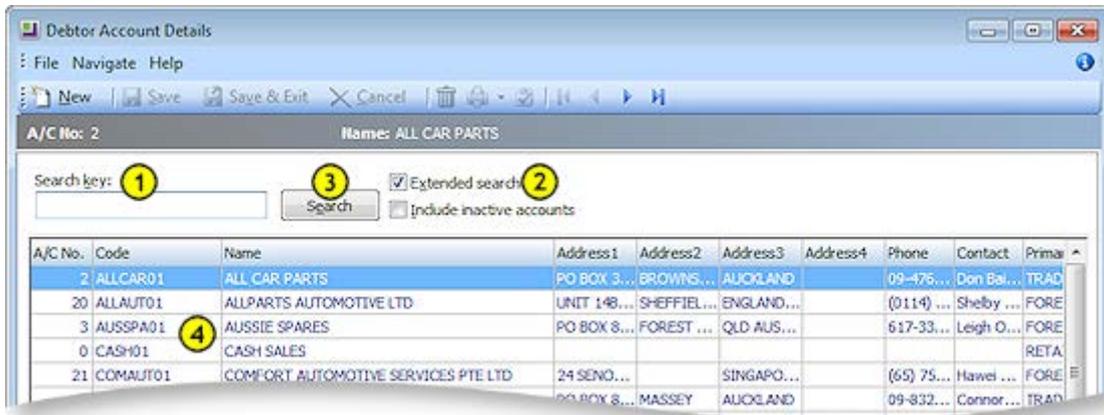
| | |
|---------------|---|
| CTRL+O | When a line item is selected, creates a One Off Stock Item. |
| CTRL+L | When a line item is selected, opens the Stock Level Enquiry window. |
| CTRL+N | When a line item is selected, creates a new Narrative. |
| CTRL+' | When in a Narrative window, opens the list of Common Phrases. |

Purchase Order Entry window keyboard shortcuts

| Key | Use |
|----------------|---|
| F5 | When account details are is selected, opens the Creditor Account Details window. When a line item is selected, opens the Stock Account Details window. |
| F10 | Opens the Extra Delivery Addresses window. |
| Insert | Inserts a blank line. |
| CTRL+F2 | When a line item is selected, opens the Purchase Order Line Periscope. |
| CTRL+O | When a line item is selected, creates a One Off Stock Item. |
| CTRL+L | When a line item is selected, opens the Stock Level Enquiry window. |
| CTRL+N | When a line item is selected, creates a new Narrative. |
| CTRL+' | When in a Narrative window, opens the list of Common Phrases. |

Searching

Search windows follow a common style, regardless of what is being located. This includes search windows for debtors, creditors, general ledger and stock accounts, as well as sales orders, purchase orders, bills of materials, contacts, works orders, and inwards goods processes.



- To narrow the search, enter part of the name in the **Search Key**. Alternatively other related details may be entered into the **Search Key** field, (such as the account number or the Alphacode in an account search). You can search on:
 - Account number, Code and Name
 - Any part of the debtor address
 - Phone number
 - Contact name
 - Balance

Note: you cannot search by Primary Group in this search.

- Check any options relevant to the search. For example, **Extended search** searches more fields (such as address, or extra search fields (see page 10)), however it is slower. If **Extended search** is not checked, only basic fields are searched such as the account name and number. Check the **Include inactive accounts** checkbox to include both active and inactive accounts in your search.
- Click **Search**. This provides a list of items that match the search criteria.
- To select an item and view more detail, use the Up and Down arrow keys and press Enter, or Double-Click on the item using the mouse.

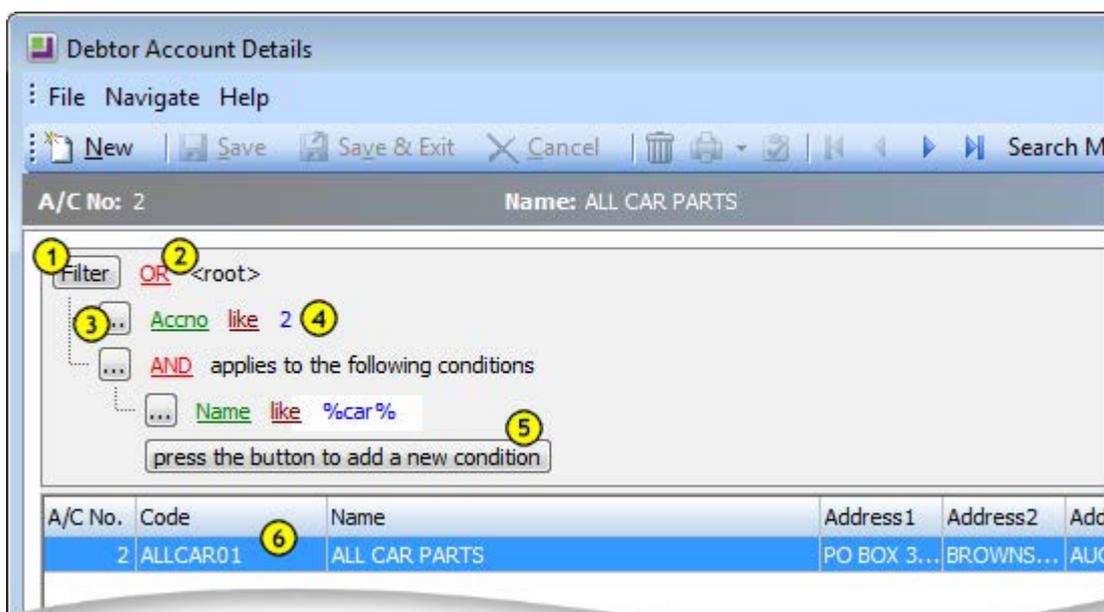
When inside a transaction entry grid, and an item such as an account or stock item needs to be found, enter a question mark '?' and press **TAB** to return all the items in a search list. A partial search is also possible in place of the question mark, e.g. enter 'FISH' and press **TAB** to return all items starting with FISH.

Note: Stock Item Search supports three methods: Exact Phrase, All Words and At Least One.

Advanced Search

The advanced search feature is available on several windows; in some cases it is immediately available, and in others it can be accessed by selecting **Advanced Search** from the **Search Mode** control or from the File menu to replace the standard search functions with the advanced functions.

Note: As its name implies, this is an advanced search function - it will take some experimentation before you are familiar with the complex options available. If you have a large customer base, we recommend you familiarise yourself with this tool; used correctly, it can significantly refine search results.



1. To begin configuring the search parameters, click on the **Filter** button to add a condition or a group, or click **press the button to add a new condition**. The **Filter** button also provides a means to clear all the search parameters from its popup menu.
2. The **red** items are boolean functions. Using the “AND” operator between terms retrieves documents containing both terms. “OR” retrieves documents containing either term. “NOT” excludes the retrieval of terms from your search. Click on this to choose the function from the popup menu.
3. The ellipsis button is used to add a condition, add a group or remove a row.
4. The **green**, **maroon** and **blue** text items define the search parameter. The green and maroon items are interactive and will open a popup menu when clicked. The green item is the actual field definition, the maroon is a conditional argument and the blue text is a user-defined variable. The blue text can be compared to the **Search Key** field in the standard search window.

Note: When using the “like” argument, the percent character (%) is used as a wildcard. For example, to search for all Debtors whose names begin with “A”, enter “Name like A%”.

5. Add additional filter criteria by clicking the button at the bottom of list.
6. The search result is displayed below - note how this has isolated the result to only one item in this example, as the search was well defined.

Tip: The best way to get familiar with this advanced search is to experiment with a few search parameters. Searching will not have any impact on EXO Business, and if you can find the time to become initially proficient with this search method, it could save you valuable time when a fast result is required.

Adding Search Fields

Profile settings can be used to add fields to search windows. A variety of **Extra ... search fields** profile settings are available in the EXO Business Configurator, e.g. **Extra creditor account search fields**, **Extra stock items search fields**, **Extra debtor account transactions search fields**, etc. To add extra search field, enter text into these fields in the format **Field=Caption=SearchBehaviour**, where:

- Field is the name of the database field you want to add
- Caption is the name to appear for the field on the search window
- SearchBehaviour is a string of characters that determines how to search on the field. Available characters are:
 - G = show this field as an optional visible column in the search grid.
 - S = add this field as part of the select statement.
 - W = make this field value a condition in the WHERE clause.
 - U = force a character to uppercase for comparison. (String Fields)
 - E= use Exact match (=) in the where clause rather than LIKE. (String Fields)

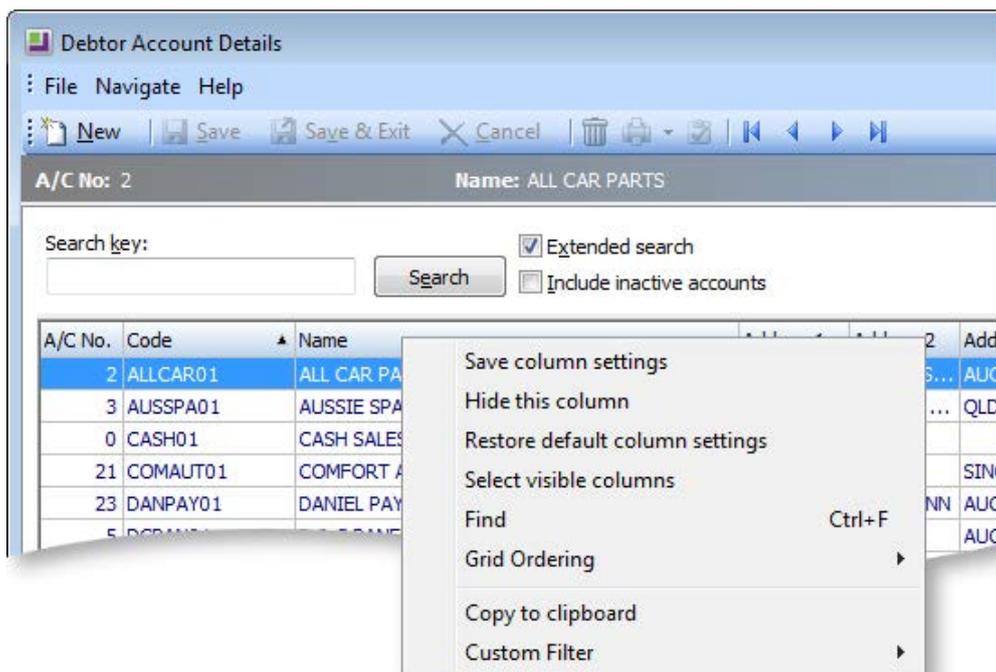
Multiple search fields can be specified, separated by commas. The =Caption and =SearchBehaviour values are optional; if no =SearchBehaviour option is specified, the default behaviour is GSWU.

For example, entering “FAX=Fax Number, EMAIL=Email Address” into the **Extra debtor account transactions search fields** setting will add fields for fax number and email address to the Debtor search window.

Note: Extra search fields added to search windows in this way are searched on when **Extended search** is ticked. They are also available for selection when building a query on the advanced search interface.

Grids

Exogrids are used in many parts of MYOB EXO Business. They simplify and standardise the way information is displayed, and control the columns that are visible and how they are sorted. The depth of functionality may vary by grid.



Clicking on a column header name will sort the grid by that column (**Code** in the example above). Dragging and dropping a column name header will re-order the grid (e.g. you can move **Name** to be the first column in the grid).

Right-clicking anywhere on the column headers opens a popup menu containing the following options:

- **Save column settings** – retains the current settings for this grid on the workstation.
- **Hide this column** - as the function implies, the hides the selected column. This is useful for hiding information that is not relevant to this list. Individual columns can be reactivated by using the Select visible columns command.
- **Restore default column settings** – resets all changes back to the ‘factory default’.
- **Select visible columns** – determines the columns to display in the grid. Some optional columns are not enabled by default, as they may not suit all users.
- **Find** – prompts for search text, and searches the grid for a matching entry.
- **Grid ordering** – provides two options, to ‘Lock Grid Ordering’ or to ‘Revert to Natural Order’. This prevents automatic reordering when keying-in transactions.
- **Copy to clipboard** – copies the contents of the grid to the Windows clipboard, to be pasted into a spreadsheet or similar application (using the **Edit > Paste** menu in most applications).
- **Custom filter** – advanced option to apply custom SQL statements to the grid.

To set column widths, place the cursor directly over a column boundary and the cursor will change to the  icon. You can drag the column boundary to the appropriate width then release the mouse button to set it. To set this width as default, you will need to save your settings.

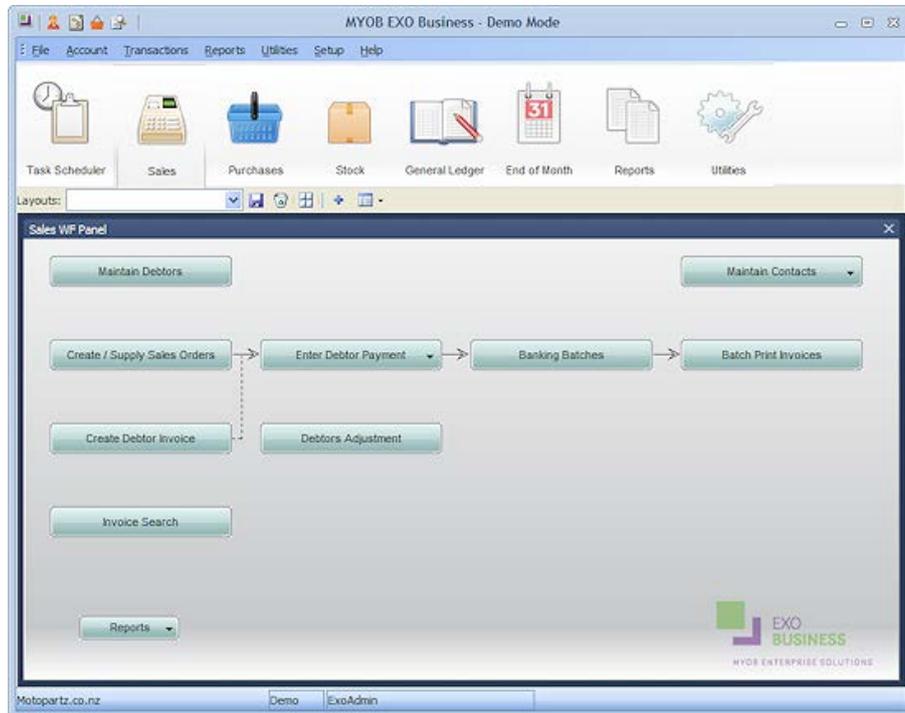
Double-clicking an item on the grid body will usually open the item.

Notes

- Clicking on a column name will sort the grid by that column (in ascending order). Clicking on the column a second time will reverse sort (descending order).
- Holding down the SHIFT key while clicking on a second column allows multiple sorts (e.g. sort by Primary Group, then by Name)
- Custom filters are saved in the computer’s registry so are unique to a workstation login.
- Not all windows use Exogrids, but most search grids and some transaction entry windows do.
- Grid settings, e.g. column widths and ordering, are specific to each computer. However, they can be saved to the EXO Business database (see page 43), then restored or replicated on other computers.

Business Flow Menus

On opening MYOB EXO Business, you are presented with this business flow menu. This menu has buttons, menus and links to user defined functions, as well as graphical elements providing a custom look and feel of the interface. Business Flow Menus are optional - if no Business Flow Menu is specified, the EXO Business interface will contain only the main dropdown menu.



Default Business Flow Menus

Business flow menus can be created and customised using EXO Business Config (see page 78). A range of default menus are supplied with EXO Business - these menus are designed to suit the needs of staff members at various levels in your organisation. Menus are assigned to user in the Configuration Assistant at **Staff > Users**.

The default menus contain a various options and sub-menus, which are divided across the following tabs:

- **Task Scheduler** - contains the Task Scheduler function that allows you assign activities to EXO Business users.
- **Sales** - contains options and reports relating to Debtors and the Sales Cycle.
- **Purchases** - contains options and reports relating to Creditors and the Sales Cycle.
- **Stock** - contains options and reports relating to Stock items, including stocktaking and Bills of Materials.
- **General Ledger** - contains options and reports relating to the General Ledger.
- **End of Month** - contains a series of functions that should be performed to carry out the End of Month process.
- **Reports** - contains links to EXO Business reports and Dashboards.
- **Utilities** - contains helpful utilities and setup functions for each major area of the EXO Business system.

The exact combination of available tabs and options depends on the role of the staff member that each default menu is designed for.

Archiving Data

Archiving functions are used to remove all unwanted records and help maintain an efficient organisation of data. Archived records are taken away from the primary database tables and stored in separate archived database tables. Archiving functions provide the following benefits:

- Maintains a fast and efficient data structure, making data retrieval easy.
- Provides a more sophisticated search selection, ensuring correct extraction of records to be archived.
- Marks records as deleted, thereby eliminating unwanted records.

Sales Orders, Purchase Orders and Stock Transfer Requests (Distribution Advantage) have archiving functions designed in a similar fashion.

The General Ledger has its own archive functionality, which works differently.

Tip: As the archived records are stored in separate archive tables, they can be retrieved by creating a simple Clarity report using the fields from archive tables and view the archived records from Clarity.

Archiving Sales Orders

Utilities > Sales Order Utilities > Archive Sales Orders

| Order No | Order Date | Due Date | A/c Name | Value ex GST |
|----------|------------|------------|---------------------------|--------------|
| 10019 | 31/08/2011 | 31/08/2011 | 2 ALL CAR PARTS | \$113.68 |
| 10020 | 31/08/2011 | 31/08/2011 | 2 ALL CAR PARTS | \$5,918.22 |
| 10021 | 31/08/2011 | 31/08/2011 | 2 ALL CAR PARTS | \$162.41 |
| 10029 | 8/09/2011 | 8/09/2011 | 34 LAYBY CLEARING ACCOUNT | \$68.56 |

Select options to search by, then click **Load Orders** to display all Sales Orders that match the search criteria.

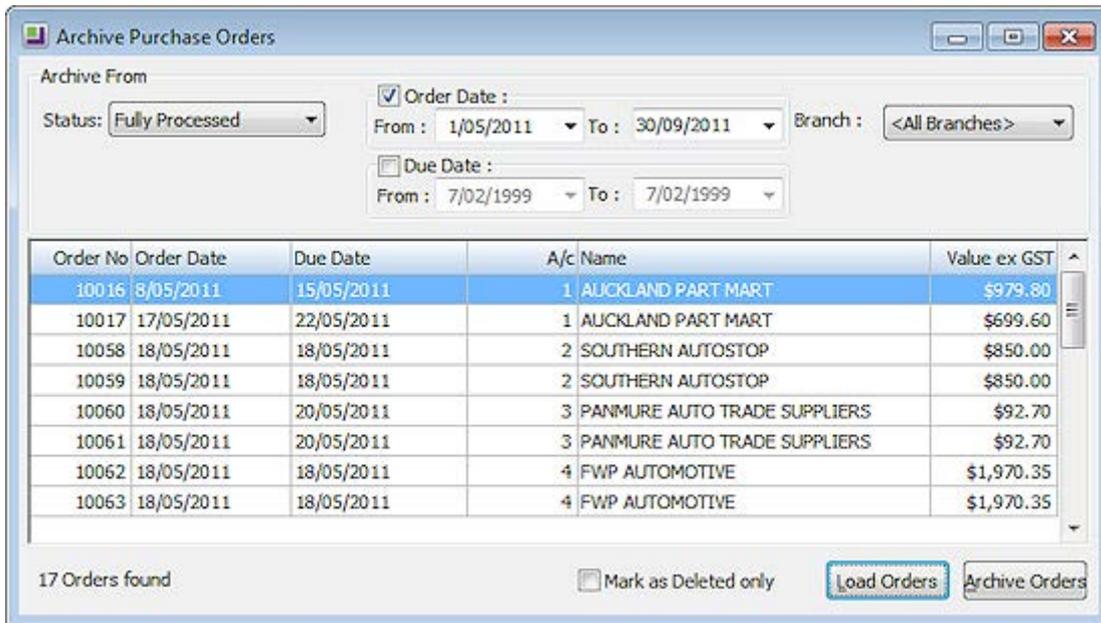
Click **Archive Orders** to archive all Sales Orders listed. You are asked to confirm the operation. Click **Yes**.

Note: Archived records are stored in the separate database tables that were set up for storing the archive records. Archived Sales Orders are stored in SALESORD_HDR_ARCHIVE and SALESORD_LINES_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Sales Orders will not be archived to a separate table; instead they are stored in the primary database table (SALESORD_HDR) and are identified by the value 1 coded for the Process Finalisation field. This signifies that the record is marked as deleted and will not appear in any EXO Business grids.

Archiving Purchase Orders

Utilities > Purchase Order Utilities > Archive Purchase Orders



Select options to search by, then click **Load Orders** to display all Purchase Orders that match the search criteria.

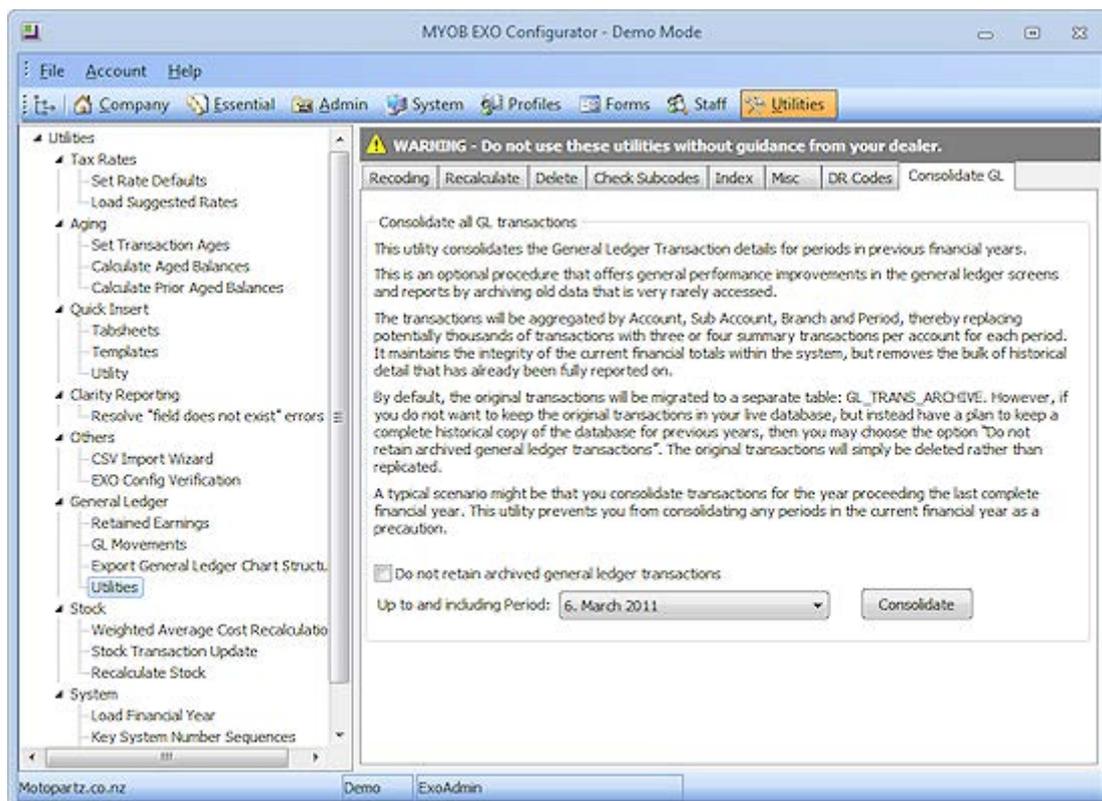
Click **Archive Orders** to archive all Purchase Orders listed. You are asked to confirm the operation. Click **Yes**.

Note: Archived records are stored in the separate database tables that were set up for storing the archive records. Archived Purchase Orders are stored in PURCHORD_HDR_ARCHIVE and PURCHORD_LINES_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Purchase Orders will not be archived to a separate table; instead they are stored in the primary database table (PURCHORD_HDR) and are identified by the value 1 coded for the Process Finalisation field. This signifies that the record is marked as deleted and will not appear in any EXO Business grids.

General Ledger Archives

EXO Business Configurator > Utilities > General Ledger > Utilities > Consolidate GL tab



Select the period to consolidate up to, then click the **Consolidate** button. You are asked to confirm the operation. Click **Yes**.

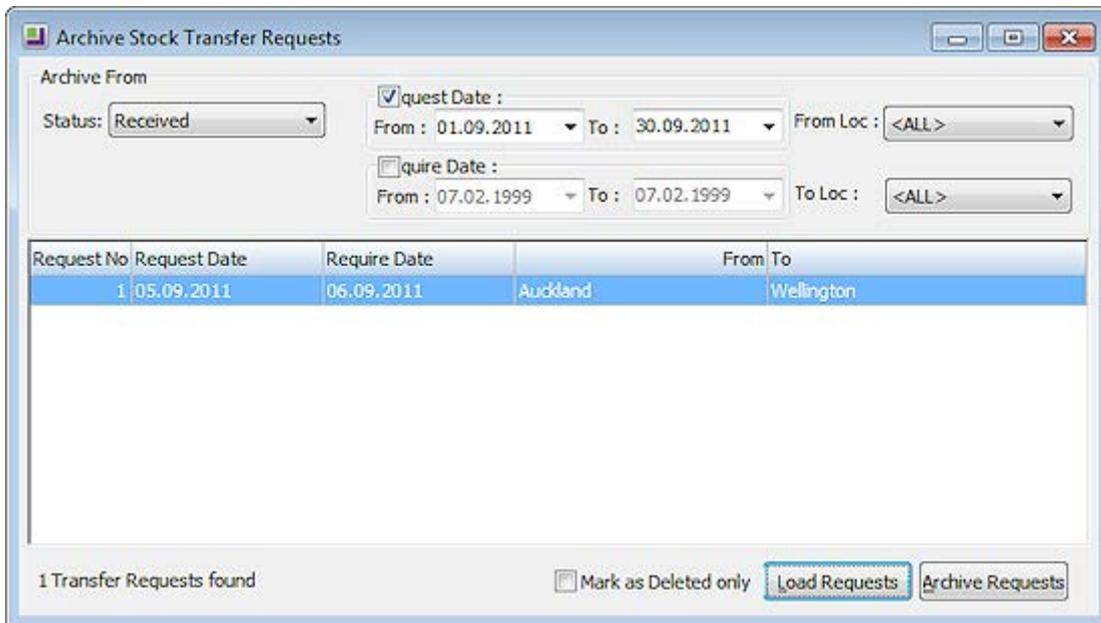
The consolidated GL Transactions are stored in table GL_TRANS_ARCHIVE.

Note: The Delete tab on this screen contains another function to delete the GL consolidates. This function differs from the Consolidate function by completely deleting the records from the system, making them non-retrievable, whereas the Consolidate function stores the consolidated records in a different GL archive table.

Archiving Stock Transfer Requests (DA)

EXO Business Distribution Advantage > Utilities > Archive Stock Transfer Requests

Stock Transfer Requests are a feature of the MYOB EXO Business Distribution Advantage module. They can be archived in the same way as Sales Orders and Purchase Orders.



Select options to search by, then click **Load Requests** to display all Stock Transfer Requests that match the search criteria.

Click **Archive Requests** to archive all Stock Transfer Requests listed. You are asked to confirm the operation. Click **Yes**.

Note: Archived records are stored in the separate database tables setup for storing the archive records. Archived Stock Transfer Requests are stored in STOCK_REQUESTS_ARCHIVE and STOCK_REQUESTLINES_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Stock Transfer Requests will not be archived to a separate table; instead they are stored in the primary database table (STOCK_REQUESTS) and are marked as deleted, so they will not appear in any EXO Business grids.

Help Functions

MYOB EXO Business provides several online help functions, in addition the written white papers and user manuals:

- On-line help. This can be accessed by selecting the **Help > On-line Manual** menu option or by pressing F1.
- Tool Tips are shown when hovering over an icon, a section, an option or a setting.
- Window help at the bottom of most windows can be accessed by clicking the **i** button on the top right of the window.

Additional Reading

For more in-depth understanding of key areas, detailed white papers and manuals are available, including:

- Bank Reconciliation
- BOMs and Stock code Enhancements
- Debtors Banking Batches
- GL Movements and Period Handling
- GL Report Batches
- GL Report Writer
- Inwards Goods Receipting/Costing
- Key window Controls
- One-off Stock Items
- Payment Processor
- Payment Types and EFTPOS Integration
- Period Handling and Transaction Aging
- Pricing and Discount Policies
- Shortcut Keys in MYOB EXO Business
- Stock Integration
- Stock Serial Numbers
- Stock Take
- Stock Valuation
- Taxation Features

Users Manuals are also available for MYOB EXO Business add-on modules, including Fixed Assets, Distribution Advantage, Clarity, Job Costing and POS.

Reading Menu Paths in Topics

When a topic refers to a window it will begin with a Menu Path navigation ribbon. Some windows require a number of mouse clicks, and / or actions before they can be accessed, hence the need to include to ribbon to easily locate the window details in this topic. This also eliminates the need to write up a lengthy procedure in each topic, therefore please take the time to understand the terminology here.

Reading this ribbon is detailed below:

Example:

Account > General Ledger > [Search] > {double click on the Account} > (Details Tab) > 

| Command | Action | Description |
|---|---------------|---|
| Account > Stock | Menu Commands | The > is a separator between menu commands. In this case, click Account then choose Stock from the list. |
| > [Search] | Click button | After following the menu commands a window should open, there are any number of commands that can be executed from this window, square brackets [] indicates that a button with this name needs to be clicked. |
| > {double click on the Account} | Procedure | Sometime there are no buttons but actions that need to take place to get further into this menu path. These actions are designated by the curly brackets { }. This action designates double clicking an account name. |
| > (Details Tab) | Click a TAB | Many windows in MYOB EXO Business have two or more tabs, the brackets () indicate the tab name to select. |
| >  | Click an icon | Icon, this simply designates an Icon to click. |

Note: These actions aren't necessarily listed in the same order as illustrated in this example.

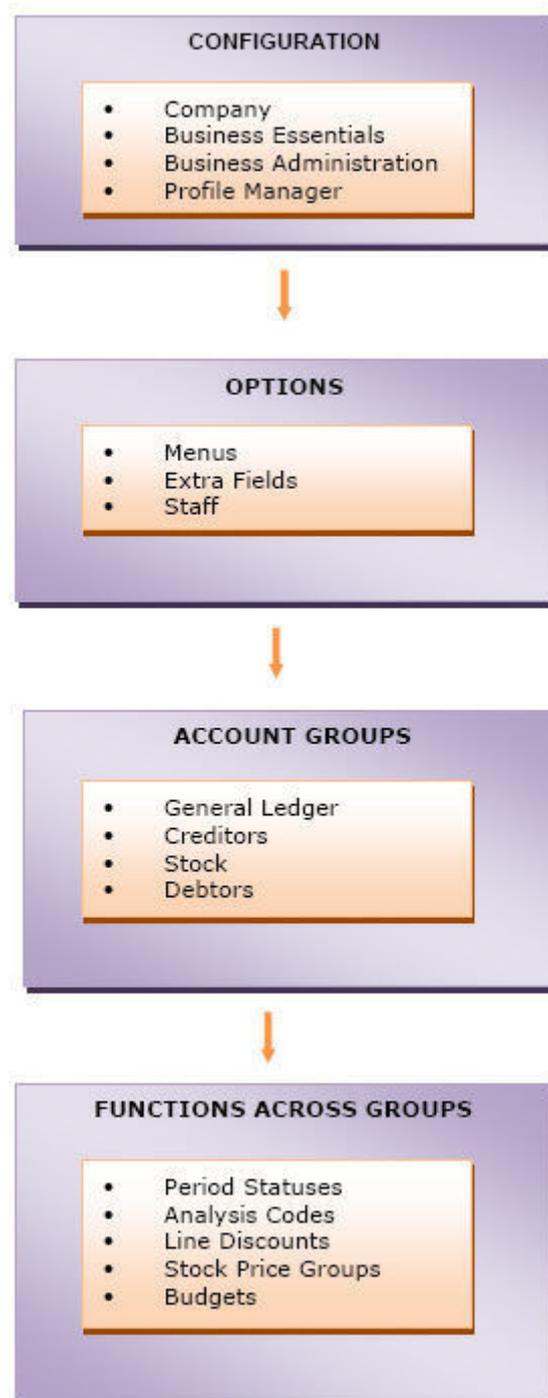
Setting Up

System Setup

This chapter presents an overview of the MYOB EXO Business setup and may be useful to help the understanding of a 'super user', but would not normally be relevant to most users.

Note: Setup is normally performed by a certified EXO Business implementation partner. The following information is provided as optional reading to gain an understanding of MYOB EXO Business's key building blocks.

The following diagram presents an overview of the EXO Business setup:



Configuring MYOB EXO Business

Once you have installed EXO Business for the first time on your computer and/or network, it needs to be configured based on the requirements of your business. The EXO Business configuration is carried out by your partner who will ascertain your business needs and accordingly set up the system.

Once the system is configured you need to start the EXO Business program and log in as the administrator, using the name and password given to you by your partner. Logins to EXO Business are related to Staff Setup. The login to the database is defined and stored in the database connection setup which is established by your partner.

For more information related to the configuration of your system contact your EXO Business partner.

Setting up Options

You can set additional menus in EXO Business using the Menu Designer. The Extra Fields option allows you to set and customize some fields.

Refer: Setup Menus (see page 75) for details on setting up menus.

For more information related to the setting up of menus and extra fields, contact your EXO Business partner.

Setting up Account Groups

You need to set up account groups for each of the main functions in EXO Business – General Ledger, Creditors, Stock and Debtors.

Refer: General Ledger (see page 276), Creditors, Stock and Debtors (see page 88) topics in this help for more information on the setup of each account group.

Functions Across Groups

Some setup functions are common to all groups. These can be set up through the setup menu in EXO Business or through the EXO Business Configuration Assistant.

Refer: Setting up Menus and Options in the following section for more information on setting up these groups.

Staff and Logging In

When starting an MYOB EXO Business module, users must first log on and select an EXO Business database to connect to:

MYOB EXO Business manages the staff login process, with each staff member having their own log in name, menu assignment and their user profile. To set up a new user:

1. Open the Setup Staff window, either by selecting **Setup > Staff** from the EXO Business menu, or by going to the **Staff > Profile Assignment > Staff** section of EXO Business Config (see page 52).
2. Click **New** on the Setup Staff window. The Setup Staff Form opens:

The staff number is automatically assigned.

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3. Check the **Active** box to ensure that this staff member is on the active staff list.

Note: Once entered on the MYOB EXO Business system, a staff member cannot be deleted. Uncheck the box to cancel a staff member from the list.

4. Fill out the staff information, such as the staff member's name and contact details.
5. Enter any staff-specific authorisation limits in the authority tab.
6. Manage the account security, and assign the staff member specific profiles and a menu.

Note: The Login ID can differ to the actual staff name.

7. To change the password of the staff member:
 - a. Click the **Change Password** button. The Change Password window appears.
 - b. Type a new password and click **OK**.
8. In the Setup Staff Form, click **Save**.

A new staff member is created and added to the list.

Default Users

Default user profiles are installed with EXO Business. The first time you log on to an EXO Business database, you will need to supply these details to log in.

For a new blank database:

- Default admin user = ExoAdmin
- Default admin password = ExoAdmin

For the demonstration database (Motorpartz):

- Default admin user = ExoAdmin
- Default admin password = ExoAdmin
- Default demo user = demo
- Default demo password = DEMO

Note: User names and passwords are case-sensitive.

Migrating Data to EXO Business

The MYOB EXO Business Migration Wizard allows you to migrate data from an existing MYOB Premier or MYOB Aurora One system into a new EXO Business system. The following data sources are supported:

- MYOB Premier 10 (New Zealand & Australian versions)
- MYOB Premier 11 (New Zealand & Australian versions)
- MYOB Premier 12 (New Zealand & Australian versions)
- MYOB Aurora One 16

The Migration Wizard, **EXOMigrationWizard.exe**, is available on the EXO Business CD in the **Supporting Files\Migration Wizard** folder. Copy the Migration Wizard executable to the PC running the EXO Business database and double-click on it to start it.

Note: ODBC drivers for the system that you are importing data from must be present before running the Migration Wizard. Installers for these drivers are also available on the EXO Business CD in the **Supporting Files\Migration Wizard** folder.



The wizard gathers all relevant information, migrates data from the source company file into EXO Business and reports the results of the migration.

See the *MYOB EXO Business Implementation Guide* for information on how to perform a migration of data to the EXO Business system. These details include important pre- and post-migration steps, as well as the operation of the Migration Wizard itself.

Extra Fields

To allow the capture of customised information, MYOB EXO Business supports Extra Fields. These are flexible points of data entry that can be defined at implementation time. They are used to collect information at time of data entry, to appear on forms or to be analysed and reported.

Examples of use of Extra Fields are many and varied, but could include:

- Capturing demographic information at the point of sale.
- Custom personal information about customers, such as birth dates or anniversaries.
- Recording specific information on stock items, such as warranty terms or links to images.

Extra fields can be created in various areas of MYOB EXO Business, including:

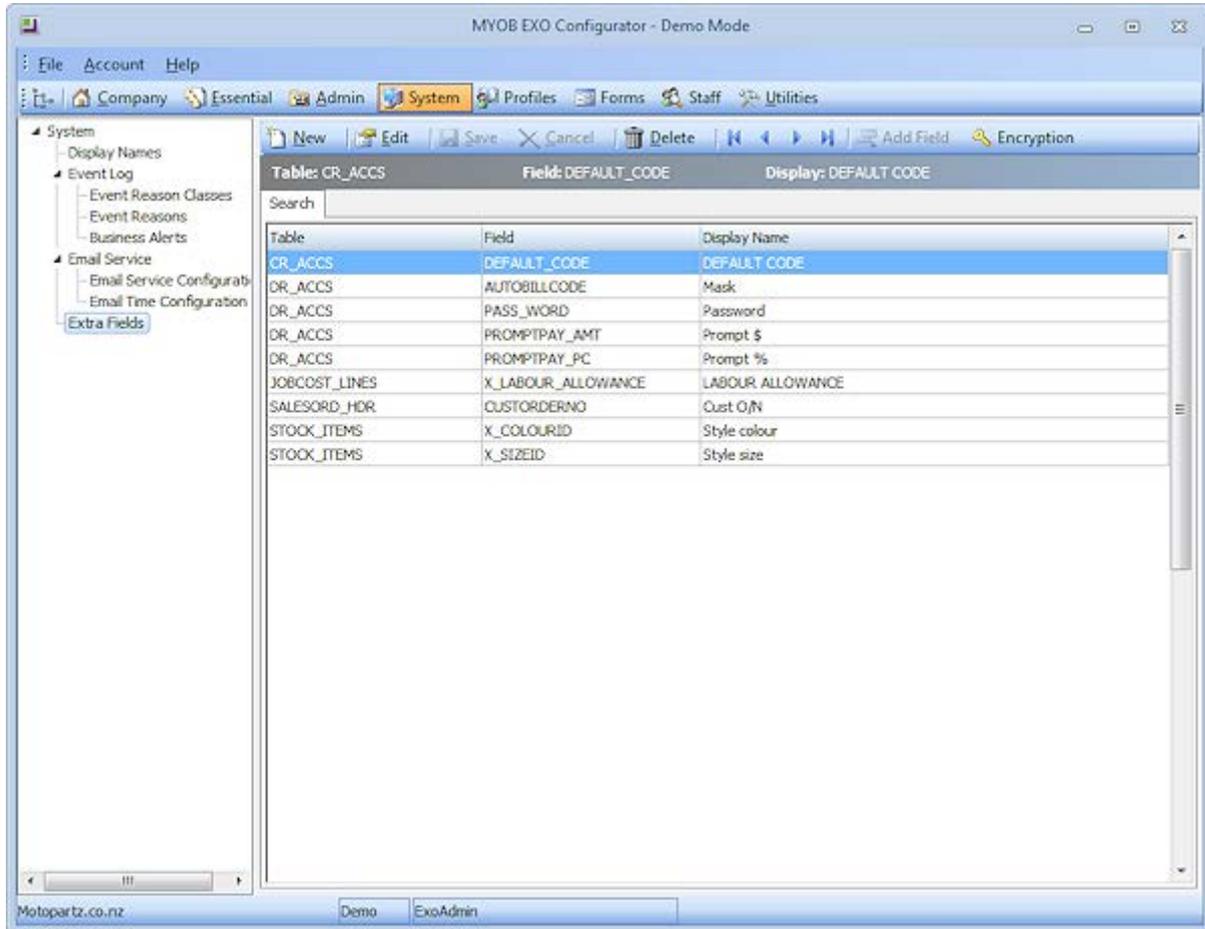
- Sales Orders
- Purchase Orders
- Debtor, Creditor and GL accounts
- Contacts
- Stock items
- Activities
- Invoices

Extra fields can be displayed on the Details 1 tab or Extra Fields tab of an account window. On transaction windows, they appear on the header or line periscope windows.

Creating Extra Fields

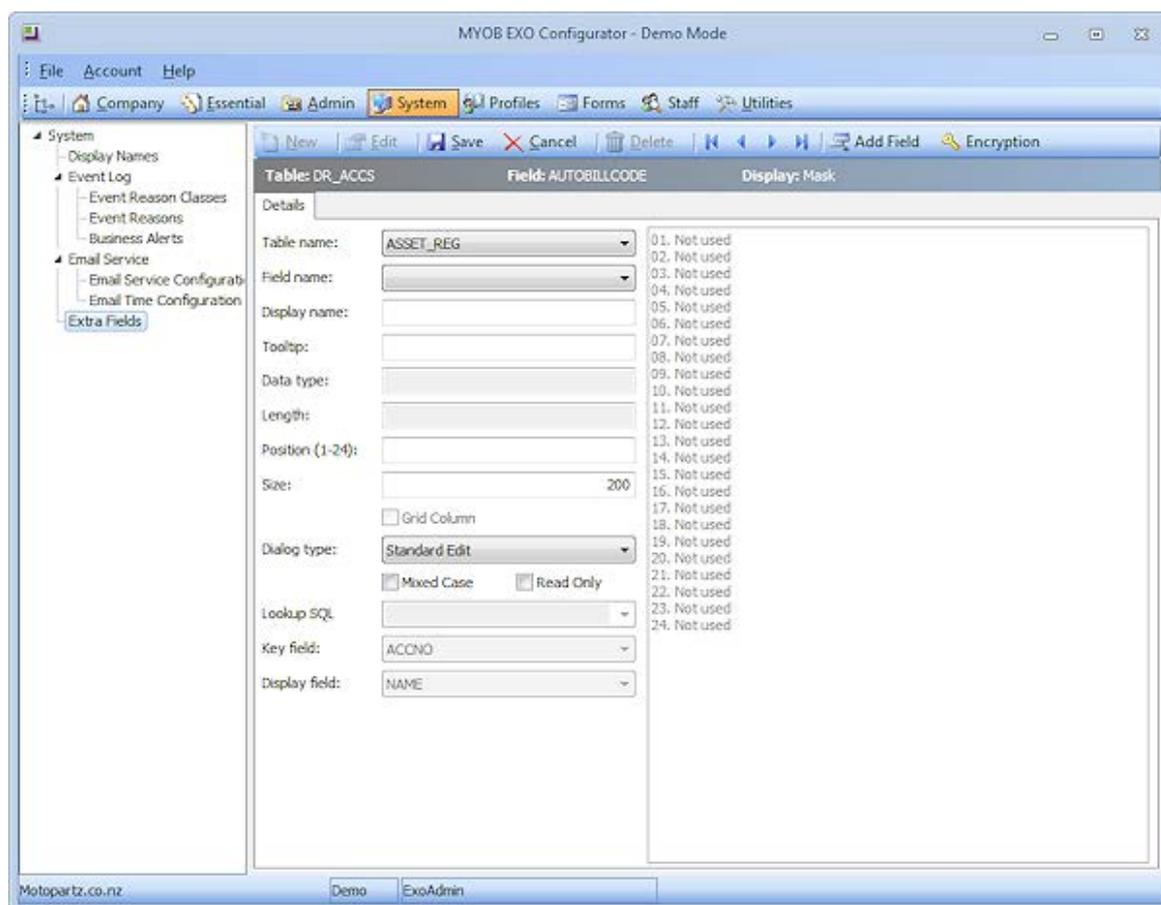
EXO Business Config > [System] > Extra Fields

MYOB EXO Business allows users to create Extra Fields on various tables to hold vital information needed on the system.



1. Open EXO Business Config and go to the **System > Extra Fields** section.
2. All currently defined Extra Fields are listed on the right panel. Double-click on a record to drill down and check details.

3. Click **New** to create a new Extra Field.



4. For the **Table name** field, specify the table in the EXO Business database that you want to add a field to or display a field from.
5. For the **Field name** field, select the field from the database table you selected above that you want to display as an Extra Field. If the field you want to display does not already exist, click the **Add Field** button to add a field to the selected table. The system will automatically add a prefix of X_ if not entered by the user. Enter the correct data type and default value if necessary. No spaces are permitted in this name; use an underscore to insert spaces (_), e.g. International_Number.
6. Enter a **Display name** - this is the label that will be displayed next to the Extra Field when it appears on screens.
7. Enter the **Position** and **Size** of the Extra Field. The position must be unique across Extra Fields on this table - used and unused positions are displayed on the right side panel of the window.
8. The **Grid Column** option applies to Extra Fields on Sales Orders, Jobs and Opportunities. If it is enabled, the Extra Field will be available as a column on the main grid of the relevant window. (Once set up, you must enable the column using the **Select visible columns** right-click menu option on the grid.)

Note: For header tables, the **Grid Column** option is always unticked and for line tables it is always ticked. The only exception is the SALESORD_LINES table, where the option can be changed—if it is ticked, Extra Fields will appear in the grid; if it is not, they will appear in the line periscope.

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9. Select the correct **Dialog Type** based on the chosen field, e.g. choose "Date Picker" for dates, "Standard Edit" for varchars, "Check Box" for char(1), etc.
10. If the OPPORTUNITY or OPPORTUNITY_QUOTE table was specified for the **Table name** field, a **Copy field** option becomes available. This field determines what will happen to the Extra Field when an Opportunity is copied. Choose from:
 - Always - the Extra Field will not appear on the Copy Opportunity window; it will always be copied when an Opportunity is copied.
 - Never - the Extra Field will not appear on the Copy Opportunity window; it will never be copied when an Opportunity is copied.
 - Prompt for value (OPPORTUNITY table only) - the Extra Field will appear in the Extra Fields section of the Copy Opportunity window, where the user can choose to keep the original value or enter a new one.

Dialog Types

Selection Controls

If you set the **Dialog Type** to "Drop-Down Edit", "Drop-Down Selection" or "Drop-Down SQL Selection", the combo boxes for **Lookup SQL**, **Key field** and **Display field** are activated.

The **Lookup SQL** can contain:

- A table name, in which case the **Key field** and **Display field** combo boxes contain all fields for the specified table.
- A SQL select statement that specifies which fields the Extra Field will use, in which case the **Key field** and **Display field** combo boxes contain only the fields specified by the SQL statement.

If you are using a Drop-Down Edit or Drop-Down Selection control, the **Key field** and **Display field** are concatenated together into a single string - this means that the **Data type** for the Extra Field must be CHARACTER , so that it can record the concatenated string.

If you are using a Drop-Down SQL Selection control, only the **Key field** is recorded, which means that the **Data type** should match the data type of the selected key field.

URL Controls

There are two available dialog types for displaying URLs: "URL or Shortcut" and "URL Label".

The URL or Shortcut type displays a raw URL as clickable text, e.g. <http://myob.com>.

The URL Label type can display a user-friendly HTML label that links to a URL, e.g. a field that was populated with:

```
<a href="http://myob.com">MYOB website</a>
```

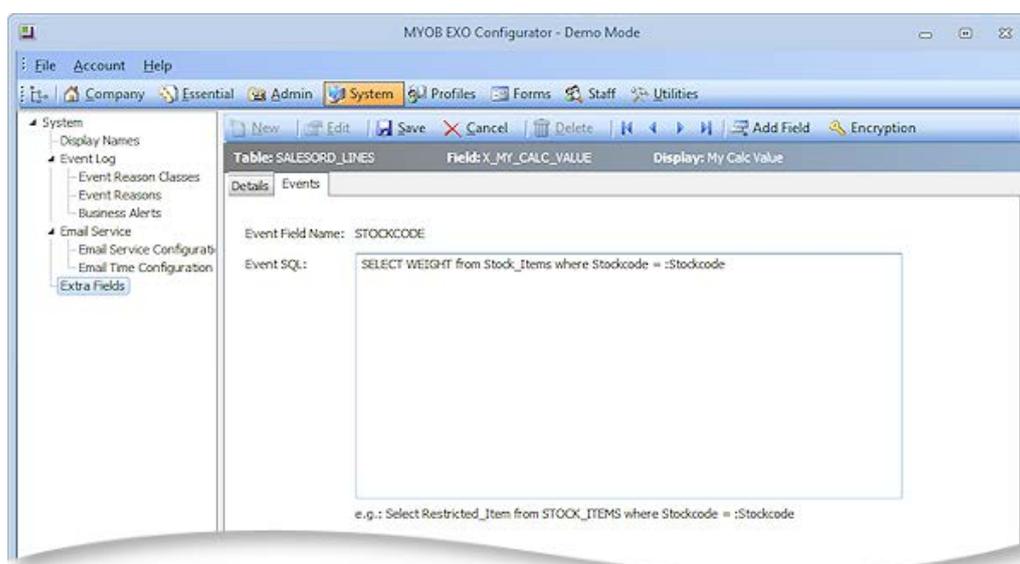
would appear as [MYOB website](http://myob.com), and link to http://myob.com when clicked on.

Extra Field Events

Some Extra Fields can be configured to update their values whenever the relevant field on the record type is changed, e.g. Extra Fields on a Sales Order can update when the Debtor account is changed.

When one of the following are selected for the **Table name** field, an Events tab becomes available:

- JOB_TRANSACTIONS
- JOBCOST_HDR
- JOBCOST_LINES
- OPPORTUNITY
- OPPORTUNITY_QUOTE
- SALESORD_HDR
- SALESORD_LINES



The **Event Field Name** field displays the field that will trigger the Extra Field update. For Extra Fields on header records, this is ACCNO; for Extra Fields on lines, it is STOCKCODE.

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The **Event SQL** field contains the SQL statement that will be used to update the Extra Field when the relevant Sales Order field is changed. Parameters can be used to pass in information:

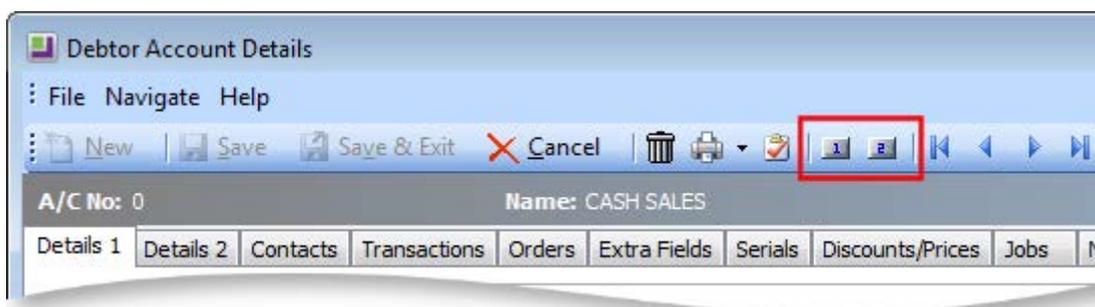
| Record Type | Supported Parameters |
|------------------------|--|
| Job header | :Accno :Current_User |
| Job quote line | :Stockcode :Current_User |
| Job transaction line | :Stockcode :Jobno :MasterJobno :Accno :Current_User |
| Opportunity header | :Accno :Company_Type_Int :Company_Type_Char :Company_Id |
| Opportunity quote line | :Stockcode :Opportunity_Seqno |
| Sales Order header | :Accno |
| Sales Order line | :Stockcode |

In the example above, an Extra Field on SALESORD_LINES has been set up to display the WEIGHT value for the selected Stock item. This value will be updated whenever the STOCKCODE on a Sales Order line is changed.

Note: Extra Field events override default values - if a default value is specified for an Extra Field that is populated by events, it will be ignored.

Custom Buttons

MYOB EXO Business allows you to add user-defined buttons to the toolbars of certain windows:



These buttons can be used to add functionality to the relevant windows, for example, to launch an external application or run a Clarity report. It is possible to pass parameters from the current window to the application or report launched by the custom button.

The following EXO Business windows support custom buttons:

- Contacts
- Creditor Account Details
- Debtor Account Details
- Opportunities
- Purchase Orders
- Sales Orders
- Stock Item Details
- Works Orders

Note: The EXO Business Job Costing and POS modules also support custom buttons, as does the Stock Requests feature of the Distribution Advantage module.

Setting up Custom Buttons

Custom buttons are controlled by User-level profile settings (see page 70), which are set up in EXO Business Config.

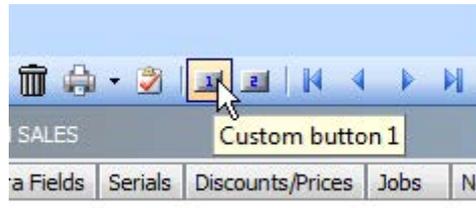
Each button has two profile settings: one that specifies the caption for the button and one that specifies the command that should be run when the button is clicked. For example, to add a custom button to the Debtors window, configure the settings:

- Debtor custom button 1 caption
- Debtor custom button 1 command line

Both settings must be configured; if either setting is blank, the custom button will not appear on the window's toolbar.

Caption Setting

The text entered for the “caption” profile setting of a custom button appears when the mouse pointer is hovered over the custom button:



Command Line Setting

The text entered for the “command line” profile setting of a custom button specifies the command that will run when the button is clicked.

To run an external program, enter:

“MyProg.EXE <LOGIN> <CURRENT>”

Where <LOGIN> passes the database connection details and <CURRENT> passes out the key field identifier (most commonly the SEQNO) of the current record that you have loaded on the screen at the time that you press the button.

Any parameter entered with the extension .CLR will assume that you want to run a clarity report and will call Clarity directly. It is not necessary that Clarity.EXE exist to do this, for example:

“MYREPORT.CLR /S=SEQNO=<CURRENT>”

Event Log

MYOB EXO Business includes the ability to maintain an audit log of key events that you may want to track. For certain events in EXO Business, you can identify the event, and record the reason and time of the event, as well as who performed it. Audit events can occur in multiple places throughout the software. The event types are referred to as Event Reason Classes and are hooks in the system provided by EXO Business. Tracking of each class is optional. You can set up a list of valid reasons within each class to be chosen at run time. An additional comment may be entered by the user for each event instance should a “covering note” be required.

For example, if you activate the Event Reason Class corresponding to a Debtor's Stop Credit flag being changed, the following window appears whenever you change the Stop Credit field on a Debtor account:

Multiple reasons are available for selection, and additional comments can be entered if necessary. If the event is activated, but set to “Silent”, this window will not appear; the event will be logged, but the user will not be alerted.

Event Reason Classes

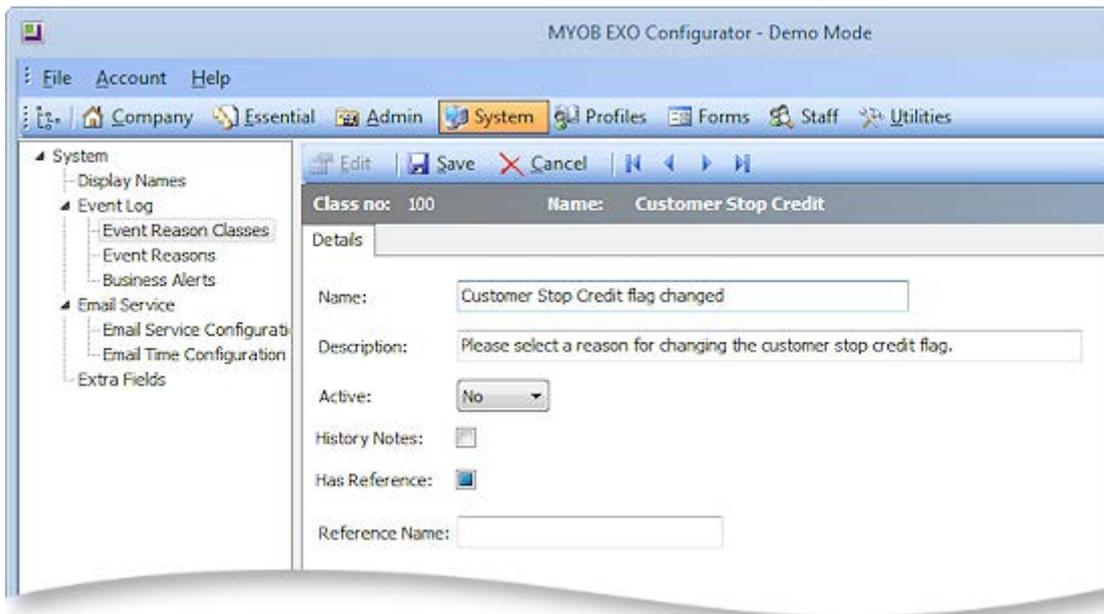
EXO Business provides a list of Event Reason Classes that tie in with business events (usually exceptions) throughout the application suite. These are usually security-related, such as monitoring changes to stop credit settings of Debtor and Creditor accounts.

Event Reason Classes are defined by EXO Business and cannot be created by the user. By default, most Event Reason Classes are set to inactive, the exceptions being the classes for Ledger Lock and Record Lock. The users can elect to activate a reason class either silently or interactively. When the class is interactive the user is required to configure a list of reasons to be selected at run time.

Event Reason Classes are maintained at EXO Business Config > System > Event Log > Event Reason Classes.

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Double click a class to edit it:



The fields on this screen are:

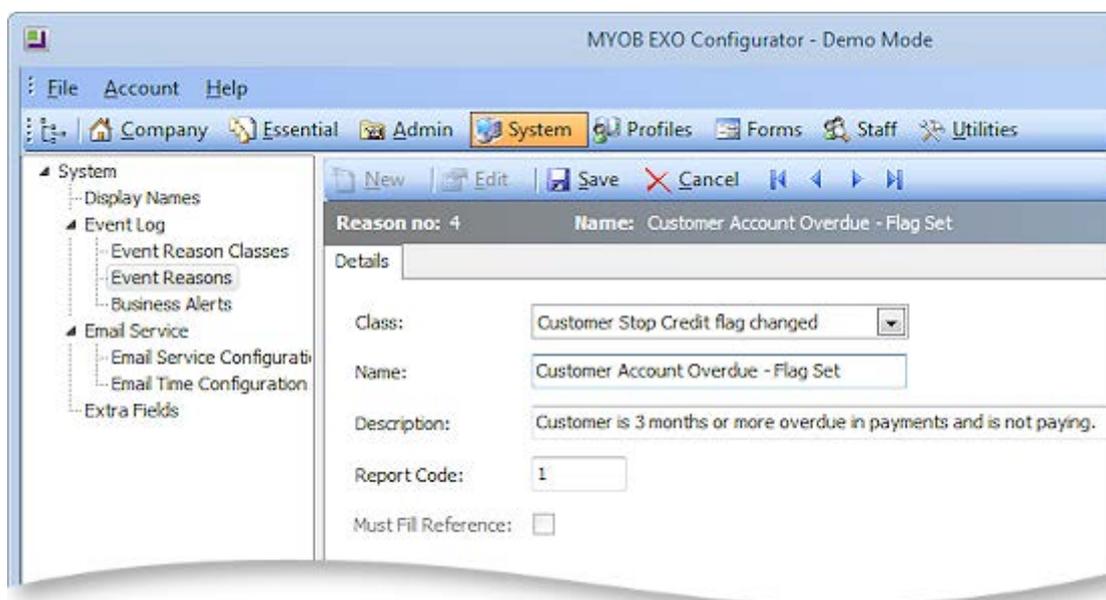
| Field | Description |
|-----------------------|---|
| Name | This will be the caption of the window requesting a reason for the logged activity. |
| Description | This displays a more explicit description to indicate circumstances of use to the user |
| Active | <p>This field has 3 possible settings:</p> <ul style="list-style-type: none"> • No - An audit log will not be maintained for this Reason Class. • Yes - A window will be displayed requesting the user choose a reason for this event. • Silent - No window will be displayed; instead an event log entry will be created silently. <p>Note: You must set up Event Reasons for any class that is set to “Yes” or “Silent”.</p> |
| History Notes | Ticking this option will also create an entry in the History Notes of the primary entity (Debtor, Creditor, Stock item, Job). |
| Has Reference | When this option is ticked, an extra field is available on the Event Reason window, allowing users to record a reference with the logged Event. If this option is ticked, you must also set a Reference Name . |
| Reference Name | This specifies the label for the reference field on the Event Reason window, e.g. “Voucher” for a discount override. |

Event Reasons

Event Reasons within an Event Reason Class form a list of reasons that can be chosen at run time when an event is logged. With the exception of the ledger and record lock reason classes, which cannot be deactivated, EXO Business does not automatically set up any reasons. You must establish at least one reason for each class you want to activate.

Event Reasons are maintained at EXO Business Config > System > Event log > Event Reasons.

Click **New** to create a new Event Reason:



The fields on this screen are:

| Field | Description |
|----------------------------|--|
| Class | This is the Event Reason Class that the reason belongs to. |
| Name | This is the name of the reason that will be selectable in the list when an event for the class occurs. |
| Description | This is a short description to indicate to the user the circumstances when this reason should be used. |
| Report Code | Determines the sequence reasons appear in the list within a reason class. |
| Must Fill Reference | This option is available if Has Reference is ticked for the reason's class. Ticking this option will prevent the reference from being left blank when an event is logged for this reason. |

Reporting

EXO Business provides the Clarity report **ReasonReportbyClass.CLR** (Audit Report) to list the audit log. You can add this report to your menu (see page 75).

Customisation

All logged events are recorded in the database table REASON_EVENTS. As this table has no dependencies, it is a good candidate for your implementer to add custom triggers if your business process requires this.

Business Alerts

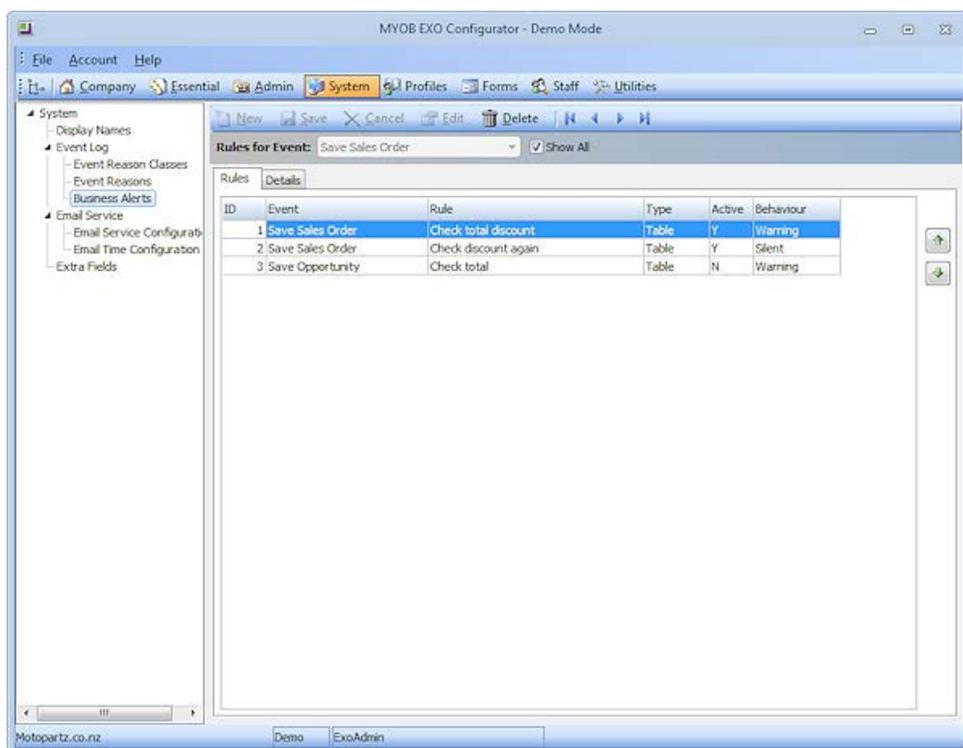
You can set up custom business rules and notifications for various events in the EXO Business system. Rules using custom conditions can be attached to a defined list of system events; when a rule's conditions are met, an alert message can be displayed to the user and additional actions can be performed, such as sending a notification email to a third party. Custom rules are triggered when one of the following transactions is saved:

- Sales Order
- Purchase Order
- Creditor Invoice
- Debtor Invoice
- Stock Movement
- Opportunity Quote
- Job Quote
- Job Transaction
- Direct Material Entry
- Direct Time Entry

Note: Alerts on Debtor and Creditor Invoices are only triggered from Invoice Entry screens, e.g. the Creditor Invoice Entry screen or the Invoice Entry screen in EXO Job Costing. They are not triggered when creating the invoice from another screen, e.g. when creating a Debtor Invoice from a Sales Order. Similarly, creating an Opportunity by copying an existing one will not trigger alerts on Opportunities.

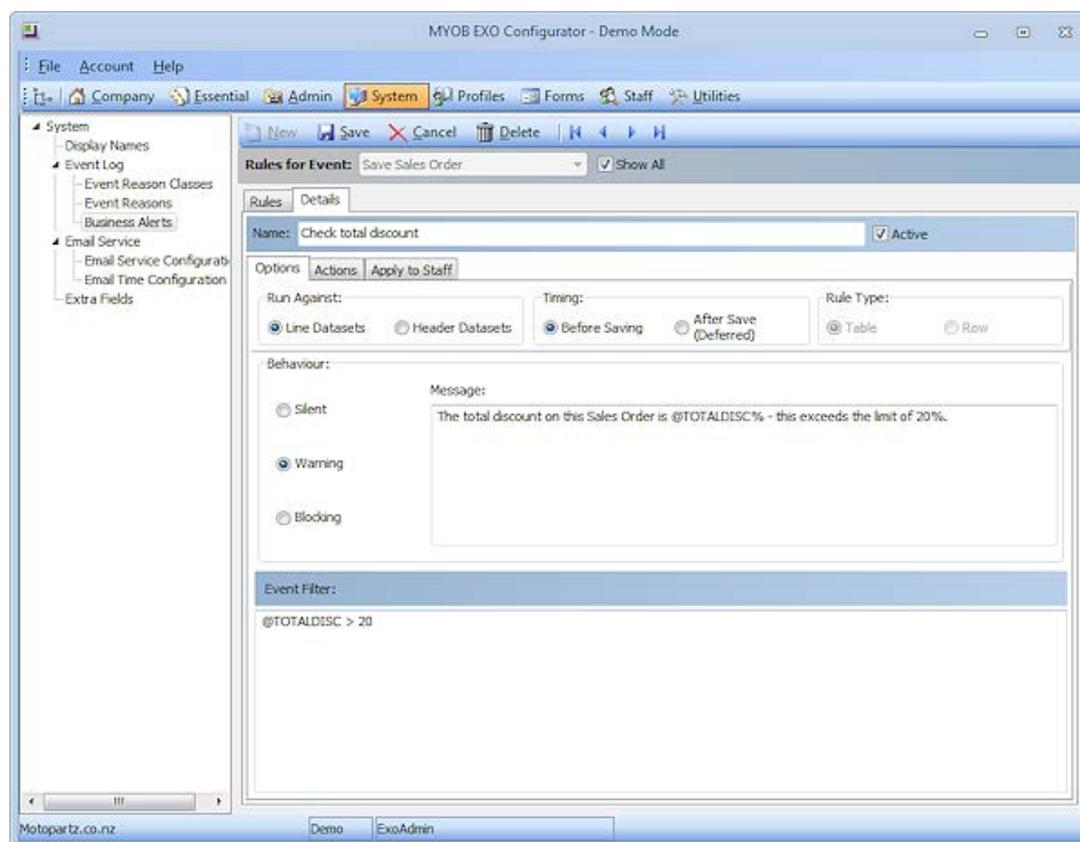
Rules using custom conditions can be attached to a defined list of system events; when a rule's conditions are met, a message can be displayed to the user and a notification email can optionally be sent to one or more addresses.

Business Alerts are set up in the EXO Business Configurator at **System > Event Log > Business Alerts:**



The Rules tab displays all rules defined in the system for the selected event; alternatively you can tick the **Show all** box to display all rules for all events. Rules are listed in order of priority—to change priorities, move rules up or down using the up and down arrow buttons.

Double-click on a rule to edit it or click **New** to create a new rule for the selected event (the **New** button is disabled when the **Show All** box is ticked). When adding or editing a rule, the Details tab appears. The Options sub-tab displays the conditions that must be met for the rule to be activated.



The **Timing** options determine when the rule should take effect:

- Before Saving, i.e. after the user clicks the **Save** button but before the record is actually saved to the database. This is suitable for rules that display a Warning or Blocking message to the user before the record is save.
- After Saving, i.e. after the record is saved to the database. This is suitable for Silent rules that don't inform the user, but log the event and optionally send an email to a third party.

The **Rule Type** options determine whether the rule should check the record header or all lines individually. Once the rule is saved, this property cannot be changed.

The **Behaviour** section specifies what should happen in the EXO Business interface when the rule is triggered:

- Silent – no message is displayed to the user, although the fact that the rule was triggered is still logged.
- Warning – a warning message is displayed to the user with **Yes** and **No** options. The user can click **Yes** to proceed with the action or **No** to cancel.
- Blocking – a message is displayed to the user indicating that the action cannot proceed.

For “Warning” or “Blocking” rules, enter the message to display to the user in the section below. This message can contain the same parameters that are used to build rule conditions—see below.

Rule Conditions

The bottom section of the Details tab is where you enter the conditions that must be met to trigger the rule.

Conditions on header rules are entered in the form of a filter that can include the following parameters:

| Parameter | Meaning |
|--|--|
| General (available for all rules) | |
| @CURRENT_USER | The ID number of the logged on user. |
| @STAFFNAME | The name of the logged on user. |
| @NOW | The current date and time. |
| @TODAY | The current date. |
| @EXOLINK | A formatted exo:// protocol hyperlink (see page 40) to the transaction, e.g. exo://saleorder(10001). Can be used in notification emails. |
| Sales Orders | |
| @ACCNO | The ID number of the Debtor account on the Sales Order. |
| @ACCOUNTNAME | The name of the Debtor account on the Sales Order. |
| @ORDERNO | The ID number of the Sales Order. |
| @SALESNO | The ID number of the salesperson on the Sales Order. |
| @SUBTOTAL | The Sub Total amount on the Sales Order. |
| @TAXTOTAL | The GST Total amount on the Sales Order. |
| @TOTALDISC | The total discount on the Sales Order. |
| @UNDISCOUNTED | The undiscounted total of the Sales Order. |
| @H | A specified field from the SALESORD_HDR table, e.g. @H.DUEDATE. |
| @L | A specified field from the SALESORD_LINES table, e.g. @L.STOCKCODE. |
| Purchase Orders | |
| @PURCHORDNO | The ID number of the Purchase Order. |

| | |
|--------------------------|---|
| @ACCNO | The ID number of the Creditor account on the Sales Order. |
| @ACCOUNTNAME | The name of the Creditor account on the Sales Order. |
| @SALESPERSON | The ID number of the staff member in the Purchase Order's Ordered by field. |
| @H | A specified field from the PURCHORD_HDR table, e.g. @H.ORDERDATE. |
| @L | A specified field from the PURCHORD_LINES table, e.g. @L.UNITPRICE. |
| Debtor Invoices | |
| @SEQNO | The ID number of the invoice. |
| @ACCNO | The ID number of the Debtor account on the invoice. |
| @ACCOUNTNAME | The name of the Debtor account on the invoice. |
| @H | A specified field from the DR_TRANS table, e.g. @H.SUBTOTAL. |
| @L | A specified field from the DR_INVLINES table, e.g. @L.DISCOUNT. |
| Creditor Invoices | |
| @SEQNO | The ID number of the invoice. |
| @ACCNO | The ID number of the Creditor account on the invoice. |
| @ACCOUNTNAME | The name of the Creditor account on the invoice. |
| @H | A specified field from the CR_TRANS table, e.g. @H.TRANSDATE. |
| @L | A specified field from the CR_INVLINES table, e.g. @L.TAXRATE. |
| Jobs | |
| @ACCNO | The ID number of the Debtor account on the job. |
| @ACCOUNTNAME | The name of the Debtor account on the job. |
| @JOBNO | The job number. |
| @H | A specified field from the JOBCOST_HDR table, e.g. @H.STATUS. |

| | |
|----------------------|--|
| @F | A specified field from the JOBCOST_FLAGS table, e.g. @F.ISACTIVE. |
| @Q | A specified field from the JOBCOST_LINES table, e.g. @Q.STOCKCODE. |
| @T | A specified field from the JOB_TRANSACTIONS table, e.g. @T.QUANTITY. |
| Opportunities | |
| @ACCNO | The ID number of the company account on the opportunity. |
| @ACCOUNTNAME | The name of the company account on the opportunity. |
| @OPPORTUNITYID | The ID number of the opportunity, or "New" if it has not been saved yet. |
| @CONTACTID | The ID number of the contact associated with the opportunity. |
| @CONTACTNAME | The name of the contact associated with the opportunity. |
| @H | A specified field from the OPPORTUNITY table, e.g. @H.PROBABILITY. |
| @L | A specified field from the OPPORTUNITY_QUOTE table, e.g. @L.QUANTITY. |

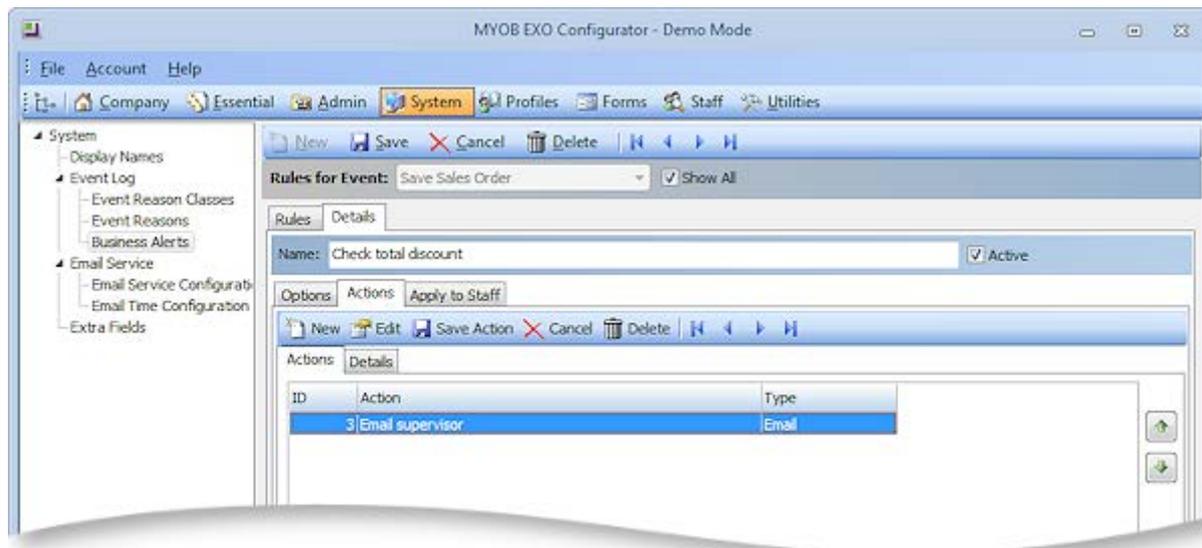
The alias parameters that give access to the fields of a table (@H, L@, etc) can be used to access Extra Fields.

Note: While these parameters are not case-sensitive, the values of table fields are, e.g. @F.ISACTIVE would need to look for the value "Y", not "y".

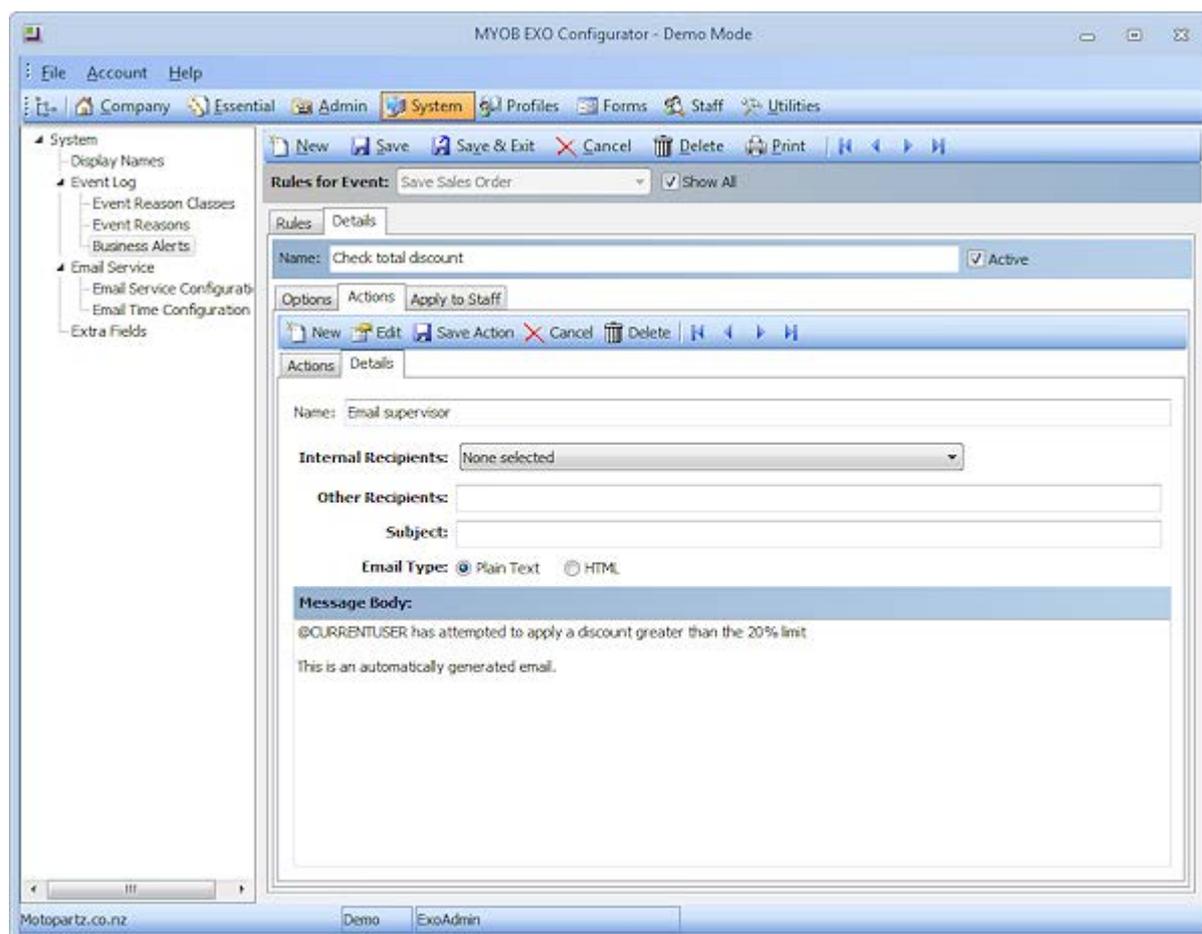
Conditions on line rules are entered in the form of a SQL statement to run against the EXO Business database. All parameters available to header filters can also be used in line-level SQL statements.

Rule Actions

The Actions sub-tab defines a list of actions to perform when the rule is triggered. At present, the only available action is to send an email to specified recipients using the EXO Email Service (see page 48).



All actions set up for the rule are displayed. Actions can be ordered using the arrow buttons on the right. Click **New** to create a new action.



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On the Details sub-tab, enter a descriptive name for the action, then specify who to send the email to. One or more EXO Business staff members can be selected as recipients from the **Internal Recipients** dropdown, and other email addresses can be entered manually into the **Other Recipients** field.

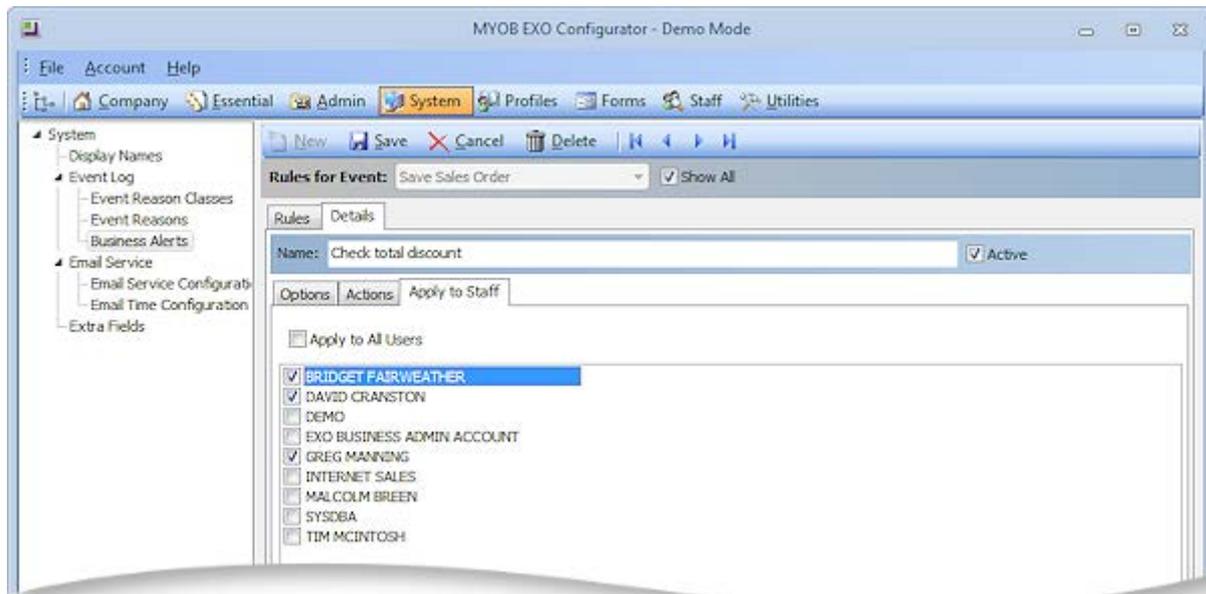
Enter a subject line and the message text to send/display. The message body can include any of the parameters that are available for the rule (see page 36).

Once all information has been entered, click **Save Action** to add the action to the rule.

Clicking **Save Action** adds the action to the rule, but does not save the rule itself—click the **Save** button on the main toolbar to save the rule and all of its actions to the EXO Business database. Rules that have been added but not yet saved are listed on the Actions sub-tab with the ID “New”.

Applying Rules to Users

The Apply To sub-tab lets you specify which EXO Business staff members the rule applies to:



Tick the boxes for the users that this rule applies to, or tick **Apply To All Users**.

Event Rule Auditing

Every time a Business Alert is triggered, an entry is recorded in the REASON_EVENTS table used by the Event Log (see page 30). New Reason Classes are created automatically for each type of event that alerts can be created for.

For alerts that send a message, an entry is also stored in the new EVENTS_SCHEDULE table. Entries include the values of all parameters relating to the rule.

EXO URL Protocol

EXO Business records can be opened from a URL/hyperlink using the **exo://** protocol. The link can be on a webpage, in an email, in a third-party application, or in the EXO Business interface itself.

Note: EXO Business grid displays support clickable URLs for the TEXT and NTEXT data types. This feature can be used in Grid widgets, to allow drilling to a URL directly from the data. In combination with EXO Business URLs, it allows drilldown to any of the EXO Business records that support URLs.

Setting up the EXO URL Protocol

A separate application, **exoprotocolhandler.exe**, processes all EXO Business URLs. This application is installed with EXO Business, and must be present on all PCs where you want to use EXO Business URLs.

To set up support for EXO Business URLs, double-click on this application to run it once (every time it runs, it checks if it is registered as the exo:// handler in local registry, and registers itself if it is not).

URL Format

EXO Business URLs are formatted as follows:

```
exo://[connection/]command[(#)][/][?param=value&param=value...]
```

Each URL has the following components:

- `connection` - specifies the EXO Business database connection to use.
- `command` - specifies the EXO Business procedure/window to launch.
- `(#)` - some commands allow you to open a specific record by entering the record's ID number (SEQNO or ACCNO) in brackets. If an ID number is not supplied, the search screen for that kind of record is displayed.
- `?param=value` - some commands support additional parameters, such as a search string. Multiple parameters are separated with an ampersand (&).

A command must be specified; all other components are optional.

Supported Commands

Supported commands are listed in the table below. All commands open in the core EXO Business module, unless stated otherwise.

Note: Commands must be available as a menu item in the relevant module; users will be prevented from opening any screen that they would not normally have access to when using an EXO Business module. This ensures that the security of the EXO Business system is preserved.

| Command | Description |
|-------------------------|---|
| activity | Opens the Activities window in the EXO Business Core module. |
| campaign(x)/?search=xyz | Opens the Campaign record with the ID number x in the EXO Business CRM module, or searches for the text specified by the ?search parameter. |
| company/?search=xyz | Opens the Company search window in the EXO Business Core module, searching for the text specified by the ?search parameter. |

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| | |
|--|--|
| <code>contact(x)/?search=xyz</code> | Opens the Contact record with ID number x in the core EXO Business module, or searches for the text specified by the ?search parameter. |
| <code>core_campaign(x)/?search=xyz</code> | Opens the Campaign record with the ID number x in the core EXO Business module, or searches for the text specified by the ?search parameter. |
| <code>core_opportunity(x)</code> | Opens the Opportunity record with ID number x in the core EXO Business module. |
| <code>core_serviceunit(x)/?search=xyz</code> | Opens the Serviceable Unit record with the ID number x in the EXO Job Costing module, or searches for the text specified by the ?search parameter. |
| <code>craccount(x)/?search=xyz</code> | Opens the Creditor account with the Account ID number x, or searches for the text specified by the ?search parameter. |
| <code>crinvoice</code> | Opens the Creditors Invoices window. |
| <code>crm_contact(x)/?search=xyz</code> | Opens the Contact record with ID number x in the EXO Business CRM module, or searches for the text specified by the ?search parameter. |
| <code>document(x)</code> | Opens the document stored in the Document Manager with the document ID x. |
| <code>draccount(x)/?search=xyz</code> | Opens the Debtor account with the Account ID number x, or searches for the text specified by the ?search parameter. |
| <code>invoice(x)</code> | Opens the Debtor invoice with ID number x. |
| <code>job(x)/?search=xyz</code> | Opens the Job record with the ID number x in the EXO Job Costing module, or searches for the text specified by the ?search parameter. |
| <code>opportunity(x)/?search=xyz</code> | Opens the Opportunity record with ID number x in the EXO Business CRM module, or searches for the text specified by the ?search parameter. |
| <code>purchaseorder(x)/?search=xyz</code> | Opens the Purchase Order with ID number x, or searches for the text specified by the ?search parameter. |
| <code>prospect(x)/?search=xyz</code> | Opens the Non Account x with the Account ID number x, or searches for the text specified by the ?search parameter. |
| <code>report/?paramaters</code> | Opens a Clarity report. All report parameters are supported, e.g. <code>exo://report/?DR_Control.CLR&d=Printer&a=N</code> |

| | |
|---|---|
| <code>saleorder(x)/?search=xyz</code> | Opens the Sales Order with ID number x, or searches for the text specified by the <code>?search</code> parameter. |
| <code>serial/?stockcode=xyz&search=xyz</code> | Opens the Serial Number Tracking window. |
| <code>serviceunit(x)/?search=xyz</code> | Opens the Serviceable Unit record with the ID number x in the core EXO Business module, or searches for the text specified by the <code>?search</code> parameter. |
| <code>stockitem/?stockcode=xyz</code> | Opens the Stock item with the stock code specified by the <code>?stockcode</code> parameter. |
| <code>statement</code> | Opens the Debtors statements window. |

Examples

`exo://draccount(2)` – opens the Debtor account with the ID number (SEQNO) 2.

`exo://crm_contact(3)` – opens the Contact with the ID number (SEQNO) 3 in the EXO CRM module.

`exo://contact/?search=smith` – opens the Contact search window, showing results for a search on “smith”.

`exo://stockitem/?stockcode=AIRFIL01` – opens the Stock item with the code AIRFIL01.

Grid Settings

ExoGrid column settings, form sizes and positions can be saved, restored and replicated using the EXO Business Configurator (see page 52). These settings can be copied to the EXO Business database, then restored on another computer. Saving grid settings to the database means you can:

- Restore a user’s settings when they move to a new computer.
- Have a user’s settings “follow” them from computer to computer.
- Maintain consistent settings in a terminal server/cluster server environment.
- Easily replicate the same settings across multiple computers.
- Easily set up grid settings on a new computer for first time use.

Saving and Manually Retrieving Grid Settings

Grid settings are saved and restored in the Profiles section of EXO Business Config (see page 70). Three new options are available when right-clicking on a User Profile:

- **Save Grid Settings** – Saves the grid settings currently present on this computer to the EXO Business database for this profile.
- **Retrieve Grid Settings** – Retrieves grid settings saved for this profile from the database and applies them. All existing grid settings are deleted before the new settings are applied.
- **Merge Grid Settings** – Retrieves saved grid settings for this profile from the database and applies them. Existing grid settings are not deleted.

Portable Grid Settings

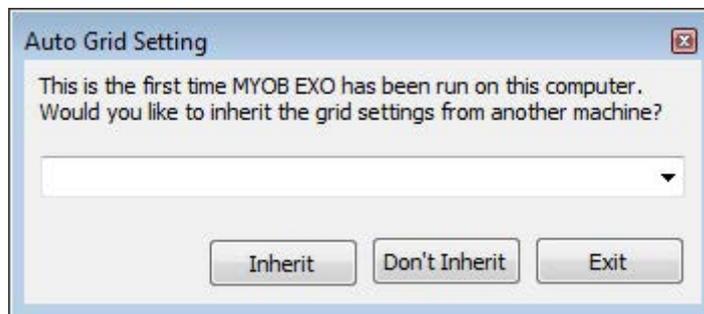
Grid settings can be made portable, so that they will “follow” a user from one computer to another. If the Computer-level profile setting **Allow portable grid settings** has been enabled, then when a user logs on to a computer, the grid settings saved for the user’s profile are automatically restored.

Note: The automatic restore operation only occurs when the user logging on belongs to a different profile set than the previous logged on user.

Enabling portable grid settings means that users can operate on multiple different computers (e.g. in a “hot desking” environment) and retain their grid settings. It also means that users’ settings can remain consistent in a terminal server or cluster server environment, where the hosting server may change without notice.

Replicating Grid Settings on a New Computer

The first time EXO Business is run on a computer, a record for the computer is created in the EXO Business database. As part of this process, it is possible to replicate saved grid settings to the new computer. The following window appears the first time EXO Business is run:



- Select a computer and click **Inherit** to create the new computer record and replicate the grid settings to the new computer.
- Click **Don't Inherit** to create the computer record and leave grid settings at their defaults.
- Click **Cancel** to exit the application without creating a computer record.

Sending Emails

Email functions are available on many windows in the MYOB EXO Business system. For example:

- Emails can be sent to Contacts by clicking the  button on the Contacts window.
- Invoices and Statements can be emailed to Debtors by clicking the  button on the Transactions tab of the Debtor Account Details window.
- Sales Orders can be emailed to Debtors and Purchase Orders can be emailed to Creditors by clicking the  button on the Sales Orders or Purchases Orders windows.
- A Mailshot function (see page 528) is available on several windows for bulk sending emails to Debtors or Creditors.
- Emails can be scheduled and sent automatically using the EXO Email Service (see page 48).

A **Send E-Mail** menu item can also be added using EXO Business Config, allowing emails to be sent from the main menu of certain EXO Business modules.

Emails can be sent in several ways, depending on how the EXO Business system is set up.

Note: When emails are sent from EXO Business (via SMTP or the user’s local email client), they are automatically saved to the **Documents tab of the relevant account (see page 140)**.

Email Setup

The method used to send emails from within EXO Business is determined by the **Email client** User-level profile setting. This setting has the following options:

- Disabled - Emails will not be sent.
- EXO SMTP - Emails will be sent via SMTP using the EXO Business Email Sender (better for sending large batches of emails). An external SMTP server is required.

Note: When using Microsoft Exchange Server, the SMTP service must be active. The EXO Business Email Sender uses the SMTP protocol, not the IMAP protocol used by Microsoft Outlook.

- Default Email Client - Emails will be sent using the user's default email software (suitable for smaller batches of emails).

SMTP Server Settings

When using the "EXO SMTP" option, details of the SMTP server being used must be set up before emails can be sent. The SMTP Server Settings window appears the first time you try to send an email using the EXO Business Email Sender (it can be accessed later by clicking the **Setup** button on the Email Sender window).

The screenshot shows the 'SMTP Server Settings' dialog box. It contains the following fields and options:

- Connection Info:**
 - Server Address: [Empty text box]
 - Server Port: 7824000
 - Requires Authentication
 - Server User ID: [Empty text box]
 - Password: [Empty text box]
 - Show character
 - Use TLS
 - Use SSL
- User Info:**
 - *From* Name: [Empty text box]
 - *From* Address: [Empty text box]
 - Reply Address: [Empty text box]
 - BCC Address: [Empty text box]
 - File Directory: [Empty text box]

Buttons: OK, Cancel

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The following server settings can be configured:

| Setting | Description |
|----------------------------------|---|
| Server Address | <p>Specify the host SMTP server. The entry can be a server or service name (Local Area Network host only), a URL, or an IP address.</p> <p>Note: IP addresses are usually only used with internal mail servers or ones that have no public DNS entry (registered domain). Ideally, a name or URL should be used.</p> |
| Server Port | <p>Specify the number of the port to send emails on. Consult your mail service provider or IT department for information on which port to use. This may depend on whether you want to use TLS or SSL encryption (see below).</p> |
| Requires Authentication | <p>If your mail server requires authentication to send mail, check this box and enter a password for your account.</p> |
| Server User ID | <p>For an internal mail server (such as Exchange Server) this will be the User ID as configured for the user account in the Mail program. For ISP-hosted mail account this is the account name.</p> |
| Password | <p>Only active/required if Requires Authentication is ticked. This is the password for your mail account.</p> <p>Tick Show character to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.</p> |
| Use TLS Use SSL | <p>Tick these boxes to secure emails using TLS or SSL encryption, if the SMTP server supports them.</p> <p>Note: SSL takes precedence over TLS; if both boxes are checked, SSL encryption will be used.</p> |
| From Name | <p>This is the “friendly” name to appear in the Sender field of emails.</p> |
| From Address | <p>This is your email address.</p> |
| Reply Address | <p>Enter an address here if you would like replies sent to a different email address than the From Address. If this field is left blank the reply address will be set the same as the From Address.</p> |
| BCC Address | <p>This is the blind carbon copy email address. If you enter an email address here, all emails you send using this client will be secretly echoed to this address.</p> |
| File Directory | <p>This is the default directory used in the Open dialog when the Attach File button () is clicked.</p> |

Other Settings

The following additional email-related settings may need to be configured:

- The Clarity Form profile settings (see page 72) specify whether or not various Clarity forms should be sent via email, and how these forms should be attached to emails.
- Options to email remittance advice to Creditors or to use the Mailshot function are available on the Payment Processor General Setup window (see page 475).
- A **Show email before sending** option can be configured on the Direct Debits General Setup window (see page 491).

The following User-level profile settings also affect how emails are sent:

- **Send emails using plain text** - tick this setting to restrict the body of emails to plain text, rather than HTML.
- **Confirm before sending email** - tick this setting to display a confirmation message before sending each email, or leave it blank to send emails automatically.

Using the EXO Business Email Sender

When MYOB EXO Business is set to use the Email Sender, the following window appears whenever you send an email:

Some fields may be filled in automatically, depending on where the email is being sent from. For example, when sending an email to a Contact, the Contact's email address is automatically entered in the **To:** field.

Enter all required details and click **Send** to send the email.

Click the  button to add an attachment to the email.

Click the **Setup** button to open the SMTP Server Settings window (see page 45).

Dragging and Dropping Emails

Emails in Microsoft Outlook can be dragged and dropped onto any MYOB EXO Business window with a Documents tab; this includes Company accounts, Stock items, Contacts, Opportunities, Jobs and Serviceable Units.

To drag and drop emails from Outlook to EXO Business, first open the record that you want to copy the email to, then drag the email from Outlook to anywhere on the open record window in EXO Business. A copy of the email is saved to the window's Documents tab (see page 140).

Note: The Outlook client must be running on the same PC (real or virtual) or Terminal Server session as EXO Business. Dragging emails from a local Outlook client to EXO Business running on a Terminal Server session, for example, is not supported.

EXO Email Service

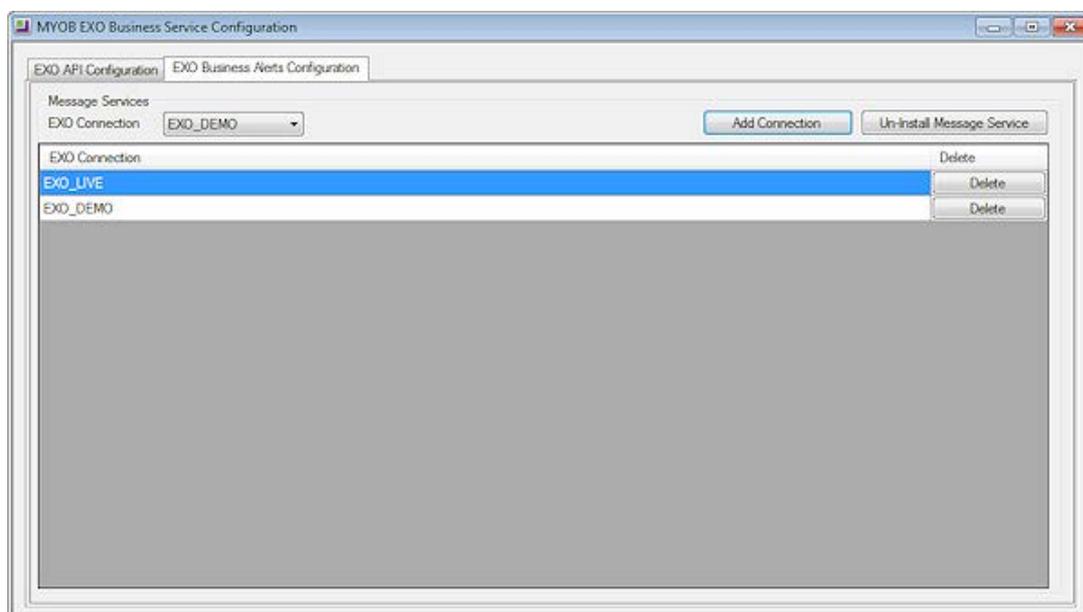
The EXO Email Service can be used to automate the sending of emails from the EXO Business system. For example, this service is used by the Business Alerts feature (see page 34) to send email alerts.

Installing the Service

You can install and set up the EXO Email Service using the MYOB EXO Business Services Setup Wizard and the MYOB EXO Business Service Configuration utility.

Run the MYOB EXO Business Services Setup Wizard, and when asked which features you want to install, make sure that the **Messaging Service** option is enabled. Once the wizard has completed, you are given the option of running the service configuration utility to set up the service. You can run the utility, **MYOB.ED.EXO.Cloud.ServiceConfig.exe**, at any time after installation.

Configuration of the EXO Email Service is performed on the EXO Business Alerts Configuration tab of the service configuration utility:



A single instance of the EXO Email Service runs on each PC. An instance can have multiple EXO Business database connections configured for it. To install the EXO Email Service instance, select a database connection and click **Add Connection**. This adds the service and sets up a connection to the selected database. To add new connections, select them from the **EXO Connection** dropdown and click **Add Connection**.

Installing the Service Manually

The service can also be installed manually:

1. Copy the **ExoEmailService.exe** file to the main EXO Business install directory.
2. Open a command prompt with administrative rights at this location.
3. Enter `ExoEmailService.exe /install [connection]`, where [connection] is the connection name for the instance of EXO Business that you are installing the service for.

You can install the service for multiple instances of EXO Business by specifying multiple connection names, separated by spaces, e.g.

```
ExoEmailService.exe /install Connection1 Connection2
```

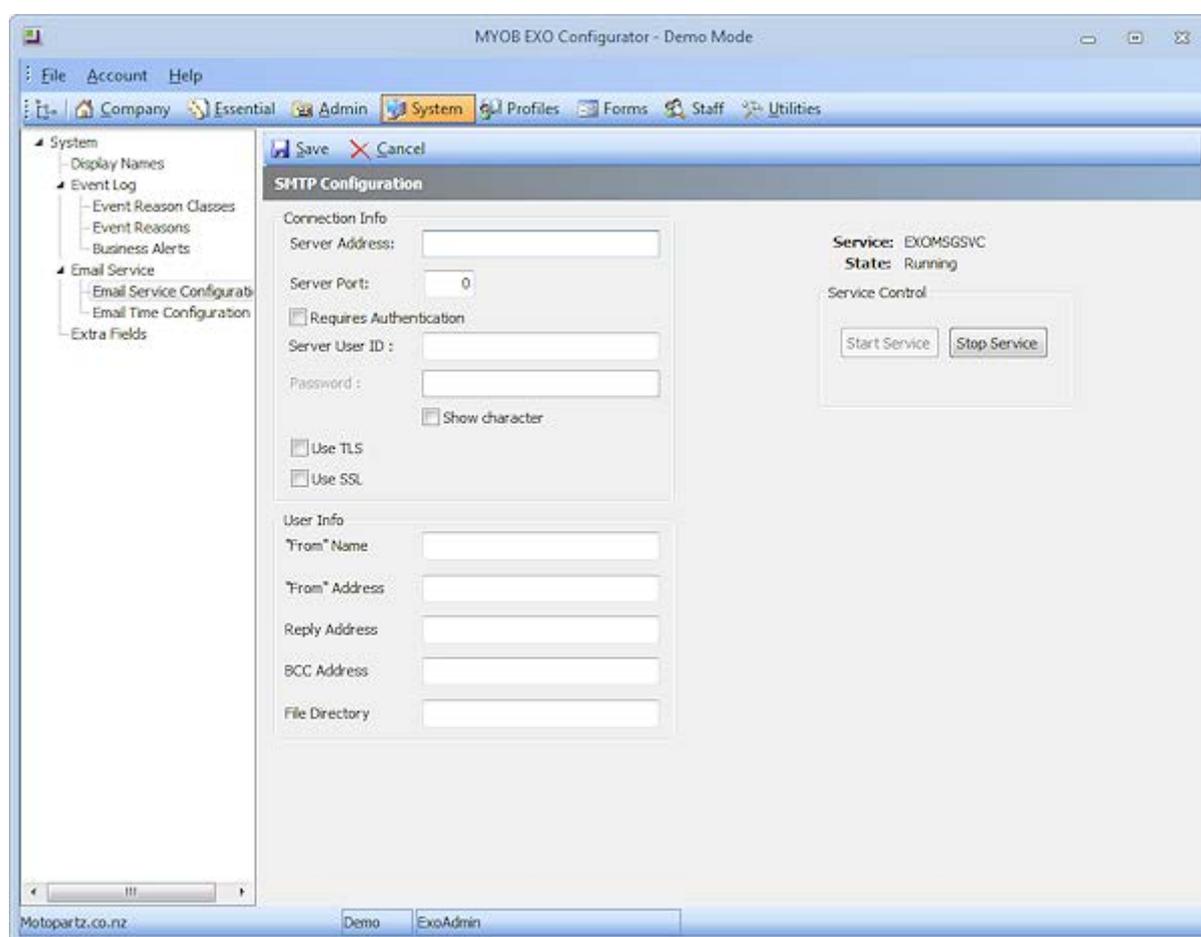
Once the service is installed, you can update the list of instances that it is installed for by entering:

```
ExoEmailService.exe /config [list of connections]
```

The EXO email service runs using the Local System account. This means that the EXO Business database connection must have been created while logged in as an administrator account; otherwise the service will not be able to find the connection details. If you receive the error "Failed to start service", you may need to open the EXO Business Connection Editor window while logged in as an administrator, then delete and re-create the connection.

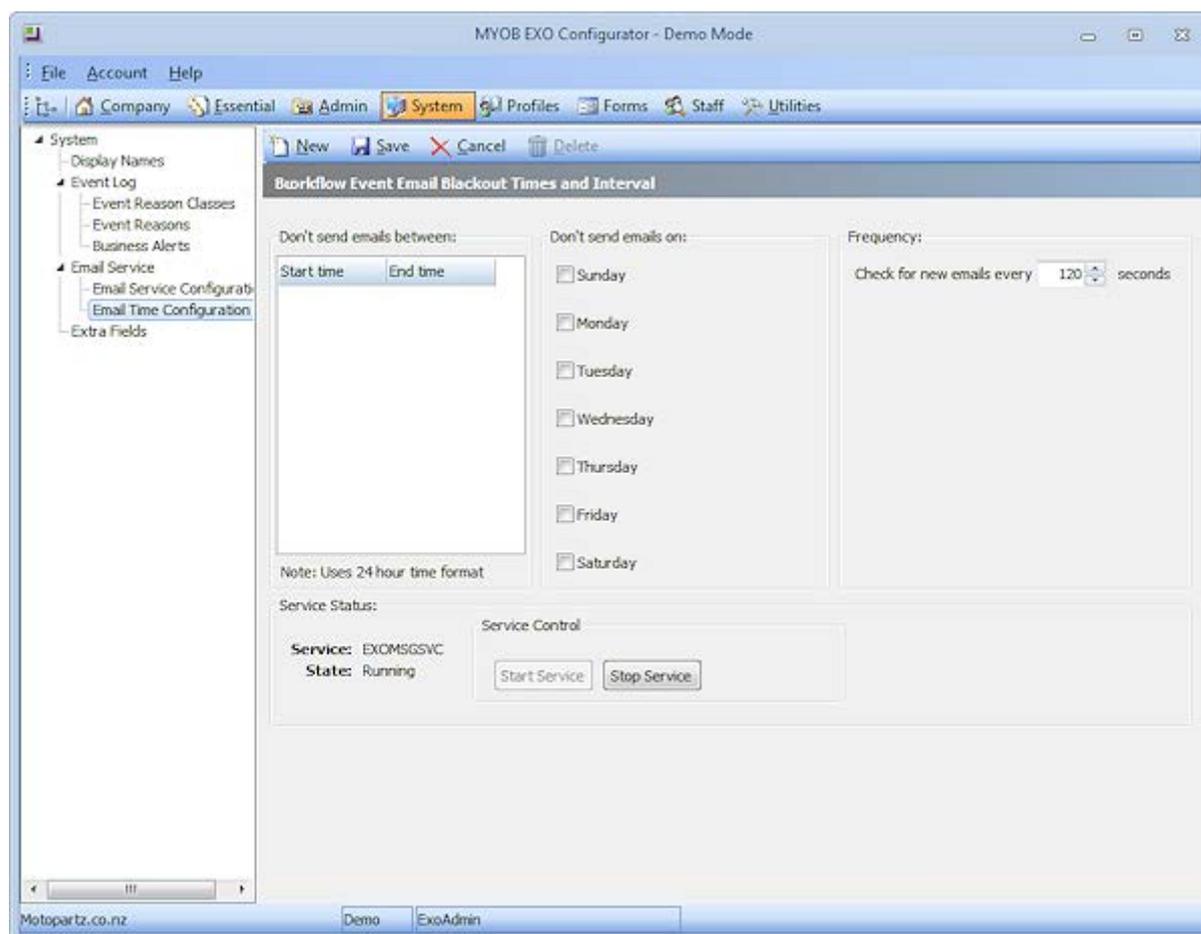
Configuring the Service

Once the service has been installed, you can configure it in EXO Business Configurator at **System > Event Log**. Two configuration screens are available. The first, **Email Service Configuration**, lets you configure the details of the email server, including address, authentication and default user information:



| Setting | Description |
|----------------------------------|---|
| Server Address | <p>Specify the host SMTP server. The entry can be a server or service name (Local Area Network host only), a URL, or an IP address.</p> <p>Note: IP addresses are usually only used with internal mail servers or ones that have no public DNS entry (registered domain). Ideally, a name or URL should be used.</p> |
| Server Port | <p>Specify the number of the port to send emails on. Consult your mail service provider or IT department for information on which port to use. This may depend on whether you want to use TLS or SSL encryption (see below).</p> |
| Requires Authentication | <p>If your mail server requires authentication to send mail, check this box and enter a password for your account.</p> |
| Server User ID | <p>For an internal mail server (such as Exchange Server) this will be the User ID as configured for the user account in the Mail program. For ISP-hosted mail account this is the account name.</p> |
| Password | <p>Only active/required if Requires Authentication is ticked. This is the password for your mail account.</p> <p>Tick Show character to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.</p> |
| Use TLS Use SSL | <p>Tick these boxes to secure emails using TLS or SSL encryption, if the SMTP server supports them.</p> <p>Note: SSL takes precedence over TLS; if both boxes are checked, SSL encryption will be used.</p> |
| From Name | <p>This is the “friendly” name to appear in the Sender field of emails.</p> |
| From Address | <p>This is your email address.</p> |
| Reply Address | <p>Enter an address here if you would like replies sent to a different email address than the From Address. If this field is left blank the reply address will be set the same as the From Address.</p> |
| BCC Address | <p>This is the blind carbon copy email address. If you enter an email address here, all emails you send using this client will be secretly echoed to this address.</p> |
| File Directory | <p>This is the default directory used when adding attachments to emails.</p> |

The second configuration screen, **Email Time Configuration**, lets you specify when the email service should and shouldn't send emails, and the how often it should check for new emails to send:



| Setting | Description |
|----------------------------------|--|
| Don't send emails between | Specify the period(s) when the service should not send emails by entering start and end times here. Click the New toolbar button to enter a new pair of times. Times are entered in the 24 hour format. |
| Don't send emails on | Tick the boxes for any days when the email service should not send emails. |
| Frequency | Specify how often the service should check for new emails to send. |

Configuration

Configuring EXO Business

Two applications are available for configuring the settings that control the operation of the EXO Business system:

- The MYOB EXO Configurator application (also called EXO Business Config) - this application allows you to change all configuration settings in the EXO Business system.
- The EXO Business Configuration Assistant - this application simplifies the configuration process by offering a reduced subset of configuration settings (selecting sensible defaults for all others).

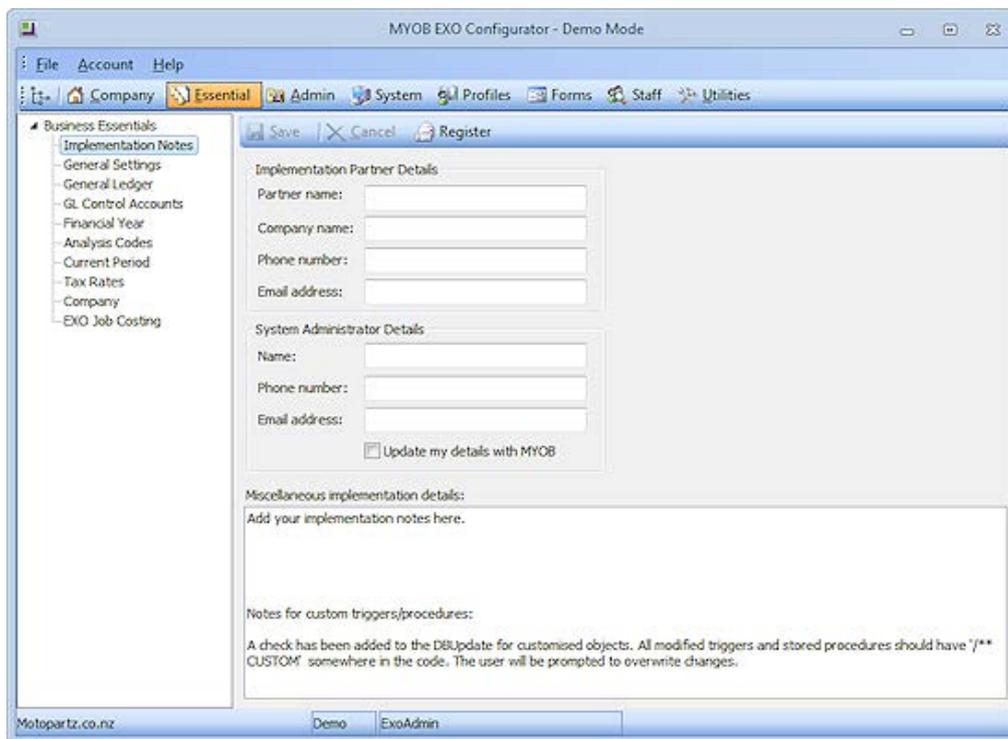
These applications are discussed below.

Note: Changing configuration settings can have catastrophic consequences if incorrect settings are chosen. It is strongly recommended that changes only be made by a qualified EXO Business implementation partner.

Note: Changes made in EXO Business Config or the Configuration Assistant appear in the other EXO Business applications the next time they open. If an application is open at the time changes are made, select **Refresh Settings** from the File menu to update the application with the new changes.

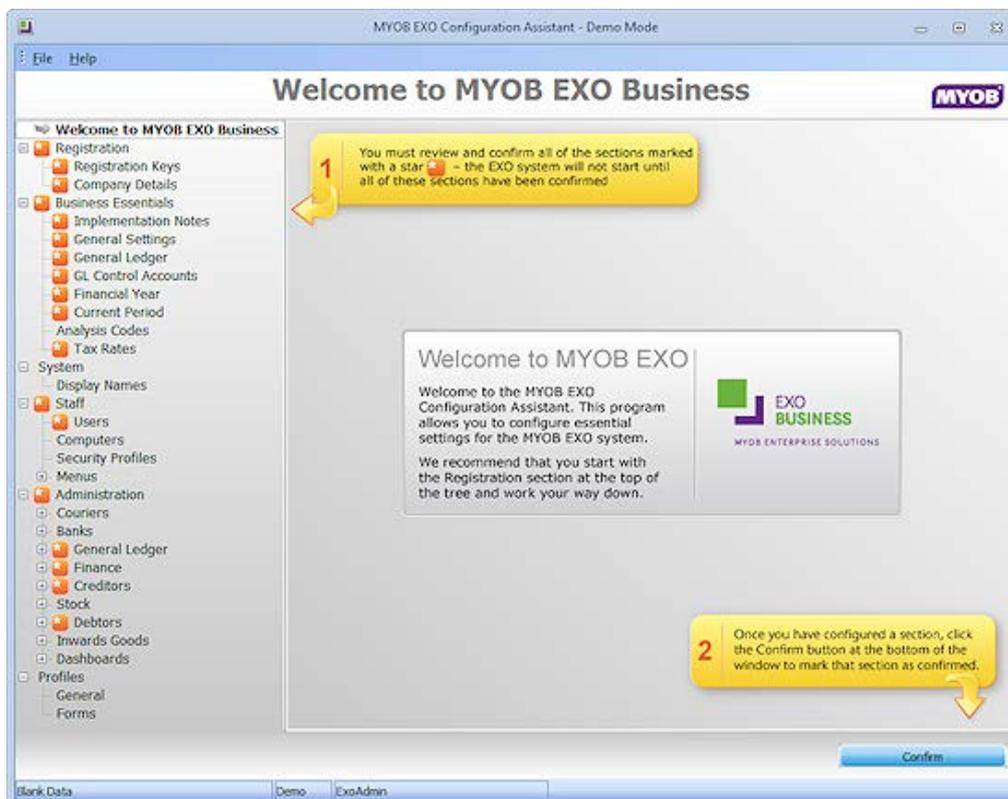
MYOB EXO Configurator

All configuration settings are available in the MYOB EXO Configurator application (EXO Business Config). Related settings are grouped into sections and sub-sections within the application.



The Configuration Assistant

The EXO Business Configuration Assistant guides users through the configuration process by highlighting essentials areas and offering a reduced subset of configuration settings.



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The Configuration Assistant runs in two modes:

- Immediately after the installation of EXO Business software, the Configuration Assistant runs in **Setup Mode**, where you are guided through the configuration of essential settings. Settings must be confirmed before proceeding.
- Once the initial configuration is complete, the Configuration Assistant runs in **Maintenance Mode**, where all configuration options are available and no confirmation is required.

Tip: Information on configuring EXO Business with the Configuration Assistant is also available in the “MYOB EXO Business Implementation Guide”. This document is installed with EXO Business.

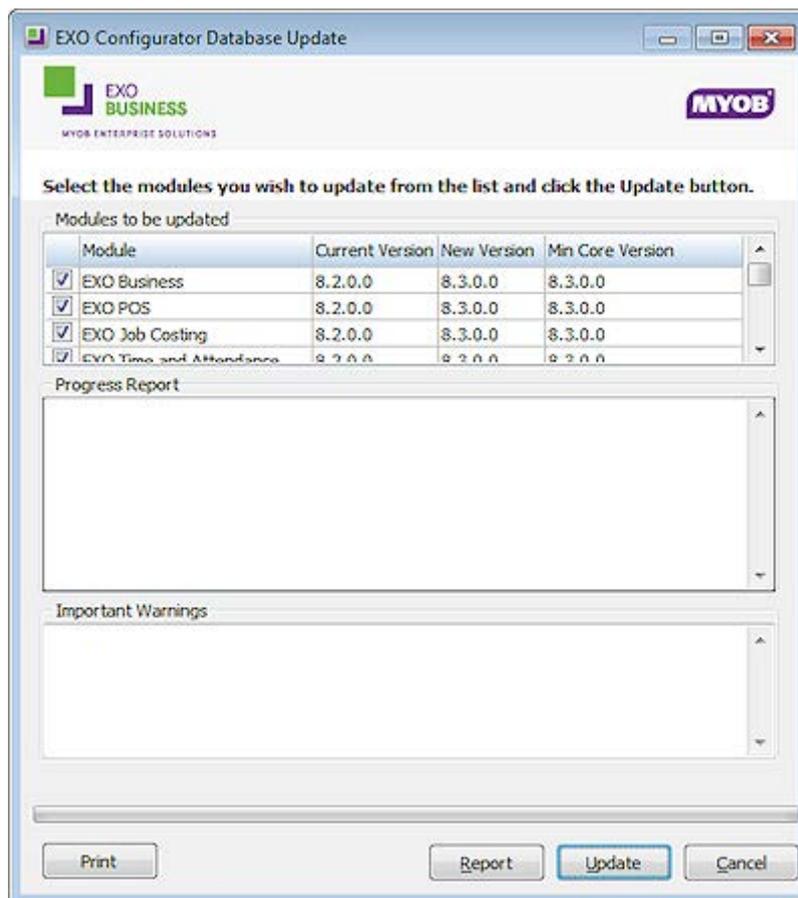
Database Update

Configuration Assistant > Registration > Registration Keys > Launch Update

The Configuration Assistant includes a function to update the EXO Business database for any changes to the program. This function runs automatically as soon as the Configuration Assistant opens, in the following circumstances:

- After a product upgrade, when the program files are a newer version than the database.
- After a new add-on module has been added.

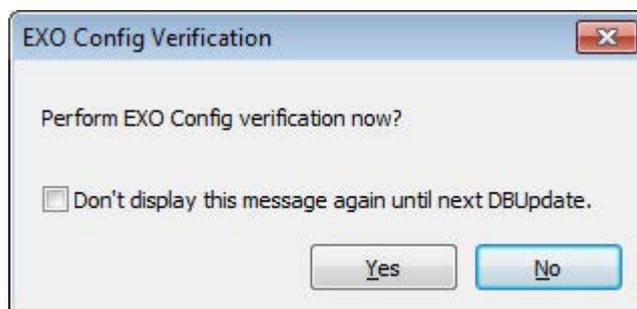
You can also run the Database Update function manually by clicking the **Launch Update** button on the Registration Keys window.



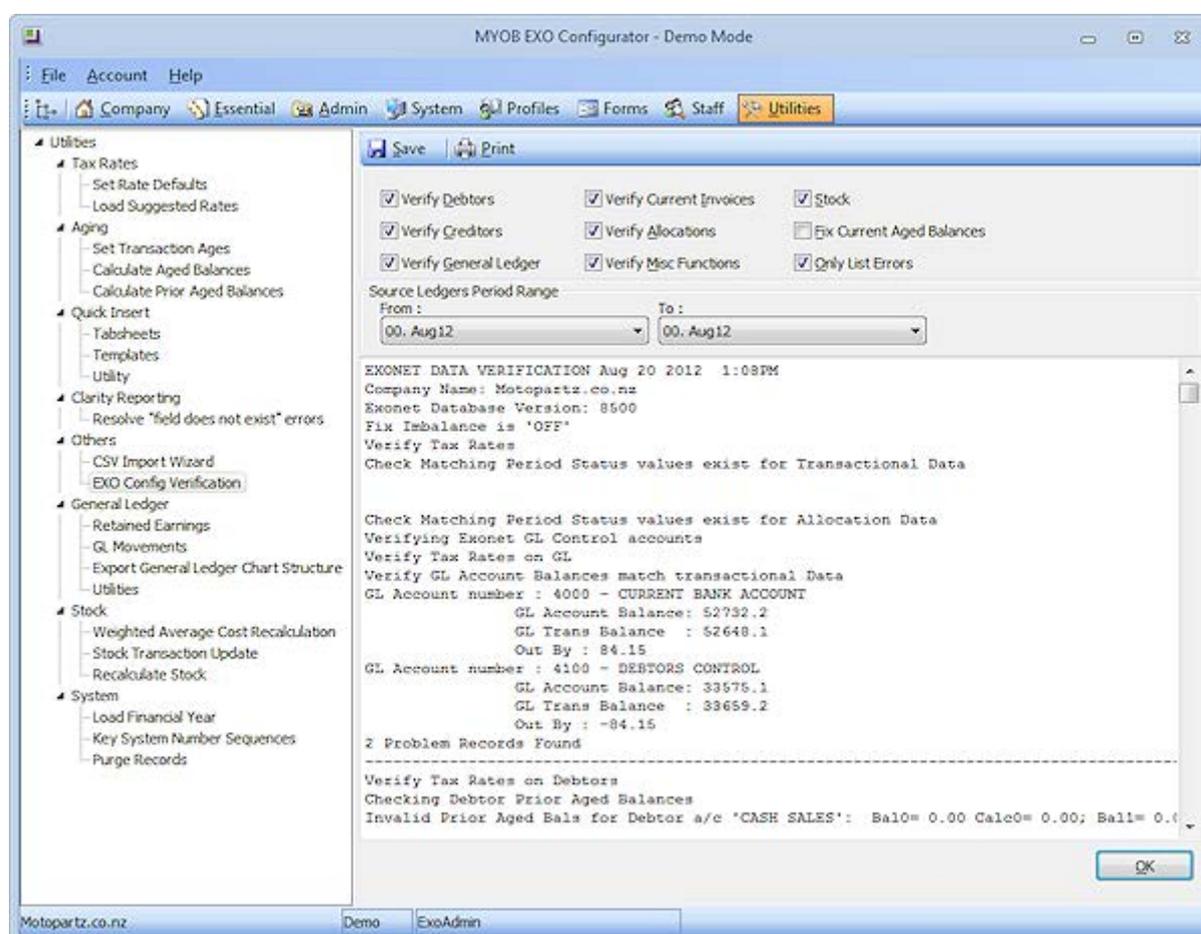
Caution: It is strongly recommended that the database be backed up before any updates are performed. This means the database can be restored and operation continued on previous program versions should any issues occur. Never restore a backup over the only live copy of a database, just in case a backup is invalid, in which case the live copy will could also be destroyed. Ideally rename the original database for archival purposes.

Data Verification

MYOB EXO Business includes a utility that performs various tests on the transactions in the EXO Business database to highlight any errors and suggest what may be causing them. After running a Database Update operation (see page 54), a prompt appears asking if you want to verify the data:



At other times, the data verification utility can be accessed from the EXO Business Configurator at **Utilities > Others > EXO Config Verification**.



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The following options are available:

| Field | Description |
|---|---|
| Verify Debtors Verify Creditors Verify General Ledger Verify Current Invoices Verify Allocations Verify Misc Functions Stock | These options determine which aspects of the EXO Business system will be checked by the data verification process. |
| Fix Current Aged Balances | If this option is ticked, any imbalances in the current aged balances that are detected by the data verification process will be automatically corrected. |
| Only List Errors | If this option is ticked, then the output results will only show the results of tests that return errors - any tests that pass will not be listed. |
| Source Ledgers Period Range | Select the range of periods whose data you want to verify. |

Click **OK** to run the data verification process. The results of the process are displayed in the lower section; click **Save** to save the results to a text file or **Print** to print them out.

Data Verification Menu Item

The Data Verification utility can be added to drop down menus (see page 75), so that it can be accessed from other modules. It is possible to specify which of the above options will be checked by default, by editing the item's parameters. The following parameters can be entered:

- D = Verify Debtors
- C = Verify Creditors
- G = Verify General Ledger
- I = Verify Current Invoices
- A = Verify Allocations
- M = Verify Misc Functions
- S = Stock
- L = Only List Errors
- Y = Fix Current Aged Balances

For example, entering DCSL means that only the **Verify Debtors**, **Verify Creditors**, **Stock** and **Only List Errors** options will be ticked when the utility opens.

Company Settings

Customer details and software registration information is configured at:

- The Company section of EXO Business Config
- The Registration section of the Configuration Assistant

Configuring Registration Information

The Registration Keys section controls the registration code entry for MYOB EXO Business modules. The registration codes are specific to the company name, the individual EXO Business product, number of users and the expiry date of the registration code.

Tip: Note the colour of the highlight bar and module. If the line is red, then the module, number of users, security code, expiry date and/or company name do not match the code given. Check that all the items match the code requested.

Modules are divided into two sections: Core and Add-on. A single registration code applies to all Core modules. Add-on modules are all separately licensed - a registration code must be supplied for each one. Registration codes can be downloaded and applied automatically, or they can be obtained from MYOB and entered manually. Both operations are performed from the Registration Keys section.

Before applying registration keys, however, it is vital to ensure that the company name is set up correctly:

1. Click **Change Name** to set the company name of the system.
2. Enter the company name on the window that appears, then click **OK**.

Note: The spelling of the company name is critical for the registration code to be accepted. Ensure the name given when obtaining the registration codes from MYOB is exactly the same as entered above. Take special care with abbreviations (Limited vs. Ltd), and punctuation (Pty. vs. Pty). Incorrect spelling of the company name will cause the security code entry to be marked as

3. If the company is the subsidiary of a larger company, click Change Parent Name to set the name of the parent company.

To enter registration information:

1. Double-click the “EXO Business” module name.
2. Enter the following fields:

Max Users The registered number of users, as per the number of concurrent licences purchased from MYOB.

Registration Key The registration code received from MYOB for the selected module.

Expiry Date The expiry date for the EXO Business module. For more information of how this will be applied to the end user, refer to the Terms and Conditions of the End User Licence Agreement.

3. Click **Save** to save these settings.

Note: The EXO Business module is the only module associated with an expiry date, however generally operation of the add-on modules will not be practical without a correctly registered EXO Business product.

Tip: Specific registration codes are not required for the core modules included with MYOB EXO Business, with the exception of EXO Business Config.

Configuring Company Details

The Company Details section holds details such as the name and address of the company using MYOB EXO Business. This information is primarily used in reports for displaying the company's contact details, but some fields also have a specific purpose in the system such as the **Country** and **Bank Account** fields.

| Field | Description |
|-----------------------|--|
| Company name | Displays the company's name. Read-only in this section - the company name can be changed in the Registration section. |
| Postal address | Enter the company's postal address. Four lines are available. |
| Street address | Enter the company's street address, or tick Street address is the same as postal address to copy the postal address details. |
| Country | Select the country that the company operates in. Note: It is very important that you choose the right Country setting. This influences the tax rates to be used on the system. |
| Phone number | Enter a contact phone number for the company. |
| Fax number | Enter a contact fax number for the company. |
| Email address | Enter a contact email address for the company. |
| Web Site | Enter the company's web site |
| Tax Number | The name of the property depends on the country that the company operates in. Enter company's the tax number (e.g. GST number, VAT number). |
| Bank account | Enter the company's bank account number. |
| Account name | Enter the name on the company's bank account. |

Essential Settings

The Business Essentials section of the Configuration Assistant and the EXO Business Config application defines key operations and must be carefully set up before operation begins. This includes the General Ledger setup and control accounts, period management and tax rates. These settings are not normally changed once transacting has begun.

Essential settings are configured at:

- The Essential section of EXO Business Config
- The Business Essentials section of the Configuration Assistant

Settings are grouped into the following subsections:

- Implementation Notes
- General Settings
- General Ledger
- GL Control Accounts
- Financial Year
- Analysis Codes
- Current Period
- Tax Rates
- Company
- EXO Job Costing

Implementation Notes

The Implementation Notes section is a free-form notes area where implementers are encouraged to enter important notes about the installation. For example, this might include key configuration settings, database customisations, or any unusual implementation of extra fields.

There are also fields to enter details of the Implementation Partner and System Administrator. These details are displayed on the About Box of the core MYOB EXO Business application (select About from the Help menu, then click **Registration Details**).

Click **Register** to send an email to MYOB containing the System Administrator Details and information from the Company Details section, so that MYOB's records of your contact information can be updated.

General Settings

The General Settings section holds information relating to decimal places, tax settings and stock costing methods.

Decimal Places in Numeric Values

Set the number of decimal places used in transactions for the following amounts:

- Cost prices
- Sell prices
- Bill costs
- Quantities
- Bill quantities
- Discounts

Tax

The name of this section (GST, VAT, etc) depends on the country that the company is based in. The following settings are available:

| Field | Description |
|--|--|
| Invoice basis/ Payments basis | <p>MYOB EXO Business is primarily designed to record tax on an Invoice basis, i.e. each invoice line has a tax amount that is accrued as soon as the invoice is produced.</p> <p>However, EXO Business does have additional mechanisms that will assist in the production of Tax returns based on when payments are made or received.</p> <p>The differences are:</p> <ul style="list-style-type: none"> • When a payment is made you will receive additional prompts to record the tax portion of a payment transaction. • The Tax return (or BAS) will gather payment transactions rather than invoice transactions and will mark these as having been included on the tax return. <p>Note: See the “Taxation Features” white paper for more information.</p> |
| TAX inclusive pricing for debtors | Enable this option if prices are entered inclusive of tax. Leaving the box clear indicates tax-exclusive pricing. |
| Base Debtor TAX rate Base Creditor TAX rate | Select the default tax rates applied to Debtor and Creditor transactions for analysis. |
| Withholding Tax on Creditors Payments | To apply withholding tax to Creditors Payments (see page 348), tick this option and specify a tax rate. If this option is ticked, an option to apply withholding tax becomes available on the Creditor Payment Entry window (see page 330). |

Other

This area contains other key settings:

| Field | Description |
|---------------------------------------|--|
| Stock cost method | <p>Select the costing method to use for stock items: AVERAGE, LATEST or STANDARD.</p> <p>If “AVERAGE” is selected, two more options relating to “special” transactions become available:</p> <ul style="list-style-type: none"> • Include transactions with zero cost in average cost calculations • Include credit transactions in average cost calculations <p>Enable or disable these options as necessary.</p> |
| BOM cost method | Select the costing method to use for Bills of Materials (see page 504): AVERAGE, LATEST or STANDARD. |
| Operate in multiple currencies | Tick this option to enable support for multiple currencies (see page 291). |

General Ledger

In this section, you can configure the General Ledger as per the customer's requirements. This information entered into this will seldom change after the initial setup and in some cases may actually have system-wide implications if it is changed.

GL Account Code Structure

The structure of the General Ledger coding method is set up here. GL account codes can be divided into up to three sections:

branch-account-subaccount

Both the branch prefix and sub-account suffix are optional. Select whether branches and/or sub-account sections are needed, and the number of digits for each section. An example of the structure you have entered is displayed below in red. This example updates as changes are made.

Summarise Postings From

Tick the boxes in this section to summarise Debtor/Creditor postings to the General Ledger.

GL Stock Integration

Selects the method of stock system integration to the General Ledger:

- **Periodic stock** - This option is more suited to stock valuation where processes such as Job Costing or Manufacturing (including the allocation of overhead or labour costs to the finished product) are used. This feature requires the user to have the "GL Closing Stock" procedure on their menu. Periodic Stock allows the user to determine the level of stock-on-hand to be reflected in the accounts at the end of the period.
- **Perpetual stock** - This option is the more complex of the two inventory integration methods. This method allows the posting of physical stock transactions to the General Ledger on a one-to-one basis. Disabling this feature will require the user to manually post stock valuations in a periodic manner (Periodic Stock system). Perpetual Stock is more suited to warehousing and retail type situations with standard stock in/ stock out movements, and only supports Average stock costing methods. To use Perpetual Stock two additional accounts are required to be setup in the GL Control Accounts (Stock Clearing Account and a Stock Adjustment Account). The Post Stock to GL menu procedure must be added to the users menu. The Stock Purchases GL Code for physical stock should point to the Stock Clearing Account; the "Stock GL Coding" function included in the GL Utilities can be used to achieve this.

Select a **Cost of Sales method** - this controls the posting of cost of sales to the General Ledger. Choose from:

- Post to Cost of Sales from GL Control A/c - This option posts all cost of sales to a single control account: the Cost of Sales account specified in the GL Control Accounts section (see page 62).
- Post to Cost of Sales A/c from Stock Item - This option allows the user to select multiple trading accounts based on the Stock item. Cost of sales is posted to the account specified by the **C.O.S. GL code** setting on the Stock Details 2 tab (see page 164) for the relevant Stock item.

Other

Branch no. for balance sheet Specify the default branch number for transactions on the Balance Sheet.

Note: This field should only be set when first setting up a site. Any attempt to change its value once transactions have been entered will have unknown consequences, and may potentially corrupt the Balance Sheet branch reporting and/or data.

Chart of Accounts

While an organisation's Chart of Accounts can be set up manually from the main MYOB EXO Business application (see page 224), the configuration applications allow you to select a pre-made Chart of Accounts from a list. Select an **Industry classification** and **Business type**, and the pre-made Chart of Accounts appears in the section below.

Alternatively, you can import a chart of accounts from a CSV file, e.g. one provided by a company accountant. Click the Import button to select the CSV file containing the chart of accounts definition. See the "MYOB EXO Business Implementation Guide" for details of the expected file format.

Once the Chart of Accounts has been selected or imported, it appears in the area at the bottom of the General Ledger section, where it can be altered manually if necessary:

- To edit an item, right-click on it and select **Edit**. Make any changes then click **OK**.
- To delete an item, right-click on it and select **Delete**, then click **Yes** to confirm.
- To create a new group, account or sub-account, right-click on the node you want to create the item under and select **New GL Group**, **New Account** or **New Sub-Account** as appropriate. Enter details for the new item and click **OK**.

GL Control Accounts

Once the Chart of Accounts has been set up (by importing the information or manual entry), the key accounts can be brought through to the GL Control Accounts (see page 237).

The GL Control Accounts section is divided into General and Custom tabs. The General tab contains the standard control accounts, while the Custom tab contains the control accounts for more specialised areas, such as foreign exchange and advanced stock. If a pre-made Chart of Accounts was selected on the General Ledger screen, a set of default GL Control Accounts will be displayed here.

To set a GL Control Account:

1. Right-click on an account and select **Search**. A search window appears.
2. Browse through the chart of accounts to find the account you want.
3. Select the account, then click **Select & Close**.

Financial Year

The Financial Year section is used to set up the periods that compose the financial year.

To set up the financial year:

1. Select a period and click the **Edit** button, or double-click to edit.
2. Enter a name for the period, as well as a short code and report code (which is useful to set the sequence in a report).
3. Select the financial **Quarter** that the period belongs to.
4. Under **Transaction Entry Validation**, select if the month is a standard calendar month or if specific dates are used.
5. If a period is not a standard calendar month, the **Dates Between ... and ...** of the period must be specified. These dates also contain the year, so these dates must be set up at the beginning of every financial year to reflect the change in dates.
6. Click **Save** to save the settings.

Note: Ensure the first name in the sequence is the first period of the financial year. This may be different to a standard calendar year.

The **Load** button allows you to specify and create a standard twelve month financial year.

You must also specify the first period of doing business, and the period that represents January.

Caution: Incorrect setting of the Accounting period representing January will result in incorrect population of the Period History table, as well as causing issues with the current calendar year. Ensure this is set correctly.

Note: See the “Period Handling and Transaction Ageing” white paper for more detail on period management.

Current Period

The Current Period settings track the current period of operation, and help to enforce period transaction dates. As the Financial Year can be defined purely in calendar months rather than explicit dates, the Current Period settings are used to align the calendar months and calendar year to the financial periods. These are then used for period/date enforcement.

| Field | Description |
|---|--|
| First month of the calendar year | <p>This is required to ascertain which financial period will roll over the Current calendar year when an end of month is performed. The system cannot determine this automatically because the financial year may start in any calendar month, and the actual financial period name is customisable (e.g. “Jan”, “January”, “01”), so it must be explicitly set.</p> <p>Note: Incorrectly setting the first month of the calendar year will result in incorrect population of the Period History table, as well as causing issues with the current calendar year. Ensure this is set correctly.</p> |
| Current financial period Current calendar year | <p>These values confirm the current period of operation for each ledger. These automatically increment at the correct time during end of period rolls.</p> <p>Transaction ages in EXO Business are numbered from current (0) backwards. EXO Business knows which period in the period table is the current one, and uses this as a point of reference to display the name of the period on reports and within data entry screens.</p> <p>Tip: See the “Period Handling and Transaction Ageing” white paper for more detail on period management.</p> |
| Default posting age | Enter the default age for transactions when they are posted to the posted to the Debtors, Creditors, Stock or General ledgers. |
| Year Names | You can customise the display names for the last, current and next year periods if necessary. |

Analysis Codes

This section is where you set up Analysis Codes (see page 82). Analysis Codes are arbitrary codes used in software applications that can be assigned to transactions. They do not perform any function themselves and are independent of the normal grouping of account codes; they are simply a customisable way of grouping related transactions together for sorting and reporting.

Tax Rates

The Tax Rates section sets the tax rates used by the company, which are then used to create the tax return form entries. Tax rates have the ability to use separate GL Control Accounts, and link to a Tax Return Key Point for tax reporting.

To set up tax rates:

1. Select a tax rate and click the **Edit** button, or double-click the tax rate to edit.
2. Enter the Tax Rate details, including Name and Tax rate, and select the relevant Tax Return Key Point reference to be used on the tax return.

Tip: See the “Taxation Features” white paper for more detail on taxation and tax rate setup, including suggested default settings for different countries.

Company

This section is only available in EXO Business Config, and only when the InterCompany module is in use.

Enter the Company number for this company, as specified on Setup Source Companies window in the InterCompany module.

See the InterCompany User Guide for more information on these Company numbers.

EXO Job Costing

This section is only available in EXO Business Config, and only when the EXO Job Costing module is in use.

See the EXO Job Costing User Guide for information on these settings.

Admin Settings

The Business Essentials section of the Configuration Assistant and the EXO Business Config application contains sections that business department managers may own to control their area of responsibility, e.g. stock group names, account group names.

Settings are grouped into the following subsections:

- Courier
- Period
- Banks
- General Ledger
- Finance
- Creditors
- Stock
- Debtors
- Inwards Goods
- ClientConnect
- Dashboards
- EXO Fixed Assets (EXO Business Config only)
- EXO Intercompany Consolidations (EXO Business Config only)
- Serviceable Units (EXO Business Config only)
- Analytics
- Social Media

Note: Quick Insert functions are available for many of these sections to allow fast data entry of multiple records at once. See the “Quick Insert” white paper for details.

Courier

This section lets you set up the couriers used for stock transfers. The following items can be set up:

- Dispatch Methods
- Couriers
- Stock Request Types

Note: In EXO Business Config, the Dispatch Methods section is available at **Business Admin > Setup**.

Period

This section is available in EXO Business Config only.

Current Period

This section is the same as the Current Period section in the Essential Settings (see page 63).

Financial Year

This section is the same as the Financial Year section in the Essential Settings (see page 62).

Period Statuses

This section displays the statuses of all accounting periods, showing whether they are currently locked or unlocked. Double-clicking on a period toggles between the locked and unlocked state.

You can enter default posting ages for each ledger - these are the same settings that are available on the Current Period section (see page 63).

Period History

This section displays the history of all recorded accounting periods. Select a period and click **Edit** to change its details.

Banks

Debtors (Direct Debit)

Set up the file formats for generating direct debit transfer files for Debtors. Formats for major local banks are set up by default. Click **New** to set up a new format manually, or **Load Bank File** to import a text file containing bank format information.

Click **Edit** to change an existing format. When editing the details of a format, click the File Format button to set up the fields that should appear in the output file:

Click **New** to add a new field to the format, then specify:

- Which part of the file it appears in (Header, Body or Footer).
- An Order number, which specifies the field's place in the file.
- A description.
- The type of data that the field contains.

Once these details are supplied, you can enter specific information about the contents of the field in the **Details** section.

Creditors (Direct Credit)

Set up the file formats for generating direct credit transfer files for Creditors. Formats for major local banks are set up by default. These are set up in the same way as the direct debit file formats for Debtors.

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Bank Formats (Reconciliation)

This section lets you set up bank file formats for use with the Bank Reconciliation function (see page 469). These settings are also available in the EXO Finance module.

General Ledger

This section contains settings that affect the operation of the General Ledger.

Account Groups

The General Ledger is grouped into accounts with different functions such as Sales, Asset and Liability accounts and Overheads. When setting your GL you need to name and define the groups you require. This section lets you set up GL Account Groups (see page 224).

GL Control Accounts

This section is only available in EXO Business Config, and is the same as the GL Control Accounts section in the Essential Settings (see page 62).

GL Report Batches

The GL Report Batches utility enables multiple General Ledger Reports to be batched together and scheduled to run at a convenient time. This section lets you set up GL Report Batches (see page 258).

Finance

Branches

Set up branches and branch names if analysis by branch is required. A branch is usually a separate profit centre within the business. Branches often equate to locations which designate a stock holding area however multiple stock locations could also exist within a branch. Virtual locations could also exist (and possibly cross branch boundaries) to separate stock for other reasons, e.g. seconds stock or work in progress.

Note: Branches are numbered starting at 0, whereas Stock Locations are numbered starting at 1. Be careful of this difference if you have a one-to-one relationship between branches and locations.

Tax Rates

This section is only available in EXO Business Config. It allows you to set up the tax rates used by the tax system (see page 499).

Currencies

If multiple currencies (see page 291) are used, the currencies in use are set up in this section.

Multiple currency operation is enabled on the General Settings section of Business Essentials (see page 59).

Payment Groups

This section lets you set up the Payment Groups used in the EXO Business system. Payment Groups cluster Payment Types together, and determine properties such as the GL Bank account associated with the payment media.

Note: See the "Payment Types and EFTPOS Integration" white paper for more detail.

Payment Types

This section lets you set up the Payment Types used in the EXO Business system, e.g. cash, cheque, EFTPOS. Payment Types define the properties of payment media, including whether the payment option is available, rounding, and how it integrates with the EXO Business POS add-on module.

Note: See the "Payment Types and EFTPOS Integration" white paper for more detail.

Payment Denominations

This section lets you set up the denominations used in the EXO Business system. Payment denominations determine the denominations that are available for each payment type. Denominations for the CASH payment type and the local currency are set up by default, but denominations can be added for other types. Click **New** to add a new denomination.

Tax Return Key Points

Tax Return Key Points are internally defined rates that are used in the Tax Return functions (see page 500), which are set up automatically during installation. Each key point relates to a point on the Tax Return form; key points are therefore specific to each country. Tax Return Key Points are automatically set up based on the country selected during installation. They should be associated with Tax Rates.

Credit Terms

Credit Terms are set up by default on install, but it is possible to add new terms, specifying positive credit factors for “net day” terms, and negative credit factors for “month following” terms (0 = Cash Only), and whether they are active for Debtors or Creditors. Click **New** to create new credit terms.

For credit factors -29 to -31, it is assumed due dates are for the end of the month following, so the day of the month is decreased, if need be, until a valid date is achieved, e.g. -31 could equate to 28.02.03 or 30.04.04.

Creditors

Creditor Account Groups/Alternate Creditor Account Groups

These sections let you set up Creditor Account Groups and Alternate Creditor Account Groups (see page 106). Creditor Account Groups are useful in reporting scenarios to group different creditor types together.

Tip: The names used to reference creditor account groups in MYOB EXO Business can be customised at **System > Display Name**.

Stock

Stock Groups/Alternate Stock Groups

These sections let you set up Stock Groups and Alternate Stock Groups (see page 156).

Enter Stock Group names for reporting or sorting purposes. Group names can also be shown on stock search screens and filters. Select a name and click the Edit button, or double-click on it. This is where you enter autocode prefixes and auto suffixes for one-off stock items. Enter the expected profit margin and variances and the GL code for Sales, Purchases and COS per stock group.

Note: For Stock Groups, the Parent group property references an Alternate Stock Group.

Tip: The names used to reference stock groups in MYOB EXO Business can be customised at **System > Display Name**.

Stock Locations

Select a location and click the **Edit** button, or double-click on it. Enter names for the stock locations, using both short-form codes and long names. There are also options useful for reporting and forms, such as the location Address, and flags to allow exclusion from reports.

Click **New** to add new locations beyond the default ten locations.

Note: Stock Locations are numbered starting at 1, whereas Branches are numbered starting at 0. Be careful of this difference if you have a one-to-one relationship between branches and locations.

Stock Price Groups

Enter the names of the Price Groups to be applied to stock items, and utilities in the pricing policies and updates.

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Stock Price Groups allow similar products to be grouped together so that they may share common pricing policies. Using Stock Price Groups means only the price policies relating to the group need to be changed, and not every stock item. The stock item is added to a Stock Price Group in the MYOB EXO Business core module at Account > Stock > Details 1 tab.

Note: See the “Pricing and Discount Policies” whitepaper for more detail.

Stock Unit Definitions

Set up the names of the stock units that will be available, e.g. “EACH” or “PACK”.

Price Names

Set up Price Names that set the base prices used for Debtor accounts. Select a name and click the **Edit** button, or double-click the item to edit.

Price SQL (see page 430) is used with the **Account > Stock Item > Sell Price Formulation** function.

Currency is used when a price is set based a foreign currency, when used in the Pricing Calculator. It does not restrict the price to foreign currency accounts.

Note: MYOB EXO Business supports a maximum of 100 price names.

Warranty

Set up the warranties available on stock items. Click **Add** to create a new warranty. Enter a description and a Charge Stock Code (you can enter part of a stock code and press ENTER to open a Search window). You must also select the Stock Group and Alternate Stock Group that this warranty applies to.

Debtors

Debtor Account Groups/Alternate Debtor Account Groups

These sections let you set up Debtor Account Groups and Alternate Debtor Account Groups (see page 91). Set up the Debtor Account Groups and Alternate Debtor Account Groups as required to help group debtors together, e.g. by region or client type. These can be added to search grids as extra fields, and used for reporting purposes.

Tip: The names used to reference debtor account groups in MYOB EXO Business can be customised at **System > Display Name**.

Debtor Price Policy Groups

Create names to be used for grouping debtors into Price Policy groups. Individual debtors can then join a Price Policy Group by selecting the Price Policy Group name on the Account > Debtors > Discounts/Prices tab. The Debtor Price Policy Group is then associated with a Price Policy. All debtor accounts that belong to that Policy Group will then receive that Price Policy’s prices and discounts.

Note: See the “Pricing and Discount Policies” white paper for more detail.

Sales

This section is only available in EXO Business Config. It allows you to set up marketing classes (see page 123), which can be applied to Contacts.

Inwards Goods

Cost Codes

Set up cost codes that relate to the shipment of goods, e.g. customs or duty.

Shipment Status

Shipment statuses define the stages of the flow of goods from the supplier to your warehouse. These should be generic stages that apply to all methods of shipping.

Shipment Method

Shipment Methods define the type of transport being used to transport (or ship) the goods. This can also be used for report filtering.

Note: See the “Inwards Goods” white paper for more detail.

ClientConnect

This section contains settings that relate to integrating EXO Business with the MYOB EXO ClientConnect customer relationship management system.

Dashboards

This section contains settings that relate to the Dashboards function (see page 539).

Setup Widgets

Create and edit the widgets that are available on Dashboard interfaces.

Note: For widgets to be available for selection on a Dashboard interface, they must be assigned to users by adding them to their “EXO Business Analytics” drop down menu definitions using the [Drop Down Menu Designer \(see page 75\)](#).

EXO Fixed Assets

This section is only available in EXO Business Config, and only when the Fixed Assets module is in use. It contains settings that affect the operation of the Fixed Assets module.

See the Fixed Assets User Guide for more information on these Company numbers.

EXO Intercompany Consolidations

This section is only available in EXO Business Config, and only when the InterCompany module is in use. It contains settings that affect the operation of the InterCompany module.

See the InterCompany User Guide for more information on these Company numbers.

Serviceable Units

This section is only available in EXO Business Config, and only when the EXO Job Costing module is in use. It contains settings that affect the operation of the EXO Job Costing module.

See the EXO Job Costing User Guide for information on these settings.

Analytics

This section provides access to the configuration settings for the EXO Business Analytics module (see page 553).

Social Media

This section lets you set up the EXO Business system to communicate with various social media networks (see page 147).

System Settings

The System section of the Configuration Assistant and the EXO Business Config application contains settings that affect the operation or appearance of the EXO Business system.

Display Names

Display Names allows customisation of the reference names displayed for some generic functions. Examples include the names for Debtor Secondary Group (e.g. change to “Sales Region”), and Job Costing Description (e.g. change to “Problem”).

Highlight a record you want to change the display name and click **Edit**. You can then enter the following details and click **Save**.

| Field | Description |
|--------------|--|
| Display Name | Enter the name that you want to appear on EXO Business applications. |
| Display Hint | Enter the hint text that you want to appear when a user hovers the mouse pointer over the name on EXO Business applications. |

Note: Group IDs are system-generated and not customisable.

Event Log

This section is available in EXO Business Config only. It is where you set up the Event Log (see page 30).

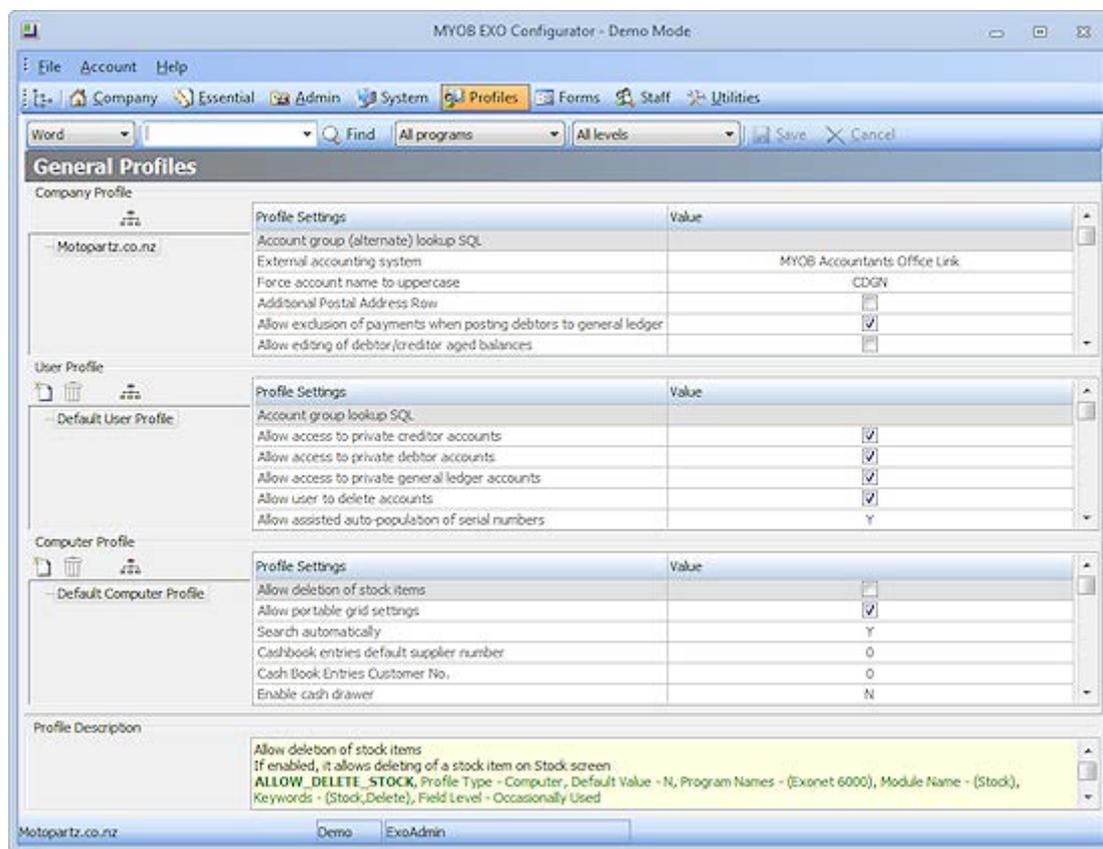
Extra Fields

This section is available in EXO Business Config only. It is where you set up extra fields (see page 23) for use throughout the EXO Business system.

Profiles

Settings that are specific to the company, users or computers are stored in profiles. The Profiles section allows configuration and management of the various profile settings in MYOB EXO Business.

Note: The EXO Business Config application allows access to all profile settings. The Configuration Assistant offers a sub-set of the most important or most used settings.



Default Company, User, Computer profiles are provided, but customised profiles can also be created. Profiles are created in a hierarchy, with the default settings forming the default profiles. Child profiles “descend” from the parent profiles, and inherit the parent’s settings. However child profiles can override individual settings as required.

For example, a Sales user profile could be set up with options relevant to the Sales team. A descendant profile could then be created for the Sales Manager which has the same settings as the rest of the sales team, but has also has the rights to issue credit documents.

Profiles are then assigned to individual users or computers, or to groups of users or computers as appropriate. This allows groups of users to have the same profile assigned to them, allowing quick configuration without having to create an individual profile for each user.

Tip: The PROFILE_FIELDS table contains all of the EXO Business profiles. Users can also use the Profile Listing report to list all profiles by module.

Profile Types

The three profile types are all accessed from the Profiles section.

Company Profile

The Company profile stores company-wide settings. Because MYOB EXO Business only supports one company per database, only one company profile can exist. As such, this profile is given the name of the registered company.

User Profiles

User profiles relate to options that are applicable to specific users, e.g. granting the user the rights to edit account information.

User profiles are then attached to staff at **Staff > Profile Assignment > Staff** (EXO Business Config) or **Staff > Users** (Configuration Assistant).

Computer Profiles

Computer Profiles store settings related to the computer hardware, or the computer's network location in a workplace. These settings include printer settings for forms and reports (because most printout destinations are associated with where the computer is located), hardware related issues (such as EFTPOS terminal hardware), and mapped file directories.

Computer profiles are assigned to physical computers at **Staff > Profile Assignment > Computer** (EXO Business Config) or **Staff > Computers (Configuration Assistant)**.

Clarity Form Profiles

The Forms section gives various profiles access to different MYOB EXO Business forms. The Company profile specifies the Clarity files for a selection of forms.

Note: Clarity forms and reports must be stored at the directory specified in the Computer-level profile settings **Directory for Custom Clarity Forms (.CLR, .CLF and .FMT)** or **Directory for Standard Clarity Forms**.

MYOB EXO Business looks into the Custom Clarity Directory first before going into the Standard Clarity Directory.

User profiles configure a variety of user prompts relating to forms.

Computer profiles contain the following settings for each form:

| Field | Description |
|----------------------|--|
| Destination | A form's primary destination can be set to None, Printer, File, Viewer, Email or Grid. |
| Email Option | Tick this box to send a copy of this document via email, in addition to sending a copy to the specified destination. All email options are conditional upon the "Email client" profile setting being enabled for the user. |
| Output Device | This is the file format that is used if the Destination is set to "File". If the Email Option is ticked, it is the file format of the attachment. Commonly viewable graphics file formats are PDF and BMP. Text and spreadsheet options are also available. If the email option is disabled and the primary destination is printer or screen this option can be only printer or screen. |
| Printer Name | This is the Windows UNC name for the printer. This printer must be one that is already available to you in the Windows printer settings list. |

Security Profiles

The Security Profiles section controls options relating to login/password security. Security options include areas such as password complexity and how often the password must be changed. While more than one security profile can exist, most sites generally will just alter the default profile.

Security profiles are available at:

- **Profiles > Security Profiles** and **Staff > Profile Assignment > Security Profiles** in EXO Business Config
- **Staff > Security Profiles** in the Configuration Assistant

Security profiles are attached to staff through the **Staff > Users** section.

Note: Security profiles do not control the user's access to parts of MYOB EXO Business; user access is controlled by User profile settings (see page 71), combined with menu access (see page 73).

Staff Settings

The Staff section of the Configuration Assistant and the EXO Business Config application is where you set up customised menus, as well as records for staff members (users), computers and security profiles.

Menus

The Menu Designer lets you set up customised user menus for all MYOB EXO Business modules. These menus, once defined, are then assigned to one or more staff members, possibly organised by the company staff structure. By setting up different menu structure for different users, you can restrict certain functions to those users with the authority to access them, and customize the appearance of the EXO Business interface to suit the needs of the organization.

Dropdown Menus

Dropdown menus are the standard menus available at the top of applications. The Menus > Dropdown Menu section is used to configure the dropdown menus for all EXO Business applications (see page 75).

Business Flow Menus

Business flow menus are the graphical menus that appear on the opening windows of EXO Business applications. A business flow menu can be created for all applications, although only some applications are set up with a business flow menu by default. The Menus > Business Flow Menu section is used to configure the business flow menus for all EXO Business applications (see page 78).

Menu Definitions

A menu definition is a set consisting of a Dropdown Menu and a Business Flow Menu. Menu definitions are associated with users at **Staff > Users** (Configuration Assistant) or **Staff > Profile Assignment > Staff** (EXO Business Config), and determine which menus will be used for that user.

Tip: The definition assigned to the current user is highlighted in green.

Staff

The Staff section is used to set up new staff members. This includes personal details (such as Job Title and Phone details) and authority values (creditor invoice limits, purchase order limits). Users are configured at:

- The **Staff > Profile Assignment > Staff** section of EXO Business Config
- The **Staff > Users** section of the Configuration Assistant

The Users section also manages login access to MYOB EXO Business (see page 20). The staff member is assigned a Login ID, and a password managed with the Change Password button. The Account Status setting shows and/or sets the status of the user's account and password (Account OK, Locked, or Expired).

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The Users section is also where Profiles are associated with the user. Specifically, this is where the user is assigned a User Profile (to define user-specific settings), a Security Profile (to determine how the user's password is managed), and a Menu Definition (to associate a menu structure with the user).

Computers

Computer profiles store settings related to the computer hardware, or the computer's location in a workplace. These settings include form and report printer settings (because most printout destinations are associated with where the computer is located in a workplace), hardware related settings (such as EFTPOS terminal hardware), and mapped file directories. Computers are configured at:

- The Staff > Profile Assignment > Computer section of EXO Business Config
- The Staff > Computers section of the Configuration Assistant

The Computers section manages the association of computer profiles (see page 71) to physical workstations.

Note: User interface preferences such as customised ExoGrids and screen selection check boxes are stored in the user's Window's registry, to ensure they are unique per user. These settings will therefore 'follow' the Windows login. Computer (and user) profiles can be shared by more than one computer or user, and are therefore not suitable for this purpose.

To assign a computer profile to a computer:

1. Alter the computer profile selection method by clicking the  toolbar button (note that changing this setting mid-operation may result in having to delete and remap computer profiles). Options available are:
 - **GUID** – the historical method where a unique identifier is stored within the computer's registry. This works fine if the Windows Login user is consistent, however this may not be appropriate as network operating systems tighten security and workstations have multiple users. This option will not work in a Terminal Services environment.
 - **ComputerName, ClientName** – two separate options which are relevant for some operating systems, but not others. For instance, ComputerName is suitable for Windows as uniquely identifying the workstation, but in some Terminal Services environments the ComputerName is the main server and ClientName is the unique username.
 - **ComputerName + ClientName** – a compound setting that is unique in most mixed operating system environments, and is the normal suggested setting.
2. Double-click on the appropriate computer name to assign a profile.
3. Select the required Computer Profile from the drop-down selection.

The computer running MYOB EXO Business needs to be associated with a computer profile. However, a computer cannot be assigned a profile until that computer runs an EXO Business application, which then "registers" the computer with EXO Business, giving the configuration applications a reference with which to associate a profile.

To assist, EXO Business has a Company-level profile setting **Use Default Profiles**, which if enabled, will assign any new computer the default computer profile. If this setting is disabled, the user will be prompted to select a computer profile the first time an EXO Business application is run on the computer.

If a user regularly moves their notebook computer between offices (or maybe home and office), then the computing environment could change radically. For instance, different printers could be available or the preferred location to obtain reports from could change.

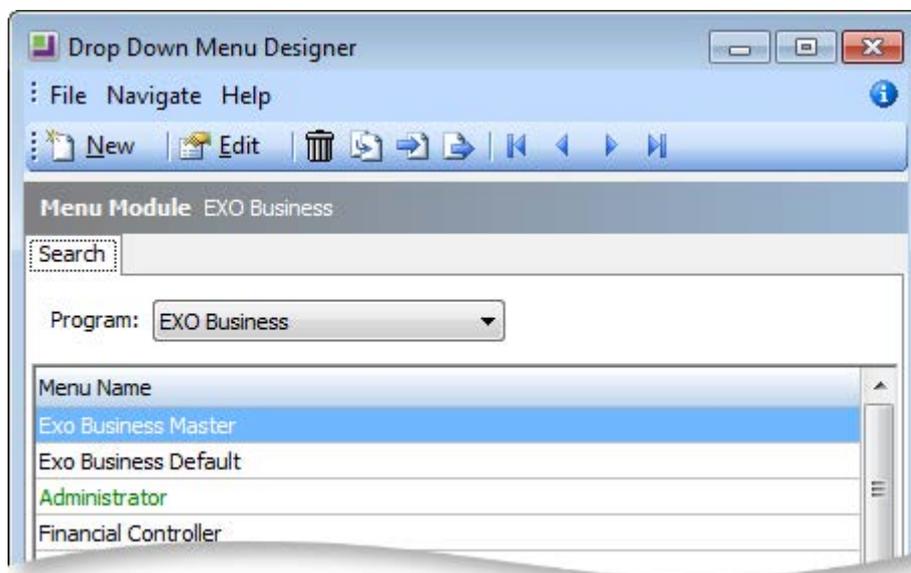
Security Profiles

The Security Profiles section controls profile settings relating to login/password security (see page 72).

Configuring Dropdown Menus

Setup > Setup Menu

Access to functions inside MYOB EXO Business is controlled through menus. Staff members are assigned menus, which can be shared with multiple users. The Drop Down Menu Designer is also available in the Staff section of the Configuration Assistant and EXO Business Config (see page 52).



From the Configuration Assistant, it is also possible to set up Business Flow menus (see page 78), which define the layout of the main window for each module, including links and buttons.

Note: As the menu setup forms a key part of the user access security, access to the Setup Menu option should only be given to staff entrusted with full administration privileges.

1. Select the program for which the menu is to be used (e.g. MYOB EXO Business, EXO Job Costing).
2. Select the menu name to edit.

Note: The name of the menu being used by the current user is coloured green.