


Document Manager

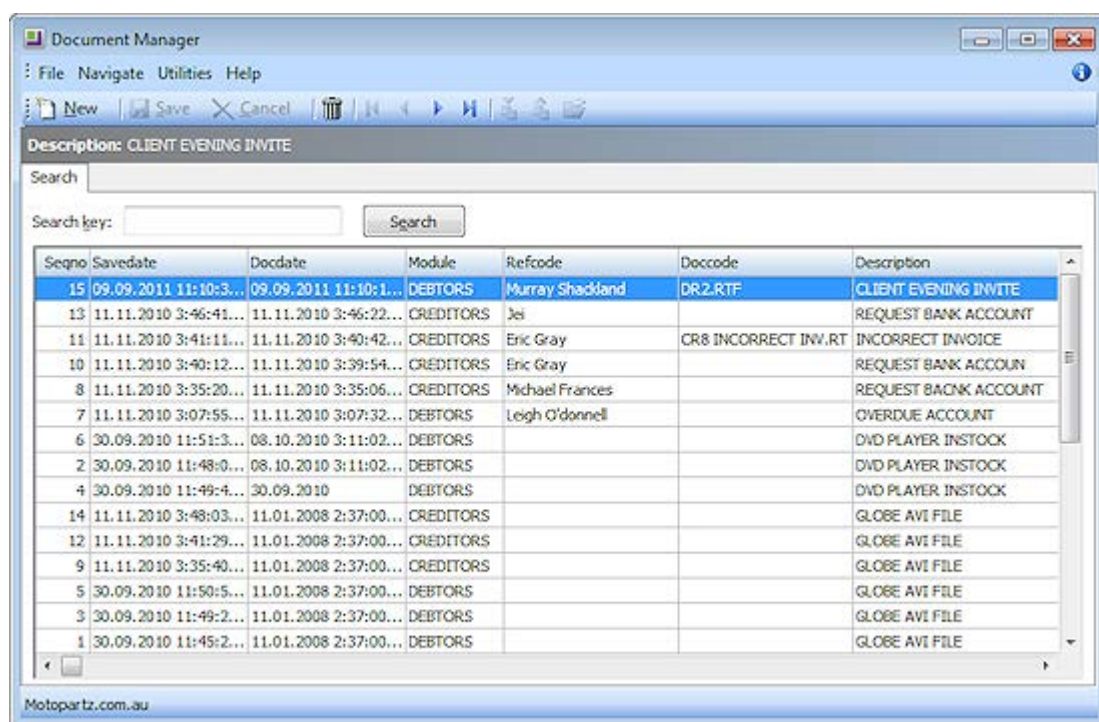
This is a very powerful tool in MYOB EXO Business, as it allows you to keep copies of the documents you have sent to each Debtor and Creditor. These could be anything from a .GIF to an .AVI file, or anything that is recognised by Windows applications. You can also easily create mail merge templates with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

Accessing the Document Manager

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

- Select **Document Manager** from the Utilities menu.
- On the Documents tab of an account (see page 140), click the  button.

Both of the methods will open the Document Manager window:



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

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

Grid Field definitions

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

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


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

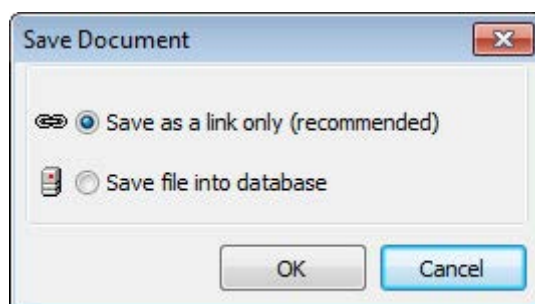
Importing and Exporting Documents

Debtor/Creditor Account > Documents Tab >  and 

Importing a Document

To import a document:

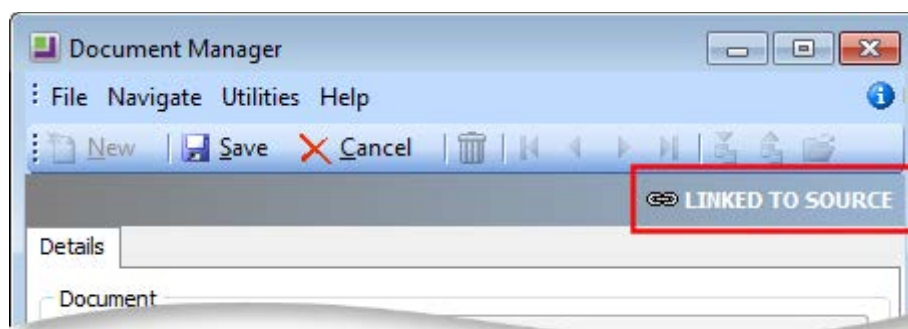
1. From the Documents tab inside the Master Account, click the Import button .
2. Select the appropriate document / file and click **Open**, you will now see the following window:



To reduce the size of the database, MYOB recommends keeping this file as a link only.


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

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



Exporting a Document

To export a document:

1. From the Documents tab inside the Master Account, click the Export button .
2. Select the destination directory for this document and click **Save**. A window will open confirming the successful export, click **OK** to complete the process.

Document Manager Window

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




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

The screenshot shows the 'Document Manager' window with a menu bar (File, Navigate, Utilities, Help) and a toolbar with icons for New, Save, Cancel, and other actions. The main area is titled 'Description: CLIENT EVENING INVITE' and contains a 'Details' tab. Under 'Details', there are two sections: 'Document' and 'Attributes'. The 'Document' section includes fields for Module (DEBTORS), Account (2. ALL CAR PARTS), Reference (MURRAY SHACKLAND), Document code (DR2.RTF), and Description (CLIENT EVENING INVITE). The 'Attributes' section includes fields for Document date (09.09.2011 11:10:10 AM), File name (Dr2.rtf), and Source path (C:\exo-net\docs\). At the bottom of the window are buttons for 'Change Document...', 'Export', and 'Open'. The footer of the window displays 'Motopartz.com.au'.

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

Field definitions

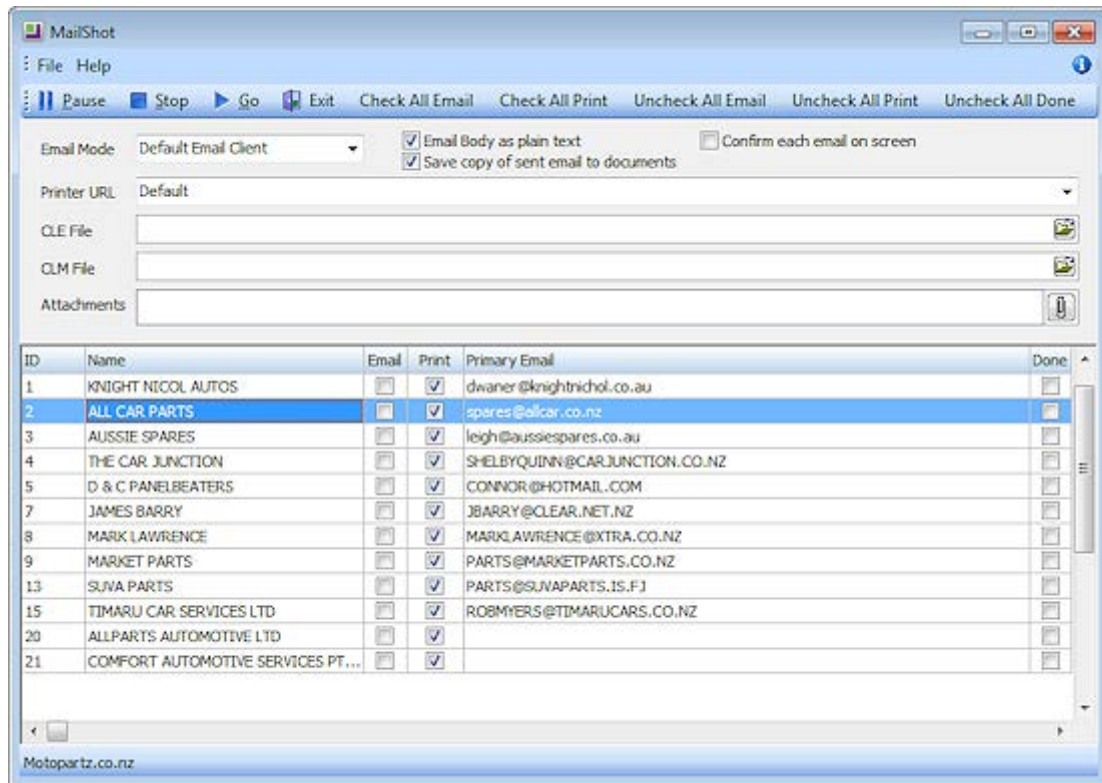
Field	Description	
Module	The module of MYOB EXO Business that the document applies to. This will default to the ledger that you are currently in (Debtors or Creditors).	
Account	The Debtor or Creditor account that the document is attached to.	
Reference	Any internal reference text for the document.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

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

Bulk Sending Documents

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

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



Specify the following details:

Detail	Description
Printer URL	Select the printer to use for those documents that are to be printed out.
Email Mode	Specify how emails should be sent. The following options are available: <ul style="list-style-type: none"> • Disabled - Emails will not be sent. • EXO SMTP - Emails will be sent via SMTP using the EXO Business Email Sender (see page 44). This is better for sending large batches of emails. • Default Email Client - Emails will be sent using the user's default email software. This is suitable for smaller batches of emails.

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

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

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

- For Debtor Statements, the **Statement Delivery** setting on the Debtors Details 2 tab (see page 94).
- For Direct Credit remittance advice, the **Remittance Method** setting on the Creditors Details 2 tab (see page 108).
- For Direct Debit remittance advice, the **Advice notification** settings on the Debtors Details 2 tab (see page 94). (These settings are only available when the **Default payment type** is set to "D/DEBIT".)

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

- If a **Statement Contact** (Debtors) or **Remittance Contact** (Creditors) is specified for the Debtor/Creditor, this Contact's email address is used; otherwise
- if a default Contact has been set on the Contacts tab for the Debtor/Creditor, this Contact's email address is used; otherwise
- the company email address on the Details 1 tab of the Debtor/Creditor is used.

Email addresses can be manually edited if necessary.

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

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

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


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

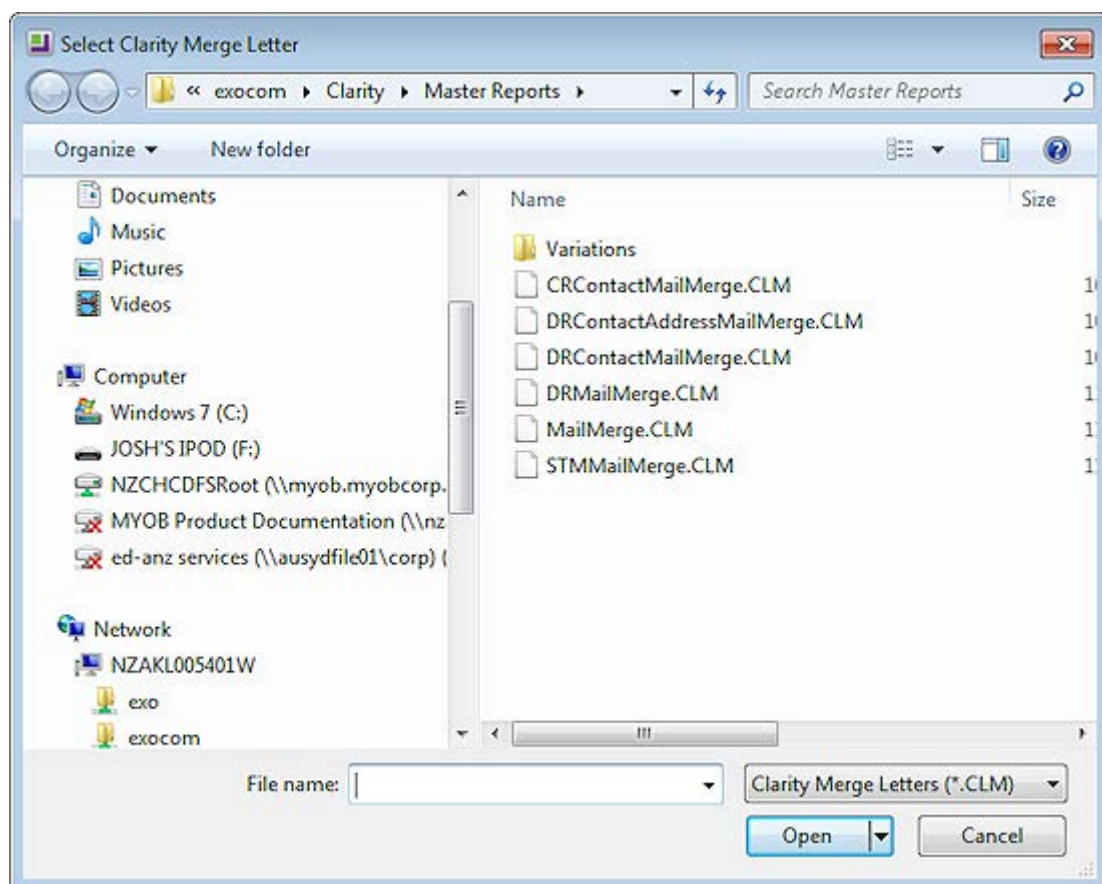
As statements are sent, the **Done** box for each account is ticked. The **Pause** and **Stop** buttons allow the mailshot to be suspended or cancelled before it is complete.

Creating Merge Letters

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

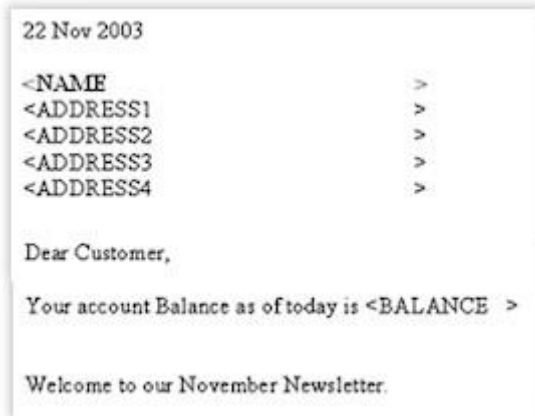
To create a merge letter:

1. Open a Debtor or Creditor account and go to the Documents tab.
2. Open the Select Clarity Merge Letter window by clicking the  button. Choose the appropriate template from the list.



MYOB EXO Business User Guide

You should already have a “form letter” prepared with the database fields you wish to insert into the letter defined. An example is given below.



22 Nov 2003

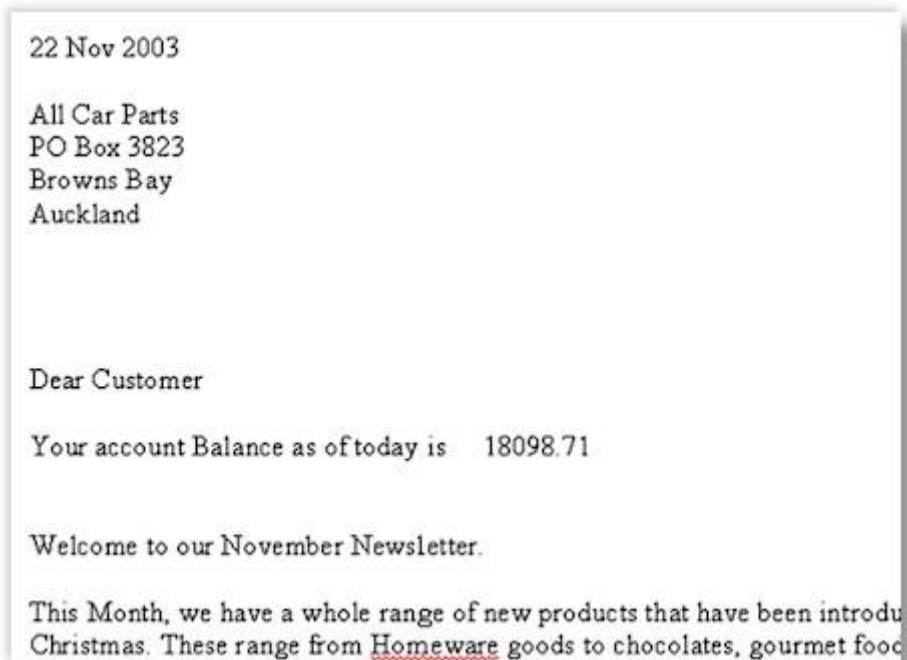
<NAME >
<ADDRESS1 >
<ADDRESS2 >
<ADDRESS3 >
<ADDRESS4 >

Dear Customer,

Your account Balance as of today is <BALANCE >

Welcome to our November Newsletter.

3. You will be asked to choose the original Template file and destination for the output file. Choose these and select **OK**.
4. Once the document has been created, MYOB EXO Business will open it up automatically.



22 Nov 2003

All Car Parts
PO Box 3823
Browns Bay
Auckland

Dear Customer

Your account Balance as of today is 18098.71


Welcome to our November Newsletter.

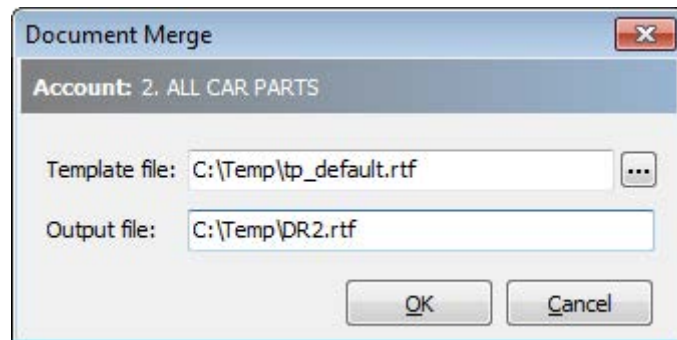
This Month, we have a whole range of new products that have been introduced for Christmas. These range from Homeware goods to chocolates, gourmet food

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

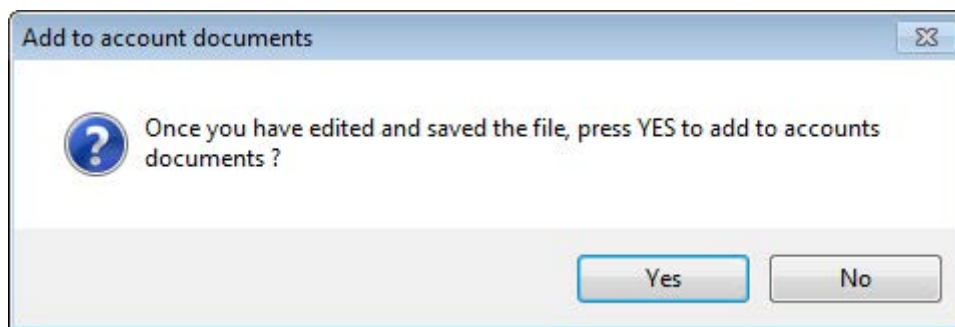
Merging Account Data with an Existing Template

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

1. Open a Debtor or Creditor account and go to the Documents tab.
2. Click the  button.
3. Choose a predefined template file using the ellipsis button [...] then click **OK**.



4. Edit the document in the default editor.
5. Save the changes to your edits and click **Yes** on the Add to account documents dialog.



From this point the Document Manager window opens, prompting the document descriptive fields to be completed.

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

Reporting

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

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

Option	Meaning
Dashboard	Opens the Dashboard (see page 539), which displays a configurable view of multiple summary reports.
Clarity Report Browser	Opens the Clarity Report Browser (see page 537), from where you can select and run reports from various categories.
Clarity Report Designer	Open the Clarity Report Designer (see page 539), which is a utility that lets you customise reports and forms, or create entirely new ones.
Analytics	Opens the EXO Business Analytics module (see page 549), which takes “snapshots” of business activity, allowing viewing of historic key performance indicators such as stock and sales activity.
Debtors Reports	Sub-menu containing a selection of Debtors reports.
Creditors Reports	Sub-menu containing a selection of Creditors reports.
Sales Reports	Sub-menu containing a selection of Sales reports, as well as the Sale Analysis Designer
Stock Reports	Sub-menu containing a selection of Stock reports.
Purchases Reports	Sub-menu containing a selection of Purchases reports.
General Ledger Reports	Sub-menu containing: <ul style="list-style-type: none">• A selection of General Ledger reports, including the Chart of Accounts.• Options to set up special GL Reports using the GL Report Writer (see page 244), and then run them.• Options to set up and run GL Report Batches (see page 258).
Tax Reports	Sub-menu containing various Tax and Tax Return reports (see page 503), as well as options to edit previous Tax Returns.
Currency Reports	Sub-menu containing a selection of Currency Exchange Rate reports.
Other Reports	Sub-menu containing reports on the MYOB EXO Business system.
Shift Report	Opens a window for running and printing Shift Reports to be used with the POS system.

Note: This is the default layout for the Reports menu. This menu can be customised using the [Menu Designer \(see page 75\)](#); in this case, the available menu options may not match the options listed here.

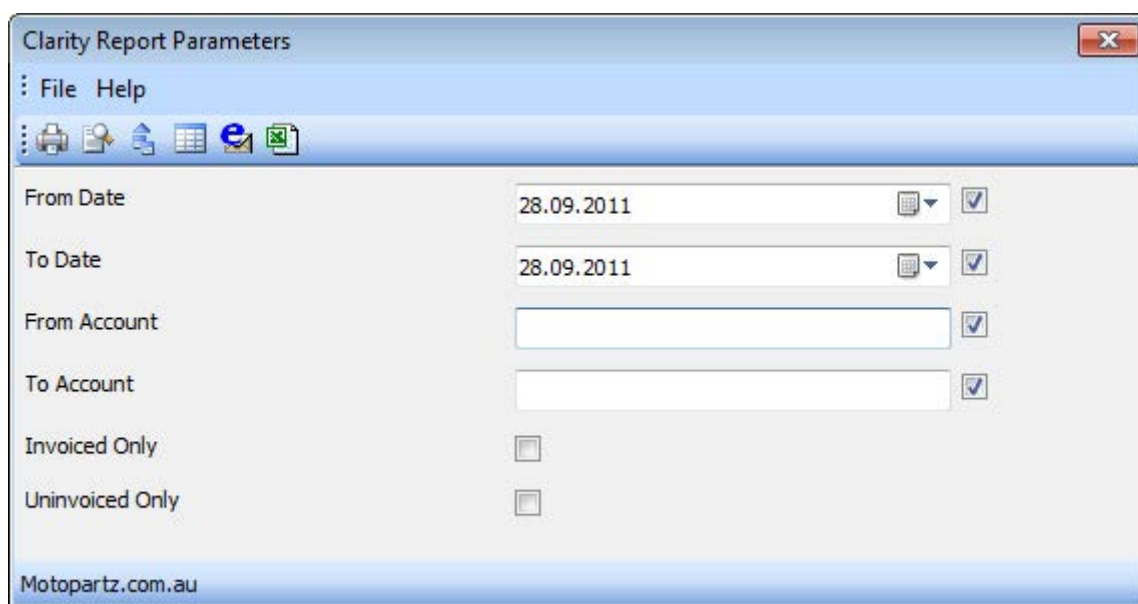
Running a Report

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

Specifying Report Parameters

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

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

A screenshot of the 'Clarity Report Parameters' window. The window has a title bar with a close button. Below the title bar is a menu bar with 'File' and 'Help'. Underneath the menu bar is a toolbar with icons for printing, saving, opening, and other standard file operations. The main area of the window contains several input fields and checkboxes. The 'From Date' and 'To Date' fields are both set to '28.09.2011'. The 'From Account' and 'To Account' fields are empty. The 'Invoiced Only' and 'Uninvoiced Only' checkboxes are both unchecked. The window has a blue header and footer. The footer contains the text 'Motopartz.com.au'.

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

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

Viewing, Printing and Exporting Reports

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

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

Print Preview

Print Zoom 100 % 1 Close

Preview Grid

Debtors Aged Balances Detail

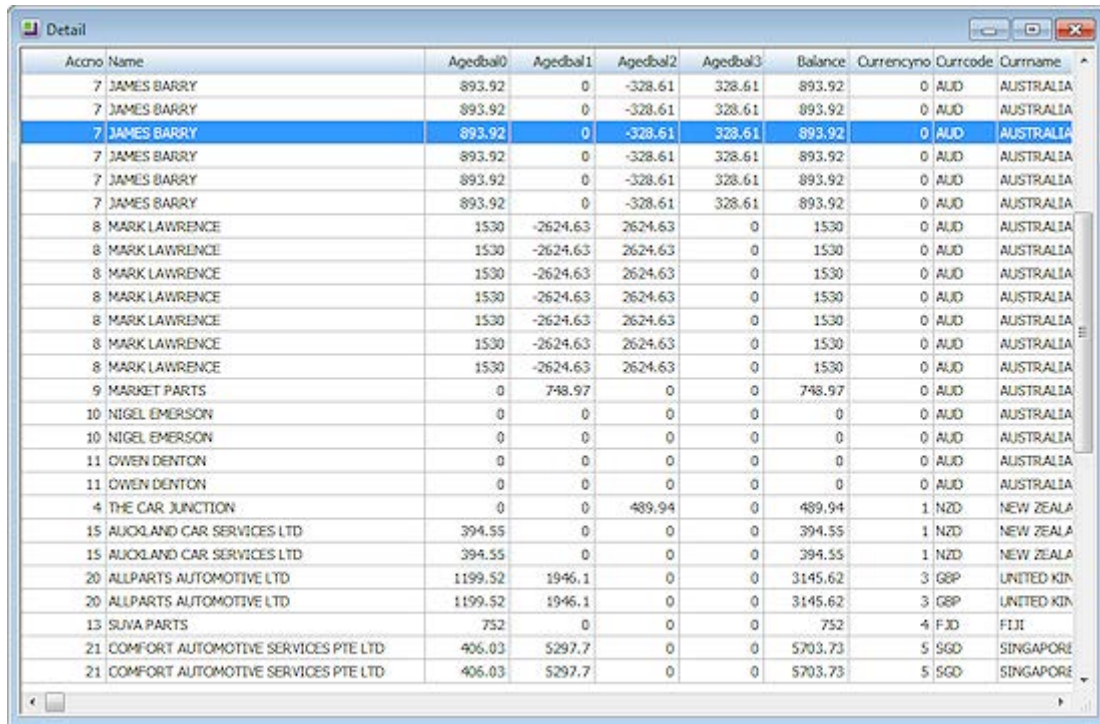
From Account 2, ALL CAR PARTS
Convert Currencies: ☐
Order By: Transdate

Inv. No.	Transdate	Ref1-Ref2-Ref3	Current	1 Months	2 Months	3+ Months	Total due
0 - AUD - AUSTRALIAN							
2 - ALL CAR PARTS							
10166	11.08.2011	--Invoice	0.00	3,575.75	0.00	0.00	3,575.75
10190	30.08.2011	--Invoice	0.00	107.55	0.00	0.00	107.55
10191	01.09.2011	--Invoice	336.95	0.00	0.00	0.00	336.95
	02.09.2011	D/C-111111-(CASHBOOK)	(10.00)	0.00	0.00	0.00	(10.00)
			<u>\$326.95</u>	<u>\$3,683.30</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$4,010.25</u>
3 - AUSSIE SPARES							
10170	22.08.2011	--Invoice	0.00	1,538.00	0.00	0.00	1,538.00
	02.09.2011	SMALL BAL--	10.00	0.00	0.00	0.00	10.00
	02.09.2011	SMALL BAL--	(10.00)	0.00	0.00	0.00	(10.00)
			<u>\$0.00</u>	<u>\$1,538.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,538.00</u>
5 - D & C PANELBEATERS							
10116	27.04.2011	--Invoice	0.00	0.00	0.00	833.80	833.80
			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$833.80</u>	<u>\$833.80</u>
6 - SYMONDS ST CENTRAL SERVICE STATION							
10014	29.10.2010	10004-8257-Invoice	0.00	0.00	0.00	3,385.16	3,385.16
	03.12.2010	CHEQUE-031258-ASS MT EDEN	0.00	0.00	0.00	(5,885.16)	(5,885.16)
	03.12.2010	CHEQUE-031258-ASS MT EDEN	0.00	0.00	0.00	(2,500.00)	(2,500.00)
	03.12.2010	CHEQUE-CORRECTION-ASS MT EDEN	0.00	0.00	0.00	8,385.16	8,385.16
	30.12.2010	CHEQUE-123058-ASS MT EDEN	0.00	0.00	0.00	(3,385.16)	(3,385.16)
			<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Page 1 of 2

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

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



The screenshot shows a window titled 'Detail' containing a table with the following columns: Accno, Name, Agedbal0, Agedbal1, Agedbal2, Agedbal3, Balance, Currencyno, Currcode, and Currname. The table lists various accounts and their balances across different periods.

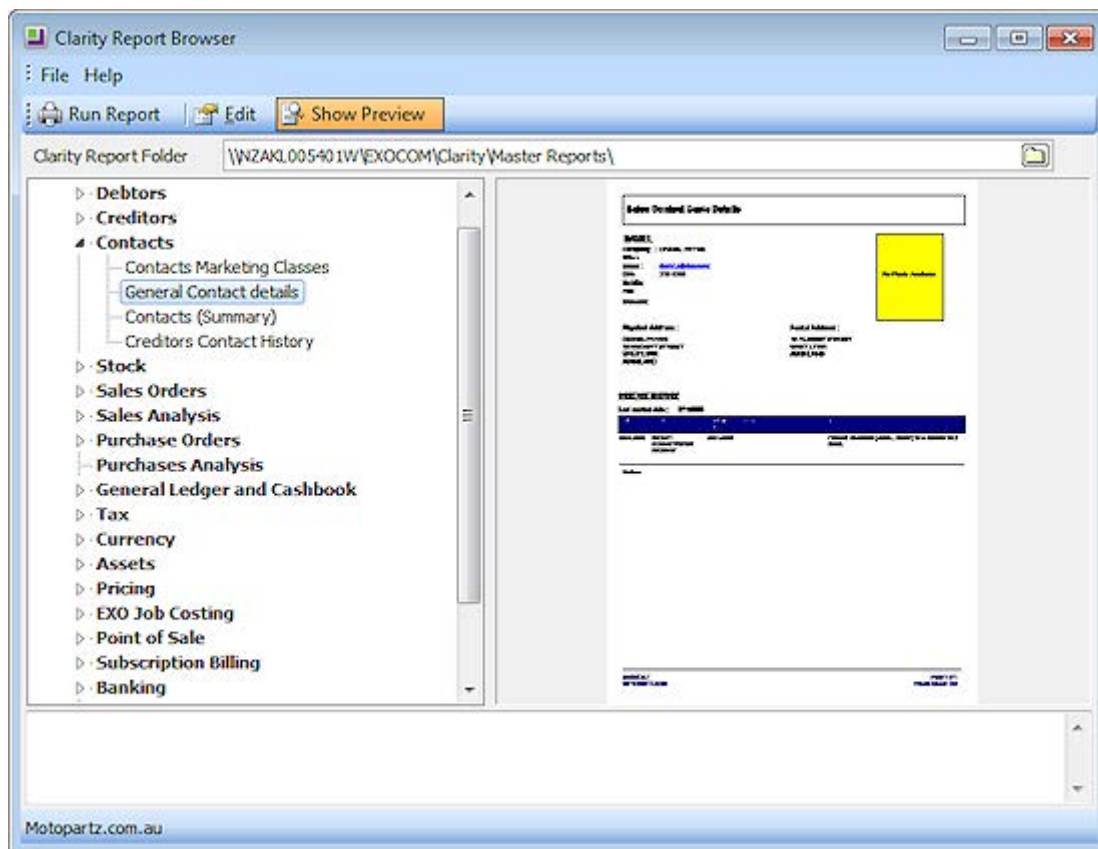
Accno	Name	Agedbal0	Agedbal1	Agedbal2	Agedbal3	Balance	Currencyno	Currcode	Currname
7	JAMES BARRY	893.92	0	-328.61	328.61	893.92	0	AUD	AUSTRALIA
7	JAMES BARRY	893.92	0	-328.61	328.61	893.92	0	AUD	AUSTRALIA
7	JAMES BARRY	893.92	0	-328.61	328.61	893.92	0	AUD	AUSTRALIA
7	JAMES BARRY	893.92	0	-328.61	328.61	893.92	0	AUD	AUSTRALIA
7	JAMES BARRY	893.92	0	-328.61	328.61	893.92	0	AUD	AUSTRALIA
7	JAMES BARRY	893.92	0	-328.61	328.61	893.92	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
8	MARK LAWRENCE	1530	-2624.63	2624.63	0	1530	0	AUD	AUSTRALIA
9	MARKET PARTS	0	748.97	0	0	748.97	0	AUD	AUSTRALIA
10	NIGEL EMERSON	0	0	0	0	0	0	AUD	AUSTRALIA
10	NIGEL EMERSON	0	0	0	0	0	0	AUD	AUSTRALIA
11	OWEN DENTON	0	0	0	0	0	0	AUD	AUSTRALIA
11	OWEN DENTON	0	0	0	0	0	0	AUD	AUSTRALIA
4	THE CAR JUNCTION	0	0	-489.94	0	-489.94	1	NZD	NEW ZEAL
15	AUCKLAND CAR SERVICES LTD	394.55	0	0	0	394.55	1	NZD	NEW ZEAL
15	AUCKLAND CAR SERVICES LTD	394.55	0	0	0	394.55	1	NZD	NEW ZEAL
20	ALLPARTS AUTOMOTIVE LTD	1199.52	1946.1	0	0	3145.62	3	GBP	UNITED KIN
20	ALLPARTS AUTOMOTIVE LTD	1199.52	1946.1	0	0	3145.62	3	GBP	UNITED KIN
13	SUVA PARTS	752	0	0	0	752	4	FJD	FJI
21	COMFORT AUTOMOTIVE SERVICES PTE LTD	406.03	5297.7	0	0	5703.73	5	SGD	SINGAPORE
21	COMFORT AUTOMOTIVE SERVICES PTE LTD	406.03	5297.7	0	0	5703.73	5	SGD	SINGAPORE

- **Email Attachment** - Generates the report, then attaches it to a new email as a PDF. The default email client is used for composing and sending the email.
- **Export to XLS Report** - Generates the report as a Microsoft Excel report, then opens it in Excel.
- **Note:** When using Excel 2010, the report will open in Protected View mode. To prevent this from happening, open the Trust Center in Excel and add the EXO Business temporary directory as a Trusted Location. The temporary directory is specified by the **Directory location for temporary files** Computer-level profile setting.

Clarity Report Browser

Reports > Clarity Report Browser

The Clarity Report Browser displays a structured list of all available reports. Reports can be run directly from the browser, or they can be opened for editing in the Clarity Report Designer.



Running and Editing Reports

If the **Show Preview** button is toggled on, clicking on a report displays a review of the report on the right of the window.

Select a report and click **Run Report** to run the report (see page 535).

Select a report and click **Edit** to open the report for editing or customisation in the Clarity Report Designer (see page 539).

Sorting Reports

EXO Business looks for Clarity reports and forms in the directories specified by the Computer Profile settings **Directory for Custom Clarity Forms(.CLR,.CLF and .FMT)** and **Directory for Standard Clarity Forms(.CLR,.CLF and .FMT)**. All Reports detected by MYOB EXO Business are displayed in the browser, sorted into categories.

Information on the report's category is stored in the file properties of each report file. If this information is not present for a report file, the report will be classified into the "No Category" category. Right-click on a report and select **Properties** to view that report's file properties.

Note: EXO Business keeps a record of all standard reports that are available by default. Selecting **File > Reclassify All Reports** sorts all known reports that are missing their classification data into the appropriate categories.

Clarity Report Designer

Reports > Clarity Report Designer

The Clarity Report Designer is a utility for creating and editing reports and forms in MYOB EXO Business. It features a wide range of options for drawing in data from EXO Business database tables, then sorting and presenting the information on a report whose appearance can be completely customised.

Note: See the MYOB EXO Business Clarity User Guide for full details on the use of the Clarity Report Designer.

Existing reports can be opened in the Clarity Report Designer by selecting them on the Clarity Report Browser (see page 537) and clicking **Edit**. Alternatively, you can select **File > Open** in the Clarity Report Designer and browse to find the .CLR or .CLF file for the report or form you want to edit.

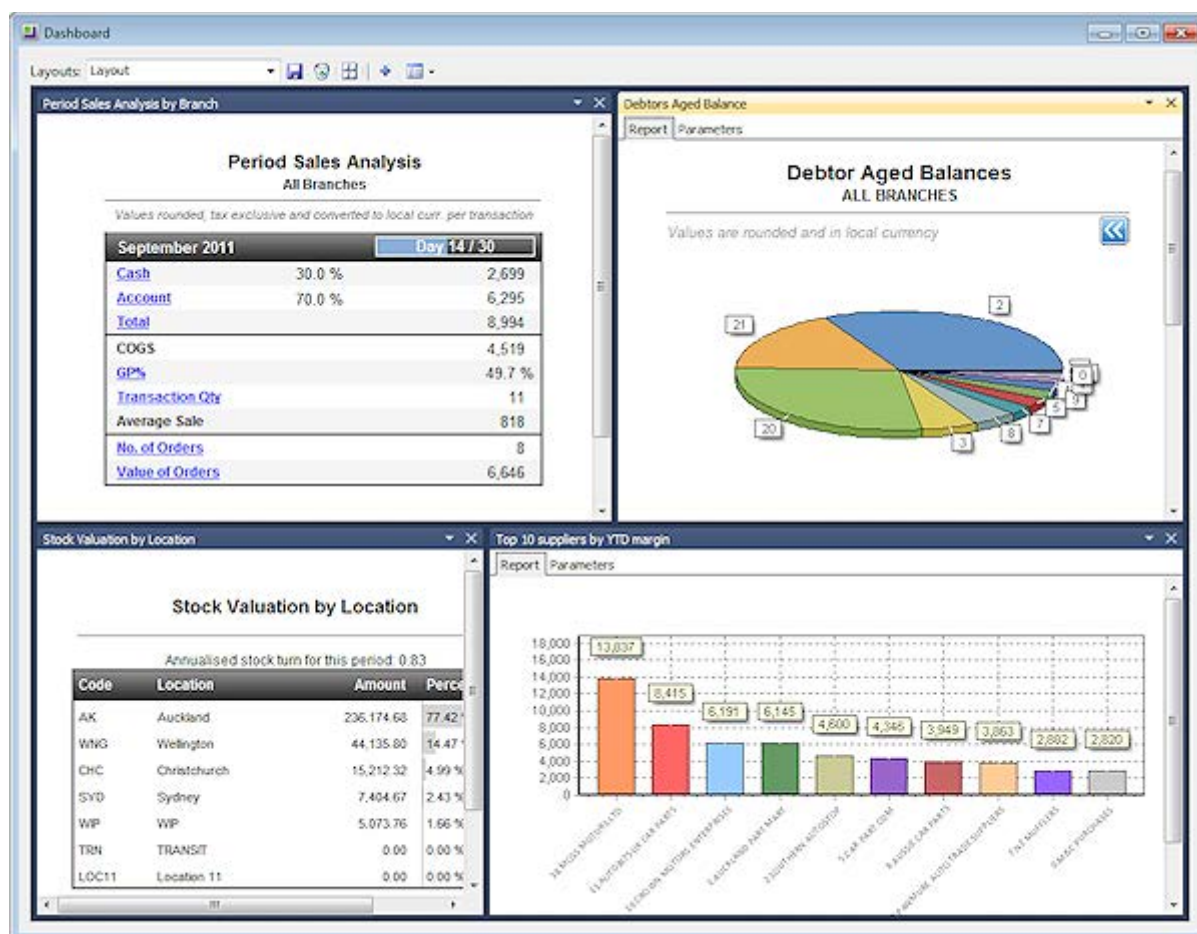
Note: The directories that MYOB EXO Business looks in for Clarity reports are specified by the Computer Profile settings **Directory location for custom Clarity forms (.CLR,.CLF and .FMT)** and **Directory location for standard Clarity forms**.

Dashboards

Dashboard Interfaces

Reports > Dashboards

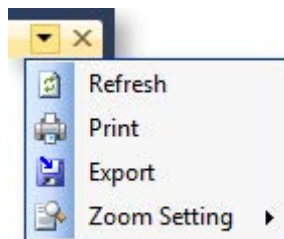
Dashboards are customisable displays showing one or more “widgets”. Widgets are small, self-contained information panes; in many cases they are summary reports, making the Dashboard an at-a-glance overview of the entire MYOB EXO Business system. Other functions can be added as widgets however, including external applications.




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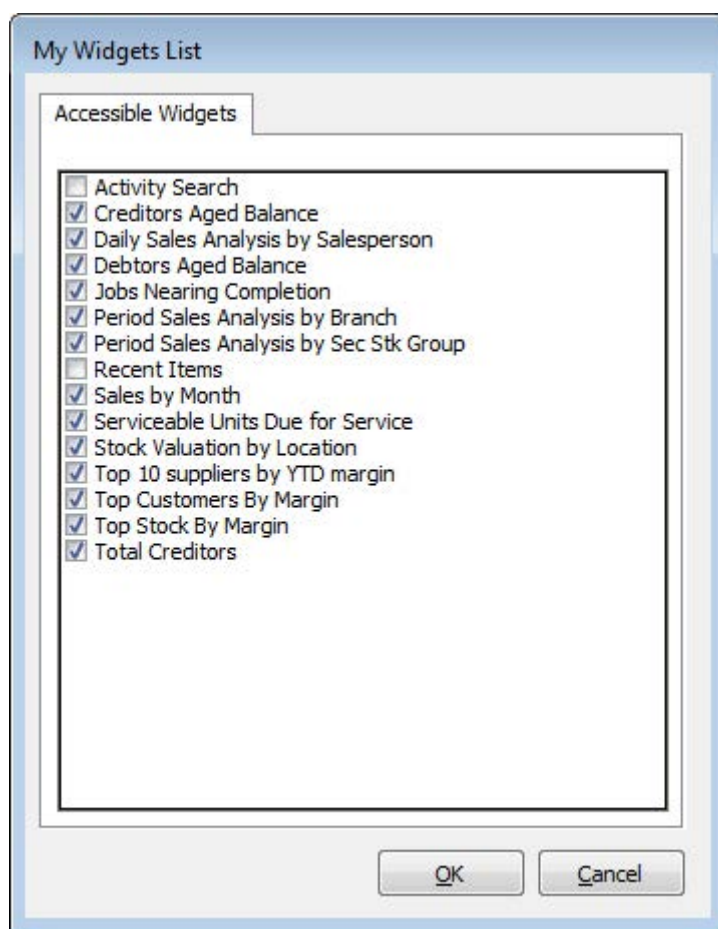
The default Business Flow Menus (see page 78) of several EXO Business modules are composed of Dashboard interfaces; this allows them to be customised by each user, and also means that they can display current system data on the main menu.


Data on Dashboard reports can be printed or exported using the options on each widget's toolbar.



Laying out Dashboards

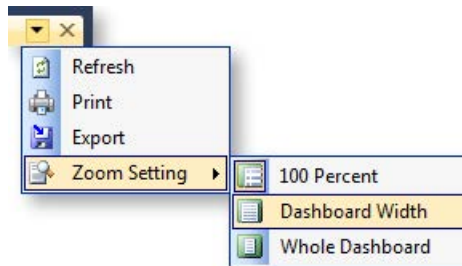
To add a widget to the Dashboard, click the **Add Widgets** button (). This opens the My Widgets List window, where you can select the widgets to appear on the Dashboard:




Widgets only appear in this menu if they have been added to the relevant drop down menu using the Drop Down Menu Designer (see page 75). Once widgets have been added on this list, they can be enabled or disabled using the **Setup Widgets** dropdown menu ().

To change the layout of the Dashboard:

- Drag widgets around to re-order them.
- Click and drag the border of a widget to re-size it.
- Use the **Zoom Setting** options on a widget's toolbar to make that widget fit to its frame:



- Click the  button to reset the layout, organising all widgets into tiles the same size.

Click **Tools > Save Layout** to save the current layout of the Dashboard.

Note: Dashboard layouts can be locked for each EXO Business module, so that widgets cannot be added, removed or re-arranged and the Dashboard toolbar is hidden. To lock a Dashboard layout, enable the **Lock dashboards** User-level profile for the relevant module.

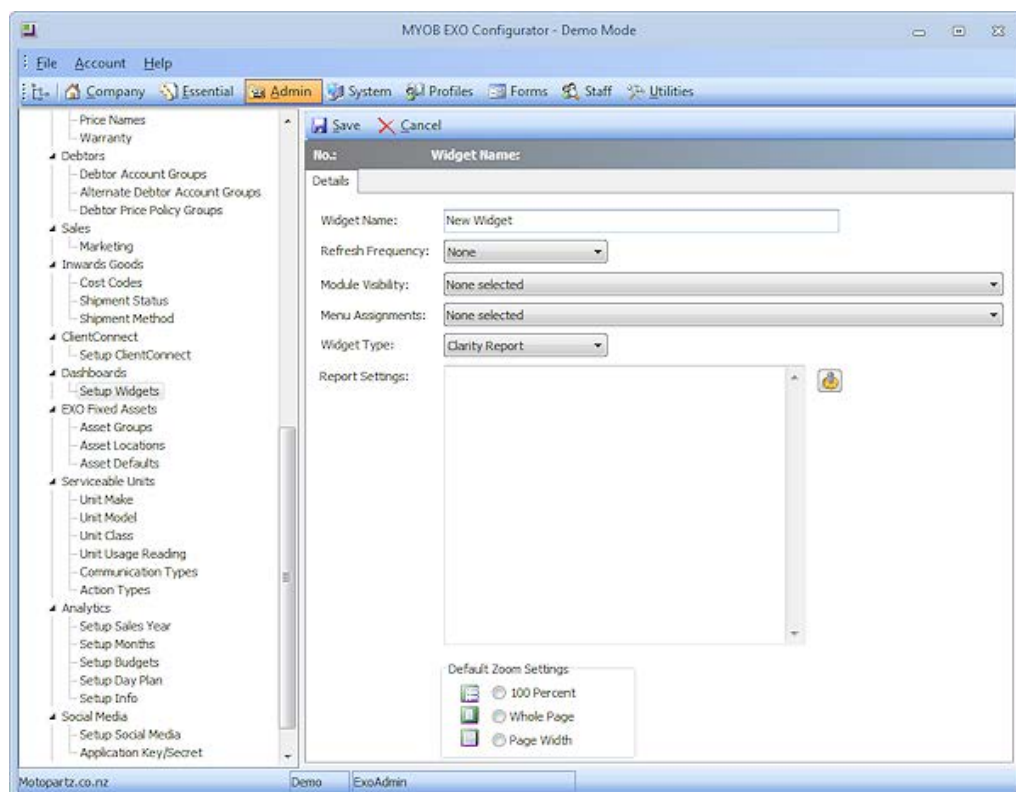
Setting up Dashboard Widgets

Dashboards are customisable displays showing one or more information panes called “widgets”. To create a new widget:

1. Open EXO Business Config and go to the **Admin > Dashboards > Setup Widgets** or **Staff > Menus > Setup Widgets** section.

Note: A **Setup Widgets** menu item is also available to be added to the menus for other modules.

2. Click the **New** button.



3. Enter a name for the widget.
4. Select the **Refresh Frequency**, which determines how often the data in report is automatically refreshed.
5. Select which EXO Business module(s) this widget should be available for. Choose from:

- <All>
- EXO Business
- EXO Job Costing
- EXO Business Analytics
- EXO Business CRM
- EXO Accountant's Assistant

Note: Checklist widgets can only be made available for the EXO Accountant's Assistant.


6. Widgets are not available to users until they have been added to their dropdown menus. You can add the widget to users' menus automatically by selecting one or more from the **Menu Assignments** dropdown. Widgets can be manually added to menus later using the Drop Down Menu Designer (see page 75).

7. Select a Widget Type:

- Select "Clarity Report" to create a widget that displays a Clarity report.
- Select "URL" to create a widget that displays the target of a URL, e.g. a web page or a local file.
- Select "Pivot Table" to create a widget that displays data in a pivot table.
- Select "Grid" to create a widget that displays data in a standard ExoGrid (see page 10).
- Select "Checklist" to create a widget that displays a structured list of steps that must be performed and checked off.
- Select "Form Widget" to create one of the pre-defined widgets installed with the EXO Business system.

Note: Once a widget is saved, its **Widget Type** cannot be changed.

8. Specify what information the widget should display:

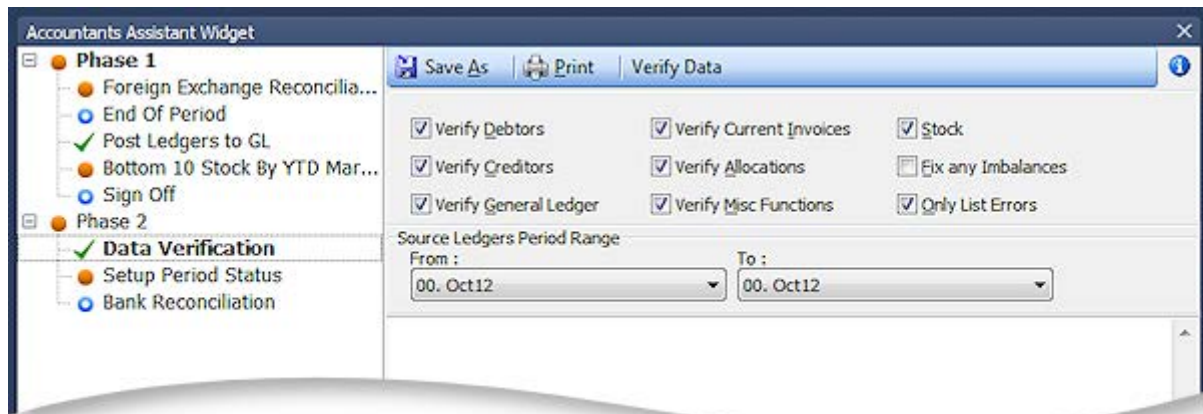
- If you are creating a Clarity widget, click the  button to select a report file. Once a report is selected, this button opens a window to set any necessary report parameters.
- If you are creating a URL widget, enter the URL to display into the **URL** field.
- If you are creating a Pivot widget or Grid widget, enter a SQL statement to select the data to display into the **SQL** field.
- If you are creating a Checklist widget, the items on the list must be set up on the Checklist Setup tab (see page 543).
- If you are creating a Form widget, select the **Form Type**, then set details on the Customize Widget tab.

9. For Clarity widgets, select **Default Zoom Settings**, which determine how large the report appears inside its frame.
10. Click **Save**.





Once a widget has been created, it is not available on dashboard interfaces until it has been added to one or more drop down menus using the Drop Down Menu Designer (see page 75). Add the widget to the **Widgets** section of all menus for all users who should be able to use it.

Configuring Checklist Widgets

Checklist widgets display a structured list of steps, or “nodes”. Each node is a separate item that can be checked off the list; nodes can be a simple note to the user, or they can link to an EXO Business menu procedure, which will open on the checklist widget display:



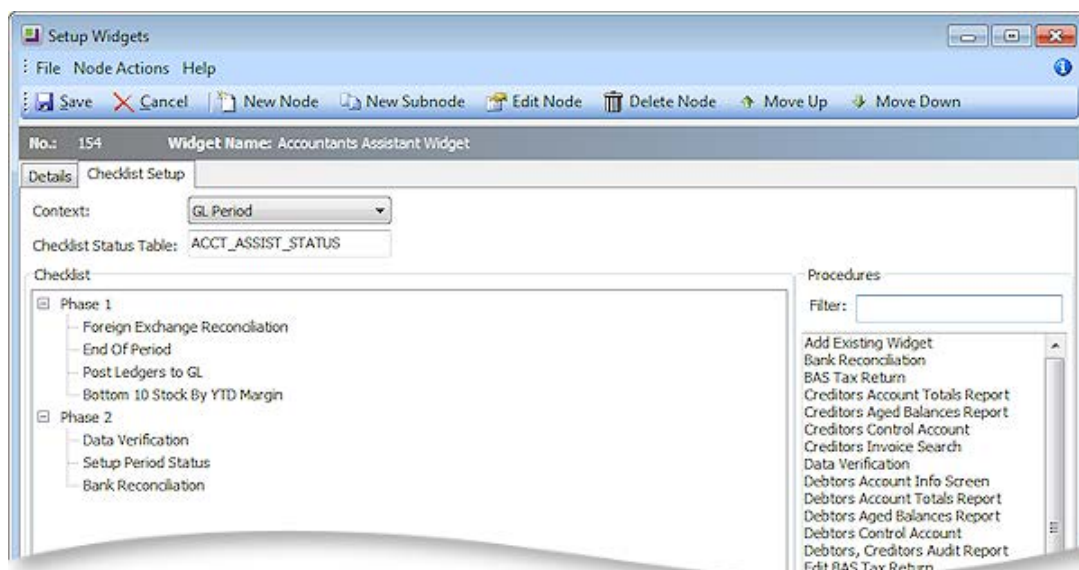
Buttons are available at the bottom of the checklist tree. Selecting a node on the tree and clicking these buttons changes the node's icon to indicate its status:

-  - Not Started
-  - In Progress
-  - Complete
-  - Requires Review

Note: There is no button for the Requires Review status; however, it can be set by a stored procedure attached to the node (see page 545).

Node statuses can also be changed by right-clicking on a node. When right-clicking on a parent node, options to set the statuses of all child nodes are available.


When “Checklist” is selected for the **Widget Type**, a Checklist Setup tab becomes available:



To set up a checklist widget, add nodes using one of the following methods:

- To add a blank node, click the **New Node** button.
- To add a node that links to an EXO Business menu procedure, drag the procedure from the **Procedures** list onto the checklist.

In either case, the Checklist Node Edit window appears. Enter details for the node and click **OK**.

Field	Description
Procedure	If the node links to an EXO Business menu procedure, the procedure's name is displayed here.
Caption	Enter a name for the node. This name will appear on the checklist widget when it appears on a dashboard.
Parameters	For procedures that require extra parameters, e.g. Run Clarity Report or Add Existing Widget, specify the parameters here.
Help Text	Enter a short description for the node here, explaining what its purpose is, or giving instructions on how to use it. This text will appear at the bottom of the checklist display when the  button is clicked. Note: Any text that starts with www. or http:// will be displayed as a clickable hyperlink.
Field Name	The statuses of all nodes are stored in the EXO Business database, in the table specified by the Checklist Status Table property on the Checklist Setup tab. The status for this node will be stored in the field you specify here. Once set, the field name cannot be changed. Note: Field names must be unique - if you enter a field name that is the same as another node's field name, it will be prefixed with a number to make it unique, e.g. FIELD_1. If this node is deleted, the field will be removed from the database.

Status Validation Stored Proc Name	<p>The node's status is usually controlled by the buttons at the bottom of the checklist widget; however, it is possible to use a custom stored procedure to set the node's status. This property specifies a stored procedure that will be run when the checklist is loaded or refreshed, when the node is clicked on, or when its status is manually changed to "Complete". This procedure must take in the parameters @CONTEXTID and @NODESTATUS, and return a new @NODESTATUS value, which must be one of:</p> <ul style="list-style-type: none"> • -1 = Do nothing • 0 = Set the node's status to "Not Started" • 1 = Set the node's status to "In Progress" • 2 = Set the node's status to "Complete" • 3 = Set the node's status to "Requires Review" • 4 = Hide the node and any sub-nodes below it <p>If the stored procedure name you enter here does not already exist, a default procedure with the correct inputs and outputs will be created when the table is saved (checklist procedures are automatically prefixed with "CL_").</p>
---	--

Expanded By Default	If this box is ticked, then all subnodes under this node will be displayed by default; if not, the node will be collapsed by default, so that its subnodes will be hidden until the + icon next to the node is clicked.
----------------------------	---

Subnodes can be added under any node (including other subnodes). Select the parent node or subnode, and then click **New Subnode** or drag a procedure from the **Procedures** list onto the parent node.

Editing Nodes

Once added, nodes and subnodes can be edited by double-clicking on them or by selecting them and clicking the **Edit Node** button. It is also possible to re-order nodes and subnodes by dragging them drag them into a new position, or by using the **Move Up** and **Move Down** buttons.

Select a node and click **Delete Node** or press DELETE to remove that node and any sub-nodes underneath it.

Storing Checklist Node Statuses

The **Checklist Status Table** property on the Checklist Setup tab specifies the name of the table in the EXO Business database that will store the individual statuses of each node in the checklist. The table name you enter here must be unique; it will be created when the table is saved (checklist tables are automatically prefixed with "CL_"). Once set, the table name cannot be changed. The table contains a field for each node in the checklist - field names for each are specified by the **Field Name** property on the Checklist Node Edit window.

Note: If a checklist widget is deleted, a message appears asking the user if they also want to delete the associated table as well as any associated stored procedures.

Context-Specific Checklists



Checklists appearing in the EXO Accountant's Assistant can be made context-specific to a particular period. A context-specific checklist saves the status of all nodes separately for each period; when a period is selected from the **Financial Period** dropdown on the EXO Accountant's Assistant, the checklist updates to show the node statuses for that period.

Select an option from the **Context** dropdown at the top of the Checklist Setup tab:

- None
- GL Period
- Debtor Period
- Creditor Period
- Stock Period

If “None” is selected, the checklist widget will not be context-specific; otherwise it will be specific to the period for the selected ledger. When a checklist is context-specific, the table that stores checklist node statuses contains a separate line for each period.

Saving and Loading Widgets

Widgets can be saved to a file by clicking the Save As button on the Setup Widgets window toolbar (). Widgets are saved as a file with the .WDG extension. Widget files can then be loaded into the Setup Widgets window by clicking the Load button ().

Restricting SQL Keywords in Widgets



Pivot and Grid widgets have a SQL tab, where the SQL statement that selects the data to display can be edited. To preserve the security and integrity of the system, profile settings (see page 70) are available to restrict what can be entered on the SQL tab:

- **Edit Pivot Widget SQL at runtime** - this User-level profile setting determines whether or not the SQL tab is displayed. If it is disabled, the SQL tab is not available.
- **Restrict Widget SQL** - if this User-level profile setting is enabled, the user will not be allowed to enter certain SQL keywords on the SQL tab.
- **Widget SQL reserved words List** - this Company-level profile setting specifies the keywords that are disallowed. By default, the keywords DROP, INSERT, DELETE, UPDATE, TRUNCATE, MODIFY, and ALTER are disallowed.

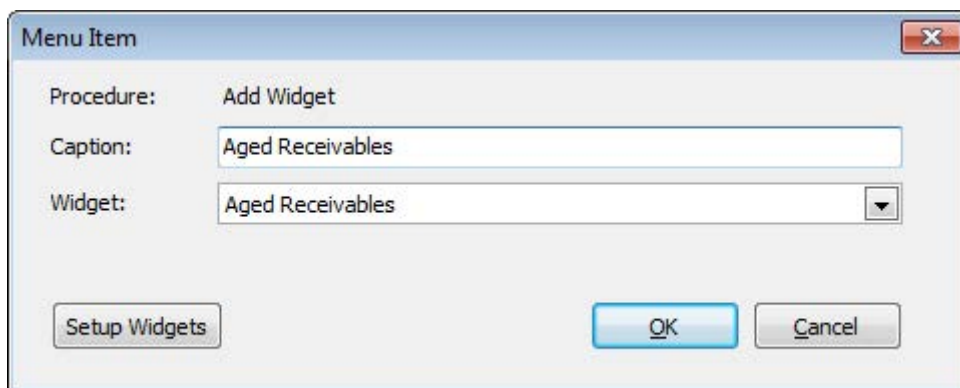
Customising Dashboard Interfaces

A number of options are available for customising the layout of widgets on dashboard interfaces (see page 539).

Selecting Widgets to Display

Users can select the widgets to display on a tab using the  and  buttons. Which widgets are available for selection is determined by the staff member’s dropdown menu definition, as set up in EXO Business Config (see page 75).

To add a widget to the menu (and therefore make it available for selection in the interface), drag the Add Widget item to menu. When adding this item to a menu, the Menu Item window that appears lets you choose the specific widget to add:

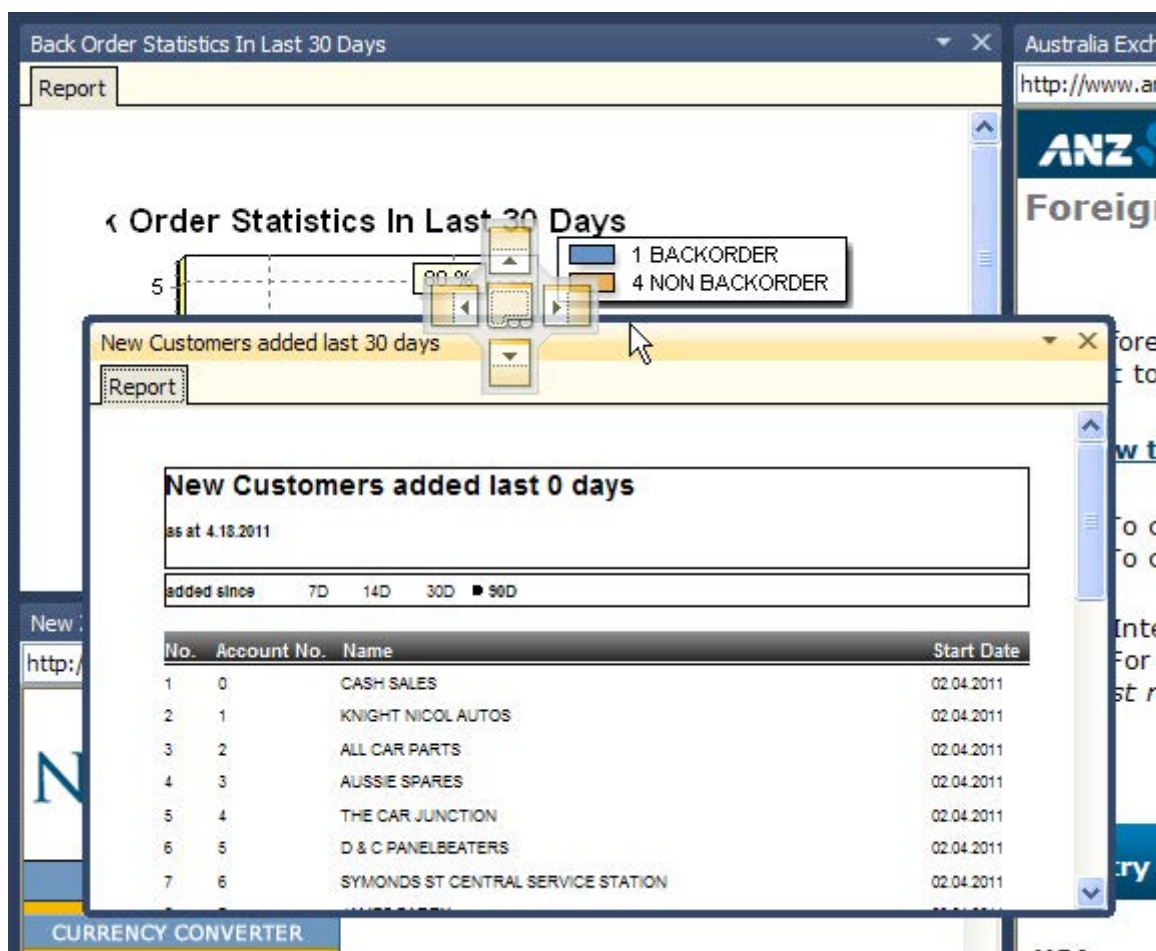


Once added, the widget does not actually appear in the dropdown menu; instead, it becomes available for selection when clicking the **+** button.

Note: Having the availability of widgets controlled by menu definitions allows for an additional level of security; users have access to only those Dashboard widgets that have been added to their menu.

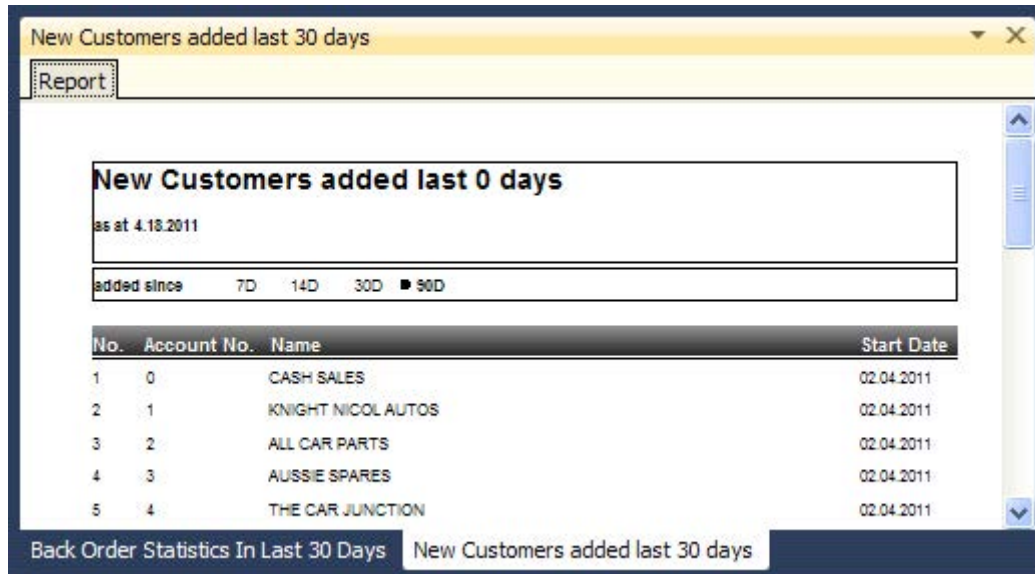
Arranging Widgets

Dashboards widgets can be arranged by dragging and docking. When dragging one widget onto another, a cross-shaped docking control appears:




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The five sections of the docking control are used to place the widget being docked, e.g. to dock the widget being dragged to the right of the widget it is being dragged onto, move the mouse pointer over the right section and release the mouse button. Selecting the centre section of the docking control docks the widget onto a sub-tab of the target widget:



Clicking the  button resets the layout, organising all widgets into tiles the same size.

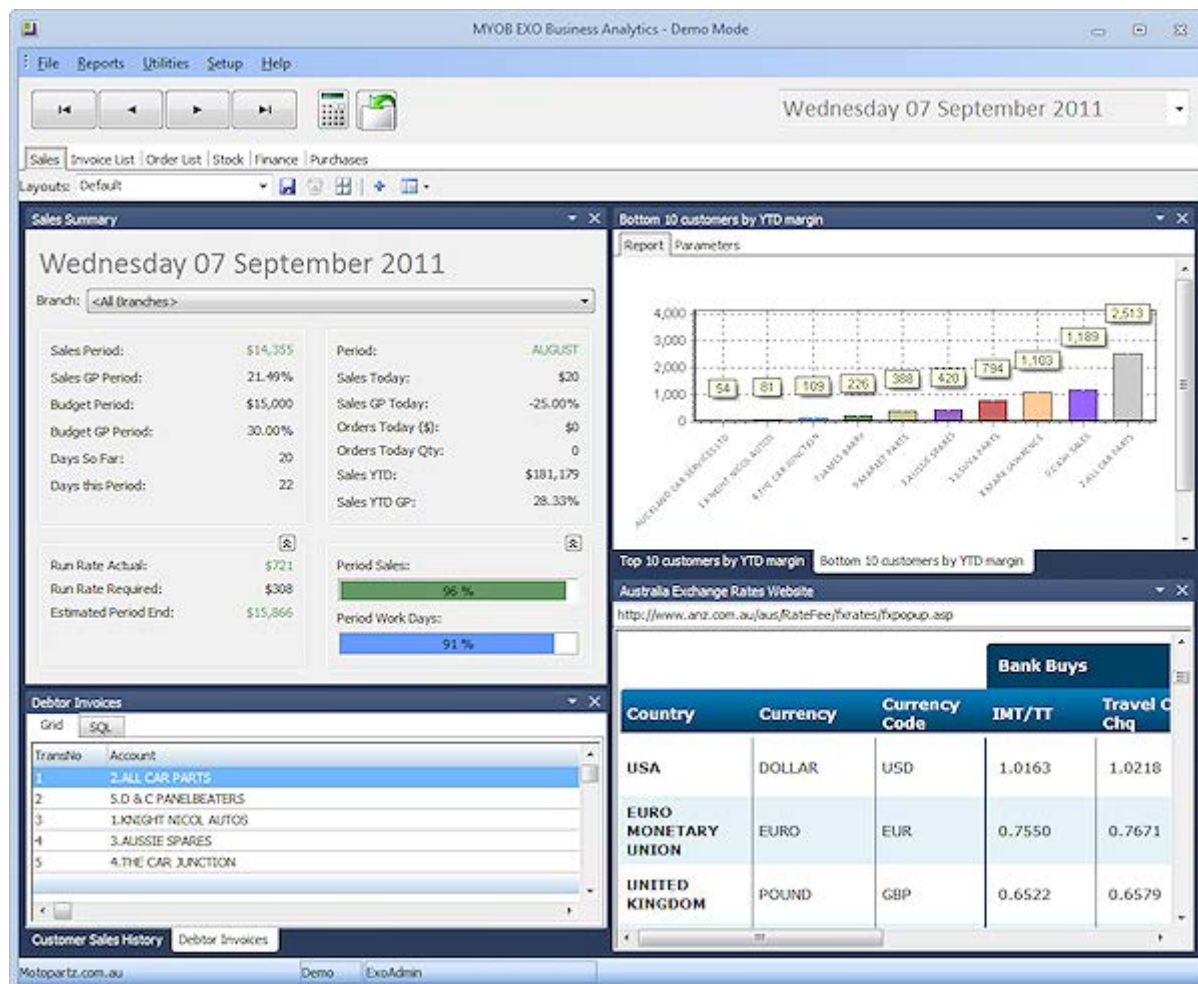
Saving Widget Layouts

Click the  button to save the current arrangement of widgets as a “layout”. Previously saved layouts are available in the **Layouts** combo box at the left of the window.

Note: In **EXO Business Analytics** (see page 549), the layout of widgets on the tabs is saved for each snapshot.


EXO Business Analytics

EXO Business Analytics is a separate module that presents a customisable overview of the organization's business status. It is intended for use by management to monitor business performance. EXO Business Analytics extracts data from various sources in the MYOB EXO Business system and then displays it in a consolidated format. This allows managers to quickly get a complete picture of the entire business.



EXO Business Analytics takes data snapshots at regular intervals. Use the arrow buttons to navigate between snapshots, or select a specific snapshot from the dropdown menu on the right.



Click the  button on any tab to re-calculate the figures for the currently selected snapshot.



Click the  button on any tab to refresh the display.

Note: The Computer-level profile settings **Recalculate** and **Refresh Analytics on Startup** and **Recalculate** and **Refresh Analytics every 15 mins when loaded** can be used to automate the process of taking and refreshing data snapshots.

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The tabs on EXO Business Analytics are fully customisable. Each tab displays a collection of Dashboard widgets (see page 539).

Note: Tabs can be hidden from view on a per-user basis by configuring the **Hide tabs in EXO Analytics** User-level profile setting.

Note: Two optional custom tabs can be defined by specifying values for the one or both of the **Analytics custom tab 1 caption** and **Analytics custom tab 2 caption** User-level profile settings (if no captions are specified, the custom tabs do not appear).

EXO Business Analytics allows drill down access to the following screens:

- Debtor Account Details screen
- Creditor Account Details screen
- General Ledger Account Details screen
- Stock Item screen
- Sales Order
- Purchase Orders
- Job Costing

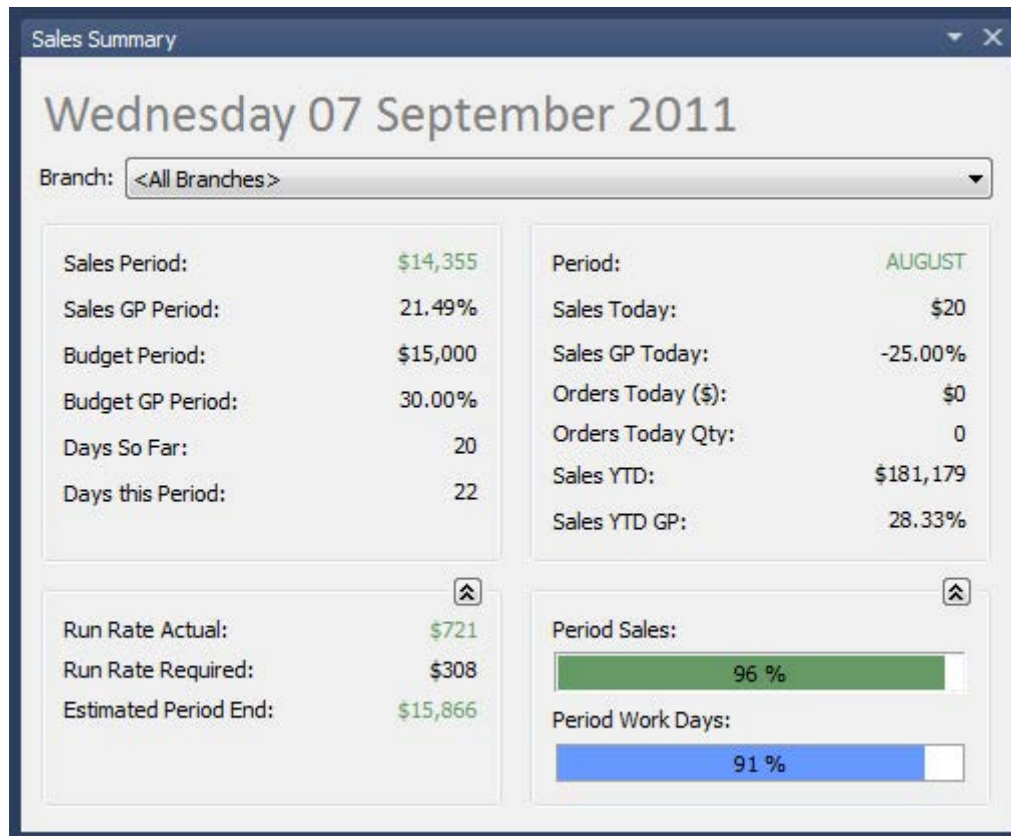
All screens are read-only when accessed from EXO Business Analytics.

System Widgets

The following system widgets specific to EXO Business Analytics are available:

- Sales Summary (see page 551)
- Invoice List (Classic) (see page 552)
- Orders List (Classic) (see page 552)
- Stock Summary (see page 553)

Sales Summary



This widget displays the sales performance of the business. The Run Rate figures indicates what the business is doing on a daily basis (having made an allowance for the weighting applied to each day in the Period Day Plan Setup (see page 557)) and what the business must achieve (also on a weighted basis) to reach its period budget.

The report uses colour to indicate whether the business is ahead of (green) or behind (red) the budget.

Invoice List (Classic)

Invoice List (Classic)

Filters

Branch Name: <All Branches>

Sales Person: <All Staff>

Account Group: <All Groups>

☒ Entire Period To Date

☐ Date Range From: 7/09/2011 To: 7/09/2011

☐ Margin Exceptions < Margin % >

Run

Date	Name	Inv No	Cost	Inv Val (Excl)	Profit (\$)	Mark-Up (%)	Margin (%)
07.09.2011	0.CASH SALES	10177	\$24.65	\$19.85	(\$4.80)	-19.47%	-24.18%
06.09.2011	0.CASH SALES	10193	\$151.69	\$202.25	\$50.56	33.33%	25.00%
06.09.2011	0.CASH SALES	10194	\$231.32	\$308.40	\$77.08	33.32%	24.99%
05.09.2011	0.CASH SALES	10176	\$209.52	\$251.44	\$41.92	20.01%	16.67%
03.09.2011	1.KNIGHT NICOL AUTOS	1001	\$112.10	\$156.24	\$44.14	39.38%	28.25%
02.09.2011	13.SUVA PARTS	10175	\$504.44	\$791.58	\$287.13	56.92%	36.27%
01.09.2011	2.ALL CAR PARTS	10191	\$231.32	\$308.40	\$77.08	33.32%	24.99%
01.09.2011	15.AUCKLAND CAR SERVICES LTD	10192	\$151.69	\$182.03	\$30.34	20.00%	16.67%
31.08.2011	0.CASH SALES	10174	\$177.67	\$236.89	\$59.22	33.33%	25.00%
30.08.2011	2.ALL CAR PARTS	10189	\$130.56	\$187.54	\$56.98	43.64%	30.38%
30.08.2011	2.ALL CAR PARTS	10190	\$87.45	\$95.60	\$8.15	9.32%	8.53%
29.08.2011	0.CASH SALES	10173	\$146.39	\$184.49	\$38.10	26.03%	20.65%
26.08.2011	7.JAMES BARRY	10172	\$362.81	\$474.40	\$111.59	30.76%	23.52%
25.08.2011	0.CASH SALES	10187	\$58.00	\$73.91	\$15.91	27.43%	21.53%
25.08.2011	0.CASH SALES	10188	\$58.00	\$73.91	\$15.91	27.43%	21.53%
24.08.2011	0.CASH SALES	10171	\$151.69	\$202.25	\$50.56	33.33%	25.00%
23.08.2011	0.CASH SALES	10185	\$18.54	\$29.21	\$10.67	57.55%	36.53%
23.08.2011	15.AUCKLAND CAR SERVICES LTD	10186	\$145.12	\$168.68	\$23.56	16.23%	13.96%
22.08.2011	3.AUSSIE SPARES	10170	\$1,502.46	\$1,922.50	\$420.04	27.96%	21.85%
19.08.2011	0.CASH SALES	10169	\$462.64	\$616.80	\$154.16	33.32%	24.99%
18.08.2011	0.CASH SALES	10183	\$4.55	\$5.19	\$0.64	14.07%	12.33%
18.08.2011	0.CASH SALES	10184	\$207.64	\$282.50	\$74.86	36.05%	26.50%
			\$11,382.54	\$14,511.27	\$3,128.72		

This widget allows users to search for Debtors Invoices. For example, by setting the expected minimum and maximum margins, users can quickly locate invoices that fall outside the expected range. This range may include stock items that are over-discounted or that have a cost that is greater than expected.

To search for invoices, check the appropriate boxes for the filters to use, then select details to filter by. Click the **Run** button to return all invoices that match the selected criteria.

Orders List (Classic)

Orders List (Classic)

Filters

Branch Name: <All Branches>

Sales Person: <All Staff>

Account Group: <All Groups>

☐ Entire Period To Date

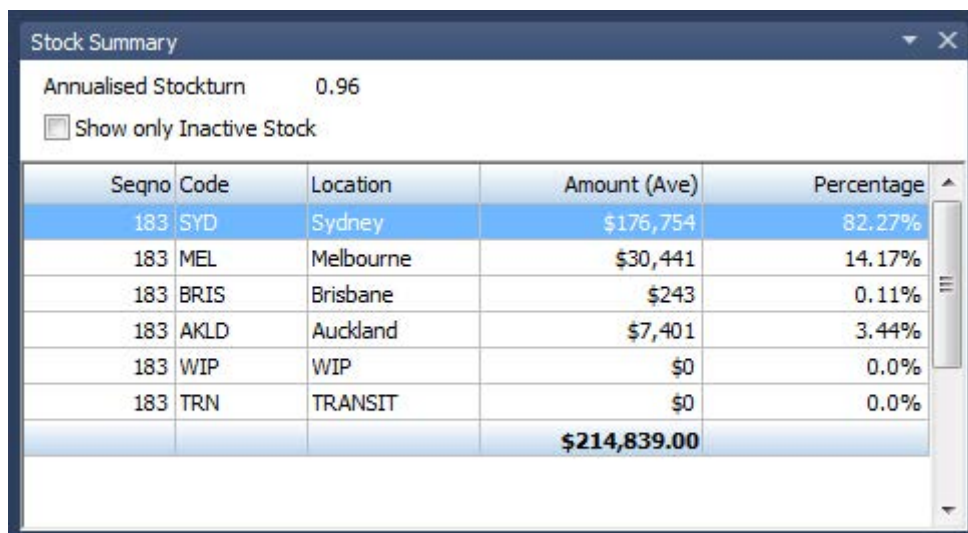
☒ Date Range From: 1/07/2011 To: 31/10/2011

Run

Ordno	Date	Name	Branch Name	Acc Group Name	Staff Name
10009	02.08.2011	2.ALL CAR PARTS	0.SYDNEY	1.TRADE	2.DAVID CRANSTON
10010	14.07.2011	20.ALLPARTS AUTOMOTIVE LTD	0.SYDNEY	3.FOREIGN	1.BRIDGET FAIRWEATHER
10013	27.07.2011	21.COMFORT AUTOMOTIVE SERVICES PTE LTD	0.SYDNEY	3.FOREIGN	2.DAVID CRANSTON
10016	29.08.2011	9.MARKET PARTS	0.SYDNEY	1.TRADE	5.MALCOLM BREEN
10017	01.08.2011	2.ALL CAR PARTS	0.SYDNEY	2.RETAIL	2.DAVID CRANSTON
10022	28.09.2011	2.ALL CAR PARTS	0.SYDNEY	1.TRADE	5.MALCOLM BREEN
10023	28.09.2011	0.CASH SALES	0.SYDNEY	2.RETAIL	-1.No Manager
10024	28.09.2011	9.MARKET PARTS	0.SYDNEY	1.TRADE	5.MALCOLM BREEN

This widget allows users to search for Sales Orders. The list of orders can be filtered by Period, Account Group, Sales Person and Branch Name.

Stock Summary



The screenshot shows a window titled "Stock Summary". At the top, it displays "Annualised Stockturn 0.96" and a checkbox labeled "Show only Inactive Stock" which is currently unchecked. Below this is a table with the following data:

Seqno	Code	Location	Amount (Ave)	Percentage
183	SYD	Sydney	\$176,754	82.27%
183	MEL	Melbourne	\$30,441	14.17%
183	BRIS	Brisbane	\$243	0.11%
183	AKLD	Auckland	\$7,401	3.44%
183	WIP	WIP	\$0	0.0%
183	TRN	TRANSIT	\$0	0.0%
			\$214,839.00	

This widget displays the valuation of stock by location. Users can select a location, and obtain a stock list by a stock item, for the selected location.

The **Show only Inactive Stock** option displays a list of stock items that have been set to the Inactive status (by clearing the **Active** tick box on the Stock Item Details window (see page 152)). Stock items are listed only if the item quantity is greater than zero. Drilling down provides a detailed list showing the locations of the inactive stock.

The **Annualised Stock Turn** KPI calculates the stock turn based on the current cost of sales on a period-to-date basis, using the current closing stock level. The KPI then converts this into an annualised estimate of current stock turn.

Setting up EXO Business Analytics

The EXO Business Analytics module's Setup menu contains options that define the Financial Period. A Financial Period is made up of a financial year, which in turn is made up of periods/months (usually 12). Months are made up of days. Days can be workdays or non-workdays and can have a weighting applied to them. This weighting affects the run rates (a run rate is the amount of daily sales achieved to date or required to reach the monthly sales target).

The following setup windows are available from the Setup menu:

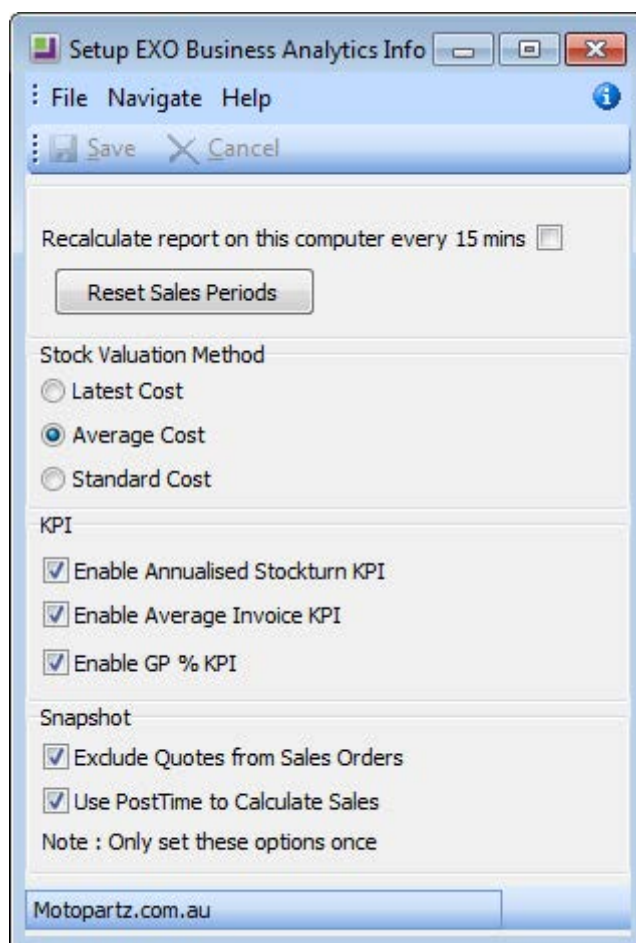
- Preferences (see page 553)
- Sales Years (see page 555)
- Months (see page 556)
- Budget (see page 556)
- Day Plan (see page 557)

These setup options are also available in EXO Business Config (see page 52) at **Admin > Analytics**.

Preferences

EXO Business Analytics > Setup > Setup Info

The options on this window are read-only in EXO Business Analytics and are displayed for informational purposes. To set the values of these options, use EXO Business Config.



Recalculate report on this computer every 15 mins Enable this option to receive the most up-to-date information every 15 minutes. Ideally, in a network situation, this option should be selected by only one user, to avoid load on the network. Any other users should click the **Refresh** button on the main EXO Business Analytics window to view the latest information.

Stock Valuation Method Determines the stock values for the stock in the Stock tab. Select the valuation method that is most useful for decision-making.

KPI Select whether or not to display the following Key Performance Indicators:

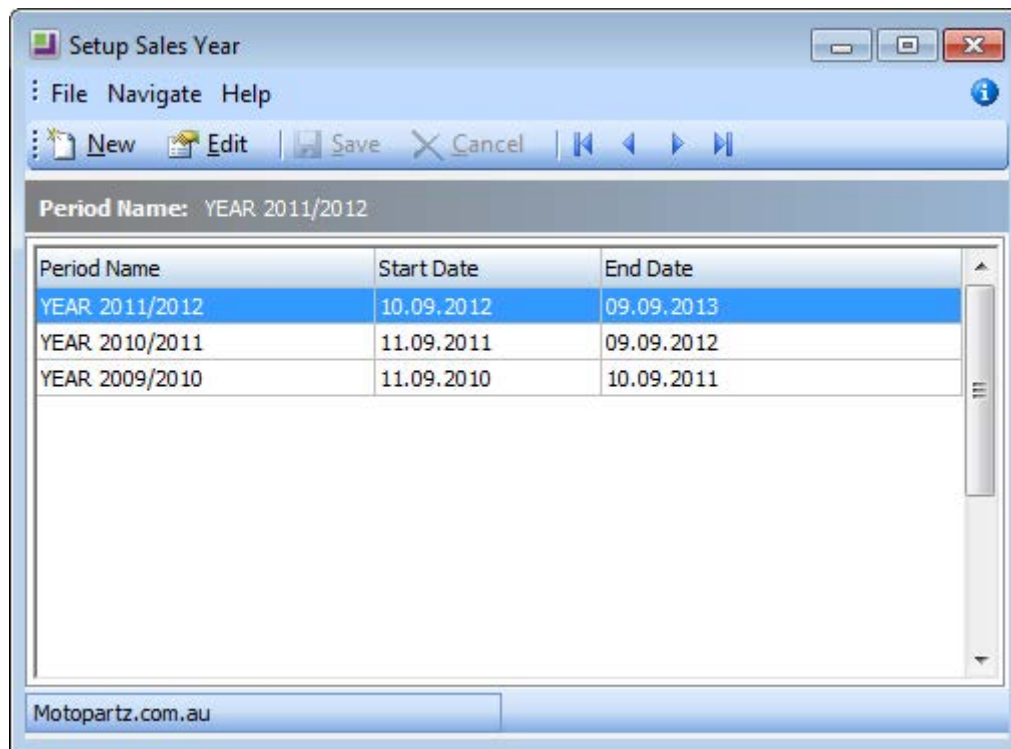
- Annualised Stockturn, displayed on the Stock tab.
- Average Invoice Age, displayed on the Finance tab.
- Sales GP percentages, displayed on the Sales and Orders tab. (If this option is disabled, these values display "N/A".)

Exclude Quotes from Sales Orders Enabling this option removes quotes from the Sales Today numbers and includes them when the quote is converted to a sales order. This is only applicable where the system is using extended sales order statuses.

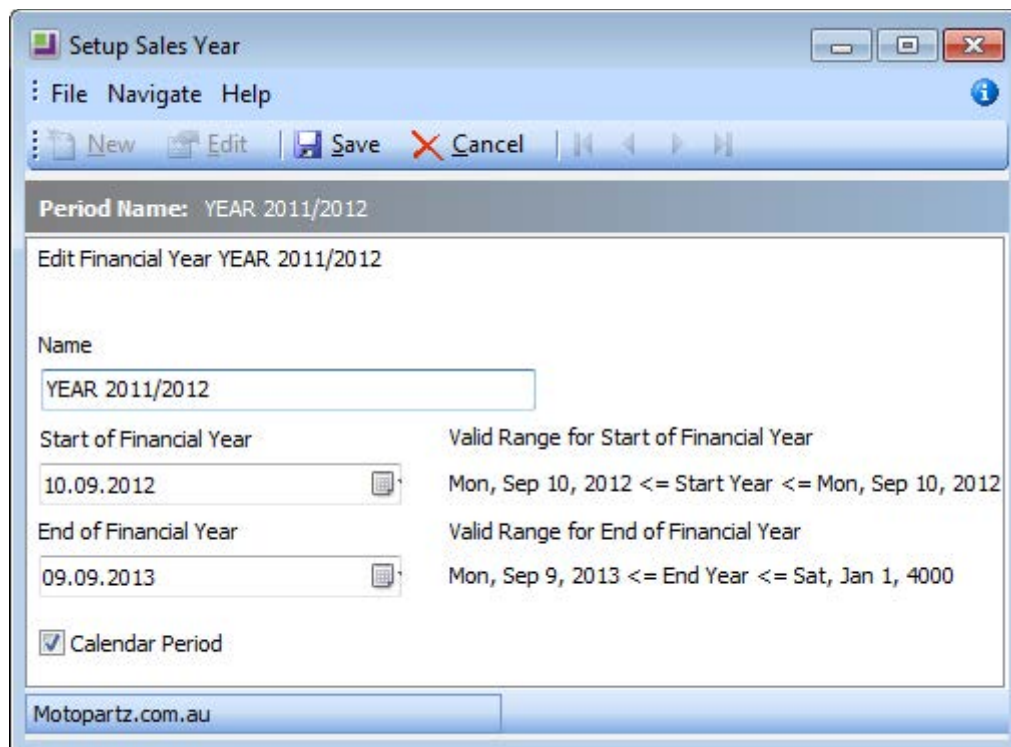
Use PostTime to Calculate Sales Enabling this option means that EXO Business Analytics will calculate sales from the transaction table based on when the transaction has been posted as opposed to the transaction date entered by the user.

Sales Years

EXO Business Analytics > Setup > Setup Years



The Sales Year Setup window defines Financial Years. Click the **New** button is to establish a new Financial Year or double-click on an existing year to edit it.

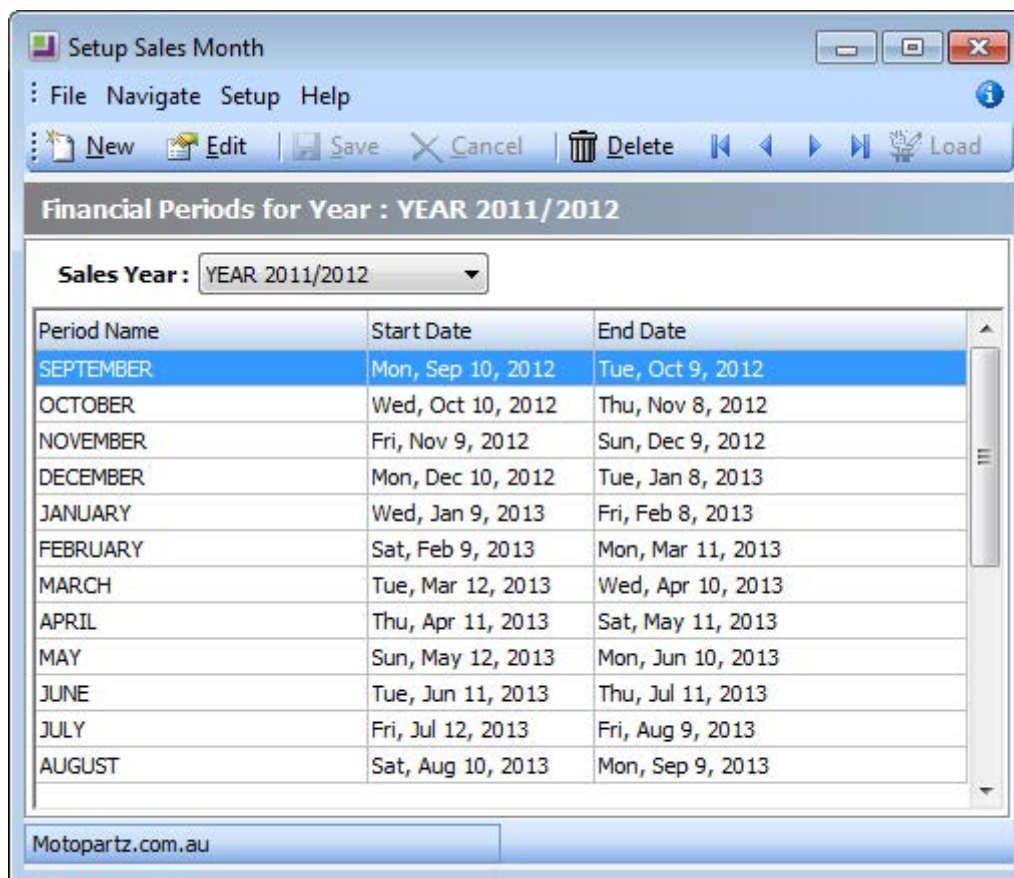


The Name can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

If the **Calendar Period** option is ticked, then months for this sales year will be set up according to the calendar year. If the option is not ticked, months must be set up manually.

Months

EXO Business Analytics > Setup > Setup Months



Setup Sales Month

File Navigate Setup Help

New Edit Save Cancel Delete Load

Financial Periods for Year : YEAR 2011/2012

Sales Year : YEAR 2011/2012

Period Name	Start Date	End Date
SEPTEMBER	Mon, Sep 10, 2012	Tue, Oct 9, 2012
OCTOBER	Wed, Oct 10, 2012	Thu, Nov 8, 2012
NOVEMBER	Fri, Nov 9, 2012	Sun, Dec 9, 2012
DECEMBER	Mon, Dec 10, 2012	Tue, Jan 8, 2013
JANUARY	Wed, Jan 9, 2013	Fri, Feb 8, 2013
FEBRUARY	Sat, Feb 9, 2013	Mon, Mar 11, 2013
MARCH	Tue, Mar 12, 2013	Wed, Apr 10, 2013
APRIL	Thu, Apr 11, 2013	Sat, May 11, 2013
MAY	Sun, May 12, 2013	Mon, Jun 10, 2013
JUNE	Tue, Jun 11, 2013	Thu, Jul 11, 2013
JULY	Fri, Jul 12, 2013	Fri, Aug 9, 2013
AUGUST	Sat, Aug 10, 2013	Mon, Sep 9, 2013

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The Sales Period Setup window defines the period Start and End dates within the selected financial year. These periods are completely user-defined, but they cannot overlap one another.

Click the **New** button to establish the periods within the financial year.

Double-click on an existing period to edit it (or select a period and click the **Edit** button). The **Period Name** can be changed to something more appropriate if necessary, and Start and End dates for the beginning and end of the year can be changed.

The **Delete** button deletes the selected period, but only if there is no existing data for that period.

Budget

EXO Business Analytics > Setup > Setup Budgets

Setup Budget

File Navigate Tools Help

Edit Save Cancel

Budgets for Year : YEAR 2009/2010

Period Year: YEAR 2009/2010 Branch: <All Branches>

Period Name	Value	Margin %
AUGUST	20000.00	30.00
JULY	20000.00	30.00
JUNE	20000.00	30.00
MAY	20000.00	30.00
APRIL	20000.00	30.00
MARCH	20000.00	30.00
FEBRUARY	20000.00	30.00
JANUARY	20000.00	30.00
DECEMBER	20000.00	30.00
NOVEMBER	20000.00	30.00
OCTOBER	20000.00	40.00
SEPTEMBER	20000.00	40.00
Total:	240000.00	

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The Budget Setup window lets you set up the budgets and margins for each period. The total of these periods represents the budget for that financial year. You can set budgets and margins for each branch, or for all branches at once.

Double-click on a period to edit the **Value** and **Margin** for that period.

Day Plan

EXO Business Analytics > Setup > Setup Day Plan

Setup Day Plan

File Help

Save Cancel

Oct 10, 2010, Sunday

Day Plan for Period : YEAR 2009/2010 SEPTEMBER

Day	WorkDay	RunRate
Sep 19, 2010, Sunday	No	0
Sep 20, 2010, Monday	Yes	5
Sep 21, 2010, Tuesday	Yes	5
Sep 22, 2010, Wednesday	Yes	5
Sep 23, 2010, Thursday	Yes	5
Sep 24, 2010, Friday	Yes	5
Sep 25, 2010, Saturday	No	0
Sep 26, 2010, Sunday	No	0
Sep 27, 2010, Monday	Yes	5
Sep 28, 2010, Tuesday	Yes	5
Sep 29, 2010, Wednesday	Yes	5
Sep 30, 2010, Thursday	Yes	5
Oct 1, 2010, Friday	Yes	5
Oct 2, 2010, Saturday	No	0
Oct 3, 2010, Sunday	No	0
Oct 4, 2010, Monday	Yes	5
TOTALS	20 WORKDAYS	100 RUNRATE

Double Click on Dates to Toggle the Work Day Y/N

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The Period Day Plan Setup window is a day planner that determines workdays, and the weighting to be applied to each workday. For example, a retail business will most likely have a heavy weighting to Saturday, if a large amount of the week's total sales are conducted on a Saturday.

Double-click on the WorkDay value for a day to toggle between "Yes" and "No".

Click on the RunRate value for a day to enter its weighting.

Running EXO Business Analytics from the Command Line

The EXO Business Analytics module, **Analytics.exe**, can be run from the command line in unattended “snapshot” mode, launching and exiting at predetermined times, as specified by a scheduled task in Windows.

Command Line Parameters

Parameter	Meaning
ConnectionName	A valid MYOB EXO Business database connection name. Required.
LoginID	A valid staff Login ID. If the ID contains spaces it must be enclosed in quote marks (“ ”). Required.
Password	The password for the supplied Login ID. Required.
/?	Displays a window listing all of these command line parameters. Optional.
/NOSAVE	Prevents the saving of the current connection to the connection history list. Optional.
/M	Mode. /M=SNAPSHOT runs EXO Business Analytic in snapshot mode, meaning that it closes as soon as it has run. Exceptions are logged in snapshot mode only. Optional.
/TRANSDATE	Specifies a transaction date. Optional.
/L	Specify the name of the file to log to. Optional.

Example

```
Analytics Testdata ExoAdmin ExoAdmin /M=SNAPSHOT
/L=d:\EXOBusiness\Analytics\Analytics.LOG
```

Runs EXO Business Analytics in snapshot mode, logging on to the connection “Testdata” using the logon ID “ExoAdmin” and password “ExoAdmin”. Log information is written to the file **d:\EXOBusiness\Analytics\Analytics.LOG**.

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