

@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.

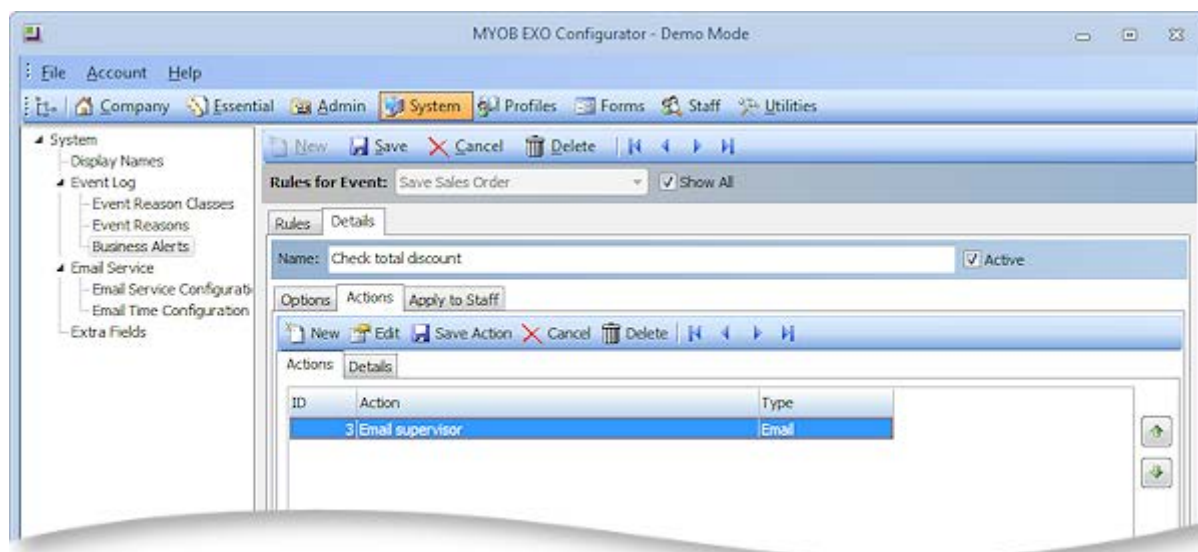
The alias parameters that give access to the fields of a table (@H, L@, etc) can be used to access Extra Fields.

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”.

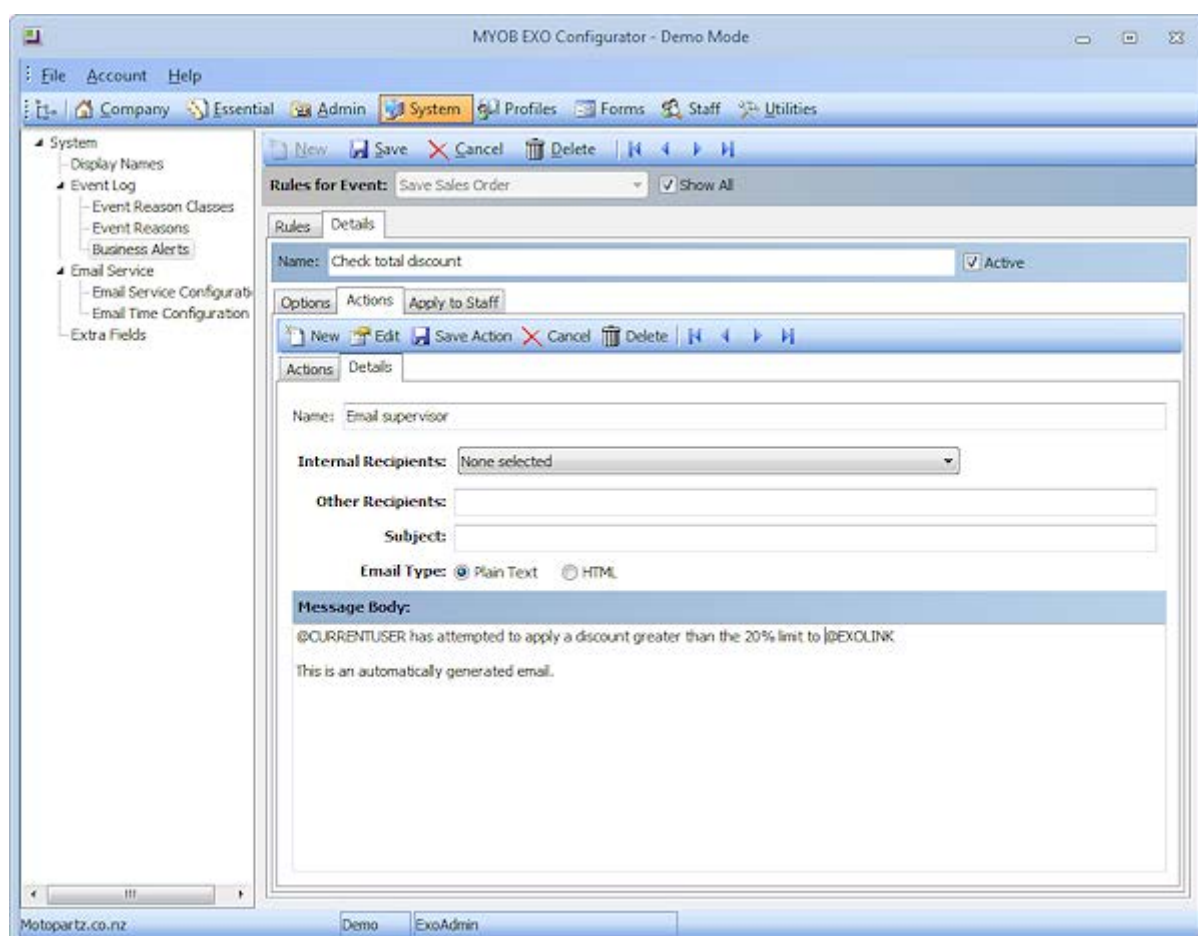
Conditions on line rules are entered in the form of a SQL statement to run against the EXO Business database. All parameters available to header filters can also be used in line-level SQL statements.

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.



MYOB EXO Business User Guide

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.

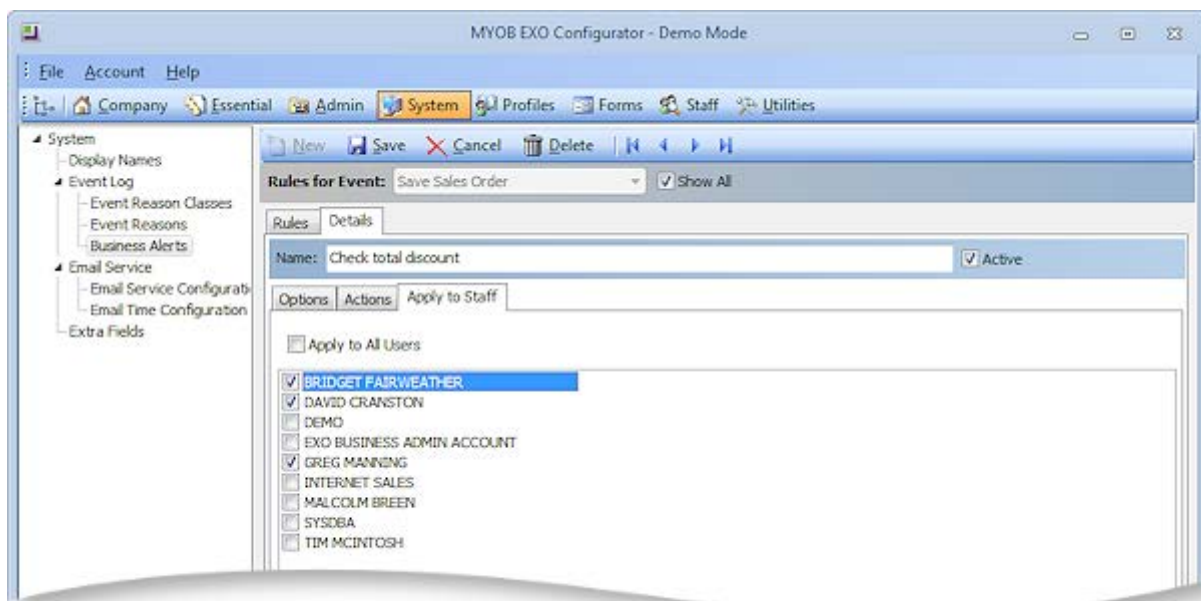
Enter a subject line and the message text to send/display. The message body can include any of the parameters that are available for the rule (see page 36). In particular, the @EXOLINK parameter can be used to insert a formatted exo:// protocol hyperlink (see page 40) to the relevant record into the email.

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.

MYOB EXO Business User Guide

<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 ?search 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 ?search parameter.
<code>stockitem/?stockcode=xyz</code>	Opens the Stock item with the stock code specified by the ?stockcode 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

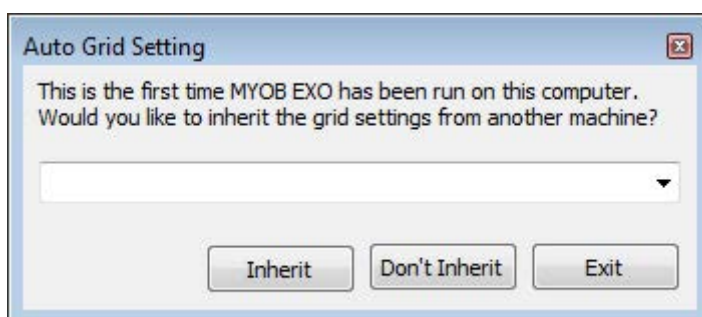
Grid settings can be made portable, so that they will “follow” a user from one computer to another. If the Computer-level profile setting **Allow portable grid settings** has been enabled, then when a user logs on to a computer, the grid settings saved for the user’s profile are automatically restored.

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 is divided into two sections: 'Connection Info' and 'User Info'.
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]
 At the bottom right are 'OK' and 'Cancel' buttons.

The following server settings can be configured:

Setting	Description
Server Address	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. 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.
Server Port	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).
Requires Authentication	If your mail server requires authentication to send mail, check this box and enter a password for your account.
Server User ID	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.
Password	Only active/required if Requires Authentication is ticked. This is the password for your mail account. Tick Show character to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.
Use TLS Use SSL	Tick these boxes to secure emails using TLS or SSL encryption, if the SMTP server supports them. Note: SSL takes precedence over TLS; if both boxes are checked, SSL encryption will be used.
From Name	This is the “friendly” name to appear in the Sender field of emails.
From Address	This is your email address.
Reply Address	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 .
BCC Address	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.
File Directory	This is the default directory used in the Open dialog when the Attach File button () is clicked.

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

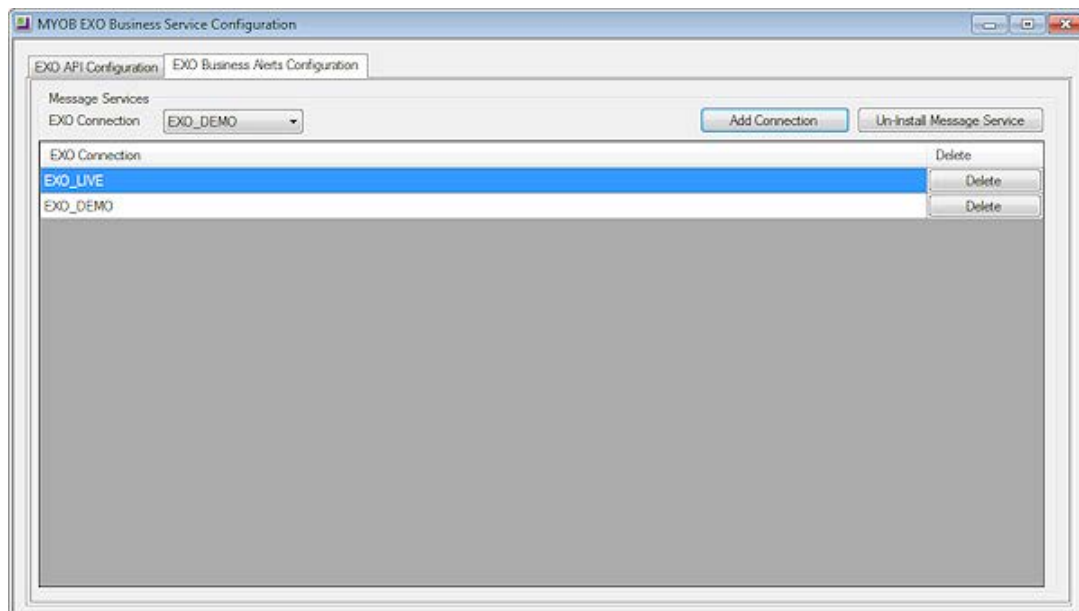
The EXO Email Service can be used to automate the sending of emails from the EXO Business system. For example, this service is used by the Business Alerts feature (see page 34) to send email alerts.

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
```

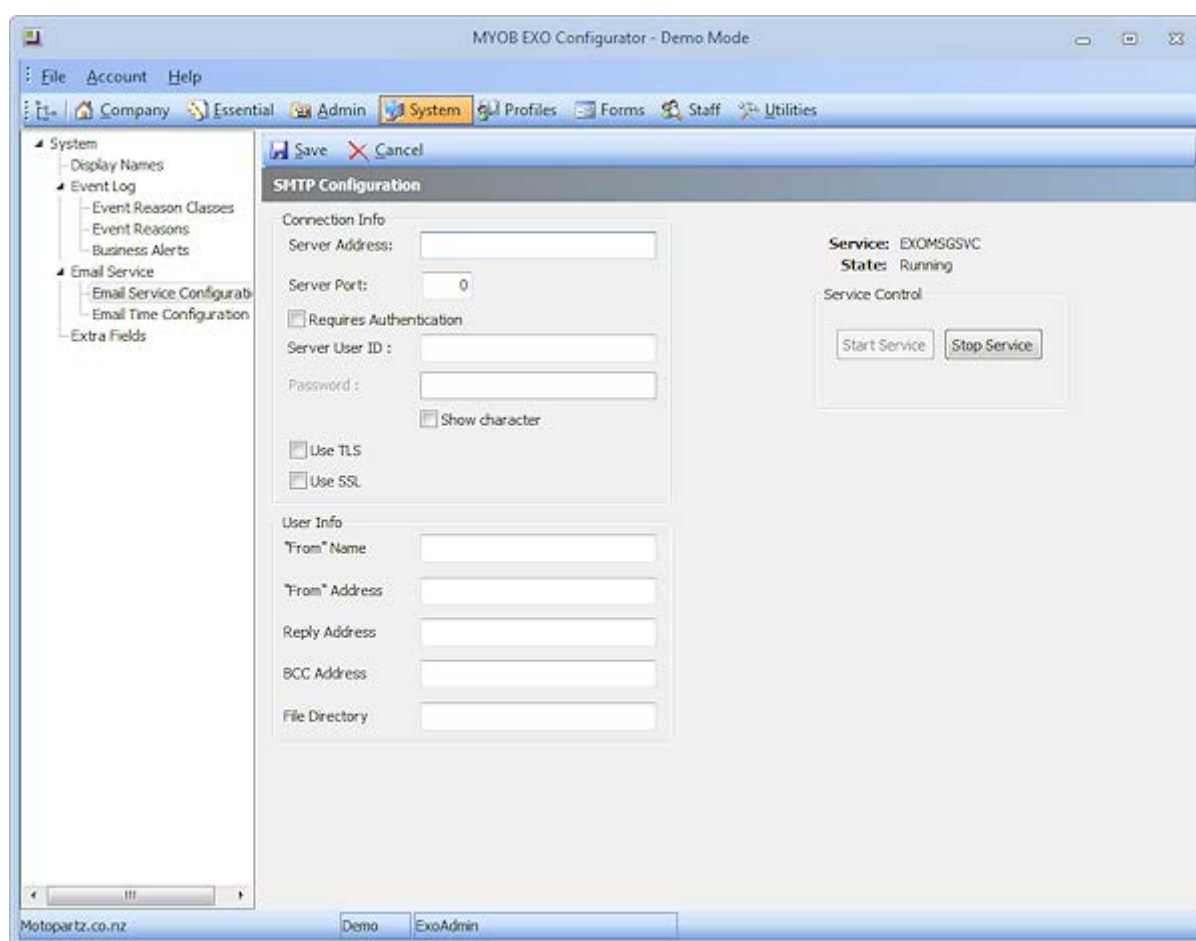
Once the service is installed, you can update the list of instances that it is installed for by entering:

```
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.

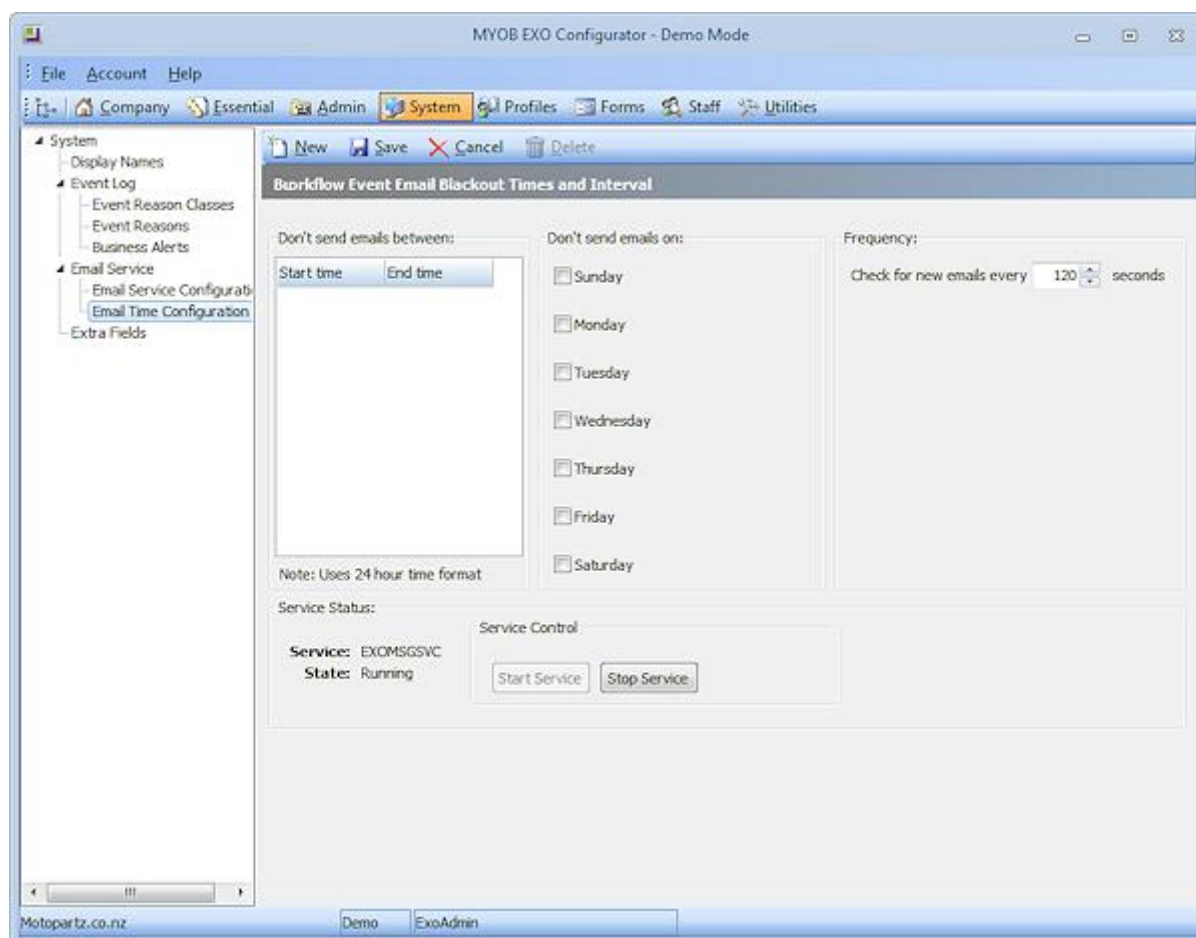
Configuring the Service

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	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. 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.
Server Port	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).
Requires Authentication	If your mail server requires authentication to send mail, check this box and enter a password for your account.
Server User ID	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.
Password	Only active/required if Requires Authentication is ticked. This is the password for your mail account. Tick Show character to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.
Use TLS Use SSL	Tick these boxes to secure emails using TLS or SSL encryption, if the SMTP server supports them. Note: SSL takes precedence over TLS; if both boxes are checked, SSL encryption will be used.
From Name	This is the “friendly” name to appear in the Sender field of emails.
From Address	This is your email address.
Reply Address	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 .
BCC Address	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.
File Directory	This is the default directory used when adding attachments to emails.

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).

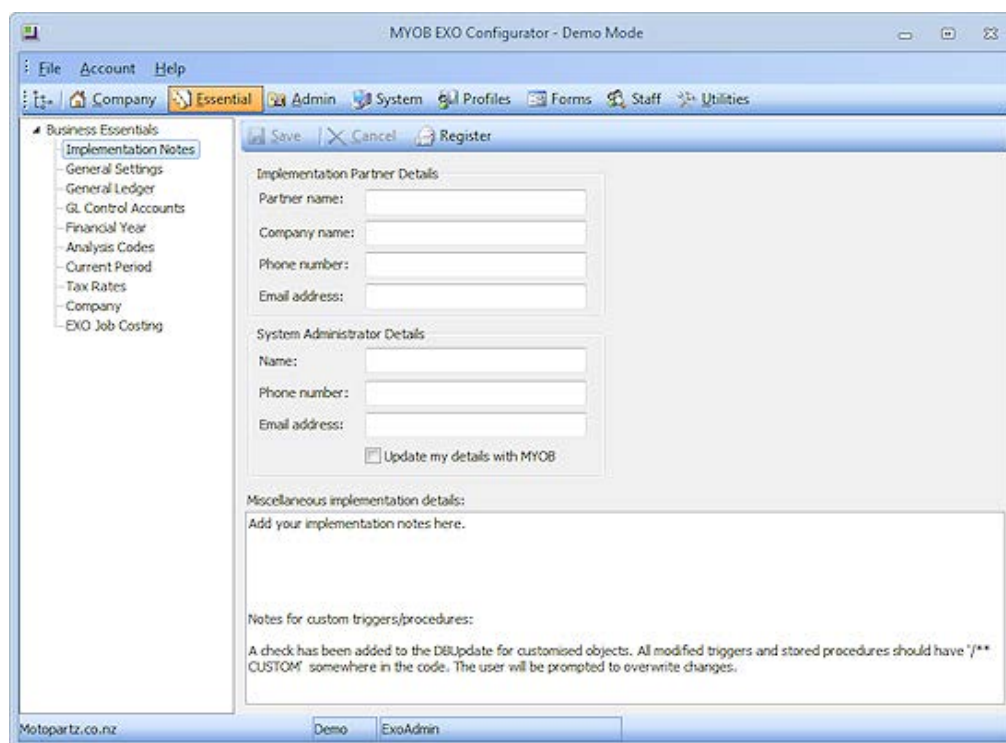
These applications are discussed below.

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.



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.

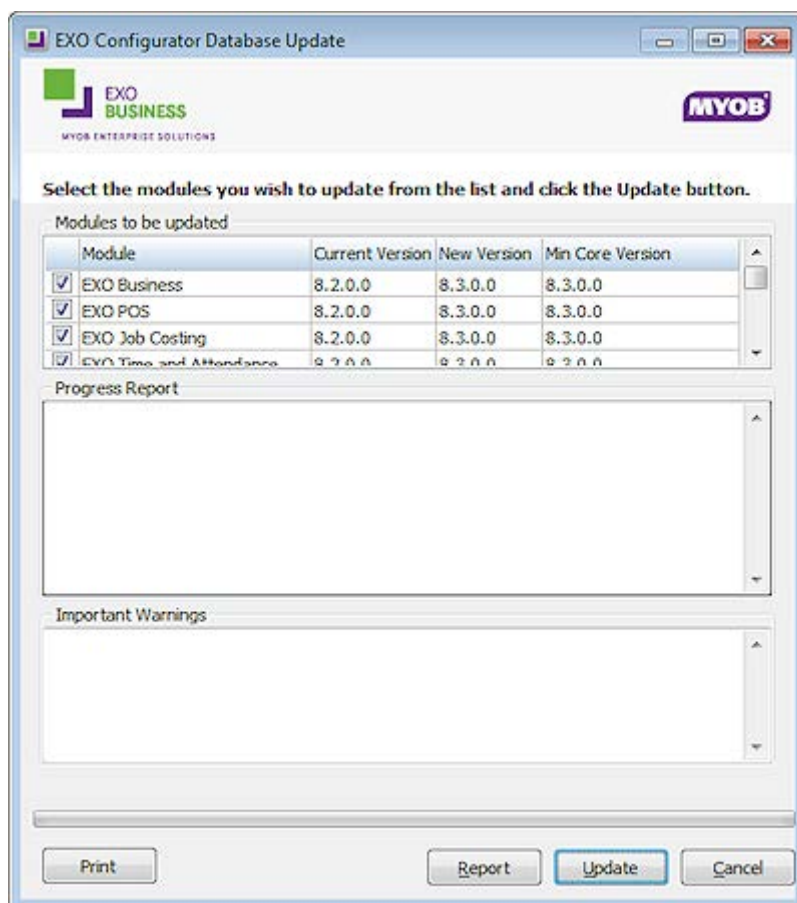
Database Update

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.



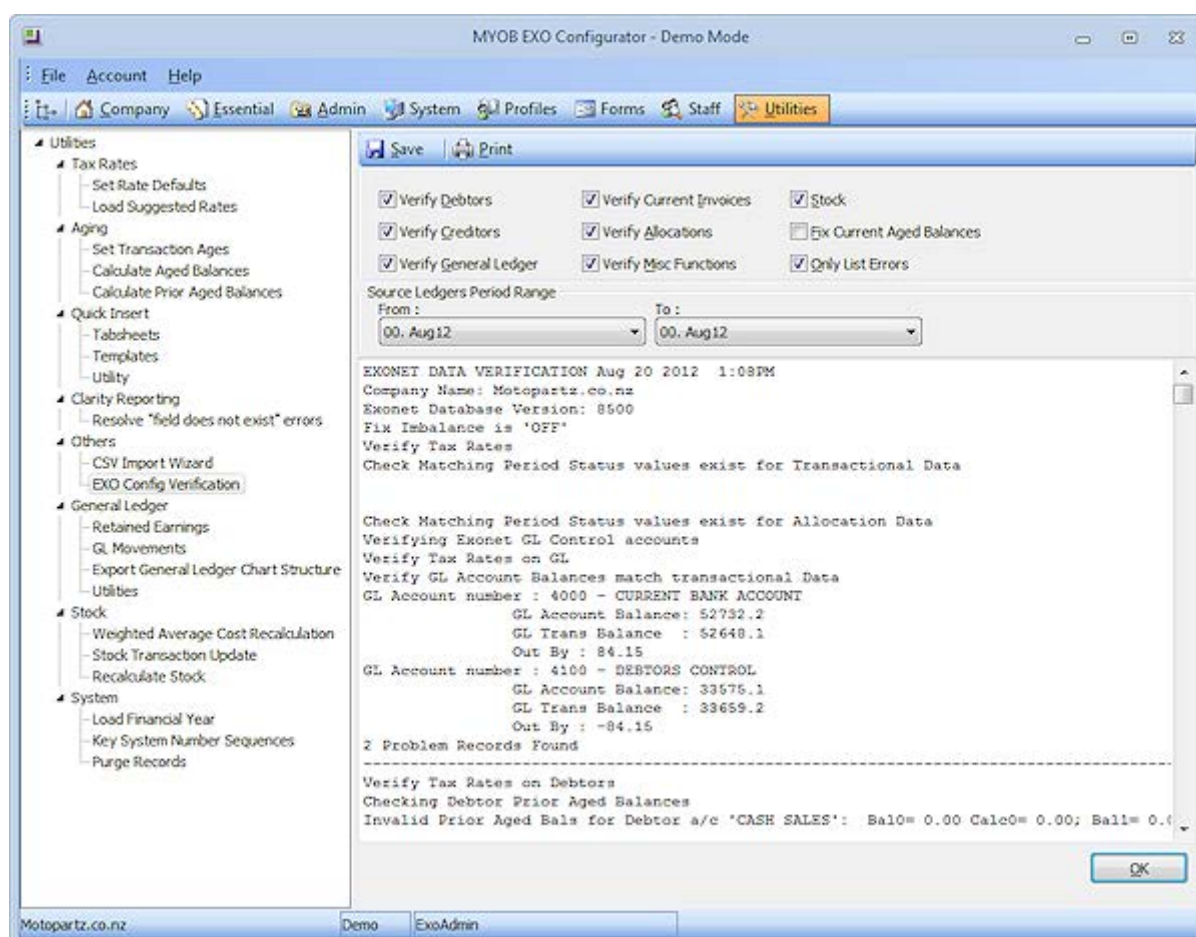
Caution: It is strongly recommended that the database be backed up before any updates are performed. This means the database can be restored and operation continued on previous program versions should any issues occur. Never restore a backup over the only live copy of a database, just in case a backup 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**.



MYOB EXO Business User Guide

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 Statutes

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.

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.

MYOB EXO Business User Guide

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).

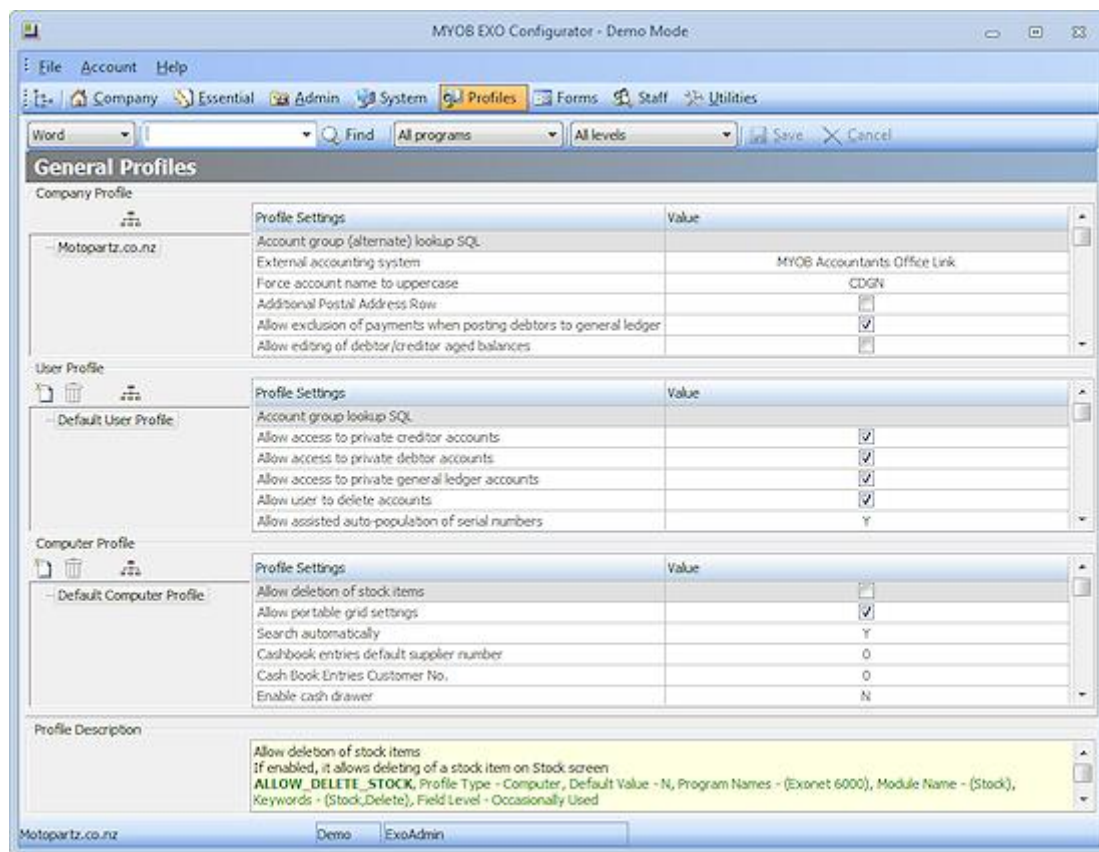
Extra Fields

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 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	<p>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.</p> <p>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.</p>
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).

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.

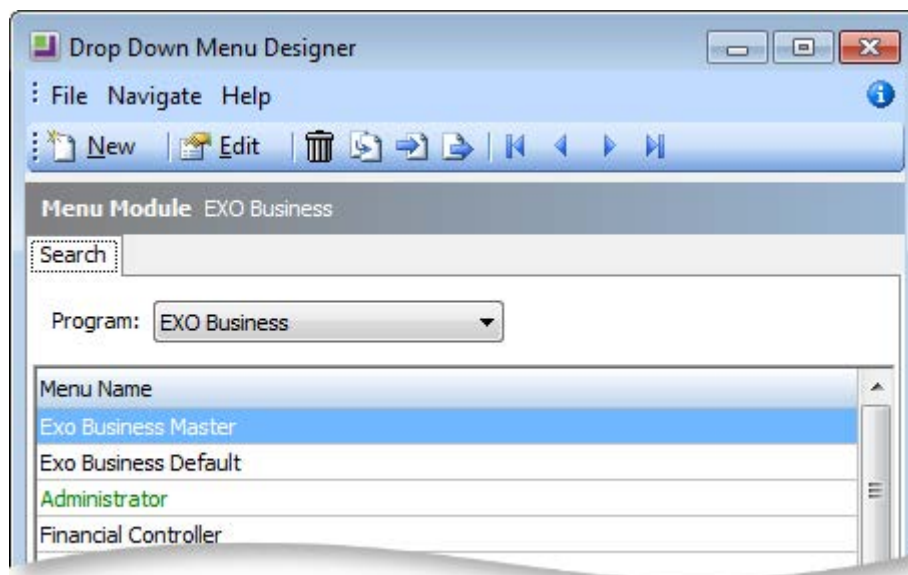
Security Profiles

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).



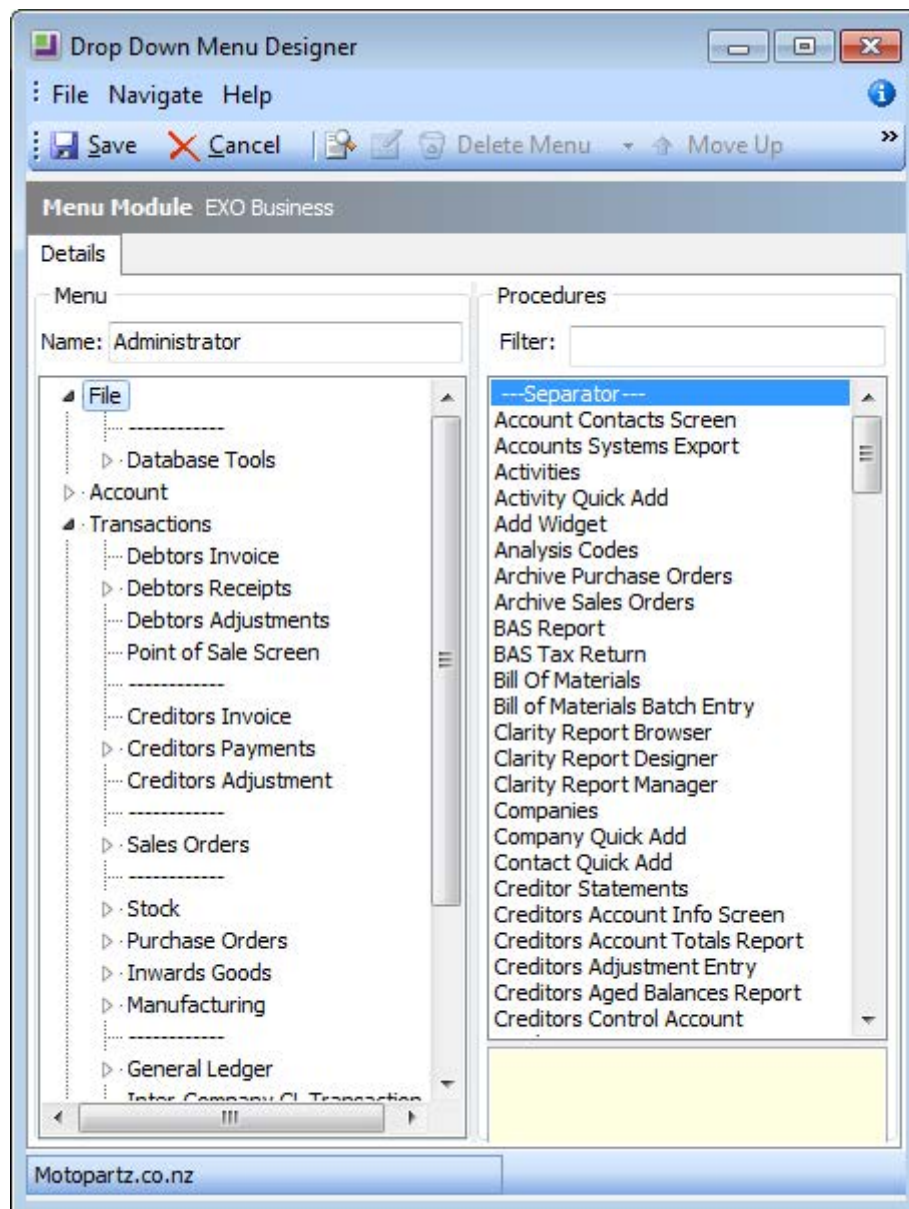
From the Configuration Assistant, it is also possible to set up Business Flow menus (see page 78), which define the layout of the main window for each module, including links and buttons.

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.

3. Click the **Edit** button, or double-click the item. The following window appears:



4. Edit the menu name if desired.
5. Type in part of the menu item name in the Filter box, to refine the list of menu Procedure items.
6. Select the required menu procedure.

7. Drag the required menu procedure from the right hand side (from point 3) onto the desired place in the menu structure on the left hand side. A popup box will appear to allow the menu name to be edited:

8. Enter any optional parameters. For example, when adding a Clarity report, the name of the report to run must be specified in the parameters.
9. A shortcut key combination and icon can be assigned. Any menu function that is assigned a shortcut will also appear in the shortcut menu (see page 77) for the module whose menu is being edited.

Note: EXO Business does not enforce uniqueness on shortcut key combinations - you must ensure that you do not assign the same key combination to multiple functions in the same menu.

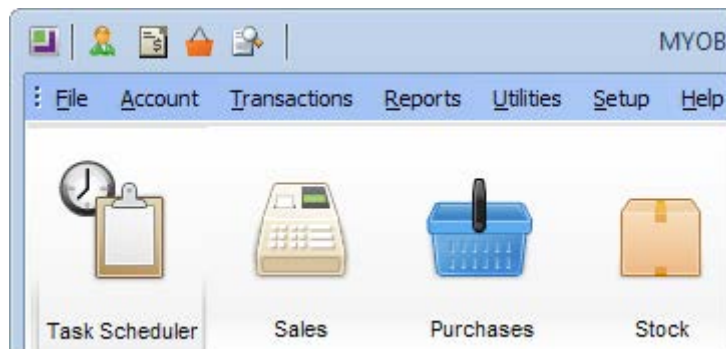
10. Move the selected menu item up and down the list as required by using the **Move Up** and **Move Down** buttons or by pressing CTRL+UP ARROW and CTRL+DOWN ARROW. You can also right-click on menu items to reposition, delete or edit them.

Notes

- If menu items are changed on the current user's menu, after saving and closing the menu editor, select **File > Refresh Settings** from the main EXO Business menu to refresh the user's menu. (**Refresh Settings** also refreshes other setup options, such as user profile settings).
- Whole menus can be exported and imported between databases using the relevant toolbar buttons.
- The menu procedure "External Program" allows other applications to be launched from the MYOB EXO Business menu.
- Separator bars can be added to give separators on the menu, and the separator bars can be renamed to form sub-menu headings.
- The menu procedure "Run Clarity Report" is used to run a report designed in the Clarity report writer. The report name is entered in the parameter box, e.g. SPECIALREPORT.CLR.

Configuring Shortcut Menus

The main window of each module includes a shortcut menu in the title bar:



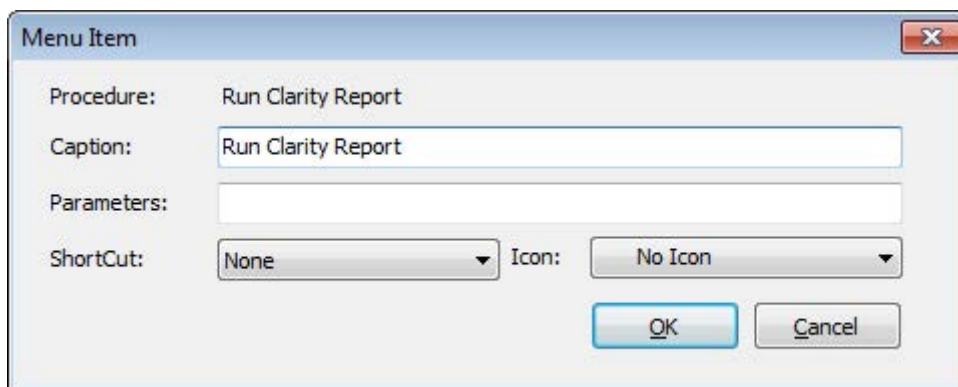
This menu can be configured to give quick access to commonly used functions. Either click on the icon for the function you want, or use the shortcut key combination that has been assigned to that function.

Note: Hovering the mouse pointer over an icon in the shortcut menu shows you the name of the function and the shortcut key combination assigned to it.

Shortcut menus for each module are set up when configuring dropdown menus (see page 75).

To add a function to a shortcut menu:

1. Open the Dropdown Menu Designer (see page 75).
2. If the function you want to add to the shortcut bar has already been added to the window, double click on it. If it has not yet been added, add it by dragging the function onto the menu from the Procedures list on the right. In either case, the Menu Item window opens:



3. Select a **ShortCut** key combination and an **Icon**.

Note: EXO Business does not enforce uniqueness on shortcut key combinations - you must ensure that you do not assign the same key combination to multiple functions in the same menu.

4. Click **OK**, then save changes to the menu.

The function now appears in the shortcut bar, using the icon you specified.

Note: If the module whose shortcut bar you are configuring is already open, you will need to select **Refresh Settings** from the File menu to update the shortcut bar.

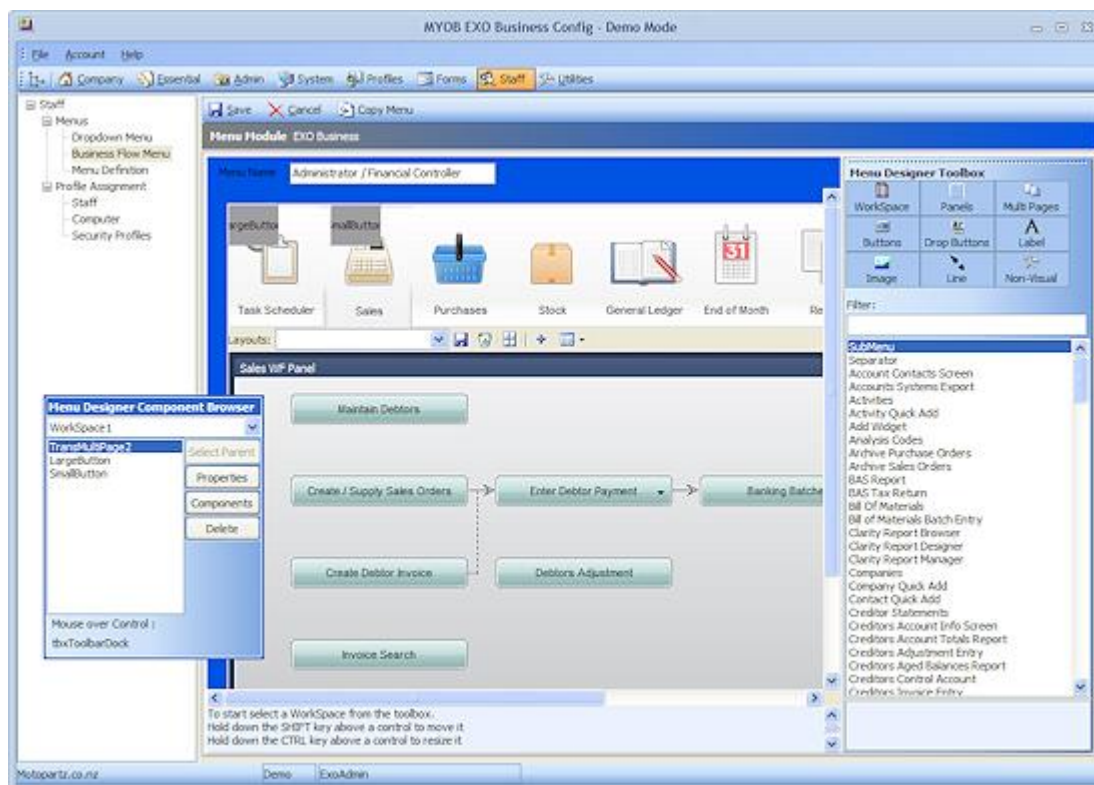
Configuring Business Flow Menus

Business Flow Menus are added and edited in the Configuration Assistant at **Staff > Menus > Business Flow Menu**.

Tip: Default menus can be copied with the **Copy Menu** button and used as the basis of a new menu.

To add a new Business Flow Menu:

1. Select the module whose menu you want to edit from the Program box, then click **New** to create a new menu. The Business Flow Menu editing screen appears:



The left-hand pane is the designer area where the menu is created. The right-hand pane contains a toolbox of menu elements and a list of all available menu procedures. A floating Menu Designer Component Browser window lets you configure the properties of the currently selected item and its “child” component items. The Component Browser also displays the name of the menu item that the mouse is current over.

2. In the **Menu Name** field, enter a new name for the menu, which will be referred to when assigning the menu to users.
3. Click on the **WorkSpace** item on the Menu Designer Toolbox, then click on the design area on place it.
4. To change the size of the **WorkSpace**, hover the mouse over it and hold down CTRL. While CTRL is held down, moving the mouse resizes the **WorkSpace**. Alternatively, double-click on the **WorkSpace** to view its Properties dialog and enter **Width** and **Height** values.
5. To position the **WorkSpace**, hover the mouse over it and hold down SHIFT. While SHIFT is held down, moving the mouse resizes the **WorkSpace**. Alternatively, double-click on the **WorkSpace** to view its Properties dialog and enter **Top** and **Left** values.

Tip: To make the **WorkSpace** resizable, double-click on it and set the **Custom** property to “R” and the **Align** property to “Client”.

The WorkSpace forms the base of the Business Flow menu, defining its size and shape. All other menu items are placed on it.

Tip: You can place Panel items on the WorkSpace, then place other items on the panel. This allows you to position multiple items at once.

To add a text link to a Business Flow Menu:

1. Enter text into in the **Filter** field to filter the list of available procedures.
2. Drag a procedure from the list to the WorkSpace. A window displaying the link's parameters appears:
3. Enter any parameters that may be required, then click **OK**.

Tip: You can add links to an external file or executable by dragging the "External Program" procedure onto the WorkSpace, then changing its Name and entering the filename of the file/executable into its Parameters field. Similarly, you can add a link to a Clarity report by dragging the "Run Clarity Report" procedure onto the WorkSpace, then specifying the report.

To add a button to a Business Flow Menu:

1. Click on the **Buttons** item on the Menu Designer Toolbox.
2. Select the style of button (Standard, Focus or Transparent), then click anywhere on the WorkSpace to place it.

Note: Transparent buttons allow more than one image to be specified. These images correspond to the various states of the button, e.g. inactive, active, hover.

3. Enter any parameters that may be required, then click **OK**.
4. Size and position the button using the CTRL and SHIFT keys.
5. Enter some text into in the Filter field to filter the list of available procedures.
6. Drag a procedure from the list onto the button. This is the procedure that will be activated when the button is clicked.
7. Enter any parameters that may be required, then click **OK**.

Tip: You can set a button to link to an external file or executable by dragging the "External Program" procedure onto the button, then changing its Name and entering the filename of the file/executable into its Parameters field.

To add a drop-down menu to a Business Flow Menu:

1. Click on the **Drop Buttons** item on the Menu Designer Toolbox.
2. Select the style of button (Standard, Focus or Transparent), then click anywhere on the WorkSpace to place it.

Note: Transparent buttons allow more than one image to be specified. These images correspond to the various states of the button, e.g. inactive, active, hover.

3. Enter any parameters that may be required, then click **OK**.
4. Size and position the button using the CTRL and SHIFT keys.
5. Enter some text into in the Filter field to filter the list of available procedures.
6. Drag a procedure from the list onto the button. (To add a sub-menu, drag .)
7. Enter any parameters that may be required, then click **OK**.
8. Repeat steps 5 – 7 for all other procedures you want to be available from the drop-down menu.

Note: You can add sub-menus by dragging the “SubMenu” item onto the dropdown button. To add items to the submenu, select it so that its components appear on the Component Browser, then drag items onto its name at the top of the Component Browser.

The drop-down menu works in real time on the Menu designer: click on the menu to view the items that will appear under it.

To add graphical elements to a Business Flow Menu:

1. Click on the **Label**, **Image** or **Line** item on the Menu Designer Toolbox, then click anywhere on the WorkSpace to place the item.
2. Enter any parameters that may be required:
 - For labels, this includes the label text.
 - For images, this includes the image file to display.
 - For lines, this includes the line style and orientation.
3. Click **OK**.
4. Size and position the item using the CTRL and SHIFT keys.

To add a tabbed layout to a Business Flow Menu:

Two varieties of tabbed layouts are available: Standard and Enhanced. Enhanced layouts allow transparency and mouseover effects; Standard layouts do not allow these effects, but are more flexible with how tab buttons can be arranged.

1. Click on the **MultiPage > Standard > MultiPage** or **MultiPage > Enhanced > MultiPage** item on the Menu Designer Toolbox, then click anywhere on the WorkSpace to place it.

Tip: Standard MultiPages have a TabPos property that lets you specify which side of the MultiPage tabs will appear on. Enhanced MultiPages can only have tabs at the top.

2. Size and position the MultiPage using the CTRL and SHIFT keys.
3. Click on the **MultiPage > Standard > Tabsheet** or **MultiPage > Enhanced > Tabsheet** item on the Designer Toolbox, then click on the MultiPage. Enter a name and optionally an image then click OK. This adds a tab to the top of the MultiPage.

Note: Enhanced Tabsheets allow more than one image to be specified. These images correspond to the various states of the tab button, e.g. inactive, active, hover.

4. Repeat step 3 to add more tabs to the Multipage.
5. Click on a tab, then drag other items such as links and buttons onto the MultiPage. These items will only appear when that tab is clicked.
6. Click on another tab. The items you added to the previous tab will disappear. Drag more items to the MultiPage for this tab.
7. Repeat steps 5 and 6 for all tabs.

The tabbed layout works in real time on the Menu designer: click on a tab to view the items that will appear on that tab.

To add a Dashboard interface to a Business Flow Menu:

A procedure called “Dashboard” is available in the list of procedures; dragging this procedure onto a Business Flow Menu means that a Dashboard interface (see page 539) will be available when running the module. The Dashboard can be customised and widgets can be added to it at run time. Enter “D” into the **Custom** field for the procedure to indicate that it can be “docked” in the WorkSpace, so that it appears as part of the core EXO Business interface, rather than appearing in a new window. Enter “DR” to indicate that it is dockable and resizable. The **Align** property should be set to “Client”.

MYOB EXO Business User Guide

It is also possible to add a working Dashboard interface that can be edited at design time:

1. Click on the **Panels > Dock Panel** item on the Menu Designer Toolbox, then click anywhere on the WorkSpace to place it. A Dashboard interface appears on the WorkSpace.
2. Size and position the Dashboard using the CTRL and SHIFT keys.

Tip: To have the Dashboard take up all of the available area, set its **Align** property to "Client".

3. Click on the **Panels > Panel** item on the Menu Designer Toolbox, then click on the Dashboard. This adds a panel and automatically converts it to a Dashboard widget.
4. Repeat step 3 to add more widgets to the Dashboard.
5. Click on a widget, then drag other items such as links and buttons onto the widget. Repeat for all widgets.

Menu Definition

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, and determine which menus will be used for that user.

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

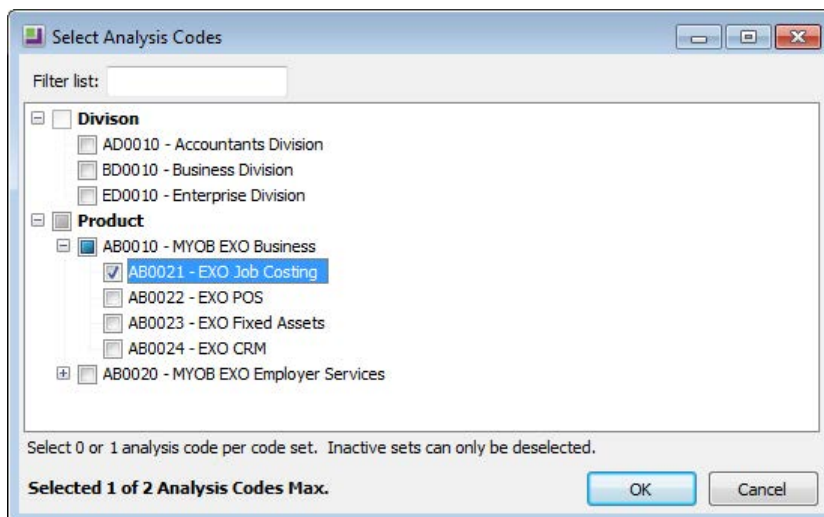
To set up a menu definition:

1. Click **New** to create a new definition, or **Edit** to alter an existing one.
2. Enter a Name for the definition.
3. Select the Drop Down Menu for this definition.
4. Select a Business Flow Menu for this definition, or click **Clear** if you do not want to display a Business Flow Menu.
5. Click **Save** to save the settings.

Analysis Codes

Analysis Codes are arbitrary codes 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. This allows you to collect and monitor income and expenditure for a particular function or event that is not captured by the use of a project code or class, i.e. allows for much finer segmentation.

Once Analysis Codes are set up, they can be assigned to line items in all transaction types. A transaction can have more than one code assigned to it.



Setting up Analysis Codes

Analysis Codes are set up in the MYOB EXO Business Configuration Assistant (see page 52). Codes are grouped into CodeSets; before you can create Analysis Codes, you must set up at least one CodeSet.

Note: A maximum of five CodeSets may be created.

To set up a CodeSet:

1. Open the Configuration Assistant and go to **Essential > Analysis Codes** section.
2. Click the **New CodeSet** button.
3. Enter a **name** and **description** for the set.
4. If you want the codes in the set to follow a specific pattern, enter a code template in the Analysis Code Validation field. A code template is a string consisting of the letters A and N, where **A** represents an **alphabetical** character and **N** represents a **numeric** character. For example, entering the template "AANN" means that all codes in the set must consist of two alphabetical characters followed by two numbers. If you do not enter a template, codes can contain any characters.
5. Click **Save** to save the CodeSet.

Analysis CodeSets must be active in order for users to be able to assign the codes they contain to transactions. Activate a CodeSet by ticking its **Active** box. A CodeSet must have at least one code in it before it can be activated.

Analysis codes can be created directly under a CodeSet, or under another code.

Adding Analysis Codes

To add an Analysis Code:

1. Select the Code or CodeSet you want to create the code under and click **New Code**.
2. Enter the code. If a template has been defined for the code's CodeSet, the code entered must match the format of the template. The code is highlighted red if it does not match the template.
3. Enter a name and description for the code.
4. Click **Save** to save the code.

Default Analysis Codes can be assigned to users at **Configuration Assistant > Staff > Users**. These codes will be assigned by default to any transaction entered by the user.

Analysis Code Profile Settings

The following Company-level profile settings may need to be configured:

- **Default analysis codes required** - specifies whether or not default Analysis Codes must be specified for each user at **Staff > Users**.
- **Analysis codes mandatory for every transaction** - specify whether or not one or more Analysis Codes must be selected for every transaction entered.
- **Maximum number of analysis codes per transactions** - enter the maximum number of Analysis Codes that can be applied to a single transaction.
- **Hide Analysis Codes Column** - if you do not intend to use Analysis Codes, this setting can be used to hide the Analysis Codes column on the Sales Order, Purchase Order, Creditors Invoice, Debtors Invoice, Cashbook and Journal entry windows.

The following User-level profile setting may need to be configured:

- **Permit editing of Analysis Codes assigned to a transaction** - specify whether or not users can alter the Analysis Codes assigned to a transaction. The user's default Analysis Codes are always applied, even if they are not permitted to edit them.

Head Office and Branch Accounts

About Head Office and Branch Accounts



MYOB EXO Business supports head office and branch accounts. This is useful for dealing with franchise or multi-branch Debtors or Creditors.

A guiding principle to use with this function is that purchase/sale analysis and stock-related functions are performed using branch accounts; accounts payable /receivable functions are performed using head office accounts.

- Head Office Account - Transactions for the branch accounts are assigned to it. Statements produced for the Head Office Account will also list transactions.
- Branch Account - When a transaction is entered on to a Branch account, it will automatically update the Head Office account that this account is connected to. Transactions can be viewed from either the Branch account or the Head Office account.

Head Office and Branch accounts are clearly labelled on the Debtors/Creditors account window:

A/C No: 19	Name: VICTORIA CARS	HEAD OFFICE
A/C No: 16	Name: TIMOTHY JACKSMAN	Branch of A/C no: 2

In the toolbar are two toolbar buttons specific to the head office/branch functionality: **Show Branch**  and **Show Head Office** . If you are viewing a Branch account, you can click the **Show Head Office** button to view the Head Office account; if you are in the Head Office account, you can click the **Show Branch** button to view branches of the head account.

Rules for Assigning Branches to a Head Office

- A branch may not be assigned to another head office.
- A branch may not be a head office itself (i.e. only two levels are allowed).
- A branch must be an active account.
- All members of a group (head office and branches) must have the same currency, e.g. a foreign currency account cannot be connected to a non-foreign currency amount.

If a head office is put on stop credit, then all the branches will also be placed on stop credit.

Reports

Reports will give individual sales and purchasing analysis on branch and head office accounts. Statements however, give a consolidated view of transactions for a period via the head office account. Statements for the individual accounts may be printed but will only show transactions that have not been transferred to the head office account, i.e. those transactions that existed prior to the branch being assigned to a head office and were explicitly transferred to the head office account.

Advanced Head Office/Branch Features

If you have the MYOB EXO Business Configurator, the following advanced profile settings are available.

Profile Setting	Description
Hide 'send to head office' button on debtor account screen – User Profile	Enabling this option will hide the Send to Head Office button on the debtor account window. This setting would be used in conjunction with the “keep transactions” setting above.
Hide 'keep trans' checkbox in debtor account screen – User Profile	Enabling this option will hide the Keep trans checkbox in the Debtor Account window. This setting would also be used in conjunction with the “keep transactions” setting above.

Keeping transactions with the branch account or head office option

This is an advanced feature only available to MYOB EXO Business Configurator users.

This is a profile setting which provides a different method of handling debtors Head Office / Branch relationships. It is not available for creditor accounts.

Using this method you have the option of allowing branch accounts to retain their transactions and to receive payments but to have a consolidated view of the purpose of reporting total balances at head office level, and for producing a consolidated statement. A summarise option is included on head office account details 1 tab, which will toggle the head office account balance to be the sum of its own posted transactions, or to be that of itself and all its independent children.

Once the profile setting has turned on, the user is able to select whether or not this profile takes effect via the keep track trans check box in the debtors account window. The profile setting **Hide 'keep trans' checkbox in debtor account screen** could be used to control whether users have the option.


Transactions

Transactions are shown only in the branch accounts to which they belong. You can only receipt payments for branch invoices in the head office account, as all transactions are automatically transferred to the head office account.

If you have MYOB EXO Business Configurator, you can explicitly transfer transactions to the head office account by clicking the button in the branch account window and then they are visible in both accounts. This action transfers all existing transactions from the branch to the head office account and sets the branch account aged balance to 0. The profile setting **Hide 'send to head office' button on debtor account screen** could be used to control whether users are able to perform this action.

Transferring Branch Transactions to Head Office

If you have MYOB EXO Business Configurator, you can manually transfer branch transactions to the head office account:

1. In **Account > Debtors** select the required branch from the list of debtors.
2. Click the **Send to Head Office**  button to transfer all transactions from the branch account to its head office account. The aged balance for the branch account will be set to 0 and the head office aged balance will be adjusted to reflect the added transactions.

As the system stands at present, in order to allocate a transaction within this function, the transaction must be transferred to head office.

3. Click the Show Head Office button (within the branch account) to view the head office account.


Payments

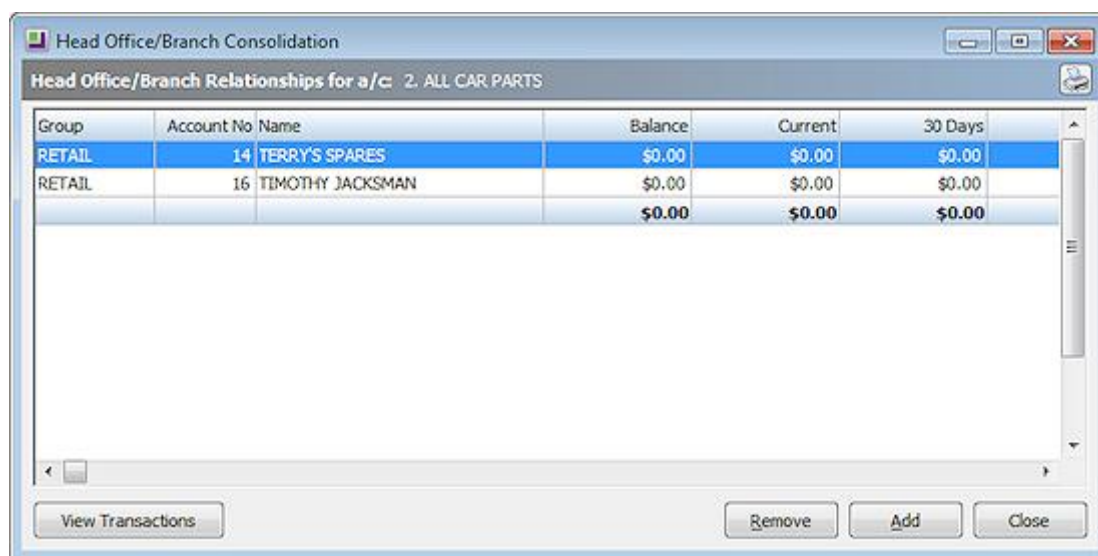
Because transactions are automatically posted to the head office account, payments are also receipted from the head office account. When a branch account is selected for this purpose, the account that appears is the branch's head office account and therefore a consolidated list of unallocated transactions from all branches is displayed for the purpose of allocation.

If you have MYOB EXO Business Configurator, and have set the **Send to Head Office** button to be visible, payments may be received from both branch and head office accounts although only transactions which belong to the branch are able to be allocated against i.e. if a transaction has been transferred to a head office account then it may not be allocated against via the branch account. Likewise, a payment for a transaction remaining in a branch account (and not transferred) may not be allocated via the head office account.

In the head office branch consolidation window, you can click on the **View Transactions** button to view transactions of the highlighted branch.

Setting up and Viewing Head Office and Branch Accounts

1. In **Account > Debtors** or **Account > Creditors** select the account that is to be the head office account.
2. Double-click this account. The account should open defaulting to the Details 1 tab.
3. Click the **Show Branch**  button to view, set up or link the branches. The following window opens:



Branches that belong to this Head Office will be listed here along with their aged balances.

Column	Description
Accgroup	The Debtors or Creditors Account Group of the account. Branch and Head Office can belong to different account groups (but must be of the same currency).
Group	The Debtor's/Creditor's Account name.
Keep Trans	<p>This is set to 'N', as all branch transactions are automatically transferred to the head office account.</p> <p>If you use MYOB EXO Configurator, this is optional, and can be set to 'Y' to allow branch transactions to stay with the branch account.</p>

Account No	The Debtor or Creditor account number.
Alphacode	The Account code.
Name	The full name of the account.
Balance	The total balance of the account, with a total line of all branch accounts at the bottom of the grid.
Current	Current balance
30 Days	30 day outstanding balance.
60 Days	60 day outstanding balance.
90 Days	90 day outstanding balance.
This Month TO	The Total for this month
Last Month TO	The Total for last month
This Year TO	The Total for this year
Last Year TO	The Total for last year

4. To view account details for an existing branch, double-click on the preferred branch. The debtor account window for the selected branch will then be displayed.
5. To add branches, click on the **Add** button. The Account Search window opens. Select an existing account, or Click **New** to create a new one. If a particular account is not displayed, it will be because it's not eligible to be selected, in accordance with the rules for assigning branches to a head office (see page 84).

Once you have added a Branch account to a Head Office, all future transactions are automatically transferred to the Head Office account. If you have EXO Business Config, you can also transfer existing transactions to Head Office.

Working with Accounts

Debtors

This section details the functions related to debtors. It describes how you set up debtor account groups and debtor accounts as well as the major customer and sales-related tasks you perform such as Credit Control and Sales Order Invoicing.

Based on the options you have selected in MYOB EXO Business (Local, General and Staff security setup sections), you are able to perform certain functions. You can decide whether your invoices should include or exclude GST by selecting from the options in **MYOB EXO Business Configurator > Essential > General Settings**. You can also check options to allow you to accept deposits against sales orders. When creating sales orders, you can set the system to provide you with additional functions as Standing Orders, Quotes and Laybys.

From the initial Debtors window you can search for a Debtor (see page 7) or create a new Debtor.

Creating a New Debtor

To create a new Debtor:

1. Go to **Accounts > Debtors** or press F3.
2. From the Debtor Account Details window, click the **New** button. The window now refreshes, displaying the Details 1, Details 2 and Extra Fields tabs, with the Details 1 tab selected.
3. Complete the fields in the Details 1 tab (see page 91) and Details 2 tab (see page 94).
4. Click **Save**. Additional tabs are now created.

Debtors Master

Accounts > Debtors

Debtor account management within MYOB EXO Business is very powerful. Debtor accounts can be grouped to suit the requirements of the business and the Debtors Account Details window contains all the information related to the account, e.g. Debtor details, contacts, transactions, notes, price policies.

The screenshot shows the 'Debtor Account Details' window for 'TIMOTHY JACKSMAN' (A/C No: 16, Branch of A/C no: 2). The window has tabs for Details 1, Details 2, Contacts, Transactions, Orders, Extra Fields, Serials, Discounts/Prices, Jobs, Notes, History Notes, Documents, and Analysis. The 'Details 1' tab is active, showing various fields for company and contact information, sales and credit settings, and financial summaries.

Company and Contact Information:

- Code:** TIMJAC01 **Name:** TIMOTHY JACKSMAN
- Branch Company Details:**
 - Postal Address:**
 - Line 1: 76 HORNBY RD
 - Line 2: HORNBY
 - Line 3: CHRISTCHURCH
 - Line 4:
 - Postal code:**
 - Delivery Address:**
 - Line 1: 76 HORNBY RD
 - Line 2: HORNBY
 - Line 3: CHRISTCHURCH
 - Line 4: NEW ZEALAND
 - Line 5:
 - Line 6:
 - E-mail:** TIM@CLEAR.NET.NZ
 - Phone:** 03-4937598 **Fax:** 03-493 7569
 - Contact name:** Timothy Jacksman
 - Extra Fields:**

Sales and Credit Settings:

- Sales:**
 - Primary Group:** RETAIL
 - Secondary Group:** NO GROUP SELECTED
 - Sales person:** TIM MCINTOSH
 - Base price:** 2 Retail
 - Turnover:**

This month:	\$0.00
Last month:	\$0.00
This year:	\$2,058.74
Last year:	\$0.00
- Credit:**
 - Credit terms:** Cash Only
 - Credit limit:** 0
 - Currency:** NZD
 - Aged balances:**

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

Flags:

- ☒ Active
- ☐ Open item
- ☐ Stop credit
- ☐ Need Ord No
- ☐ Account Template:
- ☒ Allow Restricted Goods
- ☐ Private Account

Motopartz.co.nz

Information is spread across the following tabs:

Details 1 (see page 91) – contains the primary company information, including details, sales and credit information, price setup, account type flag and other system maintained information.

Details 2 (see page 94) – holds the secondary information about the company, including payment info (including prompt payment discounts), banking details, tax registration, auto order template, invoice format control and pop up alert text.

Contacts (see page 118) – provides the Debtor's contact details. Users can add, delete or edit contact information. Users can easily create documents for the contact person, and an email facility is also supported from this window.

Transactions (see page 125) – users can view all transactions related to the Debtor, e.g. payments, invoices, credit notes, adjustments, and allocations. Each transaction provides details related to the transaction such as the date, kind of transaction and the amount. Users can also email invoices and statements from this tab.

Orders (see page 96) – allows viewing of the sales orders for this Debtor, its statuses and order amount. New sales orders can also be created from this window.

MYOB EXO Business User Guide

Extra Fields (see page 135) – Debtor accounts support 24 extra fields that can be defined to suit the company needs. The first three extra fields are displayed on the details1 tab and the rest on the extra fields tab. The fields available here are set up at **EXO Business Config > System > Extra Fields**.

Serials (see page 135) – this shows a list of all serialised stock items that were bought by this account.

Discounts / Prices (see page 96) – this tab displays all the price policies and price rules to be used on this account.

Jobs – displayed when the EXO Job Costing module is installed, this tab lists all jobs related to the account. It displays the jobcode, jobno, status, order no and start and due date.

Notes (see page 137) – this tab provides a ‘free-form’ way for users to record any communication or general information related to the Debtor. Users can insert the username and date/time when the info is recorded and common phrases (see page 139) can be entered easily. This is a very useful tool for entering conversations and events relating to the Debtor.

History Notes (see page 137) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the Debtor. It’s also easy to create, delete, or email history notes.

Documents (see page 140) – lists all the documents related to a Debtor account. It could be a word processing document, a graphical .gif or .avi file, or any document that is recognized by a Windows application.

Analysis (see page 98) – displays a graph that gives a quick view of the sales performance, and allows comparison of the sales through the year. This will help to forecast future sales.

Relationships (see page 141) – displays the relationships that have been made between this account and other entities in the EXO Business system.

Opportunities – displayed when functions from the EXO Business CRM module have been added to the EXO Business core, this tab displays all sales opportunities related to the account.

Activities (see page 144) – displays and tasks and appointments associated with this account.

Serviceable Units – displayed when the EXO Job Costing module is installed and the optional Serviceable Units feature is enabled, this tab lists all Serviceable Units assigned to the account.

Social (see page 147) – displays information about the Debtor from various social media services.

Notes

- The toolbar buttons at the top of the Debtor Account Details window change when moving between tabs.
- There can only be one default contact per Debtor, and the default contact cannot be deleted.
- The Debtor Stop Credit flag prevents transactions being saved.
- MYOB EXO Business supports a Parent/Child account relationship.
- Support exists for different invoice formats for Debtor Invoices, used for both normal invoice printing and invoice batch printing.

Setting up Debtors

Setting up Debtor Account Groups

You can use Debtor Groups to group Debtor accounts together. For example you might set up your regions as Debtor Groups. You might use the Secondary Debtor Group for the type of client, such as wholesaler, retailer, or state and interstate. You can then report on Debtor Groups and add them to search windows as extra fields.

Debtor groups are distinct from Debtor Price Policy Groups, which are only used for pricing purposes. Examples of Debtor Price Policy Groups might be “trade”, “internet” or “foreign”, where there is a need for a different pricing approach.

You can create account groups that are suited to the requirements of your business. When you set up Debtors, you can assign them to one of these groups, for reporting and associating price policies.

To set up a Debtor Group:

1. In the MYOB EXO Business Configuration Assistant, go to **Administration > Debtors > Debtor Account Groups** from the menu on the left. The Debtor Account Group window opens.
2. Click on the **New** button to create a new group.
3. In the **Account Group Name** field, enter a name for this group.
4. In the **Report Code** field, enter the report code.
5. Click **Save** icon from the menu.

A new Account Group is created and added to the list. The Account Group number is automatically assigned.

Debtors Details 1 Tab

The Details 1 tab is used to store the primary information for the Debtor, including contact details, sales and credit information, price setup, account type flag, and other system-maintained information.

Debtor Account Details

File Navigate Help

New Save Save & Exit Cancel

A/C No: 16 Name: TIMOTHY JACKSMAN Branch of A/C no: 2

Details 1 Details 2 Contacts Transactions Orders Extra Fields Serials Discounts/Prices Jobs Notes History Notes Documents Analysis

Code: TIMJAC01 Name: TIMOTHY JACKSMAN

Branch Company Details

Postal Address:

Line 1: 76 HORNEY RD
Line 2: HORNEY
Line 3: CHRISTCHURCH
Line 4:

Postal code:

Delivery Address:

Line 1: 76 HORNEY RD
Line 2: HORNEY
Line 3: CHRISTCHURCH
Line 4: NEW ZEALAND
Line 5:
Line 6:

E-mail: TIM@CLEAR.NET.NZ

Phone: 03-4937598 Fax: 03-493 7569

Contact name: Timothy Jacksman

Extra Fields

Sales

Primary Group: RETAIL

Secondary Group: NO GROUP SELECTED

Sales person: TIM MCINTOSH

Base price: 2 Retail

Turnover:

This month:	\$0.00
Last month:	\$0.00
This year:	\$2,058.74
Last year:	\$0.00

Credit

Credit terms: Cash Only

Credit limit: 0

Currency: NZD

Aged balances:

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

Flags

☒ Active

☐ Open item

☐ Stop credit

☐ Need Ord No


☐ Account Template:

☒ Allow Restricted Goods

☐ Private Account

Motopartz.co.nz

Company Details

Field	Description
Code	The Debtor code is automatically populated, but you can change it now if you prefer.
Name	Enter the name of the Debtor here as it should appear in the statements and invoices.
Postal Address	Enter the postal address of the Debtor. If the delivery address is the same as the postal address, press the Tab key on the last address line to automatically copy this information to the delivery address field.
Postal Code	Enter the postal code if it is known or select the postal code from the Postcode Lookup window opened by clicking the  button.
Delivery Address	Enter the Delivery address for the Debtor. Note that an additional Line 5 and Line 6 appear beneath the country. You can use these lines to enter additional address information.
Email	Enter the primary Debtor email address.
Phone	Enter the primary Debtor phone number.
Fax	Enter the primary Debtor fax number.
Contact name	The default contact for the Debtor account. This is set in the Contacts tab (see page 118) of the Debtor account, and can be changed.

Sales Details

Field	Description
Primary Group	Select the primary Debtors Group (see page 91) that this Debtor is related to.
Secondary Group	Select the secondary Debtors Group (see page 91) that this Debtor is related to.
Sales Person	Select a staff salesperson to be assigned to this account. This is optional. Any transactions against this account will then be logged against this staff member.
Base Price	Choose which base price you want to assign this Debtor to. For example, you might have set up a base price called 'trade', and another called 'internet', and determined different pricing rules for these. Select the Debtor Price Policy Group (see page 434) for this Debtor.
Turnover	Turnover totals of the Debtor account, for the current month, last month, year to date and last year, are displayed here.

Credit Limit Information

Field	Description
Credit terms	Enter the credit terms you want to use for this Debtor. This may already be set to your company default credit terms for a new account.
Credit Limit	Enter the credit limit you want to use for this Debtor. This may already be set to your company default credit limit for a new account.
Currency	If you are using multiple currencies, choose the currency you are trading in with this Debtor in the Currency field. Once selected, all transactions with this customer are in this currency. You cannot change the currency of a Debtor account once the account has transactions posted to it.
Aged Balances	Aged balances for the current and previous one, two and three months, and a total balance, are displayed here.

Additional Flags

Field	Description
Active	This flag indicates whether the Debtor account is active or inactive (see page 101). If inactive, the account is hidden from the main Search view.
Open item	<p>A check if you want to display all outstanding items on statements rather than only a Balance Brought Forward statement.</p> <p>You must check this option if the account is a foreign currency account, or if you are calculating GST on a payments basis. Leave the box unchecked, if you want this account to be a Balance Brought Forward account.</p>
Stop credit	If this checkbox is ticked, the Debtor account is on stop credit (see page 100). This means no further transactions can be processed. Accounts on stop credit are indicated by a red band across the top of the account window.
Need Ord No	If the profile setting Validate Debtor Order Numbers in the Configuration Assistant is enabled, then tick this checkbox if you want order numbers checked against past order numbers to prevent duplication.
Account Template	If this checkbox is ticked, this Debtor account will be used as a template for Non Accounts and new POS accounts.
Allow Restricted Goods	<p>If this checkbox is ticked, you can sell any stock items that have been flagged as restricted goods (see page 101) to this Debtor.</p> <p>Note: You can enable the Use customised customer stock restrictions logic Company-level profile setting to customise and extend the Restricted Goods function. When this setting is enabled, EXO Business uses the FN_RESTRICTED_ITEM function to determine if a Stock item can be sold to a Debtor - this function can be customised to suit the needs of your organisation.</p>

Private Account	If this checkbox is ticked, this account is classed as private (see page 101). Whether or not this account can be accessed by this level of user depends on how the Allow Access to Private Debtor Accounts user profile setting is set.
------------------------	---

Debtors Details 2 Tab

The Details 2 tab is used to store secondary information about the Debtor, including payment information (including prompt payment discounts), banking details, tax registration, auto order template, invoice format control and pop-up alert text.

Payment Details

Field	Description
Default Payment Type	Select from the drop down list What payment method the debtor will generally use.
Bank Account Number	The BSB (Bank State Branch) number for the bank and branch at which the debtors account is held.
Bank Account Name	The name of the account.
Advice Notification	The method of advice notification preferred by the debtor. Tick each checkbox to enable the advice notification type.

Prompt Payment Details

Field	Description
Discount (%)	The discount percentage being offered. Enter an integer between 0 and 100 and exclude the % designator.
Amount	The discount amount being offered.
Do Not Accept Cheque	Whether or not cheques will be accepted from this debtor.

Social Media Details

Field	Description
Facebook	The Debtor's Facebook account ID. This can be a numerical ID, or a Facebook username, if they have one.
LinkedIn	The Debtor's LinkedIn account ID. This must be the numerical ID.
Twitter	The Debtor's Twitter account username.

Note: If you do not know these details, you can search for them on the [Social tab \(see page 149\)](#).

GST Details

Field	Description
ABN	The Australian Business Number (ABN) of the debtor. (Aus)
GST	The GST number of the debtor. (NZ)
Override GST rate	The default GST rate for the country will default in here. You can override the default GST rate for this debtor here.

Miscellaneous Details

Field	Description
Auto Order Template	A Bill of Materials (see page 505) order template. Manufacturing use only.
Invoice File	<p>You can use multiple invoice layouts in MYOB EXO Business (see page 99). Invoice formats need to be saved with the invoice# filename.</p> <p>Enter the number that is used in the invoice template name that will be used for this Debtor, i.e. to select invoice2.clf, enter '2'; to select invoice5.clf, enter '5', and so on. Leave the value as '0' to use the default invoice.clf template.</p>
Statement Delivery	<p>Select how statements should be delivered to this Debtor. Choose from:</p> <ul style="list-style-type: none"> • None - No statement will be sent to the Debtor. • Email - Statements will be sent to the Debtor via email. • Print - Printed statements will be mailed/faxed to the Debtor. • Both - The Debtor will be emailed statements and also sent printed copies.
Statement Contact	When sending statements via email, the email will be sent to the address of the contact selected here.
Invoice Type	<p>Select the type of invoice to send to this Debtor. Choose from:</p> <ul style="list-style-type: none"> • DEFAULT - Use the default invoice type, as determined by profile settings. • STANDARD - Use standard MYOB EXO Business invoices for this Debtor. • M-POWERED - Use the MYOB M-Powered Invoices service (see page 393) for this Debtor. M-Powered Services need to be available on your system to use this feature. M-Powered Services are available in Australia only.

Pop-up Alert

Field	Description
Pop-up Alert	A note you would like to appear when dealing with this debtor. This could be a reminder about certain preferences they may have.

Debtors Orders Tab

This tab is used to view Sales Orders for the Debtor. You can also create new Sales Orders, quotes, standing orders and laybys. For a specific Sales Order, you can print an order, print a backorder, print a proforma invoice, and view the sales order history.

There are several filters available to enable you to quickly find the sales order you require; several of these allow you to filter by Order Status (see page 306).

Sales Order Details

The grid header fields are detailed in the table below:

Column	Description
Order No	The Sales Order number.
Status	The status of the sales order.
Order Date	The date the Sales Order is created,
Due Date	The expected time of arrival to the customer of the sales order.
Cust Order No	A record of the customer's order number.
Reference	The code that you use as a batching system if you are entering standing orders (see page 379).
Total Value	As the name implies, this is the total value of the order.

Additional Sales Order tasks are available the right-click menu:

Option	Description
Print Order	Prints a packing slip of the order, itemizing each item in this order.
Print Backorder	Print a backorder
Print Proforma	Print the proforma invoice for the selected sales order.
View Sales Order History	View the history of the sales order. See View the history of a sales order (see page 363).