

**Debtor Discounts/Prices Tab**

Account &gt; Debtors &gt; {Select a Debtor} &gt; (Discounts/Prices)

The grid header fields are detailed in the table below:

Field	Description
<b>Price Policy Group</b>	This is the Debtor Price Policy Group (see page 434) to which this Debtor account belongs.
<b>(Price Policy grid)</b>	
<b>Policy #</b>	The price policy number.
<b>Policy Reference</b>	The name of the price policy.
<b>Customer Reference</b>	The customer's own price agreement reference number, if they keep a record of supplier prices and discounts for price checking.
<b>Start Date</b>	The activation date of the price policy.
<b>End Date</b>	The end date of the price policy. Note that the start and end dates of a price policy will override the start and end dates of any included price rules; if the end date of a price policy extends beyond the end date of an included price rule, a prompt is displayed.
<b>Fixed</b>	If checked, this means that although lower prices may be available (or may become available in time) that the price rules contained in this policy are absolute and are always applied regardless of normal price logic. These prices may be considered as agreed.
<b>(Price rule grid)</b>	
<b>Stock Code</b>	Used to search for a specific stock item's price rule.
<b>Description</b>	The description of the stock item.
<b>Stock Group</b>	The stock group code to which the stock item belongs.
<b>Group Name</b>	The stock group description.
<b>Start Date</b>	The start date of the price rule.
<b>Stop Date</b>	The end date of the price rule.
<b>Sell Price Band</b>	The base price
<b>Discount %</b>	The discount percentage of the price rule.
<b>Price</b>	The new price of the discounted stock item, or blank if a stock group price rule.
<b>Min. Qty</b>	The minimum quantity that is to be purchased in order to receive a discount.
<b>Policy Reference</b>	The name of the price policy.

## Menu Items and other commands

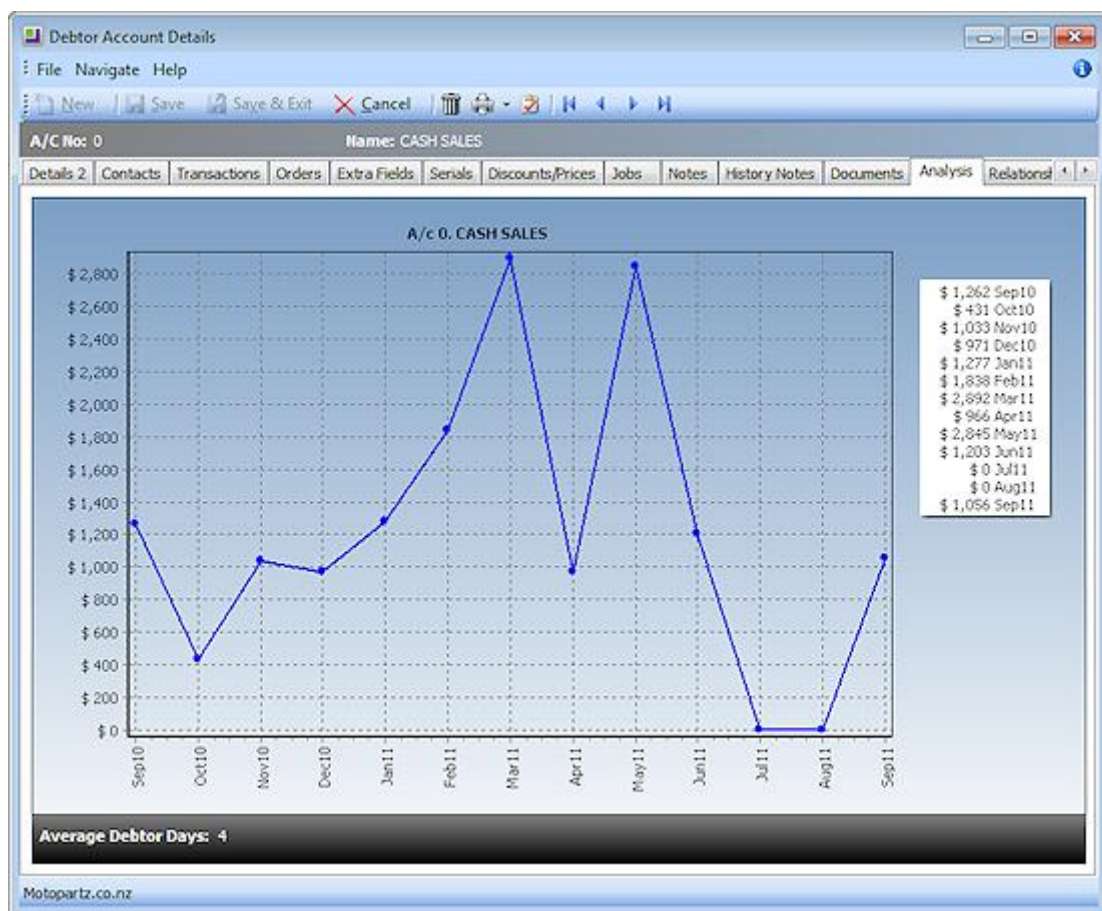
Click the **Setup Price Policies** button to set up Price Policies (see page 433).



1. Creates a new Price Rule (see page 446)
2. Delete the selected Price Rule

## Debtors Analysis Tab

The Analysis tab displays a graph that gives a quick view of the sales performance, and allows comparison of sales through the year. This will help to forecast future sales.



The **Average Debtor Days** value indicates the average number of days that the debtor takes to pay their invoices. This value is only visible if the **Show average debtor days** profile setting is enabled.

**Tip:** The main logic for this calculation is in a stored procedure called `DR_CR_ALLOCATION_AVE_DAYS_SP`. The **Number of months of debtor transactions to be used for Average Debtor Days calculation** profile setting specifies how many months of debtor transactions to use when calculating the average (the default is 99).

Right-clicking on the graph provides you with the option to copy the graph into another Windows application such as Word or Excel. You can also print the graph.

## Working with Debtors

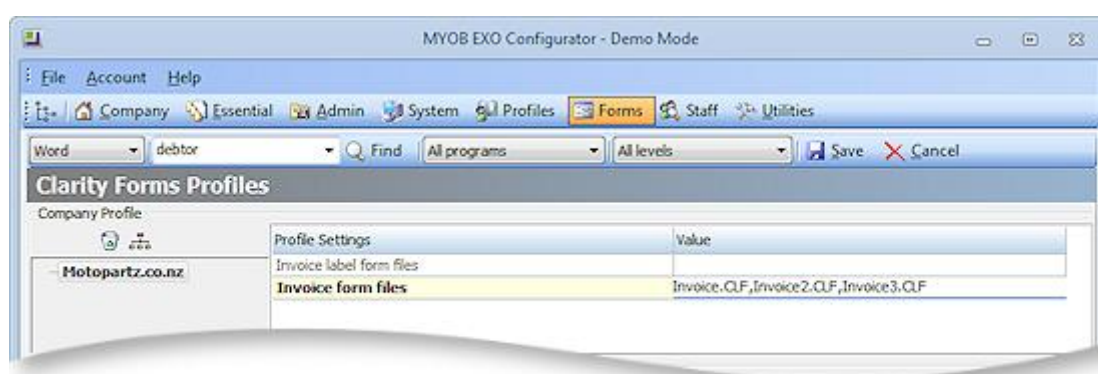
### *Specifying an Invoice Template for a Debtor*

If you want to use different invoice formats for different kinds of customers or sales, you can do this in MYOB EXO Business by specifying a specific invoice template for each Debtor.

By default, if there is no invoice template specified for a Debtor, the invoice template **Invoice.CLF** will be used. To use a specific invoice template for a specific Debtor, the invoice template must be set up in EXO Business Config, and then selected on the Details 2 tab of the Debtor account (see page 94).

To set up invoice templates in EXO Business Config:

1. Open EXO Business Config and go to the Forms section.
2. Search for the **Invoice form files** profile setting.
3. Enter the file names of all invoice templates, separated by commas. File names must be of the format "InvoiceX.CLF", where X is the number of the template.



4. Click **Save**.

To specify an invoice template for a Debtor:

1. Select the Debtor you want to specify the invoice template for.
2. Click on the Details 2 tab.
3. In the **Invoice file** field, enter the number that is used in the invoice template name that you want to use, e.g. to select invoice2.clf, type '2' in the **Invoice file** field; to select invoice5.clf, enter '5', and so on.
4. Click **Save**.

## Viewing the Aged Balances of a Debtor

You can view the Aged Balances of a Debtor in the **Debtor Account Details** window, in summary in the **Details1** tab of the debtor account, and in detail in the **Transactions** tab of the debtor account.

**Note:** If you have the MYOB EXO Business Configurator, there is profile setting to be able to change the Aged Balances of a debtor account.

1. Open the required debtor account.
2. Review the aged balances in the Credit Terms frame in the Details1 tab.

**Credit**

Credit terms: 20th of Month

Credit limit: 0

Currency: NZD

Aged balances:

☐ Summarise

Current:	\$7,403.09
1 month:	\$3,575.75
2 months:	\$0.00
3+ months:	\$0.00
<b>Balance:</b>	<b>\$10,978.84</b>

3. To view the transactions that make up each period total, click on the Transactions tab. For each highlighted period in the Transactions by Period frame, the transactions are highlighted in the transaction grid below.

## Putting a Debtor on Stop Credit

The Stop Credit status on an account will highlight the account as being on Stop Credit for any user opening the Debtor account. A warning will be displayed if any user tries to process a sale or invoice for this Debtor account. You cannot process a sales order for a debtor account on Stop Credit.

You can still process a Debtor Receipt for the account.

A reason log event exists for this action. If the event has been enabled, this action may be silently logged, or you may be prompted to select an event reason and enter any additional explanatory notes for this action.

1. Open the required Debtor account.
2. On the Details1 tab, tick the **Stop Credit** checkbox.
3. Click **Save**.

When any user next opens this debtor account, a red Stop Credit band appears at the top of the Debtor Account Details window.

## Taking a Debtor off Stop Credit

To take a Debtor off Stop Credit, you can either:

- Change the status when you are processing a Debtor Receipt for this account.
- Change the status in the **Details1** tab of the **Debtor Accounts** window.

**Note:** You cannot clear the Stop Credit status unless you process a Debtor Receipt in this window.

A reason log event exists for this action. If the event has been enabled, this action may be silently logged, or you may be prompted to select an event reason and enter any additional explanatory notes for this action.

To clear the Stop Credit status in the Debtor Receipts window when processing a debtor receipt for the account:

1. Go to the **Transactions > Debtor Receipts > Debtor Receipt**.
2. Enter the Debtor Receipts, including the amount of the Debtor Receipt.
3. Uncheck the **Stop Credit** checkbox.
4. Complete and save the transaction.

### ***Making a Debtor Account Inactive***

Making a Debtor account inactive will hide it from the default search view, and from search lookups from other transaction windows. However, you can still choose to include inactive accounts in your search, and then process a transaction such as a Debtor Invoice or Sales Order for an inactive account.

You cannot make a Debtor account inactive that has an outstanding balance. In this case, the **Active** checkbox is greyed out and unavailable for selection in the Details1 tab. To make a Debtor account with an outstanding balance inactive, the Debtor first has to settle the outstanding balance, and then the account can be made inactive.

1. In the Debtor Accounts window, locate the Debtor account you want to make inactive.
2. Check that the balance showing in the Balance column is zero. If so, double-click on the Debtor.
3. Clear the Active checkbox, then click **Save**.

**Note:** New Debtor accounts can be automatically set to Active or Inactive by configuring the **Set new debtor accounts as active** Company-level profile setting.

### ***Making a Debtor Account Private***

A debtor account can be set to be a private account. If the Configuration Assistant has been set up to disallow access to private accounts, then when you try to open a debtor account from the search window, you will be blocked.

(Each user is part of a user profile, and this profile setting can be set differently for each user profile, for example giving management visibility of all private accounts, but preventing admin staff from viewing them.)

1. In the **Debtor Accounts** window, double-click on the debtor account you want to make private.
2. In the **Details1** tab, tick the Private Account checkbox.
3. Click **Save**.

### ***Allowing a Debtor to Purchase Restricted Goods***

If a stock item is set to be a restricted goods stock item, then to sell that stock item, the Debtor must be set to allow restricted goods. When creating a debtor transaction such as a Debtor Invoice or Sales Order, if the Debtor is not set to allow restricted goods, the transaction will be blocked.

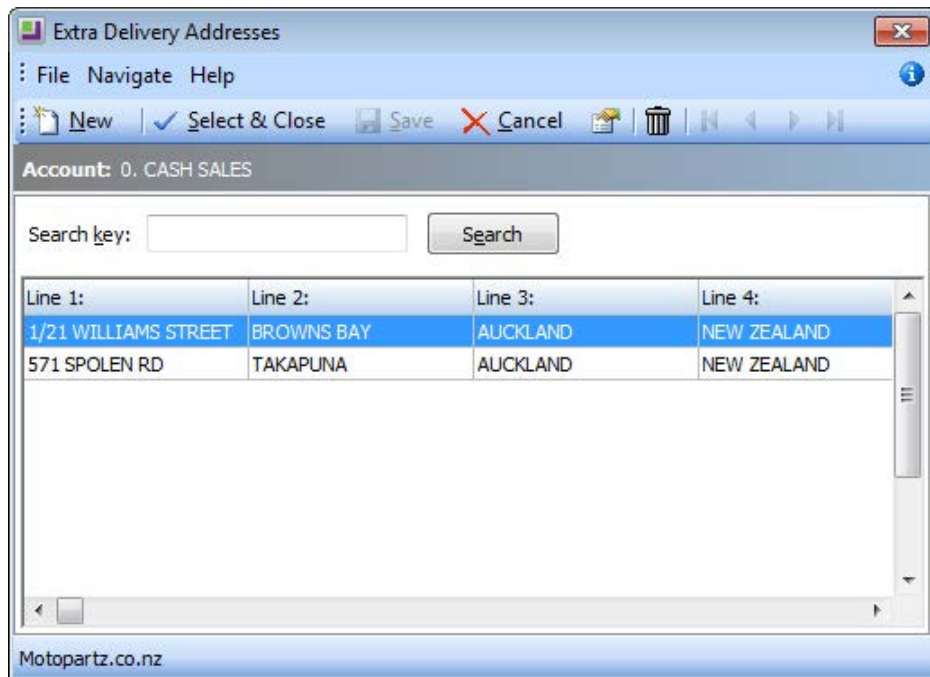
1. In the **Debtor Accounts** window, double-click the required Debtor.
2. In the **Details1** tab, tick the Allow Restricted Goods checkbox.
3. Click **Save**.

## Adding Extra Delivery Addresses

A Debtor account can have multiple delivery addresses associated with it.

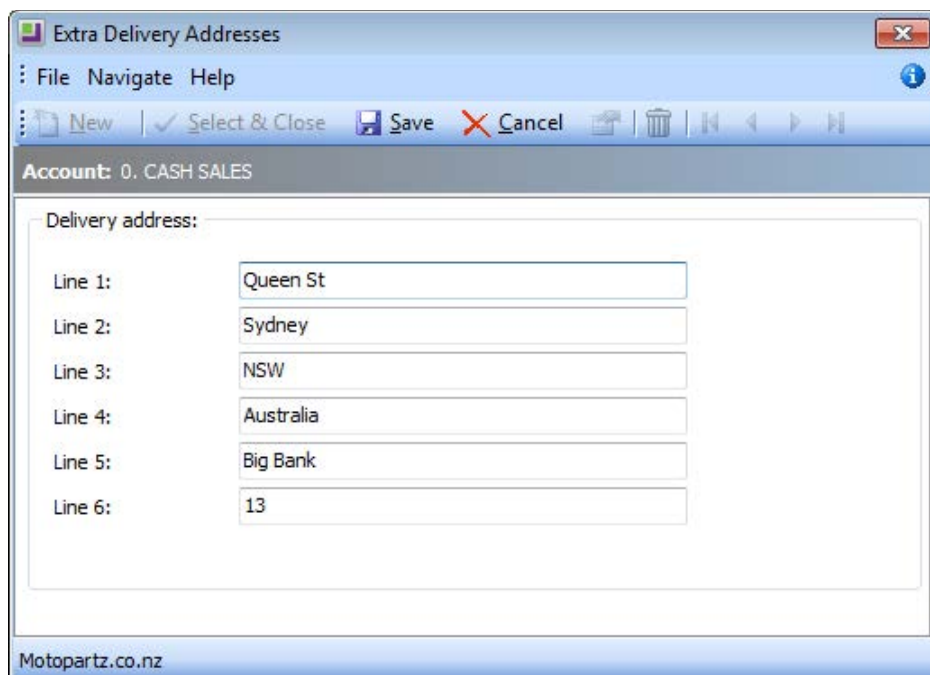
You can add extra delivery addresses either:

- from the Debtor Account Details window, by clicking the **Additional Delivery Addresses...** toolbar button, or
- from the Debtor Invoice Entry window, in the Payments/Delivery tab, when specifying delivery details for an invoice. If you enter a new delivery address when creating a new Debtor Invoice, the address will be saved with the Debtor account.



To add a new delivery address:

1. Click the **New** button. The following window is displayed:



**Note:** You can change the labels on each line of your delivery addresses using the MYOB EXO Business Configuration Assistant.

2. To edit an existing delivery address, click the **Edit the Selected Item** button in the toolbar, and make any required changes.
3. Save the edited, or new, delivery address.

### ***Changing the Credit Terms of a Debtor***

The default credit terms you can apply to a specific Debtor account are set up in the Finance section of the Configuration Assistant. For each credit term, you can:

- specify whether it is active for Debtors or Creditors
- choose one of four credit term option types: No credit - cash only; End of invoice month; Net days; Days from month following
- create a warning, including the warning text to display, when credit terms are exceeded

How credit terms behave in your implementation of MYOB EXO Business also depends on how the following profile settings have been set:

- **Debtor Credit Terms Default:** New debtor accounts will inherit the credit term of this profile setting.
- **Debtor Balance Warning:** Displays the warning set up in the credit term if invoice or sales order entry does not comply with the credit term.
- **Enforce Credit Terms:** Enforces (not just a warning) when invoice/sales order entry does not comply with credit term.

Credit terms are managed quite separately from how transactions are aged in MYOB EXO Business.

To change the credit terms of a Debtor account:

1. Open the required Debtor account.
2. In the Credit section, select the required term from the **Credit terms** drop-down list.
3. Change the **Credit limit** if required.
4. Click **Save**.

**Note:** If this is a child account, which does not have its own balance, the credit limit test will apply to the parent account instead.



## Creditors

This section details the functions related to Creditors. It describes how you set up Creditor Account Groups and Creditors as well as the major creditor-related tasks you perform such as Credit Control and Purchase Order Invoicing.

Based on the options you have selected in MYOB EXO Business 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 Config > Profiles**.

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

## Creating a New Creditor

To create a new Creditor:

1. Go to **Accounts > Creditors**.
2. Click **New** to create a new Creditor account. The Creditor Account Details window (see page 106) is displayed with the Details 1 tab as the default page.
3. Complete the entries in each field of the Details 1 tab (see page 106) and Details 2 tab (see page 108).
4. Click **Save**. Additional tabs are now created.

## Creditors Master

### Accounts > Creditors

The Creditors account master concept is very similar to the Debtors master. Users can also setup Creditor account groups (see page 106) suited to the requirements of the business.

**Creditor Account Details**

File Navigate Help

New Save Save & Exit Cancel

A/C No: 7 Name: NZ MUFFLERS

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

Code: NZMUFF01 Name: NZ MUFFLERS

**Company Details**

Postal Address:

Line 1: 107 MORRIS RD  
Line 2:  
Line 3: NEW PLYMOUTH  
Line 4:

Postal code:

**Delivery Address:**

Line 1: 107 MORRIS RD  
Line 2: NEW PLYMOUTH  
Line 3: NEW ZEALAND  
Line 4:  
Line 5:  
Line 6:

E-mail: BEN@NZMUFFLERS.CO.NZ

Phone: 06-758 2872 Fax: 06-758 2873

Contact name:

**Extra Fields**

Default code:

**Miscellaneous**

Primary Group: NTH ISLAND EX AUCKLAND

Secondary Group: NO GROUP SELECTED

Staff: TIM MCINTOSH

Credit terms: 20th of Month

Currency: NZD

**Flags**

☒ Active  
☒ Open item  
☐ Stop credit  
☐ Private Account

**Turnover**

This month:	\$0.00
Last month:	\$0.00
This year:	\$3,689.50
Last year:	\$0.00

**Aged balances**

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

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Information on the Creditors Account Details window is spread across the following tabs:

**Details 1 (see page 106)** – contains company details, purchases and credit information, account type flag and other system maintained information.

**Details 2 (see page 108)** – holds payment info including prompt payment and vendor discount, banking details, default GST rate, maximum auto authorise amount, and pop-up alert text.

**Contacts (see page 118)** – provides the creditor's contact details. User can add, delete or edit contact information. Users can easily create document for the contact person and email facility is also supported on this window.

**Transactions (see page 125)** – users can view all transactions related to the creditor, e.g. payments, invoices, refunds, adjustments, allocations, etc. Each transaction provides details related to the transaction as the date, kind of transaction and the amount.

**Orders (see page 110)** – this is where you can view a list of purchase orders on their account, its statuses and order amount. New purchase orders can also be created from this tab.

**Extra Fields (see page 135)** – debtor accounts supports 24 extra fields that can be defined to suit the company needs. The first 3 extra fields are displayed on the details1 tab and the rest on the extra fields tab.

**Serials (see page 135)** – lists serial number information pertinent to the creditor account. Users can even view serial number history.

**Discounts/Prices (see page 110)** – this tab displays all the discounts and price rules to be used on this account.

**Notes (see page 137)** – allow users to record any communication or general information related to the creditor. Users can insert the username and date/time when the info is recorded and common phrases can be entered easily. This is a very useful tool for entering conversations and events relating to the creditor.

**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 Creditor 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 111)** – displays a graph that gives a quick view of the purchases performance, and comparison of the purchases through the year. This will help to forecast future purchases.

**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.

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

**Note:** The toolbar icons at the top of the Creditor Account Details window change when moving between tabs.

## Setting up Creditors

### Setting up Creditor Account Groups

**Setup > Business Admin Settings (General Setup) > [Creditor Account Groups]**

You can create account groups that are suited to the requirements of your business. When you set up Creditors, you can assign them to one of these groups.

To set up a Creditor account group:

1. Click **New** to add a new group. The Details tab is displayed.
2. Enter a **Name** for the account group.
3. Enter a **Report Code** for the account group. This is a user-defined report code to report on Debtor Price Policy Groups.
4. Click **Save**.

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

**Note:** Right click on the column heading for grid-related tasks.

### Creditors Details 1 Tab

The Details 1 tab is used to store the primary information for the Creditor, including contact details, Creditor groups, account type flag, and other system-maintained information.


The screenshot shows the 'Creditor Account Details' window for 'NZ MUFFLERS'. The 'Details 1' tab is active, showing the following information:

- Company Details:**
  - Code: NZMUFF01
  - Name: NZ MUFFLERS
  - Postal Address:
    - Line 1: 107 MORRIS RD
    - Line 2:
    - Line 3: NEW PLYMOUTH
    - Line 4:
  - Postal code:
  - Delivery Address:
    - Line 1: 107 MORRIS RD
    - Line 2:
    - Line 3: NEW PLYMOUTH
    - Line 4: NEW ZEALAND
    - Line 5:
    - Line 6:
  - E-mail: BEN@NZMUFFLERS.CO.NZ
  - Phone: 06-758 2872 Fax: 06-758 2873
  - Contact name:
  - Extra Fields: Default code:
- Miscellaneous:**
  - Primary Group: NTH ISLAND EX AUCKLAND
  - Secondary Group: NO GROUP SELECTED
  - Staff: TIM MCINTOSH
  - Credit terms: 20th of Month
  - Currency: NZD
- Flags:**
  - ☒ Active
  - ☒ Open item
  - ☐ Stop credit
  - ☐ Private Account
- Turnover:**

This month:	\$0.00
Last month:	\$0.00
This year:	\$3,689.50
Last year:	\$0.00
- Aged balances:**

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




## Field Descriptions

Field	Description
<b>Code</b>	The code that relates to the account. MYOB EXO Business automatically assigns a code. If you prefer, you can change the code by overtyping it. This code is primarily used for controlling the sorting of reports but also allows you to search a creditor. E.g. SMIT1 (Mr Smith) or JON1 (Jones Co Ltd).
<b>Name</b>	The name of the creditor as it should appear in statements and invoices.
<b>Company Contact Details</b>	
<b>Postal Address</b>	The creditor's postal address. If the street name is the same, press TAB on the last address line to copy the Postal Address into the Delivery Address fields.
<b>Post code</b>	Enter the postal code if it is known or select the postal code from the Postcode Lookup window opened by clicking the  button.
<b>Delivery Address</b>	The delivery address. If it differs from the postal address, overtype it here.
<b>Contact</b>	The name of the main person to be contacted.
<b>Email</b>	The main e-mail address of the creditor.
<b>Phone</b>	The main phone number of the creditor.
<b>Fax</b>	The main fax number of the creditor.
<b>Extra Fields</b>	
<b>Default Code</b>	This is an example of a user-defined extra field (see page 23).
<b>Miscellaneous</b>	
<b>Primary</b>	The name of a primary account group, from the list.
<b>Secondary</b>	The name of a secondary account group, from the list
<b>Staff</b>	The name of the staff member who normally deals with this creditor.
<b>Credit Terms</b>	Select from the list to specify Cash Only or the method for due payment to the creditor.
<b>Currency</b>	The currency for transactions with this customer. You cannot change the currency of a Creditor account once the account has transactions posted to it.
<b>Flags</b>	
<b>Active</b>	<p>A check in this box to view the creditor's account details.</p> <p>The box is checked by default. If the box is not checked, the account becomes inactive, and is hidden from the main search window.</p>

<b>Open Item</b>	<p>A check if you want to display all outstanding items on statements rather than only a Balance Brought Forward statement.</p> <p>This is a default setting if you selected the New Accounts Defaults to Open Item in <b>MYOB EXO Business Config &gt; Profiles</b>. 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>
<b>Stop Credit</b>	If checked this will prevent further invoices being posted to this account.
<b>Private Account</b>	If checked, this account will become a private account.

#### Toolbar Buttons

**Note:** These are only available once the initial values have been entered and saved in this tab.

	Send the transactions to the head office account.
	Edit aged balances.
	On a head office account, this button displays all branches; on a branch account, this button opens the head office account.

### Creditors Details 2 Tab

The Details 2 tab is used to enter and store payment info including prompt payment and vendor discount, banking details, default GST rate, maximum auto authorise amount, and pop-up alert text.

#### Field Descriptions

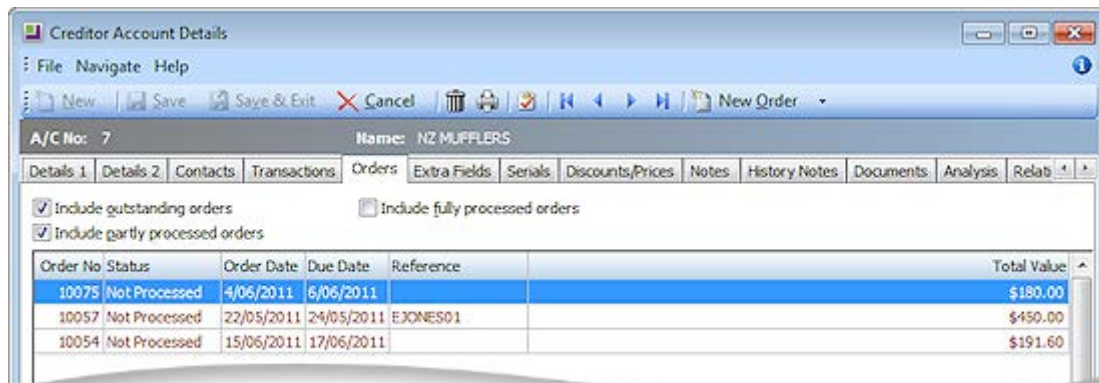
Field	Description
<b>Payment</b>	
<b>Default Payment Type</b>	Select the default payment method to this creditor.
<b>Bank Account Number</b>	The bank account number of the creditor.
<b>Bank Account Name</b>	The name of the bank account.
<b>Miscellaneous</b>	
<b>Default Invoice Mode</b>	Select default invoice mode.
<b>Primary Lead Time</b>	The number of days between placing an order and its arrival.
<b>Secondary Lead Time</b>	The alternate lead delivery time in days.
<b>Prompt Payment Discount (%)</b>	The percentage of discount being offered for prompt payment.

<b>Remittance Contact</b>	Remittance advice will be emailed to the address of the contact selected here.
<b>Pop Up Alert</b>	Use this field to enter a user defined popup alert. <b>Note:</b> Use the ^ character to insert a carriage return.
<b>GST</b>	
<b>GST #</b>	Enter the company GST number here (New Zealand only).
<b>ABN</b>	Enter the company's Australian Business Number here (Australia only).
<b>Override GST Rate</b>	The override GST rate.
<b>Track Taxable Payments</b>	Applies to Australian companies only. If you make payments to this Creditor for construction or building services, you will need to track these payments for reporting on the "Taxable payments annual report". Tick this option to track all payments for this Creditor.
<b>Remittance</b>	
<b>Send M-Powered Payments Remittances</b>	<p>This option is only available if "M-POWERED" is selected for the <b>Default Payment Type</b>. Ticking this box means that remittance advice will be sent to this Creditor whenever payments are made to them via the MYOB M-Powered Payments system (see page 334).</p> <p>M-Powered Services need to be available on your system to use this feature. M-Powered Services are available in Australia only.</p>
<b>Remittance Method</b>	<p>If the <b>Send M-Powered Payments Remittances</b> option is selected, specify how remittance advice should be delivered to this Creditor. Choose from:</p> <ul style="list-style-type: none"> <li>• None - No remittance advice will be sent to the Creditor.</li> <li>• Email - Remittance advice will be sent to the Creditor via email.</li> <li>• Print - Printed remittance advice will be mailed/faxed to the Creditor.</li> <li>• Both - The Creditor will be emailed remittance advice and also sent printed copies.</li> </ul>
<b>E-Mail</b>	If remittance advice is to be sent by E-Mail, enter the address to send to. This defaults to the address on the Details 1 tab (see page 106).
<b>Fax</b>	If remittance advice is to be sent by Fax, enter the fax number to send to. This defaults to the number on the Details 1 tab (see page 106).
<b>Social Media</b>	
<b>Facebook</b>	The Creditor's Facebook account ID. This can be a numerical ID, or a Facebook username, if they have one.
<b>LinkedIn</b>	The Creditor's LinkedIn account ID. This must be the numerical ID.
<b>Twitter</b>	The Creditor's Twitter account username.

**Note:** If you do not know a Creditor's social media details, you can search for them on the **Social tab** (see page 149).

### Viewing Creditor Purchase Orders

The Orders tab on the Creditor Details window contains a list of all Purchase Orders on the Creditor account.



To filter the list of orders, check the options related to the type of orders you want to include.

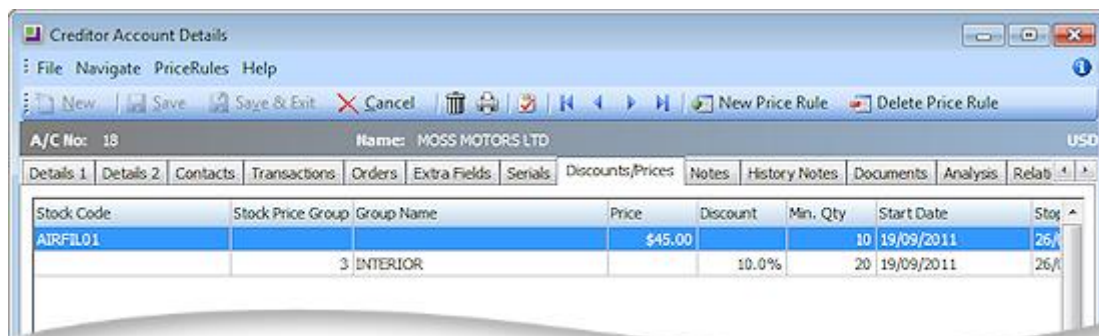
**Note:** If you have ticked the **Enable extended sales order statuses** Company-level profile setting in MYOB EXO Business Config there will be more check boxes here.

The following toolbar-specific functions are available:

- A new Purchase Order can be manually created (see page 309) from this window by clicking **New Order > Manual Order**.
- A new Forecast Based Purchase Order (see page 316) can be created from this window by clicking **New Order > Forecast Order**.

### Creditor Discounts/Prices Tab

**Account > Creditors > {Select a Creditor} > (Discounts/Prices)**



Creditor discounts per stock code or stock price group are listed in a grid. These price rules are defined by clicking the New Price Rule button (see page 112).



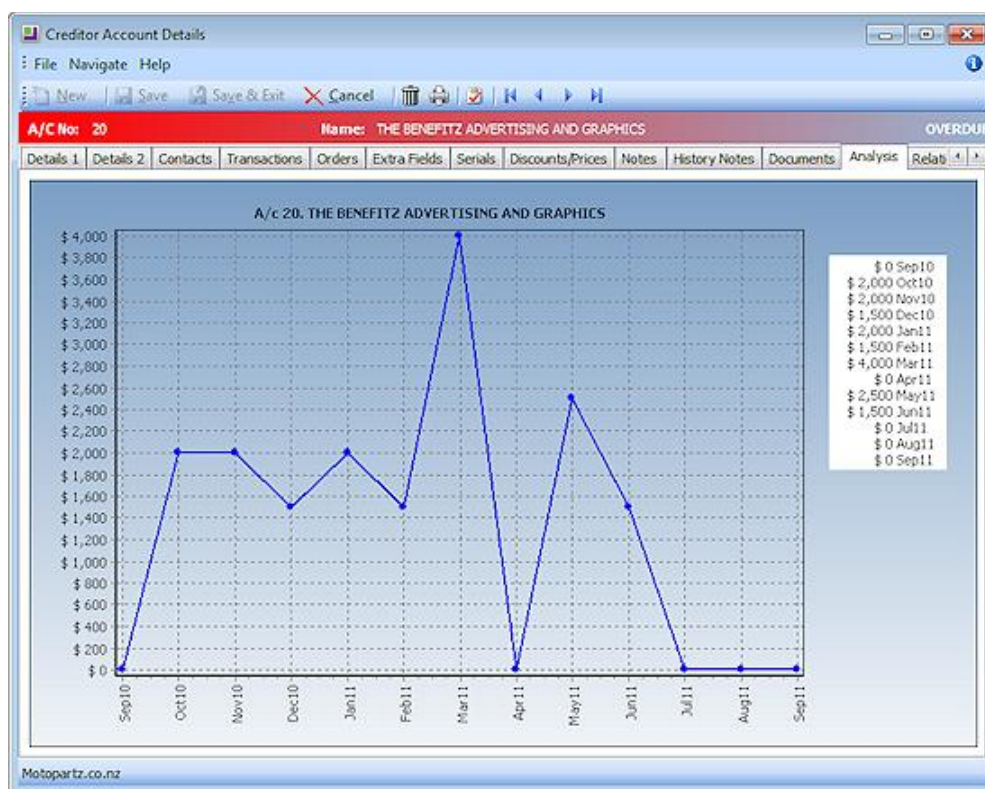
## Field Definitions

The grid header fields are detailed in the table below:

Field	Description
<b>Stock Code</b>	The code you use to call up an item. A stock code can normally contain up to 15 characters.
<b>Stock Price Group</b>	Stock items can be categorised and grouped on this category, this is the number assigned to this stock group.
<b>Group Name</b>	This is the name given to the stock group, detailed above.
<b>Price</b>	The price that applies to the stock item.
<b>Discount</b>	This is the discount in a percentage received for purchasing stock items in bulk quantities. This quantity is displayed in the Min. Qty field.
<b>Min. Qty</b>	This, as detailed above, is the minimum quantity that needs to be purchased from a creditor to receive the allotted discount.
<b>Start / Stop Date</b>	If this discount or pricing is over a predetermined period, this is defined by the start and end date displayed here.

## Creditors Analysis Tab

The graph on the Analysis tab allows you to compare purchasing through the year.



**Tip:** Right-clicking on the graph provides you with the option to copy the graph into another Windows application as Word or Excel. You can also print the graph.



## Working with Creditors

### *Creating a New Price Rule for a Creditor*

The Setup Cost Price window allows you to setup purchase prices from a creditor for a single stock item, a group of stock items with a discount applied. Similarly this is applied to stock price groups, where the group is any variety of similar stock items assigned to a group.

Click the **New Price Rule** button on the Discounts/Prices tab of the Creditor Details window (see page 110) to open the Setup Cost Price window.

The screenshot shows the 'Setup Cost Price' dialog box. It has a 'Details' tab. Under 'Price Type', the 'Stock Code' radio button is selected. The 'Latest Price' dropdown is open, showing 'Latest Price'. The 'Discount' field is set to 0. The 'Substitute Cost Price' field is also set to 0. Under 'Conditions', the 'Minimum Quantity' field is set to 0. The 'Start Date' field is set to 19/09/2011 and the 'Stop Date' field is set to 26/09/2011. There are 'OK' and 'Cancel' buttons at the bottom right.

To set up cost prices:

1. For a single stock item, enter a **Stock Code** (if this is unknown, enter "?" and press TAB to open the Stock Search window). If the cost pricing is to be determined by a group, choose this group from the **Stock Price Group** dropdown.
2. Enter the **Price Type** details in the fields provided. If stock price grouping is enabled, the supplier price option is no longer available. If an item is not available from the supplier, a substitute may be required. If substitutes are available, enter the cost price for the substitution item here.
3. If discounts are attainable from the supplier, there may be **Conditions** to receive these, such a minimum order quantity. Alternatively these stock items may be sold only in batches, requiring the minimum quantity field to be completed. If discounts or prices are only for a predetermined period, enter the start and stop dates that define the discount period.

## Non Accounts

### Accounts > Non Accounts

Non Accounts let you add companies that aren't yet Creditors or Debtors, e.g. sales prospects. A Non Account can be converted to a full Creditor or a Debtor account at a later date if necessary.

## Creating a Non Account

To create a Non Account:

1. Go to **Accounts > Non Accounts**.
2. From the Non Account Details window, click the **New** button.
3. Enter the following details on the Details tab:

Field	Description
<b>Name</b>	Enter the name of the account as it should appear throughout the MYOB EXO Business system.
<b>Phone</b>	Enter a contact phone number for the account.
<b>Fax</b>	Enter a fax number for the account.
<b>E-mail</b>	Enter an e-mail address for the account.
<b>Website</b>	Enter the account's website address.
<b>Postal Address</b>	Enter the postal address of the account.
<b>Type</b>	This is a user-definable classification of the Non Account. Select the type of account that the Non Account is, or select "Edit List..." to create a new type.
<b>Base Price</b>	Choose which base price you want to assign this Non Account to. For example, you might have set up a base price called "Trade", and another called "Internet", and determined different pricing rules (see page 446) for these. Select the appropriate price band for this account.
<b>Sales Person</b>	Select a staff salesperson to be assigned to this Non Account. This is optional. Any transactions against this account will then be logged against this staff member.
<b>Postal Code</b>	Enter the postal code if it is known or select the postal code from the lookup window attained from the ellipsis [...] key.
<b>Contact Person</b>	The default contact for the Non Account. Contacts are set up on the Contacts tab for the account. Initially, this field will be empty - after you have created the Non Account and added Contacts for it, you can specify one of them as the default here.
<b>Notes</b>	The area at the bottom of the Details tab is a free-form notes area where you can enter any extra information about the account.

4. Click **Save**. Additional tabs now become available, allowing you to edit all Non Account properties (see page 114).

## Converting Non Accounts to Full Accounts

Non Accounts can be converted to full Creditor or Debtor accounts if necessary.

To convert a Non Account to a full account:

1. Click the **Convert to Debtor** or **Convert to Debtor** toolbar button, depending on the type of account you want to convert the Non Account to.
2. Click **Yes** when prompted to confirm the conversion.

## Non Account Details

The available tabs on the Non Account Details window are detailed below.

### Details

This tab contains contact and sales information for the Non Account.

Field	Description
<b>Name</b>	Enter the name of the account as it should appear throughout the MYOB EXO Business system.
<b>Phone</b>	Enter a contact phone number for the account.
<b>Fax</b>	Enter a fax number for the account.

<b>E-mail</b>	Enter an e-mail address for the account.
<b>Website</b>	Enter the account's website address.
<b>Postal Address</b>	Enter the postal address of the account.
<b>Postal Code</b>	Enter the postal code if it is known, or select the postal code from a lookup window by clicking the [...] button.
<b>Delivery Address</b>	Enter the delivery address of the account.
<b>Type</b>	This is a descriptive classification of the account. Select the type of account that the Non Account is, or select "Edit List..." to create a new type.
<b>Account Template</b>	<p>Select the Debtor account that will be used as a template for the Non Account. Any pricing rules (see page 446) used by the template account will be applied when generating quotes for the Non Account, e.g. for an Opportunity when using EXO Business CRM.</p> <p><b>Note:</b> Debtor accounts can be marked as templates by ticking the <b>Account Template</b> flag on the <b>Details 1 tab of the Debtor Account Details window (see page 91)</b>.</p>
<b>Base Price</b>	The base price to assigned to this Non Account - this is determined by the Account Template. For example, you might have set up a base price called "Trade", and another called "Internet", and determined
<b>Sales Person</b>	Select a staff salesperson to be assigned to this Non Account. This is optional. Any transactions against this account will then be logged against this staff member.
<b>Contact Person</b>	The default contact for the Non Account. Contacts are set up on the Contacts tab for the account. Initially, this field will be empty - after you have created the Non Account and added Contacts for it, you can specify one of them as the default here.
<b>Campaign Wave</b>	This field is available if the EXO Business CRM module is installed. If the Non Account is associated with a campaign wave, e.g. if it came about as a result of a campaign, the wave can be specified here.
<b>Facebook LinkedIn Twitter</b>	<p>To view social media account information for the Non Account (see page 147), enter their usernames or logon IDs here.</p> <p><b>Note:</b> The LinkedIn ID must be the numerical ID, not a username. The Facebook ID can be a numerical ID or a Facebook username, if one has been set up.</p>
<b>Extra Fields</b>	If any Extra Fields (see page 23) have been defined for Non Accounts, fields in positions 1 - 3 will appear in this area, while any others will appear on the Extra Fields tab.
<b>Notes</b>	This area is a free-form notes area where you can enter any extra information about the account.

### Extra Fields

If any Extra Fields (see page 23) have been defined for Non Accounts, fields in positions 4 and later will appear on this tab.

### Contacts

This tab lists all Contacts associated with the Non Account (see page 117). Use the toolbar to add and edit Contacts:



1. **New Contact:** Create a new Contact and associate it with the Non Account.
2. **Associate a New Contact:** Select an existing Contact to associate with the Non Account.
3. **Set as Default Contact:** Set the selected Contact as the default Contact for the Non Account. This Contact will appear as the **Contact Person** on the Details tab.
4. **Remove Contact Association:** Remove the selected Contact from the Contacts tab for the Non Account. (This does not delete the Contact from the system.)

### History Notes

This tab works in the same way as the History Notes tab for Debtors (see page 137).

### Opportunities

This tab is only displayed when functions from the EXO Business CRM module have been added to the EXO Business core. It lists all Opportunities associated with the Non Account.

### Activities

This tab lets you associate activities (see page 144) with the Non Account in the same way as you do for Creditors and Debtors.

### Relationships

This tab lets you specify relationships for the Non Account in the same way as you do for Creditors and Debtors.

### Documents

This tab lets you attach documents (see page 140) relating to the Non Account.

### Social

This tab lets you view information about the Non Account from various social media services (see page 147).

## Contacts

Debtors, Creditors and Non Accounts all include a Contacts tab, where Contacts can be created and assigned to accounts. The Contact tab is a useful marketing tool; it contains a list of business Contacts associated with the main company. You can easily create marketing campaigns or documents that get sent to the right person (Contact) within the right company.

Contacts can also be set up independently of accounts from the Contacts window, which is available under the Accounts menu.

You may on a regular basis liaise with the accounts manager. However, the right person for the details about a new product being launched by your company may be the debtor's Managing Director. So, you can mark the information directly to the director since you have the address and e-mail details on the Contacts tab.

You can also maintain a record of how each Contact first heard about your business: newspaper, television, yellow pages or any other and determine the effectiveness of an advertising medium for your future campaigns.

The two tabs, Details and Marketing, contain information about your Contact. The **Notes** field on the Details tab allows you to make brief notes about the debtor or Contact listed here. Any data stored on the Contacts tab can serve as a common pool of information for the Sales and Marketing team.

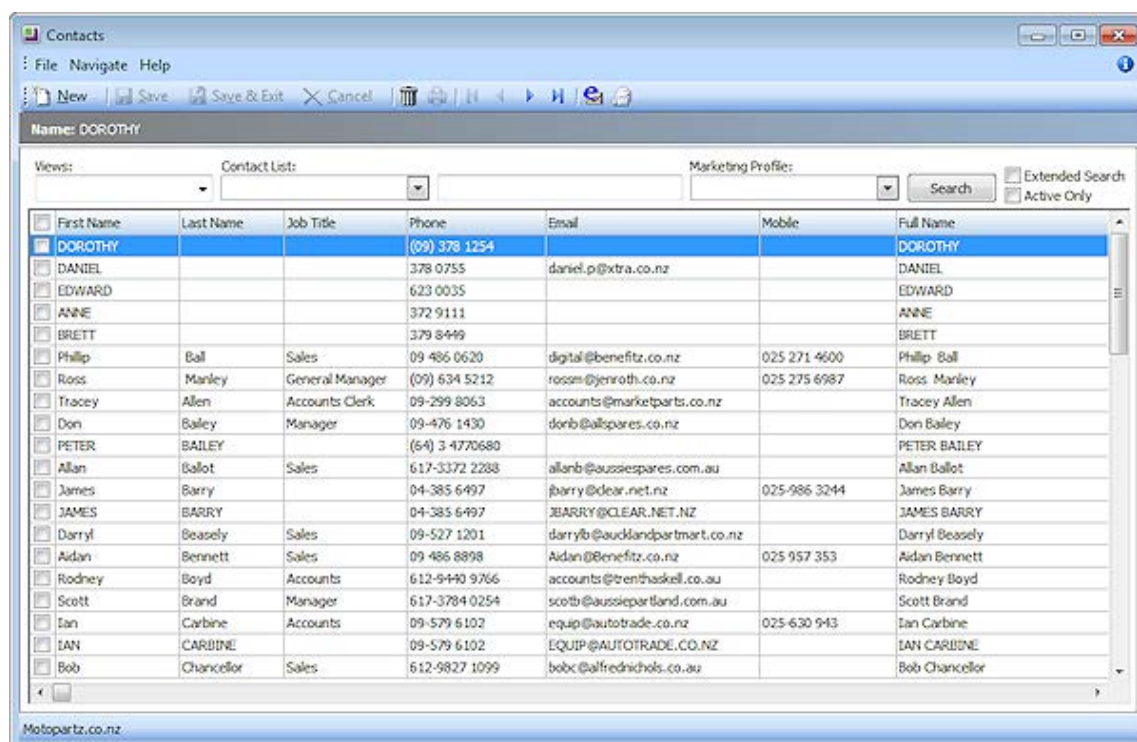
Relationships can be formed between contacts and Debtors, Creditors, Non Accounts and staff.

You can also add an Extra Fields tab with related information such as the Contact's credit card number, birthday and hobbies.

## Contacts Master

All account Contacts recorded in the EXO Business system can be viewed from the Contacts master, which is accessed by selecting **Contacts** from the Account menu.



**Note:** To view the Contacts associated with a specific account, view the [Contacts tab on that account](#) (see page 118).



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The Contacts master window displays the following details for all Contacts:

Field	Description
<b>First and Last Name</b>	The first and last (family) name of the Contact.
<b>Job Title</b>	The job title of the Contact.
<b>Phone</b>	The primary landline phone number for the Contact.
<b>Email</b>	The email address of the Contact.
<b>Mobile</b>	The primary mobile phone number for the Contact.
<b>Company Name</b>	The company name for the Contact. This will normally default to the company (Debtor, Creditor or Non Account) selected when creating this Contact.

- To search for an existing Contact, enter search terms in to the **Search Key** field and click the **Search** button.
- You can filter the list of Contacts by Contact List. Multiple classes can be selected.
- You can filter the list of Contacts by Marketing Class (see page 123). Multiple classes can be selected.
- Double-click on an existing Contact to edit it, or click the **New** button to create a new Contact (see page 120).
- Click the  button to send an email to the selected Contact(s).
- Click the  button to create and send a Clarity merge letter to the selected Contact(s).

Right-click on a Contact for the following options:

- Send Email - Send an email to the Contact (see page 44). (This option is not available if an email address has not been entered for the Contact.)
- New Opportunity - Create a new Opportunity for the Contact.
- New Activity - Create a new Activity for the Contact.
- Selected Items > Export to Outlook - Export the details of all selected Contacts to Microsoft Outlook. (This option is only available if EXO Business CRM is licensed.)
- Selected Items > Merge Letter with List - Create a merge letter (see page 531) to be sent to the selected Contacts.
- Selected Items > Add to Contact List - Select a Contact List to add the Contact to. (This option is only available if EXO Business CRM is licensed.)



## Contacts Tab

The Contact tab on the Debtor, Creditor and Non Account screens displays details of the account's associated Contacts.

This tab lists all the Contacts that are associated with the account. From this window, you can add new Contacts to the account, set the default Contact for the account, and create and remove other Contact associations with the account.

You can email a Contact from this window, or create a mail merge letter to them.

### Field Descriptions

Field	Description
<b>Title</b>	The job title of the Contact.
<b>Salutation</b>	The salutation for the Contact, e.g. Mr, Mrs or Dr.
<b>First and Last Name</b>	The first and last (family) name of the Contact.
<b>Direct Phone</b>	The primary landline phone number for the Contact.
<b>Mobile</b>	The primary mobile phone number for the Contact.
<b>Direct Fax</b>	The fax number of the Contact.
<b>Email</b>	The email address of the Contact.
<b>Home Phone</b>	The home phone number of the Contact.

To edit an existing Contact, double-click on the Contact's name in the grid.

### Contacts Tab Toolbar Buttons

The Contacts tab is display-only; to create or change Contact information, use the toolbar buttons at the top of the window.



1. Create a new Contact (see page 120).
2. Set the selected Contact as the default Contact for this account.
3. Associate an existing Contact with this account.
4. Remove the Contact association.
5. Send an email to the selected Contact (see page 44).
6. Create and send a Clarity merge letter (see page 531) to the selected Contact.

### Adding a New Contact


Click the **New Contact** button to add a new Contact (see page 120).

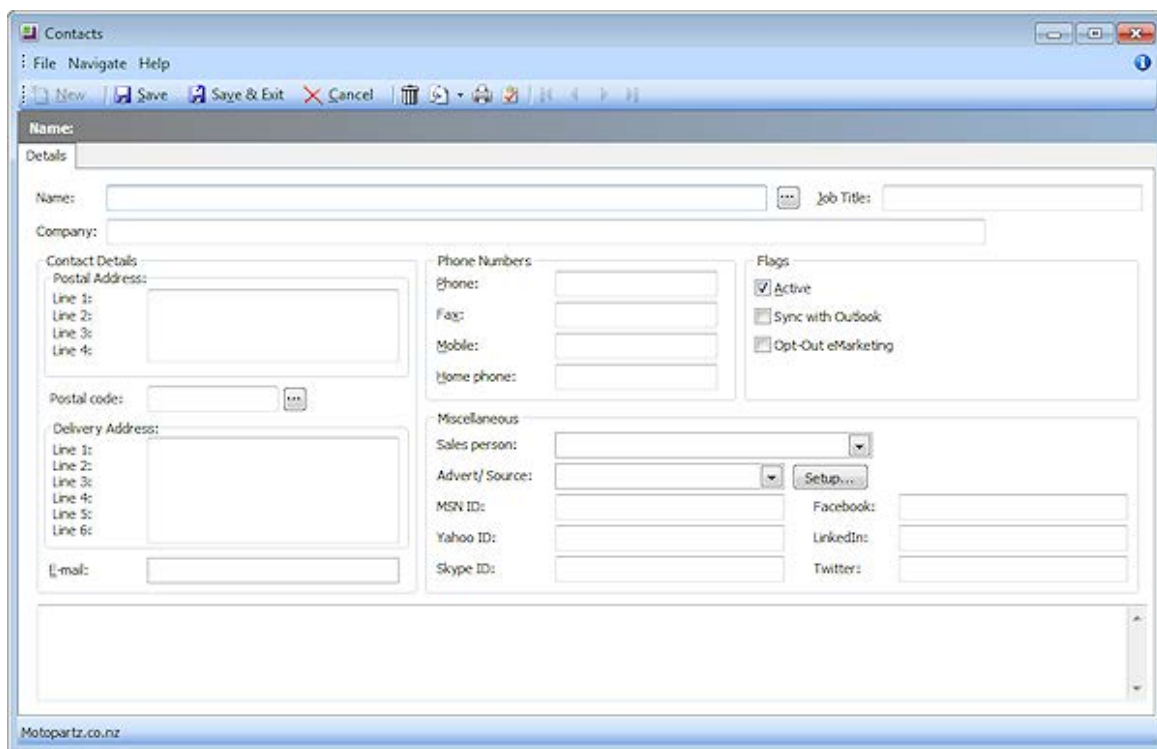
**Note:** We suggest that you first search for the Contact (see page 117), as they might already be in the system.

## Entering Contacts for an Account

You can create new, view, or modify existing Contacts associated with an account.

**Account > Creditors or Debtor > {Double Click Account} > (Contacts) > [New Contact]**

1. In the Debtor/Creditor account, click on the Contacts tab. The Contacts tab lists all Contacts for the debtor account.
2. Click the **New Contact** icon in the toolbar (  ). The Contacts window opens:



3. Complete the fields in this table.
  - Click on the ellipsis button [...] beside the Name field to enter the salutation, first name and surname.
  - Click on the ellipsis button [...] beside the Postal code field to select the post code from a list.
  - Use the Copy Company Address icon in the toolbar if you want to copy either the postal address or delivery address from the current debtor account.
  - Check the **Active** checkbox to maintain the account of this debtor.

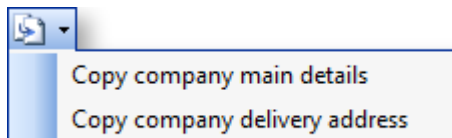
These actions are detailed in the Field Descriptions below:

Field	Description
<b>Name</b>	The Contact name can be manually entered here, however it's recommended that you use the name Check Full Name window to enter the details. Click on the ellipsis [...] button and select the <b>Salutation</b> , enter the <b>First name</b> and the <b>Last name</b> . Click <b>OK</b> to enter this full name into the name field.
<b>Company</b>	The company name for the Contact. This will normally default to the company (Debtor, Creditor or Non Account) selected when creating this Contact.

**Job Title** The job title of the Contact.

### Contact Details

**Postal and  
Delivery Address**



Use the Copy icon in the toolbar to copy details from the selected account. Selecting **Copy company main details** copies the following information to the Contact:

- Postal Address
- Phone
- Fax
- Email
- Sales person

**Postal Code** Enter the postal code if it is known; if not, click on the ellipsis [...] button to search and select a postal code.

### Phone Numbers

**Email**  
**Phone**  
**Fax**  
**Mobile**  
**Home Phone**

Complete these fields with as much information at hand.

### Flags

**Active** This flag is enabled by default. If this Contact is to be inactive for any reason, disable this checkbox.

**Sync with Outlook** If this flag is enabled, the Contact will be synchronised with Outlook whenever a sync is performed. If this flag is not enabled, the Contact will not be included in synchronisation operations.

**Opt-Out eMarketing** If the contact has opted out of electronic marketing communications, enable this flag. Contacts with this flag enabled can be excluded from Contact Lists.

### Miscellaneous

**Sales Person** If there is a designated salesperson associated to this debtor/creditor, enter his/her name here.

**Advert/ Source** The name of the advertising source through which you received this Contact. Select the advert or source if applicable. If one is not available in the list, click the **Setup** button to create one. This opens the Setup Advert Types window; click **New** to create a new Referral item, then save and exit.

<b>MSDN</b> <b>Yahoo</b> <b>Skype ID</b>	If this Contact has account details for these online networks, enter them here.
--	---

<b>Facebook</b> <b>LinkedIn</b> <b>Twitter</b>	To view social media account information for the Contact (see page 147), enter their usernames or logon IDs here.
--	---

**Note:** The LinkedIn ID must be the numerical ID, not a username. The Facebook ID can be a numerical ID or a Facebook username, if one has been set up.

3. Click **Save**. A number of additional tabs now appear in the window. Enter Contact information in these tabs.
  - **Marketing tab (see page 123)**. Assign the Contact to your marketing classes (see page 123), or categories, so your marketing campaigns are more targeted to relevant Contacts. Additional Marketing Classes can be setup, when this tab is active a **Setup Marketing Classes** button activates. Click this to configure additional or edit existing marketing classes.
  - **Invoices tab (see page 123)**. Lists invoices for which the Contact was the default Contact of the Debtor account.
  - **Orders tab (see page 124)**. List any Sales/Purchase Orders associated with the Contact.
  - **Notes tab (see page 137)**. Enter any notes for the Contact. Use the **New Note** icon on the toolbar to enter a note - this will automatically assign a header to this note.
  - **History Notes tab (see page 137)**. Enter any history notes for the Contact. History notes are notes for which the date and subject are also recorded. As with notes, click the **New History Note** icon to create a new history note.
  - **Docs tab (see page 140)**. Link any documents to the Contact.
  - **Accounts tab (see page 124)**. Edit the Debtor/Creditor accounts that the Contact is associated with. For example, a Contact may be the manager of one company, the partner of a manager of another company, the father of a son who works at another company, and so on.
  - **Relationships tab (see page 141)**. Lists any other relevant Contacts the Contact has.
  - **Activities tab (see page 144)**. Lists any tasks and appointments associated with the Contact.
  - **Opportunities tab**. This tab is only displayed when functions from the EXO Business CRM module have been added to the EXO Business core. It lists all Opportunities associated with the Contact.
  - **Social tab**. This tab displays information about the Contact from various social media services (see page 147).

4. Click **Save**.
5. To make this new Contact the default Contact for this debtor account, click on the Set to Default Contact icon in the toolbar.

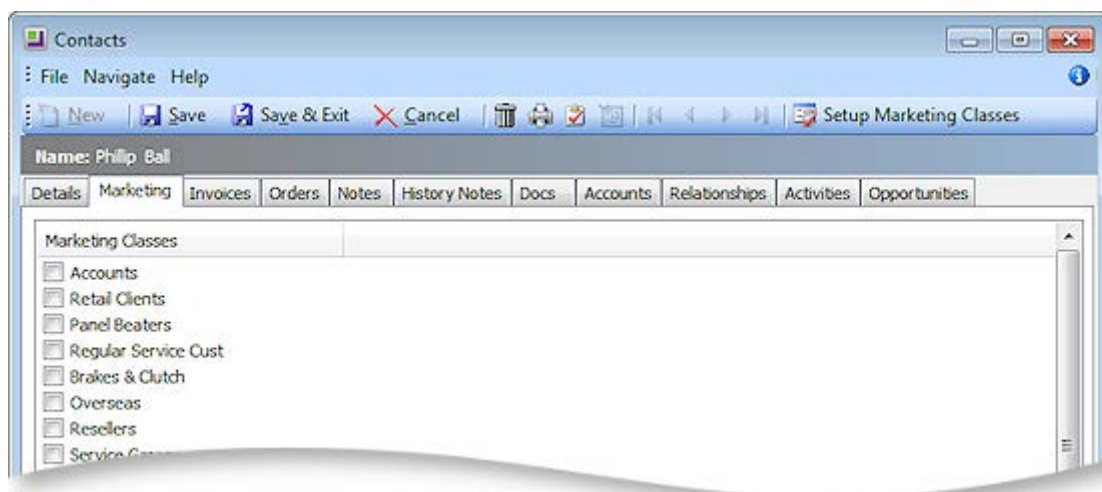
Once you have set up the debtor Contact, you can also:

- Create a relationship between Contacts.
- Create activities for the Contact (see page 144).
- Synchronise Contacts with Microsoft Outlook.

**Note:** If the Contact's address details are the same as those on the debtors account, click the **Copy from Account** button and the details are copied here.

## Contact Marketing Classes

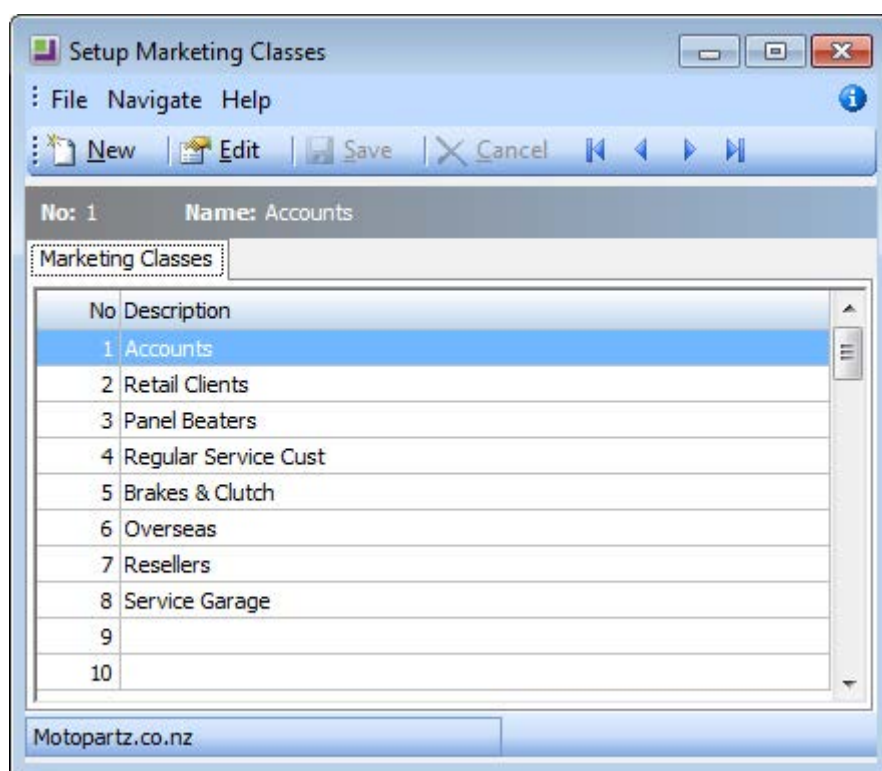
On the Marketing tab, you can assign the Contact to your marketing classes (see page 123), or categories, so your marketing campaigns are more targeted to relevant contacts.



Check the checkboxes for the marketing classes that you need to associate to this contact.

### Setting up Marketing Classes

To create additional classes or edit existing ones, click the **Setup Marketing Classes** toolbar button.



Clicking the **New** button will create a marketing class for the next one in the sequence. If there are a few blank classes after last defined class it is recommended editing these as preference. To edit an existing or blank class, double click on the entry in the list or highlight and click the **Edit** button on the toolbar.

## Contact Invoices

This tab lists invoices for which the contact was the default contact of the Debtor/Creditor account.

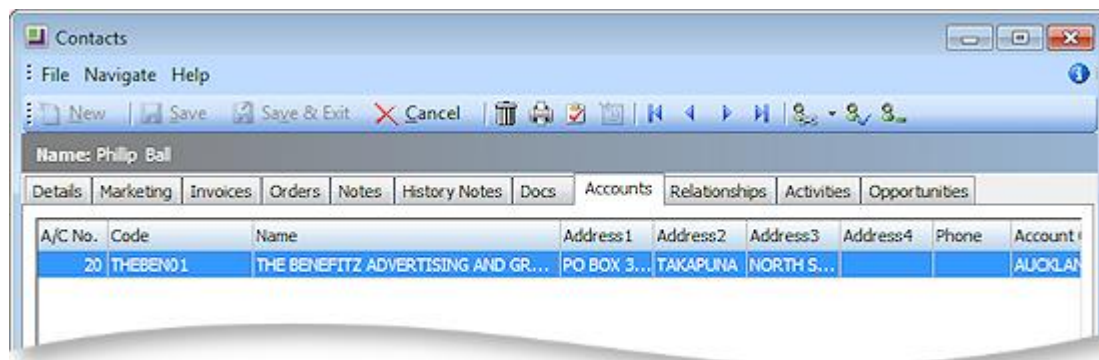
## Contacts Orders

This tab lists the orders associated with the Contact.

**Note:** For this feature to work, the **Add debtor contact details to transactions** Company-level profile setting has to be enabled in EXO Business Config. A salesperson can be associated with **Sales Orders** (see page 356).

## Contact Accounts

This tab displays the Debtor/Creditor accounts that the Contact is associated with. For example, a Contact may be the manager of one company, the partner of a manager of another company, the father of a son who works at another company, and so on.



With this tab active in the Contacts window, the following toolbar appears:




1. Assign the Contact to a Debtor or a Creditor.
2. Set as the default Contact for this debtor.
3. Un-assign the Contact from this account.

## Emailing Contacts

### Account > Contacts

You can send emails to individual Contacts, groups of Contacts, or all Contacts, from the Contacts window.

To email Contacts:

1. Go to the Account menu and choose Contacts. The Contacts window is displayed.
2. Select the Contacts you want to email in one of the following ways:
  - Highlight a single Contact
  - Holding the CTRL key down, click on a selection of Contacts
  - Select a marketing class, click **Search**, select all in that marketing class using the keystroke CTRL + A
  - Select all Contacts using the keystroke CTRL + A
3. Click the **Send Email to List** toolbar button (  ).



4. If you don't have email addresses recorded for all of the selected Contacts, a warning is displayed, and you are prompted to confirm if you want to email the remaining Contacts that do have email addresses. Click **Yes**.
5. A dialog is displayed asking if you want to hide the CC list in the email. If you don't want each Contact to see the other Contact email addresses being emailed, click **Yes** to hide the email address list.

## Common Account Functions

### Viewing the Transaction History of an Account

**Account > Creditors/Debtors > {double Click the account name} > (Transactions)**

You can easily and quickly view the transaction history of an account in MYOB EXO Business on the Transactions tab of the account. From this window, you can also perform a range of tasks, including:

- creating a new invoice
- creating a new credit note
- creating a new payment
- allocating transactions for the account
- issuing credit notes
- searching for an invoice number
- emailing Debtor invoices and statements

**Note:** Although the Transactions tabs for Debtor and Creditor accounts differ slightly, the majority of the content is common.

The transaction history of a Creditor/Debtor is period-based, typically (but not always) monthly periods.

To view the transactions of a Creditor/Debtor:

1. From the Creditor/Debtor Account Details (search) window, select the creditor/debtor by double-clicking the required account's name.
2. Click the Transactions tab on the Creditor/Debtor Account Details window.

The Transactions tab is displayed:

Trans #	Date	Transaction	InvNo	Ref 1	Ref 2	Branch Code	Due Date	Amount	Outstanding	Status
218	26.05.2011	Payment		CHEQUE	93	AUCKLAND		(\$2,025.00)	\$0.00	Fully Allocated
199	27.04.2011	Payment		CHEQUE	81	AUCKLAND		(\$6,283.39)	\$0.00	Fully Allocated
169	30.03.2011	Invoice	32344664	10045	93	AUCKLAND	05.05.2011	\$2,025.00	\$0.00	Fully Allocated
153	25.02.2011	Invoice	1800147	10038	81	AUCKLAND	04.04.2011	\$6,283.39	\$0.00	Fully Allocated
97	24.12.2010	Payment		D/CREDIT		AUCKLAND		(\$2,700.00)	\$0.00	Fully Allocated
74	10.11.2010	Invoice	180065	10022		AUCKLAND	03.01.2011	\$2,700.00	\$0.00	Fully Allocated
67	23.10.2010	Payment		CHEQUE	26	AUCKLAND		(\$8,535.80)	\$0.00	Fully Allocated
62	23.10.2010	Payment		CHEQUE	21	AUCKLAND		(\$16,026.00)	\$0.00	Fully Allocated
50	03.10.2010	Invoice	18005579		26	AUCKLAND	02.11.2010	\$8,535.80	\$0.00	Fully Allocated
						AUCKLAND		(\$8,535.80)	\$8,535.80	Fully Allocated



**Field Descriptions**

The grid header fields are detailed in the table below:

Field	Description
<b>Trans #</b>	The unique transaction ID.
<b>Date</b>	The date the transaction was created.
<b>Pd stat seq</b>	The unique period number for the period, also identifying the period as Creditors, Debtors, GL or Stock.
<b>Age</b>	The period number of the transaction (where for example if 0 is the current month of July, '1' is June, '2' is May, and so on).
<b>Transaction</b>	The transaction type, such as Invoice or Payment.
<b>InvNo</b>	The invoice number.
<b>Ref 1</b>	An internally set reference text/number that varies according to the kind of transaction. For example, if a sales order, the sales order number is displayed; if a payment, the payment type is displayed.
<b>Ref 2</b>	An internally set reference text/number that varies according to the kind of transaction. For example customer reference number if invoice, or cheque number if Ref 1 is Cheque.
<b>Ref 3</b>	An internally set reference text/number that varies according to the kind of transaction. For example, if cheque payment type, then the bank name is displayed; if invoice, then 'invoice' is displayed.
<b>Branch Code</b>	The branch code of the transaction, such as SYD or AKL.
<b>Due Date</b>	The due date of the invoice, based on the credit terms of the creditor account.
<b>Amount</b>	The total amount of the invoice.
<b>Outstanding</b>	The outstanding amount of the invoice.
<b>Status</b>	The allocation status of the invoice, for example, Unallocated, Partly Allocated, Allocated.
<b>Branch Account</b>	If this is a branch account, this is the branch account number. If not, this column will display '-1'.
<b>GLBatchNo</b>	The GL batch number if this was posted to GL as part of a GL batch.
<b>Exchrates</b>	If multiple currencies are being used, the exchange rate used for this transaction. The local currency is '1'; otherwise the actual exchange rate used displays as a decimal, e.g. '0.83'.

**Debtor transactions only**

<b>Gateway TrxID</b>	Each transaction processed by the gateway service provider is issued a reference known as a TrxID. This is typically a long alphanumeric code. See the whitepaper on payment gateways.
<b>Batch No</b>	This is the batch number of the banking batch.
<b>Gateway No</b>	This is the number of the defined gateway for this transaction.
<b>?</b>	Right-click on the transaction line and choose <b>Toggle Query Status</b> to put a question mark on the transaction, to reflect that the transaction is in question. This can then be reported on.

**Creditor transactions only**

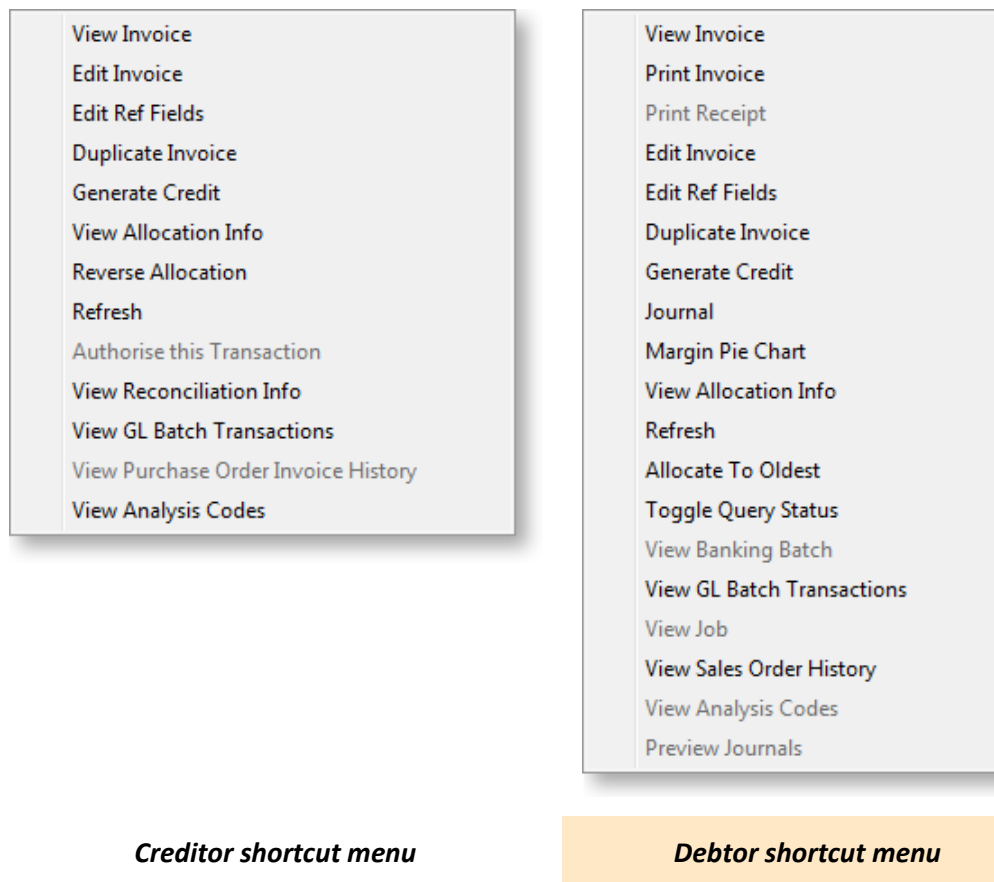
<b>Auth</b>	The authorisation status of the invoice
<b>Paystatus</b>	The payment status of this invoice, for example, Released, paid.

**Menu Commands***Debtor and Creditor**Debtor Specific*

1. **New Invoice:** Create a new Creditor invoice (see page 325) or Debtor invoice (see page 384).
2. **New Payment:** Enter a Payment on a Creditor invoice (see page 330) or receive a Debtor payment (see page 398).
3. **Allocate transactions for this account:** Enter a payment on a Creditor invoice (see page 330) or allocate a Debtor receipt to an invoice (see page 389).
4. **Issue a Credit Note:** Enter a credit note for a Creditor (see page 338) or create a credit note for a Debtor (see page 412).
5. **Invoice Number search:** Search for an invoice (see page 131).
6. **Refresh:** Provides an updated transaction list.
7. **Automatically allocate payments to the oldest invoice:** (Debtors only). This will also allocate credits (negative value invoices) and refunds (negative payments) and zero value transactions.
8. **Email Invoice:** Click this button to email the selected invoice to the Debtor as a PDF attachment.
9. **Email Statement:** Click this button to email a statement to the Debtor as a PDF attachment.

**Shortcut Menu**

Right clicking on any invoice summary line opens the following shortcut window. The table below this diagram details the actions of the shortcut commands.



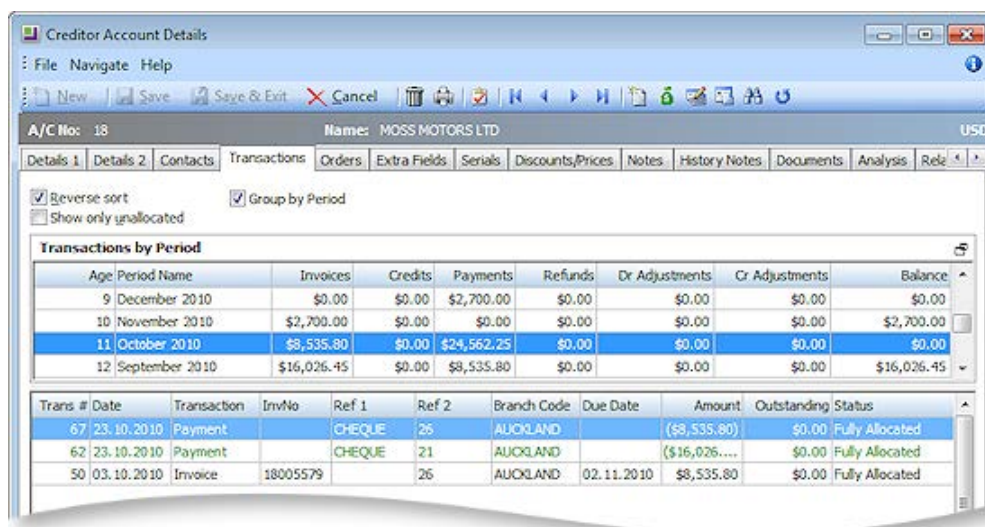
Shortcut Command	Description
<b>View Invoice</b>	View the invoice in a report format.
<b>Print Invoice</b>	Reprints the Debtor invoice (see page 391).
<b>Print Receipt</b>	Prints a payment receipt. Only available for a payment transaction.
<b>Edit Invoice</b>	Opens the invoice to edit its details. This option is only available if the <b>Permitted level of access to debtor transaction editing</b> or <b>Permitted level of access to creditor transaction editing</b> User-level profile setting is set to "Full invoice editing allowed".
<b>Edit Ref Fields</b>	Edit the transaction reference fields for the invoice (see page 389). This option is only available if the <b>Permitted level of access to debtor transaction editing</b> or <b>Permitted level of access to creditor transaction editing</b> User-level profile setting is set to "Full invoice editing allowed" or "Invoice header fields editing allowed".
<b>Duplicate Invoice</b>	Select to create a duplicate of a Debtor invoice (see page 388).
<b>Generate Credit</b>	Provides a copy of the negative invoice.


<b>Reverse Payment</b>	Reverses a Debtor payment (see page 404).
<b>Journal</b>	Opens the Debtors Adjustment Entry window to make a Debtors journal adjustment entry transaction (see page 413).
<b>Margin Pie Chart</b>	Displays a graph for the invoice showing margins.
<b>View Allocation Info</b>	Displays a list with the allocation information in a separate window.
<b>Reverse Allocation</b>	Reverse all allocations associated with this transaction (payment or invoice). This option is only available if the <b>Allow reversal of debtor/creditor allocations</b> User-level profile setting is enabled. This option is not available for transactions with deposits or foreign currencies.
<b>Refresh</b>	Updates the entire transaction list.
<b>Authorise this Transaction</b>	Where M-Powered Payments are used (see page 334), this option authorises the selected transaction.
<b>View Reconciliation Info</b>	Provides a list with the reconciliation information.
<b>View Purchase Order Invoice History</b>	Displays the Purchase Order History window.
<b>Allocate To Oldest</b>	Allocates a payment transaction to the oldest outstanding invoice.
<b>Toggle Query Status (?)</b>	Puts a question mark on the transaction, to reflect that the transaction is in question. This can then be reported on. You may need to add the ? column by right-clicking on the column header and selecting <b>Select visible columns</b> .
<b>View Banking Batch</b>	Opens the Debtors Banking Batches window (see page 409).
<b>View GL Batch Transactions</b>	Opens the GL Batch Transactions window (see page 280), showing all GL transactions associated with this transaction. This option is only available for transactions that have been posted to the GL, and requires the <b>Allow Sub ledgers drill through to GL Transactions</b> User-level profile setting to be enabled.
<b>View Job</b>	Where the Job Costing add-on module is used, displays the job associated with the transaction.
<b>View Sales Order History</b>	Displays the Sales Order History window (see page 363).
<b>View Analysis Codes</b>	Displays the Analysis Codes (see page 82) associated with the transaction.
<b>Preview Journals</b>	Displays the GL Batch Transactions window (see page 280), showing the Debtor Ledger and Stock Ledger transactions that will be generated for the transaction. This is a preview only - no transactions are saved when the window is closed.

## Search Options

### Group by Period

Checking the **Group by Period** checkbox groups the transactions by period:



Clicking on a period line lists all the transactions for that period in the grid in the area below the period groups. Once the group has been selected it can be minimised by clicking the minimise icon (  ). Maximise this view by clicking the icon again. Minimising this view provides a greater display area for the group's individual transactions in the grid below.

The transactions by Period grid has its own grid fields (see page 10), which are defined in the table below:

Shortcut Command	Description
<b>Age</b>	In MYOB EXO Business, transaction ages (see page 131) are numbered from current (0) backwards. See for details on this numbering system.
<b>Period Name</b>	This is the period name that correlates to the
<b>Invoices</b>	This is a total for all invoices submitted over this period.
<b>Credits</b>	This is the total for the credits issued to this debtor over this period.
<b>Payments</b>	This is the total for all types of payments received from the debtor for this period.
<b>Refunds</b>	This is the total for all refunds issued to the debtor for this period.
<b>Dr Adjustments</b>	This is the total for all debtor adjustment transactions (see page 413) for the selected period.
<b>Cr adjustments</b>	This is the total for all creditor adjustment transactions for the selected period. Creditor adjustments are similar to Creditors Payment Entry, this function creates adjustment entries against a creditor account, with predefined reasons for the adjustment.
<b>Balance</b>	The current debtor account balance for the selected period.

**Show Only Unallocated**

Checking the **Show only unallocated** checkbox filters the transaction list to display only the transactions that are not allocated to an account. This is useful when it is necessary to allocate transactions that have not been previously allocated.

***Transaction Page Numbering***

While MYOB EXO Business stores transaction dates, it is not a purely date-based system. It does not rely on dates for critical procedures such as transaction ageing and posting between ledgers, nor are dates used by any of the standard reports within EXO Business to calculate control totals.

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

In MYOB EXO Business, transaction ages are numbered from current (0) backwards. This may be different from the system you are familiar with, however it does give you some useful logic consistency.

**Example:**

0 = current period

1 = One period ago (last month)

2 = Two periods ago

54 = Fifty-four periods ago etc.

MYOB 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.