

Debtor Adjustments

Making a Debtor Adjustment

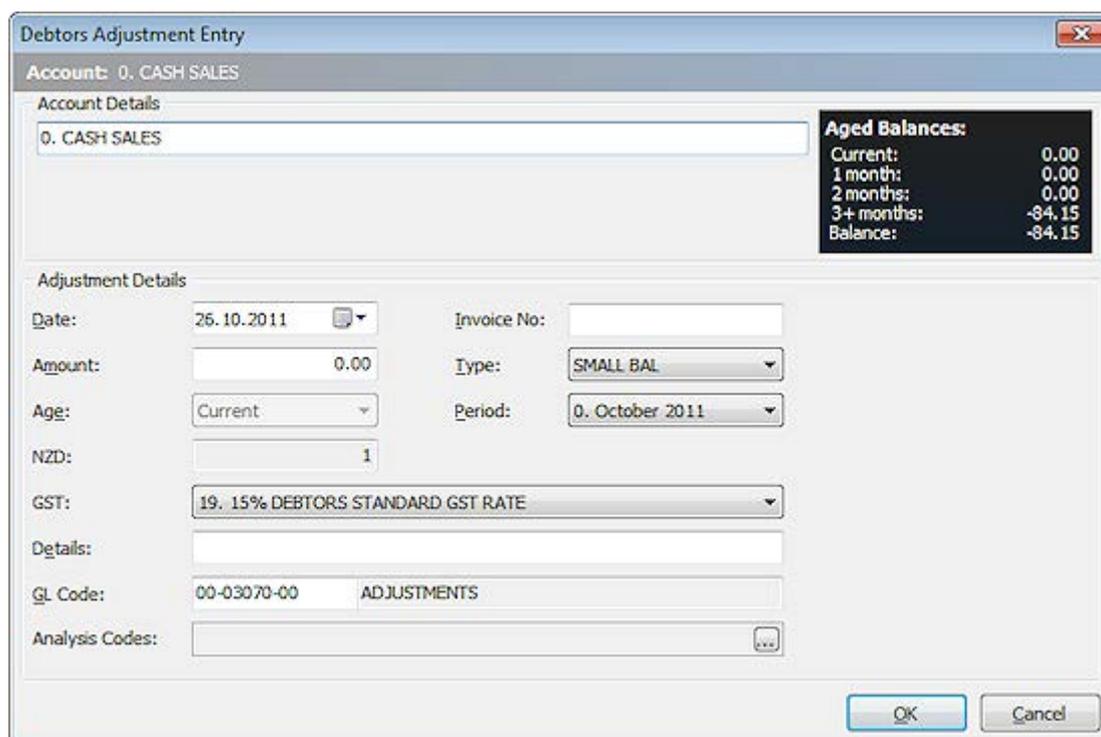
Debtor Adjustments are typically used to write off or adjustment the outstanding balance on a debtor account. They do not affect the source transactions that constitute that balance.

You can only make debtor adjustments on unallocated transactions.

There are several types of debtor adjustment you can make:

Adjustment Type	Description
Small Balance	This adjustment type is used for automatically created minor rounding adjustments.
Write Off	Used to write off an amount of the outstanding balance.
Correction	A correction.
Opening Balance	Used for a new account with an inherited opening balance.
Journal	A Journal transaction.
Retention	For retention payments, typically in Job Costing, where your client has withheld payment, pending achievement of a milestone. This retention is held in your Debtors Retention account and shown as an asset (or more properly a 'contingent' asset) on your balance sheet.

1. In the Debtor Transactions tab, highlight the required unallocated transaction for which you want to make an adjustment.
2. Right-click and select **Journal**. The Debtors Adjustment Entry window is displayed.



3. Use the following table to enter details of the adjustment:

Fields	Description
Date	The Date of the adjustment you are creating.
Amount	Enter the amount of the adjustment you are creating, not the amount you want the revised total to be.
Invoice No	The invoice number against which you are making this adjustment.
Type	The adjustment type.
Age	The age of the current period. Display only.
Period	The current period. Display only.
GST	The GST code to be used on this adjustment.
Details	A description of the adjustment you are creating.
GL Code	The GL adjustments account.
Analysis Codes	Enter any Analysis Codes (see page 82).

4. Click **OK**.

You can review any adjustments made by viewing the Debtors Adjustment Listing report: **Reports > Debtors Reports > Debtors Adjustment Report**.

Sales Territories and Budgets

About Sales Territories and Budgets

Sales budgets allow sales target levels to be established as a combination/intersection of:

- Sales Staff
- Primary Debtors Account Groups
- Primary Stock Groups

A sales territory is created by the intersection of multiple stock and debtor groups, with only a single sales staff member at the top level, for reporting. A territory is created for each relevant sales staff member.

You can create a sales budget by:

- primary stock group and then by sales territory,
- sales territory and then by primary stock group.

Separate budgets are set within each territory each spanning a financial year. You can also create and save budgets for multiple future years.

You can create a budget by:

- Apportioning a yearly total across months, or manually keying monthly figures
- Setting budgets based on actual figures
- Copying previous budgets

Creating a Sales Territory

A sales territory in MYOB EXO Business can be set up for each sales person on your staff. A sales territory is created by a combination of Debtors account groups and stock groups. Within each sales territory, you can only have a single sales person selling a stock group, i.e. you don't have two sales reps selling the same stock items to the same debtors.

Sales Territories are used to create sales budgets, so make sure the sales territories you create mirror how you want to create your budgets.

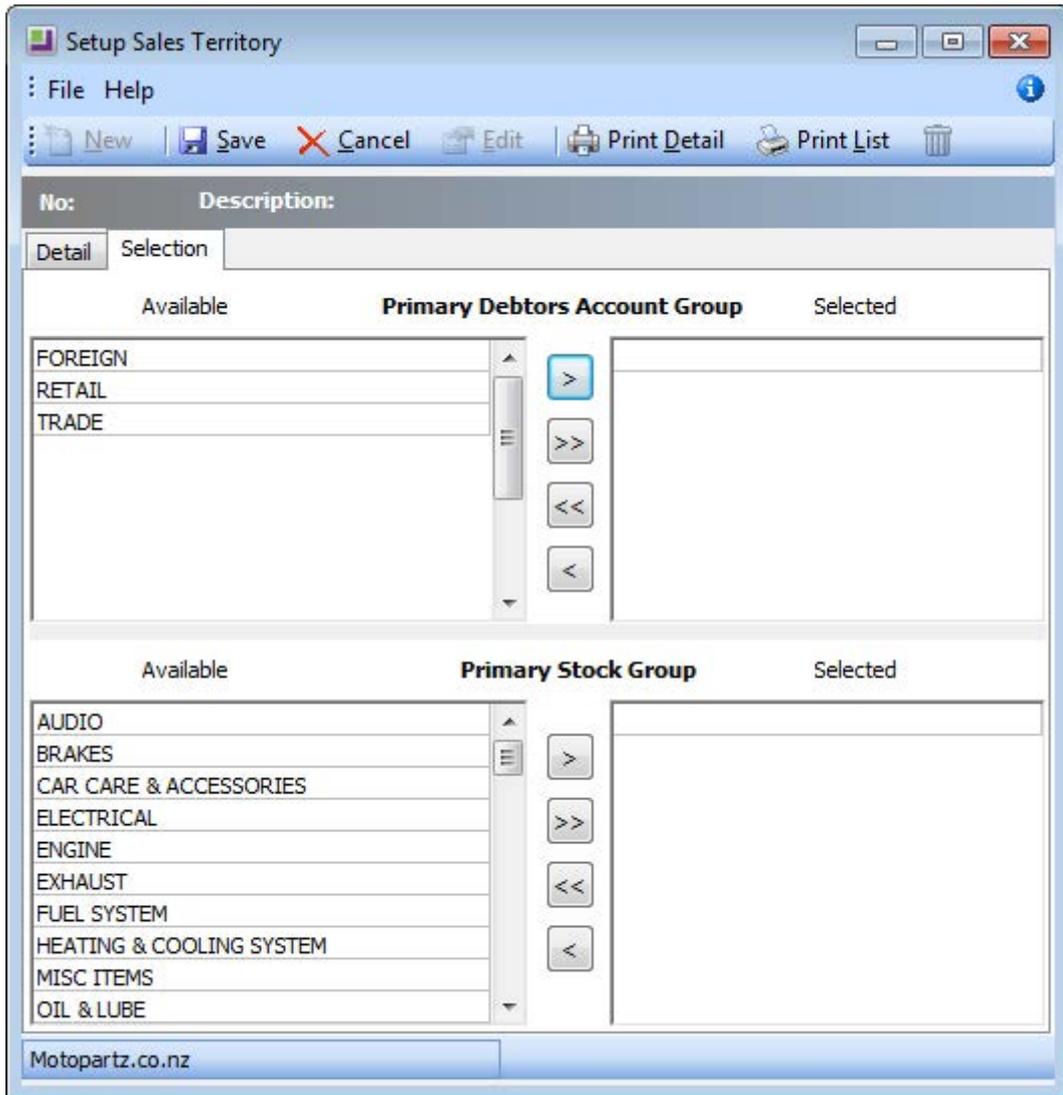
When creating a Sales Territory, if the Setup Sales Territories function and the related function Setup Sales Budgets are not already in one of your menus, then they need to be added using Menu Designer (see page 75).

To Create a Sales Territory

1. Go to the **Setup** menu and choose **Setup Sales Territories**. The **Setup Sales Territory** window is displayed.
2. Click **New**. Detail and Selection tabs now appear in the **Setup Sales Territory** window.
3. Enter a **Report Code** and territory **Description**, select the **Staff** member, and enter any **Notes** about the territory. It might be useful to include the staff member's name in the territory description for easier reporting and identification.

The screenshot shows the 'Setup Sales Territory' window. The window title is 'Setup Sales Territory'. The menu bar contains 'File' and 'Help'. The toolbar contains 'New', 'Save', 'Cancel', 'Edit', 'Print Detail', 'Print List', and a trash icon. The main area has two tabs: 'Detail' and 'Selection'. The 'Detail' tab is active. The fields are: SeqNo: 1, ReportCode: 123, Description: Malcolm's territory, Staff: MALCOLM BREEN (dropdown), and Notes: (empty text area). The footer shows 'Motopartz.co.nz'.

- Click on the **Selection** tab. The following window is displayed.



- Use the arrows in the centre of the window to select the primary debtors account group(s) and stock group(s) for this territory. Use the double arrows to select all to the right pane, if it's quicker, and then use the single arrow to de-select a group.
- If you select an account group and stock group that has already been used in a sales territory, a warning is displayed.
- Click **Save**. The sales territory now appears in the list.

Creating a Sales Budget

Sales budgets are budgets allocated for stock items. Sales budgets provide the following benefits.

- Budget allocation for each stock item by each sales territory.
- Budget spread for each stock item, for each period, by each sales territory.
- A combined analysis of overall budget allocation (budgets allocated by different territories for a particular stock item) for a stock item by different sales territories.
- Copy budgets and actual values for a stock item from one year to another year forward.
- Activity details for a stock item.

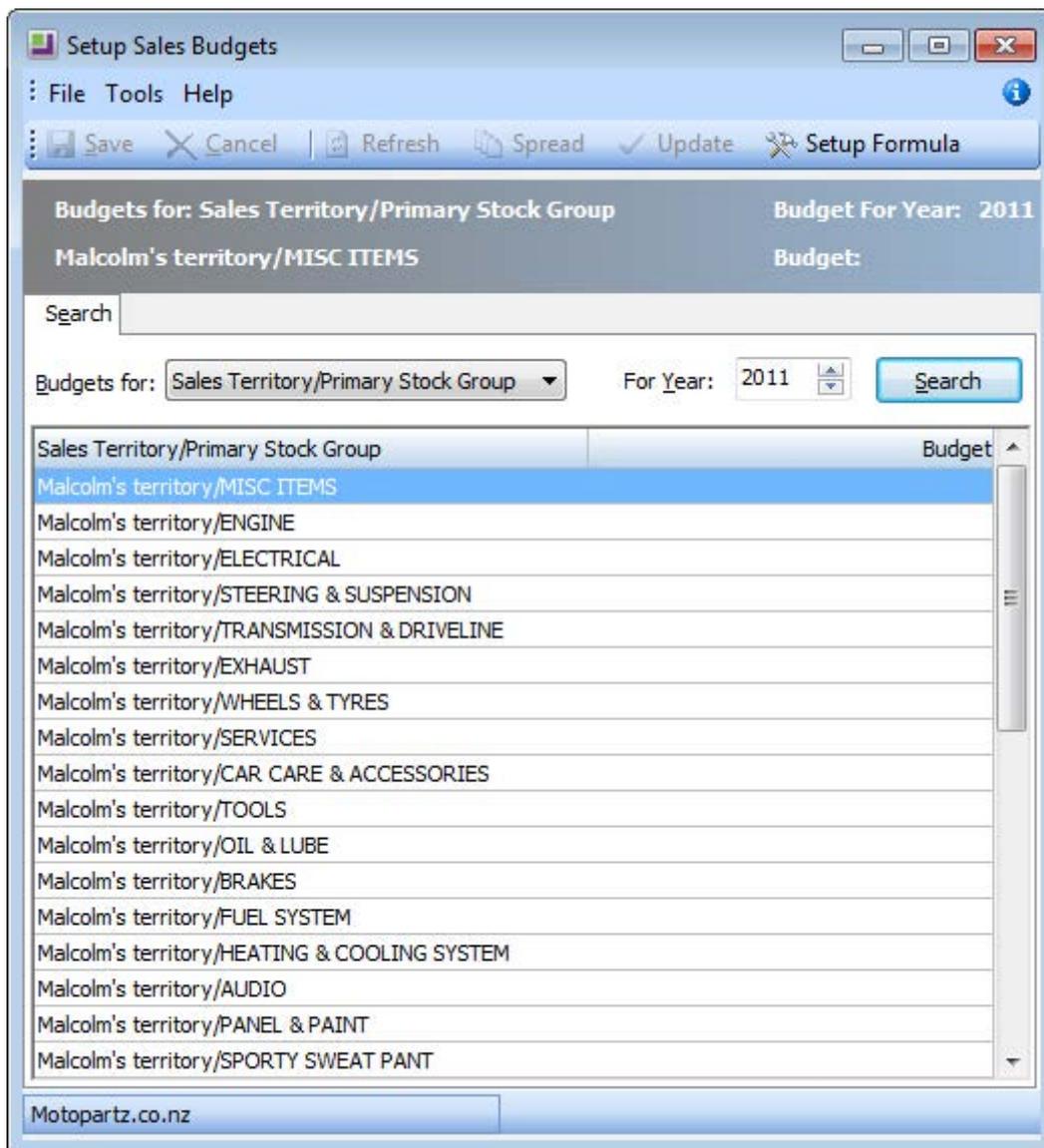
When creating a Sales Budget, if the Setup Sales Budgets function is not already in one of your menus, then it needs to be added using the Menu Designer. See Create a Sales Territory (see page 415) for instructions on adding the menu item.

A key feature in Sales Budget functionality is the ability to use formulas to spread a total annual budget amount across each month on a percentage basis. See Set up a sales budget formula (see page 419).

Creating a Sales Budget for Sales Territory

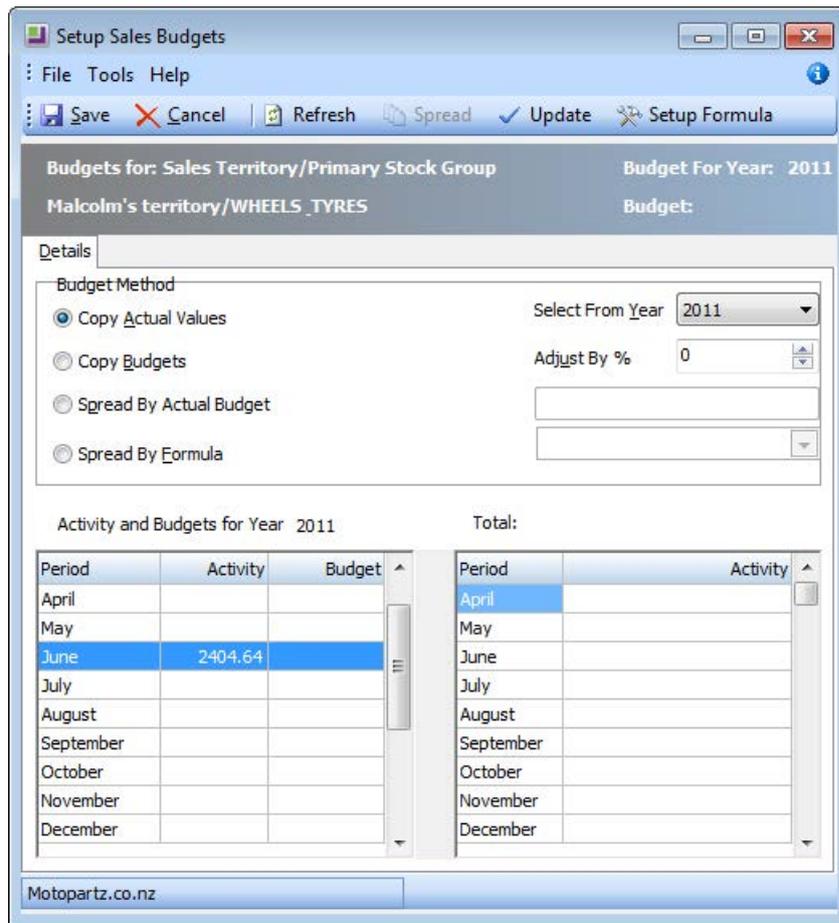
The following steps are essentially the same whether you are creating a sales budget for a sales territory/primary stock group, or for a primary stock group/ sales territory.

1. In the Setup Sales Budgets window, select **Sales Territory/Primary Stock Group** from the **Budgets for** drop-down menu.



2. Select the year for which you want to create a new budget, and then click **Search**. A list of sales territory/stock group combinations is displayed.

3. Double-click on the required sales territory/stock group combination. The Setup window for a Sales Territory/Primary Stock Group is displayed.



4. Use the following table to choose which budget method you want to use.

Budget method	Description	Action
Copy Actual Values	Copies the actual sales total for the selected sales territory/ primary stock group, into the budget column.	Select which year's sales total you want to copy.
Copy Budgets	Copies an existing Sales Budget (see page 419), and allows you to adjust it by a percentage.	Enter the adjustment percentage if required.
Spread by Actual Budget	The total budget amount for the year for the sales territory/ primary stock group, which you then want to split by percentages you enter in each month in this window.	Enter the budget total to which you want to apply monthly percentages.
Spread by Formula	The total budget amount for the year for the sales territory/ primary stock group, which you want to spread by your setup formula spread percentages.	Enter the budget total to which you want to apply your budget formula.

5. Click **Update**, whenever you make any selection changes in the window, to update the window with your selection.
6. Click **Save**.

Copying an Existing Sales Budget

Using this method you can copy (forward or backward) budgets into another year. For example, if you have a budget spread of 100,000 in 2004, the user can copy this into the same stock group in 2005.

1. Double-click on any record from the budget type that you want to copy from.
2. Enter Actual budget and select formula (Spread by formula).
3. Click **Spread** and then **Update**. The budget is spread and updated in the two columns.
4. Click **Save**, which will take you back to the main window again.
5. Double-click on the record again and edit the details.
6. Now select **Copy Budgets**, and if you want to adjust the budget you are copying, enter the adjustment percentage.
7. Click **Update**. Now you will see that all values are copied.
8. Go back to the **Sales Budgets** window and select records for year 2005 and check the budget for the record for which you have copied the values. You must find the budget updated in the budget field.

Setting up a Sales Budget Formula

The Setup formula is one of the key features of sales Budgets. Setup formula enables you to setup the spread of sales by % for each period, totalling 100%, over the whole year.

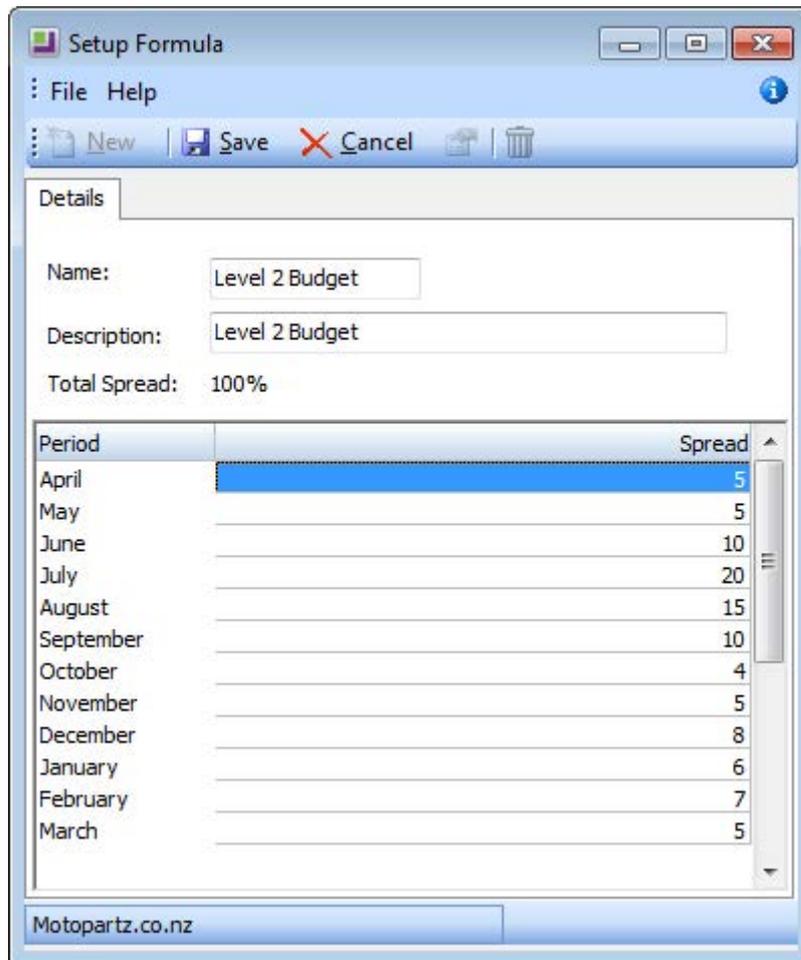
You can set up formulas from the following windows:

- The main "Sales Budget" window
- Sales Budget window of:
 - The Primary Stock Group Records.
 - The Sales Territory/Primary Stock Group Records.
 - The Primary Stock Group/Sales Territory Records.

To set up a sales budget formula:

1. Click the **Setup Formula** button. The Setup Formula window is displayed.
2. Click the **New** button.
3. Enter a name and description for the new budget.

4. Enter the percentage of the total annual budget for each month in the Spread column. The Total Spread % field keeps a running total of the percentages you enter. The total for the 12 months must equal 100%.



5. Click **Save**. The budget formula is saved, and now appears in the main Setup formula window list.

Sales Analysis

The Sales Analysis Matrix

The MYOB EXO Business Sales Analysis Matrix module is a powerful sales analysis tool that allows you to quickly create over 700 combinations of sales reports on the fly, with no technical report-writing skills required.

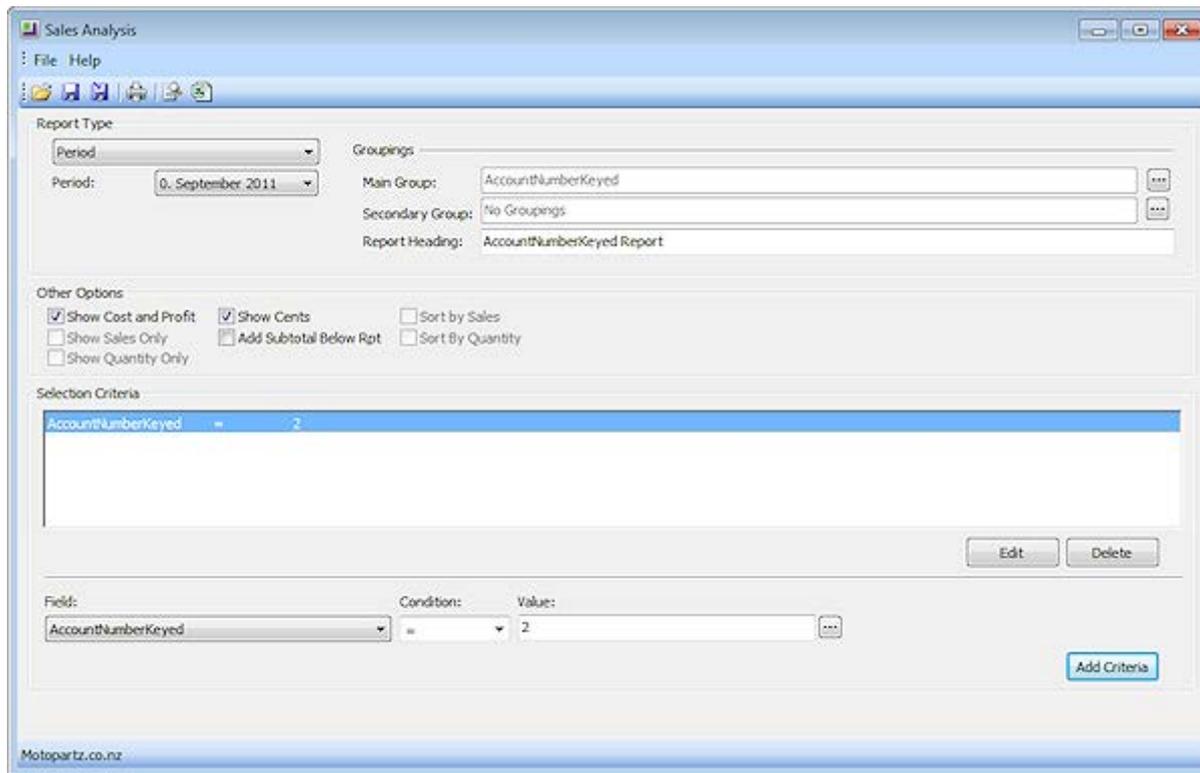
The Sales Analysis Matrix uses a combination of preset report formats, common groupings and custom filters to let you quickly and accurately analyse your sales. Sales staff can define their own requirements by experimentation, and then share the results with colleagues by email, the web or spreadsheet.

The selection criteria you create are saved as report definitions, so you or your business partner can copy and refine them later. You can also run these search criteria from the Clarity command line, allowing you to schedule the reports you create to run at preset times, such as overnight.

When you've created your favourite sales analysis reports, save them, then add them to your menu using the Menu Designer so you can re-run them any time without having to re-configure them.

Opening the Sales Analysis Matrix

To open the Sales Analysis Matrix, log in to EXO Business, go to the Reports menu and choose **Sales Reports > Sales Analysis Designer**. The Sales Analysis window appears:



To create a new Sales Analysis report:

1. Select a report type (see page 422).
2. Select groupings and options (see page 423).
3. Specify any selection criteria (see page 424).
4. Save or print.

Saving Sales Analysis Matrix Reports

You can save Sales Analysis Matrix reports for re-use later. When you save a Sales Analysis Matrix report, it is saved with a .SAM file extension.

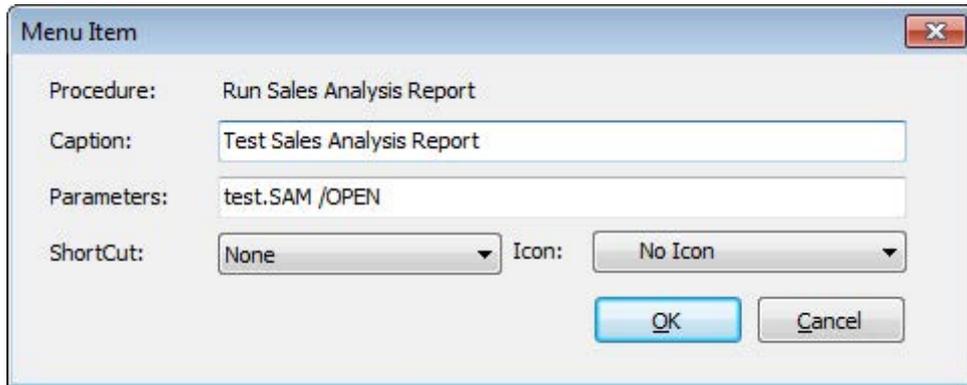
As with any Clarity report, using the Clarity Report Designer you can customise these Clarity reports and save them to your Custom folder, as specified by the Directory location for custom Clarity forms (.CLR, .CLF and .FMT) Computer-level profile setting.

The .SAM file only stores the parameters you specify in the Sales Analysis Matrix window; if you customise the base Clarity form of a .SAM report you have created, your .SAM report will include those customisations.

A Sales Analysis Report is transferable in the same way as a clarity report file. A .SAM file can be accessed by multiple users from a server, or emailed to a branch.

Adding Sales Analysis Matrix Reports to a Menu

You can use the Drop Down Menu Designer (see page 75) to add your SAM reports to a menu. Drag the **Run Sales Analysis Report** procedure onto the required menu. The Menu Item window appears:



Enter the name of your report in the **Caption** field, and the filename of the report in the **Parameters** field. If you want to open the Sales Analysis Designer window each time you run the report from the menu, append **"/OPEN"** to the report filename, as shown in the example above.

Sales Analysis Matrix Clarity Reports

There are a number of Clarity reports which form the basis of the Sales Analysis Reports. These CLR reports, along with JPG thumbnail images and PDF samples, are stored in the Clarity masters folder.

The reports are:

- SalesAnalysis5Weeks.clr
- SalesAnalysisDateRange.clr
- SalesAnalysisDateRangeCustom1.clr
- SalesAnalysisDateRangeCustom2.clr
- SalesAnalysisDateRangeNoGP.clr
- SalesAnalysisDateRangeNoGPCustom1.clr
- SalesAnalysisDateRangeNoGPCustom2.clr
- SalesAnalysisDiscount.clr
- SalesAnalysisGP.clr
- SalesAnalysisGroupPercentages.clr
- SalesAnalysisMonthly.clr
- SalesAnalysisMonthlyPortrait.clr
- SalesAnalysisNoGP.clr

Sales Analysis Report Types

The following report types can be selected.

Period

The periods here are your GL periods, as set up in EXO Business Config at Business Essentials > Financial Year.

Date Range

In addition to being able to specify your own date range, you can also choose one of the preset date ranges.

Group Percent

The Group Percent reports give This Year, Last Year, Year to date, last year to date and variance percentages for the selected groupings and criteria.

Discounts

The Discounts reports give discount percentage, dollar value and average dollar value, for the selected report grouping and selection criteria.

12 Month Quantity

The 12 month Quantity reports give monthly quantity sold totals for the 12 months before the selected Period date. Due to the number of columns in this report, you also have the option of printing the report in landscape or portrait format.

12 Month Sales

The 12 month Sales reports give monthly sales totals for the 12 months before the selected Period date. Due to the number of columns in this report, you also have the option of printing the report in landscape or portrait format.

5 Weeks Quantity

The 5 Weeks Qty reports give weekly quantity sold totals for the 5 weeks before the selected Period date. You can specify a start date for the report, or select one of the preset range dates as your starting date. For example, choosing 'Last Month' as the Preset Range will report on the 5 weeks immediately following the 1st of the last month.

5 Weeks Sales

The 5 Weeks Sales reports give weekly sales totals for the 5 weeks before the selected Period date. You can specify a start date for the report, or select one of the preset range dates as your starting date. For example, choosing 'Last Month' as the Preset Range will report on the 5 weeks immediately following the 1st of the last month.

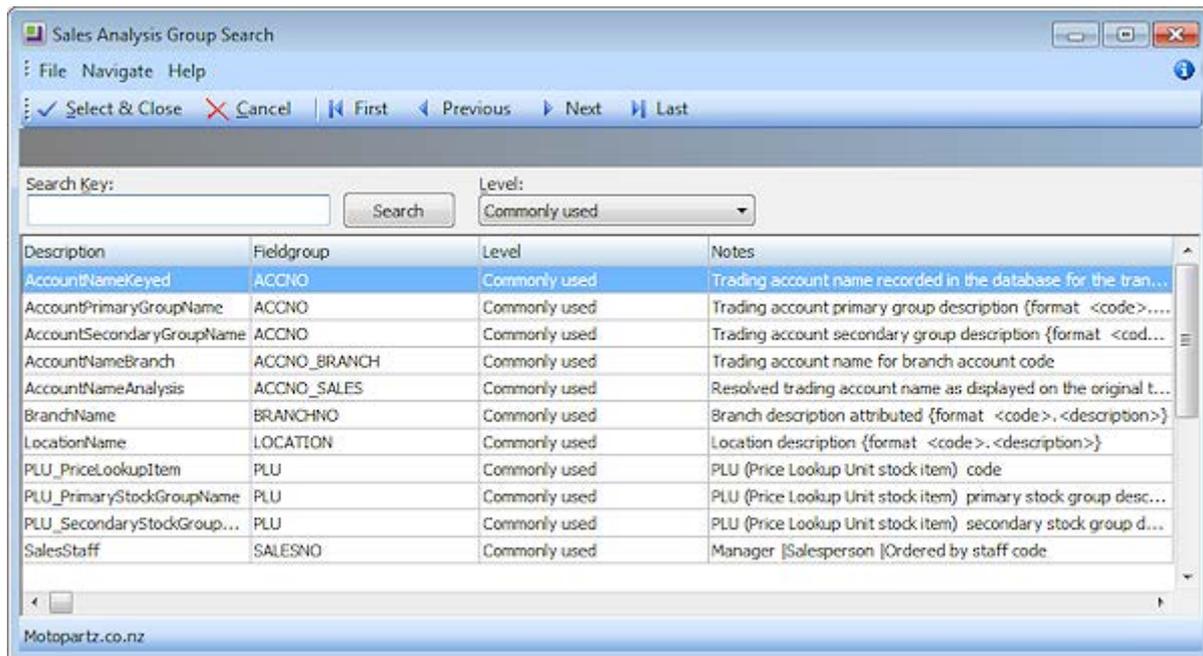
Sales Analysis Report Options

Groupings

Once you have chosen the type of report you want to run, you can filter the report by **Main Group** and then **Secondary Group**. For example, reporting on Location and then Sales Rep will group sales by location and for each location by sales rep. Reporting on Primary Group and then Location will give sales of the given stock group for each location, and so on.

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A lookup window is used for selecting groupings. Clicking the edit button at the end of each grouping field opens a window where all groupings are available:



Note: The information on each group that is displayed on this window is stored in the **FACT_GLOSSARY** table.

You can also choose to report on the Main Group and not use the Secondary Group by selecting the “No Groupings” option for the **Secondary Group** field.

Other Options

The Other Options that are available for the report are determined by the Report Type you have chosen for the report. Also, as you select options here, other options may become available or unavailable as appropriate. For example, for a date range report, selecting **Show Cost & Profit** logically makes **Show Sales Only** and **Show Quantity Only** options unavailable.

Selection Criteria

The Report Selection Criteria Filter gives you an even greater level of analysis in your SAM reports. These criteria mimic common SQL statements, but let you build your filter from simple drop-down menus.

Using Selection Criteria, you can report on a single Debtor account, Stock Group, Debtor Account Group, sales person, location or branch. Clicking the  button next to the **Value** property opens a search window offering all relevant values for the selected field.

You can use the following conditions to indicate the relationship between the field and the value:

Selection Criteria	Description
=	Returns all records where the value of the selected field is equal to the value you specify.
<>	Returns all records where the value of the selected field is not equal to the value you specify.

<	Returns all records where the value of the selected field is less than the value you specify.
<=	Returns all records where the value of the selected field is less than or equal to the value you specify.
>	Returns all records where the value of the selected field is greater than the value you specify.
=	Returns all records where the value of the selected field is greater than or equal to the value you specify.
Like Not Like	Returns all records where the value of the selected field is “like” the value you enter. For example, Debtor Acc Like Jo would return a list including account names like Johnson, Jones, and so on.
Between Not Between	Returns all records where the value of the selected field is inside (Between) or outside (Not Between) the specified To and From values.
In List Not In List	Returns multiple records that match (In List) or don’t match (Not In List) a comma-separated list of values. For example, Debtor Account In list 1,2,3 returns Debtor account numbers 1, 2 and 3.
Blank Not Blank	Returns all records where the value of the selected field is either blank or not blank.

Note: The conditions are generic conditions and may not apply to all reports in the Sales Analysis Designer.

Pricing and Discounting

Overview

There are comprehensive mechanisms in MYOB EXO Business for automatically determining appropriate prices to be offered to customers for goods dependent on a number of preset pricing rules that make up your pricing policies.

To	For Example	Use
Define a price value for a single stock item	A single whiteboard marker.	One of the ten configured Sell Prices (see page 440)
Define a price value for multiple stock items	Whiteboard markers stocked and sold in different colours but the same price.	Stock Price Groups (see page 427)
Apply a discount percentage to a product or list of products		Price Rules (see page 426)
Apply a discount percentage to a product or list of products, and share that with a customer or multiple customers		Price Policy (see page 427)
Define a group of customers for common pricing or discounting	To apply pricing policies to all branches of a company, or apply price policies for internet, trade, retail customers.	Debtor Price Policy Groups (see page 434)

Price Rules

A price rule (see page 446) is used to apply a discount or substitute price to an inventory item (see page 152) or group of inventory items. You can specify a minimum quantity of the inventory item(s) the customer must purchase to qualify for the discount, and also a date range the discount is valid for.

Price rules must be maintained individually in the Discounts/Prices tab (see page 96) of the Debtor account for which they were created. Price rules cannot be easily attached to a pricing policy at a later date. Price rules are not shared across parent/child account relationships if they are created on the parent account.

A price rule can be made up by either:

- A percentage above or below the list price, or
- An absolute net price, i.e. a new price.

Note: Discounts have the advantage in that if the list price fluctuates, the selling price also fluctuates proportionally. Net prices are often used to avoid inconveniently rounded net unit prices that can result from discounting.

Price Policies

Price Policies (see page 432) are collections of price rules for Products (or groups of products) that can be shared between customers (or whole groups of customers). Using price policies helps you to maintain pricing rules with the least possible elemental changes. Each price policy has a name and notes.

Tip: A single customer can be attached to many price policies, but a well-rationalised discounting model would avoid this. It might be useful to have one price policy called policy to which every debtor price policy group (see below) belongs. This can be used to apply promotional items or to be applied to or removed from to your entire customer base with a single entry rather than simply changing the list price.

Invoice Line Discounts

Offering a discount on an invoice line item at the time of invoicing or order entry is the most common way of offering a discount on a purchase. You can discount on the invoice line either as a result of a price rule, or by manually applying a discount. The discount percentage shows as a separate column on the invoice entry window, and the invoice line total is shown with the discount removed.

Discounting has its advantages over adjusting the unit price directly because:

- It clearly distinguishes an amount that a customer pays from the perceived price
- Discounting requires less maintenance as it adjusts proportionally when the base selling price is changed

Note: MYOB EXO Business does not support discounts on the invoice total. This is because of the difficulty in analysing profitability by invoice line. If you want to offer such a discount, we recommend applying the discount to a line on the invoice.

Stock Price Groups

Stock Price Groups (see page 158) allow you to collect similar products together that may share common pricing but are distinct products. Example whiteboard markers are stocked and sold in different colours but are all the same price, any discount policies that refer to them refer to every colour in the range. Using Stock price Groups you need only change the policies relating to the group and not every individual colour.

Stock Price Groups are set up in MYOB EXO Business Config at **Admin > Stock > Stock Price Groups**.

Changing Prices for All Items in a Stock Group

Utilities > Stock Utilities > Price Update Utility

You can change the price of all items in a stock group in the Price Update utility, which changes the price by a multiplier of the price of another stock group, or latest cost, standard cost or supplier cost.

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The following example sets the Internet price for the stock group “1. ENGINE” to be 1.2 times the trade price. You can apply the price change for all items in this stock group supplied by a specific supplier. You can also specify a range of stock groups.

The screenshot shows the 'Price Update Utility' window. It features a menu bar with 'File' and 'Help'. Below the menu is a toolbar with an 'Update' button. The main interface is organized into several sections: 'Amount' with 'Set' (LATESTCOST), 'Equals' (LATESTCOST), and 'Times' (1); 'Stock Group' with 'From Stock Group' (0. MISC ITEMS) and 'To Stock Group' (16. SPORTY SWEAT PAI); 'Rounding Options' with 'Rounding' (Round Down) and a value of 0.01; and 'Supplier' with 'For Supplier' (<ALL SUPPLIERS>) and a checked 'All Suppliers' checkbox. A large empty table area is at the bottom. The footer shows 'Motopartz.co.nz'.

1. Go to the **Utilities** menu and choose **Stock Utilities** and then **Price Update Utility**.
2. Specify the price name you want to update in the **Set field**, the price name you want to use for the multiplier in the **Equals field**, and the multiplier in the **Times** field.
3. Select the **From** and **To Stock Groups** of the stock group range for which you want to change prices.
4. Specify how prices should be rounded in the **Rounding Options** section.
5. Select a specific supplier, or all suppliers, in the **Supplier** section.
6. Click the **Update** button.

Field Definitions

Field	Description
Set	The price name for which you want to set a new price, or ALL.
Equals	The price name you want to use in the calculation of the Set new price.
Times	The multiplier you want to apply to the 'Equals' price to determine the new 'Set' price.

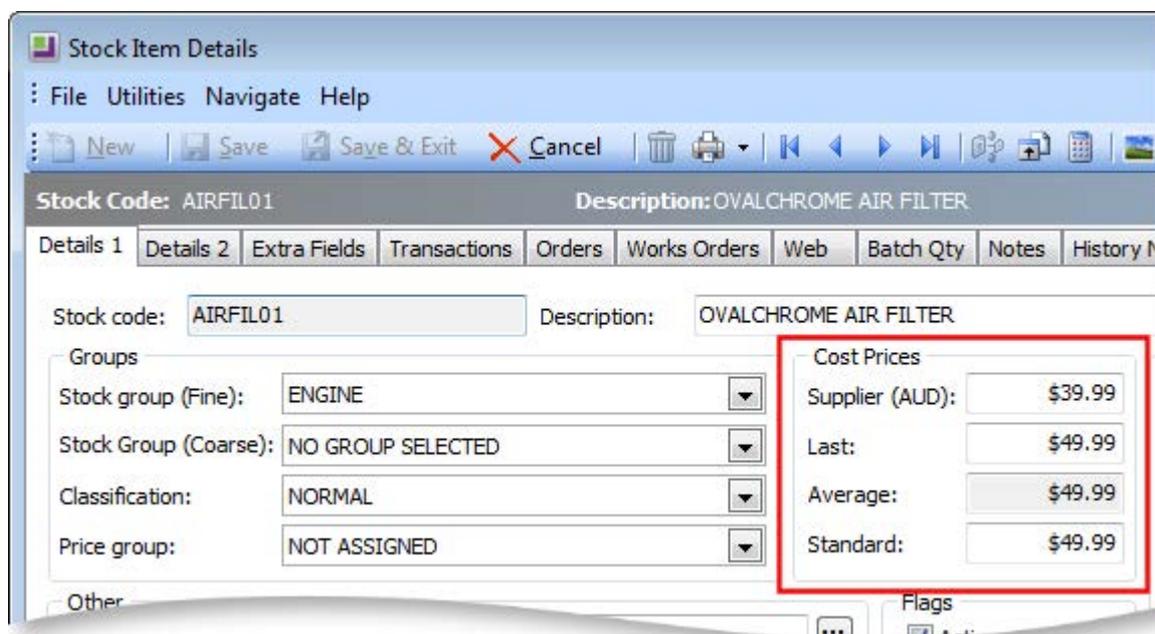
From/To Stock Group The stock group range you want to apply the new price to. For example, if you want to change the Internet price for all stock items in the Engine stock group.

Rounding Specify how you want to prices of the stock items in the selection range to be rounded: Round Up, Round Down or Round to Nearest. Enter a value in the edit field to specify the amount that prices should be rounded to, e.g. 0.01 to round to the nearest cent.

Setting Cost Methods and Sell Prices

Prices set for stock items vary depending on the outlet – retail, wholesale or trade. If the item is being sold through a website there may be a different price for it. You may also choose to set special prices for some customers and discounts for certain stock items. Each customer can have a default base price on which discounts operate. These prices can be represented in any currency.

Cost Prices



Field definitions

The fields in this window are detailed in the table below:

Field	Description
Supplier Cost	The default supplier published cost price used for purchase orders. This price is displayed in the main supplier’s currency.
Last	The current cost price for the stock item inclusive of landing charges.
Average	The weighted average cost or the average FIFO cost dependent on the option in MYOB EXO Business Config > Essential > General Settings > Stock Cost Method . The cost includes or excludes GST based on your creditor account setup. Including GST is not a usual option and is not recommended.
Standard	The manually adjusted cost price. This is the standard cost of this stock item.

Sell Prices

The sell prices that you see in the Sell Prices panel on the Details 1 tab of the Stock Item Details window (see page 161) are those you set in **EXO Business Config > Admin > Stock > Price Names**.

Note: See the White Paper “Discount Policies” for more information on Discounts and Special Prices. This White Paper is available on the MYOB EXO Business partner site (login required).

Entering a Price SQL

Stock prices can be calculated using a simple SQL statement, which gives you considerable flexibility in defining your new price. Price SQL statements can be entered in the following situations:

- When setting up Sell Prices in the EXO Business Configurator (see page 440).
- When creating a price change or a scheduled price change (see page 443).

Use the information below to construct a simple SQL formula in the Price SQL field. (For advanced users, you can use any valid SQL formula with any field present in the STOCK_ITEM table, including Extra Fields.)

Fieldnames

Commonly used fieldnames are:

- SELLPRICE1 ... SELLPRICE10 - these ten fields correspond to the ten price names set up in EXO Business Config at **Admin > Stock > Price Names**.
- AVECOST
- STDCOST

Variables

Additional useful variables, prefixed with an @ symbol, are available for use in calculations.

The following variables are available when configuring Sell Prices:

- @EXCHRATE - the exchange rate used with respect to the currency selected for the price.
- @TAXRATE - the tax rate entered for the **Sales GST** property on the Details 2 tab (see page 164).

Examples

Price Scenario	Price SQL
Calculate a price by factoring another price	SELPRICE2 * 1.3
Calculate foreign price from local cost	SELLPRICE2 * @EXCHRATE
Calculate GST inclusive price from GST exclusive cost	STDCOST * ((100+@TAXRATE)/100)
Calculate GST exclusive price from GST inclusive price	SELLPRICE2 * ((100-@TAXRATE)/100)

The following variables are available when creating price changes:

- @NEWPRICE
- @CURRENCY - the current exchange rate for the nominated currency

Examples

Price Scenario	Price SQL
Price should be equivalent to Average Cost Plus 30% Mark-up	AVECOST/0.70
Price should be equivalent to standard cost Plus 30 Margin	STDCOST*1.30
Price should be equivalent to Retail price (Sellprice2) less 10%	SELLPRICE2*0.9
Price Should be equivalent to Sellprice1 in this price name's Foreign Currency	SELLPRICE1/@CURRENCY
Price should be equivalent to Average cost + 33% rounded down and then rounded back up to just under the next dollar, e.g. \$5.99.	FLOOR (AVECOST*1.33)+0.99

Maintaining Consistent Margins with Changes in Cost Price

In MYOB EXO Business, you can maintain your existing selling price margins, even though your cost prices may fluctuate. Fixing your margins means your selling price will vary, so this presupposes that your customers will accept the price changes without prior notification.

You can review the margins and prices of a stock item by:

- using the Price Change window, which is displayed when an inwards goods receipt varies by more than the margin specified for the stock group, or
- using the Sell Price Formulation window (see page 440).

The operation of these features is dependent upon two User-level profile settings (see page 70):

- **Check supplier cost prices when purchase prices change** - prompts to update the supplier cost price when overriding prices when placing a purchase order (creating or editing a purchase order as opposed to receipting stock).
- **Minimum percentage cost variance requiring price review** - controls the triggering of the popup by setting a minimum percentage variance in landed cost (local currency), above which the price review popup window will appear.

When goods are receipted and costed, and the cost differs from the previous average cost, a window is displayed for each stock item affected. You can then review and reset the selling price if required.

To reset the selling price for a price name, enter the new price in the New Val column. Enter the new selling price to maintain the margin you require.

Advanced

If you have different staff responsible for costing and setting selling prices, you can add profitability information on the costing sheet. The costing sheet could then be used by someone in Sales/Marketing to review pricing and advise on required changes, as a separate process to inwards good costing.

- The %Margin column presents gross margin, i.e.
 $(\text{Sellprice} - \text{Cost Price} / \text{Sellprice}) * 100$.
- The %margin is a false figure Price Names that are in foreign currency because the currency exchange is not taken into account here, however the proportional cost variation still applies

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- The costing sheet is controlled by the Clarity form IGCosting.CLF. The availability of this functionality is governed by three User profile settings;
 - Stock Costs Hidden - User profile attempts to prevent users from seeing cost prices while browsing the stock records.
 - Check Prices when Costs Change – Custom level User profile enables the display of the price review pop up window if the cost price of the item has changed on a purchase order or creditor invoices (using stock), prompting the operator to reset the sell prices in order to maintain the same percent margin.
 - Cost change check threshold - Custom user profile sets the minimum percentage variance in landed cost (local currency) required to activate price review popup window.

Setting up a Price Warning

Sometimes at the time of invoicing, the selling price might be changed in a way that takes it outside of the expected margins for the stock item. This might be due to a data entry error, confusion over selling price, or because the cost price has changed.

You can set a warning to appear at the time of invoicing either if the sale is below cost price, or if the expected margins are exceeded. In EXO Business Config, set the **Sales entry price exception warning level** User-level profile setting to one of:

- Attempt to sell Below Cost Price, or
- Attempt to sell Outside product group guidelines.

Profile Settings	Value
Enforce sale price review when cost price has changed	<input checked="" type="checkbox"/>
Sales entry price exception warning level	No Warnings
Show price formulations	No Warnings
	Attempt to sell Below Cost Price
	Attempt to sell Outside product group guidelines

Price Policies

Setting up Price Policies

Price Policies are collections of price rules for Products (or groups of products) that can be shared between customers (or whole groups of customers). Using price policies helps you to maintain pricing rules with the least possible elemental changes. Each price policy has a name and notes.

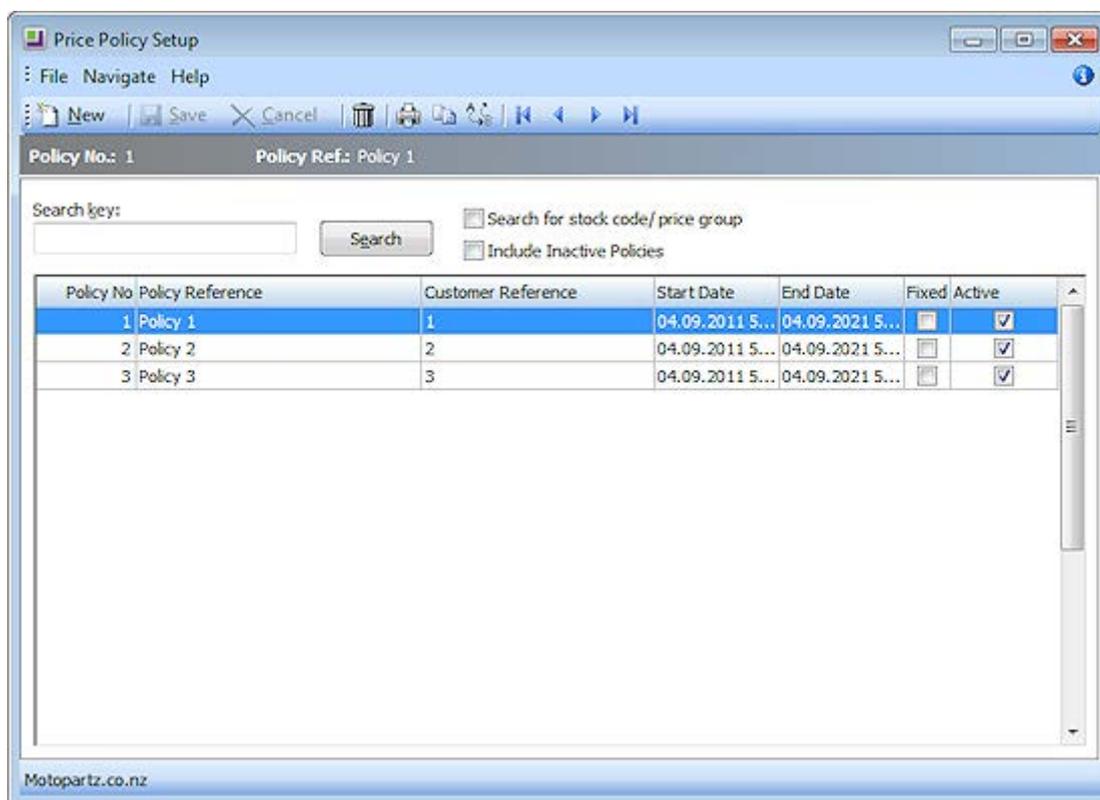
To set up Price Policies:

1. Open the Debtor account for whom you want to set up the price rule.
2. Click on the Discounts/Prices tab.
3. Click on the **Setup Price Policies** button. The Price Policy Setup window is displayed.
4. Click the **New** icon.
5. Complete the fields on the **Details tab**.
6. Click on the Price Rules tab, and then click the **Add Item** button to set up the price rules you want to use for this price policy. Use this table Setup Price Rule window fields (see page 447) to complete the fields in the Price Rules window.
7. Click on the Accounts tab, and then click the **Add Item** button to add any specific debtor accounts you want this price policy to apply to.

8. Click on the Price Policy Groups tab, and then click the **Add item** button to add any Debtor Price Policy Groups you want this price policy to apply to.
9. Click **Save**.

Price Policy Setup Window

Account > Debtors > {Select a Debtor} > (Discounts/Prices) > [Setup Price Policies]



Field Descriptions

The grid header fields are detailed in the table below:

Field	Description
Policy No	This is a sequential policy number used for reference.
Policy Ref	The name of this price policy.
Customer Ref	The customer's own price agreement reference number, if they keep a record of supplier prices and discounts for price checking.
Start Date	The activation date of the price policy.
End Date	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.

Fixed Policy 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 agreed.

Active Indicates whether or not this price policy is active, decommissioned, suspended.

Notes Any detailed notes or description of the price policy. Typically a plain English summary of the price policy, scope, terms, date to be renegotiated, name of person created, etc.

Debtor Price Policy Groups

About Debtor Price Policy Groups

Debtor Price Policy Groups are named groups that allow you to gather multiple price policies (see page 432) into a single group, and then attach multiple debtor accounts to that group.

Examples of Debtor Price Policy Groups might be used include:

- Setting up Retail, Trade, Internet and Trade as Debtor Price Policy Groups.
- Setting up Debtor Price Policy Groups for a list of debtors with a branch/head-office relationship to allow policy changes to take place for the entire group rather than making individual changes.

A debtor account can only be assigned to a single debtor price policy group. All the price policies of a debtor price policy group will apply to the debtor account.

It would be unwise to design debtor policy groups that contain debtors in a variety of currencies unless they were to be used only on policies that contained discount based price rules and not substitute prices.

Debtor Price Policy Groups are set up in the Configuration Assistant.

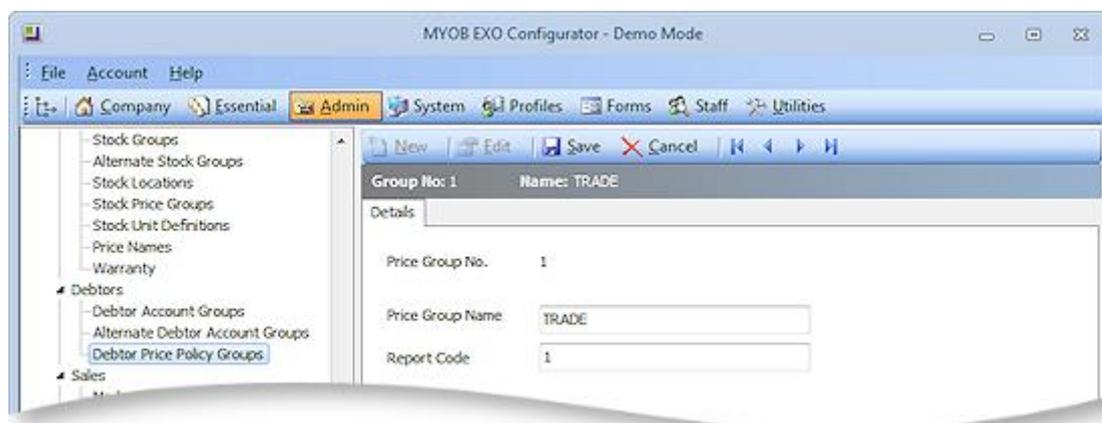
Debtors can be added individually to a Debtor Price Policy Group (see page 435) from the Debtor account.

Price Policies can be assigned to Debtor Price Policy Groups, or vice versa, as the price policy is created and then the Debtor Price Policy Group added to it (see page 435).

Setting up Debtor Price Policy Groups

To add a new Debtor Price Policy Group:

1. In EXO Business Config, go to **Admin > Debtors > Debtor Price Policy Groups**.
2. Click the **New** button.
3. Complete the fields in this section.



The following table describes the fields in the Debtor Price Policy Groups section.

Field	Description
Price Group No.	(Read-only). The Price Group number.
Price Group Name	The name of the Price Group Name.
Report Code	A user-defined report code to report on Debtor Price Policy Groups.

4. Click **Save**.

Adding a Debtor to a Debtor Price Policy Group

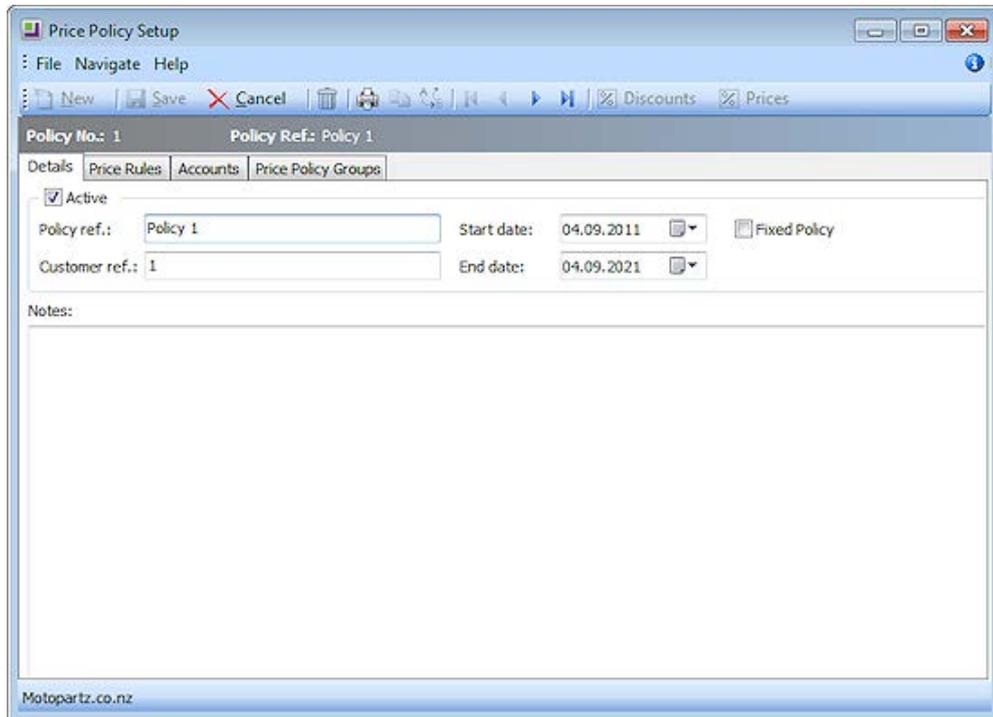
To add a Debtor account to a Debtor Price Policy Group:

1. In the Debtor Account window, double-click on the required Debtor account, then click on the Discounts/Prices tab (see page 96).
2. Select the required Debtor Price Policy Group from the **Price Policy Group** drop-down list to the right of the window. The price policies for the selected Price Policy Group will be displayed. These price policies are shared by all debtor accounts in this Debtor Price Policy Group.
3. Click **Save**.

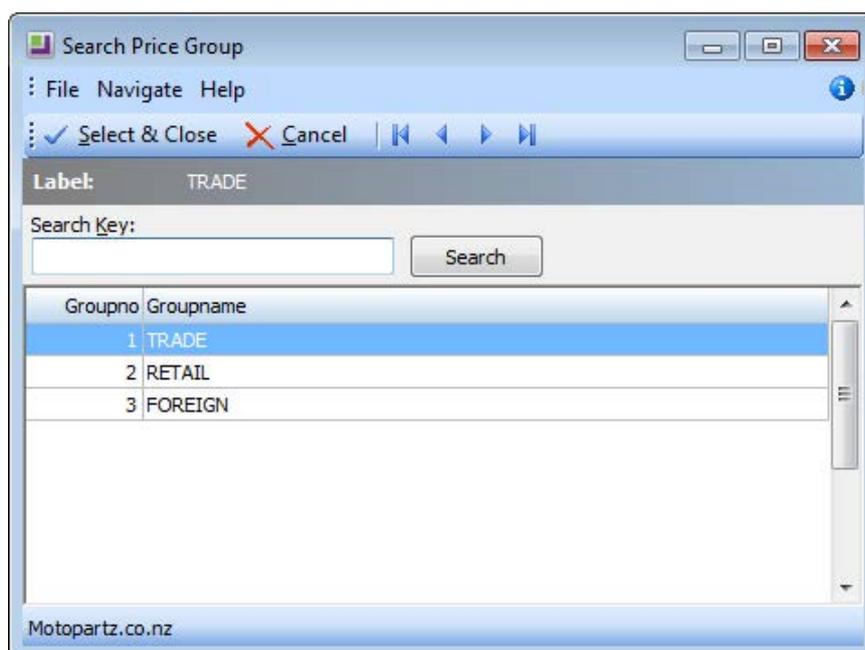
Adding a Debtor Price Policy Group to a Price Policy

To add a Debtor Price Policy Group to a Price Policy:

1. In the Debtor Account Details window for a Debtor account, go to the Discounts/Prices tab and click the **Setup Price Policies** button. The Price Policy Setup window (see page 433) is displayed.
2. Double-click on the Price Policy you want to add the Debtor Price Policy Group. The Price Policy Setup window now displays additional tabs.



3. Select the Price Policy Groups tab.
4. Click the **Add Item** button, and choose the required Price Policy Group from the list that is displayed.



5. Click **Select & Close**, and then click **Save**. When the Price Policy Group is added to the price policy, all accounts that are in that Price Policy Group will also receive the prices and discounts of that policy.

Prompt Payment Discounts

There are two different methods for offering Prompt Payment Discounts to customers in MYOB EXO Business:

- automatically, based on the invoice date, the credit terms, and the prompt payment discount percentage entered for the Debtor, or
- manually, based on your own discretion when receipting a payment, and the prompt payment percentage entered for the Debtor, regardless of invoice date.

Automatic Prompt Payment Discounts

This method uses the Prompt Payment Discount Calculation window to automatically calculate prompt payment discounts based on the due date of the invoice. Eligibility for the discount is based on the due date of each invoice, and uses the preset discount percentage on the Debtor account.

If you need to manage your outstanding discounts carefully in your business, this is the recommended method.

Automatic prompt payment discounts are managed by calculated by the Prompt Pay Discount Calculation utility; you can calculate new discounts, and review outstanding discounts.

Manual Prompt Payment Discounts

This method uses the **PP Disc** checkbox in the Debtor Receipts window (see page 398) to manually choose whether or not to give a prompt payment discount on a given invoice line. Selecting a line for prompt payment discount uses the discount percentage set up for the Debtor. No check is performed against the due date of the invoice - you can even give the discount to an overdue invoice.

If you need flexibility in the way you offer discounts on invoices, this is the recommended method.

When the discount is claimed, a credit note is issued for the discount amount, using the prompt payment discount stock item set up already in MYOB EXO Business.

Discounts manually applied in this way to an invoice will exclude that invoice from the automatic prompt payment discount method, which only calculates the discount based on unallocated invoices.

Prompt Payment Discount Stock Item

When prompt payment discounts are given, either manually or automatically, a credit note is issued to each Debtor using the prompt payment discount stock item (PPDISC).

Prompt Payment Discounts and End of Period

We recommend that the first step is to review the outstanding discounts from the previous month. This will ensure that existing data is not erased.

Ideally, the Prompt Payment Discount Calculation and the Statement printing for the month should be run back-to-back, after the month's invoicing and just before the End of Period.

Setting up an Automatic Prompt Payment Discount for a Debtor

This procedure will set the percentage for the Prompt Payment Discount given to a Debtor:

1. Click on the Details 2 tab of the Debtor Account Details window (see page 94) for the Debtor.
2. In the Prompt Payment panel of this tab, enter the percentage discount amount in the **Discount (%)** field.
3. Click **Save**.

If you use manual prompt payment discounts when receipting payments, this is the discount percentage that will be used.

If you use automatic prompt payment discounts, the Amount field here is calculated when you run the Prompt Payment Discount Calculation utility, and displays the amount of prompt payment discount the debtor is eligible to receive, based on invoice dates, the credit terms for the debtor, and the prompt payment discount percentage. Once payment has been made, the amount displayed here will be zero.

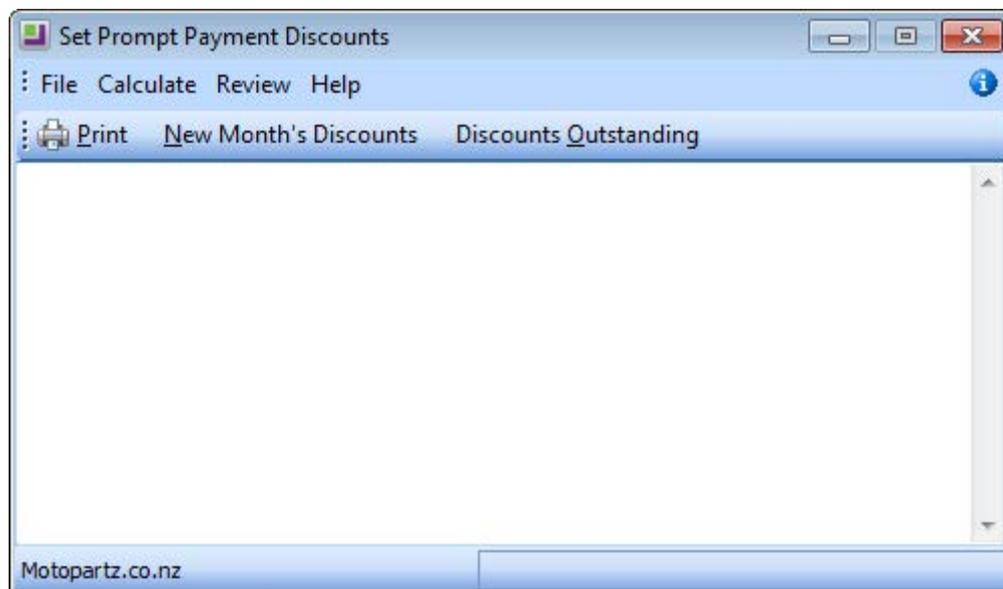
Calculating Outstanding Prompt Payment Discounts

Utilities > Debtor Utilities > Prompt Pay Discount Calculation

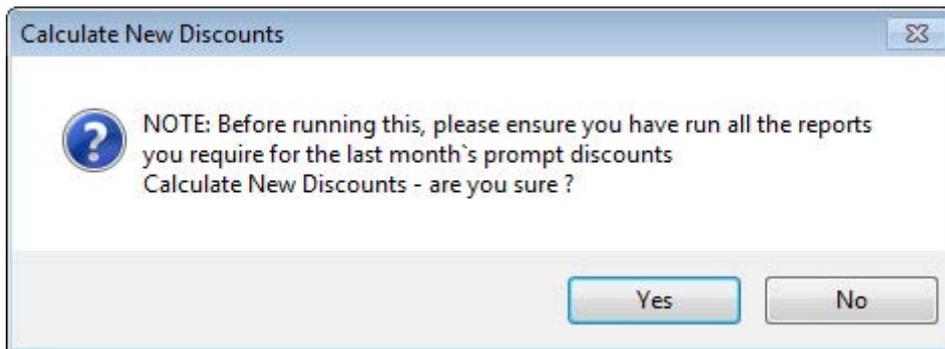
Before you begin, ensure you have reviewed and reported on your last month's prompt payment discounts before calculating this month's new discounts. Last month's discounts will be reset by this process.

This process calculates prompt payment discounts on unallocated invoices based on the invoice date and each debtor's prompt payment discount percentage. The process should be run back to back with generating monthly statements, so that the prompt payment discount information can appear on debtor statements.

1. Go to the Utilities menu and choose **Debtor Utilities > Prompt Pay Discount Calculation**. The Set Prompt Payment Discounts window is displayed.



- Click the **New Month's Discounts** button. The following warning is displayed.



- Click **Yes**. This month's new prompt payment discounts are listed in the grid. This includes a list of Debtors who have been offered the discount, the related discount percentage, and the amount to be paid by each Debtor. You can print this list.

Reviewing Outstanding Prompt Payment Discounts

- Go to the Utilities menu and choose **Debtor Utilities > Prompt Pay Discount Calculation**. The Set Prompt Payment Discount Calculation window is displayed.
- Click the **Discounts Outstanding** button. A prompt is displayed, asking if you are sure you want to Review Outstanding Discounts. Click **Yes**.
- The outstanding discounts are listed in the grid. You can print this list.



Sell Prices

About Sell Prices

Sell Prices appear on the Details2 tab of the Stock Item Details window (see page 164), and give you the option of specifying ten different price values for each stock item. Each price is set up for a specific currency, and can have its own price formula.

Each customer is assigned a base price (in the Debtor Account Details window Details1 tab), which is one of these ten sell prices.

For example, if you were to have a Trade sell price and a Retail trade price, your Trade price might be 0.8 of your retail price, and you would assign all your Trade customers to the Trade base price in the Debtor Accounts window.

Any further discounts you may offer, via price rules, price policies, or discounts offered at the time of sale, are applied against the base price on the debtor account.

Changing a Base Price

To add or edit base prices:

1. In EXO Business Config, go to **Admin > Stock > Price Names**.
2. Click **New** to create a new price, or select an existing one and click **Edit**.
3. Complete the fields on this window:

Field	Description
Price No	Read-only, the price number is automatically set, and cannot be changed.
Name	The name of the Sell Price.
Price SQL	The SQL formulation for the Sell Price (see page 430).
Currency	The currency of the Sell Price.

4. Click **Save**.

Changing the Base Price of a Debtor

1. In the Debtor Account search window, double-click on the required Debtor.
2. On the Details1 tab (see page 91), select the required base price from the **Base Price** drop-down list.
3. Click **Save**.

Reviewing the Sell Prices of a Stock Item

An advanced feature is the ability to review and update the sell prices of a stock item using the Sell Price Formulation window. While you can update the sell price of a stock item directly in the Stock Item Details window, the Sell Price Formulation window gives you more detailed information on margins and exchange rates, so you can ensure any pricing change will protect the margins you want on the stock item.

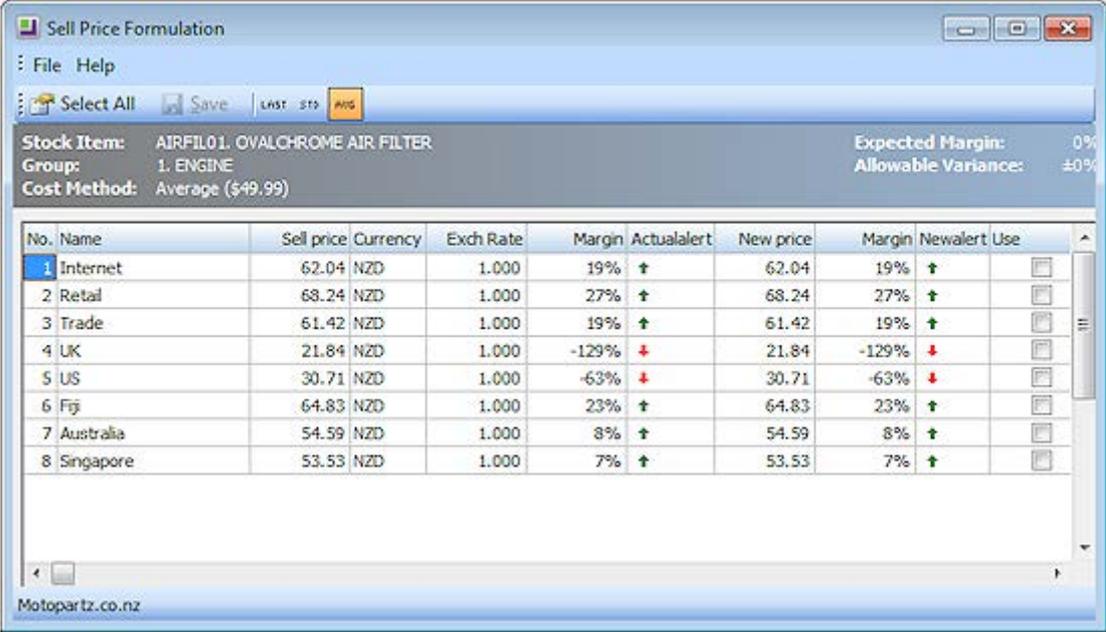
Advanced note: The margins are based on the cost basis selected for your company in the General Settings window of the Configuration Assistant, and the expected margins set for the stock group to which the stock item belongs.

To use this feature, the following Configuration Assistant settings are required:

- Show Price Formulations must be enabled
- Hide Stock Costs must be disabled

To review the sell prices of a Stock item using the Sell Price Formulation window:

1. Go to the Details tab of the Stock Items Details window (see page 161).
2. Click the **Sell Price Formulation** button () on the Stock Item toolbar. The Sell Price Formulation window is displayed.



The screenshot shows the 'Sell Price Formulation' window for the stock item 'AIRFILO1. OVALCHROME AIR FILTER'. The window includes a menu bar (File, Help), a toolbar (Select All, Save, Last, Std, Avg), and a summary section with 'Expected Margin: 0%' and 'Allowable Variance: ±0%'. The main data table is as follows:

No.	Name	Sell price	Currency	Exch Rate	Margin	Actual alert	New price	Margin	New alert	Use
1	Internet	62.04	NZD	1.000	19%	↑	62.04	19%	↑	<input type="checkbox"/>
2	Retail	68.24	NZD	1.000	27%	↑	68.24	27%	↑	<input type="checkbox"/>
3	Trade	61.42	NZD	1.000	19%	↑	61.42	19%	↑	<input type="checkbox"/>
4	UK	21.84	NZD	1.000	-129%	↓	21.84	-129%	↓	<input type="checkbox"/>
5	US	30.71	NZD	1.000	-63%	↓	30.71	-63%	↓	<input type="checkbox"/>
6	Fiji	64.83	NZD	1.000	23%	↑	64.83	23%	↑	<input type="checkbox"/>
7	Australia	54.59	NZD	1.000	8%	↑	54.59	8%	↑	<input type="checkbox"/>
8	Singapore	53.53	NZD	1.000	7%	↑	53.53	7%	↑	<input type="checkbox"/>

Green or **Red** arrows show margins outside the expected GP variation range for this stock group, whereas the '↑' sign shows that the margin is within the expected range.

3. Click the **Last/Std/Avg** icons in the toolbar to view the margins from the last cost, standard cost or average cost. The default is what is set in the General Settings window of the Configuration Assistant window.
4. The New Price column suggests a theoretical price for this item based upon the defined formula for each price name. This can be applied to any or all of these prices if chosen. Make any price changes you require in the New Price column.
5. Tick the **Use** checkbox of the prices you want to update.
6. Click **Save**. The new sell prices are now applied to the Stock item.

Scheduling Price Changes

Scheduling Price Changes for Stock Items

The Price Change Scheduler is a utility that allows you to prepare base price changes for ranges of stock items in advance and schedule these price changes to be applied at a certain date and time.

Some examples of use include:

- 24/7 operations operating Internet Shopping businesses where customers may be ordering at all times of the day or night and where any price changes must be instantaneous across the range of products affected.
- Businesses that operate on the basis that customers must be formally notified of price changes in advance. Once again the price scheduler can be useful to produce a proposed price list in advance.

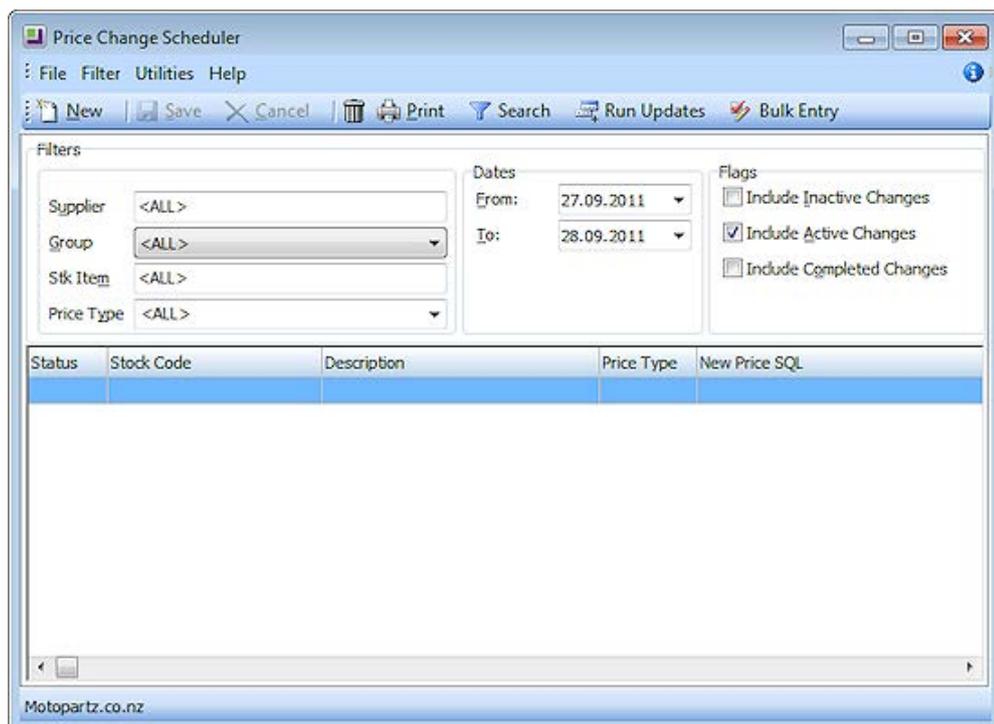
Note that you should consider whether using the Price Change Scheduler or using Price Policies (see page 432) better suits your purpose, as there are similar capabilities in each.

- Use Price Policies if you want the price changes to apply to a single debtor account, or small group of debtor accounts, then you should consider using Price Policies. Price Policies also allow you to group together a range of price changes across multiple stock groups. Price Policies generally allow you to be more precise in your pricing changes than the Price Change Scheduler.
- Use the Price Change Scheduler if you want the price changes to apply to all debtors, for a single stock item, then use the price change scheduler.
- Use the Price Change Scheduler – Bulk Entry (see page 444) if you want the price changes to apply to all Debtors, for selected Stock Group(s) and Secondary Stock Groups.

Viewing Scheduled Price Changes

To view all scheduled price changes:

1. Go to the Utilities menu and choose **Stock Utilities > Price Change Scheduler**. The Price Change Scheduler window is displayed:



2. Use the following filters to view the required scheduled price changes:
 - Supplier:** The supplier for which you have a scheduled price update, or ALL.
 - Group:** The stock group of the scheduled price change, or ALL.
 - Stk Item:** The stock item of the scheduled price change, or ALL.
 - Price Type:** The price type (price name) of the scheduled price change, or ALL.
 - From/To Dates:** The date range for which you want to view any scheduled price changes.
 - Flags:** Tick the checkboxes to include inactive changes, active changes, and/or completed changes.
3. When you have set your filters as required, click on the **Search** button.
4. Double-click on any price change line to view and/or update.

Scheduling a New Price Change

Follow these steps to schedule a new price change.

1. Go to the Utilities menu and choose **Stock Utilities > Price Change Scheduler**. The Price Change Scheduler window (see page 442) is displayed.
2. Click the **New** button. The following window is displayed:

3. Complete the fields in this window using the following table:

Field	Description
Stock item	Choose the stock item for the price change.
Price Type	Choose the price type (price name) for the price change.
New Price SQL	Enter any Price_SQL (see page 430) you want to use to create the new price.

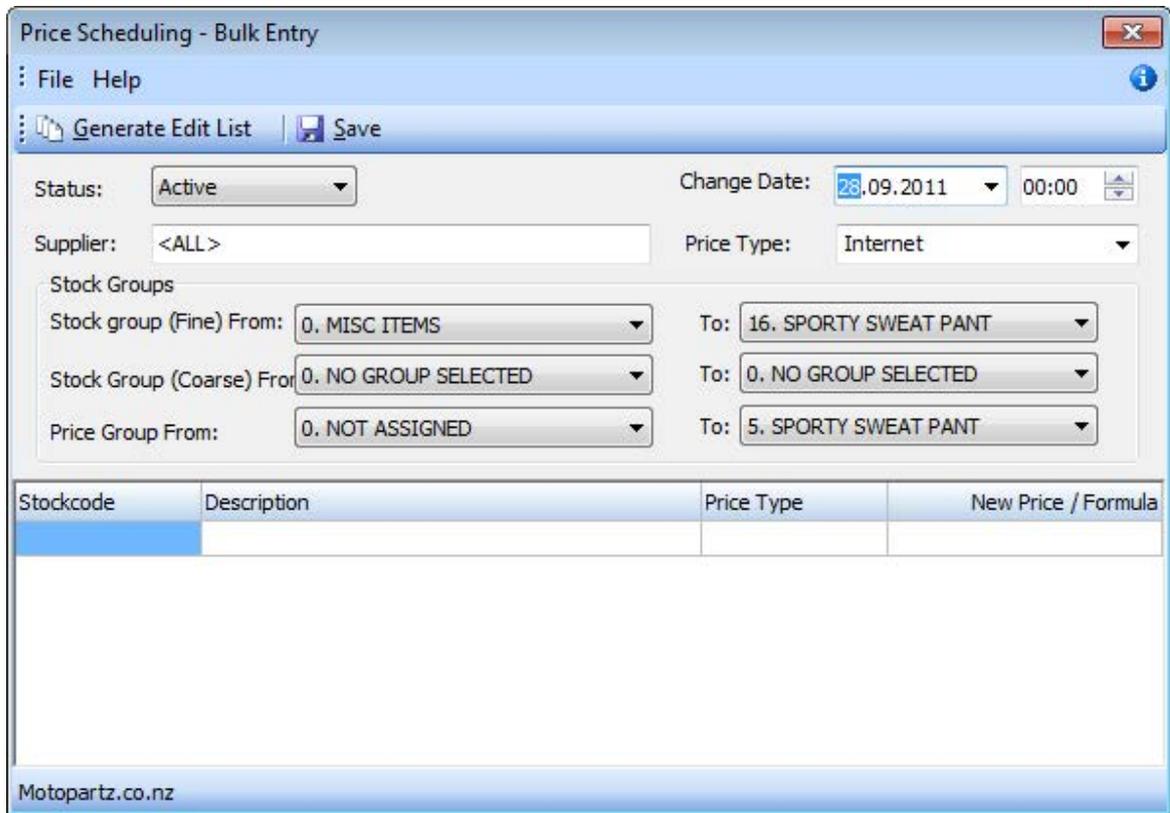
Entered by	This defaults to the current user.
Status	Specify whether you want this scheduled price change to be active, inactive, or marked as completed
Change Date	The date the price change was scheduled.

4. Click **Save**.

Note: The price change will not automatically be made when the Change Date is reached; when you are ready to update the price, use the **Run Updates** button to change the price.

Scheduling a New Bulk Entry Price Change

1. Go to the Utilities menu and choose Stock Utilities and then Price Change Scheduler. The Price Change Scheduler window is displayed.
2. Click the **Bulk Entry** button. The Price Scheduling Bulk Entry window is displayed.



3. Use the filters in this window, as described here, to select the range of stock items for the bulk price change. When you have selected your filters, click the **Generate Edit List** button, which will populate the grid with a list of all stock items that match your filters.

Fields in this window:

Field	Description
Status	The status of this scheduled price change: Active, Inactive or Completed. Tip: you can also change the status and details of a previous price change to active.
Supplier	If you are only updating items from a single supplier, enter that supplier here, or select <ALL>.
Change Date	The date the scheduled bulk price change was created.
Price Type	Filter by the price name in this field.
Stock Groups – Primary From/To	Select the primary stock group range for the price update
Stock Groups – Secondary From/To	Select the Secondary Stock Group range for the price update.
Stock Groups – Price Group From/To	Select the Stock Group range for the price update.
Stock Code/Description	The specific stock item and description of this price change line.
Price type	The price type of the price change for this stock item.
New Price/Formula	Enter the new price here.

4. Edit the **New Price/Formula field** with the new price for the stock item, or a Price SQL statement (see page 430).
5. Click **Save**. Note that the price changes will not automatically be made when the Change Date is reached; when you are ready to update the price, use the **Run Updates** button to change the price.

Running Scheduled Price Updates

Once you have set up your scheduled price changes, use the **Run Updates** button to action any scheduled price changes with a status of Active. Scheduled Price Updates will not run automatically when the Change Date occurs.

1. In the Price Change Scheduler window, click the **Run Updates** button. The **Run Scheduled Price Updates** window is displayed:



2. The **Date to Action** field defaults to the current time and date.
3. Click the **Run Updates** button to run the scheduled price update.

Price Rules

Setting up Price Rules

Stock Price Rules are used to apply a discount on a stock item or range of stock items, i.e. stock groups, to a specific debtor. Price rules are set up on a per debtor account basis; a price rule you set up for one debtor will not be available to another debtor.

1. Enter the Debtor account for whom you want to set up the price rule.
2. Click on the **Discounts/Prices** tab. There are two panes in this window: in the top half of the window price policies are set up, in the bottom half, price rules are set up.
3. Click the **New Price Rule** button (). The Setup Price Rule window (see page 447) is displayed.
4. Complete all fields on this window.
5. Click **Save**.

Setting up Price Rule Window Fields

The following table describes the fields in the Setup Price Rules window:

Field	Description
Stock Code or Stock Group	<p>Choose either stock code or stock group:</p> <p>To choose a stock code, click on the Stock Code radio button and enter the code, or type a question mark in the field and press Tab, to browse through the stock list to select the required stock item.</p> <p>To choose a stock group, click on the down arrow to select the required stock group.</p>
Expected Margin	The margin, or markup, you expect to make from sales of stock items in the selected stock group. A read-only field.
Margin variance +/-	The percentage above and below the expected margin percentage that is allowed for sales of stock items in this stock group. A read-only field.
Discount	Enter the discount percentage that the selected debtors are to receive once they purchase the required quantity. The discount will work off the price level that is assigned to the selected debtor(s).

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Base Price	Select the base price you want to use as the basis for calculating the new price. Use the up and down arrows to review the effect of the price rule on the ten default price names. This box is disabled when the Substitute Price option is selected.
New Price	When the price rule is for a stock item, this is the new price after the discount has been deducted from the selected base price.
Substitute Price	Actual dollar price value to be used in place of the base price if the price rule conditions are met.
Switch to Base Price	Actual dollar price value to be used in place of the base price if the price rule conditions are met.
Calculated Margin	Each Stock Group has an option to set up expected margin, together with an allowable variance from this expected margin. The variance below indicates that a Margin of 40% Plus or Minus 5% is acceptable, that is 35% through to 45% inclusive.
Calculated Variance	
Minimum Quantity	The minimum quantity that is to be purchased in order to receive a discount.
Start Date	The start date of the date range this price rule applies to.
Stop Date	The end date of the date range this price rule applies to.

MYOB EXO Finance

MYOB EXO Finance Overview

MYOB EXO Finance is an external module that interfaces with the core MYOB EXO Business system. There are three components to the Finance module:

- Bank Reconciliation (see page 449), used for reconciliation of bank accounts in the General Ledger to bank statements.
- Creditors Payment Processor (see page 474), used for paying Creditors via cheque or direct credit.
- Direct Debits (see page 491), used where the organisation has authority to direct debit Debtor accounts.

Bank Reconciliation

The Bank Reconciliation function (**Utilities > Bank Reconciliation**) has been designed for accounting staff that need to manage their bank accounts. This facility is used to match transactions in the General Ledger Bank account to transactions that appear on the company's bank statement.

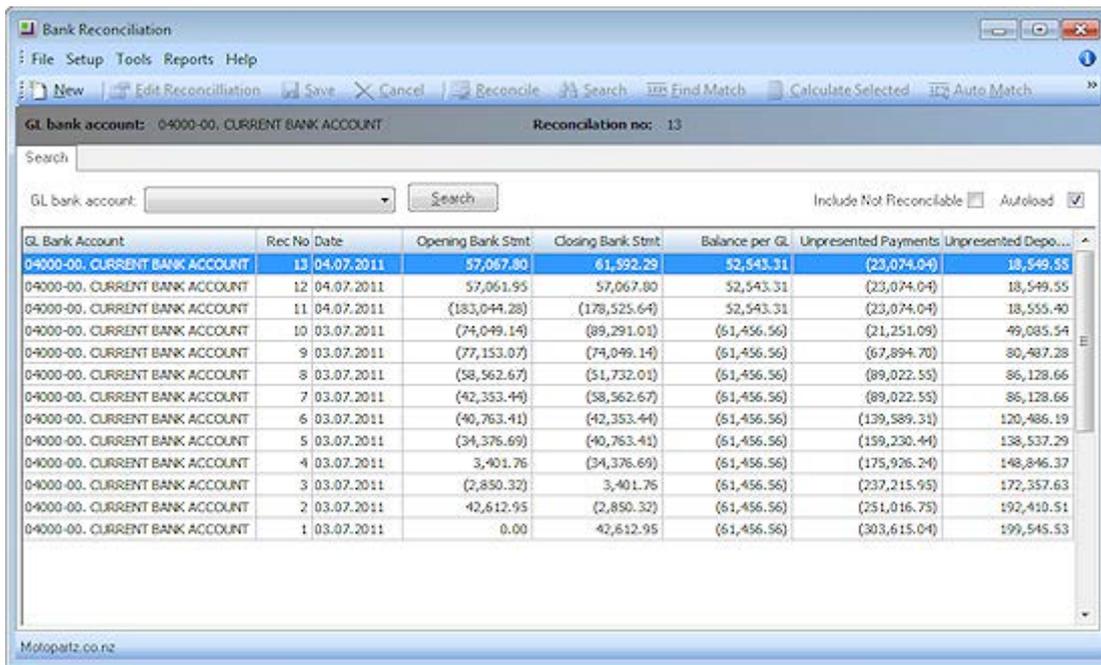
Bank Reconciliation can be run in one of two ways:

- A manual system for when working from a hard copy bank statement (see page 456). In manual mode the system displays unreconciled GL transactions from the selected GL bank account, and you manually flag which of these are 'reconciled' – these will be the items that appear on the paper bank statement. The ones that are not flagged are the unreconciled GL transactions and the total of these should represent the difference between the balance of the GL bank account and the closing balance that appears on the bank statement.
- An electronic system using a CSV format file supplied by the bank (see page 461). In CSV mode - the system displays the unreconciled GL transactions from the selected GL bank account, but the bank statement transactions are imported into MYOB EXO Business from a CSV format text file provided by the bank. The process is then to match unreconciled GL transactions to the imported bank items. A GL transaction that is matched is flagged by the system as being reconciled. The objective is to match all the imported bank items to a GL transaction. The GL transactions that remain (unreconciled GL transactions) should represent the difference between the balance of the GL bank account and the closing balance that as per the Bank.

Note: Before bank statement files can be imported into the Bank Reconciliation program, the **bank format needs to be set up (see page 469)**. This setup is performed in **Setup > Bank Formats**, and defines how MYOB EXO Business should interpret CSV bank statement files that are to be imported into Bank Rec. This only needs to be set up if the CSV method of Bank Reconciliation is to be used.

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When choosing Bank Reconciliation from the menu, a window opens with the list of all previous bank reconciliations:



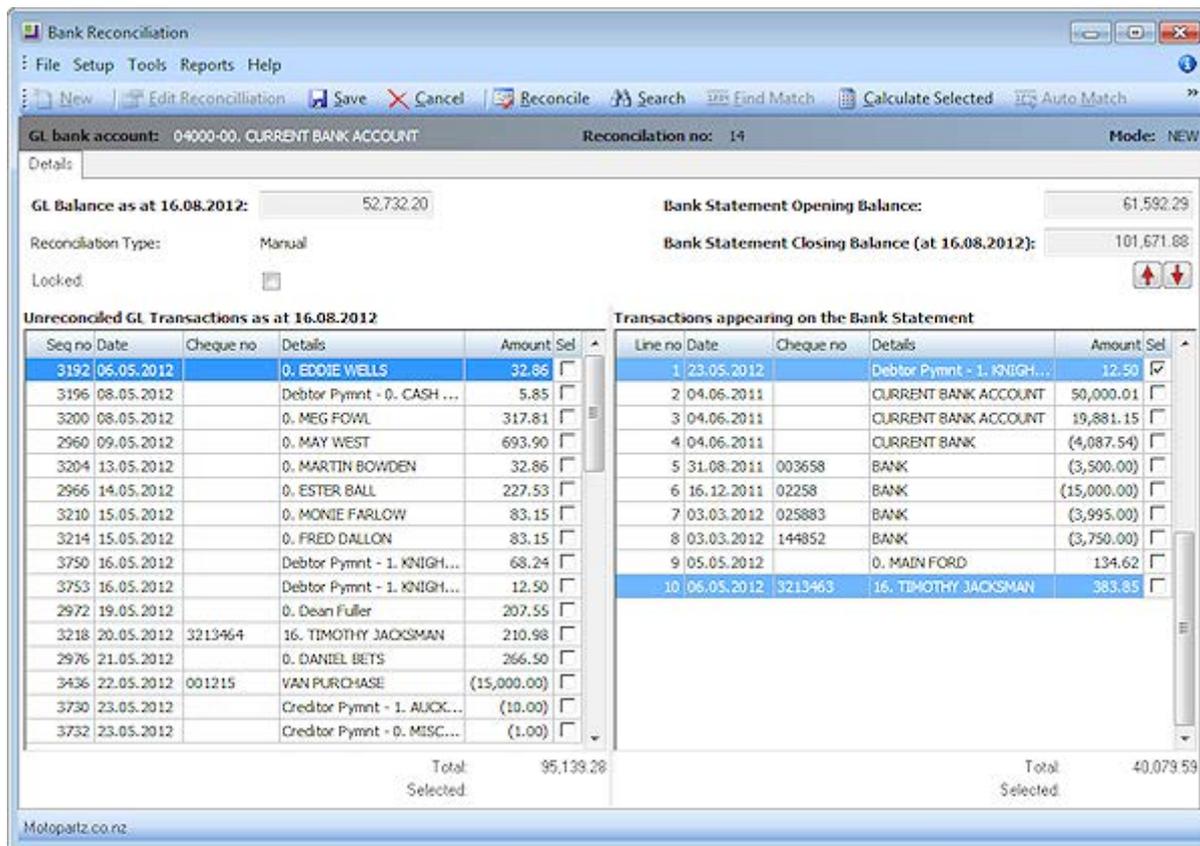
1. To list the reconciliations for a specific bank account, select the account from the **GL bank account** drop down list, and click **Search**.
2. To Include unreconcilable accounts in the list, check the **Include Not Reconcilable** checkbox.
3. To automatically list the previous bank reconciliations whenever the Bank Rec function is selected, select the **Autoload** check box. Alternatively, click on Search every time to list previous bank reconciliations.

Note: The list of previous bank reconciliations is displayed in an Exogrid, meaning that columns can be moved around, rows sorted by clicking on the appropriate column header and select the columns to view by right-clicking on the yellow column header and selecting **Visible Columns**.

Note: The details on the grid (statement balance, GL balance, unreconciled payments and deposits) are all taken from the database table BANK_REC_LOG.

Bank Reconciliation Details Window

The main details window is laid out as follows:



Definitions

Name	Description
Mode	For a new reconciliation the mode is NEW. Other modes are VIEW and EDIT.
GL balance as at dd.mm.yyyy	The GL balance as at the date specified – not necessarily the current GL balance. MYOB EXO Business will add up all GL transactions for the specified bank account, up to and including the date specified
Reconciliation Type	<p>[Manual] Set to Manual from the set-up window and cannot be changed.</p> <p>[CSV] Set to CSV from the set-up screen and cannot be changed.</p> <ul style="list-style-type: none"> Click on  to see the path and file name of the import file. Click on  to view the contents of this file.
Locked	While it is unlocked, the user can still edit the reconciliation (see page 453). The user can lock a bank reconciliation when it is complete.
Bank Statement Opening Balance	The bank statement opening balance is set to the closing balance from the previous reconciliation.

Bank Statement Closing Balance

The bank statement closing balance is bank statement opening balance, plus all transactions that appear on the bank statement (i.e. total shown at the bottom right of the window).

Note that the opening and closing bank statement balance are not immediately available for edit. However, the opening balance is available for editing on the first reconciliation of a GL account. For subsequent reconciliations, it is still possible to change the opening/closing bank statement balances by selecting **Setup > Edit Statement Balances**. This option is only available if the user profile 'Allow Bank Reconciliation Opening/Closing Statement Balance Edits' is enabled.

Unreconciled GL Transactions as at dd.mm.yyyy

The GL transactions that appear on the left-hand-side are the unreconciled transactions with a transaction date less than or equal to the reconciliation date. The sum of unreconciled GL transactions appears at the bottom of this section.

Note: Unreconciled GLTRANS are where gltrans.reconciled = 0 and gltrans.transdate <= the reconciliation date specified on the panel above).

Transactions appearing on the Bank Statement

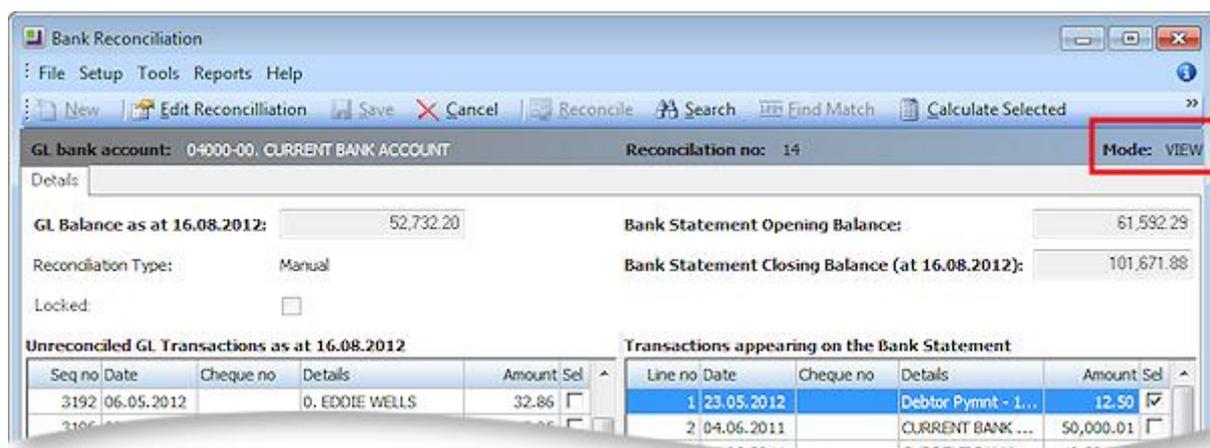
The items on the right-hand-side in Manual Mode are the reconciled GL transactions – those that appear on the Bank Statement. The sum of items appearing on the bank statement appears at the bottom of this section. Double-clicking an item on left-hand-side transfers it to the right-hand-side.

Use the arrow buttons ( ) to move the lines for view on the bank statement up or down.

From the search/summary screen it is possible to see the details of any existing reconciliation.

Details Screen

To see the details of a reconciliation, from the search/summary screen, double-click on any existing reconciliation. This will display the Details screen, which is similar to the Details screen when adding a new reconciliation:



The Mode is set to VIEW, so the reconciliation cannot be changed.

The left-hand-side represents the unreconciled transactions at that point in time. This will be the same list that would have been seen when the reconciliation was first entered.

Note: For reconciliations entered after upgrading to MYOB EXO Business 7.0, this screen will provide an accurate list of unreconciled GL transactions at that point in time. However it is not possible to build an accurate list of unreconciled transactions for reconciliations that were entered before an upgrade to MYOB EXO Business 7.0, as the required data links were not recorded for these reconciliations.

The logic used to select GL transaction for display on the left-hand-side of the screen is:

```
GL_TRANS where
gltrans.transdate <= bank_rec_log.transdate and
gltrans.seqno <= bank_rec_log.gltrans_seqno and
((gl_trans.reconcile_no = '0' or gl_trans.reconcile_seqno >
bank_rec_log.seqno)) [**]
```

[**] The GL transactions are either not yet reconciled at all (reconcileno = 0), OR they have been reconciled but after this reconciliation.

The selection of transactions on the right-hand-side depends on whether the reconciliation was created in manual mode or CSV mode. In manual mode, the details are from GL transactions that were stamped with this reconciliation number.

In CSV Mode, the list on the right-hand-side is of all unreconciled bank statement items.

It is possible to see all the GL transactions that were available for reconciliation when the reconciliation was first entered by selecting >Setup>Show Reconciled Items. Unreconciled transactions will appear in black. Reconciled transactions appear in blue.

To print the Bank Reconciliation details that appear on the screen, select **Reports > Bank Reconciliation Details**. The output can be saved to Excel by selecting **File > Save As** and selecting the CSV format.

The following functions are also available in View Mode:

- Check Reconciliation (**Tools > Check Reconciliation**)
- Search
- Calculate Selected

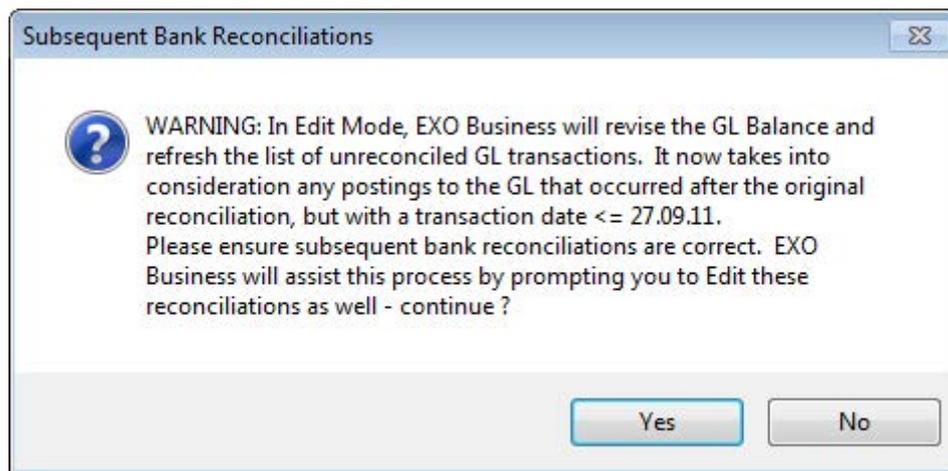
It may be necessary to change an existing Bank Reconciliation. Double-clicking on the appropriate row on the search/summary screen will display the Details screen in View mode.

While in View mode the reconciliation cannot be changed. To make changes the reconciliation has to be put into Edit Mode; however, there are some restrictions on placing a reconciliation into Edit Mode.

Restrictions

Editing of the last reconciliation is generally acceptable and MYOB EXO Business allows this. But editing of reconciliations before the last one should be avoided if at all possible. This should be the exception and not part of the normal process. To control editing there is a User-level profile setting called **Allow editing of bank reconciliations**. The following table shows the logic that either enables or disables the **Edit** button, (allow/disallow edits), and which warning messages will appear.

Last Rec	Locked	Profile	Edit Button	Messages
Yes	No	Don't allow	Enabled	None
Yes	Yes	Don't allow	Disabled	Not applicable – Edit button is disabled
No	No	Don't allow	Disabled	Not applicable – Edit button is disabled
No	Yes	Don't allow	Disabled	Not applicable – Edit button is disabled
Yes	No	Allow	Enabled	None
Yes	Yes	Allow	Enabled	Warning message that is blocked
No	No	Allow	Enabled	Subsequent Bank Reconciliation warning (see below).
No	Yes	Allow	Enabled	Subsequent Bank Reconciliation warning. # Warning message that it is locked



Note: Bank Reconciliations that were entered before an upgrade to MYOB EXO Business 7.0 cannot be edited. This is because the General Ledger balance, reconciliation date and unreconciled transactions would not be tightly related to each other, as they are in reconciliations entered in 7.0.