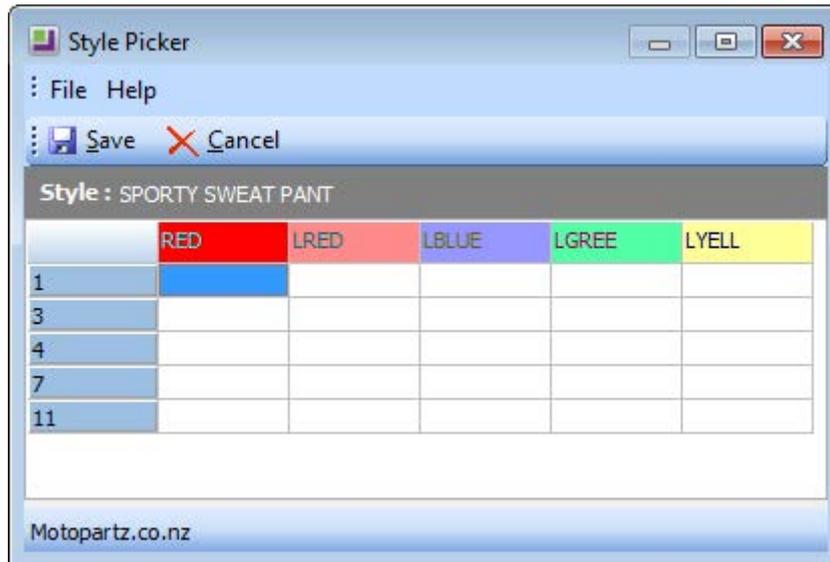


## MYOB EXO Business User Guide

When this setting is enabled, colour becomes the horizontal axis:



### Style Colour Size Stock Code Formula

To change the formatting of the Style colour code formula, edit the **Size colour code formula** Company-level profile setting as necessary.

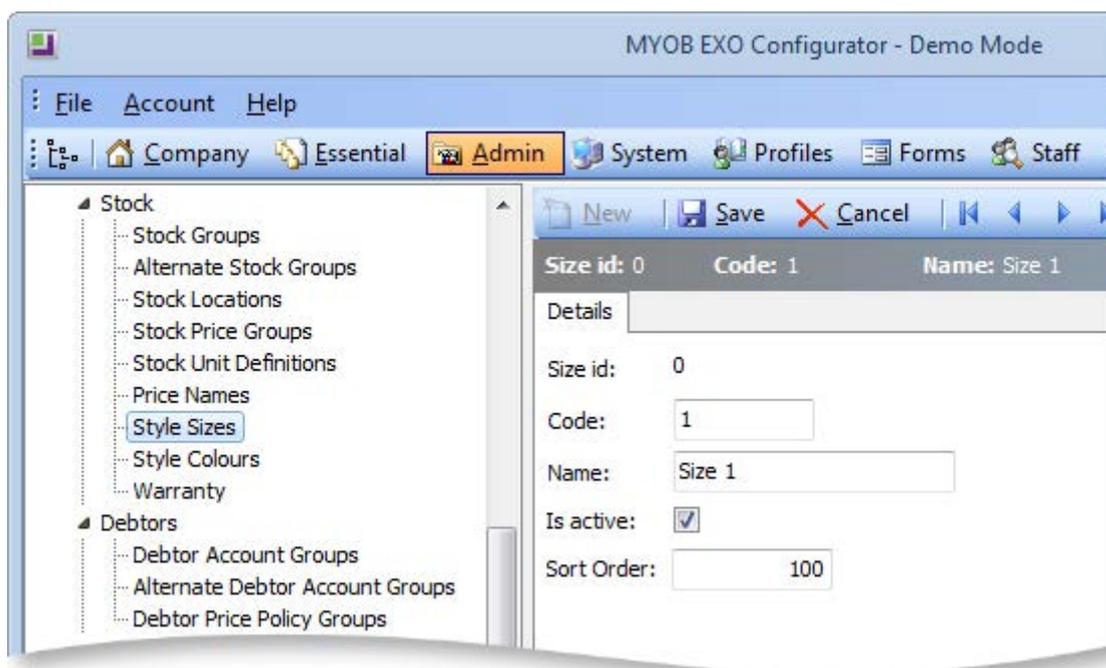
### Style Colour Size Stock Description Formula

To change the formatting of the Style colour description formula, edit the **Size/colour description formula** Company-level profile setting as necessary.

## Creating Style Size Options

Before you can generate any styles in MYOB EXO Business you will need to establish what sizes will be available across your whole product range. For example you may have some styles which come in only three sizes Small Medium and Large, other styles may come in a more comprehensive range of sizes ranging from sizes 6 through size 14. If you have a style that has an extra dimension to its sizing e.g. Black - Size 10 shoes (wide or narrow fitting), then you will need to create a separate sub style to accommodate the wide or narrow fitting or create specific sizes '10N' and '10W'. MYOB EXO Business accommodates two dimensions: Size and Colour.

To create style size options use the option in MYOB EXO Business Config as shown below:



The **Size ID** is a unique key assigned by the system. It cannot be altered by the user and is invisible during normal operation.

The **Code** is a short abbreviation of the size. It is used in the formula that auto-generates stock codes for the style.

The **Name** is a long description used in the formulation of the descriptions of Stock items in this style.

The **Is active** option is enabled by default. Sizes can be made inactive if they are no longer available.

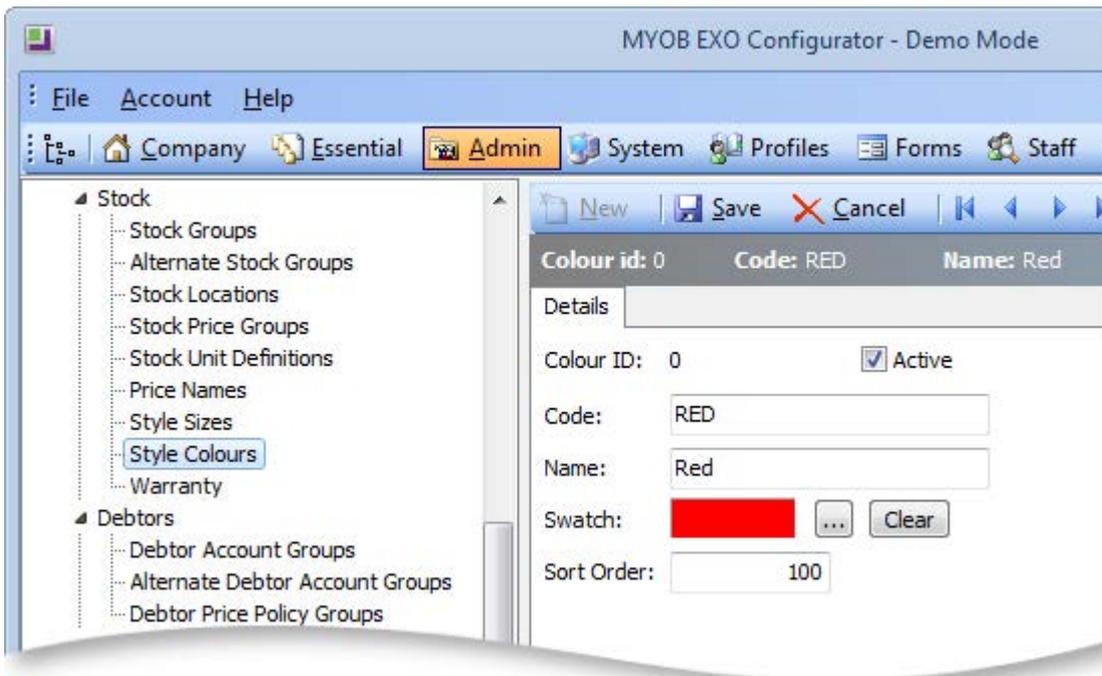
The **Sort Order** determines the size's position when displayed on the Style Picker (see page 217).

## Creating Style Colour Options

Before you can generate any styles in MYOB EXO Business you will need to establish what colours will be available across your whole product range. If you have a style that has fabric options e.g. Leather or Plastic, then you will need to either create a whole separate sub style to accommodate the different fabric options, or create specific Colour options e.g. 'Red L' and 'Red P'. MYOB EXO Business accommodates two dimensions: Size and Colour.

## MYOB EXO Business User Guide

To create style colour options, use the option in MYOB EXO Business Config as shown below:

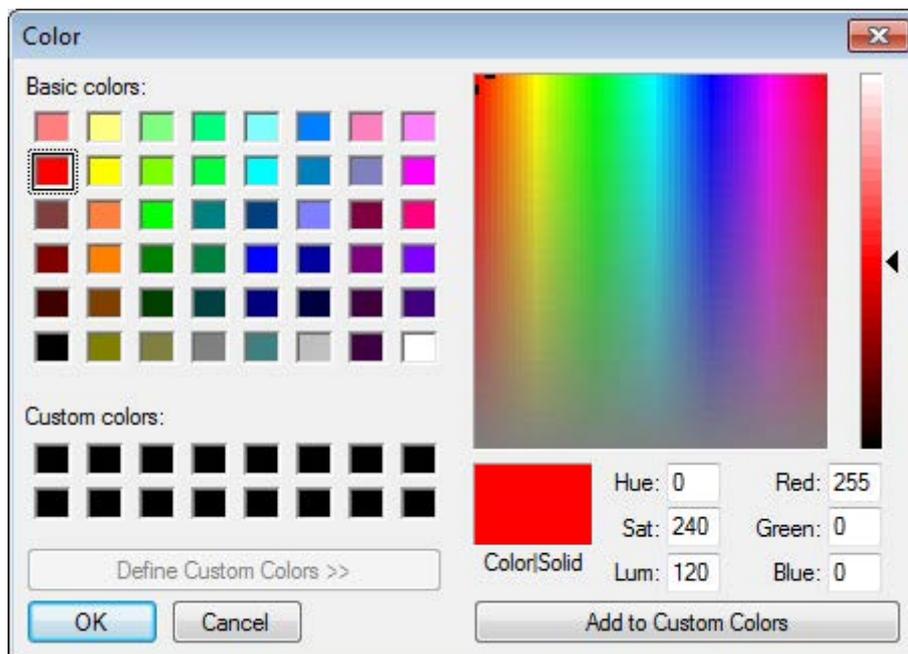


The **Colour ID** is a unique key assigned by the system. It cannot be altered by the user and is invisible during normal operation.

The **Code** is a short abbreviation of the colour. It is used in the formula that auto-generates stock codes for the style.

The **Name** is a long description used in the formulation of the descriptions of Stock items in this style.

The **Swatch** lets you pick a colour to act as a visual cue when picking this style on an order. Clicking the edit button opens a standard colour select window:



The **Is active** option is enabled by default. Colours can be made inactive if they are no longer available.

The **Sort Order** determines the colour's position when displayed on the Style Picker (see page 217).

## Creating a New Style

A style is a collection of Stock codes that are common but with minor variations. These variations are typically Size and Colour. The Size and Colour variations are two common problems for businesses that deal in styles. These are creation of a new style (maybe involving a hundred-or-so stock codes), and representation of the style in a visually compact fashion using a matrix where size is represented by the X-Axis and Colour on the Y-Axis.

In MYOB EXO Business, a Style is analogous with a Stock Group, you can set the name of product group as 'Style' using the display names option in EXO Business Config. Stock Groups can be grouped under parent grouping Stock Group 2. For example sales of various styles of socks might be reported under the collective stock group 2 'Socks'.

Also the Price Groups function can be used as a useful method of controlling discounts of promotional pricing across a whole style at once.

Not all product groups are required to have style attributes:

- A sports equipment shop may sell all sorts of sports equipment, but only sports apparel and sports shoes have Style/Colour/Size requirements.
- A furniture store may sell furniture and bedding, but only Bed sheet product lines have a size colour attributes.

For this reason there is a flag on each product group indicating that this product group has Style attributes.

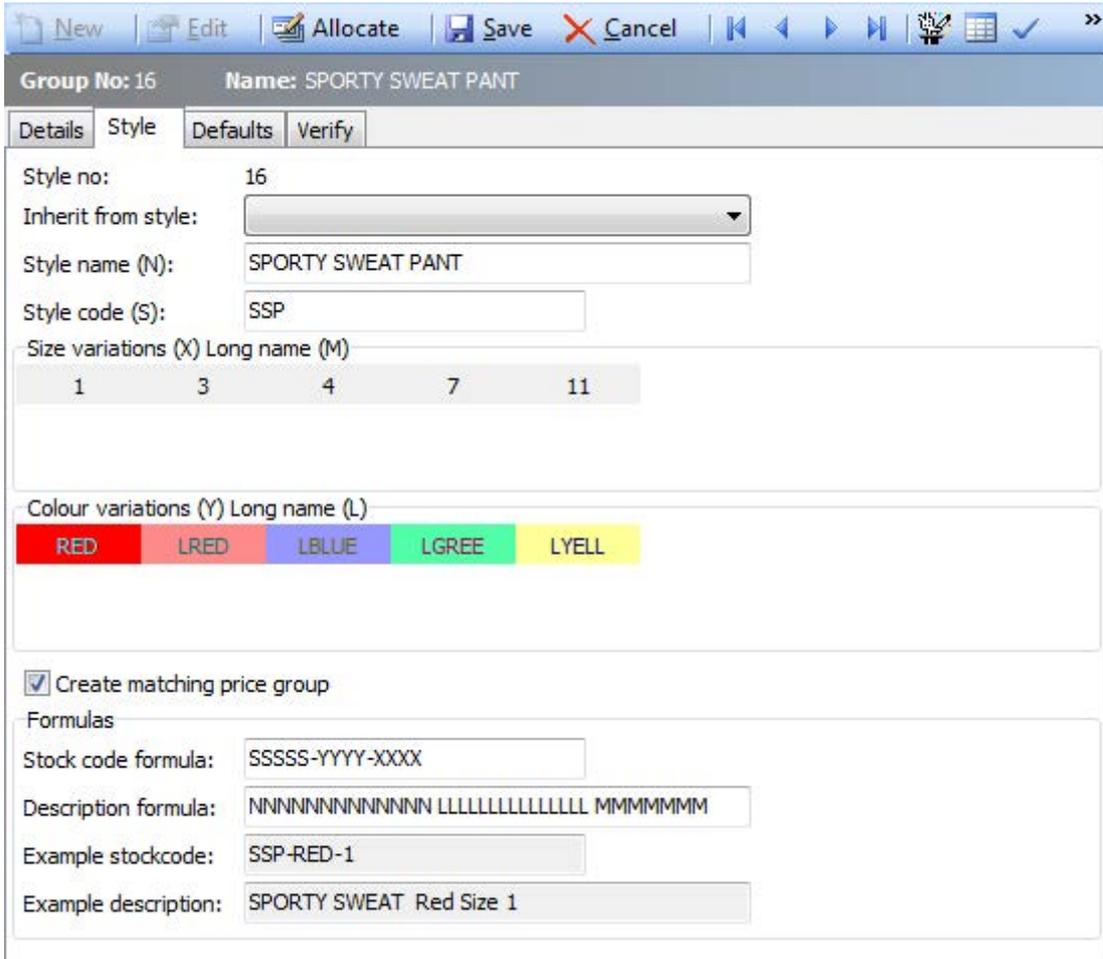
Click **New** on the screen above to create a new stock group, then proceed to set up the stock group in the normal manner. Tick the Style box and three more tabs appear:

The screenshot shows the 'New Stock Group' dialog box in MYOB EXO Business. The window title is 'Group No: 16 Name: SPORTY SWEAT PANT'. The 'Details' tab is selected, and the 'Style' checkbox is checked. The 'Active' checkbox is also checked. The 'Stock group number' is 16. The 'Stock group name' is 'SPORTY SWEAT PANT'. The 'Parent group (Q)' is 'NO GROUP SELECTED'. The 'Report code' is 'SSP'. The 'Web Site' section has a 'Display on website' checkbox which is unchecked. The 'Web site picture' field is empty. The toolbar at the top includes buttons for 'New', 'Edit', 'Allocate', 'Save', 'Cancel', and navigation icons.

Field	Value	Checkbox
Stock group number:	16	<input checked="" type="checkbox"/> Style
Stock group name:	SPORTY SWEAT PANT	<input checked="" type="checkbox"/> Active
Parent group (Q):	NO GROUP SELECTED	
Report code:	SSP	
Web Site		<input type="checkbox"/> Display on website
Web site picture:		

**MYOB EXO Business User Guide**

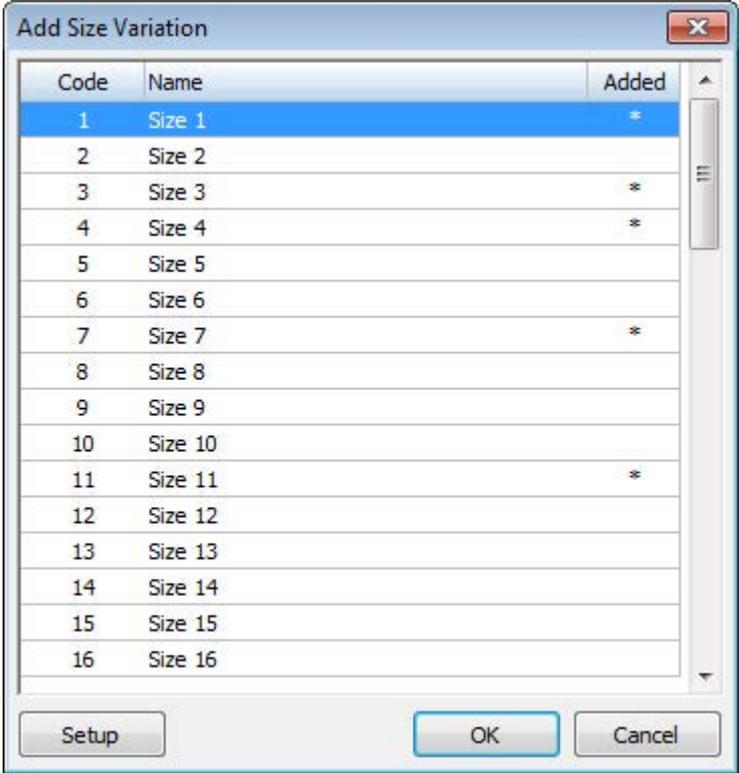
The Style tab is the key to creating a whole style and its constituent stock items in one step.



Field	Description
Inherit from Style	You can inherit the properties of a similar style already created in your system. This is a very fast way to set up a style based on a style from last season. The new style need not be an exact duplicate. You may change attributes after copying.
Style Name (N)	A long description of this style (equivalent to product group description) used in the formulation of Stock Item descriptions.
Style Code (S)	Equivalent to Product group report code used as an abbreviated for of the style in the formulation of Stock codes.

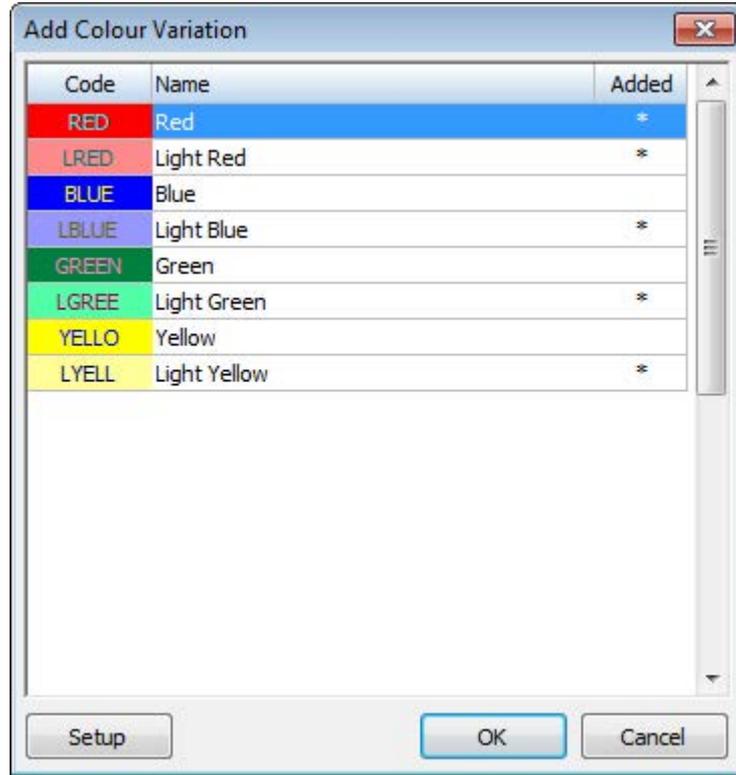
Size Variations  
(X) and (M)

Double-click in this area or right click on this area and select **Add** to pick from a list of available sizes. You can add these by double-clicking on a size or highlighting one and clicking **OK**.



**MYOB EXO Business User Guide**

Colour Variations (Y) Long Name (L) Double-click in this area or right-click on this area and select **Add** to pick from a list of available colours. You can add these by double-clicking on a colour or highlighting one and clicking **OK**.



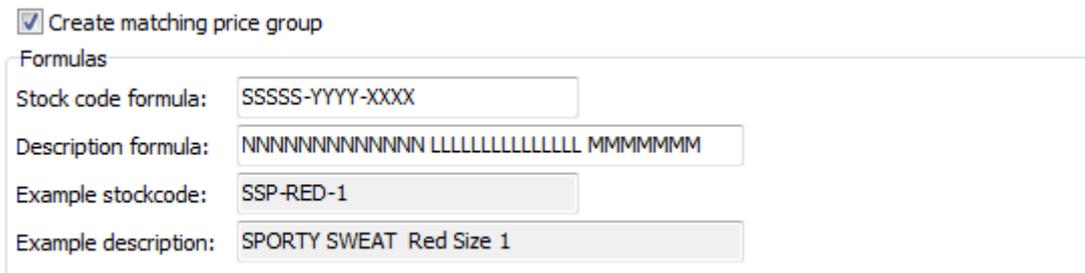
When you click **OK**, these colours are shown against the style. If you attempt to add a colour that is already selected for this style you will receive a warning.

You can delete a selected colour by right-clicking on it and selecting **Delete**.

Create matching price group To facilitate easy maintenance of price rules for promotions or discounting of all products in the style you can automatically generate a stock Price group to match the style. Check this option if you want to create a matching price group for this purpose.

**Formulas and masks**

MYOB EXO Business allows you to automatically build consistent stock code details using a 'mask' or template. The example section gives you an illustration of how the stock codes and descriptions might appear when created. If you change the formula, you will see the examples change as you do so. The letters used in the formulae correspond to the letters in brackets on the style creation screen.



There are two company level profile settings that are used to set the default formulae; however, if a style is inherited then the formula will be inherited as well. The two profiles are called:

- SIZE\_COLOUR\_CODE\_FORMULA
- SIZE\_COLOUR\_DESC\_FORMULA

**Stock code Formula** - can only use P, S, Y and X characters. These represent Alternate Stock Group ReportCode (P), Style Code (S), Colour Code (Y), Size Code (X)

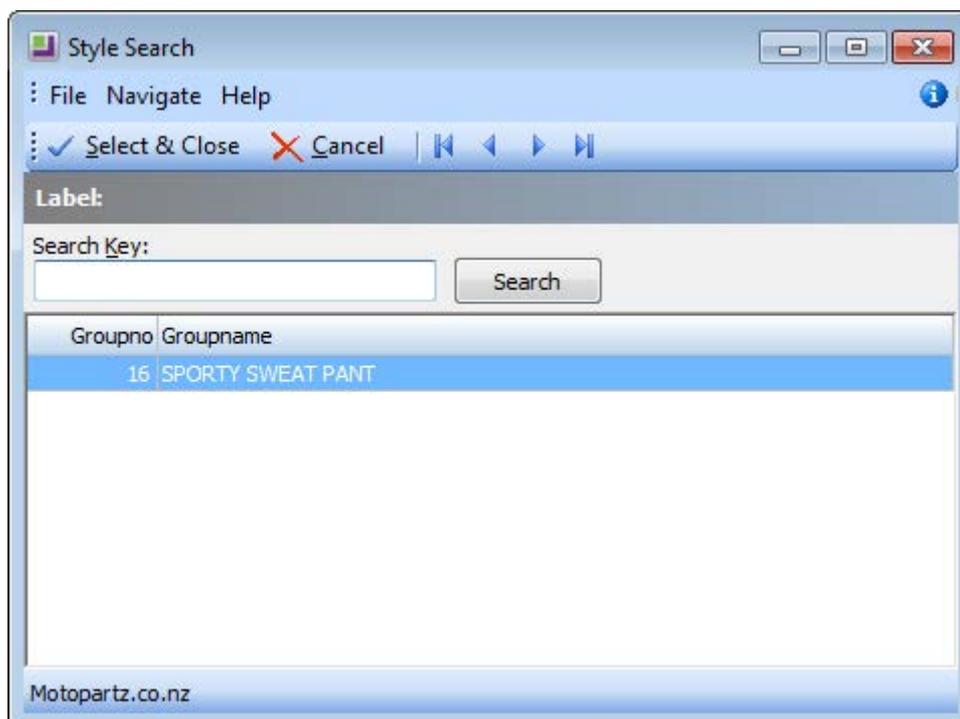
**Description Formula** – are limited to Q, N, L and M characters. These represent Alternate Stock Group Name (Q), Style Name (N), Colour Name (L), Size Name (M).

The Stock code is generally set to 23 characters and stock descriptions to 40 characters. If you need more than 40 characters, you can add additional descriptions in the notes field of the stock item. It is recommended to keep descriptions limited to 40 characters so that they can be properly viewed on reports and Invoices. Also, ensure that you have enough characters to accommodate the longest size and colour codes / descriptions before creating the style.

## Processing Styles using the Style Picker

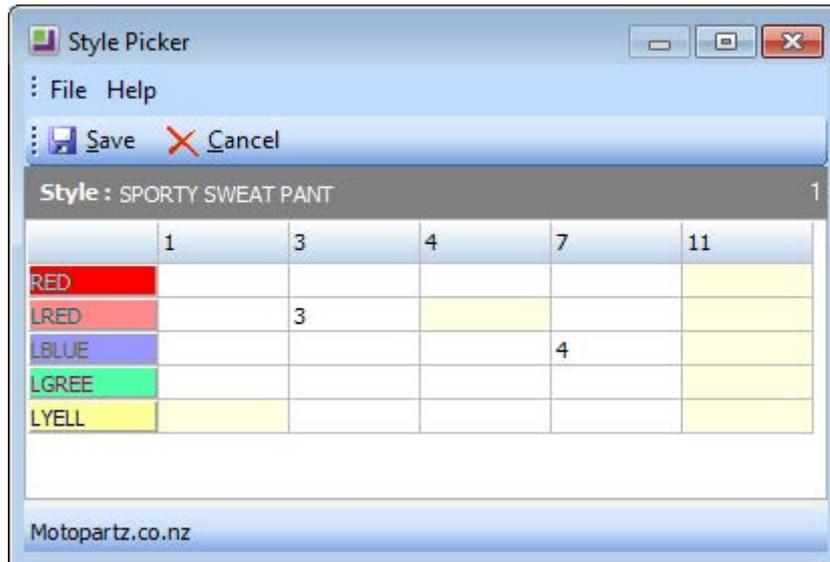
While you can treat a stock item that belongs to a style as a unique stock item, (e.g. point of sale where you may scan a barcode on the product) the style picker is used as an aid to selecting multiple stock items from the same style. An example is when you are ordering various sizes and colours from suppliers or if you are distributing a variety of colours and sizes to your customers.

The Style Picker is available in Sales Order Entry and Purchase Order Entry screens. Similar to using the dot (.) to signify you are entering a KIT code, you can use the forward slash (/) to indicate you want to search on styles:



## MYOB EXO Business User Guide

Select a style and the Style Picker opens, showing all size/colour combinations set up for the style:



**Note:** Sizes and colours are ordered according to their **Sort Order** property. If multiple sizes/colours have the same sort order, they are ordered by their **Size ID/Colour ID**.

A light yellow cell indicates that a particular size/colour combination is not available. You can set an item as unavailable by making the stock item inactive or by removing the size or colour extra field settings. The system also blocks you in entering data on a yellow cell.

You can double-click on any available cell in the grid to view the summary of the stock on hand availability for that stock item across all locations.

The screenshot shows a 'Stock Level Enquiry' window for the item 'SSP-LBLU-7 - SPORTY SWEAT LIGHT BLUE SIZE 7'. The window displays a table with the following data:

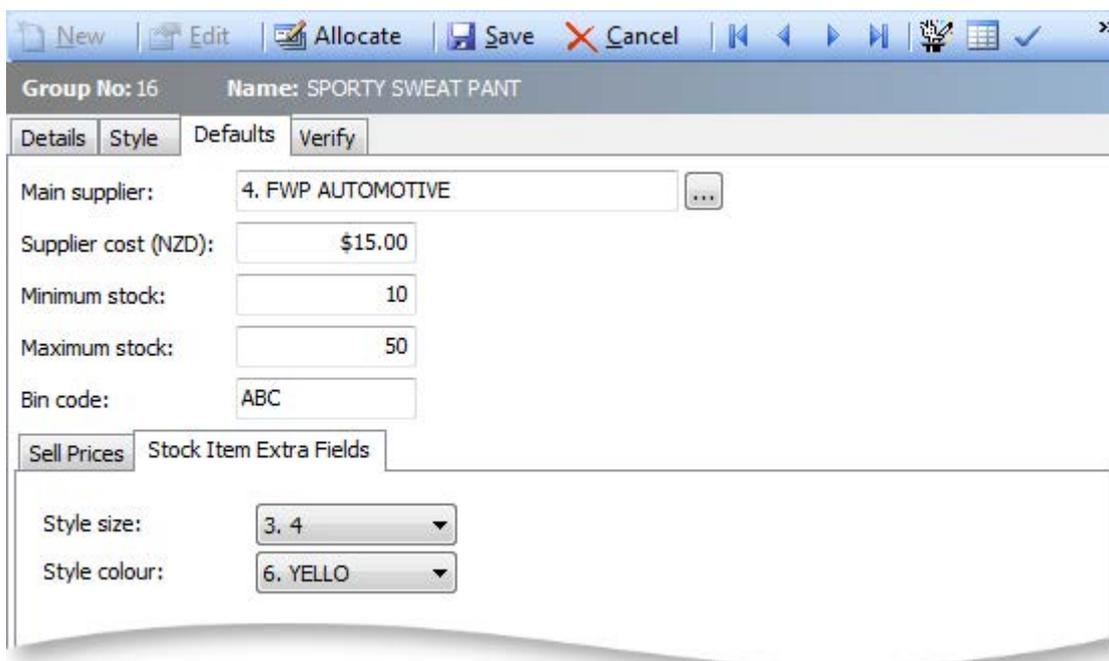
Location	Physical	Free Stock	Not for sale	Committed	Back Order
1. Auckland	1	1	0	0	0
2. Wellington	0	0	0	0	0
3. Christchurch	0	0	0	0	0
4. Sydney	0	0	0	0	0
5. WIP	0	0	0	0	0
6. TRANSIT	0	0	0	0	0

Forecasted for 90 days up to and including Wed 21 Dec 2011

Select the required quantities using the Style Picker matrix, then click **Save** and the order will be populated with the required quantities of each stock item. From here on, the lines are independent stock codes and the order is processed as it would be normally.

## Setting Other Default Values

Before creating the stock items that will make up a style, you can predefine default settings for these stock items, as illustrated below.



Group No: 16      Name: SPORTY SWEAT PANT

Details   Style   **Defaults**   Verify

Main supplier: 4. FWP AUTOMOTIVE

Supplier cost (NZD): \$15.00

Minimum stock: 10

Maximum stock: 50

Bin code: ABC

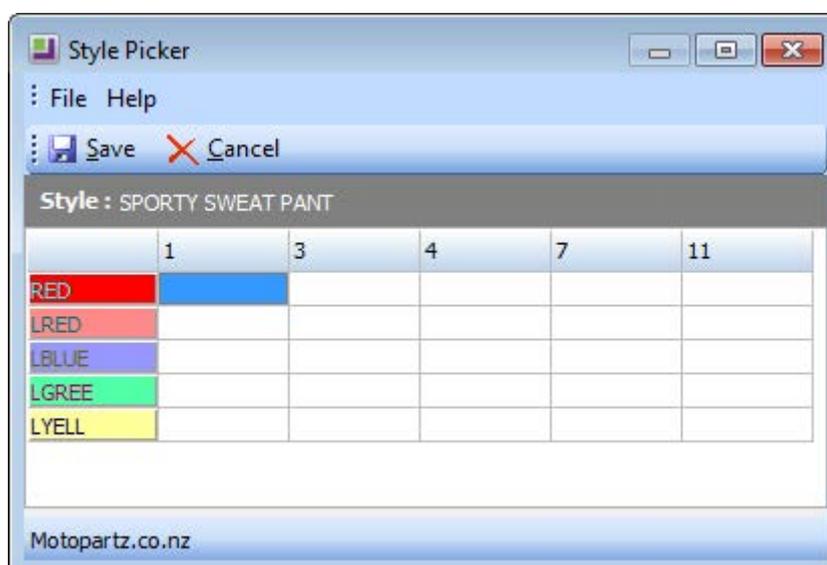
Sell Prices   **Stock Item Extra Fields**

Style size: 3. 4

Style colour: 6. YELLO

**Note:** The secondary stock group for each of these stock items is set at the stock group level.

You can also preview the style before you create it using the view/size colour matrix option on the toolbar (  ).



Style Picker

File Help

Save Cancel

Style: SPORTY SWEAT PANT

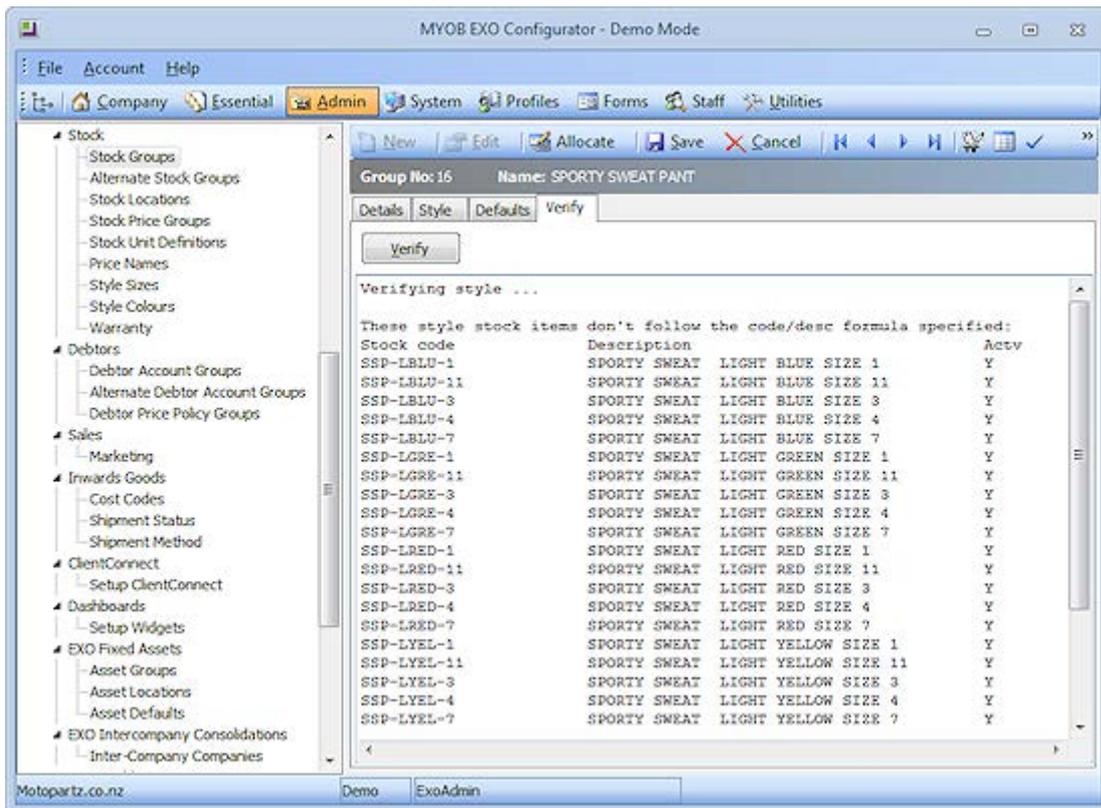
	1	3	4	7	11
RED					
LRED					
LBUE					
LGREE					
LYELL					

Motopartz.co.nz

You can save the description of this style without generating associated stock items.

## MYOB EXO Business User Guide

You can verify the style description by clicking the **Verify style** toolbar button (  ), or by going to the Verify tab and clicking the **Verify** button.



The verification checks the style description you have made, and checks any existing stock items that are attached to this style (created manually) that do not have size or colour specified. The full list of possible errors is as follows:

- No style code specified
- No style name specified
- No size variations specified
- No colour variations specified
- No matching price group found
- Matching price group found but 'Create matching price group' unselected
- No stock code formula specified
- The stock code formula contains no style mask (S)
- The stock code formula contains no colour mask (Y)
- The stock code formula contains no size mask (X)
- No description formula specified
- The description formula contains no style mask (N)
- The description formula contains no colour mask (L)
- The description formula contains no size mask (M)
- No style stock items exist - select 'Generate' button
- No style stock items with size/colour exist - select 'Generate' button

These style stock items don't have size or colour specified:

These style stock items have inactive flags:

These style stock items don't follow the code/desc formula specified:

These style stock items don't have the matching price group:

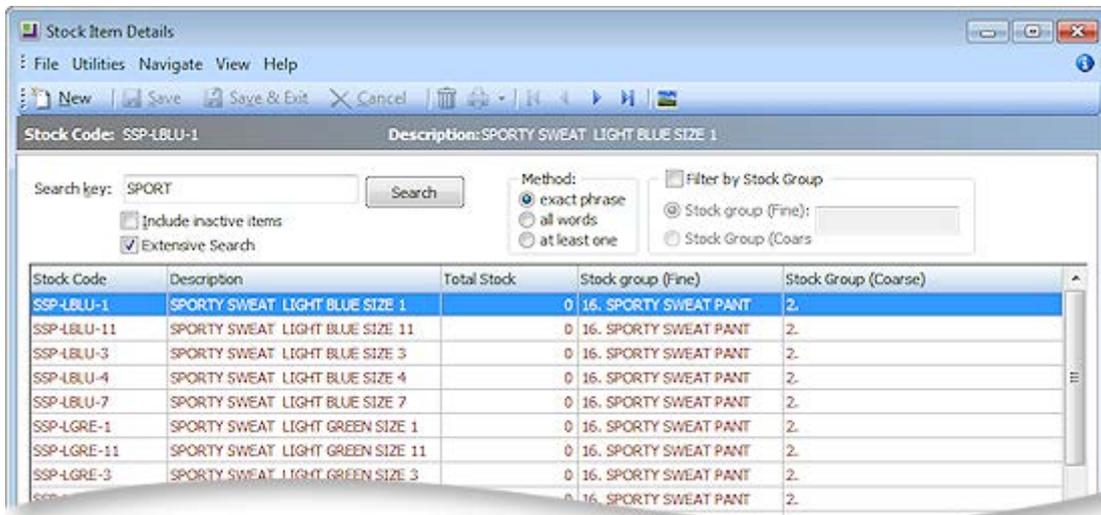
These style stock items have the matching price group when shouldn't:

There is not ONE ONLY style stock item for these size/colour combos:

Generation of the stock items is a separate task performed when you click the  button on the toolbar. When you click this icon you will see a progress box appear as the stock items are created. Once the style is created, a confirmation message will appear.

## Stock Items

If you search your stock items list you should now see all the constituent stock codes created by the style generator as illustrated below:



The screenshot shows a window titled 'Stock Item Details' with a menu bar (File, Utilities, Navigate, View, Help) and a toolbar. The current stock code is 'SSP-LBLU-1' and the description is 'SPORTY SWEAT LIGHT BLUE SIZE 1'. A search key of 'SPORT' is entered, and the search method is set to 'exact phrase'. The search results are displayed in a table with the following columns: Stock Code, Description, Total Stock, Stock group (Fine), and Stock Group (Coarse).

Stock Code	Description	Total Stock	Stock group (Fine)	Stock Group (Coarse)
SSP-LBLU-1	SPORTY SWEAT LIGHT BLUE SIZE 1	0	16. SPORTY SWEAT PANT	2.
SSP-LBLU-11	SPORTY SWEAT LIGHT BLUE SIZE 11	0	16. SPORTY SWEAT PANT	2.
SSP-LBLU-3	SPORTY SWEAT LIGHT BLUE SIZE 3	0	16. SPORTY SWEAT PANT	2.
SSP-LBLU-4	SPORTY SWEAT LIGHT BLUE SIZE 4	0	16. SPORTY SWEAT PANT	2.
SSP-LBLU-7	SPORTY SWEAT LIGHT BLUE SIZE 7	0	16. SPORTY SWEAT PANT	2.
SSP-LGRE-1	SPORTY SWEAT LIGHT GREEN SIZE 1	0	16. SPORTY SWEAT PANT	2.
SSP-LGRE-11	SPORTY SWEAT LIGHT GREEN SIZE 11	0	16. SPORTY SWEAT PANT	2.
SSP-LGRE-3	SPORTY SWEAT LIGHT GREEN SIZE 3	0	16. SPORTY SWEAT PANT	2.

If you examine one of these items you will see that there are two extra fields that contain the stock items size and colour attributes. These are the key to building the on screen style picker matrix.

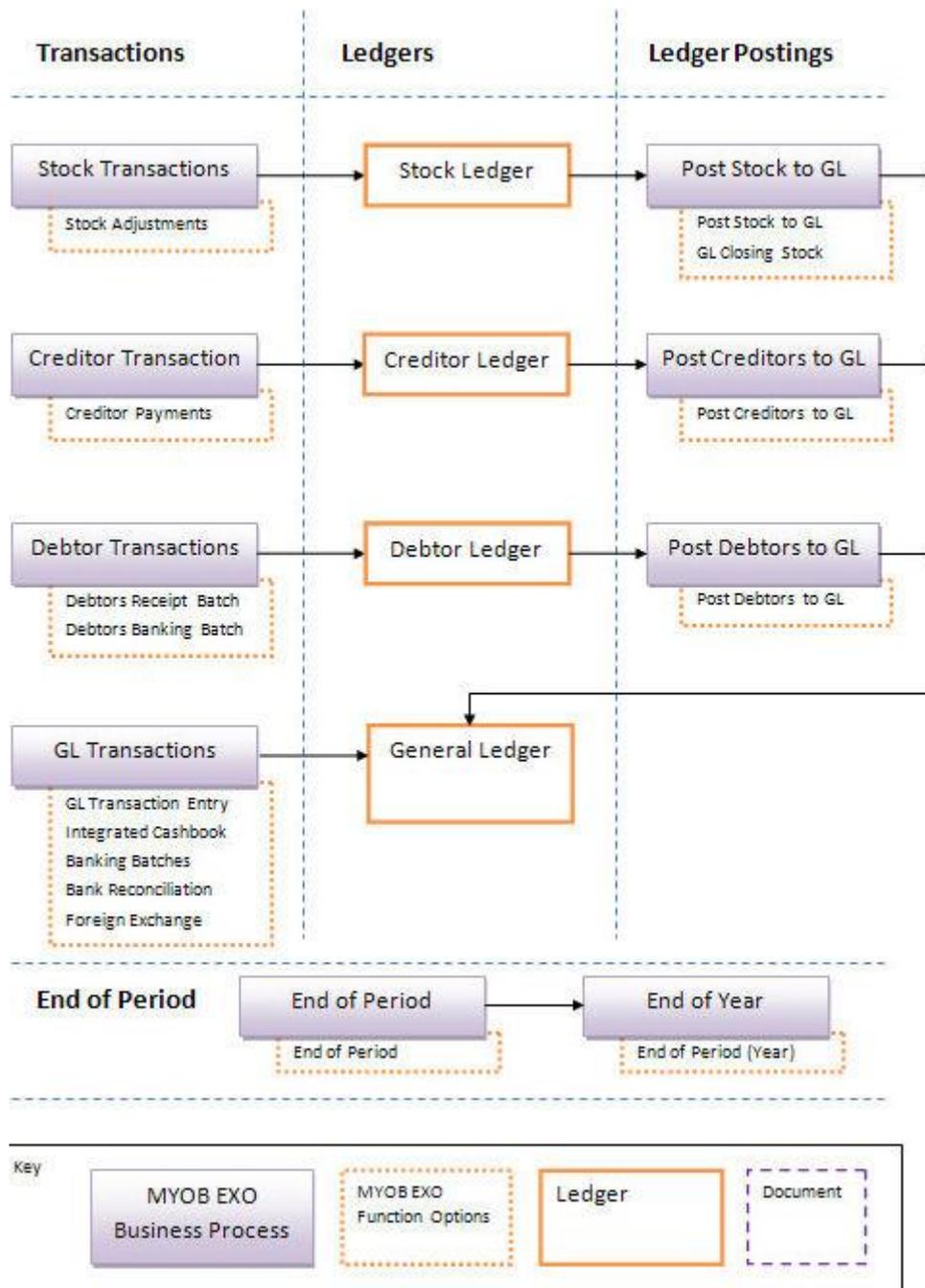
# The General Ledger

## General Ledger Overview

The General Ledger (GL) is the consolidation of all the movements created in the debtors, creditors and stock sub ledgers. The GL forms the basis of the recording of business activity. By creating as many or as few GL accounts you can define the level of detail you wish to report. The reporting can be consolidated from the GL accounts using the Report Writer. Budgets can be created to monitor the performance against expectations.

This section describes the set up related to the GL – account groups, accounts and control accounts. It also explains the procedures for entering transactions, reconciling the GL and generating reports.

## General Ledger Transactions



## General Ledger Master

### Account > General Ledger

The General Ledger (GL) is the consolidation of all the movements created in the Debtors, Creditors and Stock sub-ledgers. GL accounts are used to identify and access accounts in the General Ledger to prepare financial reports at the end of each period and each financial year.

The screenshot displays the 'General Ledger Account Details' window for account 'SALES' (A/c No: 1000). The window is divided into several sections:

- Account Details:** Fields for Account no (1000), Account name (SALES), Report code (SALES), Account groups (Sales), Debit/Credit (Usual Credit), Section (Profit and loss), Override GST rate (-1. AUTO SELECT RATE), and Currency (NZD).
- Period Totals:** A table showing monthly totals from September 2010 to March 2011, with a YTD total of \$198,610.39.
- Current Year:** A table showing monthly totals for 2011 from April to September, with a YTD total of \$6,194.30.
- Flags:** Checkboxes for Active, Allow journals, and Private Account.
- Sub-accounts Table:** A table listing sub-accounts and their totals.
 

SubAccNo	Name	Total
00	SALES	\$37,054.14cr
01	ELECTRICAL	\$18,957.79cr
02	ENGINE	\$5,334.44cr
03	OTHER MECHANICAL PARTS	\$29,991.22cr

**Details (see page 226)** – contains General Ledger account no, name, report code, account group, default GST rate and flags. It also identifies the type of GL account, the currency used and if it's a usual debit or credit account.

**Transactions (see page 230)** – lists all the records that matched the search criteria based on period, sub accounts and branches.

**Budget (see page 232)** – allows multiple budgets to be set up and used for reporting purposes.

**Notes (see page 137)** – this tab provides a way for users to record any communication or general information related to the account. Users can insert the username and date/time when the info is recorded and common phrases (see page 139) can be entered easily.

**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 account. It's also easy to create, delete, or email history notes.

**Analysis (see page 234)** – show trends of a particular account in graphical form.

**Note:** The buttons in the toolbar at the top of the General Ledger Account Details window change when moving between tabs.

## Setting up GL Accounts

### Quick Guide to Setting up GL Accounts

GL accounts are used to identify and access accounts in your GL and to prepare your financial reports at the end of each period and each financial year. Here is a checklist of the steps involved in setting up GL accounts:

1. Determine the accounts you require. Your accountant can help you by providing a “chart of accounts” that is used to produce your end of year accounts. If you set up similar accounts in your GL, it helps reduce the amount of work required to produce your end of year accounts.

Every transaction you enter must belong to an account. Having too many accounts makes account selection more difficult during transaction entry. Having too few accounts reduces the amount of information shown in your reports. The GL chart of accounts has an impact on modules such as Asset Register and features like Foreign Currency.

2. Decide on a coding system for your accounts. You also need to decide the branches and sub-accounts to be included, depending on the options set up in **EXO Business Config > Essential > General Ledger**.
3. Set up your GL Control Account in **EXO Business Config > Admin > General Ledger > GL Control Accounts**. This setting determines the default GL accounts you want to use as your main bank account, debtor and creditor control accounts, errors account and so on.
4. Set up your GL Account Groups in **EXO Business Config > Admin > General Ledger > Account Groups**. If there are some account groups that have already been set up, you can leave them as they are or if you prefer change them or add others to suit your requirements. These options determine the grouping of your GL accounts. For example, Sales and Purchases, Overheads, Assets, Liabilities and Capital.
5. Enter your GL accounts by selecting **Account > GL**. When entering your GL accounts, note the account numbers that you will be using in your GL Control Account.

### **Additional Accounts**

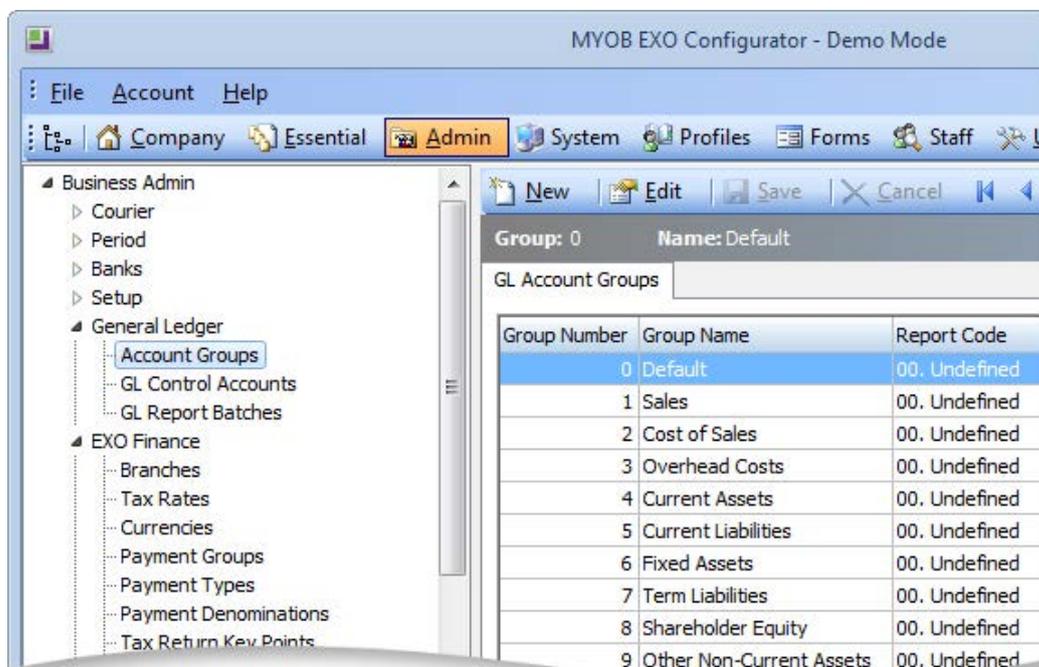
MYOB EXO Fixed Assets is an asset management system that is completely integrated with MYOB EXO Business’s General Ledger to ensure that your asset management and financials are kept up-to-date at all times. When using Fixed Assets, more control accounts are required - these are set up in the Fixed Assets.

The Foreign Currency (see page 291) feature allows you to make adjustments in the General Ledger for movements in Forex, both realised and unrealised. You should create accounts to be used in the Forex calculator.

## Setting up GL Account Groups

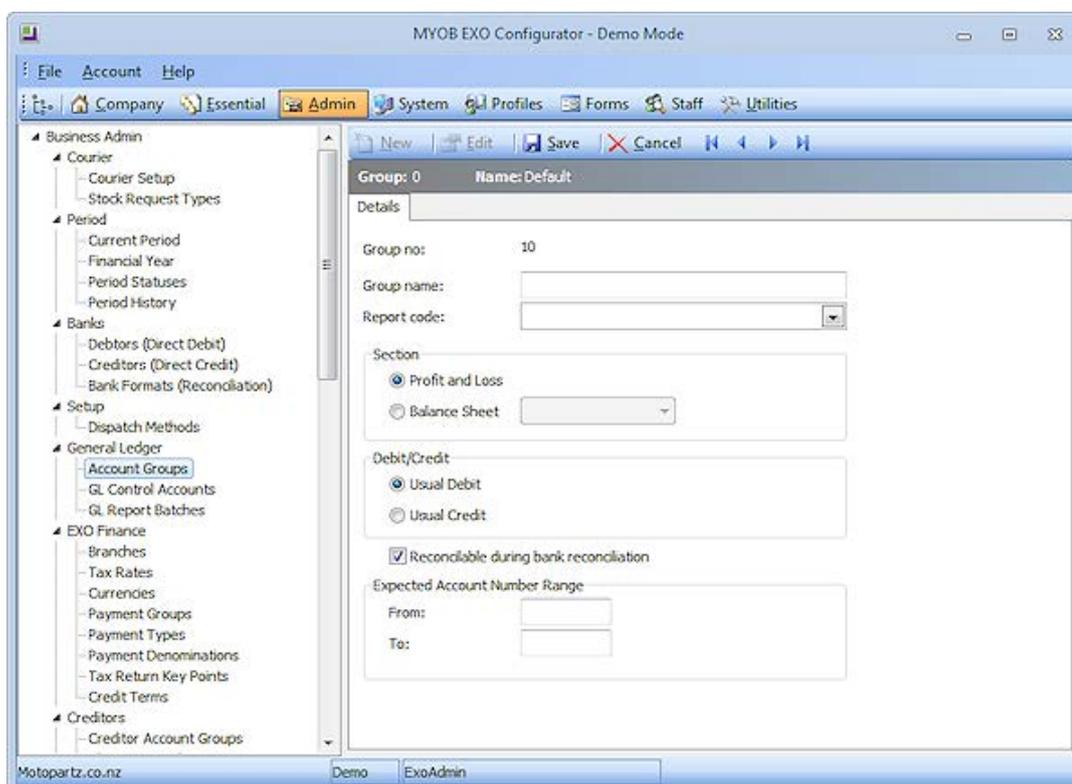
The GL is grouped into accounts with different functions such as Sales, Asset and Liability accounts and Overheads. When setting your GL you need to name and define the groups you require.

To set up a GL account group, select Setup GL Account Groups from the MYOB EXO Business Setup menu: **Setup > Business Admin Settings > Account Groups**. The GL Account Groups window is displayed.



To add a new group:

1. Click the **New** button.





3. Complete the entries in each field, using the table below as a guideline.

Item	Description
<b>Account no</b>	The account code for the GL Account from the chart of accounts. If you have branches and sub codes, these will be entered later, so just enter the main GL Account number here. The account number cannot be zero.  <b>Note:</b> Once you have saved your account details, you cannot go back and edit the account number.
<b>Account Name</b>	The name or description of your GL account.
<b>Report Code</b>	Any alternate account codes.  This is an optional alphanumeric field. You could use this field to store old account codes that may help you if you need to search for the old account at a later stage. This code can also be used by the Report Writer to group accounts.
<b>Account Group</b>	The Account Group to which the account belongs, for example (in the demo database) Trade, Retail or Foreign. Select a predefined account group from the list.
<b>Debit/Credit</b>	Select against the usual sign of the account, either a Usual Debit or a Usual Credit.
<b>Section</b>	Choose the GL report type for this account, Profit and loss or a Balance sheet. If the Balance sheet is selected additional options can be selected. These options are Asset, Liability and equity.
<b>Override GST rate</b>	Select the override GST rate from the list.
<b>Currency</b>	Select the currency that applies to this GL Account.  <b>Note:</b> The option is available only when multi currency is enabled.
<b>SubAccNo</b>	A sub account number. This number is automatically assigned; however it can be overwritten with another number.
<b>Name</b>	This is the name of the sub account.

**Period Totals** 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.

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.

It is important you are comfortable with this and that all users understand the approach.

**Note:** For a Profit and Loss account, the period totals will display the account movement for the period; for a Balance Sheet account, the period totals are the accumulated balance for the period.

- Flags**
- **Active** - Check this option to indicate whether the account is active or inactive. If inactive, the account is hidden from the main Search view.
  - **Allow journals** - Check this option to allow journals on this account.
  - **Private Account** - Check this option to make this account private.

**Note:** Some GL accounts should have the **Allow journals** checkbox unticked, so accounts will be system-maintained, e.g. Debtors control account, Creditors Control Account, Stock on Hand.

The other tabs on the General Ledger Account Details window become visible after a GL account is created and saved.

### Viewing GL Account Details

Account > General Ledger > [Search] > {double click the GL Account name}

The field descriptions are the same as for creating a new account (see page 226).

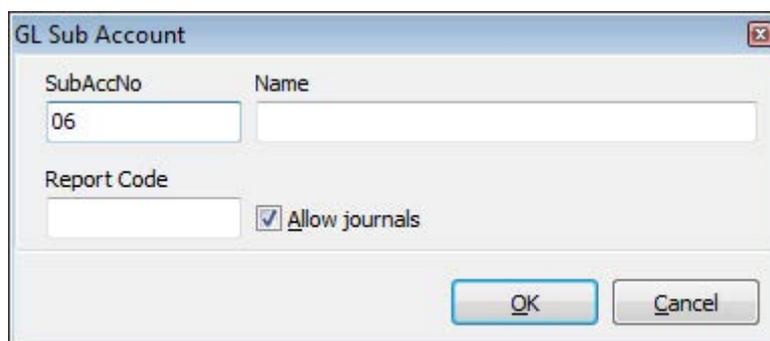
The only changes are to the toolbar menu buttons:



1. **Transaction navigation.** Previous, next, forward and last record.
2. **Show amounts in foreign currency.** If more than one currency is enabled for this account, this is only possible if it was enabled in the EXO Business Configurator.
3. **Enter a new sub account.** Use this option to create a Sub Account (see page 229).
4. **Edit the selected sub account.** Use this option to delete a sub account's details (see page 229).
5. **Delete the selected sub account.** Use this option to delete a sub account (see page 229).
6. **View delete and calculate movements.** This opens the General Ledger Movements window (see page 229).

## Creating GL Sub Accounts

To create a new sub account, open the relevant master account and click the **Enter a new sub account** button on the General Ledger Account Details window (  ).



In the GL Sub Account window complete the following fields:

Field	Detail
<b>SubAccNo</b>	A sub account number. This number is automatically assigned by EXO Business. You can override this number by overwriting it with another number. Once the sub account is saved, this number cannot be changed.
<b>Name</b>	The name of the sub account.
<b>Report Code</b>	The report code as per the GL accounts. This field entry is optional.
<b>Allow journals</b>	Check this option to allow journals on this account. The default value for this setting is determined by the <b>Allow journals</b> option on the master account.

Click **OK** to save this sub account in the list.

To edit an existing sub account, click the **Edit the selected sub account** button (  ) to open the GL Sub Account window. Make any changes by overwriting the current information, then click **OK**.

**Note:** You cannot edit the account number.

To delete a sub account, select the account from the list and click the **Delete the selected sub account** button (  ).

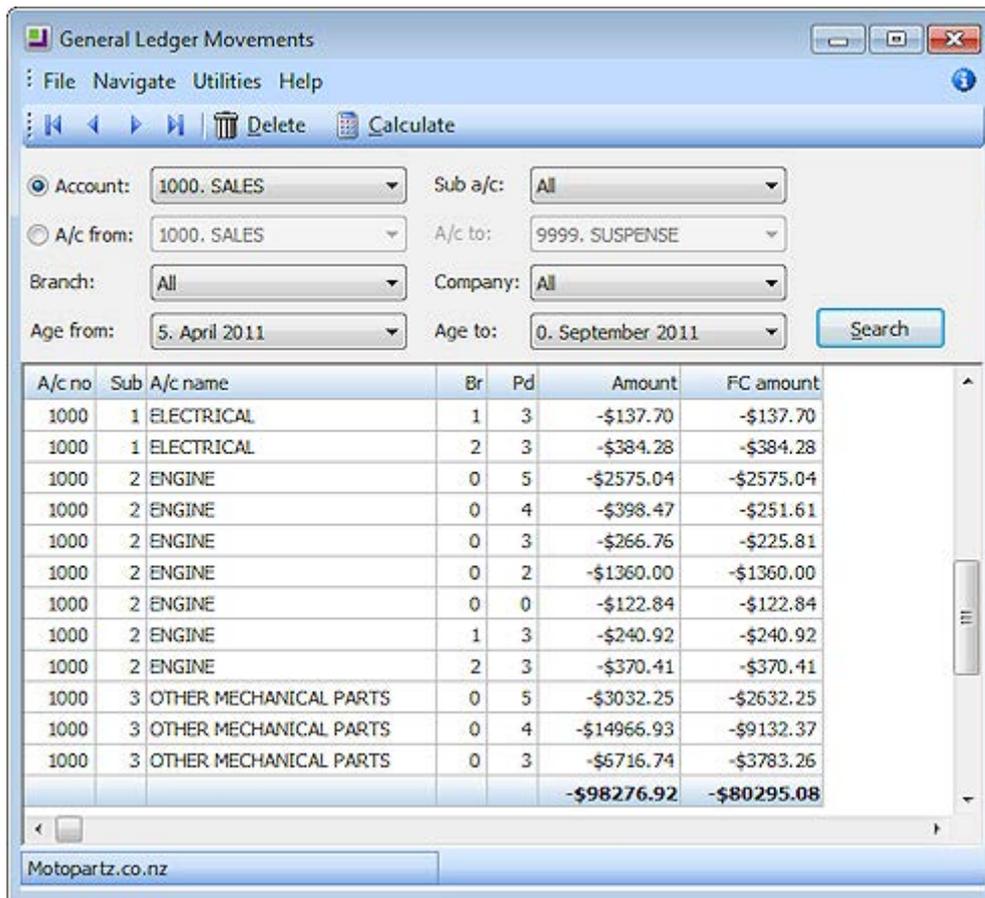
If you delete a sub account that has transactions against it, any previous transactions are transferred to the 00 Sub Account. However, if there are any stock items that were previously posted to this sub account they need to be re-linked to a GL account before you process any transactions. To link these stock transactions enter a new Sales GL Code in **Account > Stock > Details 2**.

## General Ledger Movements

The General Ledger Movements utility is used to display, delete and recalculate the GL movements. It is also used to initially populate the GL Movement table, although GL Movement records will be inserted and maintained automatically as transactions are processed.

**Note:** Populating the GL Movements table for all existing transactions could take a considerable period of time, depending on the volume of GL transactions.

Open the General Ledger Movements utility by clicking the  button on the General Ledger Account Details window toolbar.



1. Click the **Calculate** button on the toolbar to calculate the initial GL movements for the accounts/ branches/ periods/ companies specified in the selection options.
2. Select either a range of accounts or a specific account, and other required filter information, and click Search to display a list of the GL movements. A result similar to the illustration above will be displayed.
3. Clicking the **Calculate** button on the toolbar recalculates the GL Movements for the accounts/ branches/ periods/ companies specified in the header. Alternatively, highlighting appropriate rows on the grid selecting **Calculate** from the right-click menu will recalculate only the selected rows.

**Note:** Deletion of records is based on the selected criteria (or selected rows if right-click > Delete is used). If all records are deleted through this utility, the identity seed (MSSQL) is reset to zero so new records will start at 1.

## Viewing GL Transactions

Account > General Ledger > [Search] > {double click the GL Account name} > (Transactions Tab)

General Ledger Account Details

A/c No: 1000 Name: SALES H2D

Details Transactions Budget Notes History Notes Analysis

Date from: [ ] Age from: 0, October 2012 Sub account: (All) Reverse Sort

Date to: [ ] Age to: 4, June 2012 Branch: (All) Company: (All)

Group Transactions  Grouping: Age - Branch

Date	Age	Batch	Br	Sub	Chq	Inv no.	Details	Debit	Credit
08.10.2012	2	1011	0	4		1006	DISC BRAKE LUBRICATION	\$0.00	\$6.92
08.10.2012	2	1011	0	4		1006	ANTISEIZE LUBRICATOR	\$0.00	\$19.75
08.10.2012	2	1011	0	4		1006	CAR WASH SUDS	\$0.00	\$3.72
08.10.2012	2	1011	0	4		1006	AIR PRESSURE GAUGE	\$0.00	\$5.14
08.10.2012	2	1011	0	4		1006	CAR WAX - PASTE	\$0.00	\$8.99
08.10.2012	2	1011	0	4		1006	METAL POLISH - TUBE	\$0.00	\$4.20
08.10.2012	2	1011	0	1		1006	NGK EXTENDED REACH SPARK PLUGS	\$0.00	\$47.85
08.10.2012	2	1011	0	2		1006	OVALCHROME AIR FILTER	\$0.00	\$61.42
08.10.2012	2	1011	0	4		1006	MOTOR OIL	\$0.00	\$4.41
08.10.2012	2	1011	0	0		1005	ENGINE ASSEMBLY	\$0.00	\$5,918.22
08.10.2012	2	1011	0	1		1004	NGK EXTENDED REACH SPARK PLUGS	\$0.00	\$47.85
								\$0.00	\$50,242.28

Opening Balance: -540,761.91 Net total: -550,242.28

Closing Balance: -591,004.19

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To view the transactions in the window filters should be defined before clicking on the **Search** button. These are detailed in the table below.

**Note:** The search behaviour on this screen is affected by the **Hide GL transactions when viewing an account** User-level profile setting.

Field	Description
<b>Date from and to</b>	The option to set a period range.
<b>Age from and to</b>	The option to select set a period range for the transactions you want to view.
<b>Sub account</b>	The list of sub accounts. Select a sub account from the list to view transactions for all sub accounts.
<b>Branch</b>	A list of branches. You can select a particular branch or to view accounts in all branches.
<b>Company</b>	Select the company name from this list.
<b>Reverse Sort</b>	Enable this option to reverse the order of displayed accounts.
<b>Group Transactions</b>	To group the displayed transactions, select one or more properties to group by from the <b>Grouping</b> dropdown, then tick the <b>Group Transactions</b> option.
<b>Grouping</b>	

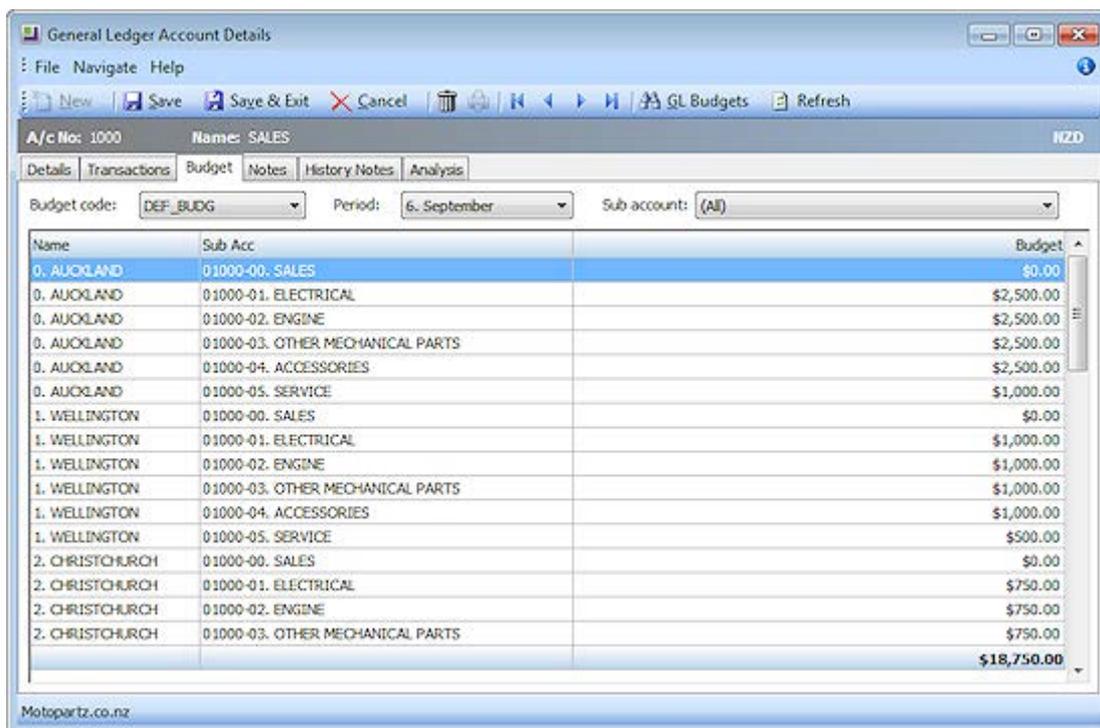
Account details column headers	
<b>Date</b>	The date the transaction took place.
<b>Pd</b>	The period number to which the transaction has been posted. (For example, 0 refers to the current period, 1 is the last period.)
<b>Batch</b>	The batch number to which the transaction was entered.
<b>Br</b>	The branch for the transactions.
<b>Sub</b>	The sub account number to which the transaction applies.
<b>ChqNo</b>	A cheque number appears here, if one applies to the transaction.
<b>InvNo</b>	The invoice number that applies to the transaction, if appropriate.
<b>Details</b>	The analysis column for the transaction (generally details about the transaction).
<b>Debit</b>	Positive entry in the transaction list.
<b>Credit</b>	Negative entry in the transaction list.

In the transaction list, you can right-click on a transaction open a popup menu. The options are:

Menu Item	Description	Debit	Credit
<b>View GL Batch</b>	This opens the GL Batch Transactions window for the batch number associated with this transaction.	•	•
<b>View Source Account</b>	This opens the creditors master (see page 104) source account details window.	•	
<b>View Source Transactions</b>	This opens a preview of an invoice for this transaction.	•	
<b>Edit Transaction references</b>	This feature is available for receipts and adjustments. It opens a window with options to change the <b>Transaction Date, Invoice Number, Cheque Number</b> and the <b>Narrative</b> .	•	•
<b>View Analysis Codes</b>	This opens the Analysis Codes (see page 82) window for this transaction.	•	•

## Reviewing a GL Budget

Account > General Ledger > [Search] > {double click the GL Account name} > (Budget Tab)



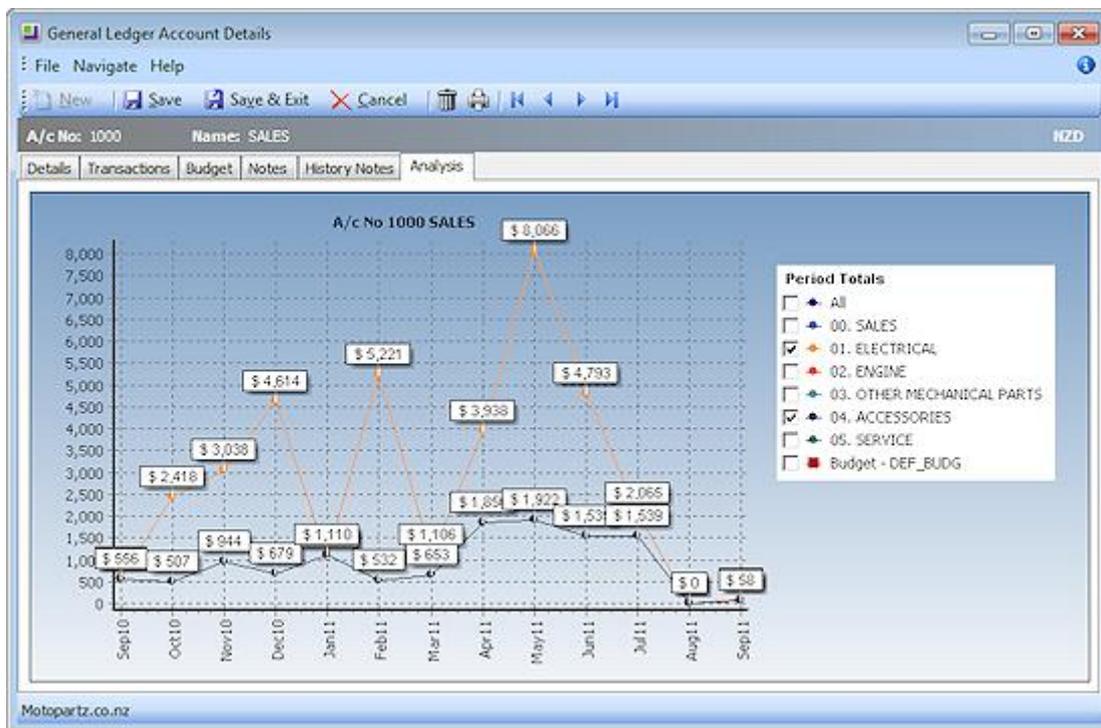
Field	Description
<b>Budget code</b>	The code for the budget. Select the code from the list.
<b>Period</b>	The period for which the budget is being viewed. Select the period from the list.
<b>Sub Account</b>	A sub account number. This number is automatically assigned by MYOB EXO Business. You can override this number by overwriting it with another number.
<b>Branch</b>	The name of the branch where the transaction took place.
<b>Budget</b>	The budget amount set for this account.

To edit a budget, click the **GL Budgets** button to open the GL Budgets window (see page 266). You can now make changes to the budget.

## Viewing GL Account Trends

**Account > General Ledger > [Search] > {double click the GL Account name} > (Analysis Tab)**

You can view the trends of a particular account by clicking the **Analysis** tab on the General Ledger Account window.



**Note:** 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.

To display the monetary value labels, double click anywhere in the graph.

To view other legends, such as the budget, tick the appropriate check box under **Period Totals**.

To print the graph, click the print button (  ).

## General Ledger Analysis Codes

Under normal operation, there are three levels of analysis in the General Ledger: Branch, Account and Subaccount. The General Ledger Analysis Codes feature allows you to define additional levels of analysis for more detailed reporting, e.g. Branch-Account-Subaccount-Analysis1-Analysis2

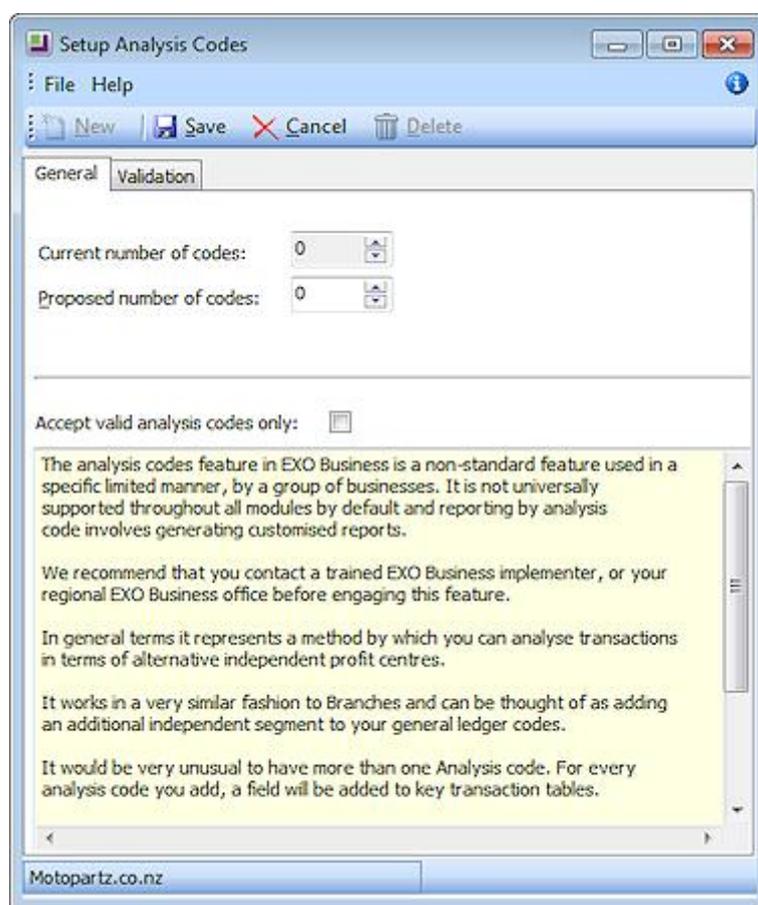
**Note:** This feature is not to be confused with **Analysis Codes (see page 82)**, which provide a more powerful and comprehensive method of adding analysis data to transactions.

GL analysis codes are intended for use during transaction entry. They are not available on any master files, e.g. GL Control accounts, Stock Item records. In general, if a GL account can be entered or edited on a transaction, you should also be able to enter analysis codes.

The built-in General Ledger Report Writer (see page 244) does not report on GL Analysis Codes; to report on them, you must use Clarity Reports.

## Setting up GL Analysis Codes

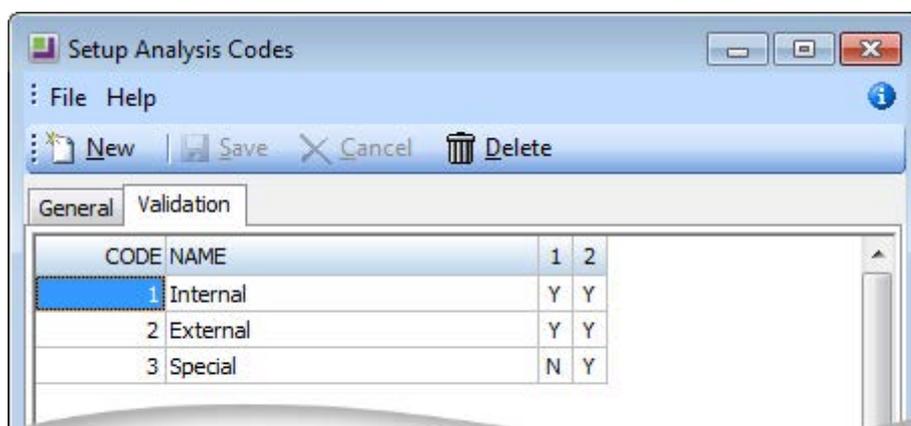
Select **Setup > Setup Analysis Codes** to define the codes. If this menu option is not available, it must be added to the menu using the Menu Designer - **Setup > Setup Menu** or use EXO Business Config (see page 52).



The current number of analysis codes in use is displayed. Specify the number of codes required in the **Proposed number of codes** field. If this number is changed, the database must be updated to recreate the GL Movements metadata - EXO Business will close automatically so that an update can be run from EXO Business Config (see page 54).

If the **Accept valid analysis codes only** check box is not ticked, then any number can be entered as a GL analysis code.

If the box is checked, you must set up valid codes on the Validation tab:



## MYOB EXO Business User Guide

Click **New** to create a new code, then specify a descriptive name for the code. Codes are automatically numbered sequentially starting at 1.

The Validation tab contains a numbered column for each analysis code, i.e. if you selected to use two codes on the General tab, there will be two columns on the Validation tab. For each code, enter “Y” or “N” in each column to indicate whether the code can be used for the appropriate analysis code.

In the example above, codes 1 and 2 (“Internal” and “External”) can be used for Analysis Code 1 or Analysis Code 2, while code 3 (“Special”) can only be used for Analysis Code 2. This means that the following GL code is valid:

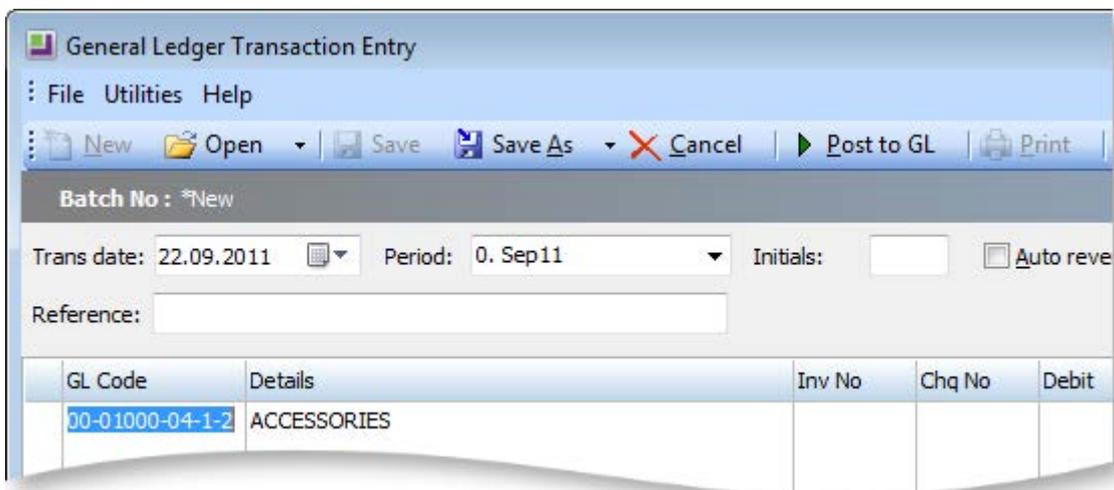
00-0100-01-1-2

However, the following GL code is invalid, as code 3 appears in the Analysis Code 1 position:

00-0100-01-3-2

### Using GL Analysis Codes

Enter GL analysis codes by appending them to GL codes in the **GL Code** fields on entry screens such as Debtor and Creditor invoices. GL analysis codes are separated by hyphens, i.e. Branch-Account-Subaccount-Analysis1-Analysis2 etc.



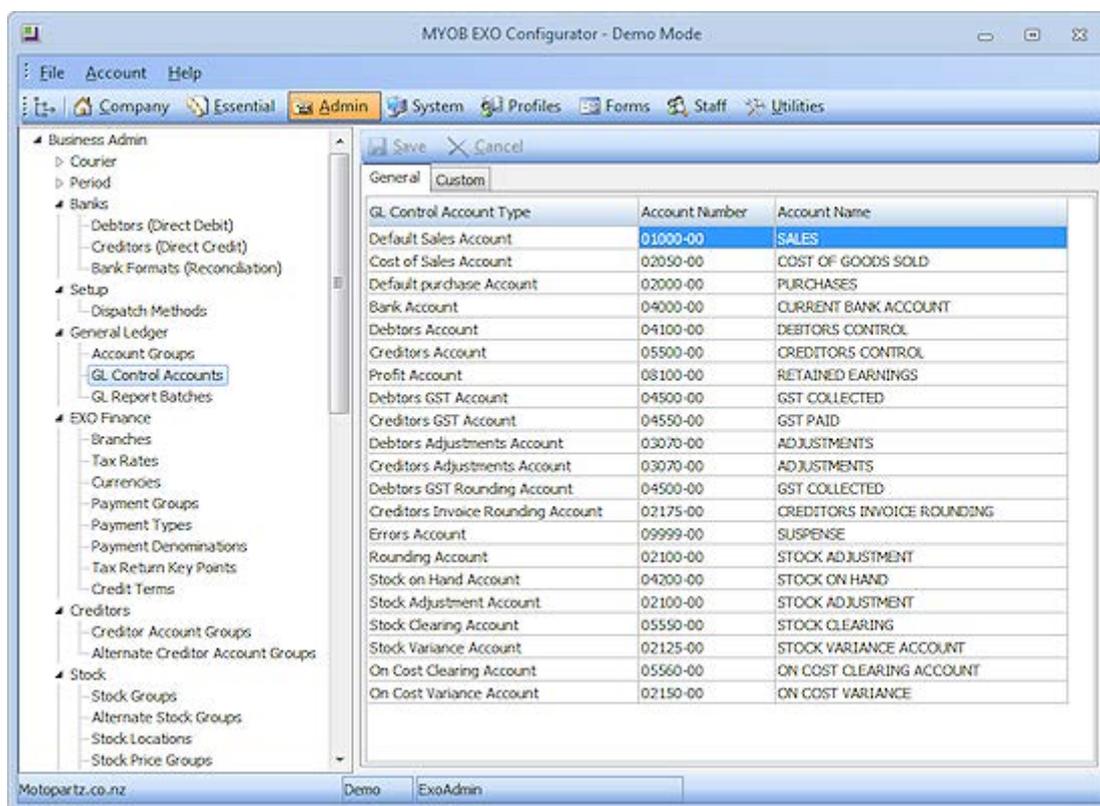
The screenshot shows the 'General Ledger Transaction Entry' window. The window has a menu bar with 'File', 'Utilities', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Open', 'Save', 'Save As', 'Cancel', 'Post to GL', and 'Print'. The 'Batch No' field is set to 'New'. The 'Trans date' is '22.09.2011', the 'Period' is '0. Sep11', and the 'Initials' field is empty. The 'Reference' field is also empty. Below these fields is a table with the following columns: 'GL Code', 'Details', 'Inv No', 'Chq No', and 'Debit'. The first row of the table has the following values: '00-01000-04-1-2', 'ACCESSORIES', and empty cells for 'Inv No', 'Chq No', and 'Debit'.

GL Code	Details	Inv No	Chq No	Debit
00-01000-04-1-2	ACCESSORIES			

## Setting up GL Control Accounts

Setup > Business Admin Settings > [GL Control Accounts] (General)

The GL Control Account Setup window (General tab) opens.



Enter the GL Account type that each posting should go to.

The following table provides more information:

Item	Description
<b>Default sales account</b>	The default account for Sales (Debtors) transactions. When you enter a new stock item, this is the sales code that the stock item defaults to.
<b>Cost of sales account</b>	The cost value of debtor invoices.
<b>Default purchase account</b>	The default account for Purchases (Creditors) transactions. When you enter a new stock item, this is the purchases code that the stock items default to.
<b>Bank account</b>	The General Ledger account that represents your main (default) bank account.
<b>Debtors account</b>	The control account that represents the total amount outstanding by your debtors. When all debtor transactions have been posted to the GL and any Forex movements processed, this account should balance to the Debtors Aged Balance report.

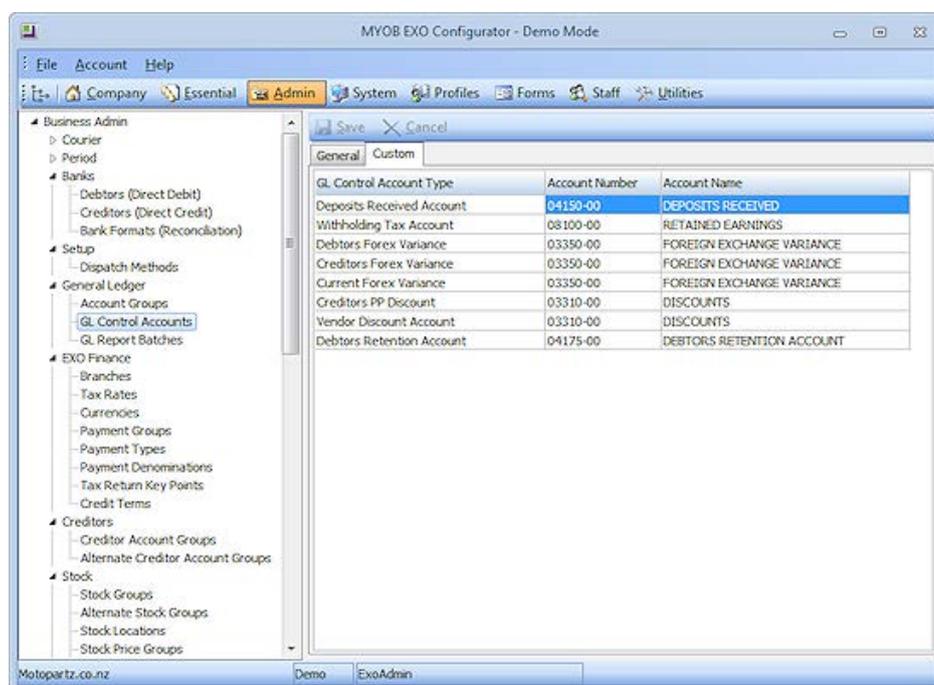
<b>Creditors account</b>	The control account that represents the total amount owing to your creditors. When all creditor transactions have been posted to the GL and any Forex movements processed, this account should balance to the Creditors Aged Balance report.
<b>Profit account</b>	An account number for the Running of the End of Financial Year process. This account is where the end of year profit (or loss) is posted during the end of year process. The account is also known as the Retained Earnings or Revenue Reserves Account.
<b>Debtors GST account</b>	The GL Account that the GST component from your Debtor ledger invoices get posted to – GST Output Tax account.
<b>Creditors GST account</b>	The GL Account that the GST component from your creditor ledger invoices get posted to. It is also known as the GST Input Tax account.
<b>Adjustments accounts</b>	The account that comes up as the default GL account when you enter debtor and creditors adjustment transactions. You may often need to re-journal these transactions to other GL accounts. The GL account for each adjustment can be set at the time of making the adjustment in the sub ledger.
<b>Errors account</b>	The account that stores any postings that have been incorrectly set up. For example, the stock item to GL linkages have not been set correctly.  <b>Note:</b> Do not leave this blank. It is recommended that you nominate an errors account so that if there is a problem posting to a GL Account, the transactions are posted to this account so that they are not lost and you just need to enter a journal out of this account and into the correct GL Account.
<b>Rounding account</b>	An account that receives the result of any value rounding. Typically, any debits or credits tend to cancel out and the account has a small balance.
<b>Stock on hand account</b>	The account you want to post the cost of your purchases of stock items before posting to the Cost of Sales Account.
<b>Stock adjustment account</b>	The account where adjustments are made to stock accounts. This account is available if you have selected Live Stock to GL Integration in MYOB EXO Business <b>Config &gt; Essential &gt; General Ledger</b> .
<b>Stock clearing account</b>	The account where invoices have not been processed for stock received. This account is available if you have selected Live Stock to GL Integration in MYOB EXO Business <b>Config &gt; Essential &gt; General Ledger</b> .

**Note:** The **Stock GL Coding** button on the window allows you to update the default purchases account on the **Details 2** page of the Stock Item Details window to the default stock clearing account. You can elect to perform this on all stock items with a stock classification or no stock items.

## GL Control Account Custom Settings

Setup > Business Admin Settings > [GL Control Accounts] (Custom)

The GL Control Account Setup window (Custom Page) opens.



Enter the GL Account type that each posting should go to.

The following table provides more information:

### Field Descriptions

Item	Description
<b>Deposits Received Account</b>	Enable the <b>Allow deposits in sales orders and general ledger</b> profile setting in EXO Business Config if you want to store deposits on sales orders/laybys.
<b>Withholding Tax account</b>	Enable the <b>Withholding Tax on Creditors Payments</b> setting in the <b>Essentials &gt; General Settings</b> section of EXO Business Config if you want to store withholding tax from creditors.
<b>Debtors forex variance</b>	Debtors Foreign Exchange variance account.
<b>Creditors forex variance</b>	Creditors Foreign Exchange variance account.
<b>Current forex variance</b>	Current Foreign Exchange variance account.
<b>Creditors PP discount</b>	Creditors prompt payment discount.
<b>Vendor discount account</b>	Vendor discount account only used if vendor discount is active.

Click **Save** to save any edits.

**Note:** See the “Stock Integration” White Paper for more information on Stock and Control Accounts. This White Paper is available on the MYOB EXO Business partner site (login required).

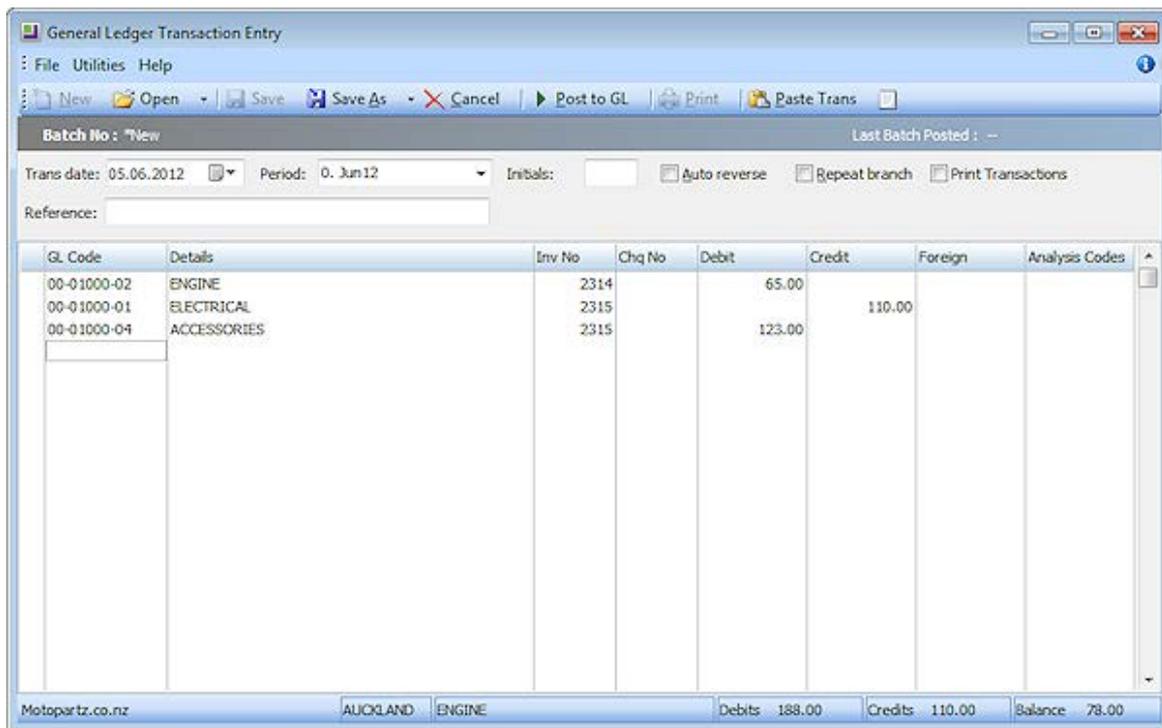
## Creating GL Batches

### Creating and Posting GL Batches

GL batches contain sets of individual transactions. Batches can be created for different purposes. This includes recording or splitting existing batches or creating recurring batches for prepaid accounts such as insurance.

To create and post a batch:

1. From the Transactions menu, select **General Ledger > GL Transactions**. The General Ledger Transaction Entry window opens:



2. From the main window, click the **New** button to enter a new transaction. Complete the necessary fields using the table below as reference.

#### Field Descriptions

Item	Description
<b>Date</b>	The date of the transaction.
<b>Period</b>	The period during which the transaction takes place.
<b>Initials</b>	Enter your initials here.
<b>Reference</b>	A brief description detailing the transaction.
<b>Auto reverse</b>	A check if you wish to create an auto-reversing batch. In this case the system automatically reverses the batch while performing the end of period rollover.