MYOB EXO BUSINESS ACOUNTANT'S ASSISTANT

User Guide

EXO BUSINESS

MYOB ENTERPRISE SOLUTIONS

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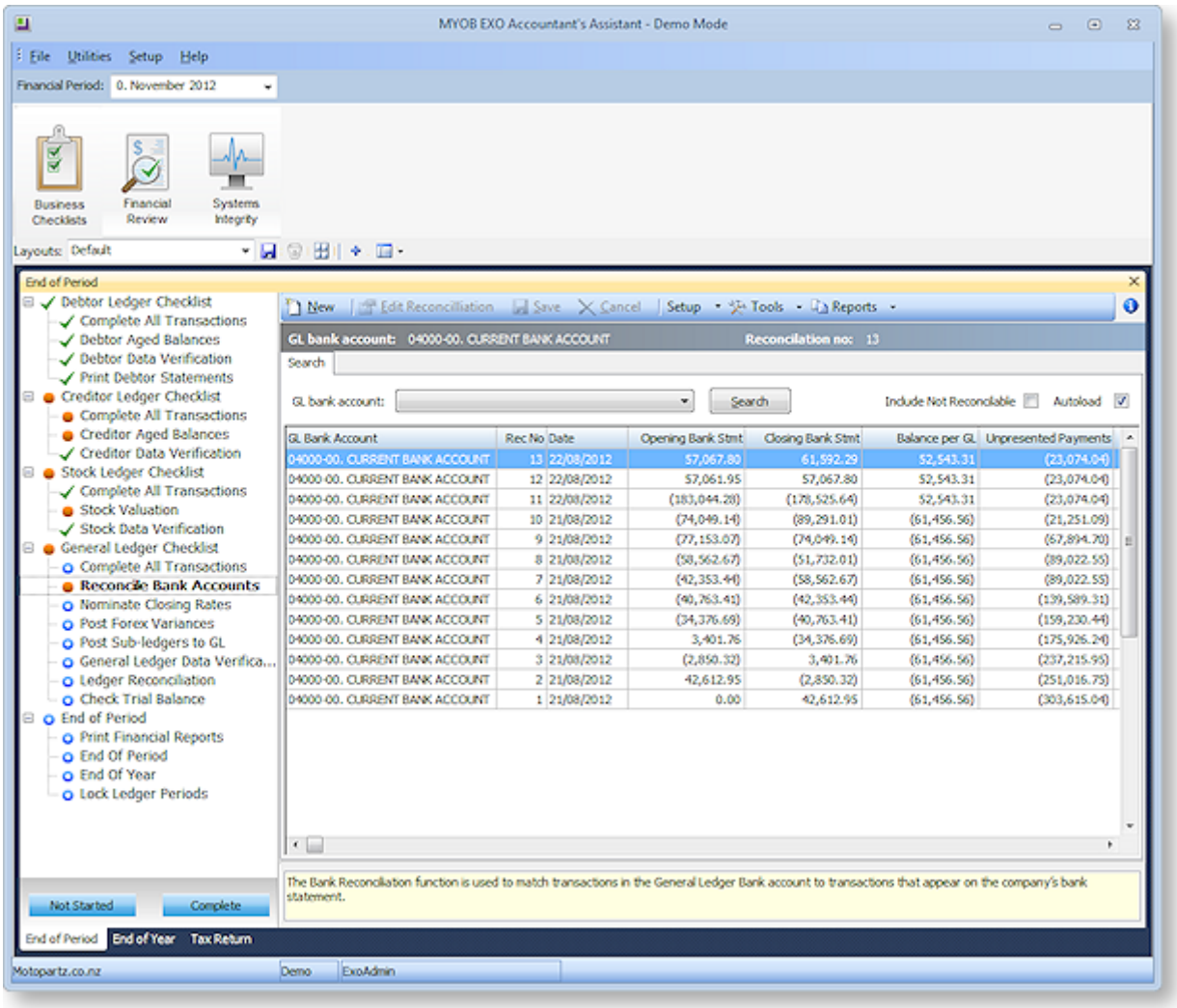
EXO Accountant's Assistant

The EXO Accountant's Assistant module provides accountants and external advisors with an intuitive and easy-to-use portal to the accounting functions of MYOB EXO Business.



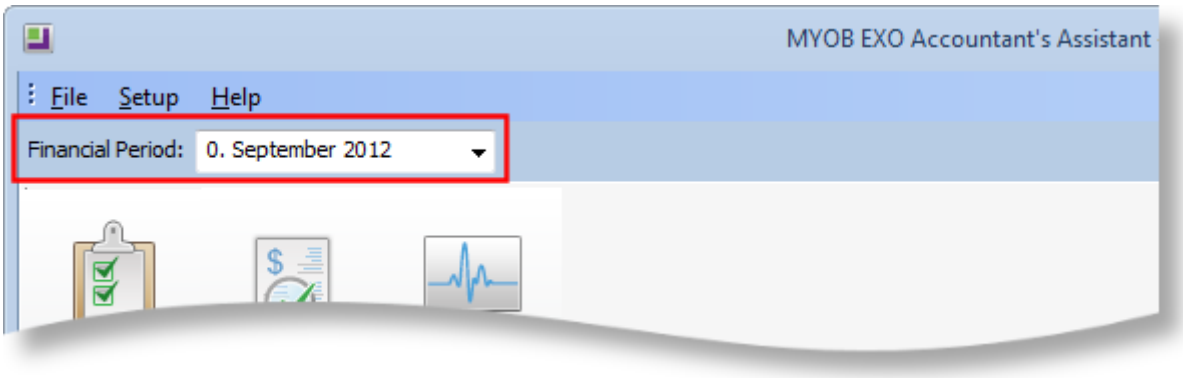
The EXO Accountant's Assistant interface is divided into the following sections:

- Business Checklists (see page 4) - this section displays a set of dashboard widgets containing checklists for important accounting processes.
- Financial Review (see page 5) - this section contains a standard package of financial reports that show key metrics for business owners and external advisors.
- Systems Integrity (see page 6) - this section displays a set of checks against the EXO Business database and ledgers to ensure that the system is balanced and healthy.

An "Overview for External Advisors" White Paper can be accessed from the EXO Accountant's Assistant Help menu. This document provides an overview of key areas of the EXO Business system, so that accountants and externals advisors can familiarise themselves with the basic concepts and functions they will encounter in EXO Business.

Global Financial Period Setting

The EXO Accountant's Assistant includes a **Financial Period** combo box at the top of the interface:



This is a global setting that specifies the period to be used by all Dashboard widgets appearing on the EXO Accountant's Assistant. Widgets and reports must be set up to use this parameter.

Grid and Pivot Widgets

To use the Financial Period in a Grid or Pivot widget, the SQL statement used by the widget must contain one of the Current Period parameters:

- @CURRENT_GLPERIODSEQNO – General Ledger
- @CURRENT_CRPERIODSEQNO – Debtors Ledger
- @CURRENT_DRPERIODSEQNO – Creditors Ledger
- @CURRENT_STKPERIODSEQNO – Stock Ledger

These can be entered from the **Parameter list** dropdown on the widget's SQL tab.

Clarity Widgets

To use the Financial Period in a Clarity widget, the Clarity report displayed by the widget must be have a runtime parameter with one of the following names:

- CURRENT_GLPERIODSEQNO – General Ledger
- CURRENT_DRPERIODSEQNO – Debtors Ledger
- CURRENT_CRPERIODSEQNO – Creditors Ledger
- CURRENT_STKPERIODSEQNO – Stock Ledger

Checklist Widgets

To use the Financial Period in a Checklist widget, select an option from the **Context** dropdown on the Checklist Setup tab.

Licensing

The EXO Accountant's Assistant module can be run by a single user without the need for an additional licence; licences must be purchased to allow more than one user to access it.

The following restrictions apply when accessing the EXO Business system from the EXO Accountant's Assistant:

- Full access is available to key functions relating to the General Ledger.
- Restricted access to the Debtors and Creditors screens is available; basic details of Debtor and Creditor accounts can be edited, but no transactions can be generated for them.
- Read-only access to Stock item records is available.

Business Checklists

The Business Checklists section of the EXO Accountant's Assistant displays a set of checklist widgets for important accounting processes.

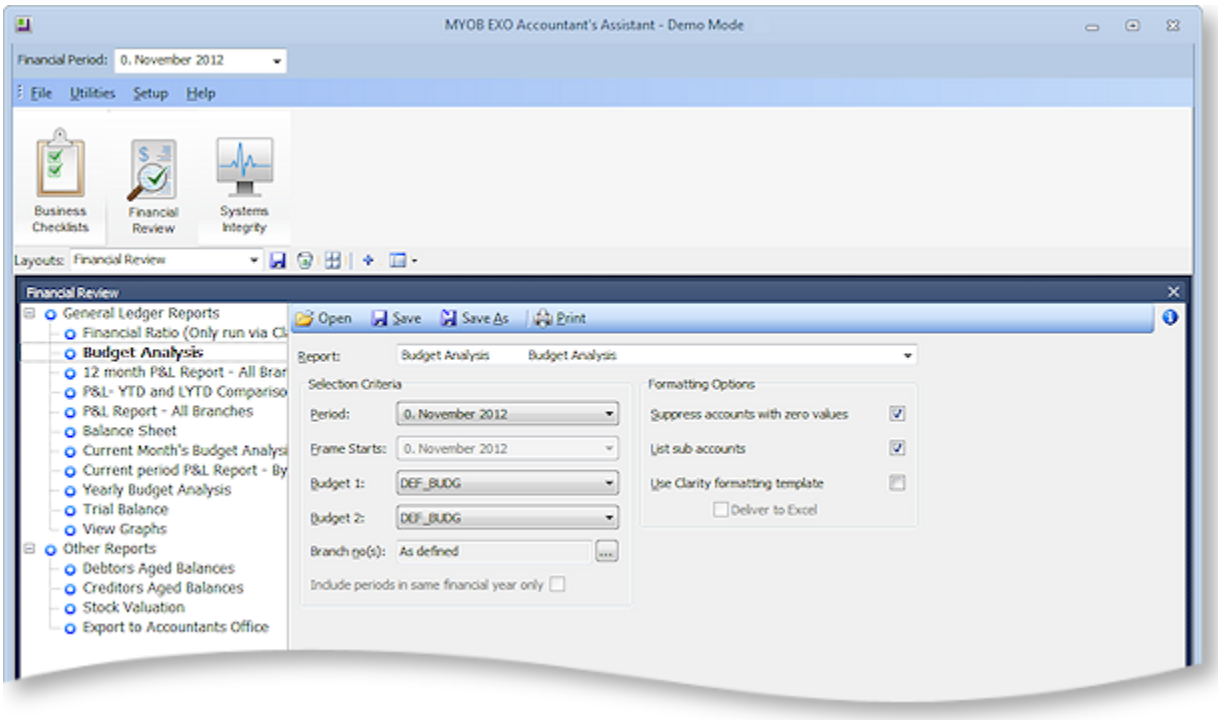
By default, checklists for the following processes are displayed:

- End of Period
- End of Year
- Tax Return

Each checklist represents the best practices recommended by MYOB for those processes. These checklists are all context-sensitive to the period selected from the **Financial Period** control (see page 1).

Financial Review

The Financial Review section of the EXO Accountant's Assistant contains a standard package of financial reports that show key metrics for business owners and external advisors.



Reporting functions on this tab include:

- GL Trial Balance
- General Ledger Graph
- Export to Accountants Office

GL Reports

On upgrading to EXO Business 8.5 or later, all General Ledger reports (see page 20) that are set up in the system are added as nodes to the checklist on this tab. In a new installation of EXO Business 8.5 or later, the default General Ledger reports are added.

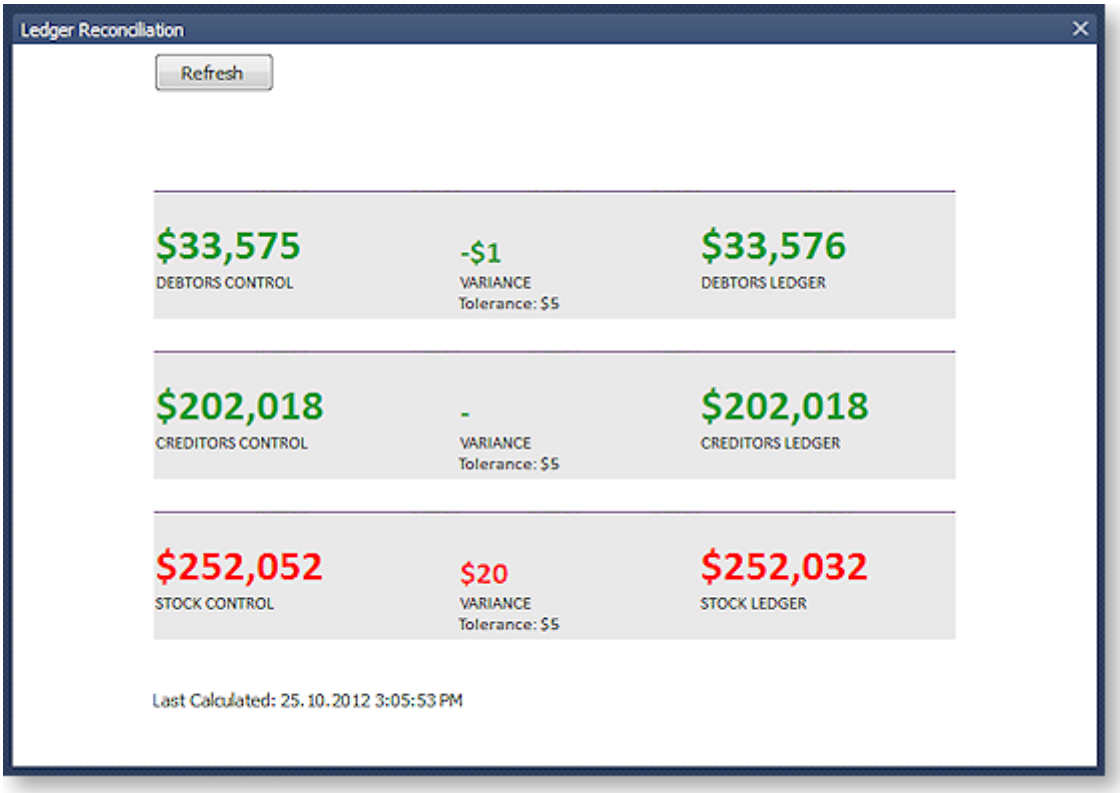
Systems Integrity

The Systems Integrity tab displays a set of checks against the EXO Business database and ledgers to ensure that the system is balanced and healthy. The following utilities are displayed by default:

- Ledger Reconciliation (see below)
- Data Verification (see page 7)
- Tax Exceptions (see page 9)

Ledger Reconciliation

The Ledger Reconciliation utility provides an overview of the status of each ledger:



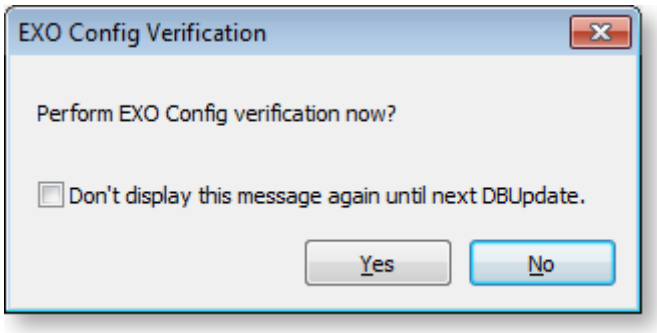
Sub-ledgers that are green are in balance with the related control account; red sub-ledgers are not. The status of each sub-ledger is determined using the reconciliation reports (GL Payables Reconciliation, GL Receivables Reconciliation and Inventory Value Reconciliation).

Each area of the report can be clicked on to drill to more information:

- Clicking on a total for a control account opens the General Ledger Account Details window, displaying the relevant control account (Stock, Debtors or Creditors).
- Clicking on the variance amount for a sub-ledger icon and the General Ledger icon opens the relevant Reconciliation Exceptions report.
- Clicking on the total for a sub-ledger opens the relevant Reconciliation report.

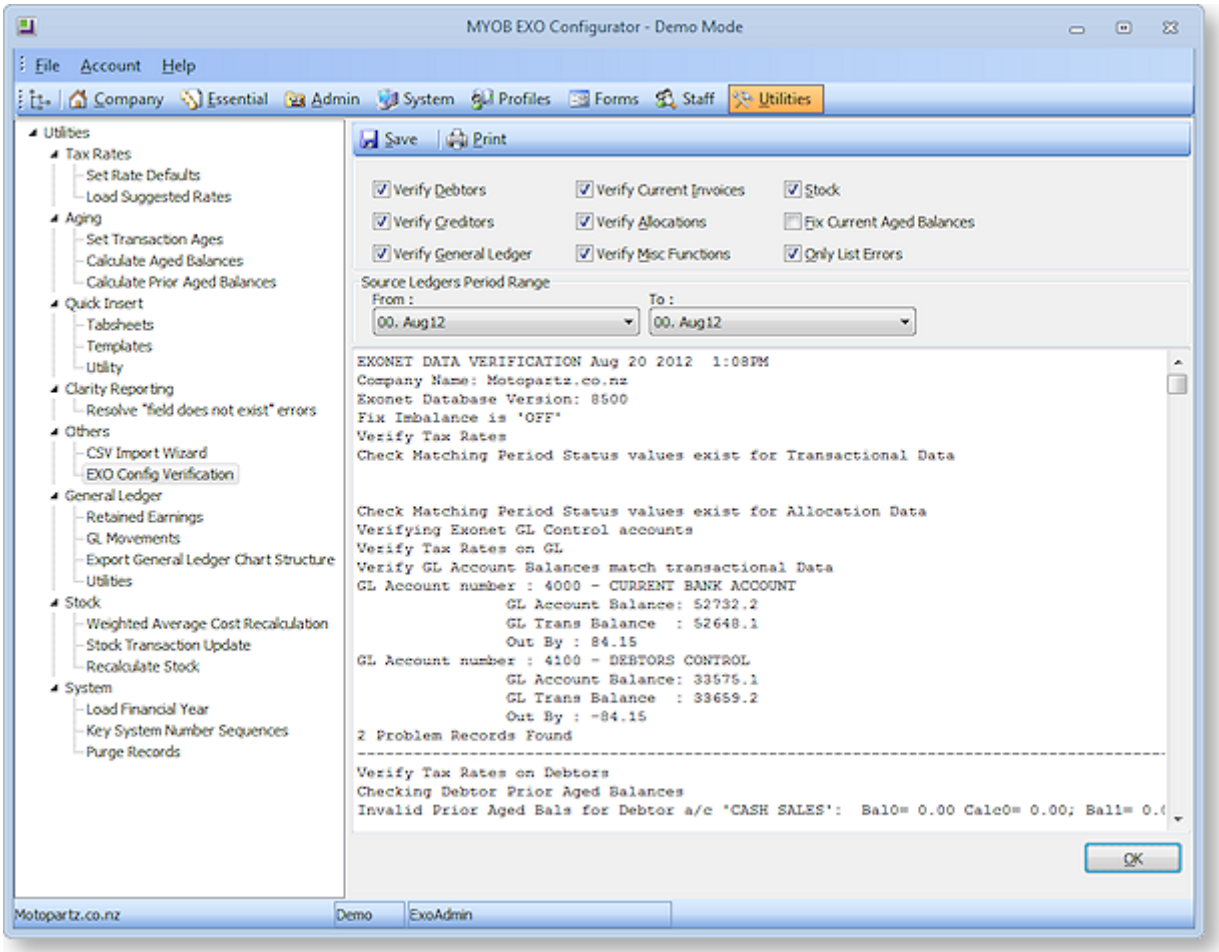
Data Verification

MYOB EXO Business includes a utility that performs various tests on the transactions in the EXO Business database to highlight any errors and suggest what may be causing them. After running a Database Update operation, a prompt appears asking if you want to verify the data:



At other times, the data verification utility can be accessed from the EXO Business Configurator at **Utilities > Others > EXO Config Verification**.

Note: The Data Verification utility can be **added to drop down menus**, so that it can be accessed from other modules.



The following options are available:

Field	Description
Verify Debtors **Verify Creditors** **Verify General Ledger** **Verify Current Invoices** **Verify Allocations** **Verify Misc Functions** **Stock**	These options determine which aspects of the EXO Business system will be checked by the data verification process.
Fix Current Aged Balances	If this option is ticked, any imbalances in the current aged balances that are detected by the data verification process will be automatically corrected.
Only List Errors	If this option is ticked, then the output results will only show the results of tests that return errors - any tests that pass will not be listed.
Source Ledgers Period Range	Select the range of periods whose data you want to verify.

Click **OK** to run the data verification process. The results of the process are displayed in the lower section; click **Save** to save the results to a text file or **Print** to print them out.

Tax Reports

The main Tax Return functions under **Tax Reports** on the Reports menu are used to generate the tax return (specific to the country), and are complimented with Tax By Rate Type and Tax Rate Exceptions reports. You can also use the Tax Rate Exception Report menu item to highlight invoices where the tax rate is not relevant to the transaction type.

Tax Returns

The following Tax Return reports are available:

- New Zealand GST Return
- BAS Tax Return
- Singapore GST Return
- VAT Return

Each report is accompanied by an **Edit Return** option, which lets you select and edit previous returns.

Tax by Rate Type Report

Reports > Tax Reports > Tax Report by Rate Type

The **Tax by Rate Type** report can be used to create "manual" tax returns, or to allow auditing of data. Two reports exist: a tax rate report for payment transactions and a tax rate report for invoice transactions.

> **Note:** The Clarity report for payment transactions is **TAXByRateType_Payment.CLR**, and invoice transactions is **TAXByRateType.CLR**.

Tax Rate Exceptions

A Tax Rate Exceptions report can be run to help identify incorrect coding, or invalid codes. This report is available from the Tax Return reports by selecting **Utilities > Tax Rate Exceptions**. (You can also add the report to the main EXO Business menu for direct access.)

This report can help identify tax rates set up or used on the incorrect ledger if changes are made to the tax rate settings.

General Ledger Reports

General Ledger Report Writer

MYOB EXO Business provides you with the ability to generate a variety of reports such as the GL Graph, GL Trial Balance and GL Transaction Batch Listing. You need reports as a reference for yourself as well as to provide your financiers and government authorities with the financial performance and position of your organization.

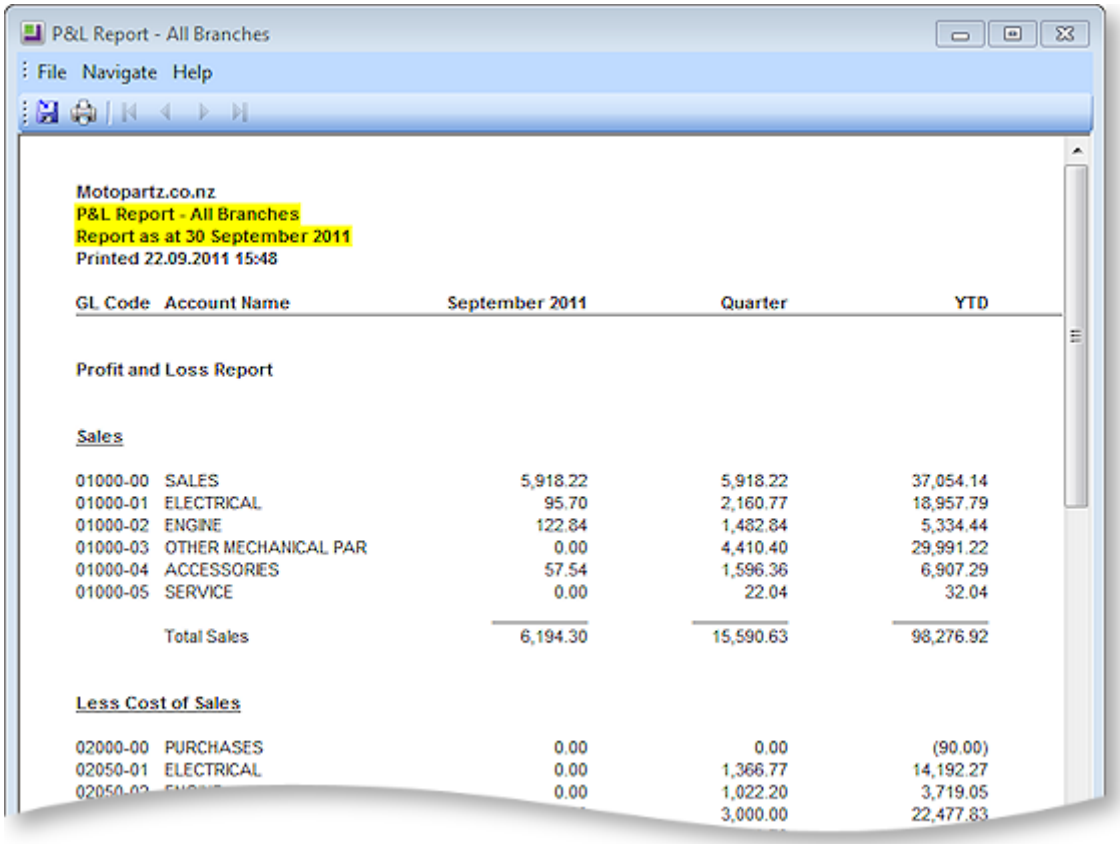
The GL Report Writer enables you to report on transactions that have been posted to the General Ledger. It is period-driven in the same way as the transactions in the General Ledger being reported on.

The Report Writer is set up in a tabulated format with rows and columns. The rows determine the content by General Ledger account or group of accounts. The columns determine the periods or budget. The report is written in a sequential order both in terms of the rows and the columns. You need to define the sequence of actions to take place, dependent on the numbering of the rows and columns. It is recommended that the first draft of the report has the rows and columns numbered in a way (say increments of 10) that allow you to insert rows or columns at a later date.

Sample Report

Reports > General Ledger Reports > Setup GL Reports

The following report is a sample of how you can use the features available in the EXO Business Setup GL Reports (see page 11) utility to specify settings (see page 11) and options in rows and columns (see page 14) to create a clear and well-presented report.



P&L Report - All Branches

File Navigate Help

Motopartz.co.nz
P&L Report - All Branches
Report as at 30 September 2011
Printed 22.09.2011 15:48

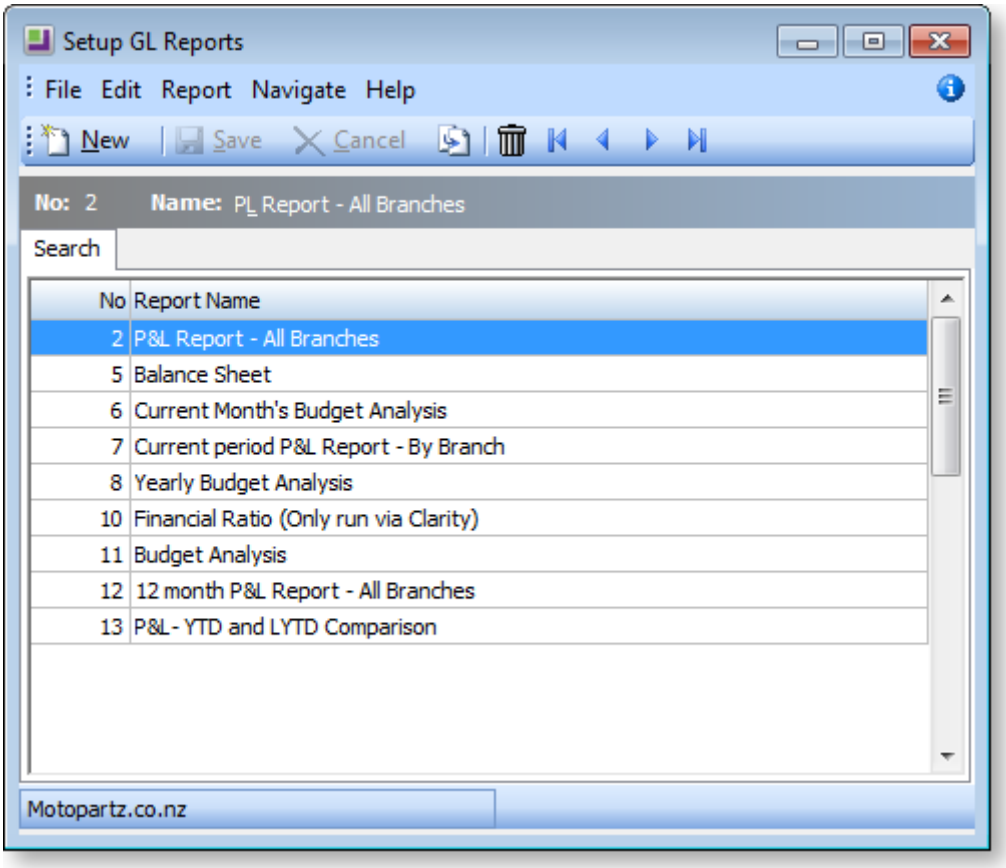
GL Code	Account Name	September 2011	Quarter	YTD
Profit and Loss Report				
Sales				
01000-00	SALES	5,918.22	5,918.22	37,054.14
01000-01	ELECTRICAL	95.70	2,160.77	18,957.79
01000-02	ENGINE	122.84	1,482.84	5,334.44
01000-03	OTHER MECHANICAL PAR	0.00	4,410.40	29,991.22
01000-04	ACCESSORIES	57.54	1,596.36	6,907.29
01000-05	SERVICE	0.00	22.04	32.04
	Total Sales	6,194.30	15,590.63	98,276.92
Less Cost of Sales				
02000-00	PURCHASES	0.00	0.00	(90.00)
02050-01	ELECTRICAL	0.00	1,366.77	14,192.27
02050-02	[illegible]	0.00	1,022.20	3,719.05
			3,000.00	22,477.83

Using the GL Report Writer

GL Report Writer Setup

Reports > General Ledger Reports > Setup GL Reports

When using Setup GL Reports the user is presented with a search window. The first time the window is displayed, no reports are listed as none have yet been set up. In the example below, a few reports have been defined.



The following options are available:

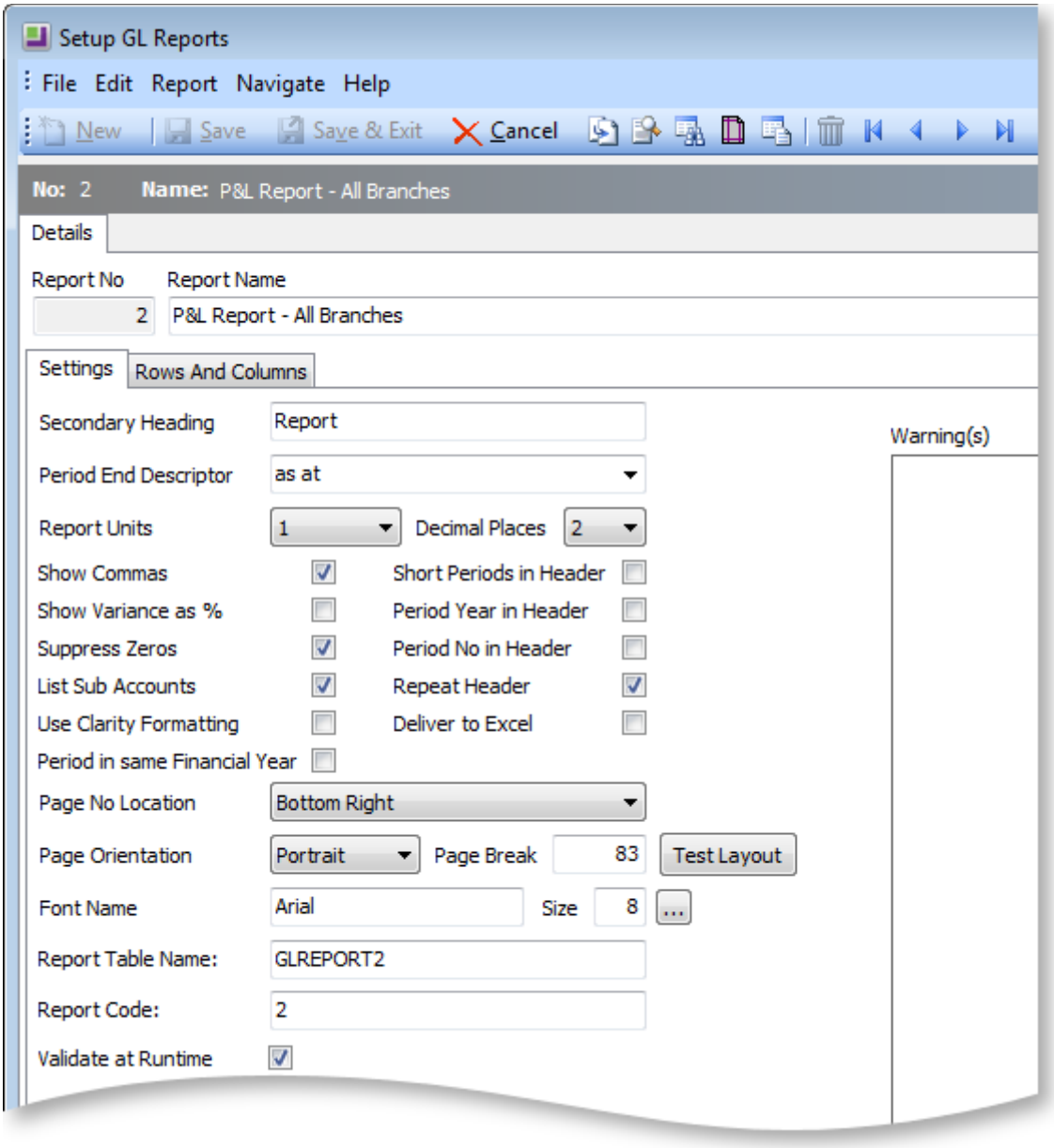
- To create a new report, click the **New** button. The Details tab (see page 11) containing the Settings and Rows And Columns sub-tabs is displayed.
- To create a copy of an existing report, select the report name, then click the button. A copy of the report is added to the list of existing reports. The user can change the name of the copy by overtyping the default name.
- To delete a report from the list, select the report and click the button or press the DELETE key.

Once reports have been set up, the search window displays a list of these reports. The user can double-click a report name for details.

GL Report Writer Settings

Reports > General Ledger Reports > Setup GL Reports > [New]

The Settings sub-tab on the Details tab allows the user to specify the settings for the report. Initially, the page contains default settings which provide the basic settings that the report requires. If the defaults are being used, the user can move to the Rows and Columns sub-tab.



Click the **Test Layout** button for a preview of the layout.

Field Descriptions

Item	Description
Report No	The system generated number assigned to the report.
Report Name	Enter a descriptive name of the report here.
Secondary Heading	Provides a detailed heading and is in addition to the report name.

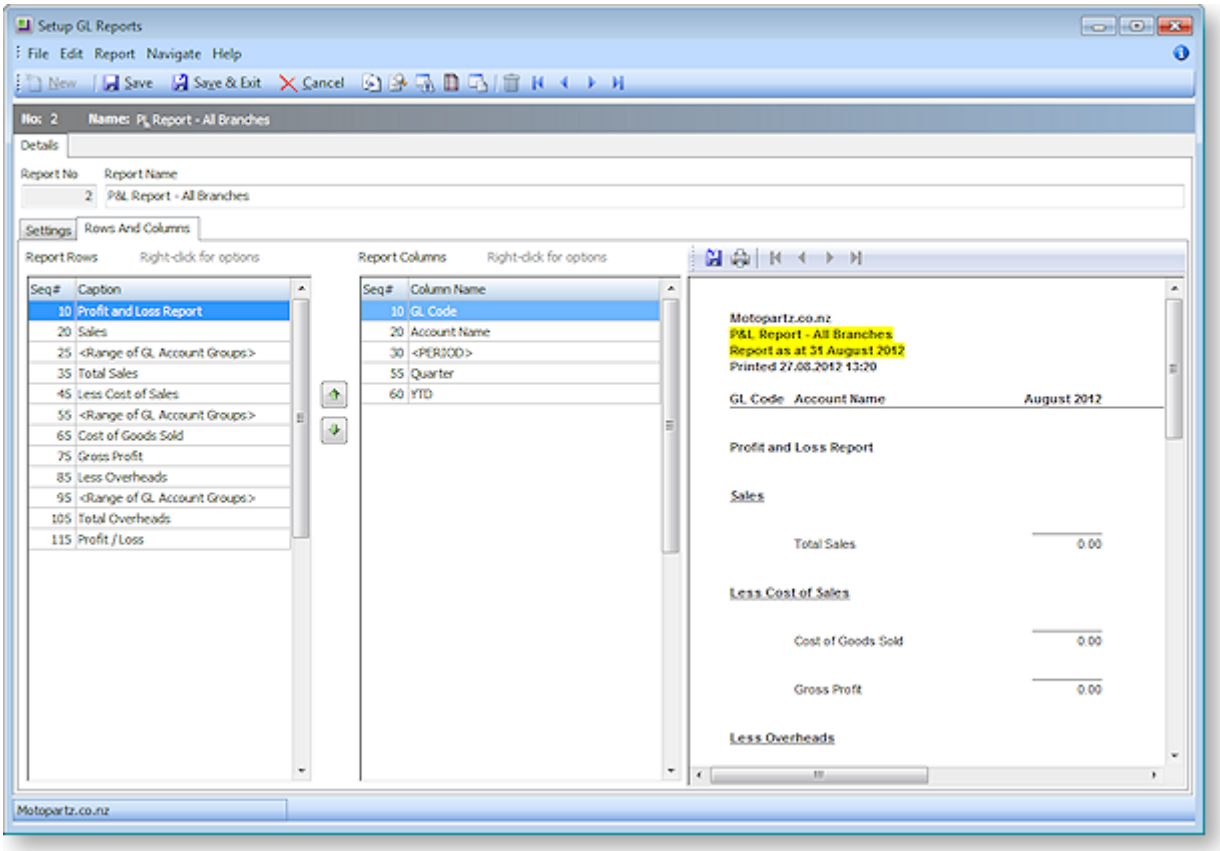
Period End Descriptor	Used either for the period ended (used for Statements of Financial Performance) or as a (used for Statements of Financial Position). There are a number of display options for each; select the appropriate option from the list.
Report Units	This is used as a divisor to change the units which the report will use. For example, selecting 1000 means the report is printed in thousands (000's).
Decimal Places	Determines the number of decimal places shown on the report.
Show Commas	Determines if a comma separates the units of the report at each 000 break.
Short Periods in Header	Uses a shorter form of the period name (for example, Jan instead of January).
Show Variance as %	Shows the budget variance between actual and budget instead of a $ value.
Period Year in Header	Puts the period year in the header where period has been selected as a column.
Suppress Zeros	A default setting which can be overwritten when actually running the report to determine if the report shows a row when all columns in that row equal 0.
Period No in Header	Puts the period number in the header where period has been selected as a column.
List Sub Accounts	A default setting which can be overwritten when actually running the report to determine if the report shows sub accounts, where they exist.
Repeat Header	Determines if the report header should be repeated where the report continues over more than 1 page.
Use Clarity Formatting	Tick this option if a Clarity formatting template (CLF) is to be used.
Deliver to Excel	Tick this option if the generated report is to be exported to an Excel compliant format.
Period in same Financial Year	This option only applies to the "P&L Report - All Branches" Report Type. If this option is ticked, then at run time fields set to rolling 12 months are limited to reporting the financial year only. Fields not set to rolling 12 months are not affected by this option.
Page No Location	Determines the position on the page for the page number to appear. There is also an option not to display a page number.
Page Orientation	Selects the page as either portrait or landscape. The selection here will be determined by the number of columns the user would like to display, the font, font size and report units.
Page Break	Varies depending on page orientation, font and font size selections. This could require trial and error to find what best suits the user's report.
Font Name	The font to be used when printing the report.
Size	The size of the font to be used when printing the report.

Report Table Name	Enter a name for the report table in this field. This is essentially the file name storing the report settings.
Report Code	Enter a short, descriptive code for the report. Reports are ordered by their Report Code on the Run GL Reports window (see page 20).
Validate at Runtime	If this option is ticked, EXO Business checks the Chart of Accounts when the report is run or previewed. If the Chart of Accounts has changed since the report was last edited, warnings to check the report setup appear at the end of the report and in the **Warning(s)** pane on the right of this tab.

GL Report Writer Rows and Columns

Reports > General Ledger Reports > Setup GL Reports > [New] > (Rows and Columns)

The report is made up of rows and columns. As a general rule, the rows are used for a subject while the columns refer to the period to be reported on.

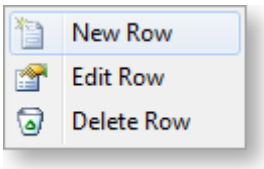


Use the and buttons to re-order report rows. Alternatively, you can edit the rows' sequence numbers on the Report Row Record window (see page 15).

A preview of the report is displayed in a pane on the right of the window. Click the **Preview** button ( ) to refresh the preview (the preview is also refreshed when the Save button is clicked). By default, the preview displays no data, allowing it to display and refresh faster. To display real data on the preview, click the **Preview with Data** button ( ).

Report Row Record

Right-clicking on a Report Rows field grid displays the following shortcut menu:

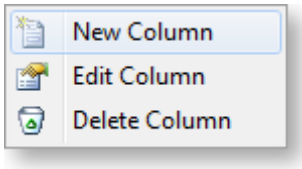


- **New Row:** Displays a blank Report Row Record window.
- **Edit Row:** Displays the Report Row Record window populated with the information related to the selected row.
- **Delete Row:** Deletes the selected row from the report.

When either the new or edit row option is selected the Report Row Record window (see page 15) opens.

Report Column Setup

Right-clicking on a Report Columns field in the grid displays the following shortcut menu:

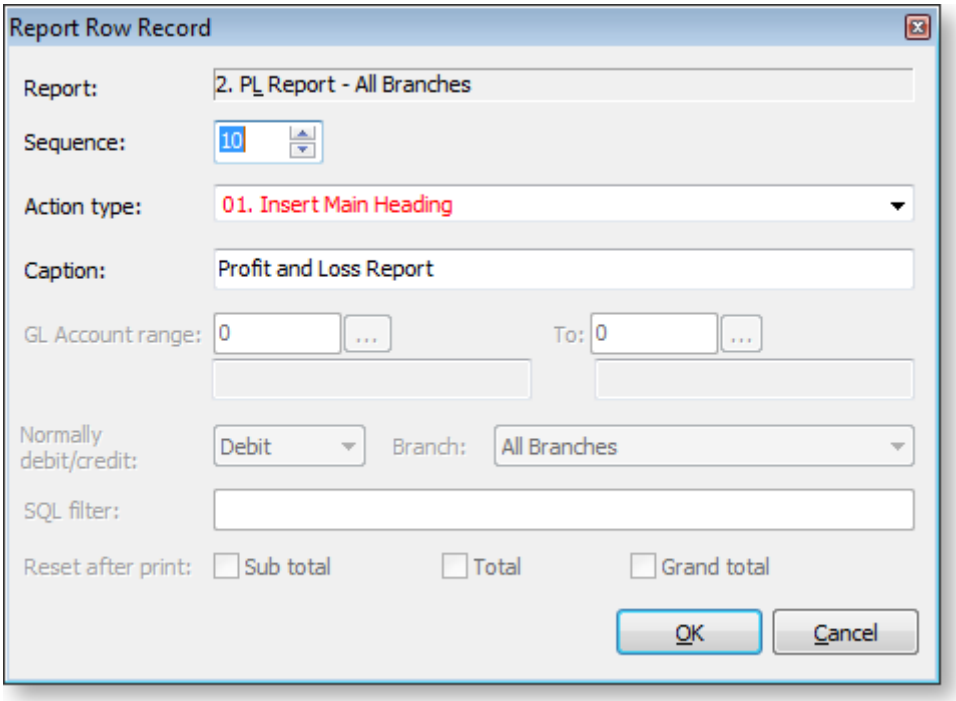


- **New Column:** Displays a blank Report Column Record window.
- **Edit Column:** Displays the Report Column Record window populated with the information related to the selected row.
- **Delete Column:** Deletes the selected column from the report.

When either the new or edit row option is selected the Report Column Setup window (see page 18) opens.

Editing a Report Row Record

GL Report Rows are added and edited by right-clicking on a row on the Rows and Columns sub-tab of the Setup GL Reports window (see page 14):



Field Descriptions

Item	Description
Report	The name of the selected report. This is displayed by default.
Sequence	Enter a number here to set or change the sequence that the row performs its defined action. **Note:** You can also use the ⇧ and ⇩ buttons on the **Setup GL Reports window (see page 14)** to re-order report rows, which changes their sequence numbers.
Action type	Determines the function that the row performs. The table below (see page 17) lists and describes each function.
Caption	The description that appears in the row of the report.
GL Account range	The GL Account range to be reported on.
To	The GL Account range to be reported on.
Normally debit/credit	Determines what sign (+ve or –ve) to be applied to the number being printed.
Branch	Determines if the row is to be branch specific. If branches are being used in columns this should be set to Acc.

SQL filter	Used as the where clause in a SQL statement. **Note:** By default, this filter does not apply to the Budget column (if one exists). To make the SQL filter apply to the Budget column, enter **/B=** followed by the SQL statement to be run against the GLBUDGETS table, e.g. GLTRANS.BRANCHNO = 1 /B= GLBUDGETS.BRANCHNO = 1
Reset after print	Used with Sub Total, Total and Grand Total lines to reset the accumulator after printing.

Action types

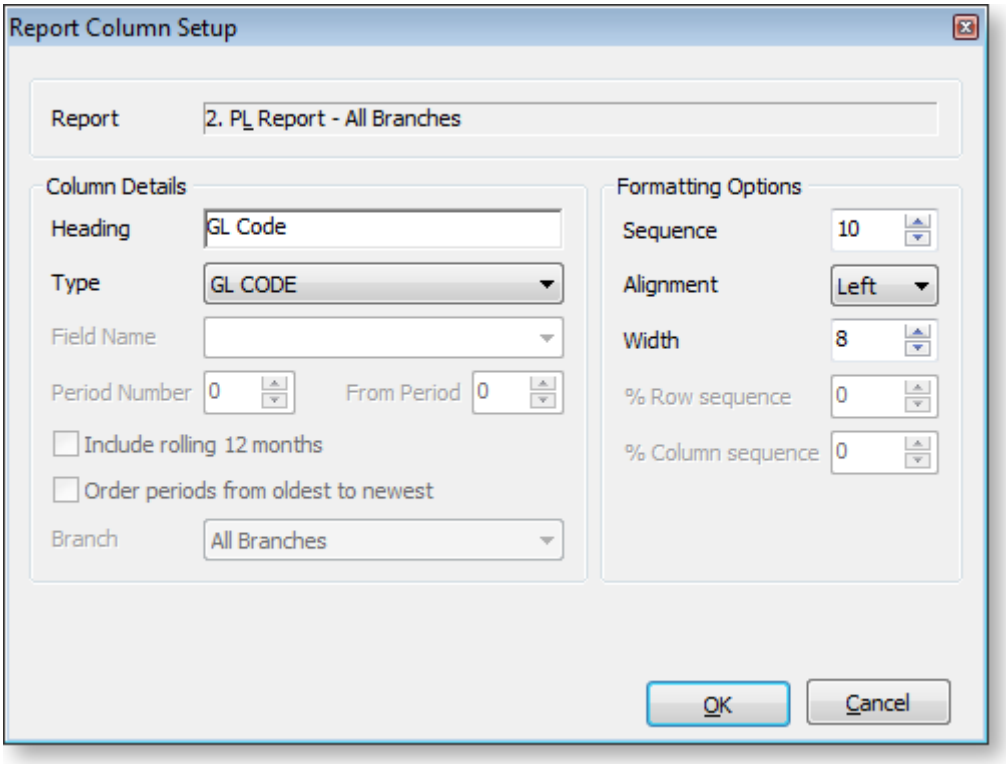
The following types are available from the **Action type** dropdown:

	Item	Description
01	**Main Heading**	The heading text for the report, which is displayed in bold.
02	**Sub Heading**	Subheading text is displayed in bold and underlined.
03	**Narrative**	Narrative lines are plain text with no emphasis.
04	**Page Break**	This will force a page break at this row. This overrules any page length setting made on the Settings page.
05	**Single Account Group**	Allows the user to specify a GL account to be printed in the report.
06	**Single Account Group Conditional on Value**	Same as single account group but it allows user to specify Normally Debit/credit (Normally Debit/credit combo box on the screen is enabled) as an extra criteria
07	**Sequential Range of Account Groups**	If selected this shows information of GL accounts that falls in between the specified GL account group range.
08	**Single General Ledger Account**	If selected this shows information of a single GL account
09	**Single General Ledger Account Conditional on Value**	If selected this shows information of a GL single account but it allows user to specify Normally Debit/credit (Normally Debit/credit drop-down list on the screen is enabled) as an extra criteria.
10	**Sequential Range of Accounts**	If selected this shows information for a range of GL account.

11	**Profit and Loss Account Range Total function**	Allows the user to print a total similar to a P&L Range Value but which gets added as a P&L Total.
12	**P&L Subtotal**	Prints the total of the list above it. If the previous subtotal has not been reset then the subtotal also includes any prior subtotals.
13	**P&L Total**	Prints the subtotals above the total. If the previous total has not been reset then the total also includes any prior totals.
14	**P&L Grand Total**	Prints the totals above the grand total. If the previous grand total has not been reset then the grand total also includes any prior grand totals.
15	**Bal Sheet Range Tot**	The same as the P&L Range Total except that it is used for a Statement of Financial Position.
16	**Bal Sheet SubTotal**	The same as the P&L Subtotal except that it is used for a Statement of Financial Position.
17	**Bal Sheet Total**	The same as the P&L Total except that it is used for a Statement of Financial Position.
18	**Bal Sheet Grand Total**	The same as the P&L Grand Total except that it is used for a Statement of Financial Position.
19	**P&L Ledger Total**	Used in the Statement of Financial Position to provide the user with the sum of the current year's Statement of Financial Performance. In a technical sense it is the total of the GLTRANS where the GLACCS section = 0 for the current financial year.
20	**P&L Range Value**	Allows the user to combine GL accounts based on a SQL Filter.
21	**Bal Sheet Range Val**	The same as the P&L Range Value except that it is used for a Statement of Financial Position.
22	**Opening Stock**	Used in conjunction with periodic closing stock.
23	**Closing Stock**	Used in conjunction with periodic closing stock.

Editing a Report Column Record

GL Report Rows are added and edited by right-clicking on a column on the Rows and Columns sub-tab of the Setup GL Reports window (see page 14):



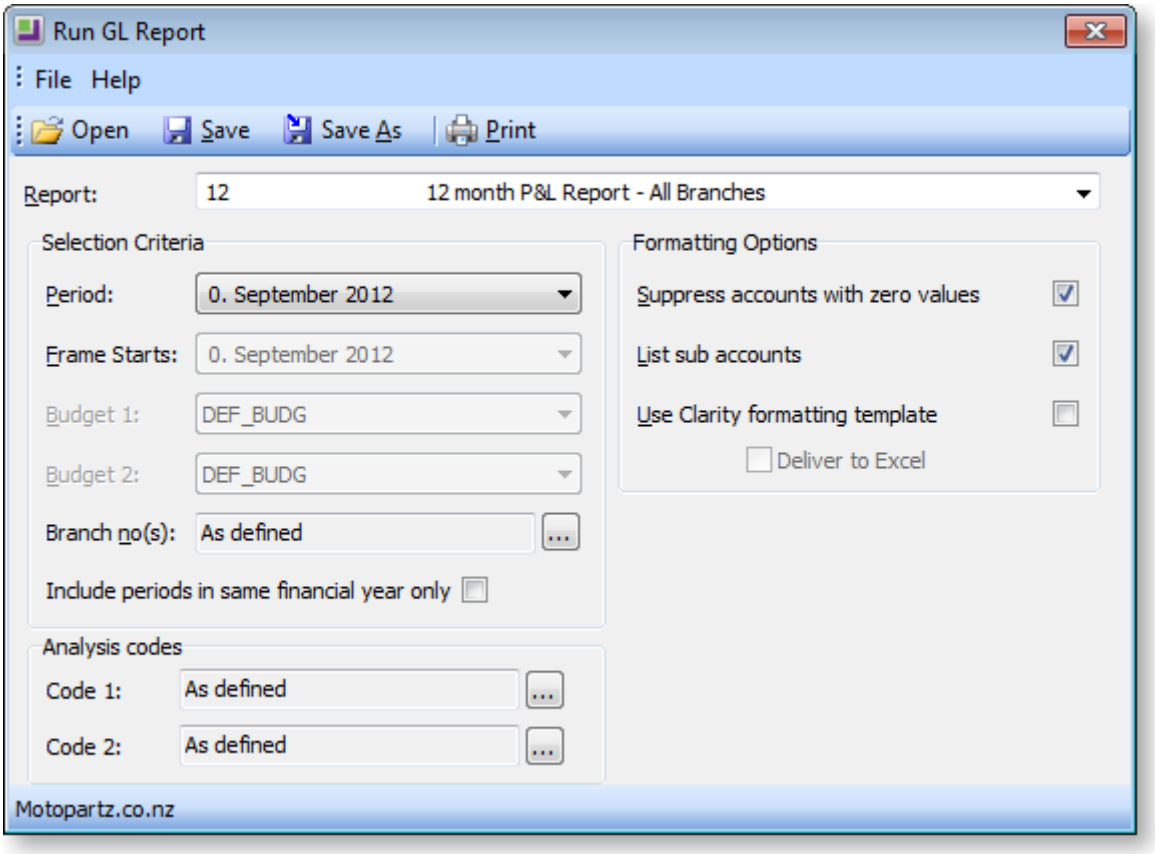
Field Descriptions

Item	Description
Report	The name of the selected report. This is displayed by default.
Heading	The heading for the column. If using <Period>, the period name appears in place of <Period>.
Type	Determines the function that the column performs. The following list describes each function. • **GL Code** - Lists in the column the GL Code, where applicable. • **Data Field** - Lists the name of the account or the description used (if any) in the Report Row Record. • **Period** - Allows the user to define the period to be printed. • **PD Range** - Allows the user to define a period range, e.g. three months for a quarter. • **Moving frame of periods** - Allows the user to define a period range (represented by the frame length value) and this period range is relative to the period for which the report is run. • **This Year** - Prints the Year to Date value for the current financial year. • **Last Year** - Prints the Year to Date value for the last financial year. • **Last Year End** - Prints the year end value for the last financial year.

	• **Budget** - Prints the budget value for the current financial year. • **YTD Budget** - Prints the budget value for the current financial year to date. • **Percentage** - Allows the user to select a column to report on the percentage of a row.
Field Name	This becomes active if the DataField option is selected in the **Type** field. Allows the user to select directly from the GLACCS table.
Period No	Determines the period to be reported on. Current Period = 0.
From Period	Use in conjunction with PD RANGE. Period No becomes the start period and From Period is the end Period No.
Include rolling 12 months	The system accommodates reporting on either a financial year or rolling year (rolling 12 months) and the choice can be made at run time. This is achieved without having to modify the report after each period roll. For each column in the report you wish to optionally report on a rolling 12 month basis. For required columns, tick Include Rolling 12 Months so that this field will be either rolling 12 months or financial year only dependant on run time selection. If not ticked, then the field will always report financial year only.
Order periods from oldest to newest	This option applies to columns where the **Type** is set to "Moving frame of periods", or where the **Type** is set to "Period" and the **Include rolling 12 months** option is ticked. It affects the ordering of columns: when ticked, columns are ordered from oldest to newest, e.g. July 2011, August 2011 ... June 2012; when unticked, columns are ordered from newest to oldest, e.g. June 2012, May 2012 ... July 2011.
Branch	Used to set a specific branch in a column. If using branches in the column the user should have branches in rows set to All.
Sequence	Enter a number here to set or change the sequence that the row performs its defined action.
Alignment	Sets the option for printing alignment to the right or the left of the column.
Width	Determines the column width.
% Row Seq	When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%
% Col Seq	When using percentage, the Row Seq and Col Seq provide the coordinates for the figure to be used as 100%

Running GL Reports

To run a predefined report (see page 11), select **General Ledger Reports > Run GL Reports** from the Reports menu.



Item	Description
Report	Select the report to run. Reports are listed with their Report Code and Report Name, as set up on the Settings tab of the Setup GL Reports window (see page 11).
Period	The period selection box determines where the report starts with respect to a period = 0 selection. For example, if the period selected in the period list is period 2, the report adds 2 periods to each column where it has a period determined (0 will become 2, 1 will become 3, and so on).
Frame Starts	At run time you can specify the starting period for the moving frame using the Frame Starts entry. This will be greyed when there are no moving frame fields.
Budget 1 and 2	If the GL report being run has budgeting columns, the Budget list turns active and allows the user to select the budget to be reported against.
Branch no(s)	Use the branches either as defined or manually check the branch numbers from the window opened through the ellipsis [...] button.
Include periods in same financial year only	This checkbox is only available if the "P&L Report - All Branches" Report Type is selected. If this option is ticked, then at run time fields set to rolling 12 months are limited to reporting the financial year only. Fields not set to rolling 12 months are not affected by this option.

Suppress accounts with zero values	This setting determines if the report shows a row when all columns in that row equal 0. The default value is determined by the **Suppress Zeros** check box on the Setup GL Reports window (see page 11).
List sub accounts	This setting determines if the report shows sub accounts, where they exist. The default value is determined by the **List Sub Accounts** check box on the Setup GL Reports window (see page 11).
Use Clarity formatting template	Tick this option if a Clarity formatting template (CLF) is to be used.
Deliver to Excel	Tick this option if the generated report is to be exported to an Excel compliant format.
Analysis codes	If GL Analysis Codes have been set up, codes can be specified here.

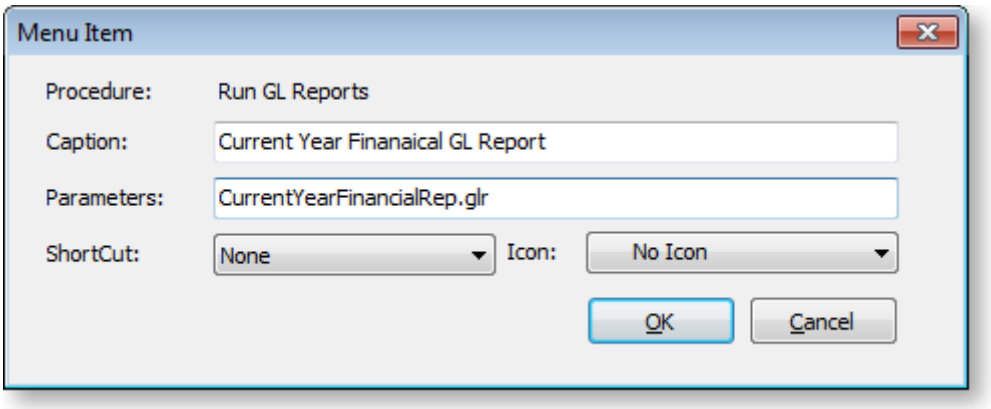
Once all settings are configured, click the button to generate the report.

Saving GL Report Writer Settings

The settings on the Run GL Report window can be saved to a file, so that they can be re-used at a later time. Click the **Save** or **Save As** buttons (or) to save the settings as a file with the extension .GLR.

To load settings from a .GLR file, click the button and browse to select the file.

A .GLR file can also be specified as a parameter when adding the **Run GL Reports** menu item:



Specifying a .GLR file means that when the menu item is selected, a GL report will be automatically generated using the settings in the .GLR file (the Run GL Report window does not appear). It is possible to set up multiple GL Report menu items, each with different settings, so that a variety of GL Reports can be generated quickly.

Note: By default, .GLR files are saved in the directory specified by the **Directory location for standard Clarity forms** profile setting (several example .GLR files are installed in this directory). When running a GL Report from a menu item as illustrated above, the .GLR file is assumed to be in this directory.

Setting the Default Report

When adding the **Run GL Reports** menu item, it is possible to specify which report should be selected by default when the Run GL Reports window opens. Enter the parameter REPORTID=x into the **Parameters** field, where x is the **Report No** of the default report.

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