MYOB Exo Accountant's Assistant

User Guide

2020.2

myob

# Table of Contents

Exo Accountant's Assistant

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

- Business Checklists - a set of dashboard widgets containing checklists for important accounting processes.
- Financial Review - a set of financial reports that show key metrics for business owners and external advisors.
- Systems Integrity - a set of checks against the database and ledgers to ensure that Exo Business is balanced.

> You can open the *Overview for External Advisors* from the Exo Accountant's Assistant **Help** menu. This document provides an overview of key areas of Exo Business, so that you can familiarise yourself with the basic concepts and functions.
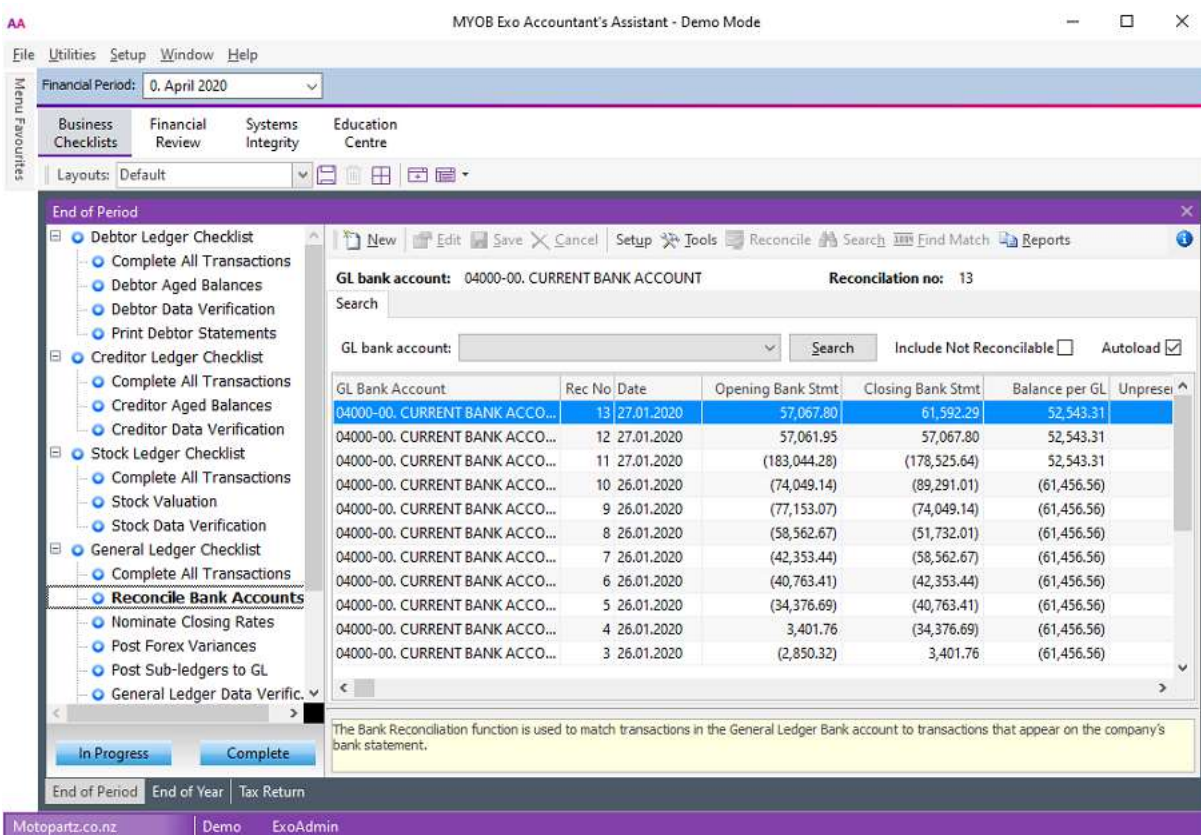
Global Financial Period Setting

The **Financial Period** list at the top of the window specifies the period to use by all Dashboard widgets in Exo Accountant's Assistant. You must set up widgets and reports to use this parameter:
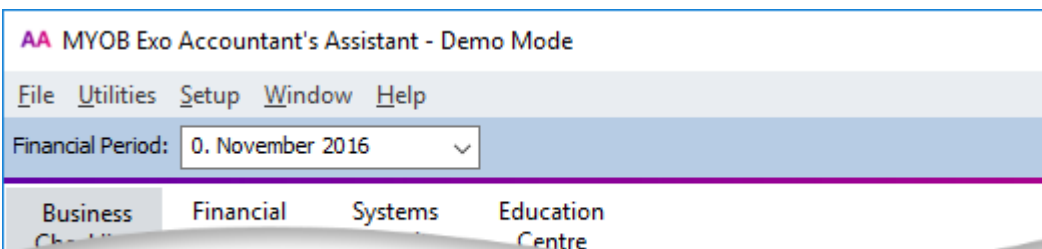
Grid and Pivot Widgets

To use the Financial Period in a Grid or Pivot widget, the SQL statement in 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

You can enter them in 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 have a runtime parameter with one of these 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

A single user can run Exo Accountant's Assistant without an additional licence. You must purchase licences to enable more than one user to access it.

These restrictions apply when accessing Exo Business 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. You can edit basic details of Debtor and Creditor accounts, but you can't generate no transactions for them.
- You have read-only access to Stock item records.

Business Checklists

The Business Checklists section displays checklist widgets for important accounting processes.

The checklists for the these processes display:

- 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.

Financial Review

The Financial Review section contains financial reports that show key metrics for business owners and external advisors.
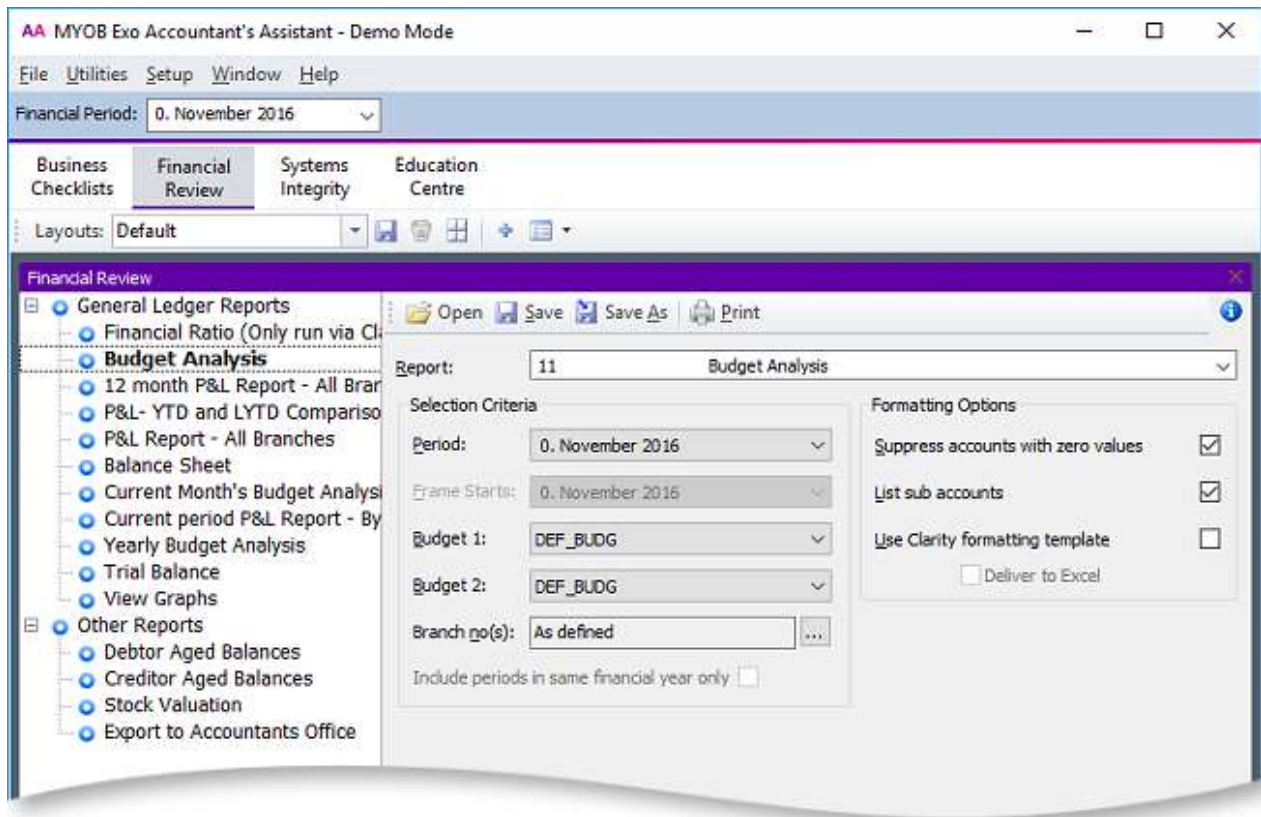
Reporting functions on this tab include:

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

GL Reports

When you upgrade to Exo Business 8.5 or later, all General Ledger reports that are set up in Exo Business 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.
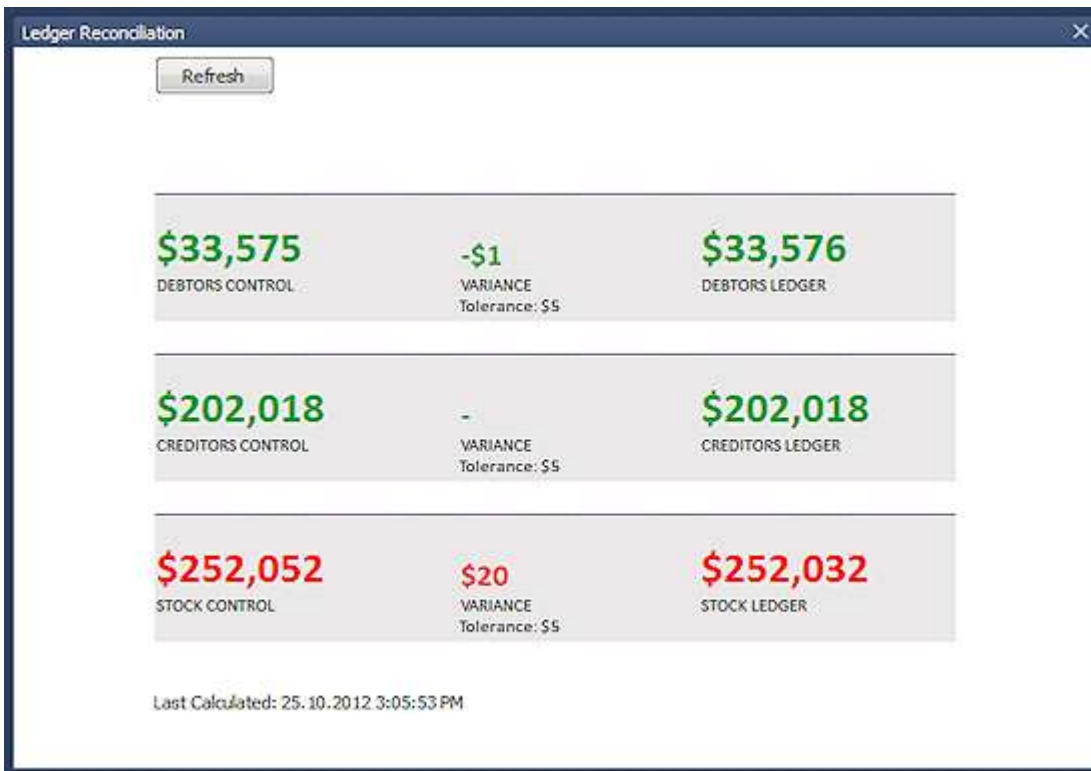
Systems Integrity

The **Systems Integrity** tab displays a set of checks against the database and ledgers. These utilities display by default:

- Ledger Reconciliation
- Data Verification
- Tax Exceptions

Ledger Reconciliation

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

> **Note:** If Exo Job Costing is installed, a **WIP Control** section displays on the widget.

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).

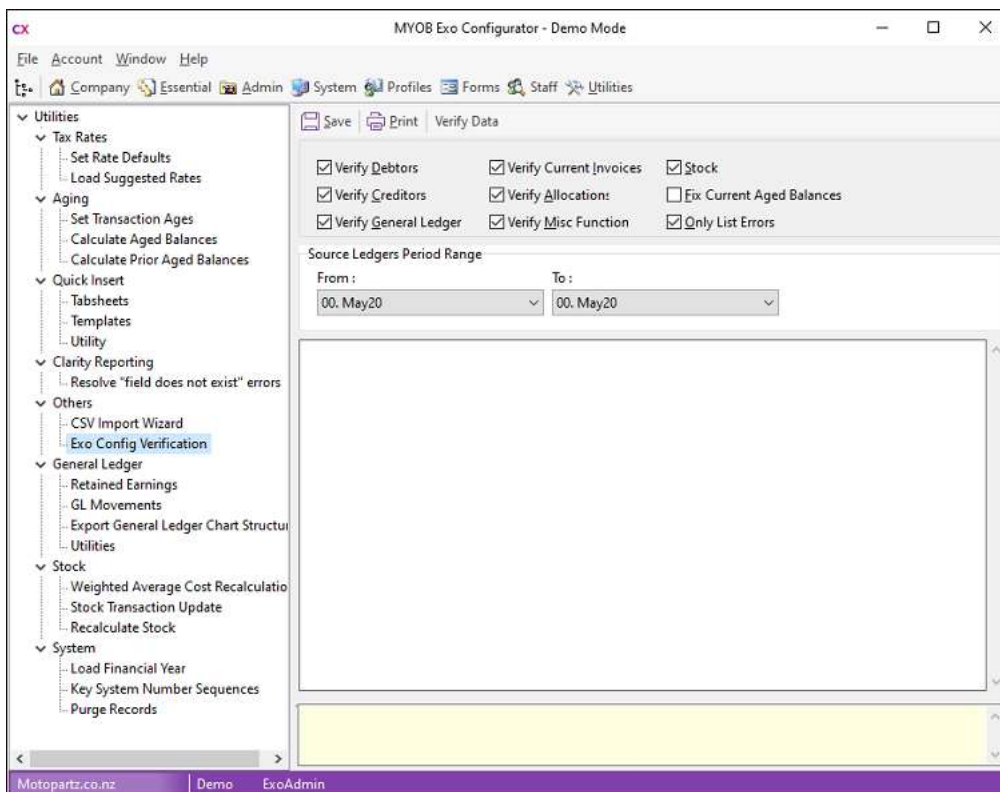You can click each area of the report to drill down to more information:

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

Data Verification

MYOB Exo Business performs tests on the transactions in the database to highlight errors and suggest what may be causing them. After running a Database Update operation, a prompt displays asking you to verify the data:
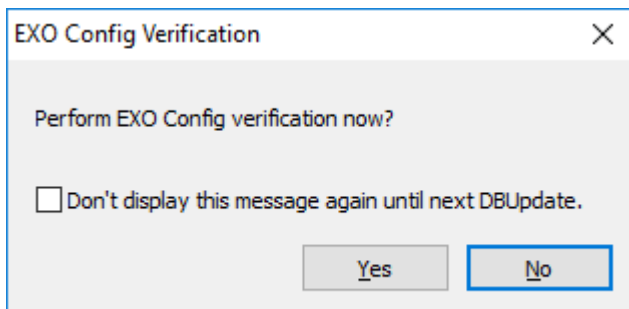
You can also run the Data Verification utility from the Exo Business Configurator under **Utilities > Others > Exo Config Verification**.

You can select these options:

Field	Description

Verify Debtors **Verify Creditors** **Verify General** **Ledger** **Verify Current** **Invoices** **Verify Allocations** **Verify Misc** **Functions** **Stock**	These options determine which aspects of Exo Business that the data verification process checks.
Fix Current Aged Balances	Select this option to automatically correct imbalances in the current aged balances that the data verification process detects.
Only List Errors	Select this option to only show the results of tests that return error. Tests that pass are not listed.
Source Ledgers Period Range	Select the range of periods for which to verify data.

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

Data Verification Menu Item

You can add the Data Verification utility to dropdown menus, so that you can run it from other modules. You can use these parameters:

- D = Verify Debtors
- C = Verify Creditors
- G = Verify General Ledger
- I = Verify Current Invoices
- A = Verify Allocations
- M = Verify Misc Functions
- S = Stock
- L = Only List Errors
- Y = Fix Current Aged Balances

For example, entering *DCSL* means that only the **Verify Debtors**, **Verify Creditors**, **Stock**, and **Only List Errors** options are selected when the utility starts.

Tax Reports

Use the Tax Return functions under **Tax Reports** on the **Reports** menu to generate the tax return (specific to the country). This is complemented by the 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

These Tax Return reports are available:

- New Zealand GST Return
- BAS Tax Return
- Singapore GST Return
- VAT Return
- Taxable Payments Annual Report

On each report, select **Edit Return** to select and edit previous returns.

General Ledger Reports

General Ledger Report Writer

Use the GL Report Writer to report on transactions that have been posted to the General Ledger.

The Report Writer is set up in a table with rows and columns. The rows determine the content by General Ledger account or group of accounts. The columns determine the periods or budget. You must define the sequence of actions to take place, which depends on the numbering of the rows and columns.

> **Note:** You should number the rows and columns in the first draft of the report in a way (for example, increments of 10) that enable you to insert rows or columns at a later date.
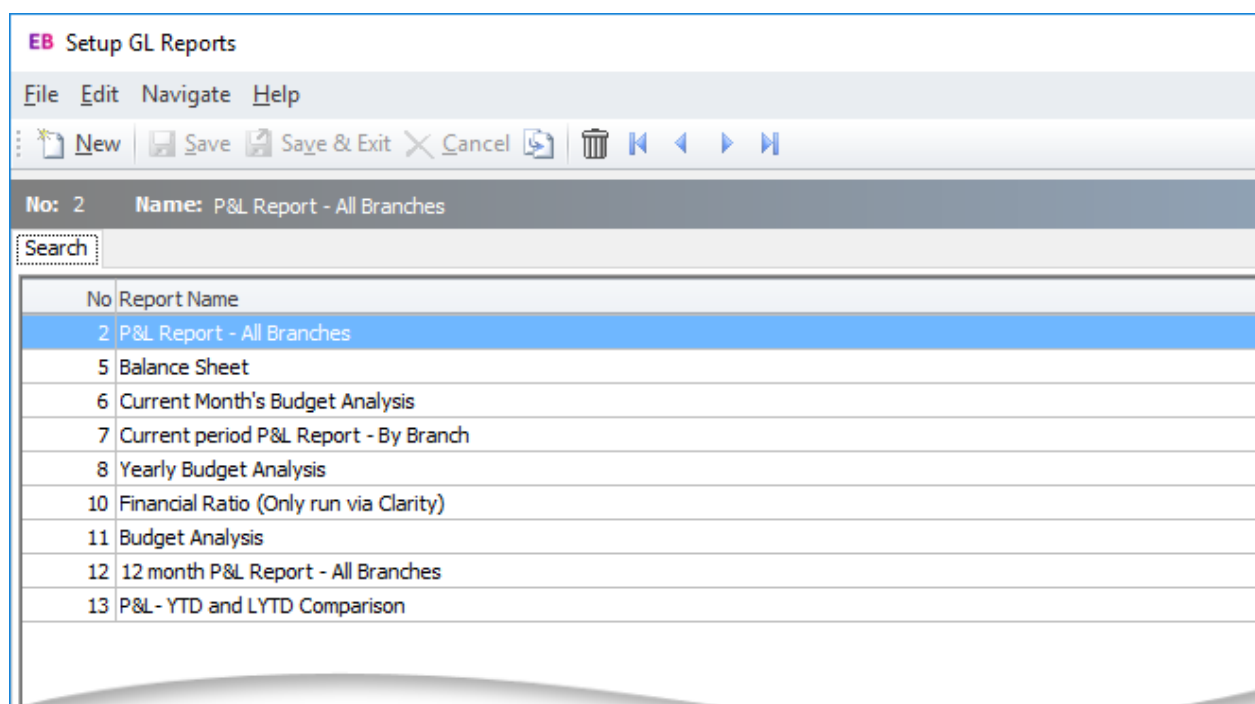
Sample Report

Reports > General Ledger Reports > Setup GL Reports

Using the GL Report Writer

GL Report Writer Setup

Reports > General Ledger Reports > Setup GL Reports

To:

- Create a report, click the **New** button. The **Details** tab containing the Settings and Rows And Columns sub-tabs displays.

- Create a copy of a report, select the report name, then click the button. A copy of the report is added to the list of existing reports. You can change the name of the copy.

- 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.

GL Report Writer Settings

Use the **Settings** sub-tab on the **Details** tab 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, click the **Rows and Columns** sub-tab.

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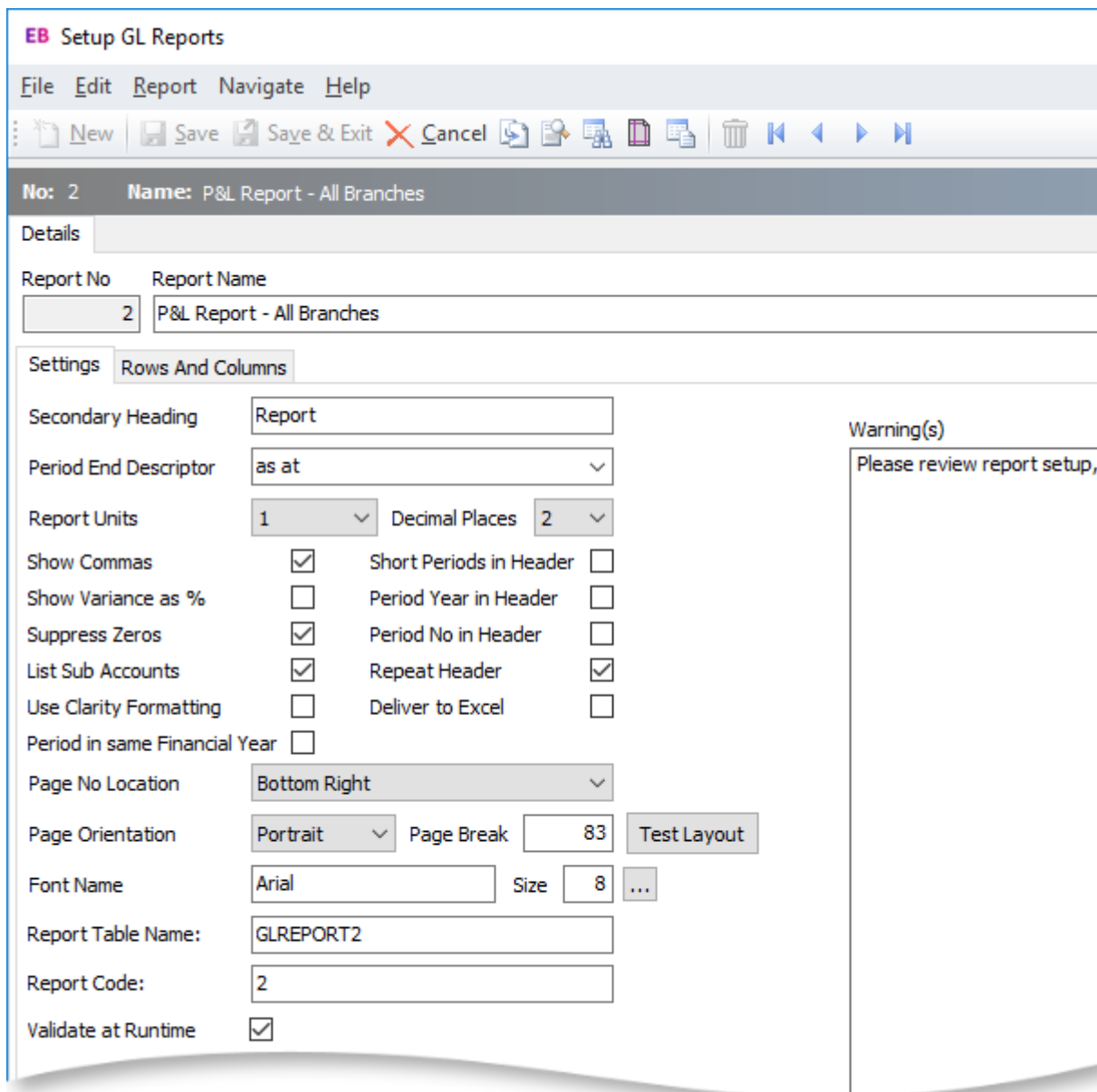
Click the **Test Layout** button for a preview of the layout.

Field Descriptions

| Item	Description
Report No	The number that Exo Business assigns to the report.
Report Name	Enter a name of the report.
Secondary Heading	A detailed heading in addition to the report name.
Period End Descriptor	Affects the text of the period label at the top of the report. Select either **for the period ended** (for Statements of Financial Performance) or **as at** (for Statements of Financial Position). There are a number of display options for each (lower case, sentence case, upper case); select the preferred option from the list.

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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 (000s).
Decimal Places	Determines the number of decimal places to show 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 dollar 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 one page.
Use Clarity Formatting	Select this option if you are using a Clarity formatting template (CLF).
Deliver to Excel	Select this option to export the report to a format that Excel can read.
Period in same Financial Year	This option only applies to the *P&L Report - All Branches* Report Type. If this option is selected, 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.
Page Orientation	Selects the page as either portrait or landscape. The selection here is determined by the number of columns 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 report.
Font Name	The font to use when printing the report.
Size	The size of the font to use when printing the report.

Report Table Name	Enter a name for the report table in this field. This is the file name storing the report settings.
Report Code	Enter a short code for the report. Reports are ordered by their Report Code on the Run GL Reports window.
Validate at Runtime	If this option is selected, 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

The report is made up of rows and columns. The rows are for a subject while the columns refer to the period to report on.
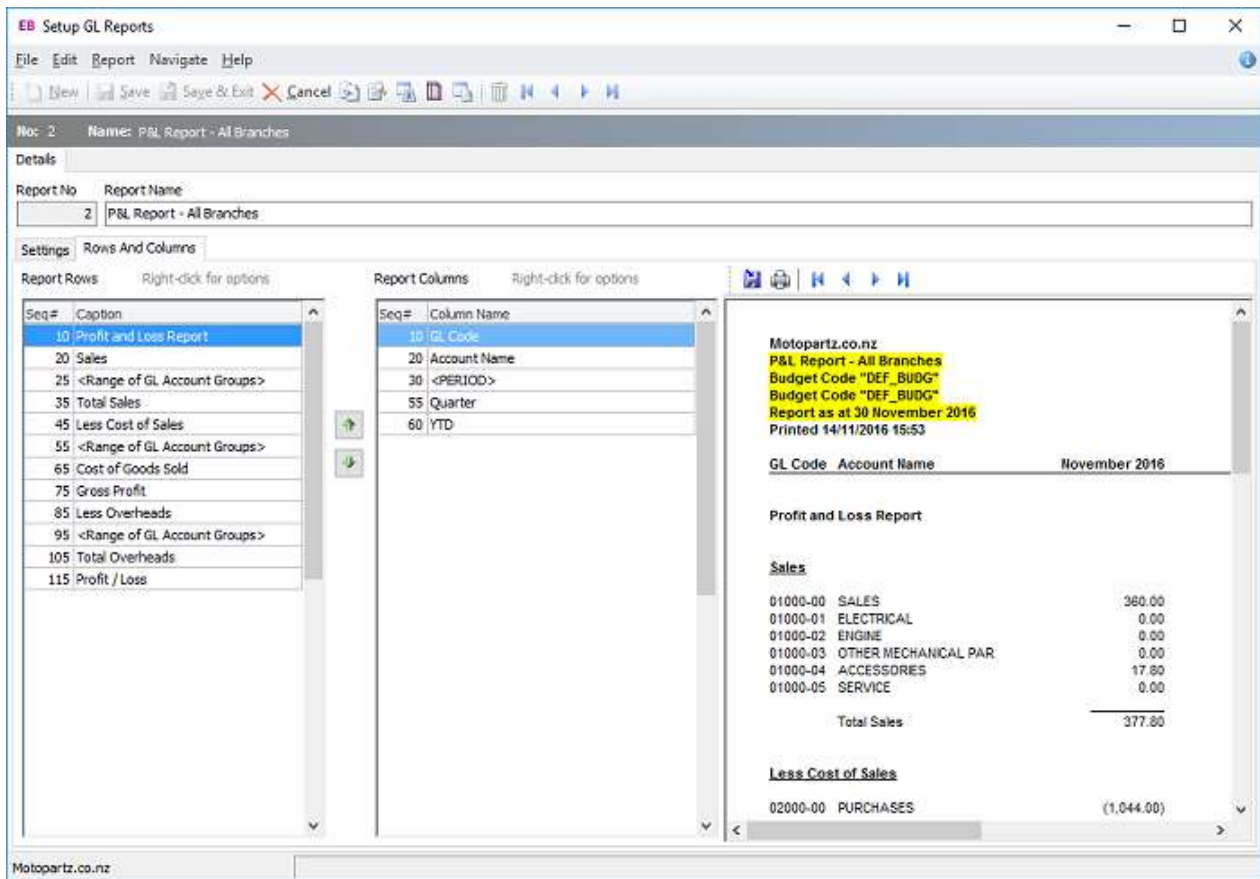
You can re-order report rows by clicking on them and dragging or by using the and buttons. Or you can edit the sequence numbers of the rows on the Report Row Record window.

A preview of the report displays 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 this shortcut menu:
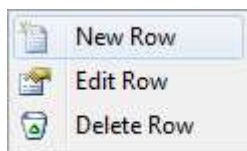
- **New Row:** Displays a blank Report Row Record window.
- **Edit Row:** Displays the Report Row Record window populated with the information related to the selected row.
- **Delete Row:** Deletes the selected row from the report.

When you select **New Row** or **Edit Row**, the Report Row Record window opens.

Report Column Setup

Right-clicking on a Report Columns field in the grid displays this shortcut menu:
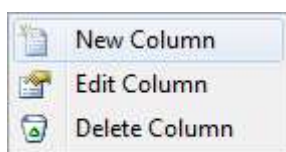
- **New Column:** Displays a blank Report Column Record window.
- **Edit Column:** Displays the Report Column Record window populated with the information related to the selected row.
- **Delete Column:** Deletes the selected column from the report.

When you select **New Column** or **Edit Column**, the Report Column Setup window opens.

Editing a Report Row Record

Add and edit rows by right-clicking on a row on the **Rows and Columns** sub-tab of the Setup GL Reports window:

Field Descriptions

Item	Description
Report	The name of the report. This displays by default.
Sequence	Enter a number 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** to re-order report rows, which changes their sequence numbers.
Action type	Determines the function that the row performs. The table below lists and describes each function.
Caption	The description that displays in the row of the report.
GL Account range	The GL Account range to report on.
To	The GL Account range to report 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 — for example, 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 displays in bold.
02	**Sub Heading**	Subheading text displays 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**	Enables you 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 dropdown 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**	Enables you 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**	Enables you 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

Add or edit rows in a GL by right-clicking on a column on the **Rows and Columns** sub-tab of the Setup GL Reports window:

Field Descriptions

Item	Description
Report	The name of the report. This displays by default.
Column Details	
Heading	The heading for the column. As well as plain text, this field can contain the parameters *<PERIOD>* or *<QUARTER>*. When you run the report, these parameters are replaced with the name of the period/quarter that you're reporting on.

Type	Determines the function that the column performs:

- **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** - Enables you to define the period to be printed.

- **PD Range** - Enables you to define a period range — for example, three months for a quarter.

- **Moving frame of periods** - Enables you to define a period range, represented by the **Frame Length** value. This period range is relative to the **Frame Starts** period specified at runtime.

- **This Year** - Displays the Year to Date value for the current financial year.

- **Last Year** - Displays the Year to Date value for the last financial year.

- **Last Year End** - Displays the year end value for the last financial year.

- **Budget** - Displays the budget value for the current financial year. When this option is selected, the **Primary** is enabled. Select this option to use the primary budget, or deselect it to use the secondary budget.

- **YTD Budget** - Displays the budget value for the current financial year to date.

- **YR Budget** - Displays the budget value for current financial year.

- **Percentage** - Enables you to select a column to report on the percentage of a row.

- **Quarter** - Displays individual periods with totals for the quarter to their right.

- **Quarter Total** - Displays only the totals for the quarter.

- **Quarter Budget** - Displays budget values for individual periods with totals for the quarter to their right.

- **Quarter Budget Total** - Displays only the budget totals for the quarter.

Primary	This option is enabled if the **Type** is set to *Budget*, *YTD Budget*, *YR Budget*, *Quarter Budget*, or *Quarter Budget Total*.
	Select this option to use the primary budget. Otherwise, the secondary budget is used.
Field Name	This is enabled if the **Data Field** option is selected in the **Type** field.
	Select the name of a field in the GLACCS table.
Period No	Determines the period to report on. The Current Period is period 0.

Frame Length	This option is enabled if the **Moving frame of periods** option is selected in the **Type** field.
	Specifies the number of periods to report on.
From Period	This option is used in conjunction with PD RANGE. Period No becomes the start period and From Period is the end Period No.
Quarter Offset	This option is enabled if the one of the **Quarter** options is selected in the **Type** field.
	Specify the quarter to report on. The current quarter is 0. Numbers greater than 0 signify past quarters — for example, *1* is the previous quarter, *4* is the current quarter in the previous year.
Include rolling 12 months	You can report on either a financial year or rolling year (rolling 12 months).
	For each column in the report to optionally report on a rolling 12 month basis, select this option so that this field is either rolling 12 months or financial year only dependant on run time selection.
	If not selected, then the field always reports 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 if the **Type** is set to *Period* and the **Include rolling 12 months** option is selected. It affects the ordering of columns.
	When selected, columns are ordered from oldest to newest, for example, July 2011, August 2011 ... June 2012. If it's not selected, columns are ordered from newest to oldest — for example, June 2012, May 2012 ... July 2011.
Formatting Options	
Branch	Used to set a specific branch in a column. If you are using branches in the column, the user should have branches in rows set to **All**.
Sequence	Enter a number 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.
% Range Row Seq	For **Percentage** columns, this setting specifies the ID of the row that is the upper bound for percentage values. The report calculates percentage values for all rows between the **%Range Row Seq** row and the **% Row sequence** row, and leave all other rows blank. If this value is set to -1, the report calculates all rows as percentages of the value in the **% Row sequence** row.
% Row sequence	For **Percentage** columns, this setting specifies the ID of the row that all rows will be expressed as a percentage of.
% Column sequence	For **Percentage** columns, this setting specifies the ID of the column whose values will be expressed as percentages in this column.
% Column Destination	For **Percentage** columns, the setting specifies the ID of the column that values from this column will appear in.

|	
	Note: If **%Range Row Seq** is set to -1, this value is ignored.

Include Rolling Quarters in the financial year of the specified quarter offset	Select this option to report on quarters in a financial year going back from the quarter entered in the **Quarter Offset** field.

Running GL Reports

To run a predefined report, select **General Ledger Reports > Run GL Reports** from the **Reports** menu.

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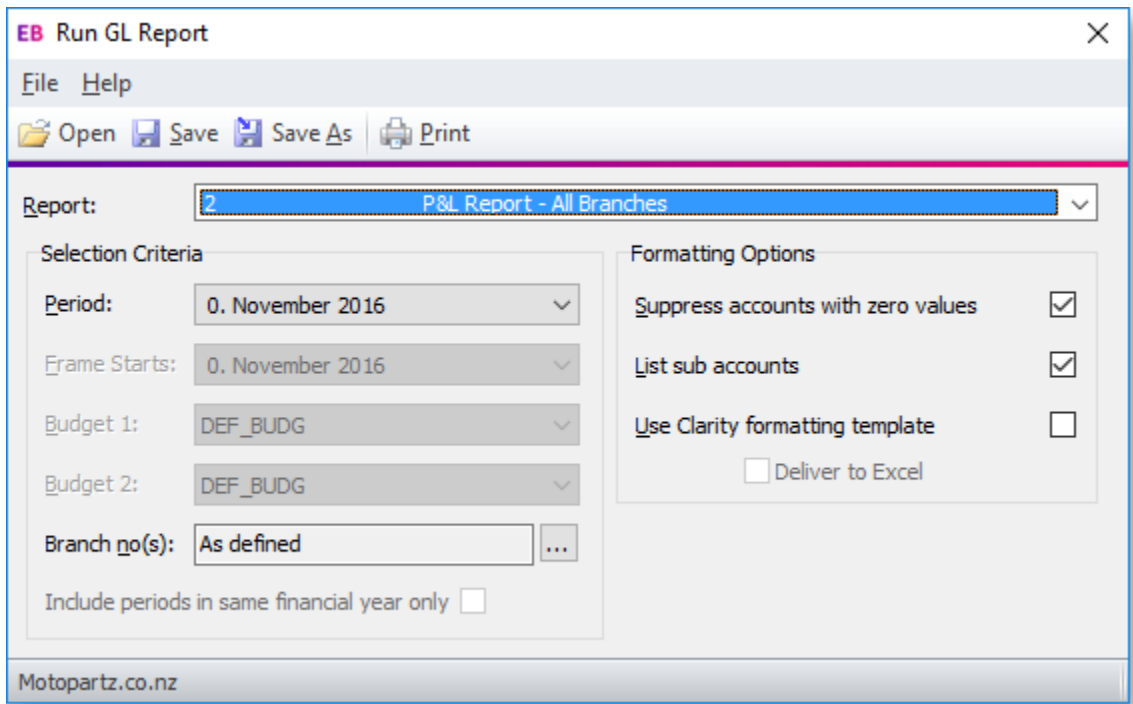
Item	Description
Report	Select the report to run. Reports are listed with their Report Code and Report Name, as set up on the **Settings** tab of the Setup GL Reports window.
Period	Select the period from which the report starts. The firs period is period *0*. For example, you select period 2, the report adds 2 periods to each column (0 becomes 2, 1 becomes 3, and so on).
Frame Starts	This field is only enabled if the report contains columns with the type **Moving frame of periods**. It specifies the starting period for the frame of periods. The number of periods to report on is specified by the **Frame Length** column property.
Budget 1 and 2	If the GL report has budgeting columns, select the budget to be reported against.

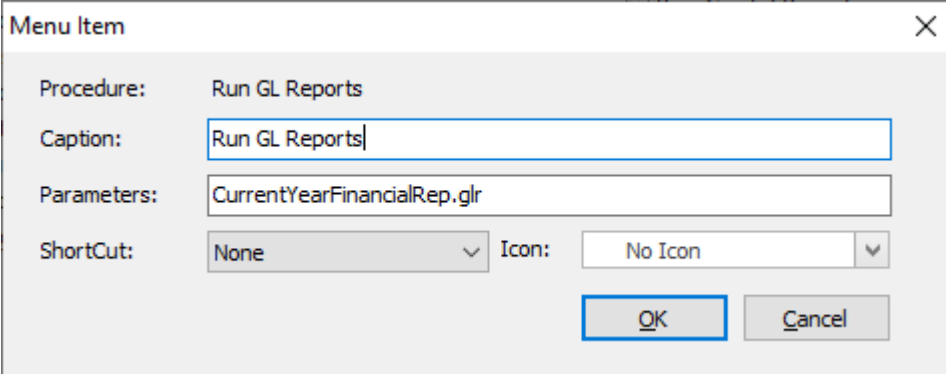| **Branch no(s)**	Select **As defined** or click the ellipsis button **[...]** to select branch numbers.
Include periods in same financial year only	This option is enabled if you selected the **P&L Report - All Branches** Report Type. Select this option to limit fields set to rolling 12 months to report on 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 whether or not the report shows a row when all columns in that row equal 0. The default value is determined by the **Suppress Zeros** option on the Setup GL Reports window.
List sub accounts	This setting determines whether or not the report shows sub accounts. The default value is determined by the **List Sub Accounts** option on the Setup GL Reports window.
Use Clarity formatting template	Select this option to use a Clarity formatting template (CLF) with the report.
Deliver to Excel	Select this option to export the report in a format that Microsoft Excel can read.
Analysis codes	If GL Analysis Codes have been set up, enter analysis codes.

Click the 🖶 button to generate the report.

Saving GL Report Writer Settings

You can save the settings in the Run GL Report window to reuse them later. 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 find the file.

You can also specify a .GLR file as a parameter when adding the **Run GL Reports** menu item:

When you select the menu item, a GL report generates using the settings in the .GLR file. The Run GL Report window does not display. You can set up multiple GL Report menu items, each with different settings.

> **Note:** By default, .GLR files are saved in the directory specified by the **Directory location for standard Clarity forms** profile setting. When you run a GL Report from a menu item, the .GLR file is assumed to be in this directory.

Setting the Default Report

When adding the **Run GL Reports** menu item, you can specify which report to select by default when the Run GL Reports window opens. Enter the parameter *REPORTID=x* into the **Parameters** field, where *x* is the number of the default report.

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