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MYOB EXO

Quick Guide

EOM_Instruction

If using Current Period Debtor Statements:

1. Complete your debtor invoicing for the period.
2. Complete all stock receipts and costing for the period.
3. Edit the Exchange Rates against each Currency (SETUP > BUSINESS ADMIN > CURRENCIES).
 - a) Output the Stock Valuation Report. (REPORTS > STOCK > STOCK VALUATION SUMMARY). Print 2 copies.
4. Enter receipts for the last day of the month and post into the **current period**.
5. Complete your Bank Reconciliation for the **current period**.
6. Output your debtor statements for the **current period**.
7. Output the Debtor Aged Trial Balance for the **current period**.
8. Lock the Debtors for the **current period**.
9. Roll all ledgers into the new month. Warehouse can now despatch for the new period.
10. Ensure all foreign currency transactions have been posted and all allocations re foreign currencies have been done.
11. Extract and Post Debtor, Creditor and Stock Ledger transactions to the GL for the prior period.
12. From within the Foreign Currency Calculator:
 - a) Output the Summary and Detail reports.
 - b) Change the GL Period to the Prior Period.
 - c) POST the Forex Adjustments to the GL.
13. Check that the Debtor ATB report reconcile with the GL.
14. Continue processing Creditor transactions for the prior period.
15. Output the Creditor Prior Period Aged Trial Balance (Converted Currencies).
16. Extract and Post any additional prior period Creditor transactions to the GL.
17. Check that the Creditor ATB report reconcile with the GL.
18. Print the P&L and Balance Sheet for the prior period.
19. Lock the GL, Creditor and Stock Ledgers for the **prior period**.

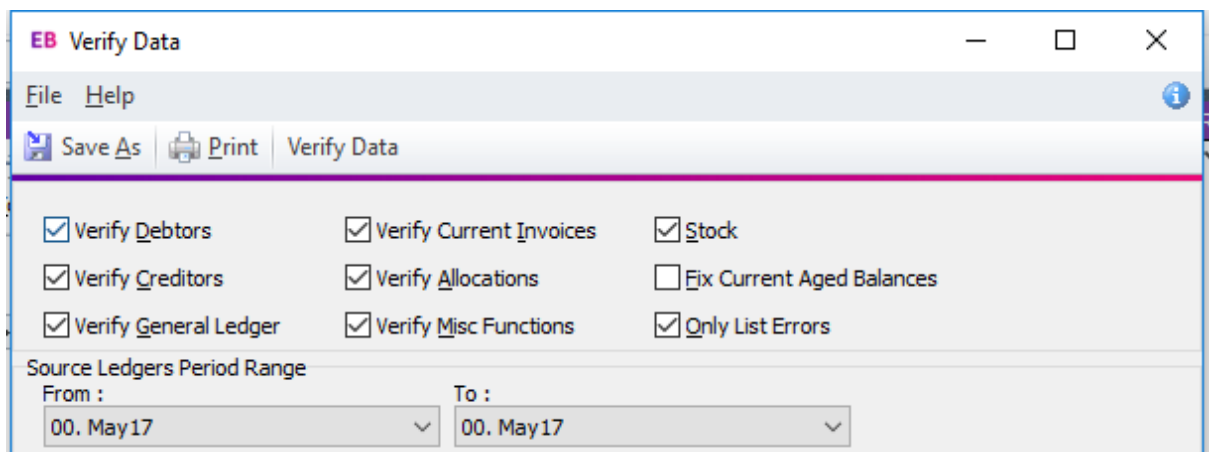
If using Prior Period Debtor Statements:

1. Complete your debtor invoicing for the period.
2. Complete all stock receipts and costing for the period.
3. Edit the Exchange Rates against each Currency (SETUP > BUSINESS ADMIN > CURRENCIES).
4. Output the Stock Valuation Report. (REPORTS > STOCK > STOCK VALUATION SUMMARY). Print 2 copies.
5. Roll all ledgers into the new month. Warehouse can now despatch for the new period.
6. Enter receipts for the last day of the month and post into **prior period**.
7. Complete your Bank Reconciliation for the **prior period**.
8. Output your debtor statements for the **prior period**.
9. Output the Debtor Aged Trial Balance for the **prior period**.
10. Ensure all foreign currency transactions have been posted and all allocations re foreign currencies have been done.
11. Lock the Debtor Ledger for the **prior period**.
12. Extract and Post Debtor, Creditor and Stock Ledger transactions to the GL.
13. From within the Foreign Currency Calculator:
 - a) Output the Summary and Detail reports
 - b) Change the GL Period to the Prior Period.
 - c) POST the Forex Adjustments to the GL.
14. Check that the Debtor ATB report reconcile with the GL.
15. Continue processing Creditor transactions for the prior period.
16. Output the Creditor Prior Period Aged Trial Balance (Converted Currencies).
17. Extract and Post any additional prior period Creditor transactions to the GL.
18. Check that the Creditor ATB report reconcile with the GL.
19. Print the P&L and Balance Sheet for the prior period.
20. Lock the GL, Creditor and Stock Ledgers for the **prior period**.

MYOB EXO Data Verification Utility

Run this process on a regular basis to ensure data integrity.

1. From the UTILITIES pull down menu, click DATA VERIFICATION.



2. Do not tick the FIX ANY IMBALANCES option (e.g. if VERIFY MISC FUNCTIONS is also ticked this can corrupt Stock On Hand values).
3. Click the OK button.

Please contact Acclaim if there are any errors.

Note:

Depending on the size of your database, running the complete verification with all options ticked may take some time. You may wish to run each verification option separately. In this case only tick one box at a time and the ONLY LIST ERRORS option, then click ok.