



# MYOB EXO Business

## User Guide



MYOB ENTERPRISE SOLUTIONS

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# Getting Started

## MYOB EXO Business Overview

MYOB EXO Business is more than just an accounting solution. It is a complete business system allowing a company to centralize virtually all business information into one completely integrated solution. It eliminates the need for separate marketing databases through advanced contact management features and integrates a powerful document manager with Microsoft Office applications including email.

The software is designed for small to medium sized companies and is a completely integrated solution with all core modules in one package. Since it is an open system it is possible to integrate third party software applications to extend MYOB EXO Business's functionality.

## Technical Overview

MYOB EXO Business is a seamlessly integrated suite of business management, relationships management and accounting software applications developed for the needs of growing and ever changing small and medium businesses. It features a 32-bit, multi-tiered, SQL Windows system written using Borland Delphi. Data is stored in a readily accessible industry standard format making it available to the majority of popular SQL-based business intelligence tools and productivity tools such as Microsoft Office products. The data is protected by comprehensive database and application security protocols.

## Features of the System

Some of the important features of MYOB EXO Business are listed here.

### ***Built on Industry Standard Platform***

MYOB EXO Business is built on the advanced and popular industry standard network operating system, Microsoft Windows.

### ***Offers Reliability and Data Integrity***

The client/server SQL technology that MYOB EXO Business uses avoids the common causes of data corruption. This results in data security, data integrity, scalability, reliability and performance.

### ***Provides High Scalability***

The system can work well with up to 400 concurrent users. Its scalability is only dependent on the hardware that it runs on.

### ***Allows Customisation***

The software is highly adaptable and can fit into many different situations. Tools such as Menu Designer, Report Writer and User Defined Forms allow customisation to suit your business needs.

### ***Contains Easy-to-Use Interface***

The MYOB EXO Business design is clear and simple. This makes the system easy to learn and operate.

### ***Integrates with Other MYOB Products***

MYOB EXO Business integrates with the MYOB EXO Payroll product so that payroll data can be posted to the EXO Business General Ledger, and pay information sourced from the EXO Job Costing timesheet data can be posted to EXO Payroll.

**Note:** Information on setting up EXO Business to integrate with EXO Payroll is available in the Help for the EXO Job Costing module.

## ***Integrates with Third Party Tools***

MYOB EXO Business supports Microsoft SQL Server, which is an industry standard system. It also has the facility to store documents against Debtor or Creditor accounts. Thus documents such as quotes and account follow-up letters can be safely stored.

## **MYOB EXO Business Utilities**

MYOB EXO Business offers many utilities to facilitate processing of transactions. The following summarises their function and how to locate them for further evaluation.

### **Debtors**

#### ***Invoice Number Search***

**Utilities > Debtors Utilities > Invoice number search**

Searches for either Debtor or Creditor invoices, and allows viewing and reprinting

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#### ***Prompt Payment Discount Calculation***

**Utilities > Debtors Utilities > Prompt Pay Discount Calculation**

Manages the discount mechanism for debtor prompt payments

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#### ***Price Policies and Price Rules***

**Utilities > Debtors Utilities > Setup Price Policies**

Sets up pricing policies for stock items or stock groups, and applies them to accounts or account groups

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#### ***Invoice Batch Printing***

**Reports > Debtors Reports > Debtor Invoice Batch Printing**

Allows batch printing of invoices, for example after warehouse order supply

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#### ***Statement Batch Printing***

**Reports > Debtors Reports > Debtor Statements**

Performs debtor statement printing

### **Creditors**

#### ***Remittance Batch Printing***

**Reports > Creditor Reports > Creditor Remittances**

Allows batch printing of remittance advices



## Sales Orders/Purchase Orders

### ***Archive Sales Orders / Purchase Orders***

**Utilities > Sales Order Utilities > Archive Sales Orders**

Used to archive old sales order and purchase order transactions (see page 13) to help maintain an efficient system. Normally these records are no longer required once invoices have been created.

## Stock

### ***Price Change Scheduler***

**Utilities > Stock Utilities > Price Change Scheduler**

Allows new prices to be preloaded, ready to be instigated at a later date. This function should be compared with *Price Policies* which can also support time-bound pricing.

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### ***Price Update Utility***

**Utilities > Stock Utilities > Price Update Utility**

Allows pricing structures to be updated by formula, including rounding

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### ***Setup Stock Serial***

**Utilities > Stock Utilities > Setup Stock Serial Numbers**

Used to initially set up serial numbers and check and edit if needed. Serial number tracking is an optional feature that can be enabled.

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### ***Serial Stock Batch Codes***

**Utilities > Stock Utilities > Setup Stock Batch Codes**

Used to initially set up batch numbers, and check and edit if needed. Batch number tracking is an optional feature that can be enabled.

---

### ***Serial Number Tracking***

**Utilities > Stock Utilities > Serial Number Tracking**

Serial numbers can be tracked directly on the stock item master, (**Account > Stock > [search for item] > Serial Nos**), or accessed from its own **Serial Number Tracking** menu. This gives the ability to show how and when the stock item came into the system (e.g. creditor/ purchase order/ inwards goods reference), and how and when it left the system (e.g. Debtor/ Sales order), and internally (e.g. works order), depending on the level of tracking detail selected for the stock item.

## General Ledger

### ***GL Batch Review***

**Utilities > General Ledger > GL Batch Review**

Allows GL batches to be reviewed (see page 285) by account range, period, dates or staff, and printed as necessary.

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## **Reconcile GL Account**

**Utilities > General Ledger > Reconcile Account**

Allows transactions in a GL account to be reviewed and marked as reconciled.

## **System**

### **Data Verification**

**Utilities > Data Verification**

Performs various tests on transactions (see page 55) to highlight issues.

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### **Email Sender**

**Utilities > Send E-mail**

Manages the user setup for the built in email sender (see page 44), which works with in-house mail servers.

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### **Menu Designer**

**Setup > Setup Menus**

Used to manage user menus (see page 75). Normally reserved for the system administration or implementer

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### **Document Manager**

**Utilities > Document Manager**

Manages the storing and attaching of documents (see page 525) to Debtors and other accounts.

## **Basic Keyboard Navigation**

MYOB EXO Business can be navigated by keyboard or mouse, however it's normal to use a combination of both options. Both standard Windows and MYOB EXO Business-specific keyboard conventions are used.

### **Standard Windows keyboard conventions:**

<b>Key</b>	<b>Use</b>
<b>TAB</b>	Moves from field to field, column to column
<b>SHIFT+TAB</b>	Moves backwards from field to field, column to column
<b>ENTER</b>	On open windows, automatically selects the <b>OK</b> button.
<b>ARROW KEYS</b>	Moves around a grid (see page 10), or up and down a list
<b>PgUp, PgDn</b>	Moves between the 'sections' of some windows, such as moving from the invoice header, to the body, to the end

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## MYOB EXO Business-specific keyboard conventions

Key	Use
F1	Help
F3	Debtor Search
F4	Sales order search window
F6	Debtors invoice entry
F7	Debtors Invoice reprint window
F5/F10	Window specific functions

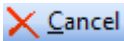
## Advanced Keyboard Navigation

MYOB EXO Business can be navigated by keyboard or mouse, commonly both options are used. Both advanced Windows and MYOB EXO Business-specific keyboard conventions are used.

### Advanced Windows keyboard shortcuts

Key	Use
CTRL+TAB	Moves through Tabs from left to right.
SHIFT+ CTRL+TAB	Moves through Tabs from right to left.
ALT+F4	Closes current MYOB EXO Business window.
ARROW KEYS	Moves around a grid, or up and down a list.
PgUp, PgDn	Moves between the 'sections' of some windows, such as moving from the invoice header, to the body, to the end.

### MYOB EXO Business main screen keyboard shortcuts

Key	Use
ALT+(underlined letter)	Executes assigned function of that control. Normally field labels with underlined letters indicate that letter + ALT key will activate that control box's or button's function. For example, pressing ALT+C will result in the same action as clicking the  button.
F3	Opens the Debtor Search window.
F4	Opens the Sales order search window.
F6	Opens the Debtors Invoice Entry window.
F7	Opens the Debtors Invoice reprint window.

## Debtors Invoicing window keyboard shortcuts

Key	Use
F5	Opens the Debtor Account Details window.
F6	Opens a second Debtors Invoice Entry window.
F7	Opens the Debtors Invoice reprint window.
F9	Opens the Sales Messages window.
F10	Opens the Extra Delivery Addresses window.
F11	Opens the default Delivery Address window.
Insert	Inserts a blank line.
CTRL+O	When a line item is selected, creates a One Off Stock Item.
CTRL+L	When a line item is selected, opens the Stock Level Enquiry window.
CTRL+N	When a line item is selected, creates a new Narrative.
CTRL+'	When in a Narrative window, opens the list of Common Phrases.

## Creditors Invoicing window keyboard shortcuts

Key	Use
F5	Opens the Creditor Account Details window.
F10	Opens the Goods Receipt Search window.
F11	Toggles between GL and STOCK mode.
CTRL+F2	When a line item is selected, opens the Invoice Line Periscope.

## Sales Order Entry window keyboard shortcuts

Key	Use
F4	Opens the Sales Order Search window.
F5	When account details are is selected, opens the Debtor Account Details window. When a line item is selected, opens the Stock Account Details window.
F10	Opens the Extra Delivery Addresses window.
Insert	Inserts a blank line.
CTRL+F2	When a line item is selected, opens the Sales Order Line Periscope.

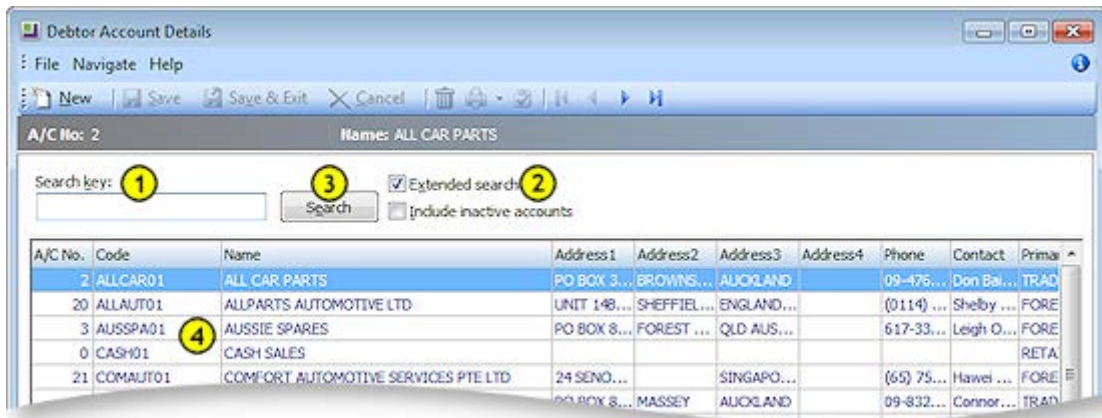
<b>CTRL+O</b>	When a line item is selected, creates a One Off Stock Item.
<b>CTRL+L</b>	When a line item is selected, opens the Stock Level Enquiry window.
<b>CTRL+N</b>	When a line item is selected, creates a new Narrative.
<b>CTRL+'</b>	When in a Narrative window, opens the list of Common Phrases.

## Purchase Order Entry window keyboard shortcuts

Key	Use
<b>F5</b>	When account details are is selected, opens the Creditor Account Details window. When a line item is selected, opens the Stock Account Details window.
<b>F10</b>	Opens the Extra Delivery Addresses window.
<b>Insert</b>	Inserts a blank line.
<b>CTRL+F2</b>	When a line item is selected, opens the Purchase Order Line Periscope.
<b>CTRL+O</b>	When a line item is selected, creates a One Off Stock Item.
<b>CTRL+L</b>	When a line item is selected, opens the Stock Level Enquiry window.
<b>CTRL+N</b>	When a line item is selected, creates a new Narrative.
<b>CTRL+'</b>	When in a Narrative window, opens the list of Common Phrases.

## Searching

Search windows follow a common style, regardless of what is being located. This includes search windows for debtors, creditors, general ledger and stock accounts, as well as sales orders, purchase orders, bills of materials, contacts, works orders, and inwards goods processes.



- To narrow the search, enter part of the name in the **Search Key**. Alternatively other related details may be entered into the **Search Key** field, (such as the account number or the Alphacode in an account search). You can search on:
  - Account number, Code and Name
  - Any part of the debtor address
  - Phone number
  - Contact name
  - Balance

**Note:** you cannot search by Primary Group in this search.

- Check any options relevant to the search. For example, **Extended search** searches more fields (such as address, or extra search fields (see page 10)), however it is slower. If **Extended search** is not checked, only basic fields are searched such as the account name and number. Check the **Include inactive accounts** checkbox to include both active and inactive accounts in your search.
- Click **Search**. This provides a list of items that match the search criteria.
- To select an item and view more detail, use the Up and Down arrow keys and press Enter, or Double-Click on the item using the mouse.

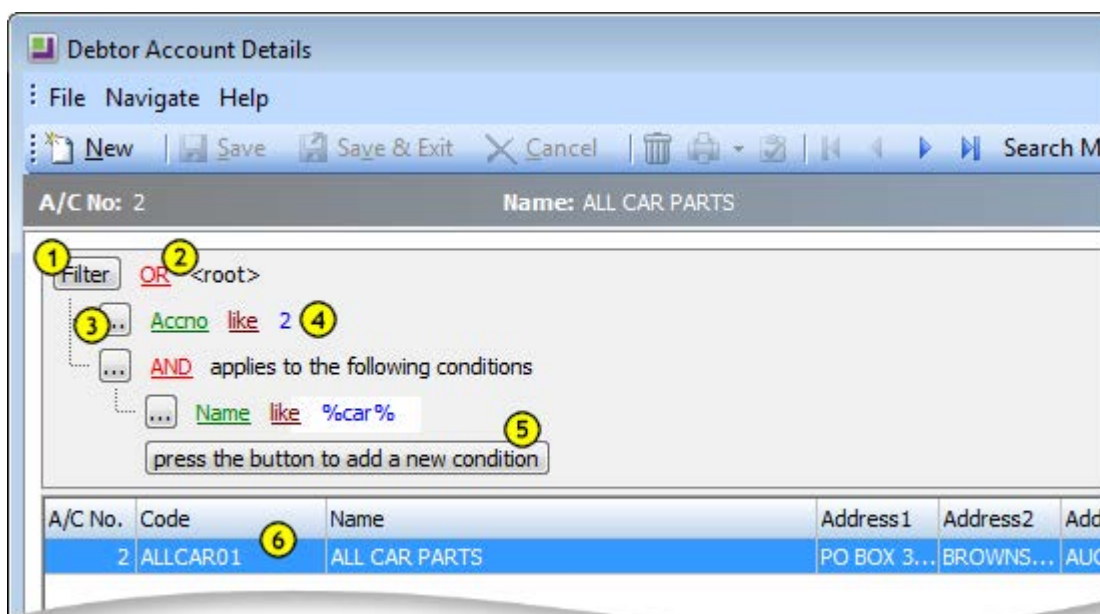
When inside a transaction entry grid, and an item such as an account or stock item needs to be found, enter a question mark '?' and press **TAB** to return all the items in a search list. A partial search is also possible in place of the question mark, e.g. enter 'FISH' and press **TAB** to return all items starting with FISH.

**Note:** Stock Item Search supports three methods: Exact Phrase, All Words and At Least One.

## Advanced Search

The advanced search feature is available on several windows; in some cases it is immediately available, and in others it can be accessed by selecting **Advanced Search** from the **Search Mode** control or from the File menu to replace the standard search functions with the advanced functions.

**Note:** As its name implies, this is an advanced search function - it will take some experimentation before you are familiar with the complex options available. If you have a large customer base, we recommend you familiarise yourself with this tool; used correctly, it can significantly refine search results.



1. To begin configuring the search parameters, click on the **Filter** button to add a condition or a group, or click **press the button to add a new condition**. The **Filter** button also provides a means to clear all the search parameters from its popup menu.
2. The **red** items are boolean functions. Using the “AND” operator between terms retrieves documents containing both terms. “OR” retrieves documents containing either term. “NOT” excludes the retrieval of terms from your search. Click on this to choose the function from the popup menu.
3. The ellipsis button is used to add a condition, add a group or remove a row.
4. The **green**, **maroon** and **blue** text items define the search parameter. The green and maroon items are interactive and will open a popup menu when clicked. The green item is the actual field definition, the maroon is a conditional argument and the blue text is a user-defined variable. The blue text can be compared to the **Search Key** field in the standard search window.

**Note:** When using the “like” argument, the percent character (%) is used as a wildcard. For example, to search for all Debtors whose names begin with “A”, enter “Name like A%”.

5. Add additional filter criteria by clicking the button at the bottom of list.
6. The search result is displayed below - note how this has isolated the result to only one item in this example, as the search was well defined.

**Tip:** The best way to get familiar with this advanced search is to experiment with a few search parameters. Searching will not have any impact on EXO Business, and if you can find the time to become initially proficient with this search method, it could save you valuable time when a fast result is required.

## Adding Search Fields

Profile settings can be used to add fields to search windows. A variety of **Extra ... search fields** profile settings are available in the EXO Business Configurator, e.g. **Extra creditor account search fields**, **Extra stock items search fields**, **Extra debtor account transactions search fields**, etc. To add extra search field, enter text into these fields in the format `Field=Caption=SearchBehaviour`, where:

- Field is the name of the database field you want to add
- Caption is the name to appear for the field on the search window
- SearchBehaviour is a string of characters that determines how to search on the field. Available characters are:
  - G = show this field as an optional visible column in the search grid.
  - S = add this field as part of the select statement.
  - W = make this field value a condition in the WHERE clause.
  - U = force a character to uppercase for comparison. (String Fields)
  - E= use Exact match (=) in the where clause rather than LIKE. (String Fields)

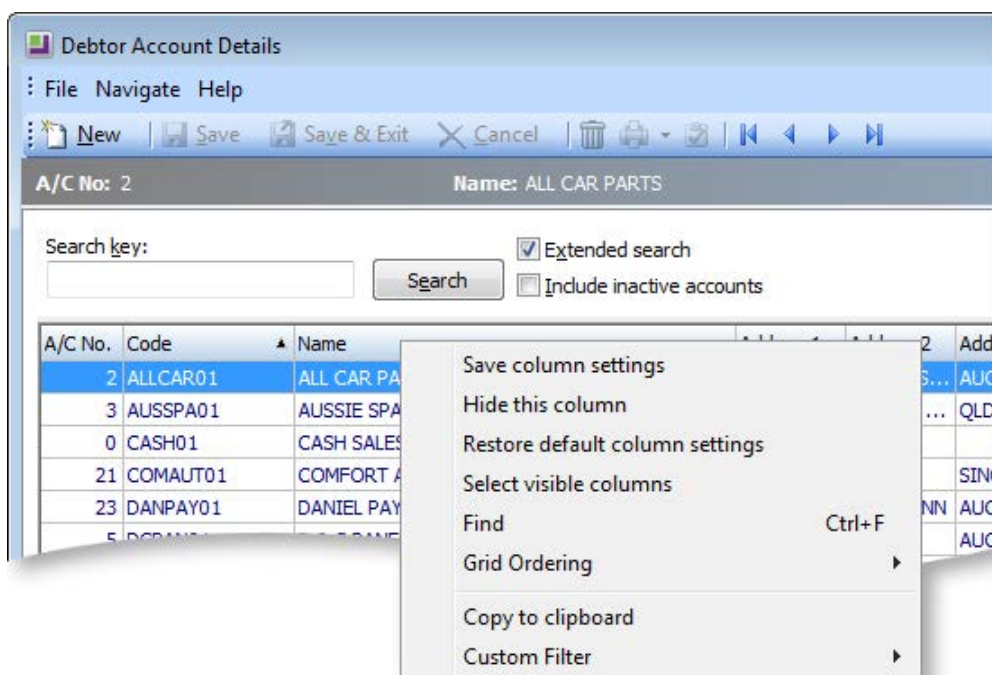
Multiple search fields can be specified, separated by commas. The =Caption and =SearchBehaviour values are optional; if no =SearchBehaviour option is specified, the default behaviour is GSWU.

For example, entering “FAX=Fax Number, EMAIL=Email Address” into the **Extra debtor account transactions search fields** setting will add fields for fax number and email address to the Debtor search window.

**Note:** Extra search fields added to search windows in this way are searched on when **Extended search** is ticked. They are also available for selection when building a query on the advanced search interface.

## Grids

Exogrids are used in many parts of MYOB EXO Business. They simplify and standardise the way information is displayed, and control the columns that are visible and how they are sorted. The depth of functionality may vary by grid.






Clicking on a column header name will sort the grid by that column (**Code** in the example above). Dragging and dropping a column name header will re-order the grid (e.g. you can move **Name** to be the first column in the grid).

Right-clicking anywhere on the column headers opens a popup menu containing the following options:

- **Save column settings** – retains the current settings for this grid on the workstation.
- **Hide this column** - as the function implies, the hides the selected column. This is useful for hiding information that is not relevant to this list. Individual columns can be reactivated by using the Select visible columns command.
- **Restore default column settings** – resets all changes back to the ‘factory default’.
- **Select visible columns** – determines the columns to display in the grid. Some optional columns are not enabled by default, as they may not suit all users.
- **Find** – prompts for search text, and searches the grid for a matching entry.
- **Grid ordering** – provides two options, to ‘Lock Grid Ordering’ or to ‘Revert to Natural Order’. This prevents automatic reordering when keying-in transactions.
- **Copy to clipboard** – copies the contents of the grid to the Windows clipboard, to be pasted into a spreadsheet or similar application (using the **Edit > Paste** menu in most applications).
- **Custom filter** – advanced option to apply custom SQL statements to the grid.

To set column widths, place the cursor directly over a column boundary and the cursor will change to the  icon. You can drag the column boundary to the appropriate width then release the mouse button to set it. To set this width as default, you will need to save your settings.

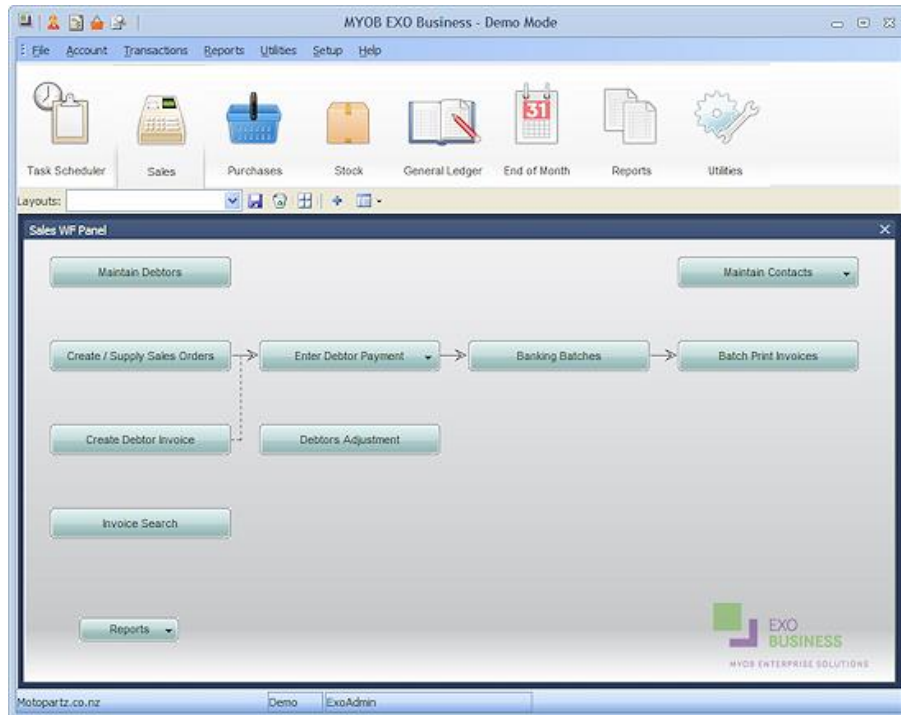
Double-clicking an item on the grid body will usually open the item.

### Notes

- Clicking on a column name will sort the grid by that column (in ascending order). Clicking on the column a second time will reverse sort (descending order).
- Holding down the SHIFT key while clicking on a second column allows multiple sorts (e.g. sort by Primary Group, then by Name)
- Custom filters are saved in the computer’s registry so are unique to a workstation login.
- Not all windows use Exogrids, but most search grids and some transaction entry windows do.
- Grid settings, e.g. column widths and ordering, are specific to each computer. However, they can be saved to the EXO Business database (see page 43), then restored or replicated on other computers.

## Business Flow Menus

On opening MYOB EXO Business, you are presented with this business flow menu. This menu has buttons, menus and links to user defined functions, as well as graphical elements providing a custom look and feel of the interface. Business Flow Menus are optional - if no Business Flow Menu is specified, the EXO Business interface will contain only the main dropdown menu.



## Default Business Flow Menus

Business flow menus can be created and customised using EXO Business Config (see page 78). A range of default menus are supplied with EXO Business - these menus are designed to suit the needs of staff members at various levels in your organisation. Menus are assigned to user in the Configuration Assistant at **Staff > Users**.

The default menus contain a various options and sub-menus, which are divided across the following tabs:

- **Task Scheduler** - contains the Task Scheduler function that allows you assign activities to EXO Business users.
- **Sales** - contains options and reports relating to Debtors and the Sales Cycle.
- **Purchases** - contains options and reports relating to Creditors and the Sales Cycle.
- **Stock** - contains options and reports relating to Stock items, including stocktaking and Bills of Materials.
- **General Ledger** - contains options and reports relating to the General Ledger.
- **End of Month** - contains a series of functions that should be performed to carry out the End of Month process.
- **Reports** - contains links to EXO Business reports and Dashboards.
- **Utilities** - contains helpful utilities and setup functions for each major area of the EXO Business system.

The exact combination of available tabs and options depends on the role of the staff member that each default menu is designed for.

## Archiving Data

Archiving functions are used to remove all unwanted records and help maintain an efficient organisation of data. Archived records are taken away from the primary database tables and stored in separate archived database tables. Archiving functions provide the following benefits:

- Maintains a fast and efficient data structure, making data retrieval easy.
- Provides a more sophisticated search selection, ensuring correct extraction of records to be archived.
- Marks records as deleted, thereby eliminating unwanted records.

Sales Orders, Purchase Orders and Stock Transfer Requests (Distribution Advantage) have archiving functions designed in a similar fashion.

The General Ledger has its own archive functionality, which works differently.

**Tip:** As the archived records are stored in separate archive tables, they can be retrieved by creating a simple Clarity report using the fields from archive tables and view the archived records from Clarity.

## Archiving Sales Orders

Utilities > Sales Order Utilities > Archive Sales Orders

Order No	Order Date	Due Date	A/c Name	Value ex GST
10019	31/08/2011	31/08/2011	2 ALL CAR PARTS	\$113.68
10020	31/08/2011	31/08/2011	2 ALL CAR PARTS	\$5,918.22
10021	31/08/2011	31/08/2011	2 ALL CAR PARTS	\$162.41
10029	8/09/2011	8/09/2011	34 LAYBY CLEARING ACCOUNT	\$68.56

Select options to search by, then click **Load Orders** to display all Sales Orders that match the search criteria.

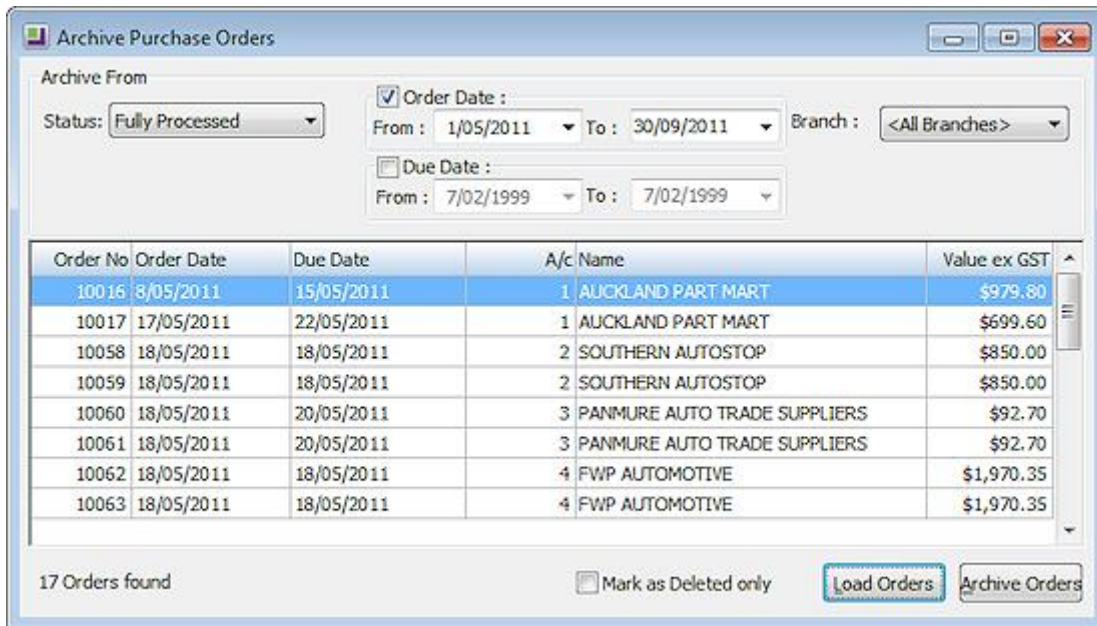
Click **Archive Orders** to archive all Sales Orders listed. You are asked to confirm the operation. Click **Yes**.

**Note:** Archived records are stored in the separate database tables that were set up for storing the archive records. Archived Sales Orders are stored in SALESORD\_HDR\_ARCHIVE and SALESORD\_LINES\_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Sales Orders will not be archived to a separate table; instead they are stored in the primary database table (SALESORD\_HDR) and are identified by the value 1 coded for the Process Finalisation field. This signifies that the record is marked as deleted and will not appear in any EXO Business grids.

## Archiving Purchase Orders

Utilities > Purchase Order Utilities > Archive Purchase Orders



Select options to search by, then click **Load Orders** to display all Purchase Orders that match the search criteria.

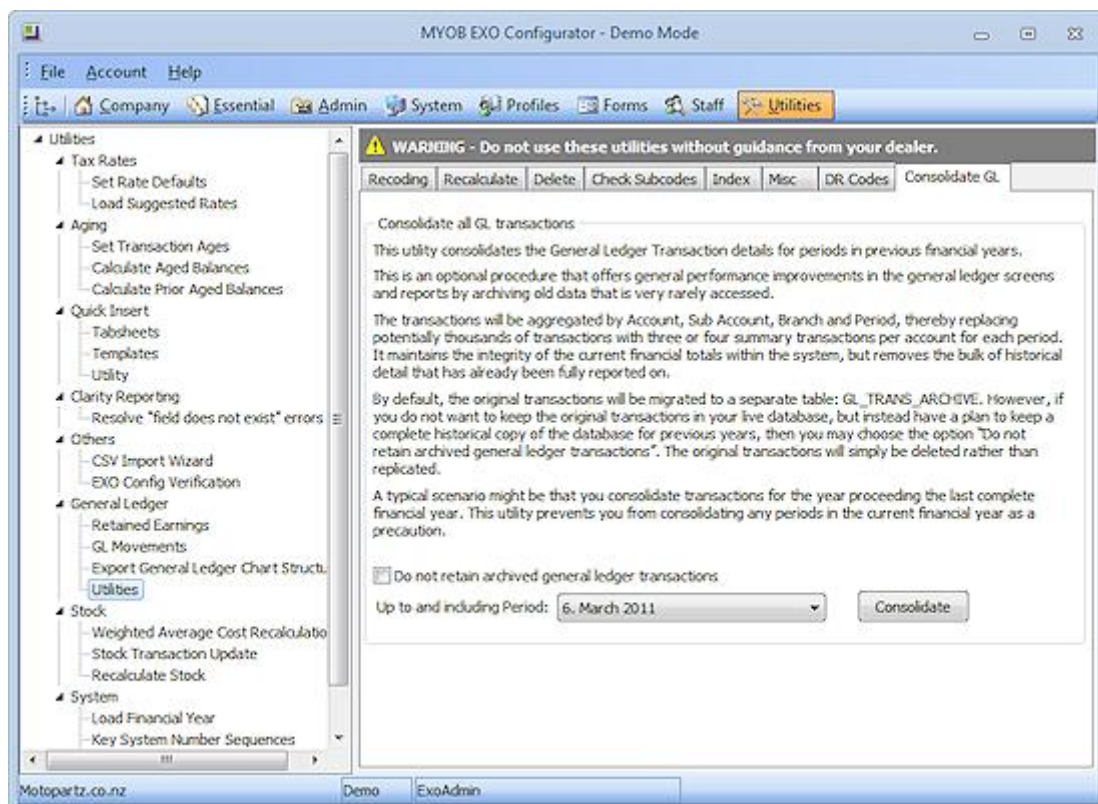
Click **Archive Orders** to archive all Purchase Orders listed. You are asked to confirm the operation. Click **Yes**.

**Note:** Archived records are stored in the separate database tables that were set up for storing the archive records. Archived Purchase Orders are stored in PURCHORD\_HDR\_ARCHIVE and PURCHORD\_LINES\_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Purchase Orders will not be archived to a separate table; instead they are stored in the primary database table (PURCHORD\_HDR) and are identified by the value 1 coded for the Process Finalisation field. This signifies that the record is marked as deleted and will not appear in any EXO Business grids.

## General Ledger Archives

EXO Business Configurator > Utilities > General Ledger > Utilities > Consolidate GL tab



Select the period to consolidate up to, then click the **Consolidate** button. You are asked to confirm the operation. Click **Yes**.

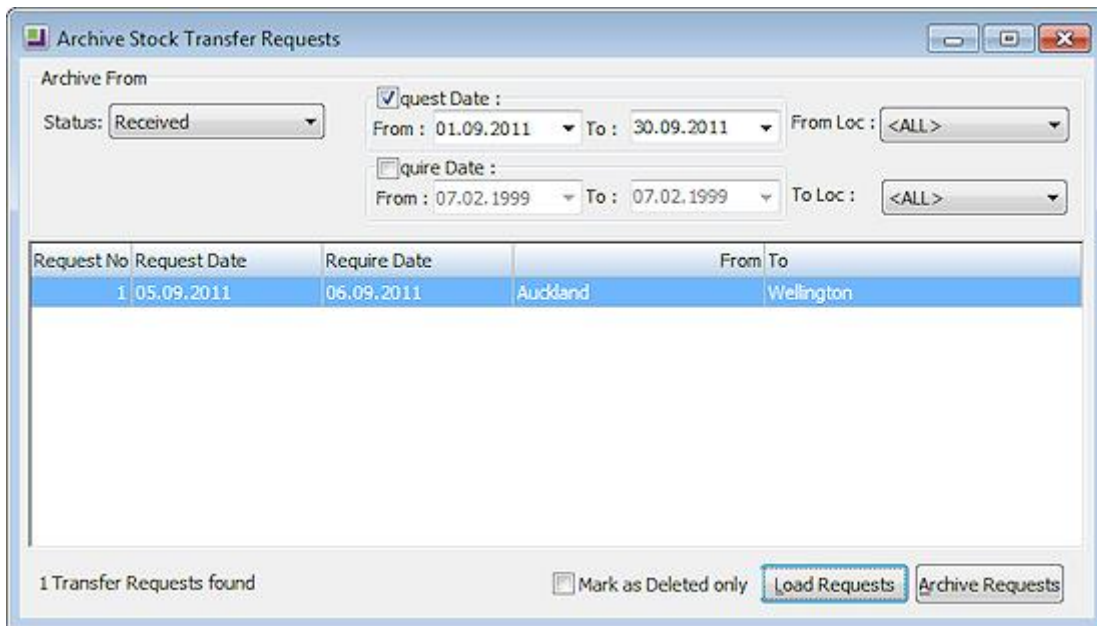
The consolidated GL Transactions are stored in table GL\_TRANS\_ARCHIVE.

**Note:** The Delete tab on this screen contains another function to delete the GL consolidates. This function differs from the Consolidate function by completely deleting the records from the system, making them non-retrievable, whereas the Consolidate function stores the consolidated records in a different GL archive table.

## Archiving Stock Transfer Requests (DA)

### EXO Business Distribution Advantage > Utilities > Archive Stock Transfer Requests

Stock Transfer Requests are a feature of the MYOB EXO Business Distribution Advantage module. They can be archived in the same way as Sales Orders and Purchase Orders.



Select options to search by, then click **Load Requests** to display all Stock Transfer Requests that match the search criteria.

Click **Archive Requests** to archive all Stock Transfer Requests listed. You are asked to confirm the operation. Click **Yes**.

**Note:** Archived records are stored in the separate database tables setup for storing the archive records. Archived Stock Transfer Requests are stored in STOCK\_REQUESTS\_ARCHIVE and STOCK\_REQUESTLINES\_ARCHIVE.

Ticking the **Mark as Deleted only** option means that the listed Stock Transfer Requests will not be archived to a separate table; instead they are stored in the primary database table (STOCK\_REQUESTS) and are marked as deleted, so they will not appear in any EXO Business grids.

## Help Functions

MYOB EXO Business provides several online help functions, in addition the written white papers and user manuals:

- On-line help. This can be accessed by selecting the **Help > On-line Manual** menu option or by pressing F1.
- Tool Tips are shown when hovering over an icon, a section, an option or a setting.
- Window help at the bottom of most windows can be accessed by clicking the **i** button on the top right of the window.

## Additional Reading

For more in-depth understanding of key areas, detailed white papers and manuals are available, including:

- Bank Reconciliation
- BOMs and Stock code Enhancements
- Debtors Banking Batches
- GL Movements and Period Handling
- GL Report Batches
- GL Report Writer
- Inwards Goods Receipting/Costing
- Key window Controls
- One-off Stock Items
- Payment Processor
- Payment Types and EFTPOS Integration
- Period Handling and Transaction Aging
- Pricing and Discount Policies
- Shortcut Keys in MYOB EXO Business
- Stock Integration
- Stock Serial Numbers
- Stock Take
- Stock Valuation
- Taxation Features

Users Manuals are also available for MYOB EXO Business add-on modules, including Fixed Assets, Distribution Advantage, Clarity, Job Costing and POS.


## Reading Menu Paths in Topics

When a topic refers to a window it will begin with a Menu Path navigation ribbon. Some windows require a number of mouse clicks, and / or actions before they can be accessed, hence the need to include to ribbon to easily locate the window details in this topic. This also eliminates the need to write up a lengthy procedure in each topic, therefore please take the time to understand the terminology here.

Reading this ribbon is detailed below:

**Example:**

Account > General Ledger > [Search] > {double click on the Account} > (Details Tab) > 

Command	Action	Description
Account > Stock	Menu Commands	The > is a separator between menu commands. In this case, click Account then choose Stock from the list.
> [Search]	Click button	After following the menu commands a window should open, there are any number of commands that can be executed from this window, square brackets [ ] indicates that a button with this name needs to be clicked.
> {double click on the Account}	Procedure	Sometime there are no buttons but actions that need to take place to get further into this menu path. These actions are designated by the curly brackets { }. This action designates double clicking an account name.
> (Details Tab)	Click a TAB	Many windows in MYOB EXO Business have two or more tabs, the brackets ( ) indicate the tab name to select.
> 	Click an icon	Icon, this simply designates an Icon to click.

**Note:** These actions aren't necessarily listed in the same order as illustrated in this example.



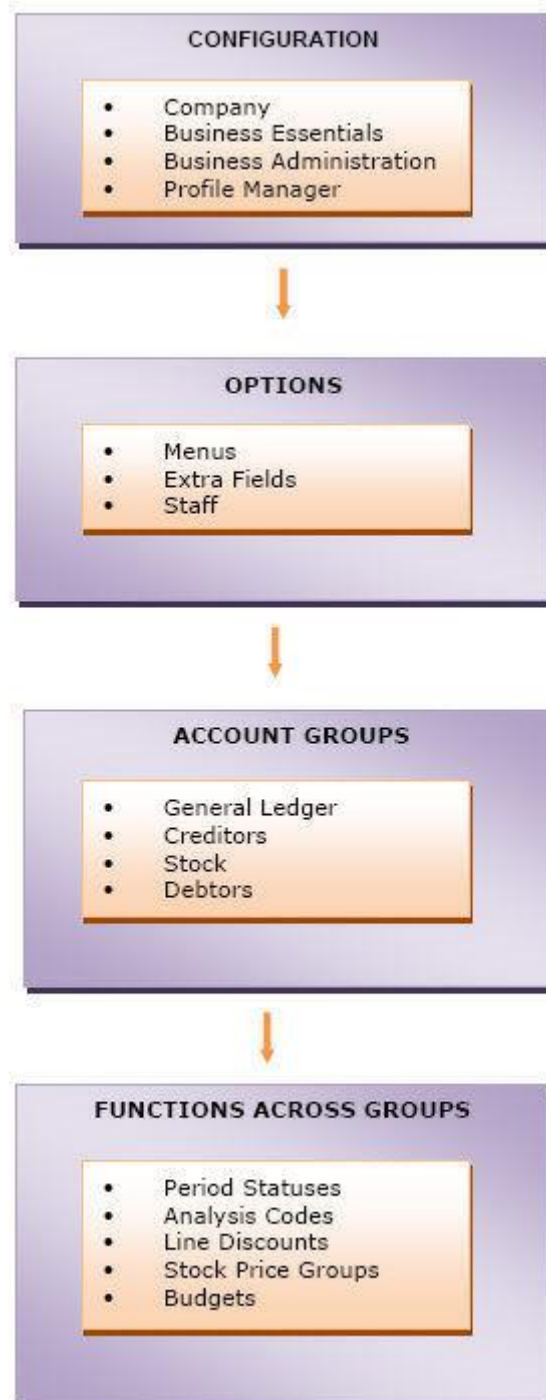
# Setting Up

## System Setup

This chapter presents an overview of the MYOB EXO Business setup and may be useful to help the understanding of a 'super user', but would not normally be relevant to most users.

**Note:** Setup is normally performed by a certified EXO Business implementation partner. The following information is provided as optional reading to gain an understanding of MYOB EXO Business's key building blocks.

The following diagram presents an overview of the EXO Business setup:



## **Configuring MYOB EXO Business**

Once you have installed EXO Business for the first time on your computer and/or network, it needs to be configured based on the requirements of your business. The EXO Business configuration is carried out by your partner who will ascertain your business needs and accordingly set up the system.

Once the system is configured you need to start the EXO Business program and log in as the administrator, using the name and password given to you by your partner. Logins to EXO Business are related to Staff Setup. The login to the database is defined and stored in the database connection setup which is established by your partner.

For more information related to the configuration of your system contact your EXO Business partner.

## **Setting up Options**

You can set additional menus in EXO Business using the Menu Designer. The Extra Fields option allows you to set and customize some fields.

Refer: Setup Menus (see page 75) for details on setting up menus.

For more information related to the setting up of menus and extra fields, contact your EXO Business partner.

## **Setting up Account Groups**

You need to set up account groups for each of the main functions in EXO Business – General Ledger, Creditors, Stock and Debtors.

Refer: General Ledger (see page 276), Creditors, Stock and Debtors (see page 88) topics in this help for more information on the setup of each account group.

## **Functions Across Groups**

Some setup functions are common to all groups. These can be set up through the setup menu in EXO Business or through the EXO Business Configuration Assistant.

Refer: Setting up Menus and Options in the following section for more information on setting up these groups.

## Staff and Logging In

When starting an MYOB EXO Business module, users must first log on and select an EXO Business database to connect to:

MYOB EXO Business manages the staff login process, with each staff member having their own log in name, menu assignment and their user profile. To set up a new user:

1. Open the Setup Staff window, either by selecting **Setup > Staff** from the EXO Business menu, or by going to the **Staff > Profile Assignment > Staff** section of EXO Business Config (see page 52).
2. Click **New** on the Setup Staff window. The Setup Staff Form opens:

The staff number is automatically assigned.

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3. Check the **Active** box to ensure that this staff member is on the active staff list.

**Note:** Once entered on the MYOB EXO Business system, a staff member cannot be deleted. Uncheck the box to cancel a staff member from the list.

4. Fill out the staff information, such as the staff member's name and contact details.
5. Enter any staff-specific authorisation limits in the authority tab.
6. Manage the account security, and assign the staff member specific profiles and a menu.

**Note:** The Login ID can differ to the actual staff name.

7. To change the password of the staff member:
  - a. Click the **Change Password** button. The Change Password window appears.
  - b. Type a new password and click **OK**.
8. In the Setup Staff Form, click **Save**.

A new staff member is created and added to the list.

## Default Users

Default user profiles are installed with EXO Business. The first time you log on to an EXO Business database, you will need to supply these details to log in.

### For a new blank database:

- Default admin user = ExoAdmin
- Default admin password = ExoAdmin

### For the demonstration database (Motorpartz):

- Default admin user = ExoAdmin
- Default admin password = ExoAdmin
- Default demo user = demo
- Default demo password = DEMO

**Note:** User names and passwords are case-sensitive.

## Migrating Data to EXO Business

The MYOB EXO Business Migration Wizard allows you to migrate data from an existing MYOB Premier or MYOB Aurora One system into a new EXO Business system. The following data sources are supported:

- MYOB Premier 10 (New Zealand & Australian versions)
- MYOB Premier 11 (New Zealand & Australian versions)
- MYOB Premier 12 (New Zealand & Australian versions)
- MYOB Aurora One 16

The Migration Wizard, **EXOMigrationWizard.exe**, is available on the EXO Business CD in the **Supporting Files\Migration Wizard** folder. Copy the Migration Wizard executable to the PC running the EXO Business database and double-click on it to start it.

**Note:** ODBC drivers for the system that you are importing data from must be present before running the Migration Wizard. Installers for these drivers are also available on the EXO Business CD in the **Supporting Files\Migration Wizard** folder.



The wizard gathers all relevant information, migrates data from the source company file into EXO Business and reports the results of the migration.

See the *MYOB EXO Business Implementation Guide* for information on how to perform a migration of data to the EXO Business system. These details include important pre- and post-migration steps, as well as the operation of the Migration Wizard itself.

## Extra Fields

To allow the capture of customised information, MYOB EXO Business supports Extra Fields. These are flexible points of data entry that can be defined at implementation time. They are used to collect information at time of data entry, to appear on forms or to be analysed and reported.

Examples of use of Extra Fields are many and varied, but could include:

- Capturing demographic information at the point of sale.
- Custom personal information about customers, such as birth dates or anniversaries.
- Recording specific information on stock items, such as warranty terms or links to images.

Extra fields can be created in various areas of MYOB EXO Business, including:

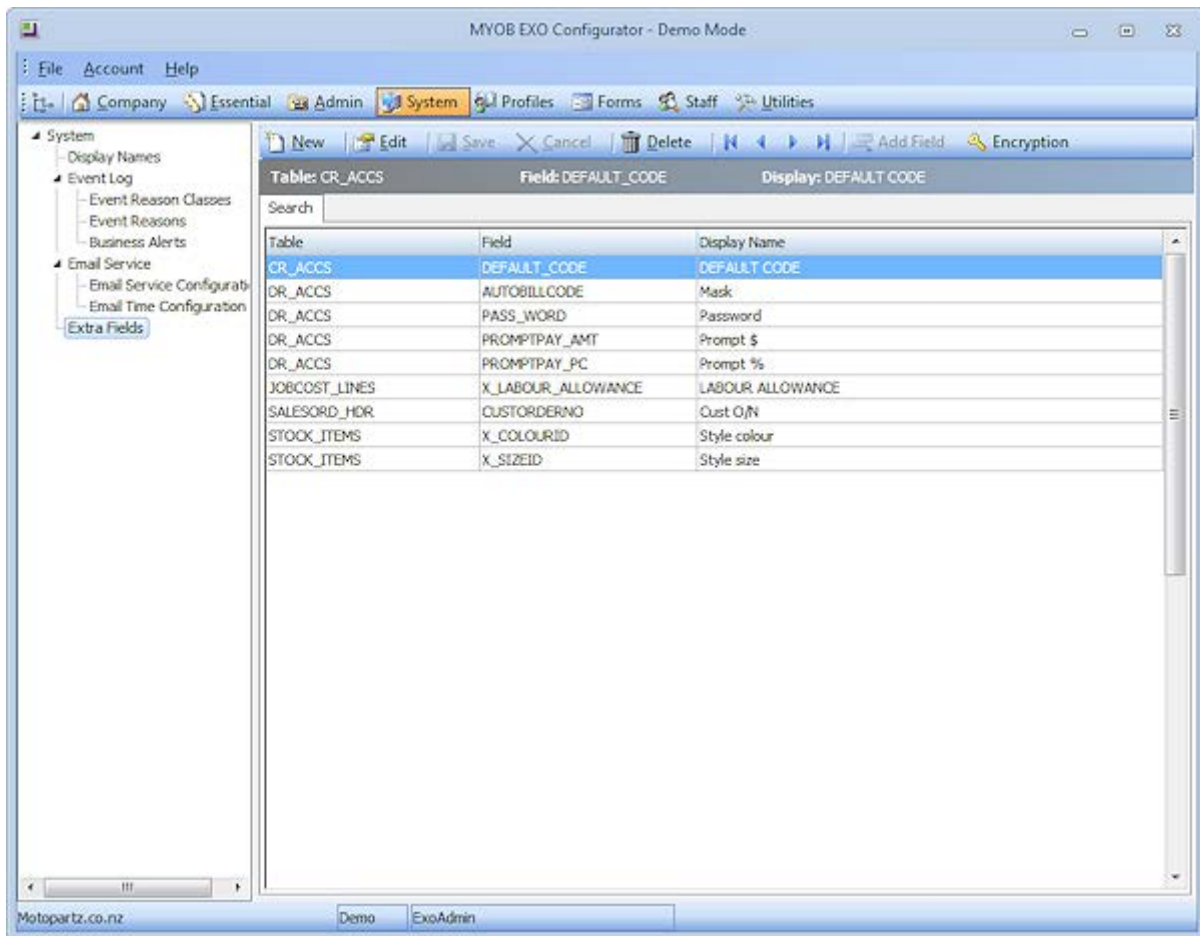
- Sales Orders
- Purchase Orders
- Debtor, Creditor and GL accounts
- Contacts
- Stock items
- Activities
- Invoices

Extra fields can be displayed on the Details 1 tab or Extra Fields tab of an account window. On transaction windows, they appear on the header or line periscope windows.

## Creating Extra Fields

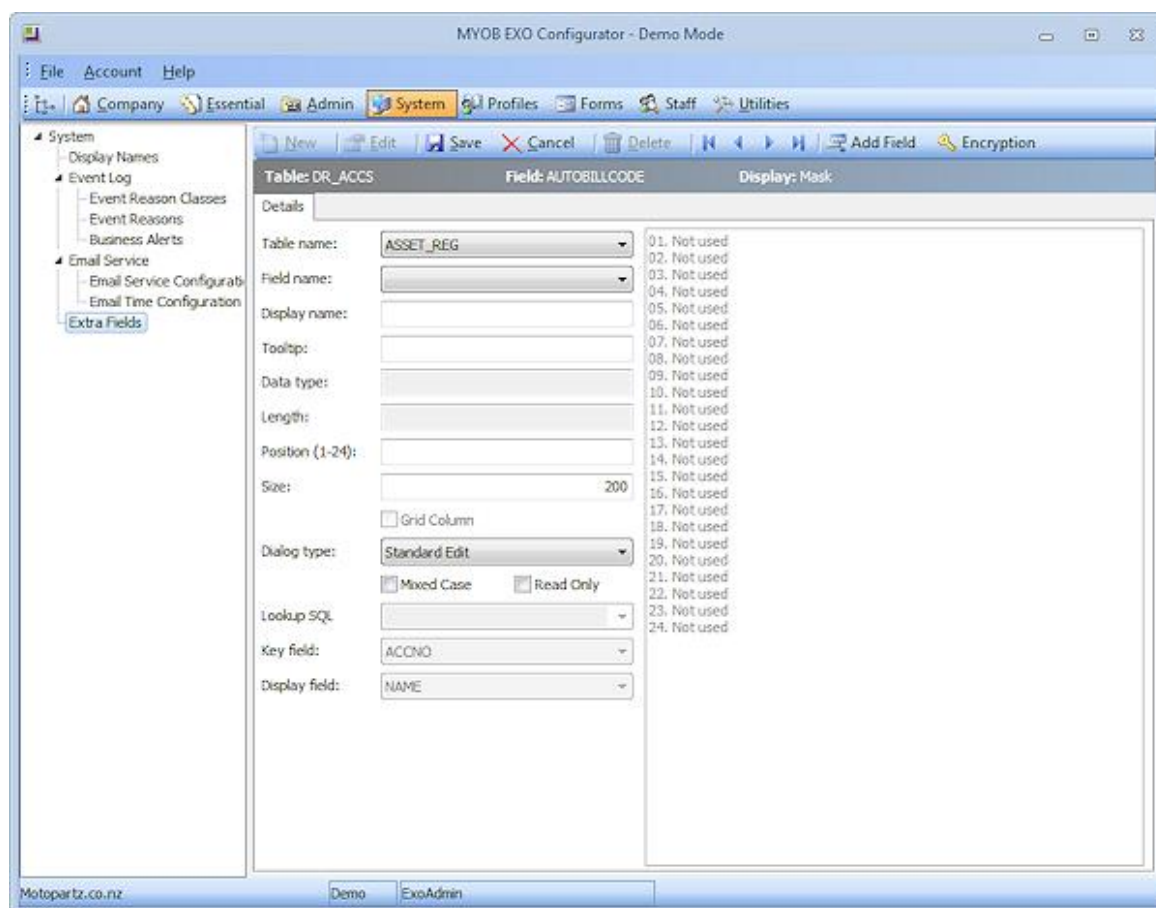
### EXO Business Config > [System] > Extra Fields

MYOB EXO Business allows users to create Extra Fields on various tables to hold vital information needed on the system.



1. Open EXO Business Config and go to the **System > Extra Fields** section.
2. All currently defined Extra Fields are listed on the right panel. Double-click on a record to drill down and check details.

3. Click **New** to create a new Extra Field.



4. For the **Table name** field, specify the table in the EXO Business database that you want to add a field to or display a field from.
5. For the **Field name** field, select the field from the database table you selected above that you want to display as an Extra Field. If the field you want to display does not already exist, click the **Add Field** button to add a field to the selected table. The system will automatically add a prefix of X\_ if not entered by the user. Enter the correct data type and default value if necessary. No spaces are permitted in this name; use an underscore to insert spaces (\_), e.g. International\_Number.
6. Enter a **Display name** - this is the label that will be displayed next to the Extra Field when it appears on screens.
7. Enter the **Position** and **Size** of the Extra Field. The position must be unique across Extra Fields on this table - used and unused positions are displayed on the right side panel of the window.
8. The **Grid Column** option applies to Extra Fields on Sales Orders, Jobs and Opportunities. If it is enabled, the Extra Field will be available as a column on the main grid of the relevant window. (Once set up, you must enable the column using the **Select visible columns** right-click menu option on the grid.)

**Note:** For header tables, the **Grid Column** option is always unticked and for line tables it is always ticked. The only exception is the SALESORD\_LINES table, where the option can be changed—if it is ticked, Extra Fields will appear in the grid; if it is not, they will appear in the line periscope.

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9. Select the correct **Dialog Type** based on the chosen field, e.g. choose "Date Picker" for dates, "Standard Edit" for varchars, "Check Box" for char(1), etc.
10. If the OPPORTUNITY or OPPORTUNITY\_QUOTE table was specified for the **Table name** field, a **Copy field** option becomes available. This field determines what will happen to the Extra Field when an Opportunity is copied. Choose from:
  - Always - the Extra Field will not appear on the Copy Opportunity window; it will always be copied when an Opportunity is copied.
  - Never - the Extra Field will not appear on the Copy Opportunity window; it will never be copied when an Opportunity is copied.
  - Prompt for value (OPPORTUNITY table only) - the Extra Field will appear in the Extra Fields section of the Copy Opportunity window, where the user can choose to keep the original value or enter a new one.

## Dialog Types

### Selection Controls

If you set the **Dialog Type** to "Drop-Down Edit", "Drop-Down Selection" or "Drop-Down SQL Selection", the combo boxes for **Lookup SQL**, **Key field** and **Display field** are activated.

The **Lookup SQL** can contain:

- A table name, in which case the **Key field** and **Display field** combo boxes contain all fields for the specified table.
- A SQL select statement that specifies which fields the Extra Field will use, in which case the **Key field** and **Display field** combo boxes contain only the fields specified by the SQL statement.

If you are using a Drop-Down Edit or Drop-Down Selection control, the **Key field** and **Display field** are concatenated together into a single string - this means that the **Data type** for the Extra Field must be CHARACTER , so that it can record the concatenated string.

If you are using a Drop-Down SQL Selection control, only the **Key field** is recorded, which means that the **Data type** should match the data type of the selected key field.

### URL Controls

There are two available dialog types for displaying URLs: "URL or Shortcut" and "URL Label".

The URL or Shortcut type displays a raw URL as clickable text, e.g. <http://myob.com>.

The URL Label type can display a user-friendly HTML label that links to a URL, e.g. a field that was populated with:

```
<a href="http://myob.com">MYOB website</a>
```

would appear as [MYOB website](http://myob.com), and link to http://myob.com when clicked on.

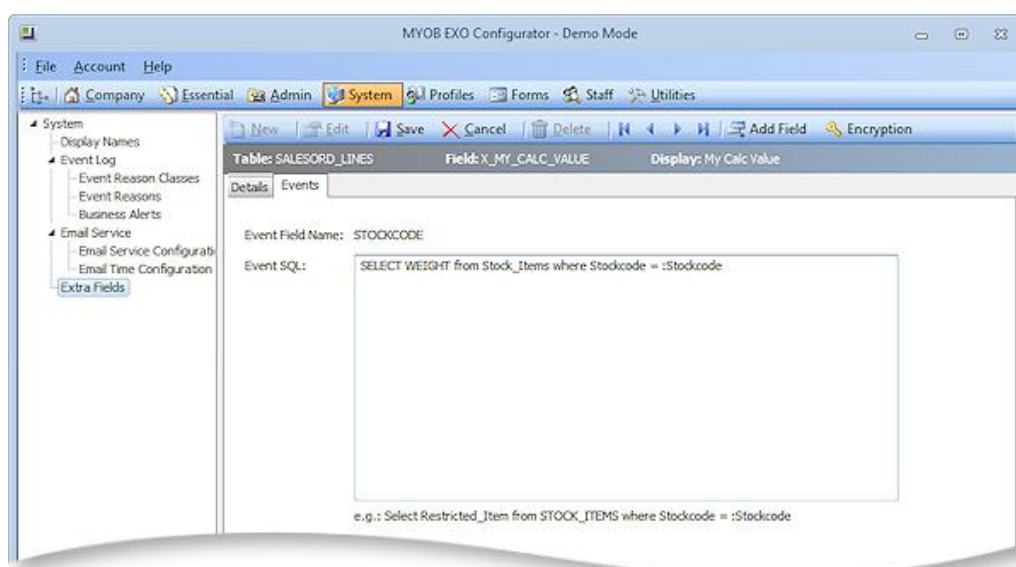


## Extra Field Events

Some Extra Fields can be configured to update their values whenever the relevant field on the record type is changed, e.g. Extra Fields on a Sales Order can update when the Debtor account is changed.

When one of the following are selected for the **Table name** field, an Events tab becomes available:

- JOB\_TRANSACTIONS
- JOBCOST\_HDR
- JOBCOST\_LINES
- OPPORTUNITY
- OPPORTUNITY\_QUOTE
- SALESORD\_HDR
- SALESORD\_LINES



The **Event Field Name** field displays the field that will trigger the Extra Field update. For Extra Fields on header records, this is ACCNO; for Extra Fields on lines, it is STOCKCODE.

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The **Event SQL** field contains the SQL statement that will be used to update the Extra Field when the relevant Sales Order field is changed. Parameters can be used to pass in information:

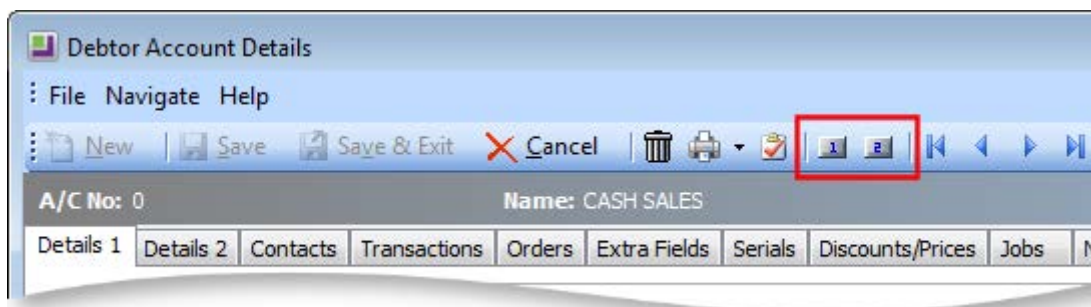
Record Type	Supported Parameters
Job header	:Accno :Current_User
Job quote line	:Stockcode :Current_User
Job transaction line	:Stockcode :Jobno :MasterJobno :Accno :Current_User
Opportunity header	:Accno :Company_Type_Int :Company_Type_Char :Company_Id
Opportunity quote line	:Stockcode :Opportunity_Seqno
Sales Order header	:Accno
Sales Order line	:Stockcode

In the example above, an Extra Field on SALESORD\_LINES has been set up to display the WEIGHT value for the selected Stock item. This value will be updated whenever the STOCKCODE on a Sales Order line is changed.

**Note:** Extra Field events override default values - if a default value is specified for an Extra Field that is populated by events, it will be ignored.

## Custom Buttons

MYOB EXO Business allows you to add user-defined buttons to the toolbars of certain windows:



These buttons can be used to add functionality to the relevant windows, for example, to launch an external application or run a Clarity report. It is possible to pass parameters from the current window to the application or report launched by the custom button.

The following EXO Business windows support custom buttons:

- Contacts
- Creditor Account Details
- Debtor Account Details
- Opportunities
- Purchase Orders
- Sales Orders
- Stock Item Details
- Works Orders

**Note:** The EXO Business Job Costing and POS modules also support custom buttons, as does the Stock Requests feature of the Distribution Advantage module.

## Setting up Custom Buttons

Custom buttons are controlled by User-level profile settings (see page 70), which are set up in EXO Business Config.

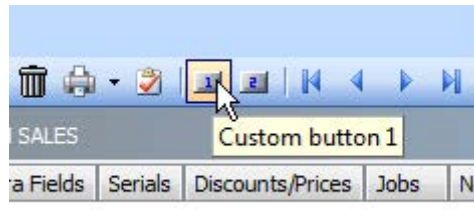
Each button has two profile settings: one that specifies the caption for the button and one that specifies the command that should be run when the button is clicked. For example, to add a custom button to the Debtors window, configure the settings:

- Debtor custom button 1 caption
- Debtor custom button 1 command line

Both settings must be configured; if either setting is blank, the custom button will not appear on the window's toolbar.

### ***Caption Setting***

The text entered for the “caption” profile setting of a custom button appears when the mouse pointer is hovered over the custom button:



### ***Command Line Setting***

The text entered for the “command line” profile setting of a custom button specifies the command that will run when the button is clicked.

To run an external program, enter:

“MyProg.EXE <LOGIN> <CURRENT>”

Where <LOGIN> passes the database connection details and <CURRENT> passes out the key field identifier (most commonly the SEQNO) of the current record that you have loaded on the screen at the time that you press the button.

Any parameter entered with the extension .CLR will assume that you want to run a clarity report and will call Clarity directly. It is not necessary that Clarity.EXE exist to do this, for example:

“MYREPORT.CLR /S=SEQNO=<CURRENT>”

## **Event Log**

MYOB EXO Business includes the ability to maintain an audit log of key events that you may want to track. For certain events in EXO Business, you can identify the event, and record the reason and time of the event, as well as who performed it. Audit events can occur in multiple places throughout the software. The event types are referred to as Event Reason Classes and are hooks in the system provided by EXO Business. Tracking of each class is optional. You can set up a list of valid reasons within each class to be chosen at run time. An additional comment may be entered by the user for each event instance should a “covering note” be required.

For example, if you activate the Event Reason Class corresponding to a Debtor's Stop Credit flag being changed, the following window appears whenever you change the Stop Credit field on a Debtor account:

Multiple reasons are available for selection, and additional comments can be entered if necessary. If the event is activated, but set to “Silent”, this window will not appear; the event will be logged, but the user will not be alerted.

## Event Reason Classes

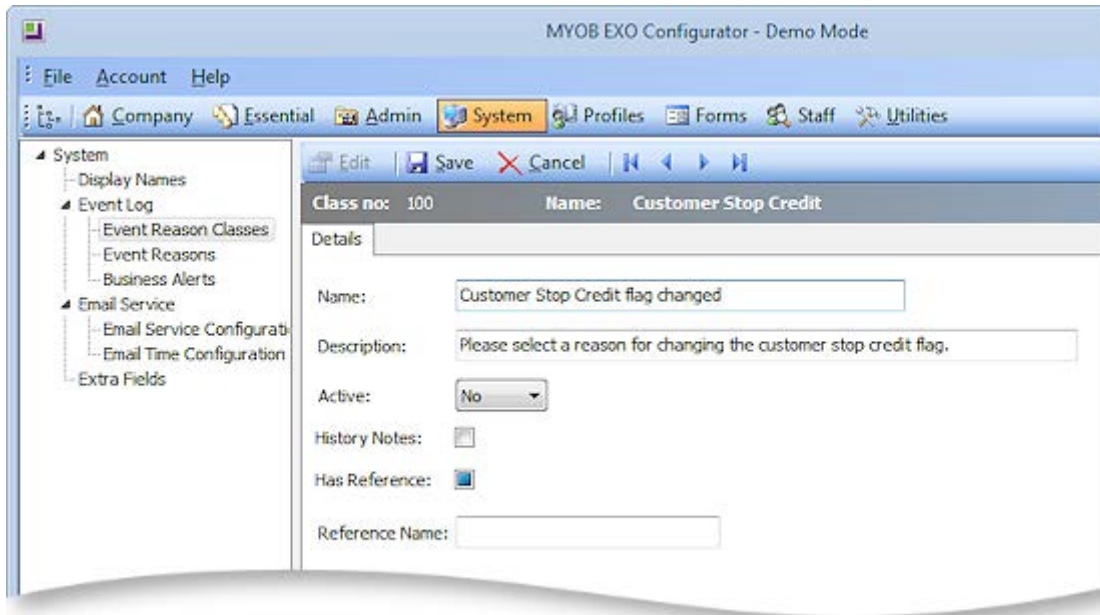
EXO Business provides a list of Event Reason Classes that tie in with business events (usually exceptions) throughout the application suite. These are usually security-related, such as monitoring changes to stop credit settings of Debtor and Creditor accounts.

Event Reason Classes are defined by EXO Business and cannot be created by the user. By default, most Event Reason Classes are set to inactive, the exceptions being the classes for Ledger Lock and Record Lock. The users can elect to activate a reason class either silently or interactively. When the class is interactive the user is required to configure a list of reasons to be selected at run time.

Event Reason Classes are maintained at EXO Business Config > System > Event Log > Event Reason Classes.

## MYOB EXO Business User Guide

Double click a class to edit it:



The fields on this screen are:

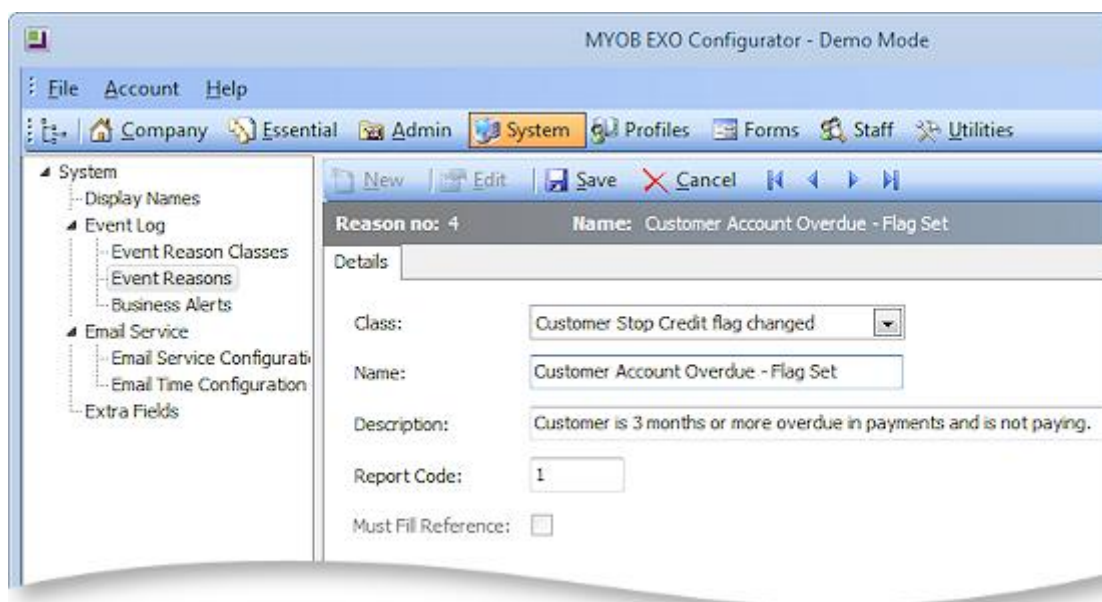
Field	Description
<b>Name</b>	This will be the caption of the window requesting a reason for the logged activity.
<b>Description</b>	This displays a more explicit description to indicate circumstances of use to the user
<b>Active</b>	<p>This field has 3 possible settings:</p> <ul style="list-style-type: none"> <li>• <b>No</b> - An audit log will not be maintained for this Reason Class.</li> <li>• <b>Yes</b> - A window will be displayed requesting the user choose a reason for this event.</li> <li>• <b>Silent</b> - No window will be displayed; instead an event log entry will be created silently.</li> </ul> <p><b>Note:</b> You must set up Event Reasons for any class that is set to “Yes” or “Silent”.</p>
<b>History Notes</b>	Ticking this option will also create an entry in the History Notes of the primary entity (Debtor, Creditor, Stock item, Job).
<b>Has Reference</b>	When this option is ticked, an extra field is available on the Event Reason window, allowing users to record a reference with the logged Event. If this option is ticked, you must also set a <b>Reference Name</b> .
<b>Reference Name</b>	This specifies the label for the reference field on the Event Reason window, e.g. “Voucher” for a discount override.

## Event Reasons

Event Reasons within an Event Reason Class form a list of reasons that can be chosen at run time when an event is logged. With the exception of the ledger and record lock reason classes, which cannot be deactivated, EXO Business does not automatically set up any reasons. You must establish at least one reason for each class you want to activate.

Event Reasons are maintained at EXO Business Config > System > Event log > Event Reasons.

Click **New** to create a new Event Reason:



The fields on this screen are:

Field	Description
<b>Class</b>	This is the Event Reason Class that the reason belongs to.
<b>Name</b>	This is the name of the reason that will be selectable in the list when an event for the class occurs.
<b>Description</b>	This is a short description to indicate to the user the circumstances when this reason should be used.
<b>Report Code</b>	Determines the sequence reasons appear in the list within a reason class.
<b>Must Fill Reference</b>	This option is available if <b>Has Reference</b> is ticked for the reason's class. Ticking this option will prevent the reference from being left blank when an event is logged for this reason.

## Reporting

EXO Business provides the Clarity report **ReasonReportbyClass.CLR** (Audit Report) to list the audit log. You can add this report to your menu (see page 75).

## Customisation

All logged events are recorded in the database table REASON\_EVENTS. As this table has no dependencies, it is a good candidate for your implementer to add custom triggers if your business process requires this.

## Business Alerts

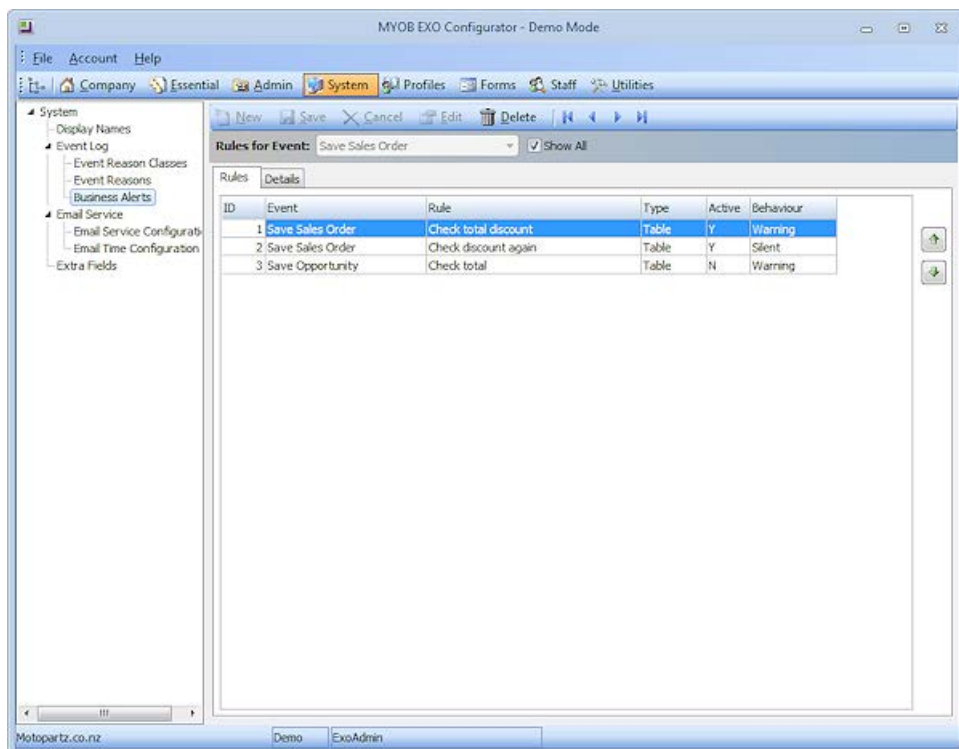
You can set up custom business rules and notifications for various events in the EXO Business system. Rules using custom conditions can be attached to a defined list of system events; when a rule's conditions are met, an alert message can be displayed to the user and additional actions can be performed, such as sending a notification email to a third party. Custom rules are triggered when one of the following transactions is saved:

- Sales Order
- Purchase Order
- Creditor Invoice
- Debtor Invoice
- Stock Movement
- Opportunity Quote
- Job Quote
- Job Transaction
- Direct Material Entry
- Direct Time Entry

**Note:** Alerts on Debtor and Creditor Invoices are only triggered from Invoice Entry screens, e.g. the Creditor Invoice Entry screen or the Invoice Entry screen in EXO Job Costing. They are not triggered when creating the invoice from another screen, e.g. when creating a Debtor Invoice from a Sales Order. Similarly, creating an Opportunity by copying an existing one will not trigger alerts on Opportunities.

Rules using custom conditions can be attached to a defined list of system events; when a rule's conditions are met, a message can be displayed to the user and a notification email can optionally be sent to one or more addresses.

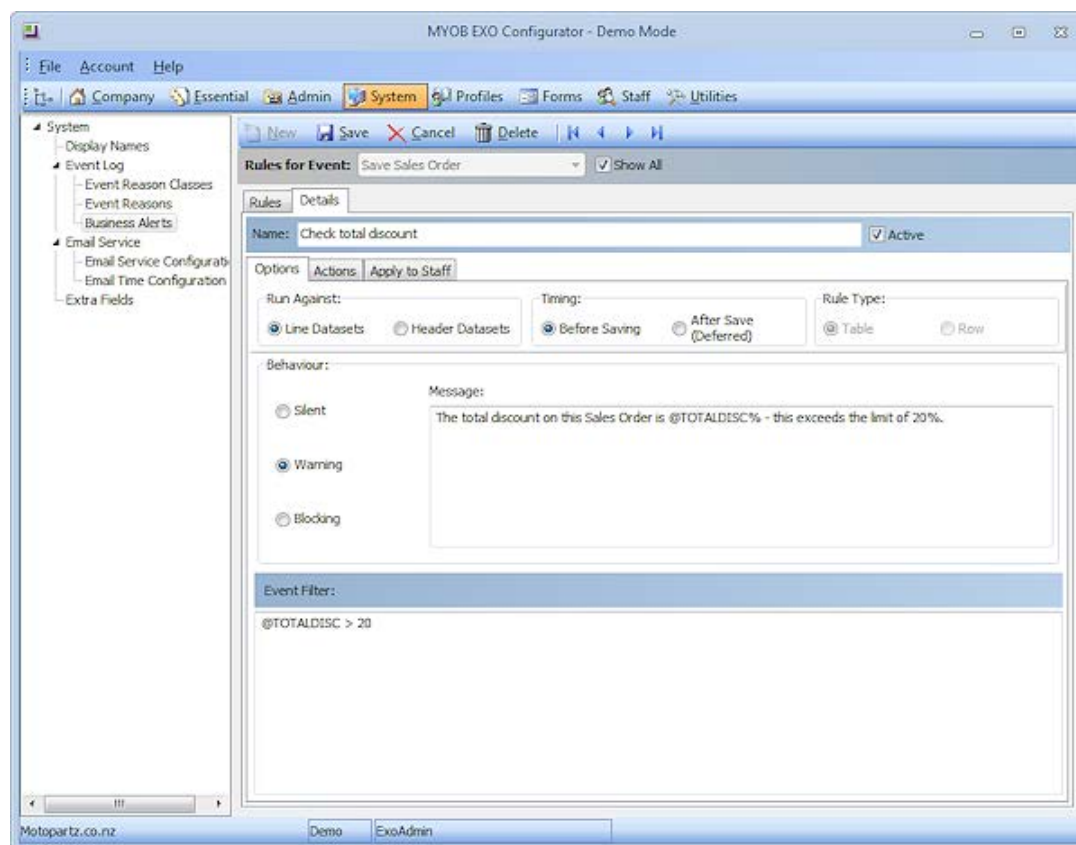
Business Alerts are set up in the EXO Business Configurator at **System > Event Log > Business Alerts:**





The Rules tab displays all rules defined in the system for the selected event; alternatively you can tick the **Show all** box to display all rules for all events. Rules are listed in order of priority—to change priorities, move rules up or down using the up and down arrow buttons.

Double-click on a rule to edit it or click **New** to create a new rule for the selected event (the **New** button is disabled when the **Show All** box is ticked). When adding or editing a rule, the Details tab appears. The Options sub-tab displays the conditions that must be met for the rule to be activated.



The **Timing** options determine when the rule should take effect:

- Before Saving, i.e. after the user clicks the **Save** button but before the record is actually saved to the database. This is suitable for rules that display a Warning or Blocking message to the user before the record is save.
- After Saving, i.e. after the record is saved to the database. This is suitable for Silent rules that don't inform the user, but log the event and optionally send an email to a third party.

The **Rule Type** options determine whether the rule should check the record header or all lines individually. Once the rule is saved, this property cannot be changed.

The **Behaviour** section specifies what should happen in the EXO Business interface when the rule is triggered:

- Silent – no message is displayed to the user, although the fact that the rule was triggered is still logged.
- Warning – a warning message is displayed to the user with **Yes** and **No** options. The user can click **Yes** to proceed with the action or **No** to cancel.
- Blocking – a message is displayed to the user indicating that the action cannot proceed.

For “Warning” or “Blocking” rules, enter the message to display to the user in the section below. This message can contain the same parameters that are used to build rule conditions—see below.

## Rule Conditions

The bottom section of the Details tab is where you enter the conditions that must be met to trigger the rule.

Conditions on header rules are entered in the form of a filter that can include the following parameters:

Parameter	Meaning
<b>General (available for all rules)</b>	
@CURRENT_USER	The ID number of the logged on user.
@STAFFNAME	The name of the logged on user.
@NOW	The current date and time.
@TODAY	The current date.
@EXOLINK	A formatted exo:// protocol hyperlink (see page 40) to the transaction, e.g. exo://saleorder(10001). Can be used in notification emails.
<b>Sales Orders</b>	
@ACCNO	The ID number of the Debtor account on the Sales Order.
@ACCOUNTNAME	The name of the Debtor account on the Sales Order.
@ORDERNO	The ID number of the Sales Order.
@SALESNO	The ID number of the salesperson on the Sales Order.
@SUBTOTAL	The Sub Total amount on the Sales Order.
@TAXTOTAL	The GST Total amount on the Sales Order.
@TOTALDISC	The total discount on the Sales Order.
@UNDISCOUNTED	The undiscounted total of the Sales Order.
@H	A specified field from the SALESORD_HDR table, e.g. @H.DUEDATE.
@L	A specified field from the SALESORD_LINES table, e.g. @L.STOCKCODE.
<b>Purchase Orders</b>	
@PURCHORDNO	The ID number of the Purchase Order.