MYOB Accountants Enterprise Reports

Additional Formatting Guide

Version 5.2+

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MYOB Accountants Enterprise Reports

Additional Filtering and Formatting Guide

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Contents

About this Guide

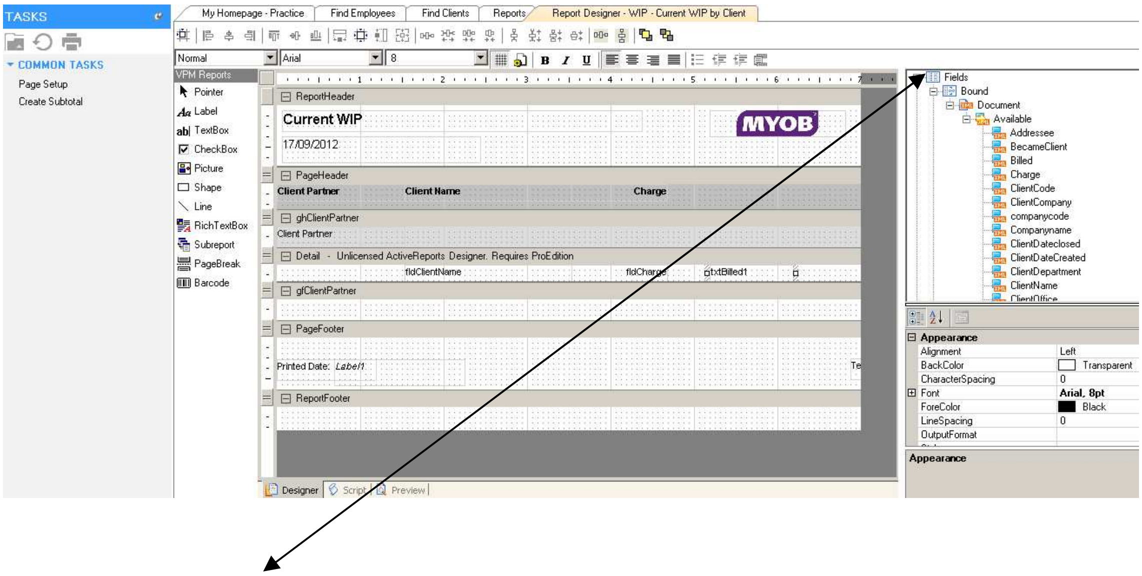
This guide includes a range of helpful information designed to assist you in editing AE Reports within Designer.

Inserting an additional field & sub-total via Designer

You have the option to insert an additional field and sub-total through the Designer to allow you to add new fields and change formatting without losing any existing formatting.

To add an additional field via Designer

1. Click on the **Designer** icon in the Tool bar.
   The **Report Designer** window opens.



2. Expand **Fields** on the top right hand side.
3. Then expand **Bound.**
4. Then expand **Available.**
   All the fields available for this report are displayed.
5. Now drag the new field into the **Detail area** of the report.

To create a subtotal for the additional field

This will also automatically create a grand total for the selected field. Click the field then choose **Create subtotal** from the left-hand side Task Bar.

The example below shows the **charge** column on the report. If another field is added through the Designer, you can click on **Designer > Insert Subtotal**. This can be applied to both Group (if it exists) and Grand Totals.

Note: Diagram 1 displays the **Billed** field being inserted in Designer mode.

Diagram 1

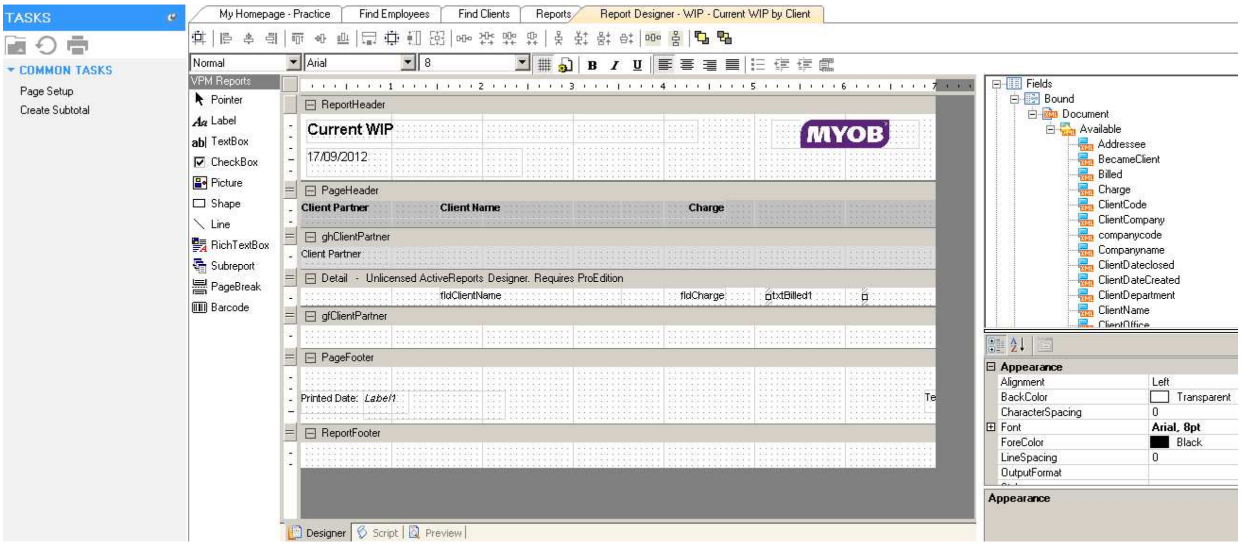
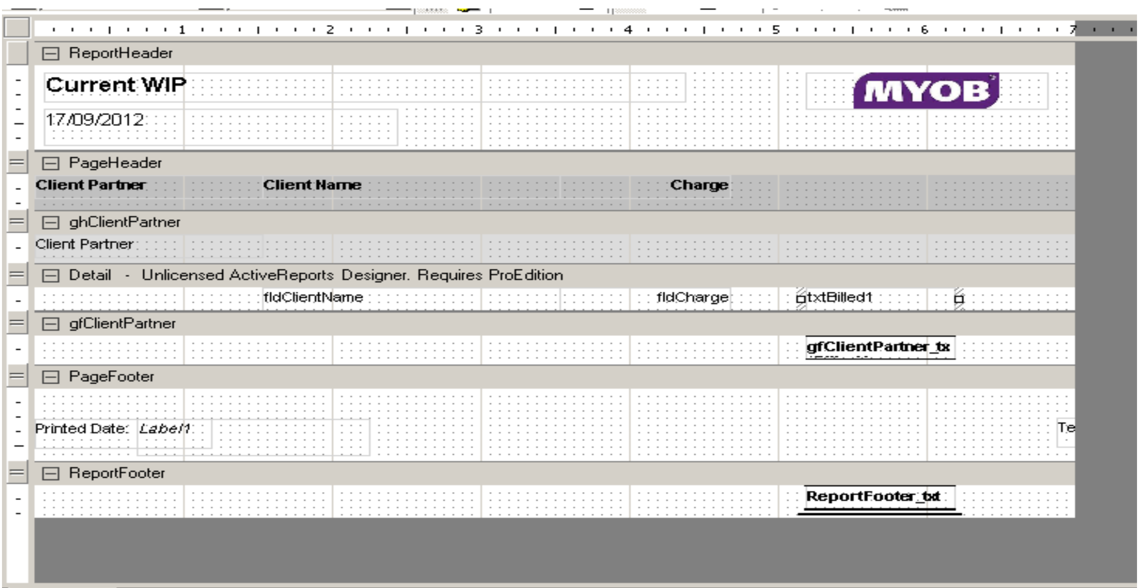


Diagram 2 displays the totals being inserted with a click of a button without having to manually type in the formula to calculate the totals.

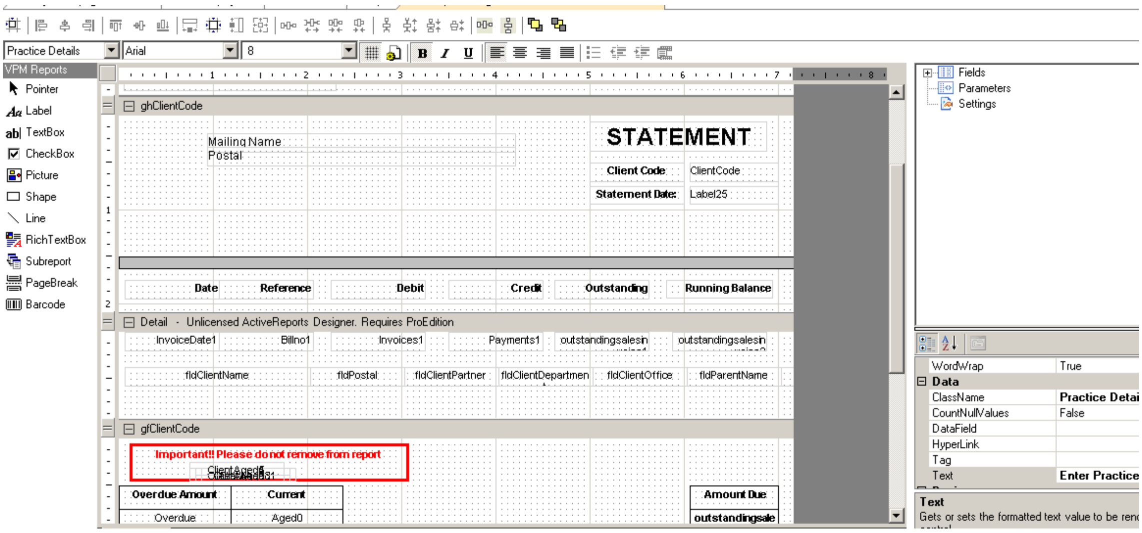
Diagram 2



Changing Debtor Statements to Select by Manager

- Pull down the **Detail** area and you will see that the fields for **Client Partner**, **Client Office** and **Client Department** are all visible.
- Pull down **Manager** from the **Fields** in the top right and make the field invisible.
- Pull the **Detail** area back up and save the template.
- Close the report and then reopen it.
- **Manager** is now being available for selection.

Diagram 3



Changing an Existing Standard Report Grouping

Example: To change Aged Debtors by Company/Partner to be Aged Debtors by Company/Manager.

- Choose Edit on an existing report.
- In Designer, pull down the new field (in this case **Manager**) into the **ghPartner** area.
- Delete the **Partner** field from this area.
- Highlight the **ghPartner** line and on the right-hand side under Data, change the **(Name)** to be **ghManager** instead of **ghPartner**.
- Change the **DataField** value to be **Manager**.
- Highlight the **gfPartner** line and on the right-hand side under Data, change the **(Name)** to be **gfManager** instead of **gfPartner**.
- Delete the existing subtotals/group totals and report totals.
- Highlight all the numeric fields to be totaled (under **Details**) and select **Create Subtotal**.
- Save the report in Designer as a new report.

Note: Do not save from the **Change Report** screen as you have already saved in Designer.

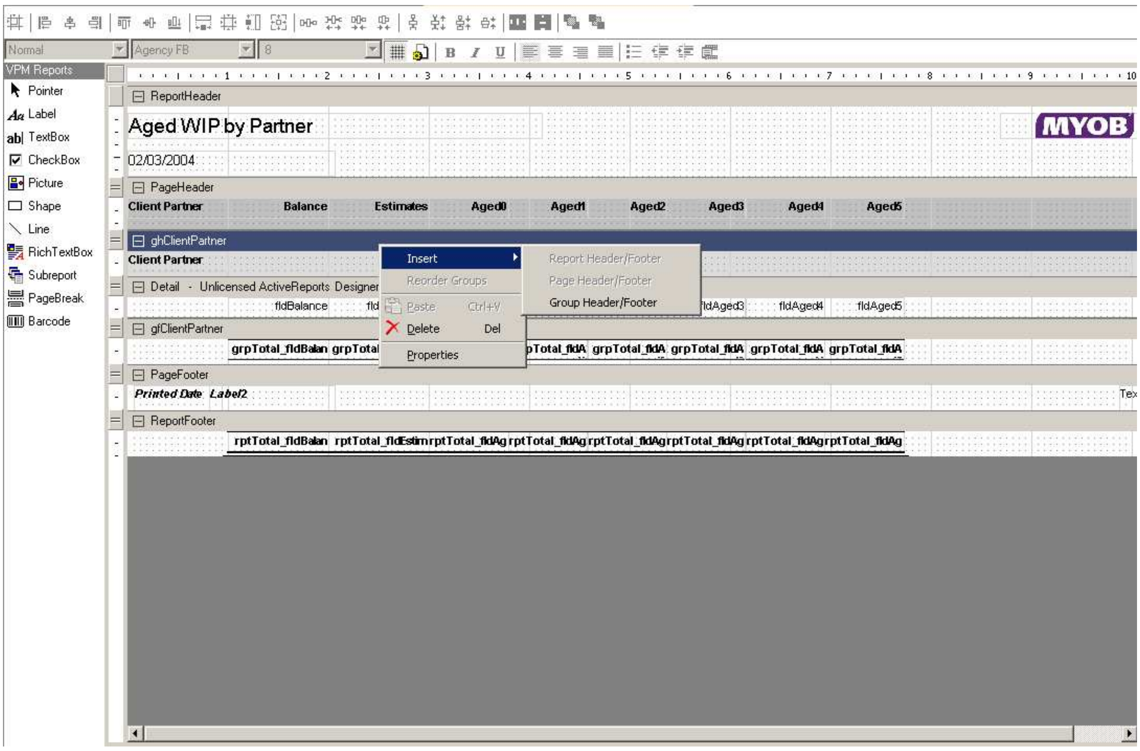
- Close the report and reopen it in edit mode.
- Add a prompt on the Manager field if necessary.

Adding a Grouping to an Existing Standard Report

Example: To change Aged WIP by Partner to Aged WIP by Partner/Manager.

- Choose Edit on an existing report.
- In Designer, right click on **ghClientPartner** (where you want the new grouping to appear below) and select **Insert Group Header Footer.** (Refer to Diagram 5 below).

Diagram 5



The new header/footer appears as **GroupHeader1.**

- Click and drag the new field from the field chooser, for example **Manager**.
- Highlight **GroupHeader1** and in the **Data** area (bottom right-hand side) make the following changes:
  - (Name) to be ghManager
  - DataField to be Manager
- Highlight **GroupFooter1** and in the **Data** area (bottom right-hand side) make the following changes:

- (Name) to be gfManager.
- Delete the existing subtotals/group totals and report totals.

Note: You can do this by selecting all of them on the left-hand side.

- Highlight all the **Detail** row and select **Create Subtotal**.
- Save the report in Designer as a new report.

Note: Do not save from the **Change Report** screen as you have already saved in Designer.

- Close the report and reopen it in edit mode.
- Add any prompts required.

Creating an Aged WIP Report Displaying Percentages

- Create the report using standard fields, then save it and open it in Designer.

For the Heading

- Create labels for headings and change the Text to, for example, **Age3 %**

For the Field

- Create a textbox for the field
- In the detail area the **DataField** value should be something like **=Aged3/Balance**
- Change the **OutputFormat** to be a percentage.
- Now select the field and **Create Subtotal** taking the field name from the datafield area.

File Types for Inserted Logos and Images

=grpTotal_fldAged3/grpTotal_fldBalance

- On this field make the SummaryFunc = **avg** for average.
- Check that the **OutputFormat** is percentage.

For the Report Total

=rptTotal_fldAged3/rptTotal_fldBalance

- On this field make the SummaryFunc = **avg** for average.
- Check that the **OutputFormat** is percentage.

How to Insert a Calculated Value into a Report

- Use **Toolbox** to insert a **TextBox** in the **Detail** area of your report.
- With the new text box selected, edit the Text field in the Property pages to label it.
- To align numeric text, with the new text box selected, click on the **Align Right** button.
- With the new text box selected, click in the **DataField** value and insert the appropriate calculation, using the field names exactly as they appear in the **Fields** listing. For example, **=BillLineNet+BillLineTax** will calculate the gross value.
- With the next text box selected, click in the **OutputFormat** value and select the appropriate value e.g. Number or Percentage etc.

Tip: Field names must be entered exactly as they appear in the Fields listing, including space and case.

You can make use of standard arithmetic operators as the examples below:

Addition

=Billed+Unbilled

Subtraction

=Charge-Unbilled

Division

=Price/TotalUnits

Multiplication

=Charge*0.05

Note: This adds 5% markup to the Charge Value.
