Formatting Guide using Designer

Accountants Enterprise

Version 5.4+

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About this Guide

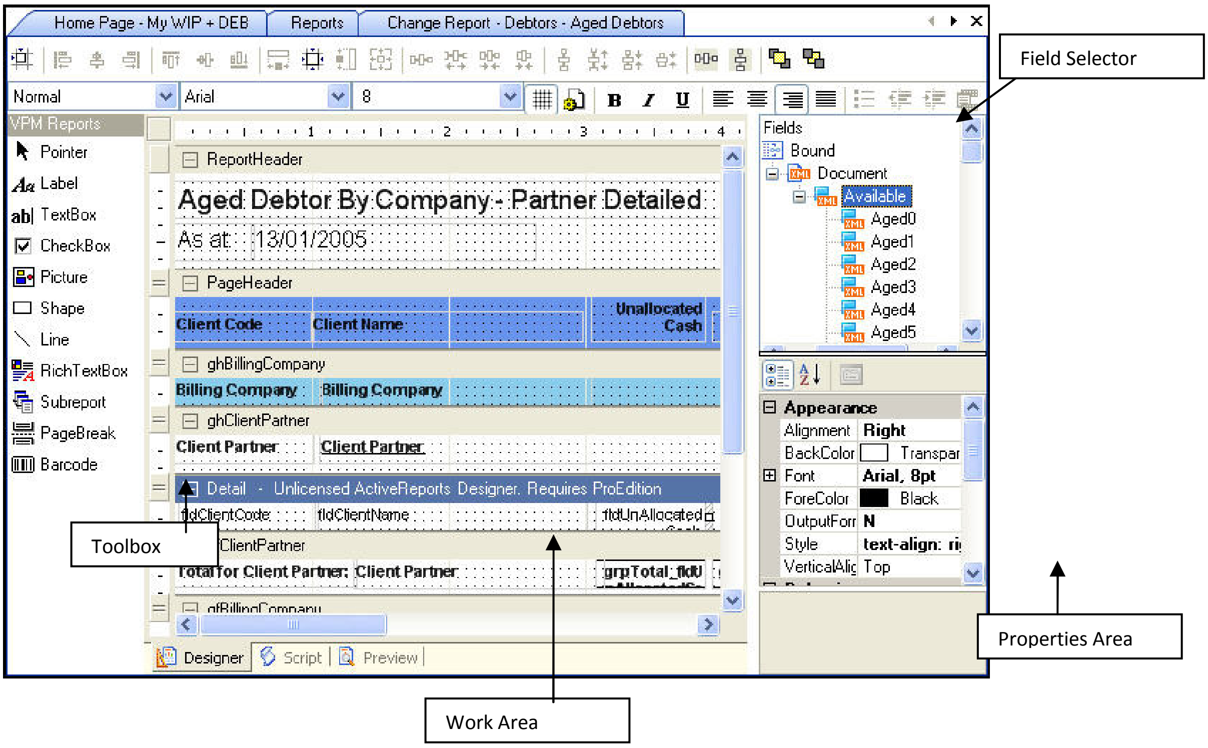
This guide includes a range of helpful information designed to assist you in editing AE Reports within Designer.

Report Designer

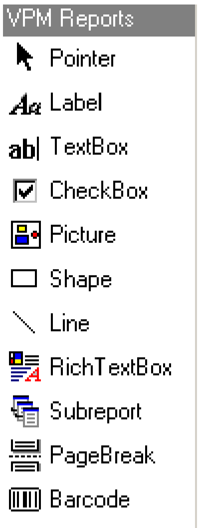
How to launch the Report Designer page

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

We will take a closer look at the Report Designer page and review the feature available.



Toolbox



These tools consist of the:

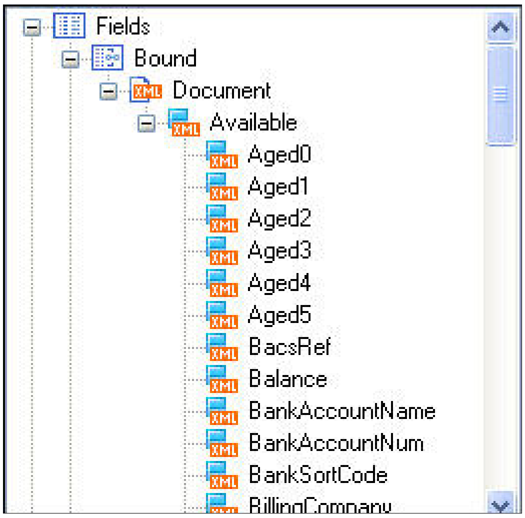
- **Pointer** which is used to select items within the Report Designer Work Area. It's activated by default when the Report Designer page is launched
- A **Label** allows you to attach a label to a text box. This may be used to name a column heading or a calculated field within a report, using something other than the field name.
- The **TextBox** tool allows you to insert a text box in the layout.
- **CheckBox** allows you to insert a check box that can be displayed as selected or un-selected
- The **Picture** tool allows you to insert a graphic, for example a company logo
- **Shape** allows you to insert a geometric shape in a report
- **Line** allows you to draw a freehand line
- **RichTextBox** allows you to add enhanced formatting, for example, you can bold just one word within a full sentence in a rich text box
- **Subreport** allows you to insert a sub report within a report (currently this is not used within AE reports).
- The **PageBreak** tool allows you to insert page breaks where required

- And finally the **Barcode**, which allows you to insert a barcode into a report to support electronic tracking of documents. (Currently this is not used within AE reports).

Field selector

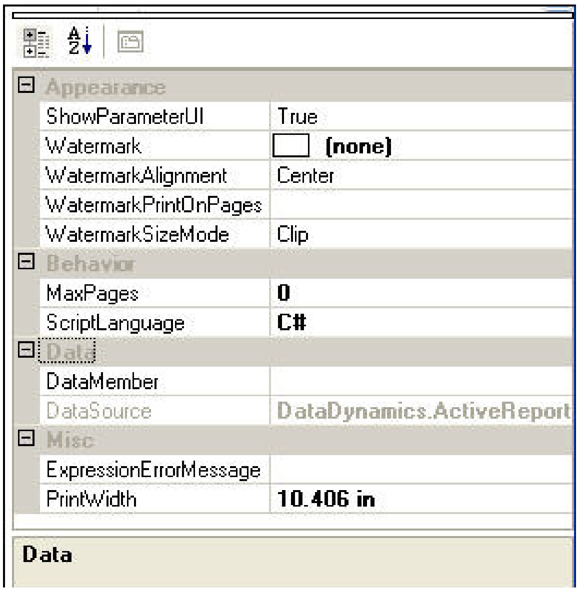
The Field Selector is located on the right of the Report Designer page.

It allows you to click and drag any of the available fields into the Detail or Group Header areas of the report layout. You can expand and collapse the field listing by clicking on the plus + or minus – sign alongside the Available icon. This works in the same way as Windows Explorer. The available fields are determined by the Reporting and Sub Reporting Area you have selected previously.



Properties Area

Underneath the Field Selector is the Properties Area. This displays the properties for each object within the report. Properties provide a complete definition of an object in the report layout, including its size, its behaviour within the report, and the data that it stores.



Properties are defined for each object within a report layout. They provide a complete definition of that object, including its size, its behaviour within a report and the data that it stores.

Whilst this listing displays a definition of all properties for an object, some properties such as Styles and Fonts can also be accessed and changed via the toolbar.

By default, the properties are listed by category. However you can list them alphabetically if you prefer. Use the Alphabetic sort icon to sort the properties alphabetically and the Categorised sort icon to categorise by type.

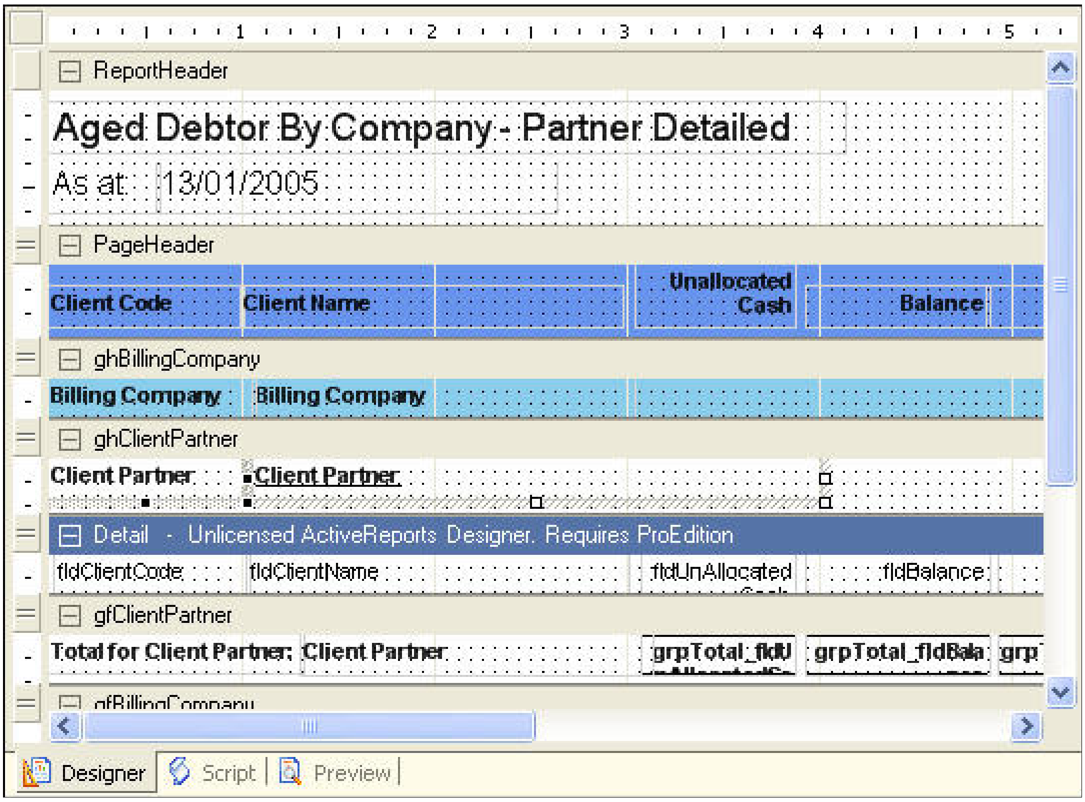
Just below the listing, a text area provides further explanation about a property as you highlight each one.

Work Area

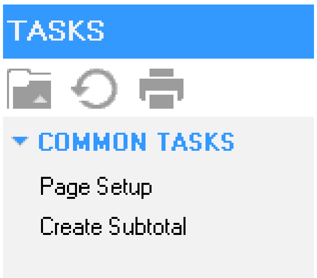
The bulk of the **Report Designer page** is taken up by the **Work Area**. As its name suggests, this is where you complete all customisation of a report layout.

The Work area consists of all objects included in a report, beginning with

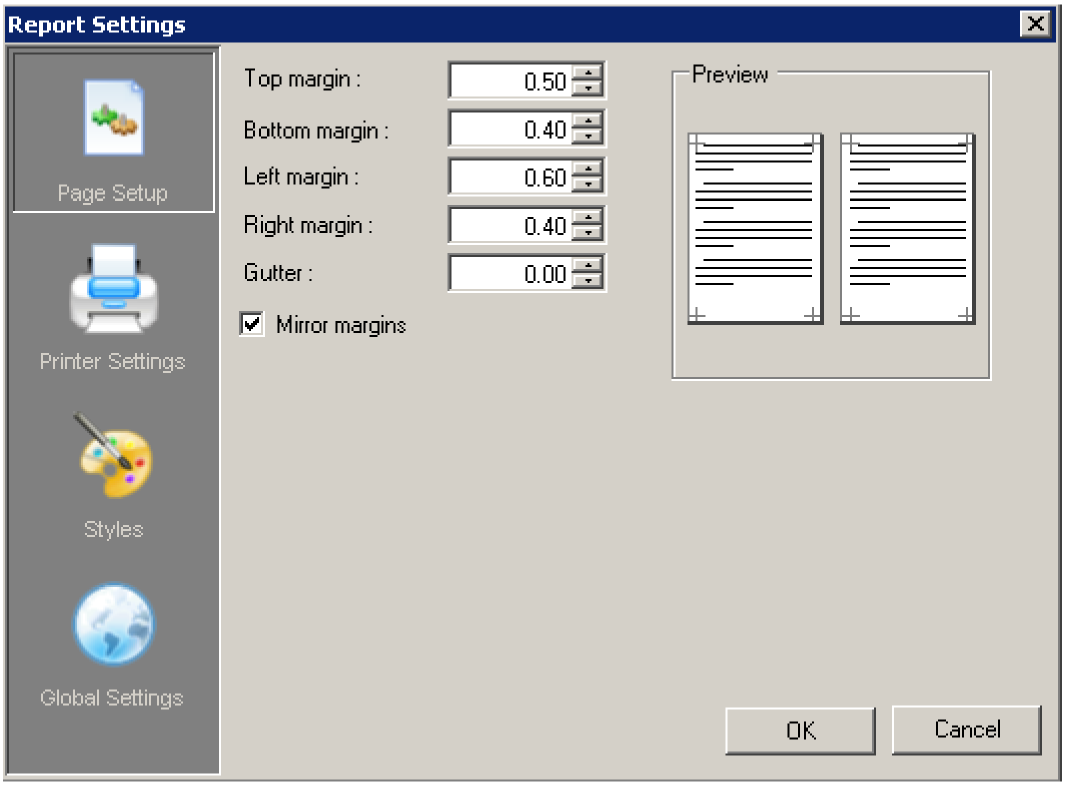
- Headers, including the report header, the page header, and in this example a group header designated by the tag **gh** for group header
- The Detail, which is the body or contents of the report
- The Footers, with this report including group footers designated by the tag **gf** for group footers, page footers and the report footer.



Report settings

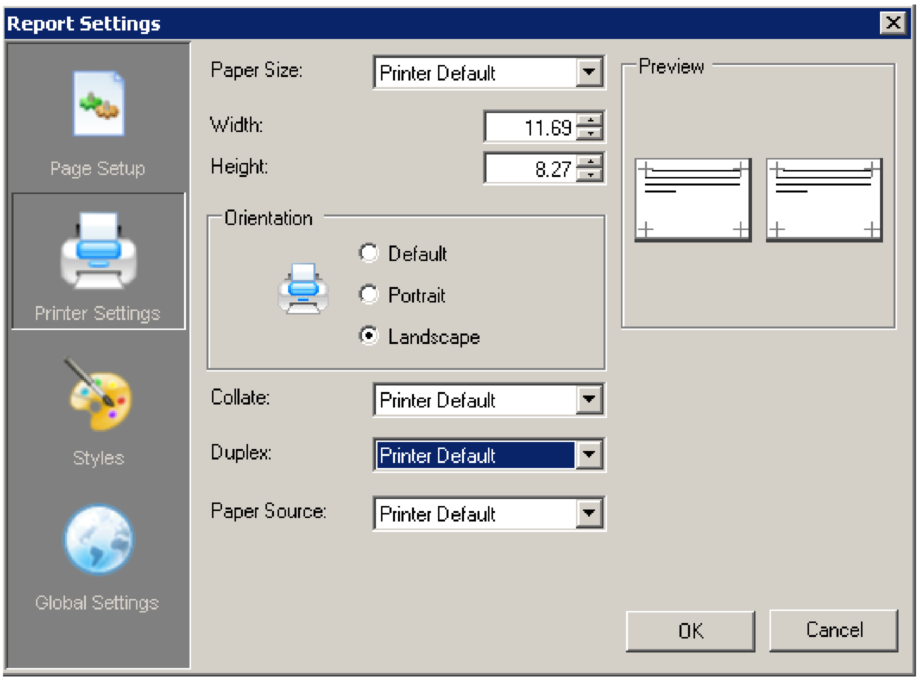


How to work with page setup



This area is used if wanting to change the margins. For example printing statements on pre- printed letterhead you may want to change the top margin so the statements print further down the page.

How to work with printer settings



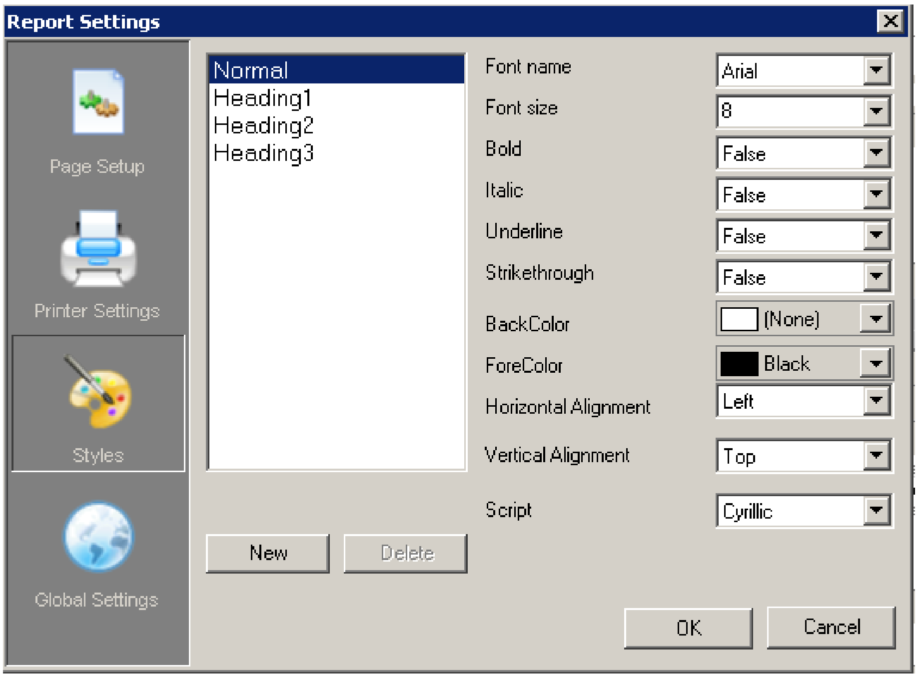
The Printer Settings options allow you to change paper size, width and height, to switch between page Orientations, and to control the options on the default printer. You would normally only change the page orientation, if you had selected the incorrect template prior to opening Report Designer, and did not want to lose the changes you had made to your layout.

This area is used to change the report from Portrait to Landscape and you cannot do it via the edit Report fields and formatting as you would lose everything done in designer.

By changing the paper orientation here will not automatically change the width of the page. This has to be changed afterwards by adjusting the right hand margin.

By just adjusting the right hand margin and not adjusting the orientation here the printer will continue to print via the default orientation.

How to work with styles

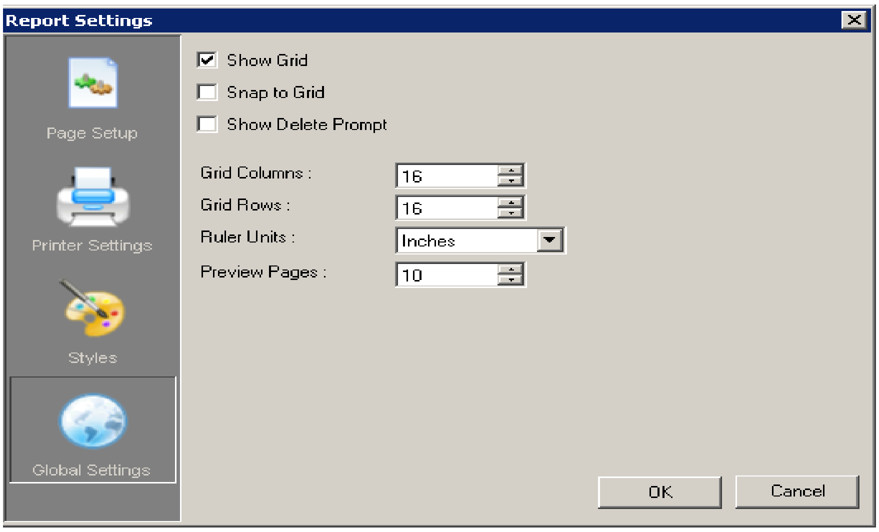


Styles work in Report Designer, as they do within a Microsoft Word document.

In other words, you are able edit or create a new style which is then available within the selected report only. Usually, the default styles will be used for headings, so that a standard look and feel is applied to a report. Should you want to change a default style, or add a new style, it's advisable to complete the task in this window, rather than continually having to change it within a report.

When a style has been defined, you can apply it in the Property area, using the ClassName property in the Data category. Alternatively, you can simply select an item in the work area, and apply a new style using the Styles drop down list, (which is located just above the Toolbox in the Report Designer page).

How to work with global settings

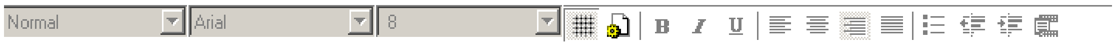


In the Global Settings area you can choose to show a grid, and to adjust the measurements that control the grid in the Report Designer work area. The grid is used to assist with the alignment of objects in the report layout. The Grid Columns and Rows can be adjusted to increase or decrease the number of Columns and Rows in the Report Designer Work Area.

To apply the grid in the Report Designer Work Area, select the Show Grid check box. To activate auto alignment, which causes an object such as a text box to snap to nearest grid alignment, select the Align controls to grid checkbox. The global settings window also allows you to switch between inches and centimetres as the Ruler Units within the Report Designer Work Area.

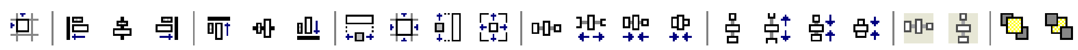
Formatting fields and alignment tools

Formatting fields and alignment tools are provided at the top of the designer page. These provide a wide selection of styles, font types and font sizes that may be applied, together with a comprehensive range of alignment tools that can be used to improve the appearance of your reports.



The toolbar is made up of the following components:

Style -	Sets the style for the selected label, etc
Font	Sets the typeface of the selected label, checkbox, or textbox control
Size	Sets the font size of the selected label, checkbox, or textbox control
View Grid	Turns the grid display on or off
Edit Script	Not used unless by MYOB
Bold	Sets the bold typeface on or off
Italic	Sets the italic typeface on or off
Underline	Sets the underline typeface on or off
Align Left	Aligns the text left in the control area
Align Center	Aligns the text centered in the control area
Align Right	Aligns the text right in the control area
Justify	Justifies the text in the control area
Bullets	Adds bullets to the text in the RichText control area
Decrease Indent	Decreases the indent of the text in the RichText control area
Increase Indent	Increases the indent of the text in the RichText control area

		
	AlignToGrid	Aligns selected fields to the grid
	AlignLefts	Aligns all selected fields to the left - used on vertical fields
	AlignCenters	Aligns selected field to the centre - used on vertical fields
	AlignRights	Aligns all selected fields to the right - used on vertical fields
	AlignTops	Aligns the top of all selected fields – used on horizontal fields
	AlignMiddles	Aligns the middle of all selected fields - used on horizontal fields
	AlignBottoms	Aligns the bottom of all selected fields - used on horizontal fields
	MakeSameWidth	Makes all selected fields the same width as the first field selected
	SizeToGrid	Makes selected field aligns and resized to the current grid selection
	MakeSameHeight	Makes all selected fields the same height as the first field selected
	MakeSameSize	Makes all selected fields the same size as the first field selected
	MakeHorizSpaceEqual	Makes spaces between all selected horizontal fields the same size
	IncreaseHorizSpace	Increases spaces between all selected horizontal fields
	DecreaseHorizSpace	Decreases spaces between all selected horizontal fields
	RemoveHorizSpace	Removes spaces between all selected horizontal fields
	MakeVertSpaceEqual	Makes spaces between all selected vertical fields the same size
	IncreaseVertSpace	Increases spaces between all selected vertical fields

	DecreaseVertSpace	Decreases spaces between all selected vertical fields
	RemoveVertSpace	Removes spaces between all selected vertical fields
	CenterHoriz	Moves selected field to the horizontal centre of the selected work area
	CenterVert	Moves selected field to the vertical centre of the selected work area
	BringToFront	Used to bring the fields to the front and not sit behind eg a shape
	BringToBack	Used for eg a shape where you send to back of the fields within the shape

Customise reports

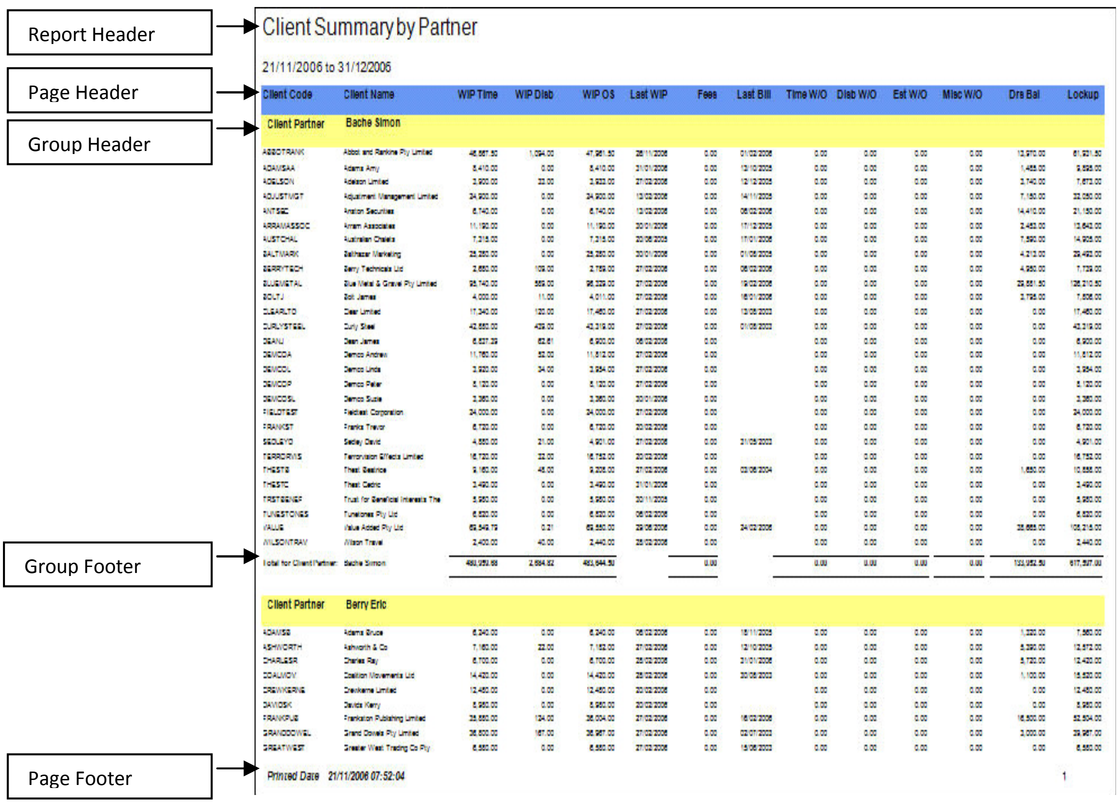
Introduction

The layout of a report produced using AE Reports is similar to that of many business reports.

The first page includes the Report Header. In this example the Report Header includes the name of the report and the time period it covers.

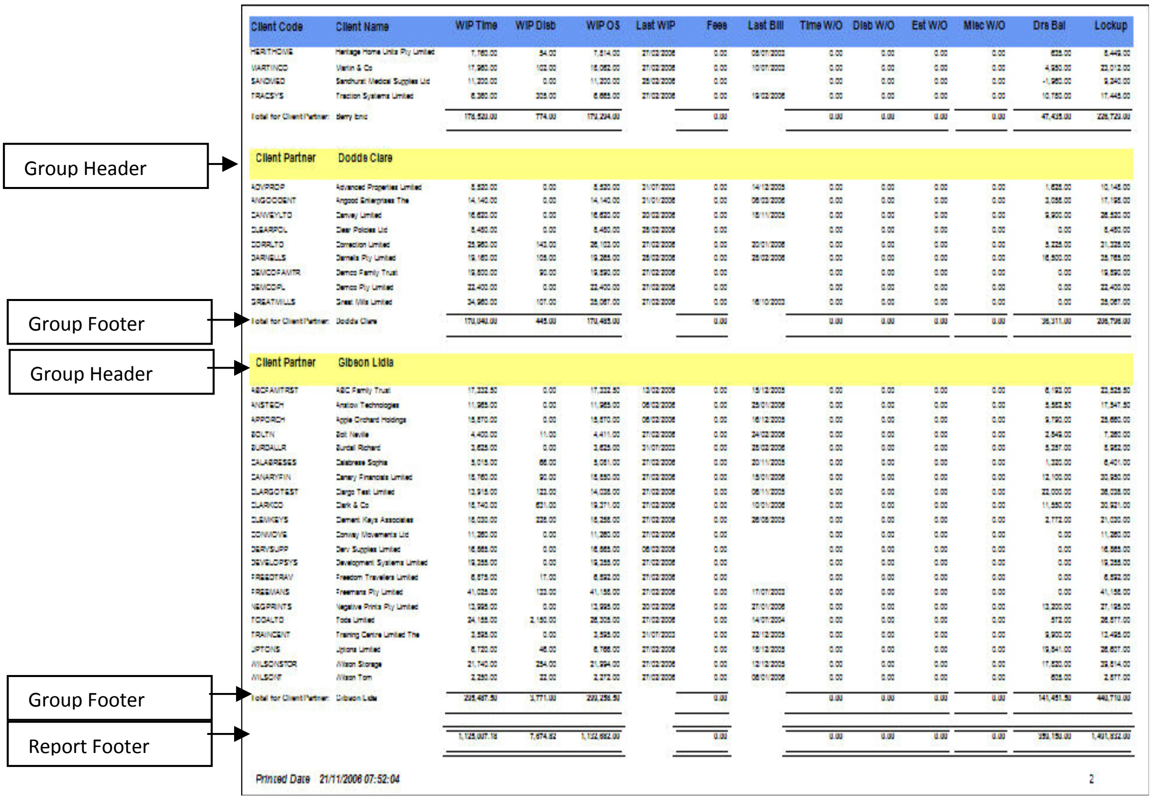
The next item is the Page header. Unlike the Report Header, the Page Header is displayed on every page, and includes the column headings associated with the report fields. The Page Header has a corresponding Page Footer, which in this report consists of the date the report was printed on the left, together with the page number on the right.

If information is generated by group, for example by partners within the practice, as is the case with this report, a Group Header as well as a Group Footer for each group member is also displayed.

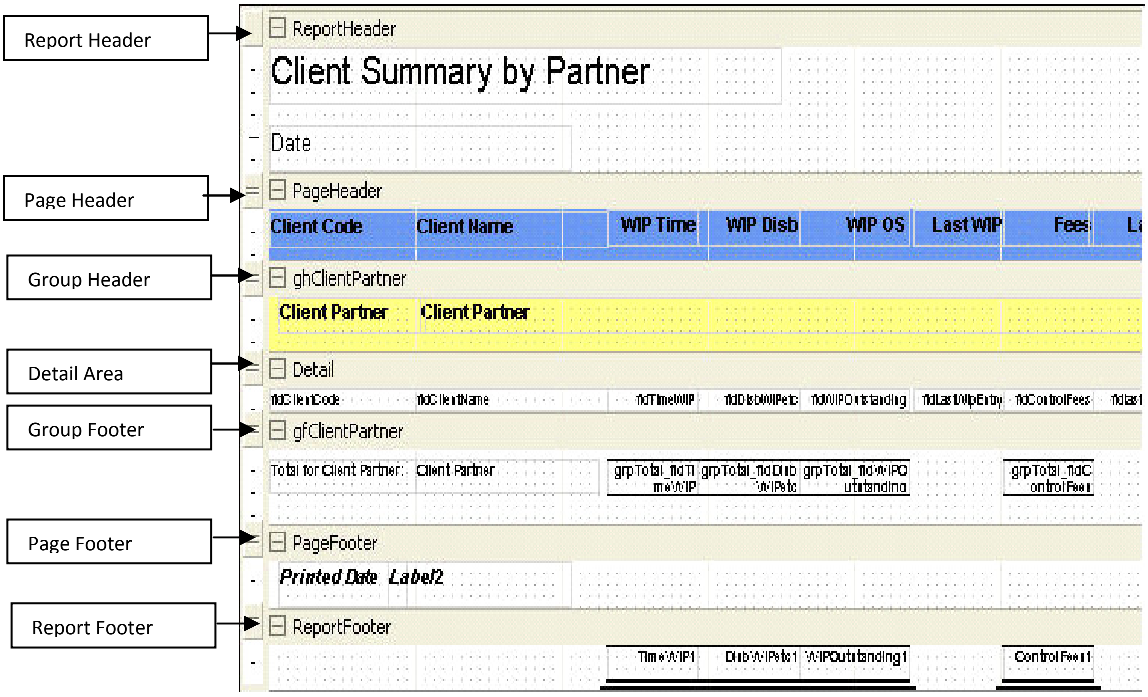


As you can see, a Group Header and footer is included as part of each member's data throughout a report, as shown on the second and final page of this report.

In addition, a Report Footer is included at the end of a report, which in this example displays grand totals for all information in the report.



This is the Report Designer page Work Area associated with the report previously examined.



As you can see, at the top of the Work Area is the Report Header. This includes an object for the report title as well as one for the date.

Just below the Report Header is the Page Header. This includes the fields and associated columns that make up the report.

Underneath the Page Header is the Group Header, designated in this example by **gh** for Group Header Client Partner. This area relates to the name of each client partner group member included in the report.

Next is the Detail area. This relates to the body, or the information included in the report. As you can see the Detail objects are displayed here.

Underneath the Detail area is the Group Footer, designated in this example by **gf**, for Group Footer, Client Partner. This includes the objects relating to the name of each client partner group member, together with their respective subtotals.

Next is the Page Footer. As you can see, the objects relating to the Printed Date of the report are included here. Finally, at the bottom of the work area is the Report Footer, which in this example includes the grand totals for all fields in the report. When this Report Designer page layout is run it produces the report we previously examined, as shown again here.

Client Summary by Partner

21/11/2006 to 31/12/2006

Client Code	Client Name	WIP Time	WIP Disb	WIP OS	Last WIP	Fees	Last Bill	Time W/O	Disb W/O	Est W/O	Misc W/O	Drs Bal	Lockup
Client Partner	**Bache Simon**												
ABBOTRANK	Abbot and Rankine Pty Limited	46,887.50	1,094.00	47,981.50	28/11/2006	0.00	01/02/2006	0.00	0.00	0.00	0.00	13,970.00	61,951.50
ADAMSAA	Adams Amy	8,410.00	0.00	8,410.00	31/01/2006	0.00	13/10/2005	0.00	0.00	0.00	0.00	1,488.00	9,898.00
ADELSON	Adelson Limited	3,900.00	33.00	3,933.00	27/02/2006	0.00	12/12/2005	0.00	0.00	0.00	0.00	3,740.00	7,673.00
ADJUSTMGT	Adjustment Management Limited	24,900.00	0.00	24,900.00	13/02/2006	0.00	14/11/2005	0.00	0.00	0.00	0.00	7,150.00	32,050.00
ANTSEC	Anston Securities	6,740.00	0.00	6,740.00	13/02/2006	0.00	08/02/2006	0.00	0.00	0.00	0.00	14,410.00	21,150.00
ARRAMASSOC	Arram Associates	11,190.00	0.00	11,190.00	30/01/2006	0.00	17/12/2005	0.00	0.00	0.00	0.00	2,452.00	13,642.00
AUSTCHAL	Australian Chalets	7,318.00	0.00	7,318.00	20/08/2005	0.00	17/01/2006	0.00	0.00	0.00	0.00	7,590.00	14,908.00
BALTMARK	Balthazar Marketing	25,280.00	0.00	25,280.00	30/01/2006	0.00	01/08/2005	0.00	0.00	0.00	0.00	4,213.00	29,493.00
BERRYTECH	Berry Technicals Ltd	2,680.00	109.00	2,789.00	27/02/2006	0.00	08/02/2006	0.00	0.00	0.00	0.00	4,950.00	7,739.00
BLUEMETAL	Blue Metal & Gravel Pty Limited	95,740.00	589.00	96,329.00	27/02/2006	0.00	19/02/2006	0.00	0.00	0.00	0.00	29,881.50	126,210.50
BOLTJ	Bolt James	4,000.00	11.00	4,011.00	27/02/2006	0.00	18/01/2006	0.00	0.00	0.00	0.00	3,795.00	7,806.00
DEARLTD	Dear Limited	17,340.00	120.00	17,460.00	27/02/2006	0.00	13/08/2003	0.00	0.00	0.00	0.00	0.00	17,460.00
DURLYSTEEL	Durly Steel	42,880.00	439.00	43,319.00	27/02/2006	0.00	01/08/2003	0.00	0.00	0.00	0.00	0.00	43,319.00
DEANJ	Dean James	6,837.39	62.61	6,900.00	08/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	6,900.00
DEMCOA	Demco Andrew	11,760.00	52.00	11,812.00	27/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	11,812.00
DEMCOL	Demco Linda	3,920.00	34.00	3,954.00	27/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	3,954.00
DEMCOP	Demco Peter	8,120.00	0.00	8,120.00	27/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	8,120.00
DEMCOSL	Demco Suzie	3,380.00	0.00	3,380.00	30/01/2006	0.00		0.00	0.00	0.00	0.00	0.00	3,380.00
FIELDTEST	Fieldtest Corporation	24,000.00	0.00	24,000.00	27/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	24,000.00
FRANKST	Franks Trevor	6,720.00	0.00	6,720.00	20/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	6,720.00
SEDLEYD	Sedley David	4,880.00	21.00	4,901.00	27/02/2006	0.00	31/05/2003	0.00	0.00	0.00	0.00	0.00	4,901.00
TERRORVIS	Terrorvision Effects Limited	16,720.00	32.00	16,752.00	20/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	16,752.00
THESTB	Thest Beatrice	9,160.00	48.00	9,208.00	27/02/2006	0.00	03/08/2004	0.00	0.00	0.00	0.00	1,650.00	10,858.00
THESTC	Thest Cedric	3,490.00	0.00	3,490.00	31/01/2006	0.00		0.00	0.00	0.00	0.00	0.00	3,490.00
TRSTBENEF	Trust for Beneficial Interests The	5,980.00	0.00	5,980.00	30/11/2005	0.00		0.00	0.00	0.00	0.00	0.00	5,980.00
TUNESTONES	Tunestones Pty Ltd	6,820.00	0.00	6,820.00	08/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	6,820.00
VALUE	Value Added Pty Ltd	69,349.79	0.21	69,350.00	29/06/2006	0.00	24/02/2006	0.00	0.00	0.00	0.00	36,865.00	106,215.00
WILSONTRAV	Wilson Travel	2,400.00	40.00	2,440.00	28/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	2,440.00
Total for Client Partner:	Bache Simon	480,950.68	2,694.32	483,644.50		0.00		0.00	0.00	0.00	0.00	133,952.50	617,597.00
Client Partner	**Berry Eric**												
ADAMSB	Adams Bruce	6,240.00	0.00	6,240.00	08/02/2006	0.00	18/11/2005	0.00	0.00	0.00	0.00	1,320.00	7,560.00
ASHWORTH	Ashworth & Co	7,160.00	22.00	7,182.00	27/02/2006	0.00	12/10/2005	0.00	0.00	0.00	0.00	5,390.00	12,572.00
CHARLESR	Charles Ray	6,700.00	0.00	6,700.00	28/02/2006	0.00	31/01/2006	0.00	0.00	0.00	0.00	5,720.00	12,420.00
COALMOV	Coalition Movements Ltd	14,420.00	0.00	14,420.00	28/02/2006	0.00	30/08/2003	0.00	0.00	0.00	0.00	1,100.00	15,520.00
CREWKERNE	Crewkerne Limited	12,480.00	0.00	12,480.00	20/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	12,480.00
DAVIDSK	Davids Kerry	5,980.00	0.00	5,980.00	20/02/2006	0.00		0.00	0.00	0.00	0.00	0.00	5,980.00
FRANKPUB	Frankston Publishing Limited	35,880.00	124.00	36,004.00	27/02/2006	0.00	16/02/2006	0.00	0.00	0.00	0.00	16,500.00	52,504.00
GRANDDOWEL	Grand Dowels Pty Limited	36,800.00	187.00	36,987.00	27/02/2006	0.00	02/07/2003	0.00	0.00	0.00	0.00	3,000.00	39,987.00
GREATWEST	Greater West Trading Co Pty	6,580.00	0.00	6,580.00	27/02/2006	0.00	15/08/2003	0.00	0.00	0.00	0.00	0.00	6,580.00

Printed Date 21/11/2006 07:52:04 1

Page breaks

The page break tool is useful for producing different versions or sections of a report. By dividing a larger report into sections using page breaks, you can distribute the relevant information to the appropriate staff members or offices.

A situation may arise where you have created a report that includes for example, WIP by Client data. However, page breaks only occur when forced by the data, and you would like these to occur after each client.

To insert the relevant page breaks, ensure the Report Designer page for the report is open, and then select PageBreak from the Toolbox.

How to add a page break

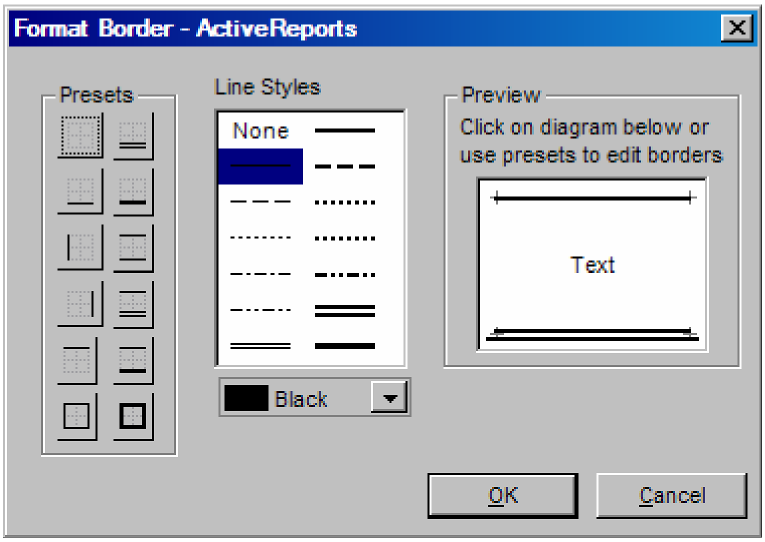
1. In the Toolbox area, click on the Page Break tool to select it
2. Move the cursor in the work area to the required position in the group footer
3. Click and drag to produce a page break
4. Save the layout

Note: Page breaks can also be inserted by sitting on the relevant group footer area and selecting the relevant **NewPage** value in **Properties**

Some MYOB Master reports have used page breaks this way

Borders and alignment tools

Borders can be used to apply formatting throughout a report. The Format Border menu option is available by using the right click menu option from a text or data object.

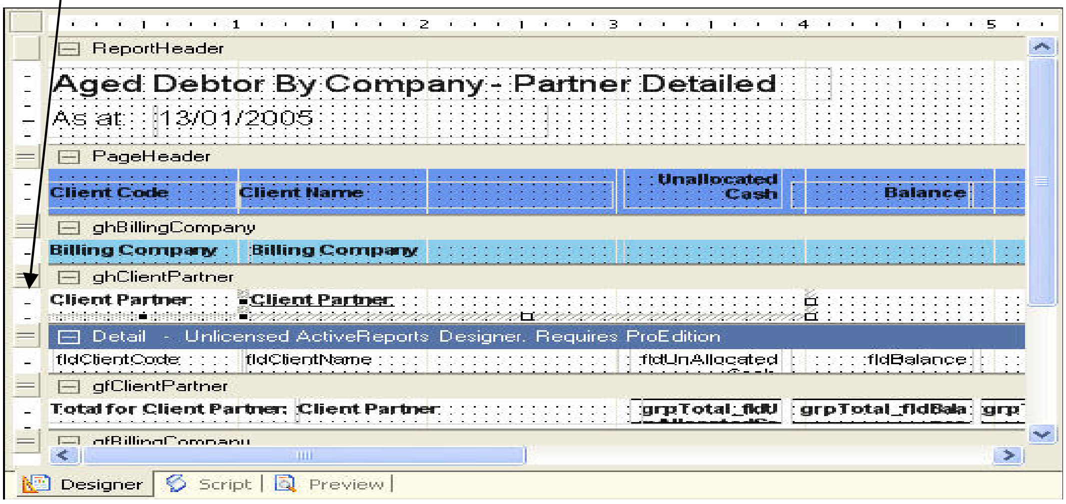


Borders can be used in a number of situations, but are most commonly used to highlight totals within a report.

How to highlighting all fields within a certain area

To select all the fields in a certain area, you need to click your mouse and drag down in the margin area and this will select all fields within that area. To then deselect a field you don't want, you need to hold the Ctrl key down and click on that field.

The other way to select certain fields is to hold the Ctrl key down and click on the fields you want to select



Function keys

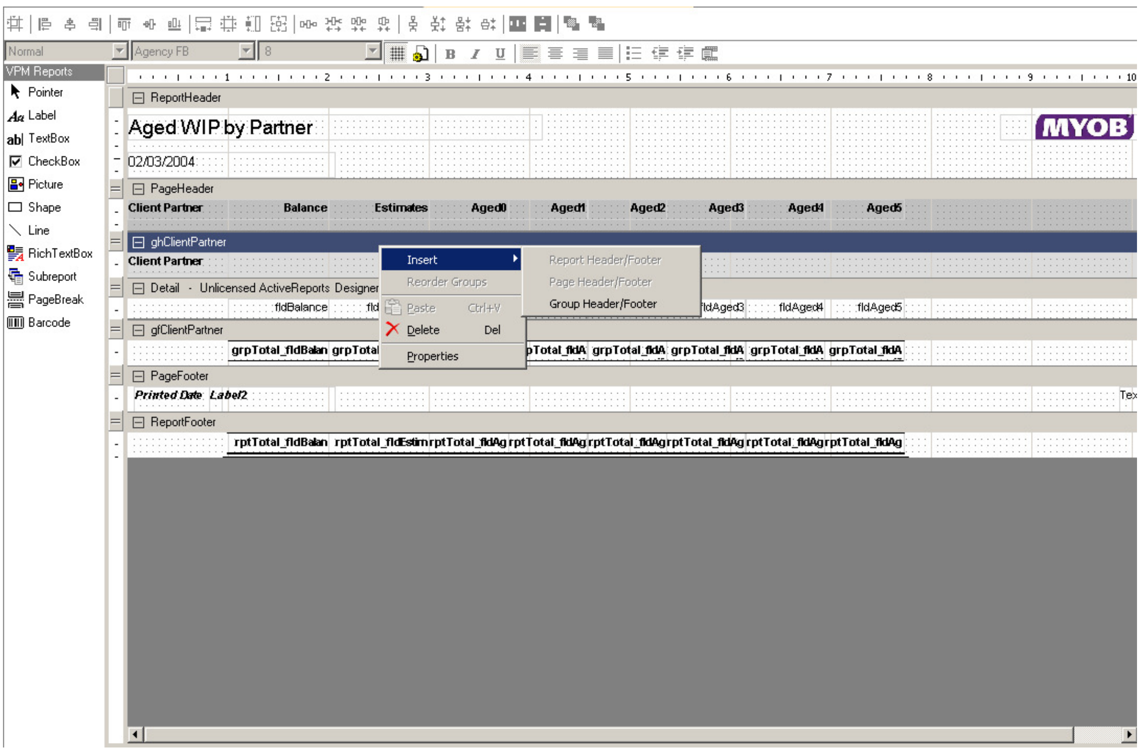
Typical Microsoft function keys work within designer e.g.

Ctrl C	Copy
Ctrl V	Paste
Ctrl Z	Undo
Ctrl X	Cut

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.
- Click on the **Designer** icon in the Tool bar.
  The **Report Designer** window opens.
- Right click on **ghClientPartner** (where you want the new grouping to appear below) and select **Insert Group Header Footer.** (Refer to Diagram 5 below).



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 **Properties Area** (bottom right-hand side) make the following changes:

- (Design area) **Name** to be ghManager
- (Data area) **DataField** to be Manager

Highlight **GroupFooter1** and in the **Properties Area** (bottom right-hand side) make the following changes:

- (Design Name) **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.

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 in the Properties Area 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 in the Properties Area 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.

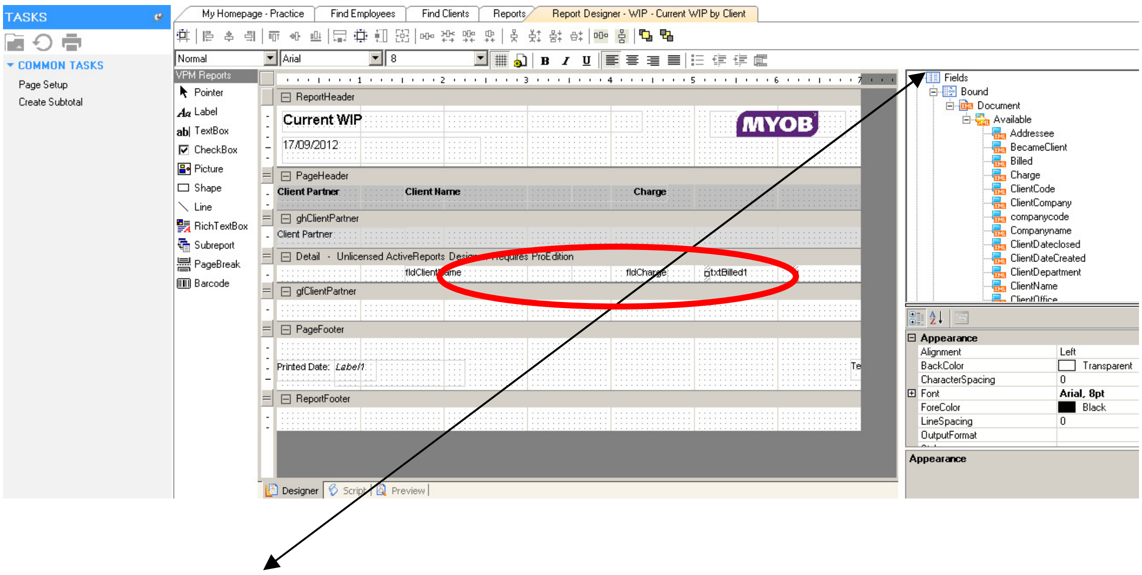
Note: You can use the **Reorder Groups** option to reorder the Report Grouping in Designer.

Inserting an additional field & sub-total via Designer

You have the option to insert an additional field and sub-total through the Designer so not to lose all your 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**
5. Now all the fields available for this report to add will display.
6. 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

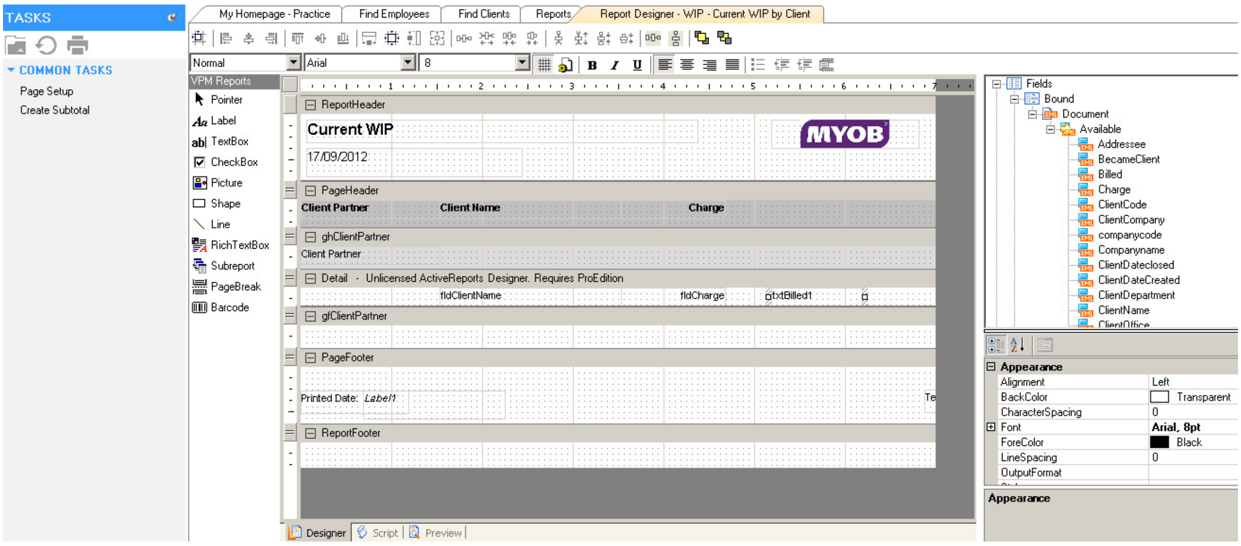
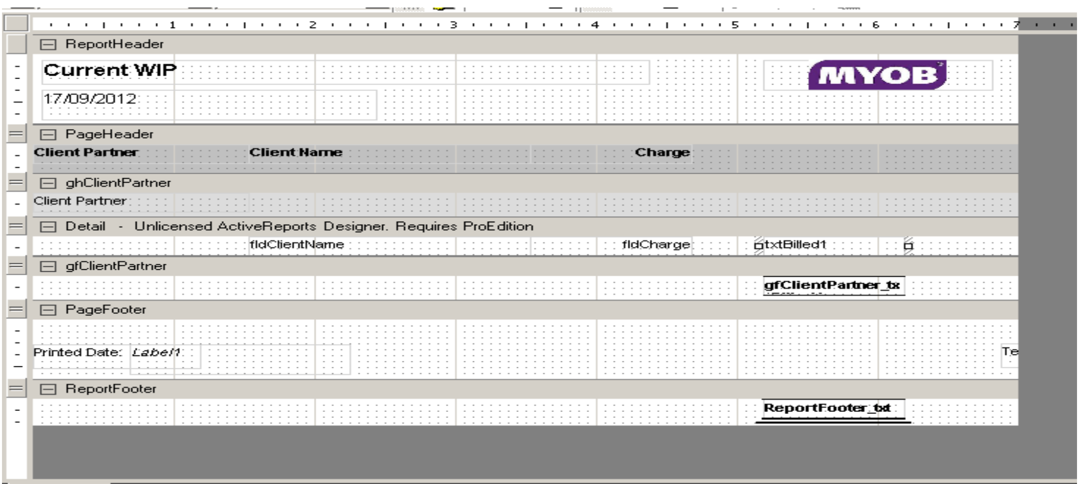


Diagram 2 displays the totals being inserted with a click of a button without having to manually type in the formula to calculate the totals.

Diagram 2



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

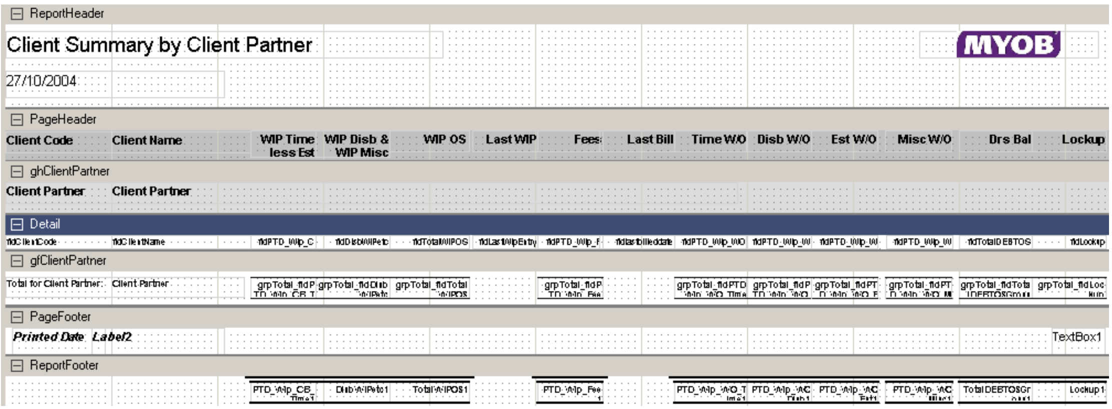
Note: This adds 5% markup to the Charge Value.

How to summarise a report via designer

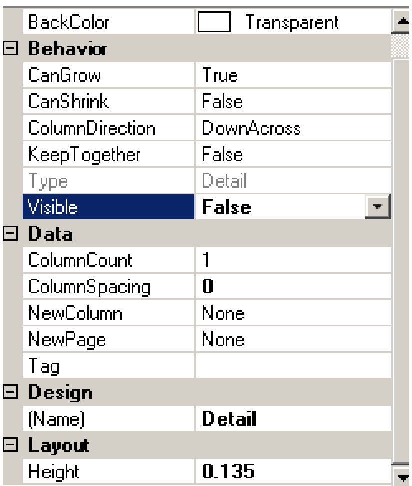
A summarised report hides the data in the Detail area, and reports totals by group, by partner and so on.

`

Note: You can also use the Hide Detail button in the Change Report pages to produce a summarised version of a report. This does not require access to Report Designer.

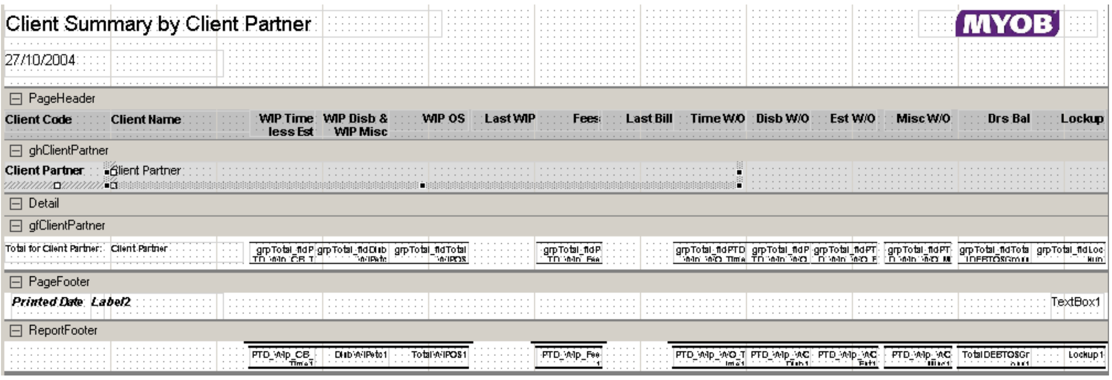


1. From the **Report Designer** page, click in the title bar of the **Detail** area of the report



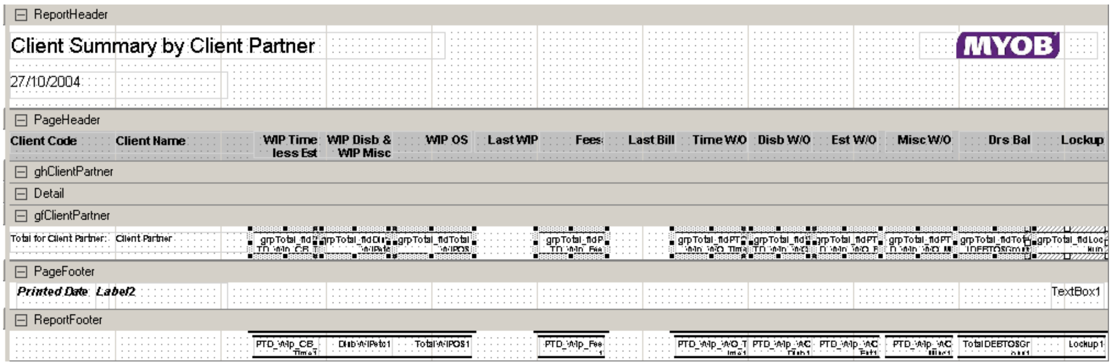
2. Select **Visible** from the **Behaviour** category in the P**roperties** area and select False from the drop down list.

3. Now close up the Detail area of the report.



4. Now select the fields in the group header eg ghClientPartner and make invisible.

5. Now close the group header area up like example below



6. Highlight all the fields and then right click and select format border and take the underlines off and also take the bold off.
   Put a label on the totals line and copy the data field eg client partner from the detail area down to the group footer area next to the label. (if required)

7. Right click and select format border and take the underlines off and also take the bold off.

8. And remove any page breaks if required

Now below you can see how the summarised report will display.

Client Summary by Partner Summarised

1/08/2013 to 31/08/2013

Client Code	Client Name	WIP Time less Est	WIP Disb & WIP Misc	WIP OS	Last WIP	Fees	Last Bill	Time W/O	Disb W/O	Est W/O	Misc W/O	Drs Bal	Lockup
Abbott Chris		115,285.24	28,900.00	144,185.24		150.00		0.00	0.00	0.00	270.00	684,285.83	828,471.07
Bache Simon		5,670.00	0.00	5,670.00		0.00		0.00	0.00	0.00	0.00	54,907.00	60,577.00
Berry Eric		0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00
Costello Luis		116,960.00	0.00	116,960.00		0.00		0.00	0.00	0.00	0.00	104,983.65	221,943.65
Dodds Clare		21,520.00	0.00	21,520.00		0.00		0.00	0.00	0.00	0.00	(19,232.00)	2,288.00
Green Malcolm		3,440.00	0.00	3,440.00		0.00		0.00	0.00	0.00	0.00	0.00	3,440.00
Hardy Oliver		170,100.00	0.00	170,100.00		0.00		0.00	0.00	0.00	0.00	53,662.34	223,762.34
-UNSPEC-		0.00	0.00	0.00		0.00		0.00	0.00	0.00	0.00	2,200.00	2,200.00
		432,975.24	28,900.00	461,875.24		150.00		0.00	0.00	0.00	270.00	880,806.82	1,342,682.06

How to include percentages in a Report

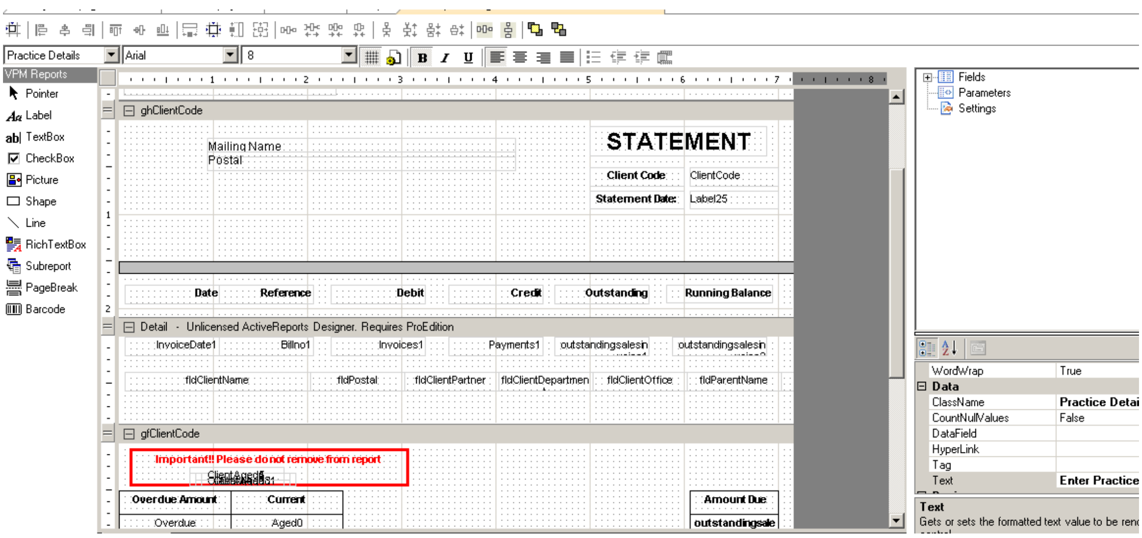
This example is inserting percentages into an Aged WIP report. The Same procedure can be used for any other report. (The data fields below will be different in each report).

1. Highlight the required report and click **Edit**.
2. Click on the **Designer**  icon in the Tool bar.

   The **Report Designer** window opens.
3. For the **Heading**, create labels for the heading and change the text to **Age3 %** (example only).
4. For the **Field**, edit the textbox and in the **Detail** area, change the **DataField** value to be **=Aged3/Balance** (example only).
5. Change the **OutputFormat** to be a percentage.
6. On this field, make the **SummaryFunc** = **avg** for average.
7. Select the field and **Create Subtotal.**
8. For the total take the field name from the **DataField** area from the total line eg. (=grpTotal_fldAged3/grpTotal_fldBalance),
9. Edit this field to make the SummaryFunc = avg for average and check that the **OutputFormat** is a percentage.
10. For the Report Total take the field name from the **Datafield** area from the report total line eg (=rptTotal_fldAged3/rptTotal_fldBalance), edit this field to make the SummaryFunc = avg for average.
11. Check that the **OutputFormat** is a percentage.

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.



How to insert a logo and images

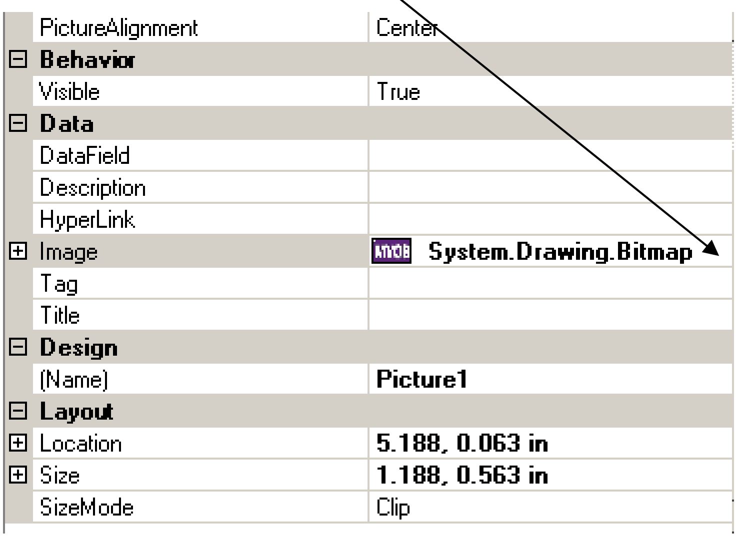
File types for inserted logos and images

MYOB recommend the following file types for logos and images:

- bmp
- gif
- jpg
- jpeg
- ico
- png

To add a logo via Designer

1. Click on the **Designer** icon in the Tool bar.
2. The **Report Designer** window opens.
3. From the Toolbox, click on the Picture tool
   Click and drag in the **Report Header** to create a **picture box**
4. Select the **Image** Ellipse button in the Data area



5. Point to your Practice Logo
6. Resize the logo picture box to correct size.

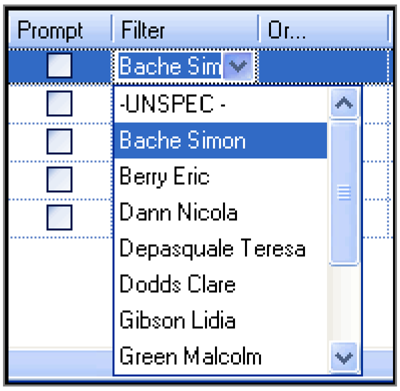
Note: You may need to use the SizeMode option to Clip, Stretch or Zoom your logo to fit. This all depends on the original size of the logo. Otherwise the logo will need to be resized outside AE Reports.

Applying filters

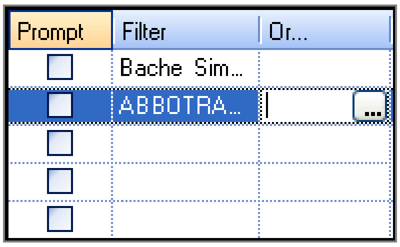
Filters are used to limit the data included within a report. For example, you could specify that data for only two partners be included or that only billed amounts greater than $1,000 be included.

How to filter a report

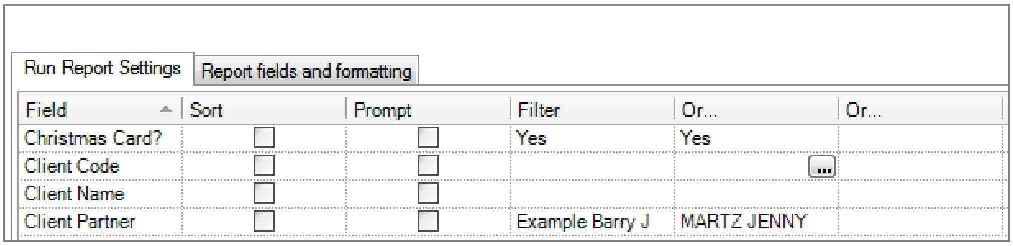
1. From the **Run Report Settings** tab, locate the field that will be used to filter the data.
2. Click in the **Filter** column adjacent to the field(s) you want to filter against.
3. If a drop-down arrow appears, click on it to display a list from which to choose.



4. If an ellipsis **[…]** button displays, click on it and enter a few characters in the **Search For** field.



5. Click the **Search** button.
6. Enter multiple filters in the **Or** column where applicable.
7. Select a value from the available options and click the **OK** button.



8. Save the report if required.

HINT: In the example above, if you use the Filter column and also use the Or column, the filter must be applied across all columns. For example, if you wish to filter for Christmas Card for both partners, we must apply the Yes filter to both columns.

You can add up to 5 pre-defined filters for a field. The filter columns are OR not AND.

Filters are based on the detail line and not on the report grouping. If you are filtering on $ value, AE Reports will determine if the client meets the value and if so, will display the client $ value. The grouping is then taken into account on how to display the report.

List of filters

IS NULL:	**For example** Is Null =Null = Null Is Not Null <>Null <>Null **Tip:** This is good for date of birth or to show non-closed clients
BETWEEN: **(Inclusive)**	Between 12 and 100 Not between 12 and 100 Between 01/01/12 and 31/12/12 Between ‘01/01/12’ and ‘31/12/12’ Not between 01/01/12 and 31/12/12 **Note:** Single or double quotes are allowed around values. Only one type should be used for the whole query. Quotes do not need to be inserted. **Tip:** This is good for producing a list of closed clients within a date range. Run the report from Client Details and for Date Closed put in a filter, for example, Between 01/01/12 and 31/12/12
LIKE:	Like abcd Like defg* Like *defg Like *defg*

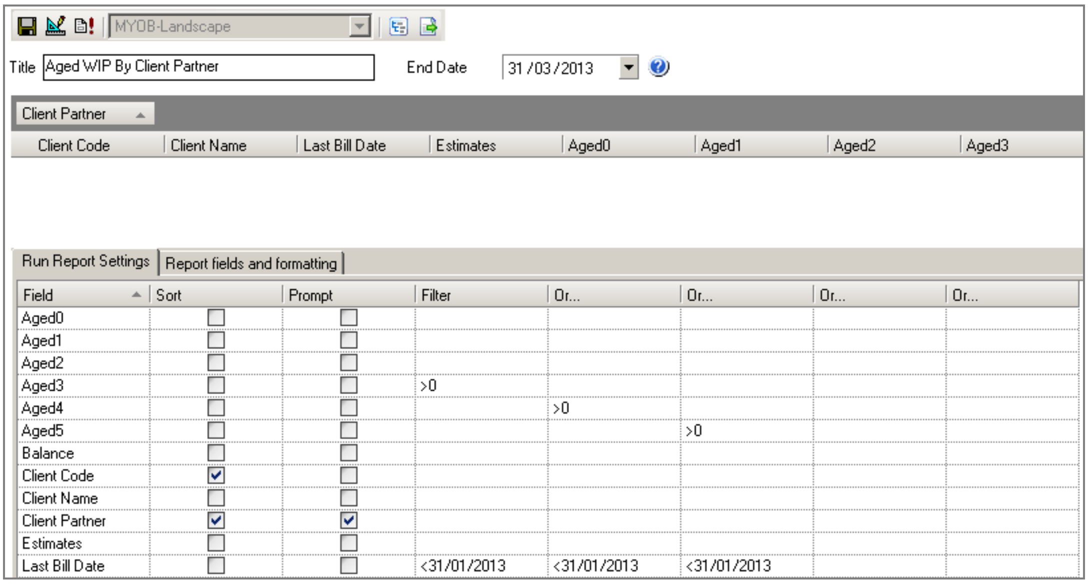
	Not Like defg **Note:** The wildcard characters can be either * or %. The characters should be either at the start or the end of the search text and not in the middle, for example, not de*fg **Tip:** This is good for client codes where the last 2 characters are a number or for ABN numbers.
IN:	In (10,12,2) In abc,def,ghi In ‘abc’,’def’,’ghi’ In (‘abc’,’def’,’ghi’) **Note:** Using IN eliminates Null values. **Tip:** This is really useful when filtering on a custom category and there are more than 5. It’s also useful when filtering on status in Schedule reports.

How to filter using multiple fields

Example - Aged WIP over certain age but not billed since a certain date

The same could be achieved for clients over a certain age but not billed since a certain date. For example in the diagram on the following page, we are filtering for clients over 90 days and not billed since 31 January 2013.

HINT: Remember if applying filters across the page that if you have a date or $ filter, it must be applied to each column as the columns are “or”. If we applied the date or $ only to the first column only, the other column would ignore this date or $ filter and would return the incorrect data.



Example - Aged debtors with 90 days+ but not received a payment for 30 days

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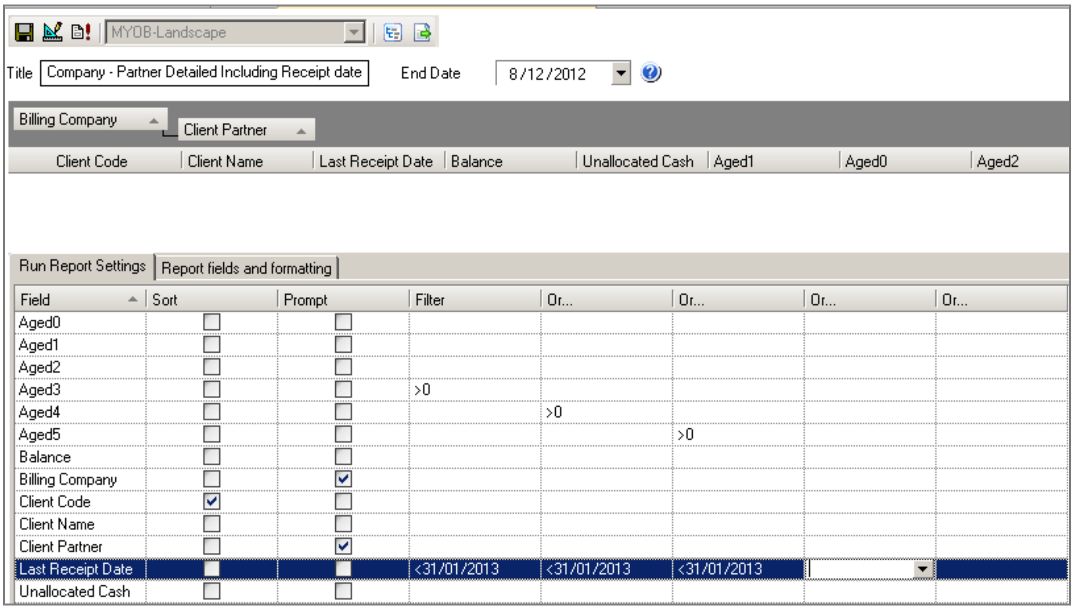
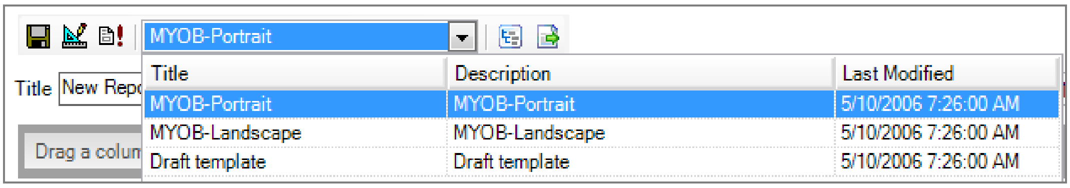
HINT: Remember if applying filters across the page where we are picking up all clients over 90 days that have not had a receipt since 31 January 2013, then you must apply the date across all filter columns.


MYOB-Landscape
Title
Company - Partner Detailed Including Receipt date
End Date
8/12/2012
Billing Company
Client Partner
Client Code
Client Name
Last Receipt Date
Balance
Unallocated Cash
Aged1
Aged0
Aged2
Run Report Settings
Report fields and formatting
Field
Sort
Prompt
Filter
Or...
Or...
Or...
Or...
Aged0
Aged1
Aged2
Aged3
>0
Aged4
>0
Aged5
>0
Balance
Billing Company
Client Code
Client Name
Client Partner
Last Receipt Date
<31/01/2013
<31/01/2013
<31/01/2013
Unallocated Cash

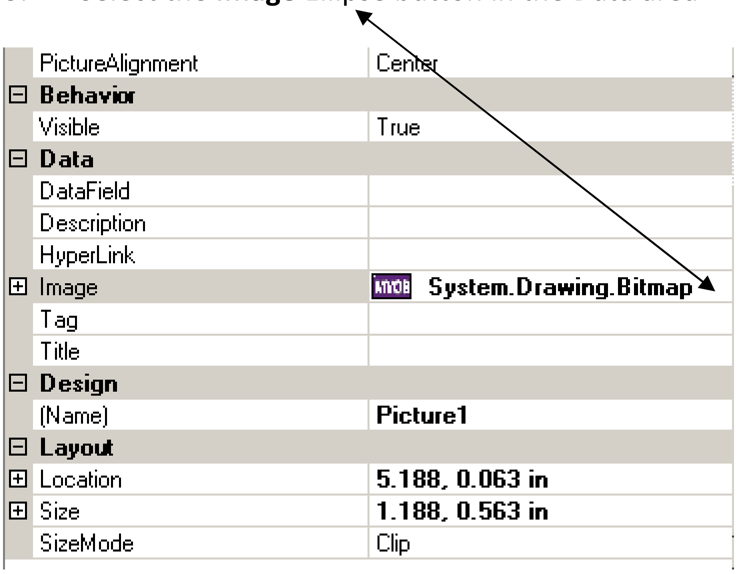
Templates

A report is always based on a template. Templates contain pre-defined headers, footers and margins.



To change the MYOB logo to your Practice Logo via Designer

1. Click on the **Designer** icon in the Tool bar.
   The **Report Designer** window opens.
2. Click on the MYOB logo
3. Select the **Image** Ellipse button in the Data area



4. Point to your Practice Logo
5. Resize the logo picture box to correct size.

HINT: You may need to use the SizeMode option to Clip, Stretch or Zoom your logo to fit. This all depends on the original size of the logo.

Exporting a report to Excel

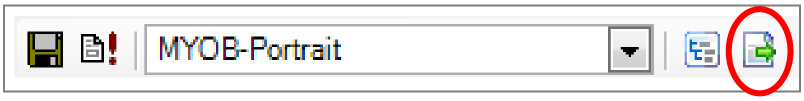
There may be occasions where you need to export the report to MS Excel for further manipulation.

There are three methods by which this can be achieved via:

- The Change Reports tab
- The **Preview** window
- The **Run** option

Export to MS Excel from within the Change Reports tab

From within the **Change Report** tab, you are able to export the current report to MS Excel by clicking on the **Export to Excel** icon.

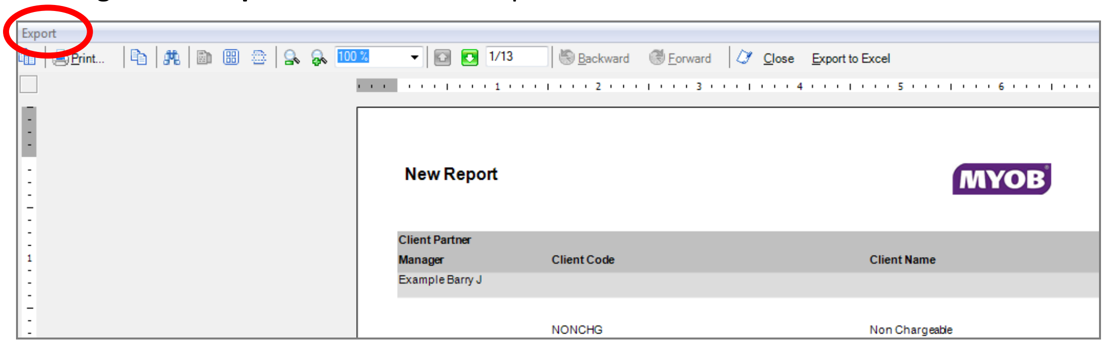


HINT: If you have grouped your report, it will be exported in this format.

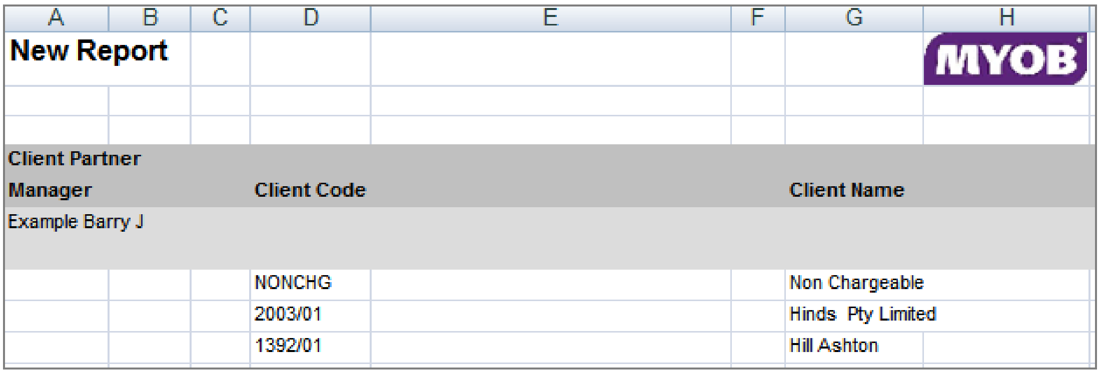
Client Partner	Manager	Client Name	Client Code	Christmas Card?
Example Barry J		Hinds Pty Limited	2003/01	Yes
Example Barry J		Kold Jennifer	1396/01	Yes
Example Barry J		Sleip Peta	1401/01	Yes

Export to MS Excel from within the Report Preview window

From within the report itself, you are able to export to MS Excel, PDF or HTML by clicking on the **Export** button in the top left hand window.

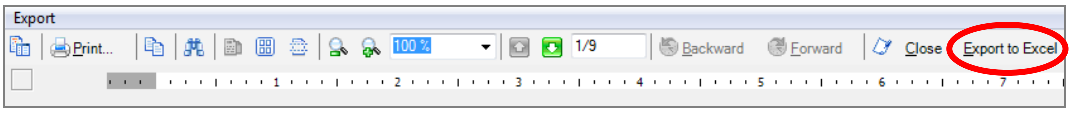


For example, all formatting is output to MS Excel as shown below.



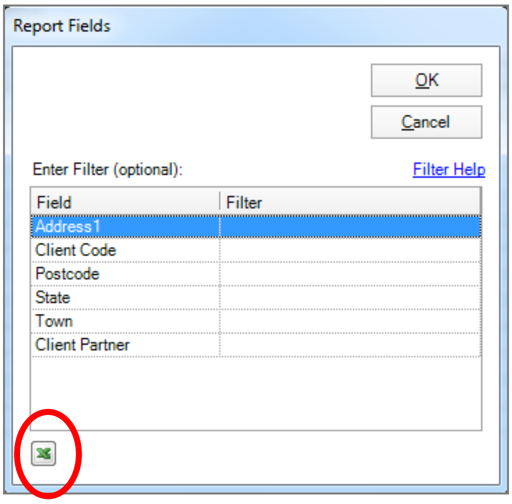
HINT: If you want to manipulate the data in MS Excel; this is the recommended export option as the data in the spreadsheet is in a more usable format.

In addition, you can click on the **Export to Excel** button in the top right hand window.



Export to MS Excel from within the Run Reports window

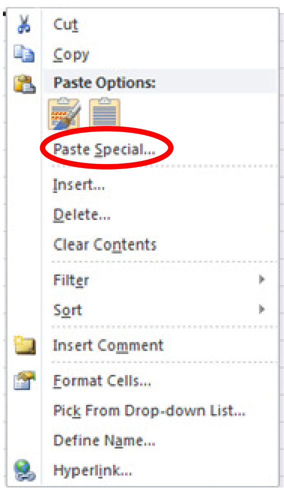
The last method is from the **Run Report** window where you are able to export the current report to MS Excel by clicking on the **Export detail to Excel** icon.



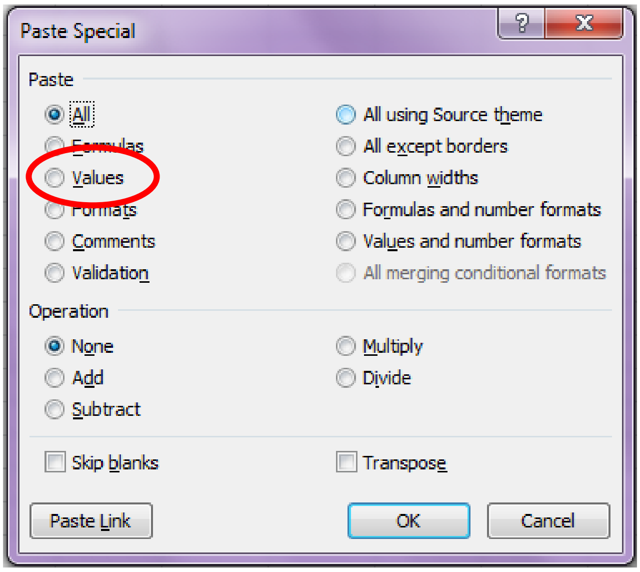
Removing hyperlinks in MS Excel

To remove the hyperlinks in the spreadsheet:

1. .....Open the spreadsheet and copy the column and/or row which is hyperlinked.
2. .....Right-mouse click and select **Paste Special** in a different column or row. This instruction is MS Excel version specific.



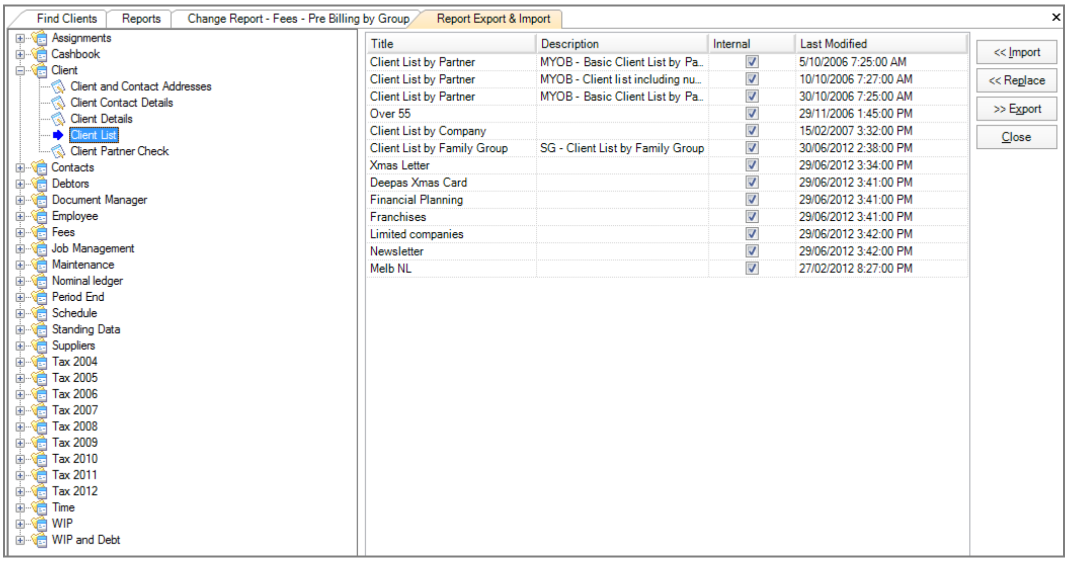
3. .....The following window is displayed from which select **Values**.



4. .....The hyperlinks are removed.

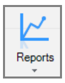
Export and Import

The **Report Export and Import** routine allows you to export any saved reports. If you have a technical question or are having issues with a particular report, you may be asked by MYOB Support to export the report so it can be emailed to be checked or fixed.

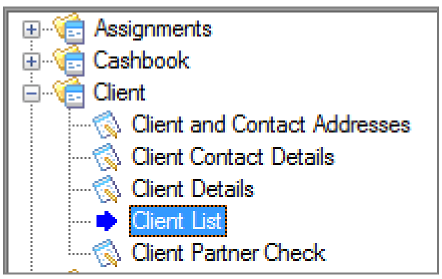


If you want to ensure that you have a backup of a report, you can export it for safekeeping. This will ensure that if a report is accidentally updated or overwritten, you can re-import the report template as a new report or replace an existing report.

Export a report

1. .....Click the **Reports** 

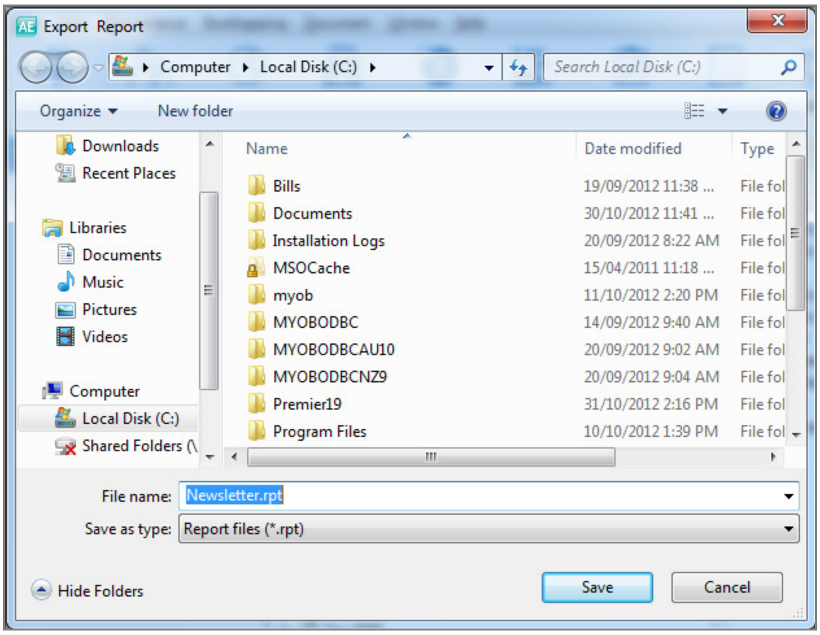
drop-down and select **Report Export & Import**.
The **Report Export & Import** window opens.
2. .....Navigate to the report you want to back-up by expanding the relevant reporting area on the left and highlighting the sub-category.



3. .....The reports available for this sub-category are displayed in the right-hand pane.

Title	Description	Internal	Last Modified
Client List by Partner	MYOB - Basic Client List by Pa...	☑	5/10/2006 7:25:00 AM
Client List by Partner	MYOB - Client list including nu...	☑	10/10/2006 7:27:00 AM
Client List by Partner	MYOB - Basic Client List by Pa...	☑	30/10/2006 7:25:00 AM
Over 55		☑	29/11/2006 1:45:00 PM
Client List by Company		☑	15/02/2007 3:32:00 PM
Client List by Family Group	SG - Client List by Family Group	☑	30/06/2012 2:38:00 PM
Xmas Letter		☑	29/06/2012 3:34:00 PM
Deepas Xmas Card		☑	29/06/2012 3:41:00 PM
Financial Planning		☑	29/06/2012 3:41:00 PM
Franchises		☑	29/06/2012 3:41:00 PM
Limited companies		☑	29/06/2012 3:42:00 PM
Newsletter		☑	29/06/2012 3:42:00 PM
Melb NL		☑	27/02/2012 8:27:00 PM

4. .....Select the report to be backed up and click **Export**.
5. .....You are prompted to specify the location for the exported file.



HINT: . MYOB recommend you specify one central location for your reports so they can be easily restored should the need arise.

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6. .....Browse to the location and click **Save**.
7. .....A message appears **Export complete**.
8. .....Click Ok.

Import a report

1. .....Click the Reports drop-down and select Report Export & Import.
   The Reports Export & Import tab opens.
2. .....Navigate to the report you want to restore by expanding the relevant reporting area on the left.

HINT: It is not necessary to select the exact category of the report you are importing as the import process ensures that the report loads to the correct sub-reporting area.

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3. .....Click the **Import** button.
   A window opens prompting you to browse to the location of the report to be imported.
4. .....Browse to the location, highlight the report and click **Open**.
   You are then prompted to select the template to be applied to this particular report.
5. .....Highlight the template and click **OK**.
   A message appears **Import successful**.
6. .....Click **OK**.

HINT: The Replace option enables an existing report template in AE Reports to be replaced by another version.

You cannot import a report into a different reporting area to where the original report was created.
