Accountants Office

Creating Reports and Formatting Guide

MYOB Accountants Office

Version 2012.1 +

MYOB

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MYOB Accountants Office Reports

Creating Reports and Formatting Guide 2012.1+

August 2013

Contents

About this Guide

This guide includes a range of helpful information designed to assist you in creating and formatting reports in MYOB AO.

Overview of Creating Reports

AO Reports allows you to very quickly generate standard reports for your practice. If the standard reports provided by MYOB do not suit your particular requirements, AO Reports allows you to create and duplicate existing reports to customise to meet your needs.

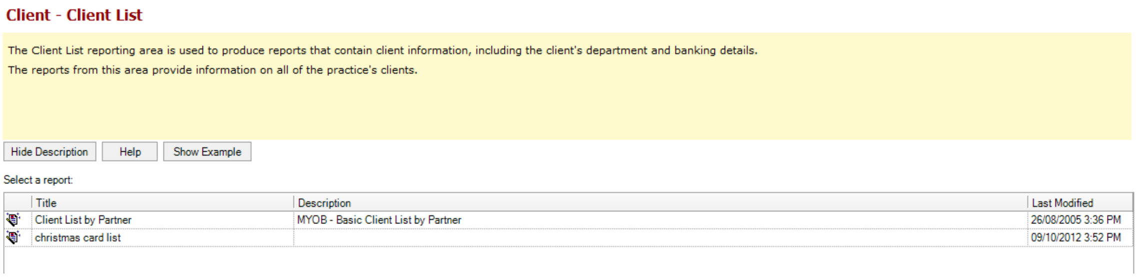
In addition to filters, AO Reports allows you to group, sort and total data. This allows you to total, for example, WIP by office or by partner and to sort the data.

After selecting your data, AO Reports allows you to export a report from the Preview window. This feature makes further manipulation of data (in MS Excel) or distribution of data (via PDF) very easy.

In summary, AO Reports allows you to:

- Run standard reports for your practice
- Apply filters to a report to limit the data included in the report
- Group, sort and total data within reports
- Export report data to MS Excel or to a PDF or HTML file
- Perform ad hoc queries against your data

Report List



Templates

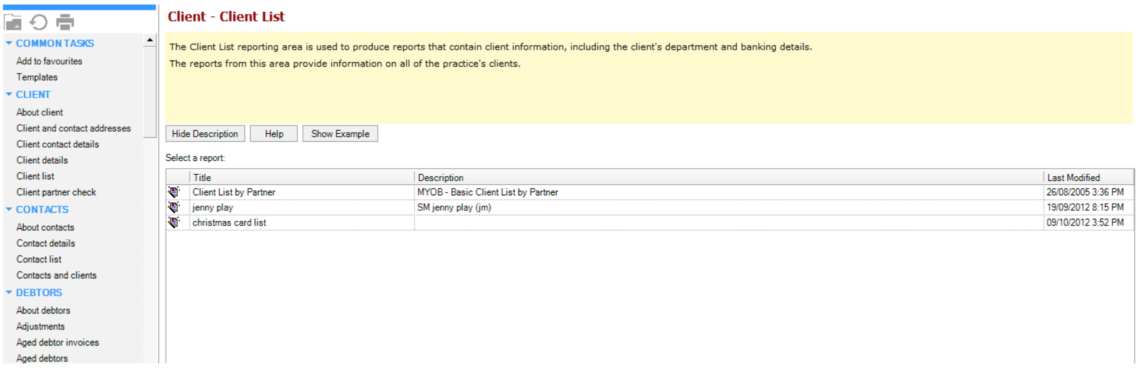
A report is always based on a template. Templates contain pre-defined headers,footers and margins.

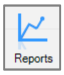
How to create a report

When you open the Reports page, the Tasks bar lists all available reporting areas which represent key reporting areas within a practice.

When creating or editing a report, click on the expand/collapse arrows in each reporting area to display a drop-down list of sub-areas in that category. It is extremely important that you select the correct reporting area and sub-area to produce an accurate report.

AO Reports comes with a number of standard practice reports. These are located in the relevant reporting sub areas.

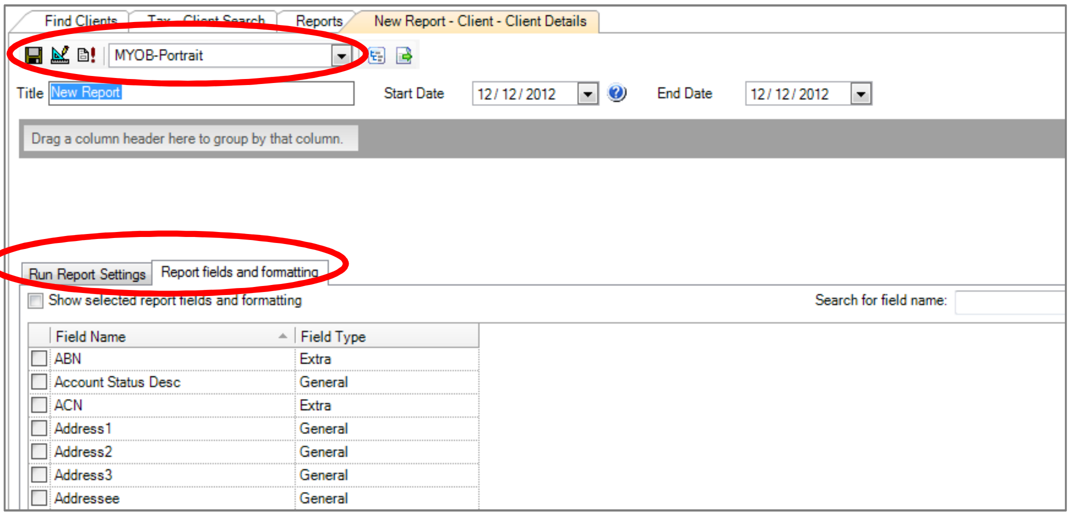


1. In AO PM, click the Reports  icon.

2. Select a reporting area.

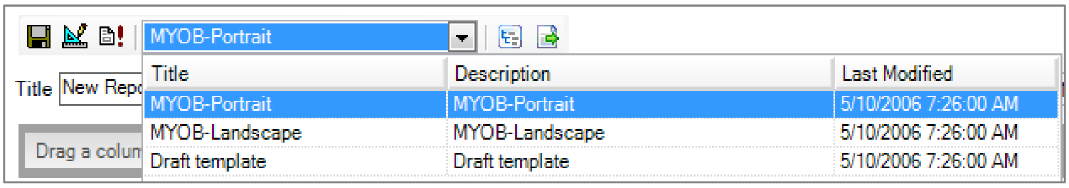
3. Select a sub-area.

4. Click the New button.
   The New Report tab is opened ready for the fields to be selected for the required report.



Templates

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



Field Chooser

The **Field Chooser** provides a list of the fields available to create your report. These fields can be used to display within your report as well as group information within your report.

There are two tabs:

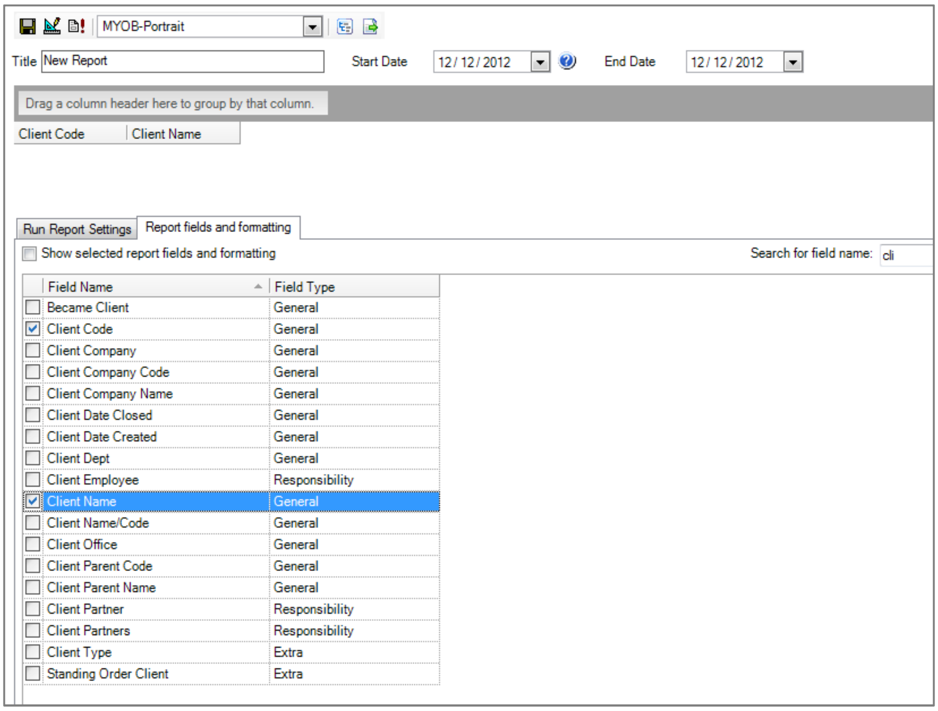
- **Report fields and formatting** displays a list of the fields that can be selected to display on this report. If the field you want to display within your report is not available for selection in this tab, you may need to select another reporting area or sub area.
- **Run Report Settings** enables filters, prompts and sort criteria to be applied to the report columns.

How to select fields from the Field Chooser

1. Type the field name or part of the field name into Search for field name or scroll down to the required field.

   The Field Type column or Field Name column can be sorted to make selecting fields easier if preferred.

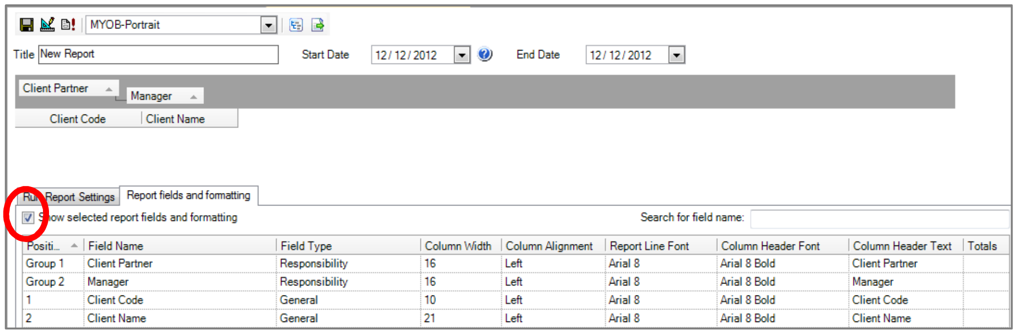
2. Tick the check box next to the field name to add it to the report.
   The fields are automatically displayed in the order they are selected. If the order needs to be changed, click and drag the field to the required position.



3. Drag the field or fields for grouping into the dark grey area in your grouping preference.

   The example below is grouped by Client Partner then grouped by Manager.

4. When you have finished selecting the fields, tick the **Show selected report fields and formatting** check box to display the formatting options.

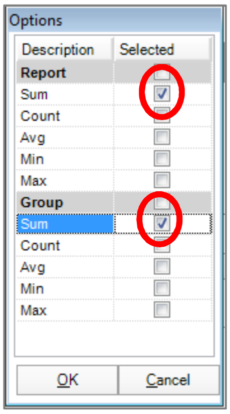


5. You can now modify the column width, alignment, font, column header text and apply totals to any numeric field.

How to add totals to a report

1. On the Report fields and formatting tab, click on the drop-down arrow in the Totals column beside the field to be totalled.

2. Click the Sum check boxes for Report and Group totals.



3. Click **OK** to save the change.

How to run a report

1. Click on the **Run Report**  icon.

2. Click the **OK** button.
   You may be prompted to select appropriate filters depending on the selections made in your newly created report.

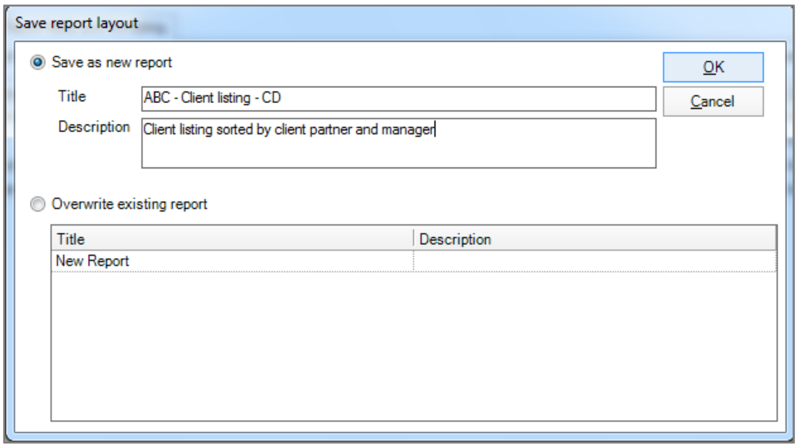
HINT: Run the report after each change or addition to test that it is working correctly before saving that change**.**

How to save a report

1. From the **Change Report** tab, click on the **Save** icon.

2. Enter the **Title** for the new report.

3. Enter the **Description** for the new report.

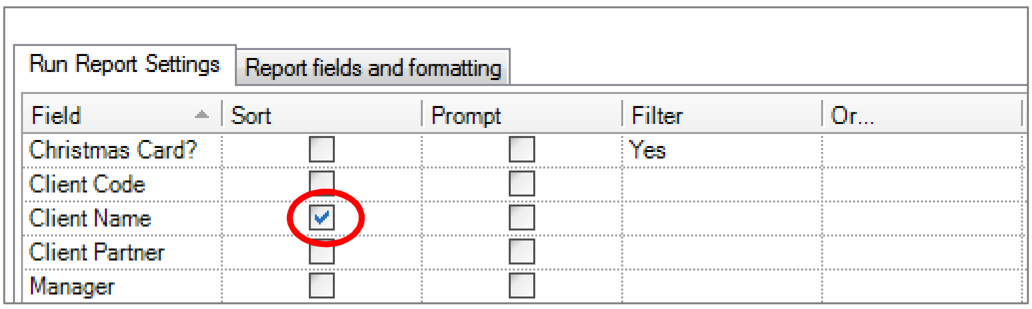


4. Click the **OK** button.
   Ensure a meaningful name is entered for the title.

HINT: It is good practice to include your practice name at the beginning of the report description to identify it as your customised practice report and employee initials at the end of the report description as an audit trail of who created the report.

How to sort data within a report

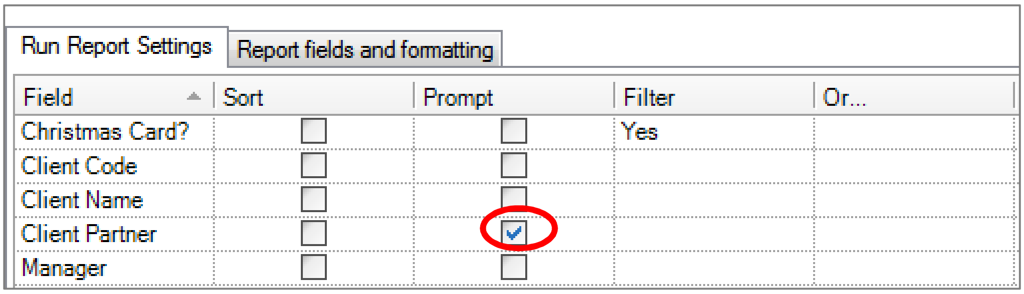
1. From the **Run Report Settings** tab, locate the field that will be used to sort data.
2. Click the **Sort** check box adjacent to that field.



In the example above, the report will now be sorted in client name order.

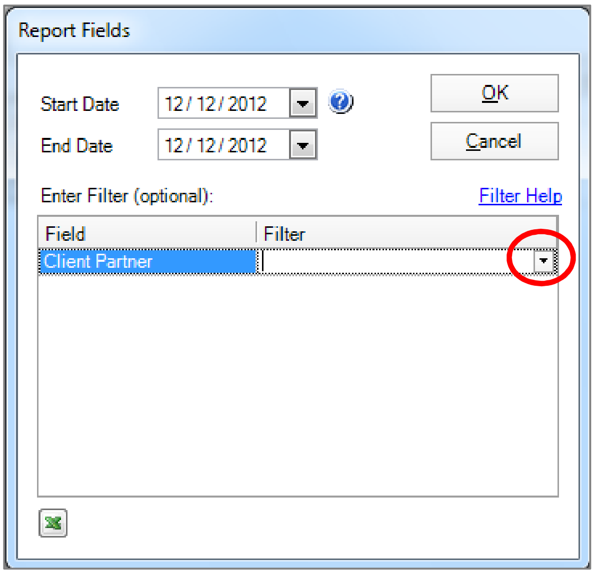
How to prompt for a field when running a report

1. From the **Run Report Settings** tab, locate the field that will be used to prompt.
2. Click the **Prompt** check box adjacent to that field.



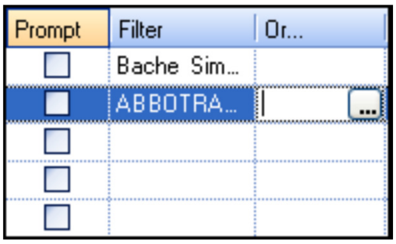
3. Save the report.

   In the example above, you will be prompted to enter the required Client Partner when running the report.



4. When the prompt appears, you can either use the drop-down pick list in the **Filter** column against Client Partner and select a specific partner or ignore the prompt to run the report for all partners.

HINT: When you insert pre-defined filters in a report, the type of data within that field determines the type of filter offered (ie. a drop-down list, an ellipsis or a blank field.



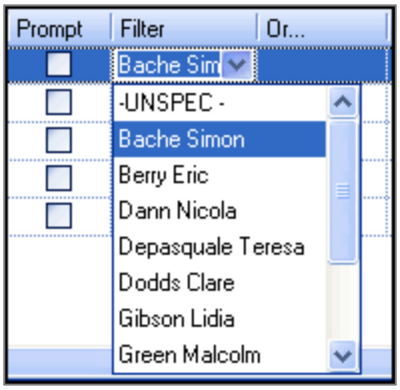
Applying filters

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.

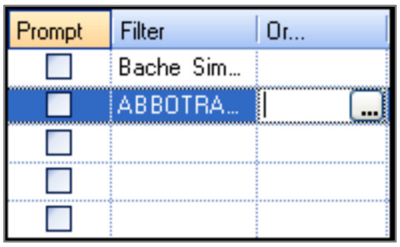
How to filter a report

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.

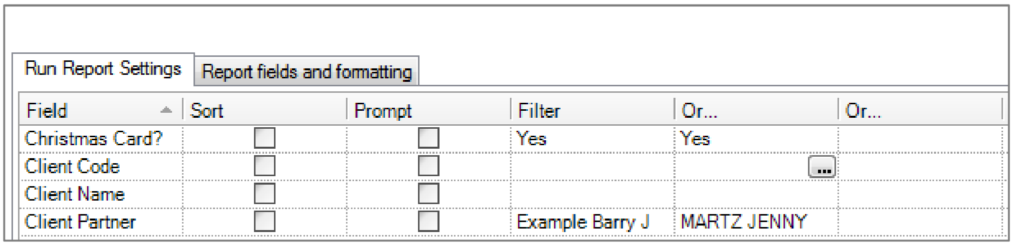
   If a drop-down arrow appears, click on it to display a list from which to choose.



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



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



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.

6. Save the report if required.

HINT: 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, AO 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.

Available 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.

Show Summary option within a report

By default, each report shows all values as per the example below.

Aged Debtor By Company - Partner Detailed

To 28/02/2013

Client Code	Client Name	Unallocated Cash	Balance	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5
Billing Company	**Abbott Costello & Hardy**								
Client Partner	Abbott Chris								
ADVPROP	Advanced Properties Limited	0.00	2,000.90	0.00	0.00	0.00	0.00	0.00	2,000.90
AFFORDLEG	Affordable Legal	0.00	63,257.90	0.00	0.00	0.00	0.00	0.00	63,257.90
CANVEYLTD	Canvey Limited	0.00	3,706.00	0.00	0.00	0.00	0.00	0.00	3,706.00
CLARKCO	Clark & Co	0.00	33,132.00	0.00	0.00	0.00	0.00	0.00	33,132.00
CLASSICZIP	Classic Zips Limited	-24,580.00	24,580.00	0.00	0.00	0.00	0.00	0.00	24,580.00
CLEAR	Clearwater Pty Ltd	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	1,100.00
CLEARPOL	Clear Policies Ltd	0.00	118,960.00	64,560.00	10,000.00	10,000.00	0.00	20,000.00	14,400.00
ESTABARRIV	Established Arrivals Pty Ltd	53,212.50	-53,212.50	0.00	0.00	-53,212.50	0.00	0.00	0.00
GRAPAS	Graceland Pastoral Pty Ltd	34,062.90	51,516.73	52,580.00	0.00	0.00	0.00	17,613.50	-18,676.77
KINGSMITH	Kingston Smith Pty Ltd	0.00	110,000.00	110,000.00	0.00	0.00	0.00	0.00	0.00
SMITHTR	Smith Family Discretionary Trust	0.00	112,420.00	0.00	9,240.00	103,180.00	0.00	0.00	0.00
TERRORVIS	Terrorvision Effects Limited	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
THESTC	Thest Cedric	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	1,100.00
VALUE	Value Added Pty Ltd	0.00	11,880.00	9,680.00	0.00	0.00	0.00	0.00	2,200.00
WGONGEQUIP	Wollongong Equipment Pty Ltd	0.00	43,343.30	0.00	0.00	0.00	0.00	0.00	43,343.30
		122,695.40	**523,784.33**	**236,820.00**	**19,240.00**	**59,967.50**	**0.00**	**37,613.50**	**170,143.33**
		23.4%	**100.0%**	**45.2%**	**3.7%**	**11.4%**	**0.0%**	**7.2%**	**32.5%**
Client Partner	Bache Simon								
BAD	Bad Pty Ltd	0.00	151,800.00	0.00	0.00	92,400.00	59,400.00	0.00	0.00
SPORTS	Sports Group Pty Ltd	0.00	1,320.00	0.00	0.00	1,320.00	0.00	0.00	0.00
		0.00	**153,120.00**	**0.00**	**0.00**	**93,720.00**	**59,400.00**	**0.00**	**0.00**
		0.0%	**100.0%**	**0.0%**	**0.0%**	**61.2%**	**38.8%**	**0.0%**	**0.0%**
Client Partner	Berry Eric								
ADAMSB	Adams Brian	0.00	1,430.00	1,430.00	0.00	0.00	0.00	0.00	0.00
		0.00	**1,430.00**	**1,430.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

Printed Date ***12/12/2012 3:32:44 PM*** 1

When a report is printed with the **Show Summary** option enabled, it produces the report in a summarised format. An example of this is shown on the following page.

Aged Debtor By Company - Partner Summary

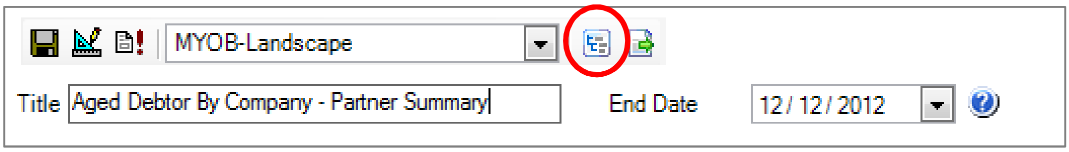
To 28/02/2013

Client Code	Client Name	Unallocated Cash	Balance	Age 0	Age 1	Age 2	Age 3	Age 4	Age 5
Billing Company	**Abbott Costello & Hardy**								
Client Partner	Abbott Chris								
		122,695.40	**523,784.33**	**236,820.00**	**19,240.00**	**59,967.50**	**0.00**	**37,613.50**	**170,143.33**
		23.4%	**100.0%**	**45.2%**	**3.7%**	**11.4%**	**0.0%**	**7.2%**	**32.5%**
Client Partner	Bache Simon								
		0.00	**153,120.00**	**0.00**	**0.00**	**93,720.00**	**59,400.00**	**0.00**	**0.00**
		0.0%	**100.0%**	**0.0%**	**0.0%**	**61.2%**	**38.8%**	**0.0%**	**0.0%**
Client Partner	Berry Eric								
		0.00	**1,430.00**	**1,430.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
		0.0%	**100.0%**	**100.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**
Client Partner	Costello Luis								
		0.00	**229,411.25**	**55,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**174,411.25**
		0.0%	**100.0%**	**24.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**76.0%**
Client Partner	Dodds Clare								
		0.00	**5,968.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**5,968.00**
		0.0%	**100.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**100.0%**
Client Partner	Hardy Oliver								
		0.00	**49,177.34**	**33,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**16,177.34**
		0.0%	**100.0%**	**67.1%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**32.9%**
		122,695.40	**962,890.92**	**326,250.00**	**19,240.00**	**153,687.50**	**59,400.00**	**37,613.50**	**366,699.92**
		12.7%	**100.0%**	**33.9%**	**2.0%**	**16.0%**	**6.2%**	**3.9%**	**38.1%**

How to summarise a report

The **Show Summary** option is available from within the **Report** tab of a report.

1. From the relevant reporting area of AO Reports, click **Edit** to change an existing report.
2. Add the required fields, grouping selections and totals to the report.
3. Click the **Show Summary**  icon.

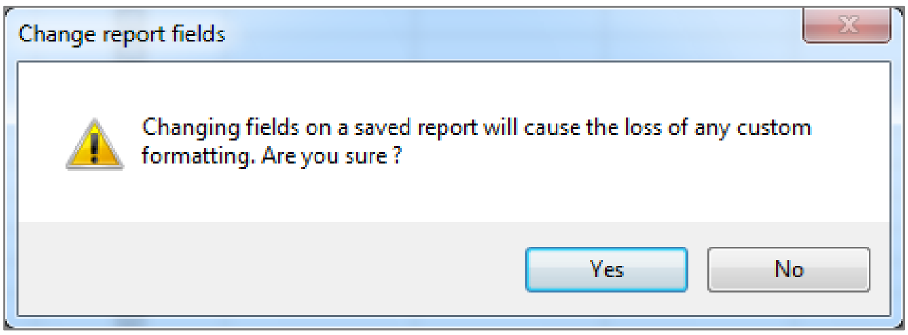


4. Click on the **Run Report** icon to test the results.
5. Save the report (if required) once you are happy with the results.

HINT: For existing reports, you will need to save the changed format for the Show Summary function to display the data in a summarised format.

Edit a Saved Report

Within the **Change Report** window, you are able to make changes to a saved report and/or use an existing saved report to create a new report. When you open a saved report, AO Reports recognises that changing a saved report will lose custom formatting and advises the user accordingly.



HINT: If you are unsure whether the report you are modifying contains custom formatting check with the author of the report or your administrator.

All MYOB master reports contain custom formatting so please do not modify these reports.

Exporting a report to Excel

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

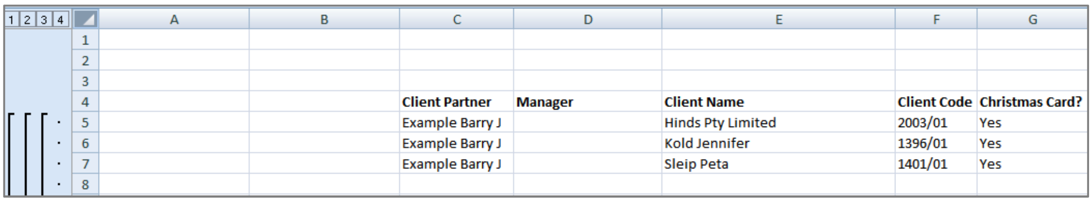
There are three methods by which this can be achieved via:

- 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.

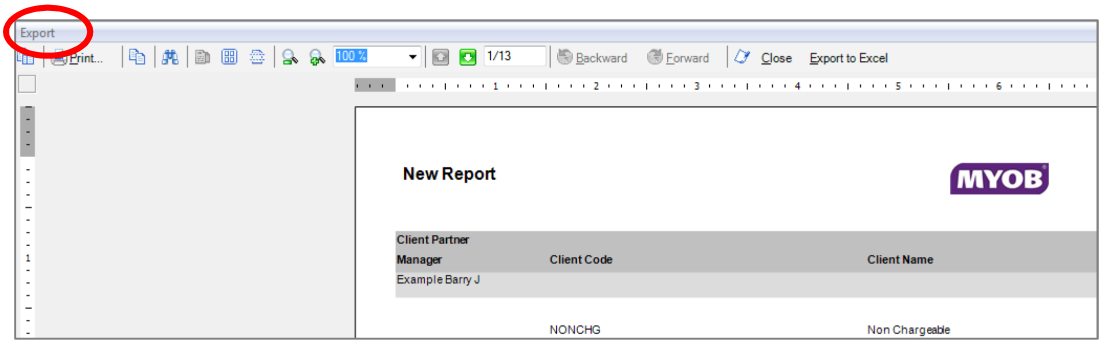
HINT: If you have grouped your report, it will be exported in this format.



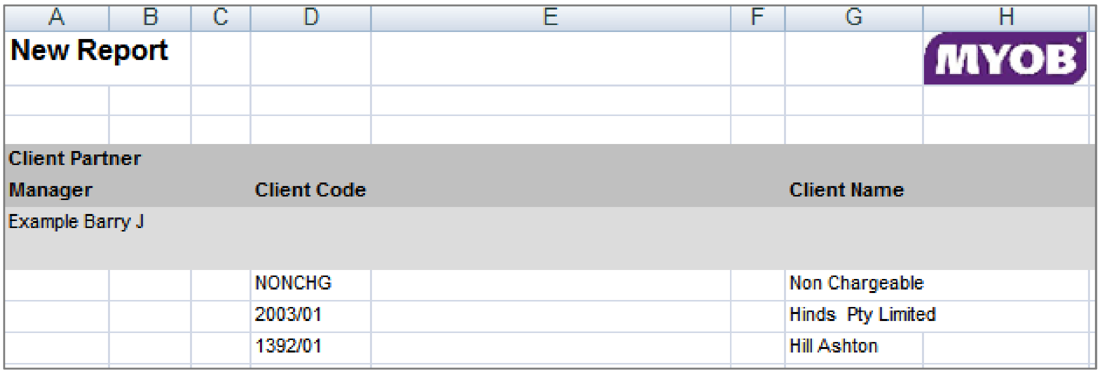
	A	B	C	D	E	F	G
1							
2							
3							
4			**Client Partner**	**Manager**	**Client Name**	**Client Code**	**Christmas Card?**
5			Example Barry J		Hinds Pty Limited	2003/01	Yes
6			Example Barry J		Kold Jennifer	1396/01	Yes
7			Example Barry J		Sleip Peta	1401/01	Yes
8							

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.

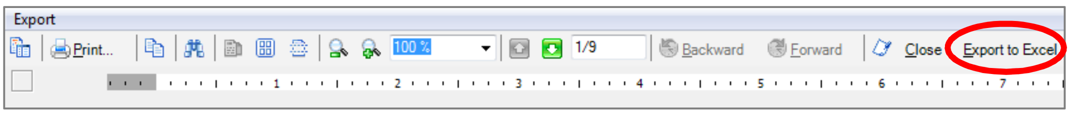


For example, all formatting is output to MS Excel as shown below.



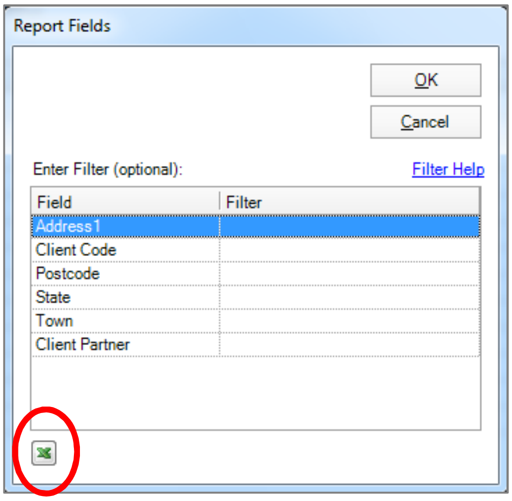
HINT: If you want to manipulate the data in MS Exce, this is the recommended export option as the data in the spreadsheet is in a more usable format.

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

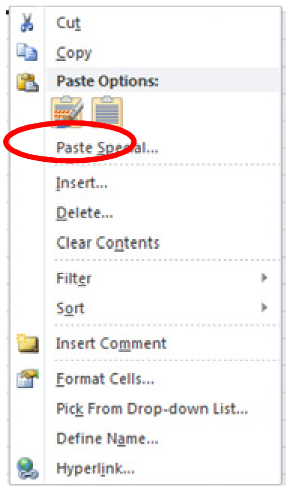
The last method is from the **Run Report** window where you are able to export the current report to MS Excel by clicking on the **Export detail to Excel** icon.



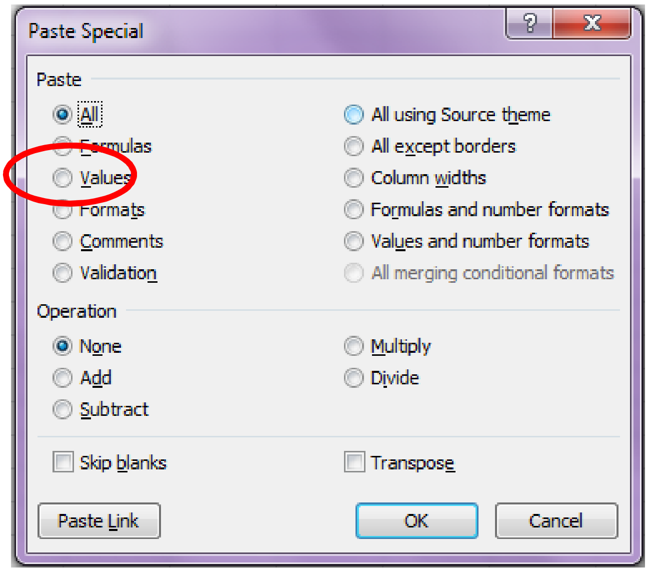
Removing hyperlinks in MS Excel

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.



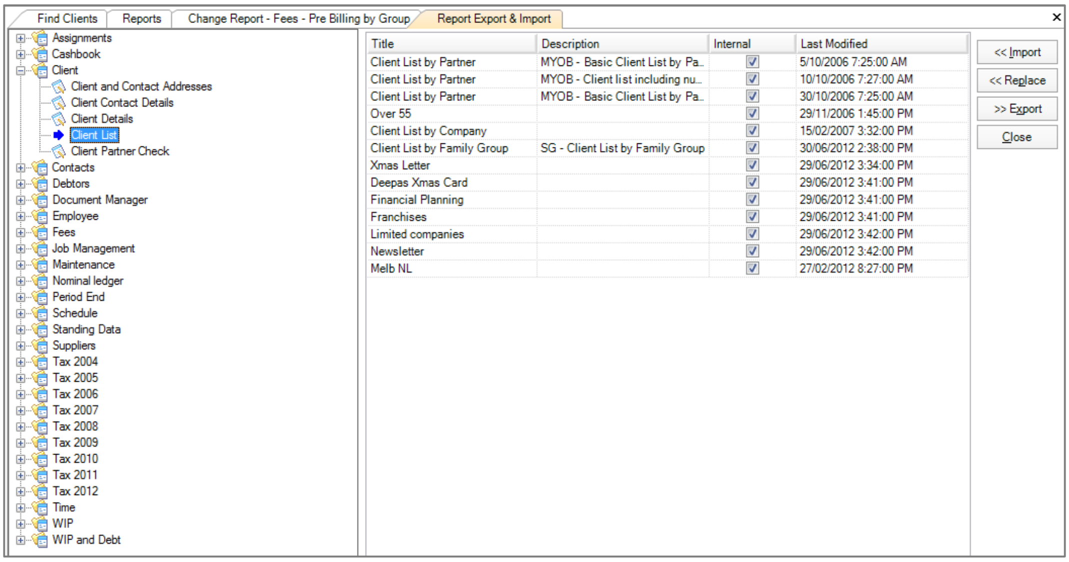
4. The following window is displayed from which select **Values**.



5. The hyperlinks are removed.

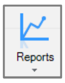
Export and Import

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.

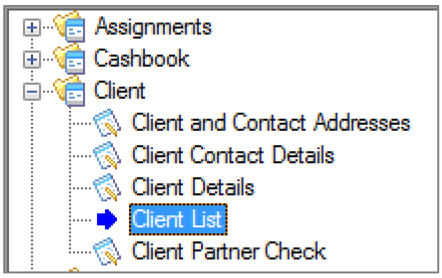


If you want to ensure that you have a backup of a report, you can export it for safekeeping. This will ensure that if a report is accidentally updated or overwritten, you can re-import the report template as a new report or replace an existing report.

Export a report

1. Click the **Reports** 

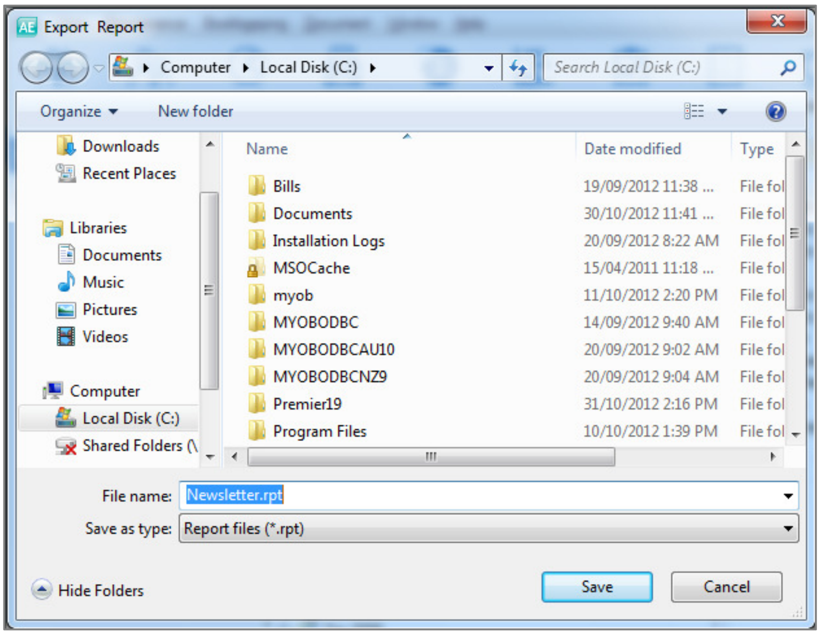
drop-down and select **Report Export & Import**.
   The **Report Export & Import** window opens.
2. Navigate to the report you want to back-up by expanding the relevant reporting area on the left and highlighting the sub-category.



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**.
   A message appears **Export complete**.
7. 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 AO Reports to be replaced by another version.

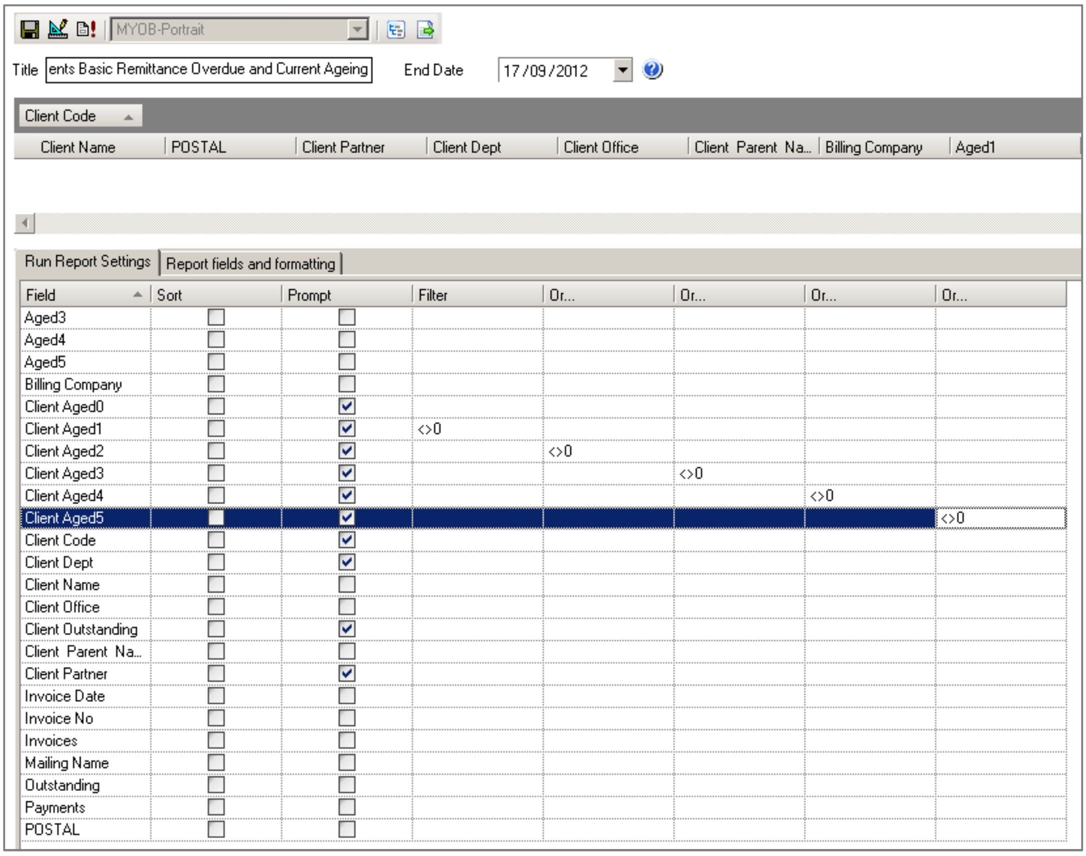
You cannot import a report into a different reporting area to where the original report was created.

Filtering Debtor Statements

There may be times where you would like to filter your debtor statements to restrict the number generated. For example, filtering on debtors greater than 30 days only.

To do this, you need to apply the filters to the fields **Client Aged1** to **Client Aged5** as shown in the diagram below and not to **Aged0**.

HINT: Client Aged0, Client Aged1 etc filters on the total for the client. Aged0, Aged1 etc filters on the invoice total only.

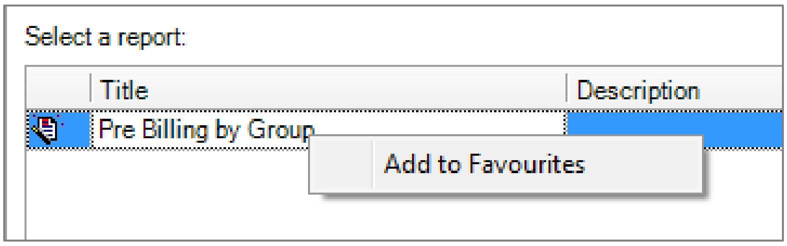


Hints & Tips

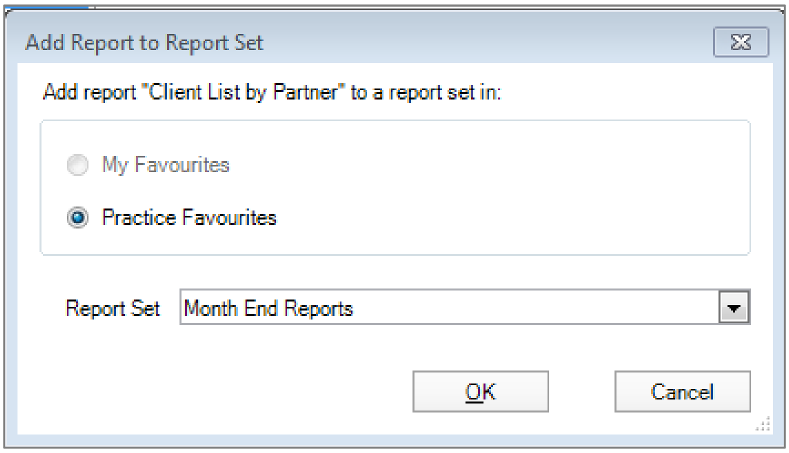
Add a report to Practice Favourites

A report can be added to your **Practice Favourites** to streamline the regular production of standard reports.

1. Highlight the report and right-mouse click.



2. Select Add to Favourites.
   The Add Report to Report Set windows appears.



3. Select the **Practice Favourites** radio button.
   AE PM will default to **Month End Reports**.
4. Click **OK** or select a different report set from the drop-down and click **OK**.

File types for inserted logos and images

MYOB recommend the following file types for logos and images:

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