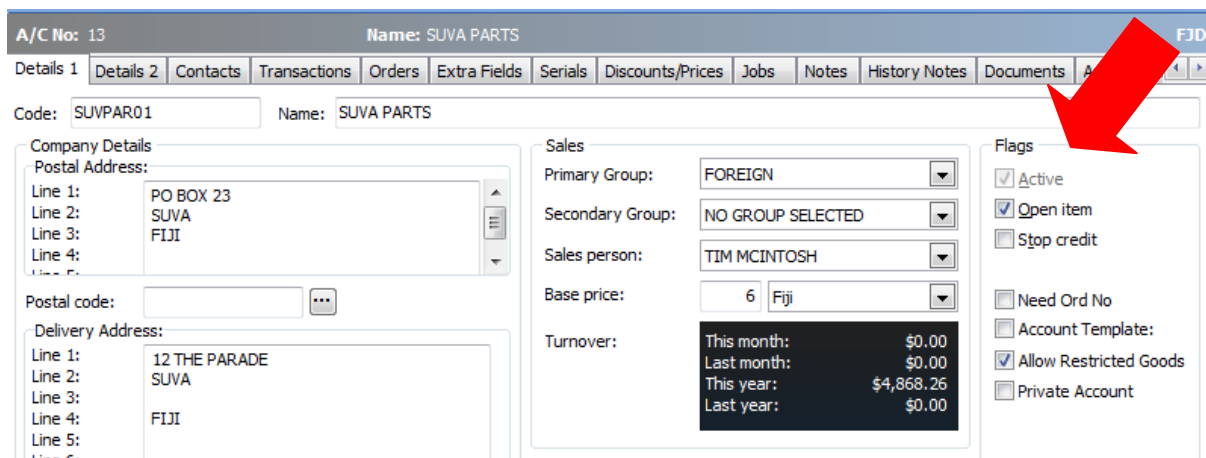


## MYOB EXO tip of the week

### Have you ever wondered what the “Flags” on a Debtor Account mean?



The screenshot shows the MYOB EXO interface for a Debtor Account named 'SUVA PARTS'. The 'Flags' section on the right contains the following options:

- Active
- Open item
- Stop credit
- Need Ord No
- Account Template:
- Allow Restricted Goods
- Private Account

**Active** – This Flag indicates whether the Debtor is active or inactive. If inactive the account is hidden from the main Search screen. (This can only be made inactive if the account has a zero balance). You can't enter new transactions if the account is inactive.

**Open Item** – Check if you want to display all outstanding items on statements rather than only a Balance Brought Forward statement. If a customer is open item, you allocate payments against specific invoices. If a customer is balance forward, you allocate payments against the current, one month, two month or three month balance.

**Stop Credit** – If this is checked this means that no further transactions other than payments can be processed. Accounts on stop credit are identified by a red band across the top of the account window.

**Need Ord No** - Tick this checkbox if you require an order number from this customer. It will also check against past order numbers to prevent duplication. (a setting needs to be changed in ExoConfig first).

**Account template** – If this checkbox is ticked the debtors account will be used as a template for new POS accounts. (This is a POS only feature)

**Allow Restricted Goods** – If this is checked you can sell any stock items that have been flagged as restricted goods to this Debtor.

**Private Account** – This determines whether or not this account can be accessed by other users. Only those users with the user profile “Allow access to Private Debtor Accounts” enabled are able to access private accounts.