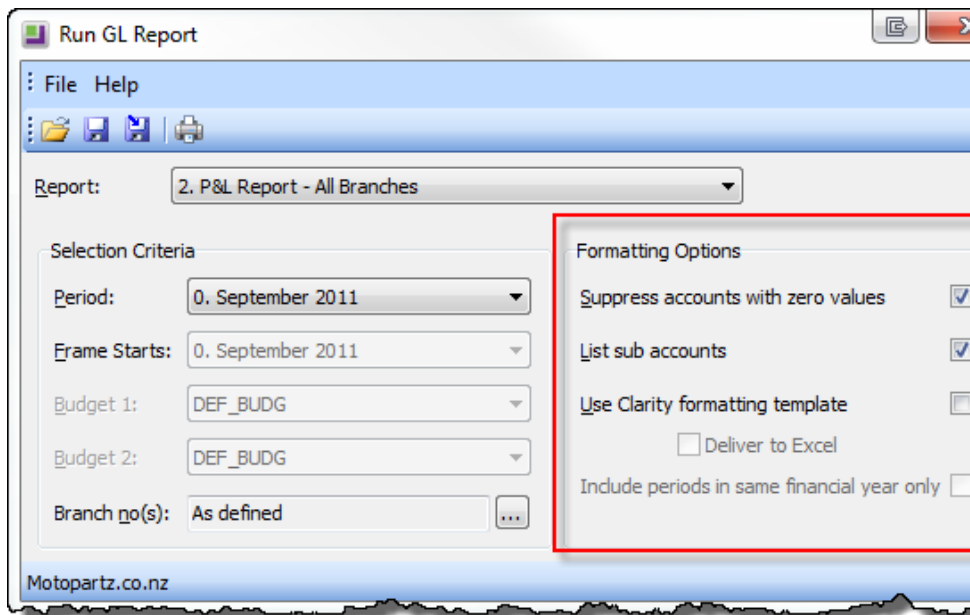


MYOB EXO tip of the week

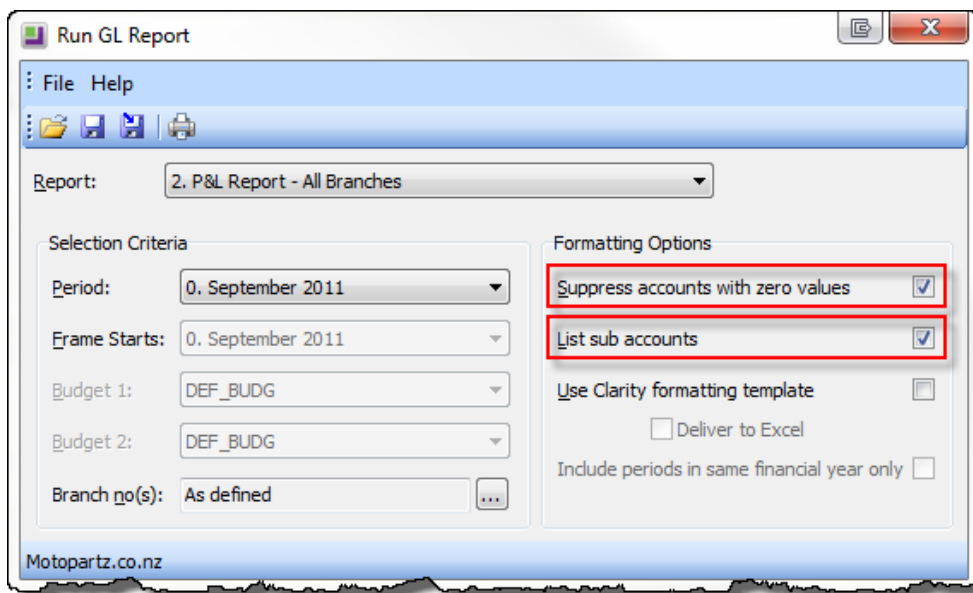
General Ledger Report Parameters - Formatting

Did you know you can alter the formatting of the General Ledger Reports so that the information in them is less cluttered, more relevant and in a template style you can use with ease?



By ticking the **Suppress accounts with zero values** the report will remove any accounts or subaccounts that have a zero balance.

The **List Sub Accounts** is an option for displaying the sub accounts and their details in full. Otherwise the report will be summarised by Account. For example, the Board may only be interested in seeing the report summarised by account, whereas the sales manager requires a more detailed breakdown of revenue.



Example of report with Listed Sub Accounts:

Motopartz.co.nz
P&L Report - All Branches
Budget Code "DEF_BUDG"
Budget Code "DEF_BUDG"
Report as at 31 August 2011
Printed 19.09.2011 16:23

GL Code	Account Name	August 2011	Quarter	YTD
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Profit and Loss Report

Sales

01000-00	SALES	5,918.22	5,918.22	37,054.14
01000-01	ELECTRICAL	95.70	95.70	7,224.03
01000-02	ENGINE	122.84	122.84	2,360.93
01000-03	OTHER MECHANICAL PAR	0.00	0.00	15,061.09
01000-04	ACCESSORIES	57.54	57.54	4,789.67
01000-05	SERVICE	0.00	0.00	32.04
	Total Sales	6,194.30	6,194.30	66,521.90

Less Cost of Sales

02000-00	PURCHASES	0.00	0.00	(90.00)
02050-01	ELECTRICAL	0.00	0.00	5,388.57
02050-02	ENGINE	0.00	0.00	1,664.78
02050-03	OTHER MECHANICAL PAR	0.00	0.00	11,237.24
02050-04	ACCESSORIES	0.00	0.00	3,051.60

Example without sub accounts:

Motopartz.co.nz
P&L Report - All Branches
Budget Code "DEF_BUDG"
Budget Code "DEF_BUDG"
Report as at 31 August 2011
Printed 19.09.2011 16:24

GL Code	Account Name	August 2011	Quarter	YTD
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Profit and Loss Report

Sales

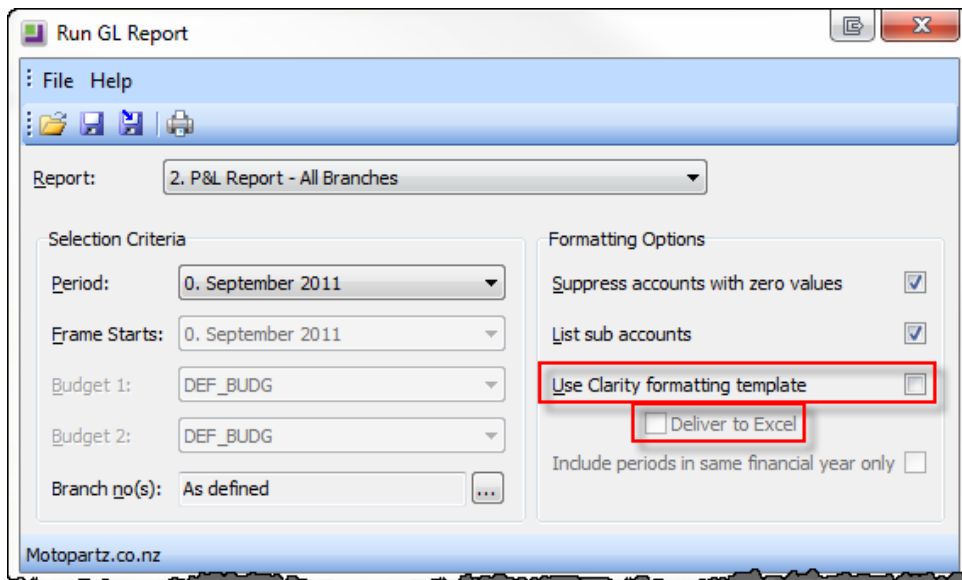
01000	SALES	6,194.30	6,194.30	66,521.90
	Total Sales	6,194.30	6,194.30	66,521.90

Less Cost of Sales

02000	PURCHASES	0.00	0.00	(90.00)
02050	COST OF GOODS SOLD	0.00	0.00	21,342.19
02100	STOCK ADJUSTMENT	0.00	0.00	(24,313.69)
	Cost of Goods Sold	0.00	0.00	(3,061.50)
	Gross Profit	6,194.30	6,194.30	69,583.40

Use Clarity formatting template is useful when you wish to have your report displayed through clarity formatting. This can be helpful for presentations.

Deliver to Excel is great if you like to view your data in an excel spread sheet. This option is only available if the clarity formatting template option is checked.



Include periods in same financial year only checkbox is only available for reports which display month by month figures for a rolling 12 month period. Ticking this checkbox will limit the report to just the months in the current financial year.

