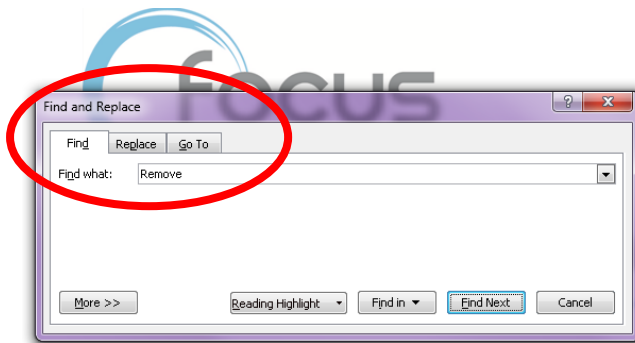


MYOB EXO tip of the week

Shortcut to the Find function (Ctrl F)

Have you opened a particular Web page or document (e.g. PDF or Word) and needed to find a word or item on the page quickly?

Pressing 'Ctrl + F' will open the 'Find and Replace' function which will allow you to search for a word or phrase within the document.



How to hide transactions in the Bank Reconciliation

This function is useful if you have created transactions which reverse other unreconciled transactions and don't want them to appear on your bank reconciliation. It is a method of 'tidying up' your Bank Reconciliation. (N.B. The transactions won't actually be removed from the General Ledger, just 'hidden' and they will not be included in the Bank Reconciliation Details Report)



When found the word will be highlighted in the document/ source and you have a number of subsequent options available, including 'Find next' and 'Replace'