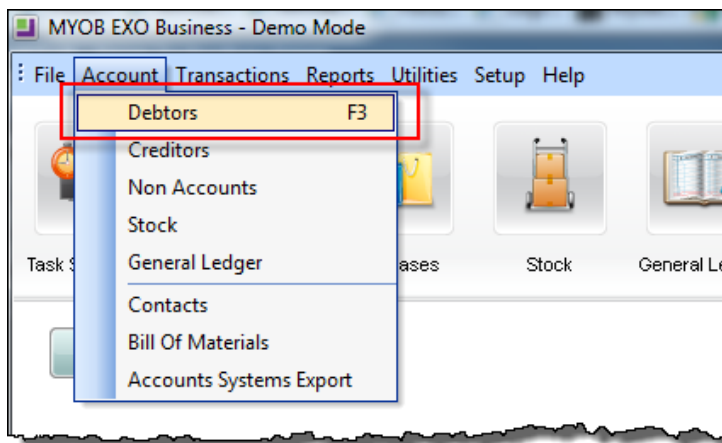


MYOB EXO tip of the week

Did you know you can re-organise EXO grids so the information and columns display the way you want to see it.

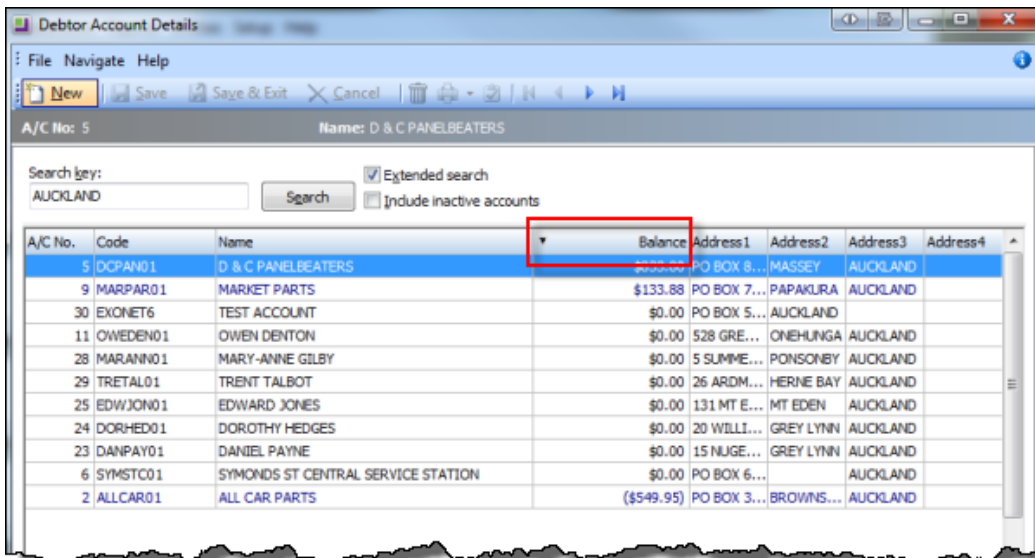
For example:

Accounts Receivable requires a list of debtor balances in descending order of account balance for clients with Auckland in the address.



In the "Search key" screen type "Auckland" and click "Search"

It will display all customers with an Auckland address.

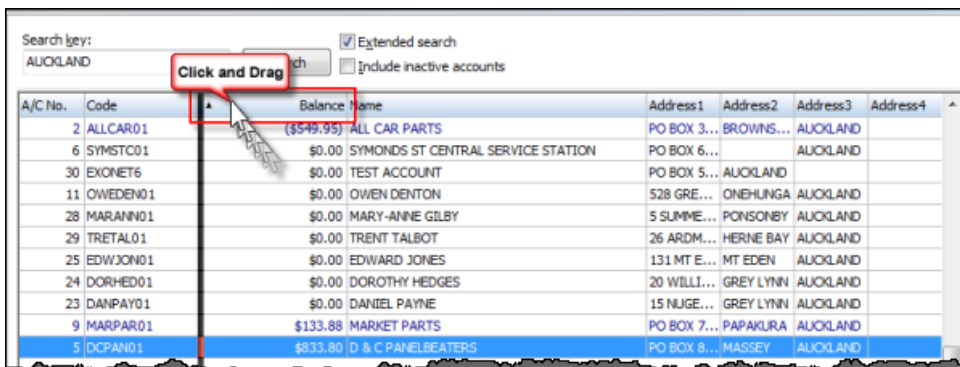


You will notice the small arrow symbol. This denotes that the column is ranked by this order.

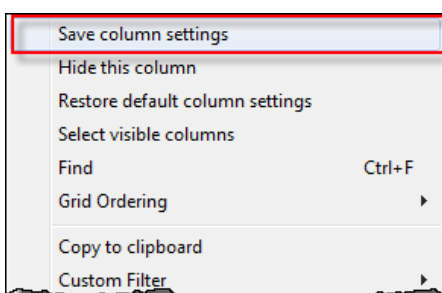
Click the "Balance" column header until the arrow symbol points down, and it will put the list in descending order.

Accounts Receivable can now see that "D & C Panelbeaters" have the highest account balance.

You can also move this column and put it after the "Account Code" by holding your left mouse button down and dragging the balance column header as below.

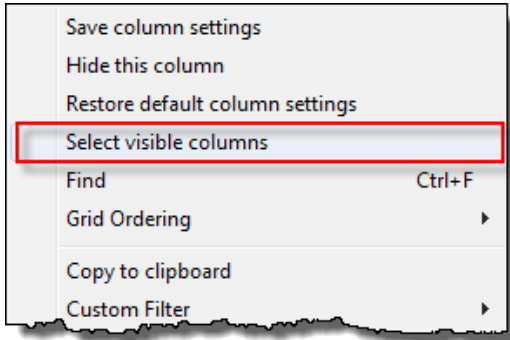


Now if you right click on your mouse in the "Balance" column and click "Save Column Settings" the next time you come in to Debtors it will have remembered your changes (on your computer only).

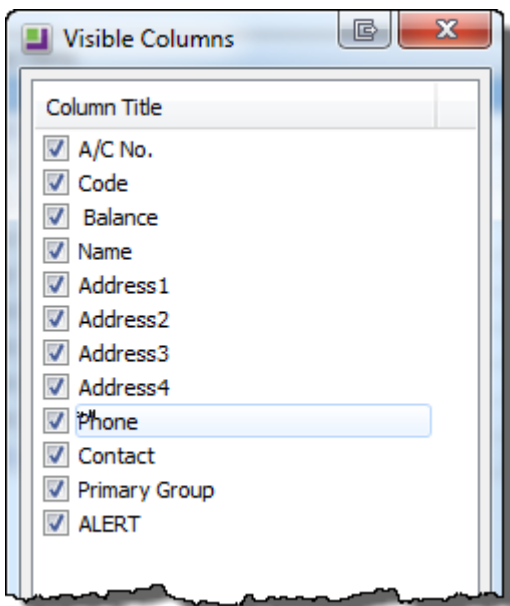


You can arrange the columns in any order you like - it is not just the "Balance" Column that can be moved around.

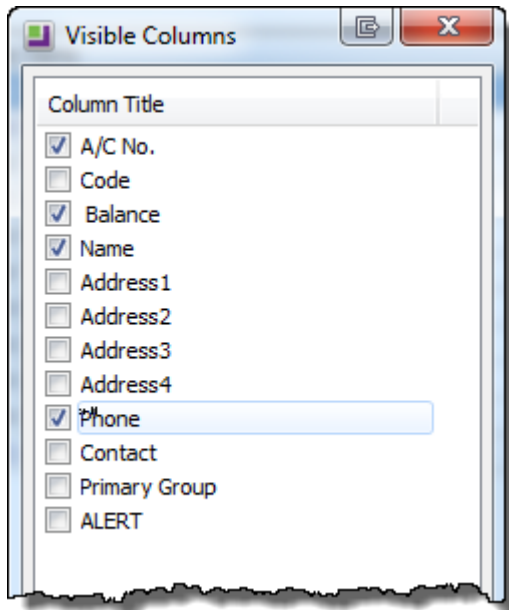
You can also choose which columns you would like to be visible. Do this by right clicking on the column field and choosing "Select Visible Columns".



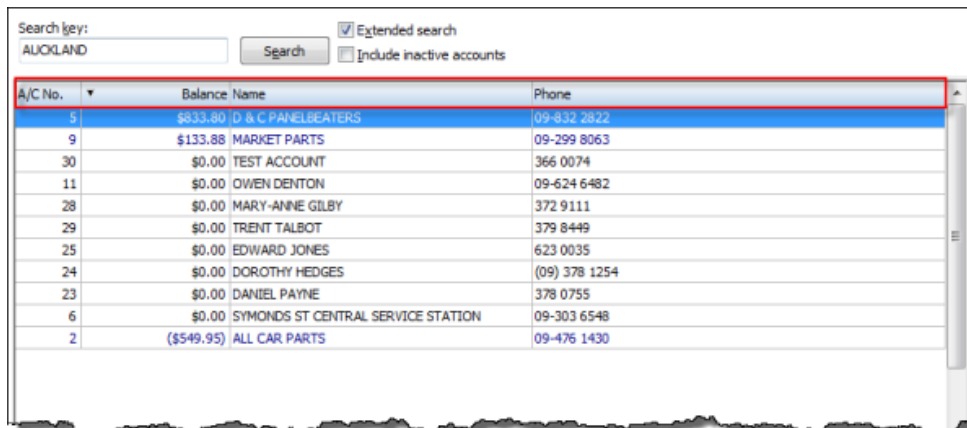
Then the screen below will appear:



So for example: We only wish to see the clients account number, balance, name and phone number.

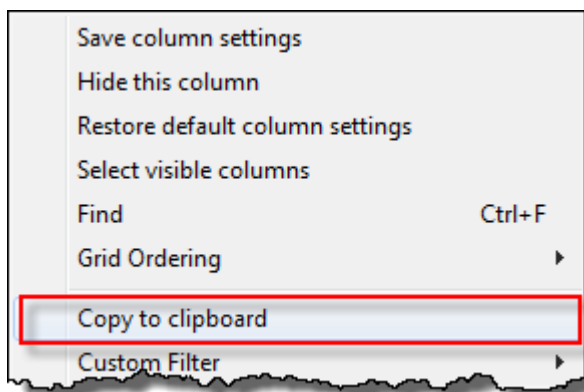


The Debtor screen will then appear as below:

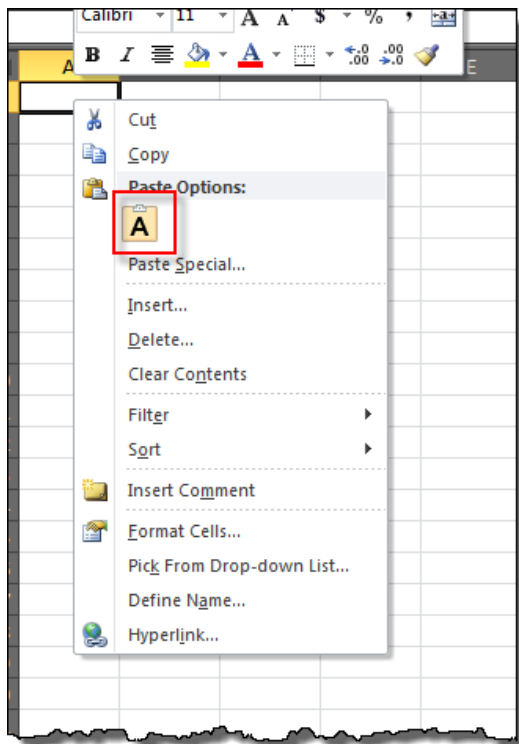


A/C No.	Balance	Name	Phone
5	\$833.80	D & C PANELBEATERS	09-832 2822
9	\$133.88	MARKET PARTS	09-299 8063
30	\$0.00	TEST ACCOUNT	366 0074
11	\$0.00	OWEN DENTON	09-624 6482
28	\$0.00	MARY-ANNE GILBY	372 9111
29	\$0.00	TRENT TALBOT	379 8449
25	\$0.00	EDWARD JONES	623 0035
24	\$0.00	DOROTHY HEDGES	(09) 378 1254
23	\$0.00	DANIEL PAYNE	378 0755
6	\$0.00	SYMONDS ST CENTRAL SERVICE STATION	09-303 6548
2	(\$549.95)	ALL CAR PARTS	09-476 1430

Another smart feature in Exo is the ability to "Copy to the Clipboard" as below:



Now open Excel and right click in a cell and click "Paste"



You will now see the entire debtor account information in Excel ordered by balance.

A/C No.	Balance	Name	Phone
5 833.8	"D & C PANELBEATERS"	"09-832 2822"	
9 133.88	"MARKET PARTS"	"09-299 8063"	
30 0	"TEST ACCOUNT"	"366 0074"	
11 0	"OWEN DENTON"	"09-624 6482"	
28 0	"MARY-ANNE GILBY"	"372 9111"	
29 0	"TRENT TALBOT"	"379 8449"	
25 0	"EDWARD JONES"	"623 0035"	
24 0	"DOROTHY HEDGES"	"(09) 378 1254"	
23 0	"DANIEL PAYNE"	"378 0755"	
6 -4.54747350886464E-13	"SYMONDS ST CENTRAL SERVICE STATION"	"09-303 6548"	
2 -549.9500000000001	"ALL CAR PARTS"	"09-476 1430"	

From here you can print this out or save it.

You even have the option to total the balance to find out your expected income from all of the Auckland clients will be.