

## MYOB EXO tip of the week

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# Tip of the week – Top Ten.

As time goes by it can be hard to recall our tips of the week, so we have compiled a 'top ten' to refresh your memory.

These are in no particular order but all relevant to high level users of MYOB Exonet.

### **Emailing Invoices and Statements**

<http://www.focus.net.nz/Documents/Tips/Debtor/Emailing%20Invoices%20&%20Statements.pdf>

This is useful when sending out individual invoices to clients.

### **History Notes**

<http://www.focus.net.nz/Documents/Tips/General/History%20Notes.pdf>

History notes are extremely useful as text within them can be searched. Notes can also be deleted and emailed.

### **Completing your GST return**

<http://www.focus.net.nz/Documents/Tips/GST/Completing%20your%20GST%20Return.pdf>

Often this is a stressful and frustrating task, made simpler by MYOB Exonet.

### **Selecting Multiple Stock Items**

<http://www.focus.net.nz/Documents/Tips/Debtor/Selecting%20Multiple%20Stock%20Items.pdf>

Utilising this function speeds up the process of adding stock items to Sales Orders, Invoices and Purchase Orders.

### **Inactive Accounts and Debtor Stop Credit**

<http://www.focus.net.nz/Documents/Tips/General/Inactive%20Accounts%20and%20Debtor%20Stop%20Credit.pdf>

Great if you have Debtors/Creditors who are older or need to pay their bills.

### **Custom Filters**

<http://www.focus.net.nz/Documents/Tips/General/Custom%20Filters.pdf>

When you need your information fine-tuned and individually defined.

### **Grid Ordering and Exporting**

<http://www.focus.net.nz/Documents/Tips/General/Grid%20Ordering%20and%20Exporting.pdf>

Useful when copying information into another document, such as Excel.

### **Copying and changing a stockcode**

<http://www.focus.net.nz/Documents/Tips/Stock/Copying%20and%20Changing%20a%20Stock%20Code.pdf>

Take an existing stockcode for a stock item and change it to a new stockcode.

### **Debtor Advanced Search**

<http://www.focus.net.nz/Documents/Tips/General/Advanced%20Search.pdf>

An excellent tool to use to utilise extra Debtor information so you can build informative search grids.

### **Additional Sales Order Functions**

<http://www.focus.net.nz/Documents/Tips/Debtor/Additional%20Sales%20Order%20Functions.pdf>

Useful for repetitive sales processes.

Please feel free to browse through the other [tips](#) on our website and if you have any suggestions please email [support@focus.net.nz](mailto:support@focus.net.nz)