

MYOB EXO tip of the week

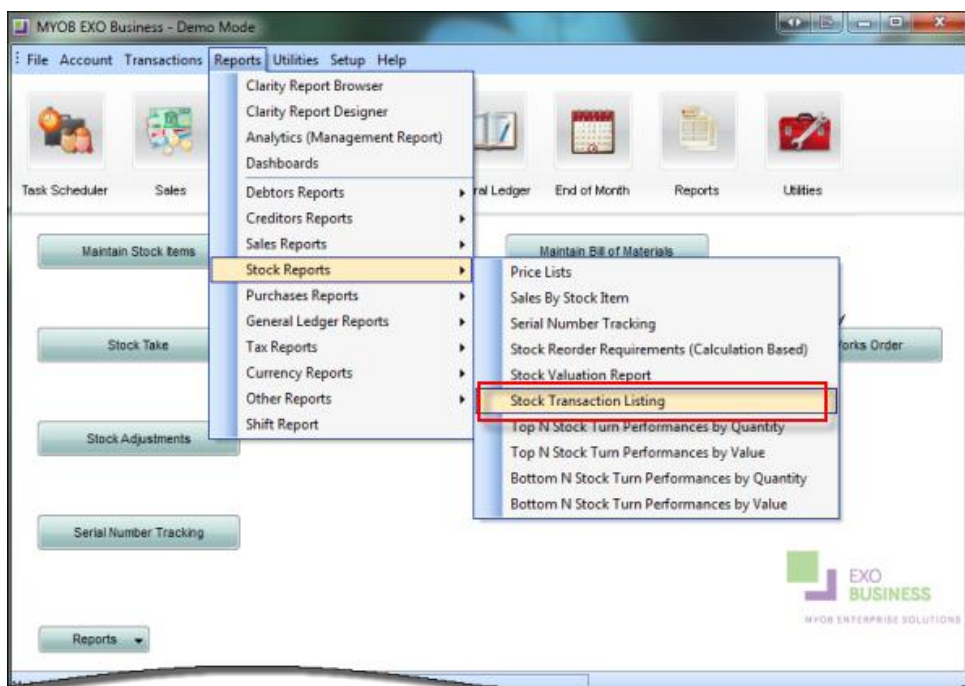
MYOB Clarity – Changing Search Criteria within a report

Have you ever loaded a report within MYOB Exo and then realised you needed to change the search criteria for the report?

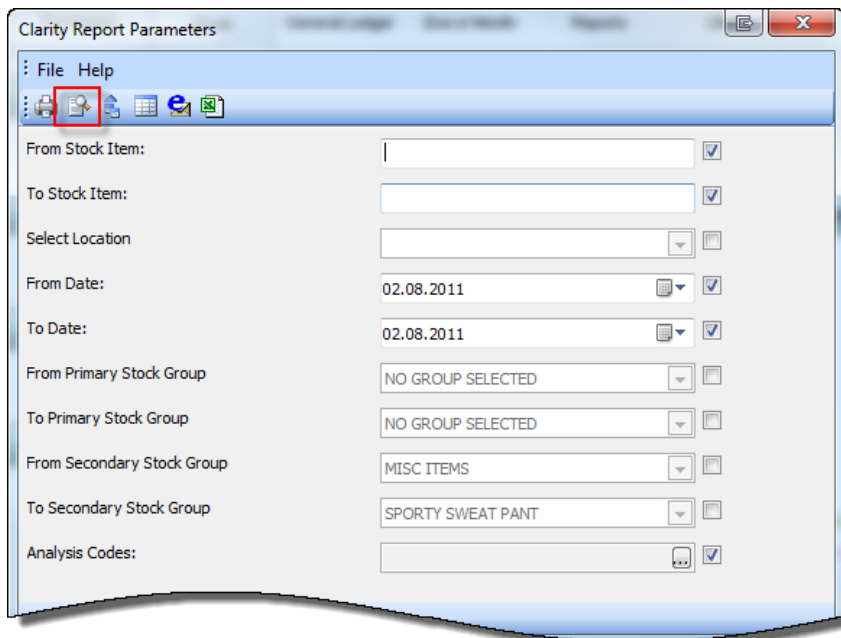
This easily can be done from within a MYOB Clarity report.

This example is with the Stock Transaction Listing Report in the DEMO database.

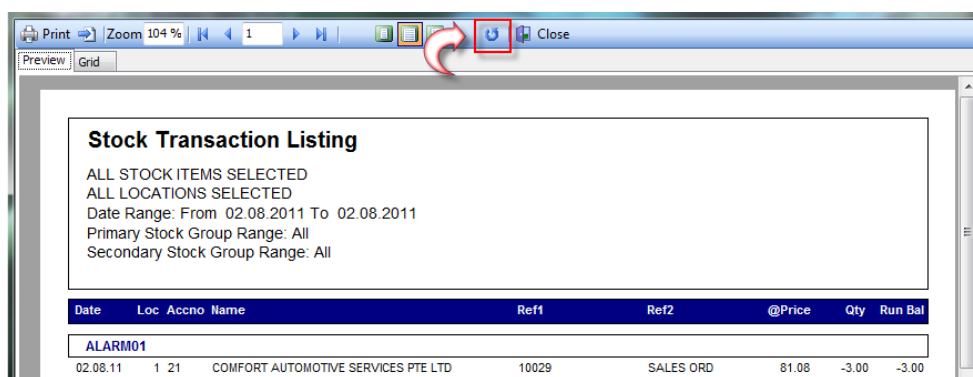
Open the report.



Enter in the required parameters for the report and preview the report.



Within the report a refresh icon will be available. Click on the refresh icon to display the search fields.



From the search fields enter in new search parameters and reload the report.