

Using reports
to analyse your business



Using reports to analyse your business

Your MYOB company file stores lots of information about the key areas of your business, including your customers, suppliers, employees, inventory and jobs. The more detail and data you enter, the more information will be available to help you make better business decisions.

With your MYOB software's reports you can analyse your business from different perspectives, learn more about your customers, maintain the integrity of your business information, and take care of your tax obligations.

This guide will show you how to make the most of the standard reports found in your MYOB software and how to get the information you need in the format you want.

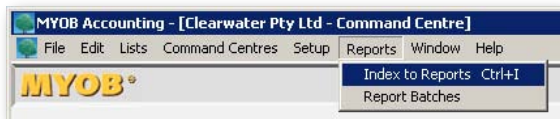
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Accessing reports

There are two easy ways to access the many reports that are available in your MYOB software:

1. To access the **Index to Reports** window, go to the **Reports** menu and choose **Index to Reports**.



2. To access the reports that are relevant to the active command centre, click the **Reports** button in the bottom-right corner. If you want to choose a different report category, click the adjacent down-arrow and make your selection.

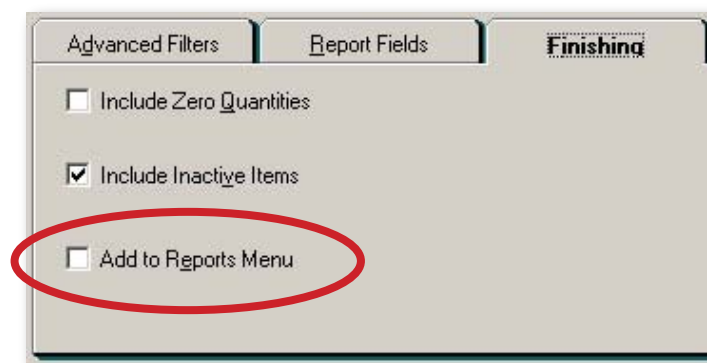


Quick Tip: Getting faster access to your favourite reports

If you use particular reports more often than others, you can choose to list them in the Reports menu. This lets you access the reports you want with just one click.

To list a report in the Reports menu

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Highlight a report and then click **Customise**.
3. In the Report Customisation window, click the **Finishing** tab.
4. Mark the **Add to Reports Menu** checkbox.



5. Click **Display** to view the report and to add it to the **Reports** menu.

! This feature is not available for MYOB FirstEdge and MYOB BusinessBasics.

A look at the Index to Reports window

Click the report category tabs to locate the report you need. Most reports are categorised into the same functions that appear on your Command Centre i.e. Accounts, Banking, Sales, Purchases etc.

The screenshot shows the 'Index to Reports' window with the following components and callouts:

- Category Tabs:** Accounts, Banking, GST/Sales Tax, Sales, Time Billing, Purchases, Payroll, Inventory, Card, Custom. A callout points to the 'Custom' tab: "Click the **Custom** tab to display a list of reports that you have customised and saved as new reports."
- Report List:** A list of reports under the 'Accounts' category, including 'Accounts List Summary', 'Accounts List Detail', 'Account Transactions [Accrual]', 'Account History [OfficeLink]', 'General Ledger [Summary]', 'General Ledger [Detail]', 'Trial Balance', 'Balance Sheet', 'Standard Balance Sheet', 'Multi-Period Spreadsheet', 'Multi-Period Budget Spreadsheet', and 'Last Year Analysis'. A callout points to the list: "Click a report name in this list to select it."
- View Sample:** A button with a magnifying glass icon. A callout points to it: "Click **View Sample** to read more information about the selected report or to view a sample."
- Customise:** A button with a paintbrush icon. A callout points to it: "Click **Customise** to edit the appearance or content of the selected report before viewing it. Alternatively you can double-click the report name."
- Help F1, Print, Send To:** Buttons with icons for help, a printer, and a document. A callout points to the 'Print' and 'Send To' buttons: "Click **Print** if you want to print the selected report or click **Send To** if you want to view the report in Microsoft® Excel, save it as a PDF or HTML file, or to email or fax it."
- Display and Close:** Buttons at the bottom right. A callout points to the 'Display' button: "Click **Display** to display the selected report without customising it."

Displaying, printing and exporting reports

Once you have located and selected the report you want to use, you can choose to view/print/export the report with its default settings, or you can customise the report beforehand.

In this section, we'll assume that you're happy to use the default report options and formatting. In the following sections we'll look at how you can customise the reports to your specific requirements.

What can you do with reports?

Print	Store printed copies of the key reports for your records.
Display on screen	Preview the reports before printing them, or easily drill-down into the report detail.
Save as files	Open report information using another program, or save copies of the reports on disk for your records.
Send by email or fax	Send reports to your accountant and others for review.
View using Microsoft Excel	Edit reports, perform more advanced analyses, and create graphs.

Printing reports

To print a report, go to the **Index to Reports** window, select the report you would like to print and then click **Print**.

Quick tip: Print reports in landscape orientation

Some reports are best printed in landscape orientation due to the number of columns they include. You can check which orientation is best for the report you want to print by displaying the report and selecting **Print Preview** from the **View** drop-down list.

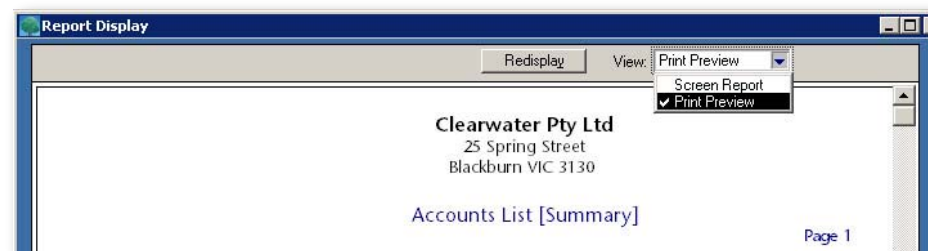
If the report does not fit, go to the **File** menu, choose **Print Setup**, and change the page orientation. Click **OK** and then click **Redisplay** in the **Report Display** window to see how the report will print in landscape orientation.

! The **View** drop-down list is not available in MYOB FirstEdge or MYOB BusinessBasics, and your reports are always displayed in the **Print Preview** layout. If the report does not fit in the current orientation, go to the **File** menu, choose **Print Setup**, and change the page orientation. Click **OK** and then close and redisplay the report to preview it.

Displaying reports on screen

To display a report, go to the **Index to Reports** window, select the report you would like to view and then click **Display**.

To preview how the report will print, select **Print Preview** from the **View** drop-down list, otherwise ensure that **Screen Report** is selected.



With most reports you can drill down into the details behind a record, transaction or total shown on the report, directly from the **Report Display** window.

Displaying, printing and exporting reports

To drill down into a report

1. Move your mouse cursor over the transaction, record or amount that you want to analyse in more detail. If the mouse cursor changes to a magnifying glass, you are able to drill down to the detail.
2. Click your left mouse button and either the actual record, original transaction or a window showing what the total consists of will appear.

Saving reports as files on disk

When you save a report as a file, you have the flexibility to do whatever you want with the report – you can further modify it using a spreadsheet program, move it to another computer for printing or simply save it for your permanent records.

To save a report as a file, go to the Index to Reports window, select the report you would like to view and then click **Send To**.



You now have the option of saving the report in the following file formats:

PDF	Select this option when you want to retain the formatting of the report. Adobe® Reader® is required to view a report that has been saved as a PDF file. Adobe Reader is a free application and is available on your MYOB software's installation CD.
HTML	Select this option when you want to save a report that can be viewed using an internet browser such as Microsoft Internet Explorer.
Tab-Delimited Text File	Select this option when you want to open the report using spreadsheet software. Fields in the report are separated by tab characters.
Comma-Separated Text File	This option can also be selected when you want to open the report using spreadsheet software. Fields in the report are separated by commas.
Simple Text	Select this option when you want to save a report in plain text format that resembles as closely as possible the printed layout of the report. This file can be opened using programs such as Notepad, Microsoft Word or TextEdit.

Emailing reports*

If you want to email a report, ensure that QuickTime Player version 5 or later has been installed on your computer. QuickTime Player is a free application and is available on your MYOB software's installation CD.

To email a report

1. Go to the **Index to Reports** window and select the report you would like to email.
2. Click **Send To** and choose **E-mail**.
3. If a card for the recipient has been created in your company file, select their card using the

Displaying, printing and exporting reports

Name field. If they have multiple email addresses, you can select which address to use by clicking the **E-mail Address** drop-down arrow.

If the recipient does not have a card in your company file, simply type their email address in the **E-mail Address** field.

4. Enter the email subject and any comments you want to include with the report and then click **Send**. The email will be sent to your default email program's Outbox.
5. Send the email and report from your email program as you normally would.

! If you are using MYOB FirstEdge or MYOB BusinessBasics the recipient's email address will need to be entered directly into the **Email Address** field as it is not possible to select a card using the **E-mail Information** window.

Faxing reports*

If your computer has fax software installed, you can send reports via fax directly from your MYOB software.

To fax a report

1. Go to the **Index to Reports** window and select the report you would like to fax.
2. Click **Send To** and choose **Fax**. Your fax program's dialogue box will appear.
3. Use the fax program to send the report as a fax.

Viewing reports in Microsoft Excel*

If you want to analyse your reports in further detail or create graphs, you can seamlessly send reports to Microsoft Excel via MYOB OfficeLink.

To open a report in Microsoft Excel using MYOB OfficeLink

1. Go to the **Index to Reports** window and select the report you would like to view in Excel.
2. Click **Send To** and choose **Excel**. The report information will be exported automatically and appear in an Excel worksheet.

Note that every report has a corresponding Excel template. The templates are stored in the **Spredsht** folder, which is located within your MYOB software's installation folder.

Also note that some reports, including the Balance Sheet and Profit & Loss reports, do not export formulas to Excel.

Quick tip: Speeding up the OfficeLink process

You can reduce the time it takes to export reports by starting Microsoft Excel before you send a report. This way, the report's template will open quickly, without needing to also start the program. You should also ensure that there are no other programs running apart from your MYOB software and Excel.

! While the OfficeLink procedure is not available in MYOB FirstEdge or MYOB BusinessBasics, you can still open and edit reports using Microsoft Excel by saving the report as a Tab-Delimited Text File or Comma-Separated Text File. See [Saving reports as files on disk on page 6](#) for more information.

*These options require third party applications. For example, to email a report you will need to have an email program installed and operational on your computer system.

Learn how to use Microsoft Excel to analyse your business information

If you're looking for greater reporting flexibility, register for the *Business reports using MYOB accounting software and Microsoft Excel* course. This half-day course shows how easy it is to customise and format reports to meet your business needs using your MYOB software's reports and MYOB OfficeLink for Excel.

Learn how to:

- Customise report formats
- Analyse data using charts
- Use 'what if' functions
- Add additional reporting functions
- Produce budgets

To find out more about this or any other MYOB Training course, or to book online, visit www.myob.com.au/training/.

Filtering reports to show the information you need

You can select the specific information that you wish to include in most reports. For example you can filter a sales report to only show activity for a particular date range or for a single customer.

To filter a report

1. Display the **Index to Reports** window.
2. Highlight the report that you wish to view.
3. Click **Customise**. The **Report Customisation** window appears.
4. Use the filters that appear in the top-half of the **Report Customisation** window and in the **Advanced Filters** tab to choose what will be reported.

! The **Advanced Filters** tab is not available in MYOB FirstEdge or MYOB BusinessBasics. **Customisation** window.

The filters that appear in the **Report Customisation** window will vary depending on the report you have selected.

The screenshot pictured right shows the filters that available for the Customer Sales Detail report.

The screenshot shows the 'Report Customisation - Sales Detail' window. At the top, there are three dropdown menus for 'Customers', 'Custom List #1', and 'Custom List #3'. Below these are three tabs: 'Advanced Filters', 'Report Fields', and 'Finishing'. The 'Advanced Filters' tab is active and contains several filter groups: 'Dated From' (February 1/02/2005 to February 28/02/2005), 'Promised Date' (Date Range), 'From ID', 'To', 'Amount From', 'To', 'Employees', 'Referrals', 'Categories', 'Ship Via', 'Customer PO#', 'Sale Status' (All Invoices), and 'Identifiers'. At the bottom, there are icons for Help F1, Print, Send To, and Format, along with 'Cancel' and 'Display' buttons.

Annotations around the window explain the filters:

- Click the search icon to choose the customers for whom you want to show sales activity.
- If you have categorised customers using custom lists, you can choose to only show details for customers that belong to a particular group.
- Show sales that are within a certain date range.
- Show sales that are within a certain Invoice number (ID) range.
- Show sales whose invoice totals are within a certain dollar range.
- Show sales in which you have specified a particular employee (salesperson), referral source, category or shipping method.
- If you have allocated Identifiers to your customers, you can choose to only show customers with a specific identifier.
- Click the drop-down arrow to choose the types of sales to include in the report, for example, open or closed invoices, credits, orders and quotes.

Filtering reports to show the information you need

Certain additional information (for example, your company name and address or the report date and time) can be included or excluded from your report by making your selections in the **Finishing** tab of the **Report Customisation** window.

The Customer Sales Detail report allows you to set these additional options in the **Finishing** tab:

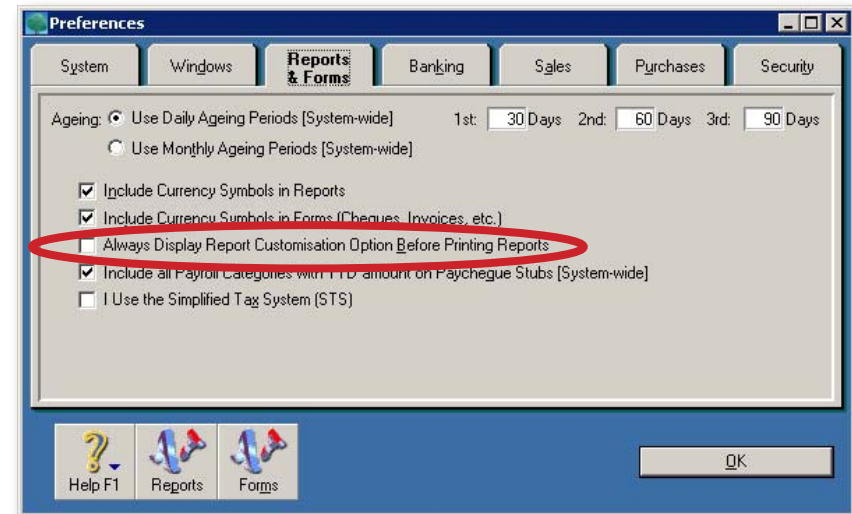
- Show the total number of items sold on each Item-type invoice.
- Print the sales activity for each customer on a separate page.

! The **Finishing** tab is not available in MYOB FirstEdge or MYOB BusinessBasics.

Quick tip: Automatically displaying the Report Customisation window

Do you want to review the report filters every time you display or print a report? You can choose to make the **Report Customisation** window appear automatically whenever you click Display, Print or Send To in the Index to Reports window.

To set this preference, go to the **Setup** menu and choose **Preferences**. Click the **Reports & Forms** tab and mark the **Always Display Report Customisation Option Before Printing Reports** checkbox.



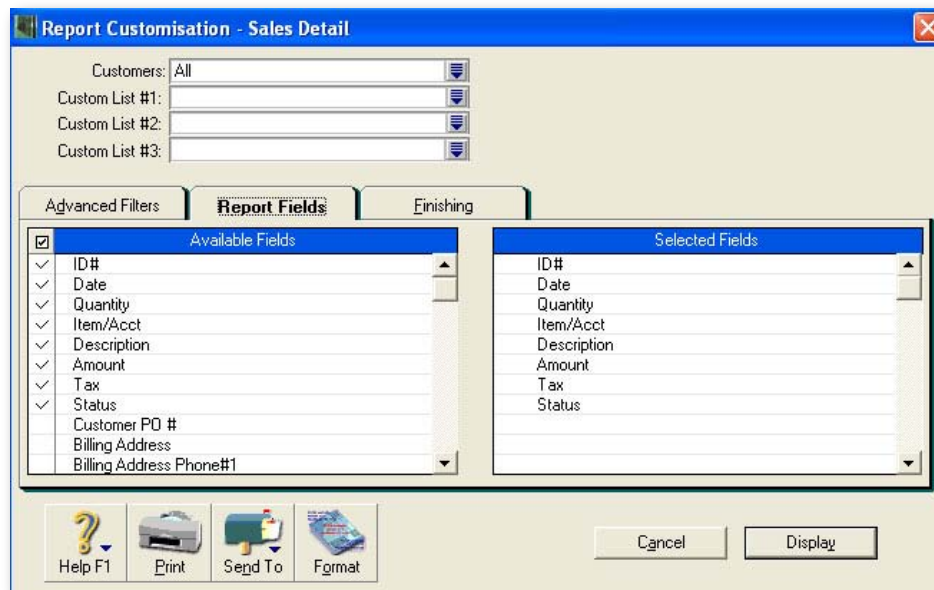
Notice that the **Reports & Forms** tab also lets you set other preferences relating to your reports, such as whether or not to show currency symbols.

Specifying how much detail to show

You can specify which report columns you want to include in your reports using the **Report Fields** tab in the **Report Customisation** window.

! Click the **Design** button in the **Report Customisation** window to display the Report Fields if you are using MYOB FirstEdge or MYOB BusinessBasics.

The **Report Fields** window will vary, depending on the report you're designing. The screenshot below shows the report fields available for the Customer Sales Detail Report.



The **Report Fields** tab lists all fields that can be included in the report, and those that have already been selected for inclusion.

To include a field name that is not already selected mark the tick column next to its name in the **Available Fields** list. The field name will then appear in the **Selected Fields** list. To remove a field, simply clear the tick from the field name in the **Available Fields** list.

! If you are using MYOB FirstEdge or MYOB BusinessBasics simply click in the **Display** column beside the report fields to include a field (an X will be shown) or exclude a field from the report.

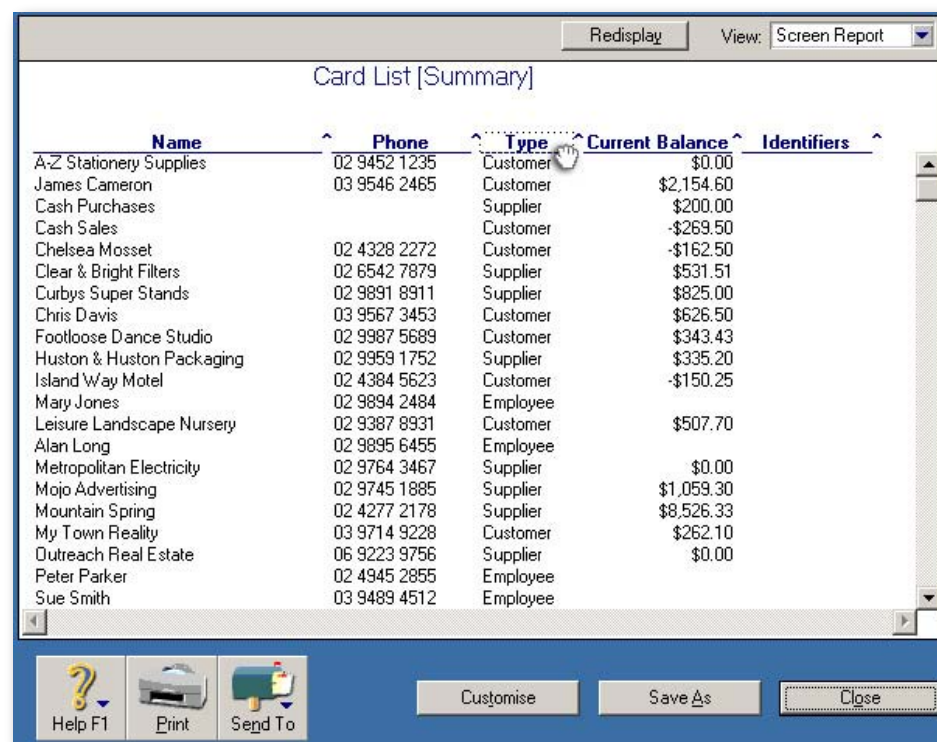
Note: Report fields cannot be changed for some reports, including the Balance Sheet and Profit & Loss reports.

Rearranging the order in which report fields are presented

You can change the order in which the columns/fields of a report are presented.

To rearrange report fields

1. Display the report you want to edit.
2. Select **Screen Report** from the **View** drop-down list.
3. Place the mouse cursor over a column name. When the cursor changes to a 'hand' symbol, press the left mouse button and drag the column to its new position. Then release the mouse button.



! If you are using MYOB FirstEdge or MYOB BusinessBasics click **Design** in the **Report Customisation** window and then drag the field names up or down in the list to rearrange them.

Note: Any changes that you make to the order of the report fields will not be retained unless you save the report as a custom report. See page 12 for information about saving a custom report.

Quick tip: Resizing columns

The " ^ " at the top of a column indicates that the column can be resized. To resize a column using the mouse, move the cursor over the " ^ ". When the cursor changes to a double arrow, press the left mouse button and drag the column to the size you want. Then release the mouse button.

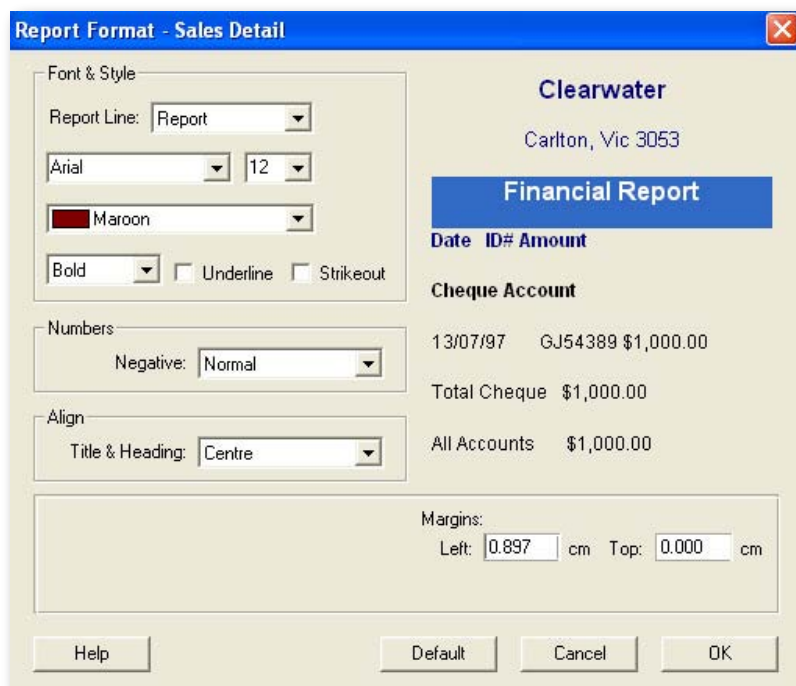
! Report columns cannot be resized if you are using MYOB FirstEdge or MYOB BusinessBasics, however you can edit the report using spreadsheet software like Microsoft Excel. Click **Send To** in the **Index to Reports** window and choose **Tab Delimited Text File** or **Comma-Separated Text File** to save the report in a format that can be opened in a spreadsheet.

Modifying report fonts and styles

You can modify the look of your reports by selecting different font styles, sizes, colours, alignments, effects and page margins.

To change the look of a single report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Locate the report you want to format and highlight it.
3. Click **Customise** and then click **Format**.
4. Click the **Report Line** down-arrow, and select the report section you want to edit.
5. Select your font, size and colour to apply to the selected report line. You can preview your changes in the right side of the window.



6. If you want to edit another report section, make your selection from the **Report Line** drop-down list and repeat step 5.
7. Click **OK** to save your changes for that report.

Quick tip: Restoring a report's original format

If you have formatted a report, and then want to change its styles back to the default format, click **Default** in the Report Format window.

To change the default look of all reports

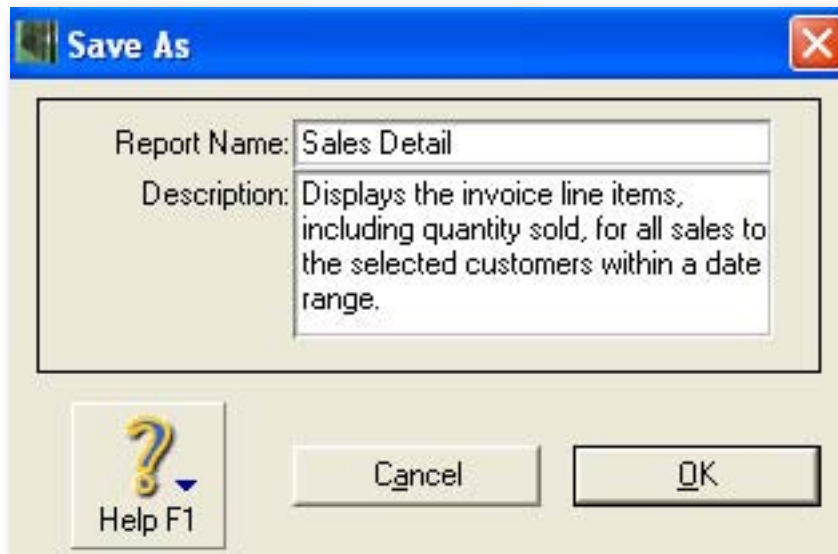
1. Go to the **File** menu and choose **Default Fonts**.
2. Click **Reports**. The **Report Format** window appears.
3. Make your formatting changes, as per the above procedure, and then click **OK**. Any changes made in this window will determine the formatting of all your reports except those that you have individually customised).

Saving the changes you make to reports

If you alter the design or field order of a report (as described on pages 10 and 11) and would like to retain those changes, you will need to save the report as a custom report.

To save a custom report

1. Design the report as you require and display the report on screen.
2. Click **Save As**. The **Save As** dialog is displayed.
3. Enter the report name and description you want to give to this custom report.



4. Click **OK** and then click **Close** in the **Report Display** window. The custom report has now been saved.

To view or print the custom report, click the **Custom** tab in the **Index to Reports** window. Your custom report will be listed here.

Printing a batch of reports

If you regularly print a number of single reports at a time, say monthly financial statements, you may find that printing those reports as a batch can save you a lot of time.

For example, if you create a report batch that contains all your monthly reports, you can start the printing process and go back to working on other important tasks with just a few clicks of the mouse!

! Report batches are not available in MYOB FirstEdge or MYOB BusinessBasics.

To create a report batch

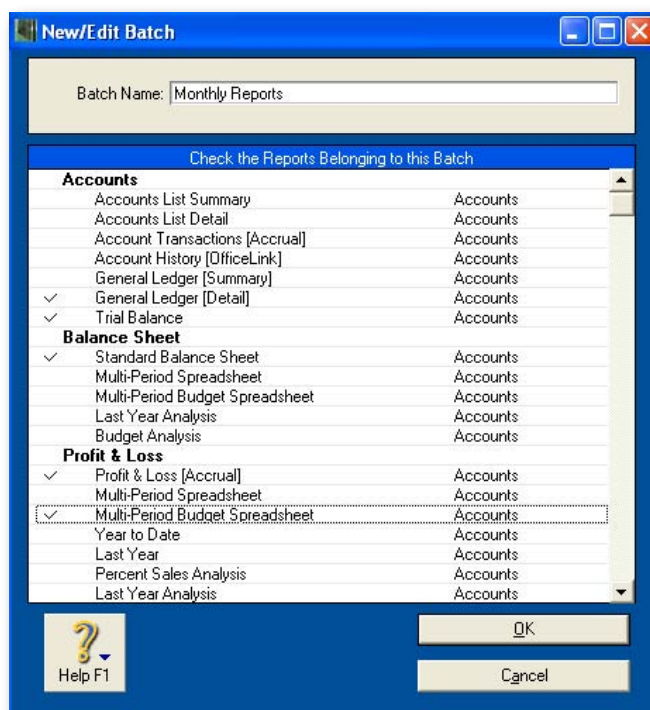
1. Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window is displayed.

The **Report Batches** window is displayed.

2. Click **New** and enter an appropriate name for the batch.

3. Choose the reports that you want to add to the batch by clicking the name of each report. A mark will appear next to each selected report, indicating that it is included in the new batch.

To remove a report from the batch, click the name a second time.



Note: Some reports, such as the Reconciliation report, can't be added to a report batch because they require you to specify information each time you want to print the report.

4. Click **OK**. The **Report Batches** window is displayed again, with the name of the report batch listed in the scrolling list.

To print a report batch

1. Display the **Report Batches** window.
2. Select the period for which you want to print the reports using the **Period** drop-down list. You can select a particular month or quarter in the current financial year or choose to print information for the entire year to date. Note that your **Period** selection affects different types of reports in different ways. For example, if you choose January, a Job Activity report will show job activity information from 1 January to 31 January whereas a Balance Sheet report will show balances as at 31 January.
3. Choose the report batch that you want to print and click **Print**.

To add or remove reports in a report batch

1. Display the **Report Batches** window.
2. Highlight the name of the batch that you want to change and click **Edit**. The **Edit Batch** window is displayed.
3. You can now change the name of the batch and the reports that it contains.
4. Click **OK** to save your changes.

To delete a report batch

1. Display the **Report Batches** window.
2. Highlight the name of the batch you want to delete.
3. Go to the **Edit** menu and choose **Delete Batch**.

Using reports to make informed business decisions

Every report in your MYOB software can help you run your business more efficiently and profitably. It's worth spending a little time browsing the **Index to Reports** window to see what reports and customisation options are available.

In the following section we've highlighted a few reports that can help you make well informed business decisions, streamline processes, audit your business information, and more.

! The reports referred to in the following section (except for the Aged Receivables [Detail] and Session reports) are either unavailable or vary in functionality in MYOB BusinessBasics and MYOB FirstEdge.

Aged Receivables [Detail] report

Need to contact your slow-paying customers?

If you're not already keeping an eye on your debtors, make it a priority to regularly check who owes you money and when their payments are due.

You can use a number of features in your MYOB software to check up on your receivables, including:

- The **A/R** tab in the **To Do List** window, which lists all customer payments that are due, sorted by due date.
- The **Analyse Receivables** window (accessible from the **Analysis** menu in the bottom-right of the Command Centre), which lets you easily drill-down to the sales detail.
- The **Aged Receivables [Detail]** report.

The Aged Receivables [Detail] report is an excellent report to use when you have identified the customers that need chasing up. It lists each payment that's due and the ageing periods that each amount falls into. And if you want to call the customer to discuss the matter, their contact name and phone number is conveniently listed in the report.

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130						
Aged Receivables [Detail]						
14/02/2005						
ID#	Date	Total Due	Current	1 - 30	31 - 60	60+
James Cameron						
CUS000002						
Susie						
03 9546 2465						
2.5% 1st Net 30th after EOM						
00000027	14/08/2004	\$114.60				\$114.60
00000078	17/11/2004	\$1,953.00			\$1,953.00	
00000015	7/01/2005	\$87.00	\$87.00			
Total:		\$2,154.60	\$87.00	\$0.00	\$1,953.00	\$114.60
The Motor Company						
CUS000010						
02 9387 6532						
5% 1st Net 30th after EOM						
00000019	7/01/2005	\$173.25	\$173.25			
00000007	5/04/2005	\$825.51	\$825.51			
Total:		\$998.76	\$998.76	\$0.00	\$0.00	\$0.00
Chris Davis						
CUS000004						
Simon						
03 9567 3453						
Net 30th after EOM						
00000082	11/11/2004	\$240.00			\$240.00	
00000018	7/01/2005	\$386.50	\$386.50			
Total:		\$626.50	\$386.50	\$0.00	\$240.00	\$0.00
Grand Total:		\$3,779.86	\$1,472.26	\$0.00	\$2,193.00	\$114.60
Ageing Percent:			39.0%	0.0%	58.0%	3.0%

Using reports to make informed business decisions

To display the Aged Receivables [Detail] report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Sales** tab and highlight the **Ageing Detail** report.
3. Click **Customise** and select which customers you want to include in the report.
4. In the **Advanced Filters** tab, choose how you want the payments to be aged using the **Ageing Method** drop-down list.
5. In the **Report Fields** tab, you can choose to show additional details such as the due date, the amount paid to date, each sale's terms, and much more.
6. In the **Finishing** tab, you can choose to start each customer on a new page, which is handy if you plan on sending the report to your customers.
7. Display the report.

Quick Tip:

Do you have a number of customers with payments overdue for more than 60 or 90 days? Then seriously consider chasing up those payments before they become completely irrecoverable. To help you out, take advantage of the MYOB Accounts Recovery Service, an exclusive service for MYOB Cover subscribers that lets you benefit from the experience and resources of debt management specialists Dun & Bradstreet. Find out more about this service by visiting

www.myob.com.au/solutions/dnb.shtml .

Customer Ledger report

Is a customer querying their account or transaction history?

A great report to use when customers query their account balances, missing payments, or sales history is the Customer Ledger report (note that a Supplier Ledger report is also available). This report lists the complete history of sales, payments and credit notes for selected customers, with a running balance showing the day-to-day changes in their account balance.

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130					
Customer Ledger					
1/07/2004 To 14/02/2005					
					Page 1
Date	Src	ID#	Memo	Transaction Amount	Balance
Footloose Dance Studio			CUS000005		\$0.00
7/08/2004	SJ	00000025	Sale; Footloose	\$314.50	\$314.50
7/08/2004	CR	CR000012	Footloose Danc	\$314.50	\$0.00
26/09/2004	SJ	00000044	Sale; Footloose	\$391.30	\$391.30
26/09/2004	CR	CR000013	Footloose Danc	\$391.30	\$0.00
29/09/2004	SJ	00000045	Sale; Footloose	\$242.50	\$242.50
29/09/2004	CR	CR000015	Footloose Danc	\$242.50	\$0.00
7/10/2004	SJ	00000075	Sale; Footloose	\$411.50	\$411.50
10/10/2004	SJ	00000046	Sale; Footloose	\$840.50	\$1,252.00
10/10/2004	CR	CR000007	Footloose Danc	\$250.00	\$1,002.00
29/10/2004	SJ	00000047	Sale; Footloose	\$241.00	\$1,243.00
15/11/2004	SJ	00000067	Sale; Footloose	\$137.50	\$1,105.50
15/11/2004	SJ	00000048	Sale; Footloose	\$3,099.75	\$4,205.25
15/11/2004	CR	CR000009	Footloose Danc	\$1,200.75	\$3,004.50
7/01/2005	SJ	00000020	Sale; Footloose	\$271.80	\$3,276.30
28/01/2005	CR	CR000047	Payment; Footl	\$506.34	\$2,769.96
7/02/2005	SJ	SJ000001	Footloose Danc	\$0.00	\$2,769.96
Total:				\$2,769.96	\$2,769.96

To display the Customer Ledger report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Sales** tab and highlight the **Customer Ledger** report.
3. Click **Customise** to select the customer(s) and the date range that you want to analyse.
4. Display the report.

Using reports to make informed business decisions

Price Analysis report

When was the last time you reviewed your prices?

The cost of purchasing raw and finished goods can fluctuate over time. To avoid having these costs affect your bottom line, you should periodically review your selling prices. You may find that some prices need to increase to make selling them worthwhile, and others could be reduced or temporarily discounted while still maintaining your required margins.

To help you keep an eye on your costs and profit margins for each item you sell use the Price Analysis report. This report shows your current selling prices, the average cost of the goods currently on hand, and the profit margins and markup for each item.

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130						
Price Analysis						
						Page 1
Item #	Item Name	Current Price	Cost Basis	Gross Profit	% Margin	% Markup
100	Cooler Large	\$520.00	\$346.323	\$173.68	33.4%	50.1%
110	Cooler Large - 1 Month Rent	\$20.25	\$0.00	\$20.25	100.0%	NA
120	Cooler Filter Large	\$67.95	\$45.451	\$22.50	33.1%	49.5%
123	Filter Kit No 1 Large	\$700.00	\$0.00	\$700.00	100.0%	NA
200	Cooler Medium	\$473.00	\$0.00	\$473.00	100.0%	NA
210	Cooler Medium - 1 Month R	\$16.50	\$0.00	\$16.50	100.0%	NA
220	Cooler Filter Medium	\$43.00	\$24.545	\$18.45	42.9%	75.2%
300	Cooler Small	\$178.00	\$89.409	\$88.59	49.8%	99.1%
310	Cooler Small - 1 Mth Rent	\$11.00	\$0.00	\$11.00	100.0%	NA
320	Cooler Filter Small	\$22.00	\$7.864	\$14.14	64.3%	179.8%
400	Pottery Crock	\$100.00	\$0.00	\$100.00	100.0%	NA
410	Glass Crock	\$224.00	\$151.704	\$72.30	32.3%	47.7%
420	Pottery Crock - 1 Month Re	\$36.30	\$0.00	\$36.30	100.0%	NA
440	Glass Crock - 1 Month Rent	\$46.20	\$0.00	\$46.20	100.0%	NA
500	Spring Water Beverage Mak	\$399.003	\$0.00	\$399.00	100.0%	NA
550	Coffee Powder	\$27.50	\$19.318	\$8.18	29.8%	42.4%
560	Tea	\$37.50	\$25.75	\$11.75	31.3%	45.6%
600	20 Litres North Spring	\$25.00	\$12.911	\$12.09	48.4%	93.6%
610	20 Litres South Spring	\$27.50	\$12.895	\$14.61	53.1%	113.3%
630	20 Litres Clear Carbon	\$30.00	\$15.203	\$14.80	49.3%	97.3%
640	20 Litres Orange Carbon	\$33.00	\$9.681	\$23.32	70.7%	240.9%
650	12 Litres North Spring	\$18.50	\$1.869	\$16.63	89.9%	889.9%
670	12 Litres Clear Carbon	\$19.25	\$8.422	\$10.83	56.3%	128.6%
680	12 Litres Orange Carbon	\$17.50	\$10.751	\$6.75	38.6%	62.8%
700	Pine Stand	\$55.00	\$25.35	\$29.65	53.9%	117.0%
710	Steel Stand	\$76.00	\$76.999	\$1.00	(1.3%)	(1.3%)
730	Pine Stand - 1 Month Rent	\$11.00	\$0.00	\$11.00	100.0%	NA
740	Steel Stand - 1 Month Rent	\$14.00	\$0.00	\$14.00	100.0%	NA
850	Misc. Service	\$15.40	\$0.00	\$15.40	100.0%	NA
997	1 Hour - Travel	\$45.00	\$0.00	\$45.00	100.0%	NA
998	1 hour - Other Services	\$60.50	\$0.00	\$60.50	100.0%	NA
999	1 hour - Cooler Service	\$67.00	\$0.00	\$67.00	100.0%	NA
Labour	Labour for Installation	\$61.80	\$0.00	\$61.80	100.0%	NA

To display the Price Analysis report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Inventory** tab and highlight the **Price Analysis** report.
3. Click **Customise** to choose which items you want to include in the report and whether you want to display tax inclusive or exclusive prices.
4. Display the report.

Quick Tip:

If you do wish to maintain a certain margin, markup or gross profit for your items, use the **Set Item Prices** feature in the **Inventory** command centre. Simply mark the items you want to adjust and then click the **Shortcut** button to specify how you want to adjust their prices.

Referral Source report

Where should you be spending your advertising dollars?

If you have a small marketing budget, you'll want to know what works and what doesn't to avoid wasting money on advertising that has no cut-through. Did anyone act based on your ad in the local paper? Do customers take up the offers in your letterbox flyers? Is your Yellow Pages listing being noticed?

To help you out, your MYOB software lets you record the sales referral for each sale you enter. This is an easy way to analyse how each dollar you spend on advertising and promotions translates into sales for your business. All you need to do is ask your customers or clients how they found out about you, and then enter their response in the Referral Source field when recording their invoice.

The Referral Source report can then be used to see the dollar value of sales made within a specified period for each referral method.

Using reports to make informed business decisions

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130	
Referral Source	
1/07/2004 To 14/02/2005	
Page 1	
Referral Source	Sales
Advertisement	\$2,582.13
Brochure	\$66,031.13
Client	\$3,207.95
Dealer/Consultant	\$699.09
Friend/Colleague	\$4,225.69
Internet	\$3,360.80
Product Review	\$1,079.42
Trade Show	\$2,823.86
Unknown	\$682.27
Yellow Pages	\$2,836.82
	\$87,529.16

To display the Referral Source report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Sales** tab and highlight the **Referral Source** report.
3. Click **Customise** to select the period you want to analyse.
4. Display the report.

Superannuation Accrual by Fund [Summary] report

Pay super to multiple funds? Here's a report that'll sort out how much to pay

If you make contributions to various super funds on behalf of your employees, working out how much to pay and to whom can take up a lot of your time. A simpler way to calculate fund contributions that need to be paid is using the Superannuation Accrual by Fund [Summary] report. This report lists the various super amounts accrued for each fund based on the paycheques that have been recorded for your employees.

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130		
Superannuation Accrual by Fund [Summary]		
1/07/2004 To 14/02/2005		
Page 1		
Employee Name	Superannuation Category	Amount
Superannuation Fund: AMP Life		
Employer Membership #: 1234567890		
Jones, Mary	Salary Sacrifice	\$1,000.00
	Superannuation Guarantee	\$854.72
	Employee Total:	\$1,854.72
		Fund Total: \$1,854.72
Superannuation Fund: C+BUS - Construction and Building Union Superannuation		
Employer Membership #: 1234567890		
Parker, Peter	Employee Additional	\$1,800.00
	Salary Sacrifice	\$900.00
	Superannuation Guarantee	\$624.80
		Employee Total: \$3,324.80
Smith, Sue	Superannuation Guarantee	\$1,246.14
	Employee Total:	\$1,246.14
		Fund Total: \$4,570.94

To display the Superannuation Accrual by Fund [Summary] report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Payroll** tab and highlight the **Accrual by Fund Summary** report.
3. Click **Customise** to select the fund(s) and the date range that you want to analyse.
4. Display the report.

Using reports to make informed business decisions

Quick Tip:

Save time by making your super contributions straight from your MYOB software. Subscribe to MYOB M-Powered superannuation, and for just \$3 per quarter per employee you can make your contributions without having to write a single cheque. This service is available to MYOB Cover subscribers who are using MYOB Accounting Plus or MYOB Premier. To apply, find out more, or to read the M-Powered Services Product Disclosure Statement, visit www.myob.com.au/m-powered, or call 1300 555 111.

Transaction Journal reports

Don't remember entering a particular transaction? Find out who recorded it and when

If multiple employees enter transactions in your company file, how can you determine who entered a particular transaction or when it was last edited?

You can get this information easily with the Transaction Journal reports as you can choose to show the following information for each recorded transaction:

- The **session date**, which is the actual date that the transaction was recorded or last edited, based on the computer's system date.
- The **User ID**, or login name, of the person who recorded or last edited the transaction.

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130						
Sales & Receivables Journal						
7/02/2005 To 7/02/2005						
						Page 1
ID#	Acct#	Account Name	Debit	Credit	User ID	Session Date
SJ	7/02/2005	Footloose Dance Studio: Credit from 00000067				
	SJ000001	1-1700 Trade Debtors	\$137.50		Administrator	7/02/2005
	SJ000001	1-1700 Trade Debtors		\$137.50	Administrator	7/02/2005
Grand Total:			\$137.50	\$137.50		

To display a Transaction Journal report with the session date and User ID

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Accounts** tab and highlight the **General Journal** report.
3. Click **Customise**.
4. Click the **User IDs** search button and select all **User IDs** in the list. Click **OK**.
5. Click the **Source Journal** drop-down button and choose which journal you want to look at, or select **All**.
6. Make any other required changes in the **Advanced Filters** tab to ensure that the transactions you want to analyse will appear in the report. (If you want to inquire about a single transaction, enter the transaction's ID — invoice number, CR number, etc — in the **From ID** and **To** fields.)
7. Click the **Report Fields** tab and choose to include the **User ID** and **Session Date** field names.
8. Click **Display**.

Using reports to make informed business decisions

Session reports

Want to review the transactions that you've entered and edited in your current session?

Each time you open a company file, a new session is started. You can use the Session report to see all transactions that have been created or edited in the current session. You may want to keep this report as a session-by-session record of all transactions that have been added or edited in your company file.

Clearwater Pty Ltd 25 Spring Street Blackburn VIC 3130							
Session Report							
Page 1							
ID#	Acct#	Account Name	Debit	Credit	Job	User ID	Session Date
CD	14/02/2005	WLJ Real Estate					
126	1-1110	General Cheque Account 1		\$465.00		Administrator	14/02/2005
126	6-2140	Office Rental	\$422.73			Administrator	14/02/2005
126	2-3030	GST Paid	\$42.27			Administrator	14/02/2005
CD	13/02/2005	Metropolitan Electricity					
117	1-1110	General Cheque Account 1		\$285.00		Administrator	14/02/2005
117	6-2120	Electricity	\$259.09			Administrator	14/02/2005
117	2-3030	GST Paid	\$25.91			Administrator	14/02/2005
CD	10/02/2005	Telstra					
120	1-1110	General Cheque Account 1		\$275.50		Administrator	14/02/2005
120	6-2190	Telephone	\$250.45			Administrator	14/02/2005
120	2-3030	GST Paid	\$25.05			Administrator	14/02/2005
Grand Total:			\$1,025.50	\$1,025.50			

To display the Session report

1. Go to the **Reports** menu and choose **Index to Reports**.
2. Click the **Accounts** tab and highlight **Session Report**.
3. Click **Customise** if you want to show the User IDs or other report fields for each transaction.
4. Display the report.

Please note that this report cannot be reprinted once you close the company file. To avoid forgetting to print the report, you can choose to be prompted with the following message each time you close your company file:

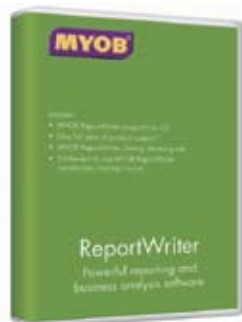


To do this, go to the **Setup** menu, choose **Preferences** and click the **Security** tab. Mark the **Prompt for a Session Report When Closing** checkbox and you will receive a reminder to print the report whenever you close a session in which transactions have been entered or edited.

Need advanced reporting?

While your MYOB accounting software has the reports most frequently used by Australia's small-to medium-sized businesses, your business may have specific reporting needs that require more advanced reporting capabilities. That's where MYOB's range of business intelligence solutions can help.

Create advanced reports with MYOB ReportWriter

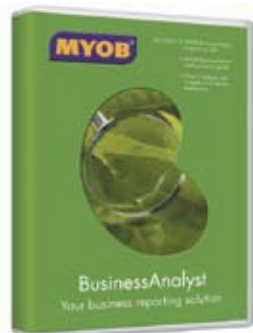


MYOB ReportWriter is a powerful reporting tool that lets you create your own reports, perform flexible queries and interpret information with pivot tables and charts.

Whether you're an advanced user of MYOB accounting software, an accountant or a consultant who works with clients that use MYOB software, MYOB ReportWriter is the most flexible reporting solution available.

For more information about MYOB ReportWriter, please visit www.myob.com.au/products/reportwriter/.

Interact with pre-defined reports using MYOB BusinessAnalyst



With MYOB BusinessAnalyst you can analyse your MYOB business information using pre-defined reports, charts and tables that have been specially designed for your business by MYOB Certified Consultants, have been downloaded from MYOB's online solution store, or have been created using MYOB ReportWriter.

Find out more about MYOB BusinessAnalyst by visiting www.myob.com.au/products/businessanalyst/.

Get powerful business management features and business intelligence in one system



Building on the business management power of MYOB Premier, MYOB Premier Enterprise also provides businesses with more advanced information management needs direct, network-based access to real time business intelligence.

With two MYOB BusinessAnalyst licences and eight business intelligence reports that analyse sales, inventory, gross profit, payroll, jobs and more, this system gives you clear insight into the key performance areas and drivers of your business.

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