
User Guide

Accountants Enterprise in Australia only

With MYOB Accountants Enterprise (AE) Reporter you can quickly and easily produce sophisticated reports for your practice and your clients that draw on your General Ledger data. Reporter will enable you to meet statutory reporting requirements with confidence. It is flexible enough for you to customise reports to your requirements and to create reports to meet your clients' management needs.

The key benefits of Reporter are:

- Easy to produce reports to view and access details.
- MYOB AE Reporter uses MYOB charts, so there is no need to learn a new one.
- Full statutory Master reports and notes provided so you can be confident of meeting the compliance requirements.
- MYOB provide Management Reports to assist with your reporting requirements. These reports are denoted with a \$ sign.
- You can design your own reports, giving you the added benefit of being able to provide another value-added service to your clients.
- Graphical report designer using familiar spreadsheet functions and look and feel.
- Ability to drag and drop accounts into reports.

Reporter enables you to produce statutory reports for:

- Companies
- Partnerships
- Trusts
- Sole Traders
- Superannuation Funds
- Associates.

MYOB AE Reporter includes standard reports that have been carefully designed to meet compliance requirements. These Masters reside on your system but are protected from accidental editing or deletion. They are made available to you, and to all the team members in your practice to use.

Most often, you launch Reporter from within your General Ledger, and you will operate at the Client level. You will notice that the title bar displays your client code to reinforce this. You are able to customise reports to suit practice wide or client specific needs.

When changes are made at the Practice level and saved they are known as **Practice Masters**. When changes are made from within a client ledger and saved they are known as **Client Reports**.

Depending on whether you are generating reports or designing and editing reports, you will either work in the:

- **Generating Reports** window

This component of **Reporter** is used to run reports for your clients.

- **Report Designer** window

This component of **Reporter** is used to design and edit the various hierarchy levels of reports and their components.

Related topics

[Reporter hierarchy](#)

[Designing reports](#)

[Generating reports](#)

[Maintaining Reporter](#)


Reporter hierarchy

Accountants Enterprise in Australia only

Each report stored within MYOB AE Reporter sits at a certain hierarchy level. There are three levels of hierarchy:


- **Master**

Master level reports are provided with the Reporter software. These cover the AASB reporting requirements for certain entity types and sizes. Master level templates cannot be created or edited. They can be used as a basis for creating Practice or Client level report templates. Each year MYOB will provide you with updated Master report templates to cover any AASB changes that have been introduced.

Master reports and templates are distinguished by the red M icon next to the report name in the **Report Designer** or **Generating Reports** windows, .


- **Practice**

Practice level reports are those designed by the report designer within your practice and which can be used to produce reports for all the practice's clients. Practice reports can be created from scratch or based on a Master or Practice level report template.

Practice reports and templates are distinguished by the yellow P icon next to the report name in the **Report Designer** or **Generating Reports** windows, .

- **Client**

Client level reports are those created for the reporting purposes of a specific client. The client report will only be available for use within the **Generating Reports** window for the particular client the template was created for. Client report templates can be created from scratch or based on an existing report template of any level.

Client reports and templates are distinguished by the blue C icon next to the report name in the **Designer** or **Generating Reports** windows, .

Related topics

[Designing reports](#)

[Generating reports](#)

[Maintaining Reporter](#)

Generating reports

Accountants Enterprise in Australia only

Reports are produced so you can:

- meet statutory reporting obligations
- be prepared for the management of a client business
- fulfil contractual obligations.

Once all transactions and adjusting journal entries have been recorded in the General Ledger for a client, you can generate reports for them.

When you open the **Generating Reports** window, the title bar displays the name of the current client ledger. The reports that are listed when the **Generating Reports** window is first opened for a client are all those that are available for the client's business entity.

You can export, print or preview more than one report at a time.

When you launch the **Generating Reports** window for a client ledger, a list of available reports for the selected client and their business entity are displayed.

The reports are displayed in the following order:

- Compliance Reports (denoted by a hash (#))
- Management Reports (denoted by a dollar sign(\$))
- all other reports.

All report types are listed in alphabetical order.

From the **Reports** list, you can:

- **Preview** reports

Within the **Report Preview** window you can export, print, navigate through the report and drill down to get more information on items within the report. You can also refresh the ledger data to re-preview the report with the latest data.

- **Print** reports

You can print a report without previewing it first.

- **Export** report information

You can export reports to disk in *.doc, *.xls and *.pdf format.

- **Deselect All**

You can deselect all selected reports.


Selecting reports


A report can be selected (or de-selected) by clicking the checkbox to the left of the report.

As soon as one report is selected, the **Preview**, **Print**, **Export** and **Deselect All** buttons are enabled.

Navigation in the Generating Reports window

The **Generating Reports** window contains a toolbar and several elements for easy navigation of reports and formatting features.

Each element can be expanded and contracted using the  button.

You can show or hide the left hand pane, by clicking the  button from the toolbar.

The right-hand pane toggles the **Reports** element (this will show the Reporter year).

Ensure that all the elements are listed in the related topics.

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Generating report options

Accountants Enterprise in Australia only

The following options are available on the **Generating Reports** window:

Main menu options

The menu bar is the horizontal bar below the title bar that contains the names of menus. A menu is a list of commands that is displayed when you click on a name in the menu bar.

Generating reports

The following menus and options are available from the **Generating Reports** window:

Option	Description
File	
Print Setup	Select printer to use and change the printer properties.
Exit	Close MYOB AE Reporter.
View	
Reports	Select this option to display the list of available reports.
Favourites	Select this option to display the list of favourite reports set up for the current ledger.
Non-transaction Data	Select this option open the Database Map for non-transaction data to be entered.
Column Template Editor	Select this option to view, modify or delete existing Column Templates and create new ones.
Tools	
Current Ledger Configuration	Select this option to specify the ledger(s) to use when retrieving the current ledger balances.
Ledger Year	Select this option to choose a different ledger year and / or period to report on.
Reporter Year	Select this option to choose a different Reporter year to use.
Report Listing	Select this option to choose the reports to be displayed in the Generating Reports window.
Style Editor	Select this option to edit the default styles.
Refresh Ledger Data	Select this option to update Reporter with the current account balances in the general ledger.
Help	
Contents	Open and view the Table of Contents in the MYOB AE Reporter Help window.
Index	Open and view the Help Index in the MYOB AE Reporter Help window.
About MYOB AE Reporter	View information about the currently installed Reporter product, e.g., version number. Click Close to return to the Reporter Generator window.

Generating Reports window options

The **Generating Reports** window contains the following options in the left-hand pane:

Option	Description
Report Settings	
Apply Rounding	<p>Select this option to display all figures in a report as rounded. This feature is dependent on the underlying general ledger. When a report with applied rounding is previewed, printed or exported, the amounts provided by the General Ledger system are rounded in accordance with the General Ledger system’s rules.</p> <hr/> <p>Note: The Rounding option is only displayed if the underlying General Ledger is able to round balances.</p> <hr/> <p>See “Applying rounding” on page 17.</p>
Show page numbers	<p>Select this option to display the page numbers on the report below any footer content when it is printed. If this option is not selected, then the page numbers are not displayed.</p> <p>See “Showing and hiding page numbers” on page 18.</p>
Show account codes	<p>Select this option to display the account codes on the report when printed. If this option is un-ticked then the account codes does not display.</p> <hr/> <p>Note: The account codes will only be included on a report if that option is included in the design of the report you select. They will display in the left-hand side margin for the Masters.</p> <hr/> <p>See “Showing and hiding account codes” on page 19.</p>
Report Options	<p>This option enables you to set run time parameters.</p> <p>See “Setting the report options” on page 20.</p>

Years

The **Years** option is used to specify the year against which the currently selected report(s) are run.

See “Selecting years” on page 22.

Presentation

Option	Description
Font	<p>Select this option to set the font for the report. The selected font is used by every cell in every format used throughout every report. The Use Default sub-option indicates that the font is not to be altered during a preview. The font selection is saved as a user preference. See “Setting the font” on page 25.</p>
Apply Watermark	<p>Select this option to toggle a watermark on and off. Click the ellipsis to locate a watermark to add or edit. Use the up and down arrow keys to select the watermark you want to use from the list. Click the Update Preview button to update the preview with the chosen watermark. See “Adding a watermark” on page 27.</p>
Page scaling	<p>The Page scaling drop-down list contains the following values: 100, 80, 75, 50 and 25%. The default is 100%. When you alter the scaling percentage it applies the new value to all previewed or printed reports from this point onwards. If the preview window is currently open, any previewed reports will be adjusted immediately to the new scaling percentage.</p> <p>You are also able to enter any valid scaling percentage in the Page scaling field and press [Enter] to apply the scaling. The valid scaling range is 0 to 400%. See “Scaling reports” on page 30.</p>

Related topics

- [Reporter hierarchy](#)
- [Report settings](#)
- [Selecting years](#)
- [Presentation of a report](#)
- [Favourites](#)
- [Previewing reports](#)
- [Printer setup](#)
- [Exporting reports](#)
- [Emailing reports](#)
- [Report properties](#)
- [Column templates](#)
- [Getting more information from reports](#)
- [Non-transaction data](#)
- [Searching](#)
- [Masters updates](#)

Report settings

Accountants Enterprise in Australia only

The first available option on the left-hand pane of the **Generating Reports** window is **Report Settings**.

Within **Report Settings**, you can:

- “Applying rounding” (see page 17)
- “Showing and hiding page numbers” (see page 18)
- “Showing and hiding account codes” (see page 19)
- “Setting the report options” (see page 20).

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Applying rounding

Accountants Enterprise in Australia only

The **Apply Rounding** feature is dependent on the underlying general ledger of the selected report. The figures provided by the general ledger system are rounded in accordance with the General Ledger system’s rules.

Note: The **Apply Rounding** option is only available if the underlying general ledger is able to round balances.

To apply rounding to report figures

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Report Settings** option.
4. Select the **Apply Rounding** checkbox.
There is a tick in the **Apply Rounding** checkbox.
5. Click the **Preview** button to view your report.

To not apply rounding to report figures

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Report Settings** option.
4. Deselect the **Apply Rounding** checkbox.
There is no tick in the **Apply Rounding** checkbox.
5. Click the **Preview** button to view your report.

Related topics

[Report settings](#)

[Showing and hiding page numbers](#)

[Showing and hiding account codes](#)

[Setting the report options](#)

Showing and hiding page numbers

Accountants Enterprise in Australia only

Page numbers can be displayed on a report below any footer content, when printed.

To show page numbers on reports

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.

The **Generating Reports** window opens for the client.

2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Report Settings** option.
4. Select the **Show page numbers** checkbox.
There is a tick in the **Show page numbers** checkbox.
5. Click the **Preview** button to view your report.

To hide page numbers on reports

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Report Settings** option.
4. Deselect the **Show page numbers** checkbox.
There is no tick in the **Show page numbers** checkbox.
5. Click the **Preview** button to view your report.

Related topics

[Report settings](#)

[Applying rounding](#)

[Showing and hiding account codes](#)

[Setting the report options](#)

Showing and hiding account codes

Accountants Enterprise in Australia only

You can display account codes on a report when printed.

Note: The account codes will only be included on a report if that option is included in the design of the report you select. They will display in the left-hand side margin for the Masters. For example, a Detailed Balance Sheet or Detailed Profit and Loss.

To show account codes on reports

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Report Settings** option.
4. Select the **Show account codes** checkbox.
There is a tick in the **Show account codes** checkbox.
5. Click the **Preview** button to view your report.

To hide account codes on reports

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Report Settings** option.
4. Deselect the **Show account codes** checkbox.
There is no tick in the **Show account codes** checkbox.
5. Click the **Preview** button to view your report.

Related topics

[Report settings](#)

[Applying rounding](#)

[Showing and hiding page numbers](#)

[Setting the report options](#)

Setting the report options

Accountants Enterprise in Australia only

The Report Options edit box displays a short description summarising the options that have values. When there are no options specified, the edit box displays **None**, otherwise the summary displays a list of fields that have been filtered or altered.

Clicking the **Report Option** button displays the same report options as the **Properties** window. Any setting specified in this area override the settings specified for each report.

The settings specified here are ledger-specific, any changes made will be saved on a per ledger basis.

The settings available vary between different General Ledgers. When you make changes to the report options, the settings are stored separately to the report. The changes made in the Generator are applied to the current session only. It is available for all reports in both the Generator and Designer.

To set the report options from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Properties** button.
The **Properties** window opens.
4. Click the **Report Options** tab.
or
Click the ellipsis next to the **Report Options** drop-down list in the **Report Settings** option.
The **Report Options** window opens.
5. Enter the appropriate information:
 - a. For **MAS** — type in the **Account code** and/or **Division**
 - b. For **Accounts** — type in the **Account code**, **Branch** and/or **Division**.
6. Click **OK**.

Tip: Report Options can also be set in the **Report Designer** window by selecting Tools > **Report Settings**, then click on the ellipsis next to the **Report Options** edit box.

Related topics

[Report settings](#)

[Applying rounding](#)

[Showing and hiding page numbers](#)

[Showing and hiding account codes](#)

Selecting years

Accountants Enterprise in Australia only

The **Years** option on the left-hand pane of the **Generating Reports** window is used to specify the year against which the currently selected report(s) are run.

Reporter will default the **Ledger Year** to the current financial year (and current financial period for periodic ledgers) using reports for the current year.

Reporter enables you to generate a report for a year other than the current financial year, and for a period other than the current period for periodic ledgers. The General Ledger determines which ledger years /periods are available for reports. The periods are taken from the General Ledger, therefore if the General Ledger is a quarterly ledger, four periods display in the list. The **Reporter Year** can also be changed to produce reports using the designs from earlier years.

Note: The **Years** option is only available where the General Ledger system is able to provide account balances for more than one year.

Within the **Years** option, you can:

- “Selecting the reporter year” (see page 23)
- “Selecting the ledger year” (see page 23).

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Selecting the reporter year

Accountants Enterprise in Australia only

To select a reporter year from within the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Years** option.
4. Click the ellipsis at the end of the **Reporter Year** field to view the available reporting years.
The **Reporter year selection** window opens with the currently selected year highlighted in the list box.
5. Select the reporting year, that you want to use to provide the client data for the reports, from the list box
6. Click **OK**.
7. Click the **Preview** button to view your report.

To select a reporter year using the Tools main menu option

1. In the **Generating Reports** or **Report Designer** window, select Tools > **Reporter Year**.
The **Reporter year selection** window opens with the currently selected year highlighted in the list box.
2. Select the reporting year, that you want to use to provide the client data for the reports, from the list box
3. Click **OK**.

Related topics

[Selecting years](#)

[Selecting the ledger year](#)

Selecting the ledger year

Accountants Enterprise in Australia only

To change the current ledger year from within the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Years** options.
4. Click the ellipsis at the end of the **Ledger Year** field to view the available ledger years.
The **Ledger year selection** window opens with the currently selected year highlighted in the list box.
5. Select the ledger year you want to use to provide the client data for the reports, from the list box.
6. Select the period that you use as the current period when obtaining ledger balances.
If the ledger year has more than one period, the **Period** drop-down list is enabled.
7. Click **OK**.
8. Click the **Preview** button to view your report.

To select the ledger year using the Tools main menu option

1. In the **Generating Reports** or **Report Designer** window, select Tools > **Ledger Year**.
The **Ledger year selection** window opens with the currently selected year highlighted in the list box.
2. Select the ledger year you want to use to provide the client data for the reports, from the list box.
3. Select the period that you use as the current period when obtaining ledger balances.
If the ledger year has more than one period, the **Period** drop-down list is enabled.
4. Click **OK**.

Related topics

[Selecting years](#)

[Selecting the reporter year](#)

Presentation of a report

Accountants Enterprise in Australia only

The third option on the left-hand pane of the **Generating Reports** window is **Presentation**.

Within the **Presentation** option, you can:

- “Setting the font” (see page 25)
- “Using the style editor” (see page 27)
- “Adding a watermark” (see page 27)
- “Scaling reports” (see page 30).

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

Setting the font

Accountants Enterprise in Australia only

The specified font is used in every cell of every format for every report. This can be configured for an individual report or for all reports or for a favourite.

Note: The default font is Arial.

To change the default font for a report from the Generating Reports window

1. From the **Reports** or **Favourites** view, click the ellipsis in the **Properties** column. The **Properties** window for the report or favourite opens.

2. Click the **General** tab.
3. Select the font from the **Font** drop-down list.
4. Click **OK**.
The changes are saved.

To change the default font for all reports from the Generating Reports window

1. From the **Reports** or **Favourites** view, select a font from the **Font** drop-down list in the **Presentation** option.
The selected font will override all fonts configured for individual reports.

To change the default font for a report from the Report Designer window

1. Open the report in **Report Editor**.
The **Properties** window opens for the report.
2. Select the report name.
The report name is highlighted.
3. Click **Properties** on the toolbar.
The **Report element properties** window opens for the report.
4. Click the **Element** tab.
5. Select the font from the **Font** drop-down list.
6. Click **OK** to save the change.

To change the default font for all reports from the Report Designer window

1. Select Tools > **Font Selection** from the main menu.
2. Select the required font from the **Font** drop-down list.
The selected font selected will override all fonts configured for individual reports.

Related topics

[Presentation of a report](#)

[Using the style editor](#)

[Adding a watermark](#)

[Scaling reports](#)

Using the style editor

Accountants Enterprise in Australia only

To edit a default style from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Select Tools > **Style Editor** from the main menu.
The **Style Editor** window opens.
3. Select the style to be edited from the list on the left.
4. Work your way through the tabs in the window editing the format of the style as required.
For more information, see:
 - “Category tab” (see page 168)
 - “Text tab” (see page 170)
 - “Alignment tab” (see page 167)
 - “Font tab” (see page 169)
 - “Border tab” (see page 168)
 - “Pattern tab” (see page 169)
5. Click **Apply** to save the style.
6. Click **Close**.
You are returned to the **Generating Reports** window.

Related topics

[Presentation of a report](#)

[Setting the font](#)

[Adding a watermark](#)

[Scaling reports](#)

Adding a watermark

Accountants Enterprise in Australia only

When you add a watermark to a report, the watermark will appear when you:

- preview the selected report

- print the selected report
- export the report to PDF.

Note: All watermark settings are saved and are then loaded whenever Reporter is launched. The settings are saved by ledger, therefore they are a ledger setting not a user setting.

To add a watermark to a report from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.

2. Select a report.


3. Within Generator, click the **Presentation** option.

4. Select the **Apply Watermark** checkbox.

Tip: To remove a watermark, deselect the **Apply Watermark** checkbox.

5. Click the ellipsis.

The **Watermark Editor** window opens.

6. Click  to create a new watermark.

7. Click the **Type** tab.

8. Select the watermark type.

There are 2 types:

a. Text

If you selected **Text**, enter the text that you want to use as your watermark.

Select a colour by clicking on the down arrow under colour.

Select a Font, Size and whether you want it to be **bold** or *italic*.

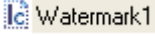
Set the rotation.

b. Picture

If you selected **Picture**, select the picture location. The drop-down list displays the names of picture files that have been stored in the directory specified in the Location field in the **Share picture on server** section of the Picture location window.

Click the ellipsis to select a new location.

Select the **Share picture on server** checkbox, if you want other team members to access it and set the location and filename.

The watermark appears in the list,  .

9. Click the **Location** tab.
10. Set the location of the watermark by clicking any of the blue squares under **Alignment**.

or

You can **Fine Tune** the location of the watermark by entering in the vertical offset and the horizontal offset in centimetres.

11. Click the **Page Range** tab.
12. Select the page range the watermark is to appear on.
The options are:
 - All Pages
 - First Page Only
 - Odd Pages Only
 - Even Pages Only
 - Last Page Only
 - Pages (if you select this you must enter the page numbers).

13. Click **Apply**.

14. Click **Close**.

In the **Presentation** section, a list of configured watermarks is displayed. The arrow buttons along the right-hand side of the list box enable you to control the order in which watermarks are drawn on the page. The drop-down list displays a list of watermarks.

15. Click the **Update Preview** button to apply the new watermark to any previewed reports without having to re-preview them.

Tip: The **Update Preview** button is enabled when a change has been made to the watermark and a report is being previewed.

Related topics

[Presentation of a report](#)

[Setting the font](#)

[Using the style editor](#)

[Scaling reports](#)

[Adding a watermark to a report using the Designer](#)

Scaling reports

Accountants Enterprise in Australia only

Altering the scale of a report changes the size of the print in relation to the paper. Therefore, if the print does not fit on the page initially, adjusting the scale will change the size of the print to fit on the page.

Altering the scaling percentage applies the new value to all previewed and printed reports from this point onwards. If the preview or print window is currently open, reports will be adjusted immediately to the new scaling percentage.

Note: Reports are designed for best presentation across one page. It is recommended that scaling be used for this purpose.

To scale a report from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.
2. Click the **Presentation** option.
3. Click the drop-down list next to **Page scaling** and select the new value (100, 80, 75, 50 and 25).
You can also enter a value ranging from 1 to 400.
4. Select a report.
5. Click **Preview**.

To scale a report from the Report Designer window

1. Select Tools > **Scaling**.

Related topics

[Presentation of a report](#)

[Setting the font](#)

[Using the style editor](#)

[Adding a watermark](#)

Favourites

Accountants Enterprise in Australia only

The Favourites feature enables you to create a custom list of reports with different column templates. Favourites only exist at the Client level and are only available from the **Generator** window.

The **Name** field must be unique for all favourites. The **Report** field must indicate which reports to run.

The **View Column Template By Template Name** option enables you to change the formats with column template with just one click using the template name. The **View Column Template By Format** option enables you to reassign the template for individual formats.

Any changes that are made using the **Properties** window for any favourite will be saved with the associated favourite.

On the left hand side of the favourites area is a list of all the favourites that have been created.


To use a favourite

1. Select the checkbox next to the favourite.
2. Click **Reports** to return to the Report List.

To view the properties of the favourite

1. Click .

To delete a favourite

1. Select the checkbox next to the favourite.
2. Click .

Related topics

[Creating a favourites list](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Creating a favourites list

Accountants Enterprise in Australia only

To create a favourites list from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.

The **Generating Reports** window opens for the client.

2. Click the **Favourites** button.

The **Favourites** window is displayed.

3. Click  .

The **Favourite Configuration** window opens for you to enter information about your new favourite.

4. Enter the **Name** of the favourite.

The **Name** cannot be blank and must be unique.

5. Enter the **Report** to run.

6. Enter the appropriate **Font**.

7. Select the appropriate **View Column Template By** option.

- a. The **Template Name** option enables you to alter all formats with column templates using the template name. When previewed the report will replace the configuration in the left column with the template on the right.

- b. The **Format** option enables you to reassign the template for individual formats.

8. Click **Apply**.

Related topics

- [Favourites](#)
- [Column templates](#)
- [Previewing reports](#)
- [Presentation of a report](#)

Previewing reports




Accountants Enterprise in Australia only


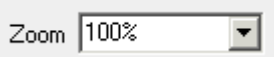







The **Report Preview** window displays all the reports selected for previewing. Each report has its own tab. The tabs are at the bottom of the **Report Preview** window. Click the tabs to view each report. Previewing reports enables you to see what a report will look like before you print it and to review the contents for completeness.

Previewing a report enables you to see what it will look like and check it for correctness and completeness, before either printing or exporting it to another format. You can preview more than one report at a time. Reports selected for previewing appear one after another in the tabs of the **Report Preview** window, in the order in which they appear in the list. Be aware that the more reports you select, the longer it takes for the **Report Preview** window to display.

How the report displays on screen, in regard to bolding, margins, page breaks, borders and colours used on your report is how it will look when you print it.

Report Preview window toolbar options

Option	Description
Print Report 	Prints the report currently being previewed. The settings in the Printer option are used for the print job.
Email Report 	Select this option to open the Email Report as an Attachment window. This enables you to enter a filename and select the file type (Microsoft Word, Excel or pdf). Clicking the Options button enables you to set a password for the report, compress the attachment and save the attachment.
Export Report 	Select this option to open the Microsoft Windows Select export file window. If you have previewed more than one report, you will have to export each report individually by selecting the appropriate tab.

Option	Description
Refresh ledger data 	Select this option to refresh report balances with any changes that have been made to an account since the report was run. Changes are retrieved from the ledger accounts on which the report is being run and displayed in the report.
Zoom 	Use this field to increase the magnification of your report preview. Click the drop-down arrow and select another magnification setting from the drop-down list. The report initially displays at Full Page or 100% magnification. To zoom in and out of the report, you can also use the magnifying glass  .
Pages 	Shows the page number of the page currently displayed, relative to the total number of pages. Enter any page number into the field to go to that page.
Show first page 	Select this option to display the first page in a report.
Show previous page 	Select this option to display the page preceding the current page.
Show next page 	Select this option to display the next consecutive page.
Show last page 	Select this option to display the last page in a report.
Close 	Closes the Report Preview window and returns you to the Generating Reports window.

To preview a report from the Generating Reports window

1. Select the report(s) you want to preview from report list.
2. Click the **Preview** button.

The **Report Preview** window opens containing the report(s) you selected to preview. Each report has its own tab.

Note: If specific rows that you are expecting to see in a report are not appearing, check whether it is because there is a reference (either a direct reference to a database field or a print condition, which are accessible from the Report Designer) to a database field that has not been populated. You may need to work with the person responsible for designing reports to determine whether this is the case. If required, you can enter any required data from the **Generating Reports** window.

There will not be anything in a report to indicate that a database reference did not return any data.

To view the attributes of a report

1. Click the **Set Report Attributes** button.
The **Report Attributes** window opens.
2. View the attributes for the reports listed within the Report Designer window.
If you have the required access rights, you can change the following attributes of the report:
 - Disclosure Level (reporting or non-reporting)
 - Entity Size (small or large)
 - Reporting Period (select the applicable year).

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Searching

Accountants Enterprise in Australia only

To search for a Format, Database Map table or field, Chart Map folder or account range within Report Designer

1. Click the **Search** button.
The **Search** window opens.
2. Type the item you wish to search for (Format, Database Field, Chart Map folder or account) in the **Type** field.
or
Select the item from the **Type** drop-down.
3. Enter the value for the item you are searching for in the **Value** field, or make a selection from the list box.
If the **Type** selected is Format, Database Field or Chart Map folder, then the **Value** list box contains all of the available items of the selected type.
If the **Type** selected is Account, the list box contains the last 10 values searched for.
The **Look In** area contains four checkboxes labelled **Chart Map**, **Database Map**, **Formats** and **Reports**. These are enabled as follows:
 - if the **Type** selected is Format, the **Report** checkbox is selected and the others are disabled.
 - if the **Type** selected is Database Field, the **Database Map**, **Formats** and **Reports** checkboxes are enabled and selected while the **Chart Map** checkbox is disabled and not selected.
 - if the **Type** selected is Chart Map folder, the **Chart Map**, **Formats** and **Reports** checkboxes are enabled and selected while the **Database Map** checkbox is disabled and not selected.
 - if the **Type** selected is Account, the **Chart Map**, **Formats** and **Reports** checkboxes are enabled and selected while the Database Map checkbox is disabled and not selected.You can deselect some of the checkboxes if you want to only search in one or two areas.
4. When you have defined your search criteria, click the **Search** button.
The results will be displayed in the **Search Results** area.
You can click on a column heading in the **Search Results** area to sort the list by that column in either ascending or descending order.
Double-click on an item in the **Search Results** area to open that item in the appropriate editor and highlight it in the **Explorer** pane.

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

Printer setup

Accountants Enterprise in Australia only

Within the **Generating Reports** window you can set which printer to print to and the number of copies required.

Tip: The Printer Setup can also be changed from the **Report Designer** window by selecting File > **Print Setup**.

To define the print settings from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client with the default tab displayed.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click File > **Print Setup**.
The **Printer setup** window opens.
4. Select the required printer from the **Printer** drop-down list.
The drop-down list contains the list of printers that have been set up on your PC in Windows.
5. Enter the number of **Copies** you want to print.

6. Select the **Collate** checkbox, if required.
If this option is selected, your copies will be collated during printing.
7. To change other printer settings such as the paper source, click **Properties**.
The selected printer **Properties** window opens. The tabs and options available in the window will depend on the printer being selected.
 - a. Change the printer settings as required.
 - b. Click **OK**.

The printer **Properties** window closes.
8. Click **OK** to print your report.

Related topics

[Printing reports](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Printing reports

Accountants Enterprise in Australia only


Reports can be printed from the **Generating Reports** window or from the **Preview** window.

Tip: It is good practice to always review a report on screen before printing it. The **Preview** button enables you to do this.

To print a report from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client with the default tab displayed.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Check that the printer selection is correct in the File > **Print Setup**.
4. Enter the number of **Copies** required.
5. Select the **Collate** checkbox, if you want the copies to be collated during printing.
6. Click the **Print** button.

To print a report from the preview option

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client with the default tab displayed.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Preview** button on the **Reports** window.
The selected reports are displayed in the **Report Preview** window.
4. Click the **Print** button  on the toolbar.
The report(s) will be sent to the printer specified in the **Print Setup**.

Related topics

[Printer setup](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Exporting reports

Accountants Enterprise in Australia only

You can save the contents of a report to another application format, e.g., Microsoft Word or Excel. This enables you to save a client's reports with their other documents in your Practice Management system.

If you select more than one report in the list, the export process will ask you to save each report as a separate file.

You can export to the following formats:

- *.doc
- *.xls
- *.pdf

Reports can be exported from the **Generating Reports** window or from the **Report Preview** window.

To export a report from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client with the default tab displayed.
2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click the **Export** button.
The **Select Export File** window opens.
4. Select the folder in the **Save in** field to which the exported file will be saved.
5. Enter the **File name** of the export file.
6. Select the export format type from the **Save as type** field.
7. Click **OK** to begin the export.

This may take some time, depending on the size and number of reports selected. The hourglass cursor displays while processing is taking place. When the cursor returns to the pointer, this indicates that your export has completed.

8. Go to the directory to which you saved the exported file and locate the file you specified.

To export a report from the Report Preview window

1. Preview the report that you want to export.

2. Click  .

The **Select Export File** window opens.

3. Select the folder in the **Save in** field to which the exported file will be saved.
4. Enter the **File name** of the export file.
5. Select the export format type from the **Save as type** field.
6. Click **OK** to begin the export.

This may take some time, depending on the size and number of reports selected. The hourglass cursor displays while processing is taking place. When the cursor returns to the pointer, this indicates that your export has completed.

7. Go to the directory to which you saved the exported file and locate the file you specified.

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Emailing reports

Accountants Enterprise in Australia only

When you are previewing a report you have the option to email it as an attachment using your email application, such as Microsoft Outlook and Lotus Notes. You can select to attach the report as an Microsoft Excel spreadsheet, a Microsoft Word document or a PDF.

When you click the **Options** button on the **Email Report as an Attachment** window, you have the options to secure the report with a password, compress the attachment using WinZip and to save the attachment.

To email a report from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.

The **Generating Reports** window opens for the client with the default tab displayed.

2. Select a report by clicking the adjacent checkbox in the **Select** column.
3. Click **Preview**.

4. Click  .

The **Email Report as an Attachment** window opens.

5. For the **Attachment Settings**:

- a. Enter a **File Name**.

You can also choose to keep the default name.

- b. Select a **File Type** from the drop-down list.

6. Click the **Options** button.

Select the following options as required:

- a. Select the **Password protect the attachment** option to secure your report.
Enter the password and re-type it to confirm.
- b. Select the **Compress the Attachment** option, to compress the email attachment using WinZip.
- c. Select the **Save the attachment** option to save the attachment.

Click the ellipsis to change the default directory.

7. Click **Email**.

An Untitled email message will open with the report attached.

8. Enter or select the recipient's email address and if necessary type a message (as you normally would).

9. Click **Send**.

Related topics

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)


[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Report properties

Accountants Enterprise in Australia only

Certain properties for a selected report can be viewed and changed within the **Properties of <report name>** window. This window is accessed from the **Reports** option in the **Generating Reports** window by clicking the **Properties** button,  for a particular report.

The **Properties of <report name>** window contains the following tabs:

- **General**

The **General** tab displays information about the report. The information you can view here covers the following:

- **Type** — whether it is a Master, Practice or Client level report.

See “Reporter hierarchy” on page 11.

- **Reporting Period** — the year(s) for which the report is applicable.
- **Entity Type** — the business structure that distinguishes companies, partnerships, trusts and so on.
- **Description** — displays any notes that were entered by the report designer.
- **Font** — lists the available fonts or the default font can be used.
See “Setting the font” on page 25.
- **Column Templates** — this drop-down enables you to change the column template for the report.
- **Default Format Column Template(s)** — contains a list of unique names of all column templates used in any format in the report.

- **Page Setup**

The **Page Setup** tab is where you define the page orientation required for the selected report when it is previewed or printed.

See “Changing the orientation for generated reports” on page 45.

- **Margins**

You can view and edit the top, bottom, left and right margins for the reports.

See “Setting the margins for generated reports” on page 46.

- **Watermarks**

This is where you can apply a watermark that has been previously created.

See “Adding a watermark to generated reports” on page 46.

- **Report Options**

See “Setting the report options” on page 20.

Related topics

[Reporter hierarchy](#)

[Setting the font](#)

[Setting the report options](#)

[Changing the orientation for generated reports](#)

[Setting the margins for generated reports](#)

[Adding a watermark to generated reports](#)

[Column templates](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

- [Favourites](#)
- [Previewing reports](#)
- [Printer setup](#)
- [Exporting reports](#)
- [Emailing reports](#)
- [Report properties](#)
- [Getting more information from reports](#)
- [Non-transaction data](#)
- [Searching](#)
- [Masters updates](#)

Changing the orientation for generated reports

Accountants Enterprise in Australia only

The **Page Setup** tab is where you define the page orientation required for the selected report when it is previewed or printed. You can choose portrait or landscape. By default the system selects the orientation options which best suit the selected report based on the current page orientation settings.

Note: Any change to the default page orientation setting is only valid for the current session.

To change the orientation of a report from the Generating Reports window

1. Open the **Generating Reports** window.
2. Click the **Properties** button for the report whose orientation is to be changed.
3. Click the **Page Setup** tab.
4. Select **Portrait** or **Landscape**, as required.
5. Click **OK**.

Related topics

- [Report properties](#)
- [Reporter hierarchy](#)
- [Setting the font](#)
- [Setting the report options](#)
- [Setting the margins for generated reports](#)
- [Adding a watermark to generated reports](#)
- [Column templates](#)

Setting the margins for generated reports

Accountants Enterprise in Australia only

You can view and, if required, edit the top, bottom, left and right margins for the reports. The default margin settings as previously designed for the report are initially displayed. These defaults are restored at the beginning of each session.

You can set the **Unit of Measurement** by clicking the ellipsis and choosing either Centimetres, Inches or Millimetres.

If you change the margin settings, then want to set them back to the default without closing and re-opening **Reporter**, simply click the **Restore Defaults** button.

To set the margins of a report from the Generating Reports window

1. Open the **Generating Reports** window.
2. Click the **Properties** button for the report whose margins are to be changed.
3. Click the **Margins** tab.
4. Enter a value for **Left**, **Right**, **Top** and **Bottom** margins.
You can use the arrow buttons or type in a value for the margins.
5. Click **OK**.

Related topics

[Report properties](#)

[Reporter hierarchy](#)

[Setting the font](#)

[Setting the report options](#)


[Changing the orientation for generated reports](#)

[Adding a watermark to generated reports](#)

[Column templates](#)


Adding a watermark to generated reports

Accountants Enterprise in Australia only

You can apply a watermark that has been previously created. You can also add a condition for the watermark and click  to check the syntax of the condition.

To add a watermark from the Generating Reports window using the Properties window

1. Open the **Generating Reports** window.

2. Click the **Properties** button for the selected report.
3. Click the **Watermarks** tab.
4. Select the **Watermark** that you want to add to the report from the drop-down list.
Use the arrow keys on the right to change the order of the watermarks. The watermark at the top of the list will appear on top of the other watermarks...and so on.
5. Enter a condition for the watermark and click .
If you leave the condition blank the watermark always prints.
6. Click **OK**.

Related topics

[Report properties](#)

[Reporter hierarchy](#)

[Setting the font](#)

[Setting the report options](#)

[Changing the orientation for generated reports](#)

[Setting the margins for generated reports](#)

[Column templates](#)

Column templates

Accountants Enterprise in Australia only

Creating a **Column Template** makes setting up the columns that you want to appear on a report easier. It enables you to create columns based on actuals, receipts, payments, cash and budget for different periods and different years. You can apply headings and create formulas for each column within your template.

Once a Column Template has been created you can apply it to any report that appears in your report list. Therefore, you do not need to format each report's columns.

You can only create Client level templates in the Reporter Generator. If you want to create templates at the Practice level you have to use the Reporter Designer. MYOB have included Master level templates.

From the **Generator** window you can edit or delete existing templates or create new client templates.

The **Use Default** template selects the default column template that is specified for the report.

Note: A test configuration drop-down is available on the **Report Editor** toolbar in the **Report Designer**. This drop down enables you to preview the report using a saved column template. The default selection is **Use Default**.

Related topics

[Creating and editing column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Defining column headings](#)

[Columns defined by user](#)

[General column properties](#)

[Advanced column properties](#)

[Column defined by ledger](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Searching](#)

[Masters updates](#)

Creating and editing column templates

Accountants Enterprise in Australia only

To create or edit column templates


1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.

Note: For **MAS** users: To access reports at the Practice level, select Reports > Reporter > **Design Practice Reports**.
For **Accounts** users: Open the **Configuration** window, Start > Programs > MYOB Accountants Enterprise > **Configuration**. Then select Configure > Accounts > **Report Designer**.

2. From the **Generating Reports** window, click the **Column Template Editor** button on the toolbar.

or

From the **Report Designer** window, click Tools > **Column Template Editor**.

3. Click the **New column template**  icon to create a new column template.
4. Complete the required details.
5. Click **Apply**.

Note: You must click **Apply** after you have completed the details for each column.

6. When you have completed the template, click **Close**.

Related topics

[Column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Defining column headings](#)

[Columns defined by user](#)

[General column properties](#)

[Advanced column properties](#)


[Column defined by ledger](#)

Deleting column templates

Accountants Enterprise in Australia only

To delete a column template from the Generating Reports window

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.
The **Generating Reports** window opens for the client.

2. Click the **Column Template Editor** button on the toolbar.
3. Select the column template that is to be deleted.
4. Click .

Related topics

[Column templates](#)

[Creating and editing column templates](#)

[Column template properties](#)

[Defining column headings](#)

[Columns defined by user](#)

[General column properties](#)

[Advanced column properties](#)

[Column defined by ledger](#)

Column template properties

Accountants Enterprise in Australia only

Column template properties include:

- **Column template name**

This appears to the left of the report list in the Report Generator for you to apply it to the selected report.

Note: The column template name must be unique.

- **Columns defined by**

The following options are available for **Columns defined by**:

- The **User** option enables you to define a specific number of columns to meet the needs of a particular client.
- The **Ledger** option enables you to create a column template that will vary the number of columns based on the structure and state of the ledger with which it is being used.

For example, a user-defined column template containing 4 columns, one for each period from 1 to 4, would only be usable with a 4-period ledger. To achieve a similar result for a 12-period ledger, a second column template, containing 12 columns, would have to be created.

Alternatively, a single, ledger-defined column template could be created at the practice level for use with both ledgers. This column template would

automatically adjust the number of columns based on the number of periods being used in the ledger.

- **Insert page break for each**

Select this checkbox to insert a page break between columns that have been filtered to display different values for the item listed in the adjacent field.

For example, if you select Division in the adjacent field, a page break will be inserted between columns that have been filtered to display accounts with different divisions.

- **Number of columns per page**

Select the checkbox to insert a page break after the number of columns indicated in the adjacent field.

For example, if you enter 2 into the adjacent field, a page break will be inserted after every 2 columns.

Related topics

[Column templates](#)

[Creating and editing column templates](#)

[Deleting column templates](#)

[Defining column headings](#)

[Columns defined by user](#)

[General column properties](#)

[Advanced column properties](#)

[Column defined by ledger](#)



Defining column headings

Accountants Enterprise in Australia only

Heading variables can be used when you want a cell in a format to be able to display different values in the different columns generated by a column template.

When you add a heading variable to one column in a column template, it will automatically be added to all other columns in the template.

To add a heading variable to the template

1. Click  or .
2. Enter the **Name** by which the heading variable will be referenced in a format. By default, the heading variables will be named %HEADING1%, %HEADING2%, %HEADING3% and so on. These names can be edited if required.

The name of a heading variable must begin and end with percentage signs (%). If you enter a name that does not begin and end with percentage signs, they will be inserted automatically.

3. Enter the **Value/Formula** that will be shown in the cell on the format or the formula used to derive the value.


The contents of the **Value/Formula** field will be inserted into any cell in which the heading variable is referenced when this column is generated as part of a previewed report or format.



If the contents of the **Value/Formula** field are preceded by an equal sign (=), they will be evaluated as a formula and the results of the formula will be displayed in the preview.


If the contents of the **Value/Formula** field are not preceded by an equal sign (=), they will be displayed in the preview as text.

4. Enter the **Style** to apply to the heading.

Style changes can be applied to a heading variable if you require the heading variable to be displayed with different formatting from the rest of the column.

To apply specific style formatting to a heading variable, click  and make the required changes in the **Column style** dialog. The changes made here will override any style settings that have been specified for the column.

When you click **OK** in the **Column style** dialog, the  will change to  to indicate that style changes have been made.

To undo the style changes and revert to the formatting of the column, right-click on  and select **Remove style**.

See “Working with styles” on page 163.

To apply style changes to columns and headings

Style changes can be applied to a particular column within a column template, if you require the column to be displayed with different formatting than what might be specified in the **Format Editor**.

To apply specific style formatting to a column:

1. Click .

The **Column style** dialog opens.

2. Make the required changes.

Note: The changes made here will override any style settings that have been specified in the **Format Editor**.

3. Click **OK**.

The contents of the **Style** field will change from **Specified by cell** to **Altered for current column**.

To undo the style changes and revert to the formatting specified in the Format Editor

1. Right click on the **Style** field and select **Remove style**.

To repeat left-hand columns on overflowed pages

The **Repeat Lefthand columns** item is visible if the **Lefthand format columns** item is selected in the **Column Definition** listing.

Select the checkbox to have the contents of the **Lefthand format columns** appear on multiple pages, if the columns generated by the column template exceed one page.

To remove a heading variable

1. Click  .

When you remove a heading variable from one column in a column template, it will automatically be removed from all other columns in the template.

To reference a heading variable in a format

Enter the name of the variable into a cell. Make sure that you precede the heading variable name by an equal sign. For example, =%HEADING1%.F1.

Related topics

[Column templates](#)

[Creating and editing column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Columns defined by user](#)

[General column properties](#)





[Advanced column properties](#)

[Column defined by ledger](#)

Columns defined by user

Accountants Enterprise in Australia only

Available options for **Columns Defined by User**.

Option	Description
New 	Adds a new column to the template.
Delete 	Deletes the selected column from the template.
Move Up 	Moves the selected column up one place in the list.
Move Down 	Moves the selected column down one place in the list.

Left-hand format columns

This item represents the column(s) to the left of the column(s) to which the template has been applied in a format.

For example, in a format where the column template is applied to columns C and D, the **Lefthand format columns** item represents columns A and B. Moving the **Lefthand format columns** item up and down in the **Column Definition** listing allows you to position these columns on the page relative to the columns generated by the template.

To add a new column

1. From the **Generator** window, click the **Column Template Editor** button on the toolbar.
 or
 From the **Designer** window, click Tools > **Column Template Editor**.
2. For the **Columns defined by** field, select the **User** option.
3. In the **Column Definition** section, click the **New column** button.
 At the bottom of the **Column Definition** section, fields become available.
 See “General column properties” on page 55 for more details.
4. Enter the **Name** of the column.
 The **Name** must be unique within the column template.
5. Specify the **Balance type** for this column.
6. Specify the **Year** to use when retrieving balances for this column.

7. To have the figures set as **Year to Date**, the **Period Start** is set to **Period 1** which cannot be changed.
8. To have the figures **Movement** based, both the **Period Start** and **Period End** are enabled.
9. Click the **Advanced** button to launch the **Advanced column properties** dialog. See “Advanced column properties” on page 58.
10. Click **Apply**.

Related topics

[Column templates](#)

[Creating and editing column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Defining column headings](#)

[General column properties](#)

[Advanced column properties](#)

[Column defined by ledger](#)

General column properties

Accountants Enterprise in Australia only

Available column property options:

Option	Description
Advanced Column Properties	Click this button to launch the Advanced column properties dialog. This dialog has four tabs: <ul style="list-style-type: none">• General• Filtering• Condition• Ledger. See “Advanced column properties” on page 58.

Option	Description
Balance Type	<p>Specify the balance type of the general ledger values that you want to be displayed in the selected cell(s) or column. The default balance type is Actuals.</p> <p>For example, if you select Division in the adjacent field, a page break will be inserted between columns that have been filtered to display accounts with different divisions.</p> <p>The balance types available for Accounts are:</p> <ul style="list-style-type: none"> • actuals • opening balance • closing balance • cash • receipts • payments • non-cash movements • quantity • opening balance (quantity) • closing balance (quantity) • budget year to date • budget period. <p>The balance types available for MAS are:</p> <ul style="list-style-type: none"> • actuals • receipts • payments • cash • bal2 • budget (current) • budget-bal2 (current) • budget (projected) • budget-bal2 (projected).
Movement	<p>To have the figures Movement based. Both the start and end periods are enabled.</p>
Name	<p>Specify a name for the column. The name must be unique within the column template.</p> <p>This name can be referred to in the Formula field under the General tab of the Advanced column properties dialog to create calculation columns.</p>

Option	Description
Period End	<p>When a ledger contains more than one period and the Movement option is selected, this drop-down menu is enabled to specify the ending period to be used when retrieving balances for this column.</p> <p>The drop-down menu contains an item for each available period as well as Current Period and Final Period items. The Current Period and Final Period items are relative i.e. the periods they represent will vary depending on the structure and state of the ledger.</p> <p>The Current Period item refers to the period selected in the Period field in the Ledger year selection dialog (Tools > Ledger Year). This may or may not be the same as the current period in the underlying General Ledger product. The Final Period item refers to the last period in the selected year.</p>
Period Start	<p>When a ledger contains more than one period and the Movement option is selected, this drop-down menu is enabled to specify the starting period to be used when retrieving balances for this column.</p> <p>The drop-down menu contains an item for each available period as well as Current Period and Final Period items. The Current Period and Final Period items are relative i.e. the periods they represent will vary depending on the structure and state of the ledger.</p> <p>The Current Period item refers to the period selected in the Period field in the Ledger year selection dialog (Tools > Ledger Year). This may or may not be the same as the current period in the underlying General Ledger product. The Final Period item refers to the last period in the selected year.</p>
Year	Specify the year to use when retrieving balances for this column.
Year To Date	To have the figures set as Year to Date. The start period is set to Period 1, which cannot be changed.

Related topics

- [Column templates](#)
- [Creating and editing column templates](#)
- [Deleting column templates](#)
- [Column template properties](#)
- [Defining column headings](#)
- [Columns defined by user](#)
- [Advanced column properties](#)

[Column defined by ledger](#)

Advanced column properties

Accountants Enterprise in Australia only

To set the properties for style, formula and headings of columns

1. Click the **General** tab.
2. Apply style changes required for the column if it has to vary from the style specified in the **Format Editor**.
3. Enter the formula to calculate any derived value, if required.
4. Specify heading variables.

Filtering

To place restrictions on the account balances to be used in a column, click the **Filtering** tab.

For example, you might want to create a filter that will restrict the column to accounts from a particular division.

Note: **MAS** users can create filters based on **Main Code, Sub Code, Division, Prefix** and **Level**.
Accounts users can create filters based on **Branch, Division, Main Code, Sub Code** and **Level**.

To add a new filter, click  and enter the details of your filter.

For example, to create a filter that will use control accounts only, you would enter **C** in the **Level** field.

To delete a filter, click .

Select the **Include credits** checkbox to use credit account balances from the client's ledger in the column.

Select the **Include debits** checkbox to use debit account balances from the client's ledger in the column.

Condition

To set a condition that will determine whether or not a column is displayed in a report, click the **Condition** tab.


Enter a formula in the **Formula** field. The column will not be displayed, if the result of the formula is false. The column will be displayed, if the result of the formula is true or if the formula is invalid or blank.

For example, you might set the condition **PeriodNumber(CurrentPeriod)=3** for a particular column. In this case, the column would only be displayed if the current period is period 3.

The formula can be entered with or without a leading equal sign.

For example, **=PeriodNumber(CurrentPeriod)=3** and **PeriodNumber(Current Period)=3** are both valid formulas that will return the same result.

The formula cannot contain references to cells, driver fields (e.g. **AMOUNT**), heading variables (e.g. **%HEADING1%**) or the names of other columns within the column template.

To check the syntax of the formula in the **Formula** field, click .


Ledger

To create a column that displays values from a different ledger, click the **Ledger** tab.

- Ledger drop-down list

The drop-down list in the **Ledger** column contains a list of available ledgers.

Select the ledger from which you want the column to retrieve **Chart Map** balances and **Database Map** values.

To display the combined values from more than one ledger, add a new item to the list by clicking .

To remove an item from the list, click .

Note: The **<Current Ledger>** item in the drop-down list refers to the ledger(s) specified in the **Current Ledger Configuration** dialog (accessed via Tools > **Current Ledger Configuration**).

- Name

To specify a name for the ledger in the **Formula** field, enter a name in the **Name** column.

By default, ledgers will be given the names **L1**, **L2**, **L3** and so on. These names can be edited, if required.

- Properties

To launch the **Ledger Properties** dialog, click .

Specify the **Year**, **Period Start**, **Period End** and **Balance Type** for the account balances to be retrieved from the selected ledger in the **Ledger Properties** dialog.

Click **OK** to save your changes.

Note: The settings in the **Ledger Properties** dialog will default from the settings in the corresponding fields in the **Column Definition** section of the main **Column Template Editor** screen.

- **Formula**

The **Formula** field will be enabled when there are two or more items in the **Ledger** list. Each ledger in the **Ledger** list is represented in the formula by the value that has been specified for it in the **Name** column. A formula will be automatically generated to add the ledger values together (e.g., L1+L2). This formula can be edited, if required, to achieve a different result (e.g., (L1-L2)/L1).

Related topics

[Column templates](#)

[Creating and editing column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Defining column headings](#)

[Columns defined by user](#)

[General column properties](#)

[Column defined by ledger](#)

Column defined by ledger

Accountants Enterprise in Australia only

The following options are available for Column Defined by Ledger:

- Specify the **Style** to apply to the column.
- Select the **Repeat lefthand format columns on overflowed pages** checkbox to have the contents of the column(s) to the left of the column(s) to which the template is applied in a format to appear on multiple pages, if the columns generated by the column template exceed one page.
- Define the **Headings** required for the column template.

Column type

Column type specifies the way in which the number of columns and the values displayed in those columns will be determined when a format or report to which this template has been applied is previewed.

The options available in the **Column type** drop-down list may vary depending on the underlying General Ledger product.

Columns for MAS

- **Period 1: Current Period**
Generates a column for each period in the current year from the first period up until the current period, as specified in the **Ledger year selection** dialog.
- **All Periods**
Generates a column for each period in the current year from the first period up until the final period.
- **Maincode**
Generates a column for each main account code referenced in the format or in any format contained in the same group.
- **Subcode**
Generates a column for each sub account code referenced in the format or in any format contained in the same group.
- **Divisions**
Generates a column for each division referenced in the format or in any format contained in the same group.
- **Prefix**
Generates a column for each prefix referenced in the format or in any format contained in the same group.

Columns for Accounts

- **Period 1: Current Period**
Generates a column for each period in the current year from the first period up until the current period, as specified in the **Ledger year selection** dialog.
- **All Periods**
Generates a column for each period in the current year from the first period up until the final period.
- **Branches and Divisions**
Generates a column for each branch and each division that exists in the ledger.
- **Branches**
Generates a column for each branch that exists in the ledger.
- **Divisions**
Generates a column for each division that exists in the ledger.
- **Maincode**
Generates a column for each main account code referenced in the format or in any format contained in the same group.

- **Subcode**
Generates a column for each sub account code referenced in the format or in any format contained in the same group.

Related topics

[Column templates](#)

[Creating and editing column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Defining column headings](#)

[Columns defined by user](#)

[General column properties](#)

[Advanced column properties](#)

Getting more information from reports

Accountants Enterprise in Australia only

When you have a report with financial information that was provided by your General Ledger, you can click on the figures within the **Report Preview** window to access the **Drill Down** window. This displays how the figures in the report are derived. You can record the source details and then make corrections or adjustments to the figures as required.

The **Drill Down** window shows the following:

- **Code** — displays the account codes that make up the item.
- **Description** — displays the description of each code that make up the item.
- **Amount** — displays the amounts for each code that make up the item.
- **Period** — displays the period that the amount is shown for the item.
- **Balance Type** — information for all the account codes which make up the figure you drilled down into on the **Report Preview** window.

To return to the **Report Preview** window, click **Close**.

While previewing a report, simply move the cursor over the figures in the report. If the cursor changes to a hand you can click on that figure to access the **Drill Down** window.

Note: The total will not always be equal on the report total because the total is the sum of all balances, but the report may be made up of some balances subtracting.

Related topics

- [Reporter hierarchy](#)
- [Generating report options](#)
- [Report settings](#)
- [Selecting years](#)
- [Presentation of a report](#)
- [Favourites](#)
- [Previewing reports](#)
- [Printer setup](#)
- [Exporting reports](#)
- [Emailing reports](#)
- [Report properties](#)
- [Column templates](#)
- [Getting more information from reports](#)
- [Non-transaction data](#)
- [Searching](#)
- [Masters updates](#)

Troubleshooting errors in reports

Accountants Enterprise in Australia only

When previewing a report you can get details regarding the design of any information on the report by right-clicking on the information. A cell properties window will be displayed showing details including the format the information comes up, the formula used to produce the content, style applied and position on the page.

This is particularly useful for troubleshooting when an error message such as #REF or #ERR is shown or when any text needs adjusting. If previewing the report in **Report Designer**, clicking the icon to the left of the text **Formula** will open the **Format Editor** with the relevant format. The cursor will be positioned in the cell as per the report, ready for any edits to be made.

Related topics

- [Previewing reports](#)
- [Getting more information from reports](#)
- [Reporter hierarchy](#)
- [Generating report options](#)
- [Report settings](#)
- [Selecting years](#)
- [Presentation of a report](#)
- [Favourites](#)
- [Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

Non-transaction data

Accountants Enterprise in Australia only

Within Reporter the term **non-transaction data** is used to refer to the specific disclosure items required for a report that are not provided by the underlying General Ledger. For example, the statutory details for your client (such as lease details) have to be entered using the database tables within Reporter in order to incorporate them into reports. Before you run a report for a client you have to enter these values for the non-transaction data fields so they can be used when reports are generated.

When a data field is designed by MYOB or the report designer in your practice, they assign a type to it. The type of field selected controls how data is entered into that field. For example, whether it is a numerical field, text field or Yes \ No field; the maximum number of characters that can be entered, etc. You are only able to enter the correct type and number of characters into a **Value** field.

There are several ways of accessing the non-transaction data area:

- If you are a MAS user, select Reports > Reporter > **Enter non-transaction data**.
- If you are an Accounts user, select Enter > Other Data > **Non Transaction Data**.
- From within the **Generating Reports** window, click on the **Non-transaction data** option to display the tables that support the currently selected reports.
- From within the **Report Designer** window.

Tip: If you are denied access to the database tables for a client, this is probably because another employee in the practice is making changes in this area.

The database tables are deliberately extensive, to provide for all sorts of practice reporting requirements. The fields are logically grouped into tables, and the tables into folders where the folder names logically identify the related financial statements. For example, the **Notes** folder contains all the tables and fields that are referenced by the **Notes Formats**. All the tables required for the **Statement of Cash Flow** report are into a folder called **CashFlow** and so on.

You may find that you rarely use many of the tables and fields, however it is mandatory to complete the **#EntityDetails.ClientDetails** table for all entities and the **#EntityDetails.ReportingExtraDetails** for reporting entities.

Some tables will be completed at the Practice level since the data values will be appropriate for all reports produced within the practice. For example, some of the fields in the **CompilationReport** table, e.g., **FirmName** and the **AuditReport** table, e.g., **AuditorFirmName** will be updated at Practice level and will deliver appropriate data to reports in relation to the Practice details.

The **Reporter Database** window is divided into a left-hand pane where a number of tables are displayed, and a right-hand pane where you are able to add and/or update details for a particular table. This editing section of the window contains four columns:

- **Name**

This column displays the name of the fields in the selected table.

- **Level**

This column displays two icons, side by side. The first icon (on the left) indicates the level at which that field has been defined, either **Client**, **Practice** or **Master**. The second icon (on the right) shows the level at which data has been entered for that field. Where no data has been entered for a field, the second icon will be the same as the first.

For example, in the following picture you will see that the database field is the original **Master** version supplied by MYOB, but the value for that field was



entered at the **Client** level.

Note: When a report is generated for a client, if the field being referenced does not contain any client level data, then data entered at the Practice level is used instead.

- **Value**

This column displays the current data for that field. In the case of fields where the value must be selected from a defined list, a drop-down list is available. To enter a value either select it from the drop-down list options, or type the value directly into the **Value** field. Either way, once data is entered in a field, it is saved to the database as soon as the cursor leaves that field. In other words, you do not need to specifically save, it occurs automatically as you move from one field to another.

- **Null**

This column allows you to set a field value to be empty. The field still exists but holds no value for that client.

If you select a multi record table in the list on the left, the right side of the window will display with an extra section at the top where the multiple records for the fields are displayed.

Note: Just below the data entry area, you will notice that as you select a field, an explanation of the field is displayed to assist you with data entry.

Related topics

[Entering non-transaction data](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Adding client and practice non-transactional data to the database](#)

[Searching](#)

[Masters updates](#)

Entering non-transaction data

Accountants Enterprise in Australia only

You can enter non-transactional data through the **Generating Reports** window or the **Report Designer** window using the Database Map. These instructions refer to entering data using the **Generating Reports** window.

Note: You can also add data from your General Ledger software main menu:
For MAS users, select Reports > Reporter > **Enter non-transactional data**
For Accounts users, select Enter > Other Data > **Non Transaction Data**.

To enter data into a table from the Generating Reports window

1. Within your General Ledger software, open the client ledger you want to enter non-transaction data for and select Reports > Reporter > **Generate Reports**.

The **Generating Reports** window opens.

2. Click the **Non-transaction data** button on the toolbar.
or
Select File > **Non-transaction Data**.
3. Select the table you want to enter data for in the **Explorer** pane on the left of the window.
You may need to expand the branches to get to the table you require.
The fields defined for the selected table will be displayed on the right of the window.
4. In the **Value** column, enter the specific value for the selected client against the fields in the table.
If you are entering data into a multi record table, you will need to click the **Apply** button after entering the values for one record.
5. Click **Apply**.

Related topics

[Non-transaction data](#)

[Adding client and practice non-transactional data to the database](#)

Masters updates

Accountants Enterprise in Australia only

Note: The following is only recommended steps. Some practices may have their own steps to update their Reporter systems.

When you receive a new version of the Masters, there could be 2 possible scenarios:

You are installing for a new financial year

1. Perform a backup.
See “Maintaining Reporter” on page 241.
2. Install the new version and review the Release Notes for more information.
3. Review the Retain Values for the Practice.
See “Reviewing the retain value settings” on page 237.
4. Roll forward the Practice level in Reporter.
The roll forward should only be done by your system administrator.
5. Review the Trash Can at the Practice level.

See “Restoring from the trash can” on page 241.

6. Back up your general ledger.
7. Review the Retain Values for the Client.
See “Reviewing the retain value settings” on page 237.
8. Roll each client forward in your general ledger software.
The Year End rollover within your general ledger forces Reporter to roll forward at the Client level for that particular ledger.

Note: Ensure that you close all sessions of Reporter.

9. Review the Trash Can at the Client level.
See “Restoring from the trash can” on page 241.

You are installing in a year

1. Perform a backup.
See “Maintaining Reporter” on page 241.
2. Install the new version and review the Release Notes for more information.
3. Review the Trash Can at the Practice level.
See “Restoring from the trash can” on page 241.
4. Review the Trash Can at the Client level.
See “Restoring from the trash can” on page 241.

Related topics

[Entering non-transaction data](#)

[Reporter hierarchy](#)

[Generating report options](#)

[Report settings](#)

[Selecting years](#)

[Presentation of a report](#)

[Favourites](#)

[Previewing reports](#)

[Printer setup](#)

[Exporting reports](#)

[Emailing reports](#)

[Report properties](#)

[Column templates](#)

[Getting more information from reports](#)

[Non-transaction data](#)

[Adding client and practice non-transactional data to the database](#)

[Searching](#)

How do I...

How do I create a report showing values from multiple ledgers?

Accountants Enterprise only

Reporter provides the ability to retrieve financial data from multiple ledgers and display the combined results in any of the reports. The financial figures from all the specified ledgers are combined and reported. This method is also known as simple consolidation.

To achieve a report combining values from multiple ledgers:

- Specify the required ledgers in the Current Ledger Configuration.
- Preview the consolidated report.

To specify the required ledgers

1. Open the primary ledger and click Reports > Reporter > **Generate Reports**.
The **Reporter** window opens.
2. From the **Tools** menu, select **Current Ledger Configuration**.
The **Current Ledger Configuration** window appears with the primary ledger selected.
3. Click the drop-down arrow on the **Ledger** field and select the subsequent ledger(s) from the list.
The subsequent ledger(s) is added to the list of current ledgers.
4. Click **OK**.
The additional ledgers are added to the values retrieved for the reports.

Note: The setting applied in the above steps remain in effect for the primary ledger until changed. To remove this setting, repeat the above steps 1 and 2 to access the **Current Ledger Configuration**, select the subsequent ledger(s) to remove and click the **Remove Ledger** icon.

To preview the consolidated report

1. Click **Reports**.
The reports list appears in the right-hand pane.
2. Select the required report and click **Preview**.
The preview is generated and displayed.
3. In the report preview, click on a common financial figure that reports a consolidated amount (for example, Cash at Bank).

The drill down window appears showing the components from the different ledgers. The total of the components equals the consolidated figure.

Designing reports

Accountants Enterprise in Australia only

The report templates available when producing reports consist of those provided with **Reporter** by MYOB. These are referred to as Masters. In addition to the Masters are any report templates which have been created within your company, Practice or Client level report templates.

If you are the person within your company responsible for designing reports, you will use **Report Designer** to make changes to existing report templates or to create new report templates. Report templates can be created for use practice-wide, or customised for specific clients.

Each report template stored within Reporter sits at a certain hierarchy level. There are three levels of hierarchy:

- **Master**

Master level report templates are provided with the Reporter software. These cover the AASB reporting requirements for certain entity types and sizes. Master level templates cannot be edited or created, however you can use them as a basis for creating Practice or Client level report templates. Each year MYOB will provide you with updated Master report templates to cover any AASB changes that have been introduced.

Master reports and templates are distinguished by a red icon in the **Report**

Designer and **Generating Reports** windows,  .

- **Practice**

Practice level report templates are those you create within your practice and which can be used to produce reports for all the practice's clients. Practice reports can be created from scratch or based on a Master or another Practice level report template.

Practice reports and templates are distinguished by a yellow icon in the **Report**

Designer and **Generating Reports** windows,  .

- **Client**

Client level report templates are those created for the reporting purposes of a specific client. The client report will only be available for use within the **Generating Reports** window for the particular client the template was created for. Client report templates can be created from scratch or based on an existing report template of any level.


Client reports and templates are distinguished by a blue icon in the **Report**

Designer and **Generating Reports** windows,  .

Note: Within the **Report Designer** window you can only see reports that exist at and above the hierarchy level you entered the software through. That is, if you enter **Report Designer** from your General Ledger software at the **Practice** level then you will only see **Master** and **Practice** level reports listed. If you enter via the **Client** level then you will see all three levels of reports. In addition, you will only see the reports designed for the entity type that match the entity type of the selected client ledger. For example, if the selected ledger is for a company, you will only see those reports which have been designed for the entity type, Company.

When creating or editing reports you will work with “Formats” on page 123. These are the building blocks you use to create the content of the reports. Formats can be made up of any combination of the following:

- “Chart Map” on page 185 items
- “Database Map” on page 208 items
- Standard text
- Pictures
- Formulas.

Note: Where you see the following icon displayed, , click on it to view information on the particular window or field you are in.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Working with formats](#)

[Working with formulas](#)

[Chart Map](#)

[Database Map](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[About reports](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

Opening the Report Designer window

Accountants Enterprise in Australia only

When you open **Report Designer** you can choose to open it at either the Practice level or the Client level. Which one you choose depends on whether you want to work on reports for a particular client, or whether you want to work on reports which will then be available for use throughout the practice.

To open the Report Designer at the client level (for both Accounts and MAS users)

1. Open the ledger of the entity type that you want to design reports for.
2. Select Reports > Reporter > **Design Client reports....**

The **Report Designer** window opens.

All Master level reports and Practice level reports are available in addition to those reports designed at the Client level for the selected client.

When you work in the Report Designer at the Client level, all the changes you make or any new items you add will only be available for use for the specific client ledger you opened in Report Designer. For example, any reports you create or save at the Client level will only be available for use for the particular client the report was created for. You will not be able to use or view Client level items for any other client other than the one the item was created or edited for. If you want an item to be available for all client ledgers in the practice, you will need to create it or save it at the Practice level.

To open the Report Designer at the Practice level (for MAS users)

1. Open the ledger for a client.
This client's information will be used when you preview and print the reports.
2. Select Reports > Reporter > **Design Practice reports....**

The **Report Designer** windows opens.

Any changes you make or new reports you create are displayed in the **Report Designer** and **Generating Reports** window for all clients of the same entity.

To open the Report Designer at the practice level (for Accounts users)

1. Select Start > Programs > MYOB Accountants Enterprise > **Configuration**.
The **Configuration** window opens.
2. Select Configure > Accounts > **Report Designer**.
3. Select the entity that you want to design the reports for.
4. Click **Next**.

The **Report Designer** window opens.

Any changes you make or new reports you create are displayed in the **Report Designer** and **Generating Reports** window for all clients of the same entity.

As you are at the Practice level, any changes you make to data, reports, Formats, Chart Map or Database Map items will be available for use to any other people when they also open Report Designer or Report Generator at the Practice level. This is different to designing reports at the Client level, as anything done at the Client level is only available to the specific client ledger that you opened in Report Designer.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[About reports](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Making changes to master reports](#)

About reports

Accountants Enterprise in Australia only

The **Reports** tab on the **Reports Designer** window contains the Master reports provided with **Reporter**, along with any reports you have created at a Practice level and the Client level reports created for the selected client.

Note: Only those reports that apply to the selected entity type are displayed at each hierarchy level.

From the **Reports** tab you can:

- Create new report templates
- Edit existing report templates
- Delete report templates
- Preview and print reports
- Add Groups and Formats to reports

- Define report element properties.

When working in the **Reports** tab there are two work areas:

- the left hand **Explorer** pane
- the right hand **Design** pane.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Making changes to master reports](#)

[Report editor](#)

[Right-click menu](#)

[Displaying a master level report](#)

[Displaying the practice level report](#)

Right-click menu

Accountants Enterprise in Australia only

In addition to the toolbars, there is a right-click menu available in the **Explorer** pane of the **Reports Designer** window. This contains the same options as the toolbar, plus the extras listed in the following table.

Note: The cut, copy paste functionality is to provide you with the ability to cut or copy reports between ledgers.

Option	Description
Copy	This is standard Windows copy functionality. This option is not available for Master level items. You can copy and paste between reports and also between different ledgers.

Option	Description
Copy to Client / Practice	<p>Use this menu item to save the currently selected report to the level at which you opened Report Designer (Client or Practice). This menu option reads Copy to Client if you opened Report Designer at the Client level, allowing you to save a Practice level or Master level item at the Client level. If you opened Report Designer at the Practice level it reads Copy to Practice, allowing you to save a Master level item at the Practice level.</p> <p>The new level version of the report conceals the higher level version until such a time that the lower level version is renamed or deleted.</p>
Copy to Clipboard	<p>This option enables you to copy Reports to the clipboard and paste them into Microsoft Word. This enables you to view the properties of all the Reports without having to open each Report's Properties window.</p>
Cut	<p>This is standard Windows cut functionality.</p>
Paste	<p>This is standard Windows paste functionality.</p>
Print Report	<p>Sends the report to your default Windows printer.</p>
Properties	<p>Select this option to access the Report Properties window where you can add, view or edit the notes that have been added to the selected item. To add or edit notes simply type into the Description field and then click the Apply button to save your entry. If Report Designer is not open at the required hierarchy level to edit the properties, then the window will open as read-only.</p>
Rename	<p>Use this menu item to rename the selected report or group.</p>
Save As	<p>Use this menu item to create a copy of the currently selected report. The copy is saved to the level at which Reporter is currently open (Practice or Client level). You can then edit the name as required.</p>
Show Master / Practice Report	<p>This option displays the matching Master or Practice level report for the currently selected report. The Practice level report or Master level report window opens, with the report tree displayed to show the location of the Master level item.</p> <p>If Report Designer is open at the Practice level, this option displays View Master. If Report Designer is open at the Client level, this option displays View Practice.</p>

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[About reports](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Making changes to master reports](#)

[Report editor](#)

[Displaying a master level report](#)

[Displaying the practice level report](#)

Report editor

Accountants Enterprise in Australia only

The **Report Editor** is the work area in which you create, edit and preview a report. When you are working in the **Reports** tab, the **Report Editor** area is on the right-hand side of the **Report Designer** window.

When you select a report for editing or create a new report, the **Report Editor** window opens.


There are various ways to open the **Report Editor** window:

- Double-click an item in the list within the **Reports** tab.
- Click either the **New Report** or **Edit Report** button on the toolbar.
- Select a report and press the **[Enter]** key.
- Right-click an item in the **Reports** tab and select **Edit**.

The name of the new or selected report displays in the title bar of the **Report Editor** window. You can have multiple **Report Editor** windows open at once. Each instance of the window has its own toolbar.


When you open the **Report Editor** window, a list of all the Groups and Formats that make up the report is displayed. Formats can be organised into Groups within the report.

Groups

A folder icon, , identifies a Group. You can expand or collapse these for easier viewing. The Groups, Sections and Formats are listed in the **Report Editor** window in print order. Use the up and down buttons on the toolbar to move the Groups, Sections and Formats around within a report.




See “Groups and formats” on page 96.


Sections

A section icon, , identifies a Section in which multiple formats can be placed together. A condition set for the section will apply to all formats in the same section.

Formats

There are three types of Formats which can be used in reports:

- Header, 
- Body, 
- Footer, 

Each Format in a report is preceded by an icon which tells you which type it is. This icon may also have a **C** on it, , indicating that a condition has been applied to the Format.

When you right click a Format in the **Report Editor**, you have the option to change the type of Format (Header, Body and Footer). You also have the option to **Edit Format**, which takes you straight to the **Format Editor**. You can then cut, copy and paste Formats to other Groups and to other Ledgers.

See “Groups and formats” on page 96.

Resize window

The **Report Editor** window can be resized, minimised, maximised and moved around within the **Report Designer** window.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[About reports](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Making changes to master reports](#)

[Report editor](#)

[Right-click menu](#)

[Displaying a master level report](#)

[Displaying the practice level report](#)

[Adding a group to a report](#)

[Setting conditions for the elements](#)

Making changes to master reports

Accountants Enterprise in Australia only

Master reports can be used as the basis for creating a new report. You cannot save changes to the Master reports themselves. When you save a Master level report, **Reporter** saves the report to the level at which you opened **Reporter** (e.g., Practice or Client). The edited Master report can be saved with the same name or a different name.

When you edit and save a Master report to the Practice or Client level with its original name, the Master report no longer displays in the **Reports** tab. It is replaced by the Practice or Client report. The Master report remains in the background and is reinstated if the Client and/or Practice reports are deleted or renamed. The Master report displays when **Reporter** is opened from a client ledger, where a client level component of the report has not been created.

Note: If you create a Practice level version of a Master report, it will be effective for all the client ledgers. The Master will not be displayed in the list of reports while a practice version of the same report exists.

Be aware, that if you create a Practice or Client copy of a Format, Chart Map or Database Map that is used by a report, this will not cause the report itself to become a non-Master. A Master report can contain non-Master items. If you make changes to items that a Master report uses, your resulting reports differ from those produced by a Master report whose constituent items are also at the Master level.

Also, if you create non-Master versions of Formats or Database Map items, or add items to a Master level Chart Map, the Master report that uses the changed items will continue to be a Master report. A Client copy of a Master item will be used by a Master report when that report is run from a client ledger for which a Client version of the Master item has been created.

Related topics

- [Reporter hierarchy](#)
- [Generating reports](#)
- [Maintaining Reporter](#)
- [Designing reports](#)
- [Opening the Report Designer window](#)
- [About reports](#)
- [Creating new reports](#)
- [Previewing reports from the Report Editor](#)
- [Groups and formats](#)
- [Report element properties](#)
- [Tools options](#)
- [Formats](#)
- [Report editor](#)
- [Right-click menu](#)
- [Displaying a master level report](#)
- [Displaying the practice level report](#)
- [Making changes to the Chart Map](#)
- [Making changes to the Database Map](#)

Displaying a master level report

Accountants Enterprise in Australia only

When you are working with reports, it is sometimes useful to be able to view the corresponding higher level report for the one you are currently viewing. For example, if you are editing a Client level report, you may want to know which Groups and Formats are included in the Master level version of the same item. Using the **Master level report** window you can quickly and easily view the higher level version.

The **Master level report** window is accessed by selecting the **View Master** option on the right-click menu within the **Explorer** pane of the **Reports** tab. Just select the Practice or Client level report you want to view the corresponding Master information for, then click the menu option. The **Master level report** window will open, with the tree list expanded to show the location of the Master level item which corresponds with the selected Practice or Client level item.

You can also copy items from the **Master level report** window by selecting the required item in the window, then clicking **Copy** on the right-click menu. You can then paste this at the Client or Practice level (depending on the level at which you opened **Report Designer**) at the desired location of the report tree in the **Explorer** pane.

Related topics

- [Reporter hierarchy](#)

- [Generating reports](#)
- [Maintaining Reporter](#)
- [Designing reports](#)
- [Opening the Report Designer window](#)
- [About reports](#)
- [Creating new reports](#)
- [Previewing reports from the Report Editor](#)
- [Groups and formats](#)
- [Report element properties](#)
- [Tools options](#)
- [Formats](#)
- [Report editor](#)
- [Right-click menu](#)
- [Making changes to master reports](#)
- [Displaying the practice level report](#)
- [Making changes to the Chart Map](#)
- [Making changes to the Database Map](#)

Displaying the practice level report

Accountants Enterprise in Australia only

When you are working with reports, it is sometimes useful to be able to view the corresponding higher level report. For example, if you are editing a newer, Client level version of a report, you may want to know what Groups and Formats are included in the Practice level version of the same report. Using the **Practice level Report** window you can quickly and easily view the original Practice level version and compare the two.

The **Practice level report** window is accessed by selecting the **View Practice** option on the right-click menu within the **Explorer** pane of the **Reports** tab. Just select the Client level report you want to view the corresponding Practice one for, then click the menu option. The **Practice level report** window will open, with the tree list expanded to show the location of the Practice level item which corresponds with the selected Client level item.

You can also copy items from the **Practice level report** window by selecting the required item in the window then clicking **Copy** on the right-click menu. You can then paste this at the Client level at the desired location of the report tree in the **Explorer** pane.

Note: This option is not available if **Report Designer** is open at the Practice level.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[About reports](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Report editor](#)

[Right-click menu](#)

[Displaying a master level report](#)

[Making changes to master reports](#)

[Making changes to the Chart Map](#)

[Making changes to the Database Map](#)

Creating new reports

Accountants Enterprise in Australia only

If there are no existing reports on which you can base a new report, you will need to create your report from scratch. You do this using the **Report Designer** window.




Note: You must have the required security permissions to be able to design reports. You cannot design reports if someone else is designing reports for the same entity type or for the same client. In this case a message will be displayed to inform you.

To create a new report from scratch

1. Open the **Report Designer** window from your ledger software.
See “Opening the Report Designer window” on page 73.
The **Report Designer** opens.
2. Select the **Reports** tab.
3. On the toolbar of the **Reports** tab, click the **New Report** button, .

The **Report Editor** window opens.

A default name for the report is displayed in the **Report Editor** window. The name is automatically highlighted when the **Report Editor** opens, enabling you to over type the name. You can edit a report name at any time from the **Report Element Properties** window.

4. Use the **Add New Group**  and **Add New Format**  buttons to add the required elements to your report.
5. When all the Groups and Formats have been added to the report, use the **Preview** button to check the report.
6. Click the **Save**  button.
or
Select File > **Save** from the main menu.
To save your changes. Once saved, the new report appears in the list of reports in the **Explorer** pane.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[About reports](#)

[Creating a new report based on an existing template](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Making changes to master reports](#)

[Making changes to the Chart Map](#)

[Making changes to the Database Map](#)

Creating a new report based on an existing template

Accountants Enterprise in Australia only




When creating reports based on higher level report templates than that at which you opened **Reporter**, the new report is automatically saved down to the current (Practice or Client) level. For example, if you open **Report Designer** at the Client level,


then use a Practice level report on which to base a new report, the new report will be saved to the Client level. This new report will replace the higher level one until such time as the new report is renamed or deleted, when the higher level one will be reinstated.

If your new report is to be based on an existing report at the same level (e.g., you want to use a Practice level report to create another Practice level report) you will need to create a copy of the existing report, using the **Save As** function on the right-click menu.



Note: You must have the required security permissions to be able to design reports. You cannot design reports if someone else is designing reports for the same entity type or for the same client. In this case a message will be displayed to inform you.

To create a report based on an existing report at a higher level to that which you opened Reporter

1. Open the **Report Designer** window from your ledger software.
See “Opening the Report Designer window” on page 73.
The **Report Designer** opens.
2. In the list of reports displayed in the **Explorer** pane, select the report you want to base the new report on.
3. If you have opened **Reporter** at the Client level and are:
 - using a Master or Practice level report as the basis for your new report, then:
 - a. On the toolbar of the **Reports** tab, click the **Edit Report** button, .
 - using a Client level report as the basis for your new report, then:
 - a. Select **Save As** from the right-click menu in the **Explorer** pane.
 - b. Enter the name for the new report in the **Name of Report** field.
 - c. Click **OK**. The new report will be listed in the **Explorer** pane.
 - d. Double-click the report or click the **Edit Report** button, .
4. If you have opened **Reporter** at the Practice level and are:
 - using a Master level report as the basis for your new report, then:
 - a. On the toolbar of the **Reports** tab, click the **Edit Report** button, .

- using a Practice level report as the basis for your new report, then:
 - a. Select **Save As** from the right hand menu in the **Explorer** pane.
 - b. Enter the name for the new report in the **Name of Report** field.
 - c. Click **OK**. The new report will be listed in the **Explorer** pane.
 - d. Double-click the report or click the **Edit Report** button, .

The **Report Editor** window opens.

5. In the **Report Editor** window make the required changes to the Groups and Formats in the report.
6. When you have made the required changes, use the **Preview** button, , to check and view the report.
7. Click the **Save**,  button.

or

Select File > **Save** from the main menu.

To save your changes. The saved report appears in the list of reports in the **Explorer** pane.

Note: When you create a Practice and/or Client version of a report, a **Show Master/Show Practice** function on the right-click menu will enable you to view Master or Practice versions of the reports.

Related topics

[Reporter hierarchy](#)

[Generating reports](#)

[Maintaining Reporter](#)

[Designing reports](#)

[Opening the Report Designer window](#)

[About reports](#)

[Creating new reports](#)

[Previewing reports from the Report Editor](#)

[Groups and formats](#)

[Report element properties](#)

[Tools options](#)

[Formats](#)

[Making changes to master reports](#)

[Making changes to the Chart Map](#)

[Making changes to the Database Map](#)

Working with reports

Accountants Enterprise in Australia only

With reports you can:

- “Copying a report to the client or practice level” (see page 86)
- “Viewing the master or practice report” (see page 87)
- “Adding a section to a report” (see page 87)
- “Deleting a report” (see page 88)
- “Reverting to a master report” (see page 89).

Copying a report to the client or practice level

Accountants Enterprise in Australia only

Use the **Copy to Client** or **Copy to Practice** menu items to save the currently selected report to the level at which you opened **Report Designer** (Client or Practice). This menu option reads **Copy to Client** if you opened **Report Designer** at the Client level, allowing you to save a Practice level or Master level item at the Client level. If you opened **Report Designer** at the Practice level it reads **Copy to Practice**, allowing you to save a Master level item at the Practice level.

The new level version of the report conceals the higher level version until such a time that the lower level version is renamed or deleted.

To copy a report to the client or practice level

1. Within the **Report Editor** window on the **Reports** tab, right-click the Practice or Master report.
2. Select **Copy to Client** or **Copy to Practice**.
The report is saved at the level you selected.

Related topics

[Right-click menu](#)

[Working with reports](#)

[Viewing the master or practice report](#)

[Adding a section to a report](#)

[Deleting a report](#)

[Reverting to a master report](#)

Viewing the master or practice report

Accountants Enterprise in Australia only

The **Show Master Report** or **Show Practice Report** option displays the matching Master or Practice level report for the currently selected report. The **Practice level report** or **Master level report** window opens, with the report tree displayed to show the location of the Master level item.

If **Report Designer** is opened at the **Practice** level, this option displays **Show Master**. If **Report Designer** is opened at the **Client** level, this option displays **Show Practice**.

To show the master or practice report

1. Within the **Report Editor** window on the **Reports** tab, right-click the **Practice** or **Client** report.
2. Select either **Show Master Report** or **Show Practice Report**.
The **View** window opens displaying the report.

Related topics

[Right-click menu](#)

[Working with reports](#)

[Copying a report to the client or practice level](#)

[Adding a section to a report](#)

[Deleting a report](#)


[Reverting to a master report](#)

Adding a section to a report

Accountants Enterprise in Australia only

A section in Reporter is similar to a section in a Microsoft Word Document. It allows you to break your Report into different sections and then elect to keep the section together.

To add a section to a group in the currently open report

1. Within the **Report Editor** window on the **Reports** tab, select the Group to which you want to add a section.
2. Click the **Insert Section** button , on the **Report Editor** toolbar.
A new section, labelled **SectionN** is added to the report tree.
3. Overtyping the section name with the name of your choice.
The name must be unique within the Group under which it resides.

4. Click **Save** to keep your changes.

Note: Once you have added the section to the Group of the Report, you can use the **Report Element Properties** window to edit the section name, if required.

Related topics

[Right-click menu](#)

[Working with reports](#)

[Copying a report to the client or practice level](#)

[Viewing the master or practice report](#)

[Deleting a report](#)

[Reverting to a master report](#)

[Report element properties](#)

Deleting a report

Accountants Enterprise in Australia only

If a report is no longer required you can delete it from **Report Designer**. Once deleted, the report is no longer available in the **Generating Reports** window or **Report Designer** window.

Note: If you delete a Practice or Client level report that has a corresponding higher (Master or Practice) level report, then the higher level report is reinstated when the lower level one is deleted.

You cannot not delete a report that is currently open for editing. You will first need to close the report and then delete it.

There is no undo facility in the **Report Designer**.

Master reports cannot be deleted. You also cannot delete:

- Master Chart Map items, or any of the related master ranges or mappings
- Master Database Map items
- Master Formats.


To delete a client or practice report

1. Open the **Report Designer**.

To delete a Client level report, open **Report Designer** from the client ledger.

To delete a Practice level report, open **Report Designer** at the Practice level for the correct entity.

2. Select the **Reports** tab in the **Explorer** pane.

3. Select the report you want to delete.
4. Click the **Delete** button,  on the toolbar.
The confirmation message **Delete report <report name>?** opens.
5. Click **OK** to delete the report.
The report no longer appears in the **Reports** tab.

Related topics

[Right-click menu](#)

[Working with reports](#)

[Copying a report to the client or practice level](#)

[Viewing the master or practice report](#)

[Adding a section to a report](#)

[Reverting to a master report](#)

[Restoring from the trash can](#)


[Making changes to master reports](#)

[Using the trash can](#)

Reverting to a master report

Accountants Enterprise in Australia only

If at any stage you no longer require a Client or Practice version of a report, you can return to the original Master report by deleting or renaming the Client or Practice version.

The icon for the report in question re-displays as the Master icon , indicating that the Master report has been re-instated.

If you are deleting a Client report, where a version of the Master report has been saved to both the Client and the Practice levels, you will see the Practice version re-instated, not the Master. You will need to delete the Practice version if you want to revert to the Master version of the report.

Related topics

[Right-click menu](#)

[Working with reports](#)

[Copying a report to the client or practice level](#)

[Viewing the master or practice report](#)

[Adding a section to a report](#)

[Deleting a report](#)

[Making changes to master reports](#)

Copying Practice Level customisations to another Reporter Year

In MYOB Reporter, you can make Practice Level customisations to Chart Maps, Database Maps, Formats or Reports.

Customisations are applied in a specific Reporter Year which are then carried forward into future years as you balance forward Reporter.

To copy the customisations to a prior Reporter year, you need to copy the relevant item from the year with the change and paste it into the prior year as required.

To copy components to another Reporter Year

1. Open the Practice Level Report Designer — see [Opening the Report Designer window](#).
2. Click on the **Reporter Year**.
The pick-list of years appears.
3. Select the relevant **Reporter Year** where the changes are evident and click **OK**.
The Reporter Year changes as selected.
4. Click the relevant tab at the bottom of the left-hand pane where the changes are. For example, Chart Map.
The list of components appears.
5. Right-click on the required component and select **Copy**.
The item is copied to the clipboard.
6. Click on the **Reporter Year**.
The pick-list of years appears.
7. Select the relevant prior Reporter Year and click **OK**.
The Reporter Year changes as selected.
8. Click on the tab where from which the item was copied. For example, Chart Map.
The information relating to the selected component appears.
9. Right-click and select **Paste**.
The item is copied to the selected Reporter Year.

Note: Repeat steps 1 to 8 for each component you require to copy to the prior Reporter Year.

10. Click **Close** to close Reporter.

Previewing reports from the Report Editor

Accountants Enterprise in Australia only

Previewing a report from the **Report Editor** enables you to see what the report will look like and check it for correctness and completeness. The report as previewed on screen is what you will see when you print the report, including all bolding, margins, page breaks, borders and colours used on your report.

When you preview a report the data comes from the client ledger through which you accessed **Report Designer**.

Note: If you have opened **Report Designer** at the Practice level, Database Map references only pick up Practice level data, not Client level data.
If you want to test the report using the Client data, open **Report Designer** at the Client level.

It is recommended that you preview all the “Formats” on page 123 that are used in a report in the “Previewing formats” on page 157 before previewing the report. Formats previewed on their own display faster, and you will be able to easily switch to the **Design** view of the **Format Editor** to correct any errors you find. However, be aware that note references, cross-references and references to named ranges will not display correctly in the Format preview, and therefore can only be checked when you preview the full report.

Things to look out for when previewing reports are:

- Page breaks appear where they should.
- Report elements are only being included when they should.
- Note references and note numbering are working correctly.
- References to named ranges are working correctly.
- Margins are appearing correctly.

As with previewing a Format, you can click on a Chart Map value to bring up a **Drill Down** window (see “Getting more information from reports” on page 62) containing the underlying account information.

Related topics

[Controlling page breaks](#)

[Margins in reports](#)

[Notes and references](#)

[Creating notes and cross-references](#)

[Named cell ranges](#)

[Setting conditions for the elements](#)

[Previewing reports from the Report Designer](#)

[Exporting a report from the Preview view](#)

[Emailing a report from the Preview view](#)


[Printing a report from the Preview view](#)

[Refreshing a report preview](#)

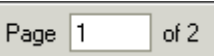

Previewing reports from the Report Designer

Accountants Enterprise in Australia only

To preview a report from the Report Designer (on the Reports tab)

1. Open the Report you want to preview from the tree list in the **Explorer** pane of the **Reports** tab in the **Reporter** window.
2. Click the **Preview** button,  on the **Report Editor** window toolbar. The **Report Editor** window changes to the **Preview** view, displaying the selected Report.

Note: A progress bar appears at the bottom of the **Report Editor** to show how the loading of the preview is progressing.

3. To move between pages in the **Preview**, use the arrows on the toolbar or type a page number in  .
4. To return to the **Design** view, click the **Design** button, , on the toolbar.

Related topics

[Previewing reports from the Report Editor](#)

[Exporting a report from the Preview view](#)

[Emailing a report from the Preview view](#)



[Printing a report from the Preview view](#)

[Refreshing a report preview](#)

Exporting a report from the Preview view

Accountants Enterprise in Australia only

To export a report from the Preview view within Report Designer (on the Reports tab)

1. Open the Report you want to preview from the tree list in the **Explorer** pane of the **Reports** tab in the **Designer** window.
2. Click the **Preview** button,  on the **Report Editor** window toolbar.
The **Report Editor** window changes to the **Preview** view, displaying the selected Report.
3. Click the **Export** button,  on the toolbar.
The **Select Export File** window opens.
4. In the **Save in** field, select the folder in which you want the exported file to be located.
5. Type the **File name** of the export file.
6. In the **Save as** type field, select the type of format you want to export the report to.
7. Click **OK** to begin the export.
This may take some time. The hourglass cursor displays while the export is processing. When the cursor returns to the pointer, this indicates that your export is complete.

Related topics

[Previewing reports from the Report Editor](#)

[Previewing reports from the Report Designer](#)

[Emailing a report from the Preview view](#)

[Printing a report from the Preview view](#)


[Refreshing a report preview](#)

Emailing a report from the Preview view

Accountants Enterprise in Australia only

To email a report from the Designing Reports window within Report Designer (on the Reports tab)

1. Open the report you want to email.
2. Click **Preview**.

3. Click  .
The **Email Report as an Attachment** window opens.
4. For **Attachment Settings**:
 - a. Enter a **File Name** or simply keep the default name.
 - b. Select a **File Type** from the drop-down list.
The file type can be Microsoft Word, Excel or PDF.
5. Click the **Options** button.
 - a. Select the **Password protect the attachment** option to secure your report.
Type in a password and then re-type it to confirm.
 - b. Select the **Compress the Attachment** option if you want to compress the email using WinZip.
 - c. Select the **Save the attachment** option if you want to save the attachment.
If you want to change the directory, click the ellipsis button.
6. Click **Email**.
An Untitled email message appears with the report attached.
7. Type in or select the recipient's email address and if necessary type a message (as you normally would).
8. Click **Send**.

Related topics

- [Previewing reports from the Report Editor](#)
- [Previewing reports from the Report Designer](#)
- [Exporting a report from the Preview view](#)
- [Printing a report from the Preview view](#)
- [Refreshing a report preview](#)


Printing a report from the Preview view

Accountants Enterprise in Australia only

To print a report from the Preview view within Report Designer (on the Reports tab)

1. In the **Report Editor** window, click  .

The **Report Editor** window changes to the **Preview** view, displaying the selected Report.

2. Click the **Print** button on the toolbar, .
The **Print** window opens.
3. Enter the number of copies.
4. Select the **Collate** checkbox, if you want the copies to be collated.
5. Select to print **All**, **Current** or a **Page** range.
To specify a page or page range to print you must enter the page number as it relates to the page number within the report from the page x of y within the preview rather than the page number that appears on the bottom of the report. This is important when printing a job stream as the page numbering starts at page 1 on the 3rd page.
6. Click **Print**.

Related topics

- [Previewing reports from the Report Editor](#)
- [Previewing reports from the Report Designer](#)
- [Exporting a report from the Preview view](#)
- [Emailing a report from the Preview view](#)
- [Refreshing a report preview](#)

Refreshing a report preview

Accountants Enterprise in Australia only

If any changes have been made to the client ledger that you are previewing reports

for, you can click the  button.

This updates the accounts without you having to close out of the preview or Reporter.

Related topics

- [Previewing reports from the Report Editor](#)
- [Previewing reports from the Report Designer](#)
- [Exporting a report from the Preview view](#)
- [Emailing a report from the Preview view](#)
- [Printing a report from the Preview view](#)

Groups and formats

Accountants Enterprise in Australia only

Groups

Groups are used in reports to keep sets of Formats together. Once they have been grouped, they can have header and footer Formats applied. Only those Formats in the Group take on the headers and footers, rather than the report as a whole. This enables you to effectively break your report into Groups with different headers and footers.

You can also set conditions (see “Setting conditions for a format or group” on page 104) for a Group, and that condition applies to all the Formats within the selected Group. This saves you having to set the condition for each Format in a Group. This also applies to margin settings (see “Margins in reports” on page 107).

You can add a group to a report or to another group within a report.

Formats

Formats are the building blocks that are used to create reports. You are supplied with a list of Master level Formats which you can edit to your requirements, if necessary. Edited Master level Formats are saved at either the Practice or Client level, depending on the level at which you opened **Report Designer**.

Formats can contain any of the following types of information in order to generate the reporting information required for your practice or a particular client:

- References to Chart Map folders
- References to Database Map fields
- Text
- Pictures
- Functions and formulae.

You can also apply styles or formatting to the contents of a Format.

All the Formats available to you at the level at which you opened **Report Designer** are listed in the **Formats** tab.

Related topics

[Groups and formats](#)

[Adding a group to a report](#)

[Renaming a report or group](#)

[Adding a format to a group](#)

[Format types](#)

[Setting conditions for a format or group](#)


[Report element properties](#)

Adding a group to a report

Accountants Enterprise in Australia only

Note: Once you have added the group to the report, you can use the **Report Element Properties** window to edit the group name, if required.

To add a group to either a report or a group in the currently open report

1. Within the **Report Editor** window on the **Reports** tab, select the report name or the group to which you want to add the new group.
2. Click the **Insert Group** button,  on the **Report Editor** toolbar. A new group, labelled **NewGroupN** is added to the report tree.
3. Overtyping the group name with the name of your choice. The name must be unique within the report or group under which it resides.
4. Click **Save** to keep your changes.

Related topics

[Groups and formats](#)

[Renaming a report or group](#)

[Adding a format to a group](#)

[Format types](#)

[Setting conditions for a format or group](#)

[Report element properties](#)

[Working with formulas](#)

[Setting conditions for the elements](#)

Renaming a report or group

Accountants Enterprise in Australia only

You can rename a Report or Group at any time from within the **Report Designer** window.

Note: A Group name must be unique within the Report or Group under which it resides.

A Report name does not have to be unique if other Reports of the same name are at a higher level in the report hierarchy. In this case, the lowest level of the Report will be the one listed, with the higher level Report of the same name hidden behind it until such a time as the lower one is renamed or deleted. Reports of the same hierarchy level must have unique names.

To rename a Report or Group from the Report Designer

1. In the **Reports** tab on the **Report Designer** window, open the Report containing the Group that you want to rename.
2. Click the **Properties** button on the **Report Editor** toolbar.
The **Report Element Properties** window opens.
3. On the **Element** tab, overtype the contents of the **Element Name** field with the new name.
4. Click **OK** to save your changes.

Tip: You can also select the item you want to rename in the tree list in the **Explorer** pane, then use the **Rename** option on the right-click menu.

Related topics

[Groups and formats](#)

[Adding a group to a report](#)

[Adding a format to a group](#)

[Format types](#)


[Setting conditions for a format or group](#)

[Report element properties](#)

Adding a format to a group

Accountants Enterprise in Australia only

To add a format to a group in the currently open report from the Report Designer (on the Reports tab)

1. Within the **Report Editor** window, select the Group to which you want to add the new Format.
2. Click the **Insert Format** button,  on the **Report Editor** toolbar.
The **Report Element Properties** window opens.

3. Select the type of Format: Body, Header or Footer.
See “Report element properties” on page 101 for more information on how to complete the fields.
4. Click **OK**.

Related topics

[Groups and formats](#)

[Adding a group to a report](#)

[Renaming a report or group](#)

[Format types](#)

[Setting conditions for a format or group](#)

[Report element properties](#)

Format types

Accountants Enterprise in Australia only


There are 3 format types:

Header

Header Formats function similar to headers in common word processing applications. They appear at the top of each report page to which they have been applied.

Any Format can be used as a header. However, Formats intended for use as headers typically only occupy the first one or two rows in the **Format Editor** grid, allowing sufficient space on the page for any Body Format to be displayed.

Note: If more than one header is to appear on a Report page, you may want to leave row 1 of the grid blank in any header Formats that are located below another header Format. This provides some white space between the headers on the report page. You can adjust the row height if too little or too much white space is appearing.

In the Master Formats supplied by MYOB, the headers that have been created contain **Page Header** in their name. A Format that has been added to a report for use as a header, displays as  in the **Design** view of the **Report Editor**.

You can use multiple header elements in a Group to facilitate various combinations of page headers. For example, you may want to use two header Formats to print both the Client Name and Balance Sheet Formats as page headers.


A page header can have conditions (see “Conditional formatting” on page 171) associated with it.

For example, in the **Company – Small Non Reporting** report, there are mutually exclusive conditions set on 2 page headers. The **Page Header – Compilation Report** page header Format has the condition `=DB.ClientDetails.Audited=NO`, while the **Page Header – Audit Report** page header Format has the condition `=DB.ClientDetails.Audited=YES`.

If the **Audited** field in the **ClientDetails** Database Map table contains a value of **NO**, then the **Page Header – Compilation Format** is used. If the field is set to **YES**, then the **Page Header – Audit Report Format** is used.

Once you have added a Format to a Report, you can use the **Report Element Properties** window to change the Format type, if required.

Body

A Format that has been added to a report for use as a body Format displays as  in the **Design** view of the **Report Editor**.

Assigning a Format as a body Format in a report inserts it on the page below any headers used and above any footers used. A body Format contains the main flow of text on a report page.

Page breaks between body Formats can be controlled using the **Page Break** option in the **Report Element Properties** window. If you are not happy with the page breaks that are occurring within a body Format, you can change the pagination by leaving blank rows in the Format and by adjusting the margins. If you change the Format, make sure that this does not cause problems for any other reports that use that Format.


You can also set conditions (see “Conditional formatting” on page 171) as to when a body Format is included in a report.

Footer

Footer Formats function similar to footers in common word processing applications. They appear at the bottom of each report page to which they have been applied.

Any Format can be used as a footer. However, footer Formats typically only occupy a couple of rows in the **Format Editor** grid, allowing sufficient space on the page for the Format that has been assigned the role of body Format to display. You can use blank rows to provide some white space between the body Format and the footer Format on the report page.

In the Master Formats supplied by MYOB, the footers contain **Page Footer** in their

name. A Format that has been added to a report for use as a footer displays as  in the **Design** view of the **Report Editor** window.

You can use multiple footer Formats in a Report Group to facilitate various combinations of page footers, if required.

A page footer can be added to the Report as a whole or to a group within a report. If added to a group, a page footer prints at the bottom of each page generated for that Group.

A footer Format can have conditions (see “Conditional formatting” on page 171) associated with it.

For example, in the **Company – Large Non Reporting** report, there are mutually exclusive conditions set on 2 page footers. The **Page Footer – Audited** Format has the condition `=DB.ClientDetails.Audited=YES`, while the **Page Footer – Unaudited** Format has the condition `=DB.ClientDetails.Audited=NO`.

If the **Audited** field in the ClientDetails Database Map table contains a value of **NO**, then the **Page Footer – Unaudited** Format is used. If the field is set to **YES**, then the **Page Footer – Audited** Format is used.

Once you have added a Format to a report, you can use the **Report Element Properties** window to change the Format type, if required.

Related topics

[Groups and formats](#)

[Adding a group to a report](#)

[Renaming a report or group](#)

[Adding a format to a group](#)

[Setting conditions for a format or group](#)

[Report element properties](#)

Report element properties

Accountants Enterprise in Australia only

The **Report Element Properties** window is accessed from the **Properties** button on the **Report Editor** window. It consists of four tabs from where you can define the following for the “Groups and formats” on page 96 included in a report.

The **Elements** tab contains the following:

- **The type of element**

The types of elements are:

- Report
- Group
- “Header” (see page 99)
- “Body” (see page 100)
- “Footer” (see page 100).

For Reports and Groups that contain Formats, this field cannot be changed. For Formats (Body, Header and Footer) and Groups that do not contain any Formats, you can use this field to change the element type, if required. When you change the type of element, you may also need to type in or select a different name in the **Element name** field.

- **Element name**

If you have selected either a Report or a Group, you can use this field to rename it. When Body, Header or Footer is selected in the **Type of element** field, this field becomes a drop-down listing the Format names.

You can replace the existing Format by selecting a Format from the drop-down list.

By typing the first letter of the desired Element name you will go directly to that section of the alphabetically ordered list.

- **Font**

Choose a different font to be used for the report, if required.

- **Default column template**

You can set the default column template for a report. The value selected here changes the default behaviour for the report when used in the Generator. The default selection is *<use format definition>* which uses the default column template specified in any format that uses column templates.

The same format can be used in the same or different reports with a different column template. This is achieved by applying a non default column template (e.g., 5 Year Trend) to the same format.

The default column template properties can be changed at the individual Format level or at the Group or Report level.

- **Format column template**

This displays the name of the default column template, i.e., the column template that was applied to the format when the format was setup. Therefore, if you change the default, you know what it was.

The default column template is also available for groups, sections, body items, headers and footers.

- **Condition**

This is a criteria that must be met for a Group or Format to be included in a report. An element will automatically be included in the report if no condition is set.

See “Setting conditions for the elements” on page 103.

Related topics

[Setting conditions for the elements](#)

[Setting conditions for a format or group](#)

[Deleting an element from a report](#)

[Controlling page breaks](#)

[Margins in reports](#)

[Changing the page setup](#)

[Applying a watermark to a report](#)

Setting conditions for the elements

Accountants Enterprise in Australia only

Conditions can be set for a Group, Format or Section in a report. If a condition is applied, the criteria defined in the condition must be met for that Group, Format or Section to be included in a report. An item will automatically be included if it does not have a condition.

Where a condition is set for a Group, that condition is tested before any conditions are set for Formats, Groups or Sections within that Group. Therefore, if a condition set for a Group is not met, then the conditions for the Formats within that Group are ignored, regardless of whether the condition for any of the Formats is true.

The criteria within a condition must be met (i.e., is true) for the Group, Format or Section to be included in the report. For example,


- The condition set for the Format Page Footer – Audited in the Company – Large Non Reporting is `=DB.#EntityDetails.ClientDetails.Audited="Yes"`
- In contrast, the condition set for the Format Page Footer – Unaudited in the Company – Large Non Reporting is `=DB.#EntityDetails.ClientDetails.Audited="No"`

A condition might be a simple check that a Database Map field contains a specified value. For example,

- `=DB.#EntityDetails.ClientDetails.CoverPage="Yes"`

Or it might have more complex conditions, requiring a formula using an **AND** or an **OR** operator, e.g.:

- `=AND(DB.#EntityDetails.ReportingExtraDetails.SFPEDatabase="Yes",DB.#EntityDetails.ReportingExtraDetails.SFPENatureOrFunction="Nature")`

Where a condition has been set for a Group, Format or Section, a small **C** displays in the top left corner of that item's icon, , when the report is opened in the **Design** view of the **Report Editor**.

Note: If the system cannot work out if a condition is true or not (e.g., if an invalid formula is entered), then the item will be included in the report.

Related topics

- [Report element properties](#)
- [Setting conditions for a format or group](#)
- [Deleting an element from a report](#)
- [Controlling page breaks](#)
- [Margins in reports](#)
- [Changing the page setup](#)
- [Applying a watermark to a report](#)
- [Making changes to master reports](#)
- [Working with formulas](#)

Setting conditions for a format or group


Accountants Enterprise in Australia only


Conditions are used to define the specific criteria that must be met for a Group, Format or Section to be included in a Report. An element is automatically included if it does not have a condition.

Note: If the system cannot work out if a condition is true or false (e.g., if an invalid formula is entered), the element is included in the report.

To set conditions for a format, group or section

1. In the **Report Editor** window on the **Reports** tab, select the Format, Group or Section that you want to set a condition for.
2. Click the **Properties** button on the **Report Editor** toolbar.
The **Report Element Properties** window opens.
3. Click the **Conditions** tab.
4. In the **Formula** field, enter the formula for the condition that has to be met for the item to be included in the report.

To check the formula, click .
5. Click **OK** to apply the changes you have made.

Note: The changes are not saved until you click the **Save** button,  on the **Report Editor** toolbar.

Related topics

- [Report element properties](#)
- [Setting conditions for the elements](#)
- [Deleting an element from a report](#)
- [Controlling page breaks](#)
- [Margins in reports](#)
- [Changing the page setup](#)
- [Applying a watermark to a report](#)
- [Adding a group to a report](#)
- [Adding a format to a group](#)
- [Working with formulas](#)
- [Working with operators](#)
- [Working with functions](#)

Deleting an element from a report

Accountants Enterprise in Australia only

You can delete Groups and Formats from Reports within the **Report Editor** window. Be aware that the **Report Editor** does not contain an undo facility.

Note: If you delete a group, all elements residing under that group will also be deleted.

To delete a report element

1. Open the **Report Editor** window for the report you want to delete an element from.
2. In the **Report Editor** window, click the **Reports** tab.
3. Select, by highlighting, the element you want to delete.
4. Click the **Delete** button on the **Report Editor** toolbar.
The message 'Delete <element name>?' appears.
5. Click **OK** to delete the element.

Related topics

- [Report element properties](#)
- [Setting conditions for the elements](#)
- [Setting conditions for a format or group](#)
- [Controlling page breaks](#)

[Margins in reports](#)

[Changing the page setup](#)

[Applying a watermark to a report](#)

[Making changes to master reports](#)

[Using the trash can](#)

[Report element properties](#)

Controlling page breaks

Accountants Enterprise in Australia only

Within the **Report Element Properties** window you can define settings to control the page breaks within your reports. The **Page Break** tab is where you apply the settings for whether a Body Format or Group begins on a new page.

You can set conditions as to when a page break occurs. The options are:

- **Always**

Select this option to have a group or Format always start on a new page.

- **Never**

Select this option to have a group or Format simply follow on from the preceding format, with no page break. This is the default setting.

- **Condition below evaluates to TRUE**

Enter a condition in this field if you want a group or Format to start on a new page in a specific circumstances. For example, if you used the formula `=DB.#EntityDetails.ClientDetails.EntityType="Reporting"`, and it is true for the selected report element, then the auditors report for a reporting entity will start on a new page.

Related topics

[Report element properties](#)

[Setting conditions for the elements](#)

[Setting conditions for a format or group](#)

[Deleting an element from a report](#)

[Margins in reports](#)

[Changing the page setup](#)

[Applying a watermark to a report](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

Margins in reports

Accountants Enterprise in Australia only

Standard margin settings are supplied with all the reports. You can override margin settings at the Report, Group and Format levels.


When you set the margins at the report level, they apply to every element contained within the report unless specifically overridden by settings on an individual Format or Group. For example, if a report contains two Groups (at the same level), and you use the default margin settings for the report but change the margin settings for Group1, the margins for the report would apply to Group2 also, and any elements under that Group, while the margins set for Group1 would override the margins set for the report and would apply to any elements under Group1.

Margins are defined in the **Report Element Properties** window. Here you can control whether the default margin settings that apply to the selected report element are to be overridden. Selecting the **Override margin** checkbox enables the value fields where you enter the margin settings you want to apply to the selected element.

You can define the measurement for the top, bottom, right and left margins.

Note: If you want to return to the default settings at any time, select the element for which you want the default settings to apply and deselect the **Override margins** checkbox.

To change the margin settings for an element from within the Report Designer (on the Reports tab)

1. Select the report in the **Explorer** pane tree list that you want to change the margins for.
2. Click the **Edit Report** button on the toolbar .
The **Report Editor** window opens.
3. Select the report element that you want to change.
4. Click the **Properties** button on the **Report Editor** toolbar.
The **Report element properties** window opens.
5. Click the **Margins** tab.
6. Select the **Override margins** checkbox.
7. Edit the margin values as required.
Use the up and down arrow or enter an amount in the fields.
8. Click **OK** to apply your changes.

Note: Your changes are not saved until you save the report.

Related topics

[Report element properties](#)

[Setting conditions for the elements](#)

[Setting conditions for a format or group](#)

[Deleting an element from a report](#)

[Controlling page breaks](#)

[Changing the page setup](#)

[Applying a watermark to a report](#)

[Units of measurement](#)

Changing the page setup

Accountants Enterprise in Australia only

To change the orientation of a report

1. In the **Report Editor** window on the **Reports** tab, select the report that you want to change the orientation for.
2. Click the **Properties** button.
The **Report Element Properties** window opens.
3. Click the **Page Setup** tab.
4. Select either the **Portrait** or **Landscape** option.
5. Click **OK**.

Related topics

[Report element properties](#)

[Setting conditions for the elements](#)

[Setting conditions for a format or group](#)

[Deleting an element from a report](#)

[Controlling page breaks](#)

[Margins in reports](#)

[Applying a watermark to a report](#)

[Report element properties](#)

Applying a watermark to a report

Accountants Enterprise in Australia only

Within the Reporter Designer there are 2 ways to apply a watermark to a report:

Using the Properties window

1. Open a report.
2. Click the **Properties** button (from the Report Editor toolbar).
3. Click the **Watermark** tab.
4. Under **Apply watermark**, select the watermark that you want to apply to the report.
5. Under **Watermark condition**, you can type a condition for the Watermark. If you do not type a condition the Watermark automatically displays.

Using the Tools menu

1. Select the report.
2. Click Tools > **Watermark Setup**.
3. Select **Apply Watermark**.
4. Select the watermark from the drop-down list.
5. Click **OK**.

Related topics

[Report element properties](#)

[Setting conditions for the elements](#)

[Setting conditions for a format or group](#)

[Deleting an element from a report](#)

[Controlling page breaks](#)

[Margins in reports](#)

[Changing the page setup](#)

[Adding a watermark to a report using the Designer](#)

Tools options

Accountants Enterprise in Australia only

The current ledger(s) configuration can be specified when retrieving Current Ledger balances. This allows values from multiple ledgers to be combined and reported on using the standard report configurations. Ledgers listed here are considered the Current Ledger, meaning every value to be reported on for the Current Ledger will actually be the sum of the values from these ledgers.

You can:

- “Setting the font” (see page 25)
- “Selecting the ledger year” (see page 110)
- “Selecting the reporter year” (see page 112)
- “Creating column templates” (see page 113)
- “Report listing” (see page 114)
- “Refreshing ledger data” (see page 115)
- “Using the trash can” (see page 116)
- “Units of measurement” (see page 116)
- “Adding a watermark to a report using the Designer” (see page 117)
- “Convert formats” (see page 119)
- “Recalculate dependencies” (see page 120)
- “Report settings” (see page 121).

Related topics

[Getting more information from reports](#)

Selecting the ledger year

Accountants Enterprise in Australia only

Within **Report Designer** you can select which ledger year you want to use to provide the client’s report data. The selected ledger year provides the ledger balances and Database Map data for the current values when reports are generated. The ledger year can be different to the selected reporter year.

You can choose which ledger year to use to provide the client’s current ledger balances and “Database Map” on page 208 data when you run reports from within the **Report Designer** window.

Note: The selected ledger year is displayed in the **Status Bar** at the bottom of the **Report Designer** window.

The selected ledger year is only used by **Report Designer**. When you run a report from the **Report Designer** window to test it, the data comes from the selected ledger year. However, when the same report is run from the **Generating Reports** window, the client data comes from the selected ledger year within the **Generating Reports** window and not from the selected ledger year in the **Report Designer** window.

To change the current ledger year from within the Report Designer window

1. In the **Report Designer** window, select **Tools > Ledger Year**.
The **Ledger year selection** window opens with the currently selected year highlighted in the list box.
2. From the list box, select the ledger year you want to use to provide the client data for the reports.
If the ledger year has more than one period, the **Period** drop-down list is enabled.
3. Select the period that you will use as the current period when obtaining ledger balances.
4. Click **OK**.
The **Ledger year selection** window closes and the **Status Bar** in the **Report Designer** window updates to show the selected ledger year and period.

Related topics

[Tools options](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

Selecting the reporter year

Accountants Enterprise in Australia only

Within Report Designer you have the flexibility to choose the year you want to design reports for. This means that you can edit the contents of a report that was designed in a previous year or that is available in an upcoming year, just by changing one setting within Report Designer.

When you select a reporting year it applies to the reports, Formats, Chart Map items and Database Map items you design or edit while that year is selected. If you revert to a previous year all these items are returned to the state they were in last time you edited them for that year.

The reporter year is defined in the **Reporter year selection** window.

When you access the **Reporter year selection** window, it lists all the reporter years available for the selected client or entity type, depending on whether you opened **Report Designer** at the **Client** or **Practice** level.

Note: The reporter year currently selected is displayed in the **Status Bar** at the bottom of the **Report Designer** window.

To change the current reporter year within the Report Designer window

1. In the **Report Designer** window, select Tools > **Reporter Year**.
The **Reporter year selection** window opens with the currently selected year highlighted in the list box.
2. In the list of available reporter years, select the year you want to edit or design reports for.
3. Click **OK**.
The **Reporter year selection** window closes and the Status Bar in the **Report Designer** window updates to show the selected reporter year. All the information within the **Report Designer** window is refreshed to be correct for the selected year.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

Creating column templates

Accountants Enterprise in Australia only

Creating a **Column Template** makes it easy to set up columns that you want to appear on a report. It enables you to create columns based on actuals, receipts, payments, cash and budget for the current, previous or future year. You can style, apply headings and create formulas for each column within your template.

Once a **Column Template** has been created you can apply it to any report that appears in your report list. Therefore, you do not need to format each report for the columns you want to appear on them.

MYOB have included **Column Templates** at the Master level.

The **Use Default** configuration selects the default column template that is specified for the report.

A test configuration drop-down list appears on the toolbar, which allows you to preview the report using a saved Column Template. The default selection is *<use format definition>*. This selection uses the defaults specified during format design for each individual format.

To create or edit column templates

1. Within your General Ledger software, and with the required client ledger open, select Reports > Reporter > **Generate reports**.


Note: **MAS** Users: To access reports at the Practice level, select Reports > Reporter > **Design Practice Reports**.

Accounts Users: Open the **Configuration** window, by navigating Start > Programs > MYOB Accountants Enterprise > **Configuration**. Then select Configure > Accounts > Accounts > **Report Designer**.

1. From the **Generating Reports** window, click the **Column Template Editor** button on the toolbar.

or

From the **Report Designer** window, click Tools > **Column Template Editor**.

2. Click on the **New column template**  icon to create a new column template.
3. Complete the details as required.

4. Click **Apply**.

Note: You need to click **Apply** after you have completed the details for each column. When you have completed the template, click **Close**.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

[Column templates](#)

[Creating and editing column templates](#)

[Deleting column templates](#)

[Column template properties](#)

[Defining column headings](#)

[Columns defined by user](#)

[Column defined by ledger](#)


Report listing

Accountants Enterprise in Australia only

Report Listing enables you to control the list of reports that shows in the **Generating Reports** window. A practice level user can define the report list for all client level users, and client level users can define the list for their own use.

The Report Listing can also be changed from within the **Generating Reports** window by selecting Tools > **Report Listing**.

To access the Generator Report Listing within the Report Designer window

1. Select the **Reports** tab.
2. On the toolbar of the **Reports** tab, click .
or

Click Tools > **Generator Report Listing**.

The **Generator Report Listing** dialog opens.

3. Select the reports that you want to be shown.
4. Click **OK**.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

Refreshing ledger data

Accountants Enterprise in Australia only

The **Refresh Ledger Data** menu option, refreshes the report balances with any changes that have been made to a balance since the report was run. Changes are retrieved from the ledger balances on which the report is being run and displayed in the report.

Therefore, you can make changes in your General Ledger software when you have Reporter open and click Tools > **Refresh Ledger Data** to update the balances without having to close Reporter. The refresh updates the preview.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

Using the trash can

Accountants Enterprise in Australia only

Reporter includes a **Trash Can** facility. It is like a temporary holding area from which you can restore items you have deleted.

During the process of designing new reports you may choose to delete an item. Deleted items are stored in the trash can until such time as you access the Trash Can to **Restore**, **Restore All**, **Remove** or **Empty Trash Can**.

To access the Trash Can and use any of its functionality, click Tools > **Trash Can**. Then you are able to use any of the buttons at the bottom of the window.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

Units of measurement

Accountants Enterprise in Australia only

The **Units of Measurement** window is where you can define the type of units to be used when you define the measurement for margins, row height and row width within **Report Designer**. The options are:

- centimetres
- inches
- millimetres.

To change the unit of measurement from within the Report Designer window

1. From the main menu in the **Report Designer** window, select **Tools > Units of Measurement**.
The **Units of Measurement** window opens.
2. In the **Unit Type** field, select the unit type you want to apply to the **Report Designer**.
3. Click **OK** to apply the change and close the window.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

[Margins in reports](#)

[Setting the row height](#)

[Setting the column width](#)

Adding a watermark to a report using the Designer

Accountants Enterprise in Australia only

The Watermark appears when you preview, export or print the selected report.

They are created at the hierarchy level that you accessed Reporter, that is at the Client or Practice level.

To add a watermark from the Designing Reports window

1. For client level (for both **MAS** and **Accounts** users), select **Reports > Reporter > Design Client reports**.
or
For practice level **MAS** users, select **Reports > Reporter > Design Practice reports**.

or

For practice level **Accounts** users, open the **Configuration** window, Start > Programs > MYOB Accountants Enterprise > **Configuration**. Then select Configure > Accounts > Accounts > **Report Designer**.

The **Designing Reports** window opens for the client or the practice.

2. Select a report.

3. Click Tools > **Watermark Editor**.

4. Click  to create a new Watermark.

5. Select the **Type** tab.

6. Select the type of the Watermark, Text or Picture.

If you select **Text**:

a. Enter the **Text** that you want to use as your watermark.

b. Select a colour from the drop-down list.

c. Select a **Font, Size** and whether you want it to be bold or italic.

d. Set the **Rotation**.

If you select **Picture**:

a. Select the Picture location.

The drop-down lists the picture files that have been stored in the directory specified in the **Location** field in the **Share picture on server** section of the dialog.

Click the ellipsis to select a new location.

b. Select the **Share picture on server** checkbox, if you want other users to access it.

c. Set the location and filename.

7. Click the **Location** tab.

8. You can set the location by clicking any of the blue squares under **Alignment**.

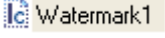
Alternatively, you can **Fine Tune** the location of the watermark by entering in the vertical offset and the horizontal offset in centimetres.

9. Click the **Page Range** tab.

10. Check which page range where you want the watermark to appear.

The available options are: All pages, First Page Only, Odd Pages Only, Even Pages Only, Last Page Only, Pages (if you select this you must enter the page numbers).

11. Click **Apply**.

The Watermark appears in the list,  .

12. Click **Close**.

The list displays any configured watermarks. The arrow buttons allow you to control the order in which watermarks are drawn on the page. The drop-down list displays a list of watermarks.

Note: All watermark settings are saved and are loaded whenever Reporter is launched. The settings are ledger specific, not user specific.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

[Applying a watermark to a report](#)

[Adding a watermark](#)

Convert formats

Accountants Enterprise in Australia only

The **Convert Formats** menu item runs a routine to update formats created using earlier versions of Reporter to work with the current version of Reporter.

Note: You may not have to use this menu option.
Only use this option when directed to by MYOB Support.

To convert formats

1. Open the **Report Designer**.
2. Click Tools > **Convert Formats**.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Recalculate dependencies](#)

[Report settings](#)

[Setting the font](#)

Recalculate dependencies

Accountants Enterprise in Australia only

Recalculate Dependencies reassigns any "lost" dependencies to the correct items.

You can view dependencies for Formats, Chart Map folders, Database Map tables and Database Map fields. This will list any formats and/or reports that reference the selected item and, in the case of Chart Map folders, any other Chart Map folders that contain a shortcut to the selected item.

To recalculate dependencies

1. Open the **Report Designer**.
2. Click Tools > **Recalculate Dependencies**.

To view dependencies

1. Click the appropriate tab (Chart Map, Database Map or Formats).
2. Right click the item.
3. Select **View Dependencies**.
The dependencies will be listed for that item.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Report settings](#)

[Setting the font](#)

Report settings

Accountants Enterprise in Australia only

To access this option within the Reporter Designer, click Tools > **Report Settings**. The available options for Report Settings are:

- **Apply Rounding**, which will display all figures in a report as rounded. However, this feature is dependent on the underlying General Ledger. When a report with rounding applied is previewed, printed or exported, the amounts provided by the General Ledger are rounded in accordance with the General Ledger system's rules.

Note: The **Rounding** option is only displayed if the underlying General Ledger is able to round balances.

- **Show page numbers**, displays the page numbers on the printed report below any footer content. If this option is deselected the page numbers will not display.
- **Show account codes**, displays the account codes on the printed report. If this option is deselected the account codes will not display.

Note: The account codes will only be included on a report if that option is included in the design of the report you select. They will display in the left-hand side margin for Masters. For example, a Detailed Balance Sheet or Detailed Profit and Loss.

- Set the **Report Options**. A summary of the current report options will be shown in the field. Click on the ellipsis to change or view the details.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Setting the font](#)

[Applying rounding](#)

[Showing and hiding page numbers](#)

[Showing and hiding account codes](#)

[Setting the report options](#)

[Changing borders](#)

Changing borders

Accountants Enterprise in Australia only

Click the **Borders** button to change or apply borders to the cell, row or column selection. You can use borders to create the effect of underlining in cells. For example, you may wish to apply a border to the bottom of cells containing totals to make them easy to spot on a report.

Related topics

[Tools options](#)

[Selecting the ledger year](#)

[Selecting the reporter year](#)

[Creating column templates](#)

[Report listing](#)

[Refreshing ledger data](#)

[Using the trash can](#)

[Units of measurement](#)

[Adding a watermark to a report using the Designer](#)

[Convert formats](#)

[Recalculate dependencies](#)

[Setting the font](#)

[Applying rounding](#)

[Showing and hiding page numbers](#)

[Showing and hiding account codes](#)

[Setting the report options](#)

Formats

Accountants Enterprise in Australia only

Formats are the building blocks from which reports are created. They are the most important and most complex type of item in **Reporter**. Formats can contain references to account information using links to the Chart Map and references to Database Map fields, as well as standard text, formulas, styles and layout.

All the available Formats for the ledger you have open, are listed in a tree view in the **Formats** tab within the **Report Designer** window. This list can contain Formats at different hierarchy levels, depending on the level at which you opened **Report Designer**.

From here you can:

- View the available Formats.
- Select one for viewing or editing.
- Create a new Format or copy or delete an existing one.

MYOB provides you with a number of Master Formats. These can be edited and saved at a different hierarchy level. You can also create your own Formats at either the Practice or Client level.

As with all items in **Report Designer**, there are 3 hierarchy levels of Formats. See “Reporter hierarchy” on page 11.

Note: Within the **Report Designer** window you can only see Formats that exist at the hierarchy level you entered the software through and above. That is, if you enter **Report Designer** from your General Ledger software at the Practice level then you only see Master and Practice level Formats listed. If you enter at the Client level, then you will see all three levels of Formats. Only those Formats applicable to the entity type of the selected ledger are displayed.

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Applying column templates to formats](#)

[Working with styles](#)

[Formatting cells](#)

[Notes and references](#)

About the Formats tab

Accountants Enterprise in Australia only

Formats are displayed on the **Formats** tab on the **Report Designer** window. They are created and edited in the **Format Editor** window.

From the **Formats** tab you can:

- Create new formats
- Edit existing formats
- Delete formats
- Preview (and from there print) reports.

When working in the **Formats** tab there are two work areas:

- the left-hand **Explorer** pane
- the right-hand **Design** pane.

Drag and drop

When inserting Chart Map items and Database Map items into Formats, you can simply click on either the **Chart Map** tab or **Database Map** tab while the **Format Editor** window is open, then drag the required item from the **Explorer** pane and drop it into a cell in the **Format Editor** window.

Right-click formats menu

In addition to the toolbars, there is a right-click menu available in the **Explorer** pane.

Option	Description
Copy	This is standard Windows copy functionality. You can copy and paste between formats and also between different ledgers.

Option	Description
Copy to Client / Practice	<p>Use this menu item to save the currently selected Format to the level at which you opened Report Designer (i.e., Client or Practice).</p> <p>This menu option will read Copy to Client if you opened Report Designer at the Client level, allowing you to save a Practice level or Master level item at the Client level.</p> <p>If you opened Report Designer at the Practice level it will read Copy to Practice, allowing you to save a Master level item at the Practice level.</p> <p>The new level version of the Format will conceal the higher level version until such a time that the lower level version is renamed or deleted.</p>
Copy to Clipboard	<p>This option allows you to copy Formats to the clipboard and paste them into Word. This enables you to view the properties of all the Formats without having to open each Format's Properties window.</p>
Cut	<p>This is standard Windows cut functionality. This option is only available if the selected Format can be moved at the current level (i.e., Master Formats cannot be cut at the Practice or Client level).</p>
Paste	<p>This is standard Windows paste functionality. When you paste a Format it will be pasted to the current level (i.e., Practice or Client). You can copy and paste between formats and also between different ledgers.</p>
Properties	<p>Select this option to access the Format Properties window where you can add, view or edit the notes that have been added to the selected item. To add or edit notes simply type into the Description field and then click the Apply button to save your entry. If Report Designer is not open at the required hierarchy level to edit the properties, then the window will open as read-only.</p>
Rename	<p>This option is used to rename the selected Format.</p>
Save As	<p>Use this menu item to create a copy of the currently selected Format. The copy will be saved to the level at which Reporter is currently open, that is, Practice or Client. You can then edit the name as required.</p>
View Dependencies	<p>This option enables you to see which reports use a particular format.</p>

Option	Description
View Master / Practice	Select this option to view the matching Master or Practice level Format for the currently selected one. The Practice level Format or Master level Format window will be opened, with the tree displayed to show the location of the Master or Practice level item. If Report Designer is open at the Practice level, this option will display View Master . If Report Designer is open at the Client level, both options will be displayed.

Related topics

[Formats](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Applying column templates to formats](#)

[Working with styles](#)

[Formatting cells](#)

[Notes and references](#)



About the Formats Editor

Accountants Enterprise in Australia only

The **Format Editor** window is the work area in which you create, edit and preview a Format. When you are working in the **Formats** tab, the **Format Editor** window is displayed on the right-hand side of the **Report Designer** window. The **Format Editor** window has two views, just like the **Report Editor** window. The editing is done in the **Design** view, when the window looks like a spreadsheet. When you preview a Format the window changes to the **Preview** view, showing you what the Format will look like when it is printed.

When you select a Format for editing or create a new one, the **Format Editor** window opens in the **Design** view.

There are various ways to open the **Format Editor** window:

- Double-click a Format in the tree list within the **Formats** tab.
- Click either the **New Format**  or **Edit Format**  button on the toolbar.
- Select a Format and press the **[Enter]** key.
- Select **Edit** or **New** from the right-click menu.

The name of the new or selected Format will be displayed in the title bar of the window. You can have multiple **Format Editor** windows open at once. Each instance of the window has its own toolbar.

Drag and drop

When inserting Chart Map items and Database Map items into Formats, you can simply click on either the **Chart Map** tab or **Database Map** tab while the **Format Editor** window is open, then drag the required item from the **Explorer** list and drop it into a cell in the **Format Editor** window.

Right-click Formats Editor menu

In addition to the toolbars, there is a right click menu available in the **Design** view of the **Format Editor** window on the row numbers or column headings.

Option	Description
Apply Column Template	Select this option to access the Apply Column Template window, ready for existing column templates to be selected for the format or for a column template already applied to the format to be altered.
Bookmark	Select this option to access the Bookmarking (Note reference) window, where you can apply settings to bookmark a row for note referencing or cross-referencing purposes. This option only appears when you right-click on a row label.
Clear Contents	Select this option to remove the contents of the selected cell(s), row or column. You can achieve the same effect by pressing the [Delete] key on the keyboard.
Conditioning Formatting	Select this option to access the Conditional Formatting window to vary the formatting of the cell under specific conditions.
Delete	Select this option to delete the selected row or column.
Format Cells	Select this option to access the Format Cells window to change the current formatting of the cell selection. This option is not available if the blue Print Condition column is selected.
Insert	Select this option to add a blank row or column above the currently selected row or column.
Insert Picture	Select this option to insert a picture into your format. When you have chosen the picture, select the alignment and whether you want to share it with other users.

Option	Description
Keep Section Together	This option is only available when multiple rows have been selected and none have already had the Keep Section Together option applied.
Page Break	Select this option to insert a page break before the line it is used on.
Repeat	Select this option to access the Repeat Settings window where you can determine the settings for repeating the selected cells for a Chart Map folder or a Database Map table. This option only appears when you right-click on a row label.
Row Height / Column Width	Select this option to access the Row Height or Column Width windows, depending on whether you have selected a row or a column. You can then change the measurements for the selected item.
Space Filler	Select this option to place a marker in the Format header column, which is then used to resize the Format with respect to the page size and the amount of information shown on the page.

Note: The items on the right-click menu differ depending on whether you right-click on a grid, a row label or a column label.

The **Format Editor** window can be resized, minimised, maximised and moved around within the **Report Designer** window.

Navigating in the Formats Editor work area

Once you become familiar with the **Design** area of the **Format Editor** window you will find quick and easy ways of moving around within it. Below are a number of key and mouse combinations which you may find helpful.

You can move the cell selection by either clicking with the mouse or using the arrow keys on the keyboard. Click and drag to select a cell range. Click in a column's label, e.g. **B**, to select that column. Click in a row's label, e.g. **4**, to select that row. To select multiple adjacent rows or columns, click in a row or column label and drag across the rows or columns you want to select.

Keyboard Action	Description
[Ctrl] + [End]	Moves the cursor to the cell at the bottom right of the grid area in which data has been entered.

Keyboard Action	Description
[Ctrl] + [Home]	Moves the cursor to cell A1.
[End]	Moves the cursor to the cell at the bottom right of the grid area in which data has been entered.
[Home]	Moves the cursor to the first column in the currently selected row.
Page Down	This jumps the current cell selection down one page.
Page Up	This jumps the current cell selection up one page.
[Shift] + arrow keys	To select a cell range, move the selection to the top left corner of the intended selection area. Hold down [Shift] and use the arrow keys to select a cell range.
[F2] + [Shift] + arrow keys	To select text within a cell, one character at a time, select the cell and press [F2] , then hold down the [Shift] key and use the arrow keys to select the text.
[F2]+ [Shift] + [Ctrl] + arrow keys	To select text within a cell, one word at a time, select the cell and press [F2] , then hold down [Shift] and [Ctrl] and use the arrow keys to select the text.

Format properties

The **Format Properties** window is where you can add, view or edit the notes that have been added to the selected Format. The **Format Properties** window is accessed by selecting the Format in the tree list of the **Explorer** pane, then the **Properties** options from the right-click menu.

To add or edit notes, simply type into the **Description** field and then click the **Apply** button to save your entry.

Note: If **Report Designer** is not open at the required hierarchy level to edit the properties, then the window will open as read-only.

Related topics

[Formats](#)

[About the Formats tab](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Applying column templates to formats](#)

[Working with styles](#)

[Formatting cells](#)

[Notes and references](#)

[Creating a reference to non-transactional client information \(Database Map\)](#)

[Creating a reference to account information \(Chart Map\)](#)

[Creating notes and cross-references](#)

[Bookmarking cells in a format](#)

[Clearing contents](#)

[Applying a space filler](#)

[Working with functions](#)

[Working with formulas](#)

[Named cell ranges](#)

[Setting the column width](#)

[Setting the row height](#)

[Keeping sections together](#)

[Conditional formatting](#)

[Repeat settings](#)

[Applying formatting to cells](#)

[Inserting page breaks](#)

[Applying column templates to formats](#)

Making changes to master formats

Accountants Enterprise in Australia only

Report Designer provides you with a number of Master level Formats. You can customise these to suit your practice requirements or the requirements of an individual client. There are, however, a few things you should be aware of before you start to customise these items.

Master level Formats can be used as the basis for creating new Formats. As you cannot save changes to Master Formats themselves, when you edit a Master Format and save the changes **Report Designer** automatically saves the Format to the level at which you opened **Report Designer** (Practice or Client).

When you edit and save a Master Format to the Practice or Client level, or use the **Copy to Practice \ Client** right-click menu option, the Master Format no longer displays in the **Formats** tab. It is replaced by the Practice or Client version. The Master version remains in the background and is reinstated if the Client and/or Practice versions are deleted or renamed. The Master Format displays when **Report Designer** is opened from client ledgers for which a Client version of the Format has not been created.

Note: If you create a Practice version of a Format, it will be effective for all the client ledgers. The Master level version is not displayed in the list of Formats while a practice version of the same report exists.

If you do not want to hide the Master version of a Format, but need to make changes to it, use the **Save As** feature on the right-click menu of the **Formats** tab **Explorer** pane to rename the Format. It is automatically saved to the current level and the Master version will display in the list with the original name.

Be aware that if you create a Practice or Client copy of an item that is referenced by a Format, e.g., you change a referenced Master Chart Map item and save it at the Practice level, this does not cause the Format itself to become non-Master. A Format only becomes non-Master when it is saved to either the Practice or Client level.

If you are deleting a Client level Format where a Practice level version also exists, you will see the Practice version reinstated first. To get back to the Master Format you will also need to delete the Practice version.

Related topics

[Formats](#)

[About the Formats tab](#)

[About the Formats Editor](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Applying column templates to formats](#)

[Working with styles](#)

[Formatting cells](#)

[Notes and references](#)

[Creating and editing column templates](#)

Creating new formats

Accountants Enterprise in Australia only

If there are no existing Formats on which you can base the new one you require, you will need to create your Format from scratch. You do this from the **Formats** tab in the **Report Designer** window.

To create a new format

1. Open the **Report Designer** from your General Ledger software, selecting one of the following menu options:

- to create a Format for a specific client, select Reports > Reporter > **Design Client reports**.
- to create a Format for use practice wide for **MAS** users, select Reports > Reporter > **Design Practice reports**.
- to create a Format for use practice wide for **Accounts** users, open the Configuration window, Start > Programs > MYOB Accountants Enterprise > **Configuration**. Then select Configure > Accounts > **Report Designer**.

The **Report Designer** opens.

2. Select the **Formats** tab.

3. On the toolbar of the **Formats** tab, click the **New Format** button, .

or

Select File > **New** from the menu.


The **Format Editor** window opens.

A default name for the Format will be displayed in the title bar of the **Format Editor** window.

You will be prompted to change the name when you save the Format.

4. Define the contents of the Format by using one or a combination of the following:

- Adding Chart Map items by dragging and dropping from the **Chart Map** tab.
- Adding Database Map items by dragging and dropping from the **Database Map** tab.
- Entering text into cells.
- Entering functions into cells.
- Applying styles or formatting to the Format contents.

5. When all the required content has been defined, use the **Preview** button  to check what the contents will look like.

6. Click the **Save**  button.

or

Select File > **Save** from the menu to save your changes.

A window will be displayed where you can enter a name for the new Format.

7. Enter the new name.

8. Click **OK**.

Once saved, the new Format will appear in the list of Formats in the **Explorer** pane.

Creating a new format based on an existing one

If you want to create a new Format which is substantially similar to an existing one, but you want to retain the existing Format, the easiest way is to use the existing Format as the basis for the new one.

When creating Formats based on higher level Formats than the one that you opened in **Report Designer**, the new Format is automatically saved to the current (Practice or Client) level. This new Format replaces the higher level one until such time as the new Format is renamed or deleted, then the higher level Format is reinstated.

If you want to base the new Format on an existing one which is at the same level as the one that you opened in **Report Designer** (e.g., you want to use a Practice level Format to create another Practice level Format) you will need to create a copy of the existing Format using the **Save As** function on the right-click menu.

There are three methods for creating a Format based on another Format:

- **Copy** a Format from a higher level in the hierarchy to the level at which you are currently working. For example, you can save a Master Format to the Client level. Select the Format to base the new one on, then use the **Copy to client** or **Copy to Practice** options on the right-click menu in the **Explorer** pane.
- Select the Format to base the new one on, then use the **Save As** option on the right-click menu in the **Explorer** pane. The new Format will be saved to the current level (Practice or Client).
- Open a higher level Format so the **Format Editor** window is displayed, make your edits, then save the Format. It is automatically saved to the current level.

If you create a Practice or Client version of a Master Format, the reports that use that Format will use the version you have created.

Drag and drop

When inserting Chart Map items and Database Map items into Formats, you can simply click on either the **Chart Map** tab or **Database Map** tab while the **Format Editor** window is open, then drag the required item from the **Explorer** list and drop it into a cell in the **Format Editor** window.

Related topics

[Formats](#)

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Working with formats](#)

[Previewing formats](#)

[Applying column templates to formats](#)

[Working with styles](#)

[Formatting cells](#)

[Notes and references](#)

[Renaming a format](#)

[Editing a format](#)

[Deleting a format](#)

[Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

[Print conditions.](#)

Working with formats

Accountants Enterprise in Australia only

When you working with formats, you can:

- “Renaming a format” (see page 134)
- “Editing a format” (see page 135)
- “Deleting a format” (see page 136)
- “Undo / Redo in Design View” (see page 138)
- “Working with formulas” (see page 139)
- “Working with operators” (see page 141)
- “Working with functions” (see page 143)
- “Print conditions” (see page 154).

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Previewing formats](#)

Renaming a format

Accountants Enterprise in Australia only

A Format name must be unique within the entity and level at which it resides. A Format name does not have to be unique if other Formats of the same name are at a higher level in the hierarchy. In this case, the lowest level of the Format is the one

listed, with the higher level one of the same name hidden until the lower one is renamed or deleted.

Note: You can only rename a Format which resides at the same level as that which you entered **Report Designer**. That is, if you are at the Client level, you will not be able to rename Practice or Master Formats.

To rename a format within the Report Designer window (on the Formats tab)

1. Select the Format that you want to rename.
2. On the right-click menu select **Rename**.
The **Reporter** window opens.
3. Overtyping the name with the new name.
By default the system will have entered the original name suffixed with a number.
4. Click **OK** to save your changes.

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Editing a format](#)

[Deleting a format](#)

[Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

[Print conditions](#)

Editing a format

Accountants Enterprise in Australia only

You can edit a Format at any level of the hierarchy, but if you edit a Format that is at a higher hierarchy level than that at which you opened **Report Designer** (e.g., you open **Report Designer** at the Client level and edit a Master or Practice level component) then the edited Format is saved to the level you are working at. When

you save your edits the icons change to show the new hierarchy level of the edited Format.

To edit a format within the Report Designer (on the Formats tab)

1. In the **Explorer** pane, select the Format that you want to edit.

2. Double-click the item.

or

Click the **Edit Format** toolbar button, .

or

Select **Edit** from the right-click menu.

The **Format Editor** window opens showing the contents for the selected item.

3. Edit the contents as required.

4. When all the changes have been made, click the **Save** button .

The Format saves at the current level.

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Renaming a format](#)

[Deleting a format](#)

[Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

[Print conditions](#)

Deleting a format

Accountants Enterprise in Australia only

If a Format is no longer required within your practice you can delete it from the **Report Designer**. The Format is no longer available in the **Report Designer** window.


Note: If you delete a Practice or Client level Format that has a corresponding higher (Master or Practice) level Format, then the higher level Format is reinstated when the lower level one is deleted.

Master Formats cannot be deleted. You also cannot delete:

- Master reports
 - Master Database Map items
 - Master Chart Map items or any of the related master ranges or mappings.
-

Note: There is no undo facility in **Report Designer**.

To delete a client or practice level format within Report Designer (on the Formats tab)

1. To delete a client Format, open the **Report Designer** window from the client ledger for whom the Format you want to delete was created.
or
To delete a practice Format, open **Report Designer** at the Practice level for the correct entity.
2. Select the **Formats** tab in the **Explorer** pane.
3. Select the Format you want to delete and click the **Delete** button,  on the toolbar.
The confirmation message **Delete Format <report name>?** appears.
4. Click **Yes** to delete the Format.
The Format no longer appears in the **Formats** tab. If the deleted Format was based on an existing Format at a higher level, then the original higher level Format will appear in place of the one you have deleted.

Related topics

- [About the Formats tab](#)
- [About the Formats Editor](#)
- [Making changes to master formats](#)
- [Creating new formats](#)
- [Working with formats](#)
- [Previewing formats](#)
- [Renaming a format](#)
- [Editing a format](#)
- [Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

[Print conditions](#)

Undo / Redo in Design View


Accountants Enterprise in Australia only


If you have made a mistake while designing your Formats you can **undo**.

When you save a format you cannot **undo**. However, the actions are not cleared. You are able to undo changes made prior to saving.

Undo is restricted to the following actions:

- Bookmarks — new, edit and delete.
- Named Ranges — new, edit and delete.
- Column Templates — new, edit and delete.
- Space Filler — new, edit and delete.
- Page Break — new, edit and delete.
- Repeat — new, edit and delete.
- New / Edit / Delete / Format cells.
- Cut / Paste / Delete and Clear Contents.
- Row Height / Column Width.
- Styles (using the Style Editor).
- Test Configuration.

To undo an action, click .

To redo an action, click .

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Renaming a format](#)

[Editing a format](#)

[Deleting a format](#)

- [Undo / Redo in Design View](#)
- [Working with formulas](#)
- [Working with operators](#)
- [Working with functions](#)
- [Print conditions](#)
- [Bookmarking cells in a format](#)
- [Clearing contents](#)
- [Applying a space filler](#)
- [Working with functions](#)
- [Working with formulas](#)
- [Named cell ranges](#)
- [Setting the column width](#)
- [Setting the row height](#)
- [Keeping sections together](#)
- [Conditional formatting](#)
- [Repeat settings](#)
- [Applying formatting to cells](#)
- [Inserting page breaks](#)
- [Applying column templates to formats](#)

Working with formulas

Accountants Enterprise in Australia only

Formulas are used to either calculate a value (using constants, cell values, named ranges, Chart Map or Database Map references and operators) or to compare values to produce an outcome of either TRUE or FALSE.

You can use formulas to:

- Reference account information using the Chart Map within a Format.
- Reference non-transactional data in the Database Map within a Format.
- Set conditions for row inclusion when printing or previewing a Format.
- Set conditions for including an element in a report.
- Set conditions for a page break.
- Calculate values, using references to cells and constants.
- Create notes and cross-references.

There is a special kind of formula called a function. A function is a pre-defined formula that is used for a specific purpose. **Reporter** comes with a list of available functions to make it easy for you to work with the more common ones. See “Working with functions” on page 143 for more information.

Formulas can range from very simple references to complex expressions. For example, the following are formulas (numbers 1 and 2 will give the same result, as will numbers 3 and 4):

1. `=DB.OtherReports.DirectorsReport.SignedDay`
2. `{DB.OtherReports.DirectorsReport.SignedDay}`
3. `{DB.OtherReports.Director.Title} {DB.OtherReports.Director.FirstName}
{DB.OtherReports.Director.MiddleName} {DB.OtherReports.Director.LastName}
{IF(DB.OtherReports.Director.DateRetired<DB.#EntityDetails.ClientDetails.YearEnd
dDate, "retired
{DB.OtherReports.Director.DateRetired}",IF(DB.OtherReports.Director.Appointed
AfterFinYear="Yes", "appointed {DB.OtherReports.Director.DateAppointed}",""))}`
4. `=DB.OtherReports.Director.Title&" "&DB.OtherReports.Director.FirstName&"
&DB.OtherReports.Director.MiddleName&"
&DB.OtherReports.Director.LastName&IF(DB.OtherReports.Director.DateRetire
d<DB.#EntityDetails.ClientDetails.YearEndDate," retired
&DB.OtherReports.Director.DateRetired,IF(DB.OtherReports.Director.Appointed
AfterFinYear="Yes"," appointed "&DB.OtherReports.Director.DateAppointed,""))`

In the examples given above, you will notice that the formulas are not expressed in the same way. In the first formula, the expression is surrounded by braces {}. In the second formula, the expression begins with an equal sign = and double quotes ". Ampersands (&) are used to identify the start and end of a field name.

Typically, the method using braces is used to provide a referenced value in a text string, for example:

Dated this `{OtherReports.DirectorsReport.SignedDay}` day of
`{DB.OtherReports.DirectorsReport.SignedMonth},{DB.OtherReports.
DirectorsReport.SignedYear}`

or

The `{DB.Text.Director} {DB.Text.IsAre}` solely responsible for the information contained in the general purpose financial report.

However, more complex formulas can be expressed using braces. For example,

```
{IF(DB.#EntityDetails.ClientDetails.YearEndDate=  
DB.#EntityDetails.ClientDetails.PeriodEndDate,"year","period")}
```

Note: Remember that spaces are static text.

Any text within the braces must be enclosed in quotes to avoid being confused with the names of Chart Map items or Database Map table and field names. For example:

Formula	These accounts have been prepared using the <code>{if(DB.ClientDetails.Disclosure= "Full", "Schedule x", "Schedule y")}</code> disclosure requirements.
Will be displayed as	These accounts have been prepared using the Schedule y disclosure requirements.

Related topics

- [About the Formats tab](#)
- [About the Formats Editor](#)
- [Making changes to master formats](#)
- [Creating new formats](#)
- [Working with formats](#)
- [Previewing formats](#)
- [Renaming a format](#)
- [Editing a format](#)
- [Deleting a format](#)
- [Undo / Redo in Design View](#)
- [Working with operators](#)
- [Working with functions](#)
- [Print conditions](#)
- [Creating notes and cross-references](#)
- [Setting conditions for the elements](#)
- [Named cell ranges](#)

Working with operators

Accountants Enterprise in Australia only

Operators are used in formulas to perform basic mathematical operations such as addition, subtraction, multiplication, to combine numbers and produce numeric results. They are also used to compare values produced, so that an outcome of either TRUE or FALSE can be acted on.

The categories of operators are as follows:

Arithmetic operators

& (ampersand)	Text string concatenation. Connects two items to create a single item.
+ (plus sign)	Addition (numeric and string values), e.g., 6+7.

- (minus sign)	Subtraction (numeric values only), e.g., 7-6. Negation (numeric values only), e.g., -1.
* (asterisk)	Multiplication (numeric values only).
/ (forward slash)	Division (numeric values only).
% (percentage)	Percentage, for example =100*20%.

Reference operators

: (colon)	You can express a range as either B2:B7 or B7:B2. For ease of we suggest that you express the range with the lowest value first.
, (comma)	Use the comma to reference cells which are not consecutive, e.g., SUM(B2,B12) would add together the values in cells B2 and B12, but would not include the values from the cells in between.

Comparison operators

Comparison operators compare two values and then produce the logical value TRUE or FALSE.

=	Returns TRUE if two items are equal.
<>	Returns TRUE if two items are not equal.
>	Returns TRUE if the first item is greater than (more than) the second item.
<	Returns TRUE if the first item is smaller than (less than) the second item.
<=	Returns TRUE if the first item is lesser than or equal to the second item.
>=	Returns TRUE if the first item is greater than or equal to the second item.

Related topics

- [About the Formats tab](#)
- [About the Formats Editor](#)
- [Making changes to master formats](#)
- [Creating new formats](#)

- [Working with formats](#)
- [Previewing formats](#)
- [Renaming a format](#)
- [Editing a format](#)
- [Deleting a format](#)
- [Undo / Redo in Design View](#)
- [Working with formulas](#)
- [Working with functions](#)
- [Print conditions](#)

Working with functions

Accountants Enterprise in Australia only

A function is a specific type of pre-designed formula that performs calculations by using values, referred to as arguments, in a particular order or structure. Arguments can be numbers, text, logical values such as TRUE or FALSE, error values such as #N/A, or cell references. The argument you specify must produce a valid value. Arguments can also be constants, formulas or other functions.

There are a number of different functions provided in the **Report Designer**. To use them, simply type the equals sign (=) into a cell in the **Format Editor** window, then enter the name of the function you want to use. For example '=Page' or '=If()'. This method only works if it is the first entry in the cell. If the cell where you want to enter the function already has content, you will need to place the function command within braces, e.g., `{NOTE(Cash)}`.

Functions can be embedded in more complex formulas, where they can return a value or a TRUE/FALSE. For example:

The `{IF(CM.DirectorsReport.NPAT+CM.SFPEF.ExtraordinaryItems <0,"profit","loss")}` of the company for the financial `{yearOrPeriod}` after providing for income tax `{IF(CM.SFPEF.ExtraordinaryItems<>0,"and extraordinary items ","")}` amounted to `${CM.DirectorsReport.NPAT+CM.SFPEF.ExtraordinaryItems}`.

In the example above the section `{yearOrPeriod}` is referring to a named range.

Functions are not case sensitive, e.g., `sum(b2:b5)` produces the same result as `SUM(B2:B5)`. However using capitals aids in easily differentiating cell references and function names from any surrounding text.

Available functions

Function	Description
AccountValue	=ACCOUNTVALUE(<AccountCode>,<FieldName>) Returns the specified field value for the specified account code, e.g., <code>=ACCOUNTVALUE(680,DESCRIPTION)</code> returns the description of account 680.

Function	Description
And	<p>And(<Argument1>,<Argument2>...)</p> <p>All of a number of conditions must be met for the expression to be evaluated as being TRUE.</p> <p>The structure is <i>AND(<condition to be met>,<condition to be met>,<condition to be met>)</i>. There is no limit on the number of conditions that can be specified.</p> <p>For example, <code>=AND(DB.SFPE.DatabaseValues="No",DB.SFPE.Expensesby="Nature")</code></p> <p>For this formula to be evaluated as TRUE, the DatabaseValues field in the SFPE table must have a value of 'No' and the Expensesby field in the same table must have a value of <i>Nature</i>.</p>
Avg	<p>Avg(<Cell Range>)</p> <p>The Avg function is used to calculate the average of the values in a cell range. Any blank cells in the range will not be included.</p> <p>For example, <code>=AVG(B1:B5)</code> <code>=AVG(B1,B2,B3)</code> <code>=AVG(B1+B2+B3)</code></p>
Count	<p>Count(<Cell Range>)</p> <p>Use the Count function to return the number of cells in a cell range that are displayed when the Format is previewed (i.e., the cells for which a print condition has not been set or for which the print condition was satisfied). Cells containing a zero will not be included in the count. If any of the cells in the range are in a row that is set to repeat, the function includes the number of times the cell repeats in the preview with a non zero balance.</p> <p>For example, <code>=COUNT(A1:C5)</code></p>

Function	Description
Countrows	<p>Countrows()</p> <p>Use the Countrows function to return the number of rows in a range that are displayed when the Format is previewed (i.e., the rows for which a print condition has not been set or for which the print condition was satisfied). If any of the rows in the range have been set to repeat, the function includes the number of times the row is repeated in the preview.</p> <p>For example, <code>=COUNTROWS(1:5)</code></p> <p>This function will include rows that contain zero values, e.g., if you repeat for a Chart Map item and elect to 'Show zero balances'.</p>
CURRENTPERIOD	<p>=CURRENTPERIOD</p> <p>Returns the end date of the current period, as specified in the Ledger year selection dialog.</p>
CURRENTYEAR	<p>=CURRENTYEAR</p> <p>Returns the end date of the current year, as specified in the Ledger year selection dialog.</p>
FIRSTPERIOD	<p>=FIRSTPERIOD(<Date>)</p> <p>Returns the end date of the first period in the year containing the specified date.</p> <p>The date can be supplied directly, via a Database Map field or via another function.</p> <p>For example, <code>=FIRSTPERIOD(30/11/2005)</code> <code>=FIRSTPERIOD(DB.OtherReports.Director.DateAppointed)</code> <code>=FIRSTPERIOD(NOW)</code></p> <p>You can also use this function without supplying a date, i.e., <code>=FIRSTPERIOD</code>. In this case, it will return the end date for the first period in the year for which the cell or column is formatted. If the function is used outside of a cell or column, it will use the current year, as specified in the Ledger year selection dialog.</p>

Function	Description
FINALPERIOD	<p>=FINALPERIOD(<Date>)</p> <p>Returns the end date of the final period in the year containing the specified date.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><i>=FINALPERIOD(30/11/2005)</i></p> <p><i>=FINALPERIOD(DB.OtherReports.Director.DateAppointed)</i></p> <p><i>=FINALPERIOD(NOW)</i></p> <p>You can also use this function without supplying a date i.e. <i>=FINALPERIOD</i>. In this case, it will return the end date for the final period in the year for which the cell or column is formatted. If the function is used outside of a cell or column, it will use the current year, as selected in the Ledger year selection dialog.</p>
FINALYEAR	<p>=FINALYEAR</p> <p>Returns the end date of the latest year for which ledger data is available.</p>
FIRSTYEAR	<p>=FIRSTYEAR</p> <p>Returns the end date of the earliest year for which ledger data is available.</p>
If	<p>If(<Argument>,<Value1>,<Value2>)</p> <p>The If function enables you to set conditions for when a certain value displays, and to specify what value to display if those conditions are not met.</p> <p>The structure is <i>IF(<condition to be met>,<value to display if condition is met>,<value to display if condition is not met>)</i></p> <p>For example,</p> <p><i>=IF(CM.BalanceSheet.Assets.Current.GST>0,CM.BalanceSheet.Assets.Current.GST,0)</i></p> <p>If the total value in the account or accounts mapped to the BalanceSheet.Assets.Current.GST Chart Map item is greater than zero, the value in the referenced account or accounts will be displayed. If the value is not greater than zero, a value of zero will be displayed.</p>

Function	Description
INOTE	<p>INOTE(<Bookmark Name>,<Key>)</p> <p>Returns the note number assigned to the specified bookmark where the bookmark is on a repeating row and the note number needs to be incremented for each iteration of the repeat. The Key property indicates the field by which the repeated note numbers are to be matched to the repeated bookmarks, e.g., <i>=INOTE(CashAssets,CODE)</i>.</p>
iRepeat	<p>iRepeat(<RowNumber>)</p> <p>This function is used in conjunction with the RECORDVALUE and Repeat function. While <i>RECORDVALUE(<FieldName>,<RecordNumber>)</i> returns the value of the specified database field for the record of the specified number, <i>iRepeat</i> returns the <i><RecordNumber></i> based on the number of repeats that have occurred at the RowNumber specified in <i>iRepeat</i>.</p> <p>For example, <i>iRepeat(5)</i> returns the number of repeats that have occurred at the row 5 repeat function.</p> <p><i>=Recordvalue(DB.MembersInfoStatement.WithdrawalBenefit.RequiredPreserved,iRepeat(5))</i> if the repeat at row five has looped three times it returns the value in the <i>RequiredPreserved</i> field for the 3rd record of the <i>WithdrawalBenefit</i> table.</p>
IsFirstRecord	Returns TRUE when used during the first iteration of a repeat, otherwise returns FALSE.
IsLastRecord	Returns TRUE when used during the last iteration of a repeat, otherwise returns FALSE.
LEFT	<p>LEFT(text,num_chars)</p> <p>The LEFT function returns the first character or characters in a text string, based on the number of characters you specify. For example, <i>LEFT("Sale Price",4) equals "Sale"</i>.</p>
Len	<p>Len(<Value/Reference>)</p> <p>The LEN function enables you to create formulas that obtain the length of the entry in a cell or database field.</p> <p>For example,</p> <p><i>=LEN(DB.DirectorsReport.SignificantChange)>1</i></p> <p>For this formula to be evaluated as TRUE, the SignificantChange field in the DirectorsReport table must have a length greater than 1.</p>

Function	Description
LY	<p>LY(<Chart Map Folder, Database Map Field or Driver Field>)</p> <p>This function returns the value for the specified chart map folder, database map field or driver field (AMOUNT, DESCRIPTION etc.) in the year immediately prior to the year the cell is currently formatted to display, e.g., <i>=LY(CM.Notes.Cash)</i> returns the Last Year value if the cell is formatted to show Current Year values but returns the Year 3 value if the cell is formatted to display Last Year values.</p>
Max	<p>Max(<Cell Range>)</p> <p>Use this function to return the highest value in a specified range.</p> <p>For example, <i>=MAX(A1:C5)</i></p>
Min	<p>Min(<Cell Range>)</p> <p>Use this function to return the lowest value in a specified range.</p> <p>For example, <i>=MIN(A1:C5)</i></p>
MOD	<p>MOD(<Value>,<Number>)</p> <p>The MOD function returns the remainder after the Value is divided by the Number. The result has the same sign as the Value. For example, <i>MOD(3,2)</i> returns 1.</p>
NEXTRECORD	<p>NEXTRECORD(<FieldName>)</p> <p>This function returns the value of the specified field for the item immediately following the current item in the repeat, e.g., <i>=NEXTRECORD(CODE)</i> returns the code of the next account in a repeat.</p>
Note	<p>The Note function will return a sequential note number that has been assigned to the specified bookmark based on its relative position in the report (i.e., the first bookmark to appear in the report is assigned the note number 1, the second bookmark is assigned the note number 2 and so on).</p> <hr/> <p>Note: This function is commonly used when creating notes and cross-references.</p> <hr/> <p>Be aware that if the Format being referenced is not included in the report, then #REF will be displayed in the report where the reference cannot be located. To avoid this, you can use the If() function.</p>

Function	Description
Now	Returns the current system date and time.
ONCEPER	<p>=ONCEPER(<FieldName>)</p> <p>This function, when used within a chart map repeat that is grouped by the specified field, returns TRUE for one record in each group. For example, if used in a repeat that is grouped by division, <i>=ONCEPER(DIVISION)</i> returns TRUE for one record per division. It could be used, e.g., as the print condition for a row containing a sub-total so that the sub-total appears only once per division.</p> <p>In a single-row repeat, the ONCEPER function returns TRUE for the first record in each group. It returns FALSE for all other records.</p> <p>In a multi-row repeat, the ONCEPER function returns TRUE for the last record, in each group, where any of the rows above the row containing the function are displayed in the preview. It returns FALSE for all other records.</p> <hr/> <p>Note: The specified field must be one that is selected in the Group Repeat By section of the Repeat Settings window. If the specified field is not selected in the Group Repeat By section of the Repeat Settings window, the function will return TRUE for all records.</p> <hr/>
Or	<p>Or(<Argument1>,<Argument2>...)</p> <p>At least one of two or more conditions must be met for an expression to be evaluated as being TRUE.</p> <p>The structure is <i>OR(<condition to be met>,<condition to be met>,<condition to be met>)</i>. There is no limit on the number of conditions that can be specified.</p> <p>For example,</p> <p><i>=OR(CM.SFPO.Assets.Current.Cash.DR<>0,CashLastYear<>0)</i></p> <p>For this formula to be evaluated as TRUE, either the SFPO.Assets.Current.Cash.DR item must not be equal to zero, or the CashLastYear named range must not be equal to zero.</p>
Page	<p>Use the Page function to provide a page number. This function can be used in conjunction with the Pagecount function to provide <i>Page x of y</i>, where x is the number of the current page and y is the total number of pages. This function is typically used in Formats that are used as headers or footers.</p>

Function	Description
Pagecount	<p>Pagecount</p> <p>Use the Pagecount function to provide the total number of pages in a report. This function can be used in conjunction with the Page function to provide <i>Page x of y</i>, where x is the current page and y is the total number of pages. This function is typically used in Formats that are used as headers or footers.</p>
Period	<p>Period</p> <p>This function returns the end date of the period to which a cell is formatted.</p>
PERIODEND	<p>This function returns the end date of the period containing the specified date.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><code>=PERIODEND(30/11/2005)</code> <code>=PERIODEND(DB.OtherReports.Director.DateAppointed)</code> <code>=PERIODEND(NOW)</code></p>
PERIODNUMBER	<p>=PERIODNUMBER(<Date>)</p> <p>This function returns the number of the period containing the specified date.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><code>=PERIODNUMBER(30/11/2005)</code> <code>=PERIODNUMBER(DB.OtherReports.Director.DateAppointed)</code> <code>=PERIODNUMBER(NOW)</code></p>
PERIODNUMBER DATE	<p>=PERIODNUMBERDATE(<Number>)</p> <p>This function returns the end date of the period represented by the specified number, e.g. <code>=PERIODNUMBERDATE(1)</code>.</p>
PERIODSTART	<p>This function returns the start date of the period containing the specified date.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><code>=PERIODSTART(30/11/2005)</code> <code>=PERIODSTART(DB.OtherReports.Director.DateAppointed)</code> <code>=PERIODSTART(NOW)</code></p>

Function	Description
PREVIOUSRECORD	<p>PREVIOUSRECORD(<FieldName>)</p> <p>This function returns the value of the specified field for the item immediately preceding the current item in the repeat, e.g.,</p> <p><i>=PREVIOUSRECORD(DB.OtherReports.Director.LastName)</i> returns the last name of the previous record on the Director table.</p>
Recordcount	<p>Recordcount(<Table Name>)</p> <p>The Recordcount function provides the number of records in a database table.</p> <p>For example,</p> <p><i>=RECORDCOUNT(DB.Director)>1</i></p> <p>For this formula to be evaluated as TRUE, the Director table must contain more than one record.</p>
RecordValue	<p>RecordValue(<FieldName>,<RecordName>)</p> <p>Returns the value of the specified database field for the record of the specified number, e.g.,</p> <p><i>=RECORDVALUE(DB.OtherReports.Director.FirstName,3)</i> returns the value in the FirstName field for the 3rd record on the Director table.</p>
Ref	<p>Ref(<BookmarkName>)</p> <p>The Ref function will return the number of the page on which the specified bookmark appears in the previewed report.</p> <hr/> <p>Note: If the Format being referenced is not included in the report, then #REF will be displayed in the report where the reference cannot be located. To avoid this, you can use the If() function.</p> <hr/> <p>The Ref function returns the number of the pages on which the specified bookmark appears in the previewed report.</p>
RepeatPosition	<p>RepeatPostition</p> <p>This function returns the number of the current iteration of a repeating row, e.g., 1 if it is the first time the row has been repeated, 2 if it is the second and so on.</p>
RIGHT	<p>RIGHT(text,num_chars)</p> <p>The RIGHT function returns the last character or characters in a text string, based on the number of characters you specify. For example, RIGHT("Sale Price",5) equals "Price".</p>

Function	Description
Sum	<p>Sum(<Cell Range>)</p> <p>The Sum function is typically used to sum the values in a cell range. You can also sum numbers.</p> <p>There are two operators you can use when summing single values, the comma (,) and the plus (+). These operators are interchangeable and will produce exactly the same result.</p> <p>For example,</p> <p><code>=SUM(B4+D4)</code> <code>=SUM(B4,D4)</code></p> <p>When summing a range, use the colon (:) operator:</p> <p><code>=SUM(B4:D4)</code></p>
TEMPLATEHASFILTERS	<p>=TEMPLATEHASFILTERS</p> <p>This function returns TRUE if the column template currently applied to the format is a user-defined template containing columns for which one or more filters have been specified, or is a ledger-defined template based on account details (e.g., Division, Subcode). Otherwise, it returns FALSE.</p>
Year	<p>Year</p> <p>This function is used when you want the year end date to be displayed in a report. The year specified in the Balances tab of the Format Cells window will determine which year (relative to the underlying ledger year) you will receive the end date for.</p>
YEAREND	<p>=YEAREND(<Date>)</p> <p>This function returns the end date of the year containing the specified date.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><code>=YEAREND(30/11/2005)</code> <code>=YEAREND(DB.OtherReports.Director.DateAppointed)</code> <code>=YEAREND(NOW)</code></p>

Function	Description
YEARNUMBER	<p>=YEARNUMBER(<Date>)</p> <p>This function returns the number of the year containing the specified date. Numbers are assigned to years in ascending order from earliest to latest, with the earliest year for which ledger data is available being assigned the number 1.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><code>=YEARNUMBER(30/11/2005)</code> <code>=YEARNUMBER(DB.OtherReports.Director.DateAppointed)</code> <code>=YEARNUMBER(NOW)</code></p>
YEARNUMBERDATE	<p>=YEARNUMBERDATE(<Number>)</p> <p>This function returns the end date of the year represented by the specified number, e.g., <code>YEARNUMBERDATE(1)</code>.</p> <p>Numbers are assigned to years in ascending order from earliest to latest, with the earliest year for which ledger data is available being assigned the number 1.</p>
YEARSTART	<p>=YEARSTART(<Date>)</p> <p>Returns the start date of the year containing the specified date.</p> <p>The date can be supplied directly, via a database map field or via another function.</p> <p>For example,</p> <p><code>=YEARSTART(30/11/2005)</code> <code>=YEARSTART(DB.OtherReports.Director.DateAppointed)</code> <code>=YEARSTART(NOW)</code></p>

Examples of commonly used formulas

The Master Formats provided to you with the **Report Designer** will provide a good cross section of examples for when you want to create your own Formats. Here are a few examples of formulas to give you an idea of how certain types of information can be generated.

- **Increasing a number by a percentage**

To increase the value in cell B5 by 10%, you would enter the following formula:

`=B5*(1+10%)`

- **Setting conditions [if, then, else]**

`{IF(DB.#EntityDetails.ClientDetails.YearEndDate=`
`DB.#EntityDetails.ClientDetails.PeriodEndDate,"year","period")}`

- **Calculating a running balance**

You can build a formula to calculate a running balance:

`=SUM(C4:C7,C10)-C15`

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Renaming a format](#)

[Editing a format](#)

[Deleting a format](#)

[Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Print conditions](#)

[Creating notes and cross-references](#)

[Setting conditions for the elements](#)

Print conditions

Accountants Enterprise in Australia only

The Print Condition column is the first column in the **Display** view of the **Format Editor** window. It contains a printer icon. You can use this column to specify the conditions in which a row is to be included in a report. For example, you might only want to display a row if it contains a value other than zero. Setting a row to never be included in a report means you will not be able to use that result in another row. However, if the cell is included in a named range, the named range can be referenced in another row, even if the print condition is false.

To use the Print Condition column:

- To always include a row, just leave the **Print Condition** column blank for that row.
- If a row's inclusion is conditional, enter the condition in the **Print Condition** column for that row.
- If you want a row to be excluded in all conditions, type **=FALSE** in the **Print Condition** column for that row. You would use this when you want a row to contain notes for the designer rather than content that is part of the Format.

Note: Any text you type in this column does not display in your reports. A print condition on a row that is set to repeat is applied to each of the rows returned.

Examples

Example	Description
<code>=PRINT9</code>	The row will only print if row 9 is also printed.
<code>=CalculationRow</code>	The row will not print but cells on the row will be evaluated so the results of the cells can be re-used elsewhere in the same format.
<code>=AND(CM.DirectorsReport.NPAT<>0,CM.DirectorsReport.ExtraordinaryItems<>0)</code>	The row will only print if the total of all the accounts under the DirectorsReport.NPAT item is not zero and the total of all the accounts under the DirectorsReport.ExtraordinaryItems item is not zero.
<code>=OR(C25<>0,D25<>0)</code>	The row will only print if either C25 or D25 contains a value other than zero.
<code>=CM.Notes.Associates<>0</code>	The row will only print if the total of all the accounts under the Notes.Associates item in the Chart Map is not equal to zero.
<code>=0<LEN(DB.Associates1.Associate)</code>	The row will only print if the Associate field in the Associates1 table has a length greater than zero.
<code>=1<RECORDCOUNT(DB.Director)</code>	The row will only print if the Director table is populated in more than one record.

To add a print condition

To add a print condition to a row from within **Report Designer** (on the **Formats** tab):

1. Click on the cell in the **Print Condition** row.
2. Simply start typing your print condition.
3. Click the **Preview** icon to preview the report.

Related topics

- [About the Formats tab](#)
- [About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Renaming a format](#)

[Editing a format](#)

[Deleting a format](#)

[Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

[Print column](#)

Print column

Accountants Enterprise in Australia only

The Print column displays any print conditions that have been applied to the rows in a Format. These conditions determine whether a row is to be printed or not when the Format is printed, either on its own or as part of a report. If a cell in this column reads '=FALSE', then that row will not be printed. You would use this when you wanted a row to contain notes for the designer rather than content that is part of the Format.

If a row does not contain a print condition, it will be printed.

Note: The Master level reports provided by MYOB contain blue coloured rows in addition to the blue coloured **Print Conditions** column. These blue rows indicate a row which contains a note to you on the contents of the Format. These rows are all marked '=FALSE' and will not be printed.

Related topics

[About the Formats tab](#)

[About the Formats Editor](#)

[Making changes to master formats](#)

[Creating new formats](#)

[Working with formats](#)

[Previewing formats](#)

[Renaming a format](#)

[Editing a format](#)

[Deleting a format](#)

[Undo / Redo in Design View](#)

[Working with formulas](#)

[Working with operators](#)

[Working with functions](#)

[Print conditions](#)

Previewing formats

Accountants Enterprise in Australia only

It is recommended that you first preview all the Formats that are used in a report in the **Format Editor** window before previewing the full report. This is because Formats previewed on their own display faster, and you are able to easily switch between the **Design** view and **Preview** view of the **Format Editor** to correct any errors you find.

Note: Note references, cross-references and references to named ranges that are not within the Format you are previewing do not display when you preview the Format, you only see those that are part of the current Format. When you preview a report all note references, cross-references and references to named ranges are displayed.

When previewing a Format, you can check that the following are working as expected:

- References to Database Map fields are returning the expected data. Be aware that the field needs to be populated for each client against whom you are running a report. If the field is not populated, there is nothing in the preview to alert you to this fact.
- References to account information — including Balance Period and Balance Type.
- Print conditions for the inclusion of a row.
- Formulas are returning the expected values, e.g., totals.
- Repeating rows are working correctly.
- Text formatting is as you would like — font colour, size and weight.
- Any borders or patterns applied are displaying as expected.
- Row height and column width.
- Whether the correct Format has been applied to the cell, e.g., Date/Time, Percentage, etc.
- Whether the text alignment is correct for all cells.
- Styles.

When you are previewing a Practice level Format and **Report Designer** is opened at the Practice level, you are only able to access Practice level Database Map data. If you want to check that any database references you have created in order to reference client data are working correctly, you need to open **Report Designer** from a client ledger and then preview the Format.


When in the **Preview** mode use the toolbar buttons at the top of the window to print, zoom in and out of the view, and use the arrow buttons to move between pages or

jump to the first or last page. The **Design** button  takes you back to the **Design** view.

To preview a format from within the Report Designer (on the Formats tab)

You can preview more than one Format at a time by opening up the **Format Editor** window for the Formats you want to preview. The Format displayed on screen shows what you will see when the Format is printed, including all bolding, borders and colours used.

1. Select the Format you want to preview from the tree list in the **Explorer** pane.


2. Click the **Preview** button,  on the **Format Editor** window toolbar.

The **Format Editor** window changes to the **Preview** view, displaying the selected Format.

Note: A progress bar appears at the bottom of the **Format Editor** to show how the loading of the preview is progressing.

3. To move between pages in the **Preview**, use the arrows on the toolbar or type a

page number in .

4. To return to the **Design** view, click the **Design** button,  on the toolbar.

Related topics

[Exporting formats from Preview view](#)

[Emailing a format from Preview view](#)

[Printing a format from Preview view](#)

Exporting formats from Preview view


Accountants Enterprise in Australia only

To export formats from the Preview view within the Report Designer (on the Formats tab)

1. Select the Format you want to preview from the tree list in the **Explorer** pane.

2. Click the **Preview** button,  on the **Format Editor** window toolbar.

The **Format Editor** window changes to the **Preview** view, displaying the selected Format.

3. Click the **Export** button,  from the toolbar.
The **Select Export File** window opens.
4. Select the folder in which you want the exported file to **Save in**.
5. Enter the **File name** of the export file.
6. Select the **Save as type** format you want to export the report to.
7. Click **OK** to begin the export.

Related topics

[Previewing formats](#)

[Emailing a format from Preview view](#)

[Printing a format from Preview view](#)

Emailing a format from Preview view

Accountants Enterprise in Australia only

To email a report from the Designing Reports - Format tab

1. In the **Designing Reports - Formats** tab, select the Format you want to email.
2. Click **Preview**.

3. Click .

The **Email Report as an Attachment** window opens.

4. For **Attachment Settings**:
 - a. Enter a **File Name** or simply keep the default name.
 - b. Select a **File Type** from the drop-down list.
5. Click the **Options** button.
 - a. Select the **Password protect the attachment** option to secure your report.
Enter a password and then re-type the password to confirm.
 - b. Select the **Compress the Attachment** option if you want to compress the email using WinZip.

- c. Select the **Save the attachment** option if you want to save the attachment.

Click the ellipsis to change the directory.

6. Click **Email**.

An Untitled email message opens with the report attached.

7. Type or select the recipient's email address and if necessary type a message (as you normally would).
8. Click **Send**.

Related topics

[Previewing formats](#)



[Exporting formats from Preview view](#)

[Printing a format from Preview view](#)

Printing a format from Preview view

Accountants Enterprise in Australia only

To print a format from the Preview view from within Report Designer (on the Formats tab)

1. In the **Format Editor** window, click .
The **Format Editor** window will change to the **Preview** view, displaying the selected Format.
2. Click the **Print** button on the toolbar, .
The **Print** window opens.
3. Click **Print**.

Related topics

[Previewing formats](#)

[Exporting formats from Preview view](#)

[Emailing a format from Preview view](#)

Applying column templates to formats

Accountants Enterprise in Australia only

Note: You can only apply **one** column template to a format.

When you apply a column template to a format, a tag is applied to the top of a column. This allows the existing cell contents to be visible and it also alters the appearance of the column. You are able to move the mouse over the label to view the associated tool tip.

In regard to merged cells and column templates, a restriction needs to be applied. The merge must be entirely outside of a column template (i.e., to the left or the right) or entirely within the column template range.

When a range is selected across template and non-template columns, the merge cells option on the alignment tab of the format cells window is disabled.

A test configuration drop-down list appears on the toolbar, which allows you to test the design of your column template against saved column template configurations. The default selection is <use format definition>. This selection uses the defaults specified during format design for each individual format.

To apply a column template to a Format within Report Designer (on the Formats tab)

1. In the **Explorer** pane, double click the Format that you want to apply the column template to.
2. In the **Format Editor**, right-click the column header of the column that you want to apply the template to.
3. Select **Apply Column Template**.
The **Apply Column Template** window opens.
4. From the **Column Template Name** drop-down list, select the **Column Template**.
5. Click **Apply**.
6. Click **Close**.

Related topics

[Removing a column template from a format](#)

[Previewing a column template](#)

[Creating column templates](#)

Removing a column template from a format

Accountants Enterprise in Australia only

To remove a column template from a Format within Report Designer (on the Formats tab)

1. In the **Explorer** pane, double click the Format that you want to remove the column template from.
2. In the **Format Editor**, select the columns that you want to remove the template from.
You must select all columns that the template applies to.
3. Right-click the column header(s) and select **Apply Column Template**.
The **Apply Column Template** window opens.
4. Deselect **Apply Column Template**.
5. Click **Apply**.
6. Click **Close**.

Related topics

[Previewing a column template](#)

[Creating column templates](#)

[Applying column templates to formats](#)


Previewing a column template

Accountants Enterprise in Australia only

To preview a report with a specific column template within Report Designer (on the Formats tab)

1. From the toolbar next to **Test configuration**, select the Column Template that you want to preview.



2. Click the **Preview**  button.
The report opens for preview.

Related topics

[Removing a column template from a format](#)

[Creating column templates](#)

[Applying column templates to formats](#)

Working with styles

Accountants Enterprise in Australia only

Styles also fit in with the hierarchy levels. Styles are available at the Master, Practice or Client level. The level you have opened **Report Designer** at when you create or edit a style is the level it becomes when you save it.

Therefore, if you create a style at the Client level, it is saved at the Client level for the selected client ledger and is only available for that client ledger when it is opened at the Client level.

A Practice level style will be available for all client ledgers of the same entity when they are opened within **Report Designer** at the Practice or Client level.

Master styles are always available. If edited, a Master level style is saved to the current level.

Below is an example of three styles listed in the **Styles Editor** window, each at one of the three hierarchy levels.

 Default

 Practice

 Client

Note: You would only be able to see styles at all three levels when **Report Designer** is opened at the Client level.

Styles can be applied to one or more cells, one or more columns or one or more rows, depending on the cell selection in the **Format Editor** window when you select and apply a style.

Styles are a way of saving a common formatting option so it can easily be reused and applied to a cell selection in any Format.

You can format cells on an ad hoc basis by using the **Format Cells** window, but if you wanted to repeat the formatting for another cell you would have to repeat all the selections in the **Format Cells** window again. If you use a combination of formatting commands again, it is advisable to save it as a style.

The saved style is available in the **Styles** list box at the top of the **Format Editor** window and you can simply select the cells to apply it to and the category, alignment, font, border and pattern selections are applied in one step.

The **Style Editor** window is where you can add, edit and delete styles. It is accessed

from the **Styles** button, , on the **Format Editor** window toolbar. The **Styles Editor** window contains the following tabs:

- “Alignment tab” (see page 167)

- “Border tab” (see page 168)
- “Category tab” (see page 168)
- “Font tab” (see page 169)
- “Pattern tab” (see page 169)
- “Text tab” (see page 170).

Related topics

[Creating a new style](#)

[Editing a style](#)



[Deleting a style](#)

[Formatting cells](#)

Creating a new style

Accountants Enterprise in Australia only

To create a new style within Report Designer (on the Formats tab)

1. Open **Report Designer** at the same level at which you want to create the new style (i.e., Practice or Client).
Your new style will be saved to whatever level you select here.
The **Report Designer** window opens.
2. Select the **Formats** tab.
3. Open the **Format Editor** window.
The **Format Editor** window opens in **Design** view.
4. On the **Format Editor** window toolbar, select the **Styles Editor** button, .
The **Style Editor** window opens.
5. Click the **New Style** button, .
If you are adding a style at the Practice level, the icon will be yellow.
The **Reporter** window appears ready for you to enter the new style name.
6. Type the name for the new style in the edit field and click **OK**.
You will be returned to the **Style Editor** window and the new style name will be listed. Ensure the new style name is selected in the list.
7. Work your way through the tabs in the window defining the formatting to be saved in the new style.

See the following for more information:

- “Alignment tab” (see page 167)
- “Border tab” (see page 168)
- “Category tab” (see page 168)
- “Font tab” (see page 169)
- “Pattern tab” (see page 169)
- “Text tab” (see page 170).

8. When all the required formatting has been defined for the style, click **Close** to save the style and return to the **Format Editor** window.

Related topics

[Working with styles](#)

[Editing a style](#)

[Deleting a style](#)

[Formatting cells](#)

Editing a style

Accountants Enterprise in Australia only


To edit a new style within Report Designer (on the Formats tab)

1. Open **Report Designer** at the same level at which you want the edited style to be saved or at the level the style you want to edit was previously saved (Practice or Client).

The **Report Designer** window opens.

2. Select the **Formats** tab.
3. Open the **Format Editor** window.

The **Format Editor** window opens in **Design** view.

4. On the **Format Editor** window toolbar, select the **Styles Editor** button, .
- The **Style Editor** window opens.

5. In the list of styles on the left, highlight the style you want to edit.
6. Work your way through the tabs in the window editing the formatting of the style to that which you require.

See the following for more information:

- “Alignment tab” (see page 167)

- “Border tab” (see page 168)
 - “Category tab” (see page 168)
 - “Font tab” (see page 169)
 - “Pattern tab” (see page 169)
 - “Text tab” (see page 170).
7. When all the required formatting has been defined for the style, click **Close** to save the style and return to the **Format Editor** window.
- The edited style is saved to the level at which **Report Designer** is currently open.

Related topics

[Working with styles](#)

[Creating a new style](#)

[Deleting a style](#)

[Formatting cells](#)


Deleting a style


Accountants Enterprise in Australia only

You can only delete styles that were created at the current hierarchy level. That is, you can not delete a Practice level style while **Report Designer** is open at the Client level.

Note: Master level styles cannot be deleted.

To delete a new style within Report Designer (on the Formats tab)

1. Open **Report Designer** at the same level at which the style you want to delete was created (Practice or Client).
The **Report Designer** window opens.
2. Select the **Formats** tab.
3. Open the **Format Editor** window.
The **Format Editor** window opens in **Design** view.
4. On the **Format Editor** window toolbar, select the **Styles Editor** button, .
The **Style Editor** window opens.
5. In the styles list box on the left of the window, highlight the style you want to delete.

6. Click the **Delete** button,  on the toolbar.
A message will be displayed asking you to confirm your actions.
7. Click **Yes** to delete the style.
The style is removed from the list
8. Click **Close** to save the changes and return to the **Format Editor** window.

Related topics

[Working with styles](#)

[Creating a new style](#)

[Editing a style](#)

[Formatting cells](#)

Formatting cells

Accountants Enterprise in Australia only

You can format cells on an ad hoc basis by using the **Format Cells** window rather than applying pre-defined styles that are created in the **Styles Editor** window. This allows you to make one off changes to a cell, row or column selection if you do not want to use all the definitions in one of the available styles.

The formatting options available in the **Format Cells** window are the same as those in the **Styles Editor** window, but in addition the window contains an extra tab, the **Balances** tab.

The **Format Cells** window is accessed from the right-click menu in the spreadsheet area of the **Format Editor** window, **Design** view.

Note: If you are using the **Format Cells** window to apply the same formatting to cells on a number of occasions, it is recommended that you create the common formatting combination as a style in the Style Editor window so that it can be applied in one step in the future.

The **Format Cells** window contains the following tabs:

Alignment tab

In the **Alignment** tab, you can define the alignment of the text (horizontal or vertical), the indent size (if you have selected left alignment), text orientation and whether to wrap the text in the cell(s) or merge cells.

- If you select the **Wrap Text** checkbox, when a single line of text exceeds the width of its cell, the cell is widened until all the wrapped text fits within it.

- Select the **Merge Cells** checkbox to combine two or more selected cells into a single cell. This option can be used with horizontal alignment to create headings that are centred across a number of merged cells.

Be aware that if you merge two cells that both contain values, only the value in the upper left cell in the selection is used. The values are retained in all the cells involved, the cells are overlaid with the value in the upper left cell. If you deselect the **Merge Cells** checkbox, the values in the cells will re-display.

- The **Orientation** option enables you to set the angle at which text is to be set for the current cell(s) selection. To rotate clockwise, enter a positive value. To rotate anticlockwise, enter a negative value.

Balances tab

The **Period Start** and **Period End** drop-downs both contain the same list of values. To specify year to date values, the **Period Start** should be set to Period 1 and the **Period End** should be set to the Current Period. To specify periodic values, the **Period Start** and **Period End** values should be identical.

Specify if you want the figures to be **Year to Date** (therefore the start period is set to Period 1 and you cannot change it) or **Movement** based (therefore both the start and end periods are enabled).

You can also define whether the balance type is displayed in the selected cell(s). Different balance types are available from different General Ledger software.

Border tab

The **Border** tab is where you can define the border. There are three presets available; **none**, **outside** or **inside**. Use the **Line** section to select a **single** line or a **double** line border. The drop-down **Colour** list enables you to choose a colour for the border.

You are also able to set your own border preference by using the **Border** section and selecting the sides that you want to have a border.

Category tab

In the **Category** tab, you define the type of information to be entered in cells which have this style applied. You could therefore set up a style for each information type to be entered into a report. For example, you may want dates in a report to always be bold and italic, so you could create a style called **Date** and define these formatting requirements. You could then do the same for percentages and heading rows, etc.

Available category types:

- **General**
This the default selection. Any type of information can be entered into a cell defined with this category.
- **Numeric**

The numeric category type is used for cells displaying numeric values. You can define:

- the number of decimal places (up to 30)
- a currency symbol (select \$ from the list or enter a symbol using the keyboard)
- how negative and positive numbers are to be displayed
- how zero values are to be shown.

Select the **Use 1000 Separator**: checkbox if you want to use a comma to separate thousands, e.g., 456,845.

- **Date / Time**

Select from the **Type** list the way you want dates and times to be represented, or define your own in the **Custom** field. Custom designed date and time formats will be displayed in the list box for future selections.

- **Percentage**

Select the number of decimal places you want to display. The default setting is 2. Rounding takes place if the value contains more decimal places than you select in the currency settings.

Additional formatting can be applied to Text without affecting the style of other types of information such as dates.

Font tab

In the **Font** tab, you can select common Windows font definitions (font, size, bold, underline, certain effects and font colour) to apply to the selected style or cell(s).

Pattern tab

The **Pattern** tab is used to define the pattern style and colour. You are also able to set the background colour.

Protection tab

The flexibility that Column Templates provide may require some restrictions for certain formats. You can apply **protection** to prevent others from changing the **balance type**, the **year / period** and the **style**.

Any cell that has some form of protection displays a padlock icon. This icon makes you aware of the protected cell as it affects or alters the behaviour of the cell when used with Column Templates.

Note: If you are using the **Format Cells** window to apply the same formatting to cells on a number of occasions, it is recommended that you create the common formatting combination as a style in the **Styles Editor** window so that, in future, it can be applied in one step.

Text tab

In the **Text** tab, select the type of format (e.g., uppercase or capital initial letters) to be applied to text entered in cells with this setting applied. Numerical entries or dates in such cells will be not be affected.

Related topics

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

Applying formatting to cells

Accountants Enterprise in Australia only

Formatting cells is independent of hierarchy levels. However, if you change the formatting of a cell selection in a Format that is at a higher level in the hierarchy than that at which **Report Designer** is currently open, then the Format is saved to the current level (Practice or Client).

Tip: If your formatting changes will be required on a regular basis, it would possibly save time to create a new style or edit an existing one.

To format a cell selection within Report Designer (on the Formats tab)

1. In the **Report Designer** window select the **Formats** tab.
2. Open the **Format Editor** window for the Format you want to apply the changes to.
The **Format Editor** window opens in **Design** view.
3. Select the cell(s), row(s) or column(s) that you want to make formatting changes to.
4. Select **Format** from the right-click menu.
The **Format Cells** window opens.

5. Work your way through the tabs in the window editing the formatting of the style to that which you require.

See the following for more information:

- “Alignment tab” (see page 167)
 - “Balances tab” (see page 168)
 - “Border tab” (see page 168)
 - “Category tab” (see page 168)
 - “Font tab” (see page 169)
 - “Pattern tab” (see page 169)
 - “Protection tab” (see page 169)
 - “Text tab” (see page 170).
6. When all the required formatting has been defined for the style, click **OK** to save the style and return to the **Format Editor** window.
The edited style is saved to the level at which **Report Designer** is currently open.

Related topics

[Formatting cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

Conditional formatting

Accountants Enterprise in Australia only

To access the Conditional Formatting window

1. Right-click on any cell (excluding heading row and numbered columns) in the **Design** view of the **Format Editor** window.
The **Conditional Formatting** window opens.
2. Enter a condition to determine if the style changes listed in the **Style changes** box are to be applied or not.

By default, the condition field is empty.

3. You are able to apply changes by clicking the **Style Editor** button.
By default, the **Style changes** listing displays **No style changes**.
Any style changes made are then summarised and displayed in the **Style Changes** listing.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

Repeat settings

Accountants Enterprise in Australia only

Repeat settings are used to insert additional rows into a Format when multiple values need to be accommodated from a referenced Database Map field or multiple accounts from a referenced Chart Map folder. You will be able to view the repeated rows when the Format is previewed or a report in which the Format is included is previewed or generated.

R indicates that repeating has been set for a row.


You can set a print condition on the row you have set to repeat. This condition is applied individually to each row that is returned.

Repeating rows is applied through the **Repeat Settings** window, accessed from the right-click menu when one or more rows are selected within the **Format Editor** window in the **Display** view.

To sum repeated rows, make the cell which contains the reference, the object of the SUM. For example, if you set row 4 to repeat and you want to sum the amounts in column B, you sum the cell containing the reference, e.g., =SUM(B4).

To apply repeat settings within Report Designer (on the Formats tab)

1. Open the **Format Editor** window for the Format you want to repeat rows in.

2. Click in the row label area (the grey left-hand column containing the row number) to select the row or adjoining rows that you want to repeat.
3. From the right-click menu, select **Repeat**.
The **Repeat Settings** window opens.
4. Select the **Apply repeat** checkbox.
5. In the **Repeat For** area, select either the **Chart Map Folder** or **Database Map Table** radio button to define what you want to apply repeat settings to.
6. From the list box, select the path to the Chart Map folder or Database Map table to be repeated in the selected row.
7. In the **Number of rows to group** field, enter the number of rows to be grouped together.
If you selected more than one row in the **Format Editor** window, this field defaults to the number of rows selected.
8. If you are repeating rows for a Chart Map folder, you have the following additional options:
 - **Show sub-codes**
Select this checkbox if you want sub-codes for any control accounts in the range you have specified to display in your Format. When sub-codes are displayed, the control account to which the sub-codes belong is also displayed. If you do not want the control accounts to display, you will need to set a print condition, e.g., `=level<>"C"`.
 - **Show zero balances**
Select this checkbox if you want accounts containing a zero balance to display in the Format.
 - The advanced settings that can be accessed by clicking the **More...** button are:
choices by which to group the repeat (e.g., Code, Main Code, SubCode, Division, Description, AltDescription)
Group Order— allows multiple sort orders to be specified (e.g., if the repeat needs to be grouped by SubCode and then by MainCode, the Group Order value for the SubCode is 1 and the MainCode is 2).
9. When all the settings have been defined, click **OK** to save your actions and return to the **Format Editor** window.
The first repeated row has a  icon with a line showing any following rows included in the grouping.

To turn off repeating rows within Report Designer (on the Formats tab)


If you no longer want a repeat setting that has previously been applied to a row selection to be maintained, you can turn it off in the **Repeat Settings** window. Although the repeating rows no longer apply to the Format, the settings are retained in the **Repeat Settings** window, so you can easily apply them again in the future if required.

Note: If you are turning off repeating for a Chart Map reference, you need to remove certain references, e.g., =amount and =description from your spreadsheet, otherwise they will display as #NAME when you preview the Format.

If you turn off repeating rows for a Database Map reference, the reference continues to work after you have turned it off. However, it will only provide you with the first record in the database. If this is not what you desire, remove the Database Map reference from the spreadsheet.

1. Open the **Format Editor** window for the Format you want to remove repeat rows from.
2. Click in the row label area (the grey left-hand column containing the row number) to select the row currently containing the repeat.
If you are turning off the repeat setting for a group of rows, select the first row in the group.
3. From the right-click menu, select **Repeat**.
The **Repeat Settings** window opens.
4. Deselect the **Apply repeat** checkbox.
5. Click **OK** to apply your changes.

Note: Your changes are not saved until you save the Format.

The row(s) for which you have turned off repeating no longer displays a  icon in its row label.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

Inserting page breaks

Accountants Enterprise in Australia only

The page break option inserts a page break before the line it is used on. A page break can be created using the right-click menu in row headers.

Page breaks are only applied if the formula you enter into the **Page Break Editor** is TRUE.

To insert a page break within Report Designer (on the Formats tab)

1. Open the **Format Editor** window for the Format that you want to insert page breaks.
2. Click in the row label area (the grey left-hand column containing the row number) to select the row that you want to insert the page break.
3. From the right-click menu, select **Page Break**.
The **Page Break Editor** opens.
4. Select the **Insert Page Break** checkbox.
5. Enter a formula into **Break when the following condition is true**.
6. Click **OK**.

The row for which you have created the page break has a **P** icon.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

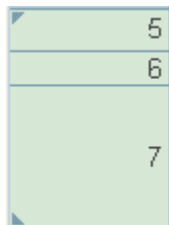
Keeping sections together

Accountants Enterprise in Australia only

To keep sections together within a format in Report Designer (on the Formats tab)

1. Open the **Format Editor** window for the Format that you want to keep the sections together in.
2. Highlight the rows in the row label area (the grey left-hand column containing the row number) to select the rows that you want to keep together.
3. From the right-click menu, select **Keep section together**.

The rows that you highlighted display with little triangles in the upper and lower left corners.



Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

Setting the row height

Accountants Enterprise in Australia only

Row height can be set in one of 2 ways:

To set row height by dragging with the mouse

1. In the row label area (labelled 1, 2, 3, etc.), position the cursor over the bottom boundary of the row whose height you want to change.

The cursor changes to a double-headed arrow.

2. Drag the boundary to where you want it to appear and release the mouse button.

The row resizes.

To set row height by specifying an exact value in the Row Height window

1. In the row label area (labelled 1, 2, 3, etc), position the cursor over the row whose height you want to change.
2. From the right-click menu, select **Row Height**.
The **Row Height** window opens.
3. Edit the existing entry to display the desired row height.
4. Click **OK** to apply your change.

Note: The change is not saved until you save the Format.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the column width](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

[Units of measurement](#)

Setting the column width

Accountants Enterprise in Australia only

Column width can be set in one of two ways:

To set column width by dragging with the mouse

1. In the column label area (labelled A, B, C, etc), position the cursor over the right-hand boundary of the column whose width you want to change.

The cursor changes to a double-headed arrow.

2. Drag the boundary to where you want it to appear and release the mouse button.

The column resizes.

To set column width by specifying an exact value in the Column Width window

1. In the column label area (labelled A, B, C, etc), position the cursor over the column whose width you want to change.
2. From the right-click menu, select **Column Width**.
The **Column Width** window opens.
3. Edit the existing entry to display the desired column width.
4. Click **OK** to apply your change.

Note: The change is not saved until you save the Format.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Named cell ranges](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

[Units of measurement](#)


Named cell ranges

Accountants Enterprise in Australia only

Named cell ranges refer to a cell or range of cells in one Format within other Formats. By creating a named range for a cell selection you can go into the **Format Editor** window for a different Format and reference the named cell range.

The **Name** box on the **Format Editor** toolbar is where you name a cell or range. Once named, the contents of the cell or range can be referenced in other Formats.

For example, cell B7 in one Format contains a total that you want to use in another Format. You select the cell B7 in the **Format Editor** window, enter a name for the range in the **Name** field, e.g., Total1, then press **[Enter]**. Total1 now appears in the **Name** drop-down list. If you open another Format and type =Total1 into a cell in the second Format, that cell displays the total from cell B7 in the first Format.

In the **Named Ranges** window, accessed from the **Named Ranges** toolbar button,  you can edit the name and cells to reference for a range, and delete ranges you no longer require. The **Named Ranges** window lists all the ranges that exist for the selected Format.

Note: The actual total will not be displayed unless you preview a report that contains both Formats. The report will display #NAME or something similar, until you preview a report that contains the required Formats.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Applying a space filler](#)

[Clearing contents](#)

[Working with styles](#)

[Working with formats](#)

Applying a space filler

Accountants Enterprise in Australia only

The **Space Filler** is useful in conjunction with column templates. It places a marker in the Format header column, which is then used to resize the Format with respect to the page size and the amount of information shown on the page.

For first year accounts, it will allow the first column to appear on the right-hand side of the page instead of simply removing the second column from sight.

Space fillers can be used to decrease the width of a column when additional columns are generated by a column template.

When you have added a Space Filler, a marker will be displayed to allow you to easily identify the columns that have been adjusted.

To apply a space filler within Report Designer (on the Formats tab)

1. In the **Explorer** pane of the **Formats** tab, select the Format that you want to apply the Space Filler to.
2. Right-click the column heading and select **Space Filler**.
3. Select the **Apply Space Filler** option.
4. Enter the **Minimum Column Width**, which specifies the smallest allowable column width to be used during preview.

The setting is used when the column is adjusted to fit column templates on the same page and allows the format designer to control the appearance of the report.

5. Click **OK**.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

[Setting the row height](#)

[Setting the column width](#)

[Named cell ranges](#)

[Clearing contents](#)

[Working with styles](#)

Clearing contents

Accountants Enterprise in Australia only

The **Clear Contents** option on the right-click menu option within the **Format Editor** will clear all the contents for the row or column that is selected.

Related topics

[Formatting cells](#)

[Applying formatting to cells](#)

[Conditional formatting](#)

[Repeat settings](#)

[Inserting page breaks](#)

[Keeping sections together](#)

- [Setting the row height](#)
- [Setting the column width](#)
- [Named cell ranges](#)
- [Applying a space filler](#)
- [Working with styles](#)

Notes and references

Accountants Enterprise in Australia only

You can:

- “Bookmarking cells in a format” (see page 181)
- “Creating notes and cross-references” (see page 182)
- “Creating a reference to account information (Chart Map)” (see page 184)
- “Creating a reference to non-transactional client information (Database Map)” (see page 185).

Bookmarking cells in a format

Accountants Enterprise in Australia only

The **Bookmarking (Note Reference)** window is used to create bookmarks for rows which can then be used in note referencing and cross referencing. A bookmark is a name that you apply to a row in a Format to identify that row for referencing purposes. You can only bookmark one row at a time.

When you create a bookmark for a row in a Format you need to enter a name. Use the **Bookmark name** field to provide a descriptive name for the bookmark you are creating.

Note: A bookmark name must be unique within a Format – you cannot have 2 bookmarks with the same name within the one Format. The name must be no more than 40 characters in length.

There is also a **Note Reference** checkbox where you define whether the bookmark will be used as a note reference.

To apply a bookmark within Report Designer (on the Formats tab)

1. Open the **Format Editor** window for the Format containing the row you want to bookmark.
2. Click in the row label area (the grey left-hand column containing the row number) to select the row that you want to apply the bookmark to.
3. From the right-click menu, select **Bookmark**.

The **Bookmarking (Note reference)** window opens.

4. Enter a **Bookmark name**.

This is what you will use to identify this row when you want to cross-reference to it or use it as a note reference.

The entered **Bookmark name** can be up to a maximum of 40 characters.

5. Select the **Note reference** checkbox, if you will use this bookmark as a note reference.
6. Click **OK** to save the bookmark and return to the **Format Editor** window.
The row for which you have created the bookmark will have a **B** displayed in its row label, **B**.

To apply the note, go to “Creating notes and cross-references” on page 182.

To remove a bookmark within Report Designer (on the Formats tab)

1. In the **Format Editor** window, click in the row label area (the grey left-hand column containing the row number) to select the row that you want to remove a bookmark from.
2. From the right-click menu, select **Bookmark**.
The **Bookmarking (Note reference)** window opens.
3. Deselect the **Apply Bookmark** checkbox.
4. Click **OK** to save the changes and return to the **Format Editor** window.
The bookmark will be removed. The row label will no longer contain the **B**.

Related topics

[Creating notes and cross-references](#)

[Creating a reference to account information \(Chart Map\)](#)

[Creating a reference to non-transactional client information \(Database Map\)](#)

Creating notes and cross-references

Accountants Enterprise in Australia only

A **note** may be appended to the section to which it refers or appended to the report as a whole. Notes are numbered sequentially and the number that has been assigned to a note appears in the note and in the body of the Format it applies to (the result is similar to end notes in word processing applications). This allows someone reading a report to identify the note that applies to the section of the report they are reading.

A **cross-reference** is a direction to the reader of a report to consult another section of the report for related or additional information. The page number of the row referred to is provided.

Within **Reporter** you can create notes and cross-references using the bookmark feature.

A **bookmark** is a name that you apply to a row in a Format to identify that row for referencing purposes. You use bookmarks to create cross-references and note numbering. Creating a bookmark involves selecting a row and then applying a bookmark to that row. A bookmark can then be referenced from elsewhere in your Format, to provide a cross-reference to the page number on which the contents of the bookmarked row appear.

A bookmark name must be unique within a Format — you cannot have 2 bookmarks with the same name within the one Format.

A **B** in a row label indicates that a bookmark has been set for that row.

Before you can add a note or cross-reference to a Format, the information you want to reference needs to have been bookmarked. For information on how to do this see “Bookmarking cells in a format” on page 181.

To create a note or a cross-reference within a format in Report Designer (on the Formats tab)

1. Open the **Format Editor** window for the Format containing the cell you want to add a note or reference to.

2. Click in the cell and type:

=NOTE(<Bookmark name>) to add a note reference.

In this case a sequential number will be used to show the link between the cell and bookmarked row.

or

=INOTE(<Bookmark name>) to add a note reference to be used for repeating rows.

or

=REF(<Bookmark name>) to add a cross-reference.

In this case a page number will be used to show the link between the cell and bookmarked row.

1. Click **Save** on the **Format Editor** toolbar.

Related topics

[Bookmarking cells in a format](#)

[Creating a reference to account information \(Chart Map\)](#)

[Creating a reference to non-transactional client information \(Database Map\)](#)

[Working with formulas](#)

Creating a reference to account information (Chart Map)

Accountants Enterprise in Australia only

References to account information within Formats are created using links to Chart Map folders.

The easiest way to reference a Chart Map item from within a Format is to drag and drop the folder that contains the required account range from the **Chart Map** tab tree list into the **Format Editor** window.

Drag a Chart Map field into a format

When you drag a Chart Map folder into a cell in the **Format Editor** window, the folder name is prefixed with an =CM. For example, =CM.Notes.LandResale.Interest.

Dragging a Chart Map folder into a cell where there is already a Chart Map folder will append the existing folder name with a '+' and the newly added folder will be added to the end, providing a total for the account ranges referenced.

Entering a formula using a Chart Map

You can type a Chart Map reference directly into a cell by entering an equals '=' sign followed by the path to the Chart Map folder. However, if a row is set to repeat for a Chart Map folder, to obtain individual account balances (rather than the folder total), you will need to use =AMOUNT, not =CM folder path.

To obtain the description of the individual accounts, use =DESCRIPTION. Other variables you can use within repeating rows are:

- =CODE
- =MAINCODE
- =SUBCODE
- =PREFIX
- =ALTDDESCRIPTION
- =LEVEL.

Related topics

[Bookmarking cells in a format](#)

[Creating notes and cross-references](#)

[Creating a reference to non-transactional client information \(Database Map\)](#)

[Working with formulas](#)

[About the Formats Editor](#)

[Previewing formats](#)

Creating a reference to non-transactional client information (Database Map)

Accountants Enterprise in Australia only

References to non-transactional data within Formats are created using links to Database Map items.

The easiest way to reference a Database Map item from within a Format is to drag and drop the required table or field from the **Database Map** tab tree list into the **Format Editor** window.

Drag a Database Map field into a format

When you drag a Database Map field into a cell in the **Format Editor** window, the table name is prefixed with an =DB. For example, =DB.Miscellaneous.CurrencySymbol.

Dragging a Database Map item into a cell where there is already a Database Map item will append the existing item with a '+' (or '&' "&' depending on the item type) and then the newly added Database Map item, providing a total for the items referenced.

Entering a conditional formula using a Database Map item

Since printing is dependent on the print condition being true, it is important to avoid any contradicting conditions in a formula. Conditional formulas using Database Map items must be entered using the following formula syntax:

DB.TableName.FieldName=Condition.

It is crucial to enter the correct spelling for the *TableName* and *FieldName* components of the formula. Where the spelling of these items is incorrect, the condition will always fail and the element will never be included in the printout.

Related topics

[Bookmarking cells in a format](#)

[Creating notes and cross-references](#)

[Creating a reference to account information \(Chart Map\)](#)

[Working with formulas](#)

[About the Formats Editor](#)

[Previewing formats](#)

Chart Map

Accountants Enterprise in Australia only

The **Chart Map** is a list of mappings to account ranges stored within the Report Designer. You can use Chart Map items to quickly and easily add account ranges to a Format for use in reports.

The Chart Map is used to assign logical names to the account codes used in the source General Ledger application. These logical names are then referenced in Formats and in turn displayed within the reports generated with Reporter. This is the link between the accounts data used within a report and the source General Ledger application that supplies the data.

All the available Chart Map items for the ledger you have open are listed in the **Chart Map** tab within the **Report Designer** window. From the **Chart Map** tab you can view the available Chart Map items, select one for viewing or editing, create a new Chart Map item or copy or delete an existing one.

The easiest way to add a Chart Map item to a Format is to drag and drop the item from the tree in the **Chart Map** tab into a cell in the **Format Editor** window.

The **Chart Map** tab is a tree display which contains the following types of items:

- **Folders**

Folders are used to logically group account range mappings and shortcuts. This makes it easy to find the mapping you want. Folders can contain child folders, an account range or shortcut which references another folder in the Chart Map. There can be any number of folder levels. As the values in a child folder are accumulated in their parent folder, you can reference a higher level Chart Map folder in a Format or report and get all the account ranges contained in the top level folder and any other folders below it.

- **Account ranges**

These are the actual links to the account ranges within the selected ledger. By using links to the account ranges it is assured that the accounts figures required in a report are current, as the information is pulled from the ledger at the time the report is run, rather than stored from a previous reading.

- **Shortcuts**

These are used to prevent multiple mappings to the same account range. Once an account mapping is added to the Chart Map, and the mapping is required somewhere else, it can be done via a shortcut to the original mapping.

As with reports, Formats and Database Map items, there is a hierarchy within the Chart Map. MYOB provides you with a number of Master Chart Map items. These can be edited and saved at a different hierarchy level. You can also create your own Chart Map items at either the Practice or Client level.




- **Master Chart Map items**

Master level Chart Maps are provided with the Reporter software. These cover the AASB accounting requirements for certain entity types and sizes. Master level Chart Map items cannot be edited or created, however you can use them as a basis for creating Practice or Client level Chart Map items. Each year MYOB will provide you with an updated Master Chart Map to cover any AASB changes that have been introduced.

Within the **Chart Map** tab in the **Report Designer** window, the Master level is distinguished by a red icon with a **M**. The icon also indicates whether it is a Master level account range mapping  , a folder  or a shortcut  .




- **Practice Chart Map items**

Practice level Chart Map items are those created by the report designer within your practice. Practice level Chart Map items can be created from scratch or based on a Master Chart Map item.

The Practice level Chart Map item is distinguished by a yellow icon with a **P**. The icon also indicates whether it is a Practice level account range mapping  , a folder  or a shortcut  .





- **Client Chart Map items**

Client level Chart Map items are those created for the reporting purposes of a specific client. The client Chart Map items will only be available for use for that particular client. Client Chart Map items can be created from scratch or based on an existing Master or Practice Chart Map item.

The Client level Chart Map item is distinguished by a blue icon with a **C**. The icon also indicates whether it is a Client level account range mapping  , a folder  or a shortcut  .

- **Mixed hierarchy Chart Map items**

When you edit the child components of a Master or Practice level folder, only the child components are saved to a lower level, while the Master or Practice level folder remains at its current level of the hierarchy. In this case, you have folders at one level with child components at another level. The following icon combinations appear when a parent folder or table contains child components of mixed hierarchy:

- Master level folder with Practice level children 
- Master level folder with Client level children 
- Master level folder with Practice and Client level children 
- Practice level folder with Client level children  .

Note: Within the **Report Designer** window you can only see Chart Map items that exist at the hierarchy level you entered the software through and above. That is, if you enter **Report Designer** from your ledger software at the Practice level then you will only see Master and Practice level Chart Map items listed. If you enter via the menu option then you will see all three levels of Chart Map items.

Related topics

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)




[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

Making changes to the Chart Map

Accountants Enterprise in Australia only

Report Designer provides you with a number of Master level Chart Map items (folders, shortcuts and account range mappings). You can customise these to suit your practice requirements or the requirements of an individual client. There are, however, a few things you should be aware of before you start to customise these items.

- If you add a new folder, shortcut or account range mapping to a Master Chart Map folder, the new mapping is saved at the Practice or Client level, while the Master Chart Map folder to which the new mapping was added remains a Master. In this situation the Master folder icon changes to indicate the presence of a non-master child component. For example:
 - If you change a folder within a Master level folder while working at the Practice level, the new mapping will be a Practice level item and the Master level folder icon will change to .
 - If you change a folder within a Master level folder while working at the Client level, the new mapping will be a Client level item and the Master level folder icon will change to .
 - If you change a folder within a Master level folder while working at the Practice level, then change it again at a later date while at the Client level, the Master level folder will contain both Practice and Client level child components and the Master level folder icon will change to .
- If you edit a Chart Map item that has lower level child components, e.g., you rename a Practice level folder which contains Client level items, the Client level child items will become 'orphans' and are lost. To avoid this, use the right-click menu in the Chart Map **Explorer** pane to copy the folder to be edited to the current level before the edits are applied at the higher level. In this way, the child components are retained in the lower level version of the folder. The copied

folder will be saved at the Practice or Client level depending on the level at which you opened **Report Designer**.

- If the accounts range mappings within a Chart Map folder need to be changed, the changes you make to the Chart Map will differ, depending on whether you want to reference additional accounts or reference fewer accounts than are currently contained in the folder in question.

If you want to reference additional accounts, you just need to add one or more account ranges to the folder (bearing in mind that any parent folders or Formats that reference that folder will also reference the additional accounts). If you want to reference fewer accounts than are currently being referenced, you need to copy the entire folder to the level at which you are working (Practice or Client). You will then be able to edit or delete the account ranges at that level. Bear in mind that if you copy the folder to the Practice or Client level, it will not be updated with any updates that might be issued

- If you want to reference accounts or account ranges in your reports that are not currently included in the Chart Map, you will need to either add the account or range to an existing folder or create a new folder and then add the account or accounts to that. You need to bear in mind that it is Chart Map folders, not individual account ranges that are referenced in Formats. Remember also that a Chart Map has several layers and that if you add a range to a folder, the folders above will then also include the range you have added.
- When you edit a Chart Map item and it is saved to a lower level (Practice or Client level) with its original name, the Master item no longer displays in the **Chart Map** tab. It is replaced by the Practice or Client version. The Master version remains in the background and is reinstated if the Client and/or Practice versions are deleted or renamed. The Master item will display when **Report Designer** is opened from client ledgers for which a Client version of the item has not been created.

Note: If you modify a Chart Map item that is referenced by a Format, you will also need to modify the Format accordingly as there is no flow-through update to the Format when a Chart Map item is changed. For example, if you change the Chart Map folder 'Sales' to 'Income', any references within Formats to the Chart Map folder 'Sales' will not automatically be changed to 'Income', and will therefore fail.

Related topics

[Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

[Creating a reference to account information \(Chart Map\)](#)

Chart Map tab

Accountants Enterprise in Australia only

The **Chart Map** tab on the **Report Designer** window contains the Chart Map tree and a Chart Map toolbar. The Chart Map tree lists all the Master level Chart Map items (folders, shortcuts and account range mappings) provided with **Reporter**, along with any Chart Map items you have created at a Practice level. In addition, the Client level Chart Map items created for the selected client will also be listed.

You can make changes to Chart Map items using the **Chart Map Editor** window and view account ranges using the Chart Map Browser.

From the **Chart Map** tab you can:

- Create new Chart Map items.
- Edit existing Chart Map items.
- Delete Chart Map items.

You can only delete Client and Practice items. You cannot delete a Master folder or any of its account ranges or shortcuts. To delete a Practice or Client item, you need to open the Report Designer at the level at which the item was deleted.

- Use the **Chart Map Browser** to view descriptions and balances for all accounts under the selected Chart Map item.
- Access the **Search** window.

When working in the **Chart Map** tab there are 2 work areas:

- the left-hand **Explorer** pane which displays the Chart Map tree
- the right-hand **Design** pane.

Right-click menu

In addition to the toolbar, there is also a right-click menu available in the **Chart Map** tab. This contains the same options as the toolbar, but in addition also contains:

Option	Description
Copy	This is standard Windows copy functionality. You can copy and paste between Chart Maps and also between different ledgers.

Option	Description
Copy to Client / Practice	Use this option to save the currently selected Chart Map item to the level at which you opened Report Designer (Client or Practice). This option will read Copy to Client if you opened Report Designer at the Client level, allowing you to save a Practice level or Master level item at the Client level. If you opened Report Designer at the Practice level it will read Copy to Practice , allowing you to save a Master level item at the Practice level.
Copy to clipboard	Saves the complete Chart Map tree structure to the Windows clipboard. Content can be pasted into other applications such as Notepad, Microsoft Excel or Word for viewing and printing.
Cut	This is standard Windows cut functionality. You can copy and paste between chart maps and also between different ledgers. This option will not be available for Master level items.
Go to Folder	Use this option to jump to the source folder of the selected shortcut. This option is only available when a shortcut is selected.
Paste	This is standard Windows paste functionality.
Paste as Shortcut	Use this option to paste the copied Chart Map item as a shortcut in the selected Chart Map item. This option is only available if the copied Chart Map item is a folder.
Properties	Select this option to access the Chart Map Properties window where you can add, view or edit the notes that have been added to the selected Chart Map item. To add or edit notes simply type into the Description field and then click the Apply button to save your entry. If Report Designer is not open at the required hierarchy level to edit the properties, then the window will open as read-only.
Show Master Chart Map	Select this option to view the matching Master level Chart Map item for the currently selected Practice or Client level item. The Master level Chart Map window will be opened, with the Chart Map tree displayed to show the location of the Master level item.

Option	Description
Show Practice Chart Map	Select this option to view the matching Practice level Chart Map item for the currently selected Client level item. The Practice level Chart Map window will be opened, with the Chart Map tree displayed to show the location of the Practice level item. This option is not available if Report Designer is open at the Practice level.
View Dependencies	This option enables you to see which formats use a particular Chart Map folder.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)



[Chart Map shortcuts](#)

Chart Map editor

Accountants Enterprise in Australia only

The **Chart Map Editor** is the work area where you view, add and edit the Chart Map items (folders, account range mappings and shortcuts) that are listed in the **Chart Map** tab of the **Report Designer** window.

You can open the **Chart Map Editor** using any one of the following methods:

- double-clicking a folder, shortcut or account range in the Chart Map tree.
- clicking the **Add Chart Map Item**  or **Edit Chart Map Item**  buttons on the **Chart Map** toolbar.
- selecting a Chart Map item in the tree and using the **Edit** option on the right-click menu.
- selecting a Chart Map item and pressing **[Enter]** to open the Chart Map item for editing in the **Chart Map Editor**.

Use the **Expand** (+) button to expand all the nodes on the Chart Map tree. To expand only a particular node on the Chart Map tree, click the **Expand** (+) button to the left of that node.

Use the **Collapse** (-) button to collapse all the nodes on the Chart Map tree so that only the top level nodes are displayed. To collapse only a particular node on the Chart Map tree, click the **Collapse** (-) button to the left of that node.

The **Chart Map Editor** window has different fields and options within it depending on the type of Chart Map item you are working with. The top part of the window contains radio buttons which identify the **Item Type** you are working with. The options here are:

- “Chart Map folders” (see page 196)
- “Chart Map account ranges” (see page 199)
- “Chart Map shortcuts” (see page 205).

The fields displayed in the bottom portion of the window will change depending on the option selected.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)


[Chart Map shortcuts](#)

Chart Map browser

Accountants Enterprise in Australia only

The **Chart Map Browser** provides descriptions and balances for all the accounts in the selected account range for the currently selected Chart Map item in the **Chart Map** tab. Where there are multiple levels below the selected Chart Map item in the tree, all accounts contained in the selected Chart Map items are displayed.

The system calculates the total for each account with the designated balance type in the account ranges for each designated reporting period.

To open the **Chart Map Browser**, select the Chart Map item in the tree that you want to view account details for, then select the **View Account Details** button  on the toolbar.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

Chart Map properties

Accountants Enterprise in Australia only

The **Chart Map Properties** window is where you can add, view or edit the notes that have been added to the selected Chart Map item. The **Chart Map Properties** window is accessed by selecting the Chart Map item in the tree list of the **Explorer** pane, then the **Properties** options from the right-click menu.

To add or edit notes simply type into the **Description** field and then click the **Apply** button to save your entry.

Note: If **Report Designer** is not open at the required hierarchy level to edit the properties, then the window will open as read-only.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

Displaying specific levels of the Chart Map

Accountants Enterprise in Australia only

You can display the Chart Map at the:

Master level

When you are working in the Chart Map, it is sometimes useful to be able to view the corresponding higher level item for a Chart Map item. For example, if you are editing a Client level account range, you may want to know which account ranges are included in the Master level version of the same item. Using the **Master level Chart Map** window you can quickly and easily view this information.

The **Master level Chart Map** window is accessed by selecting the **Show Master Chart Map** option on the right-click menu within the **Chart Map Explorer** pane. Just select the Practice or Client level item you want to view the corresponding Master information for, then click the menu option.

The **Master level Chart Map** window will be opened, with the Chart Map tree displayed to show the location of the Master level item which corresponds with the selected Practice or Client level item.

If no corresponding Chart Map item exists, the next available parent is selected in the **Master level Chart Map** window. If no parent exists, the first Chart Map item is selected.

You can also copy items from the **Master level Chart Map** window by selecting the required item in the window then clicking **Copy** on the right-click menu. You can then paste this at the Client or Practice level (depending on the level at which you opened **Report Designer**) at the desired location of the Chart Map tree in the **Explorer** pane.

Practice level

When you are working in the Chart Map, it is sometimes useful to be able to view the corresponding higher level item for a Chart Map item. For example, if you are editing a Client level account range, you may want to know which account ranges are included in the Practice level version of the same item. Using the **Practice level Chart Map** window you can quickly and easily view this information.

The **Practice level Chart Map** window is accessed by selecting the **Show Practice Chart Map** option on the right-click menu within the **Chart Map Explorer** pane. Just select the Client level item you want to view the corresponding Practice information for, then click the menu option.

The **Practice level Chart Map** window will be opened, with the Chart Map tree displayed to show the location of the Practice level item which corresponds with the selected Client level item.

If no corresponding Chart Map item exists, the next available parent is selected in the **Practice level Chart Map** window. If no parent exists, the first Chart Map item is selected.

You can also copy items from the **Practice level Chart Map** window by selecting the required item in the window then clicking **Copy** on the right-click menu. You can then paste this at the Client level at the desired location of the Chart Map tree in the **Explorer** pane.

Note: This option is not available if **Report Designer** is open at the Practice level.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

Chart Map folders

Accountants Enterprise in Australia only

When you create a new Chart Map folder, the level you are logged in to **Report Designer** will determine the hierarchy level of the new folder. For example, if you opened **Report Designer** at the Client level, the new folder will be a Client level folder.

You may find that you need to rename a Chart Map folder or move it to sit under another folder or at another level of the tree.

If you edit a Chart Map folder that has lower level child components, e.g., you rename a Practice level folder which contains Client level items, the child items will become 'orphans' and are lost. To avoid this, use the right-click menu in the Chart Map **Explorer** pane to copy the folder to be edited to the current level before the edits are applied at the higher level. In this way, the child components are retained in the lower level version of the folder. The copied folder will be saved at the Practice or Client level depending on the level at which you opened **Report Designer**.

Note: If you modify a Chart Map item that is referenced by a Format, you will also need to modify the Format accordingly as there is no flow-through update to the Format when a Chart Map item is changed. For example, if you change the Chart Map folder 'Sales' to 'Income', any references within Formats to the Chart Map folder 'Sales' will not automatically be changed to 'Income', and will therefore fail.

You may also find that you need to delete a Chart Map folder that is no longer required. If you want to delete a folder that contains shortcuts, account ranges or other folders, then all those child items will be deleted along with the parent folder.

Note: You cannot delete Master level folders.

To create a new folder within Report Designer (on the Chart Map tab)

1. In the **Chart Map** tab, select the **New Chart Map Item** toolbar button .

or

Select **New** from the right-click menu

or

Select File > **New** from the menu.

The **Chart Map Editor** window opens.

2. In the **Item Type** area of the **Chart Map Editor** window, select the **Folder** radio button.
3. In the **Folder Name** field, enter the name for the new folder.
A maximum of 255 characters can be entered.

Note: Spaces and the following symbols are not allowed as part of the folder name: \ / @ [] () ! % ^ * - + = { } < > , " ' "


4. In the **Parent Folder** list box, select the path to the folder that the new folder will go in.

For example, to add a folder under the BalanceSheet.Assets folder, select BalanceSheet.Assets in the list box.


Note: To add a folder to the main branch of the Chart Map tree, select **<None>** from the list.

5. Click **Apply**.

The new folder will be added to the path you selected.

Note: If you select a parent folder for the new folder and enter a folder name that is the same as an existing folder at that level in the same parent folder, an error tag,  will be displayed next to the **Folder Name** field. You will need to enter another name for the folder or change the parent folder.

To edit a Chart Map folder within Report Designer (on the Chart Map tab)


1. In the **Chart Map** tab, select the folder that you want to edit and click the **Edit Chart Map Item** toolbar button .
or
Select **Edit** from the right-click menu
or
Select File > **Edit** from the menu.
The **Chart Map Editor** window opens showing the details for the selected folder.
2. Make any required changes to the folder name by overtyping the existing text in the **Folder Name** field.
A maximum of 255 characters can be entered.

Note: Spaces and the following symbols are not allowed as part of the folder name: \ / @ [] () ! % ^ * - + = { } < > , " ' "

3. If you want to change the location of the selected folder, select the required path for the folder in the **Parent Folder** list box.
For example, to move the folder under the BalanceSheet.Assets folder, select BalanceSheet.Assets in the list box.

Note: To move a folder to the main branch of the Chart Map tree, select <None> from the list.

4. Click **Apply** to implement and save your changes.

Note: If you select a parent folder and enter a folder name that is the same as an existing folder in the same parent folder at the same level, an error tag,  will be displayed next to the **Folder Name** field. You will need to enter another name for the folder or change the parent folder.

To delete a Chart Map folder within Report Designer (on the Chart Map tab)

1. In the **Chart Map** tab, select the folder that you want to delete and click the

Delete Chart Map Item toolbar button .

or

Select **Delete** from the right-click menu

or

Select File > **Delete** from the menu.

A message will be displayed asking you to confirm your actions. You may need to click the **Expand** (+) icon next to the relevant nodes to expand the portion of the Chart Map tree that contains the item you want to delete.

Note: Click the **View Dependencies** button if you want to view a list of all the components (Formats and reports) that use the Chart Map item. You can then decide if any action needs to be taken (a **Save As** or **Copy** to retain any child components perhaps) before you confirm the delete.

2. Click **Yes** to continue with the deletion.

The folder will be removed from the **Chart Map** tab.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

[Column templates](#)

Chart Map account ranges



Accountants Enterprise in Australia only

Account ranges are added to folders within the Chart Map tree. A folder can contain multiple account ranges.

You can edit account ranges in the **Chart Map Editor** window. From the **Chart Map Editor** window, you can add new account ranges to those already included, delete ranges previously added, or change the mapping information for a range.

You can delete an account range either directly from the Chart Map tree in the **Explorer** pane or using the **Chart Map Editor** window.

To add a new account range to a Chart Map folder within Report Designer (on the Chart Map tab)

1. From the Chart Map tree in the **Explorer** pane select the Chart Map folder you want to add an account range to and click the **New Chart Map Item** toolbar button .
or
Select **New** from the right-click menu.
The **Chart Map Editor** window opens.
2. In the **Item Type** field select the **Account ranges** radio button.
The **Folder Name** field will display the parent folder selected in the **Explorer** pane. If required, you can change the parent folder by selecting another one from the list box.
3. Click the **Add New Account Range** button .
The cursor will be placed in the **Start** field ready for you to enter the account range.
4. Enter the starting account range into the **Start** fields.
5. Enter the last account of the required range into the **End** fields.
6. Select or deselect one or both of the following checkboxes:
 - Include Credits** — credit amounts from the client's ledger will be included in the amounts.
 - Include Debits** — debit amounts from the client's ledger will be included in the amounts.as required.
7. Enter the increment value(s) into the **Account Code Stepping** fields if stepping is required.
There are 2 options for stepping within a range:
 - Main Code Increment
 - Sub Code Increment

So that you can control which accounts and sub-accounts are included in a range. If you do not require all the account codes within the selected account range, you can apply stepping to only include the account codes which fit the stepping pattern you define here. For example, only every second account.


The Main Code Increment option is used to exclude accounts that are not required in the range. For example, if the start range is 100 and the end range is 200, then a main code increment of 2 would result in only the even numbered accounts between 100 and 200 being included in the account range.

The Sub Code Increment option is used to increment the sub-code portion of the account range while retaining the control account range.


When stepping has been applied to a range, the stepping used is displayed in square brackets to the right of the range in the **Range** pane, e.g., 600 - 650 [4/1] would indicate a Main Code Increment of 4 and a Sub Code Increment of 1.

8. Click **Apply** to save your changes and add the new account range to the parent folder.

You can continue to add more ranges to the same folder if required. To add a range to another folder simply select the folder in the **Parent Folder** list box and repeat the above steps. Otherwise click **Close** to close the **Chart Map Editor** window.

Note: If you create an account range that is the same as another account range in the same parent folder at the same level, an error tag,  will be displayed next to the **Account Code Range** field. You will need to change the account range.

To edit an account range in a Chart Map folder within Report Designer (on the Chart Map tab)

1. From the Chart Map tree in the **Explorer** pane select the account range you want to edit and click the **Edit Chart Map Item** toolbar button .

or


Select **Edit** from the right-click menu.

You may need to click the **Expand** (+) icon next to the relevant Chart Map folders to expand the portion of the Chart Map tree that contains the account range you want to edit.

The **Chart Map Editor** window opens with the account range displayed and the parent folder selected.



2. Edit the start and end values for the account range.
3. Select or deselect the **Include Credits** and **Include Debits** checkboxes, as required.

4. Select the stepping as required.
5. Click **Apply** to save your changes.
6. You can continue to edit ranges in the same folder or another folder.
To edit a range in another folder, simply select the folder in the **Parent Folder** list box and repeat the above steps.
Ensure that the **Account Ranges** radio button is selected after you have changed the selected parent folder. Otherwise, click **Close** to close the **Chart Map Editor** window.

Note: You cannot save changes to a Master account range. Any changes made will be saved as a new Client or Practice account range. The Master will continue to display in the chart map, along with the new range.
If you create an account range that is the same as another account range in the same parent folder at the same level, an error tag,  will be displayed next to the **Account Code Range** field. You will need to change the account range.

To delete an account range within Report Designer (on the Chart Map tab)

Note: You cannot delete Master level account code mappings.

1. In the Chart Map tree, select the account range or the parent folder of the account range that you want to delete.
2. Double-click the item to open the **Chart Map Editor** window.
or
Click the **Edit Chart Map Item** toolbar button .
or
Select **Edit** on the right-click menu.
The **Chart Map Editor** window opens.
3. In the **Account Ranges** area of the window, select the actual range you want to delete.
4. Click the **Delete** button .
A confirmation message appears.
5. Click **Yes** to confirm the deletion.
The account range is removed from the parent folder.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Viewing account details from a previewed format or report](#)

[Chart Map shortcuts](#)

[Column templates](#)

Viewing account details from a previewed format or report

Accountants Enterprise in Australia only

When you preview a Format or report in the **Report Designer** window you can drill down on a value obtained from a Chart Map reference. To view a list of the accounts from which the displayed total was obtained, simply move the cursor over the value you want to drill down on. The cursor changes to a pointing hand.

When you click on a value the **Drill Down** window opens containing the following fields:

Field	Description
Amount	Displays the account balance.

Field	Description
Balance Type	<p>Specify the balance type of the general ledger values that you want to be displayed in the selected cell(s) or column. The default balance type is Actuals.</p> <p>Balance Type is set for a cell range on the Balances tab of the Format Cells window.</p> <p>The balance types available for Accounts are:</p> <ul style="list-style-type: none"> • actuals • opening balance • closing balance • cash • receipts • payments • non-cash movements • quantity • opening balance (quantity) • closing balance (quantity) • budget year to date • budget period. <p>The balance types available for MAS are:</p> <ul style="list-style-type: none"> • actuals • receipts • payments • cash • bal2 • budget (current) • budget-bal2 (current) • budget (projected) • budget-bal2 (projected).
Code	Displays the account code for the account.
Description	Displays the account description, sourced from the application from which Reporter was opened.
Period	Indicates whether a balance is for the current or previous period.

Click **Close** to exit the **Drill Down** window and return to the Format or Report preview.

Related topics

[Chart Map](#)


- [Making changes to the Chart Map](#)
- [Chart Map tab](#)
- [Chart Map editor](#)
- [Chart Map browser](#)
- [Chart Map properties](#)
- [Displaying specific levels of the Chart Map](#)
- [Chart Map folders](#)
- [Chart Map account ranges](#)
- [Chart Map shortcuts](#)
- [Creating a reference to account information \(Chart Map\)](#)
- [Previewing reports from the Report Designer](#)
- [Previewing formats](#)

Chart Map shortcuts

Accountants Enterprise in Australia only

A shortcut is a Chart Map item that is used within a Chart Map Folder to reference the account ranges specified under another Chart Map Folder (and any account ranges in any folders under that). For example, the Chart Map Folder 'Sales' is referred to in the 'OperatingProfit' Chart Map Folder. In this way, account ranges only need to be added to the Chart Map once. If the accounts assigned to 'Sales' are modified, this modification is reflected in the reference to 'Sales' in the 'OperatingProfit' folder. This reduces the amount of editing required when the Chart Map is modified, as changes need only be made to the folder that is referenced by the shortcuts. If you attempt to edit or delete an account range under a folder which is referenced by a shortcut, you will be prompted to confirm your change. For any further referencing required, a shortcut can be used, reducing the duplication of effort and maintaining consistency of data.

The same hierarchy rules apply to shortcut icons as other icons. As Master shortcuts are changed, they are saved at the Practice or Master level, depending on the level at which you opened the **Report Designer** window.

You can add new shortcuts to Master, Practice or Client level folders. The shortcut will be added to the selected parent folder at the level at which you opened **Report Designer** (Practice or Client). If you select a higher level folder than the level you opened **Report Designer** at, the parent folder icon will change to show it contains lower level items within it. For example, a Master level folder with a Client level shortcut will have the icon .

You can edit shortcuts if you want to change where the shortcut within a folder is pointing to.

To create a new shortcut within Report Designer (on the Chart Map tab)

1. From the Chart Map tree in the **Explorer** pane select the Chart Map folder you want to add a shortcut to and click the **New Chart Map Item** toolbar button



or

Select **New** from the right-click menu.

The **Chart Map Editor** window opens.

2. In the **Item Type** field, select the **Shortcuts** radio button.

The **Folder Name** list box will change to display the location and name of the selected parent folder for the shortcut.

The **Shortcuts** field will list any shortcuts already contained within the selected parent folder.

If required you can change the selected parent folder by selecting another folder from the list box.

3. From the blank list box in the **Shortcuts** field, select the path to the folder you want the new shortcut to point to.


or

You can drag the required folder from the **Explorer** pane to the **Shortcuts** field.

4. Click **Apply**.

The new shortcut will be added to the parent folder in the Chart Map tree.

Note: If you create a shortcut that is the same as another shortcut in the same

parent folder at the same level, an error tag,  will be displayed. You will need to change the shortcut before the **Apply** button is enabled.

In addition to the above method you can also drag and drop shortcuts within the Chart Map tree. When you drag an item to another location within the Chart Map tree a pop-up menu will be displayed from where you can select whether to move the item (only available if the dragged item can be edited at the current level), create a copy of it or create a shortcut (if the dragged item is a folder).

To edit a shortcut within Report Designer (on the Chart Map tab)

5. From the Chart Map tree in the **Explorer** pane select the Chart Map parent folder or shortcut you want to edit and click the **Edit Chart Map Item** toolbar

button .


or

Select **Edit** from the right-click menu.


The **Chart Map Editor** window opens showing the parent folder for the selected shortcut in the **Parent Folder** list box and all the shortcuts it contains within the **Shortcuts** field.

Alternatively, you can select the shortcut you want to edit within the **Chart Map Editor** window by selecting the parent folder in the **Folder Name** list box.

6. In the **Shortcuts** field, select the shortcut whose path you want to change.
7. From the list box, select the path to the folder you want the shortcut to point to.
8. Click **Apply** to save your changes.

Note: If you edit a shortcut to be the same as another shortcut in the same parent folder at the same level, an error tag,  will be displayed. You will need to change the shortcut before the **Apply** button is enabled.

To delete a shortcut within Report Designer (on the Chart Map tab)


1. From the Chart Map tree in the **Explorer** pane select the shortcut you want to delete and click the **Edit Chart Map Item** toolbar button .

or

Select **Edit** from the right-click menu.

The **Chart Map Editor** window will be displayed showing the parent folder for the selected shortcut in the **Parent Folder** list box, and all the shortcuts it contains within the **Shortcuts** field.

Alternatively, you can select the shortcut you want to delete within the **Chart Map Editor** window by selecting the parent folder in the **Folder Name** list box.

2. Select the shortcut you want to delete in the **Shortcuts** field.
3. Click the **Delete** button .
- A message will be displayed asking you to confirm your actions.
4. Click **Yes** to confirm the deletion.
The shortcut will be removed from the parent folder in the Chart Map tree.

Related topics

[Chart Map](#)

[Making changes to the Chart Map](#)

[Chart Map tab](#)

[Chart Map editor](#)

[Chart Map browser](#)

[Chart Map properties](#)

[Displaying specific levels of the Chart Map](#)

[Chart Map folders](#)

[Chart Map account ranges](#)

[Viewing account details from a previewed format or report](#)

Database Map

Accountants Enterprise in Australia only

The Database Map is the storage area for the non-transactional information required to create reports. Database Map tables hold the actual client data which is then used by any report or Formats that reference the Database Map fields. The data required to populate the Database Map for a client will initially need to be manually entered from your clients General Ledger in a once-only data input exercise.

As with reports, Formats and Chart Map items, there is a hierarchy within the Database Map. MYOB provides you with a number of Master Database Map items. These can be changed and saved at a different hierarchy level. You can also create your own Database Map items at either the Practice or Client level (the level at which you enter **Report Designer** is the level that new or edited Database Map items will be saved at).




The non-transactional data stored in the Database Map is organised into tables. The tables, in turn, are organised into folders. These folders, tables and data fields are displayed in the **Explorer** pane of the “Database Map tab” on page 212 as a tree list. Each table contains a number of data entry fields. For example, the ClientDetails table contains fields such as EntityType, ClientName and ABN. Tables and table entries are edited in the “Database Map editor” on page 215.

The data stored in Database Map tables can be saved at either the Master, Practice or Client level. Data supplied by MYOB is saved at the Master level. When you edit or create new Database Map items they will be saved at either the Practice level or Client level, depending on the level at which you opened **Report Designer**. Data saved at the Practice level will only be accessible when **Report Designer** is opened at the Practice level. Data saved at the Client level will only be accessible when **Report Designer** is opened at the Client level.

- **Master Database Map items**

Master level Database Map items are provided with the **Reporter** software. These cover the AASB accounting requirements for certain entity types and sizes. Master level Database Map items cannot be edited or created, however you can use them as a basis for creating Practice or Client level Database Map items. Each year MYOB will provide you with an updated Master Database Map to cover any AASB changes that have been introduced.

Within the **Database Map** tab in the **Report Designer** window, the Master level items are distinguished by a red icon. The icon also indicates whether it is a

Master level folder , table  or table data field .

- **Practice Database Map items**

Practice level Database Map items are those created by the report designer within your practice. Practice level Database Map items can be created from scratch or based on a Master Database Map item.

Practice level Database Map icons are yellow. The icon also indicates whether it is a

Practice level folder , a table  or a table data field .

- **Client Database Map items**









Client level Database Map items are those created for the reporting purposes of a specific client. The Client level Database Map items will only be available for use for that particular client. Client level Database Map items can be created from scratch or based on an existing Master or Practice Database Map.

Client level Database Maps icons are blue. The icon also indicates whether it is a

Client level folder , a table  or a table data field .

- **Mixed hierarchy Database Map items**

When you edit the child components of a Master or Practice level folder, only the child components are saved to a lower level, while the Master or Practice level folder remains at its original level of the hierarchy. In this case, you have folders at one level with child components at another level. The following icon combinations appear when a parent folder contains child components of mixed hierarchy:

- Master level folder with Practice level children 
- Master level folder with Client level children 
- Master level folder with Practice and Client level children 
- Practice level folder with Client level children 
- Master level table with Practice level children 
- Master level table with Client level children 
- Master level table with Practice and Client level children 
- Practice level table with Client level children 

Note: Within the **Report Designer** window you can only see Database Map items that exist at the hierarchy level you entered the software at, and above. That is, if you enter **Report Designer** from your General Ledger software at the Practice level then you will only see Master and Practice level reports listed. If you enter via the Client level option then you will see all three levels of Database Map items.

Related topics

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)



[Reviewing the retain value settings](#)

Making changes to the Database Map

Accountants Enterprise in Australia only

When you first receive **Report Designer**, you will be provided with a number of Master level Database Map items (folders, tables and fields). You can customise these to suit your practice requirements or the requirements of an individual client. There are, however, a few things you should be aware of before you start to customise these items.

- If you add a new table or table field to a Master Database Map folder, the new field or table is saved at the Practice or Client level, while the Master Database Map folder to which the new item was added remains a Master. In this situation, the Master folder icon changes to indicate the presence of a non-master child component. For example:

- if you change a table or field within a Master level folder while working at the Practice level, the new item will be a Practice level item and the Master level folder icon will change to  .
- if you change a table or field within a Master level folder while working at the Client level, the new item will be a Client level item and the Master level icon will change to  .
- if you change a table or field within a Master level folder while working at the Practice level, then change it again at a later date while at the Client level, the Master level folder may contain both Practice and Client level child components and the Master level icon will change to the higher level. In this way, the child components are retained in the lower level version. The copied item will be saved at the Practice or Client level depending on the level at which you opened **Report Designer**.
- If you edit a multi record table and change it to a single record table, any fields that contain more than one data record will be changed to only have one data record for the field. In this instance, the first record listed for a field will be retained, while the other records will be deleted.

A warning message will be shown where you can confirm your actions before any data is lost.

Multi record tables are tables that can have more than one data record stored per field (i.e., more than one value can be entered for the data fields in the table). For example, if you have a table containing a data field for the name of the directors of a company, you may need to add several directors to this. By making a table a multi record table, the system will allow you to add multiple entries to the data field 'Directors'.

To make a table a multi record table, just select the **Allow Multiple Records** checkbox in the **Database Map Editor** window. When this checkbox is selected, it enables the **Key** checkbox in the window. If the table is multi record, at least one data field must be a key.

If a table will only require one value per field, leave the checkbox blank (e.g., if all the data fields in the table only need a Yes or No value or a date).

- When you edit a Database Map item and it is saved to a lower level (Practice or Client level) with its original name, the Master item no longer displays in the **Database Map** tab. It is replaced by the Practice or Client version. The Master version remains in the background and is reinstated if the Client and/or Practice versions are moved, renamed or deleted. The Master item will display when **Report Designer** is opened from client ledgers for which a Client version of the item has not been created.

Note: If you modify a database map item that is referenced by a Format, you will also need to modify the Format accordingly as there is no flow-through update to the Format when a Database Map item is changed. For example, if you change the Database Map folder ClientDetails to EntityDetails, any references within Formats to the Database Map folder ClientDetails will not automatically be changed to EntityDetails, and will therefore fail.

Related topics

[Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Database Map tab

Accountants Enterprise in Australia only

The **Database Map** tab on the **Report Designer** window contains the Database Map tree and a toolbar. The Database Map tree lists all the Master level Database Map items (folders, tables and table data fields) provided with **Reporter**, along with any Database Map items you have created at a Practice level. In addition, if you have opened **Report Designer** at the Client level, any Client level Database Map items created for the selected client will also be listed.

You can make changes to Database Map items using the **Database Map Editor** window, which is opened from the **Database Map** tab.

From the **Database Map** tab you can:

- Create new Database Map folders and tables.
- Add table field.

- Edit existing Database Map tables and table data.
- Delete Database Map items.

You can only delete Client and Practice items. You cannot delete a Master folder or any of its tables or data. To delete a Practice or Client item, you need to open Report Designer at the level at which the item was created.

- Enter the selected client’s data for the Database Map table fields.
- Define Database Map item properties.

When working in the **Database Map** tab there are 2 work areas:

- the left-hand **Explorer** pane which displays the Database Map tree
- the right-hand **Design** pane.

In addition to the toolbar, there is also a right-click mouse menu available in the **Database Map** tab. This contains some of the functions that are on the toolbar and in addition also contains:

Option	Description
Copy	This is standard Windows copy functionality. You can copy and paste between database maps and also between different ledgers.
Copy to Client / Practice	Use this menu item to save the currently selected Database Map item to the level at which you opened Report Designer (Client or Practice). This menu option will read Copy to Client if you opened Report Designer at the Practice level, allowing you to save a Practice level or Master level item at the Client level. If you opened Report Designer at the Practice level it will read Copy to Practice , allowing you to save a Master level item at the Practice level. The new level version of the Database Map item will conceal the higher level version until such a time that the lower level version is renamed or deleted.
Copy to clipboard	Saves the complete Database Map tree structure to the Windows clipboard. Content can be pasted into other applications such as Notepad, Microsoft Excel or Word for viewing and printing.
Cut	This is standard Windows cut functionality. This option will not be available for Master level items. You can copy and paste between database maps and also between different ledgers.
Paste	This is standard Windows paste functionality.

Option	Description
Properties	Select this option to access the Database map properties window where you can add, view or edit the notes that have been added to the selected item. To add or edit notes simply type into the Description field and then click the Apply button to save your entry. If Report Designer is not open at the required hierarchy level to edit the properties, then the window will open as read-only.
Save As	Use this menu item to create a copy of the currently selected item. The copy will be saved to the level at which Reporter is currently open, that is, Practice or Client. This copy can then be changed without affecting the original.
Show Master Database Map	Select this option to view the matching Master level Database Map item for the currently selected Practice or Client level item. The Master level Database Map window will be opened, with the Database Map tree displayed to show the location of the corresponding Master level item.
Show Practice Database Map	Select this option to view the matching Practice level Database Map item for the currently selected Client level item. The Practice level Database Map window will be opened, with the Database Map tree displayed to show the location of the corresponding Practice level item. This option is not available if Report Designer is open at the Practice level.

Related topics

- [Database Map](#)
- [Making changes to the Database Map](#)
- [Database Map editor](#)
- [Database Map properties](#)
- [Displaying specific levels of the Database Map](#)
- [Database Map folders](#)
- [Adding a new Database Map table](#)
- [Adding a field to a Database Map table](#)
- [Editing a field in a Database Map table](#)
- [Adding client and practice non-transactional data to the database](#)
- [Adding data to a database table](#)
- [Editing a list for a data field](#)
- [Editing a Database Map item](#)
- [Deleting an item from the Database Map](#)
- [Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Database Map editor

Accountants Enterprise in Australia only




The **Database Map Editor** is the work area where you view, add and edit the Database Map items (folders, tables and table fields) that are listed in the **Database Map** tab of the **Report Designer** window. It is also where you enter and maintain the data to be used to populate the table fields when a report is generated. Data can be entered at both the Practice and Client level, depending on the level at which you opened **Report Designer** for the particular session.

Note: Database data can also be entered and maintained via the **Generating Reports** window.

Use the **Expand (+)** button to expand all the nodes on the Database Map tree. To expand only a particular node on the Database Map tree, click the **Expand (+)** button to the left of that node.

Use the **Collapse (-)** button to collapse all the nodes on the Database Map tree so that only the top level nodes are displayed. To collapse only a particular node on the Database Map tree, click the **Collapse (-)** button to the left of that node.

You can open the **Database Map Editor** using any of the following methods:

- Double-clicking an item in the Database Map tree.
- Clicking one of the following:
 - **New Database Map Folder**, 
 - **New Database Map Table**, 
 - **Edit Database Map Item** button,  on the **Database Map** toolbar.
- Selecting a Database Map folder, table or field and pressing **Enter** or clicking **Edit** on the right-click menu to open that folder or table for editing.
- The **Database Map Editor** window has different fields and options within it depending on the type of Database Map item you are working with. When working with folders or tables and their fields, you will be working in the **Design View** of the **Database Map Editor** window. In addition, when entering the actual data values to be used in the tables for the selected client ledger, you will need to change the window to the **Data View**.
- Select one of the following options to view the **Database Map Editor** window:
 - **Design View**

This view is used to add and edit folders and tables in the Database Map. There are 2 fields in the Database Map Editor — **Folder Name** and **Parent Folder**.

Note: If you change a Master level table by adding lower level child components to it, you may lose those changes in the event of any updates to the Master Database Map items being issued by MYOB. To prevent this you can save the Master level table to a lower level before applying any changes.

Text fields cannot contain spaces and the following symbols: \ / @ [] () ! % ^ * - + = { } < > , “ ‘

○ **Data View**

The **Data View** display of the **Database Map Editor** window is where you enter the actual data values for the fields in the selected table. It is also used to view and edit data in a Database Map table. These data values will be the values that are used in the reports when reports are generated for the client whose data you are entering.

When a data field is designed, it is defined by a name, a type and a field description. The type of field selected controls how data is entered into that field in the **Data View**, e.g., whether text or numbers can be entered or the maximum number of characters that can be entered.

The layout of the **Data View** window varies, depending on whether the selected table has been set to contain multiple records or a single record in the **Design View**. If multiple records are contained in the selected table, then the **Data View** window will be split to show the data fields at the bottom of the window and the various values entered for them in the top part of the window. If only single records are allowed in the table, then only the data fields information is displayed in the window.

Note: When a report is generated for the selected client, if the field being referenced does not contain any client data, the Practice level data is used in Client level Formats. Where a database field contains data at both the Practice and Client level, a Format accessed at the Client level will use the data that was entered at that level.

Text fields cannot contain spaces and the following symbols: \ / @ [] () ! % ^ * - + = { } < > , “ ‘

Click the **Table Data / Table Design** button to change between the **Design View** and the **Data View** of the **Database Map Editor** window when you are working with a table. The **Table Data / Table Design** button is disabled when you are adding or editing a folder.

Related topics

[Database Map](#)

- [Making changes to the Database Map](#)
- [Database Map tab](#)
- [Database Map properties](#)
- [Displaying specific levels of the Database Map](#)
- [Database Map folders](#)
- [Adding a new Database Map table](#)
- [Adding a field to a Database Map table](#)
- [Editing a field in a Database Map table](#)
- [Adding client and practice non-transactional data to the database](#)
- [Adding data to a database table](#)
- [Editing a list for a data field](#)
- [Editing a Database Map item](#)
- [Deleting an item from the Database Map](#)
- [Repeating rows for Database Map data](#)
- [Reviewing the retain value settings](#)

Database Map properties

Accountants Enterprise in Australia only

The **Database Map Properties** window is where you can add, view or edit the notes that have been added to the selected Database Map item. The **Database Map Properties** window is accessed by selecting the Database Map item in the tree, then selecting the **Properties** option from the right-click menu.

To add or edit notes simply type into the **Description** field and then click the **Apply** button to save your entry.

Note: If you do not have the required permissions to alter the Database Map item properties or **Report Designer** is not open at the required hierarchy level to edit the properties, then the window will open as read-only.

Related topics

- [Database Map](#)
- [Making changes to the Database Map](#)
- [Database Map tab](#)
- [Database Map editor](#)
- [Displaying specific levels of the Database Map](#)
- [Database Map folders](#)
- [Adding a new Database Map table](#)
- [Adding a field to a Database Map table](#)
- [Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Displaying specific levels of the Database Map

Accountants Enterprise in Australia only

You can display the Database Map at the:

Master level

When you are working in the Database Map, it is sometimes useful to be able to view the corresponding higher level item for a Database Map item. For example, if you are editing a Client level table, you may want to know which data fields are included in the Master level version of the same item. Using the **Master level Database Map** window you can quickly and easily view this information.

The **Master level Database Map** window is accessed by selecting the **Show Master Database Map** option on the right-click menu within the **Database Map Explorer** pane. Just select the Practice or Client level item you want to view the corresponding Master information for, then click the menu option.

The **Master level Database Map** window will be opened, with the Database Map tree displayed to show the location of the Master level item which corresponds with the selected Practice or Client level item.

If no corresponding Database Map item exists, the next available parent is selected in the **Master level Database Map** window. If no parent exists, the first Database Map item is selected.

You can also copy items from the **Master level Database Map** window by selecting the required item in the window then selecting **Copy** on the right-click menu. You can then paste this at the Client or Practice level (depending on the level at which you opened **Report Designer**) at the desired location of the Database Map tree in the **Explorer** pane.

Practice level

When you are working in the Database Map, it is sometimes useful to be able to view the corresponding higher level item for a Database Map item. For example, if you are editing a Client level table, you may want to know which data fields are included in the Practice level version of the same item. Using the **Practice level Database Map** window you can quickly and easily view this information.

The **Practice level Database Map** window is accessed by selecting the **Show Practice Database Map** option on the right-click menu within the **Database Map Explorer** pane. Just select the Client level item you want to view the corresponding Practice information for, then click the menu option.

The **Practice level Database Map** window will be opened, with the Database Map tree displayed to show the location of the Practice level item which corresponds to the selected Client level item.

If no corresponding Database Map item exists, the next available parent is selected in the **Practice level Database Map** window. If no parent exists, the first Database Map item is selected.

You can also copy items from the **Practice level Database Map** window by selecting the required item in the window, then selecting **Copy** on the right-click menu. You can then paste this at the Client level at the desired location of the Database Map tree in the **Explorer** pane. This option is not available if **Report Designer** is open at the Practice level.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Database Map folders

Accountants Enterprise in Australia only

When you create a new Database Map folder, the level you are logged in to the **Report Designer** will determine the hierarchy level of the new folder. For example, if you opened **Report Designer** at the Client level, the new folder will be a Client level folder.

To create a new folder within Report Designer (on the Database Map tab)

1. In the **Database Map** tab, select the **New Database Map Folder** toolbar button,



or

Select **New Folder** from the right-click menu.

or

Select File > **New Folder** on the menu.

The **Database Map Editor** window opens.

2. In the **Folder Name** field, enter the name for the new folder.

A maximum of 255 characters can be entered.

Note: Spaces and the following symbols are not allowed as part of the folder name: \ / @ [] () ! % ^ * - + = { } < > , “ ‘

3. In the **Parent Folder** list box, select the path for the new folder.


For example, to add a folder under the 'Notes.IncomeTax' folder, select 'Notes.IncomeTax' in the list box.

Note: To add a folder to the main branch of the Database Map tree, select <None> from the list.

4. Click **Apply**.

The new folder will be added to the path you selected.

Note: If you select a parent folder for the new folder and enter a folder name that is the same as an existing folder at that level in the same parent folder, an

error tag,  will be displayed next to the **Folder Name** field. You will need to enter another name for the folder or change the parent folder.

To edit a Database Map folder

You may find that you need to rename a Database Map folder or move it to sit under another folder or at another level of the tree.

If you edit a Database Map folder that has lower level child components, e.g., you rename a Practice level folder which contains Client level items, the child items will become orphans and are lost. To avoid this, use the right-click menu in the **Database Map Explorer** pane to copy the item to be edited to the current level before the edits are applied at the higher level. In this way, the child components are retained in the lower level version. The copied item will be saved at the Practice or Client level depending on the level at which you opened **Report Designer**.

Note: If you modify a Database Map item that is referenced by a Format, you will also need to modify the Format accordingly as there is no flow-through of the update to the Format when a Database Map item is changed. For example, if you change the Database Map folder CashFlow to Income, any references within Formats to the Database Map folder CashFlow will not automatically be changed to Income, and will therefore fail.

To edit a Database Map folder within Report Designer (on the Database Map tab):

1. In the **Database Map** tab, select the folder that you want to edit and click the

Edit Database Map Item toolbar button, .

or

Select **Edit** from the right-click menu.

or

Select File > **Edit** on the menu.

The **Database Map Editor** window opens showing the details for the selected folder.

2. Make any required changes to the folder name by overtyping the existing **Folder Name**.

A maximum of 255 characters can be entered.


Note: Spaces and the following symbols are not allowed as part of the folder name: \ / @ [] () ! % ^ * - + = { } < > , “ ‘

3. If you want to change the location of the selected folder, select the required path for the folder in the **Parent Folder** list box.

For example, to add a folder under the 'Notes.IncomeTax folder', select 'Notes.IncomeTax' in the list box.

Note: To move a folder to the main branch of the Database Map tree, select <None> from the list.

4. Click **Apply** to implement and save your changes.

Note: If you select a parent folder for the new folder and enter a folder name that is the same as an existing folder at that level in the same parent folder, an error tag,  will be displayed next to the **Folder Name** field. You will need to enter another name for the folder or change the parent folder.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Adding a new Database Map table

Accountants Enterprise in Australia only

When creating a new table, **Report Designer** must be open at the level at which you want to create it. That is, if you want to create a table at the Practice level, open **Report Designer** from your General Ledger software.

To open the Report Designer at the Practice level (for MAS users)

1. Open the ledger for a client.
This client's information will be used when you preview and print the reports.
2. Select Reports > Reporter > **Design Practice reports**.

To open the Report Designer at the Practice level (for Accounts users)

1. Open the **Configuration** window.
Select Start > Programs > MYOB Accountants Enterprise > **Configuration**.
2. Select Configure > Accounts > **Report Designer**.
3. Select the entity that you want to design the reports for.
4. Click **Next**.

To create a Client level table from your General Ledger software

1. Select Reports > Reporter > **Design Client reports**.

To create a new table within Report Designer (on the Database Map tab)

1. In the **Database Map** tab, click the **New Database Map Table** toolbar button,



The **Database Map Editor** window opens.

2. In the **Table Name** field, enter the name for the new table.

Note: Spaces and the following symbols are not allowed as part of the text field: \ / @ [] () ! % ^ * - + = { } < > , “ ‘

3. Select the **Allow Multiple Records** checkbox, if required.


Use the **Allow Multiple Record** checkbox to specify whether data fields within a table can contain multiple records (i.e., more than one value will be required per data field). For example, if you have a table containing a data field for the names of the Directors of a company, you may need to add several directors to this. By checking this box the system will allow you to add multiple entries to the data field, Directors.

Selecting this checkbox enables the **Key** checkbox in the window. If the table is a multi record, at least one data field must be a key.

Leave the checkbox blank if the table will only contain data fields that require one value per field.

4. From the **Parent Folder** list box, select the path and folder that you want the new table to reside under.

To create a table at the highest level, with no parent folder, select <None> in this field.

5. Click the **Add New Field** button, , to begin adding the required fields to the table.

See “Adding a field to a Database Map table” on page 224 for more information.

6. After defining each field, click **Apply** to add the field to the **Table Definition** area. The area will be cleared ready for you to enter the next field.

7. When all the fields have been defined, click **Close**.

The new table and its fields will be displayed in the tree list in the **Explorer** pane.

To make a copy of an existing table

As an alternative to creating a new table from scratch, you can create a copy of an existing table then edit it to suit your requirements. The copied table will be saved to the level at which you opened **Report Designer**. Use the **Copy to Practice\Client** level option on the right-click menu. When you create a copy of a table all the fields will be copied with it.

Note: When creating a new table the mandatory fields are **Table Name** and at least one **Table Definition (Name and Type)**.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)


Adding a field to a Database Map table

Accountants Enterprise in Australia only

You can add fields to an existing or newly-created table. When you create a new table, you need to add fields to it before data can be added to the table. The ability to add fields provides your practice with the flexibility of being able to supplement the categories of information that **Reporter** currently stores with any additional information that your practice might want to store and include in reports.

You can add a field to a table of any level (Client, Practice and Master). Fields added will belong to the level at which they were added. For example, if you add a field at the Client level, you will not see that field if you open **Report Designer** at the Practice level, even if it was a Practice level table you added it to.

To add a field to a table within Report Designer (on the Database Map tab)

1. Open the **Database Map Editor** window for the table you want to add a field to.
2. Click the **Add New Field** button, .
The cursor will be placed in the **Name** field ready for you to start defining the new field.
3. Enter the name for the new field.
4. In the **Type** list box, select the type that will define the data to be added to the field.
The available options are:
 - Date (dd/mm/yyyy)
 - Decimal (0.00)
 - List — when this option is selected the ellipsis button is enabled. Click the ellipsis button to create or edit the available list of options that can be selected when the value is being entered for this field.
See “Editing a list for a data field” on page 231.
 - Memo — you can enter a maximum of 65 000 characters as a memo.
 - Number — decimal places are not allowed.
 - Text — a maximum of 60 characters is allowed for the text value.
 - Yes / No.
5. Enter an explanation of the field in the **Description** edit box, if required.
Use this field to enter a description of the data the selected field is to contain. This text will be displayed at the bottom of the **Database Map Editor** in **Data View** mode, when a field is selected. It will assist the person entering the data to understand what needs to be entered in a given field. The description entered will appear in both the **Data View** of the **Report Designer** and the **Non-transactional Data** window in **Generating Reports**.
6. Enter a default value in the **Default** field, if required.
Enter the data field value you want to be displayed by default when a record is being entered into the table. The person entering the data can choose to accept the default or replace it with another value.
7. If you are creating a multi record table, select the **Key** checkbox if the field is to be a key field for the table.
For multi record tables, you need to define one or more fields in the table to be used to match up records over different years. The Key field is only enabled for multi record tables. By default, the **Key** is assigned to the first field in the table.

8. Select the **Retain Value** checkbox if you want the data entered for the field to be retained during a roll forward.

Select the **Retain Value** checkbox if you want the data entered into a field to be retained after a roll forward to a new year.

9. Click the **Apply** button.

The new field will be added to the list in the **Table Definition** area of the window and the area cleared ready for you to enter the next field.

10. Repeat **Step 2.** to **Step 9.** until all the required fields have been entered.

Note: You can also drag and drop fields between tables in the **Explorer** pane of the **Database Map** tab. Simply click the field in the tree and drag it to the table that you want to move the field to. You will not be able to move a field to a table if a field of the same name already exists in the table.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Editing a field in a Database Map table




Accountants Enterprise in Australia only

If the fields that have been added to a table need to be changed, you can do this in the **Database Map Editor** window.

You can add a field to a table of any level (Client, Practice and Master). Fields added will belong to the level at which they were added. For example, if you add a field at

the Client level, you will not see that field if you open **Report Designer** at the Practice level, even if it was a Practice level table you added it to.

To edit a field in a table within Report Designer (on the Database Map tab)

1. Open the **Database Map Editor** window for the table you want to edit fields for.
 2. To add a new field, select the **Add New Field** button .
The cursor will be placed in the **Name** field ready for you to start defining the new field.
See “Adding a field to a Database Map table” on page 224.
 3. If you want to delete a field from the table:
 - a. Select the field in the **Table Definition** area of the window
 - b. Click the **Delete** button .
A message will be displayed asking you to confirm your actions.
 - c. Click **Yes** to confirm the deletion.
-
- Note:** If there is only one field in a table the **Delete** button will be disabled.
-
4. If you want to edit a field:
 - a. Select it in the **Table Definition** area of the window or double-click it in the tree list in the **Explorer** pane.
 - b. Make the changes required to the **Name**, **Type**, **Description** and **Default** settings.
 5. If you need to edit or define a list, click the **List...** button .
See “Editing a list for a data field” on page 231.
 6. If you are editing a multi record table, make sure at least one field is defined as a Key by selecting the **Key** checkbox for the key field.
 7. Select the **Retain Value** checkbox for a field if you want the data entered for it to be retained during a roll forward.
 8. Click the **Apply** button as you finish editing each field.
The edited field will be updated in the list in the **Table Definition** area of the window.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Adding client and practice non-transactional data to the database

Accountants Enterprise in Australia only

Formats contain references to fields in the Database Map that you need to populate with data in order for the reports to be produced correctly. You can enter data at either the individual Client level or at the Practice level.

Any data that is common to a number of ledgers should be entered at the Practice level. For example, your firm's name and address details would be entered at the Practice level. This data will then be available to all the clients, except where it is overridden by data for the same field entered at the Client level. In this case, the data entered for a specific client will be used instead of the Practice level data. This only applies to tables with a single record. For tables with multiple records, e.g., the Director table, both Practice level and Client level data may be available at the Client level.

The **Data View** display of the **Database Map Editor** window is where you enter the actual data values for the fields in the selected table.

Note: We do not advise you to enter data at the Practice level for multiple record tables, unless you want that data to be available to all clients.

The icon on the right-hand side of the **Level** column in the **Data View** of the **Database Map Editor** indicates the level at which data was entered in the Database Map. Data supplied by MYOB and not changed by your practice will display with the red **M** icon. Data entered at the Practice level will display with a green **P** on a yellow background.

Data entered at the Client level will display with a dark blue stick figure against a light blue background.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Adding data to a database table

Accountants Enterprise in Australia only

Report Designer must be open at the level at which you want to enter data.

To open the Report Designer at the Practice level (for MAS users)

1. Open the ledger for a client.
This client's information will be used when you preview and print the reports.
2. Select Reports > Reporter > **Design Practice reports**.

To open the Report Designer at the Practice level (for Accounts users)

1. Open the **Configuration** window, Start > Programs > MYOB Accountants Enterprise > **Configuration**.
2. Select Configure > Accounts > **Report Designer**.
3. Select the entity that you want to design the reports for.
4. Click **Next**.

To enter data that just applies to the selected client from your General Ledger software

1. Select Reports > Reporter > **Design Client reports**.

Note: You can also add data from your General Ledger main menu by selecting Reports > Reporter > **Enter non-transactional data** or from the **Generate Reports** main window by selecting the **Non-transactional data** button.

To add data to a table within Report Designer (on the Database Map tab)

1. In the **Explorer** pane of the **Database Map** tab, select the table to which you want to add data.

2. Double-click the table.

or

Select **Edit** from the right-click menu or toolbar.

The **Database Map Editor** window opens.

3. Click the **Table Data** button at the bottom of the window.

The window will change to display the **Data View**.

4. In the **Value** column for the fields, enter or select the value(s) to be applied to that field.

For tables that can contain multiple records, click the **Add** button in the **Record Selection** area at the top of the window to add each new record.

Note: What you can enter into the **Value** column will depend on the type defined for each field. For example, if the field is set to 'Date', you will only be able to enter a value that fits the date format.

5. Click **Apply** to save your changes.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Editing a list for a data field


Accountants Enterprise in Australia only


The **List** window is where you add, edit or delete items to be displayed in the list of available values for a data field in a table. When someone is entering a data value in a table field they can use this list (accessible via a drop-down) to select the required value. For example, in a Title field, you might want to restrict the values that can be input to Mr, Mrs, Miss and Ms. Therefore, you would create a list for the Title data field so only one of the defined values can be selected.

If you expect one value to be more commonly selected than any other, you can enter it in the **Default** field. The field in question will then be automatically completed with the default value. The person entering data will be able to edit the default value (or select it from a drop-down).

Note: The **List** button  is only enabled when **List** is selected in the **Type** field.

To edit a list within Report Designer (on the Database Map tab)

1. In the **Database Map Editor** window, select the table containing the list you want to create or edit.
The table fields are displayed.
2. In the **Table Definition** area of the window, select the field you want to edit the list for.
This field must be defined as **List** in the **Type** field.
If you are creating a new field, select **List** in the **Type** list box.
3. Click the **List...** button .
The **List** window opens.
4. To add a value to the list, simply type the value into the blank perforated line.
5. To edit a value, just overwrite the existing value in the list.

6. To delete an item, select it then click the **Delete** button .
7. To change the order of values in the list, select an item then use the **Move Up** and **Move Down** buttons to reorder the list.
8. When you have completed the tasks, click **OK** to return to the **Database Map Editor** window.
The values will now be displayed in the **Data View** when data is being entered into the field.
9. Click **Apply** to save your changes.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)


[Reviewing the retain value settings](#)

Editing a Database Map item

Accountants Enterprise in Australia only

If you edit a Database Map component that is at a higher level than that at which you are logged into **Report Designer** (e.g., you open **Report Designer** at the Client level and edit a Master or Practice level component) then the changed component will be saved at the level you are working at. The icons will change to show the new level of the edited components.

To edit a Database Map component within Report Designer (on the Database Map tab)

1. In the **Explorer** pane, select the table or folder that you want to edit.
2. Double-click the item, click the **Edit Database Item** toolbar button, .
or
Select **Edit** from the right-click menu.
The **Database Map Editor** window opens showing the details for the selected item.
3. To rename a table, overwrite the existing name in the **Table Name** field.
4. To rename a folder, overwrite the existing name in the **Folder Name** field.
5. To change the position of the item in the Database Map tree, use the **Parent Folder** list box to select the path and folder that you want the table or folder to reside under.
To move the item to the highest level, with no parent folder, select <None> in this field.
6. Edit the fields in a table as required.
See “Editing a field in a Database Map table” on page 226 for details.
7. When all the changes have been made, click the **Apply** button to save them.

Note: If you change the **Allow Multiple Records** status of a table from multi record to single record, a warning message will be displayed.
To retain all entered data records for the fields in the table, click **No**. You will be returned to the **Database Map Editor** window where the **Allow Multiple Records** checkbox is still selected.
If you click **Yes**, each field in the table will be converted to a single record field. All fields in the table will be changed to only have one stored value. Only the value from the first record in the **Design View** of the **Database Map Editor** window will be retained for each field with multiple records. The other data records will be deleted.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Deleting an item from the Database Map](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Deleting an item from the Database Map

Accountants Enterprise in Australia only

You may find that you need to delete a Database Map folder, table or field that is no longer required. If you want to delete a table all the fields within it will also be deleted. You must open **Report Designer** at the level at which the item to be deleted is stored. For example, if you want to delete a Client level table, you must open **Report Designer** at the Client level.

Note: You cannot delete Master level items. You could, however, save the Master item at a lower level and then edit the copied version.

To delete a folder table or field directly within Report Designer (on the Database Map tab)

1. In the **Database Map** tab, select the item that you want to delete.

2. Click the **Delete Database Map Item** toolbar button, .

or


Select **Delete** from the right-click menu.

You may need to click the **Expand (+)** icon next to the relevant nodes to expand the portion of the Database Map tree that contains the item you want to delete. A message will be displayed asking you to confirm your actions.

Note: Click the **View Dependencies** button if you want to view a list of all the components (Formats and reports) that use the Database Map item. You can then decide if any action needs to be taken (a **Save As** or **Copy** to retain any child components perhaps) before you confirm the delete.

3. Click **Yes** to continue with the deletion.

The item will be deleted from the **Database Map** tab.

Note: You can also delete table fields from the **Database Map Editor** window. Simply highlight the field you want to delete in the **Table Definition** area of the window and click the **Delete** button  .

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Repeating rows for Database Map data](#)

[Reviewing the retain value settings](#)

Repeating rows for Database Map data

Accountants Enterprise in Australia only

You apply repeating to a Database Map item within a Format when the Database Map table you are referencing in the Format is a multi record table. The repeat setting allows room for all the data values entered for the fields in the table.

If the Database Map table is a single record table, you do not need to apply any repeating.

To repeat rows for Database Map data within Report Designer (on the Database Map tab)

1. Create a Database Map reference in the cell that forms the intersection between the row in which you want the first value displayed and the column in which you want the values to appear.

For example, `=DB.FinancialLiabilities.FinterestRateAmount`.

Consult the table entry on the Database Map if you need to make sure that the table and field names you are entering are correct.

2. Right-click on the row label (grey column) of the row in which you entered the Database Map reference.
3. Select **Repeat** from the right-click menu.
The **Repeat Settings** window opens.
4. Select the **Repeat for Database Map Table** option.
5. In the list box, select the path to the folder containing the database field to which you created a reference.
6. Click **OK** to apply your changes and close the **Repeat Settings** window.

Note: Your changes are not saved until you save the format.

7. To view the results click the **Preview** button.
You should see a row displayed for each record in the database. If you see a formula displayed (i.e., '=<table name>.<field name>') then you have made an error in entering the table and field names, which you will need to correct.

Note: You can set a print condition on the row you have set to repeat. This condition will be applied individually to each row that is returned.

The data that is displayed when the report is run will depend on the level (Client or Practice) at which you are running **Report Designer**, the client ledger from which you have opened it, and whether or not the table you are referencing is set to contain multiple values.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeat settings](#)

[Reviewing the retain value settings](#)

Reviewing the retain value settings

Accountants Enterprise in Australia only

The **Retain Value** setting controls whether a data value is rolled forward from the Database Map into the next year or not. Logically, when Masters are created the Retain Value checkbox is only checked if it makes sense to retain the value.

By default, when customised fields are added to tables at either the Practice or Client level the **Retain Value** field is checked, although your designer may have unchecked it if the value is not to be rolled forward. To be sure, you will need to review the **Retain Value** field for each customised Practice or Client level field prior to rolling forward.

To review the Retain Value Settings

1. From within your client ledger, either:
For the Practice Level, click Reports > Reporter > **Design Practice Level Reports**.
or
For the Client Level, click Reports > Reporter > **Design Client Level Reports**.
The **Report Designer** opens.
2. Click the **Database Map** tab.
3. Double click the table that you want to view.
The **Database Map Editor** appears on the right-hand side.
4. Select the **Retain Value** checkbox.
You can also deselect the checkbox.
5. Click **Apply**.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeat settings](#)

[Repeating rows for Database Map data](#)

Errors in tables

Accountants Enterprise in Australia only

Table shape does not match message

The **Table shape does not match** message is displayed when you try to move or paste a field from a multi record table to a single record table. It can also appear when you move or copy a field from a multi record table to another multi record table, where the number of records in the source table is greater than the number in the destination table.

For example, if the field in the source table 'Directors' has 5 directors names entered as data and you try to move this field to the table 'CompanyDirectors' that only has 3 records defined, then the **Table shape does not match** message will be displayed. In this situation, you can choose either:

- **Yes** — select the **Yes** button to continue with moving or pasting the field. Associated data that can be moved is moved / copied to the destination folder. Associated data that does not fit in the destination table is lost. You can then go and redefine the lost values for the field.
- **No** — if you want to keep all the data already entered for the field, select the **No** button. The field will not be moved / copied.

Multiple records found message

The **Multiple Records Found** message is displayed if you edit a table which has been defined as a multi record table and change it to a single record table. In other words, you deselect the **Allow Multiple Records** checkbox on the **Database Map Editor** window.

If you deselect the Allow Multiple Records checkbox for a multi record table where more than one record exists, then a warning message will be displayed.

If you select:

- **No** — if you want to retain all the data records entered for the fields in the table, then select **No** to this message. You will be returned to the **Database Map Editor** window where the **Allow Multiple Records** checkbox will still be selected.
- **Yes** — if you choose **Yes**, each field in the table will be converted to a single record field. All the fields in the table will be changed to only have one stored value. Only the value from the first record in the **Design View** of the **Database Map Editor** window will be retained for each field with multiple records. The other data records will be deleted.

Data type mismatch message

The **Data type mismatch** message is displayed when you try to change the type that was previously defined for a field in a table and the new type you select for the field is incompatible with the data that has already been entered for the field. For example, if a field in a table has been defined as a Yes/No field and data has been entered into the field so it has a value of yes or no, you cannot then change this field type to be a numeric or decimal field, as the yes or no values the field already contains will not be accepted in the field if it is a numeric or decimal field. In this case, the system will display the **Data type mismatch** message to tell you that the type you have selected for the field cannot retain the data already entered in the field. In this situation you can choose either:

- **Yes** — select the **Yes** button to continue with the field type change. The data already entered for the field will be lost. You can then redefine the new values for the field.
- **No** — If you want to keep the existing data in the field, select the **No** button. You will be returned to the **Database Map Editor** window and the field type will be as it was before you changed the selection in the **Type** list box.

Related topics

[Database Map](#)

[Making changes to the Database Map](#)

[Database Map tab](#)

[Database Map editor](#)

[Database Map properties](#)

[Displaying specific levels of the Database Map](#)

[Database Map folders](#)

[Adding a new Database Map table](#)

[Adding a field to a Database Map table](#)

[Editing a field in a Database Map table](#)

[Adding client and practice non-transactional data to the database](#)

[Adding data to a database table](#)

[Editing a list for a data field](#)

[Editing a Database Map item](#)

[Deleting an item from the Database Map](#)

[Repeat settings](#)

[Repeating rows for Database Map data](#)

Maintaining Reporter

Accountants Enterprise in Australia only

There are a number of options in relation to protecting your reports and client data. The way in which you implement these options will depend on your practice, particularly your existing backup routines and practice work flow.

MYOB recommends that you back up client data on a regular basis, in particular:

- before working on a client's data, especially when processing a large amount of client data.
- After doing significant amount of work on a client's data.
- Prior to performing critical functions, such as year end rollover.
- Prior to installing software or updates to the Masters.

General Ledger users will be used to backing up each client ledger as a regular part of their work routine. This will automatically back up any client specific Reporter components and the non-transaction data for the client.

For more information on backing up and restoring your client ledgers, see your General Ledger help system.

Roll Forward should only be done by your System Administrator.

For more information, go to the **Administrator Guide**.

Related topics

[Restoring from the trash can](#)

[Starting a new year](#)

[Generating reports](#)

[Designing reports](#)

Restoring from the trash can

Accountants Enterprise in Australia only

Review archived items in the Trash Can and if applicable, restore. Having rolled forward, the ledger year displays the same as the Reporter year, even though the ledger has not been rolled forward. If at any time you close and re-open Reporter, the Reporter year will try to match the current ledger year. Ensure that you are viewing the correct Reporter year as you complete the restore of Trash Can items.

To restore from the Trash Can at the Client level for both MAS and Accounts users

1. Open the ledger of the entity type that you want to design reports for.

2. Select Reports > Reporter > **Design Client reports**.
The **Report Designer** opens.
3. Click the **Database Map** tab.
4. Click Tools > **Trash Can**.
5. Select what you want to restore from the list.
6. Click **Restore**.

To restore from the Trash Can at the Practice level for MAS users

1. Open the ledger for a client.
This client's information will be used when you preview and print the reports.
2. Select Reports > Reporter > **Design Practice reports**.
The **Report Designer** opens.
3. Click the **Database Map** tab.
4. Click Tools > **Trash Can**.
5. Select what you want to restore from the list.
6. Click **Restore**.

To restore from the Trash Can at the Practice level for Accounts users

1. Select Start > Programs > MYOB Accountants Enterprise > **Configuration**.
The **Configuration** window opens.
2. Select Configure > Accounts > **Report Designer**.
3. Select the entity that you want to design the reports for.
4. Click **Next**.
The **Report Designer** opens.
5. Click the **Database Map** tab.
6. Click Tools > **Trash Can**.
7. Select what you want to restore from the list.
8. Click **Restore**.

Related topics

[Generating reports](#)

[Designing reports](#)

[Maintaining Reporter](#)

[Starting a new year](#)

Starting a new year

Accountants Enterprise in Australia only

When you have completed the end of year process, you can prepare your system for a new year.

The hierarchy levels in Reporter enable you to enter Practice level data, that is then applied to all clients within your practice, and Client data that is specific to a single client. In entering the Practice level data your aim is to minimise data entry for all users, to minimise data errors and to achieve consistency in the way reports are presented. Practice level data includes items such as Year and Period start and end dates.

To update practice data for a new year

1. Click on the **Database Map** tab.
2. Select the **ClientDetails** table.
3. Click on the **View/Edit Database Map Data** icon.
4. Enter the correct information for the following data for the practice:
YearStartDate
YearEndDate
PeriodStartDate
PeriodEndDate
5. Click **Apply**.

Related topics

[Generating reports](#)

[Designing reports](#)

[Restoring from the trash can](#)

[Maintaining Reporter](#)

Moving from Freeform to Reporter

Accountants Enterprise in Australia only

What is Reporter?

With MYOB AE Reporter, you can quickly and easily produce sophisticated reports for your practice and your clients that draw on your AE MAS ledger data. Reporter enables you to meet statutory reporting requirements with confidence, as MYOB provides an annual compliance update.

AE Reporter is flexible enough for you to customise reports to your requirements and to create reports to meet your clients' management needs.

How do I check if I already have Reporter?

In an AE MAS ledger, Reporter is installed to your workstation if the menu option Reports > Reporter > **Generate Reports** is available.

How do I determine which version I have installed?

Open Reporter for any ledger, and from the Help menu select **About MYOB AE Reporter**.

To open Reporter, in an AE MAS ledger click Reports > Reporter > **Generate Reports**.

How do I install Reporter?

Refer to the [Installation Guides](#) page for information on installing each version of Reporter.

Installation Guides

Accountants Enterprise in Australia only

To install Reporter, follow the installation steps below.

Download links for Reporter can be found at [my.MYOB](#) > My products > Downloads > **AE Reporter - MAS.**

Step	Guide	Link
1. Install Reporter 3.3.	Reporter 3.3 Installation guide	Reporter 3.3 Installation Guide (PDF)
2. Perform a workstation installation after installing Reporter 3.3.	Reporter 3.3 Installation guide	Reporter 3.3 Installation Guide (PDF)
3. Install Reporter 3.3.7.	Reporter 3.3.7 Installation guide	MYOB AE Reporter 3.3.7 MAS Install Guide (PDF)
4. Install Reporter 3.4.	Reporter 3.4 Installation guide	MYOB AE Reporter MAS 3.4 AU Installation Guide (PDF)
5. Perform a workstation installation after installing Reporter 3.4.	Reporter 3.4 Installation guide	MYOB AE Reporter MAS 3.4 AU Installation Guide (PDF)
6. Install Reporter 3.4.5.	Reporter 3.4.5 Installation guide	MYOB AE Reporter MAS 3.4.5 AU Installation Guide (PDF)

Frequently Asked Questions (FAQs)

Accountants Enterprise in Australia only

- [General](#)
- [Generating Reports](#)
- [Changing components of the report via Non-transaction data](#)
- [Customising reports](#)

General

Accountants Enterprise in Australia only

How do I check if I already have Reporter?

In an AE MAS ledger, Reporter is installed to your workstation if the menu option Reports > Reporter > **Generate Reports** is available.

How do I determine which version I have installed?

Open Reporter for any ledger, and from the Help menu select **About MYOB AE Reporter**.

To open Reporter, in an AE MAS ledger click Reports > Reporter > **Generate Reports**.

How do I install Reporter?

Refer to the [Installation Guides](#) page for information on installing each version of Reporter.

Generating Reports

Accountants Enterprise in Australia only

How do I open reporter?

AE Reporter is opened within AE MAS. To open Reporter, in an AE MAS ledger click to the Reports > Reporter > **Generate Reports**.

Note that AE Reporter opens outside the AE MAS window.

How do I generate reports?

Click the **Reports** tab, and select the reports you wish to generate in the Reporter window. From there, you can preview the report, print reports, and export report information to several file formats.

See [Generating reports](#) for more information.

How do I preview reports?

Click the **Reports** tab, and select the reports you wish to generate in the Reporter window. From there, you can preview reports in the **Report Preview** window and check the report before printing or exporting to a file.

See [Previewing reports](#) for more information.

How do I export reports?

Click the **Reports** tab, and select the reports you wish to generate in the Reporter window. From there, you can export reports to *.doc, *.xls, or *.pdf format. This can also be done from the **Report Preview** window.

See [Exporting reports](#) for more information.

How do I apply rounding?

You can display reports with amounts rounded by selecting the **Apply Rounding** checkbox, which is found in the **Report Settings** option.

See [Applying rounding](#) for more information.

How do I display account codes?

You can display account codes on a generated report by selecting **Show account codes** in the **Report Settings** option.

See [Showing and hiding account codes](#) for more information.

How do I select different column configurations?

In AE Reporter, you can select different column configurations. In the Reports tab, go to the Column Templates pane, and select the column configuration you wish to use. The report will be generated using the selected column template.

How do I refresh the data in my reports?

Use the **Refresh Ledger Data** menu option to refresh the report balances with any changes that have been made to a balance since the report was run. Changes are retrieved from the ledger balances on which the report is being run and displayed in the report.

With this option, you can make changes in your General Ledger software when you have Reporter open, and then click Tools > **Refresh Ledger Data** to update the balances without having to close Reporter. Refreshing the data updates the report preview.

Changing components of the report via Non-transaction data

Accountants Enterprise in Australia only

What is Non-transaction data?

In AE Reporter, the term “non-transaction data” is used to refer to the specific disclosure items required for a report that are not provided by the underlying General Ledger.

For example, the statutory details for your client (such as lease details) have to be entered using the database tables within Reporter to incorporate them into reports.

Before you run a report for a client you must enter these values for the non-transaction data fields so they can be used when reports are generated.

See [Non-transaction data](#) for more information.

How do I add the Client Name?

On the **Non-transaction data** tab, go to the item #EntityDetails > ClientDetails and enter the details in ClientName1 (and ClientName2 and ClientName3 as required), then click **Apply**.

How do I enter the Report Dates?

On the **Non-transaction data** tab, go to the item #EntityDetails > ClientDetails and enter the dates in YearStartDate and YearEndDate, then click **Apply**.

How do I generate Non Reporting entity reports?

On the **Non-transaction data** tab, go to the item #EntityDetails > ClientDetails and for EntityType, select **Non Reporting**, then click **Apply**.

How do I exclude the Cover Page from a report?

On the **Non-transaction data** tab, go to the item #EntityDetails > ClientDetails and for CoverPage, select **No**, then click **Apply**.

How do I include a Cashflow Report in my report?

On the **Non-transaction data** tab, go to the item #EntityDetails > ReportingExtraDetails and for CashFlowReport, select **Yes**, then click **Apply**.

How do I nominate Profit & Loss Appropriation Statement or Income Statement?

To generate the Profit & Loss Appropriation Statement, on the **Non-transaction data** tab, go to the item #EntityDetails > ReportingExtraDetails and for ProfitandLossAppropriation, select **Yes**, then click **Apply**.

To generate the Income Statement, on the **Non-transaction data** tab, go to the item #EntityDetails > ReportingExtraDetails and for ProfitandLossAppropriation, select **No**, then click **Apply**.

How do I always generate a Trading Profit and Loss Statement in my report?

On the **Non-transaction data** tab, go to the item #EntityDetails > ReportingExtraDetails and for ForceTradingP&L, select **Yes**, then click **Apply**.

How do I set up my Audit report?

On the **Non-transaction data** tab, go to the item #EntityDetails > ClientDetails and for Audited, select **Yes**, then click **Apply**.

Next, on the **Non-transaction data** tab, enter a selection for either a Qualified Opinion or Unqualified Opinion in the item #EntityDetails > ReportingExtraDetails > QualifiedOpinion and click **Apply**.

Finally, on the **Non-transaction data** tab, complete the items in the folder OtherReports > AuditReport and click **Apply**.

How do I set up the Directors Declaration?

On the **Non-transaction data** tab, complete the items in the folder OtherReports > Director and click **Apply**.

On the **Non-transaction data** tab, complete the items in the folder OtherReports > DirectorsDeclaration and click **Apply**.

How do I set up the Compilation Report?

First, on the **Non-transaction data** tab, complete the items in the folder OtherReports > CompilationReport and click **Apply**.

Next, on the **Non-transaction data** tab, complete the items in the folder OtherReports > Director and click **Apply**.

How do I set up Secretarial Reports?

First, on the **Non-transaction data** tab, complete the items in the folder OtherReports > SecretarialDetails, and click **Apply**.

Next, on the **Non-transaction data** tab, complete the items in the folder OtherReports > Director and click **Apply**.

Customising reports

Accountants Enterprise in Australia only

What types of reports are available?

The report templates available in Reporter and provided by MYOB are referred to as the Masters. The Masters are in addition to any report templates created within your company, Practice level report templates, or Client level report templates.

Client level report templates are for the reporting purposes of a specific client. The client report will only be available for use within the **Generating Reports** window for the particular client the template was created for. Client report templates can be created from scratch, or based on an existing report template of any level.

When creating or editing reports you will work with Formats. These are the building blocks you use to create the content of the reports. See [Formats](#) for more information.

The Chart Map is a list of mappings to account ranges stored within the Report Designer that are utilised in the Formats. See [Chart Map](#) for more details.

How do I customise the report paragraph text?

You can customise paragraph text in the Report Designer window.

In an AE MAS ledger click Reports > Reporter > **Design Client Reports**. The **Report Designer** window displays. From there, you can edit a Format using the Format Editor.

See [Editing a format](#) for more information.

How do I customise the accounts included in an item?

You can customise the accounts in an item by using the Chart Map Editor. Here you can view, add, and edit Chart Map items. This can be accessed via the Report Designer.

In an AE MAS ledger click Reports > Reporter > **Design Client Reports**. The **Report Designer** window displays. From there, you can make changes to the Chart Map.

See [Making changes to the Chart Map](#) for more information.