

Generate coding reports

When working on a client's MYOB Essentials file, you may come across some transactions that you can't allocate until you get more information about them.

To help with this, you can generate a report straight from MYOB Practice that lists all unallocated transactions for a date range, so you can get your client to fill in the gaps.

Coding report 01/01/2018 to 28/02/2019
53004085616
Generated 07/03/2019 12:05 PM

680 Cash At Bank

Date	Description	Withdrawal	Deposit	Allocated to	Tax Code	GST	NOTES
07/01/2018	PAYMENT - TRINITY ADVERTISING	550.00					
07/02/2018	PAYMENT - MNL PTY LTD	59.00					
07/03/2018	PAYMENT - JFK SUPPLIES PTY LTD	2,550.00					

And to save more time, you can create coding reports for several clients in one go, without needing to open each MYOB Essentials file.

Coding reports can be created for MYOB Essentials files only.

How the reports will be delivered

For **clients with portals**, you can choose to send a coding report task to the **bulk task assignees** specified in each portal. If bulk task assignees are not specified, the task will be assigned to all full access users.

You set up the **delivery preference** in each client's settings.

You can only create a task for a client if:

- you've created a client record for them in MYOB Practice
- have linked the client to their MYOB Essentials file
- the client has access to a portal.

For clients without portal access, we'll email you a link to download their reports, and you can send it to them via email, or print and mail them out.

To generate coding reports

1. Log into MYOB Practice and open the **Transaction processing** page.
2. Select the MYOB Essentials files you want to create coding reports for, by clicking the checkboxes next to the file and client names.

File	
Name ↕	Subscription
<input checked="" type="checkbox"/> New Whale Watchers New South Whale Watchers	Essentials Acco
<input checked="" type="checkbox"/> Trisha Dumra Ltd Trisha Dumra	Essentials Acco Practice pays

If you've set up coding report frequencies for the clients, you can filter the Transaction processing page to show just those who have a report due. [Learn more](#)

3. Click **Generate coding report**.



4. Select the transaction date range you want to include in the report.

Generate coding report ✕

Coding reports can be generated for MYOB Essentials files.
You selected 4 MYOB Essentials files.

Report period

From To

Reports to send as tasks: 2

Reports we'll email you: 2
We'll email you a link to download the coding reports.

5. The summary window tells you how many of the files you selected will be sent to clients with access to a portal. If a client doesn't have portal access, or you haven't specified [delivery preferences](#) for them, we'll email you a link to download their reports.
6. Click **Continue**.
7. If you haven't [set up report format preferences](#) for one or more of the selected clients, you'll need to select the report format to use for them (for the others the formats you've already defined for each client will be applied automatically).

Generate coding report ✕

18 clients don't have report format settings. Here you can specify the settings to use this time.

Report format

PDF
 Excel

PDF options

Landscape Double row height
 Portrait

Show these columns
(date, amount, description, notes shown by default)

Allocated to Tax code
 Tax amount

Include allocated transactions

1. If the report will be printed, we suggest using the **PDF** format.

If you select PDF, you can:

- select the page orientation, either **Portrait** or **Landscape**.
- give your clients more room to write their notes in, by selecting the **Double row height** option.

2. Select if you want to add the optional columns. For example, if you've added notes or questions in the transaction in MYOB Essentials that you want the client to review, select the **Notes** column.

If you're generating a PDF with the portrait orientation, you can only show/hide the **Allocated to** column.

3. Select if you want to include allocated transactions in the report. This might be useful if you've entered notes against allocated transactions in MYOB Essentials that you need further information or source documents for.

4. Click **Continue**.

8. If you're sending reports to client portals, the **Coding report task** window appears.

Coding report task ×

Assign to
The portal's default bulk task assignees will be assigned this task. If there aren't any, it'll be assigned to all full access users.

Send as
You'll appear as the sender if a default task sender isn't specified in the portal.

Notify
If clients comment, we'll notify you and all staff in the portal's Notify list.
[+ Add someone to notify](#)

Title

Description

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Files
The coding report will be attached to this task.

Due date

📅

Cancel
Generate

This is the task that your clients will see in their portal, and the coding report will be attached to it.

1. The default Assign to, Send as and Notify settings of each portal will be apply to this task, but you can add additional staff to notify.
2. Enter a title. This will be the title of the task in the portal, and the subject line of the email notification all clients will receive.
3. Enter a description. This will appear in the task details and email notification for all clients.
4. (Optional) Enter a due date if you want your clients to review the coding report by a certain date.
5. Click **Generate**.

We'll start sending the coding reports as tasks for your clients to review in their portals. This can take a few minutes to complete, and you'll receive an email to confirm what we'll be sending.

9. If you've selected to receive client reports by email, you'll receive an email when their reports are ready to download.

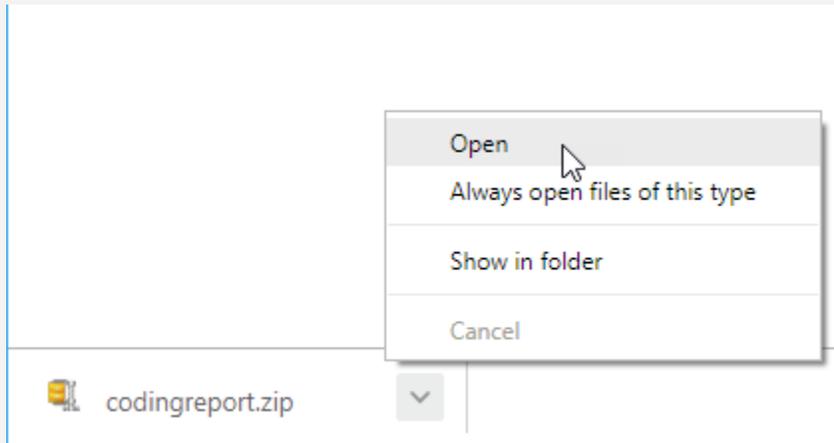
1. When you receive the email, click **Download your coding reports** in the email, and a zip file containing the reports

will start downloading.

If you're not logged in to MYOB Practice, you'll need to log in before you can download the zip file. If you have access to multiple practices, make sure you log in to the relevant practice.

2. After the zip file has finished downloading, open or unzip/extract it to view the coding reports it contains.

In the example below, the zip file was downloaded using the Chrome browser on a PC. Choose **Open** to access the reports that are in the zip file. To find the zip file on your computer, choose **Show in folder**.



Related topics

[Coding report preferences](#)

[Transaction processing](#)

[Create a general task](#)