

DataWise Report Writer

Division Reporting Instructions for MYOB

Using DataWise Report Writer division analysis can be done using Account descriptions in MYOB.

Set up your chart of accounts as follows to make selecting the correct account easy.

ABC and CDE represent the abbreviations for the 2 divisions.

You may do this another way if it suits.

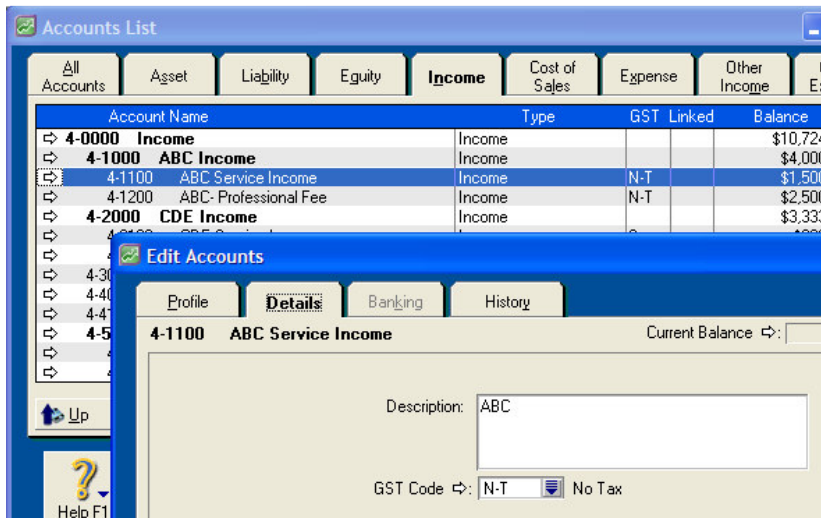


The screenshot shows the 'Accounts List' window in MYOB. The 'Income' category is selected. The accounts are organized into a hierarchy:

Account Name	Type
4-0000 Income	Income
4-1000 ABC Income	Income
4-1100 ABC Service Income	Income
4-1200 ABC Professional Fee	Income
4-2000 CDE Income	Income
4-2100 CDE Service Income	Income
4-2120 CDE Professional Income	Income
4-3000 Late Fees Collected	Income
4-4000 Miscellaneous Income	Income
4-4114 Freight Collected	Income
4-5000 Income - Inventory	Income

In the account description place the Division code. This is important as DataWise Report Writer will use this field to print individual or consolidated division reports.

Ensure that every account has a division. Use ADM or similar for administration accounts. This way they can be excluded or included in the same way as any other division.



The screenshot shows the 'Accounts List' window with the 'Edit Accounts' dialog box open for account 4-1100. The dialog box has the following fields:

Account Name	Type	GST	Linked	Balance
4-0000 Income	Income			\$10,724.
4-1000 ABC Income	Income			\$4,000.
4-1100 ABC Service Income	Income	N-T		\$1,500.
4-1200 ABC Professional Fee	Income	N-T		\$2,500.
4-2000 CDE Income	Income			\$3,333.

Edit Accounts
4-1100 ABC Service Income Current Balance ⇄: []
Description: ABC
GST Code ⇄: N-T [] No Tax

Once the data has been imported into DataWise Report Writer select reports 40 or 41 and enter the correct period to print.

Divisions not required to print can be excluded from the report.

Examples of Divisions:

AKL for Auckland Branch

CHCH for Christchurch Branch

ADM for head office and \ or other collective accounts.

For more information go to www.datawise.co.nz