

MYOB EXO Accountant's Assistant

A powerful tool for efficiently and accurately managing accounting processes and eliminating costly errors

EXO Accountant's Assistant is a set of comprehensive yet customisable accounting process flows and corresponding checklists, specifically designed for accountants to help them review your accounts.

EXO Accountant's Assistant key benefits

Benefits you can expect when using EXO Accountant's Assistant:

- > More efficient end-of-period processing
- > Inbuilt validity checks to reduce errors
- > Check the financial health of your business at any time

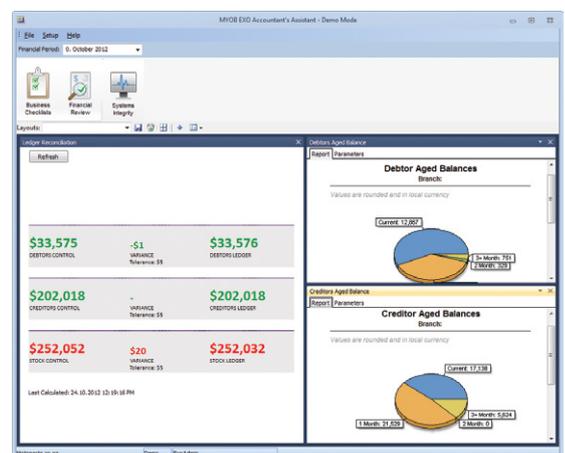
- > Use a set of dashboards showing the financial health of the company and the integrity of the EXO system at a glance
- > Use full accounting functionality to query the GL, create journal entries, run reports and manage end-of-period processing
- > Identify any items that need review or are incomplete.

EXO Accountant's Assistant an overview

The EXO Accountant's Assistant is a module, specifically designed for accountants. It brings together all the system functions accountants need into a single, easy to navigate interface. At the heart of the EXO Accountant's Assistant is a set of comprehensive yet customisable accounting process flows and corresponding checklists. From these checklists, the EXO Accountant's Assistant provides a deep drill down into the accounting functions of your business to help you and your accountant keep track of finances and step you through the accounting and tax functions.

From the EXO Accountant's Assistant, in real time, you and your accountant can:

- > Use pre-defined checklists to step through common processes such as end-of-period or tax return processing in a single location
- > Access EXO reports, dashboards and accounting functions



EXO BUSINESS FACTSHEET

Why use EXO Accountant's Assistant?

A hub for all the benefits of EXO Finance's accounting and finance functions

EXO Finance, which is the core module of the EXO Business Suite, is built on a robust accounting, finance and reporting engine that integrates all areas of your business. All transactions, across every department can be tracked from one central system with a complete audit trail along the way. The EXO Accountant's Assistant unifies all the accounting related functions in one central hub.

Reliability derived from structured, customisable checklists

EXO Accountant's Assistant provides users with access to the main features of EXO Finance through a set of customisable checklists that enable deep drill down into the accounting functions. These checklists are based on your process requirements so you can have confidence that tasks will be completed in the way your business needs and in accordance to relevant tax laws. And, by using EXO Accountant's Assistant checklists, users within your business will also be prompted to follow the same processes, giving you peace of mind and certainty that things will just work.

Process efficiency gains

Significant process efficiencies can be gained through the customisable checklists that make it easier to complete end-of-period processing. When completed, the checklist is automatically updated, prompting you to the next step in the process. This means no more second guessing as the checklists offer a visual representation of where you are in the process at any point in time by showing which processes are completed, require further review, or are not yet completed, negating the costly process of finding out 'after the fact' if your accounts aren't balanced.

Get up to speed fast with minimal training

There is no need for the accountant to learn how to navigate EXO Finance, allowing them to get up to speed quicker while offering you immediate benefits of faster, more efficient end-of-period processing at minimal cost.

A true, one stop shop for accountants

Have all your accountant's bookkeeping information available in the one place with common accounting procedures presented in an easy to follow checklist format, saving time in navigating multiple menus and reports.

Financial visibility

Take comfort in knowing your accountant will always be able to update you on financial matters when you need it, with ease thanks to a comprehensive range of customisable dashboards and reports for instant visibility.

The screenshot displays the 'Balance Sheet' report within the EXO Accountant's Assistant software. The report is for the period ending 31/08/2012. It compares 'This Year' and 'Last Year' figures for various GL codes. The report is structured as follows:

GL Code	Account Name	This Year	Last Year
Balance Sheet			
Current Assets			
0400	CURRENT BANK ACCOUNT	22,783.87	12,648.36
0410	DEFERRED CONTROL	32,252.41	32,252.41
0420	STOCK ON HAND	251,519.78	251,519.78
TOTAL CURRENT ASSETS		306,556.06	314,420.55
Less Current Liabilities			
0450	DST COLLECTED	(10,656.70)	(10,656.70)
0455	DST PAID	24,855.19	24,257.28
0510	CREDITORS CONTROL	(174,403.80)	(184,426.82)
0515	STOCK CLEARING	(2,444.13)	149.97
0520	DN COST CLEARING ACCOUNT	(85.00)	1.00
0599	SUSPENSE	103.99	109.99
TOTAL CURRENT LIABILITIES		(193,251.53)	(192,861.22)
Working Capital		495,427.30	487,005.45

EXO BUSINESS FACTSHEET

EXO Accountant's Assistant features

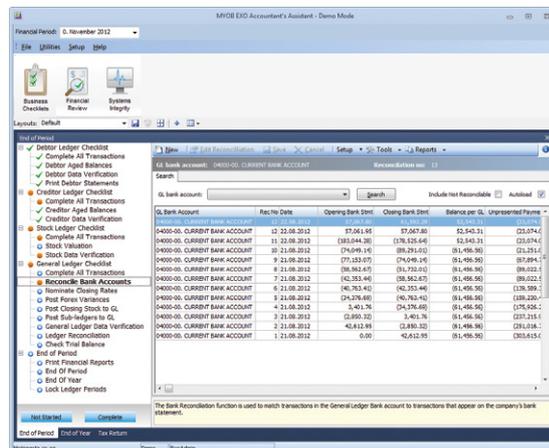
How it works

The EXO Accountant's Assistant provides the following features:

- > **Customisable Business Checklists** - a set of checklists for guiding the user through important accounting processes
- > **Financial Review** - a standard package of financial reports that show key metrics for business owners and external advisors, and
- > **Systems Integrity** - a set of checks against the EXO Business database and ledgers to ensure that the system is balanced and healthy.

Customisable business checklists

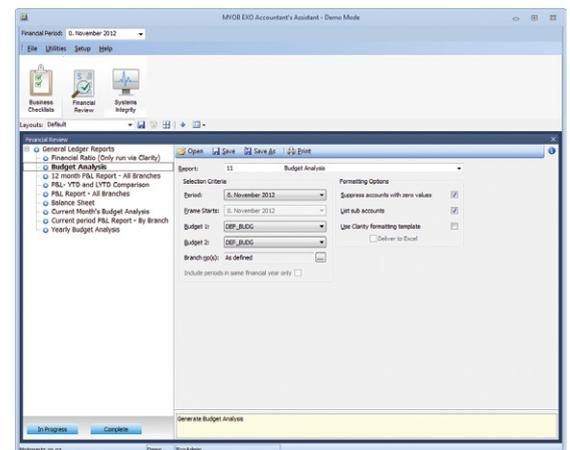
An extensive set of checklists are available to choose from to help you keep on top of important accounting processes. Each checklist displays a structured list of items to be checked off as part of an accounting process. Items can be a simple instruction to perform a task, or they can guide the user through a more complex process such as completing a bank reconciliation or creating a tax return. As each list item is completed, the checklist is automatically updated, prompting you to begin the next step in the process. This visual representation eliminates second guessing by showing you at a glance which processes are completed, require further review or are not yet completed.



The EXO Accountant's Assistant comes pre-configured with checklists for End of Period, End of Year and Tax Return Processing. Each pre-configured checklist represent the best practices recommended by MYOB for those processes. However, you can modify the pre-configured checklists to suit your specific business needs as well as create as many checklists of your own commonly used processes as you wish.

Financial review

A comprehensive range of financial reports are available enabling you to check the financial health of the business at any time. All reports can be customised to suit your specific business needs. You can also use the standard export function to package your GL transactions into a single file for import into MYOB Accountant's Office.



EXO BUSINESS FACTSHEET

Systems integrity

To ensure that the EXO Business system is always balanced and healthy, the EXO Accountant's Assistant provides a set of integrity checks against the EXO Business database and ledgers. This includes a Ledger Reconciliation dashboard which gives the real-time status of each individual ledger, transactional data verification and various exceptions reports to name a few. And it's easy to see if you're in balance with green and red figures representing good or bad results so you can see at a glance if there are any issues with reconciliation. What's more, you can drill down from the high level summaries right down to a transactional level to determine where the variance is.

Account	Variance	Balance
DEBTORS CONTROL	-\$90,417	-\$90,417
DEBTORS LEDGER		
CREDITORS CONTROL	-\$69,903	-\$69,903
CREDITORS LEDGER		
STOCK CONTROL	\$20	\$252,032
STOCK LEDGER		

A comprehensive business solution from MYOB

If you are interested in a more customisable business management solution for your larger, more complex business and have some very specific requirements, we can help.

With EXO Finance at the heart of the system, MYOB EXO Business contains a series of modules that can be purchased and customised to your requirements with the assistance of an MYOB Enterprise Solutions Partner at a very competitive rate.

Additional modules to enhance your business system include:

- > MYOB EXO CRM
- > MYOB EXO Job Costing
- > MYOB EXO Point of Sale
- > MYOB EXO Intercompany
- > MYOB EXO Fixed Assets
- > MYOB EXO Business Analytics
- > MYOB EXO Payroll & Employer Services

Take the hassle out of dealing with multiple software vendors and invest in end-to-end business management systems with MYOB that will work seamlessly together. To see how EXO Business and our expert team of partners can help your business enjoy these benefits, please contact us on the details below.

Find this information useful?

You may also be interested in:

- > [MYOB EXO Finance Factsheet](#)
- > [MYOB Enterprise Solutions Products and Services Guide](#)
- > [MYOB EXO Customer testimonials relative to your industry and/or needs](#)



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