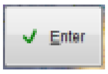
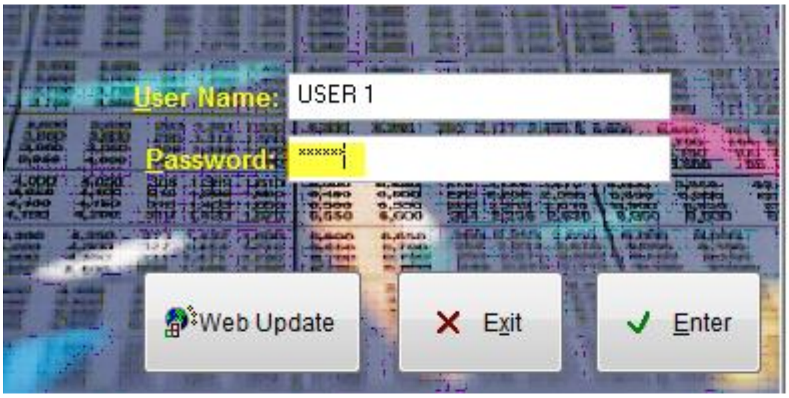
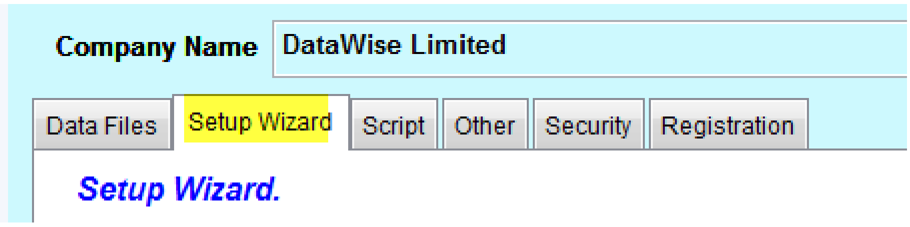
Getting started with reporting.

We will show just how quick and easy it is to set up a new company and run a report.

You simply log in by typing in the password 123456 and click 

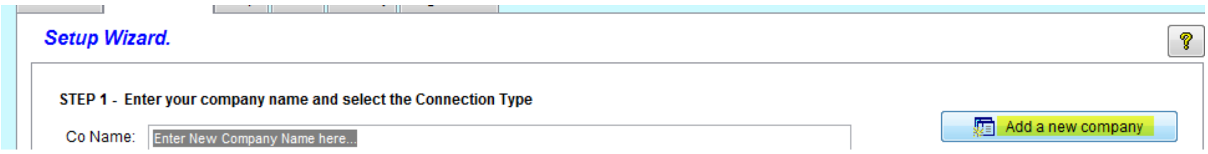


<u>The setup wizard will run automatically the first time you start DataWise.</u>



<u>Step 1 of the setup wizard will ask you to enter your company name</u>

Enter the new company name



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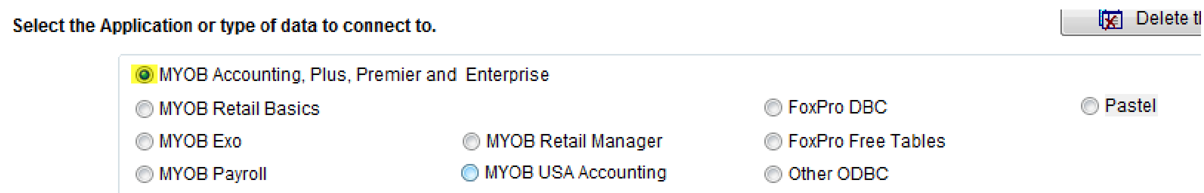
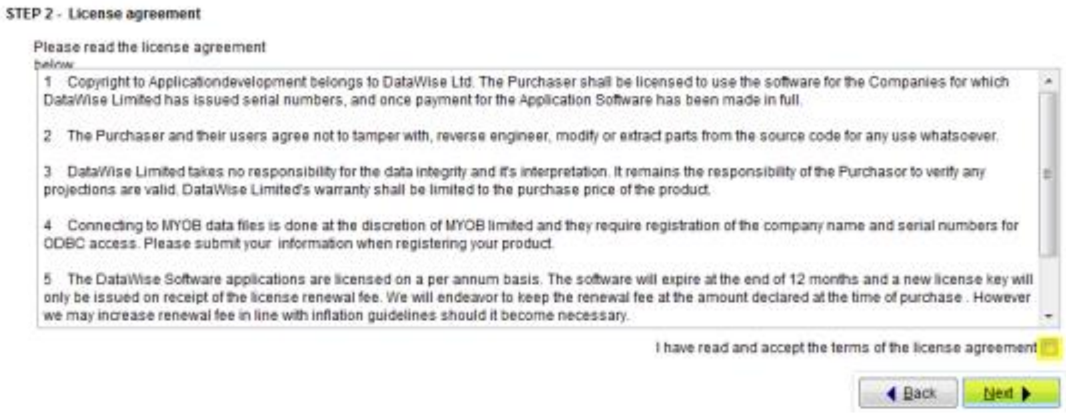
"Select the application or type of data to connect to." Select the MYOB application you use. As an example we will choose MYOB, select "MYOB Accounting, Plus, Premier and Enterprise.



Click 

Read the licence agreement and accept the terms by clicking the box and then click 

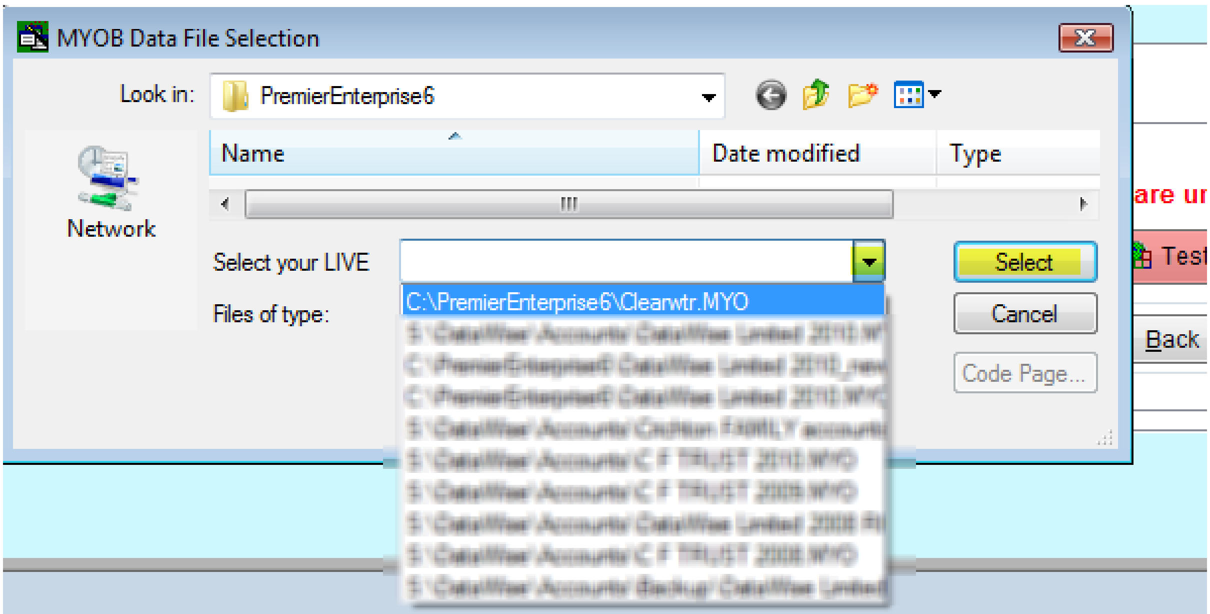


Now <u>set up the connection to your MYOB data file</u>

1. Select the MYOB data file.

Click the arrow and navigate to your data file. The data file stores all your business information and accounts. You can identify the correct data file by the extension of .myo if a current MYOB release.

Click 



2. Select the MYOB programme executable file:

Note: This support note assumes your software is installed in the default location on your computer's Local Disk (C:) drive, e.g. C:\PremierEnterprise6. If you are working on a different drive or you have installed your MYOB accounting program in a different folder, you will need to use the search facility to see where you have installed your myobp.exe.

For this demonstration we are using Premier Enterprise 6 - we can see Premier Enterprise 6 in the "Look in". Select myobp.exe .

Click 

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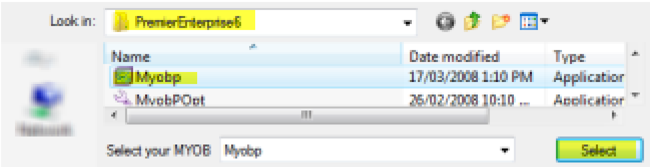
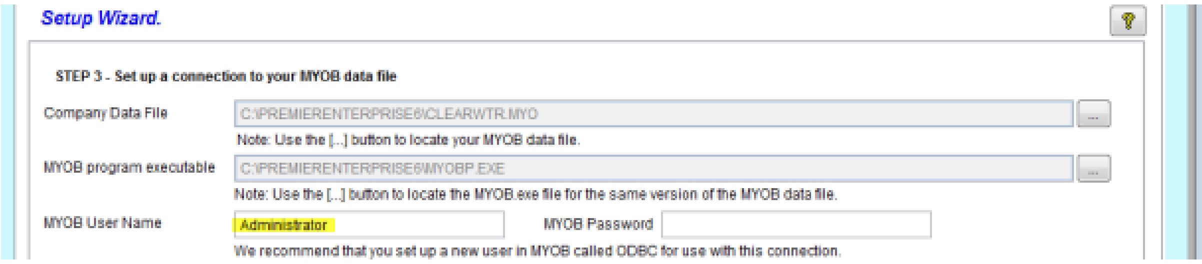


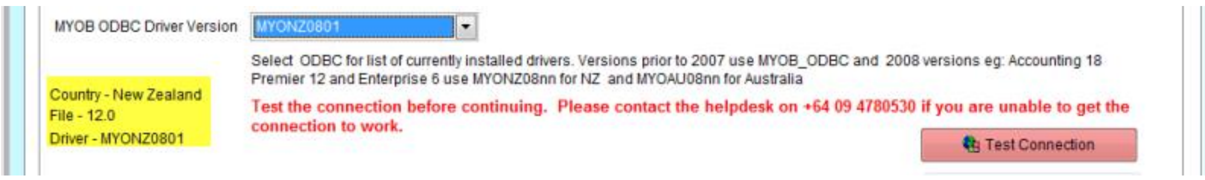
3. Now type in the MYOB user name, in this case administrator .

Note: This is the same user name and password you use to get into MYOB. Try use a different login to yours, as MYOB does not allow two users with the same name to log in simultaneously. (If you have no users set up in MYOB, use the default, "Administrator" . The default Administrator user ID does not have a password assigned to it, until you change it in MYOB.

If there is no password leave it blank.

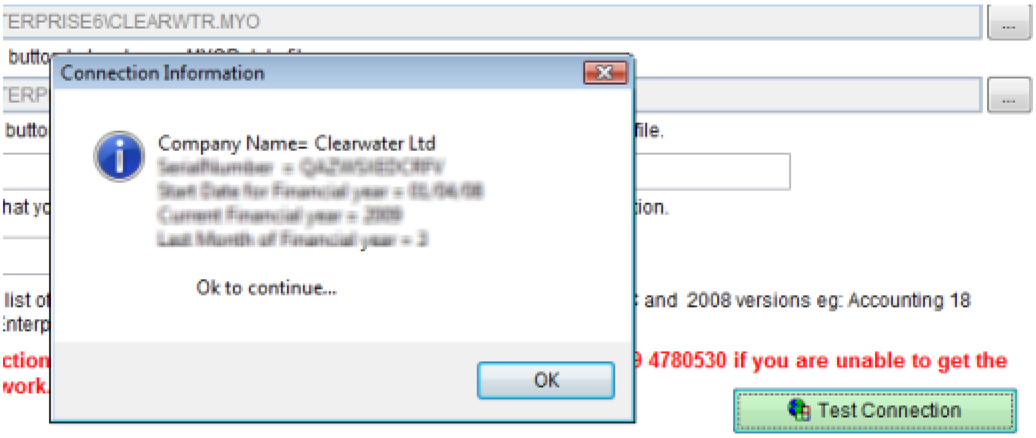


The next thing we need to check is that the MYOB ODBC driver is correct. For this example we know the file is from New Zealand it is version 12 and the driver is MYONZ0801 which is highlighted in the box.



If this is not the case then a message will be returned to you and you can go and install the correct driver.

We will now test the connection if the connection is successful the information on that connection will be returned.

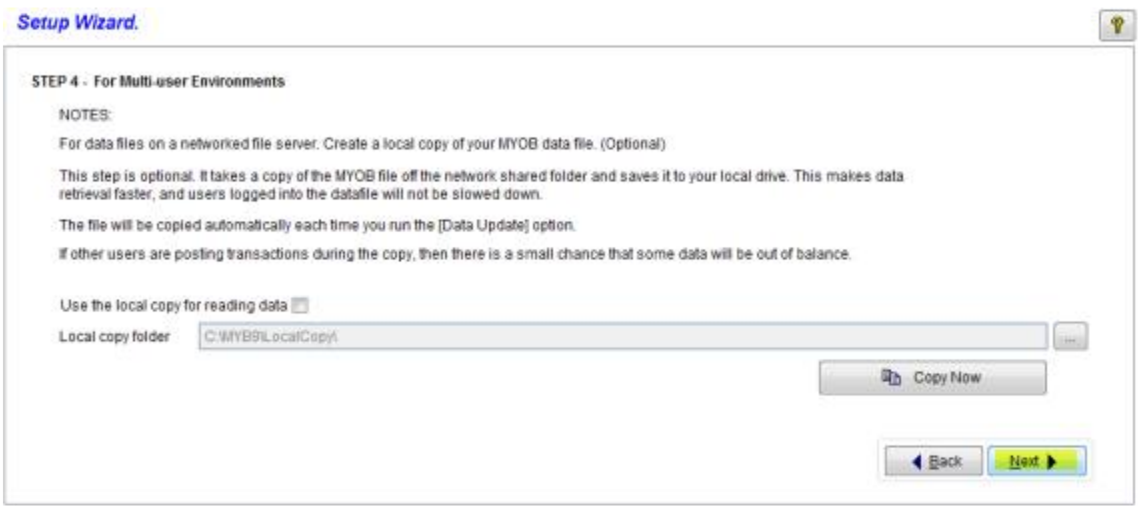


Once we have done that we can continue.

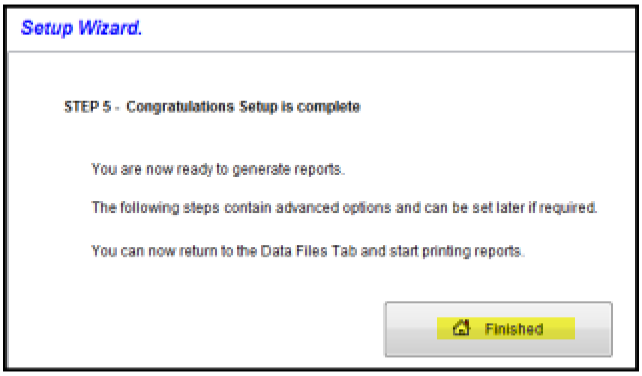
NOTE: if you get a “Windows Constraint error – The length of the combined paths…” error, you need to shorten the path or name of your data file by the number of characters shown in the message OR a “string too long” error, please manually update from our website to upload the runtime files http://www.datawise.co.nz/DWRDownload.htm - this could be that you have downloaded the programme before and do not have the latest files.

Click 

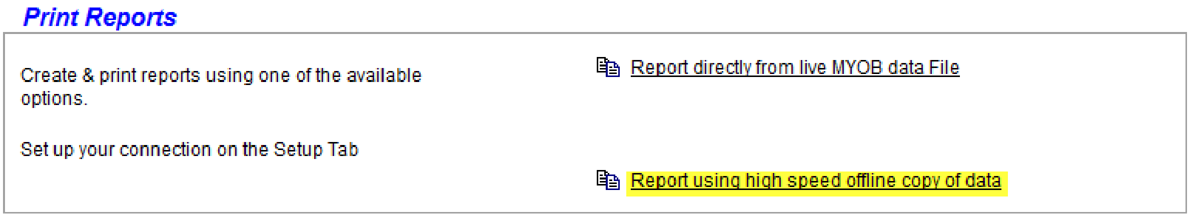
If we are in a multi user environment we can make a copy of the data file and work off that so that reporting is faster and doesn’t slow down other users on the network. We do not need to do that so we will click 



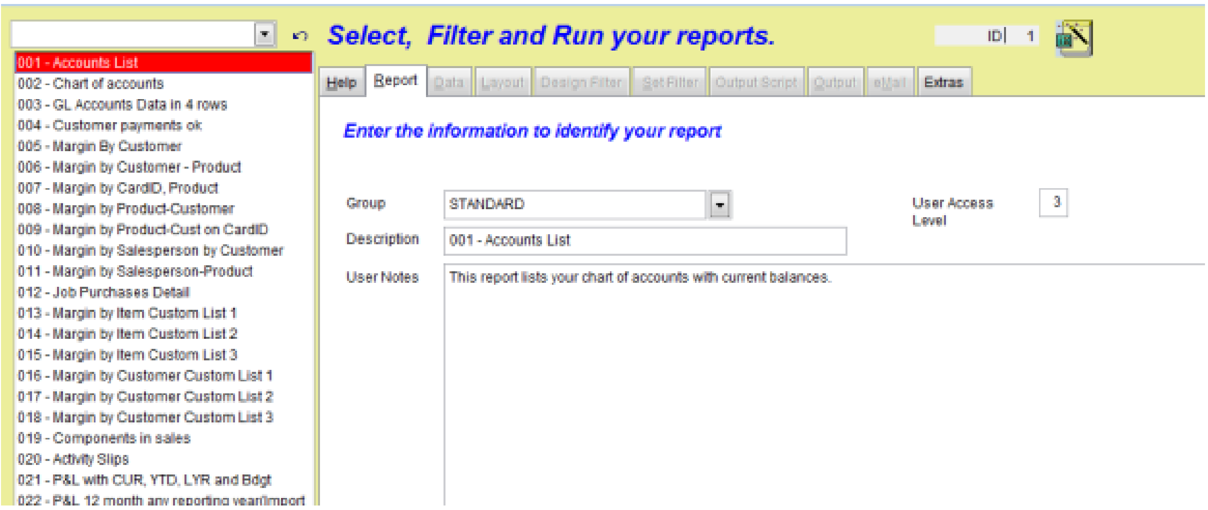
This completes the setup process we can now click the finish button and go and run our report.



You can use the online or off-line option. <u>Please use the offline copy the first time</u>, as this will create a copy of your MYOB data and run reports faster.

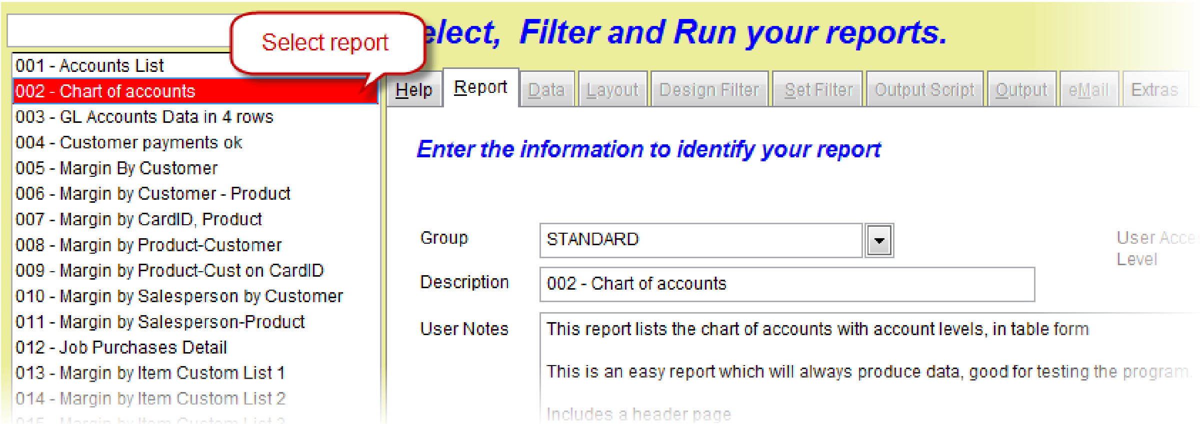


This will bring us into the list of reports that are available.

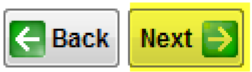


Here we have approximately 90 reports in the Standard Library.

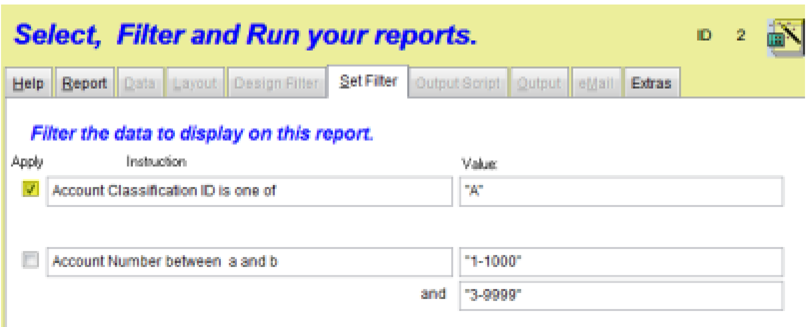
We are going to choose report number 02 the “Chart of Accounts” to demonstrate the programme. You simply click on the report you wish to run,



Click the green arrow to the right to proceed to the next step.

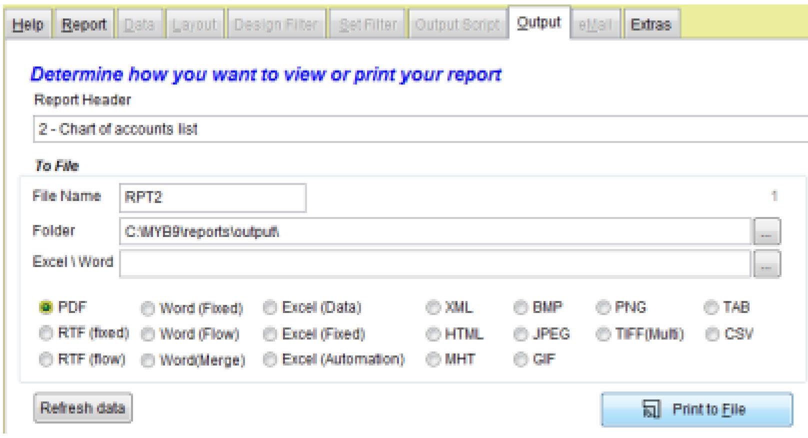


Set the filter for the data you wish to see; in this example choose to see just the Account Classification ID which is equal to A. This will give us a list of just the current assets. Tick the box to apply this filter. The following filter will not apply as the box is not ticked.

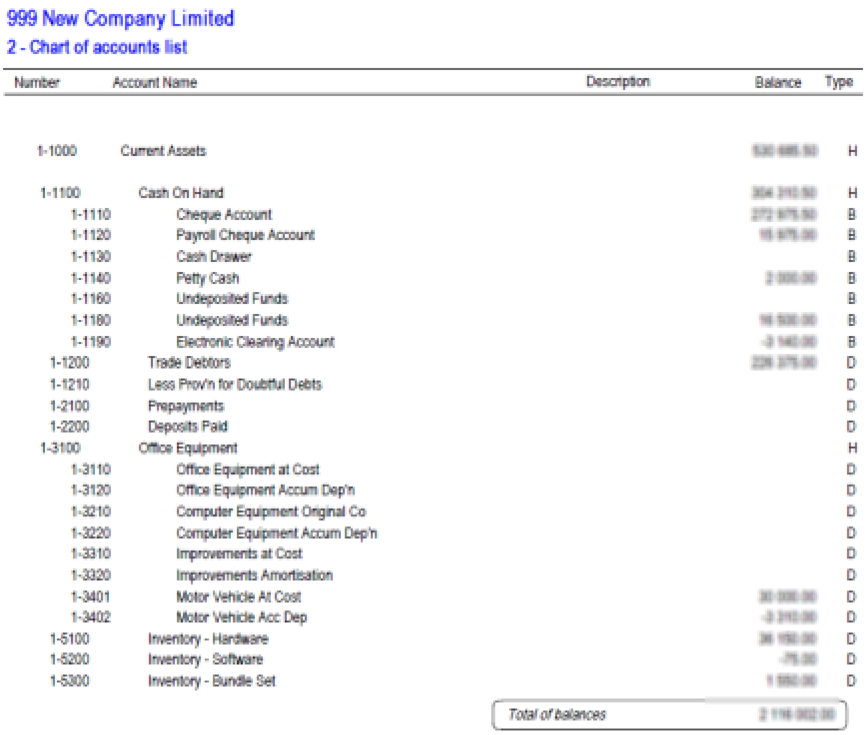


You then proceed to the next step by clicking the green arrow to the right.

Choose from a number of different outputs. These include file or just to print. In this case we will print a pdf so tick the pdf radial box and select 



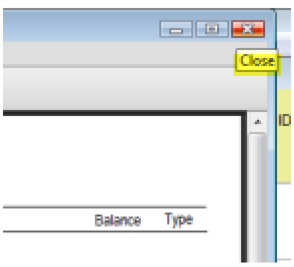
This will render the file in Adobe in pdf format and allow us to view the report and check that it is correct.



999 New Company Limited
2 - Chart of accounts list

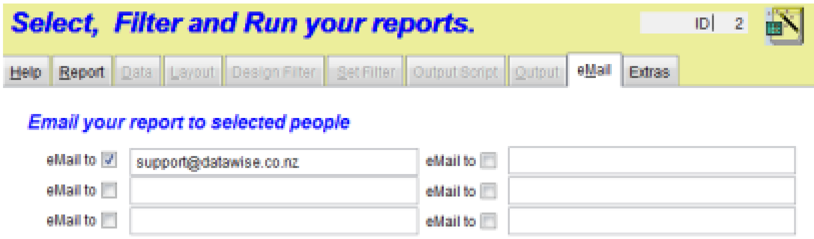
Number	Account Name	Description	Balance	Type
1-1000	Current Assets		[illegible]	H
1-1100	Cash On Hand		[illegible]	H
1-1110	Cheque Account		[illegible]	B
1-1120	Payroll Cheque Account		[illegible]	B
1-1130	Cash Drawer			B
1-1140	Petty Cash		[illegible]	B
1-1160	Undeposited Funds			B
1-1180	Undeposited Funds		[illegible]	B
1-1190	Electronic Clearing Account		[illegible]	B
1-1200	Trade Debtors		[illegible]	D
1-1210	Less Prov'n for Doubtful Debts			D
1-2100	Prepayments			D
1-2200	Deposits Paid			D
1-3100	Office Equipment			H
1-3110	Office Equipment at Cost			D
1-3120	Office Equipment Accum Dep'n			D
1-3210	Computer Equipment Original Co			D
1-3220	Computer Equipment Accum Dep'n			D
1-3310	Improvements at Cost			D
1-3320	Improvements Amortisation			D
1-3401	Motor Vehicle At Cost		[illegible]	D
1-3402	Motor Vehicle Acc Dep		[illegible]	D
1-5100	Inventory - Hardware		[illegible]	D
1-5200	Inventory - Software		[illegible]	D
1-5300	Inventory - Bundle Set		[illegible]	D
		Total of balances	[illegible]	

When we are done with that we can close that file.



Now proceed to the next step which is to distribute the file. We click the green arrow.

On the eMail tab we can email the file to those that we want to. We can enter the email addresses into the various boxes and tick the boxes of those we want to send to.



We can then put in the subject. The attachment is the name of the file we have created the pdf in this case and put any notes if you want to in there.

Simply click 

and the file will be sent through Microsoft Outlook to the people you have selected.

This completes the process of creating a new company and running a report.