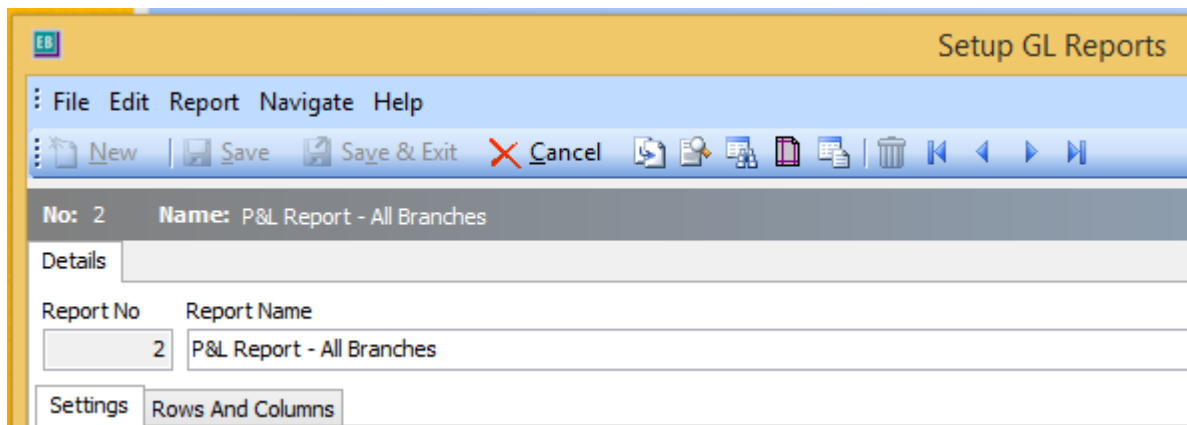


How to add “% of” to a GL Report in MYOB Exo Business

Overview

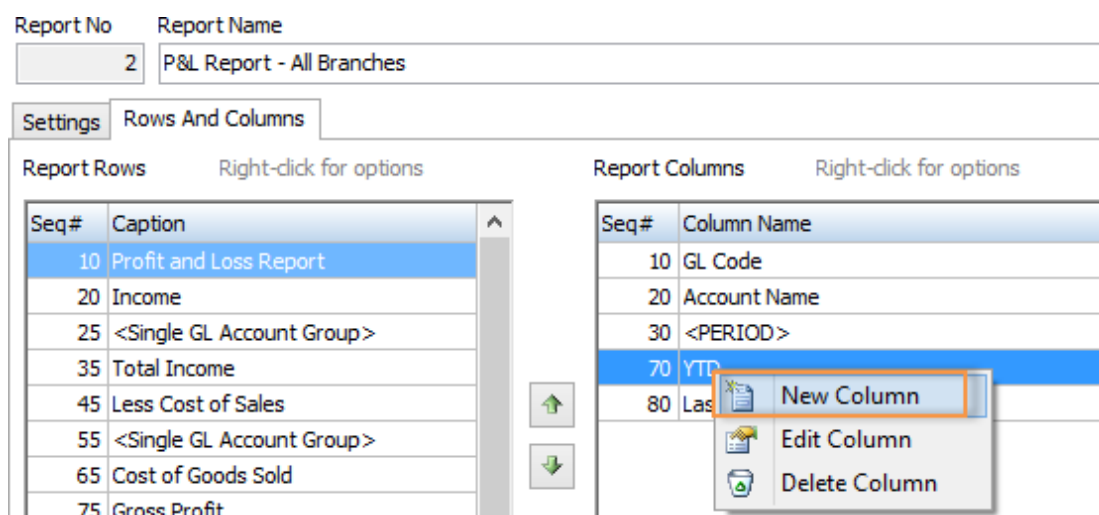
This document explains how to add a ratio or % calculation to a GL Report (e.g. GP as a % of Sales)

Step 1 – Open the GL Report in the GL Report Designer



Step 2 – Add a new Column

In the 'Report Columns' section right-click -> New Column

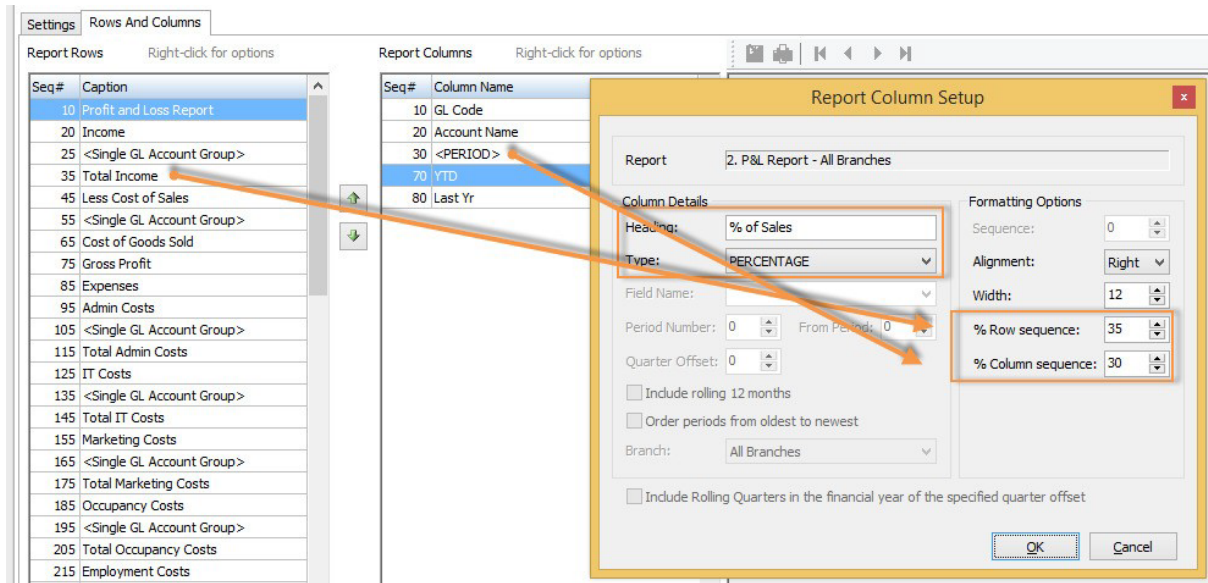


Enter a Heading (e.g. % of Sales)

Select Type = Percentage

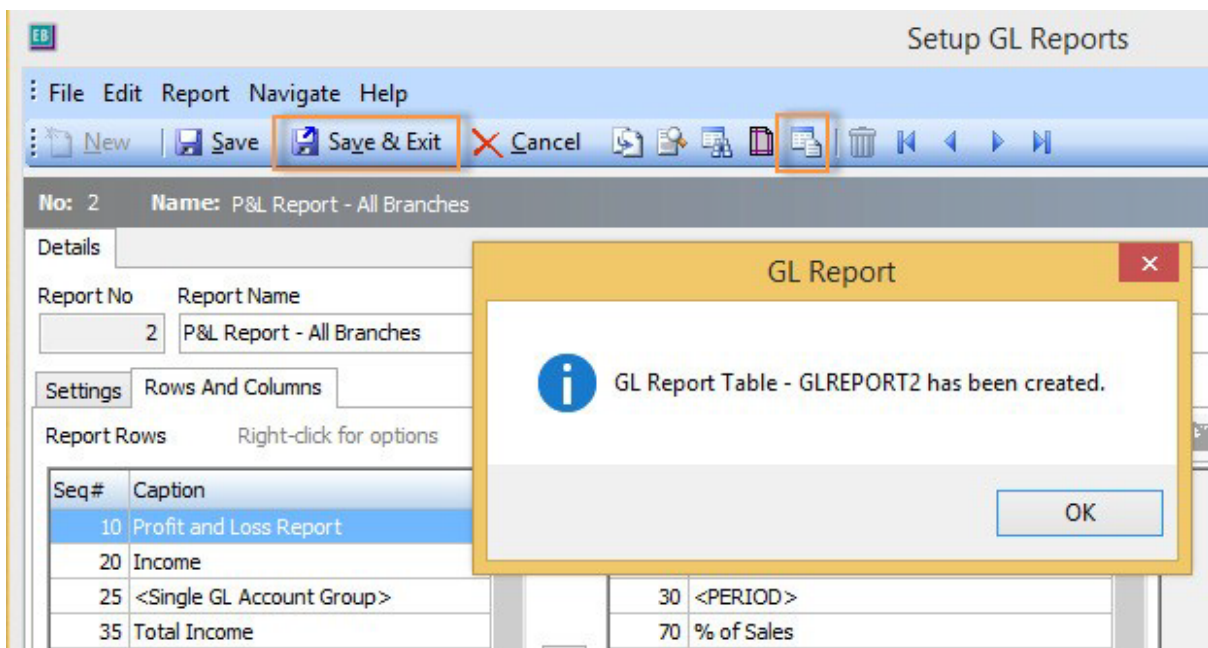
Set % Row Sequence = the value you want to divide by (e.g. Total Sales)

Set % Column Sequence = the value you want to express as a % (e.g. Current Period Actuals)



Step 3 – Save the Report

Generate the report table, and Save & Exit



The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

Step 4 – Run the Report

EOM - Run GL Reports

Note: Run without the Clarity Report Template 1st

GL Code	Account Name	September 2015	% of Sales
Profit and Loss Report			
<u>Income</u>			
01000	INCOME	468,437.37	100.00%
	Total Income	468,437.37	100.00%
<u>Less Cost of Sales</u>			
02000	PURCHASES	236,513.87	50.49%
02050	COST OF GOODS SOLD	129,795.86	27.71%
02100	STOCK ADJUSTMENTS	(14,053.39)	(3.00)%
02150	STOCK VARIANCE	1,250.98	0.27%
03350	FOREIGN EXCHANGE VAR	(5,875.73)	(1.25)%
	Cost of Goods Sold	347,631.59	74.21%
	Gross Profit	120,805.78	25.79%

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