

Take your business to the next level

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

EB	Setup GL Reports							
File Edit Report Navigate Help								
🗄 🐚 New 🛛 💭 Save 🔛 Save & Exit 🗙 Cancel 💽 🚱 强 🖺 📲 👘								
No: 2 Name: P&L Report - All Branches								
Details								
Report No Report Name								
2 P&L Report - All Branches								
Settings Rows And Columns								

Step 2 – Add a new Column

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

Report No Report Name										
	2 P&L Report - All Branches									
Settings Rows And Columns										
Report Rows Right-dick for options Report Columns Right-dick for options										
s	Seq# Caption		^		Seq#	Column Name				
	10	10 Profit and Loss Report			10	GL Code				
	20 Income				20	Account Name				
	25	<single account="" gl="" group=""></single>			30	<period></period>				
	35 Total Income				70	YTC				
	45	Less Cost of Sales		1	80	Las 📋 New Column				
	55 <single account="" gl="" group=""> 65 Cost of Goods Sold</single>					😭 Edit Column				
				-		🗟 Delete Column				
	75	Gross Profit								

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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)

eport F	Right-click for options		Report (Columns Right-clic	k for options		▶ ₩			
Seq#	Caption	^	Seq#	Column Name		Papart	Column C	atua		
			10	GL Code	<u>11</u>	Report	column 36	stup		
20	Income		20	Account Name						
25	<single account="" gl="" group=""></single>		30	<period></period>	Report	2. P&L Report - All Brand	nes			
35	Total Income		70	YTD						
45	Less Cost of Sales	and the second value of th	30	Last Yr	Column Details			Formatting Options		
55	<single account="" gl="" group=""></single>				Heading:	% of Sales		Sequencer	0	
65	Cost of Goods Sold		4						-	
75	Gross Profit				Type:	PERCENTAGE	~	Alignment:	Right	. Y
85	Expenses				Field Name:			Width:	12	
95	Admin Costs						the second se	widen.		
105	<single account="" gl="" group=""></single>				Period Number:	0 🚖 From Period;	0	% Row sequence:	35	-
115	Total Admin Costs				Quarter Offset	0		P/ Caluma and under	20	
125	IT Costs				Quarter offset		10.00	% Column sequence:	50	
135	<single account="" gl="" group=""></single>				Include rolling	g 12 months				
145	Total IT Costs				Order periods	s from oldest to newest				
155	Marketing Costs				Brancht	All Pennehan				
165	<single account="" gl="" group=""></single>				unariuri;	All branches	~			
175	Total Marketing Costs				Traduda Dalka					
185	Occupancy Costs				Include Rollin	ig Quarters in the financia	i year of the s	pecified quarter offset		
195	<single account="" gl="" group=""></single>							·····		
205	Total Occupancy Costs							<u>O</u> K	Cance	el
215	Employment Costs									

Step 3 – Save the Report

Generate the report table, and Save & Exit

EB	Setup GL Reports				
File Edit Report Navigate Help					
🐚 New 🛛 📮 Save 🛛 🛃 Sa <u>v</u> e & Exit	× Cancel 🔄 🖻 🖫 🔲 🖬 👘 🕅 🔹 🕨				
No: 2 Name: P&L Report - All Branches					
Details	GL Report ×				
Report No Report Name	- Chicport				
2 P&L Report - All Branches					
Settings Rows And Columns	GL Report Table - GLREPORT2 has been created.				
Report Rows Right-click for options					
Seq# Caption					
10 Profit and Loss Report	UK				
20 Income					
25 <single account="" gl="" group=""></single>	30 <period></period>				
35 Total Income	70 % of Sales				

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Step 4 – Run the Report										
EOM - Run GL Reports Note: Run without the Clarity Report Template 1st										
Run GL Report										
File Help										
🛛 🚰 Open 🛛	<mark>- S</mark> ave 🕌 Save <u>A</u> s	🖨 Print								
Report:	2	P&L Report - All Bra	anches		~					
Selection Crite	eria		Formatting	g Options						
Period:	0. September 2015	~	<u>S</u> uppress	accounts with zero valu	es 🔽					
Erame Starts	0. September 2015	~	List sub a	ccounts	•					
<u>B</u> udget 1:	DEF_BUDG	¥	<u>U</u> se Clarit	ty formatting template						
<u>B</u> udget 2;	DEF_BUDG	~		Deliver to Excel						
Branch <u>n</u> o(s):	As defined									
Include period	ds in same financial year o	only								
GL Code	Account Name	Septem	ber 2015	% of Sales						
Profit and I	Loss Report									
Income										
01000 I	NCOME	4	68,437.37	100.00%						
1	Total Income	4	68,437.37	100.00%						
1	-6.0-1									
Less Cost	or sales									
02000 F	PURCHASES	2	36,513.87 29 795 86	50.49% 27.71%						
02100	STOCK ADJUSTMENTS	(1	4,053.39)	(3.00)%						
02150 9	STOCK VARIANCE		1,250.98	0.27%						
03350 F	FOREIGN EXCHANGE VA	R (5,875.73)	(1.25)%						
0	Cost of Goods Sold	3	47,631.59	74.21%						
	Gross Profit	1	20,805.78	25.79%						

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