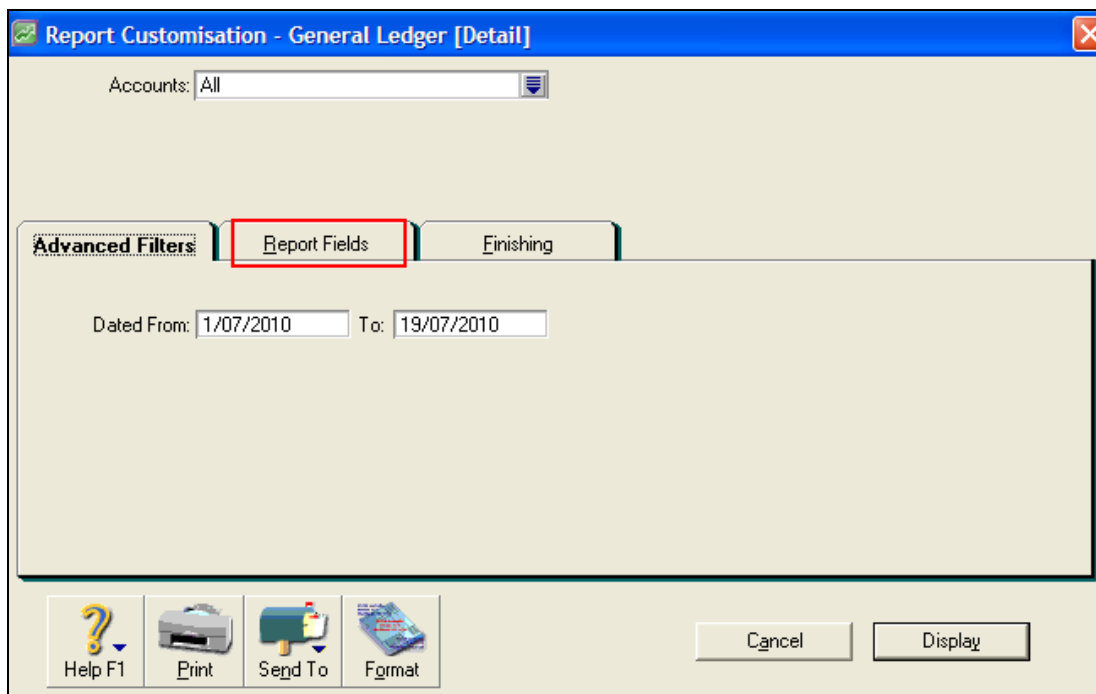


## Customising MYOB Reports

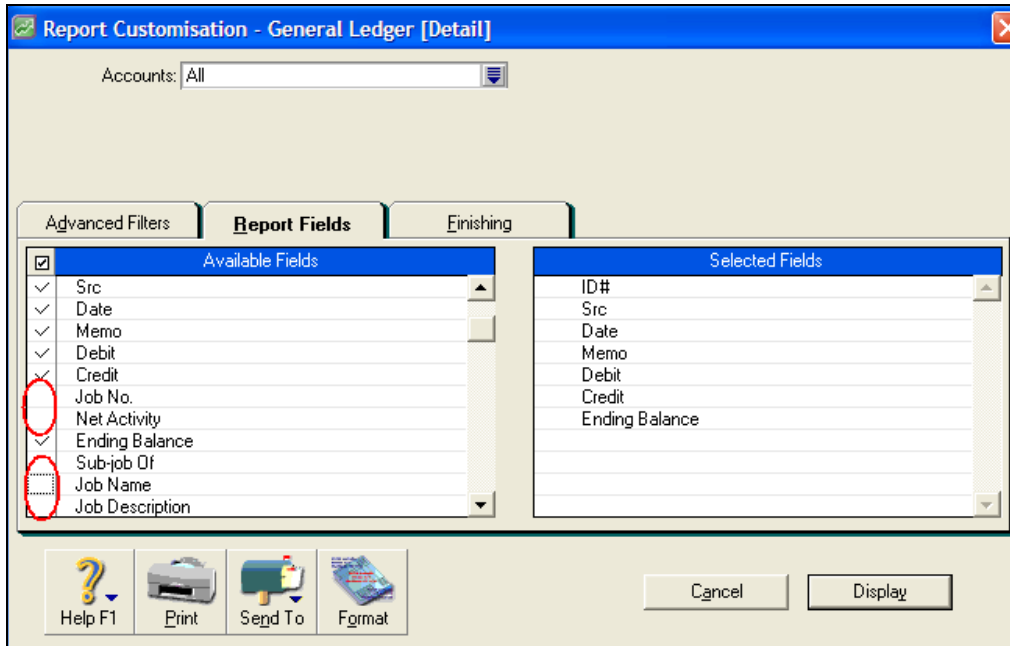
**Question :** Usually I do not want to include certain data field in my MYOB report. How can I do that? Can I save the format permanently?

**Solutions :** Go to **Report > Index to Report > Accounts > General Ledger Detail Report**

Step 1 : Select your **Report Fields**



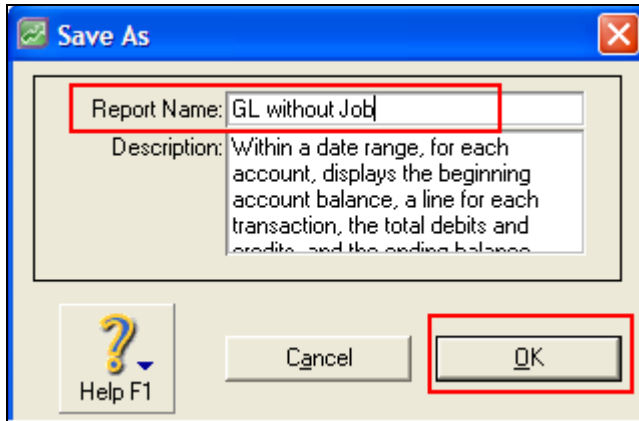
Step 2 : Uncheck those data field you do not wish to display on this report and click **Display**.



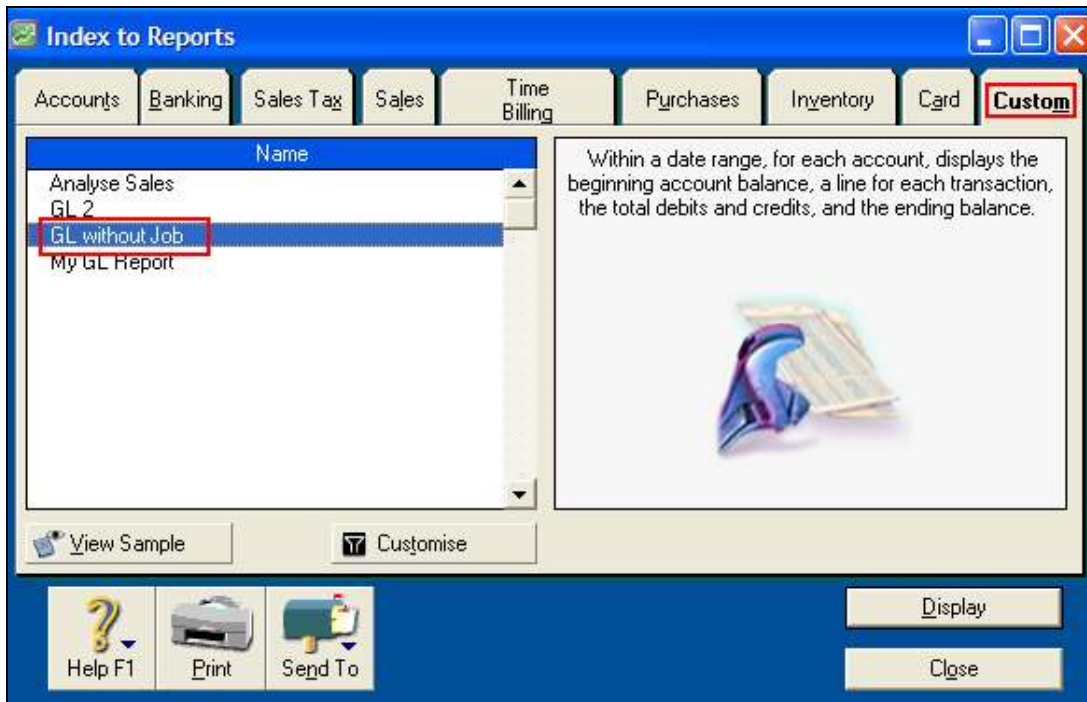
Step 3 : Click on **Save As** button.



Step 4 : Give a filename for this report.



The next time if you wish to generate the same report format you can go straight to Custom tab to locate this report.



For more information please contact us @

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