Configure the recurrence options and click **OK** to assign this to the new or edited task. If you are editing an existing task and no longer need this recurrence to continue, click **Remove recurrence** to remove this from the calendar.

Social Media

MYOB EXO Business can display social media information about companies (Debtors, Creditors and Non Accounts), Contacts and Opportunities. The following social media services are currently supported:

- Twitter
- Facebook
- LinkedIn

Users have the option of viewing social media information using their own login details, or using details for the company. For example, while users may use the company details by default, a salesperson may want to view an Opportunity's LinkedIn details while logged in to their own account, so that they can see any connections between themselves and the Opportunity. It is possible to switch between company and personal accounts at any time.

Setting up Social Media

Company-wide social media details are set up in EXO Business Config at **Admin > Social Media > Setup Social Media**. From this screen you can:

- Authorise social media applications using a company account
- Enter IDs for the company's social media accounts

Note: The Social Media section in EXO Business Config also includes an **Application Key/Secret** section. This section contains details used by the EXO Business application to connect to social media networks. **Do not alter these details unless instructed to do so by MYOB; altering these details could cause the social media functions to stop working**.

Authorising Social Media Applications

To use the social media functionality, the EXO Business application must be authorised to log in to the various social networks. Users have the option of logging in and viewing social media information using their own accounts, or using a company account. To log in and authorise social media applications using a company account, click the toolbar buttons for each social media network:

Doing so retrieves an "access token", which is stored and used to log users in using the company's details.

> **Note:** To change the company account in use, go to the Twitter, Facebook or LinkedIn website and log out, then come back to this screen in EXO Business Config. You will be prompted to log in again.

Setting up Company Social Media Accounts

The Company Social IDs sub-tab in the **Social Media > Setup Social Media** section contains social media account IDs or usernames for the company. The accounts entered here will be displayed by the social media widgets (see page 151) and used when posting to social media from a campaign wave (EXO Business CRM).

Facebook and LinkedIn distinguish between user accounts and accounts for pages or companies, which exist independently of an individual user. Extra settings are available to determine how to manage these. The following table describes all available settings:

Field	Description
Facebook	
User ID/Name	This read-only field is populated automatically when clicking the **Facebook** toolbar button.
Page ID/Name	If your company has its own Facebook page, enter its ID number or name here.
Campaigns to be sent from	When posting to social media from a campaign wave, you can post to the Facebook wall for the User ID or for the Page ID; use these options to select which wall to post to.
My Company widget uses	This setting determines what appears on the "My Company's Facebook Wall" widget. Select whether to display the Facebook wall for the User ID or for the Page ID.
LinkedIn	
User ID	This read-only field is populated automatically when clicking the **LinkedIn** toolbar button.
Company ID	If your company has its own account on LinkedIn, enter its ID number here.
Campaigns to be sent from	These options are disabled; at present, LinkedIn does not allow third party applications such as EXO Business to post activity to a company account, so the **User** option must always be selected.

My Company widget uses	This setting determines what appears on the "My Company's LinkedIn Activity" widget. Select whether to show LinkedIn activity for the User ID or the Company ID.
Twitter	
Company ID/Screen Name	This field is populated automatically when clicking the **Twitter** toolbar button; it can also be entered and edited manually.
	This is the Twitter account ID that will be displayed on the "My Company's Twitter Mentions" widget. When posting to social media from a campaign wave, the post will be sent to this account's Twitter feed.

> **Note:** Twitter does not distinguish between users and companies, so all other Twitter properties are disabled. The **User ID/Screen Name** is read-only, and is automatically populated with whatever is entered for the **Company ID/Screen Name**.

Once you have set up these options, you can go to the Company Social Preview sub-tab see how the selected accounts will appear on the social media widgets.

Setting up Personal Social Media Logons

Users can log on to social media networks using their personal account details on the Social tab (see page 149). If the user has not specified a personal account, they will be prompted to log in and authorise the social media applications the first time they go to a sub-tab on the Social tab. The details they enter are saved against their Staff record in the EXO Business database.

Setting up Social Media IDs

Social media usernames or account IDs can be set up for companies and Contacts in the following places:

- On the Details 2 tab of the Debtor Account Details window (see page 94).
- On the Details 2 tab of the Creditor Account Details window (see page 108).
- On the Details tab of the Non Account Details window (see page 114).
- On the Details tab of the Contacts window (see page 120).

Opportunities use the social media details set up for the company that they are associated with.

If you do not know social media details for a company or Contact, they can be searched for and filled in automatically from the Social tab (see page 149).

> **Note:** The LinkedIn ID must be the numerical ID, not a username. The Facebook ID can be a numerical ID or a Facebook username, if one has been set up.

The Social Tab

Social media information is displayed on the Social tab, which is available on the Debtor, Creditor, Non Account, Opportunity and Contact screens.

> **Note:** The **Disable Social Media Tabs** profile setting can be used to hide this tab on some or all of these screens.
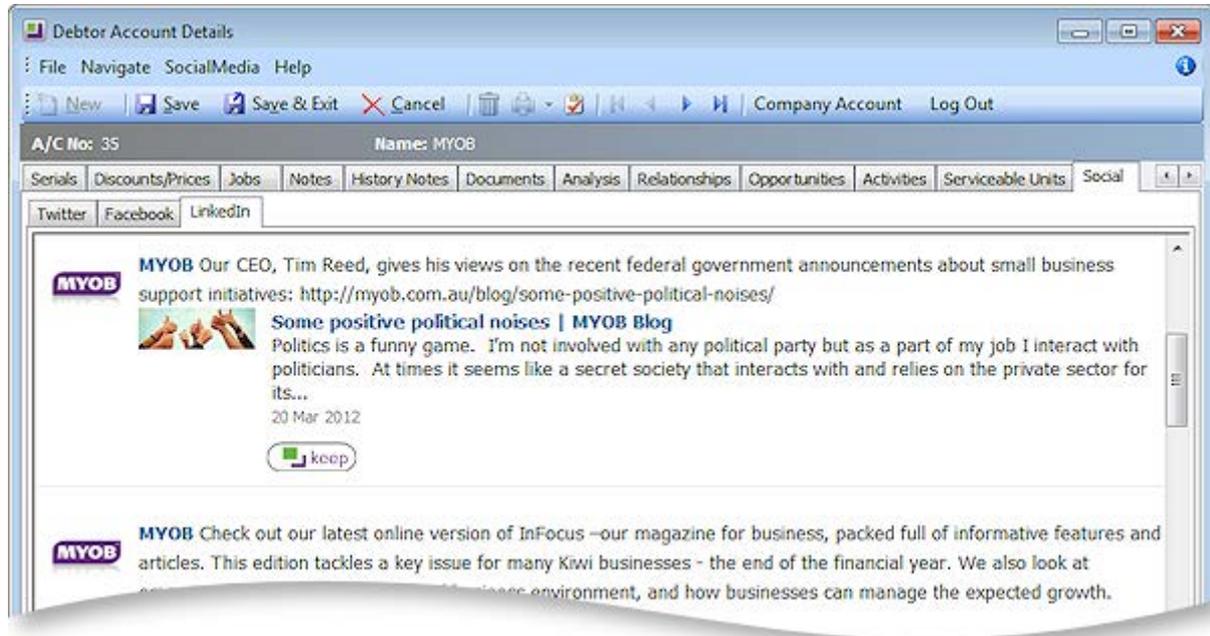
If no details have been entered social media account details for the company/Contact/Opportunity being viewed, each sub-tab displays the results of a search for the company/Contact/Opportunity's name. Each search result has a **keep** button next to it; clicking this button populates the company/Contact/Opportunity's social media details with the details from that search result. (EXO Business captures as many details as it can; for example, LinkedIn search results may also specify a website and a Twitter feed - these details will be copied as well if they are not already present.)

Once account details have been entered or found, the following social media information is displayed:

- Twitter - The company/Contact/Opportunity's Twitter feed.
- Facebook - The contents of the company/Contact/Opportunity's Facebook wall.
- LinkedIn - All of the company/Contact/Opportunity's activity on LinkedIn.
- LinkedIn Connections - All of the company's employees, sorted by degree of connection to the logged in user.

> **Note:** The LinkedIn Connections tab is available for Opportunities only.

Each sub-tab has a **More Results** link at the bottom. Clicking this button opens a separate browser window to display the company's Twitter feed, Facebook wall or LinkedIn page.

On all sub-tabs, each entry has a **keep** button. Clicking this button copies the entry to the company/Contact/Opportunity's History Notes tab (see page 137).

Company vs. Personal Account

On the Facebook and LinkedIn sub-tabs, buttons are available to switch between the user's personal account and the company account:

- **Your Account** - when using the company account, this button switches to using the personal account.
- **Company Account** - when using the personal account, this button switches to using the company account.
- **Log Off** - when using the personal account, this button logs off the personal account.

If the user has not specified a personal account, they will be prompted to log on the first time they go to a sub-tab on the Social tab. The details they enter will be saved against their Staff record in the EXO Business database.

Social Media Widgets

The following widgets are available to display social information about your own company on dashboard displays (see page 539):

- My Company's Facebook Wall
- My Company's LinkedIn Activity
- My Company's Twitter Mentions

These widgets use the account IDs entered in EXO Business Config; if no details have been entered, these widgets perform a search for the Company Name as set up in **EXO Business Config > Company > Company Details**.

Working with Stock

Stock Overview

The Stock function in MYOB EXO Business is indispensable to the operation of the system because it represents the only available link between the Sales (Debtors) Ledger and the General Ledger. All products and services commonly supplied as part of the day-to-day business must have an appropriate code set up in this ledger. This applies to physical stock items as well as services provided. It is therefore common practice to have a number of miscellaneous stock codes (probably one for each product group) to accommodate any infrequent sales transactions such as the sale of an asset or the renting of property. This principle has proven to work well in practice for two reasons:

1. You can take advantage of a large number of reports and graphical representations for all revenue-generating activities.

2. It shields the non-accounting sales data entry operator from more complex decisions required for General Ledger posting.

The topics in this section detail options for maintaining records of the goods and services you offer for sale. This includes:

- descriptive information (see page 161)

- cost and selling prices (see page 160)

- physical stock levels (see page 178)

- supplier sources

- pictures of your products.

It explains how you can categorise or group your products for your product catalogue, customer price lists and for sales analysis purposes. Also included in this section are the various methods of recording and reporting the movement of stock into, within, and out of your company.

Stock Master

The stock master holds the inventory items, and their pertinent details.

Details 1 (see page 161) – contains stock item code, description, groups, cost and sell prices, unit of measure, serial no. tracking method and stock levels per stock location.

Details 2 (see page 164) – holds the min/max stock, sales, purchase and COS GL codes, weight and cubic info, sales and purchase GST and the barcode and alternate codes.

Extra Fields (see page 135) – only available if extra fields have been set up (see page 23).

Transactions (see page 167) – contains a list of transactions for the particular stock item, e.g. invoices, orders, receipts, adjustments, and transfers.

Orders (see page 169) – displays the orders related to the stock item. It contains three panels: sales orders, transfer requests and purchase orders.

Jobs (see page 173) – displays any jobs that the stock item is currently being used in. This tab is only available if EXO Job Costing is installed.

Works Orders (see page 173) – displays Works Orders (see page 515) associated with the stock item. This tab is divided into two panels: works orders to be produced and works orders to be used in production.

Web (see page 174) – contains fields that you need to use if you are displaying your stock on a website.

Batch Qty (see page 175) – only available if the enable stock batch codes have been enabled. This tab is used to assist in handling batch-tracked stock items

Notes (see page 137) – allows entry of 'free-form' notes pertinent to the stock item.

History Notes (see page 137) – this is like the Notes tab, but is more structured. This makes it easier to search for previous notes related to the stock item. It's also easy to create, delete, or email history notes.

Documents (see page 140) – lists all the documents related to a stock item. It could be a word processing document, a graphical .gif or .avi file, or any document that is recognized by a Windows application.

Analysis (see page 175) – a quick preview of the sales status of the stock item. The graph displays the dollar value (depicted through a red line). Double-click on the graph to view the total units sold (blue line).

> **Note:** The toolbar icons at the top of the stock item window change when moving between tabs.

Stock Search

The Stock Search screen is used to select a Stock item for use in a document, e.g. a Sales Order or a Purchase Order. It is usually accessed by entering "?" into the code column of a new line and pressing TAB.
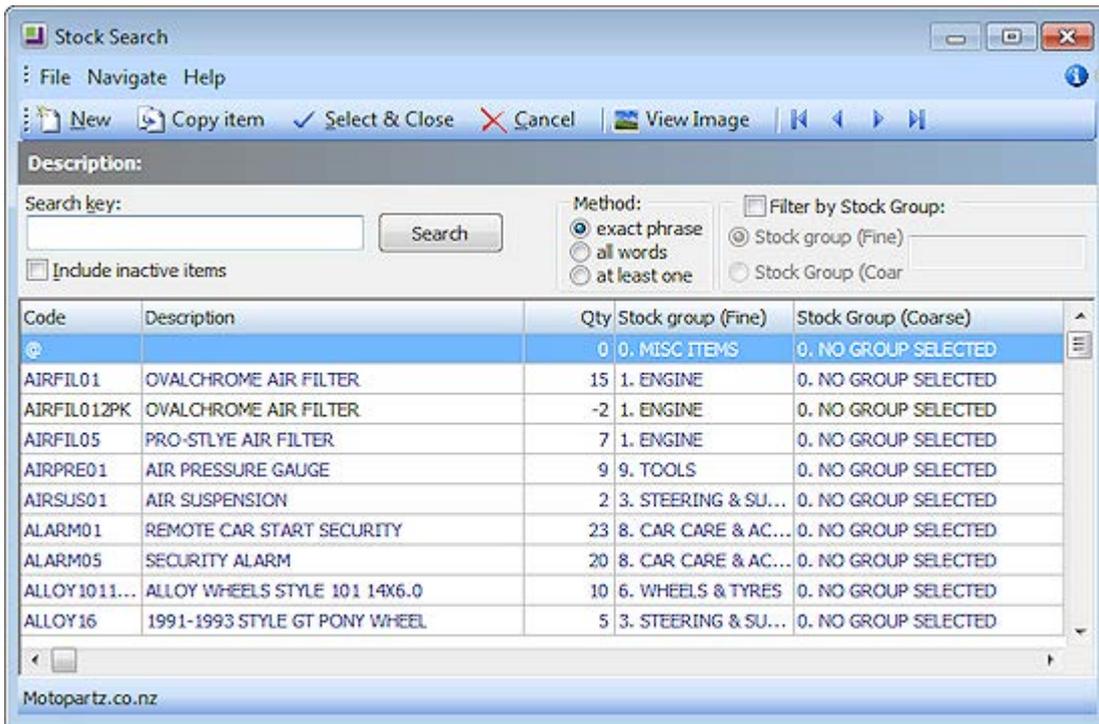
> **Note:** Any variables entered into the search key field will only search the Code and Description columns of the grid.

Enter text to search by into the Search field, set any required filters and click **Search**.

Choose the appropriate item from the list and click the **Select & Close** button, or double-click the item to add it to the document.

Field Descriptions

| Field	Description
Search Key	Enter the search name phrase or part name here.
Include inactive items	Check this box is the search result is to include inactive items in the search result.
Method	Choose one of these options to refine the search. • **exact phrase:** The search result must contain the words exactly as they are entered in the search key field. • **all words:** The search result will contain all of the words or part words entered in the search key field. • **at least one:** The search result will contain at least one of the words or part words entered in the search key field.
Stock grouping	
Filter by stock group	Check this checkbox to enable the stock group options.
Stock group fine	Choose this radio button if you want to restrict the search results to the fine stock group relative to the variable entered into the Stock Group field.
Stock group course	Choose this radio button if you want to restrict the search results to the course stock group relative to the variable entered into the Stock Group field.
Search results grid	
Code	The stock code
Description	The stock description for the stock item.
Qty	The physical stock level at the current location.
Stock Group (Fine)	Formerly designated Primary this is a stock group from those established in **Business Admin > Stock Groups.**
Stock Group (Course)	Formerly designated Secondary this is a stock group from those established in **Business Admin > Stock Groups.**
Popup Menu	Right clicking anywhere in the search results grid opens a popup menu with a Stock Level option. Clicking this opens the Stock level Enquiry window which lists the physical, free, not for sale, committed and back order stock levels for the defined regions.

Setting up Stock Groups

Setting up Stock Groups

MYOB EXO Business has a single product classification – you may add any number of additional categories through Extra Fields options, but reporting needs to be customized to incorporate these additional groupings. This topic details the procedure for setting up Stock Groups. Products and services can be organised into stock groups.

Each Stock Group has an option to set up expected margin, together with an allowable variance from this expected margin. The variance below indicates that a Margin of 40% Plus or Minus 5% is acceptable, that is 35% through 45% inclusive. These can be preset via Stock Groups as illustrated below.

To set up a Stock Group:

1. Select **Stock > Stock Groups** from the Admin menu in EXO Business Config. The Stock Groups window is displayed:
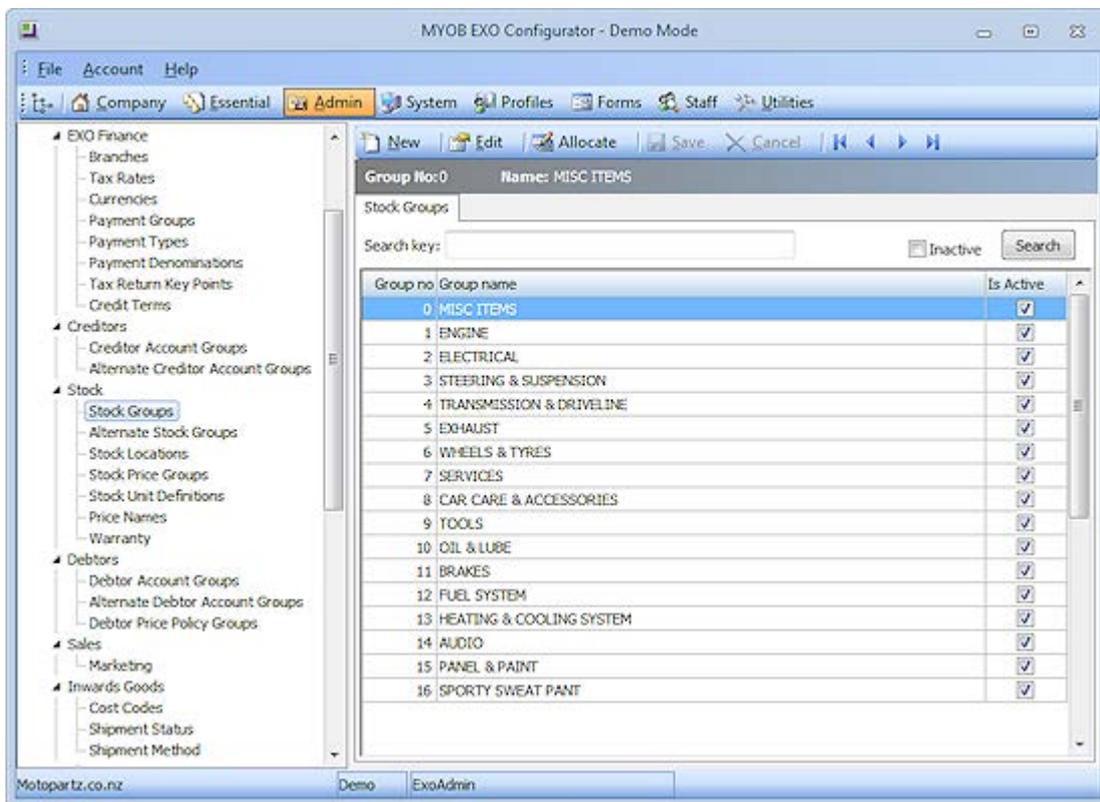
2. Click **New** to add a new group. The **Details tab** is displayed:

Field Definitions

The fields on this tab are detailed in the table below:

Field	Description
Stock group number	The number assigned to this group.
Stock group name	Enter a name for this group
Parent group	Select a parent group from the drop-down list.
Report Code	Enter the report code here.
Display on website	A check in the box if you want to display the stock on your web site, under this group.
Website picture	The path and file name of a .gif or .jpg file of a picture, if you want it to be displayed on your web site as a heading for products in this group.
Autocode prefix	Enter an **Autocode Prefix**, and a numeric **Autocode Suffix** that will increment on stock code generation. Autocode generator values against each product group.
Autocode suffix	
Expected margin	Used to set up an expected margin, together with an allowable variance from this expected margin. I.e. a margin of 40% with an acceptable 5% variance is 35% through 45% inclusive.
Margin variance +/-	

Sales GL code	Select the Sales and Cost GL codes using the General Ledger Account search window.
Cost of sale GL code	
Purch clearing GL code	The General Ledger Account code that purchase transactions for this stock are posted to.

About Stock Price Groups

Stock Price Groups allow you to collect similar products together that may share common pricing but are distinct products. Example whiteboard markers are stocked and sold in different colours but are all the same price, any discount policies that refer to them refer to every colour in the range. Using Stock price Groups you need only change the policies relating to the group and not every individual colour.

Stock Price Groups are set up in MYOB EXO Business Config at **Admin > Stock > Stock Price Groups**.

Setting up Stock Item Details

Account > Stock

You can set up the stock items through the Stock Item Details window. The window contains a set of tabs that allow you to easily record and access stock details when you require it.

To set up stock, select **Stock** from the Account menu. The Stock Item Details (search) window is displayed:
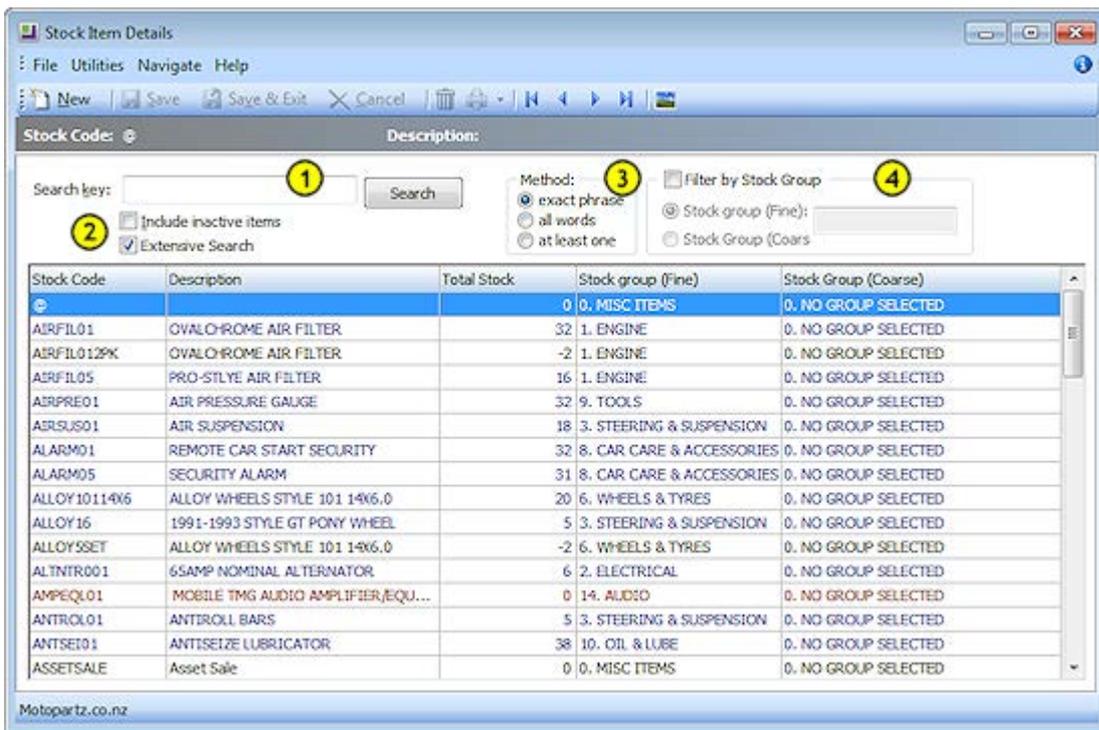
This is the initial stock interface. Stock items can be found through the search options at the top of the window, or a new stock item can be added by clicking the **New** icon. However, it's best to search for the item first to avoid double entry. A basic method for searching is detailed below, however, we recommend reviewing the advanced search options (see page 154).

1. Enter the search name, phrase or part name here.

2. Search Options:

- Check **Include inactive items** to enable inactive Stock items (i.e. items whose **Active** flag is unticked) to appear in search results.

- Check **Extensive Search** to enable powerful searching when barcodes used as stock items. This is aimed at businesses that use the barcode as the stock item number, and makes searching faster and more effective. This is enabled by default.

3. Select the Method. Choose one of these options to refine the search:

- **exact phrase**: The search result must contain the words exactly as they are entered in the search key field.

- **all words**: The search result will contain all of the words or part words entered in the search key field.

- **at least one**: The search result will contain at least one of the words or part words entered in the search key field.

4. Check the checkbox to enable the radio button within. Choose the fine radio button if you want to restrict the search results to the fine stock group relative to the variable entered into the Stock Group field. Choosing the course button works in the same manner, restricting the results to course group.

The grid header fields are detailed in the table below:

Field	Description
Code	The code you use to call up an item. A stock code can normally contain up to 15 characters.
Description	The name or description of the stock item as it should appear on invoices or reports. The description can contain up to 40 characters which can be overtyped in the Invoice Entry, Sales Orders and Purchase Orders windows.
Qty	The physical stock level at the current location.
Stock Group (Fine)	This is more of a specific stock group.
Stock Group (Coarse)	This is more of a generalised stock group.

Right-clicking on a Stock item opens a popup menu with a single item: **View Image**. If there is an image associated with this Stock item (see page 174), it can be viewed by selecting this option.

Once the search fields have been defined and the stock searched with no result, begin creating the new Stock Item by clicking **New**. The Stock Item Details window (see page 152) appears - to begin with only the following tabs are available:

- Details 1 (see page 161)
- Details 2 (see page 164)
- Extra Fields (see page 135)

Once you have entered details on these tabs, click **Save**. All other tabs then become available.

Setting Cost Methods and Sell Prices

Prices set for stock items vary depending on the outlet – retail, wholesale or trade. If the item is being sold through a website there may be a different price for it. You may also choose to set special prices for some customers and discounts for certain stock items. Each customer can have a default base price on which discounts operate. These prices can be represented in any currency.

Cost Prices
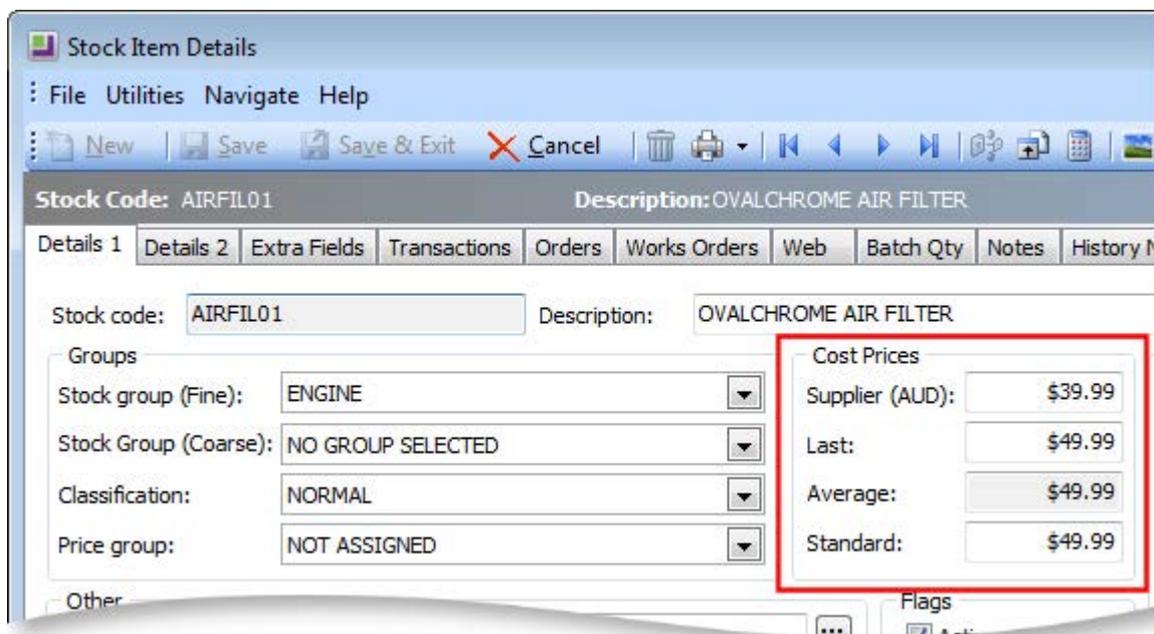
Field definitions

The fields in this window are detailed in the table below:

Field	Description
Supplier Cost	The default supplier published cost price used for purchase orders.
	This price is displayed in the main supplier's currency.
Last	The current cost price for the stock item inclusive of landing charges.
Average	The weighted average cost or the average FIFO cost dependent on the option in **MYOB EXO Business Config > Essential > General Settings > Stock Cost Method**. The cost includes or excludes GST based on your creditor account setup. Including GST is not a usual option and is not recommended.
Standard	The manually adjusted cost price. This is the standard cost of this stock item.

Sell Prices

The sell prices that you see in the Sell Prices panel on the Details 1 tab of the Stock Item Details window (see page 161) are those you set in **EXO Business Config > Admin > Stock > Price Names**.

> **Note:** See the White Paper "Discount Policies" for more information on Discounts and Special Prices. This White Paper is available on the MYOB EXO Business partner site (login required).

Entering Stock Details

The main details – input and display – are set on two tabs on the Stock Item Details screen (Details 1 and Details 2). This allows the Stock Lookup to maintain a small floating window and not obscure other relevant information that you are entering. Together, the two tabs allow you to store reference information such as the stock code with its description, stock locations, codes, stock quantities and the various selling prices.

The note after this procedure provides more information on these features.

To enter stock details:

1. Click the **Details 1** tab in the **Stock Item Details** window. This is the default tab that is displayed when you double-click a stock item from the Stock Item Details (search) screen. The following window is displayed.

2. Complete the entry fields on the screen. The following table provides information on the fields under this tab:

Field	Description
Stock Code	The code you use to call up an item. A stock code can normally contain up to 15 characters.
Description	The name or description of the stock item as it should appear on invoices or reports. The description can contain up to 40 characters which can be overtyped in the Invoice Entry, Sales Orders and Purchase Orders screens.
Groups - The group options are all selected from predefined drop down menus.	
Stock Group (Fine)	Formerly designated Primary this is a stock group from those established in **Business Admin > Stock Groups**.
Stock Group (Course)	Formerly designated Secondary this is a stock group from those established in **Business Admin > Stock Groups**.
Classification	A selection from the list of stock classifications. These are predefined. They can be used for selective reporting in Clarity.
Price group	The name of the price group.
Cost Prices - these are detailed in Setting Cost Methods and Sell Prices (see page 160)	
Supplier Cost (NZD)	The default supplier published cost price used for purchase orders. This price is displayed in the main supplier's currency.
Last	The current cost price for the stock item inclusive of landing charges.
Average	The weighted average cost or the average FIFO cost dependent on the option in MYOB EXO Business Config at **Essential > General Settings > Stock Cost Method**. The cost includes or excludes GST based on your creditor account setup. Including GST is not a usual option and is not recommended.
Standard	The standard cost of this stock item.
Sell Prices	
Internet Retail Trade	The Price Names that you set up in MYOB EXO Business Config at **Admin > Stock > Price Names**. **Note:** MYOB EXO Business supports a maximum of 100 sell prices.
Pack Of	The stock code entered in the Pack of field on the Details 2 page.

Other	
Main Supplier	The name of the main supplier (see page 176) as defined in the Creditors Account.
Unit / Pack	Select the unit of sale for pricing, for example Per Pack, Per Box or Per Dozen. Unit options are set up in EXO Business Config at **Admin > Stock Stock Unit Definitions**.
Link stockcode	If this stock item is linked to another, e.g. if this item represents a pack of other items, the linked item's stock code is displayed here. This field is read-only - its value is set using the **Link stockcode** field on the Details 2 tab (see page 164).
Serial no. tracked	Select **Yes** if you want to track serial numbers for this stock item (see page 199). This check box is available if you have selected Track Serial Numbers in **MYOB EXO Business Config > Profiles.** **Note**: If checked, you are asked to enter the serial number for each unit of this item before you process a transaction such as Sales Order, Invoice or Purchase Order.

Flags	
Active	Select this flag if you want to see the stock item in the main search screen. This flag is checked by default.
Lookup	Select this option for a non-stock item (such as labour charges) or a physical stock item that does not require tracking of the in-stock quantities. **Note:** This flag is disabled and cannot be changed once transactions have been recorded against the stock item.
Recoverable	This flag is only available if EXO Job Costing is installed, and is disabled unless the item is a lookup item. If ticked, it designates the stock item as a recoverable expense for EXO Job Costing.
Discountable	You can clear this flag to exclude stock item from discounting price rules even though the rule encompasses the product group or price group that the stock item is in. This only applies on price rules with discounts and not on substitute price.
Restricted Goods	Customers can be prevented from buying restricted stock through the restricted stock feature. You can also change the caption for restricted item using the Display Name. **Note:** You can enable the **Use customised customer stock restrictions logic** Company-level profile setting to customise and extend the Restricted Goods function. When this setting is enabled, EXO Business uses the FN_RESTRICTED_ITEM function to determine if a Stock item can be sold to a Debtor - this function can be customised to suit the needs of your organisation.

Batch Tracked	To batch-track a stock item, you need to set the item to batch tracked in the Stock Item Details window. The **Enable stock batch codes** profile setting must be enabled for this flag to be available.
Item Expires	This flag is only available if the **Use expiry dates for batched and serialised items** profile setting is enabled. It adds support for expiry dates on batch or serial number records. An **Expiry Days** field is displayed on the Details 2 tab of the Stock Item Details window (see page 164). Enter the number of days before expiry of the stock item here.

Stock Details 2 Tab

Once the information has been entered into the Details 1 tab (see page 161), the details in this tab need to be completed:

1. Click on the Details 2 tab.
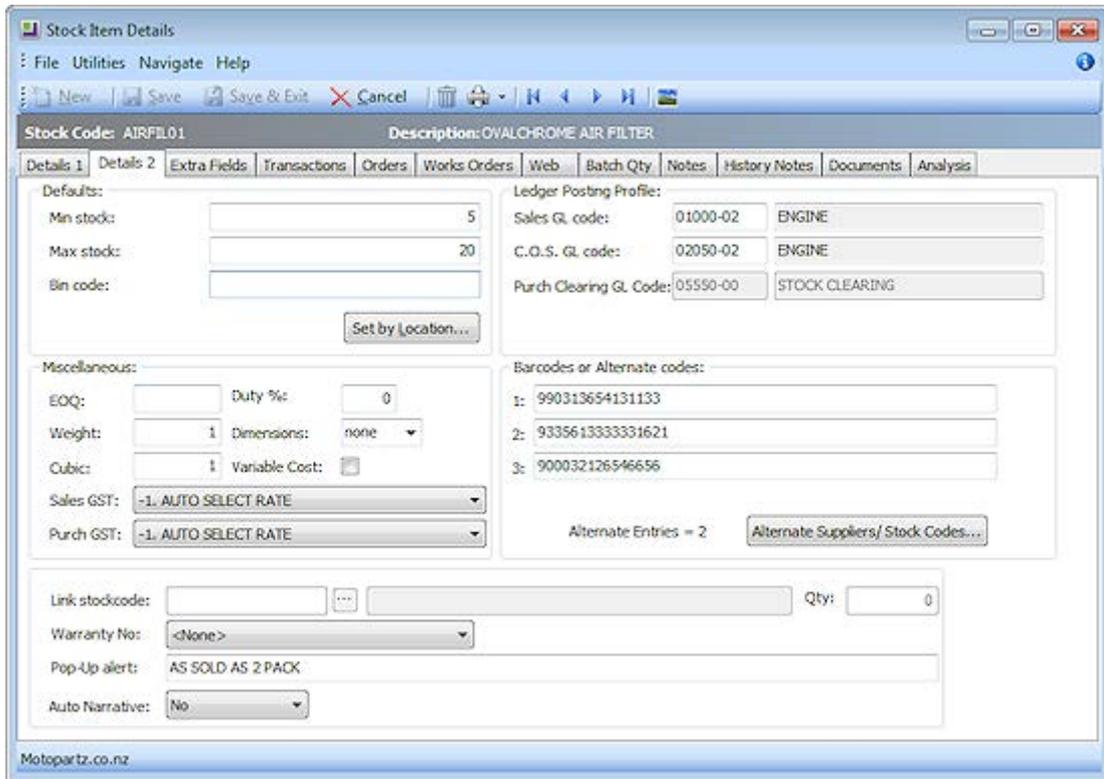
2. Complete the entry fields on the window. The following table provides information on the fields under this tab:

Field	Description
Defaults	
Min Stock	A figure that indicates the default minimum stock level for the stock item for each location. When stock reaches this point, reordering is required.
Max Stock	A figure that indicates the maximum stock level for the stock item. This is the level to which reordered stock is to be raised.
Bin Code	The Bin or Shelf code used when picking a stock item.
Ledger Posting Profile	
Sales GL code	The default code that sales transactions for this stock item are posted to. This must be a Profit & Loss account, and cannot be a GL Control Account.
	The default setting here is the Default Sales Account as set in the **MYOB EXO Business Config > Admin > General Ledger > GL Control Accounts**.
Purchase GL code	The General Ledger Account code that purchase transactions for this stock are posted to. This must be a Profit & Loss account, and cannot be a GL Control Account. This property is only available if the **Lookup** property on the Details 1 tab is selected.
	The default setting here is the Default Purch Account as set in **MYOB EXO Business Config > Admin > General Ledger > GL Control Accounts**. The post method depends on the Cost of Sales Method that you select in **MYOB EXO Business Config > Essential > General Ledger**.
Purch Clearing GL Code	This property is only available if the **Lookup** property on the Details 1 tab is not selected. It cannot be edited, and defaults to the Stock Clearing Account as set in the **MYOB EXO Business Config > Admin > General Ledger > GL Control Account**.
C.O.S. GL code	The Cost of Sales account in the General Ledger when stock is sold. This must be a Profit & Loss account, and cannot be a GL Control Account. This property is only available if the **Lookup** property on the Details 1 tab is not selected.
	This setting is used if "Post Cost of Sales A/c from Stock Item" is selected for the **Cost of sales method** at **MYOB EXO Business Config > Essential > General Ledger**.
	The default setting here is the Cost of Sales Account as set in the **MYOB EXO Business Config > Admin > General Ledger > GL Control Accounts**.
Miscellaneous	
EOQ	Economic Order Quantity - allows you to set a minimum quantity to be ordered. The EOQ is enforced as per the **EOQ prompt on purchase orders** Company-level profile setting (Prompt, Force or No EOQ).
Weight	The physical weight of the stock item. This information need not be entered but is useful if you need to know the weight of items that are being couriered.

Cubic	The cubic weight of the item. This information need not be entered but is useful if you need to know the volume of items that are being couriered.
Duty %	Duty can be entered using automatic calculation of duty based on pre-set percentage held on the Stock Item. This can be used in the Inwards Goods – Cost Goods screen (see page 346), where you can choose to use the Duty Percent in the calculation of Landed Cost, by checking the **Use stk duty %** checkbox, then clicking **Calculate**.
Dimensions	Choose the dimension for this stock item if applicable. You can specify one, two or three measurements for a stock item – length, square, or cubic – and then buy or sell the item by these physical dimensions. Examples of how this could be used might include selling timber/material/carpet etc. by length or length and width.
Variable Cost	Tick this option to signify that the Stock item is a Variable Cost Item. This is an item where the cost price varies for each instance, to the point that the average cost is misrepresentative, e.g. freight by weight. If this option is ticked, the invoice line cost for the item is recorded as a percentage of the selling price on the invoice line. The percentage used is the expected GP% on the product group for this item.
Sales GST	The sale GST rates on stock items.
Purch GST	The purchase GST rates on stock items.

Barcodes or Alternate Codes	
Pack of	The stock code related to this pack.
	This can only be used on a Lookup item. It points at a stocked (non-lookup) item which will maintain the actual stock. The quantity of the stock item units contained in this pack is also specified.
Alternate Suppliers/ Stock Codes	Click this button to specify alternate suppliers for the stock item (see page 177).

Link stockcode	Lets you link this stock item to another - any transactions posted for this item are automatically posted to the stockcode you enter in this field. To specify a linked stockcode, this stock item must be set as a lookup item on the Details 1 tab (see page 161).
	For example, if you sell bottles in crates of six, you may have a "Bottle" stock item and a "Crate of Six Bottles" item - in this case, enter the Bottle item's stock code into the **Link stockcode** field for the Crate of Six Bottles item. This means that whenever a crate is sold, the transaction is recorded against the Bottle stock item as well.
Description	The description for the linked stock item is displayed here.

|	
Qty	The quantity of the linked stock item that this items represents. For example, if the stock item is for a crate of six bottles, enter the Bottle item's stock code into the **Link stockcode** field and enter "6" into this field.
Warranty No.	Default warranty for the stock item.
Pop-Up alert	A note that you would like to appear when you sell or receive this item. For example: 2 'AA Batteries' required.
	Note: Use the **^** character to insert a carriage return.
Auto Narrative	A stock note can represent a long description and can be customised for a particular line. Note copying can be automated for individual products by setting this field to "Yes".
Expiry Days	If the profile **Use expiry dates for batched & serial numbers** is enabled, the system will offer and expect expiry dates to be entered on serial records if the **Item Expires** flag is checked on the Details 1 tab of the Stock Item (see page 161). Enter the number of days before expiry of the stock item here.

Viewing Stock Transactions

Account > Stock > [Search] > {double click on a Stock item} > (Transactions)

The transactions tab contains a list of transactions for a particular stock item. Transactions can be of different types and include the following:

- Creditors Invoice
- Debtors Invoice
- Sales Order
- Purchase Order
- Stock Receipt
- Manual Adjustment
- Stocktake Var Adjustment
- Stock Transfer
- Edited Invoice

To view the list of transactions, click the Transactions tab. The following window is displayed:
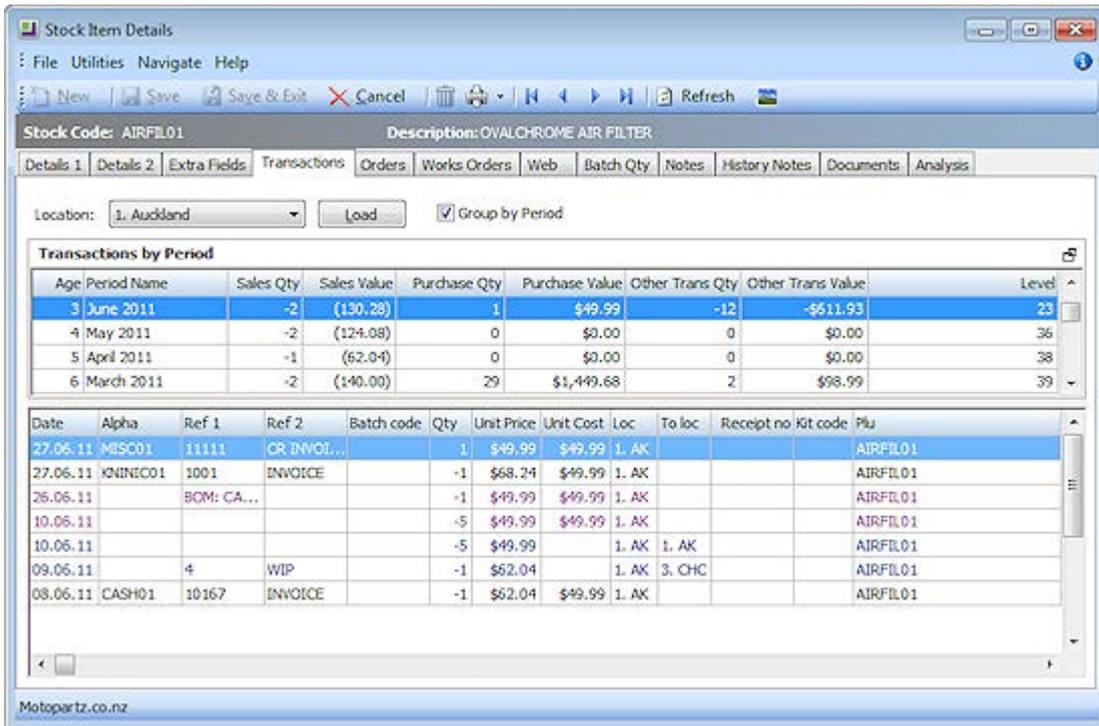
The **Location** field provides the default location. Select the required location from the list.

Click the **Load** button to refresh the transaction list for the selected location.

Check the **Group by Period** checkbox to enable the **Transactions by Period** window view. This setting will be remembered the next time this tab is accessed.

Field definitions

The grid header fields are detailed in the table below:

Default Window

Field	Description
Date	The date of the transaction
Alpha	This is the debtor/creditor code which is normally automatically assigned by the system. Generally this is the first 6 characters of the account name followed by two sequential numerals, starting at 01
Ref1	Details referring to the transaction such as transaction description.
Ref2	
Batch Code	Detailed in Keying stock batch codes (see page 189)
Qty	The number of stock items.
Unit Price	The price of a single stock item.
Unit Cost	The cost price of a single stock item.

Loc	The code of the location where the transaction took place.
To loc	The code of the location where the stock is being transferred.
Receipt no	The receipt no
Kit code	A kit (BOM) code if this has been added to non sales orders.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.

Transactions by Period Window

Field	Description
Age	In MYOB EXO Business, transaction ages are numbered from current (0) backwards. See Transaction age numbering (see page 131) for details.
Period Name	The period name that represents the current period for each ledger associated to the age number.
Sales Qty	Stock items sold for the period.
Sales Value	The total value of the stock items sold in that period, including any markups to the stock items. **Note:** A sale is a credit value, therefore the **Sales Value** is displayed as a negative amount. The corresponding Unit Price is displayed as a positive amount.
Purchase Qty	The number of stock items bought for the period.
Purchase Value	The total cost to purchase all these stock items for that period.
Other Trans Qty	The quantity of all the other types that do not belong to purchases and sales, i.e. adjustments etc for the period.
Other Trans Value	The value of all the other types that do not belong to purchases and sales, i.e. adjustments etc for the period.
Level	The remaining number of items in stock at the end of that period.

Notes

Stock on Hand Quantities - Stock on Hand quantities can be forced into a negative by overselling. This is ignored from the stock valuation reports. Stock quantities can be to several decimal places as governed by the options you specify in **MYOB EXO Business Config > Essential > General Settings**.

Transaction Quantities - Negative transactions (-ve) represent removal of stock from Stock on Hand (Sales Invoice). Positive transactions (+ve) represent an addition to Stock on Hand (Stock Receipt).

Viewing Order Status of Stock Items

The Orders tab displays all orders related to the Stock item.
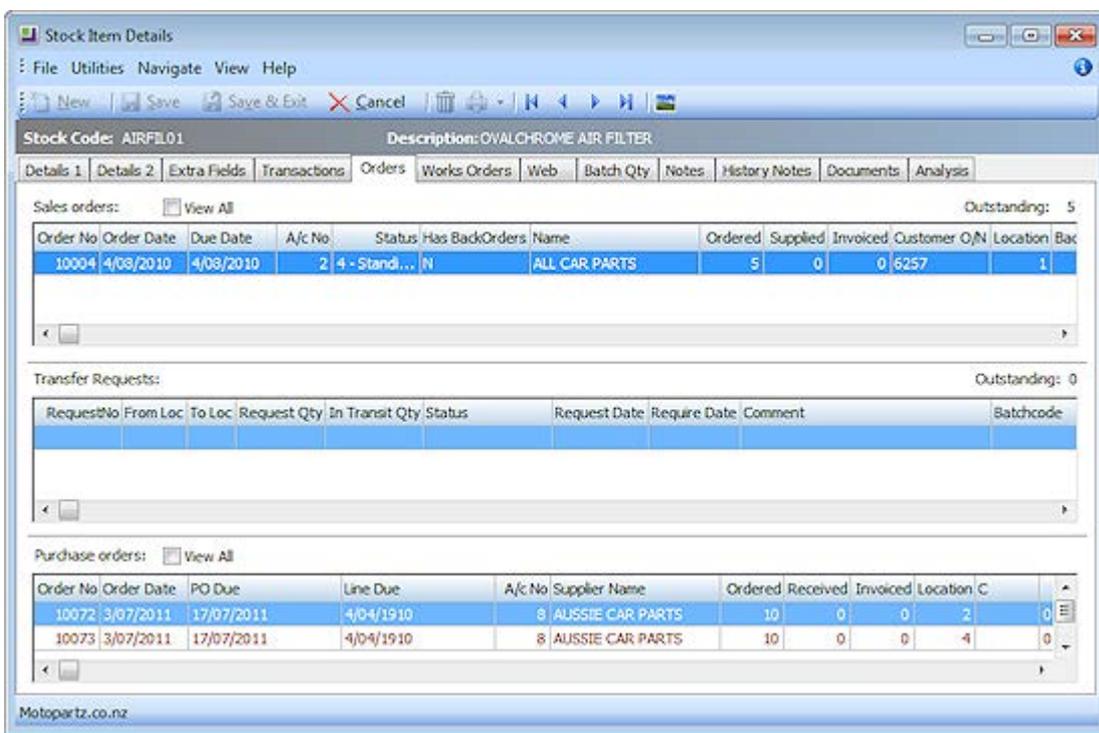
The tab is divided into three panes:

- The top pane contains details related to outbound Sales Orders (see page 351).

- The middle pane contains details related to transfer requests. The Stock Transfer Requests feature of the Distribution Advantage module provides enhanced stock movement transactions when:

  o stock transfers need a 'request then send' process.

  o transferred stock is in-transit for a period of time.

- The bottom pane contains details related to inbound undelivered Purchase Orders (see page 305).

Field Definitions

The grid (see page 10) header fields are detailed in the table below: This is divided into three sections Sales Orders (see page 170), Transfer Requests (see page 171) and Purchase Orders (see page 172).

Field	Description
Sales Orders	
Order Number	The order number of the Sales Order.
Order Date	The date the order has been placed.
Due Date	The date the order is due.
A/c No	The account number of the debtor.

Status	0-Not Processed, 1-Partly Processed, 2-Fully Processed, 3-Quote, 4-Standing Order, 5-Layby
Has Backorders	Provide an indication if there are any backorders on this order.
Name	The name of the debtor.
Ordered	The quantity of stock items that have been ordered.
Supplied	The quantity of stock items that have been supplied.
Invoiced	The quantity of items that have been invoiced.
Customer O/N	The customer's order number, if applicable.
Location	The stock location.
BackOrder Qty	If there are backorders, the quantity of these is displayed here.
BOM Code	Bill Of Material Code, the BOM code becomes a shortcut to the product list, to save keying each product into the order.
BOM Seqno	A unique serial sequence number for this bill of materials.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.
Corrected Qty	Shows the true or current order quantity (which may be different to quantity initially ordered. Example: you ordered 10, receipted 9 then set the line to fulfilled, Corrected Qty = 9.
Transfer Requests	
RequestNo	The unique request number for the stock transfer.
From Loc	This displays the source location.
To Loc	This displays the destination location.
Request Qty	The requested quantity of this stock item.
In Transit Qty	The actual quantity that is in transit.

Status	The status of the transfer:
	• **New Request** – a new request entered, waiting processing and sending by the From location.
	• **Picking** – The request has been saved, and locked ready to pick. However it has not been processed or dispatched yet.
	• **In Transit** – a request that has been processed by the From location, and is transferred to the in-transit stock location
	• **Complete** – a request that have been received and processed by the To location, and is now complete.
Request Date	The date the stock transfer was requested.
Require Date	A date to notify the other party of the date required.
Comment	Any user comments are displayed here.
Batchcode	The batch code of the Stock Item. MYOB EXO Business offers the facility to track batches of stock, although this is not set by default. If Stock batch codes enabled is ticked in MYOB EXO Business Config, there is a **Batch tracked** field in every Stock Item Details > Details 1 tab. If the **Batch tracked** option is enabled for this stock item, the batch code listed here will allow the stock item to be tracked by batch number.
Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.
Purchase Orders	
Order No	The order number of the Purchase Order.
Order date	The date the order has been placed.
PO Date	The date the order has been placed.
Line Due	The due date for this order
A/c No	The account number of the creditor.
Supplier Name	The name of the creditor.
Ordered	The quantity of items that have been ordered as per the PO.
Received	The quantity of items that have been received.
Invoiced	The quantity of items that have been invoiced.
Location	The stock location.
C	Indicates if this purchase order has been confirmed **Y** (Yes) - **N** (No).
Status	The status of any outstanding orders.

Plu	These are Stockcodes or Barcodes for lookup items that link to a stocked item.
Corrected Qty	Shows the true or current order quantity (which may be different to quantity initially ordered. Example: you ordered 10, receipted 9 then set the line to fulfilled, Corrected Qty = 9
Costed Qty	This is used in the costing procedure (see page 346).
BackOrder Qty	The quantity of these orders on backorder.

Stock Jobs Tab

The Jobs tab on the Stock Item Details window displays any jobs that are using the stock item.

The tab consists of a dashboard interface (see page 539), which displays the WIP Stock (Grid) widget by default. A WIP Stock (Report) widget, which displays the same information as a Clarity report, is also available. You can add this widget to the dashboard using the Add Widget button ( ).

Viewing Stock Item Works Orders

The Works Orders tab for a Stock item displays all Works Orders (see page 515) that the Stock item is associated with, either as a component or an end result.
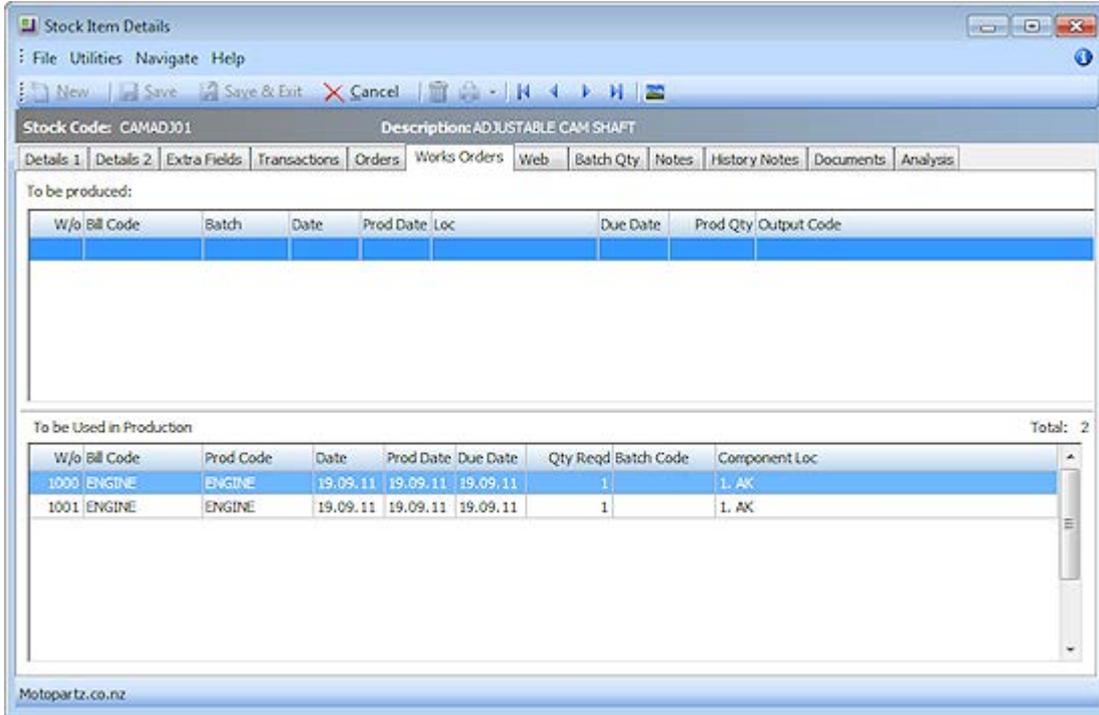
The **To be Produced** section lists any Works Orders where the Stock item is the item produced.

The **To be Used in Production** section lists any Works Orders where the Stock Item is used as a component.

Both sections are read-only.

Displaying Stock Items on a Website

The Web tab on the Stock Item Details window contains fields that you need to use if you are displaying your stock on a website.

To display stock items on the web, click the Web tab.
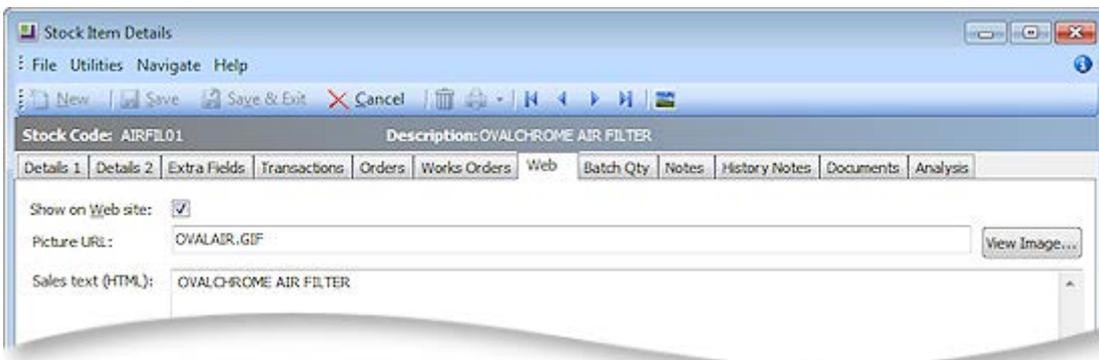
The following options require configuration on this tab:

Field	Description
Show on Web Site	Tick this checkbox if you want to indicate that this stock item should be made available for sale on the web site.
Picture URL	The name of the image file that is associated with this stock item. The image file should be placed in the Stock Image Files directory as specified in the Installation Details form that your MYOB EXO Business partner has given you.
Sales text [HTML]	The sales text you want to appear on the web site with the details of the stock item. The sales text field (plain text or enhanced with HTML) can be used to enter HTML formatted text. This means that it is possible to include formatting features such as bold and italic text. It is also possible to place hyperlinks to other web sites in this field.

Viewing Batch Quantities
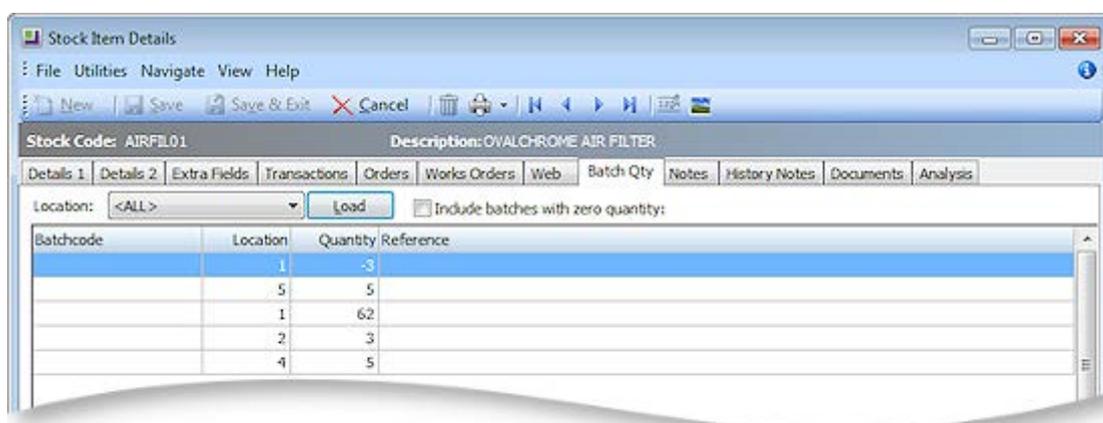
The Batch Qty tab details the batch quantities for this stock item along with its batchcode, location, reference and expiry. To change the location, select a new location from the drop-down list and click **Load**. To include batches with a zero quantity, enable the checkbox.

Note: This tab is only available if the **Enable stock batch codes** profile setting has been enabled in EXO Business Config.

Overview

MYOB EXO Business offers the facility to track batches of stock, although this is not set by default. If the **Enable stock batch codes** profile setting is ticked in MYOB EXO Business Config, there is a **Batch tracked** field for every Stock Item on the Details 1 tab (see page 161). If the Batch tracked option is enabled for this stock item, the batch code listed here will allow the stock item to be tracked by batch number.

Viewing Stock Sales Performance

Account > Stock > [Search] > {double click on a Stock item} > (Analysis)

To view the sales performance of a Stock item, click the Analysis tab:
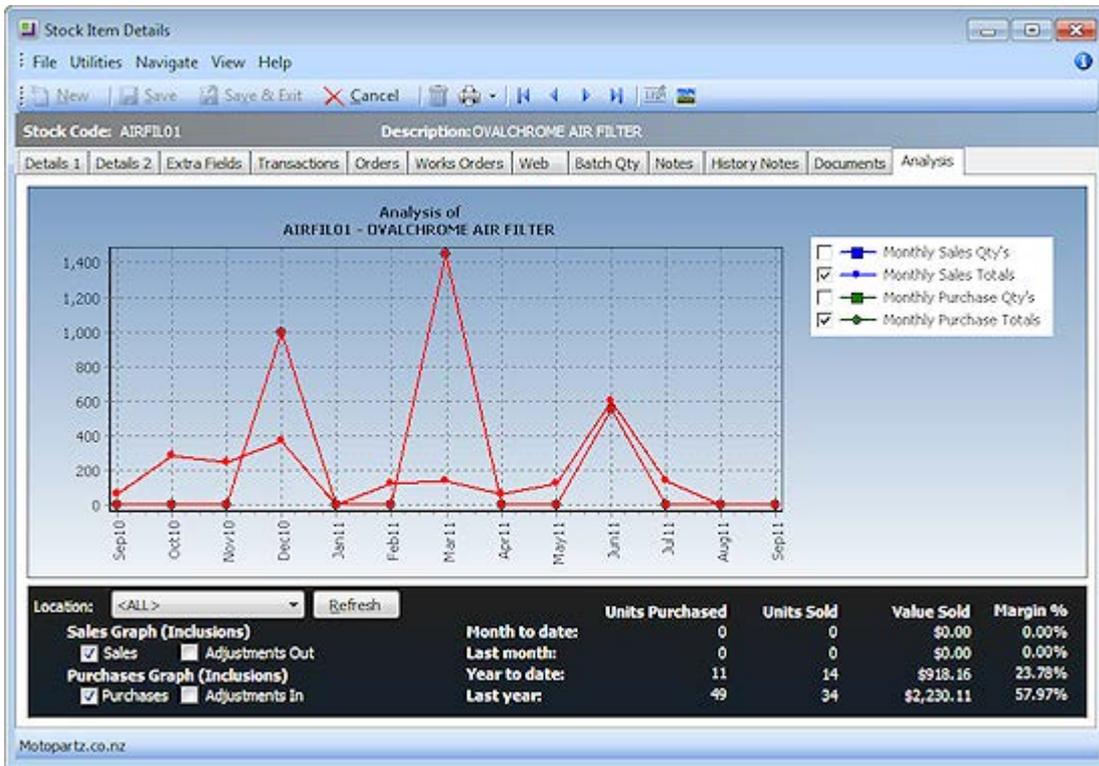
The graph provides a quick view of the sales status of the stock item. The graph displays the dollar value (depicted through a red line). Double-click on the graph to view the total units sold (blue line).

Right-clicking on the graph provides you with the option to copy the graph into another Windows application as Word or Excel. You can also print the graph.

> **Note:** Sales turnover figures represent deliveries of stock and this may not reconcile exactly with stock analysis by invoice line because of uninvoiced deliveries.

Alternate Supplier Codes and Costs

This is a special feature that allows you to maintain separate supplier stock codes that you use on purchase orders and in the stock receipt windows.

> **Note**: By default, the feature is disabled and needs to be switched on. The existing Alternate Suppliers option remains unaffected if you do not enable the new feature.

To enable the use of the new supplier data and to validate stock items on purchase orders, enable the following profiles in **MYOB EXO Business Config > Profiles**:

- Use Supplier Codes on Purchase Orders
- Restrict purchases to approved suppliers for stock item

The topics Defining Supplier Stock Codes (see page 177) and Maintaining the Alternate Supplier Prices (see page 313) contain more information on setting up this feature.

Defining Supplier Stock Codes

To define supplier stock codes:

Click the **Alternate Suppliers / Stock Codes** button on the Details 2 page (see page 164).

The following window is displayed.
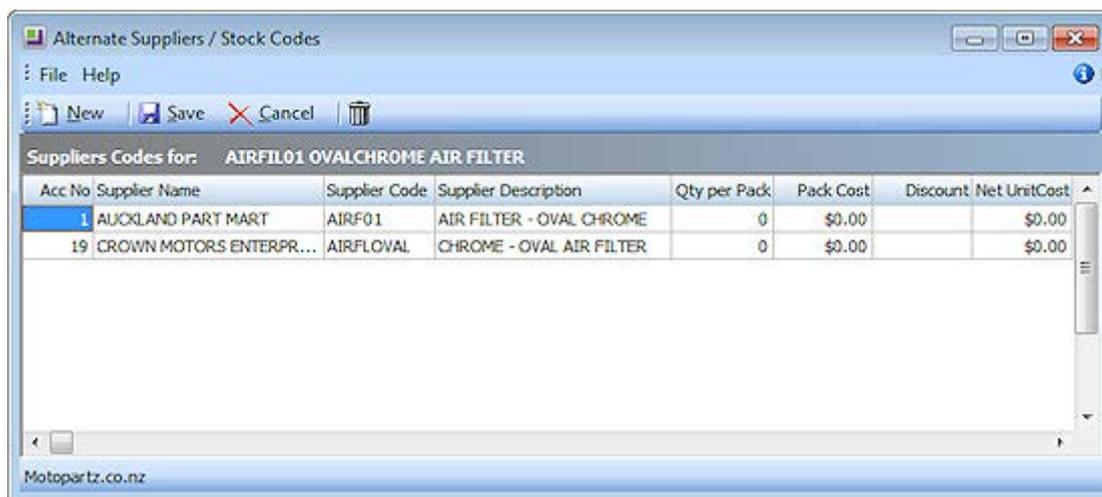
Notes:

- Currency is automatically assigned based on the creditor's details.
- Enter a new line by clicking on the last record and pressing the down arrow.
- Search for an account by typing ? in the Acc No field and pressing TAB. This displays the Account (search) window.

Enter the name of each supplier, code, description, cost and currency.

Click **Save** to save this new entry.

> **Note:** If the supplier's code for a stock item is different from your own but you only have one main supplier, you should type it here. The supplier's cost will be maintained on both windows by the creditor's invoice lines, as they are posted.
>
> **Note:** You can have more than one alternate code for the same supplier. In this case, you are asked to choose on the Purchase Order.
>
> **Note:** If you want to be able to type the supplier's code directly into the invoice from stock window (assuming that it was not generated via the normal purchase order – Packing Slip scenario), include the stock code in the alternate code fields as usual.

Using Different Codes and Costs

To use different codes and costs:

1. Select Purchase Orders from the Transactions menu. The Purchase Orders (search) window is displayed.

2. Click the **New** button. Enter the details of the first supplier.

3. Repeat Steps 1 and 2 to create a purchase order for the second supplier (and any subsequent suppliers) – using a different description, price and supplier code.

For example, you could create the same stock item TEST on 3 purchase orders with 3 supplier codes, 3 supplier costs (in different currencies), and 3 descriptions to 3 suppliers.

> **Note**: The supplier cost is updated as part of the process of accepting creditor invoice lines. These invoices are generated from the Purchase Orders – Receipt window, Stock Receipt or Creditors Invoice from Stock procedures. The supplier cost is not updated by manual stock transactions or stock transfers.
>
> **Note**: There is an additional utility that allows you to look up a stock item, using the supplier reference.

Performing Stock Take

The Stock Take function in MYOB EXO Business uses a comparative stock take method and reports discrepancies between counted and computer stock levels. Adjustment transactions are applied via a stock take upload sub-function giving the user complete control over the timing.

Stock takes are separated by stock location. Multiple locations may have stock takes concurrently active. Within a location, partial or rolling stock takes are also accommodated using selection criteria applied to the stock take initialisation process (e.g. supplier, stock group, bin number range etc). Additional filters may be specified by custom SQL if required and these may be set differently for each location Full stock take is also supported.

Stock take data may be imported from CSV file (Comma Separated Value) rather than keyed. This provides for use of hand held scanning devices or for importing data during implementation of a new database (or new location for existing database). The CSV import file may optionally also specify the average cost of the stock being imported.

Full support for stock batch codes and limited support for serial numbers is also available.

The stock take window allows you to stock take all or individual locations. MYOB EXO Business uses an adjustment method rather than an overwrite method. Thus the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with a physical count.

Workflow Summary

Performing a stock take involves the following steps:

1. Select a location in the locations grid (see page 179).

2. Click the **Initialise** button and set selection criteria if required. This initialises the stock location (see page 183), creating a snapshot of the present stock levels and sets the corresponding counted quantities to zero ready for keying. See

3. Print count sheets for each location (see page 185) and perform physical count.

4. Key in the counted quantities (see page 185) or import a CSV format file containing the count.

5. Print variance reports (see page 187). Check any "suspicious" count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report.

6. When happy with the counted figures, run the stock take upload function (see page 187). This creates stock transactions for any items that have a variance. This is the first point in the workflow that any amendment to the "true" stock ledger occurs. Up to this point the stock take may be discarded and recounted by rerunning the initialisation at step 2.

Start a New Stock Take

To start a new stock take:

Utilities > Stock Utilities > Stock Take

The Stock Take window is displayed showing a stock locations grid.
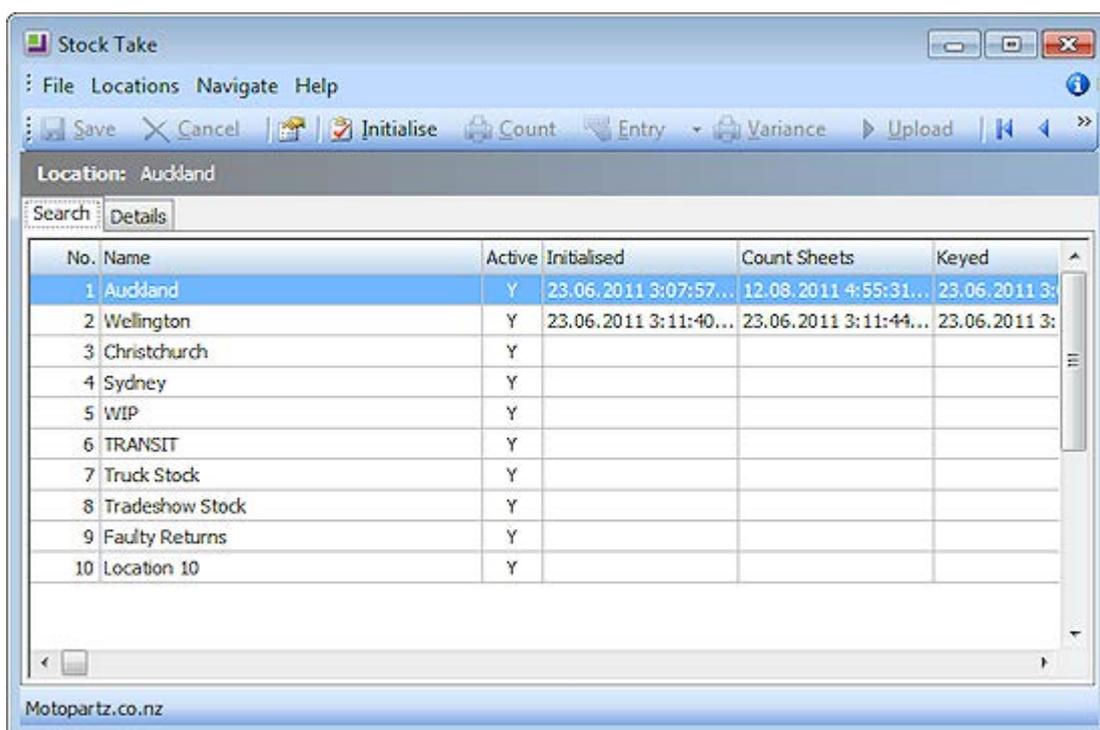
The columns Initialised, Count sheets, Keyed, and Uploaded show date-time stamps of those steps in the process. Custom filter is an additional filter as a partial SQL statement that may be applied to each location.

Select the location where you want to carry out the stock take.

Double click a location row (or click the **Details** tab) to show the location detail and edit its custom SQL filter if required.
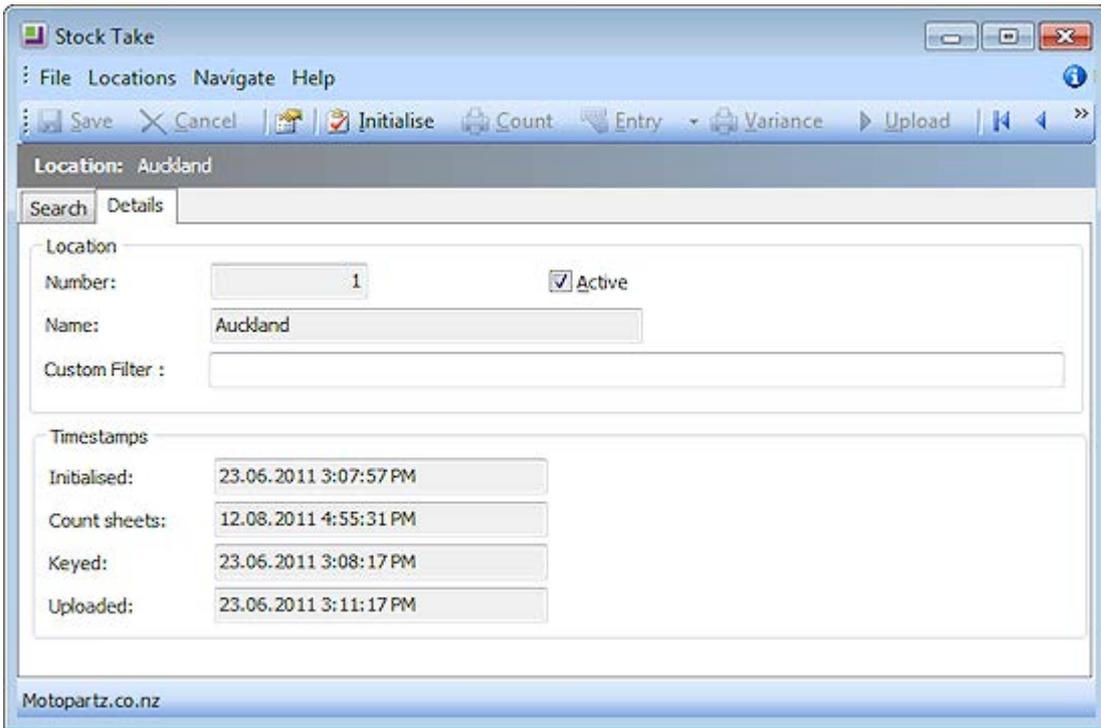
Options

Several options global to all locations may be set. This is usually performed once only when the database is set up. From the toolbar, click the Options button ( ).
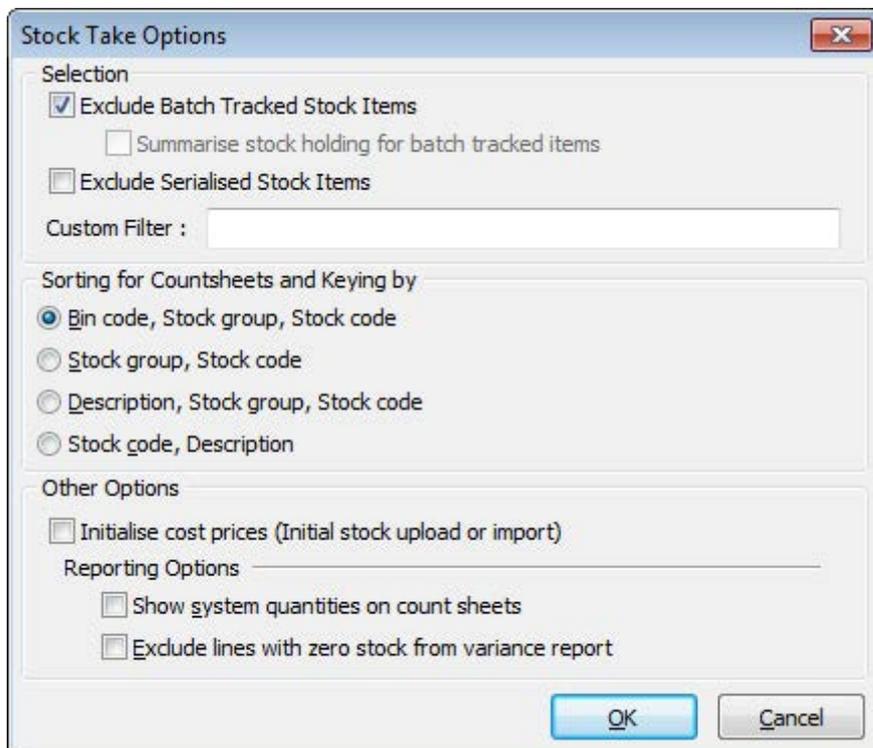
Selection

Exclude Batch Tracked Stock Items – Condition 1. Check this item to exclude batch tracked stock items from stock take.

> **Note:** This option will only appear if profile **Enable stock batch codes** is set to true. It is disabled if excluding batch-tracked items.

Summarise stock holding for batch tracked items: Condition 1 & 2. If unchecked the system will create a separate stock take row for each batch number within the item (i.e. the count of batch tracked items will be at a stock batch code level). Check this item to create a single row per stock item for batch-tracked items. This allows consolidated counting of the item ignoring the batch breakdown. If a discrepancy is found then a single batch code is then keyed to receive the variance posting.

Exclude Serialised Stock Items – Condition 3. Check this item to exclude any serialised stock items from the stock take.

> **Note:** This option will only appear if profile **Enable serial numbers tracking** is set to true.

Custom Filter – A custom SQL statement may be entered here. It applies to all stock locations. There is also an additional Custom filter per each stock location. The entry here should form an extension to the WHERE clause used by stock take initialisation. (e.g. STOCKGROUP2 <> 37 would always omit items for group 37)

Sorting for Countsheets and Keying by

This option controls the native sequence that rows are added to the stock take count grid. The selected option becomes the default for the key entry grid and the stock take reports. The options here are:

- BinCode, Stock group, Stock code
- Stock group, Stock code
- Description, Stock group, Stock code
- Stock code, Description

Other Options

Initialise cost prices (initial stock upload or import) – This is normally only used when importing stock such as when first creating the database or when creating a new location. Check this box to make an additional column for unit cost available to the count sheet keying or **csv** import processes. When this option is checked then the stock transactions written for variances during the upload process take this keyed cost rather than defaulting to the average cost already on the stock item master.

Reporting Options

Show system quantities on count sheets – Check this option if you want to show the computer system quantities on the count sheets. When uncheck the system quantities do not print (blind stock take).

Exclude lines with zero stock from variance report – Check this item to exclude items with no stock variance from the variance report.

Stock Take

The stock take window assists in the stock take of all or individual stock locations. MYOB EXO Business uses an adjustment rather than an absolute value, so the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with the physical count.
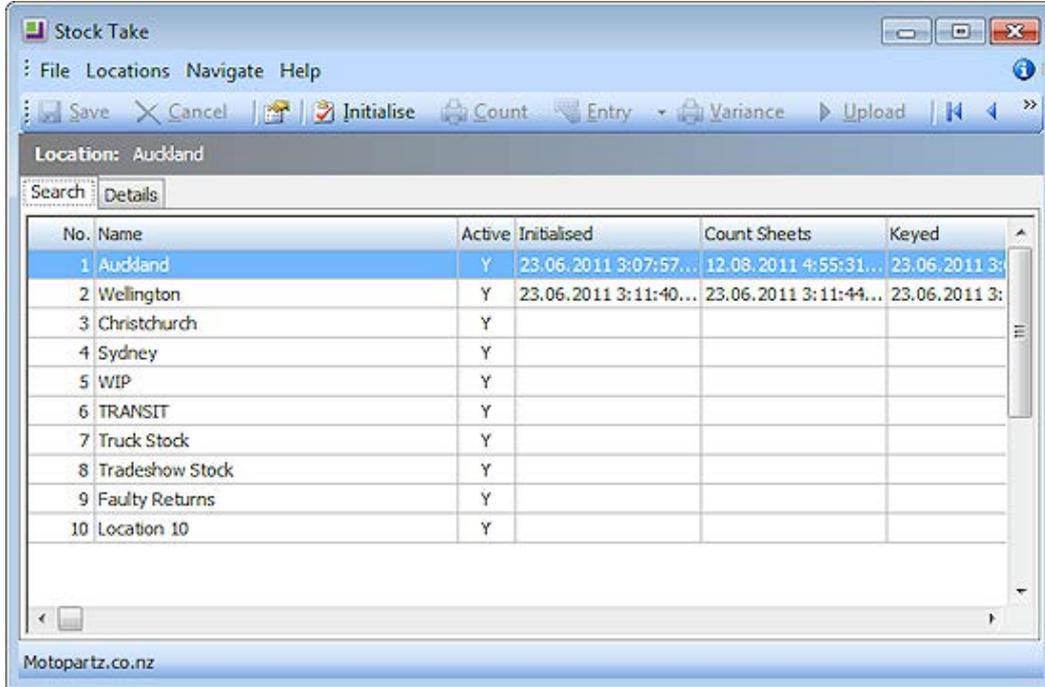
1. Set Stock Take options (see page 180) for the item selection, sorting of count sheets, cost price initialisation and reporting options.
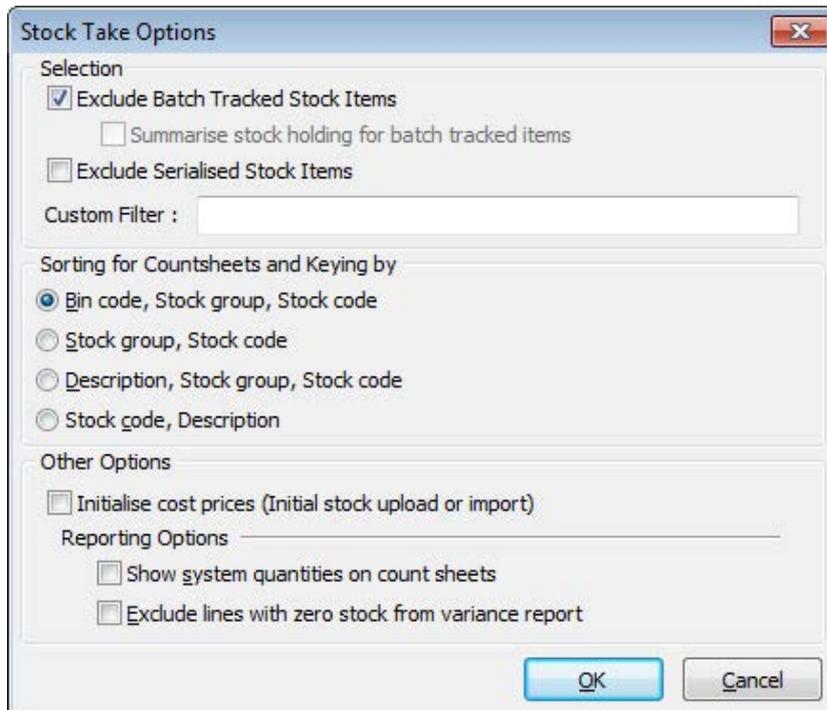
Note: MYOB recommends that you tick the **Initialise Cost Prices** option for initial stock upload or import for a new implementation.

2. Select a location from the list, and click **Initialise** to initialise a new stock take on the currently selected location. This takes a 'snapshot' in time, to allow stock take variances to be calculated.

3. Print count sheets for each location.

4. Key in the count quantities or import count.

5. Print variance reports for each location, to allow rechecking of any 'suspicious' count figures.

   Note: Potential reasons for variance could include incorrect counting or errors during keying (rather than actual stock issues). It is often valuable to recheck the *Count Qty* against the physical count sheets.

6. Upload the stock variation for each location to the ledger, specifying a time and period that the transactions should be entered at.

7. An optional stock take import text file can be used to import stock take figures from another source, such as a stock taking device.

Initialise a Stock Location

When you initialise a stock location the current system quantities for stock levels are copied into the temporary stock take table created when you clicked on the New button. This gives MYOB EXO Business the system quantities for comparison against the actual physical stock count.

If you continue to perform stock transactions (for example, receive stock or invoice stock), it is important that you still count your stock at the levels when the initialisation was performed. That is, if you invoice stock and physically move it from the stock location, you must still count it in your stock take.

Therefore, to avoid any confusion and errors, it is best to restrict transactions and physical stock movements until you are ready to upload your stock take results.

MYOB EXO Business gives you the option to initialise all the stock locations at the time of starting the stock take or you can initialise stock locations individually. This gives you the ability to stock take different stock locations separately.

For example, you could stock take the main warehouse one weekend and a store/showroom stock location on the following weekend.

Initialise One Location

To initialise one location, highlight a location in the locations grid and press the **Initialise the current location** button (). The Stock Take Item Selection window appears:
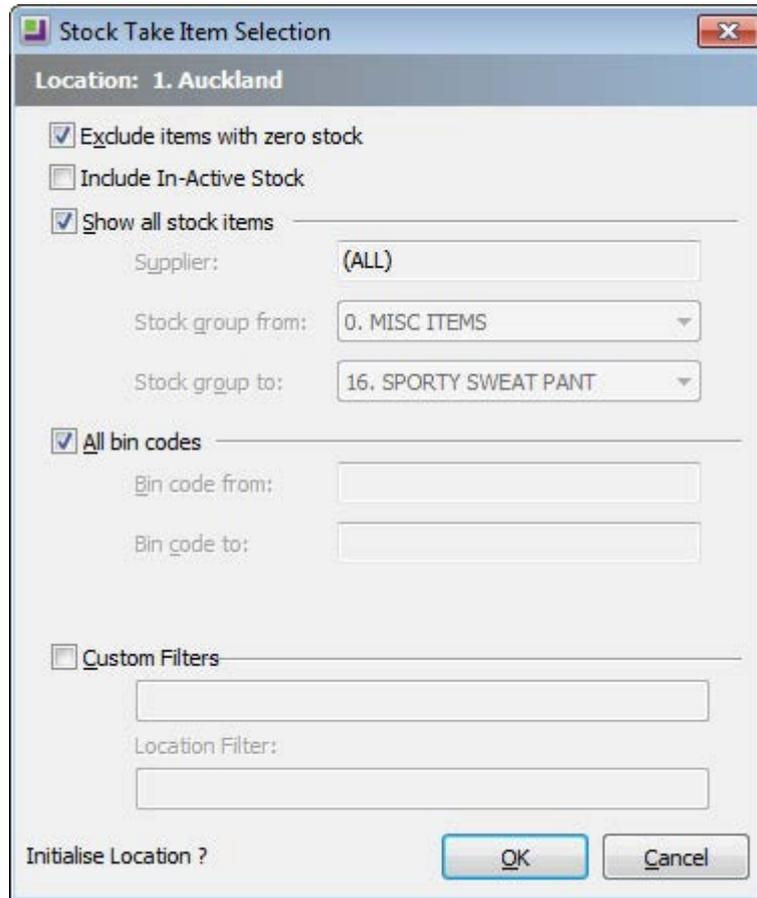
Exclude items with zero stock - Checking this checkbox will inhibit creation of stock take rows where the computer stock is zero. This is useful in reducing report sizes where there are a large number of items that are out of stock.

> **Note:** The danger with using this option is that there may be items that have zero computer stock but have physical stock in the warehouse. Omitting items with zero computer stock also means they will not print on the count sheets and may be missed by the counting staff.

If you require selection by either supplier or a single stock group range then uncheck **Show all Stock items**.

- The supplier code may then be keyed or searched (**? > Tab**) for.

- The stock groups will be preset to lowest and highest stock group numbers (i.e. equivalent to All)

If you require a single range of bin codes then uncheck **All bin codes**.

- Enter low and high bin codes to define the range.

Check the **Custom Filers** if you wish to use these.

The first row defaults to the custom filter from the Options window (see page 180). The second rows defaults to the filter from the corresponding location. These may be over written here if desired. This will change them for this run only, they will not be saved back to the options.

- STOCK_ITEMS=S

- STOCK_LOC_INFO=L

- BATCH_QUANTITIES=B

Click **OK** to initialise this stock take.

The initialisation process may be repeated for other locations if required. Concurrent stock takes of different locations are supported.

> **Note:** Only one stock take per location can be active at any given time therefore the initialisation process cannot be repeated for the same location but using different parameters. Doing this will firstly erase the previous stock take for that location. Stock take initialisations can therefore not be cumulatively used for a location with differing selection criteria. Use the custom filters to achieve this.

Print Count Sheets for Each Location

Count sheets are used for the warehouse staff to record counted quantities.

Select the required location in the grid before launching the report then press the print count sheets button (🖶). The report prints with no further intervention.

Use the count sheets to perform the physical count (see page 185).

Key in Quantities

After the physical count has been performed, the hand written count quantities (see page 185) are keyed to the system.

To import a stock take, use the drop down next to the **Entry** button and choose **Key Count**.
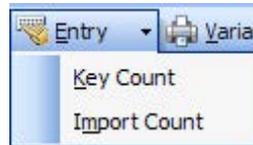
The Key in Stock Take Count window appears:
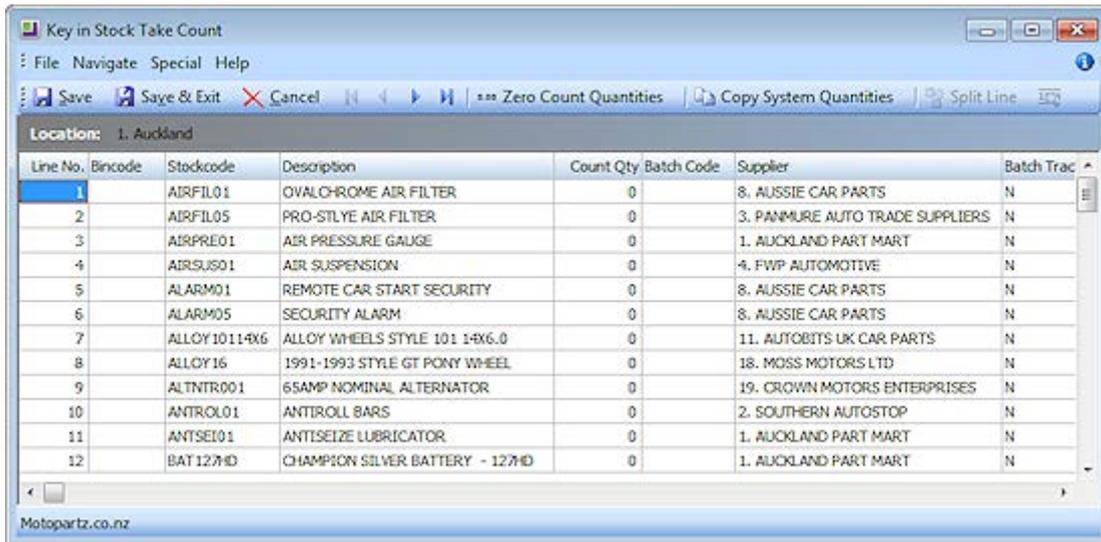
The grid is pre-populated with the stock items complying with the selection criteria used in the initialisation process. The system quantities are the computer stock figures as at time of the stock take initialisation (i.e. a cloned copy).

Some columns and buttons, especially for batch codes and serial numbers, only appear if the relevant profile settings are active. There are also additional read-only columns that may be selected from the Visible Columns list.

> **Note**: If there have been additional stock transactions since the stock take initialisation then the current stock figures as visible in the stock levels grid may differ from the system quantities in the stock take window. Only the stock take variance between system quantities (snapshot) and the counted quantities will be posted (adjustment transaction) there for once the physical count has been completed, other processing (e.g. sales and receipts) may continue even though the count quantities are not yet entered. This is therefore a comparative stock take where the count is matched to a snapshot of computer stock taken at a specific time.

Key the quantities from the count sheet into the Count Qty column. There are two toolbar buttons that may optionally be used the assist this.

- **Zero Count Quantities** – Use this button to set all counts quantities in the grid to zero. This returns the count grid to the point following initialisation without reinitialising the stock take (i.e. system quantities are not reset). This option is useful if the keying process is suspect and needs to be re-done.

- **Copy System Quantities** – Use this button to set all counted quantities equal to the system quantities (i.e. no variances). If a visual check of the count sheets indicates that only a few items have variations it may be faster to use this button and then amend counted quantities which differ.

Press the **Save** button at any time to commit your keyed work to the database. This does not exit the window. Saving does not post the stock variance transactions or affect the live stock ledger - this happens when stock is uploaded to the ledger (see page 187).

When keying is competed use the window close button (windows X) to close the window. Clicking the **Cancel** button will also close the window but without saving any changes made since the last **Save**.

You can return to the window for further keying or to amend previously keyed figures.

Print Variance Report

Once keying (see page 185) and/or importing (see page 188) of count quantities is complete, print the variance reports.

Hi-light the required location and press the Print Variance Report button.

After printing, check any "suspicious" count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report afterwards and re-check.

Stocktake Variance Report

Stockcode	Description	System Qty	System Value	Count Qty	Count Value	Variance Qty	Variance Value
Location: 1	. Auckland						
1 . ENGINE							
AIRFIL01	OVALCHROME AIR FILTER	56	2,799.41	55	2,749.42	-1	-49.99
AIRFIL05	PRO-STLYE AIR FILTER	8	148.32	7	129.78	-1	-18.54
OILFILCD29A/	OIL FILTER - PETROL - CD29A4	22	490.63	25	557.54	3	66.90
OILPUMP01	OIL PUMP	9	2,999.00	8	2,665.78	-1	-333.22
THERMO01	THERMOSTAT	10	399.50	14	559.30	4	159.80
	ENGINE totals	105	$6,836.86	109	$6,661.82	4	-$175.05
2 . ELECTRICAL							
ALTNTR001	65AMP NOMINAL ALTERNATOR	7	1,061.83	5	758.45	-2	-303.38
			730.25	0	0.00	-16	-730.25

Upload Stock Load to Ledger

When you are happy with the counted figures on the variance report, run the stock take upload function. This posts stock transactions to the live stock ledger for the variance quantities and signals conclusion of the stock take for that location.

To upload variances press the **Upload** Counted Quantities button.

A window appears requesting date and period information to apply the variance stock posting.

Post Stock Take Transactions

Transaction date:	21.09.2011
Transaction period:	0. September 2011
Post to branch:	0. AUCKLAND
Analysis Codes:	

OK   Cancel

Posting to past periods is supported as a stock take can commonly be aligned with and end of period process already performed.

Once these fields are set correctly, click the **OK** button to proceed. The system will confirm completion of the post.

Import Stock Take

If the stock take has been prepared outside the MYOB EXO Business (e.g. via spreadsheet or from a portable scanning device) then the counted figures may be imported. This is a substitute for keying and the usual initialisation must be performed.

Any rows in the import file for stock items that were not initialised will be rejected. If using selection criteria in the stock take initialisation then please be sure the criteria will initialise all items that will be imported.

When importing the quantity in the CSV file is added to any quantity for the item that may have been previously imported or entered to the stock take.

The file to be imported should be a CSV (comma separated variable) file containing fields Stockcode and Quantity (in that order). Stockcode can be replaced by Barcode and is resolved to Stockcode during the import.

Importing a stock take

To import a stock take, use the drop down next to the **Entry** button and choose **Import Count**.
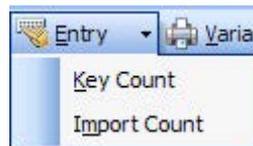
The Stocktake File Import dialog appears:
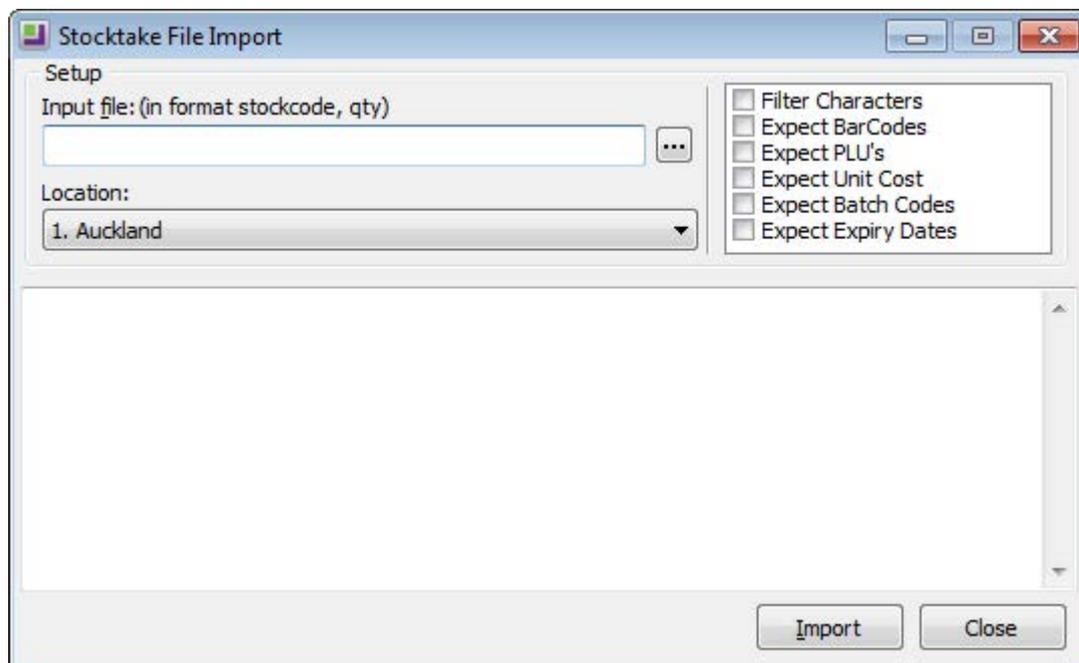
The name of the CSV file to be imported should be keyed in the field Input File. Alternatively use the ellipses button to locate the file.

The dialogue allows selection of the location that will be imported into therefore the location does not have to be hi-lighted before launching the import process.

A number of checkbox options also appear.

Filter characters – Set this option to filter out from the import file any characters that are not permitted within a stock code (such as the \ character).

Expect Barcodes – Set this option to signal that the first field of an imported row may be a Barcode that must be resolved to a stock code.

Expect PLU's – Set this option to indicate that some rows may contain PLU codes. These are Stockcodes or Barcodes for lookup items that link to a stocked item.

Expect Unit Cost – Set this option if unit costs will also be submitted. This requires a column in the input file containing the unit cost.

Expect Batch Codes –Set this option to indicate that separate rows will exist in the import file for stock batch codes. The file will be expected to have a third column for the batch codes. For non-batched items this column should be blank.

Expect Expiry Dates – Set this option if expiry dates will also be submitted for batch-tracked items. This requires a column in the input file containing the expiry date.

The batch codes and expiry date check boxes only appear if those profiles are active. There is no facility to import serialised stock.

> **Note**: If the **Expect Batch Codes** or **Expect Expiry Dates** options are checked then the file format caption above the input file name changes to indicate the appropriate format. Input file: (in format stockcode, qty,batch code,expiry date)

To import the file, click the **Upload** button.

Progress messages will be displayed in the notepad area at the bottom of the window.

After import proceed with printing a variance report and performing an upload as would occur for a keyed stock take. Prior to uploading, The **Key quantities** function may be used to correct any imported quantities if required.

Stock Take - Advanced Features

Stock Take - Advanced Features

The chapters listed here cover advanced features available in the Stock module of MYOB EXO Business.

Keying stock batch codes (see page 189) | Keying stock serial numbers (see page 190) | Taking on stock with unit costs (see page 192)

Keying Stock Batch Codes

If the **Enable stock batch codes** Company-level profile setting set then batch codes may optionally be processed in the stock take.

If batch codes are active then the Key Counted Quantities grid has an additional **Batch Code** column.

When summarising batch-tracked items, only a single row per stock item is initially present. The row will initially have a blank batch code. A total for the item /location may therefore be keyed without performing a batch breakdown. If the System quantity does not match the counted quantity then a batch code must be entered to which the variance will be posted. This batch code may be an existing batch code for the item or a new batch code may be created. Existing batch codes may be searched for using the usual '?' character.

If not summarising batch tracked items then a row will be present for each batch code of the item/location. The system will expect that a count by individual batch code has been performed and keyed (or imported). Variations will be created per individual batch code where quantities do not match.

When on a row for a batch tracked item the **Split Line** button becomes active.

Use this button to perform a split. The focused row will split into two rows so that different batch numbers may be applied to each. When clicked a dialog appears:
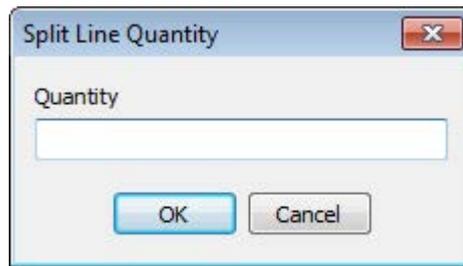
Enter the quantity for the new line. The remainder will be left on the original line. The maximum quantity that may be entered is 1 less than on the original line. Enter a new or an existing batch code (different from the original) on the new row.

> **Tip**: A batch number can be "corrected" by splitting a line and entering a new batch code to the new row. Key the required quantity to the new row and zero the counted quantity on the old row.
>
> **Note:** If the profile **Blank batch code warning** is set, batch codes will be verified both on saving within the keying window and again when uploading.

Keying Stock Serial Numbers

Utilities > Stock Utilities > Serial Number Tracking

Partial facility exists for keying serial numbers at stock take time.

Within stock take the system does not enforce the relationship between the location total quantity and the list of serial numbers. In other areas of the software this constraint only applies to serials that are Fully Tracked. The stock take also applies identical logic for all serial number types. This means that stock take applies to Debtor only and Creditor only serial types even though logically stock take could be considered an internal process. Taking this "loose" approach overcomes otherwise unnecessary complications and simplifies the process. The serial type is displayed in the Key count quantities grid for informational purposes only.

There is no provision to import serialised stock take information.

In the Key count quantities grid a row for a serialised item will enable the Setup stock serial numbers button 📇.

Clicking this button navigates to a window where serial numbers can be added, deleted or edited.

> **Note:** Because of the timing differences below the controls are "loose" and under user control. Changes to serial numbers are immediate. They occur when each of the 3 functions available for serials are processed. For each the location, total stock will not be altered (by variation) until the stock take update is performed. The intermediate situation, prior to upload, can be that the serial list mismatches the location total yet reflects the true stock situation.

The existing in-stock serials are presented in a grid similar to the serials grid in the stock account window:
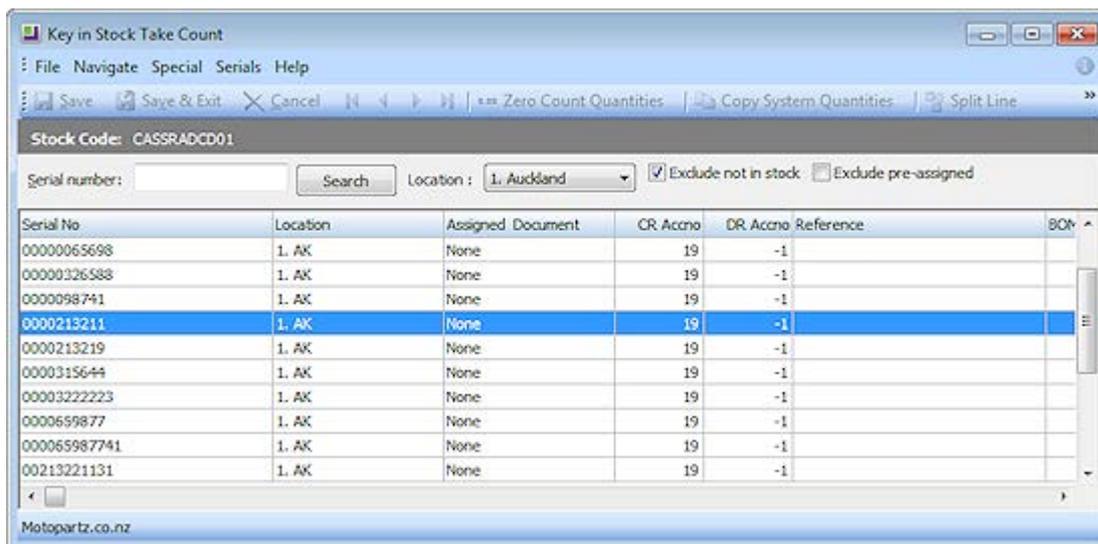
Buttons at the right of the toolbar allow modification of this list. Another button closes the serials window and returns to the usual stock take count window.

- **Back to Stock Take** - Use this button to return to the main stock take count window.

- **Add new serial numbers** - Use this button to add more serial numbers to the list.

- **Edit the selected serial number** - Use this button to change the properties of the highlighted serial number (including the serial number itself).

- **Remove the selected serial number -** Use this button to delete the highlighted serial number.

- **De-assign the select serial number** - Use this button to remove the selected number from its assigned document.

Add new serial numbers

Clicking the **Add new serial numbers** button will open another window to permit one or more serial numbers to be specified and added to the list. Before it can offer a grid with the appropriate number of rows to be filled, the system needs to know how many additional serials are required.
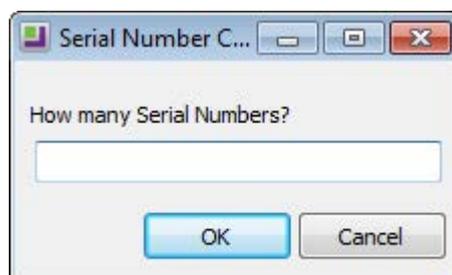
Enter the required number of new serials and click **OK**. The new serials grid will then be displayed.
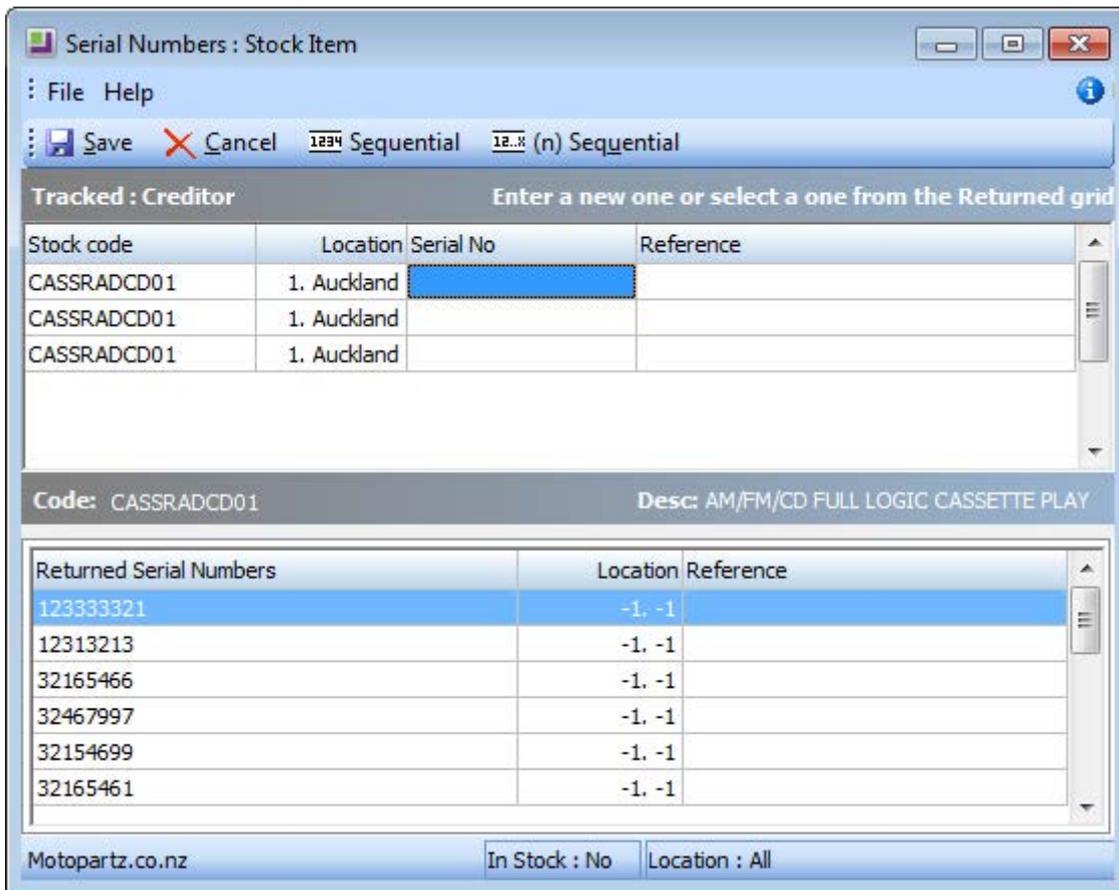
Complete the serial numbers (and expiry dates or references if applicable) and then click Save to create these serials. The system will ensure that duplicate serial numbers are not created within a stock item (any location).

> **Note:** See the White Paper "Stock Serial Numbers" for more information on the usual assisted processes (buttons) for sequential serial numbers. This White Paper is available on the MYOB EXO Business partner site (login required).

Edit the selected serial number

Highlight the serial number row you wish to edit then click the **Edit the selected serial number** button. Another window will open showing the serial number properties in edit mode. This is the same window as available via the menu item Setup Stock serial Numbers.

The serial number, reference and expiry date may be changed.

The location may not be changed, as this requires a stock transfer.

> **Note:** Expiry dates require the profile **Use expiry dates for Batch and Serial numbers** to be active. The item must also be enabled for expiry dates.

Remove the selected serial number

To remove a serial number from the list, highlight the unwanted serial and press the **Remove the selected serial number** button. A confirmation message appears.

Taking on Stock with Unit Costs

Normally costs are not keyed with a stock take. Any adjustments for variations are costed automatically and as applies with other stock transactions such as sales.

> **Note:** Adjustments to stock value (rather than stock quantities) are accommodated separately from stock take under the menu item **Transactions > Stock > Manual Stock Movements > New > Average Cost Adjustment**.

When taking on stock such as during initial database setup or creating a new stock location after a company acquisition (or similar) the database will not have an existing unit cost to apply to the stock being taken on. It is therefore convenient to key or import a unit cost along with the quantities.

To do this you must first check the **Initialise cost prices** checkbox from **Stock take > Options**.

When keying stock take count quantities, an additional Unit Cost column will be present and the cost for each item may be entered.

This cost is stored with the stock take data and will be used as the unit cost of the variance stock transaction when the stock take upload is performed.

The uploaded variance transaction performs the usual average stock calculation.

When posting to an item for which no stock exists for any location the existing value of stock is zero, therefore the average stock calculation will return the same value to STOCK-ITEMS.AVECOST as keyed in the stock take.

When posting to an item that already has stock (e.g. from pre-existing stock or an upload from another counted location) the average cost will be calculated taking the stock value for the variance posting at the keyed unit cost and averaging it with the pre-existing stock at STOCK-ITEMS.AVECOST.

Unit costs may also be used with the stock take import. In the stock take import window check the **Expect Unit Cost** option to indicate that the import file contains this extra column.
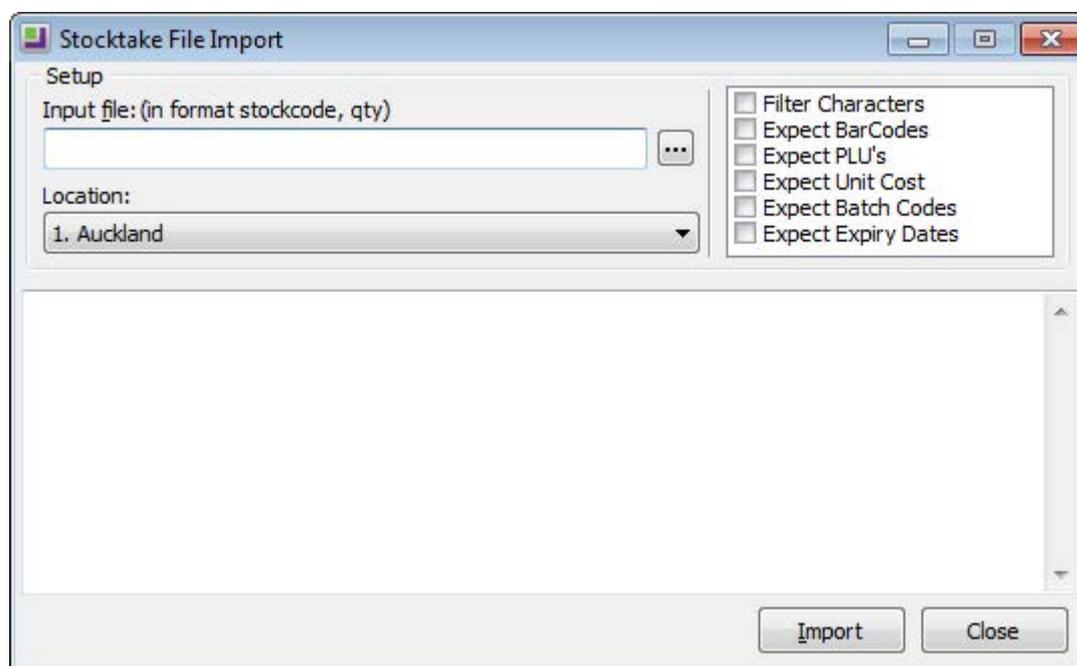
When previous quantities for an item exist in the stock take (e.g. from a previous import file or multiple rows for the same item in the current import file) then the unit cost in the stock take for the item will be averaged from the multiple imported entries.

Dealing with Stock Movements

Entering a Stock Movement Transaction

The majority of transactions are posted to the Stock Ledger from your Debtors, Creditors, Sales or Purchase Order Ledgers. The Stock Transactions window is used mainly for write off – write on adjustments or transferring stock between locations.

There are six types of transactions that can be performed from the Stock Movement window. Once the type of stock movement has been selected, the transactions are essentially entered in the same way.

To enter a stock movement transaction:

1. Open the Stock Transactions window (**Transactions > Stock > Manual Stock Movements**).
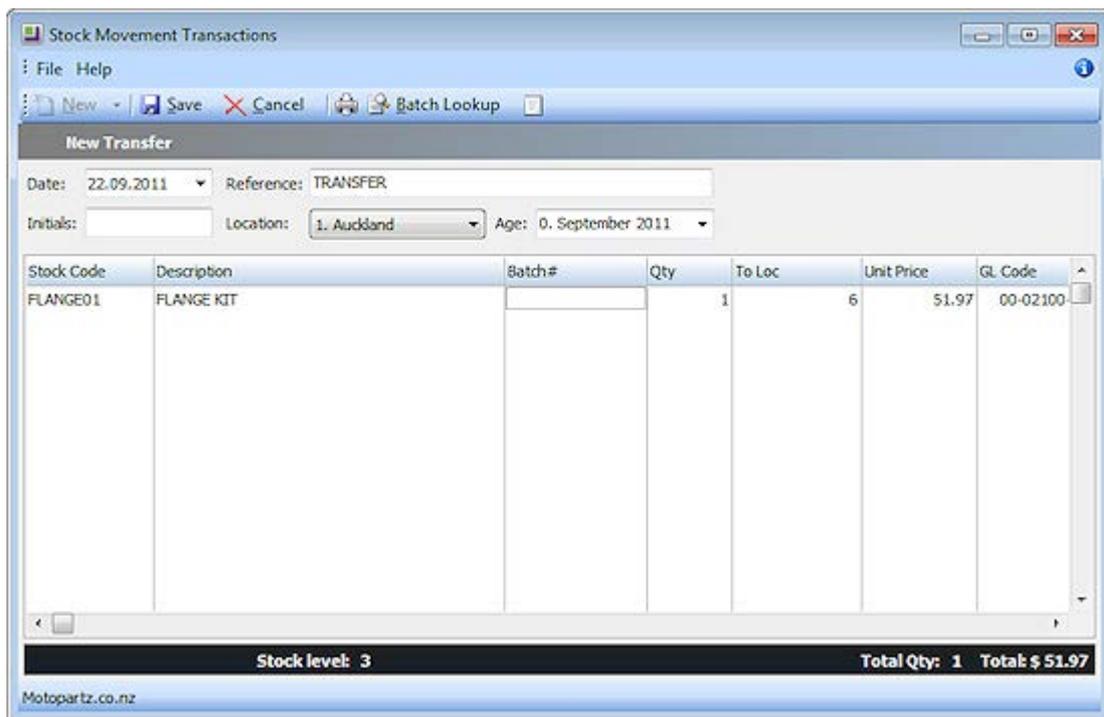
2. Click **New** and select the stock movement type required.

    *   **Sale** – moves stock OUT and updates the stock sales figures. It is mainly used to create stock turnover history when beginning a new MYOB EXO Business implementation, although the usual method is via a sales order or debtor invoice.

    *   **Receipt** – moves stock IN and updates the *Average Cost* and *Latest Cost* figures. The usual method is via the purchase order and creditor's invoice.

    *   **Transfer** – moves stock from one location to another. A location transfer will only affect the 'in stock' quantity; it will not affect the sales units/values or reports.

    *   **Adjust Out** – DECREASES the stock level for reasons other than sales. For example: damaged stock, shrinkage or manual stock take.

    *   **Adjust In** – INCREASES the stock levels for any purpose other than a normal stock procedure. Adjustment journals will only affect the In Stock quantity and it will not affect your purchase totals or reports.

    *   **Average Cost Adjustment** – adjusts the average cost of a stock item.

3. Enter the header information, e.g. *Date*, *Location* and *Period* that the transaction will be posted.

4. Enter the transaction details, e.g. *Stock code*, *Quantity*, *Location*, *Batch Code* and *GL code*.

5. RIGHT-CLICK on the line details window to create a one-off stock item or view stock levels.

6. Add narrative to the transaction by clicking on the **Narrative** icon.

7. Click **Save** to process stock transaction. The system will prompt to print a stock transaction document.

Field Definitions

The grid header fields are detailed in the table below:

Field	Description
Date	The date for the transaction. The default date is the current system date. To change the date, select from the attached calendar.
Reference	A reference code for internal use. This field is optional and can be left blank.
Initials	The initials of the staff member entering the transaction.
Location	The name of the location to which the transaction is to be updated. Select the option from the list box. If you are entering a Transfer, this is the originating stock location.
Adjustment Type	A click against the appropriate transaction type.
Grid column definitions	
Stock Code	The stock code that pertains to the item for which the transaction is being carried out.
Description	The description of the stock code. The default description is automatically completed here but you can overtype it if you want to change or add details.
Qty	The stock quantity for this transaction.
To Loc	The location number that stock is to be transferred to. This field is only accessible if you are entering a Transfer. For all other entries this field will display N/A.
Unit Price	The unit price of the item. This defaults to the Latest Cost price for the stock item. You can override this price if necessary.
GL Code	The general ledger code related to this stock item.
Analysis Code	Analysis Codes are intended for use during transaction entry. They are not available on any master files (e.g. GL Control accounts, Stock Item records). The basic principle is that if a GL account can be entered or edited on a transaction, the user should also be able to enter analysis codes.

Notes

- Click the **Batch Lookup** button to display the Batch No Lookup window to view batch code information on all locations for a batch tracked stock item.

- Serial tracked items will prompt for serial numbers on saving the movement.

- The ability to create any or all of these transaction types can be controlled by the setup of the user's menu. On the Stock Transactions Entry procedure, disable particular stock movement types by entering -S (Sale), -R (Receipt), -T (Transfer), -I (Adjust In), -O (Adjust Out), -C (Cost Adjustment).

One-Off Stock Items

About One-Off Stock Items

The One-Off Stock Items feature enables you to very quickly create a stock item for a unique, one-off purchase or sale of stock. It offers many advantages over the practice of having a miscellaneous "non-stock" item with or without tracked serial numbers.

Most entry screens (such as Sales and Purchase Order entry, Debtor and Creditor Invoice entry, and Stock transactions) have the ability to create a stock item on-the-fly. This new item can inherit the values of an existing "template" item, or it can be an exact duplicate of another stock item in all but the actual stock code.

This feature may be used by companies who source specialized parts, or act as a portal for an entire industry niche. In these cases the potential product range is enormous, and it is not practical to hold the entire catalogue the inventory database. Using this method the items are only created as required and can be automatically disposed of to allow the transactions to take place on that transaction only.

Another scenario where this function may be useful is where the product range being sold is one-off in nature such as trade-in goods.

Setting up EXO Business for One-Off Stock Items

For businesses that require regular trade of one-off stock items, there are two setup tasks that accelerate the process:

- Setting up a one-off stock item template, which will be used to copy from when creating a new one-off stock item, and

- Setting up for rapid one-off stock items, which will automatically add a prefix and suffix to any new one-off stock item codes to identify them.

Setting up a One-Off Stock Item Template

1. Create a new stock item, with a generic name to cover the attributes of new one-off stock items you are likely to require, for example 'TradeIn' for trading in used cars.

2. Set the **Classification** to "TEMPLATE".

3. In the Flags section, set the stock item to inactive (i.e. untick the **Active** checkbox), and make the stock item a lookup item (tick the **Lookup** checkbox).

   Note: When searching for a one-off stock item, make sure you tick the **Include inactive items** checkbox in the Stock Item Details search window.

4. Click **Save**.

Setting up for Rapid One-Off Stock Items

1. In MYOB EXO Config, go to **Administration > Stock > Stock Groups**.

2. For each stock group for which you need to be able to create one-off stock items, double-click on the stock group.

3. Enter the prefix you want to use for all automatically generated stock codes for one-off stock items in this stock group in the **Autocode prefix** field.

4. Enter the suffix you want to use for all automatically generated stock codes for one-off stock items in this stock group in the **Autocode suffix** field.

5. Click **Save**.

Creating a One-Off Stock Item

Sales order entry, purchase order entry, debtors invoice, creditors invoice, and stock transaction windows have a shortcut to create a stock item on-the-fly.

For example, if a second hand TV is to be traded in, a one-off stock item could be created from a "TVTRADE" template stock item on a negative quantity Sales Order, or on a Purchase Order.

> **Note:** Before creating a one-off stock item, you should **complete the setup tasks (see page 196)**.

To create a one-off stock item:

1. Open the transaction that is to have a one-off stock item created, e.g. a Debtor invoice.

2. Right-click on the transaction line in the grid and select **Create one-off stock item**. Alternatively, press CTRL+O. The following window opens:

3. Enter a stock item into the **Stock code** field in the Copy From section, or search for a stock item by typing '?' and pressing ENTER. Check the **Include inactive items** checkbox and click **Search**. Selecting the **Search template only** option will restrict the search to stock items with a classification of "TEMPLATE".

4. If the Copy From **Stock code** belongs to a stock group with an Autocode prefix/suffix set up, then an automatically generated stock code will be entered in the Copy To **Stock code** field. This Stock code can be accepted or overridden.

5. A serial number could also be scanned as the new Stock code, or part of the new Stock code as long as it can be guaranteed that this will be unique.

6. Enter in any remaining details of the new stock item as required.

7. Click **OK**.

Automatically Inactive Stock Items

A one-off stock item is automatically set to inactive status when there has been a stock movement and the total stock on hand falls to zero.

To keep the stock item for future transactions, change the **Classification** of the stock item from "ONE-OFF" to "NORMAL"

One-off items will remain active for historical reporting and warranty tracking, but will be excluded from regular stock line reporting if they are marked as inactive.

Stock Serial Numbers

About Serial Numbers

This section gives a technical overview of key serial number processes.

Serial numbers can only be used with stocked items; lookup items cannot be serialised.

Before serial numbers can be used, they must be activated for the database by ticking the Company-level profile setting **Enable serial number tracking**. There are other profile settings that also govern their behaviour.

> **Note:** See the "Stock Serial Numbers" white paper for technical information on all available profile settings.

Serial Numbers versus Batch Numbers

Serial numbered items differ from batch numbered items in the following fundamental ways:

- Each serial number has an implicit quantity of one. They cannot be used with decimalised or zero quantities. Batch numbers have a quantity and these can be decimalised.

- Multiple serial numbers can apply to a single document line and stock transaction. The batch number for a document line must be constant for the entire line quantity. If multiple batches are required per stock item on the document then multiple document lines must be entered.

- Serial numbers are entered in a separate grid or form usually appearing during the document Save process. Batch numbers are entered directly on the document line prior to saving.

- Serial numbers are maintained against the database by application program code. Batch numbers are maintained from triggers in the database when a stock transaction containing a batch number is committed.

Serial Number Types

Occurrence of serial number processing depends on both the serial type (mode) of the stock item, and the class of the trading partner in the particular EXO Business function. There are three classes of trading partners:

- Creditor (Supplier), e.g. purchase orders and Creditor invoices

- Internal (no Creditor or Debtor), e.g. adjustments, transfers and works orders

- Debtors (Customer), e.g. sales orders and Debtor invoices

The user defines the serial type of each stock item. Types are offered for each combination of the three trading partner classes. The Stock Item Details screen (see page 161) offers this as a drop down combo control on the Details 1 tab:
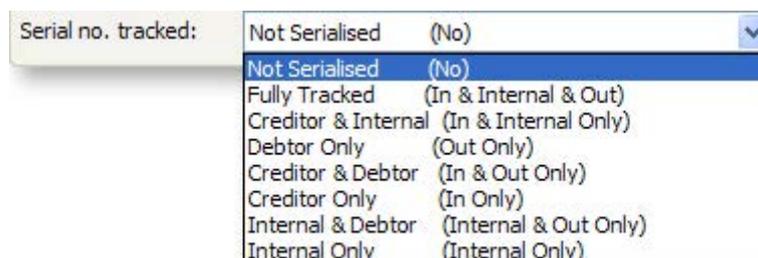
The types offered are:

- Not Serialised – the item is not serialised. Serial number dialogs and tabs will not appear for this item.

- Fully Tracked (Creditor, Internal, Debtor) – the item is serial tracked for all stock transaction types. This setting ensures that a serial number list by location will match the total in stock quantity for that location. It requires that serial numbers be identified for all stock movements and is therefore maintenance intensive.

- Creditor and Internal – the item is serial tracked only for the inwards supply chain, i.e. a transaction associated with supplier/Creditor processing and internal stock movements but not transactions associated with Debtors. Use this setting if you need to trace the source of a serial number (including internal transfers) but do not require information on the customer it was sold to.

- Debtor Only – the item is only tracked for transactions associated with a Debtor. Use this option if you only require tracing customer sales by serial number (e.g. for customer warranty purposes) and do not require serial detail for purchases or stock on hand.

- Creditor & Debtor – the item is tracked for all movements except internal movements (e.g. transfers). Use this option if you need to know both trading partners associated with this item (e.g. for both Supplier and Customer warranty), but do not need to keep stock levels by serial. This option can reduce the required serial processing compared to "Fully Tracked" when lots of adjustments, transfers, or works orders are involved.

- Creditor Only - the item is only tracked for transactions associated with a Creditor. User this option if you only require tracing supplier purchases by serial number (e.g. for supplier warranty purposes) and do not require serial detail for stock on hand or sales.

- Internal & Debtor – the item is serial tracked only for the outwards demand chain, i.e. a transaction associated with customer/Debtor processing and internal stock movements but not transactions associated with Creditors. Use this setting if you need to trace the destination of a serial number (including internal transfers) but do not require information on the supplier it was obtained from.

- Internal Only – the item is tracked only for internal movements that do not involve either a Creditor or Debtor. Use this setting if you do not require the tracking of the purchase of this item but do need to trace it through internal transfers or consumption (e.g. raw materials used in production).

Stock Levels and Serial Numbers

It is possible for the stock level of a stock item and the quantity of serial numbers for the stock item to not be equal.

Items set to anything other than "Fully Tracked" can be considered loose bindings as they can process some stock movements without entry of serial numbers. This does not imply that serial numbers are chosen automatically by the system where not requested, but rather that serial numbers are not maintained in those cases. The serial number list for an item is therefore not necessarily an accurate representation of stock on hand.

Serial number records are maintained indefinitely once created. In EXO Business, all serial number processes check for and maintain the uniqueness of a serial number within a stock item (regardless of stock location). Serial numbers may be duplicated across differing stock items.

Each serial record has a property, INSTOCK, which will have a value of "Y" or "N" to indicate the last known state of that serial. Also, the property LOCNO indicates the last known location of that serial number. In cases where the item is not fully tracked, LOCNO will be amended where necessary by the last participating stock transaction.

As an example, for a Creditor & Debtor only item:

- After purchase and before sale LOCNO will reflect the location of the inwards goods receipt. This is still true even if an internal transfer has moved the stock to a different location or consumed it as part of a manufacturing process.

- After sale LOCNO is updated to match the supply location.

Also in the above example, if there are no single entry internal only type movements (adjustments, works orders etc), then even if transfers (double entry) occur, the total stock across all locations is represented by the serial list but the location breakdown is likely to be incorrect.

Serial Number Processing

Serial numbers are maintained as part of the workflow whenever stock transactions are created for a serialised stock item. This is usually associated with a business document (e.g. Debtor invoice). When the document is saved using the **Save & Exit** or **Save** buttons, the stock items that should be serialised are determined based on the combination of the document class and the serial type of the stock items. The quantity of serials for each of these is computed. A serial numbers screen is displayed:

The top grid is populated with the required number of serialised rows. This is calculated from the line quantities of the parent document, and only items that should be considered serialised for this document class are displayed. If no items require serial processing, then the serials screen will not appear and the transaction will continue.

It is not possible to delete or insert rows, as this would require altering the quantities on the parent document. At any stage the **Cancel** button can be used to discard any serial information entered and return to the parent document that can then be amended as necessary. Clicking **Save** again will return to a fresh serials screen.

As the top grid is navigated:

- The lower grey bar will show the stock item code and name, and the upper grey bar will show the serial number type and available actions.

- The lower grid will show any applicable serial number list for the item in focus.

- The status bar beneath shows the filters that were applied in presenting this list and stock the stock status, location selection, and account selection.

Usually the lower grid shows a list of available serials. When the item is for a contra (negative) quantity such as a credit note, the row in the upper grid will be coloured red and the lower grid typically shows a list of serials previously traded with this partner. The column header wording of the first column (e.g. Existing Serial Numbers in the above example) also changes to reflect this.

Navigation and Data Entry

For some serial number types and document classes the serial numbers must already exist in the list shown in the lower grid. In others they may be created.

The following points should be noted when navigating the serial number screen:

- When the cursor focus is in a **Serial No** cell of the upper grid, the left and right arrows move along this upper grid row, while the up and down arrows move the selected line in the lower grid. If the cursor focus is in another upper grid column (e.g. **Expiry** or **Reference**) then the up and down arrows navigate the top grid.

- Entering, scanning or selecting a serial number will move the focus line of the top grid down one row. This accommodates rapid entry.

- If an entered serial number matches an entry in the lower list, it is selected. Selection can also be done using a mouse or navigating the bottom grid and pressing ENTER. A selected serial will copy all its static attributes such as Expiry and Reference.

- Selected serials disappear from the bottom grid so that they may not be selected multiple times. If a serial is selected in error, simply select another. The newly selected serial will replace the previous selection, and the replaced serial will be returned as the last row on the bottom list (i.e. the lower grid is not automatically resorted).

Sequential Entry

After entering a serial number, sequential numbers can be automatically entered or selected for consecutive rows that have the same stock code. This is done using the **Sequential** or **(n) Sequential** buttons.

The **Sequential** button will recurse until a change of stock code is detected. The **(n) Sequential** button will request a quantity and recurse this many times or until a change of stock code (whichever comes first). These functions are also available on the right mouse click menu, or by pressing F12 or CTRL-F12 respectively

When using these functions to create new serials the right-most portion of the serial number in focus is used as the incrementing integer. For example if started with a serial in the form ABC-123-1001-Z, then 1001 will be the portion incremented. The next serial will be ABC-123-1002-Z. This function will also clone the Expiry and Reference fields from the starting row.

When selecting existing serials the system will select from the lower list in sequence. Expiry and Reference will be obtained from the selected serial.

Closing the Serials Window

When all rows of the upper grid are populated the **Save** button may be clicked to close the serials screen and continue with the transaction save.

Clicking **Save** without all rows populated will present a warning dialog before returning to the serials screen.

Clicking **Cancel** will return to the parent document. All serial number entry in the current session will be discarded.

Pre-assignment

When pre-assigning serials (see page 207), the same workflow occurs as described previously for stock transactions.

If serials have been pre-assigned, then when the serial selection screen re-opens (either for review or subsequent stock transitions), the serials previously assigned will automatically populate the upper grid.

If the quantity required in the current session is less than the quantity pre-assigned then the pre-assigned serial will populate the upper grid in ascending Serial No. sequence (e.g. a Sales Order for ten items may have ten pre-assigned, but only four are being supplied for the current session). The additional assigned serials will show in the lower grid as rows with a different background colour. This allows easy identification for preferred substitution. A non-assigned serial may also be chosen as replacement if desired.

If insufficient serials have been pre-assigned, blank serial number cells will appear and will require entry.

Reporting on Serial Numbers

For most document types, MYOB EXO Business maintains link fields in the serial number records to both the header-level and line-level records of the participating document.

Clarity

Clarity reports can be used to detail serial numbers used on transaction documents.

Link fields can be used by Clarity documents to optionally print sub-reports showing serial number lists per document or per document-line. The sample file **InvoiceWithSerials.CLF** is provided in the Clarity Variants Library available on the partner website.

> **Note:** See the "Stock Serial Numbers" white paper for technical detail on the joins expected when linking sub-reports to document headers or lines.

Older FMT reports do not support reporting from the STOCK_SERIALS table.

Serial Number Tracking

The Serials tab of the Debtor, Creditor and Stock Item Details screens, and the **Serial Number Tracking** menu function both provide a grid showing serial numbers for a stock item.

Right-clicking on a serial number row will offer a list of document classes to drill to. Classes with no link will be greyed out on this menu. The separate Serial Number Tracking screen also has buttons on the button bar for each document class plus buttons for Debtor and Creditor account screens. These buttons are disabled when no link is present so scrolling this screen quickly identifies the links present. This screen can also be accessed as a separate window from the Serial Nos tab of the Stock Item Details account screen by clicking the button.

The available drill-down features are:

- Creditor Account
- Debtor Account
- Purchase Order
- Inwards Goods
- Sales Order
- Creditor Invoice
- Debtor Invoice
- Assigned Document

Two additional options are possible when this form is accessed from other EXO Business modules:

- Stock Transfer Requests (Supply and Sales Order Workflow)
- Jobs (Job Costing)

Additional Serial Number Considerations

Changing Serial Number Types

Changing the serial number type (see page 199) for an item that has no stock transaction (e.g. a new item) poses no problems.

Changing the serial number type when tractions exist is a different matter, especially when stock on hand is non-zero. EXO Business provides tools that allow the user to align the list of serials with the stock level without also creating stock transactions (i.e. not altering basic stock keeping field). These tools are locked by default.

Access to the serial number editing tools is controlled by the User-level profile setting **Allow serial number override**. If it is set to "Y", two additional buttons are available on the Serials tab of the Stock Item Details account screen:

- **Add new serial numbers** - request the quantity of serials to be added and then input a list of serials.
- **Remove the selected serial number** - delete the serial row highlighted in the grid (a confirmation dialog appears).

Crediting Serials (Returns)

When crediting serial numbered stock, the system offers a list of serial numbers for selection from serial numbers previously traded with that business partner (Debtor or Creditor). Items that are set to "Fully Tracked" will not permit entry of serials that do not exist in the selection list. Other serialised stock items that are appropriate for the trading partner may either be selected from the offered serial list or a new serial number can be created.

Creation of serial numbers on return for a "Fully Tracked" item is blocked by default. The intent is to block fraudulent returns from a customer or prevent an item being returned to the incorrect supplier. Some circumstances may mean that this restriction is not appropriate, e.g. when the EXO Business software has been implemented after some trading of these items has commenced. It may be necessary to process a return for an item legitimately traded on a previous occasion whose transaction was never recorded in an EXO Business database.

The profile setting **Serials numbers creation on return** allows for loosening these controls. It has the following values:

- No – the system is constrained for both Creditors & Debtors (default)
- Creditors return – no constraint on Creditors but Debtors constrained
- Debtors return – no constraint on Debtors but Creditors constrained
- Both Debtors & Creditors return – neither Creditors nor Debtors are constrained

Deferred Invoicing

This refers to the case where a Debtors or Creditors invoice is created at a later time (i.e. not in same process as stock transaction). This occurs when costing receipts or supplying Sales Orders and the invoice is not generated at the same time.

In a partial invoice situation (invoicing less than supplied), the system matches the serials by invoice reference from the linked stock transaction (i.e. EXO Business finds the stock transaction for the invoice and locates serials with a matching link). This assumes that there has not been a subsequent stock transaction of the same class prior to invoicing (e.g. a customer return between supply and invoice). Processing of different classes is accommodated (e.g. item is received from supplier, supplied to customer, customer invoice raised, creditor invoice processed).

Last-link Storage

When multiple transactions of a similar class occur for the same serial number (e.g. a Debtors Invoice followed by a Debtors Credit Note for goods return) the links are only maintained for the last movement. Each document class has its own set of links and therefore do not interfere with each other.

In the case of a credit note, for example, the STOCK_SERAILNOS fields INVSEQNO, STOCKOUTSEQNO and DRINVLINESEQNO will point at the Credit Note and the links from the serial number to the original invoice are lost. If the invoice was created from a sales order then the original sales order links are still retained, provided that the credit note was manually entered and not a negative quantity sales order.

Note that STOCKINSEQNO and STOCKOUTSEQNO are direct (non-visible) links to the STOCK_TRANSACTIONS table and apply to multiple business transaction classes. A STOCKINSEQNO originally linked to the STOCK_TRANS for an INWARDS_GOODS_LINE may be overwritten with the link to a STOCK_TRANS associated with a CR_INVLINE used to return the goods to supplier. Both the IGRLINESEQNO and the CRINVLINESEQNO in STOCK_SERAILNOS remain valid but the original STOCKINSEQNO link to the STOCK_TRANS for the incoming goods is lost.

Maintaining all this history would require an additional table and would add additional complexity to the internal processing. It was decided that this was not warranted as usually only the last stock movement of that business type for a given serial number was of interest.

Serial history may have been recorded by document if creating PDF output of business documents.

Stock Take

By default serialised items are included in a stock take setup. Serials can be excluded from this process.

Stock adjustments for serial numbered items pose their own considerations:

- If the stock item is of serial type Fully Tracked, then any adjustments must also provide the additional serials or determine which serials to be removed. This can be done by keying stock adjustments in the Stock Movements screen.

- Other serial types do not insist that the sum of serials for a stock item / location combination match the stock level. It therefore becomes the user's choice if serial numbers are to be adjusted in association with stock take discrepancies. This consideration would normally only apply to serial types with the Internal attribute.

Reference Field

Serial numbers also offer an alphanumeric reference field for each serial item. This field has no special significance and can be used to store any additional information. Up to 30 characters is accommodated per serialised item.

This field is always present but can be hidden, if not required, by using the visible column attribute of the Exogrids. Blank or null entries are permitted so use is optional.

Tip: Adding the menu item **Setup Stock Serial Numbers** accommodates correcting serial reference numbers and even changing an existing mis-keyed serial number. This item is not installed to the default menus for security reasons.

 Although serial numbers are identified during processing by their recorded serial number the system assigns each serial number a unique identifier to each item (SEQNO). EXO Business does not use the actual value of the serial number field for linking purposes therefore this tool can safely change it. This is useful if say some goods were accidentally receipted (created) with the wrong serial number. Uniqueness of serial numbers within a stock item is still an imposed constraint.

Serial Number History

MYOB EXO Business provides several screens to view the history of serial numbers. The main serial number record stores only the last document number for each document class. Access to these documents is provided via a right-click menu from the Serials tab in the Debtors, Creditors and Stock account screens.

On the Serials tab of the Debtors, Creditor and Stock account screen, the right click menu includes a **View History** item. This opens a window of stock transactions associated with the serial number:
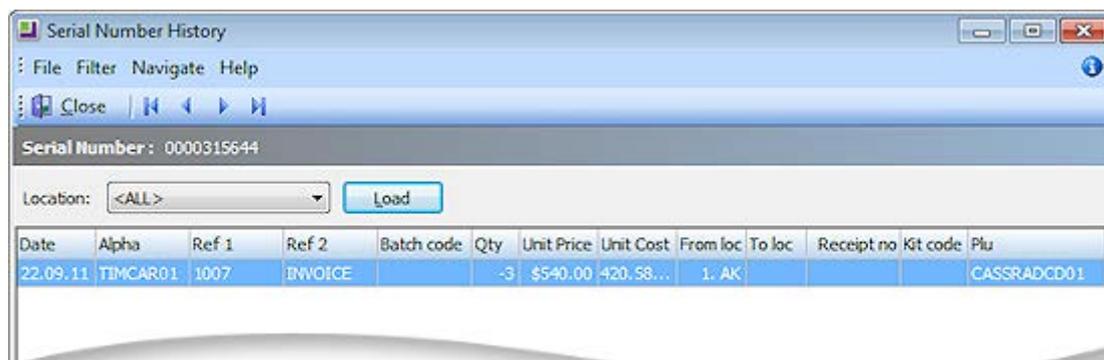
Transactions in this window can be drilled into in the same way as on the main Transactions tab in the stock account screen.

The **View History** menu item may also be accessed from the available serials window in the lower grid when processing serial numbers.

> **Note:** The Serial Number History screen shows stock transactions associated with stock movements. If invoicing (Debtors or Creditors) is done subsequent to the supply or receipt, the stock transaction does not contain the invoice number and hence cannot directly drill to the invoice.

For Sales Orders the stock transaction provides right-click menu access to Sales Order history from which the invoice(s) may be drilled.

To facilitate reprint of invoices with serial numbers, the system also maintains separate audit by serial number linked to invoice number. This may optionally be used in Clarity instead of the links to the primary serial number record. For compatibility with earlier versions, the default Clarity files provided still use the single level of history provided by the main serial number record.

> **Note:** See the "Stock Serial Numbers" white paper for technical information on the table structures and links that may be used in Clarity.

Advanced Serial Number Features

This section covers optional advanced features that capture additional data or extend the workflow. By default they are inactive.

Expiry Dates

If the Company-level profile setting **Use expiry dates for batched & serialised items** is active, the system will offer and expect expiry dates to be entered on serial records if the **Item Expires** option is also checked on the Details 1 tab of the Stock item (see page 161). Expiry dates are entered in the form dd.mm.yy.

Pre-Assignment

Pre-assignment is the process of linking or associating a serial number with a document prior to the workflow that generates a resulting stock transaction. This is normally a reversible process in that alternative serial numbers may be exchanged for pre-assigned ones at any time prior to creating the stock transitions.

Pre-assignment is optional and requires that the Company-level profile setting **Allow serial number assignment** be activated.

Three processes may pre-assign serial numbers. These are:

- Inwards Goods – serial numbers can be entered in Inwards Goods Receipts and then recalled for processing during Inwards Goods Costing.

- Sales Orders – serial numbers can be entered at time of Sales Order Entry and then recalled for processing during supply.

- Stock Transfer Requests – when stock is moved to the In Transit location using the **Send** button (creates stock transactions) then if the pre-assignment profile is set, the selected serial numbers are tagged as assigned to the Request document until received into the destination location. This ensures that only the sent serials are processed on during the Receive process. This is especially useful where serials for a stock item may exist in the in-transit location for multiple transfer requests at any given time. On using the **Receive** button, the tagged list of in-transit serials is recalled for easy processing.

Pre-assignment has no effect on free stock levels or other stock calculations. By associating a serial with a document, the user can:

- Create a serial number record prior to actual stock transaction processing.

- Tag a serial to a particular document so that it is unavailable for selection on any other document.

- Allow rapid recall of the pre-assigned list at time of generating the stock transaction.

Note: The true document class link fields are not updated until a stock transaction is processed. In this way, if a serial participates more than once for a given document class (e.g. returned item sold on a subsequent Sales Order), the original link is not lost until overridden by the new stock transaction. De-assigning a serial number thus restores the history condition that existed previous to assignment.

Pre-assignment is determined from the serial number property ISASSIGNED, which can be one of the following values:

- N - not assigned

- i - Inwards Goods (Supplier)

- o - Sales Order (Customer)

- q - Stock Transfer Requests (Internal)

- r - (Reserved for future use)

Note: These values are case-sensitive.

An assigned serial number will also have header and line level links in a pair of fields designated for this purpose. These are separate from the links associated with the particular document class. The assigned links have indeterminate values when ISASSIGNED = 'N' (i.e. they are not cleared after use). If using assignment links in Clarity then the query must explicitly test the ISASSIGNED field for the correct letter associated with the document class.

Bills of Materials

EXO Business provides some additional support for serial numbers when processing Bills of Materials.

The BILLCODE is stored in the field STOCK_SERIALNOS.KITCODE for participating serial numbers.

There is no logic to correlate or link output serial numbers to component serial numbers. In other words, the individual component numbers for an individual serial number of an output stock item is not determinable where the output quantity is greater than one. Serial numbers, both component and output, can be determined for a document.

When a bill of material is embedded within another document (e.g. Sales Order or Debtors Invoice) then the BOM type is relevant to the serialised actions taken:

- A BOM of type "Kit" sells the component directly and does not manufacture an output item. A serial number will therefore not be requested for the OUTPUTCODE. The component lines are true sales lines and therefore serial numbers will be requested only if the stock item's serial type contains the debtor attribute.

- A BOM of type "Build" (manufactured) involves two simultaneous processing functions: manufacture (internal attribute) and sale (Debtor attribute). Serial numbers will be requested for items (both components and output) that have either internal and/or Debtor attributes.

If EXO Business were to apply exact rules of definition, then a BOM of type "Build" should theoretically not request serial numbers for components which do not contain the internal attribute (e.g. such as those marked Debtor only). This was deemed contrary to popular expectation where serial numbers for components of a manufactured item are often listed on the debtor invoice for documentation purposes only, even though the output item is the only stock code that is participating in the sale process.

The parent supply or invoice processes do not check for discrete multiples of a BOM across all components. For example, manufacturing five units where each require a component quantity of three does not enforce the supply or invoice quantities of that component to be a multiple of three. The row count for serials requested will simply derive from the supply or invoice quantities entered (as per a non-BOM line). Pre-assignment also works in the usual way.

Style, Size, Colour

The Style Colour Size feature enables you to create and process stock (see page 152) in variations of colour and size. A common example of how this might be used is the fashion industry, where a single item is sold in variations of colour and size. The Style Colour Size feature is available at no extra cost to MYOB EXO Business users. The feature is enabled by configuring profile settings (see page 209).

Fitness for Purpose

What follows is a brief description of the use of these functions. The feature is limited to the functionality described in this book, and no additional (undocumented) functionality is implied. It is widely acknowledged that there are specialised software applications developed to handle Style Colour Size requirements, these are generally expensive to buy and complex to install and use. Our intention here is to better accommodate MYOB EXO Business users who have an element of Style/Colour/Size within their product range, or who have found existing specialised software to be an 'overkill', either being too complex or too expensive. It is essential that the users satisfy themselves that the demonstrable capabilities are sufficient for their purposes prior to purchasing MYOB EXO Business or adding this functionality.

Style Colour Size Profile Settings

The following profile settings are available in EXO Business Config to set up and customise the Style Colour Size feature.

Enable Style Colour Size features

To enable Style Colour Size features, tick the **Enable size/colour** Company-level profile setting and click **Save**. Close any instances of MYOB EXO Business and Config and restart for the feature to be enabled.

Style Colour Picker Swap Axis

To swap the Style Picker axis, check the **Style colour picker swap axis** Computer-level profile setting and click **Save**.

The default setting has colour as the vertical axis:
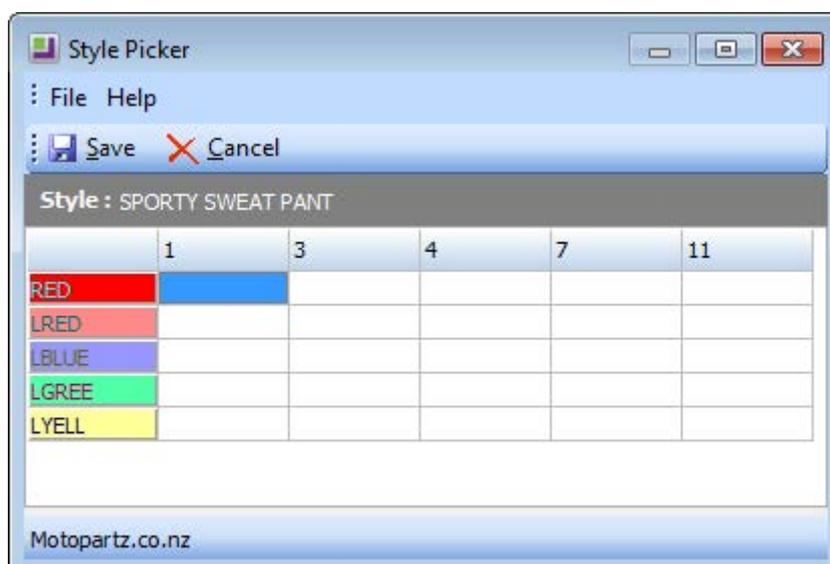
When this setting is enabled, colour becomes the horizontal axis:
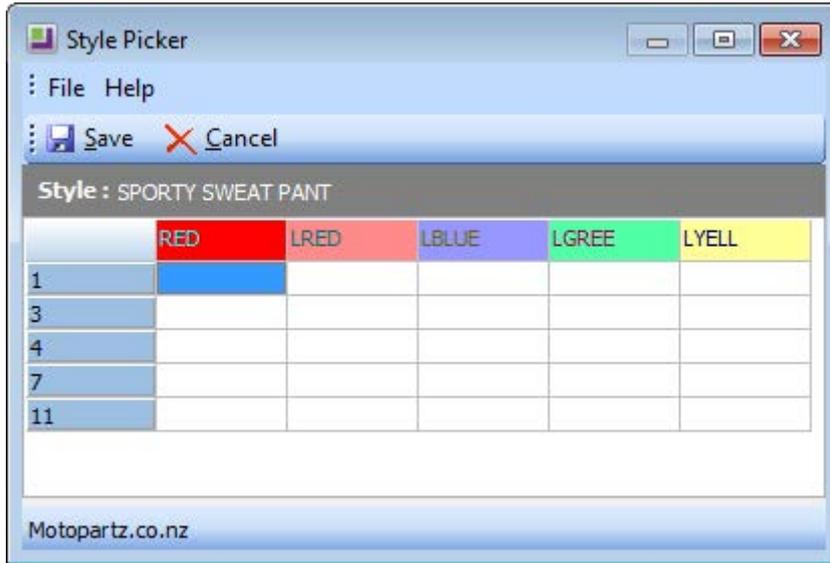
Style Colour Size Stock Code Formula

To change the formatting of the Style colour code formula, edit the **Size colour code formula** Company-level profile setting as necessary.

Style Colour Size Stock Description Formula

To change the formatting of the Style colour description formula, edit the **Size/colour description formula** Company-level profile setting as necessary.

Creating Style Size Options

Before you can generate any styles in MYOB EXO Business you will need to establish what sizes will be available across your whole product range. For example you may have some styles which come in only three sizes Small Medium and Large, other styles may come in a more comprehensive range of sizes ranging from sizes 6 through size 14. If you have a style that has an extra dimension to its sizing e.g. Black - Size 10 shoes (wide or narrow fitting), then you will need to create a separate sub style to accommodate the wide or narrow fitting or create specific sizes '10N' and '10W'. MYOB EXO Business accommodates two dimensions: Size and Colour.

To create style size options use the option in MYOB EXO Business Config as shown below:
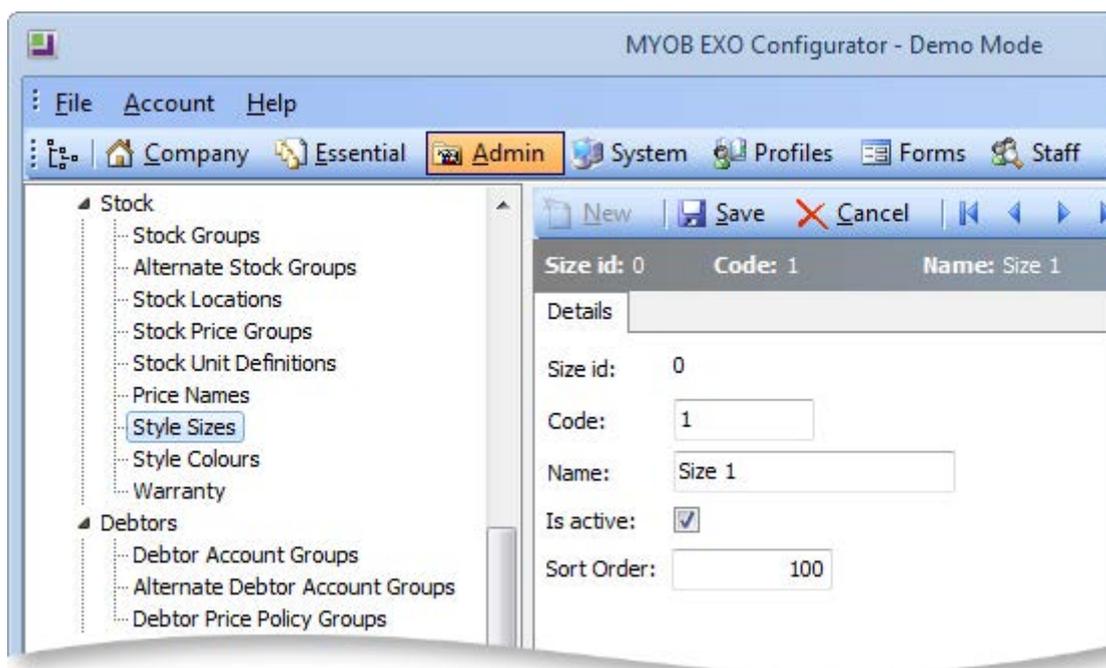
The **Size ID** is a unique key assigned by the system. It cannot be altered by the user and is invisible during normal operation.

The **Code** is a short abbreviation of the size. It is used in the formula that auto-generates stock codes for the style.

The **Name** is a long description used in the formulation of the descriptions of Stock items in this style.

The **Is active** option is enabled by default. Sizes can be made inactive if they are no longer available.

The **Sort Order** determines the size's position when displayed on the Style Picker (see page 217).

Creating Style Colour Options

Before you can generate any styles in MYOB EXO Business you will need to establish what colours will be available across your whole product range. If you have a style that has fabric options e.g. Leather or Plastic, then you will need to either create a whole separate sub style to accommodate the different fabric options, or create specific Colour options e.g. 'Red L' and 'Red P'. MYOB EXO Business accommodates two dimensions: Size and Colour.