|	
Campaign Wave	If the EXO Business CRM module is installed, Purchase Orders can be associated with a campaign wave to track purchases against a marketing campaign.
Order details	
Stock Code	The code for this purchase item. This code can be either the Stock code or the GL code.
Description	The description of the stock items. This is automatically entered when you press the TAB key after entering the stock code.
Qty	The quantity of the stock item. The default is set to 1.
Price	The price that applies to the stock item. This is the price that is set up in the stock window and is based on the price level assigned to this customer.
Total	The total price for this invoice line.
Supplier Code	The supplier's code for this stock item.
Options	Click on the ellipsis **[...]** to open the Purchase Order Line Periscope (see page 314) window for this stock item.
Due Date	The date the order line is due.
C	Indicates whether the Purchase Order has been confirmed - **Y** (Yes) or **N** (No). This is set by ticking the **Confirmed** checkbox in the Purchase Order Line Periscope (see page 314).
Job Code	The job code. It defaults to the code from the Job code field in the header, but it can be changed per line. This is only relevant for the EXO Job Costing module.
Sell Price	The sell price as detailed in the stock details 1 tab (see page 161) and Setting Cost Methods and Sell Prices (see page 160)
Cost Type	The job type established in EXO Job Costing. This is only relevant for the EXO Job Costing module.
Cost Group	The cost group established in EXO Job Costing. This is only relevant for the EXO Job Costing module.

Menu commands
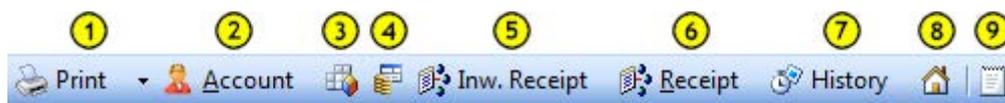
1. **Print:** There are three print options: Order, List and List (Clarity).

2. **Account:** View creditor Details. This opens the creditor in the Creditor Account Details window (see page 104).

3. **Show Tax Summary:** This opens the Tax Rate Summary window, listing the Tax rate #, name, % Calculated Tax and Actual Tax. This is a static window, no information can be entered or edited here.

4. **Refresh Exchange Rates:** This loads the latest exchange rate from the currencies table.

5. **Receipt using Inward Goods:** This opens the Inwards Goods – Receipt Goods window (see page 343).

   Note: Once a Purchase Order has been fully receipted (no outstanding quantities), this button is disabled.

6. **Receipt this Order:** This opens the Purchase Order Receipt window (see page 319).

7. **History:** This opens the History window (see page 307) for the Purchase Order.

8. **Addresses:** If alternate delivery addresses need to be specified for the delivery of this order they can be selected from this **Extra Delivery Address** window.

9. **Narrative:** To add any comments or notes to the order. This is a very basic text editor and the contents of the comments are saved by clicking the **OK** button.

File Menu Commands

All the file menu commands are replicated on the toolbar (detailed above).

Notes

- Right-click on a stock item to view stock levels in all stock locations (or press CTRL+L), or to create a one-off stock item (or press CTRL+O), or add a line narrative.

- The purchase price of a stock item on a Purchase Order is automatically suggested by the system, based on the following hierarchy:

  o Use the **Stock item > Details 1 > Cost prices > Supplier** price if the Purchase Order is being raised for the **Stock item > Details 1 > Main Supplier**. (If the supplier cost price or the supplier account number is set to 0, then this setting will be ignored).

  o Otherwise, use the Supplier Cost from the Stock item Details 2 tab (see page 164) if there is a supplier cost price set for the stock item. The use of Pack Sizes will also impact on the price selected.

  o Otherwise, use the Price from the most recent Purchase Order raised against that supplier, for that stock item.

  o Otherwise, default the Purchase Order Price to $0.00, ready to be manually entered.

- Maintaining the Alternate Supplier Prices on stock items can assist in automatic entry of the purchase price on a Purchase Order. Having a **Stock item > Details 1 tab > Cost prices > Supplier** of $0 or a **Stock item > Details 1 tab > Main Supplier** of account number 0 on the stock item would mean only the Alternative Suppliers price table needs to be maintained.

- A user's **Check supplier cost prices when purchase prices change** profile can be enabled to prompt to update the supplier cost price when overriding prices when placing or creating a Purchase Order. This assists in interactively maintaining the alternative supplier price lists during Purchase Order entry and purchase pack price for each alternate supplier. Appropriate columns are also added to Purchase Orders entry window.

- Press F10 to select a delivery address from the Extra Delivery Addresses window.

- GL codes can be used instead of stock items on a Purchase Order by using the format @GLCODE. Lookup stock items could also be created to point to a GL account.

- Purchase order lines due dates can be changed on a partially processed Purchase Order through the **Receipt** button.

- The company profile setting **Delivery Addresses Shared** allows delivery addresses to be shared among all accounts.

- A profile can be enabled to update alternate supplier price when costs changes on the Purchase Order. This updates the Supplier_Stockitems.PurchPackPrice field and not the LastCost field. The LastCost field is updated only by the action of costing receipted goods and therefore represents the true landed cost from this supplier.

- Supplier Cost (SKU price) displays the Packcost (purchase price) divided by the pack quantity.

- The **Update LastUpdate field for supplier code cost price when prices change** profile is also available if users want to keep track when the cost price had changed.

- You can confirm or unconfirm all Purchase Order lines by using the PO Orders menu.

- A profile is available to let the system save a transaction when using an **inactive** stock item.

- GET_COST_PRICE stored procedure is used to establish cost prices on a Purchase Order.

- The profile option **Creditors Invoice Line Discounts** controls the availability of the discount column on the Purchase Order entry window.

Purchase Order Line Periscope

Transactions > Purchase Orders > Purchase Orders > [New] > (Order Details) > [...]

This window is used to assist the data entry when creating a new Purchase Order (see page 309). In addition it provides further options to:

- Adjust the GST rate and view the GST value of this adjustment.

- Adjust the price %.

- View the stock item.

Purchase Order Authorisation

Authorisation limits can be enabled for Purchase Orders. If a staff member creates a Purchase Order with a total that exceeds their authorisation limit, that order will be given the status "Awaiting Authorisation". An order in this status cannot be processed further until it is authorised by a staff member with a higher authorisation limit (or if the order is reduced so that its total is no longer over the staff member's limit).

Setting up Authorisation Limits

By default, authorisation limits are not applied to Purchase Orders and the "Awaiting Authorisation" status is not available. To enable Purchase Order authorisation, the **Enable extended purchase order statuses** Company-level profile setting must be ticked in EXO Business Config.

Once authorisation is enabled, staff members' authorisation limits must be set up on the Setup Staff window (see page 20) or the Staff section of EXO Business Config (see page 73). Authorisation limits are set up on the Authority tab:

Authorising Purchase Orders

Purchase Orders whose total exceeds the authorisation limit of the staff member that created them are displayed on the Purchase Order screen (see page 305) with the status "Awaiting Authorisation". To authorise a Purchase Order, right click on it and select **Authorise the Selected Order** from the popup menu. A staff member can only authorise an order if its total is less that the staff member's authorisation limit; if it is not, an error message is displayed:

If the staff member's limit allows them to authorise the order, a confirmation message appears:


Click **Yes**. The Purchase Order's status is changed to "Not Processed" and it can now be processed as normal.

Forecast Based Purchase Orders

Forecast-based Purchase Orders compare stock on hand and outstanding sales and purchase orders, and suggests the items to reorder based on reorder levels. This uses the **Primary Supplier** field on the stock item.

> **Note:** See also the On Demand Purchase Orders functionality in the Distribution Advantage module. On-Demand Purchase Orders provides an assisted form of creating purchase orders directly from sales order information This function is available in the optional Distribution Advantage module.
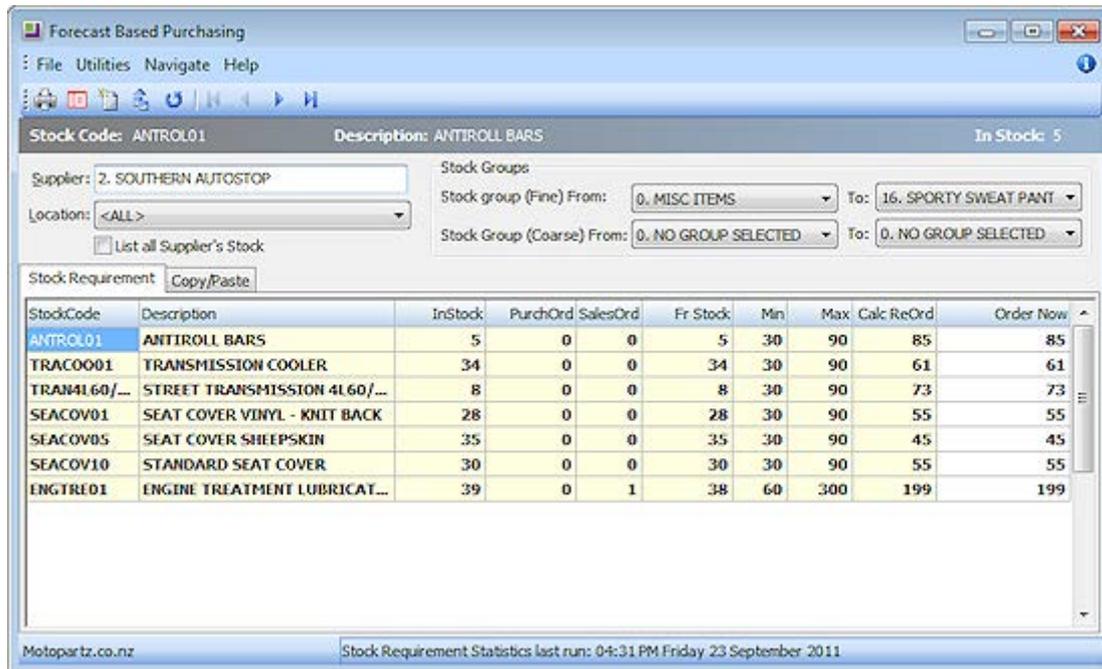

1. Enter the Supplier name that the Purchase Order will be generated against.

2. Select the Primary stock group range, Location and define if the system will list all suppliers' stock or only stock that requires replenishment.

3. Click the **Recompute** button ( ) to recalculate the stock requirement statistics for all suppliers if required.
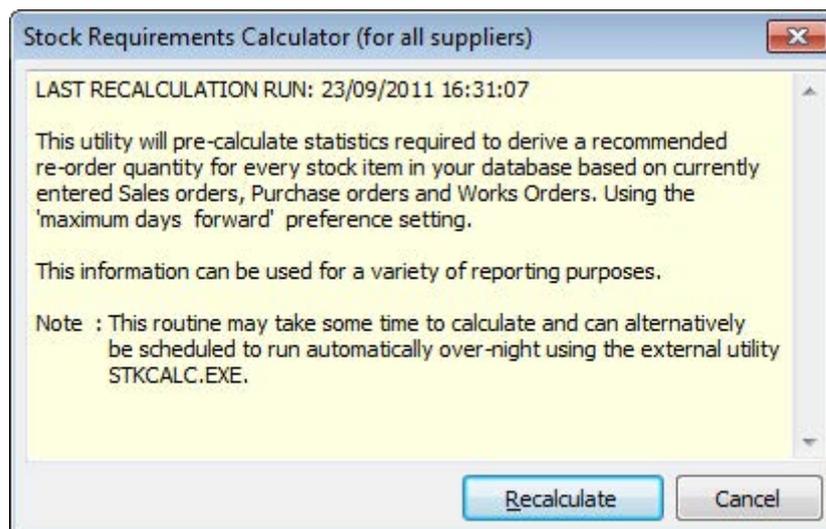
4. Click the **Generate** button ( ) to generate the stock requirement for a single supplier button and populate the table with stock items that match the search criteria

5. Review the results, and manually override the **Order Now** quantity if required.

6. Click **Print** to print a report of the suggested items. Alternatively, click **Export to CSV File** to output the grid rows in Excel format.

7. The Copy/Paste tab can be used to paste in rows, for example, by exporting the Stock Requirement grid to CSV, editing it in Excel, then pasting the edited rows back into the Copy/Paste tab.
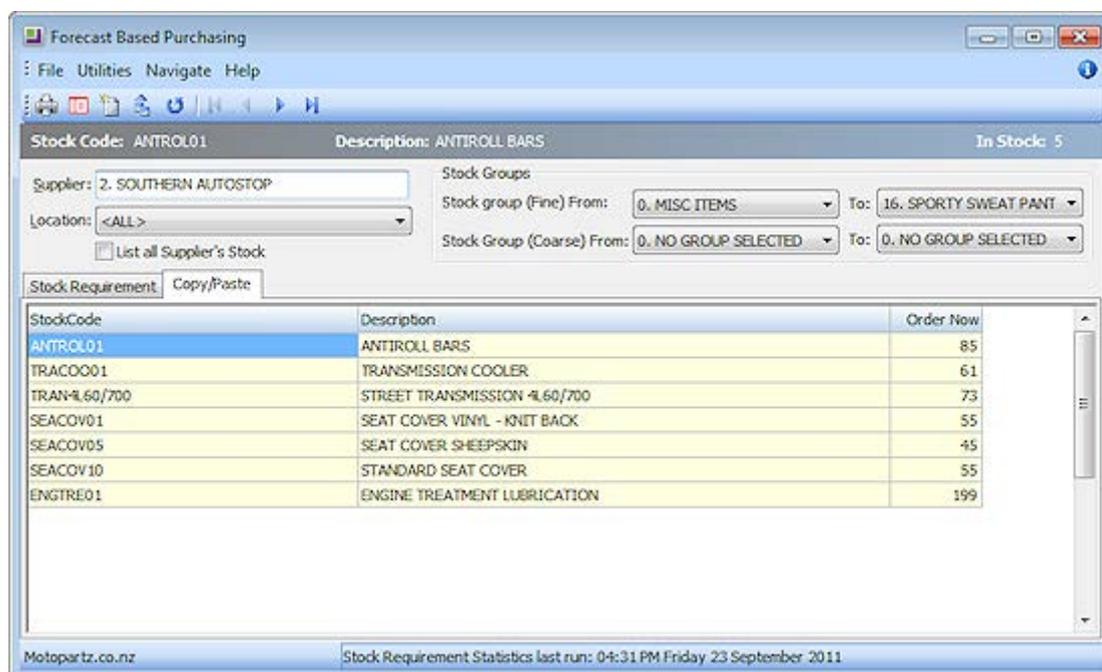
8. Click **Post Order** to open the purchase order window and automatically populate the order based on the reorder item listing created.

Notes

- The system will warn if there are more than 400 records that match the search criteria, to ensure the results remain manageable Users can then use a more restrictive filter options.

- The "Recalculate stock requirement statistics for all suppliers" recalculation can be set as a scheduled task if the calculations are excessively complex.

- The CALC_STKREQUIREMENT stored procedure is used to establish the manner how stock requirements will be calculated.

- Use of economic order quantity in forecast based purchase ordering is possible if an EOQ is specified on the stock item, and the setup profile option Use of Ec**onomic Order Quantities on Auto Purchase Orders** is enabled.

Creating Purchase Orders from Sales Orders

It is possible to create one or more Purchase Orders directly from a Sales Order.

To create Purchase Orders from a Sales Order:

1. Open the Sales Order that you want to create Purchase Orders from.

2. Click the **Generate PO(s)** button on the Sales Order window toolbar, or right-click on the grid and select **Generate Purchase Order(s)**.

   > **Tip:** This button/menu option can be hidden using the **Hide sales order controls** User-level profile setting.

3. The Generate Purchase Order(s) from Sales Order window opens:
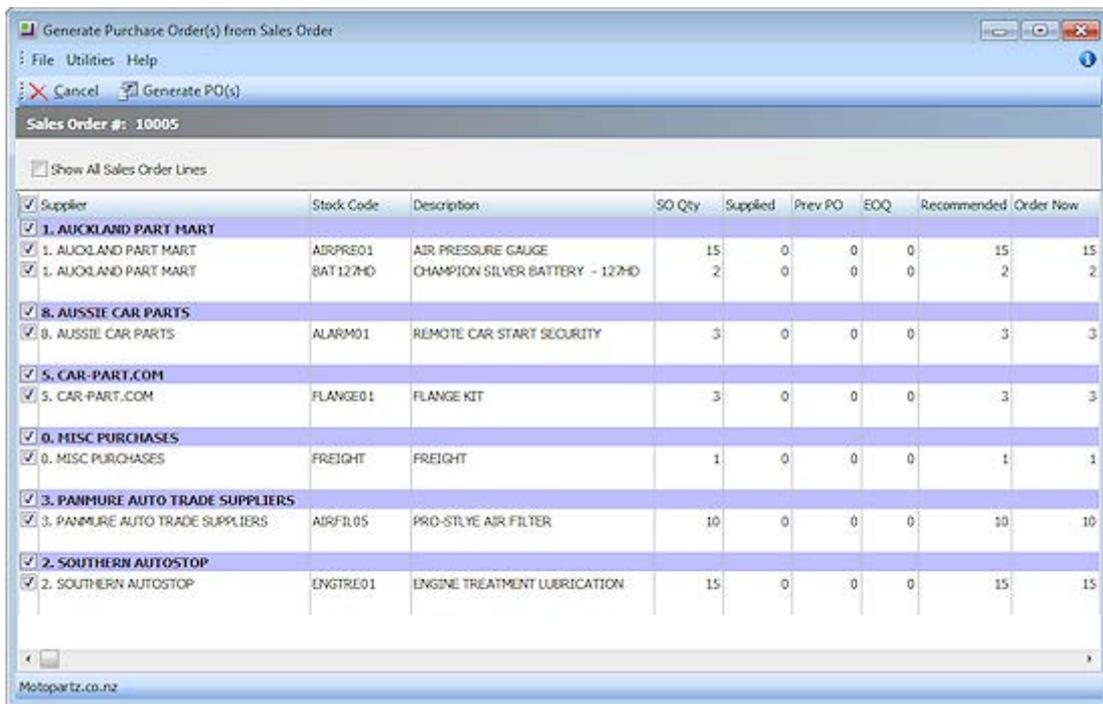
The following details are displayed for each line on the Generate Purchase Order(s) from Sales Order window. All details are read-only, except for **Order Now**.

> **Note:** By default, only lines where the **Order Now** value is greater than 1 are displayed. To display all lines from the source Sales Order, tick the **Show All Sales Order Lines** box.

Field	Description
Supplier	Supplier for the stock item. If no supplier is defined for a stock item, it will appear under MISC PURCHASES.
Stock Code	The unique code for the stock item.
Description	Description of the stock item.
SO Qty	Quantity from the Sales Order.
Supplied	Quantity that has already been supplied.
Prev PO	Quantity that already appears on previous Purchase Orders.
EOQ	Economic Order Quantity, which sets a minimum amount for orders.
Recommended	This value is equal to: SO Qty - Supplied - Prev PO The value is adjusted up to the EOQ, where this applies.
Order Now	The quantity that will appear on the Purchase Order. The default value is the same as **Recommended**. (If a line is not ticked, its default **Order Now** quantity is 0.)

4. Select/de-select the lines to create orders for. Lines are grouped by supplier; selecting or deselecting a supplier selects/deselects all lines under that supplier.

5. Edit the **Order Now** quantities for selected lines as necessary.

> **Note:** When editing the **Order Now** quantity, the EOQ is enforced as per the **EOQ prompt on purchase orders** Company-level profile setting (Prompt, Force or No EOQ).

6. Click **Generate PO(s)**.

Purchase Orders are created, one for each supplier. Purchase Orders are created one at a time - once one is saved and closed, the next one opens. All lines that are ticked and have an **Order Now** value greater than zero are included in Purchase Orders. The **Sales Order** field is populated with the ID of the parent Sales Order. (This field replaces the **Job Code** field on Purchase Orders that were created by other means.)

Notes

Bills of Materials are not supported in Purchase Orders. This means that BOMs lose their structure when they reach the Purchase Order, and appear as a collection of individual stock items.

Any changes forced by customer or supplier changes after Purchase Orders have been created will not automatically change the status or quantities of those Purchase Orders. This process must be handled manually.

When the Purchase Order is receipted, costed and invoiced, this has no effect on the original Sales Order in terms of supply, generation of invoice etc. This process must be handled manually.

Receipting Purchase Orders

Transactions > Purchase Orders

After a Purchase Order has been entered, the ordered stock has to be supplied. Depending on availability of stock and requirement of invoice you can click the appropriate button on the Purchase Orders screen.

The stock specified on the order may not be available immediately or only a part of it can be supplied at the present time.

You can receipt more than one Purchase Order to a Goods Received Note and invoice it.

In summary you can receive goods, associate costs and create creditors invoice directly through the purchase order.

> **Note:** This method does not support the more advanced features of the **Inwards Goods (see page 343)** system.

1. Search for the Purchase Order to receipt (see page 305). Once the required order is opened, click the **Receipt** button to open the Purchase Order Receipting window (see page 322) and receive ordered items.
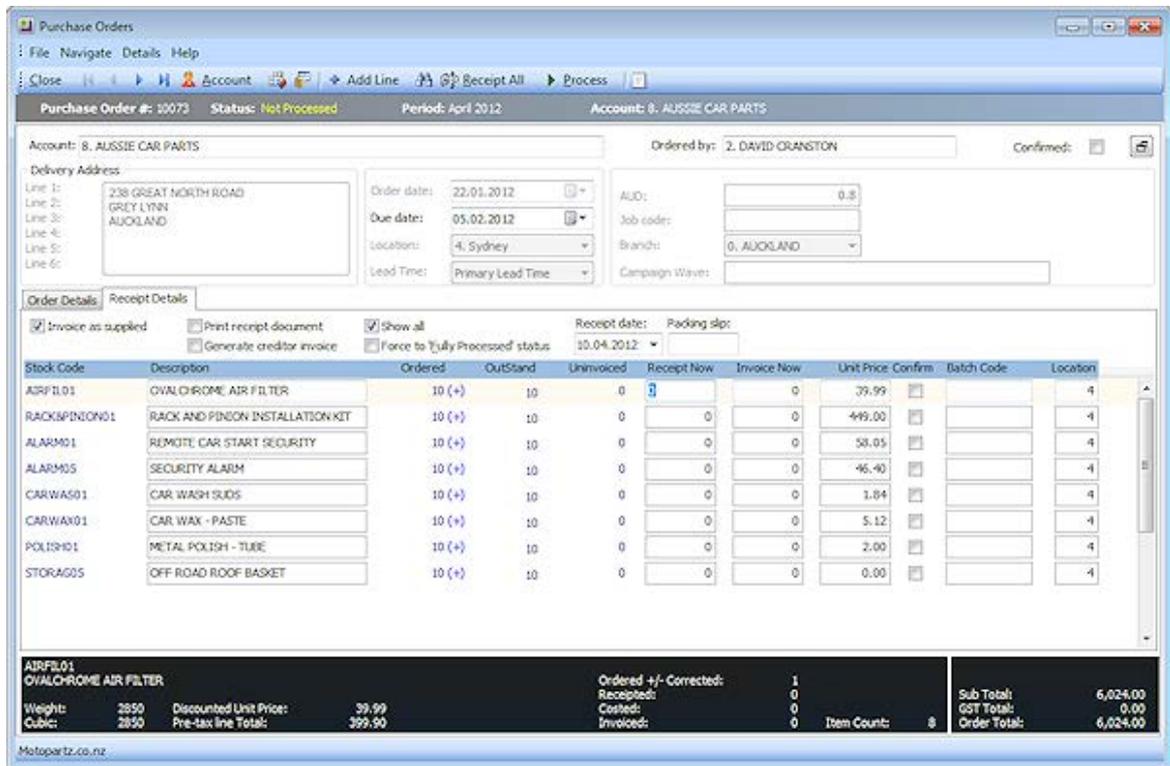
2. Click the ✚**Add Line** icon to add line items to be receipted. This opens the Add Line To Order window:

a. Enter the stock code or enter "?" and press the **TAB** key to search for the code.

b. Add a brief **Description** to detail the order.

c. Enter the **Quantity** and **Unit** price.

d. Select **Analysis Codes (see page 82)** by clicking on the ellipsis button [...]

e. Select the GST Rate and enter the value.

f. The Job Code, Cost type and Cost group can all be searched by entering "?" and pressing the **TAB** key.

g. Click **OK** to add the new item to be receipted.

3. Change due dates for all stock lines, or change the due date per line with the Purchase Order Supply Periscope by clicking on the (+) link.

4. Click **Receipt All** if everything is to be receipted at this time.

5. Check the **Generate Invoice** checkbox if a creditor's invoice is to be created at this time. The system will prompt for the entry of the creditor's invoice number when processed.

6. Click **Process** to receipt stock items and optionally create the creditors invoice.

Notes

- Stock transactions can only be posted to the current period using the Purchase Order Receipt method.

- Use the **Inwards Goods Receipt** function to assist in receiving more than one purchase order on a single creditor's invoice.

- The **Receipt or IWG** buttons can optionally be hidden by using the user profile 'Purchase Order Hide Controls'.

- MYOB EXO Business recommends Inwards Goods Receipt as a preferred method in receiving stock.

Purchase Order Receipt Details Tab

This topic provides an overview of the Purchase Order Receipt Details tab.

Transactions > Purchase Orders > Purchase Orders> {Double Click an order} > [Receipt]

Field Descriptions

Field	Description
Account through to Branch	See Entering a Purchase order - Field Definitions (see page 311).
Checkbox options	
Invoice as Supplied	Enable this option if you want the Receipt Now quantity to be copied to the Invoice Now field. If it is not checked, you will need to manually enter the figures in the Invoice Now field. Entering the quantity is essential if you wish to generate an invoice.
Print Receipt Document	Enable this option if you want a receipt record printed for this order.
Generate Creditor Invoice	Enable this option if you want to generate an invoice for this Purchase Order.
Show All	Enable this option to view all items in the Purchase Order. To view only items that have not been supplied, leave the box unchecked.
Force to Fully Processed Status	Enable this option if you want to force the order to the fully processed status, even though the order may not be fully receipted or invoiced.
Other options	
Receipt date	This automatically defaults to the current system date but you can select the preferred date from the calendar.
Packing slip	The packing slip number.
Grid options	
Stock code	The stock code of the item being receipted.
Description	The description of the stock item as defined in the Stock window.
Ordered	The quantity of the stock item that you ordered.
Receipted	The quantity of the stock item previously receipted.
Outstand	The outstanding quantity.
Invoice	The quantity you have previously generated an invoice for.
UnInvoiced	The quantity that is yet to be invoiced.
Receipt Now	The quantity that you are receiving. If you have checked the **Invoice as Supplied box**, press **TAB** for the system to automatically copy the *Invoice as Supplied quantity* to the *Invoice Now field*.

Invoice Now	The quantity you wish to invoice here.
	You will be unable to process the invoice if the field is left at 0.
Unit Price	The price that applies to the selected stock item.
Confirm	Enable this option to confirm the purchase order, i.e. the supplier / creditor has acknowledged the order.
Location	The stock location that the goods are receipted to.

Toolbar commands

1. **Account:** This opens the creditor in the Creditor Account Details window (see page 104).

2. **Tax Summary:** This opens the Tax Rate Summary window, listing the Tax rate #, name, % Calculated Tax and Actual Tax. This is a static window; no information can be entered or edited here.

3. **Refresh Exchange Rates:** This loads the latest exchange rate from the currencies table.

4. **Add a line:** This button adds a new line (order item to be receipted) to the order (see page 320).

5. **Find Line:** Opens the Stock Search window (see page 154) to search for a line in the order.

6. **Receipt all:** Click this button to receipt everything for this order.

7. **Process:** Click this button to receipt stock items and optionally create the creditors invoice.

8. **Narrative:** Click this button to open a text editor, so you can enter notes in this editor relating to the selected line.

Reversing Purchase Orders

There are two methods for reversing a Purchase Order in MYOB EXO Finance. You can reverse it through the original Purchase Order or you can reverse it through a new Purchase Order.

To reverse an order through the original Purchase Order:

1. Open the original Purchase Order and click the Receipt button. The Purchase Order (Supply) window is displayed.

2. Note the stock quantity in the Receipted field and type this quantity as a negative in the Receipt Now and Invoice Now fields.

   Note: If you have checked **Invoice as Supplied**, the quantity from the **Receipt Now** field is automatically copied into the Invoice Now fields.

3. Click **Process** to reverse the order. The Payment/Entry window is displayed.

4. Click **OK** to save this refund.

5. If the creditor's account is an Open Item account, the Allocation window is displayed and you can allocate the refund against the credit note. Once you have finished the process, the Purchase Orders (search) window is displayed.

   Note: If you have checked **Include Partly Processed Orders**, the order that you have just reversed is marked as a backorder. You can now select this order and remove it from the purchase order system.

The creditor's account in the Transactions tab now contains a credit. If you look at the transaction list for the stock item you reversed, you will see a credit here as well.

You can also reverse a Purchase Order without going back to the original Purchase Order:

1. Create a new order and type the same details but with negative stock quantities.

2. Once you have entered the details in the Purchase Order (Entry) window click the **Receipt** button and ensure that the **Invoice as Supplied** and **Generate Creditor Invoice boxes** are checked.

3. Check the **Enter Payment** box if a payment has been entered.

4. Type the same quantity that was supplied into the **Supply Now** box but as a negative quantity. If the Invoice as Supplied box has been checked, MYOB EXO Business automatically updates the Invoice Now column.

5. Click the **Process** button to process the transaction. If you selected **Generate Creditor Invoices**, the Generate Creditor Invoice window is displayed.

6. Click **OK** to save any changes that you make.

Generating Creditor Invoices

The Creditor Invoice Entry window is used for entering invoices from suppliers where a Purchase Order was not used to initiate the purchase and/or the invoice does not involve the purchase of stock items. The invoice window links directly to the General Ledger Account Codes for coding the purchases, but the transactions are not posted to the General Ledger itself until the Post Creditors to GL option has been run.

Entering a Creditor Invoice

Account > Creditors > {double Click the creditor's name} > (Transactions) > [New Invoice]

You can create an invoice for an existing creditor through the Invoice Entry window. Invoices can be for stock and non-stock transactions.

Creditors Invoice Entry allows invoices from creditors to be entered into MYOB EXO Business, either by manual entry (supporting both stock and GL code entry), or by automatically pulling information from inwards goods receipts or purchase orders.

Non-stock Transactions

To enter a creditor invoice for a non-stock transaction:

1. From the Creditor Account Details window, click the **Transactions** tab. The Transactions page (see page 125) is displayed.

2. Click the **New Invoice** button on the main toolbar (▤). The Creditor Invoice Entry window (see page 329) is displayed.
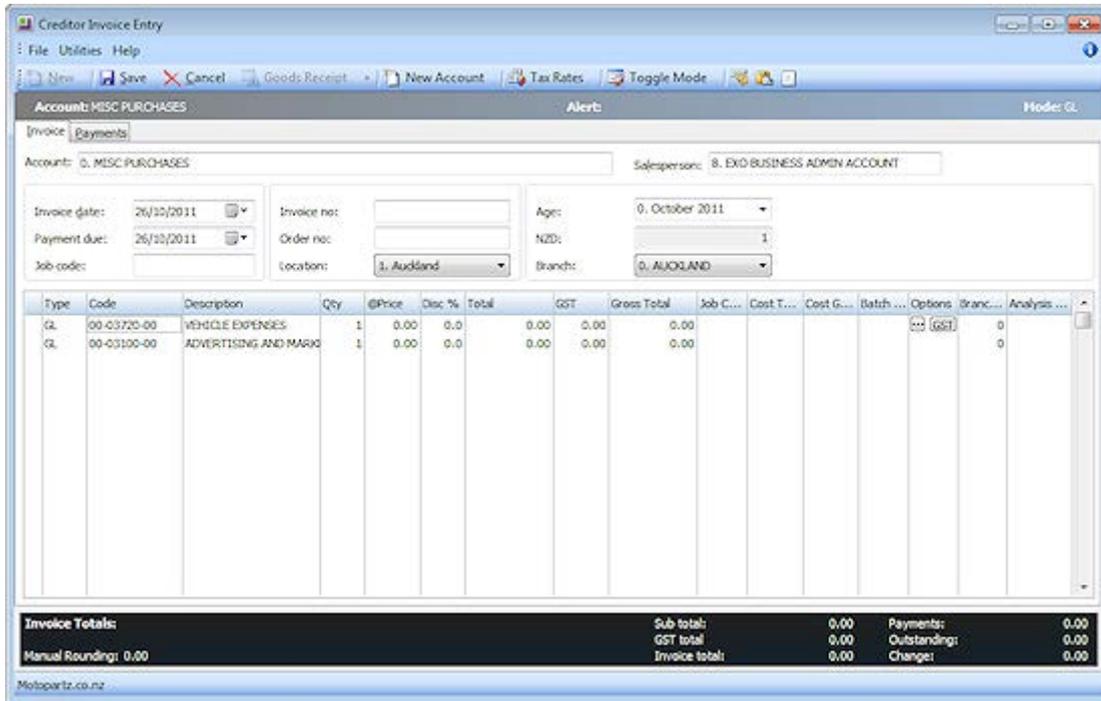
Field Descriptions

Field	Description
Account	The name of the account.
	If you have specified a default account in MYOB EXO Business at **Config > Admin > Creditors > Creditor Account Groups**, the default is displayed here.
Salesperson	The name of the person who is entering the invoice.
	You can type the name or select from the list.
Invoice date	The date of the invoice.
	This defaults to the current system date but this can be altered by selecting another from the attached calendar.
Payment due	The date the payment is due.
Job code	The job code.
Invoice no	The invoice number.
	If you do not enter an invoice number, the system will not allow you to save the invoice entry.

Customer order no	The customer order number.
Location	The location where the invoice is being generated.
Age	The relevant financial period from the list.
(currency)	If you operate in multiple currencies, this is the currency specified for the debtor account, e.g. 'AUD', 'NZD'. If you don't operate in multiple currencies, this field displays as 'N/A' and cannot be edited.
Branch	The name of the branch where the transaction took place.
Type	The code for the type of transaction. This is changed by clicking the toggle mode button. It will be GL for direct coding to General Ledger or Stock for stock item purchases.
Code	Either the GL or Stock code for the item being invoiced. If you do not know the GL or Stock code, press ? + TAB for a list of GL codes and select the one you require. This will automatically enter the description, quantity, price and total fields.
Description	The description of the item. Once you enter the code, the default description is displayed. If you wish to change this, you can overtype the displayed description.
Qty	The required quantity. The default is 1 but you can change to the required quantity.
Price	The unit price of this line item. Whether the price you enter is inclusive or exclusive of GST depends on whether you have selected Creditors GST Inclusive Pricing in MYOB EXO Business at **Config > Essential > General Setup**.
Total	The invoice line total.

Note: You can copy an invoice line by pressing ALT + INSERT on your keyboard. This will copy the line that the cursor is in.

Click **Save** if you want to save the invoice to the creditor's account, or click the Payment tab to enter the payment on the invoice.

Tip: You can also open the Invoice Entry window from the **Transactions** menu in the MYOB EXO Business main window. Click the **Creditors Invoice** option. The Invoice Entry window is displayed.

Stock Transactions

To enter a creditor's invoice for a stock transaction:

1. From the Creditor Account Details window, click the **Transactions** tab. The Transactions page is displayed.

2. Click the **New Invoice** button. The Creditor Invoice Entry (see page 329) window is displayed.
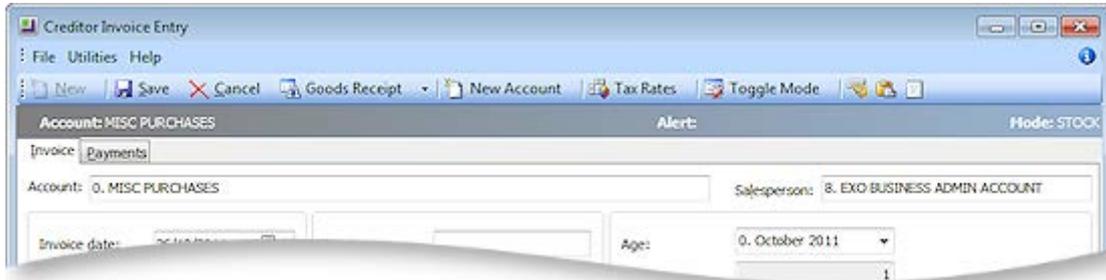

3. If the Mode field displays "GL", click the **Toggle Mode** button so that is displays "STOCK".

4. Click the **Goods Receipt** button. The Goods Receipt Search window opens:
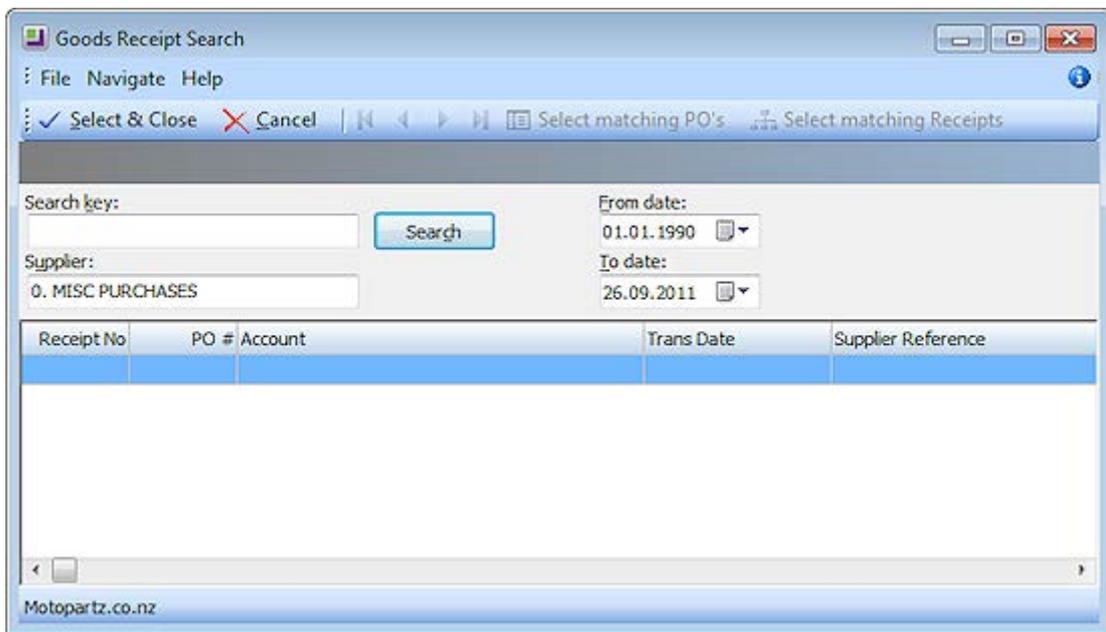

5. You can now receipt multiple purchase orders for one supplier to one Goods Received Note, and then add the landed costs.

In step 4, the **Goods Receipt** button has two options:
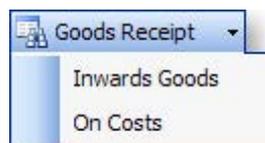
If the **On Costs** option is selected, the Inwards Goods On Costs window (see page 346) opens:
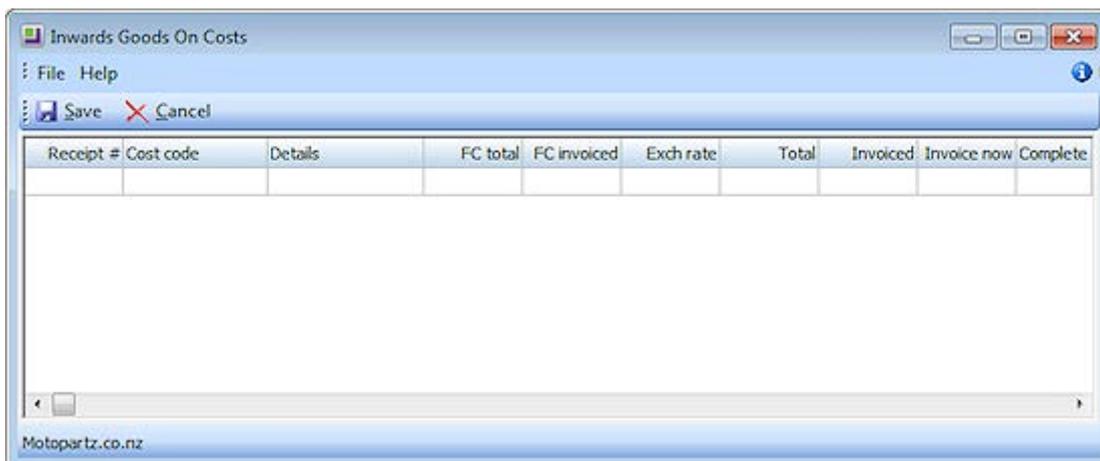
Creditor Invoice Entry

The Creditor Invoice Entry window allows invoices from creditors to be entered into MYOB EXO Business, either by manual entry (supporting both stock and GL code entry), or by automatically pulling information from inwards goods receipts or purchase orders.
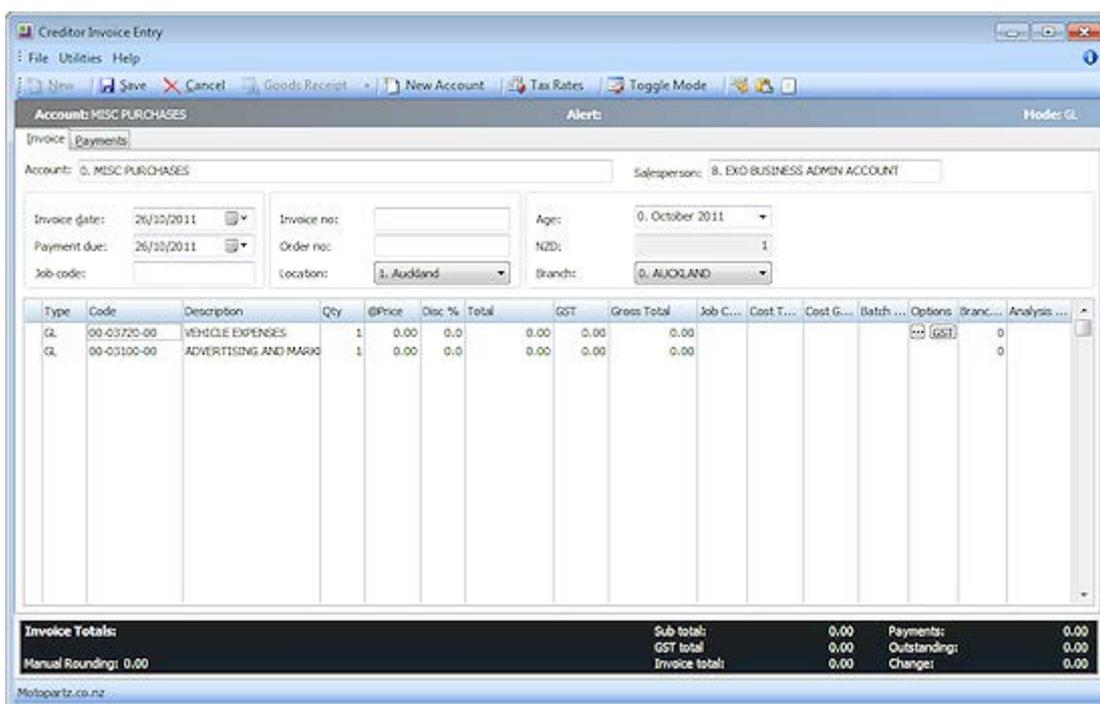
1. Click **New** to create a new invoice.

2. Enter the creditor account details or '?' to search. Then enter all other invoice header information.

3. For invoices relating to Inwards Goods Receipts, click the **Goods Receipt** button. All un-invoiced Goods Receipts for the selected supplier will be listed. DOUBLE-CLICK on the desired receipt to automatically populate the grid with details from the Inwards Goods receipt.

4. Invoices can be coded to stock or GL accounts. The **Toggle Mode** button switches the mode between 'Stock' and 'GL'. This can be seen in the grid column **Type**.

5. Creditor invoices can be entered for overhead expenses (e.g. cleaning costs). In this case **Type** will be 'GL', and **Code** is the combination of branch code, GL account and GL sub-account.

6. Creditor invoices can also be entered for direct stock purchases (i.e. no purchase order or inwards goods receipt). In this case **Type** will be 'Stock', and **Code** is the stock item. This type of invoice will create stock receipt transactions and the stock-on-hand quantity will be increased.

7. Tax is automatically calculated based on the creditor account, stock item or GL account. However this can be modified on each line by using the periscope in the Option column.

8. The Payments tab can be used if the creditor has already been paid or is being paid at the same time as the invoice is being entered.

Notes

-   Use the ***Paste Invoice Lines*** button if the invoice lines have been prepared in another Windows application (e.g. spreadsheet), and are to be pasted into the grid.

-   RIGHT CLICK on the line details window to create a one-off stock item. (One-off items allow quick creation of a stock code based on template items, for things such as trade-in items, or creating items as needed from large parts catalogues.)

-   The menu item Creditors Invoice Entry from Stock can be used if stock codes are used more frequently than GL codes on a creditors invoice.

-   The payments tab on the creditors invoice can be disabled if preferred.

-   If you are using the EXO Job Costing module, a **Job Code** column is available to associate the invoice with a job.

-   Creditors Invoice maximum limit is 400 rows.

Entering a Payment on a Creditor's Invoice

If you need to enter a payment at the same time as the invoice, you can go to the Payment window and make the payment entries. Alternatively this is for recording individual creditor payments, such as singular payments made by hand-written cheque or electronically. Payments are normally made using the Batch Payment Processor (see page 480).

To enter a payment on a Creditor's invoice:

1. Open the Creditor Payment Entry Window:

   • From the Creditor Account Details window, go to the Transactions tab and click the **New Payment** button (🪙).

   • Select the **Transactions > Creditor Payments > Creditor Payment Entry** menu item.
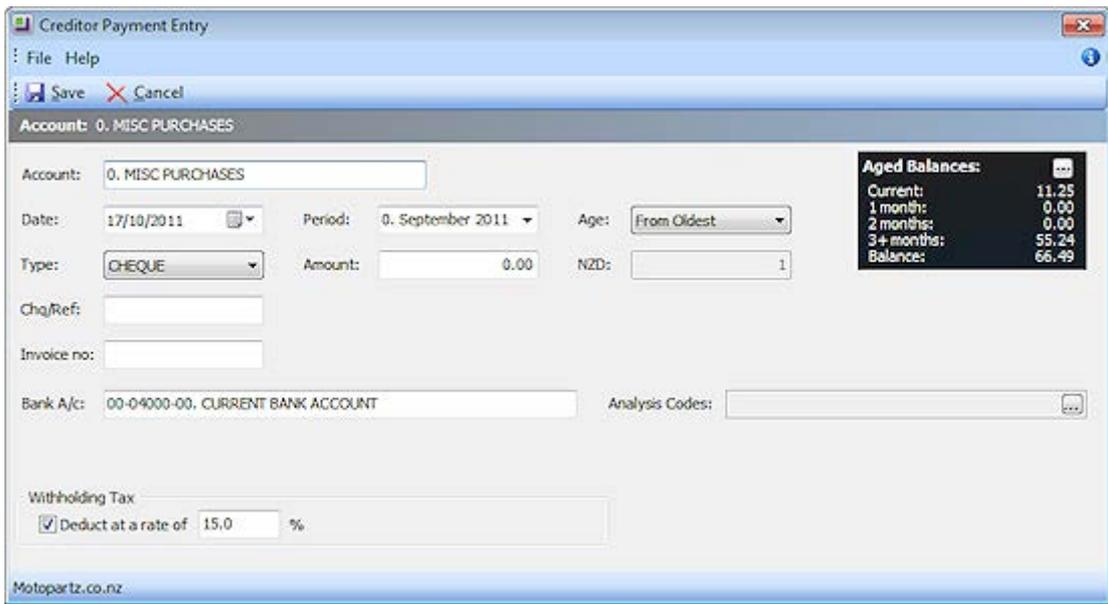
> **Note:** Opening the Creditor Payment Entry window from a Creditor account will automatically assign the payment to that Creditor.

2. Enter the account and payment details information.

   • Select the date, period and age (if applicable).

   • Select the payment **Type** from the predefined drop-down list.

   • Enter the payment **Amount** and if it's in foreign currency, enter the conversion rate. (If you enter an amount that is less than the outstanding amount, the balance amount is displayed against Outstanding in the Invoice Summary panel.)

   • If the **Withholding Tax on Creditors Payments** option has been enabled in the **Essential > General Settings** section of EXO Business Config, options to apply withholding tax to the payment become available at the bottom of the window.

3. Click the ellipses **[…]** button to view the creditor account details, to check details if needed.

4. If payment is by a cheque, press F12 in the Chq/Ref field to automatically assign a sequential number.

5. Click **Save**. If the account is an Open Item account, the allocation window will be presented, allowing the payment to be allocated to an invoice.

6. Click the **Auto** button to allow the system to automatically balance out based on transaction value.

7. If this is not possible due to the amount, click the Part Allocate % button to allocate the selected amount.

8. Click **Save** to save these allocations.

> **Note:** You can also enter a payment before you allocate the payment to the invoice, or as a **Batch Payment (see page 480)**.

Creditor Payment Run

Transactions > Creditor Payments > Creditor Payment Batch Processing

Creditor payment runs can be performed to create multiple cheque payments or supported direct credit banking files.
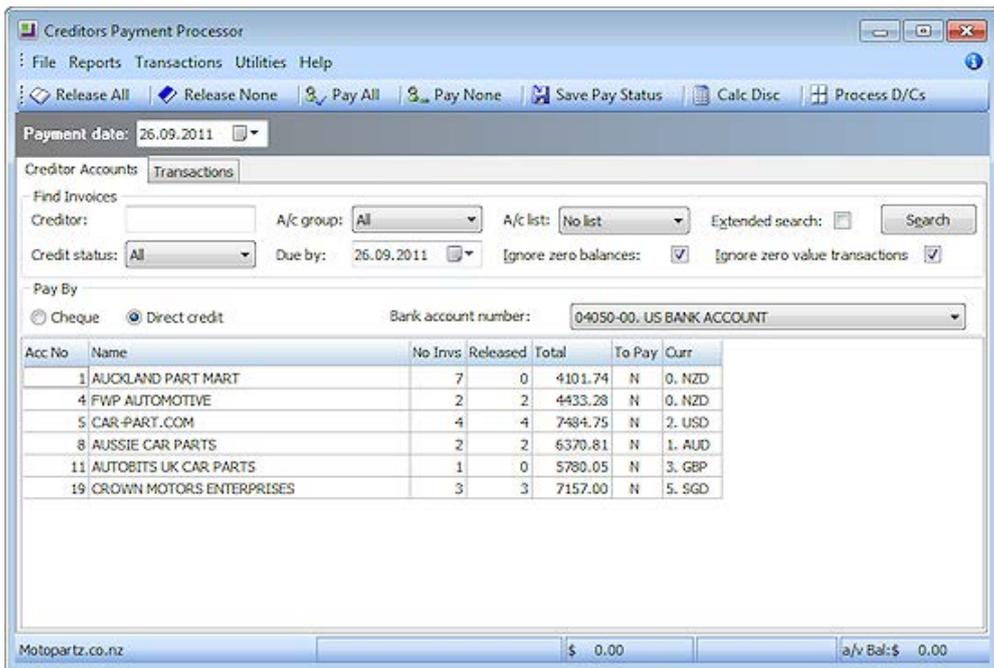
1. Enter the selection criteria for invoices to be paid; creditor, account group, due date etc.

2. Also choose the pay method – cheque or direct.

3. Click **Search** to list all creditors that have invoices that meet the selection criteria.

4. Double-click on a row to view the invoices that have been selected.
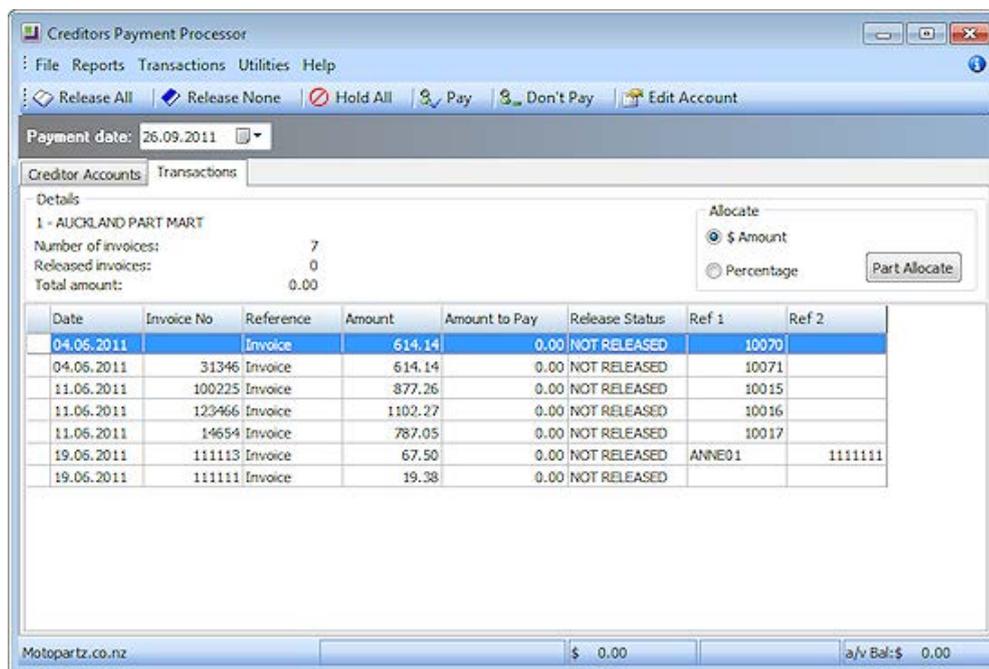
5. For an invoice to be paid, it must be set to 'Released'. Then for an account to be paid, the 'To Pay' flag must be set to 'Y'. There are a variety of ways of setting these statues.

   - The toolbar buttons on the Creditor Account tab (**Release All**, **Release None**, **Pay All**, and **Pay None**) affect all payable invoices on all displayed Creditor accounts.

   - The toolbar buttons on the Transactions tab (**Release All**, **Release None**, **Hold All**, **Pay, Don't Pay**) affect all invoices on the selected Creditor account.

   - Pressing SPACEBAR on the selected account will toggle 'To Pay'.

   - Pressing SPACEBAR on a selected invoice will toggle the 'Release Status'.

   - Status change options are also available from the right-click menu.

6. Click the **Save Pay Status** button to save the creditor account 'To Pay' status and 'Release Status' of the invoices.

7. Click **Process Cheques** or **Process D/Cs** to start the pay-run. Cheques will be printed or the Direct Credit file created.

Notes

- Use **Calc Disc** to calculate prompt-payment discounts.

- Creditor payment authorisation is an option that is also supported, requiring invoices to be 'authorised' before they can be released for payment if the value of the invoice exceeds the limit of the user that entered them.

- Account Lists can be set up to group accounts by payment priority, category or special account grouping.

- When expected accounts or invoices do not show up on window, review account payment type, invoices due dates and other filter options used.

- Most payment processor reports are now supported in Clarity.

M-Powered Payments

The MYOB M-Powered Payments service lets you pay your suppliers electronically and send them remittance advices in one easy process, directly from the MYOB EXO Business software.

The M-Powered Payments process works as follows:

1. MYOB EXO Business is set up to use M-Powered services.

2. Purchases are made, and invoices are received from Creditors.

3. Payments are entered and authorised in EXO Business, then sent the M-Powered Payments system, which processes the payments.

4. EXO Business is updated with the details of the payment, and remittance advice is sent to Creditors (optional).

> **Note:** The M-Powered Payments service is only available in Australia.

Setting up M-Powered Payments

M-Powered Payments must be set up before the feature can be used in MYOB EXO Business.

It is highly recommended that you use the latest EXO Business Installer to set up program files. If you just copy the executables manually, it is easy to miss out additional files that are necessary to connect to the M-Powered services database. If you run the EXO Business Installer, these files will be copied to the right location automatically.

Also, the registered company name in the EXO Business Configurator cannot contain any characters that Windows would not allow for a filename, i.e. \ / : * ? ,” |

The reason for this is that the first time an M-Powered Services database is created from EXO Business, it will create a .box file to hold the M-Powered database. This box file will have a name that matches the **Company Name** recorded in the EXO Business Configurator at **Company > Company Details**.

If you need to change you company name, contact the MYOB licensing department for new EXO Business registration codes and also contact the M-Powered Services team for the new licensing and user login codes.

Set up Shared Directory (optional)

If the same M-Powered database is to be accessed by multiple users, you will need to specify the location of the database on all PCs that will be used to access it. Specify this location by configuring the **Directory location for M-Powered Database** Computer-level profile setting using the EXO Business Configurator.

Activating M-Powered Payments

To activate the M-Powered Payments service, open the M-Powered Service Centre application by selecting the **M-Powered Service Centre** menu option or clicking the M-Powered icon on the Purchases tab of the main graphical menu:

Click the **Send/Receive** button on the Service Centre to contact MYOB M-Powered Services and activate M-Powered Payments.

Set up Banks

One or more bank accounts to use for M-Powered Payments must be set up in the MYOB EXO Business Configuration Assistant:

1. Open the Configuration Assistant and go to the **Administration > Banks > Creditors (M-Powered)** section.

2. Click **New**. Enter the following details:

Field	Description
Bank Number	Enter a unique identification number for the bank.
Bank Name	Enter the bank's name.
BSB Number	Enter the BSB (Bank State Branch) number for the bank and branch at which the company's account is held.
Bank Account Number	Enter the company's bank account number.
Bank Account Name	Enter the name on the company's bank account. This must match the name of the account as recorded by the bank.
Company Trading Name	Enter the name by which the company does business (which may be different from the Bank Account Name).
Default	Select this option to make this bank account (M-Powered) the default account for Creditor payments.

3. Slick **Save**.

Set up Creditors

For all Creditor accounts that you want to use M-Powered Payments:

1. Open the Creditor account and select the Details 2 tab (see page 108).

2. Select "M-POWERED" for the **Default Payment Type** property. This enables the Remittance group of properties.

3. Select the **Send M-Powered Payments Remittances** option if you want to send remittance advice to this the Creditor when payments are made.

   a. If you selected this option, specify whether to send remittance advice by E-Mail or Fax.

   b. Enter an e-mail address or fax number to send remittance advice to.

Recording Payments

Payments made via M-Powered Payments are entered the same way as other Creditor payments. Once made, payments must be authorised and sent to MYOB M-Powered Services.

Single Payments

When entering single payments using the Creditor Payment Entry window (see page 330), select "M-POWERED" for the **Type** field. This enables the following extra fields:

Field	Description
Bank	Select one of the bank accounts you set up in the MYOB EXO Business Configuration Assistant under **Creditors (M-Powered)**.
Your Statement Text	Enter text to appear on your bank statement.
Their Statement Text	Enter text to appear on the Creditor's bank statement.

Enter all other values as normal and click **Save** to enter the payment.

Payment Batches

When entering payment batches using the Creditors Payment Processor (see page 474), select "M-POWERED" for the **Pay by** field (this option is only available when the M-Powered Service is enabled). The grid is populated with all Creditors awaiting payment who are set up to be paid via M-Powered Payments. You can select which payments you want to make in the usual way.

When you are ready, click the **Process M-Powered** button. Specify the following details on the window that appears:

Field	Description
Statement Text	Enter text to appear on your bank statement.
Bank	Select one of the bank accounts you set up in the MYOB EXO Business Configuration Assistant under **Creditors (M-Powered)**. If the **Use Default Bank** option is selected, the default bank is selected and cannot be changed. Untick this option to select a bank manually.

Once the process is complete, you are given the option of launching the M-Powered Service Centre to authorise transactions.

Authorising Transactions

Once payments have been entered, they must be authorised and sent to MYOB M-Powered Services using the MYOB M-Powered Service Centre application. Open this application by selecting the **M-Powered Service Centre** menu option or clicking the M-Powered icon on the Purchases tab of the main graphical menu:
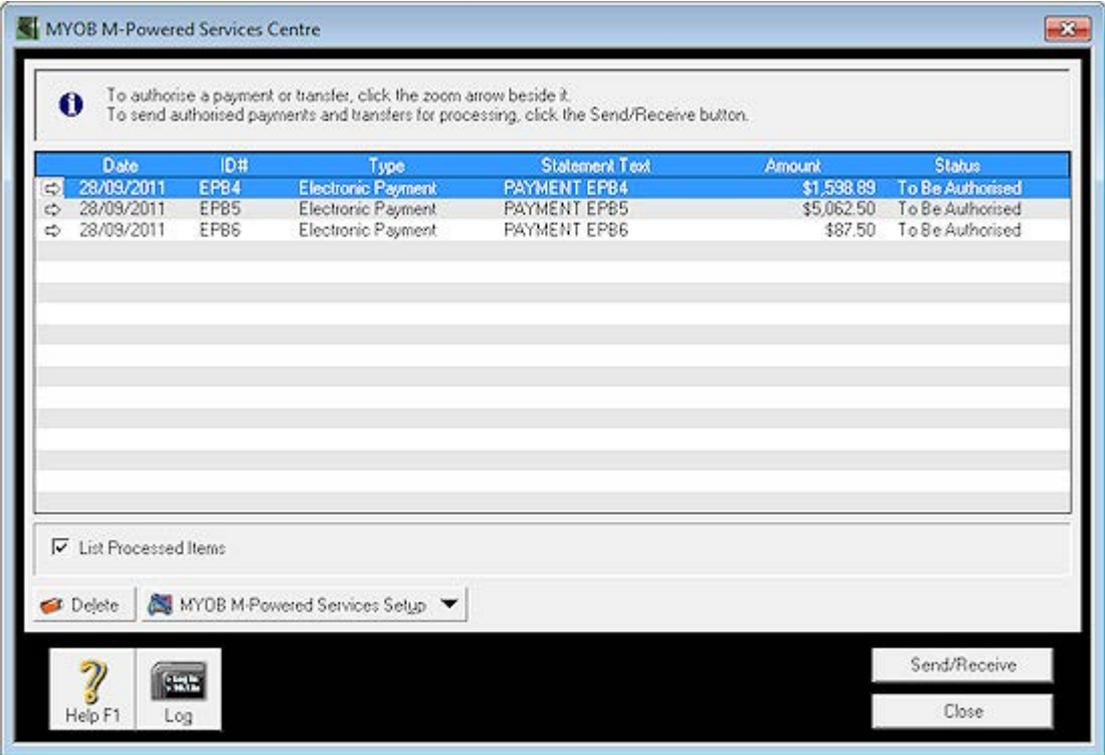
Note: Before authorising transactions, you must set up one or more people who can authorise transactions at **MYOB M-Powered Service Setup > MYOB M-Powered Payments**.

All payments awaiting authorisation are listed. To authorise payments and send them to MYOB:

1. Double-click on a payment (or click the arrow icon next to it) to view the payment's details.
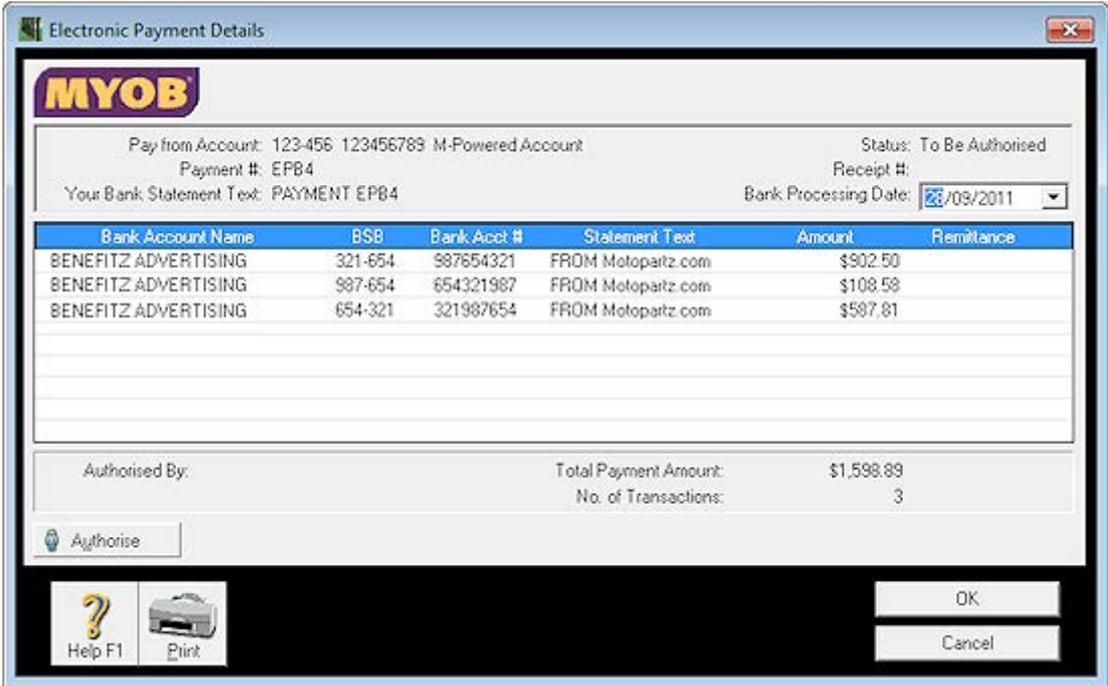
2. Click the **Authorise** button. The following window appears:

3. Select an authoriser and enter their password, then click **Authorise Now** to authorise the payment.

4. Repeat this process for all payments that you want to process now. Once you are done, click **Send/Receive** on the main window to send the authorised payments to MYOB M-Powered Services for processing. Payments that are still waiting to be authorised will not be sent.

Once payments are sent to MYOB M-Powered Services and processed, EXO Business is updated with the details of the payments. Remittance advice is sent to Creditors, as specified by the remittance options selected for each Creditor (see page 334).

Entering a Credit Note

Account > Creditors > {double Click the creditor's name} > (Transactions) > [Credit Note]

A credit note is used to reverse or correct an **invoice**. It reverses all of the operations that the invoice performs. A credit note can only be initiated for an invoice, not a payment.

Occasions when you may need to enter a credit note include reversing a creditor's invoice, making a prompt payment discount or offering a special price reduction.

To enter a credit note:

1. Use the path above to access the **Creditor Invoice Entry** window.

2. The Creditor Invoice Entry window opens with the selected invoice already loaded and credited, as illustrated above.

3. If you have entered a payment for this invoice, click the Payments tab to enter a refund. Enter the same payment but the negative equivalent of the original invoice.

> **Note:** Entering a Credit Note with a positive quantity and a negative value may cause your reports to be inaccurate. It is important that the quantity is negative to bring the stock back in. If the quantity is positive, the stock will be removed.

4. Click **Save**. The **Creditor Transaction Allocation** window is displayed listing all transactions.
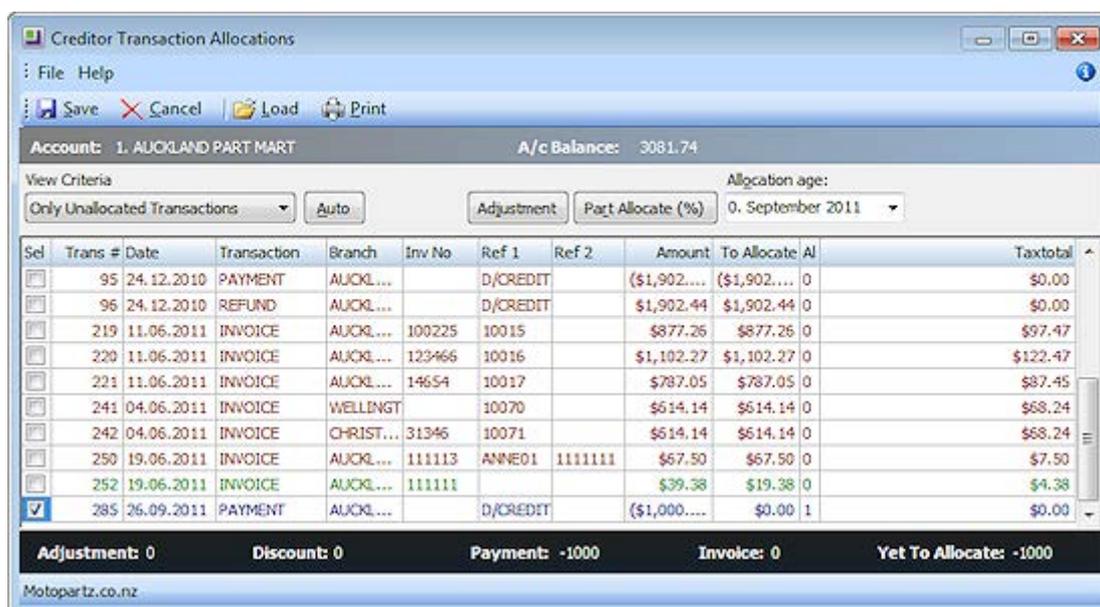
5. With the transaction selected, allocated this by clicking the **Auto** button or clicking the **Part Allocate %** button and selecting the allocation amount.

6. Click **Save**. This displays the **Creditor Account Details > Transactions** page.

7. A **right-click** in the transactions list brings up a shortcut menu. Select **Refresh** or click the refresh button on the toolbar. This refreshes the transactions list and displays your credit note as a refund.

> **Tip:** You may prefer to enter credit notes on your invoices and leave all payments for a particular day of the month (for example the 20th). All payments can then be made through the Payment Processor, as a **Batch Payment (see page 480)**. Alternatively, you can enter a credit note by selecting the **Generate Credit** option from the right-click shortcut menu on the invoice summary line.

Posting Creditors to the General Ledger

Once all your creditor invoices have been processed they need to be posted to the General Ledger.

View Unposted Transactions

To view unposted transactions:

1. Use the path above to open the open the **Post Ledgers to GL** window.

2. From the **View Unposted Trx** button menu, select **Creditors Transactions**.

The following window opens:

3. Select the period and click the **Scan** button the search for the **Unposted Creditor Transactions**.

4. Double-click on any item in the list to view the invoice.

Posting Transactions

1. In the **Post Ledger to GL window**, complete all the fields. Select the creditor ledger period or creditor transaction date range from which the creditor's transactions are to be extracted, and the general ledger period to be posted into. It is also suggested that the user key in their initials as a reference. For Creditors, ensure that only Creditor options are checked in the Source Ledgers to Post section.

2. Click the **New GL Post Run** button to retrieve the transactions that match the criteria.

   The following window opens:
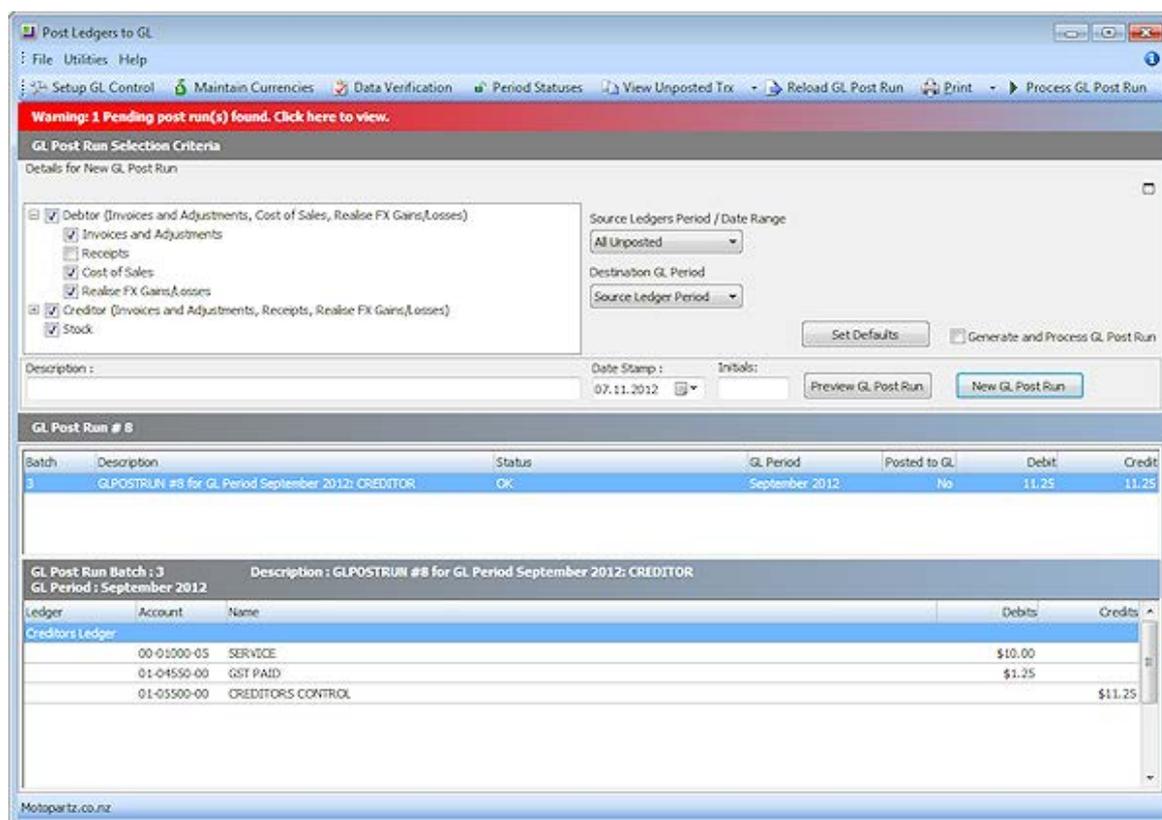
3. Right-click on an account to view the GL Account or View Pre Posted transactions from the popup menu.

4. Review the transactions listed and ensure the total debit and total credit values balance.

5. Click **Process GL Post Run** to post extracted transactions to GL. The system assigns the next GL batch number.

Printing Creditor Remittance Advices

The Remittance Advices window is used to print remittance advices for a single Creditor or all Creditors, for the current period or the last period. Not only is there a summary line for each Creditor, giving totals for the current month and past 3 months, and balance, but also a detailed list of each transaction that makes up those balances. You can drill to view any Creditor Invoice.

1. Choose the **Statement date**. This the date the statements will be dated.

2. Choose whether you want to print a statement/statements for the current period (**This Period**) or the **Last Period**.

3. If you require more criteria to filter the Creditors for whom you want to print statements, click the Show advance search options icon ⌘ in the top right corner of the window.
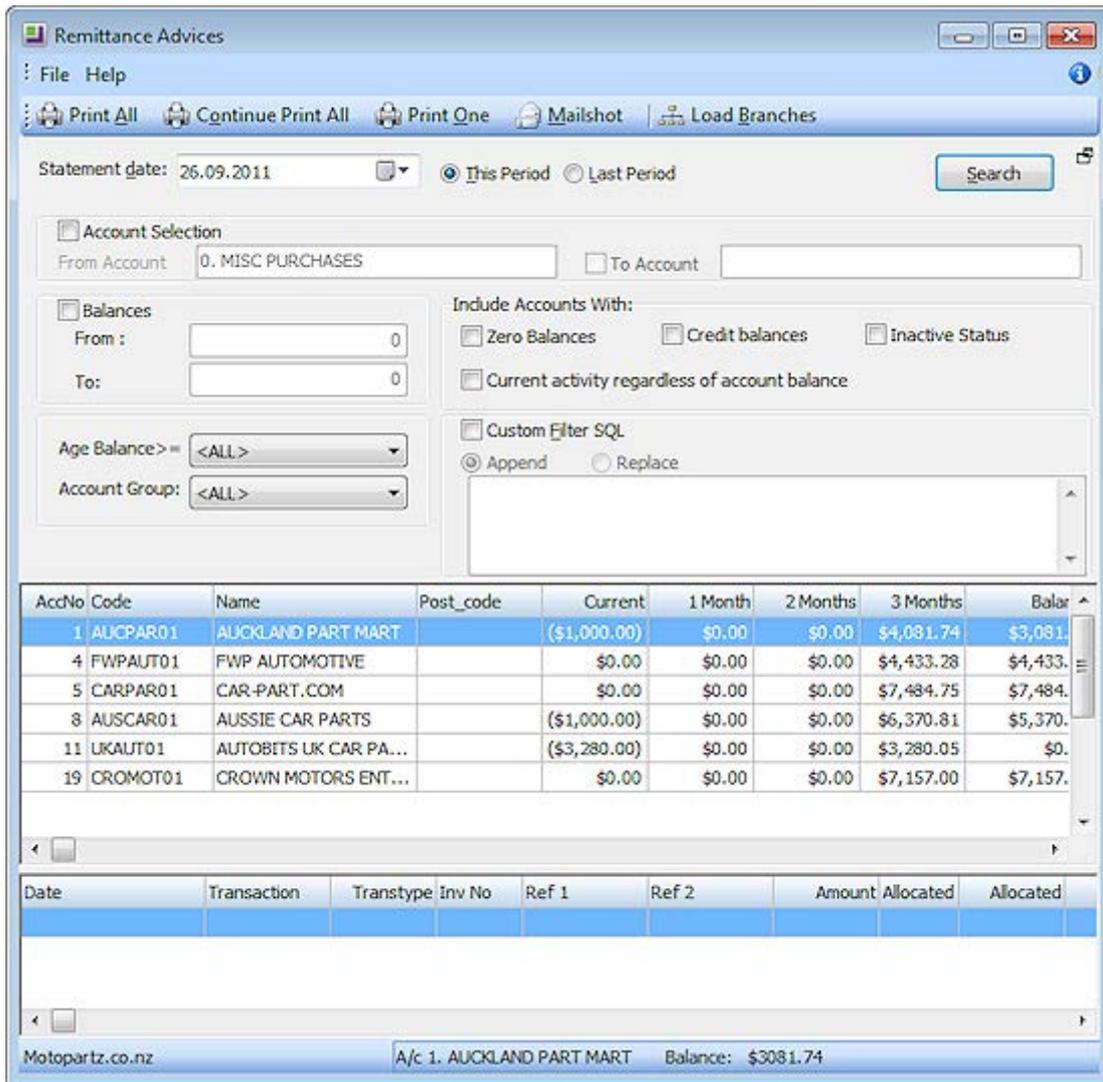
4. Complete the Advanced Search fields using the following table:

Field	Description
Account Selection: From and To Accounts	The From and To accounts of the account range you want to filter on. Use the same account number in both fields to select the statement of a single Creditor.
Balances: From and To	The From and To account balances of the balance range you want to filter on. For example, you might decide it's not worth the postage to send out statements with a balance of less than $5.
Include Accounts with: Zero Balances	Choose to include accounts with zero balances.
Include Accounts with: Credit Balances	Choose to include accounts with credit balances.

Include Accounts with: Inactive Status	Choose to include accounts whose **Active** flag is unticked.
Include Accounts with: Current Activity regardless of account balance	Choose to include accounts with any activity in the current period, regardless of their account balance.
Age Balance	You can generate statements for those Debtor accounts with an outstanding balance of a particular age, e.g. print statements for accounts with outstanding balances for 2 months.
Account Group	Choose to include accounts of a specific Account Group.
Custom Filter SQL	Advanced feature: You can use a SQL query statement to filter the accounts, using any of the fields in the DR_ACCS table. Select whether to **Append** the SQL query to the default filter using an AND operation or **Replace** the default filter. **Note:** When selecting the **Replace** option, your custom filter must be preceded with an AND or OR operation.

5. Click the **Search** button at any stage to refresh the list with your search criteria. If you are printing statements for multiple Creditors, filter the required Creditor accounts so that the **Print All** button will print only the statements you want to print.

6. Double-click a Creditor account line in the top grid of the window to list the transactions of that Creditor that make up their account balance for the selected search criteria.

7. Double-click a Creditor Invoice line in the bottom grid to view the printed invoice.

8. If you have selected multiple Debtors, click the **Print All** button; if you are printing a single statement, click the **Print One** button. To bulk send remittances by print and/or email (see page 528), click **Mailshot**.

Inwards Goods

Inwards Goods – Receipt Goods

> **Note:** When a purchase order has been fully receipted (no outstanding quantities) then this function will not be available.

Inwards Goods is the more sophisticated goods receipt mechanism, including support for on-costs, and receipting stock across multiple purchase orders in one delivery.

Receipting is the process used to record goods physically received into the warehouse as they arrive, irrespective of price or additional charges. Inwards Goods Receipting is designed to enhance workflow by allowing warehouse staff to check and record Receipt quantities against the Purchase Orders in EXO Business. Receipted quantities are recorded against the Purchase Order at the time of Receipting.

The Inwards Goods Receipting function records a list of stock items and corresponding quantities received, but does not action stock transactions to place them into available stock. Thus there is no effect on Stock Item > Cost Prices (e.g. Average and Last Cost) or the General Ledger. It is designed to allow the warehouse staff to record items received as an independent step from Costing those items into stock. A Receipt can be recalled and amended up until an Inwards Goods Costing is done. It therefore allows data entry to be suspended and saved for later completion.

Receipting is usually actioned from a list of outstanding Purchase Orders but additional lines (not originally ordered) may also be added to the Receipt. An Inwards Goods Receipt may therefore also be used for non-order Receipts (i.e. no Purchase Order). Receipts may span multiple Purchase Orders but only from the same Creditor. Partial Receipts from Purchase Orders are accommodated.

Note: See the *Inwards Goods Receipting/Costing* whitepaper for more detail on the goods receipt and costing processes.

1. To view existing receipts, enter the Receipt no, Stock code or Purchase order no, and then click **Search**. DOUBLE CLICK on the selected record to drill down on the receipt.

2. To create a new receipt, click the **New Receipt** button.

3. In *Receipt Details*, enter details to identify the Supplier that the receipt relates to and tick the *Show all Locations* check box if you want to display PO's from all locations. The purchase orders list is automatically populated as soon as you tab out of the supplier field.

4. Click **Refresh** to reflect recent changes that might have occurred since you first loaded the form.

5. Review the list and choose the purchase orders that are to be receipted in.

6. Click the **Receive Selected** button to load purchase order details into the bottom grid, or double-click an individual line. Repeat the process if multiple purchase orders are to be included in the one receipt. Alternatively, select multiple orders at once by holding the CTRL key while clicking on the required purchase orders, and then press **Receive Selected**.

7. If there are many lines to be receipted, minimise the now completed purchase orders part of the window by clicking on the **Minimise** button in the panel's top right corner. This will give maximum window space for the receipt lines.

8. Enter the receipted quantity *Rec Qty*, or click **Receipt All** if all lines are to be fully receipted.

9. If additional items are to be receipted that are not on a purchase order, these can be added by clicking on the **Add Line** button. Select the stock item and enter the quantity received.

10. The purchase order line can be split into several lines by clicking on the **Split Line** button. This may also be useful when recording batch codes for a stock item.

11. To clear un-receipted lines, click on the **Clear** button. This will remove all PO lines where the receipted quantity *RecQty* is equal to zero.

12. Press **Line Fulfilled** button to complete an under receipt or over receipted line. This satisfies the purchase order by adjusting the corrected quantity on the purchase order line to resolve the line as fulfilled thereby completing the order automatically.

13. Click **Save** to save the receipt; the system will assign the next Receipt number. This process will save your work and update the outstanding quantities on the purchase order.

14. Click the **Auto Cost** button to by-pass the Inwards Goods Costing function by updating stock at the values displayed on the Inwards Goods Receipt window (that have come from the PO). This is available for local suppliers only and enabled through a user profile setting.

15. Alternatively, use the **Cost Now** button to go directly into the *Inwards Goods Costing* function. This button is hidden when user does not have the Inwards Goods Costing menu option.

> **Note:** The options in steps 14 and 15 are selected from the button drop down if applicable.

Field definitions

The grid header fields are detailed in the table below:

Field	Description
Supplier	The Creditor from whom the goods are being received
Packing Slip/Ref	The Supplier's packing slip or reference number.
Location	The Location (Warehouse) into which the stock will be posted.
Date	Date the goods were received. Defaults to today's date.
No cartons	Number of packages received containing the goods.
Shipping ref	The shipping carriers reference - usually a consignment number
Receipt notes	Any notes pertinent to the Receipt
IWG Receipt Lines	
PO No	Purchase Order Number as selected from top grid.
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.
Ordered	The quantity ordered as per the PO.

O/S Qty	The outstanding quantity for this Stock Code in this Purchase Order. Takes the ordered quantity of the Stock Item, less Receipts already saved. This is a reference for user to check quantity received is acceptable.
Sup Price	The cost that applies to the stock item unit, as entered in the Purchase Order line. The supply prices (Sup Price) can be amended here if necessary. This will not alter the original Purchase Order price.
Discount	Allows any discount you may have received to be applied. This will not alter the original Purchase Order price.
Rec Qty	The Quantity physically received. This always defaults to zero and requires changing to reflect actual quantity of stock received.

Notes

- Uncosted receipts may be reviewed and edited. The stock ledger is not updated until the costing process is performed.

- Expiry Date, Batch number and Serial numbers can be entered if these options are being used.

- If a purchase order is partially receipted, the remainder can form one or more further receipts.

- Shipments can be enabled through a Company setup profile option. Receipts can be part of a shipment (e.g. a container). One shipment, containing many receipts from different suppliers can then be costed together.

- Inwards goods receipts now show a count of receipted lines in the bottom panel of window.

- A new user profile "Prompt to print receipt labels" allow users to specify when to be prompted to print Stock labels in Inwards goods. Options are Never, After Receipting and After Costing. Default is Never.

Inwards Goods – Cost Goods

Transactions > Inwards Goods > Inwards Goods Costing

Inwards Goods Costing provides various options to add costs the incoming stock valuation, including estimating apportionment by methods such as quantity and weight.

1. To find the required receipt, enter the Receipt no., Stock code or Purchase order no., and then click **Search**. A list of receipts that meet the criteria will be returned. Select the receipt from the list to display the costing grid.

Search by	Searches for / Requires
Receipt No	Searches for the Receipt number allocated to a Receipt when saved.
	Enter a specific Receipt number if known, or leave this field blank and click Search to list all Receipts.
Stock Code	Use this search function to find all Receipts containing a Receipt line for the requested stock code.
	A stock code must be specified (i.e. searches on a blank field will be unsuccessful)

Purchase Order No   Use this search function to find all Receipts containing lines from the requested Purchase Order number.

A Purchase Order number must be specified (i.e. searches on a blank field will be unsuccessful)
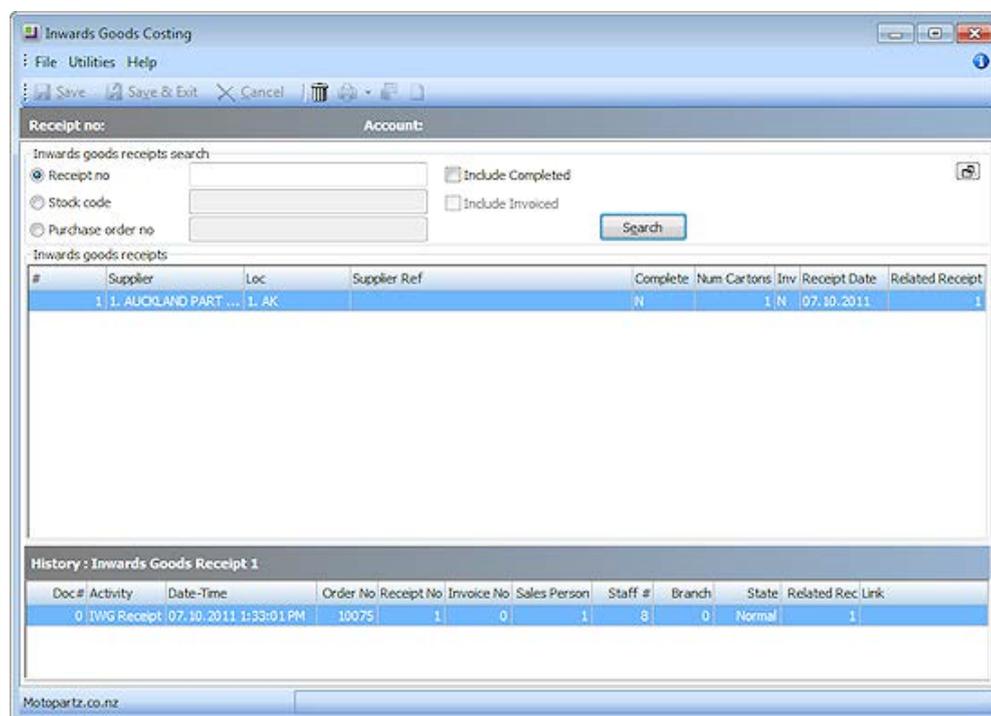
2. In the top panel, enter an on-cost Cost Code, for example; freight, handling charges or custom charge. These costs will be apportioned to the stock items in the bottom grid and spread by quantity, value, weight or cubic. You can use ? + TAB to display the cost code window. Cost codes are established from the **Setup** menu of this window.

> **Note:** The term "on-cost" refers to the additional costs of a given Shipment, over and above the agreed purchase price of the goods. (Some companies may know these costs as "landing costs".) "On-cost" relates to the extra costs involved in getting the goods from the supplier to the warehouse, where this cost is not included in the unit cost of the goods. Some examples of "on-costs" are: sea freight, airfreight, insurance, customs clearance costs, duty, freight to the warehouse.

3. The bottom grid shows the items from the Stock Receipt. Values in grey cannot be changed, but Supplier Unit Price (in supplier's currency), the exchange rate, duty and specific fixed costs per unit can be modified.

4. The exchange rate displayed comes from the purchase order. Click the **Exchange Rate** button to refresh the exchange rate on every line with the current exchange rate.

5. If the duty percent has been recorded on the stock item, the **Use stk duty %** option will allow the stock item's *Duty* amount to be calculated automatically.

6. Once all costs have been entered, click **Calculate** to automatically calculate the *Landed Cost*. The landed cost may be manually overridden if necessary.

7. Click the **Process** button to complete the process. This will update the stock ledger, increasing the stock-on-hand quantity, and creating stock transactions to represent the receipt. Alternatively, the costing information can be saved to be retrieved later, changed, and then processed.

Notes

The prompt to create a Creditors Invoice is suppressed if Creditors invoice does not appear on the user's menu.

Cost types are user definable, and standardise the name, description and cost spread type. Shipment statuses, shipment methods, and costs are set up in the Setup menu on the Inwards Goods Costing window.

If the perpetual stock method is being used, the new stock receipt transactions will give rise to GL accounting entries the next time **Utilities > Ledger Posting > Post Stock to GL (Perpetual)** is run.

Dealing with Creditor Payments

After you have entered the invoice you can complete the payment entry at the same time (see page 325), using the payment tab, or you can make a payment entry before you allocate the payment (see page 330). You can also process payments using the Payment Processor (see page 475). When making a payment to the Creditor, you need to make an entry of the payment on the Creditor's account and then allocate that payment to the appropriate invoices on that account.

You can check the current credit status of accounts through the Creditor Reports (see page 534).

Reallocating Payment against Creditor Accounts

Account > Creditors > {Double click an account} > (Transactions) > [Allocate Transactions]

If you allocate a payment incorrectly, you can reallocate it.

To reallocate a payment:

1. From the **Creditor Account Details** screen, click the **Transactions tab**.

2. In the Transactions page, click the **Allocate Transactions** button ( ). The Creditor Transaction Allocation screen is displayed.

3. In the **View Criteria** drop-down, select **Include Current Transactions**. (For old payments, select Include All Transactions.)

4. Select the transaction you want to reallocate by checking the **Sel** checkbox.

5. Click the **Auto** button to automatically unallocate it. You can now reallocate the payment (see page 330).

Processing Payments

You can quickly process your payments using the Payment Processor. This Processor is a program that is available in the EXO Finance add-on module. It enables you to process cheques or direct credit payments for creditors singularly, or in a batch.

Cheque Payments

The Payment Processor prints the cheque, the remittance advice and allocates the payment against the account in one complete process.

Direct Credit Payments

For direct credits, the Payment Processor creates a file that is loaded into your desk-banking program. The file for your specific bank needs to be loaded in the set up. You can also email the remittance advice to the supplier.

Manual Cheque Payment

The Payment Processor allows you to create a cheque for an invoice that does not require the creation of a Creditor.

Tracking Taxable Creditor Payments

From July 1 2012, businesses in the building and construction industries that make payments to contractors for building and construction services are required to report these payments to the Australian Tax Office (ATO) on the "Taxable payments annual report" - this is an annual report providing details of taxable payments for building and construction related activity.

MYOB EXO Business includes features that let you track construction industry taxable payments (CITP), which will aid in completing this report. For more information on taxable payments, refer to the ATO website.

Setting Up

To enable the features relating to taxable payments, tick the new **Track Taxable Payments to suppliers for building and construction related activity** Company-level profile setting.

All Creditors whose payments you need to track should have an Australian Business Number (ABN) recorded.

Tracking Creditors

When CITP features are enabled, a **Track Taxable Payments** option becomes available on the Details 2 tab of the Creditor Account Details window (see page 108). When this option is ticked, all payments from the Creditor will be tracked for reporting on the Taxable payments annual report.

Tracking Payments

When entering Creditor Payments, if the selected account has its **Track Construction Payments** option enabled, a **Taxable payment** option becomes available on the Creditor Payment Entry window (see page 330). This option can be enabled or disabled to include or exclude payments from tracking on an individual basis.

When editing a payment via the **Edit Ref Fields** right-click option, the **Taxable payment** option can be edited.

> **Note:** Access to the **Edit Ref Fields** option is controlled by the **Permitted level of access to creditor transaction editing** profile setting.

Reporting on Taxable Payments

Taxable Payments can be reported on using the **Taxable Payments Reporting Worksheet** menu item. When added to a menu in the EXO Business core module, this item opens a window where taxable payments for Creditors can be reviewed and reported on:
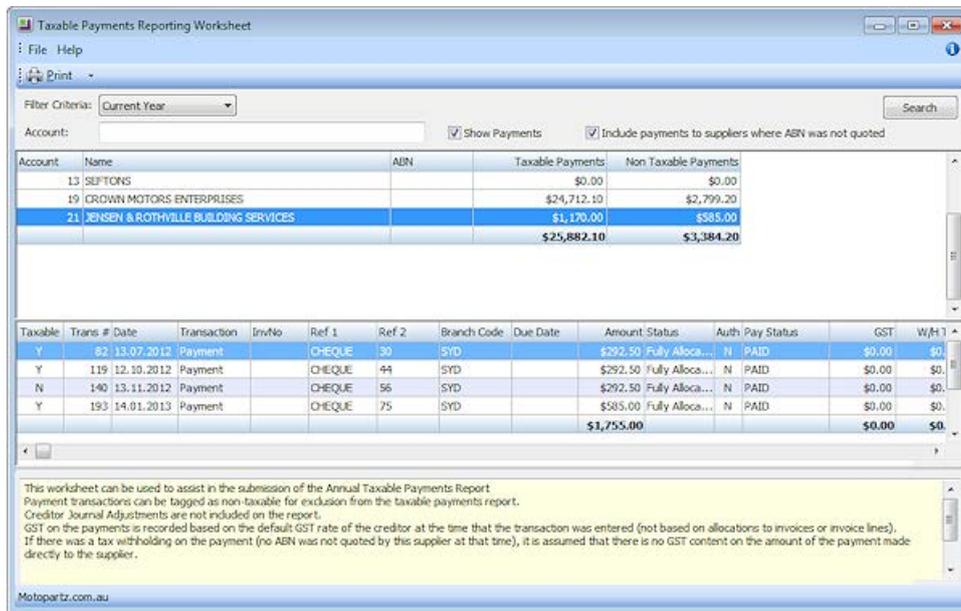
Initially, the worksheet displays all Creditors whose **Track Construction Payments** option is enabled, and the period selected is the current year. To specify a different year or a specific period/date range to include in you report, select it using the **Filter Criteria** controls, then click **Search**. Double-clicking on a Creditor opens the Creditor Account Details window (see page 104).

Ticking the **Show Payments** options shows all payments for the selected Creditor in the lower part of the window. Payments that have been marked as taxable are displayed normally; payments that have been marked as non-taxable are highlighted purple. You are not required to report on all payments to a tracked creditor; for instance if the payments are for materials only (such as building supplies and materials) then you can exclude these individual payments when you enter the payment or on this worksheet. Double-click on a payment or select it and press SPACE to toggle its taxable status (doing so updates the totals in the grid above automatically). You can also right-click on a payment to view the payment's allocation details and to edit it using the Edit Transaction Reference window (if the **Edit Ref Fields** option is available).

The **Print** dropdown contains options for printing two CITP reports:

- **Taxable Payments Return** - this report displays, for each Creditor over the selected year or period/date range, the information that needs to be entered on the Taxable payments annual report.
- **Taxable Payments Details** - this report display the details of all taxable payments for the selected Creditor over the selected year or period/date range.

Ticking the I**nclude payments to suppliers where an ABN wasn't quoted** checkbox sets the reports to include payments where taxes were withheld or retained and paid to the ATO on the suppliers' behalf. This is dependent on the use of **Withholding Tax on Creditor Payments** setting, which is available in the Essential > General Settings section of the EXO Business Configurator (see page 59). A Creditor may begin the reporting year without an ABN, and then supply an ABN later when trading within the same tax year.

Handling Reconciliation

At this stage you need to reconcile all the creditor statements to the invoices in MYOB EXO Business. Check that all invoices are entered and agree to the statement that all invoices to be paid are valid.

The Sales Cycle

Sales Cycle Overview
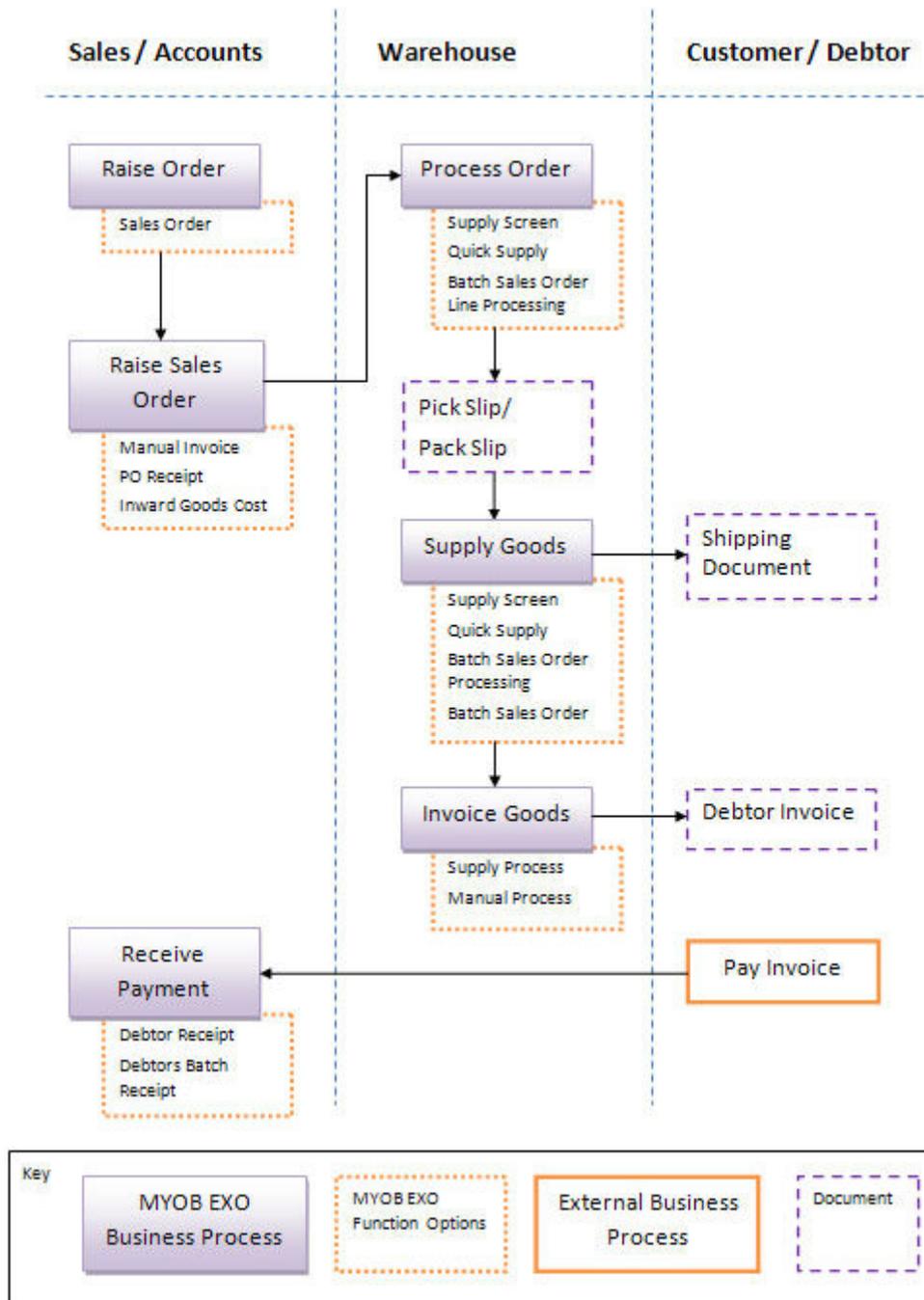
The MYOB EXO Business Sales Order model is generic and flexible, and can handle simple single-stage processing of sales orders, through to multi-stage sales order processing.

We strongly recommend you work with your business partner to ensure sales order processing is set up in the best way to support your business processes. This would include configuration of the numerous Sales Order profile settings in the Configuration Assistant, and creating any extra fields you require to capture additional information in your sales orders.

Quick Supply your Sales Orders

At its simplest, you can raise a sales order and then supply and invoice it in one step. When in the Sales Order window, you can just click the Quick Supply icon, and choose the next step in the process, or just click **OK** to process the order according to the default options already set up. You can accept deposits or payments at the time of supply, and print the invoice for the customer there and then.

You can choose to process your sales orders primarily at the sales order level, but for any given sales order line, you have considerable control over all release and supply of that line, price and discounting.

Control your Sales Order Release and Supply Process

As your business processing requirements scale up, typically more granular control is required in each phase of the process, particularly when warehousing of inventory is involved, which usually means separate picking and packing of orders in batches. There are a number of defined phases in EXO Business's sales order model, giving you the control of the batch through each phase of the sales order supply and release process.

The basic steps in the Sales Order supply process are Process Order, Process Release for Picking, Process supply/stock movements, and Process invoice.

Process	Description
Process Order	Commits the stock for the sales order.
Process Release for Picking	Creates the picking list.
Process supply/stock movements	Creates the packing slip, stock transactions are generated, and stock moved out of stock on hand.
Process invoice	Creates the invoice. Becomes fully invoiced if all quantities supplied, or remains partly processed. Debtor invoice lines created for all supplied quantities.

When stock is short-supplied to you, or you have far more orders than you can fulfil, you can choose to release some portion of the sales order quantity, and back order the rest, to ensure all your customers at least receive some of the stock item.

For greater granularity in sales order processing, you can use the Tasks menu. Tasks are used to set the selection criteria and processing actions, and include the processing of release, pick, supply and invoice quantities. Tasks work at the sales order level. (Use the Distribution Advantage module to use customised tasks at a sales order line level.) Generally speaking, only businesses with large or complex inventory setups are likely to use the Tasks menu.

Serialised/Batch-tracked Stock Item Support, and Laybys

Sales Orders supports serialised and batch-tracked stock items (see page 199).

Layby sales (see page 381) are also supported, although the functionality was designed to work in conjunction with the POS module.

Batch Processing

Batch sales order processing is used to group sales order together for processing; batch sales order line processing is a separate module of EXO, and is used to group together individual sales order lines into a batch for processing.

The Distribution Advantage module gives you another level of batch processing functionality and customisability, including on-demand purchase orders, batch sales order line processing, stock transfer requests and sales order consolidation.

About Back Orders

Back Orders typically occur when a stock item is out of stock, so the order quantity is recorded as a Back Order, to be supplied when you receive more quantity of the stock item. However, you may also want to ration your available quantity of a stock item across a number of Sales Orders, to ensure each Sales Order at least is partly supplied. In MYOB EXO Business, in addition to the status of Back Order, there is also the status of Release. The Release quantity is the quantity of an undelivered stock item that remains "allocated" to a Sales Order. The sum of the Release and Back Order quantities equal the Sales Order quantity, i.e. the Back Order quantity is separate from the Release quantity. Adjust the Back Order quantity to what you require, and the Release quantity is automatically adjusted.

To use a simple example, if you have a Sales Order of 10 of an item, but want to only supply 5 of the 10, to ration out the shipment of the item you have just received, 5 will have a status of Back order, to be supplied at a future date, and 5 will have a status of Release, to part-supply the Sales Order.

(If you have the MYOB EXO Business Configurator, you can turn this setting off by changing the **Enforce constraint of sales order quantity and release quantity** Company-level profile setting.)

When you supply a Sales Order with insufficient stock to supply a line, the Stock Shortage window is displayed, asking if you want to back order the shortfall quantity:
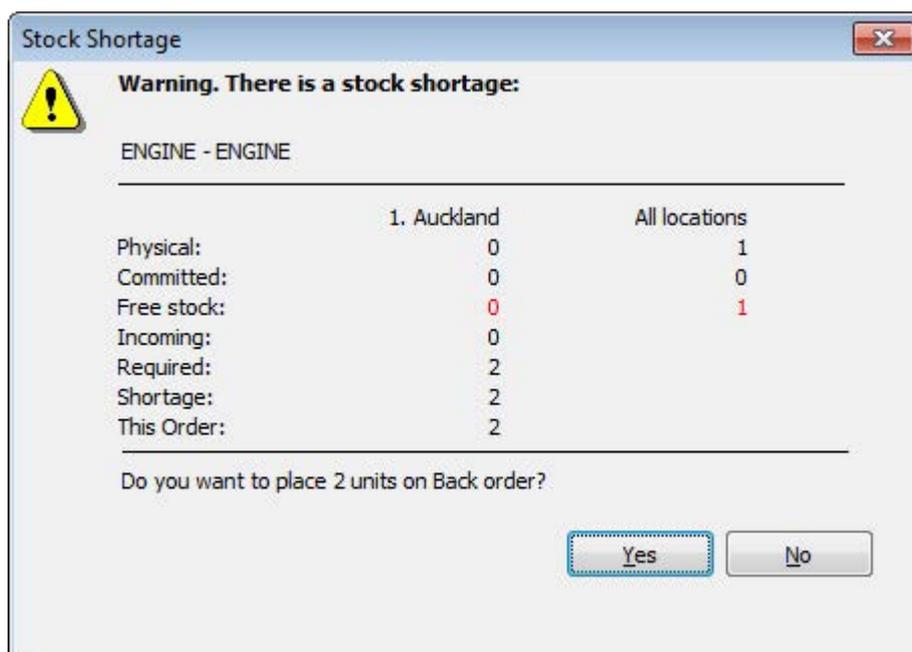
> **Note:** The **Check available stock for sales orders** profile setting affects the checks that determine when this window appears.

If you choose not to back order, the shortfall quantity will show as negative stock for the stock item, and the Sales Order can be processed. This prompt is controlled by the **Default response to backorder prompt** User-level profile setting in EXO Business Config. By default it is already activated, but if you set it to "Never", the Back Order prompt will not be displayed and no quantities will be placed on back order.

Consignment Sales Orders

The only difference with a consignment sales order is the use of the consignment location. Make sure you invoice out of the same consignment location, so the stock will come out of that location.

Consignment orders require the following to be set up:

- A consignment stock location. Make sure you only use one consignment location, as you can easily end up with multiple consignment locations.

- The profile setting Allow Consignment stock orders through sales orders profile to be enabled in the MYOB EXO Business Configuration Assistant.

Other Related Sales Transactions

The following are other functions that are related to the Sales Cycle.

Discounts and Special Prices

Utilities > Debtor Utilities > Setup Pricing Policies

MYOB EXO Business supports extensive discount and special pricing structures, through the use of advanced Pricing Policies that can impact individual items or entire stock or pricing groups. Quantity breaks and specific "contract" or "fixed" pricing is also supported.

> **Note:** See the "Pricing and Discount Policies" white paper for more detail on discounting, prompt payment discounts, and pricing policies.

Credit Notes

Account > Debtors > Transactions > Right-click > Generate Credit

The issuing of credit transactions can be a controlled function. If enabled, an existing debtor invoice can be reversed by right-clicking on an existing transaction and selecting **Generate Credit**. The Debtors Invoice Entry window will be displayed with the original invoice available for editing, but with negative invoice quantities and therefore a negative price.

Alternatively, a credit note can be generated directly from the main Debtors Invoice Entry window using a negative quantity value. The invoice is then processed in the normal way.

Depositing Allocated Payments

Transactions > Debtors Receipts > Debtors Banking Batches

Debtors banking batches are used to batch payments that have already been entered for deposit into a bank account.

Direct Debit

Direct Debits are supported as an add-on module to MYOB EXO Business, for business that are authorises to perform regular deductions directly from debtor bank accounts

Generating Sales Orders

Viewing Sales Orders

The Sales Order window has powerful functionality to support searching for sales orders, including extensive filtering and use of sales order statuses. Sales Order history is displayed for the highlighted sales order. You can also perform a number of additional functions relating to the sales order, including creating or viewing the manifest for the order, processing the order using the Batch Sales order processing function, copying a sales order, and drilling to the original sales order transaction. A number of printing options are available.

Transactions > Sales Orders
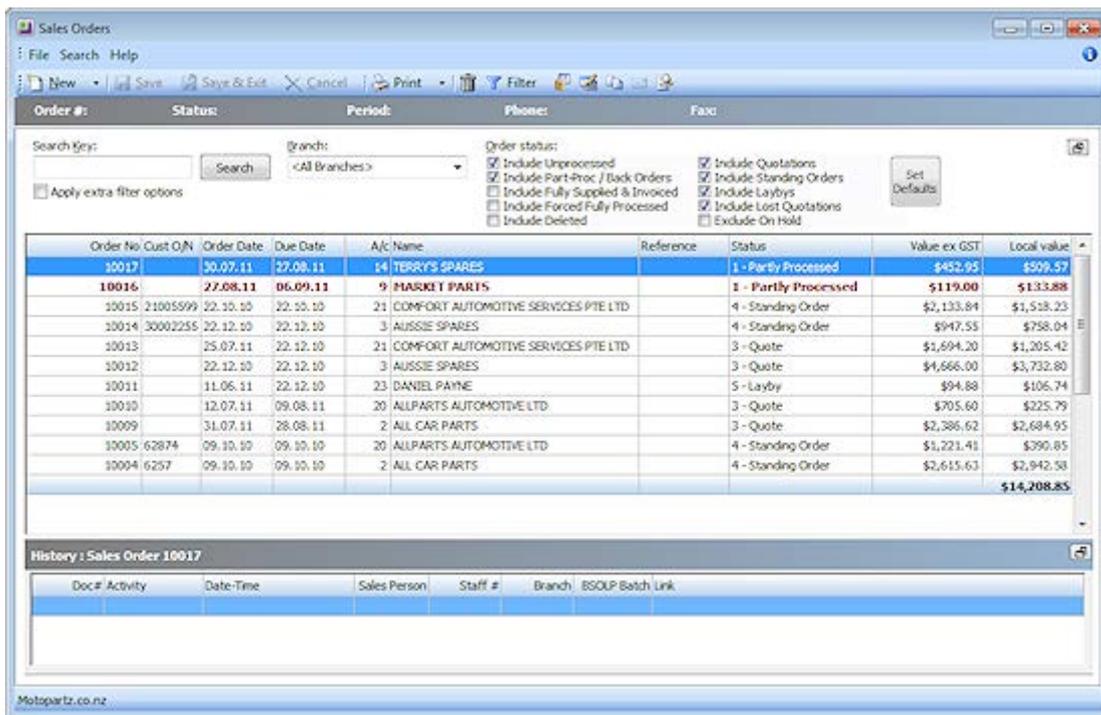
1. Select the branch whose sales orders you want to search in the Branch field.

   Note: The ability to create and view sales orders for other branches is controlled by the profile setting **Allow Sales Order Search view, creation for other branches** in the Configuration Assistant.

2. Choose which order statuses you want to include or exclude from the search in the Order Status list.

3. To use additional search filters in your search, tick the Apply extra filter options checkbox. The search results are displayed in the grid below. The following table describes all the visible columns in this grid. Click the **Set Defaults** button to save the default statuses of all search filters.

Field	Description
Order No	The Sales Order number.
Cust O/NO	The customer's order number.
Order Date	The date the Sales Order was created.
Due Date	The date the Sales Order was due to the customer.

|	
A/c	The account number of the customer.
Name	The account name.
Reference	Any additional reference number entered for the Sales Order.
Status	The status of the Sales Order. 0-Not Processed, 1-Partly Processed, 2-Fully Processed, 3-Quote, 4-Standing Order, 5-Layby
Value ex GST	Value of the Sales Order, excluding GST.
Local value	This is the value of the Sales Order, converted to the local currency.
Has Unreleased	This field is ticked if there are any quantities on the Sales Order that have not yet been released.
Has Back Orders	This field is ticked if there are any backorders in the Sales Order.
Has Unpicked	This field is ticked if there are any quantities on this Sales Order that have not yet been picked.
Has Unsupplied	This field is ticked if there are any quantities on this Sales Order that have not yet been supplied.
Has Uninvoiced	This field is ticked if there are any quantities on this Sales Order that have not yet been invoiced.
Hold	This field is ticked if the Sales Order has been put on hold.
Phase	The phase of the sales order, for example 'Invoiced' or 'Order'.
Finalised	'Normal' or 'Forced', meaning was the sales order finalised in the normal way, or forced to fully processed.

4. Click the button to review the history of the highlighted Sales Order line (see page 363). You can also view a list of Debtor Transactions for the highlighted sales order line by clicking on the button on the right side of the window above the Sales Order History grid.

Creating Sales Orders

Create customer Sales Orders from the Transactions menu or directly from the Debtor Account > Orders tab.

1. Click the **New** button to create a new Sales Order, or click the arrow to the right of the button to create a new quote, layby or standing order. The type of Sales Order is indicated in the title bar near the top of the window.
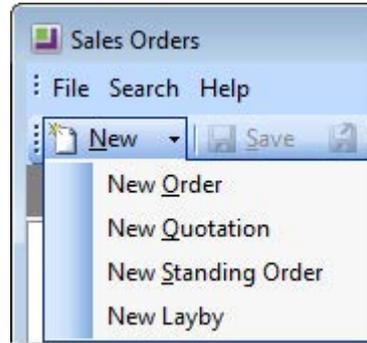
-   A Quotation is a Sales Order that doesn't commit any stock until it is converted to an invoice or standard Sales Order. No GL transaction is created until it is converted.

-   A Standing Order is a Sales Order which is not actioned until you process it in the Process Standing Orders window, at which point each standing order is converted to an invoice. It is used when the debtor wants exactly the same Sales Order to be supplied, often at regular intervals. No GL transaction is created until it is converted.

-   A Layby Sales Order does commit the stock item quantity. Normally deposits are made on laybys, and you can specify a default deposit percentage, and enforce it.

2. The Sales Order window opens:
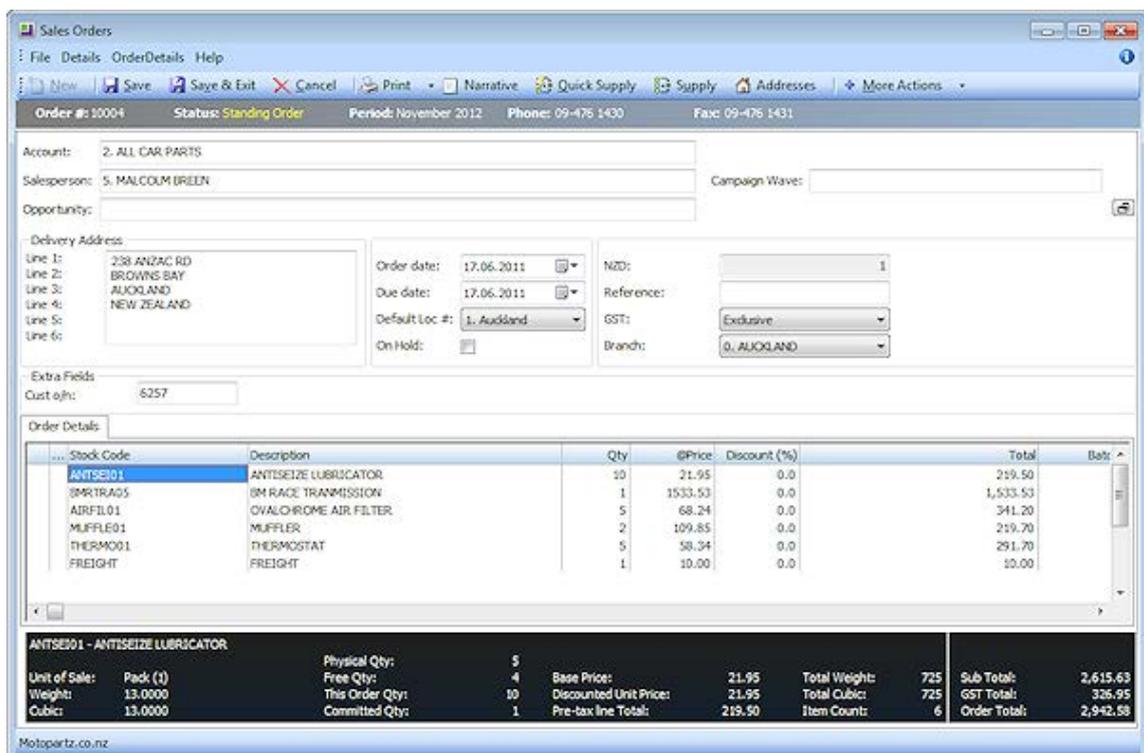
Enter the Sales Order details using the following table.

| Field	Description
Account	The account for which you are creating the Sales Order. You cannot process a Sales Order for an account on stop credit; a warning will be displayed.
Contact	If the **Add debtor contact details to transactions** profile setting is enabled, a Contact can be selected for the Sales Order. Correspondence related to the order will be sent to this Contact's email address, rather than the account's email address.
Salesperson	Enter the salesperson you want to record as having made the sale. To search for a salesperson, type '?' in the field and tab.
Campaign Wave	If the EXO Business CRM module is installed, Sales Orders can be associated with a campaign wave to track sales against a marketing campaign.
Opportunity	This field is available if the EXO Business CRM module is installed. If the Sales Order was generated from an Opportunity, the Opportunity will be entered here automatically; otherwise, one can be manually entered (enter **?** and press TAB to search for an Opportunity).
Delivery Address	The default address of the debtor account. Click the Home icon in the toolbar to select or create another delivery address for the account.
Order Date	The date the Sales Order is created.
Due Date	The expected time of arrival to the customer of the Sales Order.
Default Loc#	Choose the stock location from which you are supplying the stock. You can specify location at the Sales Order line level by clicking on the Sales Order Line Periscope button and selecting the required location in the Location field.
On Hold	Putting a Sales Order On Hold changes the Sales Order status to Not Processed. The quantity of the ordered stock item is still committed. The status bar at the top of the Sales Order has a red background. In the Sales Order search window, you can filter on Sales Orders which are On Hold.
AUD/NZD	The currency of the transaction.
Reference	Any reference annotation you require on the Sales Order.
GST	Select whether the prices shown on the Sales Order are GST-inclusive or -exclusive. Changing this setting affects the **Sub Total**, **GST Total** and **Order Tota**l values at the bottom of the window.

Consign loc	This field is displayed if the **Allow Consignment stock orders through Sales Orders** profile setting has been enabled in EXO Business Config. To create a consignment order (see page 353), make sure you select the Consignment location here. This is the location from which the stock is supplied.
Branch	The branch of the Sales Order. If the profile setting **Allow Sales Order search, view & creation for other branches** is enabled, you can specify any branch in this field.
Extra Fields **Cust o/n**	Any Extra Fields (see page 23) created for the Sales Order header are displayed in this section.
	Note: Extra Fields on the Sales Order header can be configured to **update their values (see page 27)** whenever the Debtor account number on the Sales Order is changed; similarly, Extra Fields on Sales Order lines can be configure to update whenever the Stock code on the line changes.
	If you have an Extra Field for the Customer Order Number set up, the profile setting **Validate debtor order numbers** in is set to "On Entry" or "On Save", and the Debtor for which you are creating the Sales Order has the **Need Ord No** checkbox ticked in the Debtor Account Details window, then entering an order number for the Sales Order is compulsory. A check is also made to ensure the order number hasn't already been used.

3. Enter the stock item details for the Sales Order in the grid below, using the following table.

Field	Description
...	Click in this column to open the Sales Order Line Periscope (see page 371) for the current line.
Stock Code	Enter the stock item code, or type '?' and tab to select from a list. To add a Bill of Material in Sales Order entry window, enter a full stop (.) then the Bill code on the Sales Order line stock code column.
Description	The description of the stock item.
Qty	Enter the quantity of the stock item being ordered.
@Price	The price of the stock item.
	Note: You can click the 📅 button to check the prices of all lines against the latest cost and selling prices from the Stock ledger.
Discount (%)	Enter any discount for the line. This column will not appear if you disabled the profile setting **Allow manual entry/override of discounts on debtor invoice and sales order lines** in EXO Business Config; this also applies to the Discount field in the Sales Order Line Periscope (see page 371).
Total	The total for the line.
Analysis Codes	Enter the analysis code you want to use for this Sales Order line.

Note: Sales Orders are limited to a maximum of 1000 lines.

4. To add a description of the Sales Order, click the Narrative button.

5. To add a one-off stock item, right-click in the grid and choose Create One-Off Stock Item.

6. Once you have entered information in the header part of the Sales Order, you can minimise the Sales Order header by clicking on the Minimise/maximise button in the top right corner of the window. You can also view the Sales Order line total excluding tax and the discounted unit price excluding tax of a Sales Order line in the bottom panel of the window.

7. Click **Save** to save the Sales Order. The system will assign the next number, and prompt to print the Sales Order.

8. To make deposits against Sales Orders, the profile setting **Allow deposits in Sales Orders and general ledger** in the Configuration Assistant needs to be enabled. If enabled, when you save the Sales Order, you are asked if you want to make a deposit against the Sales Order. You can also specify the percentage required for a minimum deposit on any Sales Order, using the **Minimum Layby Deposit Percentage** profile setting.
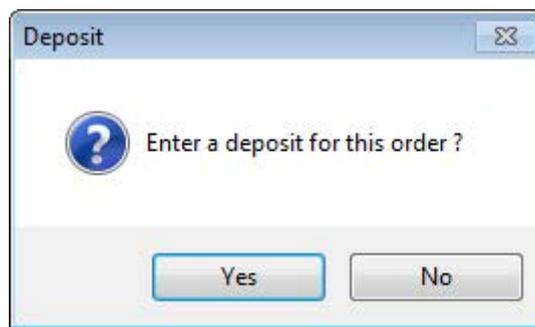
9. Click **Yes**, and the Payment/Receipt window (see page 398) is displayed in which you can enter the payment details.

10. If you use dispatch methods, and the profile setting **Prompt for dispatch information for debtor invoices/Sales Orders** is enabled, you will be prompted to select the dispatch method from the list displayed.
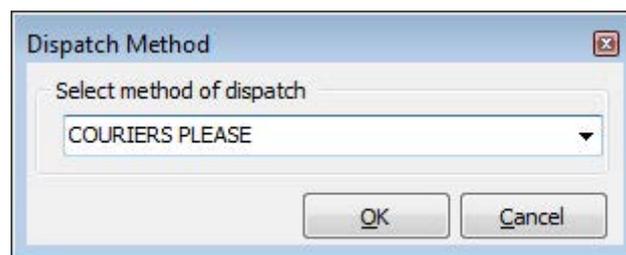

The following table describes the toolbar functions at the top of the window:

Button	Description
Narrative	Add a narrative to the Sales Order.
All Lines/Outstanding	For partly processed Sales Orders, this button filters the Sales Order lines to view all, or view only outstanding, i.e. not processed, lines.
Quick Supply	Quick Supply (see page 370) all Sales Order lines in the Sales Order.
Supply	Supply (see page 367), or part-supply, the order.
Addresses	Add extra delivery addresses (see page 101) to the Sales Order.

More Actions	
Tax Summary	Display a summary of all tax rates that apply to the items on the Sales Order.
Account	View the Debtor Account Details window for the debtor account of the Sales Order.
Check Prices	Check the prices on the Sales Order against the latest cost and selling prices from the Stock ledger.
History	View the history of the Sales Order (see page 363).
Generate PO(s)	Generate one or more Purchase Orders based on the Sales Order (see page 318).
Review Stock Availability	This options is available for unprocessed Sales Orders when back orders are enabled. It opens a new window where stock levels for the items on the Sales Order are displayed (see page 363).

### Adding a Bill of Materials to a Sales Order

You can select Bills of Materials (see page 504) (BOMs) by entering a "." (full stop) in the **Stock Code** column and pressing ENTER. This opens a list of active BOMs for you to select from. Bills of Materials of the type "Kit" do not appear in the list. After selecting a BOM, you are prompted for the quantity that you require:
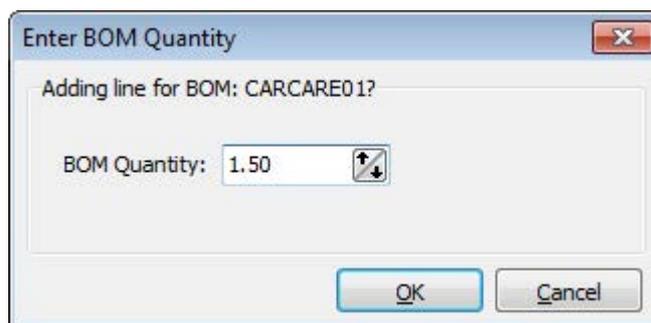
> **Note:** Decimal quantities can be entered if the **Quantities** value at **EXO Business Config > Essential > General Settings > Decimal Places in Numeric Values** is set to a value greater than zero.

When inserting a BOM, the system will draw in its default components. A BOM header displays in **bold**. Its cost and sell price is calculated from the sum of its component lines, which have a shaded background. Any change to these component lines will result in a change rolling up to the BOM header. The totals are calculated on the sum of the component lines of BOMs together with normal non-component lines.

If the BOM is priced by total, then after inserting the BOM lines you will be asked to confirm the total price for the BOM:
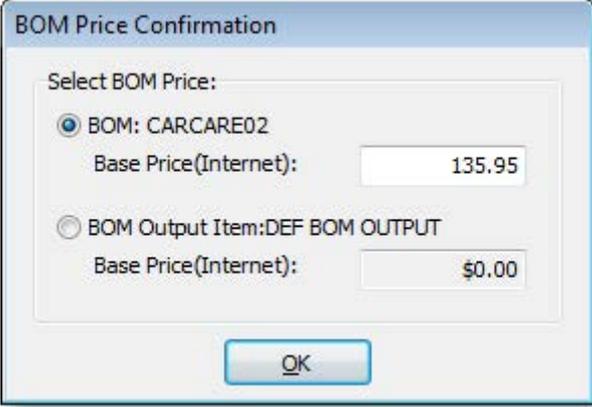

The top option obtains its price from the Bill of Materials setup screen. This price is editable at run time and is apportioned across the kit lines (price rollup/rolldown). If the BOM has an output code pointing at a stock item code, the system will test for the best price on that stock code and the result will be offered with the bottom option. This price is not editable but may be selected if desired.

Copying Sales Orders

You can also create a new Sales Order by copying an existing order. To copy a Sales Order:

1. Select the order and click the **Copy Order** button ( ). Alternatively, right-click on the order and select **Copy Order**. The following window opens:
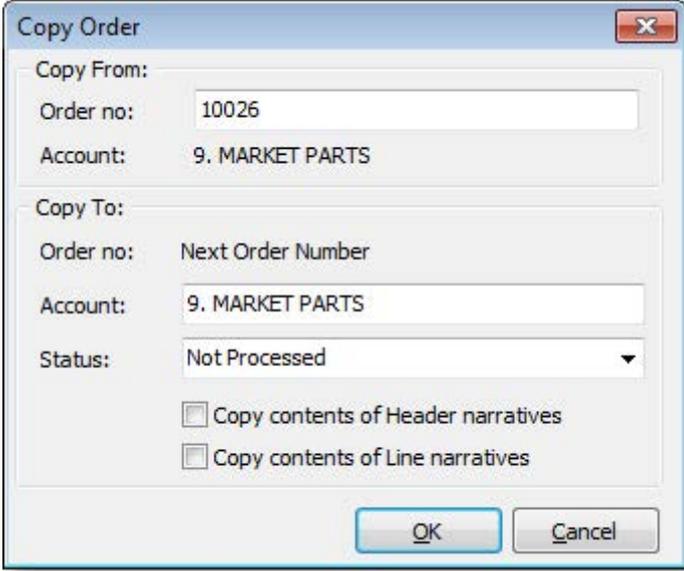
> **Note:** You can specify a different order to copy by entering a different number into the **Order no** field.

2. Enter the Debtor account to raise the new order for. This defaults to the account of the order being copied.

3. Select a Status for the new order.

4. Select whether to copy header and/or line narratives to the new order.

5. Click **OK**. The new Sales Order opens.

6. Save the order and close.

Reviewing Stock Availability

Where back orders are enabled, the **More Actions > Review Stock Availability** option is available for unprocessed Sales Orders. Selecting this option checks for stock shortages on the Sales Order - if any are detected, the Stock Availability window opens, displaying stock levels for the items on the Sales Order:

Note: For this window to appear, the **Check available stock for sales orders** profile setting must be enabled, and the **Default response to backorder prompt** profile setting must be set to "Yes" or "No" (not "Never").

By default, only line items that have stock shortages are displayed - tick the **Show all lines** box to display the details of all lines on the Sales Order.

The **Back Order** quantities for each stock item can be edited on this window. The **Back Order** dropdown contains additional options for backordering stock items:

- Backorder shortage quantities
- Force backorder entire quantities for shortage lines
- Force backorder entire quantities for all lines
- Reset backorder quantities to zero

Note: If the **Default response to backorder prompt** profile setting is set to "Yes", the **Back Order** quantities will be set to the **Shortage** quantities by default.

# Viewing the History of a Sales Order

The Sales Order History window can be viewed in two ways:

- in a separate window, by clicking the **History** toolbar button on a partly processed Sales Order

- in the bottom panel of the main Sales Orders search window (see page 365), by clicking the 🗗 button.
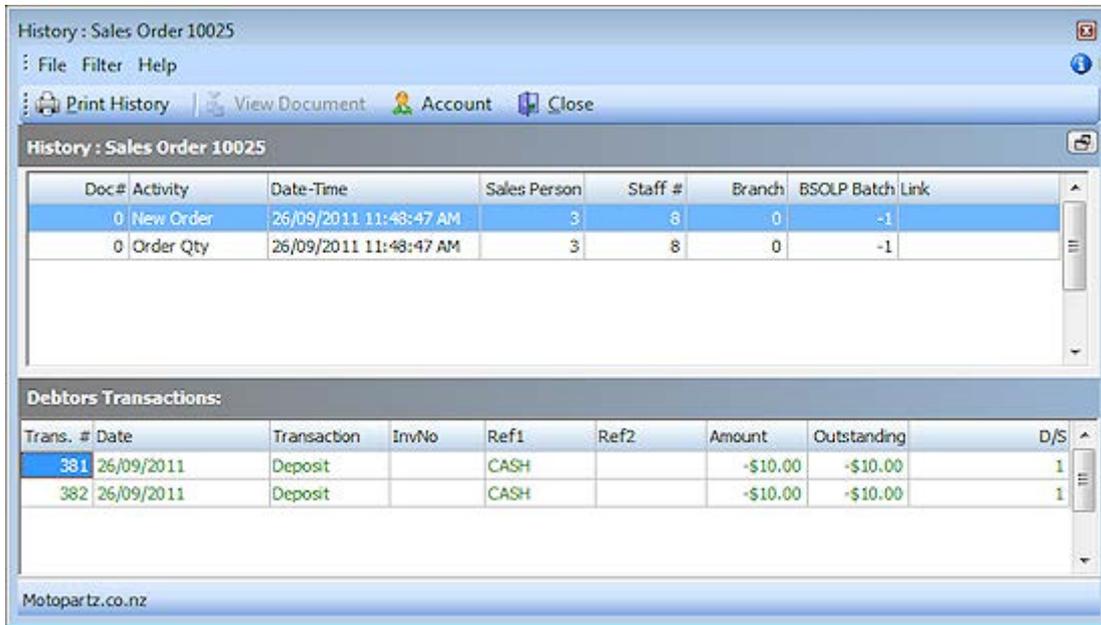
The following fields are available in the History pane:

| Field	Description
Doc #	A system-generated ID number.
Activity	For example New Order, Order Qty.
Date-Time	The date and time of the activity.
Sales Person	The salesperson for the sales order line activity.
Staff #	The Staff # of the salesperson for the sales order line activity.
Branch	The branch where this sales order was created.
BSOLP Batch	If this sales order was processed as part of a batch, the batch number.
Link	Displays any documents that have been linked to the sales order, such as PDF invoices or statements.

In this window you can:

- View each event in the Sales Order lifecycle, such as New Order, Invoice, Release, Delivery.

- View any documents linked to the Sales Order (such as PDFs of the packing slip or invoice) in the Links field.

- View any Debtor transactions associated with the sales order, such as Invoice, Payment, Refund, Credit. Click the ⬚ button on the right side of the window to display the Debtors Transactions pane.

- Drill to the original transaction or document for the line. For new order activity, double-clicking will drill to the original Sales Order transaction; for Release activity, the packing slip is displayed.

- Right-click on any line to view the Debtor account details window for the account or print the history of this Sales Order.

Searching for Sales Orders

When you have a large list of sales orders, finding a specific sales order quickly can be a challenge. There are a number of useful ways of searching for sales orders in MYOB EXO Business.

Transactions > Sales Orders > Sales Orders

The main Sales Order Search window is displayed:
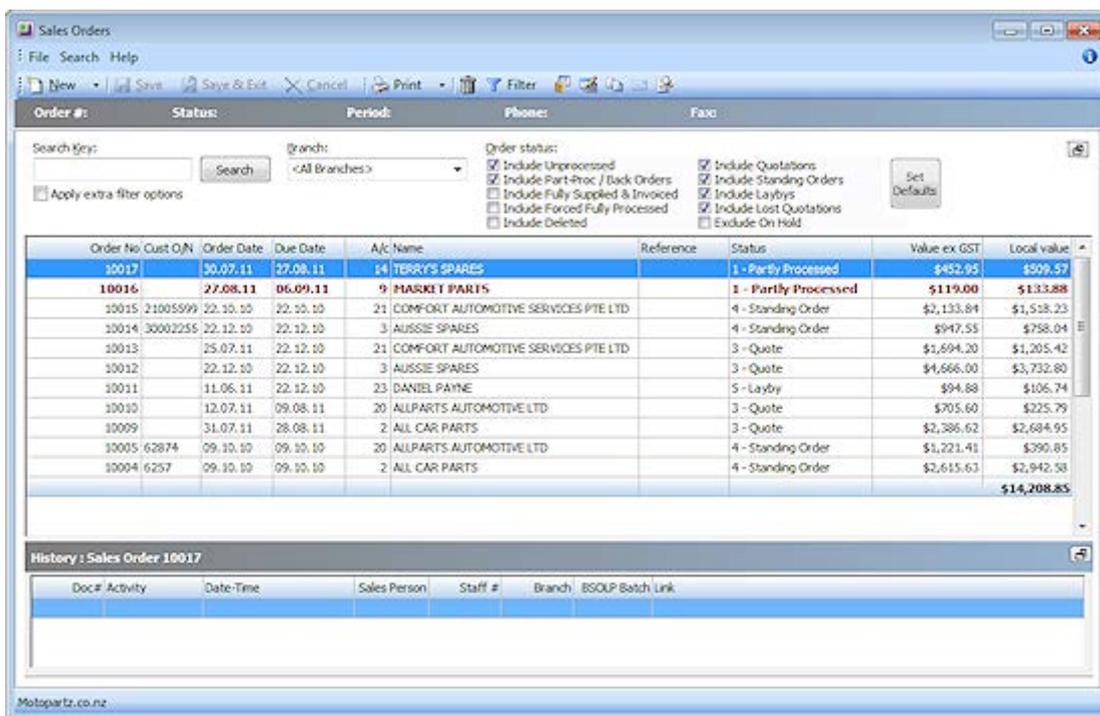
- Use the **Search Key** field to search on part of the account name, order number, customer order number, or reference.

- Select the branch you want to search on, or select "<All Branches>".

- Select the order status(es) you want to search on by ticking the relevant **Order status** checkboxes.

- For further Search filter options, tick the **Apply Extra Filter Options** checkbox. The **Sales Orders - Extra Filter Options** window is displayed. In this window you can choose to filter by order date range, delivery date range, account group, the salesperson, an order number range, or enter multiple order numbers separated by commas to retrieve multiple sales orders.
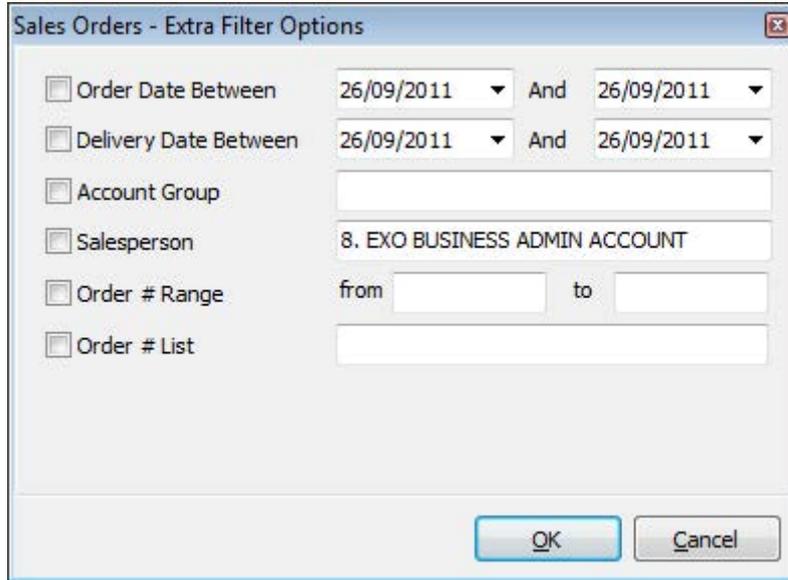
- Click the **Filter** button in the toolbar at the top of the window to use the Sales Order Line Filter window to further refine your search. This window is used to search sales order lines by stock item and then by sales order status. You can also sort by any of the columns in this window.
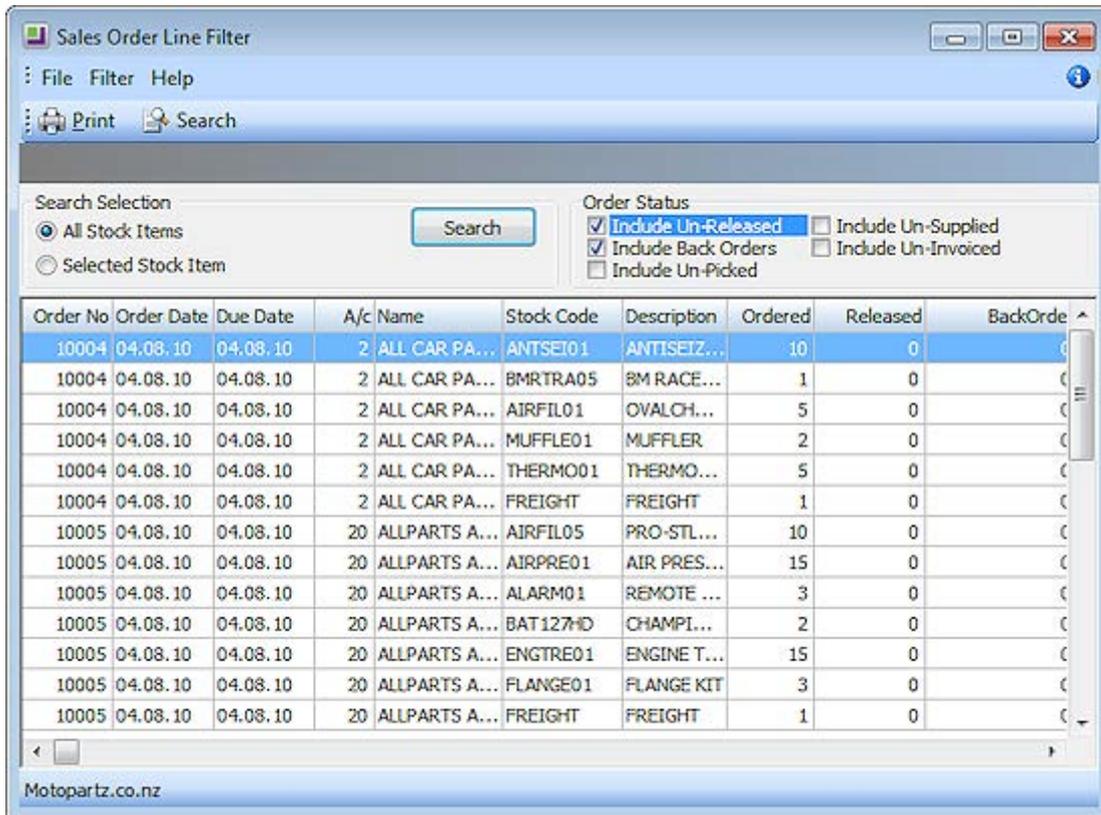
Remember that you can also use visible columns functionality to view additional columns and sort by them, to make searching easier. By default, a number of columns are hidden in the Sales Order Search window. For example, you can make visible orders that are On Hold, and then sort by this column in the grid.

Advanced

In addition to these search methods, you can also use the Custom Filter functionality, which you can use to create custom SQL queries. The Custom Filter is accessible in several windows throughout MYOB EXO Business. In the Sales Order Search window, right-click on the column headings of the grid and choose Custom Filter > Set Filter. Note that this requires knowledge of SQL and familiarity with the table names and field names in the MYOB EXO Business SQL database.

Supplying Sales Orders

The Sales Order Supply window allows the supply on an order-by-order basis, with the maximum control. The Sales Order Supply window is used to supply one sales order at a time, or part of a sales order. Using the Supply window, the processing can be divided into three stages:

1. Release items for picking

2. Supply or create stock movements

3. Generate invoice

To process multiple sales order at once, use the Batch Sales Order Processing window (see page 374).

To process a complete sales order quickly, use the Sales Order Quick Supply window (see page 370).

1. To supply a Sales Order through the Supply window, open the Sales Order and click on the **Supply** button. The Supply Details tab is displayed:
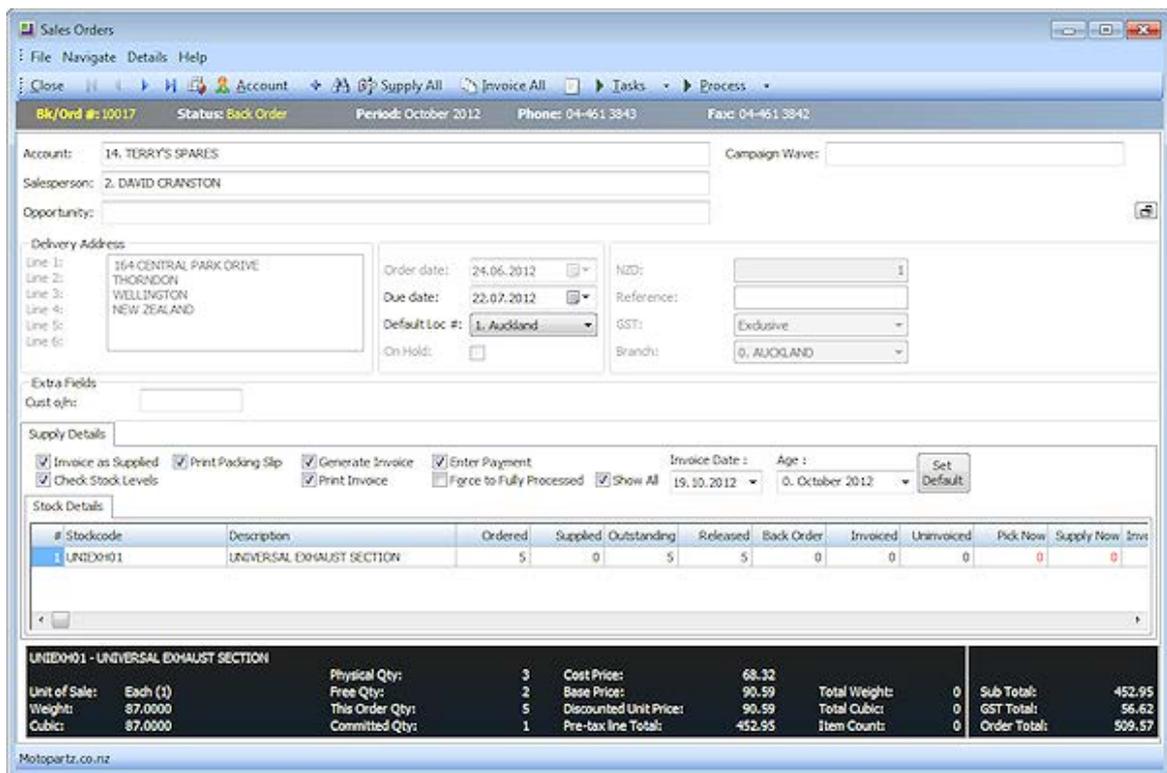
2. Refer to the following table to complete the fields in the header part of the Supply Details tab.

Field	Description
Invoice as Supplied	Will copy the Supply Quantity for each sales order line to the Invoice Now quantity. If you want to supply now but invoice later, leave this checkbox unticked, or simply override the invoice quantity for each sales order line.
Check Stock Levels	To display a warning when insufficient stock to supply the sales order line. Checks current stock level in the selected location.
Print Packing Slip	Prints a packing slip.
Print Label	Prints a packing slip label.
Generate Invoice	Generates the invoice for the selected sales order lines.
Print Invoice	Prints the invoice.
Enter Payment	To be prompted to enter a payment.
Force to Fully Processed	Checking this option will mark the order as fully processed even though not all lines have been supplied or invoiced.
Show All	Show all sales order lines including those that have already been supplied.
Invoice Date	The date of the invoice. Must be in the current period.
Set Default	Save the current settings as your default settings.

3. Refer to the following table to complete the fields in the Sales Order Line part of the window.

Field	Description
Stock Code/Description	Stock code and description of the stock item.
Ordered	The quantity of the stock item on the sales order line. Click on the Plus symbol to view the Sales Order Supply window, where you can change the Ordered quantity of the stock item.
Supplied	Any quantity of the stock item on the current sales order line that has already been supplied.
Outstanding	Any quantity of the stock item on the current sales order line that has yet to be supplied.
Released	Click on the Plus symbol to view the Sales Order Supply window, where you can change the Released quantity of the stock item. Releasing less than the supply quantity will put the difference on BackOrder.

Back Order	Quantity of the stock item on this sales order line on back order.
	Released quantity + Bk Order quantity = Outstanding quantity.
Invoiced	Any quantity of the stock item that has already been invoiced.
Uninvoiced	Any quantity of the stock item that has been supplied but not invoiced.
Pick Now	Quantity of the stock item you are picking now.
Supply Now	Quantity of the stock item you are supplying now.
Invoice Now	The quantity of the stock item you are invoicing now. Keep blank to allow deliver now invoice later scenario.
SO Unit Price	The unit price.
	Note: You can allow a price override here by disabling the **Prevent override of price in sales orders and debtor invoices** profile setting in the EXO Business Configurator.
Discount %	Any discount you want to give on the sales order line. Checks maximum discount staff member can give.
Location	Location sales order line to be supplied from. Can supply single sales order from multiple locations. Default stock location in **Default stock location for new invoice, sales order or purchase order** profile setting displayed here.
Batch Code	This field is only available if the **Enable stock batch codes** profile setting is ticked.

4. Click **Supply All** if everything can be supplied.

5. Click the **Invoice All** button to generate an invoice for the supplied item.

6. Users then tick or un-tick check boxes based on their operation requirements.

7. Click on **Set As Default** to save the settings and to be used as the parameters for future supply.

8. Click on the **Add** icon to add additional line items to be supplied directly from the supply window, such as shipping costs.

9. Click **Process** button to process the sales order and generates the required stock movements, transactions and forms.

The following table describes the toolbar functions at the top of the window:

Button	Description
Release All	Releases all backorder quantities for the sales order.
Pick All	Sets the Pick Now quantities of all lines to the Outstanding amount. Only available if the **Enable sales order pick quantity** profile setting is enabled.
Supply All	Sets the Supply Now quantities on all lines to equal the release quantity.