

Cheques Paid Report

Cheque Payments Report

File

Date	Chq No	Accno	Name	Phone	Amount
06.09.2011	1	1	SYDNEY PART MART	8527 1201	251.54
28.09.2011	94	0	MISC PURCHASES		50.00
28.09.2011	95	2	SOUTHERN AUTOSTOP	03-5439 5712	1000.00
28.09.2011	96	3	PANMURE AUTO TRADE SUPPLIERS	8579 6102	100.00
28.09.2011	97	6	ENERGY LTD	02 9323 123	787.00
28.09.2011	98	21	JENSEN & ROTHVILLE BUILDING SE...	02 8634 5212	200.00
28.09.2011	99	22	OFFICE PRODUCTS DEPOT	8828 7005	450.00
28.09.2011	100	24	G GRAY ACCOUNTANTS LTD	+61 3 4770680	700.00
TOTALS:					
Column1	Column2	Column3	Column4	Column5	

CQ_PAYMENTS

Date Range: 01.09.11 - 28.09.11

Direct Credit Report

Direct Credit Report					
File					
Date	D/C No	Accno	Name	Phone	Amount
28.09.2011	2	5	CAR-PART.COM	1303-447 3387	298.25
28.09.2011	3	1	SYDNEY PART MART	8527 1201	4101.74
28.09.2011	3	4	FWP AUTOMOTIVE	9838 9799	4433.28
28.09.2011	3	5	CAR-PART.COM	1303-447 3387	7186.50
28.09.2011	3	8	AUSSIE CAR PARTS	07 3784 0254	6840.81
28.09.2011	3	11	AUTOBITS UK CAR PARTS	+4415-1260 7448	5780.05
28.09.2011	3	19	CROWN MOTORS ENTERPRISES	(65) 2961182	7157.00
TOTALS:					
Column1	Column2	Column3	Column4	Column5	
<div> <div></div> <div>DC_PAYMENTS</div> <div>Date Range: 01.09.11 - 28.09.11</div> </div>					

Other Reports

The remaining reports open in a standard Print Preview window:

- View All Outstanding Payments (Released)
- View Cheque Details
- View D/C Details
- Invoices Flagged as “Do Not Pay”
- Proposed Payment Run

Direct Debits

Direct Debits are used where the organisation has authority from Debtors to deduct funds from their bank account to settle their debt with the organisation. The organisation will also need to have a direct debit facility available on their desk bank software with their respective banking institution.

To open the Direct Debit window, select **Direct Debits** from the Account menu of the EXO Finance module.

D/Debit No	Status	Branch	Amount	Created	Expires	Payment
2	Open	1. MELBOURNE	\$804.72	28.09.2011	21.09.2011	28.09.2011
1	Open	0. SYDNEY	\$12,111.84	28.09.2011	21.09.2011	28.09.2011

Direct Debits are handled in batches. A new batch can be saved as an “Open” batch, which can be edited at any point until it is “Confirmed”. When a batch is saved, there is an option to print an audit report. Confirmed batches can be consolidated to a single batch if required.

Setting up Direct Debits

Setting up Debtors

For each Debtor account that you want to deduct funds from via Direct Debit:

1. Go to the Details 2 tab of the Debtor Account Details window (see page 94).
2. Change the **Default Payment Type** to "D/DEBIT".
3. Enter the Debtor's **Bank Account Number** and **Bank Account Name**. The **Bank Account Name** is the name the customer has that bank account under; this will go into the bank file.
4. Choose an **Advice Notification** type: Fax, Email and/or Print. An advice notification type must be chosen, even if you are not going to print or distribute the advice.

General Setup

Select **General Setup** from the Setup menu of the Direct Debits window.

The following configuration options are available on this window:

Field	Description
General Ledger Account	Select the default General Ledger bank account for the Direct Debits to post into.
No. of notification days	Enter the number of days of notification required.
Print D/D advice	Tick this box if you want to print Direct Debit advice.
Consolidate D/D to General Ledger	Tick this box if you want to consolidate Direct Debits to the General Ledger. This enables the Consolidate button on the Batches tab of the Direct Debits window.
Allow selection of GL Acc for D/D	Tick this box to allow the selection of the General Ledger bank account for each Direct Debit run. If this box is not ticked, the default account specified by the General Ledger Account will be used.
Show email before sending	Tick this box to show advice emails before sending them, if email has been set as an advice type.

Direct Debit Password

A password is required to process Direct Debits. To set this password, use EXO Business Config to enter a value for the **Password for consolidating and processing direct debits** Company-level profile setting. By default, the password is blank.

Note: The password is case-sensitive.

Bank File Format

Before processing Direct Debits, bank file formats must be set up for Debtors in EXO Business Config (see page 477).

Processing Direct Debits

The Batches tab on the Direct Debit window shows all Direct Debit batches. Several options are available to filter the list of batches.

D/Debit No	Status	Branch	Amount	Created	Expires	Payment
2	Open	1. MELBOURNE	\$804.72	28.09.2011	21.09.2011	28.09.2011
1	Open	0. SYDNEY	\$12,111.84	28.09.2011	21.09.2011	28.09.2011

Note: If the **Consolidate D/D to General Ledger** option has been enabled on the **Direct Debits General Setup window (see page 491)**, you can consolidate multiple batches into a single batch by selecting multiple Confirmed batches with the CTRL key and clicking the **Consolidate** button.

Creating Direct Debit Batches

To create a new batch:

1. Click **New**. The view changes to the Debtor Accounts tab:

Direct Debits window, Debtor Accounts tab. The window displays search filters for invoices and a list of debtor accounts.

Find invoices:

Acc Group: [dropdown] From Due Date: 01.08.2010 [calendar icon]
 Credit Status: [dropdown] Inv Due Date: 31.10.2011 [calendar icon]
 Branch: 0. SYDNEY [dropdown] Ignore Zero Balances: ☒ Batch Total: \$0.00

Payment Date: 28.09.2011 [dropdown] GL Account: 04000-00. CURRENT BANK ACCOUNT [dropdown]
 Ref1: [text] Ref2: [text]

AccNo	Name	No Invs	Released	Total Curr
21	COMFORT AUTOMOTIVE SERVICES PTE LTD	2	0	\$0.00 5. SGD
9	MARKET PARTS	1	0	\$0.00 0. AUD
7	JAMES BARRY	3	0	\$0.00 0. AUD
5	D & C PANELBEATERS	1	0	\$0.00 0. AUD
2	ALL CAR PARTS	1	0	\$0.00 0. AUD

Motopartz.com.au [Open]

2. Set any filter options and click **Search** to display Debtor accounts with outstanding invoices whose **Default Payment Type** is set to "D/DEBIT".
3. Click **All** to release all invoices for all Debtors listed or double-click on a Debtor to go to Transactions tab:

Direct Debits window, Transactions tab. The window displays details for a specific debtor account and a list of transactions.

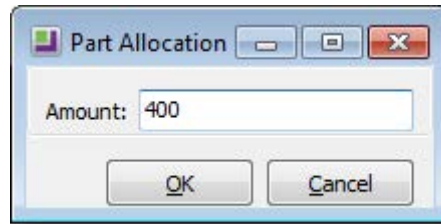
7 - JAMES BARRY
 Debit Amount: \$0.00

Part Allocate: ☒ \$ Amount ☐ Percentage

Date	Invoice No	Amount	Amount to Pay	Ref1	Ref2
17.11.2010	10045	\$387.28	\$0.00		
01.06.2011	10134	\$328.61	\$0.00		
26.08.2011	10172	\$533.70	\$0.00		

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- a. Click **All** to release invoices for receipt or select an invoice and click **Part Allocate** to set a part payment for the selected invoice. You can pay by an amount or a percentage. This opens the following window:



Depending on whether the user selected to part pay by an amount or percentage, the **Amount** field displays the total amount of the invoice or 100.00 (i.e. 100% of the invoice). Enter the amount/percentage to be paid and click **OK**. The invoice now shows that it has been released and the **Amount to Pay** column displays the payment amount selected by the user.

Invoices can also be selected/unselected manually by selecting them and pressing the space bar.

- b. Once all invoices have been selected, return to the Debtor Accounts tab.
4. Specify a **Payment Date** and enter **Ref1** and **Ref2** information if necessary.

Note: You can also specify the General Ledger bank account for the Direct Debits to post into, if the **Allow selection of GL Acc for D/D option** has been ticked on the **Direct Debits General Setup window** (see page 491); otherwise this field is read-only, and displays the default General Ledger account entered on the Direct Debits General Setup window.

5. Save the Direct Debit Batch by one of the following methods:
- If you will want to make further changes to the batch, click **Save** to save the current changes. The status of the batch will remain "Open".
 - If you are finished making changes to the batch and are ready to process it, click **Confirm**. The status of the batch will change to "Confirmed" and it will no longer be possible to edit it.

Processing Direct Debit Batches

To confirm that a batch is ready to be converted into a bank file, double-click on the batch to go to the Debtor Accounts tab, then click **Confirm**. Once a batch is confirmed, no further changes can be made.

A confirmed batch can be converted to a Direct Debit file ready for transfer to the Banking software. Remittances can be printed for the batch if required.

To process a Direct Debit batch:

1. Double-click on the batch to go the Debtor Accounts tab.
2. Click **Direct Debit**. You must enter the Direct Debit password (see page 493) to proceed.

Note: The password is case-sensitive.

The following window is displayed:



3. Modify the **File Name** if required. If a different bank to the default bank is required, uncheck the **Use Default Bank** box, then select a new Bank from the drop-down-list. Click **OK** to continue. A message window appears, giving the user an opportunity to view the file.
4. Click **Yes**, then **Open** to see the contents of the file.

The next message prompts the user to confirm that the process should be completed:



5. Click **Yes** to continue; this will perform accounting updates.
6. The final step is to import the newly created Direct Debits file into the desktop banking software to be subsequently processed.

Sending Remittance Advice

Once a batch is confirmed, you can send remittance advice to the affected Debtors. Open the confirmed batch and use one of the following methods from the Debtor Accounts tab:

- Click the **Remittance** toolbar button to print the Direct Debit Remittance Advice report. This report can then be sent to Debtors.
- Click the **Mailshot** toolbar button to open the Mailshot window (see page 528), which allows you to bulk send remittance advice to Debtors.

Taxation

The MYOB EXO Business taxation features centres around the ability to have multiple tax rate definitions (optionally with separate tax control accounts) and being able to assign a tax rate to a transaction.

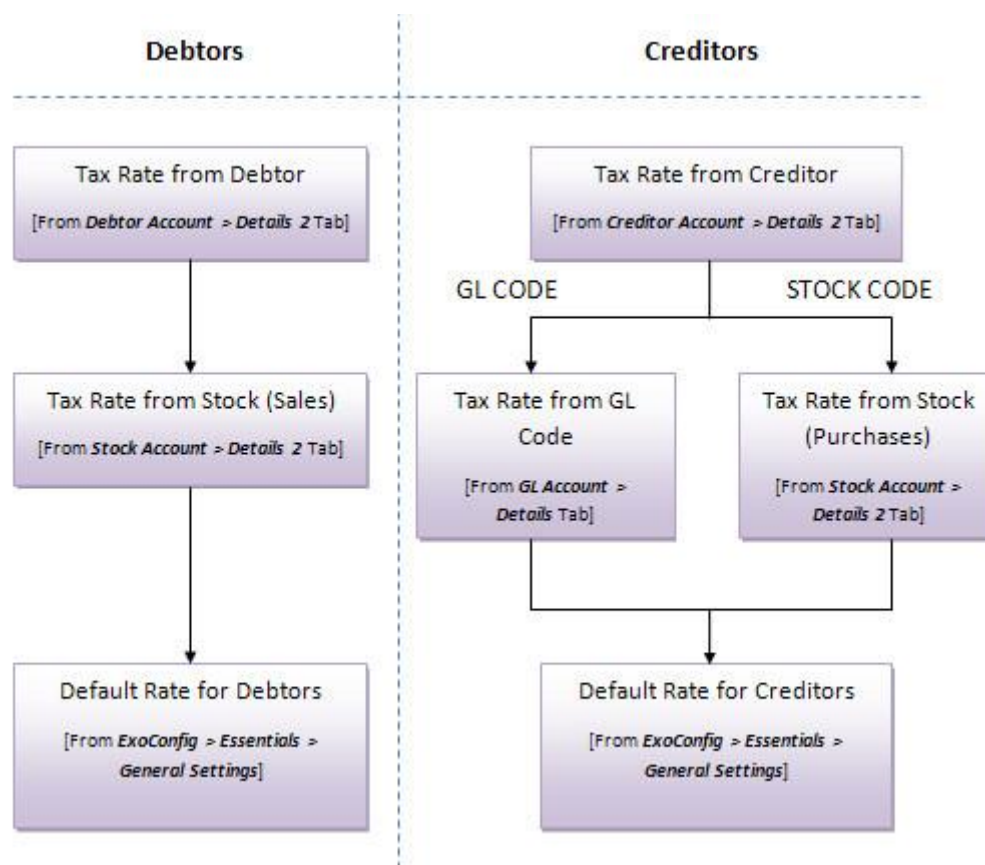
The default tax rate on a transaction can be configured in the system through a hierarchical rate selection process. If the user has been granted permission, they can override the suggested default rate with a manually selected tax rate.

Generic Tax by tax rate reports can be run regardless of the country of origin. Alternatively, tax rates can be used in conjunction with tax return key points to generate specialised tax reports such as the Australian BAS, the New Zealand Tax Return, and the Singapore Tax Return. Using the integrated reports also marks source transactions with the tax return they were reported on to assist with prior period postings.

Automatic Tax Rate Hierarchy

When a transaction is entered, the tax rate used is automatically determined by a hierarchical structure. The user can then accept this setting, or optionally manually override it.

The following diagram depicts the hierarchy for automatically selecting a transaction's tax rate:



For example, when performing a Debtor's Invoice function, the tax rate is automatically selected by using the hierarchy as follows:

1. Account - the tax rate of the Debtor account is used if explicitly specified on the Debtor account.
2. Stock - if no tax rate has been set at the Debtor account level, then the rate applicable to the stock item is selected, if explicitly set on the stock item.
3. Default Rate - if no tax rate has been set on the account or the stock item, then the default Debtors rate from the MYOB EXO Configurator is used.

MYOB EXO Business User Guide

In the case of a Creditor's Invoice that uses General Ledger (GL) codes instead of stock items, if the Creditor's account default rate is not set, the rate from the GL account is used, and if a rate is not set on the GL account, the default creditor tax rate in the Configurator is used.

Once the tax rate is chosen, the user can also manually override this rate and specifically set the tax rate number and tax rate, using the periscope function.

Overriding Function

The following options are available on many transaction entry windows (if enabled for the user), to allow manual overriding of the automatically selected transaction tax rate and amounts:

- Line periscope – to view line detail, and also to explicitly set the tax rate and amount.
- Tax Toggle – to change amount to inclusive or exclusive of tax.
- Tax Rates button – to compare calculated tax against default hierarchical tax rate.

Tax Setup

During the implementation phase, relevant tax rates are selected and assigned to their matching tax return key point. The base Debtor and Creditor tax rates are also assigned, which form the default.

During operation, "automatic overrides" on the accounts and stock items are then configured as new accounts or stock items are set up.

Company Defaults

The tax system in MYOB EXO Business is customised based on the country selected in the main Company setup screen of EXO Business Config.

This setting determines settings such as the available Tax Return Key Points, as well as cosmetic display information such as the local tax system name (e.g. GST, VAT).

To select the country for the system:

1. Go to **EXO Business Config > Company > Company Details**.
2. Select the appropriate country in the **Country** field.

Note: If the country of operation is changed, the default tax rates, and the tax rate settings must also be reviewed and set to the appropriate country settings. Changing the country also alters the available tax return key points, used to configure the integrated tax returns - see the following sections for more detail.

Essential Defaults

Tax Basis

Invoice- or payments-based tax determines how taxation reports are run, and also if extra tax rate functions must be enabled (e.g. whether an overriding tax rate is required on a payment with payments-based tax systems).

The tax basis is set at **EXO Business Config > Essential > General Settings**.

Note: MYOB EXO Business recommends and supports Invoice-based tax only.

MYOB EXO Business allows for a variety of tax rates to be recorded on each line of an invoice. When a payment is made it is only possible to record a single tax rate. Many functions that are controlled by profile settings (such as tax rate overrides at invoice line level) are suited only for invoice line based taxes.

While it is possible to operate EXO Business and report tax on a payment basis, there are certain logical paradoxes that can occur related to the fact that, by default, EXO Business allows tax to be recorded at a finer level of detail than on a payment basis. For example, care should be taken to disable functionality that promotes individual invoice line level control over tax rates. If multiple tax rates do occur on the same invoice (or in fact to the same customer or supplier), then the only logical method of reconciling tax on a payment basis is to ensure that payments received or made are consistently allocated against invoices, and to produce estimates of tax by reports that calculate the tax content of invoices that are paid during the period.

Note: Some features, such as the Australian BAS Return, cannot support payment-based tax, because fundamental linking is done at an invoice line level.

Debtor Pricing

A setting is available to determine whether the sell pricing of stock is entered as tax inclusive or tax exclusive.

To set the tax inclusive/exclusive setting for Debtor pricing:

1. Go to **EXO Business Config > Essential > General Settings**.
2. Tick the **Tax inclusive pricing for debtors** box to state that the sell prices of stock items are entered as tax inclusive; leave the box unticked to state that stock prices are entered as tax exclusive.


Tax Rates


The tax rates are used to 'group' the purpose of the tax on an invoice or payment. It is these tax rates that can be reported on for tax returns, and when linked with tax return key points form the basis of the Tax Return systems.

To set up tax rates:

1. Open the tax rates table from **EXO Business Config > Essential > Tax Rates**.
2. Create a new tax rate by clicking **New**, or double-click on an existing rate to view and edit.
3. Enter the following information, and press Save to save the tax rate.

Field	Description
Tax rate name Tax rate short name	User-friendly names used to reference the tax rate.
Tax rate %	The percentage rate of tax to be recorded.
Tax return key point	Used to identify the corresponding field on the Tax Return, using this tax rate as part of the calculation. See Tax Return Key Points below.
GL control account	Leave the Use Default box ticked to use the GL control account specified in Configuration Assistant > Business Essentials > GL Control Accounts for the debtors and/or creditors tax account; otherwise, untick the box and select a specific GL account for the rate.

To verify that the tax rates have valid key points, and to also check that only valid tax rates exist on debtor, creditor, stock and GL accounts, click the **Check Rates**  button on the toolbar. This will perform a check, and report errors and warnings.

In a new implementation, the suggested default rates for the selected country can be loaded by clicking the **Load Rates**  toolbar button. This button will only be available if the tax rate table is empty, and therefore can only be used if no transactions containing tax rates have been entered in the system.

Troubleshooting

The most common reason for the Check Rates function reporting “null key point values” is because there is no **Tax return key point** setting for a tax rate. A blank tax rate description will also make a tax rate invalid – if the rate number is shown in the table, it is expected to have a matching tax key point. It is suggested that blank description tax rates be avoided (or deleted), and that all tax rates point to a key point to confirm they have not been ‘mis-configured’. The tax return point “NA – Not recorded on return” could be used if the rate is not to be entered on a tax return.

Other common causes of invalid tax rates include incorrect initial setting of default tax rates, or data imported directly to the database that has not set the tax rate fields. The following fields must be set when importing data:

- dr_accs.taxstatus
- cr_accs.taxstatus
- stock_items.salestaxrate
- stock_items.purchtaxrate
- glaccs.taxstatus

Default Tax Rates

Default tax rates are the lowest level in the hierarchy of tax rate defaults (see page 497), and will be used on transactions unless specifically set by rates on the account or the stock item, or manually overridden. These default rates could be thought of as the “fall-back” rate if there are no other overrides on the transaction.

To set the default tax rates:

1. Go to **EXO Business Config > Essential > General Settings**.
2. Select one of the pre-defined Tax Rates for the **Base debtor tax rate** and **Base creditor tax rate**.

It is critical that the default tax rates be set correctly. Invalid tax rates may also prevent transaction from being entered.

Tax Return Key Points

Tax Return Key Points are the references to the key points on the country’s tax return system. Tax return key points are pre-defined, relevant to each country, and are viewable but not user-editable. It is the assigning of the key point to a tax rate that controls what will appear on the tax return. More than one tax rate may be added to the same tax return key point.

To view the pre-defined Tax Return Key Points, go to **EXO Business Config > Administration > Finance > Tax Return Key Points**.

You can double-click on a key point to show more information on the item, such as the full description.

Tax Return Key Points are listed as Creditor and/or Debtor. These properties carry through when assigned to tax rates, and therefore help prevent incorrect tax rates being entered on the wrong transaction types.

“DIS” and “N/A” are special key points that can be used to “disable” a tax rate to prevent data entry, or not display the rate on a tax return.

Tax Rate Hierarchy Setup

Once the tax rates have been linked to the tax return key points, and the default rates setup, optional tax rate overrides by debtor/ creditor account and stock item can be set up. These settings will override the default tax rates (see page 500) specified at **Configuration Assistant > Business Essentials > General Settings**.

Existing Transactions

Databases with existing transactions will need to be checked before using the automatic tax return features if they have not been configured previously. For new transactions entered going forward, this should not be an issue as long as the settings are correct.

Historical information should be marked so that this information will not be picked up when the Include previous option is selected on a new tax return, (i.e. when the intention is to include transactions added to a prior period that has already had a Tax Return created, in whatever format was used previously). This historical information could be captured by creating a “dummy” tax return to mark all the transactions in the historic data’s date range.

Tax Rate on Debtors/ Creditors

The automatic tax rate used on a transaction can be determined by a rate set on a Debtor or Creditor account. This is useful, for example, if the tax rate charged to a foreign Debtor is different to local accounts, or if the tax rate paid to a foreign creditor is different. Setting the tax rate on an account will set the tax rate on a transaction line to this account’s default rate.

The Debtor/Creditor default rate is the “highest” overriding level in the automatic hierarchy (see page 497) (with the exception of manually overriding the rate during transaction entry).

To override the tax rate on an account:

1. Select the Debtor or Creditor from the **Account > Debtor** or **Account > Creditor** screen.
2. Select a rate for the **Override Tax Rate** field on the Details 2 tab. Leaving this field set to “-1. AUTO SELECT RATE” will disable any overriding of the tax rate by the account, so the next level down the hierarchy will be used (which is the tax rate on the stock item).

Tax Rate on Stock Items

The automatic tax rate used on a transaction can also be determined at a stock item level, e.g. to accommodate various tax rates are applied specifically by stock item. A tax rate set on a stock item will be not be used if a tax rate is also set on the Debtor/Creditor account, or if one is manually set during transaction entry, as they have higher priority.

To set the tax rate on a specific stock item:

1. Select the stock item from the **Stock > Account** screen.
2. Select rates for the **Sales Tax** and **Purch Tax** fields on the Details 2 tab. Leaving these fields set to “-1. AUTO SELECT RATE” will disable any automatic overriding of the tax rate by the stock item, so the next level down the tax rate hierarchy will be used (which is the default tax rate of the system).

Manually Overriding Transactions

When entering lines on an invoice, the tax rate hierarchy is used to automatically select the tax rate on the line. This automatic selection may then be optionally overridden by the user, if they are set up with permission to do so.

On invoices where a rate other than the automatic rate is needed, the periscope button can be used on that line manually enter the rates and value. (Use with caution when using a payment-based tax system). The button next to the periscope allows price options to be changed between tax inclusive and tax exclusive.

To compare the tax calculated by the default tax rate hierarchy with the rate manually overridden, click the **Tax Rates** button on the toolbar.

Note: The ability to override the rates on invoices is controlled by the user profile setting **Allow override of tax amount for invoice lines**.

Overriding the tax value on Debtors transactions is not recommended. If the client manually overrides the Tax value field, this will result in a discrepancy between the Gross on the invoice and the Gross on the Tax Return. Instead of changing the tax value, clients should change the tax rate.

Changing the Tax Rate

In some circumstances clients may want to change the tax, e.g. from 15% to 0%, because the tax on a transaction is for a “Zero Rated” supply such as exported goods.

In this case, clients should change the **Tax rate** using the drop down of available rates to a rate that is set to 0%, and let the system recalculate the tax amount to \$0.00. **Do not simply override the Tax value to \$0.00.**

This way MYOB EXO Business will correctly calculate the Gross to be shown on the Tax Return.

Changing the Tax Value (Creditors Invoices)

In some rare circumstances, clients may want to change the Tax value on a Creditors transaction, e.g. when entering a Creditors Invoice, the tax as calculated by EXO Business may differ slightly to that as charged by the Supplier.

In this circumstance it is acceptable to override the Tax value to agree with the supplier’s documentation.

Tax Reports

The main Tax Return functions under **Tax Reports** on the Reports menu are used to generate the tax return (specific to the country), and are complimented with Tax By Rate Type and Tax Rate Exceptions reports. You can also use the Tax Rate Exception Report menu item to highlight invoices where the tax rate is not relevant to the transaction type.

Tax Returns

The following Tax Return reports are available:

- New Zealand GST Return
- BAS Tax Return
- Singapore GST Return
- VAT Return

Each report is accompanied by an **Edit Return** option, which lets you select and edit previous returns.

Tax by Rate Type Report

Reports > Tax Reports > Tax Report by Rate Type

The **Tax by Rate Type** report can be used to create “manual” tax returns, or to allow auditing of data. Two reports exist: a tax rate report for payment transactions and a tax rate report for invoice transactions.

Note: The Clarity report for payment transactions is **TAXByRateType_Payment.CLR**, and invoice transactions is **TAXByRateType.CLR**.

Tax Rate Exceptions

A Tax Rate Exceptions report can be run to help identify incorrect coding, or invalid codes. This report is available from the Tax Return reports by selecting **Utilities > Tax Rate Exceptions**. (You can also add the report to the main EXO Business menu for direct access.)

This report can help identify tax rates set up or used on the incorrect ledger if changes are made to the tax rate settings.

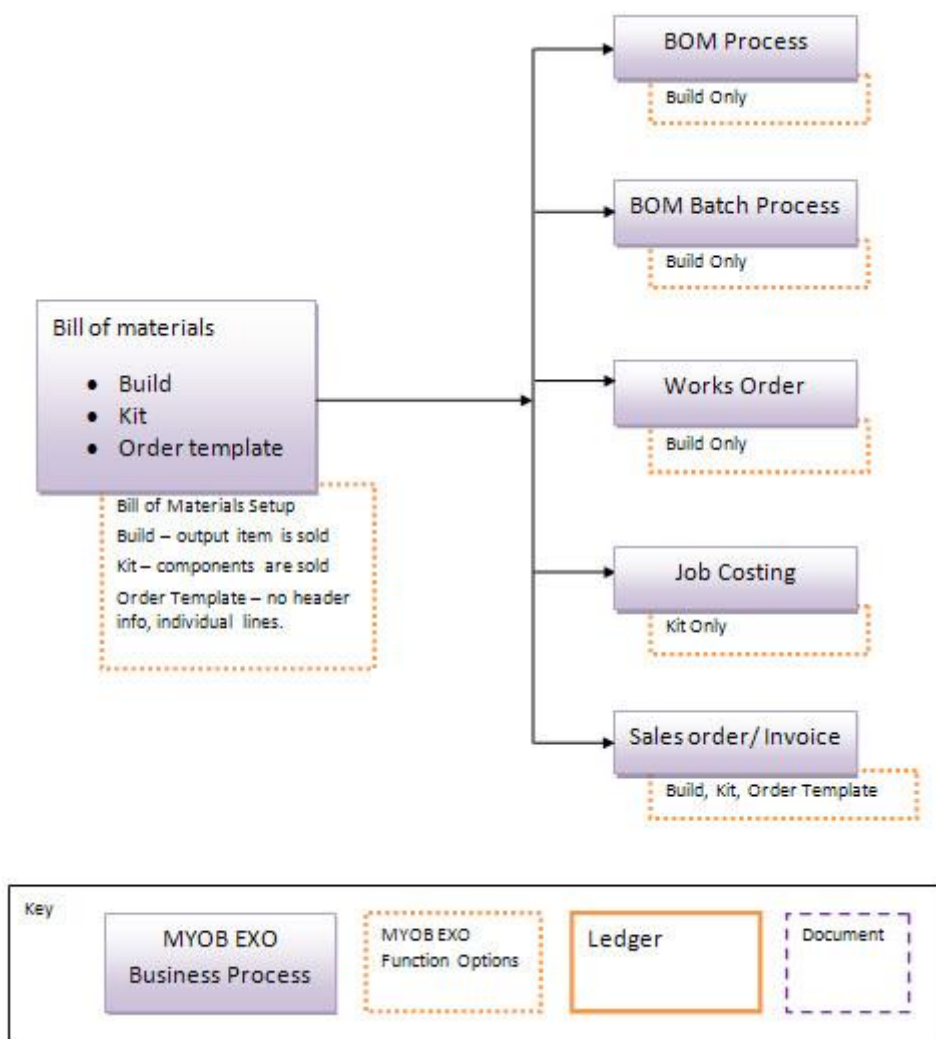
Manufacturing

About Manufacturing

This section describes the Bill of Materials and Time Billing modules. It explains how a Bill of Materials (BOM) is set up and processed. It also details the processing of a Works Order and explains the handling of Time Billing.

Bills of Materials can be classified into three different types:

- **Kit** – individual components are sold, and the code is a shortcut code to the *collection* of components
- **Build** – all components are consumed in a *transformation* to make an output stock item.
- **Order Template** – a simple product list for use with Sales Orders only. The BOM code becomes a shortcut to the product list, to save keying each product into the order.



Note: See the MYOB EXO Business White Paper “BOMs and Stock Code Enhancements” for technical details on Bills of Materials, including information on the database tables and fields they use.

Setting up Bills of Materials

Types of Bills of Materials

There are three main ways of using the Bill of Materials module: kits, manufactured items and order templates.

Kits

A kit item is an item that is made up of a list of other stock items that are assembled at the time of sale. It is a quick and easy way to sell something that consists of a number of different stock items. The kit may also be priced separately allowing the selling price to be different from the sum of the selling prices of the components.

In a kit Bill of Materials, **the components are sold** and the header is a shortcut code to a collection of components.

Kits can be used with the EXO Job Costing module, but not with Sales Orders or Works Orders.

Manufactured Items

Manufactured Items, or “builds”, are produced from other stock items. When you manufacture an output item you deduct the component items from stock and build the new manufactured output item, which is then placed in stock. This item is then sold in the usual method with pricing specified on the output stock items.

In a build Bill of Materials, **the output item is sold**.

Note: A bill without an output item cannot be a manufactured item. A bill with an output item is usually a manufactured item but can also be a kit. When manufactured items are sold as kits, the rules applicable to kits should be used.

Builds can be used with Sales Orders and Works Orders, but not with the EXO Job Costing module.

Order Templates

An order template is not a true Bill of Materials but a simple “shopping list” for use with Sales Orders only. The Bill of Materials code becomes a shortcut to the product list, to save entering each product into the order. No header line is included.

Note: The Auto Order Template on the Details2 tab of Debtor accounts (see page 95) only displays order template Bills of Materials.

Creating a Bill of Materials

Account > Bill of Materials

The same interface is used to create Bills of Materials of all types.

To create a Bill of Materials:

1. Select **Bill of Materials** from the **Accounts** or **Transactions > Manufacturing** menu. The following window is displayed:

The screenshot shows the 'Bill of Materials' window with the following details:

- Bill Code:** CARCARE01
- Description:** CAR CARE KIT - BASIC
- Search key:** (empty)
- Search options:**
 - ☐ by Component
 - ☒ by Bill code
 - ☐ by Output Item
- Type Filter:**
 - ☒ Include Kit Types
 - ☒ Include Build Types
 - ☒ Include Order Template Types
- Table:**

Billcode	Description	Output Code	Isactive	Bomtype	Autobuild
CARCARE01	CAR CARE KIT - BASIC	DEF BOM OUTPUT	Y	K	N
CARCARE02	CAR CARE KIT - ENTHUSIAST	DEF BOM OUTPUT	Y	K	N
CARCARE03	CAR CARE KIT - SERIOUS CAR CARE	CARCARE03	Y	K	N
ENGINE	ENGINE ASSEMBLY	ENGINE	Y	B	Y
MAJRSVC	MAJOR SERVICE KIT	DEF BOM OUTPUT	Y	K	N
MINRSVC	MINOR SERVICE KIT	DEF BOM OUTPUT	Y	K	N

2. Click the **New** button. The following window is displayed:

The screenshot shows the 'Bill of Materials' window with the 'Details' tab selected. The following details are visible:

- Bill Code:** (empty)
- Description:** (empty)
- Type:** Kit
- Active:** ☒
- Hide lines on reports:** ☐
- Output item:** (empty)
- Batch quantity:** 1
- Overhead allocation (%):** 0.00
- Notes:** (empty text area)
- Pricing By:**
 - ☐ Components
 - ☒ Total
- Price List:**

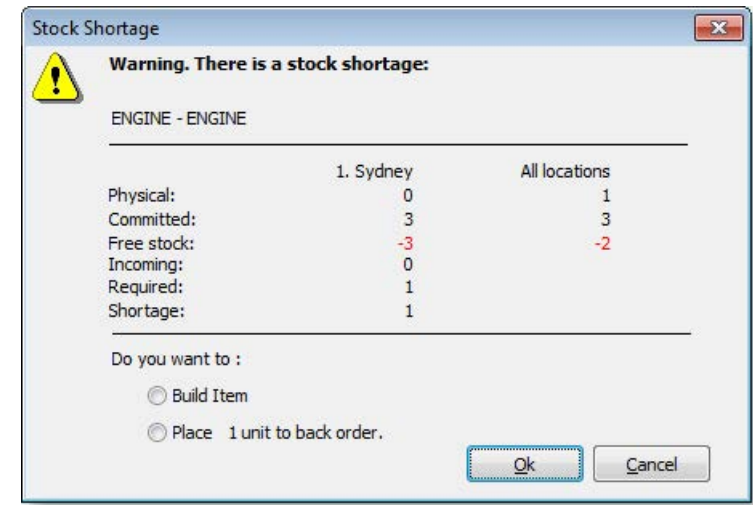
1. Internet:	\$0.00
2. Retail:	\$0.00
3. Trade:	\$0.00
4. UK:	\$0.00
5. US:	\$0.00
6. Fiji:	\$0.00
7. New Zealand:	\$0.00
8. Singapore:	\$0.00
9. ComputedSellPrice:	\$0.00

3. Complete the fields on the Details tab:

Field	Description
Bill code	<p>Enter the bill code for this Bill of Materials. This is the code that you need to type to bring up your kit during invoicing. This code will also be displayed in the Bill of Materials (search) window.</p> <p>Note: The bill code can be changed by clicking on the Change Bill Codes button. This changes all references to the bill code.</p>
Description	Enter the description for this kit as you would like it to appear on the invoice. This description is also displayed on the Bill of Materials (search) window.
Type	<p>Select the type of Bill of Materials:</p> <ul style="list-style-type: none"> • Kit • Build • Order Template
Active	Select this option if the Bill of Materials is no longer active, i.e. no longer available for use.
Hide lines on reports	Select this option if you want to hide components that make up this Bill of Materials on the invoice/sales order. If this tick box is not checked, the components are displayed on the invoice/sales order lines (at zero price).
Output item/ Template item	<p>For builds and kits, enter the stock code of the finished product (the final output item). This field is optional for kits.</p> <p>For order templates, if you wish to price the template as a single item, enter the stock code for the template item.</p>
Batch quantity	Specify the quantity (number of output items) that is produced from the selected components. This defaults to 1 when you create a new kit.

AutoBuild

This option is only available for Bills of Materials with the **Type** “Build”. Normally, if a Sales Order is raised for the output item and there are none in stock, you are given the option of putting the item on back order. If this option is selected, you are also given the option of building the item on the spot:



Note: Stock Shortage warnings only appear if the **Stock out warnings** Company-level profile setting is enabled.

Overhead allocation (%)	The overhead involved when producing this item. The percentage overhead is then taken from the final output. This field is optional for kits.
Notes	Enter any notes that relate to the kit.
Pricing By	Select the pricing mode you want to use: <ul style="list-style-type: none">Components/Products - Select this option if you would like to price this Bill of Materials by component (kits and builds) or product (order templates). This uses the sell prices set up in the stock window for each component stock item you select for this kit, and works by adding them together to give you a final price for your kit.Total/Template - Select this option if you would like to specify the sell price for this Bill of Materials. If you select this option you will also need to enter sell prices.
Sell prices	When pricing by Total, enter the prices that this item will be sold for.

3. Click the Components tab (kits and builds) or Products tab (order templates).

Bill of Materials

File Navigate Help

New Save Cancel

Bill Code: ENGINE Description: ENGINE ASSEMBLY

Details Components

Cost Type: ☐ Latest ☒ Average ☐ Standard

Stock Code	Description	Quantity	Unit Cost	Total Cost	Default	Report Code
ALTNR001	65AMP NOMINAL ALTERNATOR	1.00	151.69	151.69 Y		2
CAMAD001	ADJUSTABLE CAM SHAFT	1.00	158.37	158.37 Y		1
EXHSTMANFLD01	BUSCHUR RACING EXHAUST MANIFOLD	1.00	642.86	642.86 Y		5
CYLNDRH001	CAST IRON CYLINDER HEAD	1.00	1022.20	1022.20 Y		1
CHPSKPLG01	CHAMPION SPARKPLUG - SINGLE	1.00	4.50	4.50 Y		2
FUELPUMP01	FUEL PUMP	1.00	72.70	72.70 Y		12
IGNCOIL01	MSD BLASTER 2 COIL IGNITION COILS	1.00	84.07	84.07 Y		2
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	1.00	22.30	22.30 Y		1
OILPUMP01	OIL PUMP	1.00	333.22	333.22 Y		1
CARBTR001	SHELBY 1966 915 CFM HOLLEY CARBURETOR	1.00	783.81	783.81 Y		12
LABOUR	STANDARD LABOUR CHARGE	1.00	18.00	18.00 Y		7
STARTMOT01	STARTER MOTOR	1.00	165.65	165.65 Y		2
THERMO01	THERMOSTAT	1.00	39.95	39.95 Y		1
WATERPUMP01	WATER PUMP 1994-1995 AUDI CABRIOLET	1.00	210.54	210.54 Y		13
PISTONWSC001	WISECO PISTON - SET OF 4 1.6L	1.00	1166.67	1166.67 Y		1

Motopartz.com.au Total cost: 4876.53

4. Select the cost type for the components/products:

- **Latest** - The current cost price for the stock item.
- **Average** - The weighted average cost price of the stock item.
- **Standard** - The standard cost of this stock item.

Note: The Cost Type option is not available for order templates.

5. Click the or buttons to add or remove items to the Bill of Materials.

Note: The maximum number of component/product lines allowed in a Bill of Materials is 200.

6. Complete the following fields for each item.

Field	Description
Stock Code	The stock code of the item.
Description	The description for the item.
Quantity	The quantity of the item that is used in the Bill of Materials. For order templates, this value can be set to 0, so that the user will be prompted to enter a quantity.
Unit Cost	The cost price of the item, according to the selected Cost Type. Read only.
Total Cost	The total cost for the item, i.e. the unit cost multiplied by the quantity. Read only.
Default	Enter "Y" if the item is included in the Bill of Materials by default.
Report Code	The report code associated with the item's Stock Group.

7. The total cost of all items is displayed at the bottom of the window.
8. You can double-click on an item to drill down to the Stock window for that item.
9. Click **Save**.

Tip: You can also create a Bill of Materials by making a copy of an existing Bill of Materials (see page 510).

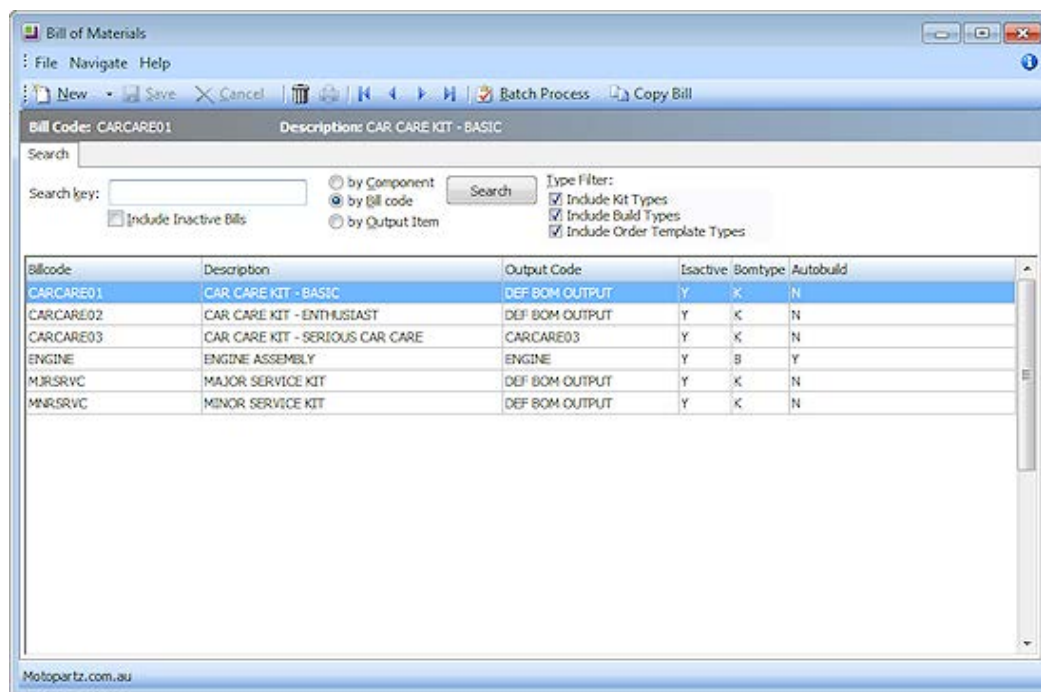
Copying a Bill of Materials

Account > Bill of Materials

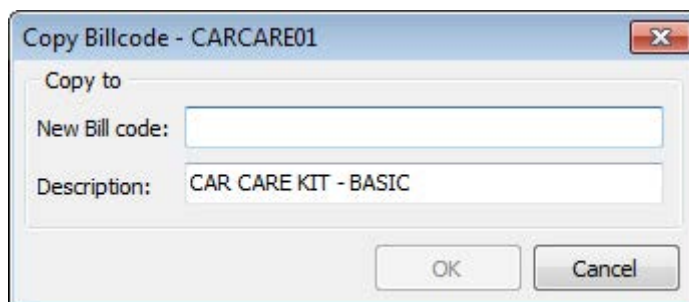
One way of creating a new Bill of Materials is to create a copy of an existing Bill of Materials and then editing it as required.

To copy a Bill of Materials:

1. Select Bill of Materials option from the **Accounts** or **Transactions > Manufacturing** menu. The following window is displayed:



2. Select an existing Bill of Materials and click the **Copy Bill** button. This displays the Copy Bill of Materials window:



3. Enter a **New Bill Code** and **Description**, then click **OK**.

A new Bill of Materials is created with the same details as the original. You can edit the details of the new Bill of Materials if necessary.

Invoicing a Bill of Materials

When invoicing a Bill of Materials, enter the Debtors Invoice (see page 384) in the usual method. In the **Stock Code** field enter the Bill of Material's Bill Code preceded by a full stop. e.g. **.CARCARE03**. Depending on whether you enabled the **Hide lines on reports** option during setup, you may or may not be able to view the components that make up this Bill of Materials. Continue to enter any other required details and click **Save** to save the invoice.

Supplying a manufactured item in a Sales Order is entered exactly the same way as above. Enter the Output Code you created into the stock code field. Manufactured items can also be transferred between locations as a standard stock item.

Editing Bills of Materials on Invoices

By default, the quantities and prices of Bill of Material header and component lines are locked from editing to ensure the header/lines relationship. (Order templates are not true Bills of Materials, but simply "shopping lists", so this constraint does not apply to them.)

If you want to be able to edit the lines independently, you must disable the **Enforce bill of materials header and line constraints** Company-level profile setting. Disabling this setting means that Bill of Material lines are treated as individual lines.

General Ledger Postings for Bills of Materials

The General Ledger postings generated when a Bill of Materials is sold vary depending on the Bill of Material's type.

Postings for Kits

For kits, the component lines are equivalent to ordinary sales lines. The header line does not post to the General Ledger and the output code is not referenced.

The General Ledger accounts for Sales and Cost of Sales arise from the component stock item as per the rules for ordinary sales lines.

Postings for Builds

Postings for builds are as follows:

- Component lines that are stocked items are not posted to the General Ledger (they don't affect the value of stock).
- Component lines that are lookup items are posted to the General Ledger as adjusting the value of stock (i.e. are value-add). These are posted with the General Ledger code for the Stock On Hand account from the GL Control Account setup (see page 237).
- The Bill of Materials header generates two entries:
 - For inwards goods - to the General Ledger purchases account set on the **Output item**, (i.e. receipt the manufactured item into stock). The cost and sell of the stock transaction is the sum of the costs of the components (including lookups) and therefore incorporates the contra-entry for added value represented by the lookup item posting.
 - For the sale of the output item - with General Ledger accounts for the sales and cost of sales being taken from the **Output item**.

Postings for Order Templates

For General Ledger posting, the system treats lines of an order template identically to ordinary lines - the fact that they were derived from a Bill of Materials does not make a difference.

Processing Builds

Build type Bills of Materials must be processed to consume the component items and create the output item. You can either process a bill of materials (manufactured item) individually or in a batch from inside the Bill of Materials screen. This process for a Bill of Materials is a one-step process, immediately consuming components and producing an output item, as opposed to a production process that moves through many production stages. If you wish to process a bill through a production process, you can use the Works Orders (see page 515) module.

Notes

- Batch processing is designed to quickly create simple manufactured items. It does not handle batch numbers or serialised stock items. To manufacture items for batch-numbered components or output items, use the more sophisticated Works Order functionality (see page 515).
- Processing a Bill of Materials produces the following stock transactions:
 - Adjust Out transactions for the components
 - Adjust In transaction for the Bill of Materials output item

Processing a Single Build

Account > Bill of Materials

Once you have created a Bill of Materials with the type “build”, it must be processed in order to consume the component items and create the output item.

To process a single build-type Bill of Materials:

1. Select **Bill of Materials** from the **Accounts** or **Transactions > Manufacturing** menu.
2. Select a Bill of Materials with a **Type** of “Build”. Double-click to open the Bill of Materials.
3. Click the **Process** button. The following screen is displayed:

Process Bill of Materials

Bill code: ENGINE ENGINE ASSEMBLY

Details

Bill code: ENGINE Component location: 1. Sydney

Produce quantity: 1 Product location: 1. Sydney

Reference: Process date: 28.09.2011

Output item : ENGINE

Check Stock Process Print Close

4. Complete the fields on the screen.

Field	Description
Bill code	The bill code of the Bill of Materials being produced.
Produce quantity	The quantity of output items you want to produce. The default is 1.
Reference	An optional reference code. May be left blank.
Component location	The number of the location that components will be taken from to produce this item.
Product Location	The number of the location that you want the output item receipted to.
Process date	The date that this item is to be processed. The default is today's date.

5. Click the **Check Stock** button. The system checks the stock and provides a status report on the current availability of component stock compared to requirement, to produce the desired quantity of output items.

The screenshot shows the 'Process Bill of Materials' window. At the top, the 'Bill code' is 'ENGINE ENGINE ASSEMBLY'. Below this, there are input fields for 'Details': 'Bill code' (ENGINE), 'Produce quantity' (1), 'Reference' (empty), 'Component location' (1. Sydney), 'Product location' (1. Sydney), and 'Process date' (28.09.2011). The main area displays a status report titled 'Checking the process of bill code: ENGINE' and 'to produce 1 X ENGINE, ENGINE'. It lists components with their stock codes, descriptions, locations, in-stock quantities, required quantities, and shortages. The report concludes with 'Finished Checking, 0 error(s) found' and a note to use work orders for batch numbered components. At the bottom, there are buttons for 'Check Stock', 'Process', 'Print', and 'Close'. The 'Output item' is listed as 'ENGINE'.

Stock Code	Description	Loc	In Stock	Required	Shortage
ALTNTR001	65AMP NOMINAL ALTERNATOR	1	8	1.00	
CAMADJ01	ADJUSTABLE CAM SHAFT	1	1	1.00	
EXHSTMANFLD01	BUSCHUR RACING EXHAUST MANIFOLD	1	15	1.00	
CYLNDRHD01	CAST IRON CYLINDER HEAD	1	4	1.00	
CHPSPKPLG01	CHAMPION SPARKPLUG - SINGLE	1	49	1.00	
FUELPUMP01	FUEL PUMP	1	14	1.00	
IGNCOIL01	MSD BLASTER 2 COIL IGNITION COILS	1	19	1.00	
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	1	23	1.00	
OILPUMP01	OIL PUMP	1	10	1.00	
CARBRTOR01	SHELBY 1966 915 CFM HOLLEY CARBURETOR	1	8	1.00	
LABOUR	STANDARD LABOUR CHARGE	1	N/A	(Non Stock Item)	
STARTMOT01	STARTER MOTOR	1	7	1.00	
THERMOD01	THERMOSTAT	1	12	1.00	
WATERPUMP01	WATER PUMP1994-1995 AUDI CABRIOLET	1	10	1.00	
PISTONWSC001	WISECO PISTON - SET OF 4 1.6L	1	10	1.00	

6. If there are no stock shortages, click the **Process** button.
7. A confirmation message appears to verify that you want to process the stock. Click **Yes**.
8. The bill is processed and a success message is displayed at the end of the status report. Click the **Print** button for a printed copy of the Status Report.

Once the process is complete, the stock ledger will contain negative movements for the components that made up this bill code. The output item will show a positive stock movement for the produce quantity.

Processing a Build Batch

Transactions > Manufacturing > Bill of Materials Batch Entry

Once you have created Bills of Materials with the type “build”, they must be processed in order to consume the component items and create the output item. Multiple builds can be processed in a single batch.

To process a batch of build-type Bills of Materials:

1. Click the **Batch Process** button on the Bill of Materials window (see page 505), or select **Bill of Materials Batch Entry** from the **Transactions > Manufacturing** menu. The following screen is displayed:

Tip: You can also access this screen by clicking the **Batch Process** button on the **Bill of Materials** screen (see page 505).

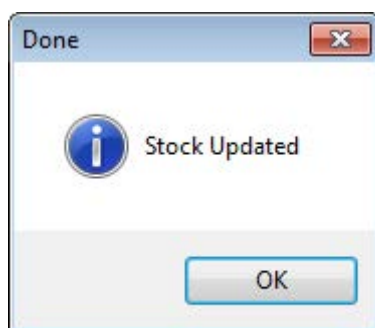
2. Click the **New** button and complete the fields on the screen.

Field	Description
Transaction Date	The date of the transaction. Defaults to today's date.
Component Location	The number of the location that components are being supplied from.
Reference Code	An optional reference code for the batch. May be left blank.
Product Location	The number of the location to which the final product(s) should be transferred.

3. Enter the details of all Bills of Materials that you want to include in the batch.

Field	Description
Bill Code	The bill code of the item being processed.
Description	The description related to the bill code.
Quantity	The quantity to be produced.
Analysis Codes	Any Analysis Codes (see page 82) you want to associate with the Bill of Materials.

4. Once all details are entered, click the **Process** button.
5. A confirmation message appears to verify that you want to process the stock. Click **Yes**.
6. When the processing is complete, a success message is displayed:



Works Orders

Using Works Orders

A Work Order is essentially a more complex processing version of a build-type Bill of Materials, allowing you to move through the production status for each stage of component assembly until the final product is produced.

You still need to set up your build-type Bills of Materials (see page 505) before you can use Works Orders.

The Works Order processing function supports batch codes and serialised stock items.

Note: Works Orders are only available if the **Use works orders** Company-level profile setting is enabled.

Creating a Works Order

Transactions > Manufacturing > Works Order Entry




A Works Order is a more complex version of a build-type Bill of Materials.

To create a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu. The following window is displayed:

2. Click the **New** button. The following window is displayed:

3. Complete the fields on the Details tab.

Field	Description
Works order no	The number of the selected works order. This number is assigned when the Works Order is first saved.
Entered by	The name of the staff member entering the works order. Click the  button to select the staff member's name.
Billomat code	The Bill of Materials code. Click the  button to select a Bill of Materials. Only build-type Bills of Materials are available, as these are the only BOMs that undergo a manufacturing transformation.
Product code	The code of the Bill of Materials' output item.
Qty. required	The quantity to be produced.
Batch code	The production batch code. You can add this Works Order to an existing batch.
Status	The production status: <ul style="list-style-type: none"> • Uncommitted • Committed • In Production • Completed
Reference	An optional reference code. May be left blank.
Entry date	The start date for the Works Order.
Production date	The production date for the Works Order.
Due date	The date the Works Order is to be completed.
Expiry date	The date the Works Order expires.
Product Loc	The location to which the final product should be transferred.
Component Loc	The location that components are being supplied from.
Linked sales order	The number of the Sales Order (see page 351) that the works order is linked to. Click the  button to select a Sales Order. This field is optional.
Production notes	Any notes that you may need to make in relation to this works order.

- Click the Components tab.

Works Orders

File Navigate Components Help

New Save Cancel Print Process

W/O No: (New Bill) Bill Code: Product:

Details Components

Qty Required: 1.00 Qty produced: Date produced: 28.09.2011

Product Loc: 1. Sydney Batch code: Expiry date:

Component Loc: 1. Sydney Overhead: 10 % Costing methods Stock: AVERAGE Lookup: STANDARD

Stock Code	Description	Qty Reqd	Qty Used	BatchCode	Req. Cost	Used Cost A

Motopartz.com.au

- Complete the fields at the top of the Components tab.


Field	Description
Qty Required	The total quantity to be produced.
Qty produced	The quantity to be produced in this operation.
Date produced	The date the works order is completed.
Product Loc	The location to which the final product should be transferred.
Batch code	The production batch code.
Expiry date	The date the Works Order expires.
Component Loc	The location that components are being supplied from.

- Use the buttons on the toolbar to add or remove components:

Button	Function
	Load all components from the Bill of Materials.
	Add a component.
	Remove a component.
	Replace a component.

6. The following fields are displayed for each component:

Field	Description
Stock Code	The stock code of the item.
Description	The description for the item. Read only.
Qty Reqd	The quantity of the component required to fulfil the entire Works Order. Read only.
Qty Used	The quantity of the component to be consumed in this operation.
BatchCode	The production batch code.
Req. Cost	The total cost of the required number of the component. Read only.
Used Cost	The cost of the components consumed in this operation. Read only.
Analysis Codes	Any Analysis Codes (see page 82) you want to associate with the Works Order.

7. Clicking the  button sets the **Qty Used** value for all components to the **Qty Reqd** value.
8. You can double-click on an item to drill down to the Stock screen for that item.
9. Click **Save**. You are given the opportunity to print the Works Order.

Note: The Works Order will appear on the **Works Order tab (see page 173)** of any Stock item that is involved in it, either as a component or as an output item.

Processing a Works Order

Transactions > Manufacturing > Works Order Entry

Once a Works Order is created, it must be processed to consume the component items and create the output item.

Unlike Bills of Materials, that are either processed or not processed, Works Orders allow you to specify the production status of the order.

To set the production status of a Works Order:

1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu.
2. Double-click on the Works Order whose status you want to change.
3. On the Details tab, set a value for the **Status** property. Choose from:
 - Uncommitted
 - Committed
 - In Production
 - Completed

Works Orders do not generate stock movement transactions until they are fully processed, i.e. Completed.

To process a Works Order:

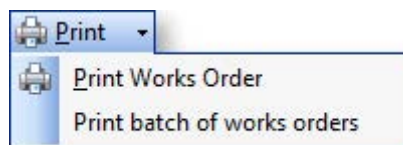
1. Select **Works Order Entry** from the **Transactions > Manufacturing** menu.
2. Double-click on the Works Order whose status you want to change.
3. Select the Components tab.
4. Click the **Process** button on the Components tab toolbar. Click **Yes** to confirm.

This posts the Works Order to the Stock Ledger. The posting consists of negative stock movements to component items and a positive stock movement to the output item.

The production status of the Works Order is automatically set to “Completed”.

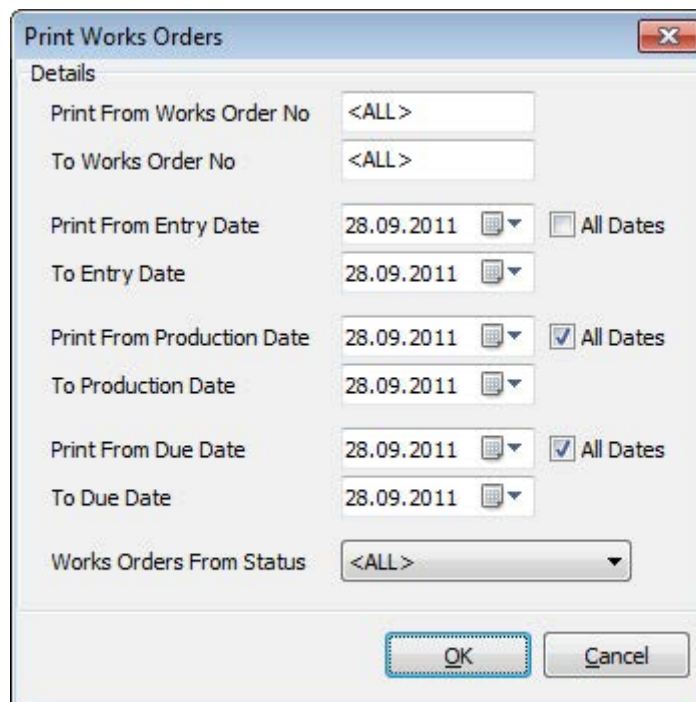
Printing Works Orders

Works Orders can be printed out individually or in batches. To print the currently selected Works Order, select **Print Works Order** from the **Print** drop-down menu on the Works Order window’s toolbar.



A preview of the Works Order is displayed. Click **Print** on the preview window to print the Works Order.

To print a batch of Works Orders, select **Print batch of works orders** from the **Print** drop-down menu on the Works Order window’s toolbar. The following window appears:

A screenshot of a 'Print Works Orders' dialog box. The dialog has a title bar with a close button. Below the title bar is a 'Details' section. It contains several input fields and checkboxes. The fields are: 'Print From Works Order No' with a dropdown set to '<ALL>', 'To Works Order No' with a dropdown set to '<ALL>', 'Print From Entry Date' with a date field set to '28.09.2011' and a calendar icon, 'To Entry Date' with a date field set to '28.09.2011' and a calendar icon, 'Print From Production Date' with a date field set to '28.09.2011' and a calendar icon, 'To Production Date' with a date field set to '28.09.2011' and a calendar icon, 'Print From Due Date' with a date field set to '28.09.2011' and a calendar icon, 'To Due Date' with a date field set to '28.09.2011' and a calendar icon, and 'Works Orders From Status' with a dropdown set to '<ALL>'. There are checkboxes for 'All Dates' next to the date fields. The 'All Dates' checkbox is checked for 'Print From Production Date' and 'Print From Due Date'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Enter options to specify the Works Orders that you want to include in the printing operation, then click **OK**. Click **Yes** to confirm.

Each Works Order is previewed one at a time. Click **Print** on each preview window to print each Works Order.

Time Billing

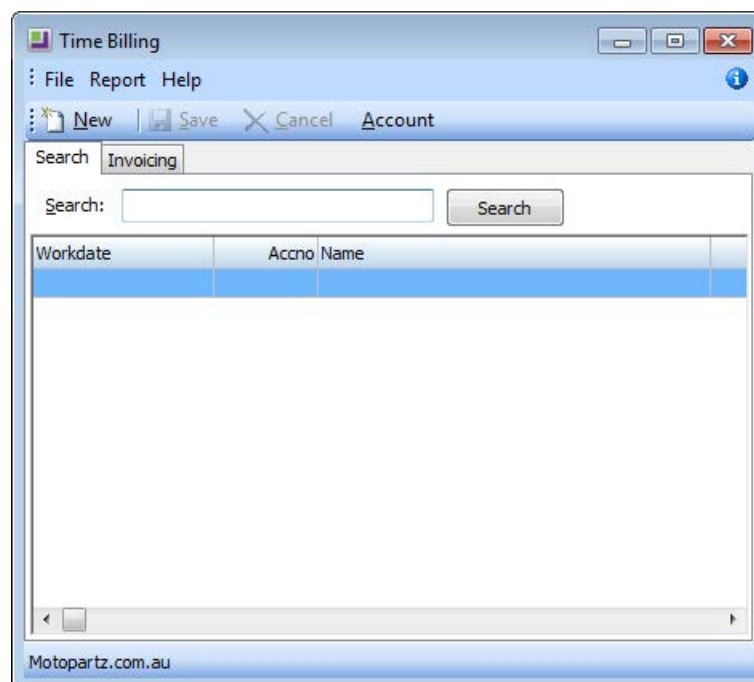
Handling Time Billing

Utilities > Debtor Utilities > Time Billing

The time billing module allows you to charge an account for time-related work. You can add multiple time charges to an account and then produce a single, itemised invoice at any time.

To create a time bill:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu. The Time Billing window is displayed:



2. Click the **New** button. The following window is displayed:

 The screenshot shows the 'Time Billing' application window with the 'Details' tab selected. The form contains the following fields:

- Account:** A text field containing '0. CASH SALES'.
- Staff:** A dropdown menu.
- Date:** A date picker showing '28.09.2011'.
- Start Time:** A time picker showing '12:00:00 AM'.
- Stop Time:** A time picker showing '12:00:00 AM'.
- Hours:** A text field containing '0.00'.
- Code:** A text field.
- Details:** A text field.
- Hourly Rate:** A text field containing '\$0.00'.
- Total Charge:** A text field containing '\$0.00'.

 The URL 'Motopartz.com.au' is visible at the bottom of the window.

3. Complete the fields on the Details tab.

Field	Description
Account	The name and number of the debtor account.
Staff	The name of the staff member. You can type the name or select from the list.
Date	The date the job was done.
Start Time	The start time of the job.
Stop Time	The end time of the job.
Hours	The total number of hours being billed. This is automatically calculated based on the start and stop times you have entered.
Code	The code of the stock lookup item related to this job.
Details	The description of the selected code. This is automatically entered based on the code.
Hourly Rate	The hourly rate for this code. This is the rate specified in the Stock Item Details Sell Prices and is automatically entered here.
Total Charge	The total charge for the job. This is automatically calculated based on the hours and the rate.

4. Click **Save**. A time bill for the specified account is created.

Invoicing a Time Bill

Utilities > Debtor Utilities > Time Billing

To invoice a time bill:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu.
2. Select the Invoicing tab.

The screenshot shows a software window titled "Time Billing". It has a menu bar with "File", "Report", and "Help". Below the menu bar is a toolbar with icons for "New", "Save", "Cancel", "Account", and "Invoice". Under the toolbar are two tabs: "Search" and "Invoicing". The "Invoicing" tab is selected and contains the following fields: "Account" with the value "0. CASH SALES", "Order No" (empty), "Reference" (empty), "Invoice Date" with a dropdown menu showing "28.09.2011", and a "Print Invoice" checkbox which is checked. Below these fields is a large, empty rectangular area for text or notes. At the bottom of the window, the text "Motopartz.com.au" is visible.

3. Complete the fields on this tab.

Field	Description
Account	The name and number of the debtor account.
Order No	The order number.
Reference	The reference number.
Print Invoice	Tick this option if you want to print the invoice.
Invoice Date	The date the invoice is created.

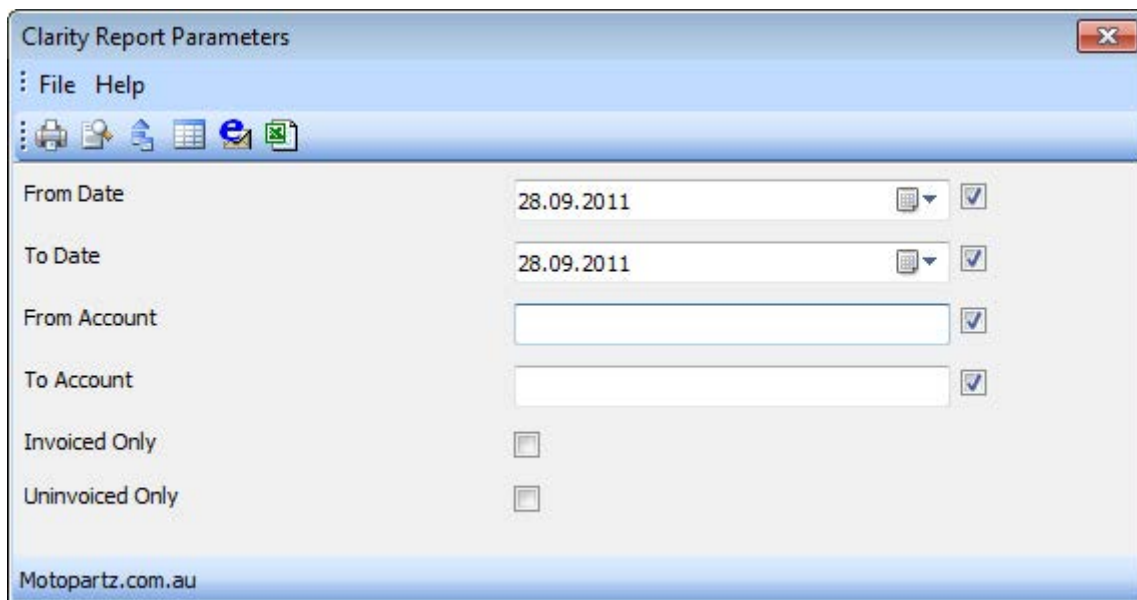
4. Click the **Invoice** button.

Viewing Time Billing Reports

Utilities > Debtor Utilities > Time Billing

To view a time bill report:

1. Select the **Time Billing** option from the **Utilities > Debtors Utilities** menu.
2. Select **Time to bill by Customer** from the Report menu.

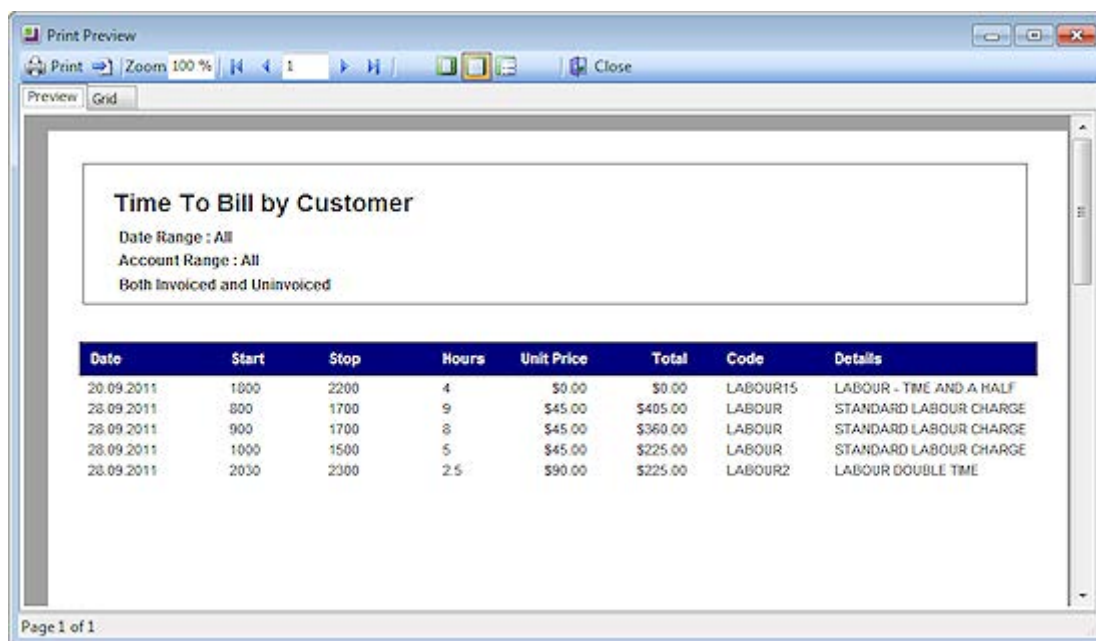


The 'Clarity Report Parameters' dialog box is shown. It has a menu bar with 'File' and 'Help'. Below the menu bar are icons for printing, saving, opening, and other functions. The main area contains several fields and checkboxes:

- From Date:** 28.09.2011 (with a calendar icon and a checkmark)
- To Date:** 28.09.2011 (with a calendar icon and a checkmark)
- From Account:** (empty text box with a checkmark)
- To Account:** (empty text box with a checkmark)
- Invoiced Only:** ☐
- Uninvoiced Only:** ☐

The footer of the dialog box displays 'Motopartz.com.au'.

3. Set the date range and select the status of the invoices you want to view, then click **OK**. The Time To Bill by Customer report is displayed.



The 'Print Preview' window displays the 'Time To Bill by Customer' report. The report title is 'Time To Bill by Customer'. Below the title, the following parameters are listed:

- Date Range : All
- Account Range : All
- Both Invoiced and Uninvoiced

The report data is presented in a table with the following columns: Date, Start, Stop, Hours, Unit Price, Total, Code, and Details.

Date	Start	Stop	Hours	Unit Price	Total	Code	Details
20.09.2011	1000	2200	4	\$0.00	\$0.00	LABOUR15	LABOUR - TIME AND A HALF
28.09.2011	800	1700	9	\$45.00	\$405.00	LABOUR	STANDARD LABOUR CHARGE
28.09.2011	900	1700	8	\$45.00	\$360.00	LABOUR	STANDARD LABOUR CHARGE
28.09.2011	1000	1500	5	\$45.00	\$225.00	LABOUR	STANDARD LABOUR CHARGE
28.09.2011	2030	2300	2.5	\$90.00	\$225.00	LABOUR2	LABOUR DOUBLE TIME

The footer of the preview window shows 'Page 1 of 1'.

Note: If you need to change any details such as the number of hours being billed or the code, select the account from the Time Billing search page and double-click it. Make the necessary changes on the Details tab and save these changes.