

This training manual has been developed by the MYOB Enterprise Division - Professional Services Training for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to process purchase orders, receipt and cost goods in your EXO Business system.

This manual has been designed for the following MYOB product:

- EXO Business

MYEBPSC

Purchasing and Stock Costs

EXO Business

Course duration: 0.5 days

**ABN 13 086 760 198**

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Edition: **8.6**

# Participants

This course is aimed at:

- Users of EXO Business.

# Prerequisites

Basic PC experience is required.

Understanding of business processes and procedures.

# Instructional method


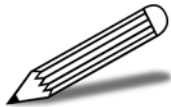








The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples. Each unit concludes with a Review Task.

# Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) is shown in ***bold and italics***.
- Keyboard keys are shown as **TAB**, **CTRL**, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

## Symbols used in this manual

Symbol	Name	This symbol tells you...
	<b>Practice task</b> <b>Review task</b>	... to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	<b>Written Review task</b>	... to complete written questions to review the content covered in the unit.
	<b>Optional Challenge</b>	... to complete this task if you have finished early and are looking for an extra challenge.
	<b>Tip</b>	... about helpful tips
	<b>Note</b>	... to take note of an important message.
	<b>Warning</b>	... about potential problems to be aware of.
	<b>Important</b>	... to pay attention to an important notice.
	<b>New</b>	... where features are new for EXO Business.
	<b>Reference</b>	... where to go to find more information.
	<b>Skills Checklist</b>	... to tick off a list of skills that you have learnt during the unit.



# Objectives

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As MYOB EXO Business can be customised we have focused the learning content on those processes which are generic to most implementations. This training module is intended to support the customised training offered by your implementing partner.

Upon completing this course, you will be able to:

- Understand the standard purchasing cycle and how it can be utilised to purchase stock and non-stock items.
- Purchase non stock items.
- Raise a purchase order for stock items.
- Receive items into stock.
- Cost stock items and on-costs.
- Enter creditor invoices (stock and non-stock).
- Calculate stock reorder requirements.
- Enter serials of purchased items.
- Prepare standard purchasing reports.

# *Navigational & Function Keys*

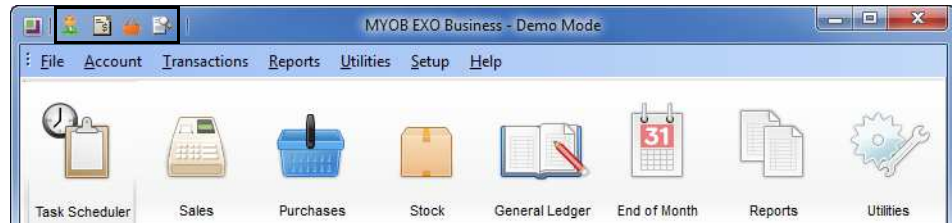
MYOB EXO Business can be navigated by keyboard or mouse, however a combination of both is generally used. The standard keyboard conventions for Windows are used, with a few MYOB EXO Business-specific options.

Windows Navigation Keys	
TAB	Moves from field to field, column to column
SHIFT+TAB	Moves backwards from field to field, column to column
ENTER	On open dialogue boxes, automatically select the OK button.
ARROW KEYS	Moves around a grid, or up and down a list.
PAGE UP, PAGE DOWN	Moves between the “sections” of some screens, such as moving from the invoice header to the body to the end.
ALT + (Underlined Letter)	ALT key plus the underlined letter on a field label activates that function, e.g. ALT + N within a the debtor account screen creates a New Debtor.

MYOB EXO Business Function Keys/Shortcut Keys	
F1	HELP
F3	Debtor accounts search screen
F4	Sales Order search screen
F6	Debtor Invoice entry screen
F7	Invoice Number search screen
F9	Enter sales message (within an order/invoice)
F10	Alternative delivery address (within an order/invoice)
RIGHT + CLICK	Right-click on Exogrid header or certain field to access additional functions or options.
CTRL + O	Create one-off stock items (within an order/invoice)
CTRL + L	Stock level enquiry (within an order/invoice)
CTRL + N	New line narrative (within an order/invoice)

# Shortcut Menu

A shortcut menu is available at the top of the main window of each EXO Business module. This menu offers quick access to commonly used functions, e.g. accessing the Debtors Masters, accessing the Stock Masters, creating a new Sales Order, etc. Any menu item that has a shortcut key assigned will automatically appear in the shortcut menu.



*Shortcut Menus*







# Contents

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<i>1 The Purchase Cycle</i> .....	1
Process Overview .....	2
Purchasing .....	3
<i>2 Raise Purchase Order</i> .....	7
Search Purchase Orders .....	8
Creating a new purchase order .....	10
Other types of purchase order .....	12
<i>3 Receive Goods</i> .....	15
Receiving Goods .....	16
Receiving non-stock items .....	17
Inwards Goods Receipt .....	19
Entering Serial Numbers .....	23
Search and Update Inwards Goods Receipt .....	24
<i>4 Cost Goods</i> .....	29
Cost Goods .....	30
Inwards Goods – Cost Inwards Goods .....	31
<i>5 Entering Creditor Invoices</i> .....	41
Entering Creditor Invoices .....	42
Manual Entry of Creditor Invoice .....	43
Automatic Generation of Creditor Invoice .....	45
Invoice Inwards Goods .....	47
<i>6 Stock Purchasing Features</i> .....	51
Forecast Based Purchase Orders .....	52
Stock Reorder Requirements Report .....	57
Buy Stock by Dimensions .....	58
Entering Serial Numbers .....	60
<i>7 Reporting</i> .....	63
Reports .....	64
Purchases Reports .....	65
Stock Reports .....	66
<i>8 Purchasing and Stock Costs - Review</i> .....	69
<i>9 Purchases and Stock - Activities</i> .....	73



# The Purchase Cycle

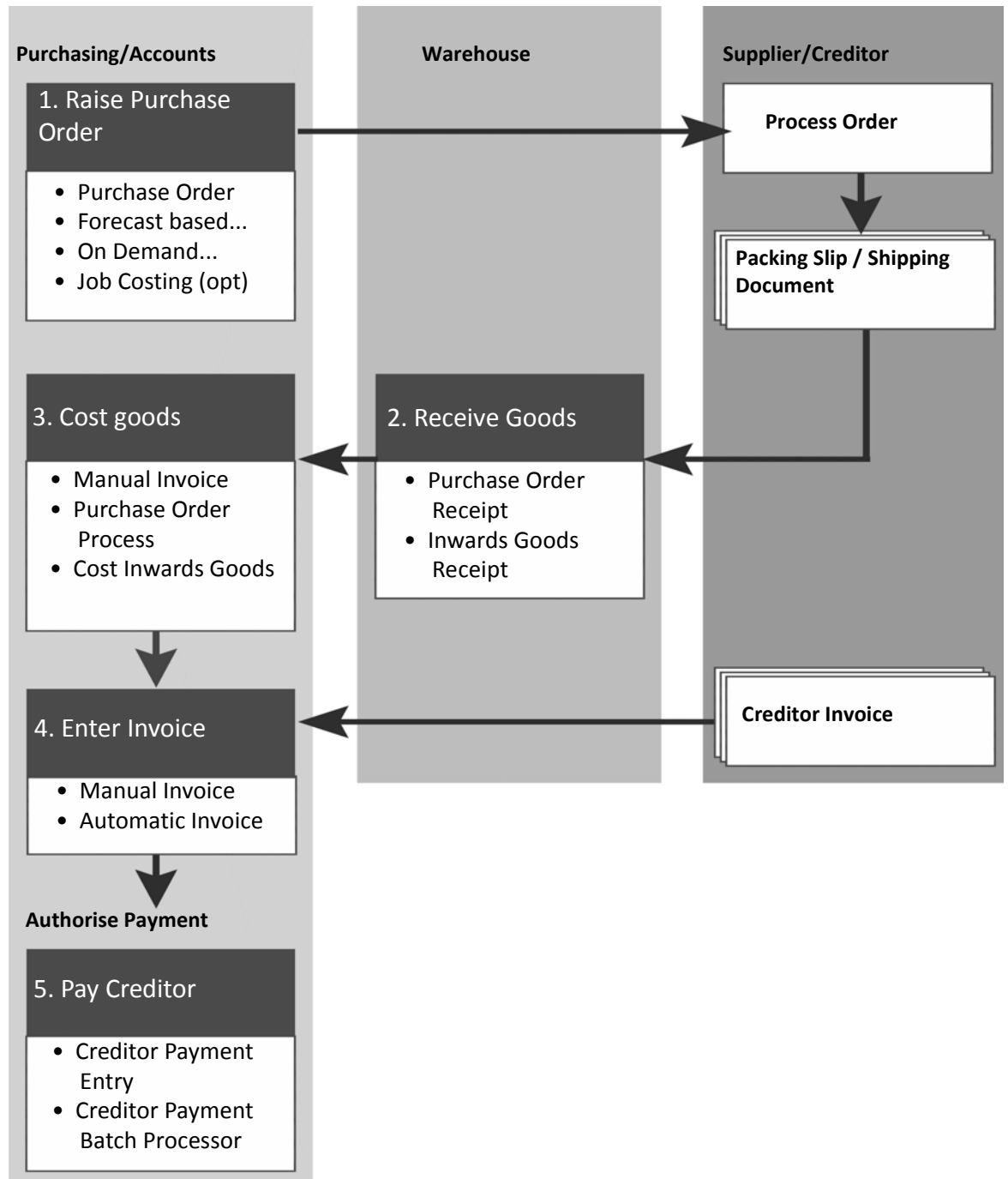
# 1

This unit will provide you with an overview of the processes involved in completing a purchase order.

*By the end of this unit, you will be able to:*

- Explain the purchasing process

# Process Overview



# Purchasing

---

The purchasing process in MYOB EXO Business can vary depending on your business requirements and configuration. Refer to your implementing partner if you have any queries regarding how best to handle purchases of stock and non stock items in your business.

We will be providing training in the standard MYOB EXO Business purchasing processes here in order to support the customised training offered by your implementing partner.

## Purchasing Stock - Inwards Goods

The full purchasing cycle covers a five step process:

- Raise purchase order
- Receive goods
- Cost goods
- Enter invoice
- Pay creditor

This is often referred to as the **Inwards Goods** process and provides the opportunity to add on-costs such as freight and duty to stock items as well as receipting stock from multiple purchase orders in the one delivery. This method also enables posting to prior periods.

While at first the process may seem complex it can be simplified by the use of streamlined workflow tools available on each screen.

### NOTE



If you do not need to add on-costs or post stock transactions to prior periods you may choose not to use the Inwards Goods process. Discuss the options with your implementing partner.

## Purchasing Non-stock Items

When purchasing non-stock items that do not require a purchase order (e.g. telephone bill or accounting fees) you can adopt a simplified, two-step method:

- 1 Invoice goods
- 2 Pay creditor

The following pages will go through each step of purchasing goods from raising a purchase order through to entering an invoice. Paying Creditors is covered in Payables and Receivables.





## Skills checklist

Tick the skills that you have learned in this unit.

Skills	<input checked="" type="checkbox"/>
Steps for purchasing stock items	<input type="checkbox"/>
Steps for purchasing non-stock item	<input type="checkbox"/>



# Raise Purchase Order

# 2

In this unit you will learn how to raise a purchase order.

*By the end of this unit, you will be able to:*






- Raise a Purchase Order

# Search Purchase Orders

## Transactions> Purchase Orders> Purchase Orders

Typically, a purchase order is used to instigate the purchasing cycle. This allows purchase orders to be entered, searched, edited and receipted. They can later be 'converted' into creditor's invoices to assist in controlling the purchases cycle.

The following buttons may be useful when working with Purchase Orders:

Icon	Description
	View purchase history
	Copy purchase order
	Email purchase order
	Print purchase order
	Delete purchase order

Once the purchase order screen has been opened, you can:

### ***View a list of existing Purchase Orders.***

- Enter text in Search Key, select a Branch from the drop-down box, filter by the order Status, and click Search.

### ***Review and edit an existing Purchase Order***

- Double-click on the appropriate row to drill-down and open the order. Purchase orders with a status of Partly Processed or unprocessed can be edited.

### ***Create a New Purchase Order***

- Click new.

### ***Copy a Purchase Order***

- Alternatively, click the  button to copy an existing order.

### ***Print or email a purchase order***

Click on the  or  icons as appropriate.

## Purchase Order Status

Status	Description
0 Not Processed	Awaiting processing and invoicing
1 Partly Processed	Some items may have been receipted or all items have been receipted but not yet invoiced
2 Fully Processed	Fully receipted and invoiced

# Creating a new purchase order

## To enter a new purchase order

Transactions > Purchase Orders > Purchase Orders > New

Stock Code	Description	Qty Ord	Qty	Pack Price	@Price	Disc %	Supplier Code	Options	Due Date	C Job Code	Sell Price	Sell Price Disc%	Cost T
00-03650-00	LASER TONER	4P of 1	4 (4P)	125.00	125.00	0.0			30/05/2012	IN			
00-03650-00	PAPER - 500 SHEETS	10P of 1	10 (10P)	4.75	4.75	0.0			30/05/2012	IN			
00-03650-00	MEMORY STICK 2GB	29P of 1	29 (29P)	0.00	0.00	0.0			30/05/2012	IN			

00-03650-00 LASER TONER Pack Reference : Weight: 0 Cubic: 0	Discounted Unit Price: 125.00 Pre-tax line Total: 500.00	Ordered +/- Corrected: 29 Received: 0 Costed: 0 Invoiced: 0	Sub Total: 547.50 GST Total: 54.75 Order Total: 602.25
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### New Purchase Order

- 1 From the purchase order screen click new.
- 2 Choose the Creditor Account. Enter the creditor account number, search for the account by entering part of the account name or simply type ? and press **Enter** to search through all accounts.

### TIP



Click the account icon to go straight to the creditor account Details 1 tab.


- 3 Complete the header fields such as date, delivery address, stock location, lead time and purchase order header extra fields.

### NOTE



If EXO CRM is installed and licensed, fields will be available to track the **Opportunity** and **Campaign Wave** that generated this Purchase Order.

**TIP**

The header fields can be hidden by clicking on the  icon. This is useful if the purchase order contains more lines than can be shown in the standard view.

- 4 Enter the stock code(s). On the **Order Details** tab, enter the stock item code (or use ?-Enter to search), the quantity, and amend the price if necessary.





**NOTE**

When purchasing packs, enter the number of packs in the **Qty Ord** column and the system will calculate the corresponding number of items. If more than one pack type is available from the supplier then a list of options will be presented.

- 5 Amend the price or key in a percentage discount per purchase order line if required.

**WARNING**

Updating the price here does not automatically update the cost price listed in the details 1 tab of the stock account.

- 6 Enter the GL code(s). When ordering non-stock items (such as stationery), enter the GL code for the item using the format @GLcode (ie @3650 for stationery) in the stock code column. (If you do not know the GL code, just type @ and then press Enter or tab for a list of GL accounts).
- 7 Add a narrative to the purchase order: Click on the  icon in the menu bar to add a narrative to the entire purchase order.
- 8 Check foreign currency buy rate. For foreign creditors, you can click on the  button to refresh exchange rate and use the buy rate from currencies table.
- 9 Review tax rate. Click the  button to review tax rates used on the purchase order.
- 10 Save the Purchase Order. Click on the  button to save the purchase order. The system will assign the next purchase order number, and prompt you to print the purchase order.

**IMPORTANT**

Purchase orders can be edited up until the time that they are processed (received).

# *Other types of purchase order*

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## ***Forecast Based Purchase Order***

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. We will look at Forecast Based Purchase Orders later in this module.

## ***On Demand Purchase Orders***

On-Demand Purchase Orders provides an assisted form of creating purchase orders directly from sales order information. This function is available as part of Distribution Advantage.

On-Demand checks the individual sales order lines, and can either 'soft-allocate' current free stock, or raise individual or consolidated purchase orders by supplier.

See your implementing partner to see if this option may apply to you.

## ***Job Costing***

Job Costing is an optional add-on module with an alternative process for providing quotes and generating orders. See your implementing partner.





## Skills checklist

Tick the skills that you have learned in this unit.

Skills	
Searching for an existing purchase order	
Create a new purchase order	
Forecast based purchase orders	
On Demand purchase orders	



# Receive Goods

# 3

In this unit you will learn how to receipt goods.

*By the end of this unit, you will be able to:*

- ▶ Receipt stock items
- ▶ Receipt non-stock items
- ▶ Search and updated goods receipts

# Receiving Goods

---

Receipting is the process used to record goods physically received into the warehouse as they arrive, irrespective of price or additional charges. There are two methods available for receipting purchase orders:

## ***Non-stock purchase order receipt***

This method can be used for receiving non-stock items that have been ordered.

## ***Inwards Goods Receipt***

This is the method recommended for receiving stock items. Inwards Goods Receipt enables the addition of on-costs such as freight and handling as well as receipting stock from multiple purchase orders in the one delivery.

# Receiving non-stock items

## Transactions > Purchase Orders > Purchase Orders > Receipt

You can receive goods and create a creditors invoice directly through the purchase order. Note this method does not support the more advanced features of the Inwards Goods system.


### To receive non-stock items

- 1 Search for the purchase order to receive.

#### TIP



When editing a partly receipted Purchase Order, lines that are fully or partly processed will be highlighted in purple. These lines cannot be edited.

- 2 Once the required order is opened, click on the  **Receipt** button to receive ordered items via a Purchase Order Receipt.

The screenshot shows the 'Purchase Orders' window for 'Account: 22. OFFICE PRODUCTS DEPOT'. The status is 'Not Processed' and the period is 'May 2012'. The delivery address is '1/21 WILLIAMS STREET, ROSE BAY, SYDNEY, AUSTRALIA'. The order dates are '29/05/2012' and '30/05/2012'. The location is '1. Sydney'. The order is for 'LASER TONER', 'PAPER - 500 SHEETS', and 'MEMORY STICK 2GB'. The 'Receipt Now' field is highlighted in purple for all items, indicating they are fully or partly processed.

Stock Code	Description	Ordered	OutStand	Uninvoiced	Receipt Now	Invoice Now	Unit Price	Confirm	Batch Code	Location
00-03650-00	LASER TONER	4 (+)	4	0	4	4	125.00			1
00-03650-00	PAPER - 500 SHEETS	10 (+)	10	0	10	10	4.75			1
00-03650-00	MEMORY STICK 2GB	29 (+)	29	0	29	29	0.00			1

Summary:

00-03650-00	LASER TONER	Ordered +/- Corrected:	29	Sub Total:	547.50
00-03650-00	PAPER - 500 SHEETS	Received:	0	GST Total:	54.75
00-03650-00	MEMORY STICK 2GB	Costed:	0	Order Total:	602.25
00-03650-00		Invoiced:	0		
00-03650-00		Item Count:	3		

Purchase Order Receipt - Non-stock

- 3 Receive ordered items. Click on the  **Receipt All** button if everything is to be receipted at this time. This will update the **Receipt Now** field for all stock items. These can then be amended as required.


#### 4 Check the header details:

Order Details		Receipt Details	
<input checked="" type="checkbox"/> Invoice as supplied	<input type="checkbox"/> Print receipt document	<input checked="" type="checkbox"/> Show all	Receipt date: 29/05/2012
<input checked="" type="checkbox"/> Generate creditor invoice	<input type="checkbox"/> Force to 'Fully Processed' status		Packing slip:

#### Purchase Order Receipt Details


Option	Description
Invoice as Supplied	Select this option to automatically enter the amount in the <b>Receipt Now</b> field into the <b>invoice Now</b> field.
Print receipt document	Print the Receipt.
Generate creditor invoice	Select this option to generate a creditor invoice upon processing the receipt. <b>Important:</b> If you do not generate the creditor invoice at this point you must go back through the purchase order process to create it later. Refer to 'Entering Creditor Invoices' on page 42 for more information.
Show all	Select this option to show all order lines, including any that may have already been supplied.
Force to 'Fully Processed' status	Select this option to show the purchase order as fully processed, even if all items have not been receipted and invoiced.
Receipt Date	Confirm the date of receipt.
Packing slip	Enter a packing slip number from the supplier.


5 Amend individual order lines. Make adjustments to the **Receipt Now** quantities, **Invoice Now**, **Unit Price** and the **Location** you are receiving the goods into as required.

6 Add new items. Click on the  icon to add new line items to be receipted.

#### TIP



When the receipt has a large number of items, it may be difficult to locate a particular item. To search for a particular item, click on the  button.

7 Process the Receipt. Click on the  button to receipt items and optionally create the creditors invoice.

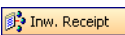
# Inwards Goods Receipt

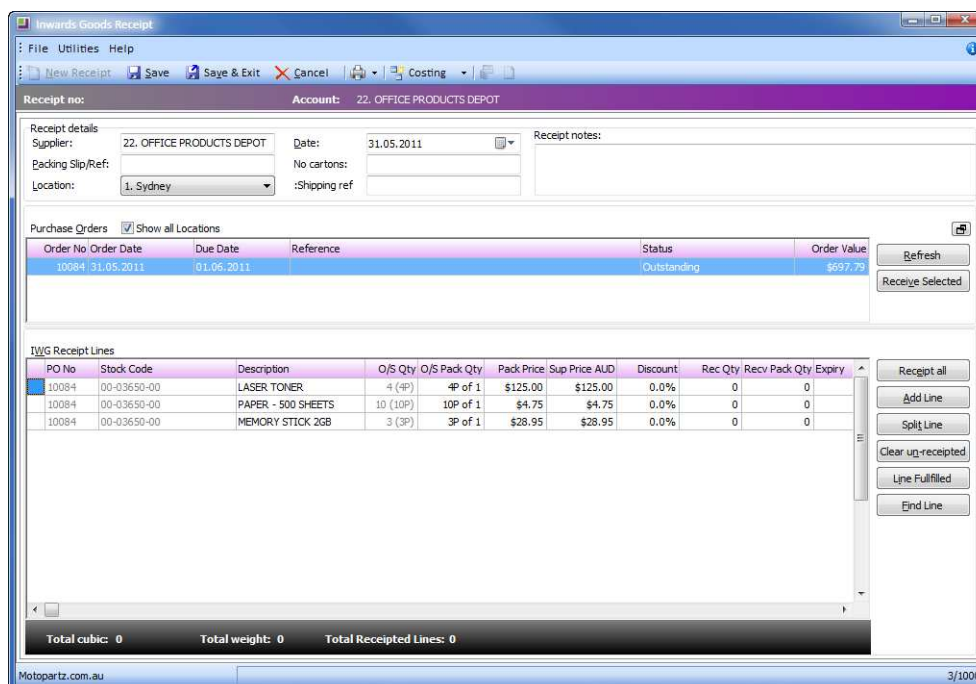
## Transactions > Inwards Goods > Inwards Goods Receipt

The Inwards Goods Receipt function records a list of stock items and corresponding quantities received but does not generate stock transactions to place them into available stock until they have been costed. One purchase order can form multiple inwards goods receipts, and multiple purchase orders can be receipted in one inwards goods receipt.

We recommend the Inwards Goods Receipt method for receiving goods, especially for the inclusion of on-costs and receipting of stock across multiple purchase orders in one delivery.

## To receive inwards goods

- 1 Open Inwards Goods Receipt. **Transactions > Inwards Goods > Inwards Goods Receipt.**
- 2 Create a new IG receipt. Click the  icon in the toolbar. This will create a new Inwards Goods Receipt based on the selected purchase order.



**Inwards Goods Receipt**

File Utilities Help

New Receipt Save Save & Exit Cancel Costing

Receipt no: Account: 22. OFFICE PRODUCTS DEPOT

Receipt details:

Supplier: 22. OFFICE PRODUCTS DEPOT Date: 31.05.2011 Receipt notes:

Packing Slip/Ref: No cartons:

Location: 1. Sydney :Shipping ref:

Purchase Orders ☒ Show all Locations

Order No	Order Date	Due Date	Reference	Status	Order Value
10084	31.05.2011	01.06.2011		Outstanding	\$697.75

Refresh Receive Selected

**IWG Receipt Lines**

PO No	Stock Code	Description	O/S Qty	O/S Pack Qty	Pack Price	Sup Price AUD	Discount	Rec Qty	Recv Pack Qty	Expiry
10084	00-03650-00	LASER TONER	4 (4P)	4P of 1	\$125.00	\$125.00	0.0%	0	0	
10084	00-03650-00	PAPER - 500 SHEETS	10 (10P)	10P of 1	\$4.75	\$4.75	0.0%	0	0	
10084	00-03650-00	MEMORY STICK 2GB	3 (3P)	3P of 1	\$28.95	\$28.95	0.0%	0	0	

Receipt all Add Line Split Line Clear un-receipted Line Fulfilled End Line

Total cubic: 0 Total weight: 0 Total Receipted Lines: 0

Motopartz.com.au 3/1000

*Inwards Goods Receipt - New*

- 3 Enter Supplier details. In **Receipt Details**, enter the Supplier that the receipt relates to (?-tab to search creditors) and tick **Show All Locations** if you want to display orders from all locations. The Purchase orders list (upper grid of receipt screen) is automatically populated with all outstanding and partly processed orders from the selected supplier when you tab out of the supplier field.
- 4 Enter receipt details. Enter **Packing Slip/REF** (from supplier), the **Location** into which the stock will be posted, the **Date** the goods were received, **No. Cartons** received containing the goods, **Shipping Reference** (consignment number) and any other **Receipt Notes** in the Receipt Details header.
- 5 Review purchase orders. Review the list of purchase orders from the specified supplier and click on the purchase orders that are to be receipted in. A single Inwards Goods Receipt can include some or all lines from one or more Purchase orders, so long as they are all from the one supplier.

### TIP



Click the refresh button to upload any newly added purchase orders to the screen.

- 6 Receive Selected. 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 (or hold the **CTRL** key to select multiple orders).

The screenshot shows the 'Inwards Goods Receipt' window. The 'Receipt details' section includes fields for Supplier (22: OFFICE PRODUCTS DEPOT), Date (31.05.2011), Location (1: Sydney), and Shipping ref. The 'Purchase Orders' section shows a table with columns: Order No, Order Date, Due Date, Reference, Status, and Order Value. The 'IWG Receipt Lines' section shows a table with columns: PO No, Stock Code, Description, O/S Qty, O/S Pack Qty, Pack Price, Sup Price AUD, Discount, Rec Qty, Recv Pack Qty, and Expiry. The 'Total' section at the bottom shows: Total cubic: 0, Total weight: 0, Total Receipted Lines: 3.

Order No	Order Date	Due Date	Reference	Status	Order Value
10084	31.05.2011	01.06.2011		Outstanding	\$697.75

PO No	Stock Code	Description	O/S Qty	O/S Pack Qty	Pack Price	Sup Price AUD	Discount	Rec Qty	Recv Pack Qty	Expiry
10084	00-03650-00	LASER TONER	4 (4P)	4P of 1	\$125.00	\$125.00	0.0%	4 (4P)	4P of 1	
10084	00-03650-00	PAPER - 500 SHEETS	10 (10P)	10P of 1	\$4.75	\$4.75	0.0%	10 (10P)	10P of 1	
10084	00-03650-00	MEMORY STICK 2GB	3 (3P)	3P of 1	\$28.95	\$28.95	0.0%	3 (3P)	3P of 1	

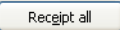
Total cubic: 0    Total weight: 0    Total Receipted Lines: 3

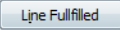
*Inwards Goods Receipt Lines*





## Receipting items

### *Receipt ordered items*


Click on the  button if all lines are to be fully receipted, or enter the specific quantity received in the **Rec Qty** column (NB: you may have to minimise some columns of the Exogrid to view the **Rec Qty** column). Other columns contain information as follows:

Field	Description
Ordered	This is the quantity originally ordered via the purchase order.
O/S Qty	This is the outstanding quantity for the item in this purchase order (ordered quantity less receipts saved).
Sup Price	This is the cost as entered in the purchase order. This can be amended here and it will not affect the original purchase order price.
Discount	This allows you to apply a line discount. This will not alter the original purchase order price.
Correct Qty	This shows the current order quantity (which may have been varied from the original order). For example, you ordered 10, receipted 9 and then set the line to fulfilled. The corrected quantity would now be 9.
Fulfilled	If everything ordered has been receipted, this field will be <b>Y</b> . You can overtype <b>N</b> with <b>Y</b> to confirm that you no longer expect to receive any further items (or click on the  button).


### *Add Line*

If additional items are to be receipted that are not on a purchase order, these can be added by clicking on the  button. This launches the **Stock Search** screen - select the stock item and click on . Enter the quantity received. Remember this is not to be used for on-costs such as overseas freight, duty and insurance. These are entered in the next step, **Cost Inwards Goods**.

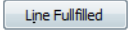
### *Split Line*

The purchase order line can be split into several lines by clicking on the  button. This is useful when recording multiple batch codes for a single stock item.


### *Clear un-receipted lines*

Click on the  button. This will remove all purchase order lines where the receipted quantity (**Rec Qty**) is equal to zero. Note that this does not remove them from the purchase order itself, simply from the receipt.


### **Fulfil Line Items**

Click on the  button to complete an under 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.

### **Find a Line**

Click on the  button to search for a particular stock item (for a particularly detailed PO). Type in part of the description or stock name, click search and use filters as appropriate.

## **Save Inwards Goods Receipt**

Save the Inwards Goods Receipt. Click on the  button to save the receipt; the system will assign the next Receipt number, and prompt you to Print Goods receipt. Tick or untick this option as required. The saved receipt can be edited until the time it has been costed (Refer to 'Search and Update Inwards Goods Receipt' on page 24 for more information).



*Inwards Goods Process Options*

### **IMPORTANT**



Stock items that have been receipted will not be available for sale until they have been costed.

## *Entering Serial Numbers*

---

If any of the purchased stock items are set up to use serial numbers, an additional **Enter New Serial Numbers** screen will appear at this point. Enter serial numbers as appropriate and click **Save**. Refer to '*Enter Serial Numbers*' on page 60 for more information.

# Search and Update Inwards Goods Receipt

---

Inwards Goods Receipts that have been entered in **Receive Goods** can be recalled and updated as appropriate. Changes can be made until the time that the costing has been carried out.

Colour Legend	Meaning
Blue	Inwards Goods Receipts have not yet been costed.
Green	Inwards Goods Receipts have been costed but are awaiting a creditors invoice.
Black	Inwards Goods Receipts have been costed and invoiced and are complete.

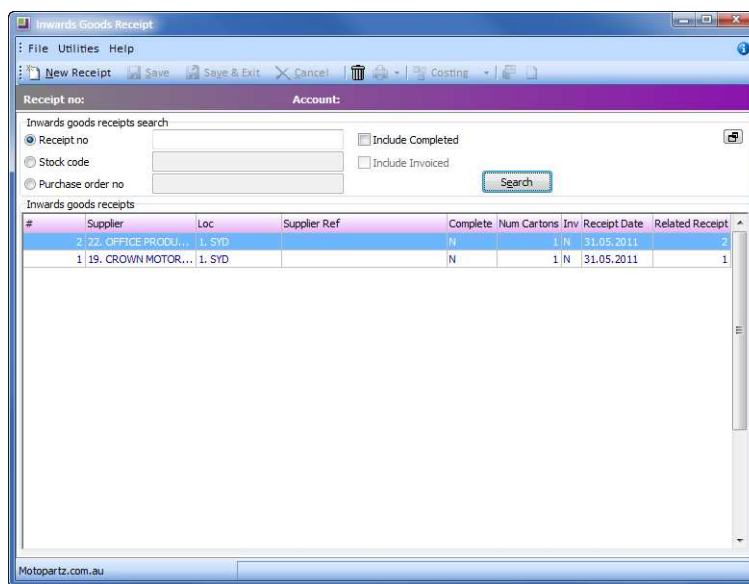
## To update inwards goods receipt

- 1 Open the Inwards Goods Receipt screen (**transactions > Inwards Goods > Inwards Goods Receipt**).

### TIP



Quick search all inwards goods receipts by leaving Receipt No. blank and clicking the Search button.



*Inwards Goods Receipts Search screen*

- 2 Search for an Inwards Goods Receipt by either the receipt number, stock code or purchase order number:

Search Option	Description
Receipt Number	This is the inwards goods receipt number that is allocated when the receipt was saved. Enter a specific number if known or leave this blank and click Search to list all receipts that are incomplete or partly processed.
Stock Code	Select this option to search all receipts containing a particular stock item. <b>Note:</b> Searches cannot be blank.
Purchase order no	Select this option to find all receipts containing lines from a particular purchase order.

- 3 Display the Inwards Goods Receipt. Click on the **Search** button to display the Inwards Goods Receipts that match the search criteria.
- 4 Open the Inwards Goods Receipt by double-clicking. If the goods have already been costed into stock, MYOB EXO Business will display a message “Cannot add stock to this receipt”.

Once the receipt is opened, you can either edit the receipt or move forward into the costing phase of the Inwards Goods process using the costing button on the toolbar.

**NOTE** 

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Inwards Goods Receipts can be deleted if they have not been costed. Search for the receipt and right click to select delete receipt. If receipt has already been costed you may be able to reverse the receipt. See your implementing partner for the appropriate profile options.

---



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	
Receipt stock items	
Receipt non-stock items	
Search receipts	
Update receipts	





# Cost Goods

# 4

In this unit you will learn how to cost goods.

*By the end of this unit, you will be able to:*

- ▶ Auto cost goods
- ▶ Manually cost goods

# Cost Goods

---

The costing of items that have been purchased can be undertaken a number of ways in MYOB EXO Business:

## ***Manual Invoice Entry***

This is the simplest method and is mostly used when a purchase order has not been raised. Refer to *Unit 5, 'Entering Creditor Invoices'*, on page 41 for more information.

## ***Purchase Order Process***

Costing is undertaken at the same time as the purchase order is receipted (Purchase Order Receipt). There is no opportunity to add other costs or to receipt more than one invoice at a time. This method is generally only suggested for simple non-stock items.

## ***Inwards Goods - Cost Inwards Goods***

Goods that have been receipted via Inwards Goods Receipt can be costed using the **Cost Inwards Goods** process. This is the recommended method for costing goods as it offers the most flexibility in terms of adding on-costs and costing multiple purchase orders.

# Inwards Goods – Cost Inwards Goods

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## Transactions > Inwards Goods > Inwards Goods Costing


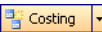
Inwards Goods Costing is the process by which purchased items are placed into stock ready for sale. Until this has been carried out, the stock items are not available to be sold to customers.

Inwards Goods Costing provides various options to add costs (on-costs) to the incoming stock. On-costs generally relate to the extra costs involved in getting goods from the supplier to the warehouse, where this cost is not already included in the cost of the goods (i.e. sea freight, insurance, customs clearance, warehouse freight, etc).

By using inwards goods costing these costs can be apportioned to the individual stock items as required either line by line or spread automatically by quantity, value, weight or cubic.

## Cost Inwards Goods - Auto Cost

Auto cost is a simplified costing process that is accessed from the inwards goods receipt screen and facilitates rapid costing of the receipt. It should not be used if you need to add on-costs to the stock items, but will enable you to post stock transactions to prior periods. Creditor invoices can be automatically generated and will be presented to screen for any amendments prior to saving.

- 1 Open the inwards Goods receipt via the  button.
- 2 Check the receipt quantities and prices and then select **Auto Cost** from the  drop-down in the toolbar.

### IMPORTANT



Auto Cost is only available for local suppliers. Goods purchased from overseas suppliers must use the manual cost option.

Inwards Goods Costing - Auto Cost

**WARNING**

Make sure you update the Supply Price prior to running Autocost as this will be the cost that goes through to the stock ledger, irrespective of any price changes to the creditor invoice.

## Cost Inwards Goods - Manual Cost

Manual Cost allows for a complete inwards goods costing as summarised below. A detailed procedure follows.

- 1 Open inwards goods receipt for costing.
- 2 Review purchase price of stock items.
- 3 Enter on-costs per receipt.
- 4 Enter on-costs per stock item.
- 5 Enter duty.
- 6 Calculate landed costs.
- 7 Save inwards goods costing.
- 8 Process inwards goods to stock ledger.


### To cost inwards goods manually

- 1 Cost Inwards Goods Receipt for Costing
  - Open the Inwards Goods Costing screen (**Transactions > Inwards Goods > Inwards Goods Costing**).
  - Search for the Inwards Goods receipt you wish to cost (Refer to 'Search and Update Inwards Goods Receipt' on page 24).

- Open the Costing screen by double-clicking on the Inwards Goods Receipt you wish to cost.

## TIP



Alternatively, click on the  button of the Inwards Goods Receipt and choose **Manual**.

- The upper grid provides the facility for entering on-costs, while the lower grid shows the stock items that have been received.

*Inwards Goods Costing - Manual Cost*

## 2 Review Purchase Price of Stock items

- Review the supplied price of each stock item and make any changes in the Sup Price and/or Exch rate in the lower grid.
- Enter a discount percent (%) if applicable.

IWG Receipt Lines									
PO No	Stock Code	Description	Rec Qty	Rec Pack Qty	PO Price SGD	Sup Price SGD	Exch Rate	Discount	Sup Price AUD
10083	DVDVCDCLR01	ALPINE DVA-5205 ...	2 (2P)	0	\$1,038.95	\$1,038.95	1.35	0.0%	\$0.00
10083	EQLSRAMP01	MOBILE 7 BAND A...	1 (1P)	0	\$159.95	\$159.95	1.35	0.0%	\$0.00

*Inwards Goods Costing - Review Purchase Price*

## 3 Enter on-costs per receipt.

The upper grid of the Inwards Goods Costing screen allows you to enter costs that relate to this particular Inwards Goods Receipt (ie customs charges, local freight, overseas freight, duty, etc). The On-cost codes will have been set up for you by your implementing partner, as well as the method by which the on-costs will be applied to your stock items.

**IMPORTANT**

Entering these costs does not associate them with a particular creditor or creditors at this time. This will occur at the next stage of the purchasing cycle. Refer to *Unit 5, 'Entering Creditor Invoices'*, on page 41 for more information.

*Inwards Goods Costing - Enter On-Costs per Receipt*

- Enter on-costs that relate to the entire receipt (upper grid).

Field	Description
Cost Code	This is entered based on the defined codes. Type ?-TAB to search or enter the first few letters of the code (.e.g. DUT, OFR) and then TAB.
Details	This field usually contains the description of the on-cost type but can be edited with more detailed information if required e.g. Overseas Freight could be overwritten with Melbourne to Auckland.
Amount	This field shows the amount of the on-cost charge in the currency specified on the invoice or documents.
Exch Rate	This is the rate that applies to the particular on-cost.
Local	This field provides the local value of the on-cost charge.

Spread By	This indicates how on-costs will be applied against the stock items when processing the receipt. This can be distributed by quantity, value, weight or cubic and is automatically defined with the cost code. See your implementation partner if you require different on-cost codes.
-----------	---

## TIP



The same on-cost code can be used more than once (i.e. if there are two or more overseas freight charges that have different exchange rates to apply).

### 4 Enter on-costs per stock item.

If required, on-costs can be added to individual stock items in the lower part of the grid.

- Enter the \$ cost per unit in the Fixed NZ column for the relevant stock code (for example, if there was an additional charge of 12 per stock item received, key in \$12.00). The dollar amount entered will be multiplied by the received quantity for that line.

IWG Receipt Lines											
PO No	Stock Code	Description	Rec Qty	Rec Pack Qty	PO Price SGD	Sup Price SGD	Exch Rate	Discount	Sup Price AUD	Duty AUD	Fixed AUD
10083	DVDVCCDPLR01	ALPINE DVA-5205 ...	2 (2P)	2P of 1	\$1,038.95	\$1,038.95	1.35	0.0%	\$769.59	\$0.00	\$0.00
10083	EQLSRAMP01	MOBILE 7 BAND A...	1 (1P)	1P of 1	\$159.95	\$159.95	1.35	0.0%	\$118.48	\$0.00	\$12.00

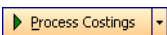
### Inwards Goods Costing - Enter On-Costs per Stock Item

### 5 Enter Duty

Duty can be entered in one of three ways:

- As an on-cost per receipt using a duty on-cost code (outlined above).
- Manually key in the duty per stock item in the duty column.
- Automatically calculate duty based on percentage defined in the stock item (outlined below).

The Duty % is defined in the Stock item details2 tab. To automatically calculate the duty per stock item:

- Select the option **Use stk duty %** in the Inwards Goods Costing screen.
- Select **Calculate Only** from the  button to populate the duty column of the grid (where the **Duty %** has been defined in the **Stock item > Details 2** tab).


## TIP



If these figures are then to be manually edited, deselect the option **Use stk duty %** so that the manually entered values will not be changed back to the system calculated value next time calculate is pressed.

## 6 Calculate true landed cost.

Once all individual costs have been entered it is time to calculate the true landed costs of the items. Before calculating, refresh the exchange rate if required.

- Click the  icon on the toolbar to display an editable rate that has been brought across from the currency table. The original rate defaults to the rate entered when the purchase order was raised or edited.



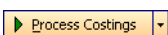
*Refresh Exchange Rate*

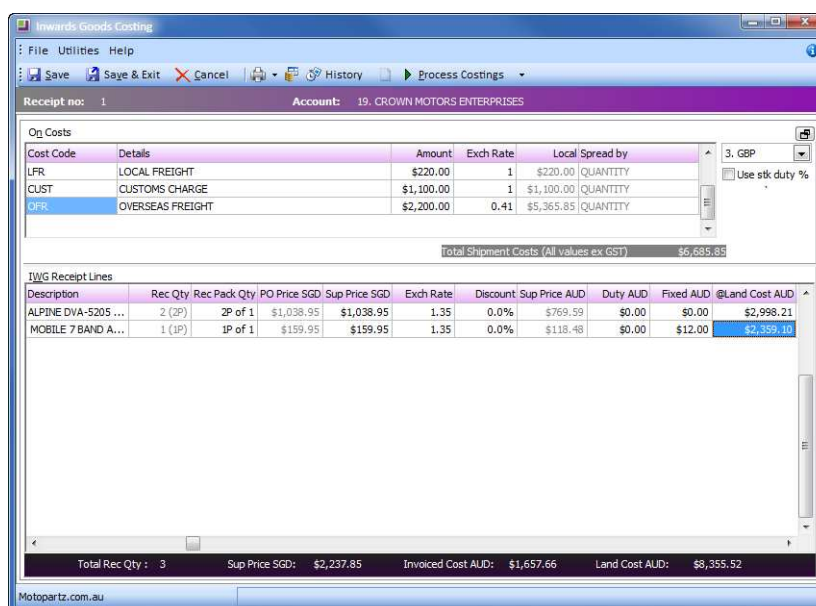
- Update the rate for this receipt if required and click **OK** (the system will prompt you to recalculate the landed cost).

### TIP



The exchange rates for individual lines on the grid can also be edited.

- Click on the dropdown arrow on the  button and select **Calculate Only**. The **@Landcost** column will be populated with the landed costs per stock item.



*Inwards Goods Costing - Calculate Landed Costs*



## WARNING



The Calculate button causes the system to recalculate and overwrite any manual edits that have been made to the On-Costs screen. Make sure that you enter all other costs, perform the calculation (Calculate button) and only then make any manual adjustments as a final step before processing (Process only).

### 7 Save Inwards Goods Costing

The costing can be saved at any time. Click on the Save button to save the costing details for this receipt. The receipt is kept open on screen and can be amended or processed as required.

### 8 Process Inwards Goods Costings to Stock ledger

- Process inwards goods costings. Click on the Process Costings button. This will save the costing details (if not already saved) and generate stock transactions for the stock ledger. A dialog will appear confirming that you want to cost the receipt, print the costing and create a creditors invoice for the receipt. You can also choose to age the transaction to a prior period.

*Inwards Goods Costing Process Options*

- Click **OK** to process the costing and generate the Inwards Goods Costing report.

Inwards Goods Costing

Supplier: 19. CROWN MOTORS ENTERPRISES

Notes:

Receipt No: 1

Date: 9/06/2011

PO Ref	Stock Code	Description	Batch	Qty	Price (\$SGD)	Exch Rate	Price (AUD)	Duty	Freight	Landed	Ext Landed
10001	DVD/CD/BLU-RAY DVD-RS DVD/VIDEO PLAYER			2	1,018.95	1.35	769.59	0.00	0.00	2,990.21	2,990.42
10002	BLU-RAY DVD-RS DVD/VIDEO PLAYER			1	119.95	1.35	119.40	0.00	12.00	2,359.12	2,359.12

ON-COSTS

Cost Code	Details	Amount	Exch Rate	Local
LFR	LOCAL FREIGHT QUANTITY	220.00	1	220.00
CUST	CUSTOMS CHARGE QUANTITY	1,100.00	1	1,100.00
OPR	OVERSEAS FREIGHT QUANTITY	2,200.00	0.41	5,365.00
UNFPED	CONSOLIDATED FIXED LINE COSTS	12.00	1	12.00

Total Rec Qty: 3

Supp Price (\$SGD): \$2,237.95

Invoiced Price (AUD): \$1,657.67

Landed Cost (AUD): \$8,355.52

*Inwards Goods Costing Report*

## WARNING



Once costings have been processed, no further amendments can be made to the Inwards Goods Receipt, however the receipt can still be recalled and viewed.

**NOTE**

If required, a reversal of the costing can be made. See your implementing partner to enable a profile that allows this function (this may not fully return average cost to its previous levels).



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Auto-cost Inwards Goods	
Manually cost Inwards Goods	
Enter total on-costs to a receipt	
Enter on-costs per stock item	



# 5

## Entering Creditor Invoices

In this unit you will learn how to enter creditor invoices.


*By the end of this unit, you will be able to:*

- ▶ Enter creditor invoices

# Entering Creditor Invoices

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Creditors invoices can be entered one of three ways:

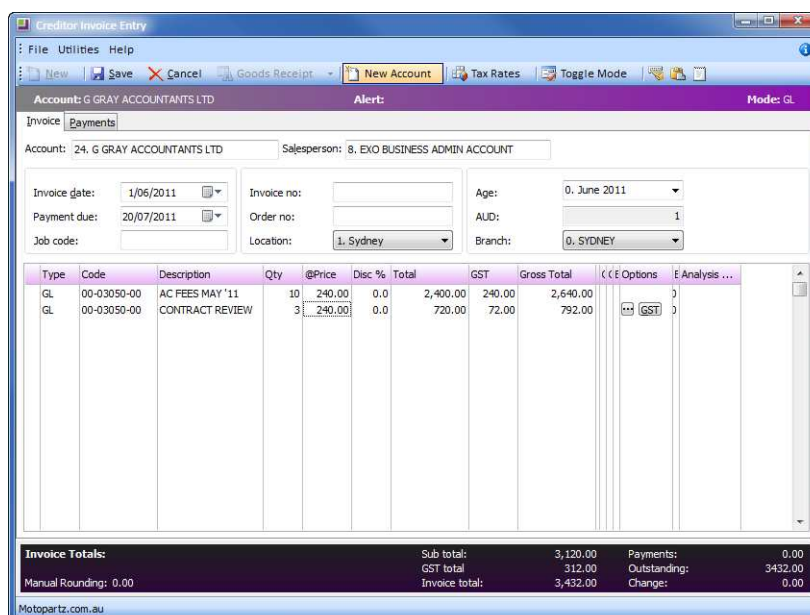
Method	Description
Manual Entry	Click on  button on the Purchases screen, or click on <b>Transactions &gt; Creditor Invoice</b> . This method is used when there is no purchase order or goods receipt being invoiced, such as an invoice for accounting fees.
Automatic Entry	An invoice is automatically generated via processing of purchase orders.
Invoice Inwards Goods	This method will invoice goods that have been receipted and costed via Inwards Goods.

# Manual Entry of Creditor Invoice

This method is generally used when there is no existing purchase order and a simple entry method is required (ie electricity bill, accounting fees). In this situation there will be no purchase order and no receipting or costing of goods required.

## Top enter a manual creditor invoice


- 1 Create New Invoice: Click  .
- 2 Search for the creditor. Enter the creditor account details or **?-TAB** to search.



Type	Code	Description	Qty	@Price	Disc. %	Total	GST	Gross Total	C/E Options	E Analysis
GL	00-03050-00	AC FEES MAY '11	10	240.00	0.0	2,400.00	240.00	2,640.00		
GL	00-03050-00	CONTRACT REVIEW	3	240.00	0.0	720.00	72.00	792.00		

<b>Invoice Totals:</b>	Sub total:	3,120.00	Payments:	0.00
Manual Rounding: 0.00	GST total:	312.00	Outstanding:	3432.00
	Invoice total:	3,432.00	Change:	0.00


*Creditor Invoice: New Invoice*

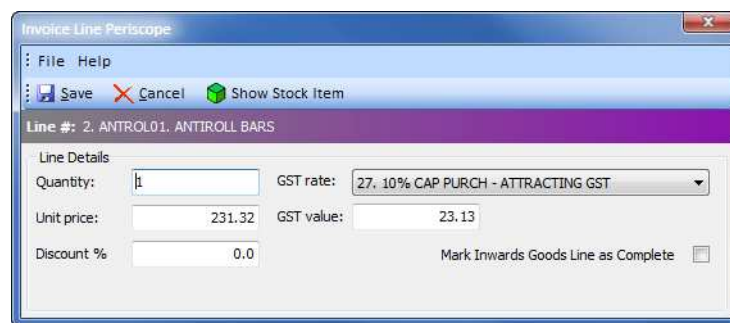
- 3 Enter invoice header information such as invoice date, due date, invoice no, location, etc.
- 4 Enter invoice details. Invoices can be coded to stock or GL accounts however we recommend that stock items be purchased and processed through the Inwards Goods system. The  button in the toolbar switches the mode between 'Stock' and 'GL' so that items can be searched and entered in either mode.

### TIP



The automatic description (which comes from the account name) can be overwritten with more specific details of the purchase.


- **GL account items:** Creditor invoices can be entered for overhead expenses (e.g. accounting fees). In this case Type will be 'GL', and Code is the combination of branch code, GL account and GL sub-account. In the previous example, Branch = 00 (Sydney), GL account = 3050 (Accounting fees) and GL sub-account is 00 (no sub account).
  - **Stock account items:** 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.
- 5 Check Tax. 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  in the Option column (or **CTRL+F2**).




*Invoice Line Periscope*

## TIP



Click the  button in the options column on each line to toggle between tax inclusive and exclusive pricing.

- 6 Save invoice. Click on the  icon in the toolbar when the invoice details have been finalised.



# Automatic Generation of Creditor Invoice

When using **Purchase Order Receipt**, an option is available to automatically generate the creditor invoice.

## *Purchase Order Receipt Options*

If this is selected the invoice will be generated as part of the automated process and you will be prompted to enter a creditor invoice number and invoice date.

### IMPORTANT



If you do not automatically create the invoice at the time of entering the Purchase Order Receipt you must go back through the purchase order process to generate the invoice as in the following procedure.

## To invoice receipts not yet invoiced


Transactions > Purchase Order > Purchase Order

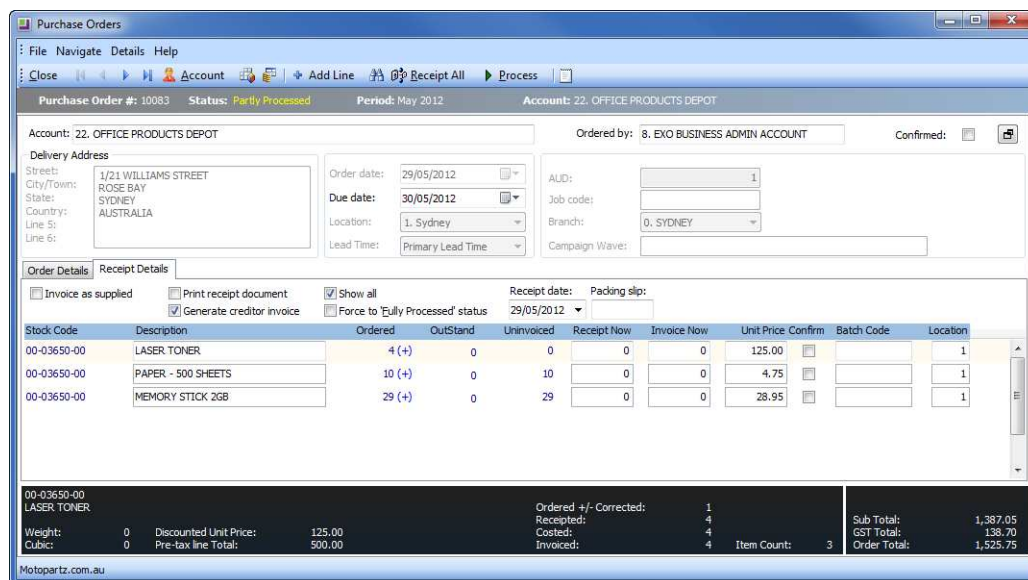
### IMPORTANT



Do not use this method for invoicing stock received via the inwards goods process (Refer to 'Invoice Inwards Goods' on page 47).

- 1 Search for the order. Press **Enter** to generate a list of current orders. Make sure that you have ticked the order status include Partly Processed orders.
- 2 Open the order. Double-click to open the required order.

- 3 Receive the order. Click on the  button. Note on the example below that the **OutStand** and **Uninvoiced** columns shows zero for the Laser Toner as the goods have been receipted and invoiced. However, the **Uninvoiced** column still shows 10 and 29 respectively for the Paper and Memory Sticks as they have been receipted, but not yet invoiced. We must now invoice the receipted items.



Purchase Order # 10083 Status: **Partly Processed** Period: May 2012 Account: 22. OFFICE PRODUCTS DEPOT

Account: 22. OFFICE PRODUCTS DEPOT Ordered by: 8. EXO BUSINESS ADMIN ACCOUNT Confirmed: ☐

Delivery Address: 1/21 WILLIAMS STREET, ROSE BAY, SYDNEY, AUSTRALIA

Order date: 29/05/2012 Due date: 30/05/2012 Location: 1. Sydney Lead Time: Primary Lead Time

AUD: 1 Job code: 0. SYDNEY Branch: Campaign Wave:

Order Details Receipt Details

☐ Invoice as supplied ☐ Print receipt document ☒ Show all ☐ Force to 'Fully Processed' status Receipt date: 29/05/2012 Pading slip:

☒ Generate creditor invoice


Stock Code	Description	Ordered	OutStand	Uninvoiced	Receipt Now	Invoice Now	Unit Price	Confirm	Batch Code	Location
00-03650-00	LASER TONER	4 (+)	0	0	0	0	125.00	<input type="checkbox"/>		1
00-03650-00	PAPER - 500 SHEETS	10 (+)	0	10	0	0	4.75	<input type="checkbox"/>		1
00-03650-00	MEMORY STICK 2GB	29 (+)	0	29	0	0	28.95	<input type="checkbox"/>		1

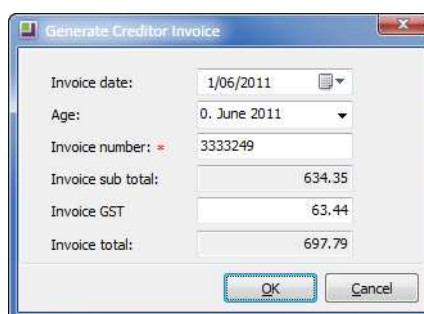
00-03650-00 LASER TONER

Weight: 0 Discounted Unit Price: 125.00 Ordered +/- Corrected: 1  
Cubic: 0 Pre-tax line Total: 500.00 Received: 4  
Costed: 4 Sub Total: 1,387.05  
Invoiced: 4 Item Count: 3 GST Total: 138.70  
Order Total: 1,525.75

Motopartz.com.au

#### Invoice Receipted Goods

- 4 Invoice now. Enter the appropriate numbers in the **Invoice Now** column (There is no need to receipt now as the items have already been received).
- 5 Generate Creditor Invoice. Ensure that the option **Generate creditor invoice** has been selected.
- 6 Click on the  button in the menu bar to generate the invoice as required. You will be prompted to put in an invoice number and confirm the invoice date.



Generate Creditor Invoice

Invoice date: 1/06/2011

Age: 0. June 2011

Invoice number: \* 3333249

Invoice sub total: 634.35

Invoice GST: 63.44

Invoice total: 697.79

OK Cancel

#### Generate Creditor Invoice Prompt




# Invoice Inwards Goods

---

Stock that has been receipted and costed can be invoiced at any time.

Generally stock items that have been receipted through inwards goods are also invoiced as part of the inwards goods costing process (tick invoice receipt when processing the inwards Goods costing). If your business process does not automatically invoice the inwards goods costing then you will need to separately invoice the stock items.


## Invoice Stock Receipted and Costed via Inwards Goods

- 1 Create New Invoice. (**Transactions > Creditors Invoice > New**).
- 2 Search for the creditor. Enter the creditor account details or **?-TAB** to search.
- 3 Check invoice mode. Click on the  button in the menu bar until the mode is listed as **Stock** (not GL) and the  button becomes active.
- 4 Recall Goods Receipts. Click on the dropdown arrow on the  button and select **Inwards Goods** to recall a list of inwards goods receipts from this creditor that have not been invoiced.
- 5 Enter Goods Receipt Details into invoice. Double-click the required receipt to populate the body of the creditor invoice with details of the receipt. Multiple goods receipts can be applied to the one creditor invoice, however only one creditor invoice can be applied to each goods receipt.
- 6 Enter invoice header information such as invoice date, due date, invoice no, location, etc.
- 7 Amend the inserted stock details to match the supplier's invoice if required (e.g. price changes).

### NOTE



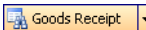


An increase (or decrease) in quantity of a costed stock item should be carried out by adding an extra line to the invoice, to ensure that the stock levels are increased accordingly.

- 8 Add new stock items to the invoice if required. **?-TAB** to search and enter details as appropriate.
- 9 Save the invoice. Click on the  button to save the creditor invoice.

## Invoice On Costs from Inwards Goods Costing

On-costs that are processed via the Cost Inwards Goods method have not yet been assigned to a creditor. Once the creditor invoice for stock has been generated (which is generally part of the inwards goods costing process), you must process the creditor invoices for the on-costs that relate to the Inwards Goods Receipt. On-costs from one inwards goods receipt may be invoiced on a number of different creditor invoices (i.e. overseas freight and customs may appear on one invoice while another invoice may cover the local freight).

- 1 Create New Invoice. (**Transactions > Creditors Invoice > New**)
- 2 Search for the creditor. Enter the creditor account details or **?-TAB** to search for the creditor that is invoicing the on costs.
- 3 Check invoice mode. Click on the  button in the menu bar until the mode is listed as stock (not GL) and the  icon becomes active.
- 4 Recall Goods Receipts On-costs. Click on the dropdown arrow on the  button and select **On Costs**. The screen will show all uninvoiced on costs from all inwards goods receipts.



Receipt #	Cost code	Details	FC total	FC invoiced	Exch rate	Total	Invoiced	Invoice now	Complete
1	LFR	LOCAL FREIGHT	\$220.00	\$0.00	1.000	\$220.00	\$0.00	\$0.00	N
1	CUST	CUSTOMS CH...	\$1,100.00	\$0.00	1.000	\$1,100.00	\$0.00	\$1,100.00	Y
1	OFR	OVERSEAS FR...	\$2,200.00	\$0.00	0.410	\$5,365.85	\$0.00	\$0.00	N
1	LINEFIXED	CONSOLIDATE...	\$12.00	\$0.00	1.000	\$12.00	\$0.00	\$0.00	N

*Invoice Inwards Goods On Costs Screen*


- 5 Update the **Invoice Now**, **Exchange Rate** and **Complete** columns for each on-cost line that applies to this creditor invoice.
  - **Invoice Now:** Enter the on cost amount being invoiced against the receipt, in the currency of the creditor invoice (this may be the full amount or a partial amount of the actual on cost).
  - **Exch Rate:** Update the exchange rate that applies to the on cost invoice if required (the rate is brought through from the inwards goods receipt but can be amended here).

- **Complete:** This is used to designate when there are no more creditor invoices that relate to this on cost. When the total invoice value matches the originally costed value, complete =y and the invoicing for that on cost line is complete.

## TIP



Press the **Spacebar** to quickly set the **Invoice Now** value to the **Outstanding Invoice** value. Press **Spacebar** again to set back to zero.

- 6 Enter on cost details into invoice. Click  to populate the creditor invoice with the relevant on costs.

**Creditor Invoice Entry**

File Utilities Help

New Save Cancel Goods Receipt New Account Tax Rates Toggle Mode

Account: SEFTONS Alert: Mode: STOCK

Invoice Payments

Account: 13, SEFTONS Salesperson: 8, EXO BUSINESS ADMIN ACCOUNT

Invoice date: 1/06/2011 Invoice no: Age: 0, June 2011

Payment due: 20/07/2011 Order no: AUD: 1

Job code: Location: 1, Sydney Branch: 0, SYDNEY

Type	Code	Description	Qty	@Price	Disc %	Total	GST	Gross Total	J C	Batch	Options	B Anal
GL	00-05560-00	LOCAL FREIGHT	1	220.00	0.0	220.00	22.00	242.00				
GL	00-05560-00	CUSTOMS CHARGE	1	1,100.00	0.0	1,100.00	110.00	1,210.00				

**Invoice Totals:**

Sub total:	1,320.00	Payments:	0.00
GST total:	132.00	Outstanding:	1452.00
Invoice total:	1,452.00	Change:	0.00

Manual Rounding: 0.00

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### On Costs Creditor Invoice

- 7 Amend or add items as required.

- 8 Save the invoice. Click .

This process can be repeated as required until all oncosts have been invoiced.

## NOTE



Once an on cost has been fully invoiced it will no longer appear in the Inwards Goods On Costs screen.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	<input checked="" type="checkbox"/>
Manually enter a creditor invoice	<input type="checkbox"/>
Automatically create a creditor invoice as part of the purchase order receipt process	<input type="checkbox"/>
Create an order via Inwards Goods Receipts	<input type="checkbox"/>

# 6

## Stock Purchasing Features

In this unit you will learn additional features that are available for purchasing.

*By the end of this unit, you will be able to:*

- ▶ Create a forecast based Purchase Order
- ▶ Produce a Stock Reorder Requirements report
- ▶ Buy stock by dimensions
- ▶ Enter serial numbers for purchased stock

# Forecast Based Purchase Orders

---

Forecast Based Purchase Ordering is a useful utility that reviews minimum and maximum stock quantities, existing sales orders, purchase orders and works orders and calculates a suggested reorder quantity.

The orders can be filtered by primary and secondary groups and purchase orders can be automatically generated ready for editing and saving as required.

Stock requirements can be calculated for a single supplier or for all suppliers.

## Order Quantity

In calculating the order quantity, the system will take the following into account:

- Stock Location
- Outgoing stock on Sales Orders and Works Orders
- Incoming stock on Purchase Orders and Works Orders
- Sales history
- Minimum and Maximum stock levels

### **Stock Locations**

If you are using stock locations and generate forecast based purchase orders for a specific stock location, the minimum and maximum stock quantities specified for that specific location will be used, irrespective of the global/company-wide minimum and maximum stock levels specified against stock items.

### **Outgoing Stock**

Stock that has been committed to sales orders and/or works order will be deducted from the current stock level for the selected stock location.

### **Incoming Stock**

Stock that is expected via purchase orders and/or works orders will be added to the current stock level for the selected stock location.

### **Sales History**

Historical sales will be taken into account to forecast the order quantities required to maintain your stock levels. This is done by referring the corresponding period in the previous 12 months to determine the stock quantities that were sold.



## Order Quantity

To determine the required order quantity, the system will compare the calculated free stock value with the minimum stock level. If the free stock count is less than or equal to the minimum stock level, the reorder quantity will be the difference between the free stock and maximum order quantity.

### Example:

If the free stock quantity is 20 units, with a minimum stock level of 25 units and a maximum of 40 units, the order quantity will be 20 units.

Should the free stock count be more than the minimum, the order quantity will be 0 units.

### Example:

If the free stock quantity is 30 units, with a minimum stock level of 25 units, the order quantity will be 0 units.



## NOTE



If you have a large database the stock requirements for all suppliers can take quite some time to run. See your systems manager or implementing partner about running this overnight.

## To calculate the forecast based purchase order quantities

### Transactions > Purchase Orders > Forecast Based Purchase Order

- 1 Open the forecast based purchase order screen by following the path outlined above.
- 2 Choose a **Supplier**. Enter the supplier to run the report for. Click on the  button to recalculate stock statistics for all suppliers.
- 3 Choose a **Location**. You can either specify a particular location or choose **ALL**.
- 4 Select Stock Groups. Specify stock group range you wish to calculate or leave as the default to include all stock groups.
- 5 List all suppliers stock. Select this option if you want to review all the stock from that supplier rather than just the stock that requires reordering.
- 6 Select **Generate Stock Requirement For Single Supplier** from the utilities menu (or click on the  button).

- 7 Confirm to refresh stock requirement statistics for this supplier and to generate the re-order list. This will not automatically create a purchase order at this stage.

**Forecast Based Purchasing**

File Utilities **Navigate** Help

Stock Code: RADCLNT01 Description: RADIATOR COOLANT In Stock: 0

Supplier: 8. AUSSIE CAR PARTS Location: 2. Melbourne

☒ List all Supplier's Stock

Stock Groups: Primary From: 0. MISC ITEMS To: 16. SPORTY SWEAT PANT  
Secondary From: 0. NO GROUP SELECTED To: 0. NO GROUP SELECTED

Stock Requirement Copy/Paste

StockCode	Description	InStock	PurchOrd	SalesOrd	Fr Stock	Min	Max	Calc ReOrd	Order Now
RADCLNT01	RADIATOR COOLANT	0	0	0	0	0	0	0	0
AIRFIL01	OVALCHROME AIR FILTER	6	10	0	16	5	20	0	0
RACK&PINI...	RACK AND PINION INSTALLATI...	0	10	0	10	10	20	10	10
CHASSIS	32 Duece Chassis	0	0	0	0	0	0	0	0
DUNL05	DUNLOP TYERS	0	0	0	0	0	0	0	0
ALARM01	REMOTE CAR START SECURITY	2	10	0	12	5	10	0	0
ALARM05	SECURITY ALARM	3	10	0	13	5	10	0	0
CARWAS01	CAR WASH SUDS	23	0	0	23	10	50	0	0
CARWAX01	CAR WAX - PASTE	12	0	0	12	10	50	0	0
POLISH01	METAL POLISH - TUBE	15	0	0	15	10	50	0	0
STORAG05	OFF ROAD ROOF BASKET	1	0	0	1	3	10	9	9
DISBRA01	DISC BRAKE LUBRICATION	12	0	0	12	10	60	0	0

Motopartz.com.au Stock Requirement Statistics last run: 01:47 PM Wednesday 01 June 2011

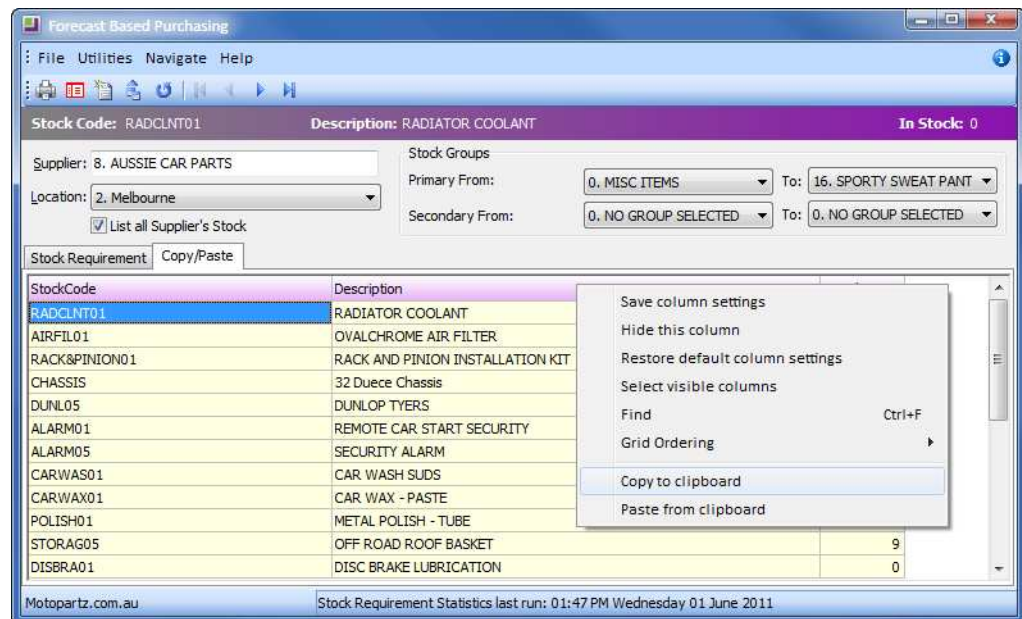
Forecast Based Purchasing Reorder Requirements

## To manually enter the forecast based purchase order quantities

### Transactions > Purchase Orders > Forecast Based Purchase Order

- 1 Open the forecast based purchase order screen by following the path outlined above.
- 2 Choose a **Supplier**. Enter the supplier to run the report for. Click on the button to recalculate stock statistics for all suppliers.
- 3 Choose a **Location**. You can either specify a particular location or choose **ALL**.
- 4 Select Stock Groups. Specify stock group range you wish to calculate or leave as the default to include all stock groups.
- 5 List all suppliers stock. Select this option if you want to review all the stock from that supplier rather than just the stock that requires reordering.
- 6 Select **Generate Stock Requirement For Single Supplier** from the utilities menu (or click on the button).

7 Click on the **Copy/Paste** tab.



*Forecast Based Purchase Reorder Requirements - Copy/Paste tab*

8 **Right-click** on any column heading.

9 From the pop-up menu select **Copy to Clipboard**.

10 You can now paste the information into a 3rd party application, e.g. Microsoft Excel, and manually enter the order quantities.



11 Once you have completed the manual changes, select all the items and copy the information to the clipboard. (E.g. Ctrl+C)


12 **Right-click** on any column heading.

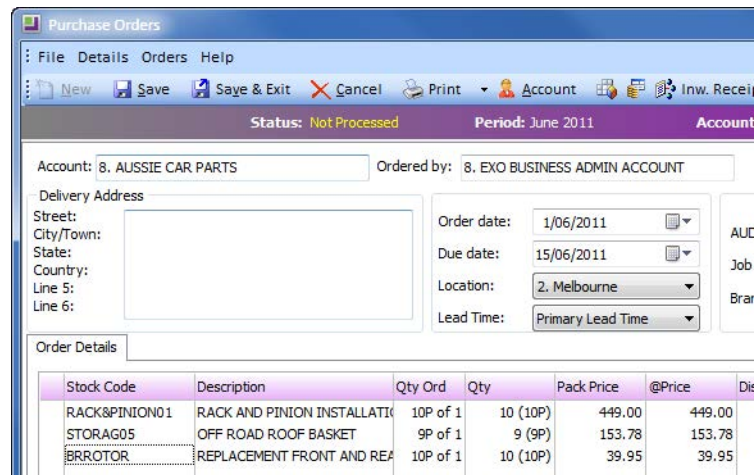
13 From the pop-up menu select **Paste from Clipboard**.

## To create the forecast based purchase orders

1 Once the reorder requirements have been generated you can either:

- Click on the  button to export to a CSV file
- Click on the  button to print the requirements

- Click on the  button to post the requirements to screen (which will generate a new Purchase order). Click **Yes** to confirm posting purchase order.



**Purchase Orders**

File Details Orders Help

New Save Save & Exit Cancel Print Account Inw. Recei

Status: Not Processed Period: June 2011 Account

Account: 8. AUSSIE CAR PARTS Ordered by: 8. EXO BUSINESS ADMIN ACCOUNT

Delivery Address

Street:  
City/Town:  
State:  
Country:  
Line 5:  
Line 6:

Order date: 1/06/2011  
Due date: 15/06/2011  
Location: 2. Melbourne  
Lead Time: Primary Lead Time

Order Details

Stock Code	Description	Qty Ord	Qty	Pack Price	@Price	Dis
RACK&PINION01	RACK AND PINION INSTALLATI	10P of 1	10 (10P)	449.00	449.00	
STORAG05	OFF ROAD ROOF BASKET	9P of 1	9 (9P)	153.78	153.78	
BRROTOR	REPLACEMENT FRONT AND REA	10P of 1	10 (10P)	39.95	39.95	

*Purchase Order generated from Posting Requirements screen*

- The generated purchase order can be edited as required prior to saving.

# Stock Reorder Requirements Report

## Reports > Stock Reports > Stock Reorder Requirements

This report provides a printout of all suppliers reorder requirements (or an individual supplier if preferred) for a specified location. It can be printed, exported, viewed, emailed or exported as an XLS report.

Stock Reorder Requirements Report														
Location: 1 Sydney														
Supplier:														
This report is based upon statistics generated by running the stock requirements calculator utility.														
Stock Code	Description	Period Sales							Total	Incoming	For Sales	Min	Max	Reorder Qty
		6	5	4	3	2	1	Cur	Avg					
0 MISC PURCHASES														
1 SYDNEY PART MART														
BAT127HD	CHAMPION SILVER BATTERY - 127HD	1	10	5	7	10	1	10	5.67	16	0	1	20	30
NGKSPKICARL01	SPARK PLUG CABLES	0	2	0	0	15	0	0	2.83	43	0	0	20	30
WIPER01	STANDARD WINDSHIELD WIPER	0	7	2	0	0	0	0	1.50	89	0	0	10	40
WIPER02	TWINEDGE WIND SHIELD WIPER	4	5	0	0	0	0	0	1.50	51	0	0	10	40
AIRPRES01	AIR PRESSURE GAUGE	1	1	2	1	2	0	0	1.17	9	10	1	5	30
ANTISE01	ANTISEIZE LUBRICATOR	1	1	0	0	0	0	0	0.33	5	10	1	10	60
2 SOUTHERN AUTOSTOP														
ANTIR01	ANTIROLL BARS	0	0	0	0	0	4	0	0.67	4	0	0	5	15
TRAC0001	TRANSMISSION COOLER	0	5	0	0	0	0	0	0.83	13	0	0	5	15
TRAN4L60700	STREET TRANSMISSION 4L60700	0	2	0	0	0	0	0	0.33	6	0	0	5	15
SEACOV01	SEAT COVER VINYL - KNIT BACK	5	0	0	10	10	0	5	4.17	5	0	0	5	15
SEACOV05	SEAT COVER SHEEPSKIN	5	0	0	10	10	0	0	4.17	10	0	0	5	15
SEACOV10	STANDARD SEAT COVER	5	0	0	0	10	0	15	2.50	5	0	0	5	15
3 PANMURE AUTO TRADE SUPPLIERS														
AIRFIL05	PRO-STLYE AIR FILTER	1	2	1	10	2	0	0	2.67	7	0	1	5	20
4 FWP AUTOMOTIVE														
AIRBUS01	AIR SUSPENSION	1	1	5	0	0	0	0	1.17	2	0	0	5	15
BEARSEP01	BEARING SEPARATOR	0	1	0	0	0	0	0	0.17	2	0	0	5	15
5 CAR-PART.COM														
OILFILC029A4	OIL FILTER - PETROL - C029A4	1	1	0	0	0	0	0	0.33	23	5	0	20	30
Motopartz.com.au														
STRStockReorder.CLR														
													Page 1 of 3	
													Printed : 1/06/2011 1:50:29 PM	

## Stock Reorder Requirements Report

# Buy Stock by Dimensions

## Account > Stock > [Select Stock] > Details 2

This feature of MYOB EXO Business enables you to specify up to three dimensions by which a stock item may be bought or sold.

- 1 Search the stock item. Search for the required stock item and click on **Details 2** tab.
- 2 Specify the number of dimensions by which an item may be sold. In the Dimensions drop-down, choose length (=1), square (=2) or cubic (=3). For example, if you are going to transact rubber mat by length and width, choose Square.

*Stock Items Dimensions*

- 3 When transacting the item, press **CTRL+D** in the quantity column (or other relevant column, such as supply or pick quantity). The quantity dimensions screen is displayed.

- 4 Enter **Quantity** and **Length** (or other dimension) and the extended quantity will be calculated (ie length, square or cubic). These can be of varying decimal quantities as set by your implementing partner.

Qty	Length	Width	Extended Qty
10	5	2	100
0	0	0	0

Total: 100

Save Cancel

*Qty Dimensions Form*

- 5 Click **Save** and the extended quantity is displayed in the quantity field. An appropriate line narrative is created which can be printed on your invoice/order form. If you want to add your own narrative to the item, make sure it is entered *after the dimension has been calculated*, otherwise the dimension will not be recorded in the narrative.

## IMPORTANT



To edit quantities when buying by dimension, make sure you go back to the quantity dimensions screen (**CTRL+D**). Overtyping the total quantity on the purchase order screen will not recalculate the dimension breakdown.

# Entering Serial Numbers

When a transaction is saved for a serialised item the quantity of serial numbers required is determined (based on serial type) and a serial numbers screen displayed. The upper grid shows the stock items against which serial numbers are required while the lower grid provides a list of existing serial numbers recorded for that stock item.

Stock code	Location	Serial No	Reference
DVDVCDPLR01	1. Sydney		
DVDVCDPLR01	1. Sydney		
EQLSRAMP01	1. Sydney		

Returned Serial Numbers	Location	Reference
0000012369	-1. -1	
0000002587	-1. -1	

Stock Serial Numbers Screen

The serials screen shows the serial numbers that are required to be recorded (e.g. what serial numbers are being purchased).



## Enter Serial Numbers

Serial numbers must be entered for each stock item that is serial-tracked for creditors.

Serial numbers can be entered by either:

- 1 Keying the serial numbers individually, or
  - 2 Keying the first serial number and using the **Sequential** or **(n) Sequential** buttons. This will automatically enter a sequential number for each subsequent row that has the same stock code.
- Enter the first serial number on the first stock code line.




- Click on the  Sequential button (or press **F12**) to run the serial number through to the end of the stock code list at an increment of 1 (i.e., ABC-678- 9001, ABC-678-9002, ABC-678-9003, etc).
- Click on the  (n) Sequential button (or press **CTRL+F12**) to run the serial number through to the defined number (n) of stock codes at an increment of 1. This is useful when you have a change in serial number sequence part way through a stock code list.

At any time during entry of serial numbers, the cancel button can be used to discard any serial information entered and return to the parent document (e.g. purchase order) for further amendments. Pressing Save again will bring up a fresh serials screen.

### ***Saving Serial Numbers***

When all the stock items have had serial numbers assigned the Save button can be pressed. This closes the serials screen and continues saving the original transaction.

If you click  Save without entering all the required serial numbers, the system will present a warning and return you to the serials screen.

#### **WARNING**



If you press cancel all serial number entry in the current session will be discarded.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create a forecast based purchase order	
Produce a Stock Reorder Requirements report	
Buy stock by dimension	
Enter serial numbers for purchased stock	

# Reporting

# 7

This unit will list the reports available for purchasing and stock.

*By the end of this unit, you will be able to:*

- ▶ List the methods available to view reports
- ▶ List available purchase order reports
- ▶ List available stock reports

# Reports

---

EXO Business's reporting capacity is extensive and there is a vast number of standard reports available. In addition there are a number of tools which allow you to customise and design your own reports and forms as well as produce graphical analysis of information.

Available reports can be viewed via:

## ***Clarity Report Browser***

The **Clarity Report Browser** shows all available reports categorised into functional areas. Reports can be previewed, run or added to a user's menu as required.

## ***Dashboard***

The **Dashboard** enables each user to display data using widgets created in EXO Analytics.

## ***Functional menu reports drop down***

The functional menu reports drop down is located on the lower left hand corner of the main screens (ie Sales, Purchases, Stock, etc). The drop down will show reports that relate to the screen you are currently viewing. For example, on the **Sales** screen the reports drop down will show reports that relate to either **Sales**, **Sales Orders** or **Debtors**. Individual reports can be selected from the drop down menu.

## ***EXO Analytics***

**EXO Analytics** presents a customisable overview of the organisation's business status. It is intended for use by management to monitor business performance.

# Purchases Reports

---

The following lists the purchase order reports available via the Reports menu. While each company and every user has different requirements for reporting, the most commonly used reports have been highlighted. It is recommended that you review and get familiar with these reports.

- Shipment Costing Report
- **Purchases clearing**
- **Purchase order Status**
- Purchases by Supplier
- Purchases (grouped by stock items)
- Analyse Purchases (by item)
- Purchases Analysis (FY comparison)
- Analyse Purchases (by supplier)
- Purchase Register
- **Purchase order listing**
- Purchase Order Status Report
- **Inwards Goods listing by Purchase orders**
- Outstanding Purchase Orders Listing

# Stock Reports

---

The following lists the stock reports available via the Reports menu. While each company and every user has different requirements for reporting, the most commonly used reports have been highlighted. It is recommended that you review and get familiar with these reports.

- Price Lists
- **Sales by Stock item**
- Serial Number Tracking
- **Stock reorder requirements**
- Stock Valuation Report
- Stock Transaction Listing
- **Top N Stock turn Performances by Quantity**
- Top N Stock Turn Performances by Value
- Bottom N Stock Turn Performances by Quantity
- Bottom N Stock Turn Performances by Value

## TIP



Remember that you can use the **Clarity Report Browser** to quickly add additional reports to your menus.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	<input checked="" type="checkbox"/>
List the available purchase order reports	<input type="checkbox"/>
List the available stock reports	<input type="checkbox"/>





# Purchasing and Stock Costs - Review

# 8

This unit provides a list of questions to review what you have learned.

**1** What is the quickest method for entering a non-stock purchase?

---

**2** Provide two reasons why you would use the inwards goods process for costing and receipting goods.

---

---

**3** Stock items have been receipted into the system using the inwards goods process - why are they not available for sale?

---

**4** Partial receipts have been entered against a purchase order - how would you finalise the purchase order if you are not expecting any further deliveries against the order.

---

**5** At what point can an inwards goods receipt no longer be edited. If you needed to change a costing, how could you do it?

---

**6** When would you use the Auto Cost option for costing goods?

---

**7** Duty is charged on stock at a percentage rate per item. How would you calculate this in the on-costs?

---

**8** Name at least two methods by which on-costs can be spread across stock items?

---

---

**9** Once on-costs are applied to stock, how are these invoiced?

---

**10** What report shows outstanding inwards goods receipts?

---

**11** What report provides reorder requirements for all suppliers.

---



# Purchases and Stock - Activities

# 3

This unit will provide a list of activities to practice the processes covered.

## Activity 1

### ***Non stock purchase order, receipt and invoice***

You have noted that supplies are running low in the stationery cupboard.

- Enter a PURCHASE ORDER to OFFICE PRODUCTS DEPOT for the following items and send the supplier an email for the purchase.

HINT: Use @TAB to search for GL account codes instead of stock codes.

Item	Quantity	Price (excl. GST)
Ream Paper	10	\$ 7.45
Box of 50 Blank CD's	3	\$ 48.75
Box of 100 Plastic Sleeve Protectors	2	\$ 28.90

- Review the purchase order on the purchase order entry screen. Total Value: \$306.41
- Your supplier has just called to confirm that all products are available and they will be sending them out first thing in the morning.

## Activity 2

### ***Purchase order for stock***

Enter a purchase order to FWP AUTOMOTIVE based on the following hand-written request from your manager.

- Allow for the 10% discount from the standard purchase price for the tyres for this order **only**.

- Do not process the order.

Purchase Order						
Order To :		Deliver To :		Date Order # Confirmation		
FWP AUTOMOTIVE PO BOX 421 ROSE BAY		MOTOPARTZ BRISBANE OFFICE 5 SUMMER ST BRISBANE QLD				
Stockcode	Description	Batch	Quantity	Unitprice	Linestotal	
2010001	Runup Tyres		60		standard price less 10% one-off discount	
AIR2501	Air suspension		50			
STOR201	Storage Hitch Rack		35			
BEASE01	Bearing Separator		80			
				Approved John Smythe		
				SubTotal GST Amount		
PurchOrd GLF Motopartz.com.au				Page 1 of 1		

### Option 2a

You are preparing for a meeting with your purchasing team.

- Sort the purchase orders list by STATUS.
- Preview the list in preparation for a meeting with your purchasing team. Make sure that you can see the individual items against each order

HINT: Drill down on order number.

## Activity 3

### Receive inwards goods

You have received the following delivery note from FWP AUTOMOTIVE.

- In addition to the other items ordered they have delivered 4 x **PIRELLI TYRES** in response to a last minute request by telephone (no purchase order has been entered for this yet). The supply price for the Pirelli tyres is \$84.00 (ex gst).
- INW. Receipt the goods, using the details on the delivery docket to complete the inwards goods transaction.
- **Do not cost them at this stage.**

FWP AUTOMOTIVE		Delivery Note					
PO BOX 429 ROSE BAY SYDNEY Ph: 02-8234-2800 Fax: 02-8234-2899		Date	Today's Date				
		Account #	3				
		Delivery Note Ref #	684409-889				
		Order #	10083				
		No. of Cartons	3				
		Ship via	FREIGHTLINE				
Deliver To : <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">             MOTOPARTZ AUSTRALIA              5 SUMMER STREET              BRISBANE QLD           </div>							
Location	Stockcode	Description	Batch	Ordered	Supplied	BK Ord	Supp Now
BRIS	DUNLOP01	DUNLOP TYRES		60	60	0	60
BRIS	PIRELLI	PIRELLI TYRE		0	4		4
BRIS	AIRSUS01	AIR SUSPENSION		50	50		50
BRIS	STORAG01	STORAGE HITCH RACK		35	25	10	25
BRIS	BEASEP01	BEARING SEPARATOR		80	80		80

- Save and close the receipt.

A call from the warehouse indicates that 2 of the Dunlop tyres are faulty and will need to be returned.

- Edit the goods receipt to show only 58 Dunlop tyres received.
- Save and close the receipt.

## Activity 4

### ***Receipt multiple purchase orders***

A shipment has arrived into the MELBOURNE warehouse from AUSSIE CAR PARTS. Their delivery docket shows they have supplied items from the following purchase orders:



Purchase order 10072:

Stock Code	Quantity
AIRFIL01	8
RACK&PINION01	10
ALARM01	10
ALARM05	11

Purchase Order 10073:

Stock Code	Quantity
CARWAX01	10
POLISH01	10

- Find the original purchase orders and receipt the items.
- **Do not cost at this stage.**

## Activity 5

### ***Cost Inwards Goods - Auto Cost***

The sales manager has called to say that a customer wants to purchase some Pirelli tyres. Although there are some receipted into the system, they have not been costed yet and so therefore cannot be sold.

- Find the Inwards Goods Receipt from FWP AUTOMOTIVE created in Activity 2
- Use AUTO COST to cost the goods and generate the creditor invoice. The creditor invoice number is 44432.

### ***Option 5a***

- Find the Inwards Goods receipt from AUSSIE CAR PARTS for the Melbourne shipment entered in Activity 4.
- Use AUTO COST to cost the goods. The creditor invoice number is 55982

## Activity 6

### ***Cost Inwards Goods - Manual Cost***

- Find the purchase order 10056 to CROWN MOTORS ENTERPRISES.
- Receive all goods using INWARDS GOODS RECEIPT.

- Enter ***All received in good order in spite of poor packaging*** in the **Receipt Notes** field.
- 5 cartons received
- Packing Slip reference CM8769333
- SAVE the Inwards Goods Receipt.
- MANUAL COST the goods receipt and ensure that it is aged to current period.
- Remove the option to generate the creditor invoice - we will be doing this at a later stage.
- Click OK.

Remember, the upper screen is for any on-costs that relate to the receipt, while the lower screen enables you to record on-costs for each stock item. As you enter each on-cost choose **CALCULATE ONLY** from the toolbar to see how the costs are reflected in the stock item.

- Enter OVERSEAS FREIGHT costs of A\$1,400.
- Enter CUSTOMS charge of \$532.00
- Adjust the EXCHANGE RATE on the stock items to reflect today's price of 0.7750
- Enter a DUTY OF 5% per stock item (round to the nearest cent). \$7.68, \$4.26, \$8.38, \$67.03, \$10.32
- **CALCULATE** the costings and review the costs against each item.
- When you are satisfied that the costs entered are correct, click **CALCULATE AND PROCESS**.
- You will be prompted to enter serial numbers for some of the goods. These should be:

Stock Code	Serial Number
DVDVCD CDPLR01	6655789
DVDVCD CDPLR01	6655790
EQLSRAMP01	7853444

- If you are prompted to enter a creditor invoice, press **CANCEL**.

### Activity 6a

Your stationery order from OFFICE PRODUCTS DEPOT has arrived, however the order was short by 1 box of CD's. Office Products Depot do not know when the other box will arrive so you decide to cancel that part of the order.

- Receive the goods via the RECEIPT icon in the toolbar.
- Cancel the order of the final box of CD's by forcing the order to fully processed.
- Ensure that the creditor invoice is generated.

## Activity 7

### ***Invoice Inwards Goods***

- The stock received from CROWN MOTORS in Activity 6 is now ready to be invoiced.
- Enter creditor invoice 99834 from CROWN MOTORS for the inwards goods

HINT: TOGGLE MODE to STOCK.

- Their invoice has arrived in at \$3,581.35 due to differences in rounding. Override the invoice total to reflect this new amount.
- Age the invoice to PERIOD 0.

## Activity 8

### ***Invoice Oncosts***

- The oncosts added during Activity 6 to the CROWN MOTORS purchase order are ready to be invoiced.
- The freight forwarding company SEFTONS has sent invoice 100892 for:

On-Cost	Amount
Overseas Freight	\$ 1,400
Custom Charge	\$ 532.00
Line Duty	5% \$231.04

- There will be no further freight, customs or duty charges relating to this invoice so you can mark the oncost lines as complete.
- Generate a CREDITOR INVOICE for the on costs.
- Save the invoice.

## Activity 8a

### Purchase Order

Enter the following purchase order to AUTOBITS UK for 12 units of ALLOY10114x6.

Purchase Order					
Date		4/6/2007			
Order #		1600			
Confirmation					
Order To :			Deliver To :		
<div style="border: 1px solid black; padding: 5px; min-height: 40px;">           AUTO BITS UK         </div>			<div style="border: 1px solid black; padding: 5px; min-height: 40px;">           AUTO PARTS SYDNEY            514 WADE AVE            NEUTRAL BAY NSW         </div>		
Stockcode	Description	Batch	Quantity	Unitprice	Linetotal
ALLOY10114x6	ALLOY WHEELS		12	at list price.	
(N/A - current exchange rate = 0.39).					

- Receipt using Inwards Goods Receipt.

## Activity 8b

### Inwards Goods Costing

- Add Overseas Freight of GBP 800.

HINT: Choose the currency prior to entering the cost code for the exchange rate to come through from the exchange rate table. The exchange rate can be manually adjusted if required.

- Enter a Duty amount of \$4.80 per stock item.
- Calculate and Process the inwards goods costing.
- Confirm the invoice details and save creditor invoice (62213). **Oncosts will be invoiced during Activity 8c.**



**Activity 8c****Invoice On-Costs**

- A creditor invoice was automatically generated for stock purchased from AUTOBITS UK in Activity 8b. The oncosts still need to be invoiced.
- Generate a creditor invoice (800344) for the oncosts GBP 800 from AUTOBITS UK CAR PARTS.
- Generate a creditor invoice (411120) from SEFTONS for the 5% DUTY oncost. (\$57.60)

HINT: Check the GOODS RECEIPT NUMBER to match the oncosts.

## Activity 9 - Non-stock invoice

- The telephone bill has arrived and must be entered onto the system ready for payment in the next cheque run.

Telstra Corporation Limited ABN 33 051 775 556				Bill enquiries 13 20 00 <i>Turn over for other enquiries</i>
Tax Invoice - issued 27 Jan '07				
		<b>Your Bill</b>		
				Account number 332 4514 210
				Bill number A 672 204 090-0
Motopartz Australia 314 Wade Avenue Neutral Bay NSW 2085				
		<b>Total</b>		<b>\$ 756.55</b> Payment is not required until next bill
<b>Account Activity</b> Your Reference 02				
Previous balance	\$0.00			
We received	\$0.00			
Balance	\$0.00			
New charges	\$756.55			
<b>Total</b>	<b>\$756.55</b>			
GST included in new charges		\$ 68.77		
				
		<b>Total</b>		<b>\$756.55</b> Payment is not required until next bill
		Account number 332 4514 210		
		Bill number A 672 204 090-0		

### Activity 9a

#### Default GL code

- Set the default GL code for G Gray Accountants to be 3050 ACCOUNTING FEES.

HINT: Details 1 tab of the creditor account.

### **Activity 9b**

You have received your monthly bill from G GRAY ACCOUNTANTS to the amount of \$2750.00 incl. of GST.

- Enter this as a creditor invoice. Change the default description of Accounting Fees to read a more appropriate Description (i.e. Monthly Fees).

HINT: Use the **GST** button to enter the GST Inclusive amount.

### **Activity 9c**

- Enter a creditor invoice to WHOLESALE AUTO to purchase 20 x **COOPER** @\$95.00 each.

## **Activity 10**

### **Forecast Based Purchase Order**

- Generate a forecast based purchase order to RAINBOW AUTO PARTS for any items they supply which are low in stock in Brisbane. Make sure that the Branch selected is Brisbane (this indicates where the costs will be posted to).
- Add a freight charge of \$20 to the purchase order.
- How would you email the purchase order to the supplier and then mark it as confirmed.

Print to PDF and Email. Select Confirmed.

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### **Activity 10a**

Run a report to show stock reorder requirements for all suppliers in the Sydney location.

### **Activity 10b**

We now need to generate purchase orders for the SEATCOV01 entered in Activity 10 for locations other than Brisbane.

- Recalculate the stock requirements for RAINBOW AUTO PARTS and generate a purchase order.
- This will generate an order for all remaining locations into one location. You can choose to:
- Generate separate purchase orders for each location, or

- Generate a single purchase order for all locations (ie into TRANSIT) and then your stock manager will need to transfer stock to the appropriate locations once it is delivered to the main location.

## Activity 11

### Entering Serial numbers

- Update the stock item AMPEQL01 to be fully tracked for serial numbers (**Details 1** tab).
- The Melbourne branch is purchasing the following items from CROWN MOTORS ENTERPRISES:

Stock Code	Quantity
DVDVCDLCDPLRCR01	10
AMPEQL01	20

- Process the order via INWARDS GOODS and then COST the goods (no additional on-costs).
- Enter serials as below:

DVDVCDLCDPLRCR01	AMPEQL01
67634556	AMP-623114
67634557	AMP-623115
67634558	AMP-623116
67634559	AMP-623117
67634560	AMP-623118
67634561	AMP-623119
67634562	AMP-623592
67634563	AMP-623593
67634564	AMP-623594
67634565	AMP-623595
	AMP-623596
	AMP-623597
	AMP-623598
	AMP-623599



	AMP-623600
	AMP-623601
	AMP-623602
	AMP-623603
	AMP-623604
	AMP-623605

- If you have not already done so, generate a CREDITORS INVOICE for goods.

## Activity 12

### **Reports**

- What does the Purchases Clearing report show?

Received stock not yet costed.

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- Where would I find a list of outstanding purchases by item?

Outstanding Purchase Order Listing

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- What report shows an analysis of the last twelve months purchases by item?

Analyse Purchases (By Item)

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### **Activity 12a**

#### ***Receipt and auto-cost purchase order***

Can be skipped due to time constraints

- Receive the outstanding purchase order 10055.
- All 6 of the BRROTOR that were ordered have been supplied.
- In addition 5 x ALARM05 have been delivered with this order.
- Use the AUTO COST function to cost and invoice these goods.

### **Activity 12b**

#### ***Inwards goods with on-costs***

Can be skipped due to time constraints

- Receipt purchase order 10053 into the MELBOURNE location for CAR-PART.COM. Only 8 have been received in this shipment.
- Add ON-COSTS of \$954.00 for OVERSEAS FREIGHT and an \$85.00 CUSTOMS CHARGE against the entire receipt.
- Process costing and generate the creditor invoice.
- Add the freight on-costs to the creditor invoice from Car-Part.Com
- Generate an invoice from SEFTONS for the CUSTOMS ON-COSTS.