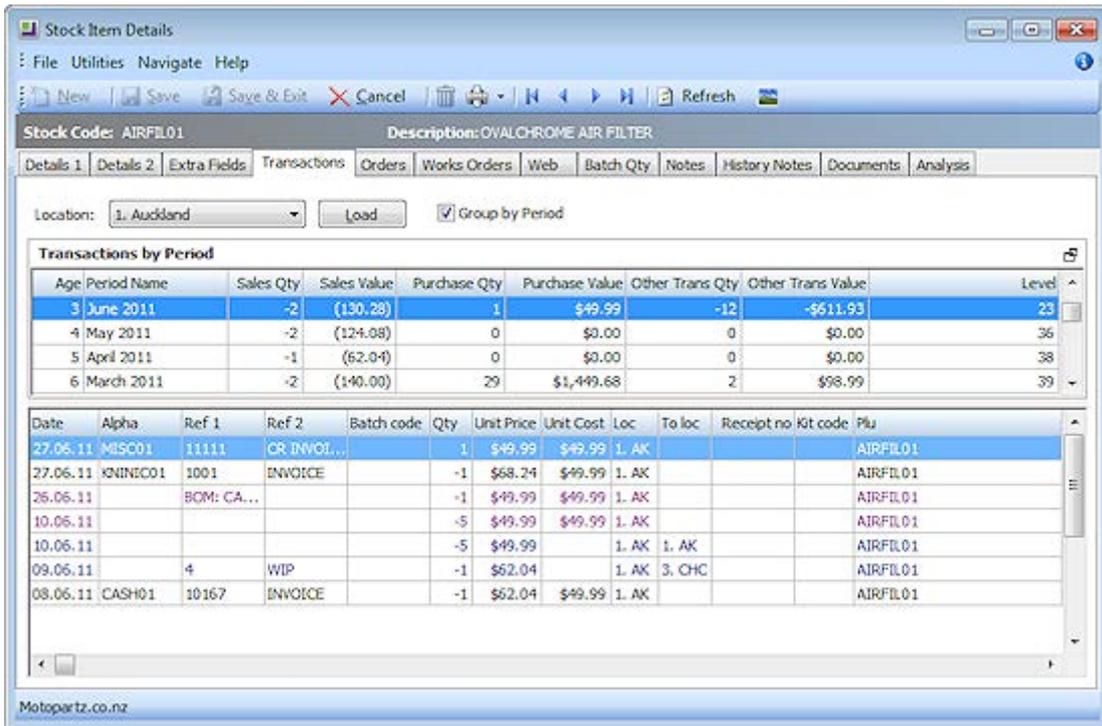


## MYOB EXO Business User Guide

To view the list of transactions, click the Transactions tab. The following window is displayed:



The **Location** field provides the default location. Select the required location from the list.

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

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

### Field definitions

The grid header fields are detailed in the table below:

#### Default Window

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

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

### Transactions by Period Window

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

### Notes

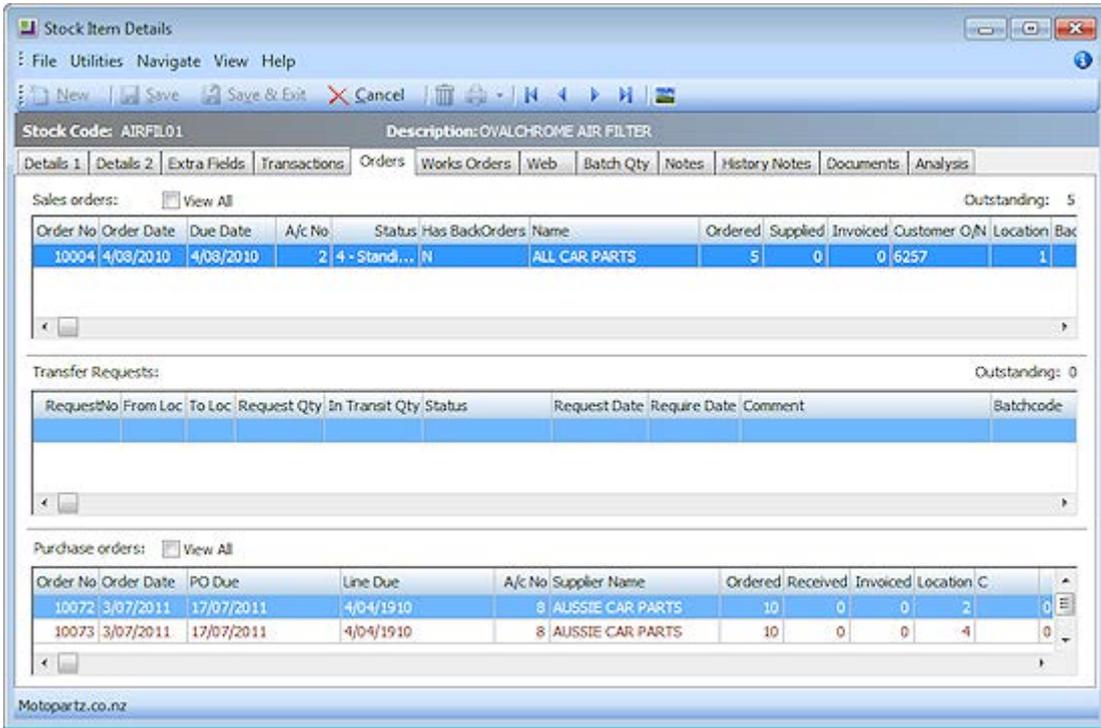
**Stock on Hand Quantities** - Stock on Hand quantities can be forced into a negative by overselling. This is ignored from the stock valuation reports. Stock quantities can be to several decimal places as governed by the options you specify in **MYOB EXO Business Config > Essential > General Settings**.

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

## Viewing Order Status of Stock Items

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

The Orders tab displays all orders related to the Stock item.



The tab is divided into three panes:

- The top pane contains details related to outbound Sales Orders (see page 351).
- The middle pane contains details related to transfer requests. The Stock Transfer Requests feature of the Distribution Advantage module provides enhanced stock movement transactions when:
  - stock transfers need a 'request then send' process.
  - transferred stock is in-transit for a period of time.
- The bottom pane contains details related to inbound undelivered Purchase Orders (see page 305).

### Field Definitions

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

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

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

## MYOB EXO Business User Guide

<b>Status</b>	The status of the transfer: <ul style="list-style-type: none"> <li>• <b>New Request</b> – a new request entered, waiting processing and sending by the From location.</li> <li>• <b>Picking</b> – The request has been saved, and locked ready to pick. However it has not been processed or dispatched yet.</li> <li>• <b>In Transit</b> – a request that has been processed by the From location, and is transferred to the in-transit stock location</li> <li>• <b>Complete</b> – a request that have been received and processed by the To location, and is now complete.</li> </ul>
<b>Request Date</b>	The date the stock transfer was requested.
<b>Require Date</b>	A date to notify the other party of the date required.
<b>Comment</b>	Any user comments are displayed here.
<b>Batchcode</b>	The batch code of the Stock Item. MYOB EXO Business offers the facility to track batches of stock, although this is not set by default. If Stock batch codes enabled is ticked in MYOB EXO Business Config, there is a <b>Batch tracked</b> field in every Stock Item Details > Details 1 tab. If the <b>Batch tracked</b> option is enabled for this stock item, the batch code listed here will allow the stock item to be tracked by batch number.
<b>Plu</b>	These are Stockcodes or Barcodes for lookup items that link to a stocked item.
<b>Purchase Orders</b>	
<b>Order No</b>	The order number of the Purchase Order.
<b>Order date</b>	The date the order has been placed.
<b>PO Date</b>	The date the order has been placed.
<b>Line Due</b>	The due date for this order
<b>A/c No</b>	The account number of the creditor.
<b>Supplier Name</b>	The name of the creditor.
<b>Ordered</b>	The quantity of items that have been ordered as per the PO.
<b>Received</b>	The quantity of items that have been received.
<b>Invoiced</b>	The quantity of items that have been invoiced.
<b>Location</b>	The stock location.
<b>C</b>	Indicates if this purchase order has been confirmed <b>Y</b> (Yes) - <b>N</b> (No).
<b>Status</b>	The status of any outstanding orders.

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

## Stock Jobs Tab

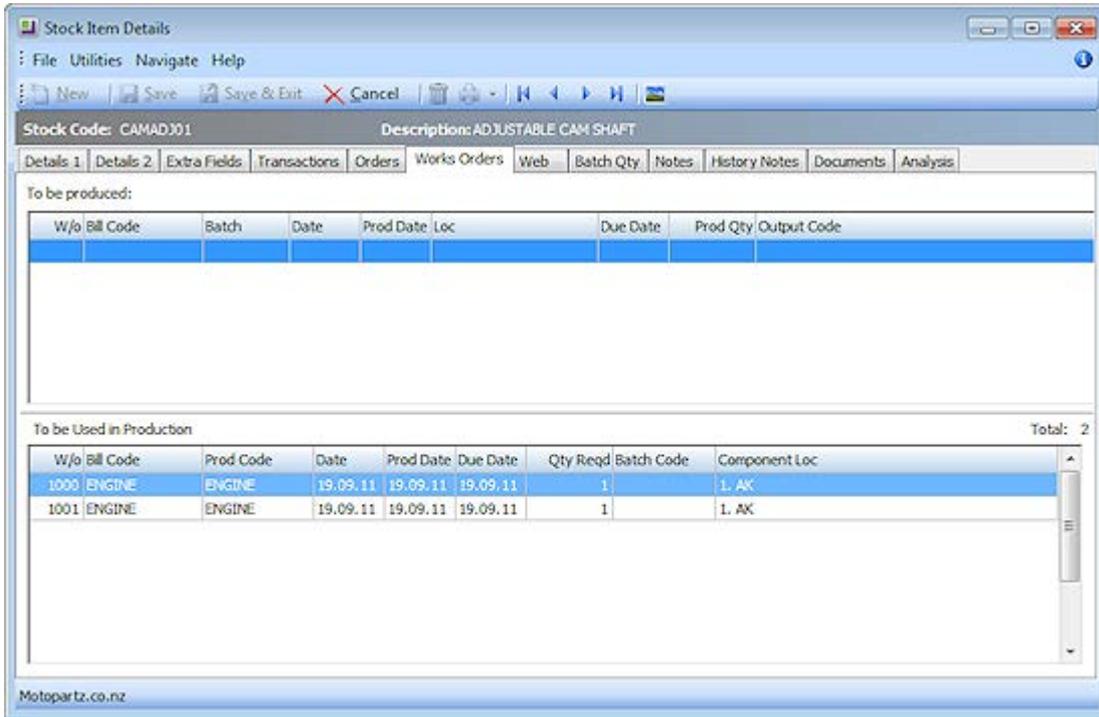
The Jobs tab on the Stock Item Details window displays any jobs that are using the stock item.

Location	Job Code	Description	Qty	Unit Cost	Line Cost
1		MOTOR OIL	14	\$2.91	\$40.74
1		MOTOR OIL	14	\$2.91	\$40.74
WIP	12	MOTOR OIL	1	\$2.91	\$2.91
WIP	5	MOTOR OIL	1	\$2.91	\$2.91
WIP	8	MOTOR OIL	1	\$2.91	\$2.91
WIP	6	MOTOR OIL	1	\$2.91	\$2.91
WIP	9	MOTOR OIL	1	\$2.91	\$2.91
			<b>33.00</b>		<b>\$96.03</b>

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

## Viewing Stock Item Works Orders

The Works Orders tab for a Stock item displays all Works Orders (see page 515) that the Stock item is associated with, either as a component or an end result.



The **To be Produced** section lists any Works Orders where the Stock item is the item produced.

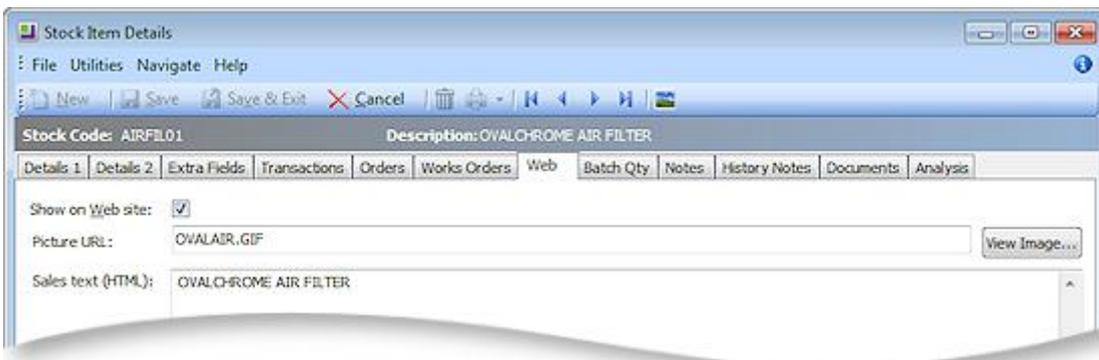
The **To be Used in Production** section lists any Works Orders where the Stock Item is used as a component.

Both sections are read-only.

## Displaying Stock Items on a Website

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

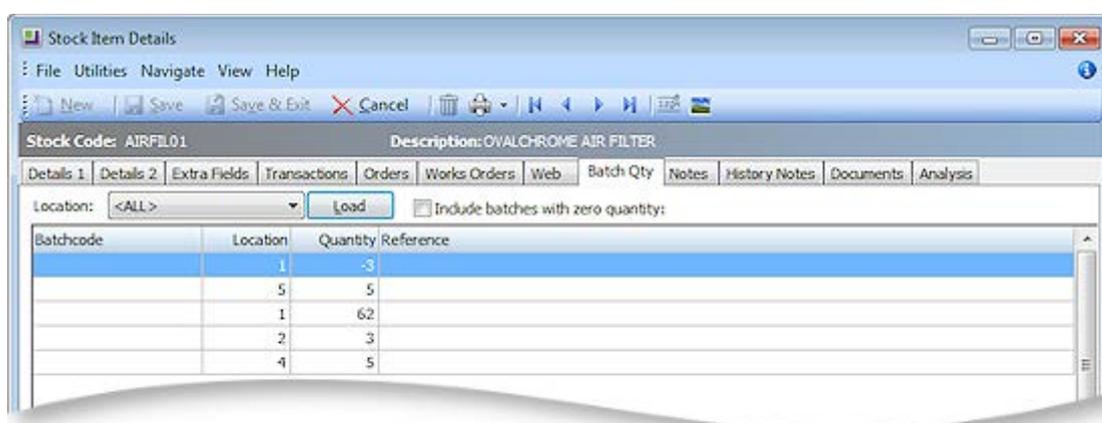
To display stock items on the web, click the Web tab.



The following options require configuration on this tab:

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

## Viewing Batch Quantities



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

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

### Overview

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

## Viewing Stock Sales Performance

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

To view the sales performance of a Stock item, click the Analysis tab:



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

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

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

## Alternate Supplier Codes and Costs

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

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

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

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

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

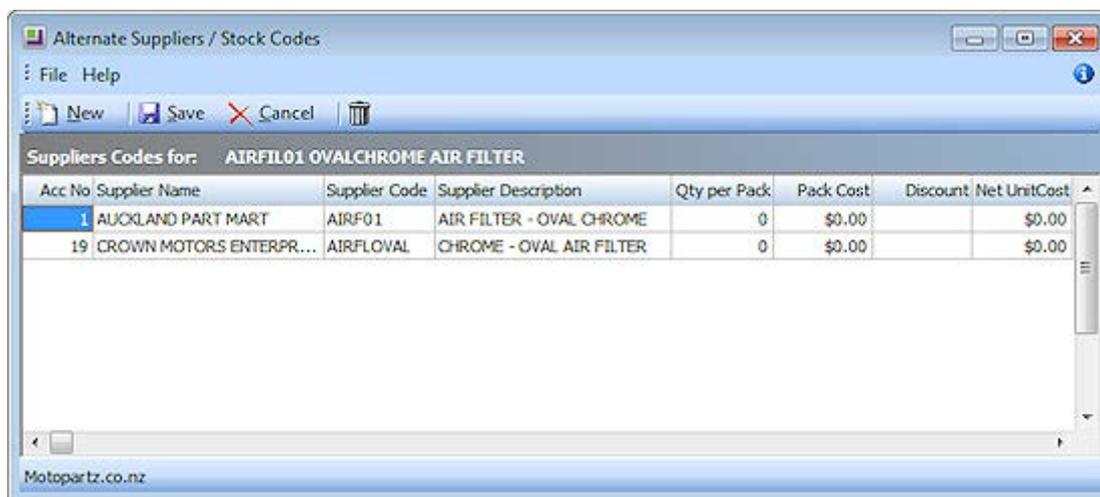
## Defining Supplier Stock Codes

Account > Stock > [Search] > {double click on a Stock item} > (Details 2) > [Alternate Suppliers / Stock Codes]

To define supplier stock codes:

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

The following window is displayed.



Notes:

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

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

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

**Note:** If the supplier's code for a stock item is different from your own but you only have one main supplier, you should type it here. The supplier's cost will be maintained on both windows by the creditor's invoice lines, as they are posted.

**Note:** You can have more than one alternate code for the same supplier. In this case, you are asked to choose on the Purchase Order.

**Note:** If you want to be able to type the supplier's code directly into the invoice from stock window (assuming that it was not generated via the normal purchase order – Packing Slip scenario), include the stock code in the alternate code fields as usual.

## Using Different Codes and Costs

**Transactions > Purchase Orders > Purchase Orders > [New]**

To use different codes and costs:

1. Select Purchase Orders from the Transactions menu. The Purchase Orders (search) window is displayed.
2. Click the **New** button. Enter the details of the first supplier.
3. Repeat Steps 1 and 2 to create a purchase order for the second supplier (and any subsequent suppliers) – using a different description, price and supplier code.

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

**Note:** The supplier cost is updated as part of the process of accepting creditor invoice lines. These invoices are generated from the Purchase Orders – Receipt window, Stock Receipt or Creditors Invoice from Stock procedures. The supplier cost is not updated by manual stock transactions or stock transfers.

**Note:** There is an additional utility that allows you to look up a stock item, using the supplier reference.

## Performing Stock Take

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

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

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

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

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

## Workflow Summary

Performing a stock take involves the following steps:

1. Select a location in the locations grid (see page 179).
2. Click the **Initialise** button and set selection criteria if required. This initialises the stock location (see page 183), creating a snapshot of the present stock levels and sets the corresponding counted quantities to zero ready for keying. See
3. Print count sheets for each location (see page 185) and perform physical count.
4. Key in the counted quantities (see page 185) or import a CSV format file containing the count.

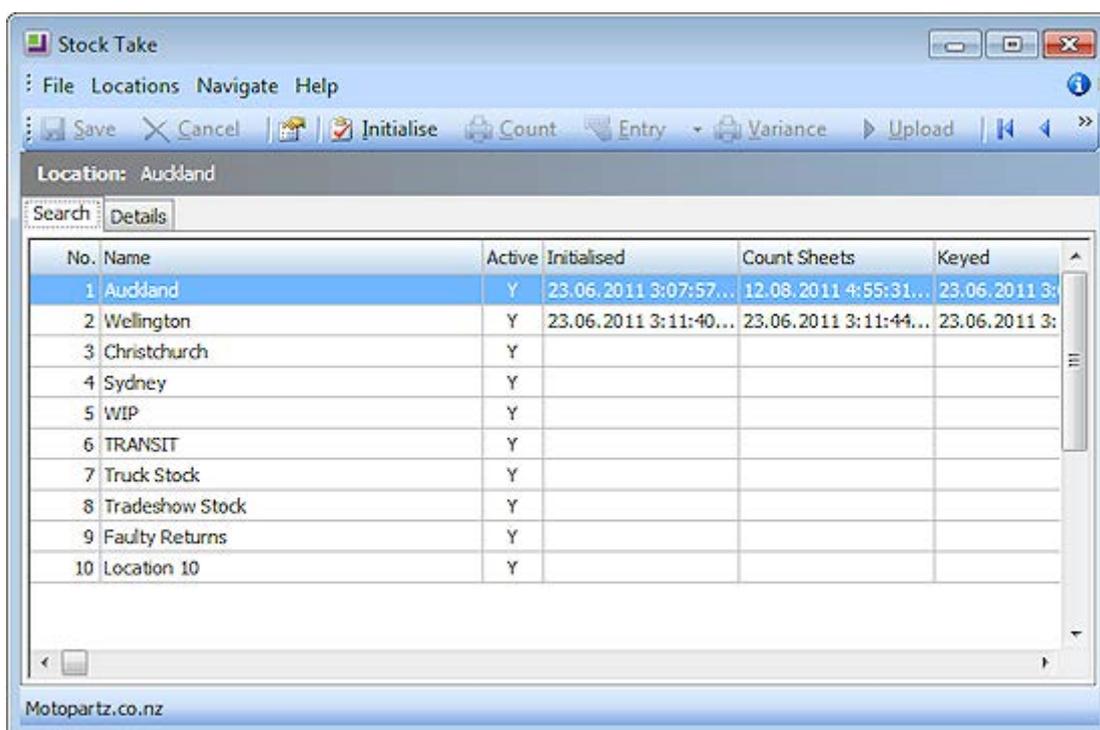
5. Print variance reports (see page 187). Check any “suspicious” count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report.
6. When happy with the counted figures, run the stock take upload function (see page 187). This creates stock transactions for any items that have a variance. This is the first point in the workflow that any amendment to the “true” stock ledger occurs. Up to this point the stock take may be discarded and recounted by rerunning the initialisation at step 2.

## Start a New Stock Take

To start a new stock take:

**Utilities > Stock Utilities > Stock Take**

The Stock Take window is displayed showing a stock locations grid.

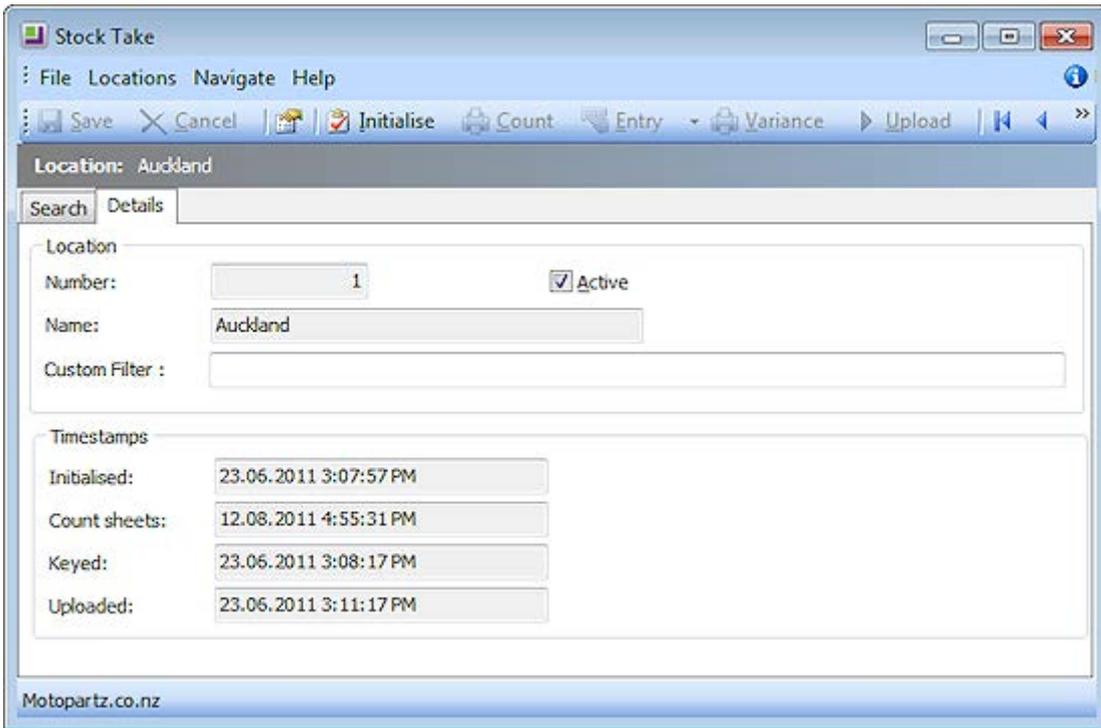


The columns Initialised, Count sheets, Keyed, and Uploaded show date-time stamps of those steps in the process. Custom filter is an additional filter as a partial SQL statement that may be applied to each location.

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

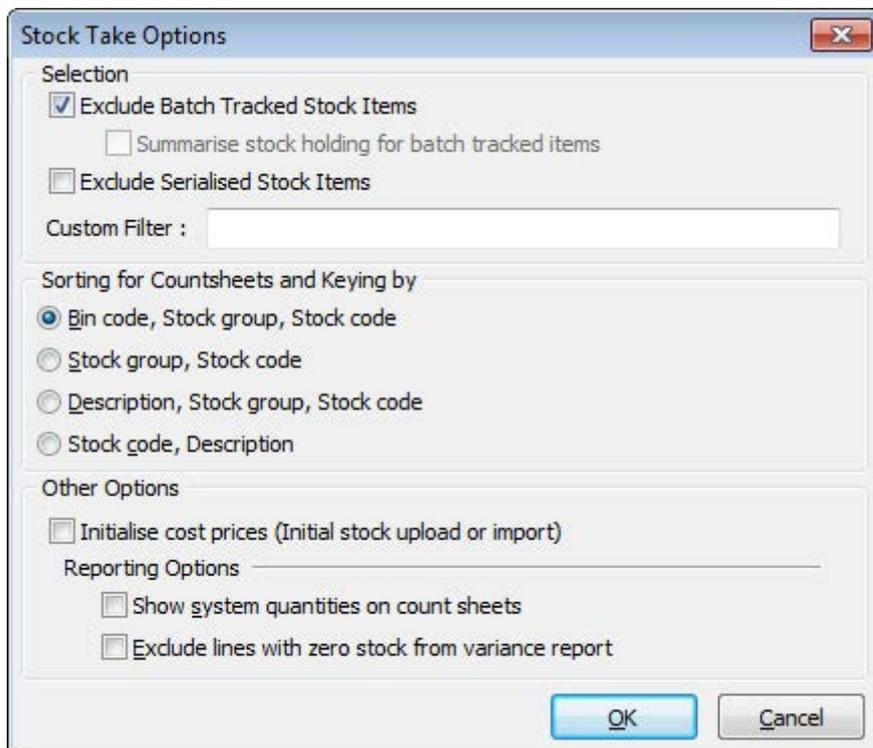
## MYOB EXO Business User Guide

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



## Options

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



## Selection

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

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

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

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

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

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

## Sorting for Countsheets and Keying by

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

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

## Other Options

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

## Reporting Options

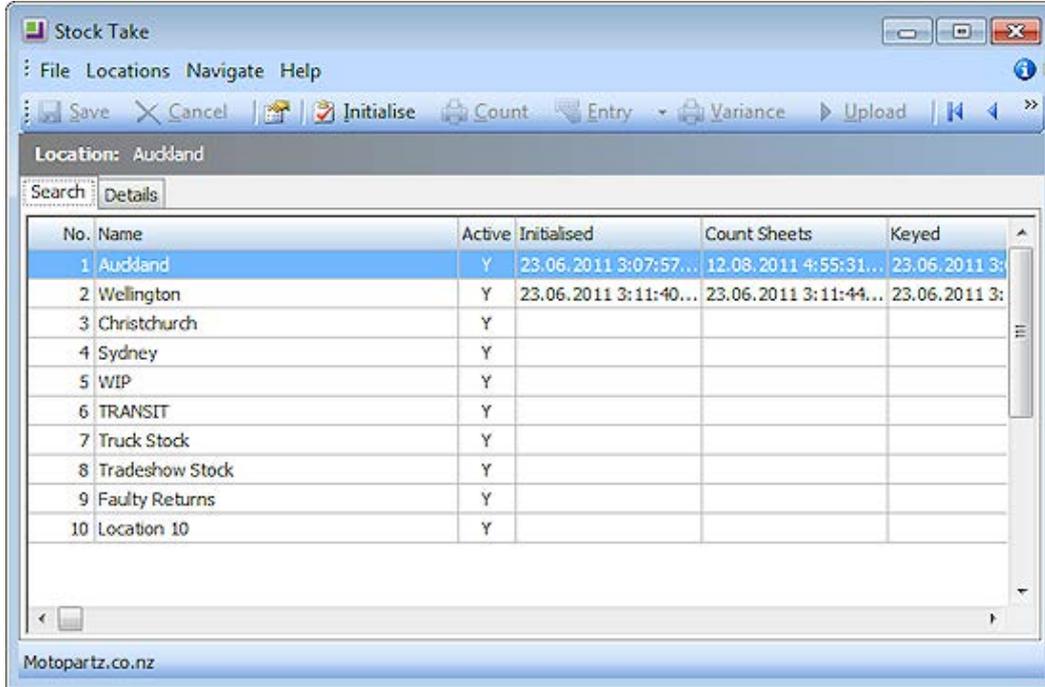
**Show system quantities on count sheets** – Check this option if you want to show the computer system quantities on the count sheets. When uncheck the system quantities do not print (blind stock take).

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

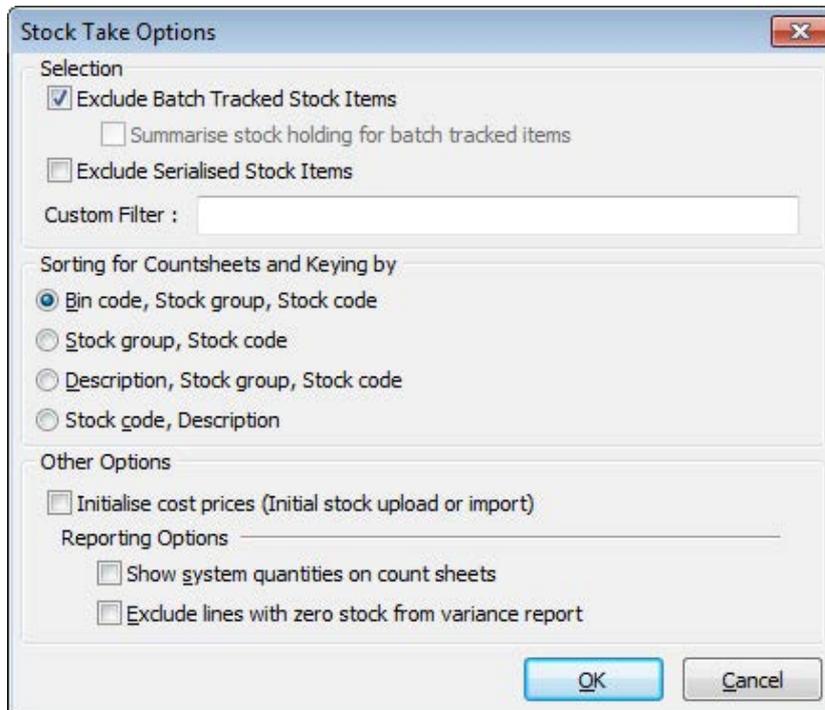
## Stock Take

### Utilities > Stock Utilities > Stock take

The stock take window assists in the stock take of all or individual stock locations. MYOB EXO Business uses an adjustment rather than an absolute value, so the result of a stock take is a positive or negative adjustment transaction to bring the levels back into line with the physical count.



1. Set Stock Take options (see page 180) for the item selection, sorting of count sheets, cost price initialisation and reporting options.



**Note:** MYOB recommends that you tick the **Initialise Cost Prices** option for initial stock upload or import for a new implementation.

2. Select a location from the list, and click **Initialise** to initialise a new stock take on the currently selected location. This takes a 'snapshot' in time, to allow stock take variances to be calculated.
3. Print count sheets for each location.
4. Key in the count quantities or import count.
5. Print variance reports for each location, to allow rechecking of any 'suspicious' count figures.

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

6. Upload the stock variation for each location to the ledger, specifying a time and period that the transactions should be entered at.
7. An optional stock take import text file can be used to import stock take figures from another source, such as a stock taking device.

### Initialise a Stock Location

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

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

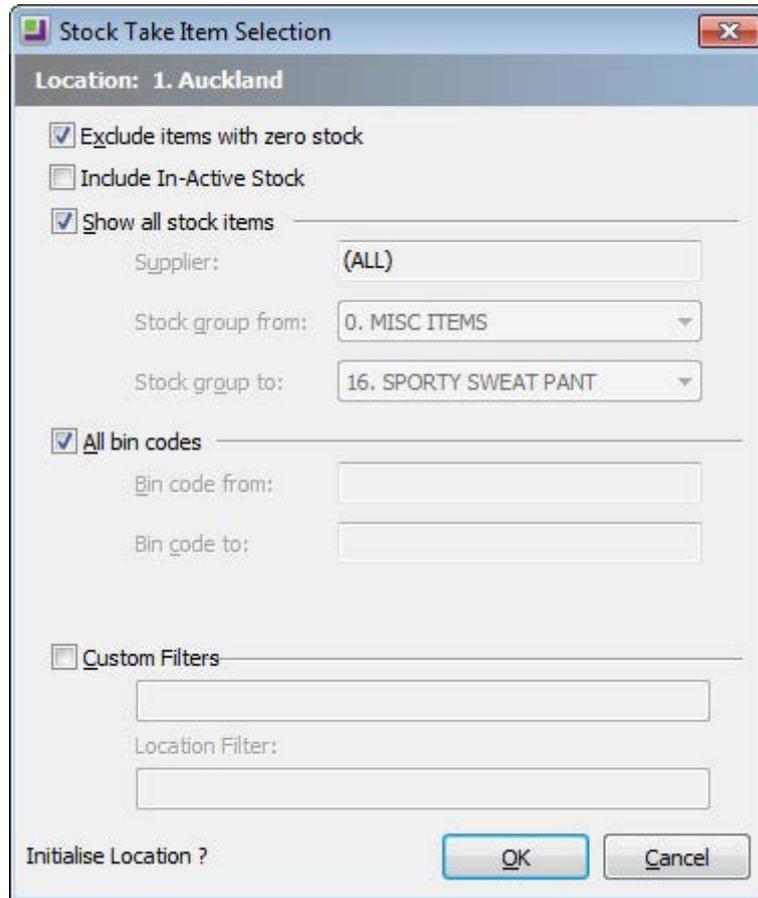
Therefore, to avoid any confusion and errors, it is best to restrict transactions and physical stock movements until you are ready to upload your stock take results.

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

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

**Initialise One Location**

To initialise one location, highlight a location in the locations grid and press the **Initialise the current location** button (📄). The Stock Take Item Selection window appears:



**Exclude items with zero stock** - Checking this checkbox will inhibit creation of stock take rows where the computer stock is zero. This is useful in reducing report sizes where there are a large number of items that are out of stock.

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

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

- The supplier code may then be keyed or searched (**? > Tab**) for.
- The stock groups will be preset to lowest and highest stock group numbers (i.e. equivalent to All)

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

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

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

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

- STOCK\_ITEMS=S
- STOCK\_LOC\_INFO=L
- BATCH\_QUANTITIES=B

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

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

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

## Print Count Sheets for Each Location

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

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

Stocktake Count Sheet						
						Sort order = Location/Bincode/Stockgroup/Stockcode
Stockcode	Description	Batch Code	Bincode	System Qty	Count Qty	
<b>Location: 1 Auckland</b>		<b>Stocktake Initialised on : 29/04/2008 1:32:58 PM</b>				
AIRFIL01	OVALCHROME AIR FILTER			56		<input type="text"/>
AIRFIL05	PRO-STLYE AIR FILTER			8		<input type="text"/>
CYLNDRH01	CAST IRON CYLINDER HEAD			3		<input type="text"/>
OILFILCD29A4	OIL FILTER - PETROL - CD29A4			22		<input type="text"/>
OILFIL				8		<input type="text"/>
FLOWSTR01	FLOWMASTER 80 SERIES CROSSFLOW					
EXHSTMANFL001	BUSCHUR RACING EXHAUSTMANIFOLD			14		<input type="text"/>
FLANGE01	FLANGE KIT			3		<input type="text"/>
JASMA2.5EX	JASMA 2.5 CAT BACK EXHAUST WITH MUFFLER			6		<input type="text"/>
MANFLDHOSESET	MANIFOLD HOSE SET			10		<input type="text"/>

Stk CountSheet.CLF  
Motopartz.co.nz

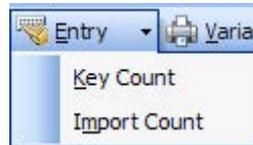
Page 1 of 2  
Printed: 29/04/2008 2:11:52 PM

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

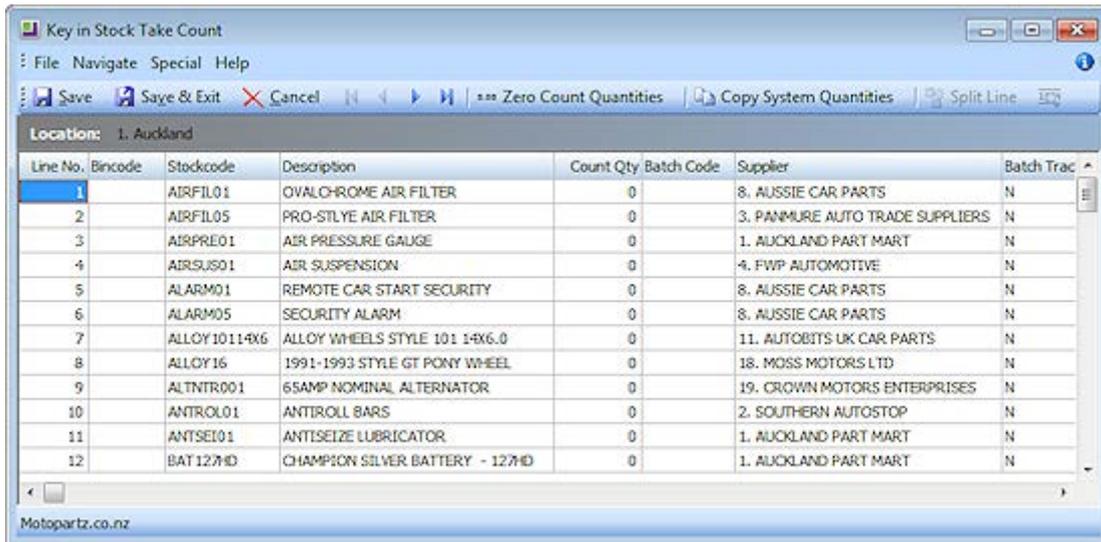
## Key in Quantities

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

To import a stock take, use the drop down next to the **Entry** button and choose **Key Count**.



The Key in Stock Take Count window appears:



The grid is pre-populated with the stock items complying with the selection criteria used in the initialisation process. The system quantities are the computer stock figures as at time of the stock take initialisation (i.e. a cloned copy).

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

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

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

- **Zero Count Quantities** – Use this button to set all counts quantities in the grid to zero. This returns the count grid to the point following initialisation without reinitialising the stock take (i.e. system quantities are not reset). This option is useful if the keying process is suspect and needs to be re-done.
- **Copy System Quantities** – Use this button to set all counted quantities equal to the system quantities (i.e. no variances). If a visual check of the count sheets indicates that only a few items have variations it may be faster to use this button and then amend counted quantities which differ.

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

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

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

## Print Variance Report

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

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

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

Stocktake Variance Report							
Stockcode	Description	System Qty	System Value	Count Qty	Count Value	Variance Qty	Variance Value
Location: 1 . Auckland							
1 . ENGINE							
AIRFL01	OVALCHROME AIR FILTER	56	2,799.41	55	2,749.42	-1	-49.99
AIRFL05	PRO-STLYE AIR FILTER	8	148.32	7	129.78	-1	-18.54
OILFILCD29A	OIL FILTER - PETROL - CD29A4	22	480.63	25	557.54	3	66.90
OILPUMP01	OIL PUMP	9	2,999.00	8	2,665.78	-1	-333.22
THERMO01	THERMOSTAT	10	399.50	14	559.30	4	159.80
ENGINE totals		105	\$6,836.86	109	\$6,661.82	4	-\$175.05
2 . ELECTRICAL							
ALTNTR001	65AMP NOMINAL ALTERNATOR	7	1,061.83	5	759.45	-2	-303.38
			330.25	0	0.00	-16	-730.25

## Upload Stock Load to Ledger

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

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

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

**Post Stock Take Transactions** X

Transaction date: 21.09.2011 📅

Transaction period: 0. September 2011 ▼

Post to branch: 0. AUCKLAND ▼

Analysis Codes:  ⋮

## MYOB EXO Business User Guide

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

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

## Import Stock Take

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

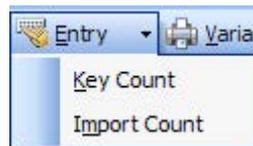
Any rows in the import file for stock items that were not initialised will be rejected. If using selection criteria in the stock take initialisation then please be sure the criteria will initialise all items that will be imported.

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

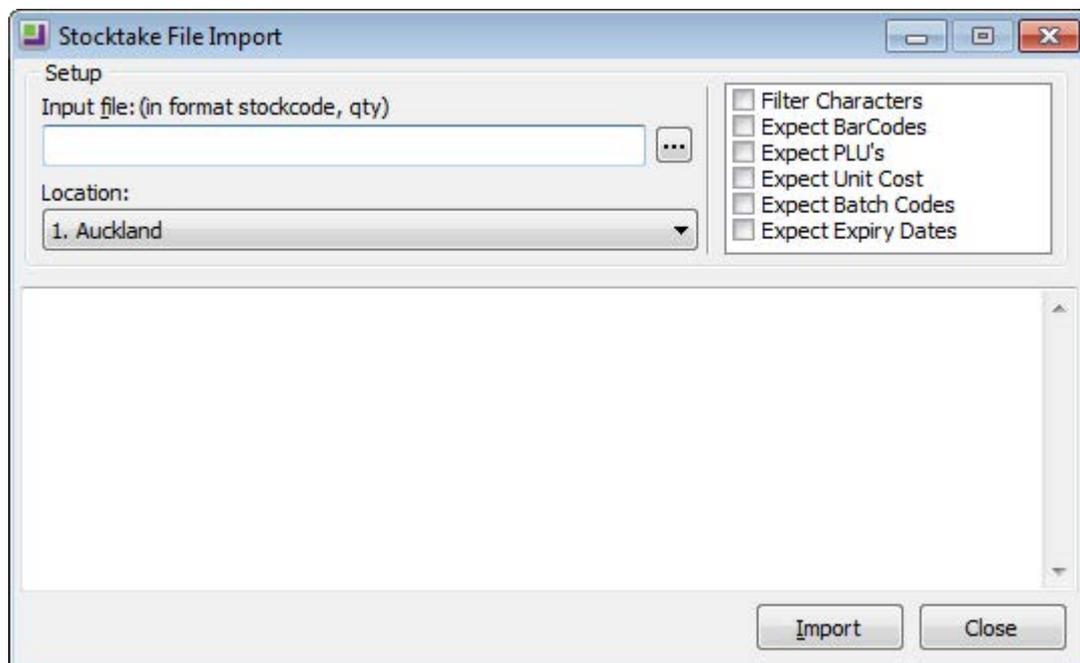
The file to be imported should be a CSV (comma separated variable) file containing fields Stockcode and Quantity (in that order). Stockcode can be replaced by Barcode and is resolved to Stockcode during the import.

### *Importing a stock take*

To import a stock take, use the drop down next to the **Entry** button and choose **Import Count**.



The Stocktake File Import dialog appears:



The name of the CSV file to be imported should be keyed in the field Input File. Alternatively use the ellipses button to locate the file.

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

A number of checkbox options also appear.

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

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

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

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

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

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

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

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

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

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

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

## Stock Take - Advanced Features

### ***Stock Take - Advanced Features***

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

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

### ***Keying Stock Batch Codes***

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

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

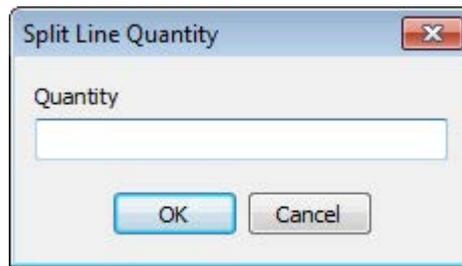
When summarising batch-tracked items, only a single row per stock item is initially present. The row will initially have a blank batch code. A total for the item /location may therefore be keyed without performing a batch breakdown. If the System quantity does not match the counted quantity then a batch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

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

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

## MYOB EXO Business User Guide

Use this button to perform a split. The focused row will split into two rows so that different batch numbers may be applied to each. When clicked a dialog appears:



Enter the quantity for the new line. The remainder will be left on the original line. The maximum quantity that may be entered is 1 less than on the original line. Enter a new or an existing batch code (different from the original) on the new row.

**Tip:** A batch number can be “corrected” by splitting a line and entering a new batch code to the new row. Key the required quantity to the new row and zero the counted quantity on the old row.

**Note:** If the profile **Blank batch code warning** is set, batch codes will be verified both on saving within the keying window and again when uploading.

### Keying Stock Serial Numbers

#### Utilities > Stock Utilities > Serial Number Tracking

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

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

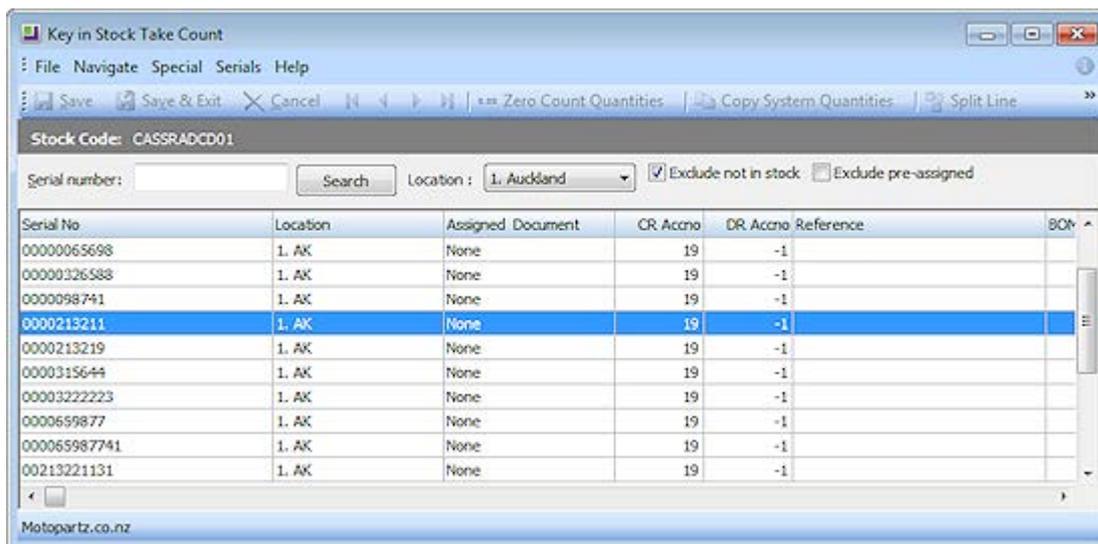
There is no provision to import serialised stock take information.

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

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

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

The existing in-stock serials are presented in a grid similar to the serials grid in the stock account window:



**Note:** These are only the in-stock serials and only for the location being keyed.

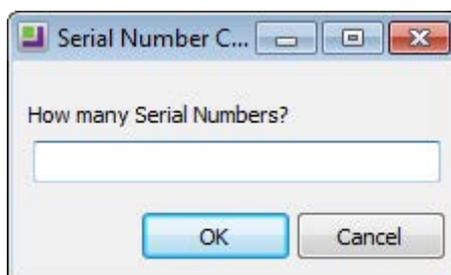
Buttons at the right of the toolbar allow modification of this list. Another button closes the serials window and returns to the usual stock take count window.

- **Back to Stock Take** - Use this button to return to the main stock take count window.
-  **Add new serial numbers** - Use this button to add more serial numbers to the list.
-  **Edit the selected serial number** - Use this button to change the properties of the highlighted serial number (including the serial number itself).
-  **Remove the selected serial number** - Use this button to delete the highlighted serial number.
-  **De-assign the select serial number** - Use this button to remove the selected number from its assigned document.

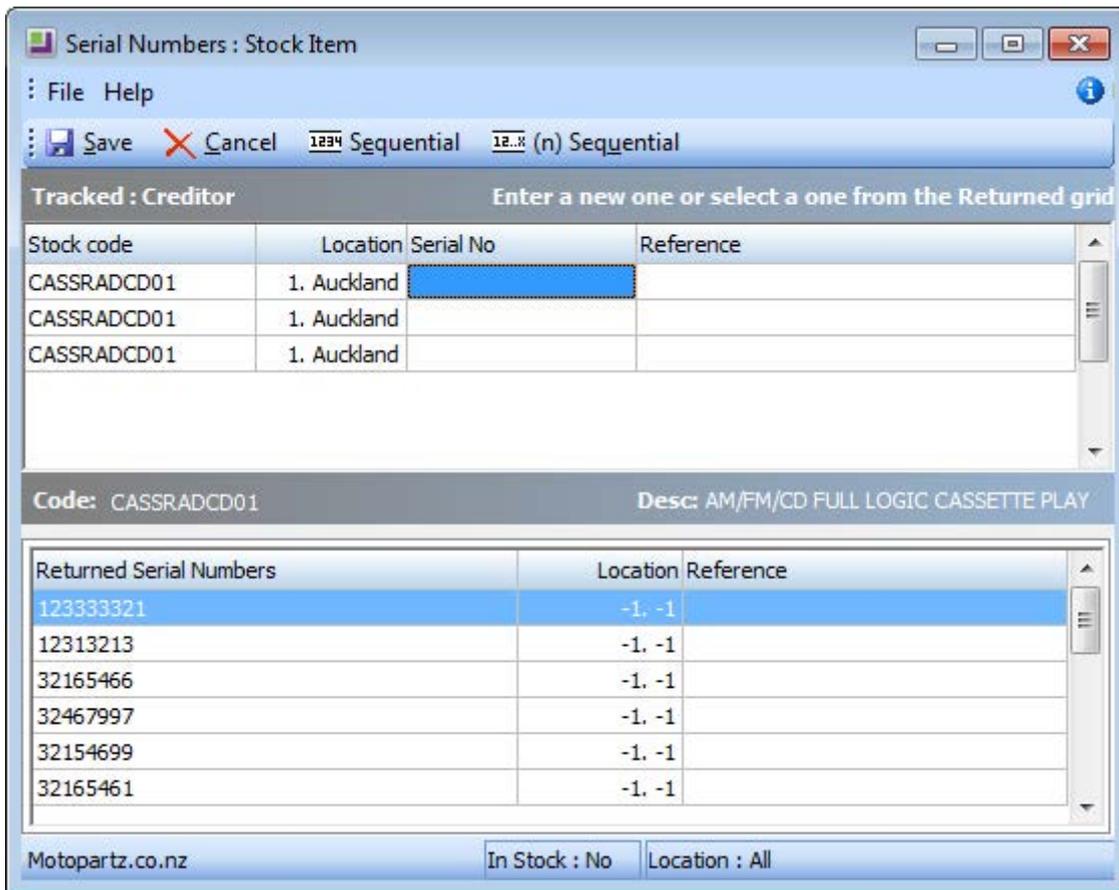
**Note:** The availability of the serial number editing buttons depends on the **Allow serial number override** User-level profile setting. If this is set to "N", only the **Back to Stock Take** button is available.

### Add new serial numbers

Clicking the **Add new serial numbers** button will open another window to permit one or more serial numbers to be specified and added to the list. Before it can offer a grid with the appropriate number of rows to be filled, the system needs to know how many additional serials are required.



Enter the required number of new serials and click **OK**. The new serials grid will then be displayed.



Complete the serial numbers (and expiry dates or references if applicable) and then click Save to create these serials. The system will ensure that duplicate serial numbers are not created within a stock item (any location).

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

### Edit the selected serial number

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

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

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

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

### Remove the selected serial number

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

### Taking on Stock with Unit Costs

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

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

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

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

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

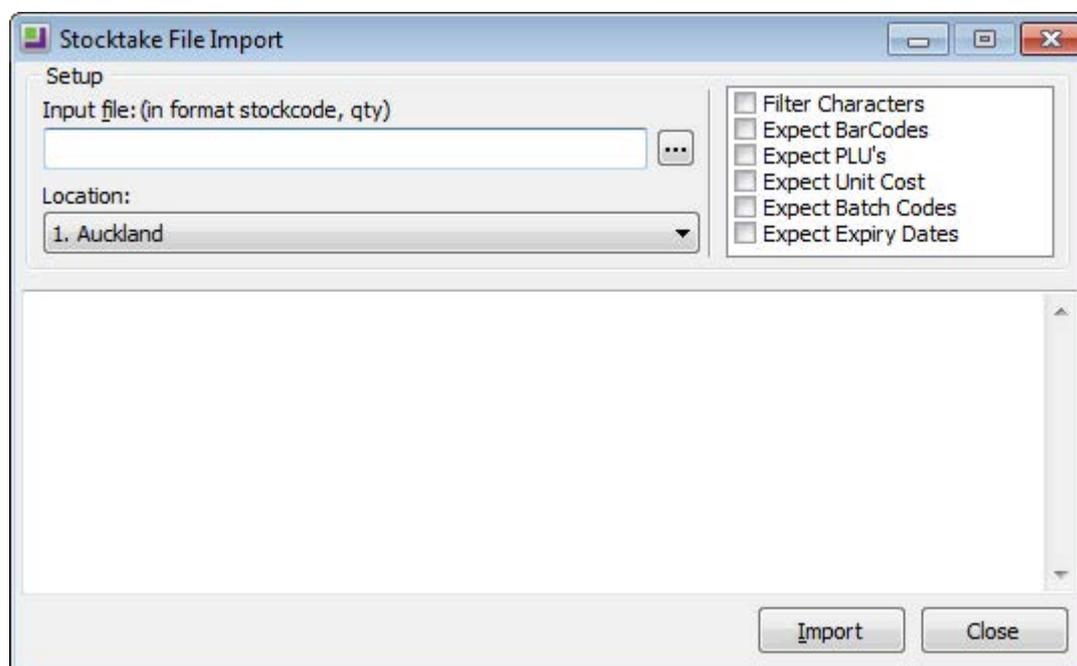
This cost is stored with the stock take data and will be used as the unit cost of the variance stock transaction when the stock take upload is performed.

The uploaded variance transaction performs the usual average stock calculation.

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

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

Unit costs may also be used with the stock take import. In the stock take import window check the **Expect Unit Cost** option to indicate that the import file contains this extra column.



When previous quantities for an item exist in the stock take (e.g. from a previous import file or multiple rows for the same item in the current import file) then the unit cost in the stock take for the item will be averaged from the multiple imported entries.

## Dealing with Stock Movements

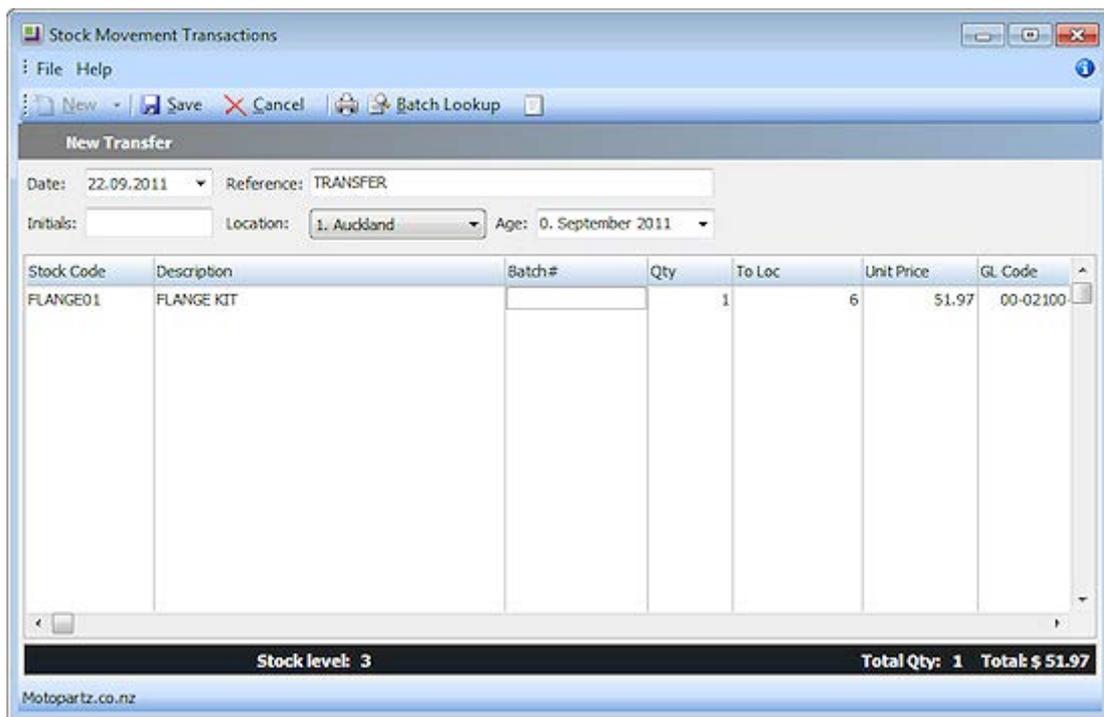
### Entering a Stock Movement Transaction

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

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

To enter a stock movement transaction:

1. Open the Stock Transactions window (**Transactions > Stock > Manual Stock Movements**).



2. Click **New** and select the stock movement type required.
  - **Sale** – moves stock OUT and updates the stock sales figures. It is mainly used to create stock turnover history when beginning a new MYOB EXO Business implementation, although the usual method is via a sales order or debtor invoice.
  - **Receipt** – moves stock IN and updates the *Average Cost* and *Latest Cost* figures. The usual method is via the purchase order and creditor’s invoice.
  - **Transfer** – moves stock from one location to another. A location transfer will only affect the ‘in stock’ quantity; it will not affect the sales units/values or reports.
  - **Adjust Out** – DECREASES the stock level for reasons other than sales. For example: damaged stock, shrinkage or manual stock take.
  - **Adjust In** – INCREASES the stock levels for any purpose other than a normal stock procedure. Adjustment journals will only affect the In Stock quantity and it will not affect your purchase totals or reports.
  - **Average Cost Adjustment** – adjusts the average cost of a stock item.
3. Enter the header information, e.g. *Date*, *Location* and *Period* that the transaction will be posted.

4. Enter the transaction details, e.g. *Stock code, Quantity, Location, Batch Code* and *GL code*.
5. RIGHT-CLICK on the line details window to create a one-off stock item or view stock levels.
6. Add narrative to the transaction by clicking on the **Narrative** icon.
7. Click **Save** to process stock transaction. The system will prompt to print a stock transaction document.

### Field Definitions

The grid header fields are detailed in the table below:

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

## Notes

- Click the **Batch Lookup** button to display the Batch No Lookup window to view batch code information on all locations for a batch tracked stock item.
- Serial tracked items will prompt for serial numbers on saving the movement.
- The ability to create any or all of these transaction types can be controlled by the setup of the user's menu. On the Stock Transactions Entry procedure, disable particular stock movement types by entering -S (Sale), -R (Receipt), -T (Transfer), -I (Adjust In), -O (Adjust Out), -C (Cost Adjustment).

## One-Off Stock Items

### About One-Off Stock Items

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

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

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

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

### Setting up EXO Business for One-Off Stock Items

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

- Setting up a one-off stock item template, which will be used to copy from when creating a new one-off stock item, and
- Setting up for rapid one-off stock items, which will automatically add a prefix and suffix to any new one-off stock item codes to identify them.

#### ***Setting up a One-Off Stock Item Template***

1. Create a new stock item, with a generic name to cover the attributes of new one-off stock items you are likely to require, for example 'TradeIn' for trading in used cars.
2. Set the **Classification** to "TEMPLATE".
3. In the Flags section, set the stock item to inactive (i.e. untick the **Active** checkbox), and make the stock item a lookup item (tick the **Lookup** checkbox).

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

4. Click **Save**.

## Setting up for Rapid One-Off Stock Items

1. In MYOB EXO Config, go to **Administration > Stock > Stock Groups**.
2. For each stock group for which you need to be able to create one-off stock items, double-click on the stock group.

The screenshot shows the 'Details' window for a stock group. It includes the following fields and sections:

- Details:** Stock group number (with a checked 'Active' checkbox), Stock group name, Parent group (dropdown), Report code.
- Web Site:**  Display on website, Web site picture.
- One-Off Stock Item Codes:** Autocode prefix, Autocode suffix (with 'e.g:' text).
- Profit:** Expected margin, Margin variance +/-.
- Ledger Posting Profile:** Sales GL code (01000-00), Cost of sales GL code (02050-00), Purch Clearing GL Code (05550-00). Each code has a selection icon.

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

## Creating a One-Off Stock Item

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

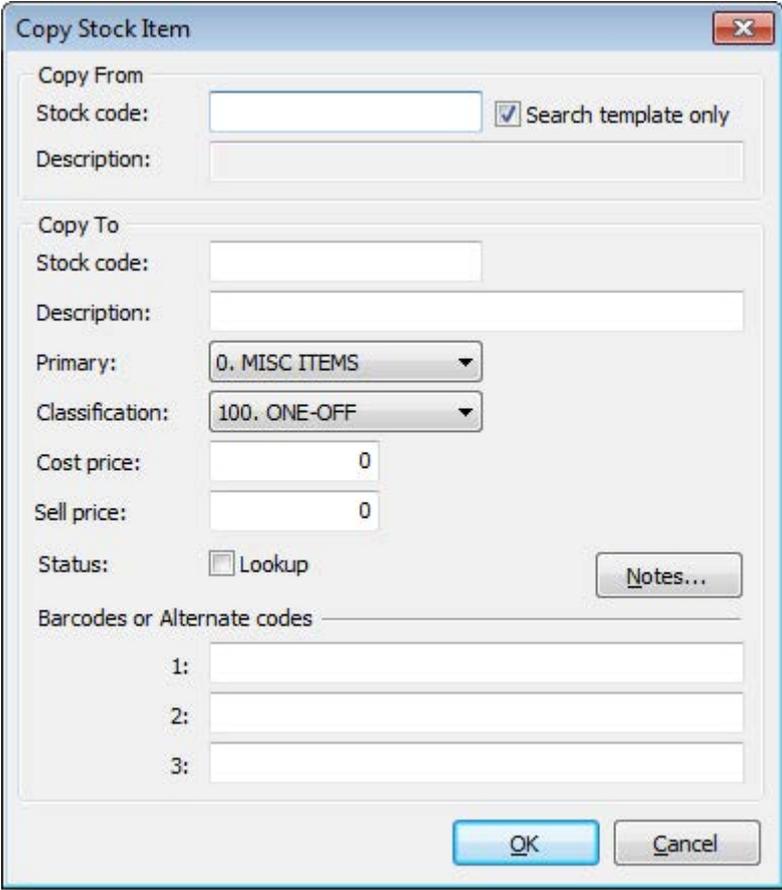
For example, if a second hand TV is to be traded in, a one-off stock item could be created from a "TVTRADE" template stock item on a negative quantity Sales Order, or on a Purchase Order.

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

## MYOB EXO Business User Guide

To create a one-off stock item:

1. Open the transaction that is to have a one-off stock item created, e.g. a Debtor invoice.
2. Right-click on the transaction line in the grid and select **Create one-off stock item**. Alternatively, press CTRL+O. The following window opens:



The screenshot shows the 'Copy Stock Item' dialog box. It has a title bar with a close button. The main area is divided into two sections: 'Copy From' and 'Copy To'. In the 'Copy From' section, there is a 'Stock code' field with a search icon and a checked 'Search template only' checkbox, and a 'Description' field. In the 'Copy To' section, there are 'Stock code' and 'Description' fields, a 'Primary' dropdown menu set to '0. MISC ITEMS', a 'Classification' dropdown menu set to '100. ONE-OFF', 'Cost price' and 'Sell price' fields both set to '0', a 'Status' checkbox for 'Lookup', and a 'Notes...' button. At the bottom, there are three 'Barcodes or Alternate codes' fields labeled 1, 2, and 3. 'OK' and 'Cancel' buttons are at the bottom right.

3. Enter a stock item into the **Stock code** field in the Copy From section, or search for a stock item by typing '?' and pressing ENTER. Check the **Include inactive items** checkbox and click **Search**. Selecting the **Search template only** option will restrict the search to stock items with a classification of "TEMPLATE".
4. If the Copy From **Stock code** belongs to a stock group with an Autocode prefix/suffix set up, then an automatically generated stock code will be entered in the Copy To **Stock code** field. This Stock code can be accepted or overridden.
5. A serial number could also be scanned as the new Stock code, or part of the new Stock code as long as it can be guaranteed that this will be unique.
6. Enter in any remaining details of the new stock item as required.
7. Click **OK**.

### **Automatically Inactive Stock Items**

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

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

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

## Stock Serial Numbers

### About Serial Numbers

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

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

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

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

### **Serial Numbers versus Batch Numbers**

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

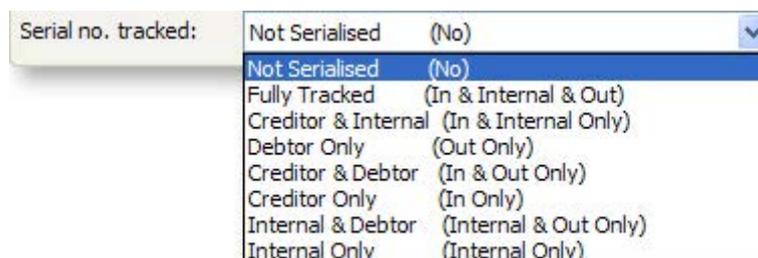
- Each serial number has an implicit quantity of one. They cannot be used with decimalised or zero quantities. Batch numbers have a quantity and these can be decimalised.
- Multiple serial numbers can apply to a single document line and stock transaction. The batch number for a document line must be constant for the entire line quantity. If multiple batches are required per stock item on the document then multiple document lines must be entered.
- Serial numbers are entered in a separate grid or form usually appearing during the document Save process. Batch numbers are entered directly on the document line prior to saving.
- Serial numbers are maintained against the database by application program code. Batch numbers are maintained from triggers in the database when a stock transaction containing a batch number is committed.

### **Serial Number Types**

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

- Creditor (Supplier), e.g. purchase orders and Creditor invoices
- Internal (no Creditor or Debtor), e.g. adjustments, transfers and works orders
- Debtors (Customer), e.g. sales orders and Debtor invoices

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



## MYOB EXO Business User Guide

The types offered are:

- Not Serialised – the item is not serialised. Serial number dialogs and tabs will not appear for this item.
- Fully Tracked (Creditor, Internal, Debtor) – the item is serial tracked for all stock transaction types. This setting ensures that a serial number list by location will match the total in stock quantity for that location. It requires that serial numbers be identified for all stock movements and is therefore maintenance intensive.
- Creditor and Internal – the item is serial tracked only for the inwards supply chain, i.e. a transaction associated with supplier/Creditor processing and internal stock movements but not transactions associated with Debtors. Use this setting if you need to trace the source of a serial number (including internal transfers) but do not require information on the customer it was sold to.
- Debtor Only – the item is only tracked for transactions associated with a Debtor. Use this option if you only require tracing customer sales by serial number (e.g. for customer warranty purposes) and do not require serial detail for purchases or stock on hand.
- Creditor & Debtor – the item is tracked for all movements except internal movements (e.g. transfers). Use this option if you need to know both trading partners associated with this item (e.g. for both Supplier and Customer warranty), but do not need to keep stock levels by serial. This option can reduce the required serial processing compared to “Fully Tracked” when lots of adjustments, transfers, or works orders are involved.
- Creditor Only - the item is only tracked for transactions associated with a Creditor. Use this option if you only require tracing supplier purchases by serial number (e.g. for supplier warranty purposes) and do not require serial detail for stock on hand or sales.
- Internal & Debtor – the item is serial tracked only for the outwards demand chain, i.e. a transaction associated with customer/Debtor processing and internal stock movements but not transactions associated with Creditors. Use this setting if you need to trace the destination of a serial number (including internal transfers) but do not require information on the supplier it was obtained from.
- Internal Only – the item is tracked only for internal movements that do not involve either a Creditor or Debtor. Use this setting if you do not require the tracking of the purchase of this item but do need to trace it through internal transfers or consumption (e.g. raw materials used in production).

### ***Stock Levels and Serial Numbers***

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

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

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

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

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

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

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

## Serial Number Processing

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

Stock code	Location	Serial No	Reference
CASSRADCD01	1. Auckland		
CASSRADCD01	1. Auckland		
CASSRADCD01	1. Auckland		

Code: CASSRADCD01 Desc: AM/FM/CD FULL LOGIC CASSETTE PLAY

Existing Serial Numbers	Location	Reference
46541323	1. Auckland	
63213246	1. Auckland	
0000098741	1. Auckland	
0000213211	1. Auckland	
0000213219	1. Auckland	
0000315644	1. Auckland	
0000659877	1. Auckland	
00213221131	1. Auckland	

Motopartz.co.nz In Stock : Yes Location : Auckland

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

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

## MYOB EXO Business User Guide

As the top grid is navigated:

- The lower grey bar will show the stock item code and name, and the upper grey bar will show the serial number type and available actions.
- The lower grid will show any applicable serial number list for the item in focus.
- The status bar beneath shows the filters that were applied in presenting this list and stock the stock status, location selection, and account selection.

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

### ***Navigation and Data Entry***

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

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

- When the cursor focus is in a **Serial No** cell of the upper grid, the left and right arrows move along this upper grid row, while the up and down arrows move the selected line in the lower grid. If the cursor focus is in another upper grid column (e.g. **Expiry** or **Reference**) then the up and down arrows navigate the top grid.
- Entering, scanning or selecting a serial number will move the focus line of the top grid down one row. This accommodates rapid entry.
- If an entered serial number matches an entry in the lower list, it is selected. Selection can also be done using a mouse or navigating the bottom grid and pressing ENTER. A selected serial will copy all its static attributes such as Expiry and Reference.
- Selected serials disappear from the bottom grid so that they may not be selected multiple times. If a serial is selected in error, simply select another. The newly selected serial will replace the previous selection, and the replaced serial will be returned as the last row on the bottom list (i.e. the lower grid is not automatically resorted).

### **Sequential Entry**

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

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

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

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

## Closing the Serials Window

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

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

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

## Pre-assignment

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

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

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

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

## Reporting on Serial Numbers

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

### Clarity

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

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

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

Older FMT reports do not support reporting from the STOCK\_SERIALS table.

### Serial Number Tracking

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

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

## MYOB EXO Business User Guide

The available drill-down features are:

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

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

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

## Additional Serial Number Considerations

### ***Changing Serial Number Types***

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

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

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

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

### ***Crediting Serials (Returns)***

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

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

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

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

### ***Deferred Invoicing***

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

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

### ***Last-link Storage***

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

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

Note that STOCKINSEQNO and STOCKOUTSEQNO are direct (non-visible) links to the STOCK\_TRANSACTIONS table and apply to multiple business transaction classes. A STOCKINSEQNO originally linked to the STOCK\_TRANS for an INWARDS\_GOODS\_LINE may be overwritten with the link to a STOCK\_TRANS associated with a CR\_INVLINE used to return the goods to supplier. Both the IGRLINESEQNO and the CRINVLINSEQNO in STOCK\_SERAILNOS remain valid but the original STOCKINSEQNO link to the STOCK\_TRANS for the incoming goods is lost.

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

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

## Stock Take

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

**Note:** To exclude serial numbered items from stock take, enable the Company-level profile setting **Exclude stock items with serial numbers from stock take**, or tick the **Exclude Serialised Stock Items** option on the **Stock Take Options window** (see page 180).

Stock adjustments for serial numbered items pose their own considerations:

- If the stock item is of serial type Fully Tracked, then any adjustments must also provide the additional serials or determine which serials to be removed. This can be done by keying stock adjustments in the Stock Movements screen.
- Other serial types do not insist that the sum of serials for a stock item / location combination match the stock level. It therefore becomes the user's choice if serial numbers are to be adjusted in association with stock take discrepancies. This consideration would normally only apply to serial types with the Internal attribute.

## Reference Field

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

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

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

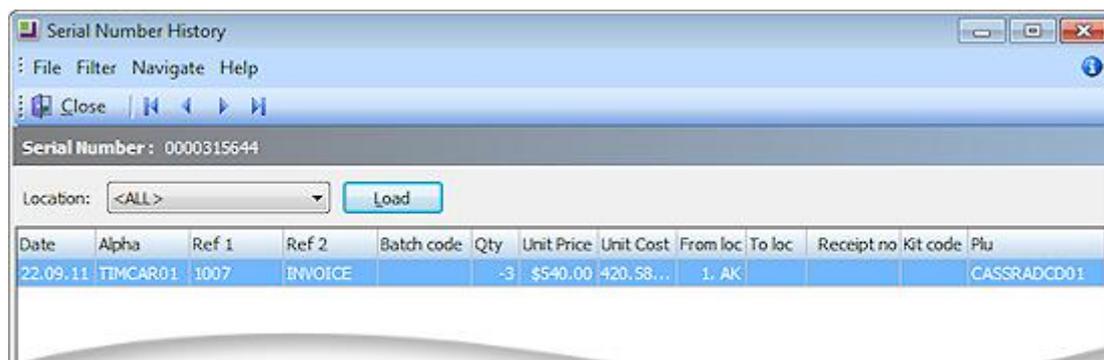
Although serial numbers are identified during processing by their recorded serial number the system assigns each serial number a unique identifier to each item (SEQNO). EXO Business does not use the actual value of the serial number field for linking purposes therefore this tool can safely change it.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

**Note:** **Extra Fields functionality** (see page 23) is not supported on the STOCK\_SERIALNOS table.

## Serial Number History

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

On the Serials tab of the Debtors, Creditor and Stock account screen, the right click menu includes a **View History** item. This opens a window of stock transactions associated with the serial number:



Transactions in this window can be drilled into in the same way as on the main Transactions tab in the stock account screen.

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

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

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

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

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

## Advanced Serial Number Features

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

### **Expiry Dates**

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

### **Pre-Assignment**

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

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

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

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

## MYOB EXO Business User Guide

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

- Create a serial number record prior to actual stock transaction processing.
- Tag a serial to a particular document so that it is unavailable for selection on any other document.
- Allow rapid recall of the pre-assigned list at time of generating the stock transaction.

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

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

- N - not assigned
- i - Inwards Goods (Supplier)
- o - Sales Order (Customer)
- q - Stock Transfer Requests (Internal)
- r - (Reserved for future use)

**Note:** These values are case-sensitive.

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

### ***Bills of Materials***

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

The BILLCODE is stored in the field STOCK\_SERIALNOS.KITCODE for participating serial numbers.

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

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

- A BOM of type "Kit" sells the component directly and does not manufacture an output item. A serial number will therefore not be requested for the OUTPUTCODE. The component lines are true sales lines and therefore serial numbers will be requested only if the stock item's serial type contains the debtor attribute.
- A BOM of type "Build" (manufactured) involves two simultaneous processing functions: manufacture (internal attribute) and sale (Debtor attribute). Serial numbers will be requested for items (both components and output) that have either internal and/or Debtor attributes.

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

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

## Style, Size, Colour

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

## Fitness for Purpose

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

## Style Colour Size Profile Settings

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

### Enable Style Colour Size features

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

### Style Colour Picker Swap Axis

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

The default setting has colour as the vertical axis:

