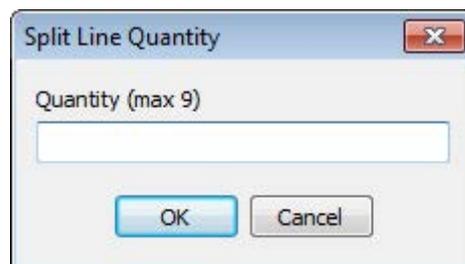


To split delivery and/or payment for a single sales line with a quantity of more than one:

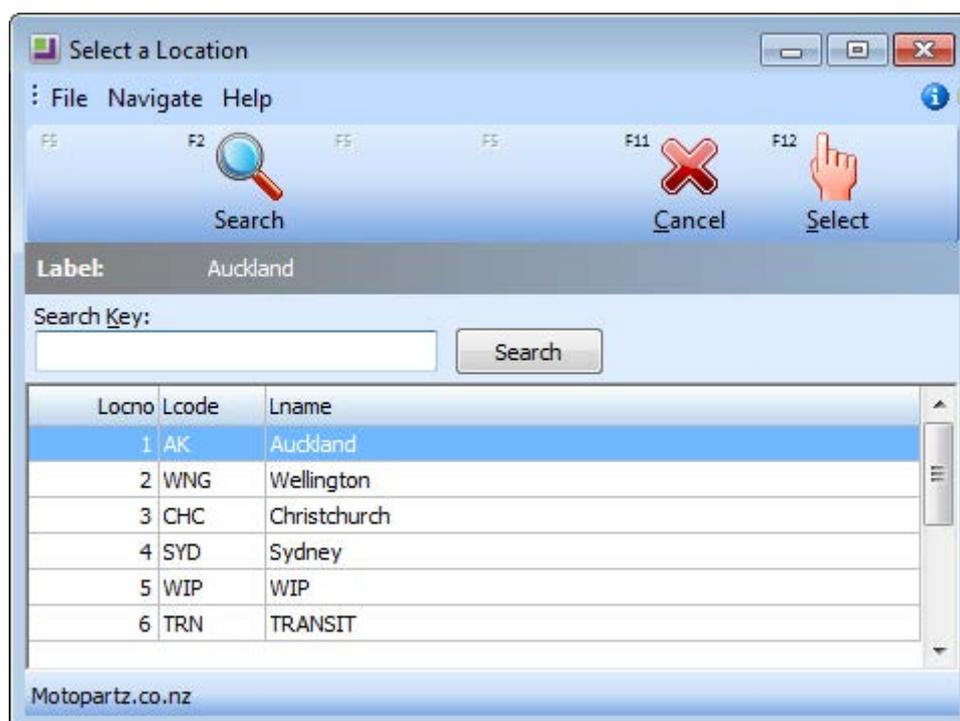
1. Select the sales line and click the **Split Line** button or press F2.
2. The following window is displayed:



Enter a quantity and click **OK**. The sales line is split into two lines, where the new line has the quantity you specify, and the existing line has the remaining balance.

To supply a sales line from a different location:

1. Select the sales line and click the **Location** button or press F3.
2. The Select a Location window is displayed:



Choose the required location and click **Select**.

As you change the delivery and/or payment status of each sales line, the totals at the bottom of the window are dynamically updated with each change:

- The Cart Totals area gives the total value of the sale, with a breakdown total for Quote, Invoice and Order.
- The Payment Totals area gives the total being paid now.

Click **Next** or press F12 when you have specified the delivery and payment requirements for the sale to continue with the sales process and complete the sale.

## Adding Dollar Value Discount Lines

You can add a dollar value discount line attached to a product line or as an additional line in a Bill of Materials.

A new stock item classification called Discounts allows you to create your discount stock items. While elsewhere in EXO Business the Discount stock item behaves just like any other (lookup) stock item. You can right-click on a sales line and append a discount line to the sales line. If you only use one discount stock item, it will automatically populate the line when you append the discount: if you use multiple discount stock items, you can choose the required discount from the search box that appears.

The discount line will then stay linked with the sales line up until the time of invoicing, so even if you park a transaction and retrieve it, the discount line is still attached to the sales line.

The discount line attaches itself to the sales line to which you've added the discount line; delete the sales line and you also delete the discount.

From a General Ledger perspective, Discount lookup stock items are handled as separate stock items. They do not inherit the Sales account, Cost of Sale account or stock group of the stock item sales line to which they are appended. This may lead to some discrepancies in your reporting.

**Note:** The amount of discount a staff member can give is limited to the **Discount Rate Limit** set for that staff member in the EXO Business Configuration Assistant (**Staff > Users > Authority tab**).

### ***Creating a Discount Lookup Stock Item***

To add dollar value discounts to stock items, you first need to create a lookup Discount stock item.

Create a new stock item in EXO Business, specifying the following details:

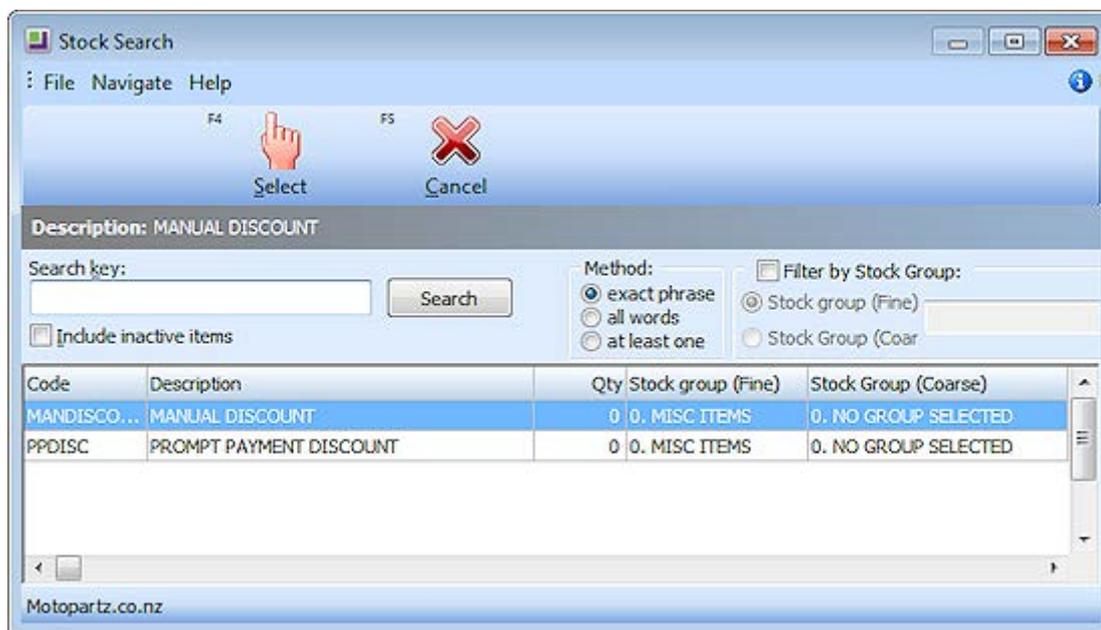
- Select "DISCOUNT" for the item's **Classification** property.
- Tick the **Lookup** checkbox.

You can create multiple discount items if necessary.

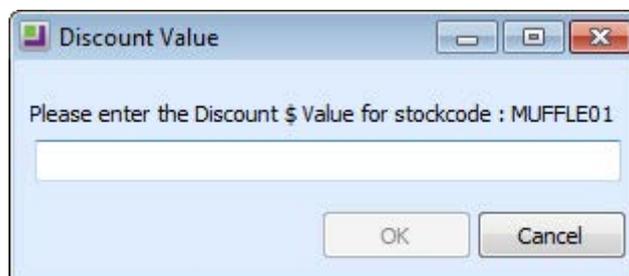
### Applying a Dollar Value Discount Line

To apply a dollar value discount to a sales line:

1. Select the sales line and press CTRL+M, or right-click on the sales line and select **Append Discount \$ Line**.
2. If more than one stock item with a classification of “DISCOUNT” exists, a Stock Search window of all such items will be presented. If there is only one item then it will be selected automatically and the search window will not appear.



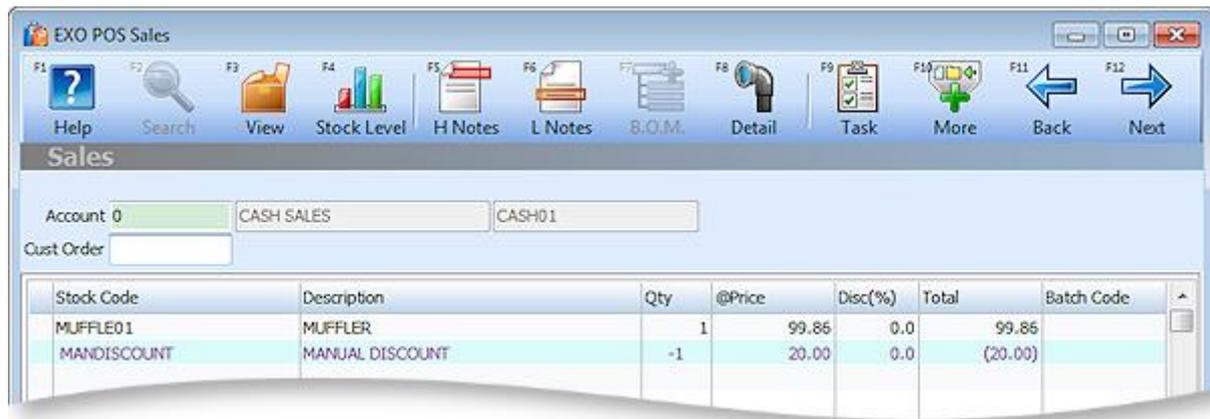
3. Select the discount to apply and click **Select**. The following window is displayed:



4. Enter the dollar amount of the discount you want to apply to the sales line and click **OK**.

## MYOB EXO Business POS

The Discount line is appended to the sales line in the grid, with a negative quantity of one, and the total discount in parentheses in the Total column.



The screenshot shows the 'EXO POS Sales' window. At the top, there is a menu bar with icons for Help, Search, View, Stock Level, H Notes, L Notes, B.O.M., Detail, Task, More, Back, and Next. Below the menu bar, there are input fields for 'Account 0' (containing 'CASH SALES'), 'CASH01', and 'Cust Order'. The main area is a grid with the following data:

Stock Code	Description	Qty	@Price	Disc(%)	Total	Batch Code
MUFFLE01	MUFFLER	1	99.86	0.0	99.86	
MANDISCOUNT	MANUAL DISCOUNT	-1	20.00	0.0	(20.00)	

You can delete a discount line as you would any other sales line. Deleting the line to which the discount is attached will also delete the discount line.

**Note:** this method of discount is not apportioned to the item to which it is attached. It effectively represents a credit of a separate product. It does not affect the margin of the item to which it is attached. It will post to the General ledger codes specified on the discount stock item.

**Note:** The lines are given a unique KITSEQNO. This can be used in Clarity reporting. Discount lines may be used within a Bill of Materials, but are tied to the header regardless of where they are positioned within the Bill of Materials. Pricing roll-up to the header will occur.

## Warranties

You can sell warranties in the Point of Sale module. You can associate multiple warranties with a single stock item, and also set a default warranty, such as the basic manufacturer's warranty, for a stock item. When you sell a warrantable item in POS, you are automatically prompted with an opportunity to up-sell a warranty with the stock item.

### Setting up warranties

There are four steps in setting up warranties in POS.

#### Turn on the warranty feature in POS

To enable the warranty feature, enable the profile setting **Enable to track extended warranties in POS**.

#### Create warranty lookup stock items

For each warranty you want to sell, you must first create a chargeable warranty stock item. This is the item sold when the warranty is selected at time of sale.

Create a new stock item in EXO Business, specifying the following details:

- Select "WARRANTY" for the item's **Classification** property.
- Tick the **Lookup** checkbox.

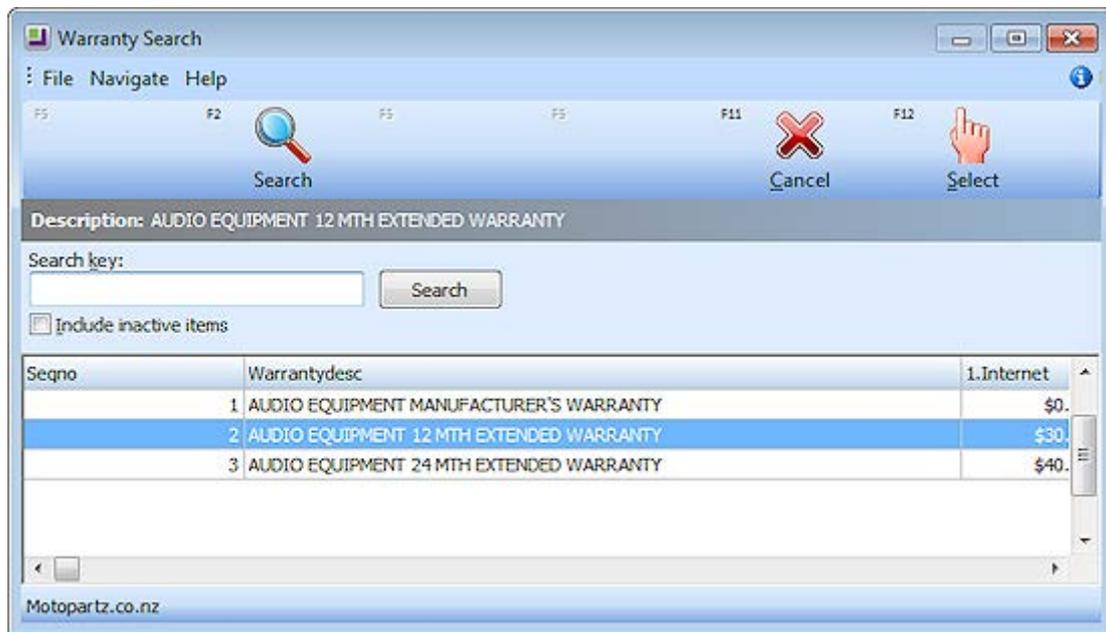
The price for the warranty comes from this stock item.



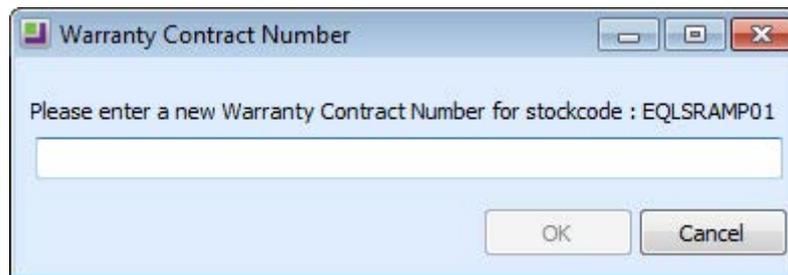
## MYOB EXO Business POS

To add a warranty to a warrantable item:

1. Highlight the warrantable item that you want to add a warranty to and click **Add Warranty** or press F5. The warranties that are available for this stock item are displayed, with the default warranty highlighted:

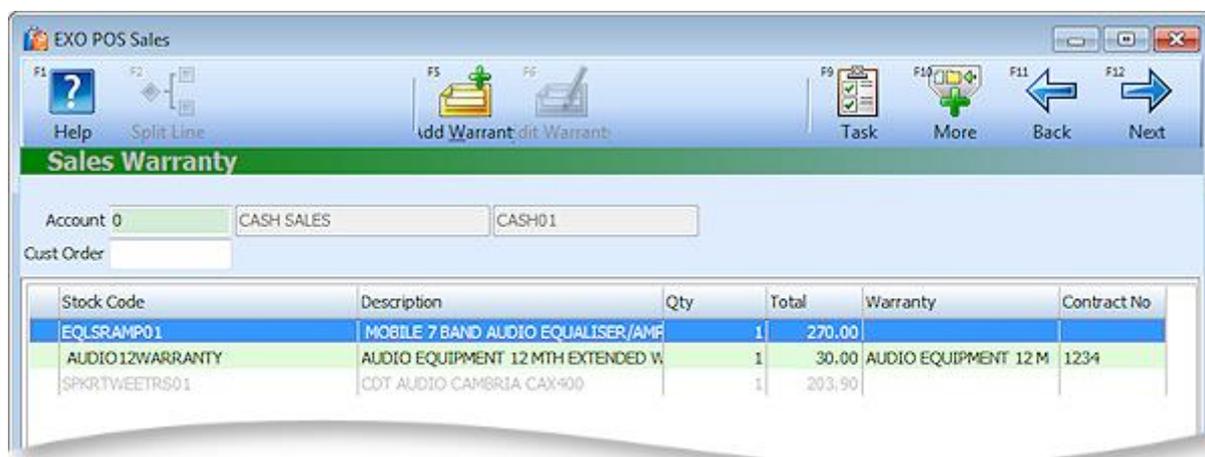


2. Select the required warranty. The Warranty Contract Number window is displayed:



3. Enter the warranty contract number. This will typically be pre-printed on the warranty form completed on behalf of the customer. Up to 50 characters may entered. There is no validation or check for duplication on this number. Click **OK**.

The warranty is added to your sale, and the total information is updated.



More than one warranty can be added to an item if required. If you proceed from the warranties screen using the **Next** button, then the system will check to see if you have any warrantable items for which warranties have not been entered and inform you if this is the case.

**Note:** The warranty number can be printed on the invoice if required by using Clarity to add the field DR\_INVLINES.SERIALNO.

The warranty contract number may be edited by selecting the green warranty line and clicking **Edit Warranty** or pressing F6.

You can delete a warranty line as you would any other sales line. Deleting the line to which the warranty is attached will also delete the warranty line.



# Index

<b>B</b>	
<b>banking batches</b> .....	<b>40</b>
<b>C</b>	
<b>Credits</b> .....	<b>26</b>
<b>D</b>	
<b>declarations</b> .....	<b>38</b>
<b>Dollar Value Discounts</b> .....	<b>50</b>
<b>E</b>	
<b>EFTPOS</b>	
EFTPOS Inquiry.....	47
EFTPOS Settlement .....	42
paying by EFTPOS.....	21
<b>End of Day</b> .....	<b>36</b>
<b>L</b>	
<b>lay-bys</b> .....	<b>28</b>
accepting deposits .....	30
creating .....	29
recalling.....	32
supplying.....	33
<b>P</b>	
<b>parking transactions</b> .....	<b>23</b>
<b>Performing a Declaration</b> .....	<b>38</b>
<b>POS</b> .....	<b>1</b>
Customer Accounts.....	35
Extra Fields.....	45
full product vs lane product.....	47
logging in.....	7
logging out .....	9
main interface .....	3
<b>R</b>	
<b>Receipts</b> .....	<b>13</b>
overriding defaults.....	45
<b>Refunds</b> .....	<b>27</b>
<b>S</b>	
<b>Sales</b>	
adding messages and narratives.....	17
Bills of Materials.....	15
details.....	16
making.....	10
overriding defaults.....	45
parking .....	23
paying by EFTPOS.....	21
<b>Sales Cart</b> .....	<b>47</b>
<b>shifts</b>	
closing .....	37
reports.....	41
starting.....	8
<b>stock</b>	
details.....	20
transferring .....	44
<b>T</b>	
<b>Task Organiser</b> .....	<b>3</b>
<b>W</b>	
<b>warranties</b> .....	<b>52</b>