

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

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to set up and maintain stock items in your EXO Business system.

This manual has been designed for the following MYOB product:

- EXO Business

MYEBMS

Maintaining Stock

EXO Business

Course duration: 0.5 days

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Edition: **8.6**

Participants

This course is aimed at:

- Users of EXO Business.

Prerequisites

Basic PC experience is required.

Understanding of business processes and procedures.

Instructional method


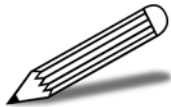








The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples. Each unit concludes with a Review Task.

Conventions used in this manual

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

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

Symbols used in this manual

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

Objectives

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

Upon completion of this course you will be able to:

- Create new stock items
- Edit existing stock items
- Adjust stock
- Complete a stock take
- Track serial numbers for stock items
- Create and use Kits (BOM)
- Create and use Order Templates (BOM)
- Create and use Builds (BOM)

Navigational & Function Keys

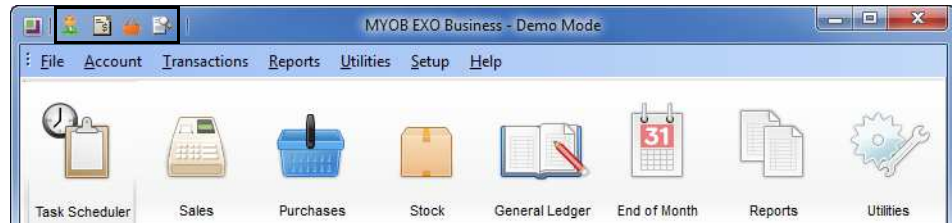
MYOB EXO Business can be navigated by keyboard or mouse, however a combination of both is generally used. The standard keyboard conventions for Windows are used, with a few MYOB EXO Business-specific options.

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

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

Shortcut Menu

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



Shortcut Menus



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1

Maintaining Stock

In this unit we will explain the different stock types and how to create new stock items.

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

- ▶ Determine when and how to use specific stock types
- ▶ Create a stock item

Overview

Stock items in MYOB EXO Business can be handled in a number of ways to suit an organisation's business requirements. While primary, secondary and stock price groups are defined by your implementing partner, there are a number of standard definitions that relate to stock in MYOB EXO Business which can be applied. To facilitate understanding we have grouped these into:

- Stock types
- Stock attributes
- Selling stock
- Processing stock

Stock types / classifications

Normal stock items:

Used for sale and purchase of everyday stock items.

Lookup stock items:

Used for sale of non-physical stock such as freight or labour.

Linked stock items:

Used for selling a fixed quantity of a base stock item (a case of motor oil bottles that are also sold as single bottles).

One-off stock items:

Used for limited or once-only stock items.

Template stock items:

Used to facilitate creation of multiple stock items with similar characteristics.

Refer to 'Template stock items' on page 123 for more information.

Stock attributes

Serialised stock:

Used to track serial numbers when buying, selling or transferring stock.

Batch tracked stock:

Used to track batch numbers when buying, selling, transferring or manufacturing stock.

Discountable stock:

Allows stock item to be discounted.

Restricted stock:

Restricts sale of stock items to approved customers only.

Inactive stock:

As stock cannot be deleted, this attribute is used when you no longer want an item to appear in stock searches and stock reports. A stock item can be made inactive even if they have items still in stock.

NOTE

Inactive stock items appear in grey in the search results list (if you have included inactive stock) and the system will warn upon opening that it is an inactive item.

Selling stock

Stock does not have to be sold as individual items. Stock can be grouped and sold in a number of different ways depending on your requirements including:

Linked stock:

Used for multiple sets of the one stock item.

Dimensional stock:

Enables up to three dimensions by which a stock item may be bought or sold.

BOM Kits:

Used in a sales order or invoice to sell a predefined list of items to any customer.

BOM Order templates:

Used to automatically generate a predefined list of items in a sales order for a particular customer.

Processing stock




Stock can be processed as normal through sales and purchases. In addition, stock can be processed via Bill of Materials (Build) or Works Orders (manufacturing). Refer to *Unit 4, 'Manufacturing Stock'*, on page 159 for more information.

Create a New Stock Item

Account > Stock > New

Depending upon your implementation process, stock will initially be entered into MYOB EXO Business via the migration process from MYOB AccountRight or from predefined lists. The following section reviews the various options when setting up a new item in stock. Once the stock item has been set up you can enter quantities via a purchase or stock adjustment.

To create a new stock item:

- 1 Click on the **Stock** menu, or click on the  icon.
- 2 Click on the  button.
- 3 Click on the  button.

Stock Item Details 1 tab

The Details 1 tab contains the key information about a stock item. Enter information on stock code, description, cost and sell prices, unit of measure, tracking method, etc. Further information on each of these fields is outlined below.

Stock Item Details

File Utilities Navigate Help

New Save Save & Exit Cancel

Stock Code: AIRFIL05 Description: PRO-STLYE AIR FILTER

Details 1 Details 2 Extra Fields Transactions Orders Works Orders Web Batch Qty Notes History Notes Documents Analysis

Stock code: AIRFIL05 Description: PRO-STLYE AIR FILTER

Groups

Primary: ENGINE

Secondary: NO GROUP SELECTED

Classification: NORMAL

Price group: NOT ASSIGNED

Other

Main supplier + : 3. PANMURE AUTO TRADE SUPPLIERS

Unit/ Pack: EACH

Link stockcode:

Serial no. tracked: Not Serialised (No)

Cost Prices

Supplier (AUD): \$18.54

Last: \$18.54

Average: \$18.54

Standard: \$18.54

Sell Prices

1. Internet: \$29.21

2. Retail: \$32.45

3. Trade: \$29.21

4. UK: \$10.38

5. US: \$14.60

6. Fiji: \$30.83

7. New Zealand: \$25.96

8. Singapore: \$25.46

9. Computed Sell Price: \$0.00

Flags

☒ Active

☐ Lookup

☒ Discountable

☐ Batch tracked

☐ Restricted Goods

No.	Stock Location	Physical	Not for sale	Committed	Back Order	Incoming	Free Stock
1	Sydney	7	0	1	0	0	6
2	Melbourne	5	0	0	0	0	5
4	Auckland	4	0	0	0	0	4
		16	0	1	0	0	15

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Create new, view, or modify existing stock items

Stock Items Details 1 tab

Groups

Groups will have already been defined for your stock in conjunction with your implementing partner. If you are unsure about the correct group for your stock item, see your business manager.

- **Primary Group** are generally established to group and track sales of like items. They can be set up to post to different General Ledger accounts so that they can be differentiated in the GL if required.
- **Secondary Group** provides a further sorting/reporting capacity for your stock items. The secondary group is the “parent” of the primary group.
- **Classification** is used to specify a particular attribute of a stock item. Some of the classifications have particular attributes, otherwise they are defined for additional searching and sorting purposes. The stock classifications are defined by the system and cannot be changed.

- **Price Group** are established so that you can manage and change the pricing (and discounting) of entire groups of stock, without affecting their membership in the primary and secondary groups. A default stock price group should have been set up for you by your implementing partner. For example you may wish to set up a series of specials on all Filters.

Cost Prices

Cost Prices	
Supplier (AUD):	\$18.54
Last:	\$18.54
Average:	\$18.54
Standard:	\$18.54

Enter the main supplier cost price only. The average price and last price will populate when transactions are applied to the stock item. Standard price is generally used in work orders or other areas where a calculation on a fixed price is required.

Sell Prices

Sell Prices	
1. Internet:	\$29.21
2. Retail:	\$32.45
3. Trade:	\$29.21
4. UK:	\$10.38
5. US:	\$14.60
6. Fiji:	\$30.83
7. New Zealand:	\$25.96
8. Singapore:	\$25.46
9. ComputedSellPrice:	\$0.00

Enter the sell prices you require. Price names are defined in the Business Admin Settings and can be updated via **Utilities > Stock Utilities**. Different sell prices are often calculated as a multiple of one standard price, so that when a price update occurs only one price band needs to be changed.

Flags

Flags	
<input checked="" type="checkbox"/>	Active
<input type="checkbox"/>	Lookup
<input checked="" type="checkbox"/>	Discountable
<input type="checkbox"/>	Batch tracked
<input type="checkbox"/>	Restricted Goods

- **Active** should already be selected.
- **Discountable** should already be selected. If Discountable is ticked then discounts can be applied when selling the stocked item.
- If **Restricted Goods** option is selected, then only debtors with the option **Allow restricted Goods** will be able to purchase this item. For example, you may be selling a toxic chemical that requires a license from the purchaser.

- Use **Lookup** if you are creating a lookup stock item. Refer to *'Stock classifications and features'* on page 120 for more information on lookup and linked stock items.

Other:

The screenshot shows a form titled 'Other' with the following fields:

- Main supplier +:** A text field containing '3. PANMURE AUTO TRADE SUPPLIERS' and a button with three dots.
- Unit/ Pack:** A dropdown menu showing 'EACH'.
- Link stockcode:** An empty text field.
- Serial no. tracked:** A dropdown menu showing 'Not Serialised (No)'.

- **Main Supplier:** Click on the button (or press **CTRL+F2**) to select a main supplier for the stock item.
- **Unit/Pack:** Select a unit/pack definition from the drop down if required.
- **Link Stockcode:** If your item is a lookup item (e.g. a stock item of 12 Bottles that is a lookup of the stock item Bottles) the Linked Stockcode will come through from the **Details 2** tab. Refer to *'Stock classifications and features'* on page 120 for more information
- **Serial no. tracked:** Choose whether to fully or partially track this stock item via serial number based on your business requirements. If this option is chosen, an additional Serials tab will appear on the stock item details screen. Refer to *Unit 3, 'Working with Serial Numbers'*, on page 145 for more information.

Click on the button on the stock menu to save your stock item details before entering information into the **Details 2** tab.

TIP



The unit/pack definitions will have been setup for you but can be edited in the Utilities section..

Stock Item Details 2 Tab

The Stock item Details 2 tab contains additional information about the stock item including where in the general ledger transactions will be posted, stock levels and barcodes.

Stock Item Details 2 tab

Default Stock Levels

Enter minimum and maximum stock levels to facilitate forecast based purchase ordering and the generation of warnings when ordering and selling stock.

- Stock level parameters can also be set by location, if required. Click on the [Set by Location...](#) button and enter specific quantities by location. If the Set by location button is not active, you must first **Save** the new stock item.
- Enter a bin code if required. These can also be set by location.

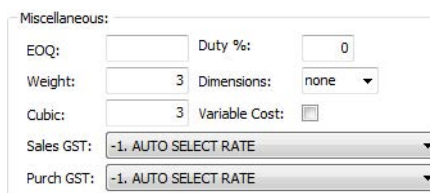
Ledger Posting Profile

Any transactions of this stock must be reflected in the General Ledger at the end of the period. The Ledger Posting Profile defines where in the General Ledger the sales, purchases and cost of goods for this stock item will be posted to. Default posting profiles are set up in the business admin settings of MYOB EXO Business by your implementing partner and are generally aligned with the Primary Group. It is recommended to accept the default settings.

Barcodes or Alternate Codes

Enter barcodes as required. A series of alternate suppliers can be setup for the stock item with supplier codes, cost, description, etc. able to be recorded.

Miscellaneous



- Enter **EOQ** (Economic Order Quantity), **Duty %**, **Weight** and **Cubic** if required for packaging and distribution purposes.
- **Dimensions** allows you to buy and sell a stock item by up to three separate physical dimensions (length = 1, square = 2 or cubic = 3). For example, if you want to sell a particular carpet by length and width, choose Square.
- **Variable Cost** specifies that the cost price for this stock item varies each time it is used, which would result in a misrepresentation of the average cost. If this option is selected, the invoice line cost for the item is calculated as a percentage of the selling price on the invoice line. The percentage used is the expected GP% on the product group for this item.
- **Sales GST** and **Purchases GST** rates should default to - **1. Auto Select Rate**, which will cause the rate to be selected from that configured as the Default Rate For Debtors (unless a specific debtor rate has been assigned, for example, an overseas customer will have a non-GST rate).

Link Stockcode

Allows the stock item to be a “lookup” of a certain quantity of another item (e.g. a case of 12 of a stock item that is also sold in singles). See lookup Stock items later in this module for details on how to setup linked stockcodes.

Warranty No

This applies to MYOB EXO Business’s Point of Sale module and is not covered in this course.

Pop-Up alert

This can be used to generate an alert when the stock item is opened or selected for sale or purchase. As the alert must be acknowledged with the Enter key, it is advised that you do not overuse this feature.

Auto Narrative

This allows a predefined or new narrative to be entered against a stock item when it is sold:

- **No** means no narrative will be added when you sell this item.
- **Yes with blank** offers a screen to enter the narrative as you sell the item.
- **Yes with notes** will enter the information from the notes tab of the stock item.

Alternate Suppliers/Stock Codes Alternate Suppliers/ Stock Codes...

These can be setup so that minimum order quantities/pack quantities can be established for one or more suppliers. If a supplier offers more than one pack, options are presented when purchasing the item.

Acc No	Supplier Name	Supplier Code	Supplier Description	Qty per Pack	Pack Cost	Discount	Net UnitCost	Pack Reference
4	FWP AUTOMOTIVE	AIRFLPRO	PRO STYLE AIR FILTER	0	\$0.00		\$0.00	
1	SYDNEY PART MART	AIRFLTRP	AIR FILTER PRO	0	\$0.00		\$0.00	

Alternate Supplier/Stock Codes screen

Orders Tab

This tab displays orders that impact this stock item.

Sales orders

This section shows the details of outgoing stock via Sales Orders.

Transfer Requests

This section shows the details of any stock transfer requests.

NOTE



Stock Transfer Requests is a feature of EXO Distribution Advantage. Refer to the EXO Distribution Advantage User Guide for more information.

Purchase orders

This section shows the details of any incoming stock via Purchase Orders.

Works Orders Tab

The lower grid of the works orders tab shows the quantities of the stock item that are being used in the production of a works order. The upper grid of the works orders tab show quantities of the stock item that are to be produced as a result of any works orders in the system.

Stock Web Tab

NOTE



See your Implementing Partner for full details on setting up the MYOB EXO Finance database to link with your website.

Show on Website

This option should be selected if you want this item to appear on your webstore.

Picture URL

Enter the URL details for the stock item image.

Sales Text (HTML)

Enter any sales text for this item that you want to appear on the webstore.

Stock classifications and features

There are many useful features in MYOB EXO Business that can assist you in working with and managing stock items. Your implementing partner is in the best position to recommend those features that will be relevant to your business.

Some of the more commonly used stock types and their benefits are outlined here:

Lookup stock items

Used for selling services such as freight or other items which do not reduce in quantity when sold.

NOTE



MYOB EXO Business offers more advanced functionality to allow for varying pack quantities when purchasing a particular stock item. See your Implementing Partner.

Linked stock items

Used to sell various predefined quantities of a base stock item (e.g. case of 12 of a single bottle).

Template stock items

Used to facilitate creation of a series of stock items with the same characteristics.

One off stock items

Used for quick creation of items for one-off purchases or sales (e.g. selling trade-in goods).

Lookup stock items

Lookup stock items generally represent the non-physical component of a sale. This could include freight, labour costs or other services that are not initially purchased as a stocked item.

NOTE



Lookup stock items will not be seen in the cost of sales account when sold and will not appear in stock valuation reports.

The following example shows a stock item, Onite Delivery, which is set up as a lookup item. This item is still sold like any other stock item but quantities are not reduced when it is sold and it is generally not purchased.

The screenshot shows the 'Stock Item Details' window for a stock item named 'ONITE DELIVERY'. The window has a menu bar (File, Utilities, Navigate, Help) and a toolbar with buttons for New, Save, Save & Exit, Cancel, and a trash icon. Below the toolbar, there are tabs for 'Details 1', 'Details 2', and 'Extra Fields'. The 'Details 1' tab is active, showing the following fields:

- Stock code:** ONITE DELIVERY
- Description:** SPECIAL OVERNIGHT DELIVERY SERVICE
- Groups:**
 - Primary:** SERVICES
 - Secondary:** NO GROUP SELECTED
 - Classification:** FREIGHT
 - Price group:** MISC
- Cost Prices:**
 - Supplier (AUD):** \$12.00
 - Last:** \$0.00
 - Average:** \$0.00
 - Standard:** \$0.00
- Other:**
 - Main supplier +:** 13. SEFTONS
 - Unit/ Pack:** (empty dropdown)
- Flags:**
 - ☒ Active
 - ☒ Lookup
 - ☒ Discountable

Lookup Stock Item example

Linked stock items

Linked stock items are useful when you wish to sell various predefined quantities of a base stock item.

Linked stock items can be established where there is a base quantity of a particular stock item, and then the item is sold in various preset quantities. For example, you may have a single bottle of Motor Oil, but also sell it in packs of 12. Rather than separately tracking the single bottle as well as the case amounts, you can set the Motor oil case item to “link” with and use 12 x Motor oil bottles for each order.

NOTE



The quantity of stock available is tracked through the base stock item however will also be reflected in the lookup stock item.

For example, where the Base Stock Item (**Motor Oil Bottle**) has a total quantity of 144, the Lookup Stock Item (**Motor Oil Case**) will show available stock of 12 in the sales order screen. When a case is sold, **Motor Oil Bottle** will show a total quantity of 132, and the **Motor Oil Case** will show available stock of 11 in the sales order screen.

To set up linked stock items

- 1 Establish the base stock item. Determine which stock item will be your base item, (example **MOTOIL01**). This is the item by which you will track the quantities bought and sold.

Stock Item Details
 File Utilities Navigate Help
 New Save Save & Exit Cancel [Icons]
 Stock Code: MOTOIL01 Description: MOTOR OIL
 Details 1 Details 2 Extra Fields Transactions Orders Works Orders Web Batch Qty Notes History Notes Documents Analysis

Stock code: MOTOIL01 Description: MOTOR OIL

Groups
 Primary: OIL & LUBE
 Secondary: NO GROUP SELECTED
 Classification: NORMAL
 Price group: NOT ASSIGNED

Cost Prices
 Supplier (AUD): \$2.91
 Last: \$2.91
 Average: \$2.91
 Standard: \$2.91

Sell Prices
 1. Internet: \$4.45
 2. Retail: \$4.90
 3. Trade: \$4.41
 4. UK: \$1.57
 5. US: \$2.21
 6. Fiji: \$4.66
 7. New Zealand: \$3.92
 8. Singapore: \$3.84
 9. Computed Sell Price: \$0.00

Other
 Main supplier: 12. SCOTTS SHOCKS
 Unit/ Pack: PACK
 Link stockcode:
 Serial no. tracked: Not Serialised (No)

Flags
☒ Active
☐ Lookup
☒ Discountable
☐ Batch tracked
☐ Restricted Goods

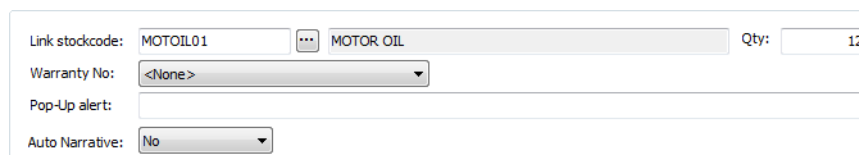
No.	Stock Location	Physical	Not for sale	Committed	Back Order	Incoming	Free Stock
1	Sydney	1	0	0	0	0	1
2	Melbourne	18	0	0	0	0	18
3	Brisbane	-1	0	0	0	0	-1
5	WIP	5	0	0	0	0	5
		23	0	0	0	0	23

Motopartz.com.au

Base stock item (MOTOIL01): Details 1 tab

- 2 Create the new stock item that will have the preset quantity (example **MOTOILCASE**).
- 3 Make the new item a Lookup Item by selecting the **Lookup** option on the Details 1 tab.
- 4 Link the Lookup stock item with the base stock item. On the Details 2 tab of the linked stock item click on the button next to the Link stockcode and search for the relevant item, in this case, **Motor Oil Bottle**. Click on the **Select and close** button.

- Enter the number of base stock items that will be included in the Lookup stock item (in this case 12), in the **Qty** field. There is no need to enter min and max stock quantities or supplier details for the linked stock item (**MOTOILCASE**) as this is derived from the base stock item (**MOTOIL01**).



Link stockcode: MOTOIL01 ... MOTOR OIL Qty: 12

Warranty No: <None>

Pop-Up alert:

Auto Narrative: No

Linked Stock Item (MOTOILCASE): Details 2 tab

- Click on the **Save** button.

IMPORTANT



The lookup item must be linked to a base stock item. Lookup items cannot be linked to another lookup item.

Template stock items

Stock item templates can be established to facilitate creation of new stock items, ensuring that primary and secondary groups as well as other attributes are set correctly.

To create stock item templates:

- Create a new stock item as outlined previously (if you want to use an existing stock item, then the stock levels must be zero). Apply the following attributes to create a template item:

Attribute	Description
Lookup Item	The Lookup option in the Details 1 tab of the stock item is selected.
Inactive	The option Active in the Details 1 tab of the stock item is not selected.
Template Item	The Classification in the Details 1 tab is set to Template .

Template Stock Item

- 2 Click on the **Save** button to save the stock item template.

This can then be used when creating one-off stock items or other stock items that require similar groups and features. Stock codes can be generated automatically when creating one-off items. See your implementing partner.

One-Off Stock Items

This feature allows you to quickly create stock items for unique one-off purchases or sales. This can be useful in a number of areas, for example if a small quantity of products are being manufactured to a design specification that will not be repeated, or when selling trade-in goods.

One-off stock items can inherit the attributes of another stock item or an existing stock "template". This can save time when setting up new one-off items.

To generate a one-off stock item:

One-off Stock Items can be generated at any time while entering a sales order, purchase order, debtor invoice, creditor invoice or other stock transaction.

- 1 Open the transaction (e.g. a purchase order).

- 2 **CTRL+O** or **right-click** on the transaction line to create a one-off stock item.

Create one-off stock item from template

- 3 Enter stock item code to copy from (or search for a stock item).
- 4 Select the option **Search template only** to restrict search result to template items only and choose an appropriate template. If the template item doesn't appear, select the option **Inactive** to show inactive items.
- 5 Enter a **Stock Code** or select the option **Auto-Code**. If automatic stock codes (prefix and suffix) are set up in the relevant stock group, the system will generate the stock code automatically. Check that the stock code has been generated accurately by the system and accept or overwrite.

TIP



Stock codes can be generated automatically for one-off stock items. This will be covered in a more advanced training module.

- 6 Enter or amend any remaining details of the new item as required.

NOTE



One-off stock items become inactive automatically when the total stock falls to zero. If you want to keep the stock item for future transactions, simply change the classification of the stock from "Oneoff" to "Normal" in the **Details 2** tab.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create a stock item	
Create a Lookup stock item	
Create a Linked stock item	
Create a Template stock item	
Create a One-Off stock item	

Adjusting Stock

2

In this unit you will learn how to make adjustments to stock.

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

- ▶ Adjust stock quantities
- ▶ Conduct a stocktake

Overview

Stock is entered into EXO Business via purchases, manufacturing or stock adjustments. Stock is removed via sales, manufacturing or stock adjustments. In this section we will look at how to handle stock adjustments.

Stock Movements (Adjust Stock)

Transactions > Stock > Stock Movements

The majority of stock movements come from sales and purchases that are made. Transactions are posted to the Stock Ledger from the Debtor, Creditor, Sales or Purchase Order Ledgers.

The Stock Movements transaction screen is primarily used for transferring stock between locations and for creating stock level adjustments outside of the more formal stock take function. There are six types of transactions that can be performed from the Stock Movement screen

Transaction Types

Sale

Takes items OUT of stock and updates the stock sales figures. This is mainly used to create stock turnover history when beginning a new MYOB EXO Business implementation. We recommend that sales order or debtor invoices are used for stock sales.

Receipt

Moves stock IN and updates the average cost and latest cost figures. We recommend that purchase order and inwards goods processing are used for stock receipts.

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

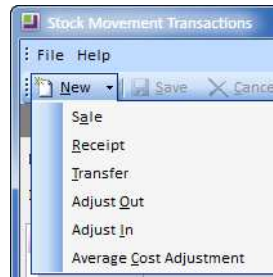
Increases the stock levels for any purpose other than normal stock procedure. Adjustment journals will only affect the In Stock quantity and it will not affect your purchase totals or reports.

Average Cost Adjustment

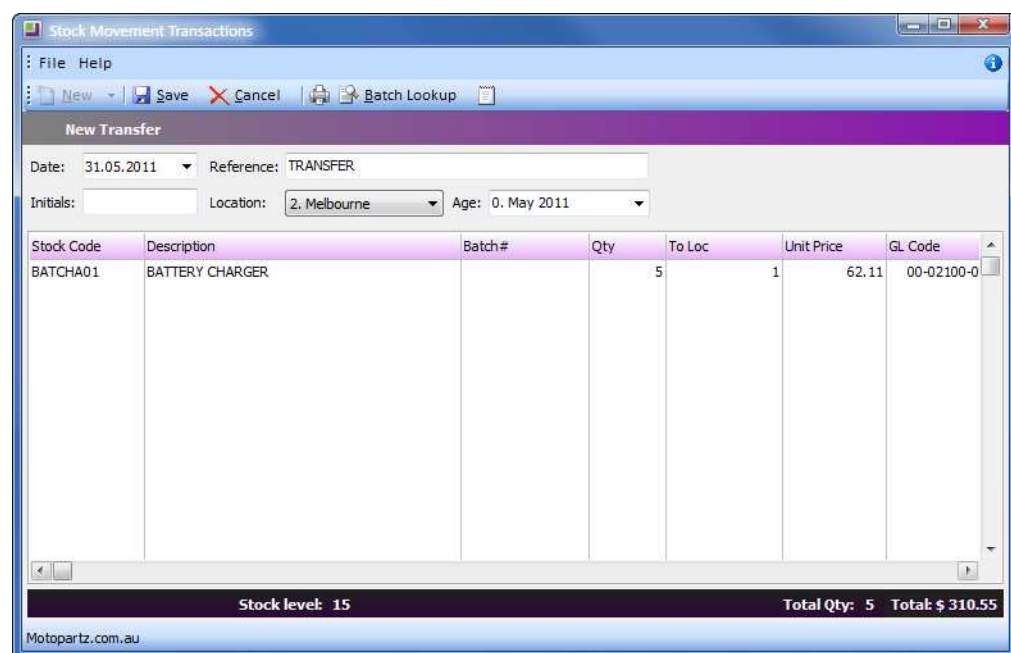
Adjusts the average cost of a stock item.

Example of stock movement:

- 1 Create new stock movement: From the stock movements screen (**Stock Screen > Stock Adjustments**)
- 2 Click on  the and select the stock movement type required.



- 3 Enter header information, e.g. **Date**, **Location** (the location from which the movement is occurring) and **Period** in which the transaction will be posted.
- 4 Enter the transaction details, e.g. **Stock Code**, **Quantity**, **To Loc** (the location to which the movement is going) and **GL code**.

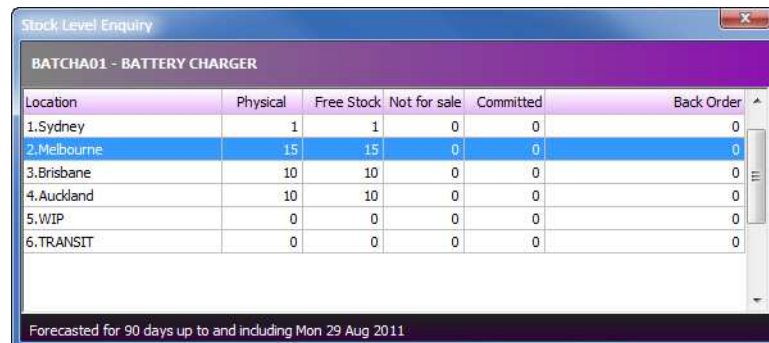


Stock Code	Description	Batch#	Qty	To Loc	Unit Price	GL Code
BATCHA01	BATTERY CHARGER		5		62.11	00-02100-0

Stock level: 15 Total Qty: 5 Total: \$ 310.55

Stock transfer BATCHA01


- 5 Review stock levels via a stock level enquiry (**CTRL+L**). The following screen shows Sydney stock at 1 and Melbourne at 15. We need to move 5 items from Melbourne to Sydney to accommodate a large order.



Location	Physical	Free Stock	Not for sale	Committed	Back Order
1.Sydney	1	1	0	0	0
2.Melbourne	15	15	0	0	0
3.Brisbane	10	10	0	0	0
4.Auckland	10	10	0	0	0
5.WIP	0	0	0	0	0
6.TRANSIT	0	0	0	0	0

Forecasted for 90 days up to and including Mon 29 Aug 2011

Stock level enquiry BATCHA01

- 6 To add a narrative, click on the  icon in the toolbar to enter a reason for the stock movement.
- 7 Process the stock transaction by clicking on the **Save** button. You will be prompted to print a record of the transaction.

Stock levels will be transferred as directed.



Location	Physical	Free Stock	Not for sale	Committed	Back Order
1.Sydney	6	6	0	0	0
2.Melbourne	10	10	0	0	0
3.Brisbane	10	10	0	0	0
4.Auckland	10	10	0	0	0
5.WIP	0	0	0	0	0
6.TRANSIT	0	0	0	0	0

Forecasted for 90 days up to and including Mon 29 Aug 2011

Stock levels after transfer BATCHA01

TIP



If your user profile allows, you can reverse a stock transaction by right-clicking on the transaction line in the **Stock Item Details > Transactions**.

Stock take

Utilities > Stock Utilities > Stock take

The stock take function assists in the review of stock levels for your business. The stock take can be run for one location or all locations, and can be set to review all stock or partial stock. Selection criteria can be set to run the stock take by supplier, stock groups, or bin number ranges and additional filtering can be added by using custom SQL if required.

Multiple locations can have stock takes active at the one time, so you can run separate stock takes for Sydney and Melbourne concurrently.

IMPORTANT



EXO Business takes a snapshot of stock levels and then generates a positive or negative adjustment transaction to bring the levels into line with the physical count.

Stock Take Options

Several options that relate to stock takes in all locations can be set. This is usually carried out when your database is first set up.

- 1 Open the stock take utility **Utilities > Stock Utilities > Stock take**.
- 2 Select **Options** from the **Locations** menu, or from the toolbar.








Stock Take Option screen

3 Select the appropriate options as follows:

Option	Description
Exclude serialised stock items	This option enables exclusion of stock items with serial numbers from the stock take.
Custom filter	A custom filter can be entered here that will apply to all stock locations. An additional filter can be set when initialising the stock take for a particular location. Custom filters will be addressed in more advanced training.
Sorting for Countsheets and Keying by	Enables you to choose how the stock will be sorted and/or grouped on the countsheets and when keying in adjustments.
Initialise cost prices	This is generally only used when creating a new location or first setting up the database. This will make an additional column available for adding a unit cost to the count sheet. When the variances are uploaded, this cost is used rather than defaulting to the average cost on the stock item master.
Show system quantities on count sheets	If unchecked, the system quantities do not print on the count sheet (blind stock take).
Exclude lines with zero stock from variance report	Stock items with a zero count will be excluded from the Stock Variance Report.

Stock take Process

-  **Initialise** Initialise the stock take.
-  **Count** Print count sheets for each location and perform physical count.
-  **Entry** Key in the counted quantities or import a csv format file containing the count.
-  **Variance** Print variance reports. Check any “suspicious” count figures and amend keyed quantities if required. If amending counted figures be sure to reprint the variance report.
-  **Upload** Run the stock take upload function. This creates stock transactions for any items that have a variance and is the first time 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 1.

WARNING



Ensure that all newly purchased stock that is in the warehouse has been receipted and costed (via Inwards Goods) before initialising the stock take. If it has not been costed it will not appear on the count sheets.

1. Initialise the Stock take

TIP



The initialisation screen can be restricted to show only your own default location. See your Implementing Partner.

- 1 Open the stock take utility **Utilities > Stock Utilities > Stock take**.

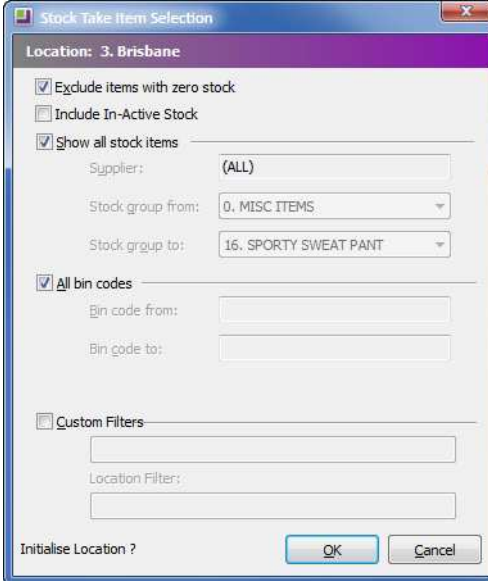
The main stock take screen lists each location along with any stock takes that have been initialised.

No.	Name	Active	Initialised	Count Sheets	Keyed
1	Sydney	Y	21.05.2011 3:07:57...	10.07.2011 4:55:31...	21.05.2011 3:...
2	Melbourne	Y	21.05.2011 3:11:40...	21.05.2011 3:11:44...	21.05.2011 3:...
3	Brisbane	Y	31.05.2011 3:13:51...		
4	Auckland	Y			
5	WIP	Y			
6	TRANSIT	Y			
7	Truck Stock	Y			
8	Tradeshow Stock	Y			
9	Faulty Returns	Y			
10	Location 10	Y			

Stock Take summary screen

- 2 Select the location that you wish to run a stock take for.

- 3 Click the  button in the toolbar.



The dialog box is titled "Stock Take Item Selection". It has a header bar with "Location: 3. Brisbane". Below this, there are several options and input fields:

- ☒ Exclude items with zero stock
- ☐ Include In-Active Stock
- ☒ Show all stock items
 - Supplier: (ALL)
 - Stock group from: 0. MISC ITEMS
 - Stock group to: 16. SPORTY SWEAT PANT
- ☒ All bin codes
 - Bin code from:
 - Bin code to:
- ☐ Custom Filters
 - Location Filter:

At the bottom, there is a label "Initialise Location ?" and two buttons: "OK" and "Cancel".

Stock Take Initialisation screen

- 4 Specify the stock items you are planning to stock take:

Option	Description
Exclude items with zero stock	If selected, this will not create stock take rows where the computer stock is zero. This can be helpful in reducing report sizes where many items are out of stock, however be aware that there may be stock in the warehouse. If you omit the item from the count sheet, it may be missed by the counting staff.
Include In-Active Stock	If selected, inactive stock items will be included in the stock take rows.
Show all Stock Items	If selected, stock items from all groups and all suppliers will be included in the stock take list. If you want to stock take a certain supplier's items, or only items within a specified stock group range, then deselect the checkbox and select the appropriate options.
All bin codes	If selected, all bin codes will be included in the stock take. If you require a single range of bin codes, then uncheck this box and key in the low and high bin codes as appropriate to define the range. Remember that they are set by location.
Custom Filters	Select this option if you want to add customised filters to the stock take. Enter custom SQL as required (see your implementing partner).

- 5 Click **Ok** to initialise the stock take. A message will appear “Stock take Initialised for Location 1: (XXX)” and the stock take details will be listed on the main stock take screen.


WARNING



Only one stock take per location can be active at any given time, so do not repeat the initialisation process with different parameters unless you want to erase the previous stock take for that location.

2. Print Count Sheets

The next step in the process is to print the count sheets and perform the physical count of stock. The count sheets are used by warehouse staff to record the counted quantities.

- 1 Select the location in the grid (e.g. Location 3: Brisbane).
- 2 Click on the  icon. The count sheets will print to the default printer.

Warehouse staff can then use these to record actual counted quantities of each stock item listed. Count sheets can be printed again if required.

Stocktake Count Sheet

Sort order = Location/Bincode/Stockgroup/Stockcode

Stockcode	Description	Batch Code	Bincode	Count Qty
<div style="display: flex; justify-content: space-between; font-size: small;"> <u>Location:</u> 3 Brisbane <u>Stocktake Initialised on:</u> 31.05.2011 3:14:45 PM </div>				
AIRFIL01	OVALCHROME AIR FILTER			
OILFILCD29A4	OIL FILTER - PETROL - CD29A4			
PWRSTRNG01	POWER STEERING PUMP			
EXHSTFLOMSTR01	FLOW MASTER 80 SERIES CROSSFLOW PERFORM			
EXHSTMANFLD01	BUSCHUR RACING EXHUAUST MANIFOLD			
FLANGE01	FLANGE KIT			
SPOILE01	SPOILER			
WIPER01	STANDARD WINDSHIELD WIPER			
BATCHA01	BATTERY CHARGER			
DISBRA01	DISC BRAKE LUBRICATION			
ENGTR01	ENGINE TREATMENT LUBRICATION			
BRPAD4SET	BRAKE PADS SET - REAR - REPLACEMENT 94UP			

Stock Take Count Sheet

IMPORTANT



Stock that has been sold (invoiced) since initialisation should be included in the physical count. Likewise, stock that has been purchased and delivered since initialisation should be isolated and not included in the physical count.

WARNING



While transactions can continue during the course of a stock take, the variance that is accounted for is based on a comparison between the system "snapshot" taken at the time of initialisation and the count quantities. If you enter sales and purchase transactions do not add or remove items from the shelf until the count is completed.

3. Key in Counted Quantities

After the items have been counted, the hand written count quantities need to be entered into the system. This can be done by either manually entering the quantities, or importing a CSV file.

To manual enter Counted Quantities:

- 1 Select the required location.
- 2 Click on the arrow next to the  icon on the toolbar and select **Key Count**.



Key in Stock Take Count screen

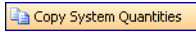

- 3 The grid is pre-populated with stock items and computer stock figures (system quantity) that were established at the time of the stock take initialisation. Enter the actual count quantity for each stock item in the **Count Qty** column.

TIP



Being an ExoGrid, this screen can be sorted in the same way that the Count sheet was sorted to facilitate keying.

- 4 The following toolbar options may assist:

Option	Description
	This copies all the system quantities to the count quantities column. It can be useful if there is not a great deal of variance between the two and only a few stock items need updating.
	This button will set all entered count quantities in the grid to zero. This can be useful if you need to completely re-key in your count figures due to error.

TIP

If there has been a significant number of transactions undertaken between initialising the stock take and counting stock, you may wish to re-initialise the stock take. Be aware that new or newly inactive stock items may change your stock take rows and affect data entry.

- 5 Click on the **Save** button in the menu bar to commit your entries to the database. This only records your count quantities and does not affect the stock ledger. The cancel button will cancel out of the count screen without saving changes since your last save.
- 6 Click on the **Save & Exit** button to save the entries and return to the main stock take screen. You can return to the key in counted quantities screen at any time to add to or update counted figures.

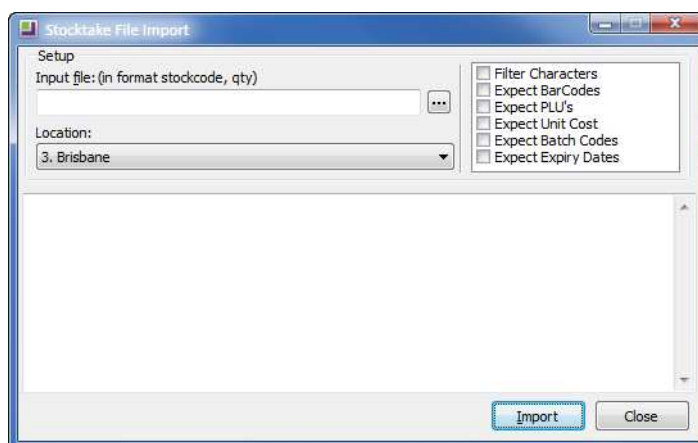
To import the entry of Counted Quantities:

If the stock take has been prepared via a spreadsheet or using a portable scanning device, then the counted figures can be imported.


It is important to ensure that all stock items for which count quantities are being imported have been initialised (ie make sure you use the correct selection criteria). If an imported item is not found in the list of initialised items, it will be removed from the stock take.

Make sure that the import file is a CSV file (comma separated variable) containing the fields **Stockcode** and **Quantity**, in that order.

- 1 Click on the arrow next to the  button on the menu bar. Select **Import Count**.



Stock Take File Import screen

- 2 Enter the filename of the CSV file in the **Input file** field. Use the  button to navigate to and select the file.
- 3 Select the location that you will be importing count information for.

4 Review options:

Option	Description
Filter Characters	Select this option to filter out non-permitted characters (such as the “\” character) from the import file.
Expect Barcodes	If selected, the first field of an imported row may be a Barcode that will be matched with a stock code.
Expect PLUs	If selected, the system will be prepared for some rows to contain PLU codes (e.g. stock codes for lookup items that link to a stocked item).
Expect Unit Cost	Select this option if unit costs are being submitted.

5 Import the file by pressing the **Import** button at the bottom of the screen.

NOTE




Unit costs can be submitted as part of the stock take if required, for example, if creating a new stock location or taking on stock during the initial database setup.

IMPORTANT




Adjustments to stock value (rather than stock quantities) are accommodated separately from stockake using average cost adjustments. See your implementing partner.

To edit Import Quantities:

- 1 Click on the arrow next to the  icon on the toolbar and select **Key Count**.
- 2 Review the quantities and make any amendments necessary.
- 3 Click on the **Save** button.

4. Print Variance Reports

Once you have entered the count quantities (either by keying in manually or importing a CSV file) you will need to print the Variance Reports.

- 1 Select the required location from the main stock take screen.
- 2 Print the Variance Report by clicking on the  button on the toolbar.


Stocktake Variance Report							
Stockcode	Description	System Qty	System Value	Count Qty	Count Value	Variance Qty	Variance Value
Location: 3 .Brisbane							
1 . ENGINE							
AIRFIL01	OVALCHROME AIR FILTER	1	49.99	0	0.00	-1	-49.99
OILFILCD29A	OIL FILTER - PETROL - CD29A4	10	223.02	0	0.00	-10	-223.02
ENGINE totals		11	\$273.00	0	\$0.00	-11	(\$273.00)
3 . STEERING & SUSPENSION							
PWRSTRNG0	POWER STEERING PUMP	10	4,489.55	0	0.00	-10	-4,489.55
STEERING & SUSPENSION totals		10	\$4,489.55	0	\$0.00	-10	(\$4,489.55)

Stock Take Variance Report

TIP



To remove zero variances from the variance report go to **Locations > Options** and select the option **Exclude lines with Zero Stock from Variance Report**.

- 3 After printing, check the figures and change any count quantities if required via the  button on the toolbar.
- 4 If you made any additional changes to the count quantities, make sure that you reprint the variance report to re-check and to retain an accurate record.


IMPORTANT

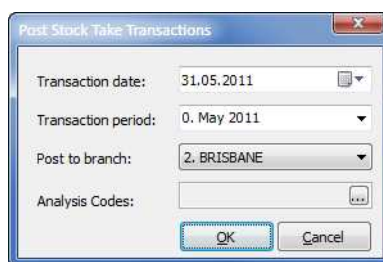


The Variance Report tells you in advance the changes that will be made to stock levels when the stock take is uploaded. Check these carefully as the stock taken cannot easily be reversed if incorrect.

5. Upload the Stock take

The stock take upload function is the last step in the stock take process. When you are happy with the counted figures on the variance report, you can run this process to post the stock transactions to the stock ledger and finalise the stock take.

- 1 Select the required location from the main stock take screen.
- 2 Click on the  button on the toolbar.
- 3 Choose period and branch for posting.
- 4 A dialog will appear, requesting confirmation of the date and the period and branch to which you want to post the stock take variances.



Uploading the Stock Take

- 5 Once selected, click on the **Ok** button to proceed.

The system will confirm that the upload has completed successfully and your stock take for that location is complete. You can now commence a new stock take for that location if required (ie for another stock group).

IMPORTANT



Changes to the stock levels are not made until the upload process has been completed.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Transfer stock between stock locations	
Adjust stock in	
Adjust stock out	
Conduct a Stock Take	

Working with Serial Numbers

3

In this unit you will learn how to use serial numbers to track stock items

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

- ▶ Track and edit serial numbers

Overview

There are a number of ways that stock serial numbers can be tracked in EXO Business. Before setting up serial numbers you will need to note the following:

- The capacity to record and track serial numbers needs to be configured by your implementing partner.
- Serial numbers have an implicit minimum number of 1 - they cannot be a decimal or a zero.
- Any stocked items can be serialised, but lookup items cannot.
- Depending on your configuration, serial numbers can be activated when dealing with creditors (e.g. for purchase orders) debtors (sales orders) and also when undertaking internal transactions (e.g. stock adjustments). You will be prompted to enter the relevant serial number when saving a particular transaction.

Once you have decided to record serial numbers for a particular stock item, you will need to determine how you wish to track the movement of that serialised stock item. This is established by the serial type selected.

Setting Serial Types

In the **Stock Details 1** tab of the stock item that you want to serialise, the **Serial no. tracked** dropdown list will provide a list of various options:

Option	Description
Not Serialised	Serial number dialogs and tabs will not appear for this item.
Full (creditor, internal, debtor)	The serial number for this item will be tracked for all stock transactions (i.e. when bought, when sold and when transferred). The serial number will need to be specified at each stock movement, making this option the most time intensive.
Creditor and internal	The serial number will be tracked only for the inwards and internal transactions (when purchased and when transferred). This would be appropriate if you need to know who the serial number was bought from but rely on your customers to keep track of their own serial numbers.
Debtor only	This option is normally used for manufactured items where you only need to track who a serialised item was sold to (e.g. for warranty purposes).
Creditor & Debtor	Tracks serials for purchases and sales but not internal adjustments. This enables you to track for supplier and customer warranties but reduces the level of processing required when lots of adjustments, transfers and work orders are involved.
Creditor only	This option enables you to track by supplier only (e.g. for supplier warranties).
Internal & Debtor	Serial number is tracked only for sales and internal movements. This could be used if you only need to know where a serial number is but do not need information on the supplier it came from.
Internal only	Use this setting if you do not require tracking of the purchase or sale of this item, but do need to trace it through internal transfers or consumption (as in the raw materials used in production).

Once the serial type of a stock item has been assigned, each time you save a transaction relating to that item you will be prompted to identify the serial number. For example, when saving a sale for an item that is *Debtor only* tracked, you will be prompted to enter a serial number. If you enter and save a purchase for the same item (*Debtor only* tracked) you will not be prompted to enter serial information.

The following serials tab shows all of the in stock items with their serial numbers for the Alpine DVA-5205 DVD player (DVDVCDCLPLR01).

Serial No	Location	Assigned Document	CR Accno	DR Accno	Reference	BOM C
0000012587	1. SYD	None	19	-1		
0000041023	1. SYD	None	19	-1		
0000058741	1. SYD	None	19	-1		
39620682	1. SYD	None	19	-1		
54975333	1. SYD	None	19	-1		
87459621	1. SYD	None	19	-1		
96687455	1. SYD	None	19	-1		
97653323	1. SYD	None	19	-1		


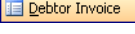
Stock Serials tab

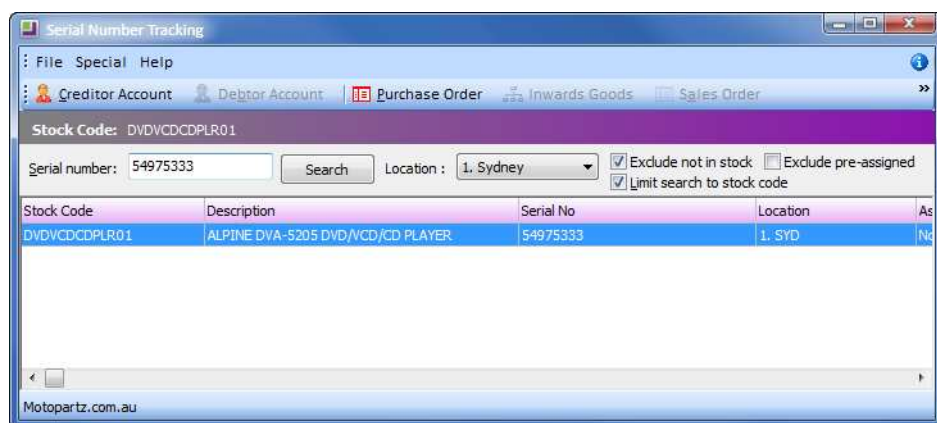
Tracking Serial Numbers

Serial numbers can be tracked via the  utility on the main **Stock** screen, or via the serials tab of the stock item (**right-click** on the serial number).

Depending on how the serial number is tracked and how the sale and purchase were processed, history may be viewed such as:

- Debtor account it was sold to.
- Sales order by which it was bought.
- Debtor invoice it was bought by.
- Creditor account it was purchased from.
- Purchase order by which it was bought.
- Inwards goods receipt it was received on.
- Creditor invoice by which it was purchased.

On the following screen, the stock serial number 54975333 (one of the DVD players) has been recalled. Click on the  icon in the toolbar to view the original purchase order it was bought on as well as the  icon to view the invoice on which it was sold.



Serial Number tracking

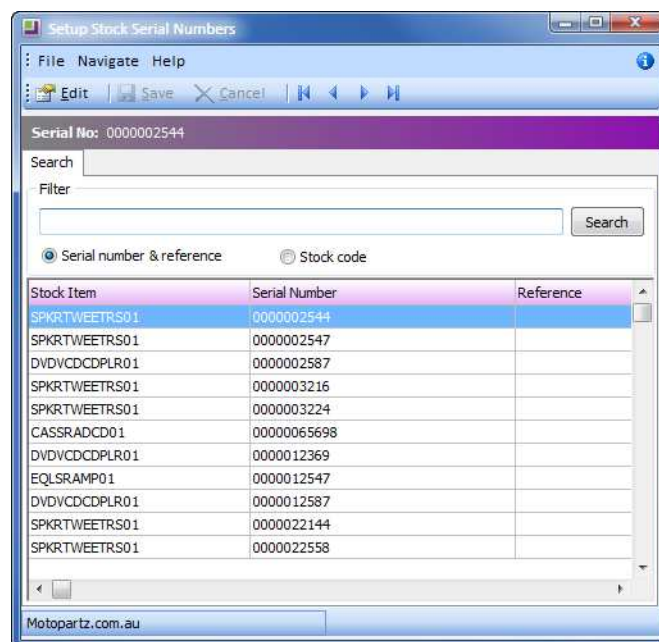
Editing Serial Numbers

Utilities > Stock Utilities > Setup Stock Serial Numbers


If your profile allows, serial numbers can be edited via the **Setup Stock Serial Numbers** function.

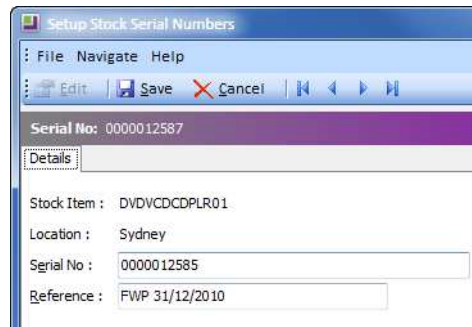


Stock Utilities




Set up Serial Stock Numbers

- 1 Select the serial number you need to change and then click  on the toolbar (or double click on the serial number).



Edit Serial Numbers

- 2 Edit the serial number and add a reference as required.
- 3 Click on the  button on the toolbar to save changes to the serial number.

TIP



If you have multiple serial numbers to change it may be worth using ODBC links to facilitate these changes. See your implementing partner.

Changing Serial Number Type

If a stock item has no transactions, the serial number type for that item can be easily changed via the **Stock Item Details 1** screen.

If transactions have already occurred, there are tools which will assist you in changing the serial number type. See your implementing partner.

Expiry Dates

If you need to record expiry dates for your serialised items, see your implementing partner. The system will need to be configured to facilitate this. This will make available an additional option (**Item Expires**) on the **Details 1** tab of the stock items that require expiry dates. Select this option if the item expires.

Pre-assigned Serial Numbers

Pre-assignment of serial numbers can be established to allow linking of a serial number with a document prior to entering the transaction. See your implementing partner.

Processing Transactions with Serials

When a transaction is saved for a serialised item (i.e debtor invoice, creditor invoice, etc.), the quantity of serial numbers required is determined and a serial numbers screen displayed. Serials must be entered prior to the sale or purchase being finalised.

The following screen shows that serial numbers for two DVD players and 1 Equaliser are required to finalise an inwards goods costing.

The top section of the serials screen shows the serial numbers that are required to be recorded (ie what serial numbers are being sold) and the lower part of the screen will show a list of existing serial numbers (if applicable).

Serial Numbers : Inwards Goods Costing (1)

File Help

Save Cancel Sequential (n) Sequential

Tracked : Fully Tracked Enter a new one or select a one from the Returned grid

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

The upper grid shows stock items which require serial numbers to be recorded (e.g. when buying).

Code: DVDVCDPLR01 Desc: ALPINE DVA-5205 DVD/VCD/CD PLAYER

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

The lower grid shows existing serial numbers available to be assigned (e.g. when selling).

Motopartz.com.au In Stock : No Location : Sydney Account : All

Stock Serial Numbers screen

To transact serial numbers:

Serial numbers need to be entered for each of the stock items detailed in the upper part of the screen.

Serial numbers can be entered in three different ways:

Key the serial numbers individually.

If the serial number keyed matches one already in the list of existing serial numbers on the lower part of the screen, it will be selected and removed from the existing serial numbers list (e.g. when selling).

Key the first serial number and using the Sequential or Sequential (n) function.

This will automatically enter a sequential number for each subsequent row that has the same stock code.

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

TIP

The Sequential and (n) Sequential buttons can be hidden to force manual entry of serial numbers. See your Implementing Partner.

Select the serial number from the existing serial numbers list on the lower part of the screen.

As each serial number is selected, it is removed from the existing serial numbers list (lower grid).

- If a serial is selected in error, simply select another to replace it. The replaced serial will be returned to the last row on the **Existing Serial Numbers** list.
- Click on the **Save** button on the toolbar when all the stock items have had serial numbers assigned (e.g. the top screen is fully populated). This closes the serials screen and continues saving the original transaction.
- If you press **Save** without entering all the required serial numbers, the system will present a warning and return you to the serials screen.

TIP

At any time during entry of serial numbers, the cancel button can be used to discard any serial information entered and return to the parent document (e.g. invoice)



Skills checklist

Tick the skills that you have learned in this unit.

Skills	<input checked="" type="checkbox"/>
Setting stock items to track serial numbers	<input type="checkbox"/>
Edit existing serial numbers	<input type="checkbox"/>
Process a transaction with serial numbers	<input type="checkbox"/>

Manufacturing Stock

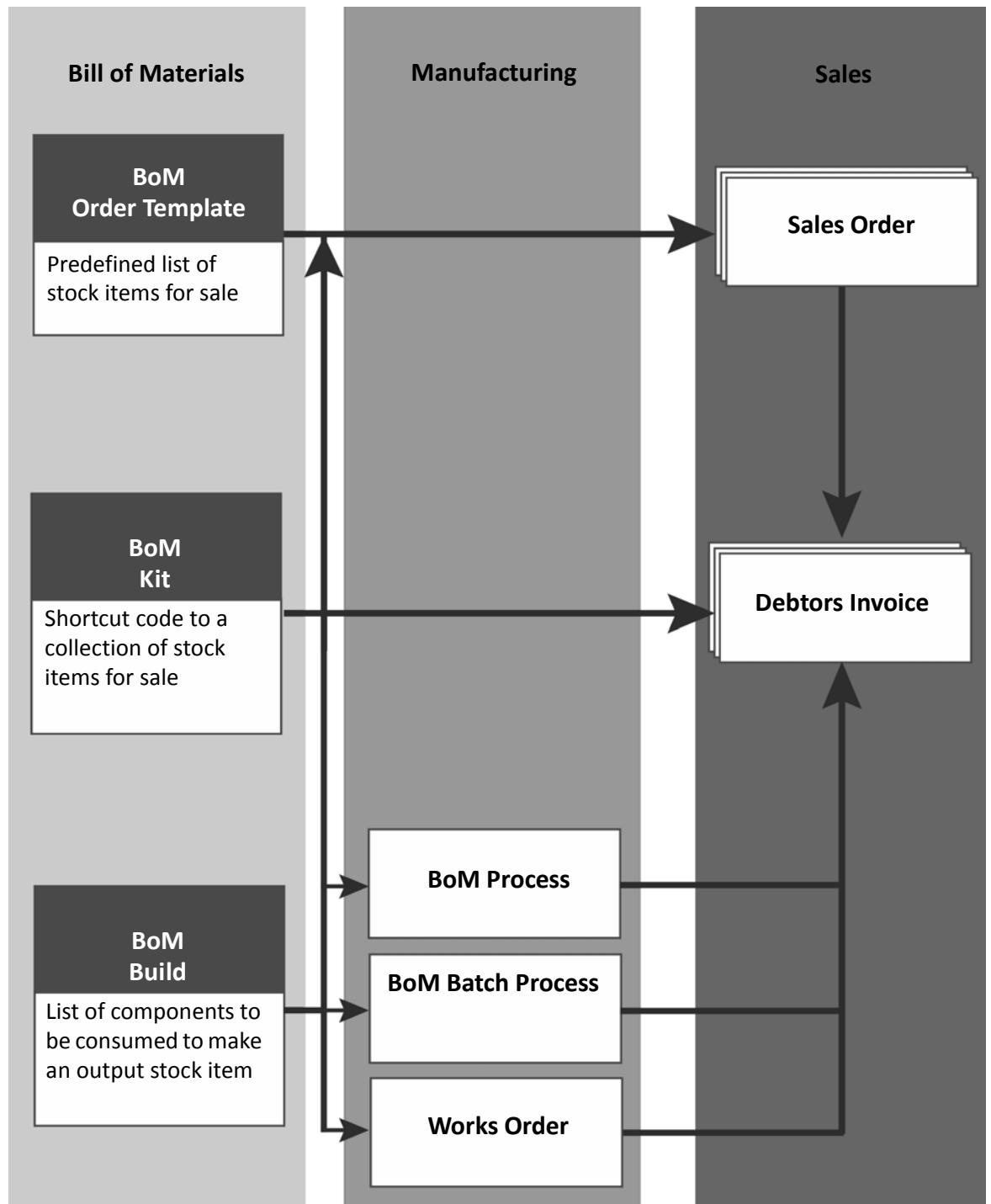
4

In this unit you will learn how to use the option to manufacturing stock.

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

- ▶ Create Kits, Bill of Materials
- ▶ Use Works Orders
- ▶ Prepare Stock Reports

Process Overview



Bill of Materials Types

MYOB EXO Business can be used to create, manufacture and sell single level Bill of Materials. Bill of Materials is essentially a predefined group of stock items which combine to make a single stock unit available for sale. Before setting up a Bill of Materials (BOM), you must first consider the different types available:

- Order template BOM
- Kit BOM
- Build BOM

Order Template BOM

Order Template BOMs are a simple product list for use with sales orders only. The BOM code becomes a shortcut to the product list, to save keying each product into the order.

The **Output Code** should be **DEF BOM OUTPUT**.

It is sold using a full stop in the stock code field (ie .ALL CAR AUTO ORDER) but is not “manufactured”.

It can be linked to a debtor account via the auto order template field on the Details2 tab. This will populate each new sales order for that customer with the designated order template.

Order templates are fully editable once brought into a sales order or debtor invoice.

Kit BOM

Individual components are sold, and the BOM code is a shortcut code to the collection of components.

The **Output Code** should be **DEF BOM OUTPUT**.

It is sold using a full stop in the stock code field (.CARCARE02) but is not “manufactured”.

Tracking of sales of kits is through the individual component parts.

It can be utilised in the Job Costing module.

Limited editing is available once it is recalled into a sales order or debtor invoice.

Build BOM

All components are consumed in a transformation to make an output stock item which is then sold.

Sales of the output stock item are tracked.

It is processed by BOM Process, BOM Batch Process or Works Order.

It can handle lookup stock items (labour), serial numbers and batch tracking when processed using a **WORKS ORDER**.

The BOMs outlined above are different to linked stockcodes (outlined earlier in this module). Linked stockcodes sell only 1 stock component in varying package sizes (ie 1 bottle of motor oil or 1 dozen bottles of motor oil). BOMs can be comprised of many stock components.

NOTE



If you are unsure about which type of BOM to use in your circumstances speak with your implementing partner.

Setting up a Bill of Materials

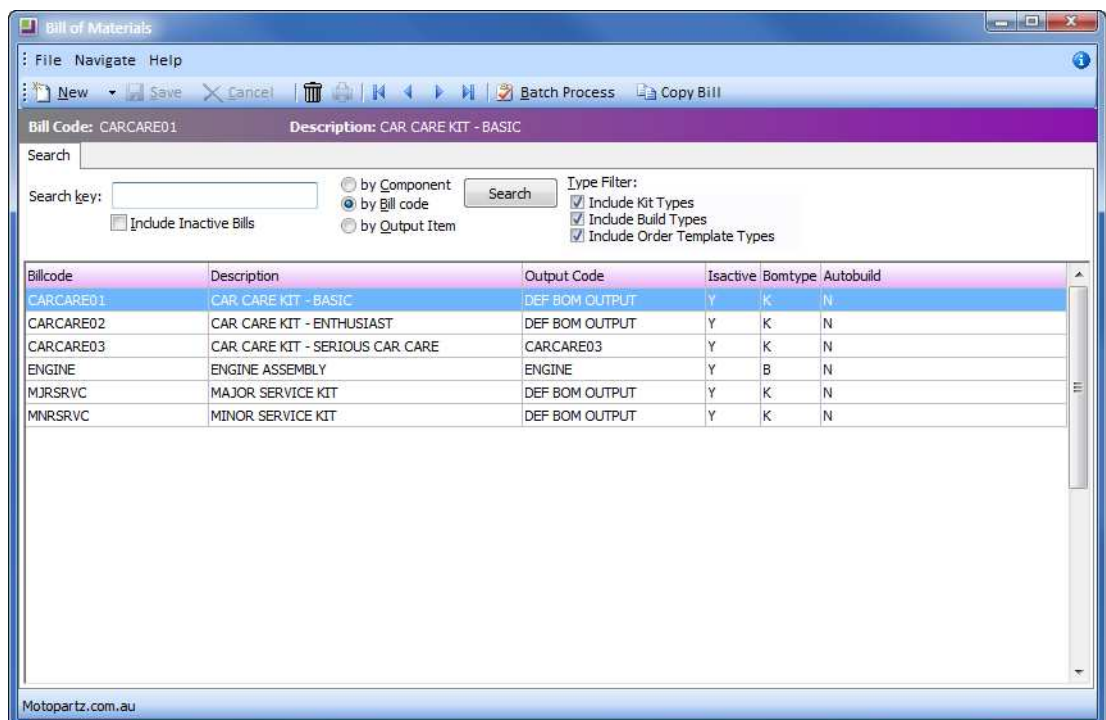
Transactions > Manufacturing > Bill of Materials

As described above, Bills of Materials (BOMs) are a list of components which may be defined as Builds (with a manufactured output item), Kits (a collection of components), or Order Templates (for rapid sales order entry).

Searching Bill of Materials

To Search Bill of Materials


- 1 Open the BOM search screen: transactions > Manufacturing > Bill of Materials.



Search Bill of Materials



- 2 Enter text in the **Search key** Filter for the BOM type.
- 3 Click on the **Search** button.
- 4 Double click on the required row to open the BOM. You can view details of the BOM including pricing, component parts, etc.

TIP

Once the BOM is opened, the BOM can be renamed by clicking on the  button. This will change references to the bill code throughout the system.

New Bill of Materials

To create new bill of materials:





- 1 Click  to create a new BOM. Alternatively, click the  icon on the toolbar to copy the currently selected BOM if it has a similar group of components.

New Bill of Materials

- 2 Enter the **Bill Code** and **Description**.
- 3 From the **BOM type** dropdown list, select the appropriate type.
- 4 In the **Output item**, enter the appropriate output item.
 - Using DEF BOM output for any kit or order template BOMs is recommended. This ensures that the component items will be properly accounted for and that stock levels will reduce appropriately when sold.
 - With a build BOM the output item is the stock code by which you are selling the BOM.

- 5 In the **Batch quantity**, specify how many output items are created when manufacturing the BOM (this is only relevant to Build BOMs).
- 6 Select the option **Hide lines on all reports** to hide the BOM component lines on Clarity reports such as invoices, sales orders, etc.
- 7 **Overhead allocation (%)** only applies if the BOM will be processed via a works order. It cannot be used for the standard BOM Build process. An overhead lookup stock item must also be created and added to the components list (see earlier in this module how to establish a lookup stock item).
- 8 Determine pricing method:

Method	Description
Price by Components	The price and costs are obtained from the individual stock items that make up the BOM.
Price by Total	The sell price of the BOM is defined independently of components prices.

- 9 Enter Component details: click on the components tab to enter stock codes and quantity to be used. Use the tools in the menu bar to add, delete or move items up or down in the list.
 - Click on the  icon to add a component to the BOM.
 - Click on the  icon to remove a component from the BOM.
 - Click on the  icon to move the selected component up in the list.
 - Click on the  icon to move the selected component down on the list.
- 10 Click **Save** to save the Bill of Materials with its components. This will take you back to the main Bill of Materials Search screen.

Once saved, the BOM is ready for processing. We look in more detail at processing a bill of materials in the next section.

Processing Bills of Materials

Kits & Order Template BOMs

Kit BOMs are processed when they are sold, and are not “manufactured” using the process option in the Bill of Materials screen.

Order Template BOMs are used when creating a sales order (or invoice) for a particular client. They are also not “manufactured” using the process option in the Bill of Materials screen.

Refer to ‘*Selling Bills of Materials*’ on page 170 for information on selling kits and order templates.

NOTE



When selling Kits, use a full stop in the stock code field to access the Bill of Materials search screen. This enables you to easily find the kit you are selling (ie .CARCARE02).

Manufacturing Build BOMs

Build-type BOMs can be manufactured to create stock in advance of sale. The stock item produced for sale will be the **OUTPUT** item listed in the BOM setup screen (i.e. the ENGINE Bill of Materials when processed will put ENGINE items into stock).

NOTE




If you do not create stock of build BOMS then manufacture of the Build can occur when it is placed on a sales order or debtors invoice (see next section Selling bills of Materials).

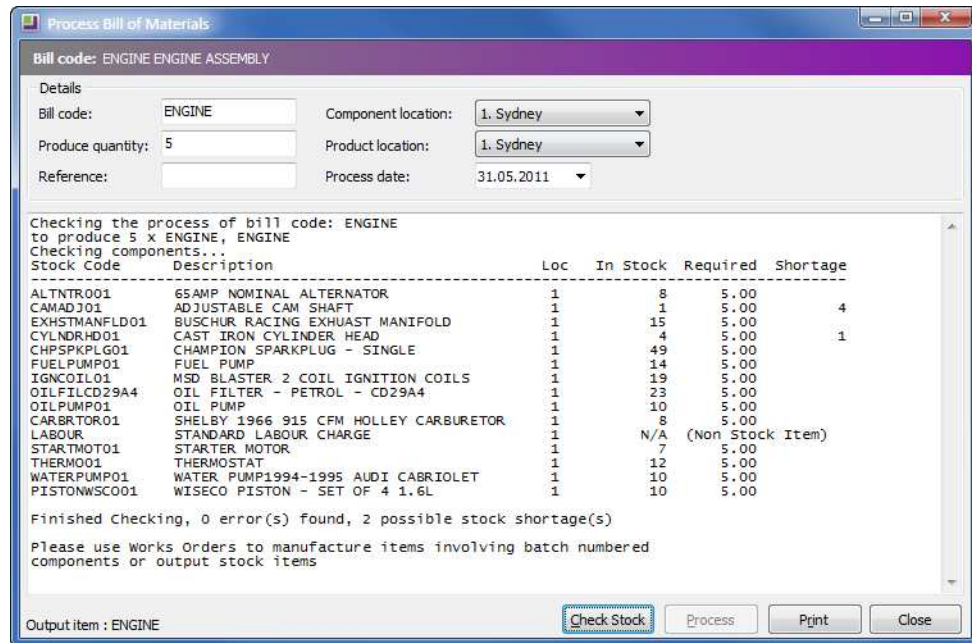
How processing BOM builds

Transactions > Manufacturing > Bill of Materials

As described previously, build BOMs can be processed directly from the Bill of Materials screen by clicking on the Process button to immediately produce the output item.

- 1 Open the Bill of Materials screen.
- 2 Open the BOM you want to process (remember that only a build BOM can be processed).
- 3 Check the component details, etc are correct.
- 4 Review the Batch Quantity on the Details screen. It is best to leave this at 1 and enter the quantity to be produced in the processing screen.
- 5 Open the Process Bill of Materials Screen.

- 6 Click  on the toolbar.
- 7 Check the processing details, e.g. how many to produce, the location the components are being sourced from and the location the output item will be held.
- 8 Check stock levels for the component items by clicking on the **Check Stock** button at the bottom of the screen.



Process Bill of Materials

Bill code: ENGINE ENGINE ASSEMBLY

Details

Bill code: ENGINE Component location: 1. Sydney

Produce quantity: 5 Product location: 1. Sydney

Reference: Process date: 31.05.2011

Checking the process of bill code: ENGINE to produce 5 x ENGINE, ENGINE

Checking components...

Stock Code	Description	Loc	In Stock	Required	Shortage
ALTNTRO01	65AMP NOMINAL ALTERNATOR	1	8	5.00	
CAMADJ01	ADJUSTABLE CAM SHAFT	1	1	5.00	4
EXHSTMANFLD01	BUSCHUR RACING EXHUAST MANIFOLD	1	15	5.00	
CYLNDRH01	CAST IRON CYLINDER HEAD	1	4	5.00	
CHPSKPLG01	CHAMPION SPARKPLUG - SINGLE	1	49	5.00	1
FUELPUMP01	FUEL PUMP	1	14	5.00	
IGNCOIL01	MSD BLASTER 2 COIL IGNITION COILS	1	19	5.00	
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	1	23	5.00	
OILPUMP01	OIL PUMP	1	10	5.00	
CARBRTOR01	SHELBY 1966 915 CFM HOLLEY CARBURETOR	1	8	5.00	
LABOUR	STANDARD LABOUR CHARGE	1	N/A	(Non Stock Item)	
STARTMOT01	STARTER MOTOR	1	7	5.00	
THERMO01	THERMOSTAT	1	12	5.00	
WATERPUMP01	WATER PUMP1994-1995 AUDI CABRIOLET	1	10	5.00	
PISTONWSC001	WISECO PISTON - SET OF 4 1.6L	1	10	5.00	

Finished Checking, 0 error(s) found, 2 possible stock shortage(s)

Please use Works Orders to manufacture items involving batch numbered components or output stock items

Output item : ENGINE

Check Stock Process Print Close


Process Bill of Materials

- 9 Print the stock levels report if required by clicking the **Print** button at the bottom of the screen.
- 10 This report can also be used to prompt the warehouse to manufacture the physical stock.

NOTE



If there is insufficient stock available on the system to manufacture, you will need to either purchase new stock or use stock adjustments as appropriate. BOM batch process might also be used to generate BOMs when the system shows insufficient stock, however component stock levels will go into negative.

- 11 Process the BOM. If stock is available in the quantities required, then click on the  button to manufacture the specified quantity. The system will then process the BOM, taking component items out of stock to create the required number of output stock items (Engines).
- 12 The system will prompt you to print the Bill of Materials report.


IMPORTANT

Build BOMs cannot be processed in this way when there is a lookup stock item involved (such as labour) or if you need to assign serials or batch numbers to the manufactured item. This type of build will require a works order to process it - see later in this section Works Order Processing.

Batch Processing Build BOM

Transactions > Manufacturing > Bill of Materials Batch Entry

Bill of Materials Batch Entry can be used to process several Bills of Materials (BOM Build) at the same time.


- 1 Open the Batch Processing screen using the path outlined above or click on Batch Process from the Bill of Materials search screen.
- 2 Click  to create new BOM Batch.

Transaction Date:	Component Location:	Reference Code:	Product Location:
31.05.2011	1. Sydney	79534-KC	1. Sydney

Bill Code	Description	Quantity	Analysis Codes
ENGINE	ENGINE ASSEMBLY	10	
CARCARE03	CAR CARE KIT - SERIOUS CAR CARE	150	

Motopartz.com.au Total: 160

Bill of Materials Batching

- 3 Enter Batch header details such as transaction date, component location (where you are sourcing your components from), reference code and product location (the location where your output item will be held).
- 4 Enter Bill Codes and Quantities of builds to be produced.
- 5 Click on  to print the BOM Batch report. This will print a list of component items, their costs and the total batch cost.

NOTE

Note that the system does not automatically print a BOM batch report at the end of processing. If you would like this to occur automatically, see your implementing partner.

- 6 Process the BOM Batch. Click Process in the toolbar. The system will ask you to confirm that you want to process the stock transactions. Click **Yes**.

WARNING

When using the Batch BOM process there is no opportunity to check component stock levels on individual BOMs prior to processing. Be aware that batch processing may put component items into negative stock.

Selling Bills of Materials

Selling Kits and Order Templates

- 1 Create New Sales Order: (F4 and new), or
- 2 Create new Debtor Invoice (F6 and new).
- 3 Search for the BOM code. Put a Full Stop in the stock code column of the order/invoice and press Enter/return. This will display a list of current BOM's. Use filters as appropriate.
- 4 Select BOM code. Double-click on the required **BOM CODE** and press **Enter**.

TIP



Use a full stop to search Bill of Materials rather than stock items.

- 5 **Order BOM:** if the BOM is an order type and priced by product, it will simply enter the products (components) into the order/invoice. These can then be edited individually as required (e.g. quantity, price, etc). If the BOM is priced by template it will put in a header record of the BOM Output code with the total price and list the components with no price.
- 6 **BOM Quantity:** If it is a kit type, a dialog box will request a BOM quantity. The order/invoice will then be populated with a header and component lines scaled by the requested quantity. These components can only be edited if your user profile allows it. See your implementing partner.
- 7 **Price by Total:** If the BOM is a Price by total then the system asks for confirmation of the total price. If the price is changed the difference will be spread pro-rata against the component items for recording the sale.
- 8 Click **Save**.

IMPORTANT



Once you have entered the BOM quantity the components cannot be edited unless your user profile allows. See your implementing partner.

TIP



NOTE: To review sales of a kit you must look at the component stock items or use the Debtor Sales by Stock / Stock Sales by Debtor reports with kit headers ticked.

Selling Build BOMs

There are a number of options for selling build BOMS which can have varying implications for your database. It is probably best to discuss these options with your implementing partner to determine the best method for your organisation.

When selling a BOM using the full stop method (ie creates the BOM when it is sold), any Build type BOMs are manufactured at the time of sale. This will track the transaction through the individual component items, not the bill of materials output item.

It is generally recommended that Build BOMS are sold using their output code (ie ENGINE) so that stock levels can be monitored and new items can be processed as appropriate. Essentially the BUILD BOM is sold as a simple stock item and can be properly inventoried and tracked through the one stock code.

If you plan to keep stock of a Build BOM then see previous section Processing bills of materials in order to build stock.


Best Prices and Discounts on BOMs

When adding a Bill of Materials that is priced by total to a Sales Order, any pricing rules for the Debtor account are applied on the BOM Price Confirmation window. If a discount applies, this is indicated on the BOM Price Confirmation window.

Auto Order Templates

Once an Order Template has been set up in the Bill of Materials screen it can be linked to a customer. This will facilitate sales order entry for those customers who order a regular set of stock items.

Go to the Details2 tab of the debtor account and search for the name of the Order Template in the Auto Order Template field.

Click the  button search for existing Order Templates

The template will automatically populate any new sales orders that are generated for that customer, and these can then be edited as required.

TIP



While you can only link one order template per debtor, additional order templates can be recalled from the sales order transaction entry screen.

Credit Notes and BOMs

Crediting Kits and Order Template BOMs

Kit and order template BOMS may be reversed like any other sales order line by right-clicking on the transaction and selecting **Generate Credit**. This will generate a credit and put the component items back into stock.

Crediting Builds

Generating a credit note from an invoice containing a Build using the right-click method will only create a single line on the credit note for that Bill entry. It will reverse the sale of the output item only and return the output item (and not the individual components) to stock. This may be appropriate as the output item can then be sold to another customer.

If disassembly of the output code is required, then either Stock adjustments or works orders could be used. Stock adjustments will need to be manually determined and you will need to think carefully about the stock location you will return the component items to (warehouse, repackaging, rework).

Works Order Processing

Transactions > Manufacturing > Works Order Entry

A works order is essentially a more complex version of Bill of Materials processing and can be used to track each stage of component assembly until the product is produced.

For complex BOM Builds which include lookup items (such as labour), the works order function should be used. Works order processing should also be used to process Builds which require batching and serial number processing.

Works orders can also be linked to sales orders.

Works Order Status

Status	Description
Uncommitted	Allows entry of works order without committing the component stock.
Committed	Commits component stock ready for processing.
In Production	Shows the works order as being in current production.
Completed	Works order is completed and produced item is available for sale.

Using works orders to process a bill of materials into stock on the system requires four steps.

Works Order Procedure

- 1 Enter works order details.
- 2 Load and confirm works order components.
- 3 Print works order request.
- 4 Process works order.

Creating a new works order


1. Enter Works Order Details

- 1 Open the works order screen by following the path **Transactions > Manufacturing > Works Order Entry**. You can search for any existing works orders based on their status (Uncommitted, Committed, In Production, Completed).
- 2 Click new to start a new works order.


- 3 Enter the billomat code (ie ENGINE) that you are producing and the quantity required.

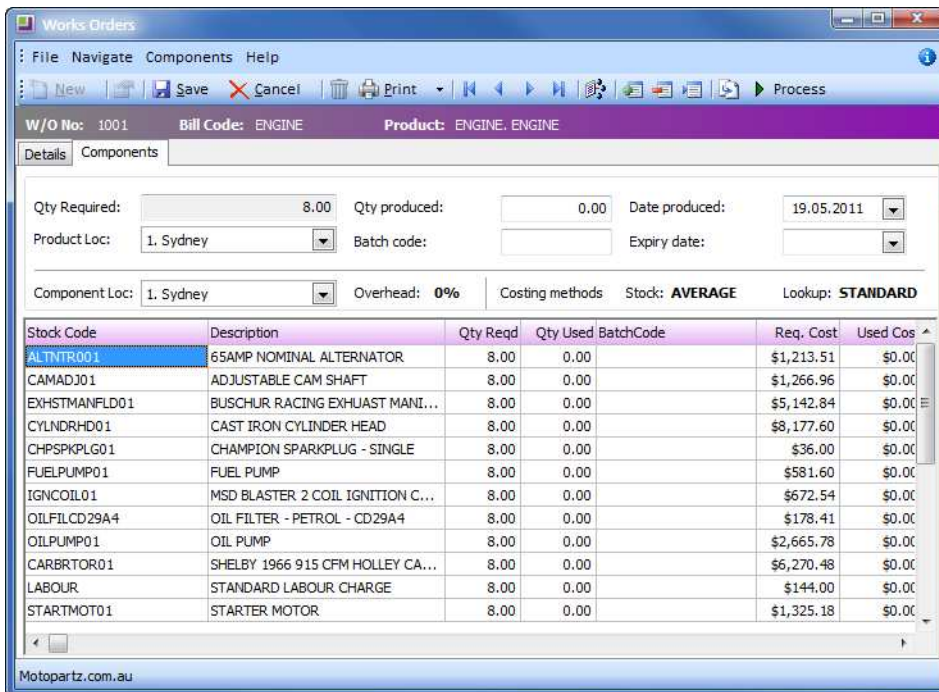
The screenshot shows the 'Works Orders' application window. The 'Details' tab is active. At the top, there's a header bar with 'W/O No: (New Bill)', 'Bill Code: ENGINE', and 'Product: ENGINE, ENGINE'. Below this, the 'Details' section contains several input fields: 'Works order no:' with a '(New Bill)' button, 'Entered by:' with the text '8. EXO BUSINESS ADMIN ACCOUNT', 'Billomat code:' with 'ENGINE' and a search button, 'Product code:' with 'ENGINE', 'Qty. required:' with '8.00', 'Status:' with a dropdown showing 'Uncommitted', 'Entry date:' with '17.05.2011', 'Production date:' with '19.05.2011', 'Due date:' with '31.05.2011', 'Batch code:', 'Reference:', and 'Expiry date:'. Below these are 'Product Loc:' with '1. Sydney' and 'Component Loc:' with '1. Sydney'. At the bottom right of the details section is 'Linked sales order:' with '2. AUSSIE SPARES' and a search button. A 'Production notes:' section at the very bottom contains three paragraphs of text explaining the BOM class and its usage.

Works Order Details

- 4 Search and enter the **Batch Code** if required. **Serials** will be asked for when the works order is processed.
- 5 Review the **Entry Date**, **Production Date**, **DUE Date** and **Expiry Date** fields and set to the business requirements.
- 6 **Product Loc:** Enter the location at which the produced item will be held.
- 7 **Component Loc:** Enter the location that the component items are being sourced from.
- 8 **Linked Sales Order:** Click on the  button to search for a sales order that links to this works order if appropriate.

2. Load and Confirm Works Order Components

- 1 Click on the  button on the works order Details tab and the works order components tab will be opened.



Works Orders

File Navigate Components Help

New Save Cancel Print Process

W/O No: 1001 Bill Code: ENGINE Product: ENGINE, ENGINE

Details Components

Qty Required: 8.00 Qty produced: 0.00 Date produced: 19.05.2011

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




Component Loc: 1. Sydney Overhead: 0% Costing methods Stock: AVERAGE Lookup: STANDARD

Stock Code	Description	Qty Req'd	Qty Used	BatchCode	Req. Cost	Used Cos
ALTNTR001	65AMP NOMINAL ALTERNATOR	8.00	0.00		\$1,213.51	\$0.00
CAMADJ01	ADJUSTABLE CAM SHAFT	8.00	0.00		\$1,266.96	\$0.00
EXHSTMANFLD01	BUSCHUR RACING EXHJAST MANI...	8.00	0.00		\$5,142.84	\$0.00
CYLNRHD01	CAST IRON CYLINDER HEAD	8.00	0.00		\$8,177.60	\$0.00
CHPSKPLG01	CHAMPION SPARKPLUG - SINGLE	8.00	0.00		\$36.00	\$0.00
FUELPU01	FUEL PUMP	8.00	0.00		\$581.60	\$0.00
IGNCOIL01	MSD BLASTER 2 COIL IGNITION C...	8.00	0.00		\$672.54	\$0.00
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	8.00	0.00		\$178.41	\$0.00
OILPUMP01	OIL PUMP	8.00	0.00		\$2,665.78	\$0.00
CARBRTOR01	SHELBY 1966 915 CFM HOLLEY CA...	8.00	0.00		\$6,270.48	\$0.00
LABOUR	STANDARD LABOUR CHARGE	8.00	0.00		\$144.00	\$0.00
STARTMOT01	STARTER MOTOR	8.00	0.00		\$1,325.18	\$0.00


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Works Order Components

- 2 **Check component items:** Review the individual items and make any adjustments that may be required in the **Qty Req'd** column (e.g. additional labour, varying quantities of component items).
- 3 Add, remove or replace components using the icons in the toolbar if required.

Icon	Description
	Add components to the Works Order
	Remove the selected component from the Works Order
	Replace the selected component.

3. Print Works Order Request

- 1 Click the  button in the toolbar to print out a works order request.

Works Order No 1001					
Billcode:	ENGINE	Linked Sales Order :	10012		
Output Stock item:	ENGINE	Account :	3 AUSSIE SPARES		
Production Date:	19.05.2011		PO BOX 807-078		
Status:	Uncommitted		FOREST LAKE		
Due Date:	31.05.2011		QLD AUSTRALIA		
Quantity:	8				
Batchcode:		Ph:	07-3372 2288	Fax:	07-3372 2299
Component Location:	Sydney	Email:	leigh@aussiespares.com.au		
Product Location:	Sydney				
Reference:					

Stockcode	Description	Batch	Qty Rqd	Qty Used	Used Cost
ALTNR001	65AMP NOMINAL ALTERNATOR		8		
CAMADJ01	ADJUSTABLE CAM SHAFT		8		
EXHSTMANFLD01	BUSCHUR RACING EXHUAUST MANIFOLD		8		
CYLNRHD01	CAST IRON CYLINDER HEAD		8		
CHSPKPLG01	CHAMPION SPARKPLUG - SINGLE		8		
FUELPUMP01	FUEL PUMP		8		
IGNCOIL01	MSD BLASTER 2 COIL IGNITION COILS		8		
OILFILCD29A4	OIL FILTER - PETROL - CD29A4		8		
OILPUMP01	OIL PUMP		8		
CARBRTOR01	SHELBY 1966 915 CFM HOLLEY CARBURETOR		8		
LABOUR	STANDARD LABOUR CHARGE		8		
STARTMOT01	STARTER MOTOR		8		
THERMO01	THERMOSTAT		8		
WATERPUMP01	WATER PUMP1994-1995 AUDI CABRIOLET		8		
PISTONWSC001	WISECO PISTON - SET OF 4 1.6L		8		

Works Order Request

- 2 Submit request to the factory and confirm due dates, etc. as required.

At this point whoever is responsible for manufacturing the item can review stock levels, schedule work, commit stock, etc. as per your business processes.

IMPORTANT








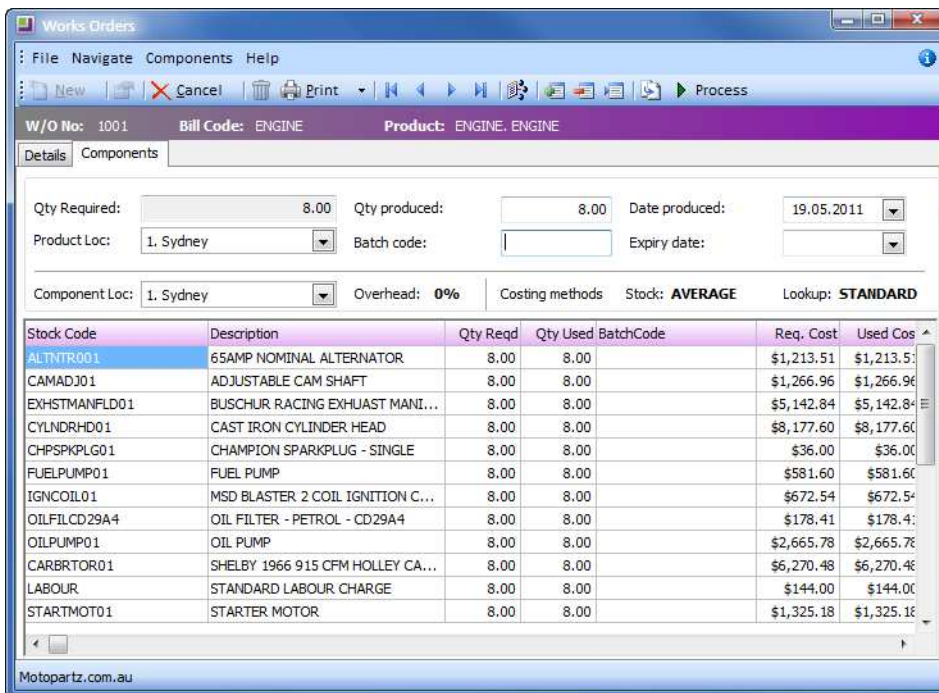
The status of the works order should be set to committed once confirmation has come from the factory that the works order has been scheduled. This commits all component stock on the system.

4. Process Works Order

Once the goods have been physically produced, then the works order can be processed and put into stock on the system.

- 1 Open the **Components** tab of the works order.
- 2 Update the following information in the header:
 - The produced amount in the **Qty Produced** field.
 - **Date Produced**
 - Enter a **Batch Code** if required.
 - Enter an **Expiry Date** if required.

- 3 Components can be updated using the ,  and  buttons on the toolbar.
- 4 Enter the used quantities in the **Qty Used** column. This can be facilitated by clicking the  button on the toolbar to set all used quantities to equal the required quantities. Make amendments as required to the quantities.
- 5 Process the works order by clicking the  button on the toolbar. This will finalise processing of the works order and post all transactions to the stock ledger. The works order status is automatically set to **Completed** and can no longer be edited.



The screenshot shows the 'Works Orders' application window. At the top, there's a menu bar with 'File', 'Navigate', 'Components', and 'Help'. Below it is a toolbar with buttons for 'New', 'Cancel', 'Print', and 'Process'. The main area displays details for a specific work order: W/O No: 1001, Bill Code: ENGINE, Product: ENGINE. ENGINE. Below this, there are input fields for 'Qty Required' (8.00), 'Qty produced' (8.00), 'Date produced' (19.05.2011), 'Product Loc' (1. Sydney), 'Batch code', 'Expiry date', 'Component Loc' (1. Sydney), 'Overhead' (0%), 'Costing methods', 'Stock' (AVERAGE), and 'Lookup' (STANDARD). At the bottom, there is a table with columns: Stock Code, Description, Qty Req'd, Qty Used, BatchCode, Req. Cost, and Used Cos. The table lists various components like ALTNTR001, CAMADJ01, EXHSTMANFLD01, CYLNRHD01, CHPSKPLG01, FUELPUMP01, IGNCOIL01, OILFILCD29A4, OILPUMP01, CARBRTOR01, LABOUR, and STARTMOT01, each with its respective quantities and costs.

Stock Code	Description	Qty Req'd	Qty Used	BatchCode	Req. Cost	Used Cos
ALTNTR001	65AMP NOMINAL ALTERNATOR	8.00	8.00		\$1,213.51	\$1,213.51
CAMADJ01	ADJUSTABLE CAM SHAFT	8.00	8.00		\$1,266.96	\$1,266.96
EXHSTMANFLD01	BUSCHUR RACING EXHUAUST MANI...	8.00	8.00		\$5,142.84	\$5,142.84
CYLNRHD01	CAST IRON CYLINDER HEAD	8.00	8.00		\$8,177.60	\$8,177.60
CHPSKPLG01	CHAMPION SPARKPLUG - SINGLE	8.00	8.00		\$36.00	\$36.00
FUELPUMP01	FUEL PUMP	8.00	8.00		\$581.60	\$581.60
IGNCOIL01	MSD BLASTER 2 COIL IGNITION C...	8.00	8.00		\$672.54	\$672.54
OILFILCD29A4	OIL FILTER - PETROL - CD29A4	8.00	8.00		\$178.41	\$178.41
OILPUMP01	OIL PUMP	8.00	8.00		\$2,665.78	\$2,665.78
CARBRTOR01	SHELBY 1966 915 CFM HOLLEY CA...	8.00	8.00		\$6,270.48	\$6,270.48
LABOUR	STANDARD LABOUR CHARGE	8.00	8.00		\$144.00	\$144.00
STARTMOT01	STARTER MOTOR	8.00	8.00		\$1,325.18	\$1,325.18

Works Order: Process Quantities

WARNING

Works Orders may still be processed even if component stock goes into negative.

We have provided a simple overview of the works order process here. If you have more complex manufacturing requirements please talk to your implementing partner.

IMPORTANT

The Works Order screen will always show the current cost. This is the case with all works orders, including completed works orders. It is therefore important to print all relevant reports relating to works orders at the time the works order is processed. This will provide you with record of the costs at the time the works order was processed.



Skills checklist

Tick the skills that you have learned in this unit.

Skills	✓
Create an Order Template	
Create a Kit Bill of Materials	
Create a Build Bill of Materials	
Process a Kit	
Process an Order Template	
Process a Build	
Batch process a Build	
Sell a Kit	
Create a Sales Order using an Order Template	
Create a Credit Note for Bill of Materials	
Process a Works Order	

Maintaining Stock - Review

5

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

1 Name two alternate stock types and give an example of how they might be used?

2 When setting up a new stock item, where would min and max stock levels be maintained? Can stock levels be set by location?

3 What happens to one-off stock items once stock levels fall to zero?

4 What transaction types are not recommended when adjusting stock via Stock Movements?

5 Can more than one stock take be run at the same time in the one location?

6 At what point are the stock take figures taken up by the system and reflected in the accounts.

7 What are the three types of BOM and how might you use them?

8 When would you use a Works Order to process a BOM Build?

9 In the stock item screen, where can I find out about margins for each sell price band?

Maintaining Stock - Activities

2

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

Activity 1: New Stock Item

- Enter new stock item **SEATCOV01 (Black/Grey seat covers)** with the following parameters:

Primary Group	Care Care & Accessories
Secondary Group	none selected
Classification	Normal
Price Group	Interior
Main Supplier	Rainbow Auto Parts
Unit/Pack	Pack
Cost Price (Supplier)	\$45.90
Active	Yes
Discountable	Yes
Sell Prices	Internet: \$115.00 Retail: \$125.00 Trade: \$105.00
Min Stock	4 per location
Max Stock	20 per location
Sales GST	Auto Select Rate
Purch GST	Auto Select Rate
Auto Narrative	Yes with Notes
Notes TAB	To suit 4WD vehicles - Dry Clean Only.

Option 1a:

Set up 3 alternative stock codes for seat covers for the Rainbow Auto Parts:

- SEATCO-1** single unit pack at \$45.90
- SEATCO-10** pack of 10 for \$390.00
- SEATCO-50** pack of 50 for \$1,750.00

HINT: Stock Item > Details2 > Alternate Suppliers/Stock Codes...

Option 1b:

Create a stock **Misc Template** using the following parameters:

Primary Group	Misc Items
Classification	Template
Price Group	Not Assigned
Main Supplier	Not required for a template stock item.
Supplier Cost Price	\$10.00
Sell Prices	\$50.00 for all
Sales GL Code	01000-03 Other Mechanical Parts
Purchase GL Code	02050-03 Other Mechanical Parts
Flags	<ul style="list-style-type: none"> • Lookup • Active

Activity 2: Establish lookup stock item

You have established a new, rapid delivery service in response to a number of customer requests. When purchasing stock, customers can request an overnight delivery (instead of the standard three day turn around).

- Establish a new stock item called Overnight Delivery as a lookup item.
- Lookup items are not “purchased” so you do not need to setup a main supplier. Sell price will be \$25 for each of the price bands.
- The cost of the delivery may vary each time it is used.

Activity 3 Linked stock item

You have decided to stock a new tyre and sell it both as an individual tyre and in sets of four at a special package price.

- Setup a new stock item **COOPER** with the following settings. This is the BASE STOCK ITEM by which you will track the quantities bought and sold.

Primary Group	Wheels and Tyres
Classification	Normal
Price Group	Exterior

Main Supplier	Wholesale auto
Cost Price (Supplier)	\$95.00
Sell Prices	Internet: \$190 Retail: \$225 Trade: \$185
Min Stock	4
Max Stock	16

- Setup a second stock item **COOPERx4** which will “lookup” the base stock item COOPER.

Primary Group	Wheels and Tyres
Classification	Normal
Price Group	Exterior
Main Supplier	Not required as this is automatically picked up from the base stock item.
Sell Prices	Internet: \$720 Retail: \$860 Trade: \$700

- On details 2, set the linked stockcode and nominate the quantity of tyres to lookup.

Option 3a:

There is an existing stock item **MOTOIL01** which you have just decided to sell in cases of 12. Setup a new stock item **MOTOIL Case** which refers to **MOTOIL01** with the following pricing:

- Internet: \$35.78
- Retail: \$39.40
- Trade: \$35.46

Activity 4: Adjust stock

An order has come into the Brisbane office for 7x **antrol01 Antiroll Bars**. A quick check of stock on the system has shown only 5 however the warehouse manager has advised that there are actually seven on the shelf (it has been some time since the last stocktake!). Adjust stock to show the correct quantity and enable the sales person to process the sale. (Remember to check the Location).

Option 4a:

The warehouse have rung back to say that they didn't realise one of the seven **antrol01** had just arrived from Sydney and needed to be transferred on the system. Make the appropriate adjustments so that the correct quantities are reflected in both the Sydney and Brisbane locations.

Hint: Utilise location transfers to achieve.

Where would you look to check transfers that have occurred on the system?

Activity 5: Stocktake for Brisbane

It is time to conduct a stocktake for the BRISBANE location.

- Initialise the stocktake and include items with zero count.
- Click on **copy system quantities** to include the quantities of stock not counted.

Page 1
MYOB EXONET TRAINING
StockTake Count sheet - Location 3

StockCode	Description	BinCode	StockGroup	Count
ANTROL01	ANTIROLL BARS		STEERING & SUSPENSIO	10
ANTSEI01	ANTISEIZE LUBRICATOR		OIL & LUBE	58
BAT127HD	CHAMPION SILVER BATTERY - 127		ELECTRICAL	26
BATCHA01	BATTERY CHARGER		TOOLS	10
BATT12V31M	12V31M BATTERY		ELECTICAL	27*
BRPAD4SET	BRAKE PADS SET - REAR - REPLAC		BRAKES	5
CASSRADCD01	AM/FM/CD FULL LOGIC CASSETTE P		AUDIO	10
EXHSTFLOMSTR01	FLOW MASTER 80 SERIES CROSSFLO		EXHAUST	20
EXHSTMANFLD01	BUSHUR RACING EXHAUST MANIFOL		EXHAUST	20
FLANGE01	FLANGE KIT		EXHAUST	4*
OILFILCD29A4	OIL FILTER - PETROL - CD29A4		ENGINE	30
PWRSTNG01	POWER STEERING		STEERING & SUSPENSIO	9
SPOILER01	SPOILER		CAR CARE & ACCESSORI	14*

* Includes 2 received not yet on system
3 sold and supplied today
1 sold not yet supplied

* Call if you need to clarify.
Wasn't sure what was already
on the system!
Cheers
Blake

- The attached count sheet has been returned from the warehouse and the new quantities need to be entered.
- Print the variance report to screen and check the details. Adjustment Value: \$1,807.04
- When all is correct upload the stocktake. Make sure that the period for the variance is listed as Period 0, as it relates to a stocktake conducted at the conclusion of the prior period.

Hint: Remember to take the stock take figures as the physical on the shelf. Then calculate the actual true figure by taking away or adding on the hand written changes in the right.

Activity 6: Serial Numbers

A customer is interested in purchasing one of the AM/FM/CD players (**CASSRADCD01**- serial number 0000659877) but wants to ensure that it is working properly before taking it away to install. The warehouse manager confirms that it is faulty.

- Find out which supplier the item was purchased from, when it was purchased and the creditor invoice number so that you can contact them about the fault.

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- The warehouse have indicated that **CASSRADCD01** - serial number 0000213212 is in good working order and can be sold. You look this up and notice that there is a mistake in the serial number recorded on the system (the system shows 0000213211 which is incorrect). Correct the serial.

Option 6a:

What report provides a simple price list for each of the price bands?

Price List

Option 6b:

What report shows stock items that are not selling regularly?

Bottom N Stock Turn Performance

Option 6c:

What report shows top selling stock items by quantity?

Top N Stock Turn Performance

Price Lists
Sales By Stock Item
Serial Number Tracking
Stock Reorder Requirements (Calculation Based)
Stock Valuation Report
Stock Transaction Listing
Top N Stock Turn Performances by Quantity
Top N Stock Turn Performances by Value
Bottom N Stock Turn Performances by Quantity
Bottom N Stock Turn Performances by Value

Reports > Stock Reports

Activity 7: Order template

Sales staff have been getting a lot of requests lately for items that people might need when embarking on 4WD adventures. To provide staff with a “checklist” of items, create an **ORDER TEMPLATE** called **OFF ROAD TRIP OPTIONS** for the following items:

Stock Code	Stock Item	Quantity
NGKSPKCABL01	Spark plug cables	4
BATCHA01	Battery Charger	1
AIRPRE01	Air pressure gauge	1
BAT127HD	Champion silver battery - 127HD	1
STORAG05	Off road roof basket	1
STORAG01	Storage hitch rack	1
WIPER02	Twinedge wind shield wiper	2
ANTROL01	Antiroll bars	1

The Order Template will be **PRICED BY PRODUCTS** and, being an order template, items that are not required can be easily removed. Total Value: \$853.04

Activity 8: Create new Kit

In order to increase sales of the off-road items you have offered a special price if people purchase all of the items at once.

- Create a **KIT** of the same group of items called **OFF ROAD TRIP KIT** The total price for the kit should be \$695.00.

HINT: Use the **COPY BILL** icon on the Bill of Materials search screen.

Option 8a: BOM report

Generate a report to show existing kits/builds and order templates on the system.

Option 8b: Auto Order Template

Establish the Order Template **OFF ROAD TRIP OPTIONS** as an **AUTO ORDER TEMPLATE** for your customer AUSSIE SPARES, as they frequently purchase these items.

Activity 9: Convert Kit to a Build

- Convert the BOM Kit **CarCare03** to a BOM Build called **SERIOUS CAR CARE**. Make sure that the output stock item (**CARCARE03**) is no longer a lookup item.

HINT: Change the TYPE on the DETAILS tab of the BOM.

Activity 10: Processing BOM Builds

Use **PROCESS** from within the **CARCARE03** Bill of Materials to produce **7 x Serious Car Care kits**.

Why are you unable to process the build?

Insufficient stock of ANTSEI01 - Short 3

Adjust in the required stock and then process the build.

Activity 11: Batch Processing BOM Builds

Use **PROCESS** from within the **ENGINE** bill of materials to produce **5 x Engines**.

Why are you unable to process the build?

Too many components not in stock

Use **BATCH PROCESS** to produce **7 x ENGINE**.

If this has processed successfully, why would you use Works Order to process the Engine?

To add additional costs, e.g. Labour

Activity 12: Works Order Process

Generate a works order for **10 x ENGINE**.

Process the works order with the following variations:

Produced Quantity	9
Labour Cost	\$30 per unit and apply 3 units of labour per item. (Hint: change standard cost in stock item first)

- During the process, a fuel pump was dropped. An additional fuel pump was consumed.
- Once the order is processed, view the **ENGINE** stock item to confirm the quantities. Now check **CAMADJ01** (one of the component items). Note that it has gone into negative stock.

HINT: If you need to check stock on the system, use **BOM PROCESS** to check quantities prior to running the works order.

