



Kilimanjaro Consulting
An Enprise Group Company

myob | Diamond
Partner

Exo Business (AU/NZ)

Module 3: Purchasing and Stock Costs



Conventions



... used for notes and additional information.



... used to highlight an important note.



... used for tips that might be useful.



... used to show how to navigate to a particular screen/function.



... used to indicate steps to complete a process.



... used to warn about the impact on the system if an option/feature/function is altered.



... used to provide additional reference material.



... used for examples used to illustrate/demonstrate/explain a process.

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Objectives

In this course you will learn how to generate and receipt purchase order, process on-costs for inventory purchases and generate creditor invoices.

Upon completing this course, you will be able to:

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

Navigation & 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 debtor account screen creates a New Debtor.

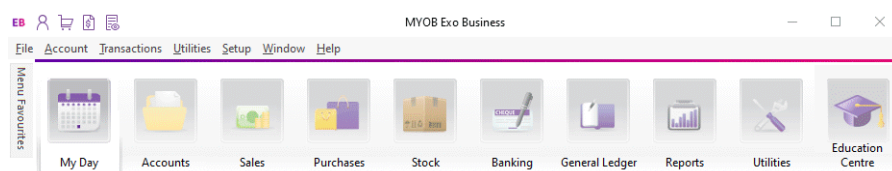
Themes

The user interface may be slightly different dependent on which theme was implemented on your system:

Depending on your configuration, you may have one of two themes:

- Basecamp
- MYOB


Basecamp Theme



Exo Business menu icons - Basecamp theme

This theme is used if your system is implemented by Kilimanjaro Consulting. This theme combines areas of the system on the same tab based on the user's role, e.g. the Sales tab provides access to areas someone in Sales typically requires access to, such as Sales Orders, Debtor Invoicing, receiving customer payments. It does not provide access to Debtors master records.

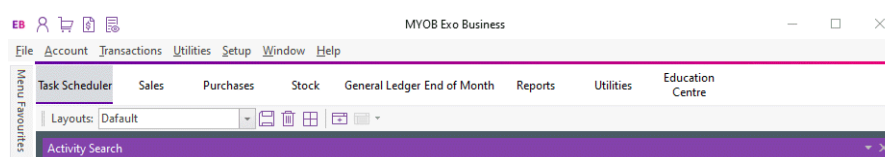
Basecamp Workflow tabs

Menu Icon	Description
 My Day	The Task Scheduler tab allows you to create and view tasks, set reminders and establish recurring appointments. Tasks created in the scheduler can also be viewed in the task lists of individual debtor or creditor accounts.
 Accounts	The Accounts tab provides access to your Debtors (Customers), Creditors (Suppliers), Non-Account (Prospects) and Contact master records.
 Sales	The Sales tab is for recording sales orders, invoices, receiving payments and creating statements.
 Purchases	The Purchases tab is for recording purchase orders, receiving and costing goods and creating creditor invoices.
 Stock	The Stock tab allows you to maintain stock items, conduct stock takes, track serial numbers and enter stock adjustments. It also enables the creation of Bills of Materials (Order Templates, Kits and Builds) and Works Orders.
 Banking	The Banking tab is where payments are entered, adjustments to Debtor and Creditor accounts can be made, Cashbook transactions are entered and Bank Reconciliations are performed. Tax reporting is also available from this tab.
 General Ledger	The General Ledger tab is for reviewing GL accounts, end of period processes such as posting sub-ledgers to the GL, exchange rate variance calculations, and performing the end of period roll.
 Reports	The Reports tab provides access to a variety of reports available in the system. It also enables viewing of all available reports via the Clarity Report Browser, the Sales Analysis Designer and Dashboard.
 Utilities	The Utilities tab provides access to more advanced functions such as setting up staff, account groups, stock groups and pricing.
 Education Centre	<p>The Education Centre tab provides access to MYOB's online help and resource centre. Here you can access various documentation relating to MYOB Exo Business, e.g.</p> <ul style="list-style-type: none"> • Exo Business Help files and User Guides • Release Notes for the current and previous versions • MYOB-written Exo Business White Papers • Instructional videos, etc.

Basecamp Function Keys and Shortcut Keys

MYOB Exo Business Function Keys/Shortcut Keys	
F1	HELP
F2	Debtor Account search screen
F3	Sales Order search screen
F4	Debtor Invoice Entry screen
F5	Stock Item search screen
F6	Works Orders screen
F7	Stock Movement screen
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)
CRTL + N	New line narrative (within an order/invoice)

MYOB Theme



Exo Business menu icons - MYOB theme

This theme is the default theme provided by MYOB. This theme combines areas of the system on the same tab based on the area it relates to, e.g. the Sales tab provides access to all areas relevant to Debtors, e.g. access to the Debtors master records, sales orders, entering payments received from customers, entering Debtor Adjustments, etc.

MYOB Workflow Tabs

Menu Icon	Description
Task Scheduler	The Task Scheduler tab enables you to create and view tasks, set reminders and establish recurring appointments. Tasks created in the scheduler can be viewed in the task lists of individual debtor or creditor accounts.
Sales	The Sales tab is for recording sales orders, invoices, receiving payments, and creating statements. You can also maintain the debtor accounts and contacts from this screen.
Purchases	The Purchases tab is for recording purchase orders, receiving and costing goods and creating creditor invoices. This screen also provides access to creditor payments, creditor adjustments and the creditor payments processor.
Stock	The Stock tab allows you to maintain stock items, run stock takes, track serial numbers and enter stock adjustments. It also enables the establishment of Bills of Materials (order templates, kits and builds) and works orders.
General Ledger	The General Ledger tab is for reviewing GL accounts, bank reconciliation, integrated cashbook entries and tax reporting functions. It also enables review and editing of existing batches.
End of Month	The End of Month tab facilitates end of period processes such as posting sub-ledgers to the GL, debtor statements, exchange rate variance calculations, and rolling the end of period. Access to this screen is generally limited to only a small number of experienced users within an organisation.
Reports	The Reports tab provides access to the Exo Analytic Dashboards and Widgets, enables viewing of all available reports via the Clarity Report Browser (Reports specific to a particular area, i.e. sales, are available via the Reports button on the relevant tab). General Ledger report batches and graphs, as well as the Sales Analysis Designer can also be run from the reports tab.
Utilities	The Utilities tab provides access to more advanced functions such as setting up staff, account groups, stock groups and pricing as well as audit trail reports.

Menu Icon	Description
Education Centre	<p>The Education Centre tab provides access to MYOB's online help and resource centre. Here you can access various documentation relating to MYOB Exo Business, e.g.</p> <ul style="list-style-type: none"> • Exo Business Help files and User Guides • Release Notes for the current and previous versions • MYOB-written Exo Business White Papers <p>Instructional videos, etc.</p>

MYOB Function Keys and Shortcut Keys

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
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)

Drop Down Menus

The menu items available on each of these tabs are also accessible via the drop down menus at the top of the Exo Business screen. Many menu options also have corresponding function keys

Note



Drop down menus and screen menus may vary depending on your user profile. Not everyone will have access to all functionality. Menus and screens can be further configured.

Navigation

Throughout this manual, where navigation paths are indicated, navigation is indicated for both themes as follows:

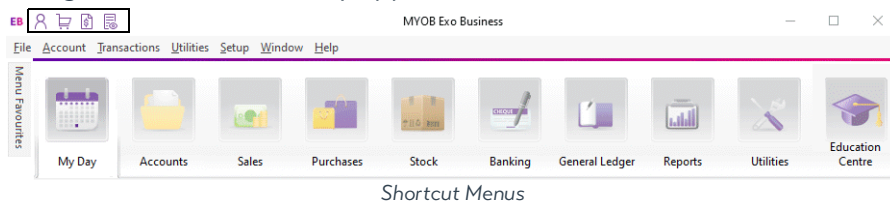


Basecamp: Accounts > Debtors

MYOB: Sales > Maintain Debtors

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.



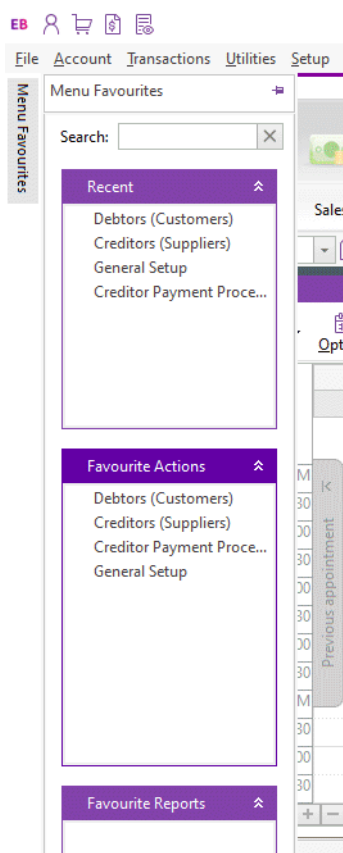
Exo Business Menus

The Exo Business menu has been designed for users to easily navigate from one part of the database to another via a screen based menu system. Icons are used to identify different parts of the system. Click on one of the menu icons to view the options available.

Depending on your user profile, you will have access to some or all of these menus when using your own database.

Menu Favourites

A Menu Favourites fly-out is available to quickly access areas of the system used most often.



Menu Favourites fly-out

The items listed can be customised by right-clicking on the item and selecting one of the following options:

- **Always show this item** to have the item always appear at the top of the section.
- **Never show this item** to hide the item from the menu favourites
- **Show hidden items** to show items previously hidden.

Items can also be added to the Menu Favourites by using the Search function to search for a specific items available to the user.

Cloud Services

If you are using one of MYOB's cloud services, e.g. Bank Feeds, Geolocation features or ABN Lookups, the Cloud Services Status Icon shows the current connectivity of these services:




-  Cloud Services are available
-  Cloud Services are currently unavailable
-  Cloud Services have been disabled

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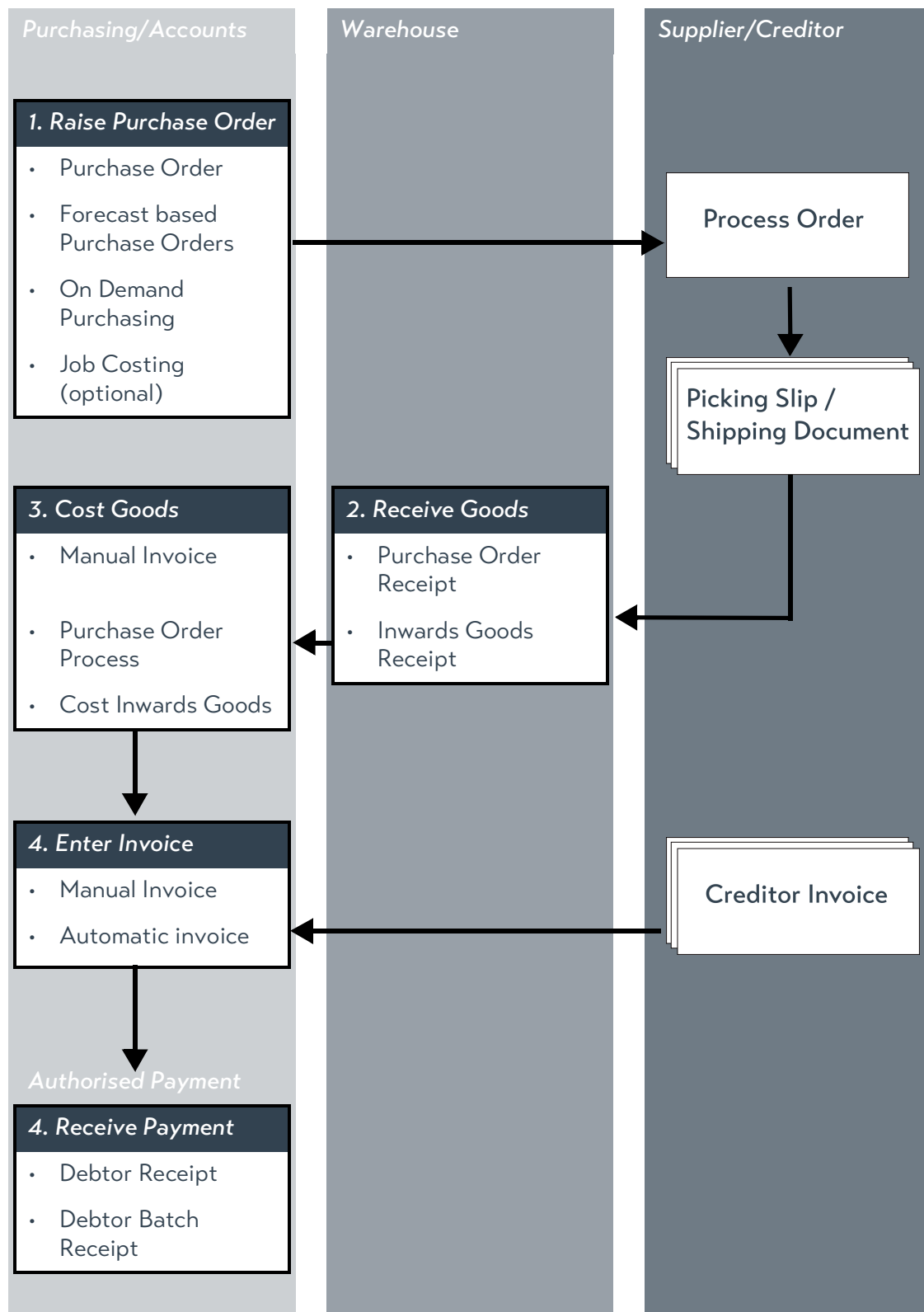
1 The Purchase Cycle

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

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

- Explain the purchasing process

Process Overview



Purchasing

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

We will be providing training in the standard MYOB Exo Business purchasing processes here in order to support any customised training offered by your MYOB Partner.

Purchasing Stock - Inwards Goods

The full purchasing cycle covers a five step process:

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

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

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

Note



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

Purchasing Non-stock Items

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

1. Invoice goods
2. Pay creditor

The following pages will go through each step of purchasing goods, from raising a purchase order through to entering an invoice. Paying Creditors is covered in the course **Headstart Module 6 - Payables and Receivables**.

2 Raise Purchase Order

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

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

- Raise a Purchase Order




Search Purchase Orders



Basecamp > Purchases > Purchase Orders
MYOB > Purchases > Purchase Orders

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

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

Icon	Description
	View purchase history
	Print purchase order
	Delete purchase order

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

- View a list of existing Purchase Orders:
Enter text in **Search Key**, select a **Branch** from the drop-down box, filter by the order **Status**, and click **Search**.
- Review and edit an existing Purchase Order:
Double-click on the appropriate row to drill-down and open the order. Purchase orders with a status of **Partly Processed** or **Unprocessed** can be edited.
- Create a New Purchase Order:
Click **New**.
- Copy a Purchase Order:
From the **Actions** dropdown menu, select **Copy Order** to copy the selected order.
- Email a purchase order:
From the **Actions** dropdown menu, select **Email** to email a PDF copy of the order.

Purchase Order Status

Status	Description
0-Not Processed	Awaiting processing and costing.
1-Partly Processed	Some items may have been receipted or all items have been receipted but not yet costed.
2-Fully Processed	Fully receipted and costed.

Creating a new purchase order



How to: Enter a purchase order

1. From the purchase order screen, click **New**.

The screenshot shows the 'Purchase Orders' application window. The title bar says 'Purchase Orders'. The menu bar includes 'File', 'Details', 'Orders', and 'Help'. The toolbar has buttons for 'New', 'Save', 'Save & Exit', 'Cancel', 'Print', 'Actions', 'Inv. Receipt', and 'Receipt'. The main form area is divided into sections: 'Details' and 'Order Details'. The 'Details' section includes fields for 'Account' (22. OFFICE PRODUCTS DEPOT), 'Period' (February 2021), 'Status' (Not Processed), 'Phone' (8828 7005), and 'Email' (safronne@officeproductsdepot.com.au). The 'Order Details' section includes a table with columns: Stock Code, Description, Qty Ord, Qty, Pack Price, @Price, Total, Supplier Code, Options, Due Date, C, Job Code, Sell Price, and Sell Price. The table contains three rows of data: Laser Toner, Paper - 500 Sheets, and Memory Stick 1TB. Below the table, there are summary fields for 'Weight', 'Cubic', 'Pre-tax line Total', 'Ordered +/- Corrected', 'Received', 'Costed', 'Invoiced', 'Sub Total', 'GST Total', and 'Order Total'. The bottom status bar shows 'MYOB EXO TRAINING AU'.

New Purchase Order

2. Choose the **Creditor Account**. Enter the creditor account number, search for the account by entering part of the account name or simply type **?** and press **Enter** to search through all accounts.

Tip



Click the **Account** button on the toolbar to open the creditor account's master file.

3. Complete the header fields such as **Date**, **Delivery Address**, stock **Location**, **Lead Time** and purchase order header **Extra Fields**, if available..

Note



If Exo Job Costing is installed and licensed, a **Job Code** will be available to associate the Purchase Order with a specific Job. Stock will be allocated to the job automatically upon receipt.


Note



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

Tip



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

4. On the **Order Details** tab, enter the **Stock Code** (or use **?-Enter** to search) and the **Quantity**.

Note




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


5. Amend the **Price** per purchase order line, if required.

Warning



Updating the price here does not automatically update the cost price listed in Details 1 of the Stock Item's master file.

6. When ordering non-stock items (such as stationery), enter the **GL Code** for the item using the format @GLcode (i.e. @3650 for stationery) in the stock code column. (If you do not know the GL code, just type @ and then press **Enter** or **TAB** for a list of GL accounts).
7. Click on the  icon in the menu bar to add a narrative to the entire purchase order. Right-click on a purchase order line and select **Add Narrative** to add a narrative to the specific line item.
8. For foreign creditors, from the **Actions** dropdown menu, you can select **Refresh Exchange Rates** to update the exchange rate and use the buy rate from the currencies table.
9. From the **Actions** dropdown menu, select **Tax Summary** to review the tax rates used on the purchase order.

10. Click on the  **Save** button to save the purchase order. The system will assign the next purchase order number and prompt you to print the purchase order.

Note



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

11. Once the Purchase Order is saved, the Documents tab becomes available.

Doc. Date	Ref. Code	Doc. Code	Description	File Name	Linked
03.03.2021	SUPPLIE...	PO10210	COPY SENT TO SUPPLIER	PURCHORD10210.pdf	Y

Purchase Order Documents

12. Any documents (e.g. a copy of the order sent to the supplier, etc) can be attached to the Purchase Order using the options from the **Actions** dropdown menu:
- Select **Run Document Manager** to use the Document Manager to add, edit or delete document.
 - Select **Delete Document** to remove a document from the Purchase Order.
 - Select **Export Document** to export a document from the database to a file.
 - Select **Import Document** to import an existing document and attach it to the Purchase Order.

Alternatively, documents can be added by dragging and dropping the document onto the Documents tab.

Other types of purchase order

Forecast Based Purchase Order

Forecast based purchase orders compare stock on hand, outstanding sales and purchase orders and suggests the items to reorder based on reorder levels. This uses the Main Supplier on the stock item. Refer to [Forecast Based Purchase Orders](#) on page 58 for more information.

On Demand Purchase Orders

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

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

See your MYOB Partner to see if this option may apply to you.

Job Costing

Exo Job Costing is an optional add-on module with an alternative process for providing quotes and generating orders. See your MYOB Partner for more information.

3 Receipt Goods

In this unit you will learn how to receipt goods.

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

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



Receipting Goods

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

Non-stock purchase order receipt

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

Inwards Goods Receipt

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

Receipting non-stock items



[Selected Purchase Order] > Receipt

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




How to: Receipt non-stock items

1. Search for the purchase order to receipt.


Tip



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

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

Purchase Order Receipt - Non-stock

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

Purchase Order Receipt Details

Option	Description
Invoice as Supplied	Select this option to automatically enter the amount in the Receipt Now field into the invoice Now field.


Option	Description
Print receipt document	Print the Goods Receipt.
Generate creditor invoice	<p>Select this option to generate a creditor invoice upon processing the receipt.</p> <p>Important: If you do not generate the creditor invoice at this point you must go back through the purchase order process to create it later.</p>
Show all	Select this option to show all order lines, including any that may have already been supplied.
Force to 'Fully Processed' status	Select this option to show the purchase order as fully processed, even if all items have not been receipted and invoiced.
Receipt Date	Confirm the date of receipt.
Packing slip	Enter a packing slip number from the supplier.

5. Make adjustments to the **Receipt Now** quantities, **Invoice Now**, **Unit Price** and the **Location** you are receipting the goods into as required.

6. Click on **+ Add Line** to add new line items to be receipted.

Tip



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

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

Inwards Goods Receipt



Purchases > Receive Inwards Goods

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

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



How to: Receipt inwards goods

1. Open Inwards Goods Receipt.
2. Click the  **New** button in the toolbar.

Inwards Goods Receipt - New

Receipt no.: **Account:** 22. OFFICE PRODUCTS DEPOT

Receipt details:
 Supplier: **02. OFFICE PRODUCTS DEPOT** Date: **03.02.2021**
 Packing Slip/Ref: No cartons:
 Location: **1. Sydney** Shipping ref:
 Receipt notes:

Purchase Orders ☒ Show all Locations

Order No	Order Date	Due Date	Reference	Status	Order Value
10219	03.02.2021	04.02.2021		Outstanding	\$602.25

Refresh
Receive Selected

IGS Receipt Lines

PO No	Stock Code	Description	O/S Qty	O/S Pack Qty	Pack Price	Sup Price AUD	Discount	Rec Qty	Recv Pack Qty	Location	Fulfilled
10219	00-03650-00	Laser Toner	4 (4P)	4P of 1	\$125.00	\$125.00	0.0%	0	0	1. SYD	N
10219	00-03650-00	Paper - 500 Sheets	10 (10P)	10P of 1	\$1.75	\$1.75	0.0%	0	0	1. SYD	N
10219	00-03650-00	Memory Stick 1TB	30 (30P)	30P of 1	\$1.00	\$1.00	0.0%	0	0	1. SYD	N

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

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


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Inwards Goods Receipt - New

3. Enter the **Supplier** that the receipt relates to (**?-tab** to search creditors).

Tip



Alternatively, open the Purchase Order on which the goods were ordered and click on the  **Inw. Receipt** button on the toolbar. This will automatically create a new Inwards Goods Receipt for the selected Purchase Order.

4. Enter **Packing Slip/REF** (from supplier), the **Location** into which the stock will be posted, the **Date** the goods were received, **No. Cartons** received containing the goods, **Shipping Reference** (consignment number) and any other **Receipt Notes**.
5. The **Purchase Orders** list (upper grid of receipt screen) is automatically populated with all outstanding and partly processed orders from the selected supplier when you tab out of the supplier field. Select the option **Show All Locations** if you want to display orders from all locations.

- Review the list of purchase orders from the specified supplier and click on the purchase orders that are to be receipted in. A single Inwards Goods Receipt can include some or all lines from one or more Purchase orders, so long as they are all from the one supplier.

Tip



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

- Click the **Receive Selected** button to load purchase order details into the bottom grid, or double click an individual line. Repeat the process if multiple purchase orders are to be included in the one receipt (or hold the **CTRL** key to select multiple orders).

Inwards Goods Receipt Lines

Receipting items

Receipt ordered items

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

Field	Description
Ordered	This is the quantity originally ordered via the purchase order.
O/S Qty	This is the outstanding quantity for the item in this purchase order (ordered quantity less receipts saved).
Sup Price	This is the cost as entered in the purchase order. This can be amended here and it will not affect the original purchase order price.
Discount	This allows you to apply a line discount. This will not alter the original purchase order price.
Fulfilled	If everything ordered has been receipted, this field will be Y . You can overtype N with Y to confirm that you no longer expect to receive any further items (or click on the Line Fulfilled button).

Add Line

If additional items are to be receipted that are not on a purchase order, these can be added by clicking on the **Add Line** button. This launches the **Stock Search** screen. Select the stock item and click on **Select & Close**. Enter the quantity received.

Important



This is not to be used for on-costs such as overseas freight, duty and insurance. These are entered in the next step, **Cost Inwards Goods**.

Split Line

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

Clear un-receipted lines

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

Fulfil Line Items

Click on the **Line Fulfilled** button to complete an under or over-receipted line. This satisfies the purchase order by adjusting the corrected quantity on the purchase order line to resolve the line as fulfilled, thereby completing the order automatically.

Find a Line

Click on the **Find Line** button to search for a particular stock item (for a particularly detailed PO). Enter part of the **Description** or **Stock Name**, use filters as appropriate and click **Search**.

Save Inwards Goods Receipt

Click on the **Save** button to save the receipt; the system will assign the next Receipt number, and prompt you to Print Goods receipt. Select or unselect this option as required. The saved receipt can be edited until the time it has been costed (Refer to [Search and Update Inwards Goods Receipt](#) on page 34 for more information).

Inwards Goods Process Options

Important



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

Search and Update Inwards Goods Receipt



Basecamp > Purchasing > Inwards Goods Receipts
MYOB > Purchasing > Inwards Goods Receipts

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

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



How to: Update inwards goods receipt

1. Open the Inwards Goods Receipt screen.

EB Inwards Goods Receipt

File Utilities Help

New Receipt Save Save & Exit Cancel Costing Actions

Receipt no: Account:

Inwards goods receipts search

☒ Receipt no ☐ Include Completed
☐ Stock code ☐ Include Invoiced
☐ Purchase order no

Inwards goods receipts

#	Supplier	Loc	Supplier Ref	Complete	Num Cartons	Inv	Receipt Date	Related Receipt
97	4. FWP AUTOMOTIVE	1. SYD		N	1	N	03.02.2021	97
96	22. OFFICE PRODUCTS DEPOT	1. SYD		N	1	N	03.02.2021	96

MYOB EXO TRAINING AU

Inwards Goods Receipts Search screen

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

Search Option	Description
Receipt Number	This is the inwards goods receipt number that is allocated when the receipt was saved.
Stock Code	Select this option to search all receipts containing a particular stock item. Note: When searching for a Stock Code, a Stock Code must be entered.
Purchase order no	Select this option to find all receipts containing lines from a particular purchase order. Note: When searching for a Purchase Order, a Purchase Order number must be entered.

Tip



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

- Click on the **Search** button to display the Inwards Goods Receipts that match the search criteria.
- Double-click on the Inwards Goods Receipt. If the goods have already been costed into stock, Exo Business will display a message: "Cannot add stock to this receipt".

Once the receipt is opened, you can either edit the receipt or move forward into the costing phase of the Inwards Goods process using the **Costing** button on the toolbar. Refer to [Cost Goods](#) on page 37 for more information.

Note



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

4 Cost Goods

In this unit you will learn how to cost goods.

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

- Auto cost goods
- Manually cost goods

Cost Goods

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

Manual Invoice Entry

This is the simplest method and is mostly used when a purchase order has not been raised. Refer to [Entering Creditor Invoices](#) on page 47 for more information.

Purchase Order Process

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

Inwards Goods - Cost Inwards Goods

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

Inwards Goods – Cost Inwards Goods



Basecamp > Purchases > Cost Inwards Goods
MYOB > Purchases > Cost Inwards goods

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

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

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

Cost Inwards Goods - Auto Cost

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

1. Open the inwards Goods receipt via the **Receive Inwards Goods** (Basecamp)/ **Receipt Inwards Goods** (MYOB) button.
2. Check the receipt quantities and prices and then select **Auto Cost** from the **Costing** drop-down in the toolbar.

Important



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

Auto Costing Options for Receipt : 97

Save Receipt

☒ Print Goods Receipt

This process will save your work and update the outstanding quantities on the purchase order.

Cost Receipt ☒

Method: ☒ Auto ☐ Manual

Stock Trans Age: 0, February 2021

☒ Print Costing

Costing will update the stock ledger levels and receipt stock transactions. No further editing of goods receipt will be possible.

Invoice Receipt ☒

Creating a creditors invoice will update the creditors account.

OK Cancel

Inwards Goods Costing - Auto Cost

Warning



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

Cost Inwards Goods - Manual Cost

Manual Cost allows for complete inwards goods costing as summarised below.

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



How to: Cost inwards goods manually

1. Open the Inwards Goods Costing screen.
2. Search for the Inwards Goods receipt you wish to cost (Refer to [Search and Update Inwards Goods Receipt](#) on page 34).
3. Open the Costing screen by double-clicking on the Inwards Goods Receipt you wish to cost.

Tip



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

PO No	Stock Code	Description	Rec Qty	Rec Pack Qty	PO Price AUD	Sup Price AUD	Exch Rate	Discount	Sup Price AUD	Duty AUD	Fixed AUD	Land Cost AUD	Pack Price
10204	AIRFTL01	OVALCHROME AIR F...	0	0	\$39.99	\$39.99	1	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$39.99
10204	BRPADSPRINT4SET	BRAKE PAD SET, REP...	0	0	\$66.56	\$66.56	1	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$66.56
10204	CAMAD301	ADJUSTABLE CAM S...	0	0	\$129.93	\$129.93	1	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$129.93

Inwards Goods Costing - Manual Cost

4. Review Purchase Price of Stock items
5. Review the supplied price of each stock item and make any changes in the Sup Price and/or Exch rate in the lower grid.

6. Enter a discount percent (%) if applicable.

IWG Receipt Lines												
PO No/Stock Code	Description	Rec Qty	Rec Pack Qty	PO Price AUD	Sup Price AUD	Exch Rate	Discount	Sup Price AUD	Duty AUD	Fixed AUD	@Land Cost AUD	Pack Price
10204 AIRTEL01	OVALCHROME AIR F...	0	0	\$39.99	\$39.99	1	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$39.99
10204 BRPADSPRINTSET	BRAKE PAD SET, REP...	0	0	\$66.56	\$66.56	1	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$66.56
10204 CAMAD301	ADJUSTABLE CAM S...	0	0	\$129.93	\$129.93	1	0.0%	\$0.00	\$0.00	\$0.00	\$0.00	\$129.93

Inwards Goods Costing - Review Purchase Price

7. Enter on-costs per receipt.

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

Important



Entering these costs does not associate them with a particular creditor or creditors at this time. This will occur at the next stage of the purchasing cycle. Refer to [Entering Creditor Invoices](#) on page 48 for more information.

On Costs						
Cost Code	Details	Amount	Exch Rate	Local Spread by		
LFR	LOCAL FREIGHT	\$220.00	1	\$220.00	QUANTITY	
CUST	CUSTOMS CHARGE	\$1,100.00	1	\$1,100.00	QUANTITY	
OFR	OVERSEAS FREIGHT	\$2,200.00	0.41	\$5,365.85	QUANTITY	
Total Shipment Costs (All values ex GST)						\$13,200.00

Inwards Goods Costing - Enter On-Costs per Receipt

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

Field	Description
Currency	From this dropdown list, select the Currency for the next on-cost line.
Cost Code	This is entered based on the defined codes. Type ?-TAB to search or enter the first few letters of the code (.e.g. DUT, OFR) and then press TAB .
Details	This field usually contains the description of the on-cost type but can be edited with more detailed information if required e.g. Overseas Freight could be overwritten with Melbourne to Auckland.
Amount	This field shows the amount of the on-cost charge in the currency specified on the invoice or documents.
Exch Rate	This is the rate that applies to the particular on-cost.
Local	This field provides the local value of the on-cost charge.
Spread By	This indicates how on-costs will be applied against the stock items when processing the receipt. This can be distributed by quantity, value, weight or cubic and is automatically defined with the cost code. See your MYOB Partner if you require different on-cost codes.

Tip



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

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

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

PO No/ Stock Code	Description	Rec Qty/ Rec Pack Qty	PO Price SGD	Sup Price SGD	Exch Rate	Discount	Sup Price AUD	Duty AUD	Fixed AUD	@Land Cost AUD	Pack Price
10096 ALTNTR001	6SAMP NOMINAL A...	3 (3P)	\$119.00	\$119.00	1.35	0.0%	\$88.15	\$0.00	\$12.00	\$533.87	\$119.00
10096 IGNCOIL01	MSD BLASTER 2 COL...	1 (1P)	\$65.95	\$65.95	1.35	0.0%	\$48.85	\$0.00	\$0.00	\$494.58	\$65.95
10096 STARTMOT01	STARTER MOTOR	8 (8P)	\$129.95	\$129.95	1.35	0.0%	\$96.26	\$0.00	\$0.00	\$541.98	\$129.95
10096 DIVIDCCDPLR01	ALPINE DVA-5205 D...	2 (2P)	\$1,038.95	\$1,038.95	1.35	0.0%	\$769.59	\$0.00	\$0.00	\$1,215.32	\$1,038.95
10096 EQLSRAMP01	MOBILE 7 BAND AU...	1 (1P)	\$159.95	\$159.95	1.35	0.0%	\$118.48	\$0.00	\$0.00	\$564.21	\$159.95

Inwards Goods Costing - Enter On-Costs per Stock Item

7.3 Enter Duty. Duty can be entered in one of three ways:

- As an on-cost per receipt using a duty on-cost code (outlined above).
- Manually key in the duty per stock item in the duty column.
- Automatically calculate duty based on percentage defined in the stock item (outlined below). The **Duty %** is defined in the **Stock Item > Details2**. To automatically calculate the duty per stock item:
 - Select the option **Use stk duty %** in the Inwards Goods Costing screen.
 - Select **Calculate Only** from the **Process Costings** button to populate the duty column of the grid.

Tip



If these figures are then to be manually edited, unselect the option **Use stk duty %**. Manually entered values will not be changed back to the system calculated values.

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

8.1 From the **Actions** dropdown menu, select **Refresh Exchange Rate** to display an editable rate that has been brought across from the currency table. The original rate defaults to the rate entered when the purchase order was raised or edited.

Refresh Exchange Rates

Change Exchange Rate on Receipt 98 to 1.35

OK Cancel

Refresh Exchange Rate

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

Tip



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

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

The screenshot shows the 'Inwards Goods Receipt' window for Receipt no: 98, Account: 19. CROWN MOTORS ENTERPRISES. The 'On Costs' section lists LFR (LOCAL FREIGHT), CUST (CUSTOMS CHARGE), and OFR (OVERSEAS FREIGHT) with their respective amounts and exchange rates. The 'IWG Receipt Lines' table shows details for various stock items, including PO No, Stock Code, Description, Rec Qty, Rec Pack Qty, PO Price SGD, Sup Price SGD, Exch Rate, Discount, Sup Price AUD, Duty AUD, Fixed AUD, @Land Cost AUD, and Pack Price. The @Land Cost AUD column is highlighted in blue for several items.

PO No	Stock Code	Description	Rec Qty	Rec Pack Qty	PO Price SGD	Sup Price SGD	Exch Rate	Discount	Sup Price AUD	Duty AUD	Fixed AUD	@Land Cost AUD	Pack Price
10096	ALTNTR001	65AMP NOMINAL A...	3 (3P)	3P of 1	\$119.00	\$119.00	1.35	0.0%	\$88.15	\$0.00	\$12.00	\$455.87	\$119.00
10096	IGNCIL01	MSD BLASTER 2 COL...	1 (1P)	1P of 1	\$65.95	\$65.95	1.35	0.0%	\$48.85	\$0.00	\$0.00	\$494.98	\$65.95
10096	STARTMOT01	STARTER MOTOR	8 (8P)	8P of 1	\$129.95	\$129.95	1.35	0.0%	\$96.26	\$0.00	\$0.00	\$541.98	\$129.95
10096	DIVVDCDPLR01	ALPINE DVA-S205 D...	2 (2P)	2P of 1	\$1,038.95	\$1,038.95	1.35	0.0%	\$769.59	\$0.00	\$0.00	\$1,215.32	\$1,038.95
10096	EQLSRAMP01	MOBILE 7 BAND AU...	1 (1P)	1P of 1	\$159.95	\$159.95	1.35	0.0%	\$118.48	\$0.00	\$0.00	\$564.21	\$159.95

Inwards Goods Costing - Calculate Landed Costs

Warning



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

9. The costing can be saved at any time. Click on the **Save** button to save the costing details for this receipt. The receipt is kept open on screen and can be amended or processed as required.
10. Click on the **Process Costings** button. This will save the costing details (if not already saved) and generate stock transactions for the stock ledger. A dialogue will appear confirming that you want to cost the receipt, print the costing and create a creditors invoice for the receipt. You can also choose to age the transaction to a prior period.

The dialog box 'Process Options for Receipt: 98' contains the following options:

- Cost Receipt** (checked):
 - Method**: ☒ Auto, ☐ Manual
 - Stock Trans Age**: 0. February 2021
 - ☐ Print Costing
- Invoice Receipt** (checked):
 - ☐ Create Creditors Invoice

Informational messages:

- Costing will update the stock ledger levels and receipt stock transactions. No further editing of goods receipt will be possible.
- Creating a creditors invoice will update the creditors account.

Buttons: OK, Cancel

Inwards Goods Costing Process Options

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

Inwards Goods Costing

Supplier: 19. CROWN MOTORS ENTERPRISES

Receipt No: 97

Date: 05.01.2017

Notes:

PO Ref	Stock Code	Description	Batch	Qty	Price (SGD)	Exch Rate	Price (AUD)	Duty	Fixed	Landed	Ext Landed
10212	DVDVCDCLPRLPINE	DVA-S205 DVD/VCD/DVD PLAYER		2	1,038.95	1.35	769.59	0.00	0.00	2,998.21	5,996.42
10212	EQLSRAMP01	MOBILE 7 BAND AUDIO EQUALISER/AMPLIFIER		1	159.95	1.35	118.48	0.00	12.00	2,359.10	2,359.10

OIL-COSTS

Cost Code	Details	Spread type	Amount	Exchange Rate	Local
LFR	LOCAL FREIGHT	QUANTITY	220.00	1	220.00
CUST	CUSTOMS CHARGE	QUANTITY	1,100.00	1	1,100.00
OFR	OVERSEAS FREIGHT	QUANTITY	2,200.00	0.41	5,365.85
LINEFKED	CONSOLIDATED FIXED LINE COSTS		12.00	1	12.00

Total Rec Qty:	3	Supp Price (SGD):	\$2,237.85	Invoiced Price (AUD):	\$1,657.67	Landed Cost (AUD):	\$8,355.52
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Inwards Goods Costing Report

Warning



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

Note



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

Entering Serial Numbers

If any of the purchased stock items are set up to use serial numbers, an additional **Enter New Serial Numbers** screen will appear at this point. Enter serial numbers as appropriate and click **Save**. Refer to [Entering Serial Numbers](#) on page 66 for more information.

5 Entering Creditor Invoices

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

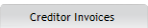
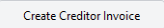
By the end of this unit you will be able to:

- Enter creditor invoices



Entering Creditor Invoices

Creditors invoices can be entered one of three ways:

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

Manual Entry of Creditor Invoice



Basecamp > Purchasing > Creditor Invoices
MYOB > Purchases > Create Creditor Invoice

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



How to: Enter a manual creditor invoice

1. Click  **New**.
2. Enter the creditor account details or **?-TAB** to search.

Type	Code	Description	Qty	@Price	Total	GST	Gross Total	Job Code	Cost Type	Cost Group	Batch Code	Options	Branch No	Analysis
GL	00-03050-00	ACC FEES JAN	10	240.00	2,400.00	240.00	2,640.00						0	
GL	00-03050-00	CONTRACT REVIEW	3	240.00	720.00	72.00	792.00					---	GST 0	

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


Creditor Invoice: New Invoice

3. Enter invoice header information such as **Invoice Date**, **Due Date**, **Invoice No**, **Location**, etc.

Note



If the Creditor is identified as a Small Business for Payment Times Reporting, an **Invoice Received** field will be available to record the date the invoice was received for PTRS reporting.

4. Invoices can be coded to stock or GL accounts. The  **Toggle Mode** button in the toolbar switches the mode between 'Stock' and 'GL' so that items can be searched and entered in either mode.

Important




It is recommended that stock items are purchased and processed through the Inwards Goods system.

Tip




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


- **GL account items:** Creditor invoices can be entered for overhead expenses (e.g. accounting fees). In this case, the **Type** will be 'GL', and **Code** is the combination of branch code, GL account and GL sub-account. In the above example, Branch = 00 (Sydney), GL account = 3050 (Accounting fees) and GL sub-account is 00 (no sub account).
 - **Stock account items:** Creditor invoices can also be entered for direct stock purchases (i.e. no purchase order or inwards goods receipt). In this case, the **Type** will be 'Stock', and **Code** is the stock item. This type of invoice will create stock receipt transactions and the stock-on-hand quantity will be increased.
5. Tax is automatically calculated based on the creditor account, stock item or GL account. However, this can be modified on each line by using the  in the **Option** column (or **CTRL+F2**).

Invoice Line Periscope

Tip



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

6. Source documents (e.g. copy of supplier's invoice) can be attached to the invoice on the **Documents** tab.
7. Click on the  **Save** icon in the toolbar when the invoice details have been finalised.

Automatic Generation of Creditor Invoice

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

Purchase Order Receipt Options

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

Important



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

Important




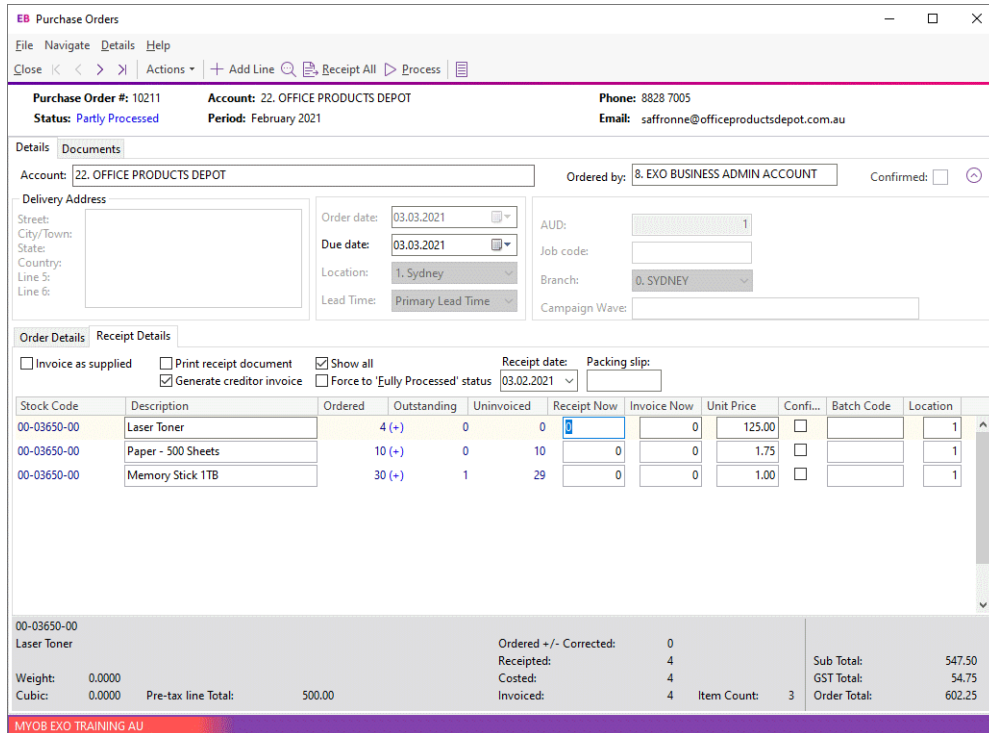
Do not use this method for invoicing stock receipted via the inwards goods process (Refer to [Invoice Inwards Goods](#) on page 53).



How to: Invoice purchase order receipts not yet invoiced


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

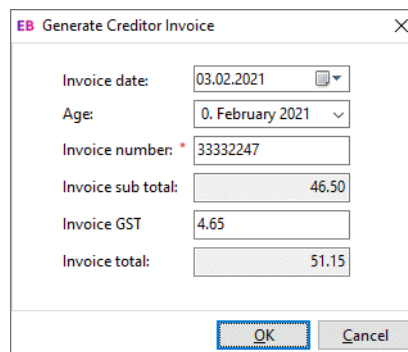
3. Receive the order by clicking on the  **Receipt** button. Note that on the example below, the **Outstanding** and **Uninvoiced** columns shows zero for the Laser Toner as the goods have been receipted and invoiced. However, the **Uninvoiced** column still shows 10 and 29 for the Paper and Memory Sticks,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



Stock Code	Description	Ordered	Outstanding	Uninvoiced	Receipt Now	Invoice Now	Unit Price	Confirmed	Batch Code	Location
00-03650-00	Laser Toner	4 (+)	0	0	0	0	125.00	<input type="checkbox"/>		1
00-03650-00	Paper - 500 Sheets	10 (+)	0	10	0	0	1.75	<input type="checkbox"/>		1
00-03650-00	Memory Stick 1TB	30 (+)	1	29	0	0	1.00	<input type="checkbox"/>		1

Invoice Receipted Goods

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



Generate Creditor Invoice Prompt

Invoice Inwards Goods




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

Stock items that have been receipted through inwards goods are generally invoiced as part of the inwards goods costing process (Select the option **Invoice Receipt** when processing the Inwards Goods Costing). If your business process does not automatically invoice the inwards goods costing, then you will need to separately invoice the stock items.

Invoice Stock Receipted and Costed via Inwards Goods



How to: Invoice via Inwards Goods

1. Create a new Invoice.
2. Enter the creditor account details or **?-TAB** to search.
3. Click on the  **Toggle Mode** button in the toolbar until the mode is listed as **Stock** (not GL) and the  **Goods Receipt** button becomes active.
4. Click on the dropdown arrow on the  **Goods Receipt** button and select **Inwards Goods** to recall a list of inwards goods receipts from this creditor that have not been invoiced.
5. Double-click the required receipt to populate the body of the creditor invoice with details of the receipt. Multiple goods receipts can be applied to the one creditor invoice, however only one creditor invoice can be applied to each goods receipt.
6. Enter invoice header information such as **Invoice Date**, **Due Date**, **Invoice No**, **Location**, etc.

Note




If the Creditor is identified as a Small Business for Payment Times Reporting, an **Invoice Received** field will be available to record the date the invoice was received for PTRS reporting.

7. Amend the inserted stock details to match the supplier's invoice if required (e.g. price changes).

Note



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

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

Invoice On-Costs from Inwards Goods Costing

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



How to: Invoice from Inwards Goods Costing

1. Create a new Invoice.
2. Enter the creditor account details or **?-TAB** to search for the creditor that is invoicing the on costs.
3. Click on the **Toggle Mode** button in the toolbar until the mode is listed as stock (not GL) and the **Goods Receipt** icon becomes active.
4. Click on the dropdown arrow on the **Goods Receipt** button and select **On Costs**. The screen will show all uninvoiced on costs from all inwards goods receipts.

Receipt #	Cost code	Details	FC total	FC invoiced	Exch rate	Total	Invoiced	Invoice now	Complete
98	LFR	LOCAL FREIGHT	\$220.00	\$0.00	1.000	\$220.00	\$0.00	\$0.00	N
98	CUST	CUSTOMS CHARGE	\$1,100.00	\$0.00	1.000	\$1,100.00	\$0.00	\$0.00	N
98	OFR	OVERSEAS FREIGHT	\$2,200.00	\$0.00	0.410	\$5,365.85	\$0.00	\$0.00	N
98	LINEFIXED	CONSOLIDATED FIXED LINE COSTS	\$36.00	\$0.00	1.000	\$36.00	\$0.00	\$0.00	N

Invoice Inwards Goods On Costs Screen

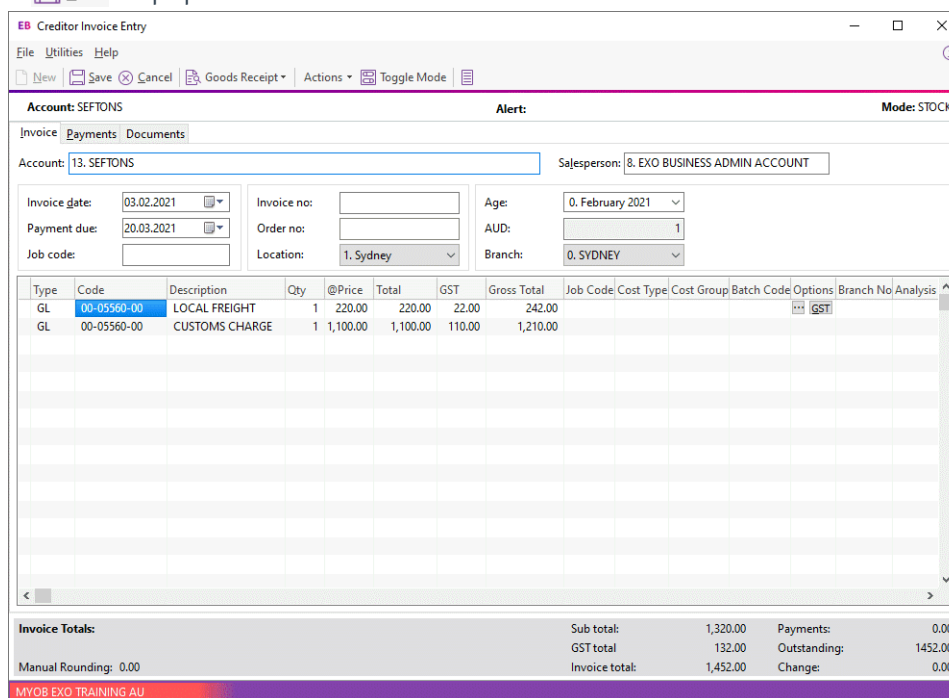
5. Update the **Invoice Now**, **Exchange Rate** and **Complete** columns for each on-cost line that applies to this creditor invoice:
 - **Invoice Now:** Enter the on-cost amount being invoiced against the receipt, in the currency of the creditor invoice (this may be the full amount or a partial amount of the actual on cost).
 - **Exch Rate:** Update the exchange rate that applies to the on-cost invoice if required (the rate is brought through from the inwards goods receipt but can be amended here).
 - **Complete:** This is used to designate when there are no more creditor invoices that relate to this on cost. When the total invoice value matches the originally costed value, complete = y and the invoicing for that on cost line is complete.

Tip



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

6. Click  **Save** to populate the creditor invoice with the relevant on costs.



Type	Code	Description	Qty	@Price	Total	GST	Gross Total	Job Code	Cost Type	Cost Group	Batch Code	Options	Branch No	Analysis
GL	00-05560-00	LOCAL FREIGHT	1	220.00	220.00	22.00	242.00							
GL	00-05560-00	CUSTOMS CHARGE	1	1,100.00	1,100.00	110.00	1,210.00							

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

On Costs Creditor Invoice

7. Amend or add items as required.

Note



If the Creditor is identified as a Small Business for Payment Times Reporting, an **Invoice Received** field will be available to record the date the invoice was received for PTRS reporting.

8. Click  **Save** to save the invoice.

This process can be repeated as required until all on-costs have been invoiced.

Note



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

6 Stock Purchasing Features

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

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

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



Forecast Based Purchase Orders



Purchase Orders > Forecast Purchase Orders

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

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

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

Order Quantity

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

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

Stock Locations

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

Outgoing Stock

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

Incoming Stock

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

Sales History

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

Order Quantity

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

Example:

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

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

Example:



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

Note



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

**How to: Calculate the forecast based purchase order quantities**

1. Open the **Forecast Based Purchase Order** screen.
2. Select a **Supplier** to run the report for.
3. Click on the  button to recalculate stock statistics for all suppliers.
4. Select a **Location**. You can either specify a particular location or choose **ALL**.
5. Select the **Stock Groups** range you wish to calculate for or leave as the default to include all stock groups.
6. Select the **List All Suppliers Stock** option if you want to review all the stock from that supplier rather than just the stock that requires reordering.
7. Select **Generate Stock Requirement For Single Supplier** from the utilities menu (or click on the  button).

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

EB Forecast Based Purchasing

File Utilities Navigate Help

Stock Code: ALTNTR001 Description: 65AMP NOMINAL ALTERNATOR In Stock: 71

Supplier: 19. CROWN MOTORS ENTERPRISES Stock Groups
 Location: <ALL> Primary From: 0. MISC ITEMS To: 17. LABOUR
☐ List all Supplier's Stock Secondary From: 0. NO GROUP SELECTED To: 0. NO GROUP SELECTED



Stock Requirement Copy/Paste

StockCode	Description	InStock	PurchOrd	SalesOrd	Fr Stock	Min	Max	Calc ReOrd	Order Now
ALTNTR001	65AMP NOMINAL ALTERNATOR	71	20	0	91	25	50	10	10
IGNCOIL01	MSD BLASTER 2 COIL IGNITION ...	119	0	0	119	50	100	20	20
INDCTRLIG...	TURN SIGNAL, STANDRD QUALI...	142	0	0	142	50	100	20	20
STARTMOT01	STARTER MOTOR	62	5	0	67	25	50	10	10
AMPEQL01	MOBILE TMG AUDIO AMPLIFIE...	127	20	0	147	25	100	20	20
CASSRADC...	AM/FM/CD FULL LOGIC CASSET...	76	0	0	76	25	50	10	10
DVDVCD01...	ALPINE DVA-5205 DVD/VCD/CD ...	40	0	0	40	25	25	5	5
DVDVCD01...	ALPINE INT01 DVD/VCD/CD PLA...	73	45	0	118	25	25	5	5
EQLSRAMP01	MOBILE 7 BAND AUDIO EQUALI...	129	0	0	129	25	100	20	20
RADCASS01	AM/FM FULL LOGIC CASSETTE ...	136	60	0	196	25	50	10	10
SPKRTWEET...	CDT AUDIO CAMBRIA CAX400	127	0	0	127	25	100	20	20

MYOB EXO TRAINING AU Stock Requirement Statistics last run: 01:48 PM Wednesday 03 March 2021
 Forecast Based Purchasing Reorder Requirements



How to: Manually enter the forecast based purchase order quantities

1. Open the **Forecast Based Purchase Order** screen.
2. Select a **Supplier** to run the report for.
3. Click on the  button to recalculate stock statistics for all suppliers.
4. Select a **Location**. You can either specify a particular location or choose **ALL**.
5. Select the **Stock Groups** range you wish to calculate for or leave as the default to include all stock groups.
6. Select the **List All Suppliers Stock** option if you want to review all the stock from that supplier rather than just the stock that requires reordering.
7. Select **Generate Stock Requirement For Single Supplier** from the utilities menu (or click on the  button).

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

Forecast Based Purchasing

File Utilities Navigate Help

Stock Code: ALTNTR001 Description: 65AMP NOMINAL ALTERNATOR In Stock: 71

Supplier: 19. CROWN MOTORS ENTERPRISES Stock Groups

Location: <ALL> Primary From: 0. MISC ITEMS To: 17. LABOUR

☐ List all Supplier's Stock Secondary From: 0. NO GROUP SELECTED To: 0. NO GROUP SELECTED

Stock Requirement Copy/Paste

Stock Code	Description	Order Now
ALTNTR001		10
IGNCOIL01		20
INDCTRLIGHT01		20
STARTMOT01		10
AMPEQL01		20
CASSRADCD01		10
DVDVCDPLR01		5
DVDVCDPLRINT01		5
EQLSRAMP01		20
RADCASS01	AM/FM FULL LOGIC CASSETTE PLAYER	10
SPKRTWEETRS01	CDT AUDIO CAMBRIA CAX400	20

MYOB EXO TRAINING AU Stock Requirement Statistics last run: 01:48 PM Wednesday 03 March 2021

Forecast Based Purchase Reorder Requirements - Copy/Paste tab

9. **Right-click** on any column heading.
10. From the pop-up menu select **Copy to Clipboard**.
11. You can now paste the information into a 3rd party application, e.g. Microsoft Excel, and manually enter the order quantities.
12. Once you have completed the manual changes, select all the items and copy the information to the clipboard. (e.g. **Ctrl+C**)
13. **Right-click** on any column heading.
14. From the pop-up menu, select **Paste from Clipboard**.



How to: Create the forecast based purchase orders

- Once the reorder requirements have been generated you can either:
 - Click on the button to export to a CSV file
 - Click on the button to print the requirements
 - Click on the button to post the requirements to screen (which will generate a new Purchase order).

2. Click **Yes** to confirm posting purchase order.

Purchase Orders

File Details Orders Help

New Save Save & Exit Cancel Print Actions Inw. Receipt Receipt

Status: Not Processed **Account:** 19. CROWN MOTORS ENTERPRISES **Phone:** (65) 2961182
Period: February 2021 **Email:** jimmytoo@crownmotors.com.sg

Details

Account: 19. CROWN MOTORS ENTERPRISES Ordered by: 8. EXO BUSINESS ADMIN ACCOUNT Confirmed: ☐

Delivery Address

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

Order date: 03.02.2021 Due date: 13.02.2021 Location: 1. Sydney Lead Time: Primary Lead Time

SGD: 1.35 Job code: Branch: 0. SYDNEY Campaign Wave:

Order Details

#	Stock Code	Description	Qty Ord	Qty	Pack Price	@Price	Total	Supplier Code	Options	Due Date	C	Job Code	Sell Price	Sell
	ALTNTR001	65AMP NOMINAL ALTERN/	10P of 1	10 (10P)	119.00	119.00	1,190.00			13.02.2021	<input type="checkbox"/>		0.00	
	IGNCOIL01	MSD BLASTER 2 COIL IGNIT	20P of 1	20 (20P)	65.95	65.95	1,319.00			13.02.2021	<input type="checkbox"/>		0.00	
	INDCTRLIGHT0	TURN SIGNAL, STANDRD Q	20P of 1	20 (20P)	42.95	42.95	859.00			13.02.2021	<input type="checkbox"/>		0.00	
	STARTMOT01	STARTER MOTOR	10P of 1	10 (10P)	129.95	129.95	1,299.50			13.02.2021	<input type="checkbox"/>		0.00	
	AMPEQL01	MOBILE TMG AUDIO AMPL	20P of 1	20 (20P)	159.95	159.95	3,199.00			13.02.2021	<input type="checkbox"/>		0.00	
	CASSRADCD01	AM/FM/CD FULL LOGIC CA	10P of 1	10 (10P)	329.95	329.95	3,299.50			13.02.2021	<input type="checkbox"/>		0.00	
	DVDVCDPDLF	ALPINE DVA-5205 DVD/VCE	5P of 1	5 (5P)	1038.95	1038.95	5,194.75			13.02.2021	<input type="checkbox"/>		0.00	
	DVDVCDPDLF	ALPINE INT01 DVD/VCD/CC	5P of 1	5 (5P)	1000.00	1000.00	5,000.00			13.02.2021	<input type="checkbox"/>		0.00	
	EQLSRAMP01	MOBILE 7 BAND AUDIO EQ	20P of 1	20 (20P)	159.95	159.95	3,199.00			13.02.2021	<input type="checkbox"/>		0.00	
	RADCASS01	AM/FM FULL LOGIC CASSE	10P of 1	10 (10P)	329.00	329.00	3,290.00			13.02.2021	<input type="checkbox"/>		0.00	
	SPKRTWEETRSC	CDT AUDIO CAMBRIA CAX400	20P of 1	20 (20P)	119.97	119.97	2,399.40			13.02.2021	<input type="checkbox"/>		0.00	

Item: SPKRTWEETRSC01
Description: CDT AUDIO CAMBRIA CAX400

Weight: 7515.0000 Cubic: 7515.0000

Ordered +/- Corrected: 0
Received: 0
Costed: 0
Invoiced: 0

Sub Total: 30,249.15
GST Total: 0.00
Order Total: 30,249.15

Item Count: 11

MYOB EXO TRAINING AU

Purchase Order generated from Posting Requirements screen

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

Stock Reorder Requirements Report



Basecamp: Reports tab > Purchases Reports > Purchase Orders > Stock Re-Order Requirements

MYOB: Reports menu > Stock Reports > Stock Reorder Requirements

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

Stock Reorder Requirements Report														
Location: 1 Sydney														
Supplier:														
This report is based upon statistics generated by running the stock requirements calculator utility.														
Stock Code	Description	Period Sales							Total	Incoming For Sales	Min	Max	Reorder Qty	
		6	5	4	3	2	1	Cur	Avg					
0 MISC PURCHASES														
1 SYDNEY PART MART														
BAT12THD	CHAMPION SILVER BATTERY - 12THD	1	10	5	7	10	1	10	5.67	16	0	1	20	30
NGKSPKCABL01	SPARK PLUG CABLES	0	2	0	0	15	0	0	2.50	43	0	0	20	30
WIPER01	STANDARD WINDSHIELD WIPER	0	7	2	0	0	0	0	1.50	59	0	0	10	40
WIPER02	TWINEDGE WIND SHIELD WIPER	4	5	0	0	0	0	0	1.50	51	0	0	10	40
AIRPRE01	AIR PRESSURE GAUGE	1	1	2	1	2	0	0	1.17	9	10	1	5	30
ANTSE01	ANTISEIZE LUBRICATOR	1	1	0	0	0	0	0	0.33	5	10	1	10	60
2 SOUTHERN AUTOSTOP														
ANTROL01	ANTIROLL BARS	0	0	0	0	0	4	0	0.67	4	0	0	5	15
TRACCO01	TRANSMISSION COOLER	0	5	0	0	0	0	0	0.83	13	0	0	5	15
TRANAL0700	STREET TRANSMISSION 4L60700	0	2	0	0	0	0	0	0.33	6	0	0	5	15
SEACOV01	SEAT COVER VINYL - KNOT BACK	5	0	0	10	10	0	5	4.17	5	0	0	5	15
SEACOV05	SEAT COVER SHEEPSKIN	5	0	0	10	10	0	0	4.17	10	0	0	5	15
SEACOV10	STANDARD SEAT COVER	5	0	0	0	10	0	15	2.50	5	0	0	5	15
3 PANMURE AUTO TRADE SUPPLIERS														
AIRFIL05	PRO-STYLE AIR FILTER	1	2	1	10	2	0	0	2.67	7	0	1	5	20
4 FWP AUTOMOTIVE														
AIRBUS01	AIR SUSPENSION	1	1	5	0	0	0	0	1.17	2	0	0	5	15
BEASEP01	BEARING SEPARATOR	0	1	0	0	0	0	0	0.17	2	0	0	5	15
5 CAR-PART.COM														
OILFILCD28A4	OIL FILTER - PETROL - CD28A4	1	1	0	0	0	0	0	0.33	23	5	0	20	30
Motopartz.com.au														
STRSReorder.CLR														
Page 1 of 3														
Printed : 1/06/2011 1:50:29 PM														

Stock Reorder Requirements Report

Buy Stock by Dimensions



[Selected Stock Item] > Details 2

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

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

EB Stock Item Details

File Utilities Navigate Help

New Save Save & Exit Cancel

Stock Code: **Description:**

Details 1 Details 2 Extra Fields

Defaults:

Min Stock: 0

Max Stock: 0

Bin Code:

Set by Location...

Miscellaneous:

EOQ: 1 Duty %:

Weight: 0 Dimensions: none

Cubic: 0 Variable Cost: ☐

Sales GST: -1. AUTO SELECT RATE

Purch GST: -1. AUTO SELECT RATE

Stock Items Dimensions

3. When transacting the item, press **CTRL+D** in the quantity column (or other relevant column, such as supply or pick quantity). The quantity dimensions screen is displayed.
4. Enter **Quantity** and **Length** (or other dimension) and the extended quantity will be calculated (e.g. length, square or cubic). These can be of varying decimal quantities as set by your MYOB Partner.

EB Qty Dimensions

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

Total: 100

Save Cancel

Qty Dimensions Form

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

Important



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

Entering Serial Numbers

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

Serial Numbers : Inwards Goods Costing (98)

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
DVDVCD CDPLR01	2. Melbourne		
DVDVCD CDPLR01	2. Melbourne		
EQLSRAMP01	2. Melbourne		

Code: DVDVCD CDPLR01 **Desc:** ALPINE DVA-5205 DVD/VCD/CD PLAYER

Returned Serial Numbers	Location	Reference
12587	1. Sydney	
12589	1. Sydney	

MYOB EXO TRAINING AU In Stock : No Location : Melbourne Account : All

Stock Serial Numbers Screen

Enter Serial Numbers

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


Serial numbers can be entered by either:

1. Keying the serial numbers individually, or
2. Keying the first serial number and using the **Sequential** or **(n) Sequential** buttons. This will automatically enter a sequential number for each subsequent row that has the same stock code.:
 - Enter the first serial number on the first stock code line.
 - Click on the **Sequential** button (or press **F12**) to run the serial number through to the end of the stock code list at an increment of 1 (i.e., ABC-678- 9001, ABC-678-9002, ABC-678-9003, etc).
 - Click on the **(n) Sequential** button (or press **CTRL+F12**) to run the serial number through to the defined number (n) of stock codes at an increment of 1. This is useful when you have a change in serial number sequence part way through a stock code list.

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

Saving Serial Numbers

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

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

Important



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

Reference



Refer to the Online Help for information on amending existing serial numbers.

7 Reporting

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

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

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

Reports

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

Available reports can be viewed via:

Clarity Report Browser

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

Dashboard

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

Functional menu reports drop down (MYOB Theme)

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

Exo Analytics

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

Purchases Reports

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

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

Stock Reports

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

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

Tip



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

8 General Ledger Transactions and GST

This unit will provide additional information on the following:

- General Ledger transactions resulting from Purchasing
- Entering a GST-only Creditor invoice

General Ledger Transactions

Depending on the purchasing method used, the General Ledger transactions resulting from Purchasing will be as follows:

Inwards Goods (Perpetual Stock method)

Transaction	Debit	Credit
Purchase Order	N/A	N/A
IG Receipt	N/A	N/A
IG Costing	Stock on Hand (a)	<ul style="list-style-type: none"> • Stock Clearing • Oncost Clearing
Creditor Invoice	<ul style="list-style-type: none"> • Stock Clearing (I) • Oncost Clearing (I) • GST Paid (I) 	Creditors Control (Stock Variance - COS) (Oncost Variance - COS)
Payment	Creditors Control (I)	Bank (a)

Purchase Order Receipt


Transaction	Debit	Credit
Purchase Order	N/A	N/A
Receipt	Stock on Hand (a)	<ul style="list-style-type: none"> • Stock Clearing (I)
Creditor Invoice	<ul style="list-style-type: none"> • Stock Clearing (I) • GST Paid (I) 	Creditors Control
Payment	Creditors Control (I)	Bank (a)

GST-Only Invoices

When importing goods, an invoice is sometimes issued by customs for GST only. However, the system does not allow you to enter a GST-Only invoice.



How to: Enter a GST-only invoice

1. Create a new creditor invoice for the creditor issuing the GST-only invoice.
2. Ensure the invoice method is set to GL.
3. Enter a line coded to the GL account for the GST. Enter a Qty of 1 with the appropriate value to result in the required GST, e.g. if the GST is \$1,000.00, enter an @Price value of \$10,000.00.
4. Enter a second line coded to the same GL Account. Enter a Qty of -1 with the same @Price value.
5. In the Options column for the second line, click on the line periscope  and override the GST to \$0.00. This will result in a GST-only value on the Invoice.

The screenshot shows the 'EB Creditor Invoice Entry' window. The 'Account' is set to 'SEFTONS' and the 'Mode' is 'GL'. The 'Invoice' tab is selected. The 'Account' field shows '13. SEFTONS' and the 'Salesperson' is '8. EXO BUSINESS ADMIN ACCOUNT'. The 'Invoice date' is '03.02.2021' and the 'Payment due' is '20.03.2021'. The 'Invoice no.' is empty, 'Order no.' is empty, 'Location' is '1. Sydney', and 'Branch' is '0. SYDNEY'. The 'Age' is '0. February 2021' and 'AUD' is '1'. The table below shows two lines: a GL line with a quantity of 1 and a price of 10,000.00, and a second GL line with a quantity of -1 and a price of 10,000.00. The GST column for the second line is set to 0.00. The 'Invoice Totals' section shows a Sub total of 0.00, GST total of 1,000.00, and Invoice total of 1,000.00. The 'Manual Rounding' is 0.00. The 'Payments' section shows 0.00, 'Outstanding' is 1000.00, and 'Change' is 0.00.

Type	Code	Description	Qty	@Price	Total	GST	Gross Total	Job Code	Cost Type	Cost Group	Batch Code	Options	Branch
GL	00-04570-00	DUTY CLEARING	1	10,000.00	10,000.00	1,000.00	11,000.00						0
GL	00-04570-00	DUTY CLEARING	-1	10,000.00	(10,000.00)	0.00	(10,000.00)					GST	0

Invoice Totals:

Sub total:	0.00	Payments:	0.00
GST total:	1,000.00	Outstanding:	1000.00
Invoice total:	1,000.00	Change:	0.00

Manual Rounding: 0.00

MYOB EXO TRAINING AU

GST-only Creditor Invoice

6. Save the invoice.

9 Purchasing and Stock Costs - Review

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



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

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

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

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

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

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

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

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

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

10. What report shows outstanding inwards goods receipts?

11. What report provides reorder requirements for all suppliers?

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