



**Kilimanjaro Consulting**  
An Enprise Group Company

**myob** | Diamond  
Partner

Exo Business (AU/NZ)

# Module 4: Maintaining Stock





# 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

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)

# 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. |

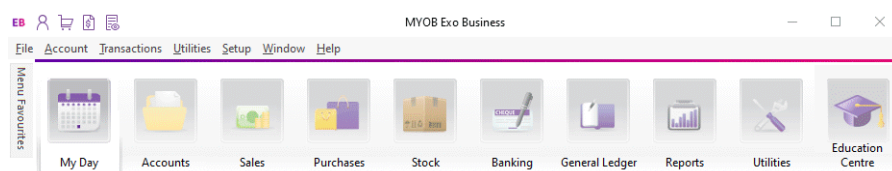
# Themes

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

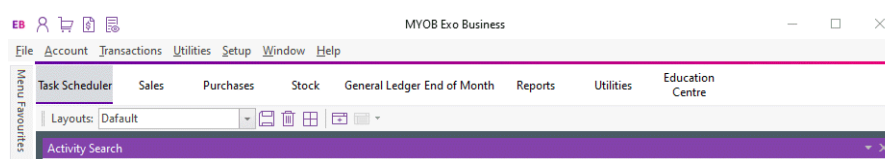
| Menu Icon   | Description   |
|---|---|
|  <p>My Day</p>             | The Task Scheduler tab allows you to create and view tasks, set reminders and establish recurring appointments. Tasks created in the scheduler can also be viewed in the task lists of individual debtor or creditor accounts.  |
|  <p>Accounts</p>           | The Accounts tab provides access to your Debtors (Customers), Creditors (Suppliers), Non-Account (Prospects) and Contact master records.  |
|  <p>Sales</p>              | The Sales tab is for recording sales orders, invoices, receiving payments and creating statements.  |
|  <p>Purchases</p>          | The Purchases tab is for recording purchase orders, receiving and costing goods and creating creditor invoices.   |
|  <p>Stock</p>             | 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.  |
|  <p>Banking</p>          | 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.  |
|  <p>General Ledger</p>   | 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.   |
|  <p>Reports</p>          | 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.  |
|  <p>Utilities</p>        | The Utilities tab provides access to more advanced functions such as setting up staff, account groups, stock groups and pricing.  |
|  <p>Education Centre</p> | <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"> <li>• Exo Business Help files and User Guides</li> <li>• Release Notes for the current and previous versions</li> <li>• MYOB-written Exo Business White Papers</li> <li>• Instructional videos, etc.</li> </ul> |



## 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"> <li>• Exo Business Help files and User Guides</li> <li>• Release Notes for the current and previous versions</li> <li>• MYOB-written Exo Business White Papers</li> </ul> <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:

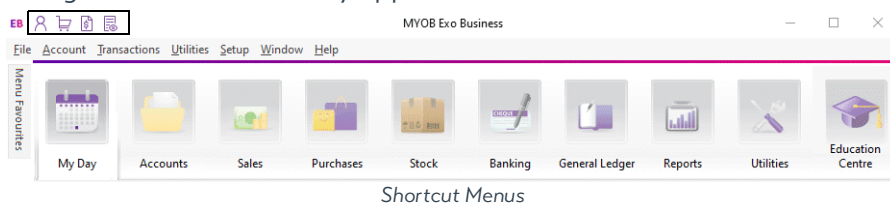


*Basecamp: Accounts > Debtors*

*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.



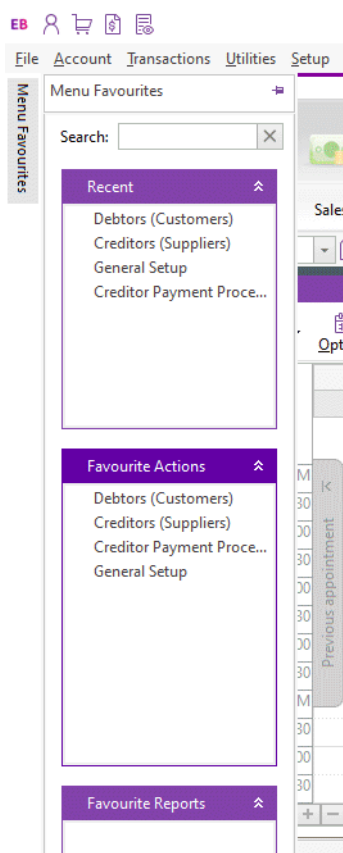
# Exo Business Menus

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

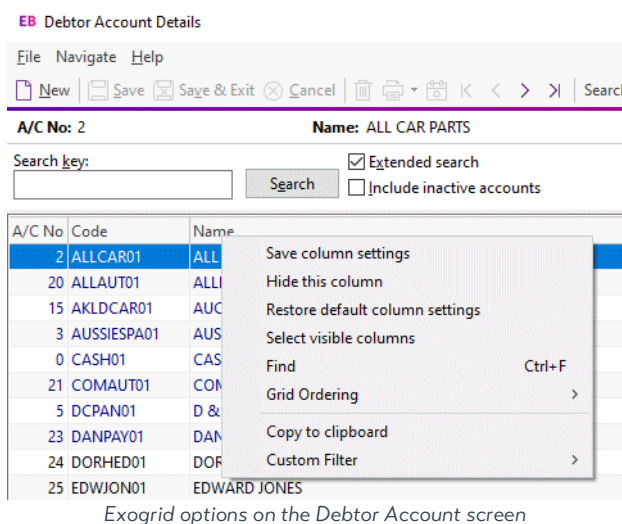
If you are using one of MYOB's cloud services, e.g. Bank Feeds, Geolocation features or ABN Lookups, the Cloud Services Status Icon shows the current connectivity of these services:

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



# Exogrids

Exogrids are used throughout Exo Business to display, search and sort data. Exogrids are active on most screens where you are viewing current transactional information (debtor accounts, stock items, etc), however they are not active on the transaction entry screens (ie. new sales order).



Exogrid options on the Debtor Account screen

## Important



Custom filters and changes to ExoGrids are unique to your workstation and will not appear when working on a different user's workstation.

## Tip



Hold down the **SHIFT** key while clicking on subsequent columns facilitates multiple sorting (e.g. sort by Primary Group, then by Name).



## How to: Manipulate ExoGrids

| Action               | Description  |
|----------------------|--|
| Sort the Grid        | Click on a column header name to sort by that column (in ascending order). Click on the column a second time to reverse sort. You should see a small black triangle indicating the column that you are sorting on. |
| Restructure the Grid | Click and drag in the column header to re-order the grid (e.g. move <b>NAME</b> to be the first column in the grid).   |
| Open an Item         | <b>Double-click</b> on the line item.  |
| Display Line Options | Right-click on the grid body to display options related to the line selected (e.g. reverse a transaction, print a document).   |

| Action               | Description   |
|----------------------|---|
| Display Grid Options | <p><b>Right-click</b> on the blue header line of the grid (subject to option support)</p> <ul style="list-style-type: none"><li>• <b>Save column settings</b> retains the current settings for this grid on this workstation.</li><li>• <b>Hide this column</b> is a quick method for hiding the column that you have selected.</li><li>• <b>Restore default column settings</b> resets all changes back to the 'factory default'.</li><li>• <b>Select visible columns</b> determines the columns to display in the grid. Some optional columns are not enabled by default, as they may not suit all users.</li><li>• <b>Find</b> prompts for search text, and searches the grid for a matching entry.</li><li>• <b>Grid ordering</b> provides two options, to 'Lock Grid Ordering' or to 'Revert to Natural Order'. This prevents automatic reordering when keying-in transactions.</li><li>• <b>Copy to clipboard</b> copies the contents of the visible columns to the Windows clipboard, to be pasted into a spreadsheet or similar application (using the Edit &gt; Paste menu in most applications).</li><li>• <b>Custom filter</b> provides an advanced option to apply custom SQL statements to the grid. See your implementing partner if you want this functionality activated.</li></ul> |

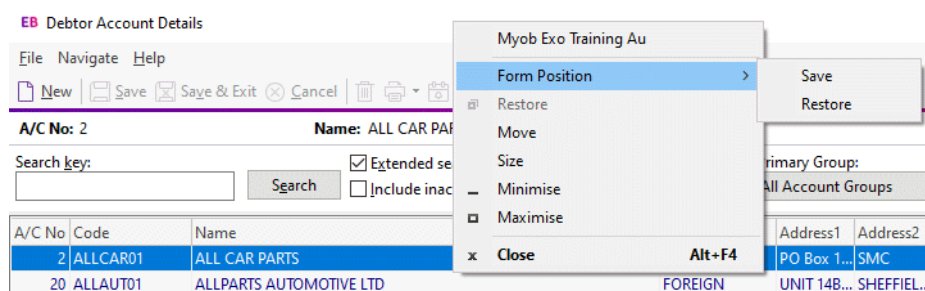
# Saving Window Sizes and Positions

When resizing or repositioning windows, it is possible to save these settings for next time you open a particular window.



## How to: Save/restore the window size and/or position

1. **Right-click** on the window's title bar or press **ALT+SPACEBAR**.
2. Select **Form Position > Save**. This will save the window at that size and position for next time you open it. The window can subsequently be resized as often as required and will reopen with the saved settings.
3. Select **Form Position > Restore** to restore the default Exo Business settings.



Saving window positions and sizes

# Help Functions

There are a number of ways to access help when using Exo Business.

These include:

## On-line help

This can be accessed from *Help > On-line Manual* or by pressing **F1**. The On-line help function offers a comprehensive, indexed guide to most Exo Business functions designed to support you in your day to day use.

## Exo Business Education Centre

This provides a wide range of resources, including help files, release notes, User Guides, short videos and White Papers.

## Tool Tips

Tool Tips are shown when hovering the mouse over an icon, a section, an option or a setting.

## Screen help

Screen help is shown at the bottom of most screens and can be turned off and on by clicking the



button on the top right side of the screen.

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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 35 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 [Manufacturing Stock](#) on page 67 for more information.

# Create a New Stock Item



**Basecamp:** Stock > Stock Items  
**MYOB:** Stock > Maintain Stock Items

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.



## How to: Create a new stock item

1. Click on the **New** 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.

| No. | Stock Location  | Physical | Not for sale | Committed | Back Order | Incoming | Free Stock |
|-----|-----------------|----------|--------------|-----------|------------|----------|------------|
| 1   | Sydney          | 30       | 0            | 10        | 0          | 20       | 40         |
| 2   | Melbourne       | 9        | 0            | 0         | 0          | 0        | 9          |
| 3   | Brisbane        | 40       | 0            | 0         | 0          | 0        | 40         |
| 4   | Auckland        | 15       | 0            | 0         | 0          | 0        | 15         |
| 8   | Tradeshow Stock | 0        | 0            | 0         | 0          | 0        | 0          |
|     |                 | 94       | 0            | 10        | 0          | 20       | 104        |

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 set up to group and track sales of similar 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 set up 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. For example; you may wish to set up a series of specials on all Filters. A default stock price group should have been set up for you by your implementing partner.

## Other

|                     |                                     |
|---------------------|-------------------------------------|
| Other               |                                     |
| Main supplier +:    | 3. PANMURE AUTO TRADE SUPPLIERS ... |
| Unit/ Pack:         | EACH                                |
| Link stockcode:     |                                     |
| Serial no. tracked: | Not Serialised (No)                 |

Stock Maintenance - Other

- **Main Supplier:** Click on ... (or press CTRL+F2) to select a main supplier for the stock item.
- **Unit/Pack:** Select a unit/pack definition from the dropdown if required.

Tip



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

- **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 Details 2. Refer to [Stock classifications and features](#) on page 31 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 [Working with Serial Numbers](#) on page 55 for more information.

## Cost Prices

|                 |         |
|-----------------|---------|
| Cost Prices     |         |
| Supplier (AUD): | \$18.54 |
| Last:           | \$18.54 |
| Average:        | \$19.63 |
| Standard:       | \$18.54 |

Stock Maintenance - Cost Prices

Enter the main supplier cost price only.

Important



Supplier cost price is in the currency of the main supplier.

The average price and last price will populate when transactions are applied to the stock item. Standard price is generally used in works 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:       | NZ\$25.96 |
| 8. Singapore:         | \$25.46   |
| 9. ComputedSellPrice: | \$0.00    |

Stock Maintenance - Sell Prices

Enter the sell prices you require. Price names are defined in the Business Admin Settings and are set up as part of your implementation.

## Flags

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

Stock Maintenance - Flags

- **Active** should already be selected.
- The **Recoverable** option specifically refers to stock items that are recoverable expenses for Job Costing. This option is selected for all stock items, with the exception of linked stock items.

Note



This option is only available if MYOB Exo Job Costing is installed.

- **Discountable** should already be selected. If **Discountable** is selected discounts can be applied when selling the stocked item.
- If **Restricted Goods** option is selected, 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 31 for more information on lookup and linked stock items.

## Stock Status

Maintaining stock levels are important in a stock-based business. However, merely knowing how much of each product is in stock isn't sufficient as some of that stock may already be committed to sales orders, some of the stock on order from suppliers may be to fill backorders.

MYOB Exo Business therefore makes a distinction between the various statuses/stages your stock is at:

| No. | Stock Location  | Physical | Not for sale | Committed | Back Order | Incoming | Free Stock |
|-----|-----------------|----------|--------------|-----------|------------|----------|------------|
| 1   | Sydney          | 30       | 0            | 10        | 0          | 20       | 40         |
| 2   | Melbourne       | 9        | 0            | 0         | 0          | 0        | 9          |
| 3   | Brisbane        | 40       | 0            | 0         | 0          | 0        | 40         |
| 4   | Auckland        | 15       | 0            | 0         | 0          | 0        | 15         |
| 8   | Tradeshow Stock | 0        | 0            | 0         | 0          | 0        | 0          |
|     |                 | 94       | 0            | 10        | 0          | 20       | 104        |

Stock Statuses

| Status    | Description   |
|-----------|---|
| Physical  | This is the physical quantity of each item in stock.  |
| Committed | This is the quantity committed/allocated to Sales Orders, Bill of Materials (BOM's) or Works Orders   |
| Backorder | This is the quantity placed on backorder, i.e. sales order quantities you were unable to supply at the time and is awaiting a shipment from your supplier in order to fill the order. |
| Incoming  | This is the quantity you currently have on order with a supplier yet to be receipted.   |
| Uncosted  | This is the quantity you have receipted from a supplier, but is yet to complete the costing.  |


The free/available stock is calculated using the following formula:

$$\text{FreeStock} = \text{Physical} - \text{Comitted} + \text{Incoming}$$

Important



Note that the Uncosted quantity is not taken into account. Until such time as the costing is finalised, the uncosted quantity is not available for use.

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

## 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 Code:** AIRFIL05 **Description:** PRO-STLYE AIR FILTER

**Defaults:** Min Stock: 5, Max Stock: 20, Bin Code: [Set by Location...]

**Ledger Posting Profile:** Sales GL Code: 01000-02 ENGINE, C.O.S. GL Code: 02050-02 ENGINE, Purchase Clearing GL Code: 05550-00 STOCK CLEARING

**Miscellaneous:** EOQ: [ ], Duty %: 0, Weight: 3, Dimensions: none, Cubic: 3, Variable Cost: [ ], Sales GST: -1. AUTO SELECT RATE, Purch GST: -1. AUTO SELECT RATE

**Barcodes or Alternate codes:** 1: 9000321632132, 2: 9000315321333, 3: 99000061354654

**Alternate Entries = 2** **Alternate Suppliers/ Stock Codes...**

**Link Stockcode:** [ ] **Qty:** 0

**Warranty No:** <None>

**Pop-Up Alert:** [ ]

**Auto Narrative:** No

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.

## Miscellaneous

**Miscellaneous:**

EOQ: [ ] Duty %: 0

Weight: 3 Dimensions: none

Cubic: 3 Variable Cost: [ ]

Sales GST: -1. AUTO SELECT RATE

Purch GST: -1. AUTO SELECT RATE

Stock Maintenance - 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 the Default Rate For Debtors/Creditors (unless a specific debtor rate has been assigned, for example, an overseas customer will have a non-GST rate).

## 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 by your implementing partner and are generally aligned with the Primary Group. It is recommended to accept the default settings.

## Barcodes or Alternate Codes

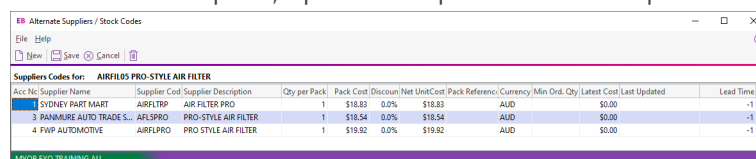
Enter barcodes or alternative codes that can be used to reference this stock item.

## Alternate Suppliers/Stock Codes

Minimum order quantities/pack quantities can be set up for the main supplier via the

**Alternate Suppliers/ Stock Codes...** button. Additional suppliers can also be set up in this area.

If a supplier offers more than one pack, options are presented when purchasing the item.



| Suppliers Codes for: AIRFILDS PRO-STYLE AIR FILTER |                         |              |                      |              |           |          |               |                |          |              |           |
|--|-------------------------|--------------|----------------------|--------------|-----------|----------|---------------|----------------|----------|--------------|-----------|
| Acc No   | Supplier Name           | Supplier Cod | Supplier Description | Qty per Pack | Pack Cost | Discount | Net Unit Cost | Pack Reference | Currency | Min Ord. Qty | Lead Time |
| 1  | SYDNEY PART MART        | AIRFLTRP     | AIR FILTER PRO       | 1            | \$18.83   | 0.0%     | \$18.83       |                | AUD      | \$0.00       | -1        |
| 3  | PANMURE AUTO TRADE S... | AFLSPRO      | PRO-STYLE AIR FILTER | 1            | \$18.54   | 0.0%     | \$18.54       |                | AUD      | \$0.00       | -1        |
| 4  | PWP AUTOMOTIVE          | AIRFLPRO     | PRO-STYLE AIR FILTER | 1            | \$19.92   | 0.0%     | \$19.92       |                | AUD      | \$0.00       | -1        |

Alternate Supplier/Stock Codes screen

## 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 [Stock classifications and features](#) on page 31 for details on how to setup linked stockcodes.

## Warranty No

Warranties can be set up to assign to stock items on which warranties are provided. See your MYOB Partner for assistance in setting up Warranties.

## 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 by clicking on the **OK** button or by pressing 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.

## 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.

## Jobs

Only available when MYOB Exo Job Costing is installed, this tab has two widgets available to display job information:

- **WIP Stock (Grid)** to display the job details in an ExoGrid
- **WIP Stock (Report)** to display the job details in a Clarity report

## 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 open works orders in the system.

## Web Tab

Note

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Speak with your Implementing Consultant to set up the MYOB Exo Business database to integrate 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 HTML 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 for assistance.

---

## 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.

**EB Stock Item Details**

File Utilities Navigate Help

New Save Save & Exit Cancel

---

**Stock Code:** ONITE DELIVERY **Description:** SPECIAL OVERNIGHT DELIVERY SERVICE

Details 1 Details 2 Extra Fields

|  |  |   |
|--|--|---|
| <b>Groups</b><br>Primary: SERVICES<br>Secondary: NO GROUP SELECTED<br>Classification: FREIGHT<br>Price group: MISC             |  | <b>Cost Prices</b><br>Supplier (AUD): \$12.00<br>Last: \$0.00<br>Average: \$0.00<br>Standard: \$0.00  |
| <b>Other</b><br>Main supplier +: 13. SEFTONS<br>Unit/ Pack: EACH<br>Link stockcode:<br>Serial no. tracked: Not Serialised (No) |  | <b>Flags</b><br><input checked="" type="checkbox"/> Active<br><input checked="" type="checkbox"/> Lookup<br><input checked="" type="checkbox"/> Recoverable<br><input checked="" type="checkbox"/> Discountable<br><input checked="" type="checkbox"/> Restricted Goods<br><input type="checkbox"/> Batch tracked |

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 set up 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.



## How to: Set up a linked stock item

1. Create the base stock item. Determine which stock item will be your base item (e.g. **MOTOIL01**). This is the item by which you will track the quantities bought and sold.

The screenshot shows the 'Stock Item Details' window for 'MOTOIL01' (Motor Oil). The window includes tabs for Details, Extra Fields, Transactions, Orders, Jobs, Works Orders, Web, Batch Qty, Notes, History Notes, Documents, and Analysis. The 'Details' tab is active, showing various fields for the stock item.

**Stock Code:** MOTOIL01 **Description:** MOTOR OIL

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

**Cost Prices:**  
 Supplier (AUD): \$2.88  
 Last: \$2.88  
 Average: \$2.88  
 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: NZ\$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  
☒ Recoverable  
☒ Discountable  
☐ Restricted Goods  
☐ Batch tracked

| No. | Stock Location  | Physical | Not for sale | Committed | Back Order | Incoming | Free Stock |
|-----|-----------------|----------|--------------|-----------|------------|----------|------------|
| 1   | Sydney          | 60       | 0            | 0         | 0          | 55       | 115        |
| 2   | Melbourne       | 69       | 0            | 0         | 0          | 0        | 69         |
| 3   | Brisbane        | 60       | 0            | 0         | 0          | 0        | 60         |
| 4   | Auckland        | 35       | 0            | 0         | 0          | 0        | 35         |
| 8   | Tradeshaw Stock | 0        | 0            | 0         | 0          | 0        | 0          |
|     |                 | 224      | 0            | 0         | 0          | 55       | 279        |

Base stock item (MOTOIL01): Details 1

2. Create the new stock item that will have the preset quantity (e.g. **MOTOILCASE**).
3. Make the new item a Lookup Item by selecting the **Lookup** option on Details 1.

4. Link the Lookup stock item with the base stock item. On Details 2 of the linked stock item click on ... next to the Link stockcode and search for the relevant item, in this case, **Motor Oil Bottle**. Click on **Select and close**.
5. 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

6. Click on the **Save** button.

---

Note



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 set up to facilitate creation of new stock items, ensuring that primary and secondary groups as well as other attributes are set correctly.



## How to: Create stock item templates

1. 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 <b>Lookup</b> option in the Details 1 tab of the stock item is selected.     |
| Inactive      | The option <b>Active</b> in the Details 1 tab of the stock item is not selected. |
| Template Item | The <b>Classification</b> in the Details 1 tab is set to <b>Template</b> .       |

The screenshot shows the 'Stock Item Details' window for a stock item named 'TEMPLATE'. The 'Description' is 'TEMPLATE ONLY'. The 'Details 1' tab is active, showing the following configuration:

- Stock code:** TEMPLATE
- Description:** TEMPLATE ONLY
- Groups:**
  - Primary: ENGINE
  - Secondary: NO GROUP SELECTED
  - Classification: TEMPLATE
  - Price group: NOT ASSIGNED
- Other:**
  - Main supplier: (empty)
  - Unit/ Pack: (empty)
  - Link stockcode: (empty)
  - Serial no. tracked: Not Serialised (No)
- Cost Prices:**
  - Supplier (AUD): \$0.00
  - Last: \$0.00
  - Average: \$0.00
  - Standard: \$0.00
- Sell Prices:**
  - 1. Internet: \$0.00
  - 2. Retail: \$0.00
  - 3. Trade: \$0.00
  - 4. UK: \$0.00
  - 5. US: \$0.00
  - 6. Fiji: \$0.00
  - 7. New Zealand: NZ\$0.00
  - 8. Singapore: \$0.00
  - 9. ComputedSellPrice: \$0.00
- Flags:**
  - ☒ Active
  - ☐ Lookup
  - ☒ Recoverable
  - ☒ Discountable
  - ☐ Restricted Goods
  - ☐ Batch tracked

At the bottom, there is a table showing stock levels across various locations:

| No. | Stock Location  | Physical | Not for sale | Committed | Back Order | Incoming | Free Stock |
|-----|-----------------|----------|--------------|-----------|------------|----------|------------|
| 1   | Sydney          | 0        | 0            | 0         | 0          | 0        | 0          |
| 2   | Melbourne       | 0        | 0            | 0         | 0          | 0        | 0          |
| 3   | Brisbane        | 0        | 0            | 0         | 0          | 0        | 0          |
| 4   | Auckland        | 0        | 0            | 0         | 0          | 0        | 0          |
| 8   | Tradeshaw Stock | 0        | 0            | 0         | 0          | 0        | 0          |
|     |                 | 0        | 0            | 0         | 0          | 0        | 0          |

Template Stock Item

2. Click on **Save** 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.

Note



Stock codes can be generated automatically when creating one-off items. See your implementing partner for assistance.

# 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.

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.



## How to: Generate a one-off stock item

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.

---





# 2 Adjusting Stock

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)



Stock > Adjust Stock

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. It is recommended that Sales Order or Debtor Invoices are used for stock sales.

### Receipt

Moves stock IN and updates the average cost and latest cost figures. It is recommended 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.


Important

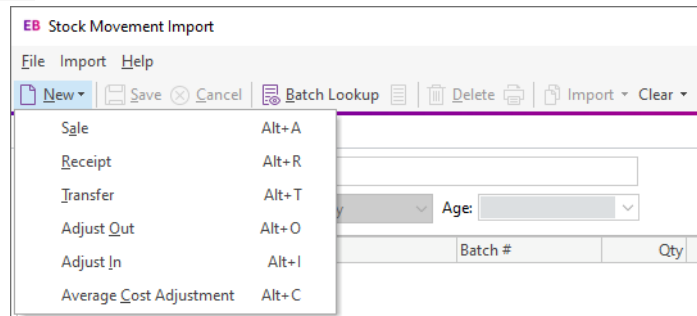


The average cost is specific to each stock item, not each location.



## How to: Process a stock movement

1. Open the **Stock Adjustment** screen.
2. Click on  **New** ▾ and select the stock **Stock Movement** type required.



Stock Movement Type Selection

3. Enter header information, e.g. **Date** and **Period** in which the transaction will be posted.
  - 3.1 If the stock adjustment is for a Stock Transfer (transferring stock between locations), select the **Location** where the stock is moved from.
  - 3.2 For all other stock adjustments, select the **Location** impacted by the stock adjustment.
4. Enter the transaction details, e.g. **Stock Code**, **Quantity** and **GL code**.
  - 4.1 For stock transfers, select the To Location (the location where the stock is moved to).

| Stock Code | Description     | Batch # | Qty | To Location | Unit Price | GL Code     | Analysis Codes | Errors |
|------------|-----------------|---------|-----|-------------|------------|-------------|----------------|--------|
| BATCHA01   | BATTERY CHARGER |         | 5   | 1. SYD      | \$6.05     | 00-02100-00 |                |        |

Stock level: 20      Total Qty: 5      Total: \$ 280.25


MYOB EXO TRAINING AU

Stock transfer BATCHA01

5. Review stock levels via a stock level enquiry (**CTRL+L**). The following screen shows Sydney stock at 44 and Melbourne at 20. We need to move 5 items from Melbourne to Sydney to accommodate a large order.

| Stock Level Enquiry  |          |            |              |           |            | × |
|--|----------|------------|--------------|-----------|------------|---|
| BATCHA01 - BATTERY CHARGER                                 |          |            |              |           |            |   |
| Location   | Physical | Free Stock | Not for sale | Committed | Back Order | ^ |
| 1.Sydney   | 44       | 44         | 0            | 0         | 0          |   |
| 2.Melbourne  | 20       | 20         | 0            | 0         | 0          |   |
| 3.Brisbane   | 15       | 15         | 0            | 0         | 0          |   |
| 4.Auckland   | 20       | 20         | 0            | 0         | 0          |   |
| 8.Tradeshaw Stock  | 0        | 0          | 0            | 0         | 0          |   |
| Forecasted for 90 days up to and including Tue 01 Jun 2021 |          |            |              |           |            | ▼ |

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 Level Enquiry  |          |            |              |           |            | × |
|--|----------|------------|--------------|-----------|------------|---|
| BATCHA01 - BATTERY CHARGER                                 |          |            |              |           |            |   |
| Location   | Physical | Free Stock | Not for sale | Committed | Back Order | ^ |
| 1.Sydney   | 49       | 49         | 0            | 0         | 0          |   |
| 2.Melbourne  | 15       | 15         | 0            | 0         | 0          |   |
| 3.Brisbane   | 15       | 15         | 0            | 0         | 0          |   |
| 4.Auckland   | 20       | 20         | 0            | 0         | 0          |   |
| 8.Tradeshaw Stock  | 0        | 0          | 0            | 0         | 0          |   |
| Forecasted for 90 days up to and including Tue 01 Jun 2021 |          |            |              |           |            | ▼ |

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



Stock > 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.
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. |

| Option   | Description   |
|--|---|
| 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. Contact your implementing partner for assistance in using custom filters.   |
| Sorting for Countsheets and Keying by              | Enables you to choose how the stock will be sorted and/or grouped on the countsheets and when entering 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 Overview

1.  **Initialise** Initialise the stock take.
2.  **Count** Print count sheets for each location and perform physical count.
3.  **Entry** Key in the counted quantities or import a \*.CSV format file containing the count.
4.  **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.
5.  **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. Contact your Implementing Partner for assistance.




## How to: Initialise the Stock Take

1. Open the stock take utility.

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

| No. | Name            | Active | Initialised            | Count Sheets           | Keyed                  | Uploaded               |
|-----|-----------------|--------|------------------------|------------------------|------------------------|------------------------|
| 1   | Sydney          | Y      | 31.12.2020 10:56:28... | 31.12.2020 10:56:31... | 31.12.2020 10:56:32... | 31.12.2020 10:56:39... |
| 2   | Melbourne       | Y      | 31.12.2020 10:56:43... | 31.12.2020 10:56:47... | 31.12.2020 10:56:49... | 31.12.2020 10:56:57... |
| 3   | Brisbane        | Y      | 31.12.2020 10:57:01... | 31.12.2020 10:57:04... | 31.12.2020 10:57:05... | 31.12.2020 10:57:14... |
| 4   | Auckland        | Y      | 31.12.2020 10:57:18... | 31.12.2020 10:57:21... | 31.12.2020 10:57:23... | 31.12.2020 10:57:31... |
| 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  **Initialise** button in the toolbar.

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 system 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 unselect this option 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 unselect this option and enter the From and To bin codes 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. Contact your implementing partner for assistance in using custom filters.   |

5. Click **Ok** to initialise the stock take. A message will appear "Stock take Initialised for location X: (XXX)" and the stock take details will be listed on the main stock take screen.

Note




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.



### How to: Print Count Sheets

1. Select the location in the grid (e.g. Location 3: Brisbane).
2. Click on the  **Count** 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 |
|--|--|------------|---------|-----------|
| <b>Location: 3 Brisbane</b> <span style="float: right;"><b>Stocktake Initialised on : 31.05.2011 3:14:45 PM</b></span> |  |            |         |           |
| 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                   |            |         |           |
| ENGTRE01   | ENGINE TREATMENT LUBRICATION             |            |         |           |
| BRPAD4SET  | BRAKE PADS SET - REAR - REPLACEMENT 94UP |            |         |           |

Stock Take Count Sheet

#### Important



Stock that has been sold and supplied (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

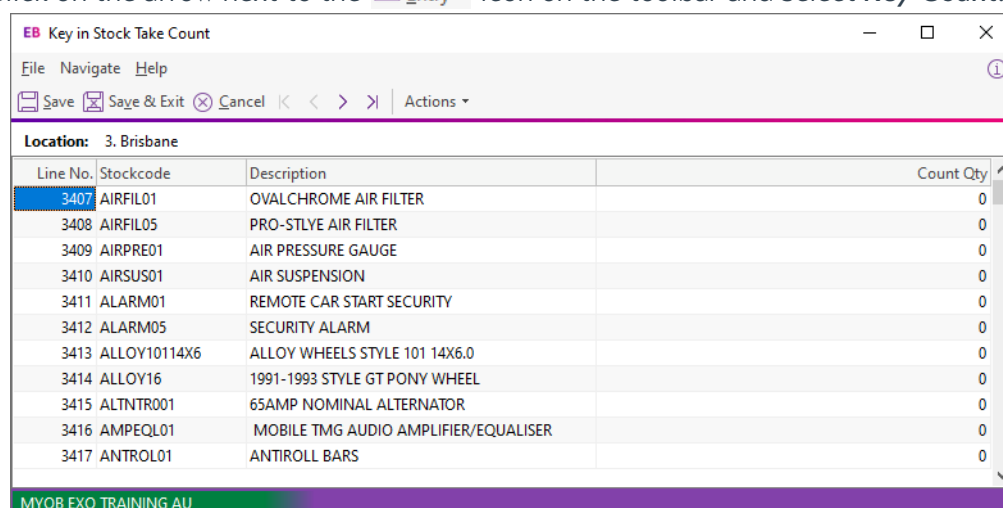
After the items have been counted, the count quantities need to be entered into the system. This can be done by either manually entering the quantities, or importing a CSV file.



#### How to: Manually enter counted quantities

1. Select the required location.

2. Click on the arrow next to the  **Entry** icon on the toolbar and select **Key Count**.



| Line No. | Stockcode    | Description                          | Count Qty |
|----------|--------------|--------------------------------------|-----------|
| 3407     | AIRFIL01     | OVALCHROME AIR FILTER                | 0         |
| 3408     | AIRFIL05     | PRO-STLYE AIR FILTER                 | 0         |
| 3409     | AIRPRE01     | AIR PRESSURE GAUGE                   | 0         |
| 3410     | AIRSUS01     | AIR SUSPENSION                       | 0         |
| 3411     | ALARM01      | REMOTE CAR START SECURITY            | 0         |
| 3412     | ALARM05      | SECURITY ALARM                       | 0         |
| 3413     | ALLOY10114X6 | ALLOY WHEELS STYLE 101 14X6.0        | 0         |
| 3414     | ALLOY16      | 1991-1993 STYLE GT PONY WHEEL        | 0         |
| 3415     | ALTNTR001    | 65AMP NOMINAL ALTERNATOR             | 0         |
| 3416     | AMPEQL01     | MOBILE TMG AUDIO AMPLIFIER/EQUALISER | 0         |
| 3417     | ANTROL01     | ANTIROLL BARS                        | 0         |

Key in Stock Take Count screen

3. 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.

Tip



Right-click on a column heading and select the option Select Visible Columns to show additional information for each Stock Code, e.g. Unit Cost, Supplier, Batch Codes/Expiry Dates, etc.

Warning



If the Count Qty is set to 0 (zero), implying no adjustment to the existing quantity is required, the existing stock quantity will be reset to 0, effectively removing all stock for the affected item from the stock take location. The **Count Qty** reflects the counted quantity, not the adjustment required to the existing quantity.

4. The following options available from the **Actions** dropdown menu may assist:

| Option                 | Description   |
|------------------------|---|
| Copy System Quantities | 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. |
| Zero Count Quantities  | 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.

- Click on the **Save** button 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.
- 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.

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 (i.e. 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.



### How to: Import the entry of counted quantities

- Make sure that the import file is a CSV file (comma separated variable) containing the fields **Stockcode** and **Quantity**, in that order.
- Click on the arrow next to the **Entry** button on the menu bar. Select **Import Count**.

Stock Take File Import screen

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

- Click on the **Import** button to import the file.

Tip



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 stocktake using average cost adjustments. Refer to [Stock Movements \(Adjust Stock\)](#) on page 41 for more information.



#### How to: Edit imported quantities

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

## 4. Print Variance Reports

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



#### How to: Print Variance Reports

- Select the required location from the main stock take screen.

2. Print the Variance Report by clicking on the  **Variance** button on the toolbar.


| Stocktake Variance Report               |                              |            |              |           |             |              |                |
|---|------------------------------|------------|--------------|-----------|-------------|--------------|----------------|
| Stockcode                               | Description                  | System Qty | System Value | Count Qty | Count Value | Variance Qty | Variance Value |
| <b>Location: 3 . Brisbane</b>           |                              |            |              |           |             |              |                |
| <b>1 . ENGINE</b>                       |                              |            |              |           |             |              |                |
| 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        |
| <b>ENGINE totals</b>                    |                              | 11         | \$273.00     | 0         | \$0.00      | -11          | (\$273.00)     |
| <b>3 . STEERING &amp; SUSPENSION</b>    |                              |            |              |           |             |              |                |
| PWRSTRNG0                               | POWER STEERING PUMP          | 10         | 4,489.55     | 0         | 0.00        | -10          | -4,489.55      |
| <b>STEERING &amp; SUSPENSION totals</b> |                              | 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 quantities and change any count quantities if required via the  **Entry** 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 take cannot be reversed if incorrect.

## 5. Upload the Stock Take

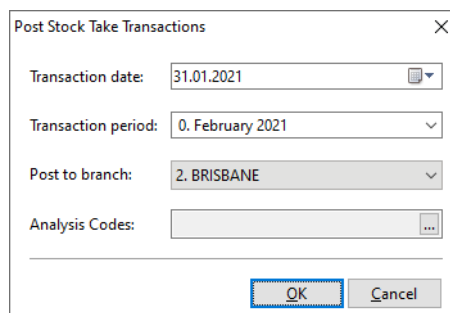
The stock take upload function is the last step in the stock take process. When you are happy with the counted figures on the variance report, you can run this process to post the stock transactions to the stock ledger and finalise the stock take.



### How to: Upload the Stock Take

1. Select the required location from the main stock take screen.
2. Click on the  **Upload** button on the toolbar.

- A dialogue 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

Important



The **Transaction Period** must always be **Period 0** to ensure the stock transactions from the stocktake are processed correctly.

- 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 (e.g. for another stock group).

Important



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





# 3 Working with Serial Numbers

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 (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 the relevant 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 determined by the serial type selected.

# Setting Serial Types

In **Details 1** 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 dialogue 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 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 (DVDVCDPLR01).

**EB Stock Item Details**

File Utilities Navigate Help

New Save Save & Exit Cancel

**Stock Code:** DVDVCDPLR01 **Description:** ALPINE DVA-5205 DVD/VCD/CD PLAYER

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

Serial number: Search Location: 1. Sydney ☒ Exclude not in stock ☐ Exclude pre-assigned

| Serial No | Location | Assigned Document | CR Accno | DR Accno | Reference | BOM Code |
|-----------|----------|-------------------|----------|----------|-----------|----------|
| 12588     | 1. SYD   | None              | -1       | -1       |           | NULL     |
| 12590     | 1. SYD   | None              | -1       | -1       |           | NULL     |
| 12591     | 1. SYD   | None              | -1       | -1       |           | NULL     |
| 12607     | 1. SYD   | None              | 19       | -1       |           |          |
| 12608     | 1. SYD   | None              | 19       | -1       |           |          |
| 12609     | 1. SYD   | None              | 19       | -1       |           |          |
| 12610     | 1. SYD   | None              | 19       | -1       |           |          |
| 12611     | 1. SYD   | None              | 19       | -1       |           |          |
| 12617     | 1. SYD   | None              | 19       | -1       |           |          |
| 12618     | 1. SYD   | None              | 19       | -1       |           |          |
| 12619     | 1. SYD   | None              | 19       | -1       |           |          |
| 12620     | 1. SYD   | None              | 19       | -1       |           |          |
| 12621     | 1. SYD   | None              | 19       | -1       |           |          |
| 12622     | 1. SYD   | None              | 19       | -1       |           |          |
| 12623     | 1. SYD   | None              | 19       | -1       |           |          |
| 12624     | 1. SYD   | None              | 19       | -1       |           |          |
| 12625     | 1. SYD   | None              | 19       | -1       |           |          |
| 12626     | 1. SYD   | None              | 19       | -1       |           |          |

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Stock Serials tab

# Tracking Serial Numbers

Serial numbers can be tracked via the **Serial Number Tracking** button on the main Stock TAB, 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 sold.
- Debtor invoice it was invoiced on.
- 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 invoiced.

On the following screen, the stock serial number 12607 (one of the cassette players) has been recalled. From the **Actions** dropdown menu, select **Purchase Order** to view the original purchase order it was bought on. From the **Actions** dropdown menu, select **Debtor Invoice** to view the invoice on which it was sold.

**Serial Number Tracking**

File Special Help

Creditor Account Debtor Account Actions

Stock Code: DVDVCDPLR01

Serial number: 12607 Search Location: 1. Sydney ☐ Exclude not in stock ☐ Exclude pre-assigned

| Stock Code  | Description                       | Serial No | Location | CR Accno | DR Accno |
|-------------|-----------------------------------|-----------|----------|----------|----------|
| DVDVCDPLR01 | ALPINE DVA-5205 DVD/VCD/CD PLAYER | 12607     | 1. SYD   | 19       | 2        |

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Serial Number tracking

# Editing Serial Numbers



Basecamp: Stock > Setup Serial Numbers

MYOB: Utilities > Stock Utilities > Set Stock Serial Numbers

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


| Stock Item    | Serial Number | Reference | Location |
|---------------|---------------|-----------|----------|
| DVDVCDCLPLR01 | 12587         |           | SYD      |
| DVDVCDCLPLR01 | 12588         |           | SYD      |
| DVDVCDCLPLR01 | 12589         |           | SYD      |
| DVDVCDCLPLR01 | 12590         |           | SYD      |
| DVDVCDCLPLR01 | 12591         |           | SYD      |
| DVDVCDCLPLR01 | 12592         |           | MEL      |
| DVDVCDCLPLR01 | 12593         |           | MEL      |
| DVDVCDCLPLR01 | 12594         |           | MEL      |
| DVDVCDCLPLR01 | 12595         |           | MEL      |
| DVDVCDCLPLR01 | 12596         |           | MEL      |
| DVDVCDCLPLR01 | 12597         |           | BRIS     |
| DVDVCDCLPLR01 | 12598         |           | BRIS     |

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Set up Serial Stock Numbers



## How to: Edit a Serial Number

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

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Edit Serial Numbers

2. Edit the serial number and add a reference as required.

3. Click on the  Save button on the toolbar to save changes to the serial number.

Tip

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

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# Changing Serial Number Type

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

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



# Expiry Dates

If you need to record expiry dates for your serialised items, see your implementing partner for assistance. The system will need to be configured to facilitate this. This will make available an additional option (*Item Expires*) on **Details 1** 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 set up to allow linking of a serial number with a document prior to entering the transaction. See your implementing consulting for more information on this functionality.

# 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 (i.e. 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 ( 95 )**

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 |
|---------------|-----------|-----------|-----------|
| DVDVCDCDPLR01 | 1. Sydney |           |           |
| DVDVCDCDPLR01 | 1. Sydney |           |           |
| EQLSRAMP01    | 1. Sydney |           |           |

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

**Code:** DVDVCDCDPLR01 **Desc:** ALPINE DVA-5205 DVD/VCD/CD PLAYER

| Returned Serial Numbers | Location  | Reference |
|-------------------------|-----------|-----------|
| 12587                   | 1. Sydney |           |
| 12589                   | 1. Sydney |           |
| 12607                   | 1. Sydney |           |

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

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

Stock Serial Numbers screen

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:

## 1. Enter the serial numbers individually

If the serial number entered 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).

## 2. Enter 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.

Enter the first serial number on the first stock code line.

1. 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).
2. 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

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

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

Tip

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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)

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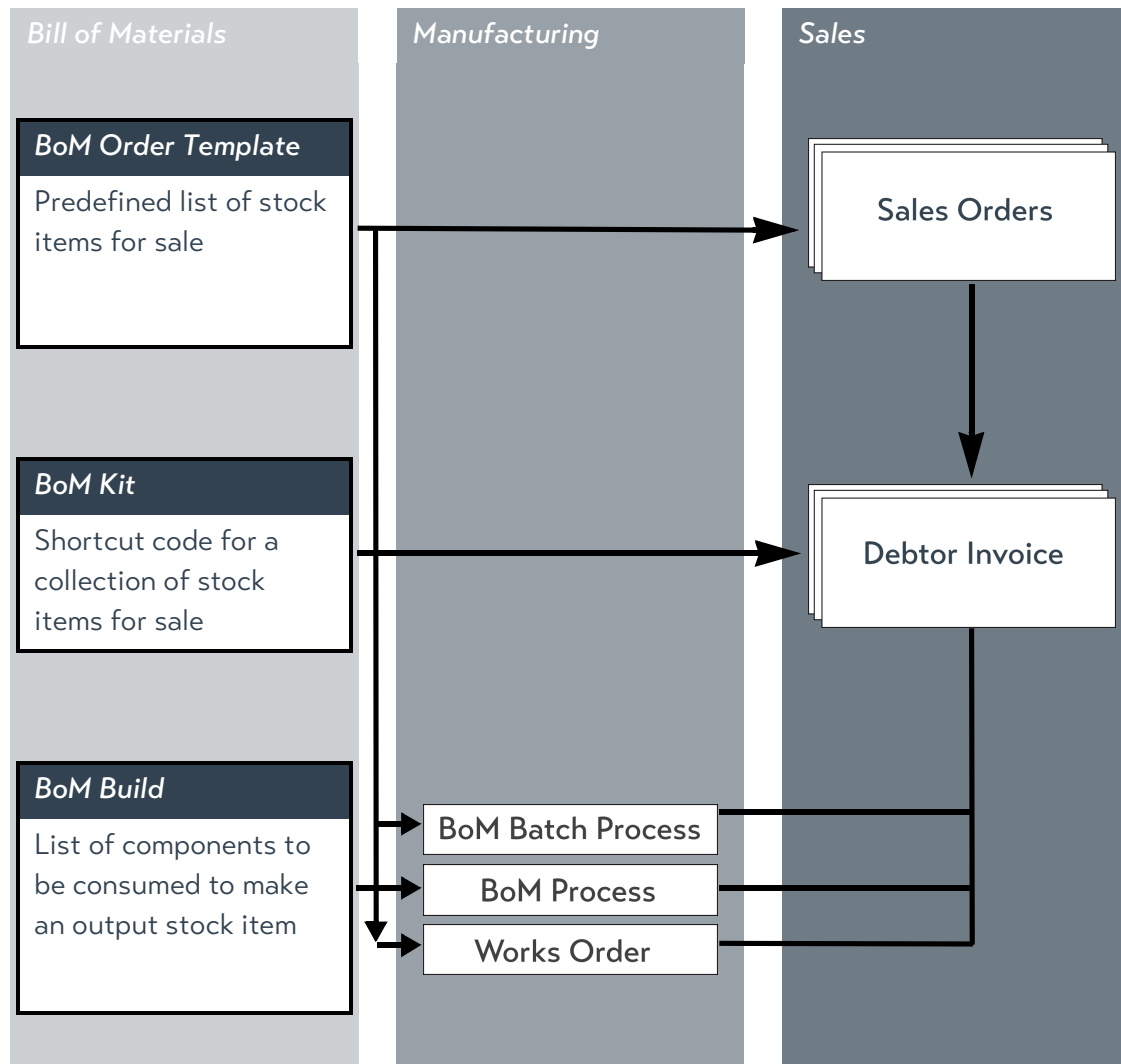
# 4 Manufacturing Stock

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 simple product lists for use with Sales Orders or Debtor Invoices 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 (e.g. ALL CAR AUTO ORDER) but is not "manufactured".

It can be linked to a debtor account via the **Auto Order Template** field on **Details2**. 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

Kit BOMs are individual components sold as a predefined collection.

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 (i.e. 1 bottle of motor oil or 1 dozen bottles of motor oil). BOMs can be comprised of many stock components.

Note

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

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# Setting up a Bill of Materials



Stock > Bill of Materials

## Searching Bill of Materials



How to: Search Bill of Materials

1. Open the BOM search screen.

| Billcode  | Description                     | Output Code    | Isactive | Bomtype | Autobuild |
|-----------|---------------------------------|----------------|----------|---------|-----------|
| CARCARE01 | CAR CARE KIT - BASIC            | DEF BOM OUTPUT | Y        | K       | N         |
| CARCARE02 | CAR CARE KIT - ENTHUSIAST       | DEF BOM OUTPUT | Y        | K       | N         |
| CARCARE03 | CAR CARE KIT - SERIOUS CAR CARE | CARCARE03      | Y        | K       | N         |
| ENGINE    | ENGINE ASSEMBLY                 | ENGINE         | Y        | B       | N         |
| MJRSRVC   | MAJOR SERVICE KIT               | DEF BOM OUTPUT | Y        | K       | N         |
| MNRSRVC   | MINOR SERVICE KIT               | DEF BOM OUTPUT | Y        | K       | N         |

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 [Change Bill Codes](#) button. This will change references to the bill code throughout the system.

# New Bill of Materials



## How to: Create a new Bill of Materials

1. Click  **New** to create a new BOM. Alternatively, click the  **Copy Bill** 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** that will be the end product at completion of the "build"/"manufacture" process.
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. The component lines will still be listed on-screen, flagged with a \* (asterisk).
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.

## 8. Determine pricing method:

| Method  | Description  |
|---|--|
| Price by Template (Order Templates)<br>Price by Components (Kits) | 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. 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.
- Click on the  icon to remove all components.

## Tip



The components list can be copied from an MS Excel or CSV file. Ensure that the data is in the format Stock Code, Quantity Required. Copy the data rows from the file. Click on the Components Grid and press CTRL+V to past the rows into the grid.

10. Click **Save** to save the Bill of Materials.

# 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 Material](#) on page 77 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 (e.g. .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 place 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.

---



### How to: Process BOM Builds

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. Click  **Process** on the toolbar.
6. 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.

7. Check stock levels for the component items by clicking on the **Check Stock** button at the bottom of the screen.

**EB 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:** 05.01.2021

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

| Stock Code    | Description                           | Loc | In Stock | Required         | Shortage |
|---------------|---------------------------------------|-----|----------|------------------|----------|
| ALTNTR001     | 65AMP NOMINAL ALTERNATOR              | 1   | 26       | 5.00             |          |
| CAMADJ01      | ADJUSTABLE CAM SHAFT                  | 1   | 72       | 5.00             |          |
| EXHSTMANFLD01 | BUSCHUR RACING EXHUAUST MANIFOLD      | 1   | 33       | 5.00             |          |
| CYLNDRHD01    | CAST IRON CYLINDER HEAD               | 1   | 7        | 5.00             |          |
| CHPSPKPLG01   | CHAMPION SPARKPLUG - SINGLE           | 1   | 60       | 5.00             |          |
| FUELPUMP01    | FUEL PUMP                             | 1   | 42       | 5.00             |          |
| IGNCOIL01     | MSD BLASTER 2 COIL IGNITION COILS     | 1   | 60       | 5.00             |          |
| OILFILCD29A4  | OIL FILTER - PETROL - CD29A4          | 1   | 45       | 5.00             |          |
| OILPUMP01     | OIL PUMP                              | 1   | 10       | 5.00             |          |
| CARBRTOR01    | SHELBY 1966 915 CFM HOLLEY CARBURETOR | 1   | 24       | 5.00             |          |
| LABOUR        | STANDARD LABOUR CHARGE                | 1   | N/A      | (Non Stock Item) |          |
| STARTMOT01    | STARTER MOTOR                         | 1   | 23       | 5.00             |          |
| THERMO01      | THERMOSTAT                            | 1   | 28       | 5.00             |          |
| WATERPUMP01   | WATER PUMP1994-1995 AUDI CABRIOLET    | 1   | 25       | 5.00             |          |
| PISTONWSC001  | WISECO PISTON - SET OF 4 1.6L         | 1   | 11       | 5.00             |          |

Finished Checking, 0 error(s) found

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

8. Print the stock levels report if required.
9. 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.

10. If stock is available in the quantities required, then click on the **Process** button to manufacture the specified quantity. The system will process the BOM, taking component items out of stock to create the required number of output stock items (Engines).
11. 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 [Works Order Processing](#) on page 80 for more information.

## Batch Processing Build BOM

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



## How to: Batch process BOM's

1. Click on  **Batch Process** icon the Bill of Materials search screen.
2. Click  **New** to create new BOM Batch.

**Bill of Materials Batching**

File Help


New Cancel Process

Transaction Date: 05.01.2021 Component Location: 1. Sydney Reference Code: Product Location: 1. Sydney

| Bill Code | Description     | Quantity | Analysis Codes |
|-----------|-----------------|----------|----------------|
| ENGINE    | ENGINE ASSEMBLY | 10       |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |
|           |                 |          |                |

MYOB EXO TRAINING AU Total: 10

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. Click **Process** in the toolbar. The system will prompt you to confirm that you want to process the stock transactions. Click **Yes**.

Important



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 Material

## Selling Kits and Order Templates



### How to: Sell Kits and Order Templates

1. Create New Sales Order or Debtor Invoice.
2. Enter a . (full stop) in the stock code column of the order/invoice and press **Enter**. This will display a list of current BOM's.
3. Double-click on the required **BOM CODE** and press **Enter**.

Tip



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

4. **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.
5. **BOM Quantity:** If it is a kit type, a dialogue 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.
6. **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 new price will be spread pro-rata against the component items for recording the sale.
7. Click **Save**.

Important



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

Tip



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 selected.

## 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 (i.e. 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 (i.e. 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](#) on page 74 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.

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, repackaged, rework).

# Works Order Processing

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:

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



### How to: Process a Works Order

#### 1. Enter Works Order Details

1. Open the works order screen. 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** (e.g. ENGINE) that you are producing and the quantity required.

**Works Orders**

File Navigate Components Help

New Save Cancel Print

W/O No: (New Bill) Bill Code: ENGINE Product: ENGINE. ENGINE

Details Components

Works order no: (New Bill) Entered by: 8. EXO BUSINESS ADMIN ACCOUNT

Details

Billomat code: ENGINE ENGINE ASSEMBLY Entry date: 05.01.2021

Product code: ENGINE ENGINE Production date: 05.01.2021

Qty. required: 8.00 Status: Uncommitted Due date: 05.01.2021

Batch code: Reference: Expiry date:

Product Loc: 1. Sydney Component Loc: 1. Sydney Linked sales order: 10159, ALL CAR F

Production notes:

This BOM assembles the parts of an engine to stock a pre-assembled engine.

The BOM class is Build indicating that an output item will be produced and the components will be consumed (not sold) by way of stock adjustments.


This BOM may participate in the Works Orders process or be placed directly on a Sales Order or Debtors invoice where manufacture and sale of the Output Item occurs in a single step.

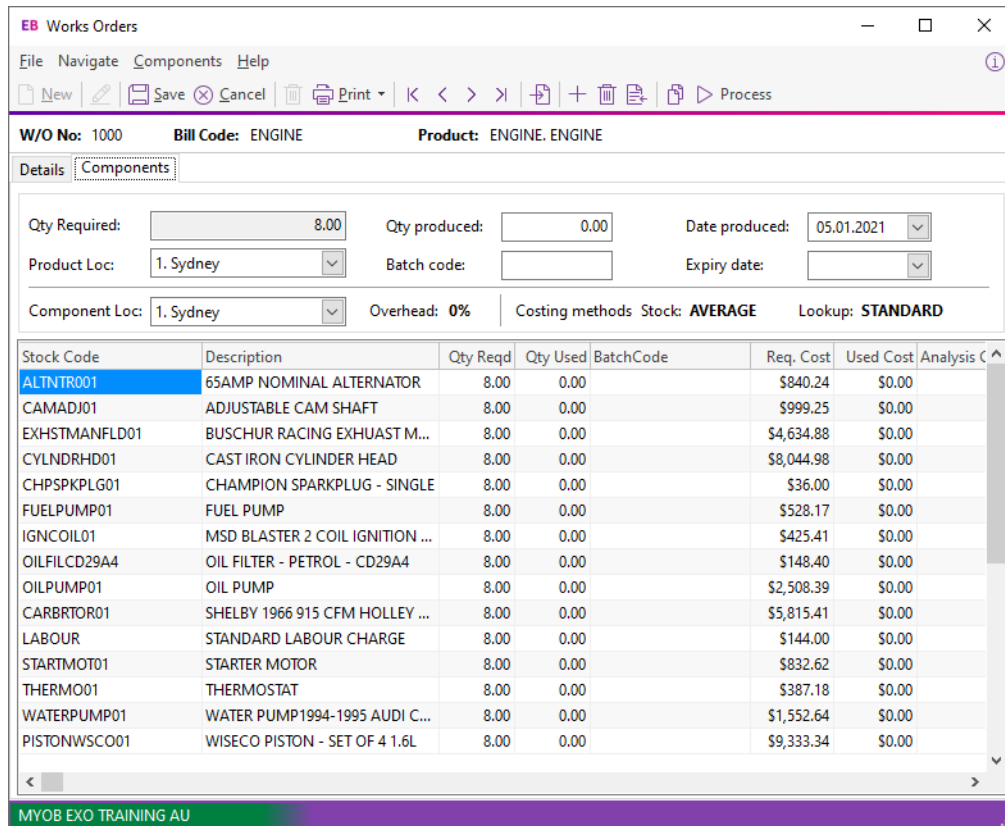
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Works Order Details

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. Enter the **Product Loc** where the produced item will be held.
7. Enter the **Component Loc** where 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.
9. Extra fields set up in positions 1 through 12 will display on the Details tab. Extra fields set up in positions 13 onwards will display on the Extra Fields tab.

## 2. Load and Confirm Works Order Components

10. Click on the  button on the **Details** tab. The **Components** tab will be opened with the components loaded.



EB Works Orders

File Navigate Components Help

New Save Cancel Print < > + - > Process

W/O No: 1000 Bill Code: ENGINE Product: ENGINE. ENGINE

Details Components

Qty Required: 8.00 Qty produced: 0.00 Date produced: 05.01.2021

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 Cost | Analysis |
|---------------|---------------------------------|-----------|----------|-----------|------------|-----------|----------|
| ALTNTR001     | 65AMP NOMINAL ALTERNATOR        | 8.00      | 0.00     |           | \$840.24   | \$0.00    |          |
| CAMADJ01      | ADJUSTABLE CAM SHAFT            | 8.00      | 0.00     |           | \$999.25   | \$0.00    |          |
| EXHSTMANFLD01 | BUSCHUR RACING EXHUAUST M...    | 8.00      | 0.00     |           | \$4,634.88 | \$0.00    |          |
| CYLNRHD01     | CAST IRON CYLINDER HEAD         | 8.00      | 0.00     |           | \$8,044.98 | \$0.00    |          |
| CHPSPKPLG01   | CHAMPION SPARKPLUG - SINGLE     | 8.00      | 0.00     |           | \$36.00    | \$0.00    |          |
| FUELPUMP01    | FUEL PUMP                       | 8.00      | 0.00     |           | \$528.17   | \$0.00    |          |
| IGNCOIL01     | MSD BLASTER 2 COIL IGNITION ... | 8.00      | 0.00     |           | \$425.41   | \$0.00    |          |
| OILFILCD29A4  | OIL FILTER - PETROL - CD29A4    | 8.00      | 0.00     |           | \$148.40   | \$0.00    |          |
| OILPUMP01     | OIL PUMP                        | 8.00      | 0.00     |           | \$2,508.39 | \$0.00    |          |
| CARBRTOR01    | SHELBY 1966 915 CFM HOLLEY ...  | 8.00      | 0.00     |           | \$5,815.41 | \$0.00    |          |
| LABOUR        | STANDARD LABOUR CHARGE          | 8.00      | 0.00     |           | \$144.00   | \$0.00    |          |
| STARTMOT01    | STARTER MOTOR                   | 8.00      | 0.00     |           | \$832.62   | \$0.00    |          |
| THERMO01      | THERMOSTAT                      | 8.00      | 0.00     |           | \$387.18   | \$0.00    |          |
| WATERPUMP01   | WATER PUMP1994-1995 AUDI C...   | 8.00      | 0.00     |           | \$1,552.64 | \$0.00    |          |
| PISTONWSC001  | WISECO PISTON - SET OF 4 1.6L   | 8.00      | 0.00     |           | \$9,333.34 | \$0.00    |          |

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Works Order Components

11. **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).
12. 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

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

**Works Order No 1000**

|                                    |  |                          |
|------------------------------------|--|--------------------------|
| <b>Billcode:</b> ENGINE            | <b>Linked Sales Order :</b> 10159  |                          |
| <b>Output Stock item:</b> ENGINE   | <b>Account :</b> 2 ALL CAR PARTS   |                          |
| <b>Production Date:</b> 05.01.2021 | PO Box 154   |                          |
| <b>Status:</b> Uncommitted         | SMC  |                          |
| <b>Due Date:</b> 05.01.2021        | NSW  |                          |
| <b>Quantity:</b> 8                 | Australia  |                          |
| <b>Batchcode:</b>                  |  |                          |
| <b>Component Location:</b> Sydney  | <b>Ph:</b> 02 8476 1430  | <b>Fax:</b> 02 8234 2899 |
| <b>Product Location:</b> Sydney    | <b>Email:</b> <a href="mailto:spares@allcar.com.au">spares@allcar.com.au</a> |                          |
| <b>Reference:</b>                  |  |                          |

| Stockcode     | Description                           | Batch | Qty<br>Rqd | Qty<br>Used | Used<br>Cost |
|---------------|---------------------------------------|-------|------------|-------------|--------------|
| ALTNR001      | 65AMP NOMINAL ALTERNATOR              |       | 8          |             |              |
| CAMADJ01      | ADJUSTABLE CAM SHAFT                  |       | 8          |             |              |
| EXHSTMANFLD01 | BUSCHUR RACING EXHUAUST MANIFOLD      |       | 8          |             |              |
| CYLNDRH001    | CAST IRON CYLINDER HEAD               |       | 8          |             |              |
| CHPSPKPLG01   | 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

14. 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

15. Once the goods have been physically produced, then the works order can be processed and put into stock on the system.
16. Open the **Components** tab of the works order.
17. 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.
18. Components can be updated using the ,  and  buttons on the toolbar.
19. 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.

20. Process the works order by clicking the  **Process** 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.

Warning

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

---



Important

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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 records of the costs at the time the works order was processed.

---

If you have more complex manufacturing requirements, discuss this with your implementing partner.

# 5 Maintaining Stock - Review

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



1. Name two alternative 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?

---

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