
MYOB Advanced
AU-003 – Purchasing
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MYOB Technology Pty Ltd
Website: myob.com.au/myob.co.nz

ABN 13 086 760 198

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Version 2018.1

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Introduction to the MYOB Advanced User Interface

MYOB Advanced now offers two user interfaces:

- **Modern**, introduced in 2018.01, which is now used by default
- **Classic**, which is the user interface used in previous MYOB Advanced versions

The following sections describe the main aspects of working with MYOB Advanced user interface when you complete this course:

- *Completing the Training in the Modern UI*
- *Completing the Training in the Classic UI*
- *Navigating to Forms: Tips*

Completing the Training in the Modern UI

For completing the training, we recommend that you use the modern user interface, which provides an enhanced new look and easy navigation in the system. The following sections provide an overview of the modern UI and explain how to navigate in the system during the completion of the training.

To Navigate to a Form from a Quick Menu

Forms in the modern UI are grouped by workspaces, which are shown on the main menu on the left side of the screen. When you select a workspace, the system shows its Quick Menu, which has links to the most commonly used forms and reports of the workspace (see the screenshot below), listed under categories to further organise them. You can click a form name to navigate to it.

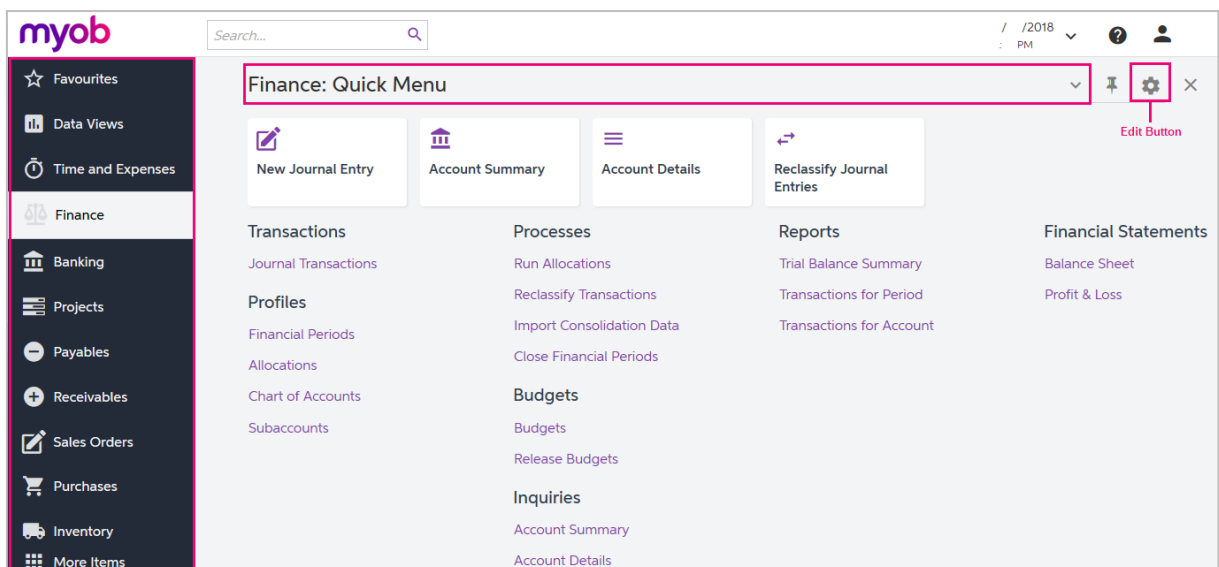


Figure: Navigating to a form from a Quick Menu

To View All Forms in a Workspace

To find any form of a workspace that is not shown on the Quick Menu, you can click the Quick Menu title bar to switch to **All Items** mode. In this mode, you can see the links to all forms that are included in the selected workspace (see the screenshot below).

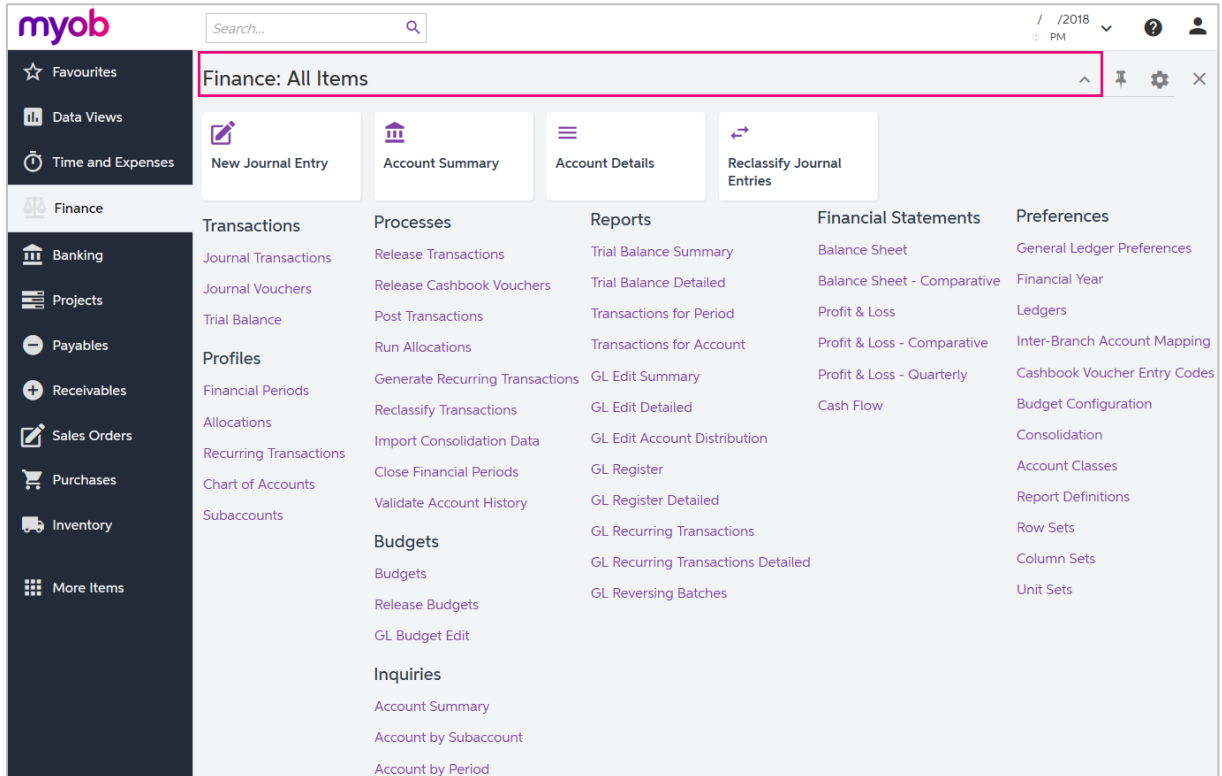


Figure: Displaying all items of the Finance workspace

To Add Forms to a Quick Menu

To add a form that currently is not shown on a Quick Menu of a workspace, open the needed workspace, and on the workspace title bar, click the **Edit** button (see the previous screenshot). In **Configuration** mode, select the check boxes next to the needed forms, and then click **Exit** to apply your changes and exit **Configuration** mode.

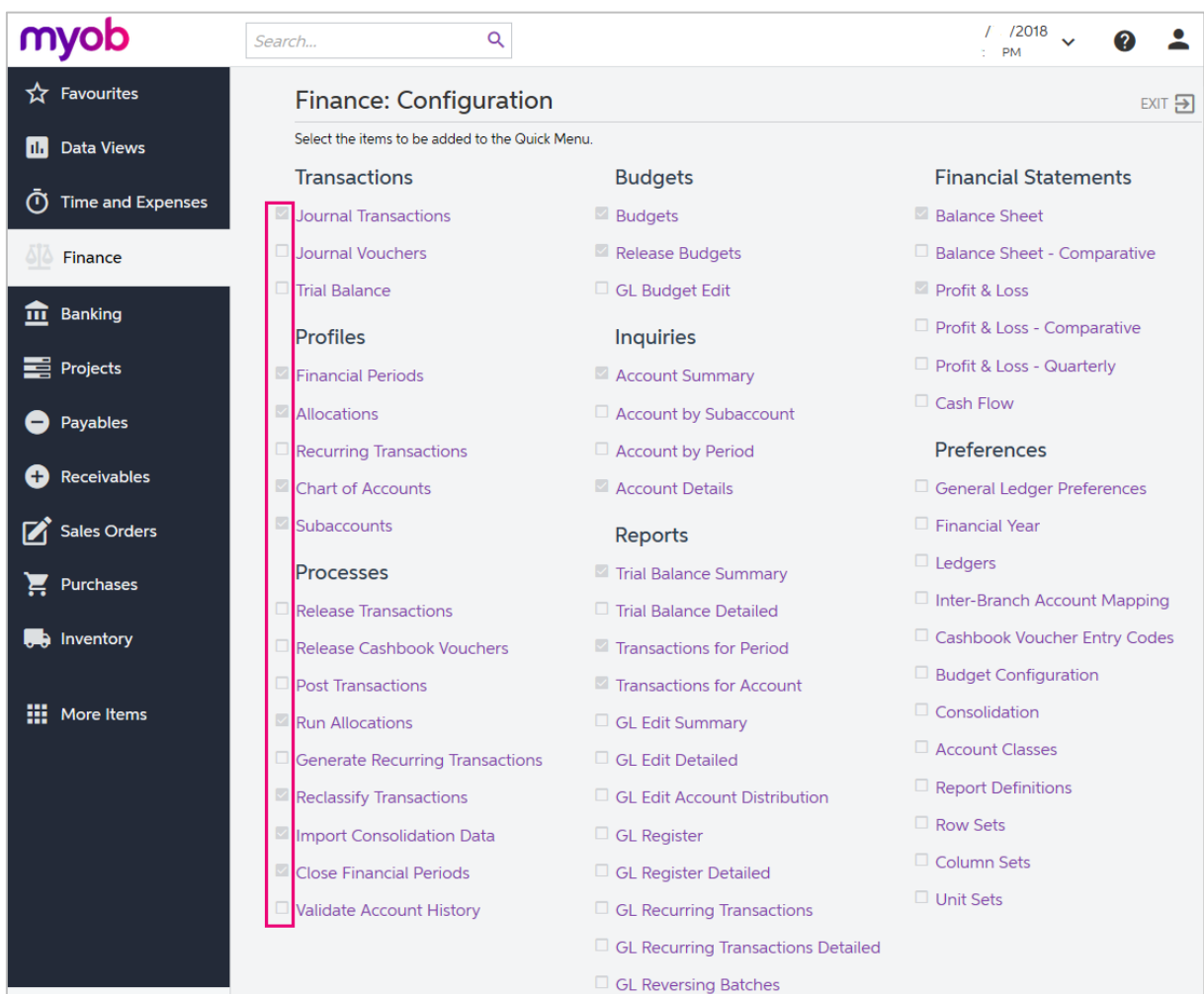


Figure: Adding forms to a Quick Menu

The full list of forms used during the completion of this training is provided below in this topic. We recommend that you be sure all these forms have been added to the applicable quick menus, to simplify navigation during the completion of the training.

To Review and Open Documents on Search Forms

Search forms provide a quick and easy way to review the list of records created on the applicable data entry forms. A search form is a generic inquiry that shows the summary information on the records entered on the entry form. Search forms are initially brought up instead of the corresponding entry forms when a user navigates to these forms in the Quick Menu.

For example, if you click **Journal Transactions** (under the **Transactions** category) on the Quick Menu of the **Finance** workspace, the system opens the **Journal Transactions** search form (GL3010PL), which shows the list of all transactions in the system (see the screenshot below). The search form may show tabs that filter the documents by their type or status.

To open the **Journal Transactions** entry form (GL301000) for entering a new batch of transactions from the **Journal Transactions** search form (GL3010PL), you need to click **Add New Record** button on the form toolbar.

Journal Transactions ★

Customisation Tools

Module: All Status: = Posted Ledger: All Post Period: All

Module	Batch Number	Status	Ledger	Transaction Date	Post Period	Description	Control Total	Currency
IN	006555	Posted	ACTUAL	13/07/2017	01-2018		800.00	AUD
IN	006554	Posted	ACTUAL	13/07/2017	01-2018		500.00	AUD
IN	006553	Posted	ACTUAL	13/07/2017	01-2018		141.33	AUD
IN	006552	Posted	ACTUAL	12/07/2017	01-2018		2,000.00	AUD
IN	006551	Posted	ACTUAL	12/07/2017	01-2018		1,000.00	AUD
IN	006550	Posted	ACTUAL	12/07/2017	01-2018		5,000.00	AUD
PA	006549	Posted	ACTUAL	5/04/2016	10-2016	Payment Batch: PB000185 for ...	4,366.22	AUD
PA	006548	Posted	ACTUAL	19/04/2016	10-2016	Payment Batch: PB000186 for ...	16,512.99	AUD
PA	006547	Posted	ACTUAL	19/04/2016	10-2016	Pay Run: PAY-000184	24,384.80	AUD
PA	006546	Posted	ACTUAL	5/04/2016	10-2016	Pay Run: PAY-000183	6,538.03	AUD
PA	006545	Posted	ACTUAL	29/03/2016	09-2016	Payment Batch: PB000184 for ...	4,366.22	AUD
PA	006544	Posted	ACTUAL	29/03/2016	09-2016	Pay Run: PAY-000182	6,538.04	AUD
PA	006543	Posted	ACTUAL	5/04/2016	10-2016	Payment Batch: PB000183 for ...	16,512.99	AUD
PA	006542	Posted	ACTUAL	5/04/2016	10-2016	Pay Run: PAY-000181	24,368.10	AUD

Figure: Viewing the Journal Transactions search form

If the training instructions ask you to open a document (such as a batch, a Payables bill, or a Receivables invoice), you can find this document on the appropriate search form and then click its reference number link to open this document on the data entry form. Alternatively, you can open the data entry form itself, select the module or document type (depending on the form), and in the **Reference Nbr.** box, click the selector icon and select the document by its reference number (see the screenshot below).

Melbourne Invoices and Memos ★

Notes Activities File

Save & Close Release Actions Inquiries Reports

Type: Invoice Customer: BESTYPEIMG - Bestype Image Detail Total: 15.30

Reference Nbr.: 002476 * Location: MAIN - Primary Location Discount Total: 0.00

Status: Select - Reference Nbr.

* Date: * Post Period: Customer Order: Description:

Reference Nbr.	Customer Order	Date	Post Period	Customer	Customer Name	Loc
002476		13/07/2017	01-2018	BESTYPEIMG	Bestype Image	M
002475		12/07/2017	01-2018	BEAUTYSCH	Euro Hair Fashion	M
002470		25/03/2016	09-2016	KAMMSYSTEM	Kamm System	M
002469		25/03/2016	09-2016	MICROCHIP	Microchin Restaurant	M

Document Details

Figure: Opening a document by its reference number

Navigating to Forms: Tips

The following tips apply to the modern and classic user interfaces and will help you to quickly find and open any form.

How To Search for a Form by Its Title or ID

At any time, you can quickly search for a form by typing its title or ID in the Search box:

- In the modern UI, type the text in the Search box on the top of the screen (see the following screenshot). The system shows the search results in the Search window, which opens when you start typing the text in the Search box. Then on the **Menu Items** tab of the Search window, you click the link to open the needed form.

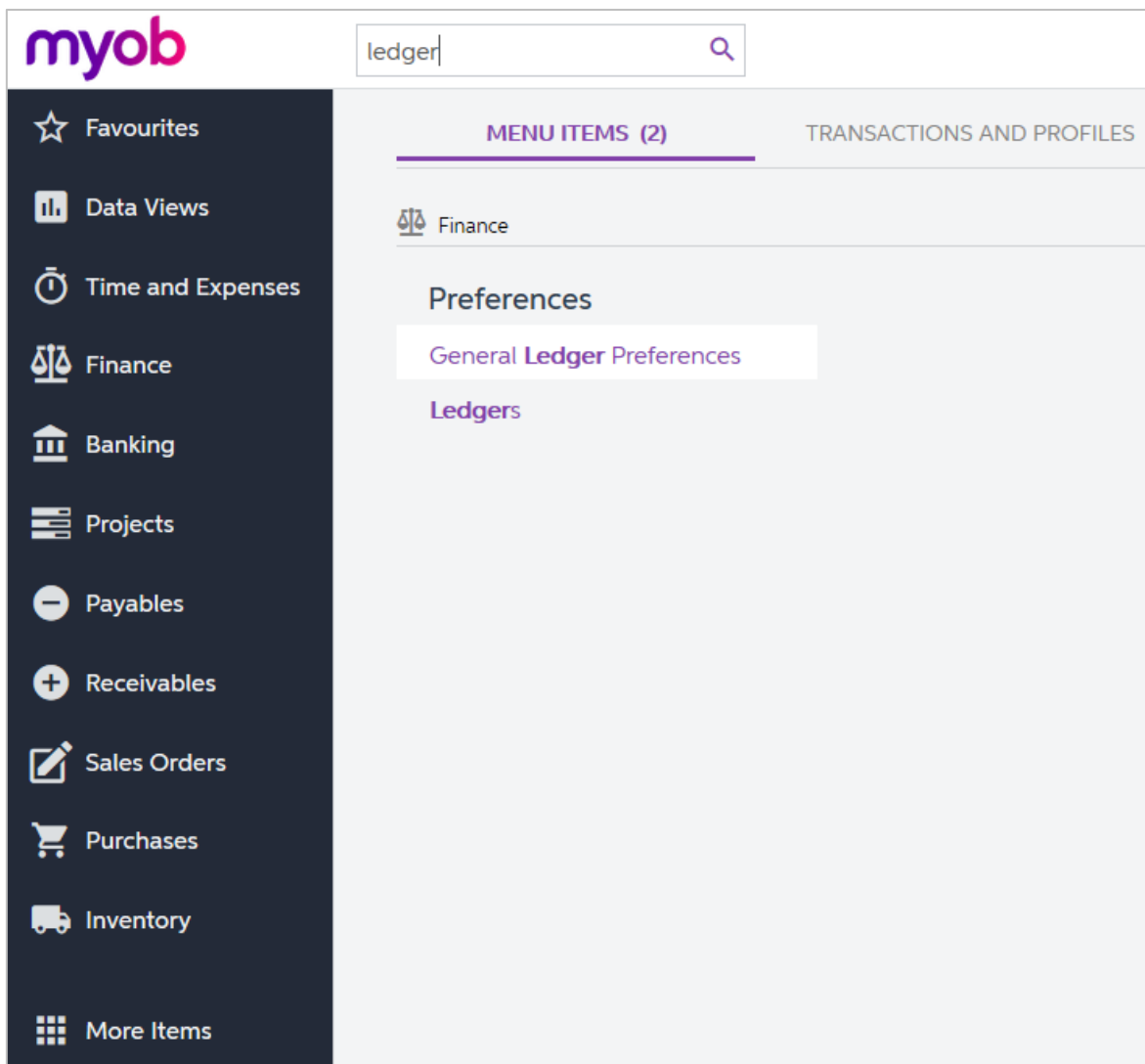


Figure: Searching for a form by title in the modern UI

- In the classic UI, type the text in the Search box at the top of the navigation pane (see the following screenshot). To navigate to the needed form, click it in the drop-down list with the search results.

The screenshot shows the myob classic UI. The top navigation bar includes 'Organisation', 'Finance', 'Distribution', 'People', 'Configuration', 'System', and 'Help'. Below this, the 'General Ledger' section is active. A search bar on the left contains the text 'ledger', and a search button is next to it. A dropdown menu shows search suggestions, with 'Ledgers' highlighted. The right pane displays the 'Journal Transactions' form. Fields include: Module (GL), Batch Number (006030), Status (Posted), Transaction Date (1/03/2016), Post Period (09-2016), and Description (Interest earned at 0.1%). A table at the bottom shows transaction details with columns for Branch, Account, Description, and Subaccount.

Figure: Searching for a form by its title in the classic UI

How To Navigate to Forms by Using the Form ID

In the training guide, each form is referred to by its ID. If you are not sure in which area a form is located, instead of searching for the form, you can simply open it by using its form ID. You can do this in both the modern UI and the classic UI as follows:

1. In the browser's address bar, change the form ID of the currently opened form to the form ID of the needed form (see the screenshot below).

The screenshot shows a web browser address bar. The URL is <https://proserveau.myobadvanced.com/Main?CompanyID=Company&ScreenId=GL301000>. The form ID 'GL301000' is highlighted in the address bar.

Figure: Entering the form ID

2. Press Enter. The system navigates to the form.

Completing the Training in the Classic UI

The following sections provide a quick overview of the classic UI and explain how to navigate in the system during the completion of the training.

To Switch Back to the Classic UI

When you have created a new company and signed in to it, the modern user interface is enabled by default. If you need to switch back to the classic UI, do the following:

1. In the top right corner, click the name of the current user, and click **My Profile**, as shown in the following screenshot.

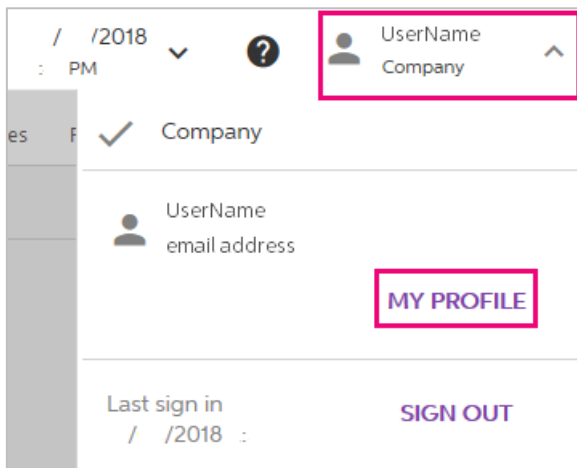


Figure: Opening the user profile

2. On the **User Profile** form (SM203010), which opens, select the **Show Classic UI by Default** check box, and save your changes.



To switch back to the modern UI, again click the name of the current user in the top right corner and click **Switch to Modern UI** in the menu (see the screenshot below)

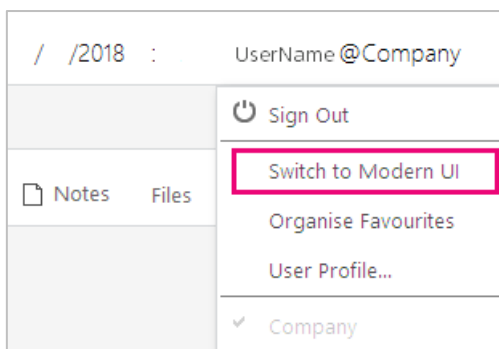


Figure: Switching to the modern UI

To Navigate to Forms in the Classic UI

To help learners to search for forms during the training completion in the classic UI, the paths to forms in this training guide are based on the classic UI. The main menu, at the top of the screen, shows suites and the modules of the selected suite. The navigation pane, located on the left side of the screen, shows the forms of the modules grouped by their functions. The path to a form is specified as follows in the training:

Form Title (Form ID; Suite > Module > Tab > Node)

For example, the form with the following path is shown in the screenshot below:

General Ledger Preferences form (GL102000; Finance > General Ledger > Configuration > Setup)

The screenshot shows the General Ledger Preferences form in the classic UI. The form is titled "General Ledger Preferences" and is part of the "Finance" suite. The left sidebar shows the navigation tree with "General Ledger Preferences" highlighted. The main content area is divided into several sections:

- Numbering Settings:**
 - * Batch Numbering Sequence: BATCH
 - * Import Numbering Sequence: TBIMPORT - GL Trial Balance I
 - * Schedule Numbering Sequence: SCHEDULE - Repeating Task
 - * Allocation Numbering Sequence: ALLOCATION - GL Allocation
 - * Document Batch Numbering Sequence: BATCH - GL Batch
 - ☒ Reuse reference numbers in Journal Vouchers
- Posting Settings:**
 - Generate Reversing Entry: On Post
 - ☒ Automatically Post on Release
 - ☐ Allow Posting to Closed Periods
 - ☒ Generate Consolidated Batches
 - ☐ Automatically Release Reclassification Batches
- Data Entry Settings:**
 - ☐ Hold Batches on Entry
 - ☐ Hold Vouchers on Entry
 - ☐ Validate Batch Control Totals on Entry
 - ☐ Require Ref. Numbers for GL Documents with Taxes
 - Default Subaccount: 000-00- - - Default
- Chart of Accounts Settings:**
 - YTD Net Income Account: 300500 - Net Income YTD
 - * Retained Earnings Account: 300400 - Retained Earnings
 - Sign of the Trial Balance: Normal
 - Chart of Accounts Order:
 - ☐ 1:Assets 2:Liabilities 3:Income and Expenses
 - ☐ 1:Assets 2:Liabilities 3:Income 4:Expenses
 - ☐ 1:Income 2:Expenses 3:Assets 4:Liabilities
 - ☒ 1:Income and Expenses 2:Assets 3:Liabilities
 - ☐ Custom Chart of Accounts Order
- Rounding Settings:**
 - * Rounding Gain Account: 700220 - Forex Rounding Gai
 - * Rounding Gain Subaccount: 000-00- - - Default
 - * Rounding Loss Account: 700230 - Forex Rounding Los
 - * Rounding Loss Subaccount: 000-00- - - Default
 - Rounding Limit: 0.00 AUD

Figure: General Ledger Preferences form in the classic UI

Product Features

Not all features are available in all MYOB Advanced Business Editions, for example as you can see from the following comparison chart, Custom Sales Order Types are only available in Enterprise Edition.

Contact your Business Partner for more information on the different Editions or if you want to add more features to Advanced Business.

MYOB Advanced Business – Edition Comparison Chart

Purchase Orders

Product Features	MYOB Advanced Business Edition		
	Standard	Plus	Enterprise
Purchase Order Processing	✓	✓	✓
Supplier Price Lists and Discounts	✓	✓	✓
Landed Cost Calculation	✓	✓	✓
Purchase Order Approval		✓	✓
Drop Ship Delivery		✓	✓
Purchase Requisition and Bid Management			✓
Supplier Purchase Agreements (Blanket Orders)			✓

Why do I need to know about purchasing?

To have stock to sell to customers business usually enter into a relationship with suppliers (vendors). These relationships can be formal, with signed purchasing agreements or informal, such as a quick phone call to see if the stock is available for delivery, or anything in-between.

Let's look at how we manage purchasing and purchase orders in MYOB Advanced.

When we are ready to re-stock, a purchase order is usually raised and sent to our supplier; once the goods are received we update stock by releasing a purchase receipt; once the supplier's invoice (bill) has been received we then pay for the stock according to the terms agreed with the supplier prior to the purchase order being raised.

Purchase Orders ★

Actions ▾ Inquiries ▾ Reports ▾

Type: * Vendor: ABCSTUDIOS - ABC Studios Inc. Line Total: 6,250.00
 Order Nbr.: * Location: MAIN - Main Location Discount Total: 0.00
☒ Hold * Owner: GST Exempt Total: 0.00
 Status: On Hold Currency: AUD 1.00 View base GST Taxable Total: 6,250.00
 * Date: DD/MM/YYYY Vendor Ref.: Tax Total: 625.00
 Promised On: DD/MM/YYYY Order Total: 6,875.00
 Description: Restocking for Sale

Document Details Tax Details Shipping Instructions Vendor Info Discount Details Receipts Other Information

+ Add Item View SO Demand Add Blanket PO Add Blanket PO Line

Inventory ID	Line Type	Warehol	Line Description	UOM	Order Qty.	Qty. On Receipts	Unit Cost	Ext. Cost
SO00002013	Non-Stock	SYD	Cardboard Box Medium	UNIT	500.00	0.00	0.50	250.00
HDDSSD0001	Goods for IN	SYD	External HDD SSD 300 Gb	UNIT	50.00	0.00	120.00	6,000.00

Figure: Purchase Order showing Stock and Non-stock items

In your training today, we are going to go over the purchase orders. Paying and managing our suppliers (vendors) will be covered in the Payables topic.

As MYOB Advanced is highly configurable, the features and processes may differ for your business. Please refer to your Business Partner for details on any customisations they may have included in your implementation.

Where do I start?

The Purchase Orders module supports the following purchase order types in the Enterprise edition of MYOB Advanced: **Normal**, **Drop Ship**, **Blanket**, and **Standard**. The features that affect the list of order types (if not enabled) are: **Blanket and Standard Purchase Orders** and **Drop Shipments**. Orders of different types have different functionality and fulfilment flows; for instance, orders of the **Standard** type can be included in **Normal** orders.

Your MYOB Advanced will be implemented by a consultant who is Certified to Implement MYOB Advanced Business. As mentioned previously, MYOB Advanced is highly configurable, this training covers the basic business processes you need to know when purchasing stock.

What do I need to know?

When businesses purchase stock they usually come to a formal or informal arrangement with one or more suppliers (vendors). We will cover the basic purchasing cycle in MYOB Advanced, should you want to know any additional information, please see the help pages of MYOB Advanced or ask your Business Partner.

To get to the Help Articles in the Modern UI, just type in your text in the search box on the top of the screen and then click on the Help Articles link.

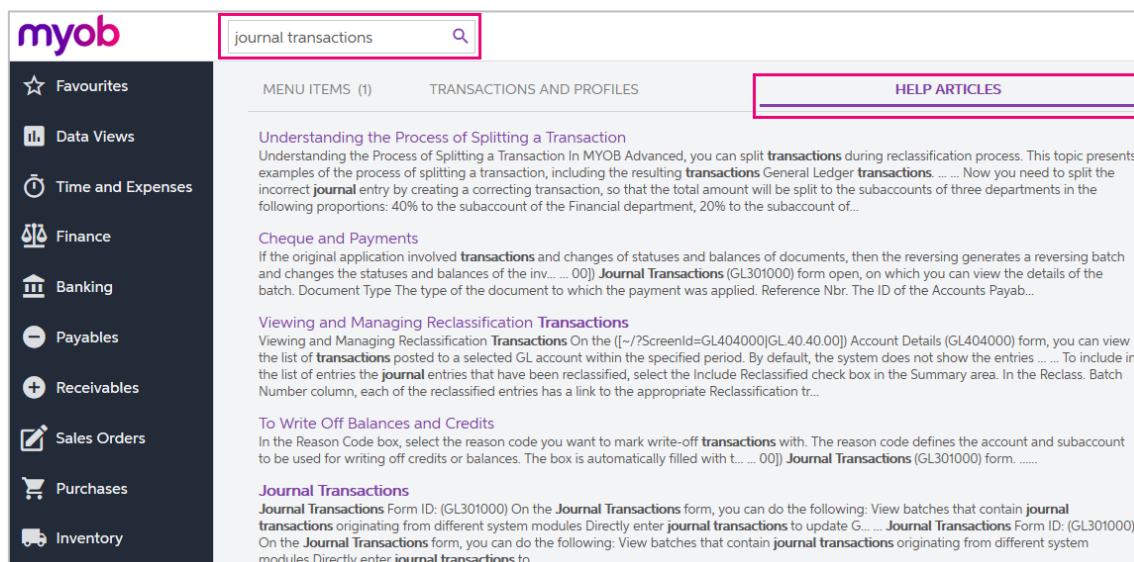


Figure: How to get to the Help Articles

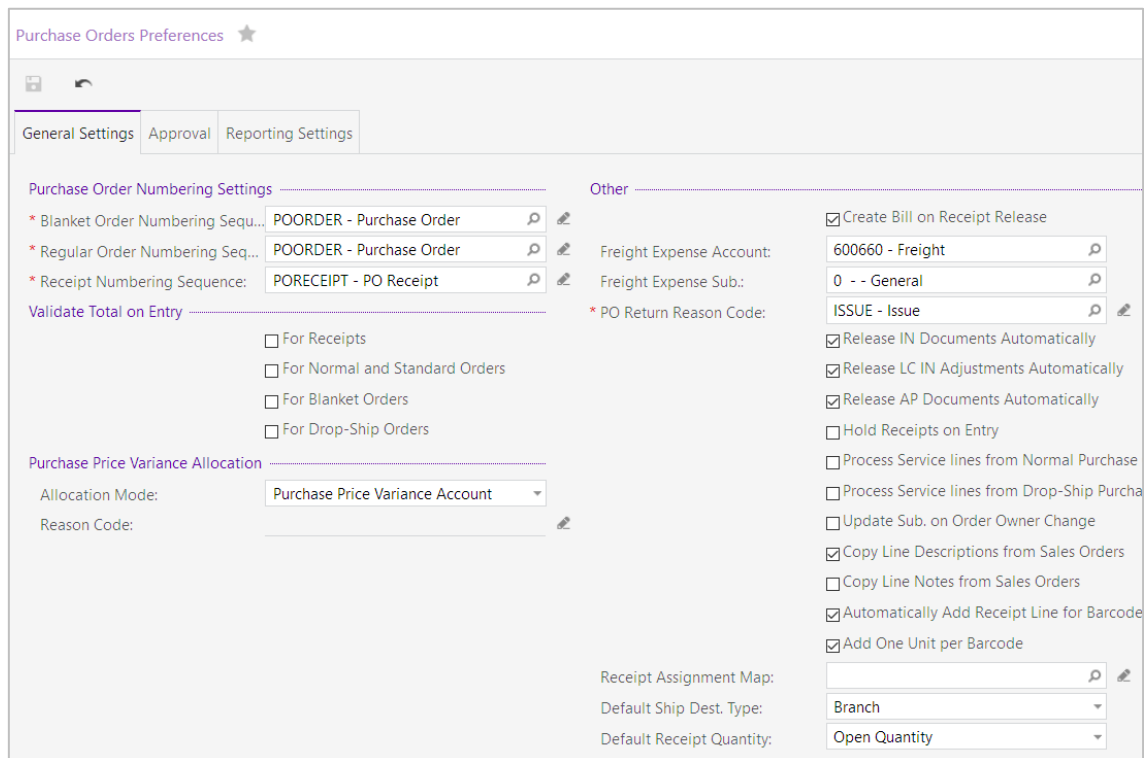
Purchase Order Preferences

Your implementing partner will go through and set up general settings for the Purchase Orders module, such as numbering sequences for purchasing documents, validation requirements for purchase orders and receipts, approval and mailing settings, and the default freight expense account and subaccount. These will be set in the **Purchase Order Preferences** form (PO101000) under Purchases > Preferences in the Full Menu.

You should only make changes to any settings preferences after talking to your Business Partner.

Activity 1 – Purchase Order Preferences

1. Go to **Purchase Order Preferences** form (PO101000; Purchasing > Preferences) and review the settings.



Purchase Orders Preferences ★

General Settings | Approval | Reporting Settings

Purchase Order Numbering Settings

- * Blanket Order Numbering Sequ...: POORDER - Purchase Order
- * Regular Order Numbering Seq...: POORDER - Purchase Order
- * Receipt Numbering Sequence: PORECEIPT - PO Receipt

Validate Total on Entry

- ☐ For Receipts
- ☐ For Normal and Standard Orders
- ☐ For Blanket Orders
- ☐ For Drop-Ship Orders

Purchase Price Variance Allocation

Allocation Mode: Purchase Price Variance Account

Reason Code:

Other

- ☒ Create Bill on Receipt Release
- Freight Expense Account: 600660 - Freight
- Freight Expense Sub.: 0 - - General
- * PO Return Reason Code: ISSUE - Issue
- ☒ Release IN Documents Automatically
- ☒ Release LC IN Adjustments Automatically
- ☒ Release AP Documents Automatically
- ☐ Hold Receipts on Entry
- ☐ Process Service lines from Normal Purchase
- ☐ Process Service lines from Drop-Ship Purcha
- ☐ Update Sub. on Order Owner Change
- ☒ Copy Line Descriptions from Sales Orders
- ☐ Copy Line Notes from Sales Orders
- ☒ Automatically Add Receipt Line for Barcode
- ☒ Add One Unit per Barcode
- Receipt Assignment Map:
- Default Ship Dest. Type: Branch
- Default Receipt Quantity: Open Quantity

Figure: Purchase Order Preferences

The **General Settings** holds the default settings of the Purchase Order module.

- The **Validate Total on Entry** section holds the options to require validation of document totals. If the checkboxes are ticked for one or more document types, then a Control Total field will show on the summary section of the form. The Order Total and Control Total fields must be the same before you can save the document.

The screenshot shows the 'Purchase Orders' form in Myob. The 'Validate Total on Entry' section is visible, with the 'Control Total' field highlighted by a red box, showing a value of 0.00. The form includes fields for Type (Normal), Order Nbr. (<NEW>), Status (On Hold), Date (15/05/2017), Promised On (15/05/2017), and Description. It also has fields for Vendor, Location, Owner, Currency (AUD 1.00), and Vendor Ref. The summary section on the right shows various totals: Line Total (0.00), Discount Total (0.00), GST Exempt Total (0.00), GST Taxable Total (0.00), Tax Total (0.00), Order Total (0.00), and Control Total (0.00). The 'Control Total' field is highlighted with a red box.

Figure: Purchase Order with Validate Total on Entry

The **Other** section holds the miscellaneous settings related to document processing, such as;

- **Create Bill on Receipt Release** checkbox. If you want to create the supplier bill (invoice) when the Purchase Receipt is released tick this box.
- **Release XX Documents Automatically**; When one or more of the three checkboxes are ticked, the inventory and Accounts Payable documents will be released once the Purchase Order documents have been released.
- **Vendor Price Update**:

The screenshot shows the 'Vendor Price Update' dropdown menu. The options are: On AP Bill Release (selected), None, On PO Entry, On Receipt Entry, and On Receipt Release.

Approval

Outside the scope of this course.

The **Approval** tab is shown when the **Approval Workflow** feature is enabled. If you would like this feature for your business contact your Business Partner.

Mailing Settings

Outside the scope of this course.

The **Mailing Settings** tab is where you can list the predefined mailings used for sending purchase orders to suppliers by email.

Landed Costs Codes

You can add or modify landed cost codes used in your business on the **Landed Cost Codes** form (PO202000). These costs are additional costs for delivering goods to your warehouses or customer locations if the goods are drop-shipped.

The type of the landed cost can be;

- **Freight & Misc. Origin Charges:** freight expenses and other origin-related charges.
- **Customs Duties:** customs duties paid for the purchased goods.
- **GST Taxes:** GST taxes.
- **Misc. Destination Charges:** miscellaneous destination charges.
- **Other:** any other type.

The **Application Method:** The costs can be on added to an Accounts Payable bill or on a purchase receipt; or on both documents.

As well as choosing the **Application Method**, you also choose the **Allocation Method**. This spreads the costs across the stock.

You choose from:

By Quantity
By Cost
By Weight
By Volume
None

FOB Points

Outside the scope of this course.

FOB means **freight on board** or **free on board**. To the **FOB Points**, the supplier delivers the goods and pays for the freight. The freight and other expenses from that point becomes the customer's cost.

Ship Via Codes

Outside the scope of this course.

You use the **Ship Via Codes** form (CS207500), to maintain information about carriers you use for shipping goods and your shipping options. A **ship via code** shows a way to ship goods to customers.

Master Records

As part of your implementation, your Business Partner will configure MYOB Advanced and import master records such as **Suppliers** (Vendors). Once you are working with MYOB Advanced, you will need to be able to add to these records when stock is purchased from new suppliers.

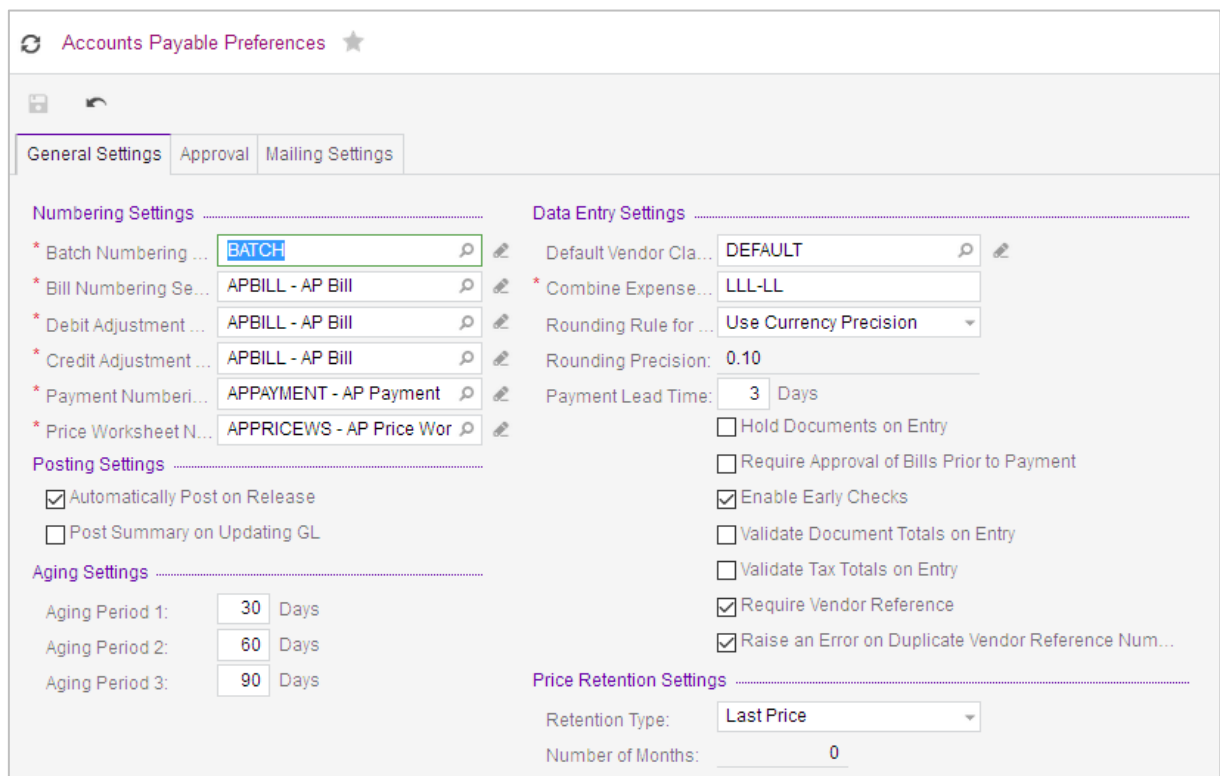
Accounts Payable Preferences

The **Payables** module is defined on this form (AP101000). You can specify the default supplier class associated with the **Accounts Payable** module, to provide some default settings when a new supplier is added.

We will go over the full **Payables** module during our **Finance** training, for now we will look at this module's role with the **Purchase Orders** module of the **Inventory** suite.

Activity 2 –Payables Preferences

1. Go to the **Accounts Payable Preferences** form (AP101000; Payables > Preferences and review the settings.



The screenshot displays the 'Accounts Payable Preferences' form with the 'General Settings' tab selected. The form is organized into several sections:

- Numbering Settings:** Includes fields for Batch Numbering (set to 'BATCH'), Bill Numbering Sequence (set to 'APBILL - AP Bill'), Debit Adjustment (set to 'APBILL - AP Bill'), Credit Adjustment (set to 'APBILL - AP Bill'), Payment Numbering (set to 'APPAYMENT - AP Payment'), and Price Worksheet Numbering (set to 'APPRICEWS - AP Price Wor').
- Posting Settings:** Includes checkboxes for 'Automatically Post on Release' (checked) and 'Post Summary on Updating GL' (unchecked).
- Aging Settings:** Includes fields for Aging Period 1 (30 Days), Aging Period 2 (60 Days), and Aging Period 3 (90 Days).
- Data Entry Settings:** Includes fields for Default Vendor Class (set to 'DEFAULT'), Combine Expense (set to 'LLL-LL'), Rounding Rule for (set to 'Use Currency Precision'), Rounding Precision (set to '0.10'), and Payment Lead Time (set to '3 Days').
- Price Retention Settings:** Includes a dropdown for Retention Type (set to 'Last Price') and a field for Number of Months (set to '0').

Additional checkboxes on the right side include 'Hold Documents on Entry' (unchecked), 'Require Approval of Bills Prior to Payment' (unchecked), 'Enable Early Checks' (checked), 'Validate Document Totals on Entry' (unchecked), 'Validate Tax Totals on Entry' (unchecked), 'Require Vendor Reference' (checked), and 'Raise an Error on Duplicate Vendor Reference Num...' (checked).

Figure: Accounts Payable Preferences – General Settings tab

To raise a purchase order for stock, a supplier must already be in the **Payables** module.

Activity 3 – New Supplier (Vendor)

1. Go to the **Suppliers** form (AP303000; Payables > Profiles and add a new supplier with the following settings and then save your changes;

Suppliers ★

Actions ▾ Inquiries ▾ Reports ▾

* Vendor ID: Status:

* Vendor Name:

General Info **Payment Settings** Purchase Settings Locations Contacts Attributes Activities GL Accounts Mailing Settings

Main Contact

Company Name:

Attention:

Email:

Web:

Phone 1:

Phone 2:

Fax:

Account Ref.#:

Parent Account:

Main Address

Address Line 1:

Address Line 2:

City:

* Country:

State:

Postal Code: [View on Map](#)

Financial Settings

* Vendor Class:

Terms:

Currency ID: ☐ Enable Currency Override

Curr. Rate Type: ☐ Enable Rate Override

Vendor Properties

Payment Settings

Default Payment Settings

Payment Method:

Cash Account:

Payment By:

Payment Lead Tim... ☐ Pay Separately

Payment Instructions

Description	Value
Account Number	987676
Title of Account	KOGAN
BSB Number	000-000

Print and Email Settings









☒ Send Remittances by Email



☐ Print Remittances


Figure: Supplier

- Go to the **Locations** tab and add a new location by clicking on the **Add Location** button. Update the new location with the following details;

Supplier Locations

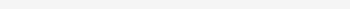
Save & Close        

* Vendor: KOGAN - Kogan.com  

* Location ID: SYDNEY  ☒ Active

Location Name: Sydney


General Info | Payment Settings | GL Accounts


Location Contact 

☒ Same As Main

Company Name: Kogan.com

Attention:

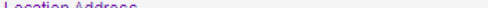
Email: 

Web: www.kogan.com 

Phone 1:

Phone 2:

Fax:


Location Address 


☐ Same As Main

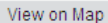
Address Line 1: 456 Victoria Road

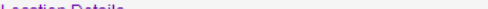
Address Line 2:



City: Rydalmere


* Country: AU - AUSTRALIA 

State: NSW - New South Wales 



Postal Code: 2116 

Location Details 

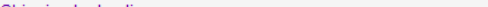
Tax Zone: DOMESTIC  



Tax Calculation Mo... Tax Settings 



Tax Registration ID:



Receiving Branch:  



☐ Print Order ☐ Email Order

Shipping Instructions 

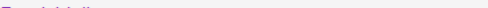
Warehouse:  

Shipping Terms:  

Ship Via:  

FOB Point:  

Lead Time (days): 0

Receipt Actions 

Min. Receipt (%): 0.00

Max. Receipt (%): 100.00

Threshold Receipt ... 100.00




Receipt Action: Accept but Warn 


Figure: Supplier Location for Sydney – General Info tab

General Info | Payment Settings | GL Accounts

☐ Same As Default Location's

* AP Account: 200100 - Accounts Payable - Local 

* AP Sub.: 000-00 - Default 

Expense Account: 500400 - Cost of Goods Sold (Raw I 


Expense Sub.: 000-00 - Default 

Figure: Supplier Location tab for Sydney - GL

We will let the **Supplier Class, DEFAULT** update the record.

The defaults that will come from the supplier class are shown below:

Supplier Classes

Apply Restriction Settings to All Vendors

* Class ID:

Description:

General Settings | GL Accounts | Attributes | Mailing Settings

Default General Settings

Country:

Tax Zone ID:

☐ Require Tax Zone

Tax Calculation Mo...:

☒ Default Location ID from Branch

Default Restriction ...:

Default Financial Settings

Terms:

Payment Method:

Cash Account:

Payment By:

Currency ID: ☐ Enable Currency Override

Curr. Rate Type: ☐ Enable Rate Override

Default Purchase Settings

Shipping Terms:

Receipt Action:

Default Print and Email Settings

☒ Send Orders by Email ☐ Print Orders

☐ Send Remittances by Email ☐ Print Remittances

Figure: Default Supplier – General Settings tab

General Settings | GL Accounts | Attributes | Mailing Settings

* AP Account:

* AP Subaccount:

Expense Account:

Expense Subaccount:

Discount Account:

Discount Subaccount:

Cash Discount Acco...:

Cash Discount Sub.:

Prepayment Account:

Prepayment Subacc...:

Reclassification Acc...:

Reclassification Sub...:

PO Accrual Account:

PO Accrual Subacc...:

Unrealized Gain Ac...:

Unrealized Gain Sub.:

Unrealized Loss Acc...:

Unrealized Loss Sub.:

Figure: Default Supplier – GL Accounts tab

General Settings		GL Accounts		Attributes		Mailing Settings		
<div><div><div></div><div></div><div></div><div></div><div></div></div></div>								
<div><div></div><div></div></div>	* Attribute ID	Description	↑	Sort Order	Required	Internal	Control Type	Default Value

Figure: Default Supplier – Attributes tab

General Settings		GL Accounts		Attributes		Mailing Settings			
Mailings									
<div><div><div></div><div></div><div></div><div></div><div></div></div></div>									
<div><div></div></div> Mailing ID	Branch		Email Account		Report	Notification Template		Format	Active
>	PURCHASE ORDER			PO.64.10.00				PDF	<input checked="" type="checkbox"/>
	RQPROPOSAL			RQ.61.10.00				PDF	<input checked="" type="checkbox"/>
Recipients									
<div><div><div></div><div></div><div></div><div></div><div></div></div></div>									
<div><div></div></div> Contact Type	Contact ID		Form	Activ	Bcc				

Figure: Default Supplier – Mailing Settings tab

Manage Supplier Inventory

Once you have created your supplier, you can update the prices for stock and/or non-stock items that you will be purchasing from them. You also have been offered discounts for purchasing the **CPU00001- 3.6GHz es 1 Processor** and **Optiflex D0100**.

Activity 4 – Supplier Prices

1. Open the **Supplier Prices** form (AP202000; Payables > Profiles) and enter the following information, then **Save** your changes:

*Vendor	Vendor Name	*Inventory ID	Description	Promotional	Break Qty	Price	Currency	Effective Date
KOGAN	Kogan.com	CPU00001	3.6 GHz es1 Processor	<input type="checkbox"/>	0.00	12.00	AUD	DD/MM/YYYY
KOGAN	Kogan.com	CPU00004	4.0 GHz es4 Processor	<input type="checkbox"/>	0.00	20.00	AUD	DD/MM/YYYY
KOGAN	Kogan.com	CPU00005	4.2 GHz as5 Processor	<input type="checkbox"/>	0.00	24.00	AUD	DD/MM/YYYY
KOGAN	Kogan.com	CPU00006V	5.0 GHz as6v Processor	<input type="checkbox"/>	0.00	30.00	AUD	DD/MM/YYYY

Figure: Supplier Prices for Kogan

Activity 5 – Supplier Discount Codes

1. Open the **Supplier Discount Codes** form (AP204000; Payables > Preferences) and enter the following information, then **Save** your changes:

*Discount Code	Description	Discount Type	*Applicable To	Manual	Exclude From Discount Amount
DISCOUNT	Discount 5%	Line	Item	<input type="checkbox"/>	<input type="checkbox"/>

Figure: Supplier Discount Code tab

* Apply Line Discou... Unit Cost

Figure: Supplier Discount Code – Calculation Settings

Activity 6 – Supplier Discounts

1. Open the **Supplier Discounts** form (AP205000; Payables > Profiles), then enter the following information and **Save** your changes:

Supplier Discounts ★

Update Discounts

Vendor: KOGAN - K Discount by: Percent ☐ Prorate Discount

* Discount Code: DISCOUNT Break by: Amount

* Sequence: 001

☒ Active ☐ Promotional

Description: Discount 5%

Discount Breakpoints Items

Break Amount	Discount Percent	Pending Break Amount	Pending Discount Percent	Pending Date	Last Break Amount	Last Discount Percent	Effective Date
0.00	0.00	0.00	5.00	DD/MM/YYYY			

Figure: Supplier Discounts – Discount Breakpoints tab

* Inventory ID	Description
CPU00001	3.6 GHz es1 Processor
D000000000	Optiflex D0100

Figure: Supplier Discounts – Items tab

- From the toolbar, click **Update Discounts**. The **Pending Discount Percent** becomes **0.00** and the **Discount Percent** is updated with **5.00** as shown below.

Supplier Discounts

Update Discounts

Vendor:

KOGAN - Ki

Discount by:

Percent

☐ Prorate Discount

* Discount Code:

DISCOUNT

Break by:

Amount

* Sequence:

001

☒ Active

☐ Promotional

Description:

Discount 5%

Discount Breakpoints

Items

Break Amount	Discount Percent	Pending Break Amount	Pending Discount Percent	Pending Date	Last Break Amount	Last Discount Percent	Effective Date
0.00	5.00	0.00	0.00		0.00	0.00	DD/MM/YYYY

Figure: Supplier Discounts after Update Discounts

Purchasing

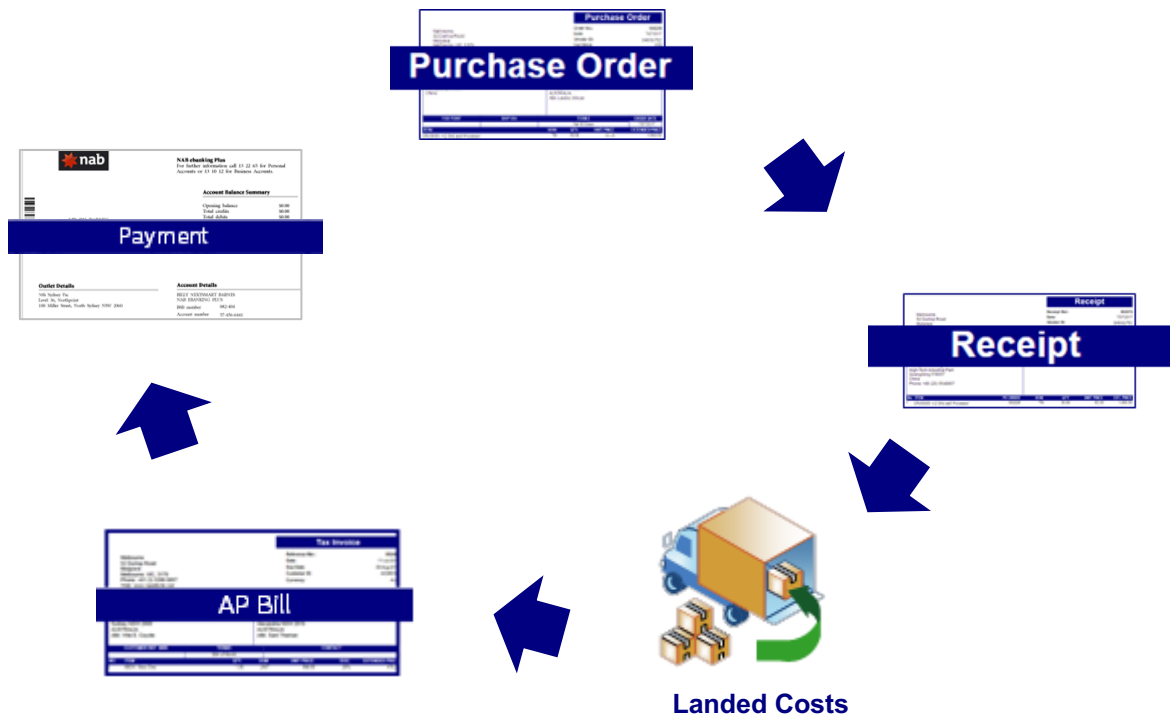



Figure: Purchase Order Cycle

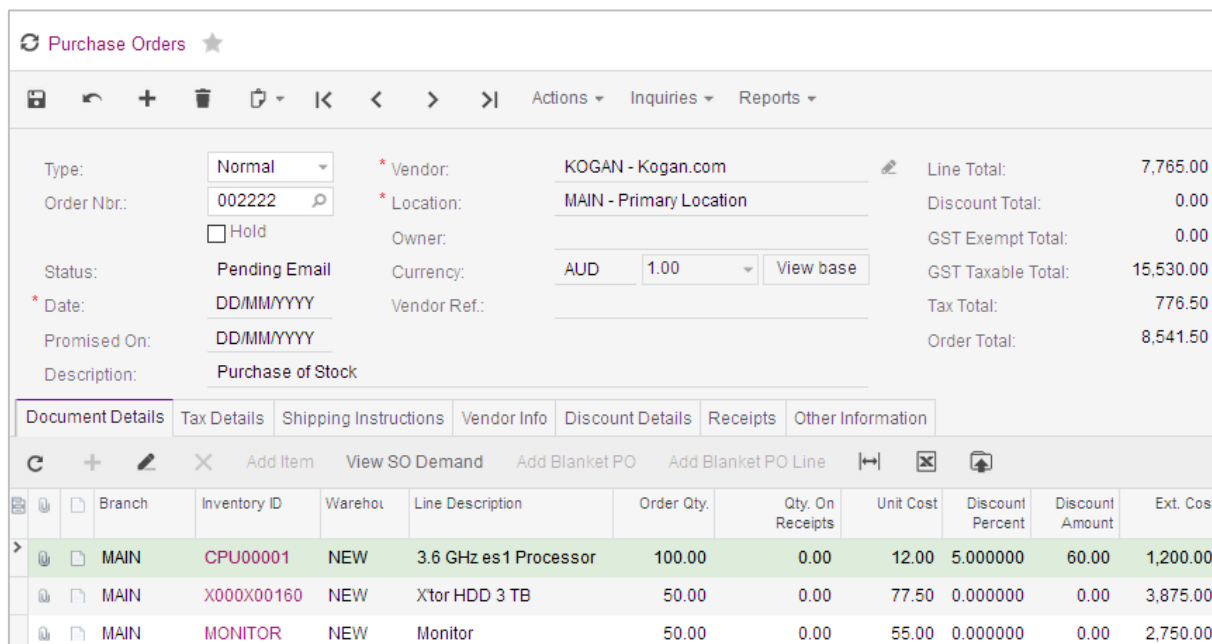
The Purchases module helps you organise and control the purchasing process, plan purchasing expenses and reduce spending on goods and services. Advanced Business automates the purchasing process: issuing purchase orders, receiving orders and creating Payables bills. With the Purchases module, you gain complete visibility into the whole purchasing process, from planning purchases to paying the bills.

In our training, we will be going through the purchase cycle, covering all the above steps except for the AP Payment which is covered in the Payables topic.

As mentioned previously, MYOB Advanced is highly configurable, and not all functions are available in all MYOB Advanced Business editions; for example, Drop Ship Delivery are only available in the Plus and Enterprise Editions.

Activity 7 – Purchase Orders

1. Open **Purchase Orders**; Purchasing > Transactions.
2. On the **Purchase Orders** search form (PO3010PL); click on the add new record  button on the form toolbar and enter the following purchase order, then **Save** your changes.



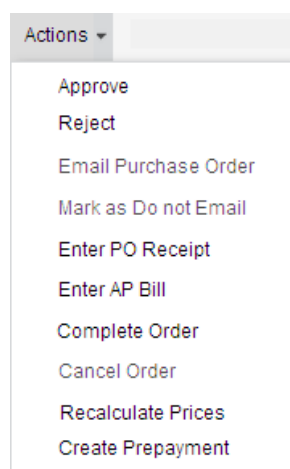
Type:	Normal	* Vendor:	KOGAN - Kogan.com	Line Total:	7,765.00
Order Nbr.:	002222	* Location:	MAIN - Primary Location	Discount Total:	0.00
<input type="checkbox"/> Hold		Owner:		GST Exempt Total:	0.00
Status:	Pending Email	Currency:	AUD 1.00 View base	GST Taxable Total:	15,530.00
* Date:	DD/MM/YYYY	Vendor Ref.:		Tax Total:	776.50
Promised On:	DD/MM/YYYY			Order Total:	8,541.50
Description:	Purchase of Stock				

Branch	Inventory ID	Warehous	Line Description	Order Qty.	Qty. On Receipts	Unit Cost	Discount Percent	Discount Amount	Ext. Cost
MAIN	CPU00001	NEW	3.6 GHz es1 Processor	100.00	0.00	12.00	5.000000	60.00	1,200.00
MAIN	X000X00160	NEW	X'tor HDD 3 TB	50.00	0.00	77.50	0.000000	0.00	3,875.00
MAIN	MONITOR	NEW	Monitor	50.00	0.00	55.00	0.000000	0.00	2,750.00

Figure: Purchase Order ready to be emailed.

3. Go to the **Tax Details** tab and review the tax assigned to the purchase order. All the stock being purchased should be assigned to the **Tax ID** of **G11NONCAP GST**. Make any changes to the purchase order on the **Tax Details** tab, then untick the **Hold** checkbox and **Save** your changes

Under the **Actions** dropdown list on the form toolbar the following functions are available.



- Approve
- Reject
- Email Purchase Order
- Mark as Do not Email
- Enter PO Receipt
- Enter AP Bill
- Complete Order
- Cancel Order
- Recalculate Prices
- Create Prepayment

Figure: Functions available under the Action dropdown list

- **Approve:** if the **Approval Workflow** is enabled you click on this to approve the purchase order.
- **Reject:** if the **Approval Workflow** is enabled you click on this to reject the purchase order. The purchase order can then be put **On Hold** and changes can be made. Once the changes are finished the purchase order can then be re-sent for approval.
- **Email Purchase Order:** to email the purchase order to the supplier.

- **Mark as Do Not Email:** This function is connected to the Don't Email checkbox on the Other Information tab of the purchase order. Selecting this action will tick this checkbox.
 - **Enter PO Receipt:** once stock is received you create a purchase receipt by selecting this action. A new *Purchase Receipts* form (PO302000) is opened and all the information on the purchase order copied to the new purchase receipt.
 - **Enter AP Bill:** you create an **Accounts Payable Bill** by selecting this action. A new *Bills and Adjustments* form (AP301000) is opened and all the information on the purchase order is copied.
 - **Complete Order:** if you are not going to receive any more stock on the purchase order the order can be completed by this action.
 - **Cancel Order:** select this action if you want to cancel the purchase order and have the status changed to **Cancelled**.
 - **Recalculate Prices:** this action opens a dialogue box where you can refresh both prices and discounts.
 - **Create Prepayment:** this action opens the *Bills and Adjustments* form (AP301000) with a new prepayment request. The prepayment can be used to pay for the order.
4. From the **Actions** dropdown list select Mark as Do not Email. Now go to the Other Information tab and review the checkboxes **Don't Print** and **Don't Email**, they should both be ticked.

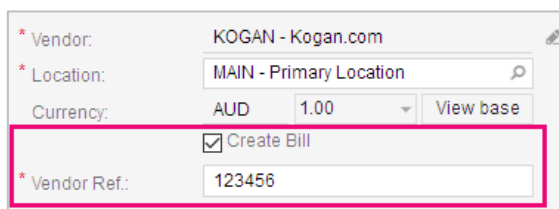
Activity 8 – Create a Purchase Receipt

1. From the **Purchase Orders** form (PO301000); select **Enter PO Receipt** from the **Actions** dropdown list, as all the stock has arrived two days after the purchase order was emailed to the supplier.

A new **Purchase Receipt** form (PO302000) with the type of **Receipt** has been created and the information on the purchase order copied.

On a purchase receipt, you can:

- Add stock not shown on the receipt.
 - Add another **Normal** or **Drop-Ship** purchase order
 - Add lines from another **Normal** or **Drop-Ship** purchase order
 - Change the quantity received
 - Change the cost of the stock
 - Allocate stock by locations, lot/serial numbers and expiry dates.
 - Add landed costs on the **Landed Costs** tab.
2. On the purchase receipt summary, enter the **Vendor Ref. 123456**



The screenshot shows a form with the following fields and values:


- * Vendor: KOGAN - Kogan.com
- * Location: MAIN - Primary Location
- Currency: AUD 1.00 View base
- ☒ Create Bill
- * Vendor Ref.: 123456

The 'Create Bill' checkbox and the 'Vendor Ref.' field are highlighted with a red rectangle.

Figure: Purchase Receipt with Create Bill ticked and Vendor Ref; added

When our purchase order preferences were set, the option **Create Bill on Receipt Release** was turned on. Our purchase receipt has the **Create Bill** checkbox ticked by default so once the purchase receipt is released the AP Bill will be created automatically.

3. Untick the **Hold** checkbox and **Save** your changes. The purchase receipt will now have a **Status of Balanced**.

4.  the receipt from the form toolbar. Once the receipt has been released the stock will be updated to the warehouse and location, the stock value will be updated based on the valuation method on the stock item. An AP Bill will also be released as shown below.

Bills and Adjustments ★									
Pre-release Release Actions ▾ Inquiries ▾ Reports ▾									
Type:	Bill	Vendor:	KOGAN - Kogan.com				Detail Total:	7,765.00	
Reference Nbr.:	001686	Location:	MAIN - Primary Location				Discount Total:	0.00	
Status:	Open	Currency:	AUD	1.00	View base		GST Taxable Total:	15,530.00	
	<input type="checkbox"/> Hold	Terms:	30THMONTH - 30th of Month				GST Exempt Total:	0.00	
Date:	DD/MM/YYYY	* Due Date:	DD/MM/YYYY				Tax Total:	776.50	
Post Period:	DD/MM/YYYY	* Prompt Payment D...:	DD/MM/YYYY				With. Tax:	0.00	
Vendor Ref.:	123456						Balance:	8,541.50	
Description:							Rounding Diff.:	0.00	
							Amount:	8,541.50	
							Prompt Payment D...:	170.83	

Document Details	Financial Details	Tax Details	Discount Details	Applications					
<div> View Schedule Add PO Receipt Add PO Receipt Line Add PO Link Line </div>									
* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Discount Percent	Discount Amount	Ext. Cost	Amount
MAIN	CPU00001	3.6 GHz es1 Processor	100.00	TIN	12.00	5.000000	60.00	1,200.00	1,140.00
MAIN	X000X00160	X'tor HDD 3 TB	50.00	UNIT	77.50	0.000000	0.00	3,875.00	3,875.00
MAIN	MONITOR	Monitor	50.00	PC	55.00	0.000000	0.00	2,750.00	2,750.00

Figure: AP Bill create on purchase receipt release

Landed Costs

The cost of goods purchased should include both the purchase price and additional charges, such as freight or other shipping costs and insurance. For an international shipment, it may also include customs duties and other taxes. All these charges are referred to as **landed costs** and add to the product cost.


In MYOB Advanced, you can have landed cost codes that depend on specific items, or on items' weight or volume. Some landed costs may be known in advance, others are known only when the items are received at the destination warehouse.

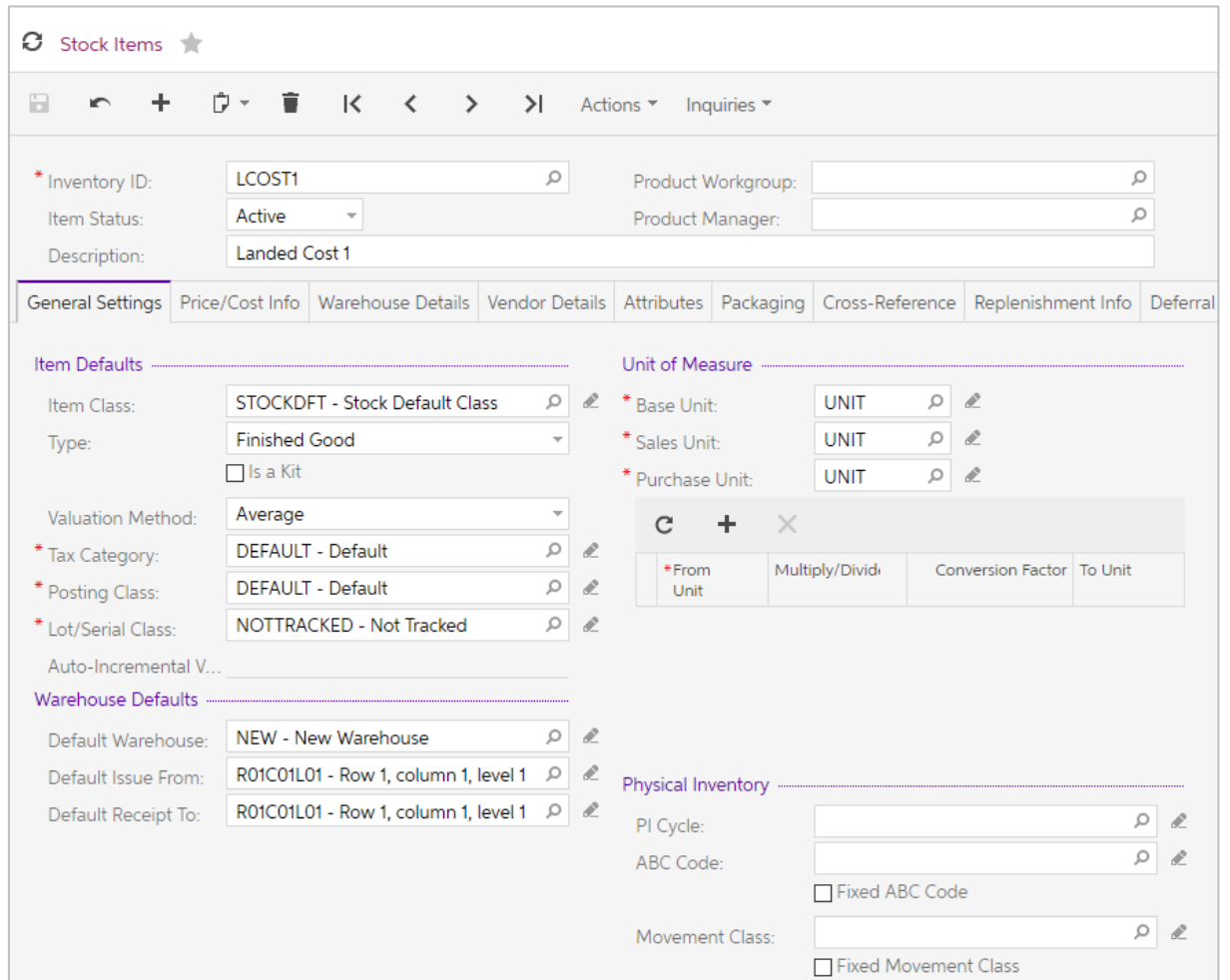
There are 5 default **Landed Cost Codes** in MYOB Advanced,

- Customs Duty by Cost
- Freight by Quantity
- Freight by Volume
- Freight by Weight
- Other

To see how costs are increased by adding landed cost to goods purchased we will add a new stock item.

Activity 9 – Stock Item

1. Open **Stock Items**; Inventory > Profiles.
2. On the **Stock Items** search form (IN2025PL); click on the add new record  button on the form toolbar and enter the following information and **Save** your changes.



Stock Items ★

Actions ▾ Inquiries ▾


* Inventory ID: Product Workgroup:


Item Status: Product Manager:

Description:


General Settings | Price/Cost Info | Warehouse Details | Vendor Details | Attributes | Packaging | Cross-Reference | Replenishment Info | Deferral


Item Defaults


Item Class: 


Type: 

☐ Is a Kit

Valuation Method: 


* Tax Category: 


* Posting Class: 


* Lot/Serial Class: 




Auto-Incremental V...

Unit of Measure

* Base Unit: 


* Sales Unit: 


* Purchase Unit: 


  

* From Unit	Multiply/Divide	Conversion Factor	To Unit


Warehouse Defaults


Default Warehouse: 

Default Issue From: 


Default Receipt To: 

Physical Inventory

PI Cycle: 

ABC Code: 

☐ Fixed ABC Code

Movement Class: 

☐ Fixed Movement Class

Figure: Stock Item

Activity 10 – Landed Costs 1 – Receipt without Purchase Order

1. Open the **Purchase Receipt** form (PO302000; Purchases > Transactions) and enter the following information. All the stock being purchased should be assigned to the **Tax ID** of **G11NONCAP GST**. Make any changes to the purchase receipt on the **Tax Details** tab, then **Save** your changes.

Purchase Receipts ★

Release Actions Inquiries Reports

Type: **Receipt** * Vendor: **ARKTAK - Arktak Networks** Total Qty.: **100.00**
 Receipt Nbr.: **002070** * Location: **MAIN - Main Location** GST Exempt Total: **0.00**
 Status: **Balanced** Currency: **AUD 1.00** View base GST Taxable Total: **3,000.00**
☐ Hold ☒ Create Bill Discount Total: **0.00**
 * Date: **DD/MM/YYYY** * Vendor Ref.: **98765** Total Amt.: **3,300.00**
 * Post Period: **PP-YYYY**

Document Details Tax Details Financial Details Landed Costs Discount Details

Allocations Add Line Add PO Add PO Line View PO

*Branch	*Inventory ID	*Wareht	Transaction Descr.	Ordered Qty.	Open Qty.	Receipt Qty.	Unit Cost	Ext. Cost
MAIN	LCOST1	NEW	Landed Cost 1			100.00	30.00	3,000.00

Figure: Purchase Receipt document details tab

2. On the Landed Costs tab enter the freight costs from the supplier Computer Environment Solution. We will be using the **Landed Cost Code: FRTBYQTY**.

Computer Environment Solution
 8586 797 Street NW
 Edmonton AB T6E 5S1
 CANADA

Invoice 002472

Date: DD/MM/YYYY To: RapidByte, 52 Dunlop Road, Mulgrave VIC 3170, Australia Ship To: RapidByte, 52 Dunlop Road, Mulgrave VIC 3170, Australia

Instructions

Quantity	Description	Unit Price	Total
1	Freight Charges	150.00	150.00
Subtotal			150.00
Tax			0.00
Total			USD 150.00

Thank you for your business!

Figure: Freight invoice received for LCOST1 stock.

Your purchase receipt should look like the screenshot below once you have updated this from the document.

Purchase Receipts ★

Release Actions Inquiries Reports

Type: **Receipt** * Vendor: **ARKTAK - Arktak Networks** Total Qty.: **100.00**
 Receipt Nbr.: **002070** * Location: **MAIN - Main Location** GST Exempt Total: **0.00**
 Status: **Balanced** Currency: **AUD 1.00** View base GST Taxable Total: **3,000.00**
☐ Hold ☒ Create Bill Discount Total: **0.00**
 * Date: **DD/MM/YYYY** * Vendor Ref.: **98765** Total Amt.: **3,300.00**
 * Post Period: **PP-YYYY**

Document Details Tax Details **Financial Details** **Landed Costs** Discount Details

View AP Document View IN Document

* Landed Cost Code	* Description	* Vendor Ref.	* Vendor	* Location	Currency	Amount	Postpone AP Bill Creation
FRTBYQTY	Freight by Quantity	002472	COMPENVIR	MAIN	USD	150.00	<input type="checkbox"/>

Figure: Freight by Quantity entered on Landed Cost tab.

- Now **Release** the purchase receipt, the AP Bills will be created automatically.

Bills and Adjustments ★

Pre-release Release Actions Inquiries Reports

Type: **Bill** Vendor: **ARKTAK - Arktak Networks** Detail Total: **3,000.00**
 Reference Nbr.: **001687** Location: **MAIN - Main Location** Discount Total: **0.00**
 Status: **Open** Currency: **AUD 1.00** View base GST Taxable Total: **3,000.00**
☐ Hold Terms: **30THMONTH - 30th of Month** GST Exempt Total: **0.00**
 Date: **DD/MM/YYYY** * Due Date: **DD/MM/YYYY** Tax Total: **300.00**
 Post Period: **PP-YYYY** * Prompt Payment D... **DD/MM/YYYY** With. Tax: **0.00**
 Vendor Ref.: **98765** Balance: **3,300.00**
 Description: Rounding Diff.: **0.00**
 Amount: **3,300.00**
 Prompt Payment D... **66.00**

Document Details Financial Details Tax Details Discount Details Applications

View Schedule Add PO Receipt Add PO Receipt Line Add PO Link Line

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Discount Percent	Discount Amount	Ext. Cost	Amount
MAIN	LCOST1	Landed Cost 1	100.00	UNIT	30.00	0.000000	0.00	3,000.00	3,000.00

Figure: AP Bill for LCOST1 Stock

Bills and Adjustments ★

Pre-release Release Actions Inquiries Reports

Type: **Bill** Vendor: **COMPENVIR - Computer Environment** Detail Total: **150.00**
 Reference Nbr.: **001688** Location: **MAIN - Main Location** Discount Total: **0.00**
 Status: **Open** Currency: **USD** 1.36939404 View base GST Taxable Total: **0.00**
☐ Hold Terms: **30THMONTH - 30th of Month** GST Exempt Total: **0.00**
 Date: **DD/MM/YYYY** * Due Date: **DD/MM/YYYY** Tax Total: **0.00**
 Post Period: **PP-YYYY** * Prompt Payment D... **DD/MM/YYYY** With. Tax: **0.00**
 Vendor Ref.: **002472** Balance: **150.00**
 Description: Rounding Diff.: **0.00**
 Amount: **150.00**
 Prompt Payment D... **3.00**

Document Details Financial Details Tax Details Landed Costs Discount Details Applications

View Schedule Add PO Receipt Add PO Receipt Line Add PO Link Line

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Discount Percent	Discount Amount	Ext. Cost	Amount
MAIN		Freight by Quantity	1.00		150.00	0.000000	0.00	150.00	150.00

Figure: AP Bill for Landed Cost (freight)

- Let's go to the **Inventory Transaction Details** form (IN404000; Inventory > Inquiries) and review the transactions for our LCOST1 stock item.

As shown below, line 1 shows the freight cost of USD150.00 converted to AUD205.41 with an adjustment created for the landed cost. Line 2 is the purchase receipt.

Inventory Transaction Details

Summary Allocation Details

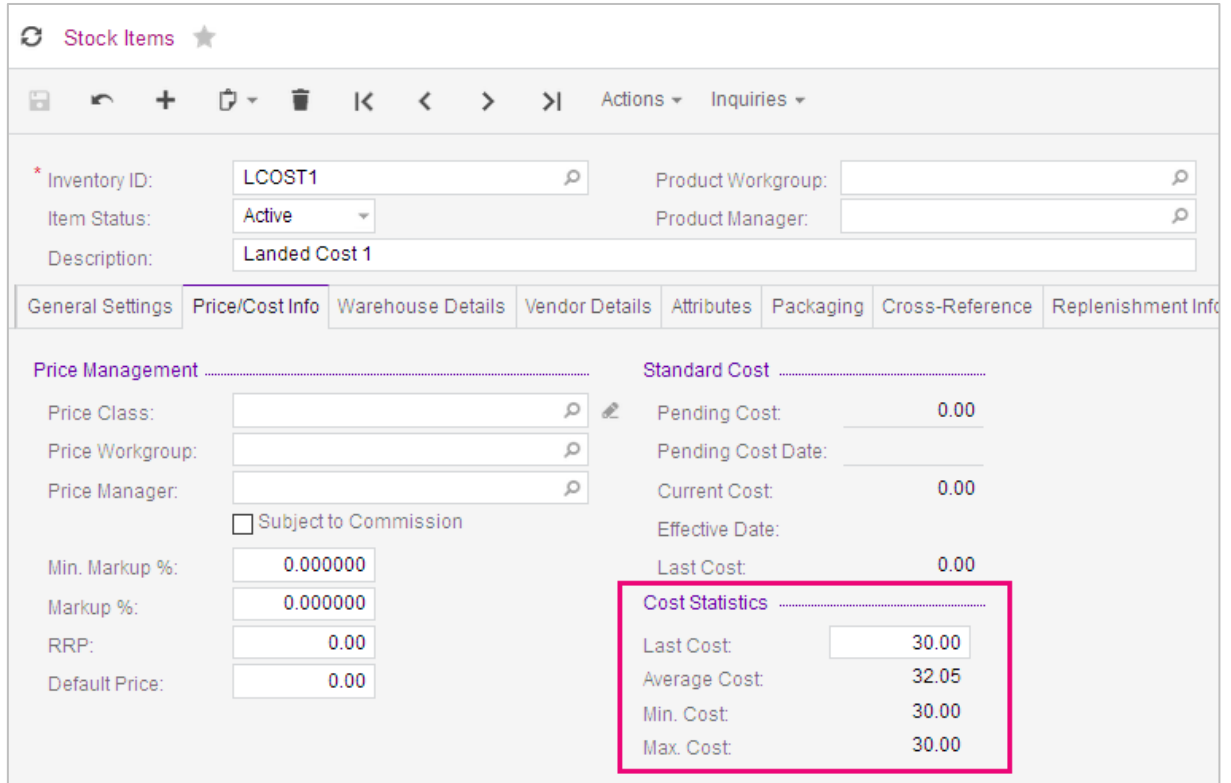
* Period: **PP-YYYY** Date Range Start Date: **DD/MM/YYYY** Period Start Date:
☐ By Financial Period (Without Running Values) End Date: **DD/MM/YYYY** Period End Date:
 Warehouse:
 Location:
 * Inventory ID: **LCOST1 - Landed Cost 1** ☐ Summary By Day
 Lot/Serial Nbr.: ☐ Include Unreleased (Without Costs)
 [*] Estimated Costs

Tran. Type	Referenc Nbr.	Warehouse	Location	Qty. In	Qty. Out	Ending Qty.	Beginning Balance [*]	Cost In [*]	Cost Out [*]	Ending Balance [*]
Adjustment	000113	NEW	① INCOMING	0.00	0.00	0.00	0.00	205.41	0.00	205.41
Receipt	001646	NEW	② INCOMING	100.00	0.00	100.00	205.41	3,000.00	0.00	3,205.41

Figure: Inventory transactions created for LCOST1 stock

- Now let's go to the **Price/Cost Info** tab on the **Stock Item** form (IN404000); and review the **Cost Statistics** for LCOST1 stock item.

The **Average Cost**: has been updated to 32.05, 30.00 cost charged by the product supplier plus 2.05 charged by the freight supplier for each stock item. If we were to order this stock again the stock line on the purchase order will show 30.00 only, which is the **Last Cost**.



Stock Items ★

Inventory ID: Product Workgroup:
 Item Status: Product Manager:
 Description:

General Settings | **Price/Cost Info** | Warehouse Details | Vendor Details | Attributes | Packaging | Cross-Reference | Replenishment Info

Price Management

Price Class:
 Price Workgroup:
 Price Manager:
☐ Subject to Commission
 Min. Markup %:
 Markup %:
 RRP:
 Default Price:

Standard Cost

Pending Cost:
 Pending Cost Date:
 Current Cost:
 Effective Date:
 Last Cost:

Cost Statistics

Last Cost:
 Average Cost:
 Min. Cost:
 Max. Cost:

Figure: Cost Statistics for LCOST1

Activity 11 – Stock Item

1. Open the **Stock Item** form (PO302000) and enter the following information, then **Save** your changes.

Stock Items ★

Actions ▾ Inquiries ▾

* Inventory ID: Product Workgroup:

Item Status: Product Manager:

Description:

General Settings Price/Cost Info Warehouse Details Vendor Details Attributes Packaging Cross-Reference Replenishment Info

Item Defaults

Item Class:

Type:

☐ Is a Kit

Valuation Method:

* Tax Category:

* Posting Class:

* Lot/Serial Class:

Auto-Incremental V...

Unit of Measure

* Base Unit:

* Sales Unit:

* Purchase Unit:

*From Unit	Multiply/Divide	Conversion Factor	To Unit

Warehouse Defaults

Default Warehouse:

Default Issue From:

Default Receipt To:

Physical Inventory

PI Cycle:

ABC Code:

☐ Fixed ABC Code

Figure: New Stock Item

Activity 12 – Landed Costs 2

With this Landed Cost example, we will add the expected cost to the purchase receipt then postpone creating the AP Bill for the Landed Cost until the invoice is received from the freight supplier.

1. Add a new **Purchase Order** (PO302000).
2. Enter the following information.

All the stock being purchased should be assigned to the **Tax ID** of **G11NONCAP GST**. Make any changes to the purchase order on the **Tax Details** tab, untick the **Hold** checkbox, then **Save** your changes.

Type:	Normal	* Vendor:	ARKTAK - Arktak Networks	Line Total:	6,000.00
Order Nbr.:	002223	* Location:	MAIN - Main Location	Discount Total:	0.00
<input type="checkbox"/> Hold		Owner:		GST Exempt Total:	0.00
Status:	Open	Currency:	AUD 1.00	GST Taxable Total:	6,000.00
* Date:	DD/MM/YYYY	Vendor Ref.:		Tax Total:	600.00
Promised On:	DD/MM/YYYY			Order Total:	6,600.00
Description:	Landed Cost 2				

Branch	Inventory ID	Wareh.	Line Description	Order Qty.	Qty. On Receipts	Unit Cost	Discount Percent	Discount Amount	Ext. Cost
MAIN	LCOST2	NEW	Landed Cost 2	100.00	0.00	60.00	0.000000	0.00	6,000.00

Figure: New Purchase Order

3. From the **Actions** dropdown list select **Enter PO Receipt**. When the purchase receipt is displayed, check the **Tax Details**

Type:	Receipt	* Vendor:	ARKTAK - Arktak Networks	Total Qty.:	100.00
Receipt Nbr.:	002071	* Location:	MAIN - Main Location	GST Exempt Total:	0.00
Status:	Balanced	Currency:	AUD 1.00	GST Taxable Total:	6,000.00
<input type="checkbox"/> Hold		<input checked="" type="checkbox"/> Create Bill		Discount Total:	0.00
* Date:	DD/MM/YYYY	* Vendor Ref.:	89897	Total Amt.:	6,600.00
* Post Period:	PP-YYYY				

Branch	Inventory ID	*Wareh.	Transaction Descr.	Ordered Qty.	Open Qty.	Receipt Qty.	Unit Cost	Ext. Cost
MAIN	LCOST2	NEW	Landed Cost 2	100.00	0.00	100.00	60.00	6,000.00

Figure: Purchase Receipt

- Enter the expected freight costs on the Landed Costs tab as shown below. Make sure the checkbox **Postpone AP Bill Creation** is ticked. Then **Release** the purchase receipt from the form toolbar.

Purchase Receipts ★

Release Actions Inquiries Reports

Type: Receipt * Vendor: ARKTAK - Arktak Networks Total Qty.: 100.00
 Receipt Nbr.: 002071 * Location: MAIN - Main Location GST Exempt Total: 0.00
 Status: Balanced Currency: AUD 1.00 View base GST Taxable Total: 6,000.00
☐ Hold ☒ Create Bill Discount Total: 0.00
 * Date: DD/MM/YYYY * Vendor Ref.: 89897 Total Amt.: 6,600.00
 * Post Period: PP-YYYY

Document Details Tax Details Financial Details **Landed Costs** Discount Details

View AP Document View IN Document

* Landed Cost Code	* Description	* Vendor Ref.	* Vendor	* Location	Currency	Amount	Postpone AP Bill Creation
FRTBYQTY	Freight by Quantity	87388	COMPENVIR	MAIN	USD	300.00	<input checked="" type="checkbox"/>

Figure: Purchase receipt with landed costs AP bill postponed

- Open the **Bills and Adjustments** form (AP301000; Payables > Transactions) and create a bill for the postponed landed costs on the stock item LCOST2 by selecting the **Landed Costs** tab. Then selecting the **Add Postponed Landed Cost** action on the grid toolbar as shown below.

Bills and Adjustments ★

Pre-release Release Actions Inquiries Reports

Type: Bill Vendor: COMPENVIR - Computer Environment : Detail Total: 300.00
 Reference Nbr.: 001690 Location: MAIN - Main Location Discount Total: 0.00
 Status: Balanced Currency: USD 1.41 View base GST Taxable Total: 0.00
☐ Hold * Terms: NET60DAYS - Net 60 Days GST Exempt Total: 0.00
 * Date: DD/MM/YYYY * Due Date: DD/MM/YYYY Tax Total: 0.00
 * Post Period: PP-YYYY * Prompt Payment D... DD/MM/YYYY With. Tax: 0.00
 * Vendor Ref.: 87388 Balance: 300.00
 Description: Freight on Landed Cost 2 Rounding Diff.: 0.00
 Prompt Payment D... 0.00

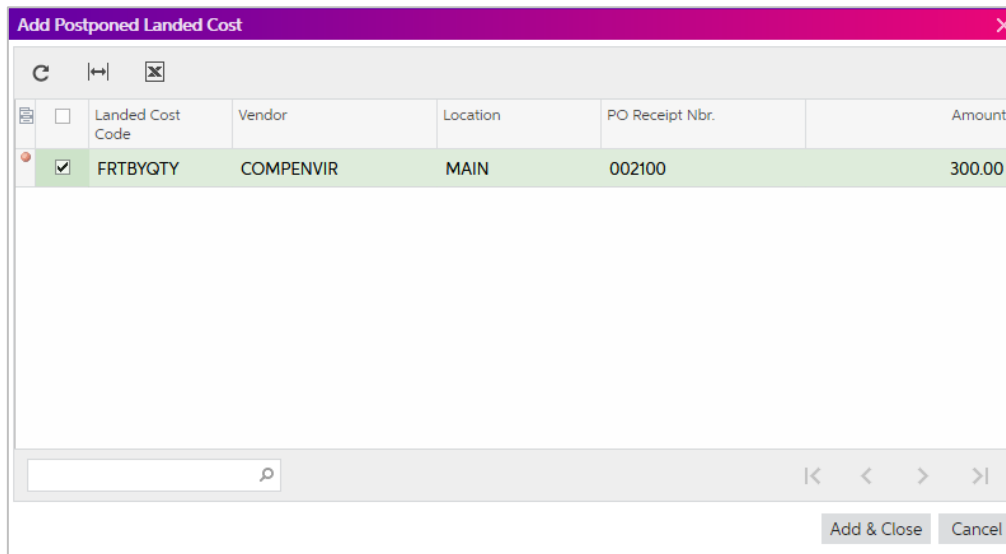
Document Details Financial Details Tax Details **Landed Costs** Discount Details Applications

View PO Document View IN Document **Add Postponed Landed Cost** Landed Cost Split

* Landed Cost Code	Description	Amount	Tax Category	PO Receipt Type	PO Receipt Nbr.	Inventory ID
FRTBYQTY	Freight by Quantity	300.00	DEFAULT	Receipt	002071	

Figure: Bill with postponed landed costs added.

A dialogue box will appear, select the postponed landed cost then **Add & Close**.



The dialog box titled "Add Postponed Landed Cost" contains a table with the following data:

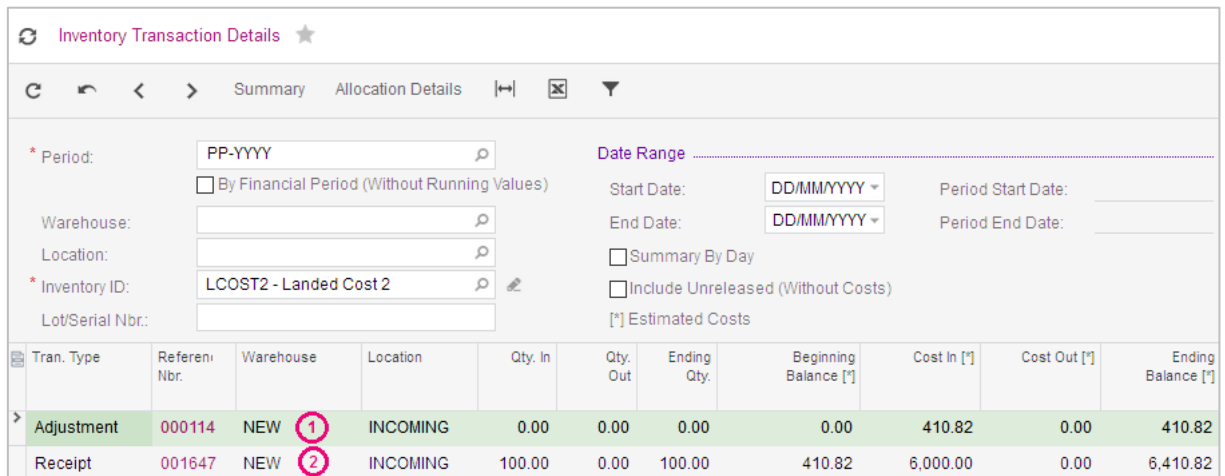
	Landed Cost Code	Vendor	Location	PO Receipt Nbr.	Amount
<input checked="" type="checkbox"/>	FRTBYQTY	COMPENVIR	MAIN	002100	300.00

At the bottom right, there are buttons for "Add & Close" and "Cancel".

Figure: Add Postponed Landed Cost dialogue box

6. **Release** the bill.
7. Let's go to the **Inventory Transaction Details** form (IN404000; Inventory > Inquiries) and review the transactions for our LCOST2 stock item.

As shown below, line 1 shows the freight cost of USD300.00 converted to AUD410.82 with an adjustment created for the landed cost. Line 2 is the purchase receipt.



The "Inventory Transaction Details" form shows the following filters and data:

Filters:

- Period: PP-YYYY
- By Financial Period (Without Running Values): ☐
- Warehouse: [Empty]
- Location: [Empty]
- Inventory ID: LCOST2 - Landed Cost 2
- Lot/Serial Nbr.: [Empty]
- Date Range: Start Date: DD/MM/YYYY, End Date: DD/MM/YYYY
- Period Start Date: [Empty], Period End Date: [Empty]
- Summary By Day: ☐
- Include Unreleased (Without Costs): ☐
- [*] Estimated Costs

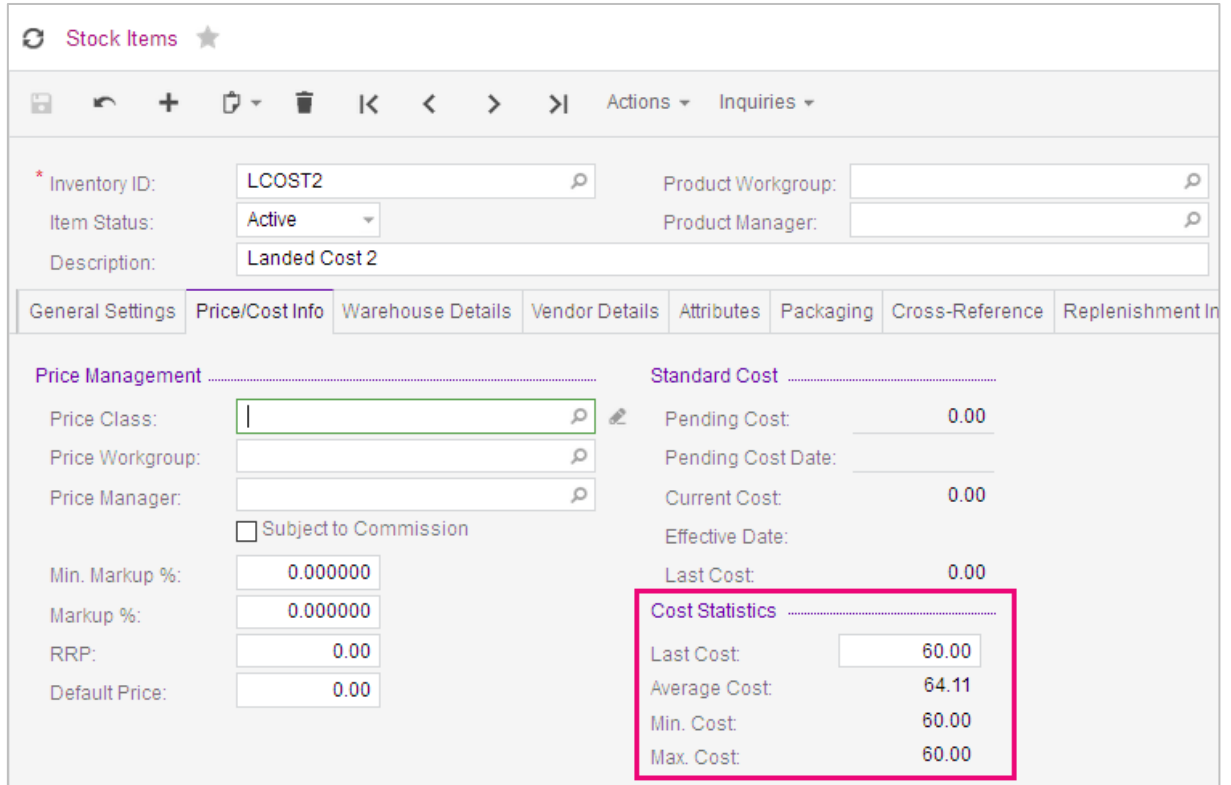
Transaction Table:

Tran. Type	Referen. Nbr.	Warehouse	Location	Qty. In	Qty. Out	Ending Qty.	Beginning Balance [*]	Cost In [*]	Cost Out [*]	Ending Balance [*]
Adjustment	000114	NEW	1 INCOMING	0.00	0.00	0.00	0.00	410.82	0.00	410.82
Receipt	001647	NEW	2 INCOMING	100.00	0.00	100.00	410.82	6,000.00	0.00	6,410.82

Figure: Inventory transactions created for LCOST2 stock

8. Now let's go to the **Price/Cost Info** tab on the **Stock Item** form (IN404000); and review the **Cost Statistics** for LCOST2 stock item.

The **Average Cost**: has been updated to 64.11, 60.00 cost charged by the product supplier plus 4.11 charged by the freight supplier for each stock item. If we were to order this stock again the stock line on the purchase order will show 60.00 only, which is the **Last Cost**.



Stock Items ★

Inventory ID: LCOST2 Product Workgroup: Item Status: Active Description: Landed Cost 2 Product Manager:

General Settings **Price/Cost Info** Warehouse Details Vendor Details Attributes Packaging Cross-Reference Replenishment In

Price Management

Price Class: Price Workgroup: Price Manager: ☐ Subject to Commission

Min. Markup %: 0.000000 Markup %: 0.000000 RRP: 0.00 Default Price: 0.00

Standard Cost

Pending Cost: 0.00 Pending Cost Date: Current Cost: 0.00 Effective Date: Last Cost: 0.00

Cost Statistics

Last Cost: 60.00 Average Cost: 64.11 Min. Cost: 60.00 Max. Cost: 60.00

Figure: Cost Statistics for LCOST1

Receipting Multiple Purchase Orders

Activity 13

1. Add a new **Purchase Order** (PO302000) and enter the following Purchase Order for **Arktak Networks**, take the purchase order off hold and **Save**.

Purchase Orders ★

Actions ▾ Inquiries ▾ Reports ▾

Type: **Normal** * Vendor: **ARKTAK - Arktak Networks** Line Total: 5,073.00
 Order Nbr.: **002224** * Location: **MAIN - Main Location** Discount Total: 0.00
☒ Hold Owner: GST Exempt Total: 0.00
 Status: **On Hold** Currency: **AUD** 1.00 View base GST Taxable Total: 5,073.00
 * Date: **DD/MM/YYYY** Vendor Ref.: Tax Total: 507.30
 Promised On: **DD/MM/YYYY** Order Total: 5,580.30
 Description: **Purchase Order 13.1**

Document Details Tax Details Shipping Instructions Vendor Info Discount Details Receipts Other Information

⌂ + ✎ ✕ Add Item View SO Demand Add Blanket PO Add Blanket PO Line

Branch	Inventory ID	Wareh	Line Description	Order Qty.	Qty. On Receipts	Unit Cost	Discount Percent	Discount Amount	Ext. Cost
MAIN	KEYBD310	NEW	Washable Keyboard ...	100.00	0.00	50.73	0.000000	0.00	5,073.00

Figure: Purchase Order 13.1

2. Now enter the following purchase order also for **Arktak Networks**, take the purchase order off hold and **Save**.

Purchase Orders ★

Actions ▾ Inquiries ▾ Reports ▾

Type: **Normal** * Vendor: **ARKTAK - Arktak Networks** Line Total: 49,500.00
 Order Nbr.: **002225** * Location: **MAIN - Main Location** Discount Total: 0.00
☒ Hold Owner: GST Exempt Total: 0.00
 Status: **On Hold** Currency: **AUD** 1.00 View base GST Taxable Total: 49,500.00
 * Date: **DD/MM/YYYY** Vendor Ref.: Tax Total: 4,950.00
 Promised On: **DD/MM/YYYY** Order Total: 54,450.00
 Description: **Purchase Order 13.2**

Document Details Tax Details Shipping Instructions Vendor Info Discount Details Receipts Other Information

⌂ + ✎ ✕ Add Item View SO Demand Add Blanket PO Add Blanket PO Line

Branch	Inventory ID	Wareh	Line Description	Order Qty.	Qty. On Receipts	Unit Cost	Discount Percent	Discount Amount	Ext. Cost
MAIN	D000000031	NEW	Optiflex F5100S	100.00	0.00	495.00	0.000000	0.00	49,500.00

Figure: Purchase Order 13.2

- Open the **Purchase Receipts** form (PO302000; Purchases Orders > Transactions), select **Add PO** and select both the purchase orders then **Add & Close**.

The screenshot shows the 'Purchase Receipts' form. The 'Type' is set to 'Receipt'. The 'Vendor' is 'ARKTAK - Arktak Networks'. The 'Location' is 'MAIN - Main Location'. The 'Currency' is 'AUD' with a rate of '1.00'. The 'Status' is 'Balanced'. The 'Date' is 'DD/MM/YYYY' and the 'Post Period' is 'PP-YYYY'. The 'Vendor Ref.' is 'PR13.1.2'. The 'Total Qty.' is '0.00', 'GST Exempt Total' is '0.00', 'GST Taxable Total' is '0.00', 'Discount Total' is '0.00', and 'Total Amt.' is '0.00'. The 'Add PO' button is highlighted in the 'Add Line' section.

*Branch	*Inventory ID	*Wareht	Transaction Descr.	Ordered Qty.	Open Qty.	Receipt Qty.	Unit Cost	Ext. Cost	UOM																																	
Add Purchase Order <div> Type: <input type="text" value="Normal"/> <input type="checkbox"/> Show POs in All Currencies </div> <table border="1"> <thead> <tr> <th>Type</th> <th>Order Nbr.</th> <th>Date</th> <th>Statu</th> <th>Curre</th> <th>Order Total</th> <th>Vendi Ref.</th> <th>Terms</th> <th>Description</th> <th>Open Qty.</th> <th>Open Amt.</th> </tr> </thead> <tbody> <tr> <td>Normal</td> <td>002224</td> <td>DD/MM/YYYY</td> <td>Open</td> <td>AUD</td> <td>5,580.30</td> <td>30T...</td> <td></td> <td>Purchase Order 13.1</td> <td>100.00</td> <td>5,073.00</td> </tr> <tr> <td>Normal</td> <td>002225</td> <td>DD/MM/YYYY</td> <td>Open</td> <td>AUD</td> <td>54,450.00</td> <td>30T...</td> <td></td> <td>Purchase Order 13.2</td> <td>100.00</td> <td>49,500.00</td> </tr> </tbody> </table>										Type	Order Nbr.	Date	Statu	Curre	Order Total	Vendi Ref.	Terms	Description	Open Qty.	Open Amt.	Normal	002224	DD/MM/YYYY	Open	AUD	5,580.30	30T...		Purchase Order 13.1	100.00	5,073.00	Normal	002225	DD/MM/YYYY	Open	AUD	54,450.00	30T...		Purchase Order 13.2	100.00	49,500.00
Type	Order Nbr.	Date	Statu	Curre	Order Total	Vendi Ref.	Terms	Description	Open Qty.	Open Amt.																																
Normal	002224	DD/MM/YYYY	Open	AUD	5,580.30	30T...		Purchase Order 13.1	100.00	5,073.00																																
Normal	002225	DD/MM/YYYY	Open	AUD	54,450.00	30T...		Purchase Order 13.2	100.00	49,500.00																																

Figure: Purchase Receipt for multiple POs

The screenshot shows the 'Add Purchase Order' dialog box. The 'Type' is set to 'Normal'. The 'Show POs in All Currencies' checkbox is unchecked. Two purchase orders are listed in the table, both with checkboxes selected.

Type	Order Nbr.	Date	Statu	Curre	Order Total	Vendi Ref.	Terms	Description	Open Qty.	Open Amt.
<input checked="" type="checkbox"/> Normal	002224	22/05/201	Open	AUD	5,580.30	30T...		Purchase Order 13.1	100.00	5,073.00
<input checked="" type="checkbox"/> Normal	002225	22/05/201	Open	AUD	54,450.00	30T...		Purchase Order 13.2	100.00	49,500.00

Buttons: Add PO, **Add & Close**, Cancel

Figure: Add Purchase Order dialogue box.

Once you have the two lines on the purchase receipt, **Release** the receipt.

Returning faulty goods

The delivery received from Arktak Networks had 5 faulty items, they need to be returned to Arktak.

Activity 14

1. Open the **Purchase Receipts** form (PO302000). Change the **Type:** from **Receipt** to **Return**.
2. Enter a **Purchase Return** as per the following details.

Purchase Receipts ★

Release Actions Inquiries Reports

Type: **Return** * Vendor: **ARKTAK - Arktak Networks** Total Qty.: 0.00
 Receipt Nbr.: **<NEW>** * Location: **MAIN - Main Location** GST Exempt Total: 0.00
 Status: **Balanced** Currency: **AUD 1.00** View base GST Taxable Total: 0.00
☐ Hold ☒ Create Bill Discount Total: 0.00
 * Date: **DD/MM/YYYY** * Vendor Ref.: **PO13.1** Total Amt.: 0.00
 * Post Period: **PP-YYYY**

Document Details Tax Details Financial Details Landed Costs Discount Details

Allocations Add Line **Add PO** Add PO Line View PO

* Branch	* Inventory ID	* Wareht	Transaction Descr.	Ordered Qty.	Open Qty.	Receipt Qty.	Unit Cost	Ext. Cost

Figure: Purchase Return

Add Purchase Order ✕

Type: **Normal**
☐ Show POs in All Currencies

Type	Order Nbr.	Date	Statu	Curr.	Order Total	Venc Ref.	Term	Description	Received Qty.	Received Amt
Normal	002224	22/05/201	Open	AUD	5,580.30	30T...	30T...	Purchase Order 13.1	100.00	5,073.000000
Normal	002225	22/05/201	Open	AUD	54,450.00	30T...	30T...	Purchase Order 13.2	100.00	49,500.000000
Normal	002223	18/05/201	Clo...	AUD	6,600.00	30T...	30T...	Landed Cost 2	100.00	6,000.000000
Normal	002166	16/03/201	Clo...	AUD	3,085.50	30T...	30T...		18.00	2,805.000000
Normal	002182	16/03/201	Clo...	AUD	319.00	30T...	30T...		2.00	290.000000
Normal	002197	16/03/201	Clo...	AUD	3,333.00	30T...	30T...		19.00	3,030.000000
Normal	002206	16/03/201	Clo...	AUD	5,390.00	30T...	30T...		22.00	4,900.000000
Normal	002109	16/02/201	Clo...	AUD	7,414.00	30T...	30T...		46.00	6,740.000000

Add PO Add & Close Cancel

Figure: Add Purchase Order dialogue box.

3. Change the Receipt Qty. to 5 as we are send back 5 keyboards only. Then **Release** the purchase return.

Purchase Receipts ★

Release Actions Inquiries Reports

Type: **Return** * Vendor: **ARKTAK - Arktak Networks** Total Qty.: **5.00**
 Receipt Nbr.: **002073** * Location: **MAIN - Main Location** GST Exempt Total: **0.00**
 Status: **Balanced** Currency: **AUD** **1.00** View base GST Taxable Total: **253.65**
☐ Hold ☒ Create Bill Discount Total: **0.00**
 * Date: **DD/MM/YYYY** * Vendor Ref.: **PO13.1** Total Amt.: **279.02**
 * Post Period: **PP-YYYY**

Document Details Tax Details Financial Details Landed Costs Discount Details

Allocations Add Line Add PO Add PO Line View PO

* Branch	* Inventory ID	* Wareh	Transaction Descr.	Ordered Qty.	Open Qty.	Receipt Qty.	Unit Cost	Ext. Cost
MAIN	KEYBD310	NEW	Washable Keyboard K310	100.00	5.00	5.00	50.73	253.65

Figure: Purchase Return of 5 keyboards.

4. When the purchase receipt has been released, MYOB Advanced will create a Debit Adj. as shown below.

Navigate to the **Bills and Adjustments** form (AP301000) and find the debit adjustment that was created.

Bills and Adjustments ★

Pre-release Release Actions Inquiries Reports

Type: **Debit Adj.** Vendor: **ARKTAK - Arktak Networks** Detail Total: **253.65**
 Reference Nbr.: **001692** Location: **MAIN - Main Location** Discount Total: **0.00**
 Status: **Open** Currency: **AUD** **1.00** View base GST Taxable Total: **253.65**
☐ Hold Terms: Tax Total: **25.37**
 Date: **DD/MM/YYYY** Due Date: With. Tax: **0.00**
 Post Period: **PP-YYYY** Prompt Payment D... Balance: **279.02**
 Vendor Ref.: **PO13.1** Rounding Diff.: **0.00**
 Description: Amount: **279.02**
 Prompt Payment D... **0.00**

Document Details Financial Details Tax Details Discount Details Applications

View Schedule Add PO Receipt

* Branch	Inventory ID	Transaction Descr.	Quantity	UOM	Unit Cost	Discount Percent	Discount Amount	Ext. Cost	Amount
MAIN	KEYBD310	Washable Keyboard K310	5.00	UNIT	50.73	0.000000	0.00	253.65	253.65

Figure: Debit Adj. created on release of purchase return.