MYOB EXO BUSINESS WHITE PAPER

One-Off Stock Items

EXO
BUSINESS

MYOB ENTERPRISE SOLUTIONS

Contents

Overview

The One-Off Stock Items feature enables you to very quickly create a stock item for a unique, one-off purchase or sale of stock. It offers many advantages over the practice of having a miscellaneous "non-stock" item with or without tracked serial numbers.

Most entry screens (such as Sales and Purchase Order entry, Debtor and Creditor Invoice entry, and Stock transactions) have the ability to create a stock item on-the-fly. This new item can inherit the values of an existing "template" item, or it can be an exact duplicate of another stock item in all but the actual stock code.

This feature may be used by companies who source specialized parts, or act as a portal for an entire industry niche. In these cases the potential product range is enormous, and it is not practical to hold the entire catalogue the inventory database. Using this method the items are only created as required and can be automatically disposed of to allow the transactions to take place on that transaction only.

Another scenario where this function may be useful is where the product range being sold is one-off in nature such as trade-in goods.

Setting up One-Off Stock Items

For businesses that require regular trade of one-off stock items, there are two setup tasks that accelerate the process:

- Setting up a one-off stock item template, which will be used to copy from when creating a new one-off stock item, and

- Setting up for rapid one-off stock items, which will automatically add a prefix and suffix to any new one-off stock item codes to identify them.

Setting up a One-Off Stock Item Template

1. Create a new stock item, with a generic name to cover the attributes of new one-off stock items you are likely to require, for example 'TradeIn' for trading in used cars.

2. Set the **Classification** to "TEMPLATE".

3. In the Flags section, set the stock item to inactive (i.e. untick the **Active** checkbox), and make the stock item a lookup item (tick the **Lookup** checkbox).

> **Note:** When searching for a one-off stock item, make sure you tick the **Include inactive items** checkbox in the Stock Item Details search window.

4. Click **Save**.

Setting up for Rapid One-Off Stock Items

1. In MYOB EXO Config, go to **Administration > Stock > Stock Groups**.

2. For each stock group for which you need to be able to create one-off stock items, double-click on the stock group.

3. Enter the prefix you want to use for all automatically generated stock codes for one-off stock items in this stock group in the **Autocode prefix** field.

4. Enter the suffix you want to use for all automatically generated stock codes for one-off stock items in this stock group in the **Autocode suffix** field.

5. Click **Save**.

Creating a One-Off Stock Item

Sales order entry, purchase order entry, debtors invoice, creditors invoice, and stock transaction windows have a shortcut to create a stock item on-the-fly.

For example, if a second hand TV is to be traded in, a one-off stock item could be created from a "TVTRADE" template stock item on a negative quantity Sales Order, or on a Purchase Order.

To create a one-off stock item:

1. Open the transaction that is to have a one-off stock item created, e.g. a Debtor invoice.

2. Right-click on the transaction line in the grid and select **Create one-off stock item**. Alternatively, press CTRL+O. The following window opens:
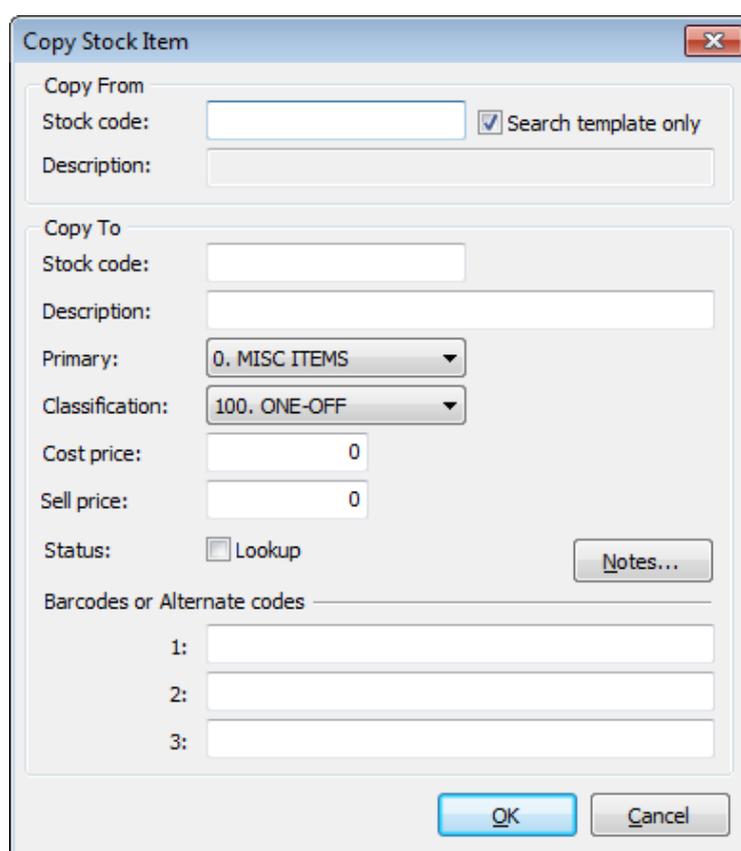
3. Enter a stock item into the **Stock code** field in the Copy From section, or search for a stock item by typing '?' and pressing ENTER. Check the **Include inactive items** checkbox and click **Search**. Selecting the **Search template only** option will restrict the search to stock items with a classification of "TEMPLATE".

4. If the Copy From **Stock code** belongs to a stock group with an Autocode prefix/suffix set up, then an automatically generated stock code will be entered in the Copy To **Stock code** field. This Stock code can be accepted or overridden.

5. A serial number could also be scanned as the new Stock code, or part of the new Stock code as long as it can be guaranteed that this will be unique.

6. Enter in any remaining details of the new stock item as required.

7. Click **OK**.

Automatically Inactive Stock Items

A one-off stock item is automatically set to inactive status when there has been a stock movement and the total stock on hand falls to zero.

To keep the stock item for future transactions, change the **Classification** of the stock item from "ONE-OFF" to "NORMAL"

One-off items will remain active for historical reporting and warranty tracking, but will be excluded from regular stock line reporting if they are marked as inactive.