

## Set-up Freight Account Code for Invoice Export

Regardless of where the account code is being exported from, OPTO can export an alternative code for accounting intended for specified freight codes.

**Note:** Ensure that the export codes are already in MYOB or QuickBooks to enable successful exporting.

### To set-up Freight Account code

Create a dummy material for freight charges, see example below. Please ensure the 'Active' and the 'Dummy' boxes are ticked, but **do not** tick the 'Inventory Item' box. In the "Sales Acc" field **press <F2>** and select the account code for Sales from the list and then **click OK**. **Press <F9>** to save.

The screenshot shows the MYOB software interface. The top menu bar includes 'File', 'HOME', 'CONTACTS', 'RESOURCES', 'INVENTORY', 'QUOTES', 'PURCHASING', 'ORDERS', 'JOBS/SCHEDULING', and 'INVOICING'. The 'INVENTORY' tab is selected. Below the menu bar, there are several icons for 'New', 'Save', 'Copy', 'Cut', 'Paste', 'New/Edit Parts', 'Part Enquiry', 'Part Stock', 'Parts Inventory Detail', 'Print Label (Part)', 'Print Label (Mat)', 'New/Edit Parts WH', 'New/Edit Material', 'Material Enquiry', 'Material Stock', and 'Material Inventory'. The 'New/Edit Material' button is highlighted with a red box.

The main window is titled 'Material - <New Entry>'. It has a 'Material Code' dropdown set to 'FREIGHT' and a 'Material Description' field containing 'FREIGHT CODE'. The 'Rev' field is empty and the 'Date Entered' field is '13/02/2019'. Below this, there are several tabs: 'Details', 'Allocation', 'History', 'More Info', 'Purchase', 'Quotes', 'Used In', 'Invoices', 'Financial Hist', and 'Notes'. The 'Details' tab is selected.

In the 'Details' tab, there are several checkboxes: 'Active' (checked), 'Inventory Item' (unchecked), 'Actual Purchase in Multiple' (unchecked), 'Dummy' (checked), 'Pre Order' (unchecked), 'Fill to Maximum' (unchecked), 'Auto Order' (unchecked), 'Job Group Qty in Multiple' (unchecked), 'Web Site' (unchecked), and 'Pur UoM 2' (unchecked). The 'Emp' dropdown is set to '1' and the 'Emp' field contains 'Robert JONES'. Below these are fields for 'Material Group' (set to '90'), 'Production Charge' (set to 'Production Charge'), 'Bom T' (set to 'Multiple'), 'Length', 'Width', 'Weight', 'Surface' (set to '.000'), 'Volume', 'UoM 1' (set to 'EACH'), 'UoM 2', 'Thick' (set to '.00'), and 'Lead/T' (set to '1').

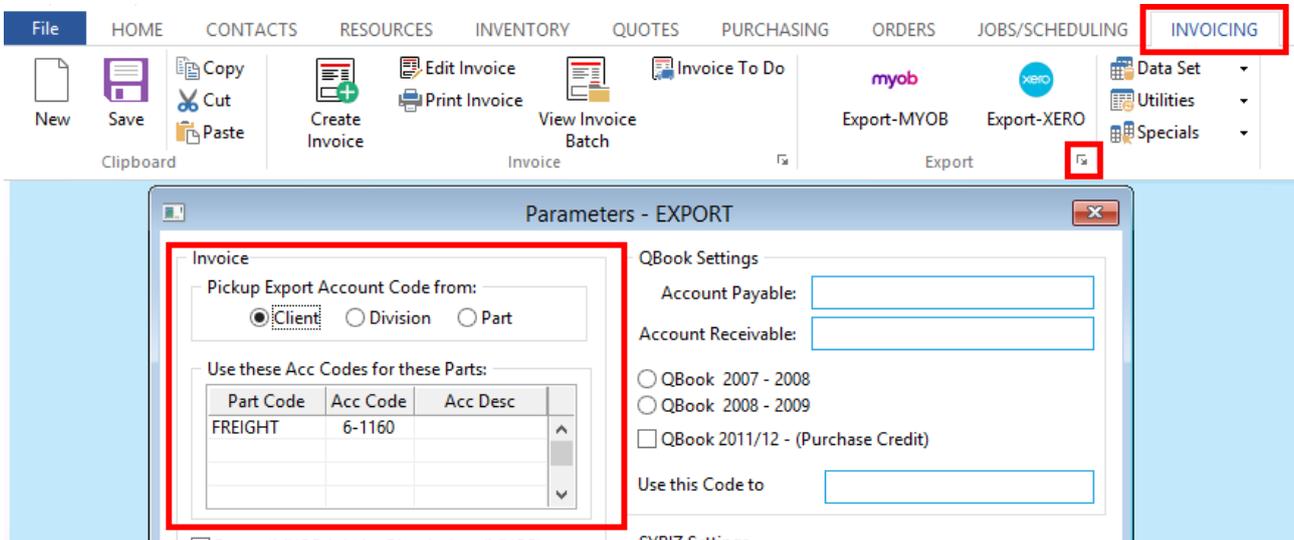
Below the checkboxes is a table with columns: 'Supplier Code', 'Sup Mat Code', 'Supplier Description', 'Date Price', 'UoM 1 Price', 'UoM 2 Price', 'Pref.', and 'QPrf'. The table contains one row: 'PHAM-SUPP', 'FREIGHT', 'FREIGHT CODE', empty, '.0000', empty, 'Yes', and 'Yes'.

Below the table are several sections: 'Sub Material Group' (with a dropdown and 'Spacing' and 'Border' checkboxes), 'Inventory' (with 'On Hand', 'Bin Location', 'Used In', 'Allocated', 'Plan', and 'Available' fields), 'Purchasing' (with 'Min Order', 'Max Level', 'Safety Level', 'Reorder Level', 'Stock Type', 'On Order', and 'To Order' fields), and 'UOM Conversion Factor' (with 'UoM2 > UoM1', 'Margin', and 'Sell Price' fields). The 'Sales Acc' field is set to 'β-1160' and is highlighted with a red box.

Click on 'Invoicing' from the Opto Ribbon and select the Export Parameters icon from the bottom of the menu.

Type FREIGHT in the "Part Code" field in the table as shown, press <TAB> and press <F2> and select the account code required for sales from the pop-up list and then click OK.

Note: This is the same code used in the "Sales Acc" field on the 'Material Details' entry for FREIGHT. Press F9 to save



When FREIGHT is added to an order it will now export with the correct account code.