

Set-up Delivery Codes as used on Invoices

Overview:

This process will enable the user to add a delivery charge directly to an invoice rather than an order. It is particularly useful when freight is not included on a production or client order that has already been despatched. **Note:** Ensure that the export codes are already in MYOB or QuickBooks to enable successful exporting.

Create a dummy material or part code for freight charges, if one has not already been created. The code created for use for the 'Freight' account may also be used for this code.

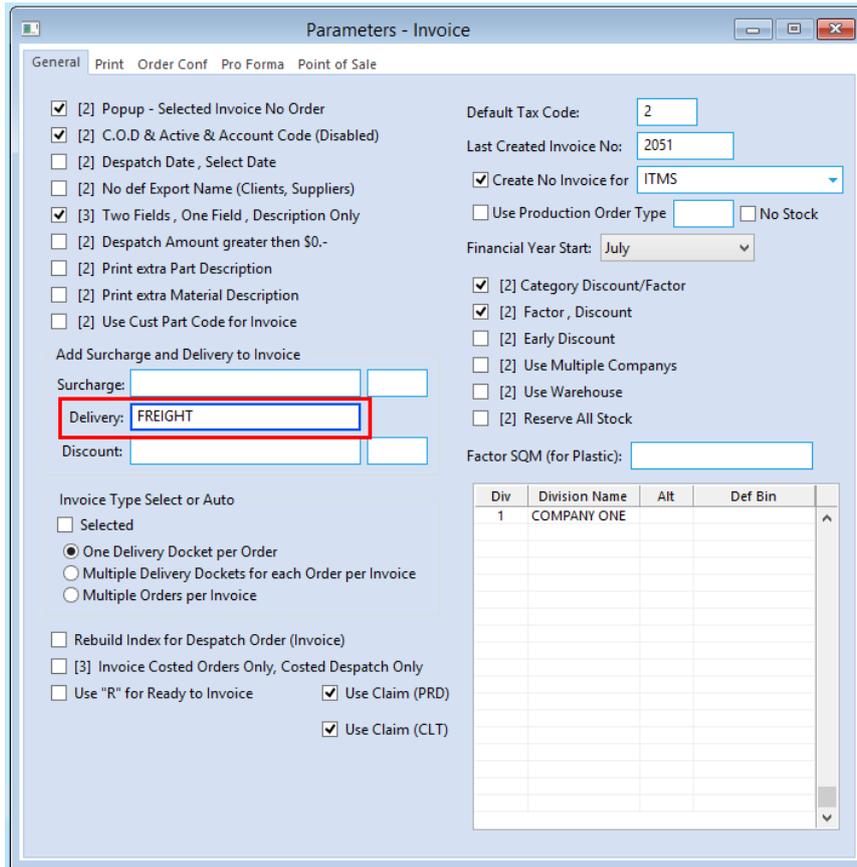
The screenshot shows the 'Material - <New Entry>' window in MYOB. The 'INVENTORY' menu is highlighted in red. The 'New/Edit Material' option is also highlighted in red. The 'Material Code' is set to 'FREIGHT' and the 'Material Description' is 'FREIGHT CODE'. The 'Active' checkbox is checked, and the 'Dummy' checkbox is also checked. The 'Sales Acc' field is set to '1160'.

Supplier Code	Sup Mat Code	Supplier Description	Date Price	UoM 1 Price	UoM 2 Price	Pref.	QPrf
PHAM-SUPP	FREIGHT	FREIGHT CODE		.0000		Yes	Yes

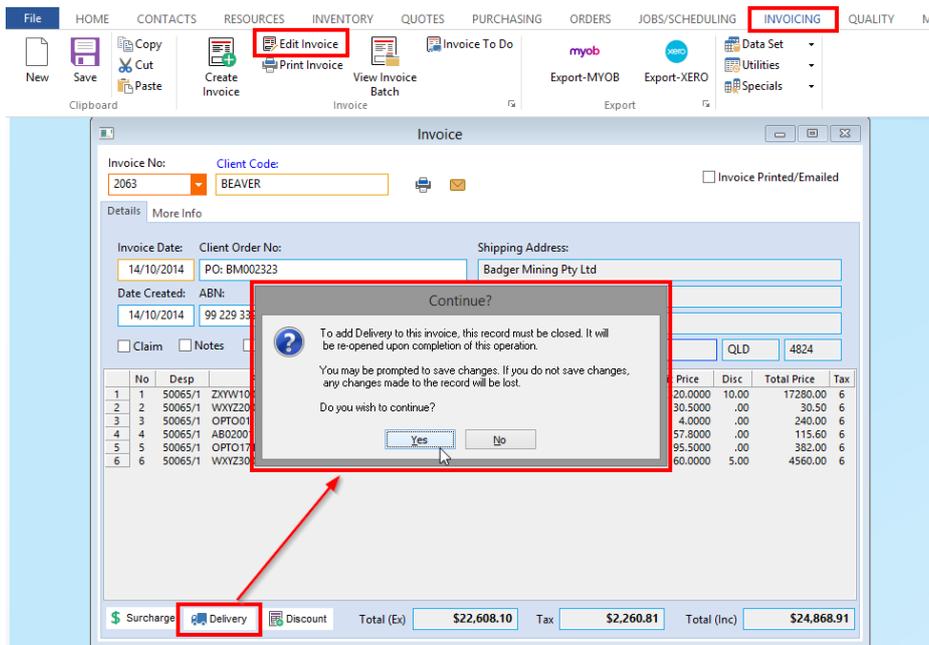
Click on 'Invoicing' on the top Toolbar and select the Invoicing Parameters icon from the bottom of the menu.

The screenshot shows the 'INVOICING' menu in MYOB. The 'INVOICING' menu is highlighted in red. The 'Invoicing Parameters' icon is highlighted in red.

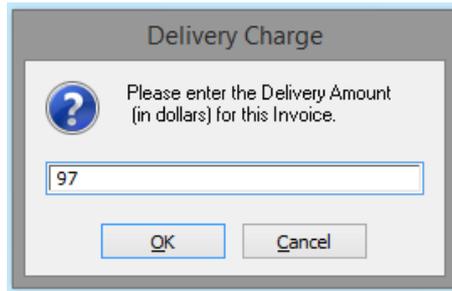
Type the word FREIGHT in the field as shown below and **press <F9>** to save.



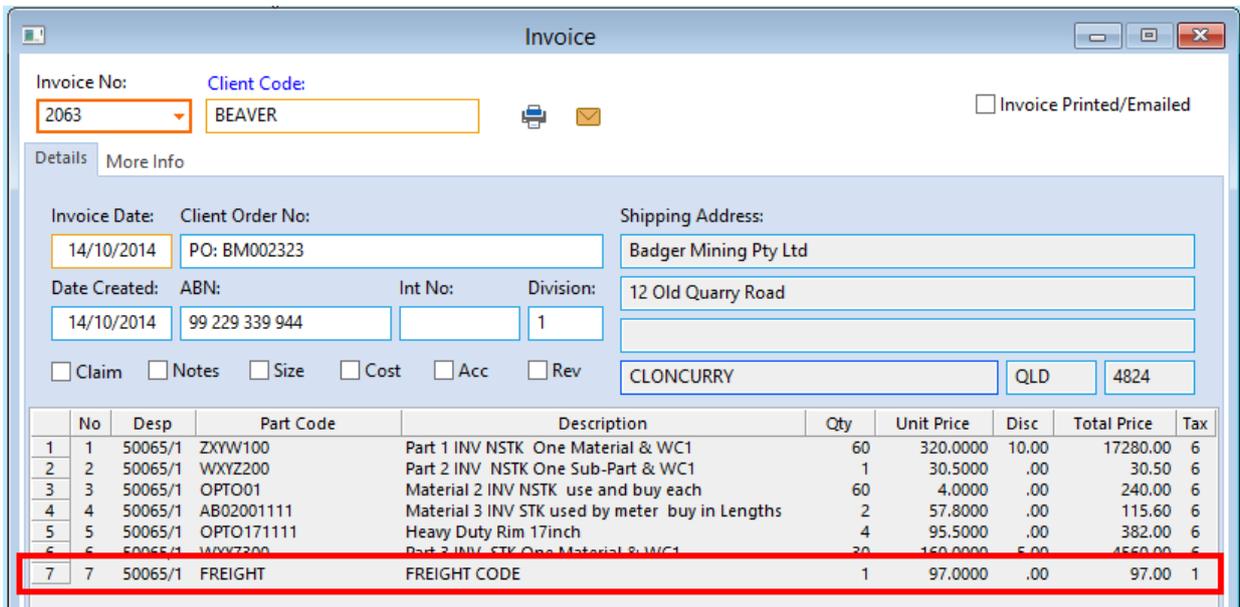
Now when the USER selects the **Delivery** button on an invoice a message pops-up (See below), **click on Yes**. You will then be prompted to save changes to the entry, **click on Yes** again.



The 'Delivery Charge' pane appears, enter the delivery amount (ex GST) and click OK.



The delivery code and amount has been added to the invoice.



Press <F9> to save.