

## How do I Account For Workshop Consumables ?

To charge out the cost of consumables to Customers a Product code should be set up in Infusion or Sprockit as below:

Product Details

WC - Workshop Consumables

☐ This product is inactive

Details

Pricing

Settings

Locations

Custom Fields

Public Notes

Internal Notes

Image

Documents

Suppliers

[Kitsets]

Alternatives

Compatibility

Code

WC

Preferred Supplier

\*\* NONE \*\*

Description

Workshop Consumables

Primary Barcode

Type

\*\* Unassigned \*\*

(Default Item Type Not Set)

Group

\*\* No Group Assigned

Sub Group

\*\* No Sub Group Assigned

Selling Units

Superseded by

Warranty Details

\*\* No Warranty \*\*

Cust.Items Type

\*\* Default Item Type \*\*

Pricing Method

Manual Pricing

Cost Prices - Excluding GST (Per Selling Unit)

Latest Shipping Cost	0.00
Latest Purchase Cost	2.50
Refurbishment Cost	0.00
Latest Landed Cost	2.50
Average Shipping Cost	0.00
Average Purchase Cost	0.00
Average Landed Cost	0.00

EOQ

0.00

Length

0.0000

mtr

Width

0.0000

mtr

Height

0.0000

mtr

Volume

0.0000

m3

Weight

0.0000

Kg

Last Sale

/ /

Last Receipt

/ /

Instock Qty

0.00

Note : The GST Exclusive price will be used by Infusion.

	GST Exclusive	GST Inclusive	Markup %	Margin %
Retail	5.00	5.75	0.00	100.00
Trade	0.00	0.00	0.00	0.00
Reseller	0.00	0.00	0.00	0.00
Commercial	0.00	0.00	0.00	0.00
Staff	0.00	0.00	0.00	0.00

Enquiry

Save

Exit

◀

▶

Product Details

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☐ This product is Inactive

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G/L Linked ID's

Sales G/L	10-1035	▼	Sales - Workshop Consumables
Purchases G/L	10-1035	▼	Sales - Workshop Consumables
Closing Stock G/L	10-2200	▼	Less Closing Inventory

GST Settings

Sell Tax	GST @ 15.00%	▼
Buy Tax	GST @ 15.00%	▼

Job Management Type

Product

▼

Schedule labels when Receiving Purchase Orders based on

Number of Selling units received

▼

☐ Track Quantities

☐ Exempt from Product Labels

☐ Track Sold Serial Numbers

☐ Track Purchased Serial #s

☐ Allow multiple quantities (Serial #s)

☒ Allow Discounts

☒ Use Discount Matrix

☐ Use Dimensions

☐ Exclude from Website

☐ Exclude from Loyalty Scheme

☐ Include in Infusion Mobile

☐ Dont update Sell prices from Pricebook Updates

☐ Trade In

☐ Rateable

☐ Stop ALL Sales

☐ Purchased on Consignment

Save

Exit

◀

▶

By selling this Product code, revenue and costs associated with Workshop Consumables (eg. cleaning, materials etc.) can be tracked.

## Accounting for the cost of the Workshop Consumables

### Taking Stock from the Shop to use in the Workshop

From the Service/Workshop or Jobs screen create a new job called Workshop Consumables. This job can remain open and be invoiced monthly.

NB: set the sell rate to Latest Cost

Product taken from stock during the month to be used in the workshop should be assigned to the job Workshop Consumables.

This job will continue to build up during the month.

At the end of the month an extra line is added to the job coded to the product code created above and set to reverse the total of the job.

Manage Job - 10133

Details

Site Details

Contacts

Instructions

Tech Notes

Invoicing

Custom Fields

Documents

Cust Notes

Schedule

Customer A/c: 2142 **Terms: Day 20 after EOM**

Name: Internal Customer

Address:

NEW ZEALAND

Phone:

Fax:

Mobile:

Email:

Cust.Items ID:

Opened By: STAFF

Assigned To:

Sold By:

Order No.:

Type: Standard Job

Status: Active

Price Level: Latest Cost

On: 07/05/2018

Bin:

Hours:

Project Id:

Start: 07/05/2018

Time:

Duration: 0000:00

Due: 14/05/2018

Time:

Finish:

Time:

Markup %: 0.00

Labour: 0.00

Products: 0.00

Disbursement: 0.00

Suppliers: 0.00

Location: Auckland Title: Workshop Consumables

Date	Code	Description	Qty Sold	Cost (Excl GST)	Sell Rate	Disc %	Extend	A	B
07/05/2018	OIL	5L Oil For Workshop	0.20	20.00	20.00		4.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/05/2018	RAG	Clean up Rag	1.00	2.00	2.00		2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/05/2018	WC	Workshop Consumables	-1.00	6.00	6.00		-6.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
07/05/2018								<input type="checkbox"/>	<input type="checkbox"/>

Quote

Job Card

Invoices

Orders

Reports

Available Qty: \*\*Unknown\*\*

Bin: \*\*Unknown\*\*

(All Locations): \*\*Unknown\*\*

On Order: 0.00

(All Locations): 0.00

Delete Line

Insert Line

Authorise None

Authorise All

New P/Order

Assign Quoted

Job Label

Show Costs/Profit

List Deposit Use

Deposit Used: 0.00

Deposit Balance: 0.00

☐ Recurring

☐ Template

Freight: 0.00

GST Exclusive: 0.00

GST: 0.00

Rounding: 0.00

GST Inclusive: 0.00

(Unbilled and Authorised Costs Only)

Deposit Received: 0.00

Function key list

Save Exit Preview Invoice Now

This will reduce the value of the job to \$0 and the job can be invoiced to commit the costs to the Workshop consumables code.

The invoice may now be posted.

### Ordering stock from a supplier which will be used directly in the Workshop

Stock needed for Workshop Consumables should be ordered on a Purchase order with the Job Number for Workshop Consumables attached. This will bring the item into stock and automatically charge it to the Job for Workshop Consumables at Cost price.