

# Moneyworks Batch Manager

## Setup

- You'll need the script we supplied installed in Moneyworks custom plug-ins and registered.
  - There are [instructions here](#)
- Go to Edit > Document preferences and set the field label for product.custom3 to "Has Batches"
- For each product you want to manage batches, add a "Y" in the product.custom3 field (see image under "Usage" section below)

## Usage

### Receiving goods

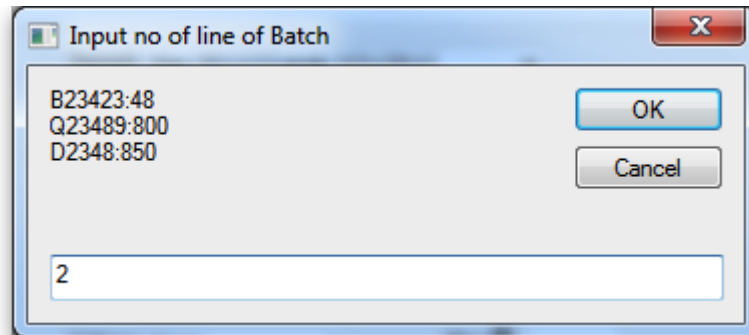
- The script does not add batches as you receive them (the logic being that you don't receive batches nearly as often as you issue them). You need to manually add them to the comment field of the product with the format:

```
batch1:batch1_quantity,batch2:batch2_quantity
```

The screenshot shows the 'Item' form in Moneyworks. The 'Product Code' is 'ZPS2' and the 'Name' is 'Zebranet print server II'. The 'Class' is 'Product'. The 'Categories' field is empty, and the 'Colour' is 'None'. The 'Details' tab is selected, showing 'We Buy This', 'We Sell It', and 'We Stock It' all checked. Under 'Control Accounts', 'Cost-of-Goods Expense Acct' is '2010', 'Income Account when Selling' is '1022', and 'Asset Account for Stock' is '5000'. The 'Purchases- stock' and 'Hardware Sales' fields are empty, and 'Stock On Hand' is also empty. The 'Comment' field contains 'B23423:48,Q23489:800,D2348:850'. The 'Barcode' field is empty. The 'Custom' field is empty. The 'Has Batches' field is 'Y'. The 'Append Salesperson' checkbox is checked. The 'Previous', 'Next', 'Cancel', and 'OK' buttons are visible on the right.

## Issuing goods

- When entering a debtor invoice, type in the product code: if it has been set to use batches, you will be shown a window with the available batches:



- Enter the line number of the batch to issue. In the example shown the user is choosing the 2nd batch.
- The batch will be inserted at the end of the detail line in brackets.

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