

Adding Charges After Receiving

Last Modified on 03/01/2024 10:59 am EST

Adding Charges After Receiving

Starting from a Purchase Order with a Status of Approved and a Receiver has been created.

Purchasing > Purchase Orders > Purchase Order

Created By Edward McDowell 7/6/2022 11:18 AM Modified By Edward McDowell 7/7/2022 8:49 AM

Purchase Order - 10013890 Create PDF Export Status: Approved

General

No. 10013890
Vendor PC Cases R US Change
Date 7/6/2022
Promise Date 7/6/2022
Customer
Account #

Bill Address map
PC CASES R US
123 MAIN ST.
ST. AUGUSTINE, FL 32086

Ship Address map
EDWARDS PCS
456 BROAD ST.
ST. AUGUSTINE, FL
US

Drop Ship Address
Drop Ship

Summary Revision: 1
Total Amount 135.00

Items Details Memo & Internal Notes Custom Dependency Receivers Attachments Open Activities Activity History

NO.	DATE	LOCATION	TOTAL AMOUNT	STATUS	IS RECEIVED	STATUS TYPE	ACTIONS
46	7/7/2022	HIQ	135.00	Received	<input checked="" type="checkbox"/>	Received	<input type="checkbox"/> <input type="checkbox"/>

Total Records: 1

Now you can see the Receiver that was created and has been set to Received

Purchasing > Receivers > Receiver

Created By Edward McDowell 7/7/2022 8:48 AM Modified By Edward McDowell 7/7/2022 8:51 AM

Receiver - 46 Edit ADD COST Create PDF Export Status: Received

General

No. 46
Vendor PC Cases R US
Date 7/7/2022
Expected Date 7/7/2022
PO No. 10013890

Bill Address map
PC CASES R US
123 MAIN ST.
ST. AUGUSTINE, FL 32086

Summary Revision: 1
Subtotal 135.00
Charges 0.00
Total Amount 135.00

Items Details Memo & Instructions Custom Attachments Open Activities Activity History

Name/Number Search Item Scan

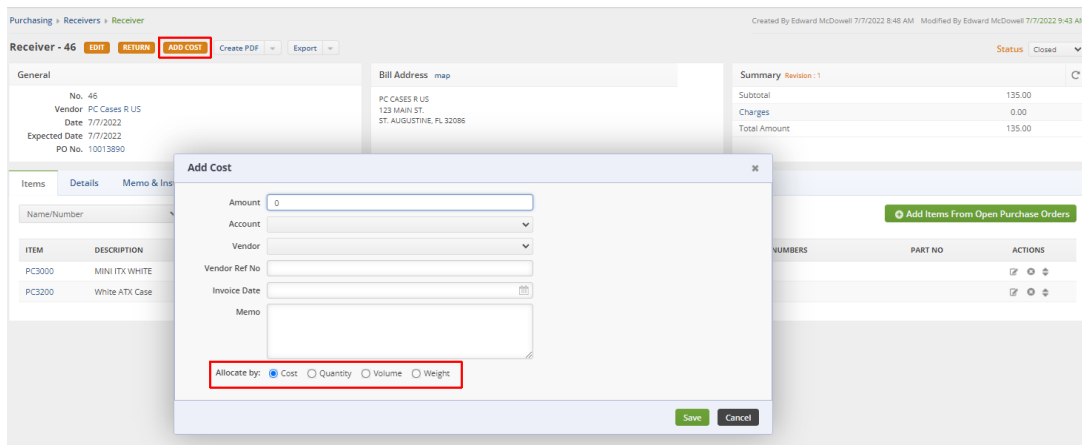
Add Items From Open Purchase Orders

ITEM	DESCRIPTION	QUANTITY	UOM	COST	EXT.	LINKED OPEN QUANTITY	BIN	TRACK LOTS OR SERIAL NUMBERS	PART NO	ACTIONS
PC3000	MINI ITX WHITE	5.00	EA	7.00	35.00	0	<input type="radio"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PC3200	White ATX Case	10.00	EA	10.00	100.00	0	<input type="radio"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Later when the additional Charges need to be added;

- Return to the Receiver
- Click the Add Cost button
- On the Add Cost window enter the following;
 - Amount
 - Account – Select the COGs or Cost Of Goods Sold account
 - Vendor – Selecting a Vendor will allow you to create a separate bill for the additional costs
 - Vendor Ref No – (Optional)
 - Invoice Date – (Optional)
 - Memo – (Optional)

- Allocate by – Select how you want to Allocate the Charges
- Click Save



Shipping, Insurance, Taxes and Duties

If there are charges pertaining to shipping, insurance, taxes or duties that needed to be added the total on the receiver, click the charges link in the summary section. A pop up should appear showing those addition charge options. Enter the amounts into the needed fields and then hit save when done.

