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 Purchase Order - 10013890 Create PDF + Export + Status Approved V Bill Address map Ship Address m No. 10013890 Vendor PC Cases R US Change Date 7/6/2022 Promise Date 7/6/2022 Total Amount 135.00 PC CASES R US 123 MAIN ST. ST. AUGUSTINE. FL 32086 EDWARDS PCS 456 BROAD ST. ST. AUGUSTINE, FL US Customer Account # Drop Ship Address Drop Ship 🔘 Items Details Memo & Internal Notes Custom Dependency Receivers Attachments Open Activities Activity History Receiver * 🖶 🖻 NO. - DATE LOCATION TOTAL AMOUNT STATUS 46 7/7/2022 135.00 Received 2.0 Total Records: 1

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

					7/7/2022 8		
iver - 46	EDIT ADD COST Create PI	DF v Export v				Status	Received
ieral			Bill Address map		Summary Revision : 1		
No. 46			PC CASES R US		Subtotal	135.	00
Vendor PC Cases R US Date 7/7/2022 Expected Date 7/7/2022 PO No. 10013890		123 MAIN ST. ST. AUGUSTINE, FL 32086		Charges	0.0	0	
		ST. AUGUSTINE, FL 32086	ST. AUGUSTINE, PL SZUBB		135.	00	
mr D	ataile Mamo & Instruction	r Curtom Attachmente	Open Activities Activity His	100/			
ms D	Details Memo & Instruction	is Custom Attachments	Open Activities Activity Hist	tory			
		is Custom Attachments	Open Activities Activity Hist	tory		• Add Items From Open Purch	ase Ord
ame/Numb				tory Linked open quantity Bin	TRACK LOTS OR SERIAL NUMBERS		ase Ord
ms D ame/Numb EM	er V St	earch Item	Scan &		TRACK LOTS OR SERIAL NUMBERS	PART NO AC	

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

chasing ► R	eceivers > Receiver			Created By Edward McDowell 7/7/2022 8:4	IS AM Modified By Edward McDowell 7/7/2022 9:43 A
ceiver - 4	6 EDIT RETURN AD	Create PDF 👻 Expor	t v		Status Closed N
ieneral			Bill Address map	Summary Revision : 1	C
	No. 46		PC CASES R US	Subtotal	135.00
	dor PC Cases R US late 7/7/2022		123 MAIN ST. ST. AUGUSTINE, FL 32086	Charges	0.00
	late 7/7/2022		31. House internet	Total Amount	135.00
	No. 10013890				
_		Add Cost		×	
tems	Details Memo & Ins				
		Amount 0			
Name/Nun	iber	Account	~		Add Items From Open Purchase Orders
ITEM	DESCRIPTION	Vendor	~	NUMBERS	PART NO ACTIONS
PC3000	MINI ITX WHITE	Vendor Ref No			Ø 0 ¢
PC3200	White ATX Case	Invoice Date	m)		♂ ○ ≎
		Memo			
		Allocate by: 💽 Cost 🜔) Quantity 🔘 Volume 🔘 Weight		
				Save Cancel	

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 summery section. A pop up should appear showing those addition charge options. Enter the amounts into the needed fields and then hit save when done.

ceiver - 350 EDIT ADD	COST Create PDF 👻 Export 👻			Status Receive
General		Bill Address map	Summary Revision : 1	
No. 350		ABSTERGO INDUSTRIES	Subtotal	640.00
Vendor Abstergo industries Date 3/1/2024		1 RUE DU PETIT CHAMPLAIN QUEBEC CITY, QB	Charges	0.00
Expected Date 3/1/2024	CANADA	Total Amount	640.00	
PO No. 19	Charges		×	
ltems Details Me				
No	Shipping 0.00			
Name/Number	Insurance 0.00			
ITEM	Duty 0.00		MBERS	ACTIONS
09155-BRMPH-24BR-ASS	Other 0.00			₿ Ø \$
09360-00-BRUGR				R 0 \$