# How to Add Other Charge/s in Inventory Receipt

There are a couple of ways on how Other Charges are added to either Inventory Receipt or Voucher based on different scenarios. Here are items we will use in all of the scenarios.

#### This is the item.

Item - Test Non Lotted Item				^	□ ×
New Save Search Delete Undo Duplicate Close					
Details Setup Pricing Stock Factory & Lines Activities	Attachments Audit Log				
Item No * Test Non Lotted Item	Status Active		Inv. Valuation	Item Level	
Item Type Inventory	<ul> <li>Commodity</li> <li>Test C</li> </ul>	Iorn 🕚	Brand		~
Short Name	Category Grains	5	Model No		
Description * Test Non Lotted Item	Lot Tracking No		Manufacturer		~
				Use Weigh	n Scales
Unit of Measure					
+ Insert X Remove Export + III View + Filter (F3)					K 7 2 3
Unit * Unit Qty Short UPC UP	C Code	Stock Unit	Allow Purchase	Allow Sale	Max Qty
Пь 1.00		$\checkmark$	$\checkmark$	$\checkmark$	0.00
10 lb bag 10.00			$\checkmark$	>	0.00
50 lb bag 50.00			$\checkmark$	$\checkmark$	0.00
КG 2.20462			$\checkmark$	$\checkmark$	0.00
0.00					0.00

	item - Test Non Lotted item ^ 🗖	×
I	New Save Search Delete Undo Duplicate Close	
	Details Setup Pricing Stock Factory & Lines Activities Attachments Audit Log	
-	Export * 🗄 View * Filter (F3)	К.Я. К.У.
Î	Location* Last Cost Standard Cost* Average Cost Pricing Method* Amount/Percent Retail Price* I	<b>MSRP</b>
Ē	✓ 0001-Fort Wayne 10 10 0.00 Markup Standard Cost 40.00 14.00	0.00
i	0 0 0.00 0.00	0.00
l		
'		
1		
ñ 		
3		
ł	Pricing Level Promotional Pricing	
ł	+ Insert X Remove Export + III View + Filter (F3)	R N
ï	Location <sup>*</sup> Price Level <sup>*</sup> UOM <sup>*</sup> UPC Min Qty Max Qty Pricing Method <sup>*</sup> Currency Amount/Percent Re	tail Pric
1	0.00 0.00 0.00	
١		

This is the Other Charge item.

Item - Test Other Charge Item				^	□ ×
New Save Search Delete Undo Duplicate Close					
Details Setup Pricing Activities Attachments Audit Log					
Item No * Test Other Charge Item	Status	Active	v Inv. Valuatio	n Item Level	
Item Type Other Charge 🗸	Commodity	Test Corn	v Brand		
Short Name	Category	Other Charges	<ul> <li>Model No</li> </ul>		
Description * Test Other Charge Item	Lot Tracking	No	Manufacture	er	
				Use Weig	gh Scales
Unit of Measure					
+ Insert × Remove Export • 🔠 View • Filter (F3)					К.Я. И У
Unit*			Unit Qty	Allow Purchase	Allow Sale
ы			1.00	$\checkmark$	$\checkmark$
10 lb bag			10.00	$\checkmark$	$\checkmark$
50 lb bag			50.00	$\checkmark$	1
К			2.20462	$\checkmark$	>
			0.00		

# These are accounts setup for the Other Charge item.

Category - Other Charges		^ □ ×
New Save Search Delete Undo Duplicate Clo	se	
Detail GL Accounts Point of Sale Vendor Catego	ory Xref Manufacturing	
+ Add Required 🗙 Remove Export • 🔡 View •	Filter (F3)	ע א ציא
Account Category*	Account Id*	Description
AP Clearing	21000-0001-000	Pending Accounts Payable - Fort Wayne - Admin
Other Charge Income	49000-0000-000	Other Income - Home office - Admin
Other Charge Expense	99998-0001-000	Other Expenses - Fort Wayne - Admin
Sales Account	40000-0000-001	Sales - Home office - Grains

This scenario should not be allowed since Price = checked and Accrue = checked for receipt vendor is same as cost did not occur.

1. Create Inventory Receipt. Select an item.

etails Charges & In	voice Incoming Inspection	EDI Activities	Attachments P	ost Preview Post I	History Audit Log					
der Type *	Source Type	Vendor *		Ship From		Location (Ship T	0)	Receip	ot Date * Currency	Receipt No
rect	<ul> <li>None</li> </ul>	ABC Trucking (e	dited) Q	Office	~	0001-Fort Wayr	e	~ 01/29	9/2018 🔲 USD 🔻	<ul> <li>Created on Save</li> </ul>
L No		Receiver		~	Freight Terms			~ Shif	t Number	
ndor Ref No		Ship Via		~	FOB Point			Last	Free Whse Date	
arehouse Ref No					Vessel					
ems + Insert )	K Remove 🗋 Quality 🗋	View Tax Details Ex	port • 🔠 View •	Filter (F3)				5.7 2.3	Summary	
Item No.*	Description Char	rges Link Receipt (	Qty* Currency U	Init Cost	Cost UOM	Gross/Net	Gross	Net	Gross Wgt.	100
Test Non Lotte	Test Non Lotted Item		100 /b USD	10	lb	lb	100.00	100	Lot Gross Wgt.	C
			0	0			0.00	0	Gross Diff	100
									Not Wat	100
									liver vige.	100
									Loc Net Wgt.	(
									Net Diff	100
									Gain/Loss:	(
									Gain/Loss (%):	0.0
									Sub Total	1,00
									Tax	

- 2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:
  - a. Inventory Cost is unchecked
  - b. Accrue checkbox is checked and vendor selected is the same vendor where the item will be coming from.
    c. Price is checked
- 3. Save or click Recap or Receive toolbar button. The Price field will show a red border. Hover on that field and it will tell you that: The <Other Charge> is both a payable and deductible to the Voucher of the same vendor. Please correct the Price checkbox.

Inventory Receipt -							×	
Details Charges & Invoice Incom	g Inspection EDI Activities Attachments Post Pro	ew Post History Audit Log						
Charges + Insert X Remove	Calculate 👘 Update Cost from Contract 🏳 View Tax	etails Export • III View • Filter (F3)					53	
ges Link On Cost Cost Method®	Cost Currency Forex Rate Type Forex Ra	Quantity Rate UOM	Amount Accrue	Vendor Inve	ntory Cost Allocate Cost By	Price Down	Tax G	Gross
Per Unit	USD	0.15 lb	0.00 🖌	ABC Trucking (	Unit	~		100.00
		0.00	0.00	Test Other Charge Item	n is both a payable and deductib	le to the bill o	of the sam	me vendor.
			l	Please correct the accr	ue or price checkbox.			
								0.00
								0.00
								0.00
								0.00
								1.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
4							•	0.00

The following will detail Other Charge added as Other Expense to the item purchased and be payable to the Vendor where item is purchased.

1. Create Inventory Receipt. Select an item.

Details Charges &	Invoice Incoming Inspecti	on EDI A	ctivities Attac	hments Po	st Preview Pos	History Audit Lo	5				
Order Type *	Source Type	Vendor	*		Ship From		Location (Ship T	·o)	Recei	pt Date * Currency	Receipt No
Direct	✓ None	ABC Tr	ucking (edited)	С,	Office	~	0001-Fort Way	ne	~ 01/29	9/2018 🔲 USD ~	Created on Save
JOL No		F	Receiver			<ul> <li>Freight Terms</li> </ul>			v Shif	t Number	
endor Ref No		5	Ship Via			<ul> <li>FOB Point</li> </ul>			Last	Free Whse Date	
/arehouse Ref No						Vessel					
Items + Insert	× Remove 🗋 Quality	<sup>7</sup> ) View Tax De	tails Export •	III View •	Filter (F3)				58	Summary	
Item No.*	Description C	harges Link	Receipt Qty*	Currency Un	it Cost	Cost UOM	Gross/Net	Gross	Net	Gross Wgt.	100
Test Non Lotte	Test Non Lotted Item		100 <i>lb</i>	USD	1	l lb	lb	100.00	100	Lot Gross Wgt.	(
1			0		(			0.00	0	Gross Diff	100
										Net Wgt.	10
										Lot Net Wgt.	
										Net Diff	10
										Gain/Loss:	
										Gain/Loss (%):	0.0
										Sub Total	1.00
										Tax	1,00

- 2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:
  - a. Inventory Cost is unchecked
    - b. Accrue checkbox is checked and vendor selected is the same vendor where the item will be coming from.

## c. Price Down is unchecked

Inventory Receipt -												
New Save Search Delete Undo Print Po												
Details Charges & Invoice Incoming Inspectio	on EDI Activities Attachme	ts Post Preview Post Histo	ry Audit Log									
Charges + Insert × Remove √x Calculate	e 👘 Update Cost from Contract	View Tax Details Export •	III View • P	liter (F3)								
Other Charges * Charges Link On Cost	Cost Method Cost Currency	Forex Rate Type	Forex Rate	Quantity	Rate	UOM	Amount	Accrue	Vendor	Inventory Cost	Allocate Cost By	Price Down
Test Other Cha	Per Unit USD				0.15	Ib	0.00	~	ABC Trucking (		Unit	
					0.00		0.00					

### 3. Click Post Preview. GL Entries should look like this.

inventory Receipe -	1020					
New Save Search	Delete Undo Print Post Vendor C	lose				
Details Charges &	Invoice Incoming Inspection EDI Act	ivities Attachments Post	Preview Post History	Audit Log		
Export • 88 View •	Filter (F3)					
Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
99998-0001-000	Other Expenses - Fort Wayne - Admin	Other Expenses	15.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables	0.00	15.00	0.000	0.000
16000-0001-000	Inventories - Fort Wayne - Admin	Inventories	1,000.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables	0.00	1,000.00	0.000	0.000

4. Post Inventory receipt. Go back to details tab, other charge should be included in the total of the receipt.

Order Type +	Source Tupe		Vendor +			Chin	From		Location	(Shin To)		Per	aint Date +	Currence	Peceint No.
Direct	None		ABC Truc	king (edited	i)	Offi	ce		0001-For	t Wayne		01	/29/2018	USD	IR-1028
BOL No /endor Ref No Narehouse Ref No				Receiver Ship Via	irelyadmin			Freight Terms FOB Point Vessel				Shift Last	t Number Free Whse Date		
Items 🗋 View Tax	Details Export • 🔠 \	New • Filter	(F3)									6.7 63	Summary		
Item No.*	Description	Charges Link	Receipt	Qty* Cu	rrency Unit	Cost	Cost UOM	Gross/Net	Gross	Net	Line Total	Tax Group	Gross Wgt.		100.00
Test Non Lotte	Test Non Lotted Item			100 /b US	D	10	lb	lb	100.00	100	1,000.00		Lot Gross W	gt.	0.00
				0		0			0.00	0	0.00		Gross Diff		100.00
													Net Wat		100.00
													Lot Net Wat		100.00
													Net Diff		0.00
													ince bin		100.00
													Gain/Loss:		0.00
													Gain/Loss (9	6):	0.00%
													Sub Total		1,000.00
													Tax	_	0.00
													Charges		15.00

5. Click Voucher Button to create voucher. This message will be shown.



6. Click Yes. Voucher will be created.

Details Pr	repaid an	d Debit memos	Additional Info	Post Preview	Attachme	nts Activit	ies Audit Lo	g Approval								
Гуре	*	Voucher			Post Date	01/29/201	8		Contact	Bob Smith			- Voud	ther No	BL-21254	
endor	* /	ABC Trucking (edit	ted)		Terms	Net 15		~	Ship From	* Office			AP A	ccount	* 20013-000	01-004
voice No					Due Date	02/13/201	8		Ship To	+ 0001-Fort W	/ayne		~ With	held Amou	nt	(
voice Date	e (	01/29/2018	🖂 Recur		Reference				Location	+ 0001-Fort W	/ayne		- Curr	ency	+ USD	
eck Comm	ments				Ship Via			~	Pay To				- Orde	ered By	irelyadmir	n
- Insert	D Once	D Tay Details	X Remove	D. Get previou	e detaile Ev	nort •	lew - Filter	(E3)								
Item N	No.	Description	Misc Descri	ption UOM	s details Ex	Ordered	Billed	Currency Ur	nit Co	st Cost UO!	d Gross/Net U	OM Net	Weight	Discount	Location	Tax Group
Test No	ion Lotte			Ib		100	100	USD		0.00 lb	ь		100.00	094		
													100.00	070		
Test O	Other Cha.	Test Other Cha.		lb		100	100	USD	1	0.15 lb			0.00	0%		
Test Ot	Other Cha.	Test Other Cha.		lb		100	100	USD	1	0.15 lb			0.00	0%		
Test Or	0ther Cha.	Test Other Cha.		lb		100	100	USD		0.15 Ib	5.0	total	0.00	0%		100
Test Of	4242 Fil Fort Wa United	Test Other Cha.		Ib		100	Remarks	USD		0.15 Ib	Sut	total	0.00	0%		1,01
Test Of	4242 Fi Fort Wa United 1	Test Other Cha. lagstaff Cy syne, IN 46815 States		lb		100	Remarks	USD		0.15 Ib	Sub Tax Tot	total	0.00	0%		1,01
Test O	4242 Fil Fort Wa United	Test Other Cha. Ingstaff Cv ayne, IN 46815 States		lb		100	100 Remarks	USD		0.15 Ib	Sub Tex Tot	total al punt Paid:	0.00	0%		1,01

Click post preview tab, this voucher will record the Other Charges incurred in bringing the item to the company location. The amount of the Other Charge plus the amount credited to AP Clearing account from the Inventory Receipt is summed up and is passed to Accounts Payable.

		, nee meening	A(concea) DE E										
New S		Delete Undo					Debit Memo	Add Payables	Email Recu	rring Export I	Import Close		
Details	Prepaid an	d Debit memos	Additional Info	Post Previe	Attachments	Activities	Audit Log	Approval					
Export	- BB View -	Filter (F3)											
Account	it ID	Description		A	ccount Group		Deb	it	Credit	C	Debit Unit	Credit Unit	
20013-	0001-004	Accounts Payable	e-Fort Wayne-Petro	D P	ayables		C	.00	1,000.00		0.000	100.000	
20013-	0001-004	Accounts Payable	e-Fort Wayne-Petro	D P	ayables		c	.00	15.00		0.000	100.000	
21000-	0001-000	Pending Accounts Payable - Fort Wayne - A			. Other Payables		1,000	.00	0.00		100.000	0.000	
21000-	0001-000	Pending Account	s Payable - Fort W	ayne - A C	ther Payables		15	.00	0.00		100.000	0.000	

8. Click Post button to post the voucher.

The following will detail Other Charge added to the Item Cost and is payable to the Vendor where item is purchased.

1. Create Inventory Receipt. Select an item.

Charges of	Invoice Incoming Inspectio	n EDI A	Activities Attach	ments Po	ost Preview Post I	listory Audit Lo	5				
Order Type *	Source Type	Vendor	•		Ship From		Location (Ship T	o)	Recei	pt Date * Currency	Receipt No
Direct	✓ None	ABC Tr	rucking (edited)	Q,	Office	~	0001-Fort Way	ne	~ 01/2	9/2018 🔲 USD ~	Created on Save
OL No		F	Receiver		~	Freight Terms			v Shit	t Number	
ndor Ref No			Ship Via		~	FOB Point			Las	Free Whse Date	
arehouse Ref No						Vessel					
ems + lasart	X Remove D Quality D	New Tex De	ataile Evoort e	DD Views	Eilter (E3)				6.2	Summary	
Item No.*	Description Ch	arges Link	Receipt Oty*	Currency Ur	nit Cost	Cost UOM	Gross/Net	Gross	Net	Gross Wgt.	
Test Non Lotte	Test Non Lotted Item		100 <i>lb</i>	USD	10	lb	lb	100.00	100	Lot Gross Wgt.	
1			0		0			0.00	0	Gross Diff	10
										Net Wgt.	10
										Lot Net Wgt.	
										Net Diff	1
										Gain/Loss:	
										Gain/Loss: Gain/Loss (%):	0
										Gain/Loss: Gain/Loss (%): Sub Total	0
										Gain/Loss: Gain/Loss (%): Sub Total Tax	0

2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:

a. Inventory Cost is checked

b. Accrue checkbox is checked and vendor selected is the same vendor where the item will be coming from.

c. Price is unchecked

Inv	entory Receipt - IR-1	1029														
Ne	w Save Search Di		Print Unp	oost Voucher F	leturn Vendor (	llose										
D	etails Charges & Invo	oice Incomir	ng Inspection	e EDI Activiti	es Attachments	Unpost Preview	Post Histo	ry Audit L	og							
C	harges 💮 Update C	Lost from Contro	act 🗋 Vie	w Tax Details Ex	port • 🔠 View •	Filter (F3)										К.Я. 21 Ч
	Other Charges*	Charges Link	On Cost	Cost Method*	Cost Currency	Forex Rate Type		Forex Rate		Quantity	Rate	UOM	Amount	Accrue	Vendor	r
E C	Test Other Cha			Per Unit	USD					100.00	0.	1 lb	10.00		ABC Tri	ucking
											0.		0.00			
											0.	2	0.00			

- 3. Click Post Preview Tab, posting Inventory Receipt with this scenario will add the Other Charge to the item cost. Notice from the Item cost of 100.00, it went up to 110.00, 10.00 being the Other Charge added to the item cost.
- 4. Post the Inventory Receipt and process it to Voucher by clicking the Voucher toolbar button.

Inventory Receipt - I	IR-1029						
New Save Search	Delete Undo Print Post Vendor C	lose					
Details Charges &	Invoice Incoming Inspection EDI Act	ivities Attachments	Post Preview	Post History	Audit Log		
Export • 🔠 View •	Filter (F3)						
Account ID	Description	Account Group		Debit	Credit	Debit Unit	Credit Unit
16000-0001-000	Inventories - Fort Wayne - Admin	Inventories		10.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables		0.00	10.00	0.000	0.000
16000-0001-000	Inventories - Fort Wayne - Admin	Inventories		1,000.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables		0.00	1,000.00	0.000	0.000

5. Click Voucher Button to create voucher. This message will be shown.



6. This is the Voucher created. Notice that the Other Charge is added as a separate line to record the Other Charge incurred.

Voucher - 00	01005057	- ABC Truckir	ng (edited) - BL-2	21255																	×
		Delete Undo					werse Det		Add Pay	yables		Rec	urring Ex	port Impo							
Details Pr	repaid and	Debit memos	Additional Info	Post Preview	Attachme	nts A	ctivities /	Audit Log	Approv	val											
Туре	• V	oucher			Post Date	01/29/	/2018			🗉 C	Iontact	E	Bob Smith			~	Vouche	r No	BL-2125	5	
Vendor	* A	BC Trucking (e	dited)		Terms 🚽	Net 15	5			~ S	ihip From	* (	Office			~	AP Acco	ount	* 20013-0	001-004	Q
Invoice No					Due Date	02/13/	2018			🗉 S	ihip To	* (	0001-Fort V	Vayne		~	Withhe	ld Amount			0.00
Invoice Date	0	1/29/2018	🗉 Recur		Reference					L	ocation	* 0	0001-Fort V	Vayne		~	Curren	y	+ USD		~
Check Comn	nents				Ship Via					~ P	Pay To					~	Ordere	d By	irelyadm	iin	Q
+ Incort	D Occo	P) Tax Details	- V Romour	D. Get provide	e docaile . Ev	nort e	00 Monue	Eiltor /F	·21												5.2
Item No.	D	escription	Misc Description		Ore	iered	Billed	i Curr	rency Unit		Cost	0	ost UOM	Gross/Ne	et UOM	Net Weig	nt Disco	unt Loca	tion	Tax Group	6.2
Test Non Lo	otte Te	est Non Lotte		Ib		100	1	00 USD			10.00	Ib		Ib		100.0	0	0%			
Test Other	Cha Te	est Other Cha		lb		100	1	00 USD			0.10	Ib				0.0	0	0%			
4																					)
Ship From	4242 Fla Fort Way	gstaff Cv vne. IN 46815					Re	marks							Subt	otal					1,010.00
	United S	tates													Tax						0.00
															Total	unt Daid:					1,010.00
Ship To	4242 Fla	gstaff Cove													Amo	unt Paid:					0.00
	United S	tates													Term	ant ode. Is Discount				0.00	Override
															Due	If Paid By:					1,010.00
? 🖨 🖓	1.47s	Ready															< Pag	e	1 of 1	N N C	Refrest

7. Posting this voicher will record the Other Charges incurred in bringing the item to the company location. The amount of the Other Charge plus the amount credited to AP Clearing account from the Inventory Receipt is summed up and is passed to Accounts Payable. Voucher - 0001 57 - ABC Trucking (edited) - BL-21255

New Save Search	Delete Undo Print Duplicate Pos		se Debit Merno Add	Payables Email Recu	rring Export Import Clo:	5e
Details Prepaid an	d Debit memos Additional Info Post	Preview Attachments Activi	ities Audit Log App	proval		
Export • 🔠 View •	Filter (F3)					
Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
20013-0001-004	Accounts Payable-Fort Wayne-Petro	Payables	0.00	1,000.00	0.000	100.000
20013-0001-004	Accounts Payable-Fort Wayne-Petro	Payables	0.00	10.00	0.000	100.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables	1,000.00	0.00	100.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables	10.00	0.00	100.000	0.000

8. Post the voucher..

To further explain what happens to the Item cost since Other Charge is added to the Item Cost, open the Item record from the Voucher screen. The Last Cost as well as the Average Cost is updated with the new cost.

- 9. Example: Item Cost = Inventory @ 110.00 / Qty received and Vouchered of 10
  - = 110.00/10 = 11.00

The following will detail Other Charge recorded as other charge and is payable to another vendor (not the vendor where the item is purchased).

1	Croate	Invontory	/ Pocoint	Soloct a	n itom
	Cieale	mentory	/ πεσειρι.	oelect a	

	Invoice Incoming Inspection	EDI	Activities At	tachments	Post Preview	Post His	tory Audit Log					
rder Type *	Source Type	Ven	dor *		Ship Fro	m		Location (S	hip To)	Rec	elpt Date * Currency	Receipt No
Direct	✓ None	ABO	C Trucking (edite	ed)	Q Office		~	0001-Fort	Wayne	~ 01/	/29/2018 🗏 USD	<ul> <li>Created on Save</li> </ul>
DL No			Receiver			~	Freight Terms			~ St	hift Number	
ndor Ref No			Ship Via			~	FOB Point			La	ast Free Whse Date	
arehouse Ref No							Vessel					
ems + Insert	X Remove D Quality	View Tax	Details Export	· B View	Filter (F3)					53	Summary	
Item No.*	Description Cha	rges Link	Receipt Qty*	Currency	Unit	Cost	Cost UOM	Gross/Net	Gross	Net	Gross Wgt.	100.
Test Non Lotte	Test Non Lotted Item		100	Ib USD		10 1		ь	100.00	100	Lot Gross Wgt.	0
]				0		0.0			0.00	0	Gross Diff	100
											Net Wgt.	100
											Lot Net Wgt.	0
											Net Diff	100
											Calo/Loss:	
											Gain/Loss (%):	0.
											Com # 2000 (10).	0.0
											Sub Total	1.000
											Tax	0.

- 2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:
  - a. Inventory Cost is unchecked

b. Accrue checkbox is checked and vendor selected is another vendor (third-party vendor).

# c. Price is checked

Inventory Receipt - IR-1030							
New Save Search Delete Undo Print Post Vendor							
Details Charges & Invoice Incoming Inspection EDI Ac	vities Attachments Post Preview Post Histo	ory Audit Log					
Charges + Insert X Remove $\sqrt{x}$ Calculate 🖽 Update	iost from Contract 📄 View Tax Details Export •	El View • Filter (F3)					25
Other Charges* Charges Link On Cost Cost Method	Cost Currency Forex Rate Type	Forex Rate Quantity	Rate UOM	Amount Accru	e Vendor In	nventory Cost Allocate Cost By	Price Down
Test Other Cha Percentage	USD	1.00	10	100.00 🗹	Adept	Unit	2
			0	0.00			

3. Click Post Preview Tab. GL entries should look like this.

Inventory Receipt -	IR-1030							
New Save Search	Delete Undo Print Post V	Vendor Cl	lose					
Details Charges &	Invoice Incoming Inspection	EDI Activ	vities Attachments	Post Preview	Post History	Audit Log		
Export • 🔠 View •	Filter (F3)							
Account ID	Description		Account Group		Debit	Credit	Debit Unit	Credit Unit
99998-0001-000	Other Expenses - Fort Wayne - Adr	min	Other Expenses		100.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort W	Vayne - A	Other Payables		0.00	100.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort W	Vayne - A	Other Payables		100.00	0.00	0.000	0.000
99998-0001-000	Other Expenses - Fort Wayne - Adr	min	Other Expenses		0.00	100.00	0.000	0.000
16000-0001-000	Inventories - Fort Wayne - Admin		Inventories		1,000.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort W	Vayne - A	Other Payables		0.00	1,000.00	0.000	0.000

# 4. Post the Inventory Receipt and process it to voucher by clicking Voucher button.

	voice Incoming Inspe	action EDI	Activities	Attachments	Unpost Preview	Post History	/ Audit Log								
r Type *	Source Typ	e	Vendor *			Ship Fr	om		Location (Sh	nip To)		Re	ceipt Date *	Currency	Receipt No
	None		ABC Tru	king (edited)		Office			0001-Fort V	Vayne			1/29/2018	USD	IR-1030
, [				Receiver	irelyadmin			Freight Terms				Shift	Number		
Ref No				Ship Via				FOB Point				Last	Free Whse Date		
use Ref No								Vessel							
🗅 View Tax D	Details Export • 88 \	/iew + Filter (	(F3)									55	Summary		
m No.*	Description	Charges Link	Receipt Q	ty* Curren	ncy Unit C	ost Cost UC	OM Gross	Net Gross	Net	Line Total	Tax Group		Gross Wgt.		
t Non Lotte	Test Non Lotted Item		1	00 /b USD		10 lb	Ib	100.0	100	1,000.00			Lot Gross W	gt.	
				0		0		0.0	0 0	0.00			Gross Diff		
													and the second second		
													Net wgt.		
													Lot Net Wgt		
													Net Wgt. Lot Net Wgt Net Diff		
													Net Wgt. Lot Net Wgt Net Diff Gain/Loss:		
													Net Wgt. Lot Net Wgt Net Diff Gain/Loss: Gain/Loss (5	6):	
													Net Wgt. Lot Net Wgt Net Diff Gain/Loss: Gain/Loss ( Sub Total	6):	
													Net Wgt. Lot Net Wgt Net Diff Gain/Loss: Gain/Loss (5 Sub Total Tax	6):	
													Net Wgt. Lot Net Wgt Gein/Loss: Gein/Loss ( Sub Total Tax Charges	6):	

5. This is the Vocher created. Notice that only the item purchased is added in the grid. This is because the Other Charge is charged by a third party vendor.

Voucher - 00	0100505	7 - ABC Tru	ucking (e	dited) - BL-212	59															^ =	1 ×
New Save	Search	Delete U	Jndo P	rint Duplicate	Post Pay	y Refi	und Void I	Reverse <b>De</b>	bit Merno Ad	id Payab	l <b>es</b> Email	Recurring	Εφ	oort Import C	lose						
Details P	repaid an	d Debit men	nos A	dditional Info P	ost Preview	w At	tachments	Activities	Audit Log A	pproval											
Туре	*	Voucher					Post Date	01/30/201	8		0	Contact		Bob Smith			~	Voucher No	BL-21	259	
Vendor	•	ABC Trucki	ng (edite	d)			Terms	• Net 15			`	Ship From	-	Office			~	AP Account	• 20013	-0001-004	a
Invoice No							Due Date	02/14/201	8		0	Ship To		0001-Fort Wayn	ne -		~	Withheld Am	ount		0.000000
Invoice Date	e [	01/30/2018		Recur			Reference					Location	•	0001-Fort Wayn	ne -		~	Currency	+ USD		~
Check Comr	ments						Ship Via				~	Pay To					~	Ordered By	irelya	dmin	Q
also la secon	Ph One	Ditar	Assails	V Remove D	Cas ana ini		in Europe	00.15444	Eiter (E3)												6,7
1 112411	Orde	red	Billed	Currency Unit	C	lost	Cost UOM	Gross/Net L	JOM Net W	Veight	Discount	Location		Tax Group		Tax	Subtotal	Total	Account ID	Account Desc	ription
		100	100	USD .	1	10.00	lb	lb	1	00.00	0%			IN		0.00	1.000.00	1.000.00	20023-0001-0	04 AP Clearing-Fo	et W
				1150	10	0.00				0.00	096					0.00	-100.00	-100.00	21000-0001-0	00 Reading Assou	
					10					0.00					-	0.00			21000-0001-0		
				050	10	0.00				0.00	0%					0.00	100.00	100.00	21000-0001-0	UU Pending Accou	ints
4	4242.51	and all Ou														- [			-		
Ship From	Fort Wa	ayne, IN 468	815						Re	emarks							ouototal				1,000.00
	onited	JUDIES															Total				1,000,00
																	Amount Pai	t:			
Ship To	4242 Fl Fort Wa	agstaff Cov syne, IN 468	e 815														Amount Du	e:			1,000.00
	United	States														1	Ferms Disco	unt		0.00	Overrid
																	Due If Paid	By:			

6. Post the Voucher.

7. To record the Other Charge, create a new Voucher and select the third-party vendor. This is the Vendor selected in the Inventory Receipt > Charges and Invoice tab > Vendor (field next to Accrue checkbox).

Inventory	Receipt - IR-1028										^
New Sav	e <b>Search</b> Deleb	e Undo Print Unpost	Voucher Retu	rn Vendor Clos	ie .						
Details	Charges & Invoice	Incoming Inspection E	DI Activities	Attachments	Unpost Preview	Post History	Audit Log				
Charges	🗊 Update Cost	from Contract 📄 View Tax	Details Export	• BB View • F	ilter (F3)						К.Я. И Ч
thod*	Cost Currency	Forex Rate Type	Forex Rate	Quantity	Rate	UOM	Amour	nt Accrue	Vendor	Inventory Cost	Allocate
age	USD			1.00	10.0	5	100.000	000	Adept		Unit
					0.0	2	0.000	000			

8. Go to Purcahasing AP>Vouchers>New. Select Voucher as type then enter third party vendor in vendor field.

Details Prepaid a	nd Debit memos 🛛 A	dditional Info Po	st Preview Attac	thments Ac	tivities Audit Log	Approval								
Туре 🔸	Voucher		✓ Po:	st Date 01/	30/2018		Contact	Kris Helms		~	Voucher No	C	reated On Save	
Vendor +	Adept		Q, Ter	rms + 7 d	ays after delivery	~	Ship From	* Flagstaff		~	AP Account	* 2	0013-0001-004	Q,
Invoice No	test12345		Du	e Date 02/	06/2018		Ship To	+ 0001-Fort Ways	ne	~	Withheld An	nount		0.000000
Invoice Date	01/30/2018	Recur	Ret	ference			Location	+ 0001-Fort Way	ne	~	Currency	+ L	ISD	~
Check Comments			Shi	ip Via		~	Pay To	Windmill		~	Ordered By	i	relyadmin	Q,
+ Insert 🗋 Ope	n 🗋 Tax Details	X Remove 🗅 G	et previous details	Export •	B View • Filter (F3)									5.7 2.9
Load #	Contract	Contract Seq	PO#	Item No.	Description	Mis	c Description	UOM	Ordered	Billed	Cost	Cost UON	Gross/Net UOM	Net Wei

9. Click Add Payables. Add payable screen will open. Select the correspoding receipt then click Add button.

Details Prepaid and Debit	memos Additional Info	Post Preview	Attachments Acti	vities Audit Log	Approval									
Type + Vouche	r	~	Post Date 01/3	0/2018		Contact k	(ris Helms		~	Voucher	No	Creat	ed On Save	
Vendor + Adept		Q,	Terms + 7 da	ys after delivery	~	Ship From + F	lagstaff		~	AP Accou	int y	20013	3-0001-004	Q,
Invoice No test12	45		Due Date 02/0	6/2018		Ship To 🔸 🛛	001-Fort Wavne		~	Withheld	Amount		(	0.000000
Invoice Date 01/30/2	Add Payables									× ency		USD		~
Check Comments	Add Close									red	Ву	irelya	idmin	Q,
- Insert D Onen D 1	Details													6.2
Load # Con	v Vendor ID 000100	5076			Company	Adent				Cost	Cost U	ом	Gross/Net UOM	Net Wei
	Export * 38 View *	Filter (F3)								5.7				
	Source Number	Currency	Ship To Location	Cost Currency	Contract	Contract Seq	P.O.	Scale	Date					
	✓ IR-1028	USD	0001-Fort Wayne	USD					01/30/	2 ^				
	IR-983	USD	0001-Fort Wayne	USD	3383	1		673	12/13/	2				
	IR-746	USD	0001-Fort Wayne	USD	3147	1		1020	09/29/	2				
	IR-549	USD	0001-Fort Wayne	USD					06/06/	2				
	IR-541	USD	0001-Fort Wayne	USD				394	05/19/	2				
	IR-541	USD	0001-Fort Wayne	USD				394	05/19/	2				
	IR-506	USD	0001-Fort Wayne	USD	310	1		363	05/02/	2				
	IR-497	USD	0001-Fort Wayne	USD				357	04/27/	2				
4	IR-496	USD	0001-Fort Wayne	USD				356	04/26/	2				÷.
Ship From 4242 Flagstaff	C									. *				0.00
United States	2 (D) () 1 Dec	du.												0.00
	т 🥪 🗸 кеа	uy												0.00

10. The Other Charge is added in the Item grid. On this Voucher is where the Other Charge is recorded.

ew Save Search Delete Undo Details Prepaid and Debit memos ype * Voucher endor * Adept hvolce No wolce Deate 01/30/2018	Print Duplicate Post Additional Info Post P	Pay Refund review Attachr	Void Reve ments Acti Date 01/3	rise Debit Memo Ad vities Audit Log A	id Payables	Email <b>Recu</b>	rring	Export Im	port Close					
Prepaid and Debit memos           ype         • Voucher           lendor         • Adept           twoice No         test12345           wwice Date         01/30/2018	Additional Info Post P	review Attachr	ments Acti	vities Audit Log A	pproval									
ype         Voucher           lendor         Adept           twoice No         test12345           twoice Date         01/30/2018		~ Post	Date 01/3											
Vendor + Adept volce No test12345 ovoice Date 01/30/2018				0/2018		Contact	1	Kris Helms		~	Voucher No	Creater	i On Save	
nvoice No test12345		Q Term	ns 🔹 7 da	ys after delivery	~	Ship From	n ୶	Flagstaff		~	AP Account	• 20013-	0001-004	
nvoice Date 01/30/2018		Due	Date 02/0	6/2018		Ship To		0001-Fort Wa	yne	~	Withheld Amoun			.00000
	Recur	Refe	rence			Location	*	0001-Fort Wa	yne	~	Currency	* USD		
heck Comments		Ship	Via		~	Pay To		Windmill	·	~	Ordered By	irelyad	min	-
														5
+ Insert Open I Tax Details	Ordered Rill	revious details	Cost LOM	Gross/Net LOM	Not Majahr	Discount	Loc	ation	Tay Group	-	au Subraral	Total	Associat ID	60
Tara Other Cha	ordered bin	1 100.00	cost com	Grossiver dom	0.00	Oiscourie	0001	East Wayne	Tax Group		100.00	100.00	21000.0001.000	Deed
rest other cha		1 100.00	, ,		0.00	070	0001	i fort wayne			100.00	100.00	21000-0001-000	reno
•														
hip From 4242 Flagstaff Cove Fort Wayne, IN				Remark	5					Subtotal				100.0
United States										Tax				0.0
										Total	. –			100.0
hip To 4242 Flagstaff Cove										Amount Paid				
United States										Terms Disco	101		0.00	Overrie
										Due If Paid B	v:		0.00	100.0
0.0 m 1 m 1														

11. Posting this Voucher will record the Other Charge payable to another vendor (third-party vendor).

Voucher - 000100507	/6 - Adept - BL-2	1260							
New Save Search	Delete Undo	Print Duplicate	Post Pay	Refund Void	Reverse	Debit Memo	Add Payables	Email Recurring	g Export Import Close
Details Prepaid an	d Debit memos	Additional Info	Post Preview	Attachments	Activities	Audit Log	Approval		
Export • 🔠 View •	Filter (F3)								
Account ID	Description		Acc	ount Group		Deb	it	Credit	Debit Unit
20013-0001-004	Accounts Payable	e-Fort Wayne-Petro	Pay	ables		0	0.00	100.00	0.000
21000-0001-000	Pending Account	s Payable - Fort Wa	yne - A Oth	er Payables		100	0.00	0.00	0.000

#### 12. Post the Voucher.

This scenario should not be allowed as this is not possible. If cost is passed on to receipt vendor, it cannot be added to inventory cost.

nventory Receipt -													^ <b>□</b>
New Save Search	Delete	Undo Print Po:	st Vend	or Close									
Details Charges & I	nvoice	Incoming Inspectio	n EDI	Activities	Attachments	Post Pre	view	Post History	Audit Log				
Order Type * Direct ~	Source T None	ype	Vendor ABC Tr	* ucking (edi	Ship ted) 🔍 Off	From ice		Loc ~ 00	tation (Ship To) 01-Fort Wayne	R	eceipt   01/30/2	Date * Currency 2018 🔲 USD 🗸	Receipt No Created on Save
BOL No			Rec	eiver			Frei	ight Terms			<ul> <li>Shift</li> </ul>	t Number	
/endor Ref No			Shi	p Via			FOE	B Point			Last	Free Whse Date	
Warehouse Ref No							Ves	sel					
Items + Insert	X Remov	e 🗋 Quality [	View Ta	x Details	Export • 🔠 Viev	v• Filter	(F3)				К.Я. К.У.	Summary	
Item No.*	Descrip	tion	Ch	arges Link		Recei	pt Qty*	Currency I	Unit	Cost	Cost	Gross Wgt.	100.00
Test Non Lotte	Test No	n Lotted Item					100/	15 USD		10	Ib	Lot Gross Wgt.	0.00
								0		0		Gross Diff	100.00
												Net Wgt.	100.00
												Lot Net Wgt.	0.00
												Net Diff	100.00
												Gain/Loss:	0.00
												Gain/Loss (%):	0.00%
												Sub Total	1,000.00
												Tax	0.00
												Channen	0.00
												Charges	0.00

- 2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:
  - a. Inventory Cost is checked
  - b. Accrue checkbox is checked and vendor selected is another vendor (third-party vendor).
  - c. Price is checked
- 3. Save or click Recap or Receive toolbar button. The Price field will show a red border. Hover on that field and it will tell you that: <Other Charge> is shouldered by the receipt vendor and can't be added to the item cost. Please correct Price checkbox.

Inventory Receipt -		^
New Save Search Delete Undo Print Post Vendor Close		
Details Charges & Invoice Incoming Inspection EDI Activitie	s Attachments Post Preview Post History Audit Log	
Charges + Insert × Remove √x Calculate ፼ Update Cost	rom Contract 🗋 View Tax Details Export + 🔠 View + Filter (F3)	52
Forex Rate Quantity Rate UOM	Amount Accrue Vendor Inventory Cost Allocate Cost By Pri	ce Down Tax Group Tax s M
10.00	0.000000 🗹 Adept 📝 Unit	⊻ IN 0.00 .00 10
0.00	0.000000 OCTO Cannot add expense Change Inventory Co	Test Other Charge Item to Inventory and pass it on to the vendor.
		.00
		.00

The following will detail Other Charge recorded as other charge and is payable to another vendor (not the vendor where the item is purchased).

### 1. Create Inventory Receipt. Select an item.

Inventory Receipt -	^ □ ×
New Save Search Delete Undo Print Post Vendor Close	
Details Charges & Invoice Incoming Inspection EDI Activities Attachments Post Preview Post History Audit Log	
Order Type *         Source Type         Vendor *         Ship From         Location (Ship To)         Receipt           Direct         V         None         ABC Trucking (edited)         Q         Office         V 0001-Fort Wayne         V 01/307	Date * Currency Receipt No 2018 USD V Created on Save
BOL No Receiver V Freight Terms V Shift	t Number
Vendor Ref No Ship Via V FOB Point Las	: Free Whse Date
Warehouse Ref No Vessel	
Items + Insert X Remove D Quality D View Tax Details Export • 🔠 View • Filter (F3)	Summary
Item No.* Description Charges Link Receipt Qty* Currency Unit Cost Cost	Gross Wgt. 100.00
Test Non Lotte Test Non Lotted Item 100 /b USD 10.00 lb	Lot Gross Wgt. 0.00
0.00	Gross Diff 100.00
	Net Wgt. 100.00
	Lot Net Wgt. 0.00
	Net Diff 100.00
	Gain/Loss: 0.00
	Gain/Loss (%): 0.00%
	Sub Total 1,000.00
	Tax 0.00
	Charges 0.00
	Total 1,000.00

# 2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have: a. Inventory Cost is checked b. Accrue checkbox is checked and vendor selected is another vendor (third-party vendor). c. Price is unchecked

Invento	ory Receipt - IR-1029														
New	Save Search Delete	Und	o Print Post	Vendo	r Close										
Detail	s Charges & Invoice	Inco	ming Inspection	EDI	Activities	Attachments	Post Preview	Post History	Audit	Log					
Char	ges + Insert × Re	move	√x Calculate	🗊 Upd	late Cost fr	om Contract 🗋	View Tax Details	Export •	8 View	Filter	(F3)				К.Я. 21 Ч
ncy	Forex Rate Type		Forex Rate	Q	uantity	Rate	UOM	Am	ount	Accrue	Vendor	Inventory Cost	Allocate Cost By	Price	Down
					1.00	10.00		100.0	000000	~	Adept	<b>V</b>	Unit		
						0.00		0.0	000000						1

# 3. Posting Inventory Receipt with this scenario will add the Other Charge to the item cost.

Details Charges 8	Invoice Incoming Inspection EDI A	ctivities Attachments	Post Preview Post History	Audit Log		
Export • 🔠 View •	Filter (F3)					
Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
15013-0001-004	Inventories-Fort Wayne-Petro	Inventories	100.00	0.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A	Other Payables	0.00	100.00	0.000	0.000
15013-0001-004	Inventories-Fort Wayne-Petro	Inventories	1,000.00	0.00	0.000	0.000
0023-0001-004	AP Clearing-Fort Wayne-Petro	Pending Payables	0.00	1,000.00	0.000	0.000

4. Post the Inventory Receipt and process it to Voucher by clicking Voucher Button.

Inventory Receipt - I	R-1029													
New Save Search		post Voucher Retu	ırn Vendor (											
Details Charges &	Invoice Incoming Inspectio	n EDI Activities	Attachments	Unpost Preview	w Post His	tory Au	idit Log							
Order Type *	Source Type	Vendor *	Shi	p From	1	ocation (	Ship To)	F	Receipt	Date *	Currency	Receip	t No	
Direct	None	ABC Trucking (edit	ed) Of	fice		0001-Fort	Wayne		01/30/2	018	USD	IR-102	9	
BOL No		Receiver		Fr	reight Terms				Shif	t Numbe	r			
Vendor Ref No		Ship Via		F	OB Point				Last	Free Wh	se Date			
Warehouse Ref No				V	essel									
Items 🗋 View Tax	Details Export - B View	<ul> <li>Filter (F3)</li> </ul>							K Z	Summ	ary			
Item No.*	Description	Charges Link		Receipt Qty	* Curren	cy Unit		Cost	Cost	Gross	Wgt.		100.	.00
Test Non Lotte	Test Non Lotted Item			10	D <i>Ib</i> USD			10.00	lb	Lot Gr	oss Wgt.		0.	.00
					0			0.00		Gross	Diff		100.	.00
										Net W	gt.		100	00
										Lot Ne	t Wgt.		0.	.00
										Net Di	ff		100.	.00
										Gain/L	.055:		0.	.00
										Gain/L	.oss (96):		0.00	096
										Cub Tr			1.000	00
										Tax	1.01		1,000.	.00
										Charg			0.	.00
										Tatal			0.	.00
										Iotal			1,000.	.00

5. This is the Voucher created. Notice that only the item purchased is added in the grid. This is because the Other Charge is charged by a third party vendor.

ew Save Search	Delete Undo	Print Duplicate	Post Pay P	Refund Void	Reverse C	Debit Men	no Add Payabl	es I	Email Rec	urring	Export	import Close						
Prepaid a	nd Debit memos	Additional Info	Post Preview	Attachments	Activities	Audit L	og Approval											
/pe 🔺	Voucher			Post Date	01/31/2018	1			Contact		Bob Smith			~	Voucher No	BL-21261		
endor 🔺	ABC Trucking (ed	ited)		Terms 🔺	Net 15			~	Ship Fro	m .	Office			~	AP Account	20013-0001-004		
voice No				Due Date	02/15/2018			13	Ship To	*	0001-Fort V	Vayne		~	Withheld Amount		0.00	000
voice Date	01/31/2018	Recur		Reference					Location	•	0001-Fort V	Vayne		~	Currency	USD		
heck Comments				Ship Via				~	Pay To					~	Ordered By	irelyadmin		
+ Insert 🗋 Ope	n 🗋 Tax Details	X Remove	Get previous d	etails Export	- SS View -	Filter	(F3)											
Item No.	Description	Misc Description	UOM	Ordere	d B	illed	Currency Unit		Cost	Cost U	OM Gro	oss/Net UOM	Net Weight	Discou	int Location	Tax Group		
Test Non Lotte	Test Non Lotte		lb		00	100 0	USD		10.00	ь	lb		100.00		0%	IN		

6. Posting this Voucher will zero out the AP Clearing account and pass that same amount to Accounts Payable for the amount of the Item cost only.

voucher • 000100503	57 - ABC Trucking (euiteu) - BL-2	.1201					
New Save Search	Delete Undo Print Duplicat	e <b>Post</b> Pay Refund Void	Reverse Debit Memo Ado	d Payables Email Recu	irring Export Import Clo	se .	
Details Prepaid an	nd Debit memos Additional Info	Post Preview Attachments	Activities Audit Log Ap	proval			
Export • 88 View •	Filter (F3)						5 7 2 3
Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit	
20013-0001-004	Accounts Payable-Fort Wayne-Petr	o Payables	0.00	1,000.00	0.000	100.000	
20023-0001-004	AP Clearing-Fort Wayne-Petro	Pending Payables	1,000.00	0.00	100.000	0.000	

- 7. Post the Voucher.
  8. To record the Other Charge, create a new Voucher and select the third-party vendor. This is the Vendor selected in the Inventory Receipt > Charges and Invoice tab > Vendor (field next to Accrue checkbox).

nventory	Receipt	- IK-1029														~
New Sav	e <b>Searc</b>	h Delete	Undo	Print Unpos	t Vo	icher Retu	rn Vendor	Close								
Details	Charges	& Invoice	Incom	ning Inspection	EDI	Activities	Attachments	Unpost Pr	eview	Post History	Audit Log					
Charges	🗇 Upr	date Cost fro	om Con	tract 🗋 View	Tax Det	ails Export	• BB View •	Filter (F3)								5.7 8.9
On Cost		Cost Meth	od*	Cost Currency	Fo	rex Rate Typ	e	Forex Rate		Quantity	Rate	UOM	Amount	Accrue	Vendor	
		Percentage	e	USD						1.00	10.00		100.000000		Adept	
											0.00		0.000000			_

9. Find for the Inventory Receipt transaction and select it. Go to Purchasing AP > Vouchers> New. This will open New Voucher screen. Select Vou cher as Type then select the third party vendor and enter invoice number. Click Add Payables button.\

Туре	+ Vouche	r	<ul> <li>Post Date</li> </ul>	01/31/2018		Contact	Kris Helms	~	Voucher No	Created On S	Save
Vendor	+ Adept		Q. Terms	7 days after deliv	very ~	Ship From 🔸	Flagstaff	~	AP Account +	20013-0001-0	004
Invoice No	testsa a	as	Due Date	02/07/2018		Ship To 🔺	0001-Fort Wayne	$\sim$	Withheld Amount		0.0000
Invoice Date	01/31/2	018 🔲 Recu	r 🗌 Reference	•		Locatior 🔸	0001-Fort Wayne	~	Currency *	USD	
Check Com	ments		Ship Via		~	Pay To	Windmill	~	Ordered By	irelyadmin	
+ Insert	🗋 Open 🗋 T	ax Details 🗙 Remove	🗅 Get previous d	etails Export • 88	View • Filter (	F3)					
Load #	Con	Add Payables									Cost U
		Add Close									
		Details									
		Vendor ID 000100	5076			Company	Adapt				
		Eveneste 00 Meure	Filter (F2)				Adept			К.Я	
		Source Number	Currency	Ship To Location	Cost Currency	Contract	Contract Seg P.O.		Scale	Date	
		✓ IR-1029	USD	0001-Fort Wayne U	JSD					01/30/20	
		IR-1028	USD	0001-Fort Wayne U	JSD					01/30/20	
		IR-983	USD	0001-Fort Wayne U	JSD	3383	1		673	12/13/20	
		IR-746	USD	0001-Fort Wayne U	JSD	3147	1		1020	09/29/20	
		IR-549	USD	0001-Fort Wayne U	JSD					06/06/20	
€		IR-541	USD	0001-Fort Wayne U	JSD				394	05/19/20	
Ship From	4242 Flagstaff Fort Wayne, IN	IR-541	USD	0001-Fort Wayne U	JSD				394	05/19/20	0.
	United States	IR-506	USD	0001-Fort Wayne U	JSD	310	1		363	05/02/20	0.
				0001 East Wayne U	ISD				357	04/27/20	0.0
		IR-497	USD	00011010101040116 0							
ihip To	4242 Flagstaff Fort Wayne, If	IR-497	USD							•	0.

10. The Other Charge is added in the Item grid. On this Voucher is where the Other Charge is recorded.

Details Bran	aid and Dahit manage	Additional Int	6 Down	Den siener 1 a		Audia Las						
Decans Prepa	aid and Debit memos	Additional Int	o Post i	Preview A	Activitie	s Audit Log	s Approva			. Veusber Ne		_
туре	* Voucher		~	Post Date	01/31/2018	12	Contact	Kris Helms	~	Voucher No	Created O	in Sa
vendor	* Adept		ų	ierms +	7 days after delivery	~	Ship From	* Flagstaff	~	AP Account	* 20013-000	01-0
Invoice No	testsa a as			Due Date	02/07/2018		Ship To	+ 0001-Fort Way	ne v	Withheld Amount	t	
Invoice Date	01/31/2018	E Recu	ır 🗌	Reference			Location	* 0001-Fort Way	ne v	Currency	* USD	
Check Commer	nts			Ship Via		~	Рау То	Windmill	~	<ul> <li>Ordered By</li> </ul>	irelyadmir	1
+ Insert 🗋	Open 🗋 Tax Details	s × Remove	🗅 Get	previous det	ails Export • 🔠 Vie	w • Filter (	F3)					
UOM	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Location	Tax Group	Tax	Subtotal	
	1	1	100.00			0.00	0%	0001-Fort Wayne		0.00	100.00	
4			_									
<ul> <li>Ship From 42 From 42</li> </ul>	242 Flagstaff Cove		_		Remarks			Su	btotal			
Ship From 42 Fo Ur	242 Flagstaff Cove rt Wayne, IN nited States		_	_	Remarks	_	_	Sul	btotal			
4 Ship From Fo Ur	242 Flagstaff Cove nt Wayne, IN nited States		_		Remarks		_	Sul Tai Toi	btotal < tal			
Ship From     A2     Ship To     A2	242 Flagstaff Cove htt Wayne, IN nited States 242 Flagstaff Cove		_		Remarks			Sul Tai Toi An	btotal c tal tount Paid: count Due:			
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A     Ship From     A     A     D     A	242 Flagstaff Cove TV Woyne, IN nited States 242 Flagstaff Cove ort Wayne, IN nited States 348 Edited his Voucher 1005076 - Adept - BI Search Delete Und paid and Debit memory View Filter (F3)	r will rec -21262 to Print Du	cord th plicate 1 Info Pc	he Oth Post Pay	Remarks	Dayable erce Debit	e to an Merro Add	Sul Tan To Arn Te Du Other ver	btotal c tal nount Paid: nount Due: ms Discount e If Paid By: if a d ndor (third-	Page 1 of Party vend	0.00	
Ship From A2     Ship From A2     Ship From A2     Ship To A2     Protection Control of the second of the sec	242 Flagstaff Cove TWeyne, IN hited States 242 Flagstaff Cove hited States 242 Flagstaff Cove hited States 39 Edited his Voucher bisochool debit memos View Filter (F3) Description	r will rec 21262 to Print De & Additional	cord th plicate i Info Pc	he Oth Post Pay ost Preview	Remarks Remarks her Charge p Refund Void Rev Attachments Act	Dayable Debit I Svities Auc	e to an Memo Add	SUI Tai Tai Tai Tai Tai Tai Tai Tai Du Du Du Du Du Sother ver	btotal c tal sount Paid: sount Due: mms Discount e If Paid By: eff Paid By: adoor (third-	Page 1 of party vend wort Import Close	0.00 f1 <b>&gt;</b> M lor).	Cret

12. Post the Voucher.

The following will detail Other Charge recorded as an Other Expense as well as an Other Revenue that will offset each other.

1. Create Inventory Receipt. Select an item.

Diventory Receipt -								× • •
New Save Search	h Delete Undo Print Receive Rece	p Vendor Close						
Details Charges &	Invoice EDI Notes Attachments A	ludit Log						
Receipt Type:	Vendor ID:		Vendor Name:		Location:	Recei	pt Date: Currency: Re	ceipt No:
Direct	¥ V-001		✓ Sample Company		1000-Location A	✓ 10/1	2/2015 🖪 USD 🝸 🗆	reated on Save
Source Type:	None	Bill of Lading No:		Receiver:	irelyadmin	Vessel:		
Blanket Release No:	0	Ship From:	Indiana	Y Freight Terms:		Allocate Freight:		*
Vendor Ref No:		Ship Via:	UPS Ground	Y FOB Point:		Shift Number:		0.00
🗿 Insert 🔍 View I	Item 🔍 Quality 🔍 View Tax Details 😑 I	Remove 🔚 Layout •	Filter Records (F3)					
Item No.	Description Receipt	UOM Qty to R	eceive Unit Cost Tax Group	Tax Line	e Total Gross/Net UOM	Gross	Net Sub Location	Storage Locati
non lot item 1012	2 pound		10 10.00	0.00	100.00	0.00	0.00 Main	M-bin1
			0 0.00	0.00	0.00	0.00	0.00	

2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:

- a. Inventory Cost is unchecked b. Accrue checkbox is uncheckedc. Price is checked

TICE IS CHECKED						
🗊 Inventory Receipt - INVRCT-149						× 🗆 ×
New Save Search Delete Und	Print Receive Recap Vendor	Close				
Details Charges & Invoice EDI	Notes Attachments Audit Log					
Charges						
🔾 Insert 🤤 Remove 🗮 Calculate	🔠 Layout 🔹 💡 Filter Records (F3)					
Other Charges	Inventory Cost On Cost	Cost Method	Rate UOM	Amount Allocate Cost By	Accrue Vendor	Price
1008 Other Charge		Percentage	10.000000	0.00		<b>V</b>
E			0.000000	0.00		

3. Posting Inventory Receipt with this scenario will only record the item purchased.

9	Recup	/ manadedion									
P	ost	Close									
Da	te:	10/12/2015	Description:					Currency	y: USD Rate:	1.00	
F	ilter:										
	E	latch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Debit Units	Credit Units	
	1 E	ATCH-705	INVRCT-149	16020-1000	Inventory - 000 Cat-Location A	Inventories	100.00	0.00	0.000	0.000	
	2 E	ATCH-705	INVRCT-149	21000-1000	AP Clearing-Location A	Payables	0.00	100.00	0.000	0.000	

4. Post the Inventory Receipt and process it to Voucher by clicking the Voucher toolbar button.

Image       Image <th< th=""></th<>
New Save Saveh Dollar Usio Pint Unkerne Rece Bill Vender Gose           Details         Charges Standor:         EDX         Matter Saved         Bill         Vender Cose           Details         Charges Standor:         EDX         Matter Saved         Distance         Receipt Type:           Details         Charges Standor:         EDX         Matter Saved         Matter Saved         Receipt Type:           Orest         Vender         Sample Company         1000-faccition A         10/12/2015         USD         Skn/hr/1-4
Details         Durgets         Notes         Attachments         Audit Log           Raceipt Type:         Vendor ID:         Vendor Name:         Location:         Raceipt Type:         Raceipt Type:         Vendor ID:         Vendor Name:         Location:         Raceipt Type:         Raceipt Type:         Vendor ID:         Sample Company         1000-Location A         10/12/2015         USD         INVRCT-14
Receipt Type:         Vendor TD:         Vendor Name:         Location:         Receipt Date:         Currency:         Receipt Name:           Drext         V401         Sample Company         1004-Location A         10/12/2015         USD         INVRCT-14
Direct V-001 Sample Company 1000-Location A 10/12/2015 USD JIV/RCT-14
Source Type: None Pill of Lating No: Paraiser industrian Versel:
Denich Alasse Na
bialiteti Aeteopeirio: 0 sinji Promi. 2000 program Pregint Penns. Pregint Penns. Pregint Penns.
Vendor Ref No: Ship Via: UPS Ground FOB Point: Shift Number:
Q, View Item Q, View Tax Details (m) Layout • 🌱 Filter Records (F3)
Item No. Description Receipt UOM Qty to Receive Unit Cost Tax Group Tax Line Total Gross/Net UOM Gross Net Sub Location S
in no lot item 1012 pound 10 10.00 0.00 100.00 0.00 Main M
0 0.00 0.00 0.00 0.00 0.00
Total:         0         100.00         Total Charger: 10.00         Grand Total: 110.00

Notice also that in the Detail tab, there is the Total Charges shown. That same amount is the total Charges added in the Charges & Invoice tab. 5. This is the Voucher created. Notice that in Item grid, the item and the Other Charge is shown but the Other Charge is shown as negative.

- add screenshot here once the Voucher is fixed.
- 6. Posting this Voucher will record the Other Charge payable to another vendor (third-party vendor).

٩	🤊 кес	ap Transaction								
	Post	Close								
	Date:	10/12/2015	Description: Bill				Currency:	USD	Rate:	0.00
	🖁 Li	iyout 🔹 💡 🛛 Filter Ri	ecords (F3)							
	-	Fransaction ID	Account ID	Description	Account Group	Debit		Credit	Debit Units	Cn
	1	3L-45	20000-1000	Accounts Payable	Payables	0.0	0	10.00	0.000	
	2	3L-45	21000-1000	AP Clearing	Payables	10.0	0	0.00	0.000	

#### 7. Post the Voucher.

🗊 Bill - John S	imith															× = )
New Search	Duplicate Pay Ur	post Recap C	<b>پ</b> Iose													
Details Pr	epaid and Debit memos A	ttachments Com	ments Audit Log													
Type:	Bill			Ship From:	Defiance			Contact:	CON02				Bill No:	BL-45		
Vendor	John Smith			Ship To:	1000-Locatio	n A		Ordered By:	irelyadmin				Invoice No:			
Invoice Date:		Date: 10/1		Ship Via:	UPS Ground			Due Date:		5	Currency:	USD	AP Account:	20000-1	000	
Location:	1000-Location A			Terms	3% 10 Net 3	0	*	Reference:					Withheld Amo	unt:		0.00
Q View Iten	1 🔍 View Tax Details 🤤		revious details 🛛 🔠 Layo	iut = 🍸 Filt	ter Records (F3											
Contract	Item No.	Description	Misc Description	Ordered	Billed	Discoun	Tax	Tax Group	Cost	Total	Account ID	Comments	Weig	Volume Stor	age Location	Expected Date
E3	1008 Other Cha.	. 1008 Other Cha.	. 1008 Other Cha	1	1	0%	0.00		10.0	0 10.00	21000-1000	1	0	0		
4																•
Ship From:	01 Test Drive Dulles, VA 20104			Approval										Subtotal:		10.00
	United States			Require A	pproval: 🛅 🗄	Status:								Shipping: Tax:		0.00
Ship To:	100 E Main St			Approval I	Notes:									Total:		10.00
	Indianapolis, IN 46277 United States													Amount Paid:		0.00
														Amount Due:		
0 😧 🖗 🕼	Posted													14 4	Page	1 of 2 🕨 🕅

 Posting this Voucher will zero out the AP Clearing account and pass that same amount to Accounts Payable for the amount of the Item cost only. The Other Charge is recorded as an Other Expense as well as an Other Revenue that will offset each other. Add screenshot here once this is fixed

9. Post the Voucher

Add screenshot here once this is fixed

This scenario should not be allowed as this is not possible. If cost is passed on to receipt vendor, it cannot be added to inventory cost.

1. Create Inventory Receipt. Select an item.

Inventory Receipt -								2 🗆 3
New Save Search	Delete Undo Print Receive Recei	ap Vendor Close						
Details Charges & I	nvoice EDI Notes Attachments	Audit Log						
Receipt Type:	Vendor ID:		Vendor Name:		Location:	Rece	eipt Date: Currency: Recei	pt No:
Direct	¥ V-001		Sample Company		1000-Location A	✓ 10/	12/2015 🖪 USD 💌 Creat	ted on Save
Source Type:	None	Bill of Lading No:		Receiver:	relyadmin	Yessel:		
Blanket Release No:	0	Ship From:	Indiana	Y Freight Terms:		Allocate Freight:		*
Vendor Ref No:		Ship Via:	UPS Ground	Y FOB Point:		Shift Number:		0.00
🔾 Insert 🔍 View I	tem 🔍 Quality 🔍 View Tax Details 🤤	Remove 🔛 Layout -	Filter Records (F3)					
Item No.	Description Receipt	UOM Qty to R	eceive Unit Cost Tax Group	Tax Line 1	otal Gross/Net UOM	Gross	Net Sub Location	Storage Locati
non lot item 1012	pound		10 10.00	0.00	100.00	0.00	0.00 Main	M-bin1
			0 0.00	0.00	0.00	0.00	0.00	

2. Go to Charges & Invoice tab and select an other charge item. Setup the other charge item to have:

- a. Inventory Cost is checked
- b. Accrue checkbox is unchecked
- c. Price is checked
- 3. Save or click Recap or Receive toolbar button. The Price field will show a red border. Hover on that field and it will tell you that: <Other Charge> is shouldered by the receipt vendor and can't be added to the item cost. Please correct Price checkbox.

New Save Search Delete	💋 블 🔒 Undo Print Receive	Recap Vendor Clo	<b>P</b> se							
Details Charges & Invoice Ef	DI Notes Attachment	s Audit Log								
Charges										
🔇 Insert 🤤 Remove 🗮 Calcu	ilate 🔚 Layout + 🍸	Filter Records (F3)								
Cther Charges	Inventory Cost	On Cost	Cost Method	Rate	UOM	Amount	Allocate Cost By	Accrue	Vendor	Price
1008 Other Charge	V		Percentage	10.000000		0.00	Cost			V
				0.000000		0.00				