

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

Commodity

Test Corn

Brand

Short Name

Category

Grains

Model No

Description

* Test Non Lotted Item

Lot Tracking

No

Manufacturer

☐ Use Weigh Scales

Unit of Measure

+ Insert

✕ Remove

Export ▾

View ▾

Filter (F3)

<input type="checkbox"/> Unit*	Unit Qty	Short UPC	UPC Code	Stock Unit	Allow Purchase	Allow Sale	Max Qty
<input type="checkbox"/> lb	1.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/> 10 lb bag	10.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/> 50 lb bag	50.00			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/> KG	2.20462			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.00
<input type="checkbox"/>	0.00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.00

Item - Test Non Lotted Item

New Save Search Delete Undo Duplicate Close

Details

Setup

Pricing

Stock

Factory & Lines

Activities

Attachments

Audit Log

Export ▾

View ▾

Filter (F3)

<input type="checkbox"/> Location*	Last Cost	Standard Cost*	Average Cost	Pricing Method*	Amount/Percent	Retail Price*	MSRP
<input checked="" type="checkbox"/> 0001-Fort Wayne	10	10	0.00	Markup Standard Cost	40.00	14.00	0.00
<input type="checkbox"/>	0	0	0.00		0.00	0.00	0.00

Pricing Level

Promotional Pricing

+ Insert

✕ Remove

Export ▾

View ▾

Filter (F3)

<input type="checkbox"/> Location*	Price Level*	UOM*	UPC	Min Qty	Max Qty	Pricing Method*	Currency	Amount/Percent	Retail Price
<input type="checkbox"/>				0.00	0.00				0.00

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 Inv. Valuation Item Level

Item Type Other Charge Commodity Test Corn Brand

Short Name Category Other Charges Model No

Description * Test Other Charge Item Lot Tracking No Manufacturer

☐ Use Weigh Scales

Unit of Measure

+ Insert X Remove Export View Filter (F3)

Unit*	Unit Qty	Allow Purchase	Allow Sale
<input type="checkbox"/> lb	1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 10 lb bag	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 50 lb bag	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> KG	2.20462	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0.00	<input type="checkbox"/>	<input type="checkbox"/>

These are accounts setup for the Other Charge item.

Category - Other Charges

New Save Search Delete Undo Duplicate Close

Detail GL Accounts Point of Sale Vendor Category Xref Manufacturing

+ Add Required X Remove Export View Filter (F3)

Account Category*	Account Id*	Description
<input type="checkbox"/> AP Clearing	21000-0001-000	Pending Accounts Payable - Fort Wayne - Admin
<input type="checkbox"/> Other Charge Income	49000-0000-000	Other Income - Home office - Admin
<input type="checkbox"/> Other Charge Expense	99998-0001-000	Other Expenses - Fort Wayne - Admin
<input type="checkbox"/> Sales Account	40000-0000-001	Sales - Home office - Grains
<input type="checkbox"/>		

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.

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 Date * Currency Receipt No

Direct None ABC Trucking (edited) Office 0001-Fort Wayne 01/29/2018 USD Created on Save

BOL No Receiver Freight Terms Shift Number

Vendor Ref No Ship Via FOB Point Last Free Whse Date

Warehouse Ref No Vessel

Items + Insert X Remove Quality View Tax Details Export View Filter (F3)

Item No.*	Description	Charges Link	Receipt Qty*	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
Test Non Lotte...	Test Non Lotted Item		100 lb	USD		lb	100.00	100	
			0				0.00	0	

Summary

Gross Wgt. 100.00

Lot Gross Wgt. 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 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 -

New Save Search Delete Undo Print Post Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Post Preview Post History Audit Log

Charges + Insert X Remove X Calculate Update Cost from Contract View Tax Details Export View Filter (F3)

Charges Link On Cost Cost Method* Cost Currency Foreign Rate Type Foreign Rate Quantity Rate UOM Amount Accrue Vendor Inventory Cost Allocate Cost By Price Down Tax G

Per Unit USD 0.15 lb 0.00 ABC Trucking L... Unit 100.00

0.00 0.00

Test Other Charge item is both a payable and deductible to the bill of the same vendor. Please correct the accrue or price checkbox.

Summary

Gross Wgt. 100.00

Lot Gross Wgt. 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

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.

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 Date * Currency Receipt No

Direct None ABC Trucking (edited) Office 0001-Fort Wayne 01/29/2018 USD Created on Save

BOL No Receiver Freight Terms Shift Number

Vendor Ref No Ship Via FOB Point Last Free Whse Date

Warehouse Ref No Vessel

Items + Insert X Remove Quality View Tax Details Export View Filter (F3)

Item No.*	Description	Charges Link	Receipt Qty*	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
Test Non Lotte...	Test Non Lotted Item		100 lb	USD		lb	100.00	100	
			0				0.00	0	

Summary

Gross Wgt. 100.00

Lot Gross Wgt. 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 unchecked**
 - b. **Accrue checkbox is checked** and **vendor selected is the same vendor where the item will be coming from.**

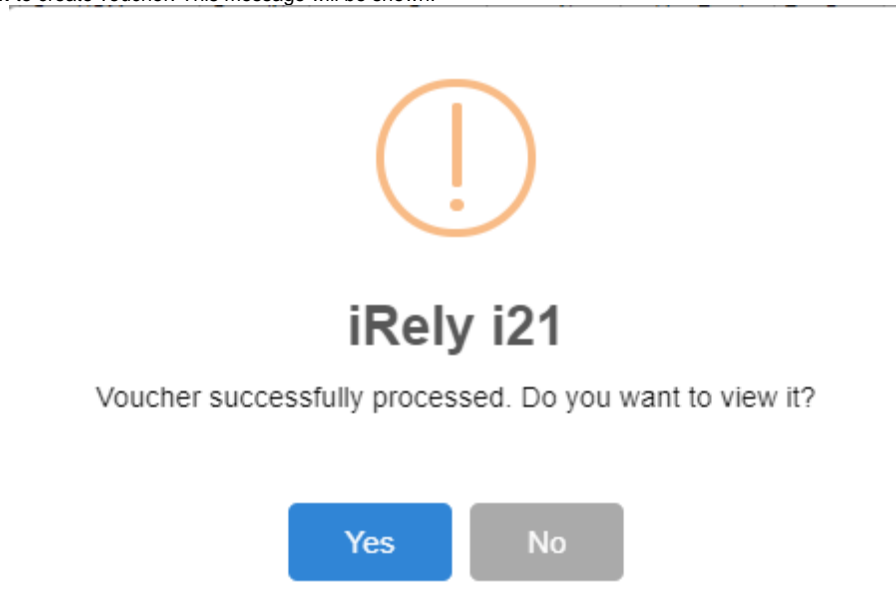
c. Price Down is unchecked

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

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.

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



6. Click **Yes**. Voucher will be created.

Voucher - 0001005057 - ABC Trucking (edited) - BL-21254

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/29/2018 Contact Bob Smith Voucher No BL-21254

Vendor ABC Trucking (edited) Terms Net 15 Ship From Office AP Account 20013-0001-004

Invoice No Due Date 02/13/2018 Ship To 0001-Fort Wayne Withheld Amount 0.00

Invoice Date 01/29/2018 Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Ordered By irelyadmin

+ Insert Open Tax Details Remove Get previous details Export View Filter (F3)

Item No.	Description	Misc Description	UOM	Ordered	Billed	Currency Unit	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Location	Tax Group
Test Non Lotte...	Test Non Lotte...		lb	100	100	USD	10.00	lb	lb	100.00	0%		
Test Other Cha...	Test Other Cha...		lb	100	100	USD	0.15	lb		0.00	0%		

Ship From 4242 Flagstaff Cv Fort Wayne, IN 46815 United States

Ship To 4242 Flagstaff Cove Fort Wayne, IN 46815 United States

Subtotal 1,015.00

Tax 0.00

Total 1,015.00

Amount Paid: 0.00

Amount Due: 1,015.00

Terms Discount 0.00 Override

Due If Paid By: 1,015.00

Ready Page 1 of 1 Refresh

- 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.

Voucher - 0001005057 - ABC Trucking (edited) - BL-21254

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

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	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 Accounts Payable - Fort Wayne - A...	Other Payables	15.00	0.00	100.000	0.000

- 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.

- 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 Direct Source Type None Vendor ABC Trucking (edited) Ship From Office Location (Ship To) 0001-Fort Wayne Receipt Date 01/29/2018 Currency USD Receipt No Created on Save

BOL No Receiver Freight Terms Shift Number

Vendor Ref No Ship Via FOB Point Last Free Whse Date

Warehouse Ref No Vessel

Items + Insert Remove Quality View Tax Details Export View Filter (F3)

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
Test Non Lotte...	Test Non Lotte Item		100 lb	USD	10	lb	lb	100.00	100
			0		0			0.00	0

Summary

Gross Wgt. 100.00

Lot Gross Wgt. 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

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

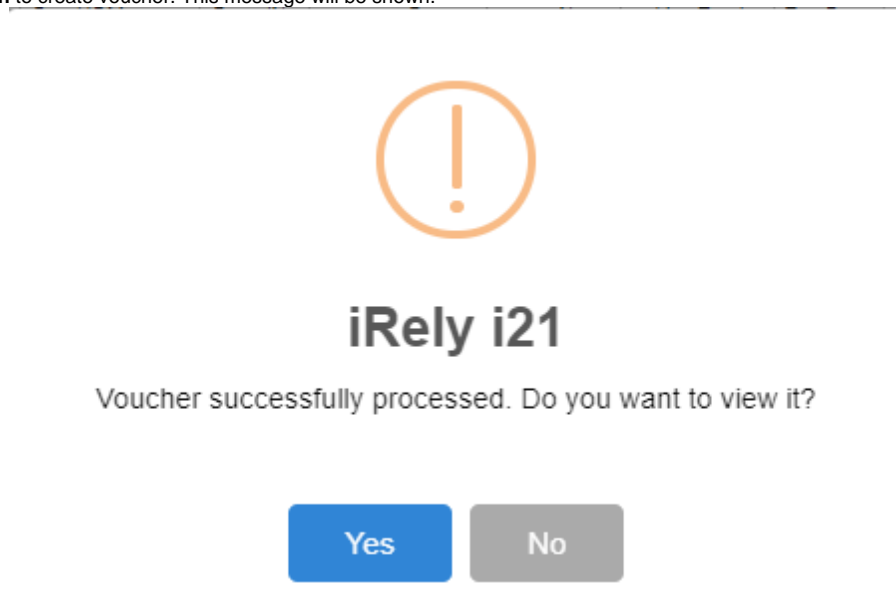
c. Price is unchecked

Charges	Update Cost from Contract	View Tax Details	Export	View	Filter (F3)							
Other Charges	Charges Link	On Cost	Cost Method	Cost Currency	Forex Rate Type	Forex Rate	Quantity	Rate	UOM	Amount	Accrue	Vendor
<input type="checkbox"/> Test Other Cha...		Per Unit	USD				100.00	0.1 lb		10.00	<input checked="" type="checkbox"/>	ABC Trucking
<input type="checkbox"/>								0.0		0.00	<input type="checkbox"/>	

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**.

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 - 0001005057 - ABC Trucking (edited) - BL-21255

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/29/2018 Contact Bob Smith Voucher No BL-21255

Vendor ABC Trucking (edited) Terms Net 15 Ship From Office AP Account 20013-0001-004

Invoice No Due Date 02/13/2018 Ship To 0001-Fort Wayne Withheld Amount 0.00

Invoice Date 01/29/2018 Recur Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Ordered By irelyadmin

Item No.	Description	Misc Description	UOM	Ordered	Billed	Currency Unit	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Location	Tax Group
Test Non Lotte...	Test Non Lotte...		lb	100	100	USD	10.00	lb	100.00	0%			
Test Other Cha...	Test Other Cha...		lb	100	100	USD	0.10	lb	0.00	0%			

Ship From 4342 Ragstaff Cv Fort Wayne, IN 46815 United States

Ship To 4342 Ragstaff Cove Fort Wayne, IN 46815 United States

Subtotal 1,010.00

Tax 0.00

Total 1,010.00

Amount Paid: 0.00

Amount Due: 1,010.00

Terms Discount 0.00 Override

Due If Paid By: 1,010.00

Ready Page 1 of 1 Refresh

7. Posting 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.

Voucher - 0001005057 - ABC Trucking (edited) - BL-21255

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

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. 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 Direct Source Type None Vendor ABC Trucking (edited) Ship From Office Location (Ship To) 0001-Fort Wayne Receipt Date 01/29/2018 Currency USD Receipt No Created on Save

BOL No Receiver Freight Terms Shift Number

Vendor Ref No Ship Via FOB Point Last Free Whse Date

Warehouse Ref No Vessel

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost	Cost UOM	Gross/Net	Gross	Net
Test Non Lotte...	Test Non Lotte...		100 lb	USD	10	lb	100.00	100	
			0		0.0		0.00	0	

Summary

Gross Wgt. 100.00

Lot Gross Wgt. 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

Edited Page 1 of 1 Refresh

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

c. Price is checked

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

Account ID	Description	Account Group	Debit	Credit	Debit Unit	Credit Unit
99998-0001-000	Other Expenses - Fort Wayne - Admin	Other Expenses	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
21000-0001-000	Pending Accounts Payable - Fort Wayne - A...	Other Payables	100.00	0.00	0.000	0.000
99998-0001-000	Other Expenses - Fort Wayne - Admin	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 Wayne - 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.

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.

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 Save Search Delete Undo Print Unpost Voucher Return Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Unpost Preview Post History Audit Log

Charges Update Cost from Contract View Tax Details Export View Filter (F3)

Method	Cost Currency	Forex Rate Type	Forex Rate	Quantity	Rate	UOM	Amount	Accrue	Vendor	Inventory Cost	Allocate
Charge	USD			1.00	10.00		100.000000	<input checked="" type="checkbox"/>	Adept		
					0.00		0.000000				

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

Voucher - 0001005076 - Adept

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/30/2018 Contact Kris Helms Voucher No Created On Save

Vendor Adept Terms 7 days after delivery Ship From Flagstaff AP Account 20013-0001-004

Invoice No test12345 Due Date 02/06/2018 Ship To 0001-Fort Wayne Withheld Amount 0.000000

Invoice Date 01/30/2018 Recur Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Windmill Ordered By irelyadmin

+ Insert Open Tax Details X Remove Get previous details Export View Filter (F3)

Load #	Contract	Contract Seq	PO #	Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Wei

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

Voucher - 0001005076 - Adept

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/30/2018 Contact Kris Helms Voucher No Created On Save

Vendor Adept Terms 7 days after delivery Ship From Flagstaff AP Account 20013-0001-004

Invoice No test12345 Due Date 02/06/2018 Ship To 0001-Fort Wayne Withheld Amount 0.000000

Invoice Date 01/30/2018 Recur Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Windmill Ordered By irelyadmin

+ Insert Open Tax Details X Remove Get previous details Export View Filter (F3)

Add Payables

Vendor ID: 0001-005076 Company: Adept

Source Number	Currency	Ship To Location	Cost Currency	Contract	Contract Seq	P.O.	Scale	Date
<input checked="" type="checkbox"/> IR-1028	USD	0001-Fort Wayne	USD	3383			673	01/30/2018
<input type="checkbox"/> IR-745	USD	0001-Fort Wayne	USD	3147	1		1020	09/29/2017
<input type="checkbox"/> IR-549	USD	0001-Fort Wayne	USD					06/06/2017
<input type="checkbox"/> IR-541	USD	0001-Fort Wayne	USD				394	05/19/2017
<input type="checkbox"/> IR-541	USD	0001-Fort Wayne	USD				394	05/19/2017
<input type="checkbox"/> IR-506	USD	0001-Fort Wayne	USD	310	1		363	05/02/2017
<input type="checkbox"/> IR-497	USD	0001-Fort Wayne	USD				357	04/27/2017
<input type="checkbox"/> IR-496	USD	0001-Fort Wayne	USD				356	04/26/2017

Ship From 4242 Flagstaff Cove Fort Wayne, IN United States

Ship To 4242 Flagstaff Cove Fort Wayne, IN United States

Ready

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

Voucher - 0001005076 - Adept

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/30/2018 Contact Kris Helms Voucher No Created On Save

Vendor Adept Terms 7 days after delivery Ship From Flagstaff AP Account 20013-0001-004

Invoice No test12345 Due Date 02/06/2018 Ship To 0001-Fort Wayne Withheld Amount 0.000000

Invoice Date 01/30/2018 Recur Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Windmill Ordered By irelyadmin

+ Insert Open Tax Details X Remove Get previous details Export View Filter (F3)

Misc Description	UOM	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Location	Tax Group	Tax	Subtotal	Total	Account ID	Accou
Test Other Cha...		1	1	100.00			0.00	0%	0001-Fort Wayne		0.00	100.00	100.00	21000-0001-000	Pendin

Ship From 4242 Flagstaff Cove Fort Wayne, IN United States

Ship To 4242 Flagstaff Cove Fort Wayne, IN United States

Remarks

Subtotal 100.00

Tax 0.00

Total 100.00

Amount Paid: 0.00

Amount Due: 100.00

Terms Discount 0.00 Override

Due If Paid By: 100.00

1.73s Edited

Page 1 of 1 Refresh

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

Voucher - 0001005076 - Adept - BL-21260

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info **Post Preview** Attachments Activities Audit Log Approval

Export View Filter (F3)

Account ID	Description	Account Group	Debit	Credit	Debit Unit
20013-0001-004	Accounts Payable-Fort Wayne-Petro	Payables	0.00	100.00	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A...	Other Payables	100.00	0.00	0.000

- 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.

- 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 Date Currency Receipt No
 Direct None ABC Trucking (edited) Office 0001-Fort Wayne 01/30/2018 USD Created on Save

BOL No Receiver Freight Terms Shift Number
 Vendor Ref No Ship Via FOB Point Last Free Whse Date
 Warehouse Ref No Vessel

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost
Test Non Lotted...	Test Non Lotted Item		100 lb	USD	10 lb
			0		0

Summary

Gross Wgt.	100.00
Lot Gross Wgt.	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

- Go to **Charges & Invoice** tab and select an other charge item. Setup the other charge item to have:
 - Inventory Cost is checked
 - Accrue checkbox is checked and vendor selected is another vendor (third-party vendor).
 - Price is checked
- 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 Activities Attachments Post Preview Post History Audit Log

Charges Insert Remove Calculate Update Cost from Contract View Tax Details Export View Filter (F3)

Forex Rate	Quantity	Rate	UOM	Amount	Accrue	Vendor	Inventory Cost	Allocate Cost By	Price Down	Tax Group	Tax	s	t
	10.00			0.000000	<input checked="" type="checkbox"/>	Adept	<input checked="" type="checkbox"/>	Unit	<input checked="" type="checkbox"/>	IN	0.00	00	10
	0.00			0.000000	<input type="checkbox"/>		<input type="checkbox"/>						

Cannot add expense Test Other Charge Item to Inventory and pass it on to the vendor. Change Inventory Cost or Price setup.

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 Date * Currency Receipt No
 Direct None ABC Trucking (edited) Office 0001-Fort Wayne 01/30/2018 USD Created on Save

BOL No Receiver Freight Terms Shift Number
 Vendor Ref No Ship Via FOB Point Last Free Whse Date
 Warehouse Ref No Vessel

Items + Insert X Remove Quality View Tax Details Export View Filter (F3)

Item No.	Description	Charges Link	Receipt Qty	Currency Unit	Cost	Cost
Test Non Lotte...	Test Non Lotted Item		100 lb	USD	10.00	lb
			0		0.00	

Summary

Gross Wgt. 100.00
 Lot Gross Wgt. 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

Inventory Receipt - IR-1029

New Save Search Delete Undo Print Post Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Post Preview Post History Audit Log

Charges + Insert X Remove X Calculate Update Cost from Contract View Tax Details Export View Filter (F3)

Qty	Forex Rate Type	Forex Rate	Quantity	Rate	UOM	Amount	Accrue	Vendor	Inventory Cost	Allocate Cost By	Price Down
1.00			1.00	10.00		100.000000	<input checked="" type="checkbox"/>	Adept	<input checked="" type="checkbox"/>	Unit	<input type="checkbox"/>
				0.00		0.000000	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

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

Inventory Receipt - IR-1029

New Save Search Delete Undo Print Post Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities 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
20023-0001-004	AP Clearing-Fort Wayne-Petro	Pending Payables	0.00	1,000.00	0.000	0.000

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

Inventory Receipt - IR-1029

New Save Search Delete Undo Print Unpost **Voucher** Return Vendor Close

Details Charges & Invoice Incoming Inspection EDI Activities Attachments Unpost Preview Post History Audit Log

Order Type * Source Type Vendor * Ship From Location (Ship To) Receipt Date * Currency Receipt No
 Direct None ABC Trucking (edited) Office 0001-Fort Wayne 01/30/2018 USD IR-1029

BOL No Receiver Freight Terms Shift Number
 Vendor Ref No Ship Via FOB Point Last Free Whse Date
 Warehouse Ref No Vessel

Items View Tax Details Export View Filter (F3)

Item No. *	Description	Charges Link	Receipt Qty *	Currency Unit	Cost	Cost
Test Non Lotte...	Test Non Lotted Item		100 lb	USD	10.00	lb
			0		0.00	

Summary

Gross Wgt.	100.00
Lot Gross Wgt.	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

- 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.

Voucher - 0001005057 - ABC Trucking (edited) - BL-21261

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type * Voucher Post Date 01/31/2018 Contact Bob Smith Voucher No BL-21261
 Vendor * ABC Trucking (edited) Terms * Net 15 Ship From * Office AP Account * 20013-0001-004
 Invoice No Due Date 02/15/2018 Ship To * 0001-Fort Wayne Withheld Amount 0.000000
 Invoice Date 01/31/2018 Recur Reference Location * 0001-Fort Wayne Currency * USD
 Check Comments Ship Via Pay To Ordered By irelyadmin

Insert Open Tax Details Remove Get previous details Export View Filter (F3)

Item No.	Description	Misc Description	UOM	Ordered	Billed	Currency Unit	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Location	Tax Group	Ts
Test Non Lotte...	Test Non Lotted Item		lb	100	100	USD	10.00	lb	lb	100.00	0%	IN		0

- 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 - 0001005057 - ABC Trucking (edited) - BL-21261

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info **Post Preview** Attachments Activities Audit Log Approval

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
20023-0001-004	AP Clearing-Fort Wayne-Petro	Pending Payables	1,000.00	0.00	100.000	0.000

- Post the Voucher.
- 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-1029

New Save Search Delete Undo Print Unpost Voucher Return Vendor Close

Details **Charges & Invoice** Incoming Inspection EDI Activities Attachments Unpost Preview Post History Audit Log

Charges Update Cost from Contract View Tax Details Export View Filter (F3)

On Cost	Cost Method *	Cost Currency	Forex Rate Type	Forex Rate	Quantity	Rate	UOM	Amount	Accrue	Vendor
Percentage		USD			1.00	10.00		100.000000	<input checked="" type="checkbox"/>	
						0.00		0.000000	<input type="checkbox"/>	Adapt

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

Voucher - 0001005076 - Adept

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/31/2018 Contact Kris Helms Voucher No Created On Save

Vendor Adept Terms 7 days after delivery Ship From Flagstaff AP Account 20013-0001-004

Invoice No testsa a as Due Date 02/07/2018 Ship To 0001-Fort Wayne Withheld Amount 0.000000

Invoice Date 01/31/2018 Recur Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Windmill Ordered By irelyadmin

Insert Open Tax Details X Remove Get previous details Export View Filter (F3)

Add Payables

Add Close

Vendor ID 0001005076 Company Adept

Source Number	Currency	Ship To Location	Cost Currency	Contract	Contract Seq	P.O.	Scale	Date
IR-1029	USD	0001-Fort Wayne	USD					01/30/20
IR-1028	USD	0001-Fort Wayne	USD					01/30/20
IR-983	USD	0001-Fort Wayne	USD	3383	1		673	12/13/20
IR-746	USD	0001-Fort Wayne	USD	3147	1		1020	09/29/20
IR-549	USD	0001-Fort Wayne	USD					06/06/20
IR-541	USD	0001-Fort Wayne	USD				394	05/19/20
IR-541	USD	0001-Fort Wayne	USD				394	05/19/20
IR-506	USD	0001-Fort Wayne	USD	310	1		363	05/02/20
IR-497	USD	0001-Fort Wayne	USD				357	04/27/20

Ship From 4242 Flagstaff Fort Wayne, IN United States

Ship To 4242 Flagstaff Fort Wayne, IN United States

Ready

Page 1 of 1 Refresh

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

Voucher - 0001005076 - Adept

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

Type Voucher Post Date 01/31/2018 Contact Kris Helms Voucher No Created On Save

Vendor Adept Terms 7 days after delivery Ship From Flagstaff AP Account 20013-0001-004

Invoice No testsa a as Due Date 02/07/2018 Ship To 0001-Fort Wayne Withheld Amount 0.000000

Invoice Date 01/31/2018 Recur Reference Location 0001-Fort Wayne Currency USD

Check Comments Ship Via Pay To Windmill Ordered By irelyadmin

Insert Open Tax Details X Remove Get previous details Export View Filter (F3)

UOM	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weight	Discount	Location	Tax Group	Tax	Subtotal	Total
	1	1	100.00			0.00	0%	0001-Fort Wayne		0.00	100.00	100.00

Ship From 4242 Flagstaff Cove Fort Wayne, IN United States

Ship To 4242 Flagstaff Cove Fort Wayne, IN United States

Remarks

Subtotal 100.00

Tax 0.00

Total 100.00

Amount Paid: 0.00

Amount Due: 100.00

Terms Discount 0.00

Due If Paid By: 100.00

Page 1 of 1 Refresh

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

Voucher - 0001005076 - Adept - BL-21262

New Save Search Delete Undo Print Duplicate Post Pay Refund Void Reverse Debit Memo Add Payables Email Recurring Export Import Close

Details Prepaid and Debit memos Additional Info Post Preview Attachments Activities Audit Log Approval

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	100.00	0.000	0.000
21000-0001-000	Pending Accounts Payable - Fort Wayne - A...	Other Payables	100.00	0.00	0.000	0.000

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.

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 unchecked
 - c. Price is checked

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

Batch ID	Record No.	Account ID	Description	Account Group	Debit	Credit	Debit Units	Credit Units
1	BATCH-705	INVRCT-149	16020-1000	Inventory - 000 Cat-Location A	100.00	0.00	0.000	0.000
2	BATCH-705	INVRCT-149	21000-1000	AP Clearing-Location A	0.00	100.00	0.000	0.000

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

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).

Transaction ID	Account ID	Description	Account Group	Debit	Credit	Debit Units	Credit Units
1	BL-45	20000-1000	Accounts Payable	0.00	10.00	0.000	0.000
2	BL-45	21000-1000	AP Clearing	10.00	0.00	0.000	0.000

7. Post the Voucher.

Bill - John Smith

Details | Prepaid and Debit memos | Attachments | Comments | Audit Log

Type: Bill
Vendor: John Smith
Invoice Date: 10/12/2015
Location: 1000-Location A

Ship From: Orlansea
Ship To: 1000-Location A
Ship Via: UPS Ground
Terms: 3% 10 Net 30

Contact: C2002
Ordered By: irelyadmin
Due Date: 11/11/2015
Currency: USD
Reference:

Bill No: BL-45
Invoice No: 127
AP Account: 20000-1000
Withheld Amount: 0.00

Contract	Item No.	Description	Misc Description	Ordered	Billed	Discoun...	Tax	Tax Group	Cost	Total	Account ID	Comments	Weig...	Volume	Storage Location	Expected Date
	1008 Other Cha...	1008 Other Cha...	1008 Other Cha...	1	1	0%	0.00		10.00	10.00	21000-1000		0	0		

Ship From: 01 Test Drive
Orlansea, VA 20104
United States

Ship To: 100 E Main St
Indianapolis, IN 46277
United States

Approval: Require Approval: ☐ Status:
Approval Notes:

Subtotal: 10.00
Shipping: 0.00
Tax: 0.000000
Total: 10.00
Amount Paid: 0.00
Amount Due: 10.00

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

- 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.

- Create Inventory Receipt. Select an item.

Inventory Receipt -

Details | Charges & Invoice | Edit | Notes | Attachments | Audit Log

Receipt Type: Direct
Vendor ID: V-001
Vendor Name: Sample Company
Location: 1000-Location A
Receipt Date: 10/12/2015
Currency: USD
Receipt No: Created on Save

Source Type: None
Bill of Lading No:
Receiver: irelyadmin
Vessel:

Blanket Release No: 0
Ship From: Indiana
Freight Terms:
Allocate Freight:

Vendor Ref No:
Ship Via: UPS Ground
FOB Point:
Shift Number:

Item No.	Description	Unit	Qty to Receive	Unit Cost	Tax Group	Tax	Line Total	Gross/Net UOH	Gross	Net	Sub Location	Storage Locat
non lot item 1012		pound	10	10.00		0.00	100.00		0.00	0.00	Main	H-Sin1
			0	0.00		0.00	0.00		0.00	0.00		

- Go to **Charges & Invoice** tab and select an other charge item. Setup the other charge item to have:
 - Inventory Cost is checked
 - Accrue checkbox is unchecked
 - Price is checked
- 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 - INVRCT-148

Details | Charges & Invoice | Edit | Notes | Attachments | Audit Log

Charges

Item No.	Description	Inventory Cost	On Cost	Cost Method	Rate	UOH	Amount	Allocate Cost By	Accrue	Vendor	Price
1008 Other Charge		<input checked="" type="checkbox"/>		Percentage	10.000000		0.00	Cost	<input type="checkbox"/>		<input checked="" type="checkbox"/>
		<input type="checkbox"/>			0.000000		0.00		<input type="checkbox"/>		<input type="checkbox"/>