# **Adding Charges After Receiving**

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

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

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

Purchasing » Receivers » Receiver							Created By Edward McDowell 7/7/2022 8:48 AM Modified By Edward McDowell 7/7/2022 8:51 A		
Receiver - 46	EDIT ADD COST Create	PDF v Export v							Status Received 🗸
General			Bill Addres	Bill Address map			Summary Revision : 1		C
No66 Vendor RF CSasa RUS Debite 7/7/2022 Expected Date 17/7/2022 PO No. 10015890			PC CASES R U	PC-CG428 U/G 123 August 37. AUGUSTINE, PL 32006			Subtotal		135.00
			123 MAIN ST				Charges		0.00
			ST. AUGUSTI				Total Amount		135.00
Items C	Details Memo & Instructio	ons Custom Attachments	Open Activiti	es Activity History					
Name/Numb	ber 🗸	Search Item	🗆 Sca	n ¢				Add Items From O	pen Purchase Orders
ITEM	DESCRIPTION	QUANTITY UOM	COST	EXT.	LINKED OPEN QUANTITY BIN	TRACK LOT	TS OR SERIAL NUMBERS	PART NO	ACTIONS
PC3000	MINI ITX WHITE	5.00 EA	7.00	35.00	0	0			80\$
PC3200	White ATX Case	10.00 EA	10.00	100.00	0	0			80\$

#### Later when the additional Charges need to be added;

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

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

rchasing → F	teceivers > Receiver			Created By Edward McDowell 7/7/2022 8:4	48 AM Modified By Edward McDowell 7/7/2022 9:43 A	
ceiver - 4	16 EDIT RETURN	D COST Create PDF - Export	w.		Status Closed	
General			Bill Address map	Summary Revision : 1	c	
No. 46			PC CASES R US	Subtotal	135.00	
Ver	ndor PC Cases R US		123 MAIN ST.	Charges	0.00	
Expected [	Date 7/7/2022			Total Amount	135.00	
PO	No. 10013890					
		Add Cost		×		
tems	Details Memo & Inst					
		Amount 0				
Name/Nur	nber	Account	~		Add Items From Open Purchase Orders	
ITEM	DESCRIPTION	Vendor	*	NUMBERS	PART NO ACTIONS	
PC3000	MINI ITX WHITE	Vendor Ref No			<b>≥</b> 0 ¢	
PC3200	White ATX Case	Invoice Date	<b>m</b>		♂ ○ ≎	
		Memo				
		Allegete buy @ Cours O				
		Allocate by: 😈 Cost 🔘	Quantity () volume () weight			
				Save Cancel		

## Shipping, Insurance, Taxes and Duties

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

ADD ADD ADD	COST Create PDF 👻 Export 👻			Status Receive
General		Bill Address map	Summary Revision : 1	
No. 350		ABSTERGO INDUSTRIES	Subtotal	640.00
Vendor Abstergo indu	stries	1 RUE DU PETIT CHAMPLAIN QUEBEC CITY, QB	Charges	0.00
Expected Date 3/1/2024		CANADA	Total Amount	640.00
PO No. 19	Charges		×	
Items Details Me				
No	Shipping 0.00			
Name/Number	Insurance 0.00			
ITEM	Duty 0.00		MBERS	ACTIONS
09155-BRMPH-24BR-ASS	Other 0.00			17.0 A
00360 00 BBUCB				