Add Purchase Invoice using Multi-ICT
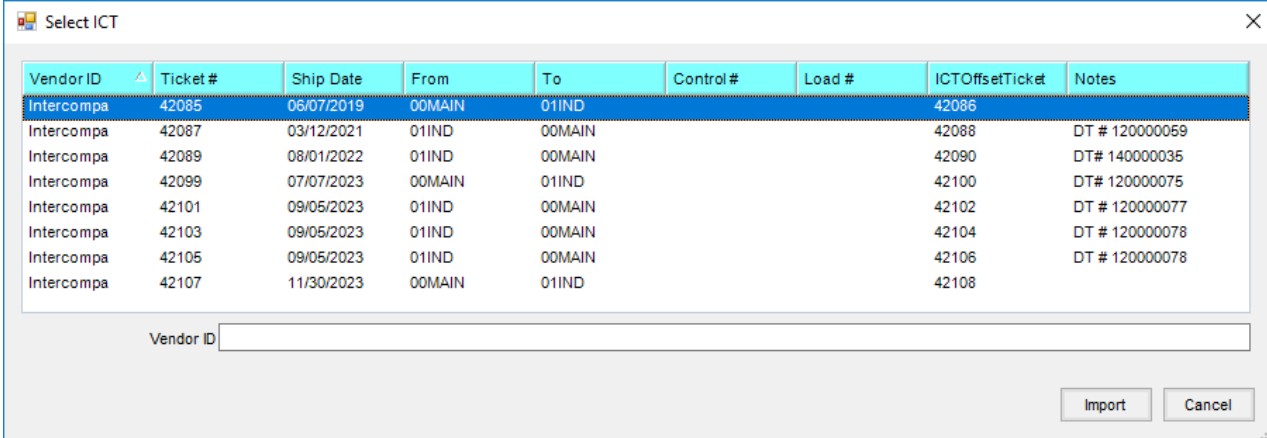
Last Modified on 04/10/2024 3:52 pm CDT

Multi-location companies often transfer product from one Location to another. Using the Multi-ICT option allows easy creation of Purchase Invoices from multiple Inter-Company Transfers (ICT).

At *Accounting / Inventory / Purchase Invoicing*, select **Multi ICT**. The *Select ICT* window displays listing the *Vendor ID*, *Ticket #*, *Ship Date*, *From*, *To*, *Control #*, *Load #*, *ICTOffsetTicket*, and *Notes*.

Note: If the ICT was created from a Blend or Delivery Ticket using the Ship From feature, the Blend or Delivery Ticket number is populated in the *Notes* column.

Choose the ICTs to be processed and select **Import**.

Note: Right-clicking a ticket in the *Select ICT* window displays the ticket details in a window for review prior to importing.

The *Add a Purchase Invoice* window appears for the first transfer selected. Choosing **Skip** allows skipping that transaction without creating a Purchase Invoice and, if multiple ICTs were imported, the next transaction displays. On the *From Receipt* tab, review the *Qty Recvd* and the *<$/Unit>*. Correct any information necessary and select **Save** to save the Purchase Invoice and move to the next transaction. Selecting **Cancel** closes out of the transaction without saving.

Add A Purchase Invoice   ✕

	Regular	Prepay
`<Vendor ID>` Intercompa Intercompany Transfer	Before	0.00	0.00

Invoice # ICT42103   Notes [   ]   After [   ] [   ]

Invoice Date 04/10/2024 🗓   Due Date 04/10/2024 🗓

Discount

Pay By   [Terms]   Disc Amt

[   ]   [   ]

Price By
◉ $/Unit   ○ $Total

From Receipt | Direct

	`<Ticket#>`	`<P.O. #>`	Product Name	Qty Recvd.	Invoiced	`<$/Unit>`	U	$Total
1 ▶	42103		Dap (18-46-00)	-2500.000	-2500.000	353.136	Lbs	-441.42
2	42104		Dap (18-46-00)	2500.000	2500.000	353.136	Lbs	441.42

Freight [   ] [▼] [Apply Freight]   Total [0.00]
                                                Freight/Add-ons [0.00]
`<Freight Vendor>` [   ] [   ] ☐ Show Lot#   Discount [0.00]
                                                Amount Prepaid [0.00]
☐ Create AR Invoice   ☐ Print On Save   [Save] [Skip] [Cancel]   Net [0.00]