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.

/endor ID	A Ticket #	Ship Date	From	То	Control #	Load #	ICTOffsetTicket	Notes	
ntercompa	42085	06/07/2019	00MAIN	01IND			42086		
ntercompa	42087	03/12/2021	01IND	00MAIN			42088	DT # 120000059	
ntercompa	42089	08/01/2022	01IND	00MAIN			42090	DT# 140000035	
ntercompa	42099	07/07/2023	00MAIN	01IND			42100	DT# 120000075	
ntercompa	42101	09/05/2023	01IND	00MAIN			42102	DT # 120000077	
ntercompa	42103	09/05/2023	01IND	00MAIN			42104	DT # 120000078	
ntercompa	42105	09/05/2023	01IND	00MAIN			42106	DT # 120000078	
ntercompa	42107	11/30/2023	00MAIN	01IND			42108		
	Vendor ID								

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 Purchas	e Invoice						1
<vendor id=""> Intercompa</vendor>			Intercompany Transfer	Befo	Regul		Prepay	
	Invoice #	CT42103	Notes				0.00	0.0
	voice Date				Aft	- 1		
In	voice Date	04/10/2024	Due Date 04/10/2024			Discount	Terms	
						Pay By	Terms	Disc Am
Price	-	eT-t-1						
		\$Total						
From F	Receipt Dir	ect						
	<ticket#></ticket#>	<p.0.#></p.0.#>	Product Name	Qty Recvd.	Invoiced	<\$/Unit>	U	STota
1 🕨	42103		Dap (18-46-00)	-2500.000	-2500.000	353.136	Lbs	-441.4
2	42104		Dap (18-46-00)	2500.000	2500.000	353.136	Lbs	441.4
٢								
reight	•		Analy Fast	-14			Total	0.0
			✓ Apply Freight			Freight/Add-ons		0.0
reight	t Vendor≻			Show	Lot#	Disc	ount	0.0
-						Amount Pre	epaid	0.0
	ate AR Invoid	D,	int On Save	Skip	Cancel			0.0