

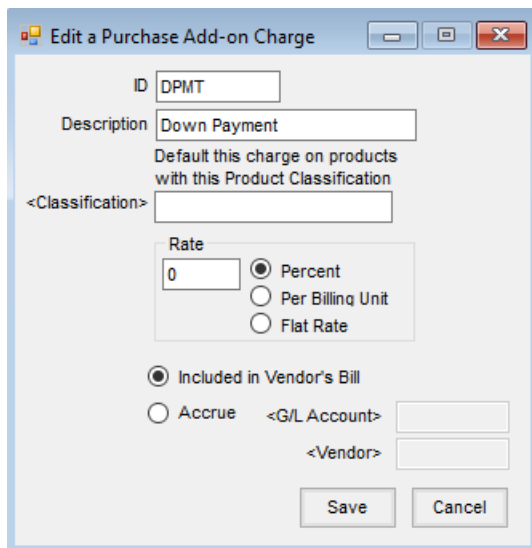
# Add-On Charges on Transactions

Last Modified on 10/30/2024 9:36 am CDT

Add accruals or freight on Purchase Invoices, Purchase Orders, and Purchase Receipts.

## Setup

1. Navigate to *Accounting / Setup / Inventory / Purchase Add-on Charges*.
2. Select **Add**.
3. At the *Add a Purchase Add-on Charge* window, enter the *ID*. This is limited to 10 characters. Add a *Description* if preferred.



4. Optionally select a *Classification* for the add-on charge.  
**Note:** To default an add-on charge when certain products are selected on a transaction, add the Product(s) to a Classification and select that Classification at this window.
5. If the add-on charge has a *Rate* that should default on the transaction, enter the amount and choose *Percent*, *Per Billing Unit*, or *Flat Rate*.
6. Select whether the add-on charge should be included in the vendor's bill or accrued.
  - When *Included in the Vendor's Bill* is selected, the charge is added directly to the vendor's bill.
  - When *Accrue* is selected, the amount accrues to the G/L Account and the Vendor selected.
7. Select **Save**.

## Including Add-On Charges

1. Add a Purchase Invoice, Purchase Order, or Purchase Receipt.
2. Select the Products for the transaction.

**Note:** If the Products on the transaction match the products in the Classification set up for the add-on charge,

the corresponding add-on charge automatically defaults.

3. Double-click in the *Add-On* column.
4. On the *Purchase Add-on Charges* window, double-click the *Charge ID* column heading.
5. Select the add-on charge. The columns default based on the add-on charge setup but the information can be changed if necessary.
6. Select **Calculate** then choose **Save** to return to the *Add a Purchase Receipt* window.
7. Select **Save** to save the transaction.

**Note:** If importing a Purchase Order into a Purchase Receipt, add-on charges from the Purchase Order default automatically.

## Partially Prepay Vendor Rate of Percent

The Purchase Add-on Charge method may be used for handling partial Vendor Prepay.

**Note:** This situation is designed for those who do not intend to pay the remainder of their Vendor contracts until shipment is received. In this scenario, the *Rate* will be set to *Percent*.

### Scenario

The following scenario involves fertilizer ordered on a Purchase Order at \$400 per ton with a 25% down payment at the time of the order. The remaining 75% balance will be due upon invoice.

1. Add a Purchase Order at *Accounting / Inventory / Purchase Orders*.
2. Select the *Prepay* option on the *Add A Purchase Order* window.
3. Select the Product and set the *\$/Unit* to \$400 per ton.

**Add A Purchase Order**

PO Detail | AP Bill | Ship To | Release Numbers

Date: 03/22/2024 | P.O. #: 120033

Contract: \_\_\_\_\_

<Vendor>: Dukesf | Dukes Farm Supply

<Customer>: \_\_\_\_\_

<Comments>: \_\_\_\_\_

Notes: \_\_\_\_\_

Prepay  
 Order Invoiced  
 Company Wide Use  
 Direct Ship  
 Generic Purchase

Discount: \_\_\_\_\_

Terms ID: \_\_\_\_\_

Pay By: \_\_\_\_\_ | Disc Amt: \_\_\_\_\_

Price By:  \$/Unit |  \$Total

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ | Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

	<Product Name>	Ordered	U	Received	Invoiced	<\$/Unit>	Bill Unit	\$Total	Deptid	Prodid	<Add On>	Freight	<Se
1	Urea (46-0-0)	100000.000	Lbs			400.000	Tons	20000.00	DFrt00	Urea	0.00	0.00	

Freight: \_\_\_\_\_ | Apply Freight

<Freight Vendor>: \_\_\_\_\_

Total Weight: 100000.000

Inco Term: \_\_\_\_\_

Delivery Type: Delivery | PO Type: \_\_\_\_\_ | Apply

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ | ETA: \_\_\_\_/\_\_\_\_/\_\_\_\_

<Pickup/Delivery Location Name>: \_\_\_\_\_

Total: 20000.00 | Import

Recalculate Add ons | Save | Cancel

4. Double-click in the *Add On* column to open the *Purchase Add-on Charges* window.
5. Double-click on the *Charge ID* column heading and select the appropriate Purchase Add-on Charge.
6. Set the *Rate* as the unpaid percent. In this case, 75% is entered as a positive (75) on this line. Set the *Calculate As* type to *Percent*. Do not select the *P* checkbox for Prepay on this line.
7. To add the second line for this add-on, double-click the *Charge ID* column heading again and select the same purchase add-on charge.
8. Set the *Rate* as the unpaid percent. Here, 75% is entered as a negative (-75). Set the *Calculate As* type to *Percent*. Select the *P* checkbox for prepay on this line.
9. Select **Calculate**. Each add-on charge row now displays the *Charge \$* to apply to the Vendor's Bill, \$15,000, positive and negative respectively, which is the total amount due to the Vendor upon delivery. The Add-on charge has a negative line valued at -\$15,000 which reduces the amount saving the PO will increase the balance by to \$5,000. When the PO is invoiced, the line will come in as Prepaid in full. The positive \$15,000 line (not prepaid) as the company will owe this amount when the invoice is saved.

**Purchase Add-on Charges**

Product	Quantity	\$/Unit	Unit
Urea (46-0-0)	100000.000	400.000	Lbs

	<Charge ID>	Rate	Calculate as	Charge \$	Apply To	<G/L Acct>	<Vendor>	P
1	DPMT	75.000000	Percent	15000.00	Vendor's Bill	5510000-00		<input type="checkbox"/>
2	DPMT	-75.000000	Percent	-15000.00	Vendor's Bill	5510000-00		<input checked="" type="checkbox"/>

\$/Unit to be added to the cost:   
 Freight \$/Unit:   
 New \$/Unit for this line item:   
 Total included in Vendor's Bill:

10. Select **Save** to return to the Purchase Order.

11. Select **Apply**. The Purchase Order now displays the Product at the contracted price of \$400/ton, with a \$Total amount of \$20,000. The total of the Purchase Order is \$5,000 which is the prepaid amount.

**Add A Purchase Order**

PO Detail | AP Bill | Ship To | Release Numbers

Date: 03/22/2024 | P.O. #: 120033

Contract: \_\_\_\_\_

<Vendor>: Dukesf | Dukes Farm Supply

<Customer>: \_\_\_\_\_

<Comments>: \_\_\_\_\_  
 Notes: \_\_\_\_\_

Prepay  
 Order Invoiced  
 Company Wide Use  
 Direct Ship  
 Generic Purchase

Discount: \_\_\_\_\_  
 Terms ID: \_\_\_\_\_  
 Pay By: \_\_\_\_\_  
 Disc Amt: \_\_\_\_\_

Price By:  \$/Unit |  \$Total  
 Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

	<Product Name>	Ordered	U	Received	Invoiced	<\$/Unit>	Bill Unit	\$Total	Deptid	Prodid	<Add On>	Freight	<Se
1	Urea (46-0-0)	100000.000	Lbs			400.000	Tons	20000.00	DFrt00	Urea	0.00	0.00	

Freight:  |

<Freight Vendor>: \_\_\_\_\_

Total Weight: 100000.000

Inco Term: \_\_\_\_\_

Total: 5000.00 |

Delivery Type: Delivery |

PO Type: \_\_\_\_\_

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ | ETA: \_\_\_\_/\_\_\_\_/\_\_\_\_

<Pickup/Delivery Location Name>: \_\_\_\_\_

The Purchase Order can now be received against as normal. As Purchase Receipts are entered against the

PO, the Add-On Charge follows through based on the Purchase Order set up and quantity received. The Purchase Receipt can then be imported into a Purchase Invoice. The Add-On Charges set up on the Purchase Order follow through the Purchase Receipt into the Purchase Invoice.

**Note:** If the Purchase Order is not applied to the Purchase Receipt, the Add-On Charge will not flow through but can be re-entered at the time of Purchase Invoice.

- For this example, a Purchase Receipt was entered for 26 tons of fertilizer. The Purchase Invoice now shows 26 tons of product has been received and invoiced against the Purchase Order. The Purchase Order shows 25% prepaid per ton so the prepay is correctly reduced by \$2,600. This leaves a balance due of \$7,800 when saving the invoice. The product cost has been updated by \$400/Ton.

**Add A Purchase Invoice**

<Vendor ID>  Dukes Farm Supply

Invoice #  Notes

Invoice Date  Due Date

Price By  
 \$/Unit  \$Total

From Receipt  Direct

	<Ticket#>	<P.O. #>	Product Name	Qty Recvd.	Invoiced	\$/Unit	U	\$Total
1	98765PP	120033	Urea (46-0-0)	52000.000	52000.000	400.000	Tons	10400.00

Freight  Actual Total\$  Apply Freight

<Freight Vendor>   Show Lot#

Create AR Invoice  Print On Save

Before	Regular	Prepay
	13106.06	5484.00
After	20906.06	2884.00

Discount  
 Pay By  Terms  Disc Amt

Total	10400.00
Freight/Add-ons	0.00
Discount	0.00
Amount Prepaid	2600.00
Net	7800.00