

Add-On Charges on Transactions

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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.