Additional Charges

If you receive an invoice from a supplier that includes freight, or some other miscellaneous charge on it, you can allocate this cost to the same code as the item or a separate freight/misc. charge account. However, if you would rather split this charge between some of the items on the invoice and put it to their charge accounts you can use this feature. This is known as prorate.

There are various ways of adding freight or a miscellaneous charge when processing an invoice.

Options	Advantages	Disadvantages
Adding the additional charge at the match screen	Assigns cost to same code as the item you select.	Cannot manually enter a code on the lines screen to charge the cost too.
Adding the additional charge on the Lines tab	• Provides you with the flexibility to input a code to charge the cost too. • Can prorate.	Just a few more fields to complete!

Adding a Freight/Misc charge to a single item line at the match screen
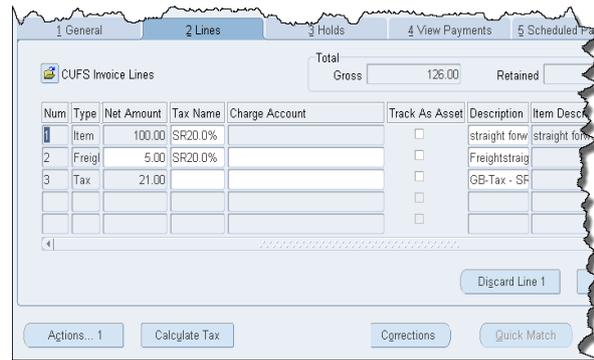
> **Pre-Requisite:**
> 1. **Enter the invoice in the normal way**
> 2. **Click on the Match button and match the invoice lines to the PO lines**

It is quite possible that you will receive an invoice with an additional charge that was not included on the original purchase order.

a) Once you have ticked the **Freight/Misc** box for the relevant item line, the Freight/Misc box will display.

b) Tick the relevant box. Complete the **Amount** field and amend the **Description** field to something relevant.

c) Click **OK** to return to the Match to Purchase Orders screen.

d) Click **Match** and the Invoice Workbench displays.

e) Click **Lines** tab to view the item and freight/misc. You won't be able to view the account codes on this screen. That is done via **All Distributions**.

Refer to Prorate charges if relevant

f) Finally **Calculate Tax**, and approve in the normal way.

Adding a Freight/Misc charge on the Lines tab

Pre-Requisite:
1. **Enter the invoice in the normal way**
2. **Click on the Lines Tab**
3. **Manually enter all item lines and codes**

a. Once all item lines have been added on the lines tab, click in the next line down and amend the **Type** to **Freight**.

b. Ensure you select the correct **Tax Name** and input the account code you wish the charge to be costed too.

c. Finally **Calculate Tax**, and approve in the normal way.
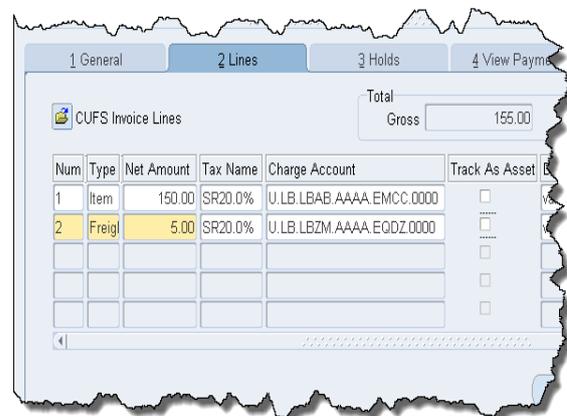
Adding and Prorating additional charges

You cannot prorate charges that have pulled through from a Purchase Order. Once you have manually added in your freight line, you can prorate the charge in a number of ways:

- Fully prorate against all/some item lines
- By amount
- By percentage

> **Pre-Requisite:**
>   1. **Enter the invoice**
>   2. **Either match the invoice to the PO or manually add the item lines**

a) On the **Lines** tab, ensure your cursor is in the freight line and click **Allocations** to display the Allocation Rules screen.

b) Click on the drop down arrow in the **Type** field and select how you wish to prorate the charge.

c) **Tick** the lines you wish to allocate the charge too.

d) Click **OK**. The Lines tab displays with all the item and freight lines and the system would have calculated tax.

e) To view all lines, click **All Distributions.**

f) Validate your invoice and check holds.