

Training Document – How to Record Additional Costs



In this lesson you will learn about using the Accredo system.

After completing this lesson, you will be able to:

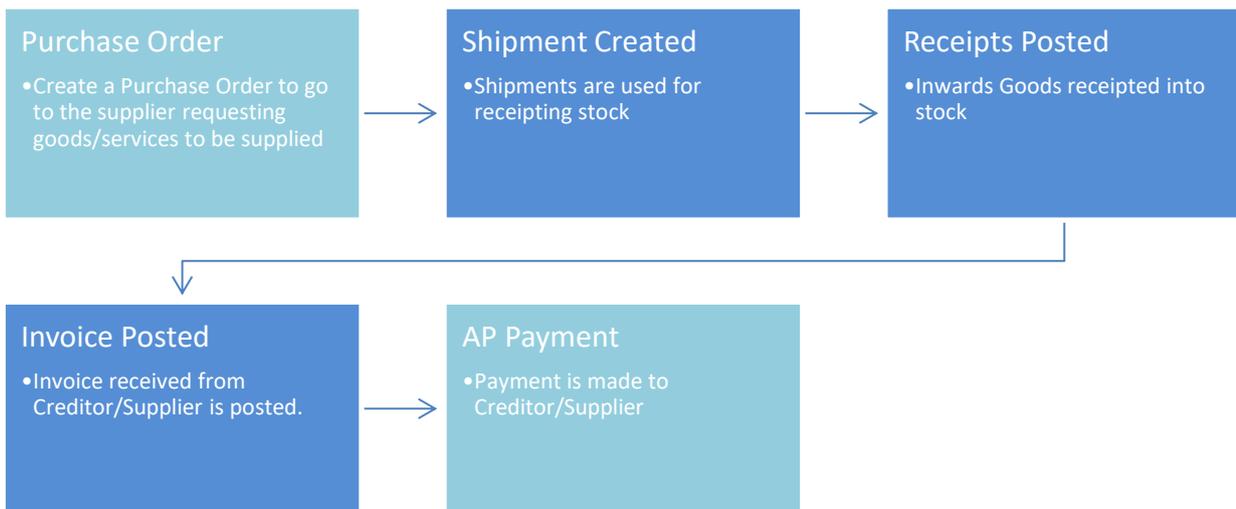
- Add Additional Costs to a shipment

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Purchase Order to Invoice Process

Process flow



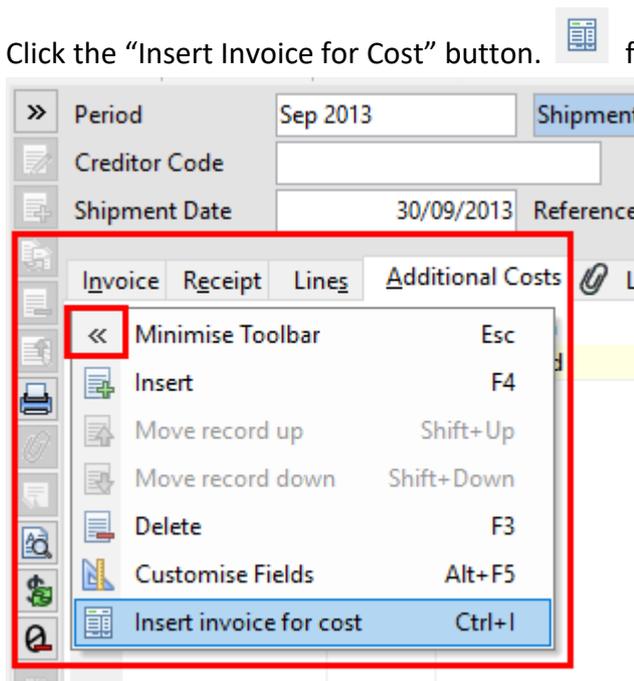
Additional Costs

Additional costs can be added to a Shipment to handle Internal and External Freight and other charges that you wish spread across the Products ordered.

Additional Costs can be spread on the Products cost or quantity (or physical volume or weight if these have been defined). The Manual method is for use with custom scripting.

You should add Additional Costs to a Shipment after adding the Purchase Lines, but before posting the Invoice.

- **During processing a Shipment...**
- Select the Additional Costs Tab.
- Add Lines for any charges:
 - Select a Creditor Code for the cost.
 - Select a Cost code if relevant.
 - Enter the amount of the cost.
 - Under Type choose the method of cost spreading.
- **For External Charges (A Separate Invoice to be spread):**
 - Select the relevant additional cost.
 - Click the “Insert Invoice for Cost” button.  from the toolbar



- An Invoice will be generated. Fill out and Save.
- Return to the Shipment Form, select the Lines Tab.
- **For Internal Charges (A Charge on the same invoice to be spread):**
 - Return to the Lines Tab.
 - Add a narrative line for the Internal Charge (In addition to the one entered in ‘Additional Cost’)

Contact

For further information or for assistance with Accredo please do get in touch with us.

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