

## Overhead, Add Cost and Direct Invoices

In addition to stock invoices, BisTrack allows for the use of other accounts payable invoices.

These include Overhead invoices, Additional Cost invoices, and Direct invoices.

We'll take a look at each of these.

Be sure you have completed the Training on Demand course "AP Invoices" before viewing this course.

### **Overhead Invoice with a PO**

Overhead Invoice with a PO

You typically enter Overhead Invoices for operational expenses like supplies, cleaning services or legal fees.

You also use them to invoice Added Value Operations.

Enter AVO's on a sale or works order for outsourced labor by third-party suppliers.

Examples of these include lumber treatment and millwork fabrication.

You can enter an Overhead Invoice with or without having a source Overhead Purchase Order.

To begin, select the Overhead Invoice option on the Accounts Payable tab.

BisTrack displays the New Supplier Invoice window.

The Inv. Type field is set to Overhead.

Enter, or search for the Overhead Purchase Order number to invoice.

BisTrack shows the detail lines of the PO including a Description of the products or services purchased.

The GL Code that the expense will post to may also appear.

You can change all fields, with exception of the PO No. and Actual GL Code, as needed.

To change or add to the Description, click the field, and enter the desired text.

When the invoice is for more than one PO, add the next PO to the invoice.

BisTrack displays a message to confirm that you are adding another purchase order.

Selecting No replaces the current purchase order and any lines.

We'll choose Yes to process both.

BisTrack adds the second PO below the first.

The Total of Lines and Expected Invoice Total equal the sum of the Invoice Goods Total amounts.

Complete the invoice details by entering the Supplier ref., Invoice and Due dates, and Goods total.

When the Goods Total matches the Expected Invoice Total, select Match & Approve.

If the amounts do not match, put the invoice On Hold and obtain a resolution per your Company's policy.

### **Overhead Invoice without a PO**

You can enter an Overhead Invoice without using an Overhead PO as the source document.

When this is the situation, begin the invoice by selecting the Supplier.

Then enter the invoice details including the Supplier ref., Invoice and Due dates, and Goods total.

Now click the GL Code field in the lines area.

Enter or select a GL code for this expense by clicking on the ellipsis.

To find a GL code, enter a brief description and press Enter.

Select the code from the list presented.

Edit the description of the expense if needed.

Key in the Invoice Goods total and select a branch if different than the one displayed.

Press Enter to add the Overhead expense line.

Continue to add lines to the invoice if applicable.

When finished, select Match & Approve.

Enter the next invoice or click the Close button to exit.

### **Additional Cost Invoices**

#### Additional Cost Invoices

Additional Cost invoices result from third-party supplier fees added to either a sales or purchase order.

BisTrack identifies these as Additional Cost/Charges on a sales order.

Examples of these include costs added for freight or delivery charges, duty, or brokerage fees.

To begin, select Add Cost Invoice from the Accounts Payable tab.

Unlike other invoice types, an Add Cost Invoice does not match to a Purchase Order.

To start a new invoice, enter the Supplier.

You can use the Supplier button to search.

BisTrack lists all Additional Cost/Charge transactions entered on a PO or Sales order for this supplier that have not yet been invoiced in the body of the window.

The list is sorted with the PO entries at the top.

Scroll to locate the transactions from sales orders.

Enable the checkbox to select a transaction to invoice.

This removes the strikethrough effect and adds the Invoice Goods Total for the line to the totals at the bottom of the window.

Continue to select lines for invoicing as needed.

You can refresh the list at any time by clicking the Refresh button.

BisTrack sorts the transactions with the lines selected grouped together at the top.

This makes it easier to compare with your supplier's document.

The GL Code, Invoice Goods Total, and Branch fields for each line selected are available for editing.

Complete the remaining supplier invoice fields.

When the totals agree, click Match & Approve to complete the invoice.

### **Direct Invoices**

The final invoice type is Direct Invoices.

These occur when the products you order from your supplier ship directly to your customer.

Entering a Direct Invoice changes the status of the associated Direct sales order from Waiting for Supplier Inv. to Invoicing.

The only source document for a Direct Invoice is the Direct PO.

There is no Stock Receipt, as the goods do not deliver to your location.

To begin, select the Direct Invoice option from the Accounts Payable tab.

The Inv. Type field is Direct.

Enter or search for the Direct Purchase order number to invoice.

BisTrack defaults the appropriate Supplier name and PO details.

The system shows the Total Sell Price and Margin for the sale based on the Invoice Cost.

When the invoice is for more than one Direct PO, enter the next number.

The window body splits into two panes with the left showing the PO summary and the right shows the product details.

You can open the Sales Order in question by clicking the View Sales Order button.

As long as you have not invoiced the direct sales order, you may Add Other Lines to the invoice for costs such as delivery charges.

When selected, a New Manual Order Line window opens.

You can edit the fields shown or select a different manual order line Type.

When you complete your entries, press the F12 key or click OK.

BisTrack adds the line to the invoice, adjusting the Total Sell Price and Margin based on what you entered.

The system carries the additional charges entered to the sales order invoice.

Once the PO details match the invoice, enter the remaining supplier details.

When the Goods Total matches the Expected Invoice Total, you can select Match & Approve.

You can now invoice the Direct sales order.

BisTrack Accounts Payable allows you to enter Overhead invoices Both with and without a purchase order. You can also create Additional Cost invoices associated with various fees and Direct invoices for merchandise shipped to your customers.

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