

## Manual Order Line Types (MOLTs) Overview

Robert:

All set, now you just need to add the delivery charge.

Andrew:

How do I add that?

Robert:

Add it as a Manual Order Line Type or MOLT. They're used for non-product type charges. Think equipment rentals, labor fees, or in our case... a delivery charge!

Andrew

Pick a topic and we'll show you the details!

### Topics

- Using MOLTs on Sales Documents
- Using MOLTs on Purchasing Documents
- Using MOLTs on Receiving Documents

### Using MOLTs on Sales Documents

Use the Quick Entry field or the Manual Line button to add a Manual Order Line on a Sales Order.

You can add MOLTs using either the Quick Entry field, or the Manual Line button.

Confirm and complete the details for the Manual Order Line. Press OK to add it to the order.

BisTrack adds the Manual Line Selling price to the Misc. field, but not the Goods total.

You have a couple options in adding MOLTs to sales documents.

One is to use the Quick Entry field.

Alternatively, select the Manual Line button and enter the details.

Press OK to add the line to the order.

BisTrack adds the MOLT's Selling price to the Misc. field, but not the Goods Total..

### Using MOLTs on Purchasing Documents

Using MOLTs on Purchasing Documents

You can set the MOLT's value as a dollar value, or a percentage of the total Purchase Order.

Read More...

Assign the cost to either apply to a GL code or be prorated over the stock lines.

Use the Read More button to view additional content.

Adding Manual Lines to purchase orders is much the same as for sales documents.

You'll need to choose the Other Options button and select the option: Add Manual Charge Line.

Complete the MOLTs details as needed.

Now choose the Value Type.

Selecting Fixed Amount adds a dollar amount from the Value field to the PO.

If you select % of Order Total, enter a percentage into the Value field.

BisTrack automatically calculates the cost price.

Determine how to apply the MOLT cost.

MOLTs that are prorated over stock lines become template costs and do not affect stock costs.

BisTrack copies the MOLT onto the stock receipt, which updates the cost upon receiving.

Enable the option: Apply to GL code when you want to post the amount to a specific account.

When a default GL code is set for the MOLT, it appears automatically.

MOLTs applied to a GL code DO NOT affect stock costs.

Press OK

The MOLT details appear as a line item which influences the PO Totals.

Choose Complete when the PO is finished.

## Using MOLTs on Receiving Documents

When you create a stock receipt, you can view the Manual Order Lines for the PO you're receiving.

Choose the Additional/Manual Line Costs tab to access any MOLTs.

BisTrack calculates the MOLT Cost based on the Lines received..

Select the Properties button if you need to make edits.

You can also Add or Remove manual lines before completing the Stock Receipt.

Press OK when you're finished.

BisTrack displays the stock receipt, including the Total Manual Cost prorated over the stock lines received.

## Assessment

Question 1

Select all of the document types that you can add MOLTs to. Press Confirm when done.

Select the documents that you can add a MOLT to.

Choose all that apply.

Answers

- Sales Order (Correct)
- Purchase Order (Correct)

- Stock Receipt (Correct)

You can add Manual Lines to Sales Orders, Purchase Orders, and Stock Receipts.

Select one or more answer and press Confirm.

#### Question 2

Select True or False, and press Confirm.

A MOLT applied to a GL code is prorated over the stock lines.

TRUE or FALSE?

Answers:

- True
- False (Correct)

False, a MOLT applied to a GL code does NOT affect stock costs.

Select True or False and press Confirm

#### Question 3

What is a MOLT? Select an answer, and press confirm when done.

Which statement best describes a MOLT.

Which statement best describes a MOLT.

- An order line that has had the price adjusted
- A Special Order item
- A non-product type charge (Correct)
- None of the above

Manual Order Line Types (MOLTs) are non-product type charges.

Select an option and press Confirm.

### Pass

You passed the Manual Order Line Types Overview, fantastic!

### Fail

Something wasn't right... Return to the main menu by pressing the Home button.

When you're ready to attempt the quiz again select Show Us What You Known.

The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2016 Epicor Software Corporation. All rights reserved.

---

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit [www.epicor.com](http://www.epicor.com).



### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746

USA

Toll Free: +1.888.448.2636

Direct: +1.512.328.2300

Fax: +1.512.278.5590

### Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104

Plaza Central, Col. Santa Maria

Monterrey, Nuevo Leon, CP 64650

Mexico

Phone: +52.81.1551.7100

Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena

Downshire Way

Bracknell, Berkshire RG12 1PU

United Kingdom

Phone: +44.1344.468468

Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06

Novena Square Tower A

Singapore 307684

Singapore

Phone: +65.6333.8121

Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,

100 Pacific Highway

North Sydney, NSW 2060

Australia

Phone: +61.2.9927.6200

Fax: +61.2.9927.6298