Additional Cost/Charge Overview

You may experience situations when additional 3rd party costs or charges need to be added to your sales orders, purchase orders, or returns. Using the BisTrack Additional Cost/Charge function makes it easy to add these charges to the transaction while setting up Accounts Payable to match the associated supplier invoice. This course explores the benefits of using this process and examines the steps required to add a new charge or modify an existing one.

Additional Costs /Charges help you manage 3rd party fees associated with sales or purchase transactions. You can use them with purchase orders, sales transactions, transfers, remove supply orders, credit notes, or supplier returns. When applying Additional Costs or Charges, BisTrack prorates the amount across all lines of the transaction.

The system also tracks the amount separately so that you can match the invoice from the 3rd party supplier. BisTrack contains a default generic Additional Costs/Charge called 3rd Party Delivery Charge. You can create records to use regardless of the supplier. You can also set up multiple records for different purposes or specific suppliers. Each Additional Cost/Charge record you create can be pointed to specific GL codes to track the revenue and expense.

From the Additional Costs/Charge Management Screen you have the option to create a new fee or edit an existing one. These options are also available by right clicking on any existing Additional Cost/Charge. Let's look at adding a new charge.

You can update these same fields on any existing records. Type the name of the new Additional Cost/Charge in the Description box. Now, select the Supplier button to indicate the vendor associated with this charge. We'll choose Oceanshore Shipping.

Under the Cost tab, choose the appropriate currency. From the drop down list, decide whether the charge will be based on a fixed amount, percentage of the order total, weight, volume, or board length. Then enter the dollar or percentage amount related to your charge type in the Value field.

You may also leave the field blank and enter a value when you add the Additional Cost/Charge to a transaction. If you select Fixed Amount or Percentage of Order Total Cost, you must also determine how to prorate the Additional Cost/Charge. You can choose from Value, Volume, or Weight.

When you select % of order total, the system gives you two additional options: Only apply to lines that have external AVOs, and Base on percentage of total sell price. Use the Charge tab if the Additional Cost/Charge will be used on a sales transaction. Fill out the Value and Pro rate by fields just as you did on the Cost tab.

Select the appropriate analysis code for this charge and whether to allow settlement discounts to be taken against it. The Product Group tab applies to both costs and charges. Select whether analysis of this Cost/Charge should be applied to a specific Product Group or to any products it is applied to. If you Analyze purchase/sales to a specific product group, select the Product Group to which it should apply. On the GL Codes tab enter the appropriate account for revenue, expenses, accrual, and payable.

If the Additional Cost/Charge will be added to a sales transaction with a charge amount, enter the GL code to track revenue in the GL Revenue field. Finally select the Sales Orders and Transfers tab. Enter any Special Instructions as desired. BisTrack automatically carries any text you enter here to the Special Instructions field on the sales transaction. Press the Add button to add the Additional Cost/Charge and clear the fields for a new entry. Click the close button when finished. BisTrack adds the Additional Cost/Charge to the end of the list.

Additional Cost/Charges can be used to include added expenses when processing several types of orders. This helps your business maintain accurate costs and profit margins. We also walked through the process and demonstrated the simple steps to add your own Additional Costs/Charges or modify any existing records.

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