

## Manual Order Line Types (MOLTs) Setup

**Andrew**

With that new garden shed we're selling, can we set it up for them?

**Robert**

We can, but I need to create a service charge for it.

I'll do it as a new Manual Order Line Type that you can add to an order.

**Andrew**

Sounds great; let me know when you have that setup, so I can create the order.

**Robert**

Use Manual Order Line Types, or MOLTS for non-product type charges, and set them up in System Manager. Select the topic to see the setup process.

### Topics

- Adding a Manual Order Line Type (MOLT)

### Adding a Manual Order Line Type (MOLT)

Use Manual Order Line Types (MOLTs) to add non-product type charges to sales orders, purchasing documents, and transfers.

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You can create Manual Order Line Types (MOLTs) in System Manager under the General category.

Create Manual Order Line Types, or MOLTs, using System Manager.

In the Navigation Pane, select General, then Manual Order Line Types.

Select the New icon from the toolbar.

Give your MOLT a descriptive name.

This is the name you'll select when adding it to a transaction.

Enter a Default code and description.

When you want to add the MOLT on a Sales Transaction, you can enter the Default code in the Quick Entry field.

When you add a MOLT to a document, both the Name and Default description appear.

You can add A Default cost and Default sell price.

Enable the Non sales amount checkbox if you don't want this MOLT recorded as a sale for analysis purposes.

Enable this check box if you want it included in the margin calculation.

Use the dropdown to select a Type for this MOLT.

Enable the transactions or transfer options that can access this MOLT.

You can determine if and how to prorate the cost when it's used on a purchase order.

Identify the Tax Group that applies to this MOLT.

The Analysis tab relates to MOLTS used with sales documents.

Assign a Product Group or Sales analysis code here.

These options help you determine how to handle settlement discounts and enable various overrides.

Adjust the fields on the GL Codes tab to set the financial system accounts used to post this MOLT to the general ledger.

It's possible that your company restricts access to MOLTS. You can manage this from the User Access tab.

Disable the checkbox to limit access and use the buttons to add or remove Users or Groups. When you're finished, select the Add button to complete the entry.

BisTrack clears the fields, and you can add more MOLTS.

Choose Close when you're finished.

### Assessment – Question 1

Select the category where you add Manual Order Line types. Then press Confirm. In System Manager, what category would you find Manual Order Line Types in?

- Financial
- Pricing
- General                      CORRECT
- Products

Find the Manual Order Line Types under General in System Manager.

### Assessment - Results

Pass - Good work. You're ready to add Manual Order Line Types!

Fail - That's not quite right... Press home to review the course, and use the Show Us What You Know button when you're ready to take the quiz again.

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