

# Miscellaneous Charge

## Module Guide: Miscellaneous Charge (Purchasing)

### Module Location

Purchasing > Miscellaneous Charge

### Module Objective

The **Miscellaneous Charge** module within Purchasing serves as the master data hub for creating and managing types of additional costs associated with purchase transactions. Besides defining the name of the cost (such as Shipping Cost, Insurance Cost), this module is also crucial for setting up the **accounting link (GL Linking)**, which determines the debit and credit accounts that will be used automatically when the cost is recorded.

## 1. Main View (Charge List)

The main page of this module displays a list of all purchase-related additional charge types that have been created.

<input type="checkbox"/> Misc Charge Code	Misc Charge Name	Last Update	Updated By
<input type="checkbox"/> BANK CHARGE	BANK CHARGE	13 Mar 2024	Vella Carella Wijaya
<input type="checkbox"/> Packing Cost	Biaya Packing	13 Jan 2024	Vella Carella Wijaya
<input type="checkbox"/> Others Charge	Biaya Balik Nama, Asuransi, dan Plat Nomor	15 Aug 2023	Khusni Amalia
<input type="checkbox"/> Admin	Administrasi Aplikasi	10 Aug 2023	Khusni Amalia
<input type="checkbox"/> Biaya Overtime	Biaya Overtime	08 Jun 2023	Vella Carella Wijaya
<input type="checkbox"/> Insurance Cost	Biaya Asuransi	22 Sep 2021	
<input type="checkbox"/> Freight Cost	Biaya Kirim	22 Sep 2021	

### View Explanation

This page is for viewing and managing all existing types of additional charges.

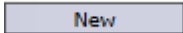
- **Filter:** You can search for a specific charge using the search bar based on the **Misc Charge Code**.
- **Charge List:** The table below displays a summary of each charge type, with columns for **Misc Charge Code** and **Misc Charge Name**. Existing examples are "BANK CHARGE", "Packing Cost", and "Freight Cost".

## Button Functions

- **New:** The primary button to create a new charge type.
- **Delete:** To delete a selected charge type.

## 2. Steps to Create a New Charge

### Step 1: Create a New Charge

From the Main View, click the **New** button to open the **Add Miscellaneous Charge** form. 

### Step 2: Fill in Charge Details

On the form that appears, fill in the required details:

- **Misc Charge Code:** Enter a unique code for this charge.

Misc Charge Code

:

- **Misc Charge Name:** Enter a descriptive name for this charge.

Misc Charge Name

:

### Step 3: Set Up Allocation & Accounts

This is the most crucial step to ensure the integration with accounting functions correctly:

- **Allocate Cost To:** Define how this cost will be allocated, for example, charged to the **Item** (increasing the inventory value).

Allocate Cost To :

- **Debit Type:** Select the account from the dropdown that will be **debited** (for example, the Inventory account for 'Account for tracking good inventory').

Payment :

- **Credit Type:** Select the account from the dropdown that will be **credited** (for example, a CASH or Accounts Payable account).

Credit Type :

## Step 4: Save the Data

After all data is filled in, click the **Save** button to save the new charge type.

## Tips & Important Notes

- The **Debit Type** and **Credit Type** settings must be coordinated with the **Accounting team** to ensure the automated journaling that occurs in the system is correct.
- The charges you define here will become options that can be added to purchasing documents like **Purchase Invoices** to record additional costs (**landed cost**) related to the procurement of goods.

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