

# Landed Costs

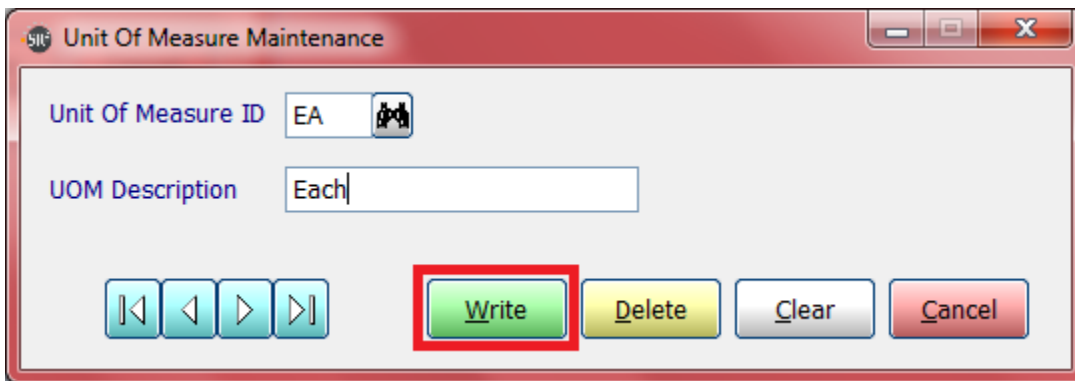
## Purchase Order Screen for Landed Cost Items Button

When you order items from your Vendors, you have the ability to enter in Landed Cost Items in the Purchase Order Screen. The Purchase Order Screen has a Landed Cost Items Button. You can enter in itemized Vendor charges that you will be receiving a separate bill for. The system will assign the Landed Cost Items a separate Purchase Order Number. For example charges for: Empty Pallets, Cooling System, Ice, Freight, Temperature Gague, Insurance, and Taxes. The system will assign a Purchase Order Number for each Vendor and item.

You have to create a Unit of Measure, Category, and Item(s) in order to do landed costs.

### 1. Setup a Unit of Measure for the Landed Cost Items

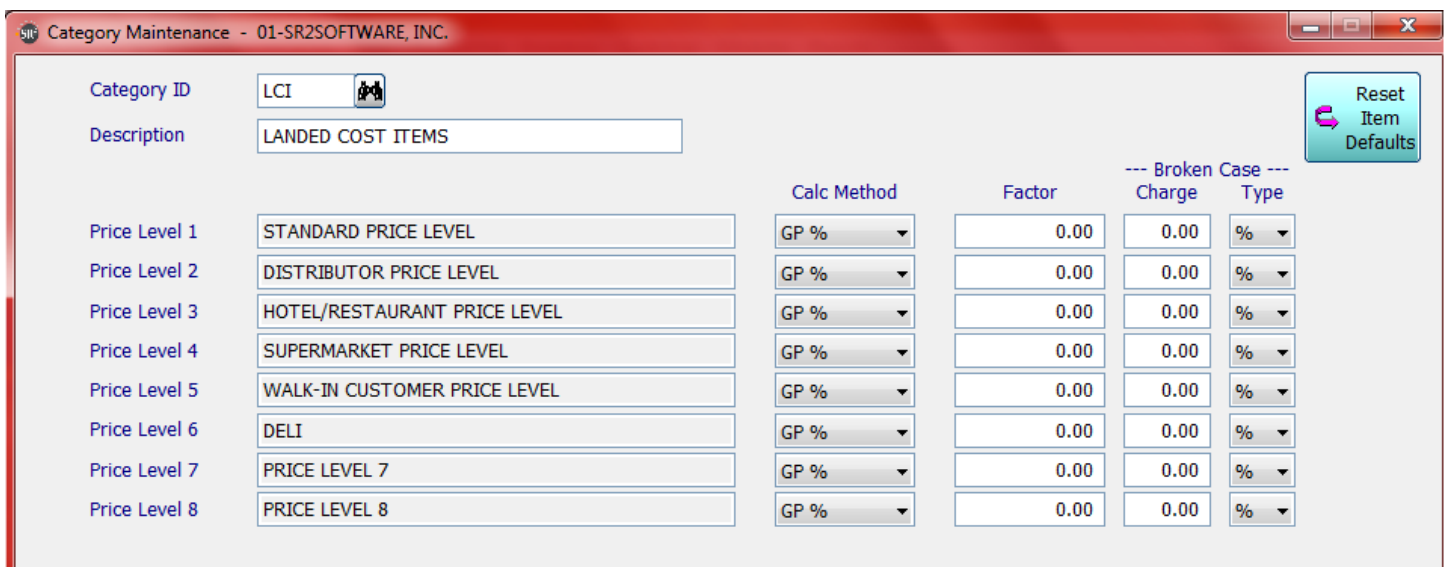
From the **System Maintenance** menu choose **Units of Measure**.  
In this example, we will create the unit of measure for **Each**.



The screenshot shows the 'Unit Of Measure Maintenance' window. It has a title bar with a logo and window controls. Inside, there are two input fields: 'Unit Of Measure ID' with the value 'EA' and a small icon, and 'UOM Description' with the value 'Each'. Below these fields are five buttons: a set of four navigation arrows (back, forward, etc.), a green 'Write' button which is highlighted with a red rectangle, a yellow 'Delete' button, a grey 'Clear' button, and a red 'Cancel' button.

### 2. Setup a Category

From the **System Maintenance** menu choose **Categories**.  
In this example, we will create a category called **Landed Cost Items**.



The screenshot shows the 'Category Maintenance' window. The title bar includes the text '01-SR2SOFTWARE, INC.'. The window contains a 'Category ID' field with 'LCI' and a 'Description' field with 'LANDED COST ITEMS'. On the right side, there is a 'Reset Item Defaults' button. Below these fields is a table with 8 rows, each representing a 'Price Level'. Each row has five columns: 'Price Level' (labeled on the left), 'Price Level' (text in the first column), 'Calc Method' (dropdown menu), 'Factor' (text input), '--- Broken Case --- Charge' (text input), and 'Type' (dropdown menu). The data in the table is as follows:

Price Level	Price Level	Calc Method	Factor	--- Broken Case --- Charge	Type
Price Level 1	STANDARD PRICE LEVEL	GP %	0.00	0.00	%
Price Level 2	DISTRIBUTOR PRICE LEVEL	GP %	0.00	0.00	%
Price Level 3	HOTEL/RESTAURANT PRICE LEVEL	GP %	0.00	0.00	%
Price Level 4	SUPERMARKET PRICE LEVEL	GP %	0.00	0.00	%
Price Level 5	WALK-IN CUSTOMER PRICE LEVEL	GP %	0.00	0.00	%
Price Level 6	DELI	GP %	0.00	0.00	%
Price Level 7	PRICE LEVEL 7	GP %	0.00	0.00	%
Price Level 8	PRICE LEVEL 8	GP %	0.00	0.00	%

### 3. Setup Items

From the **Inventory** menu choose **Item Maintenance**.  
In this example, we will create an **Empty Pallet** Item.

Item Master Maintenance - 01-SR2SOFTWARE, INC.

File

Item ID: 900 Description: EMPTY PALLET

Lookup

1 - General

Category ID: LCI Variance: 0.00

VendorID: Cube: 0.00

Alpha Sort: Density:

Selling UOM: EA Non-Stock:

Alternate UOM: EA Landed Cost Item: ☒

Billing UOM: EA

Pack Qty: 1.00

Pack Size: Exclude Discounts:

Weight: 1.00 Include on Pricelist:

Processed Item:

Print Proc. Item Labels:

### 4. Enter in the Purchase Order

From the **Purchasing** menu choose **Purchase Order Entry**.

Enter in **N** for a new order at Order # field.

Enter in the Vendor you are going to order your item(s) from.

Enter in the item(s) in the Lines Tab.

	Item	Description	Order	UOM	Price	Recv	Recv Bill	Extension		Line	Lot ID
X	10011	SQUID RINGS AND TENTACLES	100.00	PC	3.25	100.00	500.00	1,625.00		0001	
X											

## 5. Choose the Landed Cost Method, Enter in the Landed Cost Items, choose the Vendors

Click on the **Header Tab**.

Purchase Order Entry - 01-SR2SOFTWARE, INC.

View

Order # 5418 Req. Date 11/30/15 Total 7,920.00

Vendor SR2 Food Growers Redem Value 0.00 PO Lines 2

Email PO Print PO Cancel Accept

Print Receiver Receive Delete Update

Header Lines Lines - Maintenance

Vendor Name SR2 Food Growers

Address 1 SR2 Food Growers

Address 2 1320 Cranston St

City, State & Zip Cranston RI 02920

Requested Date 11/30/15

Received Date 00/00/00

Effective Date 12/01/15

Vendor Invoice #

Vendor Invoice Date 00/00/00

Warehouse ID SR2 F.O.B.

Ship Via Freight

Contact Name Melissa AWB #

Phone Number 401-946-7010

Email

Landed Cost Method None

Landed Cost 0.00

Landed Cost Items

Choose the **Landed Cost Method**.

Landed Cost Method None

Landed Cost

None

% Freight to Invoi

Weight

SU Qty

Automatic

Manual Item

You can distribute the landed items cost to each item on the purchase order by:

**None:** No landed costs will be used

**% Freight to Invoice:** The landed cost is distributed among each item based on what percentage the item total is of the invoice total.

**Weight:** The landed cost is distributed among each item based on the total weight of each item taking into account the total weight of all the items on the invoice.

**SU Qty:** The landed cost is distributed among each item is based on the total quantity of each item taking into account the total quantity of all the items on the invoice.

**Automatic:** The system will automatically spread the cost of the landed cost assigned to that vendor based on the selling units.

Click on the **Landed Cost Items** Button.

Landed Cost Method

Landed Cost

**Landed Cost Items**

Items created with the **Landed Cost Item box checked** will be displayed. Enter in the **Cost** of one Landed Cost Item and hit the TAB key. Choose the **Vendor** who will be billing you for the Landed Cost Item.

Landed Cost Item

Cost	Vendor ID	Name	Item #	Description	PO Number
50.00			900	EMPTY PALLET	
0.00			901	ICE	
0.00			CRV	CRV	
0.00					

Vendor Lookup

From:

Vendor ID	Name	Address 1	City	State	Phone
A00100	ABC PRODUCE	ABC Produce	Tempe	AZ	
A00200	AGAR SUPPLY	AGAR Supply			
A00300	ALL AMERICAN MEAT & SEAFOOD	All American Meat & Seafood			
B00100	BOSTON TOMATO	Boston Tomato			
B00200	BEST FOODS	BEST FOODS	Providence	RI	

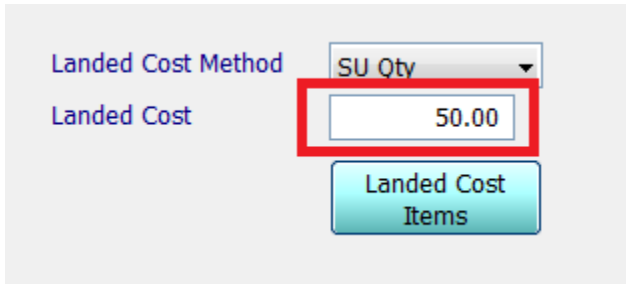
When you have completed the Landed Cost Items, click on the **Accept** Button at the bottom of the screen.

Landed Cost Item

Cost	Vendor ID	Name	Item #	Description	PO Number
50.00	A00200	AGAR Supply	900	EMPTY PALLET	
0.00			901	ICE	
0.00			CRV	CRV	
0.00			SCREENCHG	SCREENING SURCHARGE	

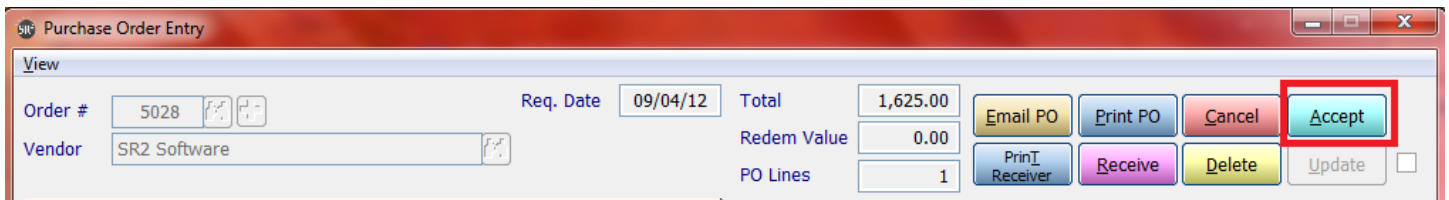
Cancel Accept

You will see the total of all the Landed Cost Items on the Header Tab in the **Landed Cost** field.



A screenshot of a software interface showing the 'Landed Cost Method' dropdown menu set to 'SU Qty'. Below it, the 'Landed Cost' field displays '50.00' and is highlighted with a red rectangle. A button labeled 'Landed Cost Items' is positioned below the field.

Click on **Accept** in the Purchase Order screen.

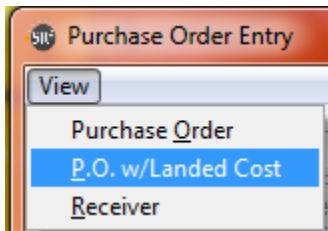


A screenshot of the 'Purchase Order Entry' window. The 'View' menu is open, showing options like 'Purchase Order', 'P.O. w/Landed Cost', and 'Receiver'. The 'Accept' button is highlighted with a red rectangle. The screen displays fields for Order # (5028), Vendor (SR2 Software), Req. Date (09/04/12), Total (1,625.00), Redem Value (0.00), and PO Lines (1). Buttons for Email PO, Print PO, Cancel, Accept, Print Receiver, Receive, Delete, and Update are visible.

**\*\*\*NOTE:** The Total at the top of the Purchase order screen will not include any landed costs.

## 6. View the Cost of the Items on the Purchase Order with the Landed Cost Item(s) added

From the **View** menu choose **P.O. w/Landed Cost**.



A screenshot of the 'View' menu in the 'Purchase Order Entry' window. The menu is open, showing options: 'Purchase Order', 'P.O. w/Landed Cost' (highlighted in blue), and 'Receiver'.

The Purchase Order will display with the amount of the Landed Cost Item(s) added into each item depending upon the Landed Cost Method you chose so you can see the price with the added landed costs. The Vendor will be the Vendor you ordered the items from.



# SR2SOFTWARE, INC.

1320 CRANSTON STREET  
CRANSTON, RI 02920  
Phone: 1-800-214-5045  
Fax.: 401-943-7938

**\*\* PURCHASE ORDER \*\***

**5028**

Vendor: S00100  
SR2 Software  
10016 E. Winchcomb Dr.  
  
Scottsdale AZ 85260

Ship To:  
SR2SOFTWARE, INC.  
1320 CRANSTON STREET  
  
CRANSTON RI 02920

Fax#: 401-943-7938

Ord Date	Req Date	Air Waybill #	FOB	Ship Via	Freight
09/04/12	09/04/12				

Item	Description	Qty SU	UM	Qty BU	Price	Amount
10011	SQUID RINGS AND TENTACLES	100.00	PC	500.00	3.35	1,675.00
PO Lines: 1		Count: 100		Total:		1,675.00
*** END OF PURCHASE ORDER ***						