# Purpose

This procedure shows how to:

* Create landed cost document
* Enter shipping details, freight forwarder, supplier names, shipping method, vessel, container etc.
* Select purchase order lines being supplied
* Balance lines in import costing against supplier invoice totals
* Create vendor invoices
* Receive goods onto inventory by creating an arrival journal from landed cost document
* Receipt Costs – Set up/Import charge allocation/Apply import charges
* Update price

**What is covered in this guide**

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# Terminology

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| Landed costs | Is the cost of each item, this cost includes the miscellaneous costs (e.g. freight, insurance) of getting the item to the Gough Group to sell to Gough Group customers. |
| LC | Landed cost |
| PO | Purchase order |

# Use of icons

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|  | **Business rule** |  | **Key point / Tips** |  | **Information** |

1. Create landed cost documents

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| You only create the import costing (i.e. landed cost document) once you receive the invoice from the vendor.  You can create landed cost document from  **GGNZ > Accounts payable > Common > Landed costing > Landed cost documents**  However most landed cost documents will be created from the purchase order. |
| 1. Navigate using the menu path:   **GGNZ > Procurement and sourcing > common > purchase orders >all purchase orders** |
| 1. Filter and find purchase order, double click to open. |
| 1. Open **Receive** tab, select **Create landed cost document**: |
| 1. To link the landed cost document to other purchase order,   Select **Pull in purchase order**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML51c07397.PNG |
| 1. Search for the purchase order   Select the **purchase order** or multiple purchase orders  Select **OK**  The line(s) of the PO displays in the **Landed cost document lines** pane at the bottom |
| **Searching and Filtering Tip**  Search on a partial description or number by using an asterisk as a wildcard at the beginning or end e.g. \*0001 or 10AP\*. |
| If any lines of the selected PO have already been assigned to a previous landed cost document, an Infolog window will display with a warning message   1. Select **Close** |
| Only available Purchase order lines will be pulled through to the Landed cost document. |
| 1. Check **Warehouse** and **Order class** fields have populated   Select **Header view**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML520309af.PNG |
| 1. If the Landed Cost PO’s are created via MRP consolidation code (e.g.: GMH Hyster overnight)    1. Select **Warehouse** (e.g.: 15H)   If this is not populated Users will not be able to view Arrival Journals   * 1. Select **No split**   If this is not selected Multiple arrival journals will be created instead of one  cid:image004.jpg@01D4030A.0759F800 |
| 1. If you are not using the Mondiale interface continue with steps 11 & 12. 2. If you are using Mondiale skip to step 13 |
| 1. From the **Delivery** fast tab complete the following fields.    1. **Shipping agent code** Select the vendor    2. **Shipping agent service** Select the container type    3. C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML51fd754d.PNG**Mode of delivery** Select delivery method |
| If the vendor dispatch dates and expected dates are known they can also be entered at this point – details should be available on the invoice.  These dates are used for reporting purposes to help to set up future KPIs for the vendor agreement. |
| 1. Open **Shipment** fast tab, using details from the vendor invoice, complete the following fields:    1. **Supplier** Enter the vendor delivering the shipment    2. **Vessel** Enter the name of the ship/craft    3. **Container number**    4. **Container type** Select the type of container being used    5. **Container status** Select the status e.g. full, half, etc    6. **Waybill number**    7. **Chargeable weight**    8. **Shipment volume**    9. **Actual weight**    10. **Country of export** Select the country the shipment is coming from    11. **Origin** Enter the Port the shipment is coming from    12. **Destination** Enter the Port the shipment is being delivered to e.g. Auckland    13. **Processing Method** Set to manual   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML51f909af.PNG |

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| 1. Back to the **Line** **View** select **Arrival Journal**   The arrival journal creation Infolog appears advising that the goods are ready to be receipted by the warehouse  Select **Close** |

1. Managing discrepancies

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| These steps cover what to do if the order is missing some parts when it arrives.  Warehouse staff to advise of any partially/extra/differently supplied items. |
| **Change landed cost**   1. Navigate and open   **GGNZ > Accounts payable > Landed costing > Landed cost documents** |
| 1. Remove a landed cost document line    1. Find, filter, and open the Landed Cost document    2. Highlight the line/s that needs to be deleted    3. Select **Remove**   Warning messagedisplays asking if you want to delete the record   * 1. C:\Users\johi\AppData\Local\Temp\SNAGHTMLeb6339.PNGSelect **Yes** |
| **Change purchase order**  Changing purchase order means changing the original purchase order line to the actual quantity received and creating a new line for the outstanding quantity |
| 1. Navigate using the menu path:   **GGNZ > Procurement and sourcing > common > purchase orders >all purchase orders** |
| 1. Filter and find the purchase order, double click to open |
| 1. Select **edit**, adjust the quantity field to what was received. |
| 1. Add a new line with the remaining quantity |
| 1. Select **Confirm** to confirm the purchase order |
| 1. Add the adjusted line to the landed cost document for any partial supplied or extra items. |
| 1. Re-create arrival journal and advise the warehouse staff   Within 4 business hours |

1. Apportion costs to items

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| The container status will update to receipted in NAXT once the warehouse has received all the items and updated NAXT. |
| 1. Select **Line view> Receipt costs**   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML520468fe.PNG |
| 1. This window displays the most common default charges,    1. Select types of freight that are not applicable to this delivery/shipment    2. Select **Delete**   The **Confirm deletion** window displays, select **Yes** |
| 1. Select **New**, Complete the following fields:    1. **Charges code** select the type of charge/fee (GMH to select Freight)    2. **Description** edit as required e.g. Mondiale USD    3. **Account number** select the freight vendor    4. **Vendor invoice/ credit note** add invoice number from the paperwork    5. **Invoice document date** add invoice date details    6. **Currency** will default to NZD, amend as necessary    7. **Exchange rate type** adjust as necessary    8. **Charge amount** the value of the invoice    9. **Batch** **post** select checkbox |
| Exchange rate will automatically populate, do not update. |
| 1. To prevent an invoice from being created for bank and insurance charges    1. Select each **bank** and **insurance** charges (separately)    2. De-select **Batch post** checkbox for each C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52114e2e.PNG |
| Import Entry Fee and Bank Fees will always be the same |
| 1. For all other freight charges, complete the following fields:    1. **Vendor invoice/Credit note** enter the invoice number    2. **Charge amount** enter the freight amount |
| The Exchange rate will populate automatically – the exchange rate type is attached to the ‘order class’  If the delivery/shipment ends up being paid later this exchange rate will automatically update. |
| 1. To share any remaining charges across each of the Purchase order lines,   Select **Apply import charges**  Select **Close**  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52138045.PNG |
| Double check that you have set up all charges correctly in agreement with the service providers’ invoices |
| C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML5255c8ea.PNGIf you needed to delete or change the charge/fee after you have clicked ‘Apply import charge’, select Un-apply import charges. |

1. Create vendor invoice

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| 1. Navigate and open   **GGNZ > Accounts payable > common > Landed costing > landed cost documents** |
| 1. Open landed cost document |
| 1. Select **Receipt costs** |
| 1. Select **Create vendor invoice**   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML5253bb63.PNGThe Infolog window displays |
| The Infolog will either be a confirmation there are no errors or will inform you of errors within the journal that need to be fixed before the journal can be created. |
| 1. Email [fxinvoices@goughgroup.co.nz](mailto:fxinvoices@goughgroup.co.nz) with the following information    1. Vendor name    2. Landed cost number    3. General Journal number (this will appear on the Infolog)    4. Copies of charge and supplier invoices |

1. Tracking shipment variances (NZTS only)

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| **NZTS only**  The shipment report must be printed and signed off by the Product Manager. If it is under or over 5% must also be signed off by the business manager. |
| 1. Navigate and open   **GGNZ > Accounts payable > common > Landed costing > landed cost documents** |
| 1. Open landed cost document |
| 1. Select **Price update**   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52bba536.PNGThe Landed cost sell price update window displays |
| 1. Select **Shipment Report**   The Shipment Report window displays |
| 1. Select **OK** |
| 1. Save **Shipment Report**   Select **Save** and appropriate option  Select **Close** |

1. Manage price update (NZTS only)

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| Once all purchase orders associated with the shipment have been invoiced. Update the price to make sure the Gough Group are charging the correct margin. |
| 1. Navigate and open   **GGNZ > Accounts payable > common > Landed costing > landed cost documents** |
| 1. Open landed cost document |
| 1. Select **Price update**   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52bba536.PNGThe Landed cost sell price update window displays |
| NZTS need to keep track of percentage variance approval see task Tracking shipment variances |
| 1. Select **Update**   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52ca87c8.PNGThe **Update window** displays |
| 1. Select the action you are going to take on with this price logic   Select **OK**  An Infolog confirming the action you have selected will appear. |
| 1. Select **Close** |
| 1. Close landed cost price update window   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52d2fb71.PNGSelect **Close** |

1. Close the landed cost

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| 1. Once all invoicing is complete, select **Landed cost document > Receipt > Receipt costs**   C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML521d81cb.PNGThe **Landed cost receipt costs** window displays |
| 1. Select **Close**   The Microsoft Dynamics window displays  C:\Users\SAMANT~1\AppData\Local\Temp\SNAGHTML52de89cb.PNG |
| 1. Select **Yes** |