How to configure unplanned delivery costs in PROCESS DIRECTOR

Problem:

When delivery costs are not included on a purchase order, there are two methods for entering them once the invoice is received:

a. Distribute the delivery costs on a prorated basis to calculated invoice items.

b. Post the delivery costs to a separate general ledger (G/L) account.

The default method is to distribute unplanned delivery costs among the calculated invoice items. With this method, the delivery charge will be included in the same tax code used for the goods.

In order to post unplanned delivery costs to a separate G/L account, follow these steps:

1. Within the SPRO transaction, expand Materials Management, Logistics Invoice Verification, and Incoming Invoice, and then click Configure How Unplanned Delivery Costs Are Posted.
2. Type a 2 in the Different G/L line row.

This change allows the unplanned delivery costs and tax fields to become visible in the MIRO transaction.
When using this method, the default tax code for unplanned delivery charges can be set to a different code than the goods. Do the following:

1. Within the SPRO transaction, expand Materials Management, Logistics Invoice Verification, and Incoming Invoice, and then click Maintain Default Values for Tax Codes.

2. Within the Default value unplanned delivery costs section, type the desired value in the Tax code box.
### Applies to:

<table>
<thead>
<tr>
<th>Product</th>
<th>Version</th>
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<tbody>
<tr>
<td>PD</td>
<td>All</td>
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![Change View "Tax Defaults in Invoice Verification](https://knowledge.kofax.com/ReadSoft/Troubleshooting/How_to_configure_unplanned_delivery_costs_in_PROCESS_DIREC...)