# ADDING TRANSPORT COSTS IN A GRV

*MRJ Consultants*
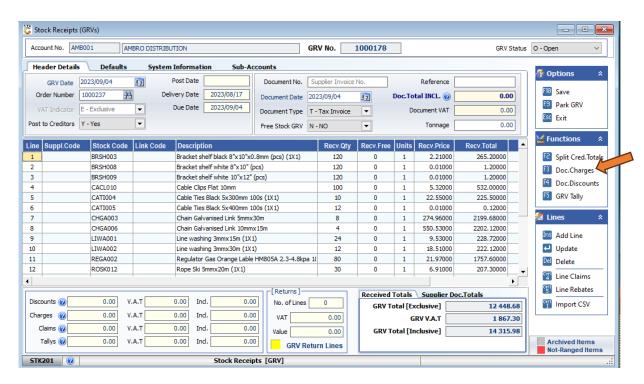
*Bondev Office Park, 140 Cattle Egret Rd, Eldoraigne, Centurion, 0171*
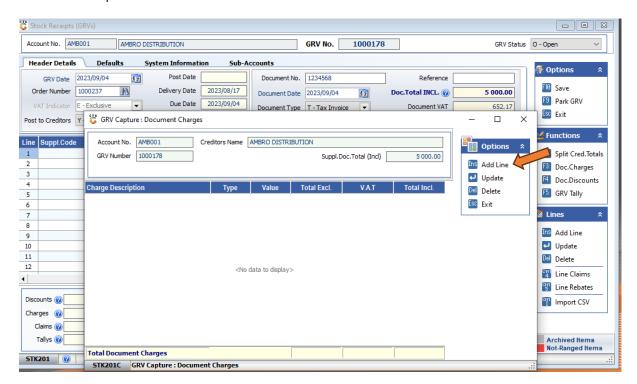
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1. Once you are in a GRV navigate to Doc.Charges on the right hand side.
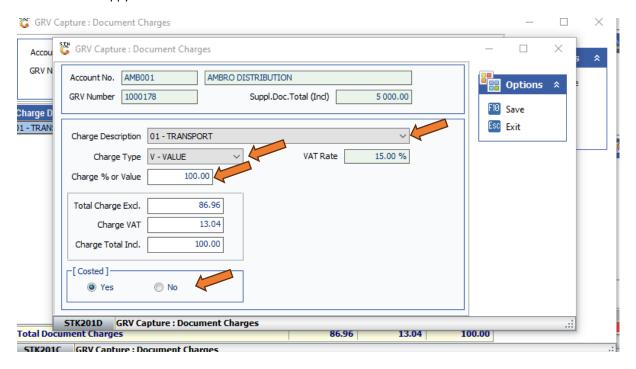


2. Once opened select Add line.

3. Add int the charge description, Charge Type the Amount in Rand value or Percentage.
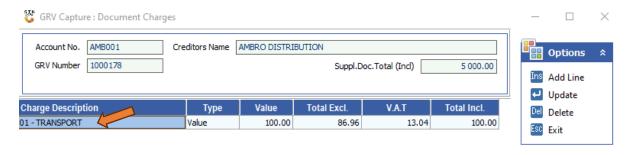
   Costed: If you are paying for the delivery from the supplier.

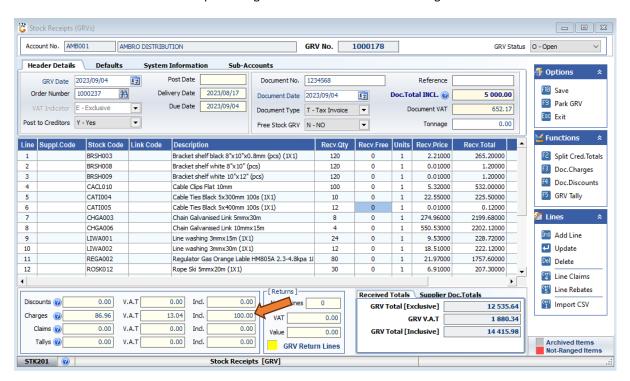   No Cost: If a 3rd party courier does the delivery.

   Once happy F10 to save and exit.



4. Here you can see the charges with the total amounts.

5.  You will now see the transport charges added to the GRV under Charges.



6.  Depending on the quantity of items you are doing the GRV on the Transport costs gets averaged amongst the quantity, the Cost will be split, and the average cost will be auto calculated in Genesis. You can see once the GRV has been authorized that there will be an average cost calculation tab. Once you select this it will show you the calculations on how the Average cost was calculated.

    See below image.