

HOW TO USE ADDITIONAL CHARGES

The aim of Additional Charges is to enable the user to configure and use a charge that is created as a detail line at the time of invoicing, but that can also be seen as a 'virtual' item when looking at rental contracts and rental quotes. Additional charges can be configured using formulas, which are user configurable, and can be applied to various levels of Customers (Debtors).

Please note that displaying the Additional Charges on the Rental Contract / Rental Quote / Invoice reports requires modifications to customer specific reports and, as such, are chargeable modifications.

Software Version: 1701

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CONFIGURING ADDITIONAL CHARGES

Formula Configuration

The first step is to configure the **Formula** that is to be used for the charge. A formula is a number of steps to be performed in order to get the desired charge amount. This can use existing database fields (predefined; e.g. Total Hire Amount, Freight Amount) or can be in the form of a calculation, e.g. *10%

1. From the Menu, select **Customers > Configuration > Additional Charge Formulas**

Using standard Enterprise toolbar functionality, the user can add, delete and update formulae that can be used in Additional Charges.

The order in which the steps are in the grid are the order in which the formula is written

2. Click ADD NEW
3. Enter an identifiable formula name in the **Formula** field
4. Hit the Tab key on the keyboard
5. In the *Formula Details* grid, select 'Get' from the **Charge Get** drop down list if an existing database value is to be used. Select the blank entry from the drop down list if a calculation value is to be used.
6. If the step is to 'Get' an existing database value, then leave the **Operator Value** field blank. If you are creating a calculation value step, then enter the value amount.

For example: 0.10

Predefined fields are existing values in the Enterprise database.

The following fields are currently available:

FIELD NAME	DESCRIPTION
Total Hire Amount (Item Type 1) excl DW/GST	The total for item type 1 detail lines for this invoice, excluding damage waiver and GST.
Total Hire Amount (Item Type 1) plus DW, excl GST	The total for item type 1 detail lines for this invoice, including damage waiver but excluding GST.
Total Sales Items excl GST	The total amount for sales items for this invoice, excluding GST (including Damage Waiver).
Total Amount (all items) excl GST	The total amount (all items), excluding GST (including Damage Waiver).
Total Amount (all items) excl GST/DW	The total amount (all items), excluding damage waiver and GST.
Freight Amount Inv excl GST	The freight amount for this invoice excluding GST.

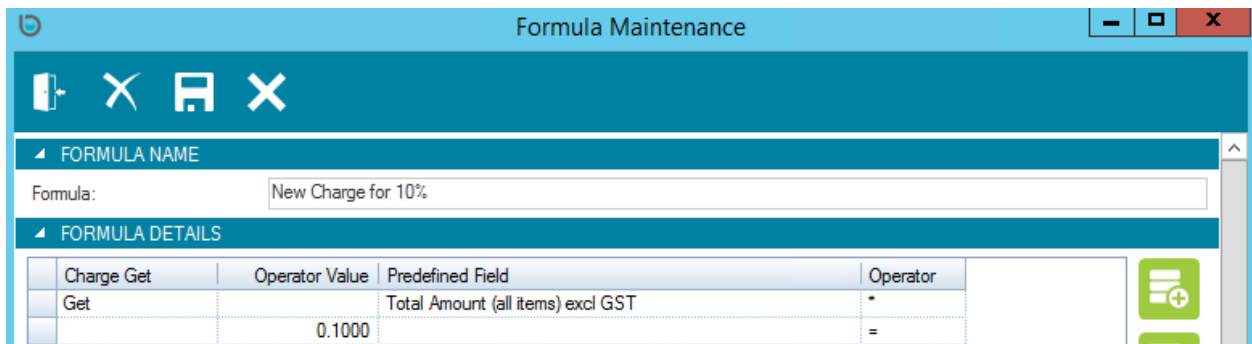
FIELD NAME	DESCRIPTION
Total Amount incl GST and DW	The total amount (all items) for this invoice including damage waiver and GST.

7. Select the relevant **Operator**

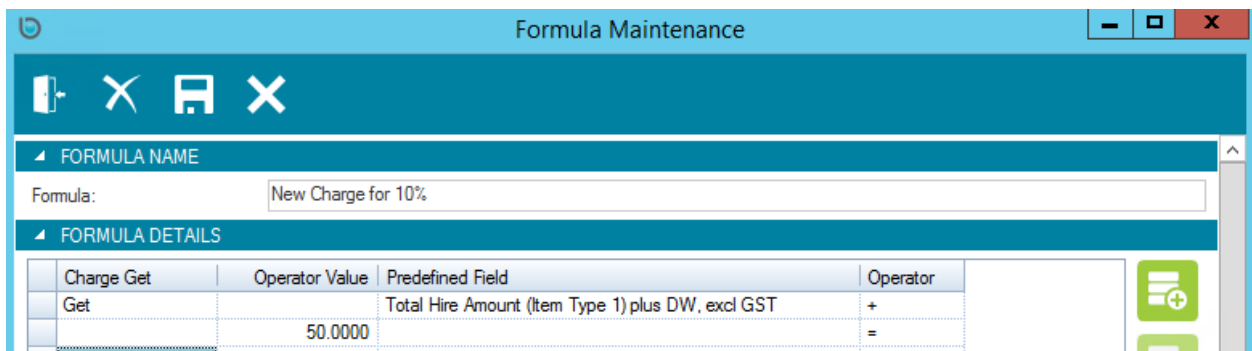
Note: For all formula configurations, the last step must have an Operator of '=' as this indicates that this step is the last one.

Formula Examples

Additional charge of 10% on the Total Hire Amount excl GST:



Administration charge of \$50:



Adding a New Charge

Once a formula has been configured, the additional charge can then be set up.

1. Select **Customers > Configuration > Additional Charges**
2. Click **ADD NEW**
3. Enter the charge name in the **Charge** field
4. Check the **Show on Contract** and/or **Show on Quote** checkboxes if the charge should be displayed on rental contracts or rental quotes, respectively.

Note: This does not create any details on the contract/quote and therefore, the charge value has the potential to change if the charge or formula is changed before an invoice is created.

5. In the **Contract Narrative** field, enter the text to be printed on the rental contract (if the Rental Contract report has been changed to do so).

The Rental Quote report will use the charge name, if changed to do so.

If the **Apply to New Contracts Only** checkbox is checked, then only the new invoices created for new contracts (i.e. those with a start date that is on or after the **Start Date** of the charge) will receive the additional charge.

If the **Apply to New Contracts Only** checkbox is unchecked, then any new invoice created (after the **Start Date** of the charge) will receive the additional charge.

If the **Apply to First Invoice Only** checkbox is checked, then the charge will only be applied to the first invoice raised for a contract. This can be checked only if the **Apply to New Contracts Only** checkbox is checked.

6. Enter the **Start Date** and **End Date**

Once the **Start Date** is entered, the charge will display (as per options) and will be added as an additional invoice detail line on all invoices created after this date. Please note that this will not update existing invoices.

7. Select the relevant **Formula**

The **Area** drop down list will contain all the areas available that the charge can be applied to. 'Hire' (Rental) is the only area available at this time.

The **Apply to All** checkbox determines if the charge will be applied automatically or will need to be manually applied to specific customers/sites.

If the **Apply to All** checkbox is checked, then the **Exceptions Allowed** checkbox will be enabled and can be checked or unchecked.

If the **Exceptions Allowed** checkbox is unchecked, then the charge cannot be excluded from customer/customer site levels.

If the **Apply to All** checkbox is checked, then the **Exceptions Allowed** checkbox will be set to unchecked and locked.

8. Select the relevant **Customer Type**

The available customer types are 'All', 'Account', 'Cash' and 'Non Secured Account'. If this drop down is left blank, the charge can be applied to all customer types. If the **Apply to All** checkbox is checked, then the **Customer Type** will default to 'All'.

A value can only be selected for a charge which is checked as **Apply to All**.

The revenue for the additional charge will be posted to the GL account selected from the **Revenue Account** drop down list.

The Major, Minor and Sub Account Codes will be derived from the **Revenue Item** (via the stock location SA Code – Customer GL Group – Non Labour Sales).

The Account will be as per the **Revenue Account** entered.

Revenue Item will be a drop down list of those items (Stock Master) that are not sales items.

There are some restrictions on when a charge can be updated or deleted. Please refer to the ['Validation Rules'](#) section in this document for more information.

Validation Rules

VALIDATION RULE	RESULT / REASON
If Apply to All is unchecked, then Customer Type must be blank.	This means that the charge will be applied to a specific customer and/or site.
If Apply to All is checked, then Customer Type will default to 'All' but can be changed.	This means that the charge is global, i.e. it will be applied to a group of or all customers/sites.
When adding or updating	Start Date must be before the End Date .
If adding a new charge	Start Date must be > today
If the End Date is before today, then nothing can be changed.	As this charge has expired and may have been applied in the past.
If the Start Date is today or before, then only the Contract Narrative, End Date, Revenue Account and Revenue Item can be changed.	As this charge may have already been applied.
If the Start Date is after today, then anything can be changed.	As the charge is yet to be applied.

APPLYING ADDITIONAL CHARGES TO CUSTOMERS

1. Select **Customers > Customer Master**
2. Display the relevant record
3. Select **Views > Additional Charges**

All charges available to the customer will be displayed in either of the two grids – *Not Applied* and *Applied*.

The **Show Expired** checkbox will be unchecked by default. It will not be possible to move expired charges.

The user will be able to move the non-mandatory (i.e. those that are checked as **Exceptions Allowed**) charges between the two grids by using the arrows.

4. Once applied, click OK

Any charge applied to the customer will display in the *Applied* panel.

These can be either those that were checked as **Apply to All** and were not moved to the *Not Applied* panel, or those not checked as **Apply to All** that were manually moved from the *Not Applied* panel to the *Applied* panel.

The **Included** column will indicate whether the charge was **manually** included (i.e. moved from the *Not Applied* panel to the *Applied* panel) or not.

Charges not checked as **Exceptions Allowed** cannot be removed from the *Applied* panel.

Level indicates the level that the charge was included /excluded for the customer.

GRID NAME	LEVEL CODE	DEFINITION
Applied	Default	The charge was checked as Apply to All and no manual inclusions / exclusions were done.
	Customer	The charge was not checked as Apply to All , but was manually included for this customer.
Not Applied	Customer	The charge was not checked as Apply to All and no manual inclusions/exclusions were done.
	Customer	The charge was checked as Apply to All , but was manually excluded for this customer.

APPLYING ADDITIONAL CHARGES TO CUSTOMER SITES

1. Select **Customers > Sites**
2. Display the relevant site
3. Select **Views > Additional Charges**

Additional charges can be applied to sites using the same functions as those available for [customers](#).

Level indicates the level that the charge was included /excluded for the site.

GRID NAME	LEVEL CODE	DEFINITION
Applied	Default	The charge was checked as Apply to All and no manual inclusions / exclusions were done.
	Customer	The charge was not checked as Apply to All , but was manually included for the customer.
	Site	The charge was checked as Apply to All , was manually excluded for the customer, and manually included for this site.
	Site	The charge was not checked as Apply to All , but was manually included for this site.
Not Applied	Default	The charge was not checked as Apply to All and no manual inclusions / exclusions were done.
	Customer	The charge was checked as Apply to All , but was manually excluded for the customer.
	Site	The charge was not checked as Apply to All , was manually included for the customer, and manually excluded for this site.
	Site	The charge was checked as Apply to All , but was manually excluded for the site.

BILLING

When an invoice is created, any relevant additional charges will be added as detail lines on the invoice, (using item type 4 – and the **Revenue Item** as configured for the charge) depending on the value of the checkbox, **New Contracts Only**.

Note: This will also apply to Preview Invoices from the *Return* screen, and Prebilling.

Charges will not be applied over charges, i.e. each additional charge will start from the original value as per the formula.

Only when an invoice is generated, will the correct amount for the additional charge be added to the total. If the additional charge is changed in the meantime, then the invoice will be different to what was previously printed on the contract or quote. If an additional charge is changed, it will not have any effect on existing detail lines already on invoices.

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