

# Special Billing Charges/Credits

## DESCRIPTION

Special billing charges are automatically billed whenever you do an invoice. Some examples are Oil Spill Fees, Superfund, Tax Allowance, etc.

Tech Notes: arinvchg.vis, arinvchg.scx, arinvchg.sct.

## Master File Maintenance Menu Select

From Jobber Menu, select Master File Maintenance.

From the submenu, select Special Charges highlighted below.



Figure 1 Special Charges is highlighted in menu

The submenu has options to Add Chg Delete which is shown below. You can print a special charge report to see what you have in the file. Delete Special charges is not often used. Browse special Charges also lets you see what all is in the file and you can delete charges by clicking on the far right box. When it goes dark, the record is deleted.

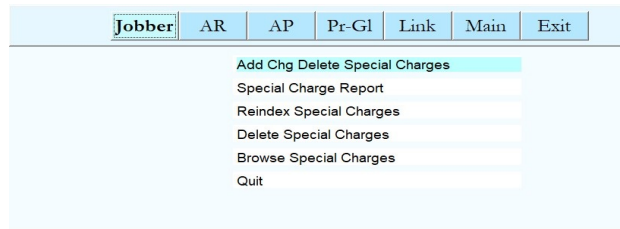
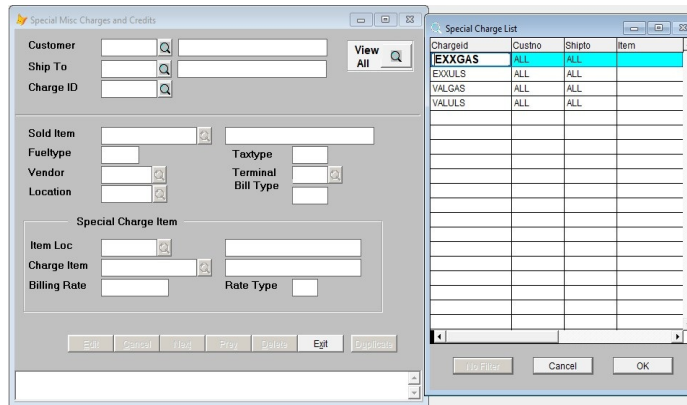
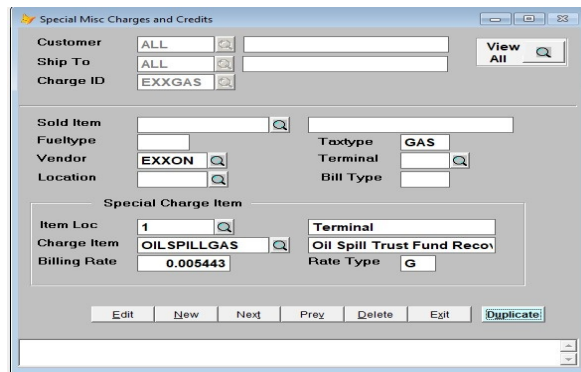


Figure 2 Special Charge Submenu

The special charge add change delete form is displayed. It is highly recommended that you press the view all button so you can get an overview of everything that is in the file. You might decide to select an item and then use the duplicate button to duplicate it.



**Figure 3** Form displayed and View All was pressed.



**Figure 4** Record was selected and displayed

In the example above, all customer and all shiptos get billed on item OILSPILLGAS whenever taxtype GAS is sold. The rates is .005443. The Rate Type is G for a per gallon charge. This charge only applies when the Vendor on the invoice is Exxon.

After entering a customer, shipto and charge ID, you can add a record. If found, the record is displayed.

- Customer You can enter ALL if it applies to all customers or a customer number.
- Ship To You can enter ALL if it applies to all shiptos or a particular ship to.
- Charge Id You assign this. Ex. The first 3 letters of the vendor followed by the tax type.
- Sold Item If the charge applies to one item sold, enter it.
- Fuel Type Enter a fuel type if the charge only applies to it (E87, E89, ULS, ULD, B5, etc)
- Vendor Enter a vendor if the charge is calculated for one particular vendor.
- Terminal Enter a terminal if the charge is calculated for one particular terminal.
- Bill Type Enter F if doing charges by fuel type or else leave it blank.
- Item Location Enter the location for the charge item. Above, is loc 1.
- Item Number Item number for the misc charge. Above it is OILSPILLGAS.

Billing Rate      It can be positive or negative. A negative might be a tax allowance.  
Rate Type.      G per gallon charges.    D=Multiply Rate by Subtotal    F=Flat Rate.

Type G might apply to super fund, oil spill, and tax allowance.

Type D is based on the product sales subtotal.

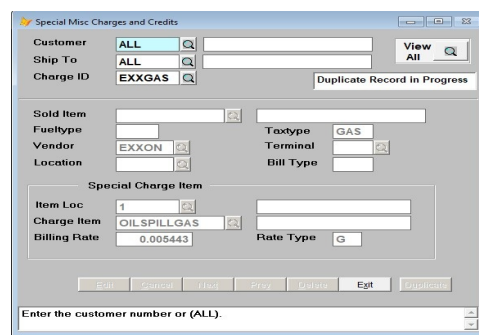
Type F flat rate might be a flat rate delivery fee that you charge on every invoice.

### Duplicate a Record.

So if you have Oil Spill Gasoline setup, you could press duplicate and change a few fields to create a record for Oil Spill Diesel. You might change the charge id to EXXULS, Taxtype=ULS, The charge item would be OILSPILLULS, the rate would be different too. But everything else is the same.

When you press Duplicate, it displays on the left, Duplicate Record in Progress.

Now change the chargeid and anything else that is different on this record.



**Figure 5** Start Duplication

**OPTION BUTTONS.**      Click on the button or press the underlined letter.

#### <Edit>

Click on the field to be changed or Press E or click the Edit button to change a field. The Customer, Ship-to, and Charge ID fields may not be changed. If they are incorrect, delete the record and start over.

#### <New>

Click on New to enter another Special Billing Charge or Credit record.

#### <Next>

Click on Next to display the next record.

#### <Prev>

Click on Previous to display the previous record.

#### <Delete>

Click to Delete to delete this record. A popup box with 'Are You Sure You Want to Delete This Record? (Y or N)?' displays. Click the Y button to delete the record or the N button to proceed without deleting.

#### <Exit>

Click on Exit to quit file maintenance.

## SPECIAL BILLING CHARGE REPORT

This is a listing of all Special Billing Charge records in the file.

Just select a printer and and press Display or Print

Cust No	Shipto	Chg. Id	Vendor	Term	Inv Item	Chg Item	Typ	Rate
ALL	ALL	RMD			RMD	ED	G	-0.051000
ALL	ALL	RSP			RSP	ED	G	-0.051000
ALL	ALL	RUN			RUN	ED	G	-0.051000
ALL	ALL	CHEVRMD	CHEV	FTW	RMD	ED	G	-0.029070
ALL	ALL	CHEVRSP	CHEV	FTW	RSP	ED	G	-0.029070
ALL	ALL	CHEVRUN	CHEV	FTW	RUN	ED	G	-0.029070
BLUE	ALL	ETHP			RMD	EC	G	-0.050000
BLUE	ALL	ETHS			RSP	EC	G	-0.050000
BLUE	ALL	ETHU			RUN	EC	G	-0.050000

### *Special Charge File Report*

## REINDEX SPECIAL BILLING CHARGE FILE

This option recreates the index file. Reindex when the file seems to be missing records or does not print in order. Everyone must be out of the Special Billing Charge File. The process takes only a few seconds.

From the submenu, select *Reindex Special Billing Charge File*.

## DELETE SPECIAL CHARGES

Normally Petro Data support people use this option. We prefer that you just delete them individually. Mass deletes can be dangerous. You might use the Browse option below to easily select the records to delete.

## BROWSE SPECIAL CHARGES/PURCHASE CHARGES

Tech Notes. ARBROCHG.VIS

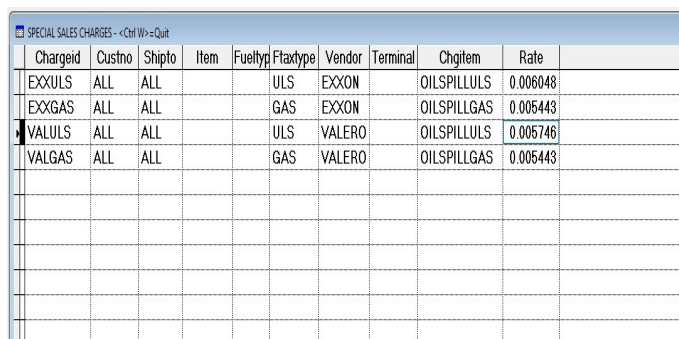
Selecting this option shows all special charges in your file. This is a good way to see everything that is in the file. Like most Browse screens, you can select the little box on the far right to delete an item. The box will turn black when you do that. If you change your mind, click on the box again and the black mark disappears.

Options.

Fix Special Sales Charges Fix Purchase Charges.

Select option 1.

Answer Y to continue.



Chargeid	Custno	Shipto	Item	Fueltyp	Ftaxtype	Vendor	Terminal	Chgitem	Rate
EXXULS	ALL	ALL			ULS	EXXON		OILSPILLULS	0.006048
EXXGAS	ALL	ALL			GAS	EXXON		OILSPILLGAS	0.005443
VALULS	ALL	ALL			ULS	VALERO		OILSPILLULS	0.005746
VALGAS	ALL	ALL			GAS	VALERO		OILSPILLGAS	0.005443

Figure 6 Browse Special Sales Charges

In the example above, I clicked on the box on the far right and deleted charge id VALULS. I can click on it again to remove the black mark and undelete.

You could also use the browse to quickly fix rates on many items.