

Carriage and Handling Charges

The facility to include Carriage or Handling Charges on invoices is available, but requires initial preparation.

Parts Prefix

Gold Distribution data includes a predefined Prefix **XZ** for Parts Carriage. If this does not exist, it can be created in System Management, Parts Control, Prefix Code Description File, as below.

The screenshot shows a software window titled "Parts/Wholesale Prefix Codes" with a "Details" tab selected. The "Prefix Code" is set to "XZ" and the "Description" is "PARTS CARRIAGE CHARGES". Other visible settings include: "Supplier A/c" (empty), "Part Orders, Default Supplier A/C with Depot" (No), "Type" (Agri. Only), "Last price update" (0/00/0000), "Minimum Turnover" (3), "Minimum number of hits" (3), "Default Discount Code" (empty), "Hold POS Carriage Parts?" (Yes), "Inter Company Orders" (No), "Split Parts on Exported Orders" (No), "Allow Cost Price Entry For Non Stocked Parts" (Yes), "Amend Cost Price for Emergency Orders" (No), "Update PDA" (No), "PDA/Online Order Type" (empty), "Product Group" (empty), "Reorder Group" (empty), "Delivery Nominal A/c" (empty), and "Allow Manual Inv in POS/WSJ" (No). "OK" and "Cancel" buttons are at the bottom.

Note: If Non Stocked (XX) Parts are not used, the option for “Allow Cost Price Entry for Non Stocked Parts” should be set to **No**.

Parts Mapping

It is recommended that the **XZ** prefix should be mapped for all Retail Invoice Types, used for Invoicing of Parts (e.g. 01, 02, 03, 04, 14 etc). This is carried out through System Management, Ledgers/Mapping/Currency, Mapping for Sales Invoicing. The example below is for Invoice Type 01, and is based on the current Nominal structure.

Depot Code:	1	Ibcos Computers Ltd
Invoice Type:	01	General Parts Sale
Prefix Code:	XZ	PARTS CARRIAGE CHARGES
Sales Account (CR):	3760121	PART CARRIAGE SALE
Cost of Sales Account (DR):	4760121	PART CARRIAGE COST
Stock Account (CR):	8888800	MAPPING TRAP
Control Account (DR):	1850100	SALES LEDGER CONTROL
Late Charge Account (DR):		
WIP Account (CR):		

Note: The Cost of Sales and Stock Account may both be set as the same Nominal account.

Carriage Parts

Current Gold Distribution data includes a **Memo Part XZ-1**, to be used for charging Carriage and Handling on POS Advices. If this does not exist it can be created in Parts Maintenance.

This Part is normally set with Zero Cost and Retail Values, allowing a variable Retail Price to be applied when entered. Additional XZ Memo Parts may be created if fixed charges are applied, by setting a standard Retail Charge. Costs would normally be omitted from the Part record, unless they are also a fixed value, when they can be set as Dealer Nett.

The screenshot shows the 'Parts Maintenance' window with the following details:

- Part No.:** XZ-1
- Description:** CARRIAGE CHARGE
- Product Group:** MC0001
- Discount Code:** (empty)
- D/Nett:** 0.00
- R.R.P.:** 0.00
- Product Group Discount:** 0.00%
- Part Type:** Memo
- Kit Header:** No
- Own Bar Code:** 100010009809
- Unit of Sale:** EACH
- Sales Pack:** 1.000
- Pur. Pack Qty:** 1
- Qty DP:** 0
- VAT Code:** 1
- Dealer Nett:** 0.00
- R. R. Price:** 0.00
- % Uplift on RRP:** 0%
- VAT Inc. Price:** 0.00
- Discount Code:** (empty)
- Warranty Price:** 0.00
- Effective Date:** 21/11/2005

This part may be used to apply Carriage or Handling Charges to Customer Invoices in both Point of Sale and Workshop Jobs.

Where a Credit Note is required to cover Parts returned, but the value is to be reduced by a Handling Charge, enter the XZ part, Value of the Handling charge as Retail, and the quantity as a MINUS (i.e. -1).

Note: If the Sales Order Processing Module is licensed and in use an automatic option to calculate carriage charges from supplier invoice cost is available.

Calculate Carriage Charge from Supplier Invoice Cost.

Provides the facility to add the Carriage or Delivery Cost, charged by the Supplier, directly to the Customer's Advice / Invoice, if the Parts were specifically ordered for the Customer. The amount charged may be set as an Actual value, or based on Percentage Uplift of the Supplier's Charge.

System Parameters

The Carriage Part created must be defined in System Management, Company Control File, Parts, General.

POS Handling Charges

(Company Control File, Parts, Create/Lookup/Handling)

Parameters relating to POS Handling Charges, used either if parts are ordered especially for customers or if stock is available a charge may be applied if the stock is returned by the customer after x days.

Credit notes for the returns need to be created in the Workshop module, Parts/WSJ Invoice Recall, Automatic Credit Note generation.

Key Entry Fields (# indicates the default setting)

Days		If parts are not returned within x days of invoice apply charge.
Percentage		Enter handling percentage which, if due, will be added to credits discount percentage.
Max Value		Enter maximum credit value before someone with special security is required.
Security Level		Enter the security level for completing POS credits.
Outlet Type		Enter a customer outlet type for handling charges NOT to be applied.
Warn Story No.		On POS advice notes warn customer via standard story (POS Comment) about handling charge.
Applied Story No.		On POS credit notes tell customer via standard story that handling charge has been applied.

The image shows two overlapping software windows. The top window is titled 'Company Control File Maintenance' and has tabs for 'Company', 'General', 'Parts', 'Workshop', 'Wholegood', 'Plant Hire', 'Accounts', 'CRM', and 'Plan.Mnt.'. The 'Parts' tab is selected. The bottom window is titled 'Create/Lookup/Handling - Amend' and contains the following fields:

- Part Search: Bin & QOH (dropdown)
- Allow Parts To Be Created Anywhere: Yes (dropdown)
- Allocate Barcode when creating New Part: UPC-A (dropdown)
- Part No. Lookup by Prefix: Yes (dropdown)
- Use Bar Code as Alternative Part: Yes (dropdown)
- Default Bin Locn: NS (text box)
- Default FOC Class Code: f (text box)
- Obsolete Class Codes: 0 (text box)

Below these fields is a section titled 'Pos Handling Charge' with the following fields:

- Days: 7 (text box)
- Percentage: 5.00 (text box)
- Max Value For Credit: 1000 (text box)
- Security Level: 40 (text box)
- Outlet Type: (text box)
- Warn Story Number: 9 (text box)
- Applied Story Number: 10 (text box)

Buttons for 'OK' and 'Cancel' are at the bottom left of the second window.

Supplier Account

Carriage Uplift % **MUST** be defined for ALL Suppliers, where the Carriage Charge is to be used, a value of 0.00% will NOT allow Carriage Charge to be calculated. If the Supplier's Charge is to be passed on at Cost, set the Uplift as 100.00%. For 20% uplift set as 120.00%.

The image shows the 'Supplier Maintenance' window with the 'General' tab selected. The window title is 'Supplier Maintenance'. The 'Name & Address' tab is also visible. The main content area contains the following fields:

- Name: Main Franchise Supplier
- Supplier A/c.: 1201
- Account Type: Open Item (dropdown)
- Account Ref No.: (text box)
- V.A.T. Number: (text box)
- Currency Code: GBP (dropdown)
- Nominal A/c: (text box)
- Payment To A/c.: 1201 (text box)
- Payment Method: Bacs (dropdown)
- Payment Priority: 0 (text box)
- Carriage Uplift%: 120.00% (text box)
- Delivery Days: (text box)
- Emergency Part Orders Pricing: No (dropdown)
- Send Orders By: Post (dropdown)
- To: (text box)
- Send Warranty By: Post (dropdown)
- To: (text box)
- Send Remittances By: Post (dropdown)
- To: (text box)

Buttons for 'OK', 'Cancel', and 'Contact' are at the bottom left of the window.

Point of Sale or Workshop Job Procedure

Raise the Sales Advice, or Workshop Job, in the normal manner, and where stock is to be ordered with carriage to be charged to the customer, select the **Order ALL** option, then **Order Supplier**.

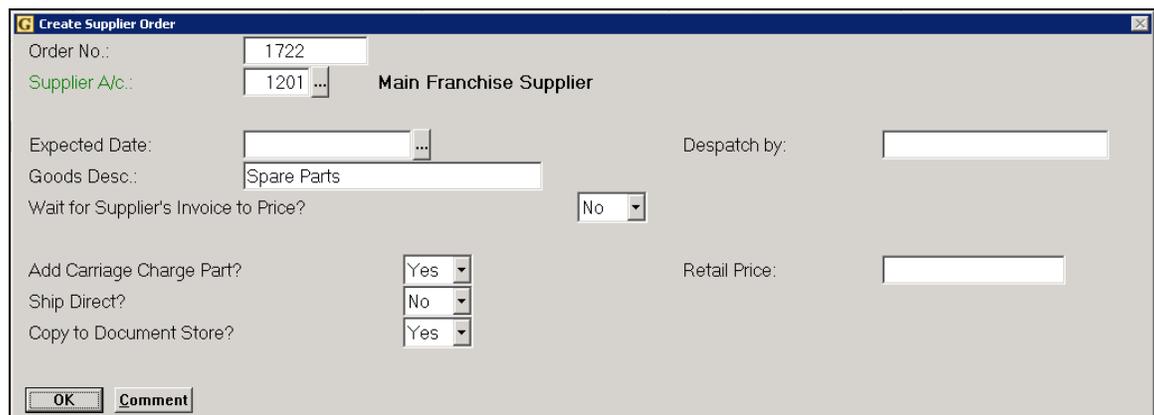
To the screen prompt to create the Order immediately, as shown below, reply 'Yes'. The Advice must then be **FINISHED**, or Job exited. The carriage part will be added automatically.



The facility to automatically add a Carriage Charge based on the Supplier's Charge ONLY WORKS if the Order is generated IMMEDIATELY. Raising the Order at a later time does NOT provide the facility.

Creating Order with Carriage Charge

Finishing the Advice results in the Parts Order screen being displayed for completion. This prompts whether Carriage Charge is to be added, and allows the entry of a Value. On completing the Order, a line for the Carriage Part is included, and is also added to the Sales Advice. If a Value was entered, this is added to the Carriage Charge line on the Sales Advice, but no Charge is calculated when the Supplier's Invoice is entered. For a calculated Charge to be applied, the Value **MUST BE LEFT BLANK**.



For Point of Sales, the opportunity is also provided to print an Order Confirmation for the Customer, if required.

A new part line for carriage is automatically added to the advice.

Goods Receipt

On receipt of the Order, the Carriage line MUST be received, and although the Cost of the Parts may be updated, **no change** is permitted to the Carriage line. Allocate the Parts to the Customer's Order, which may generate an Advice Note, dependent on the System settings.

DO NOT FINISH THE ADVICE NOTE OR WORKSHOP JOB, AND TRY TO RAISE A SALES INVOICE UNTIL THE SUPPLIER'S INVOICE HAS BEEN ENTERED.

Supplier's Invoice and Invoice Confirmation

The Supplier's Invoice should be entered through the Invoice Confirmation option. The Carriage Cost must not be entered as a Delivery Charge, but MUST be set against the Memo Carriage Part.

L...	Part Number	O/s	Inv	Sell	Cost	Value	Su...	Su...	Su...	Su...	Nett Cost	Nett Value
1	MC-BAR18	1	1	32.00	24.00	24.00	0.00	0.00	0.00	0.00	24.00	24.00
2	XZ-1	1	1		5.95	5.95	0.00	0.00	0.00	0.00	5.95	5.95

On accepting the Invoice, the Carriage Charge will be calculated by reference to the Uplift Percentage held in the Supplier's record, and applied to the POS Advice or Workshop Job, which may then be invoiced.

Header	Part Number	Description	Price	Sold	Bin	Disc	Value
	MC-BAR18	18" BAR	32.00*	1	15D01	0.50	31.84
	XZ-1	CARRIAGE CHARGE	7.14	1		0.00	7.14

Note that the Carriage Charge has been uplifted from the Supplier's Charge.