Slide 1
Slide notes:

In this tutorial we are working with a Current Service Job and we are looking at how we Process Services Charges and we use the Multi Charge Option to do that.

Slide 2
Slide notes:

Slide 3

Slide notes:

Before we go to the Multi Charge Option, we have a look at our Cost Budget Sheet and when we look at the Items listed here, we can see that all the lines have a Store indication, i.e. our Stock Items, except for line 5 which is a Services Item and the store will always be indicated as a *. In other words there is no Store because it is not a Stock Item. Now the System has the capability to automatically load these Charges from our Cost Sheet. So note that when we use that Function, in a moment, we are going to see this line 5 automatically loaded.

Slide 4
Slide notes:

Slide 5
Slide notes:

Slide 6
Slide notes:
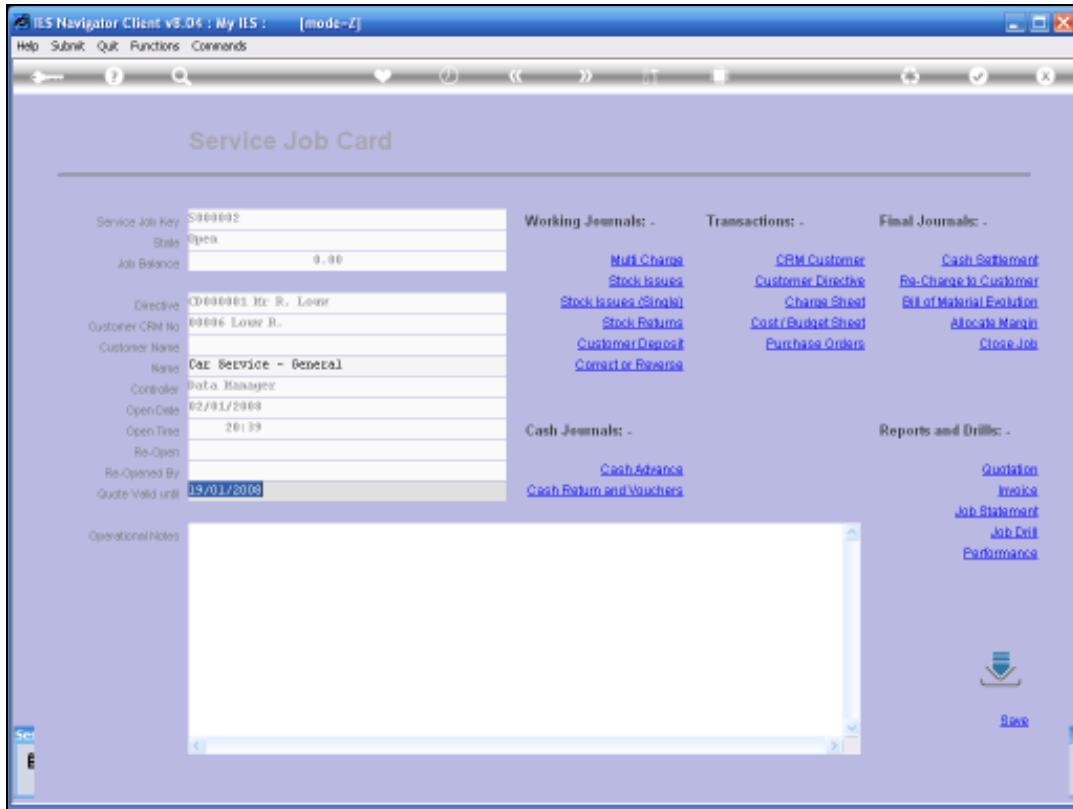
Slide 7
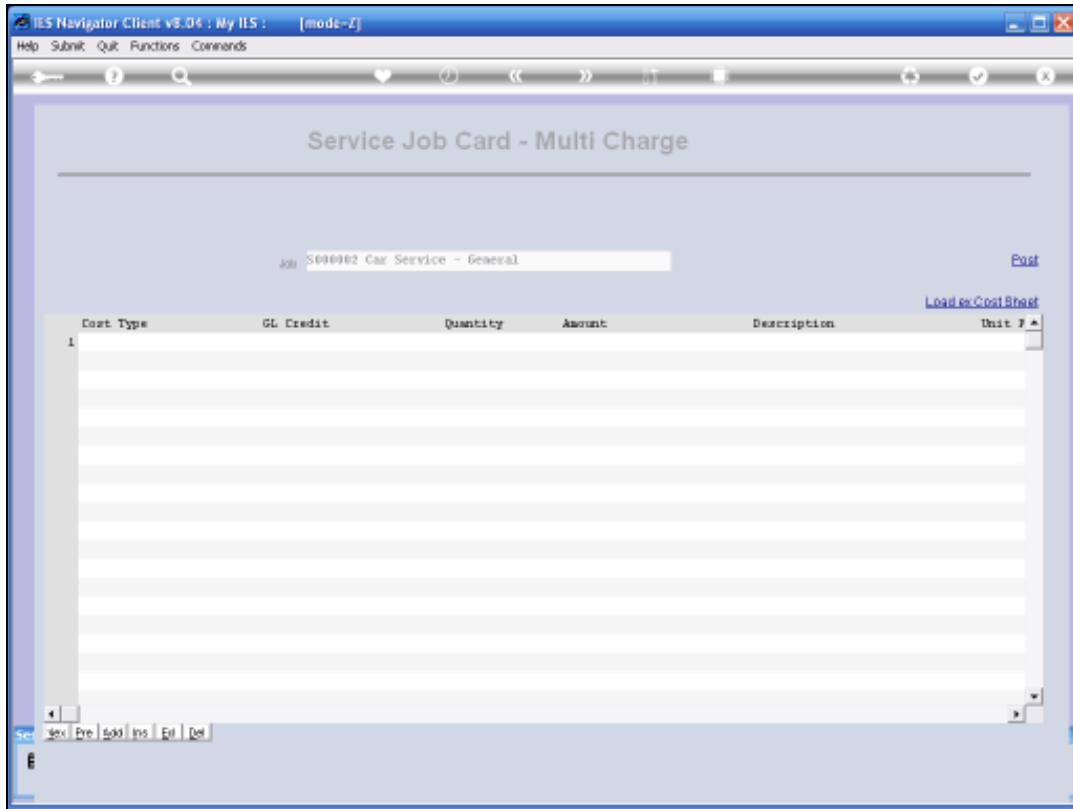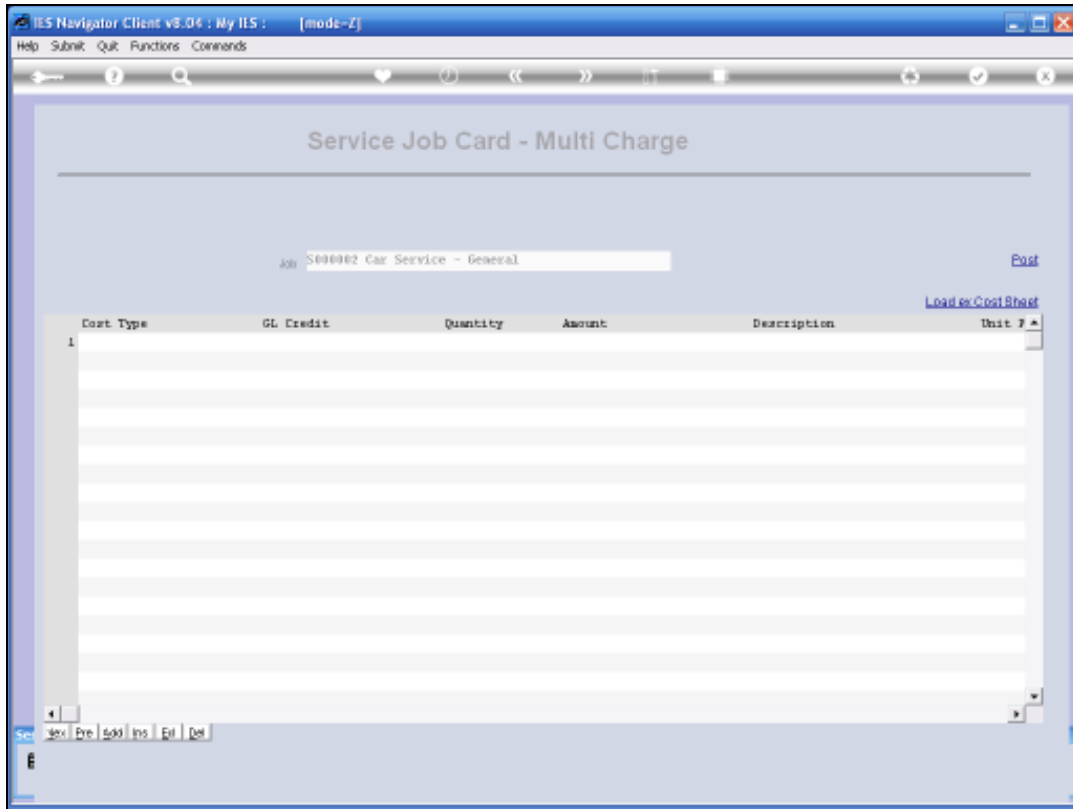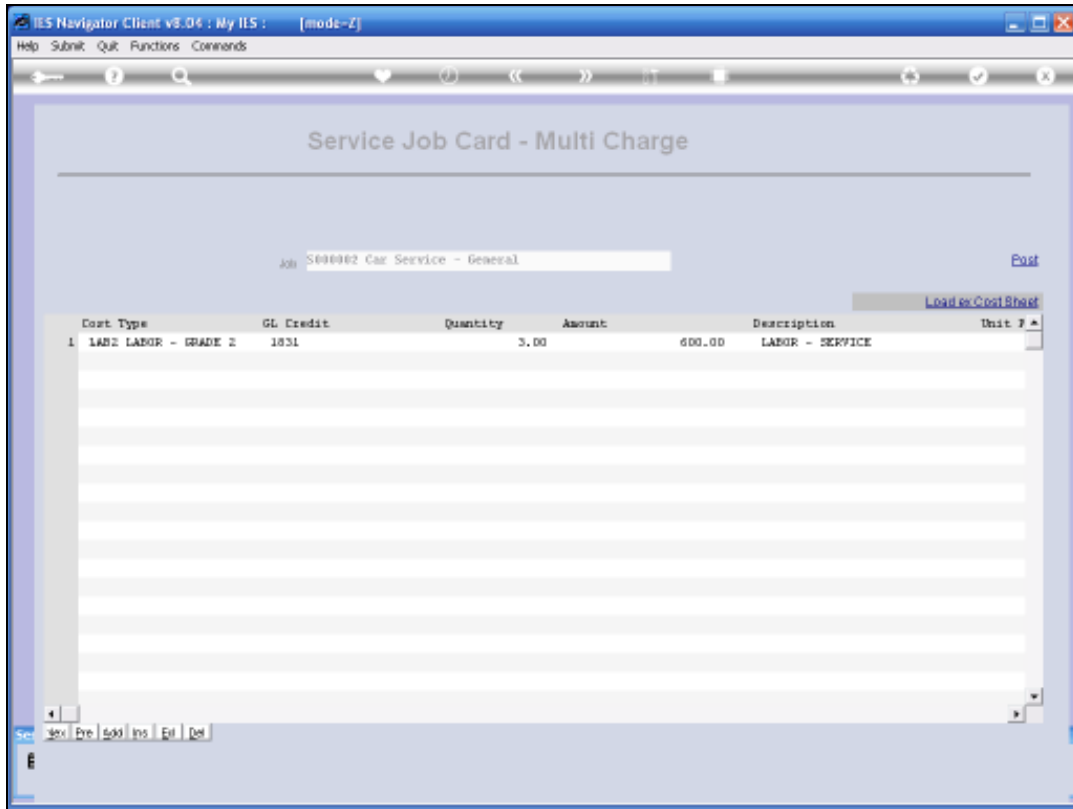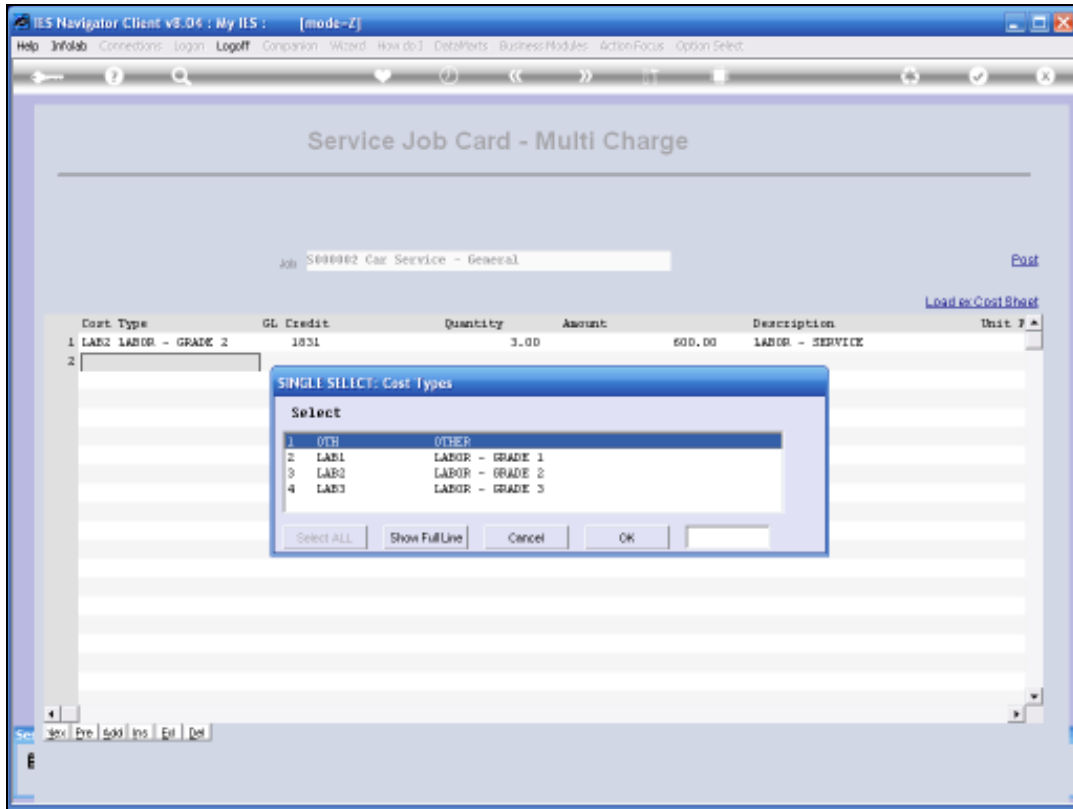Slide notes:

Slide 8
Slide notes:

On the Multi Charge Screen, we have a Function to "Load ex Cost Sheet." When we load that the System will automatically load Service Charges from the Cost Sheet that have not been Processed already.
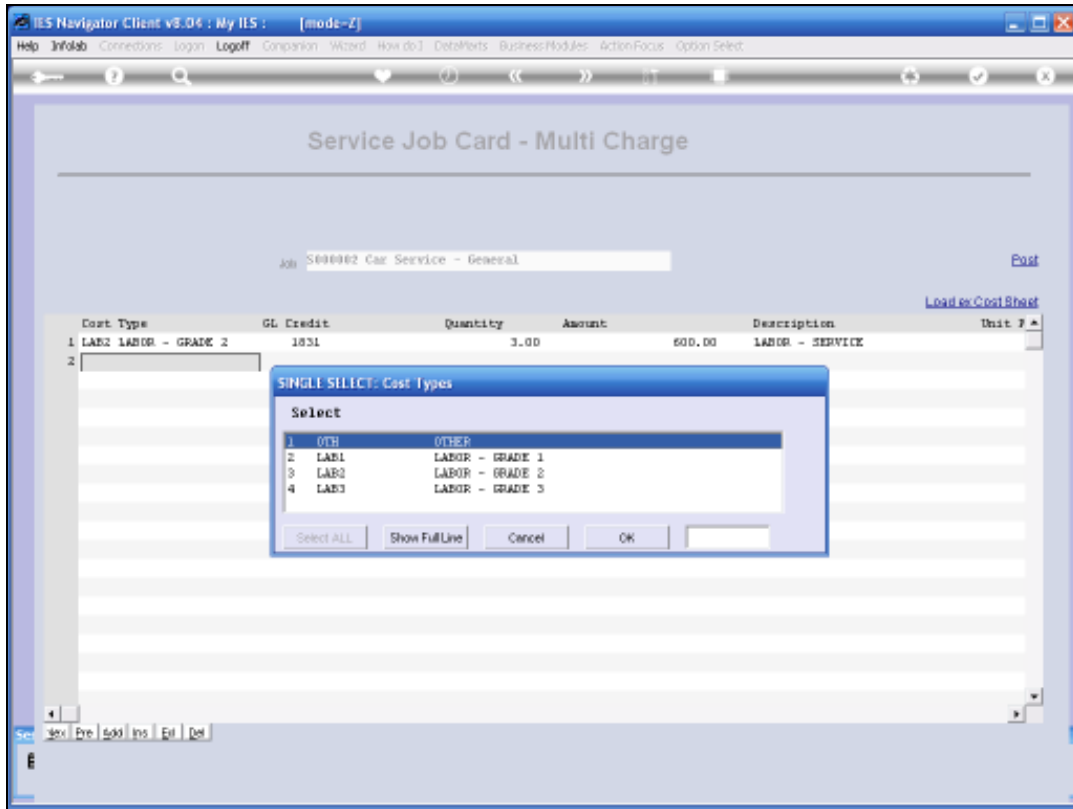
Slide 9
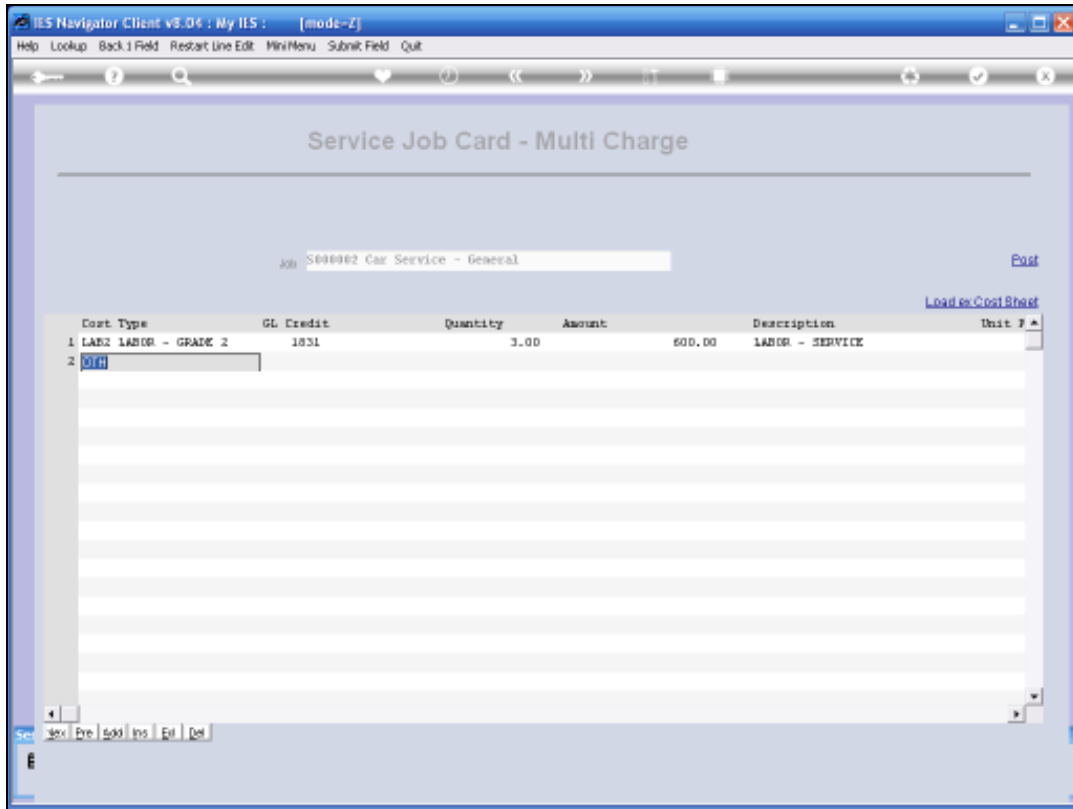Slide notes:

Slide 10
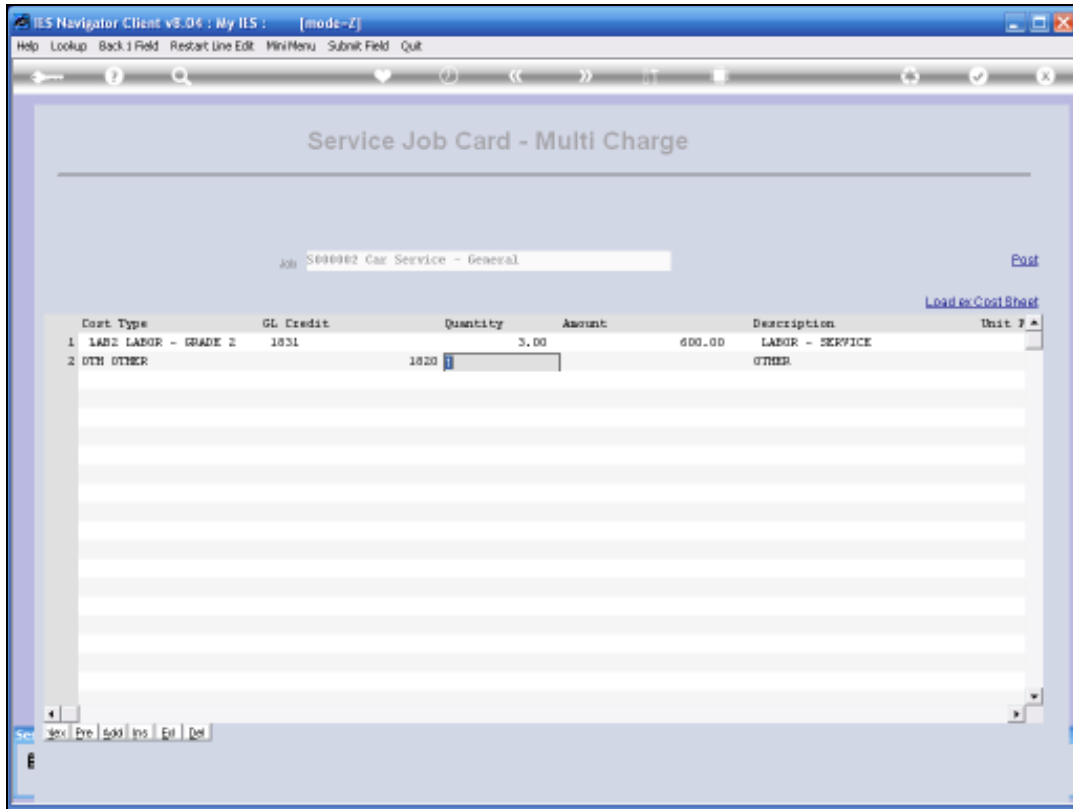Slide notes:

Slide 11
Slide notes:

Of course we can also process additional Charges that are not listed on the Cost Sheet. That is allowed and we can simply select the Cost Type in each case and complete the line and "Escape" when we have no further Items to Charge.

Slide 12
Slide notes:

Slide 13
Slide notes:

Slide 14
Slide notes:

Slide 15
Slide notes:

Slide 16
Slide notes:

Slide 17
Slide notes:
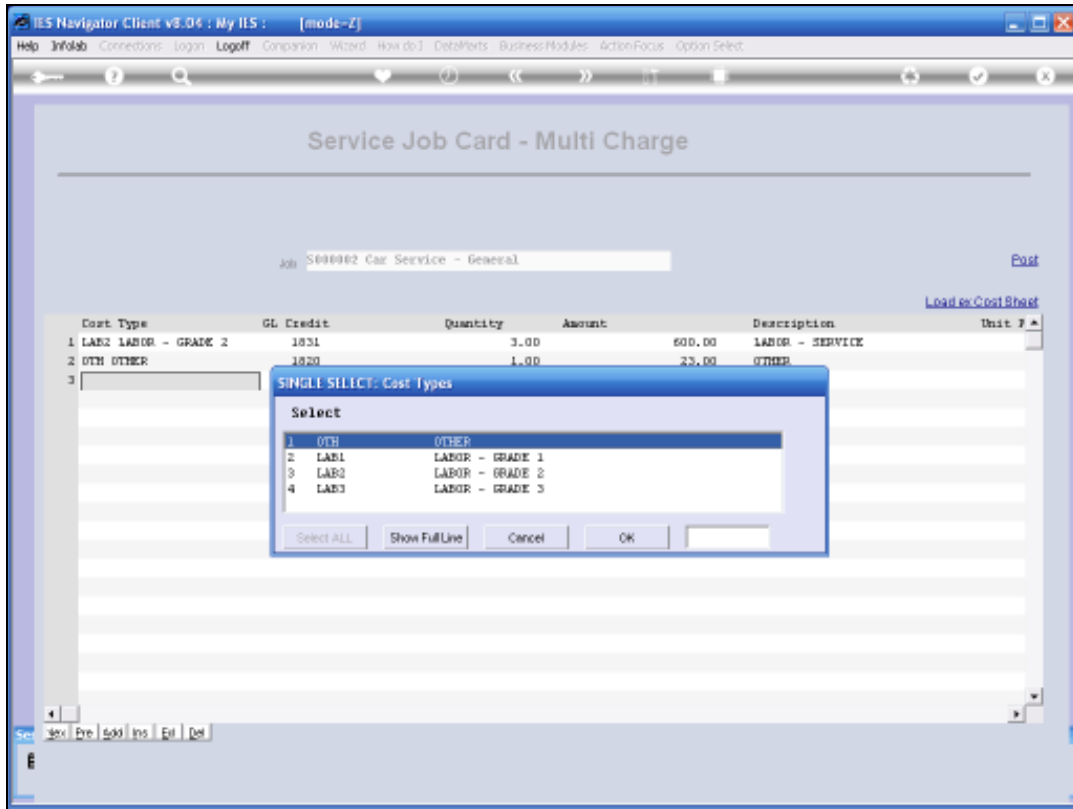
Slide 18
Slide notes:

Slide 19
Slide notes:

Slide 20
Slide notes:

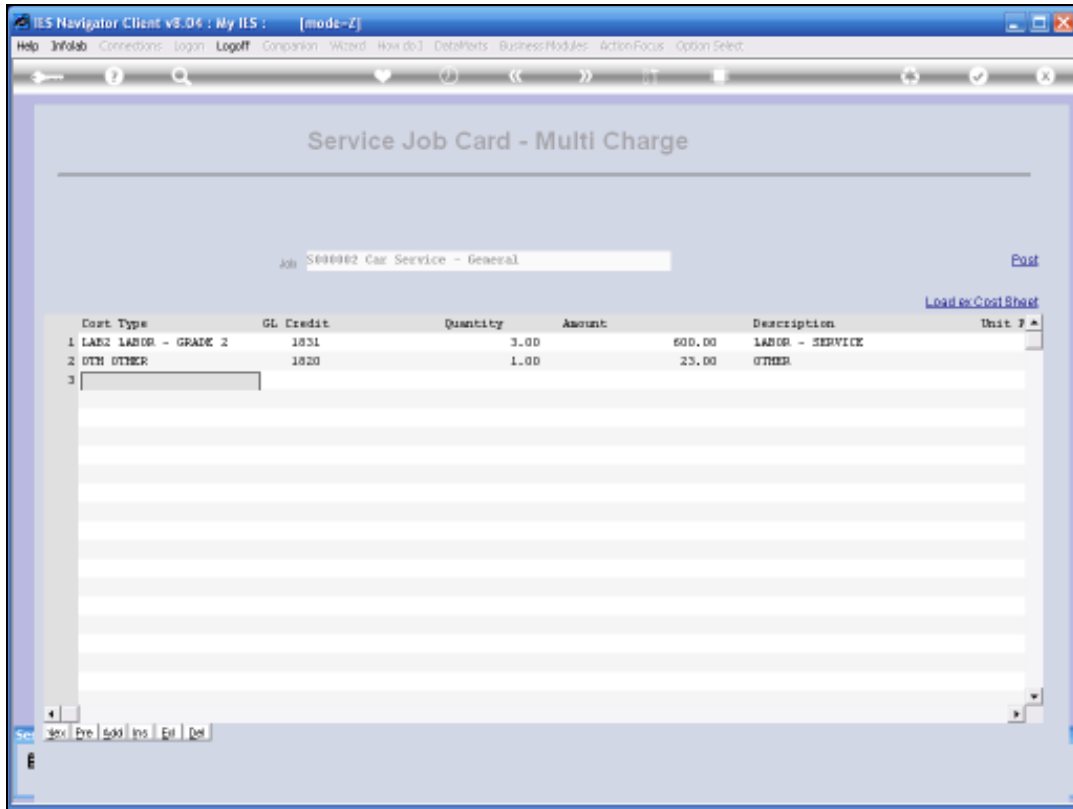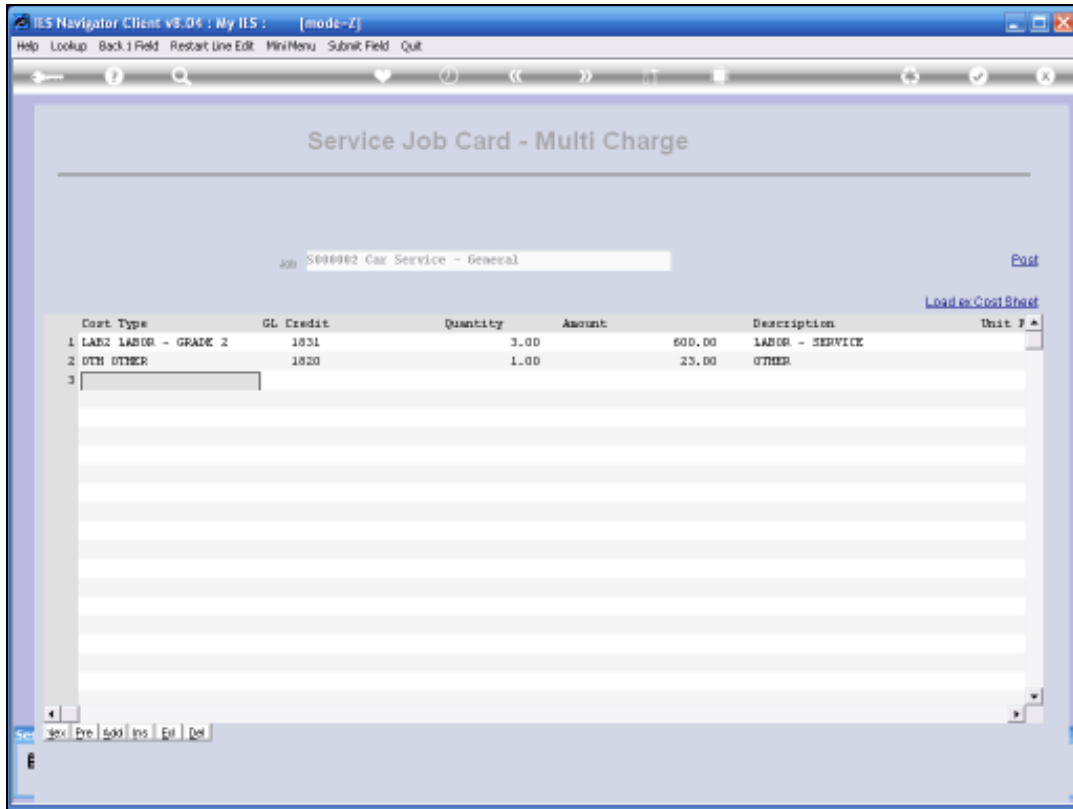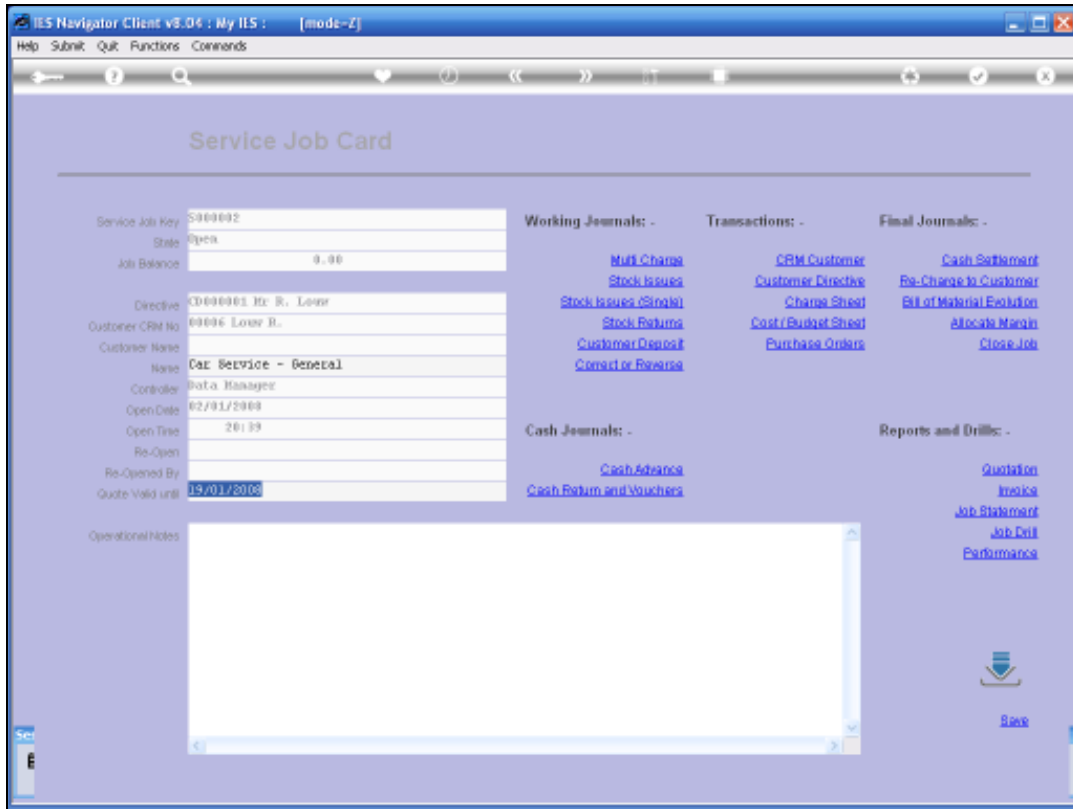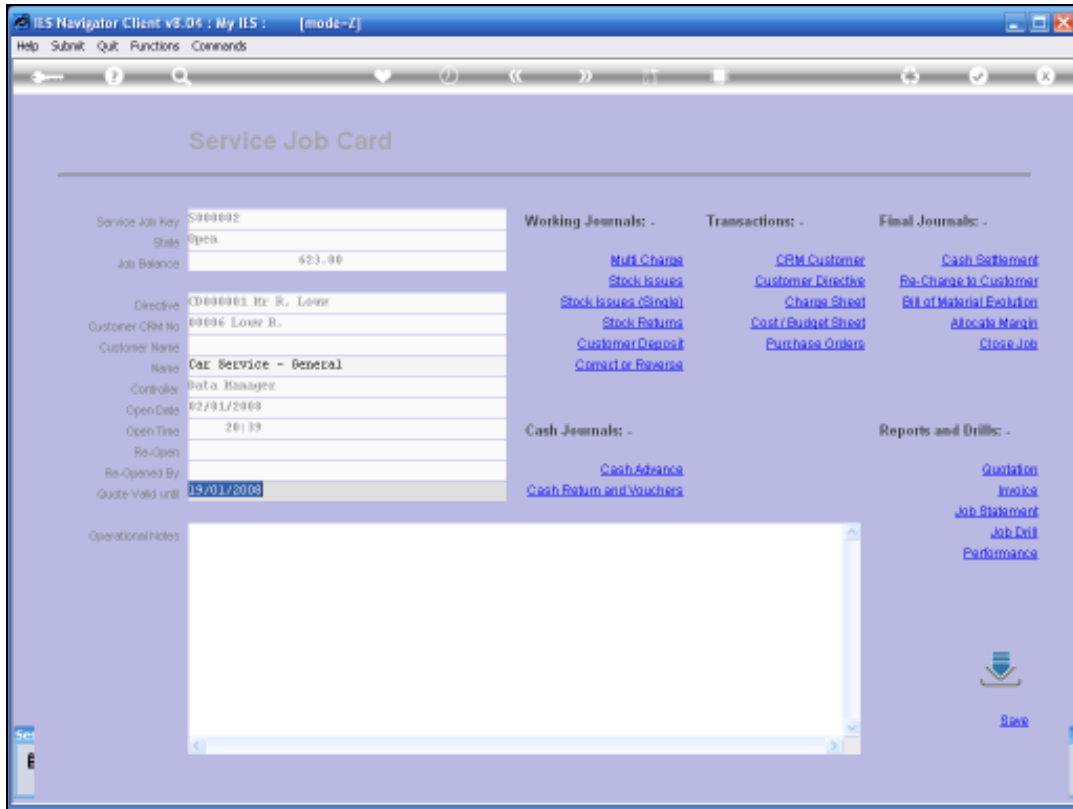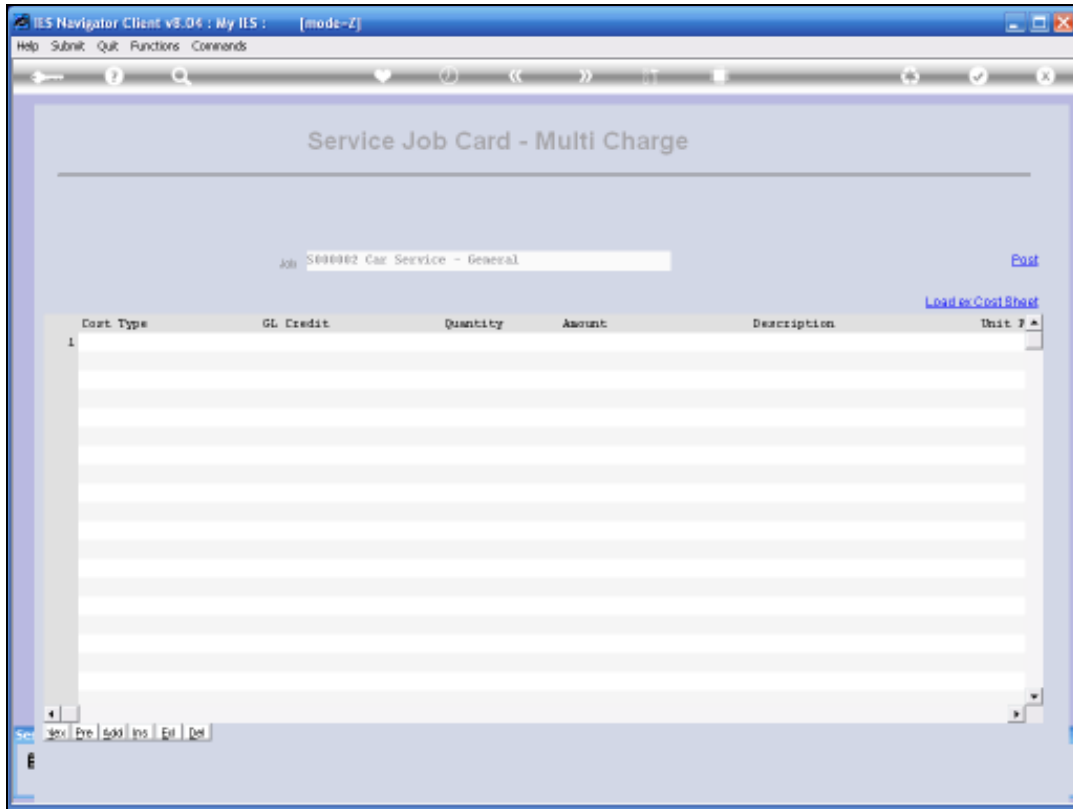Now, if we use the "Post" Function, then all the Items listed here will be processed, i.e.
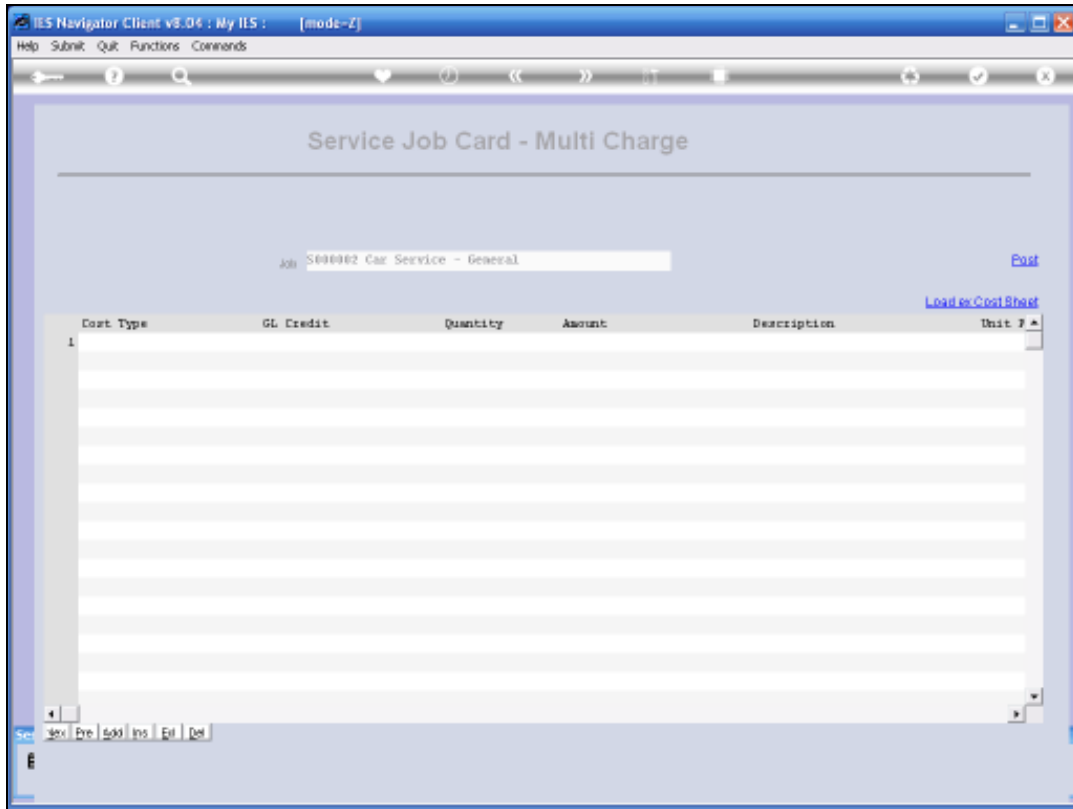"posted" as Charges.

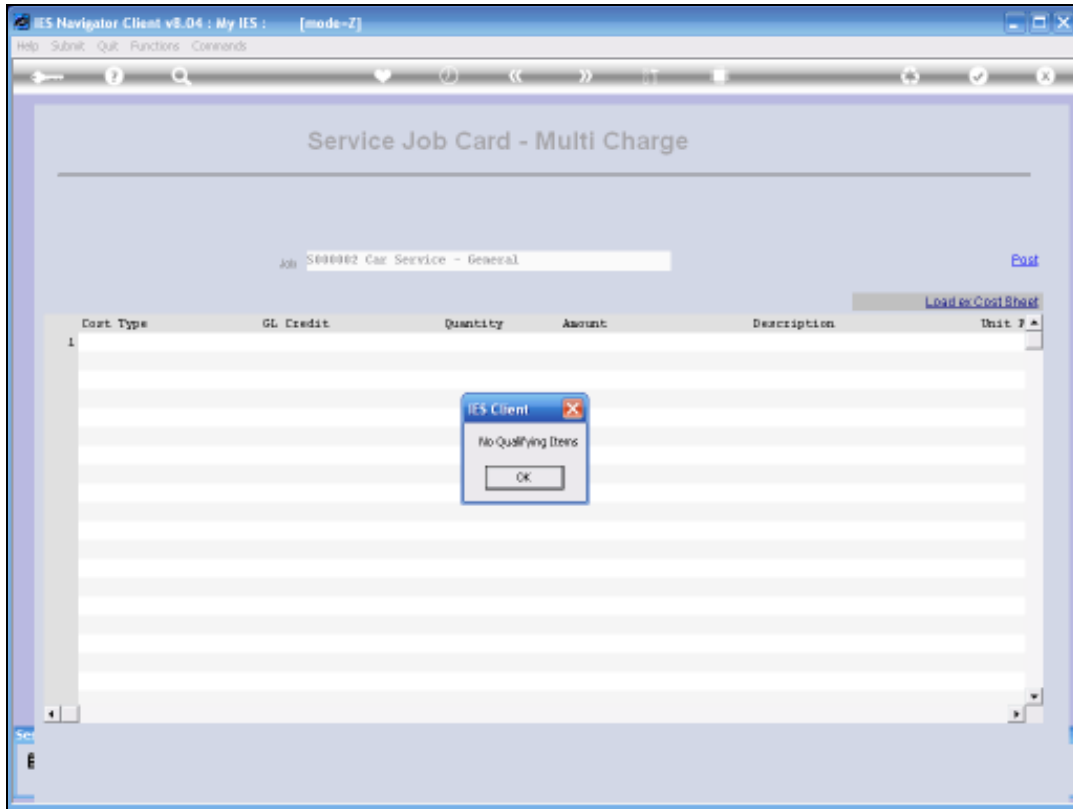Slide 21
Slide notes:

Slide 22
Slide notes:
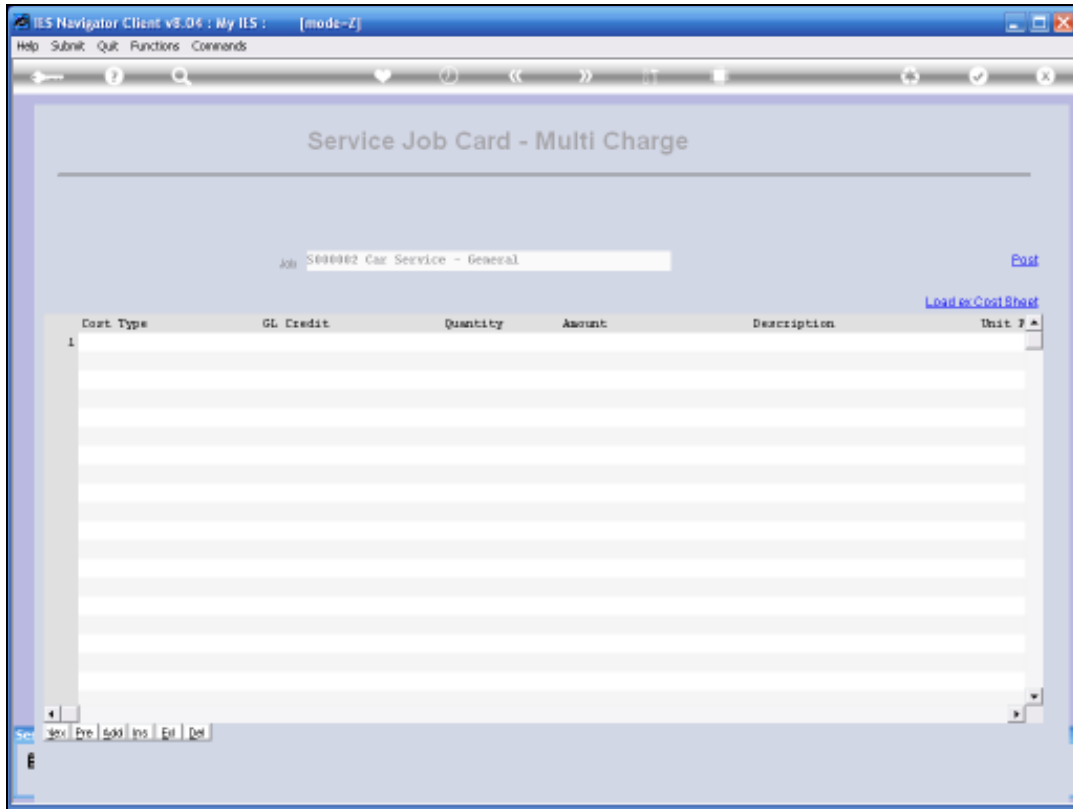
Slide 23
Slide notes:

Slide 24
Slide notes:

Note – that if we go back to the Multi Charge Function, and we try to load from the Cost Sheet again, then there is nothing to load because the System is quite aware that the Item on that Cost Sheet that qualifies for loading here has already been posted.

Slide 25
Slide notes:

Slide 26
Slide notes:

Of course we can also still perform other Charges by capturing or by loading more
Charges on the Cost Sheet.