

Extra Costs and Charges

Modified on: Thu, 24 Jan, 2019 at 2:03 PM

Extra Costs and Charges

The **Extra Costs and Charges** tab found in the details tab of all job booking types allows you to add, view and manage a specific job's financial costs and charges information. Not only does this feature allow you to see this data easily at a glance, it also lets you add non cartage related items such as:

- **products** that have been sold
- **services** that are chargeable
- **events** that incurred a cost

iCOSLIVE Freight Booking - THE JUICY PRODUCT COMPANY - [DOCKET JUICY100]

Freight Payer: THE JUICY PRODUCT COMPANY Docket: JUICY10003 02-09-2016 13:55
 Pickup Ref: ABC200102 Order Ref: SO200012 Delivery Ref: PAUL

Shipper: CARROT SUPPLY COMPANY Consignee: PAULS HOUSE - SUMMER PALACE
 12A DREADNOUGHT ROAD 9/210 SYMONDS STREET
 RAPID 40002 NEWTON GULLY
 THIRD DRIVEWAY ON THE RIGHT FROM BRID MT EDEN, Auckland Region
 Ohakune, Manawatu-Wanganui Region

General Comments Notes Moves History Proof Documents \$ 5629799

Item	Added By	Cost	Charge
BOOKED - Cartage Charge	Paul Oosterman	-	X
CARTAGE - (DDQ123 ECC001 Skelly 1 Scania) - CARROT SUPPLY COMPANY → PAULS HOUSE - SUMMER PALACE	Paul Oosterman		- X
Add Cost/Charge		Tot	\$0.00 \$0.00

Service Type: Standard Pallets: Hire: 0 Non: 0 Lifts: 0 Hire Retn: 0 Charge Amount: 0.00
 Goods Type: CHILLED Req Temp: 12 Actual Temp: Unload Fee: ChgOvrRide: No Chg: No Disp:
 Required Pickup: 1/09/2016 09:00 Required Delivery: 2/09/2016 23:00
 Actual Picked Up: 2/09/2016 13:58 Actual Delivered: 2/09/2016 13:58
 Comments: PLEASE ONLY DELIVER GOODS TO PAUL DIRE Delivered To: Paul Oosterman Has POD

STATUS: **POD**

Edit Booking New Booking

To see charge information a user must be assigned the **Financials Role** and the **Show Charge** task

To see cost information a user must be assigned the **Financials Role** and the **Show Cost** task

Setting up Extras

If you'd like to use this feature please talk to your iCOS LIVE representative who can discuss your requirements and can supply you with a template for importing your data into the system. By default there is a single **Adhoc** extra cost and charge which allows you to add free form costs and charges, however this feature can be populated with your own options each of which can be assigned Cost and Charge GL accounts.

Accessing the costs and charges tab



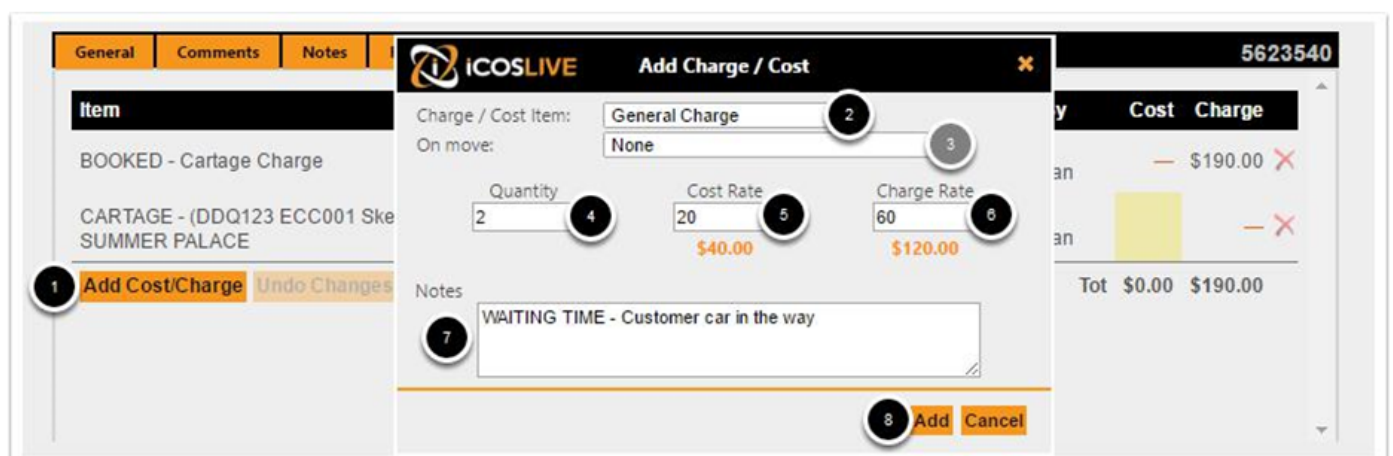
1. Open a job booking that has not yet been invoiced
2. Open the **Costs and Charges** or **\$** details tab

Automatic details

The total cartage charge for a job always occupies the first line and will display the charge amount as calculated from the job's commodities, or from a manually entered rate. Job movements are automatically added when they are completed and if cost rates have been entered into the system they will automatically populate, or manual costs can be entered



Adding an extra



1. Click the **Add Cost/ Charge** button
2. Select a **Charge / Cost Item** from the drop down
3. *Optionally* select the movement that the extra applies to
4. Enter a quantity
5. Enter a cost
6. Enter a charge, or zero dollars if the client is not being charged
7. *Optionally* enter a description (*it is a good idea to do this!*)
8. Click the **Add** button to save your extra

General	Comments	Notes	Port Info.	Moves	History	Proof	Documents	Costs & Charges	5623540
Item	Added By	Cost	Charge						
BOOKED - Cartage Charge	Paul Oosterman	—	\$190.00	✕					
CARTAGE - (DDQ123 ECC001 Skelly 1 Scania) - EXAMPLE WHARF → PAULS HOUSE - SUMMER PALACE	Paul Oosterman		—	✕					
GENERAL - WAITING TIME - Customer car in the way (x 2.000)	Paul Oosterman	\$120.00	\$240.00	✕					
Add Cost/Charge		Undo Changes		Save Changes		Tot		\$120.00	\$430.00

If you selected a specific job movement the new extra will be added beneath it, with an indentation

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Add Cost/Charge		Undo Changes		Save Changes		Tot		\$120.00	\$430.00

If you selected no move the new extra will be added to the bottom of the list

Removing an extra

Click the extra's **Red Cross** on the far right of an extra to remove it

Modifying an extra's cost or charge

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CARTAGE - (DDQ123 ECC001 Skelly 1 Scania) - EXAMPLE WHARF → PAULS HOUSE - SUMMER PALACE	Paul Oosterman		— ✕						
GENERAL - WAITING TIME - Customer car in the way (x 2.000)	Paul Oosterman	\$45.00	\$100.00 ✕						
		Tot	\$45.00 \$290.00						

[Add Cost/Charge](#)
[Undo Changes](#)
[Save Changes](#)

1. Click the **cost** and/or **charge** field for an extra and enter a new value
2. Click the **Save Changes** button to apply your changes

Pinned Costs

In some situations you may want to ensure that a cost doesn't get changed elsewhere in the system (ie. recosted in the **Utilisation** workbench) and so you can "**pin**" it so that this can't happen. By default when you edit or enter a cost manually it will automatically **Pin**. To unpin a job, right click it and select "**Unpin this cost**". A pinned cost has a **blue pin** icon next to it.

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GENERAL - WAITING TIME - Customer car in the way (x 2.000)	Paul Oosterman	 \$45.00	\$100.00 ✕						
		Tot	\$45.00						

[Add Cost/Charge](#)
[Undo Changes](#)
[Save Changes](#)

 Unpin this cost

Preview