

Charge Codes: User Guide

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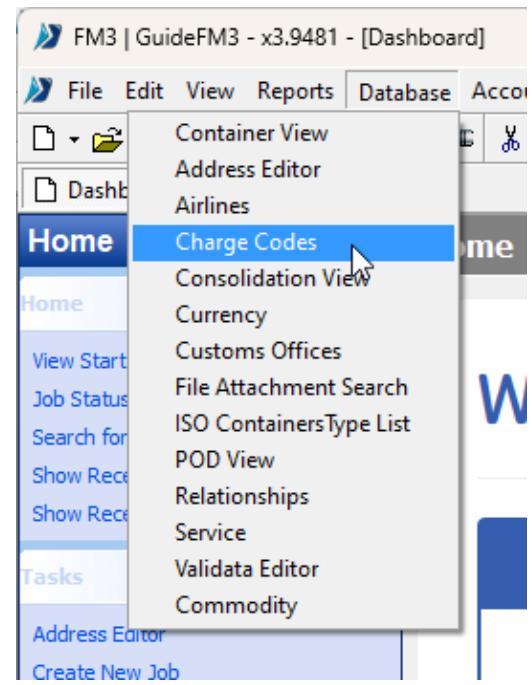
INTRODUCTION

All your FM Charge codes can be managed within their own data grid/view.

To access this, select the Database menu then Charge Codes.

Find specific codes, with the search tools, by entering either the Code, Description or Department Code.

NB. A Charge Code can only be deleted if there are no sales or purchase transactions linked. If the code has transactions linked then use the Active flag to make it In-active.



Database Menu > Charge Codes

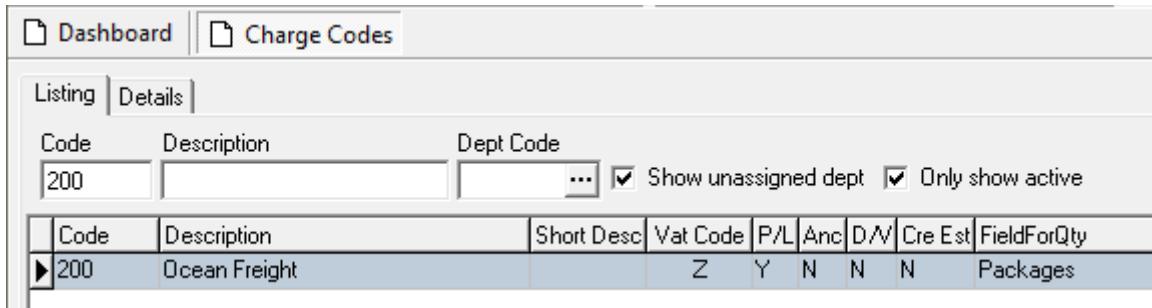
Code	Description	Dept Code	Vat Code	P/L	Anc	D/V	Cre Est	FieldForQty	Mode	Dept	Type	Active	SalesNominal	PurchNominal	Created	Created
001	Duty		E	N	N	Y	N					Y	4001	5001	12/05/2022	ADMIN
002	VAT		E	N	N	Y	N					Y	4001	5001	12/05/2022	ADMIN
100	Air Freight		Z	Y	N	N	N	ChargeWt				Y	4000	5000	12/05/2022	ADMIN
101	Airline Handling		Z	Y	N	N	N	ChargeWt				Y	4000	5000	12/05/2022	ADMIN
102	Airline Security		Z	Y	N	N	N	ChargeWt				Y	4000	5000	12/05/2022	ADMIN
103	Fuel Surcharge		Z	Y	N	N	N					Y	4000	5000	12/05/2022	ADMIN
104	Covid Charge		Z	Y	N	N	Y					Y	4000	5000	12/05/2022	ADMIN
105	Documentation		Z	Y	N	N	N	Packages				Y	4002	5002	12/05/2022	ADMIN
106	Customs Clearance		Z	Y	N	N	N					Y	4000	5000	12/05/2022	ADMIN
110	Insurance		Z	Y	N	N	N					Y	4000	5000	12/05/2022	ADMIN
200	Ocean Freight		Z	Y	N	N	N	Packages				Y	4000	5000	12/05/2022	ADMIN
201	Terminal Handling		Z	Y	N	N	N	Packages				Y	4000	5000	12/05/2022	ADMIN
202	VGM Fee		Z	Y	N	N	N	Packages				Y	4000	5000	12/05/2022	ADMIN
203	DTI Fee		Z	Y	N	N	N					Y	4000	5000	12/05/2022	ADMIN

Charge Code Page

More information about the selected charge code can be found in the details tab [as seen below].

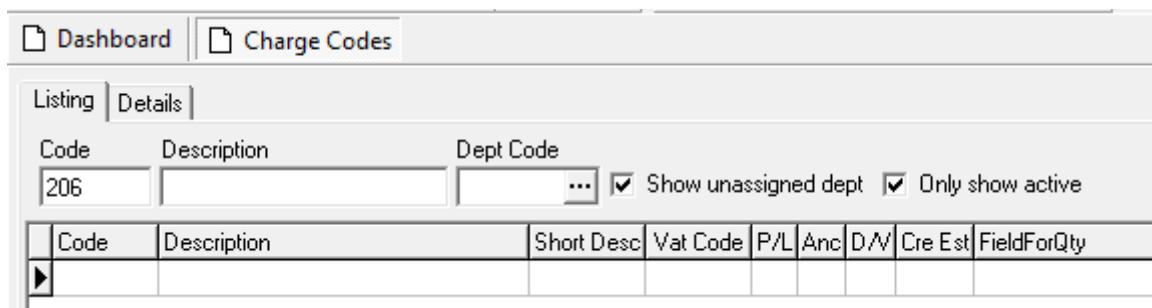
CREATING A CODE

Search for the code you are looking to create to ensure it doesn't already exist.



The screenshot shows the 'Charge Codes' listing screen. At the top, there are buttons for 'Dashboard' and 'Charge Codes'. Below that, a search bar has '200' entered. To the right of the search bar are checkboxes for 'Show unassigned dept' (checked) and 'Only show active' (checked). A table below the search bar shows one row for code 200, description 'Ocean Freight', and various status indicators (Z, Y, N, N, N, Packages). The table has columns for Code, Description, Short Desc, Vat Code, P/L, Anc, D/V, Cre Est, FieldForQty, Mode, and De.

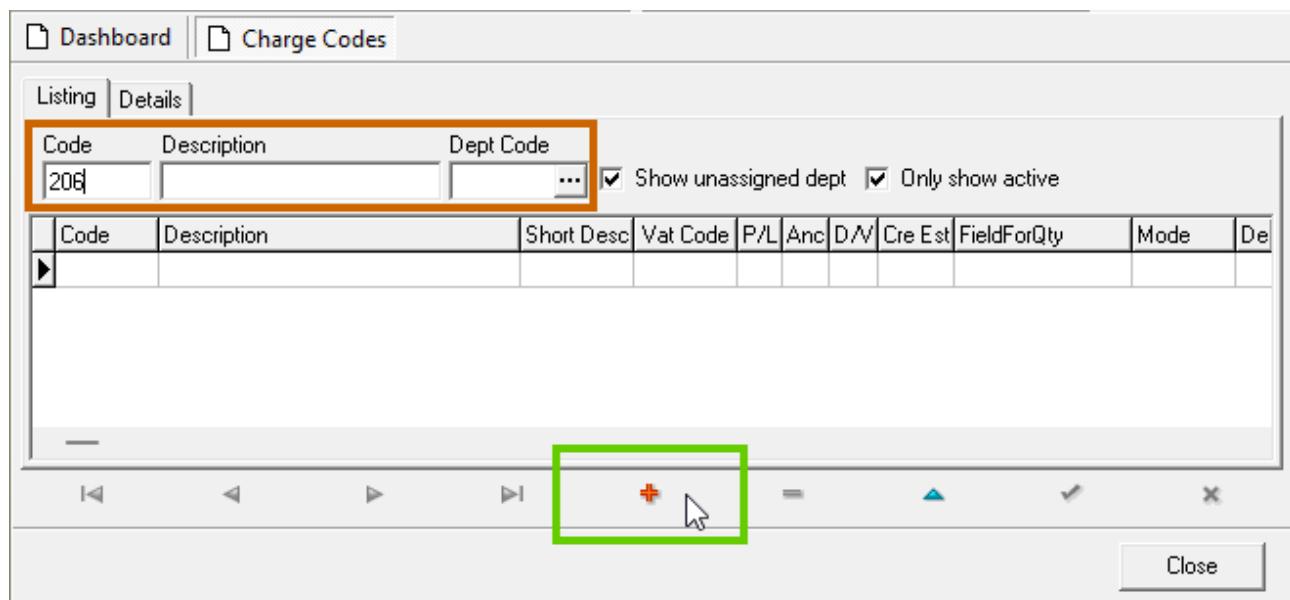
Search In Charge Codes - Code Does Exist



The screenshot shows the 'Charge Codes' listing screen. At the top, there are buttons for 'Dashboard' and 'Charge Codes'. Below that, a search bar has '206' entered. To the right of the search bar are checkboxes for 'Show unassigned dept' (checked) and 'Only show active' (checked). A table below the search bar is empty, showing only the column headers. The table has columns for Code, Description, Short Desc, Vat Code, P/L, Anc, D/V, Cre Est, FieldForQty, Mode, and De.

Search In Charge Codes - Code Does Not Exist

Use the red plus [+] in the bottom toolbar to add a new charge code.



The screenshot shows the 'Charge Codes' listing screen. At the top, there are buttons for 'Dashboard' and 'Charge Codes'. Below that, a search bar has '206' entered. To the right of the search bar are checkboxes for 'Show unassigned dept' (checked) and 'Only show active' (checked). A table below the search bar is empty, showing only the column headers. The table has columns for Code, Description, Short Desc, Vat Code, P/L, Anc, D/V, Cre Est, FieldForQty, Mode, and De. At the bottom of the screen, there is a toolbar with several buttons, including a red plus button with a white '+' sign, which is highlighted with a green box. The plus button is located between the left and right arrows.

Search In Charge Codes - '206' Does Not Exist > Red Plus Button To Create New.

Insert the new charge code information into the blank details page and click the green tick to save.

The nominal codes grids have been hidden until you save the above details. To do so, click on the "TICK" button below.

New Charge Code > No Search

If you are searching for a code, then create a new Charge Code, the code will auto-populate with the characters used in the search. In the example below is '206'.

The nominal codes grids have been hidden until you save the above details. To do so, click on the "TICK" button below.

New Charge Code > After Searching For '206'.

From here, you can populate all fields. To find out more about each field, see below [[Details Tab: Fields](#) and [Details Tab: Flags](#)].

Charge Codes: User Guide

The nominal codes grids have been hidden until you save the above details. To do so, click on the "TICK" button below.

New Charge Code > Example Of A Filled-In Code.

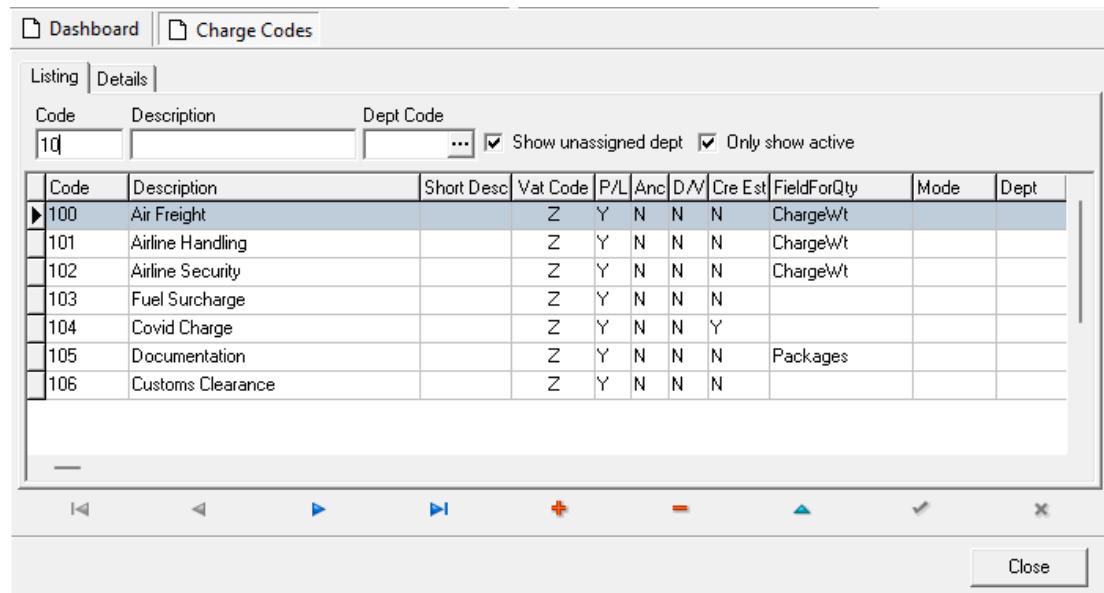
Once saved, the Nominal Codes grid will appear for you to add additional Sales/Purchase Nominal Codes relating to multiple company/office codes. If only a single company/office then it can be ignored.

New Charge Code > Nominals Show After The Code Is Saved.

This charge code is now saved and ready to be used.

EDITING A CODE

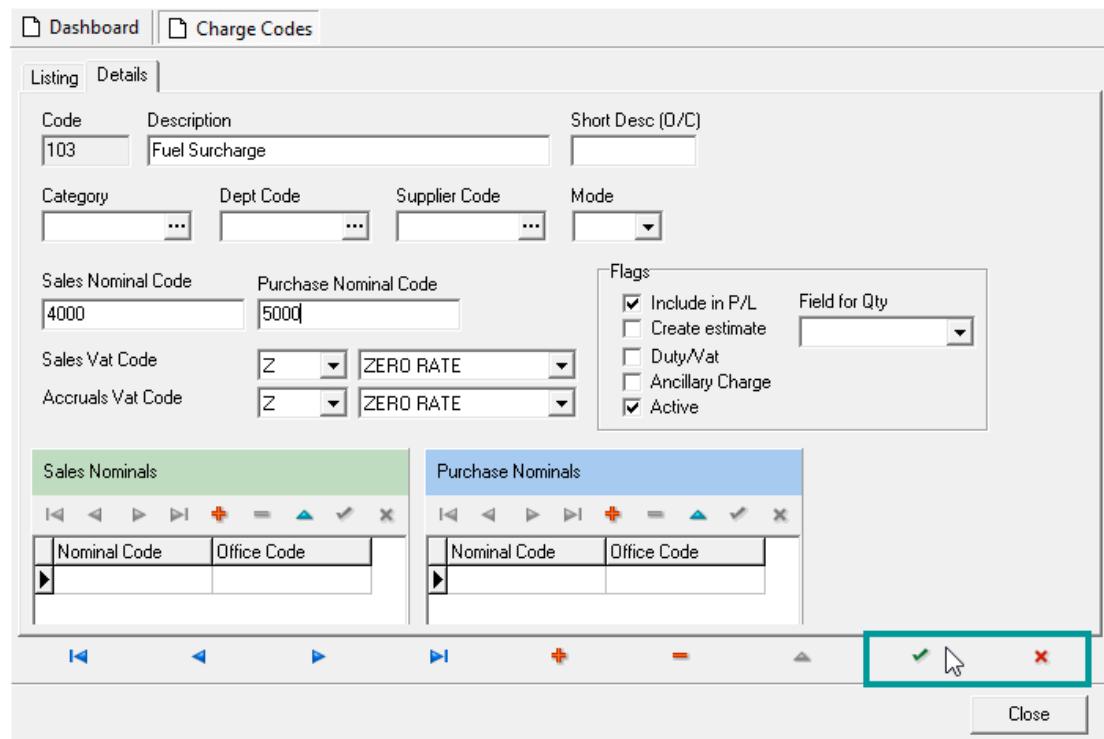
Use the search function to open the charge code you wish to edit, select it and click on the details tab.



The screenshot shows a search results grid for charge codes. The search term '10' is entered in the 'Code' search field. The results table has columns: Code, Description, Short Desc, Vat Code, P/L, Anc, D/V, Cre Est, FieldForQty, Mode, and Dept. The first row selected is '100 Air Freight'. The 'FieldForQty' column for this row contains 'ChargeWt'. Other rows include '101 Airline Handling', '102 Airline Security', '103 Fuel Surcharge', '104 Covid Charge', '105 Documentation', and '106 Customs Clearance'. The 'Mode' column for '105' is set to 'Packages'.

Charge Codes > Search Results For '10'

Fields are now editable, so make the changes needed and save using the green tick or cancel with the red cross. Cancelling (the red cross) will revert all edits made since the last save.



The screenshot shows the 'Details' tab for charge code '103 Fuel Surcharge'. The 'Code' field is '103' and 'Description' is 'Fuel Surcharge'. The 'Short Desc (O/C)' field is empty. Below these are fields for 'Category', 'Dept Code', 'Supplier Code', and 'Mode'. Under 'Sales Nominal Code' is '4000' and under 'Purchase Nominal Code' is '5000'. Under 'Sales Vat Code' is 'Z' and under 'Accruals Vat Code' is 'Z'. To the right is a 'Flags' panel with checkboxes for 'Include in P/L' (checked), 'Create estimate' (unchecked), 'Duty/Vat' (unchecked), 'Ancillary Charge' (unchecked), and 'Active' (checked). Below the flags are two lists: 'Sales Nominals' and 'Purchase Nominals', each with a table and a toolbar. The bottom toolbar has buttons for back, forward, add, delete, and save/cancel. The 'Save' button is highlighted with a green border.

Charge Codes > Details Tab > Save/Cancel Buttons

Details Tab: Fields

Code

A Charge Code is a unique code that identifies the type of charge being made, to be supplied against each Sales/Accrual costing line for a job.

ShortDesc (O/C)

This code is a short version of the charge code to be used on an AWB "Other Charges" listing.

Category/ Dept Code

These are optional and may be used in reporting/filtering by some clients. Therefore when entering a Charge Code into a transaction line the list available will be filtered by its category or Department. You can freely ignore them for most.

Supplier Code

Link the charge code to one supplier with its address code.

An optional value may be used as a default for accruals that get auto-created in the costing form.

Mode

The Mode given to a charge code may be used to filter applicable charges within costing (ie, if the job has a Mode of Air, we may show only charges relating to it).

VAT Codes

Select Sales or Accruals VAT codes for the Charge Code to automatically pull through when populating a transaction line.

Details Tab: Flags

Include in P/L

Normally most charges on a job would be included in its Profit/Loss totals, but you can exclude charges using this code from the PL if you untick this option. Users sometimes miss this and spot that their PL on a job is wrong. Tick the box, and force the job to recalculate its totals if so (fake edit a line, then click the save button).

Create Estimate

When selected a Sales charge line has been entered to auto-create a corresponding Accrual line. This accrual acts as a prompt to the user to provide the Supplier and or Accrual cost that relates to this sale. The Accrual will be "linked" to the sale line via their Link/Record No. field values.

Duty/Vat

When selected the use of the Charge Code will restrict the type of transaction line on the job costing to be either a Duty/VAT invoice or Duty/VAT credit.

Sales Nominal / Purchase Nominal

Nominal Codes are the values used for this Charge Code when the data is transferred over to the preferred Accounting System. This will depend on the Chart Of Accounts, but it's not uncommon to see the same Nominal used for the Charge Codes, though some may give each FM charge code a unique Sales/Nominal code.

Active

If a Charge Code has been used previously and is no longer required then deselect the Active flag to hide it from any views. The only way to locate inactive codes is by deselecting the 'Show Only Active Codes' check box on the main Listing tab.

Additional Help

If you need additional guidance, please get in touch with us via email or telephone.

Tel: +44 (0) 330 223 5813

Email: helpdesk@sigmafreight.com

Website: <https://www.sigmafreight.com/support/>
