



Charge Codes: User Guide

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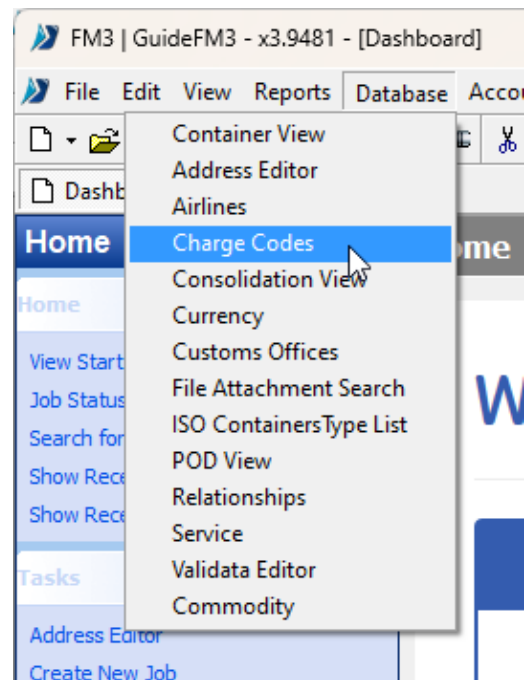
INTRODUCTION

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	Short Desc	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' search interface. The 'Code' field contains '200'. The 'Description' field is empty. The 'Dept Code' field has a dropdown arrow. The 'Show unassigned dept' and 'Only show active' checkboxes are checked. The search results table shows one entry:

Code	Description	Short Desc	Vat Code	P/L	Anc	D/W	Cre Est	FieldForQty
200	Ocean Freight		Z	Y	N	N	N	Packages

Search In Charge Codes - Code Does Exist

The screenshot shows the 'Charge Codes' search interface. The 'Code' field contains '206'. The 'Description' field is empty. The 'Dept Code' field has a dropdown arrow. The 'Show unassigned dept' and 'Only show active' checkboxes are checked. The search results table is empty.

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' search interface. The 'Code' field contains '206'. The 'Description' field is empty. The 'Dept Code' field has a dropdown arrow. The 'Show unassigned dept' and 'Only show active' checkboxes are checked. The search results table is empty. The bottom toolbar contains several navigation buttons, and the red plus button is highlighted with a green box.

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.

Dashboard | Charge Codes

Listing | Details

Code: [] Description: [] Short Desc (O/C): []

Category: [] Dept Code: [] Supplier Code: [] Mode: []

Sales Nominal Code: [] Purchase Nominal Code: []

Sales Vat Code: Z Purchase Nominal Code: ZERO RATE

Accruals Vat Code: []

Flags:

- ☒ Include in P/L
- ☐ Create estimate
- ☐ Duty/Vat
- ☐ Ancillary Charge
- ☒ Active

Field for Qty: []

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

Navigation icons: [] [] [] [] [] [] [] [] [] []

Close

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'.

Dashboard | Charge Codes

Listing | Details

Code: 206 Description: [] Short Desc (O/C): []

Category: [] Dept Code: [] Supplier Code: [] Mode: []

Sales Nominal Code: [] Purchase Nominal Code: []

Sales Vat Code: Z Purchase Nominal Code: ZERO RATE

Accruals Vat Code: []

Flags:

- ☒ Include in P/L
- ☐ Create estimate
- ☐ Duty/Vat
- ☐ Ancillary Charge
- ☒ Active

Field for Qty: []

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

Navigation icons: [] [] [] [] [] [] [] [] [] []

Close

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](#)].

Listing Details

Code: 420 Description: Example Charge Code Short Desc (D/C): ECC

Category: ... Dept Code: ... Supplier Code: ... Mode: ...

Sales Nominal Code: 789456 Purchase Nominal Code: 456123

Sales Vat Code: Z ZERO RATE

Accruals Vat Code: Z ZERO RATE

Flags:

- ☒ Include in P/L
- ☐ Create estimate
- ☐ Duty/Vat
- ☐ Ancillary Charge
- ☒ Active

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

Navigation buttons: < < > > + - = > (highlighted with a green checkmark) X

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.

Accruals Vat Code: Z ZERO RATE

Flags: ☒ Active

Sales Nominals:

Nominal Code	Office Code

Purchase Nominals:

Nominal Code	Office Code

Navigation buttons: < < > > + - = > (highlighted with a green checkmark) X

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.

Dashboard | Charge Codes

Listing | Details

Code: 10 Description: Dept Code: ... ☒ Show unassigned dept ☒ Only show active

Code	Description	Short Desc	Vat Code	P/L	Anc	D/W	Cre Est	FieldForQty	Mode	Dept
100	Air Freight		Z	Y	N	N	N	ChargeWt		
101	Airline Handling		Z	Y	N	N	N	ChargeWt		
102	Airline Security		Z	Y	N	N	N	ChargeWt		
103	Fuel Surcharge		Z	Y	N	N	N			
104	Covid Charge		Z	Y	N	N	Y			
105	Documentation		Z	Y	N	N	N	Packages		
106	Customs Clearance		Z	Y	N	N	N			

Navigation icons: back, forward, search, add, delete, refresh, save, cancel.

Close

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.

Dashboard | Charge Codes

Listing | Details

Code: 103 Description: Fuel Surcharge Short Desc (D/C):

Category: Fuel Surcharge Dept Code: 103 Supplier Code: 103 Mode: 1

Sales Nominal Code: 4000 Purchase Nominal Code: 5000

Sales Vat Code: Z ZERO RATE

Accruals Vat Code: Z ZERO RATE

Flags:

- ☒ Include in P/L
- ☐ Create estimate
- ☐ Duty/Vat
- ☐ Ancillary Charge
- ☒ Active

Field for Qty: ChargeWt

Sales Nominals: Nominal Code Office Code

Purchase Nominals: Nominal Code Office Code

Navigation icons: back, forward, search, add, delete, refresh, save, cancel.

Save (green tick) Cancel (red cross)

Close

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/>
