

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.

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## 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.

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Slide 7 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.

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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.

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Slide 17 Slide notes:

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Slide 18 Slide notes:



Slide 19 Slide notes:





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

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Slide 23 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.

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Slide 26 Slide notes:

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