

Slide 1
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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.

Service Job: Cost Budget Sheet [Save](#)

Retail Items and Direct Items may be listed here. This comprises the Item List to be re-charged. Job Name: 5499992 Car Service - General

To add a Direct Item, just click the next available row. To change a Direct Item, click it.

[Load from Quote Sheet](#)

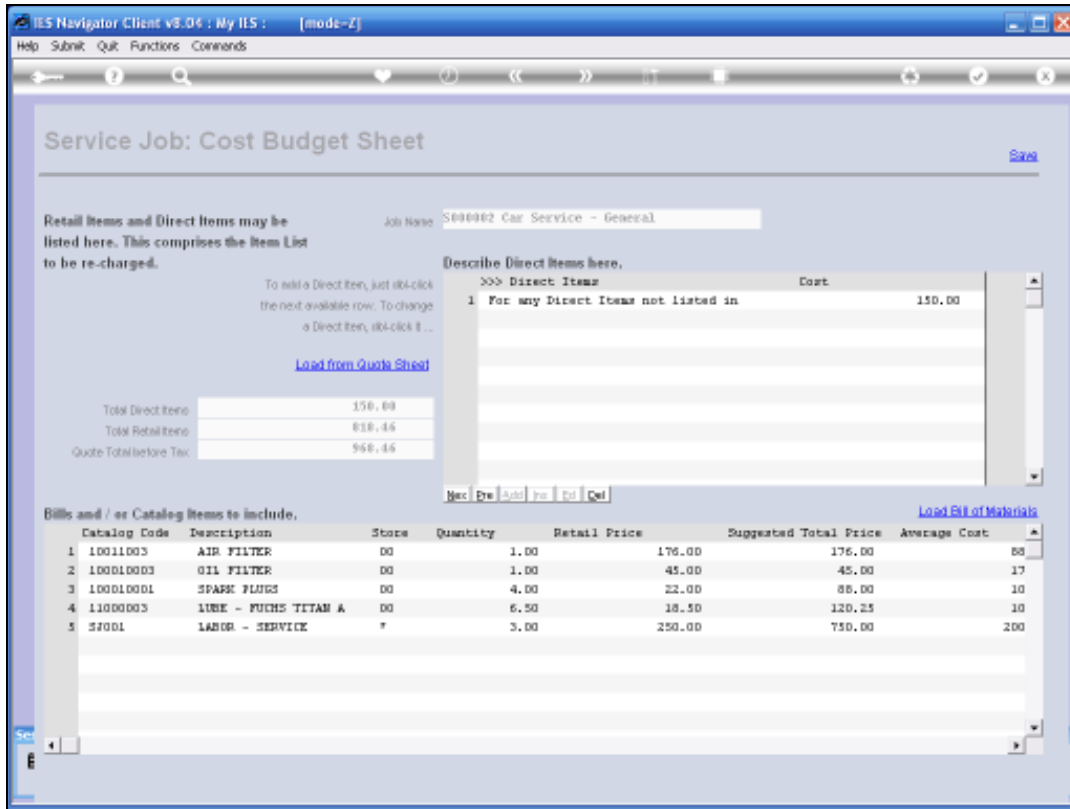
Direct Items	Cost
1 For any Direct Items not listed in	150.00

Total Direct Items: 150.00
Total Retail Items: 818.46
Quote Total before Tax: 968.46

[Load Bill of Materials](#)

Bills and / or Catalog Items to include,	Quantity	Retail Price	Suggested Total Price	Average Cost
1 10011003 AIR FILTER	00	1.00	176.00	88
2 100010003 OIL FILTER	00	1.00	45.00	17
3 100010001 SPARK PLUGS	00	4.00	22.00	10
4 11000003 LUBE - FUCHS TITAN A	00	6.50	18.50	10
5 37001 LABOR - SERVICE	*	3.00	250.00	200

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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.

IES Navigator Client v8.04 : My IIS : [mode-Z]

Help Submit Quit Functions Commands

Service Job: Cost Budget Sheet

Job Name: 5490962 Car Service - General

Retail Items and Direct Items may be listed here. This comprises the Item List to be re-charged.

To add a Direct Item, just click the next available row. To change a Direct Item, click it.

[Load from Quote Sheet](#)

Direct Items	Cost
1 For any Direct Items not listed in	150.00

Total Direct Items	150.00
Total Retail Items	818.44
Quote Total before Tax	968.44

[Load Bill of Materials](#)

Bill of Materials	Quantity	Retail Price	Suggested Total Price	Average Cost
1 10011003 AIR FILTER	00	1.00	176.00	88
2 100010003 OIL FILTER	00	1.00	45.00	17
3 100010001 SPARK PLUGS	00	4.00	22.00	10
4 11000003 LUBE - FUCHS TITAN A	00	6.50	18.50	10
5 57001 LABOR - SERVICE	7	3.00	250.00	200

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IES Navigator Client v8.04 : My IIS : [mode-Z]

Help Submit Quit Functions Commands

Service Job: Cost Budget Sheet

Job Name: 5490962 Car Service - General

Retail Items and Direct Items may be listed here. This comprises the Item List to be re-charged.

To add a Direct Item, just click the next available row. To change a Direct Item, click it.

[Load from Quote Sheet](#)

Total Direct Items	158.00
Total Retail Items	818.44
Quote Total before Tax	968.44

Describe Direct Items here.

Direct Items	Cost
1 For any Direct Items not listed in	150.00

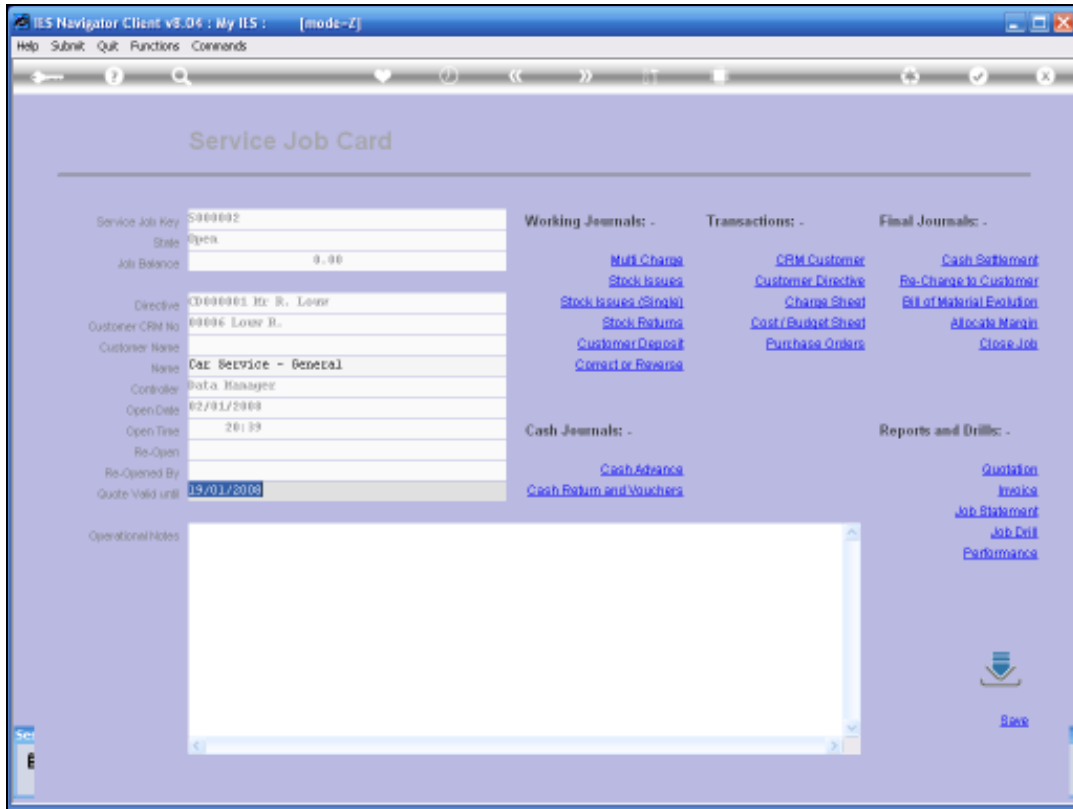
[Load Bill of Materials](#)

Bills and / or Catalog Items to include.

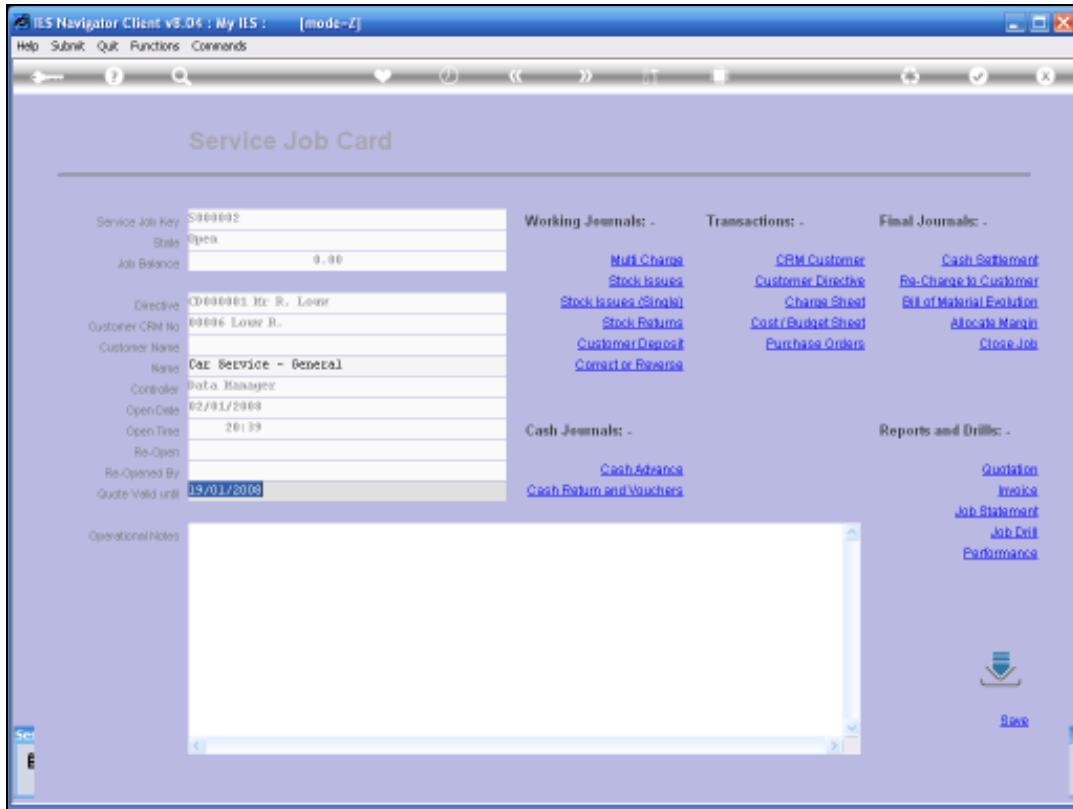
Catalog Code	Description	Store	Quantity	Retail Price	Suggested Total Price	Average Cost
1 10011003	AIR FILTER	00	1.00	176.00	176.00	88
2 100010003	OIL FILTER	00	1.00	45.00	45.00	17
3 100010001	SPARK PLUGS	00	4.00	22.00	88.00	10
4 11000003	LUBE - FUCHS TITAN A	00	6.50	18.50	120.25	10
5 37001	LABOR - SERVICE	7	3.00	250.00	750.00	200

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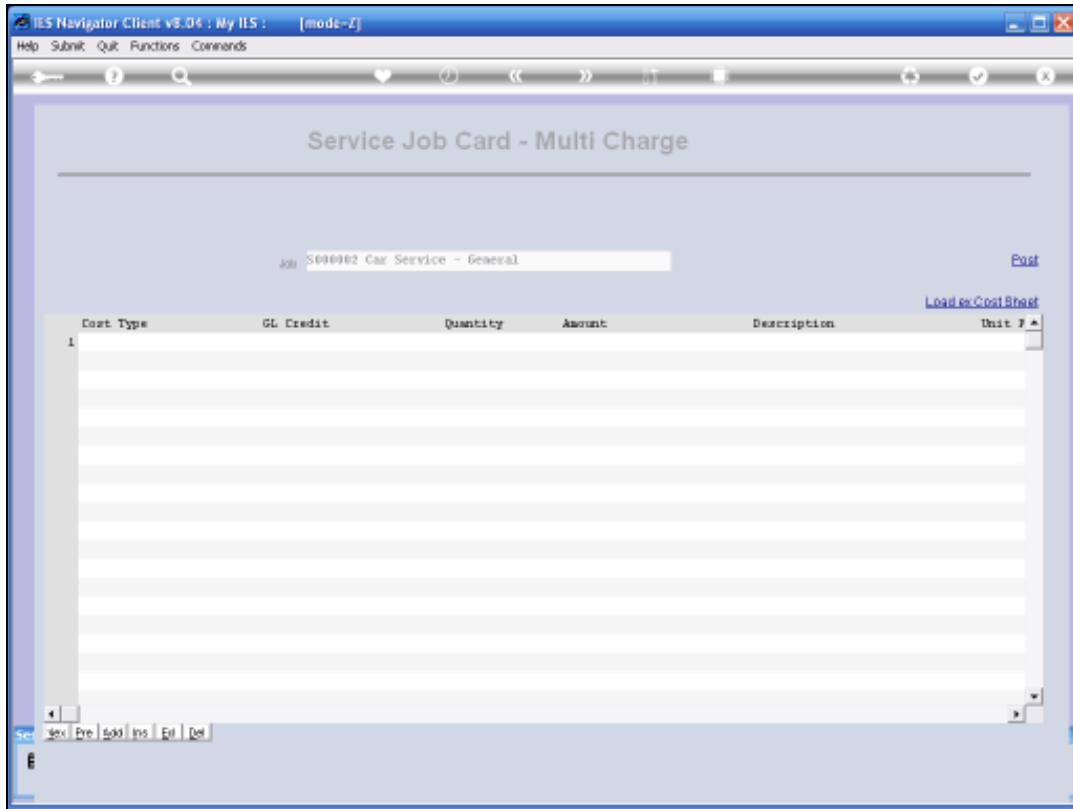
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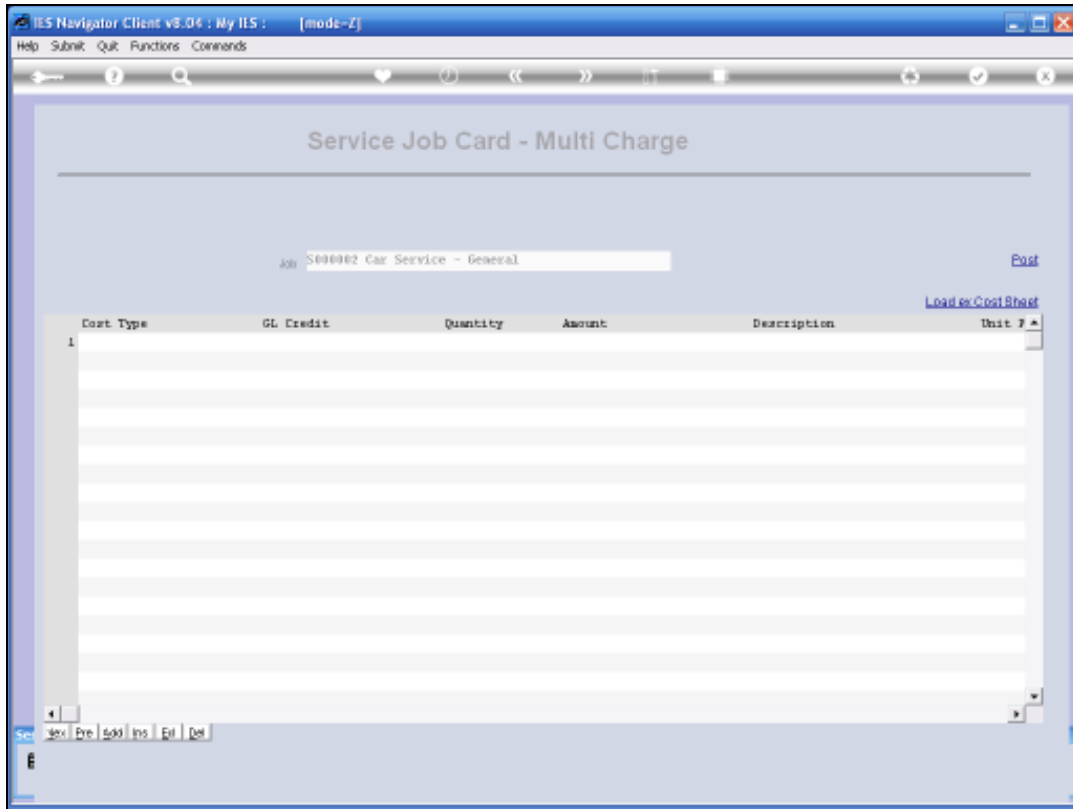


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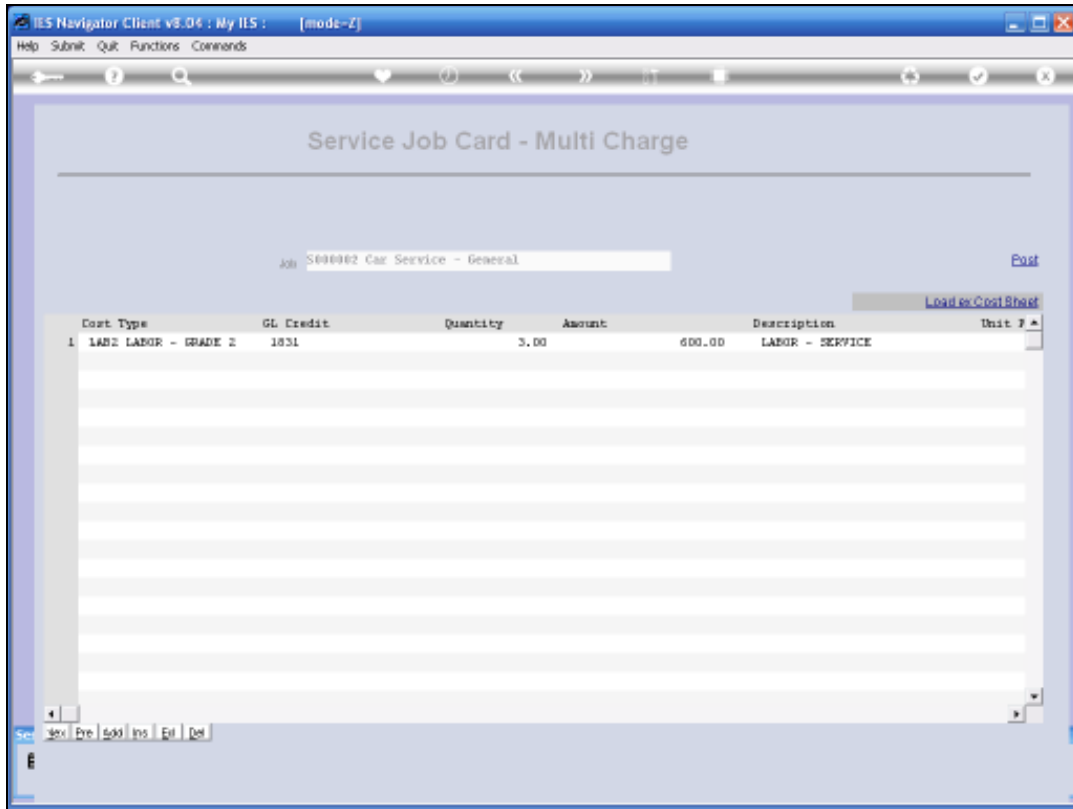


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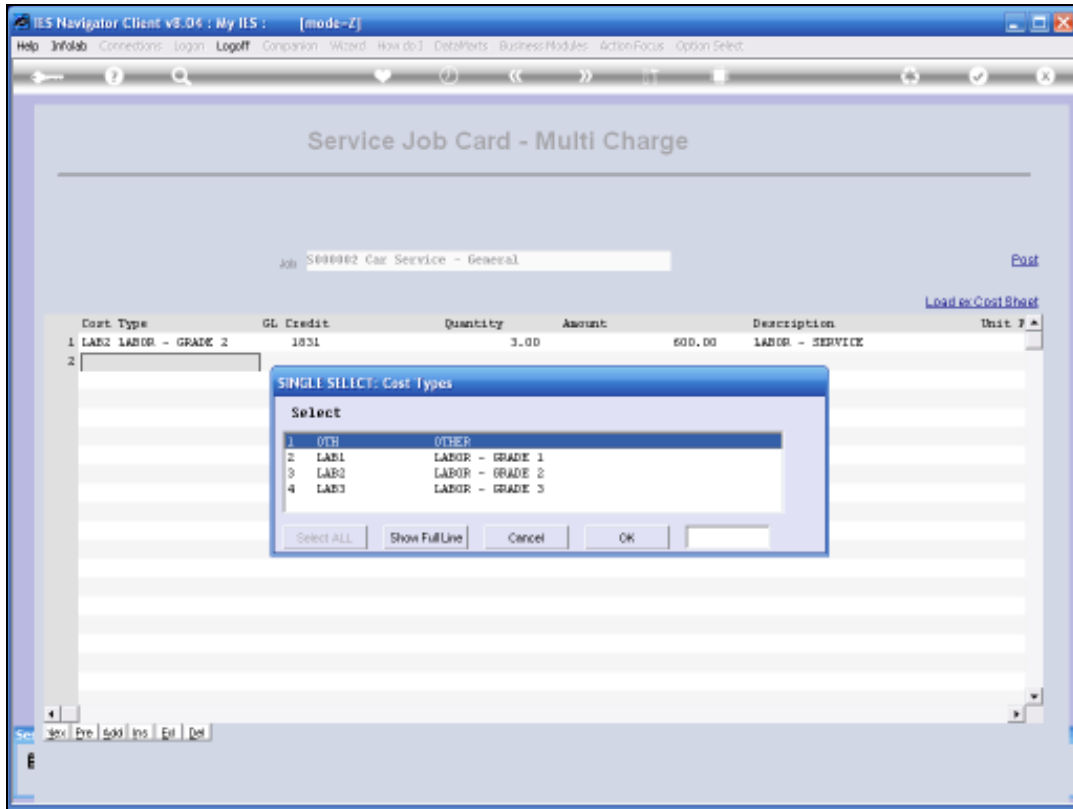
On the Multi Charge Screen, we have a Function to “Load ex Cost Sheet.” When we load that the System will automatically load Service Charges from the Cost Sheet that have not been Processed already.



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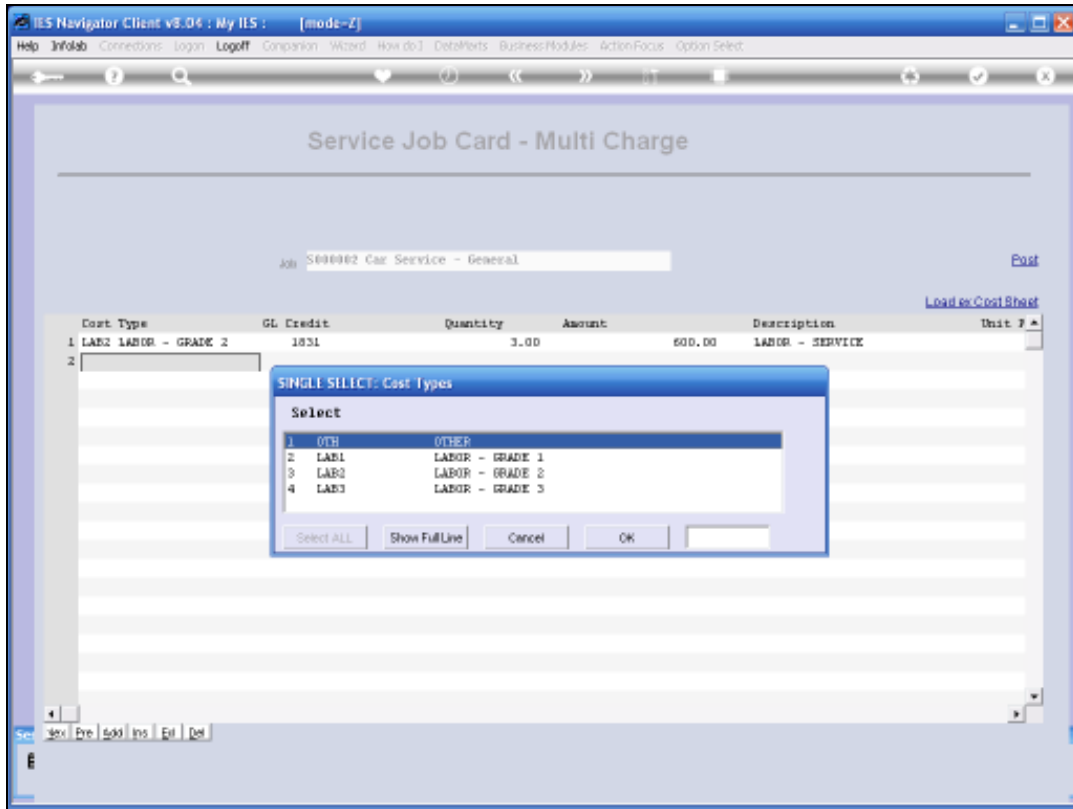


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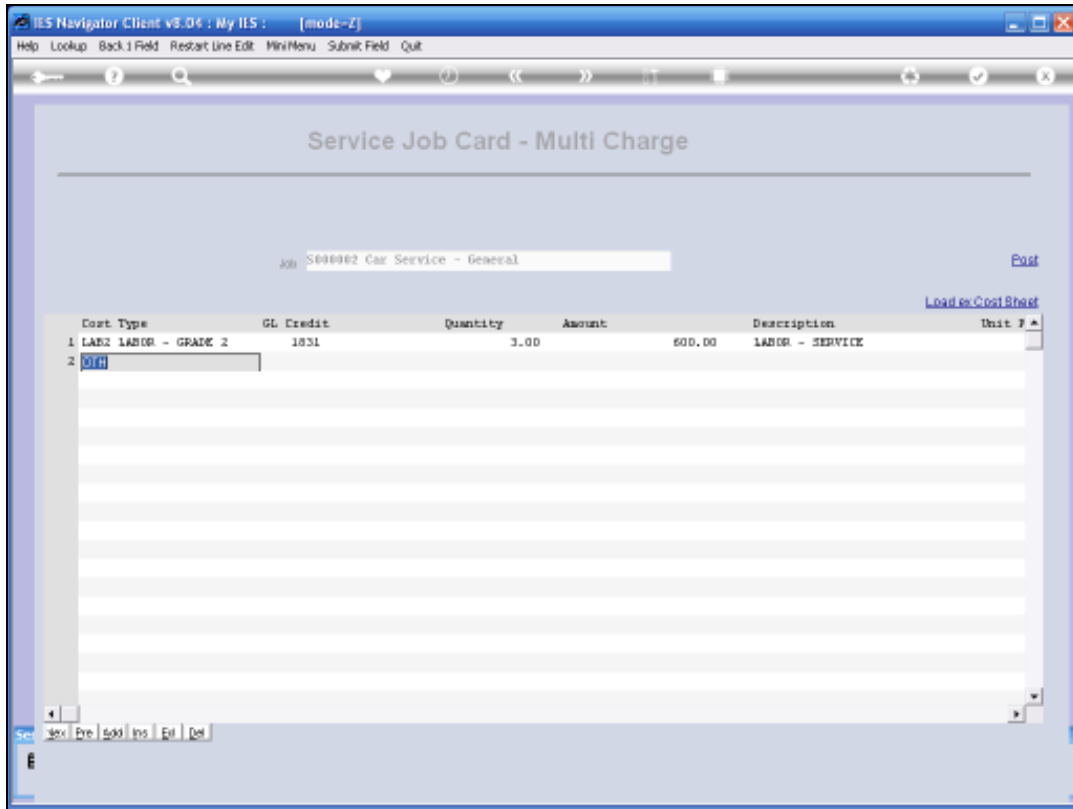


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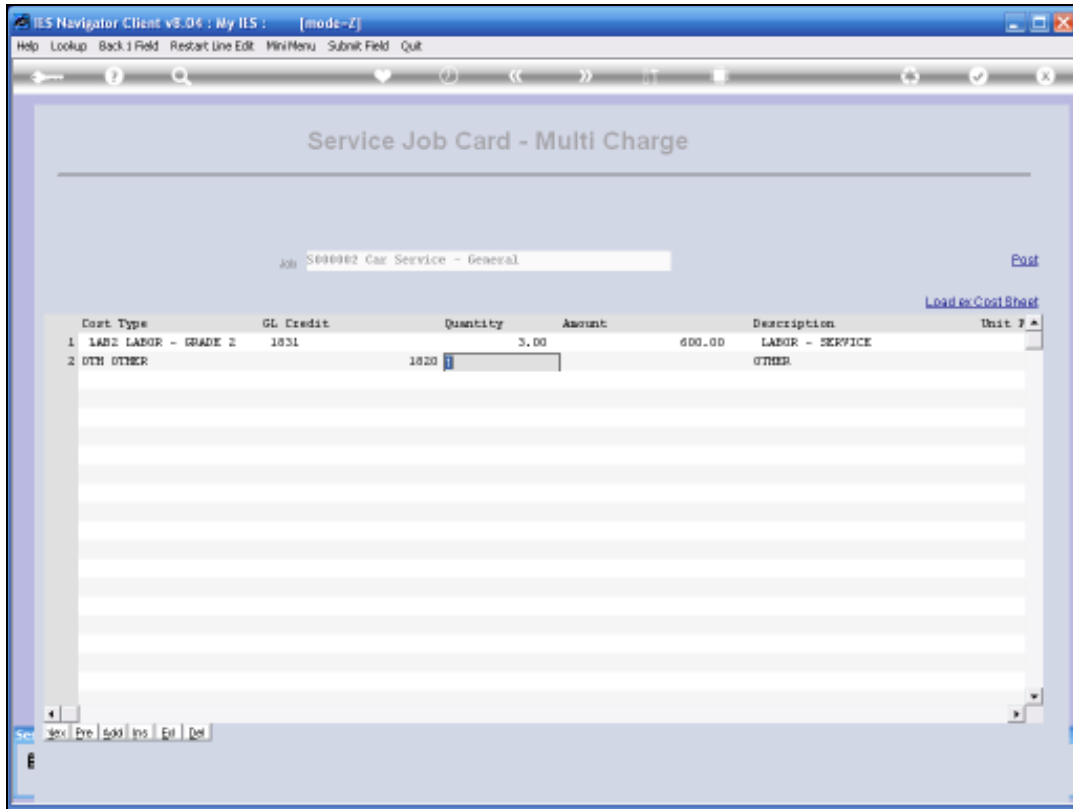
Of course we can also process additional Charges that are not listed on the Cost Sheet. That is allowed and we can simply select the Cost Type in each case and complete the line and "Escape" when we have no further Items to Charge.



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Service Job Card - Multi Charge

Job: S000002 Car Service - General [Post](#)

[Load or Cost Sheet](#)

Cost Type	GL Credit	Quantity	Amount	Description	Unit
1 LABR LABOR - GRADE 2	1031	3.00	600.00	LABOR - SERVICE	
2 OTH OTHER	1020	1.00		OTHER	

Esc | Pre | F99 | Ins | F8 | Del

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Service Job Card - Multi Charge

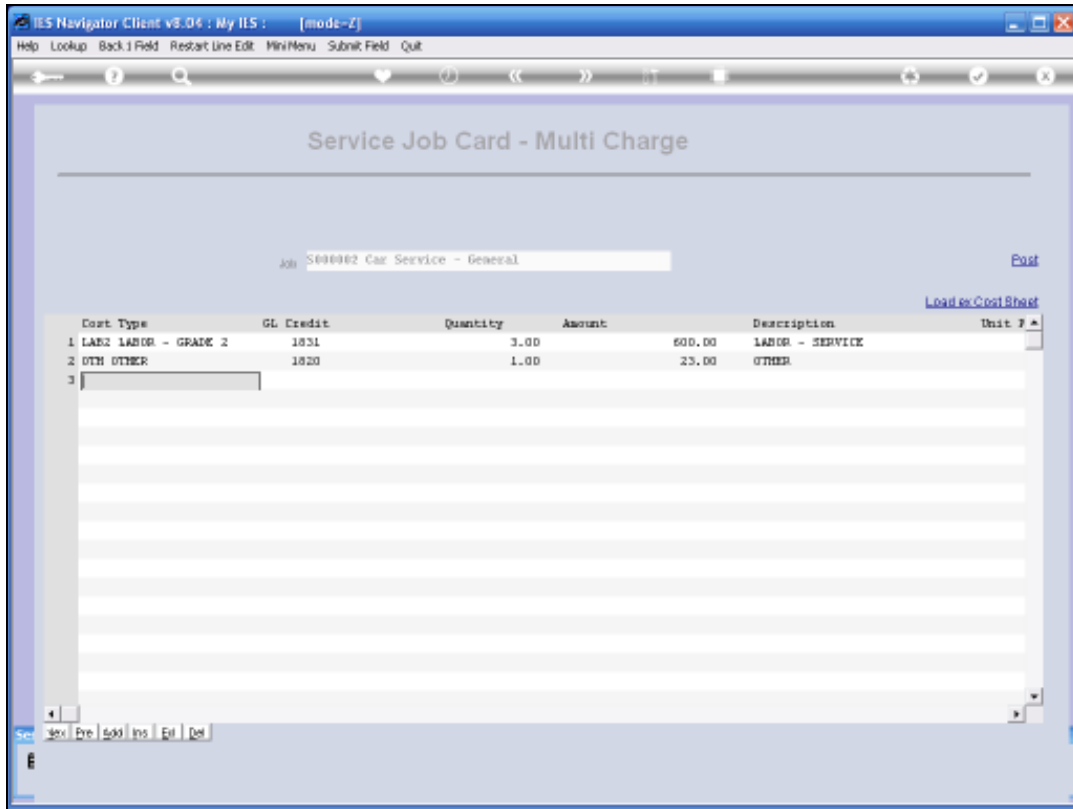
Job: S000002 Car Service - General [Post](#)

[Load or Cost Sheet](#)

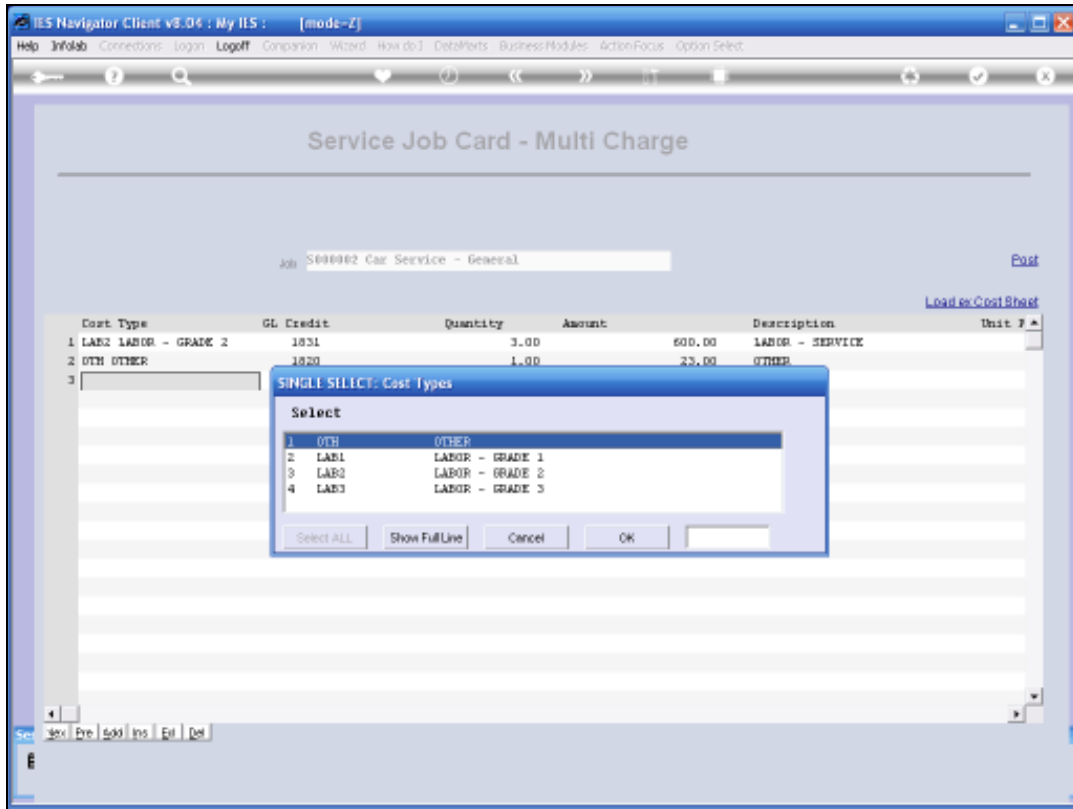
Cost Type	GL Credit	Quantity	Amount	Description	Unit
1 LANE LABOR - GRADE 2	1031	3.00	600.00	LABOR - SERVICE	
2 OTH OTHER	1020	1.00	25.00	OTH	

Esc | Pre | F99 | Ins | F8 | Del

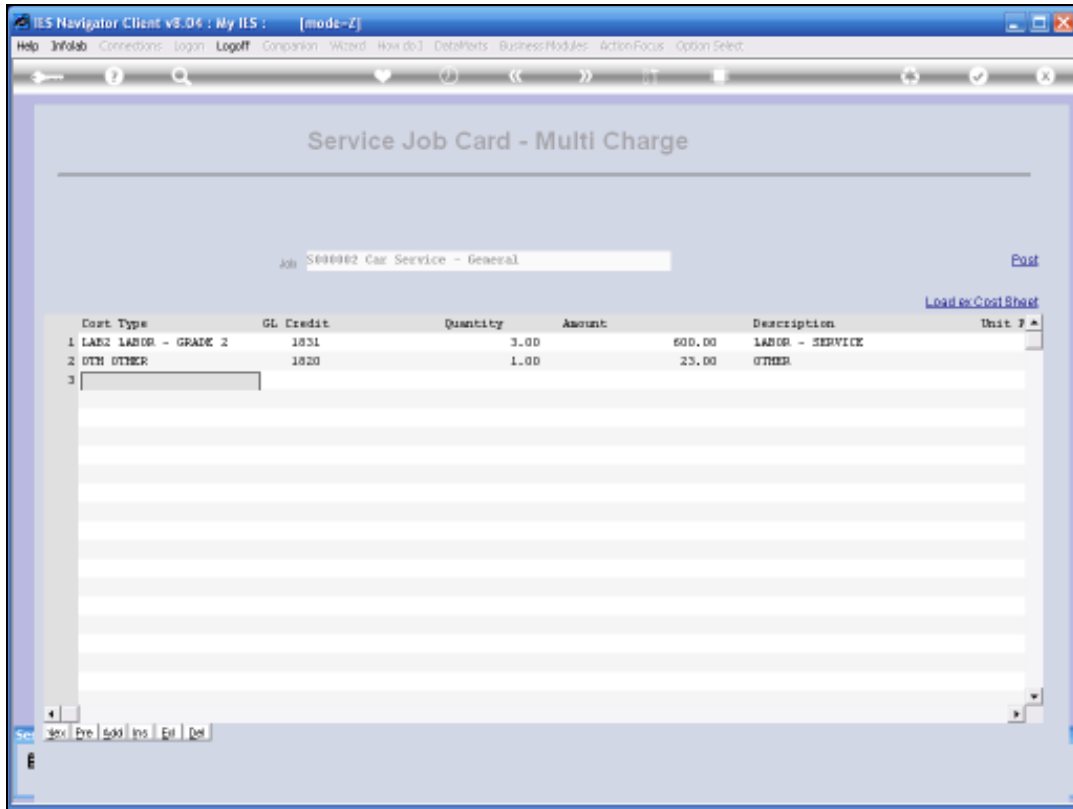
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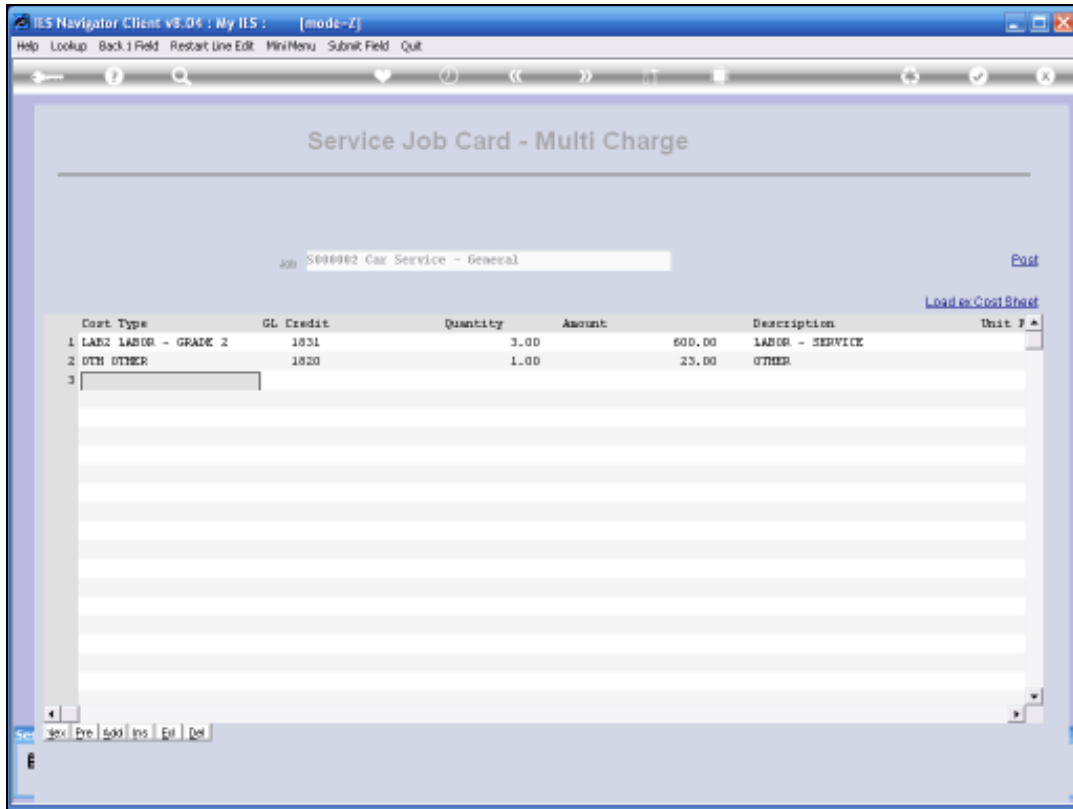
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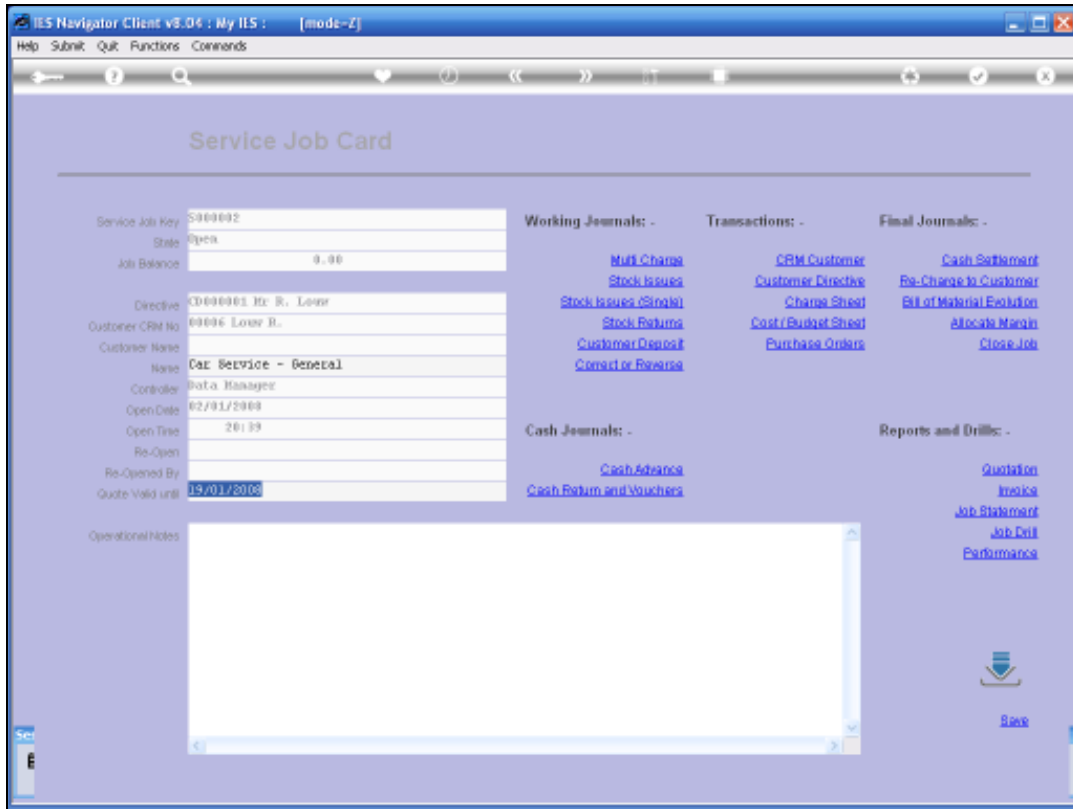


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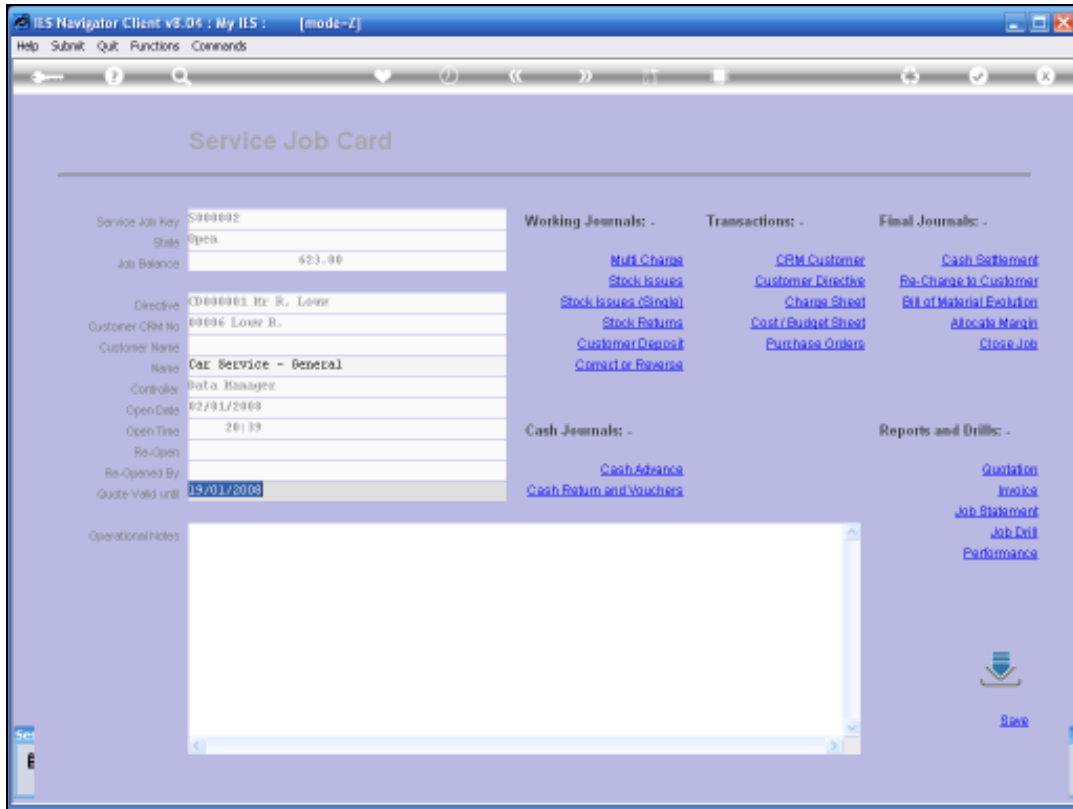


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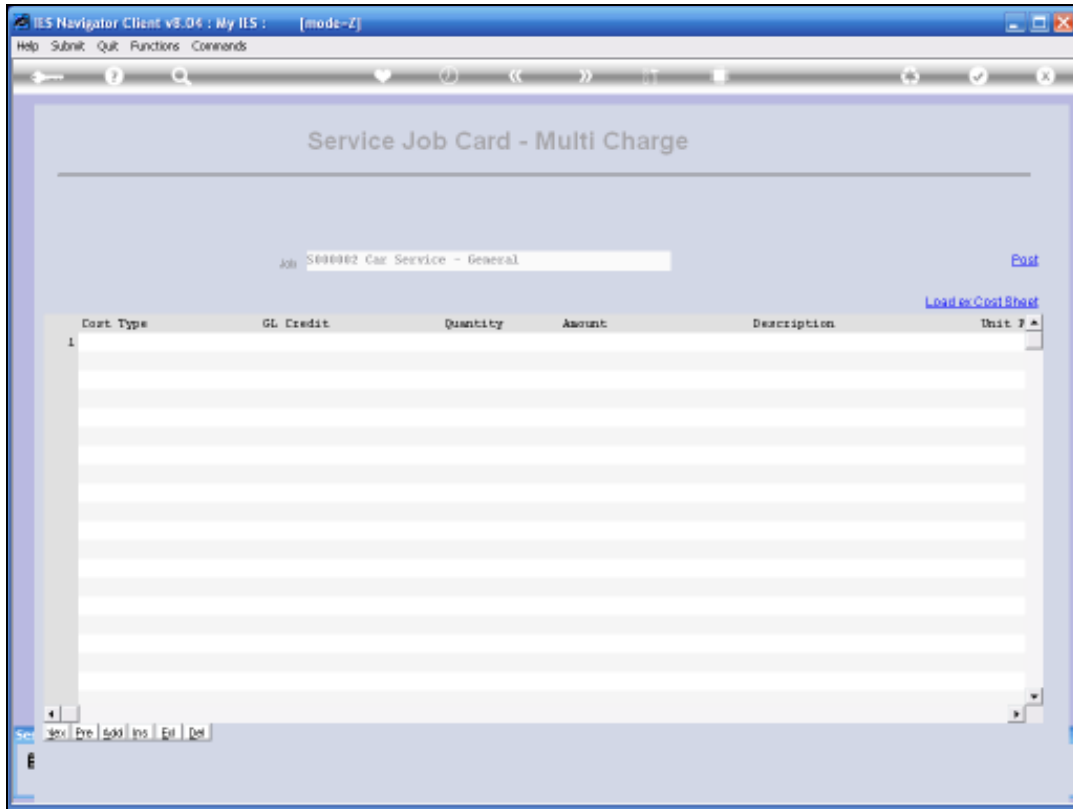
Now, if we use the "Post" Function, then all the Items listed here will be processed, i.e. "posted" as Charges.



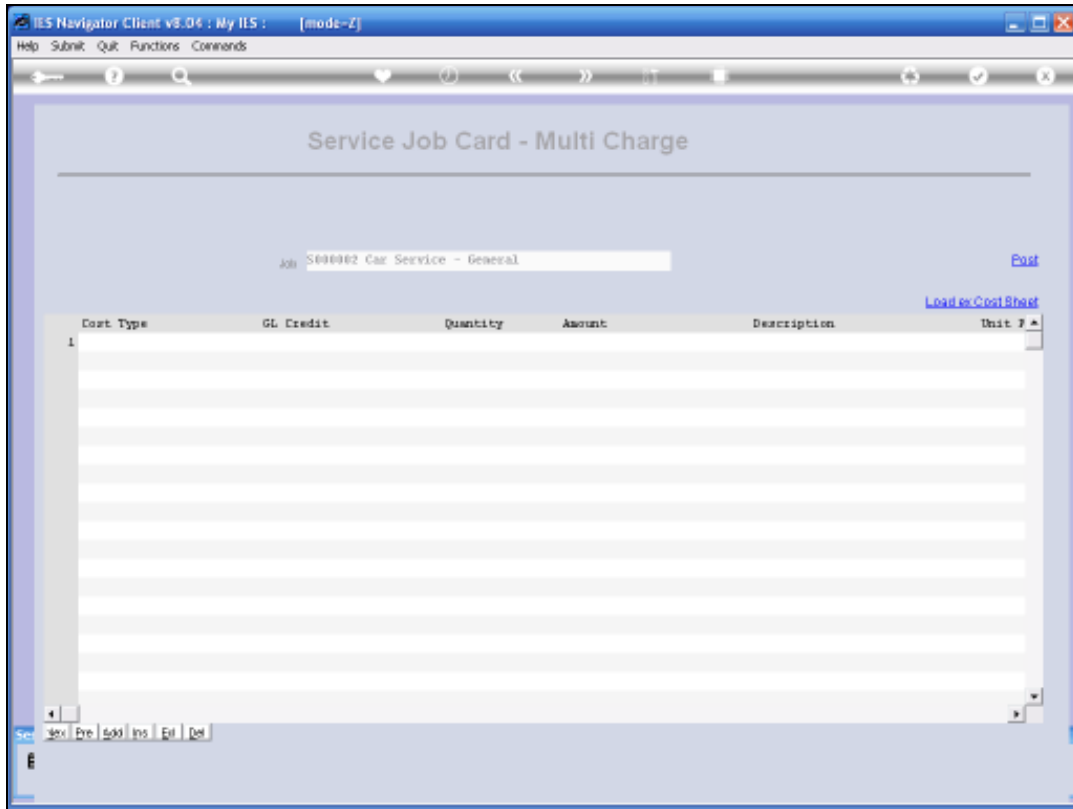
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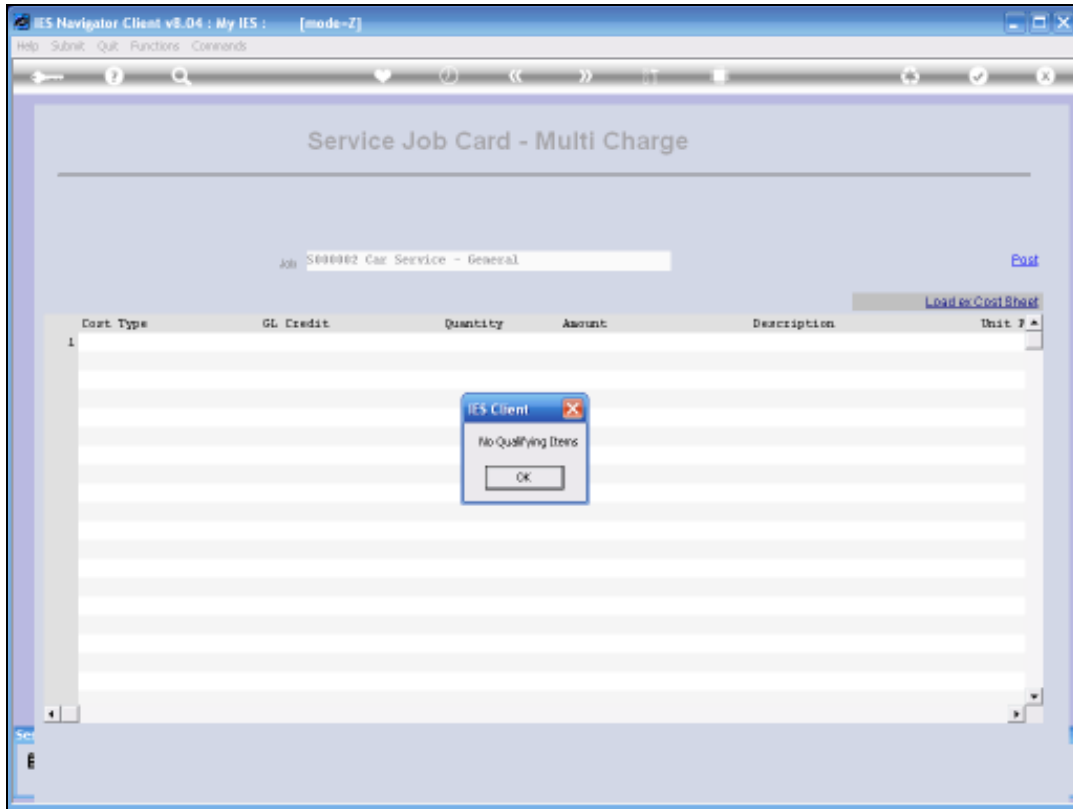


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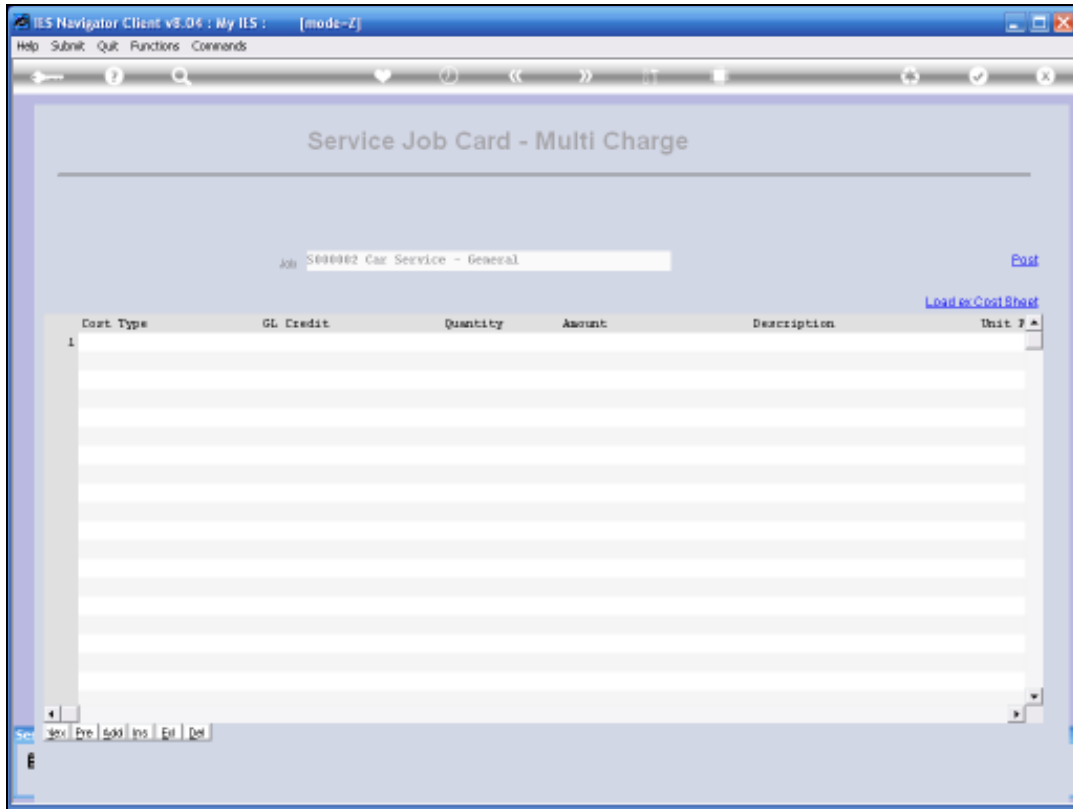


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Note – that if we go back to the Multi Charge Function, and we try to load from the Cost Sheet again, then there is nothing to load because the System is quite aware that the Item on that Cost Sheet that qualifies for loading here has already been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



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