

Fuel Surcharge

The **ADVANTAGE** fuel surcharge feature allows you to make price adjustments for the increased cost of fuel. Normally, you will assign this surcharge to the product codes that represent vehicle usage, like installation.

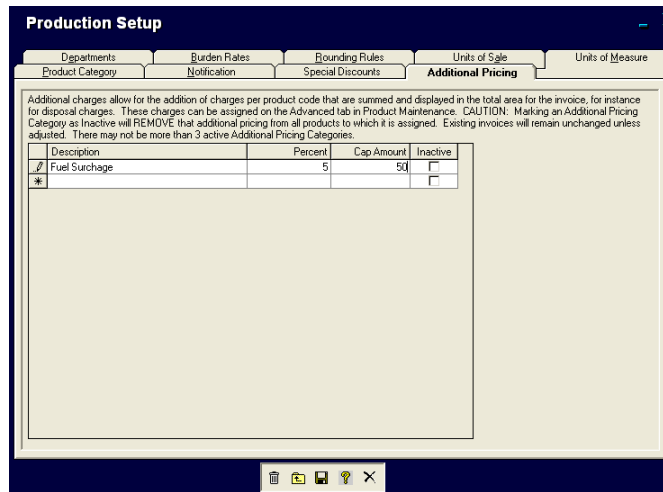
To set up the fuel surcharge, select Production then Production Setup from the **ADVANTAGE** main screen:




Click on the **Additional Pricing** tab:



- ✦ The **Additional Pricing** screen will display:



Description	Percent	Cap Amount	Inactive
Fuel Surcharge	5	50	<input type="checkbox"/>
*			<input type="checkbox"/>

- ✦ Under **Description**, enter “Fuel Surcharge” or whatever text you want to appear on your invoices in the sales tax section.
- ✦ **Percent** – the markup percent for the surcharge. For 5%, for example, enter 5.
- ✦ **Cap Amount** – this is the maximum price that **ADVANTAGE** will charge for a fuel surcharge. If it is \$50, for example, enter 50. This cap is applied to each individual product. Therefore, if you have multiple products on an order that have the fuel surcharge attached, it will apply the fuel surcharge to each product, not the order as a whole.
- ✦ **Inactive** – check off this box to turn the fuel surcharge off. This will take the fuel surcharge off of **each** product that had it assigned.
- ✦ Save your entry by clicking on the  icon.

Assigning the Fuel Surcharge to a Product

- From the **ADVANTAGE** main menu, select **Production** then **Products and Inventory**:

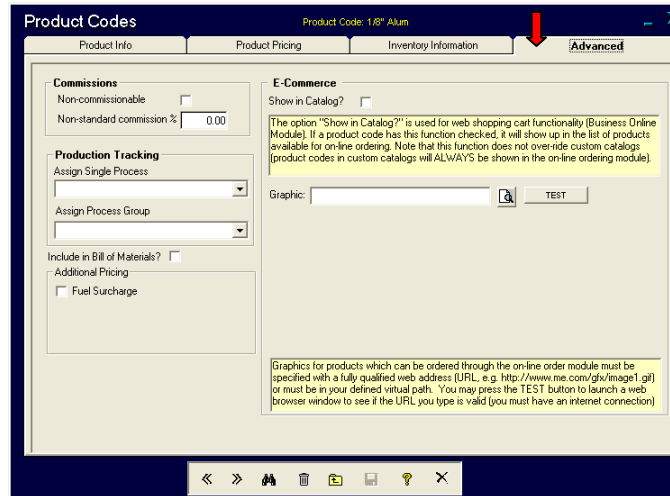


- Click on **Add/Edit Products**:




- Select a product that you want to add a fuel surcharge to.

- Click on the **Advanced** tab:



The screenshot shows the 'Product Codes' window for 'Product Code: 181 Alum'. The 'Advanced' tab is selected, indicated by a red arrow. The window is divided into several sections: 'Commissions' with checkboxes for 'Non-commissionable' and 'Non-standard commission %' (set to 0.00); 'Production Tracking' with dropdowns for 'Assign Single Process' and 'Assign Process Group'; 'Include in Bill of Materials?' with a checkbox; 'Additional Pricing' with a checkbox for 'Fuel Surcharge'; and 'E-Commerce' with a 'Show in Catalog?' checkbox and a 'Graphic' field with a 'TEST' button. A yellow text box explains the 'Show in Catalog?' option and provides instructions for the 'Graphic' field, including a note that graphics must be specified with a fully qualified web address (URL) or a defined virtual path.

- In the **Additional Pricing** section, check off the **Fuel Surcharge** box.
- Save your changes by clicking on the  icon.
- The fuel surcharge will appear on the **Line Item Detail** section of invoices.