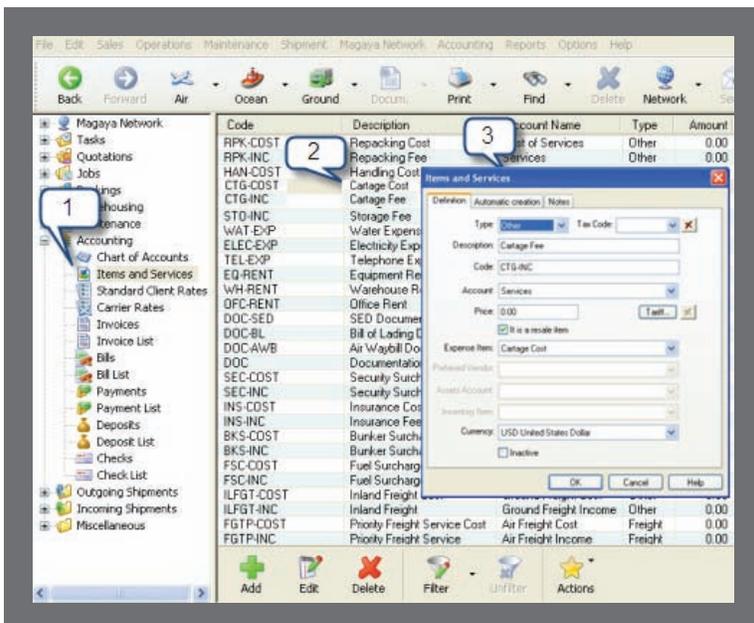


Automated Creation of Charges

Automating charges so they appear automatically in operations transactions such as Warehouse Receipts or Shipments will speed up the time it takes to create the transactions and to liquidate them. The automated charges will be converted into the related accounting transactions automatically and be ready for you when you need them.

To set up automation on existing charges, follow these steps:

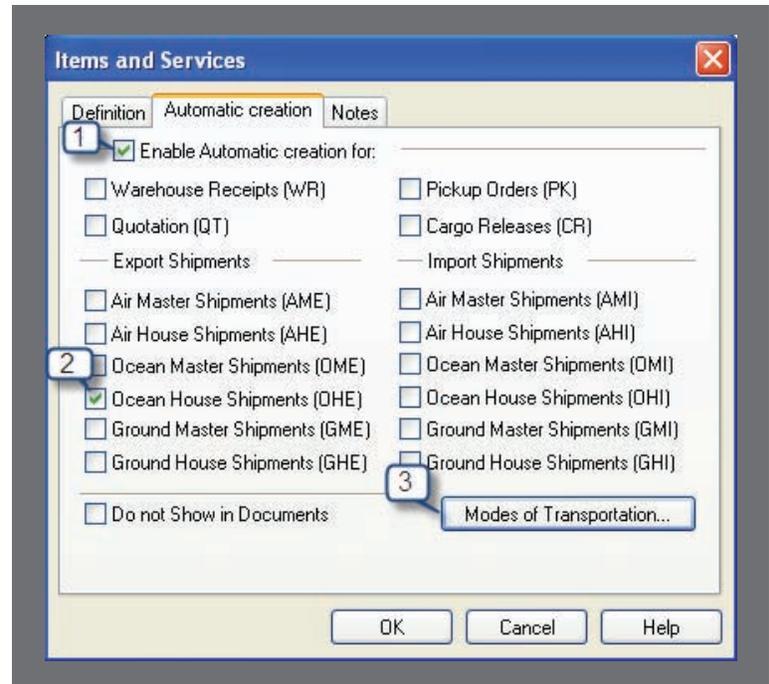
1. Go to the Accounting folder in Magaya Explorer and click on “Items and Services”.
2. Select an item that you want to automate such as the “Cartage Fee”. This example will add a charge to each containerized ocean shipment for taking the container to the port. Double-click on “Cartage Fee” (or select it and click the Edit button).
3. The “Items and Services” dialog box of the Cartage Fee opens:



The dialog box has three tabs. Click on the “Automatic Creation” tab and follow these three steps:

1. Click on the box next to “Enable Automatic creation for:” to

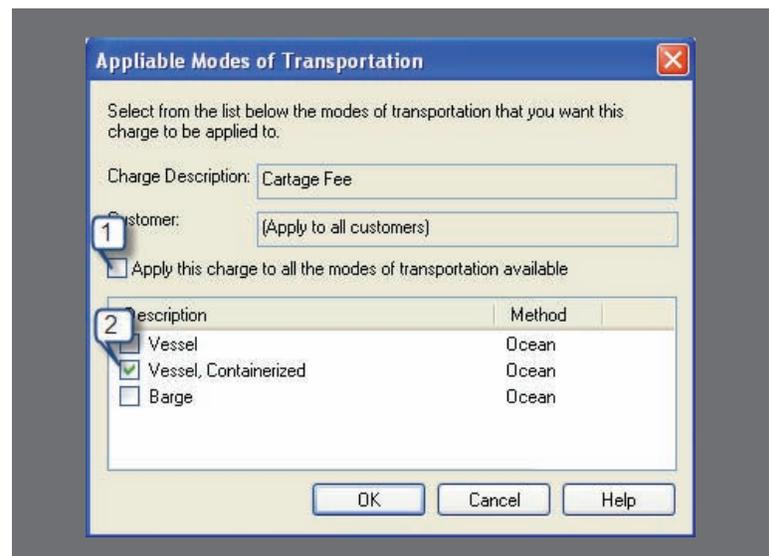
activate it. A checkmark will appear in the box.



2. Check Ocean House Shipment (OHE) under the Export Shipments list.

3. Click on the “Modes of Transportation” button. A screen opens. Follow these steps in that screen:

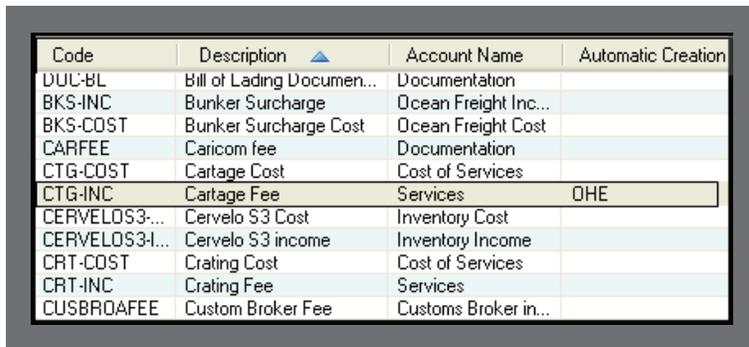
- In the screen that opens, uncheck the box to “Apply this charge to all the modes of transportation available” (1).
- Then uncheck the other boxes “Vessel” and “Barge” so only the “Vessel, Containerized” option is checked (2):



- Click OK in the Modes of Transportation dialog box to return to the Items and Services dialog box. (Using the Modes of Transportation button is optional, but for this example we used it because we want only the “Vessel, Containerized” mode.)
- To allow the charges to appear in the operations documentation that is viewable to customers, leave the checkbox blank for “Do not Show in Documents”. If you do not want the charges to appear in the operations documents, check the box.
- Click the OK button when done.

Result

When you are done, the Items and Services list will show which transactions have charges that will be automatically created. Note the “OHE” for the Cartage Fee in the column for Automatic Creation:



Code	Description	Account Name	Automatic Creation
DUU-BL	Bill of Lading Documen...	Documentation	
BKS-INC	Bunker Surcharge	Ocean Freight Inc...	
BKS-COST	Bunker Surcharge Cost	Ocean Freight Cost	
CARFEE	Caricom fee	Documentation	
CTG-COST	Cartage Cost	Cost of Services	
CTG-INC	Cartage Fee	Services	OHE
CERVELOS3-...	Cervelo S3 Cost	Inventory Cost	
CERVELOS3H...	Cervelo S3 income	Inventory Income	
CRT-COST	Crating Cost	Cost of Services	
CRT-INC	Crating Fee	Services	
CUSBRDAFEE	Custom Broker Fee	Customs Broker in...	

In this example, when an Ocean Export Shipment is created and “vessel containerized” is selected as mode of transportation, a charge for Cartage Service will be added automatically to that house shipment. (Charges created automatically will always be added after you select the “client to bill” for that transaction.) The price of the created charge will be calculated based on the tariff (or rate) set for that charge. (The Tariff button is on the first tab of the Items and Services dialog box. Rates are set in the profile for the customer, carrier, etc. in the Maintenance folder.) The appropriate accounting transactions such as Invoices will automatically include these charges when you liquidate the shipment. This how-to tip showed you how to add a Fee

(Income). Follow these steps to add the Cost (Expense) for this or any other Item or Service you automate.

Create a New Charge and Automate It

In addition to adding the Automatic Creation functionality to an existing Item or Service, you can also add a new Item or Service and automate charges for it. For example you may want to automate an Express Shipment Surcharge for high-priority shipments. Then, each time you create a high-priority shipment, the surcharge will be added. First use the Add button in the Items and Services list to add a new item, and second, automate the charge by following the same steps above.

You can override automated charges on a per-customer basis. If you have a customer that you want to apply a customized tariff to and automate it, you can do that on the Charges tab in the Customer’s profile.