

# **281794 v2.0**

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DHL MTS

# Trip Cost Manual Amendment

FUNCTIONAL SPECIFICATION - 10.6

13/12/2010 - 2.0  
Reference: FS 281794 JC-89RK9G



## 1.1 Client Requirement

### Change Request Summary:

Trip Cost Manual Amendment. Stuart Foster/Milton Keynes/UK/NFC

### Change Request Details:

Further to RIO PA-7XQD87 (Internal Charging from Cross Dock) the need has been identified to allow users to manually edit the internal system calculated charges. Charges may need to be manually increased or decreased. Receiving sites need the ability to easily identify which orders have had charges manually edited.

### Benefits identified as a result of the change:

Manual override is an essential requirement to deal with exceptions. Ability to easily identify which orders have been manually edited will save users time checking information, allowing them just to check the exceptions and trust the system generated charges.

## 1.2 Solution

A new payment type will be created in the Accounts Maintenance screen called ORD\_COST\_MAN. The payment will be created with similar properties to the ORDER COST payment type. Currently users are unable to enter any type of internal cost payment against an order. Internal costs are only generated from Contracts

Changes will be made to the Order and Payment screen to allow users to add an internal cost from the Cost button on the Finance tab of the Orders screen. To enter a manual internal charge, the order must be SCHEDULED, SCHED\_COL or DELIVERED, if the order is any other status, the new, edit and delete fields on the payment screen will be disabled.

When selecting the Costs button to create a payment, the payment type will be fixed as ORD\_COST\_MAN

Before the payments screen is opened, the user will be prompted to select the trip which the payment applies to. They will only be able to select from trips that the order is on. From the trip id, the debit and credit accounts will be determined and pre populated. They will be based on the group name of the owning depot and the group name of the hub location of the carrier. If no carrier has been assigned to the trip, or the debit and credit accounts are the same, the payment creation will fail.

The trip id will be stored in the ext\_ref field on the payment. This will be used to link the charge back to the trip as well as the order.

The manual payments will be subject to the existing requirements for payments "accounts" set up, invoice requirements created. If any are missing, the payment will fail.

Manual payments will not replace any internal charges generated from contracts. If the contract payment is deemed too high, then a manual credit will be added (an ORD\_COST\_MAN payment with a negative amount)

When a trip is set back to planned, manual payments will not be deleted. To delete a manual payment, the user must



access the payment screen from the Finance tab on the order and select delete. Internal charges generated from contracts will continue to be deleted when a trip is set back to planned. A manual charge will be allowed against the order regardless of the trip status until any other payments for the trip /order have been invoiced and the invoice approved.

When an order is unscheduled from a trip any manual payments created against the order , referencing the trip will be removed.

The table sch\_trip\_finances will be updated to include payments with ORD-COST\_MAN type trip cost and also the profit calculation.

### 1.3 Scope

This change will be applied to system version 10.6.0.



## 2 Set-up

### 2.1 Pre-requisites

None

### 2.2 Menu Structure

Unchanged

### 2.3 Data

New record will be added to the ACC\_PAYMENT\_TYPE table similar to the existing payment type ORDER\_COST.

Payment Type ORDER\_COST

Payment Type: ORDER\_COST Inactive

Description: Cost of an order

Event Type: Order Alloc To:

Allow Multiples:  Alloc Method:

Require Confirmation:  Get Cost Code from Cust:

Incurr VAT:  Cost Type:

Value Share:  General Ledger Acc Code:

Manual Rate:

Export System: None Fuel Surcharge:

Revenue Type:

OK Cancel

A new function will be created called ALLOW\_ORD\_COST\_MAN. Only users with this function will be able to create manual internal charges. This will be added to the table ADM\_FUNCTION and access to the function will be provided through the access control screen. Access is applied on a GROUP basis.



### 3 Functional Description

Currently internal charges can only be generated from contracts. If the contract charge is incorrect or requires amendment, there is no functionality available.

A new payment type will be created called ORD\_COST\_MAN.

A manual internal charge will be created by selecting the cost button on the finance tab of the order screen.

The screenshot shows a form with the following elements:
 

- Currency: EUR
- Cost: [input field] Costs [button]
- Revenue: [input field] Revenue [button]
- VAT: [input field] VAT [input field]
- Total: [input field] 0.00 Total: [input field] 0.00
- Allocated from Trip: [input field]
- Standard Cost: [input field] 0.00  Do not recalc. VS Revenue: [input field] Saving [button]

Currently when this button is selected the payments screen is opened, but the new and edit buttons on the payment screen remain disabled. This will be amended, so that the payment and edit buttons are enabled based on the value of a user function "ALLOW\_ORD\_COST\_MAN" and the status of the order. The order must be at SCHEDULED, SCHED\_COLL or DELIVERED status.

A horizontal row of five buttons: View, New, Edit, Delete, Close.

When selecting the new button a pop up canvas will appear which lists all of the trips that the order is currently on. The user must select a trip by double clicking which will close the pop up screen and open the payments screen

The screenshot shows a 'Create Payment' dialog box with the following sections:
 

- Accounting: Debit Account, Credit Account, Billing Unit, Mvmt Type, Type, Entered (30/11/2010 16:31), Approved, Due Date (02/12/2010), Amount, Currency (EUR), Status, Confirmation.
- Event Reference: Event Ref, Payment No, Parent, Alloc From, Copied From.
- VAT: VAT (checkbox), VAT Code, VAT Country, VAT Rate, VAT Amount, Apply VAT (radio buttons: Auto, Yes, No).
- Grouping: Grouping, Exel Trip Ref, Product, DU Type, Planned qty, Actual qty, Actual KG.
- Locations: From Location, To Location, Carrier, Template, Order Ref, POD/CMR No, POD (checkbox).
- System: Sys msg, Export to System, Exported, Ext. Ref.
- Buttons: OK, Cancel, Confirm.

The payment screen will be opened with a payment type ORD\_COST\_MAN which cannot be amended.

The Debit and Credit accounts will be pre populated based on the trip that the user selected. They will be based on the group name of the owning depot and the group name of the hub location of the carrier. If the trip does not have the required information to determine the accounts or the accounts are the same, an error will be displayed and the payment screen will be closed.



The ext\_ref will be pre populated with the trip id and event ref will be pre populated with the OMS ref.

All pre populated fields will not be enabled.

Manual Order charges will never replace internal charges generated from contracts, they will be created as an additional payment. If an internal charge has been generated too high, a manual order charge can be created with a negative value.

Currently, when a trip is set back to Planned, any payments or costs generated from contracts are removed. This will not change, however any manual order costs created will not be deleted. To delete manual orders costs, the user must either delete the payment within the payment screen or unschedule the order from the relevant trip.

The UNSCHEDULE ORDER functionality within the trip screens will be amended to select any relevant ORD\_COST\_MAN payments and delete them

Currently when an order is unscheduled, the REMOVE\_EVENT\_PAYMENTS code is run which looks for any payments with the order as an event ref, which are not an internal charge and removes them. This code would be amended to also remove payments where the payment type is ORD\_COST\_MAN, the event ref is the OMS ref and the ext ref is the trip from which the order is being removed.

Any ORD\_COST\_MAN payments relating to a trip will be included in the costs and profit margin fields displayed on the "fianc" tab of the trip screen.

Schedule	Trip	Carrier	Carrier Type	Driver	Tractor	Pieces	Actual EffWe	Ord Rev	Ord Cost	Profit	Totl
101001	MAN-01079904	EFX	EXTERNAL SUB					516.1	0	516.1	0
101001	MAN-01079905	EFX	EXTERNAL SUR					516.1	0	516.1	0
101001	MAN-01079906	EFX	EXTERNAL SUR					516.1	0	516.1	0
101001	MAN-01079907	EFX	EXTERNAL SUR					516.1	0	516.1	0
101001	MAN-01079908	EFX	EXTERNAL SUR					516.1	0	516.1	0
101001	MAN-01079914	EFX	EXTERNAL SUR					398.91	0	398.91	0
101001	MAN-01079915	EFX	EXTERNAL SUR					398.91	0	398.91	0
101001	MAN-01079916	EFX	EXTERNAL SUR					398.91	0	398.91	0
101001	MAN-01079917	EFX	EXTERNAL SUR					398.91	0	398.91	0

To enable users to easily identify orders which have had a manual internal charge applied, the background colour of the ORD\_COST field will be coloured RED.

Only users whose order group parameter setup (SCHED\_GROUP) access matches the GROUP NAME on the order will be able to add manual internal order costs, otherwise the "Costs" button on the Orders screen Finance tab will be disabled. In addition, if a user does not have access to the GROUP NAME of the order, the "?Revenue" button on the Orders screen Finance tab will also be disabled.

The code will be added to the when\_new\_record\_instance on the SCH\_ORD block, so that the group name check is carried out for each order viewed.



Order details for 1017791

Status: SCHEDULED Oms Ref: 1017791 Booking Ref: DNGCONSOL1 Booked In:  Customer Ref: DNGCONSOL1 Del Point Ref:  Lookup...

Detail Order Items Add Detail LOC Detail SAP Detail MTM Info Audit Audit Archive Finance Non Conformance Payment

Currency: EUR

Cost: 0.00 Costs Revenue: 1,000.00 Revenue

VAT: 0.00 VAT: 150.00

Total: 0.00 Total: 1,150.00

Allocated from Trip: 0.00

Standard Cost: 1,000.00  Do not recalc. VS Revenue: 0.00 Saving: 1,000.00 Savings

It is noted that users who do not have access to the group name of the order will still be able to amend the quantities as per current functionality, which will potentially amend revenue generated by contracts.

## References

Ref No	Document Title & ID	Version Date
	EST-281794 JC-89RK9G Trip Cost Manual Amendment v1.0	1.0

## Document History

Version Date	Status	Reason	Initials
0.1	Draft	Initial version	SW
1.0	Issued	Review and issue	MJC
1.1	Draft	Referred for additional requirements	SW
1.2	Draft	Amendments to above	SW
2.0	Issued	Review and issue	PC



## 4 Authorised By

<b><i>Matt Crisford</i></b>	Development Manager
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