

# **Planning Payments**

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## 1 Planning Payments

The set up of account charges, is covered fully in the [Accounts](#) module. This section will show you how to allocate a cost to a [trip](#) within the [trip manipulation](#) or [Planning](#) screen after all the set-up has taken place.

There are two ways that the cost of a [trip](#) can be allocated. These are either manually, or automatically, both of which are covered below.

To allocate a cost automatically (assuming that rates and contracts have been set up), all you need to do is to allocate the relevant **carrier** to the **trip** in question, recalculate the trips times and then set the trip status to "TENDERED". You should then select the "Finance" tab from within the trip detail section of the screen. You should notice that the cost of the trip has been automatically assigned to the trip below. In this example the cost of £100 has been allocated to the trip.

This automation has been possible because a contract and rate matrix have been set up for this carrier. If you do not have this set up, you are still able to enter a cost against the trip, but again the relevant set-up must have taken place beforehand. To do this, select your trip and allocate the relevant carrier to that trip. Re-calculate times of the trip and save your changes. Next, switch to the finance tab and press the ?Payments? button. This will bring up the "payments for trip" screen which details all the payments that have been allocated to the trip so far. At this point this screen will be empty as you have not entered any payments yet.



To enter a payment press the **New** button at the bottom of the screen. This will take you into the "Create payment" screen.

First enter the payment type. This will usually be "Trip haul ma" (as in the example below), but may also be payments such as fuel surcharge. Next, enter the cost of using the selected carrier for doing this trip (the example below has a cost of £100 entered). Lastly enter the status of the payment as "forecast".



Once you have entered those three pieces of information you can press the **OK** button to create the payment. This will take you back to the "Payment for trip" screen where you will see your newly created payment. When you close this screen you will see the payment assigned to the trip. If you want to add further payments against the same trip, you will simply need to repeat the process detailed above. If you chose to add a manual payment, the system will no longer calculate the cost from contract, recognizing that you have chosen to overrule the cost.

