Owner Invoicing

Contents

1 Owner Invoicing

1.1 IN PROGRESS

Note:

- Ensure that the flag SOP Invoicing is set to 'Y'
- For Rent charges to be calculated and generated, the End of Day Process needs to be running.

1.2 INTRODUCTION

This document describes the screens that are required to set up the data for the invoicing of owners for warehouse services provided. Other guides describe the set up of company, user, warehouse, owners etc as well as the actual invoice generation process.

This is a generic guide based on the version of the SCE system at the time of writing.

It can also be used by clients to specify their specific data values to aid initial system set up as well as for future reference.

Note that fields marked ?**? are mandatory and are needed to ensure correct set up of the system.

Functionality

- There are three types of owner invoicing available, at Receipt, at Despatch and Rent.

- Goods receipt charges are generated when goods are receipt confirmed. A screen will pop up showing the auto-created charges, and allowing additional charges to be entered.

- Despatch charges are created when an order is despatch confirmed. Again a screen pops up showing auto-created charges and allowing further manual charges to be entered.

- Three different rent calculations are supported:

1 - The average of the goods in the warehouse at the start and the end of the period.
2 - Goods in the warehouse at the start of the period plus all goods received during the period.
3 - Goods in the warehouse at the end of the period plus all goods despatched during the period.

- Rent charges are generated manually from a parameter screen for invoice cycle periods.

- The invoices are created manually from a parameter screen for the current invoice cycle. All uninvoiced owner charges, rent, receipt and despatch, are generated onto an invoice.

Quick Setup

- To set up charging data, first create rate tables using WHS9160 Rate table maintenance. These can use a variety of breakpoint types, and support either fixed amounts (up to 10 pallets £X, 11-26 pallets £Y etc) or rates (up to 8 pallets £X/pallet, 9+ pallets £Y/pallet)

- Create charge codes that use the rate tables using WHS0330. Note that the business type must be set to be REC for Receipt, DES for Despatch and CYC (cycle) for Rent, and the charge level to header/detail/pallet. Only these charges are supported in the Owner Invoicing.

- In the Owner Maintenance, the charging tab must be filled in. The Invoice Type must be set to Invoice Cycle, and the Rent Mode set. For Rent you need to set up the invoice cycles which determine whether rent is charged in weekly, fortnightly, monthly cycles etc.

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1.3 Overview

Below is the diagram of required screens to support the Owner Invoicing functionality

```
┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
│ General  │  │ Company  │  │Warehouse │  │  Owner   │
│  Codes   │  │Maintenance│  │Maintenance│  │Maintenance│
└──────────┘  └──────────┘  └──────────┘  └──────────┘

---------------------------------------------------------------
```

```
┌──────────────┐        ┌──────────────┐
│    Index     │        │   Invoice    │
│ Maintenance  │        │Periods Maint.│
│              │        │              │
│   WHS0332    │        │   WHS7130    │
└──────────────┘        └──────────────┘
       │                       │
       ▼                       ▼
┌──────────────┐        ┌──────────────┐        ┌──────────────┐
│ Rate Category│        │ Charge Rates │        │ Charge Rates │
│ Maintenance  │        │    Maint.    │───────▶│     Copy     │
│              │        │              │        │              │
│   WHS0335    │        │   WHS9160    │        │   WHS9162    │
└──────────────┘        └──────────────┘        └──────────────┘
       │                       │
       ▼                       ▼
┌──────────────┐        ┌──────────────┐
│ Index Group  │        │ Charge Codes │
│ Maintenance  │        │    Maint.    │
│              │        │              │
│   WHS0337    │        │   WHS0330    │
└──────────────┘        └──────────────┘
                               │
                               ▼
                        ┌──────────────┐
                        │ Charge Groups│
                        │    Maint.    │
                        │              │
                        │   WHS0330    │
                        └──────────────┘
```
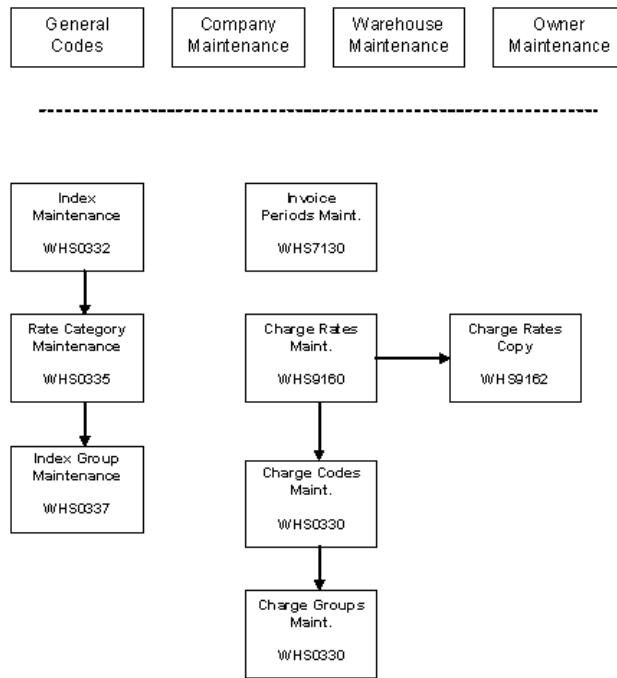
1.4 PRE-REQUISITE SYSTEM SET UP

In order for the Owner Invoicing to function there are a number of items of information required at Company, Owner and Warehouse level. The user is referred to the User Guides for these areas for full set up instructions for each of them but the relevant information is included here for ease of use of this guide.

1.4.1 General Codes Maintenance (PFS0260)

A pre-defined Code Type of ?BUSN? is used to control the setting of the 3 character BUSINESS TYPE codes to enable control of the various ?In Process charges?

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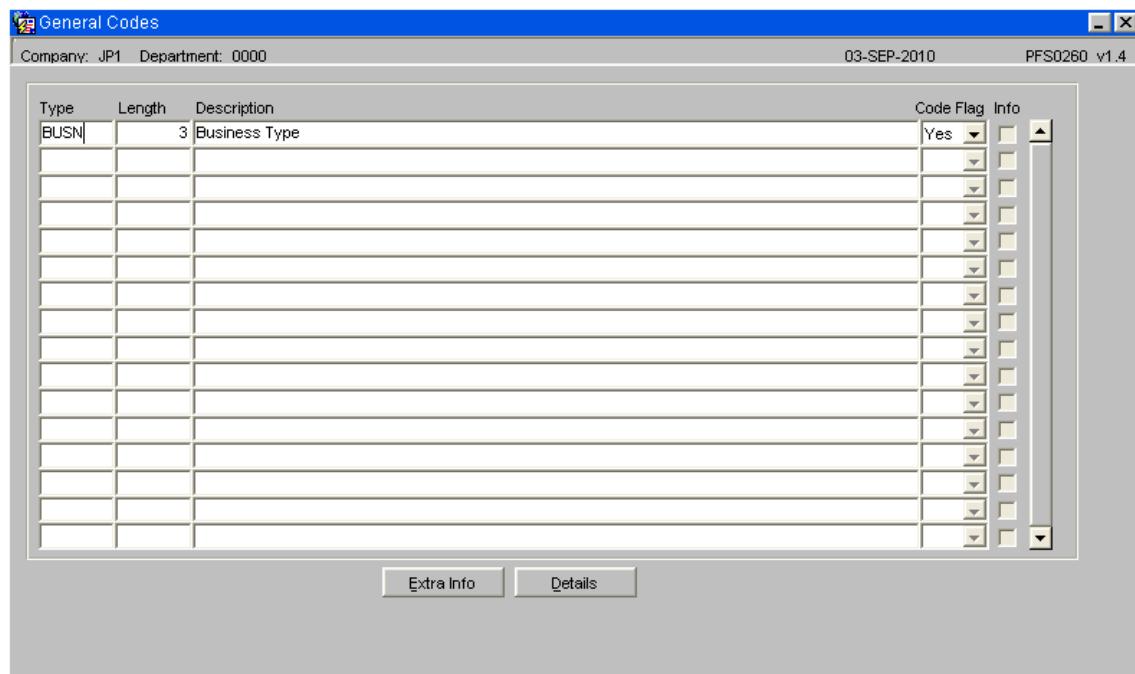
Note that this code and the ?general codes details? are ?once off? set up codes applicable to all data on the system, regardless of the number of warehouses / owners that utilise the system.

1.4.2 General Codes - Details (PFS0261)

Code Value must be set to the pre-defined codes to identify each of the valid BUSINESS TYPE codes given below.
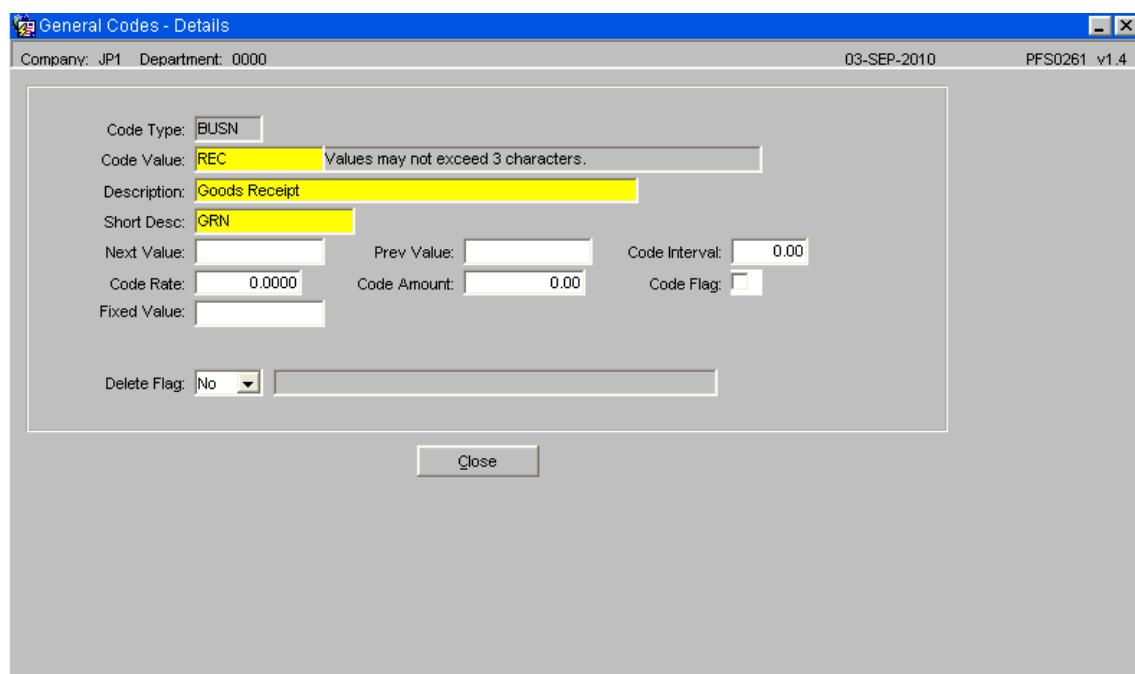
These are predefined codes used to identify the various charge processing that is carried out within the WMS.

Code Value	Description of Processing Type
MIS	Miscellaneous - Can be applied to any type of process or ad-hoc entry
REC	Goods Receipt
IVT	Inventory Management - Stock movements within the Warehouse (Carton or Pallet level)
FCP	Freeze / Chill processing - whether by Change Owner or Change Product Type

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ORD	Order Handling Specials - for use by Despatch processing to carry out predefined ?Special processing?
DES	Goods Outbound - Despatch - Processing
CIN	Customer Invoice production - for raising a Customer Invoice through SOP
INV	Invoice Production processing - Stock Owner / Client / UPM Invoices Used for ?In Process? type charges, plus Minimum charge control, & Charge Group processing for the raising of charges at Invoice Level.
ADJ	Stock Adjustments processing
COO	Change of Ownership processing (actual change of ownership, not just to identify frozen / chilled owner codes)
RNT	Rent Charges
CYC	Any Charge raised at regular intervals i.e. Period End processing, e.g. Rent for ?next period? when using ?in advance mode?

1.4.3 Company Maintenance - Accounts Tab (CASN5010)

The following summarises the details that are required:

- Company Registration number
- VAT number
- Name and Address details for Head Office (HQ)
- ?Registered in city/town? fixed text details for invoice
- Late Payment rule - percentage and associated fixed text etc
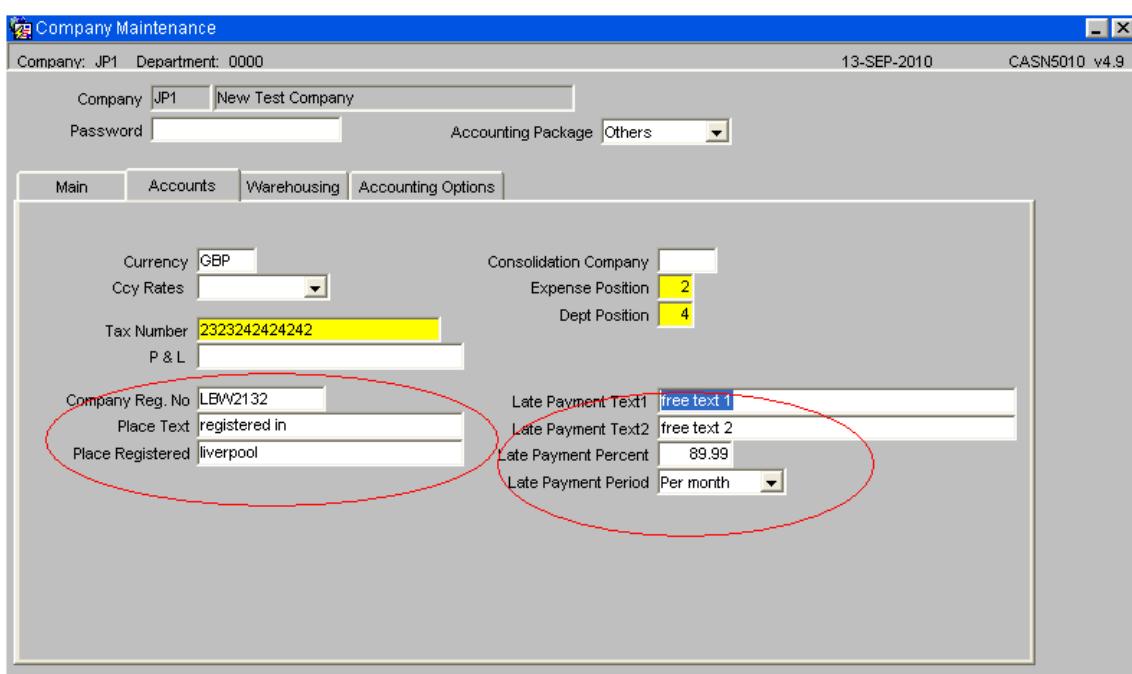
This information relates to the ?Head Office? details for the Company. The code and details used for the Company Accounts and the details that will be printed on each invoice that will be sent to Stock Owners.

The ?Late payment? text etc. These lines and figures will be printed at the top of the invoice. See invoice details and example below.

1.4.4 Currency & Bank Details Maintenance (CASN5060)

The following summarises the details that are required:

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Note that the following BANK information can be held for any / all currencies used by the company.

- Bank Name
- Bank Account number
- Payment address
- Bank Giro number
- Postgiro number
- IBAN (International Bank Account Number)
- SWIFT code
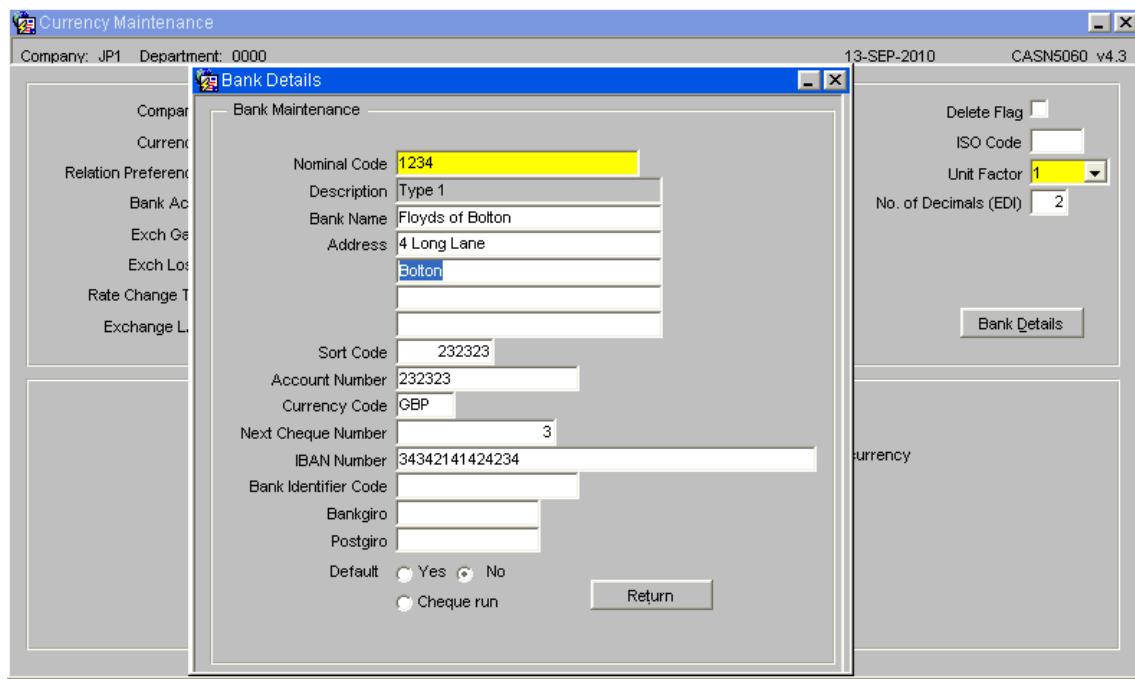
Similarly, this detail relates to the Company Bank details and the various account codes utilised. Separate details are expected for each Currency code that the Company will utilise.

These details will be printed at the bottom of each invoice produced.

1.4.5 Warehouse Maintenance (STKWHSE01A)

Select from ?Display Charges? drop down box - Display, Don?t display. Check Owner level,

Set INCD flag for Invoice number format. Choice of Yes / No for ?Use Check digit?

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Field Name	Description	Type	Values
Display Charges	Drop down flag - Are ?Auto Charges? to be displayed when confirming transactions	*DISPLAY / DONT DISPLAY / CHECK OWNER LEVEL*	
Invoice Check Digits	Invoice Check Digit required Used to define the use of the additional Check Digit on the Invoice Number making it a 9 digit number	*YES / NO*	N/a

1.4.6 Warehouse Doc. No. Maint (WHS9020)

This allows you to maintain the numbering cycles for various document types.

Use Case Examples:

For Owner Invoicing, enter the Minimum / Maximum / Last number details for the following *Types*:

- PINV for Invoice numbers.
- CNINV for Credit numbers.

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For Shipment Pallets, ensure a Type value of SHHP has been entered.

1.4.7 Warehouse Rules Settings (WHS0078)

The following ?WHSE? level rule is used within the WMS Owner Invoicing processing:

- SACF - SAP Account Code format - Set flag to ?Y? or ?N?
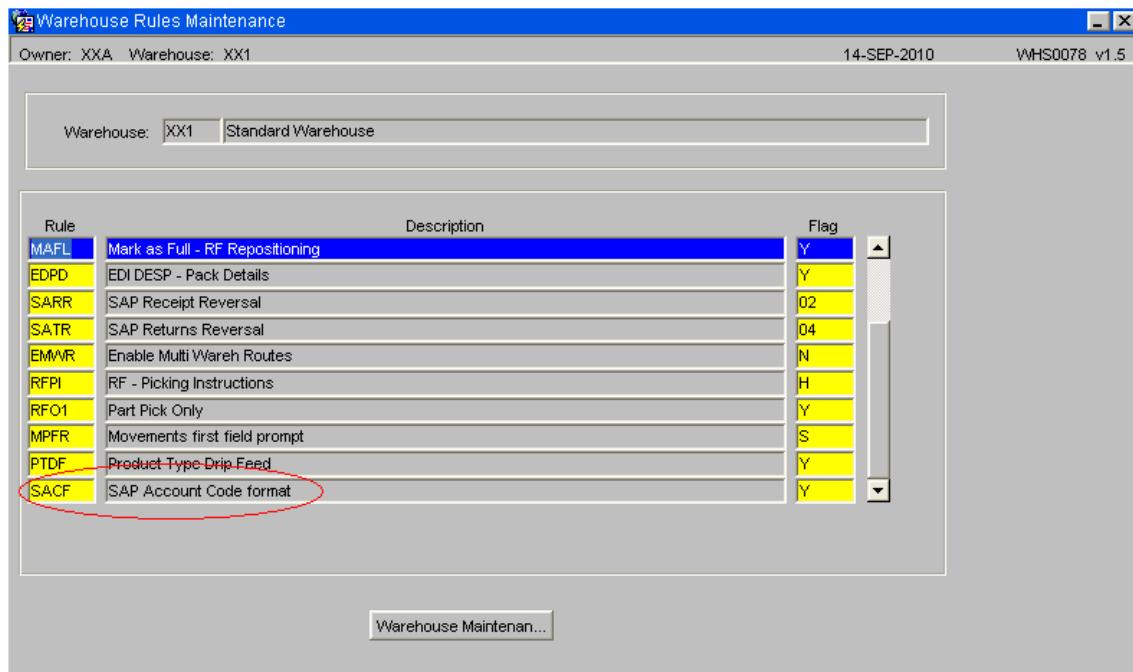
1.4.8 Owner Maintenance (STS1000)

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This is split into 4 distinct sections:

Invoice Details - for Standard Invoice processing

Field Name	Description	Options	Generic Value
Invoice Type	Flag to identify if Invoicing is applicable to this owner	NORMAL or NONE	
Master Invoice Cycle	Unique single character identifier for this owners cycle	Must be valid code from table INVOICE_CYCLE which will define it as Daily, Weekly, Half Monthly etc?	
End Day	If appropriate - defines that actual day that a period will end on	User defined	
Current Period From/To	The dates of the current Invoice Period for the Owner as defined by the running of the Invoice Production Process	Display only	
Last Period From/To	The dates of the last Invoice Period for the Owner as defined by the running of the Invoice Production Process	Display only	
Combo Flag	Identify whether Invoice and Credits should be produced as individual documents or combined onto one document	Drop down - COMBINED INDIVIDUAL	
Payment Terms	Free text for owner specific payment terms to be printed on Invoices	User input	

Rent Details - applicable to Rent Charge processing only

Field Name	Description	Options	Generic Value
Rent Mode	Fixed definition of the type of Rent applicable for the owner	None / Advance / Average / Fixed Advance / Maximum	
Rent Cycle	Daily / Weekly / Monthly / Half-Monthly etc (as described above). Note that although the same table is used to define the	As for Invoice cycle above	

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Field Name	Description	Options	Generic Value
	CYCLE, the Rent and Invoice Cycle are separate processes.		
Master Rent Cycle/To	Start and End date for the current Rent Cycle for the Owner	User sets up start date and system defines the end date based on the Rent Cycle and the regular (daily) update of rent processing.	
Level	The standard charge level for rent	Stock / Pallet / Rotation	
Free Days	Numeric value to represent the number of days that Stock can remain in the warehouse Free of Charge for rent	User input	
Rent in Despatch	Note this and WHOLE/PART, which is set by the MODE, determines if charges are for full periods, and whether or not Credits are to be generated when stock despatched (and the level of the credit). Also utilises the FREE DAYS to determine the generation of credits for rent already charged.	Yes / No flag	
Override VAT	Whether to override the VAT code		
Code	The VAT code to use when overriding.		

Additional Information

Field Name	Description	Options	Generic Value
Owner Cost Centre	An owner cost centre can be entered if required	Free Text	
Associated Pallet Charge	Legacy	N/A	
Days for payment	The number of days allowed for payment - between Invoice Date and Due Date printed on the invoice	N/A	
Back Account No	Legacy	N/A	
Invoice Ref	Free text reference for printing on the invoice	Free Text	

Charge Level Details - for control of individual ?Charge Processing?

?Auto charges? (Charge codes with type of ?Auto?) will be generated automatically within the individual processes if the appropriate flag is set to Yes. All are Yes / No flags (unless otherwise stated). These flags simply allow the user to ?switch on/off? charge generation for specific processing as required.

Field Name	Description	Options	Generic Value
Receipt Header Charges	Receipt Header level		
Receipt Details Charges	Receipt detail level		
Invent Charges	Inventory Movements (inc. Freeze/Chill process)		
Carrier to Charge Direct **	Carrier charges (not UPM) - not used any more		
Auto Display of Charges	Owner level check for display of auto generated charge codes (pre confirmation within individual processes)		
Order Header Charges	Sales Order handling - Order header level		
Order Well Charges	Sales Orders - Product type level		
Order Pallet Charges	Sales Orders - Despatch pallet level		
Order Pallet Exchange Charges	Special Pallet exchange code processing. This checks if a specific charge is to be raised against the Stock Owner for the use of Pallets, due to the fact that neither the Stock Owner or their Customer has an account code for the Pallet Exchange system.		
Invoice Generation Charges	Invoice generation process		

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>>>>>>>

Field Name	Description	Options	Generic Value
	Do we raise a charge each type we produice an Invoice for this owner?		

1.4.9 Owner Rules Setting (STS1000)

The following ?OWNR? level rules are used within the WMS UPM processing:

- INST - Invoice Sort sequence - ?P? or ?T?
- OWRL - Owner Reserved Locations

(Used with RUL/RPL Charge Codes - See Charge Codes maintenance below)

Rule ?INST?:

?INST? fixed code with free text description (?Invoicing Sort Sequence?) and

Flag =

If set to ?P? then the Sort sequence will be Charge code within be Product Category, but if it is ?T?, then the Sort sequence will be within Charge Type, to ensure that manually entered / ancillary / miscellaneous charges are reported before any automatic charges.

Eg. If the rule exists and is set to ?P? then the sort sequence will be:

- Company
- Warehouse
- Owner/Sub Owner Group*
- Invoice Number

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- Product Category (ie. Range/Class/Category)
- Charge Type (Manually raised / Auto raised)
- Charge Code

Example:

- Prod Cat 1
  - ♦ Manually raised charges
  - ♦ Auto raised charges
- Prod Cat 2
  - ♦ Manual?
  - ♦ Auto?
- Prod Cat 3?
- 4?
- etc

Manual charges no category recorded

Auto charges no category recorded

Invoice Level (INV) charges

I.e. If the rule exists and is set to ?T? then the sort sequence will be:

- Company
- Warehouse
- Owner/Sub Owner Group*
- Invoice Number
- Charge Type (Ancillary or Automatic)
- Charge Code

or

All ?manual? charges first,
Followed by ?automatic? charges,
Followed by any invoice level charges.

If the OWNER RULE is not set (no row on WAREHOUSE_RULES table), or set to ?N?, then the Charge Type should be ignored - ie. Sort by charge code within invoice.

Rule ?OWRL?:

?OWRL? fixed code with free text description (?Owner?s Reserved Locations?) and Flag = ?RUL? fixed value

This rule must be set if the Owner is to utilise reserved locations and pay rent for the use of these locations (or not).

This rule should be set to ?RUL? and a CHARGE CODE of ?RULxx? set up with a RATE code to identify the rate to be charged for the maximum number of location to be reserved.

This maximum number being stored as the breakpoint on the Rate details table.

A Charge code of ?RPL? is also expected to detail the rate to be charged for the number of these locations that have actually been used during the rent period. The system will then calculate the rent for both used and used locations automatically.

1.5 INVOICE PERIOD MAINTENANCE

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1.5.1 Invoice Cycle (WHS7130)

This screen is used to define type and length of invoicing periods (used for both Rent and Invoice cycles individually).

Field Name	Description	Options	Generic Value
INVOICE CYCLE	Single character Unique Identifier	User input but following codes expected as a minimum:	?D? - Daily, ?W? - Weekly, ?M? - Monthly, ?H? - Half Monthly ?Y? - Yearly
DESCRIPTION	Free text description		
PERIOD - Numeric	Number of PERIOD TYPES in a CYCLE. The length of the period type described in the following column.	User input	The number of ?.. in a period, UNLESS, the value in this column is 14, 15, or 16 and the following column is Days. This is how the system identifies Half Monthly periods and the 14/15/16 relates to the date of the end of the first half-month.
PERIOD - Type	Description of the type	Drop down selection	Days / Weeks / Months / Years

1.6 Invoice Cycle Periods Maintenance (WHS7135)

This screen can be used to set up actual dates for future periods for each invoice cycle defined.

The system will actually calculate these on an as required basis if they are not predefined by the user.

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Field Name	Description	Options
INVOICE CYCLE	Refers to the Single Character unique identifier described on INVOICE CYCLE Maintenance above	Must be valid cycle code
START DATE	the first day of the first cycle	
NUMBER OF CYCLES	The number of cycles recorded	
CYCLE NUMBER	The system generated, unquie number to identify the period number for this cycle	
DATE FROM	The start date of each period records	
DATE TO	The end date of each period recorded	
Button		
GENERATE	Used to initiate the generation of the period numbers and Durations based on user inputs from the pop up described below.	

For any INVOICE CYCLE, the user should enter the START DATE (which must not overlap any existing periods) and CYCLE NUMBER (which must be unique number - 4 digits maximum) followed by either the NUMBER of CYCLES

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required or the END DATE.

The program will generate as many periods as requested / possible, ensuring that PERIOD NUMBER is unique and START / END DATE(s) do not overlap. Each END DATE is calculated from the settings within the INVOICE_CYCLE maintenance screen above - i.e. Number of Days / Months etc or Half monthly.

1.7 CHARGE RATE MAINTENANCE

1.7.1 Charge Rate Table Maintenance (WHS9160)

RATES can be set to define the price to be applied to any Invoice transactions.

Field Name	Description	Options	Generic Value
RATE ID + DESCRIPTION	Unique identifier and descriptive text	User input	
DATE FROM	Date rate becomes effective	The EFFECTIVE DATES for the rate	
DATE TO	Date rate ends	The EFFECTIVE DATES for the rate	
CURRENCY	The currency to be charged	Any valid currency code	
MIN CHARGE	Allows for the setting of MINIMUM charge value for an INDIVIDUAL CHARGE	User input	
MAX CHARGE	Allows for the setting of MAXIMUM charge values for an INDIVIDUAL CHARGE	User input	
INDIVIDUAL ROUNDING	Instructs the processing to round all transactions to 2 decimal places or not	Yes / No	
INDEX GROUP ID	The index rate group that the charge belongs.	Display only to show rate can be uplifted by regular ? Indexation processing?. It is not possible to assign more than one Index Group /Index combination	
TABLE TYPE	Defined the QUANTITY TYPE that the BREAKPOINTS will be based on.	QUANTITY - no. of Units ,br/> CASE - no. of cases PALLET - no. of pallets WEIGHT - no of weight UoM CHARGE VALUE - currency value (for Invoice Level charges) **Note that Area and other values not utilised at present**	

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Field Name	Description	Options	Generic Value
BREAKPOINT TYPE	Defines the TYPE of Breakpoints	STANDARD - Allow for multiple breakpoint details to establish the highest detail found for the quantity to be charged for. MINIMUM - Only raise charge if quantity to be charged for is LOWER than the first (and only) breakpoint detail MAXIMUM - Only raise charge if quantity to be charged for is HIGHER than the first (and only) breakpoint detail PERCENTAGE - For use with CHARGE VALUE when defining the rate for Invoice Group . Level charges. Uses specific values in the first (and only) breakpoint details row found	
BREAKPOINT	Defines the breakpoint to be used when generating charges	Only one allowed unless it is a STANDARD TYPE setting. All ID?s must have at least one detail to define either a fixed amount or a rate to be applied for a quantity	

Variable Rate Calculation information is also displayed:

Field Name	Description	Options	Generic Value
FIXED AMOUNT	The actual currency amount to be charged	User must enter either Fixed amount or the equivalent MULTIPLIER / QTY / RATE for variable amounts, UNLESS It is a percentage type breakpoint, in which case this will be the percentage value applied to the quantity / value to charge when using the variable rate data that will also be entered	
MULTIPLIER	Normally the same as the Table Type defined above, but may be different if required		
UNIT QTY	The unit quantity that the rate is applicable to		
RATE	The actual rate that will be applied to the calculation. I.e. CHARGE VALUE will be calculated as - ?QTY to be charged for? divided by ?UNIT QTY? multiplied by ?RATE?		

Buttons	
COPY	Allows a new rate to be set up based on an existing rate.
INDEX GROUP	When pressed the process will check if the rate code has already been assigned to an index group. If this is the case, the user will be presented with a form to display the details of the index. See below

The Rate Table Copy screen WHS0162 will appear when selecting the **COPY** button on Screen WHS9160.

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Field Name	Description
SOURCE RATE	Shows the details of the RATE_ID being copied from
NEW RATE	Requires input of NEW ID and DESCRIPTION TABLE TYPE and BREAKPOINT TYPE START DATE / END DATE CURRENCY - defaults to the same as the original

All inputs will be validated in the same way as the original inputs as described above

On selecting the COPY BUTTON on this screen the NEW RATE details are presented in the original RATE MAINTENANCE screen for amendment / update.

The Index Group Information screen WHS0339 will appear when selecting the **Index Group** button on Screen WHS9160. It will not be possible to view this screen from the menu system.

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Note that the initial value of the Index displayed here will be the value of the index when it was assigned to the group and rate code in question. The initial rate values will display the approximate rate value for each Breakpoint, as they were when the index was assigned to the rate. These values are calculated by reducing the current rate values by the percentage change that has occurred in the index.

1.7.1.1 Rate Set Up Examples

'**Example 1**

'**Example 2**

'**Example 3**

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RATE DETAIL EXAMPLE

Charge 5.99 if the total Cases on an order is less than 100 Cases, otherwise no charge

Note that if the BREAKPOINT TYPE was MAX instead of MIN then the charge would be raised only if the quantity was greater than 100 Cases.

Also - Rather than the Fixed Amount of 5.99, the Variable Rate settings could be set to nn.nn per Case, or per 10 Cases, etc.

Also - Weight can be used as the Breakpoint instead of Case - simply change the ?type? from Case to Weight and the procedures will work on Kgs or Lbs.

1.8 CHARGE CODE MAINTENANCE (WHS0330)

CHARGE CODES will be defined to enable the production of charges.

Each can have an associated RATE ID for the calculation of the CHARGE VALUE, or can use an 'ad-hoc rate' when entered manually.

Each can be applicable to a particular BUSINESS TYPE, or for general use.

Each can be applicable to a 'specific level' within the Invoicing processes - namely COMPANY / WAREHOUSE / STOCKIST / STOCK or PRODUCT TYPE.

1.8.1 Charge Code Maintenance - Main Tab

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Field Name	Description	Options
CHARGE CODE	Unique identifier	User input
SHORT DESCRIPTION	Free text	User input
FULL DESCRIPTION	Free text	User input
RATE ID	If entered, must be a valid ID else it will default to '+' to enable use for entry of an 'ad-hoc rate'	User input
BUSINESS TYPE	Enable charge generation within specific WMS processes - referred to as 'in Process charges'.	Can be left as '+' to enable use as an 'ad-hoc' code, otherwise it must relate to a valid code from the GENERAL CODES table for type BUSN records
WAREHOUSE, OWNER, PRODUCT, PRODUCT TYPE	These elements, and all of the above, form the unique identifier for the charge code table. See below for full description relating to the entry of these four elements.	User input - all codes must be valid for the type of entry - Ie, Valid WAREHOUSE_ID, STOCKIST_CODE, STOCK_CODE, PRODUCT_TYPE
USE LATEST RATE	Flag used to enable the recalculation of any charges not yet invoiced if new rates / charges are introduced	User input from drop down box - Options are Yes / No / Blank. Must select Yes if previously generated charges are to be updated.
CHARGE TYPE RCB	Descriptive flag relating to whether the code is Cost / Revenue or Both	User input
CHARGE TYPE	Descriptive flag relating to the type of charge.	Allowable values are - Ancillary, Cyclical, Handling, Landing, Miscellaneous, Processing, Rent, Sales and Special Forces
MIN / MAX CHARGE		

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Field Name	Description	Options
	The Minimum / Maximum charge value to be applied to the charge code on an invoice. Note that all charges on an invoice are 'subtotalled at charge code level' so this will allow for the application of a MIN/MAX charge for Invoice Level charges for a specific charge code.	
DELETE FLAG	System use only	
SENSITIVE FLAG	System use only	
CALCULATION OPTION	Defines how the system generates charges	AUTO SEMI-AUTO MANUAL
LEVEL INDICATOR	Define the level that the charge is to be applied to.	DETAIL - each detail on the process in question PALLET - each pallet on the detail in question
TAX CODE	The VAT code and related descriptions	User input
TYPE CODE	For use within the Special Order Handling processing	Type codes will be checked against specific codes on an Order, to define if the charge is applicable.
TYPE VALUE	Value for comparison with TYPE CODE	See below
ACCOUNT CODE 1 and 2	The 'SAP Account codes' for the Charge. Details are included for EDI interface to SAP Account system.	User input

The following elements are grouped, to enable the definition of the 'Level of charge' to be applicable.

- WAREHOUSE The Warehouse id
- OWNER The Stock Owner
- PRODUCT The Stock
- PRODUCT TYPE the Type of Stock (eg, Chilled, Frozen)

No values means that it is a Company Level charge, Warehouse only means it is Warehouse level, Warehouse and Owner means Owner Level for specific Warehouse Owner only means Owner level (applicable to all warehouses) Owner and Stock means it is a Product Level charge Owner and Product type means it is Product type charge for a specific Owner Product type only means Product type level across all owners / warehouses Product Type and Warehouse means Product type within warehouse

TYPE CODE should be set to the type of code to be checked against, e.g. Order Priority (Express Order), Request Type (Collection Order), Order Type (EDI or COD)

TYPE VALUE should be set to the actual value defined to identify the type specified (as defined by individual users) - e.g. Order Priority of '1' to identify 'top priority / express orders.

1.8.2 Charge Codes Maintenance - Charge Group Tab

There two possible uses for this tab -

1. BUSINESS TYPE = INV

Defines the CHARGE GROUP DETAILS, including any MIN/MAX values, for the production of Invoice Level Charges during Invoice Production processing. Note the INV type codes can only define ONE GROUP. It is this charge code that identifies the fact that a specific charge is to be raised and holds the relevant VAT and Account codes.

2. BUSINESS TYPE NOT = INV

Defines the CHARGE CODE as INCLUDED in the GROUP for all GROUP CODES listed. Note that non-INV codes can belong to multiple groups.
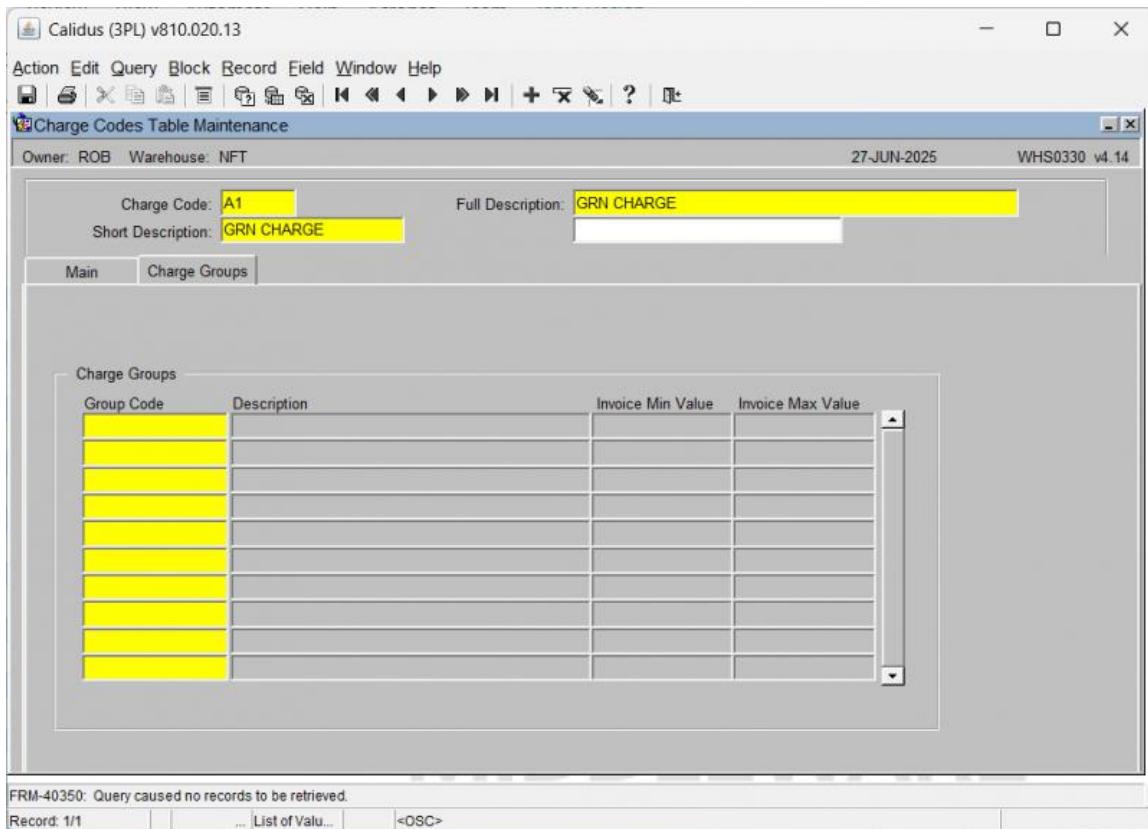
Field Name	Description	Options
CHARGE GROUP	The Unique identifier for the CHARGE GROUP that the CHARGE CODE is a member. If it is 'INV' type Charge code, then it can only be a single group, otherwise a code can be a member of many groups	User input
DESCRIPTION	Free text description	User input
INVOICE MIN / MAX Value	The min / max value applicable to the calculated charge value for the group.	Define the Min / Max value for 'Invoice Level' charges Use for Min Rent / Max Insurance etc?

1.8.3 CHARGE CODES USED FOR SPECIAL PROCESSING

Charge Codes with a Business Type of 'INV' (Invoice Process) Codes with-

Zero value for Max / Min value, and NO Charge Group

This is an 'In Process type' charge that will be raised within the Invoice Production process, e.g. a charge for actually raising an invoice. They will normally be set to use a RATE with a Fixed Amount charge.

Codes with-

Zero value for Max / Min value, and Includes Charge Group

This is an 'Invoice Level charge' that will be raised within the Invoice Production process based on the values generated for for a GROUP of Charges, e.g. additional Charge for Energy / Insurance etc.

Charge will normally be based on the overall value of the charges within the group, or a percentage of the value / quantity.

Codes with-

Non-Zero Minimum charge value

This is charge that will be raised within the Invoice Production process if the total value of the charges for the same Charge Code (non-INV type) is less than the Minimum value stated, e.g. if Rent charges do not reach a minimum value then the INV charge will raise an additional charge for the difference

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1.8.4 Business Type ORD Codes (Order Handling)

Field Name	Description	Options
'OHPEX'	Charge required as Pallet Exchange accounts missing	Charge for the number of pallets that are not covered by pallet exchange account codes, but only when both Consignor and Consignee do not have codes available. Charge will be raised against the Stock Owner (Consignor)
'ORDH'	Charge for handling the Order	Always a single unit charge to be raised simply for raising an order, regardless of quantity involved
'ORDL'	Charge for the Order Lines handled	Charge for number of order lines. AS above but based on the number of lines on the order
'ORDP'	Charge for pallets handled	Charge for the number of pallets. As above but based on the number of pallets on the order
'WAYB'	Charge for waybill prints	Charge to be raised for each Waybill raised. Will need to check for the production of additional waybill for Trunk orders, or consolidated orders onto a single waybill
'DHPT1'	Charge for Full Pallet picks	Charge to be raised for each Full pallet of stock picked
'DHPT2'	Charge for Part pallet picks from Pick locations	Charge for stock picked in case quantity (rather than pallet) from a Pick location
'DHPT3'	Charge for Part pallet picks from Non-Pick locations	Charge for stock picked in case quantity (rather than pallet) from a location other than a Pick location - eg. from bulk / block stack etc.

1.8.5 Business Type DES Codes (Despatch Process)

If Owner Level Charges found with the first three characters of the Charge Code = 'DHH', and Type Code is not blank/null, then a charge will be raised according to the following checks:

- If Order Code Type = 'P'
    - ♦ Then the ORDER PRIORITY must match the TYPE CODE
- If Order Code Type = 'R'
    - ♦ Then the REQUEST TYPE must match the TYPE CODE
- If Order Code Type = 'C'
    - ♦ Then the COD FLAG must match the TYPE CODE
- If Order Code Type = 'E'
    - ♦ Then the EDI CREATED must match the TYPE CODE
- If Order Code Type = 'O'
    - ♦ Then the ORDER TYPE must match the TYPE CODE

In all of the above cases the quantity value must always be 1 thus generating an additional charge depending on the type of order being despatched.

1.8.6 Special Rent Processing Charges

Special Charge processing is required within the Cyclical Rent charge generation processing to cater for the 'Reserved Pallet Location' processing.

Charge Codes with the first 3 characters of

'RPLxx' - will be used for Reserved Pallet Locations

'RULxx' - will be used for Reserved Unused Locations.

Controlled by the use of an Owner level Warehouse Rule, 'OWRL', the Rule Flag will be set to 'RUL' with the number of locations that the Owner has Reserved in total being stored in the breakpoint value of the Rate details record that holds the rate to be charged for unused locations.

The 'RPL' and 'RUL' Charge Code details will be set 'in pairs' to reflect the rate to be charged for the quantity of Used and Unused locations.

In Normal circumstances, each rent cycle / period will generate two charges for this processing - One Charge will be raised for the Total Pallets in the Warehouse for the 'RPL' Used value - and A second charge will be raised for the Total Reserved - minus - Total Used for the 'RUL' Unused value.

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If the total pallet count is greater than the total reserved, then no charge will be raised for the Unused locations.

1.9 INDEXATION SET UP

1.9.1 Index Maintenance (WHS0332)

This screen allows the initial set up of a new index and its subsequent updating in line with published data.

Field Name	Description	Options
INDEX ID	Unique identifier for the index	User input
DESCRIPTION	free text description	User input
START DATE	Date on which the first values for the index were entered on the system	System date
CURRENT VALUE	The current published vale of the index	User input
LAST UPDATED	Date on which the index was last updated	Display only
UPDATED BY	User id for the user who last updated the values	Display only
FREQUENCY	The frequency at which the index is expected to be updated. This will be a number of time periods	User input, select period from drop down
EMAIL ADDRESS	E-mail address to which a reminder to update and overdue index will be sent	User input
Buttons		
UPDATE RATES	Initiate the recalculation of rates due to a change in index value	
VIEW EVENT DETAILS	Shows the Event screen which is a log of all changes made to the indices	
UPDATE EMAIL ID	Allows the e-mail address to be changed	

1.9.2 Index Group Maintenance (WHS0337)

This screen enables the indices created above to be associated with groups of Rate Codes.

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Field Name	Description	Options
Index Group ID	Unique ID of group and description	Free text input. Must be unique
Stockist Code	Stock Owner to whom this group applies	Must be valid Stockist
Created By	ID of user who created group	Display only
Created Date	Date group created	Display only
Rate Code	Rate Code ID	Unique id from Rates tables
Cat.	Category of Rate	From Rate Category table
Index ID	ID of associated index	Unique Id from Indices table
Description	Index description	Display text from Indices table
Initial Value	Initial value of index	From the Indices table
Start Date	Start date of index	From the Indices table
Current Value	Current value of index	From the indices table
Last Updated	Date index last updated	From the indices table
Frequency	Frequency of update	Valid number
Status	(Governed by Category status)	Active/Suspended
Buttons		
Update Rates	Initiate the recalculation of rates due to a change in index value	User selection
Event Log	Shows the Event screen which is a log of all changes made to the indices	User selection to display events screen

1.9.3 Rate Category Maintenance (WHS0335)

This screen allows the user to define Rate Categories. These categories will allow the user to quickly suspend/re-activate the updating of rates after an index update
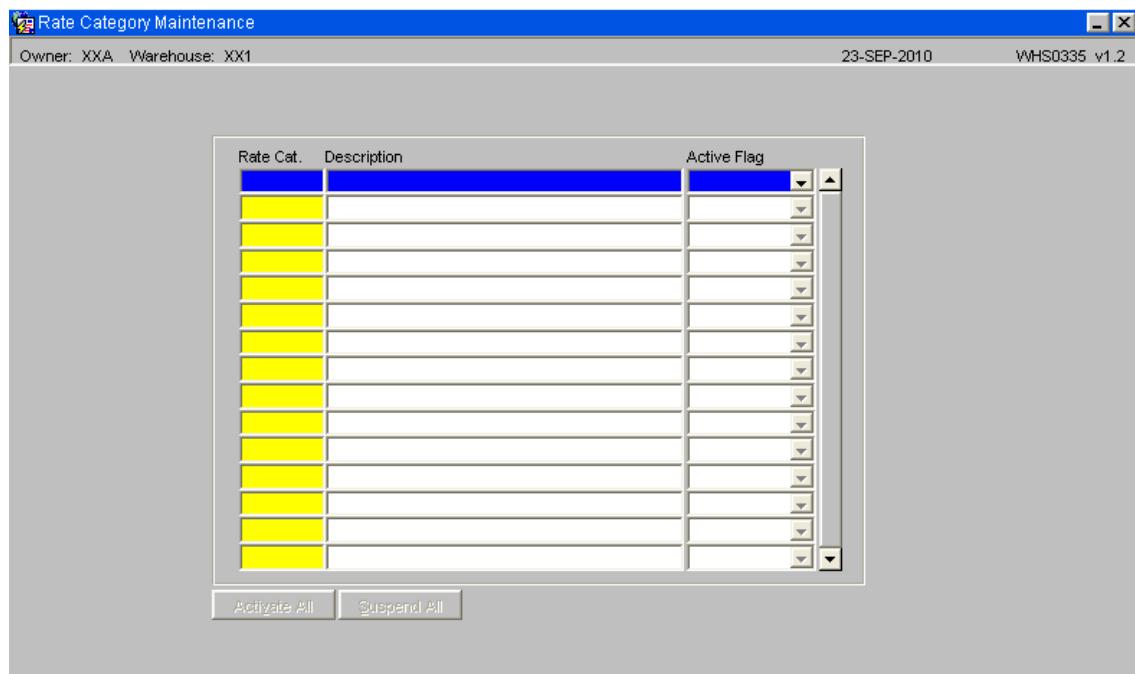
Field Name	Description	Options
Rate Cat.	Category Identifier	
Description	Category Description	
Active Flag	Indicates the status of the Category	Active/Suspended
Buttons		
Activate All	Will search for any suspended rates and re-activate them	
Suspend All	Will search for any active rates and suspend them	