

Creating Service Charge Invoices



Introduction

Service charges can be calculated in two methods. The first method is an automatic calculation that is done in the Receivables End of Month Processing. It will place the new service charge amount in the customer's Master Uncollected Service Charge field.

The second method is creating service charge invoices each month for the service charge that has accrued during this time period. This method is sometimes preferred, because it shows on the customer's account as a separate invoice for each month's service charges.

There are some System Option fields that need to be changed before using the service charge invoice program.

- **System Options 20 - Service Charge Period:** This field is used to determine which Aging Periods will have a service charge. Enter 0 for two months ago and older or 1 for the previous month and older.
- **System Options 21 - Service Charge Period:** A monthly service charge percentage will be entered here. A service charge of 1 1/2% per month would be entered as 1.50.
- **System Options 108 - Calculate Service Charge:** This field will determine if the service charge invoice program will be active. To make the program active, set the field to 1.
- **System Options 109 - Service Charge Stock Number:** Enter a valid stock number to be used by the Receivables End of Month Update and for the Service Charge Invoice Creation to post issues and Date of Last Invoice. This item will need to be set up in inventory, with a valid class, so that it can easily be seen on the Class Summary Sales Analysis. The amount would have to be subtracted from any inventory reports, if those amounts are not wanted in the totals. If you would prefer to not use this feature, simply leave this stock number blank.
- **System Options 246 - Service Charge Invoice Prefix:** This field can be used to easily identify the service charge invoices. It can also be used to not charge service charges on invoices with this specific prefix. **Note:** it is typically set to SC.

The Inventory Item for the Service Charge will need to be entered. **Note:** this must be 3 characters.

The screenshot displays the 'Inventory Master File Maintenance' window. The 'Main' tab is selected, showing the following fields and values:

Location	1	History Flag	<input checked="" type="radio"/> Yes
Stock Number	SCG	Maintain 13 month history	
Description	SERVICE CHARGE	ID # for Gas	
Ext Description 1		Bin Location	
Ext Description 2		Alt Bin Location	
Ext Description 3		Substitute Item 1	
Status	0 - Active	Substitute Item 2	
Class	100 #S 100-900	UPC #	
Category	100 TEST FOR 100/100	Taxable	0 - Taxable
Unit	EACH		
Count/Unit	1.00		
Vendor	DWI DATAWELD, INC		
Vendor Stock #	SCG		
Alternate Vendor			

The service charge will **not** be charged on service charge invoices. It is important to update all invoices in the daily invoice file before the Service Charge Invoice Creation program is run. **Note:** they should be the only invoices in the batch. If there is an issue, the file can be deleted and the program started again without affecting other billing invoices.

The program name to run is **WBMISS2**. This program can be placed on a personal menu for easy access and should be added to the End of Month Check list.

The options in the program are as follows:

- It will prompt for company letter/store number.
- The beginning invoice number. The program will default to the YYMM0001 as the starting number, but this can be changed if needed.
- The invoice date to be used for this batch of invoices. This is typically the last day of the month that is being closed.
- The service charge percentage defaults to the System Options #21, but can be changed.
- The Minimum Service Charge Invoice amount. If invoices less than \$1.00 should not be generated, then this amount can be entered and it will not generate a service charge invoice for a lesser amount.
- The program will prompt for the GL Control Number to be used during the update to the General Ledger.

After the program to create the Service Charge Invoice has been run, a billing register and update will need to also be run. **Note:** there is no need to print and send the service charge invoices to the customer.

Have questions? Feel free to [send us an email](#), we welcome the questions!

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