

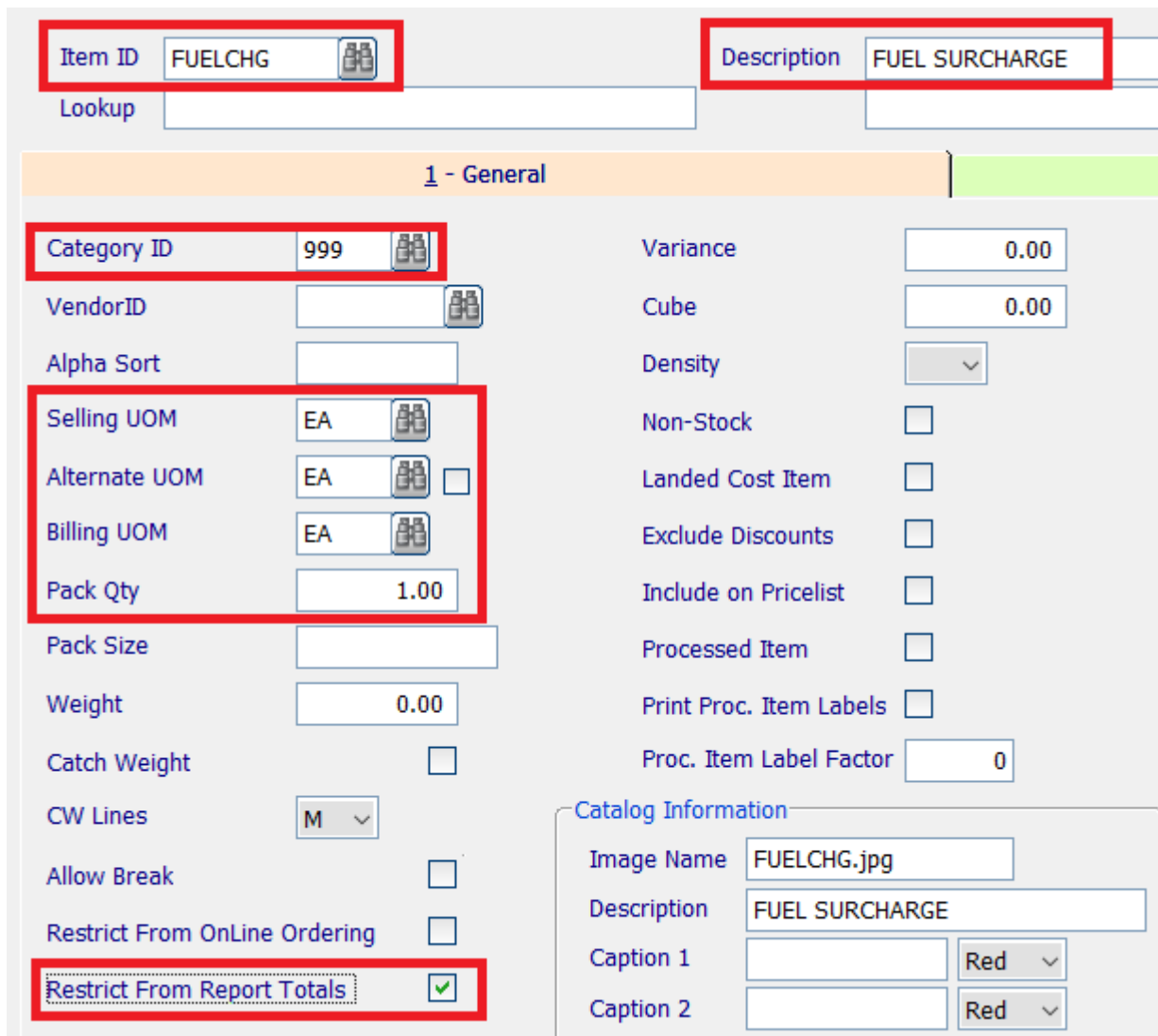
## FUEL SURCHARGE SETUP:

1. **Create a Category for Fuel Surcharge:** Choose System Maintenance > Categories. Create a category for Fuel Surcharge, for example FUEL, MISC or 9999. You would want to build a category so you can exclude it on some reports.



The screenshot shows the 'Category Maintenance' window. The 'Category ID' field contains '999' and the 'Description' field contains 'MISCELLANEOUS'. Both fields are highlighted with a red box.

2. **Create an Item for Fuel Surcharge:** Choose Inventory > Item Entry. Create an item named FUELCHG.



The screenshot shows the 'Item Entry' form for 'FUELCHG'. The 'Item ID' and 'Description' fields are highlighted with red boxes. The 'General' tab is selected. The 'Category ID' field is highlighted with a red box. The 'Selling UOM', 'Alternate UOM', and 'Billing UOM' fields are highlighted with a red box. The 'Restrict From Report Totals' checkbox is checked and highlighted with a red box. The 'Catalog Information' section shows the 'Image Name' as 'FUELCHG.jpg' and the 'Description' as 'FUEL SURCHARGE'.

**Description:** Fuel Surcharge. **Category ID:** Choose the Category you built in step #1. **Sell UOM, Alt UOM, and Bill UOM** choose EA (*Each*).

3. **Add the Fuel Surcharge Item to the Company Maintenance Screen:** Administrative > Company Maintenance > Invoice Tab. In the Fuel Surcharge Item ID, choose the Item ID that was built in step #2.

Company Maintenance - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Company Name: SR2SOFTWARE, INC.

General | Online Orders | Parameters | Parameters | **Invoice** | PQ Setup | Type 2 | Type 3 | Small Print | Barcode

Invoice Message  
Thank You--We appreciate your business!

Laser Invoice	<input checked="" type="checkbox"/>	Laser Pick	<input checked="" type="checkbox"/>	Prevent Invoicing if CW Items exceed variance	<input checked="" type="checkbox"/>
Preview Invoice	<input checked="" type="checkbox"/>	Pick Ticket Copies	1	Default Invoice E-mail Msg ID	INV
Invoice Copies	1	SO Price Decimals	2	Default Stmt E-mail Msg ID	STMT
Preprinted InvoiceType	Standard	Logo Print Position	Left		
Print Company Name	<input type="checkbox"/>	Print Order Notes	<input checked="" type="checkbox"/>		
Print Contact Name	<input type="checkbox"/>	Order Notes Font Size	Large		
Print Item Count	<input checked="" type="checkbox"/>	Catch Weight Limit	180		
Print 2nd Description	<input type="checkbox"/>	Catch Weights Per Line	5		
Print Lot Information	<input checked="" type="checkbox"/>	History Warning	200		
Print Customer Balance	<input type="checkbox"/>	<b>Fuel Surcharge Item</b>	<b>FUELCHG</b>		
Print Customer Number	<input type="checkbox"/>	CW Variance Percentage	50.00		

Write Cancel

4. **Create Fuel Zones:** System Maintenance > Fuel Zone. Create Fuel Zones. Example: RI, MA, CT, etc.

Fuel Zone Maintenance - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

Fuel Zone ID: SNH

Description: Southern New Hampshire

Charge Type: Flat Charge

Amount: 15.00

Alternate Amount: 0.00 If Order Total is Greater Than: 0.00

Flat Charge Amount: 0.00 If Order Total is Less Than: 0.00

Buttons: Write, Delete, Clear, Cancel

5. **Add the Fuel Zone to the Customer Record:** In Customer > Customer Entry. Enter in the Customer ID or search and select the customer. On the General Tab on the right hand side, in the Fuel Zone ID field, choose from the Fuel Zones you created in step # 4.

Customer Maintenance - 01-SR2SOFTWARE, INC. "Developer version - Not for resale"

File

Customer ID: M9900 Lookup

Customer Name: Missy's Hot Rod Bistro

Active:

1 - General | 2 - Contact | 3 - Credit | 4 - Routing | 5 - Notes

Bill To

Address 1: Missy's Hot Rod Bistro

Address 2: 1550 Harley Way

Address 3:

City, State & Zip: Las Vegas NV 99999

Sales Rep ID: S09

Customer Type ID: TST

Class ID:

Ship Via:

Fuel Zone ID: RI