

R&D Business Systems Ltd. P 604.439.1115

TF 888.629.4218

E sales@epass.software

Date	October 17, 2023
Subject	Auto Delivery

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Purpose

Having left thousands of freight dollars on the table, Andersons Appliances has decided to set up a base and model auto delivery charge.

There are 2 different types of auto delivery charges:



- 1. Base Delivery Charge
- 2. Model Delivery Charge

Base Delivery Charge

Field	Purpose
Base Delivery Charge	Enabling this field will turn on the auto delivery base delivery charge.
Auto Update Base Delivery Charge	Enabling this field will update the base delivery upon editing, copying or splitting the invoice
Require Model	A base delivery charge will only be added after a model has been added to the invoice.

Setup

Invoice Type

To trigger the auto delivery function, go to Tools > System Maintenance > Invoice Type



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🔁 Edit Invoice	e Type RS Retai	Sales					
Settings 1	Settings 2	Settings 3	Settings 4	Required Fields	Builder Allowance	G/L Allocation	Printing
 Export Exclud Total of Trip CP Base D Aut Reacher Deliver Reacher Misc Ty Allow 0 Copy 0 Cop 0 	To Wty Claims e Warranty Amou pen BO Lines barge o Update Base D quire Model y Charge quire Ship Via /pe DELIVERY Other DELIVERY Other Ship Via /pe DELIVERY Other Ship Vi	Int from Total elivery Charge erformed Date to Next Avai kup Update Invoice D Blank out Job Sta Ind Date in History ate p Code Change Splitting Labor in Detail s splitting Labor in Detail solutione with Balance Reserve Stepad Notepad		ispatching Enabled coumulate Points for efault Schedule Da annot Schedule CC annot Pick up COD ascade To UNCO annot Schedule with low Both Pickup Al o Not Show Pickup Not Show Pickup Al o Not Allow Second estrict Requested I dit Model Color alidate Model	or Call Units ite to next avails ID Invoice with B. ID Invoice with B. NFIRMED IN D Detail ND Detail ND Schedule D D Date isted Date inge on copy/sp ine/Route lary Calls Delivery Date s fer ivoice s it o Exit d/Shipped on C Job Status from ice Item Location YTD der without Min at to Auto Backo	able Balance alance T ate olit Commit n Purchasing on from Ordering Deposit order	OK

Map Zone

To set up the base delivery charge by map zone and invoice type. Go to **Tools** > **System Maintenance** > **Map Zone.** Edit a map zone and click the Base Delivery Charge link.

You can set up the same delivery charge for all the map zones and invoice types or you can set it up by map zone and invoice type.

Click Add and enter the invoice type and the delivery miscellaneous charge.



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🖏 Edit Map Zone	MEV Metro Vancouver	_		
Code	MEV		ОК	
Description	Metro Vancouver		Count	
Trip Charge Code		•		
Base Delivery Charo	•		🔁 Base Delivery Charge for Map Zone MEV 🛛 — 🗌 🗙	
Dispatching - Ca	Il Count			
	Monday	110	RS DELIVERY	
	Tuesday	110		
	Wednesday	110		
	Thursday	110		
	Friday	110	🕞 Base Delivery Charge for Map Zone MEV 🛛 🚽	
	Saturday	110	3	
	Sunday	1	INV Type US Upgrade Sales	OK
Department		_	Misc DELIVERY Delivery Fees	Cancel
	CALGARY OTTAWA SERVICE		2	
		i urchasing ma	<u>Review</u> <u>Add</u> <u>E</u> dit <u>D</u> elete <u>Exit</u>	

Click Exit and click OK.



🛱 Base Delivery Charge for Map Zone MEV 🛛 🗖 🗙 🕹	🔁 🏷 it Map Zone MEV Metro Vancouver 🛛 🚽 🗙
	Code MEV Description Metro Vancouver Trip Charge Code Image: Cancel Base Delivery Charge Image: Call Count
	Monday110Tuesday110Wednesday110Thursday110Friday110Saturday110Sunday1
<u>R</u> eview <u>A</u> dd <u>E</u> dit <u>D</u> elete <u>Exi</u> t	Department



Create an Invoice

Invoice	<u> </u>	ervice	Dispatchi	ng ไ	Invoice (Cont. 🍸	Warra	nty 🎽	Documents	<u> </u>	lotepad
				A	l Calls					- 	04
Primary	Zone	Date	Route	Units	Department	Special Re	quest				
											Cance
										-	
					20 A						Deta
		n	Base Delivei	ry Ch d inw	arge is set	t up by The RS				_	
Review	Add	Edit	voice type a	and m	nap zone N	AEV will					
			add an au	uto de	elivery cha	rge.					
Map Zone				N	lap Ref	Sched	ule Date	Trip Status			
MEV	Metro \	/ancouver				10/17	/2023	ļ			Calls
Req Route									07:00		
Route	, 					Reque	sted Time	00.00		eted	
Denartment						Units		1	In 00:00	- I	
- Priorities -	JALL					_ Call Se		0		_	Мар
1 nondes						Specia	i Request				
Add Delete	- 1		Add Delete								
	-										



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🖡 Invoice # RS00000101 - Romanova, N	talia Alianovna	
Type Pack Item	Loc Description	Qty Amount Wty Tax Status QOH
Item Model I Item Item I Item I I Location I I SKU # I I Equivalent S I Bin S Failure P Reference I I Note I I I	_abor Misc rder From upplier upp Inv urchase 00/00/00	Because the "Require Model" is selected, the base delivery charge is not automatically added. We need to add a model first. Select the Type of Line you wish to Add. Reavent Iax Package Signature Misc Cost 0.00 Package Trip# 0 Cost 0.00 Package Trip# 0 Cost 0.00 00 000000 Warranty Package OK Cancel Measure Auto Restocking Auto Backorder Installed Status
Commit Discount Serial Split Line	er <u>A</u> dd <u>E</u> dit	Delete Exit Add From Cart IIIII GM % 0.00 GM % 0.0

Add model WVW51UC0HV and click Exit.



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Es Invo	ice # RS000	000101 - Romano	va, Natalia Alian	ovna - Revie	w Model						×
Туре	Pack	ltem	Loc	Description		Q	lty Amount	Wty Tax	Status	QOH	
Mode Miss	l No No	WWW51UC0HV	9WH	~30 WALL MO	DUNT HOOD, 4	00 CFM,	1 1,254.79	NYY NININ	Open	0/0	
MISC	NU	DELIVENT		Delively rees	-		1 100.00	DUDUD			
							Once th	e model is a	dded the bas	e	
							uenvery ci	large is auto	matically aut	ieu.	
6			Y		Y		Deverant		Paskasa	Y Circulture	
-	ītem	<u>M</u> odei		MISC		<u>w</u> anany	<u>r</u> ayment		rac <u>k</u> aye	Signature	
	<u>Model</u>	WVW51UC0HV	~30 WALL MO	UNT HOOD, 400	IC Ordered	1	SP 💌	1,254.79	Package	Trip# 1	
	Location	9wh	Delta Warehou	se	Shipped	0	Total	1,254.79	0.0 Spiff	0.00	
	SKU #		Serial	Location	<u>QOH</u>	0 /0) Std. Cost	914.32			
	Equiv				Not Avail			,			
	Brand				000		n		J00/	'00/00	
	Product		Color						Status		
	Metrice		Eastures						Committed		
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	PU #	l	Heterence		🗌 🗌 Auto Ba	ackorder			L 1 Modifie	0/17/2023	
	Branch	Default			Reserve	e Exclusive whe	n Ordering			0/00/00	
	Note						I B	CP	, , ,		
		1				Ŧ	I I G	iST			
	C	Discount							- Invoice To	tal	
	Serial	Split Line	Header A	dd <u>E</u> dit	<u>D</u> elete	E <u>x</u> it	Add From Cart		1.9	505.37	
									GM %	0.0	

Edit the invoice and add a model.



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B Invo	ce # RS0000	00101 - Romanov	/a, Natalia Aliar	iovna - Review	Model							×
Туре	Pack	Item	Loc	Description			Qty	Amount	Wty Tax	Status	QOH	
Model	No	WW51UC0HV	9wH	~30 WALL MOU	NT HOOD, 400) CFM,	1	1,254.79	NYY	Open	0/0	
Misc	No	DELIVERY MC1117033CT	9W/H	Delivery Fees		/FCT	1	100.00	NNN NYY	Open	0/0	
		Ν		•			The	base del	ivery charge n if you edit t	is only adde	ed	
	<u>l</u> tem	<u>M</u> odel	Labor	Mi <u>s</u> c <u>(</u>	Comment	Warranty	<u> </u>	ayment	<u>I</u> ax	Pac <u>k</u> age	Signature	
	Model 1	MC11J7033CT	1.1 CU.FT MIC	ROWAVE, CONVE	Ordered		ī [S	P 🚽	515.18	Package	Trip# 1	
	Location	<u></u> 9wh	Delta Warehou	Ise	Shipped		ō	Total	515.18	0.0 Spiff	0.00	
	SKIL#		Serial	Location	ноа		- 	Std Cost	200.12			
	Formin F				Mot Aupil				j 303.12	Del	livery 💌	
					<u>NULAVali</u>		U 			10/	17/2023	
	Brand	SAMSUNG			<u>QOO</u>		0 /0			Statue		
	Product ,	APPLIANCE	Color	-	<u>Written</u>		1 /1			Committed		
	Mfr Wty	0	Features		Inventory Typ	De APPL	1			Create	d	
	PO # [Reference		🔲 Auto Bac	korder				L 1	0/17/2023	
	Branch	Default	Commission	•	Reserve	Exclusive v	vhen Orc	lering		Modifie	:d	
	Note		,				×	I BC I GS	ЭР ST	1 10		
	Commit Serial	Discount Split Line	Header A	dd <u>E</u> dit	<u>D</u> elete	E <u>x</u> it	Add	l From Cart		GM %	tal 082.37 0.0	



Model Delivery

Setup



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_			
E	Review Model SGE53B52UC, 24 DISHWASHER, 46 DBA, WH		
Ĺ	MODEL MODEL cont. Pricing Picture Do	Documents Notepad Price Tag Package	
2	Supplier BSH RE BSH Home Appliances // Warranty (months) 0 Image: Allow Package Wty 2 Warranty Type ALL Image: Allow Package Wty 2	Spiff 1 Spiff 2 Amt 0.00 Start 00/00/00 End 00/00/00 End 00/00/00	Status Open
	Ext Warranty	Actual Spiff 0.00 NNN	
	Features	Points 0 Weight 0.000	
L	Min 0 Standard Cost	1,365.87 Volume	S 2
L	Max 0 Original Cost	1,365.87 Unload Time	
L	EOQ 0 Landing Factor	0.0000 Installation Estimate × Inv Type Map Zone Misc Code	
L	Master Pack Qty 1 Landed Cost	0.00 Bar Code	•
L	0 Replacement Cost	0,00 Mfg Bar Code	
L	Returned 0 Effective Date 00/00/	/00/00 UPC Bar Code	
	Beginning Year Qty 0	Ling Product ID	
	YID 0 last Or	to set up the model delivery charges, clic the delivery charges on the model table.	;К
	Last Year 0 V BCP	Beceived Involved L You can set it up by invoice type and ma	p
	Prev Last Year 0 Last So	ISold Dovoovoo	
			-
	Record Count Note	ault Commission <u>R</u> eview Add Edit Delete Exit	

Adding Automatic Delivery Charges with the Import/Export Utility

If you want to add automatic delivery charges to a large number of models, use the Import/Export utility to add them all at once, rather than manually adding them to each model.

Using the utility is a three-step process: you'll export your model records as an Excel file, edit the file, and then import it back into EPASS.

Before Starting:

There are several security options that you need to enable to use the Import/Export utility:

- Serial Inventory Utilities Export Model Delivery
- Serial Inventory Utilities Import Model Delivery
- Serial Inventory Utilities Import Model Delivery Delete Checkbox Options

- 11 -



To Enable the Security Options:

- 1. Go to **Tools > System Maintenance**. On the **Tables** tab, select **User Security**, and then click **Open**.
- 2. Select a User Group from the list, and then click **Security**.
- 3. In the **Keyword** search box, enter IMPORT MODEL. Select **Utilities: Import Model Delivery** and **Utilities: Import Model Delivery Delete checkbox options**.

5, Security for User: Chris		_
Search for Security Options Keyword import model		
Serial Inventory	Security Option Utilities: Import Model Delivery Utilities: Import Model Delivery - Delete checkbox options	

4. In the Keyword search box, enter EXPORT MODEL. Select Utilities: Export Model Delivery.

🔁, Security for User: Chris	_
Search for Security Options Keyword export model	
Serial Inventory	Security Option

5. Click **OK**.

Export the Model Records:

- 1. Go to Serial Inventory > Utilities > Export Model Delivery.
- 2. Do the following:



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Model Deliver	y Export			- • •
Export File Name	C:\TEMP\Model)eliveryExport.xlsx		<u>O</u> K
Supplier	WHIRL RE	Whirlpool Canada		Cancel
Inventory Type	APPL	APPLIANCE		
Brand	WHI	WHIRLPOOL		
Product	APP	APPLIANCE		
Model From				
To	2222222222222	End of File	_	

- i. Click the **Browse** button (highlighted) and select where you want to save the export file and what you want to call it.
- ii. Use the **Supplier**, **Inventory Type**, **Brand**, and **Product** dropdowns to filter the model selection.
- iii. Use the **Model From** and **To** dropdowns to select a range of models, or leave it as is to include all model records.
- iv. Click **OK**. Once the export is complete, click **Cancel** to close the **Model Delivery Export** window.

Model Deliver	Export		- • •
Export File Name	C:\TEMP\ModelDeliveryE	xport.xlsx	<u>O</u> K
Supplier	WHIRL RE Whirlpo	ol Canada	Cancel
Inventory Type	APPL APPLIA	NCE	3
Brand	WHI WHIRL	POOL	
Product	APPAPPLIA	NCE	
Model From			
To	zzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzzz	File	
	598	records are exported successfully.	

Edit the Export File:

1. Locate the export file and open it in Excel. It will look similar to this:



A	6	c	D	E	F	G	
Model Delivery							
ModelCode	ModelDescription	InvTypeCode	MapZoneCode	MiscCode	ProductCode	ProductDescription	Sup
261827	BACKSPLASH, SS				APP	APPLIANCE	WH
3392235A	8 DRAIN HOSE				APP	APPLIANCE	WH
3404351	DRYER DRYING RACK				APP	APPLIANCE	WH
3406839	DRYER DRYING RACK, WH				APP	APPLIANCE	WH
4396096RB	2-BURNER COOKTOP GRIDDLE				APP	APPLIANCE	WH
49572A	GAS DRYER CONVERSION KIT				APP	APPLIANCE	WH
0 49971	STACKING KIT				APP	APPLIANCE	WHE
1 8212450A	DRYER DRYING RACK				APP	APPLIANCE	WHE
2 8212546RP	WASHER FILL HOSES				APP	APPLIANCE	WH
9 971763000	WASHED EILL MOSES				A00	ADDITANCE	MART

- 2. Do the following:
 - a. Locate each model that you want to trigger an automatic delivery charge and fill in the InvTypeCode, MapZoneCode, and MiscCode columns.
 - b. The InvType and MapZoneCode are the conditions that trigger the automatic delivery charge. Enter the InvType code and MapZoneCodes that you want to use.

For example, if an automatic delivery charge should be applied to the invoice when ModelCode 261927 is added to a RETAIL SALES invoice type in the MEV Map Zone area, then you would enter the codes in the Excel columns like this:

Model Delivery			
ModelCode	ModelDescription	InvTypeCode	MapZoneCode
261827	BACKSPLASH, SS	RS	MEV
3392235A	8 DRAIN HOSE		
2404251	DOVED DOVING DACK		

c. The MiscCode is the misc charge that's applied to the invoice. Enter its code in the MiscCode column:

Model Delivery					•
ModelCode	ModelDescription	InvTypeCode	MapZoneCode	MiscCode	
261827	BACKSPLASH, SS	RS	MEV	DELIVERY	A
3392235A	8 DRAIN HOSE				A
3404351	DRYER DRYING RACK				A
×					

3. Once you are finished, save and close the Excel file.

Import the Excel File into EPASS:

- 1. In EPASS, go to **Serial Inventory > Utilities > Import Model Delivery**.
- 2. Do the following:



Model Delivery Import	
A Import File Name C:\TEMP\ModelDeliveryExport.xlsx	ОК
B The Column Layout in Excel File Model Code A Inv Type Code C Map Zone Code D Misc Code E	Cancel
C Data Row to Start Processing 4 Delete Model Delivery records from ALL models before Import Delete Model Delivery records for models being processed before Import	

- a. Click the **Browse** button (highlighted) and select your Excel file.
- b. Map the Model Code, Inv Type Code, Map Zone Code and Misc Code columns. (If you didn't adjust the Excel columns, the default column letters are shown in the screenshot.)
- c. Enter the data row number that the import should start from (default value is 4).
- d. You can select to delete current model delivery charges before importing the new data. The first option deletes the delivery charges from ALL models in EPASS (even models that are not on the imported Excel file). The second option deletes the delivery charges from only the models that are included in the imported spreadsheet. Why would I need to delete current delivery charges?

The import utility only adds or changes existing delivery charges—it won't remove a delivery charge. To completely remove a delivery charge from a model during import, you'll need to select one of the deletion options.

3. Click **OK**. The utility imports the data from the Excel sheet and a PDF report of the results automatically opens when finished. Review the report to identify any errors that need correcting.

EXACTE: If you intentionally left a model's InvTypeCode, MapZoneCode, and MiscCode blank, the report identifies the row as a "Cannot be found in the database" error. These can be ignored.

Add Invoice

Add model SGE53B52UC



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B Invo	ice # RS000	00103 - Singh, F	Prabhjot - Revi	ew Model							
Туре	Pack	Item	Loc	Description		Qty	Amount Wty	Tax	Status	QOH	
Mode	l No	SGE53B52UC	9wH	24 DISHWASHE	ER, 46 DBA, WH	1	2,262.30	NYY	Open	2/2	
Misc	No No			Transfer Fee Deliveru Fees	-	1	5.00	NNN NNN			
MISC	NU	DELIVENT		Delivery rees		I.	100.00	DUDUD			
						When	vou add the m	odel. it v	vill add the		
						auto de	elivery charge l	inked to	the model.		
۱											
Í	<u>I</u> tem	<u>M</u> odel	Labor	Mi <u>s</u> c	<u>C</u> omment <u>W</u> a	rranty <u>F</u>	ayment <u>1</u>	ax Y	Pac <u>k</u> age	Signat	ure
											_
	Model	SGE53B52UC	24 DISHWASH	ER, 46 DBA, WH	Ordered	1 S	iP 🚽 🛛 2,2	62.30 🗖	Package	Trip#	1
	Location	9WH _	Delta Warehou:	se	Shipped	0	Total 2,2	62.30	0.0 Spiff	0.00	
	SKU #		Serial	Location	<u>аон</u> Г	2 /2	Std. Cost	0.00			- 11
	Equiv		-		Not Avail	0					4
	Brand	BOSCH	-		000	0 /0			J0070	U/UU _	-
	Product		Color -		Written	10 /10			Status		
	Mesule		Eastures	•	Lauratan Ta	12712			Committed		
	MIT WU	0			Inventory Type A	PL			Created	117 10000	-
	PU #		Heference		🔲 Auto Backorde	er			∣L 10/ Modi€od	1772023	
	Branch	Default		-	🔲 Reserve Exclu	sive when Orc	lering		00/	/00/00	-
	Note						BCP		, ,		
						T	GST GST				
									- Invoice Tota	<u> </u>	
	Commit	Discount Solit Line	Header A	dd <u>E</u> dit	Delete E	xit Add	d From Cart		2.63	8.78	
		-Part Calle									



Split the Invoice

Spit Type Pack Item Loc Description Dity Amount Wity Tax Status QQH Model No S1653652UC 3WH 24 DISHWASHER, 45 DBA, WH 1 2.262.30 NYY Open 2/2 Misc No DELIVERY Delivery Fee 1 5.00 NNN Model No SEE53852UC 9WH 24 DISHWASHER, 46 DBA, WH 1 2.262.30 NYY Open 2/2 Misc No DELIVERY Delivery Fees 1 100.00 NNN Model No SEE53852UC 9WH 24 DISHWASHER, 46 DBA, WH 1 2.262.30 NYY Open 2/2 Misc No TRANSFER Transfer Fee 1 5.00 NNN NNN Model SGE53852UC 1/24 DISHWASHER, 46 DBA, WH 1 2.262.30 Package Trip# 1 Location SWH Delated ST 1 5.00 NNN SKU # Serial Location QUH 2/2 Std. Cost 0.00	Split	Invoice #	RS00000103 - Singh, Prat	hjot - Review Mo	del				
Model No SGE53852UC 9VH 24 DISHWASHER, 46 DBA, WH 1 2282.30 NYY Open 272 Misc No TRANSFER Transfer Fee 1 5.00 NNN Misc No SGE53852UC 9WH 24 DISHWASHER, 46 DBA, WH 1 2,262.30 NYY Open 2/2 Misc No TRANSFER Image: Transfer Fee 1 5.00 NNN Misc No TRANSFER Image: Transfer Fee 1 5.00 NNN Misc No TRANSFER Image: Transfer Fee 1 5.00 NNN Misc No TRANSFER Image: Transfer Fee 1 5.00 NNN Misc No TRANSFER Image: Transfer Fee 1 5.00 NNN Misc No TRANSFER Misc Comment Marranty Payment Tax Package Trip# 1 Location Wide Image: Transfer Fee 1 Total 2,262.30 0.00 Spiff 0.00 SkU # Detawarehouse <td< td=""><td>Split</td><td>Туре</td><td>Pack Item</td><td>Loc De:</td><td>cription</td><td>Qt</td><td>y Amount Wty</td><td>Tax Status</td><td>QOH</td></td<>	Split	Туре	Pack Item	Loc De:	cription	Qt	y Amount Wty	Tax Status	QOH
Misc No TRANSFER Transfer Fee 1 5.00 NNN Misc No DELIVERY Delvery Fees 1 100.00 NNN Misc No SGE53852UC 9w/H 24 DISHWASHER, 46 DBA, WH 1 2.262.30 NYY Open 2/2 Misc No TRANSFER Image: Transfer Fee 1 5.00 NNN Image: Transfer Fee No Transfer Fee 1 5.00 NNN Image: Transfer Fee No Transfer Fee 1 5.00 NNN Image: Transfer Fee No Transfer Fee 1 5.00 NNN Image: Transfer Fee No Transfer Fee 1 5.00 NNN Image: Transfer Fee Transfer Fee 1 5.00 NNN NNN Image: Transfer Fee Transfer Fee 1 5.00 NNN NNN Image: Transfer Fee Transfer Fee 1 5.00 NNN NNN Image: Transfer Fee Transfer Fee 1 5.00 NNN NNN Image: Transfer		Model	No SGE53B52UC	9WH 24	DISHWASHER, 46 DBA, ^y	WH 1	2,262.30	NYY Open	-2/2
Misc No DELVENT Delvery Pees 1 10000 NNN Misc No TRANSFER 9wH 24 DISHWASHER, 46 DBA, WH 1 2.262.30 NNN Image: No TRANSFER Image: No Transfer Fee 1 5.00 NNN Image: No TRANSFER Image: No Transfer Fee 1 5.00 NNN Image: No TRANSFER Image: No Migo: Comment Warranty Payment Tax Package Signature Image: No Model Labor Migo: Comment Warranty Payment Tax Package Tip# 1 Location WH Delta Warehouse Shipped 0 Total 2.262.30 Package Tip# 1 Location WH Delta Warehouse Shipped 0 Total 2.262.30 0.00 Spiff 0.00 SKU # Serial Location QDH 2 /2 Std. Cost 0.00 Im# 1 00/00/00		Misc	No TRANSFER	Tra	nsfer Fee	1	5.00	NNN	
Item Model Labor Misc No Transfer Fee 1 5.00 NNN Item Model Labor Misc Comment Warranty Payment Iax Package Signature Model Labor Misc Comment Warranty Payment Iax Package Signature Model Labor Misc Comment Warranty Payment Iax Package Signature Model Soctsabszuc 24 DISHWASHER, 46 DBA, WH Ordered 1 SP 2.262.30 Package Transfer Fee Location 90/H 0rdered 1 SP 2.262.30 Package Transfer Fee SKU # Sectsabszuc 24 DISHWASHER, 46 DBA, WH Ordered 1 SP 2.262.30 Package Trip# I Location 90/H 0rdered 1 SP 2.262.30 Package Trip# I SKU # Sectsabszuc 24 DISHWASHER, 46 DBA, WH Ordered 1 SP 2.262.30 Package Trip# I SKU # Sectsabszuc 24 DISHWASHER, 46 DBA, WH Ordered 1 SP 2.262.30 0.00 Sp Brand B0SCH 0000	HH -	Misc Model	NO DELIVERY No SGE53852UC	000/H 2/1	IVERY FEES NISHWASHER MEINRA N	ו שים ו	100.00	NNN NYY Open	2/2
Item Model Labor Migc Comment Warranty Payment Iax Package Signature Model SGE53852UC [24 DISHWASHER, 46 DBA, WH Ordered 1 SP 2.262.30 Package Trip# 1 Location [9WH Delta Warehouse Shipped 0 Total 2.262.30 0.0 Spiff 0.00 SKU # Serial Location QOH 2 /2 Std. Cost 0.00 V Equiv Brand B0SCH QOD 0 /0 V 100/00/00 V0 Brand B0SCH QOD 0 /0 Vitten 13 /13 Committed Created Mfr Wly 0 Eeatures Inventory Type APPL Created Created 10/17/2023 Modified Branch Default Commission Reserve Exclusive when Ordering Modified 00/00/00 0/00/00/00 Note V Egst Std. Std. Std. Std.	IH .	Misc	No TRANSFER		nsfer Fee	1	5.00	NNN	212
Item Model Labor Migc Comment Warranty Payment Iax Package Signature Model SGE53852UC [24 DISHWASHER, 46 DBA, WH Ordered 1 SP 2.262.30 Package Trip# 1 Location SWH Delta Warehouse Shipped 0 Total 2.262.30 0.00 Spiff 0.00 SKU # Serial Location QOH 2 /2 Std. Cost 0.00 Implement I	L			43					
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Invoice Service Dispatching Invoice Cont. Warranty Documents Notepad All Calls OK Cancel OK Cancel Cancel Primary Zone Date Route Units Department Special Request Detail Review Add Edit Delete Primary Call Only Detail Detail Map Zone Map Ref Schedule Date Trip Status Calls Calls Req Route Ocument Add OU OUO Map Prinorities Qualifications Call Seq Out Out Map Special Request Add Delete Call Seq Out Map	🗈 Edit Invoice # RS00000103-1 - Singł	n, Prabhjet			ni an	
All Calls OK Primary Zone Date Route Units Department Special Request Cancel When the invoice was split, we had changed the map zone to CGY which does not have delivery charges set up. Detail Detail Review Add Edit Delete Primary Call Only Detail Detail Map Zone Map Ref Schedule Date Trip Status Calls Req Route 07:00 Calls Priorities Qualifications Call Seq 0 Out 00:00 Map Add Delete Add Delete Call Seq 0 Out 00:00 Map	Invoice Service	Dispatching	Invoice Cont.	Warranty	Documents	Notepad
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Overriding Automatic Delivery Charges

If you don't want delivery charges to automatically apply to an invoice, you can choose to suppress them with the override feature. This feature prevents all delivery charges from automatically applying to the invoice, regardless of map zone or model. You can still manually add them if you need to.

Before Starting:

To use the override feature, you need to enable this security option: Invoicing – Edit Delivery Override.

To Enable the Security Options:

- 1. Go to Tools > System Maintenance. On the Tables tab, select User Security, and then click Open.
- 2. Select a User Group from the list, and then click **Security**.
- 3. In the Keyword search box, enter OVERRIDE. Select Edit Delivery Override.



🔄, Security for User: Chris	-
Search for Security Options – Keyword override	
Invoicing Serial Inventory Wireless Inventory Overrides	Security Option Image: Override TTB Tax Image: Delivery Override Image: Delivery Override Image: Delivery Override Serial Type

4. Click OK.

Override the Automatic Delivery Charges:

- 1. Open an invoice.
- 2. Click the Invoice Cont. tab.
- 3. Select **Delivery Overriden**.

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4. Automatic delivery charges won't be triggered, regardless of the map zone or model.



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