

CONTRACT

TRAVEL RADII

Travel Radii or Travel Zones determine a set fee to charge a client for travel within a certain range of kilometres.

You need to set up an expense allocation: **'TVCH'** as the expense allocation code, to ensure the allocation matches with the travel radii.

Notes on Billing:

Contracts

If you wish to include travel on a contract, set the travel distance on the Contract Item to '0'. If you do not wish to include travel, and thus bill any travel costs incurred, then set the actual travel distance on the contract item. See [Contracts: Creating A New Contract - Link Travel Radius](#) for details on how to add a travel radius to a contract item.

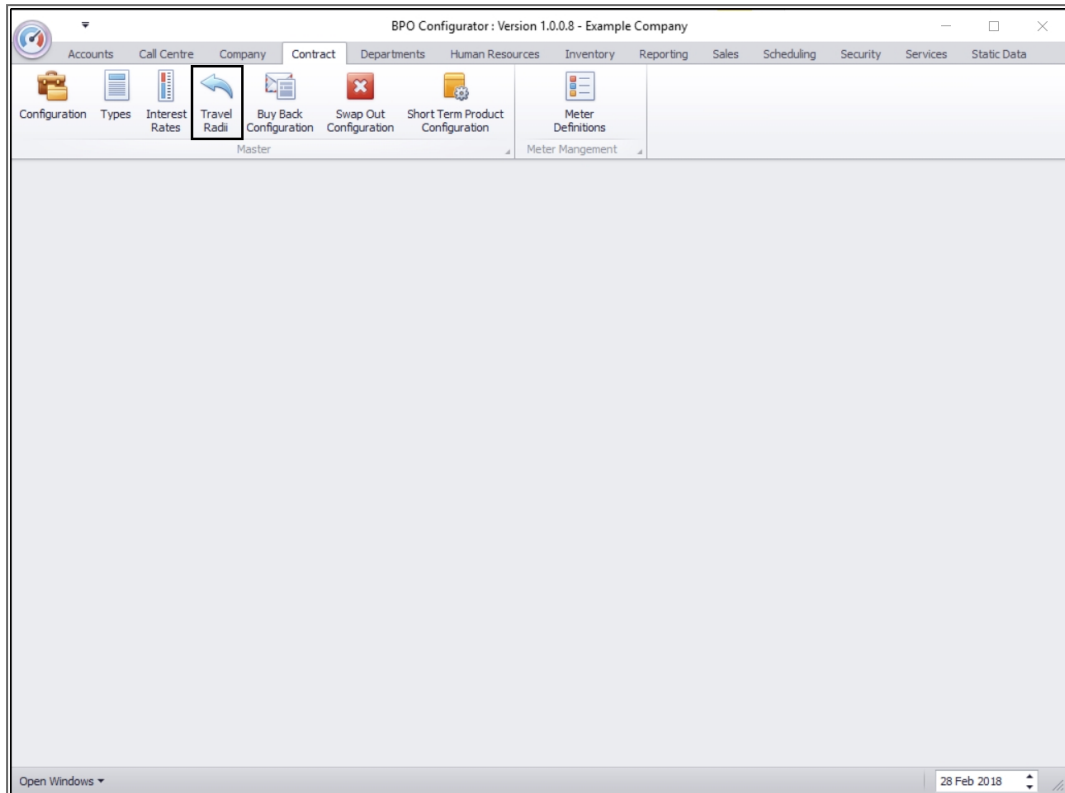
Non-Contract Machines

If you wish to bill travel on a machine each time a call is logged, set the travel distance on the machine detail. See [Assets: Editing Assets](#) for how to add travel distance to a machine. If you do not wish to bill travel every time a call is raised against a machine, set this travel distance on the machine detail to '0'.

Once -Off Travel Charge

If you then wish to bill a **'once-off'** travel charge, add travel on the invoice by selecting the **'TRVL'** item type and then selecting the zone you wish to bill. See [Sales Invoices: Add a Sales Invoice - Add An Item Type - Travel \(TRVL\)](#) for details on how to add a travel charge to an invoice.

Ribbon Access: *Configurator > Contract > Travel Radii*



The ***Contract Travel Charges*** screen will be displayed.

- In this image, you can see that **4** travel rates have already been set up.

Contract Travel Charges - BPO Configurator : Version 1.0.0.8 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh

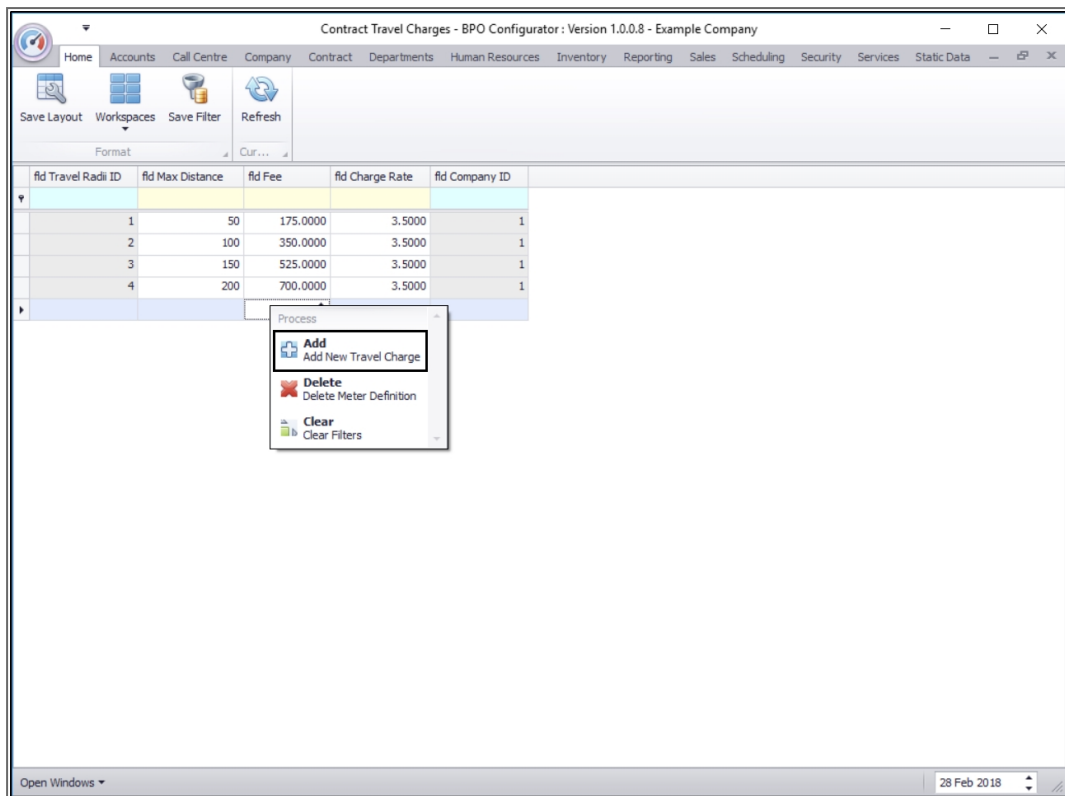
Format Cur...

fid Travel Radii ID	fid Max Distance	fid Fee	fid Charge Rate	fid Company ID
1	50	175.0000	3.5000	1
2	100	350.0000	3.5000	1
3	150	525.0000	3.5000	1
4	200	700.0000	3.5000	1
*				

Open Windows 28 Feb 2018

ADD TRAVEL CHARGE

- **Right click** in any **row** of the Travel Radii data grid.
- A **Process** menu will pop up.
- Click on **Add** - Add New Travel Charge.



A new line has been added to the data grid.

- **Travel Radii ID:** This field is un-editable.
- **Maximum Distance:** Type in the maximum distance for this zone that the fee applies to.
- **Fee:** Type in the fee for this travel zone.
- **Charge Rate:** Type in the rate per kilometer for the last level of the travel radii, as reference.
 - **Note:** This does not automatically calculate. You will be billing by using the zone fees.
- **Company ID:** This field is un-editable.

Contract Travel Charges - BPO Configurator : Version 1.0.0.8 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Cur...

fid Travel Radii ID	fid Max Distance	fid Fee	fid Charge Rate	fid Company ID
1	50	175.0000	3.5000	1
2	100	350.0000	3.5000	1
3	150	525.0000	3.5000	1
4	200	700.0000	3.5000	1
0	0	0	0	1

Open Windows 28 Feb 2018

SAVE TRAVEL CHARGE

- When you have finished adding the new travel charge, **click outside** of the data grid.

Contract Travel Charges - BPO Configurator : Version 1.0.0.8 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

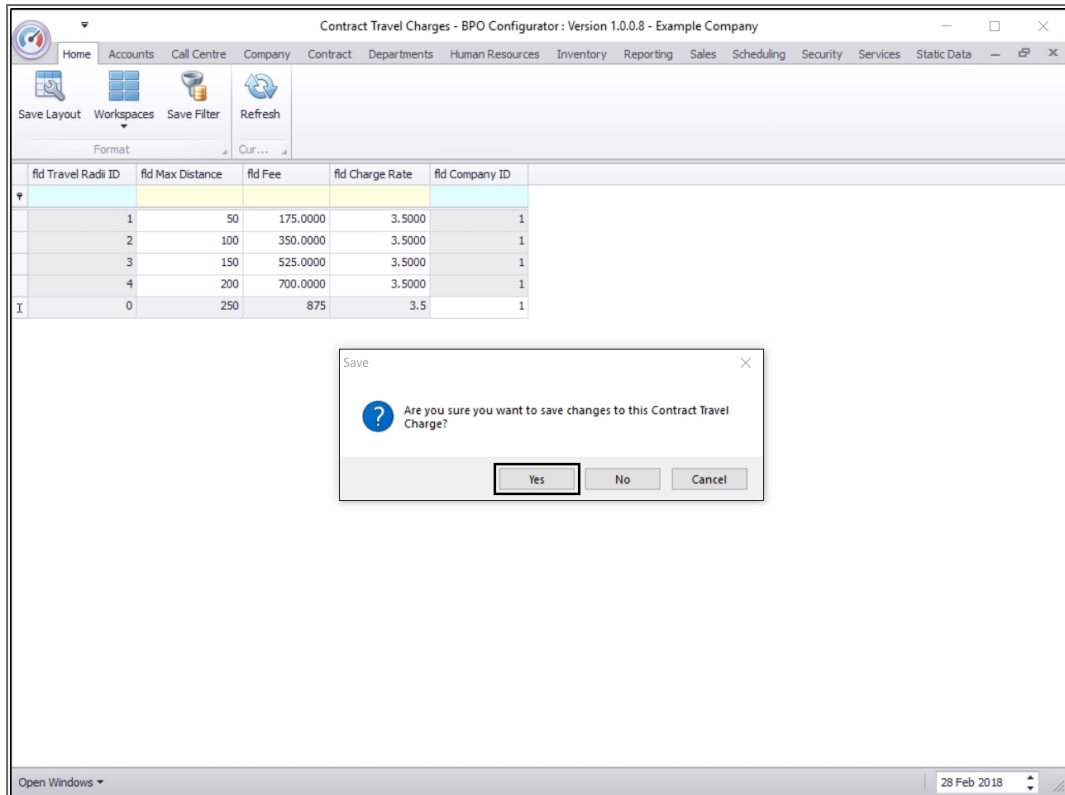
Save Layout Workspaces Save Filter Refresh

Format Cur...

fid Travel Radii ID	fid Max Distance	fid Fee	fid Charge Rate	fid Company ID
1	50	175.0000	3.5000	1
2	100	350.0000	3.5000	1
3	150	525.0000	3.5000	1
4	200	700.0000	3.5000	1
5	250	875	3.5	1

Open Windows 28 Feb 2018

- A **Save** message box will pop up asking;
 - ***Are you sure you want to save changes to this Contract Travel Charge?***
- Click on **Yes**.



The new travel charge will be saved.

- **Note:** You will see that the un-editable fields: Travel Radii ID and Company Id have now been allocated by the system.

Contract Travel Charges - BPO Configurator : Version 1.0.0.8 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Layout Workspaces Save Filter Refresh

Format Cur...

fid Travel Radii ID	fid Max Distance	fid Fee	fid Charge Rate	fid Company ID
1	50	175.0000	3.5000	1
2	100	350.0000	3.5000	1
3	150	525.0000	3.5000	1
4	200	700.0000	3.5000	1
5	250	875	3.5	1

Open Windows 28 Feb 2018

MNU.141.002