We are currently updating our site; thank you for your patience.

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.
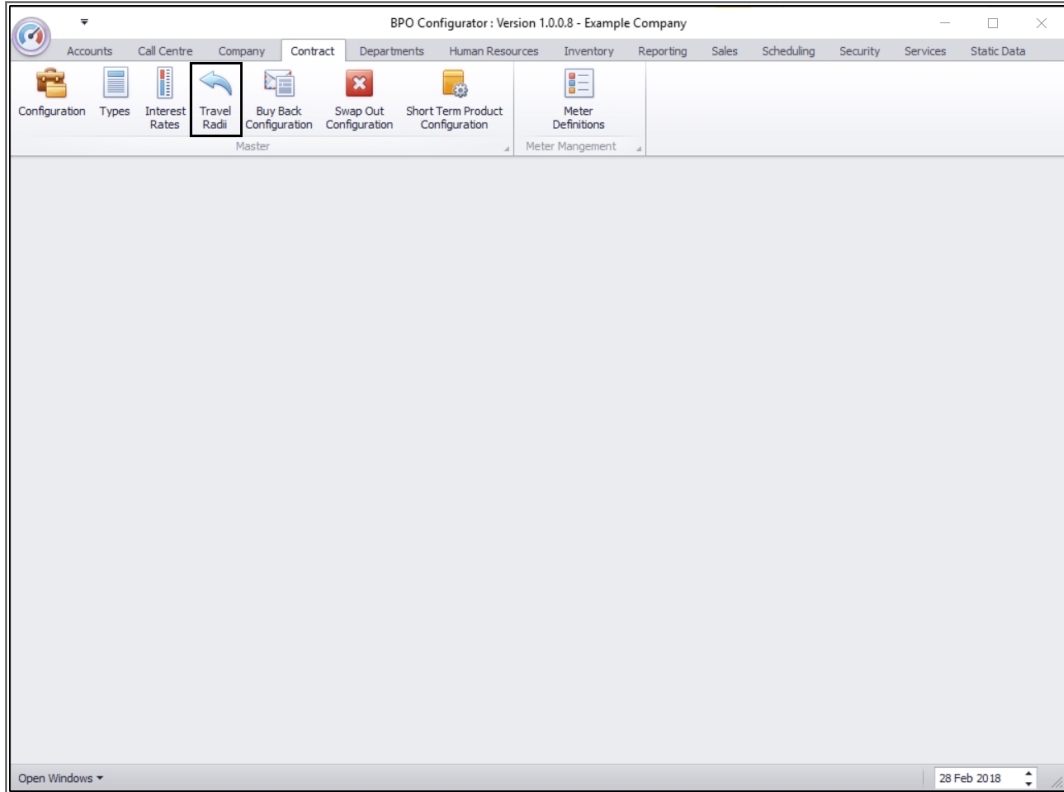
Non-Contract Machines

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.
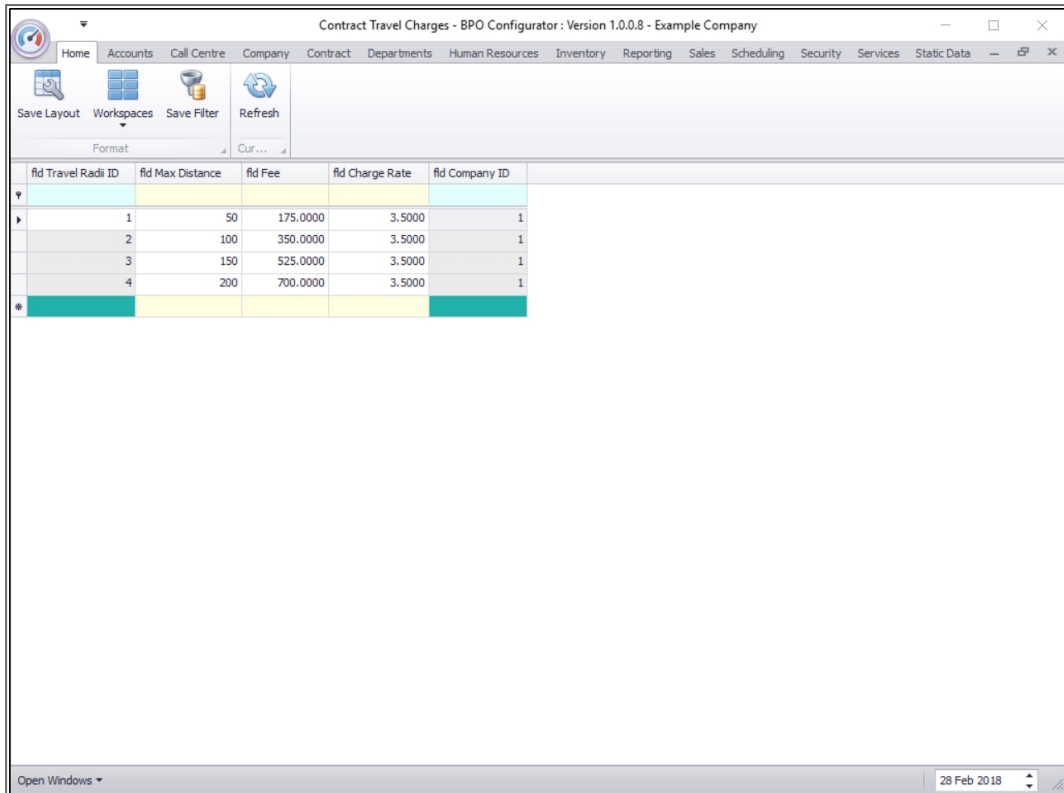
See Sales Invoices: Add a Sales Invoice - Add An Item Type - Travel (TRVL) for details on how to add a travel charge to an invoice.

Ribbon Access: Configurator > Contract > Travel Radii

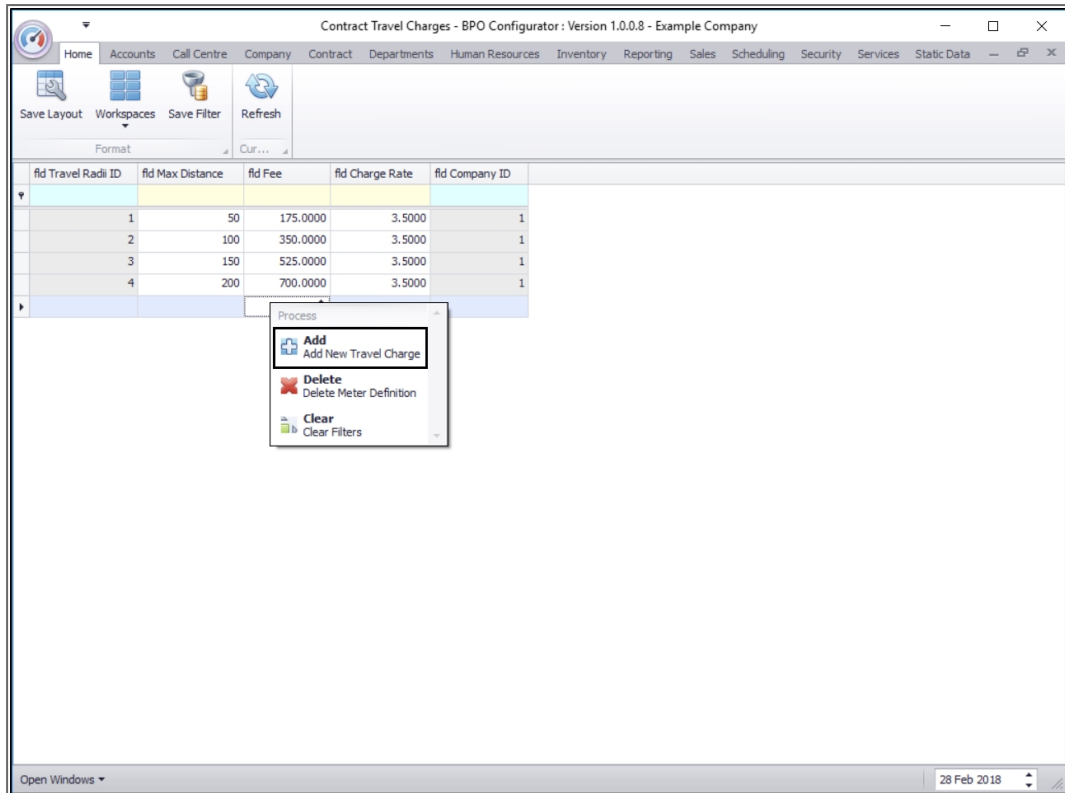The **Contract Travel Charges** screen will be displayed.

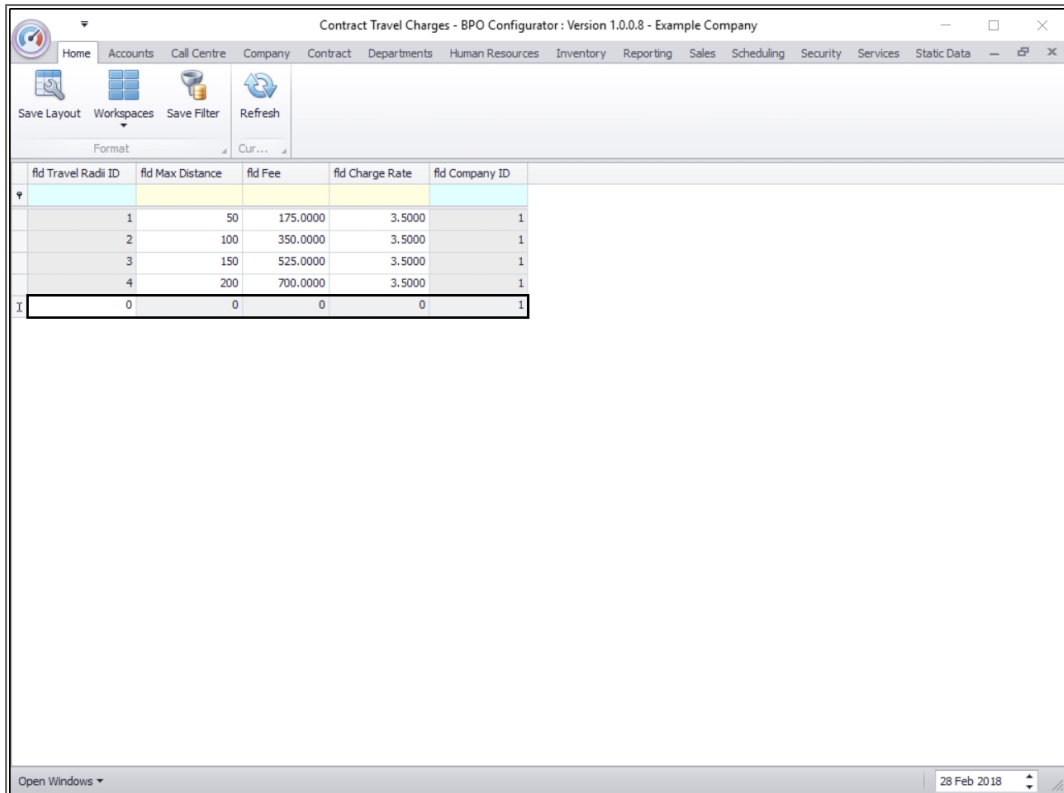- In this image, you can see that **4** travel rates have already been set up.

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.

SAVE TRAVEL CHARGE

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

- 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.

MNU.141.002