



TCR Online – Daily/Weekly/Monthly (DWM) Billing Feature 4/4/16

OVERVIEW

Billing the rental of your large ticket items (i.e. Arrow Boards, Message Boards) has always been a challenge if you have set prices for a week or a month and do not charge on a per day basis. TCR now has the ability to set up this special type of pricing that automatically determines how many days / weeks / months to charged based on a number of new settings and price structures.

You will need to have the TCR Equipment Tracking module to be able to use this feature as it requires you to setup your equipment (i.e. AB/MB) by equipment code / serial# and have the information added to all of your tickets.

SETUP

Administrative Settings –

DWM Categories – TCR allows you to determine how many days are considered a week or a month. Most people using DWM pricing give customers a break and may switch to 1week pricing once the equipment has been on rent for less than 7 days, or monthly pricing if on rent for less than 30 days. By setting up various DWM categories, you have the flexibility to treat your various equipment types differently.

Category	Weekly Rate Starting Day	Monthly Rate Starting Day
BOARDS/TOWERS	4	23
GENERATORS	7	30
SHORING	7	30

The inset window shows the following form fields:

- Category: BOARDS/TOWERS
- Weekly Rate Starting Day: 4
- Monthly Rate Starting Day: 23

Company – There is a new section on the Company information page that allows you to set some company-wide preferences. Keep in mind these settings will apply to all customers and all jobs that use the DWM feature.

DWM Settings			
Allow DWM Pricing	<input checked="" type="checkbox"/> Yes	Prorate First Billing	<input checked="" type="checkbox"/> Yes
Credit First Billing	<input checked="" type="checkbox"/> Yes	Prorate Last Billing	<input checked="" type="checkbox"/> Yes

First you need to determine if you are even going to allow for DWM pricing to be used. Then, if you have the box checked, you need to determine how to handle a few of the more complicated parts of DWM billing:

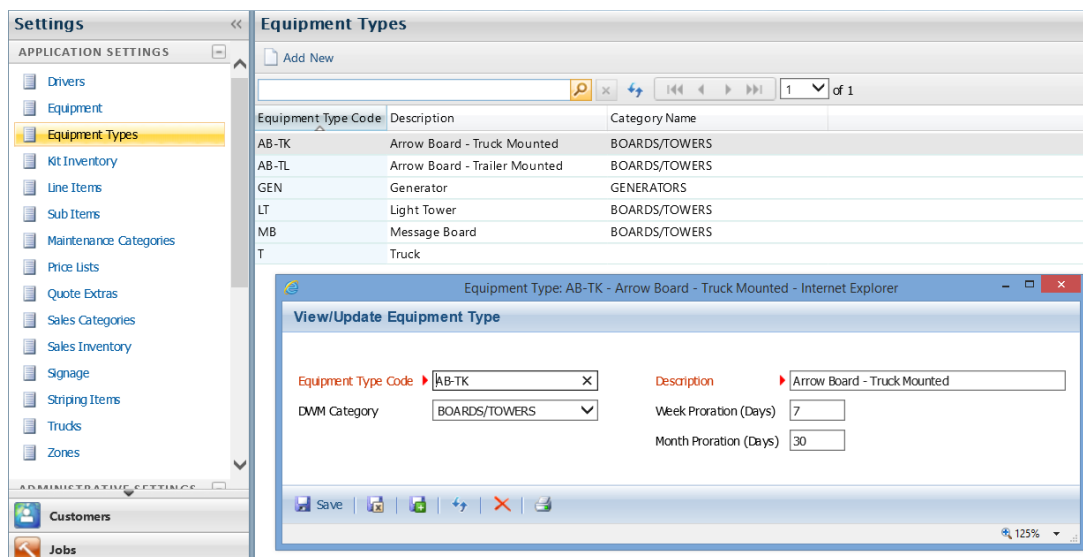
1. Since the first billing of an item may be near the end of the month / end of the billing cycle, and it may be charged at a higher rate on that first invoice, you have the option to credit that amount back on the 2nd invoice and recalculate the proper DWM pricing based on a full billing cycle.

If you do not check the Credit First Billing, then the DWM price will be charged based on the number of days on rent on the first invoice, and on the second invoice it will start counting from the beginning of the billing cycle and not include the days the item was on rent previously.

2. Another option is to automatically prorate the first billing, assuming they plan to keep the item on rent for a month or more. If checked, instead of calculating the DWM price for the first invoice, it will prorate the monthly price. For example, if your monthly price is \$500, and you chose to use 30 days as your proration divider, and the item was on rent for 10 days, the charge would be calculated as $(\$500 / 30) * 10 = \166.70 .
3. This same option is available for the last billing for the item. If the customer had the item on rent for 3 months, getting the normal monthly rate, then returns the item 4 days into the next billing cycle, the system would charge \$66.68 instead of your daily rate x 4 days.

Application Settings –

Equipment Types – these are your general categories of equipment – Arrow Boards, Message Boards, Light Towers, etc. and will be associated to your specific equipment / asset. You will need to assign the equipment type to one of the DWM Categories you created above and determine, if you use straight proration, how many days will the weekly and monthly price be divided by.



Equipment – these records represent your actual equipment / asset. Each piece of equipment will be tied to an equipment type and have a unique equipment code. This code is usually stenciled on the equipment so the drivers know which one is delivered and picked up.

It will be required that this equipment code is entered on tickets in Item Tracking form when the equipment is delivered and returned. So your drivers will have to make note of this on all tickets.

The screenshot shows a web browser window titled "Equipment: 234 (Arrow Board Truck Mounted-234) - Internet Explorer". The main content area is titled "View/Update Equipment" and contains a form with the following fields:

Equipment Code	▶ 234	Description	▶ Arrow Board Truck Mounted-234
Status	Active	Type	▶ Arrow Board - Truck Mounted
Branch	Phoenix	Manufacturer	VerMac
Outside Source	<input type="checkbox"/> Yes	Equipment Year	2015
Vehicle ID/Serial#	A930329756AB	Cost	\$ 10,000.00
Plate No	AZ5887	Date Inactivated	
Date Acquired	4/15/2015	Notes	

At the bottom of the form, there is a toolbar with icons for Save, Print, Refresh, Cancel, and a magnifying glass icon. The zoom level is set to 125%.

Price Lists – there are 2 extra fields/columns for you to enter in a weekly and monthly price. These prices represent the full price you would charge per week or per month, and not the prorated daily rate you may have setup previously (see below).

Price Lists

Add New

Price Code | Description

- 001 | Zero Price List
- 1 | Standard Price List
- 2 | Special Price List

Price List Item: Arrow Board Trailer Mounted - Internet Explorer

View/Update Price List Item

ItemID: AB-TRAILER | Description: Arrow Board Trailer Mounted

Bid Item ID: []

Daily Price: \$ 50.00 | Units: DWM

Weekly: \$ 150.00 | Monthly: \$ 500.00

Tax: None Taxable Tax Included

Save

Details for: Standard Price List

Add New

Item ID	Daily	Weekly	Monthly	Units	Description
1MAN1TRKOT	\$65.00			Per Hour	1 Man 1 Truck Overtime
1MAN1TRKRT	\$45.00			Per Each	1 Man 1 Truck Regular TEST
2MEN1TRKOT	\$85.00			Per Each	2 Men 1 Truck Over Time
2MEN1TRKRT	\$65.00			Per Hour	2 Men 1 Truck Regular time
AB-TRAILER	\$50.00	\$150.00	\$500.00	Per Day	Arrow Board Trailer Mounted
AB-TRUCK	\$60.00	\$100.00	\$400.00	Per Day	Arrow Board Truck Mounted
AB-D	\$30.00			Per Day	Arrowboard Daily

We suggest you set up a new Unit of Measure (Admin Settings) for DWM since the Per Day or Per Week or Per Month will not make sense. Keep in mind that the only place that the Units is used is on the Weekly Landscape invoice format and on quotes. It has no effect on how the charges are calculated.

While entering Weekly and Monthly prices is not limited to tracking items nor limited based on whether you have the Equipment Module, entering those prices will be ignored and have no effect on your billing.

USING DWM ON JOBS

Jobs – there is a new field in the billing section called Rate Type. The default will be Daily, representing how TCR currently works. If your Company setting allows for use of DWM pricing (mentioned above), then you have the option at the job level to select DWM as your rate type. By selecting DWM, it will allow for tracking items (AB/MB) to be billed using the new DWM pricing / settings, otherwise they will continue to bill at the current daily rate. You can still have non DWM items on the same job and will continue to bill at the normal daily rates on the same invoice as your tracking items.

When Rate Type DWM is selected the Invoice Format will change to the new DWM format.

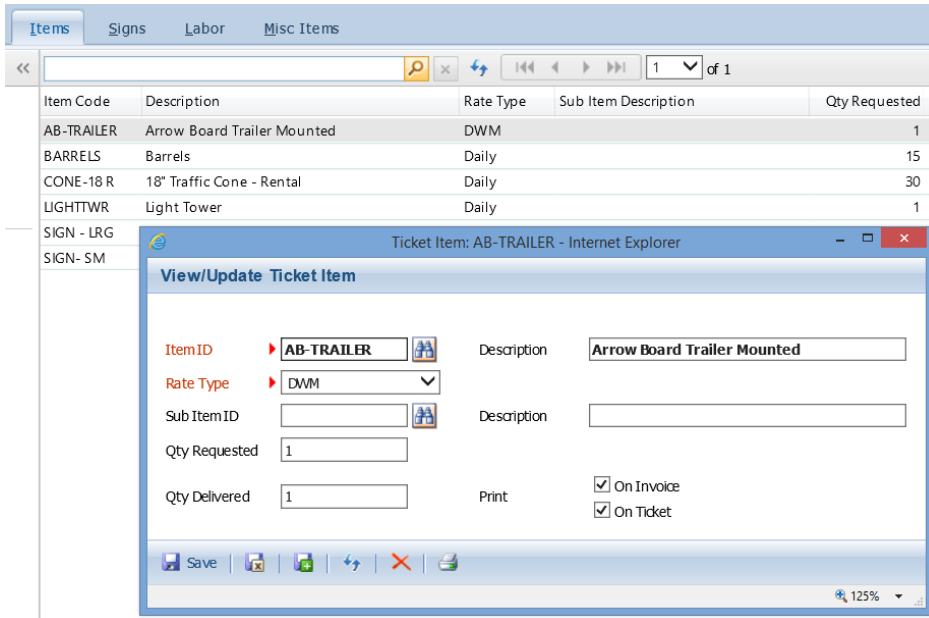
The image shows a screenshot of a software interface for configuring billing settings. The form is titled "Billing" and contains various fields and checkboxes. A red rectangular box highlights the "Invoice Format" and "Rate Type" fields, both of which are set to "DWM". Other visible settings include "Deposit Required" (checkbox), "Deposit Amount" (\$ 0.00), "Deposit Type" (dropdown), "Rental Minimum" (\$ 0.00), "Quote ID", "Surcharge?" (checkbox), "Price Code" (Standard Price List), "Limit Line Items to Price List?" (checkbox), "Invoice Day of Wk" (Sunday), "Include Job When Printing Batch/All Invoices" (checkbox), "AIA Report" (checkbox), "Export Invoices" (checkbox), "Include Tickets With Invoice" (checkbox), "Invoice Message" (text area), "Billing Cycle" (Regular), "Daily Rate" (checkbox), "Daily Rate Item" (dropdown), and "Daily Rate Description" (text field).

IMPORTANT NOTE: Due to the complexity in how the DWM feature has been integrated into TCR, you only want to set the rate type to DWM on **new jobs**, or jobs that never had any tracking items delivered / billed on the job site. **And** once you have the rate type set for a job, and a tracking item has been billed, you will not be able to change the rate type.

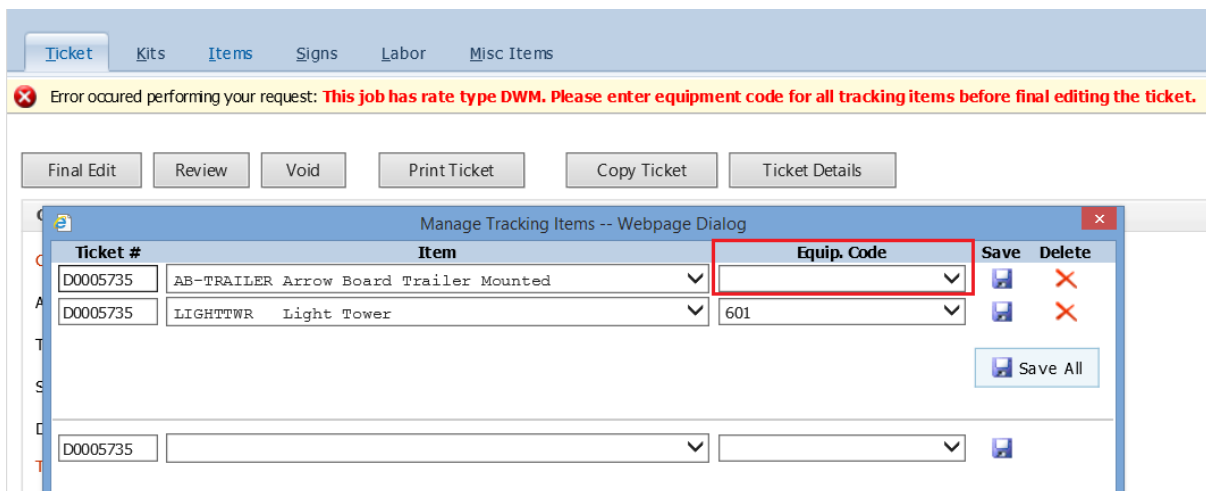
On the Jobs reports menu there is a new report that will list any open jobs that are setup with a Rate Type of DWM so you can keep track of those jobs.

Tickets – you will create tickets like you do now, delivering or picking up equipment, but when adding Items to the ticket, if you select a tracking item (based on your line item setting) and the Job has a rate type of DWM, you can select the item to be DWM. Not all of your tracking items have to be DWM, however, all of the same type of item (i.e. AB) has to be DWM. You cannot have some AB at Daily and some at DWM.

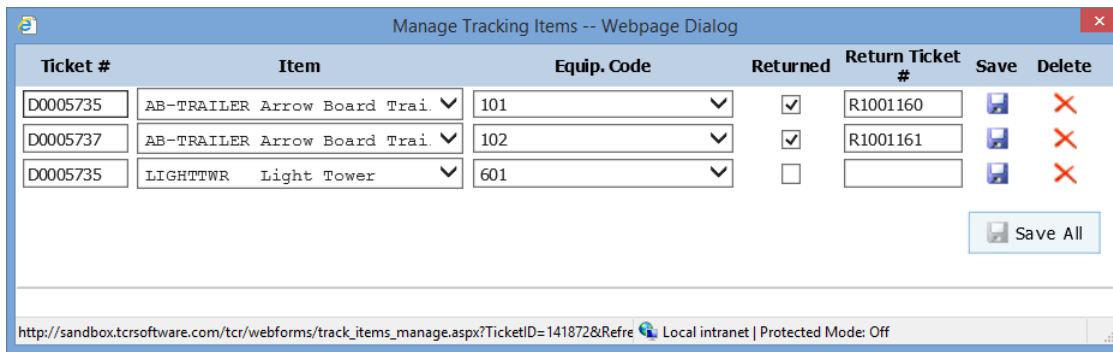
All of your non-tracking items (i.e. barricades, cones, etc.) will still use the current Daily rate type.



Item Tracking - Items that have DWM Rate Type will require you to enter in an Equipment Code for each item before you will be able to final edit the ticket.



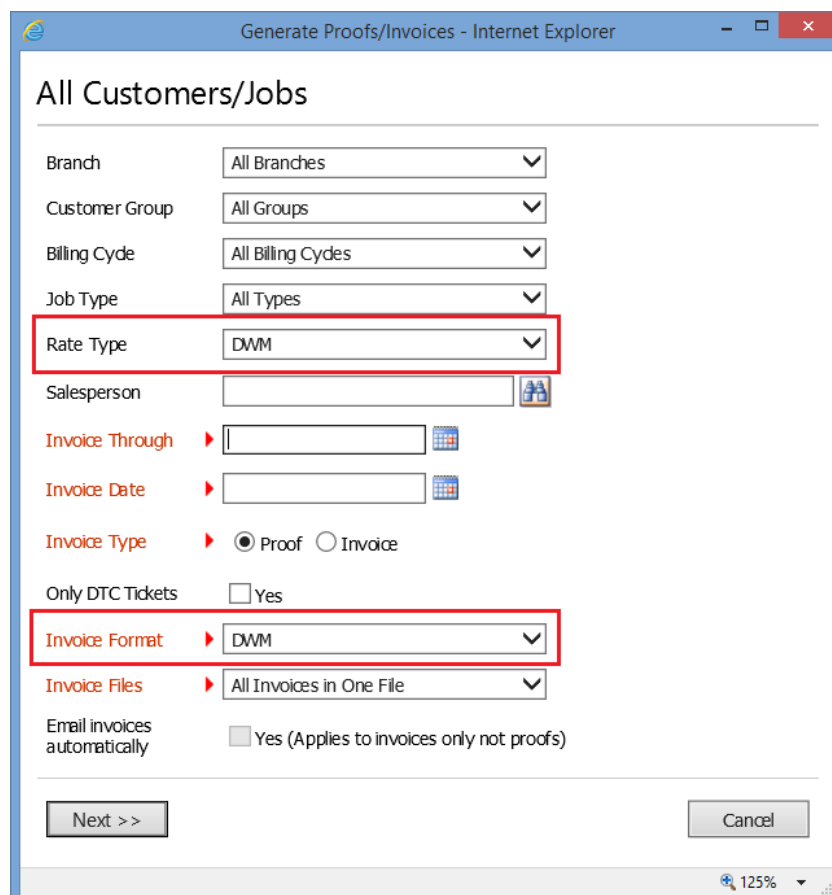
You also have to be sure to indicate which equipment is returned on a ticket.



IMPORTANT NOTE: The only way this DWM feature will work is if your drivers are giving you accurate information regarding what equipment is delivered and returned.

INVOICING

There is a new field for you to select a Rate Type of Daily or DWM when selecting the batch of jobs to invoice. And if DWM is chosen, the invoice format will change to the new DWM invoice format. You will now probably have another batch of invoices you will need to process separate from your normal invoice batches.



There will be no other changes in how you invoice jobs or export the invoices to your accounting software other than you may have to rethink how you run your invoice batches.

There will be a difference in the calculation / charge for those DWM items. And because each item will be treated as a separate item (i.e. 2 AB on the invoice), each item will be listed on the invoice. What appears for the charge will depend on your various Admin. Settings.

With the DWM feature each AB and equipment code will be listed separately:

Arrow Board – 101 1/15/15 – 1/31/15 17 days Charge = \$450 (2 weeks + 3 days)
 Arrow Board – 102 1/20/15 – 1/31/15 12 days Charge = \$300 (2 weeks)

Here is a sample of the new DWM invoice format. Only the tracking items will have data in the weekly and monthly columns. Your regular daily rentals will continue to show their qty. on rent and daily price.

Customer	Customer Job No.	Customer P.O. No.	Period Covered				Foreman Name / Phone#				
1TESTDWM	Albert 9000-3	15-93003	1/15/2015 - 1/31/2015				Bob Collins 602-543-4455				
DAILY / WEEKLY / MONTHLY PRICING											
Date	Description	From - To	Qty	Days	Qty	Daily\$	Qty	Weekly\$	Qty	Monthly\$	Total
----- RENTALS -----											
01/15/15	Arrow Board Trailer Mounted - 101 *	01/15 01/31	1	17	3	\$50.00	2	\$150.00	0	\$500.00	\$450.00
01/20/15	Arrow Board Trailer Mounted - 102 *	01/20 01/31	1	12	0	\$50.00	2	\$150.00	0	\$500.00	\$300.00
01/15/15	Barrels *	01/15 01/31	15	17	255	\$0.75					\$191.25
01/15/15	18" Traffic Cone - Rental *	01/15 01/31	30	17	510	\$0.14					\$71.40
01/15/15	Large sign - Road Work Ahead *	01/15 01/31	2	17	34	\$0.90					\$30.60
01/15/15	Small Sign - End of Road Work *	01/15 01/31	2	17	34	\$0.60					\$20.40
----- LABOR -----											
01/15/15	1 Man 1 Truck Regular		1.5		1.5	\$45.00					\$67.50
01/20/15	1 Man 1 Truck Regular		1		1	\$45.00					\$45.00

Note: The * indicates taxable items.

EQUIPMENT RENTAL TOTAL	\$1,063.65
SALES/ONE-TIME CHARGES	\$0.00
LABOR TOTAL	\$112.50
SUBTOTAL	<u>\$1,176.15</u>
SALES TAX (8.1%)	\$86.16
TOTAL CHARGES	\$1,262.31
PLEASE PAY THIS AMOUNT	\$1,262.31

*** Job Not Complete ***

Thank you for your business!