

Surcharge Management

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Pathway: [Accounting > Surcharge Management](#)

The Surcharge Management screen is used to oversee and regulate surcharges applied to accounts and their sites. Within this screen, users can compare the base rate (the surcharge rate applied to the division) with the current rate (the surcharge override applied at the account or site level) and can also apply a new surcharge rate override.

SURCHARGE MANAGEMENT										ACCOUNTING > SURCHARGE MANAGEMENT				
DIVISION	SERVICE REGION	SURCHARGE GROUP		SURCHARGE						SEARCH				
QAWASTE	QA Service Region 2, QA Wat	All	All											
<input checked="" type="checkbox"/> Has Active Services <input checked="" type="checkbox"/> Surcharge Rate Overridden														
ACCOUNT	SITE	SITE STATUS	SALES REP	SURCHARGE GROUP	SURCHARGE	TYPE	BASE RATE	CURRENT RATE	EFFECTIVE DATE	ESTIMATED REVENUE				
										RECURRING	BASE RATE	CURRENT RATE	VARIANCE	
TOTALS										7	\$ 111,000,683.00	\$ 11,100,044.80	\$ 8,880,049.64	
AJ's RESTAURANT 43199	AJ's Restaurant 43199002	Active	Aliena Somers	Pearland Franchise Fee	Pearland Franchise Fee	Percentage %		8%	12/31/2023					
McDonalds 48977	McDonalds 48977001	Active	House Account	Fuel Surcharge 10%	Fuel Surcharge 10%	Percentage %	10%	5%	12/31/2023		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Bubbles Tea - San... 49029	Bubbles Tea - San... 49029001	Active	House Account	MULTIPLE FEES	Fuel Surcharge 10%	Percentage %	10%	8%	01/24/2024	\$ 100.00	\$ 10.00	\$ 8.00	\$ 8.00	\$(2.00)
Kennedy'sCafe 49030	Kennedy'sCafe 49030001	Active	House Account	MULTIPLE FEES	Fuel Surcharge 10%	Percentage %	10%	8%	12/31/2023	\$ 111,000,098.00	\$ 11,100,009.80	\$ 8,880,007.84	\$ 8,880,007.84	\$(2,220,001.96)
Pizza Hut 49032	Pizza Hut 49032001	Active	House Account	MULTIPLE FEES	Fuel Surcharge 10%	Percentage %	10%	8%	12/31/2023	\$ 100.00	\$ 10.00	\$ 8.00	\$ 8.00	\$(2.00)
Pizzeria 49033	Pizzeria 49033001	Active	Aliena Somers	MULTIPLE FEES	Fuel Surcharge 10%	Percentage %	10%	8%	12/31/2023	\$ 100.00	\$ 10.00	\$ 8.00	\$ 8.00	\$(2.00)
Pizzeria 49033	Pizzeria 49033001	Active	Aliena Somers	MULTIPLE FEES	Environmental Surcharge	Percentage %	5%	3%	12/31/2023	\$ 100.00	\$ 5.00	\$ 3.00	\$ 3.00	\$(2.00)

Permissions

The following permissions are required to use the Surcharge Management screen:

Permission ID	Permission Name
452	Surcharge Rate Management

Field Descriptions

Field	Description
Filter Options	
Division	Filters the screen to only display sites belonging to the selected division.
Service Region	Filters the screen to only display sites belonging to the selected service region.
Surcharge Group	Filters the screen to only display sites belonging to the selected surcharge group.
Surcharge	Filters the screen to only display sites that have the selected surcharge applied.
Has Active Services	Filters the screen to only display sites that have at least one active service.
Surcharge Rate Overridden	Filters the screen to only display sites where the base surcharge rate has been overridden by a surcharge assigned at the account or site level.
Fields	
Account	Displays the name of the account a surcharge is applied.
Site	Displays the name of the site the surcharge is applied to.

Site Status	Refers to the current status of the site.
Sales Rep	Identifies the sales representative associated to the account.
Surcharge Group	Indicates the surcharge group the account belongs to.
Surcharge	Displays the name of the surcharge that is currently being applied to the site.
Type	Indicates how the surcharge is calculated such as a percentage, or flat rate.
Base Rate	Displays the division's rate for the surcharge. Hover your mouse over the rate to see additional information. Rates at the account or site level override the base rate (division rate).
Current Rate	Displays the rate that is currently being applied to the account/site. Hover your mouse over the rate to see additional information including the override source (division, account or site).
Effective Date	Refers to the date the current rate became effective.
Estimated Revenue (Columns)	
Totals	Displays a count of records displayed on the screen that the Estimated Revenue fields are based on.
Recurring	Sum of active site service rates, that the current rate surcharge is applicable to.
Base Rate	Calculated as the recurring revenue multiplied against the base rate.
Current Rate	Calculated as the recurring revenue multiplied against the current rate.
Variance	<p>Difference between the Base Rate and the Current Rate.</p> <ul style="list-style-type: none"> • Red: indicates the current rate is less than the base rate. • Yellow: indicates no change between the base rate and the current rate. • Green: indicates the current rate is higher than the base rate.

Surcharge Rate Overrides

To access the Surcharge Rate Override screen, click on the "Current Rate" hyperlink associated with the site you want to review for surcharge rate overrides.

TYPE	BASE RATE	CURRENT RATE	EFFECTIVE DATE	ESTIMATED REVENUE				
				RECURRING	BASE RATE	CURRENT RATE	VARIANCE	
TOTALS				9	\$ 111,000,923.00	\$ 11,100,068.80	\$ 8,880,059.89	\$(2,220,008.91)
Percentage %		9%	12/24/2023	\$ 185.00	\$ 0.00	\$ 16.65	\$ 16.65	
Percentage %	10%	5%	12/31/2023		\$ 0.00	\$ 0.00	\$ 0.00	
					\$ 10.00	\$ 8.00	\$(2.00)	
					\$ 10.00	\$ 8.00	\$(2.00)	
					\$ 10.00	\$ 8.00	\$(2.00)	
					\$ 10.00	\$ 8.00	\$(2.00)	
					\$ 10.00	\$ 8.00	\$(2.00)	
					\$ 5.00	\$ 3.00	\$(2.00)	

SURCHARGE RATE OVERRIDES				
<input type="checkbox"/>	Show Rate History	SURCHARGE	Pearland Franchise Fee	BASE RATE 0%
OVERRIDE LEVEL ↓	EFFECTIVE DATE ↑	END DATE	RATE	NOTE
Account	11/01/2023		1.2%	
Site	12/25/2023	02/01/2024	9%	
Site	02/02/2024		7.5%	

Field Descriptions

Field	Description
Add Icon	Option to apply an account level or site level override to a site.
Show Rate History	If selected, all surcharge rates, including those with an end date in the past, will be displayed.
Override Level	Identifies if the surcharge rate is at the account level or site level. Account level surcharges override base level (Division) and site level surcharges override both the base level and the account level surcharge rates.
Effective Date	The specified date on which the surcharge rate takes effect. Background color coding is used to assist in the identification of a rate's status based on the effective date. <ul style="list-style-type: none"> White: indicates the surcharge rate is currently being used and does not include an end date. Red: indicates the surcharge rate has a future end date. Purple: indicates the surcharge rate has a future effective date.
End Date	Designated date marking the end of a specified surcharge rate. If the surcharge rate is used in an AR record, the end date must come after the most recent AR record's date.
Rate	The rate that will be applied to the site based on the effective date.
Note	Optional field to enter a note regarding the surcharge rate.
Delete	Option to delete a surcharge rate record if it is not linked to an AR record.

Apply a New Surcharge

From the Surcharge Management screen, users can edit an existing surcharge or add a surcharge rate override.

SURCHARGE MANAGEMENT ACCOUNTING > SURCHARGE MANAGEMENT

DIVISION: QAWASTE | SERVICE REGION: QA Service Region 2, QA Was | SURCHARGE GROUP: All | SURCHARGE: All | **LOAD**

Has Active Services Surcharge Rate Overridden

ACCOUNT	SITE	SITE STATUS	SALES REP	SURCHARGE GROUP	SURCHARGE	TYPE	BASE RATE	CURRENT RATE	EFFECTIVE DATE	ESTIMATED REVENUE			
										TOTALS	RECURRING	BASE RATE	CURRENT RATE
AJ's RESTAUR...	AJ's Restaurant	Active	Aliena Somers	Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	8%	12/31/2023	7	\$ 111,000,683.00	\$ 11,100,044.80	\$ 8,880,049.64	\$ 14.80
McDonalds	McDonalds			Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	5%	12/31/2023			\$ 0.00	\$ 0.00	\$ 0.00
Bubbles Tea	Bubbles Tea			Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	8%	01/24/2024		\$ 100.00	\$ 10.00	\$ 8.00	\$(2.00)
Kennedy'sCafe	Kennedy'sCafe			Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	8%	12/31/2023		\$ 111,000,098.00	\$ 11,100,009.80	\$ 8,880,007.84	\$(2,220,001.96)
Pizza Hut	Pizza Hut			Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	8%	12/31/2023		\$ 100.00	\$ 10.00	\$ 8.00	\$(2.00)
Pizzeria	Pizzeria			Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	8%	12/31/2023		\$ 100.00	\$ 10.00	\$ 8.00	\$(2.00)
Pizzeria	Pizzeria			Pearland Franchise Fee	Pearland Franchise Fee	Percentage %	3%	12/31/2023		\$ 100.00	\$ 5.00	\$ 3.00	\$(2.00)

SURCHARGE RATE OVERRIDES

Show Rate History

OVERRIDE LEVEL	EFFECTIVE DATE	END DATE	RATE	NOTE
Account	11/01/2023		1.2%	
Site	01/01/2024		8%	

ADD SURCHARGE RATE OVERRIDE

SURCHARGE: Pearland Franchise Fee

OVERRIDE TYPE:

RATE:

EFFECTIVE DATE:

END DATE:

NOTE:

SAVE

Add a Surcharge Rate Override

1. Click on the "Current Rate" hyperlink corresponding to the site you want to add a new surcharge override to. This action will open the Surcharge Rate Overrides popup editor.
2. Click on the **add icon**, and the Add Surcharge Rate Override editor will appear.
3. Choose the **Override Type** to specify whether the surcharge applies at the account level or site level.
4. Input a **Rate**, which will be shown under the Current Rate column based on the effective date.
5. Specify the **Effective Date** when the rate will become effective.
6. If the rate is temporary and has a known end date, enter an **End Date**.
7. Add an optional **Note** to regarding the surcharge rate override.
8. Click **Save** when finished.

Edit Existing Surcharge



Logic:

- Once a surcharge is used (it is linked to an AR record), only the End Date can be modified.
- The End Date will automatically populate by the addition of a new record with matching division and service region.

1. Click on the "Current Rate" hyperlink corresponding to the site you want to add a new surcharge override. This action will open the Surcharge Rate Overrides popup editor.
2. Review the fields and update based on the applied logic.
3. Click **Save** when finished.