

## Setting up Fuel Surcharge

The Additional Charges file needs to have a charge with the code “FUELSC”

The screenshot shows a window titled "Additional Charges File Maintenance" with a table of charges. The table has three columns: CODE, DESC, and CHGTYPE. The 'FUELSC' entry is highlighted in yellow.

CODE	DESC	CHGTYPE
FUELSC	FUEL SURCHARGE	
HOLIDA	holiday pay	
LAYOVE	LAYOVER PAY	
LUMPER	Lumper Charge	
NOTES	Notes	
OVERTI	OVER TIME PAID	
PALBOU	PALLETS BOUGHT	
PALLET	PALLET CHARGE	
PERMIT	Permit Charges	
PUMP	PUMP	
RELOCA	RELOCATION	
SCALE	SCALE	
SUNDAY	Weekend Delivery Charge	
TARP	UNASSISTED SIDEKIT TEARDOWN	

Buttons at the bottom: Edit-F2, Add-F4

### One Rate Method: (original way)

Customers have two fields that apply; they are on the second page of the customer edit screens. The line that has **Fuel Surcharge:** with a popup box option. This field is NOT used for this method. After that field are two fields. First one labeled “FSC %” and the second one labeled “Rate/Mile”. These two fields are used to specify either a fuel surcharge as a percent of revenue or as a rate per mile in cents.

The screenshot shows a window titled "Edit Customer ID: BJ - SHIPEDIT2" with "Page 2 of 2" displayed. The window contains several fields for customer information:

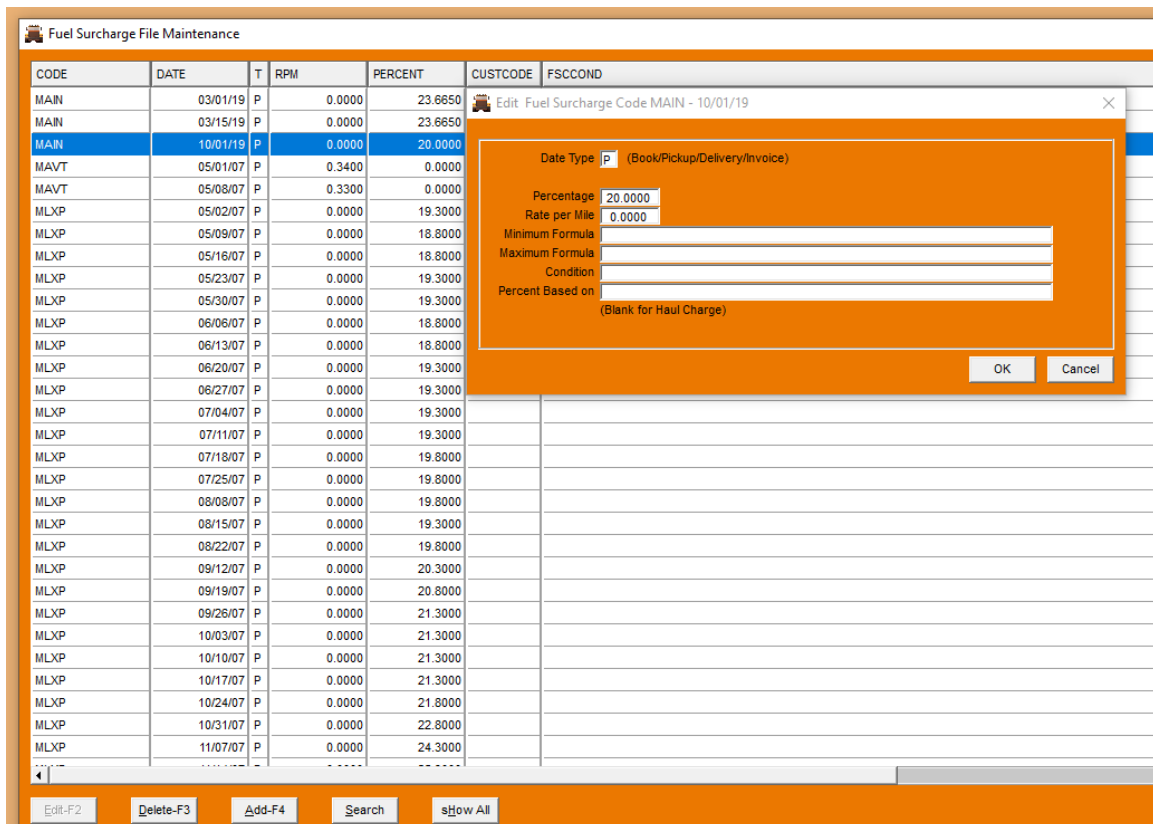
Terms	DU 30 DAYS	Sales Disc	0.000	Contract	//
Credit Limit	3000	Sales Tax	0.000	Expires	//
Current Balance	0.00	Payment Disc	0.000	Net Due Days	30
Unbilled Balance	0.00	Max Days	0	Fin Chg %	0.000
YTD Sales	0.00	FSC %	0.0000	Rate/Mile	0.0000
Last Sales Amo...	0.00	Ping Code		Agent	
Fuel Surcharge					
EDI Code					

This method has been around longer and is easier to use. However, if you edit an unbilled load, it will recalculate the fuel surcharge, sometimes using an older rate. If this becomes a problem, then you may need...

### Multi-Rate Method: (new way, from the Setup Menu)

#### Fuel Surcharge File Maintenance

CODE	DATE	T	RPM	PERCENT
MAIN	03/01/19	P	0.0000	23.6650
MAIN	03/15/19	P	0.0000	23.6650
MAIN	10/01/19	P	0.0000	20.0000



The screenshot shows the 'Fuel Surcharge File Maintenance' application window. It features a main data table with columns for CODE, DATE, T, RPM, PERCENT, CUSTCODE, and FSCCOND. A dialog box titled 'Edit Fuel Surcharge Code MAIN - 10/01/19' is open, allowing for the configuration of the selected entry. The dialog includes fields for Date Type (set to 'P'), Percentage (20.0000), Rate per Mile (0.0000), Minimum Formula, Maximum Formula, Condition, and Percent Based on (set to '(Blank for Haul Charge)'). The main table lists various fuel surcharge codes and their corresponding dates and rates, with the entry for MAIN on 10/01/19 highlighted in blue.

CODE	DATE	T	RPM	PERCENT	CUSTCODE	FSCCOND
MAIN	03/01/19	P	0.0000	23.6650		
MAIN	03/15/19	P	0.0000	23.6650		
MAIN	10/01/19	P	0.0000	20.0000		
MAVT	05/01/07	P	0.3400	0.0000		
MAVT	05/08/07	P	0.3300	0.0000		
MLXP	05/02/07	P	0.0000	19.3000		
MLXP	05/09/07	P	0.0000	18.8000		
MLXP	05/16/07	P	0.0000	18.8000		
MLXP	05/23/07	P	0.0000	19.3000		
MLXP	05/30/07	P	0.0000	19.3000		
MLXP	06/06/07	P	0.0000	18.8000		
MLXP	06/13/07	P	0.0000	18.8000		
MLXP	06/20/07	P	0.0000	19.3000		
MLXP	06/27/07	P	0.0000	19.3000		
MLXP	07/04/07	P	0.0000	19.3000		
MLXP	07/11/07	P	0.0000	19.3000		
MLXP	07/18/07	P	0.0000	19.8000		
MLXP	07/25/07	P	0.0000	19.8000		
MLXP	08/08/07	P	0.0000	19.8000		
MLXP	08/15/07	P	0.0000	19.3000		
MLXP	08/22/07	P	0.0000	19.8000		
MLXP	09/12/07	P	0.0000	20.3000		
MLXP	09/19/07	P	0.0000	20.8000		
MLXP	09/26/07	P	0.0000	21.3000		
MLXP	10/03/07	P	0.0000	21.3000		
MLXP	10/10/07	P	0.0000	21.3000		
MLXP	10/17/07	P	0.0000	21.3000		
MLXP	10/24/07	P	0.0000	21.8000		
MLXP	10/31/07	P	0.0000	22.8000		
MLXP	11/07/07	P	0.0000	24.3000		

This method utilizes the popup box in the field labeled **Fuel Surcharge:** and allows users to select a fuel surcharge code.

The screenshot shows a window titled "Edit Customer ID: BJ - SHIPEDIT2" with a close button in the top right. The window content is divided into two columns of fields. The left column includes: Terms (DUE 30 DAYS), Credit Limit (3000), Current Balance (0.00), Unbilled Balance (0.00), YTD Sales (0.00), Last Sales Amo... (0.00), Fuel Surcharge (empty), and EDI Code (empty). The right column includes: Sales Disc (0.000), Sales Tax (0.000), Payment Disc (0.000), Net Due Days (30), Max Days (0), Fin Chg % (0.000), FSC % (0.0000), Rate/Mile (0.0000), Ping Code (empty), and Agent (empty). The window also shows "Page 2 of 2" in the top left.

This code can be set up to have different rate as of certain dates. Therefore, when you edit an older load, it can recalculate the fuel surcharge based on the rate at that time.

You can set up Fuel Surcharge Codes either from the customer fuel surcharge popup, or directly through the Setup Menu under Fuel Surcharge.

Fuel Surcharges have a unique code, a date option to specify which date on the load is used to determine the surcharge amount, and the surcharge amount, either percent or cents per mile. Conditions can also be setup by the Support Team if desired.

The screenshot shows a window titled "Edit Fuel Surcharge Code MAIN - 10/01/19" with a close button in the top right. The window content includes: Date Type (P) (Book/Pickup/Delivery/Invoice), Percentage (20.0000), Rate per Mile (0.0000), Minimum Formula (empty), Maximum Formula (empty), Condition (empty), and Percent Based on (empty). Below the "Percent Based on" field is the text "(Blank for Haul Charge)". At the bottom right, there are "OK" and "Cancel" buttons.

Example:

User has a standard fuel surcharge that they use for most customers: MAIN  
It is setup to use Load Pickup Date as the trigger. It can be setup to be 22.5 % on 10/01/22, 23.5% on 11/01/22, and 23% on 12/01/22. Therefore when editing a load for a customer with MAIN in their Fuel Surcharge, it can apply the correct rate based on the fuel surcharge in effect at the time of the load pickup date.

Users can still setup special fuel surcharges for one or more other customers by setting up other fuel surcharge codes. In addition, if all the Fuel Surcharge fields in the customer file are left blank or zero, then that customer will not be assessed a fuel surcharge.

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To pay a truck or carrier the fuel surcharge when it is on a load, you need to setup this formula in Settlements under Truck default Adjustments or under Carrier default adjustments. This assumes you are using a code FUELSC for your fuel surcharge additional charge.

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GETMISC("CODE='FUELSC'",'ADDCHG')
```

Your TMS Support Team can assist with setting up settlement adjustments.