Miscellaneous Costs

Last Modified on 16/08/2023 1:56 pm EDT

Miscellaneous Costs are extra costs that can be added to a booking. These costs are not necessarily found in your Inventory Setup, however they are common costs that will be used and re-used on many bookings. Setting up costs ahead of time can speed up the booking process.

To configure your costs go to Setup --> Lists, then click Miscellaneous Costs.

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	Reports - Assets - Setup -	Others -
Lists	Lists Settings and Preferences Reload Software Settings	0
Activity Types		
Cancellation Reasons		
Crew Portal Access		
Currencies		
Divisions		
Email Signatures		
Email Paragraphs		
Expense Codes		
Fast Reports		
Freight		
Locations		
Miscellaneous Costs		

Use the + icon to add to the structure in your Cost Tree

The default root folders below can be deleted if preferred.

Setup Miscellaneous	Enter Value		+ 2 8 2
NJ-COSTS_Job Costs NR-CAPEX_Rental Capex	Root Folder	O Category Folder	
		80	0

Once your root structure is built, add miscellaneous costs

Setup Miscellaneous	Enter Value	
NJ-COSTS_Job Costs NR-CAPEX_Rental Capex Travel_Travel	○ Category Folder ● Miscellaneous Cost	
Flights Taxi_Taxi	00	

The costs below can be used on any booking

Setup Miscellaneous	+ 2 1 2
Accom_Accommodation IT_Long Term Im_AritAB_1000 ST_Short Term Im_Hotel_250 Travel_Travel Flights Flights Im_Domestic Flight_500 Im_Travel_Travel Travel_Travel Travel_Travel Im_AriportTaxi_100 Im_Uber_80	
	0

Add costs to the booking using 'Add Sundry' option

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■ Search for product	♥ I I I I I I I I I I I I I I I I I I I	: 2023/08/16 13:00 In: 2023/08/17 11:00 nange ♣Arrange — Shortages ≔ Lists ⊜Assets Ħ Head
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lect a cost from the drop down Sundry	, change the value of the cost as neede	ed, then click
Details Domestic Flight Markup	Cost	500
 Pass Cost on and Markup Pass on Cost with no Marku Do NOT pass on Cost 	Markup Percentage Price	20
Add cost 0- Domestic Fligh 0- Domestic Fligh 1- Airport Taxi 2- Uber		

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	Code		Description					Quantity	Avail	Sho	t (Cross rental	Unit Rate	%Disc		Price	Status
			Domestic Flight	t									500			600	Sundry

Sundries show up in their own section on the equipment price summary

Pricing Summary					
				Actual	۵
			1	Sub total	600
Del/pickup	0		•	Exempt	0
		Sundries	600		
Labour	0			Total Price CAD	600