

MACHINE INFORMATION - FINANCE

Restricted Access

This area requires a **Finance** licence for access.

Users can view the information, while **Super Users**, **Owners**, and **Internal Users** can maintain and update the data.

Active Charges

Within the **Finance** tab, there is a section called **Charges** that displays the charges assigned to the machine you're viewing.

For each charge, you can see the **Charge Name**, the associated **Analysis Code**, and the **Charge Type**.

Charge Name	Analysis Code	Charge Type	Calculation	Unit	Using	VAT (%)	Advanced	Charge Frequency	Invoice Frequency	Start Date	End Date	Last Invoice	Next Invoice
Variable Charge Name 1		Bonus	None	Multi	£-Fixed	20.0000	No	Every week (Mon)	Every month (On the 1st)	01/12/2023			

The **Calculation** column shows what the charge is based on. For Fixed Charges, this will display "None" as it is a flat amount.

The **Unit** column shows the charge price. If there are multiple values for a Penalty or Bonus, the Unit column will display "Multi."

Benefit: Clear identification of charge calculations and units helps with accurate financial interpretation and ensures transparency in billing.

Charge Name	Analysis Code	Charge Type	Calculation	Unit	Using	VAT (%)	Advanced	Charge Frequency	Invoice Frequency	Start Date	End Date	Last Invoice	Next Invoice
Variable Charge Name 1		Bonus	None	Multi	£-Fixed	20.0000	No	Every week (Mon)	Every month (On the 1st)	01/12/2023			

The **Using** column shows whether the calculation is based on a fixed monetary amount or a variable amount in pence.

The **VAT (%)** column displays the VAT rate applied to the charge.

Charge Name	Analysis Code	Charge Type	Calculation	Unit	Using	VAT (%)	Advanced	Charge Frequency	Invoice Frequency	Start Date	End Date	Last Invoice	Next Invoice
Variable Charge Name 1		Bonus	None	Multi	£-Fixed	20.0000	No	Every week (Mon)	Every month (On the 1st)	01/12/2023			

If a charge is billed in advance, the **Advanced** column will display "Yes."

The **Charge Frequency** shows how often the charge is generated, while the **Invoice Frequency** indicates how often the charge will appear on the invoice.

The **Start Date** shows when the charge begins, and the **End Date** displays when it will stop being charged.

The **Last Invoice** column shows the date of the most recent charge, while **Next Invoice** indicates when the charge will next appear on an invoice.

Charge Name	Analysis Code	Charge Type	Calculation	Unit	Using	VAT (%)	Advanced	Charge Frequency	Invoice Frequency	Start Date	End Date	Last Invoice	Next Invoice
Variable Charge Name 1		Bonus	None	Multi	£-Fixed	20.0000	No	Every week (Mon)	Every month (On the 1st)	01/12/2023			

To amend a charge assigned to a machine, select **Edit** next to the charge you wish to modify.

Add New Charge

To add a new charge to the machine, select **Menu**, then choose **Add Charge**.

Menu →

- Add Charge
- Export Charges

After selecting Add Charge, you will be directed to a form where you need to choose the **Charge Type**—Fixed, Penalty, or Bonus. Once you've selected the Charge Type, the Charge dropdown will display options corresponding to the selected type for you to apply.

Charge Type: Fixed

Invoice Frequency: Weekly

Charge: -No Charge-

Start Date: 01/12/2023

End Date:

Back

You can set the **Start Date** of the charge to any date in the past or future, but it cannot be set beyond the **End Date**. The **End Date** can be left empty if the charge is indefinite, but you may also specify an end date if you know when the charge will cease.

Charge Type: Fixed

Charge: Fixed: Analysis Code Reference 2: Fix...

Start Date: 01/12/2023

End Date:

Invoice Frequency: Weekly

Invoice Pattern: Every 1 week(s) on

Monday Tuesday Wednesday

Thursday Friday Saturday

Sunday

Charge Frequency: Weekly - Every week (Mon)

Calculation: None

Unit: £

Advanced: Yes

Value: 100.0000

Back Add

The **Invoice Frequency** is initially set to match the Charge Frequency of the charge you've chosen. You can amend the Invoice Frequency, with the following options available:

- **One-Off:** This option cannot be changed if the selected charge has a One-Off charge frequency.
- **Weekly:** Allows you to select a specific day for the invoice pattern and determine how often the charge is invoiced.

Charge Type: Fixed

Charge: Fixed: Analysis Code Reference 2: Fix...

Start Date: 01/12/2023

End Date:

Invoice Frequency: Weekly

Invoice Pattern: Every 1 week(s) on

Monday Tuesday Wednesday

Thursday Friday Saturday

Sunday

- **Monthly:** You can choose either a specific date for the invoice to occur each month or a specific day of the week. You can also set the frequency of how often this invoicing should happen.

Charge Type: Fixed

Charge: Fixed: Analysis Code Reference 2: Fix...

Start Date: 01/12/2023

End Date:

Invoice Frequency: Monthly

Invoice Pattern: Day 1 of every 1 month(s)

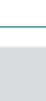
The First Friday of every 1 month(s)

- **Period:** This option uses the Financial Periods created in Administration → Sales → Financial Periods, with no specific invoice pattern.

Training Note

Charges will not appear in the Charge dropdown if:

- They are marked as inactive.
- They are not associated with the selected Charge Type.
- The Charge is already active for the machine.



Benefit: This ensures that only relevant and applicable charges are available for selection, preventing errors and maintaining accurate charge management.

Add New Charge

At the bottom of the **Add Charge** page, you can view the **Charge Frequency** of the selected charge.

For **Fixed Charges**:

- The Calculation will be set to "None," indicating a flat amount.
- The Advanced setting will display "Yes" if the charge is to be paid in advance.

Charge Type: Fixed

Charge: Fixed: Analysis Code Reference 2: Fix...

Start Date: 01/12/2023

End Date:

Invoice Frequency: Weekly

Invoice Pattern: Every 1 week(s) on

Monday Tuesday Wednesday

Thursday Friday Saturday

Sunday

Charge Frequency: Weekly - Every week (Mon)

Calculation: None

Unit: £

Advanced: Yes

Value: 100.0000

Back Add

For **Penalties and Bonuses**:

- The Calculation will be set according to the option selected when creating the charge.
- You can also determine if the charge is Stepped.

Charge Frequency: Weekly - Every week (Mon)

Quantity	Value	Unit
0	0.0000	£
100	0.5000	£
200	1.0000	£

Calculation: None

Stepped: Yes

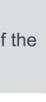
Each charge will display the unit price to be charged.

- For **Fixed Charges**, there will be a single line in this table.
- For **Variable Charges**, multiple lines may appear depending on the quantity or value breaks created.

After entering the desired details, select **Add** to apply the charge to the machine.

Training Note

When using calendar periods, ensure that the Start Date you enter aligns with the end date of the last invoice period. This ensures the charge is calculated accurately for the entire period.



Benefit: Accurate date alignment prevents gaps in invoicing and ensures charges are correctly applied for each financial period.

Active and Historic Charges

When you first access the Finance tab, the Charges section will open with Active charges displayed.

To view historic charges for the machine, select the Historic option on the right-hand side of the page.

Menu →

Active Historic

Product SKU	Product Name	Planogram Price	Invoice Charge	Rebate
Product SKU 1	Product Name 1	Multi	0	0
Product SKU 2	Product Name 2	1.81	0	0

The **Planogram Price** displayed reflects the price set against the planogram. If the same product has multiple prices, the column will display "Multi."

Product SKU	Product Name	Planogram Price	Invoice Charge	Rebate
Product SKU 1	Product Name 1	Multi	0	0
Product SKU 2	Product Name 2	1.81	0	0
Product SKU 3	Product Name 3	1.70	0	0

You can set the **Invoice Charge** for each product by selecting the row and entering the desired charge per product.

Similarly, you can set the **Rebate** for each product by selecting the row and entering the value you wish to return per product.

Product Counters

Save Changes

Invoice Charge	Rebate
0.25	0
0	0

Once you have entered the necessary values for the **Invoice Charge** and **Rebates**, select **Save Changes** to apply the updates to the machine.

Benefit: This ensures that all changes are securely saved and immediately reflected, streamlining the process of managing product-specific charges and rebates.