

A default fee and service is the suggested price for any requested fees and services that appear on customer orders (quotes, work orders, delivery tickets, invoices). These default charges appear when the fee or service is automatically added to orders by Part Type or Category or manually added to an order. Upon adding a fee or service to an order, it can be changed, as needed, on the individual customer order.

Task 1: Adding Default Fees and Services

Use this procedure to add a fee or service to your default list of fees and services. The next time you add a fee or service to an order, the new fee or service will display as an option in the list. This procedure takes place in the Utilities menu.

Note: To add a Default Fee or Service to a new store, you must first Add a New Store.

1. From the Powerlink main header menu, click the **Utilities** menu, point to **Businesses**, then click **Find Business**.

The Business and Store Settings dialog box displays.

The screenshot shows the 'Business and Store Settings' dialog box with the 'General' tab selected. The 'Business Information' section includes 'Business Name' (Hollander Used Auto and Truck F) and 'EDEN Name' (QABUGS). The 'Stores' section shows 'Stores for this Business' set to '1'. The 'Setup' section has buttons for 'AIM', 'Imports', 'e-Commerce', and 'Power-DB'. The 'Number of Days to Keep On File' section has input fields for 'Saved Locates', 'Audit Trail', 'Eden Log', 'Exchange Log', and 'IEC Log', all set to '365'. The 'Miscellaneous' section has checkboxes for 'Autogated Parts Grading', 'Fill in Date Acquired in Vehicle Entry', 'Log Inventory Deletes & Price Changes', 'Financial Export', and 'Show Core Prices on Part Lookup'. The 'VIN' section has checkboxes for 'Require VIN for a Vehicle', 'Use Advanced Decoder', 'Filter for Create Worksheets', and 'Filter for Enter Worksheet Parts'. The 'Default Decoder' is set to 'Standard'. At the bottom, there are buttons for 'Delete', 'OK', 'Cancel', and 'Apply'.

2. In the **Stores** section, from the **Stores for this Business** dropdown menu, select the desired store number, and then click **Store Details**.
3. Click the **Store Settings** tab and then click **Add Item**.
4. In the **Fee and Services** dialog box, enter the fee or service **Name**, **Dollar Amount**, **Taxable**, and **Active** status.
5. Click **OK** and then click **Apply** to save your changes.

Task 2: Changing a Default Fee or Service

Use this procedure to change a fee or service in your default list of fees and services. The next time you add a fee or service to an order, the modified fee or service will display as an option in the list. This procedure takes place in the Utilities menu.

1. From the Powerlink main header menu, click the **Utilities** menu, point to **Businesses**, then click **Find Business**.

The Business and Store Settings dialog box displays.

2. In the **Stores** section, from the **Stores for this Business** dropdown menu, select the desired store number, and then click **Store Details**.
3. Click the **Store Settings** tab.
4. In the **Fee and Services** dialog box, make the desired changes.
5. Click **OK** and then click **Apply** to save your changes.

Task 3: Deleting a Default Fee or Service

Use this procedure to delete a fee or service from your default list of fees and services. The next time you add a fee or service to an order, the deleted fee or service will no longer display as an option in the list. This procedure takes place in the Utilities menu.

1. From the Powerlink main header menu, click the **Utilities** menu, point to **Businesses**, then click **Find Business**.

The Business and Store Settings dialog box displays.

2. In the **Stores** section, from the **Stores for this Business** dropdown menu, select the desired store number, and then click **Store Details**.
3. Click the **Store Settings** tab.
4. Select the fee or service you wish to delete, and then click **Remove the Item**.

Note: If the fee or service is assigned to be automatically added for 1 or more Part Types, then a warning message will display stating the fee or service is assigned to one or more part types. At this point, you can continue with the delete or cancel the operation.

If the fee or service appears on an order, a message displays stating that the fee or service is being used on an order and cannot be deleted. You cannot delete a fee or service if it appears on an order, but you can make it inactive so that it no longer appears on the list of available fees and services.

5. Click **Yes** to remove the default fee or service and then click **Apply** to save your changes.

Task 4: Assigning Fees and Services to Part types and Categories

Use this procedure to assign fees and services to specific part types and categories. This procedure takes place in the Utilities menu.

1. From the Powerlink main header menu, click the **Utilities** menu, point to **Businesses**, then click **Find Business**.
The Business and Store Settings dialog box displays.
2. In the **Stores** section, from the **Stores for this Business** dropdown menu, select the desired store number, and then click **Store Details**.
3. Click the **Store Settings** tab and then click **Assign Fees/Svcs**.
4. In the **Assign Fees/Services to Part Type** dialog window, select the desired **Part Type**.
5. In the **Available Fees/Services** section, click the desired fee/service.
6. Click a **Category** letter to assign to the fee/service.
7. Click **OK** and then click **Apply** to save the updated fee/service.

Task 5: Removing Fees and Services from Part Types and Categories

Use this procedure to remove fees and services from specific part types and categories. This procedure takes place in the Utilities menu.

1. From the Powerlink main header menu, click the **Utilities** menu, point to **Businesses**, then click **Find Business**.
The Business and Store Settings dialog box displays.
2. In the **Stores** section, from the **Stores for this Business** dropdown menu, select the desired store number, and then click **Store Details**.
3. Click the **Store Settings** tab and then click **Assign Fees/Svcs**.
4. In the **Assign Fees/Services to Part Type** dialog window, select the desired **Part Type**.
5. In the **Fees/Services Assigned to Part Type** section, click the desired fee/service.
6. Click Remove Fee/Service.
The fee/service is removed from the Fees/Services Assigned to Part Type section.
7. Click **OK** and then click **Apply** to save the updated fee/service.