AssetWORKS

Fees

Implementation – Quick Guide

Technical Support

AssetWorks provides several ways to connect with the Customer Support team. Be prepared to provide detailed information to the representative. If you are reporting an issue by email, include screen shots of your problem. This will provide the Customer Support representative with the information needed to respond quickly and effectively.

Customer Support is available Monday through Friday, 7:00 a.m. to 7:00 p.m., Eastern Time.

Telephone: 1-610-225-8300

Email: M5Support@AssetWorks.com

Website: Community.AssetWorks.com

The support website can be used to open issues, subscribe to user groups and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

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Contents

Background

In all Fleets, there are charges and expenses that a company needs to track that aren't directly related to vehicle maintenance. In the UK, for example, there are Compliance and Safety related charges that need to be tracked that are not directly related to the maintenance of a vehicle but are directly related to Fleet operations and expenses. The two best examples of this are PCNs (Penalty Charge Notices) and NoIPs (Notices of Intent to Prosecute). Other examples include tolls, tickets, and car washes.

The Fees module provides users with the ability to track or enter these PCNs and NoIPs (and associated data), as well as other non-maintenance related costs (Fees).

Penalty Charge Notices (PCN)

A PCN is a penalty for contravention of parking regulations (a parking ticket/minor traffic offenses).

It can be paid, contested by appeal, or contested by defending a claim for payment under the small claims track of the county court. You won't get a criminal record or points on your license.

Everything from how PCNs are served, through appeal or payment, to debt recovery is laid down in regulations.

PCNs are used for some moving traffic offences too, particularly in London – bus lanes, no entry, restricted turn, yellow box junction.

- You may get a PCN by post, by hand, or applied to your car windscreen.

- You have 28 days to pay or challenge.

- A PCN can be up to £70 outside London, and up to £130 in London.

- The penalty is usually halved if paid within 14 days.

An unpaid PCN penalty is treated as a civil debt, and you could be pursued through the county court system or even get a visit from the bailiff if the debt remains unpaid.

Notice of Intended Prosecution (NoIP)

A Notice of Intended Prosecution (NoIP) is also known as a Section 1 Warning. It is a warning issued under Section 1 of the Road Traffic (Offenders) Act of 1988. It needs to be made clear that this is separate and distinct from a requirement to identify the driver of a vehicle under section 172 of the Road Traffic Act of 1988.

The confusion arises because the two matters are often included in the same letter. A motorist caught on speed camera should receive a written warning, for example. Contained within the same letter is a requirement to identify the driver. The two issues, although contained in the same letter and relating to the same incident, are quite separate.

The Notice is simply what the name suggests. It is a warning that you may be prosecuted for a certain offence or offences. It can be in oral or written form.

We have found that the written warnings received by drivers caught on speed camera often cause a high degree of alarm (for example., the offense of Speeding in Scotland). This is because the letter usually also warns the driver that they may be prosecuted for Dangerous Driving in Scotland or Careless Driving in Scotland. In most cases, such a prosecution will not happen. The letter is simply a base-covering style letter sent out irrespective of the seriousness of the alleged Speeding in Scotland offence.

Implementation Checklist

The checklist below gives the steps required to implement and use the Fees functionality within the M5 application. This module assumes that users employ M5 Billing functionality/batch processes, and that the user has a Screen Designer license. Proper data setup is required to ensure intended module functionality.

- ✓ Create Fee Codes.

- ✓ Create Fee Sub-codes.

- ✓ Create Fee Stages.

- ✓ Create Fee Charges.

- ✓ Review/track Fee Charges.

- ✓ Billing Fees.

Fee Codes

All Fee Charges require (at a minimum) a Fee Code. This code is used to classify the Fee Type (PCN, NoIP, or Fee) for those charges that are entered.

Fee Codes must be created from the Fee Codes frame: (/PRESENTATION/FEES/FEECODES.ASPX).

A Fee Code can consist of any characters that are valid in M5 (see general M5 valid character documentation) up to 15 characters in length. Users can then enter a Description (up to 100 characters in length) and choose a Fee Type.

By default, Fee Types are Citation, Parking, and Fee.[1] This is chosen via a drop down and will default to Citation in all cases. Users must update the dropdown to indicate the desired value/type.

As is standard in M5, users can delete this base code data, provided it is not in use on a child record. If users wish to no longer use a Fee Code that does have a child record, the disabled checkbox can be populated to remove the value from LOVs/valid entries for Fee Codes.

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[1] Note: These values are translatable through standard M5 translation functionality. It is presumed that UK clients will modify these values to NoIP, PCN, and Fee, respectively.

Fee Sub-codes

As demonstrated above, Fee Codes are considered a generalization of the type of fee. As a way of providing more detailed information, users can create Fee Sub-codes using the Fee Code Maintenance frame (/PRESENTATION/FEES/SUBFEECODE.ASPX).

Users are required to enter an existing Fee Code (refer to Fee Codes) to be able to create Fee Sub-codes. There is a Fee Code LOV available on this frame, as well.

After a valid Fee Code has been entered, the resulting iframe will allow users to enter Fee Sub-codes. A Fee Sub-code can consist of any characters that are valid in M5 (refer to the *Special Character Restrictions Quick Reference Guide*) up to 15 characters in length. Users can then enter a Description (up to 100 characters in length). There are two dropdowns available: Notifiable/Non-notifiable and Mandatory/Validated. These are not required (they can be set to null).

Fee Stages

The Fee Stages frame allows users to create custom stages. These are intended to be custom status values but are not used in any frame/Billing batch process logic.

Fee Charges

The Fee Charges frame allows users to review all Fee Charges. This is a journaling frame and includes filters to recall Fee Data. Users cannot modify or change any Fee data from this frame. The frame includes a Transaction Code, Date, and Billing status column. All columns on this frame reflect the standard Fees frame and will always be present, regardless of the removal of any columns on the Fees frame (by using screen designing).

Note: All transactions on the Fees frame will journal with a specific Transaction Code.

At least one filter is required to be able to recall data.

Billing Fees

All fee data that is being billed is billed using Billing Item FEES. The billing is based on the Department value associated to the individual Fee Charge entry.

M5 Billing Functionality (Fees)

M5 Billing functionality will create charges for all Fees Charges in a finalized state and occurring in the current Billing Period, or before (in the case of charges added after the Charge Date's Billing Period is closed).

The Billing Item charged is **FEES**.

Charges that have been billed/included in Closed Billing Periods will not be editable/modifiable.

Fees Notification

The Fees notification available on the Notification Manager frame facilitates the delivery of standard documents to recipients associated with the Fee entry. This functionality works in tandem with the attachment feature on Notification Manager.

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.