

# Installation of the Bill Surcharge Utility

Revised 9/21/2005

**NOTE: This program will NOT work with qCLIP.**  
It also excludes Projects, taxes, service charges and installment charges.

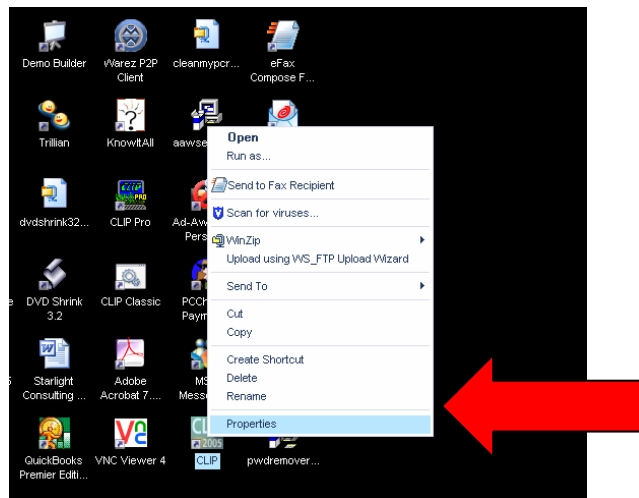
Download the file from the CLIP Website to your desktop or other location you can remember on your computer.

[http://www.clip.com/product\\_manuals.asp](http://www.clip.com/product_manuals.asp) or <http://www.clip.com/updates.asp>

The file will be called **BILLSURCHARGEUTILITY.EXE**

You will need to know where you have your CLIP Program installed.

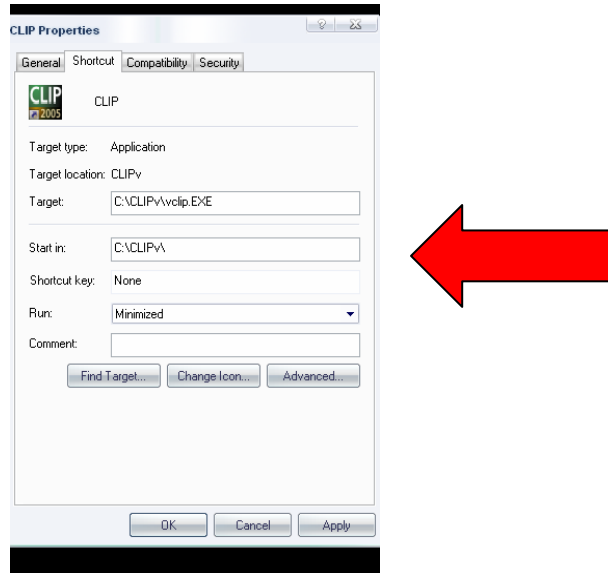
To determine where your CLIP program is installed, locate the shortcut or icon on your desktop you use to get into the CLIP program, and right click it one time.



You will have a number of choices here - left click *Properties*.

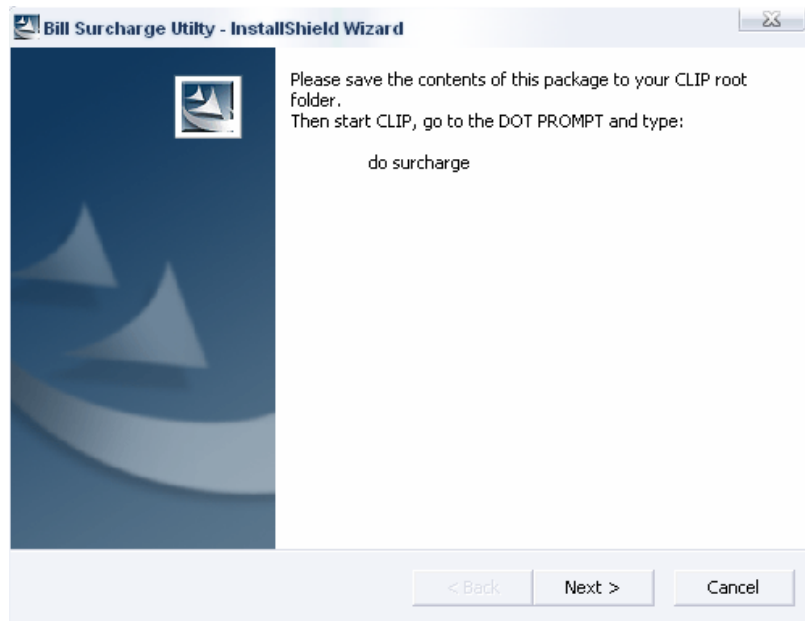
Click on the *ShortCut* Tab. Look in the “*Start in:*” *Box*. This is where your CLIP program is installed and where you will need to direct the files to save.

e.g. the window shows your “*Start In*” is C:\CLIPV. Write this information down.

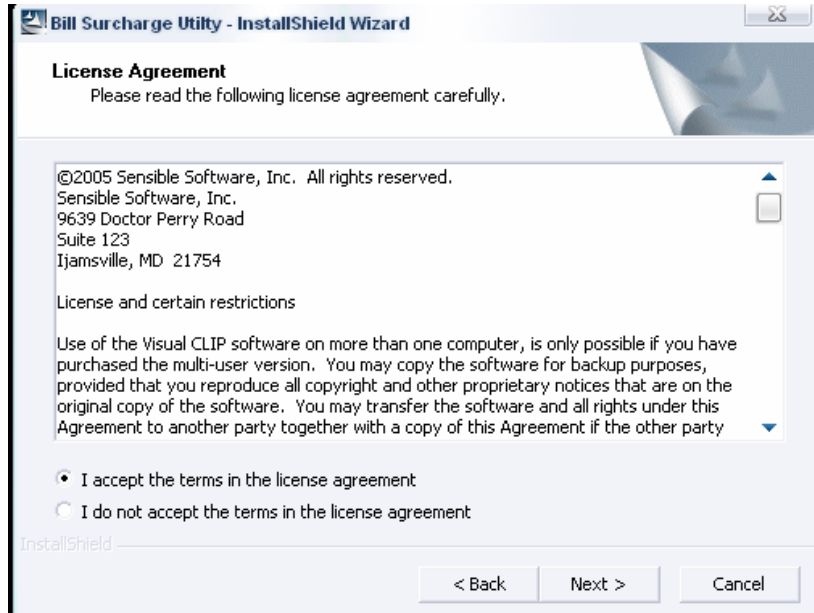


You may now click *Cancel* to close the properties window.

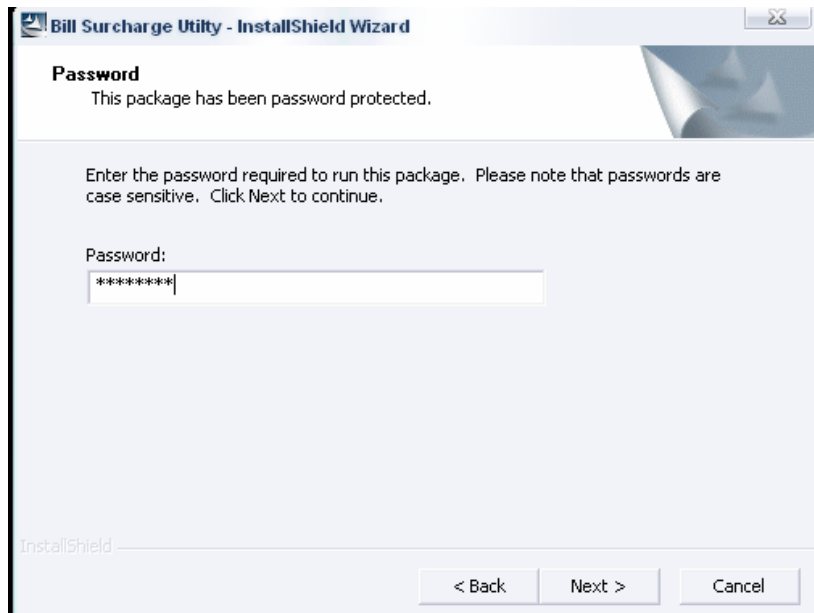
Locate and double click the file called **BILLSURCHARGEUTILITY.EXE** you downloaded from the CLIP website.



Click Next

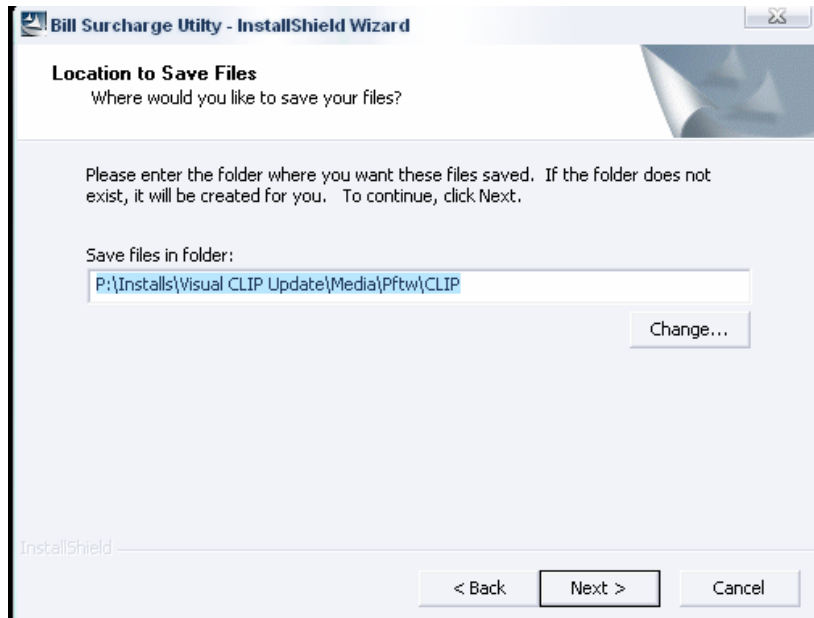


Click the radio button that says “I accept the terms in the license agreement”



Enter the password. Click *Next*

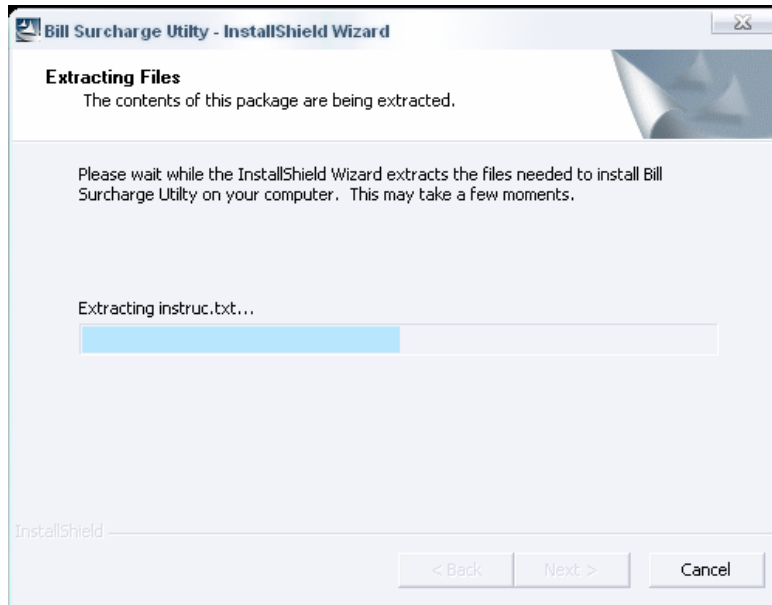
\*You must have a current ASA in order to use this utility and obtain a password.



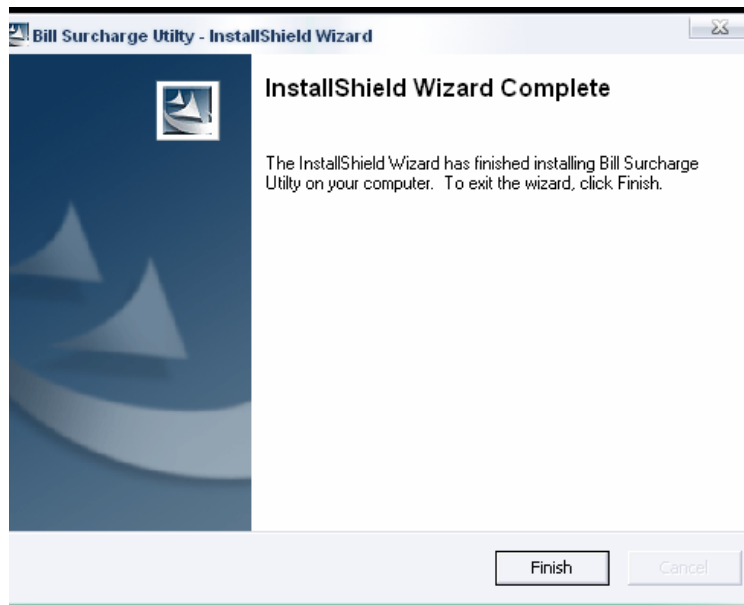
Enter the location of your CLIP program which was determined in the beginning. You can click on the *Change* button and browse for your CLIPV folder, or you can manually enter the destination folder.



Click *Next*



Wait while files install.



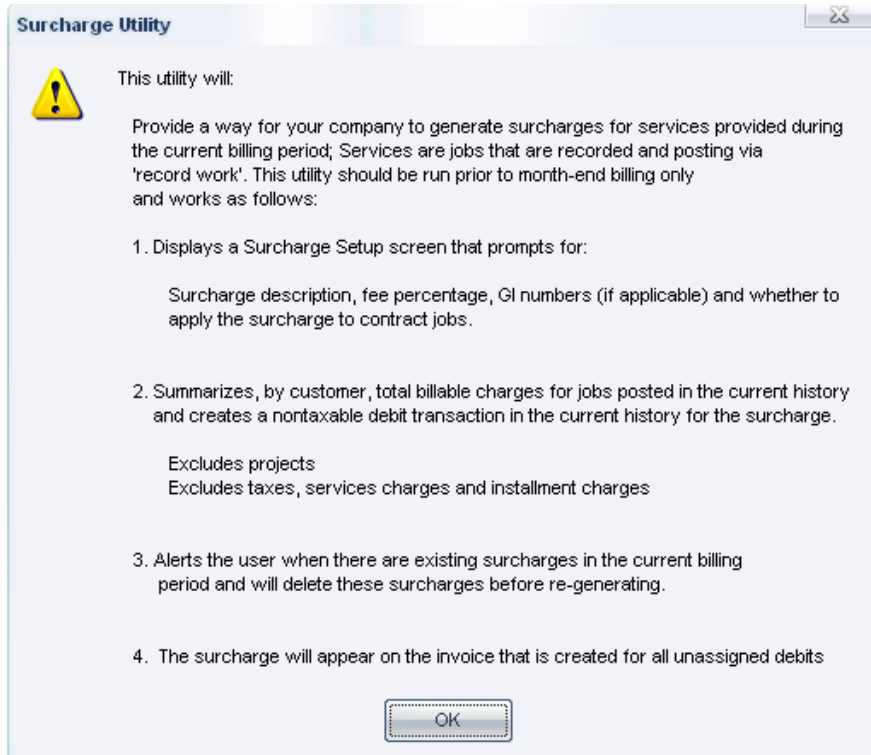
The installation is now complete. Click *Finish*.

# Using the Bill Surcharge Utility

Open your CLIP Program. Go to Files > Other Utilities > Dot Prompt



At the dot prompt enter the command *do surcharge*  
Press *Enter*



Read the description of how the utility will work. It is very specific and may not cover all instances. Click *OK*.

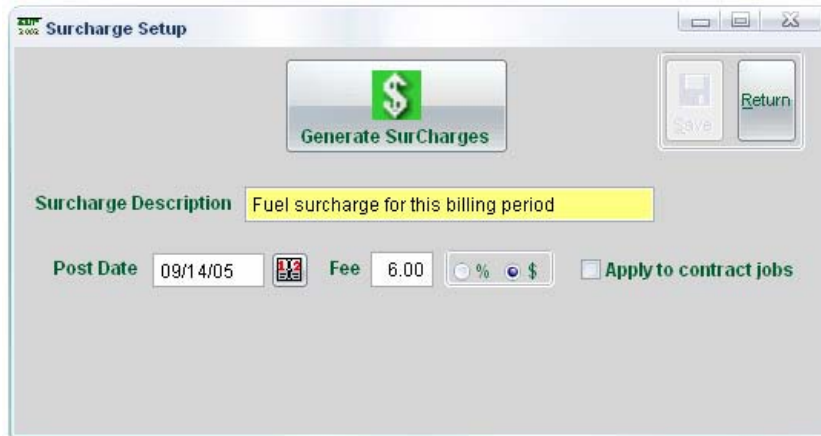


At this screen you can change the description, the date of posting and the fee. The fee can be either a flat dollar amount or it can be a percentage. Choose the appropriate % or \$ radio button for the type of charge you want to post.

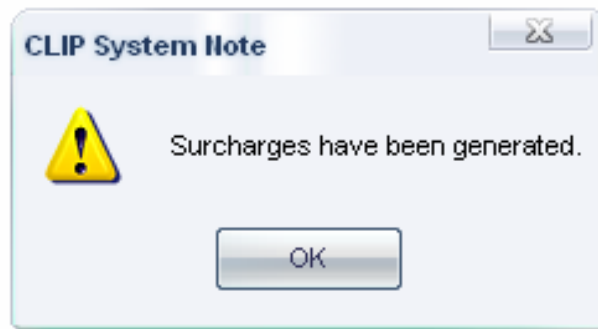
You also have the option to apply the surcharge to your contract jobs.

\*before doing so, check your physical signed contracts – do they allow for any price changes?\*

Once you have made your changes, click the *Save* button.

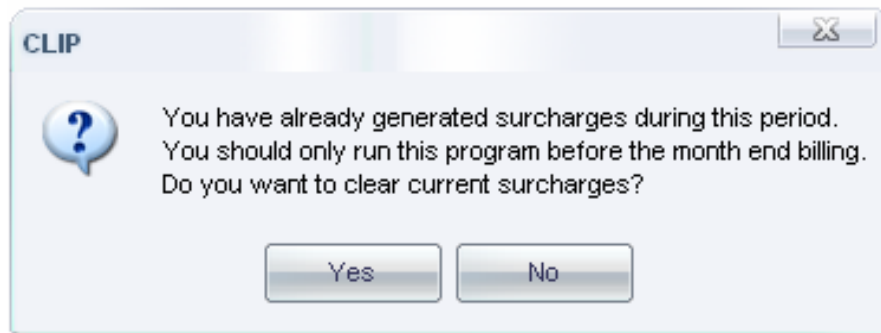


To Post the charges – click on *Generate Surcharges*.

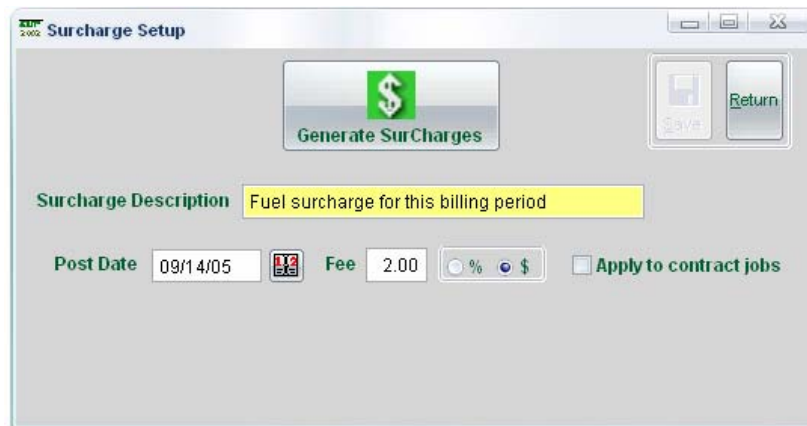


Click *OK*.

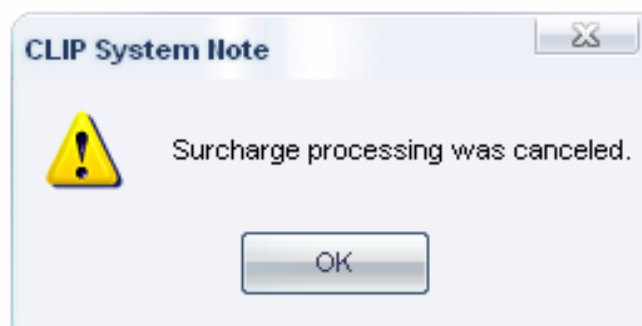
If you want to change your surcharge or remove it globally and you have ***NOT*** closed the billing period, run the utility again. You will receive the following message:



Click *Yes*.



Click *Return*.



Click *OK*. Your surcharges have now been cleared.