



# ADD OR UPDATE A MANIPULATED COST FIELD

With the recent change in the VAT rate from 17.5% to 20% those of you who use this field in your reports will need to **[Update]** it. Or you may wish to add a fixed charge to all calls, or to increase the cost by a given percentage, in which case you will need to **[Add]** a new field.

Go to **Reports>Detailed Fields** and select the Cost field in the list on the left.

|                                    |            |
|------------------------------------|------------|
| Field Type                         | Cost       |
| Output Style                       | None       |
| Fixed amount to add to Cost        | 0.000      |
| Value to multiply by               | 1.000      |
| Column Heading                     | Cost       |
| Position of the text in the column | Text Right |
| How to display the                 | £ 3        |
| Description for the field          | Cost       |

If you select Cost in the column on the left then Cost will be the **Field Type**. If you clicked on any other field ensure that **Cost** is selected.

If you are manipulating the Cost field in any way the **Output Style** MUST be **Cost**.

This Fixed Amount (0.050) would add 5p to the original Cost of each call.

Enter the value to multiply the sum of the Cost + Fixed Amount by:  
In this case **1.200** will add 20% (VAT) to the original Cost.

Change the Column Heading and the Description to reflect VAT is added.



Report Detailed Fields

|                           |            |         |
|---------------------------|------------|---------|
| Recost Change Rate        | Cost       | Add     |
| Recost Cost               | Cost       | Update  |
| Recost Location           | 0.000      | Remove  |
| Recost Tariff             | 1.200      | Restore |
| Start Time                | Cost + VAT | Protect |
| Tariff                    | Text Right | Status  |
| Tariff Desc               | £ 3        | Help    |
| Transfer Duration         | Options    | Exit    |
| Trunk No.                 | Cost + VAT |         |
| Trunk No. Description     |            |         |
| Trunk No. Description 2   |            |         |
| Unused Item               |            |         |
| Unused Item Description   |            |         |
| Unused Item Description 2 |            |         |
| Cost + VAT                |            |         |

Then click **[Add]**.

Your new field will be added to the bottom of the list on the left, but will be in the correct alphabetical order when you next go into the Report Detailed Fields window.

Lumberjack Question

? You have added a field that could also be used with a summary report. Shall I add the Summary Field now?

Yes No

When you **[Add]** a new **Detailed Field** that could also be used as a Summary Field this question appears.

Click **[Yes]** to have LUMBERJACK create a **Cost + VAT Summary Field**

If you had an existing **Cost + VAT** field ensure you select it in the list on the left, then

Report Detailed Fields

|                     |            |         |
|---------------------|------------|---------|
| Account Code        | Cost       | Add     |
| Account Code Desc   | Cost       | Update  |
| Agent               | 0.000      | Remove  |
| Agent Description   | 1.175      | Restore |
| Agent Description 2 | Cost + VAT | Protect |
| Answer Delay        | Text Right | Status  |
| Call Type           | £ 3        | Help    |
| Charge Band         | Options    | Exit    |
| Charge Band Desc    | Cost + VAT |         |
| Charge Rate         |            |         |
| Charge Rate Desc    |            |         |
| CLI                 |            |         |
| CLI Location        |            |         |
| Cost                |            |         |
| Cost + VAT          |            |         |

change the **Value to Multiply by** to **1.200**

Then click **[Update]**

Report Detailed Fields

|                     |            |         |
|---------------------|------------|---------|
| Account Code        | Cost       | Add     |
| Account Code Desc   | Cost       | Update  |
| Agent               | 0.000      | Remove  |
| Agent Description   | 1.200      | Restore |
| Agent Description 2 | Cost + VAT | Protect |
| Answer Delay        | Text Right | Status  |
| Call Type           | £ 3        | Help    |
| Charge Band         | Options    | Exit    |
| Charge Band Desc    | Cost + VAT |         |
| Charge Rate         |            |         |
| Charge Rate Desc    |            |         |
| CLI                 |            |         |
| CLI Location        |            |         |
| Cost                |            |         |
| Cost + VAT          |            |         |