



Job Aid

Minimum Charges Redesign

Issue 1
May 16, 2023

Minimum Charges in Mobile Claims

This job aid will guide you through the changes to how minimum charges operate for newly created claims in Mobile Claims.

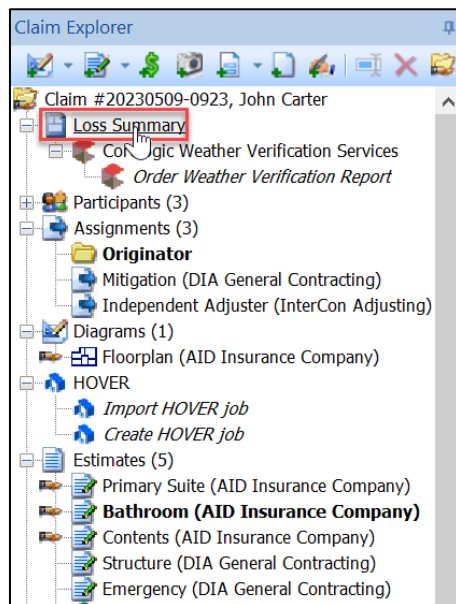
The following tasks are described in this document:

- Enabling the use of, modifying or verifying the Minimum Charge settings within a claim
- Viewing Minimum Charges within an Estimate
- Editing Minimum Charges within an Estimate
- Enabling the use of, modifying or verifying the Minimum Charge settings within a specific estimate
- Printing an Estimate with Minimum Charges

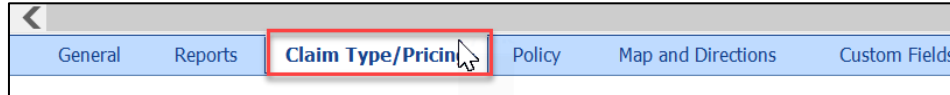
Note: This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

Enabling the use of, modifying or verifying the Minimum Charge settings within a claim.

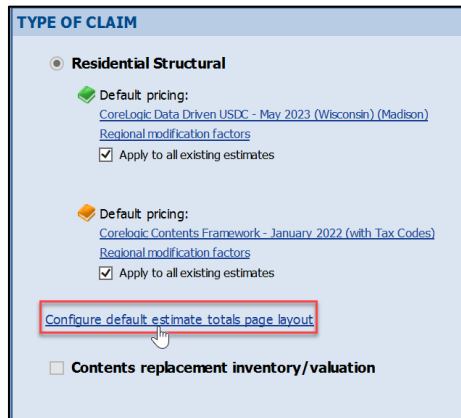
1. Click **Loss Summary** from the Claim Explorer.



2. Navigate to the **Claim Type/Pricing** tab found at the bottom of the Loss Summary screen.

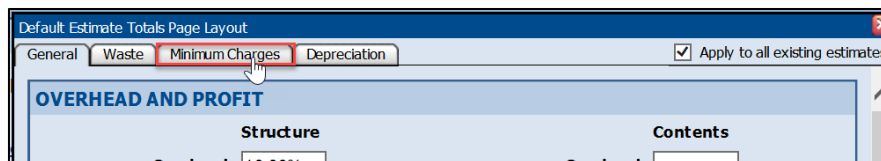


3. Click Configure default estimate totals page layout link.

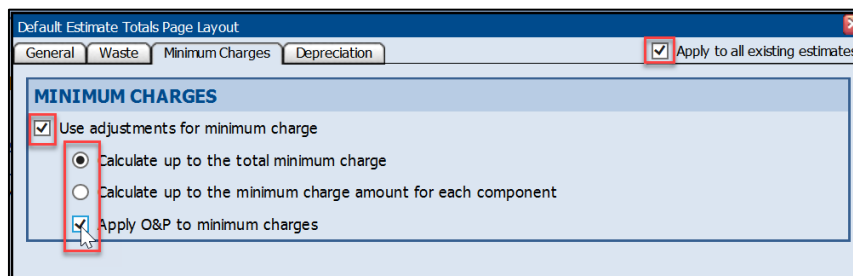


Note: The 'Configure claim options' link on the General tab of the Loss Summary will also take you to the Default Estimate Totals Page Layout window.

4. Select the **Minimum Charges** tab from the Default Estimate Totals Page Layout window.

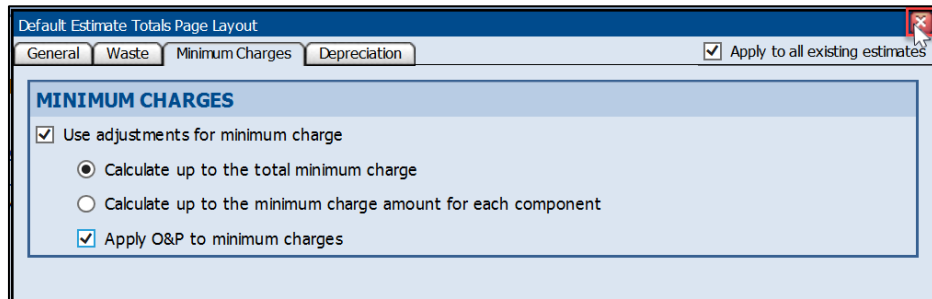


Settings will populate based on Company defaults. Click the check boxes and radio buttons on or off as needed for the claim.



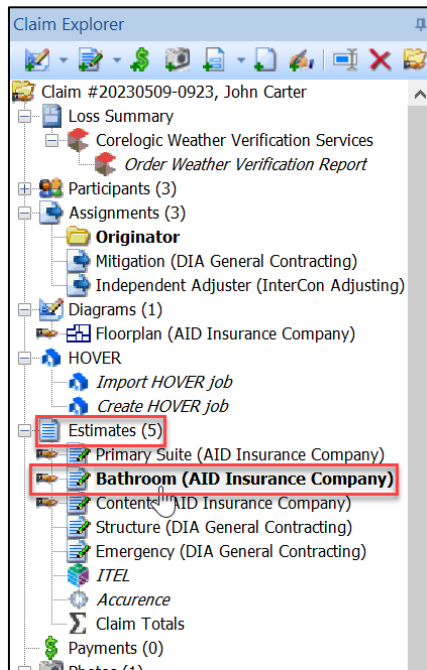
Note: If an estimate or estimates already exist in the claim, check the box next to 'Apply to all existing estimates' to apply any new settings to all existing estimates, as well as any newly created estimates.

5. Click the red **X** to close the window.

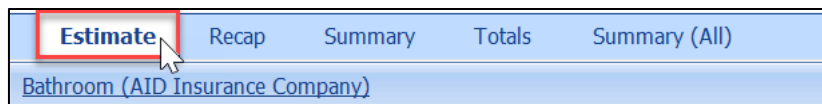


Viewing Minimum Charges within an Estimate

1. Navigate to an **Estimate** that you have ownership of from the Claim Explorer.



2. Ensure that you are on the Estimate tab.



3. Scroll to the bottom of the Estimate page to view Minimum Charges that have been automatically added to the estimate due to their association with the line items included.

Description	Coverage	Minimum Charge	Quantity	Unit Price	Per	Total Taxes	RC	Depreciation	ACV
ESTIMATE: Bathroom (AID Insurance Company) Claim #20230509-0923, John Carter									
FLOORPLAN: Floorplan									
Bathroom									
Length: 8' Width: 5' Height: 8' Flat									
Walls: 208.00 SF Walls-sub: 208.00 SF Walls-sub-cas-bsbd: 200.42 SF									
Doors: 0.00 SF Windows: 0.00 SF Openings: 0.00 SF Missing Walls: 0.00 SF									
Floor: 40.00 SF Ceiling: 40.00 SF Perim (F): 26.00 LF Perim (C): 26.00 LF									
INSULATION ITEMS									
1 Insulation, Ceiling, Batt, Unfaced 12" - Remove	Structure	Minimum Charge, Insulation	2.00	\$0.45	SF	\$0.00	\$0.90	\$0.05	\$0.85
2 Insulation, Ceiling, Batt, Unfaced 12" - Replace	Structure	Minimum Charge, Insulation	2.00	\$2.14	SF	\$0.18	\$4.28	\$0.21	\$4.07
CEILING COVERING ITEMS									

Floorplan - Subtotal									
\$516.31									
Minimum Charges									
14 Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.43	\$265.38	\$0.00	\$265.38
15 Minimum Charge, Drywall 2 Trips	Structure	<none>	1	\$605.72	LS	\$0.53	\$597.29	\$0.00	\$597.29
Minimum Charge, Painter	Structure	<none>	1	\$275.22	LS	\$0.00	\$0.00	\$0.00	\$0.00
16 Minimum Charge, Electrical	Structure	<none>	1	\$313.74	LS	\$0.00	\$236.61	\$0.00	\$236.61
Minimum Charges - Subtotal									\$1,099.28
Subtotal									\$1,615.59

Note: Minimum Charges now operate like line items in an estimate. Notice that they have line numbers, coverage, quantities and subtotals. Minimum Charges are now included as part of the Estimate Subtotal, as well.

If Minimum Charges have been disabled at the Claim or Estimate level, the Minimum Charges section will not display at all in Estimate view.

Editing Minimum Charges within an Estimate

1. Right-click on the Minimum Charge item to be presented with a dropdown menu of options.

Minimum Charges									
14 Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.43	\$265.38	\$0.00	\$265.38
15 Minimum Charge, Drywall 2 Trips	Structure	<none>	1	\$605.72	LS	\$0.53	\$597.29	\$0.00	\$597.29
Minimum Charge, Painter	Structure	<none>	1	\$275.22	LS	\$0.00	\$0.00	\$0.00	\$0.00
16 Minimum Charge, Electrical	Structure	<none>	1	\$313.74	LS	\$0.00	\$236.61	\$0.00	\$236.61
Minimum Charges - Subtotal									
\$1,099.28									

- Click **Enabled** to uncheck the box which will disable the Minimum Charge from being applied to the estimate.

Minimum Charges									
<input checked="" type="checkbox"/>	Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.43	\$265.38	\$0.00
<input checked="" type="checkbox"/>	15 Minimum Charge, Drywall	Structure	<none>	1	\$605.72	LS	\$0.53	\$597.65	\$0.00
<input type="checkbox"/>	Minimum Charge, Painter	Structure	<none>	1	\$275.22	LS	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	16 Minimum Charge, Electric	Structure	<none>	1	\$313.74	LS	\$0.00	\$230.00	\$0.00
Minimum Charges - Subtotal									

- Right-clicking & clicking **Enabled** again will re-check the box and take the Minimum Charge back to Enabled status.

Minimum Charges									
<input checked="" type="checkbox"/>	Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.00	\$265.38	\$0.00
<input checked="" type="checkbox"/>	14 Minimum Charge, Insulation	Structure	<none>	1	\$605.72	LS	\$0.53	\$597.65	\$0.00
<input type="checkbox"/>	Minimum Charge, Painter	Structure	<none>	1	\$275.22	LS	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/>	15 Minimum Charge, Electric	Structure	<none>	1	\$313.74	LS	\$0.00	\$230.00	\$0.00
Minimum Charges - Subtotal									

Note: Minimum charges that are enabled and still have a monetary value being added to the claim will display in black font with a blue line number. Minimum charges that are disabled or have a monetary value equaling zero will display in gray font with no line number.

14	Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.43	\$265.38	\$0.00	\$265.38
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14	Minimum Charge, Insulation	Structure	<aucun>	1	\$270.56	SF	\$0.43	\$265.38	\$0.00	\$265.38
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	Minimum Charge, Painter	Structure	<none>	1	\$275.22	LS	\$0.00	\$0.00	\$0.00	\$0.00
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	Minimum Charge, Painter	Structure	<aucun>	1	\$275.22	SF	\$0.00	\$0.00	\$0.00	\$0.00
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- Double-click on the Minimum Charge item or right-click and select **Properties** to open the Item Properties window.

Minimum Charges									
<input checked="" type="checkbox"/>	14 Minimum Charge, Insulation	Structure	<none>	1	\$270.56				
<input checked="" type="checkbox"/>	Minimum Charge, Drywall	Structure	<none>	1	\$605.72				
<input type="checkbox"/>	Minimum Charge, Painter	Structure	<none>	1	\$275.22				
<input checked="" type="checkbox"/>	16 Minimum Charge, Electric	Structure	<none>	1	\$313.74				
Minimum Charges - Subtotal									

- View and modify the Minimum Charge properties such as Depreciation, Coverage, Paid When Incurred, and Taxes/O&P from the Item Properties window.

The screenshot shows the 'Item Properties' window for the item 'Minimum Charge, Drywall 2 Trips'. The 'Depreciation' tab is selected, showing a unit price of \$605.72 per LS. The 'General' tab is also visible, showing the item description and unit price. The 'Paid When Incurred' tab is highlighted with a red box. The 'Coverage' tab is also visible, showing the item description and unit price. The 'Taxes' section at the bottom shows checkboxes for 'Apply State' and 'Apply County', both of which are checked. The 'OK' and 'Cancel' buttons are at the bottom right.

Note: Properties for Minimum Charges can also be edited in-line, as well as in bulk with other items via the multi-select check boxes.

Minimum Charges							
<input checked="" type="checkbox"/>	Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.43
<input checked="" type="checkbox"/>	15 Minimum Charge, Drywall 2 Trips	Structure	<none>	1	\$605.72	LS	\$0.53

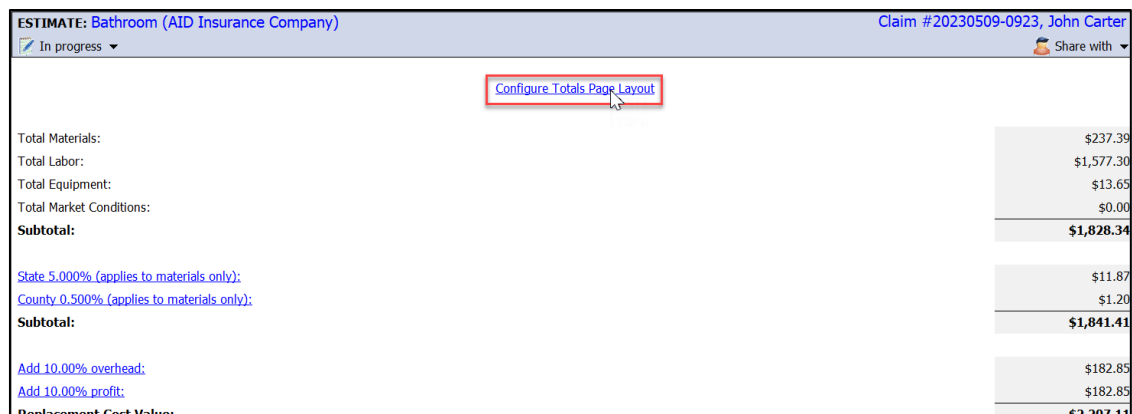
Minimum Charges							
<input checked="" type="checkbox"/>	Minimum Charge, Insulation	Structure	<none>	1	\$270.56	LS	\$0.43
<input checked="" type="checkbox"/>	Minimum Charge, Drywall 2 Trips	Structure	<none>	1	\$605.72	LS	\$0.53

Enabling the use of, modifying or verifying the Minimum Charge settings within a specific estimate

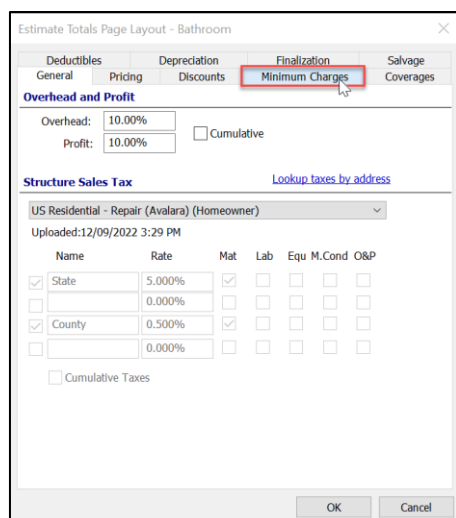
1. Navigate to the Estimate Totals page via the Totals tab at the bottom of the page.



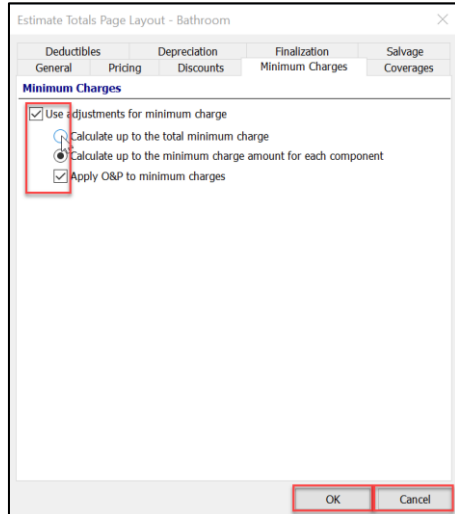
2. Click the **Configure Totals Page Layout** link at the top of the page.



3. Select the **Minimum Charges** tab from the Estimate Totals Page Layout window.



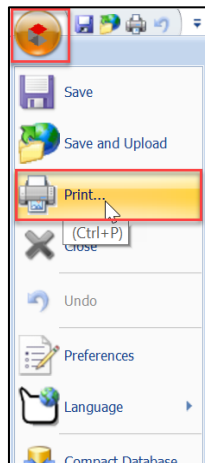
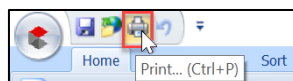
4. Review or modify the Minimum Charges settings for the estimate based on the estimate's needs. Click **OK** to save any changes & exit, or **Cancel** to discard any changes & exit the window.



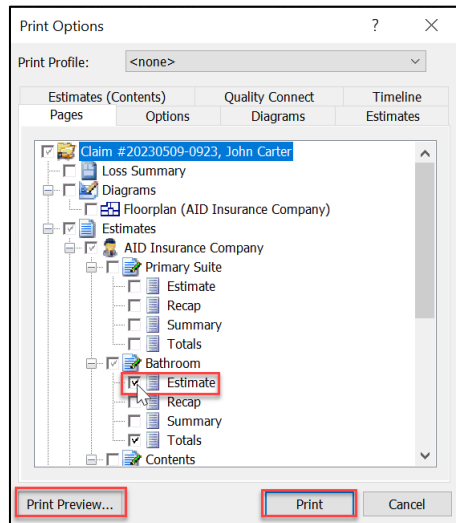
Note: These settings will override any Claim level settings that were made from the Loss Summary page.

Printing an Estimate with Minimum Charges

1. Navigate to the **Print** icon at the top of the page or click the main **Mobile Claims menu** and select **Print** from the dropdown menu.



2. Check the boxes next to the parts of the claim you wish to print, making sure that **Estimate** is selected. Then click **Print Preview** to preview what the printed pages will look like, or click **Print** to move forward with the printing process.



The Printed version of the Estimate will display the Minimum Charges section, but will hide any disabled or zeroed out Minimum Charges (the ones that appear gray when working on the estimate).

AID Insurance Company 1234 Main St. Carpentersville, Kentucky 83456									
Description	Coverage	Quantity	Unit Price	Per	Total Price	AC	App. Lfcs	Depreciation	ACV
ESTIMATE: Bathroom (AID Insurance Company) Claim # 20230509-0923, John Carter									
<input checked="" type="checkbox"/> In progress									
Minimum Charges									
14 Minimum Charge, Insulation	Structure	1	\$270.00	L.S.	\$0.40	\$200.00	\$0.00	\$200.00	\$200.00
15 Minimum Charge, Drywall 2 Trips	Structure	1	\$605.77	L.S.	\$0.52	\$597.05	\$0.00	\$597.05	\$597.05
16 Minimum Charge, Electrical	Structure	1	\$21.324	L.S.	\$0.00	\$199.05	\$0.00	\$199.05	\$199.05
Minimum Charges - Subtotal									\$1,061.68
Subtotal									\$1,577.99

Note: If an estimate has Minimum Charges completely disabled or there are no Minimum Charges applying a monetary amount to the estimate, this section will not appear.



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