Accounts

Aptean Ltd

Contents

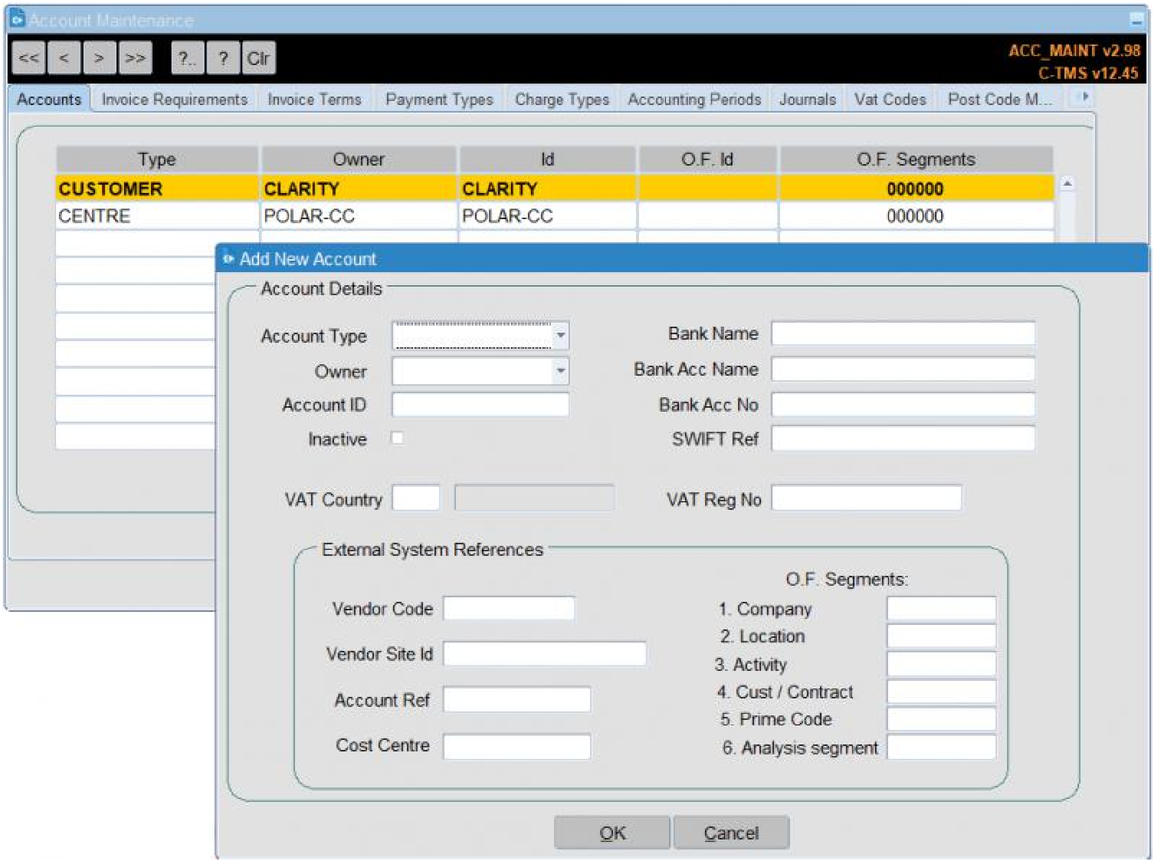
1 Accounts

The Accounts screen is used to maintain the account type of a particular entity such as Customer, Carrier or a Cost Centre. This function is also used to maintain the Invoice requirements of a particular entity, along with Payment Types and Accounting Periods (used for Oracle Financials Interface).. Accounts Maintenance form can be accessed from Maintenance Menu.

Accounts can be created manually using the Accounts screen or they can be created automatically when payments are generated - if the user has been given access to the function.

Accounts (and associated configurations) may also be created through Imports:

- ACCOUNT
- ACC_SERVICES
- ACC_SRV_RTS
- CURR_USAGE
- INVOICE_RQTS



1.1 Accounts

An account record needs to be set up for each carrier, customer, and cost centre that is used within the C-TMS System.

To enable successful financial tracking, every entity involved such as customer, carriers must be set up in the Accounts Maintenance form. To create a New Account, click on the 'New' button which will take you to Add New Account popup shown above.

Note: Customers added through the Customer Onboarding Interface will have had an account and currency configured for it automatically.

If you are setting up a Customer Account, then select the Customer option from the Account Type drop down box. The Owner would be the Customer ID and the Account ID field will be populated from the Customer ID field. Populate the VAT Country code accordingly. These 4 fields are the minimum information required to set up a new account.

- Account Type - one of Customer, Carrier, Centre, Group.
- Owner - the owner of the account, either a Customer, Carrier, Centre, Group, selected from a lookup.
- Account ID - a unique reference to the account.
- Inactive - unchecked for an active account.

The external system reference allows you define references and codes for the account to be used in external systems for example Oracle Financials. The external references are not required fields.

External systems may be used to automatically transfer funds. In this instance bank account information may also be defined for the account.

Bank information:

- Bank Name
- Bank Acc Name
- Bank Acc No
- SWIFT Ref
- VAT Country
- VAT Reg No

External System References information:

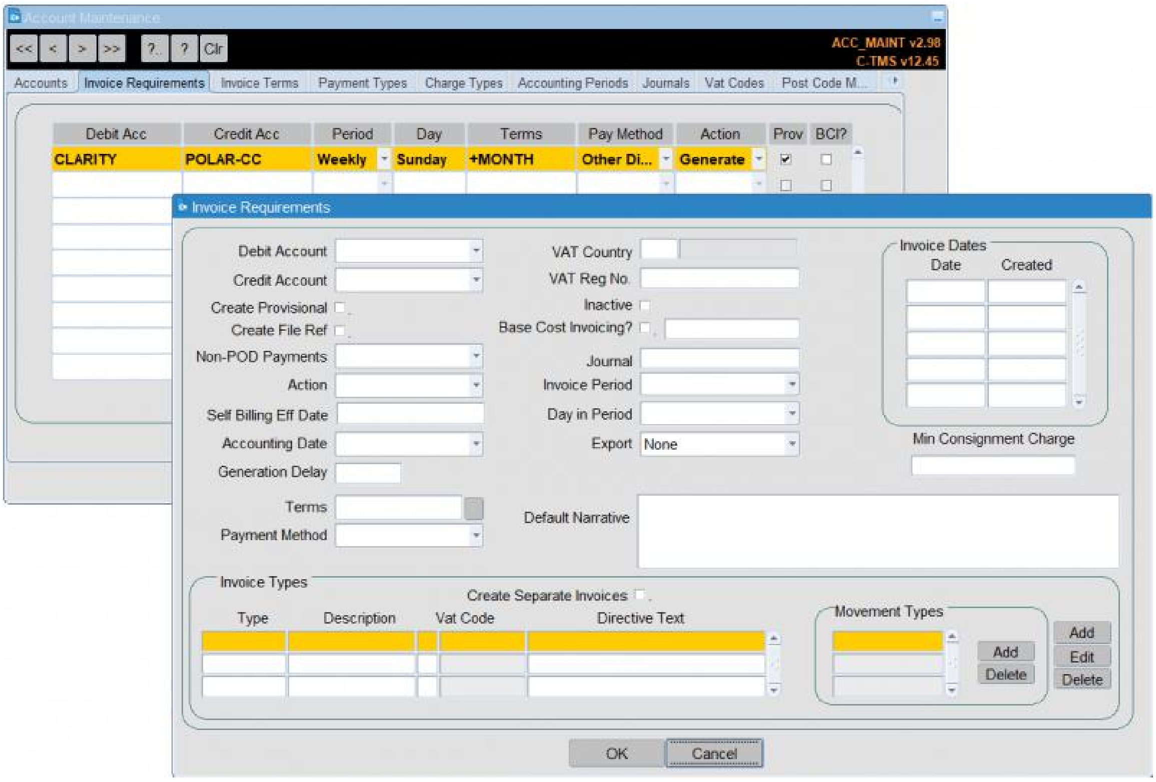
- Vendor Code
- Vendor Site ID
- Account Ref
- Cost Centre
- O.F Segments

The OF Segments and OF Id is specific for the interface between C-TMS and Oracle Financials and should be populated if the package is used. The OF segments prompted for will be different depending on the version of Oracle Finance that CTMS has ben configured to use.

1.2 Invoice Requirements

This form allows the set up of the Account that needs to be Debited and the Account that needs to be created for a given transaction.

Invoice Requirements are used to define the type of invoice that will be created for a customer or carrier and the frequency with which they will be generated. The Debit and Credit accounts are required along with the invoice period - which can be Daily, Weekly or Monthly; this influences how often the invoice is created. Invoices can be generated automatically or manually.



You must enter the following information to create an account:

- Debit Account
- Credit Account
- Inactive - unchecked for an active account.

In case of Customer receivables, the Debit Account must be the Customer Account and the Credit Account must the ?Own? Account.

In case of Vendor/Carrier payment, the Debit Account must be the ?Own Account? and the Credit Account must be that of the Vendor/Carrier.

You may also enter the following information:

- Create Provisional
- Create File Ref
- Non-POD payments- Can payments for an order with no POD be included on Invoices?
- Action - How are the payments applied to an invoice, one of Generate, Manual, Reconcile, Self Bill, Self Bill-Cust
- Self Billing Eff Date
- Accounting Date - Indicates how the revenue date is set and when a payment may be actualised. Only actualised payments may be invoiced. See below for settings, one of:
    - ♦ Approval - The payment is available one the payment is approved.
    - ♦ Creation - The payment is available once the delivery trip has been completed and the revenue date is set to creation date
    - ♦ Collection - The payment is available once the delivery trip has been completed and the revenue date is set to the start time of the collection trip
    - ♦ Delivery - The payment is available once the delivery date has been completed and the revenue date is set to the end time of the delivery trip
    - ♦ Order Collection - The payment is available after the early available date and time has passed. The revenue date is set to the early_avail date
    - ♦ Schedule - The payment is available once the order is scheduled and the revenue date is set to the start of the collection trip.
    - ♦ Service - The payment is available once the order is scheduled and the service level is Standard. Non Standard orders must be released manually
    - ♦ Manual -The release payment flag must be set to Y to allow the payment to be available. This flag can only be set manually in the payment screen. The revenue date will be set to the date the manual release flag was set.

  - ♦ Order Delivery - The payment is available after the early delivery date and time has passed. The revenue date is set to the early_del date.
- Generation Delay - a number of days delay in generating the invoice from an approved payment.
- Terms - Terms indicates the amount of time a customer is allowed before the invoice must be settled, selected from a lookup of payment terms that are maintained in this screen on the *Invoice Terms* tab.
- Payment Method - How the invoice will be settled, one of Cash, Cheque, Credit Card, Direct Debit, Other Directs.
- VAT Country
- VAT Reg No
- Base Cost Invoicing
- Journal - a lookup of available journal numbers.
- Invoice Period - How often the customer is invoiced, one of Daily, Weekly, Monthly, Date List.
- Day in Period - Values entered are dependent upon the period selected.
- Export - The type of export that is generated and sent to the external system, selected from the available values in the drop-down list.

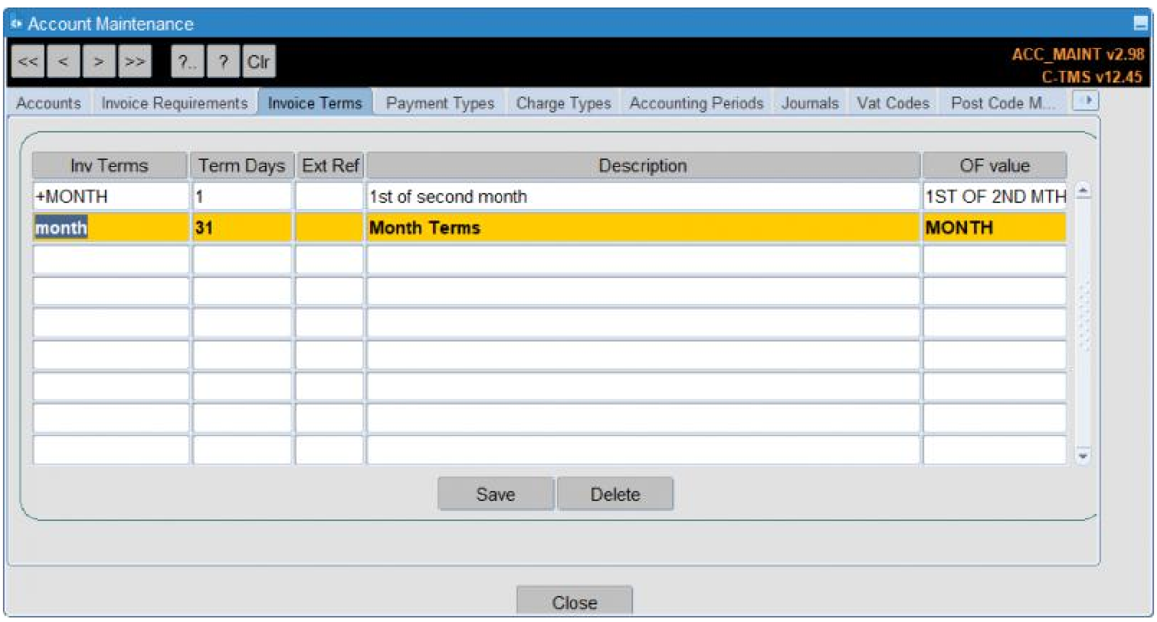
Note:

- For an invoice period of Date List, you can maintain the list of dates in the Invoice Dates section of the form.
- Automatically generated Invoices
  - ♦ If the invoice requirement for a given debit/credit account pair is set to Auto Generate (or self bill in the case of a Carrier), then payments are added to invoices by invoking the Generate Invoices process. This process is done in the invoices form. For Self Bill Carriers a list of completed trips and an Invoice will be emailed to the Carrier at appropriate times. For each invoice that is generated, C-TMS will automatically apply all payments not already invoiced and occurring before the invoice date.
- Manual Invoice Reconciliation
  - ♦ Manual invoicing is the act of assigning payments to an invoice. This is done via the Trip Debrief form. A Haulier will submit an invoice for payment. The invoice will contain a list of trips that have been undertaken, along with the costs and reference number. Once in the Debrief form, the Hauliers invoice number is used as the key for creating and retrieving invoices. The Bill of Lading is used to select a trip. The information pertaining to the trip is populated, showing the Payment Transactions and order details. If additional payments are required to be added to the invoice then this can be done in this form.

You can also maintain Invoice Types here, in order to create separate invoices per payment type.

1.3 Invoice Terms

You can maintain invoice terms here.

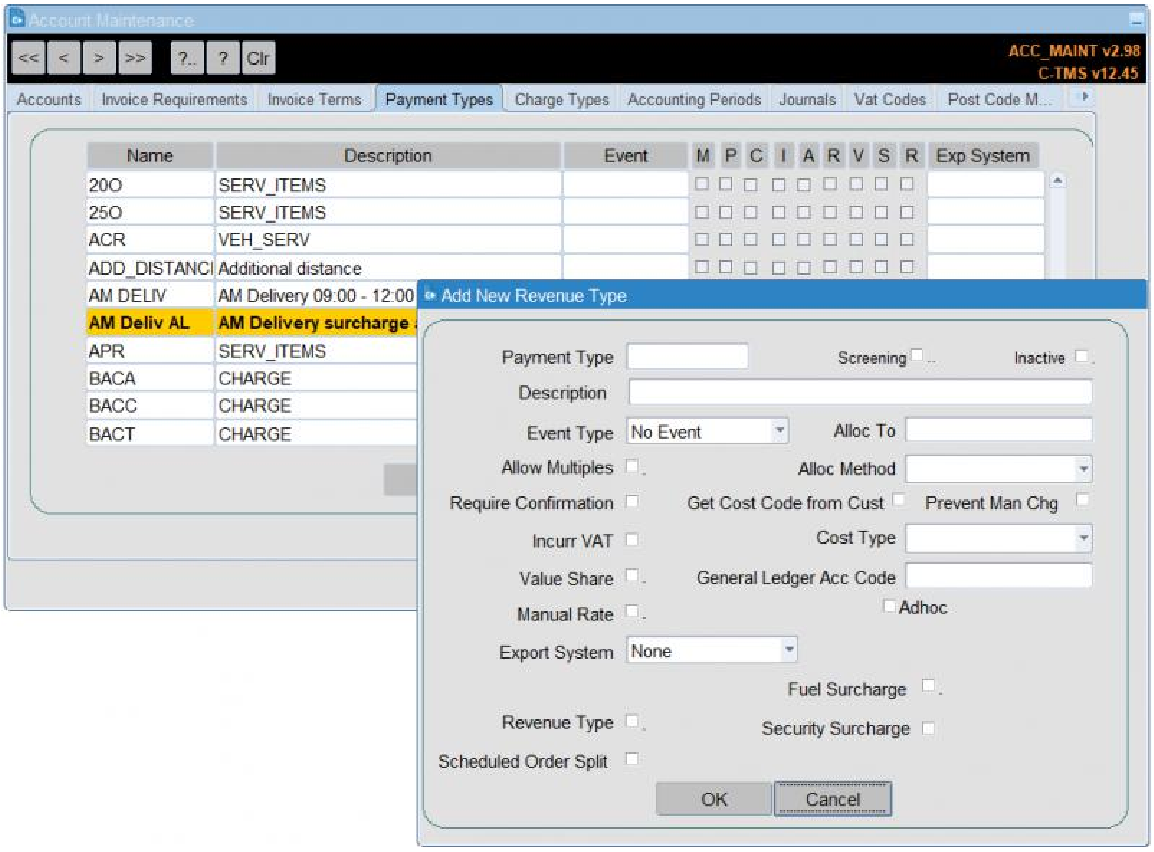


You can enter the following:

- Inv Terms - a unique ID
- Term Days
- Ext Ref
- Description
- OF value - for Oracle Finance.

1.4 Payment (Transaction) Types

For every type of payment, a payment type must exist in the reference table. The payment records are maintained in the Accounts Maintenance screen. To create a new record, click **New**.



Payment types are configured in the following way:

- Payment Type
- Screening
- Inactive
- Description
- Event Type - This may be set to No Event, Order, Trip, Alloc or blank (miscellaneous). This dictates the information that is saved in the event reference on the payment record. For orders, the oms_ref is stored as the revent reference, for trips, the trip id and schedule is stored.
- Alloc To
- Alloc Method - one of Base Cost, Weight and Distance, RPE and Distance, Specified Order, Specified Customer.
- Allow Multiples: This applies only to payment types that are associated with an event (e.g. ORDER). If not checked, then only one payment of this type will be allowed in respect of the same event.
- Require Confirmation: The status of the payment is forced to be Forecast until some supporting document has been provided.
- Get Cost Code from Cust
- Prevent Man Chg - prevent manual change of payments of this type.
- Incur VAT: Indicates whether the payment will incur VAT.
- Cost Type
- Value Share: Indicates whether the payment type is to appear on the Operation Value reports.
- General Ledger Acc Code
- Manual Rate

- Adhoc
- Export System: At present, payments may only be "exported" to a printer. If this field is set 'PRN', then the payment is marked for export as soon as it is created.
- Fuel Surcharge
- Revenue Type
- Security Surcharge
- Scheduled Order Split

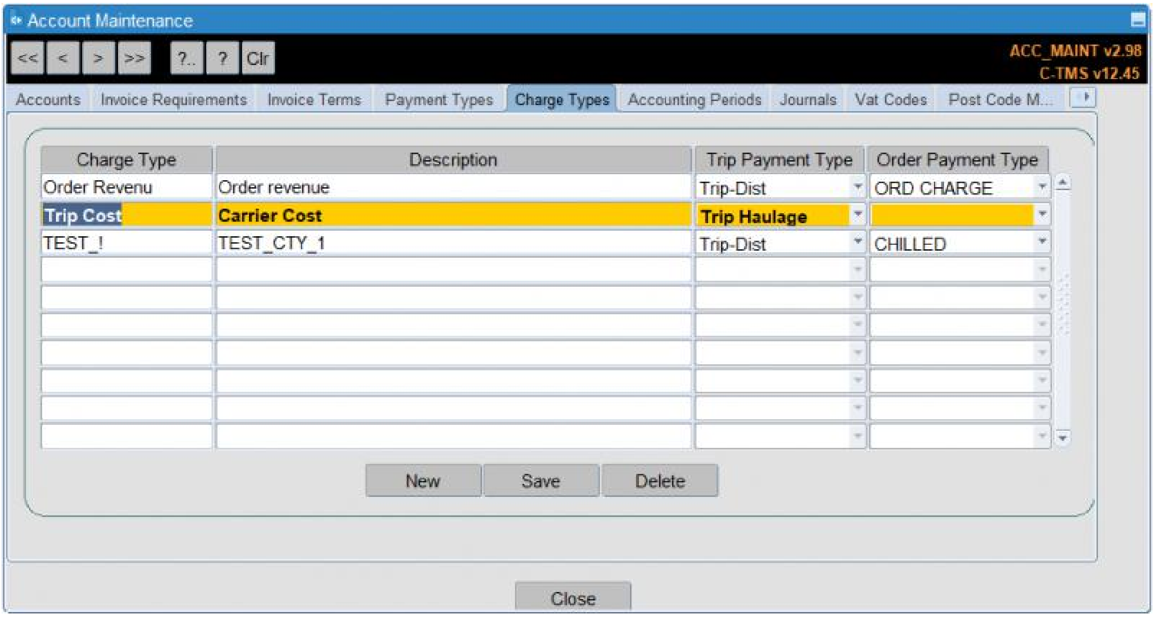
Example Payment Types

ORD CHARGE, SECURITY, PACKAGE and all service types (eg TAILGATE, DG, LABOUR)

Note: The Fuel Surcharge status can be changed by users who have access to new function ACC_AMEND_FUELSURCH_PYTTYPE_STATUS using the Edit pop-up. The Fuel Surcharge check box can be toggled for all trip level payment types except Fuel Surcharge (which messages and prevents self fuel surcharging). Setting this flag to checked only results in its associated trip payments being surcharged if the associated carrier is attached to a currently valid surcharge for that trip's parametrised validity date (SCH_TRIP.START_TIME - Start date or SCH_TRIP_AUDIT.ACTION_DATE for trip_status of ENABLED).

1.5 Charge Types

Charge types are how the payments are grouped.

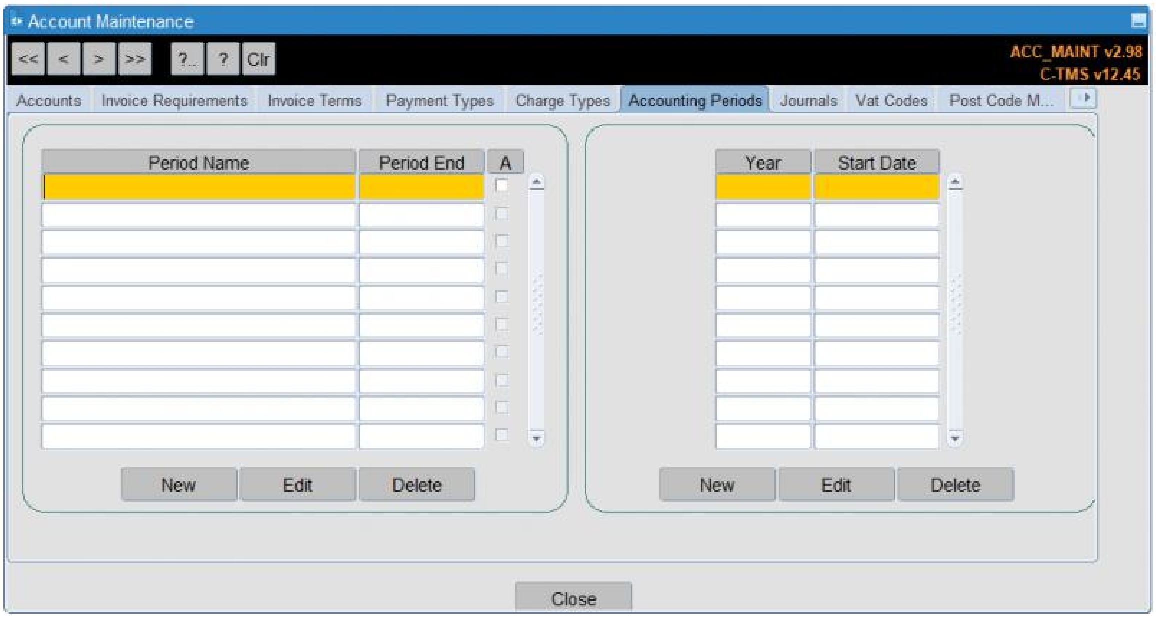


You can enter:

- Charge Type
- Description
- Trip Payment Type - a drop-down list of all trip payment types.
- Order Payment Type - a drop-down list of all order payment types.

1.6 Accounting Periods

The interface between Oracle Financials and C-TMS require Accounting Period names to be set up (they need to match exactly those which are used in the package). When a Period is created, the accruals created flag is set to false, this flag is populated by the interface program and indicates which months have had accruals generated and sent to the OF System.



You can enter:

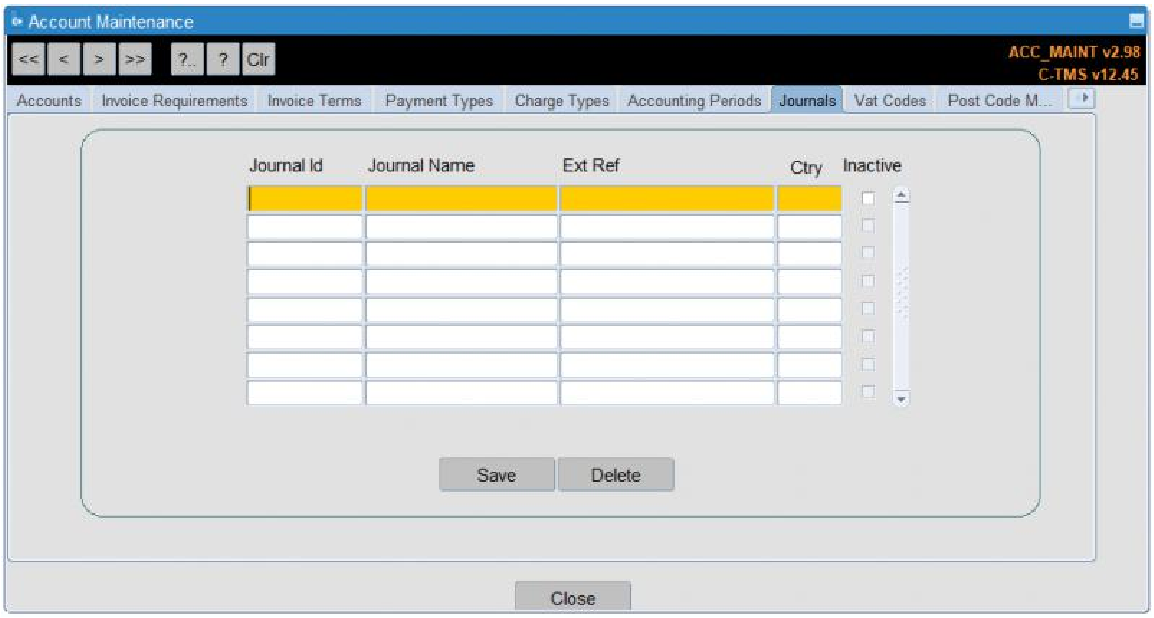
- Period Name
- Period End
- Accruals Created

You can also enter the financial year information:

- Year
- Start Date

1.7 Journals

The interface between Exact and C-TMS require journal number. The journal number is set according to the country code of the customer. When an invoice is created, the journal is obtained from the Journals data.



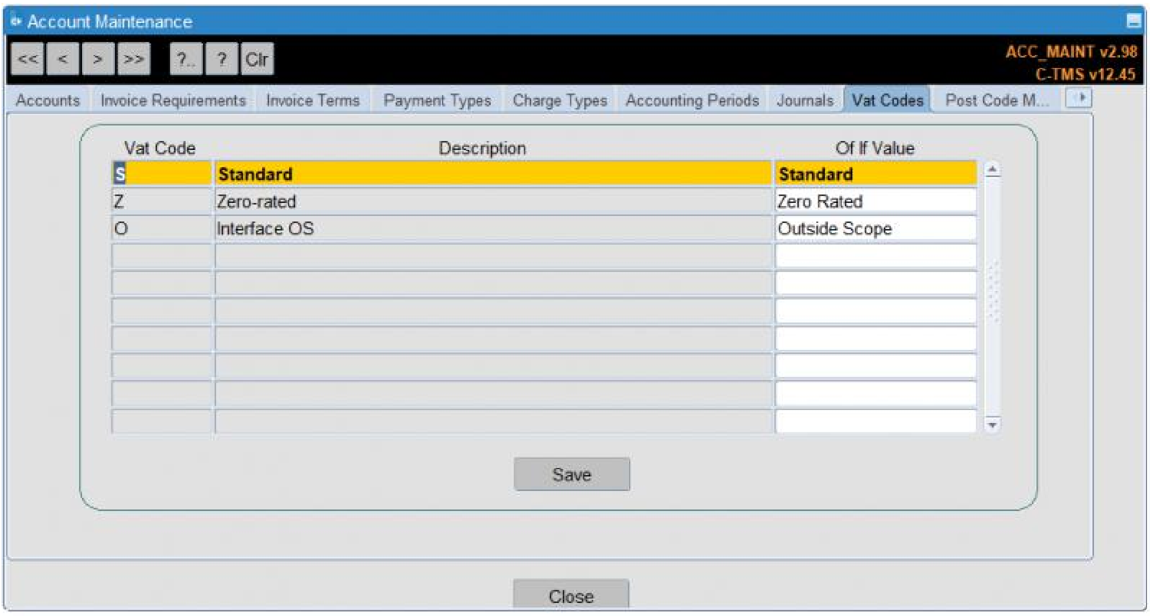
You can enter:

- Journal ID

- Journal Name
- Ext Ref
- Ctry
- Inactive

1.8 VAT Codes

VAT codes are used to calculate VAT.

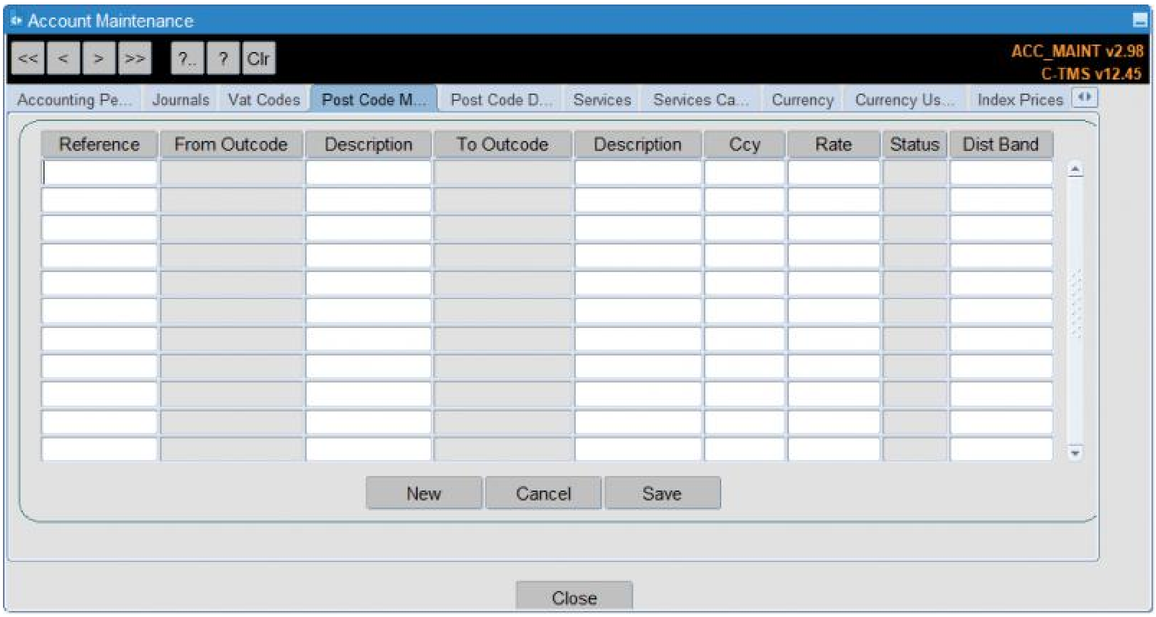


You can enter:

- VAT Code
- Description
- OF IF Value - for Oracle Finance

1.9 Post Code Matrix

You can use the Post Code Matrix to define basic charge information for carriers.

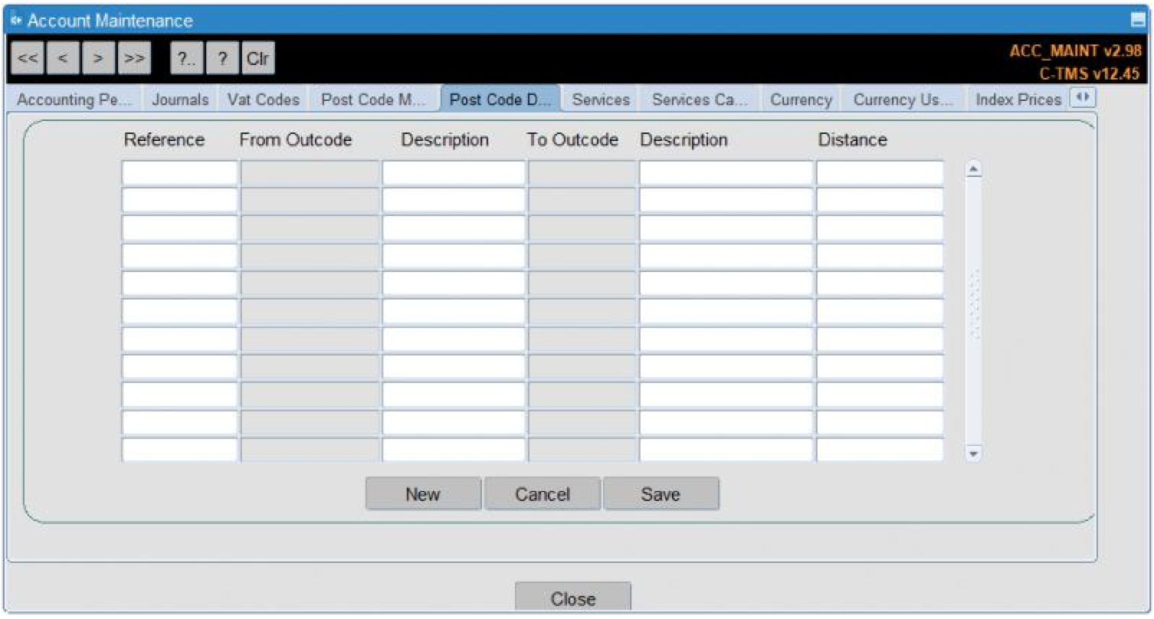


You can enter:

- Reference
- From Outcode
- Description
- To Outcode
- Description
- Ccy
- Rate
- Status
- Dist Band

1.10 Post Code Distance

You can use the Post Code Distance to define basic distance information for carriers.



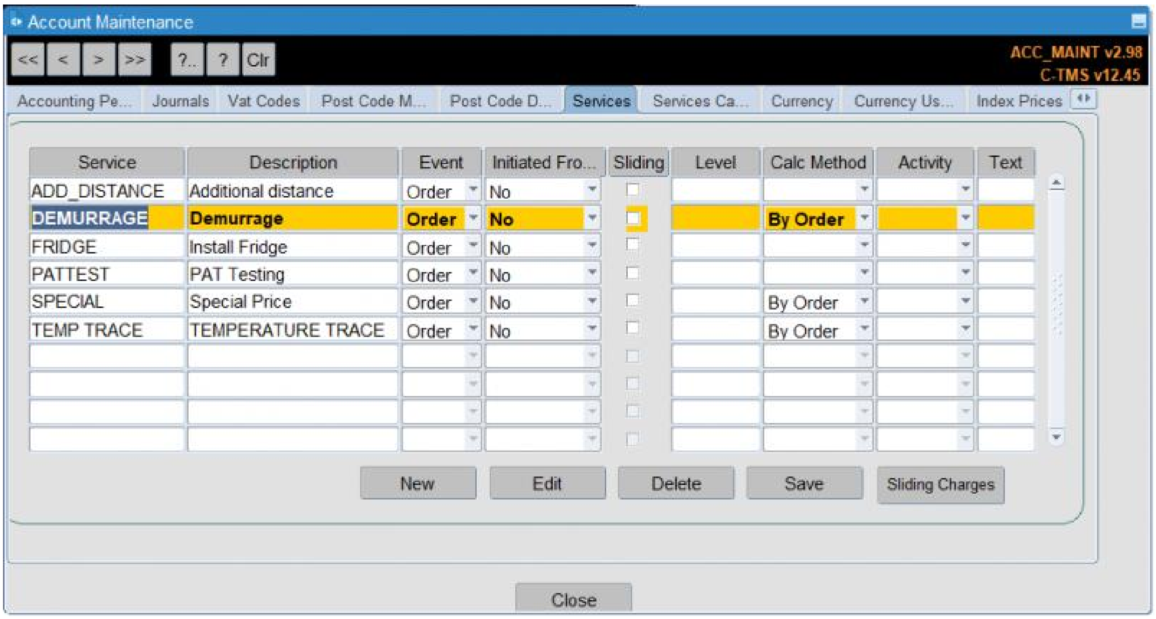
You can enter:

- Reference

- From Outcode
- Description
- To Outcode
- Description
- Distance

1.11 Services

Services are additional services against a trip (incurring cost) or against an order (incurring revenue). You can maintain the basic services of all types here.



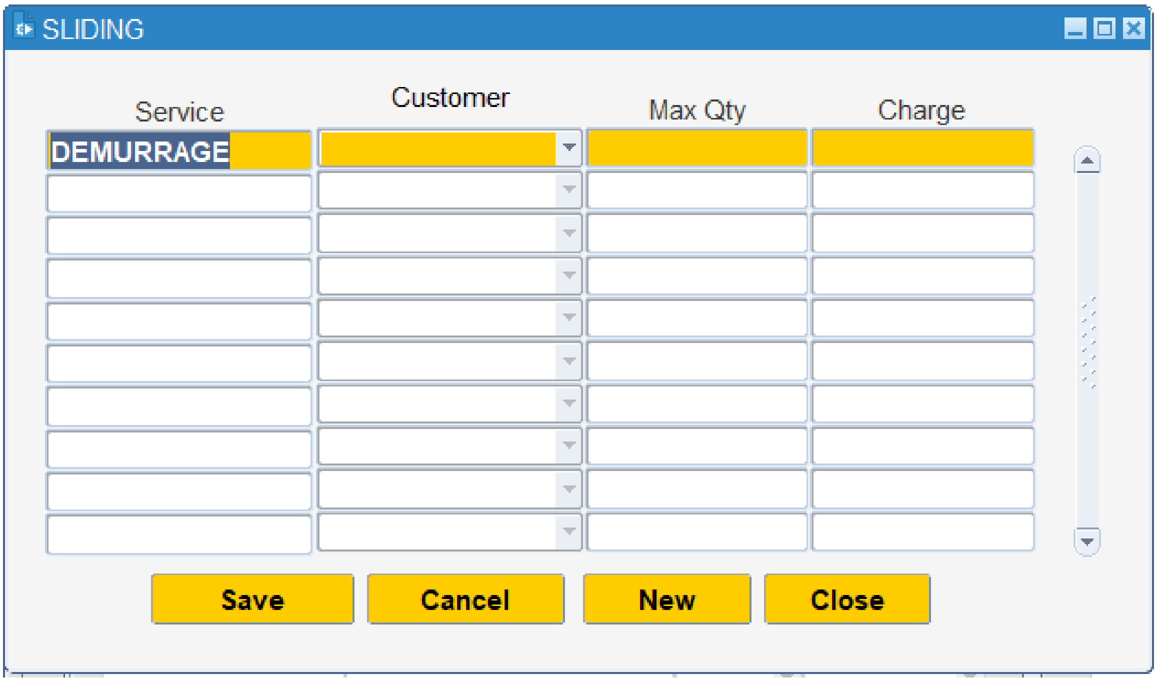
You can enter:

- Service
- Description
- Event - one of Trip, Order, Both, Contract.
- Initiated From
- Sliding
- Level
- Calc Method - one of By Order, By Stop, By Delivery Stop, By Trip.
- Activity one of Load, Unload or Blank.
- Text

To generate payments, the service type should also be set up as a payment type.

If a service type is set to Service event Order, service charges are applied to the order, if the service event is set to trip, the service charges are applied to the trip. Services may be set to an event type Both, where both are applicable.

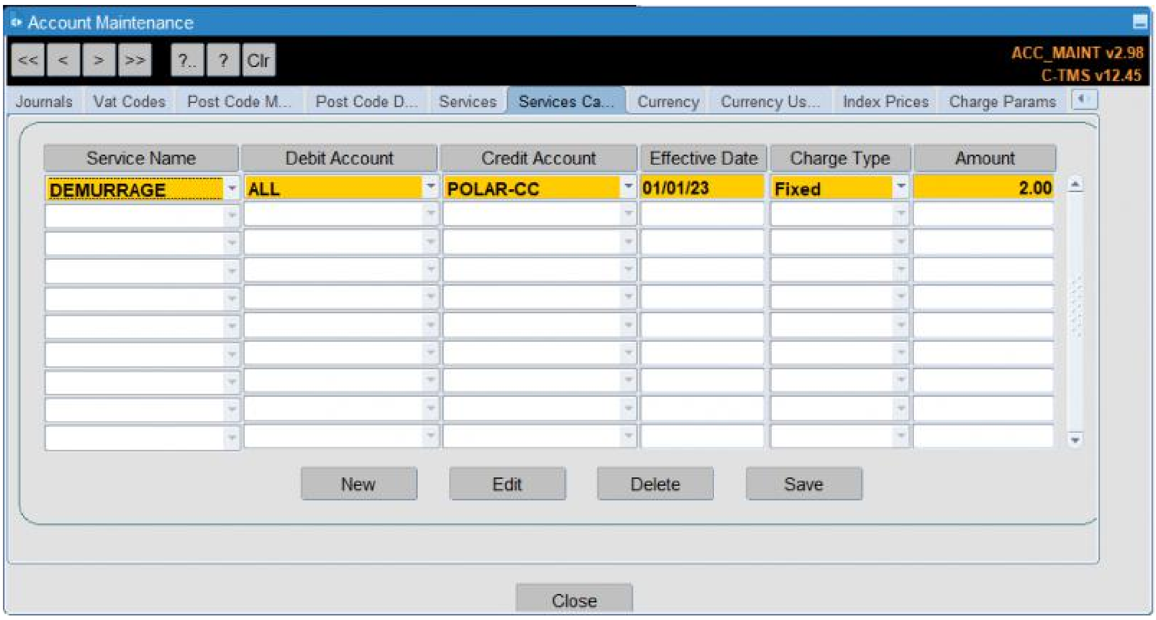
You can enter sliding charges against appropriate services:



1.12 Services Capture

In addition to defining the service, you must also define how the service is charged.

You can enter charges captured against services here.



You can enter:

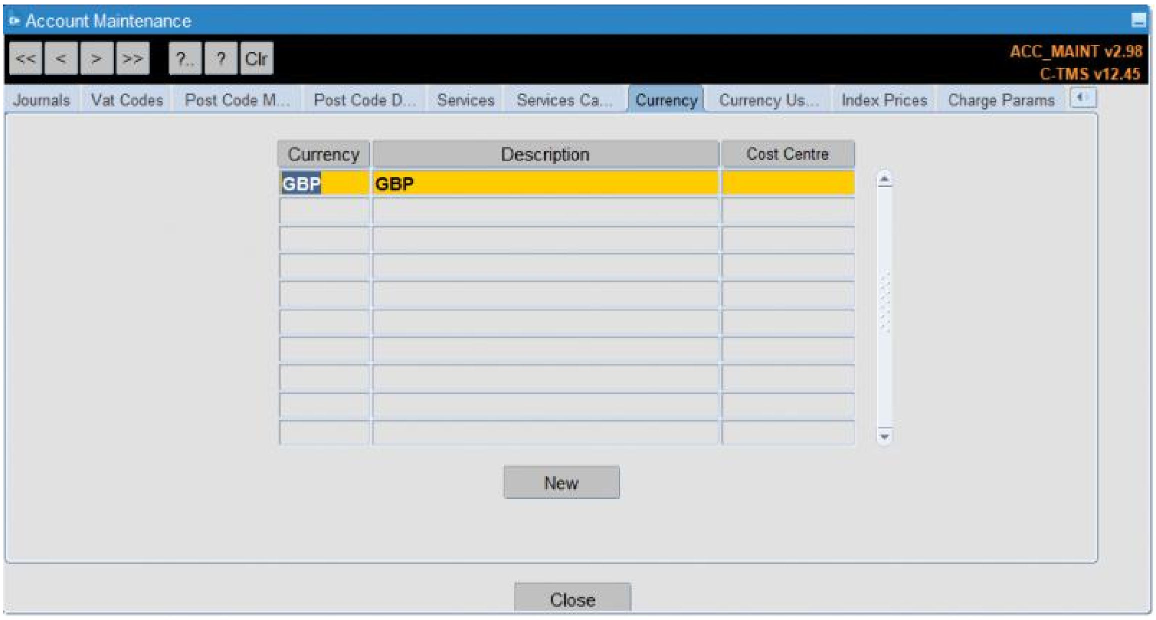
- Service Name - the service.
- Debit Account - the debit account is set to Customer for revenue payments. You can define different charges for different customers. If the service is charged as the same amount for every customer, a single record may be created for all customers (selecting "ALL").
- Credit Account - the credit account is set to the cost centre.
- Effective Date
- Charge Type - one of:
    - ♦ Fixed - A Fixed charge type means the payment is generated for the amount defined in the services capture.

- ♦ Hours - An Hours charge type means the payment amount is based on the number of hours required multiplied by the amount defined. Hours may only be defined for those services that are provided in time.
- ♦ KG - A KG charge type means the amount is based on the weight on the order multiplied by the amount defined for the service.

• Amount

1.13 Currency

You can enter system currencies here.

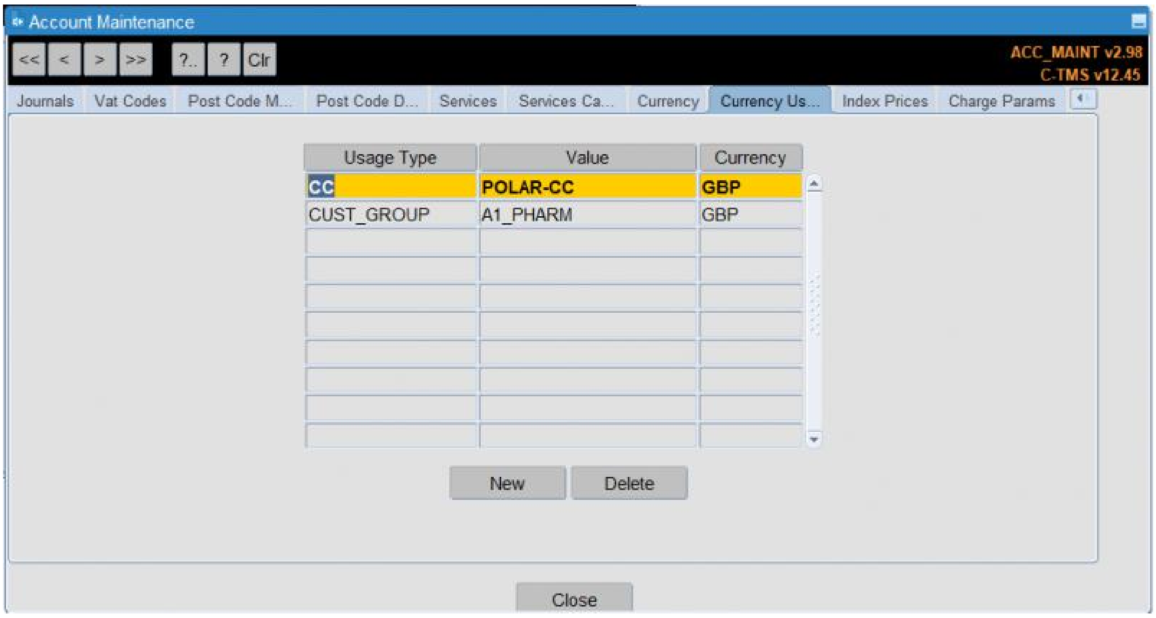


You can enter:

- Currency
- Description
- Cost Centre

1.14 Currency Usage

You can enter the currency usage of various parties here. You must have a currency usage for a party to geenrate costs and revency. Further, there must be a common currency between the parties.

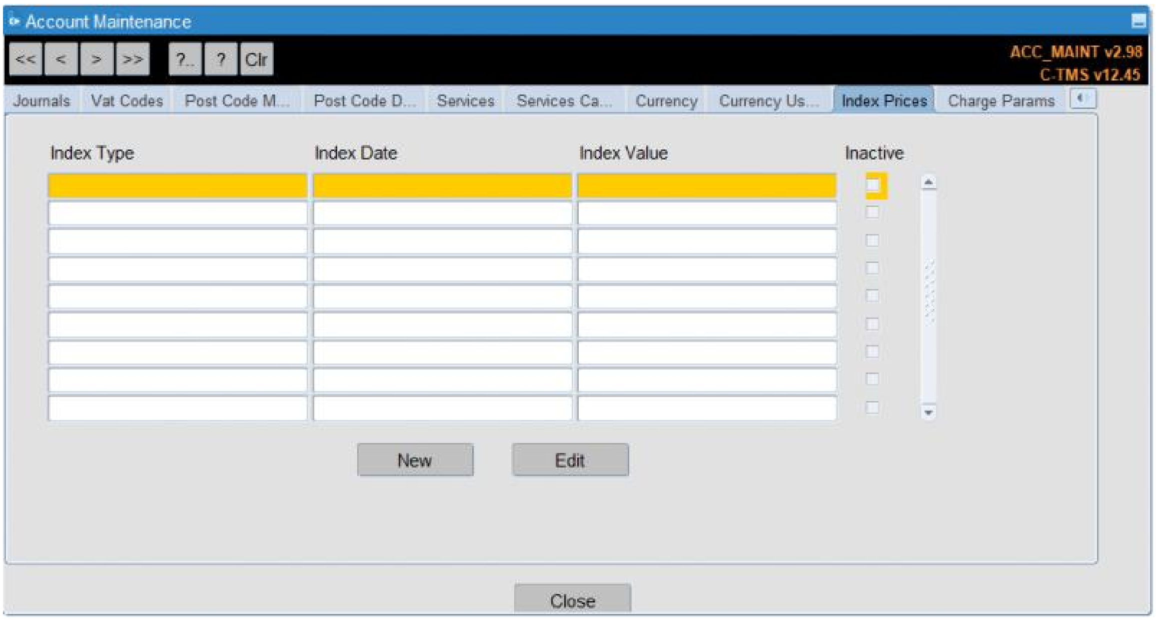


You can enter:

- Usage Type - one of Customer, Customer Group, Cost Centre, Carrier, Group Name, Party.
- Value - a drop-down list of the types above when selected.
- Currency - a drop-down list of all system currencies.

1.15 Index Prices

You can enter index prices here.

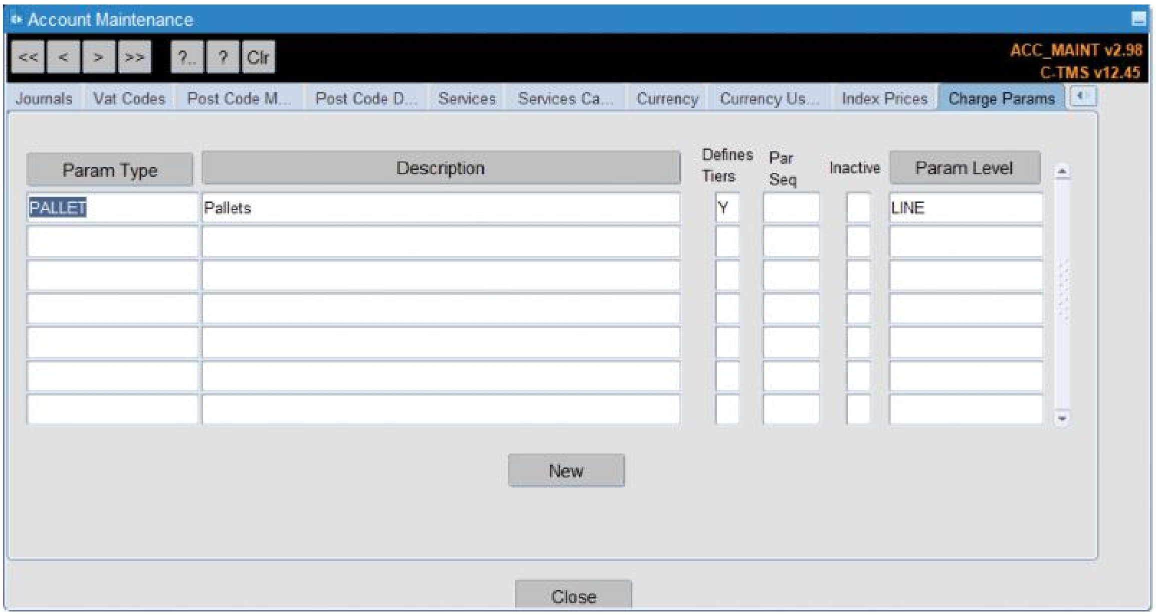


You can enter:

- Index Type
- Index Date
- Index Value
- Inactive

1.16 Charge Params

You can enter charge parameters here.



You can enter:

- Param Type
- Description
- Defines Tiers
- Inactive
- Paragon Sequence
- Param Level - one of Line, Header.