Aptean

Accounts User Guide

Calidus TMS - 10.6

11th May 2011 - 1.0
Reference: UG 246864-ACC

Contents

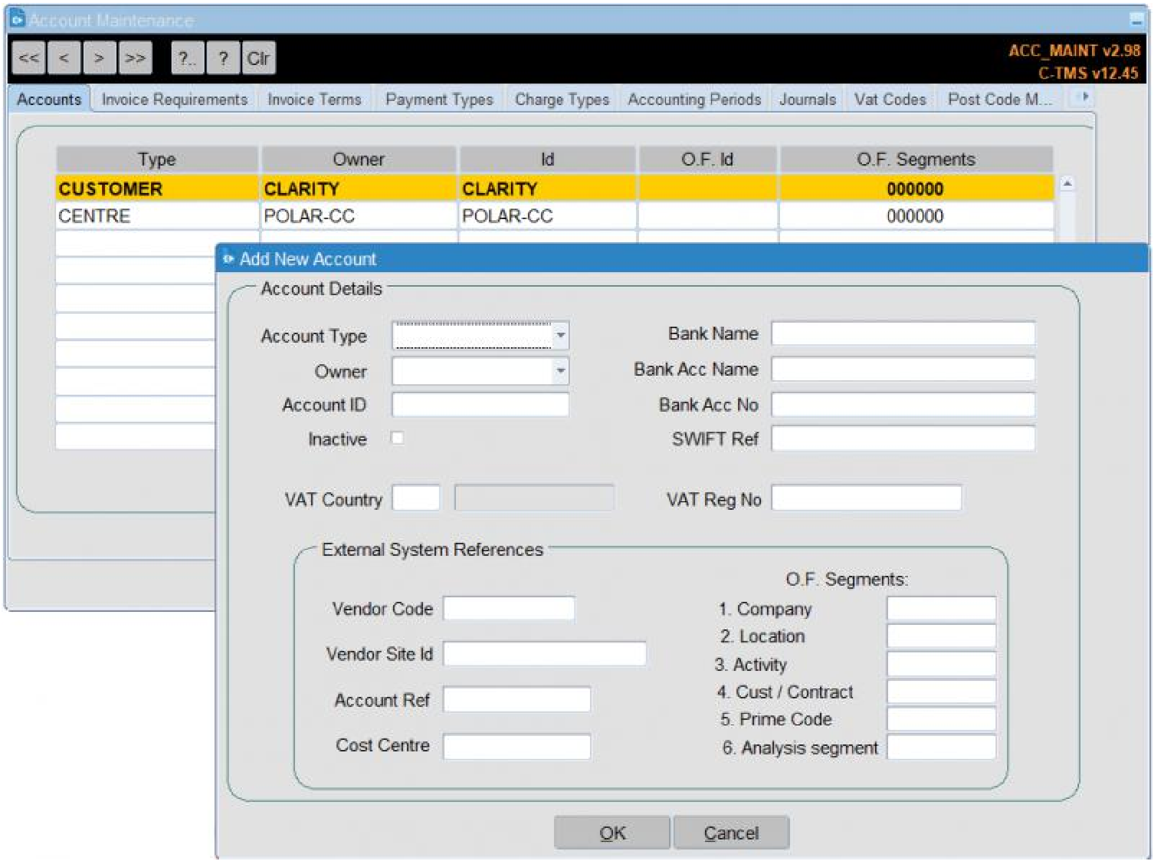
1 Accounts

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:

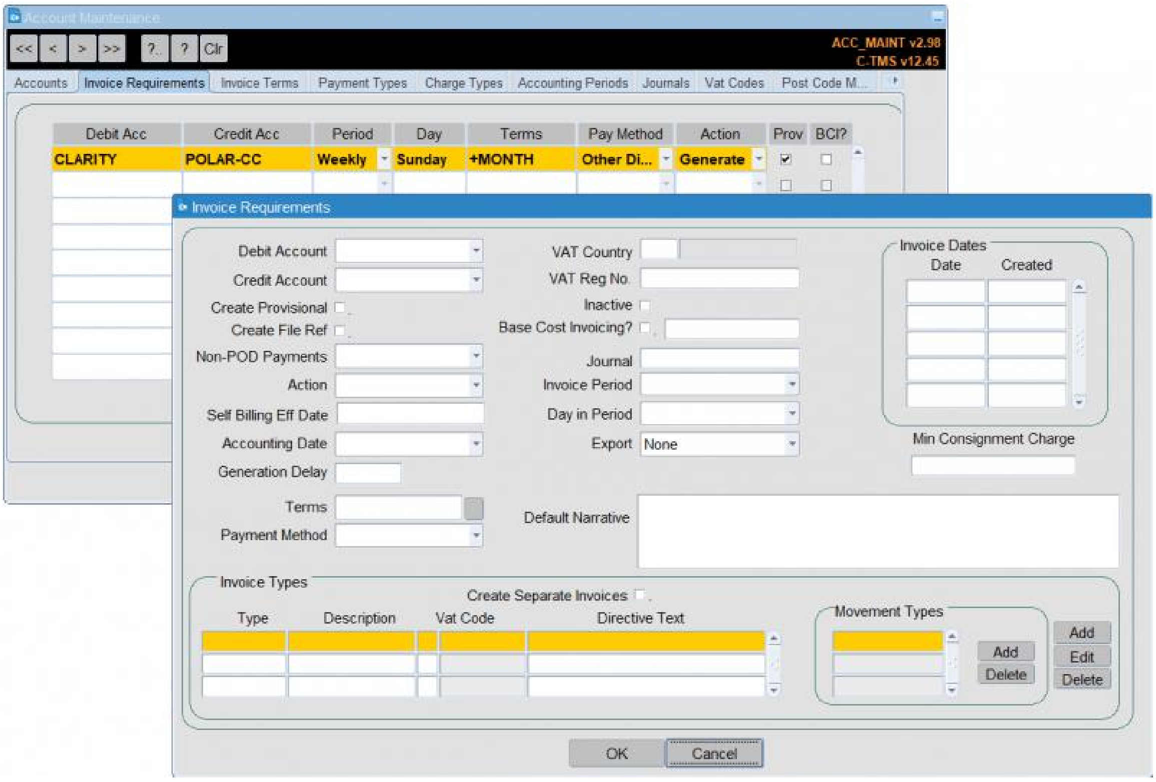
- Vendor Code
- Vendor Site ID
- Account Ref
- Cost Centre
- O.F Segments

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.

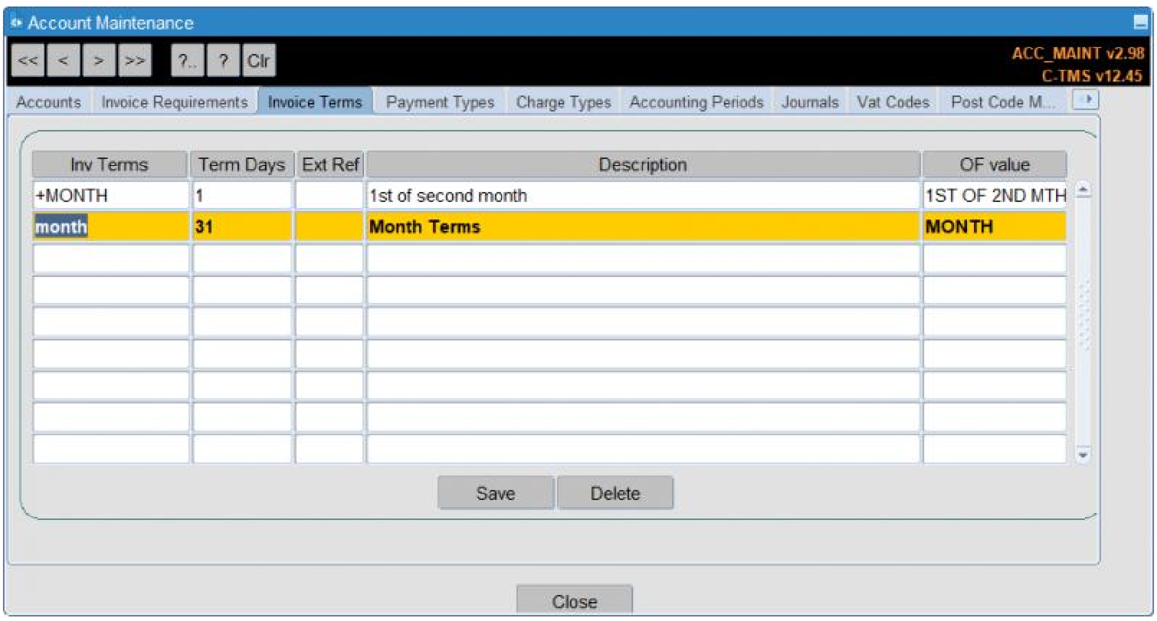
Note:

- 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.

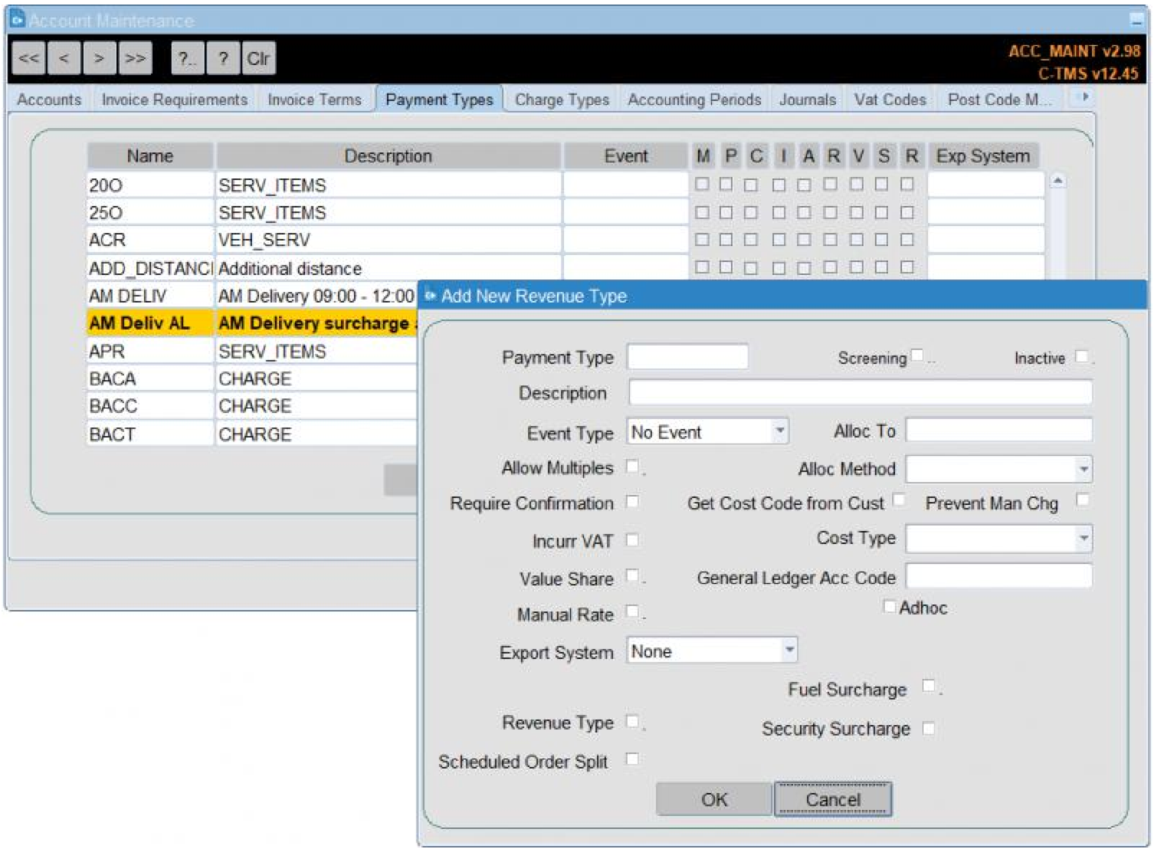


You can enter the following:

- 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

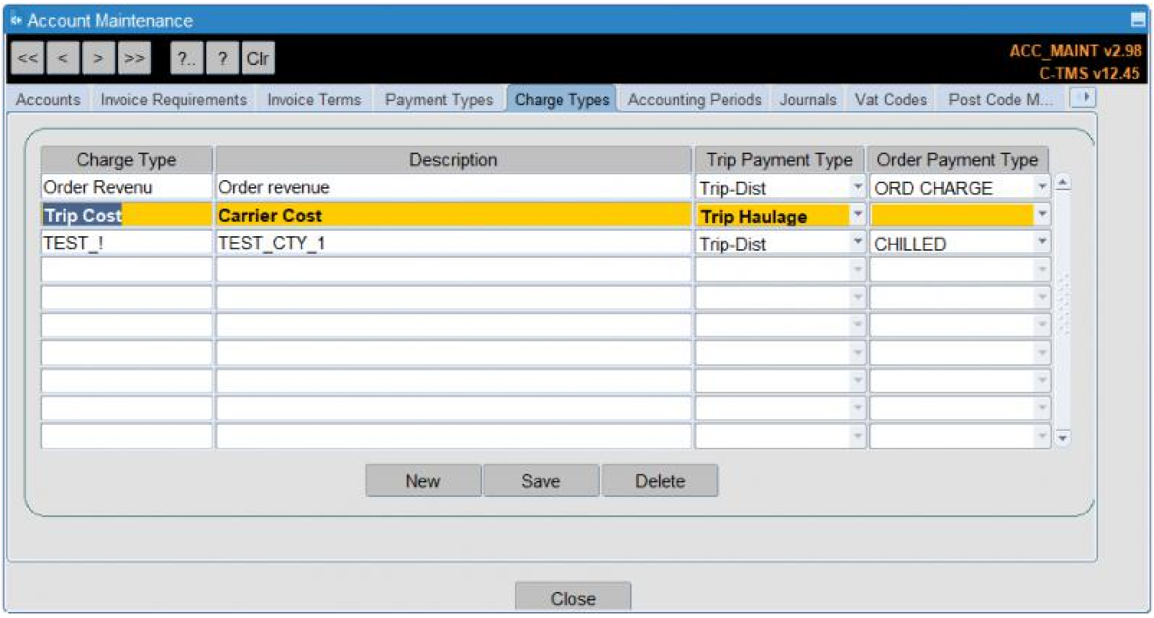
Example Payment Types

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.

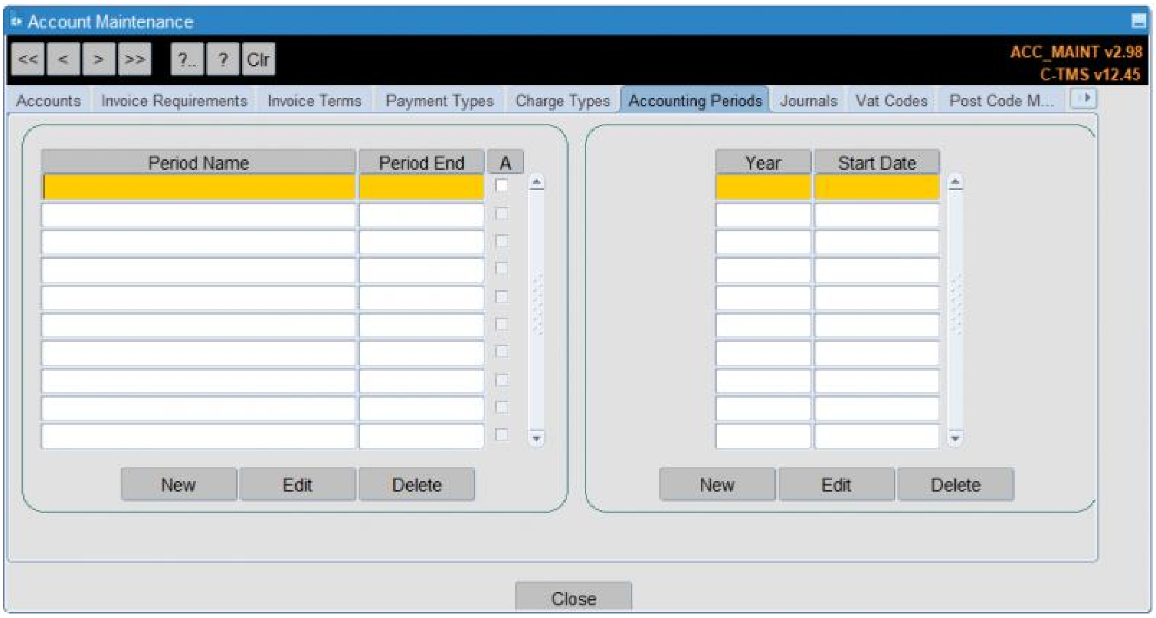


You can enter:

- 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:

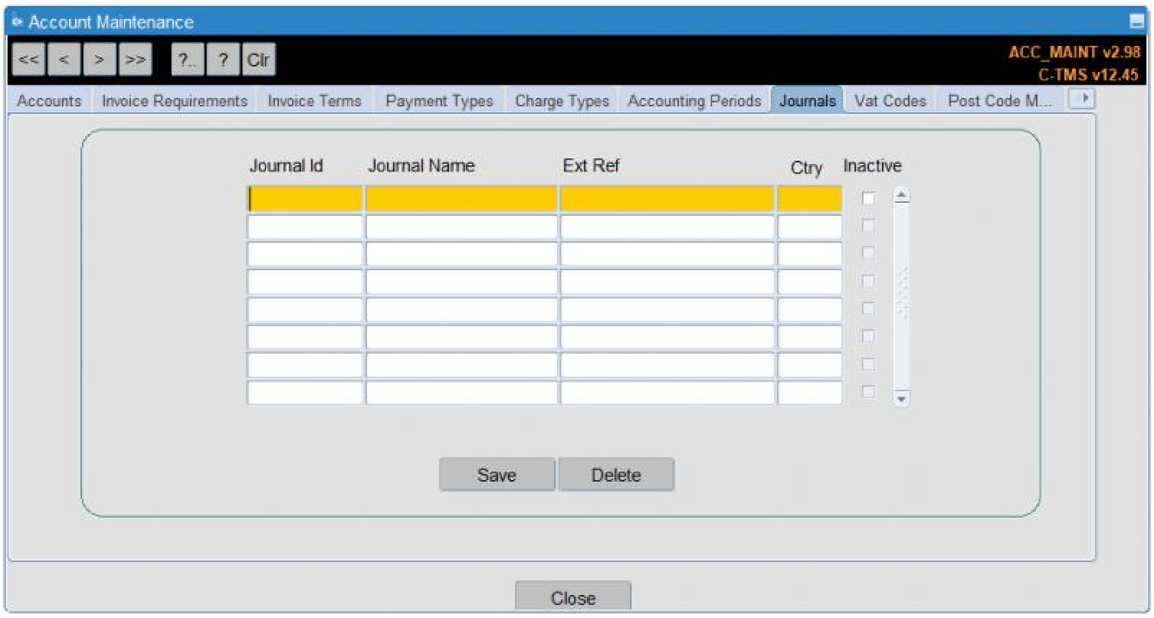
- Period Name
- Period End
- Accruals Created

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.



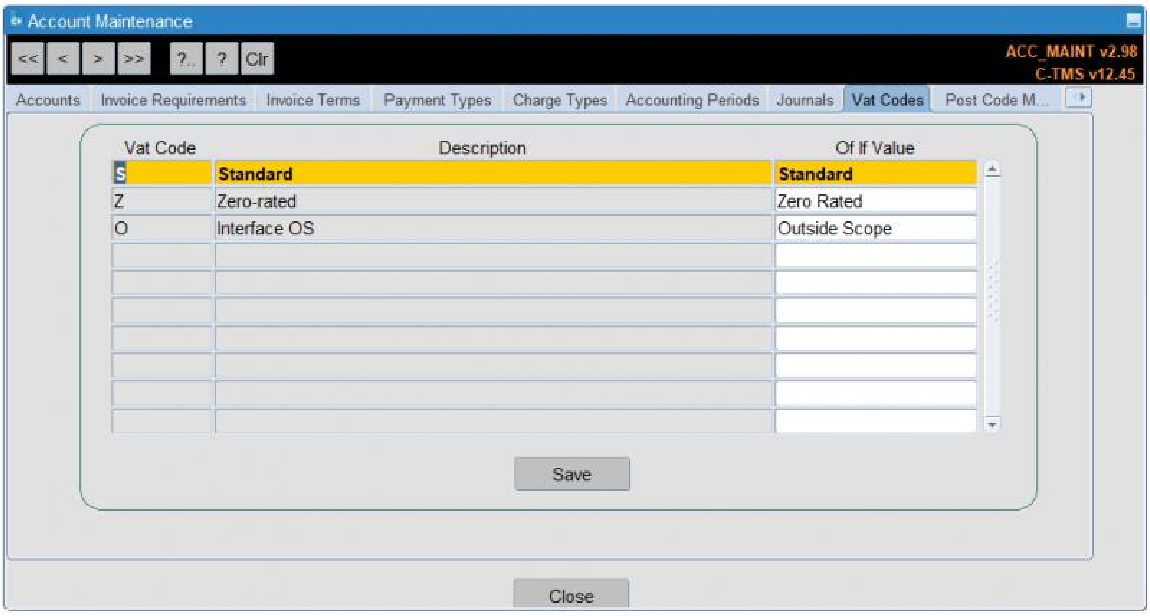
You can enter:

- Journal ID

- Journal Name
- Ext Ref
- Ctry
- Inactive

1.8 VAT Codes

VAT codes are used to calculate VAT.

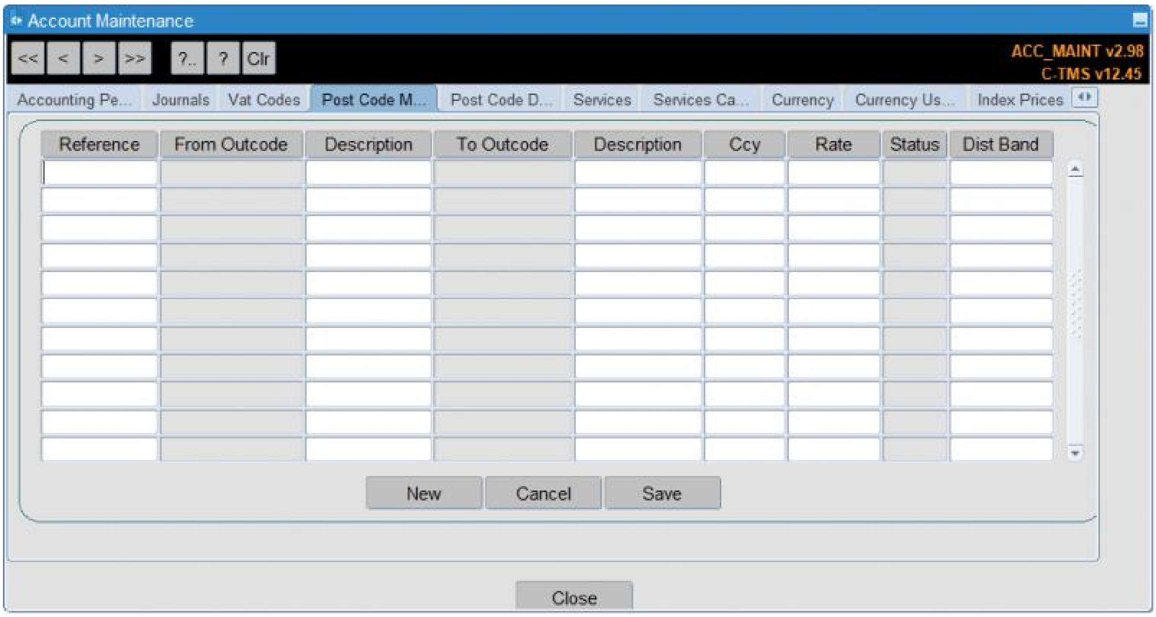


You can enter:

- 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.

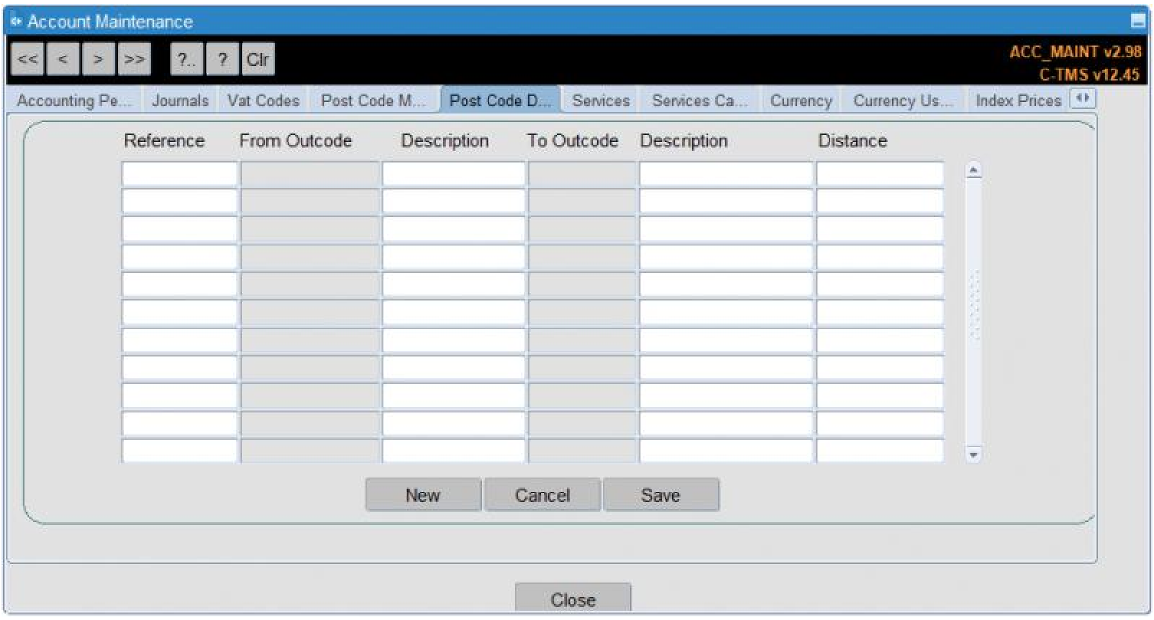


You can enter:

- 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.



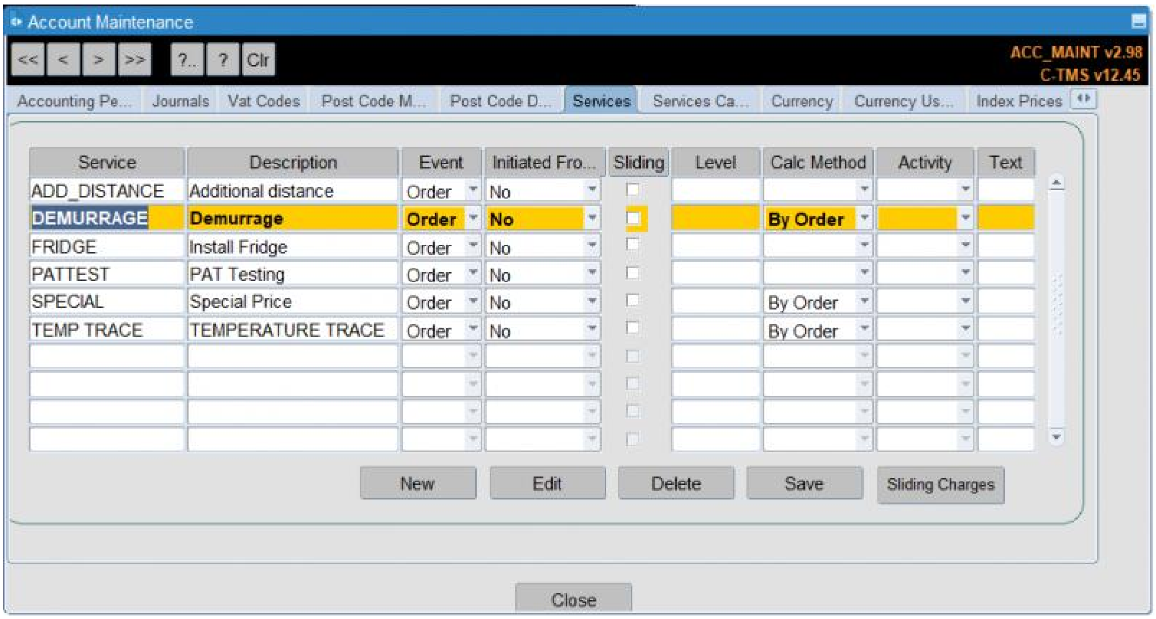
You can enter:

- 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.



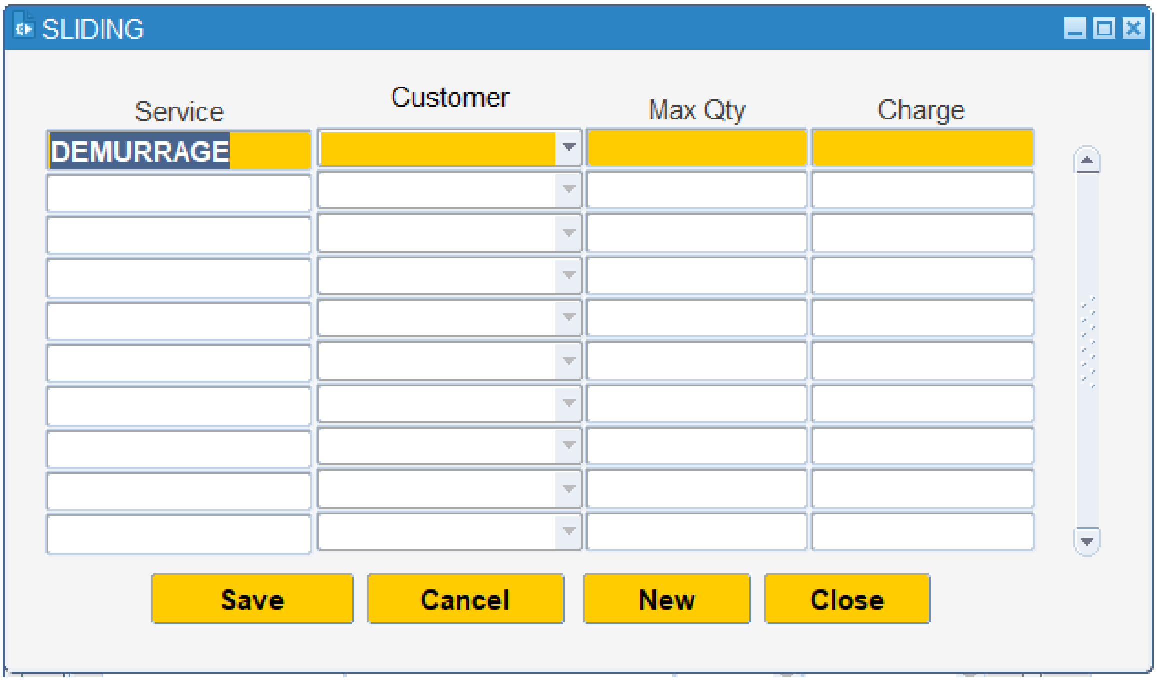
You can enter:

- 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.

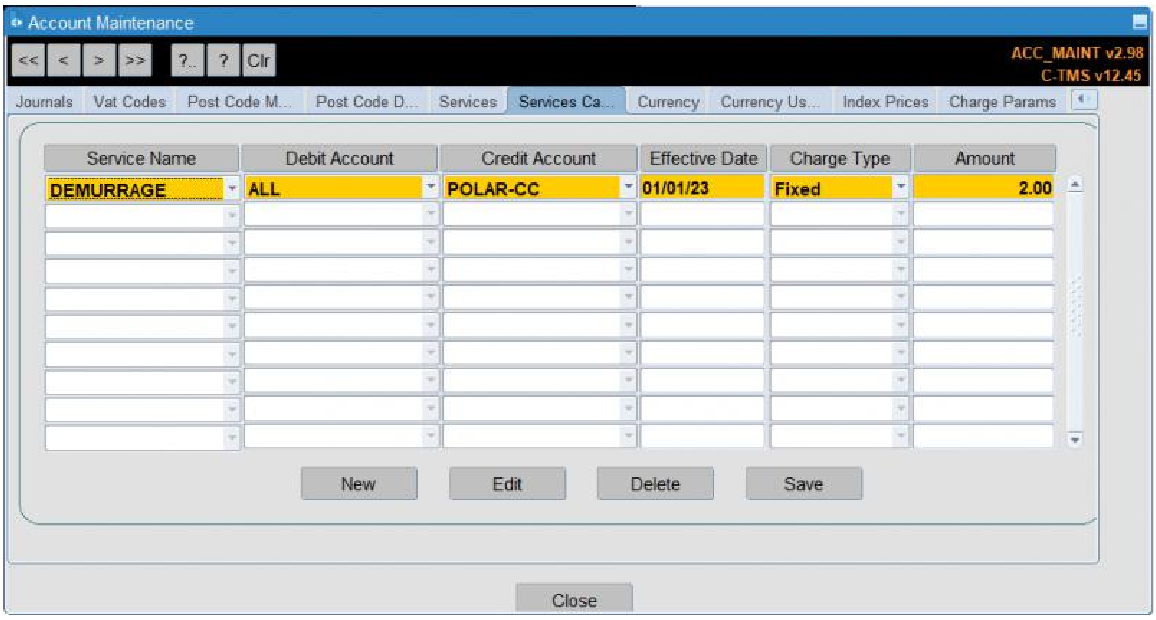
You can enter sliding charges against appropriate services:



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.



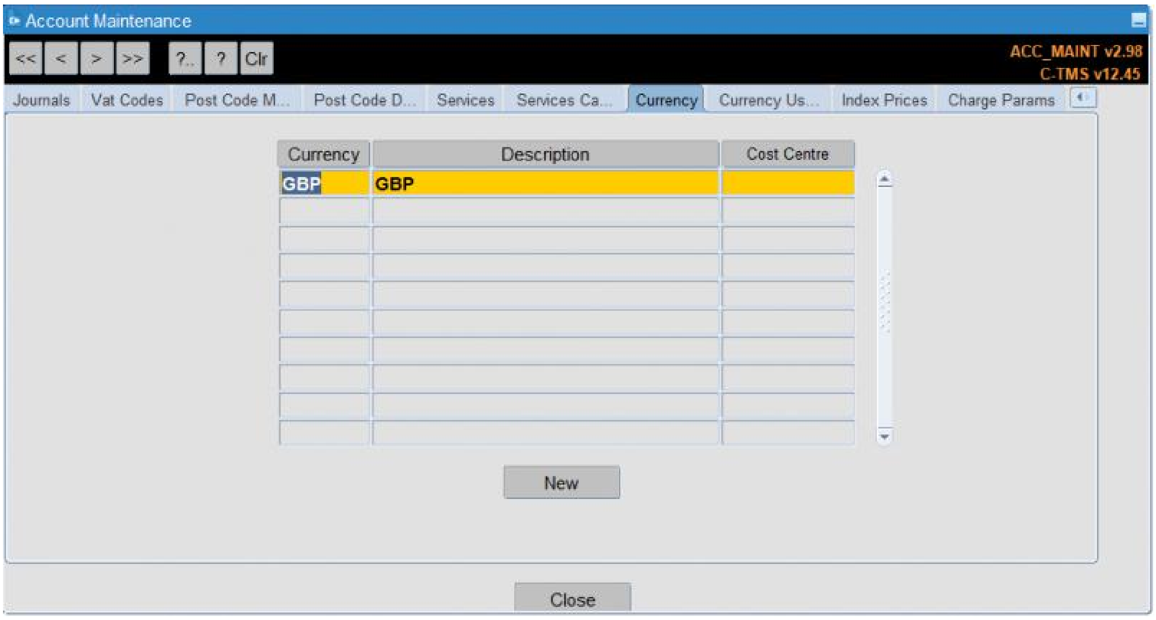
You can enter:

- 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.

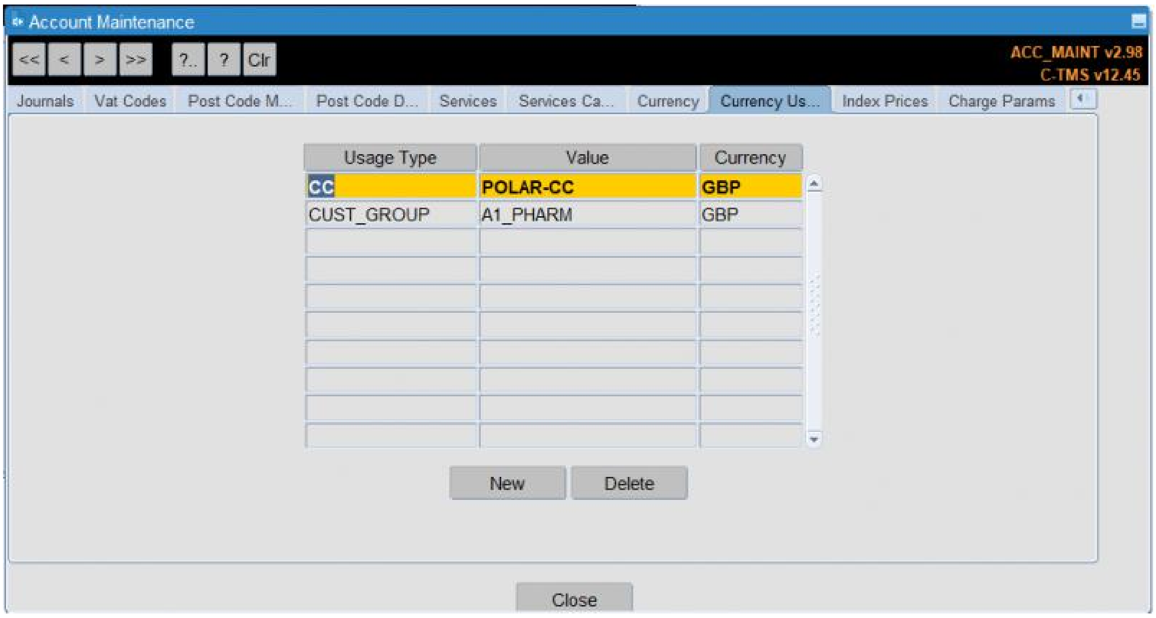


You can enter:

- 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.

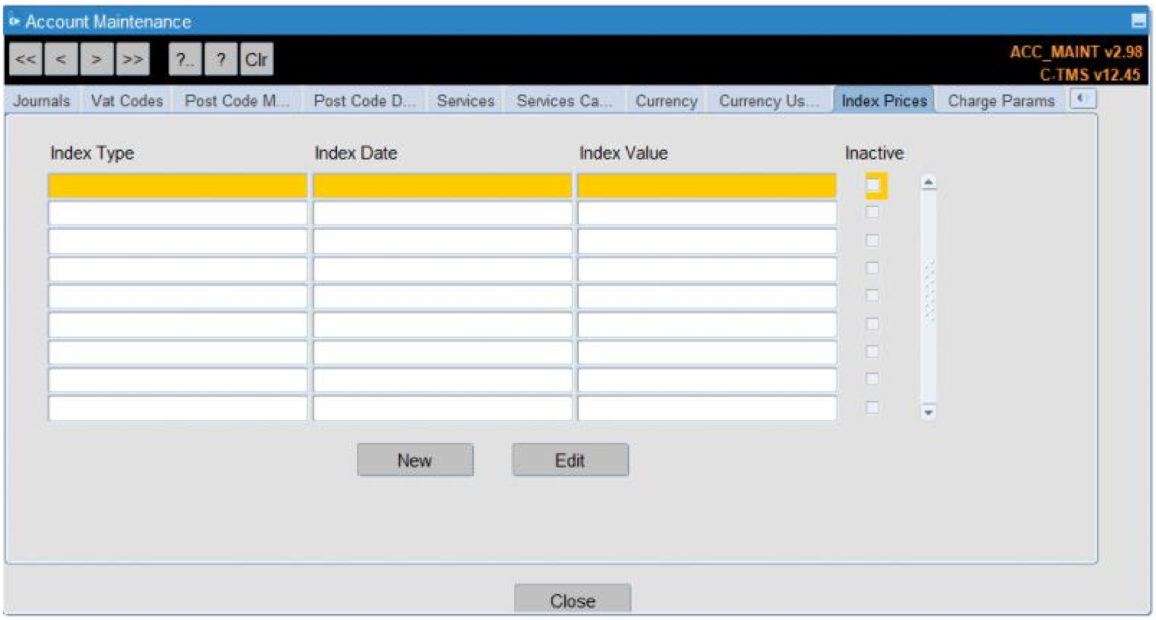


You can enter:

- 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.

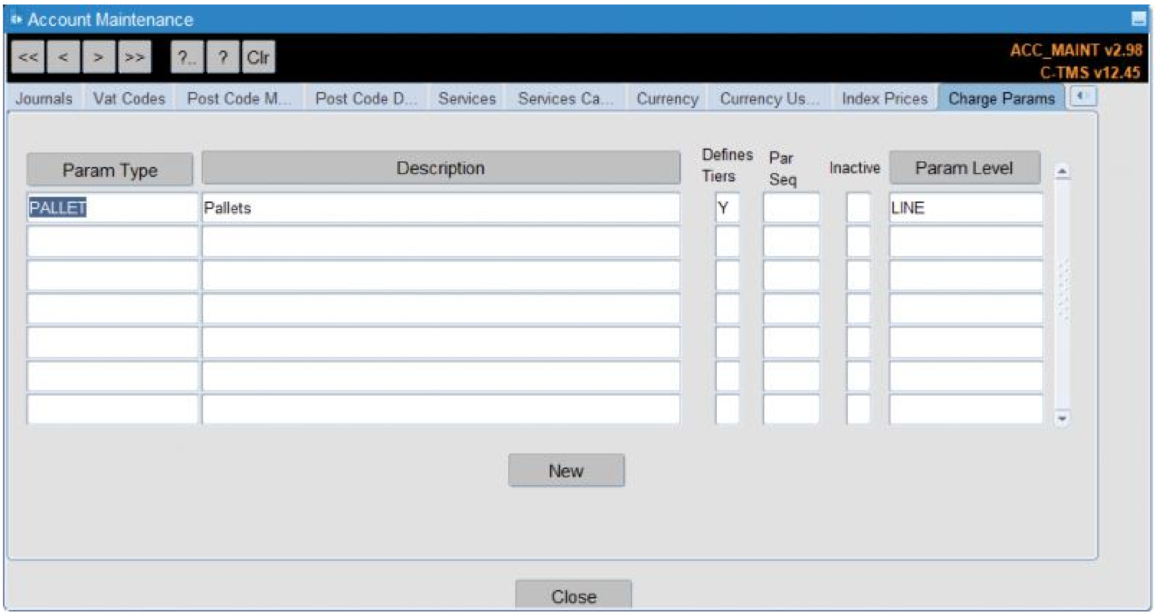


You can enter:

- 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.

2 Contracts

The Contracts module is used to calculate the payment and revenue relating to an order for a cost centre and a counter party. A counter party could be any entity who has a financial relationship with a cost centre. However, for the purpose of this document we will consider carriers and customers to be relevant counter parties. If a contract is set up between a cost centre and a customer then the contract will be used to calculate the revenue that the cost centre can expect to receive from the customer in respect of orders placed by that customer. If a contract is set up between a cost centre and a carrier then the contract will be used to calculate the payments that the cost centre must make to the carrier in respect of trips that the carrier has undertaken for that cost centre (in order to deliver the orders placed by a customer).

2.1 Definitions

In order to maintain Contracts in C-TMS, it is important to understand the following concepts:

1. The CONTRACT is an agreement between the Cost Centre and Customer (for orders) or Carrier (for trips), and consists of a collection of TARIFFS.
2. The TARIFF is a set of charges applicable to a certain 'job', or type of work. The tariff is usually identified by a journey, either by defining the collection and delivery locations.
3. Each TARIFF consists of a number of TIERS, to enable different charges to be levied for different amounts. TIERS can be tailored to the specific requirements of the customer. Typical examples can include charges by weight, number of pallets, fixed cost per trip, time, distance or demurrage. Capping rates can be applied to the tiers up to a specified amount - i.e. charge "X" incrementally until "Y" amount is reached. It is also possible to incrementally increase the charge rates in line with customer requirements - i.e. charge of "X" for a set number of miles/pallets and then charge "Y" thereafter. Capping rates ensure that set amounts are not exceeded and allow for pro rata charging in relation to what was ordered. Demurraged relates to waiting time outside of an agreed time window and can be set to charge at a set rate per minute, hour or 15 minute increments (or any other variation) as required by the customer.
4. A CHARGE is an amount levied for a particular unit of work, e.g. "per weight", "per KG", "number of units" etc. These charges will be added together to calculate the total cost of a particular ORDER or TRIP (but if less than the MINIMUM for the TIER, then the MINIMUM will apply, and if greater than the MAXIMUM, then the MAXIMUM will apply).
5. A STANDARD JOURNEY is defined by a FROM and TO region, and a number of STANDARD JOURNEYS may be associated with a given TARIFF in order for C-TMS to work out which TARIFF to use for a particular ORDER or TRIP. Note that it is not necessary to set up STANDARD JOURNEYS for ORDER BASE RATES if the tariff is to be determined directly from the LANE.
6. CONDITIONS allow charges to be applied in specific circumstances and allow multiple charges to be defined for the same charging tier. Examples of Conditions include Perishable, weight, refrigerated and Trailer types.

Each contract is defined in a particular currency (C-TMS will allow a user to configure which currencies are in use for a particular database), all payments relating to that contract will then be created in that currency. The currency will also be allocated to Invoices, Trips and Orders. C-TMS will not allow payments in different currencies to be applied to the same Invoice.

Therefore, cost centres receive monies from customers for the orders that they place within the C-TMS system and carriers receive monies from cost centres in respect of trips they have undertaken to deliver the orders that customers have placed.

Given that contracts involve several parties i.e. cost centres, customers and carriers it is worth noting that data maintenance forms are available within C-TMS that allow an operation to define the parties that it will use within a contract and elsewhere in the system too.

The contracts module uses a number of different items to find out how much the payment or revenue should be for a particular order. The mechanism it uses for identifying this value is described below.

- Identify the contract being used based on the cost centre and the counter party.
- Identify the journey that is taking place for the order (can be identified as being the location id, town, postal region or country).
- Identify the tariff that exists for that journey OR identify the tariff using a lane_ID (if lanes being used).
- Identify which tariff tier should be used based on either the weight of the order, the number of RPEs associated with the order or the number of pallets associated with the order.

- Identity which charge conditions and therefore, charges should be used. Add up all of the charges that relate to this contract, journey, tariff and tier and charge condition.
- Identify the minimum and maximum charge for the tariff if the total of all the charges fall between this value then charge the derived value, if it falls below the minimum then charge the minimum if it falls above the maximum then charge the maximum.

2.2 How C-TMS Uses Contracts to apply charges to an ORDER or TRIP

When C-TMS calculates the amount of money to be levied against an ORDER or TRIP, it collects the set of parameters for which charges may be applied, such as:

- Type of delivery (Standard, Return, etc)
- Number of Pallets.
- Weight.
- Distance.
- Package Quantities.
- Time.

Next, it looks for the contract, using the COST CENTRE and CUSTOMER on the order, or the COST CENTRE and CARRIER on the trip, in conjunction with the DELIVERY DATE, so that it can find the contract which was in force at the date of delivery.

Having found the contract, it then needs to find the appropriate TARIFF to apply, either by finding the TARIFF with the same name as the LANE on the ORDER, or by looking at the STANDARD JOURNEYS.

Once the TARIFF has been found, the correct TIER is established, by picking the lowest tier whose LIMIT is the same or greater than the ORDER or TRIP being considered.

Once the TIER has been found, it applies each of the CHARGES in turn, to arrive at the total charge for the ORDER or TRIP, then compares this with the MINIMUM or MAXIMUM for the TIER (if specified).

The charges that apply to tariff tiers are calculated differently depending upon the type of charge and the value for that tariff charge. The different types of charge and the way that they are calculated are as follows:

- **Weight:** calculates the charge based on the weight of the order based on the following: weight of the order divided by the weight per unit charge (rounded up) multiplied by the value for the tariff. Therefore, if the value for the tariff was 100 and an order has a weight of 7250KG and the weight per unit charge was 1000 (because you wanted to charge per tonne) you would have a value of 7.25 (7250/1000) which would be 8 (rounded up) multiplied by a value of 100 i.e. £100 per tonne would give you a payment of £800.
- **Pallet:** calculates the charge as the number of pallets for the order multiplied by the value.
- **Unit:** calculates the charge as the number of pieces for the order multiplied by the value.
- **RPE:** calculates the charge as the number of RPEs for the order multiplied by the value.

Note that more than one charge can be defined for each tier, for example a fixed charge, a pallet charge and a weight charge could be entered which will create a single combined payment for those orders using that charge type. However, the final charge that is applied to the trip/order/base cost will always fall between the minimum and maximum values for that particular tier.

As well as multi charge conditions on a charge, conditions can be applied to a tariff condition can be applied. This is achieved by declaring an "Additional Tier Unit" and populating the "Additional Tier Name" and the "Additional Limit" columns. For example, if Additional Tier Unit is populated with "Weight" and the Additional Tier Name is "800 Weight" and the "Additional Limit" is 800.00 for tier 33, then, an extra check is made to ensure that the weight or an order does not exceed 800, if not, then the process continues as normal, using the charges on the contract. On the other hand, if the weight of the order exceeds 800.00, then, the process will try to find another contract with weights and endeavour to calculate the charges accordingly. If an alternative contract is not found, then an error message is displayed.

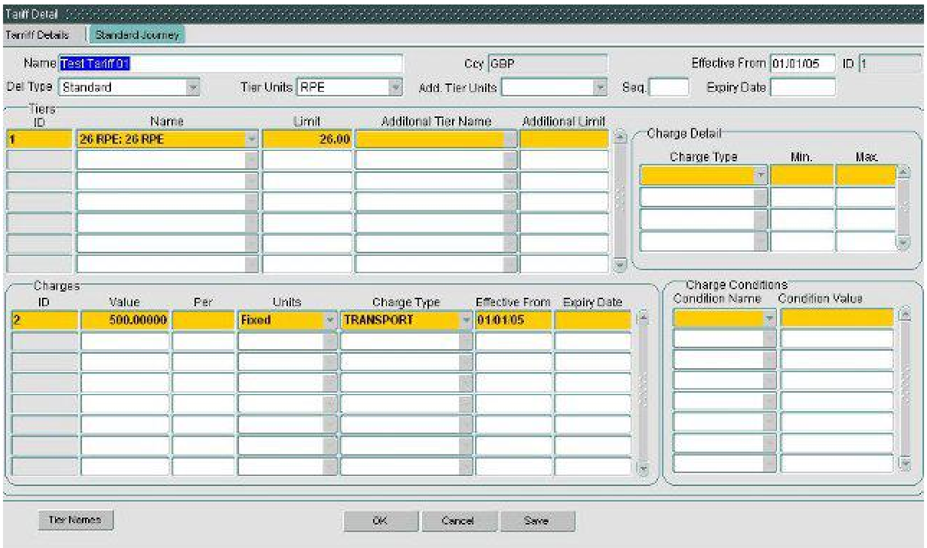
2.3 Revenue Calculation

The basis by which payments and revenue are calculated by C-TMS are defined as charges. A tariff is given a name, ideally, the name of the name of a lane and or a to and from location can be assigned to the tariff. Within the tariff, a number of tiers can be set up, and within each tier a number of charges can be assigned. Charges are dependant upon the payment types that are in the system.

For each charge set up, a unit type and a Charge type MUST be assigned. There are a number of units, which are currently available. These are:

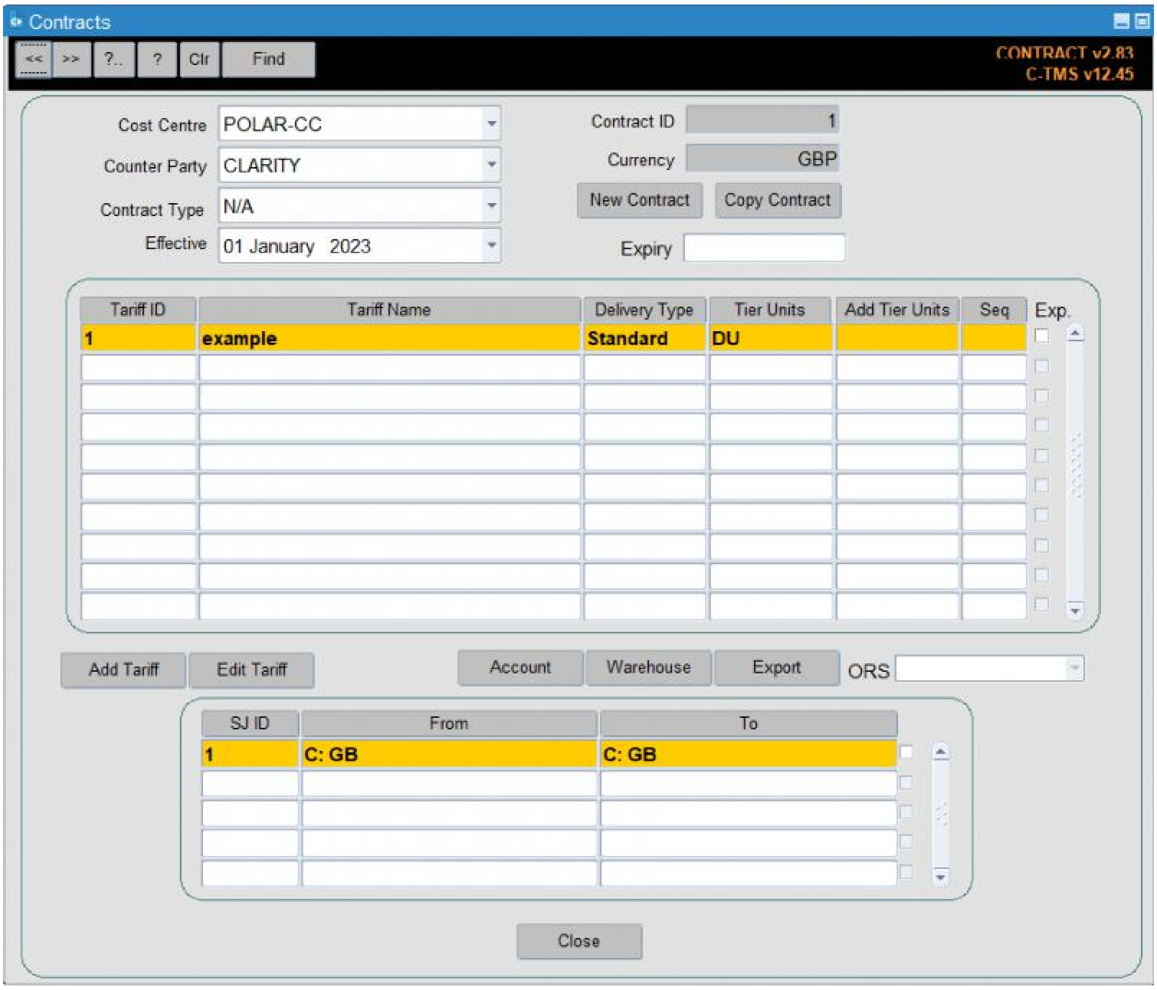
- Fixed.
- Pallet.
- RPE.
- Weight.

The diagram below illustrates a contract between the cost centre EXEL_EMT and the customer JOULIE_F and is effective from 3rd August 2003. The tariff L-KF034-F represents a suite of charges for any Trips going to and from location KF134-F and UB187-F (These locations are found on the Standard Journey tab).



2.4 Contracts

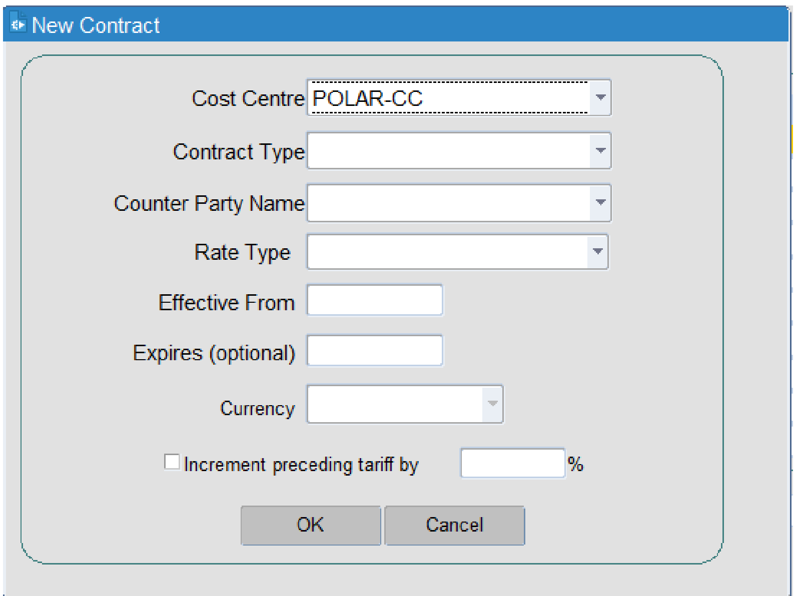
The Contracts screen can be used to set up new contracts and tariffs, and find and edit existing contracts and tariffs.



The screen is accessed from the menu C-TMS Modules, Maintenance, Contracts.

2.4.1 Adding a new Contract

You can create a contract between the cost centre and a counter party by clicking the **New Contract** button.



You will be prompted for:

- Cost Centre - this will default to your cost centre

- Contract type - one of Customer, Customer Group, Carrier/Haulier, Internal, Party
- Counter Party Name - the counter party of the type selected above - you can use a lookup to see all available values.
- Rate Type - one of N/A (the default), Radial or Trunk.
- Effective from - the date effective from
- Expires (optional)
- Currency - a shared currency between the two parties - use the drop-down list to select.

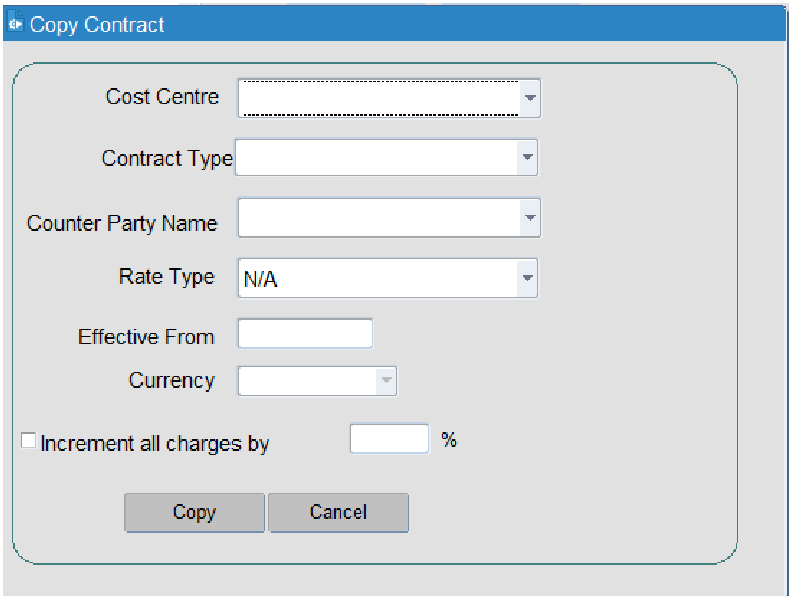
If you already have a tariff for this customer, you can also choose to increment any previous tariff by a percentage.

Click **OK** to create the contract, or **Cancel** to discard your new contract.

You can find existing contracts in this screen by using the 4 drop-downs in the top left:

- Select the cost centre from the drop-down list.
- Select the counter party from the drop-down list - only counter parties with contracts will be seen.
- If a contract is found, the details will be displayed. If multiple contracts are found, you can use the Contract Type and Effective drop-down lists to select the other contracts.

You can copy an existing contract you have found to create a new contract by clicking the **Copy Contract** button.



You will be prompted for:

- Cost Centre - this will default to your cost centre
- Contract type - one of Customer, Customer Group, Carrier/Haulier, Internal, Party
- Counter Party Name - the counter party of the type selected above - you can use a lookup to see all available values.
- Rate Type - one of N/A (the default), Radial or Trunk.
- Effective from - the date effective from
- Expires (optional)
- Currency - a shared currency between the two parties - use the drop-down list to select.

You can also choose to increment all charges on the contract being copied by a percentage.

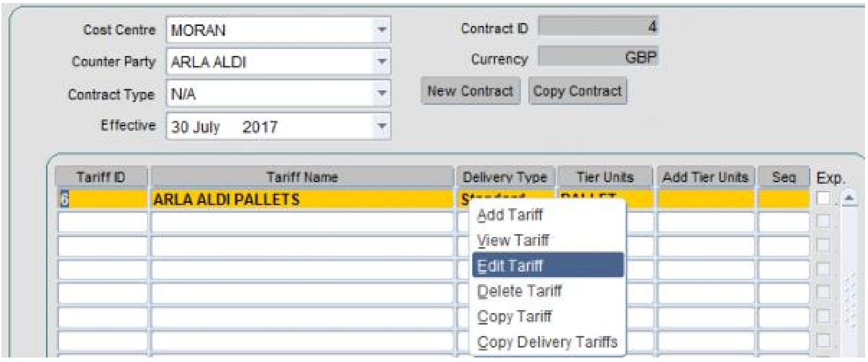
Click **OK** to create the contract, or **Cancel** to discard your new contract.

Whether created, copied or found, the screen will display the tariffs associated to the contract, as well as any standard journeys applying to that contract.

For speed, this form includes buttons to quickly access the **Account** and **Warehouse** forms, so that data can be quickly set up if required before the contract.

You can create a new tariff by using the **Add Tariff** button or edit tariffs by either double-clicking the tariff in the list, or selecting the tariff in the list and then clicking **Edit Tariff**.

You can also access options on a particular tariff by right-clicking on the tariff:



Options available are:

- Add Tariff.
- View Tariff.
- Edit Tariff.
- Delete Tariff.
- Copy Tariff.
- Copy Delivery Tariff.

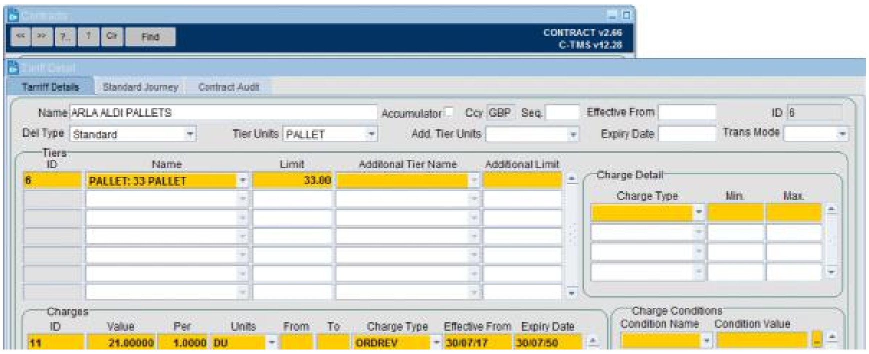
You can export the contract and tariff data from this form directly, as long as you have created at least one ORS contracts report - you can select the report from the drop-down list here, and then click **Export**.

2.4.2 Tariffs

Tariffs can be entered, amended or deleted by anyone with the appropriate access rights, when you create a tariff you need to enter some properties for that tariff. The values that need to be configured are the name of the tariff, the delivery type that applies to the tariff, the units that any tariff tiers will be measured in and if required an expiry date can be added, so that the tariff automatically ends on a given date.

To create a new tariff right click on first empty line and select **Add Tariff**

Tariff details box appears, select the delivery type and tier units.



Select correct amount from drop down box to the left of first line.

More information about the tariff can be found by right clicking the tariff and choosing *View Tariff* - this displays the tariff detail, which is illustrated above. The tariff detail shows that different charges can be made for different numbers of RPEs (or indeed weight limits) for example you may want to charge more if you are handling a small number of pallets on an order than if you are handling a large number of pallets. Once a charge has been created, then charge conditions may be applied (currently there are three- Refrigerated, > Weight and < Weight). Tariffs can only be created or amended on the Tariff Details screen.

Once a Tariff has been entered it is possible to create Tiers for it (i.e. a method of defining different rates for different measurements of the order, for example 0-5 pallets, 6-11 pallets, 11-20 pallets). Each tariff tier has a name, a default measurement unit and a default limit.

The charge tiers contain the following details: the tier name, the maximum number of units that the charge tier can be used with. For every tier set up, a corresponding charge must be set up.

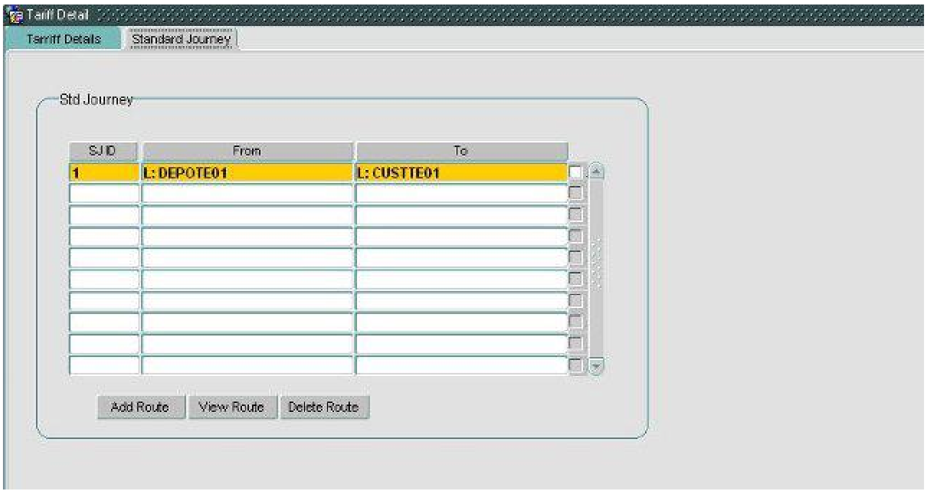
In the Charges box, enter the rate as shown above. The Charge detail is optional. The Charge Type must be set up as Order Revenue for all contracts involving Customers.

Continue this until all ranges are entered then press **Save** and then **OK**.

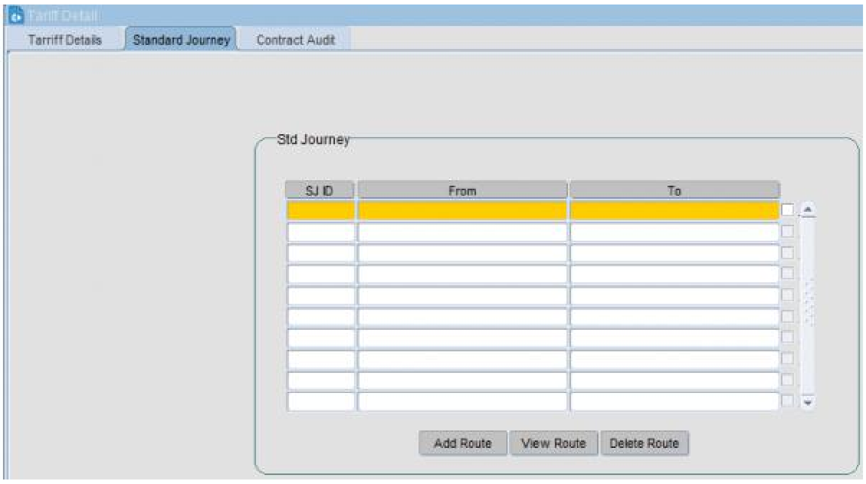
Conditions may be added to charge. For example, if a perishable condition had been added to the charge, the order must be a perishable order for the charge to be applied.

A minimum and maximum charge can also be applied to the charge type.

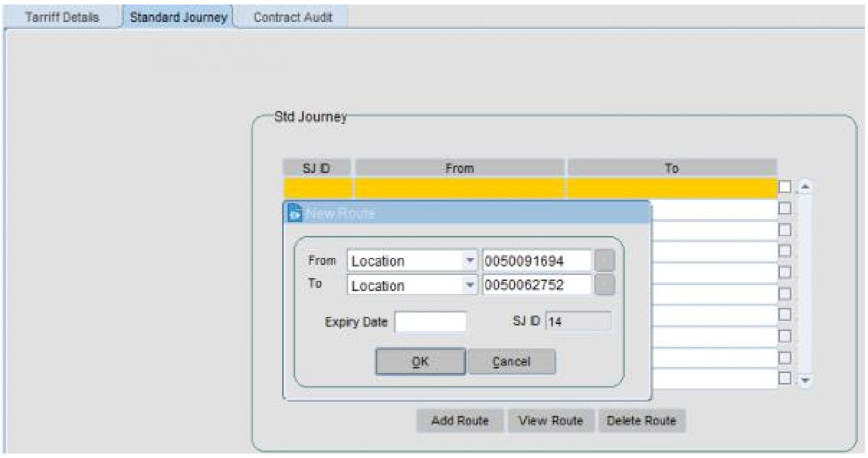
All tariffs must have an associated standard journey. The tariff will refuse to save and the user will be redirected to the Standard Journey tab (illustrated below) until such time as either a valid journey has been entered or the Add / Edit tariff transaction has been cancelled.



On the SJID pane, right click and then click **Add Route**.



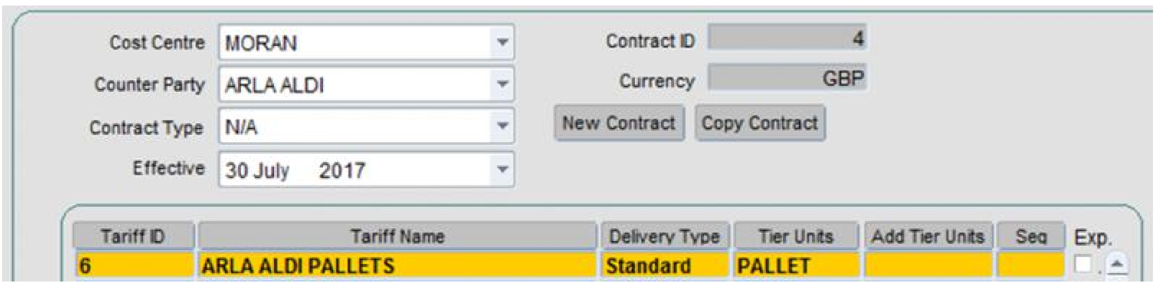
The Route can be set up between a Location, Town, Postal Region, Planning Region, Zone or a Country to a Location, Town, Postal Region, Planning Region, Zone or a Country. You are provided a lookup button, and can also use CTRL-L to activate it, once you have selected the type. Select the appropriate details of the route and click **OK**.



Note: When using Zones in the standard journeys, the system would have to look through all zones created on the system for other purposes like scheduling engine. Rather than consider zones that have not been defined for Finance, you may set up zones based on the areas for charging and click the "Rating" flag - the contracts function only looks at these zones.

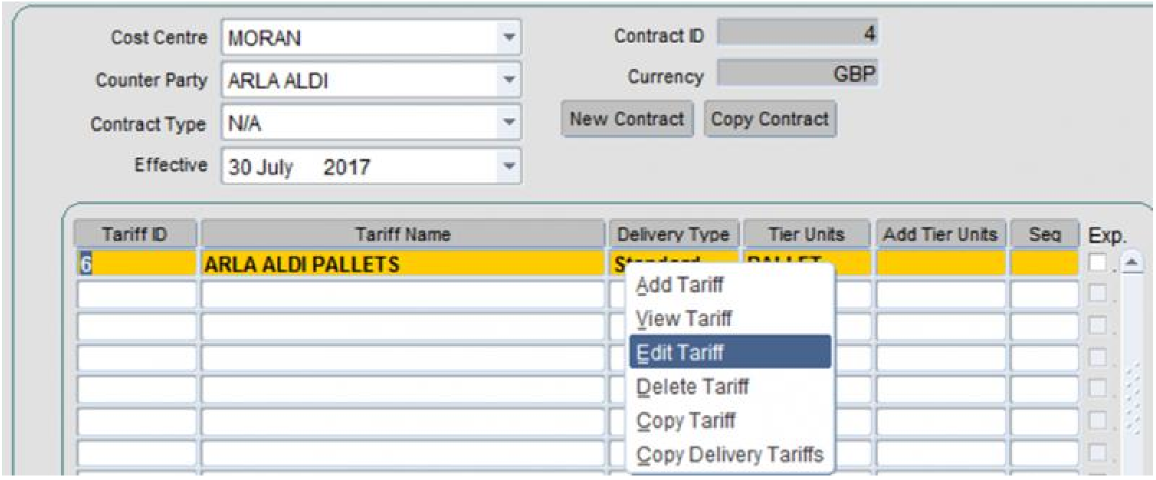
2.4.3 Finding a Contract

1. To find a contract which is already in the system, select the **COST CENTRE** from drop down box
2. Select the correct **COUNTER PARTY** (Customer or Carrier) from drop down box
3. A list of contracts should appear, if no contracts appear then there is not a contract with those details



2.4.4 Editing Pallet Tariff / Rates

1. It is possible to edit the tariff by simply double clicking on the appropriate Lane ID or right clicking on the appropriate Lane ID, then selecting Edit Tariff.
2. The TARIFF DETAILS box will appear again.
3. At this point it is also possible to delete an individual tier or charge by again right clicking on the appropriate line.



2.5 Notes

It is important that sequence is populated, if conditional tariffs is being used. The main tariff should be set to 1 and the alternate tariff should be set to 2.

If you want to amend a tariff it is possible to amend it directly by altering the parameters associated with it or you could use the copy contract facility, choose the same cost centre and counter party and then set a new effective date and increment the minimum, maximum value elements within the tariff by a certain percentage in order to take account of inflation and price increases for example. Once this process has been completed you will see multiple entries under the effective from section of the contract form.

If you wanted to create a new tariff that was very similar to an existing tariff you could use the copy tariff function, choose an existing cost centre and counter, you can then increment the minimum and maximum value elements by a percentage value as before. Once this process is completed you will have a tariff on a contract that you entered.

A Contracts screen search facility has been provided for quick navigation to the Contract ID, Tariff ID, Tier ID, Charge ID or Standard Journey ID of choice. When a valid tier ID is selected, the search record will be highlighted amidst a display of all of the associated contract?s valid tiers.

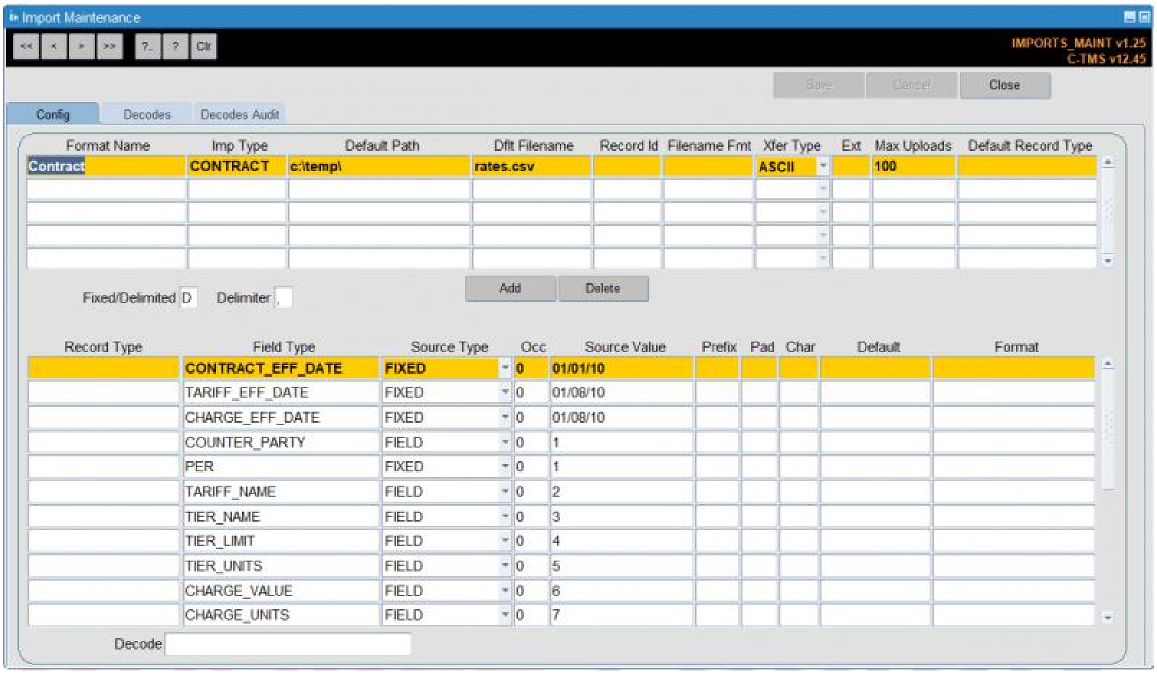
C-TMS will allow a Customer to be charged a consolidated rate if there are multiple Orders on the same Trip with the same From Loc, To Loc, Cost Centre, Delivery Type and Customer or Customer Group. If a Trip contains 3 orders for 1 pallet with the same From Loc, To Loc, Customer, Cost Centre and Delivery Type it would be possible for C-TMS to charge the 3 pallet rate rather than charging the 1 pallet rate three times.

It is possible to re-charge internally using the Internal Recharging Mechanism.

2.6 Importing Contracts

You can import contracts and tariffs through the standard Imports "CONTRACT" import format.

One will be set up for you and should be visible within the Imports Maintenance screen, accessed from C-TMS Modules, Maintenance, Imports.



The import has been set up to allow you to pre-configure various data, and to upload the rest:

Pre-configured (FIXED) data:

- CONTRACT_EFF_DATE
- TARGET_EFF_DATE
- CHARGE_EFF_DATE
- PER
- CURRENCY
- CHARGE_TYPE
- SERVICE_TYPE
- COST_CENTRE

Variable (FIELD) data (in columns of a CSV file):

1. COUNTER_PARTY
2. TARIFF_NAME
3. TIER_NAME
4. TIER_LIMIT
5. TIER_UNITS
6. CHARGE_VALUE
7. CHARGE_UNITS
8. STJ_FROM
9. STJ_TO

To use this, first change the FIXED data in the import to your desired values:

- CONTRACT_EFF_DATE - the effective date from for the contract
- TARGET_EFF_DATE - the effective date from for the tariff
- CHARGE_EFF_DATE - the effective date from for the charge
- PER - defaulting to 1
- CURRENCY - the shared currency between the two parties.
- CHARGE_TYPE - typically Order Revenue for customer contracts or Trip Cost for carrier contracts, but could be any charge types set up in the system.
- SERVICE_TYPE - the delivery type.
- COST_CENTRE - set to your cost centre, who will pay or receive payment, depending on the counter party (carrier or customer)

Next step in to prepare the import file. This should be a CSV file.

Details of the columns:

1. COUNTER_PARTY - the carrier or customer code.
2. TARIFF_NAME - a description of the tariff being configured
3. TIER_NAME - a description of the tier being configured
4. TIER_LIMIT - the limit to this tier
5. TIER_UNITS - the unit being assessed by this tier. This could be any unit set up in the system.
6. CHARGE_VALUE - the value charged per this charge line.
7. CHARGE_UNITS - the unit being charged against
8. STJ_FROM - the geographical range (standard journey) of this tariff.
9. STJ_TO - the geographical range (standard journey) of this tariff.

Note: Standard journeys are formatted as type, then a colon (:) then the value, for example "C:GB" denotes a country range for the specific country "GB" as set up in the countries system data.

- Type is one of the following:
    - "R" - Planning Region
    - "P" - Postal Region
    - "T" - Town
    - "C" - Country
    - "Z" - Zone
    - "L" - Location
- Value is the specific ID of one of the types. For example, "GB" as set up in Countries.

You can then import the file through the Imports option on Administration, File Interfaces, Imports, if your user has been authorised to use the "Contracts" import format:

- Find the format "Contracts"
- Click **Browse** and find your CSV file.
- Click **Import** and confirm any pop up messages.

You will then be able to see the contract in CTMS Modules, Maintenance, Contracts.

Example:

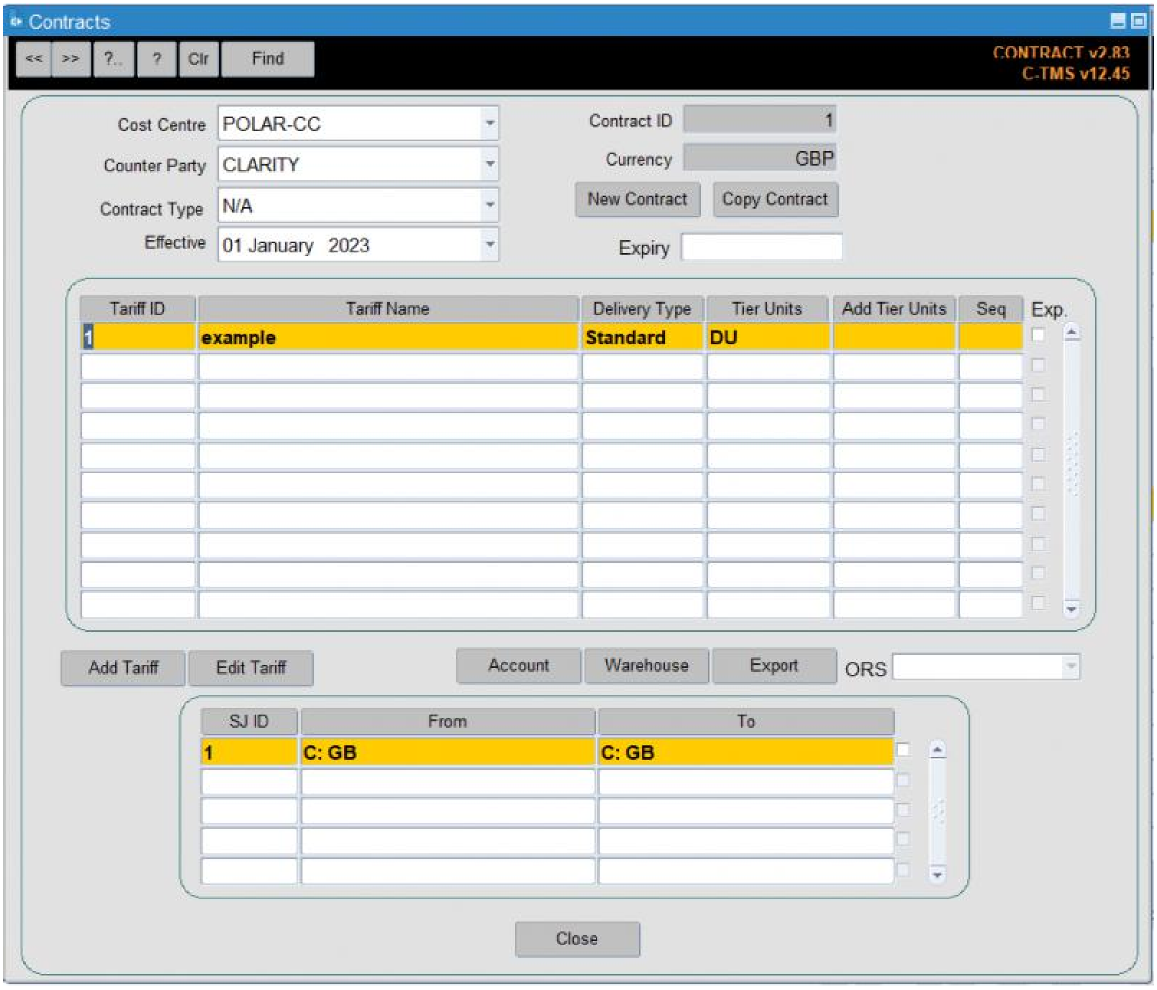
With the following fixed data:

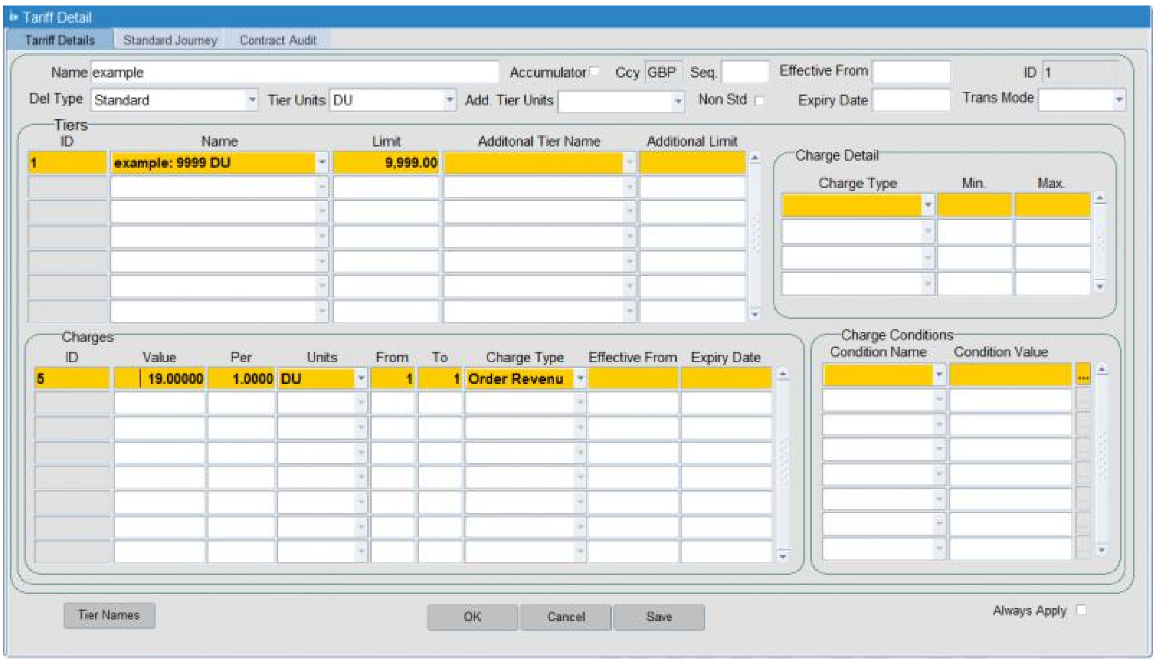
- CONTRACT_EFF_DATE - 01/01/23
- TARGET_EFF_DATE - 01/01/23
- CHARGE_EFF_DATE - 01/01/23
- PER - 1
- CURRENCY - GBP
- CHARGE_TYPE - Order Revenue
- SERVICE_TYPE - Standard
- COST_CENTRE - POLAR-CC

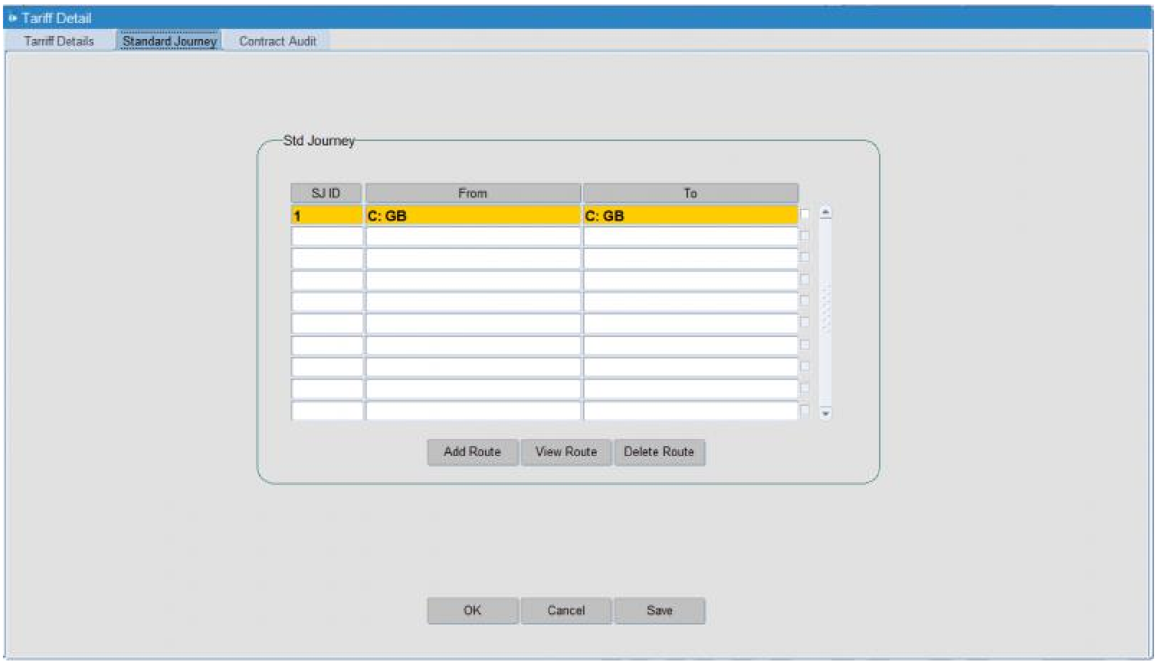
and the following CSV:

```
CLARITY,example,example: 9999 DU,9999,DU,19,DU,C:GB,C:GB
```

Will create the following contract:


Contracts
CONTRACT v2.83
C-TMS v12.45
<< >> ?.. ? Clr Find
Cost Centre POLAR-CC
Counter Party CLARITY
Contract Type N/A
Effective 01 January 2023
Contract ID 1
Currency GBP
New Contract
Copy Contract
Expiry
Tariff ID Tariff Name Delivery Type Tier Units Add Tier Units Seq Exp.
1 example Standard DU
Add Tariff
Edit Tariff
Account
Warehouse
Export
ORS
SJ ID From To
1 C: GB C: GB
Close


Tariff Detail
Tariff Details Standard Journey Contract Audit
Name example
Accumulator
Ccy GBP
Seq.
Effective From
ID 1
Del Type Standard
Tier Units DU
Add. Tier Units
Non Std
Expiry Date
Trans Mode
Tiers
ID Name Limit Additonal Tier Name Additional Limit
1 example: 9999 DU 9,999.00
Charge Detail
Charge Type Min. Max.
Charges
ID Value Per Units From To Charge Type Effective From Expiry Date
5 19.00000 1.0000 DU 1 1 Order Revenu
Charge Conditions
Condition Name Condition Value
Tier Names
OK
Cancel
Save
Always Apply



The import can be modified so that you can change fixed values to variable fields, and then add columns to the CSV. You can also include charge conditions, standard journey, contract, tier and charge expiry dates, min and max charges, transport modes, etc.

3 Invoices

C-TMS can be configured, so that a customer invoice can be generated, once Trip Debrief has taken place.

3.1 Customer Setup

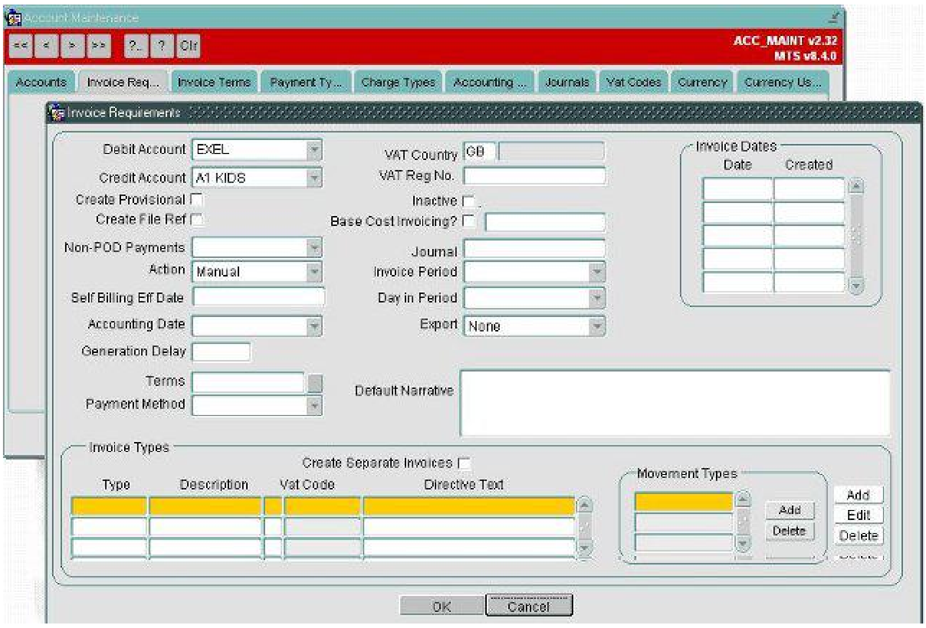
Customers can be set up so that they can use BCI (Base Cost Invoicing) or ACI (Actual Cost Invoicing).

If a customer changes from BCI from ACI, then a BCI Start Date MUST be entered, this allows the system, to know when to start generating payments using the Base Cost amount instead of the Actual amount.

Customers can also be configured to use Provisional Invoicing, this method generates a provisional invoice consisting of trips which have been ?ACCEPTED?, another invoice, called adjustments will be generated, several weeks later, which again is configurable.

3.2 Configuration Form

Invoicing is configured within the Invoice Requirements tab of the Accounts form



3.3 Invoices

TMS has functionality that allows the user to cumulate all payment lines within a selected date range and place onto an invoice. Invoices comprise of payment lines where each payment line will contain details of the specific order. Invoices can be generated weekly or monthly or to a specific date schedule.

To access the invoices screen, go to C-TMS Modules, Finance, Invoices.

It is possible to view the itemised breakdown of the invoice by double clicking into it and selecting "both".

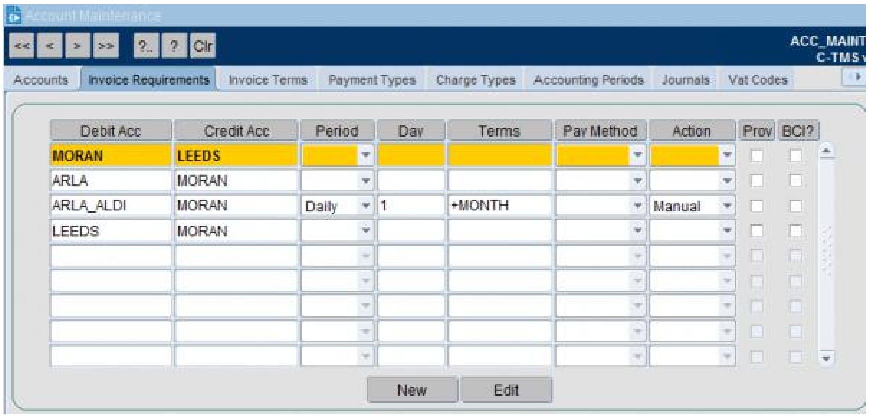
3.4 Invoice Date Ranges

Invoices can be set to be generated on a set frequency as required by the customer - example below:

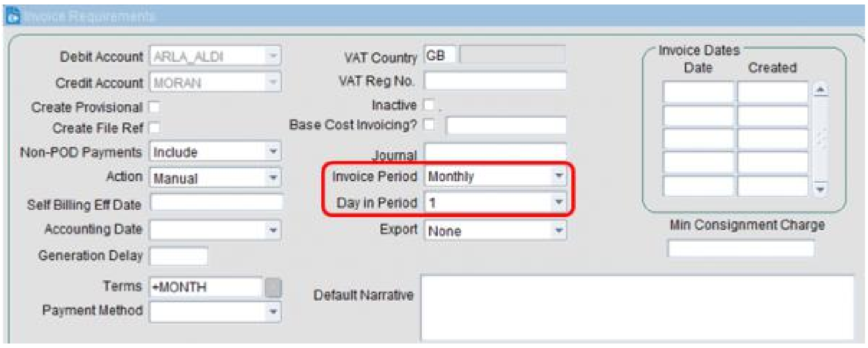
From: Sunday 00:00

To: Saturday 23:59.

This is a configurable setting within TMS and can be amended in the Accounts maintenance screen - located in C-TMS Modules, Maintenance, Accounts Maintenance.



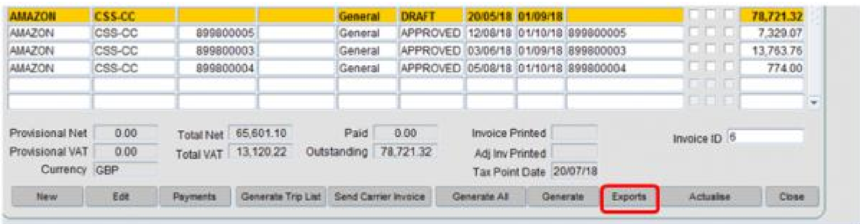
To amend the date range, select the **Edit** option. You can then amend the Invoice Period and the Day in the Period the invoices are created:



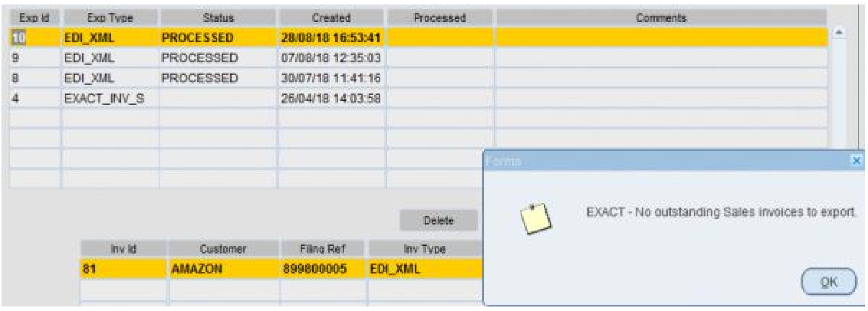
3.5 To send an invoice to a customer

Once an invoice has been reviewed, it can be approved and sent across to the customer in the following way:

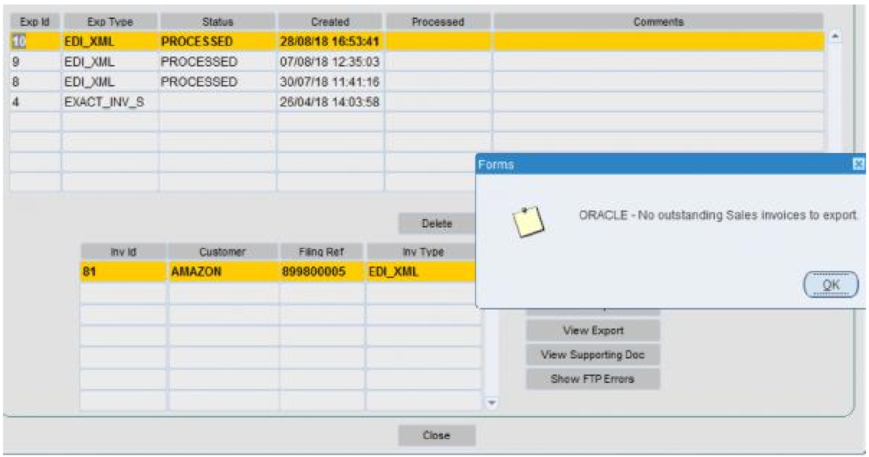
- Highlight the invoice to be sent
- Once reviewed, set the relevant invoice status from Draft to Approved - this is achieved by right clicking on the line, select **Set Status** and select **Approved**.
- Select **Exports.**



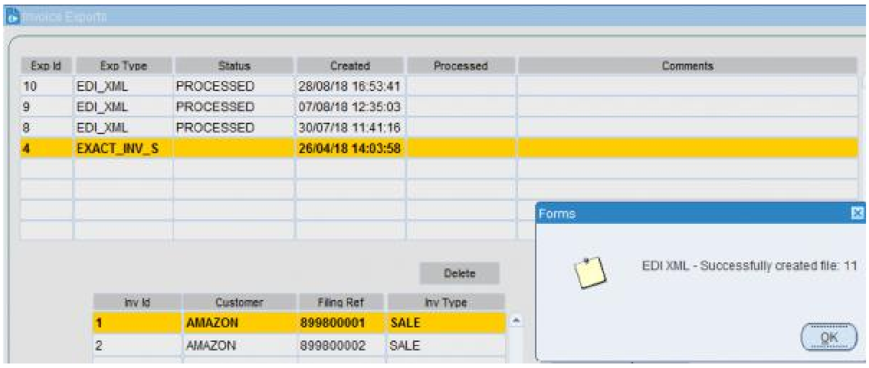
- Select **Generate Export**



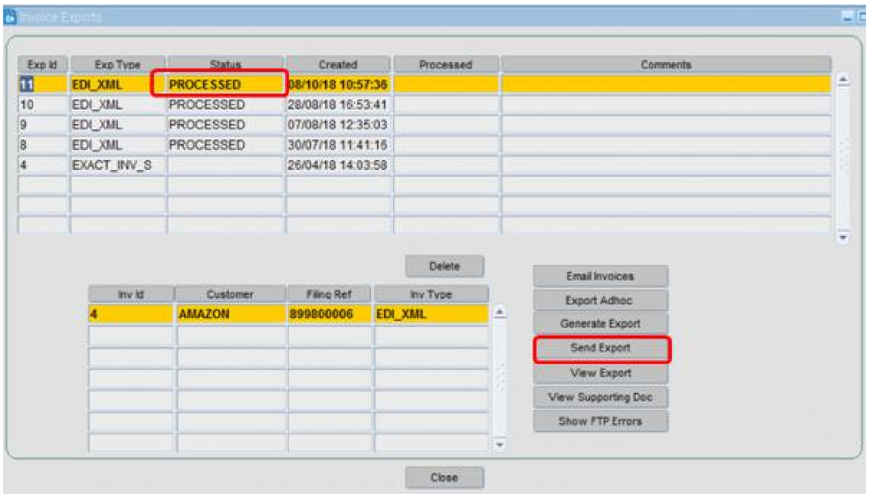
• Select **OK**. You will see the screen below:



• Select **OK**.

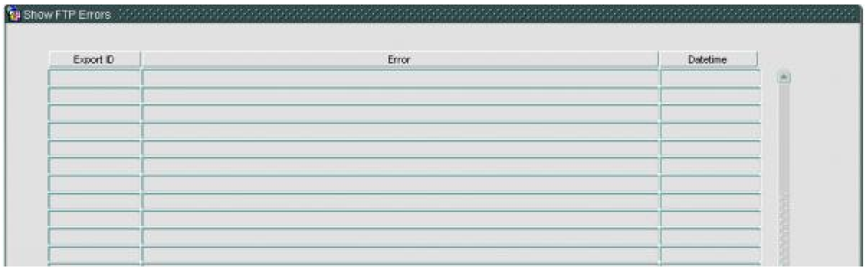


• You will then see the "successfully created file" message as above.
• The next stage is to select the **Send Export** button - this will set the status to "Processed".
• This is the trigger point that will send the invoice across. The invoice will display as "Processed" - as below.



Note: There is specific setup required beforehand to ensure that the relevant customer will receive the invoice in the required format.

If the push of the file fails, users may view the FTP Errors to find out why the extract failed.



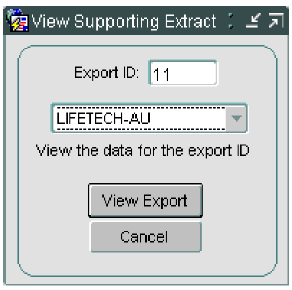
From this form, the invoices can be printed or exported to a CSV file.

C-TMS provides the ability to see the savings generated for a particular date range for a particular customer. This can then be exported into a CSV file.

3.6 View Export and Supporting Docs

Once an invoice has been generated, it will be displayed first in the top data block. You may then select **View Export** to see the payments that will be posted when the export is sent. Selecting view will automatically display the header for the selected.

You are also able to view the details of the export, this includes details of the items for which payments have been generated. When selecting the **View Supporting Doc** button, the following screen is displayed, You enter the export id and select a customer, to view the payment details.



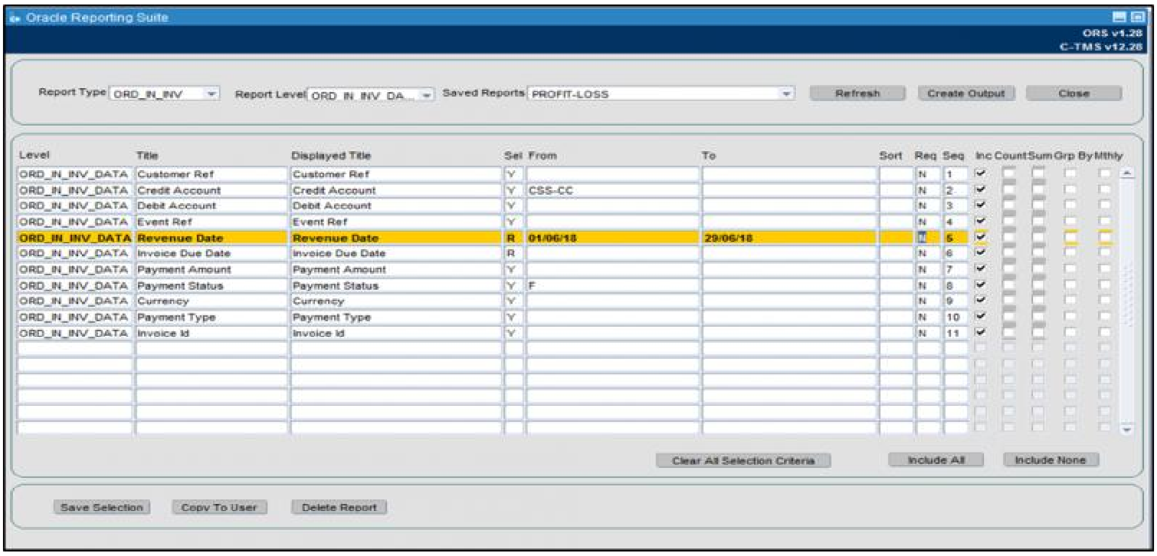
The support documents will run for a single customer, where the customer has at least one invoice included in the export. If the customer selected does not have an invoice in the export, the supporting doc will be blank.

3.7 Profit & Loss

The oracle report suite (**Reporting** & **Extract Suite**) allows data to be extracted into CSV. A **Profit and Loss** report can be created. Once created, this can be run daily, weekly or monthly and will show all inbound and outbound payments within a specific time frame.

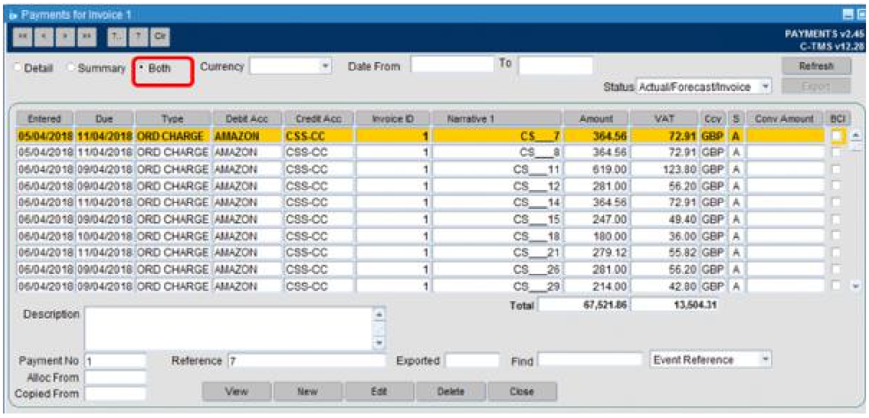
By amending the Credit account, you can extract costs and then revenue separately.

The criteria below shows all revenue payments allowing the data to be totalled in CSV format.



3.8 View invoice details

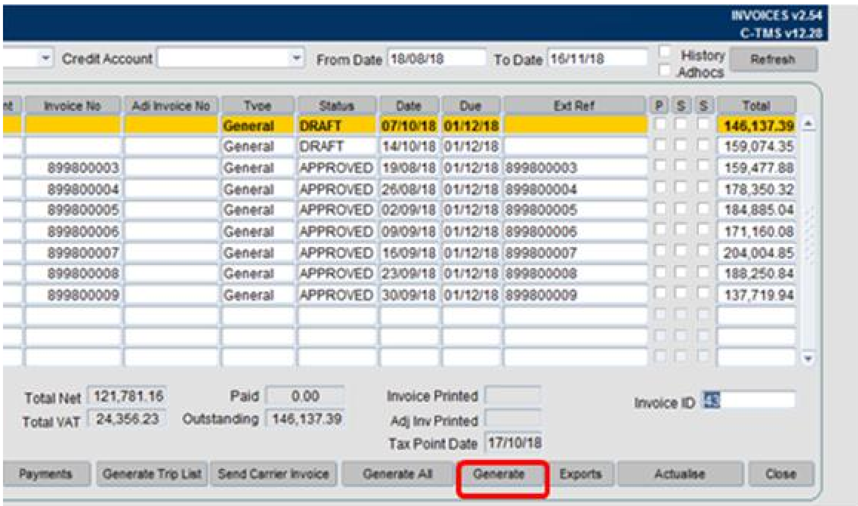
It is possible to view the itemised breakdown of the invoice by double clicking into it and selecting "Both"



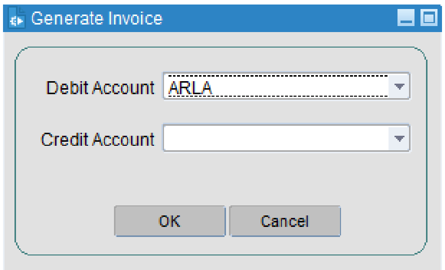
3.9 Invoice Generation and Printing

- To generate a new invoice for a new date range, click **Generate**.
- Payment Lines can only be assigned to invoices in a status of "Draft"
- Once a previous invoice has been reviewed and all relevant payment lines are included, the status should be changed to "approved" as part of the exporting to customer process.

New Invoice Creation:



Set the debit and credit accounts appropriately:

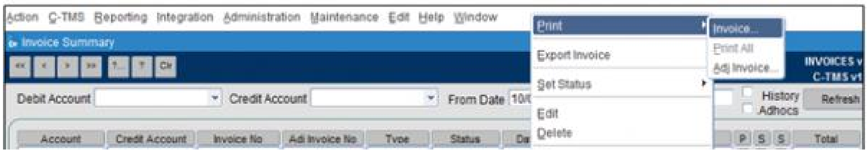


This invoice will then appear in the invoices screen with a status of "Draft". All relevant payment lines in a status of "A" (Actualised) will automatically be added to the invoice.

3.10 Printing of an Invoice

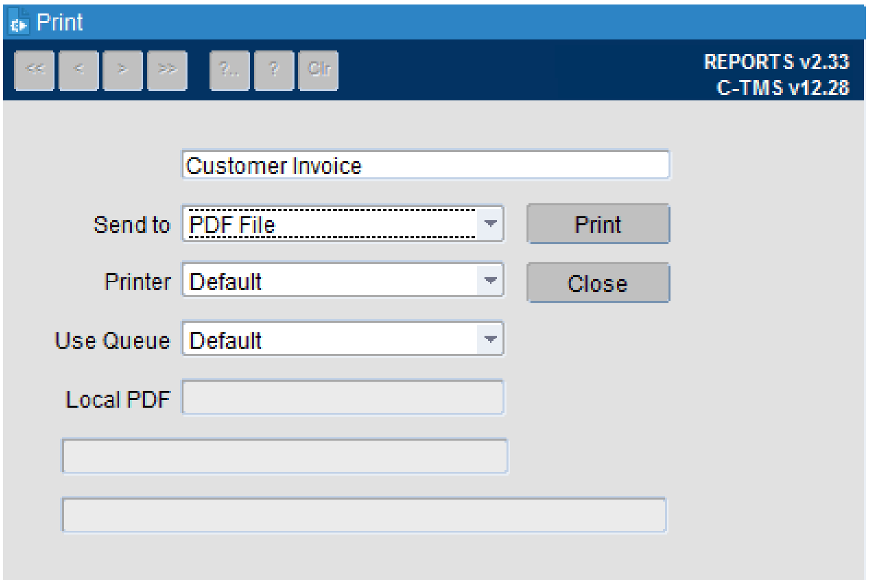
To print of an Invoice to review or to keep a manual copy:

- Highlight the associated invoice
- Right click and select *Print -> Invoice*
- **Note:** You can send the Invoice to a CSV Spreadsheet format by right-clicking and selecting *Export Invoice*.

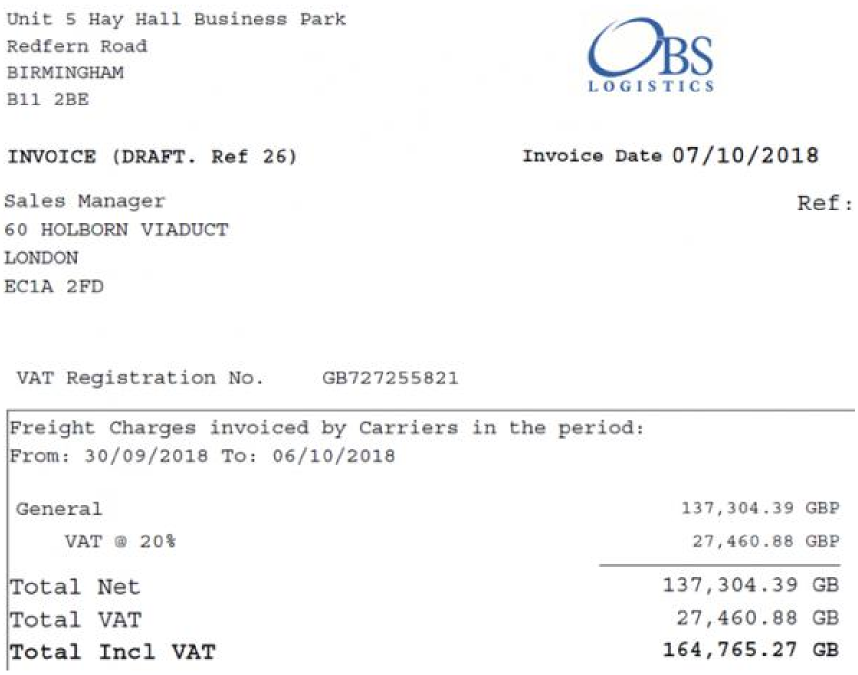


- Select **Print**

Ready for **What's Next, Now**™



An example output is illustrated below:



Unit 5 Hay Hall Business Park
Redfern Road
BIRMINGHAM
B11 2BE

OBS LOGISTICS

INVOICE (DRAFT. Ref 26) Invoice Date 07/10/2018

Sales Manager
60 HOLBORN VIADUCT
LONDON
EC1A 2FD

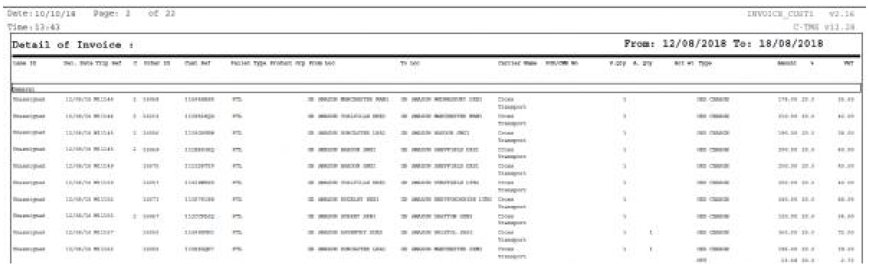
Ref :

VAT Registration No. GB727255821

Freight Charges invoiced by Carriers in the period:
From: 30/09/2018 To: 06/10/2018

General	137,304.39 GBP
VAT @ 20%	27,460.88 GBP
Total Net	137,304.39 GB
Total VAT	27,460.88 GB
Total Incl VAT	164,765.27 GB

An itemised breakdown of the associated invoice is also displayed:



3.11 Carrier Billing

C-TMS also allows a Carrier to be invoiced using a "Self Bill" mechanism - this process involves sending a list of trips and payments to the carrier to validate. The carrier reports any discrepancies and once all issue are resolved a Carrier invoice is sent to the carrier. The purpose of this is to speed up the process of paying the carrier and reducing the amount of time spent resolving issues with and de-briefing carrier invoices.

3.12 Further Configuration

The following system parameters affect this functionality:

Parameter	Description	Level
OF_CURRENCY_CODE	Oracle Financial Currency Code	SYSTEM
OF_FILE_ARCHIVE	Oracle financials archive file path.	SYSTEM
OF_FILE_NAME_SECTION2	Stores the name of section 2 on the OF filename	SYSTEM
OF_FILE_PATH	Oracle financials file path.	SYSTEM
OF_FTP_DESTINATION_DIRECTORY	Oracle Financials FTP Dir	COST_CENTRE
OF_FTP_DESTINATION_DIRECTORY	Oracle Financials FTP Dir	SYSTEM
OF_FTP_DESTINATION_IP_ADDRESS	Oracle Financials FTP IP	SYSTEM
OF_FTP_DESTINATION_IP_ADDRESS	Oracle Financials FTP IP	COST_CENTRE
OF_FTP_DESTINATION_PASSWORD	Oracle Financials FTP Password	COST_CENTRE
OF_FTP_DESTINATION_PASSWORD	Oracle Financials FTP Password	SYSTEM
OF_FTP_DESTINATION_PORT	Oracle Financials FTP Port	SYSTEM
OF_FTP_DESTINATION_PORT	Oracle Financials FTP Port	COST_CENTRE
OF_FTP_DESTINATION_USERNAME	Oracle Financials FTP User	SYSTEM
OF_FTP_DESTINATION_USERNAME	Oracle Financials FTP User	COST_CENTRE
OF_FTP_DEST_DTL_DIRECTORY	Cargowise Details directory	COST_CENTRE
OF_FTP_DEST_DTL_PASSWORD	Cargowise Details password	COST_CENTRE
OF_FTP_DEST_DTL_USERNAME	Cargowise Details username	COST_CENTRE
OF_IF_DTL	Oracle Financial IF DTL	SYSTEM
OF_IF_FTR	Oracle Financial IF FTR	SYSTEM
OF_IF_HDR	Oracle Financial IF HDR	SYSTEM
OF_JRNL_ENTRY_SOURCE_NAME	Oracle Financial Journal Entry Source Name	SYSTEM
OF_ORIGID	Stores the name of ORIGID	SYSTEM
OF_SECTION2	Stores the name of section 2 on the OF filename	SYSTEM
OF_SETTINGS	Controls if Oracle Financial settings are required for 11i and R12	SYSTEM
OF_SOURCE_SYSTEM_CODE	Oracle Financial System Code	SYSTEM

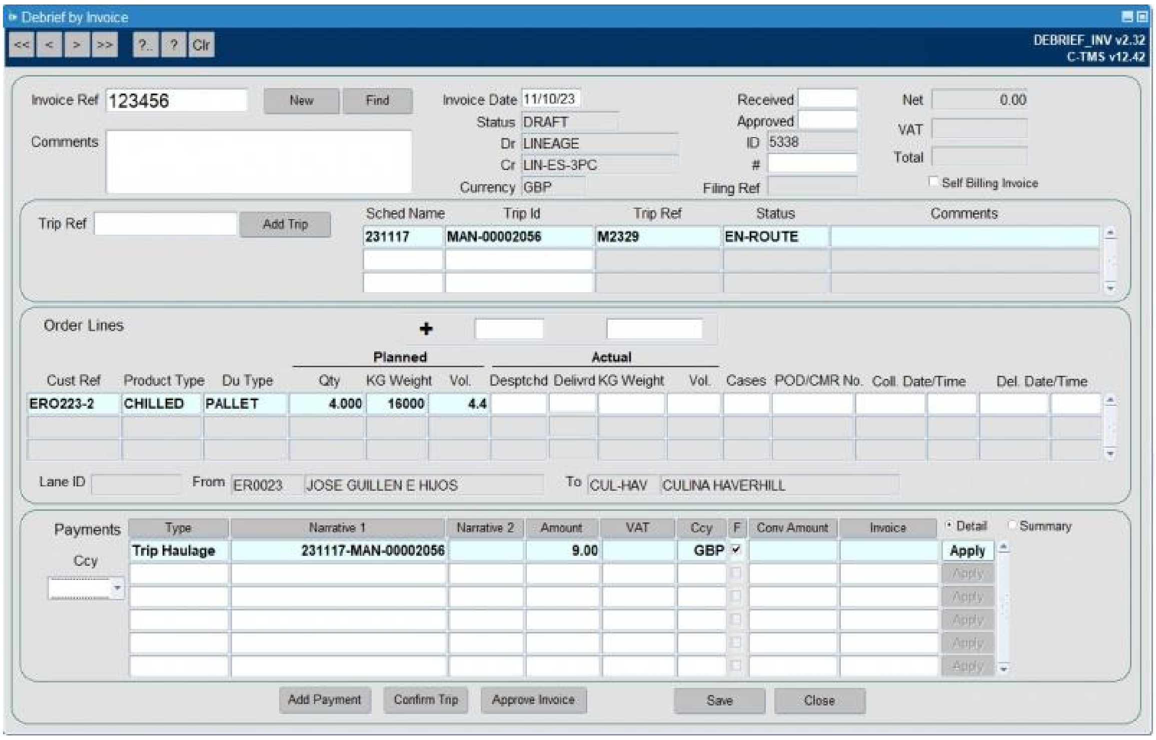
4 Debrief by Invoice

Debrief by Invoice supports the process of manually generating customer invoices based on the receipt of an invoice from the haulier for transport undertaken. The Haulier invoice will contain an invoice number; a list of trips that has been undertaken within a particular time period; the cost of each trip and any additional charges that they may have incurred.

4.1 Invoice Processing

Once the Haulier invoice has been received, the invoice reference is keyed into the Debrief form, this creates an invoice in a status of 'New'. The trips can then be added to the invoice, this is done using the trip reference (Bill of Lading).

This will then list all of the order lines and generated payments on the screen.



You can add comments to the invoice, set the received and approved date and set the filing number.

You can edit an order directly by right-clicking on an order and selecting *Edit Order*.

You can add lines to the invoice by entering the details and using the **+** button.

You can set the currency of the invoice by selecting a common currency between the carrier and cost centre using the Ccy drop-down list provided.

Once the haulier's invoice details have been stored in the system, the invoice will become payable.

- The POD - Proof of Delivery should be entered.
- The payments associated with the trip can be altered and applied to the invoice.
- The status of the trip can be promoted from 'Accepted' to 'Confirmed'.
- The status of the invoice is moved from 'New' to 'Pending'.
- Once paid the invoice is then changed to a status of 'Closed'.

In addition, the following things may happen in exceptional circumstances:

- The order may be Aborted, in which state it will still be charged for. You can do this by right-clicking on the order line in the list and selecting the *Abort Order* option.
- The Payment associated with the trip may be modified to reflect the amount shown on the Haulier's invoice. You can do this by right-clicking on the payment in the list and selecting the *Edit Payment* option. You can view the details of the payment by right-clicking on the payment in the list and selecting the *View Payment* option.

Additional Payments may be created and associated with the Trip. You can do this by right-clicking on the payment in the list and selecting the *Create New Payment* option.

You can delete payments by right-clicking on the payment in the list and selecting the *Delete Payment* option.

4.2 Key Functionality

4.2.1 New/Find

NEW allows invoices to be generated when the Haulier's invoice number is entered into the Invoice Ref field. If an invoice has already been partially entered, then by pressing the FIND button, the details will be displayed.

4.2.2 Add Trip

In order to add a trip to an invoice the Trip Reference (Bill of Lading - received from external system(s)) is entered. The first trip is used to indicate to the system which carrier and cost centre is involved to enable it to create the Haulier invoice for the correct relationship. The information pertaining to the trip will be populated, showing the Payment Transactions (in the middle section) and the Order details (bottom section)

4.2.3 Add Payments

If there are additional payments on the hauliers invoice which are not shown on the system, and these payments are agreed, then additional payments must be created using this button, these will be applied to the trip. You can also do this by right-clicking on the payment in the list and selecting the *Create New Payment* option.

4.2.4 Confirm Trip

When all the actuals have been entered, and all of the transactions applied to the invoice, the trip should be confirmed by pressing the CONFIRM button.

4.2.5 Close Invoice

Once ALL the trips on the invoice has been 'confirmed', the invoice can be 'closed', this means that no more transactions can be added to it.

4.2.6 Entering Miscellaneous Transactions

In the case where a non-allocable payment has been applied to a trip, it may be necessary to manually enter the corresponding customer charge. This can either be done directly from the order section of the Debrief Invoice form or the payment can be 'miscellaneous', in the sense that it is not associated with a trip or an order. To enter such a payment, select 'Payments' from the 'Accounting' menu. This will invoke the payments summary window, in order to add a payment manually, select the Debit and Credit accounts by selecting them from the pull-down lists.

4.2.7 Customer Invoicing

Generating customer invoices can be done by going into the Invoice Summary form. This is accessed by selecting the Accounts menu. The Debit and Credit Accounts can be filtered if a particular invoice account is required to be generated.

4.2.8 Printing a Customer Invoice

In order to print the invoice, select the Debit & Credit account from the drop down list and then right-click on the mouse,

5 Service Offerings

Service Offerings is an enhancement to the C-TMS application that allows C-TMS users to provide a different level of service to different customers and to charge those customers according to the level of service that is being provided.

A service type defines the level of service that an C-TMS User is going to provide to the end customer. Currently the only options available for configuration within a service type are whether customer service is being provided and whether the orders should be automatically assigned to a default carrier. Further options could be added in the future. The options can be defined as follows

5.1 Customer service

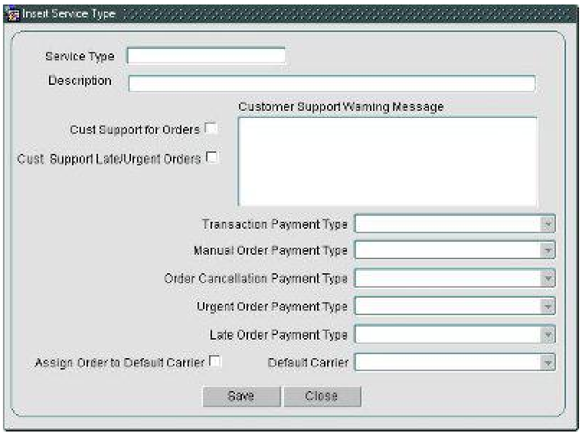
If customer service is being provided then the planning centre will be able to provide the customer with any information they require about the order. If customer service is not provided they should not provide such information, a message will be displayed in the Trip Summary and Orders form if a particular order does not have customer service.

5.2 Default carrier

If orders are being assigned to a default carrier then C-TMS is being used purely as a mean of entering orders, the default carrier will then assume all responsibility for delivering those orders.

5.3 Service Type Maintenance

The following screen is used to maintain service types:



5.4 Charge Types

Within a service type there are 5 different types of charge that have been introduced, they are: -

5.4.1 Transactional charging

A transactional charge is a charge that would be applied to all orders that are placed within C-TMS, the cost will cover all work that the planning team need to undertake relating to that order.

5.4.2 Manual Orders

A manual order is an Order that is entered into C-TMS by a member of the planning team on behalf of the customer. The customer should be able to enter the majority of their orders themselves so it is possible to charge customers who ask the planning centre to place orders on their behalf.

5.4.3 Late Orders

A later order is an order that is placed outside the agreed time window and can result in additional work for the planning team as the majority of the scheduling may already have been completed. Service offerings give C-TMS Users the ability to charge for any such orders.

5.4.4 Urgent Orders

An urgent order is an order that requires special attention, an urgent order can be placed at any time, or an existing order can be amended to be urgent. The planning centre would then treat this order separately from standard orders as per the agreement they have with that customer. A charge can be applied to urgent orders to cover the additional work that the planning centre would need to undertake.

5.4.5 Cancelled Orders

A cancelled order is an order that is not scheduled onto a Trip and has been set to a status of ?Cancelled?. An order can be cancelled for any number of reasons. Service offerings gives C-TMS Users the opportunity to charge for such orders to take account of any time that was spent attempting to plan that order.

5.5 Service Levels

Service levels and the appropriate charges should be agreed between the C-TMS User and their customers. It is then possible to configure the service type and charges at Lane, Customer or Customer Group level. This provides flexibility as it is possible to configure a default service type at customer or customer group level and then override it for specific lanes.

5.6 Notes

The service Offerings functionality is currently reliant on Lanes being used, although it can be enhanced in the future so that it will work without lanes.

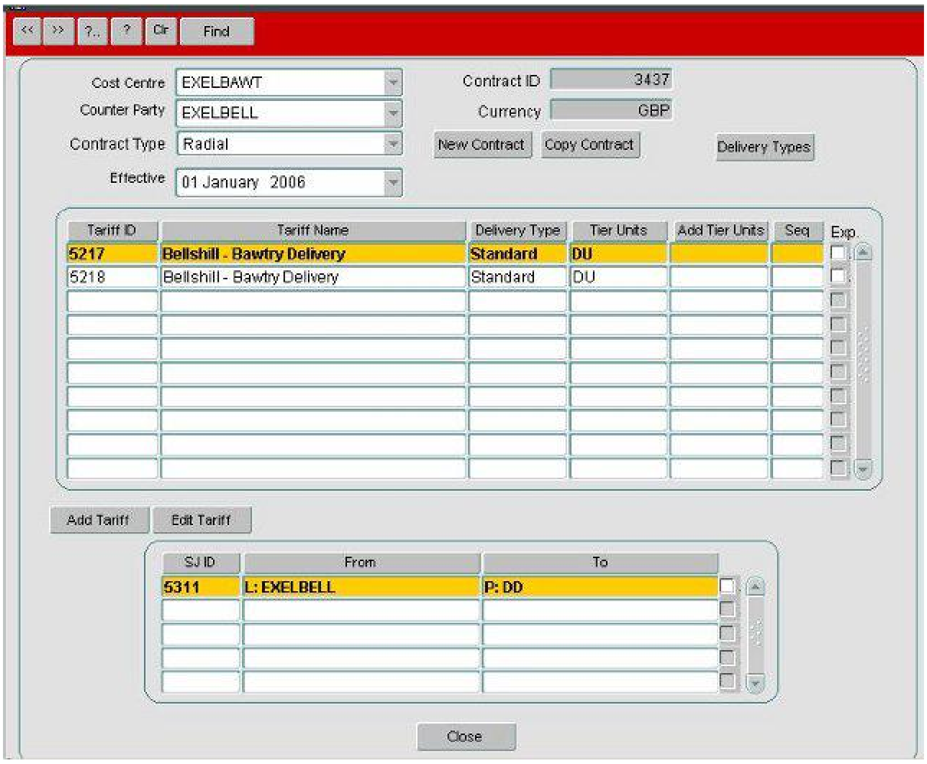
6 Internal Recharging

Internal Recharging is a method by which a location/dept can capture costs internally - ie. Trunking an order for delivery via another depot.

In order for Internal Recharging to work, the Cost_Centre on the location would need to be populated. Also, the Cost_Centre on the Carrier would need to be populated.

6.1 Set Up

Internal Charging is driven by the Contracts module, in that in order for charges to be generated, they MUST be set up in contracts. For Internal Recharging, there is now the concept of ?Contract Type?, which can either be ?Radial? or ?Trunk?.



6.2 Execution

Once a trip has been set to ?ACCEPTED?, C-TMS will work out whether the trip is a Radial Trip or a Trunk Trip. It will also work out the Cost Centre and Counter Party, with these parameters it will try to find a valid contract and therefore a charge.

The charge (payment record) will be created against the order. If the trip is disbanded or set back to ?PLANNED?, then, any orders on that trip that have an Internal Charges (payments) will be deleted.

There is a system_parameter - ACC_Calc_Payment_Ord, which controls whether Internal Recharging is switched on or not. With the system parameter set to ?Y?, this enables the ?Cost? button on the orders form - finance tab to be available. This will display the Payments form and display ?Internal Charge payments? ONLY.