



Aptean

Finance - Invoicing Guide

Calidus TMS - 12.45

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Reference: FINANCE

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1 Invoicing

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

1.1 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 to 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.

1.2 Configuration Form

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

The screenshot shows the 'Account Maintenance' window with the 'Invoice Requirements' tab selected. The form includes the following fields and sections:

- Debit Account:** EXEL
- Credit Account:** A1 KIDS
- VAT Country:** GB
- VAT Reg No.:** (empty)
- Invoice Dates:** Table with columns 'Date' and 'Created'.
- Create Provisional:** ☐
- Create File Ref:** ☐
- Base Cost Invoicing?:** ☐
- Non-POD Payments:** (empty)
- Action:** Manual
- Journal:** (empty)
- Self Billing Eff Date:** (empty)
- Invoice Period:** (empty)
- Accounting Date:** (empty)
- Day in Period:** (empty)
- Generation Delay:** (empty)
- Export:** None
- Terms:** (empty)
- Payment Method:** (empty)
- Default Narrative:** (empty text area)
- Invoice Types:** Table with columns 'Type', 'Description', 'Vat Code', and 'Directive Text'.
- Creation Separate Invoices:** ☐
- Movement Types:** Table with columns 'Type', 'Description', 'Vat Code', and 'Directive Text'.
- Buttons:** Add, Edit, Delete (for Movement Types).

1.3 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".

The screenshot shows the 'Payments for Invoice 1' window. The 'Both' tab is selected, and the 'Refresh' button is visible. The table has the following columns: Detail, Summary, Both, Currency, Date From, To, Status, ActualForecastInvoice, and Refresh.



1.4 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:

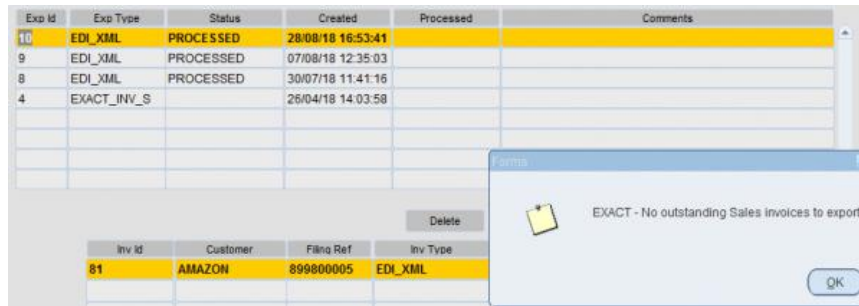
1.5 To send an invoice to a customer

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

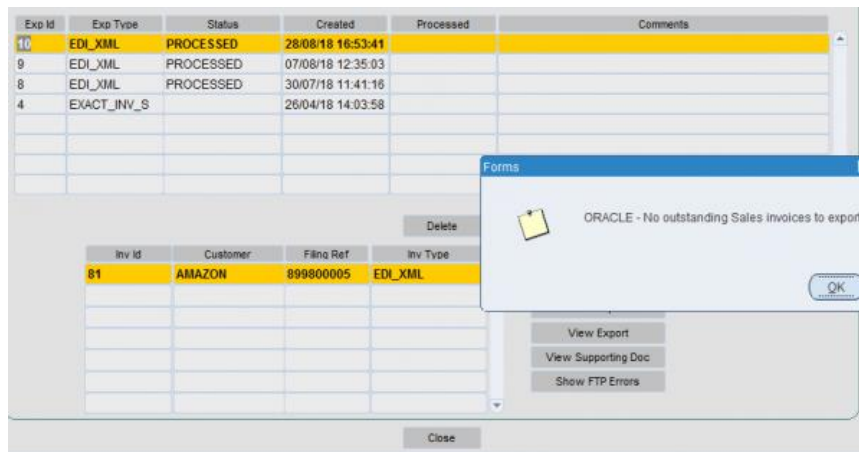
- Highlight the invoice to be sent
- Once reviewed, set the relevant invoice status from Draft to Approved - this is achieved by right clicking on the line, select **Set Status** and select **Approved**.
- Select **Exports**.

- Select **Generate Export**

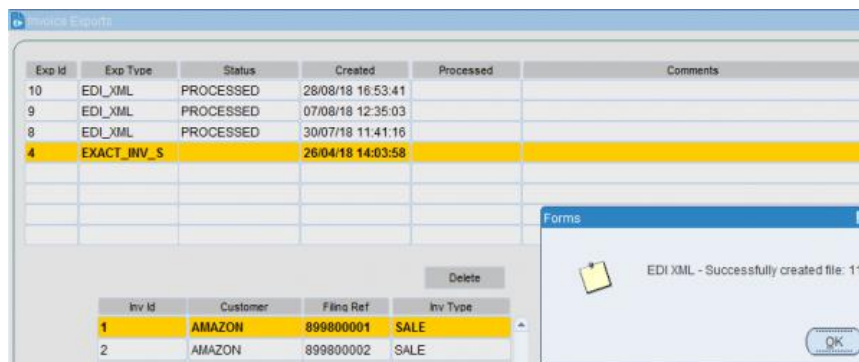




- Select **OK**. You will see the screen below:

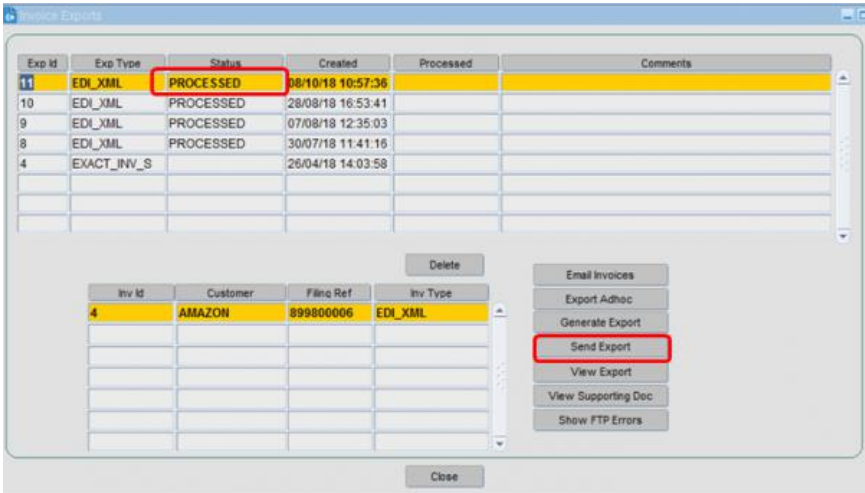



- Select **OK**.



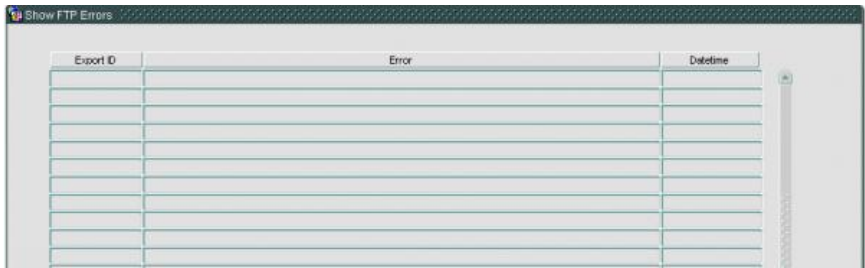
- You will then see the "successfully created file" message as above.
- The next stage is to select the **Send Export** button - this will set the status to "Processed".
- This is the trigger point that will send the invoice across. The invoice will display as "Processed" - as below.





 **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.



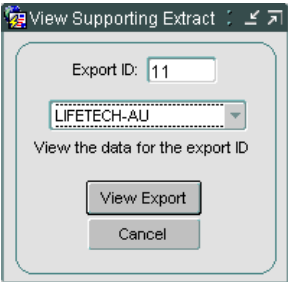
From this form, the invoices can be printed or exported to a CSV file.

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.

1.6 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.

1.7 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.

The screenshot shows the Oracle Reporting Suite interface. At the top, the title bar reads "Oracle Reporting Suite" and "ORS v1.26 C-TMS v12.26". Below the title bar, there are fields for "Report Type" (set to "ORD_IN_INV"), "Report Level" (set to "ORD_IN_INV_DATA"), and "Saved Reports" (set to "PROFIT-LOSS"). There are buttons for "Refresh", "Create Output", and "Close".

The main area is a table with columns: Level, Title, Displayed Title, Set From, To, Sort, Req Seq, Inc Count, Sum Grp, By Mthly. The table lists various data points for the "ORD_IN_INV_DATA" report, including Customer Ref, Credit Account, Debit Account, Event Ref, Revenue Date, Invoice Due Date, Payment Amount, Payment Status, Currency, Payment Type, and Invoice Id. The "Revenue Date" row is highlighted in yellow, showing a date range from "01/06/18" to "29/06/18".

At the bottom of the table, there are buttons for "Clear All Selection Criteria", "Include All", and "Include None". Below the table, there are buttons for "Save Selection", "Copy To User", and "Delete Report".

1.8 View invoice details

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

The screenshot shows the "Payments for Invoice 1" interface. At the top, there are tabs for "Detail", "Summary", and "Both", with "Both" selected. There are fields for "Currency" (set to "GBP"), "Date From", and "To". There are buttons for "Refresh" and "Export".

The main area is a table with columns: Entered, Due, Type, Debit Acc, Credit Acc, Invoice ID, Narrative 1, Amount, VAT, Ccy, S, Conv Amount, BCI. The table lists various payment lines for the invoice, including "ORD CHARGE" and "ORD CHARGE" entries. The "Total" row shows a total amount of "67,521.86" and a total VAT of "13,504.31".

Below the table, there are fields for "Description", "Payment No", "Reference", "Exported", "Find", and "Event Reference". There are buttons for "View", "New", "Edit", "Delete", and "Close".

1.9 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:



The screenshot shows the 'INVOICES v2.54 C-TMS v12.28' window. It features a table with columns: Invoice No, Adj Invoice No, Type, Status, Date, Due, Ext Ref, P, S, S, and Total. The first row is highlighted in yellow. Below the table, there are summary fields: Total Net (121,781.16), Paid (0.00), Invoice Printed, Total VAT (24,356.23), Outstanding (146,137.39), Adj Inv Printed, Tax Point Date (17/10/18), and Invoice ID. At the bottom, there are buttons: Payments, Generate Trip List, Send Carrier Invoice, Generate All, **Generate** (highlighted with a red box), Exports, Actualise, and Close.

Set the debit and credit accounts appropriately:

The 'Generate Invoice' dialog box has two dropdown menus: 'Debit Account' (set to 'ARLA') and 'Credit Account' (empty). There are 'OK' and 'Cancel' buttons at the bottom.

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.

1.10 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*.

The 'Invoice Summary' window shows a menu with options: Print, Export Invoice, Set Status, Edit, and Delete. The 'Print' option is selected, and a sub-menu is visible with options: Invoice..., Print All, and Adj Invoice... The 'INVOICES v2.54 C-TMS v12.28' window is also visible in the background.

- Select **Print**



Print

REPORTS v2.33
C-TMS v12.28

Customer Invoice

Send to: PDF File **Print**

Printer: Default **Close**

Use Queue: Default

Local PDF

An example output is illustrated below:

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



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:

Date: 10/10/18 Page: 2 of 22 INVOICE_COST1 - v2.14
Time: 12:43 C-TMS v12.28

Detail of Invoice: From: 12/08/2018 To: 18/08/2018

Line To	Unit	Order Type	Qty	Unit Price	Total Price	Carrier	Vehicle	Weight	Volume	Value	Net	VAT	Total
000001	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000002	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000003	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000004	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000005	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000006	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000007	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000008	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000009	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000010	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000011	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000012	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000013	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000014	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000015	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000016	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000017	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000018	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000019	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00
000020	12/10/18	WELL	1	100.0000	100.00	100.00	100.00	100.00	100.00	100.00	100.00	20.00	120.00

1.11 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.

1.12 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

