Invoices

Aptean Ltd
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Contents

1 Invoices....1
1.1 Customer Setup....1
1.2 Configuration Form....1
1.3 Invoices....1
1.4 Invoice Date Ranges....2
1.5 To send an invoice to a customer....2
1.6 View Export and Supporting Docs....4
1.7 Profit & Loss....5
1.8 View invoice details....5
1.9 Invoice Generation and Printing....5
1.10 Printing of an Invoice....6
1.11 Carrier Billing....7
1.12 Further Configuration....8

1 Invoices

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

1.1 Customer Setup

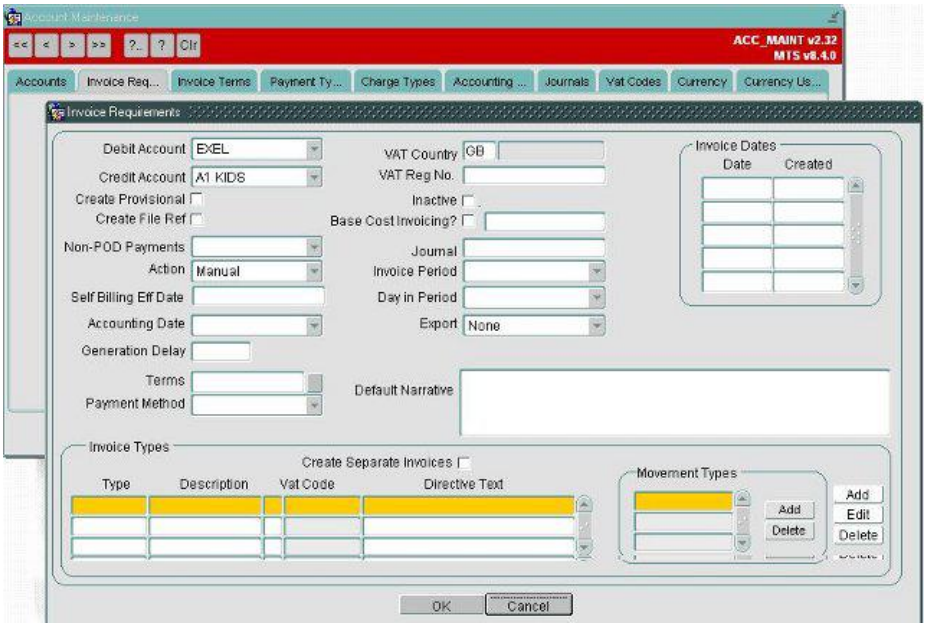
Customers can be set up so that they can use BCI (Base Cost Invoicing) or ACI (Actual Cost Invoicing).

If a customer changes from BCI 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.

1.2 Configuration Form

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



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".

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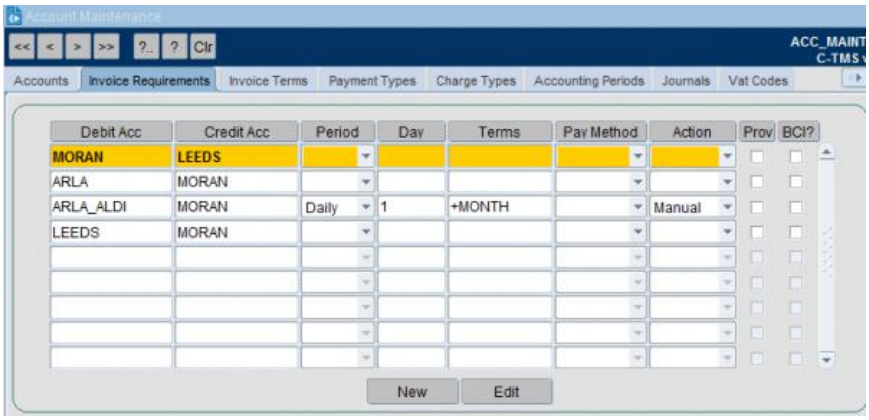
1.4 Invoice Date Ranges

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

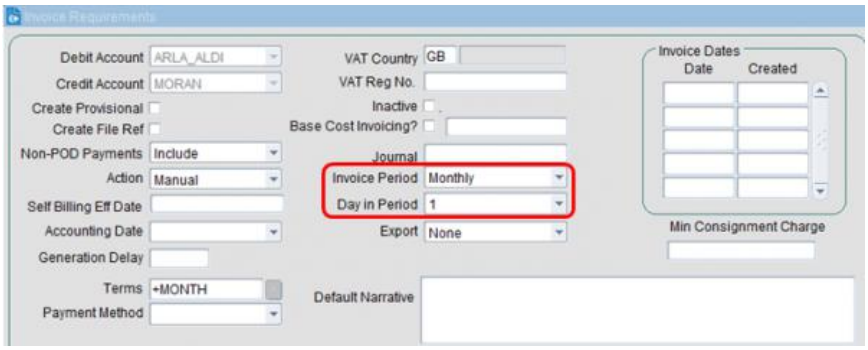
From: Sunday 00:00

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**

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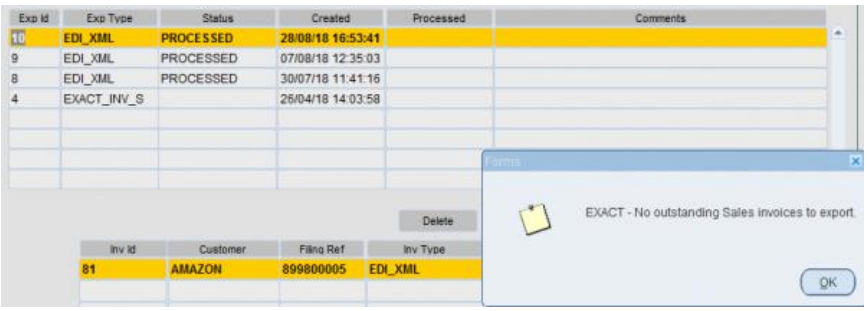
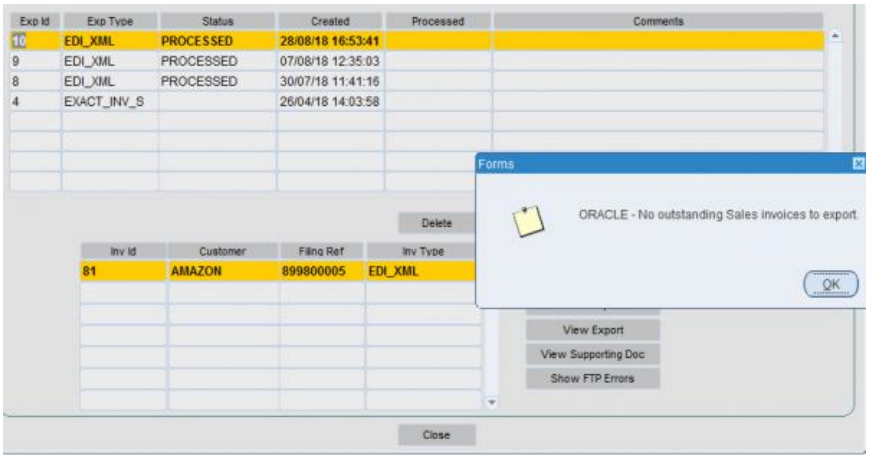
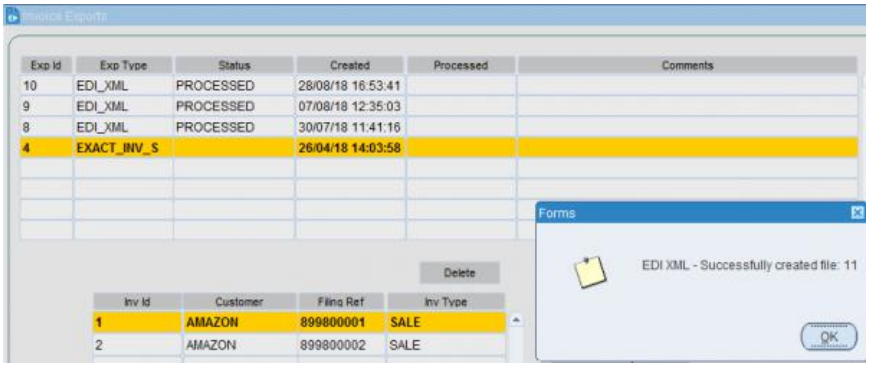


- Select **OK**. You will see the screen below:



- 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.

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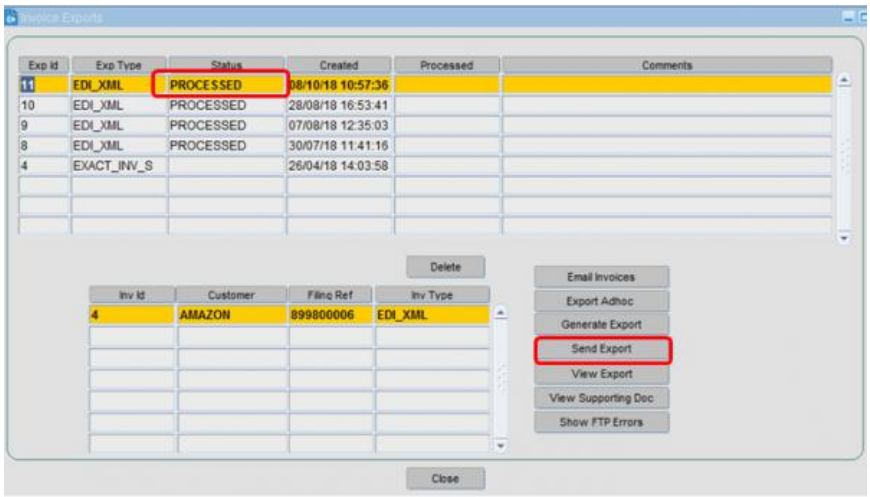
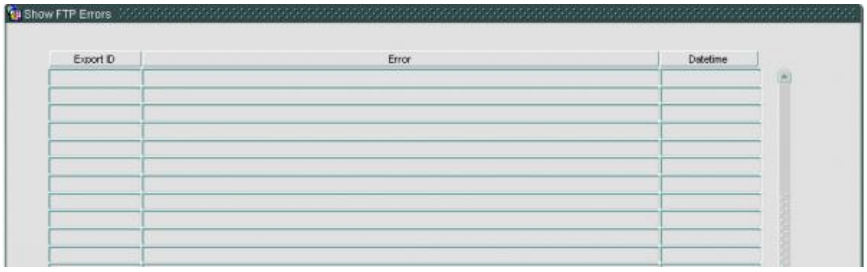


Note: There is specific setup required beforehand to ensure that the relevant customer will receive the invoice in the required format.

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.

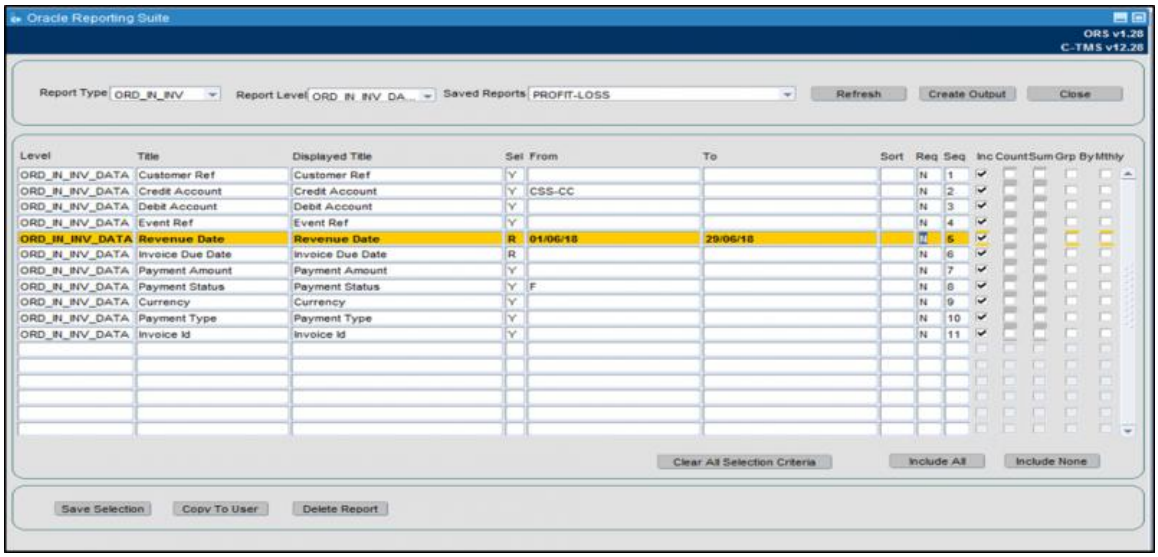
The support documents will run for a single customer, where the customer has at least one invoice included in the export. If the customer selected does not have an invoice in the export, the supporting doc will be blank.

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.

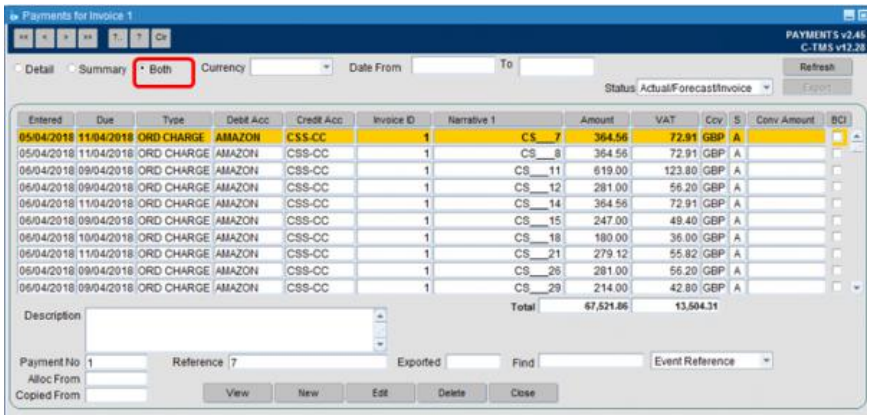
By amending the Credit account, you can extract costs and then revenue separately.

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



1.8 View invoice details

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



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:

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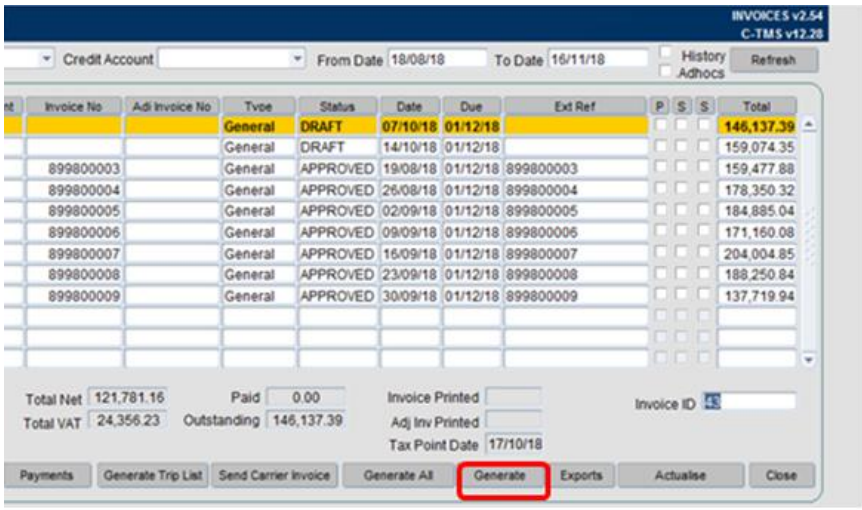
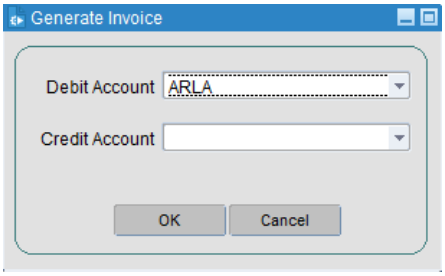


Set the debit and credit accounts appropriately:

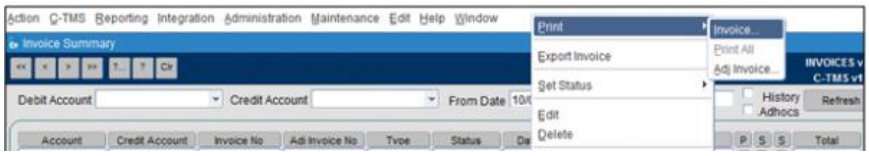


This invoice will then appear in the invoices screen with a status of "Draft". All relevant payment lines in a status of "A" (Actualised) will automatically be added to the invoice.

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*.



- Select **Print**

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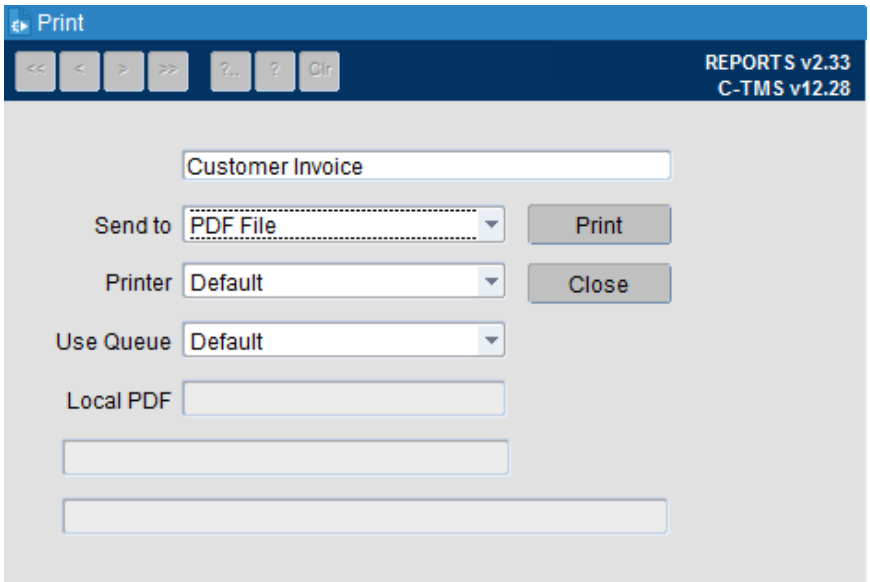
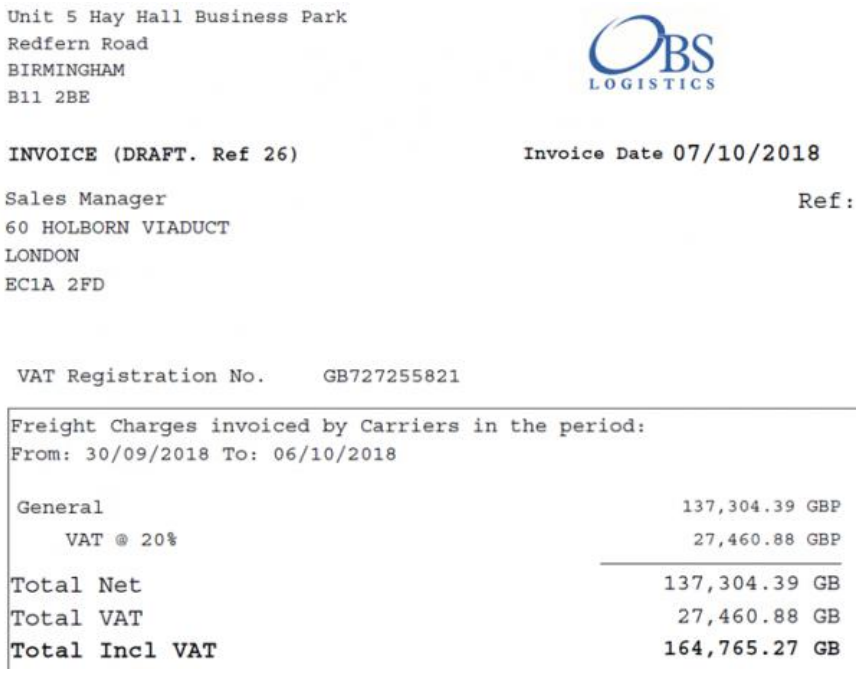


An example output is illustrated below:



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

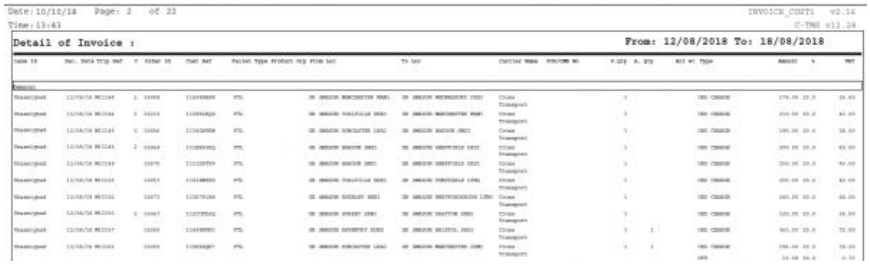
Ref:

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:



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