

# **Payments**

Aptean Ltd  
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# 1 Payments

To view all payment details, go to CTMS Modules, Finance, Payments.

Alternatively, Payments can also be accessed directly from the following forms:

- Planning
- Orders
- Trip Debrief
- Invoices

Note: selecting "Both" all finance related lines will be displayed (both costs and revenues).

There are various filters available for selection if you want to select specific payment charges, dates, debit accounts or credit accounts for example.

Entered	Due	Type	Debit Acc	Credit Acc	Invoice ID	Narrative	Amount	VAT	Ccy	S	Conv Amount	SGI
05/04/2018	06/04/2018	Trip Haulage	CSS-CC	CSS	180404-LOG-00000005	180404-LOG-00000005	35.48	7.10	GBP	F		
06/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_100	180.00	36.00	GBP	A		
06/04/2018	09/04/2018	Trip Haulage	CSS-CC	CSS	180404-MAN-00000007	180404-MAN-00000007	57.33	11.47	GBP	F		
10/04/2018	10/04/2018	Trip Haulage	CSS-CC	CSS	180409-MAN-00000011	180409-MAN-00000011	19.50	3.90	GBP	F		
10/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_89	232.00	46.40	GBP	A		
10/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_101	240.00	48.00	GBP	A		
11/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_72	225.00	45.00	GBP	A		
11/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_78	225.00	45.00	GBP	A		
11/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_103	229.94	45.99	GBP	A		
11/04/2018	11/04/2018	ORD CHARGE	AMAZON	CSS-CC	1	CS_111	214.00	42.80	GBP	A		
						Total	576,197.20	115,077.79				

It is possible to amend the details of a line by highlighting the line, selecting **Edit** and then overwriting the "amount" field followed by selecting the **Save** option.

Amount: 364.56  
Currency: GBP  
Status: Actual Confirmation

To determine the trip a specific line relates to:

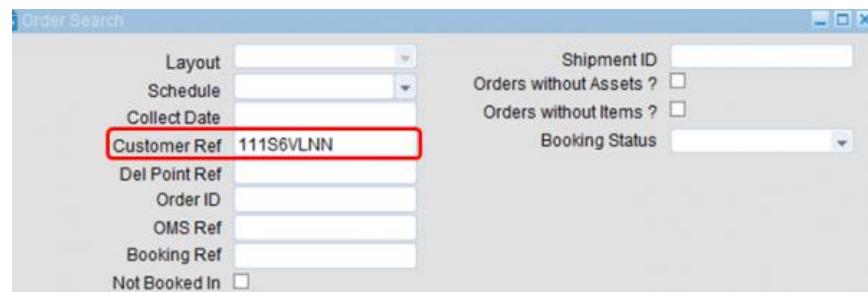
- Drill into the relevant line by double clicking into it.
- Copy the "Order ref" number:

Debit Account: AMAZON  
Credit Account: CSS-CC  
Billing Unit: Mvmt Type: DOMESTIC  
Entered: 10/04/2018 00:00  
Approved: 11/04/2018 09:26  
Due Date: 11/04/2018  
Amount: 232.00  
Currency: GBP  
Status: Actual  
Event Ref: 89  
Payment No: 407  
Parent: Alloc From: Copied From: VAT: 20  
Country: GB  
Rate: 20  
Amount: 46.4  
Apply VAT: Auto  
RPI: Release Payment  
Grouping: Exel Trip Ref: Product: AMBIENT  
DU Type: FTL  
Planned qty: 1.000  
Actual qty: Actual KG: From Location: LTN2  
To Location: LCY2  
Carrier: Template: Order Ref: 111S6VLNN  
POD/CMR No: POD: Export to System: Exported: Ext. Ref: OK Cancel Confirm

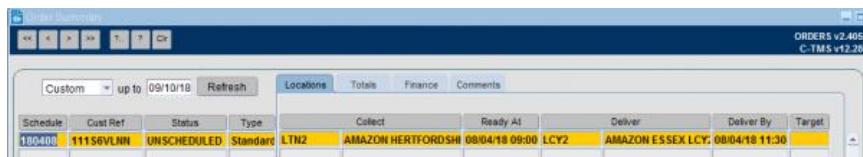
- Go to C-TMS Modules, Orders, New Order
- Input the order ref into the "customer ref" field and select **Refresh**.



- 💡 **Note:** the "event ref" can also be used - this relates to the OMS ref in the search field.



- This will bring up the associated TMS order where you can view the specific details:

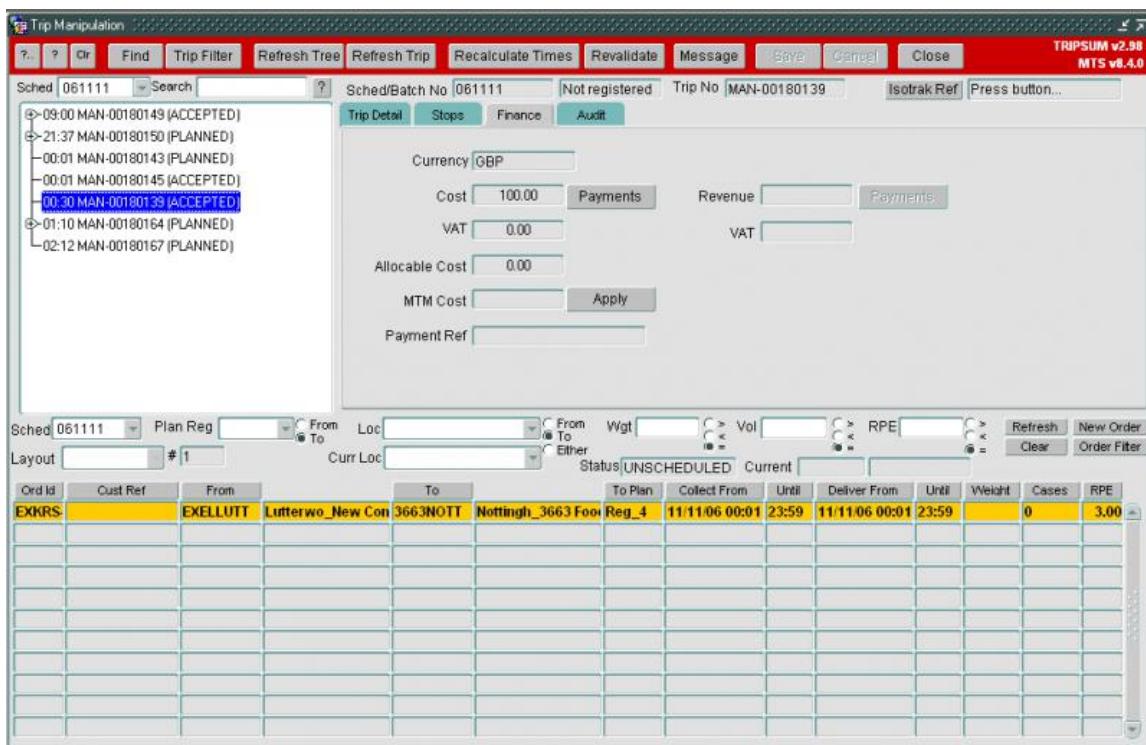


## 1.1 Allocating a cost to a trip (Payment)

The set up of account charges, is covered fully in the [Accounts](#) module. This section will show you how to allocate a cost to a [trip](#) within the [trip manipulation](#) or [Planning](#) screen after all the set-up has taken place.

There are two ways that the cost of a [trip](#) can be allocated. These are either manually, or automatically, both of which are covered below.

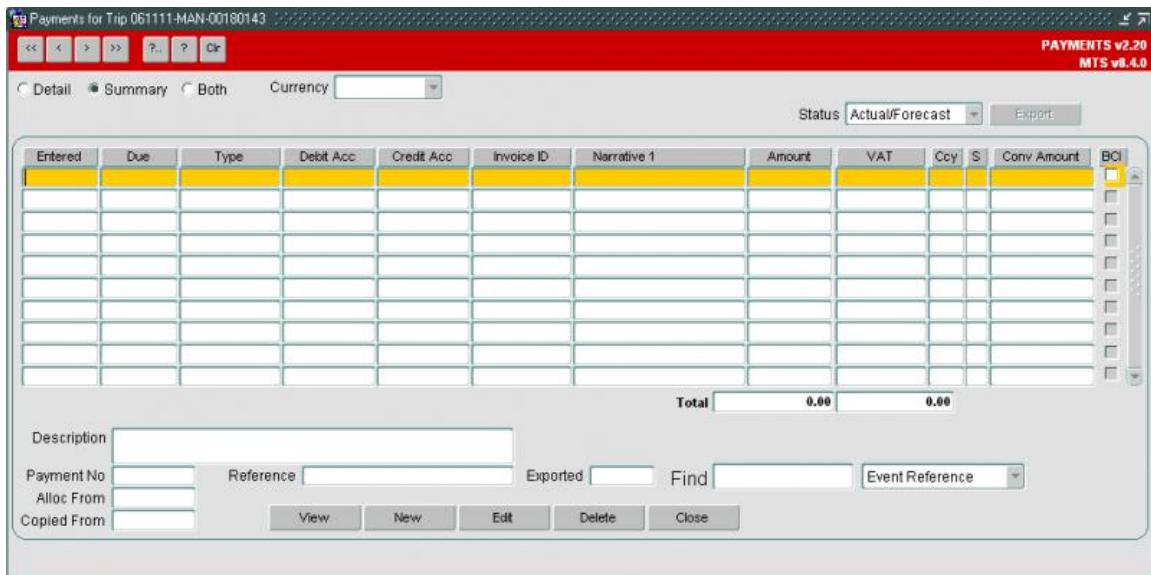
To allocate a cost automatically (assuming that rates and contracts have been set up), all you need to do is to allocate the relevant [carrier](#) to the [trip](#) in question, recalculate the trips times and then set the trip status to "TENDERED". You should then select the "Finance" tab from within the trip detail section of the screen. You should notice that the cost of the trip has been automatically assigned to the trip below. In this example the cost of £100 has been allocated to the trip.



This automation has been possible because a contract and rate matrix have been set up for this carrier. If you do not have this set up, you are still able to enter a cost against the trip, but again the relevant set-up must have taken place

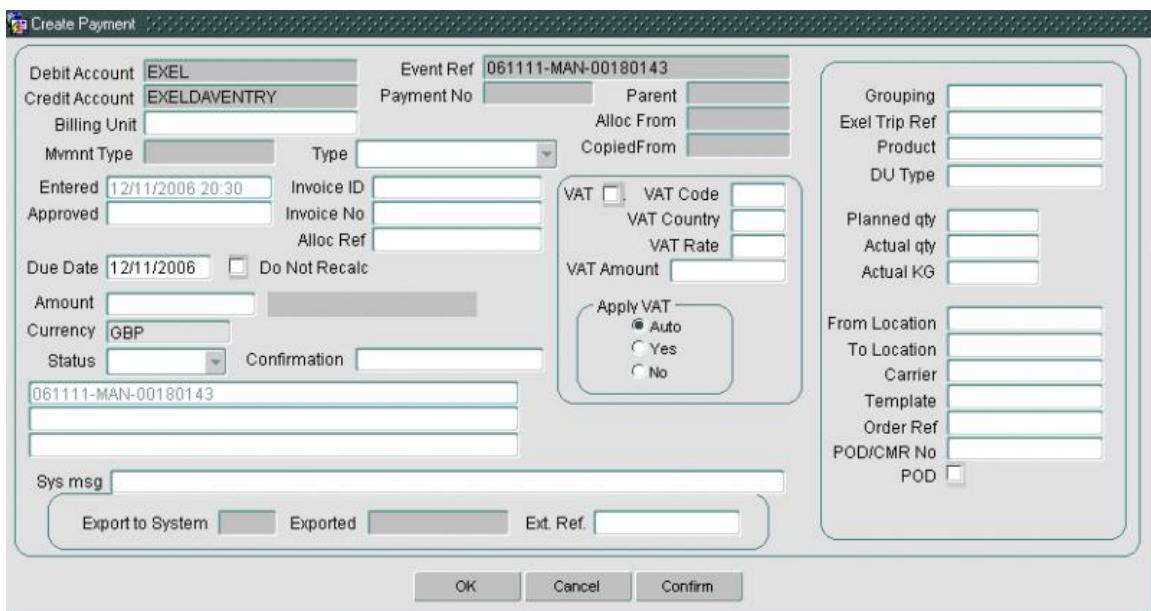


beforehand. To do this, select your trip and allocate the relevant carrier to that trip. Re-calculate times of the trip and save your changes. Next, switch to the finance tab and press the ?Payments? button. This will bring up the "payments for trip" screen which details all the payments that have been allocated to the trip so far. At this point this screen will be empty as you have not entered any payments yet.



The screenshot shows the 'Payments for Trip' screen. The title bar reads 'Payments for Trip 061111-MAN-00180143'. The top menu bar includes standard icons and buttons. The main area is a grid table with columns: Entered, Due, Type, Debit Acc, Credit Acc, Invoice ID, Narrative 1, Amount, VAT, Ccy, S, Conv Amount, and BCI. Below the grid, a status bar shows 'Status Actual/Forecast' and an 'Export' button. At the bottom, there are search and filter fields for 'Description', 'Payment No', 'Reference', 'Alloc From', 'Copied From', and buttons for 'View', 'New', 'Edit', 'Delete', and 'Close'.

To enter a payment press the **New** button at the bottom of the screen. This will take you into the "Create payment" screen.



The screenshot shows the 'Create Payment' dialog box. It contains various input fields and dropdown menus. Key fields include: Debit Account (EXEL), Credit Account (EXELDAVENTRY), Event Ref (061111-MAN-00180143), Payment No, Parent, Alloc From, CopiedFrom, Billing Unit, Mvmt Type, Type, Entered (12/11/2006 20:30), Approved, Invoice ID, Invoice No, Alloc Ref, Due Date (12/11/2006), Do Not Recalc, Amount, Currency (GBP), Status, Confirmation, VAT (checkbox), VAT Code, VAT Country, VAT Rate, VAT Amount, VAT Apply (radio buttons: Auto, Yes, No), Grouping, Exel Trip Ref, Product, DU Type, Planned qty, Actual qty, Actual KG, From Location, To Location, Carrier, Template, Order Ref, POD/CMR No, and POD. At the bottom are 'OK', 'Cancel', and 'Confirm' buttons.

First enter the payment type. This will usually be "Trip haul ma" (as in the example below), but may also be payments such as fuel surcharge. Next, enter the cost of using the selected carrier for doing this trip (the example below has a cost of £100 entered). Lastly enter the status of the payment as "forecast".



Once you have entered those three pieces of information you can press the **OK** button to create the payment. This will take you back to the "Payment for trip" screen where you will see your newly created payment. When you close this screen you will see the payment assigned to the trip. If you want to add further payments against the same trip, you will simply need to repeat the process detailed above. If you chose to add a manual payment, the system will no longer calculate the cost from contract, recognizing that you have chosen to overrule the cost.

## 1.2 VAT Calculation

VAT rates are reflected in individual payment lines:

Any account can be set up to generate payments with VAT, and payments manually or automatically generated can generate VAT. Different payment types can be created which either generate or do not generate VAT. See [Accounts](#) for details of setting up payment types.

To set the appropriate VAT rate, go to C-TMS Modules, Maintenance, Accounts Maintenance and select the VAT Codes tab.

Set the appropriate VAT code:

VAT rates can be set up against payments generated in any currency, from/to any country, as long as a common



currency between the payer and the payee is determined. VAT rates and effective dates are determined by the country. See [Countries](#) for details of setting up VAT rates against countries.

This is found in C-TMS Modules, Maintenance, Countries:

In the example of GB, set the VAT rate and effective date as illustrated below:

Country Name		Currency	Curr Rate per Euro	Euro	Euro Eff Date	Euro Exp Date
GB	United Kingdom	GBP	0.9	<input checked="" type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Alias

Effective From Vat Rate

01/12/2008	15
01/01/2010	17.5
04/01/2011	20

Reverse VAT Allowed

If VAT is determined to be required against a payment, it is calculated when the payment is calculated, based on the valid rate at the point of the payment calculation. CTMS determines the calculation point of the payment through settings, when it is actualised or fixed is dependent upon these settings. For some customers, that might be at the point of raising the job, collecting the job, completing the job or manual. See [Customers](#) for details of setting up customers.

VAT is calculated against the individual payments and then totalled. All VAT calculations are to two decimal places, and are rounded through normal rounding rules (i.e. round up for 5 or higher, down for 4 or lower). All payments and VAT amounts are rolled up onto an invoice for that period. The VAT amount against an invoice is the sum of the VAT amounts on the payments for that invoice, also to two decimal places. See [Invoices](#) for more details on invoicing.

