

# 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.

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.

To determine the trip a specific line relates to:

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

- 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:

Orders Summary

ORDERS v2.40  
C-TMS v12.2

< > < > < > < >

Custom up to 09/10/18 Refresh

Locations Totals Finance Comments

Schedule	Cust Ref	Status	Type	Collect	Ready At	Carrier	Deliver	Deliver By	Target
100400	11156VLNN	UNSCHEDULED	Standard	LTN2	AMAZON HERTFORDSH	09/04/18 09:00	LCY2	AMAZON ESSEX LCY	08/04/18 11:30

## 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.

Ord Id	Cust Ref	From	To	To Plan	Collect From	Until	Deliver From	Until	Weight	Cases	RPE
EXKRS	EXELLUTT	Lutterwo_New Con	3663NOTT	Nottingh_3663 Foot	Reg_4	11/11/06 00:01	23:59	11/11/06 00:01	23:59	0	3.00

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.



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

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:

Schedule	Cust Ref	Status	Type	Collect	Ready At	Deliver	Deliver By	Target
100400	11156VLLN	UNSCHEDULED	Standard	AMAZON HERTFORDSH	08/04/18 09:00	AMAZON ESSEX LCY	08/04/18 11:30	LCY2

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 Code	Description	Of If Value
S	Standard	Standard

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:

Code	Country Name	Currency	Curr Rate per Euro	Euro	Euro Eff Date	Euro Exp Date
GB	United Kingdom	GBP	9	<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

  

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.

