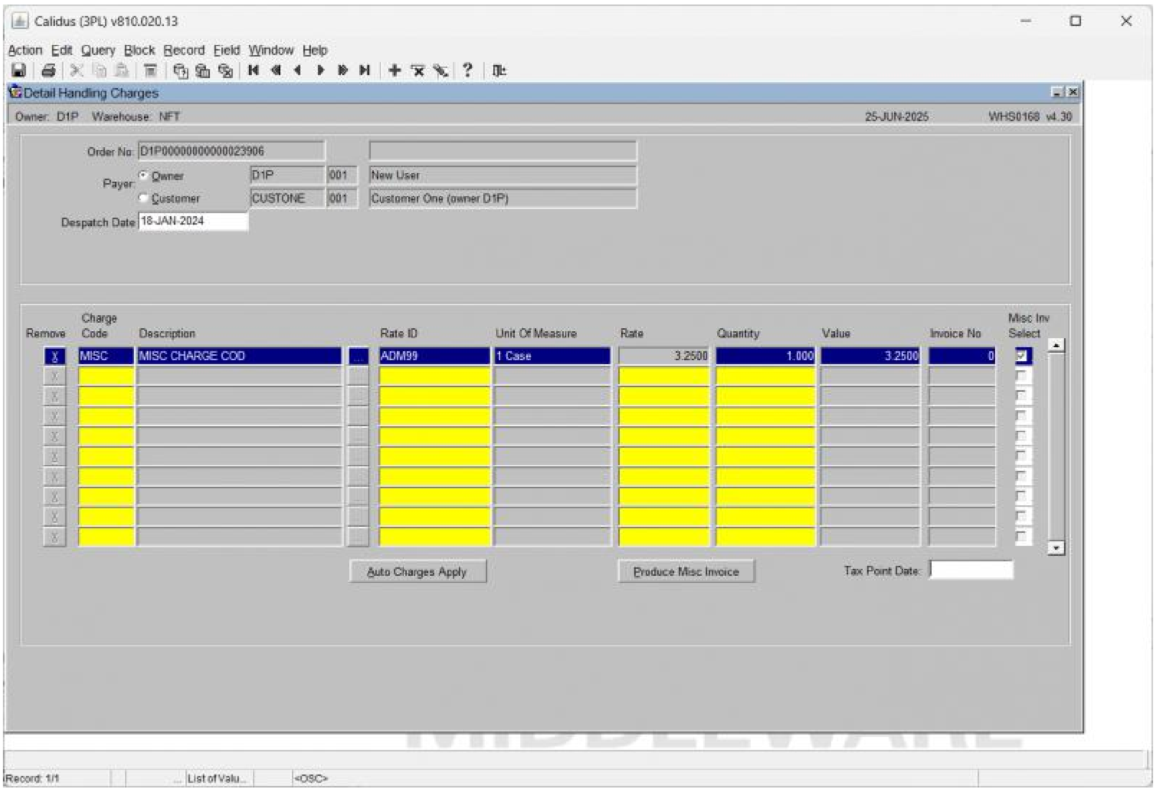
Contents

1 Category:Finance Reports

2 WHS0168 Detail Handling Charges

Here you can enter charges against an order.



You can choose to view the Owner or Customer charges using the radio buttons provided - the screen will automatically display the relevant charges in the table below.

The screen will display:

- **Remove:** a button to remove the charge from the order.
- *Charge Code* **: the charge code - a lookup button is provided, and the description will be displayed when selected. This is required when entering.
- *Rate ID* **: the rate - a lookup button is provided, and the Unit of Measure and Rate will be automatically populated from the rate information.
- *Unit of Measure*: the UOM for the rate ID. Display only.
- *Rate*: The rate, defaulted from the rate ID selected. This may be modified.
- *Quantity* **: The quantity of the rate selected. For example, for multiple handling charges, you can add the handling charge rate ID, then add a quantity of two to double it.
- *Value*: The value of the charge. This will default from the rate and quantity entered. Display only.
- *Invoice No*: The invoice on which this charge has been produced (if any). Display only.
- *Misc Inv Select*: Whether this charge should be included on a miscellaneous invoice (see below for more details).

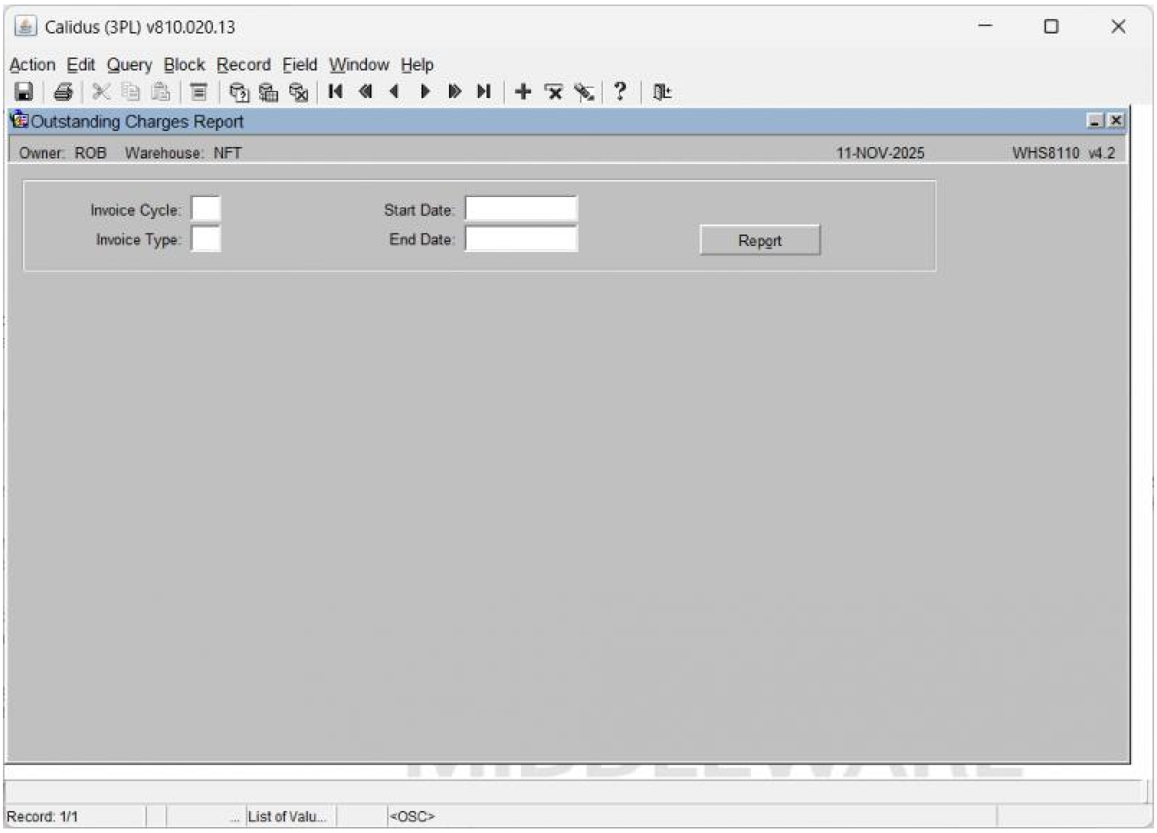
You may enter a *Tax Point Date* for the invoice production.

You can view the auto charges that apply using the **Auto Charges Apply** button**.** A pop-up window will display them.

You can produce a miscellaneous invoice using the **Product Misc Invoice** button provided. Note that you must enter a tax point date before you can do this.

3 WHS8110 Outstanding Charges Report

This is the *Outstanding Charges Report* screen (*WHS8110*).



The following fields document the report parameters:

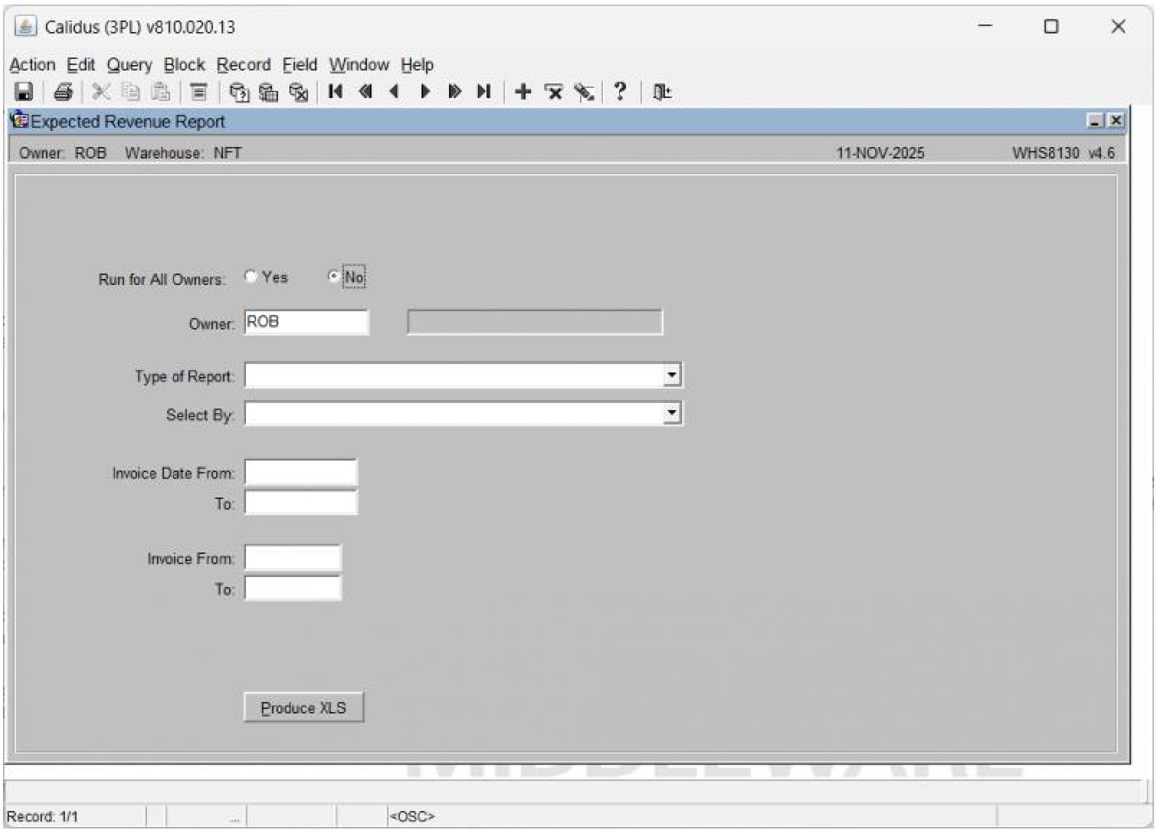
Field Name	***Description***
Invoice Cycle	The identifier for the billing cycle to include in the report.
Invoice Type	The type or category of invoice to report on.
Start Date	The calendar start date for the report range.
End Date	The calendar end date for the report range.

Action Buttons:

- **Report**: Executes the generation and display of the Outstanding Charges Report.

4 WHS8130 Expected Revenue Report

This is the *Expected Revenue Report* screen (*WHS8130*).



The following fields document the report parameters:

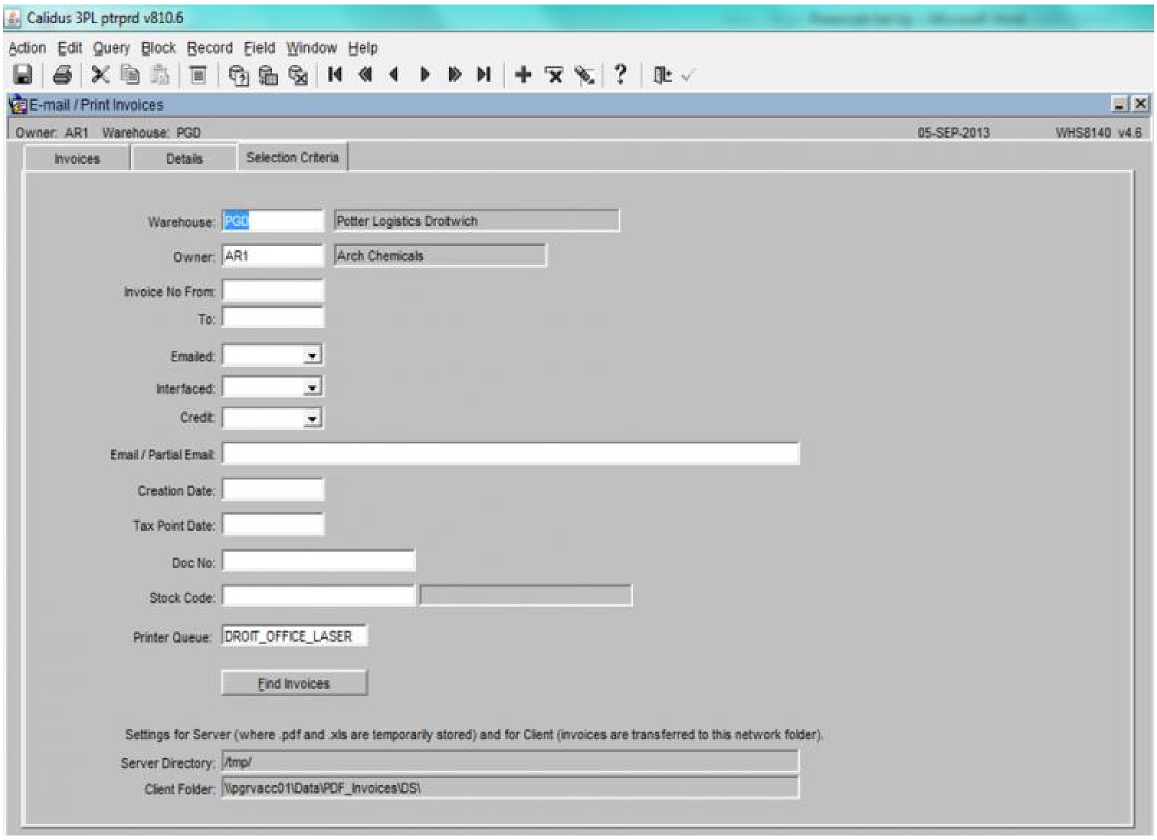
Field Name	***Description***
Run for All Owners	Radio button selection (Yes/No) to determine if the report should include data for all owners or a specific owner.
Owner	The unique code identifying the owner for whom the revenue is expected.
Type of Report	A dropdown selection to choose the specific type of revenue report (e.g., Detail, Summary).
Select By	A dropdown selection for the primary filter criteria (e.g., Load, Route, Order).
Invoice Date From	The calendar start date for the expected invoice date range.
To	The calendar end date for the expected invoice date range.
Invoice From	The starting invoice number for the report range.
To	The ending invoice number for the report range.

Action Buttons:

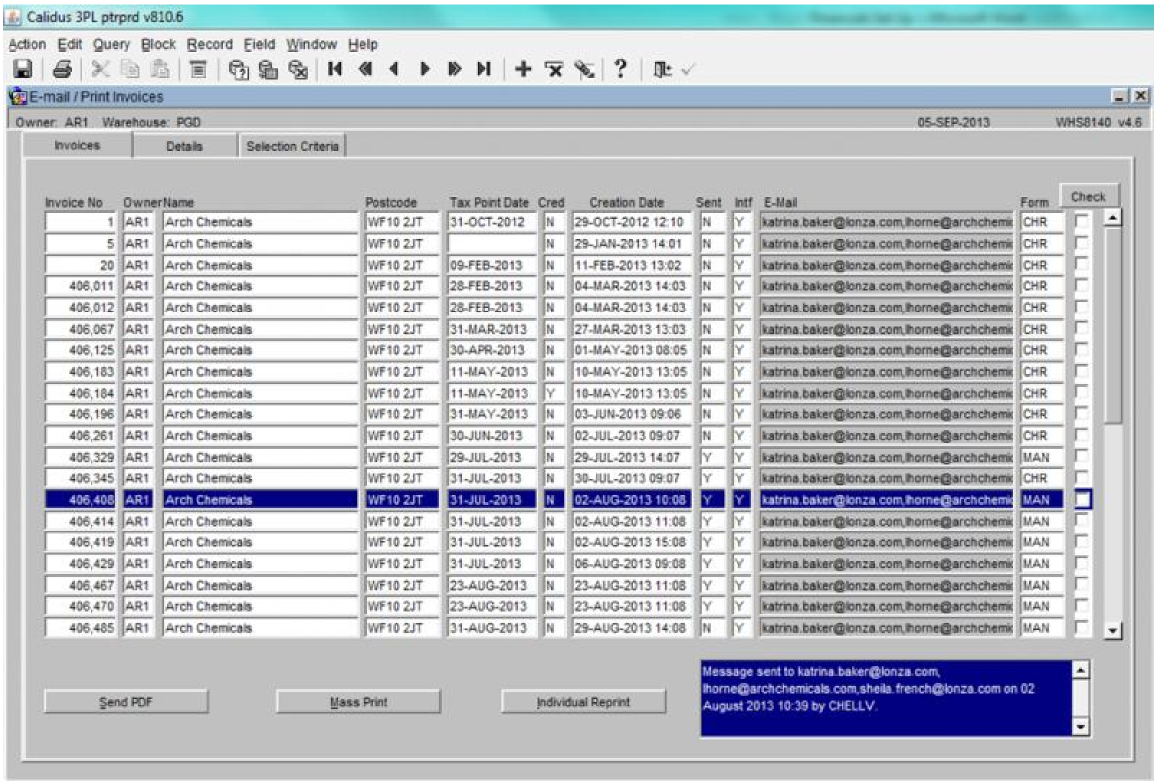
- **Produce XLS**: Executes the generation of the Expected Revenue Report in an Excel format.

5 WHS8140 Email Print Invoices

Here you can email or print invoices that have been generated.



- The warehouse will default to the current warehouse, but it is possible to enter any valid warehouse.
- Enter any relevant data in the selection criteria fields you require
- Press the **Find Invoices** button to retrieve the invoices

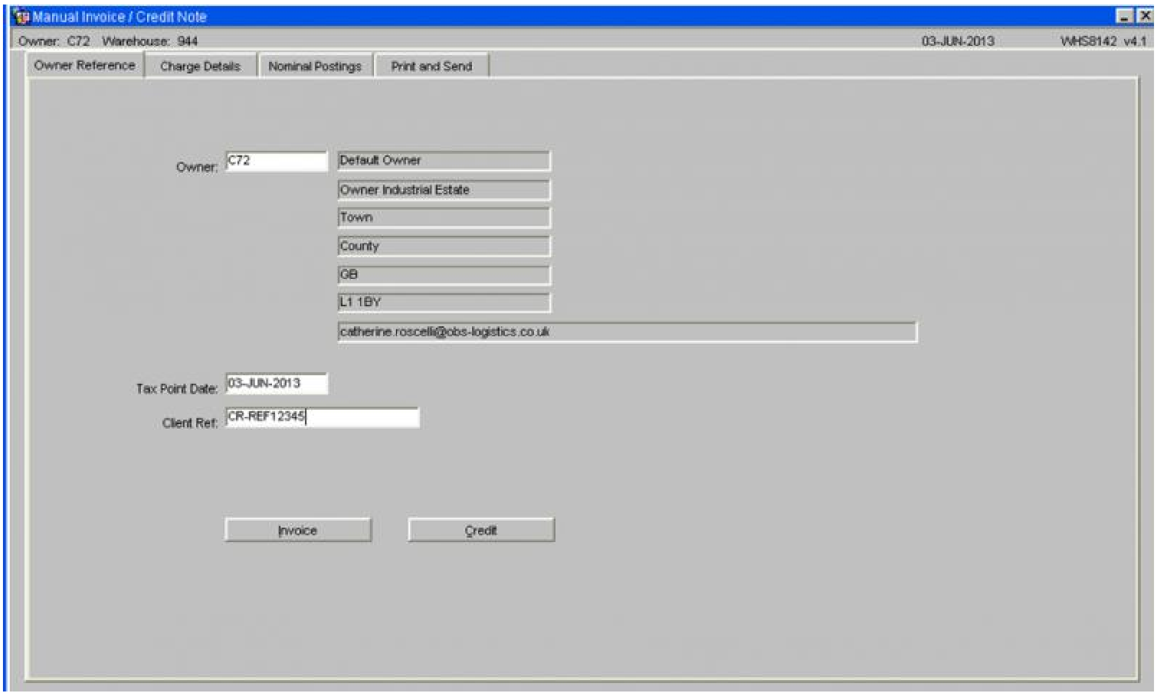


Ready for **What's Next, Now**™

- As you can see above, the system has retrieved all invoices that match the selection criteria. Note: The email address is defaulted from the Owner Maintenance screen (Main tab)
- You have can now send a PDF of the invoice/credit note, carry out a mass print of all invoices or produce an individual reprint. First you must select the invoice/credit notes you wish to action by using the check box against specific lines. Once selected press one of the 3 buttons.

6 WHS8142 Manual Invoice Credit Note

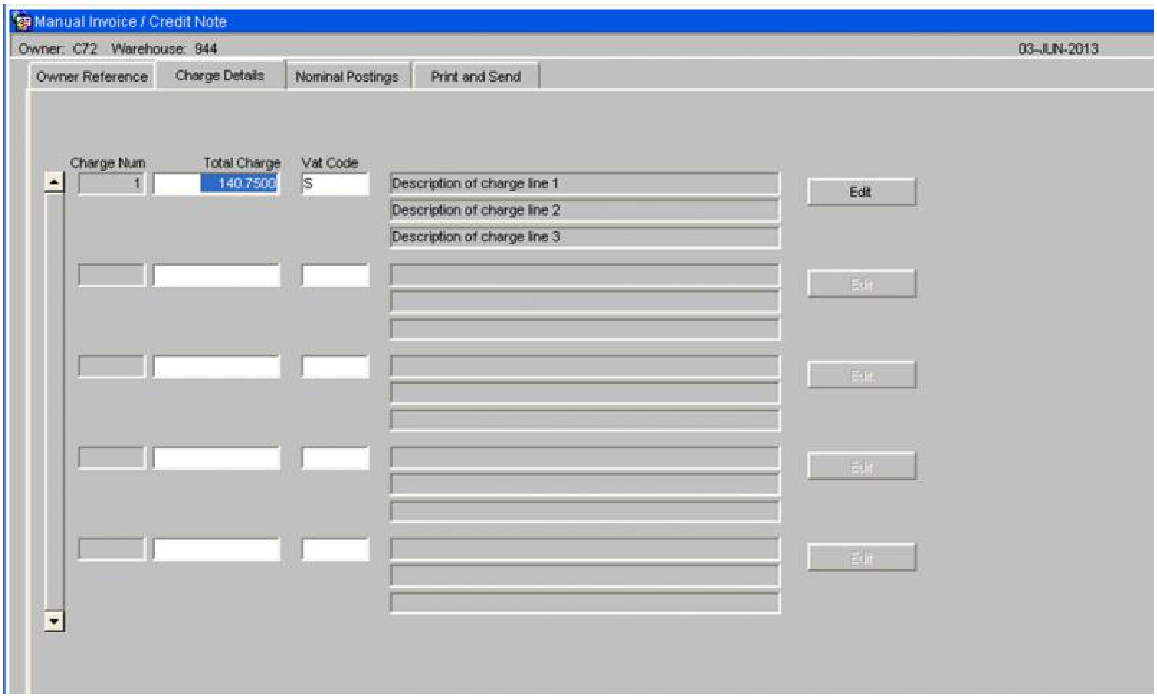
The header section includes the following fields:-



- *Owner Code* - This will default to the current owner. A list of values will be available which will show all the owners the user has access to.
    - The owner name, address and email address will be displayed.
- *Tax Point Date* - A past or future date can be entered.
- *Client Reference.*
- **Invoice** Button - This button is used to create a manual invoice.
- **Credit** Button - This button is used to create a manual credit note.

6.1 Manual Invoice / Credit - Charge Details Section

The *Charge Details* tab screen will include the following fields. This screen will display the first 3 lines of the description. The **Edit** button can be used / amend view any additional description:-



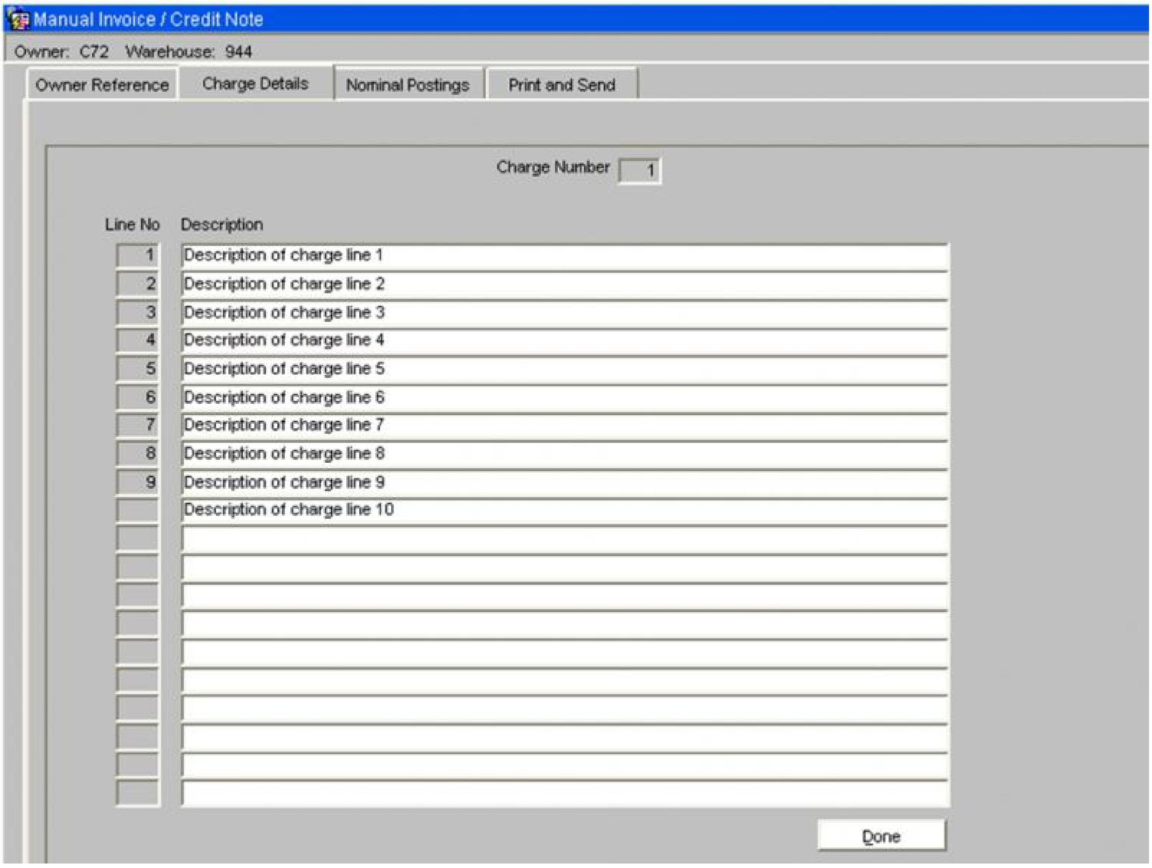
Each charge line comprises of:-

- *Charge Number* - this is a system generated sequential number.
- *Charge Amount*
- *Vat code* - this will be validated to ensure the vat code exists.
- *Charge description* - This will be free text.

The charge amount and the VAT code will be entered. Upon leaving the VAT code field, the user will be taken to the Charge Description sub-screen.

6.1.1 Charge Description Sub-Screen

This sub-screen will allow all the required text to be entered, as shown below:-



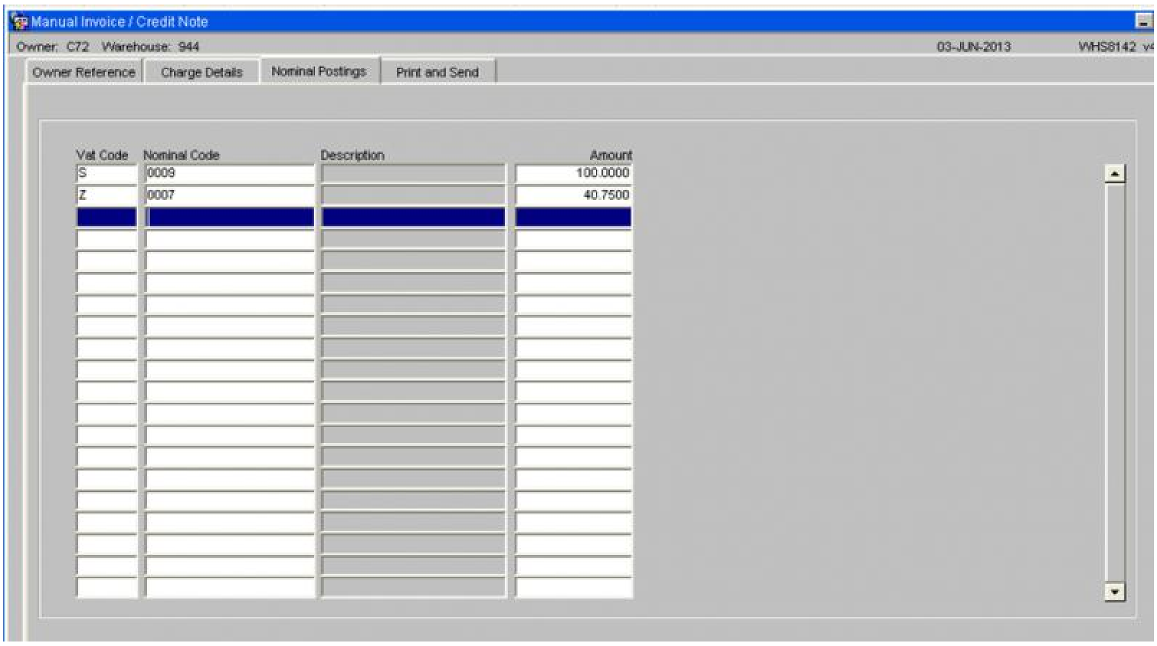
When the **Done** button is clicked, the sub-screen will be closed and the first three lines of the description will be displayed on the main Charge Details screen.

As many charge lines can be added as required.

6.1.1.1 Nominal Posting Section

The Nominal Postings section must be completed for each Vat code. This section includes the following fields:

- *Vat Code*
- *Nominal Code*
- *Description of Nominal Code*
- *Amount*

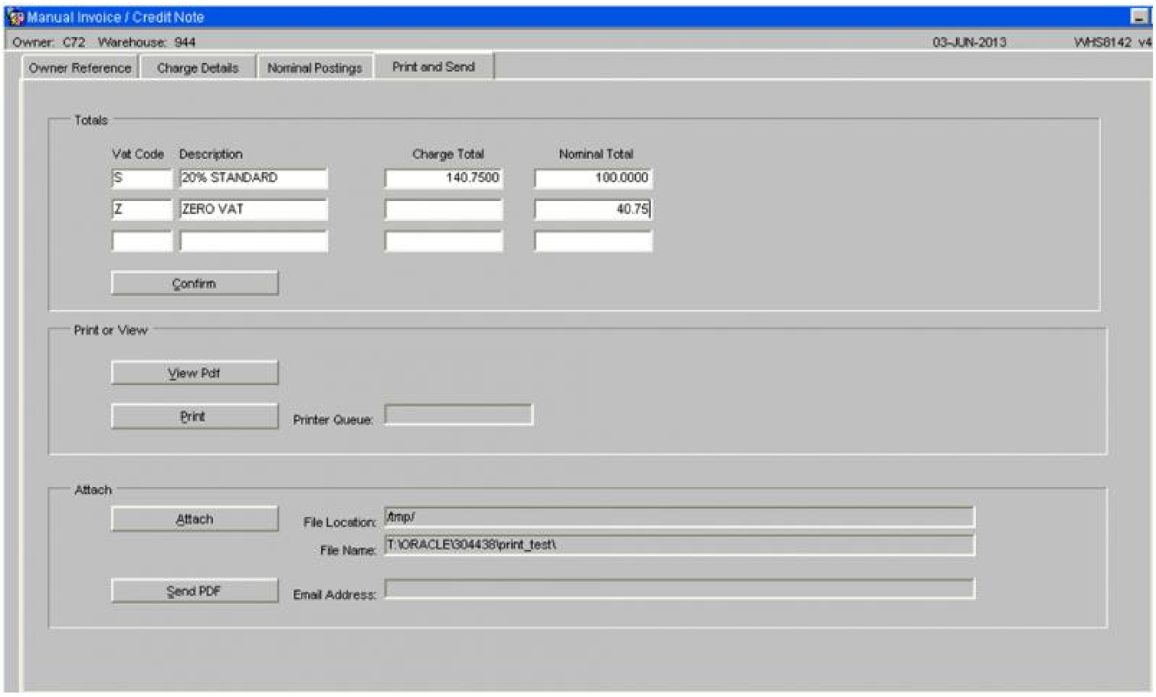


The table of nominal codes will be used to provide a list of values and to retrieve the description of the nominal code. An amount will be entered against each nominal code.

6.1.1.2 Print and Send Section

The totals section will show each VAT code used on this document with the total entered for this Vat code in the Charge Details section and the total entered for this VAT code in the Nominal Postings section.

The totals must match before the **Confirm** button is used to complete the entry of the invoice / credit note.



View PDF

Press the **View PDF** button to allow the PDF invoice / credit note to be produced and either displayed on the screen or sent to a printer.

Print

Press the **Print** button when this button and the PDF invoice / credit note will be produced and sent to the default printer queue, as displayed.

Attach

The Attach Documents section is optional.

The user may have scanned a document which now exists on the hard disc of their PC. This document needs to be attached to the e-mail sent out to the client.

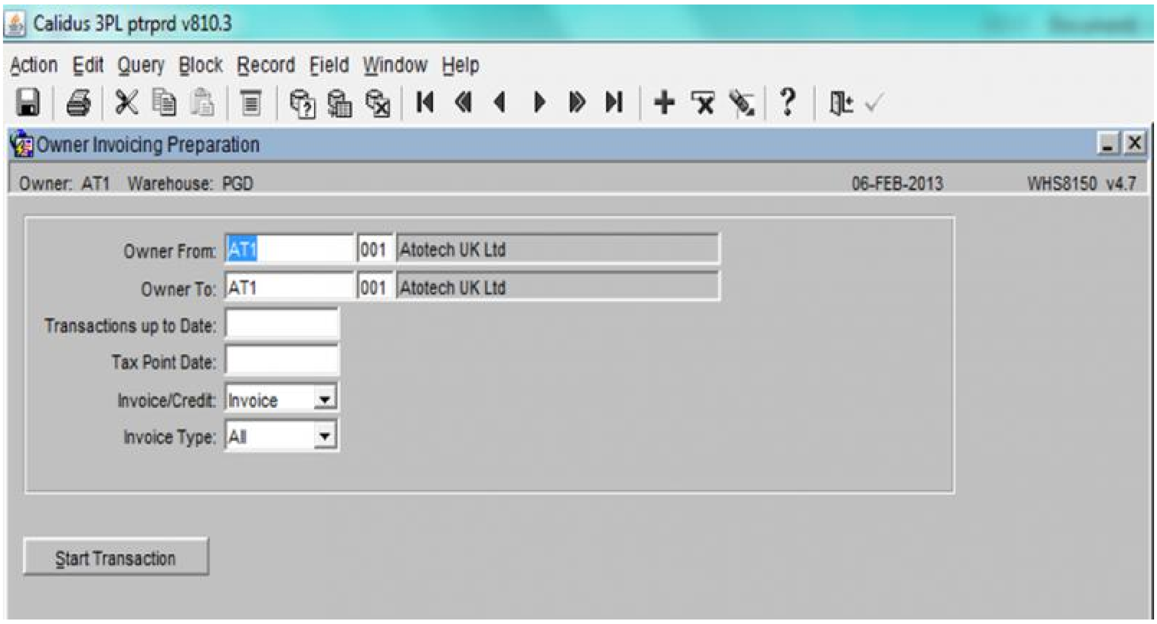
This section will include the following fields:-

- *Pathname* - the location of the file.
- *File name* - the name of the file.
- **Attach** button

The system will verify that a document exists in the selected location with the entered filename.

7 WHS8150 Owner Invoicing Preparation

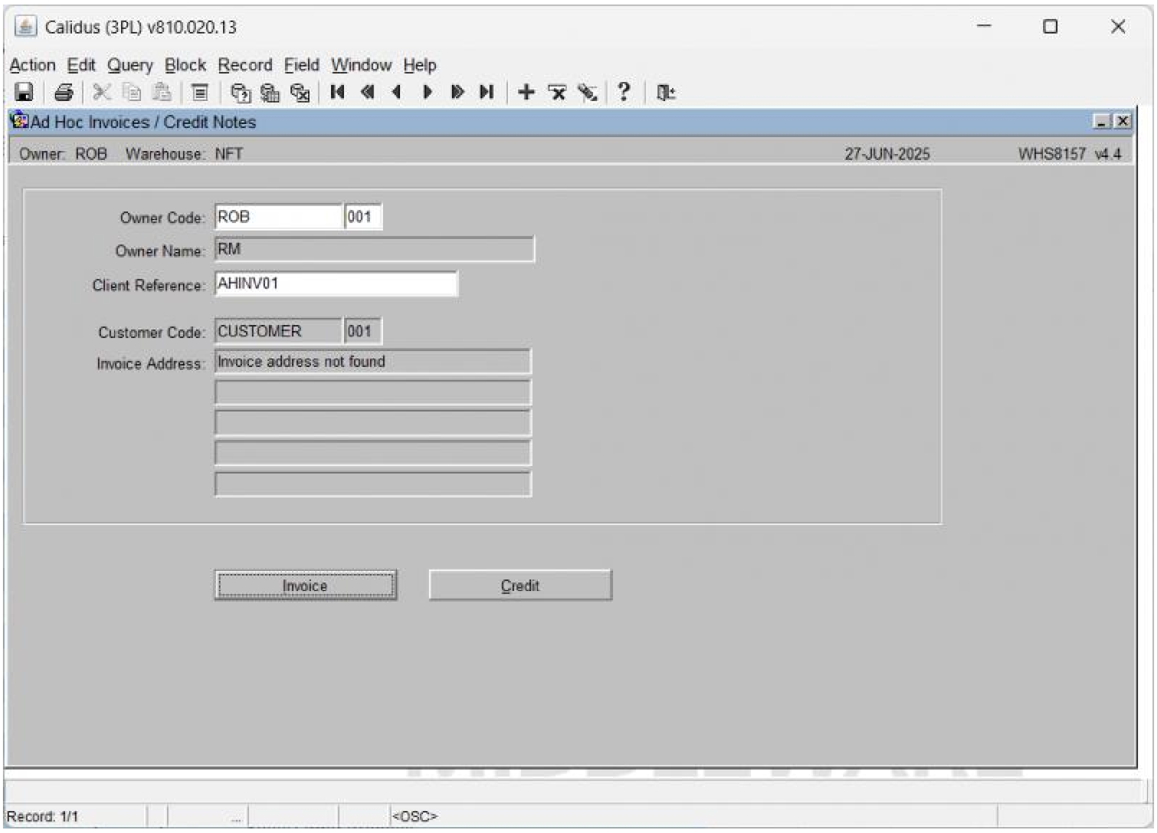
Here you can generate owner invoices and credits.



- Enter the *Owner From* and *To.*
- Enter the *Transactions up to Date.*
- Enter the *Tax Point Date.*
- Select whether you wish to produce an invoice or credit.
- Select what *Invoice Type* you wish to produce (*All, Rent, others* e.g. REC and DES).
- Press the **Start Transaction** button to create the invoices/credits.

8 Credit Note

This is the Ad Hoc Invoice/Credit Note screen.



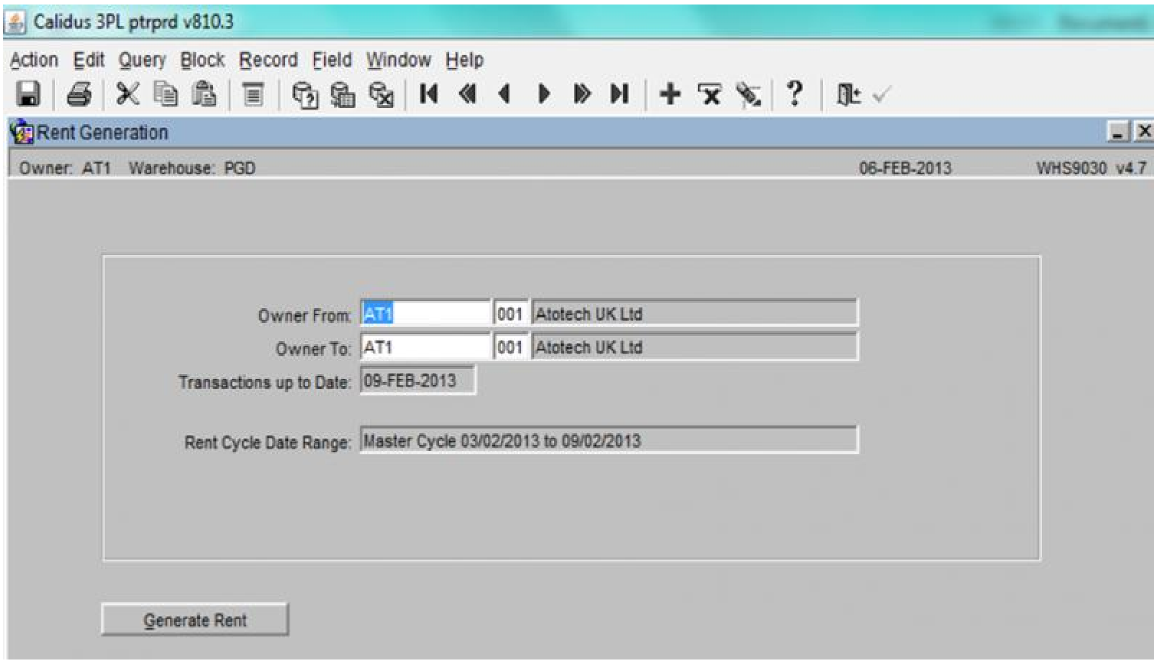
This provides an easy entry into generating a new ad hoc invoice or credit note.

Simply enter the Owner Code (it will default, or you can use an LOV to find owners) and an ad hoc reference for the client.

Then click **Invoice** or **Credit**. This will take you to the Detail Handling Charges screen WHS0168, where a new ad hoc invoice or credit note will have been created for you, ready to enter charges.

9 WHS9030 Rent Generation

Here you can generate the rent for owners.



- Enter the Owners that you wish to produce the rent for.
- Enter the Transaction up to date.
- Press the **Generate Rent** button