

This is the *Customer Invoice Enquiry* screen (ENQCUI01A).

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Customer Invoice Enquiry

Company: JP1 Department: 0000 06-NOV-2025 ENQCUI01A v1.2

Invoice Owner: ROB 001

Invoice No:

Customer:

Invoice No	Invoice Date	Invoice Balance	Credit Flag	Order Type	Order Num	Customer Ref

Notepad Invoice Num Enquiry

FRM-40301: Query caused no records to be retrieved. Re-enter.

Record: 1/1 Enter-Qu... List of Valu... <OSC> 14/30

The following fields document the enquiry parameters:

Field Name	Description
Invoice Owner	The identifier for the owner responsible for the invoice.
Invoice No	The specific invoice number to search for.
Customer	The code or identifier for the customer associated with the invoice.

The results of the enquiry are displayed in a grid with the following columns:

Field Name	Description
Invoice No	The unique number identifying the invoice.
Invoice Date	The date the invoice was issued.
Invoice Balance	The outstanding monetary value of the invoice.
Credit Flag	An indicator or flag related to credit status.
Order Type	The type of sales order associated with the invoice.
Order Num	The number identifying the sales order.
Customer Ref	A reference code provided by the customer.

Action Buttons:

- **Notepad:** opens a separate text area for taking notes related to the enquiry.
- **Invoice Num Enquiry:** opens a separate screen to find the selected invoice number.

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1 Category: Finance Maintenance



2 Category: Finance Reports



3 WHS0168 Detail Handling Charges

Here you can enter charges against an order.

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Detail Handling Charges

Owner: D1P Warehouse: NFT 25-JUN-2025 WHS0168 v4.30

Order No: D1P00000000000023906

Payer: ☒ Owner D1P 001 New User

☐ Customer CUSTONE 001 Customer One (owner D1P)

Despatch Date: 18-JAN-2024

Remove	Charge Code	Description	Rate ID	Unit Of Measure	Rate	Quantity	Value	Invoice No	Misc Inv Select
<input checked="" type="checkbox"/>	MISC	MISC CHARGE COD	ADM99	1 Case	3.2500	1.000	3.2500	0	<input checked="" 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"/>									<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"/>

Auto Charges Apply Produce Misc Invoice Tax Point Date:

Record: 1/1 List of Valu. OSC

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.



4 WHS8110 Outstanding Charges Report

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

The following fields document the report parameters:

Field Name	Description
<i>Invoice Cycle</i>	The identifier for the billing cycle to include in the report.
<i>Invoice Type</i>	The type or category of invoice to report on.
<i>Start Date</i>	The calendar start date for the report range.
<i>End Date</i>	The calendar end date for the report range.
<i>Action Buttons:</i>	

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



5 WHS8130 Expected Revenue Report

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

The following fields document the report parameters:

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

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



6 WHS8140 Email Print Invoices

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

Calidus 3PL ptrprd v810.6

Action Edit Query Block Record Field Window Help

E-mail / Print Invoices

Owner: AR1 Warehouse: PGD 05-SEP-2013 WHS8140 v4.6

Invoices Details Selection Criteria

Warehouse: PGD Potter Logistics Droitwich

Owner: AR1 Arch Chemicals

Invoice No From:

To:

Emailed:

Interfaced:

Credit:

Email / Partial Email:

Creation Date:

Tax Point Date:

Doc No:

Stock Code:

Printer Queue: DROIT_OFFICE_LASER

Find Invoices

Settings for Server (where .pdf and .xls are temporarily stored) and for Client (invoices are transferred to this network folder).

Server Directory: /tmp/

Client Folder: \\pgrvacc011\Data\PDF_Invoices\DS\

- 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

Calidus 3PL ptrprd v810.6

Action Edit Query Block Record Field Window Help

E-mail / Print Invoices

Owner: AR1 Warehouse: PGD 05-SEP-2013 WHS8140 v4.6

Invoices Details Selection Criteria

Invoice No	Owner Name	Postcode	Tax Point Date	Cred	Creation Date	Sent	Intf	E-Mail	Form	Check
1	AR1 Arch Chemicals	WF10 2JT	31-OCT-2012	N	29-OCT-2012 12:10	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
5	AR1 Arch Chemicals	WF10 2JT		N	29-JAN-2013 14:01	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
20	AR1 Arch Chemicals	WF10 2JT	09-FEB-2013	N	11-FEB-2013 13:02	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,011	AR1 Arch Chemicals	WF10 2JT	28-FEB-2013	N	04-MAR-2013 14:03	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,012	AR1 Arch Chemicals	WF10 2JT	28-FEB-2013	N	04-MAR-2013 14:03	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,067	AR1 Arch Chemicals	WF10 2JT	31-MAR-2013	N	27-MAR-2013 13:03	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,125	AR1 Arch Chemicals	WF10 2JT	30-APR-2013	N	01-MAY-2013 08:05	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,183	AR1 Arch Chemicals	WF10 2JT	11-MAY-2013	N	10-MAY-2013 13:05	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,184	AR1 Arch Chemicals	WF10 2JT	11-MAY-2013	Y	10-MAY-2013 13:05	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,196	AR1 Arch Chemicals	WF10 2JT	31-MAY-2013	N	03-JUN-2013 09:06	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,261	AR1 Arch Chemicals	WF10 2JT	30-JUN-2013	N	02-JUL-2013 09:07	N	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,329	AR1 Arch Chemicals	WF10 2JT	29-JUL-2013	N	29-JUL-2013 14:07	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,345	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	30-JUL-2013 09:07	Y	Y	katrina.baker@lonza.com,home@archchemi	CHR	
406,408	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	02-AUG-2013 10:08	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,414	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	02-AUG-2013 11:08	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,419	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	02-AUG-2013 15:08	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,429	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	06-AUG-2013 09:08	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,467	AR1 Arch Chemicals	WF10 2JT	23-AUG-2013	N	23-AUG-2013 11:08	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,470	AR1 Arch Chemicals	WF10 2JT	23-AUG-2013	N	23-AUG-2013 11:08	Y	Y	katrina.baker@lonza.com,home@archchemi	MAN	
406,485	AR1 Arch Chemicals	WF10 2JT	31-AUG-2013	N	29-AUG-2013 14:08	N	Y	katrina.baker@lonza.com,home@archchemi	MAN	

Send PDF Mass Print Individual Reprint

Message sent to katrina.baker@lonza.com, home@archchemicals.com, sheila.french@lonza.com on 02 August 2013 10:39 by CHELLV.



- 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.



7 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.

7.1 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.

7.1.1 Charge Description Sub-Screen

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



Manual Invoice / Credit Note

Owner: C72 Warehouse: 944

Owner Reference Charge Details Nominal Postings Print and Send

Charge Number 1

Line No	Description
1	Description of charge line 1
2	Description of charge line 2
3	Description of charge line 3
4	Description of charge line 4
5	Description of charge line 5
6	Description of charge line 6
7	Description of charge line 7
8	Description of charge line 8
9	Description of charge line 9
10	Description of charge line 10

Done

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.

7.1.1.1 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*



[illegible]

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.

7.1.1.2 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.

Manual Invoice / Credit Note
Owner: C72 Warehouse: 944
03-JUN-2013
WHS8142 v

Owner Reference
Charge Details
Nominal Postings
Print and Send

Totals

Vat Code	Description	Charge Total	Nominal Total
S	20% STANDARD	140.7500	100.0000
Z	ZERO VAT		40.75

Confirm

Print or View

View Pdf

Print

Printer Queue:

Attach

File Location:

File Name:

Send PDF

Email Address:

[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.



8 WHS8150 Owner Invoicing Preparation

Here you can generate owner invoices and credits.

Calidus 3PL ptrprd v810.3

Action Edit Query Block Record Field Window Help

Owner: AT1 Warehouse: PGD 06-FEB-2013 WHS8150 v4.7

Owner From: AT1 001 Atotech UK Ltd

Owner To: AT1 001 Atotech UK Ltd

Transactions up to Date:

Tax Point Date:

Invoice/Credit: Invoice

Invoice Type: All

Start Transaction

- 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.



9 Credit Note

This is the Ad Hoc Invoice/Credit Note screen.

Calidus (3PL) v810.020.13

Action Edit Query Block Record Field Window Help

Ad Hoc Invoices / Credit Notes

Owner: ROB Warehouse: NFT 27-JUN-2025 WHS8157 v4.4

Owner Code: ROB 001

Owner Name: RM

Client Reference: AHINV01

Customer Code: CUSTOMER 001

Invoice Address: Invoice address not found

Invoice Credit

Record: 1/1 <OSC>

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.



10 WHS9030 Rent Generation

Here you can generate the rent for owners.

Calidus 3PL ptrprd v810.3

Action Edit Query Block Record Field Window Help

Owner: AT1 Warehouse: PGD 06-FEB-2013 WHS9030 v4.7

Rent Generation

Owner From: AT1 001 Atotech UK Ltd

Owner To: AT1 001 Atotech UK Ltd

Transactions up to Date: 09-FEB-2013

Rent Cycle Date Range: Master Cycle 03/02/2013 to 09/02/2013

Generate Rent

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

