

This is the *Customer Invoice Enquiry* screen (ENQCUI/S01A).

The screenshot shows the Calidus (3PL) v810.020.13 software interface. The window title is "Customer Invoice Enquiry". The menu bar includes Action, Edit, Query, Block, Record, Field, Window, and Help. The toolbar contains icons for New, Open, Save, Print, Copy, Paste, Find, Copy, Paste, and Help. The status bar at the bottom shows "Record: 1/1", "Enter-Qu...", "List of Valu...", and "<DSC>". The main area displays a data grid with columns: Invoice No, Invoice Date, Invoice Balance, Credit Flag, Order Type, Order Num, and Customer Ref. The grid has 10 rows. Below the grid are two buttons: "Notepad" and "Invoice Num Enquiry". The status bar at the bottom also shows "FRM-40301: Query caused no records to be retrieved. Re-enter." and "14/30".

The following fields document the enquiry parameters:

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

For more information, contact the Office of the Vice President for Research and Economic Development.

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

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.

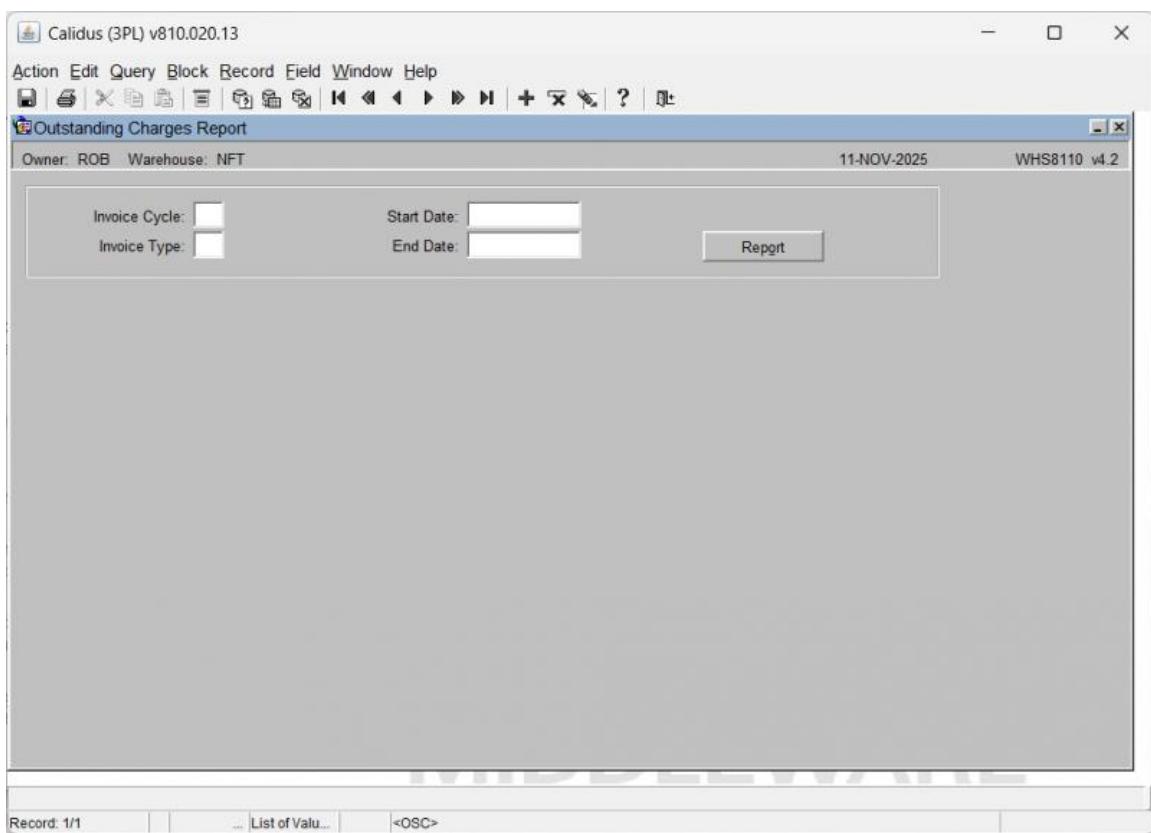
You can view the auto charges that apply using the **Auto Charges Apply** button. A pop-up window will display them.

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:

<b>Field Name</b>	<b>Description</b>
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*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.

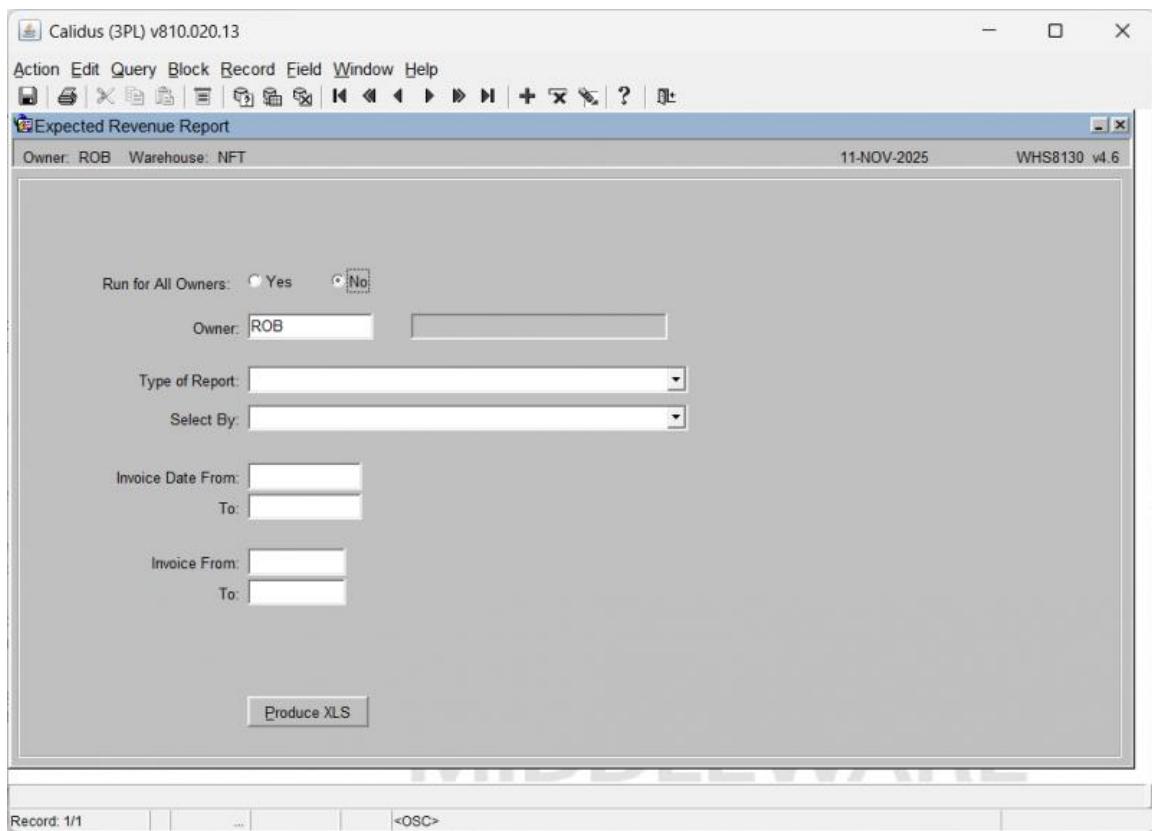
*Action Buttons:*

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



## 5 WHS8130 Expected Revenue Report

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



The following fields document the report parameters:

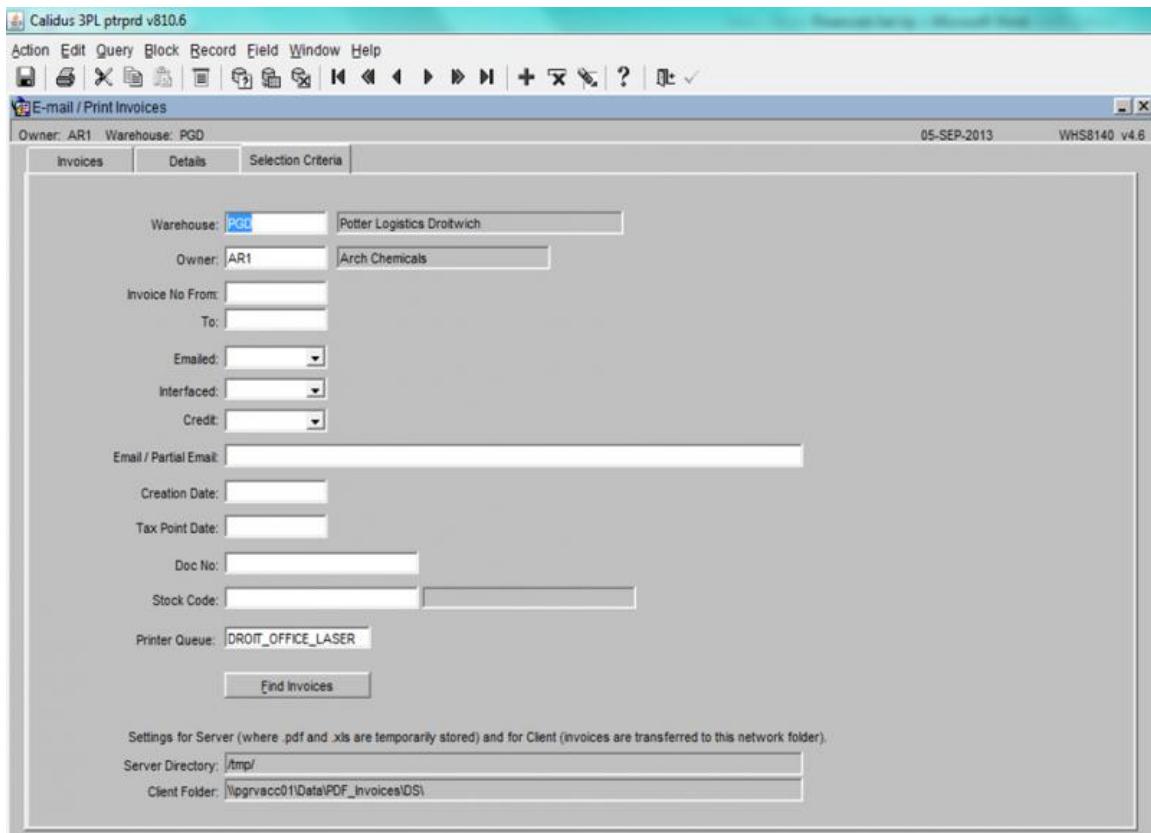
<b>Field Name</b>	<b>Description</b>
<i>Run for All Owners</i>	Radio button selection (Yes/No) to determine if the report should include data for all owners or a specific owner.
<i>Owner</i>	The unique code identifying the owner for whom the revenue is expected.
<i>Type of Report</i>	A dropdown selection 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.



- 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

Invoice No	OwnerName	Postcode	Tax Point Date	Cred	Creation Date	Sent	Inf	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, ihome@archchemicals.com	CHR	<input type="checkbox"/>
5	AR1 Arch Chemicals	WF10 2JT	29-JAN-2013	N	29-JAN-2013 14:01	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
20	AR1 Arch Chemicals	WF10 2JT	09-FEB-2013	N	11-FEB-2013 13:02	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,011	AR1 Arch Chemicals	WF10 2JT	28-FEB-2013	N	04-MAR-2013 14:03	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,012	AR1 Arch Chemicals	WF10 2JT	28-FEB-2013	N	04-MAR-2013 14:03	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,067	AR1 Arch Chemicals	WF10 2JT	31-MAR-2013	N	27-MAR-2013 13:03	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,125	AR1 Arch Chemicals	WF10 2JT	30-APR-2013	N	01-MAY-2013 08:05	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,183	AR1 Arch Chemicals	WF10 2JT	11-MAY-2013	N	10-MAY-2013 13:05	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,184	AR1 Arch Chemicals	WF10 2JT	11-MAY-2013	Y	10-MAY-2013 13:05	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,196	AR1 Arch Chemicals	WF10 2JT	31-MAY-2013	N	03-JUN-2013 09:06	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,261	AR1 Arch Chemicals	WF10 2JT	30-JUN-2013	N	02-JUL-2013 09:07	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,329	AR1 Arch Chemicals	WF10 2JT	29-JUL-2013	N	29-JUL-2013 14:07	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>
406,345	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	30-JUL-2013 09:07	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	CHR	<input type="checkbox"/>
406,408	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	02-AUG-2013 10:08	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input checked="" type="checkbox"/>
406,414	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	02-AUG-2013 11:08	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>
406,419	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	02-AUG-2013 15:08	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>
406,429	AR1 Arch Chemicals	WF10 2JT	31-JUL-2013	N	06-AUG-2013 09:08	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>
406,467	AR1 Arch Chemicals	WF10 2JT	23-AUG-2013	N	23-AUG-2013 11:08	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>
406,470	AR1 Arch Chemicals	WF10 2JT	23-AUG-2013	N	23-AUG-2013 11:08	Y	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>
406,485	AR1 Arch Chemicals	WF10 2JT	31-AUG-2013	N	29-AUG-2013 14:08	N	Y	katrina.baker@lonza.com, ihome@archchemicals.com	MAN	<input type="checkbox"/>

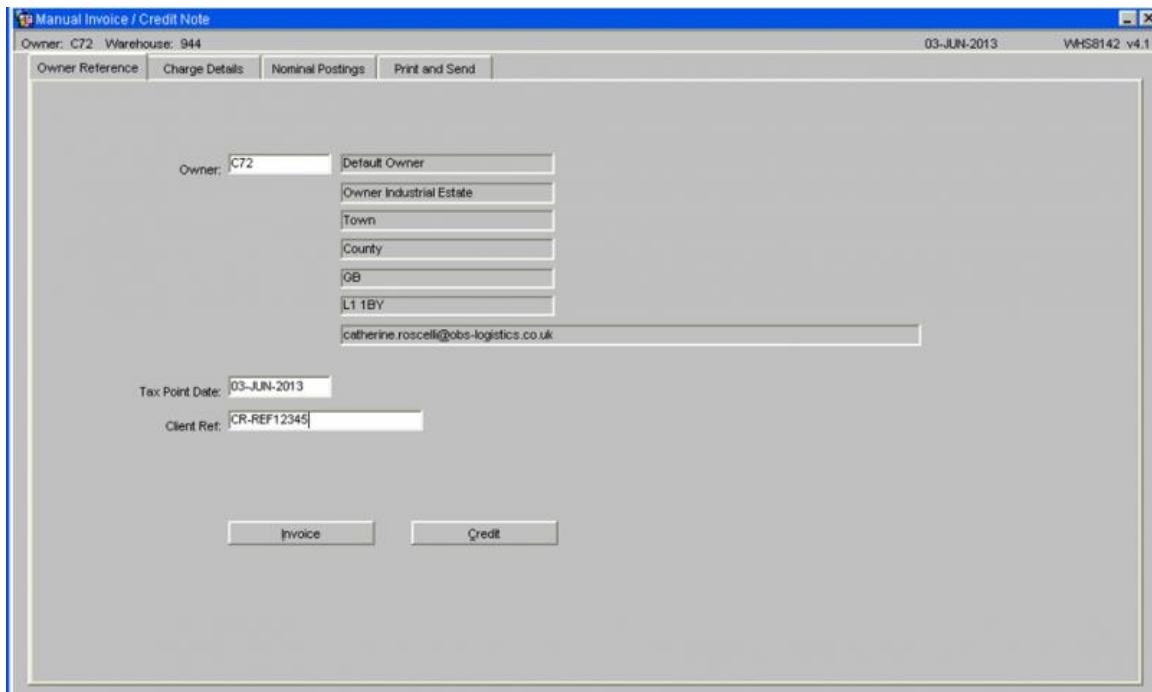


- As you can see above, the system has retrieved all invoices that match the selection criteria. Note: The email address is defaulted from the Owner Maintenance screen (Main tab)
- You have can now send a PDF of the invoice/credit note, carry out a mass print of all invoices or produce an individual 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:-



The screenshot shows a software interface for creating a manual invoice or credit note. At the top, it displays 'Owner: C72 Warehouse: 944' and the date '03-JUN-2013'. Below this, there are tabs for 'Owner Reference', 'Charge Details', 'Nominal Postings', and 'Print and Send'. The main area contains a table for charge lines. The first charge line is highlighted with a blue border. It has columns for 'Charge Num' (1), 'Total Charge' (140.7500), 'Vat Code' (S), and 'Description' (which lists 'Description of charge line 1', 'Description of charge line 2', and 'Description of charge line 3'). To the right of each description row is an 'Edit' button. There are also empty rows for other charge lines, each with its own 'Edit' button.

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:-



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

Charge Number

**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*



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 WMS8142.v4

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

**Print or View**

Printer Queue:

**Attach**

File Location:  File Name:  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:-

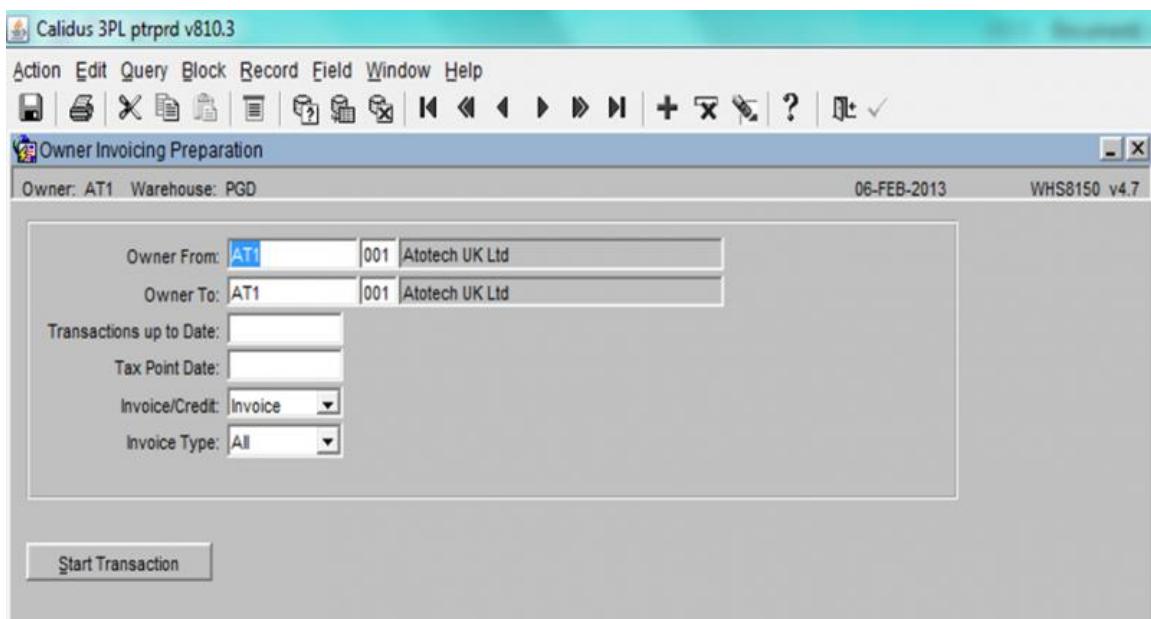
- *Pathname* - the location of the file.
- *File name* - the name of the file.
- **Attach** button

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.

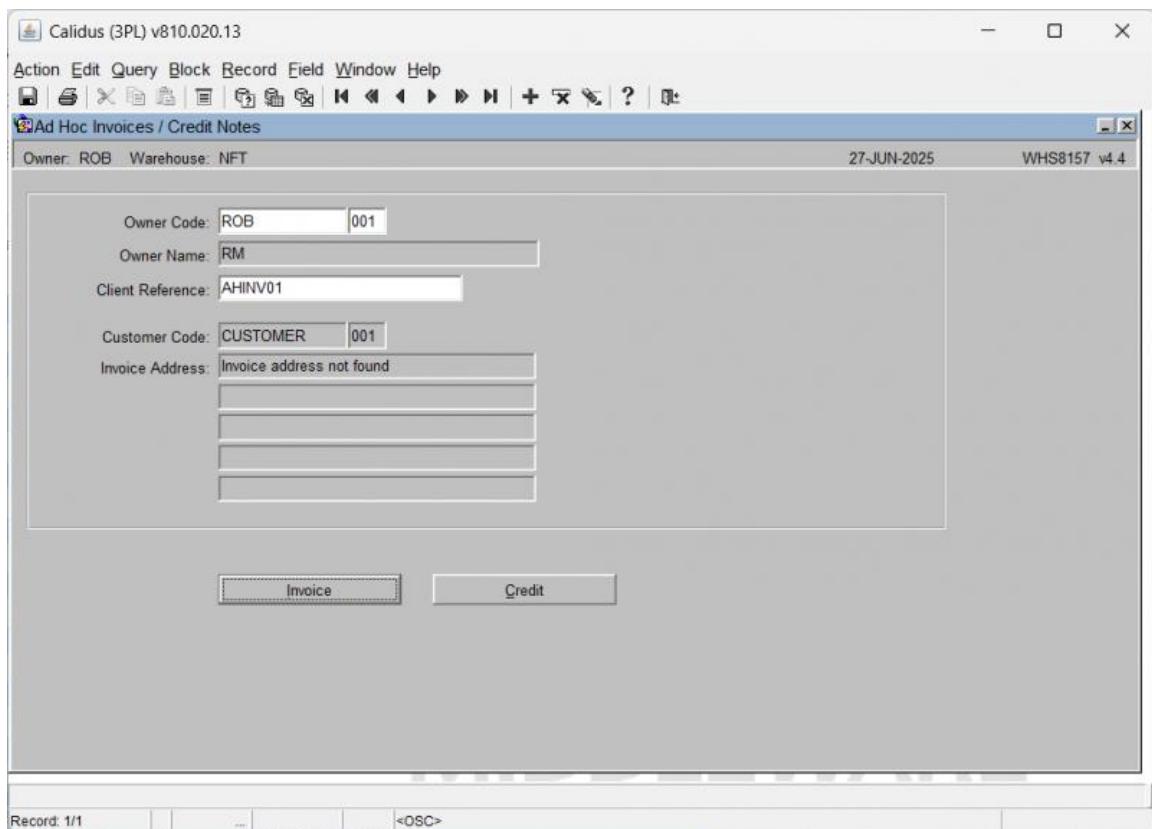


- Enter the *Owner From* and *To*.
- Enter the *Transactions up to Date*.
- Enter the *Tax Point Date*.
- Select whether you wish to produce an invoice or credit.
- Select what *Invoice Type* you wish to produce (*All*, *Rent*, *others* e.g. REC and DES).
- Press the **Start Transaction** button to create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



## 9 Credit Note

This is the Ad Hoc Invoice/Credit Note screen.



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

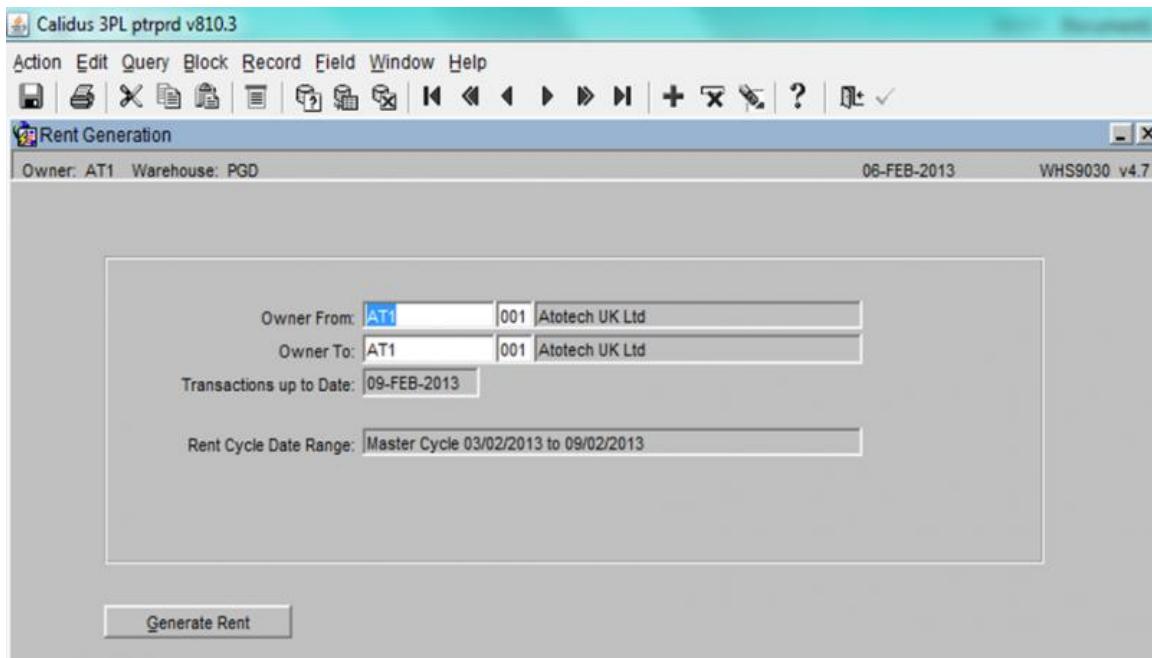
Simply enter the Owner Code (it will default, or you can use an LOV to find owners) and an ad hoc reference for the client.

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.



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

