Financials Set Up

Contents

1 Financials Set Up

1.1 Pre-requisites

1.1.1 Owner Maintenance Charging

This is split into 4 distinct sections:

Invoice Details - for Standard Invoice processing

Field Name	Description	Options	Generic Value
Invoice Type	Flag to identify if Invoicing is applicable to this owner	NORMAL or NONE	
Master Invoice Cycle	Unique single character identifier for this owners cycle	Must be valid code from table INVOICE_CYCLE which will define it as Daily, Weekly, Half Monthly etc?	
End Day	If appropriate - defines that actual day that a period will end on	User defined	
Current Period From/To	The dates of the current Invoice Period for the Owner as defined by the running of the Invoice Production Process	Display only	
Last Period From/To	The dates of the last Invoice Period for the Owner as defined by the running of the Invoice Production Process	Display only	
Combo Flag	Identify whether Invoice and Credits should be produced as individual documents or combined onto one document	Drop down - COMBINED INDIVIDUAL	
Payment Terms	Free text for owner specific payment terms to be printed on Invoices	User input	

Rent Details - applicable to Rent Charge processing only

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Field Name	Description	Options	Generic Value
Rent Mode	Fixed definition of the type of Rent applicable for the owner	None / Advance / Average / Fixed Advance / Maximum	
Rent Cycle	Daily / Weekly / Monthly / Half-Monthly etc (as described above). Note that although the same table is used to define the CYCLE, the Rent and Invoice Cycle are separate processes.	As for Invoice cycle above	
Master Rent Cycle/To	Start and End date for the current Rent Cycle for the Owner	User sets up start date and system defines the end date based on the Rent Cycle and the regular (daily) update of rent processing.	
Level	The standard charge level for rent	Stock / Pallet / Rotation	
Free Days	Numeric value to represent the number of days that Stock can remain in the warehouse Free of Charge for rent	User input	
Rent in Despatch	Note this and WHOLE/PART, which is set by the MODE, determines if charges are for full periods, and whether or not Credits are to be generated when stock despatched (and the level of the credit). Also utilises the FREE DAYS to determine the generation of credits for rent already charged.	Yes / No flag	
Override VAT	Whether to override the VAT code		
Code	The VAT code to use when overriding.		

Additional Information

Field Name	Description	Options	Generic Value
Owner Cost Centre	An owner cost centre can be entered if required	Free Text	
Associated Pallet Charge	Legacy	N/A	
Days for payment	The number of days allowed for payment - between Invoice Date and Due Date printed on the invoice	N/A	
Back Account No	Legacy	N/A	
Invoice Ref	Free text reference for printing on the invoice	Free Text	

Charge Level Details - for control of individual ?Charge Processing?

?Auto charges? (Charge codes with type of ?Auto?) will be generated automatically within the individual processes if the appropriate flag is set to Yes. All are Yes / No flags (unless otherwise stated). These flags simply allow the user to ?switch on/off? charge generation for specific processing as required.

Field Name	Description	Options	Generic Value
Receipt Header Charges	Receipt Header level		
Receipt Details Charges	Receipt detail level		
Invent Charges	Inventory Movements (inc. Freeze/Chill process)		
Carrier to Charge Direct **	Carrier charges (not UPM) - not used any more		
Auto Display of Charges	Owner level check for display of auto generated charge codes (pre confirmation within individual processes)		
Order Header Charges	Sales Order handling - Order header level		
Order Well Charges	Sales Orders - Product type level		
Order Pallet Charges	Sales Orders - Despatch pallet level		
Order Pallet Exchange Charges	Special Pallet exchange code processing.		

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Field Name	Description	Options	Generic Value
	This checks if a specific charge is to be raised against the Stock Owner for the use of Pallets, due to the fact that neither the Stock Owner or their Customer has an account code for the Pallet Exchange system.		
Invoice Generation Charges	Invoice generation process Do we raise a charge each type we produice an Invoice for this owner?		

1.1.2 Invoice Period Maintenance

This screen is used to define type and length of invoicing periods (used for both Rent and Invoice cycles individually).

Field Name	Description	Options	Generic Value
INVOICE CYCLE	Single character Unique Identifier	User input but following codes expected as a minimum:	?D? - Daily, ?W? - Weekly, ?M? - Monthly, ?H? - Half Monthly ?Y? - Yearly
DESCRIPTION	Free text description		
PERIOD - Numeric	Number of PERIOD TYPES in a CYCLE. The length of the period type described in the following column.	User input	The number of ?.. in a period, UNLESS, the value in this column is 14, 15, or 16 and the following column is Days. This is how the system identifies Half Monthly periods and the 14/15/16 relates to the date of the end of the first half-month.
PERIOD - Type	Description of the type	Drop down selection	Days / Weeks / Months / Years

1.1.3 Rent Cycles

The rent cycle screen allows the user to setup the start and end rent cycle for each warehouse and owner. The account and cycle information will be imported from the charging tab in the owner maintenance screen.

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You start on the *Selection Criteria* tab, where you may find rent cycles by first optionally entering a warehouse, Stockist Code and On Hold indicator. When you click **Find Cycles** the screen will display the results on the *Rent Cycles* tab.

The screen displays the following, which you may amend or enter:

- *Warehouse* - an LOV is provided
- *Stockist* - the owner. An LOV is provided.
- *Name* - name of stockist

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- *Account* - display only
- *Cycle* - display only
- *Start Date* - the start of the rent cycle
- *End Date* - the end of the rent cycle
- *On Hold* - whether this cycle is on hold.

1.1.4 Rate Table Maintenance

RATES can be set to define the price to be applied to any Invoice transactions.

Field Name	Description	Options	Generic Value
RATE ID + DESCRIPTION	Unique identifier and descriptive text	User input	
DATE FROM	Date rate becomes effective	The EFFECTIVE DATES for the rate	
DATE TO	Date rate ends	The EFFECTIVE DATES for the rate	
CURRENCY	The currency to be charged	Any valid currency code	
MIN CHARGE	Allows for the setting of MINIMUM charge value for an INDIVIDUAL CHARGE	User input	
MAX CHARGE	Allows for the setting of MAXIMUM charge values for an INDIVIDUAL CHARGE	User input	
INDIVIDUAL ROUNDING	Instructs the processing to round all transactions to 2 decimal places or not	Yes / No	
INDEX GROUP ID	The index rate group that the charge belongs.	Display only to show rate can be uplifted by regular ? Indexation processing?. It is not possible to assign more than one Index Group /Index combination	
TABLE TYPE	Defined the QUANTITY TYPE that the BREAKPOINTS will be based on.	QUANTITY - no. of Units ,br/> CASE - no. of cases

PALLET - no. of pallets WEIGHT - no of weight UoM CHARGE VALUE - currency value (for Invoice Level charges) **Note that Area and other values not utilised at present** | |
| *BREAKPOINT TYPE* | Defines the TYPE of Breakpoints | STANDARD -

Allow for multiple breakpoint details to establish the highest detail found for the quantity to be charged for. | |

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Field Name	Description	Options	Generic Value
		MINIMUM - Only raise charge if quantity to be charged for is LOWER than the first (and only) breakpoint detail	
		MAXIMUM - Only raise charge if quantity to be charged for is HIGHER than the first (and only) breakpoint detail	
		PERCENTAGE - For use with CHARGE VALUE when defining the rate for Invoice Group . Level charges. Uses specific values in the first (and only) breakpoint details row found	
BREAKPOINT	Defines the breakpoint to be used when generating charges	Only one allowed unless it is a STANDARD TYPE setting. All ID?s must have at least one detail to define either a fixed amount or a rate to be applied for a quantity	

Variable Rate Calculation information is also displayed:

Field Name	Description	Options	Generic Value
FIXED AMOUNT	The actual currency amount to be charged	User must enter either Fixed amount or the equivalent MULTIPLIER / QTY / RATE for variable amounts, UNLESS It is a percentage type breakpoint, in which case this will be the percentage value applied to the quantity / value to charge when using the variable rate data that will also be entered	
MULTIPLIER	Normally the same as the Table Type defined above, but may be different if required		
UNIT QTY	The unit quantity that the rate is applicable to		
RATE	The actual rate that will be applied to the calculation. I.e. CHARGE VALUE will be calculated as - ?QTY to be charged for? divided by ?UNIT QTY? multiplied by ?RATE?		

Buttons	
COPY	Allows a new rate to be set up based on an existing rate.
INDEX GROUP	When pressed the process will check if the rate code has already been assigned to an index group. If this is the case, the user will be presented with a form to display the details of the index. See below

The Rate Table Copy screen WHS0162 will appear when selecting the **COPY** button on Screen WHS9160.

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Field Name	Description
SOURCE RATE	Shows the details of the RATE_ID being copied from
NEW RATE	Requires input of NEW ID and DESCRIPTION TABLE TYPE and BREAKPOINT TYPE START DATE / END DATE CURRENCY - defaults to the same as the original

All inputs will be validated in the same way as the original inputs as described above

On selecting the COPY BUTTON on this screen the NEW RATE details are presented in the original RATE MAINTENANCE screen for amendment / update.

The Index Group Information screen WHS0339 will appear when selecting the **Index Group** button on Screen WHS9160. It will not be possible to view this screen from the menu system.

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Note that the initial value of the Index displayed here will be the value of the index when it was assigned to the group and rate code in question. The initial rate values will display the approximate rate value for each Breakpoint, as they were when the index was assigned to the rate. These values are calculated by reducing the current rate values by the percentage change that has occurred in the index.

1.1.4.1 Rate Set Up Examples

'**Example 1**

'**Example 2**

'**Example 3**

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RATE DETAIL EXAMPLE

Charge 5.99 if the total Cases on an order is less than 100 Cases, otherwise no charge

Note that if the BREAKPOINT TYPE was MAX instead of MIN then the charge would be raised only if the quantity was greater than 100 Cases.

Also - Rather than the Fixed Amount of 5.99, the Variable Rate settings could be set to nn.nn per Case, or per 10 Cases, etc.

Also - Weight can be used as the Breakpoint instead of Case - simply change the ?type? from Case to Weight and the procedures will work on Kgs or Lbs.

1.1.5 Charge Code Table Maintenance

CHARGE CODES will be defined to enable the production of charges.

Each can have an associated RATE ID for the calculation of the CHARGE VALUE, or can use an 'ad-hoc rate' when entered manually.

Each can be applicable to a particular BUSINESS TYPE, or for general use.

Each can be applicable to a 'specific level' within the Invoicing processes - namely COMPANY / WAREHOUSE / STOCKIST / STOCK or PRODUCT TYPE.

1.1.6 Charge Code Maintenance - Main Tab

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Field Name	Description	Options
CHARGE CODE	Unique identifier	User input
SHORT DESCRIPTION	Free text	User input
FULL DESCRIPTION	Free text	User input
RATE ID	If entered, must be a valid ID else it will default to '+' to enable use for entry of an 'ad-hoc rate'	User input
BUSINESS TYPE	Enable charge generation within specific WMS processes - referred to as 'in Process charges'.	Can be left as '+' to enable use as an 'ad-hoc' code, otherwise it must relate to a valid code from the GENERAL CODES table for type BUSN records
WAREHOUSE, OWNER, PRODUCT, PRODUCT TYPE	These elements, and all of the above, form the unique identifier for the charge code table. See below for full description relating to the entry of these four elements.	User input - all codes must be valid for the type of entry - Ie, Valid WAREHOUSE_ID, STOCKIST_CODE, STOCK_CODE, PRODUCT_TYPE
USE LATEST RATE	Flag used to enable the recalculation of any charges not yet invoiced if new rates / charges are introduced	User input from drop down box - Options are Yes / No / Blank. Must select Yes if previously generated charges are to be updated.
CHARGE TYPE RCB	Descriptive flag relating to whether the code is Cost / Revenue or Both	User input
CHARGE TYPE	Descriptive flag relating to the type of charge.	Allowable values are - Ancillary, Cyclical, Handling, Landing, Miscellaneous, Processing, Rent, Sales and Special Forces
MIN / MAX CHARGE		

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Field Name	Description	Options
	The Minimum / Maximum charge value to be applied to the charge code on an invoice. Note that all charges on an invoice are 'subtotalled at charge code level' so this will allow for the application of a MIN/MAX charge for Invoice Level charges for a specific charge code.	
DELETE FLAG	System use only	
SENSITIVE FLAG	System use only	
CALCULATION OPTION	Defines how the system generates charges	AUTO SEMI-AUTO MANUAL
LEVEL INDICATOR	Define the level that the charge is to be applied to.	DETAIL - each detail on the process in question PALLET - each pallet on the detail in question
TAX CODE	The VAT code and related descriptions	User input
TYPE CODE	For use within the Special Order Handling processing	Type codes will be checked against specific codes on an Order, to define if the charge is applicable.
TYPE VALUE	Value for comparison with TYPE CODE	See below
ACCOUNT CODE 1 and 2	The 'SAP Account codes' for the Charge. Details are included for EDI interface to SAP Account system.	User input

The following elements are grouped, to enable the definition of the 'Level of charge' to be applicable.

- WAREHOUSE The Warehouse id
- OWNER The Stock Owner
- PRODUCT The Stock
- PRODUCT TYPE the Type of Stock (eg, Chilled, Frozen)

No values means that it is a Company Level charge, Warehouse only means it is Warehouse level, Warehouse and Owner means Owner Level for specific Warehouse Owner only means Owner level (applicable to all warehouses) Owner and Stock means it is a Product Level charge Owner and Product type means it is Product type charge for a specific Owner Product type only means Product type level across all owners / warehouses Product Type and Warehouse means Product type within warehouse

TYPE CODE should be set to the type of code to be checked against, e.g. Order Priority (Express Order), Request Type (Collection Order), Order Type (EDI or COD)

TYPE VALUE should be set to the actual value defined to identify the type specified (as defined by individual users) - e.g. Order Priority of '1' to identify 'top priority / express orders.

1.1.7 Charge Codes Maintenance - Charge Group Tab

There two possible uses for this tab -

1. BUSINESS TYPE = INV

Defines the CHARGE GROUP DETAILS, including any MIN/MAX values, for the production of Invoice Level Charges during Invoice Production processing. Note the INV type codes can only define ONE GROUP. It is this charge code that identifies the fact that a specific charge is to be raised and holds the relevant VAT and Account codes.

2. BUSINESS TYPE NOT = INV

Defines the CHARGE CODE as INCLUDED in the GROUP for all GROUP CODES listed. Note that non-INV codes can belong to multiple groups.

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Field Name	Description	Options
CHARGE GROUP	The Unique identifier for the CHARGE GROUP that the CHARGE CODE is a member. If it is 'INV' type Charge code, then it can only be a single group, otherwise a code can be a member of many groups	User input
DESCRIPTION	Free text description	User input
INVOICE MIN / MAX Value	The min / max value applicable to the calculated charge value for the group.	Define the Min / Max value for 'Invoice Level' charges Use for Min Rent / Max Insurance etc?

1.1.8 CHARGE CODES USED FOR SPECIAL PROCESSING

Charge Codes with a Business Type of 'INV' (Invoice Process) Codes with-

Zero value for Max / Min value, and NO Charge Group

This is an 'In Process type' charge that will be raised within the Invoice Production process, e.g. a charge for actually raising an invoice. They will normally be set to use a RATE with a Fixed Amount charge.

Codes with-

Zero value for Max / Min value, and Includes Charge Group

This is an 'Invoice Level charge' that will be raised within the Invoice Production process based on the values generated for for a GROUP of Charges, e.g. additional Charge for Energy / Insurance etc.

Charge will normally be based on the overall value of the charges within the group, or a percentage of the value / quantity.

Codes with-

Non-Zero Minimum charge value

This is charge that will be raised within the Invoice Production process if the total value of the charges for the same Charge Code (non-INV type) is less than the Minimum value stated, e.g. if Rent charges do not reach a minimum value then the INV charge will raise an additional charge for the difference

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1.1.9 Business Type ORD Codes (Order Handling)

Field Name	Description	Options
'OHPEX'	Charge required as Pallet Exchange accounts missing	Charge for the number of pallets that are not covered by pallet exchange account codes, but only when both Consignor and Consignee do not have codes available. Charge will be raised against the Stock Owner (Consignor)
'ORDH'	Charge for handling the Order	Always a single unit charge to be raised simply for raising an order, regardless of quantity involved
'ORDL'	Charge for the Order Lines handled	Charge for number of order lines. AS above but based on the number of lines on the order
'ORDP'	Charge for pallets handled	Charge for the number of pallets. As above but based on the number of pallets on the order
'WAYB'	Charge for waybill prints	Charge to be raised for each Waybill raised. Will need to check for the production of additional waybill for Trunk orders, or consolidated orders onto a single waybill
'DHPT1'	Charge for Full Pallet picks	Charge to be raised for each Full pallet of stock picked
'DHPT2'	Charge for Part pallet picks from Pick locations	Charge for stock picked in case quantity (rather than pallet) from a Pick location
'DHPT3'	Charge for Part pallet picks from Non-Pick locations	Charge for stock picked in case quantity (rather than pallet) from a location other than a Pick location - eg. from bulk / block stack etc.

1.1.10 Business Type DES Codes (Despatch Process)

If Owner Level Charges found with the first three characters of the Charge Code = 'DHH', and Type Code is not blank/null, then a charge will be raised according to the following checks:

- If Order Code Type = 'P'
  - ♦ Then the ORDER PRIORITY must match the TYPE CODE
- If Order Code Type = 'R'
  - ♦ Then the REQUEST TYPE must match the TYPE CODE
- If Order Code Type = 'C'
  - ♦ Then the COD FLAG must match the TYPE CODE
- If Order Code Type = 'E'
  - ♦ Then the EDI CREATED must match the TYPE CODE
- If Order Code Type = 'O'
  - ♦ Then the ORDER TYPE must match the TYPE CODE

In all of the above cases the quantity value must always be 1 thus generating an additional charge depending on the type of order being despatched.

1.1.11 Special Rent Processing Charges

Special Charge processing is required within the Cyclical Rent charge generation processing to cater for the 'Reserved Pallet Location' processing.

Charge Codes with the first 3 characters of

'RPLxx' - will be used for Reserved Pallet Locations

'RULxx' - will be used for Reserved Unused Locations.

Controlled by the use of an Owner level Warehouse Rule, 'OWRL', the Rule Flag will be set to 'RUL' with the number of locations that the Owner has Reserved in total being stored in the breakpoint value of the Rate details record that holds the rate to be charged for unused locations.

The 'RPL' and 'RUL' Charge Code details will be set 'in pairs' to reflect the rate to be charged for the quantity of Used and Unused locations.

In Normal circumstances, each rent cycle / period will generate two charges for this processing - One Charge will be raised for the Total Pallets in the Warehouse for the 'RPL' Used value - and A second charge will be raised for the Total Reserved - minus - Total Used for the 'RUL' Unused value.

If the total pallet count is greater than the total reserved, then no charge will be raised for the Unused locations.

1.1.12 Charge Profiles

The Charge Profile Code is 2 characters.   Someone will need to decide which codes to use. The best option is probably a meaningful code, e.g. A code of WT for the products charged by weight. A code of HV- for high value products.

If meaningful codes are not to be used then a generic code could be assigned e.g. P1 - Profile 1, P2 - Profile 2.

The ?Charge profile? maintenance screen (WHS8170) is used to setup the charge profiles for each owner, as shown below:-

The same profile code can be used for different owners.   In this situation each owner would need to be setup for each profile code.

If there is a similar concept on the old system then if may be desirable to use a similar code.

The Charge profile code for each stock code, will be stored in the product group.

The product group field is included in the Oracle Reporting Suite stock report as a selectable field. This means, it will be possible to produce a spreadsheet of stock codes assigned to a particular charge profile.

1.1.13 Product Groups

For each charge profile code used, a new product group will need to be created for each owner.

The product class maintenance screen is used to create new product groups.

Product Range, Class, Category and Group combinations are created in order to segregate stock within the warehouse. They can also be used to distinguish one type of product from another. You can use these combinations to specify putaway routines and for stocktaking purposes. Note, although you see all four here, when you set them up you have to create the range first, go through the rest of the fields and save the record. When you come to create the class field, you have to enter the range you just created and then go through the same process. In this way, you can have multiple combinations of all four criteria.

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Field Name	Description	Options	Generic Values
Prod Range **	Used to denote a specific range for multiple products in conjunction with class, category and group	1 character free text field	Defined by the client
Prod Class **	Used to denote a specific class for multiple products in conjunction with range, category and group	2 character free text field	Defined by the client
Prod Category **	Used to denote a specific category for multiple products in conjunction with range, class and group	2 character free text field	Defined by the client
Prod Group **	Used to denote a specific group for multiple products	2 character free text field	Defined by the client
Back Order **	Used in union with other flags throughout the system to determine whether back ordering will be utilised Y or N	Defaults to No	N - **Functionality not yet migrated**
Preferred Location Bonded/Unbonded	Specifies putaway anchor points for the range,class,category,group combination	Must be valid locations or left blank - LOV available	Defined by the client
Box Required		Yes, No	
Temp Monitor Required		Yes, No	
Include in PO		Yes, No	

1.1.14 Owner Rule

The owner rule INCP can be used to switch the ?Charge Profile? functionality on by setting the flag to Y.

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1.2 STOCK CODE AND CHARGE SET-UP

1.2.1 Stock Master

For owners using charge profiles, each stock code will need to have the product group set to the correct charge profile code. NB. The product group field is included in the stock upload.

?

1.2.2 Charge Code Set-up

Charges can be setup at owner level by setting the Product to + to indicate all stock codes for this owner. This functionality will not change.

For charge codes using the new ?Charge profile? functionality,

The Product should be set to +XX where XX is the 2 character charge profile code. This set-up identifies the charge code as a charge that applies to all stock codes with a matching charge profile code.

When charges are applied automatically, the system will work as it currently does, applying owner level and stock code level charges. The Charge profile charges will be applied as well as the current charges.

Charges can be setup at owner level by setting the Product to + to indicate all stock codes for this owner. This functionality will not change.

?

1.2.3 Copy Owner

If the INCP rule is set to Y for the owner being copied from, then the system will create the charge profiles and charge codes for the new owner, if the copy charges option is selected in the copy owner screen.

The assumption is made that all existing charge codes will have the format SSSAA, where SSS is the stockist code and AA a 2 character identifier. If the charge codes are in a different format then the copy of the charge codes will not occur.

When the system creates the new charge codes for the new owner, this charge code format will be followed.

For example, If the owner is AR1 there with charge codes AR1RH, AR1AD. The charge codes created for a new owner, DA2 will be DA2RH, DA2AD.

1.2.3.1 Conversion of Existing Owners

For owners with charges setup at stock code level.

1. Set up the charge profile records.
2. Create the product group records.
3. Switch the owner rule INCP to Y
4. Choose a sample stock code. Find the charge codes for this stock code and change the Product to +XX where XX is the charge profile code.
5. Find the stock details in stock maintenance and set the product group to the charge profile code.
6. Do a receipt and pick confirm an order for the sample stock code.
7. Run the quicks (expected revenue) report and ensure the generated charges are correct.
8. Repeat with a sample stock code for each of the charge profiles for the owner.

Once the sample stock codes are verified as producing the correct automatic charges, the remaining stock codes can be converted.   To convert the remaining stock codes the product group, on stock maintenance, must be set to the correct charge profile code.   The charge codes set up at stock code level can now be deleted.

1.2.4 Rent Creation and Invoice Production

The following document describes the process in order to create rent and produce invoices.

Step 1 - Rent Creation

Go to the Rent Creation screen (WHS9030)

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

Step 2 - Owner Invoice Production

Go to the Owner Invoice Production screen (WHS8150).

Here you can generate owner invoices and credits.

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- 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.

Step 3 - Invoice Printing and Emailing

Go to the E-Mail / Print Invoices screen (WHS8140)

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.

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- Enter any relevant data in the selection criteria fields you require
- Press the **Find Invoices** button to retrieve the invoices

- 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.

1.2.5 Manual Invoice / Credit Screen

The header section includes the following fields:-

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- *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.

1.2.5.1 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.

1.2.5.2 Charge Description Sub-Screen

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

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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.

1.2.5.3 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*

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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.

1.2.5.4 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

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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.

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