
Expedient User Manual – Creditors



Gavin Millman & Associates (Aust) Pty Ltd
281 Buckley Street
Essendon VIC 3040
Phone 03 9331 3944 • Web www.expedientsoftware.com.au

Table of Contents

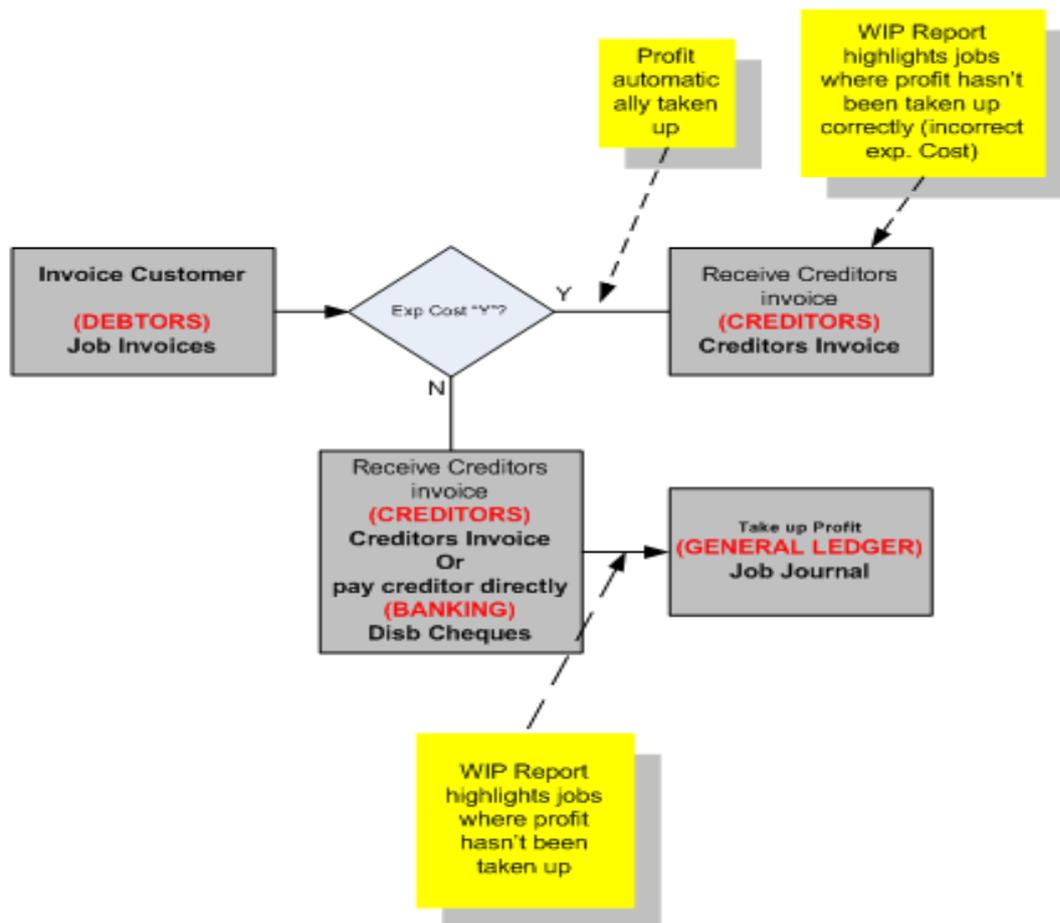
- Accounting Process.....2**
- Cash Payment Process3**
 - Cash Payment Scenarios..... 3*
- Job Creditors Invoice5**
 - Creating Creditors Invoices 6*
 - Costs Billed 9*
 - Posting Creditors Invoices..... 9*
 - G/L Creditor Invoices..... 10*
 - Creating G/L Creditor Invoice..... 10*
 - Posting G/L Creditor Invoices..... 12*
 - Creditor Add On / Write Offs 13*
 - Creating Creditors Add On / Write Offs 14*
 - Posting Add On / Write Offs 15*
 - Modify Creditors Invoices 16*
 - Find and Update Invoice No / Due Date / OK to Pay / Invoice Date 16*
 - Load CASS IATA File 17*
 - ATB – Detailed 17*
 - Print IATA Reconciliation 18*
- EDI Creditor Invoices Overview.....18**
 - Set Up Creditor Invoice EDI..... 18*
 - Creditor Tab..... 18*
 - EDI Creditor Invoice File Formats..... 20*
 - XML File Format..... 20*
 - CSV File Format..... 20*
 - Cost Code Mapping..... 23*
 - Creditor Invoice EDI Internal Contacts..... 23*
 - EDI Creditors Invoices 24*
 - Costs Billed 25*
 - Post EDI Invoice 25*

CREDITORS INTRODUCTION

Expedient software contains an Accounting Module, one of which is the Creditors function. The Creditors Function allows users to pay process creditor payments, and monitor creditor payment history.

Accounting Process

Debtors Invoicing → **Creditor Invoicing & Profit Uptake**

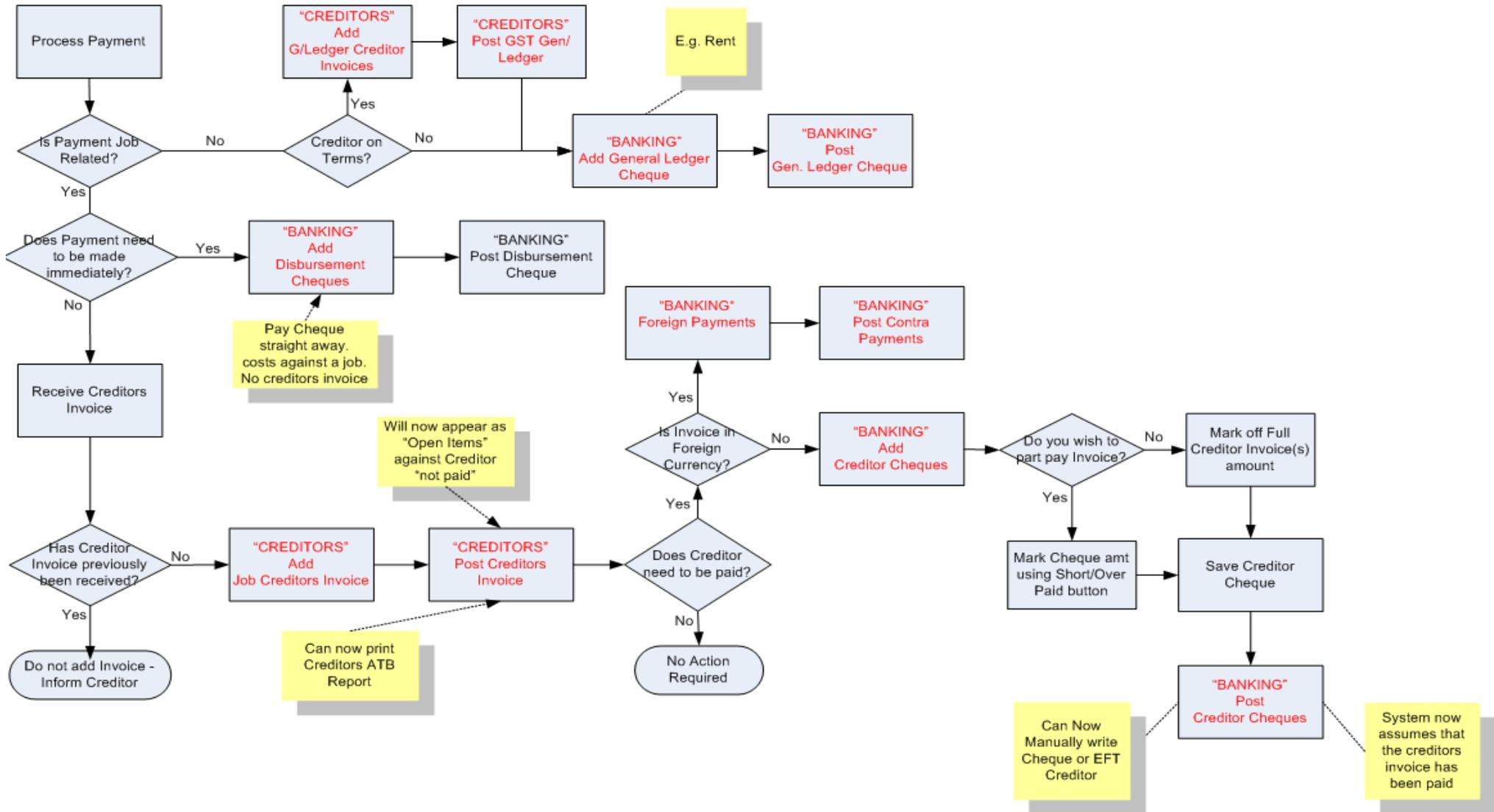


Cash Payment Process

The below diagram highlights all of the possible scenarios of processing payments and the various processes in Expedient that take place to do so. Note: The red Text boxes are Expedient Menu items that you need to use to perform the various functions.

Cash Payment Scenarios

1. Receive Invoice, hardcopy or electronically from Creditor to pay (Local & Foreign Currency)
2. Pay Cheque immediately to Creditor & assign costs against a job (no creditors invoice)
3. Pay money to a non job related expense, like Rent, Stationery
4. Credit Card
 - a) Receive invoice from creditor – Add G/L Creditor Invoice – Pay on Credit Card in Banking – (moving money from Creditor to Credit Card people)
 - OR**
 - b) If normal Credit Card Payment such as Petrol, then go straight in to Banking G/L Cheques.

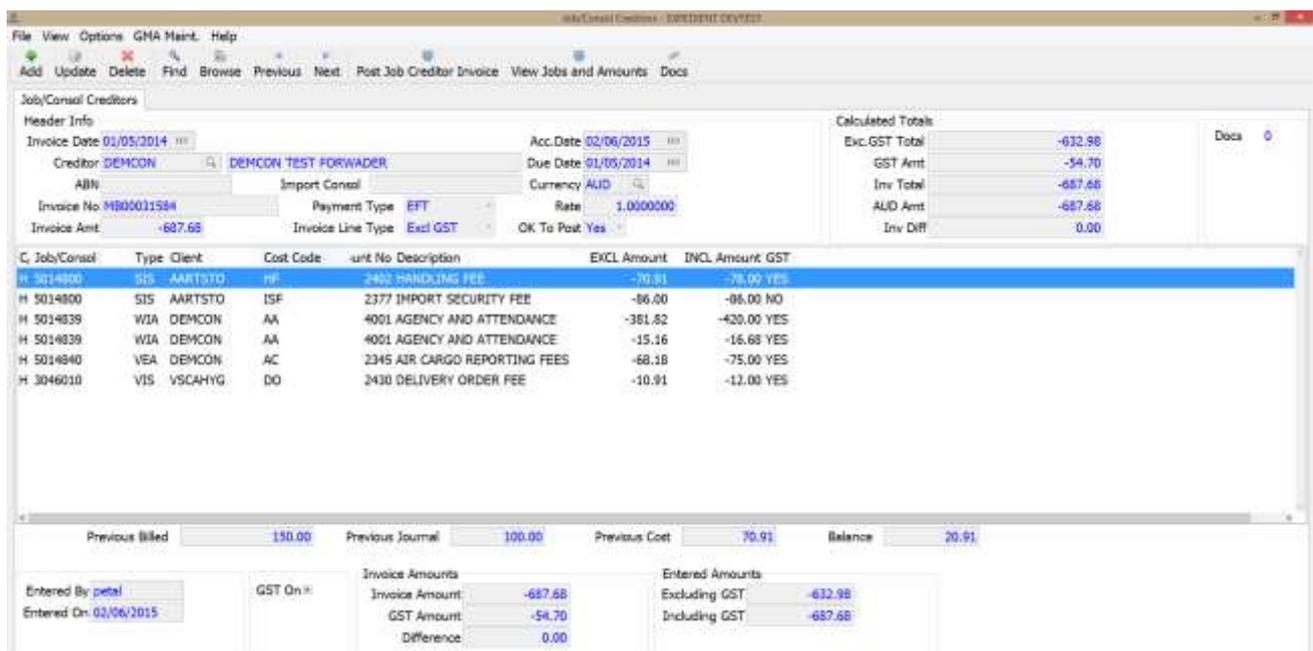


Job Creditors Invoice

In order to process payments you firstly need to create a Creditor's Invoice. This is available in the **Creditors Menu - Job Creditors Invoices**

- ▾  Creditors
 - ▾  EDI Creditors Invoices
 -  Job Creditors Invoices
 -  G/L Creditor Invoices
 -  Creditor Add On / Write Offs
 -  Modify Creditors Invoice
 -  Load CASS IATA File
 -  Post EDI Creditor Invoices
 -  Post Job Creditor Invoices
 -  Post G/L Creditor Invoices
 -  Post Add On / Write Offs
 - ▾  Reports

Once you have selected the Invoice Function you will be presented with the following screen.



Job/Consul Creditors

Header Info

Invoice Date: 01/05/2014
 Creditor: DEMCON
 ABN: DEMCON TEST FORWARDER
 Invoice No: 14800011534
 Invoice Amt: -687.68

Acc. Date: 02/06/2015
 Due Date: 01/05/2014
 Import Consul: DEMCON
 Payment Type: EFT
 Rate: 1.0000000
 Invoice Line Type: Excl GST
 OK To Post: Yes

Calculated Totals

Exc. GST Total	-632.98
GST Amt	-54.70
Inv Total	-687.68
AUD Amt	-687.68
Inv Diff	0.00

C Job/Consul	Type	Client	Cost Code	Unit No	Description	EXCL Amount	INCL Amount	GST
R 5014800	SIS	AARTSTO	HP	2400	HANDLING FEE	-70.91	-70.00	YES
H 5014800	SIS	AARTSTO	ISF	2377	IMPORT SECURITY FEE	-86.00	-86.00	NO
H 5014839	WJA	DEMCON	AA	4001	AGENCY AND ATTENDANCE	-381.82	-420.00	YES
H 5014839	WJA	DEMCON	AA	4001	AGENCY AND ATTENDANCE	-15.16	-16.68	YES
H 5014840	VEA	DEMCON	AC	2345	AIR CARGO REPORTING FEES	-68.18	-75.00	YES
H 3046010	VIS	VSCAHYG	DO	2430	DELIVERY ORDER FEE	-10.91	-12.00	YES

Previous Billed: 150.00 Previous Journal: 100.00 Previous Cost: 70.91 Balance: 20.91

Entered By: petal Entered On: 02/06/2015

Invoice Amounts

Invoice Amount	-687.68
GST Amount	-54.70
Difference	0.00

Entered Amounts

Excluding GST	-632.98
Including GST	-687.68

This screen is designed to display all of the current Creditors Invoices that have yet to be posted to the General Ledger. For further information on posting please refer to Post Creditors Invoice.

Creating Creditors Invoices

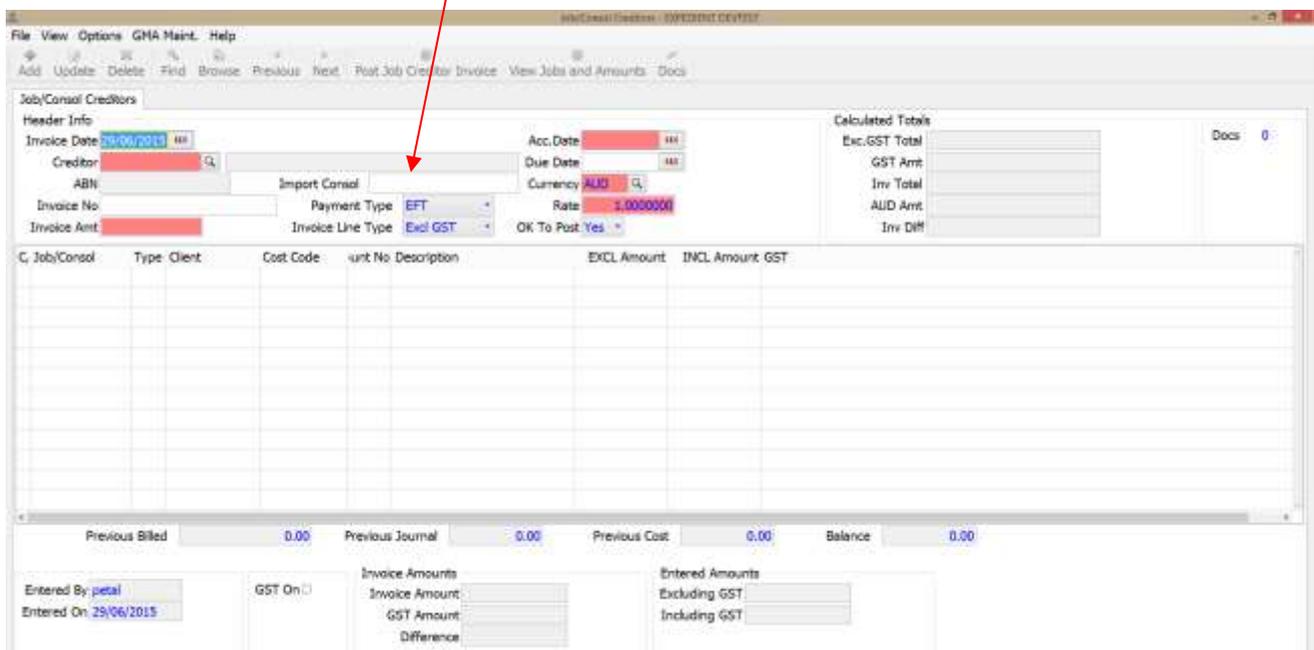


By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below.

This screen can be used for any creditor that you owe money for. If the creditor happens to be CASS IATA in which they send you their Creditors Invoice at the Consol level, then in the Invoice No field enter the Master-Bill Number.

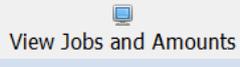
An additional option is available to allow for users to enter a Valid Import Consol number. This extracts the Currency and Bank Rate against the consol. To activate this, please contact GMA staff. See below:

Import Consol	<input type="text" value="2305611"/>	Currency	<input type="text" value="NZD"/>
		Rate	<input type="text" value="1.0972000"/>



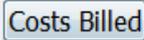
Field Name	Description	Validation	Default
Header			
Invoice Date	This is the date of the Creditors Invoice	Mandatory	Blank
Acc. Date	This is the accounting date in which you want the Creditors invoice to fall in. This can be set to automatically match the Invoice Date. Please advise Expedient Software if you want this facility.	Mandatory	Blank

Field Name	Description	Validation	Default
Due Date	<p>This is the due date of when the invoice is due. The due date is based on the terms of the Creditor which is located in the Creditors Tab in the Customer Masterfile.</p> <p style="text-align: center;"> <input type="text" value="Creditor Terms"/> <input type="text" value="90"/> <input type="button" value="Days"/> </p> <p>There is some validation on this date. The due date cannot take place before the invoice creation date. This can be amended by the user.</p>	Optional	Invoice Date + Terms Days
Creditor	<p>This is the Creditor in which the invoice is received from</p> <p>Clicking on the <input type="button" value="Q"/> will bring up a lookup from the customer master file (Where Creditor is selected)</p>	Mandatory	Blank
Invoice Number	This is the Creditors Invoice Number	Mandatory	Blank
Payment Type	<p>This shows the following values:</p> <ul style="list-style-type: none"> • Cheque • Compay (AU Only) • EFT • BPAY (AU Only) <p>This represents the method of payment for the Creditors Invoice.</p>	Optional	EFT
Currency	<p>This is the currency in which the Creditor's Invoice was received.</p> <p> Note: If Foreign Currency then you need to process payment via Banking Foreign Contra Payment. If AUD then use Banking Creditor Cheques</p>	Mandatory	AUD
Exch. Rate	This is the current Exchange Rate in which the invoice was received.	Mandatory	1.00 for AUD
Invoice Amount	This is the total amount as per the Creditor's invoice	Mandatory	Blank
Invoice Line Type	This is the type of charge method on the invoice, Excluding GST or Including GST	Mandatory	Excl. GST
OK to Post?	<p>This flag is used when the posting program is activated. If this is set to "No" then the invoice will be posted. Defaults to Yes when a user adds, defaults to No when a Creditors Invoice is created from a Data Interface</p>	Mandatory	Yes
Detail			
C/H	This flags whether the below number is a consol or house bill	Blank	Defaults from Job/Consol

Field Name	Description	Validation	Default
Job/Consol	<p>This is the Job/Consol Number in which the Creditors invoice is based on. (Import & Export).</p> <p>Expedient will find all jobs associated with a Masterbill Number that were registered in the last 12 months</p> <p>E.g.: If there is a consol with 4 house bills and the Creditor is a IATA Cass that bills Freight for the whole consol, then users can enter the Consol Number and the Total Invoice Amount. Expedient will portion the total amount to the 4 house bills based on the Volume (sea) or Kilograms (Air) for each house bill.</p> <p>To view the break up you can click on the View Jobs and Amounts button . See below for the break-up of costs for each house bill (job)</p> 	Mandatory	Blank
Type	This is the department of the Job No / Consol No. This is for display purposes only.	N/A	Defaults from Job/Consol
Client	This is the Client Code for the job that has been entered. The word CONSOL will appear if a consol has been entered.	N/A	Defaults from Job/Consol
Cost Code	This is the Cost associated with the Creditors Invoice you are entering. Clicking on the  will bring up a lookup from the Alpha Charge Code master file, which is found in Administration Menu.	Mandatory	Null
Account	This is the General Ledger Cost Code associated to the Alpha Cost Code.	N/A	Defaults from Cost Code
Description	This is the Cost Code Description	N/A	Defaults from Cost Code
Excl Amount	This is the amount on the invoice line excluding the GST Amount	N/A	Null

Field Name	Description	Validation	Default
Incl Amount	This is the amount on the invoice line including the GST Amount	N/A	Null
Previous Billed	This is the amount of money that has already been billed on this invoice for the creditor. This is for display purposes only.	N/A	Defaults from Invoice /Creditor
Previous Cost	This is the amount of money that has previously been paid out on this invoice for the creditor	N/A	Defaults from Invoice / Creditor
Balance	This is the balance of money from the Previous Billed minus Previous Cost	N/A	Previous Bill – Previous Cost
GST On	Clicking this Check box will automatically add the GST to the line items. Use this feature if the Creditors Invoice you have received excludes the GST amounts on the line items.	Optional	Blank
Action Buttons			
Post Job Creditor Invoice	This allows the user to post the current record. The button will be enabled under the following conditions: <ul style="list-style-type: none"> • 'OK to Post' = YES • Invoice is Balanced 		
View Jobs and Amounts	This shows the Jobs and their invoicing amount, which are attached to the Consol that has been entered in the Job / Consol Creditors Screen.		
Docs	Allows the user to attach supporting documents to the record.		

Costs Billed

In Update and when the cursor is in the Cost Code column in the table of charges the  button will appear next to Insert, Append and Delete.

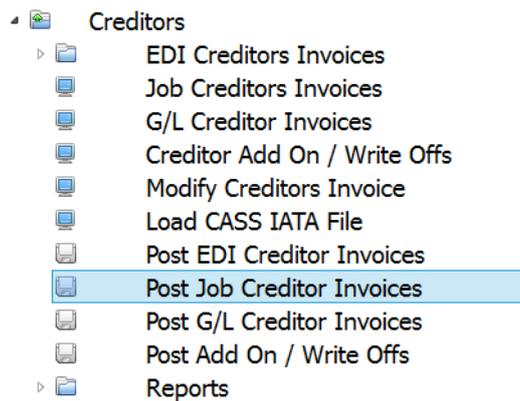
This button will open a pop up window listing all the Costs previously billed for the Job or Consol highlighted in the Invoice screen.

Posting Creditors Invoices

The next step is to Post the Invoice. This process posts the Creditor's Invoice information to the General Ledger and the data in this screen will be cleared. This is performed in the:

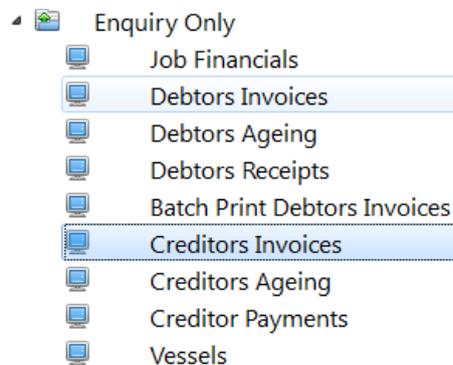
Creditors Menu -

Post Job Creditor Invoices



To view this invoice after it has been posted, go to

Enquiry Only - Creditor Invoices



G/L Creditor Invoices

When you have money to pay out that is not Job Related (i.e.: Stationary) then you can input the Creditors Invoice which subsequently bypasses the Job Creditors process and is input directly into the General Ledger.

Creating G/L Creditor Invoice

By clicking the  button or typing A will place the cursor in the input screen in Add Mode.

G/Ledger Creditor Invoice - EXPEDIENT DEVTEST

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Post G/L Creditor Invoice Docs

G/Ledger Creditor Invoice Notes

Header Info

Invoice Date: 10/04/2015 Acc. Date: 10/04/2015

Creditor: DEMCON Due Date: 10/04/2015

Invoice No: DEMPOST3 ABN Currency: AUD Exch. Rate: 1.0000000

Invoice Amt: 495.00 Inv. Line Type: Excl GST

Reference: TEST TICKET 29994

Calculated Totals

Exc. GST Total: 450.00

GST Amt: 45.00

Inv Total: 495.00

AUD Amt: 495.00

Inv Diff: 0.00

GL Code	Department	Description	Exclude Amount	Include Amount	GST	C/O
1810 000		ACCUMULATED DEPRECIATION	150.00	275.00	YES	Capital Item
1820 000		ACCUMULATED DEPRECIATION	200.00	220.00	YES	Capital Item

Entered By: mmetke Entered On: 10/04/2015

GST On:

Invoice Amounts

Invoice Amount: 495.00

GST Amount: 45.00

Difference: 0.00

Entered Amounts

Excluding GST: 450.00

Including GST: 495.00

Field Name	Description	Validation	Default
Header			
Invoice Date	This is the date of the Creditors Invoice	Mandatory	Blank
Acc. Date	This is the accounting date in which you want the Creditors invoice to fall in	Mandatory	Blank
Due Date	This is the due date of when the invoice is due. The due date is based on the terms of the Creditor which is located in the Creditors Tab in the Customer Masterfile. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Creditor Terms 90 Days</div> There is some validation on this date. The due date cannot take place before the invoice creation date. This can be amended by the user.	Optional	Invoice Date + Terms Days
Creditor	This is the Creditor in which the invoice is received from Clicking on the  will bring up a lookup from the customer master file (Where Creditor is selected)	Mandatory	Blank
ABN	This is the Creditors ABN Number. This is a display only field.	N/A	Default from Creditor
Invoice Number	This is the Creditors Invoice Number	Mandatory	Blank

Field Name	Description	Validation	Default
Reference Details	This is the Creditors Reference Details. A short description of the payment being made.	Optional	Blank
Invoice Amount	This is the total amount as per the Creditor's invoice	Mandatory	Blank
Invoice Line Type	This is the type of charge method on the invoice, Excluding GST or Including GST	Mandatory	Excl. GST
Detail			
GL Code	This is the Cost associated with the Creditors Invoice you are entering. Clicking on the  will bring up a lookup from the Alpha Charge Code master file, which is found in Administration Menu.	Mandatory	Null
Department	This is the Department in which the payment is to be attributed	Blank	Null
Description	This is the Cost Code Description	N/A	Defaults from Cost Code
Excl Amount	This is the amount on the invoice line excluding the GST Amount	N/A	Null
Incl Amount	This is the amount on the invoice line including the GST Amount	N/A	Null
GST On	Clicking this Check box will automatically add the GST to the line items. Use this feature if the Creditors Invoice you have received excludes the GST amounts on the line items.	Optional	Blank

Posting G/L Creditor Invoices

The next step is to Post the G/L Creditors Invoice. This process posts the invoice information to the General Ledger and the data in this screen will be cleared. This is performed in the:

**Creditors Menu –
Post G/L Invoices Function**

- ▾  Creditors
 -  EDI Creditors Invoices
 -  Job Creditors Invoices
 -  G/L Creditor Invoices
 -  Creditor Add On / Write Offs
 -  Modify Creditors Invoice
 -  Load CASS IATA File
 -  Post EDI Creditor Invoices
 -  Post Job Creditor Invoices
 -  Post G/L Creditor Invoices
 -  Post Add On / Write Offs
 -  Reports

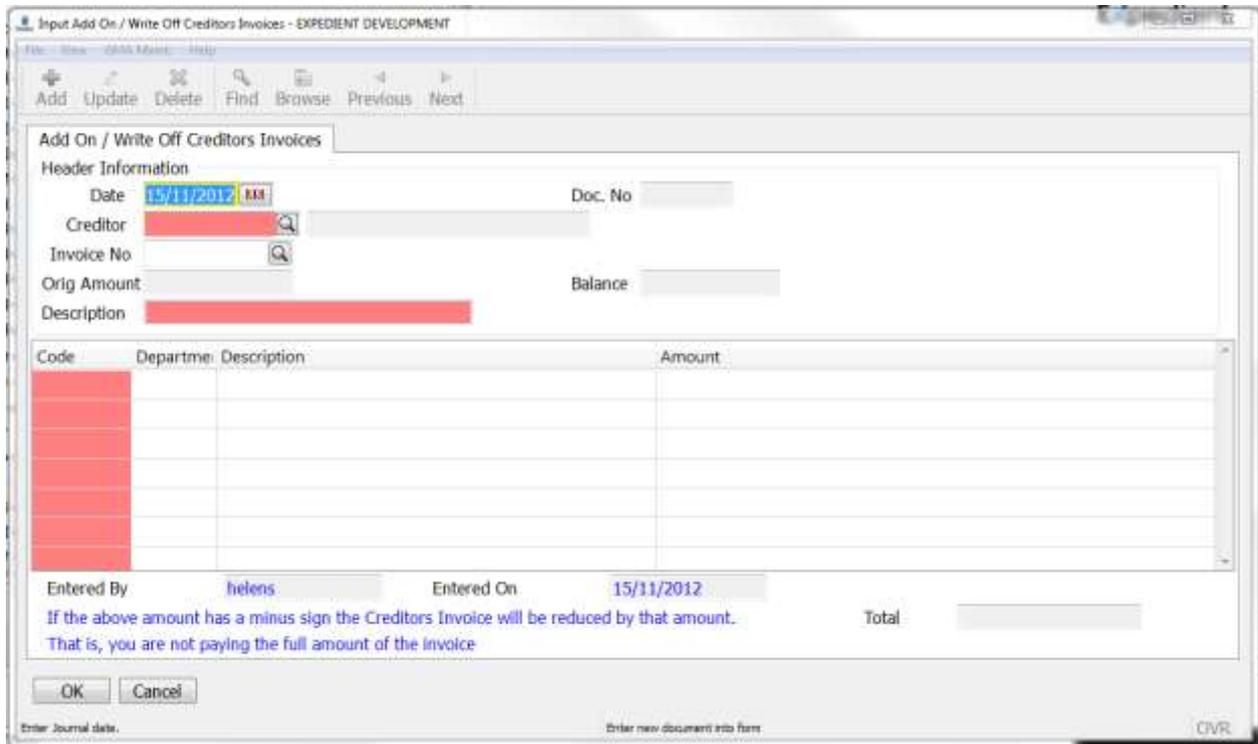
Creditor Add On / Write Offs

An Add On is whereby you have overpaid by a small amount and you wish to balance the general ledger. A Write off is whereby you have short paid by a small amount and you wish to balance the general ledger.

- ▾  Creditors
 -  EDI Creditors Invoices
 -  Job Creditors Invoices
 -  G/L Creditor Invoices
 -  Creditor Add On / Write Offs
 -  Modify Creditors Invoice
 -  Load CASS IATA File
 -  Post EDI Creditor Invoices
 -  Post Job Creditor Invoices
 -  Post G/L Creditor Invoices
 -  Post Add On / Write Offs
 -  Reports

Creating Creditors Add On / Write Offs

By clicking the  button or typing A will place the cursor in the input screen in Add Mode. See below:



Field Name	Description	Validation	Default
Header			
Date	This is the Add On / Write Off date	Mandatory	Today's Date
Doc No			
Creditor	This is the Creditor in which you will be Creating the Add On / Write Off. Clicking on the  will bring up a lookup from the customer master file (Where Creditor is selected)	Mandatory	Blank
Invoice No	Enter the invoice number in which you wish to Add On / Write Off. Clicking on the  will bring up a lookup of the invoices raised against the creditor	Mandatory	Blank
Orig Amount	Enter the Original Invoice Amount. This value will display if the invoice number is entered	N/A	Drawn from Invoice Number
Balance	This is the balance outstanding based off the original amount and the amount against the General Ledger	N/A	Drawn from Invoice Number

Field Name	Description	Validation	Default
Description	Enter the description of what function you are performing	Optional	Blank
Detail			
Code	This is the Charge Code. This field has a lookup facility which looks up the General Ledger Charge Codes Masterfile in the General Ledger Menu. 	Mandatory	Blank
Department	This is department in which the money will be posted against. This field has a lookup. 	Mandatory	Blank
Amount	This is the amount of the line item you wish to Add On / Write Off. Negative amount represents Add On and a positive amount represents a Write Off	Mandatory	Blank

Posting Add On / Write Offs

The next step is to Post the Add On / Write Offs. This process posts the information to the General Ledger and the data in this screen will be cleared. This is performed in the:

Creditors Menu –

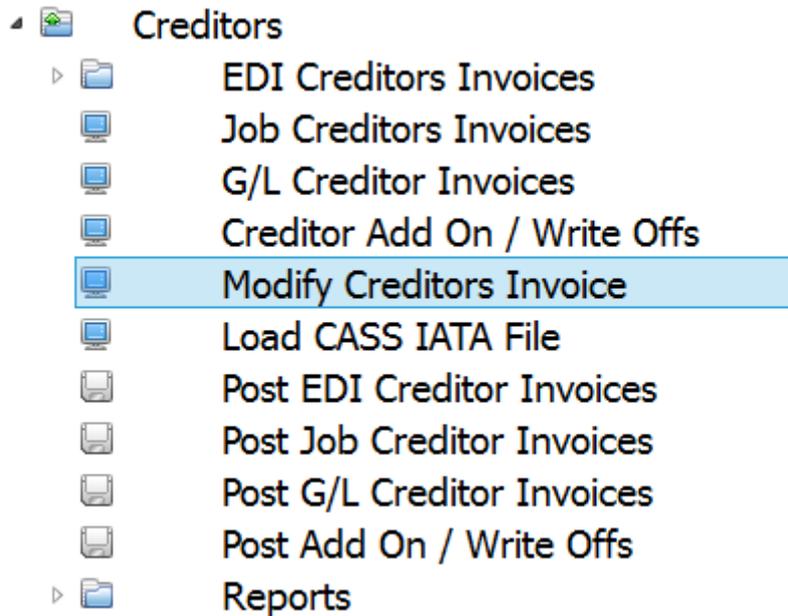
Post Add On / Write Offs.

- 
Creditors
 - 
EDI Creditors Invoices
 - 
Job Creditors Invoices
 - 
G/L Creditor Invoices
 - 
Creditor Add On / Write Offs
 - 
Modify Creditors Invoice
 - 
Load CASS IATA File
 - 
Post EDI Creditor Invoices
 - 
Post Job Creditor Invoices
 - 
Post G/L Creditor Invoices
 - 
Post Add On / Write Offs
 - 
Reports

Modify Creditors Invoices

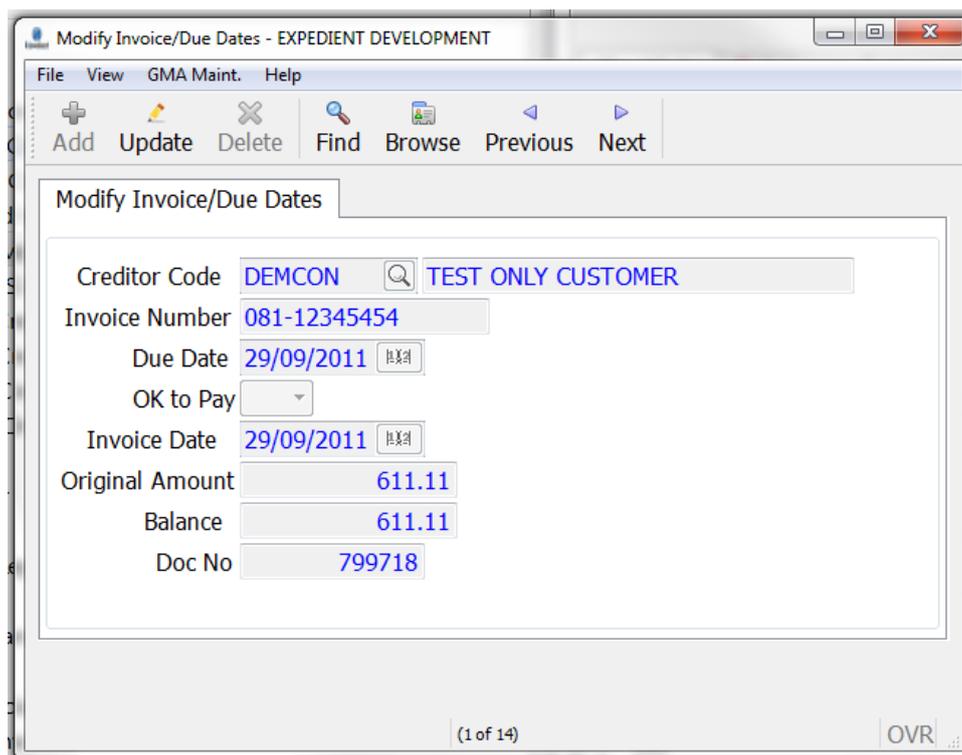
There may be occasions whereby users need to alter an invoice number or modify the invoice due date. This is performed via the:

**Creditors Menu –
Modify Creditors Invoices**



Find and Update Invoice No / Due Date / OK to Pay / Invoice Date

When you enter this screen you will notice that the only Button that is accessible is the Find Button. Here you can search any value in all of the fields.



Modify Invoice/Due Dates - EXPEDIENT DEVELOPMENT

File View GMA Maint. Help

Modify Invoice/Due Dates

Creditor Code

Invoice Number

Due Date

OK to Pay

Invoice Date

Original Amount

Balance

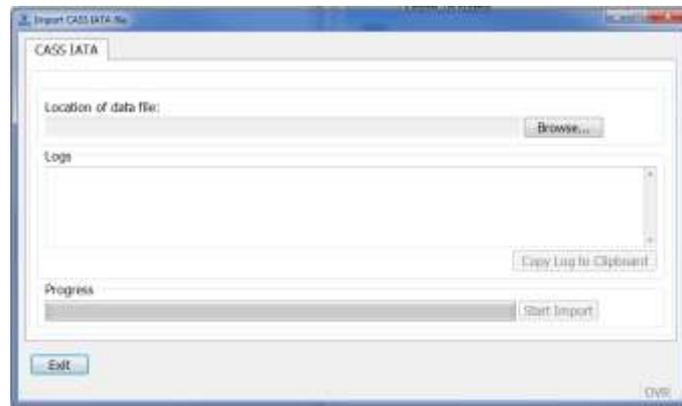
Doc No

(1 of 14) OVR

From here, simply find a record and then click on Update to alter the Invoice Number, Due Date, OK To Pay or the Invoice Date.

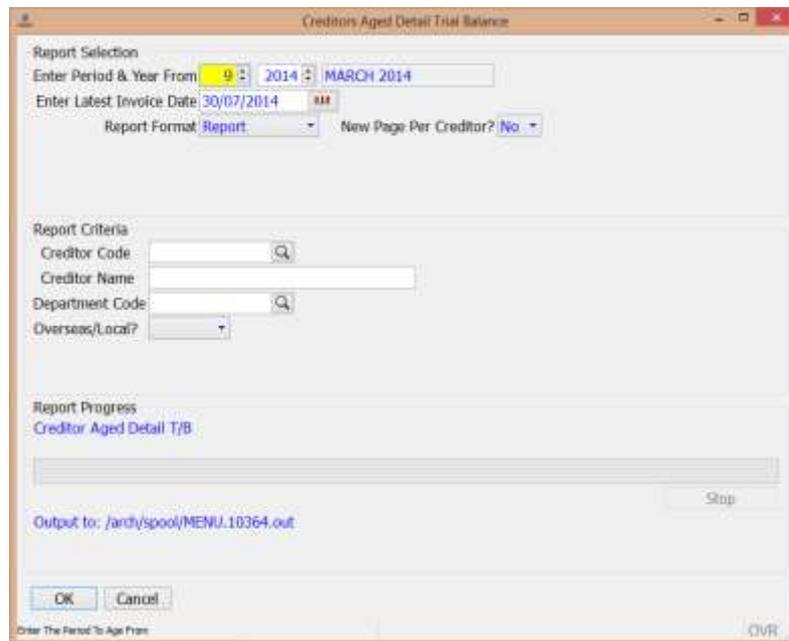
Load CASS IATA File

Loading the CASS IATA File allows users to reconcile the costs



ATB – Detailed

This report outlines a list of creditors accounts with aged balances for a specific period, which is nominated by the user, using the below parameters.



New Page Per Creditor? Drop Down List

If YES – 1 Creditor will be displayed per page.

If NO –The report output will remain as it currently.

NOTE: When you enter this screen it defaults to NO.

Print IATA Reconciliation

This report allows users to reconcile the IATA related job costs in Expedient with what IATA CASS is billing you.

EDI Creditor Invoices Overview

Invoices can be received electronically by email and uploaded into Expedient Software. The data is loaded straight into the EDI Creditors Invoice screen so that the information can be checked and confirmed before posting.

The file should contain the details of a single invoice and follow the format prescribed by Expedient Software and set up for the Creditor in the Customer Masterfile.

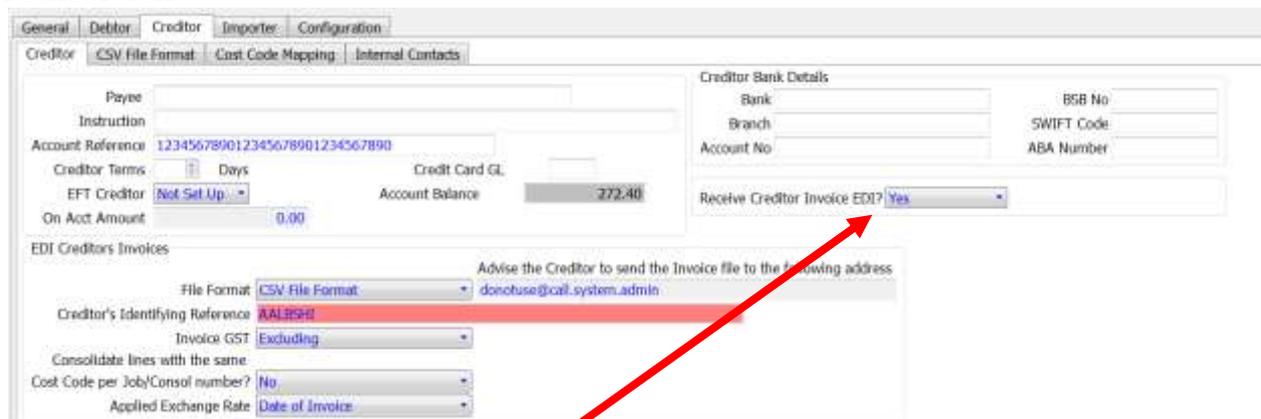
Contact Expedient Software to gain access to the Creditor Invoice EDI options.

Set Up Creditor Invoice EDI

To set up Creditors Invoice EDI the Creditor Invoice EDI module must be active. Contact Expedient Software to arrange this.

Once the module is available update the Customer Masterfile for the Creditor you want to receive Invoice by EDI from.

Creditor Tab



The screenshot shows the 'Creditor' tab in the Expedient software interface. The 'Receive Creditor Invoice EDI?' dropdown menu is set to 'Yes'. A red arrow points to this dropdown menu.

Set "Receive Creditor Invoice EDI?" to Yes.

The screen will then display the set up questions and further tabs for Creditors Invoice EDI. Work through the following questions in the Creditor Tab.

Field Name	Description	Validation	Default
File Format	This indicates what format the Invoice data will be received in. Select from the pull down list. This field is followed by the email address the Creditor should send the email with the Invoice file to.	Mandatory	Blank
Advise the Creditor to send the Invoice file to the following address	This field displays the email address the Creditor should send the invoice file to. The creditor needs to send an email with the invoice file as an attachment. Provide this email address to your Creditor If you do not see a valid email address here contact Expedient Software using Support Tracker	Mandatory	System Generated
Creditor's Identifying Reference	This is the reference contained in the Invoice EDI that identifies which Creditor sent the invoice. The Creditor should advise you what reference they will use in the invoice file. Expedient will then upload the invoice against the correct creditor when the file is received.	Mandatory	Blank
Invoice GST	This indicates whether GST is applicable to the invoice. Select from the pull down list. Please advise the Creditor that the invoice file cannot include GST.	Mandatory	Blank
Consolidate lines with the same Cost Code per Job/Consol number?	This indicates whether lines of the same cost code in the invoice will be consolidated on upload.	Mandatory	No
Applied Exchange Rate	This is the date the exchange rate will be applied. Select the date to apply from the pull down list.	Mandatory	Date of Invoice

EDI Creditor Invoice File Formats

Creditors can send Creditor Invoice EDI in either XML or in CSV file format. Select which format the Creditor will use in the Customer Masterfile, Creditor tab.

XML File Format

The Expedient XML file format for Creditor Invoices is as follows. Supply this format information to your Creditor if they want to send Creditor Invoice EDI using a XML format. The field names in the XML file must match the Field Name specified below.

Sequence	Field Name	Type	Length	M/O/C	Sample Data	Business Rules
HEADER INFORMATION						
1	ExpedientCreditorInvoice					
2	Invoice					
3	EDICode	char	50	M	MILLMAN	Client Reference Code - mapped to Client Code in Expedient
4	InvoiceNo	char	20	M	123456789	Invoice Number
5	InvoiceDate	Date		M	3/02/2012	Date of Invoice
6	BillNumber	char	20	O	987654321	Master Air Way Bill Number, Ocean Bill Number or House Bill Number
7	Currency	char	3	M	AUD	Invoice Currency
8	TotalInvoiceAmountIncGST	decimal	12,2	M	123.45	Total value of the invoice including GST
9	TotalInvoiceAmountExcGST	decimal	12,2	C	123.45	Total value of the invoice excluding GST. Conditional: Mandatory if TotalInvoiceGST not provided
10	TotalInvoiceGST	decimal	12,2	C	123.45	Total value of the GST on the invoice. Conditional: Mandatory if TotalInvoiceAmountIncGST not provided
11	Custref	Char	25	O	987654321	Customer Reference associated with the Invoice
DETAIL INFORMATION						
12	InvoiceLines					
13	InvoiceLine					
14	JobNumber	char	10	M	1234567890	Expedient Job Number to be quoted by Creditor
15	CostCode	char	100	M	123	Creditors' Cost Code
16	CostCodeAmountExcGST	decimal	12,2	M	123.45	Cost Code Amount excluding GST
17	CostCodeGSTIndicator	char	1	M	Y or N	Indicates whether GST is applied to the Cost Code - (Y)es or (N)o

CSV File Format

The Expedient CSV file format for Creditor Invoices is as follows. Supply this format information to your Creditor if they want to send Creditor Invoice EDI using a CSV format.

The CSV file must include the Field Name headings in the first row of the CSV

Sequence	Field Name	Type	Length	M/O/C	Sample Data	Business Rules
1	EDICode	char	50	M	MILLMAN	Client Reference Code - mapped to Client Code in Expedient
2	InvoiceNo	char	20	M	123456789	Invoice Number
3	InvDate	Date		M	3/02/2012	Date of Invoice
4	BillNumber	char	20	O	987654321	Master Air Way Bill Number, Ocean Bill Number or House Bill Number
5	Currency	char	3	M	AUD	Invoice Currency
6	TtInvAIGST	decimal	12,2	M	123.45	Total value of the invoice including GST
7	TtInvAEGST	decimal	12,2	C	123.45	Total value of the invoice excluding GST. Conditional: Mandatory

Sequence	Field Name	Type	Length	M/O/C	Sample Data	Business Rules
						if TtInvGST is not included
8	TtInvGST	decimal	12,2	C	111.00	Total value of the GST on the invoice. Conditional: Mandatory if TtInvAEGST is not included
9	JobNumber	char	10	M	123456789 0	Expedient Job Number to be quoted by Creditor
10	CostCode	char	100	M	FREIGHT	Creditor's Cost Code.
11	CCAExcGST	decimal	12,2	M	123.45	Cost Code Amount excluding GST
12	CCGSTInd	char	1	M	Y or N	Indicates whether GST is applied to the Cost Code - (Y)es or (N)o
13	Custref	Char	25	O	987654321	Customer Reference associated with the Invoice

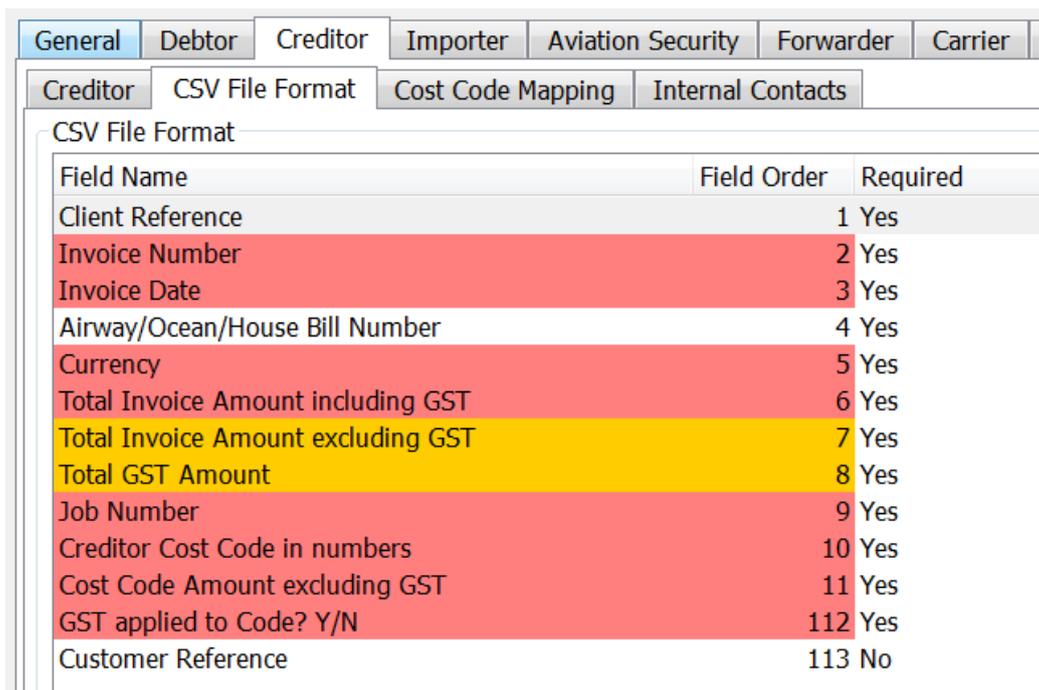
The CSV file must include the Field Name headings in the first row of the CSV

CSV Sample File Example

EDICode,InvoiceNo,InvDate,BillNumber,Currency,TtInvAIGST,TtInvGST,JobNumber,CostCode,CCAExcGST,CCGSTInd,Cust ref

DEMCON,123456789,3/02/2012,OBL987654321,AUD,123.45,111.00,1234567890,FREIGHT,10.00,Y,987654321

If the Creditor intends to send their invoices in the CSV File Format use the CSV File Format tab to match the information provided by the Creditor.



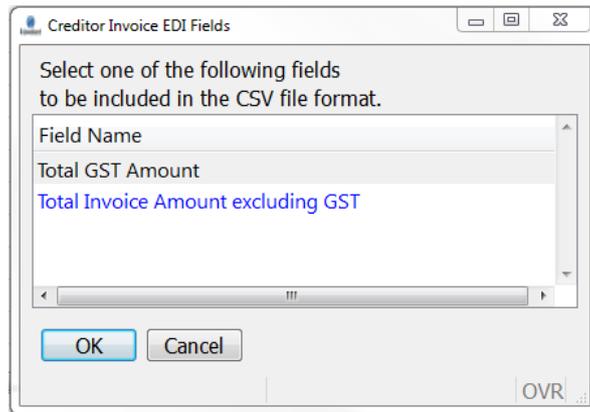
Field Name	Field Order	Required
Client Reference	1	Yes
Invoice Number	2	Yes
Invoice Date	3	Yes
Airway/Ocean/House Bill Number	4	Yes
Currency	5	Yes
Total Invoice Amount including GST	6	Yes
Total Invoice Amount excluding GST	7	Yes
Total GST Amount	8	Yes
Job Number	9	Yes
Creditor Cost Code in numbers	10	Yes
Cost Code Amount excluding GST	11	Yes
GST applied to Code? Y/N	12	Yes
Customer Reference	13	No

Expedient Software requires specific fields to be included in the CSV file. This is indicated by the colour coding in this tab.

- Red: Mandatory
- Orange: Conditional
- No Colour: Optional

Mandatory fields must be supplied by the Creditor in their invoice file. Expedient cannot upload the invoice if the mandatory information is missing.

Set the Required flags to Yes or No to match the information the Creditor will supply in their CSV file. The system will indicate which of the Conditional fields must be supplied by the Creditor.



Match the order of the columns the Creditor is using in their file to the Field Order number on the screen. Expedient Software will not load a Creditor Invoice if the order of the columns in the file does not match the order specified in the Creditor tab.

Cost Code Mapping

This screen matches the cost code your Creditor uses for charge items to the cost codes you use in Expedient, e.g. your Creditor may use the code 'TRUCK' in their invoice which correlates to your cost code 'FR' for Freight.

Obtain a list of the Cost Codes used by your Creditor, which may be short code or a full text description, e.g. 'Freight', and decide which Expedient Cost Code will be matched to it.

General			Debtor	Creditor	Importer	Aviation Security	Forwarder	Carrier	Bank Detail
Creditor		CSV File Format	Cost Code Mapping		Internal Contacts				
Cost Code Mapping									
Creditor Cost Code	Cost Code	Description							
CARTAGE	CA	CARTAGE							
FREIGHT	FR	FREIGHT							
PACKING	PD	PICK & PACK / DISTRIBUTION							

Click in an empty row to enter the Creditor Cost code. A maximum of 100 characters is permitted. Select the Cost Code using . The Cost Code description will appear beside the cost code.

Creditor Invoice EDI Internal Contacts

Expedient will send email alerts when invoices are received but cannot be loaded for the following circumstances:

- The Creditor has sent the invoice file in a different file format to that set for the Creditor in the Customer Masterfile
- The file contains cost codes which have not been mapped to Expedient cost codes

Expedient will send email alerts when invoices are received and have been loaded for the following circumstances:

- Expedient has received an invoice which has already been loaded but not posted. Expedient has updated the invoice details with the details from the newer file
- Expedient has received and loaded an invoice which has already been posted.

Add user email addresses at your site to receive alerts when there is a problem loading invoices.

Use  in the Full Name column to view all available users. At least one email address must be provided.

The email alert will include a copy of the invoice file. Check the EDI Creditor Invoice details in the Customer Masterfile against the contents and format of the invoice file. When the Customer Masterfile has been updated to match the file, forward the email alert including the invoice attachment to the email address shown email alert and Expedient will try to load the invoice again.

E.g. the following email alert has been received

Invoice 123456789 for Creditor Expedient cannot be loaded as the following Creditors Cost Codes are not mapped.

*Freight
BAF*

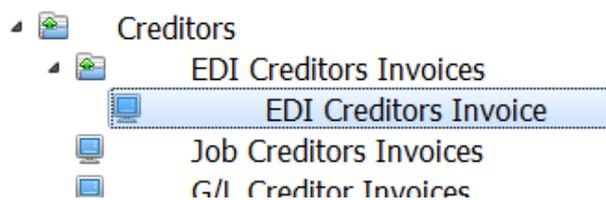
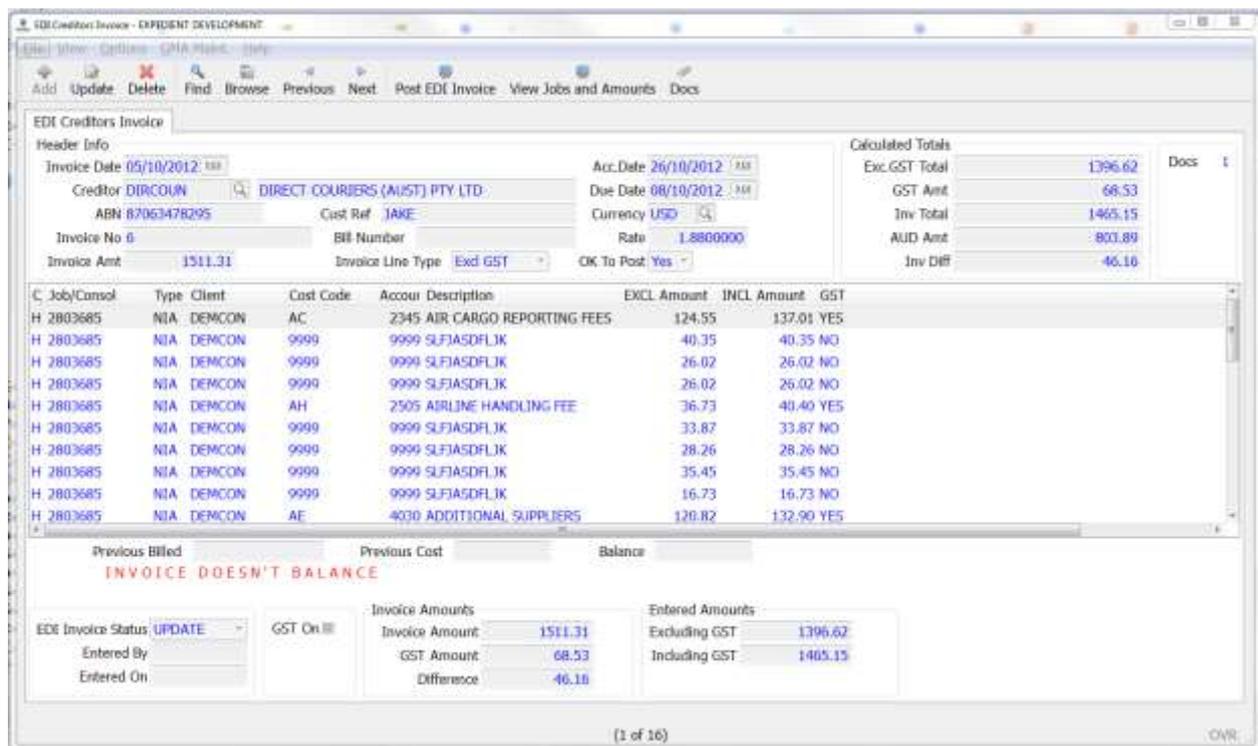
Map these Cost Codes in the Cost Code Mapping Table in the Customer Masterfile, Creditor tab.

Once mapped send the EDI Creditor Invoice file attached to email address edicreditorinvoice@forwarder.com to upload the Creditor Invoice.

Open the Customer Masterfile for Creditor Expedient and go the Cost Code mapping tab. Check whether the Creditors cost codes 'Freight' and 'BAF' are listed. If they are not listed map the new charge codes. If they are already listed ensure that the Creditor Cost Codes match exactly 'Freight' and 'BAF'. Once completed follow the instructions in the email alert to load the invoice in Expedient.

EDI Creditors Invoices

Creditor Invoices that have been received and loaded by EDI can be viewed, updated and posted from the EDI Creditors invoice screen available within the EDI Creditors Invoice menu

EDI Creditors Invoice - EXPEDIENT DEVELOPMENT

Header Info

Invoice Date: 05/10/2012
 Creditor: DIRCOUN DIRECT COURIERS (MUST) PTY LTD.
 ABN: 87063478295
 Invoice No: 0
 Invoice Amt: 1511.31

Acc. Date: 26/10/2012
 Due Date: 08/10/2012
 Currency: USD
 Rate: 1.880000
 OK To Post: Yes

Calculated Totals

Exc. GST Total	1396.62	Docs	
GST Amt	68.53		
Inv Total	1465.15		
AUD Amt	801.89		
Inv Diff	46.16		

C Job/Consol	Type	Client	Cost Code	Account Description	EXCL Amount	INCL Amount	GST
H 2803685	N/A	DEMCON	AC	2345 AIR CARGO REPORTING FEES	124.55	137.01	YES
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	40.35	40.35	NO
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	26.02	26.02	NO
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	26.02	26.02	NO
H 2803685	N/A	DEMCON	AH	2505 AIRLINE HANDLING FEE	36.73	40.40	YES
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	33.87	33.87	NO
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	28.26	28.26	NO
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	35.45	35.45	NO
H 2803685	N/A	DEMCON	9999	9999 SLFJASDFLJK	16.73	16.73	NO
H 2803685	N/A	DEMCON	AE	4030 ADDITIONAL SUPPLIERS	120.82	132.90	YES

Previous Billed: Previous Cost: Balance:

INVOICE DOESN'T BALANCE

EDI Invoice Status: UPDATE GST On:

Entered By:	Entered On:	Invoice Amount:	1511.31	Excluding GST:	1396.62
		GST Amount:	68.53	Including GST:	1465.15
		Difference:	-46.16		

(1 of 16) CNR

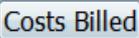
Data is loaded from the invoice file into the EDI Creditors Invoice screen following the instructions in the Customer Masterfile, i.e. the date of exchange rate, consolidation of cost codes and the mapping of Creditor costs codes to Expedient cost codes is set in the Customer Masterfile.

Documents for the Creditor Invoice can be added to this screen using the  toolbar button.

Expedient will attempt to match the Bill Number in the file to a House Bill Number or Master Bill Number in Expedient. If the bill number supplied by the Creditor cannot be found Expedient will show 'NOT FOUND' in the Client Column. Update and insert the correct Job or Consol number to

allow the invoice to be confirmed and posted. Expedient will not allow the invoice to be set to 'OK to Post' if any lines on the invoice display 'NOT FOUND'.

Costs Billed

In Update and when the cursor is in the Cost Code column in the table of charges the  button will appear next to Insert, Append and Delete.

This button will open a pop up window listing all the Costs previously billed for the Job or Consol highlighted in the Invoice screen.

Post EDI Invoice

The posting function is available as a toolbar button in the EDI Creditors Invoice screen. The button is available when 'OK to Post' is set to Yes. Only the invoice on the screen will be posted.

All EDI Invoices where 'OK to Post' is set to Yes will be posted as part of the overnight Post process for all invoices. Any Documents added to the EDI Creditor Invoice will remain with the posted invoice.

Creditor Invoices received by EDI are easily identified in the Enquiry Only>Creditors Invoice screen by the EDI Invoice tickbox.

