Volume

10

Expedient User Manual – Administrator Functions

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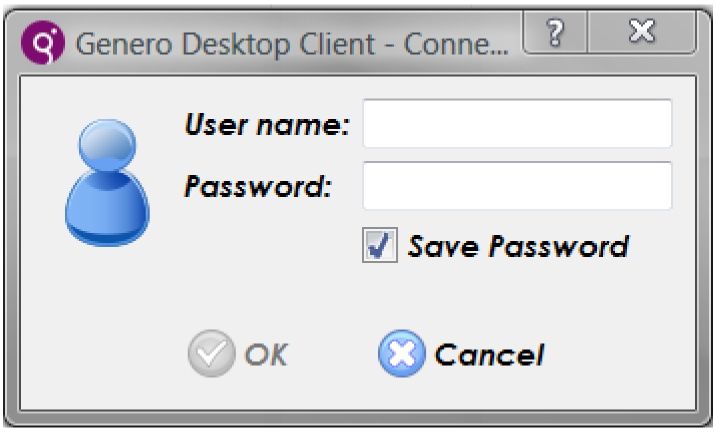
Introduction

EXpedient certain functions that administration users will be required to perform during the setup and maintenance of Expedient Express.

Save Password

On your desktop will be an Icon which looks this: 

Double click on this icon. This will then open up the Expedient Application at a log in prompt:

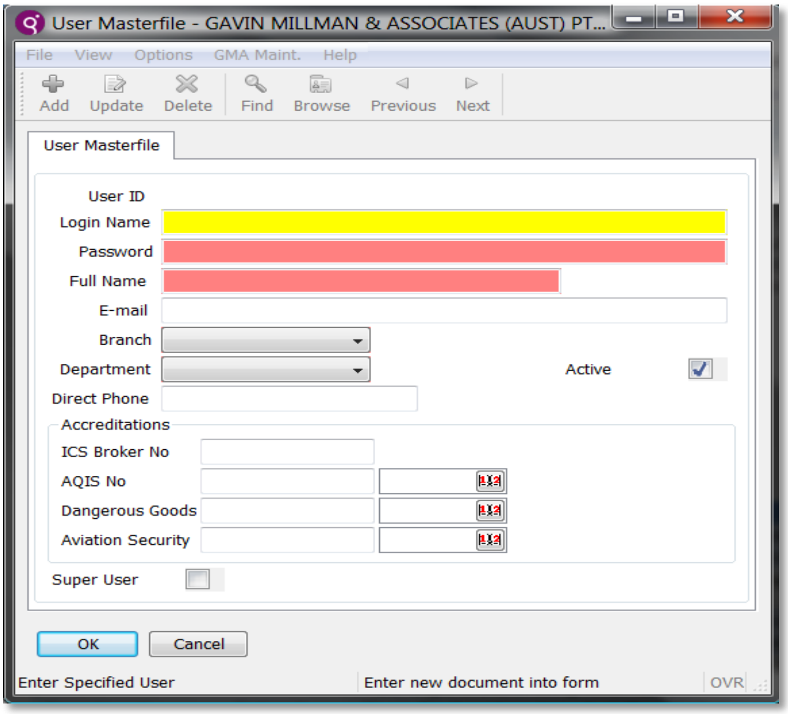


The save Password Option is ticked by default for all users. This can be de-activated by GMA at a site's administrator's request. This will enforce all users to enter a password every time they log in.

Adding new users to Expedient

Upon initial installation of Expedient you will be assigned a user name and password. Your username possesses administration privileges, one of which allows you to add other users, enabling them to log in to Expedient.
The screen shot below, allows you to add new users. This screen also allows you to modify existing users. This screen is found in:

Administration Menu -
Company Details Sub Menu -
User Masterfile



Field Name	Description	Validation	Default
User ID	This is the unique number assigned to the user, generated by the System	No Entry	Blank
Login Name	This is the user's login name which they will use each time they log in to Expedient Express. This is usually their email address.	Mandatory	Blank
Full Name	This is the user's full name. This is used in reporting and for logging of who does what within the system	Mandatory	Blank
E-mail	This is the user's email address. This is used for sending requested documents to the user, like Customs Entries	Mandatory	Blank
Branch	This is the location of the user. This is used for statistical reporting and client facing document.	Mandatory	Blank
Department	This is the department in which the user belongs to. This is used in statistical reporting	Optional	Blank
Direct Phone	This is the direct phone number of the user, this assists in internal communication of users and is used in notification reporting	Optional	Blank

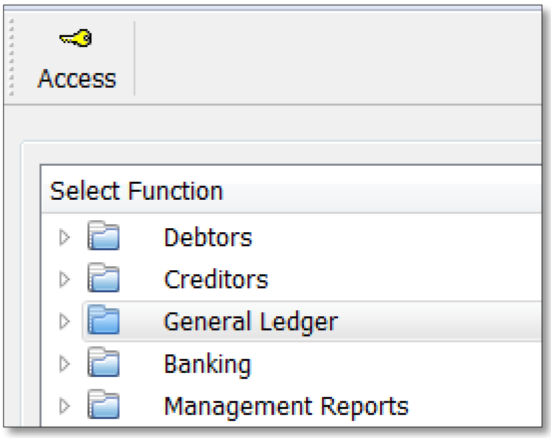
Field Name	Description	Validation	Default
ICS Broker No	This is the user's ICS Broker No, and is used to lodge Customs Entries	Optional	Blank
AQIS No	This is the user's AQIS Number, and is used when lodging with AQIS.	Optional	Blank
Dangerous Goods	This is the user's Dangerous Goods Code. This is used when sending Export EDN/ESM to Customs.	Optional	Blank
Aviation Security	This is the user's Aviation Security Number, and is used when lodging Neutral Airway Bill	Optional	Blank
Super User	This defines the users' access settings and privileges. A Super User can restrict users' menu and/or program user access. (for both Super Users and Normal Users)	Optional	Blank

Setting Users Access

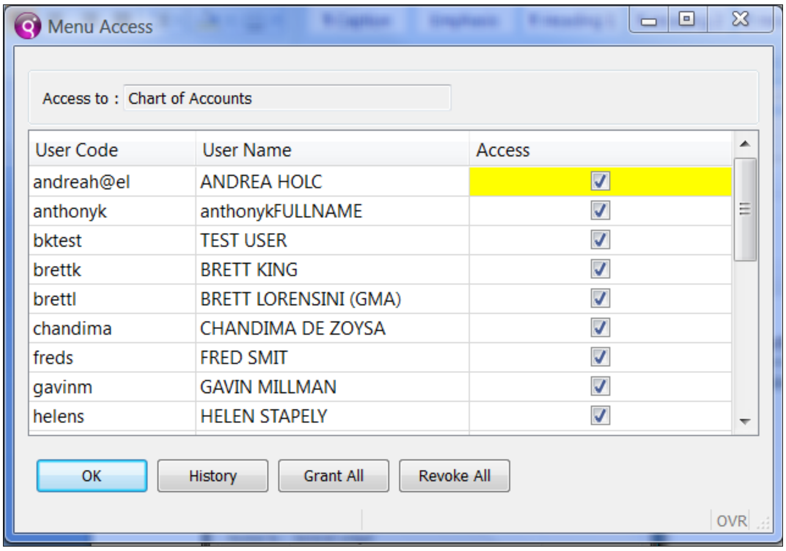
If you require restrictions for users in certain menus, and or specific programs then this is possible to do so by Super Users. If you have Super User Access then you will have access to the Access button on the Main Menu. See below:

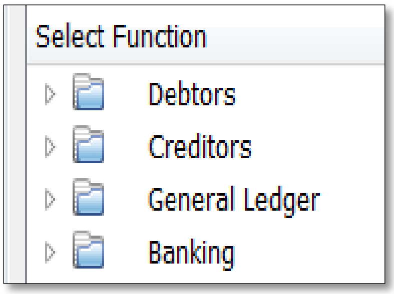
Setting Menu Level User Restrictions

Expedient allows Super Users to restrict a user having access to an entire menu. In this example, we want to remove the General Ledger Menu from the user bktest.
When in the Main Menu, click on the General Ledger Menu once. Then click on the Access Button

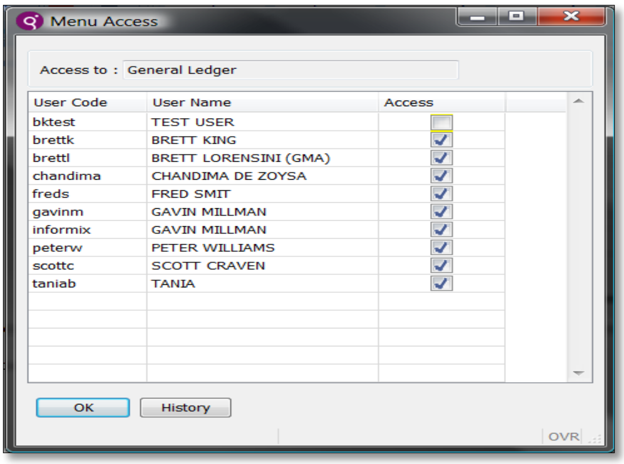


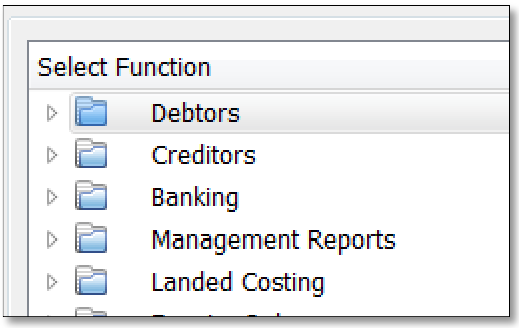
Once you have done this, you will be presented with the following screen.
Clicking on Revoke All will remove all ticks from the Access column, conversely the Grant All Button will tick each user.





To remove access of the General Ledger Menu, de-select the check box under the access column. The user will need to log off for this to take effect. See below: The user now does not have access to the General Ledger Menu.

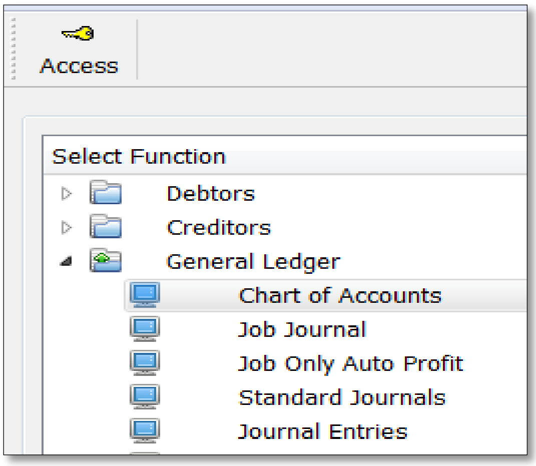




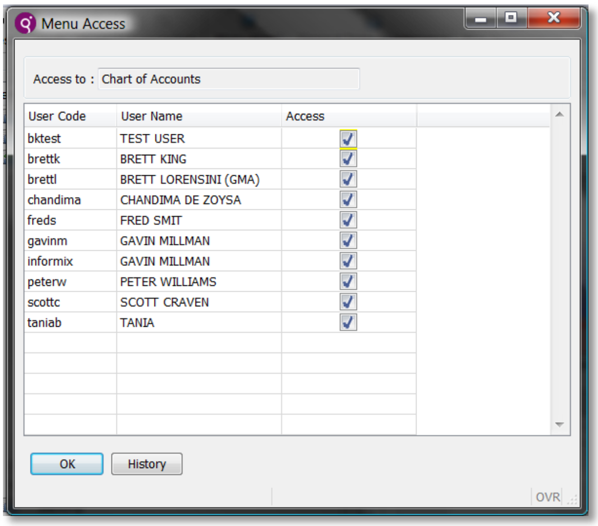
Setting Program Level User Restrictions

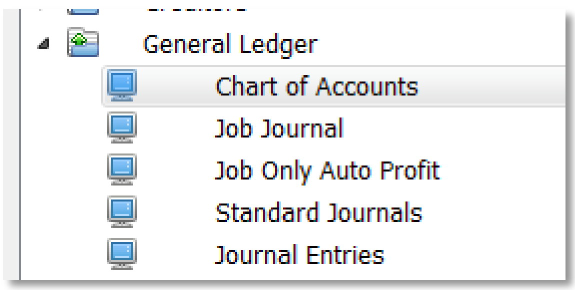
Expedient allows Super Users to restrict a user having access to a particular program. In this example, we want to remove the Chart of Accounts Screen from within the General Ledger Menu from the user bktest.

At the Main Menu, expand the General Ledger Menu. Then click on the Chart of Accounts Menu once. Then click on the Access Button:

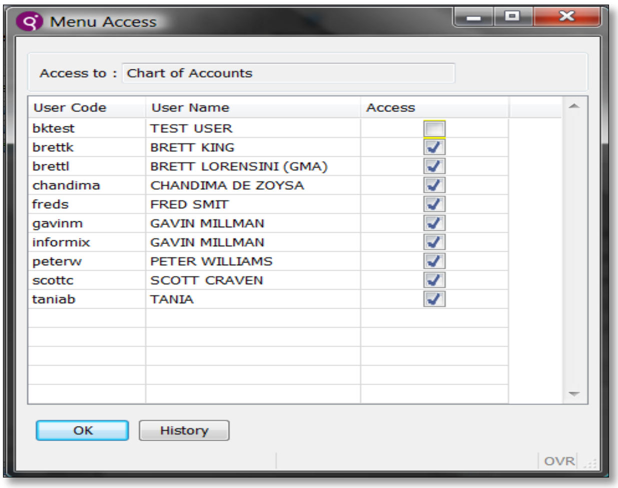


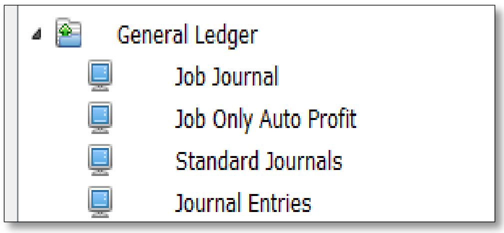
Once you have done this, you will be presented with the following screen. As per below, the user currently has access to the Chart of Accounts Screen.





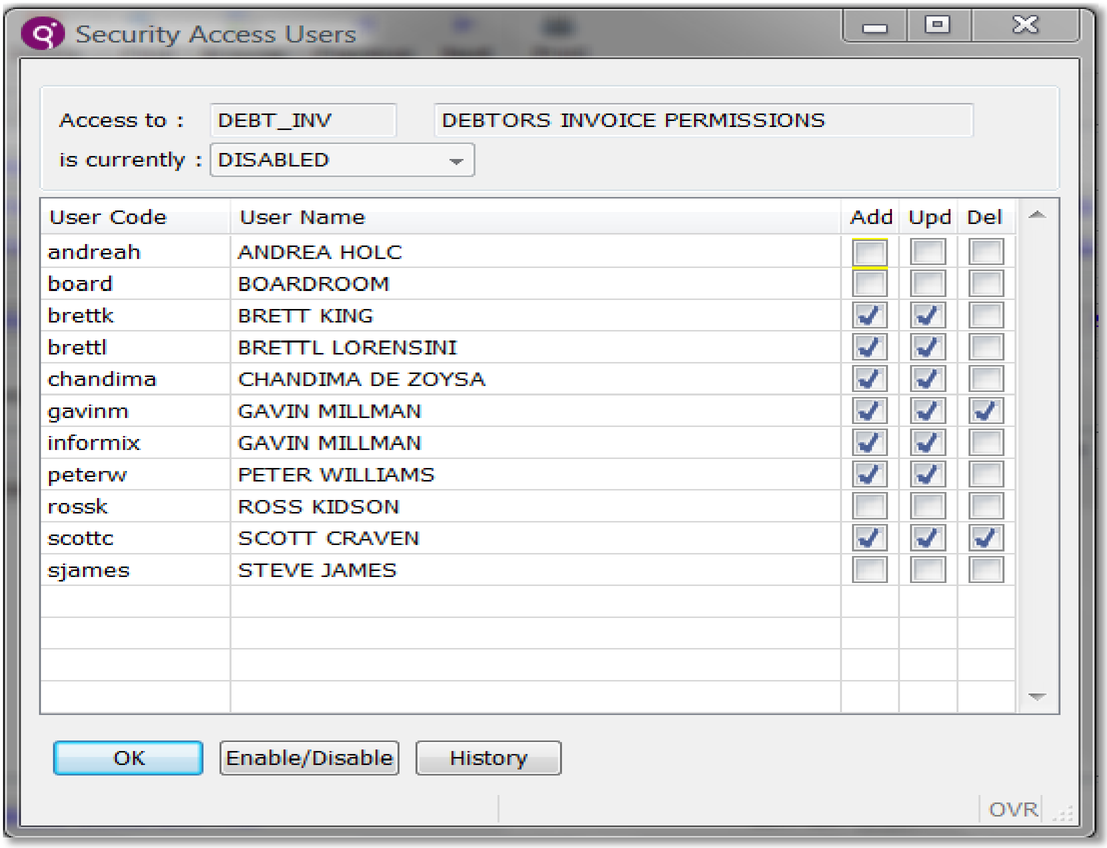
To remove access of the Chart of Accounts Screen, deselect the check box under the access column. The user will need to log off for this to take effect. See below: The user now does not have access to the Chart of Account Screen.





Setting Users Security Access

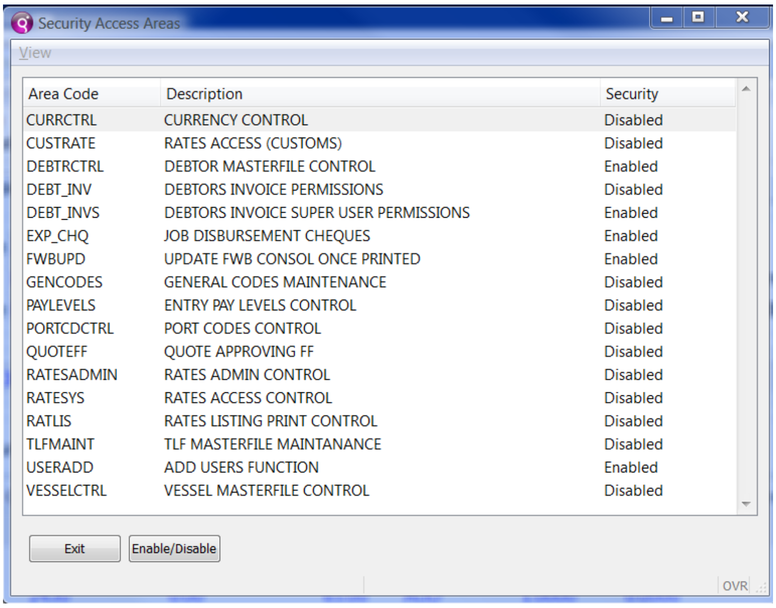
Expedient allows Super Users to control what users can perform what functions in certain programs. For example, if you only want to provide Add Access and no Update/Delete Access within the Input Invoice Screen, then this can be done by performing the following. Enter the Invoice Screen. The Top Menu Displays **Options**. Clicking on this will display the **Security Access** option. Clicking on this will display a screen similar to below:



To enable this feature of limiting users' Add/Upd/Del privileges, the "is currently:" needs to be set to ENABLED. If this is DISABLED then all users will be able to Add, Update and Delete.
Once this is set to ENABLED then you can select which users can perform which tasks.

Setting User Functional Settings

There are certain functions that can be set by the Administrator to allow users to perform. Below is a list of these functions:



Security Access Areas

View

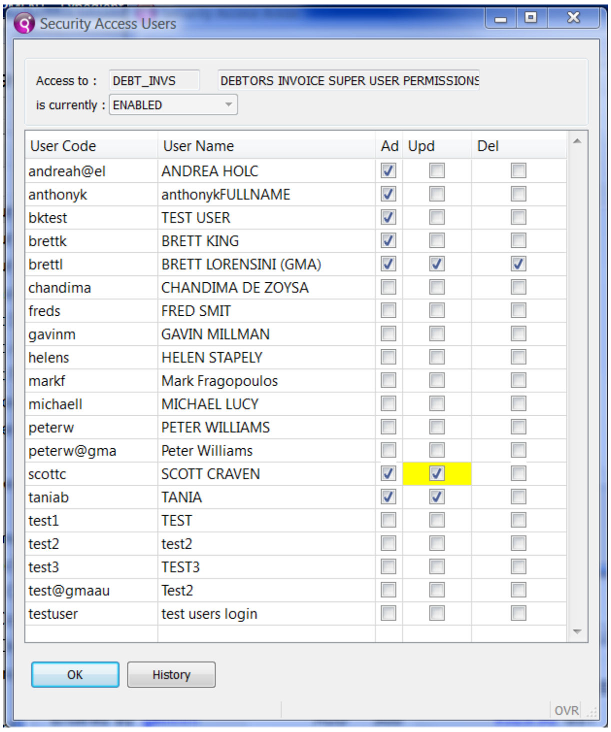
Area Code	Description	Security
CURRCTRL	CURRENCY CONTROL	Disabled
CUSTRATE	RATES ACCESS (CUSTOMS)	Disabled
DEBTRCTRL	DEBTOR MASTERFILE CONTROL	Enabled
DEBT_INV	DEBTORS INVOICE PERMISSIONS	Disabled
DEBT_INVS	DEBTORS INVOICE SUPER USER PERMISSIONS	Enabled
EXP_CHQ	JOB DISBURSEMENT CHEQUES	Enabled
FWBUPD	UPDATE FWB CONSOL ONCE PRINTED	Enabled
GENCODES	GENERAL CODES MAINTENANCE	Disabled
PAYLEVELS	ENTRY PAY LEVELS CONTROL	Disabled
PORTCDCTRL	PORT CODES CONTROL	Disabled
QUOTEFF	QUOTE APPROVING FF	Disabled
RATESADMIN	RATES ADMIN CONTROL	Disabled
RATESYS	RATES ACCESS CONTROL	Disabled
RATLIS	RATES LISTING PRINT CONTROL	Disabled
TLFMAINT	TLF MASTERFILE MAINTANANCE	Disabled
USERADD	ADD USERS FUNCTION	Enabled
VESSELCTRL	VESSEL MASTERFILE CONTROL	Disabled

Exit Enable/Disable

OVR

DEBT_INVS

This must be ENABLED by default. This feature by default does not allow users to update or delete printed invoices. If an administrator wishes to provide the ability for certain users to be able to delete or update a printed invoice then, double click on the DEBT_INVS line. This will display the following:



Security Access Users

Access to : DEBT_INVS DEBTORS INVOICE SUPER USER PERMISSIONS

is currently : ENABLED

User Code	User Name	Ad	Upd	Del
andreah@el	ANDREA HOLC	☑	☐	☐
anthonyk	anthonykFULLNAME	☑	☐	☐
bktest	TEST USER	☑	☐	☐
brettk	BRETT KING	☑	☐	☐
brettl	BRETT LORENSINI (GMA)	☑	☑	☑
chandima	CHANDIMA DE ZOYSA	☐	☐	☐
freds	FRED SMIT	☐	☐	☐
gavinm	GAVIN MILLMAN	☐	☐	☐
helens	HELEN STAPELY	☐	☐	☐
markf	Mark Fragopoulos	☐	☐	☐
michaell	MICHAEL LUCY	☐	☐	☐
peterw	PETER WILLIAMS	☐	☐	☐
peterw@gma	Peter Williams	☐	☐	☐
scottc	SCOTT CRAVEN	☑	☑	☐
taniab	TANIA	☑	☑	☐
test1	TEST	☐	☐	☐
test2	test2	☐	☐	☐
test3	TEST3	☐	☐	☐
test@gmaau	Test2	☐	☐	☐
testuser	test users login	☐	☐	☐

OK History

OVR

Click on the selected users' add / update / delete options

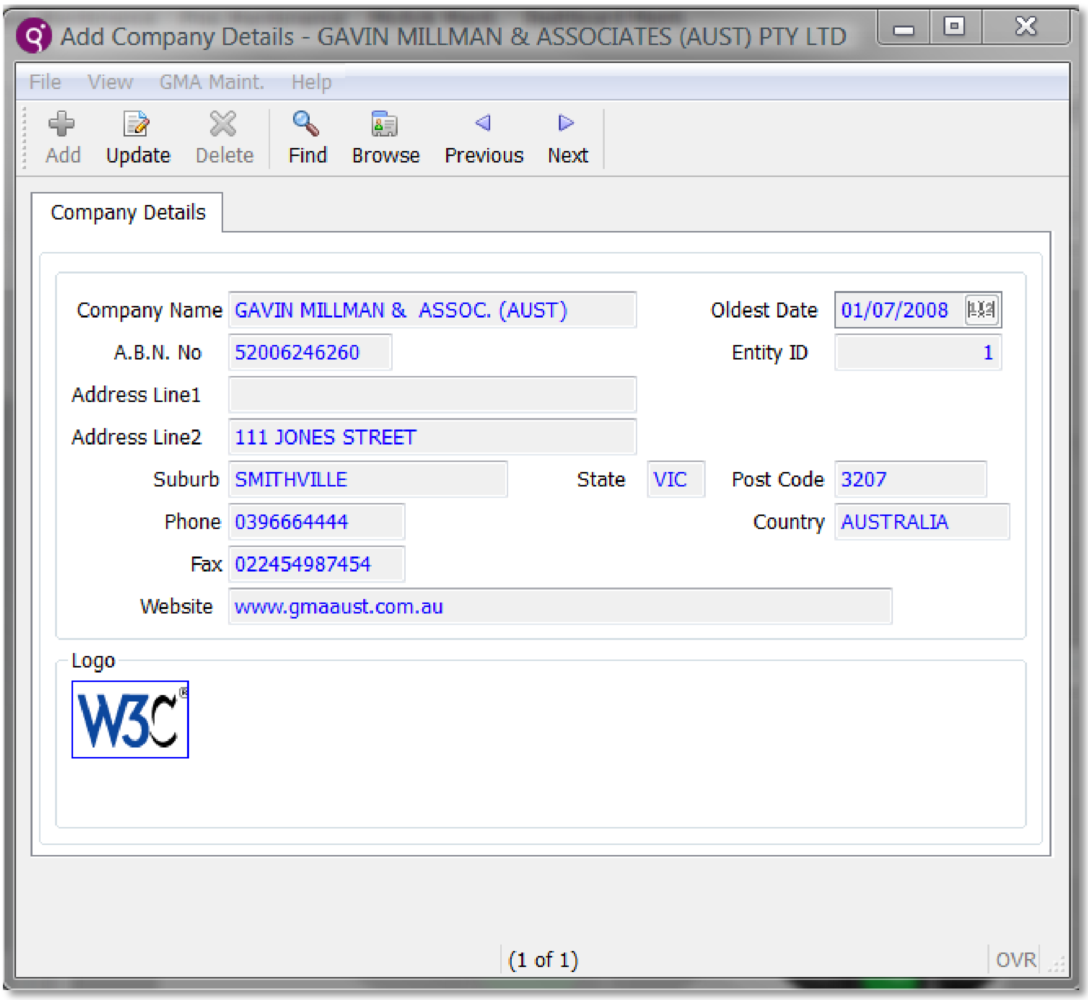
Adding/Modifying Company Details

The Company Details are used when lodging EFT with Customs, and is also used when printing Invoice Remittance Advices to customers for Direct Debit purposes. This screen is found in the:

Administration Menu –

Company Details Sub Menu –

Company Details Screen



Field Name	Description	Validation	Default
Company Name	This is the name of your company	Mandatory	Blank
A.B.N. No	This is the Australian Business Number	Mandatory	Blank
Address Line 1	This is the first line of the company's head office address	Optional	Blank
Address Line 2	This is the street address of your company	Mandatory	Blank
Suburb	This is the suburb in which your company resides	Mandatory	Blank
State	This is the state in which your company resides	Mandatory	Blank
Post Code	This is the postcode in which your company resides	Mandatory	Blank

Phone	This is the phone number of your company's head office	Mandatory	Blank
Country	This is the country in which your company resides	Mandatory	Blank
Website	This is the company website	Optional	Blank
Oldest Date	This is the oldest Accounting Date in which you can post items to. This is only to be used if there is an item that you need to enter in which is to be posted to a previous period.	Mandatory	Blank
Entity ID	This is the internal unique Entity Identifier.	Display Only	Blank
Logo	This is the logo of your company. Use the Load Logo Button. See Below: 	Optional	Blank

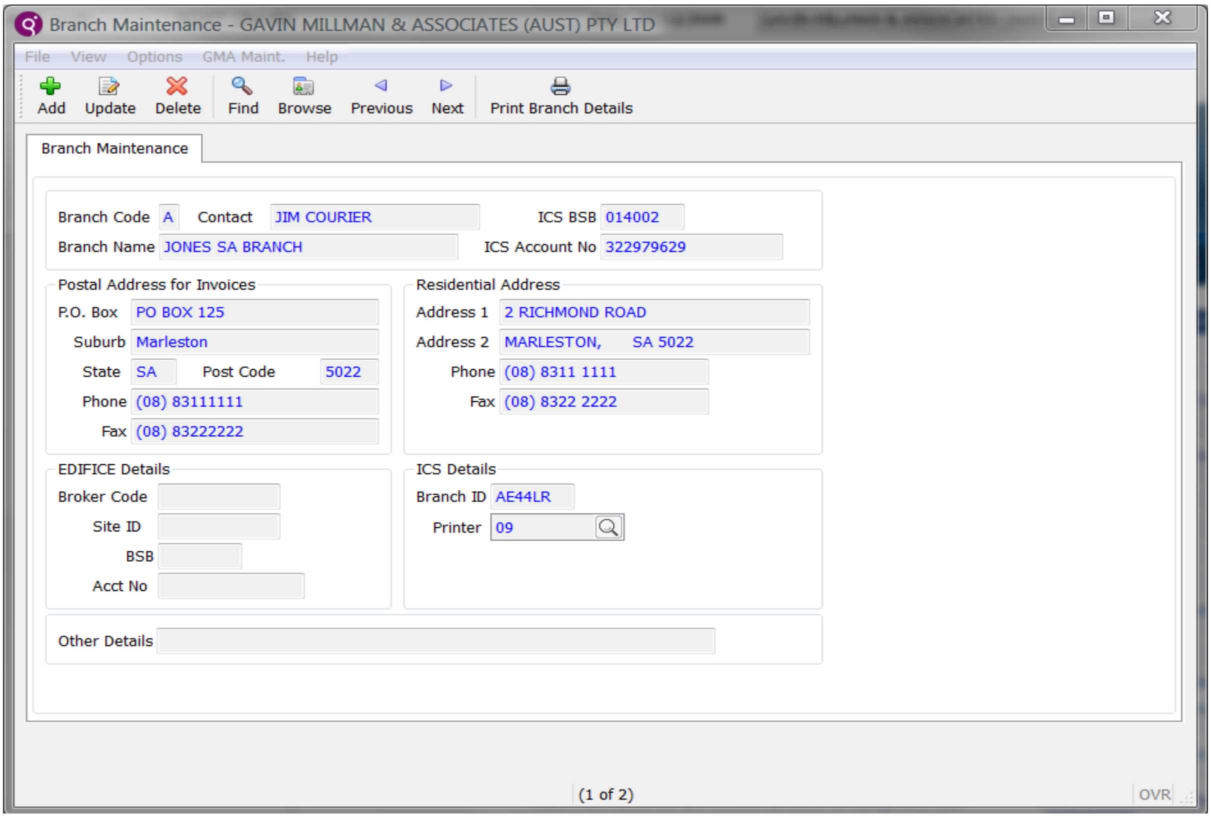
Adding/Modifying Branch Details

The Branch Maintenance details screen is used to print Branch details on invoices, and various internal reports. This screen is found in the:

Administration Menu –

Company Details Sub Menu –

Branch Masterfile



Field Name	Description	Validation	Default
Branch Code	This is the branch code of your branch	Mandatory	Blank
Contact	This is the branch main contact	Mandatory	Blank
Branch Name	This is the name of the branch	Mandatory	Blank
ICS BSB	This is the ICS BSB Number	Mandatory	Blank
ICS Account No	This is the ICS Account No	Mandatory	Blank
P.O. Box	This is the PO Box of the Branch	Mandatory	Blank
Suburb	This is the postal suburb	Mandatory	Blank
State	This is the postal state	Mandatory	Blank
Post Code	This is the postal post code	Mandatory	Blank
Phone	This is the postal phone number	Mandatory	Blank
Fax	This is the postal fax number	Mandatory	Blank
Residential Address 1	This is the residential Address of the branch	Optional	Blank
Residential Address 2	This is the residential address of the branch	Mandatory	Blank
Phone	This is the residential phone number	Mandatory	Blank
Fax	This is the residential fax number	Mandatory	Blank
ICS Branch ID	This is the ICS Branch ID	Mandatory	Blank
Printer	This field is not active (please ignore)	Mandatory	Blank

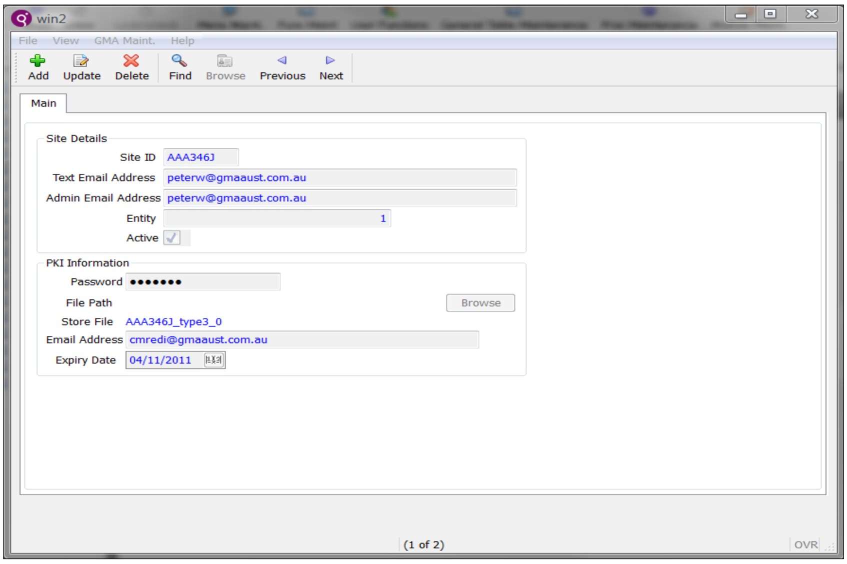
Adding/Modifying PKI Certificate

The PKI Certificate is used to authenticate your company when lodging Customs Entries with Customs Australia. This screen is used when your PKI expires. This screen is found in the:

Administration Menu –

Company Details Sub Menu –

PKI Maintenance



Field Name	Description	Validation	Default
Site ID	This is the number that is allocated by Customs	Mandatory	Blank
Text Email Address	This email address is used for Customs to send documents to, this should be the same as per the Customs Certificate	Mandatory	Blank
Admin Email Address	This is used in the event of any issues, Customs will send to this address	Mandatory	Blank
Entity	Unique identifier for your company, display only	Mandatory	Set by System
Active	Check this if this site is active	Mandatory	Blank
PKI Password	This is the password that you received from Customs	Mandatory	Blank
PKI Certificate	Load the Customs PKI Certificate into this field	Mandatory	Blank
Email Address	This is where the Customs messages are sent from and to by Customs	Mandatory	Blank
Expiry Date	This is the date in which the PKI expires	Mandatory	Blank

Adding/Modifying Bank Details

The Company Bank Account Details are used for a number of reasons: Firstly the bank accounts are recorded below for:

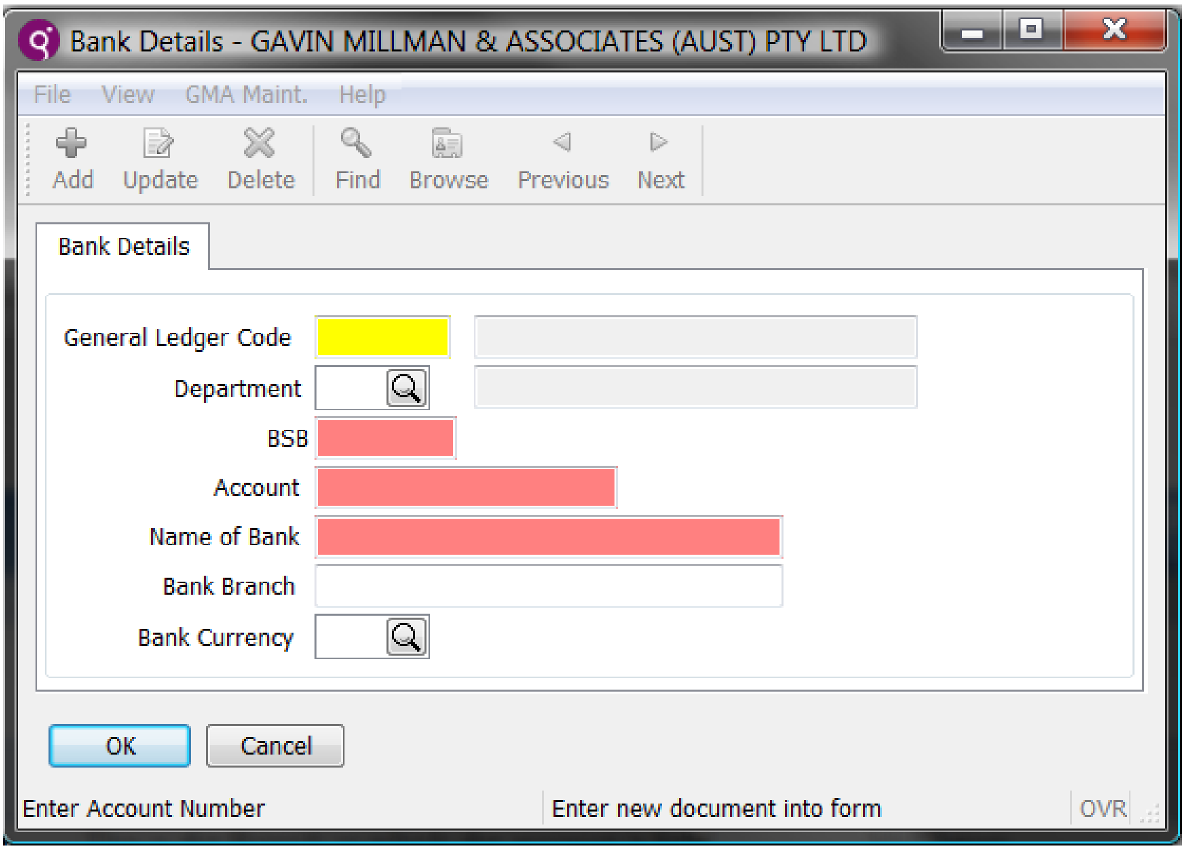
Banking Purposes

This is found in:

Administration Menu –

Company Details Sub Menu –

Bank Account Details



Field Name	Description	Validation	Default
General Ledger Account No	This is the Bank Account Number. This must be unique	Mandatory	Blank
Department	This is the department for the bank account. This is usually only used for multiple bank accounts, one for each department. Usually set to 000 HEAD OFFICE	Mandatory	000
BSB	This is the Bank BSB Number	Mandatory	Blank
Account	This is the Bank Account Number	Mandatory	Blank
Name of Bank	This is the name of the Bank	Mandatory	Blank
Bank Branch	This is the branch of the Bank	Optional	Blank
Bank Currency	This is the default currency for the Bank Account	Optional	Blank

Bank Account information is also used:

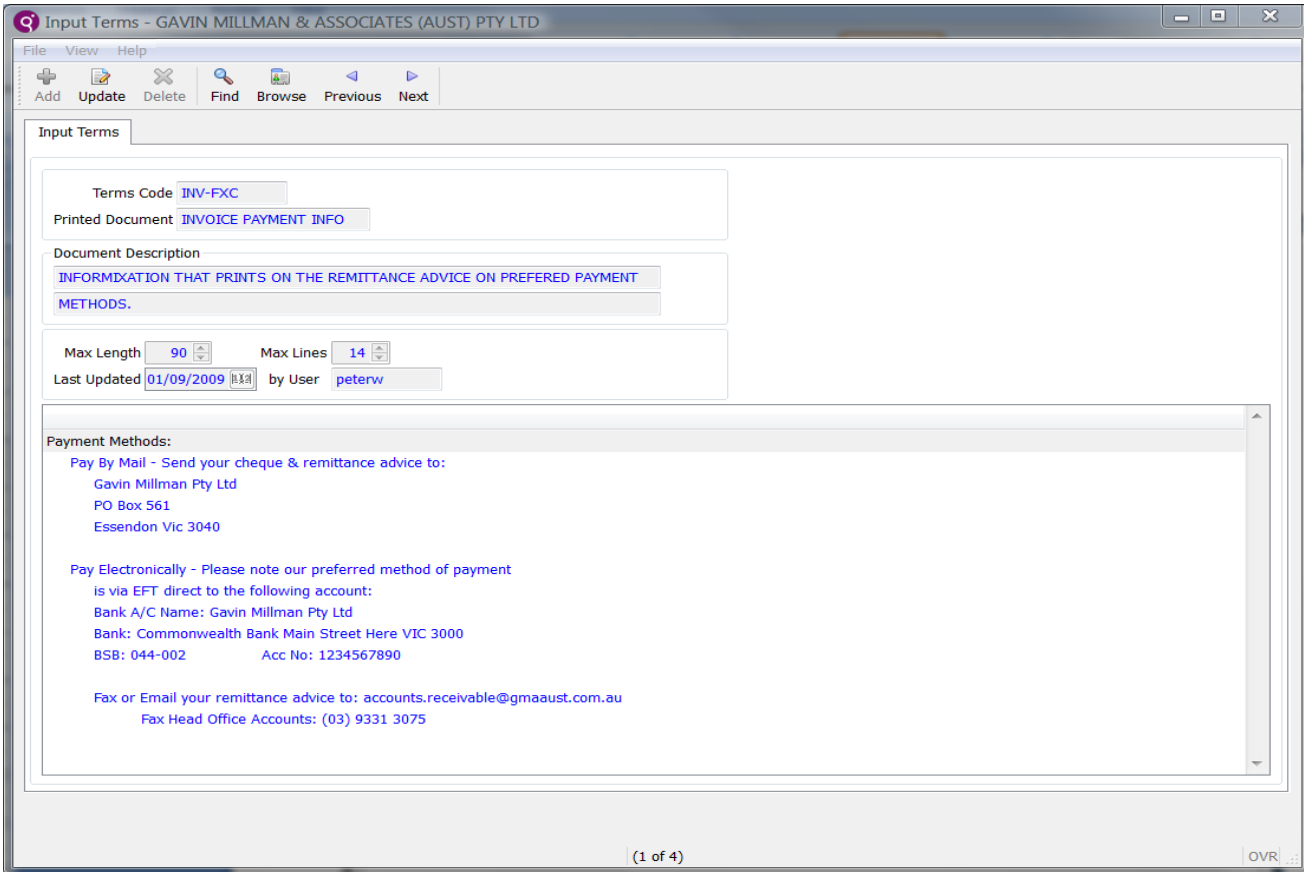
Printing Invoice Remittance Advices
This information is found:

Administration Menu -

Company Details Sub Menu -

Input Terms Printouts

The Terms Code will already be added when the document is placed in the system. This screen is only used for update purposes.



Field Name	Description	Validation	Default
Terms Code	This is the unique terms. For the invoice information update the following terms codes: INV-FXC, INV-GST.		
Printed Document	This is the document in which the data will print on.		
Document Description	A short description of what the information is referring to		
Max Length	This is the maximum length you can type that will fit on to the printed document		
Max Lines	This is the maximum lines you can type that will fit on		

Field Name	Description	Validation	Default
	to the printed document		
Last Updated	This is the last time this has been updated		
By User	The user who performed this		
Description	This is the actual data that will print out on the document		

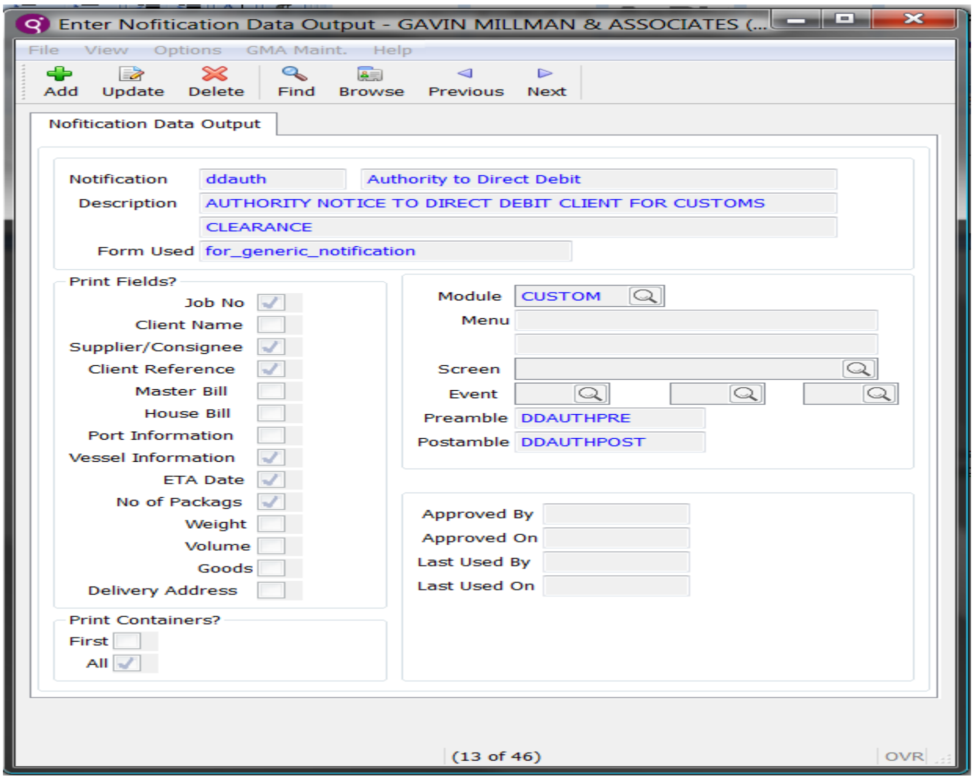
Adding/Modifying Generic Notifications Register Details

Throughout the system, there are various documents such as Invoices, Notifications, Bills of Lading that require certain terms printed on them. These are maintainable by users. This screen is found in the:

Administration Menu –

Company Details Sub Menu –

Generic Notifications Register



Forms Maintenance

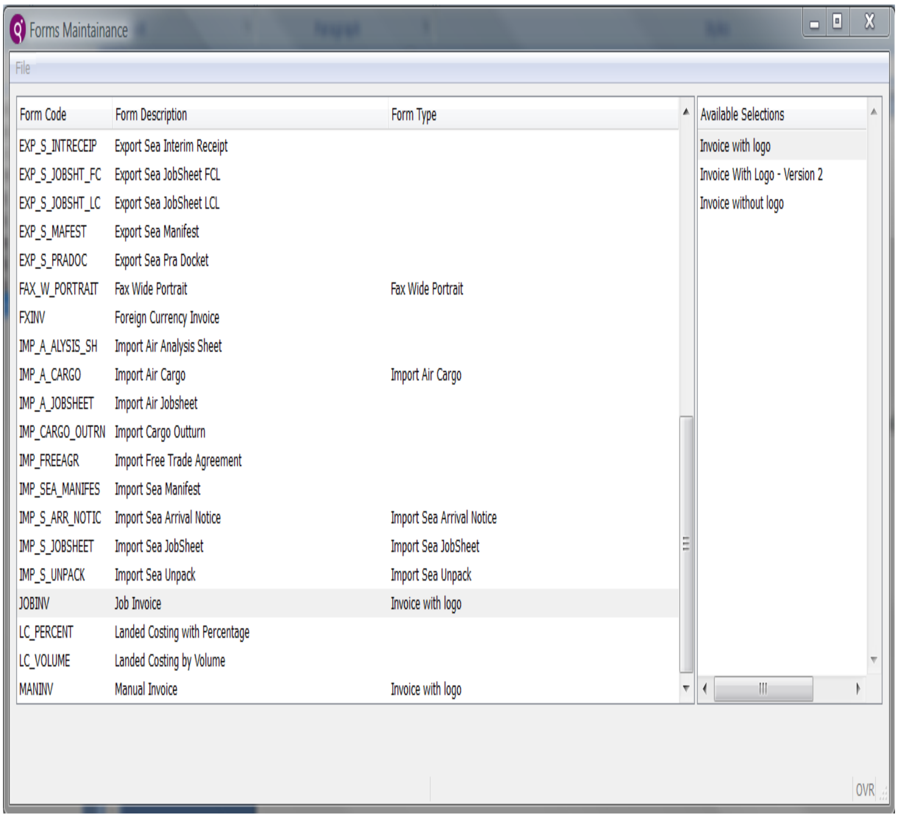
We relevant, the Expedient System allows Super Users to change the print outs system printed documents, such as Delivery Dockets, Invoices etc... This screen is found in the:

Administration Menu –

Company Details Sub Menu –

Forms Maintenance

As per below, Clicking of the JOBINV option once display the Current Form Type, and in the second window, the Available Selections. If you wish to change the printed document, then double click on one of the Selections. This will then update the Form Type column to what you have selected.



Import Job Pop Up Notes Configuration

Expedient allows users to configure which customers they wish to set to have notes pop up when Adding and Updating Import Jobs.
To configure this, go to the Customer Masterfile and search for a Customer that has a company type of “Debtor”. Go to the Configuration Tab. This tab displays the following:

Import Job Registration Pop Up

- Delivery Details - Delivery Notes? <Yes/No>
- Add/Update Job - Customs Notes <Yes/No>
- Add/Update Job - Forwarding Notes <Yes/No>
- Add/Update Job – Customs Supplier Notes <Yes/No>
- Add/Update Job – Forwarding Supplier Notes <Yes/No>

Setting these flags to “Yes” perform the following:

1. Delivery Details: Rules-
    a. When user is in add/update mode in the Delivery Details Tab in the Import Job Registration Screen – the Client Notes (Delivery Tab) pops up if the Customer Code is not null.
2. Customs Notes -

a. When user is in add/update mode in the Import Job Registration Screen and the broker code is own company, after the customer code field popup the Job Notes Screen and display the Customs Tab

3. Forwarding Notes -
   a. When user is in add/update mode in the Import Job Registration Screen and the forwarder code is own company, after the customer code field then popup the Job Notes Screen and display the Forwarding Tab
4. Supplier Notes –
   a. Customs – When user is in add/update mode in the Import Job Registration Screen and the broker code is own company, after field supplier, pop up the Supplier notes (customs)
   b. Forwarding – When user is in add/update mode in the Import Job Registration Screen and the forwarder code is own company, after field supplier pop up the Supplier notes (Forwarding)

Accounting Pop Up Notes Configuration

Heading (Accounts Pop Up)

- Prepare Charges – Job Accounting Notes <Yes/No>
- Create Invoice – Customer Invoice Notes <Yes/No>

Setting these flags to "Yes" perform the following:

1. Prepare Charges:
   a. When the User has entered the Charges Screen and clicked Prepare Charges, after it has prepared the charges from the Rates, then popup the Job Notes Screen and display the Accounting Tab
2. Create Job Invoice:
   a. When the User is in add/update mode in the Debtors Invoice Screen, after the Job Number field, popup the Client Notes screen and display the Invoice tab