
Expedient User Manual – Query Module



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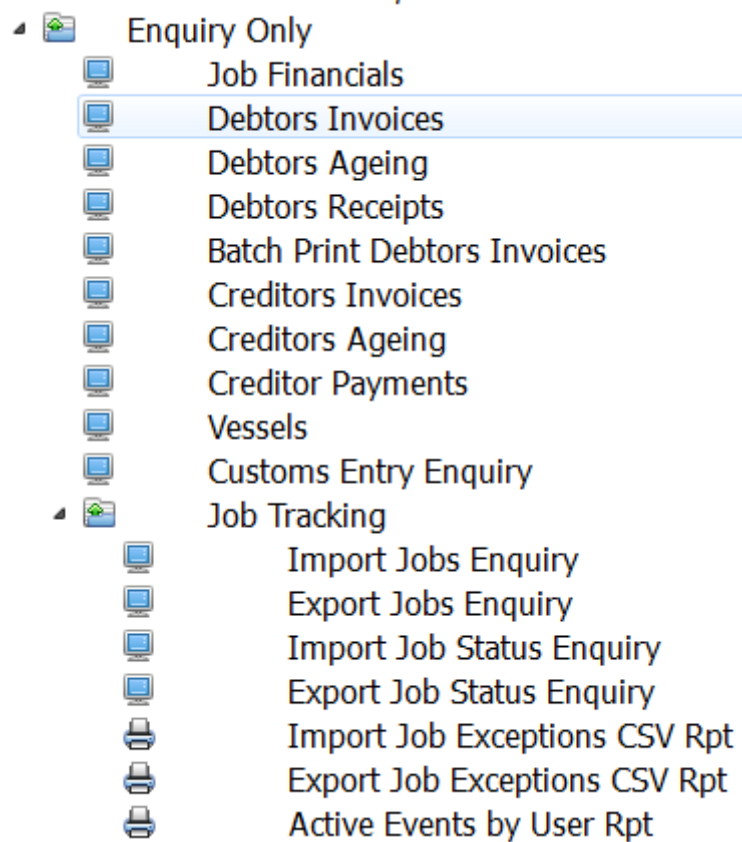
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QUERY INTRODUCTION

Expedient software allows users to view the financial status of either a job, debtor, creditor. It can be used for viewing the status of Customs Entries. It also allows users to view Job Milestones and Exceptions. The financial information is only displayed once all information is posted to the general ledger.

Enquiry

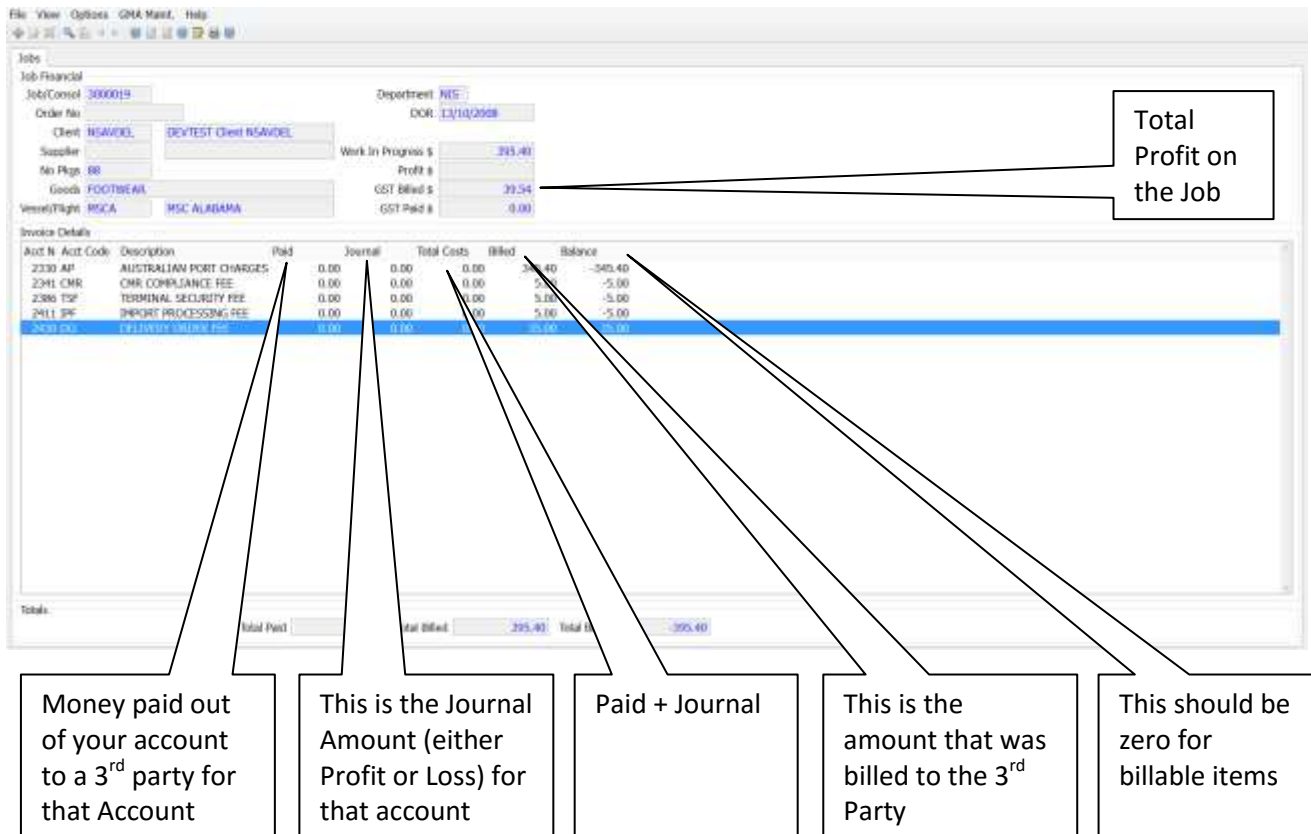
After you have logged in, click on the Enquiry Only Folder. Doing this will display the following Functions.



Job Financials

The Job Financial Screen allows users to view all financial transactions of a job. The screen displays Billing Information, Creditors Invoices, Direct Cheques, and Journal (Profit) information.

Once you have selected a Job you will be presented with the following screen. See below:



The screenshot shows the Job Financials interface with the following data:

Job Information:

- Job: Job Financial
- Job/Consol: 3000019
- Department: NIS
- Order No: DOR 13/10/2008
- Client: RSWOOD, DEVTEST Client RSWOOD
- Supplier: Work in Progress \$ 295.40
- No Pkg: 88
- Goods: FOOTBEAR
- Profit \$ 29.54
- Vessel/Flight: MSCA, MSC ALBAMA
- GST Billed \$ 29.54
- GST Paid \$ 0.00

Invoice Details Table:

Acct N	Acct Code	Description	Paid	Journal	Total Costs	Billed	Balance
2330	AP	AUSTRALIAN PORT CHARGES	0.00	0.00	0.00	345.40	-345.40
2341	CMR	CMR COMPLIANCE FEE	0.00	0.00	0.00	5.00	-5.00
2380	TSF	TERMINAL SECURITY FEE	0.00	0.00	0.00	5.00	-5.00
2411	IMP	IMPORT PROCESSING FEE	0.00	0.00	0.00	5.00	-5.00
2420	TSF	TERMINAL SECURITY FEE	0.00	0.00	0.00	5.00	-5.00
Totals:			Total Paid	Total Journal	Total Costs	Total Billed	Total Balance
					295.40	295.40	-395.40

Callouts:

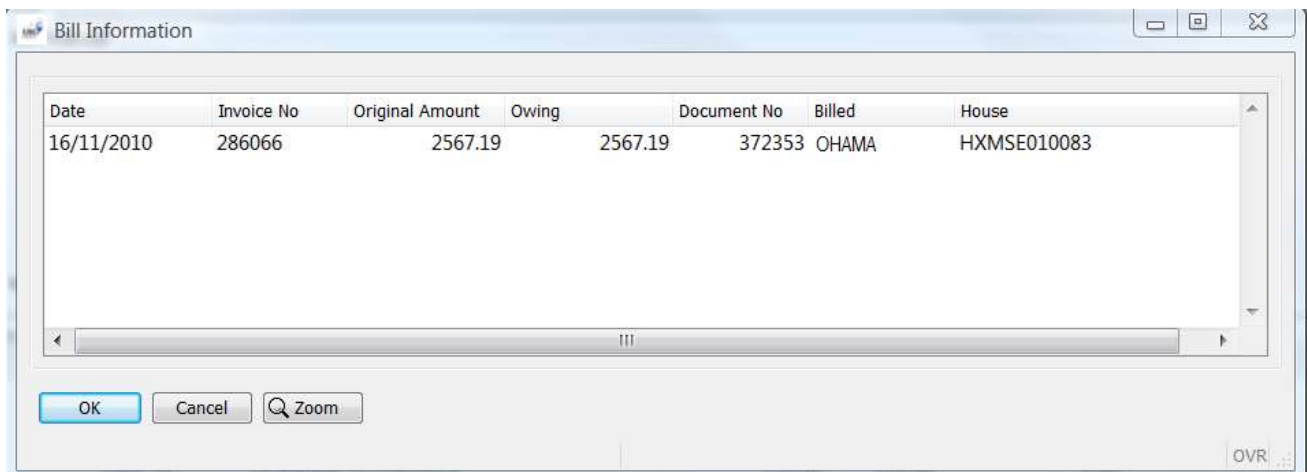
- Total Profit on the Job:** Points to the Profit \$ 29.54 field.
- Money paid out of your account to a 3rd party for that Account:** Points to the Paid column.
- This is the Journal Amount (either Profit or Loss) for that account:** Points to the Journal column.
- Paid + Journal:** Points to the Total Costs column.
- This is the amount that was billed to the 3rd Party:** Points to the Billed column.
- This should be zero for billable items:** Points to the Balance column.

The Job Financial Screen allows users to view the following additional information:

- Billing Information (Invoices)
- Cheque Costs (Direct Cheques)
- Creditor Costs (Creditor Invoices)
- Journals
- Notes
- Print Job Financial
- Auto Job Journal
- Docs

Bill Information

Once the user has found a Job Number or Consol Number they have the option to view the Bill Information via Options or the Bill Information Button. The below screen displays the Debtors Invoice(s) that have been created against the job.



Date	Invoice No	Original Amount	Owing	Document No	Billed	House
16/11/2010	286066	2567.19	2567.19	372353	OHAMA	HXMSE010083

The screenshot shows a window titled "Bill Information" with a table containing one row of data. Below the table are buttons for "OK", "Cancel", and "Zoom".

The above screen allows the users to Zoom on the highlighted Invoice which will open the Debtors Invoice Screen where they can view the Debtors Invoice.

Cheque Costs (Direct Cheques)

Viewing Cheque Costs is available in Options. This screen allows users to view any Direct Cheques that were paid out on the job.

ChequeDate	Cheque No	Cost	Code	Payee	Amount	Document
11/11/2010	453383		2481 CARRIER SECURIT...	OOCLAUS5	10.06	663275
11/11/2010	453383		2310 FREIGHT	OOCLAUS5	1383.02	663275
11/11/2010	453383		2510 LIFT ON / LIFT OFF	OOCLAUS5	45.00	663275
11/11/2010	453383		2325 TERMINAL HAND...	OOCLAUS5	235.00	663275
11/11/2010	453383		2410 PORT SERVICE CH...	OOCLAUS5	80.00	663275

Buttons: OK, Cancel, Zoom

The user can highlight the Cheque Number line and click the Zoom Button which will direct them to the Cheque Payments Screen with a list of all Cheque Payments made to the Payee on the Job/Consol. See below:

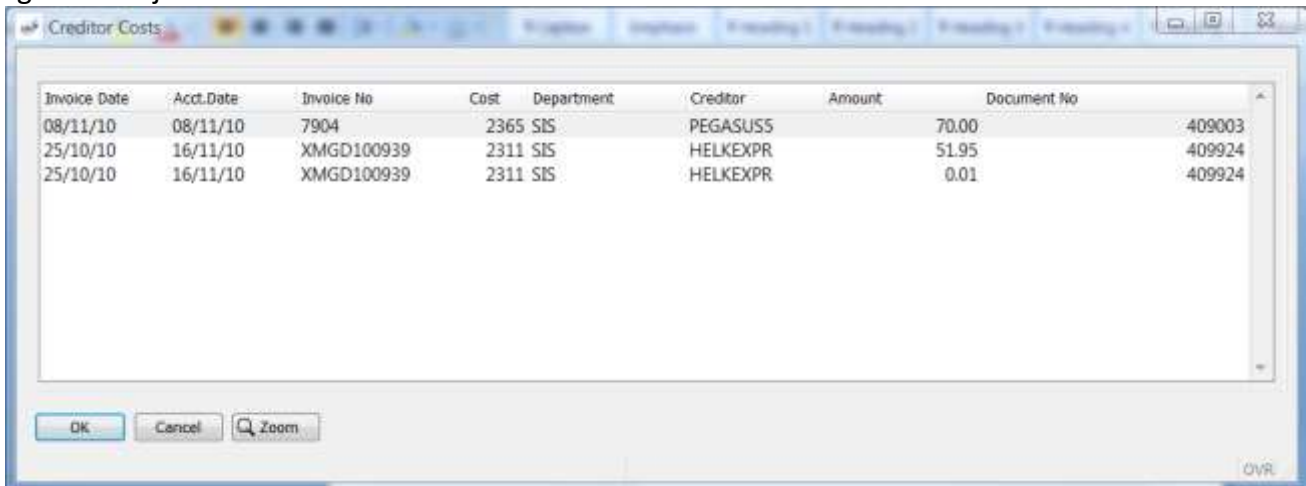
Job No	Depa	Client Code	Accour	Description	EXCL Amount	GST	GST Amount
5000523	SIS	OMAHA	2310	FREIGHT	2464.29	N	0.00
5000523	SIS	OMAHA	2481	CARRIER SECURITY CHARGE	10.06	N	0.00
5000523	SIS	OMAHA	2510	LIFT ON / LIFT OFF	60.00	N	0.00
5000523	SIS	OMAHA	2410	PORT SERVICE CHARGE (PSC	160.00	N	0.00
5000523	SIS	OMAHA	2325	TERMINAL HANDLING CHARGE	235.00	N	0.00

Summary:

Total Amounts	29759.62	0.00
OMAHA	Cheque Amount	29759.62

Creditor Costs (Creditor Invoices)

The Creditor Costs is available in Options which will display all of the Creditors Invoices raised against the job.

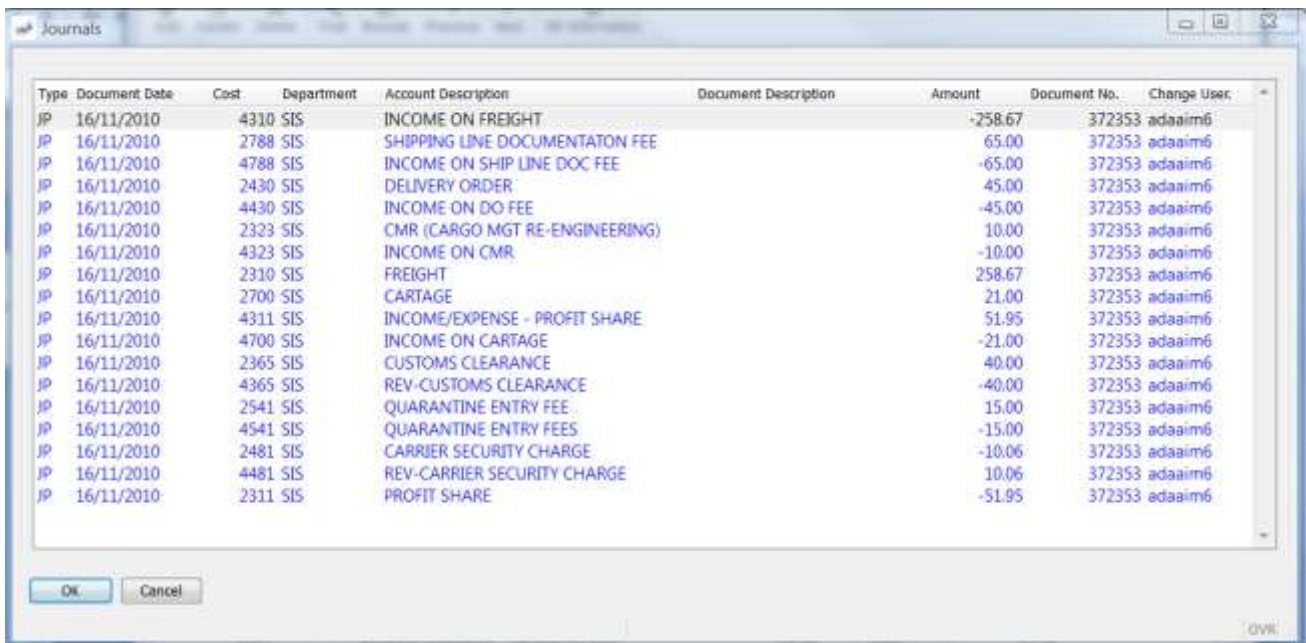


Invoice Date	Acct.Date	Invoice No	Cost	Department	Creditor	Amount	Document No
08/11/10	08/11/10	7904	2365	SIS	PEGASUSS	70.00	409003
25/10/10	16/11/10	XMGD100939	2311	SIS	HELKEXPR	51.95	409924
25/10/10	16/11/10	XMGD100939	2311	SIS	HELKEXPR	0.01	409924

The user can highlight the Invoice Number line and click the Zoom Button which will direct them to the Creditors Invoice Screen

Journals

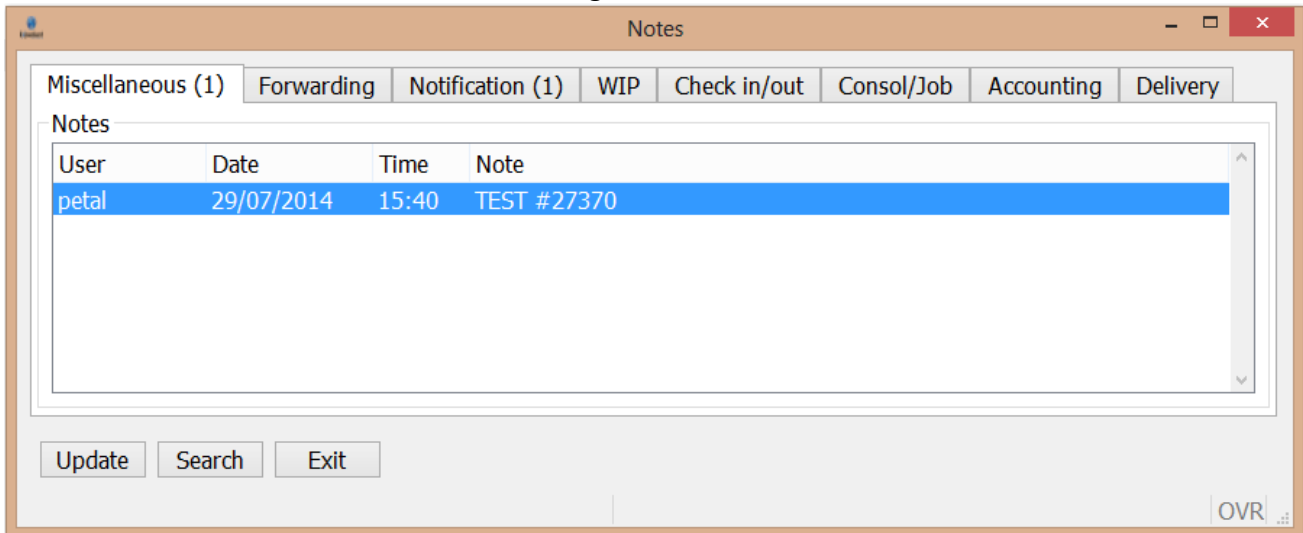
The Journal information is available in Options. This screen allows users to view any Journal Entries that have been created and posted that were applied to the Job.



Type	Document Date	Cost	Department	Account Description	Document Description	Amount	Document No.	Change User
JP	16/11/2010	4310	SIS	INCOME ON FREIGHT		-258.67	372353	adaaim6
JP	16/11/2010	2788	SIS	SHIPPING LINE DOCUMENTATON FEE		65.00	372353	adaaim6
JP	16/11/2010	4788	SIS	INCOME ON SHIP LINE DOC FEE		-65.00	372353	adaaim6
JP	16/11/2010	2430	SIS	DELIVERY ORDER		45.00	372353	adaaim6
JP	16/11/2010	4430	SIS	INCOME ON DO FEE		-45.00	372353	adaaim6
JP	16/11/2010	2323	SIS	CMR (CARGO MGT RE-ENGINEERING)		10.00	372353	adaaim6
JP	16/11/2010	4323	SIS	INCOME ON CMR		-10.00	372353	adaaim6
JP	16/11/2010	2310	SIS	FREIGHT		258.67	372353	adaaim6
JP	16/11/2010	2700	SIS	CARTAGE		21.00	372353	adaaim6
JP	16/11/2010	4311	SIS	INCOME/EXPENSE - PROFIT SHARE		51.95	372353	adaaim6
JP	16/11/2010	4700	SIS	INCOME ON CARTAGE		-21.00	372353	adaaim6
JP	16/11/2010	2365	SIS	CUSTOMS CLEARANCE		40.00	372353	adaaim6
JP	16/11/2010	4365	SIS	REV-CUSTOMS CLEARANCE		-40.00	372353	adaaim6
JP	16/11/2010	2541	SIS	QUARANTINE ENTRY FEE		15.00	372353	adaaim6
JP	16/11/2010	4541	SIS	QUARANTINE ENTRY FEES		-15.00	372353	adaaim6
JP	16/11/2010	2481	SIS	CARRIER SECURITY CHARGE		-10.06	372353	adaaim6
JP	16/11/2010	4481	SIS	REV-CARRIER SECURITY CHARGE		10.06	372353	adaaim6
JP	16/11/2010	2311	SIS	PROFIT SHARE		-51.95	372353	adaaim6

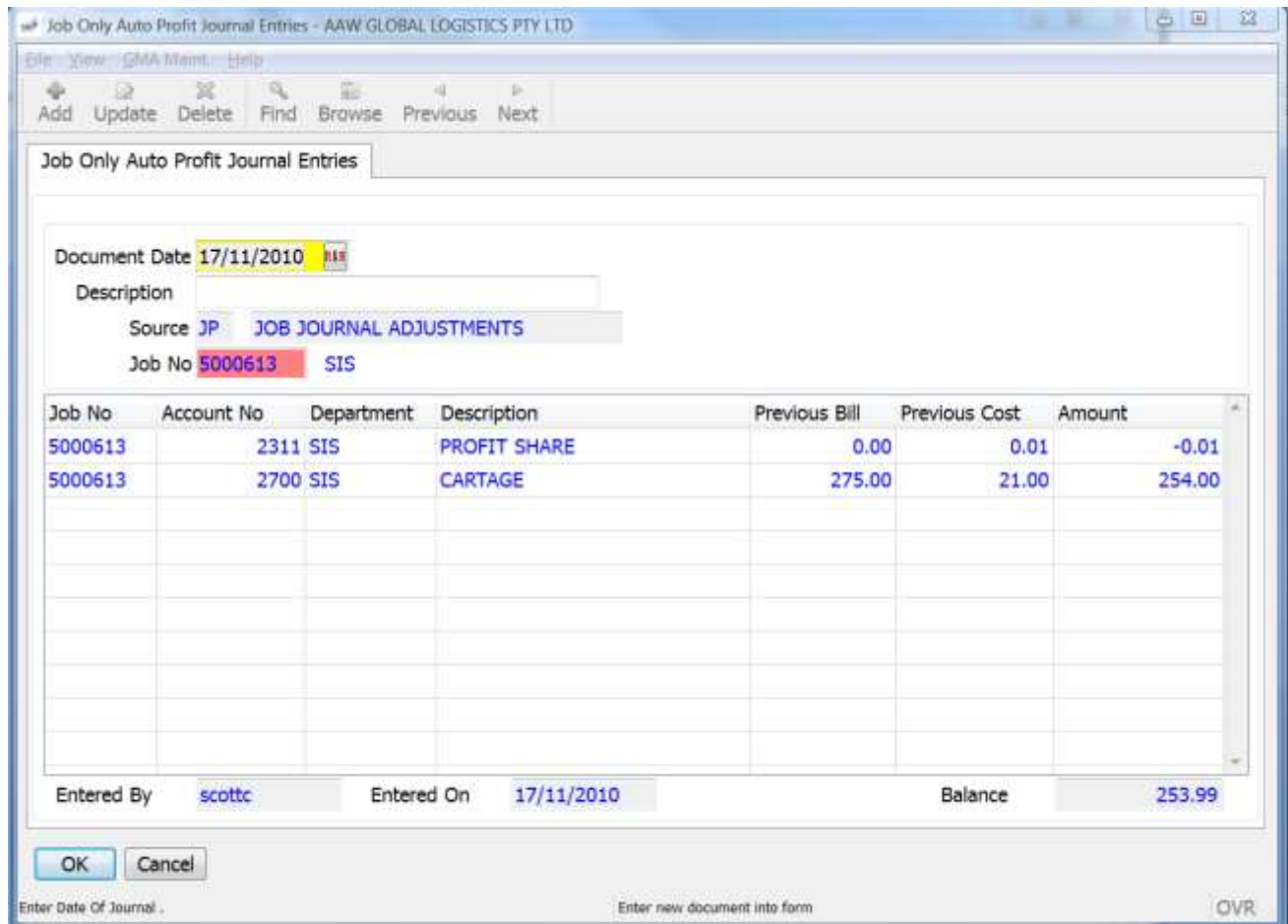
Notes

Option that is available is to add Notes against the Job Financial. These notes can also be viewed in the Job Registration Screen.



Auto Job Journal

Another option that is available is the Auto Job Journal Screen. This is used if the user decides that there is more journaling to be done on the Job. This is usually the case if the balance is not zero against billable items.



Print Job Financial

Another option that is available is Print Job Journal. This displays all job financial information that is available via all of the above options on one printout.

Docs

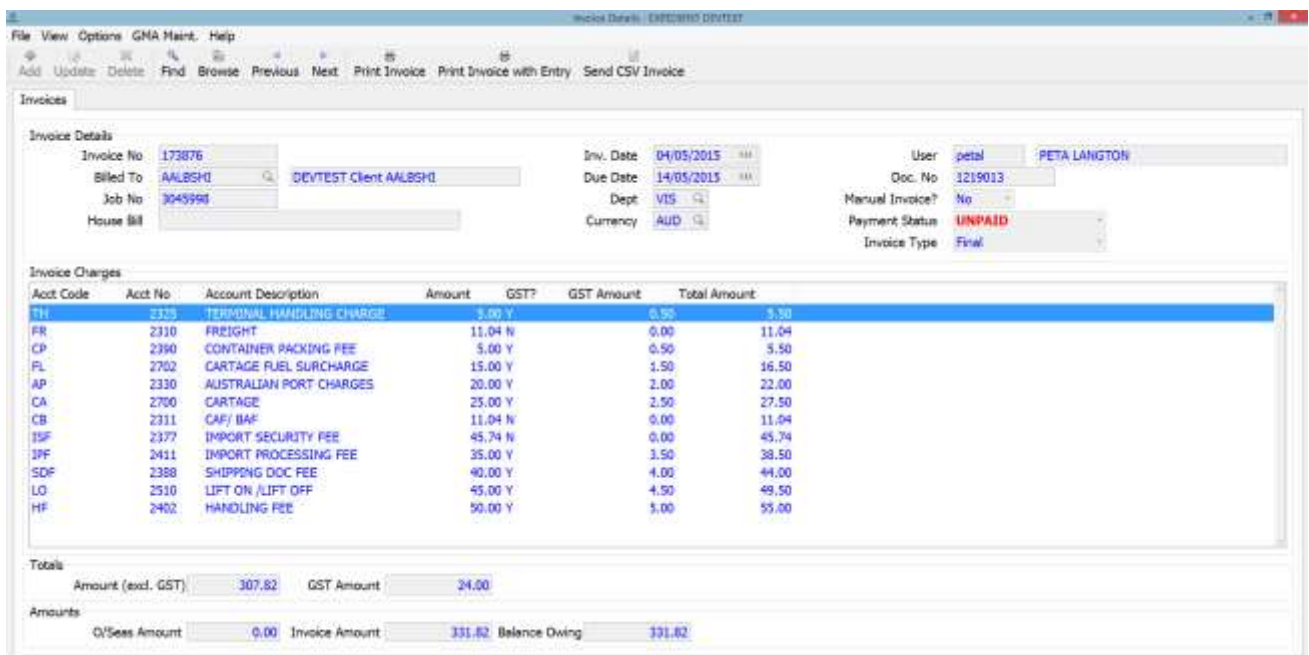
This function allows the user to attach supporting documents to the Job No or Consol No in the Job Financial Screen.

If any Documents have been attached in the Import / Export Job / Consol Screen, then they can also be viewed in the Job Financial Screen for the specific Job No or Consol No.

Debtors Invoices

The Debtors Invoice Screen allows users to view and print any Debtors Invoice that has been posted to the General Ledger.

Once you have selected the Debtors Invoice Menu you will be presented with the following screen. Users have the ability to search on any field (except username) to display invoices.



Acct Code	Acct No	Account Description	Amount	GST?	GST Amount	Total Amount
TH	2325	TERMINAL HANDLING CHARGE	5.00	Y	0.50	5.50
FR	2310	FREIGHT	11.04	N	0.00	11.04
CP	2390	CONTAINER PACKING FEE	5.00	Y	0.50	5.50
FL	2702	CARTAGE FUEL SURCHARGE	15.00	Y	1.50	16.50
AP	2310	AUSTRALIAN PORT CHARGES	20.00	Y	2.00	22.00
CA	2700	CARTAGE	25.00	Y	2.50	27.50
CB	2311	CAF/BAF	11.04	N	0.00	11.04
ISF	2377	IMPORT SECURITY FEE	45.74	N	0.00	45.74
IPF	2411	IMPORT PROCESSING FEE	35.00	Y	3.50	38.50
SDP	2388	SHIPPING DOC FEE	40.00	Y	4.00	44.00
LO	2510	LIFT ON /LIFT OFF	45.00	Y	4.50	49.50
HF	2402	HANDLING FEE	50.00	Y	5.00	55.00

The information above appears as a result of invoices being posted in the Debtors Menu. This screen allows users to Search, View and Print the Invoice.

All-In Charges

Invoice can be set to print an all-inclusive charge on Export Invoices. For example, a debtor can receive an invoice for an export job where all the individual charge lines are summed and displayed against a single freight charge.

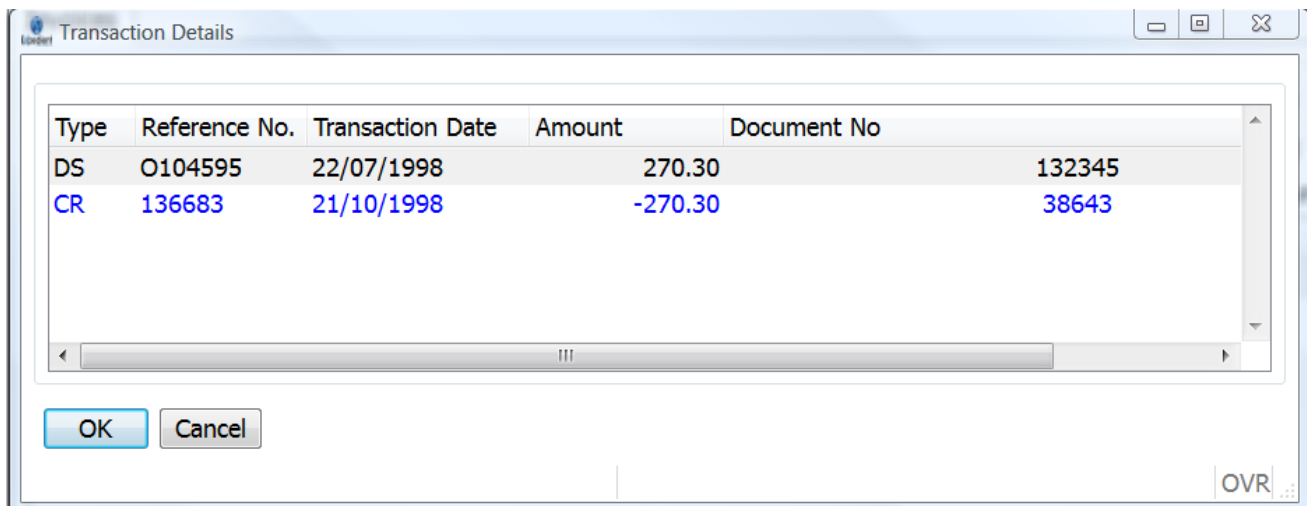
All-In Charges Set Up Update the Client Masterfile, Debtor tab. Set the Export All-In Charges (non GST) flag to Yes. Select the account charge code to appear on the debtor invoice. See the Administration User Manual for further details.

All-In Charges Rules An all-in charge will print on the debtors invoice where the following criteria are met:-

- The client has been set to print an Export All-In Charge to a selected charge code in the Customer Masterfile
- The invoice is for an Export department
- All the charges on the invoice are non-GST. If one or many charges on the invoice include GST the invoice will not show the all-in rate. Expedient will warn the user before printing the invoice.

View Transactions

In Options there is a choice to View all transactions on this invoice, including the creation of the invoice. See below:



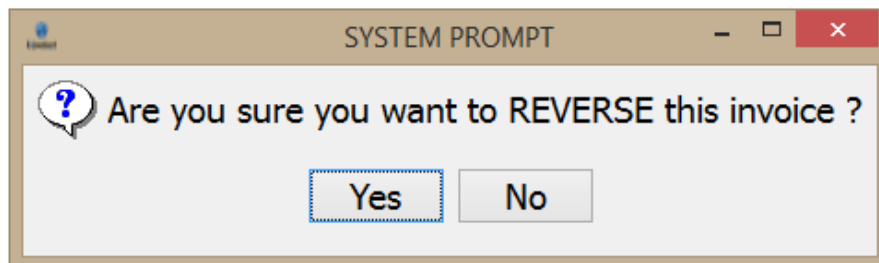
Type	Reference No.	Transaction Date	Amount	Document No
DS	0104595	22/07/1998	270.30	132345
CR	136683	21/10/1998	-270.30	38643

Reverse Invoice

This function allows the user to Reverse the Debtors Invoice. This link will be enabled under the following conditions:

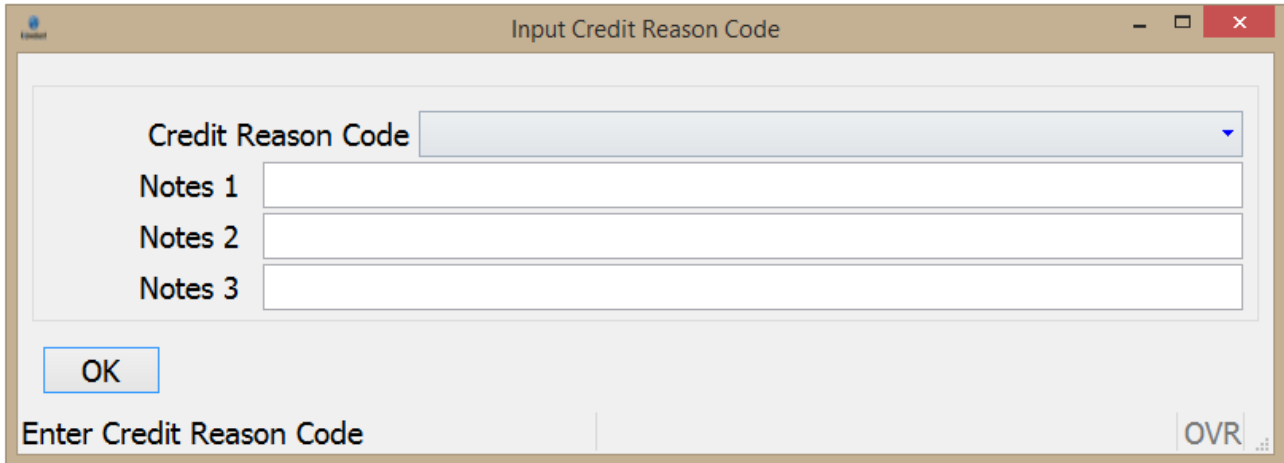
- Payment Status of the Invoice = UNPAID
- Invoice is raised in Local Currency
- Invoice is NOT a Manual Invoice

When the *Reverse* link is selected, the following message will be shown:



YES – You wish to proceed with reversing the Invoice. The Input Credit Reason Code window will then be shown as a pop-up message. Once this button has been selected you have committed to raising a Credit Note for this invoice and therefore you are not able to exit from the Input Credit Reason Code window.

NO – This message will close and the user will be directed back to the Enquiry Debtors Invoice Screen.

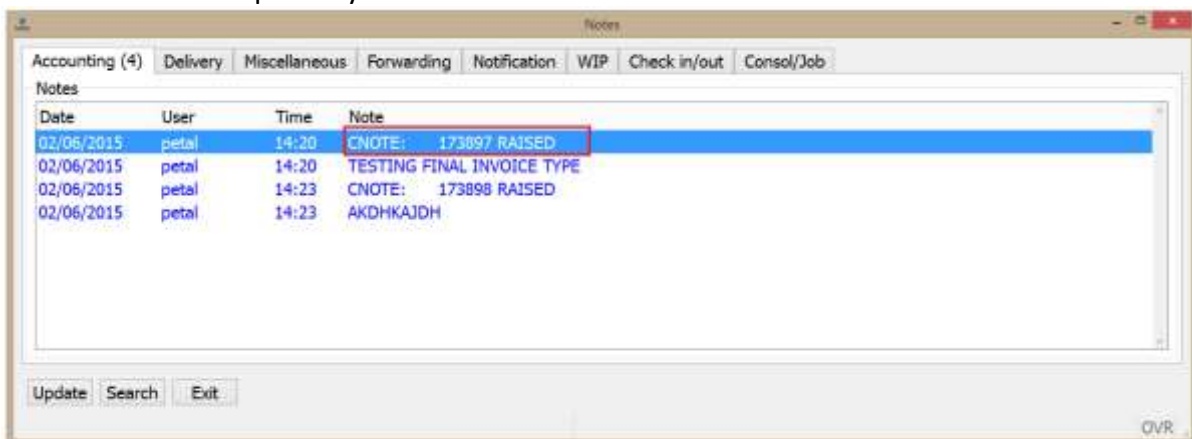


This window outlines the reason you wish to raise the Credit Note against the Invoice and you can add any associated notes.

Credit Reason Code – Select the Credit Reason from the drop down list. This is a mandatory field.

Notes – When the Notes are entered, they are then automatically inserted in the Accounting Tab of the Job Notes, along with the Invoice Number of the Credit Note. If the Notes have not been populated, then the Credit Invoice Number is only populated in the Accounting Tab of the Job Notes.

Please see below example for your reference.

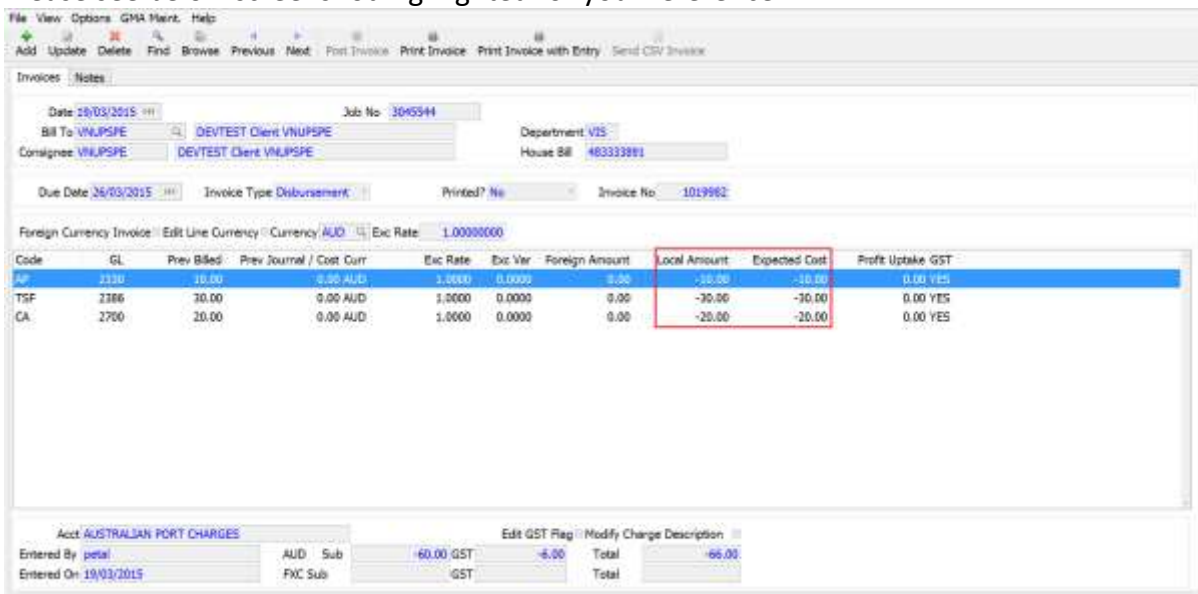


Date	User	Time	Note
02/06/2015	petal	14:20	CNOTE: 173897 RAISED
02/06/2015	petal	14:20	TESTING FINAL INVOICE TYPE
02/06/2015	petal	14:23	CNOTE: 173898 RAISED
02/06/2015	petal	14:23	AKDHKAJDH

The system will then direct the user to the Debtors Invoice screen. All the Charge Codes that will be credited will be shown as a minus amount. You can then Print the Credit Note and Post the Invoice.

NOTE: You can add additional Charge Codes to the same Invoice in the Debtors Invoice screen. It will then be posted as an Unpaid Invoice for the new charges. The old charges will still be shown as a minus amount.

Please see below screenshot highlighted for your reference.



Foreign Currency Invoice | Edit Line Currency | Currency: AUD | Exc Rate: 1.00000000

Code	GL	Prev Billed	Prev Journal / Cost Curr	Exc Rate	Exc Var	Foreign Amount	Local Amount	Expected Cost	Profit Uptake	GST
AP	2330	10.00	0.00 AUD	1.0000	0.0000	0.00	-10.00	-10.00	0.00	YES
TSP	2386	10.00	0.00 AUD	1.0000	0.0000	0.00	-10.00	-10.00	0.00	YES
CA	2700	20.00	0.00 AUD	1.0000	0.0000	0.00	-20.00	-20.00	0.00	YES

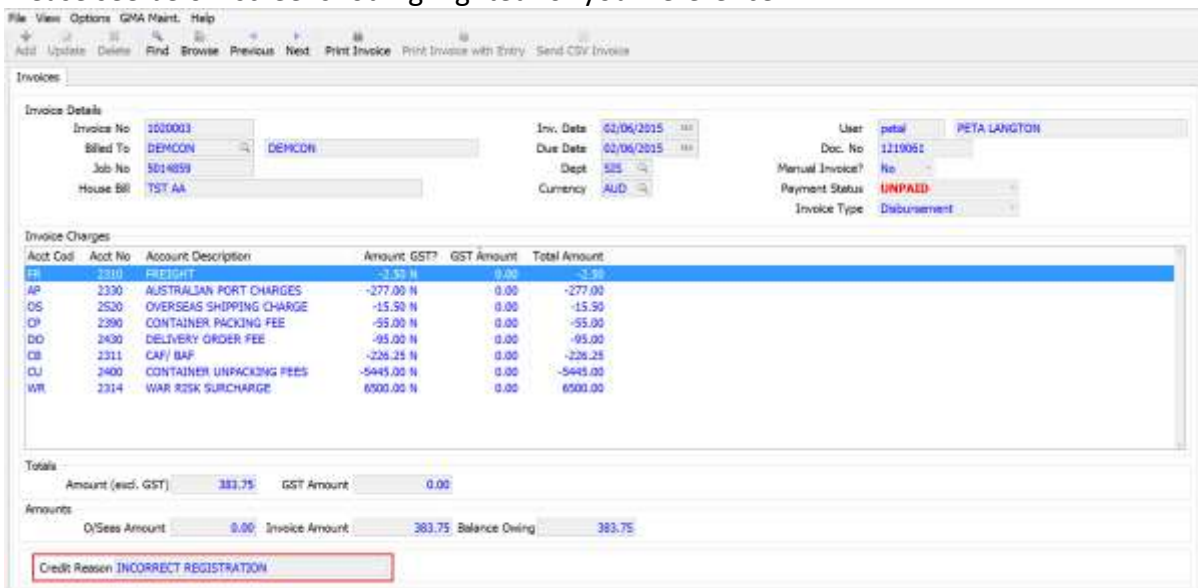
Act: AUSTRALIAN PORT CHARGES | Edit GST Flag | Modify Charge Description

Entered By: petal	AUD Sub	+60.00 GST	-6.00	Total	+65.00
Entered On: 19/03/2015	FXC Sub	GST		Total	

Once the Invoice is Posted, the Credit Reason Description is then positioned at the foot of the Debtors Invoice.

NOTE: You can filter by this field in FIND mode and then export the results using the Browse function.

Please see below screenshot highlighted for your reference.



Invoice Details

Invoice No: 1020003 | Inv. Date: 02/06/2015 | User: petal (PETA LANGTON)

Billed To: DEMCON | Due Date: 02/06/2015 | Doc. No: 1110051

Job No: 5014859 | Dept: 505 | Manual Invoice?: No

House Bill: TST AA | Currency: AUD | Payment Status: UNPAID | Invoice Type: Disbursement

Acct Code	Acct No	Account Description	Amount	GST?	GST Amount	Total Amount
FR	2310	FREIGHT	-1.50	N	0.00	-1.50
AP	2330	AUSTRALIAN PORT CHARGES	-277.00	N	0.00	-277.00
OS	2520	OVERSEAS SHIPPING CHARGE	-15.50	N	0.00	-15.50
CP	2390	CONTAINER PACKING FEE	-55.00	N	0.00	-55.00
DO	2430	DELIVERY ORDER FEE	-95.00	N	0.00	-95.00
CB	2311	CAF/BAF	-226.25	N	0.00	-226.25
DJ	2400	CONTAINER UNPACKING FEES	-5445.00	N	0.00	-5445.00
WR	2314	WAR RISK SURCHARGE	6500.00	N	0.00	6500.00

Totals

Amount (excl. GST): 383.75 | GST Amount: 0.00

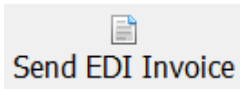
Amounts

O/Ses Amount: 0.00 | Invoice Amount: 383.75 | Balance Owing: 383.75

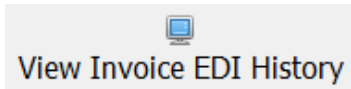
Credit Reason: INCORRECT REGISTRATION

Debtor Invoice EDI

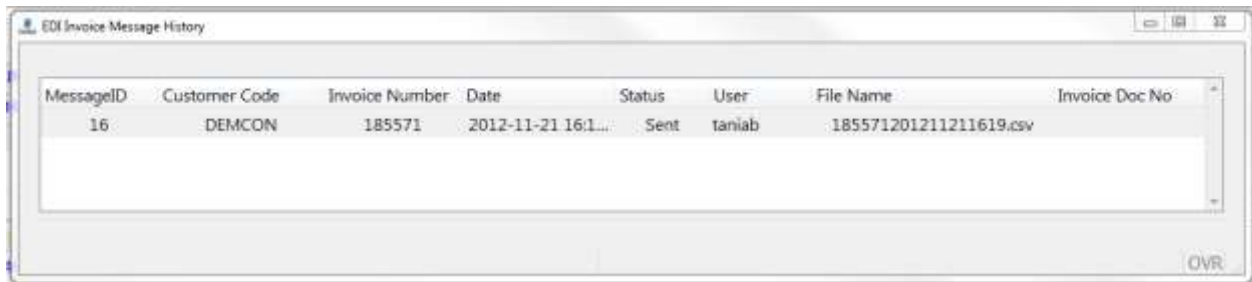
If the Debtor has been set to receive invoices by EDI in the Customer Masterfile the EDI toolbar buttons will appear.



Use **Send EDI Invoice** to resend posted invoices by EDI.

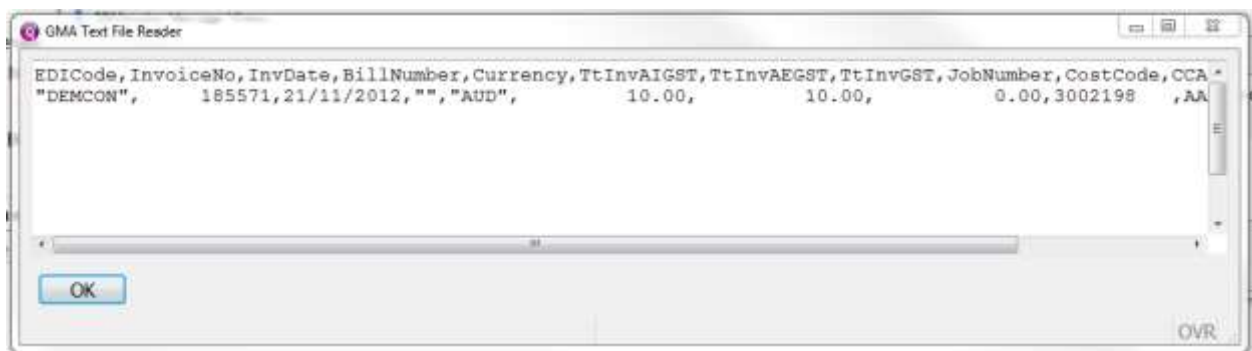


Use the **View Invoice EDI History** to view any previously sent EDI invoices.



MessageID	Customer Code	Invoice Number	Date	Status	User	File Name	Invoice Doc No
16	DEMCON	185571	2012-11-21 16:1...	Sent	taniab	.185571201211211619.csv	

Double click on a message in the pop up screen to view the content of the CSV file.



```

EDICode, InvoiceNo, InvDate, BillNumber, Currency, TtInvAIGST, TtInvAEGST, TtInvGST, JobNumber, CostCode, CCA
"DEMCON", 185571, 21/11/2012, "", "AUD", 10.00, 10.00, 0.00, 3002198, AA
    
```

Debtors Ageing

The Debtors Ageing Screen allows users to view any Debtors' Aged Trial Balance. It includes money owing in various time periods along with Terms and Payment information for that Debtor.

Debtors Details - EXPEDIENT DEVELOPMENT

File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Total Items Open Items All Invoices Cash Receipts Client Details Collection Notes Doc's

Debtors Ageing

Customer Details

Customer Code **DEMCON** DEMONSTRATION COMPANY Contact **SCOTT CRAVEN**
 Phone **03123456789** Fax **012345678901234**
 Email **scottc@test.com.au**

Terms & Payment Information

Disbursement Terms **0** Days Last Pay Date **18/04/2013**
 Avg. Disbursement Payment **257** Days On A/C **33158742.40**
 Final Terms **0** Days Account Control **560035.0**
 Avg. Finals Payment **379** Days

Current Disbursements

	Current	7 Days	14 Days	21+ Days
Disbursement	0.00	0.00	135.00	54546.92

Disbursements & Finals

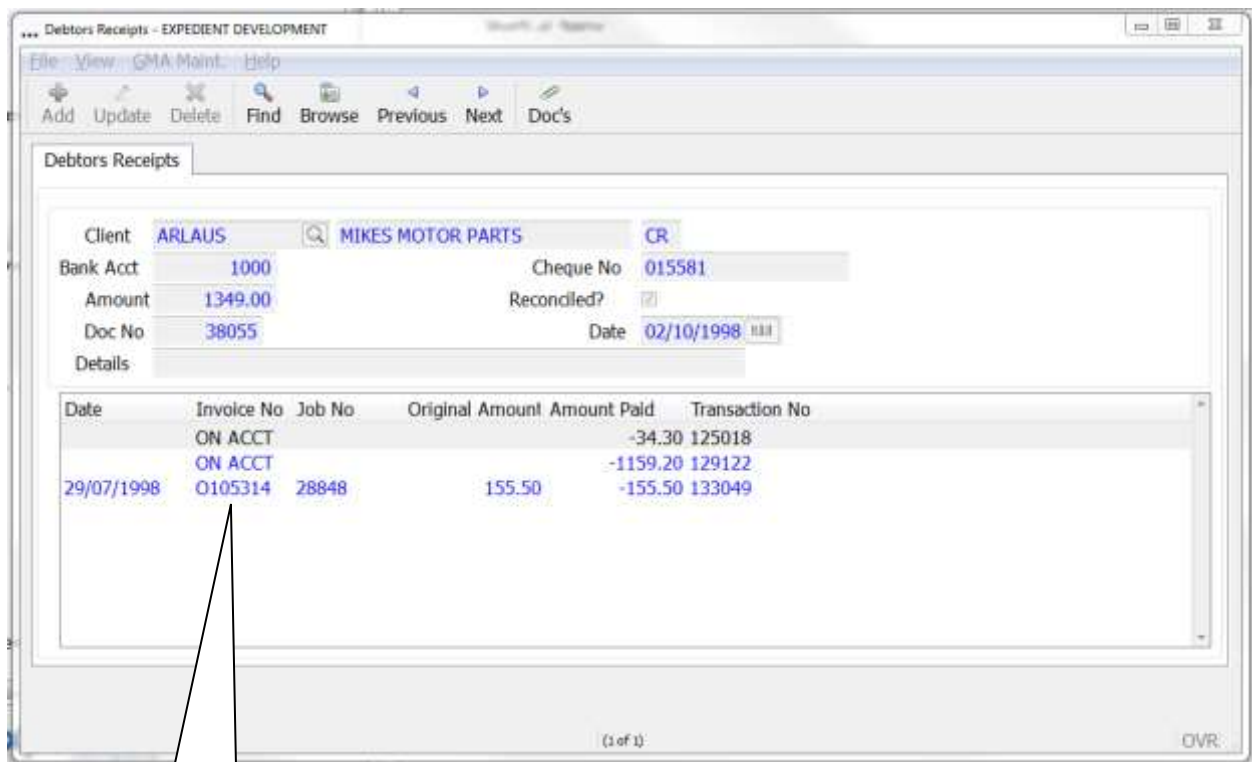
	Current	30 Days	60 Days	90+ Days	Total
Disbursement	135.00	880.00	56.82	53610.10	54681.92
Finals	9.00	834.65	1028.96	1876.41	3749.02
Total	144.00	1714.65	1085.78	55486.51	33217173.34

Action

(1 of 1) OVR

Debtors Receipts

The Debtors Receipts or Cash Receipts Screen displays the Cash Receipt transaction against a customer and invoice.



Debtors Receipts

Client: **ARLAUS** MIKES MOTOR PARTS CR

Bank Acct: **1000** Cheque No: **015581**

Amount: **1349.00** Reconciled?:

Doc No: **38055** Date: **02/10/1998**



Date	Invoice No	Job No	Original Amount	Amount Paid	Transaction No
	ON ACCT			-34.30	125018
	ON ACCT			-1159.20	129122
29/07/1998	0105314	28848	155.50	-155.50	133049


This is the invoice number that the Customer has paid.
 "ON ACCT" – refers to payment received but not assigned to an invoice number at time of Banking Process

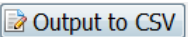
Browse

Use the extended Browse feature in the following screens to create reports on selected creditors and debtors from the following screens

- Debtors Invoices
- Debtors Receipts
- Creditors Invoices

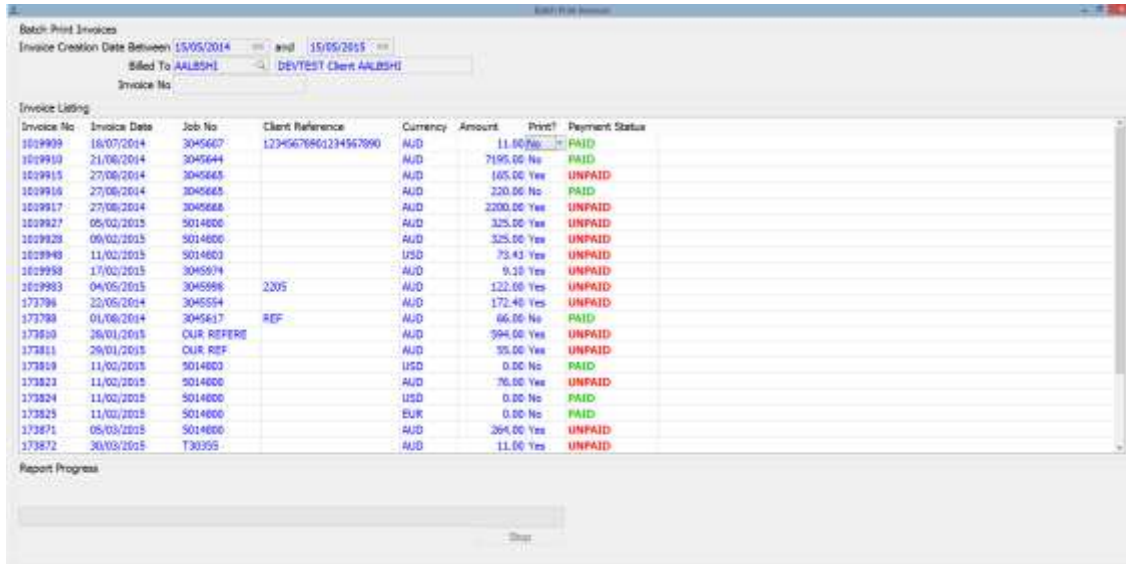
Use the  button to view a list of clients that fulfill your  criteria in these screens.

The  button provides an easy way to restrict the number of customers returned on your search and provides the facility to sort the records in the Browse screen. Move the sliding pointer to adjust the number of records you want to view in the Browse screen. Click on OK. You may get a warning message if you want to view a large number of records. You will now be able to sort the data by clicking on the column headings in the Browse window. One click on the column header sorts A to Z or numbers ascending. Two clicks on the column header sort Z to A or numbers descending.

You can download the sorted data to a .csv file which you can further manipulate in Excel. Click on  to download the .csv file.

Batch Print Debtors Invoices

This option allows users to print multiple invoices for a specified Debtor in one print action.



Invoice No	Invoice Date	Job No	Client Reference	Currency	Amount	Print?	Payment Status
1029999	18/07/2014	3045607	12345678901234567890	AUD	11.00	Yes	PAID
1029999	21/08/2014	3045644		AUD	7195.00	No	PAID
1029915	27/08/2014	3045665		AUD	105.00	Yes	UNPAID
1029916	27/08/2014	3045665		AUD	220.00	No	PAID
1029917	27/08/2014	3045666		AUD	2200.00	Yes	UNPAID
1029927	05/02/2015	5014800		AUD	325.00	Yes	UNPAID
1029928	09/02/2015	5014800		AUD	325.00	Yes	UNPAID
1029949	11/02/2015	5014803		USD	73.43	Yes	UNPAID
1029958	17/02/2015	3045974		AUD	9.18	Yes	UNPAID
1029983	04/05/2015	3045998	2305	AUD	122.00	Yes	UNPAID
173794	22/05/2014	3045554		AUD	172.40	Yes	UNPAID
173798	01/08/2014	3045617	REF	AUD	66.00	No	PAID
173810	28/01/2015	CLR REFERR		AUD	594.00	Yes	UNPAID
173811	29/01/2015	CLR RIF		AUD	35.00	Yes	UNPAID
173819	11/02/2015	5014800		USD	0.00	No	PAID
173821	11/02/2015	5014800		AUD	76.00	Yes	UNPAID
173824	11/02/2015	5014800		USD	0.00	No	PAID
173825	11/02/2015	5014800		EUR	0.00	No	PAID
173871	05/03/2015	5014800		AUD	264.00	Yes	UNPAID
173872	30/03/2015	T30355		AUD	11.00	Yes	UNPAID

Select the date range and the Bill to Debtor. On OK a list of invoices will appear. The Print flag will default to YES if the Payment Status = UNPAID & PART PAID.

You can still use the Print Flag to include the invoices you may want to run as part of the Batch process.

NOTE: The Payment Status information is retrieved from the Payment Status in the Debtors Invoice. (Enquiry Module)

If there is no Payment Status against the Invoice, this means that the Invoice Amount & Balance Owing = 0.00

All-In Charges

Invoices can be set to print an all-inclusive charge on Export Invoices. For example, a debtor can receive an invoice for an export job where all the individual charge lines are summed and displayed against a single freight charge.

All-In Charges Set Up Update the Client Masterfile, Debtor tab. Set the Export All-In Charges (non GST) flag to Yes. Select the account charge code to appear on the debtor invoice. See the Administration User Manual for further details.

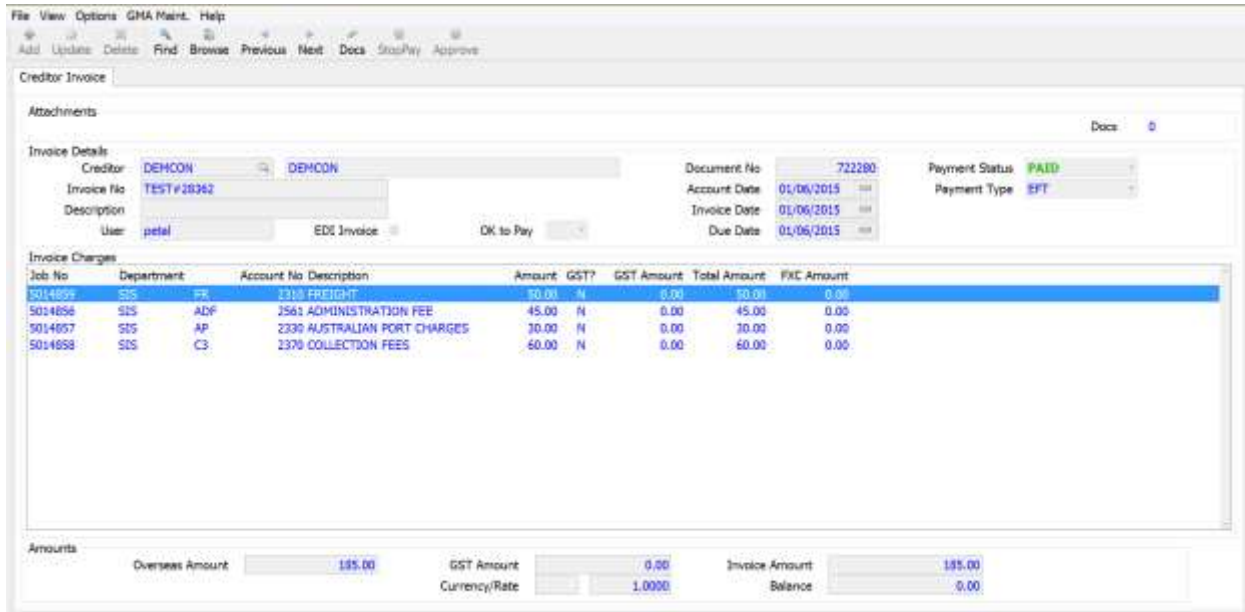
All-In Charges Rules An all-in charge will print on the debtors invoice where the following criteria are met:-

- The client has been set to print an Export All-In Charge to a selected charge code in the Customer Masterfile
- The invoice is for an Export department
- All the charges on the invoice are non-GST. If one or many charges on the invoice include GST the invoice will not show the all-in rate. Expedient will warn the user before printing the invoice.

Creditors Invoices

The Creditors Invoice Screen allows users to view any Invoice received from a creditor that has been posted.

Users can search all fields (except Description and Account Date)



Job No	Department	Account No	Description	Amount	GST?	GST Amount	Total Amount	FXC Amount
5014854	SSS	FR	1310 FREIGHT	50.00	N	0.00	50.00	0.00
5014856	SSS	ADP	2561 ADMINISTRATION FEE	45.00	N	0.00	45.00	0.00
5014857	SSS	AP	2330 AUSTRALIAN PORT CHARGES	30.00	N	0.00	30.00	0.00
5014858	SSS	C3	2370 COLLECTION FEES	60.00	N	0.00	60.00	0.00

Amounts: Overseas Amount: 185.00, GST Amount: 0.00, Invoice Amount: 185.00, Currency/Rate: 1.0000, Balance: 0.00

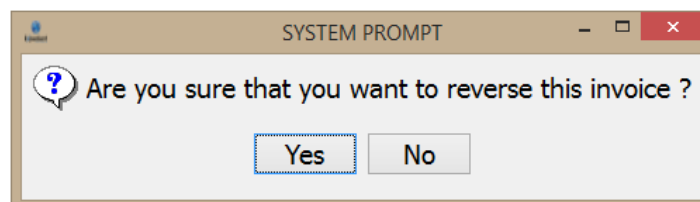
Reverse

This link is positioned in the Options Menu. It permits the user to Reverse the Creditors Invoice.

This link is enabled under the following conditions:

- Payment Status = UNPAID
- OK to Pay = YES
- Invoice raised in Local Currency
- Invoice is not a G/L Creditor Invoice

When the *Reverse* link is selected, the following message is shown:

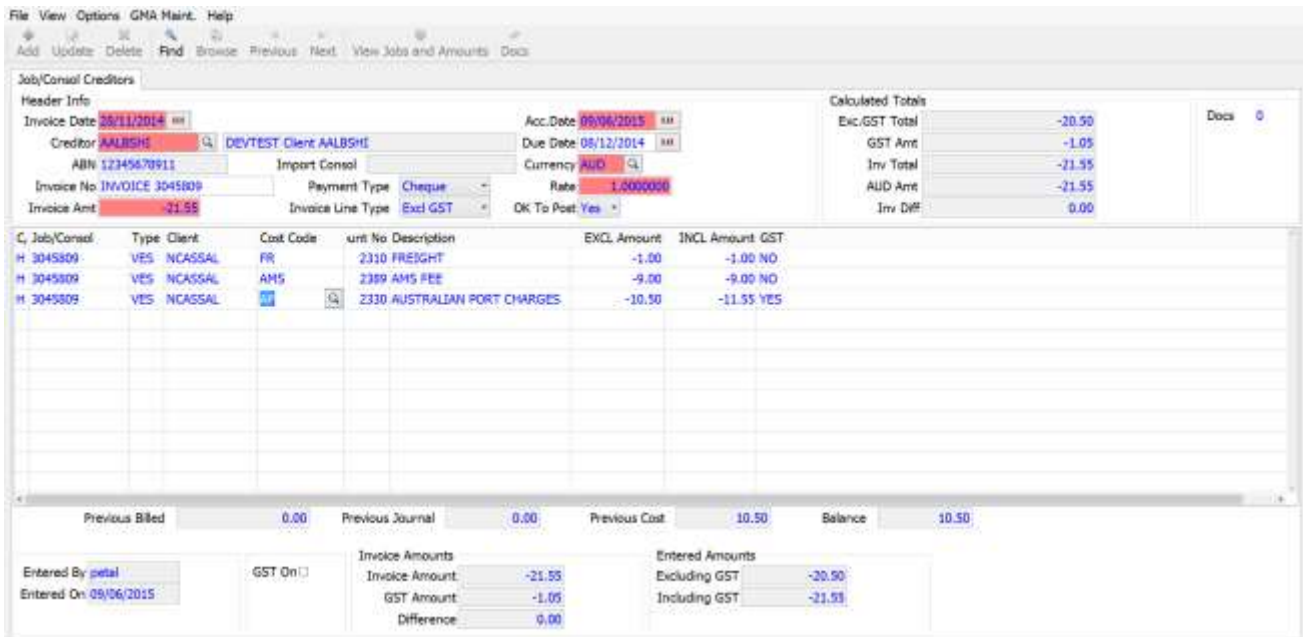


YES – The Creditors Invoice is reversed and the user is directed to the Creditors Invoice Screen and placed in ADD Mode. All the Charge Codes that will be credited is shown as a minus amount. You can then Post the Invoice.

NO – The message is closed and the user is directed back to the Creditors Invoice Screen.

NOTE: You can add additional Charge Codes to the same Invoice in the Debtors Invoice screen. It will then be posted as an Unpaid Invoice for the new charges. The old charges will still be shown as a minus amount.

Please see below screenshot for your reference.

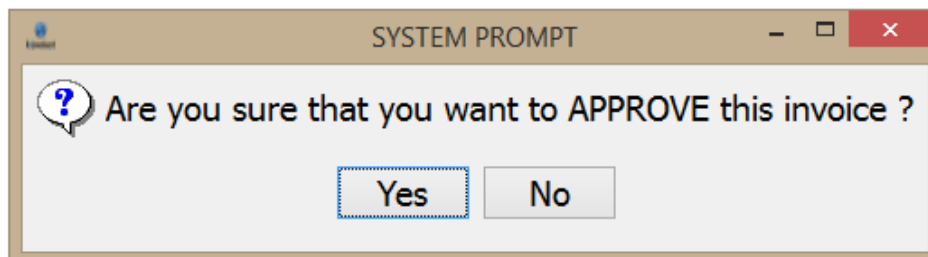


Approve

This button will be enabled under the following conditions:

- *OK to Pay* is Blank OR NO
- Balance does not equal 0.00

When the *Approve* button is selected, the following message is shown:



YES – Changes the status of *OK to Pay* to Yes. The *StopPay* button is then enabled. The *Reverse Invoice* link [Options Menu] is enabled under the Reverse Invoice conditions [mentioned in the Reverse section on Page 17].

NO – The message is closed and the user is directed back to the Creditors Invoice Screen.

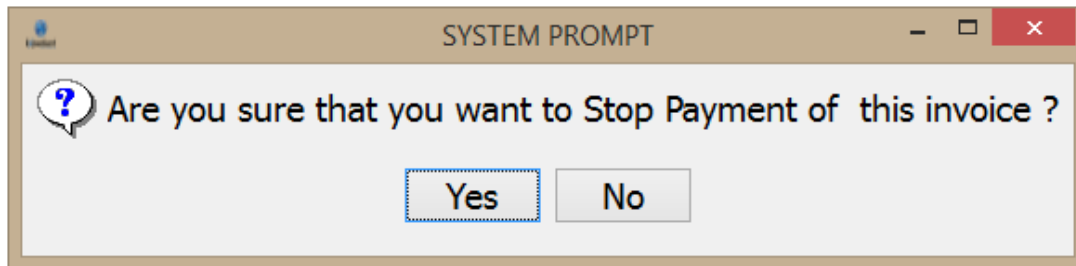
NOTE: You must approve the Creditors Invoice before it can be reversed.

StopPay

This button will be enabled under the following conditions:

- *OK to Pay* = YES
- Balance does not equal 0.00

When the *StopPay* button is selected, the following message is shown:



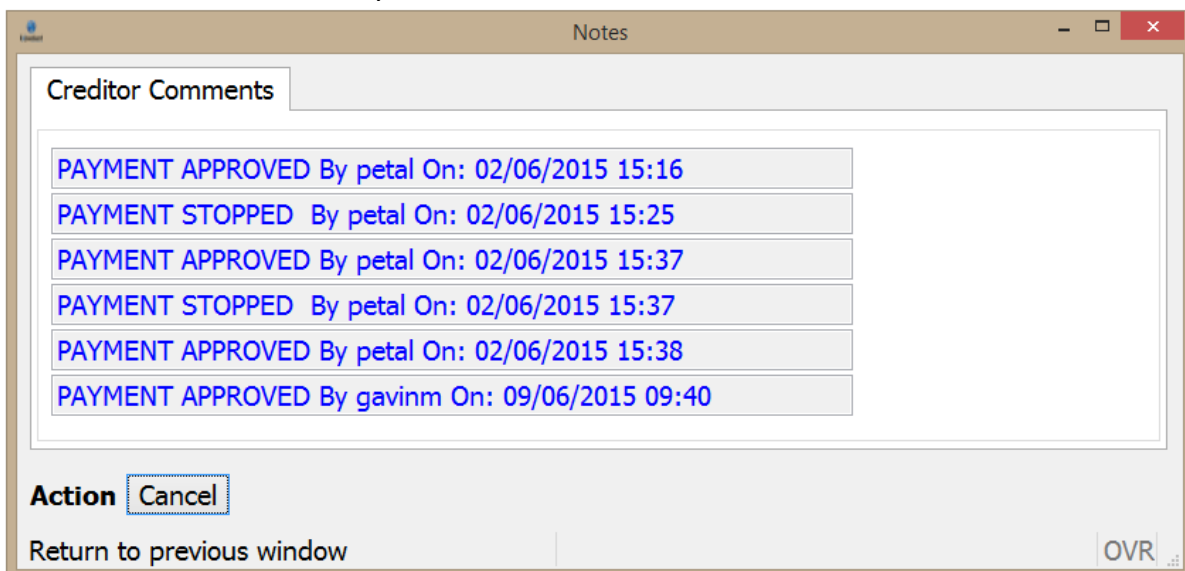
YES – Changes the status of *OK to Pay* to No. The *Approve* button is then enabled. The *Reverse Invoice* link [Options Menu] is disabled.

No – The message is closed and the user is directed back to the Creditors Invoice Screen.

Each time the Approve and StopPay buttons are selected, it logs the first 6 entries in the Creditor Comments [Options Menu].

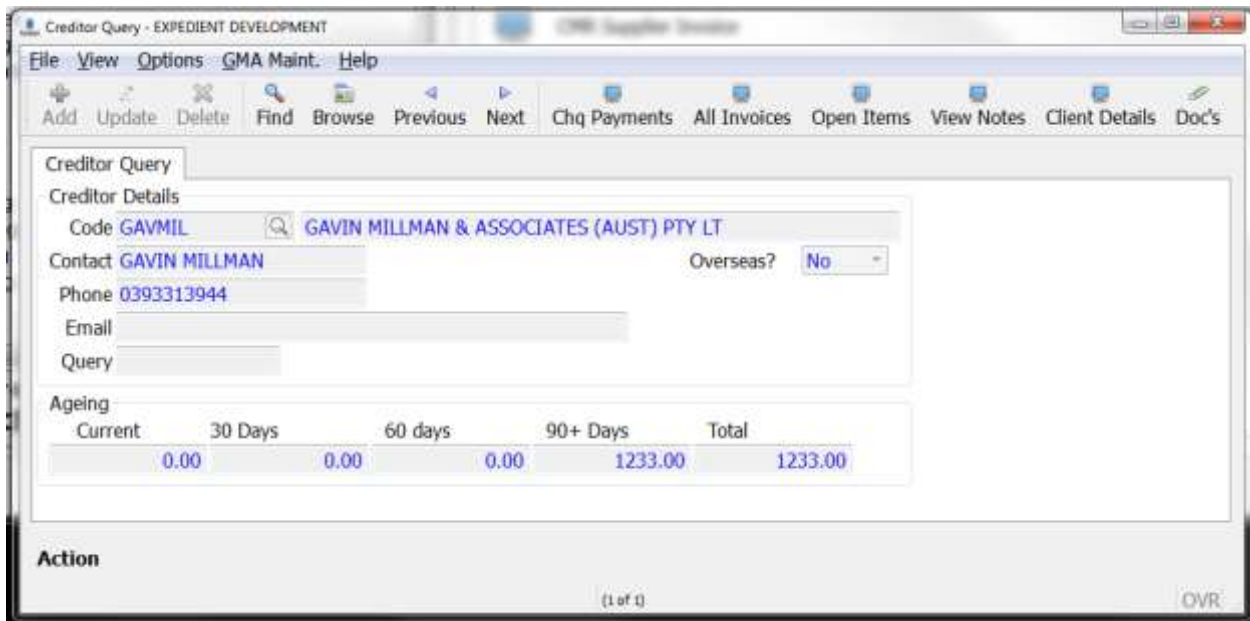
NOTE: Even though the first 6 records are logged, it does not stop the user from continuing to action the Approve and StopPay Buttons.

Please see below screenshot for your reference.



Creditors Ageing

The Creditors Ageing Screen allows users to view any Creditor' Aged Trial Balance. It includes money you owe owing in Current, 30, 60, 90 Days. See Below:



Creditor Query

Creditor Details

Code **GAVMIL** **GAVIN MILLMAN & ASSOCIATES (AUST) PTY LT**

Contact **GAVIN MILLMAN** Overseas? **No**

Phone **0393313944**

Email

Query

Ageing

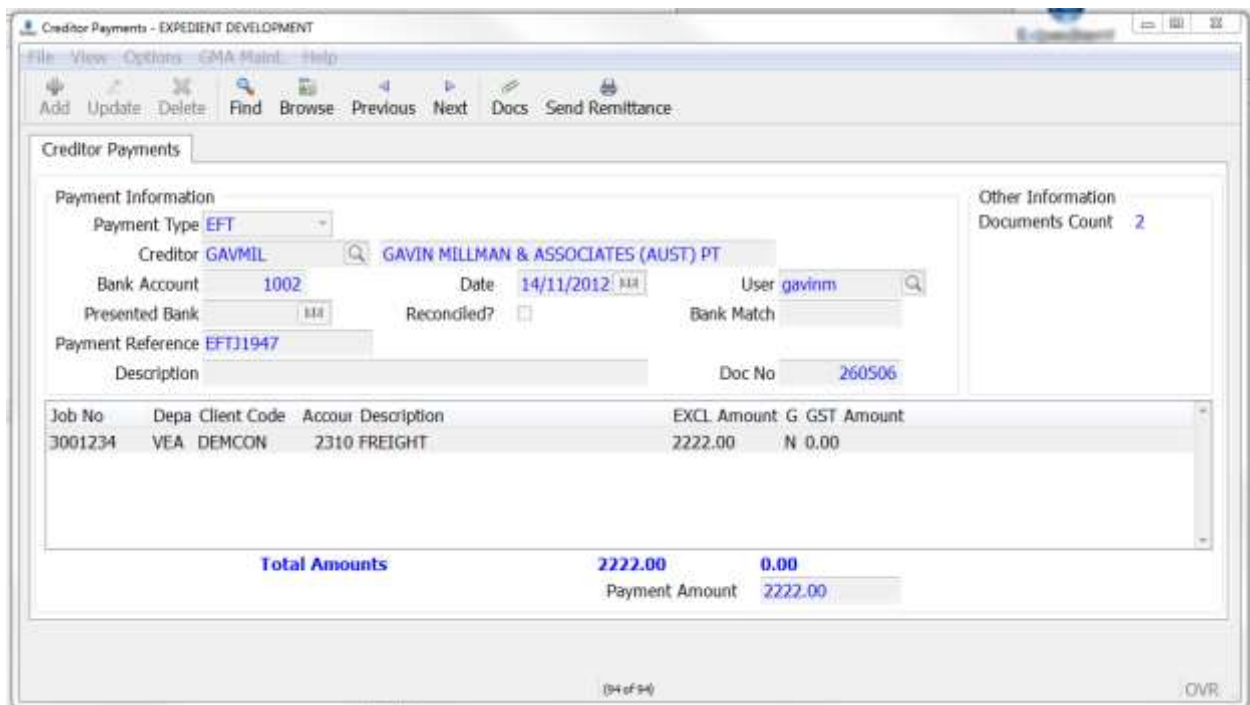
Current	30 Days	60 days	90+ Days	Total
0.00	0.00	0.00	1233.00	1233.00

Action

(1 of 1) OVR

Cheque Payments

The Cheque Payments Screen allows users to view all Cheques entered into Expedient.



Creditor Payments

Payment Information

Payment Type **EFT**

Creditor **GAVMIL** **GAVIN MILLMAN & ASSOCIATES (AUST) PT**

Bank Account **1002** Date **14/11/2012** User **gavinm**

Presented Bank Reconciled? Bank Match

Payment Reference **EFTJ1947** Doc No **260506**

Description

Other Information
Documents Count **2**

Job No	Depa	Client Code	Accour	Description	EXCL Amount	G GST Amount
3001234	VEA	DEMCON	2310	FREIGHT	2222.00	N 0.00

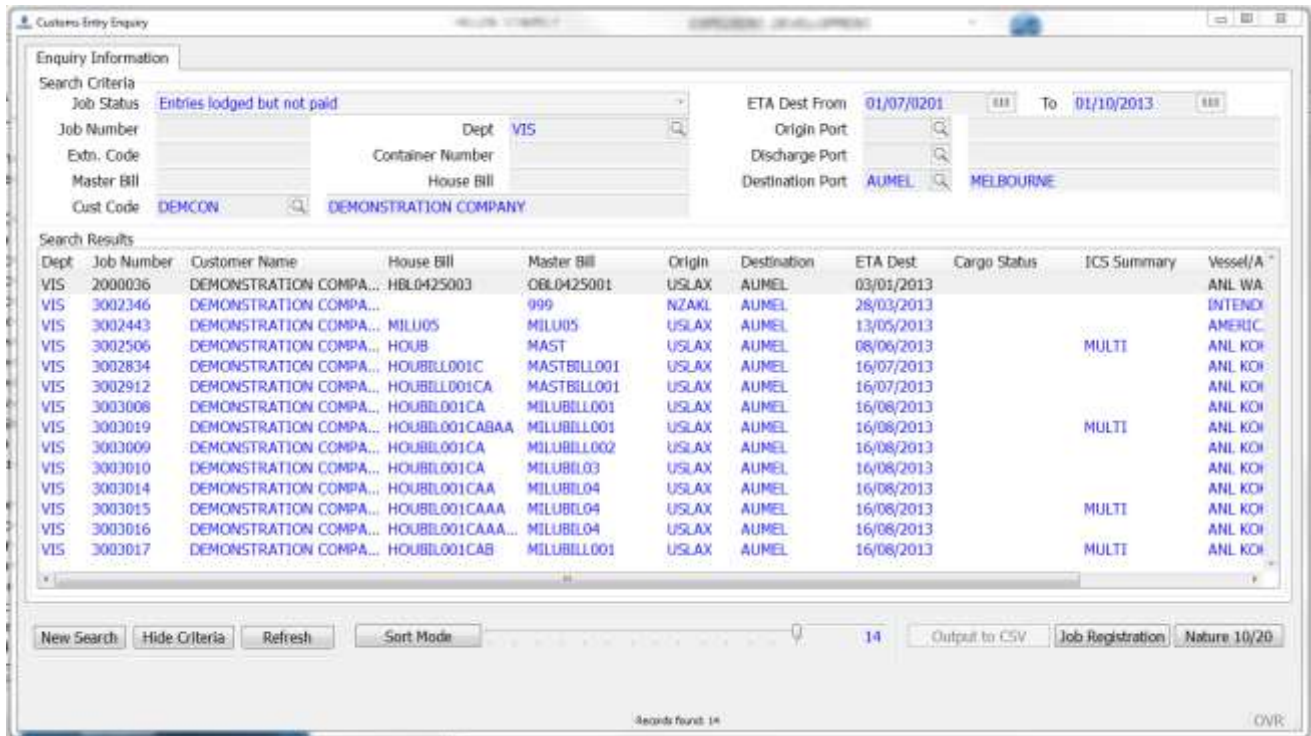
Total Amounts **2222.00** **0.00**

Payment Amount **2222.00**

(14 of 14) OVR

Customs Entry Enquiry

This Enquiry screen provides the ability to search for Customs Entries fitting your search criteria

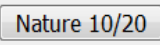
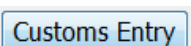


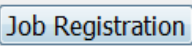
Dept	Job Number	Customer Name	House Bill	Master Bill	Origin	Destination	ETA Dest	Cargo Status	ICS Summary	Vessel/A
VIS	2000036	DEMONSTRATION COMPA...	HBL0425003	OBL0425001	USLAX	AUMEL	03/01/2013			ANL WA
VIS	3002346	DEMONSTRATION COMPA...		999	NZAKL	AUMEL	28/03/2013			INTENDI
VIS	3002443	DEMONSTRATION COMPA...	MILU05	MILU05	USLAX	AUMEL	13/05/2013			AMERIC
VIS	3002506	DEMONSTRATION COMPA...	H0UB	MAST	USLAX	AUMEL	08/06/2013		MULTI	ANL KOI
VIS	3002834	DEMONSTRATION COMPA...	H0UBEL001C	MASTBILL001	USLAX	AUMEL	16/07/2013			ANL KOI
VIS	3002912	DEMONSTRATION COMPA...	H0UBEL001CA	MASTBILL001	USLAX	AUMEL	16/07/2013			ANL KOI
VIS	3003008	DEMONSTRATION COMPA...	H0UBEL001CA	MILUBEL001	USLAX	AUMEL	16/08/2013			ANL KOI
VIS	3003019	DEMONSTRATION COMPA...	H0UBEL001CABAA	MILUBEL001	USLAX	AUMEL	16/08/2013		MULTI	ANL KOI
VIS	3003009	DEMONSTRATION COMPA...	H0UBEL001CA	MILUBEL002	USLAX	AUMEL	16/08/2013			ANL KOI
VIS	3003010	DEMONSTRATION COMPA...	H0UBEL001CA	MILUBEL03	USLAX	AUMEL	16/08/2013			ANL KOI
VIS	3003014	DEMONSTRATION COMPA...	H0UBEL001CAA	MILUBEL04	USLAX	AUMEL	16/08/2013			ANL KOI
VIS	3003015	DEMONSTRATION COMPA...	H0UBEL001CAAA	MILUBEL04	USLAX	AUMEL	16/08/2013		MULTI	ANL KOI
VIS	3003016	DEMONSTRATION COMPA...	H0UBEL001CAAA...	MILUBEL04	USLAX	AUMEL	16/08/2013			ANL KOI
VIS	3003017	DEMONSTRATION COMPA...	H0UBEL001CAB	MILUBEL001	USLAX	AUMEL	16/08/2013		MULTI	ANL KOI

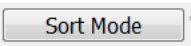
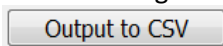
On opening the screen select a Job Status from the pull down list. At least one item of search criteria must be entered.

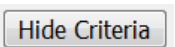
Jobs matching the search criteria will be listed in the Search Results table. The results are automatically listed in ETA Destination order, with the oldest at the top.

AU ONLY: Where Job Status 'Jobs Lodged and Not Paid' is requested no entries will be listed where the entry status is ATD. In the ICS Summary column 'MULTI' indicates that there is more than 1 non-withdrawn entry for the job.

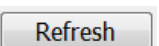
Double click on a row to open the Customs Entry screen for the selected job or use the AU  or the NZ  button when a job is highlighted.

Highlight a row and use the  button to open the Job Registration screen at the selected job.

Use the  button to allow sorting of the results by the column headings in the Search Results table. Once in Sort Mode use the  button to see the results within a spreadsheet.

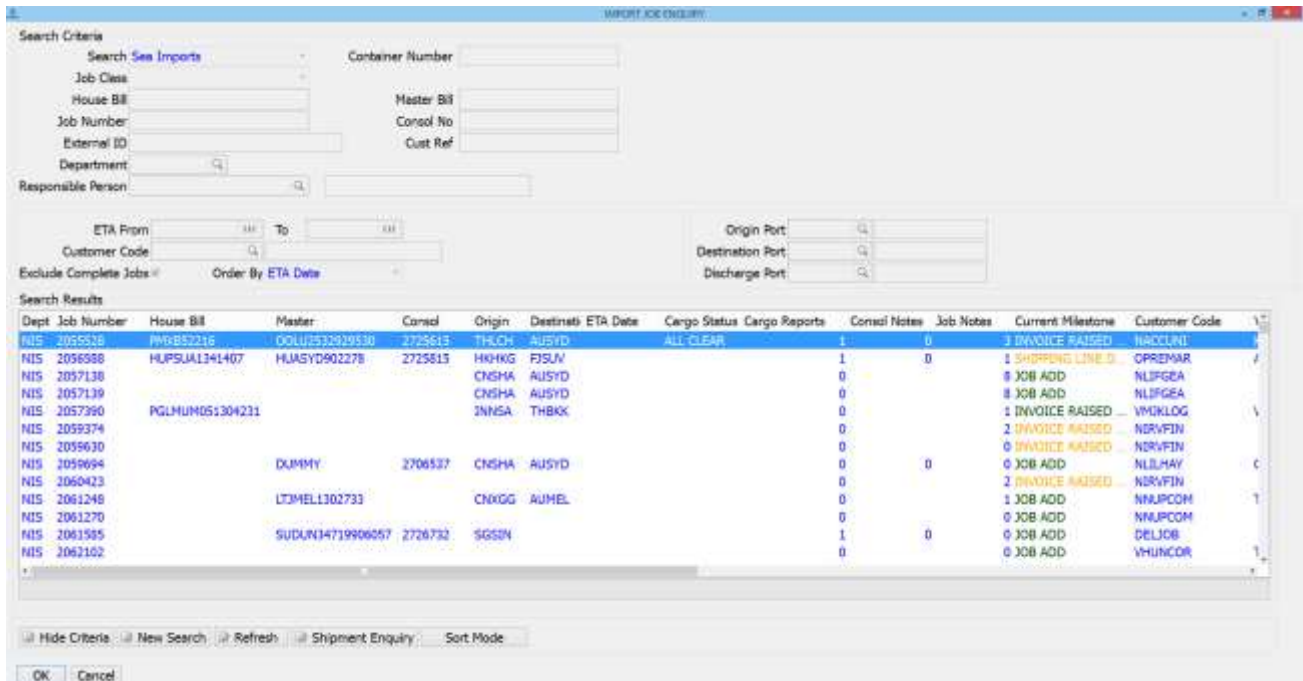
Use the  button to hide the search fields and view more lines of the results.

Use the  button to clear the search criteria and create a new search of Entries.

Use the  button to replay the query for the search criteria on the screen.

Job Tracking

The Job Enquiry Screens for Import and Exports allows users to search for jobs and display important KPI Milestone Dates along with Permit and Clearance Information from 3rd Party Systems.



The screenshot shows the 'IMPORT JOB ENQUIRY' window. It features a search criteria section with fields for Job Class, House Bill, Job Number, External ID, Department, Responsible Person, Container Number, Master Bill, Consol No, and Cust Ref. There are also fields for ETA From/To, Origin Port, Destination Port, and Discharge Port. Below the search criteria is a table of search results with columns: Dept, Job Number, House Bill, Master, Consol, Origin, Destination, ETA Date, Cargo Status, Cargo Reports, Consol Notes, Job Notes, Current Milestone, and Customer Code. The table contains 14 rows of data. At the bottom of the window are buttons for 'Hide Criteria', 'New Search', 'Refresh', 'Shipment Enquiry', 'Sort Mode', 'OK', and 'Cancel'.

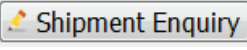
Dept	Job Number	House Bill	Master	Consol	Origin	Destination	ETA Date	Cargo Status	Cargo Reports	Consol Notes	Job Notes	Current Milestone	Customer Code
NIS	2055538	PHKBS2216	00LU2532919530	2725613	THKH	AUSYD		ALL CLEAR		1	0	1 SHIPPING LINE D	OPREMAR
NIS	2056988	HUPSLA1341407	HJASVD902278	2725813	HKHKG	FJSUN				0	0	8 JOB ADD	NLIFGEA
NIS	2057138				CNSHA	AUSYD				0	0	8 JOB ADD	NLIFGEA
NIS	2057139				CNSHA	AUSYD				0	0	1 INVOICE RAISED	VNKLOG
NIS	2057390	QGLHUM051304231			INNSA	THBK				0	0	2 INVOICE RAISED	NBRVFIN
NIS	2059374									0	0	0 INVOICE RAISED	NBRVFIN
NIS	2059630									0	0	0 INVOICE RAISED	NBRVFIN
NIS	2059694		DUMMY	2706537	CNSHA	AUSYD				0	0	0 JOB ADD	NLJHAY
NIS	2060423									0	0	2 INVOICE RAISED	NBRVFIN
NIS	2061246		LTJHEL102733		CNKGG	AUMEL				0	0	1 JOB ADD	NHJPCOM
NIS	2061270									0	0	0 JOB ADD	NHJPCOM
NIS	2061585		SUDUN14719906057	2726732	SGSSN					1	0	0 JOB ADD	DELJOB
NIS	2062102									0	0	0 JOB ADD	VHUNCOR

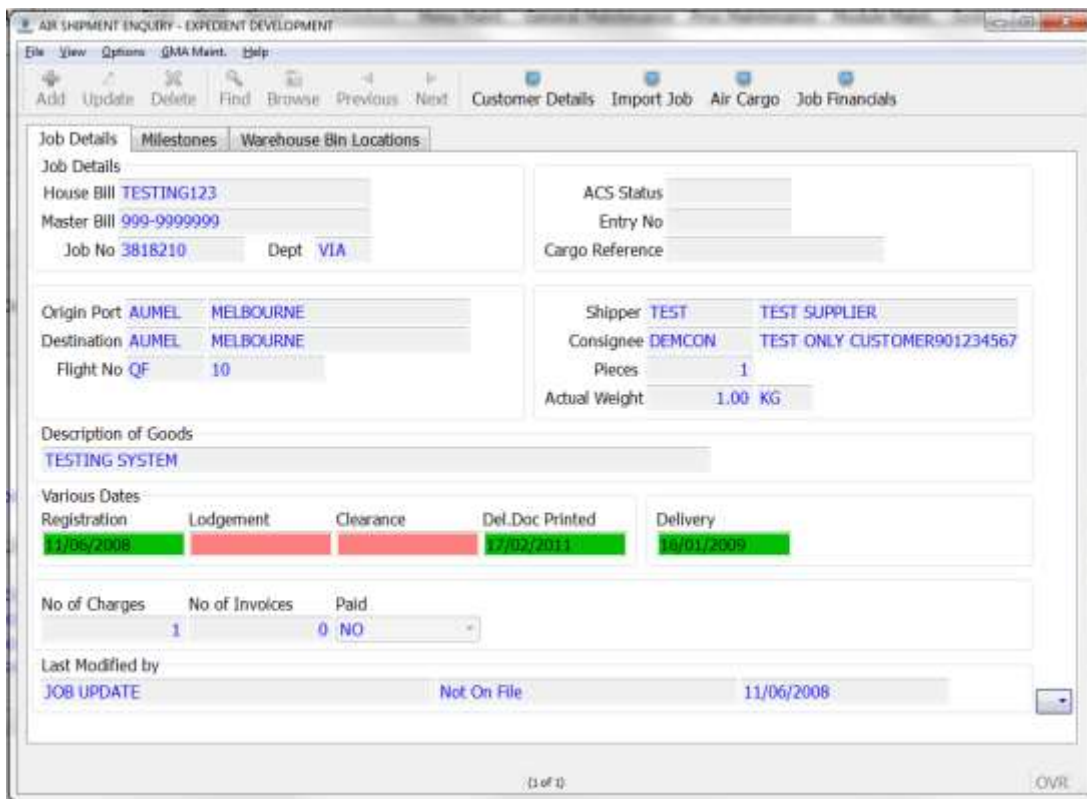
Use the **Sort Mode** button to allow a sort on the column headings. Once in Sort Mode use the **Output to CSV** button to see the results within a spreadsheet.

Use the **Hide Criteria** button to hide the search fields and view more lines of the results.

Use the **New Search** button to clear the search criteria and create a new search of Entries.

Use the **Refresh** button to replay the query for the search criteria on the screen.

Use the  button to view more status information for the highlighted job (Shipment Enquiry is not available for Domestic Jobs).



This shipment enquiry screen provides further job details in the front tab including important date milestones relating to imports or exports. If the accounting module is used at your site invoice information is also visible. The user who created the last action on the job can be seen for easy

reference. Click on the  toolbar button for further accounting information for the job.

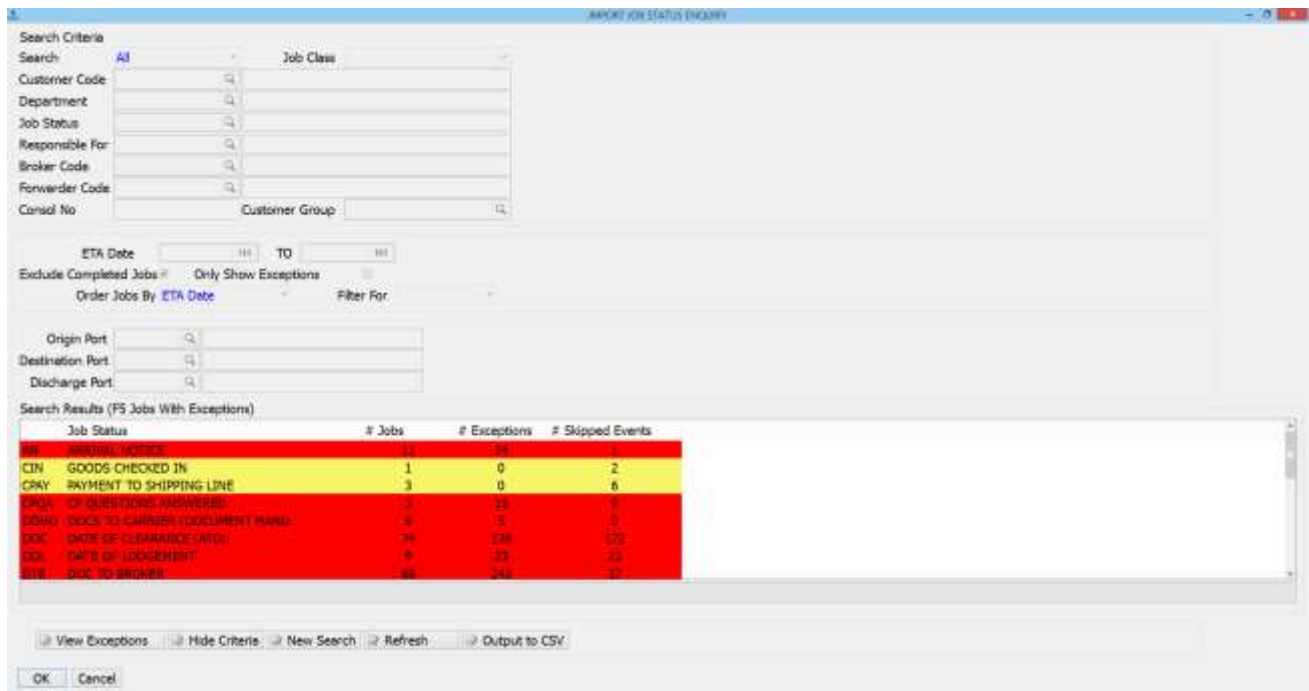
Go to the Milestones tab available in the Import Shipment Enquiry screen to view the history of actions on the job.

For Air Imports where the Warehouse module is used go to the Warehouse Bin Locations tab to view the current location for the goods and a history of the movements into and out of Bin Locations.

Job Status Enquiry

Search Screen

The Job Status Enquiry screen allows users to search jobs and returns a list of Job Status and Exceptions that need attention. Any line that appears in red contains at least one exception that needs to be attended to. For more information on configuring Milestones please contact GMA Support.



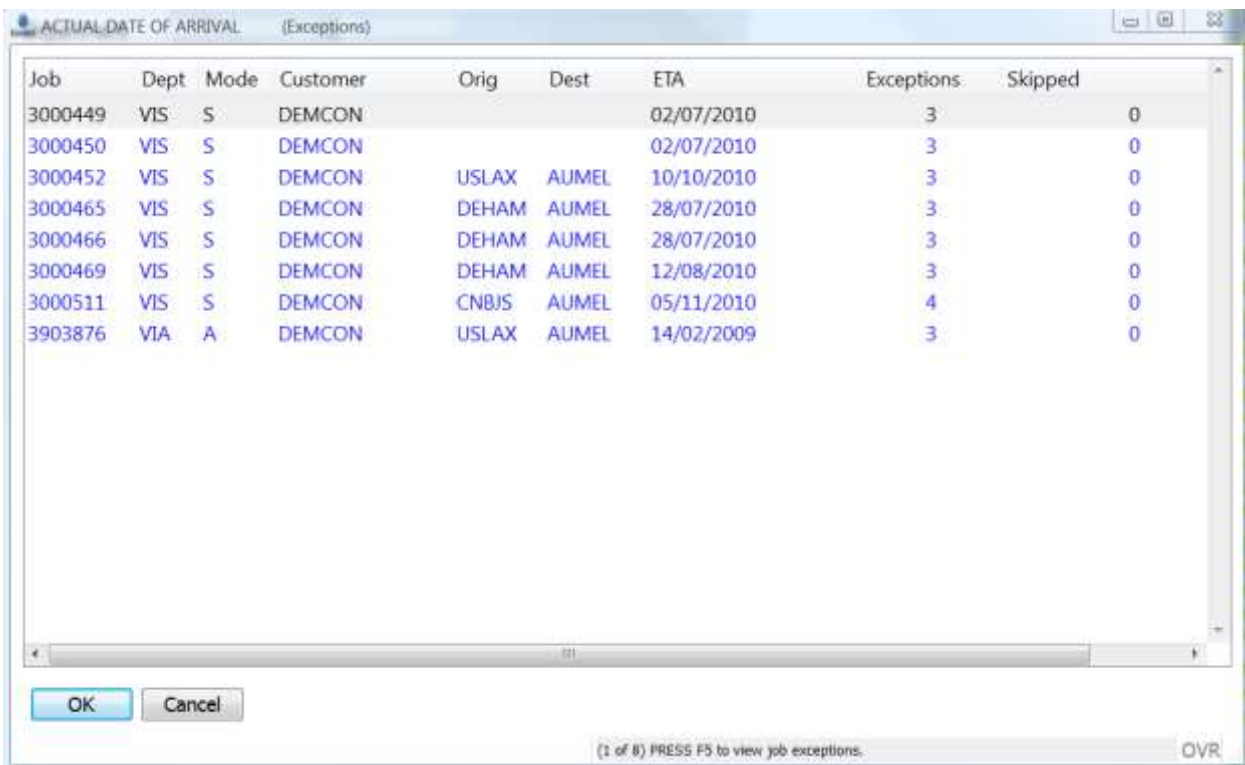
The screenshot shows the 'JOB STATUS ENQUIRY' search screen. It includes search criteria fields for Customer Code, Department, Job Status, Responsible For, Broker Code, Forwarder Code, and Consol No. There are also filters for ETA Date, Exclude Completed Jobs, and Order Jobs By. The search results table shows the following data:

Job Status	# Jobs	# Exceptions	# Skipped Events
RR - BOOKING NOTICE	13	26	1
CIH - GOODS CHECKED IN	1	0	2
CPAY - PAYMENT TO SHIPPING LINE	3	0	6
DRQ - DP QUESTIONS ANSWERED	3	13	0
DDRD - DOCS TO CARRIER (DOCUMENT HAND)	4	3	0
DDC - DATE OF CLEARANCE (ATD)	24	138	122
DDL - DATE OF LODGEMENT	9	23	23
DBR - DOC TO BROKER	66	243	27

Buttons at the bottom include View Exceptions, Hide Criteria, New Search, Refresh, Output to CSV, OK, and Cancel.

View Exceptions

To view the jobs with exceptions, click on a line that contains at least one exception (in red) and press the F5 button, see below screen:

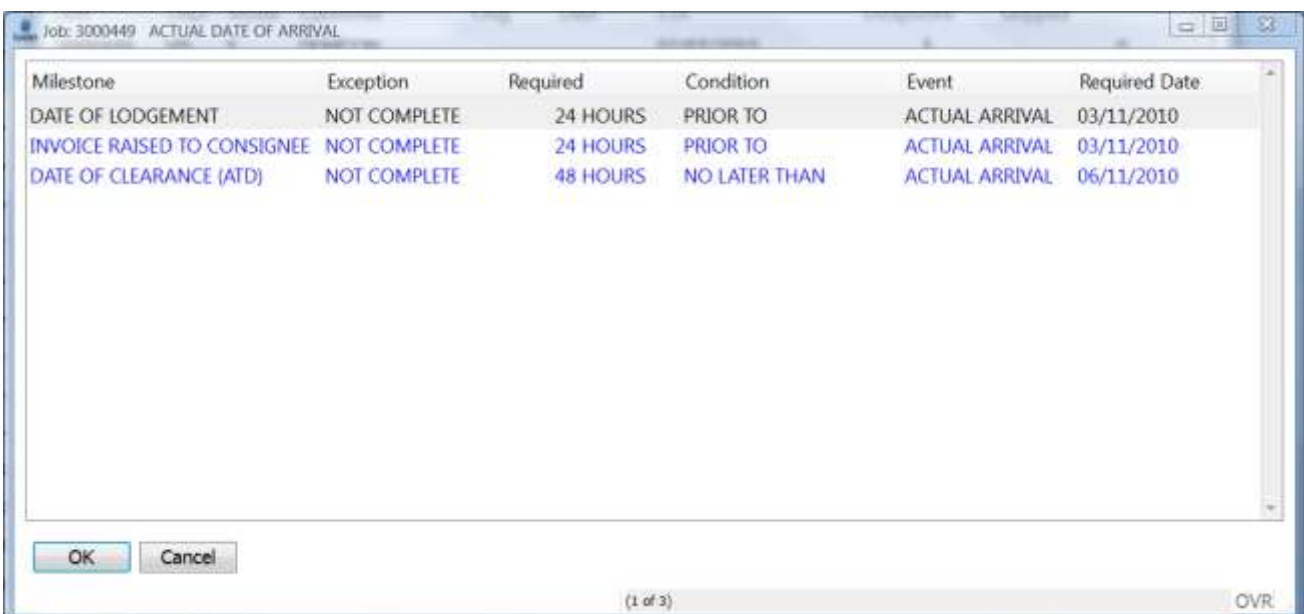


Job	Dept	Mode	Customer	Orig	Dest	ETA	Exceptions	Skipped
3000449	VIS	S	DEMCON			02/07/2010	3	0
3000450	VIS	S	DEMCON			02/07/2010	3	0
3000452	VIS	S	DEMCON	USLAX	AUMEL	10/10/2010	3	0
3000465	VIS	S	DEMCON	DEHAM	AUMEL	28/07/2010	3	0
3000466	VIS	S	DEMCON	DEHAM	AUMEL	28/07/2010	3	0
3000469	VIS	S	DEMCON	DEHAM	AUMEL	12/08/2010	3	0
3000511	VIS	S	DEMCON	CNBJS	AUMEL	05/11/2010	4	0
3903876	VIA	A	DEMCON	USLAX	AUMEL	14/02/2009	3	0

(1 of 8) PRESS F5 to view job exceptions. OVR

To action the job in Exception simply double click on the line to open up the Job Registration screen.

To further drill down on each drop to see what Exception(s) has occurred press the F5 Button again, see below screen:

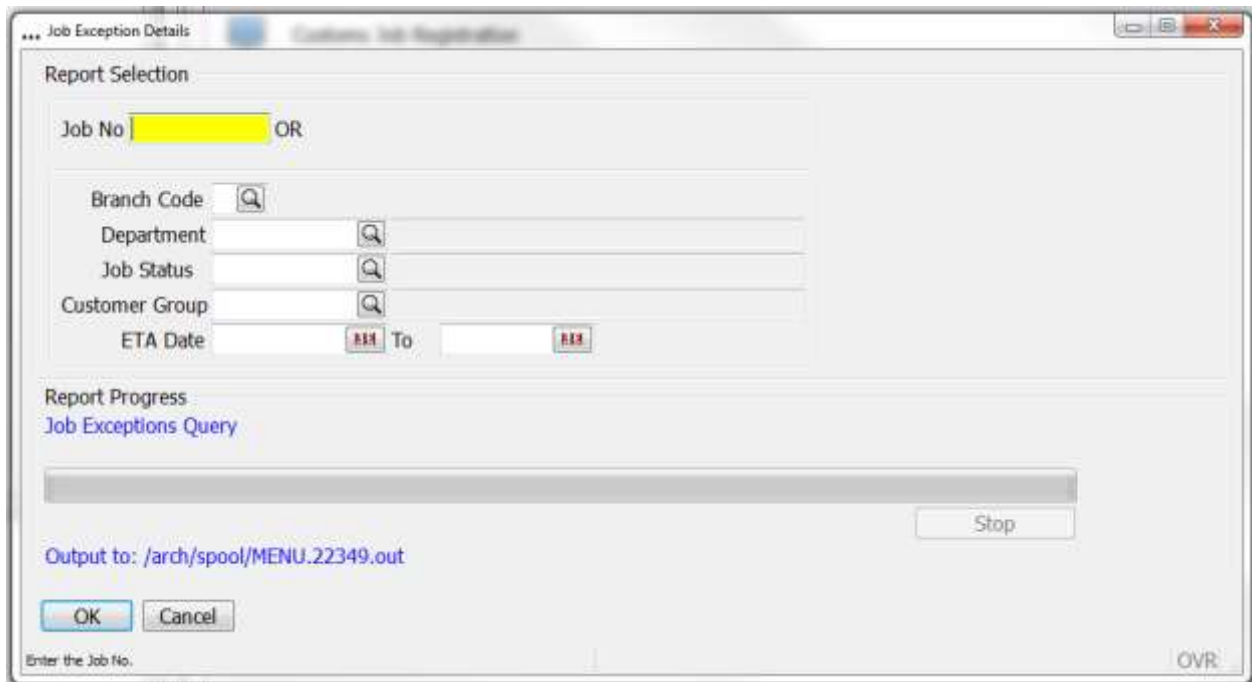


Milestone	Exception	Required	Condition	Event	Required Date
DATE OF LODGEMENT	NOT COMPLETE	24 HOURS	PRIOR TO	ACTUAL ARRIVAL	03/11/2010
INVOICE RAISED TO CONSIGNEE	NOT COMPLETE	24 HOURS	PRIOR TO	ACTUAL ARRIVAL	03/11/2010
DATE OF CLEARANCE (ATD)	NOT COMPLETE	48 HOURS	NO LATER THAN	ACTUAL ARRIVAL	06/11/2010

(1 of 3) OVR

Job Exceptions CSV Reports

The Job Exceptions Reports allow users to run a report based on a Job Number, Department, Job Status and/or ETA Dates. The below screen displays the report filters:

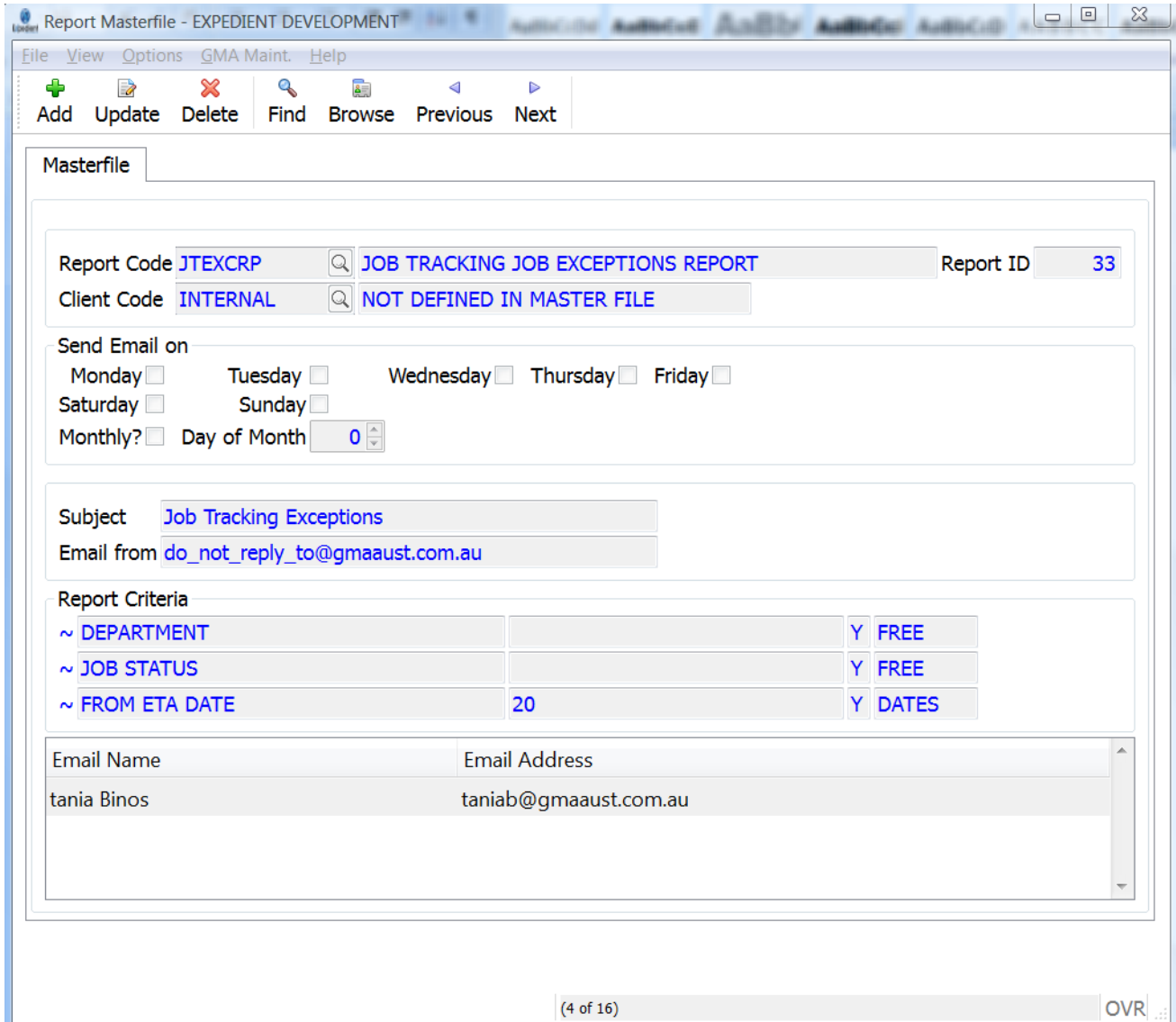


The screenshot shows a dialog box titled "Job Exception Details" with a "Custom Job Registration" button. The "Report Selection" section includes a "Job No" field with a yellow highlight and an "OR" option. Below are search fields for "Branch Code", "Department", "Job Status", and "Customer Group", each with a magnifying glass icon. The "ETA Date" field has a date range selector with "From" and "To" buttons. The "Report Progress" section shows a progress bar and a "Job Exceptions Query" link. Below the progress bar is a "Stop" button. The "Output to:" field shows the path "/arch/spool/MENU.22349.out". At the bottom are "OK" and "Cancel" buttons. A small "OVR" label is in the bottom right corner.

These reports are available for Imports, Exports and Domestic Jobs.

Automatic Job Exceptions Reports

These reports is also available to be run automatically and send directly to an email address. This is accessed via the Main Menu – Automatic Reports. The below screen displays the Import Report Code “JTEXCRP” which is the JOB TRACKING JOB EXCEPTIONS REPORT for imports.



The screenshot shows the 'Report Masterfile - EXPEDIENT DEVELOPMENT' application window. The 'Masterfile' tab is active, displaying the configuration for the report 'JTEXCRP'. The report code is 'JTEXCRP' and the report name is 'JOB TRACKING JOB EXCEPTIONS REPORT'. The report ID is 33. The client code is 'INTERNAL' and the client name is 'NOT DEFINED IN MASTER FILE'. The 'Send Email on' section is configured for Monday, Tuesday, Wednesday, Thursday, and Friday. The 'Subject' is 'Job Tracking Exceptions' and the 'Email from' address is 'do_not_reply_to@gmaaust.com.au'. The 'Report Criteria' section shows three criteria: 'DEPARTMENT' (Y FREE), 'JOB STATUS' (Y FREE), and 'FROM ETA DATE' (Y DATES) with a value of 20. The 'Email Name' is 'tania Binos' and the 'Email Address' is 'taniab@gmaaust.com.au'. The status bar at the bottom indicates '(4 of 16)' and 'OVR'.

The Export job exception report is EXPJTEXCP.