Volume
9

Expedient User Manual – Query Module

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

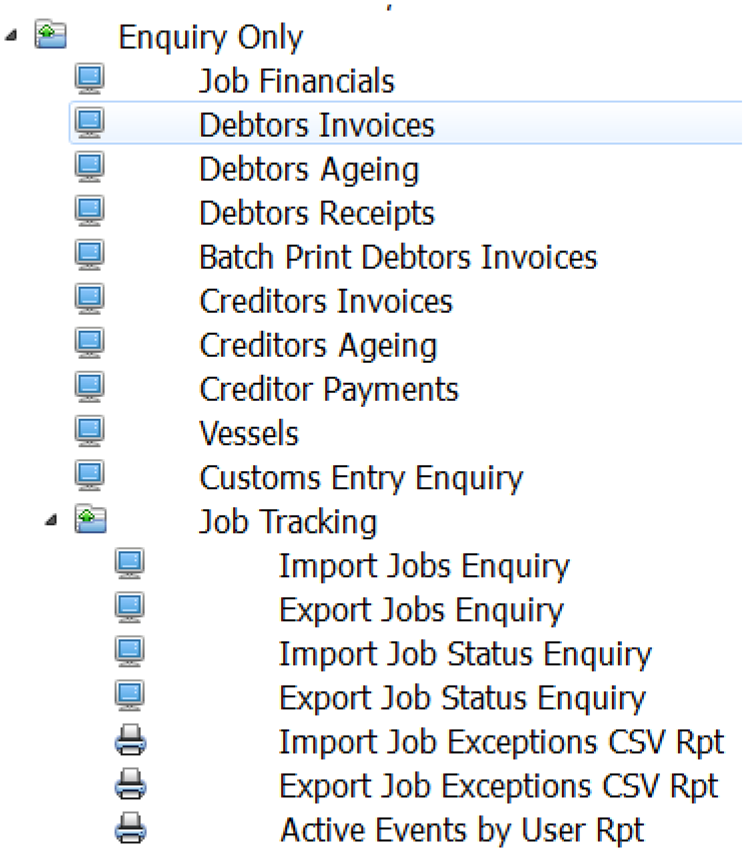
Table of Contents

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

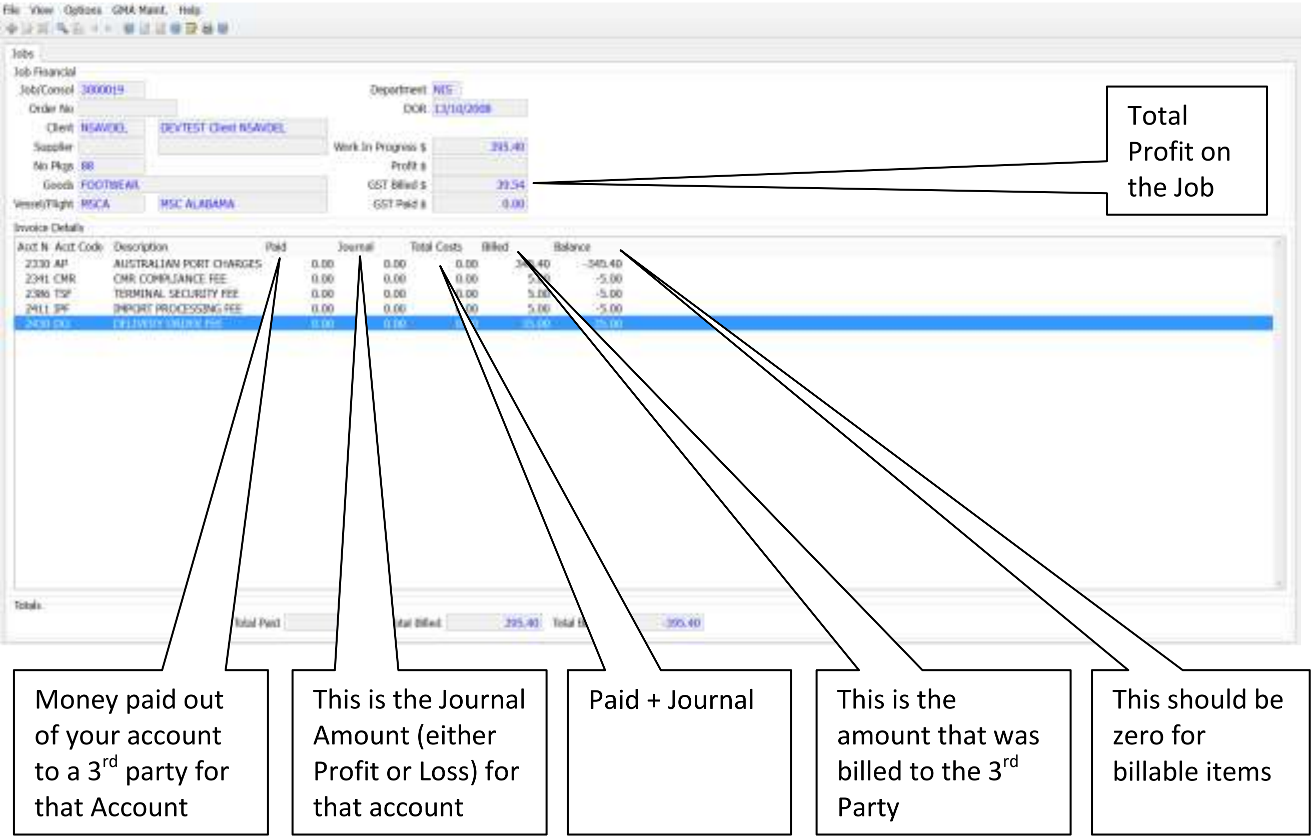
After you have logged in, click on the Enquiry Only Folder. Doing this will display the following Functions.



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:

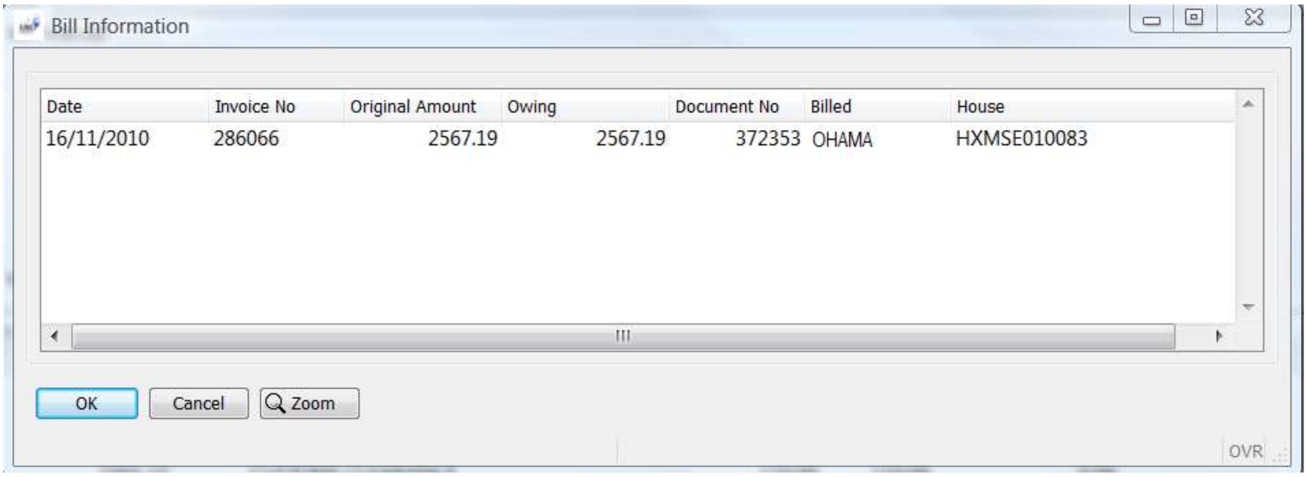


The Job Financial Screen allows users to view the following additional information:

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

Bill Information

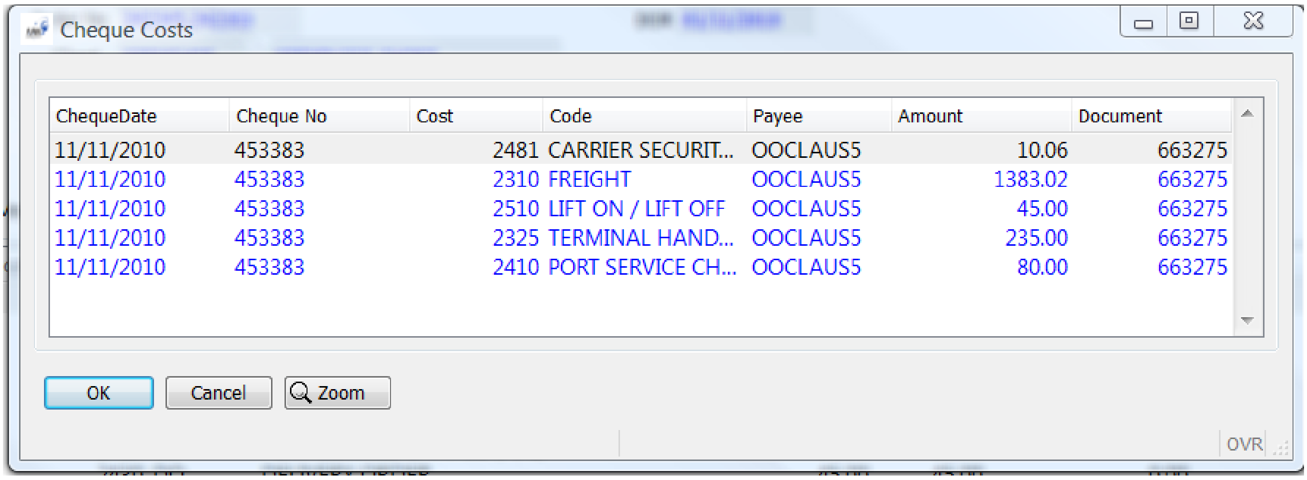
Once the user has found a Job Number or Consol Number they have the option to view the Bill Information via Options or the Bill Information Button. The below screen displays the Debtors Invoice(s) that have been created against the job.



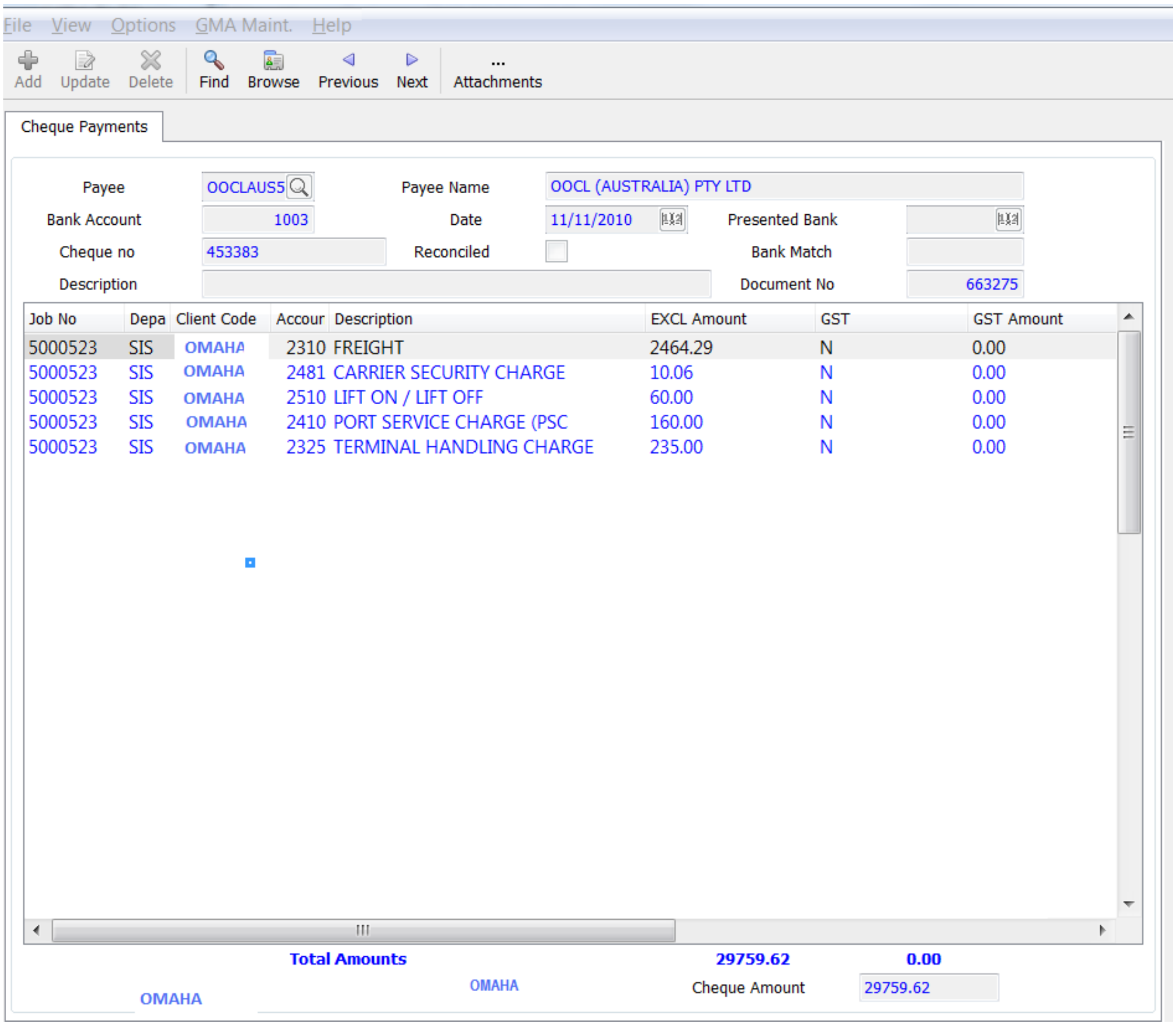
The above screen allows the users to Zoom on the highlighted Invoice which will open the Debtors Invoice Screen where they can view the Debtors Invoice.

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.

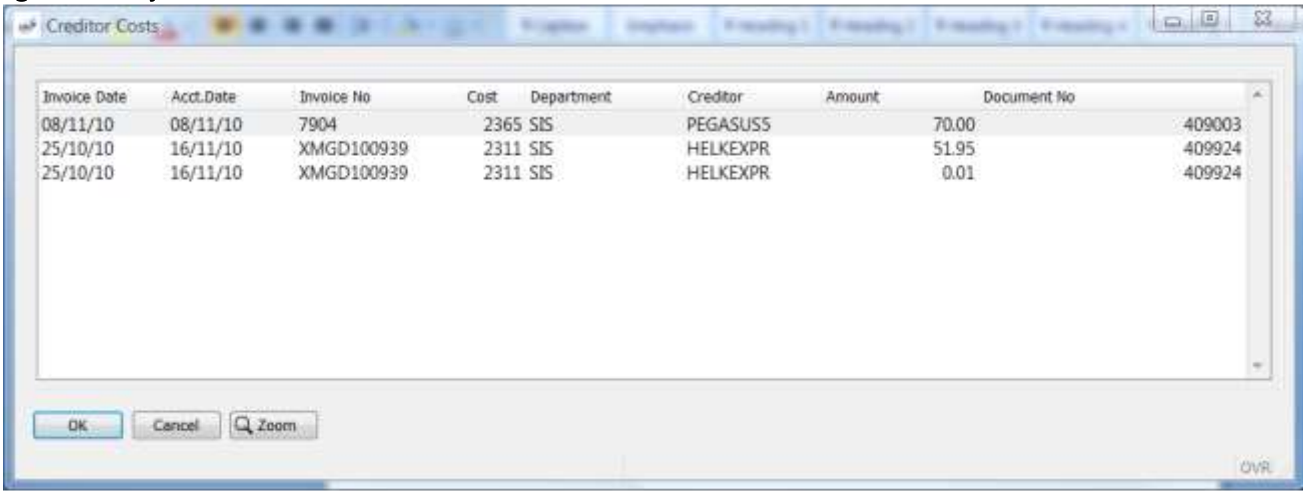


The user can highlight the Cheque Number line and click the Zoom Button which will direct them to the Cheque Payments Screen with a list of all Cheque Payments made to the Payee on the Job/Consol. See below:



Creditor Costs (Creditor Invoices)

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

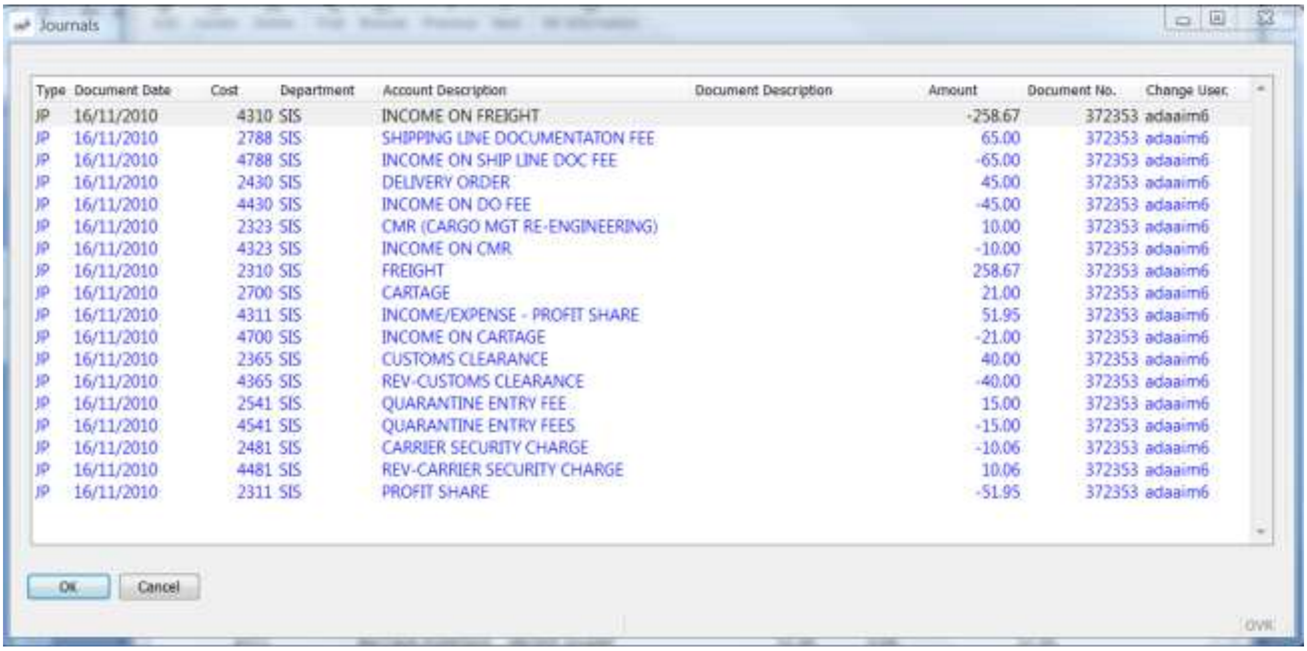


Invoice Date	Acct.Date	Invoice No	Cost	Department	Creditor	Amount	Document No
08/11/10	08/11/10	7904	2365	SIS	PEGASUS5	70.00	409003
25/10/10	16/11/10	XMGD100939	2311	SIS	HELKEXPR	51.95	409924
25/10/10	16/11/10	XMGD100939	2311	SIS	HELKEXPR	0.01	409924

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

Journals

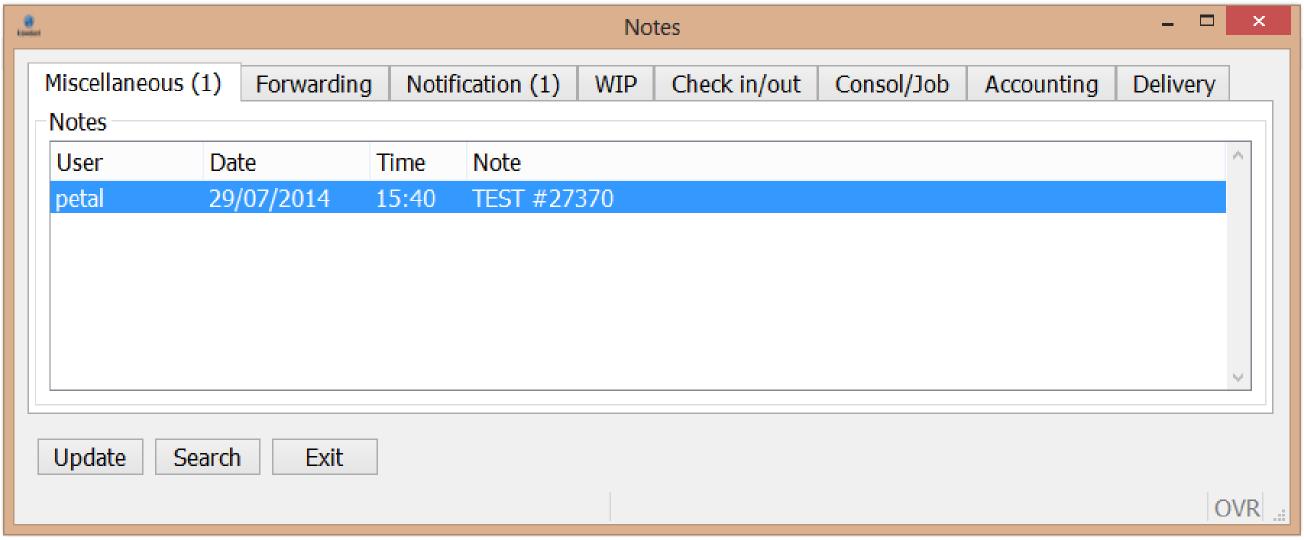
The Journal information is available in Options. This screen allows users to view any Journal Entries that have been created and posted that were applied to the Job.



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

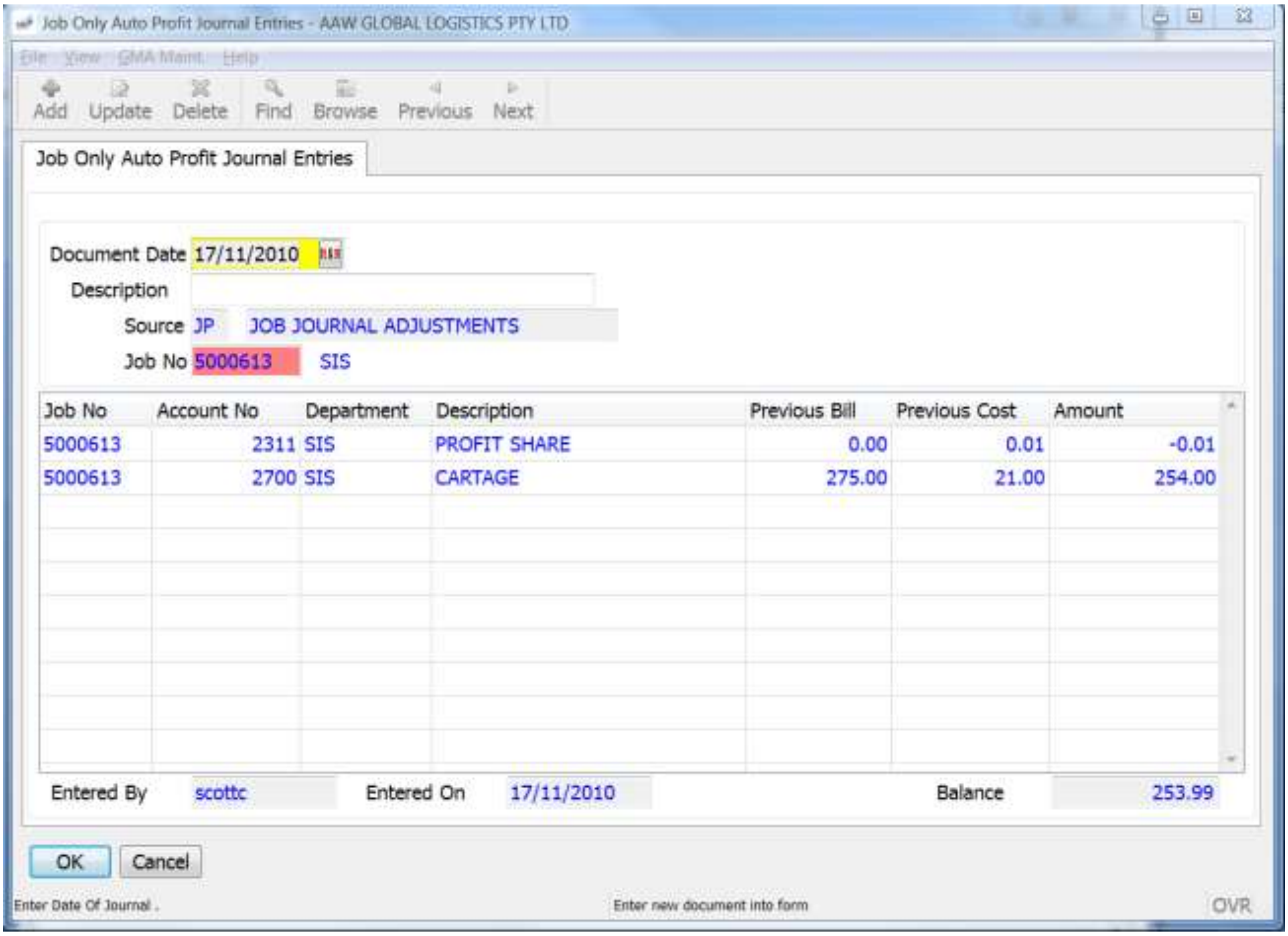
Notes

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 journalling 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

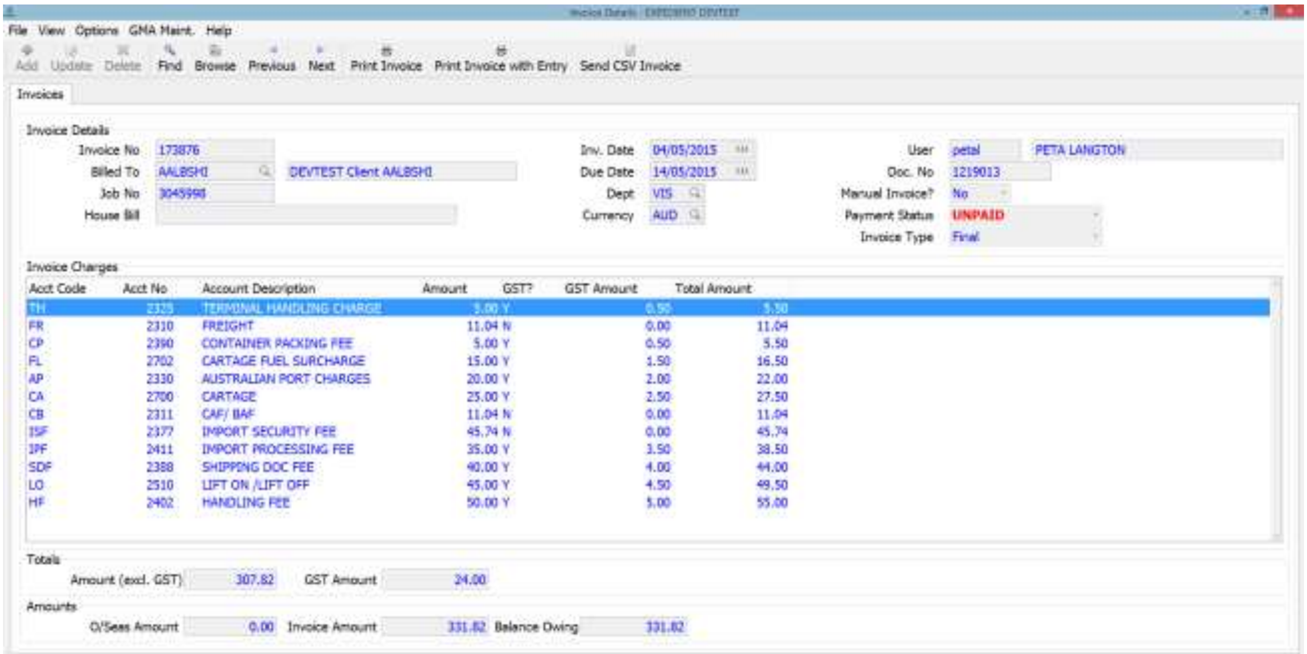
This function allows the user to attach supporting documents to the Job No or Consol No in the Job Financial Screen.

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.


File View Options GMA Maint. Help

Add Update Delete Find Browse Previous Next Print Invoice Print Invoice with Entry Send CSV Invoice

Invoices

Invoice Details

Invoice No 173876 | Inv. Date 04/05/2015 | User petal PETA LANGTON

Billed To AALBSHI DEVTEST Client AALBSHI | Due Date 14/05/2015 | Doc. No 1219013

Job No 3045998 | Dept VIS | Manual Invoice? No

House Bill | Currency AUD | Payment Status UNPAID

Invoice Type Final

Invoice Charges

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	2330	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
SDF	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

Totals

Amount (excl. GST) 307.82 GST Amount 24.00

Amounts

O/Seas Amount 0.00 Invoice Amount 331.82 Balance Owing 331.82

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.

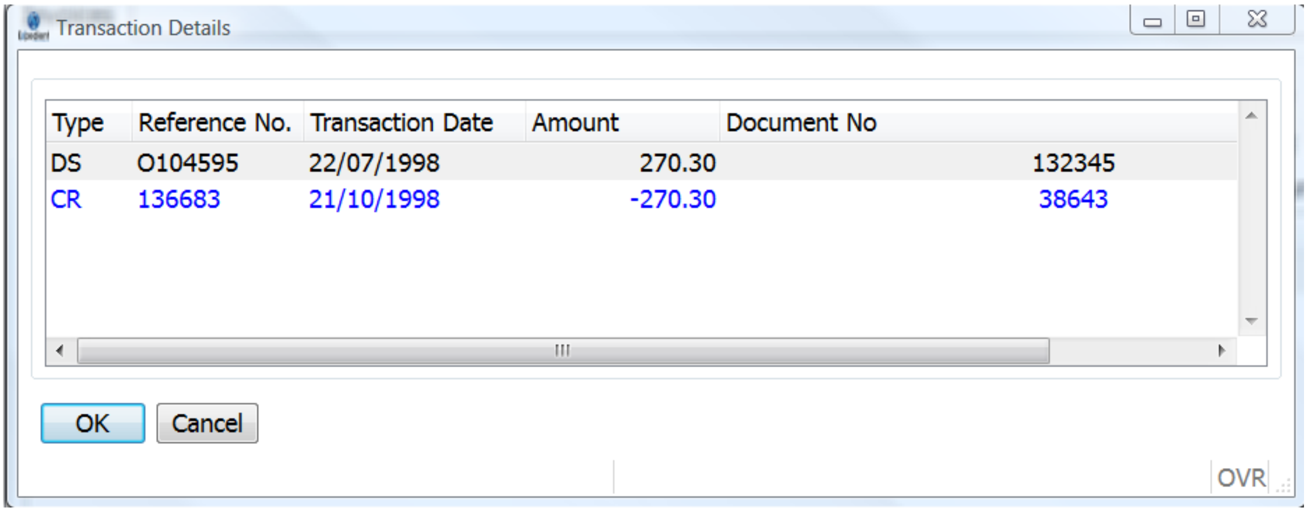
All-In Charges Rules

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:

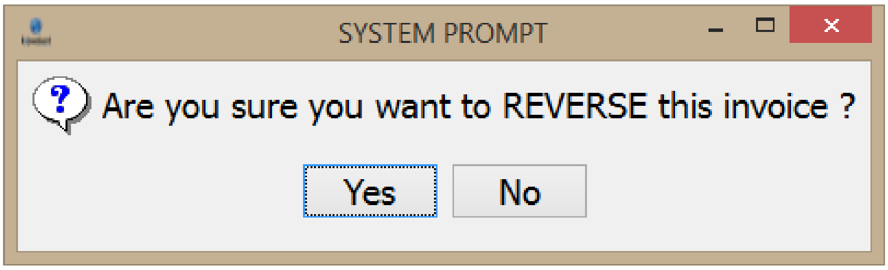


Reverse Invoice

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

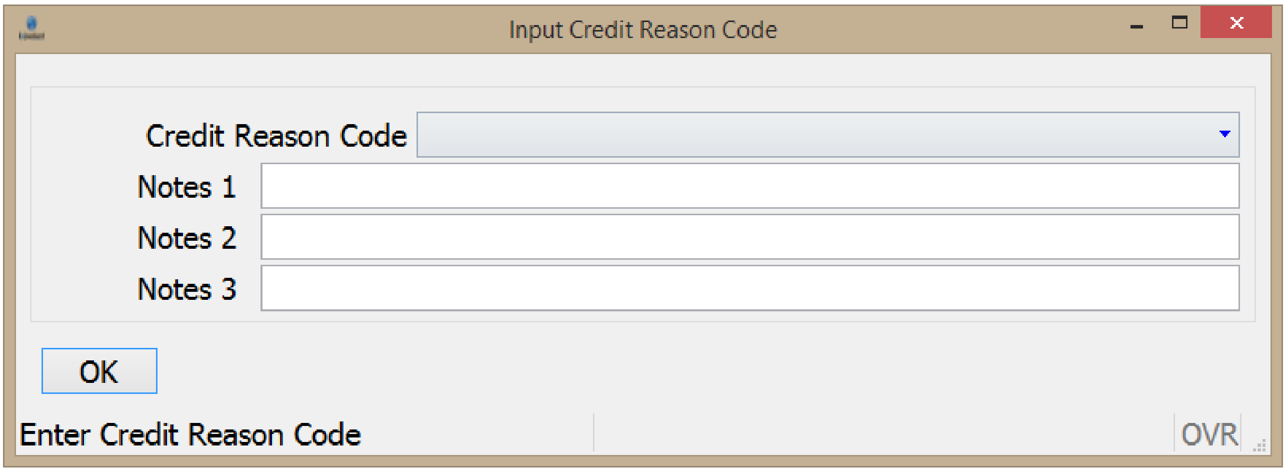
- Payment Status of the Invoice = UNPAID
- Invoice is raised in Local Currency
- Invoice is NOT a Manual Invoice

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.

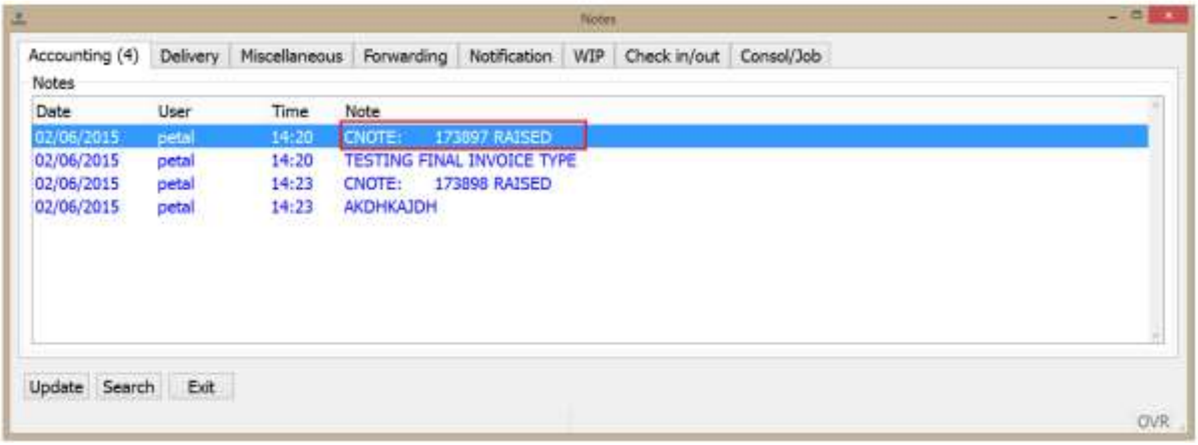


This window outlines the reason you wish to raise the Credit Note against the Invoice and you can add any associated notes.

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.

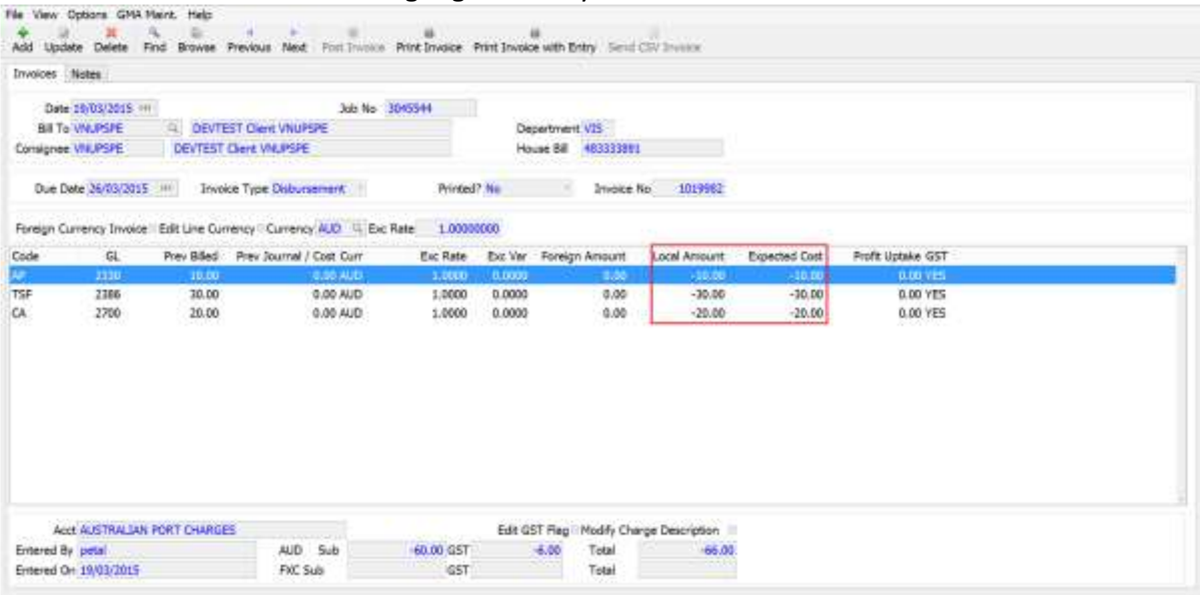
Please see below example for your reference.



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.

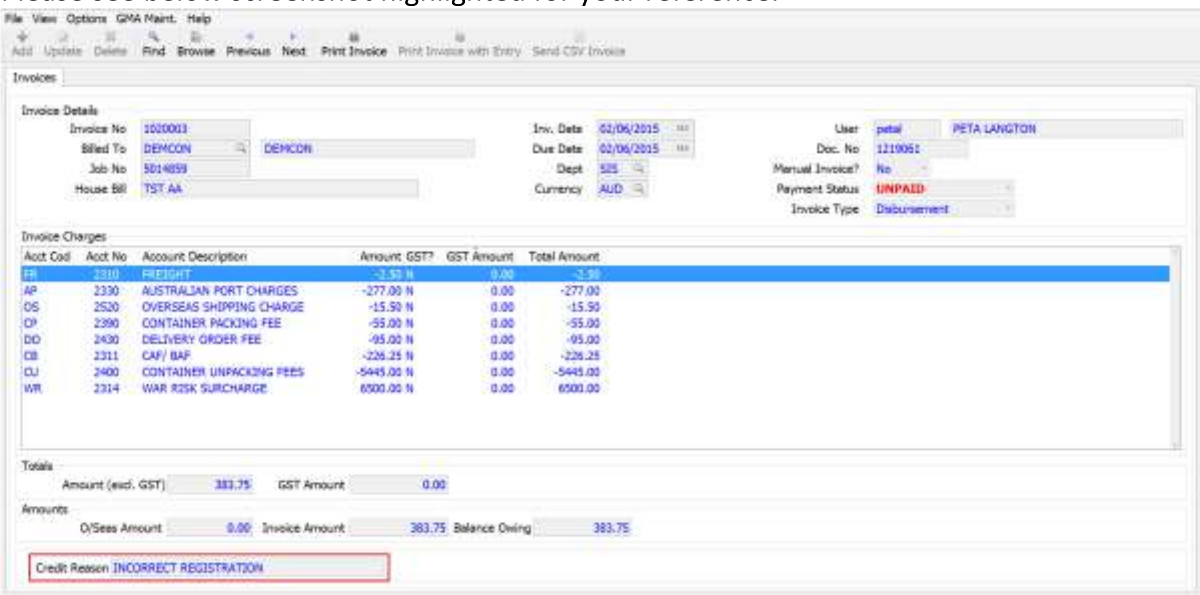
Please see below screenshot highlighted for your reference.



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.

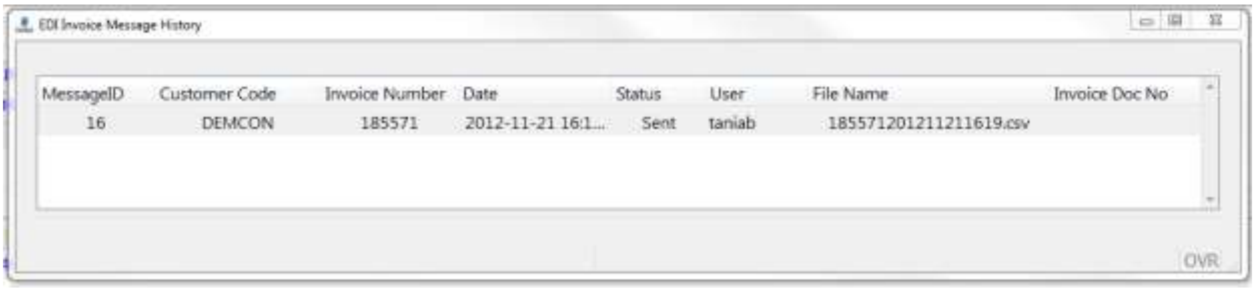


Debtor Invoice EDI

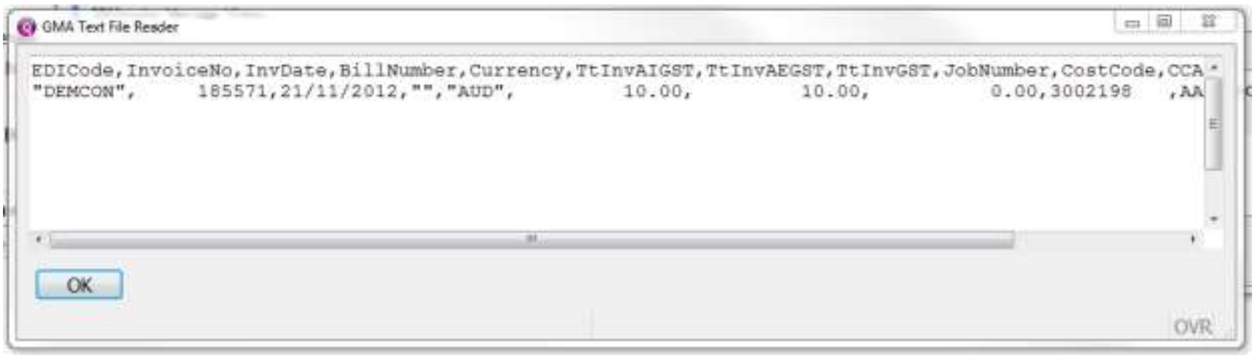
If the Debtor has been set to receive invoices by EDI in the Customer Masterfile the EDI toolbar buttons will appear.

Use Send EDI Invoice to resend posted invoices by EDI.

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

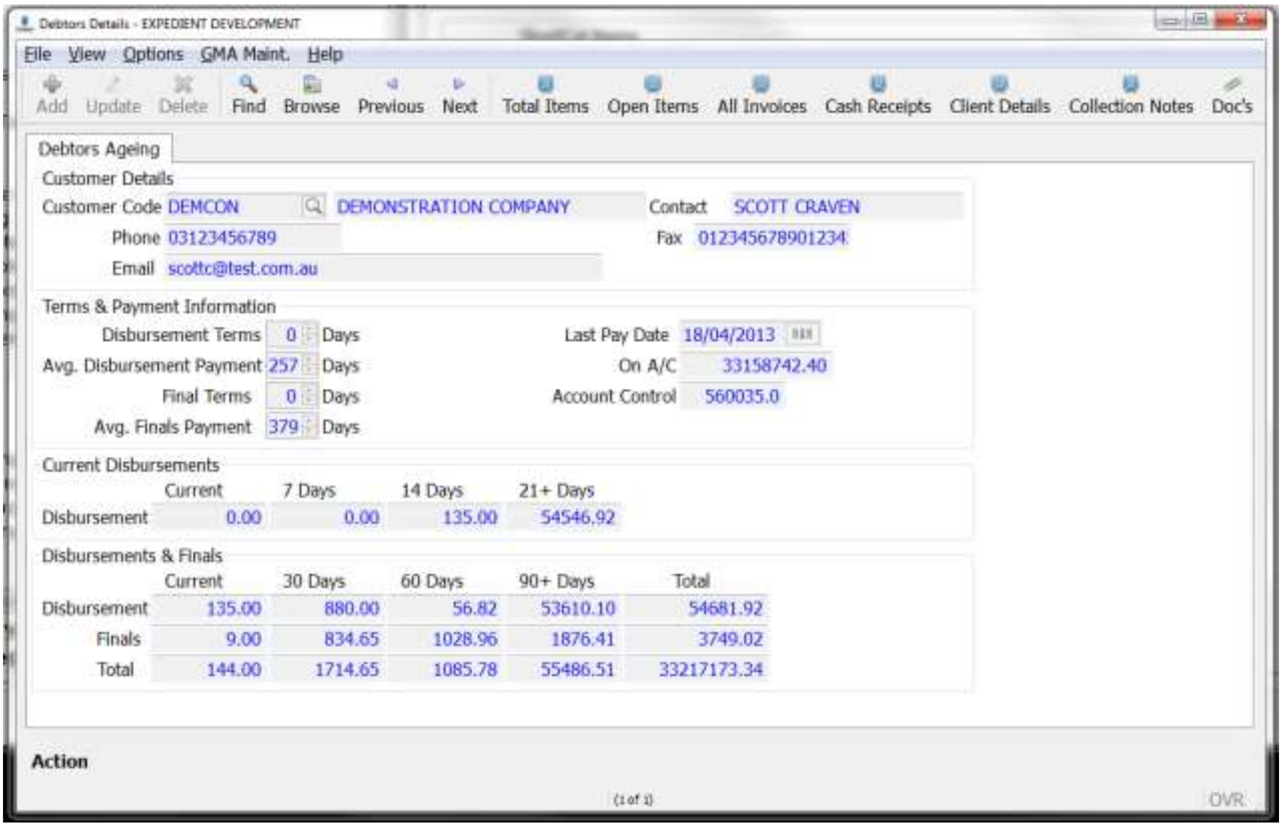


Double click on a message in the pop up screen to view the content of the CSV file.



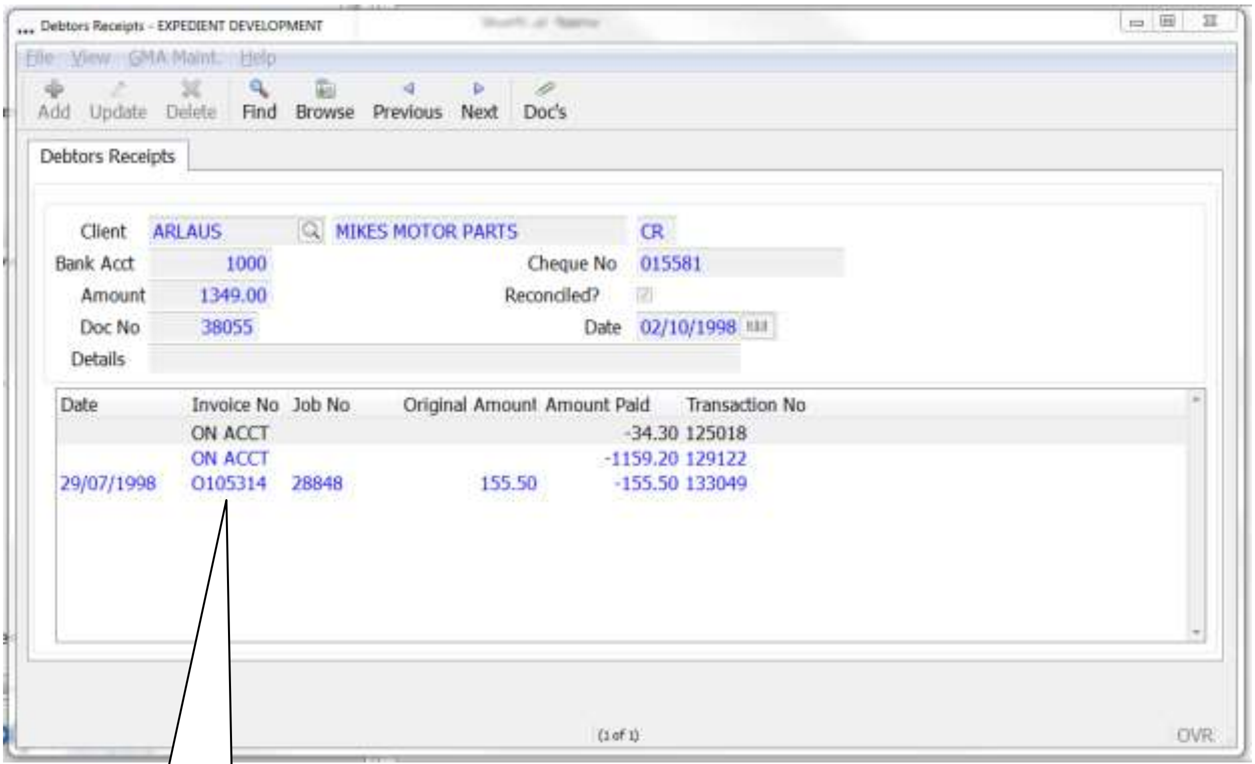
Debtors Ageing

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



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

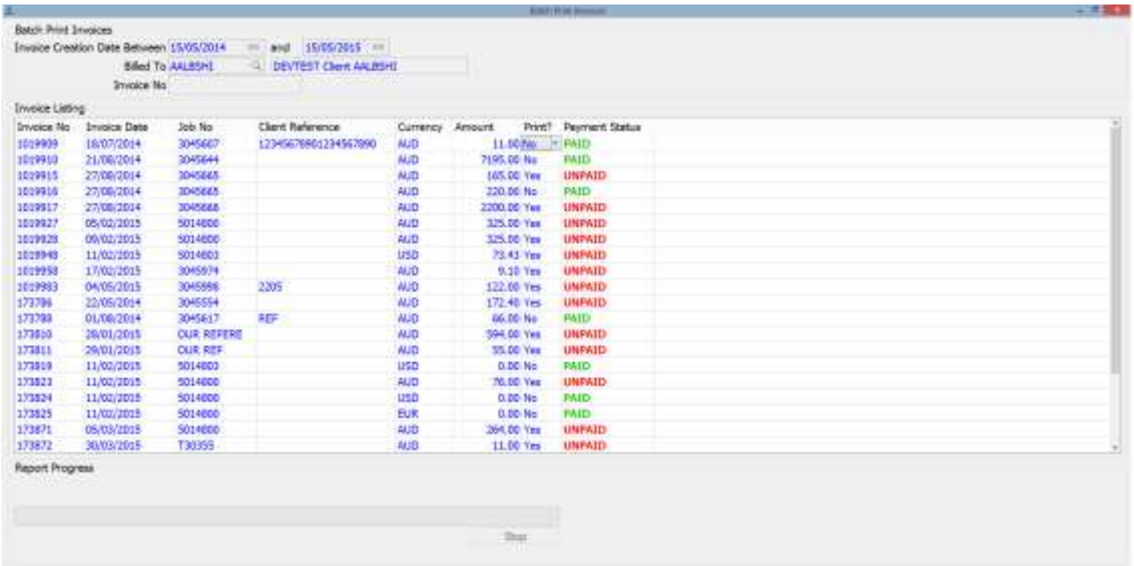
- Debtors Invoices
- Debtors Receipts
- Creditors Invoices

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

The Sort Mode 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 Output to CSV 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.



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.

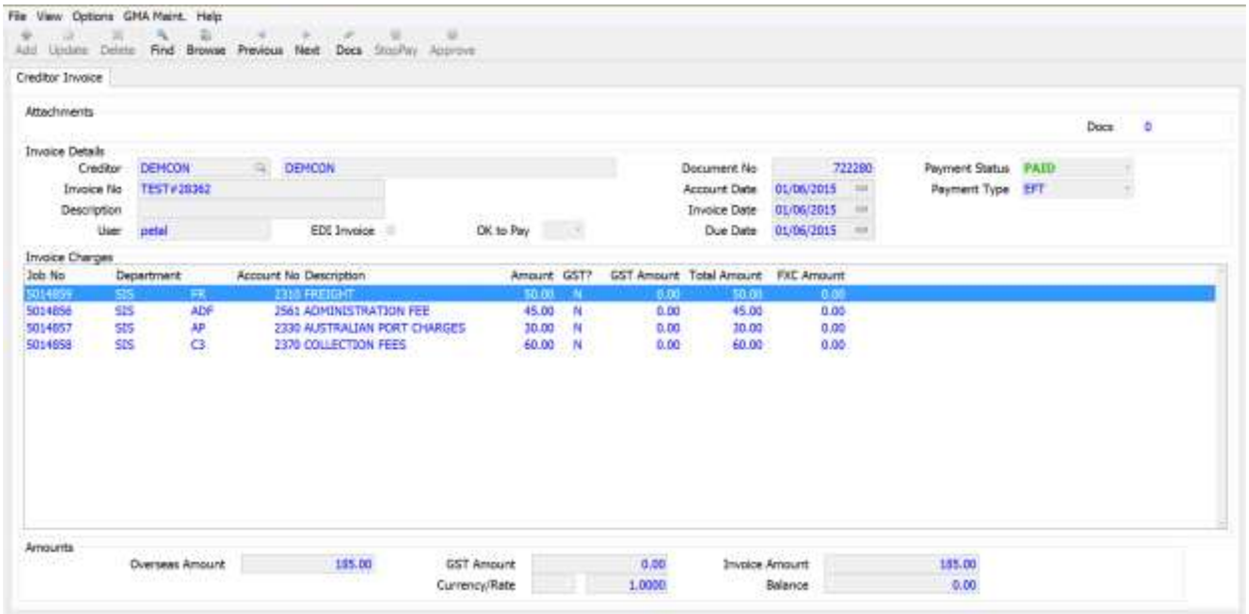
All-In Charges Set Up Update the Client Masterfile, Debtor tab. Set the Export All-In Charges (non GST) flag to Yes. Select the account charge code to appear on the debtor invoice. See the Administration User Manual for further details.

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)



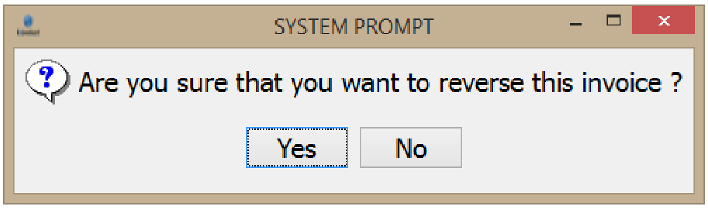
Reverse

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:

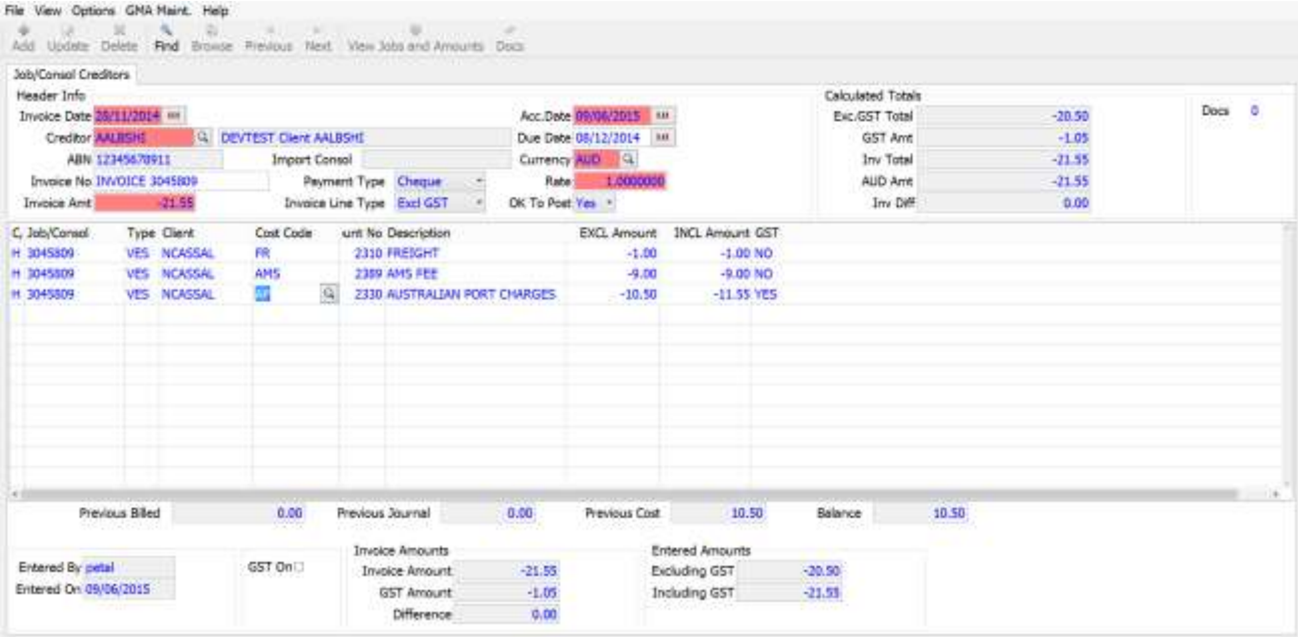


YES – The Creditors Invoice is reversed and the user is directed to the Creditors Invoice Screen and placed in ADD Mode. All the Charge Codes that will be credited is shown as a minus amount. You can then Post the Invoice.

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.

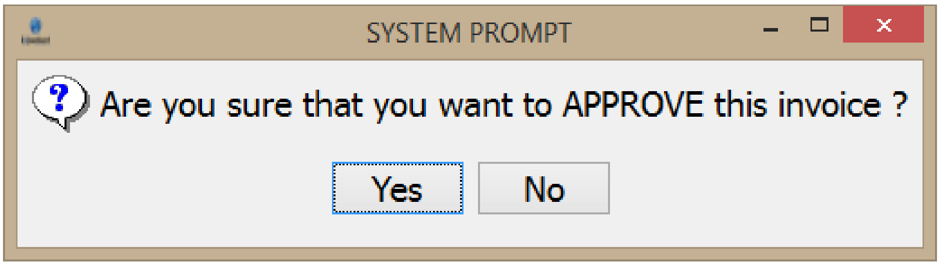


Approve

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.

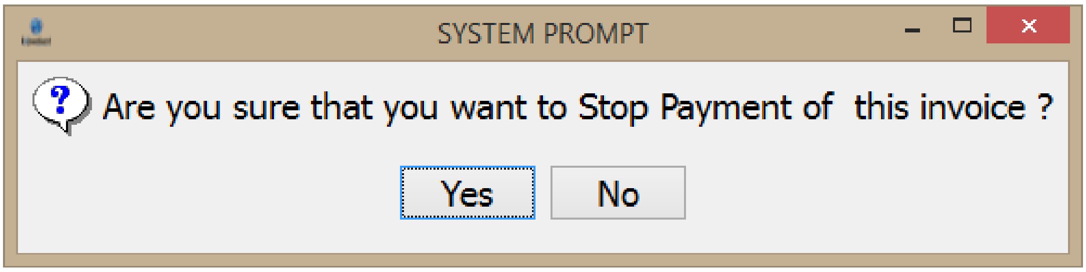
NOTE: You must approve the Creditors Invoice before it can be reversed.

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:



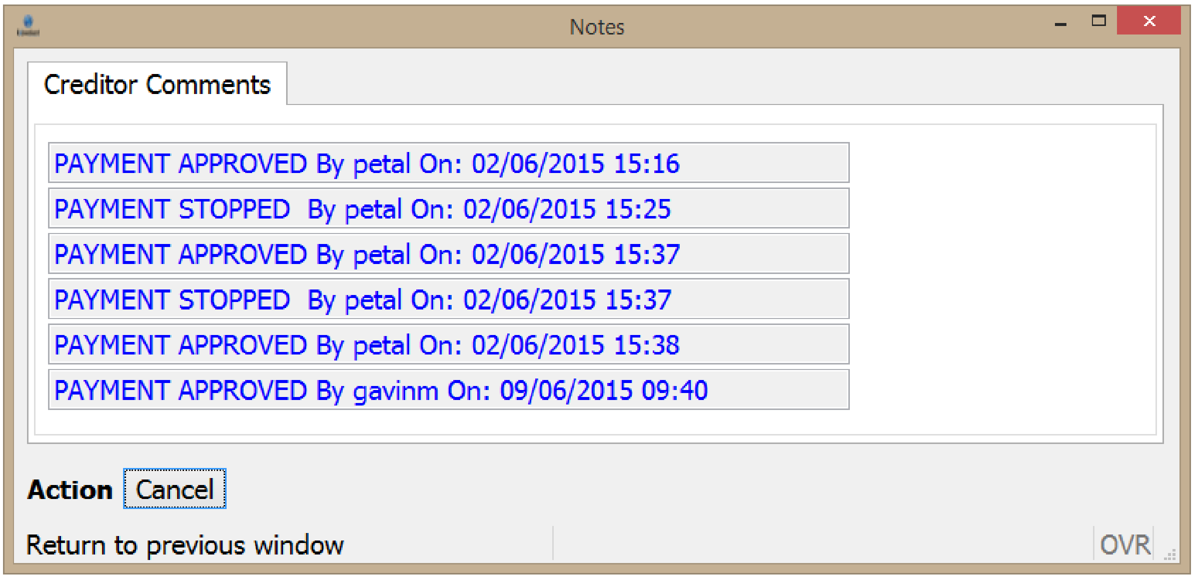
YES – Changes the status of *OK to Pay* to No. The *Approve* button is then enabled. The *Reverse Invoice* link [Options Menu] is disabled.

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].

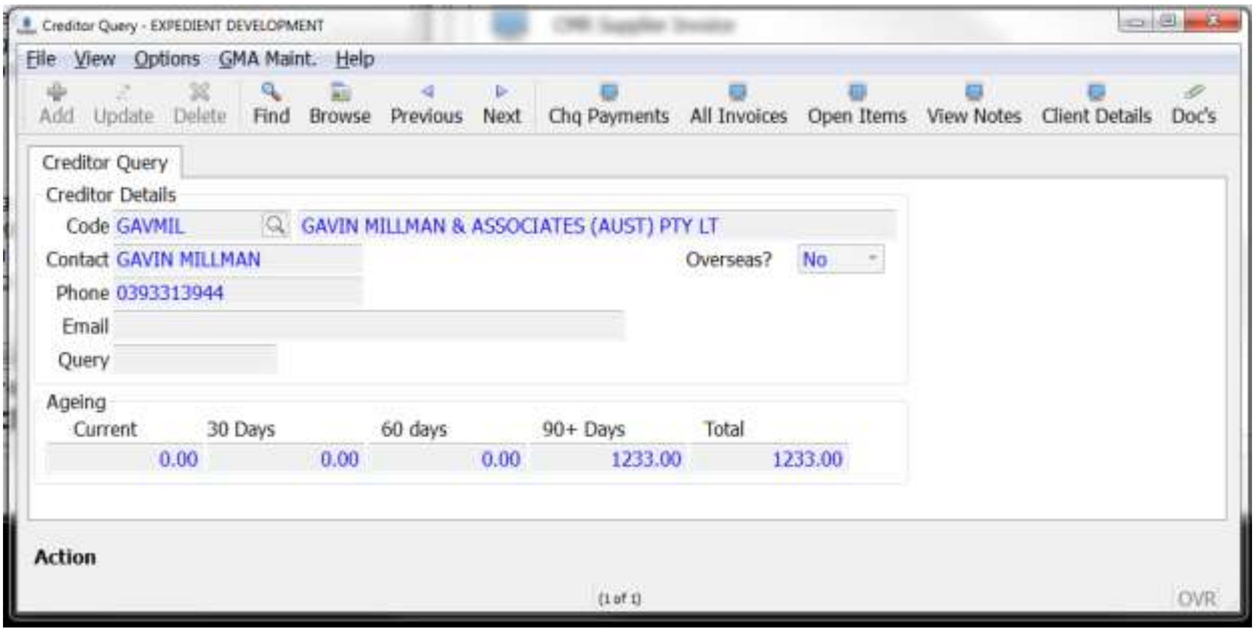
NOTE: Even though the first 6 records are logged, it does not stop the user from continuing to action the Approve and StopPay Buttons.

Please see below screenshot for your reference.



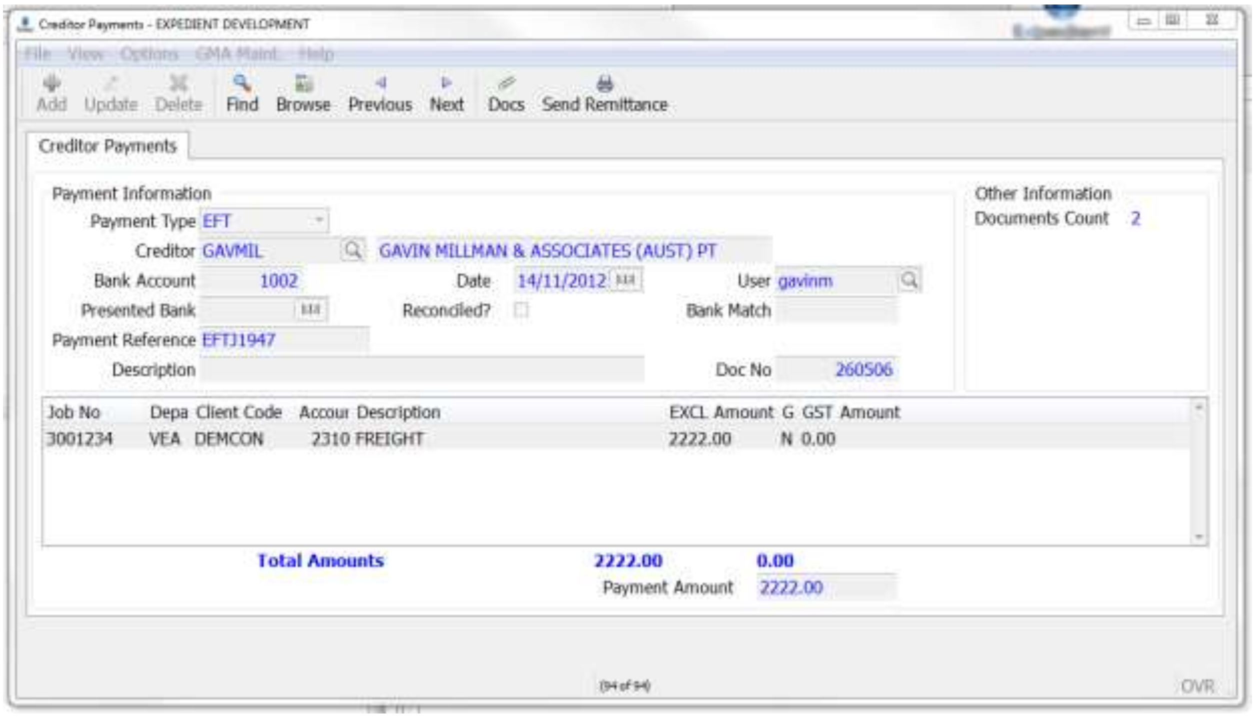
Creditors Ageing

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:



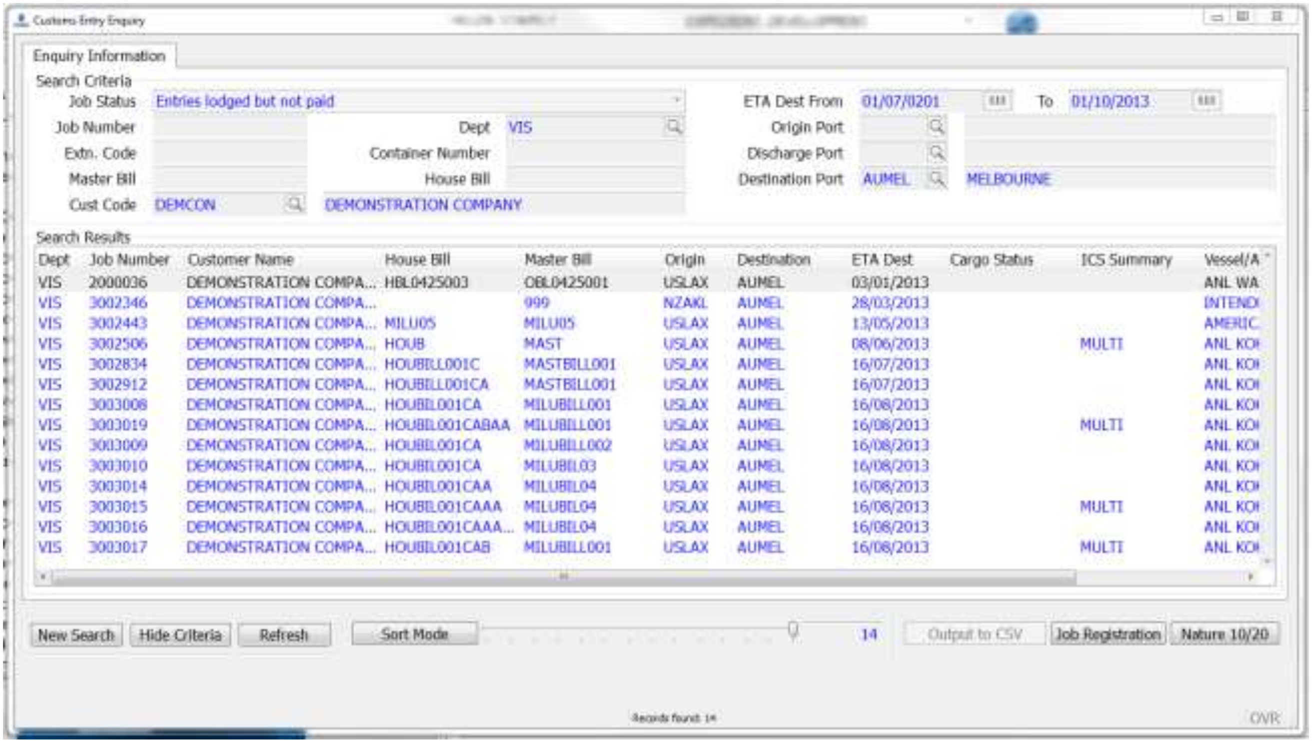
Cheque Payments

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



Customs Entry Enquiry

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



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 Nature 10/20 or the NZ Customs Entry button when a job is highlighted.

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

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

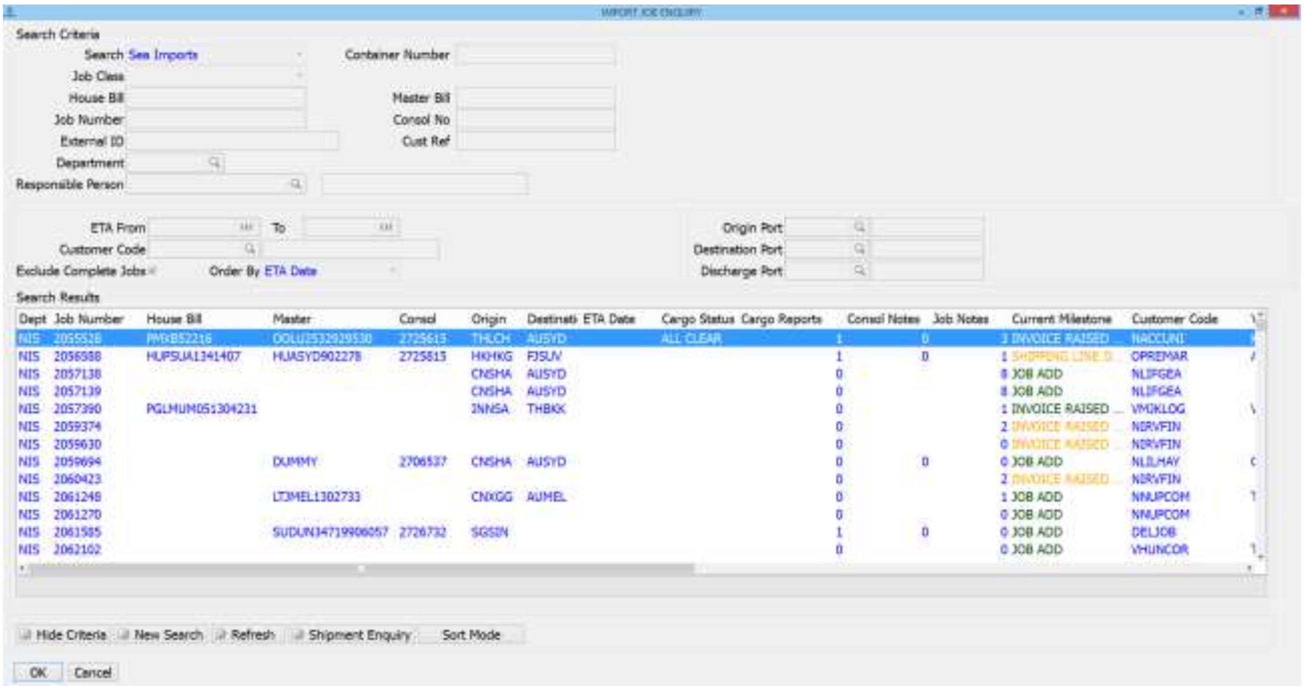
Use the Hide Criteria button to hide the search fields and view more lines of the results.

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.

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.



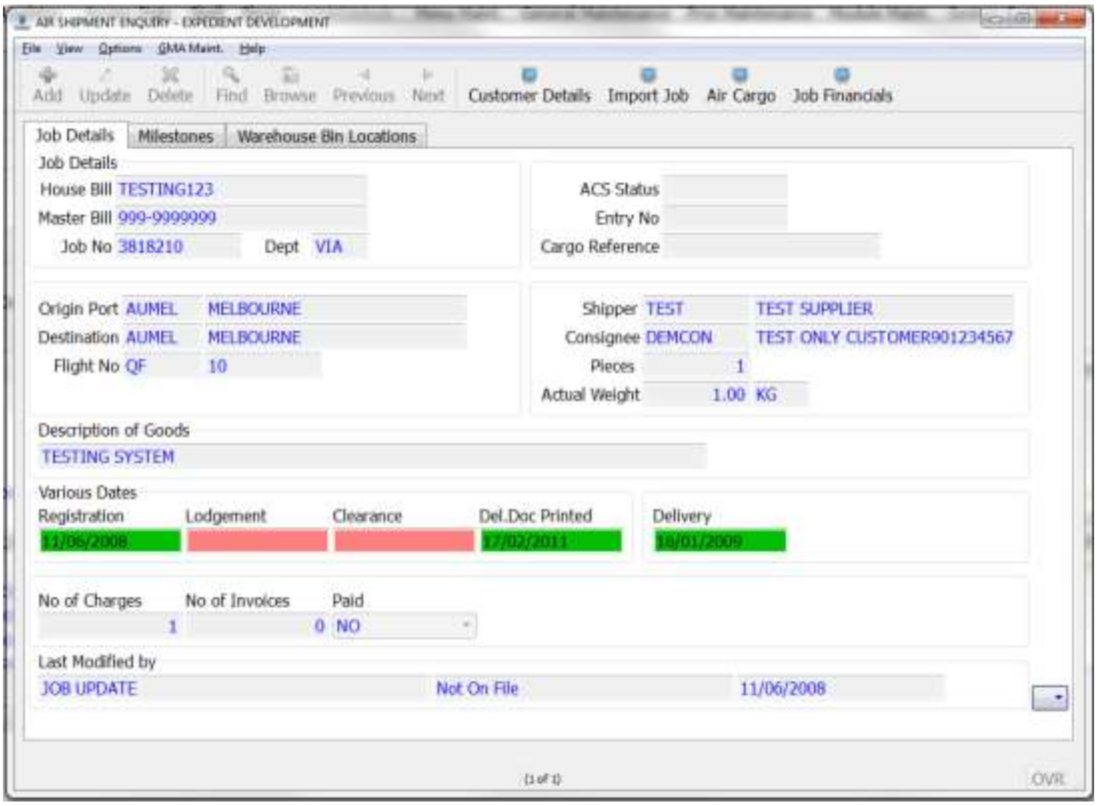
Use the **Sort Mode** button to allow a sort on the column headings. Once in Sort Mode use the **Output to CSV** button to see the results within a spreadsheet.

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 Shipment Enquiry 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 Job Financials toolbar button for further accounting information for the job.

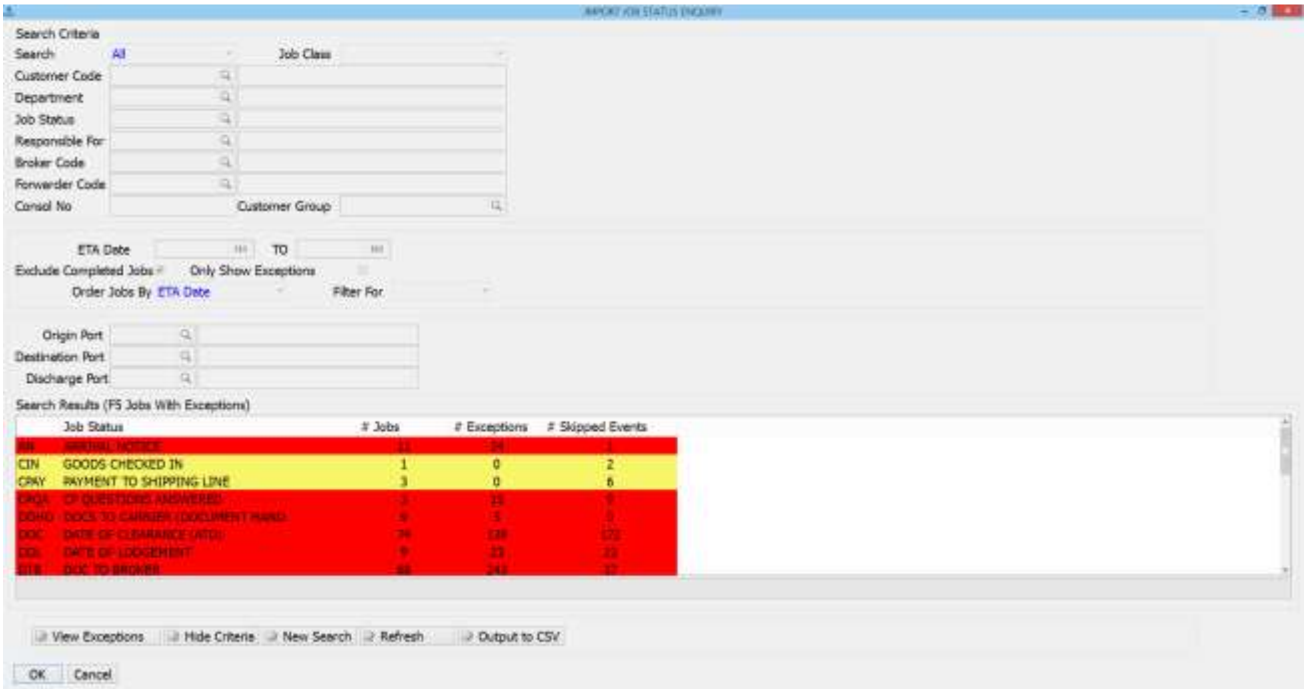
Go to the Milestones tab available in the Import Shipment Enquiry screen to view the history of actions on the job.

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

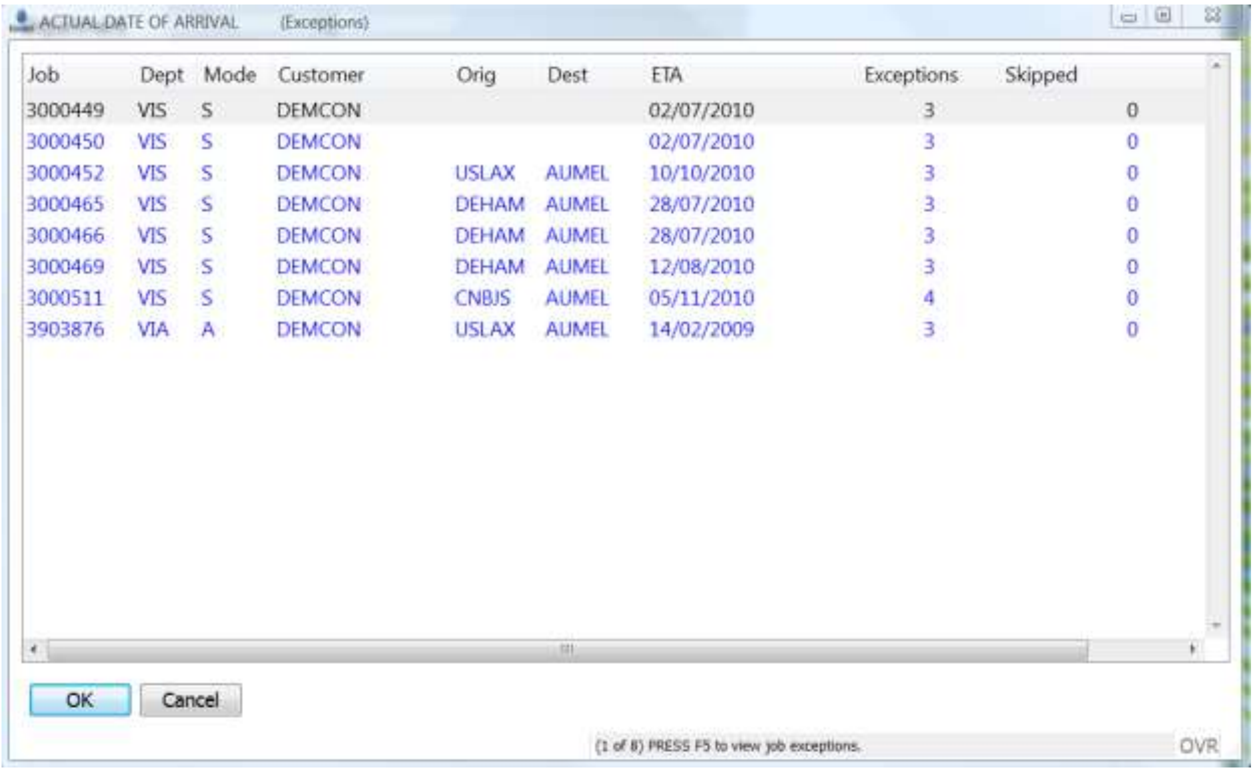
Search Screen

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.



View Exceptions

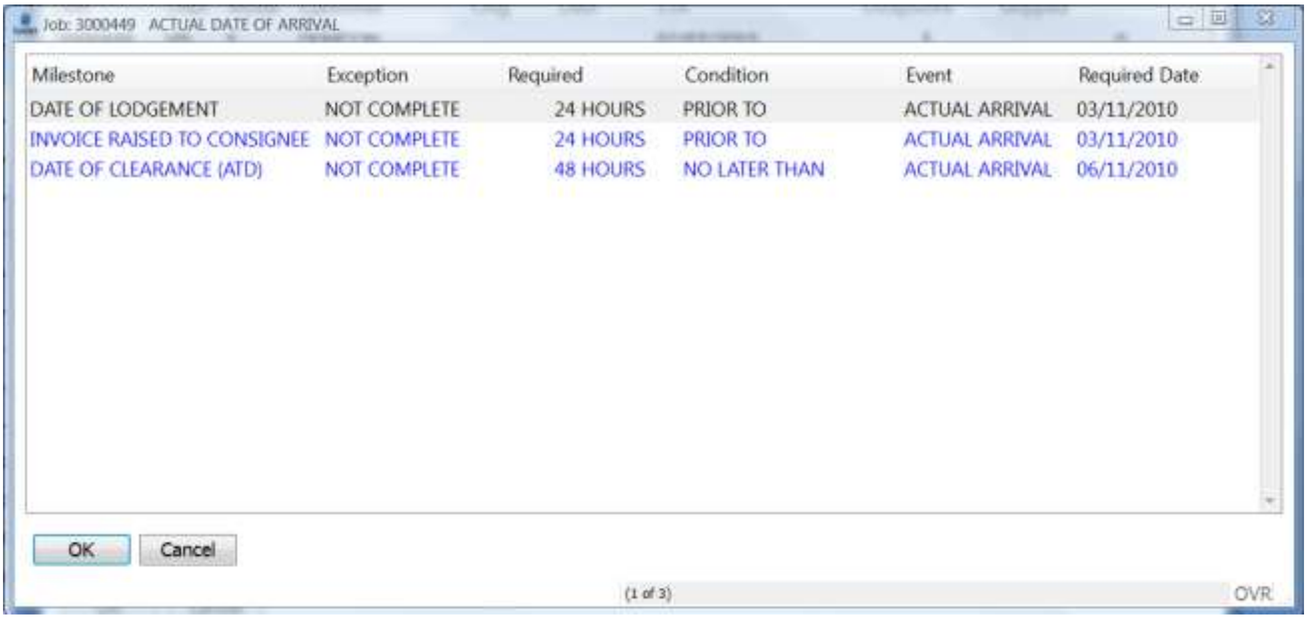
To view the jobs with exceptions, click on a line that contains at least one exception(in red) and press the F5 button, see below screen:



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

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

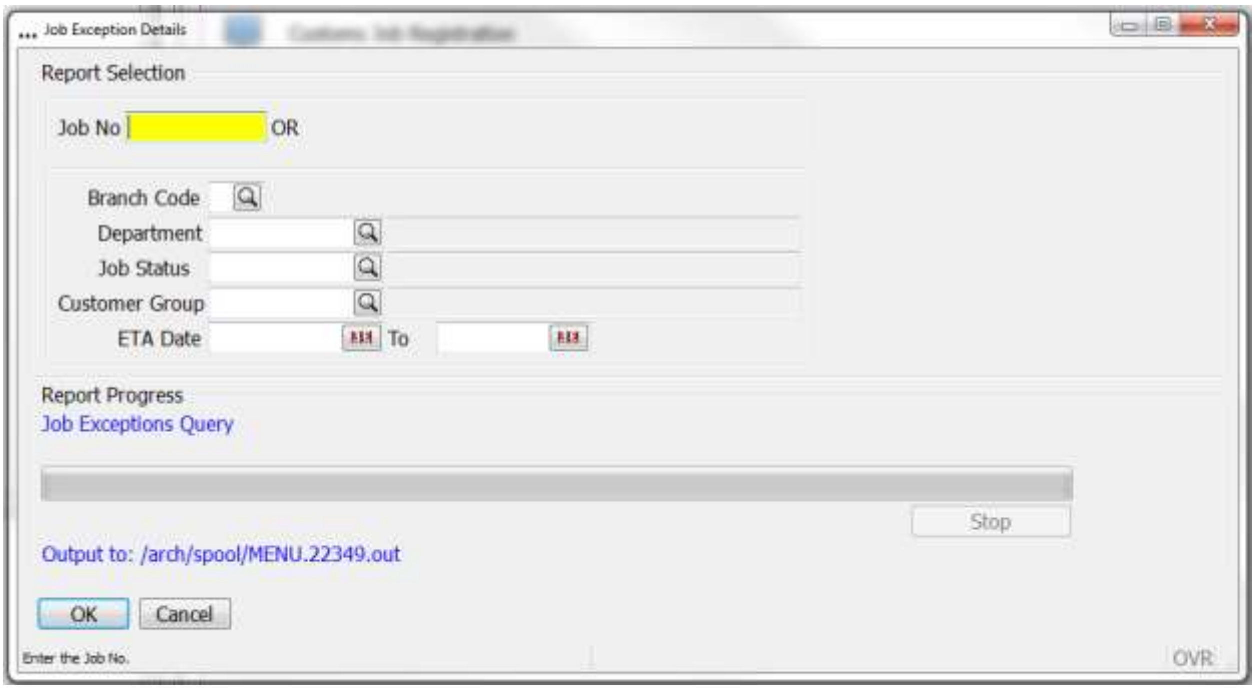
To further drill down on each drop to see what Exception(s) has occurred press the F5 Button again, see below screen:



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

Job Exceptions CSV Reports

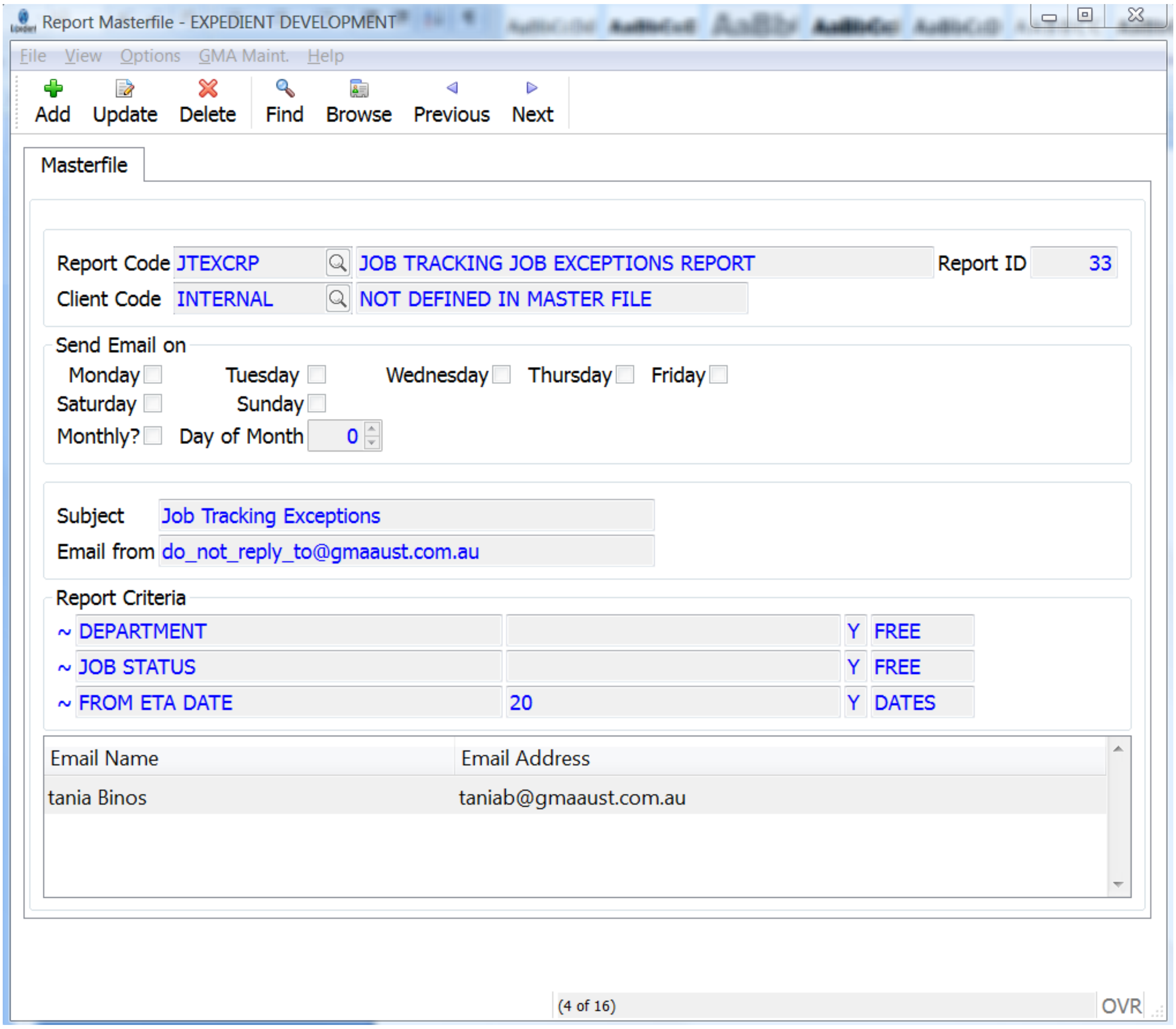
The Job Exceptions Reports allow users to run a report based on a Job Number, Department, Job Status and/or ETA Dates. The below screen displays the report filters:



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 Export job exception report is EXPJTEXCP.