

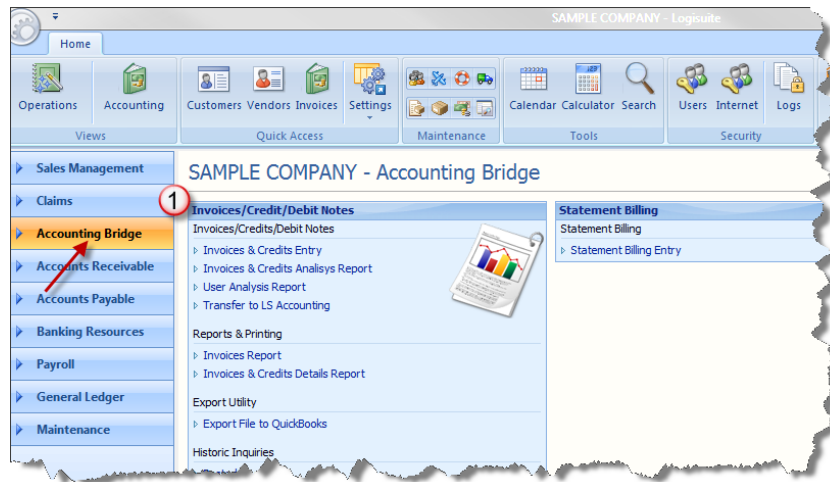


**Transference to Accts Receivable, Accts Payable & General Ledger. ( Invoices & Credits)**

**General Objective:** Explain in a fast and accurate way the basic steps for the transference of Costs and Invoices generated in the **Operations Module** (See Transfer to Accounting Bridge in previous workflows). Also this section provides the possibility for issuance of **Miscellaneous Invoice**, completing the process with the transfer to Accts Receivable, Accts Payable & General Ledger.

**Workflow**

<p><b>1-Invoices &amp; Credits Entry</b></p>	<p>During this step can be revised the Invoices generated from Operations or create <b>Miscellaneous Invoices</b>.</p>
<p><b>2-Invoices &amp; Credits Analisis Report</b></p>	<p>Verification report of the Invoices &amp; Credits that will be transferred to Accts Receivable, Accts Payable &amp; General Ledger.</p>
<p><b>3-Transfer to LS Accounting.</b></p>	<p>Transference of the invoices/credits to Accts Receivable, Accts Payable &amp; General Ledger.</p>

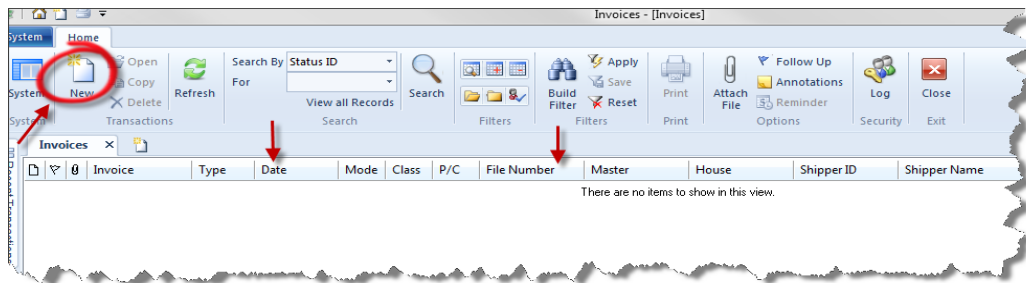




**1-Invoices & Credits Entry**

When you select this step, it will appear in the screen a list of all Invoices previously created in the Operation Module, which can be arranged ascending or descending by clicking on the **Invoices** tab (Top Bar). See below **Window#1**.



Window# 1



You can begin the creation of **Miscellaneous Invoices** by clicking New (  ) inside of the **Home tab** as shown in **Window#1**. With the help of the magnifying glass (  ) you may perform searches, additions, deletions and Information updates.

Window#2a

Miscellaneous Invoices (  )

Invoice Number:  PREPAID  Date: 08/02/10 Division:  User ID: ANABEL

Type:  INVOICE  GL Period: 08/2010 Currency:  0.00 Status: OPEN

Search On: Source: MISCELLANEOUS Doc. Class: MI - MISCELLANEOUS File #:   
 Search Ref.:  Custom Ref.:  Master #:   
 House #:

Billing Information  Additional Information

**Third Party** Shipper Consignee **Agent** Air/Ocean InLand Freight POD Info Information

PO Number  PO Reference  Right Click

No records are available. Right-Click to add...

Invoice Comments

Transaction Cargo Details  Pieces: 0.00 Kgs/Lbs:  Gross Weight: 0.000 Chr Weight: 0.000 Vol Weight: 0.000


Billing Code	Description	Bill Qty	Unit	Rate	Discount	Amount	Cost	Reference
No records are available. Right-Click to add...								

Bill Cost Profit Profit %  
 Totals: 0.00 0.00 0.00 0.00

Comments

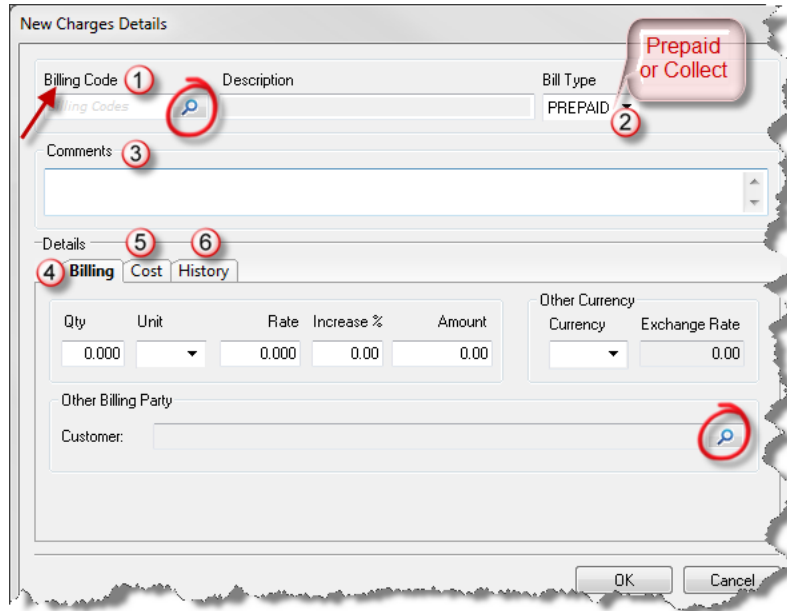
JE #:  Posted Period: 00/0000 Posted On:




<b>1-Invoice#</b>	The Invoice# will be generated automatically by the system.
<b>2-Type</b>	Select from the dropdown box the type of accounting entry that is being created or modified, in this case you must select <b>Invoice</b> .
<b>3-Prepaid/Collect</b>	Select from the dropdown box, whether the Invoice will be <b>Prepaid or Collect</b> .
<b>4-GL Period</b>	GL Period to which the Invoice will be transferred.
<b>5-Document Class</b>	Select from the dropdown box the class for the document you are creating, in this case: <b>Miscellaneous</b> .
<b>6-Billing Information</b>	Reflects information of the responsible for the payment of the invoice. <b>Third Party/Shipper/Consignee</b> .
<b>7-Additional Information</b>	In this section you can add other information of the cargo as: Agent, Carrier Air or Ocean, Inland Freight, POD, or any other kind of information that you may need to be reflected on the Invoice.
<b>8-Reference</b>	This section allows to enter different types of information that it will be showed on the Invoice as: PO # and its reference.
<b>9-Comments</b>	This section allows to enter different types of information manually or with the help of the magnifying glass (  Search ) you may select from the statements previously saved in the system.
<b>10-Transaction Cargo Details</b>	Cargo Information: # of pieces, Weight measurement, Gross weight, Chargeable weight, Volume weight.
<b>11-Charges Details</b>	<b>Right Click:</b> A new window will be opened where the charges details can be entered as it will be explained bellow Window#2b.

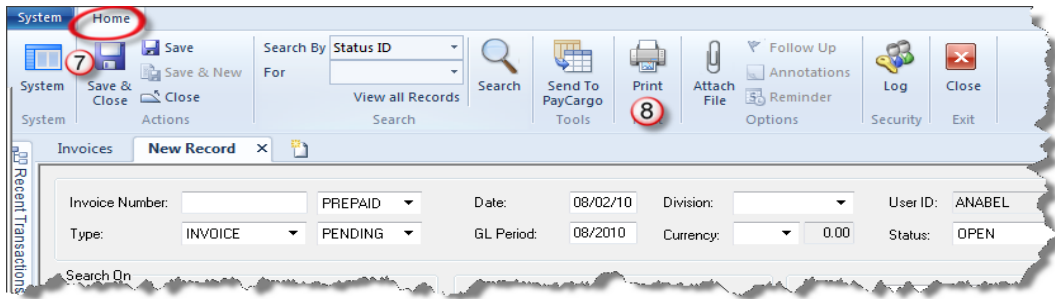


Window#2b



<p><b>1-Billing Code</b></p>	<p>With the help of the magnifying glass (  Search ) you may search the Billing Code that you need to collect.</p>
<p><b>2-Bill Type</b></p>	<p>Select from the dropdown box, whether the Bill will be <b>Prepaid or Collect</b>.</p>
<p><b>3-Comments</b></p>	<p>This section allows enter comments to the charges that it will be showed on the Invoice.</p>
<p><b>4-Billing</b></p>	<p>Reflects the selling portion of the invoice.</p>
<p><b>5-Cost</b></p>	<p>Reflects the cost section of the invoice.</p>
<p><b>6-History</b></p>	<p>The Information within this Tab will be reflected automatically by the system with the transference to the General Ledger of the Invoice, as: JE#, Invoice#, etc.</p>
<p><b>7-Print</b></p>	<p>Inside of the <b>Home Bar</b> as shown in Window#2C by clicking on the <b>Print tab</b> you will be able to print the Invoice.</p>
<p><b>8-Save &amp; Close</b></p>	<p>Saves the Information returning to Window#2. See bellow Window# 2c.</p>

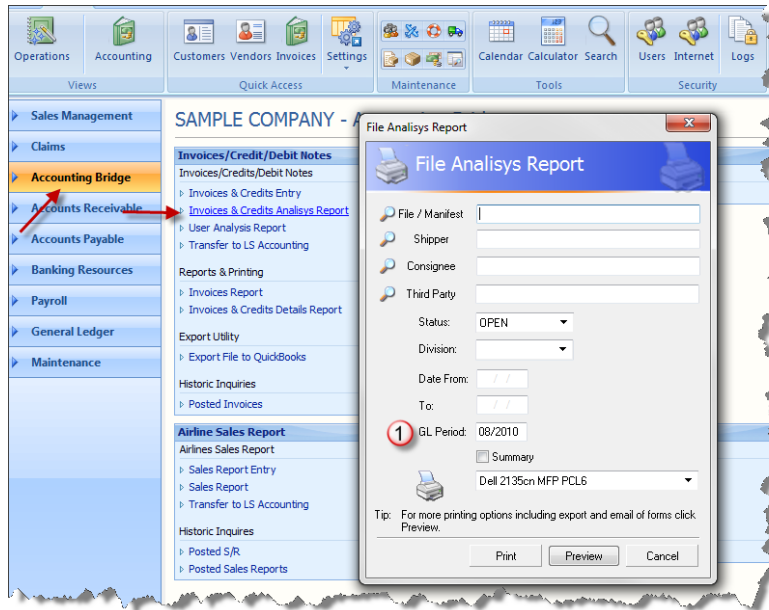
**Cont. Window #2C**



**2- Invoices & Credits Analysis Report.**

During this step you will be able to verify the **Invoices & Credits** before the transfer to A/R, A/P and the General Ledger. See below Window#3.

**Window#3**





### 3- Transfer to LS Accounting.

During this step you will proceed to close and transfer the **Invoices & Credits** to AP and the General Ledger, within the **GL period** previously selected. You will be able to make a Trial Post (Trial box must be selected) that will show how the accounting entry will be effected. If the report has no errors you can proceed to the final posting (*Trial Posting* window must be closed and returning to the previous window, take off *Trial* check mark) by clicking on the **Post** tab. See bellow Window#4.

#### Window#4

