

# OPUS Forwarding

Release 4.0

Accounting Users Manual

CyberLogitec

OPUS Forwarding: Accounting Users Manual  
Release 4.0

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# 1 GENERAL INFORMATION

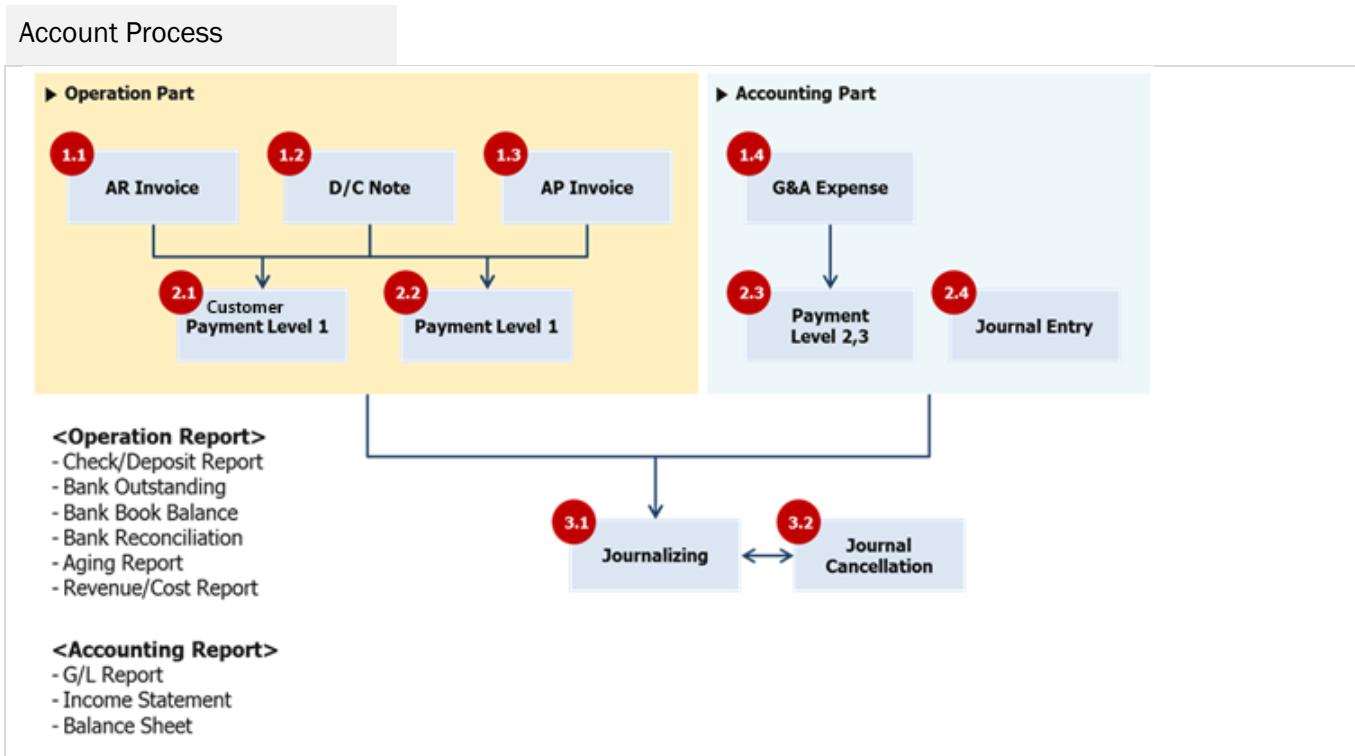
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## 1.1 Account Process

OPUS Forwarding Accounting module starts from invoice preparation caused by operations and general expenses.

For invoices prepared in each part, it finalizes accounting materials through Journal creation after deposit and payment processing.

Provides reports including accounts receivable and accounts payable status by trade partners, sales and purchase status, and accounting reports including G/L and balance sheet.



## 1.2 Account Setup

### 1.2.1 Billing Code

Code > MDM > Billing Code

The screenshot shows a software interface titled "Billing Code". At the top, there's a breadcrumb navigation: "Code > MDM > Billing Code". Below the header, there are input fields for "Code", "Name(Eng./Local)", "G/L Code", and "G/L Description.". A large table below these fields displays a list of billing codes. The table has columns for "Name", "Code", "Cost", "CR/DB", and "Department". The "Department" column contains multiple checkboxes for various categories like A/R, A/P, D/C, Gnr., etc.

Name	Code	Cost		Department											
		Code	Name	A/R	A/P	D/C	Gnr.	O/I/M	O/I/H	A/I/M	A/I/H	O/E/M	O/E/H	A/E/M	A/E/H
FRT	45100	AE-AIR FRT COS	40100	AE-AIR FRT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FREIGHT	45200	AI-AIR FRT COST	40200	AI-AIR FREIGHT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LINE TRAI	45112	AE-APORT TRAI	40112	AE-AIRLINE TRAI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AMORTIZATION	50400	AMORTIZATION			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AR BANK	54000	AGENT AR BANK			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Introduction

Sets billing codes for freight units, which are the basis for invoice preparation.

### Procedures

Click the New button to add a new row to the bottom of the list.

Enter necessary information including Code, Name, G/L Code and Department, click the Save button to save.

Click the Retrieve button to view previously entered billing code information.

For existing code modification, click the code to modify, modify the information and click the Save button.

### Item Descriptions

#### Search Condition

Code: Enter the billing code to search.

Name (Eng./Local): Enter the billing code name to search.

#### List

DEL: Check code column to delete and click the Save button to delete the code.

Billing Code: Enter billing code to use. Not modifiable after save.

Name(Eng.): English code name.

Name(Local): Local code name. Can be used if local language should be used on the local invoice billing description

Currency: Set code base currency.

Pfmc.: Set whether or not to aggregate the code as company sales or purchases.

Checked by default. Uncheck if it should be excluded from sales and purchases according to company policy including Duty and Wharfage. This setting is reflected in the Revenue/Cost Report.

Tax: Enter whether or not it is VAT taxable and the tax rate. The set tax rate is automatically reflected in in-voucher preparation.

Revenue.: Set Revenue G/L Code.

Cost: Set Cost G/L Code.

CR/DB: Set Oversea Agent Billing (CR/DB) G/L Code.

Department: Set the Department intended to use the code. Detailed items are as follows.

Department	Description
A/R	Billing code to be used on the A/R Entry page
A/P	Billing code to be used on the A/P Entry page
D/C	Billing code to be used on the D/C Note page
Gnr.	Billing code to be used on the A/P (G&A) page
O/IM	Billing code to be used on the Ocean Import Master B/L page
O/IH	Billing code to be used on the Ocean Import House B/L page
A/IM	Billing code to be used on the Air Import Master B/L page
A/IH	Billing code to be used on the Air Import House B/L page
O/EM	Billing code to be used on the Ocean Export Master B/L page
O/EH	Billing code to be used on the Ocean Export House B/L page
A/EM	Billing code to be used on the Air Export Master B/L page
A/EH	Billing code to be used on the Air Export House B/L page

Group: Can assign groups by billing code and set group types in the Common Code, used for group performance aggregation.

Sort: Set invoice display order. Items are displayed in the earliest order by code.

Use: Set whether or not to use the code.

Default: Selected code is displayed when the [Default New] button is clicked on the B/L Freight Entry page. If frequently used codes are set to default by departments, rate entry is simple.

IT Group: System use information. No need to set explicitly.

## 1.2.2 G/L Code

≡ Code > MDM > G/L Code

G/L Code

The screenshot shows a table with the following data:

DEL	No.	G/L Group	G/L Code	Type	Group	Description	Sub	Acct. G/L Code	Active
<input type="checkbox"/>	1		10200	ASSET	Current Asset	CASH IN BANK - REVENUE	BANK	TEST1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2		10210	ASSET	Current Asset	CASH IN BANK - COST	BANK		<input checked="" type="checkbox"/>
<input type="checkbox"/>	3		10220	ASSET	Current Asset	CASH IN BANK - EXP	BANK		<input checked="" type="checkbox"/>
<input type="checkbox"/>	4		10290	ASSET	Current Asset	PETTY CASH	BANK		<input checked="" type="checkbox"/>
<input type="checkbox"/>	5		10300	ASSET	Current Asset	ACCOUNTS RECEIVABLE-LOCAL	ACCOUNT RECEIVA		<input checked="" type="checkbox"/>
<input type="checkbox"/>	6		10350	ASSET	Current Asset	ALLOWANCE FOR DOUBTFUL ACT-A/R			<input checked="" type="checkbox"/>

## Introduction

Sets general ledger (GL, Account Title) codes that are the basis of the accounting functions.

## Procedures

Click the New button to add a new row to the bottom of the list.

Enter G/L Code, Type, Description, GL Group, GL Sub Group, and Accounting GL Code and click the Save button.

Click the Retrieve button to view previously entered G/L code information.

For existing code modification, click the code to modify, modify the information and click the Save button.

## Item Descriptions

### Search Condition

G/L No.: Enter G/L code to search.

Description: Enter description information for the G/L code to search.

### List

- DEL: Check code column to be deleted and click the Save button to delete.
- GL Code: Enter G/L code to use.
- Type: Set G/L accounting type. Types are as follows.
  - Assets, Liabilities, Equity, Income, Costs, and Expense
- Description: Enter G/L description information.
- Group: Set group by G/L type. Group types are as follows.

G/L Type	Group	G/L Type	Group
Asset	<ul style="list-style-type: none"> <li>-Current Asset</li> <li>-Fixed Asset</li> <li>-Investment Asset</li> <li>-Other Asset</li> </ul>	Cost	<ul style="list-style-type: none"> <li>-Air Export</li> <li>-Air Import</li> <li>-Ocean Export</li> <li>-Ocean Import</li> <li>-Warehouse</li> <li>-Other</li> </ul>
Liability	<ul style="list-style-type: none"> <li>-Current Liability</li> <li>-Long Term Liability</li> </ul>	Expense	Expense
Equity	<ul style="list-style-type: none"> <li>-Capital Stock</li> <li>-Retained Earning</li> <li>-Net Income</li> </ul>	Other Income	Other Income
Income	<ul style="list-style-type: none"> <li>-Air Export</li> <li>-Air Import</li> <li>-Ocean Export</li> <li>-Ocean Import</li> <li>-Warehouse</li> <li>-Other</li> </ul>	Other Expense	Other Expense
		Income Tax	Income Tax

- SUB Group: Can assign sub groups according to each company's status including bank and branch.
- Acct. G/L Code: Use if needed to transfer OPUS Forwarding accounting materials to a separate ERP/accounting system. Enter external system G/L codes to the OPUS Forwarding G/L codes in order to map G/L codes between both systems.

- Active: Uncheck the column, click the Save button, to prevent G/L code use in the accounting functions. This does not delete the G/L code, however.
- Block: Allow using this code to only authorized users.

## 1.2.3 Bank Setup

≡ Support > Utility > Bank Setup

**Bank Setup**

☰ Bank Setup ^

Support > Utility > Bank Setup

▶ Bank List

• Bank Name	G/L No.	Check Form	Initial Amount	Currency	Current No.	End No.	Revenue Default	Cost Default	Inactive Date	<input checked="" type="checkbox"/> Use Y/N		
											Clear Date	Check No.
CASH IN BANK - COST	10210		0.00	USD			<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="checkbox"/>	0	0
CASH IN BANK - REVENUE	10200		0.00	USD			<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	0	0
DEPOSIT BANK	10200		0.00	USD	123		<input type="radio"/>	<input type="radio"/>	01-01-1900	<input checked="" type="checkbox"/>	0	2
PAYMENT BANK	10210		0.00	USD	346		<input type="radio"/>	<input checked="" type="radio"/>	01-01-1900	<input checked="" type="checkbox"/>	0	5

## Introduction

Sets bank information for deposit and payment processing. Setting separate G/L codes by banks for detailed aggregation by G/L is recommended.

## Procedures

Click the Add button to add a new row to the bottom of the list.

Enter necessary information including Bank Name, G/L Code and Currency, click the Save button to save.

Click the Retrieve button to view previously entered bank information.

For existing code modification, click the code to modify, modify the information and click the Save button.

## Item Descriptions

### List

- Bank Name: Enter bank name.
- G/L Code: Select bank B/L code.
- Check Form: Select check form by bank.
- Currency: Select bank currency.
- Revenue Default: Set bank selected by default upon deposit processing.
- Cost Default: Set bank selected by default upon payment processing.
- Inactive Date: Set date the existing bank information is made inactive.
- Use Y/N: Select whether or not to use the bank. If unchecked, Inactive Date is set to 'today'.



## Tip

### Office 별 Default Bank 설정

Office 별로 A/R, A/P에 사용되는 기본 Bank 계좌를 지정할 수 있다. 기본 Bank 계좌를 지정하기 위해서는 Bank 계좌가 Bank Setup에 먼저 등록되어야 한다.

\* Menu Path: Support > Utility > Bank Setup

The screenshot shows the 'Bank Setup' screen with a table titled 'Bank List'. The columns include Bank Name, G/L No., Check Form, Initial Amount, Currency, Current No., End No., Revenue Default, Cost Default, Inactive Date, and Use Y/N. There are also 'Excel Col' and 'Clear Date' columns. Five bank accounts are listed:

Bank Name	G/L No.	Check Form	Initial Amount	Currency	Current No.	End No.	Revenue Default	Cost Default	Inactive Date	Use Y/N	Excel Col	Clear Date	Check
BBCN BANK (NYC)	10203		0.00	USD			<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	0	0	
BBCN BANK / US COM CHICAGO	10250		0.00	USD			<input checked="" type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="checkbox"/>	0	0	
CENTER BANK (LAX)	10206		0.00	USD			<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	0	0	
CENTER BANK (TMF)	10208		0.00	USD			<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	0	0	
CHASE BANK (ATL)	10354		0.00	USD			<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	0	0	

- ① Bank Setup 화면에서 Office 별 Bank 계좌를 등록한다.

\* Menu Path: Code > MDM > Office Code

The screenshot shows the 'Office Code' setup screen. On the left, there's a tree view under 'G/L' with various account numbers. On the right, there are sections for 'D/C Note Profit Share' and 'Bank Options'. The 'Bank Options' section includes fields for 'Pay To', 'Rate 20', 'Over 40', and 'CBM'. At the bottom right, there are 'Search', 'New', and 'Save' buttons. Numbered callouts point to specific areas: 1 points to the 'Bank List' in the top-left; 2 points to the 'Accounting' tab; 3 points to the 'Bank Options' section; 4 points to the 'Default Revenue Bank' dropdown; and 5 points to the 'Save' button.

Office Code 설정 화면을 선택하여 Office 별 Bank 계좌를 등록할 Office Code 를 입력한다.

- ② Office Code 정보의 Accounting 탭을 선택한다.
- ③ Default Revenue Bank 에 Accounting > Bank > Debit 에서 기본으로 지정할 Bank 계좌를 선택한다.
- ④ Default Cost Bank 에 Accounting > Bank > Payment 에서 기본으로 지정할 Bank 계좌를 선택한다.
- ⑤ 지정이 완료되면 Save 버튼을 눌러 정보를 저장한다.

Office Code 화면에서 Bank 계좌를 지정하지 않은 경우에는 Bank Setup 화면의 Revenue Default 와 Cost Default 가 선택된 Bank 계좌가 기본으로 표시된다.

## 1.2.4 Office Code

Code > MDM > Office Code

Office Code - Accounting

Basic Information	Accounting	Remark1	Remark2	Department
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>G/L</b></p> <p>A/R 10100</p> <p>A/P 20100</p> <p>D/C Note 10400</p> <p>Retained Earning 30300</p> <p>Exchange Profit</p> <p>Exchange Loss</p> <p>Miscellaneous Profit</p> <p>Miscellaneous Loss</p> </div> <div style="width: 30%;"> <p><b>D/C Note Profit Share</b></p> <p>Agent Profit Share(Ocean Import)</p> <p>Agent Profit Share(Ocean Export)</p> <p>Agent Profit Share(Air Import)</p> <p>Agent Profit Share(Air Export)</p> <p>Agent Profit Share(Other)</p> </div> <div style="width: 30%;"> <p><b>Accounting Options</b></p> <p>B/L Post Date(Export) ETD</p> <p>B/L Post Date(Import) ETA</p> <p>Invoice Date POST DATE</p> <p>D/C Date POST DATE</p> </div> <div style="width: 20%;"> <p><b>Ocean PIERPA</b></p> <p>Pay Ra</p> </div> </div>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Bank Setup</b></p> <p>Default Revenue Bank</p> <p>Default Cost Bank</p> </div> </div>				

## Introduction

Necessary information must be set by offices in advance for accounting functions including invoice preparation, deposit processing, and payment processing.

Prior to using accounting functions, set Accounting Tab information on the Code>MDM>Office Code page.

## Procedures

Define G/L Code and Billing Code on items in Accounting tab.

Click 'Save' button to apply the changes.

## Item Descriptions

### List

#### G/L

- A/R: Revenue account
- A/P: Cost account
- D/C Notes: Overseas Agent Debit account
- Retained Earnings: retained earnings account
- Exchange Profit: Exchange account Profits
- Exchange Loss: Exchange account Losses
- Miscellaneous Profit: Miscellaneous Profit account
- Miscellaneous Loss: Miscellaneous Loss account
- VAT REVENUE: sales VAT account
- VAT COST: purchase VAT account
- VAT EXPENSE: purchase (G&A) VAT account

#### D/C Note Profit Share

- Agent Profit Share(Ocean Import): Ocean Import DC Note Profit sharing Billing Code setting
- Agent Profit Share(Ocean Export): Ocean Export DC Note Profit sharing Billing Code setting
- Agent Profit Share(Air Import): Air Import DC Note Profit sharing Billing Code setting
- Agent Profit Share(Air Export): Air Export DC Note Profit sharing Billing Code setting

- Agent Profit Share(Other): Other Operations DC Note Profit sharing Billing Code setting



## Tip

### House B/L: Profit Share function for D/C Note

Agent Profit Sharing settlement can be calculated as below:

Buying Rate/Amount	150	600.00	USD
Selling Rate/Amount	200	800.00	USD
Buying Freight PREPAID		Selling Freight PREPAID	

e.g. We have a 3,000 KGS / 4.00 CBM Cargo Shipment.

Enter the Buying and Selling Rate to calculate the Amount automatically.

These Amounts are calculated:

Revenue Ton (R/T) is calculated from the Weight information (R/T = 3 in this case)

\* R/T = Gross Weight / 1,000 = 3

CBM and R/T is compared, bigger rate is multiplied to the inputted Rate

\* CBM 4 > R/T 3 = CBM 4 is applicable

\* Buying Amount = 150 \* 4 = 600.00

\* Selling Amount = 200 \* 4 = 800.00

Debit/Credit	Debit/Credit	Code	Name	Customer Code	Rate	Curr.	U	Credit Rate	Vol.	Debit/Credit		Invoice No.	Status
										Debit Amount	Credit Amount		
4	Revenue	OE10/F: OC OCEAN FREIGHT	OVERS BINHONG FREIGHT	USD	C	00	0.00	4.000	800.00	0.00			
	Cost	OE10/F: OC OCEAN FREIGHT	OVERS BINHONG FREIGHT	USD	C	00	150.00	4.000	0.00	600.00			

Click [Default New] under Freight Tab's Debit/Credit section as shown in ③.

Ocean Freight options will list 2 lines including the entered Buying and Selling Rate as shown in ④.

\* 1st Line Default set up

- Revenue: Debit, P/C: Collect

- Rate/Amount: Selling Rate/Amount that was entered for Debit Rate/Amount.

\* 2nd Line Default set up

- Cost: Credit, P/C: Collect

- Rate/Amount: Buying Rate/Amount that was entered for Credit Rate/Amount.

After saving the 2 lines or more items, Check the Items and click [D/C] button to create D/C Note as shown in ⑤.

DEL	CHK	B/L No.	Freight Code	Freight Name	D/C	Rate	Volume	Revenue/Cost	Debit	Credit	Profit/Share
8	<input checked="" type="checkbox"/>	OOEH-800007	OE10/F: OCEAN FREIGHT	OCEAN FREIGHT CHARG	Debit	200.00	4.000	800.00	800.00	0.00	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	OOEH-800007	OE10/F: OCEAN FREIGHT	OCEAN FREIGHT CHARG	Credit	150.00	4.000	600.00	0.00	600.00	<input checked="" type="checkbox"/>
9	<input checked="" type="checkbox"/>	OOEH-800007	AGENT-PS: AGENT PROF (R: 800.00 - 600.00) X PS %	Credit	100.00	1.000	100.00	0.00	100.00	100.00	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	OOEH-800007	OECLEANTR: CLEAN TRU/CLEAN TRUCK FEE	Debit	200.00	1.000	200.00	200.00	0.00	0.00	<input checked="" type="checkbox"/>

Profit Share(%) under Billing Information in D/C Note Entry screen as shown in ⑥ contains the same Profit Share Ratio entered in House B/L and can be revised.

Check the items for P/S and click [P/S Cal.] button as shown in ⑦.

New Line of automatically calculated Profit Share information will show up as shown in ⑧.

\* Billing Code: P/S Code designated by Department

- P/S = (Sum(Debit Rev/Cost) – Sum(Credit Rev/Cost)) x P/S Ratio

(R: 800.00 - 600.00) X PS: 50% = 100

If needed, you can add more Item for Profit Share as shown in ⑨.

\* D/C: select from Debit/Credit.

\* P/C: select from Prepaid/Collect.

- Select Prepaid option for items that are paid/received at the Origin, and select Collect for items that are paid/received at Destination. (e.g. charges Agent needs to pay at destination should be entered as Credit, Collect.)

\* Unit: select the Unit the Rate will be applied to.

\* Revenue/Cost: Revenue or Cost Amount for Profit Sharing.

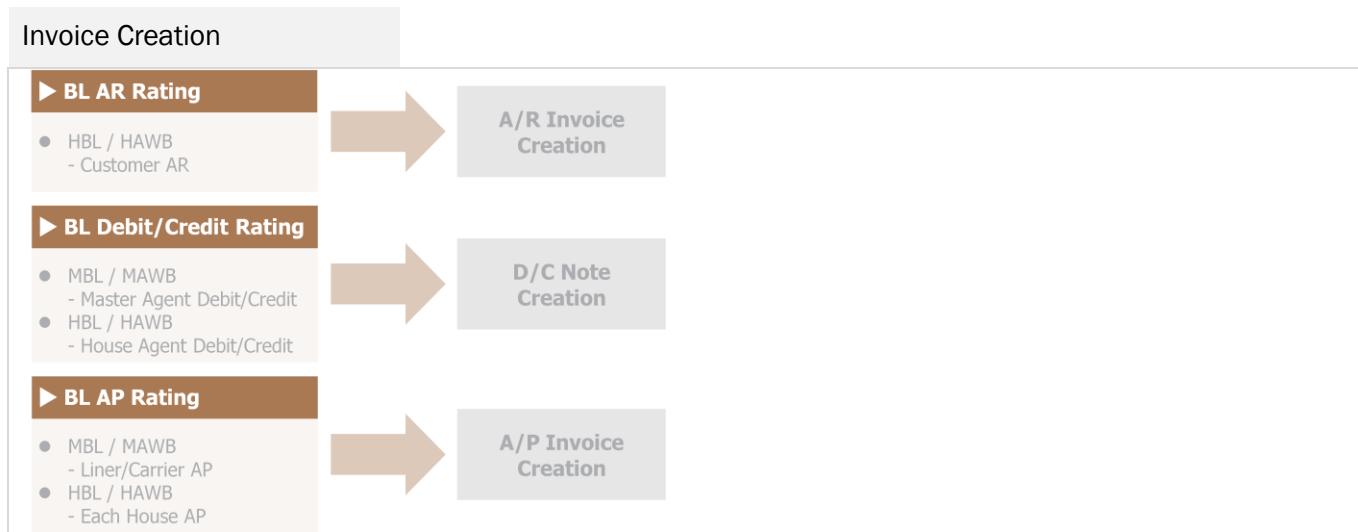
\* Debit/Credit: Rate x Volume

- Prepaid items will not be applied to D/C Note's total amount, so the amount will not be shown for each Debit or Credit item.

## 2 AR/AP

---

### 2.1 Operational Invoice



Diverse invoice processing generated in the operation including A/R, D/C, and A/P.

There are generally two ways to create invoices after B/L creation.

- ① Enter rate by invoice type in the B/L Entry page → Create invoices based on B/L Rate information.
- ② Go to the invoice creation pages by invoice to create invoices after B/L creation.

If operation and accounting parts are strictly separated, use method 1, and if operation is also responsible for invoice creation, use method 2.

Rate information entered in BLs cannot be changed. Change in the invoice page if necessary.

Can assign deletion rights to a specific user on created invoices only.

Enter the D/C rate for the master agent and the A/P rate for ocean carrier and air carrier payment into MBLs/MAWB in general. For FAK required master file unit settlement items including drayage can be entered.

For HBL/HAWB files, enter the A/R rate for customers, the D/C rate for house agents, and the AP rate by each house.

OPUS Forwarding provides an Auto Rating and Billing Item Template setting function for efficient settlement business.

- **Auto Rating:** Auto rating is for long term contracted customer or vendor (Ocean carrier/Air carrier/Trucking company). System can assign B/L rating automatically with contract freight registered in advance.
- **Billing Item Template:** registers frequently used billing codes in advance by operations (Ocean, Air, Export, Import, Master, House, etc.) and applying such to B/L rating.

## 2.2 Invoicing by B/L Freight Tab (Rating)

**Freight Tab**

Freight																																																																																																																																																																												
Booking & HB/L		Container		Mark & Desc.		Freight		Work Order		Status																																																																																																																																																																		
<b>Account Receivable</b> <table border="1"> <thead> <tr> <th colspan="2">DEL</th> <th colspan="2">CHK</th> <th colspan="2">Freight Code</th> <th colspan="2">Customer Code</th> <th colspan="2">Rate Curr.</th> <th>Unit</th> <th>TP/SZ</th> <th>P/C</th> <th>Rate</th> <th>Vol.</th> <th>Amount</th> <th>Invoice No.</th> </tr> <tr> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> <th>Rate Curr.</th> <th>Unit</th> <th>TP/SZ</th> <th>P/C</th> <th>Rate</th> <th>Vol.</th> <th>Amount</th> <th>Invoice No.</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HAND-OE: HANDLING CH.</td> <td>HANDLING CHAF 005</td> <td>CONTINENTAL AIRLINES</td> <td>USD</td> <td>B/L</td> <td>P</td> <td>20.00</td> <td>1.000</td> <td>20.00</td> <td>1</td> <td>INVOIC</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>FMC-OE: FMC FILING FEE</td> <td>FMC FILING FEE 005</td> <td>CONTINENTAL AIRLINES</td> <td>USD</td> <td>B/L</td> <td>P</td> <td>40.00</td> <td>1.000</td> <td>40.00</td> <td>1</td> <td>INVOIC</td> </tr> </tbody> </table> <b>Debit/Credit</b> <table border="1"> <thead> <tr> <th colspan="2">DEL</th> <th colspan="2">CHK</th> <th colspan="2">Debit/Credit</th> <th colspan="2">Freight Code</th> <th colspan="2">Customer Code</th> <th colspan="2">Rate Curr.</th> <th>Unit</th> <th>TP/SZ</th> <th>P/C</th> <th>Debit Rate</th> <th>Credit Rate</th> <th>Vol.</th> <th colspan="2">Debit/Credit</th> <th>Invoice No.</th> </tr> <tr> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> <th>Rate Curr.</th> <th>Unit</th> <th>TP/SZ</th> <th>P/C</th> <th>Debit Rate</th> <th>Credit Rate</th> <th>Vol.</th> <th>Debit Amount</th> <th>Credit Amount</th> <th>Invoice No.</th> </tr> </thead> <tbody> <tr> <td colspan="18" style="text-align: center;">There is no data to search</td> </tr> </tbody> </table> <b>Account Payable</b> <table border="1"> <thead> <tr> <th colspan="2">DEL</th> <th colspan="2">CHK</th> <th colspan="2">Freight Code</th> <th colspan="2">Customer Code</th> <th colspan="2">Rate Curr.</th> <th>Unit</th> <th>TP/SZ</th> <th>P/C</th> <th>Rate</th> <th>Vol.</th> <th>Amount</th> <th>Invoice No.</th> </tr> <tr> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> <th>Code</th> <th>Name</th> <th>Rate Curr.</th> <th>Unit</th> <th>TP/SZ</th> <th>P/C</th> <th>Rate</th> <th>Vol.</th> <th>Amount</th> <th>Invoice No.</th> </tr> </thead> <tbody> <tr> <td colspan="16" style="text-align: center;">There is no data to search</td> </tr> </tbody> </table>														DEL		CHK		Freight Code		Customer Code		Rate Curr.		Unit	TP/SZ	P/C	Rate	Vol.	Amount	Invoice No.	Code	Name	Code	Name	Code	Name	Rate Curr.	Unit	TP/SZ	P/C	Rate	Vol.	Amount	Invoice No.	<input type="checkbox"/>	<input type="checkbox"/>	HAND-OE: HANDLING CH.	HANDLING CHAF 005	CONTINENTAL AIRLINES	USD	B/L	P	20.00	1.000	20.00	1	INVOIC	<input type="checkbox"/>	<input type="checkbox"/>	FMC-OE: FMC FILING FEE	FMC FILING FEE 005	CONTINENTAL AIRLINES	USD	B/L	P	40.00	1.000	40.00	1	INVOIC	DEL		CHK		Debit/Credit		Freight Code		Customer Code		Rate Curr.		Unit	TP/SZ	P/C	Debit Rate	Credit Rate	Vol.	Debit/Credit		Invoice No.	Code	Name	Code	Name	Code	Name	Rate Curr.	Unit	TP/SZ	P/C	Debit Rate	Credit Rate	Vol.	Debit Amount	Credit Amount	Invoice No.	There is no data to search																		DEL		CHK		Freight Code		Customer Code		Rate Curr.		Unit	TP/SZ	P/C	Rate	Vol.	Amount	Invoice No.	Code	Name	Code	Name	Code	Name	Rate Curr.	Unit	TP/SZ	P/C	Rate	Vol.	Amount	Invoice No.	There is no data to search															
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## Introduction

Every B/L Entry page including Ocean, Air, Export, and Import has a [Freight] Tab, where the corresponding B/L rate information is entered.

## Procedures

Can create invoices based on entered rate information.

Entered separately depending on invoice type from A/R, D/C Note, and A/P.

Can enter applied rate information including currency, unit, and volume in detail.

## Item Descriptions

### Accounts Receivable

Enter rate information for A/R invoice creation.

### Button

Button	Description
[+], [-]	Adjust entry window size by enlarging downward or shrinking.
[A/R]	Go to the A/R Entry page for invoice creation. Select invoice creation items and click the [A/R] button to list selected items in the A/R Entry page. possible select only items with the same customer and currency together. If the amount is modified or rate information is added on the A/R Entry page, they

are applied equally to the B/L Freight Tab.

[Invoice]	After invoice creation, Goes to the corresponding invoice page.
[Default New]	Retrieves billing codes frequently used by operations.
[Add]	Adds a new row to enter the rate.

#### **List**

- CHK: Select invoice creating items.
- Freight Code/Name: Select the billing code. Can only be selected from billing codes set for use in the operation.
- Customer Code/Name: Select the party to bill. Sets the actual customer with the shipper for export and the consignee for import on B/L information input, and is modifiable if necessary.
- Rate Curr.: select the currency by billing code. The base office currency is set by default.
- Unit: Selects the unit to be applied to the rate. (CNTR, BL, CBM, etc.) .
- TP/SZ: Selects container type and size. Enterable only if the unit is ‘CNTR’.
- Vol.: volume, or quantity. If CNTR and TP/SZ are selected, set to the number of containers entered in the BL, and if CBM is set as the unit, the CBM information entered in the B/L is retrieved.
- P/C: Selects Prepaid or Collect. ‘P’ for export and ‘C’ for import by default.
- Rate: freight information
- Amount: totals and automatically calculates freight. (Amount = Vol. X Rate).
- Invoice No.: Corresponding rate invoice number after invoice creation.
- Status: ‘Freight Input’ after rate is entered and saved. ‘Invoice Issued’ after invoice is created.

#### **Debit/Credit**

Enter rate information for D/C Note creation.

#### **Button**

Button	Description
[+], [-]	Adjust entry window size by enlarging downward or shrinking.
[D/C]	Go to the D/C Entry page for invoice creation. Select invoice creation items and click the [D/C] button to list selected items in the D/C Entry page. Possible select only items with the same customer and currency together. If the amount is modified or rate information is added on the D/C Entry page, they are applied equally to the B/L Freight Tab.
[Invoice]	After invoice creation, Goes to the corresponding invoice page.
[Default New]	Retrieves billing codes frequently used by operations.
[Add]	Adds a new row to enter the rate.

#### **List**

- CHK: Select invoice creating items.
- Debit/Credit: ‘Debit’ if debit and ‘Credit’ if credit.
- Freight Code/Name: Select the billing code. Can only be selected from billing codes set for use in the operation.
- Customer Code/Name: Select agent. B/L Agent by default.
- Rate Curr.: Select currency by billing code. The base office currency is set by default.

- Unit: Selects the unit to be applied to the rate. (CNTR, BL, CBM, etc.) .
- TP/SZ: Selects container type and size. Enterable only if the unit is 'CNTR'.
- Vol.: volume, or quantity. For example, if CNTR and TP/SZ are selected, set to the number of containers entered in the B/L, and if CBM is set as the unit, the CBM information entered in the B/L is retrieved.
- P/C: Selects Prepaid or Collect. 'P' for export and 'C' for import by default.
- Debit Rate: Enter Debit Rate.
- Credit Rate: Enter Credit Rate.
- Invoice No.: Corresponding rate D/C Note number after D/C Note creation.
- Status: 'Freight Input' after rate is entered and saved. 'Invoice Issued' after invoice is created.

## **Accounts Payable**

Enter rate information for Accounts payable slip creation.

### **Button**

Button	Description
[+], [-]	Adjust entry window size by enlarging downward or shrinking.
[A/P]	Go to the A/P Entry page for invoice creation. Select invoice creation items and click the [A/P] button to list selected items in the A/P Entry page. Possible select only items with the same customer and currency together. If the amount is modified or rate information is added on the A/P Entry page, they are applied equally to the B/L Freight Tab.
[Invoice]	After invoice creation, Goes to the corresponding invoice page.
[PIERPASS]	Define PIERPASS charge which is happened from Long Beach and LA Port.
[Default New]	Retrieves billing codes frequently used by operations.
[Add]	Adds a new row to enter the rate.

### **List**

- CHK: Select invoice creating items.
- Freight Code/Name: Select the billing code. Can only be selected from billing codes set for use in the operation.
- Customer Code/Name: Select party to pay.
- Rate Currency: select currency by billing code. The base office currency is set by default.
- Unit: Selects the unit to be applied to the rate. (CNTR, BL, CBM, etc.) .
- TP/SZ: Selects container type and size. Enterable only if the unit is 'CNTR'.
- Vol.: volume, or quantity. For example, if CNTR and TP/SZ are selected, set to the number of containers entered in the BL, and if CBM is set as the unit, the CBM information entered in the B/L is retrieved.
- P/C: Selects Prepaid or Collect. 'P' for export and 'C' for import by default.
- Rate: freight information
- Amount: totals and automatically calculates freight. (Amount = Vol. X Rate).
- Invoice No.: Corresponding rate invoice number after invoice creation.
- Status: 'Freight Input' after rate is entered and saved. 'Invoice Issued' after invoice is created.



## Tip

### B/L Entry Freight Tab의 P/C 정보

#### (1) P/C type

- P = Prepaid, Pay from origin location
- C = Collect, Pay from destination location

#### (2) Creation of A/R, A/P of Import B/L base on P/C type

- For A/R case ① Invoice creation is possible for both 'P' or 'C' case
- For A/P case ② Invoice creation is possible only for 'C' case

Account Receivable		Customer Code		P/C	Rate	Vol.	Amount	Invoice No.	Status	D/C
DEL	CHK	Code	Name							
<input type="checkbox"/>	<input type="checkbox"/>	CIC (OIR): CUSTOMS CLE CUSTOMS CLEA	T10016	LEE, JUNG WOO						
<input type="checkbox"/>	<input type="checkbox"/>	C/F(OIC): CHASSIS FEE	CHASSIS FEE	T10016	LEE, JUNG WOO					

Account Payable		Customer Code		P/C	Rate	Vol.	Amount	Invoice No.	Status	D/C
DEL	CHK	Code	Name							
<input type="checkbox"/>	<input type="checkbox"/>	PIER(OEC): PIER PASS SURF	PIER PASS SURF	T10113	WLS EXPRESS SERV					
<input type="checkbox"/>	<input type="checkbox"/>	W/H SUPPLY-S. W/H SUPPLY (S)	W/H SUPPLY (S)	T10113	WLS EXPRESS SERV					

## Tip

### PIERPASS

PierPass Cost can be added for US West Ports operations.

No.	Billing Code	Name(Eng.)	Name(Local)	Currency	Plm	Tax	Revenue	Cost	CR/DB	Group	A/R
1	OEPIER	PIERPASS	PIERPASS	USD	<input checked="" type="checkbox"/>	No 0	45307 OE - PIERPASS	45307 OE - PIERPASS	41000 AGENT REVENUE PIER PAS	<input checked="" type="checkbox"/>	
2	OIPIER	PIERPASS	PIERPASS	USD	<input checked="" type="checkbox"/>	No 0	45411 OI - PIERPASS	45411 OI - PIERPASS	41000 AGENT REVE ① PIER PAS	<input checked="" type="checkbox"/>	

Billing Code에서 PIERPASS 항목 Code의 ①Group 을 PIERPASS로 설정 한다 (Code > MDM > Billing Code).

The screenshot shows the 'Basic Information' tab of the MDM > Billing Code screen. In the 'Group' dropdown under the 'G/L' section, the value 'PIERPASS' is selected. Other fields include A/R, A/P, D/C Note, Retained Earning, Exchange Profit, and various profit share options for Ocean Import, Ocean Export, Air Import, and Air Export.

### Menu UI: Code > MDM > Billing Code

Set the Group option as PIERPASS as shown in ①.

If Pay To information is set up on this screen as shown in ②, Vendor will be automatically set up when A/P is created.

You can enter the Rate for each TEU and CBM, as shown in ③.

Account Payable		Freight		Customer Code		Rate Curr.	Unit	TP/SZ	P/C	Rate	Vol.	Amount	Invoice No.	PIERPASS	De
DEL	CHK	Code	Name	Code	Name										
		OPIER: PIERPASS	PIERPASS	T27117	PIERPASS	USD	CNTR	40GP	C	133.00	1.000	133.00	HJCU0100101		

If you click [PIERPASS] button in the A/P section under Master B/L Entry > Freight Tab, PierPass per container is automatically calculated.

Save the Freight information, check the items you wish to Bill, click on [A/P] button, A/P Entry screen will open to create PierPass A/P.

### PIERPASS & Container Type Size information

During calculation of PIERPASS, Size is assigned by Group CD on container type size information.  
If 40FT container has Group CD to 20, PIERPASS is considered to 20FT container.

Container Type Size													Search
Basic Information													
No.	Use Y/N	Container TP/SZ Code	GROUP CD	TEU	ISO Code	AMS Code	Local Customs Code	User Define Code1	User Define Code2	Description			
1	<input checked="" type="checkbox"/>	12RF	RF	1.00	12RF		12RE			12RF-12FT REEFER CONTAINER			
2	<input checked="" type="checkbox"/>	20FR	20	1.00	20FR	22P1	22PC			20FR-20FT FLAT RACK CONTAINER			
3	<input checked="" type="checkbox"/>	20GP	20	1.00	20GP	22G0	22GP			20ST-20FT DRY CONTAINER			
4	<input checked="" type="checkbox"/>	20OT	20	1.00	20OT	22U0	22UT			20OT-20FT OPEN TOP CONTAINER			
5	<input checked="" type="checkbox"/>	20RF	20	1.00	20RF	22R0	22RE			20RF-20FT REEFER CONTAINER			
6	<input checked="" type="checkbox"/>	20TK	RF	1.00	20TK	22T0	22TN			20TK-20FT TANK CONTAINER			
7	<input checked="" type="checkbox"/>	40FR	20	1.00	40FR	42P1	42PC			40FR-40FT FLAT RACK CONTAINER			

During calculation of PIERPASS, User can change Group CD on Container type size if container size on PIERPASS is incorrect.

## 2.3 Invoicing by A/R and A/P

### 2.3.1 A/R Entry

≡ Accounting > AR/AP > A/R Entry

A/R Entry

A/R Entry ^																											
Accounting > AR/AP > A/R Entry																											
B/L No.	Filing No.	Other No.	Invoice No.																								
Filing No.	Agent	Vessel/Flight No.	Commodity																								
MB/L No.	Shipper	POL/ETD	Package																								
HB/L No.	Consignee	POD/ETA	Weight(G)																								
Carrier Bkg. No.	Notify	F.DEST/ETA	K																								
			L																								
			Measure																								
			CBM																								
			CFT																								
<b>Billing Information</b> <table border="1"> <tr> <td>Bill To</td> <td>Invoice No.</td> <td>Due Date</td> <td>Last Check No.</td> </tr> <tr> <td>Ship To</td> <td>Posting Date</td> <td>B/L Currency</td> <td>Last Paid Date</td> </tr> <tr> <td>Attention To</td> <td>Invoice Date</td> <td>Amount Due</td> <td>Incoterms</td> </tr> <tr> <td>Customer Ref. No.</td> <td>Terms</td> <td>Paid Amount</td> <td>Tax Bill</td> </tr> <tr> <td colspan="4">Container Information</td> </tr> <tr> <td>Remark</td> <td colspan="3"></td> </tr> </table>				Bill To	Invoice No.	Due Date	Last Check No.	Ship To	Posting Date	B/L Currency	Last Paid Date	Attention To	Invoice Date	Amount Due	Incoterms	Customer Ref. No.	Terms	Paid Amount	Tax Bill	Container Information				Remark			
Bill To	Invoice No.	Due Date	Last Check No.																								
Ship To	Posting Date	B/L Currency	Last Paid Date																								
Attention To	Invoice Date	Amount Due	Incoterms																								
Customer Ref. No.	Terms	Paid Amount	Tax Bill																								
Container Information																											
Remark																											
DEL	CHK	Freight Code	Freight Name	P/C	Unit	TP/SZ	Rate	Volume																			

### Introduction

Creates Accounts receivable Invoice.

Only users with applicable rights can change or delete invoices after creation.

Creates invoices based on rate information entered in the B/L, and information entered or modified additionally on this page is reflected equally in the B/L Freight Tab.

### Procedures

There are three methods in general to create invoices moving to this page.

Select the rate item in the B/L Freight Tab, click the [A/R] button to move to this page. Entered rate information is automatically displayed.

Click the [Accounting] button in the B/L Entry and B/L List pages to move to the AR/AP List pages. Click the [A/R Entry] button to go to this page and create local B/L invoices .

Open the Accounting>AR/AP>A/R Entry page directly, enter B/L No. at the top and press the Enter key.

### Item Descriptions

#### Entry

Follow one of the methods above, select the B/L to issue invoices, and display the B/L information.

- ‘Bill To’: Set to selected customer information.
- Ship To: Consignee information by default

- Attention To: Set to the 'Bill To' Contact.
- Customer Ref. No.: Customer Reference Number on the Invoice
- Invoice No.: Invoice Number is assigned automatically or is typed manually.
- Posting Date: B/L posting date.
- Invoice Date: Either B/L posting date or 'today', depending on Office invoice date setting.
- Terms: 'Bill To' Terms. Set in the Trade Partner Entry page.
- Due Date: Set to Invoice Date + Terms.
- B/L Currency: Currency information on the B/L
- Amount Due: Outstanding amount
- Paid Amount: Displays the paid amount to present if the deposit process is started after invoice issuance.
- Last Check No.: Latest check number received
- Last Paid Date: Latest date deposited
- Incoterms: Displays Incoterms information on the B/L
- Tax Bill
- Remark: Types referential remarks

### ***Billing Item***

Enter B/L No. to display materials for which invoices are not issued, from the A/R invoice rate information entered in the BL.

Click the [Add] button on the right side to add a new item and amount.

Enter all materials and click the [Save] button at the top to create an invoice.

Invoice No. is automatically set. If a user assigned number is required, enter the number in the Invoice No. box and save.

Click the [Print] button to display a print preview for the invoice.

The print form varies a little by countries.

## 2.3.2 A/P Entry(Cost)

☰ Accounting > AR/AP > A/P Entry(Cost)

**A/P Entry(Cost)**

A/P Entry(Cost) ^																												
Accounting > AR/AP > A/P Entry(Cost)																												
B/L No.	Filing No.	Other No.																										
Filing No. OEMTEST	Shipper BRIGHT STAR	POL/ETD PORTLAND,ME 03-03-2015	Commodity																									
MB/L No.	Consignee	POD/ETA BANGOR,ME	Package																									
HB/L No.	Vessel/Flight No.	DEL	Weight(G) 10.00 K 22.05 L																									
Agent	POR	F.DEST/ETA	Measure 0.000000 CBM 0.000000 CFT																									
<b>Billing Information</b> <table border="1"> <tr> <td>Vendor SEABCM</td> <td>CYBERLOGITEC AM</td> <td>Posting Date 03-03-2015</td> <td>B/L Currency USD</td> <td>Last Check No.</td> </tr> <tr> <td>Vendor Invoice No.</td> <td></td> <td>Invoice Date 03-03-2015</td> <td>Amount Due 800</td> <td>Last Paid Date</td> </tr> <tr> <td>Invoice Received <input type="checkbox"/></td> <td></td> <td>Terms</td> <td>Paid Amount 0</td> <td>Incoterms</td> </tr> <tr> <td></td> <td></td> <td>Due Date 04-02-2015</td> <td></td> <td>Tax Bill <input type="checkbox"/></td> </tr> <tr> <td colspan="5">Remark</td> </tr> </table>				Vendor SEABCM	CYBERLOGITEC AM	Posting Date 03-03-2015	B/L Currency USD	Last Check No.	Vendor Invoice No.		Invoice Date 03-03-2015	Amount Due 800	Last Paid Date	Invoice Received <input type="checkbox"/>		Terms	Paid Amount 0	Incoterms			Due Date 04-02-2015		Tax Bill <input type="checkbox"/>	Remark				
Vendor SEABCM	CYBERLOGITEC AM	Posting Date 03-03-2015	B/L Currency USD	Last Check No.																								
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Invoice Received <input type="checkbox"/>		Terms	Paid Amount 0	Incoterms																								
		Due Date 04-02-2015		Tax Bill <input type="checkbox"/>																								
Remark																												
DEL	CHK	Freight Code	Freight Name	P/C	Unit	T/P/SZ	Rate	Volume																				
<input type="checkbox"/>	<input type="checkbox"/>	TRUCK-OE: TRUCKING CHARGE	TRUCKING CHARGE	CC	UNIT		800.00	1.000																				

## Introduction

Creates and manages Accounts payable Invoices. Creates AP paying in the master unit including ocean freight from MBL/MAWB and AP in the house unit from HBL/HAWB.

## Procedures

Select the B/L for AP Invoice issuance to display the B/L information.

## Item Descriptions

### Button

Button	Description
Print	Click the [Print] button to display payment request print preview.

### Entry

- Vendor: Select the AP payment vendor .
- Vendor Invoice No.: Enter invoice number received from the vendor.
- Invoice Received: Check whether or not invoice was received from the vendor.
- Posting Date: B/L posting date.
- Invoice Date: Either the B/L posting date or 'today', depending on the Office invoice date setting.
- Terms: 'Bill To' Terms. Set on the Trade Partner Entry page.
- Due Date: Set to Invoice Date + Terms.

- B/L Currency: Currency information on the B/L
- Amount Due: Outstanding amount
- Paid Amount: Displays the paid amount up the present if the deposit process is started after invoice issuance.
- Last C K. No.: Latest check number received
- Last Paid Date: Latest date deposited
- Incoterms: Displays Incoterms information on the B/L
- Tax Bill
- Remark: Types referential remarks



## Tip

### Master B/L : How to create A/P invoice

① AR/AP List

Block	CHK	Type	Post Date	Invoice No.	Bill To	Currency	Invoice Amount	Paid Amount	L.Paid Date	Balance	HBL No.	Over Due	MBL No.
There is no data to search													

You can click [Accounting] function button from Master B/L List or Master B/L Entry screens.  
AR/AP List contains all the AR/AP/DC information created from both Master and House.

① A/P Entry(Cost)

B/L No.	Filing No.	Other No.						
Filing No. OOEFOEF-400008	OPUS	Shipper OPUS LOGISTICS INC.						
MB/L No.	Consignee PROFESSIONAL WHOLE SAL	LONG BEACH,CA 12-15-2014						
HBL No.	Vessel/Flight No.	SUSAN, KOREA						
Agent	POR	Commodity						
Billing Information								
Vendor T10247	HANJIN SHIPPING	Package 0						
Vendor Invoice No. DA102025		Weight(G) 0.00 K 0.00 L						
Invoice Received <input checked="" type="checkbox"/>	Posting Date 12-15-2014	Measure 0.000000 CBM 0.000000 GFT						
	Invoice Date 12-15-2014							
	Terms _th of next mon 4							
	Due Date 01-31-2015							
Remark								
DEL	CHK	Freight Code	Freight Name	Unit	TP/SZ	Rate	Volume	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COEOETHER: OTHER COST	OTHER COST	UNIT		750.00	1.000	750.00

② Default New Add

You can click on [A/P] button from AR/AP List screen.

Enter in the Vendor information and Invoice Number, as shown in ①.

Click [Add] button to select the Freight Code and other information, as shown in ②.

### 2.3.3 D/C Note Entry

Accounting > AR/AP > D/C Note Entry

**D/C Note Entry**

D/C Note Entry ^																							
Accounting > AR/AP > D/C Note Entry																							
B/L No.	Filing No.	Other No.	Invoice No.																				
Filing No.	Shipper	POR	Commodity																				
MB/L No.	Consignee	DEL	Package																				
HB/L No.	POL/ETD	F.DEST/ETA	Weight(G)																				
Vessel/Flight No.	POD/ETA		K L																				
			Measure CBM CFT																				
<b>&gt; Billing Information</b> <table border="1"> <tr> <td>Agent Name</td> <td>D/C No.</td> <td>Due Date</td> <td>Last Check No.</td> </tr> <tr> <td>Agent Ref. No.</td> <td>Posting Date</td> <td>B/L Currency</td> <td>Last Paid Date</td> </tr> <tr> <td>Profit Share(%)</td> <td>Invoice Date</td> <td>Amount Due</td> <td>Incoterms</td> </tr> <tr> <td></td> <td>Terms</td> <td>Paid Amount</td> <td>Tax Bill</td> </tr> <tr> <td colspan="4">Remark</td> </tr> </table>				Agent Name	D/C No.	Due Date	Last Check No.	Agent Ref. No.	Posting Date	B/L Currency	Last Paid Date	Profit Share(%)	Invoice Date	Amount Due	Incoterms		Terms	Paid Amount	Tax Bill	Remark			
Agent Name	D/C No.	Due Date	Last Check No.																				
Agent Ref. No.	Posting Date	B/L Currency	Last Paid Date																				
Profit Share(%)	Invoice Date	Amount Due	Incoterms																				
	Terms	Paid Amount	Tax Bill																				
Remark																							
DEL	CHK	B/L No.	Freight Code	Freight Name	D/C	P/C	Unit	TP/SZ	Rate	Volume	Debit/Credit												
											Revenue/Cost												
											Debit												
											Credit												
<input type="button" value="Debit Amount"/> <input type="button" value="Credit Amount"/> <input type="button" value="Total Amount"/>																							

## Introduction

Creates Debit/Credit Note.

Only users with applicable rights can change or delete invoices after creation.

Creates invoices based on rate information entered in the B/L, and information additionally entered or modified on this page is reflected equally in the B/L Freight Tab.

## Procedures

Select the B/L to issue a DC Note and displays the B/L information.

Create a DC Note for the master agent from MB/L and for the house agent from HB/L.

### Billing Item Entry - Master

Created from DC Note MBL/MAWB for the master agent.

If the master agent collects freight, use [Auto] or [Auto (O/F)] button.

[Auto]: Displays all rate items entered in the Debit/Credit list under the HBL/HAWB Freight Tab linked to the corresponding MBL/MAWB file.

[Auto (O/F)]: Displays Ocean Freight Revenue with Ocean Freight Cost items from the rate items in the Debit/Credit list under the HBL/HAWB Freight Tab linked to the corresponding MBL/MAWB file.

Can check the corresponding HBL/HAWB from the B/L No. column on the left side in the list.

Check DC Note creation items from Sel. Column on the left side in the list and click the [Save] button at the top to create aDC note.

### **Billing Item Entry - House**

Created from the DC Note HBL/HAWB for house agent.

Check DC Note creation items from the Sel. Column on the left side in the list and click the [Save] button at the top to create DC note.

### **Profit Share**

Check the P/S Column on the right side to select Profit sharing target items.

Click the [P/S Cal.] button to add anew row with the results calculated according to Profit sharing % item.

**NOTE:** Profit sharing Equation: (Revenue Total – Cost Total) X Profit sharing %

## **Item Descriptions**

### **Button**

Button	Description
Print	Click the [Print] button to display a print preview for the invoice.

### **List**

- Agent's Name: Sets selected agent information.
- Agent Ref. No.: Types Agent Reference Number
- D/C No.: Creates DC Note number.
- Profit sharing %: Enter Profit sharing ratio with the agent.
- Posting Date: B/L posting date.
- Invoice Date: Either the B/L posting date or 'today', depending on the Office invoice date setting.
- Terms: Agent Terms. Set on the Trade Partner Entry page.
- Due Date: set to Invoice Date + Terms.
- B/L Currency: Currency information on the B/L
- Amount Due: Outstanding amount
- Paid Amount: It shows paid amount up to present if the deposit process is started after invoice issuance.
- Last CK. No.: Latest check number received
- Last Paid Date: Latest date deposited
- Incoterms: Displays Incoterms information on the B/L
- Tax Bill
- Remark: Types referential remarks

### **Billing Item**

- DEL: Check column of the item to delete and click the Save button to delete.
- Sel.: Select DC Note creation items.
- Freight Code/Name: Select Billing Code.
- R/C: Select ether Revenue or Cost. Revenue refers to debit and cost refers to credit.

- P/C: Select either Prepaid or Collect.
- Unit: Select rate application unit. (CNTR, BL, CBM etc.).
- TP/SZ: Select container type and size. Enterable only if Unit is ‘CNTR’.
- Vol.: Enter Volume, or Quantity.
- Rate: Enter freight information.
- Debit/Credit (Revenue/Cost, Debit, Cost): Automatically calculated from previously entered items including Revenue/Cost and Prepaid/Collect.
- Profit/Share: If the time is profit shared.

Debit Credit Matrix

<b>R/C</b>	<b>P/C</b>	<b>Debit/Credit</b>		
		<b>Revenue/Cost</b>	<b>Debit</b>	<b>Cost</b>
<b>Revenue</b>	<b>Prepaid</b>	o	x	x
<b>Revenue</b>	<b>Collect</b>	o	o	x
<b>Cost</b>	<b>Prepaid</b>	o	x	x
<b>Cost</b>	<b>Collect</b>	o	x	o



## Tip

### Master B/L : How to create master agent's D/C Note

It is common to have multiple House B/Ls on one Master B/L for Export Consol operations. In this case, you may input Freight information as Prepaid or Collect. If Freight charge is entered as Prepaid, you can create the Invoice from the House B/L to send to the Shipper. However, if Freight charge is entered as Collect, account will be settled with Master Agent.

Since issuing Credit/Debit Note from each House B/L to the Master Agent involves too much work, OPUS Forwarding offers the function to pull all the Freight charges that were entered as Collect for each House B/L and to make one Credit/Debit Note.

Freight Code		Customer Code		Rate Curr.	Unit	TP/SZ	P/C	Rate	Vol.	Amount	Invoice No.
<input type="checkbox"/> DEL	<input type="checkbox"/> CHK	Code	Name	Code	Name						
There is no data to search											

Debit/Credit		Freight Code		Customer Code		Rate Curr.	Unit	TP/SZ	P/C	Debit Rate	Credit Rate	Vol.	Debit/Credit	Invoice
<input type="checkbox"/> DEL	<input type="checkbox"/> CHK	Debit/Credit	Code	Name	Code	Name							Debit Amount	Credit Amount
There is no data to search														

- Then, a House B/L is created and Freight information under D/C Note section is entered (e.g. House B/L No. OOEH-800005, Ocean Freight Charge of \$500.00 – Invoice is not created yet).

Debit/Credit		Freight Code		Customer Code		Rate Curr.	Unit	TP/SZ	P/C	Debit Rate	Credit Rate	Vol.	Debit/Credit	Invoice	
<input type="checkbox"/> DEL	<input type="checkbox"/> CHK	Debit/Credit	Code	Name	Code	Name							Debit Amount	Credit Amount	
<input type="checkbox"/>	<input type="checkbox"/>	Revenue	COE10/F: OCEAN FREIGHT (ATR10)	PROFESSIONAL WH	USD	UNIT				C	500.00	0.00	1.000	500.00	0.00

- Then, a House B/L is created and Freight information under D/C Note section is entered (e.g. House B/L No. OOEH-800005, Ocean Freight Charge of \$500.00 – Invoice is not created yet).

Debit/Credit		Freight Code		Customer Code		Rate Curr.	Unit	TP/SZ	P/C	Debit Rate	Credit Rate	Vol.	Debit/Credit	Invoice	
<input type="checkbox"/> DEL	<input type="checkbox"/> CHK	Debit/Credit	Code	Name	Code	Name							Debit Amount	Credit Amount	
<input type="checkbox"/>	<input type="checkbox"/>	Revenue	C/O: CERTI CERTIFICATE OF (ATR10)	PROFESSIONAL WH	USD	UNIT				C	150.00	0.00	1.000	150.00	0.00
<input type="checkbox"/>	<input type="checkbox"/>	Cost	OETRUCK: TRUCKING CHARGES	(ATR10)	PROFESSIONAL WH	USD	UNIT			C	0.00	50.00	1.000	0.00	50.00

- ③ Second House B/L is created and Freight information is entered as well (e.g. House B/L No. BLAEOH100134, Ocean Freight Charge of \$150.00  
– Invoice created, and Freight Cost of \$50.00 created – no invoice yet).

The screenshot shows the AR/AP List interface. At the top, there are search, new, save, delete, print, batch print, A/R, CR/DB, A/P (highlighted with a red box), Deposit, Check, Paid History, Excel, Account Slip, and History buttons. Below the buttons are search fields for Post Date, Bill To, Office, Type, Invoice Date, HB/L No., MB/L No., Agent Ref. No., Invoice No., Filing No., Other Filing No., Cust Ref. No., Vendor Invoice No., Amount, and Remark. A table below lists invoices with columns for Block, CHK, Type, Post Date, Invoice No., Bill To, Currency, Invoice Amount, Paid Amount, L.Paid Date, Balance, HB/L No., Over Due, and MB/L No. The first row shows an invoice for ODCN-200016 with a value of 150.00.

- ④ Then, move to Accounting from MB/L to create Master Agent's D/C Note.

The screenshot shows the Accounting screen. At the top, there are buttons for Default New, Add, Auto (highlighted with a red box), and Auto. Below is a table with columns for DEL, CHK, B/L No., Freight Code, Freight Name, D/C, P/C, Unit, TP/SZ, Rate, Volume, Debit/Credit, Revenue/Cost, and Debit. Two rows are visible: one for OOEH-800005 (Debit CC UNIT 500.00) and one for OOEH-800006 (Credit CC UNIT 50.00). At the bottom, there are buttons for Debit Amount (500.00), Credit Amount (50.00), Total Amount (500.00), and a scroll bar.

- ⑤ Press [Auto] button to retrieve and list up all the Debit/Credit Freight information under House B/L that have not been created into an Invoice yet (e.g. House B/L No. OOEH-800005's Debit \$500 and House B/L No. BLAEOH100134's Credit \$50 retrived, but Debit of \$150 for House B/L No. BLAEOH100134 did not list up since Invoice was already created).

## 2.3.4 AR/AP List

- Accounting > AR/AP > AR/AP List

### AR/AP List

The screenshot shows the AR/AP List interface. At the top, there are search, new, save, delete, print, batch print, A/R, CR/DB, A/P, Deposit, Check, and Paid Hist buttons. Below the buttons are search fields for Post Date, Bill To, Office, Type, Invoice Date, HB/L No., MB/L No., Agent Ref. No., Invoice No., Filing No., Other Filing No., Cust Ref. No., Vendor Invoice No., Amount, and Remark. A table below lists invoices with columns for Block, CHK, Type, Post Date, Invoice No., Bill To, Currency, Invoice Amount, Paid Amount, L.Paid Date, Balance, HB/L No., Over Due, MB/L No., and Filing. The table shows several entries, including ones for HANJIN SHIPPING COMPANY, AMERICAN AIRLINES, and COMBINED ATLANTIC CARRIER.

## Introduction

Lists issued AR, DC, and AP invoice information.

## Procedures

Click the [Accounting] button at the top of the B/L Entry or B/L List pages to go to the page, where the B/L issued invoice information is displayed.

Double click a list item to open the corresponding invoice page.

## Item Descriptions

### Button

Button	Description
<b>Retrieve</b>	Retrieves invoices according to entered search conditions.
<b>New</b>	Base on list selected, creates A/P, A/R, DC Note slip.
<b>Save</b>	Use when changing the Post Date. Only for authorized users.
<b>Delete</b>	Deletes selected invoice. Only for authorized users.
<b>Print</b>	Prints selected invoice.
<b>Batch Print</b>	Prints multiple invoices at once by entering an invoice number range.
<b>A/R</b>	Goes to the Local Invoice Creation page.
<b>D/C</b>	Goes to the DC Note Creation page.
<b>A/P</b>	Goes to the Accounts payable Invoice Creation page.
<b>Deposit</b>	Goes to the Deposit page for deposit processing.
<b>Check</b>	Goes to the Check page for payment processing.
<b>Excel</b>	Downloads the searched invoice list to an Excel file.
<b>Accounting Slip</b>	Prints selected invoice Journal material.
<b>History</b>	Displays slip amendment history.
<b>Profit Report</b>	Displays profit report based on selected B/L information.
<b>Clear</b>	Clears search conditions and list.

### List

- CHK: Check invoices to process printing, deposit, or payment.
- Type: Invoice type including AR, AP and DC
- Post Date: Displays post date
- Invoice No.: Invoice number
- 'Bill To': Invoice Customer or Vendor information.
- Currency: Displays accounting Currency
- Invoice Amount: Invoice amount
- Paid Amount: deposited or paid amount
- Last Paid Date: Last Paid Date
- Balance: receivable amount (Inv. Amount – Paid Amount)
- HBL No.: HBL/HAWB number

- Over Due.: remaining days to the due date. A negative number refers to the number of days remaining to the due date and a positive number refers to the number of days past the due date.
- MB/L No: Master B/L Number on the B/L
- Filng No.: Filing Number on the B/L
- Other Filng No.: Displays Other Filing Number
- Vendor Invoice No.: In case of A/P, displays vendor invoice number.
- Office: Displays slip issuing office
- Issued by/Create Time/Last Modified by/Last Modify Time: Manages invoice created user and time, and latest modified user and time.

## 2.4 General Expense

### 2.4.1 General Expense Introduction

Processes all expenses generated except Operation AP.

Can enter expenses on the Payment page. Creating AP invoices on the A/P Entry (G&A) page and processing payment is preferable for securing evidence by deposit and payment, however.

Ordinary users are prohibited from accessing the A/P Entry (G&A) page and enterable billing codes are separated from operation codes.

Invoice materials entered in the A/P Entry (G&A) page are not viewed in the Deposit/Payment pages used by operation users, and may only be processed on the Deposit/Payment Level 2 and Payment Level 3 pages.

### 2.4.2 AR/AP List(G&A)

- ≡ Accounting > AR/AP > AR/AP List(G&A)

AR/AP List(G&A)															
AR/AP List(G&A) ▾															
Block	CHK	Type	Post Date	Department	Invoice No.	Customer/Vendor	Invoice Amount	Paid Amount	L.Paid Date	Balance	Over Due	Office	Currency	Issued by	Create Time
	<input type="checkbox"/>	A/P	01-29-2014			UNITED AIR LINES,INC (	33.00	0.00		33.00	376	CLT	USD	cltmaster	2014-01-29 23:10:
	<input type="checkbox"/>	A/P	01-15-2015	IM		HANSUNG SHIPPING CO	2,456.00	-1,800.00	01-15-2015	4,256.00	25	CLT	USD	cltmaster	2015-01-15 20:21:
	<input type="checkbox"/>	A/R	11-30-2014		CLT11	LOGI NEXUS SOLUTION	200.00	0.00		200.00	75	CLT	USD	cltmaster	2014-12-12 04:48:
	<input type="checkbox"/>	A/P	05-03-2013			UNITED AIR LINES,INC (	331.00	0.00		331.00	42,074	CLT	USD	cltmaster	2014-02-08 06:39:
	<input type="checkbox"/>	A/P	02-04-2014		9999	NORTHWEST AIRLINES	79.00	79.00	02-04-2014	0.00	0	CLT	USD	cltmaster	2014-02-03 22:40:
	<input type="checkbox"/>	A/P	09-04-2014			AMERICAN AIRLINES	2,000.00	0.00		2,000.00	158	CLT	USD	cltmaster	2014-09-04 00:43:

### Introduction

Lists general company expense information other than operations (G&A A/P).

### Procedures

Assign search conditions.

Click ‘Search’ button to retrieve the data.

Double click the row to go to Invoice detail screen.

## Item Descriptions

### Button

Button	Description
Retrieve	Retrieves invoices according to entered search conditions.
New	Creates A/P slip.
Save	Use when changing the Post Date. Only for authorized users.
Delete	Deletes selected invoice. Only for authorized users.

### List

- CHK: Check invoices to process printing, deposit, or payment.
- Type: Invoice type including AP
- Post Date: Displays post date
- Vendor Invoice No.: In case of A/P, displays vendor invoice number.
- Vendor: Invoice Vendor information.
- Invoice Amount: Invoice amount
- Paid Amount: deposited or paid amount
- L. Paid Date: Last Paid Date
- Balance: receivable amount (Inv. Amount – Paid Amount)
- Over Due.: remaining days to the due date. A negative number refers to the number of days remaining to the due date and a positive number refers to the number of days past the due date.
- Office: Displays slip issuing office
- Currency: Displays accounting Currency
- Issued by/Create Time/Last Modified by/Last Modify Time: Manages invoice created user and time, and latest modified user and time.

### 2.4.3 A/R Entry(G&A)

- Accounting > AR/AP > A/R Entry(G&A)

A/R Entry(G&A)

A/R Entry(G&A) ▾				
Bill To	<input type="text"/>	Amount Due	<input type="text"/>	
Invoice No.	<input type="text"/>	Paid Amount	<input type="text"/>	
Posting Date	<input type="text"/>	Last Check No.	<input type="text"/>	
Invoice Date	<input type="text"/>	Last Paid Date	<input type="text"/>	
Terms	<input type="text"/>			
Due Date	<input type="text"/>			
B/L Currency	USD <input type="button" value="▼"/>			
Tax Bill	<input type="checkbox"/>			
Office	BSTAR <input type="button" value="▼"/>			
Department	<input type="text"/>			
Remark	<input type="text"/>			
DEL	CHK	Billing Code	Description	Office

## Introduction

Enters and manages general company income information other than operations (G&A A/P).

## Procedures

Type the header information.

Type the line information with clicking ‘Add’ button on list section.

Click ‘Save’ button to save the date.

## Item Descriptions

### Button

Button	Description
Save	Creates and modifies Invoice.
Delete	Deletes Invoice. (If it has a Deposit amount, it is not deleted.)
Copy	Copies Invoice and creates a new one.
Print	Prints Payment Request.

### Entry

Follow one of the methods above, select the B/L to issue invoices, and display the B/L information.

- ‘Bill To’: Set to selected customer information.

- Invoice No.: Invoice Number is assigned automatically or is typed manually.
- Posting Date: B/L posting date.
- Invoice Date: Either B/L posting date or 'today', depending on Office invoice date setting.
- Terms: 'Bill To' Terms. Set in the Trade Partner Entry page.
- Due Date: Set to Invoice Date + Terms.
- B/L Currency: Currency information on the B/L
- Tax Bill
- Office: Issuing office
- Department: Issuing department
- *Amount Due: Outstanding amount*
- *Paid Amount: Displays the paid amount to present if the deposit process is started after invoice issuance.*
- *Last Check No.: Latest check number received*
- *Last Paid Date: Latest date deposited*
- Remark: Types referential remarks

#### **Billing Item**

- DEL: Check item need to delete. After selection, click 'Save' button to apply.
- **CHK:**
- Billing Code: Billing Code and Name
- Description: Billing Name
- Office: Related Office
- Amount: Billing Amount

#### **2.4.4 A/P Entry(G&A)**

≡ Accounting > AR/AP > AP Entry(G&A)

AP Entry(G&A)

A/P Entry(G&A) ▾		Save	Copy	Print	Clear
Vendor	<input type="text"/> P		Amount Due		
Vendor Invoice No.	<input type="text"/>		Paid Amount	<input type="text"/>	
Posting Date	<input type="text" value="12-09-2015"/> <input type="button" value="..."/>		Last Check No.	<input type="text"/>	
Invoice Date	<input type="text" value="12-09-2015"/> <input type="button" value="..."/>		Last Paid Date	<input type="text"/>	
Terms	<input type="text"/>				
Due Date	<input type="text"/> <input type="button" value="..."/>				
B/L Currency	<input type="text" value="USD"/> <input type="button" value="..."/>				
Invoice Received	<input type="checkbox"/>				
Tax Bill	<input type="checkbox"/>				
Office	<input type="text" value="OPUS"/> <input type="button" value="..."/>				
Department	<input type="text"/> <input type="button" value="..."/>				
Remark	<input type="text"/>				
<input type="button" value="Add"/>					
<input type="button" value="DEL"/>	<input type="button" value="CHK"/>	<input type="text" value="Billing Code"/>	<input type="text" value="Description"/>	<input type="text" value="Office"/>	<input type="text" value="Amount"/>

## Introduction

Enters and manages general company expense information other than operations (G&A A/P).

## Procedures

Type the header information.

Type the line information with clicking 'Add' button on list section.

Click 'Save' button to save the data

## Item Descriptions

### Button

Button	Description
Save	Creates and modifies AP expense.
Delete	Deletes AP Expense. (If it has a payment amount, it is not deleted.)
Copy	Copies AP expense and creates a new one.
Print	Prints Payment Request.

### Entry

- Vendor: Select Expense payment trading partner.
- Posting Date: Today by default.
- Invoice Date: Today by default.
- Due Date: Automatically set according to trade partner terms.
- B/L Currency: Enter expense currency. System user country currency by default.
- Invoice Received: Check whether or not invoice was received from the trade partner.

### Billing Item

Click the [Add] button to add a row.

Enter billing code and amount.

Click the [Save] button to complete AP expense creation.



## Tip

### A/R, A/P (G&A) Classification per Office

- ① You can select and assign different Office per Item when creating AR/AP (G&A).
- ② Accounting Report will list relevant Amount and information per Office.

**A/P Entry(G&A)**

Vendor	OPUSM	P	OPUS LOGISTICS INC.	Amount Due	4,800
Vendor Invoice No.				Paid Amount	0
Posting Date	01-09-2015			Last Check No.	
Invoice Date	01-09-2015			Last Paid Date	
Terms	asd				
Due Date	02-28-2015				
B/L Currency	USD				
Invoice Received	<input type="checkbox"/>				
Tax Bill	<input type="checkbox"/>				
Office	OPUS				
Department					
Remark					

DEL	CHK	Billing Code	Description	Office
<input type="checkbox"/>	<input type="checkbox"/>	EADVER-S: ADVERTISING-S	ADVERTISING-S	LA
<input type="checkbox"/>	<input type="checkbox"/>	EADVER-S: ADVERTISING-S	ADVERTISING-S	NJ
<input type="checkbox"/>	<input type="checkbox"/>	EADVER-S: ADVERTISING-S	ADVERTISING-S	CHI

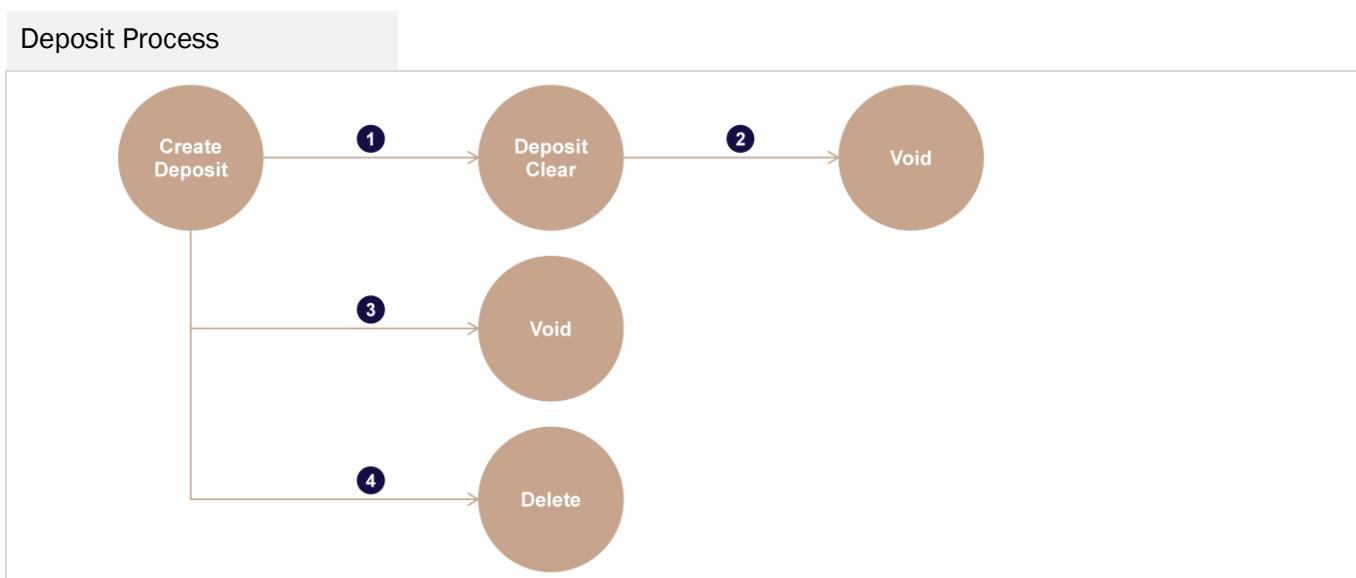
**Accounting Slip**

Source: A/P (G&A)		Ser No.:	Filing No.:	B/L No.:					
Date	No.	Branch	G/L No.	G/L Name	Customer	Description	Debit	Credit	
01/09/15	1	LA	20100	ACCOUNTS PAYABLE	OPUS LOGISTICS INC.		0.00	1,300.00	
01/09/15	2	NJ	20100	ACCOUNTS PAYABLE	OPUS LOGISTICS INC.		0.00	2,000.00	
01/09/15	3	CHI	20100	ACCOUNTS PAYABLE	OPUS LOGISTICS INC.		0.00	1,500.00	
01/09/15	4	LA	50150	ADVERTISING EXPENSES	OPUS LOGISTICS INC.	ADVERTISING-S	1,300.00	0.00	
01/09/15	5	NJ	50150	ADVERTISING EXPENSES	OPUS LOGISTICS INC.	ADVERTISING-S	2,000.00	0.00	
01/09/15	6	CHI	50150	ADVERTISING EXPENSES	OPUS LOGISTICS INC.	ADVERTISING-S	1,500.00	0.00	
							Total :	4,800.00	4,800.00

## 3 BANK

### 3.1 Deposit/Payment

#### 3.1.1 Deposit Process



#### Introduction

Deposit is bank process to settle the invoice.

#### Procedures

##### ① Create Deposit → Deposit Clear

You can use Deposit Clear by opening Individual Deposit file and checking “Deposit” field or going to Accounting > Bank > Batch Processing and checking “Deposit” field by Batch.

Deposit Date must be later than Post Date (they cannot be the same date).

There must be Check No. before Deposit Clear.

You cannot edit or delete data that had been Deposit Cleared.

##### ② Deposit Clear → Void

You cannot Void data that had been Deposit Cleared.

If your role allows, you can “Cancel Deposit” data that’s been Deposit Cleared under Accounting > Bank > Batch Processing.

You cannot edit data that had been Voided.

③ Create Deposit → Void

You cannot Void data that had been Deposit Cleared.

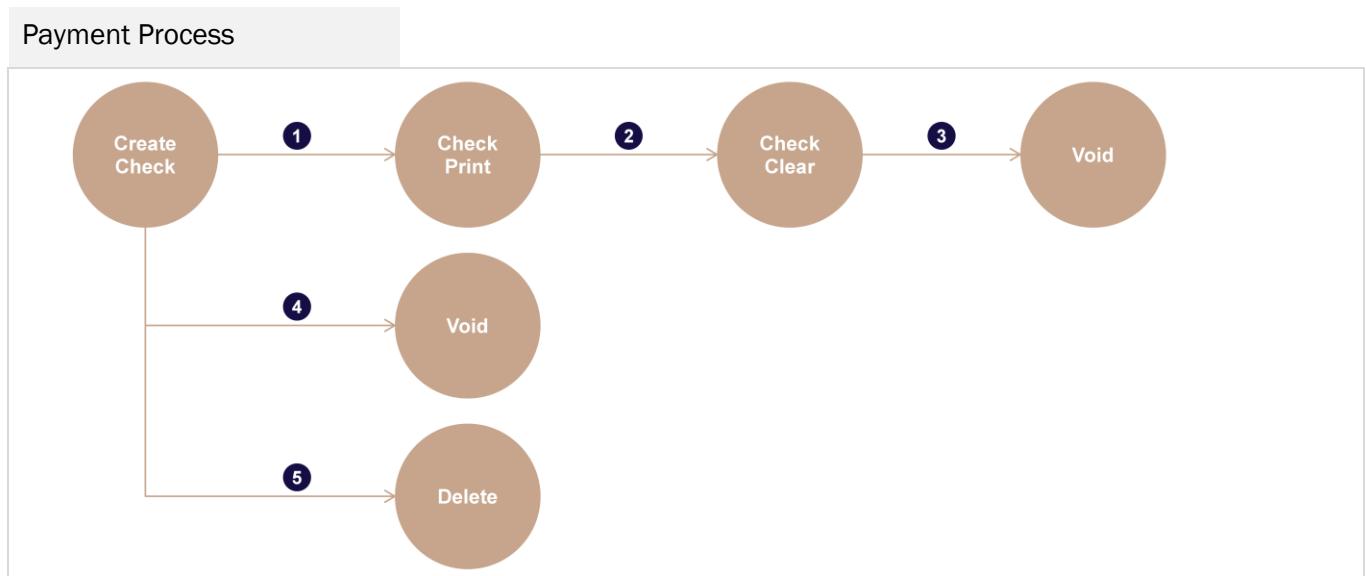
You cannot edit data that had been Voided.

④ Create Deposit → Delete

You cannot Delete data that had been Deposit Cleared.

To Delete: You can go to Deposit List Level 2 screen to select the data and Delete.

### 3.1.2 Payment Process



## Introduction

Payment is bank process to settle the payment for vendor's invoice

## Procedures

### ① Check Print

You cannot Edit nor Delete the Check that's been printed.

### ② Check Print → Check Clear

You can Clear Check by opening Individual Payment data under Accounting > Bank > Batch Processing and checking the "Clear" field.

Clear Date must be later than Post Date (they cannot be the same date).

There must be Check No. before Check Clear.

You cannot edit nor delete data that had been Check Cleared.

### ③ Check Clear → Void

You cannot Void data that had been Check Cleared.

If your role allows, you can "Cancel Clear" data that's been Check Cleared under Accounting > Bank > Batch Processing.

You cannot edit data that had been Void.

### ④ Create Check → Void

You cannot Void data that had been Check Cleared.

You cannot edit data that had been Void.

⑤ Create Check → Delete

You cannot Delete data that had been Check Cleared.

To Delete: You can go to Deposit List Level 2 or 3 screens to select the data and Delete.

## 3.1.3 Deposit

Accounting > Bank > Deposit

**Deposit**

Deposit ^

Accounting > Bank > Deposit

**Invoice Search**

Customer	CLT10034	<input type="button" value="P"/>	LOGI NEXUS SOLUTIONS
Invoice No.	<input type="text"/>		
A/R	<input checked="" type="checkbox"/>	D/C	<input type="checkbox"/>
A/P	<input type="checkbox"/>	C All <input type="radio"/> Open <input type="radio"/>	

**Check Information**

Received From	LOGI NEXUS SOLUTIONS	Post Date	02-27-2015	Received Amount	500.00
Deposit Bank	CASH IN BANK - REVENUE	Currency	USD	Check No.	1152
Deposit	<input type="checkbox"/>	Deposit Date	<input type="text"/>	Void	<input type="checkbox"/>
Void Date	<input type="text"/>		<input type="button" value="P"/>		<input type="button" value="P"/>

DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Invoice No.	Invoice Amount	Balance Amount	Received	CHK	B/L No.	Filing No.	Des
<input type="checkbox"/>	03-03-2015	03-03-2015	03-03-2015	BSTAF	A/R	10220	CASH IN BANK - EXF	USD	2	500.00	0.00	500.00	<input checked="" type="checkbox"/>	OEMTEST	

Invoice Amount
500.00
Balance Amount
0.00
Pay Amount
500.00

Remark

## Introduction

User can register and manage check or cash deposits to receive on the deposit screen after bank invoice issuance to customers.

Searches invoice list by customers, and selects invoices matching the check or cash item.

Registers data entered on the deposit page as a Book Balance and changes such to a Bank balance by entering the deposit date after a bank deposit.

## Procedures

### Invoice Search

Search invoices for deposit processing.

Select Customer

If Customer is selected, the Received From item is set to the customer.

Select invoice type (Local, CR/DB, A/P).

Can search a specific invoice only by entering the Invoice No. or Vendor Invoice No.

OPEN: Searches outstanding invoices only with Accounts receivable.

ALL: Searches all invoices.

Click the [Retrieve] button after entering search conditions to display invoices on the list at the bottom.

### **Check Information Entry**

Enter check information.

Select Currency.

Enter Check No.

Enter Post Date. ‘Today’ by default.

Select Bank. (Bank registered as Revenue Default on the Bank Setup page by default.)

### **Invoice Selection**

Select an Invoice and Double click ‘Received’ or check ‘CHK’.

Directly enter amount to ‘Received’ if Partial Payment.

Amount Items Description

- Balance Amount: Outstanding Amount
- Received: received amount
- Received Amount: Payment X Exchange Rate

When clearing click the ‘Clear’ box even if currencies of invoice and check are different or balance remains.

If currencies differ, clearing is automatically set to Exchange Losses/Profits and if the same, to Miscellaneous Losses/Profits.

Company issues a USD 20 invoice and receives KRW 20,000.

- If an Exchange Rate of 0.09 is applied, a difference of USD 2.00 occurs.
- To set the USD 2.00 as an exchange loss other than an outstanding balance, check the ‘Clear’ box.
- A new row is added just below the invoice and registers an exchange loss of USD 2.00.

Received Amount is calculated on every invoice selection. Check amount and click the [Save] button to finish deposit processing.

Click the [Invoice New] button to add another invoice to the deposit data after deposit data saving.

- Select an invoice to add by checking the CHK box, and click the [Apply] button.
- When the selected invoice is added to the list, enter the amount and click the [Save] button to complete.

For additive amounts including Bank Charges, click the [Add] button to add a new row, and directly enter the corresponding GL Code and amount.

Cannot change or delete amount of deposit processed invoices.

## **Item Descriptions**

### **Button**

Button	Description
Retrieve	Retrieves invoices according to entered search conditions.
Save	Saves and changes Deposit data.
Clear	Clears search conditions and the list.
Excel	Downloads the invoice list to an Excel file.

### **Entry**

#### **Check Information Entry**

- Received Amount: Calculated when searched invoice is selected.

- Deposit: Check after bank deposit for final deposit processing. If checked, Deposit Date is set to 'today'. When the Deposit Date is entered, Deposit is also checked.
- Void: Check if processing is void by including check bounce verification. If checked, Void Date is set to 'today'. When Void Date is entered, Void is also checked.

### 3.1.4 Deposit List

Accounting > Bank > Deposit List

**Deposit List**

Deposit List														<a href="#">Search</a>	<a href="#">New</a>
Accounting > Bank > Deposit List															
Post Date	01-01-2015	~	03-12-2015	<input type="button" value="P"/>	Received From	<input type="text"/>	<input type="button" value="P"/>	Office	ALL	<input type="button" value="▼"/>	HB/L No.	<input type="text"/>			
Deposit Date	<input type="text"/>	~	<input type="text"/>	<input type="button" value="P"/>	Check No.	<input type="text"/>		Bank	ALL	<input type="button" value="▼"/>	MB/L No.	<input type="text"/>			
Received Amount	<input type="text"/>	~	<input type="text"/>	<input type="button" value="P"/>	Void	All	<input type="button" value="▼"/>	Void Date	<input type="text"/>	~	<input type="button" value="P"/>	Issued by	<input type="text"/>		
Block	CHK	Date	Received From	Check No.	Bank	Received Amount	Currency	Deposit Date	Void	Void Date	Office	Issued by	HB/L No.		
	<input type="radio"/>	03-09-2015	ACME SYSTEM	500	CASH IN BANK - REVE	12.00	USD		N		CLT	cltmaster	SZLA/TN1406001		
	<input type="radio"/>	03-06-2015	ACME SYSTEM		CASH IN BANK - REVE	20.00	USD		Y	03-11-2015	CLT	cltmaster	TESTABCD		
	<input type="radio"/>	03-09-2015	ACME SYSTEM	500	CASH IN BANK - REVE	500.00	USD	03-09-2015	N		CLT	cltmaster	TESTABCD		
	<input type="radio"/>	03-06-2015	ACME SYSTEM		CASH IN BANK - REVE	-200.00	USD		N		CLT	cltmaster	TESTABCD		
	<input type="radio"/>	03-06-2015	ACME SYSTEM		CASH IN BANK - REVE	350.00	USD		N		CLT	cltmaster	TESTABCD		
	<input type="radio"/>	03-05-2015	DELTA AIRLINES (DEL)	2566	CASH IN BANK - REVE	2,000.00	USD		N		UNI	unipac			
	<input type="radio"/>	03-05-2015	ACME CMPY	1423	CASH IN BANK - REVE	350.00	USD		N		CLT	cltmaster	TESTABCD		

## Introduction

Deposit list shows all registered deposit record.

User can define the condition to search the deposit.

## Procedures

Lists the deposit processed by searching condition defined.

Modify and save the deposit selected from search result.

Double click a list item to open the corresponding invoice page.

## Item Descriptions

### Button

Button	Description
Retrieve	Retrieves invoices according to entered search conditions
New	Creates deposit slip
Save	Use when changing the Post Date. Only for authorized users
History	Displays deposit slip amendment history
Print	Prints selected deposit
Excel	Exports the list to excel form

**Account Slip**

Prints the account slip for deposit journal

**List**

- CHK: Select the deposit
- Post Date: Displays post date. This field is modifiable
- Received From: Payment customer information
- Check No.: Check Number
- Bank: Deposit Bank assigned
- Received Amount: Deposit receipt amount
- Currency: Displays accounting Currency
- Deposit Date
- Void: if the deposit is void. Dishonored check can be designated
- Void Date
- HB/L No.: HBL/HAWB number
- MB/L No: Master B/L Number on the B/L
- Office: Displays slip issuing office
- Issued by: Manages invoice created user

**3.1.5 Deposit Lv(Level) 2**

≡ Accounting > Bank > Deposit Lv2

**Deposit Lv2**

Customer Payment Lv 2 ^

Accounting > Bank > Customer Payment Lv 2

<b>Invoice Search</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">         Customer: ACME <input type="button" value="ACME SYSTEM"/>           Invoice No. <input type="text"/> <input type="button" value="Search"/>   <input checked="" type="checkbox"/> A/R <input checked="" type="checkbox"/> D/C <input checked="" type="checkbox"/> A/P <input type="checkbox"/> All <input checked="" type="checkbox"/> Open       </div>	<b>Check Information</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">         Received From: ACME SYSTEM <input type="text"/>           Post Date: 03-06-2015 <input type="text"/>           Deposit Bank: CASH IN BANK - REVENUE <input type="text"/>           Received Amount: 20.00 <input type="text"/>           Currency: USD <input type="text"/>           Check No. <input type="text"/>   <input type="checkbox"/> Deposit <input type="checkbox"/> Deposit Date <input type="text"/>   <input type="checkbox"/> Void <input checked="" type="checkbox"/> Void Date: 03-11-2015 <input type="text"/>   <input type="checkbox"/> Block       </div>																																
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>DEL</th> <th>Post Date</th> <th>Invoice Date</th> <th>Due Date</th> <th>Office</th> <th>Type</th> <th>G/L No.</th> <th>Currency</th> <th>Invoice No.</th> <th>Invoice Amount</th> <th>Balance Amount</th> <th>Received</th> <th>CHK</th> <th>B/L No.</th> <th>Filing No.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>11-29-2014</td> <td>11-29-2014</td> <td>11-29-2014</td> <td>CLT</td> <td>A/R</td> <td>10300 ACCOUNTS RECEIV</td> <td>USD</td> <td>AI-10023</td> <td>500.00</td> <td>-300.00</td> <td>20.00 <input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>TESTABCD</td> <td>AOI-10007</td> <td></td> </tr> </tbody> </table>		DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Invoice No.	Invoice Amount	Balance Amount	Received	CHK	B/L No.	Filing No.	Description	<input type="checkbox"/>	11-29-2014	11-29-2014	11-29-2014	CLT	A/R	10300 ACCOUNTS RECEIV	USD	AI-10023	500.00	-300.00	20.00 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TESTABCD	AOI-10007	
DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Invoice No.	Invoice Amount	Balance Amount	Received	CHK	B/L No.	Filing No.	Description																		
<input type="checkbox"/>	11-29-2014	11-29-2014	11-29-2014	CLT	A/R	10300 ACCOUNTS RECEIV	USD	AI-10023	500.00	-300.00	20.00 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TESTABCD	AOI-10007																			
Invoice Amount: <input type="text" value="500.00"/> Balance Amount: <input type="text" value="-300.00"/> Pay Amount: <input type="text" value="20.00"/>																																	
Remark: <input type="text"/>																																	

## Introduction

The Manager/Accounting User page with functions identical to the Deposit page.

Data registered on the Level 2 page is not viewable from the Deposit Journal.

Can make the data visible from the Deposit Journal by using Block release.

## Procedures

Business processing procedures are the same as Deposit procedures.

Uncheck the 'Block' box and save to lower the level and view the data on the Deposit page.

## Item Descriptions

☞ Refer to the "Deposit" section

### 3.1.6 Deposit Lv2 List

☰ Accounting > Bank > Deposit Lv2 List

Customer Payment Lv 2 List													Search	New	Save
Accounting > Bank > Customer Payment Lv 2 List															
Post Date	01-03-2015	~	03-16-2015	<input type="button" value="Calendar"/>	Received From	<input type="text"/>	<input type="button" value="P"/>	<input type="text"/>	Office	All	<input type="button" value="▼"/>				
Deposit Date		~		<input type="button" value="Calendar"/>	Check No.	<input type="text"/>			Bank	All	<input type="button" value="▼"/>				
Received Amount		~			Void	All	<input type="button" value="▼"/>	Void Date		<input type="button" value="Calendar"/>		Block	All	<input type="button" value="▼"/>	Issued by
<b>Block</b>	<b>CHK</b>	<b>Date</b>	<b>Received From</b>	<b>Check No.</b>	<b>Bank</b>	<b>Received Amount</b>	<b>Currency</b>	<b>Deposit Date</b>	<b>Void</b>	<b>Void Date</b>	<b>Office</b>	<b>Block</b>			
<input type="radio"/>		03-09-2015	ACME SYSTEM	500	CASH IN BANK - REVENU	12.00	USD		N		CLT	N			
<input type="radio"/>		03-06-2015	ACME SYSTEM		CASH IN BANK - REVENU	20.00	USD		Y	03-11-2015	CLT	N			
<input type="radio"/>		03-09-2015	ACME SYSTEM	500	CASH IN BANK - REVENU	500.00	USD	03-09-2015	N		CLT	N			
<input type="radio"/>		03-06-2015	ACME SYSTEM		CASH IN BANK - REVENU	-200.00	USD		N		CLT	N			
<input type="radio"/>		03-06-2015	ACME SYSTEM		CASH IN BANK - REVENU	350.00	USD		N		CLT	N			
<input type="radio"/>		03-05-2015	DELTA AIRLINES (DELTA CONNECTION)	2566	CASH IN BANK - REVENU	2,000.00	USD		N		UNI	N			
<input type="radio"/>		03-05-2015	ACME CMFY	1423	CASH IN BANK - REVENU	350.00	USD		N		CLT	N			
<input type="radio"/>		03-05-2015	ZEN TEX (INTER COLOUR)	SDDDAAD	CASH IN BANK - REVENU	847.00	USD	03-05-2015	N		BSTAR	N			
<input type="radio"/>		02-27-2015	AIR DOLOMITI S.P.A.	2568	CASH IN BANK - REVENU	11.00	USD		N		BSTAR	N			
<input type="radio"/>		02-27-2015	LOGI NEXUS SOLUTIONS	1152	CASH IN BANK - REVENU	500.00	USD		N		BSTAR	N			
<input type="radio"/>		02-26-2015	CTG INT'L INC.	2536	CASH IN BANK - REVENU	1,300.00	USD		N		UNI	N			
<input type="radio"/>		02-23-2015	CONTINENTAL AIRLINES	CHK_TEST	CASH IN BANK - REVENU	60.00	USD		N		BSTAR	N			
<input type="radio"/>		02-18-2015	STAR CLUSTER LOGISTICS	1234	CASH IN BANK - REVENU	70.00	USD		N		JCF	N			
<input type="radio"/>		01-15-2015	HANSUNG SHIPPING CO LTD		CASH IN BANK - REVENU	1,800.00	USD		N		CLT	N			
<input type="radio"/>		01-14-2015	NORTHWEST AIRLINES, INC. (NORTHWES	2346	DEPOSIT BANK	256.00	USD		N		CLT	N			
<input type="radio"/>		01-15-2015	HANSEN PRODUCTION		CASH IN BANK - REVENU	10,000.00	USD		N		CLT	Y			
		<b>TOTAL</b>								<b>18,076.00</b>					

## Introduction

Deposit Lv2 list shows all registered deposit lv2 recode.

Deposit Lv2 can be used for payroll or deposit need to be hide from others.

## Procedures

Lists the deposit processed by searching condition defined.

Modify and save the deposit selected from search result.

Double click a list item to open the corresponding invoice page.

## Item Descriptions

∅ Refer to the “Deposit List” section



## Tip

### Bank Transfer

There are two ways to make Bank Transfer:

(1) Using Journal Entry function

Accounting > Journal > Journal Entry (Transferring from Cost Bank → Deposit Bank)

DEL	CHK	No.	G/L No.	Sub	Type	Transaction Entity/Customer	Debit	Credit
		10200	HANMI BANK - CHECKIN		Bank	HANMI BANK (LA)	10,000.00	0.00
		10205	WILSHIRE BANK		Bank	WILSHIRE BANK	0.00	10,000.00

Enter the Debit and Credit Amount under Journal Entry as shown in ①.

\* HANMI BANK (LA) → WILSHIRE BANK \$10,000 remittance situation

\* Deposit Bank: enter the Debit Amount.

\* Withdrawing Bank Bank: enter the Credit Amount.

(2) Using Deposit/Payment function

Accounting > Bank > Payment (Transferring from Payment Bank → Deposit Bank)

DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Vendor Invoice No.	Invoice Amount	Balance Amount	Payment	CHK	B/L No.	Filing No.
	01-09-2015			OPUS	10500	TRANSFER FUNDS	USD		0.00	0.00	10,000.00	<input checked="" type="checkbox"/>		

Select the “Payment Bank” as Bank as shown in ②.

Select the “Transfer” Account as shown in ③ and enter the amount.

\* Account that will withdraw the Transfer must be defined under G/L code in advance.

DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Invoice No.	Invoice Amount	Balance Amount	Received	CHK	B/L No.	Filing No.
	01-09-2015			OPUS	10500	TRANSFER FUNDS	USD		0.00	0.00	10,000.00	<input checked="" type="checkbox"/>		

Accounting > Bank > Payment

Select the “Deposit Bank” as shown in ④.

Select the “Transfer” Account as shown in ⑤ and enter the amount.

Select the “Payment Bank” as Bank as shown in ②.

Select the “Transfer” Account as shown in ③ and enter in the amount.

\* Account that will receive the Transfer must be defined under G/L code in advance.



## Tip

### Case 1. Incorrect Bank Transfer

- HANMI BANK (LA) → HANMI BANK (CHI) \$2,000 transfer situation

The screenshot shows the 'Deposit Lv2' screen. In the 'Check Information' section, the 'Received From' field is set to 'OPUS LOGISTICS INC.' and the 'Deposit Bank' field is set to 'HANMI BANK (CHI)'. In the main grid, the 'G/L No.' column for the first row is highlighted with a red box and labeled '2'. The 'G/L No.' value is '10200' and the 'Description' is 'HANMI BANK - CHECKING (LA)'. The 'Type' column for this row is also highlighted with a red box and labeled '2'. The 'Type' value is 'ASSET'.

Sample situation where Hanmi Bank (CHI) is selected as Deposite Bank and Hanmi Bank (LA) is selected as Withdrawing Bank for the transfer.

However, when using Deposit/Payment function for bank transfer, the accounts that have their G/L No. set up as "Banks" should NOT be used.

The screenshot shows the 'G/L Code' screen. In the grid, the fourth row has the 'Acct.' checkbox checked, indicating it is a bank account. The 'G/L No.' for this row is '10200' and the 'Description' is 'HANMI BANK - CHECKING (LA)'. A red box highlights this row and is labeled '3'.

Meaning 10200 account for "HANMI BANK (LA)" cannot be used for Deposit/Payment bank transfer since it is set as Bank Account as shown in ③.

In the future, the product team plans to add a function that will prevent the user from selecting the Bank Account under Deposit/Payment screens.

### Case 2. Correct Bank Transfer – using Deposit/Payment function

- HANMI BANK (LA) → HANMI BANK (CHI) \$2,000 transfer situation
- Use the Transfer Account instead of Bank Account for Deposit/Payment function.

The screenshot shows the 'G/L Code' screen. A new row is being added, indicated by a red box labeled '4'. The 'G/L No.' is '10500' and the 'Description' is 'TRANSFER FUNDS'. The 'Type' is 'ASSET' and the 'Group' is 'Current Asset'. The 'Sub' and 'Acct. G/L Code' columns are empty. The 'Acct.' checkbox is checked.

#### ④ New Registration for the Transfer Account

- Must be a separate account from the account used during bank set up.
- The account's type must be set as an "Asset".

The screenshot shows the 'Payment Lv2' screen. In the 'Check Information' section, the 'Bank' field is set to 'HANMI BANK (LA)'. In the main grid, the 'G/L No.' column for the first row is highlighted with a red box and labeled '6'. The 'G/L No.' value is '10500' and the 'Description' is 'TRANSFER FUNDS'. The 'Type' column for this row is also highlighted with a red box and labeled '6'. The 'Type' value is 'ASSET'.

On the Payment screen, select the bank as the withdrawal account and use the Transfer Account to make the withdrawal.

DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Invoice No.	Invoice Amount	Balance Amount	Received	CHK	B/L No.	Filing No.	
	01-09-2015			OPUS		10500	TRANSFER FUNDS	USD		0.00	0.00	10,000.00	<input checked="" type="checkbox"/>		

On the Deposit screen, select the bank as the deposit account and use the Transfer Account to make the deposit.

### Verification – G/L Report

If the transfer transaction is done correctly, G/L Report should be reflected and shown as below.

Date	Source	Document No	Div.	Br.	Filing No.	B/L Number	Company	Description	Debit	Credit
<b>USD</b>										
<b>Bank</b>										
<b>10200 HANMI BANK - CHECKING (LA)</b>										
01/09/2015	PAYMENT		PMT	OPUS			HANMI BANK (LA)		0.00	10,000.00
					Sub Total	Records	1	Balance	-10,000.00	0.00
										10,000.00
<b>10202 HANMI BANK - CHECKING (CHI)</b>										
01/09/2015	DEPOSIT	<u>W/T</u>	DEP	OPUS			HANMI BANK (CHI)		10,000.00	0.00
					Sub Total	Records	1	Balance	10,000.00	10,000.00
										0.00
<b>Bank</b>										
					Sub Total	Records	2	Balance	0.00	10,000.00
										10,000.00
<b>Transfer Funds</b>										
<b>10500 TRANSFER FUNDS</b>										
01/09/2015	PAYMENT		PMT	OPUS			OPUS LOGISTICS INC.		10,000.00	0.00
01/09/2015	DEPOSIT	<u>W/T</u>	DEP	OPUS			OPUS LOGISTICS INC.		0.00	10,000.00
					Sub Total	Records	2	Balance	0.00	10,000.00
										10,000.00
<b>Transfer Funds</b>										
					Sub Total	Records	2	Balance	0.00	10,000.00
										10,000.00
<b>USD</b>										
					Sub Total	Records	4	Balance	0.00	20,000.00
										20,000.00
<b>TOTAL</b>										
							Records	4		



## Tip

ITEM	AUTHORITY TO EDIT/CHANGE				
	SAVE	PRINT (Payment Only)	CLEAR	VOID	ACCT. CLOSE
VENDOR CUSTOMER	X	X	X	X	X
RCV'D FROM PAID TO	O	●	Depends on given Authority/Role	X	X
POST DATE	O	Users with Role that can use SAVE button can edit from the List	●	Depends on given Authority/Role	X
BANK	O	Cannot change to different bank if CURRENCY is different	●	Depends on given Authority/Role	X
CURRENCY	O	Automatically set up by each Bank	●	Depends on given Authority/Role	X
CHECK#	O		●	Depends on given Authority/Role	X
CLEAR	O		●	Depends on given Authority/Role	X
VOID	O	Users with Role that can use VOID button can use	●	Can Void only after Clear Cancel	X
OFFICE	O		O	Can Void only after Clear Cancel	X
G/L	O		O	O	Users with Role that has Void Authority can use VOID CANCEL
AMOUNT	O	A/P cannot be greater than the Balance Amount	●	Depends on given Authority/Role	O
DESCRIPTION	O		O	O	A/P cannot be greater than the Balance Amount
REMARK	O		O	O	X
INVOICE & G/L ADD	O		●	Depends on given Authority/Role	X
WHOLE DATA DELETE	O	Users with Role that can use DELETE button can delete from the List	●	Depends on given Authority/Role	O
					Users with Role that can use DELETE button can delete from the List

## 3.2 Payment/Check

### 3.2.1 Payment

≡ Accounting > Bank > Payment

Payment

Payment															
Payment ^ Accounting > Bank > Payment															
<b>Invoice Search</b> Vendor 047 <input type="button" value="P"/> TAP AIR PORTUGAL Vendor Invoice No. <input type="text"/> <input checked="" type="checkbox"/> A/R <input checked="" type="checkbox"/> D/C <input checked="" type="checkbox"/> A/P <input type="radio"/> All <input type="radio"/> Open					<b>Check Information</b> Paid To 047 <input type="button" value="P"/> TAP AIR PORTUGAL Post Date 03-02-2015 Bank CASH IN BANK - COST <input type="button" value="D"/> Currency USD <input type="button" value="C"/> Check No. 123123 <input type="checkbox"/> Clear <input type="button" value="C"/> <input type="checkbox"/> Clear Date <input type="button" value="C"/> <input type="checkbox"/> Void <input type="button" value="V"/> <input type="checkbox"/> Void Date <input type="button" value="V"/>										
DEL	Post Date	Invoice Date	Due Date	Office	Type	G/L No.	Currency	Vendor Invoice No.	Invoice Amount	Balance Amount	Payment	CHK	B/L No.	Filing No.	De
<input type="checkbox"/>	03-02-2015			BSTAF		20313	ACCRUED EXP-INT.I	USD	0.00	0.00	200.00	<input checked="" type="checkbox"/>			
Invoice Amount <input type="text" value="0.00"/> Balance Amount <input type="text" value="0.00"/> Pay Amount <input type="text" value="200.00"/>															
Remark <input type="text"/>															

### Introduction

Registers and manages check and cash payment by banks after invoice submission on the Payment page.

Searches the A/P Invoice List, selects an invoice to process payment and prints checks.

Registers data entered on the Payment page as a Book Balance and changes it to a Bank balance by entering the clear date after bank deposit.

### Procedures

#### Invoice Search

Search invoices for check processing.

Select Vendor.

If Vendor is selected, the 'Paid To' item is set to the Vendor.

Select invoice type (Local, CR/DB, A/P).

Can search a specific invoice only by entering the Vendor Invoice No.

OPEN: Searches only outstanding invoices with Accounts payable.

ALL: Searches all invoices.

Click the [Retrieve] button after entering search conditions to display invoices on the list at the bottom.

### **Check Information Entry**

Enter check information.

Select Currency.

Enter Check No.

Enter Post Date. ‘Today’ by default.

Select Bank. (Bank registered as Revenue Default on the Bank Setup page by default.)

Received Amount: Calculated when searched invoice is selected.

Deposit: Check after bank deposit for final deposit processing. If checked, Deposit Date is set to ‘today’.

When the Deposit Date is entered, Deposit is also checked.

Void: Check if processing is void by including check bounce verification. If checked, Void Date is set to ‘today’. When Void Date is entered, Void is also checked.

### **Invoice Selection**

Select an Invoice and Double click ‘Payment’ or check ‘CHK’.

Directly enter amount to ‘Payment’ if Partial Payment.

Check the amount and click the [Save] button to finish check processing.

If adding another invoice to check data after check data saving, click the [Invoice New] button.

- Select an invoice to add by checking the CHK box, and click the [Apply] button.
- When the selected invoice is added to the list, enter the amount and click the [Save] button to complete.

For an additive amount including Bank Charge, click the [Add] button to add a new row, and enter corresponding GL Code and amount directly.

Cannot change or delete check processed invoice amounts.

## **Item Descriptions**

### **Button**

Button	Description
Button	
Retrieve	Retrieves invoices according to entered search conditions
Save	Saves and changes Check data
Print	Prints Checks
Rider Print	Used if a rider print is needed when there are too many invoices in the check <ul style="list-style-type: none"> <li>▪ Check &amp; Rider Print Form</li> </ul>
Excel	Downloads the invoice list to an Excel file

## 3.2.2 Payment List

Accounting > Bank > Payment List

Payment List														<a href="#">Search</a>	<a href="#">New</a>	<a href="#">Save</a>	<a href="#">Delete</a>	<a href="#">History</a>
Accounting > Bank > Payment List																		
Post Date	01-01-2000	~	03-16-2015	<input type="button" value="Print"/>	Vendor	<input type="text"/>	<input type="button" value="P"/>	Office	All	HB/L No.	<input type="text"/>	Clear Date	<input type="text"/>	Check No.	Bank	All	MB/L No.	<input type="text"/>
Paid Amount	<input type="text"/>	~	<input type="text"/>	<input type="button" value="Void"/>	All	<input type="button" value="Void Date"/>	<input type="text"/>	<input type="button" value="Print"/>	All	Issued by	<input type="text"/>							
Block	CHK	Date	Check No.	Vendor	Bank	Paid Amount	Currency	Clear Date	Void	Void Date	Print	Rider	Issued by	HB/L No.				
		03-05-2015	ASSFASD	PN TEX	CASH IN BANK - COST	-847.00	USD		N		N	N	cltmaster	BSLK14316				
		03-02-2015	25256	HANSUNG SHIPPING	CASH IN BANK - COST	5,000.00	USD		N		N	N	cltmaster					
		03-02-2015	123123	TAP AIR PORTUGAL	CASH IN BANK - COST	200.00	USD		N		N	N	cltmaster					
		02-27-2015	2155	EVERGREEN SHIPP	CASH IN BANK - COST	8,218.00	USD		N		N	N	cltmaster					
		02-27-2015	1115	HANJIN SHIPPING C	CASH IN BANK - COST	1,000.00	USD		N		N	N	cltmaster					
		02-18-2015	222	HANJIN SHIPPING C	CASH IN BANK - COST	500.00	USD		N		N	N	jcf1					
		02-18-2015	1	KOREAN AIRLINE	CASH IN BANK - COST	55.00	USD		N		Y	N	jcf1					
		01-15-2015		HANSUNG SHIPPING	CASH IN BANK - COST	0.00	USD		N		Y	N	cltmaster					
N		02-28-2014	992	UNITED AIR LINES,II	PAYMENT BANK	10.00	USD		N		N	N	cltmaster	PATRON1212				
		01-14-2015	227	AMERICAN AIRLINE	PAYMENT BANK	150.00	USD		N		N	N	cltmaster	OD10004				
		12-02-2014	2532	LOGI NEXUS SOLUT	DEPOSIT BANK	1,000.00	USD		N		N	N	cltmaster					
N		09-04-2014		AMERICAN AIRLINE	PAYMENT BANK	-2,430.00	USD		N		N	N	cltmaster					
N		07-16-2014	54321	EVERGREEN INTER	PAYMENT BANK	3,224.00	USD		N		Y	N	DMS					
N		06-16-2014		HANJIN SHIPPING C	PAYMENT BANK	800.00	USD		N		N	N	JC2	SZLA/TN140600				
N		05-12-2014		AT & T	PAYMENT BANK	150.00	USD		N		Y	N	JC2					
N		02-27-2014		CONTINENTAL AIRL	PAYMENT BANK	600.00	USD		N		Y	N	admin					
		<b>TOTAL</b>				<b>17,665.20</b>												

## Introduction

Payment List shows all registered payment.

User can set condition to search by period or by office and so on.

## Procedures

Lists the payment processed by searching condition defined.

Modify and save the payment selected from search result.

Double click a list item to open the corresponding payment page.

## Item Descriptions

### Button

Button	Description
Retrieve	Retrieves invoices according to entered search conditions
New	Move to payment screen to process A/P
Save	Payment Date can be updated
History	Displays payment slip amendment history
Print	Prints selected payment slip

<b>Excel</b>	Exports the list to excel form
<b>Account Slip</b>	Prints the account slip for payment journal.
<b>Messenger Slip</b>	Prints the messenger slip
<b>Clear</b>	Clears search conditions and list

**List**

- CHK: Select the deposit..
- Date: Displays payment date. This field is modifiable.
- Check No.: Check Number
- Vendor: Vendor who to receive payment
- Bank: Deposit Bank assigned.
- Paid Amount: Payment amount
- Currency: Displays accounting Currency
- Clear Date: Payment completion date
- Void: if the payment is void. Dishonored check can be designated.
- Void Date
- Print: If payment check is printed
- Rider: If check rider is printed
- HB/L No.: HBL/HAWB number
- MB/L No: Master B/L Number on the B/L
- Issued by: Manages invoice created user.

### 3.2.3 Payment Lv(Level) 2

☰ Accounting > Bank > Payment Lv(Level) 2

#### Introduction

The Manager/Accounting User page with functions identical to the Deposit page.

Data registered on the Level 2 page is not viewable from the Deposit Journal.

Can make the data visible from the Deposit Journal by using Block release.

#### Procedures

Business processing procedures are the same as Deposit procedures.

Uncheck the 'Block' box and save to lower the level and view the data on the Deposit page.

#### Item Descriptions

∅ Refer to the "Payment" section.

### 3.2.4 Payment Lv(Level) 3

- ≡ Accounting > Bank > Payment Lv(Level) 3

#### Introduction

Page used if separation is needed even within the Manager/Accounting department with functions identical to the Payment page.

Data registered on the Level 3 page is not viewable from the Payment Level 2 page.

Can make the data visible from the Payment Level 2 page by using Block release.

#### Procedures

Business processing procedures are the same as Deposit procedures.

Uncheck the ‘Block’ box and save to lower the level and view the data on the Payment Level 2 page.

#### Item Descriptions

- 🔗 Refer to the “Payment” section.

### 3.2.5 Payment Lv(Level) 3 List

- ≡ Accounting > Bank > Payment Lv(Level) 3 List

#### Introduction

The Manager/Accounting User page with functions identical to the Payment List page.

#### Procedures

Business processing procedures are the same as Payment List procedures.

#### Item Descriptions

- 🔗 Refer to the “Payment List” section.



## Tip

### Void processing for Check in Clear status

- 1) Void option can only be performed from the user with its given authority.  
System > Admin > Role screen's "Control Option" will determine if you have the "VOID CHECK" authority or not.

Role	Role Code	Role Name	Control Option
DEL	DUM	Dummy	
Master	CLT Master		
<b>ADM</b>	<b>Manager</b>		<input checked="" type="checkbox"/> VOID CHECK
OPR	Operation		<input type="checkbox"/> CREATE ADDITIONAL INVOICES AFTER JOURNALIZING
ACC	Accounting		<input type="checkbox"/> EDIT PAYMENT AFTER CHECK PRINT
VIS	Visibility		<input type="checkbox"/> USE ALL GL CODE

### 2) Payment

- Clear Date is entered and saved
- After Check is Printed

DEL	Post Date	Invoice Date	Due Date	Office	Type	GL No.	Currency	Vendor Invoice No.	Invoice Amount	Balance Amount	Payment	CHK	BL. No.	Filing No.
	03-24-2015			CLT	40100	AIR FREIGHT CHAR	USD	1020000	0.00	0.00	100.00	<input checked="" type="checkbox"/>		

### 3) After checking the check number from batch processing screen, release CHK checkbox.

Post Date	bank name	Customer	Items	Received Amount	CHK
03-24-2015	FOSTER BANK (CHI)	AMERICAN AIRLINES,INC	1	100.00	<input checked="" type="checkbox"/>

### 4) Inquiry the Payment to process to Void. Check Void Checkbox to Checked to process void.

DEL	Post Date	Invoice Date	Due Date	Office	Type	GL No.	Currency	Vendor Invoice No.	Invoice Amount	Balance Amount	Payment	CHK	BL. No.	Filing No.
	03-24-2015			CLT	40100	AIR FREIGHT CHAR	USD	1020000	0.00	0.00	100.00	<input checked="" type="checkbox"/>		

### 5) New check can be registered from payment screen if necessary.

DEL	Post Date	Invoice Date	Due Date	Office	Type	GL No.	Currency	Vendor Invoice No.	Invoice Amount	Balance Amount	Payment	CHK	BL. No.	Filing No.
	03-24-2015			CLT	40100	AIR FREIGHT CHAR	USD	1020000	0.00	0.00	100.00	<input checked="" type="checkbox"/>		

## 3.3 Batch Processing

### 3.3.1 Batch Processing

Accounting > Bank > Batch Processing

#### Introduction

When a certain number of checks have accumulated as entering checks received to the system from customers, they are to submitted to the bank. The accounting department should issue a check, send it to the bank, check the bank statement and carry out clear processing.

Deposit or clear operations are processed by batch on the Batch Processing page.

Batch operations include four types: Deposit, Clear, Deposit Cancel, and Clear Cancel.

#### Procedures

##### Deposit

Deposit operations are processed by batch.

##### Batch Processing

The screenshot shows a software interface titled 'Batch Processing'. At the top left is a navigation bar with three horizontal lines and the text 'Batch Processing ^'. Below it is a breadcrumb trail: 'Accounting > Bank > Batch Processing'. Underneath the title are several input fields: 'Deposit' (radio button selected), 'Clear Check', 'Cancel Deposit', 'Cancel Clear', 'Office' dropdown set to 'ALL', 'Deposit/Clear Date' field containing '03-16-2015' with a calendar icon and a sequence number '1', and 'Bank' dropdown set to 'All'.

Select 'Deposit'.

Enter 'Deposit/Clear Date'. Date entered becomes the Deposit Date.

The number next to the date is the batch sequence. Differentiated by sequence if batch processing more than once daily.

Select Branch and Bank and click the [Retrieve] button at the top to view the deposit data.

##### Deposit List

Post Date	bank name	Customer	Check No.	Currency	Items	Received Amount
02-16-2014	DEPOSIT BANK	BRITWAY TECHNOLOGY	123456	USD	1	2,365.00
02-22-2014	DEPOSIT BANK	AIR MOOREA	T2121	USD	1	55.00
03-11-2014	DEPOSIT BANK	NORTHWEST AIRLINES, INC. (NORTHWEST AIRLINK)	2000	USD	1	200.00
06-04-2014	DEPOSIT BANK	PENAIR	CHECK2	USD	2	5,000.00
06-04-2014	DEPOSIT BANK	UNITED AIR LINES, INC (UNITED EXPRESS)	TEST-001	USD	3	4,990.00
06-16-2014	DEPOSIT BANK	ACME SYSTEM	2532	USD	1	500.00
07-16-2014	DEPOSIT BANK	SEAH STEEL AMERICA, INC.	12345	USD	1	4,105.00
01-14-2015	DEPOSIT BANK	AIR MOOREA	1234	USD	1	0.00

Check deposit processing item 'CK' boxes. Check the header box to check all invoices.

Click the [Apply] button to complete deposit processing.

### **Cancel Deposit**

Use this option if cancelling deposit after deposit processing.

Cancel Deposit

<input type="radio"/> Deposit <input type="radio"/> Clear Check <input checked="" type="radio"/> Cancel Deposit <input type="radio"/> Cancel Clear Deposit/Clear Date <input type="text"/> ~ <input type="button" value="Calendar"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	Office <input type="button" value="OPUS"/> Bank <input type="button" value="-----"/>
---	---

Select 'Cancel Deposit'.

Enter period on 'Deposit/Clear Date'. This refers to the date the deposit is processed.

Select Branch and Bank, and click the [Retrieve] button at the top to display deposited data within the entered period.

Check deposit cancel processing item 'CK' boxes. Check the header box to check all invoices.

Click the [Apply] button to complete deposit cancel processing.

Changes Bank balance by the cancelled amount.

### **Clear Check**

Check clear operation is processed by batch.

Select 'Clear Check'.

Enter 'Deposit/Clear Date'. Date entered becomes the Clear Date.

The number next to the date is the batch sequence. Differentiated by sequence if batch processing more than once daily. Select Branch and Bank and click the [Retrieve] button at the top to view the clear data.

Check clear processing item 'CK' boxes. Check the header box to check all invoices.

Click the [Apply] button to complete clear processing.

### **Cancel Clear**

Use this option if cancelling clear after clear processing.

Select 'Cancel Clear'.

Enter period on 'Deposit/Clear Date'. This refers to the date clearance is processed.

Select Branch and Bank, and click the [Retrieve] button at the top to display cleared data within the entered period.

Check clear cancel processing item 'CK' boxes. Check the header box to check all invoices.

Click the [Apply] button to complete clear cancel processing.

Changes Bank balance by the cancelled amount.

## 3.4 Bank Report

### 3.4.1 Bank Outstanding

Accounting > Bank > Bank Outstanding

Bank Name	Office	Deposit	Check Paid
*CASH IN BANK - COST	BSTAR	0.00	6,200.00
*CASH IN BANK - REVENUE	BSTAR	571.00	46,767.00

### Introduction

Searches outstanding status by bank.

Data status for entered deposit/check journal where deposit/clear is not processed.

### Procedures

Enter 'As of' date. Outstanding amounts are searched based on the entered date.

Click the [Retrieve] button, and outstanding amounts are displayed by bank in the list at the bottom.

Click the [Print] button to print the list at the bottom.

Click the [Detail Print] button to print detailed transactions of the selected bank.

Bank Name	Deposit	Check Paid	Total
*DEPOSIT BANK	60.00	0.00	60.00
*PAYMENT BANK	0.00	100.00	-100.00
<b>TOTAL</b>	<b>60.00</b>	<b>100.00</b>	<b>-40.00</b>

*DEPOSIT BANK					
Date	Check No	Name	Deposit	Check Paid	Bank Data
11/25/2013	LA CUSTOMER	LA CUSTOMER	60.00	0.00	
<b>GRAND TOTAL</b>		<b>1 Record(s)</b>	<b>60.00</b>	<b>0.00</b>	

### 3.4.2 Check Deposit Report

Accounting > Bank > Check Deposit Report

**Check Deposit Report**

Check Deposit Report	
Accounting > Bank > Check Deposit Report	
<input checked="" type="checkbox"/> Check Journal <input checked="" type="checkbox"/> Deposit Journal <input type="button" value="All"/> <input type="button" value="Clear"/> Office: ALL <input type="button" value="▼"/> Period: <input type="radio"/> Input Date <input checked="" type="radio"/> Bank Date From: 01-01-2000   To: 03-16-2015 <input type="button" value="Calendar"/> Sort By(Summary): <input type="radio"/> Vendor / Customer <input checked="" type="radio"/> Bank <input type="radio"/> Pay to/Rec'd from <input type="radio"/> Date Sort By(Detail): <input checked="" type="radio"/> Date <input type="radio"/> Check No. <input type="checkbox"/> Show Detail	

## Introduction

Searches registered deposit and check information by bank.

## Procedures

Report Type: Select either Deposit, Check, or both.

Period: Select search period. 'Input Date' is the journal post date base and 'Bank Date' is deposit date or clear date base.

Sort By (Summary): Select data search sorting base.

Click the [Print] button to print reports according to search conditions.

**Check Deposit List Report**

CYBERLOGITEC USA																	
Check/Deposit List																	
Report Type : Check/Deposit, Input Date, Sort By Bank	Input Date : 11/01/2012 - 11/03/2012																
<table border="1"> <thead> <tr> <th>Bank Name</th> <th>Deposit</th> <th>Check Paid</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 CASH IN BANK</td> <td>0.00</td> <td>-4,374.05</td> <td>0,374.05</td> </tr> <tr> <td>1 DEPOSIT BANK</td> <td>200,221.00</td> <td>0.00</td> <td>200,221.00</td> </tr> <tr> <td><b>GRAND TOTAL</b></td> <td><b>200,221.00</b></td> <td><b>-4,374.05</b></td> <td><b>195,846.95</b></td> </tr> </tbody> </table>		Bank Name	Deposit	Check Paid	Total	1 CASH IN BANK	0.00	-4,374.05	0,374.05	1 DEPOSIT BANK	200,221.00	0.00	200,221.00	<b>GRAND TOTAL</b>	<b>200,221.00</b>	<b>-4,374.05</b>	<b>195,846.95</b>
Bank Name	Deposit	Check Paid	Total														
1 CASH IN BANK	0.00	-4,374.05	0,374.05														
1 DEPOSIT BANK	200,221.00	0.00	200,221.00														
<b>GRAND TOTAL</b>	<b>200,221.00</b>	<b>-4,374.05</b>	<b>195,846.95</b>														

CYBERLOGITEC USA																													
Check/Deposit Detail List																													
Report Type : Check/Deposit, Input Date, Sort By Bank	Date : 11/01/2012 - 11/03/2012																												
<table border="1"> <thead> <tr> <th>Bank Name</th> <th>Check No.</th> <th>Due Month</th> <th>Other Ref. No.</th> <th>B/L No.</th> <th>Deposit</th> <th>Check Paid</th> </tr> </thead> <tbody> <tr> <td>11/01/12 CASH IN BANK</td> <td>40400</td> <td>CyberLogitec</td> <td></td> <td>CBL-112</td> <td>200,000.00</td> <td>0.00</td> </tr> <tr> <td>11/01/12 DEPOSIT BANK</td> <td>10000</td> <td>CBL-112</td> <td>001-118</td> <td>CBL-112</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td><b>GRAND TOTAL</b></td> <td></td> <td></td> <td></td> <td></td> <td><b>200,000.00</b></td> <td><b>0.00</b></td> </tr> </tbody> </table>		Bank Name	Check No.	Due Month	Other Ref. No.	B/L No.	Deposit	Check Paid	11/01/12 CASH IN BANK	40400	CyberLogitec		CBL-112	200,000.00	0.00	11/01/12 DEPOSIT BANK	10000	CBL-112	001-118	CBL-112	0.00	0.00	<b>GRAND TOTAL</b>					<b>200,000.00</b>	<b>0.00</b>
Bank Name	Check No.	Due Month	Other Ref. No.	B/L No.	Deposit	Check Paid																							
11/01/12 CASH IN BANK	40400	CyberLogitec		CBL-112	200,000.00	0.00																							
11/01/12 DEPOSIT BANK	10000	CBL-112	001-118	CBL-112	0.00	0.00																							
<b>GRAND TOTAL</b>					<b>200,000.00</b>	<b>0.00</b>																							

Displays deposit and check amounts by bank or customer depending on 'Sort By' condition.

Click a bank or customer to print their detailed report.

### 3.4.3 Bank Reconciliation

≡ Accounting > Bank > Bank reconciliation

#### Introduction

Compares book materials by period and bank with bank statement.

#### Procedures

Select Bank and Period and click the [Calculate] button.

Beginning Statement Balance: beginning bank balance (bank balance as of the day before the Period.)

Total Deposit/Credit: Deposited amount within the period

Total Checks/Debit: Cleared check amount within the period

Ending Statement Balance: Amount of Beginning Statement Balance + Deposit – Check

This amount should match the bank statement.

Outstanding Deposit/Credit: Outstanding deposit amount within the period (deposit unprocessed)

Outstanding Checks/Debit: Outstanding check amount within the period (clear unprocessed)

Actual Ending Balance: Ending Statement Balance + Outstanding Deposit – Outstanding Check

Beginning (Book) Balance: Beginning book balance (book balance as of a day before the period)

(Total) Deposit/Credit: Total deposit amount within the period (including outstanding amount)

(Total) Check/Debit: Total check amount within the period (including outstanding amount)

Ending (Book) Balance: Beginning Book Balance + Total Deposit – Total Check

\*Difference Amount [Bank–Book]: Actual Ending Balance – Ending Book Balance

This amount must be '0' at all times.

### 3.4.4 Bank Book Balance Report

≡ Accounting > Bank > Bank Book Balance Report

#### Introduction

Searches bank book balances by period and bank.

#### Procedures

Enter search period. Book balance base by default.

Check 'By Statement Date' to set bank balance base.

Select Report print option.

- If selecting 'Summary All Bank', select either 'List Bank' or 'Active Bank' from the drop down box.
- If selecting 'Summary/Detail Bank' option, select the bank to print.

Click the [Print] button to print a report.

### 3.4.5 Bank Clear By Excel

≡ Accounting > Bank > Bank Clear By Excel

Bank			Book			
Date	Check No.	Amount	Post Date	Clear Date	Pay To	Amount

Not Cleared Amount  Not Cleared Count  Cleared Amount  Cleared Count

### Introduction

For user's convenience, user can clear the bank transmission with excel form at once.

For bank transmission list on excel form, check each bank homepage.

### Procedures

Define column order on excel column order in 'Bank Setup' screen.

Clear Date, Check No and Amount order number are mandatory to clear.

After selecting bank, Click 'Excel' button to select bank transmission list in Excel form.

If the check no is match with payment, payment can be clear automatically.

### Item Descriptions

**Button**

Button	Description
Excel	Select bank transmission list in excel from the computer.

**Search Condition**

Bank: Select bank to clear the payment.

**List**

Bank: Bank transmission result extracted from excel file.

Book: Matching payment with check number.

CHK: Click the checkbox to confirm to clear

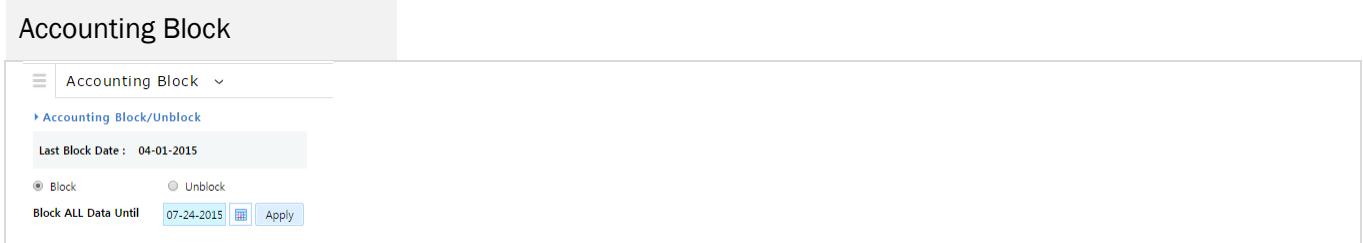
# 4 JOURNAL

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## 4.1 Journal Process

### 4.1.1 Accounting Block

≡ Accounting > Journal > Accounting Block



The screenshot shows the 'Accounting Block' screen. At the top, there is a dropdown menu labeled 'Accounting Block'. Below it, a link 'Accounting Block/Unblock' is visible. A note 'Last Block Date : 04-01-2015' is displayed. There are two radio buttons: one for 'Block' (selected) and one for 'Unblock'. A field 'Block ALL Data Until' contains the date '07-24-2015'. To the right of this field are two buttons: a calendar icon and an 'Apply' button.

### Introduction

Block or release blocked accounting for certain period.

### Procedures

Sets during block or unblock

Sets the period and Clicks [Apply] button to commit.

### Item Descriptions

#### Button

Button	Description
Apply	Block the B/L and accounting

#### Entry

- *Last Block Date: Latest block processing date*
- **Block/Unblock:** Select option to block or unblock
- **Block all data until:** Set end date to block the accounting. The date in the past will be blocked.

## 4.1.2 Block Maintenance

Accounting > Journal > Block Maintenance

Block Maintenance

Accounting Block Maintenance ^

Accounting > Journal > Accounting Block Maintenance

File  Invoice  Deposit/Payment  General Journal

Office BSTAR Post Date 12-16-2014 ~ 03-16-2015 Block No

Ocean Export  Ocean Import Filing No. MB/L No.

Air Export  Air Import  Other

No.	Block	Dept.	Office	Post Date	Filing No.	B/L No.	Shipper	Consignee	POL	POD

## Introduction

Block or release blocked accounting after retrieving accounting list with condition.

## Procedures

Assign the conditions to retrieve the accounting list.

Set block field during the result

After saving data, assigned record can be blocked or unblocked.

## Item Descriptions

### Search Condition

- File/Invoice/Deposit/Payment/General Journal: Select type of data to change block status
- Office: select issuing office on data
- Post Date: Set post date to change block status
- Block: Status of block/unblock
- Department: Type of data during Ocean Export/Import, Air Export/Import, Other
- Filing No: Filing Number of MB/L or Invoice
- MB/L No: MB/L Number or Invoice

### List

- No: Sequence of List
- Block: Change Block status
- Dept: Type of department
- Office: Issuing Office
- Post Date: Post date on B/L or Invoice
- Filing No: Filing Number on B/L or Invoice

- B/L No: B/L number on B/L or Invoice
- Shipper: Name of shipper
- Consignee: Name of Consignee
- POL: Port of Loading
- POD: Port of Discharging
- Vessel/Flight No: Vessel or Flight Number



## Tip

### How to use Accounting Block/Unblock

#### (1) Accounting Block/Unblock

B/L's within certain period, Invoices, or Deposit/Payment data can be Blocked. These data can be Unblocked for a certain period after the Block date as well.

Menu UI: Accounting > Journal > Accounting Block

① When Block option is checked, Label will change to “Block All data Until”.  
 - Enter the Date and press “Apply” to Block all the data until the entered Date.  
 - Blocked data: By B/L's Post Date, Invoice, Deposit and Payment Data

- ② When Unblock option is checked, Label will change to “Unblock All Data After”.  
 - Enter the Date and press “Apply” to Unblock all the data from the entered Date.  
 - Unblocked data: by B/L's Post Date, Invoice, Deposit and Payment Data

No	Block	MBL No.	HC	Ship Mode	Office	Filing No.	Carrier Bkg. No.	Count	ETD	ETA	Container	Triangle Agent	Shipper	Consignee
1	<input checked="" type="checkbox"/>	GB120322		FCL	OPUS	OEOF-400004	HJSC201012	0	09-30-2014	10-16-2014	HJCU102989		OPUS LOGISTICS INC.	JAMES TRA
2	<input checked="" type="checkbox"/>	COSU32110080		FCL	OPUS	OVERSH142001	32110080	1	03-08-2014	03-24-2014	CSCU2341260		COOSEMANS IMPORT & GIANT GLO	
3	<input checked="" type="checkbox"/>	CAXG286896		LCL	OPUS	LGBMONOE1301	CALB560306	1	02-22-2014	03-16-2014	GSTU8770410		OPUS LOGISTICS INC.	OPUS LOGI
4	<input checked="" type="checkbox"/>	USCLGB375379		FAK	OPUS	LGBDBIOE13052	LGB375379700	1	02-17-2014	03-19-2014	PGRU9104695		OPUS LOGISTICS INC.	BINHONG FI

- ③ You can check whether the items have been Blocked on the B/L List or Invoice List.

#### (2) Block Maintenance

After placing a Block, if necessary, you can Unblock specific Files or Invoices.

Menu UI: Accounting > Journal > Accounting Block Maintenance

④ Select what you wish to Unblock or Block from File, Invoice, Deposit/Payment options.  
 Select the data and enter in the information and press Retrieve to show the results.

- ⑤ Check or Uncheck the Block column to update specific datas.

Block/Unblock per File: Related File, HBL and Invoice included in the File will be Blocked/Unblocked.

Invoice, Deposit/Payment: selected Invoice or selected Deposit/Payment data will be Blocked/Unblocked.

### 4.1.3 General Journal

Accounting > Journal > General Journal

General Journal

General Journal ^																
Accounting > Journal > General Journal																
Post Date	12-01-2014 ~ 03-31-2015	<input type="button" value="..."/>	Customer	<input type="text"/> <input type="button" value="P"/>	Office	BSTAR	<input type="button" value="▼"/>	Type	ALL	<input type="button" value="▼"/>	I/F	ALL	<input type="button" value="▼"/>	Deleted	N	<input type="button" value="▼"/>
Invoice Date		<input type="button" value="..."/>	Amount	<input type="text"/> ~ <input type="text"/>												
Slip No.																
CH#	Block	Post Date	Seq	Invoice Date	Customer	Remark	Debit	Credit	Type	Slip No.	I/F Y/N	Issued by	Office			
		03-13-2015	3		TRANS WORLD AIRLINES INC. (TR)		43,433.00	43,433.00	CK		N	cltmaster	BSTAR			
		03-13-2015	2		CASH IN BANK - REVENUE		3,334.00	3,334.00	CK		N	cltmaster	BSTAR			
		03-13-2015	1	03-13-2015	DELTA AIRLINES (DELTA CONNEC A/P No: PAY12)		12.00	12.00	AP		N	cltmaster	BSTAR			
		03-05-2015	6		PN TEX		847.00	847.00	CK		N	cltmaster	BSTAR			
		03-05-2015	3	03-05-2015	ZEN TEX (INTER COLOUR)		847.00	847.00	DP		N	cltmaster	BSTAR			

### Introduction

Views materials entered by Journalizing. Can check the company's Journal materials.

### Procedures

#### Item Descriptions

##### Button

Button	Description
New	Moves to the "Jounal Entry" screen
Print	Prints an Accounting Slip Report for the selected materials
Clear	Clears search conditions and list

##### Search Condition

Types of search conditions are as follows.

- SL: Data entered from General Entry
- AR: AR Invoice data
- AP: AP Invoice data
- CD: DC Note data
- DP: Deposit data
- CK: Check data

Enter search conditions and click the [Retrieve] button to view the list.

Double click a search row to display details.

### 4.1.4 Journal Entry

Accounting > Journal > Journal Entry

## Journal Entry

Journal Entry ^

Accounting > Journal > Journal Entry

Currency **USD**

DEL	CHK	No.	G/L No.	Sub	Type	Transaction Entity(Customer)	Description	Debit
<input type="checkbox"/>	<input type="checkbox"/>	1			Bank			0.00

### Introduction

Enters fund transfer, asset, and debt information without processed operation and general expense invoices to the Journal and manages such.

Materials entered here are registered just as financial materials.

### Procedures

Select Currency and click the [Add] button to add a row.

Select a GL Code. If the GL Code is registered as Bank, Type is set to 'Bank', otherwise 'Company'. If Type is 'Company', select the trade partner from Transaction Entity.

Enter amount to Debit or Credit.

Can save data only if total debit amount and total credit amount are identical.

Select date at the bottom of the page. Sequence is automatically created in the General Journal order of entry by day.

Click the [Save] button to complete operation.

### 4.1.5 Monthly Closing for VAT Declaration

Accounting > Journal > Monthly Closing for VAT Declaration

### Introduction

Monthly Closing is for when user needs to settle VAT(Value added TAX) by every month.

Especially, this function is for Mexico

### 4.1.6 Block History

Accounting > Journal > Block History

## Block History

Block History ^							
Accounting > Journal > Block History							
Execute Date		02-14-2015 ~ 03-16-2015	Program	<input checked="" type="radio"/> All	<input type="radio"/> Accounting Block	<input type="radio"/> Block Maintenance	
● No.	Program	Block Type	Ref No.	Remark	Executed By	Date Executed	
1	Block Maintenance	INVOICE	PAY12	INVOICE BLOCK	cltmaster	2015-03-13 17:35:33.32	

## Introduction

Block History shows who and when did block of data.

## Procedures

Select Execute date and block method from accounting block and block maintenance  
Click 'Search' to retrieve the data with condition

## 5 REPORT

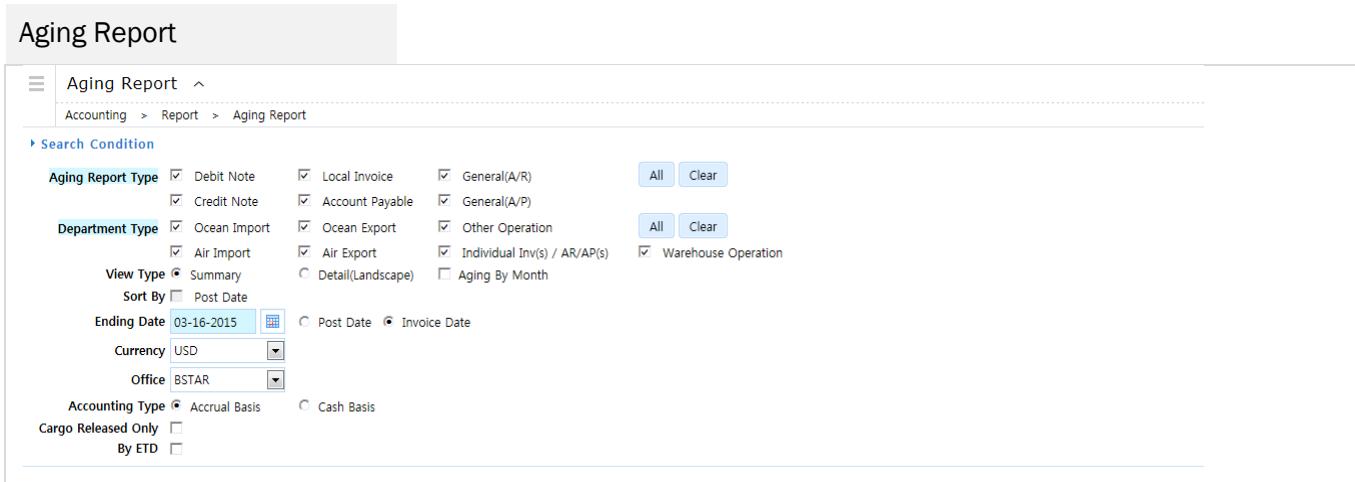
---

### 5.1 Accounting Report

#### 5.1.1 Aging Report

≡ Accounting > Report > Aging Report

**Aging Report**



The screenshot shows the 'Aging Report' search interface. At the top, there's a breadcrumb navigation: Accounting > Report > Aging Report. Below it is a 'Search Condition' section with the following fields:

- Aging Report Type:** Debit Note, Credit Note (checkboxes checked), Local Invoice, General(A/R), Account Payable, General(A/P). Buttons: All, Clear.
- Department Type:** Ocean Import, Air Import (checkboxes checked), Ocean Export, Air Export, Other Operation, Individual Inv(s) / AR/AP(s), Warehouse Operation. Buttons: All, Clear.
- View Type:** Summary (radio button selected), Detail(Landscape), Aging By Month.
- Sort By:** Post Date (checkbox checked).
- Ending Date:** 03-16-2015 (date input field), Post Date, Invoice Date (radio buttons).
- Currency:** USD (dropdown menu).
- Office:** BSTAR (dropdown menu).
- Accounting Type:** Accrual Basis (radio button selected), Cash Basis.
- Cargo Released Only:** By ETD (checkbox).

### Introduction

View AR Accounts receivable and AP Accounts payable Lists.

### Procedures

Enter search conditions.

Click the [Print] to print an Aging Report according to the entered search conditions.

Click the Customer in Summary Report to print a Details Report.

### Item Descriptions

#### Search Condition

- Aging Report Type: Select invoice type.
- Department Type: Select Operation Department.
- View Type: Select options including Summary and Detail. The 'Aging By Month' option shows monthly aging.
- Sort By: Sorts based on Post Date. Select if 'View Type' is Detail.

- Ending Date: Enter Aging base date.
- Accounting Type: ‘Accrual Basis’ searches based on book and ‘Cash Basis’ on the current date. For example, if 12/01/2012 is entered in the Deposit Journal and the corresponding materials are deposits processed on 12/10/2012, they are not searched by the Accrual Basis Option but by the Cash Basis Option when searching by Ending Date for 10/5/2012.

## 5.1.2 Agent Statement

☰ Accounting > Report > Agent Statement

## Introduction

Displays DC Note and AR Invoice Lists by agent.

## Procedures

Enter search conditions.

## Item Descriptions

### Search Condition

Can search with Agent or Acct ID. Can set Acct ID on the Trade Partner page. Can set multiple agents as an Acct ID to print as a single agent.

To print invoices of a specific agent only, select the agent and click the [Retrieve] button. The agent invoice list is displayed on the Grid. Select the invoice to print.

- Date Type: Can set search period by Post Date, ETD, Invoice Date, ETA, and EDT/ETA.
- Filter By: Can select searching invoice options with accounts receivable amount only or as a full search. Select ‘Attached CR/DR Note (s) & Invoice (s)’ and Prints both DC Note and AR Invoice.

### 5.1.3 Local Statement

Accounting > Report > Local Statement

Local Statement

Office: BSTAR

Customer:

Period Type:  Posting Date  Due Date  Invoice Date (Sort By Invoice Date)  Invoice Date (Sort By Invoice No.)  
 As of  Period: 02-01-2015 ~ 03-16-2015

Currency: USD

Department Type:  Air Import  Air Export    
 Ocean Import  Ocean Export  Other Operation  Warehouse Operation

Report Type:  Local Invoice  Account Payable  
 Open/All  All  Open  
 Invoice Received Only(A/P)  Attached Original Invoice(s)  Show Previous Balance

### Introduction

Displays AR and AP Invoice Lists by customer.

### Procedures

Enter search conditions.

Select Customer to print materials for a specific customer.

Period Type: Select option of Posting Date, Due Date, Invoice Date (Sort by Invoice date), or Invoice Date (Sort by Invoice No.).

‘As of’ option searches all invoices based on the entered date. If the ‘Period’ option is selected, period can be entered.

Select Report Type option to print both AR and AP invoices.

Select ‘Attached Original Invoice (s)’ option to print along with AR invoices.

## 5.1.4 Revenue/Cost Report

≡ Accounting > Report > Revenue/Cost Report

The screenshot shows the 'Revenue/Cost Report' search conditions window. At the top, there's a breadcrumb navigation: 'Accounting > Report > Revenue/Cost Report'. Below it is a 'Search Condition' section with various filters:

- Office:** BSTAR
- Report Type:** CR/DB (selected), with options for Revenue(Invoice), Revenue(All), Cost(Operation A/P), A/P Expense, and Cost and Expense.
- Department Type:** Air Import (checked), Air Export (checked), Ocean Import (checked), Ocean Export (checked), Other Operation (checked), Warehouse Operation (checked).
- Payment Status:** Paid (radio button checked), Not Paid, Partial/Over Paid (radio button checked), All.
- Period:** 02-01-2015 ~ 02-28-2015
- Sort By:** Date (radio button checked), Agent/Customer, Salesman, Invoice No., Summary (checkbox checked).
- Filter By:** Include VAT (checkbox checked), Include Duty & Tax (checkbox checked).
- By Agent/Customer:** Two input fields with search icons.
- By Salesman:** Two input fields with search icons.

## Introduction

Aggregates Revenue (AR Invoice, Debit Note) and Cost (AP Invoice, Credit Note), and prints.  
Can check company operating revenue and purchases.

## Procedures

Enter search conditions.

Select Report Type. Can select all Revenues/Costs or by invoice type.

Select Operation Department.

Select Paid, Not Paid, Partial/Over Paid, or All option for Payment Status.

- Filter By: Can aggregate or exclude amounts such as Wharfage and Duty payments, and VAT as Revenues/Costs depending on company policy.

Select the 'Include VAT' option and/or 'Include Duty & Tax' option to aggregate VAT and/or proxy payments as Revenue/Costs.

Can print specific customer or sales person materials exclusively.

## 5.1.5 Income Statement

≡ Accounting > Report > Income Statement

Income Statement

Office: BSTAR

Period: 02-01-2015 ~ 02-28-2015

Report Type: Standard

Currency: Multi Currency

To Currency: USD

[0 / 0]

## Introduction

Prints Income Statement.

Prints based on entered accounting materials even if a slip is not created.

## Procedures

Select Office and Period.

Select Report Type and Currency.

Select ‘To Currency’ to use the One Currency option. ‘To Currency’ refers to the base currency to print. Click the ‘Retrieve’ button after selection, and the average exchange for the previous 3 months is displayed and applied on printing.

Exchange rates by currency should be registered in advance to achieve this.

## Item Descriptions

### Report Type:

- Previous Year Comparison: Prints along with materials within the same period as the previous year.
- YTD: Prints based on Year-To-Date. For example, if 11/01/2012~11/30/2012 is entered into Period, prints materials within the period and those within the period for 01/01/2012~11/30/2012.
- Yearly Comparison: Prints by months yearly.
- Currency: Select Multi Currency to print by Currency.

## 5.1.6 G/L Report

Accounting > Report > G/L Report

The screenshot shows the 'G/L Report' interface with the following search parameters:

- Office:** BSTAR (selected)
- Period:** From 02-01-2015 to 02-28-2015, Post Date selected.
- Report Type:**
  - A/R, D/C Note, Account Payable checked.
  - Payment, Deposit, Journal, A/P(G&A) unchecked.
- G/L No.:** Range 50100 ~ 54000, SubGroup selected.
- Currency:** Multi Currency selected, To Currency set to USD.
- Summary/Detail:** Summary selected.

### Introduction

Displays amount by General Ledger.

All accounting transactions including Operations, Expenses, and General Journal, are checked by General Ledger.

### Procedures

Enter search conditions.

Set Period and Report Type.

GL No. is set to Expense Code by default and is modifiable.

Select 'By Billing Code' option to print based on a Billing Code other than the GL Code.

Select the 'Operations Only' option to print Operation Transactions only.

## 5.1.7 Balance Sheet

Accounting > Report > Balance Sheet

# Balance Sheet

Balance Sheet ^

Accounting > Report > Balance Sheet

Office BSTAR

Report Option

Physical Year Beginning Balance  None

Report Type

Standard  Yearly Comparison

Order By

G/L No.  G/L Description.

Currency

Multi Currency  One Currency To Currency USD

From	Month	Exchange Rate

[0 / 0]

## Introduction

## Prints Balance Sheet.

Only accounting transactions fixed by slip creation are reflected on the Balance Sheet.

## **Procedures**

Enter 'as of' date. Prints materials from January 1st of the year to the 'as of' date.

Select 'Order By option' to print either the GL Code or GL Description.

## 5.1.8 Trial Balance

- Accounting > Report > Trial Balance

**Trial Balance**

Trial Balance		G/L Last Create Date 201
Accounting > Report > Trial Balance		
Office	BSTAR	▼
<b>Period</b> From <input type="text" value="01-01-2015"/> <input type="button" value="Calendar"/> To <input type="text" value="03-16-2015"/> <input type="button" value="Calendar"/> <input checked="" type="radio"/> Post Date <input type="radio"/> Invoice Date		
<b>Report Type</b> <input checked="" type="checkbox"/> A/R <input checked="" type="checkbox"/> Payment <input checked="" type="checkbox"/> D/C Note <input checked="" type="checkbox"/> Deposit <input checked="" type="checkbox"/> Account Payable <input checked="" type="checkbox"/> Journal <input checked="" type="checkbox"/> A/R(G&A) <input checked="" type="checkbox"/> A/P(G&A)		

### Introduction

Prints Trial Balance Sheet.

All accounting transactions is reflected on the Balance Sheet.

### Procedures

Business Processing Procedures

Enter 'as of' date. Prints materials from January 1st of the year to the 'as of' date.

Select Report Type to print.

## 5.1.9 Customized Report

- Accounting > Report > Customized Report

**Customized Report**

Customized Report																	
Accounting > Report > Customized Report																	
<b>Report List</b> <table border="1"> <thead> <tr> <th>No</th> <th>Title</th> </tr> </thead> <tbody> <tr><td>1</td><td>DEPOSIT REPORT</td></tr> <tr><td>2</td><td>AGENT REVENUE - POSTING DATE</td></tr> <tr><td>3</td><td>AGENT REVENUE - ETD</td></tr> <tr><td>4</td><td>AGENT REVENUE - ETA</td></tr> <tr><td>5</td><td>AGENT BALANCE - POSTING DATE</td></tr> <tr><td>6</td><td>AGENT BALANCE - ETD</td></tr> <tr><td>7</td><td>AGENT BALANCE - ETA</td></tr> </tbody> </table>		No	Title	1	DEPOSIT REPORT	2	AGENT REVENUE - POSTING DATE	3	AGENT REVENUE - ETD	4	AGENT REVENUE - ETA	5	AGENT BALANCE - POSTING DATE	6	AGENT BALANCE - ETD	7	AGENT BALANCE - ETA
No	Title																
1	DEPOSIT REPORT																
2	AGENT REVENUE - POSTING DATE																
3	AGENT REVENUE - ETD																
4	AGENT REVENUE - ETA																
5	AGENT BALANCE - POSTING DATE																
6	AGENT BALANCE - ETD																
7	AGENT BALANCE - ETA																
<b>Basic Information</b> Title: <input type="text"/> Header: <table border="1"> <thead> <tr> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr><td>&lt;#1&gt;</td><td><input type="button" value="▼"/></td><td>&lt;#4&gt;</td><td><input type="button" value="▼"/></td></tr> <tr><td>&lt;#2&gt;</td><td><input type="button" value="▼"/></td><td>&lt;#5&gt;</td><td><input type="button" value="▼"/></td></tr> <tr><td>&lt;#3&gt;</td><td><input type="button" value="▼"/></td><td>&lt;#6&gt;</td><td><input type="button" value="▼"/></td></tr> </tbody> </table> Query: <input type="text"/>		Description	Type	<#1>	<input type="button" value="▼"/>	<#4>	<input type="button" value="▼"/>	<#2>	<input type="button" value="▼"/>	<#5>	<input type="button" value="▼"/>	<#3>	<input type="button" value="▼"/>	<#6>	<input type="button" value="▼"/>		
Description	Type																
<#1>	<input type="button" value="▼"/>	<#4>	<input type="button" value="▼"/>														
<#2>	<input type="button" value="▼"/>	<#5>	<input type="button" value="▼"/>														
<#3>	<input type="button" value="▼"/>	<#6>	<input type="button" value="▼"/>														

### Introduction

Customized Report can print and export to excel file based on user definition report.

## Procedures

Select the report to print on Report list.

Clicks [Run Query] button to pop up the search screen.

Clicks [Apply] button with assigning conditios, Clicks[Excel] button to export the result to excel form.

Call CyberLogitec to create the query required.

### 5.1.10 Payment History

≡ Accounting > Report > Payment History

## Introduction

Lists the payments based on conditions defined.

## Procedures

Assign the period to search.

Sets department

Selects Invoice type and clicks [Retrieve] button

After retrieving the data, clicks [Excel] button to export to excel format.

### 5.1.11 Payment History Level 2

≡ Accounting > Report > Payment History Level 2

#### Payment History Level 2

Check Information														
Post Date	Type	Bank	Office	Customer/Vendor	Check#	Amount	Curr.	Clear	Void	Invoice No.	Post Date	Invoice Date	Due Date	Offic
02-23-2015	Deposit	CASH IN BANK - REVENU BSTAF CONTINENTAL AIRLINES		CHK_TEST		60.00	USD			1	03-03-2015	03-03-2015	04-15-2015	BST
02-27-2015	Deposit	CASH IN BANK - REVENU BSTAF AIR DOLOMITI S.P.A.			2568	11.00	USD			3	03-03-2015	03-03-2015	04-02-2015	BST
02-27-2015	Deposit	CASH IN BANK - REVENU BSTAF LOGI NEXUS SOLUTIONS			1152	500.00	USD			2	03-03-2015	03-03-2015	03-03-2015	BST
03-05-2015	Deposit	CASH IN BANK - REVENU BSTAF ZEN TEX (INTER COLOUR)		SDDAD		847.00	USD	03-05-2015		7	09-17-2014	09-17-2014	09-17-2014	BST

## Introduction

Lists the payments Level2 based on conditions defined.

## **Procedures**

Assign the period to search.

Sets department

Selects Invoice type and clicks [Retrieve] button

After retrieving the data, clicks [Excel] button to export to excel format.

## 6 REFERENCES

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### 6.1 References

#### 6.1.1 Multi Currency & VAT Processing

##### **Introduction**

Multi Currency and VAT function are for office outside in U.S.

When user creates A/R, A/P or D/C invoice, user can assign exchange rate and VAT rate.

Also, profit report can be provided with selected currency to print. If user define exchange rate and VAT rate on each invoice then, user can get more exact result and performance base on the rate of Invoice.

##### **Procedures**

Setup Multi Currency and VAT Function

- Call CyberLogitec to use Multi Currency and VAT function. The engineer has to set up the property on system to use Multi Currency and VAT function.
- Beforehand, Currency has to be defined properly.

Exchange Rate (Support >> Utility >> Exchange Rate)

- If user sets up the exchange rate, the exchange rate can be applied every invoice which has same condition with. User can also define or adjust exchange rate on invoice manually.



## Tip

### How to enter and use exchange rate

#### (1) How to Enter Exchange Rate

Menu UI: Support > Utility > Finance Exchange Rate

		From		To		Exchange Rate	Day/Month Type	Apply Date	
DEL	No.	Currency	Rate Unit	Currency	Rate Unit			From	To
<input type="checkbox"/>	1	CAD	1.00	USD	0.89	0.8900	Month	09-01-2014	09-30-2014

- ① Select the From Currency and enter the Rate Unit.
- ② Select the To Currency and enter the Rate Unit.
- ③ Once From/To Currency/Rate Unit are entered, Exchange Rate will automatically be calculated (e.g. 1 CAD = 0.89 USD).
- ④ Select the Applicable Day or Month. If “Month” is selected, Apply Date Range will reflect the 1<sup>st</sup> to 30<sup>th</sup> of assigned month as shown above.

		From		To		Exchange Rate	Day/Month Type	Apply Date	
DEL	No.	Currency	Rate Unit	Currency	Rate Unit			From	To
<input type="checkbox"/>	5	USD	1.00		1.15	1.1500	Month	09-01-2014	

Example of converting USD to CAD: 1 USD = 1.15 CAD

#### (2) How to Apply Exchange Rate

When printing Profit Report or Other Accounting Report, use the “Currency” options for applying different Exchange Rate.

		From		Month		Exchange Rate
Office	LA	Period	09-01-2014 ~ 09-30-2014	Report Type	<input checked="" type="radio"/> Standard	<input type="radio"/> Previous Year Comparison
<input type="checkbox"/>	6	Report Type	<input checked="" type="radio"/> Standard	<input type="radio"/> YTD	<input type="radio"/> Yearly Comparison	
<input type="checkbox"/>	7	Currency	<input type="radio"/> Multi Currency	<input checked="" type="radio"/> One Currency	<input type="radio"/> To Currency	CAD
		From	Month	Exchange Rate		
		USD	09-2014	0.0000		

When “One Currency” and “To Currency” options are selected, depending on the “Period” you selected as shown in ⑥, results will reflect the Exchange Rate.

For example shown in ⑦, September 2014's USD → CAD Exchange Rate is showing as 0.0000 because Exchange Rate for the month of September 2014 is not registered.

"To Currency" option has been changed from CAD → USD as shown in ⑧ and no Exchange Rate result is displayed. This means applicable Exchange Rate has been registered for the Report.  
 \* Exchange Rate for Day Type will be applicable first if saved. Exchange Rate for Month Type will be applicable if no Day Type information is saved. If no Exchange Rate for Month Type is saved, then it will show as the Exchange Rate registration is needed.  
 \* When printing the Report, registered and saved Exchange Rate will be applied.

## 6.1.2 Finance Exchange Rate

≡ Support > Utility > Finance Exchange Rate

### Billing Code Setup

■ DEL	No.	• Billing Code	Name(Eng.)	Name(Local)	Currency	■ Pfm	Tax			Group	■ Billing Code	Name(Eng.)	Name(Local)	Currency	■ Pfm	Tax		
							Y/N	%	%{ } )							Y/N	%	%{ } )
<input type="checkbox"/>	117	WHD	WITHHOLDING		USD	<input type="checkbox"/>	Yes	20	0	WITHHOLDING	P/K (OER)	PACKING CHARGE	PACKING CHARGE	USD	<input checked="" type="checkbox"/>	Yes	10	0
<input type="checkbox"/>	114	VAT	VAT FEE	VAT FEE	USD	<input checked="" type="checkbox"/>	Yes	10	0	VAT	CTF (OEC)	CLEAN TRUCK FEE	CLEAN TRUCK FEE	USD	<input checked="" type="checkbox"/>	Yes	20	0
<input type="checkbox"/>	86	PS-OI	PROFIT SHARE	PROFIT SHARE	USD	<input checked="" type="checkbox"/>	No	0	0	PS	COM (OER)	COMMISSION	COMMISSION	USD	<input checked="" type="checkbox"/>	Yes	20	0
											SALES-PER.	SALES TRAVEL-PER	SALES TRAVEL-PER	USD	<input checked="" type="checkbox"/>	No	0	0

## Introduction

Finance Exchange Rate is for Performance Report and Accounting Report.

## Procedures

Register VAT Billing Code to use.

(Define withhold to billing code, if user need to use withhold tax)

Change Freight's Tax field to 'Yes' for target of VAT, and assign rate of Tax on Tax% field.

After definition of Tax, using 'VAT Cal' button, user can assign VAT amount automatically assigned by system.

If VAT named billing code can be added then, VAT can be assigned to each freight's.



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