Invoice User Guide

Objective

To replace manual invoice requisition and revenue report. And enable regional staff enable to search & share basic transaction information of C&W Asia Pacific. This is a mid-term solution till we launch global RMS rollout to Asia. The Global Revenue mgmt system is designed to capture from fee forecast to commission calculation…

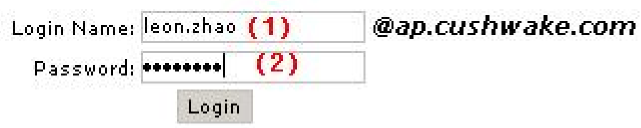
Data Included:
We have revenue & broker information from 2006 and onward.
We have Revenue information since 2000.

1 Getting Started

Please login to our server address:
http://10.200.3.35 note that this is C&W internal WAN only and not open to the internet.

2 Features & Using

2.1 Login to system



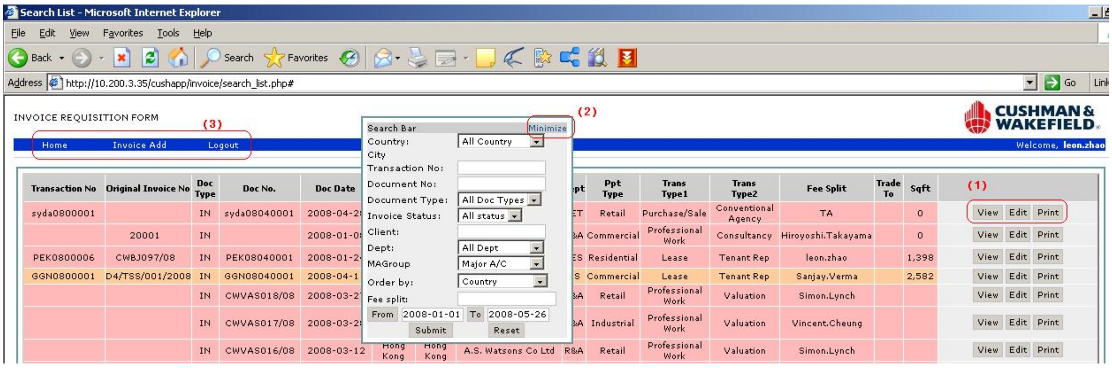
1. Please use your Cushman Wakefield Email address name [firstname.lastnmae] to login. For example, byron.hou

   Your password is your Cushman Wakefield Outlook email password. It always synchronizes with Outlook. *Your logon will be locked after retry THREE times*

2. For changing your password, please check Q&A on http://www.csuwhakeasia.com/outlook

2.2 The homepage

1. This is the index page after you successful login in



For add - you can add new document and forward to country head/account for process.

For view - you may view details of a transaction if you are on one of Fee Split field.

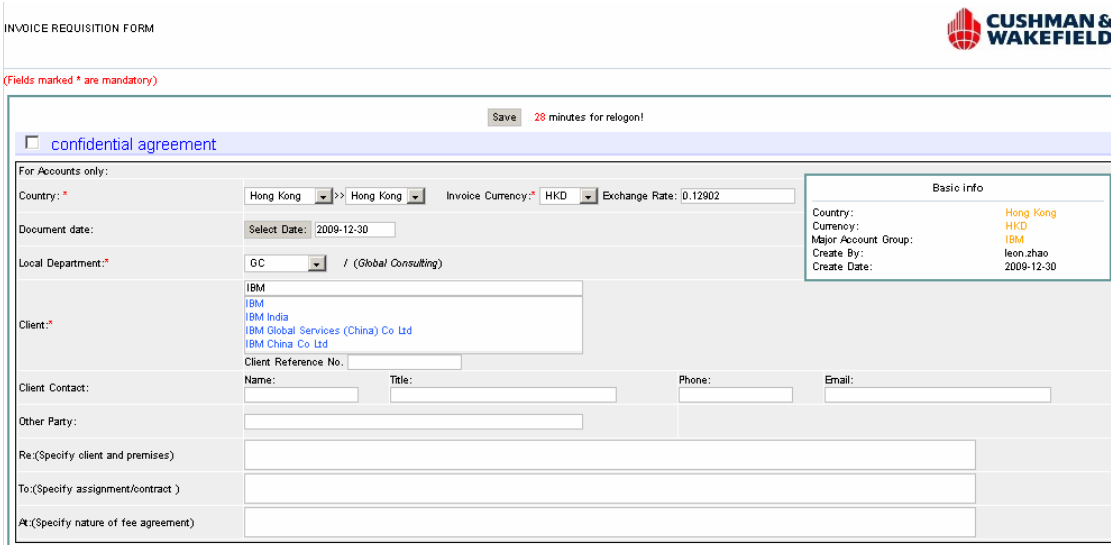
For Edit - only if the document is on Status 1. If status is 2-5, only account department able to change details.

2. You may do searching by click maximize & input criteria & search by:
   - Country. (China/Singapore etc…)
   - city (This requires your selection of country first)
   - Transaction numbers
   - Idx of the Transaction (This is the Transaction unique ID auto-generated by the system. You can find the target Transaction by this number.)
   - Document numbers
   - Document Types
   - Invoice status
   - Client names
   - Department
   - Major account groups (IBM, JWT etc)
   - Order by (listing order on result page)
   - Fee split (You may only able to search your own transaction. Certainly, Country head or Account department have different right. We will help account department to setup & customize

The navigation bar is for users to go home page, add new document and logout. Please remember to press the logout button while you leave this system for security concerns.

2.3 Invoice fields

Please not that the fields in red are mandatory. If you leave the page over 30 minutes without any action (reload the page, edit/add invoice), you need to re-logon for security concern.

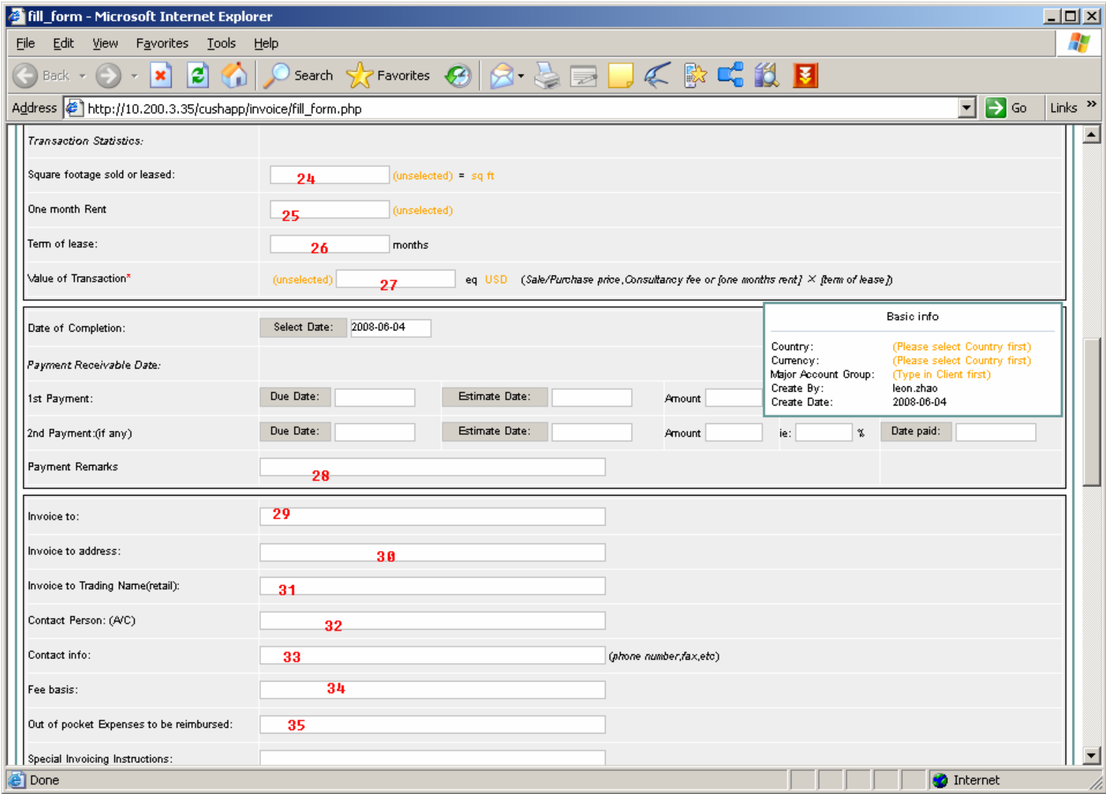


1. The confidential agreement (Account only)
2. Basic status of this invoice including Country, Client, Create by etc.
3. The Document Date. Please click the select date button to select the date or fill with the date format: YYYY-MM-DD such as 2003-05-06. If you typed in the different format, you maybe get in trouble when you searching the invoice.
4. Transaction No. *(Fill in by Account department)*
5. Original invoice no. *(Fill in by Account department)*
6. Doc Type. *(Fill in by Account department)*
7. Doc No. *(Fill in by Account department)*
8. Invoice currency. It is a mandatory field.
9. Department information
10. Client - Please type in the Client names and the system would try to match it with MAG (major account grouping).The system will list out the similar results depends on your input

    For example:

    Client: “IBM Global Services (China) Co Ltd.”

12-35. Please fill in all information if you know.



fill_form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address http://10.200.3.35/cushapp/invoice/fill_form.php Go Links

Transaction Statistics:	
Square footage sold or leased:	24 (unselected) = sq ft
One month Rent	25 (unselected)
Term of lease:	26 months
Value of Transaction*	(unselected) 27 eq USD (*Sale/Purchase price,Consultancy fee or [one months rent] × [term of lease]*)

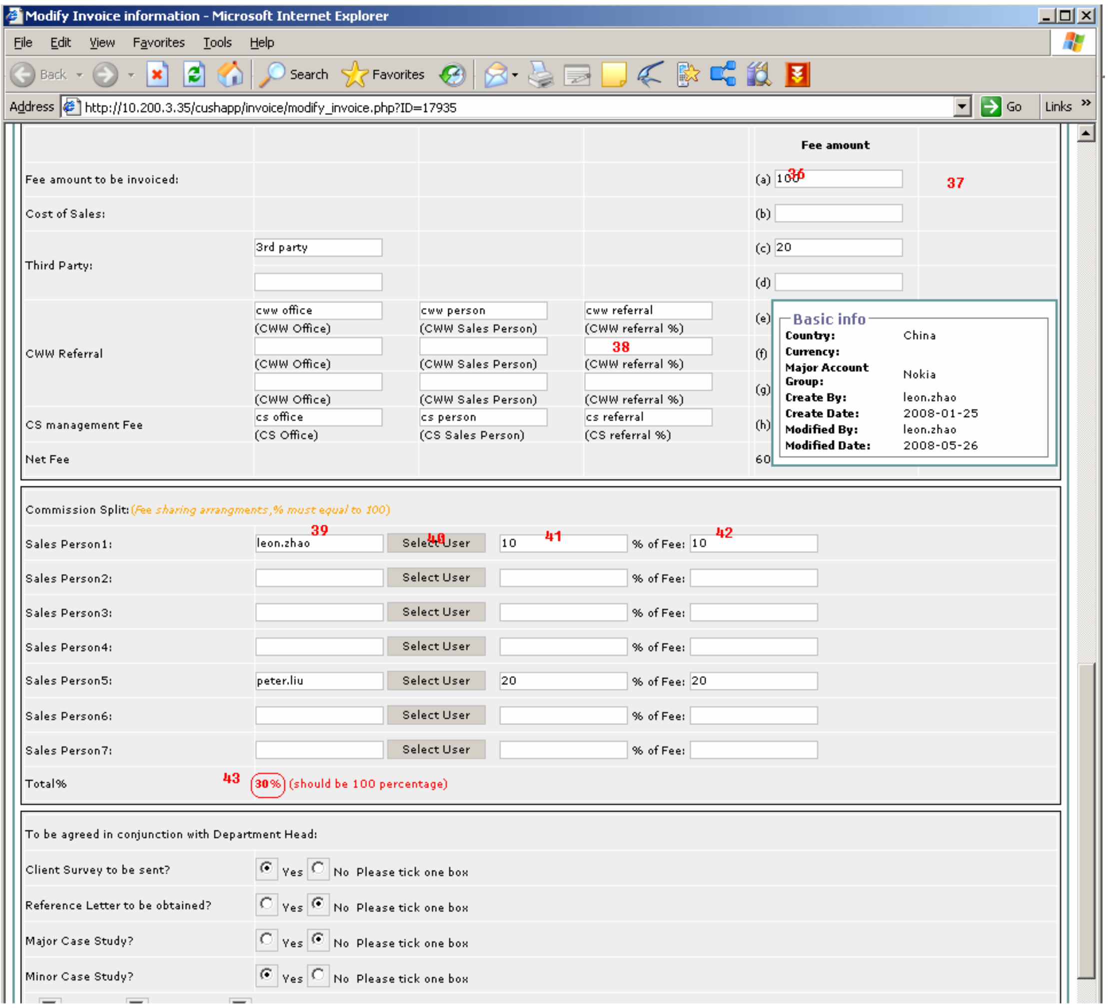
Basic info

Country: (Please select Country first)
Currency: (Please select Country first)
Major Account Group: (Type in Client first)
Create By: leon.zhao
Create Date: 2008-06-04

Date of Completion:	Select Date: 2008-06-04
Payment Receivable Date:	
1st Payment:	Due Date: Estimate Date: Amount
2nd Payment:(if any)	Due Date: Estimate Date: Amount ie: % Date paid:
Payment Remarks	28

Invoice to:	29
Invoice to address:	30
Invoice to Trading Name(retail):	31
Contact Person: (A/C)	32
Contact info:	33 (*phone number,fax,etc*)
Fee basis:	34
Out of pocket Expenses to be reimbursed:	35
Special Invoicing Instructions:	

Done Internet



36. For fee amount, Please fill in by invoice's currency & value and system would do calculate the invoice amount in USD depends on the currently exchange rate and you could see it on fields 37

38. Any related CW/CS fee cost.

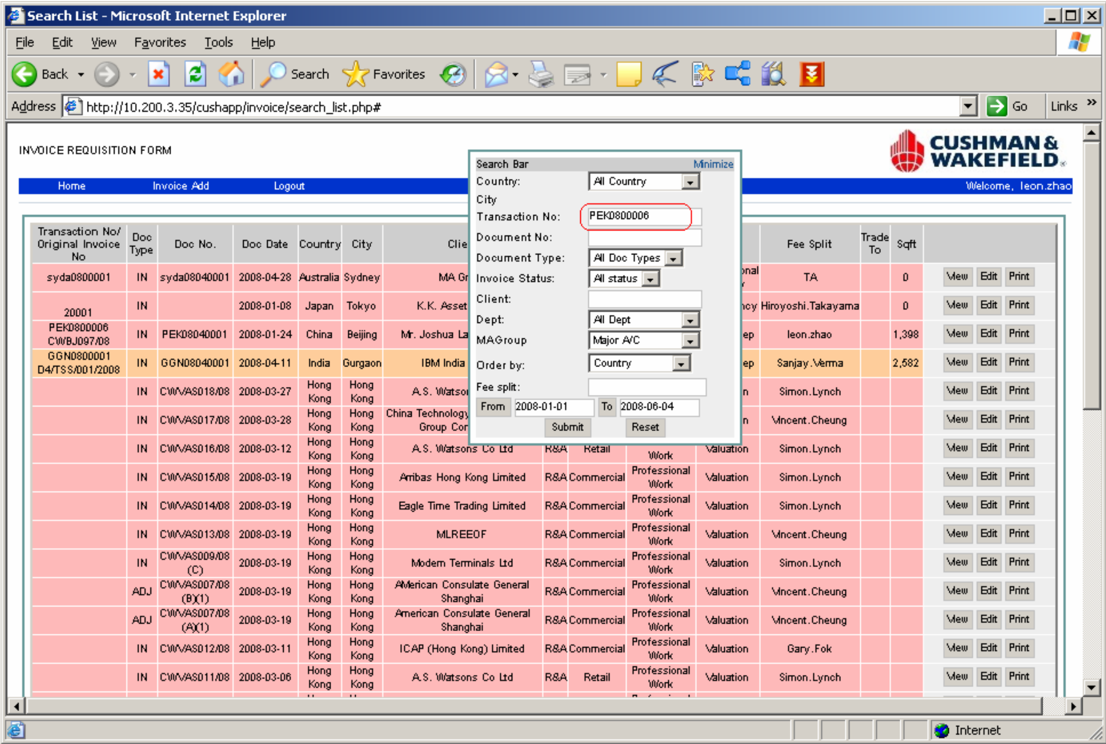
39. Fee split

There is 2 way to input a fee split person name

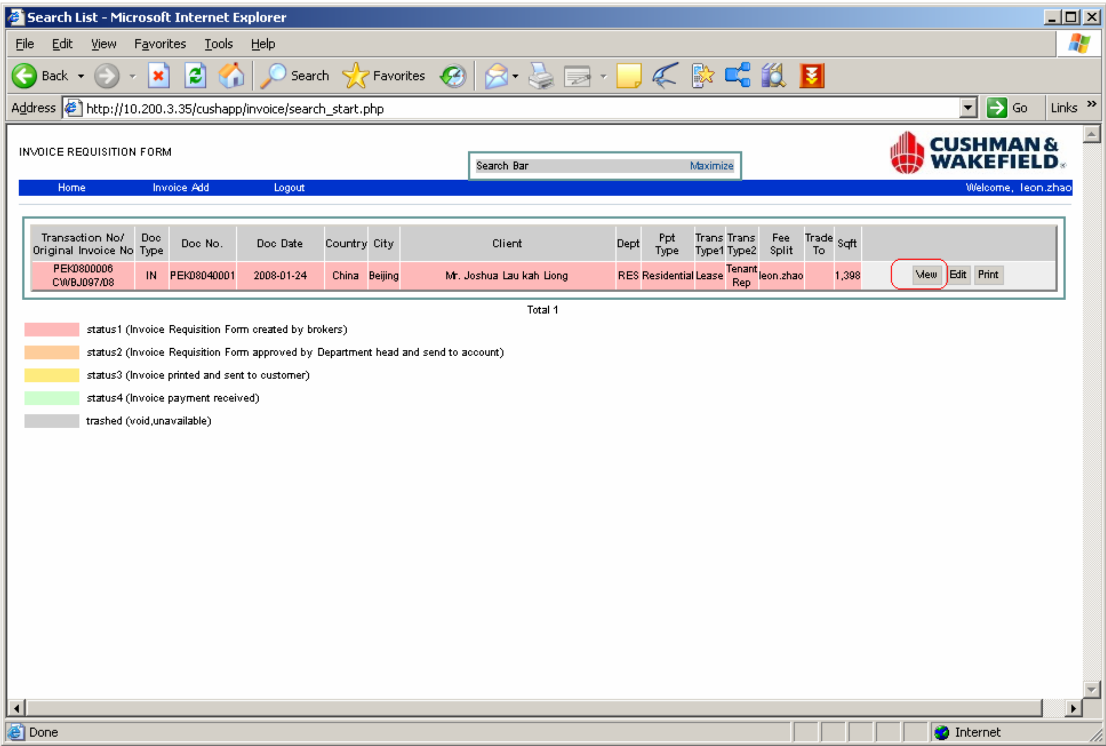
- Click on fields marked 39 and input the fee sharing person's name directly. It MUST be full name as individual's Exchange logon. (ie, byron.hou) OR
- Please clicks 'select user' button and a list of all the users in your country will popup for your reference. (Individual must logon in order to be shown on the popup list)
- For the department assistant notes: if the transactions were done by broker 'Tony', and Tony is the broker of the transaction, then please filled up the fee sharing person 1 fields with the Tony instead of your name. Otherwise we can not trace out all the lead brokers of the transactions in the list page.

2.4 Invoice Print

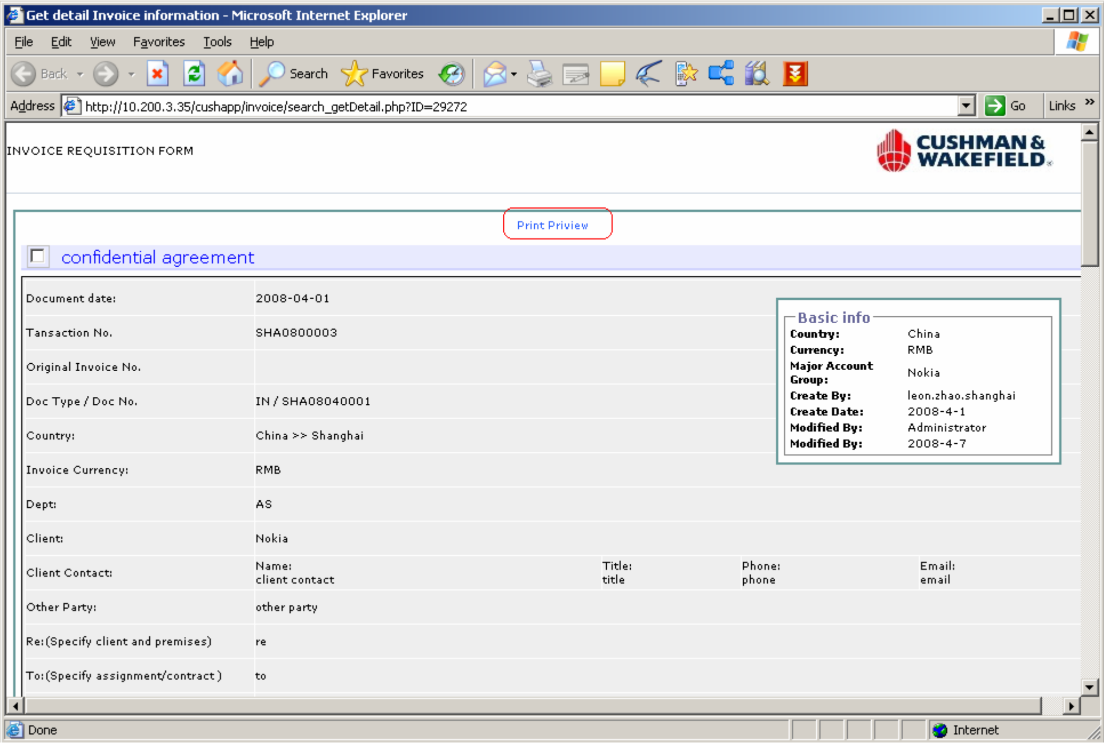
1. Input search criteria & select invoice for print



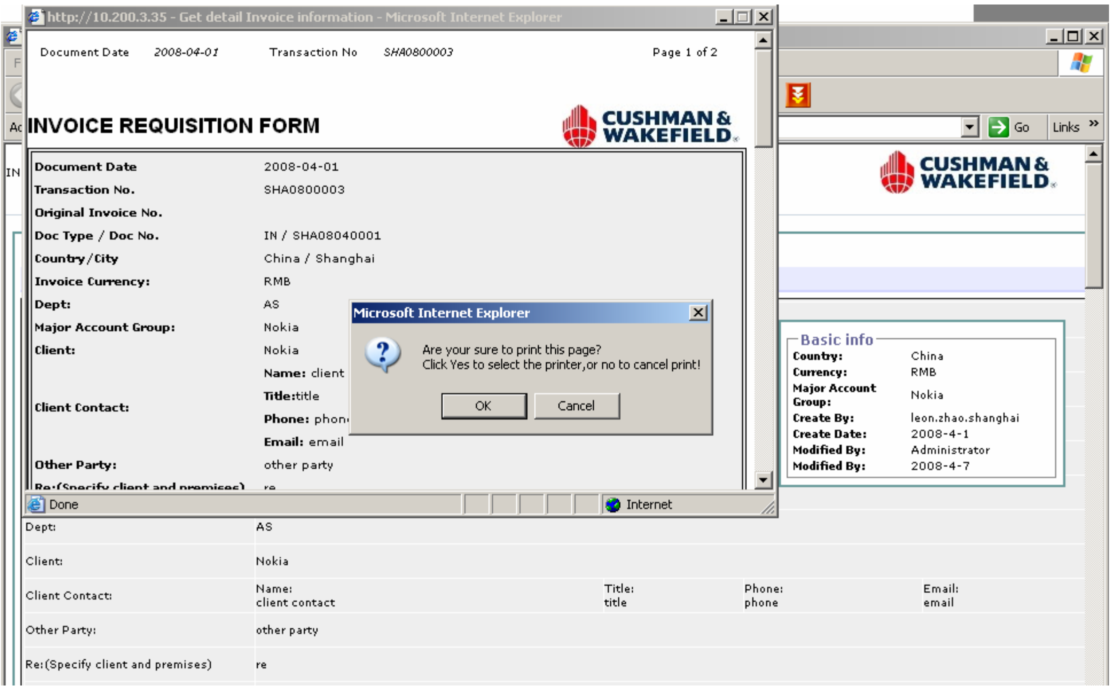
2. Click on the 'View' button and open the invoice view page



3. click 'Print preview' button on the top of the page to preview the invoice print

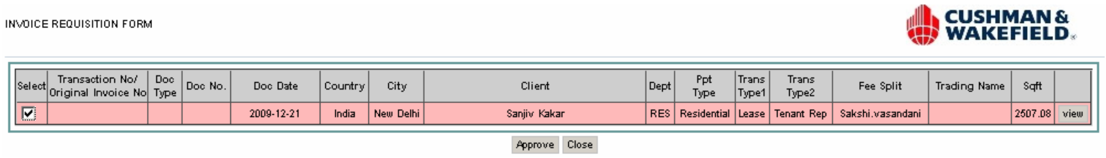


4. Please press yes for forwarding you to printer select page. And click Cancel to cancel print job and back to invoice view page.



3 Special instructions.

1) for the accounts:
   If you want to export all the transactions to excel, please click the export to excel button on the navigation bar. This function is opened to Accounts only.
2) for the approval process:
   The standard process of the approval is:
   1. The user added the invoice in the system and automatically changed to status 1.
   2. The user who is in charge of the specific department logon to the system and click the approval list on the top bar.
   3. The user checked the invoices that need to be approved and press the approve button in the below. And the invoice has been approved and auto change its status to 2.


INVOICE REQUISITION FORM

Select	Transaction No/ Original Invoice No	Doc Type	Doc No.	Doc Date	Country	City	Client	Dept	Ppt Type	Trans Type1	Trans Type2	Fee Split	Trading Name	Sqft	
☑				2009-12-21	India	New Delhi	Sanjiv Kakar	RES	Residential	Lease	Tenant Rep	Sakshi.vasandani		2507.08	view

Approve Close

4 Frequent Asked Questions

1) **Q**: How to add a new Invoice?
   A: Please Login and press the invoice add button on the left top of the page. Every CW user has the right to add a new invoice. For invoice information, please refer to chapter 2.3

2) **Q**: How to print an Invoice?
   A: Please refer to chapter 2.4

3) **Q**: How to search invoices?
   A: Please login and press the "Home page" button on the left top of the page and it would guide you to the index page. Press the maximize button & the search criteria input page will popup. Please fill the information that you want to search or directly input the Document/Transaction No of your invoice.

4) **Q**: Which Invoices that I have the right to View & Edit?
   A: You able to view the detail if you are in one of Fee Split.

5) **Q**: How to change my password?
   A: Please change your password from Webmail. Please refer to Q&A on http://www.cushwakeasia.com/outlook

6) **Q**: How may invoice status?

Status 1 - Invoice Requisition Form is created by brokers
Status 2 - Invoice Requisition Form is approved by Department head & forwarded to account
Status 3 - Invoice printed and sent to customer
Status 4 - Invoice payment received
Trash - void, unavailable