

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

A screenshot of a web login form. It has two input fields: 'Login Name:' containing 'leon.zhao (1)' and '@ap.cushwake.com', and 'Password:' containing '***** (2)'. Below the password field is a 'Login' button. The numbers (1) and (2) are in red and likely refer to instructions in the document.

Login Name: leon.zhao (1) @ap.cushwake.com

Password: ***** (2)

Login

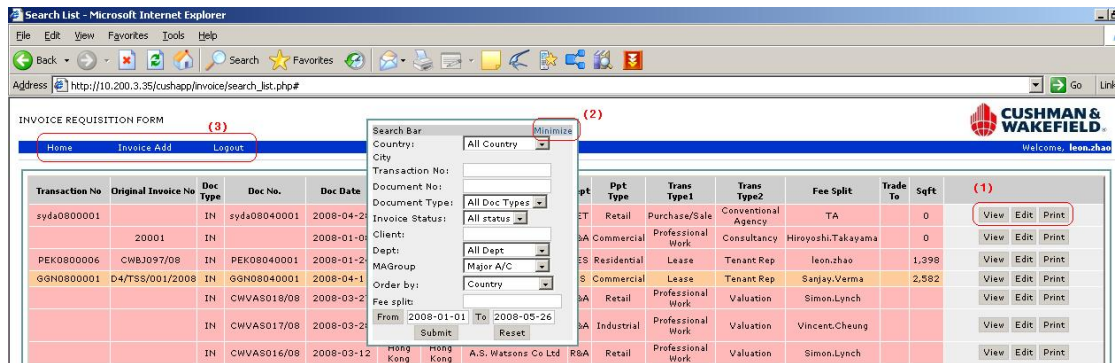
1. Please use your Cushman Wakefield Email address name [firstname.lastnmae] to login. For example, byron.hou

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.csuwakeasia.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 note 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-login for security concern.

INVOICE REQUISITION FORM 

(Fields marked * are mandatory)

☐ confidential agreement Save 28 minutes for relogin!

For Accounts only:

Country: *	Hong Kong >> Hong Kong	Invoice Currency: * HKD	Exchange Rate: 0.12902
Document date:	Select Date: 2009-12-30		
Local Department: *	GC / (Global Consulting)		
Client: *	IBM IBM India IBM Global Services (China) Co Ltd IBM China Co Ltd		
Client Reference No.			
Client Contact:	Name:	Title:	Phone:
Other Party:			
Re: (Specify client and premises)			
To: (Specify assignment/contract)			
At: (Specify nature of fee agreement)			

Basic info	
Country:	Hong Kong
Currency:	HKD
Major Account Group:	IBM
Create By:	leon.zhao
Create Date:	2009-12-30

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

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

Transaction Statistics:

Square footage sold or leased: (unselected) = sq ft

One month Rent: (unselected)

Term of lease: months

Value of Transaction* (unselected) eq USD (Sale/Purchase price, Consultancy fee or one months rent? × [Term of lease])

Payment Receivable Data:

Date of Completion: Select Date: 2008-06-04

1st Payment: Due Date: Estimate Date: Amount:

2nd Payment (if any): Due Date: Estimate Date: Amount: ie: % Date paid:

Payment Remarks:

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

Invoice to:

Invoice to address:

Invoice to Trading Name(etail):

Contact Person: (A/C)

Contact info: (phone number, fax, etc)

Fee basis:

Out of pocket Expenses to be reimbursed:

Special Invoicing Instructions:

Done Internet

Modify Invoice information - Microsoft Internet Explorer

Address: http://10.200.3.35/cushapp/invoice/modify_invoice.php?ID=17935

				Fee amount
Fee amount to be invoiced:				(a) 10 ³⁶ 37
Cost of Sales:				(b)
Third Party:	3rd party			(c) 20
				(d)
CWW Referral	cww office (CWW Office)	cww person (CWW Sales Person)	cww referral (CWW referral %)	(e)
				(f) 38
				(g)
CS management Fee	cs office (CS Office)	cs person (CS Sales Person)	cs referral (CS referral %)	(h)
Net Fee				60

Basic info
 Country: China
 Currency:
 Major Account Group: Nokia
 Create By: leon.zhao
 Create Date: 2008-01-25
 Modified By: leon.zhao
 Modified Date: 2008-05-26

Commission Split (Fee sharing arrangements, % must equal to 100)

Sales Person1:	leon.zhao ³⁹	Select User	10 ⁴¹	% of Fee: 10 ⁴²
Sales Person2:		Select User		% of Fee:
Sales Person3:		Select User		% of Fee:
Sales Person4:		Select User		% of Fee:
Sales Person5:	peter.liu	Select User	20	% of Fee: 20
Sales Person6:		Select User		% of Fee:
Sales Person7:		Select User		% of Fee:
Total%	43		38% (should be 100 percentage)	

To be agreed in conjunction with Department Head:

Client Survey to be sent? ☒ Yes ☐ No Please tick one box

Reference Letter to be obtained? ☐ Yes ☒ No Please tick one box

Major Case Study? ☐ Yes ☒ No Please tick one box

Minor Case Study? ☒ Yes ☐ No Please tick one box

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.

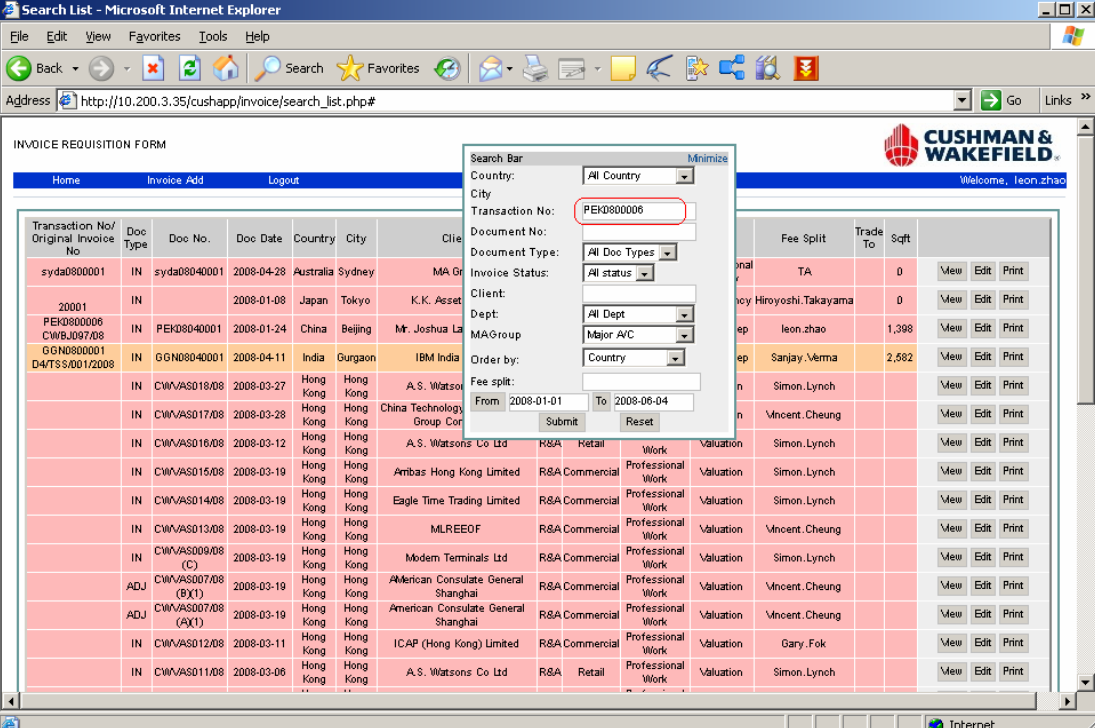
39. Fee split

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 login 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



Search List - Microsoft Internet Explorer

Address: http://10.200.3.35/cushapp/invoice/search_list.php#

INVOICE REQUISITION FORM

Home Invoice Add Logout

Search Bar

Country: All Country

Transaction No.: PEK0800006

Document Type: All Doc Types

Invoice Status: All status

Client: All Dept

Dept: Major A/C

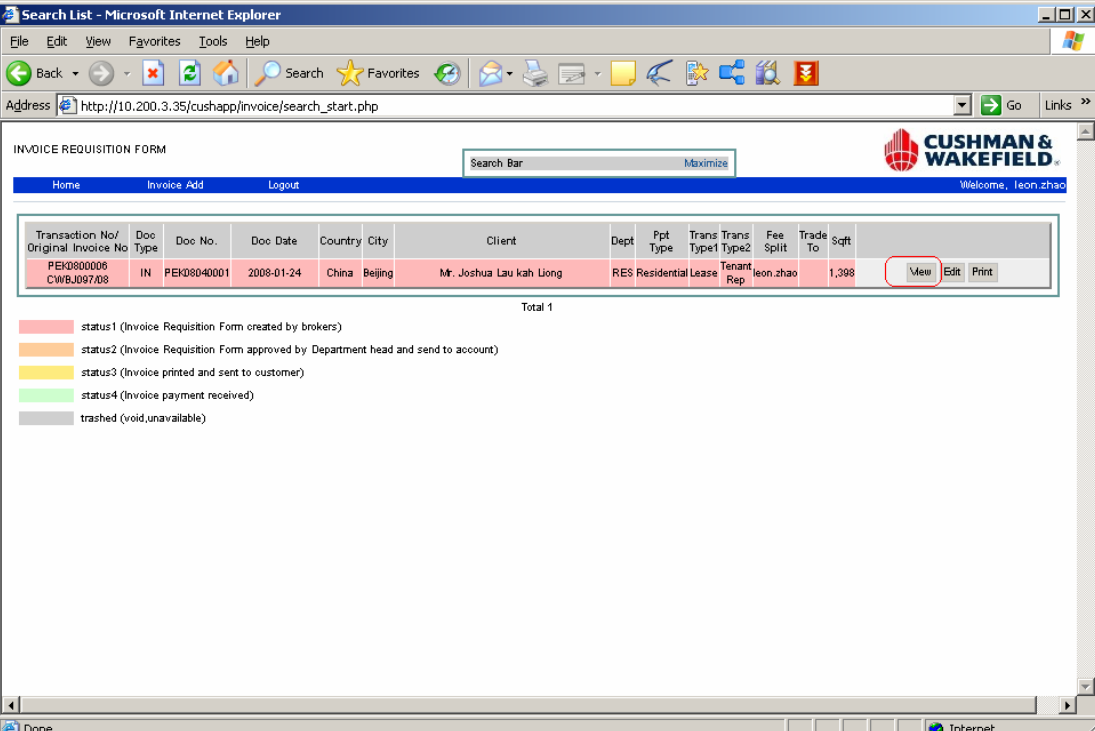
Order by: Country

Fee split: From 2008-01-01 To 2008-06-04

Submit Reset

Transaction No./Original Invoice No.	Doc Type	Doc No.	Doc Date	Country	City	Client	Fee Split	Trade To	Sqft	View	Edit	Print
syda0800001	IN	syda08040001	2008-04-28	Australia	Sydney	MA Gr	TA	0		View	Edit	Print
20001	IN		2008-01-08	Japan	Tokyo	K.K. Asset		0		View	Edit	Print
PEK0800006	IN	PEK08040001	2008-01-24	China	Beijing	Mr. Joshua Lau		1,398		View	Edit	Print
GGN0800001	IN	GGN08040001	2008-04-11	India	Gurgaon	IBM India		2,582		View	Edit	Print
D4/TSS/001/2008	IN	CWVASD18/08	2008-03-27	Hong Kong	Hong Kong	A.S. Watson				View	Edit	Print
	IN	CWVASD17/08	2008-03-28	Hong Kong	Hong Kong	China Technology Group Cor				View	Edit	Print
	IN	CWVASD16/08	2008-03-12	Hong Kong	Hong Kong	A.S. Watson's Co Ltd	R&A Retail	Valuation	Simon.Lynch	View	Edit	Print
	IN	CWVASD15/08	2008-03-19	Hong Kong	Hong Kong	Ambas Hong Kong Limited	R&A Commercial	Valuation	Simon.Lynch	View	Edit	Print
	IN	CWVASD14/08	2008-03-19	Hong Kong	Hong Kong	Eagle Time Trading Limited	R&A Commercial	Valuation	Simon.Lynch	View	Edit	Print
	IN	CWVASD13/08	2008-03-19	Hong Kong	Hong Kong	MLREEDF	R&A Commercial	Valuation	Vincent.Cheung	View	Edit	Print
	IN	CWVASD09/08 (C)	2008-03-19	Hong Kong	Hong Kong	Modern Terminals Ltd	R&A Commercial	Valuation	Simon.Lynch	View	Edit	Print
	ADJ	CWVASD07/08 (B)(1)	2008-03-19	Hong Kong	Hong Kong	American Consulate General Shanghai	R&A Commercial	Valuation	Vincent.Cheung	View	Edit	Print
	ADJ	CWVASD07/08 (A)(1)	2008-03-19	Hong Kong	Hong Kong	American Consulate General Shanghai	R&A Commercial	Valuation	Vincent.Cheung	View	Edit	Print
	IN	CWVASD12/08	2008-03-11	Hong Kong	Hong Kong	ICAP (Hong Kong) Limited	R&A Commercial	Valuation	Gary.Fok	View	Edit	Print
	IN	CWVASD11/08	2008-03-06	Hong Kong	Hong Kong	A.S. Watson's Co Ltd	R&A Retail	Valuation	Simon.Lynch	View	Edit	Print

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



Search List - Microsoft Internet Explorer

Address: http://10.200.3.35/cushapp/invoice/search_start.php

INVOICE REQUISITION FORM

Home Invoice Add Logout

Search Bar

Transaction No./Original Invoice No.: PEK0800006

Doc Type: IN

Doc No.: PEK08040001

Doc Date: 2008-01-24

Country: China

City: Beijing

Client: Mr. Joshua Lau kah Liong

Dept: RES

Ppt Type: Residential Lease

Trans Type1: Tenant Rep

Trans Type2: leon.zhao

Fee Split: 1,398

Trade To: View Edit Print

Total 1

status1 (Invoice Requisition Form created by brokers)

status2 (Invoice Requisition Form approved by Department head and send to account)

status3 (Invoice printed and sent to customer)

status4 (Invoice payment received)

trashed (void,unavailable)

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

Get detail Invoice information - Microsoft Internet Explorer

Address: http://10.200.3.35/cushapp/invoice/search_getDetail.php?ID=29272

INVOICE REQUISITION FORM

[Print Preview](#)

☐ confidential agreement

Document date:	2008-04-01
Transaction No.	SHA0800003
Original Invoice No.	
Doc Type / Doc No.	IN / SHA08040001
Country:	China >> Shanghai
Invoice Currency:	RMB
Dept:	AS
Client:	Nokia
Client Contact:	Name: client contact
Other Party:	other party
Re:(Specify client and premises)	re
To:(Specify assignment/contract)	to

Basic info

Country: China

Currency: RMB

Major Account Group: Nokia

Create By: leon.zhao.shanghai

Create Date: 2008-4-1

Modified By: Administrator

Modified By: 2008-4-7

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

http://10.200.3.35 - Get detail Invoice information - Microsoft Internet Explorer

Document Date 2008-04-01 Transaction No SHA0800003 Page 1 of 2

INVOICE REQUISITION FORM

[Print Preview](#)

☐ confidential agreement

Document Date	2008-04-01
Transaction No.	SHA0800003
Original Invoice No.	
Doc Type / Doc No.	IN / SHA08040001
Country / City	China / Shanghai
Invoice Currency:	RMB
Dept:	AS
Major Account Group:	Nokia
Client:	Nokia
Client Contact:	Name: client
Other Party:	other party
Re:(Specify client and premises)	re

Basic info

Country: China

Currency: RMB

Major Account Group: Nokia

Create By: leon.zhao.shanghai

Create Date: 2008-4-1

Modified By: Administrator

Modified By: 2008-4-7

Microsoft Internet Explorer

Are you sure to print this page?
Click Yes to select the printer, or no to cancel print!

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	Fpt Type	Trans Type1	Trans Type2	Fee Split	Trading Name	Sqft	
<input checked="" type="checkbox"/>				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