Costing User Guide

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INTRODUCTION

This costing guide will cover the basics of FM3's accounting functionality, including Job Costing, creating an Invoice, adding a Purchase Invoice, generating Bulk Invoices and editing an invoice. The Sigma Support Team are here to advise further.

Checks

Before raising an invoice, it might be worth completing some checks to minimise the risk of problems down the line.

Account Numbers

Ensure account codes (Sales A/ C No) are in the address entries needed for this invoice (Database > Address Editor > Search and select the code > Accounts).

Database > Address Editor

Address Editor > Listing View (Accounts Tab Highlighted)

Address Editor > Accounts Tab

Invoice Frequency [Bulk Invoice Only]

When creating a Bulk Invoice across multiple jobs, "Invoice Frequency" will determine how many invoices are created.

For example, if the Invoice Frequency is set to "**Per Job**", this will create individual invoices for each job within the selected charges. However, if "**Daily**", "**Weekly**", "**Monthly**" or "**Quarterly**" are selected, these will group the invoices by the chosen period (Day/ Week/ Month/ Quarter). If "**Consolidated**" is selected, you can keep entering charges and raising them into the same invoice. That is to say, the first job you enter charges for will result in invoice "X". If you enter charges into another job for that client and raise them, they will be placed onto the same invoice, not a new one. You can keep doing this until the invoice is "printed" or the batch it belongs to is closed. This frequency allows you to control charges for a customer to issue the invoice when you feel appropriate, or should none of the time interval related frequencies listed above apply.

Address Editor > Accounts Tab

Rate of Exchange

Check the ROE (Rate of Exchange) through Database > Currency. Search the currency code, click the 'Details' tab, check if there is a line in the grid and add one if there is not (May require approval/ permission from a manager).

Database > Currency

Currency > Search For [Details Tab Highlighted]

Currency > Details Tab [ROE Grid Highlighted]

Currency > Details Tab [ROE Line]

JOB COSTING

Within every job, there is a 'Costing' page. This page will contain financial information relating to the chosen job, ranging from Sales Lines and Invoices to Accruals and Purchase Invoices.

Document Status

Click the 'Document Status' then 'Costing' entry in the listing.
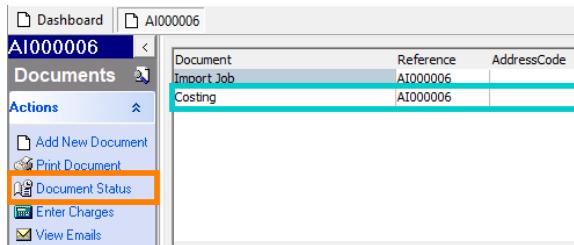
Job > Document Status

Side Menu

The 'Enter Charges' button also brings you to the Costing page.
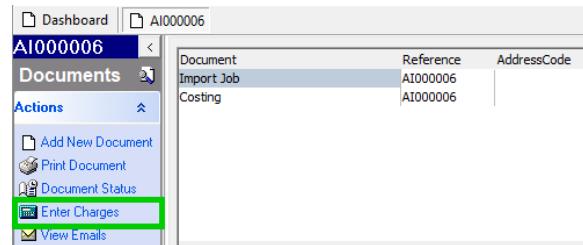
Job > Enter Charges Button

Costing Page

The page is split into 3 sections: '**Sales**', '**Accruals**' and '**Actuals**'.

'**Sales**' charge lines are the ones you expect to charge your client for the job, so you will raise these into "Invoices" or "Credit Notes" (or even "Duty/VAT invoices" and credit notes if you want to generate them).

'**Accruals**' are the costs you expect to be charged by your suppliers for work relating to this job. These will eventually be converted into "**actuals**" when you receive an invoice from your supplier (which you would enter via the "Purchase approval" function discussed later on).


Job Costing

Entering charges into either grid involves the same process – at the bare minimum, you should enter an **address code**, a **charge code**, and an **amount** to be charged, for each charge line. You can optionally enter more details, such as currencies to charge and invoice, but you don't need to if you don't have to.

Field	Description
ChgCurr	This is the currency you are charging in
ChgROE	The ROE between the Charge currency and the Invoice Currency (below)
InvCurr	The currency you wish to invoice this charge out as
InvAmount	The amount that will be shown on the invoice
HomeROE	The ROE from the Charge Currency to the Home Currency
HomeAmount	The charge amount is converted to your home currency, and shown here
HomeCurr	The home currency code
Charge Notes	Any other details you wish to enter for the charge line – limit of 255 characters
Type	Determines whether you are raising an Invoice or a Credit note
VatCode	How much VAT is to be charged for this line, depends upon this code
VAT	The amount of VAT, determined by the Home amount and the VAT Code
CreatedBy	The login name of the user who entered this charge line
Created	When this charge line was entered

Batching

The **'Batch'/'Unbatch'** buttons are within the Sales section of the Costing page. These buttons are used to 'batch' a Sales line and mark them as **ready to raise**. When creating invoices, this difference will come in handy to ensure that only batched/ready lines are raised. **Batched lines** will be highlighted in light **purple**.
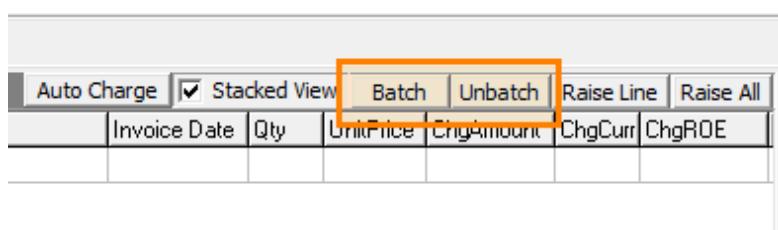
Job Costing > Batch Buttons

Job Costing > Charge Lines

SALES INVOICE

Sales Invoices can be **generated** from within the **Sales section** on the **Job Costing** page. All invoices created within FM3 are accessible, to **view or print**, from **Sales View**.

Sales in Job Costing

You can raise lines directly into invoices within the **Sales grid** with the **'Raise Line'** buttons.

Job Costing > Sales Section

Add Charge Lines

Within the **'Charges'** tab in Job Costing, add a charge line by selecting one of the field boxes (either **Client** or **ChgCode** would be a good place to start). You can't interact with the **InvNo** box as this will be automatically filled in once the line has been raised or with '**ChgDesc**' which will be filled in once a **ChgCode** (Charge Code) has been selected. **Invoice Date** will auto-fill to the date the line is created, however, it can be edited if needed. **ChgAmount** is the charge amount of the line, this can be entered into the field or calculated by filling out the Quantity (**Qty**) and **UnitPrice** fields. Rate of Exchange (ROE) fields, such as **ChgROE** and **HomeROE**, will dynamically change depending on the Currency chosen (**ChgCurr**, **InvCurr** and **HomeCurr**). The **ChargeNotes** field is where you can note any additional information related to this charge line. Invoice **Type** notes if this line is an 'Invoice' or a 'Credit Note', this should be a dropdown for you to choose from. **VatCode** will also need to be added, the **VAT** field will then be calculated and populated with the monetary amount depending on the code chosen (e.g. if the code 'Z' is chosen, this usually means the VAT will be 0% and therefore £0, whereas, 'S20' usually means the VAT is at 20% so if the charge line is £100 then the vat would be £20).

The tab button on your keyboard can be used to move from one box to the next and to save a line, tab to the next line, either press down ↓ then up ↑ on your keyboard or click the small tick in the top toolbar.

Raise Lines to create an Invoice

Depending on how many lines need to be raised at one time, to one invoice, you can select **'Raise Line'** which will batch then raise the selected line or **'Raise All'** which batches and raises all lines into a single invoice.
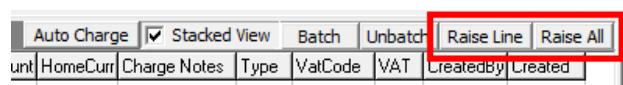
Job Costing > Raise Line Buttons

Using either of these buttons will open the **'Invoice Generation Wizard'**. Since this was opened within Job Costing, the Job Number will be set and made Read Only. **'Batch Assignment'** will determine which batch this invoice sits in, ready for transmission to your accounts package (if configured). Unless amended manually, 'Tax Point Date' will automatically be set to the current date. Finally, select **'Next'** to move on to the next page.

Job Costing > Raise Line > Invoice Generation Wizard

The following page requires you to select the lines you want to turn into an invoice. Click the **'+'** on the left-hand side to expand the line options.
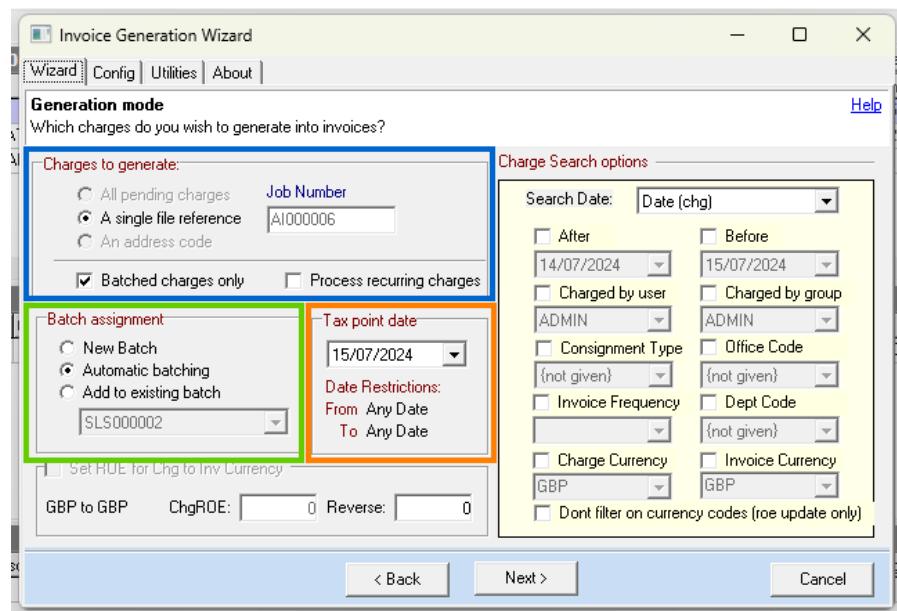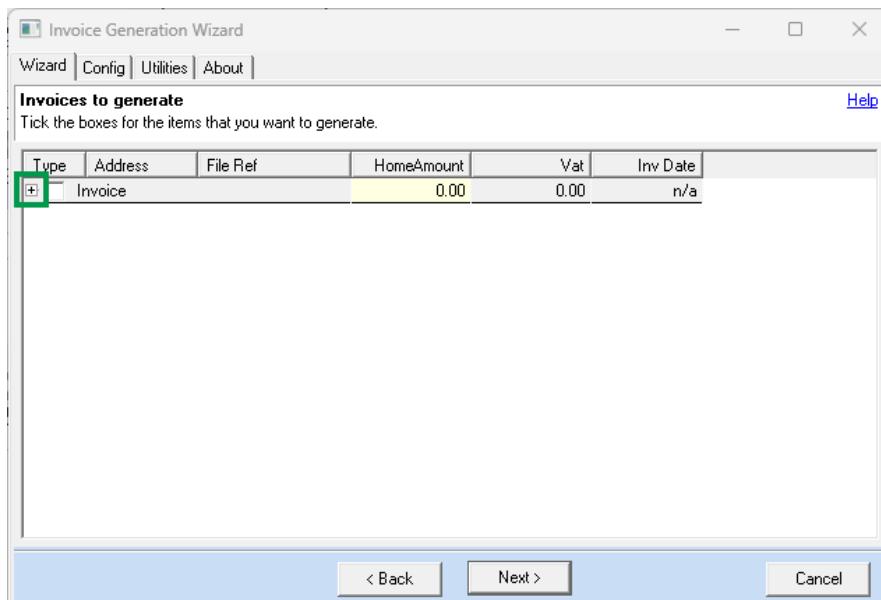
Job Costing > Raise Line > Invoice Generation Wizard [Expand Lines]

Job Costing > Raise Line > Invoice Gen Wizard [Line Unticked]

Job Costing > Raise All > Invoice Gen Wizard [Line Ticked]

Depending on which button you selected, the lines batched and raised will be combined to be one invoice. In this example, **'Raise Line'** has raised the single line as £59 whereas **'Raise All'** has combined the lines of £59, £27 and £16 to make an invoice of £102. You will need to tick which lines you'd like to raise before moving to the next page.

A summary of your selection will allow you to check the information chosen before finally generating the invoice with the **'Generation'** button to the right.

Job Costing > Invoice Gen Wizard [Generate Invoice Button Highlighted]

Job Costing > Invoice Gen Wizard [Confirm Invoice Generation Highlighted]

Now that the invoice has been created, you will be given its Invoice number within the **'Invoice Generation Results'** page. From here, you can close the window and continue working on the job, or you can hit **'Print Now'** which will take you to **'Sales View'** (see below for more details) to print.
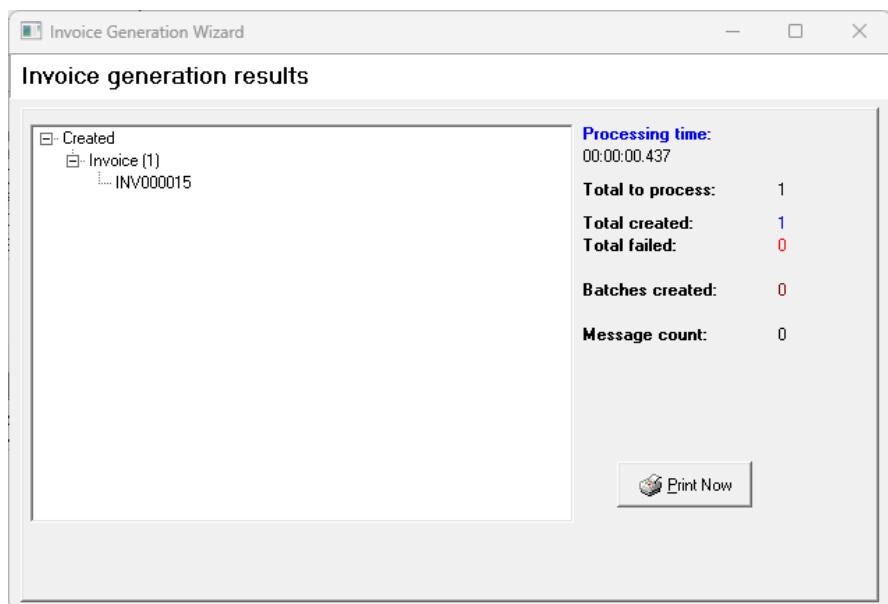

Job Costing > Inv Gen Wizard

Sales View

You can search and view all invoices within FM3 via the **'Sales View'**. To access this, select the '**Accounts'** menu in the top toolbar, move to the '**Sales'** sub-menu and then '**Sales View'**.
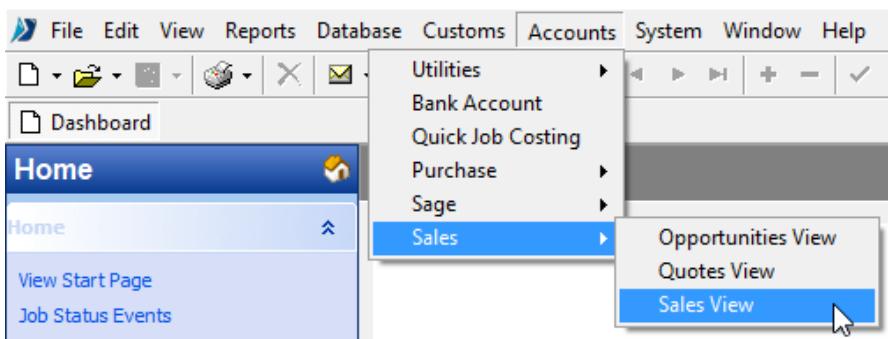
Accounts Menu > Sales Sub-Menu > Sales View

Sales View

Fields across the top are available to search, most are self-explanatory, but **'Search For'** and **'Search In'** depend on one another. **'Search In'** will allow you to select a range of fields to use within your search. You will then need to type the specific data in the **'Search For'** field, for example, to look up a certain invoice number you would need to select "No" in **'Search In'** and type the number (i.e. INV000014) in **'Search For'**.

Sales View > Search [INV000014]

Additionally, you can specify which dates you are looking for with the **'Search Date'** dropdown. This will set the type of date whereas the **'Date From'** and **'Date To'** date pickers select the dates to search on.

Sales View > Search [Date Dropdown]

Sales View also allows you to view the details of each invoice via the togglable tabs; **'Listing'** and **'Invoice Details'**. **'Listing'** displays all invoices that meet the search criteria, if there are no criteria it will show all invoices in the system. **'Invoice Details'** expands on the chosen invoice to show more detailed information, such as the invoice lines.

Sales View [Tabs Highlighted]

Sales View > [Listing Tab]

Sales View > [Invoice Details Tab]

PURCHASE INVOICE

Before a Purchase Invoice can be added to FM3, first, it will need to be added, against the correct job, as an accrual line. These accruals will be raised and an estimate left in its place (only visible in the 'All Transactions' tab of Costing).

Accruals in Job Costing

(Also known as **Quick Approval**)

Accruals can be approved straight from the **Job Costing** page using the **'Approve' button**. Ensure you select the **Accrual line** you want to **approve** before clicking the button.

Job Costing > Accruals Section

'Costing - Quick Approval' should then appear and require some input. First, it will need the **invoice number**, **date**, **currency**, and **type**. These can all be added through various text boxes or dropdowns along the top of this pop-up window.

Secondly, the charges related to this **invoice** will need to be **selected**.

If multiple accruals are present, all will be listed, as long as they are from the same supplier.

Click **'Next'** to continue.

Job Costing > Quick Approval

Job Costing > Quick Approval

To **approve** accruals from **another supplier**, continue with this approval and select the other line when back on the **Costing page**.

Before finally approving the **Purchase Invoice**, FM3 will display a **summary** for you to check over the information.

This is also where you can select which **transfer batch** this Purchase Invoice should be in.

To finalise and **approve** the Purchase Invoice, hit the **'Finish'** button.

Job Costing > Quick Approval

Lastly, a pop-up will display the **Folio** and **Batch number** for your reference.
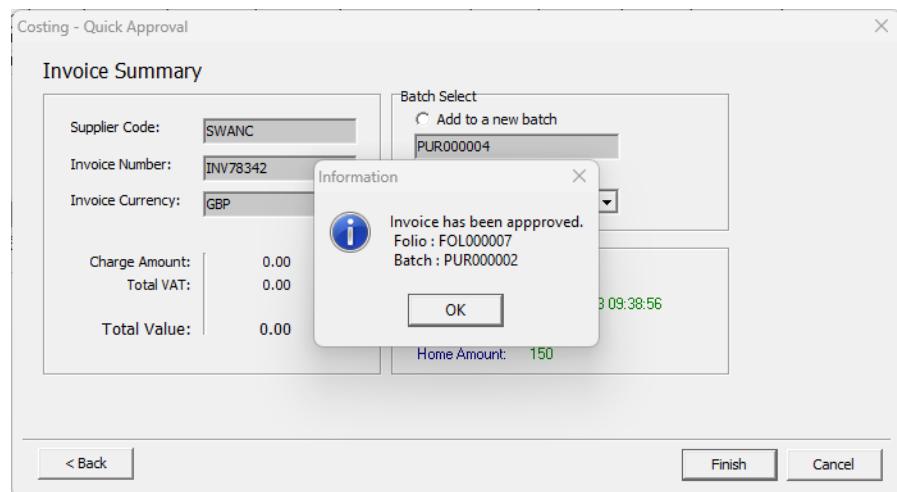
Job Costing > Quick Approval

Going back to the job, the line we have just approved will now show as an **'Actual'**.

Job Costing > Actuals & Actuals Sections

The **'Accrual'** has now been converted into an **Estimate** and is only visible within the **'All Transactions'** tab.


Job Costing > All Transactions Tab

Purchase Invoice View

Another way to approve Purchase Invoices is through the **'Purchase Invoice View'.**

To access this view, open the **'Accounts'** menu, follow through to the **'Purchase'** subfolder and select **'Purchase Invoices'**.

All Purchase Invoices stored within FM3 will be displayed on this page.
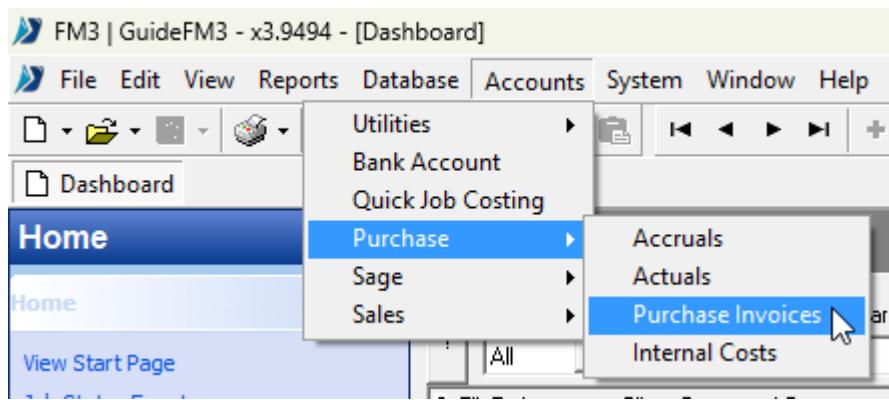
Accounts Menu > Purchase > Purchase Invoices

Search options are available on the Listing page and only invoices which match the full criteria will show.

Purchase Invoices > Search & New Invoice

From the main **'Purchase Invoice View'** page, you can create a new Purchase Invoice. Click **'New Invoice'** to open the generation wizard.

New Purchase Invoice

Using this process of Purchase Invoice generation; you can create a **Purchase Invoice from scratch**. After selecting **'New Invoice'** on the **'Purchase Invoices'** page, a **'Purchase Approval'** Wizard will appear (as seen below). The 3 main areas, which we will look into, are **'Header'**, **'Charges'** and **'Partial Aprroval'**. The **'Header'** holds top level information about the invoice, such as **Invoice 'Amount'**, **'Date'** and **'Invoice From'** (Who the invoice is from/ the supplier).

Purchase Invoices > [New Invoice] > Purchase Approval > Header

Invoice From

This field has an **address picker** which will allow you to select who the invoice is from (the supplier), out of the addresses listed in FM3. When looking for an address, you can use the **'Code'**, **Company 'Name'** and **'Country'** to search, however, be default only Addresses marked as **'Supplier'** will appear due to the **'Show only Supplier'** box being ticked. If the address you are after does not show, try unticking this. If you still can't find the address code for this invoice, you can use the **'New'** button to add another address straight to FM3 Addresses.

When an address is selected, the fill

Purchase Invoices > [New Invoice] > Purchase Approval > Header ['Invoice From' Picker]

information will be pulled through and shown in the grey box below the **'Invoice From'** field.

Purchase Invoices > [New Invoice] > Purchase Approval > Header [Filled In 'Invoice From']

Type

Options as to what kind of invoice this is are stored within the **'Type'** dropdown.

'Purchase Credit' and **'Purchase Invoice'** are the same as those within Costings. **'Purchase Invoices'** are costs to you, from your suppliers and **'Purchase Credits'** are credits issued to you by suppliers. However, **'Self Bill'** refers to a method of invoicing in which the customer (in this case, you) would prepare the invoice and send it with payment before the supplier sends the invoice.

Purchase Invoices > [New Invoice] > Purchase Approval > Header [Type Dropdown]

Invoice Number and Date

Additional fields are **'Invoice Number'** and **'Date'**. **'Invoice Number'** refers to the unique number given to the invoice and **'Date'** is the date of/on the invoice.

Purchase Invoices > [New Invoice] > Purchase Approval > Header [Invoice Number And Date]

Monetary fields

The right side of the **'Purchase Approval'** pop-up allows you to input the monetary details of this invoice. Only a few fields are required within this section, as the rest will be calculated or pulled in. **'Currency'** can be selected within the picker, options will be brought in from the **'Database' > 'Currency'** page. Once a **'Currency'** is chosen, the **ROE** will be brought through and changed depending on each currency's configuration. **'Invoice Amount'** is the value of the invoice. To add VAT, you can select a VAT Code with the dropdown and the VAT will be calculated for you.

Purchase Invoices > [New Invoice] > Purchase Approval > Header [Empty]

Purchase Invoices > [New Invoice] > Purchase Approval > Header [Filled In]

Assign Accruals

Once the header information is complete, select **'Next'**. The next page will allow you to search for and select the corresponding charges, for this invoice, from the jobs or add ones if they have not been created yet.

Purchase Approval > Charges

To find the charges, click **'Search'** and use the fields to create a search criteria. The **'Supplier Code'** will be auto-filled with the address code from the Invoice header section of this Purchase Invoice creation.

Purchase Approval > Charges > Search

Accrual Type will also default to **'Accrual'** but **'Credit Accrual'** is also an option within this dropdown. You can also select the order in which results will be shown.

Purchase Approval > Charges > Search [Accrual Type]

Purchase Approval > Charges > Search[Order By]

Once the search criteria is as needed, click **'Next'** to bring up the search results. Only a key fields will be displayed in the **'Accrual Search Results'** page, including **'FileRef'**, **'Supplier'**, **'ChgCode'** and **'ChgAmount'**.

Purchase Approval > Charges > Accrual Search Results [One Selected]

Purchase Approval > Charges > Accrual Search Results [No Selection]

If you can not find the accrual line you are after, you can add one using the '+' button beneath the grid in the 'Charges' grid then add the information as you would within Job Costing.

Purchase Approval > Charges [Grid]

Note: When using the picker to search for a FileRef/Job you will need to hit the **'Refresh'** button to apply the criteria.

Purchase Approval > Charges Grid [File Ref Search]

Purchase Approval > Charges [Grid & Totals]

The bottom section of this page shows you how the charges selected fit into the invoice amount, all charges must add to the amount specified in the Invoice header. 'Total Home Amount' shows the Invoice header home amount compared to the 'Assigned' charges and 'Total Vat' displays the header VAT versus the 'Assigned' VAT. The 'Balance' field is the difference between the Invoice header total and the total of the assigned charges, if this is above 0 the invoice can't be generated and will only be 'Partiall Approved' (see below).

The final page will display either a big tick if the amount match, or a big red cross if the charges assigned don't match the amount of the invoice header.

Purchase Approval > Approval [Final Page - Matched]

Purchase Approval > Approval [Final Page - Unmatched]

Partially Approved Invoices

If the charges related to an invoice don't match, the invoice will be 'Partially Approved', marking them as incomplete. 'Yes' will take you to the Invoice within the 'Purchase Invoices' page and 'No' will take you back to the 'Approval' page (where you can select '< Back' to move to the previous page).

Purchase Approval > Charges > Approval [Final Page - Unmatched - Partially Approve]

When back in the Purchase Invoices page, on the 'Invoice' tab, to go back and add/edit the charges select the 'Edit' button in the bottom left.

Purchase Invoices > Invoice [Partially Approved Invoice]

This will open the 'Purchase Approval' pop-up again, starting with the header, however, this time the fields available to edit will be limited. The 'Supplier Code' (Invoice From), 'Type' and 'Invoice Number' will be read-only.

Click 'Next' to move to the 'Charges' page. The rest of the process will be the same as when creating the invoice.

Purchase Invoices > Invoice Tab > [Edit Button] > Header

BULK INVOICE

> We have an additional User Guide which covers Bulk Invoices in more depth/detail.
> Please ask for a copy if required, this guide will only give a short overview.

Before creating a Bulk Invoice, ensure clients are configured with an **Invoice Frequency** within the Address Editor entry.

Raising a **Bulk invoice** will group multiple lines from across jobs and raise them as one invoice. **Bulk invoices** can be created via the **Invoice Generation** tool under **Accounts > Utilities**. Before creating a Bulk Invoice, all **charges** required within the invoice will need to already be on the **corresponding job(s)** and **batched**.
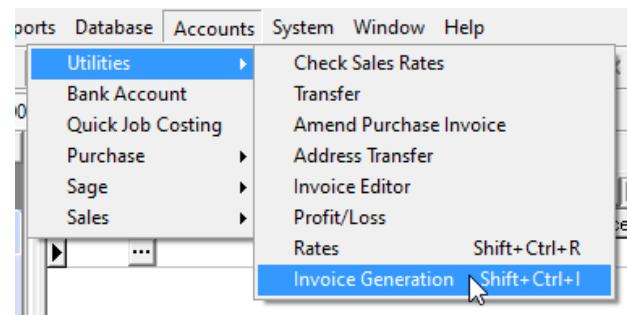
Accounts Menu > Utilities > Invoice Generation

To raise a bulk invoice, you will need to search for the charge lines through one of the **"Charges to generate"** options. **"All pending charges"** will find any charges on any job within FM3. **"A single file reference"** will look for charges on a specific job. **"An address code"** will search for all charges with this address code. Additionally, **"Charge Search options"** adds a date range criteria to the charge line search.
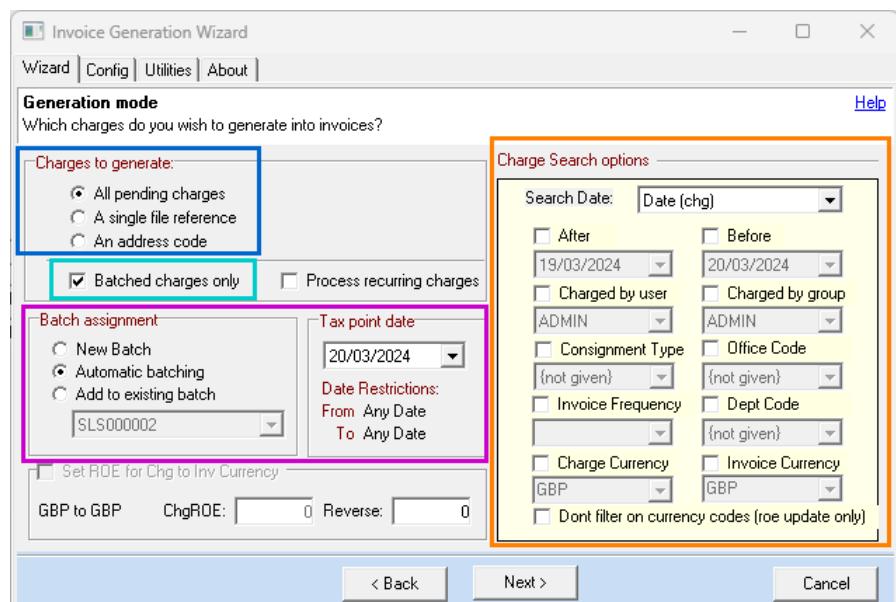
Invoice Generation Wizard > Wizard Tab > Generation Mode

Within this first page, you can also assign a batch and set a tax point date. If left, the Batch Assignment will default to 'Automatic batching', which places the invoice in the oldest open batch or creates one if no batch is open. Additionally, the 'Tax point date' will default to today's date. Press 'Next' to search for the charges.

The following page will show all charge lines which meet the set criteria. You will need to expand the search results with the small '+' box found on the top line (as highlighted in the screenshot). Use the tickbox to select the required individual charge lines or the top tickbox to select all and, once complete, hit 'Next'.
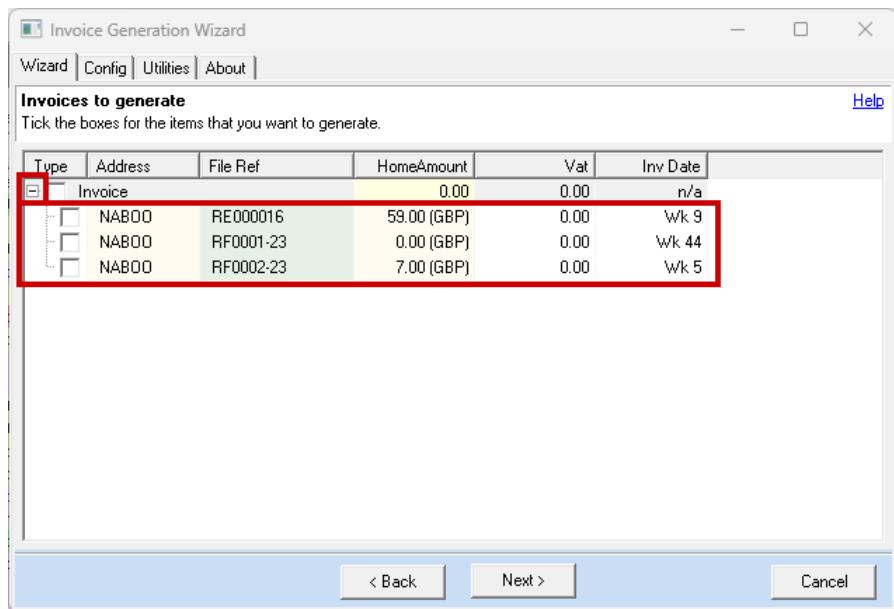
Invoice Generation Wizard > Wizard Tab > Invoices To Generate

Finally, 'Summary Totals' displays all charge lines previously selected for you to check before generating the invoice. If this looks incorrect, you can go back with the 'Back' button and readjust the selected charge lines or search criteria. However, if the charges look correct, click the 'Generate' button to create the Bulk Invoice. A final pop-up will appear asking you to confirm you wish to create the invoice, if you select 'Yes' the invoice will be generated.
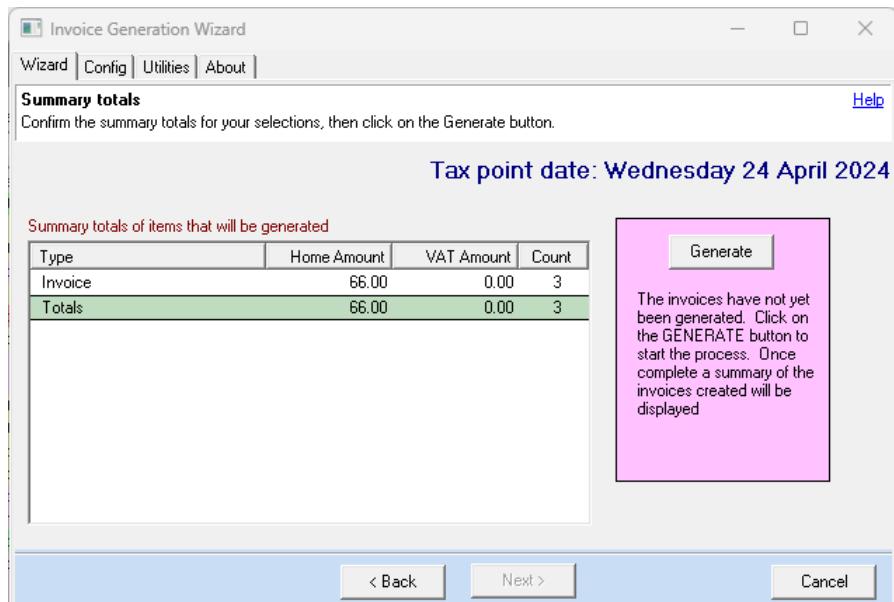

Invoice Generation Wizard > Wizard Tab > Summary Totals

The allocated invoice number will be shown in 'Invoice Generation Results'. From there, you can click 'Print Now' to print from Sales View or exit the pop-up to return to where you were before creating the Bulk Invoice.
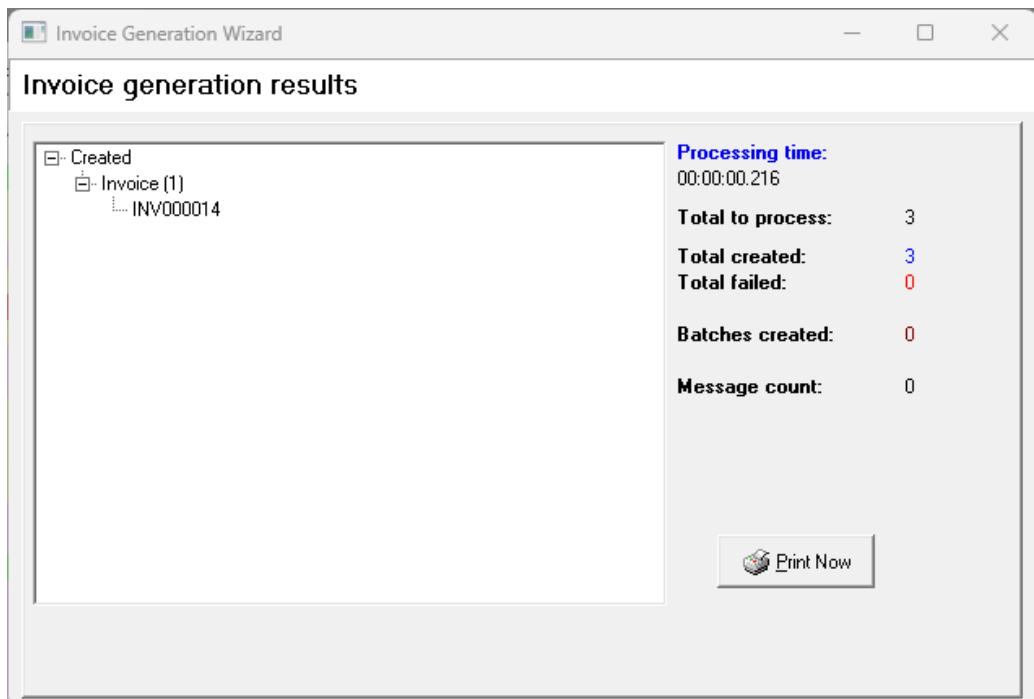
Invoice Generation Wizard > Invoioice Generation Results

EDITING AN INVOICE

An in-depth Guide on Invoice editing is available, this document will provide a short overview.

Invoice Editor is accessible via the **'Accounts'** in the top menu, follow it down to **'Utilities'**, then across to **'Invoice Editor'**.

To find an invoice, you will need to know the **'Type'**, **'Address Code'** and **'Invoice Number'**. **'Type'** refers to the kind of invoice (e.g. Invoice, Purchase Invoice, Credit Note etc.). '**Address Code'** will be the client code against the invoice and **'Invoice Number'** is the allocated number.
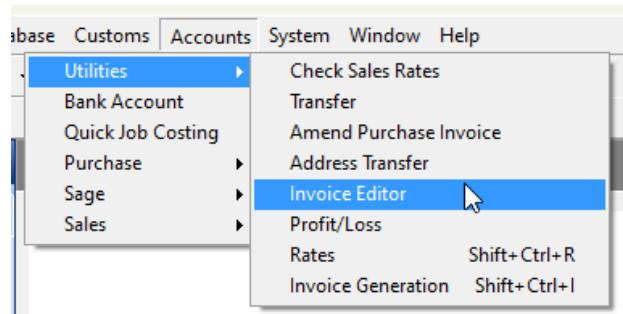
Accounts Menu > Utilities > Invoice Editor
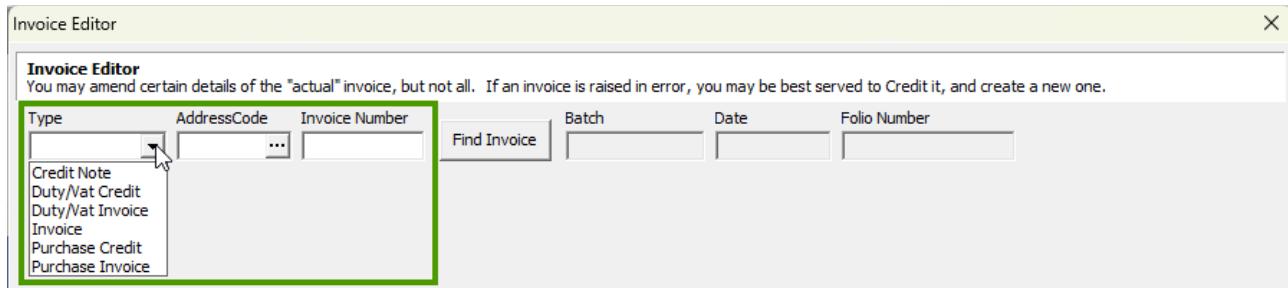
Invoice Editor

Click **'Find Invoice'** to search for this invoice within FM3 Invoice Editor. '**Header Details'** tab allows you to edit the header information of your selected invoice, such as, **'Address Code'**, **'Invoice Date'** and the **Batch** it sits in. Some fields are **unable to be edited** (e.g. the **invoice 'Type'**), if this information needs to be edited, you should create a **Credit** to balance the invoice and raise another one. Fields here will autosave when edited.
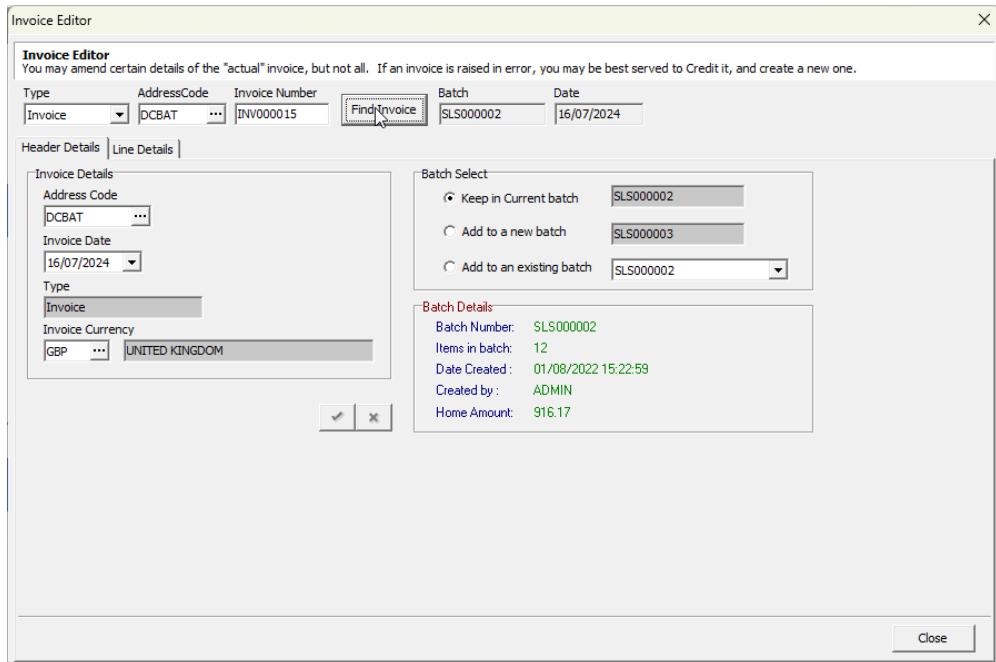
Invoice Editor > [Find Invoice] > Header Details Tab

Alternatively, the **'Line Details'** tab gives you the ability to edit the charge lines within an invoice, this is done the same as job costing. To save line changes press the green tick in the bottom toolbar.
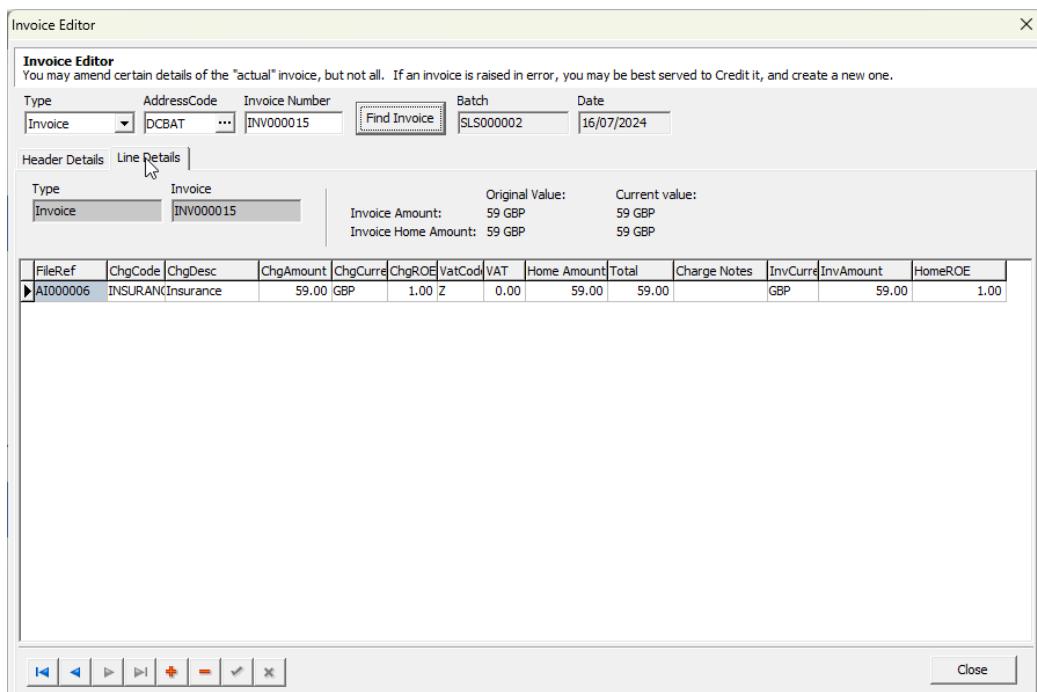
Invoice Editor > [Find Invoice] > Line Details

ADDITIONAL HELP

If you need additional guidance, please get in touch with us via email or telephone.

Tel: +44 (0) 330 223 5813

Email: helpdesk@sigmafreight.com

Website: https://www.sigmafreight.com/support/