

INVOICE

KEY POINTS

- Check ROE and address account numbers.
- Enter charge lines and hit 'Raise Line' or 'Raise All'.
- Use Invoice Generation Wizard to create invoice.
- Export using Print or Email function.

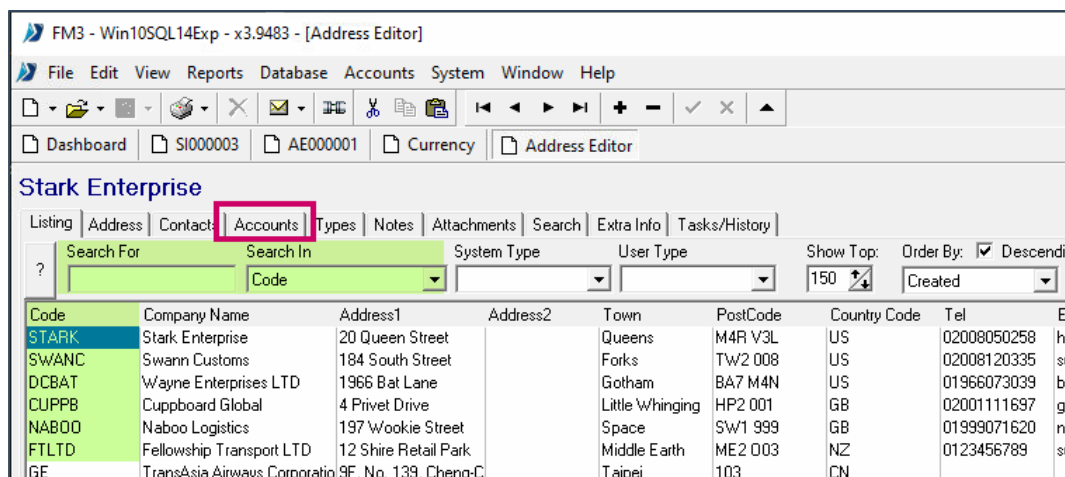
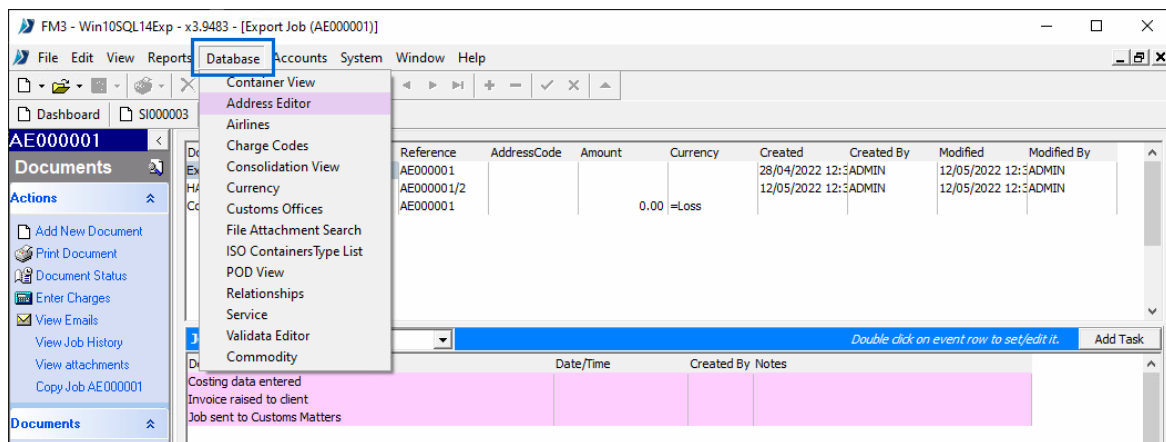
TERMS

1. Charge Code = Reference to a specific charge invoiced to clients.
- 2.

CREATING AN INVOICE

CHECKS

Ensure account codes (Sales and Purchase) are in the address entries needed for this invoice (**Database > Address Editor > Search and select the code > Accounts**).



[Dashboard](#) | [SI000003](#) | [AE000001](#) | [Currency](#) | [Address Editor](#)

Cupboard Global

[Listing](#) | [Address](#) | [Contacts](#) | [Accounts](#) | [Types](#) | [Notes](#) | [Attachments](#) | [Search](#) | [Sales](#) | [Extra Info](#) | [Tasks/History](#)

Date Account opened: / / | Credit Limit: | Balance:

Sales A/C No: | Purchase A/C No: | Vat No: | Vat Ext.: | EORI:

Deferment: | Defer VAT Acct: | Representation Type: | Terms:

Invoice Frequency: | Charge Currency: | |

☐ Has Own Batch | Invoice Currency: | |

☐ On Hold

Also, check the ROE (Rate of Exchange) through [Database](#) > [Currency](#) > [Search code](#) > [Details](#) > [Add to or look in grid](#).

FM3 - Win10SQL14Exp - x3.9483 - [Export Job (AE000001)]

File Edit View Reports Database Accounts System Window Help

[Dashboard](#) | [SI000003](#) | [AE000001](#) | [Currency](#) | [Address Editor](#)

[Listing](#) | [Details](#)

Search For: Search In:

Reference	AddressCode	Amount	Currency	Created	Created By	Modified	Modified By
AE000001				28/04/2022 12:3	ADMIN	12/05/2022 12:3	ADMIN
AE000001/2				12/05/2022 12:3	ADMIN	12/05/2022 12:3	ADMIN
AE000001		0.00	=Loss				

Double click on event row to set/edit it. Add Task

FM3 - Win10SQL14Exp - x3.9483 - [Currency]

File Edit View Reports Database Accounts System Window Help

[Dashboard](#) | [SI000003](#) | [AE000001](#) | [Currency](#) | [Address Editor](#)

[Listing](#) | [Details](#)

Search For: Search In:

Code	Name	Symbol	BankCode
GBP	UNITED KINGDOM	£	GBP

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File Edit View Reports Database Accounts System Window Help

[Dashboard](#) | [SI000003](#) | [AE000001](#) | [Currency](#) | [Address Editor](#)

[Listing](#) | [Details](#)

Code: Name: Symbol: Bank Account:

Exchange Rates

Include Rate Types: Since:

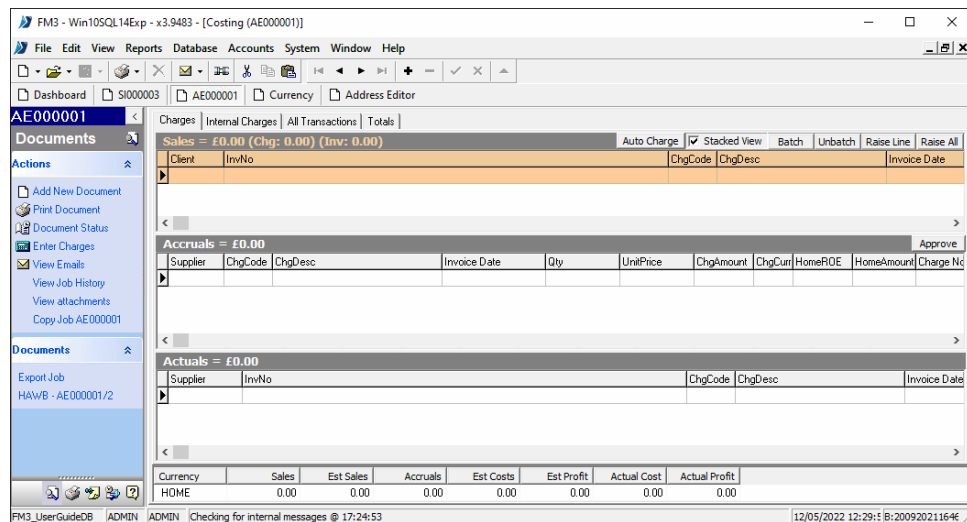
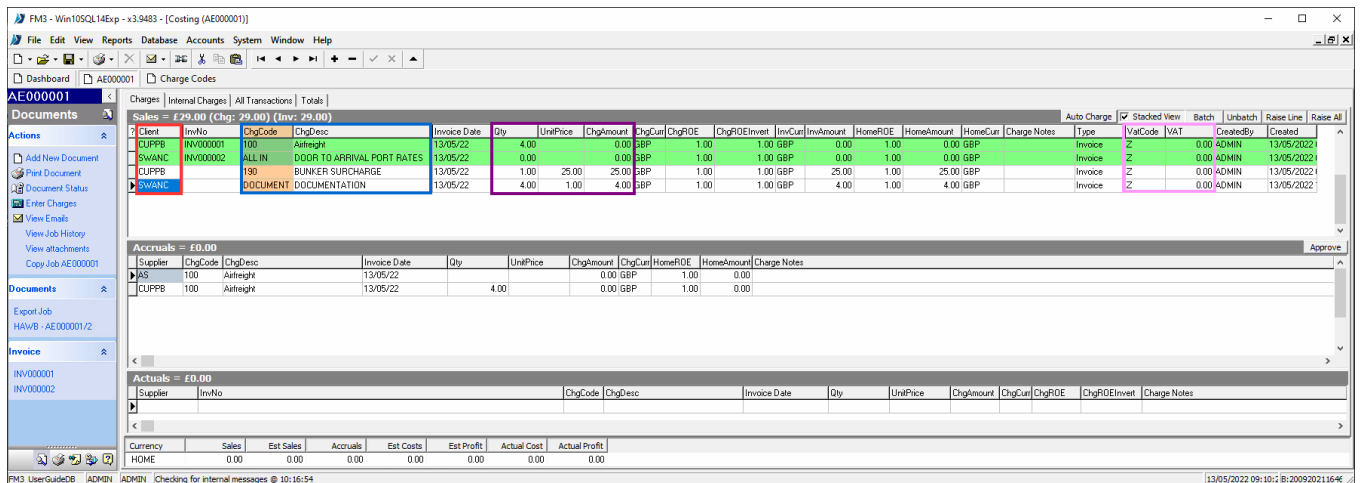
From Type	To Cur	Sales ROE	Purchase ROE	Valid From	Valid To
HOME	GBP	1.00	1.00	12/05/2022	14/05/2022 23:59:59

In the event of [this grid](#) being blank, contact a manager to confirm the ROE.



ADDING A CHARGE LINE

Within the charges document attached to a job, add a charge by selecting each field box except InvNo as it will be filled out once the invoice has been generated. Fields will require codes, starting with Address codes for the **Client**, continuing to **Charge Codes** and finishing with **VAT Code**. Codes might include a description, such as **ChgCode populating ChgDesc**. Amounts can then be added to the correct column; **Qty** is the quantity of the charge, **UnitPrice** is the price of each charge and **ChgAmount** is the sum of Qty x UnitPrice to equal the overall financial charge to the client.

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

GENERATING AN INVOICE

First, enter a **sales charge**, once all information is entered, click the **'Raise Line'** button to create an Invoice.

The screenshot shows the 'Charges' window in the Sigma Freight Systems software. The window displays a table of charges with columns for Client, InvNo, ChgCode, ChgDesc, Invoice Date, Qty, UnitPrice, ChgAmount, ChgCur, ChgROE, HomeROE, HomeAmount, HomeCur, Charge Notes, Type, ValCode, VAT, CreatedBy, and Created. The table lists several charges, including 'AIRFREIGHT', 'DOOR TO ARRIVAL PORT RATES', 'BUNKER SURCHARGE', and 'DOCUMENTATION'. The 'Raise Line' button is highlighted in the top right corner of the window.

This will open the **Invoice Generation Wizard**. Multiple functions lie in the pop-up, most useful being **Wizard** and **Config** tabs, these can be used to alter the charges added or display of the invoice respectively. Click **'Next'** to continue.

The screenshot shows the 'Invoice Generation Wizard' dialog box. The 'Wizard' tab is selected, and the 'Generation mode' section is visible. The 'Charges to generate' section has 'A single file reference' selected, with 'Job Number' set to 'AE000001'. The 'Batched charges only' checkbox is checked. The 'Batch assignment' section has 'Automatic batching' selected. The 'Tax point date' is set to '13/05/2022'. The 'Charge Search options' section has 'Search Date' set to 'Date (chg)' and 'After' selected. The 'Charge Currency' is set to 'GBP'. The 'Next' button is highlighted.

The screenshot shows the 'Invoice Generation Wizard' dialog box with the 'Config' tab selected. The 'Amount Display' section has 'Charge Amount', 'Invoice Amount', 'Home Amount', and 'Consolidated' checked. The 'Invoice frequency' section has 'Frequency' set to 'Daily' and 'Set Date To' set to 'Processing date'. The 'Wizard' tab is also visible, showing the 'Generation mode' section. The 'Next' button is highlighted.



Invoice Generation Wizard

Wizard | Config | Utilities | About |

Invoices to generate
Tick the boxes for the items that you want to generate.

Type	Address	File Ref	HomeAmount	Vat	Inv Date
<input checked="" type="checkbox"/> Invoice			0.00	0.00	n/a

< Back Next > Cancel

The next screen in this process separates the selected lines into individual invoices for you to tick and create. This is useful when not all charges have been finalised, therefore only specific invoices are to be created and sent.

Invoice Generation Wizard

Wizard | Config | Utilities | About |

Summary totals
Confirm the summary totals for your selections, then click on the Generate button.

Tax point date: Friday 13 May 2022

Summary totals of items that will be generated

Type	Home Amount	VAT Amount	Count
Invoice	0.00	0.00	1
Totals	0.00	0.00	1

Generate

The invoices have not yet been generated. Click on the GENERATE button to start the process. Once complete a summary of the invoices created will be displayed

< Back Next > Cancel

'Generate' button on the subsequent pop-up screen actualises the invoice of the selected charge lines.

Invoice Generation Wizard

Wizard | Config | Utilities | About |

Summary totals
Confirm the summary totals for your selections, then click on the Generate button.

Tax point date: Friday 13 May 2022

Summary totals of items that will be generated

Type	Home Amount	VAT Amount	Count
Invoice	0.00	0.00	1
Totals	0.00	0.00	1

Are you sure that you want to generate the invoices?

Yes No

Invoice generation results

Created
Invoice (1)
INV000001

Processing time: 00:00:00.988

Total to process: 1
Total created: 1
Total failed: 0
Batches created: 0
Message count: 0

Print Now

A temporary screen will show, while the system created the invoice, then the above screen will confirm the creation.

Finally, the **InvNo** will appear along with the **Invoice** links in the side bar. From the side bar, click the **invoice reference** and the document will open. Tabs separate information: '**Header**' holds the main information for a quick view, '**Details**' has spaces for Package and Item information and, '**Notes**' is a blank free text page for any additional data. Within Header sits a **summary** of the invoice with relevant references, including invoice number and batch number, as well as the client details and invoice amount. Below this are the individual lines compiled in this invoice, directly reflecting the charge lines ticked in the generation wizard before.



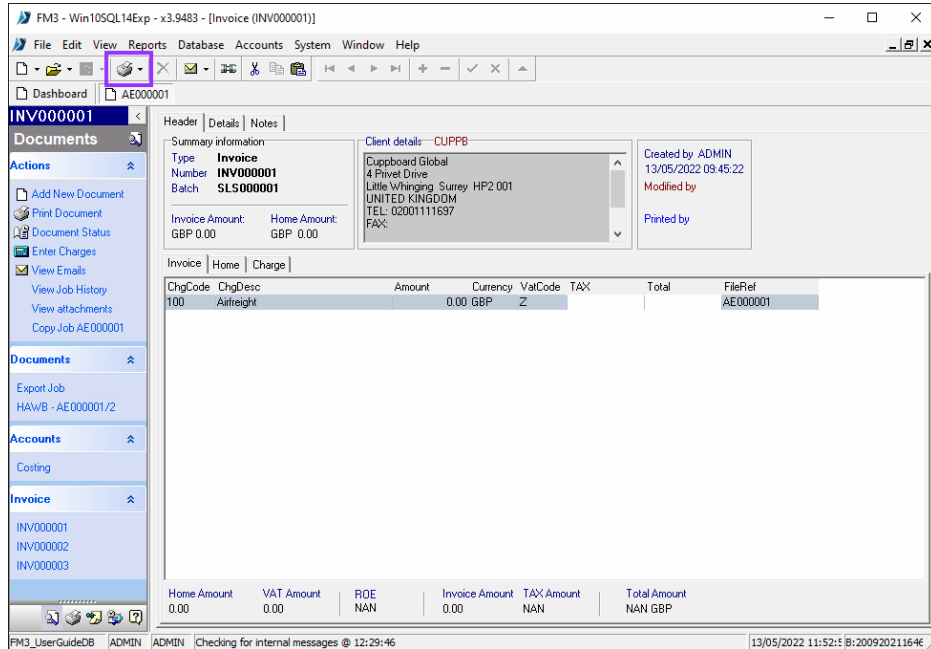


EXPORTING INVOICES

There are two ways to export an invoice from FM3: Print or Email.

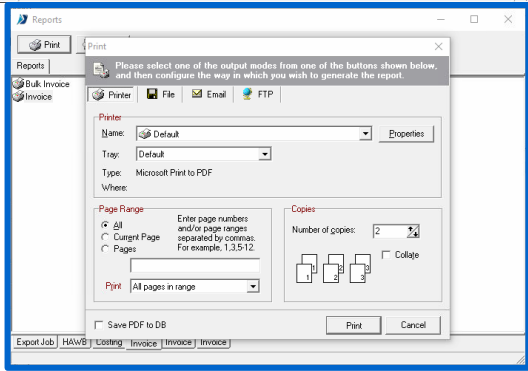
PRINT

Like other documents: to print an invoice, click the small **printer icon** in the top toolbar.



In the reports pop-up, double-click a report (e.g., **Invoice** or **Bulk Invoice**) to preview it and then press the 'Print' button to open the **printer dialog**.





EMAIL

The process of sending documents via FM3 – as outlined in FM3 Basics user guide – is the same with Invoices. Click the **envelope** in the top toolbar, select **Email (via internet)** and press 'Next'.

FM3 - Win10SQL14Exp - x3.9483 - [Invoice (INV000001)]

File Edit View Reports Database Accounts System Window Help

Dashboard AE000001

INV000001

Header Details Notes

Summary information

Type **Invoice**

Number **INV000001**

Batch **SLS000001**

Client details - CUPPB

Cupboard Global

4 Privet Drive

Little Whinging Surrey HP2 001

UNITED KINGDOM

TEL: 02001111697

FAX:

Created by ADMIN

13/05/2022 09:45:22

Modified by

Printed by

Invoice Amount: GBP 0.00

Home Amount: GBP 0.00

Invoice Home Charge

ChgCode	ChgDesc	Amount	Currency	ValCode	TAX	Total	FileRef
100	Airfreight	0.00	GBP	Z			AE000001

Home Amount: 0.00

VAT Amount: 0.00

ROE: NAN

Invoice Amount: 0.00

TAX Amount: NAN

Total Amount: NAN GBP

FM3_UserGuideDB ADMIN ADMIN 13/05/2022 11:52:5 B:200920211646

FM3 - Win10SQL14Exp - x3.9483 - [Invoice (INV000001)]

File Edit

Send Message

How do you want to send the message?

You message can be sent internally (across the network to another user), or via Email. Please select the method you wish to use to send your message

Message Method

☐ Internal (instant) message

☒ Email (via internet)

☒ Keep copy of email on job

Sending messages by email relies upon your windows email client being correctly configured. Your network administrator should be able to help with this. However, a good rule of thumb is that if you can email from windows (using "send to" to email a file), you can email from this application.

☒ Record against Job history

< Back Next > Cancel

Home Amount: 0.00

VAT Amount: 0.00

ROE: NAN

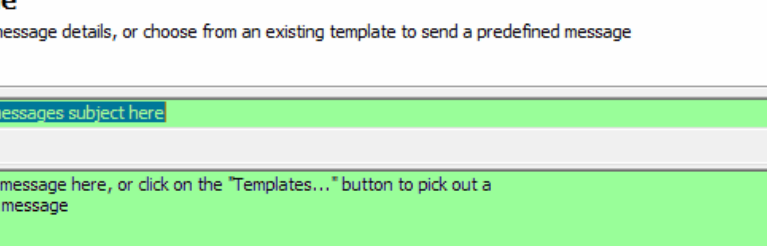
Invoice Amount: 0.00

TAX Amount: NAN

Total Amount: NAN GBP

FM3_UserGuideDB ADMIN ADMIN Checking for internal messages @ 12:52:52 13/05/2022 11:52:5 B:200920211646





Send Message

Message

Enter your message details, or choose from an existing template to send a predefined message

Enter your messages subject here

Body

Enter your message here, or click on the "Templates..." button to pick out a predefined message template

Templates.. ☒ Record against Job history < Back Next > Finish Cancel

Here the email **subject and body** can be edited. **Email templates** are also accessible from this menu. By clicking '**Next**' you are taken to an address page where the **recipient's email** can be added. Alternatively, you could press '**Finish**' from this screen and be taken to a 'New Message' page in Outlook (or a similar PC email application).

Send Message

Who do you want to send the message to?

You can now determine who is to receive your message. You can select more than one recipient for your message by adding them to the "To" list

Send to (from job) Send To (address code)

Contact	Email	Telephone

Send To the following:

Address

☒ Record against Job history



Send Message

Options

These are optional features for your message, you do not need to select any of them in order for your message to be sent.

File Name	File Type
<input type="checkbox"/> ClientRemoteAccessLoginDetails.pdf	PDF
<input type="checkbox"/> Mona-Lisa.jpg	Image

☒ Record against Job history
 < Back
 Next >
 Finish
 Cancel

Another click of the 'Next' button will show an attachments page, from which external attachments added to an FM3 job can be included in the current email output.

Send Message

Ready to send?

You may now send your message by clicking on the FINISH button.

Your message will be sent using the options you selected. During this process you may see a progress indicator to keep you informed as to what is happening.

Please Note:
When sending via email, it may be that you will receive an error message. This could be due to your windows/email configuration and not a fault of this application. Sound you get such a message, please review it carefully and contact your system administrator.

☒ Record against Job history
 < Back
 Finish
 Cancel

Finally, the only option will be to click 'Finish' and be transported to an Outlook message.

