

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.

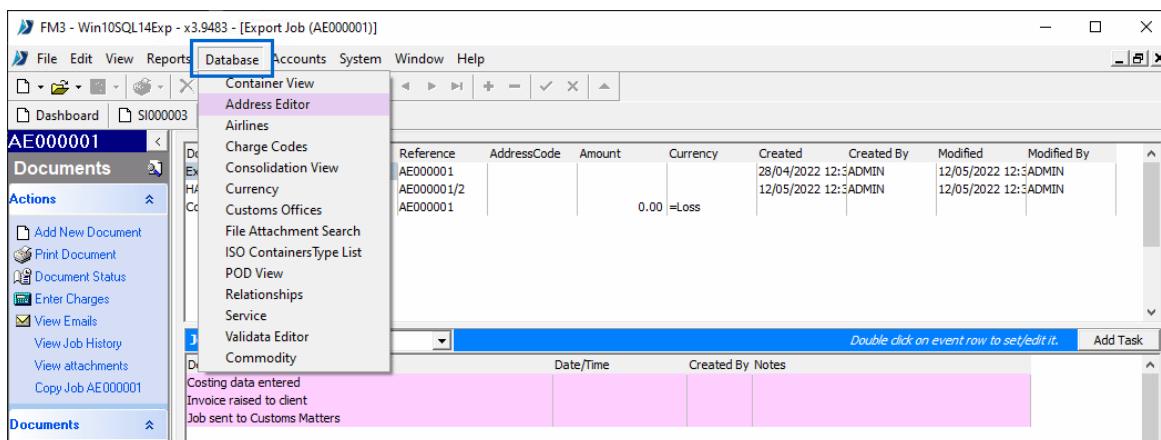
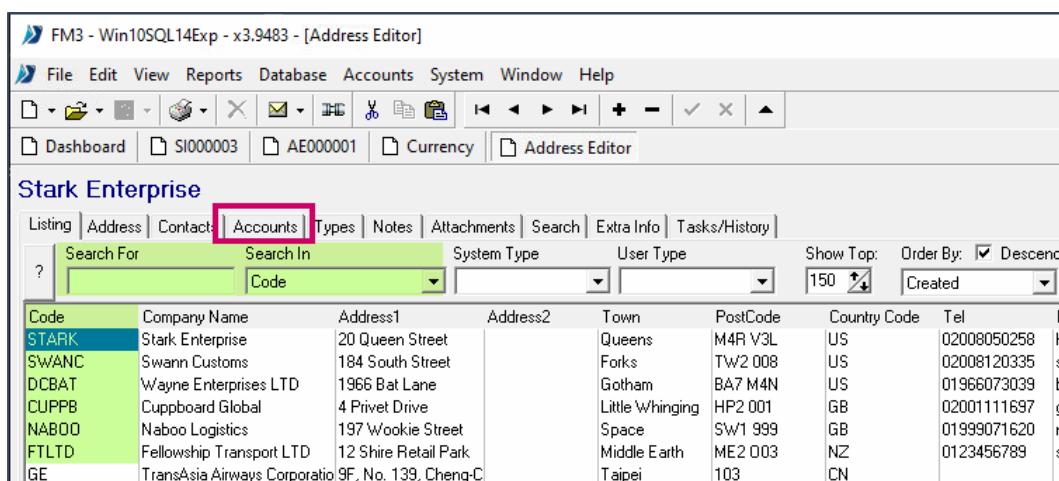
TERMS

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 | SI00003 | 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	
///	15		
Sales A/C No	Purchase A/C No	Vat No	
0258963214	0369852365		
Deferment	Defer VAT Acct	Representation Type	Terms
			...
Invoice Frequency	Charge Currency	GBP	UNITED KINGDOM
Per job	Invoice Currency	GBP	UNITED KINGDOM
<input type="checkbox"/> Has Own Batch			
<input type="checkbox"/> 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

Container View Address Editor Airlines Charge Codes Consolidation View Customs Offices File Attachment Search ISO ContainersType List POD View Relationships Service Validata Editor Commodity

AE000001 Documents Actions

- Add New Document
- Print Document
- Document Status
- Enter Charges
- View Emails
- View Job History
- View attachments

Reference	AddressCode	Amount	Currency	Created	Created By	Modified	Modified By
AE000001				28/04/2022 12:5:ADMIN		12/05/2022 12:5:ADMIN	
AE000001/2				12/05/2022 12:5:ADMIN		12/05/2022 12:5:ADMIN	
AE000001		0.00	=Loss				

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

Date/Time Created By Notes

FM3 - Win10SQL14Exp - x3.9483 - [Currency]

File Edit View Reports Database Accounts System Window Help

Dashboard SI00003 AE000001 Currency Address Editor

Listing **Details**

Search For Search In

Code	Name	Symbol	BankCode
GBP	UNITED KINGDOM	£	GBP

FM3 - Win10SQL14Exp - x3.9483 - [Currency]

File Edit View Reports Database Accounts System Window Help

Dashboard SI00003 AE000001 Currency Address Editor

Listing **Details**

Code	Name	Symbol	Bank Account
GBP	UNITED KINGDOM	£	GBP

Exchange Rates

Include Rate Types HOME Since 05/05/2022

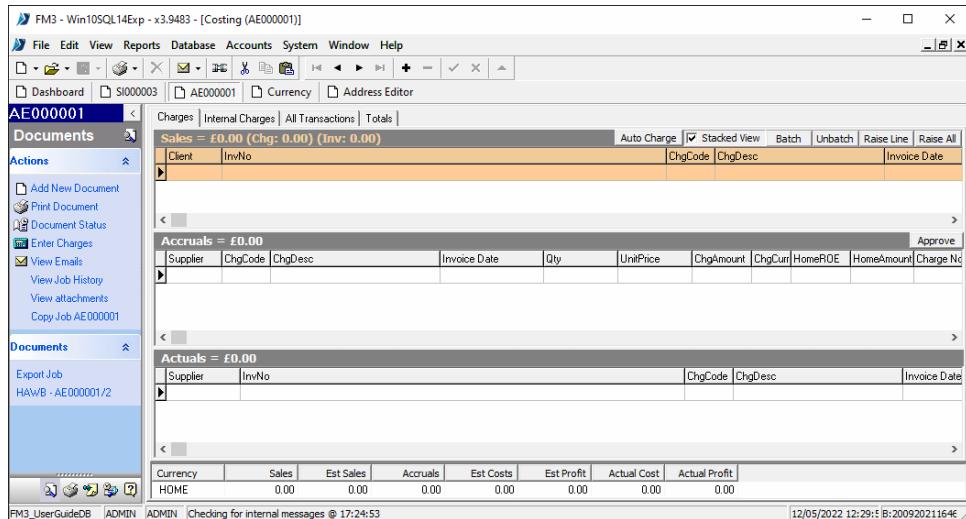
From Type	To Cur	Sales ROE	Purchase ROE	Valid From	Valid To
HOME	GBP	1.00	1.00	12/05/2022	14/05/2022 23:59:59

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.

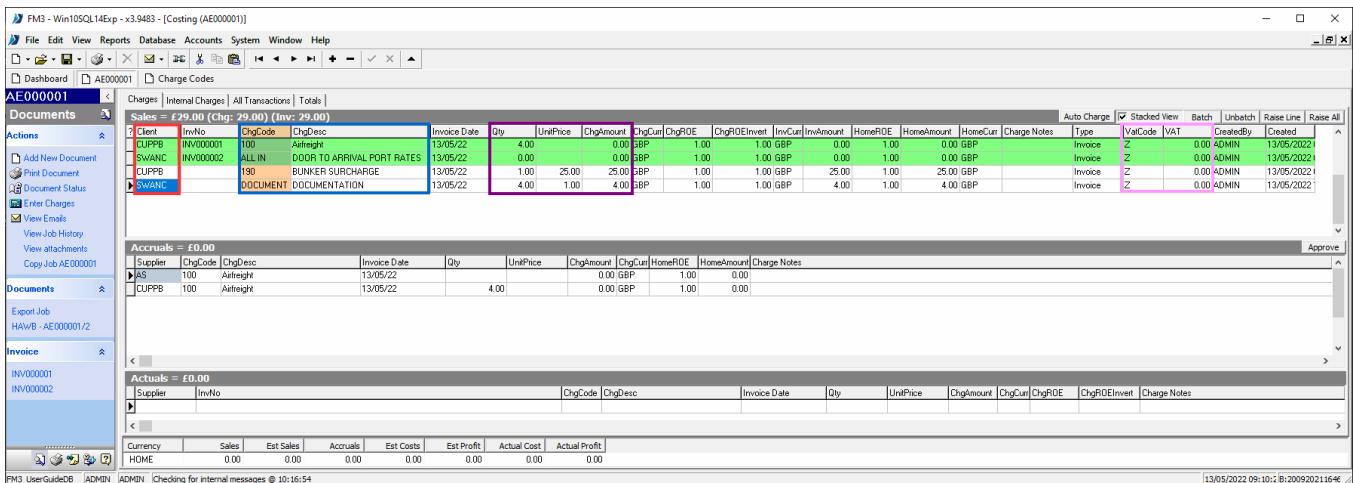


Sales = £0.00 (Chg: 0.00) (Inv: 0.00)							
Supplier	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount

Accruals = £0.00							
Supplier	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount

Actuals = £0.00							
Supplier	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount

Currency	Sales	Est Sales	Accruals	Est Costs	Est Profit	Actual Cost	Actual Profit
HOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Sales = £29.00 (Chg: 29.00) (Inv: 29.00)											
Supplier	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount	ChgCur	ChgROE	ChgROEInv	InvCur
CUPPB	INV00001	100	AIRFRIGHT	13/05/22	4.00	0.00	1.00	1.00 GBP	0.00	1.00	0.00 GBP
SWANC	INV00002	ALL IN	DDOR TO ARRIVAL PORT RATES	13/05/22	0.00	0.00	0.00	1.00 GBP	0.00	1.00	0.00 GBP
LUPPB	150	DOCUMENT	BUNKER SURCHARGE	13/05/22	1.00	25.00	25.00	1.00 GBP	25.00	1.00	25.00 GBP
SWANC		DOCUMENT	DOCUMENTATION	13/05/22	4.00	1.00	4.00	1.00 GBP	4.00	1.00	4.00 GBP

Accruals = £0.00											
Supplier	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount	ChgCur	ChgROE	ChgROEInv	InvCur	InvAmount
AS	100	AIRFRIGHT	13/05/22			0.00	0.00 GBP	1.00	0.00	0.00	0.00
CUPPB	100	AIRFRIGHT	13/05/22	4.00	0.00	1.00	1.00 GBP	1.00	0.00	0.00	0.00

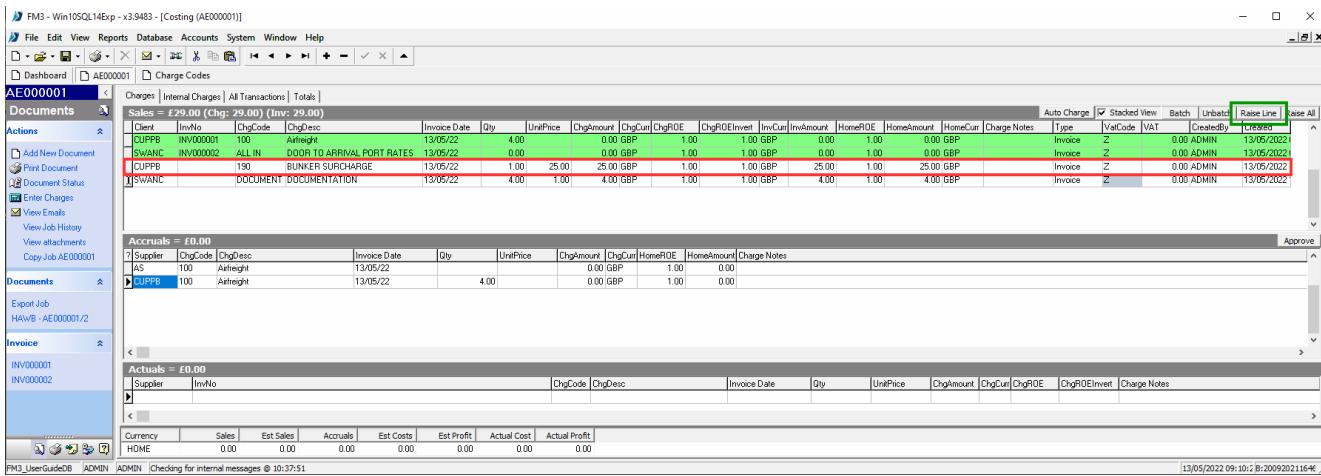
Actuals = £0.00											
Supplier	InvNo	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount	ChgCur	ChgROE	ChgROEInv	Charge Notes

Currency	Sales	Est Sales	Accruals	Est Costs	Est Profit	Actual Cost	Actual Profit
HOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00

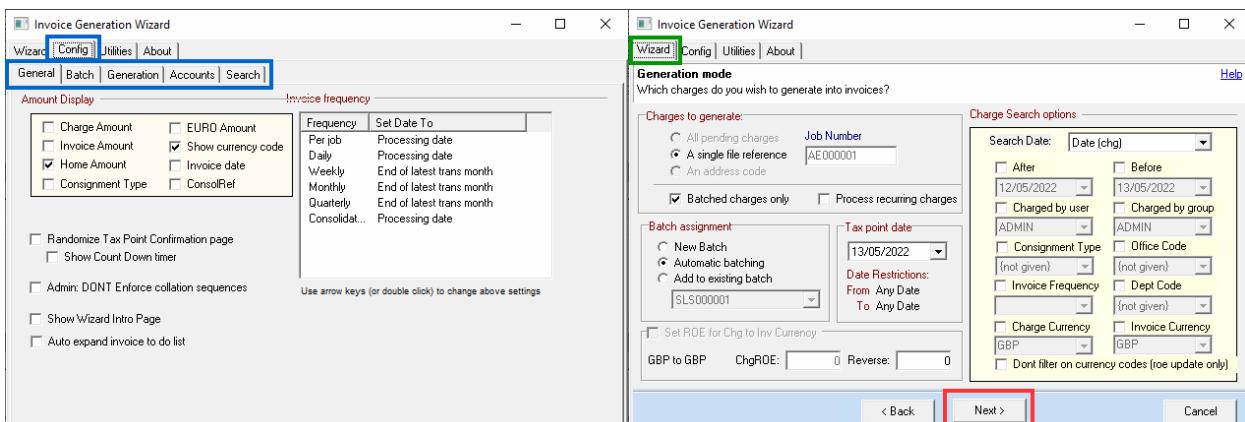
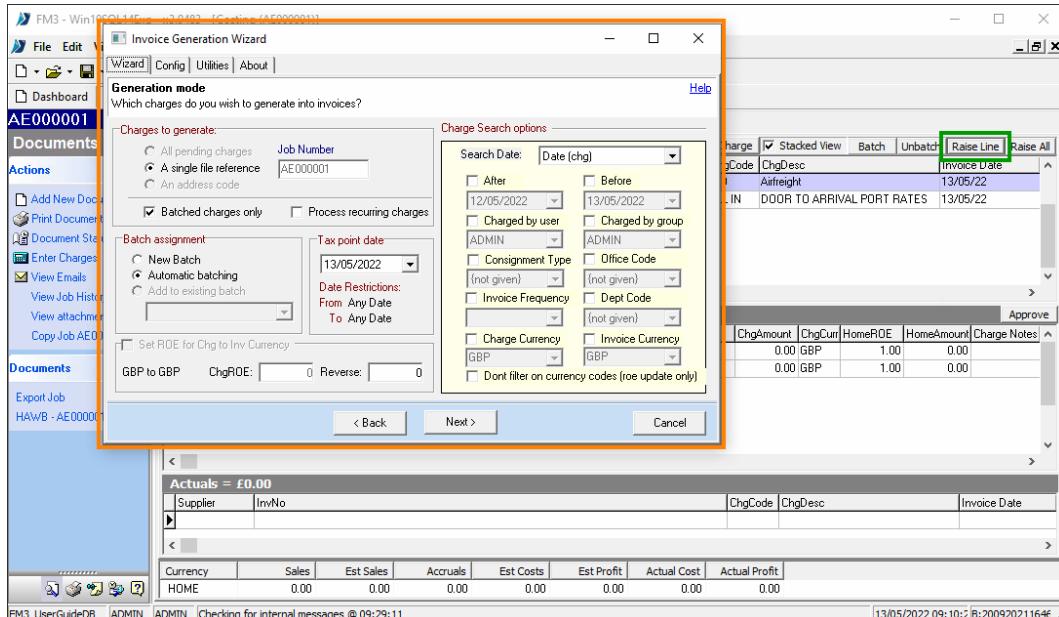
Tab can be used to move from one box to the next and to save a line, either press down ↓ then up ↑ on your keyboard or click the small tick in the top toolbar.

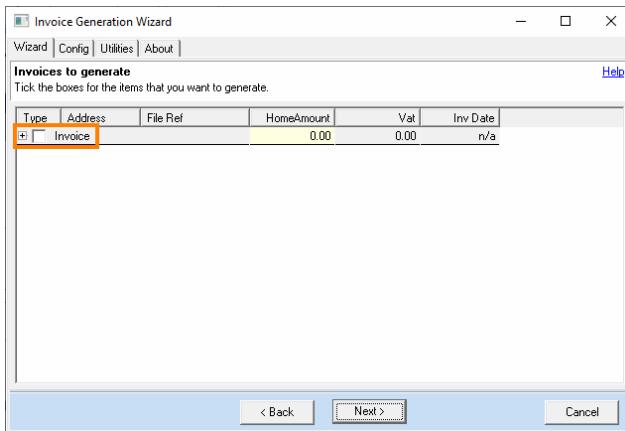
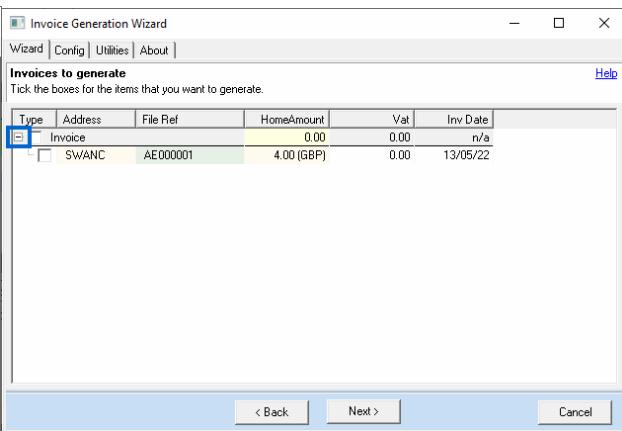
GENERATING AN INVOICE

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

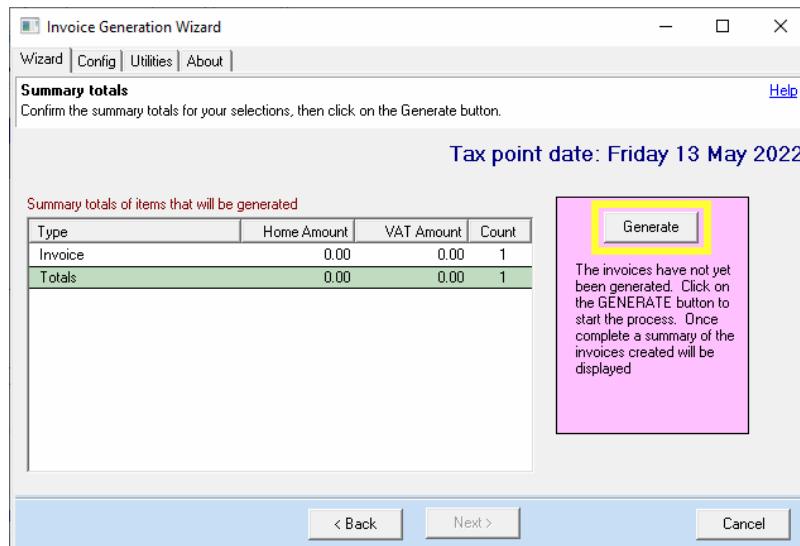


This will open the **Invoice Generation Wizard**. Multiple functions lie in the pop-up, most useful being **Wizard** and **Config** tabs, these can be used to alter the charges added or display of the invoice respectively. Click 'Next' to continue.

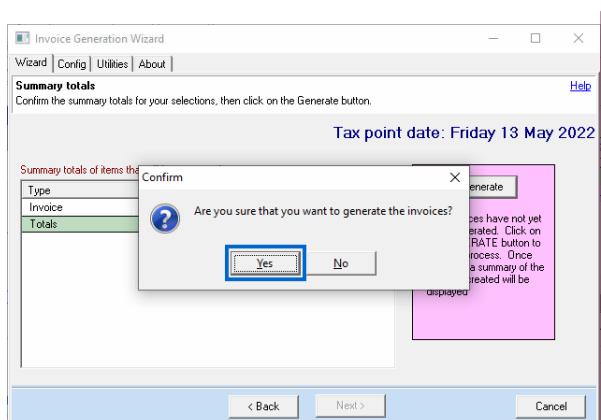
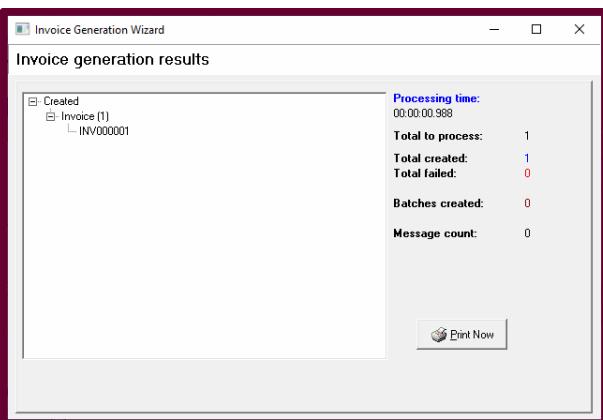


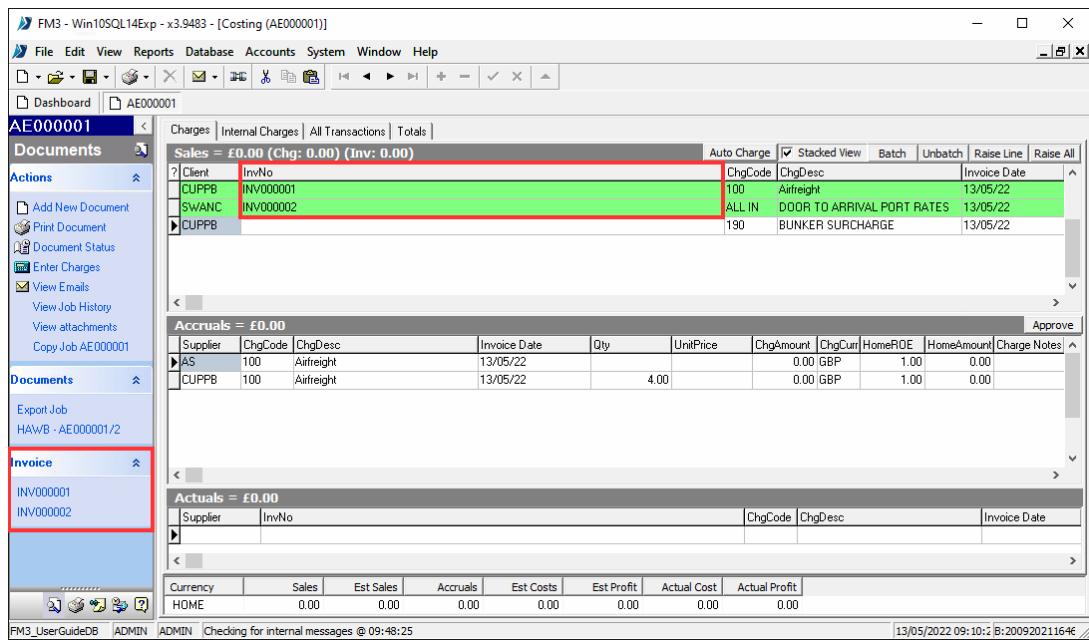
The next screen in this process separates the selected lines into individual invoices for you to tick and create. This is useful when not all charges have been finalised, therefore only specific invoices are to be created and sent.



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

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



FM3 - Win10SQL14Exp - x3.9483 - [Costing (AE000001)]

File Edit View Reports Database Accounts System Window Help

Dashboard AE000001

Actions

- Add New Document
- Print Document
- Document Status
- Enter Charges
- View Emails
- View Job History
- View attachments
- Copy Job AE000001

Documents

Invoice

INV000001
INV000002

Sales = £0.00 (Chg: 0.00) (Inv: 0.00)

Supplier	ChgCode	ChgDesc	Invoice Date	Qty	UnitPrice	ChgAmount	ChgCurn	HomeROE	HomeAmount	Charge Notes
AS	100	Airfreight	13/05/22			0.00	GBP	1.00	0.00	
CUPPB	100	Airfreight	13/05/22		4.00	0.00	GBP	1.00	0.00	

Accruals = £0.00

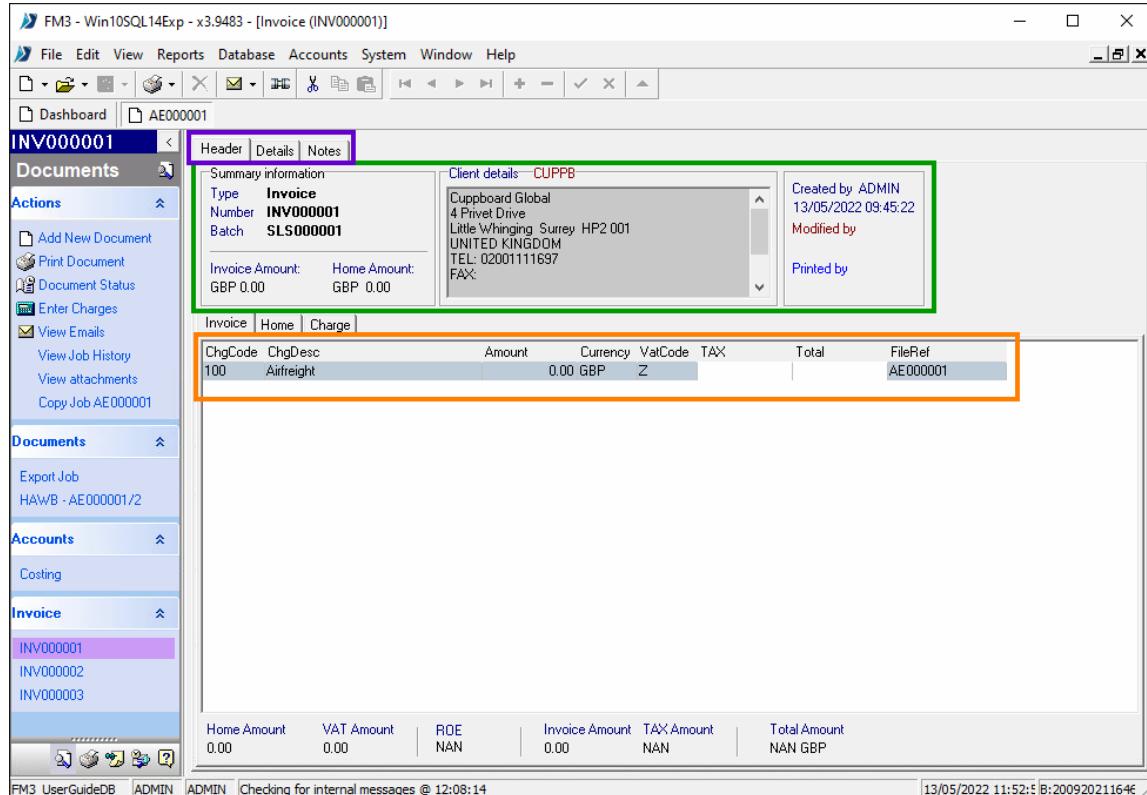
Supplier	InvNo	ChgCode	ChgDesc	Invoice Date

Actuals = £0.00

Currency	Sales	Est Sales	Accruals	Est Costs	Est Profit	Actual Cost	Actual Profit
HOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FM3_UserGuideDB ADMIN ADMIN Checking for internal messages @ 09:48:25 13/05/2022 09:10:28:200920211646

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.



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

File Edit View Reports Database Accounts System Window Help

Dashboard AE000001

Actions

- Add New Document
- Print Document
- Document Status
- Enter Charges
- View Emails
- View Job History
- View attachments
- Copy Job AE000001

Documents

Invoice

INV000001
INV000002
INV000003

Header | Details | Notes

Summary information:

Type	Invoice
Number	INV000001
Batch	SLS000001
Invoice Amount:	Home Amount:
GBP 0.00	GBP 0.00

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 | Home | Charge

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

Home Amount	VAT Amount	ROE	Invoice Amount	TAX Amount	Total Amount
0.00	0.00	NAN	0.00	NAN	NAN GBP

FM3_UserGuideDB ADMIN ADMIN Checking for internal messages @ 12:08:14 13/05/2022 11:52:58:200920211646

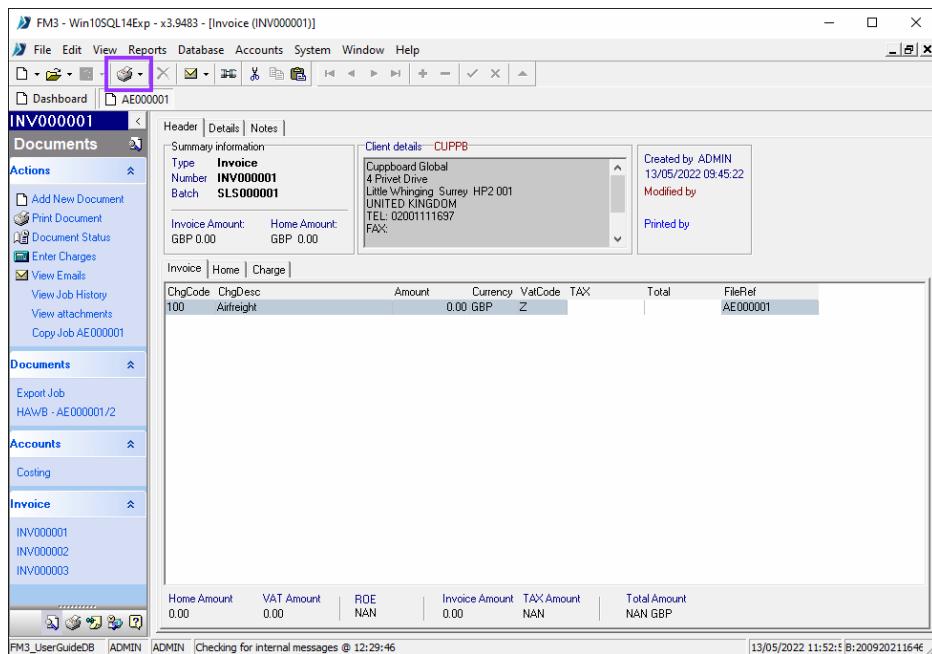


EXPORTING INVOICES

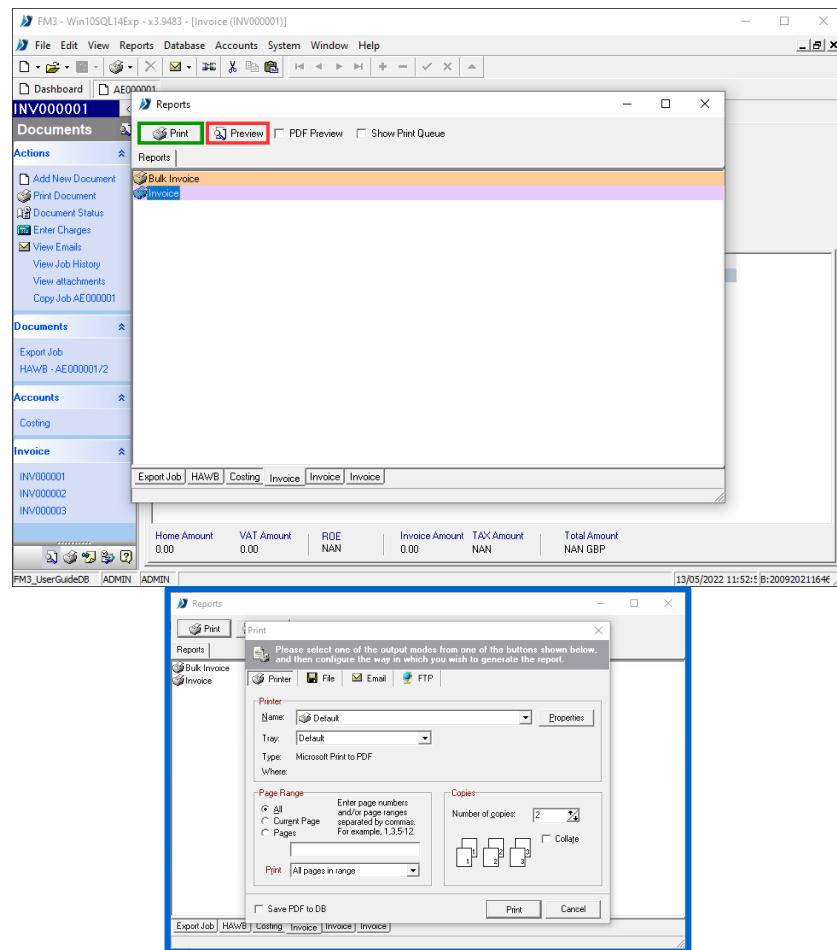
There are two ways to export an invoice from FM3: Print or Email.

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

Documents

Actions

- Add New Document
- Print Document
- Document Status
- Enter Charges
- View Emails**
- View Job History
- View attachments
- Copy Job AE000001

Documents

- Export Job
- HAWB - AE000001/2

Accounts

- Costing

Invoice

- INV000001
- INV000002
- INV000003

Header | Details | Notes |

Summary information

Type **Invoice**
Number **INV000001**
Batch **SLS000001**

Client details - CUPRB

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 | Home | Charge |

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

Home Amount VAT Amount ROE Invoice Amount TAX Amount Total Amount

0.00 0.00 NAN 0.00 NAN NAN GBP

FM3_UserGuideDB ADMIN ADMIN 13/05/2022 11:52:58 B:20092021164#

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.

FileRef AE000001

Record against Job history < Back Next > Cancel

Home Amount VAT Amount ROE Invoice Amount TAX Amount Total Amount

0.00 0.00 NAN 0.00 NAN NAN GBP

FM3_UserGuideDB ADMIN ADMIN Checking for internal messages @ 12:52:52 13/05/2022 11:52:58 B:20092021164#

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 < Back **Next >** Finish Cancel

Send Message x

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.

Attached To Job	Manual File Attachment						
<input type="checkbox"/> ClientRemoteAccessLoginDetails.pdf <input type="checkbox"/> Mona-Lisa.jpg	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">File Name</th> <th style="width: 50%;">File Type</th> </tr> </thead> <tbody> <tr> <td>ClientRemoteAccessLoginDetails.pdf</td> <td>PDF</td> </tr> <tr> <td>Mona-Lisa.jpg</td> <td>Image</td> </tr> </tbody> </table>	File Name	File Type	ClientRemoteAccessLoginDetails.pdf	PDF	Mona-Lisa.jpg	Image
File Name	File Type						
ClientRemoteAccessLoginDetails.pdf	PDF						
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 x

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. Should 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.

