



# MAVES USERS CONFERENCE 2017



## Billing for Services

Presented By: Tim Legere



## Topics

- 1. Types of Charges
- 2. Extended Rate Breaks
- 3. Alternate Units of Measurement
- 4. Rate Tables
- 5. General (“GEN”) Rates and Billing Profiles
- 6. Automatically Applied Charges
- 7. Special Charges

## Topics

- 8. Storage Schemas
- 9. Unitary Billing
- 10. Trial Invoices
- 11. Generation of Invoices
- 12. Automatic e-mail of Invoices
- 13. Generation of Work Registers at ANY time
- 14. Automatic Date Change for Companies
- 15. Questions and Answers

# 1. Types of Charges

## What Types of Rates can you build?

- Rate Breaks
- Multi-Rate Breaks
- Lesser of Unit or Weight
- Higher of Unit or Weight
- No Charge if Greater than Unit or Weight
- Flexible Recurring Storage
- Less than Pallet Charge
- Note: See CR.22 – Field # 10 Rate Type



# Type of Charges (CR.22 Rates)

L1 CR.22 Storage, Handling, Other Rates [demo2 mav310 T2016] - ViewPoint Logistics

File Help

Client Code \*

Charge Code \*

Description \*

Late Fee %

< Charges >

Charge Type \*

Minimum Charge

Maximum Charge

Calculate Per \*

Qualifying Units \*

Invoice Group

Cumulative Charge?

Monthly Minimum

Link

Status \*

< Charge Rates >

Charge Rate	Maximum Qty
21. <input type="text"/>	22. <input type="text"/>
23. <input type="text"/>	24. <input type="text"/>
25. <input type="text"/>	26. <input type="text"/>
27. <input type="text"/>	28. <input type="text"/>

< Revenue Distribution >

Percentage	Revenue	General Ledger
41* <input type="text"/>	42* <input type="text"/>	43* <input type="text"/>
44. <input type="text"/>	45. <input type="text"/>	46. <input type="text"/>
47. <input type="text"/>	48. <input type="text"/>	49. <input type="text"/>
50. <input type="text"/>	51. <input type="text"/>	52. <input type="text"/>
53. <input type="text"/>	54. <input type="text"/>	55. <input type="text"/>

OK Cancel Delete Review Print Exit Help

A=Single Rate C=Multiple Rate E=Higher of U/W G=>Units<weight I=<Pallet  
B=Rate Break D=Lesser of U/W F=Flat Rate H=Flex.Recurring Q=Ac.Break



## 2. Extended Rate Breaks

### Is there a maximum of 4 Breaks per Rate?

- No.
  - ✓ Activation – Company Level
    - WP.99 – Field # 23
  - ✓ Activation – Client Level
    - CR.18 – Field # 29
  - ✓ Linking Rates together
    - CR.22 – Field # 34



# Extended Rate Breaks Activation – Company Level (WP.99 – Field # 23)

L1 WP.99 System Profile - 1 [demo2 mar310 12016] - ViewPoint Logistics

File Help

< Units of Measure >	
Standard Weights	LBS
Cubic Standard	I Imperial
Cube or Foot Board	C Cubes
Minimum in CR.22 is per SKU?	N No

  

< Miscellaneous >	
Country of Operation	N North America
Client Code Length	6
CR.22 and VAT or Links	2 Links Allowed
Unitary Invoicing	A Allowed
Unitary Default Storage	0 Non_Unitary
Picking Document Required?	Y Yes
Control List Background BOLs?	Y Yes
Track Deleted Orders	N No
UCC/EAN Prefix	
Track Deleted Receipts	N No

0 = Not applicable  
1 = VAT mandatory  
2 = Links allowed

OK Cancel Delete Review Print Exit Help (ENTER = default)





# Extended Rate Breaks Activation – Client Level (CR.18 – Field # 29)

U1 CR.18 Client Arrangements [demo2 ma-310 T2018] - ViewPoint Logistics

Field 10-29    Field 30-49    Field 50-69    Field 70-89

Client:     Status:   
Last Inventory Report:

< Details >

Client Type: <input type="text"/>	Order Process Flow <input type="text"/>
Broker Code: <input type="text"/>	Conveyance Billing <input type="text"/>
Product Code Format: <input type="text"/>	Print Labels in Receiving <input type="text"/>
Nominal Warehouse: <input type="text"/>	Record Total Order Weight <input type="text"/>
Lot History Retention <input type="text"/>	Billing Cycle Group <input type="text"/>
Inventory Report Date: <input type="text"/>	Billing Profile <input type="text"/>
Additional Report SKU <input type="text"/>	Inventory Recurring Dates <input type="text"/>
Print Conveyance in IP22/52 <input type="checkbox"/>	Recurring Rate Qualifier <input type="text"/>
Small Package Insure <input type="checkbox"/>	Current or Original Rates <input type="text"/>
Auto Browse Intransit Lines <input type="checkbox"/>	Special Extended Rates <input type="text" value="Y"/>

OK    Cancel    Delete    Review    Print    Exit    Help

Is this client allowed to use the extended Rates?    Y = Yes  
N = No





# Extended Rate Breaks Linking Rates Together (CR.22)

L1 CR.22 Storage, Handling, Other Rates [demo2.mav\310 T4826] - ViewPoint Logistics

File Help

Client Code: \* TEST TEST

Charge Code: L1

Description: \* Rates 1-4

Late Fee %: 0

< Charges >

Charge Type: \* B

Minimum Charge: 0.00

Maximum Charge: 0.00

Calculate Per: \* PLT

Qualifying Units: \* P

Invoice Group: [ ]

Cumulative Charge?: N

Monthly Minimum: [ ]

Link: L2

Status: \* A

< Charge Rates >

Charge Rate	Maximum Qty
21. 9.00	22. 1
23. 8.00	24. 2
25. 7.00	26. 3
27. 6.00	28. 4

< Revenue Distribution >

Percentage	Revenue	General Ledger
41* 100	42* H	43* L1116100
44. [ ]	45. [ ]	46. [ ]
47. [ ]	48. [ ]	49. [ ]
50. [ ]	51. [ ]	52. [ ]
53. [ ]	54. [ ]	55. [ ]

OK Cancel Delete Review Print Exit Help

Enter the charge code to which the charge (in field 2) should be linked





# Extended Rate Breaks Linking Rates Together (CR.22)

L1 CR22 Storage, Handling, Other Rates (demo2 mav31015857) - ViewPoint Logistics

File Help

Client Code: TEST TEST

Charge Code: L2

Description: Rates 5-8

Late Fee %: 0

< Charges >

Charge Type: B

Minimum Charge: 0.00

Maximum Charge: 0.00

Calculate Per: PLT

Qualifying Units: P

Invoice Group: [ ]

Cumulative Charge?: N

Monthly Minimum: [ ]

Link: [ ]

Status: A

< Charge Rates >

Charge Rate	Maximum Qty
21. 5.00	22. 5
23. 4.00	24. 6
25. 3.00	26. 7
27. 2.00	28. 999999999

< Revenue Distribution >

Percentage	Revenue	General Ledger
41* 100	42* H	43* L1116100
44. [ ]	45. [ ]	46. [ ]
47. [ ]	48. [ ]	49. [ ]
50. [ ]	51. [ ]	52. [ ]
53. [ ]	54. [ ]	55. [ ]

OK Cancel Delete Review Print Exit Help

Enter the charge code  
or Enter ? to display existing codes



### 3. Alternate Units of Measurement

#### Can Different Units of Measurement be created for Rates?

- Yes
  - ✓ Calculation Categories:
    - Units (e.g. Dozen, etc.)
    - Occurrences (e.g. BOLs, Receipt Invoices, etc.)
    - Weight Net/Gross (e.g. 100 Weight, Ton, etc.)
    - Cube (Foot, Meter, etc.)
  - ✓ Definition:
    - Job: Measuring Units (CR.10):
    - Example: CWT = 100 Weight
      - Field # 1 – Unit = CWT
      - Field # 2 - Description = 100Wgt
      - Field # 3 – Value = 100 (Divide by 100)
      - Field # 4 – Calculate By = W (Gross Weight)

# Alternate Units of Measurement

L1 CR.10 Measuring Units (demo2 mar210 T420) - ViewPoint Logistics

File Help

< Measuring Unit >			
Unit	02*Description	Value	Calculate by
*CWT	100wgt	*100	*w

OK Cancel Delete Review Print Exit Help

Enter the number to be used by the system for dividing before multiplying by a Rate



## 4. Rate Tables

### May Rates be chosen/applied as required?

- Yes.
  - ✓ Business Cases (When and Why?)
  - ✓ Usage:
    - During Receiving (RE.31)
    - User selects a specific Rate from a Rate Table
    - Rate Tables may be defined for Rate Types:
      - Inbound Handling
      - Cross Dock Handling
      - Initial Storage
      - Outbound Handling
      - Recurring Storage
      - Special Recurring Storage
  - ✓ Configuration:
    - CR.17 – Rate Tables
      - Assign multiple Rate Codes for a Rate Type (e.g. Inbound Handling)
    - CR.63 – Product Billing Profile
      - Attach Rate Table rather than specific Rate Code

# Rate Tables

## Create Rate Tables (CR.17)

L1 CR.17 Table of Charge Codes (demo2.mav310 T4826) - ViewPoint Logistics

File Help

Client Code	BALMET	04*Table Type	<input type="checkbox"/>
Table Code	INBHDL	Qualifier Type	<input type="checkbox"/>
Description	Inbound Handling	CSD Field	<input type="checkbox"/>

Charge Code	Start	End
H2		
H2		
H1		

OK Cancel Delete Review Print Exit Help

F2 = Clear    F3 = Jump    F4 = Exit/Print    DEL = Delete    REV = Review



# Rate Tables

## Link Rate Table to Billing Profiles (CR,63)

L1 CR63 Product Billing Profiles [demo2 mau-310 14826] - ViewPoint Logistics

File Help

Client Code	BALMET	BALL METAL BEVERAGE CONTAINER
Billing Profile	SHTTAL	
Profile Description	Short and Tall Packs	
Billing Schema	AB	Anniversary Billing

  

In / Out Ratio	100/0	Conveyance Bill Bus. Rule
Inbound Handling	INBH	
Inbound Storage	INTS	
Cross Dock Handling		
Outbound Handling		
Special Rec. Storage		
Recurring Storage	RECS	

OK Cancel Delete Review Print Exit Help

ENTER = Accept F3 = Jump DEL = Delete  
 F2 = Clear F4 = Exit/Print RENAME = Rename Profile code REV = Review



## 5. General (GEN) Rates/Profiles

- What if the SAME Rate is used by Multiple Clients?
  - A Rate can be defined under the Client “GEN” and then applied and used by different Clients
  - Benefits:
    - ✓ Reduces Time/Cost related to Configuration since FEWER rates need to be created
  - Usage:
    - ✓ CR.22 (GEN Rates)
    - ✓ CR.63 (GEN Billing Profiles)



## 6. Automatic Charges

### Do ALL Charges have to be applied manually?

- No.
- Benefits:
  - ✓ No need to rely on memory to apply these Charges
  - ✓ Eliminates the time/cost applying Charges
  - ✓ Maximizes Revenue
- Types:
  - ✓ Product related Charges
  - ✓ Transaction related Charges
  - ✓ Cyclical Charges

## 6. Automatic Charges

### Product related Charges:

- Receipt Invoice:
  - ✓ Inbound Handling
  - ✓ Cross Dock Handling
  - ✓ Initial Storage
- Recurring Storage Invoice:
  - ✓ Recurring Storage
  - ✓ Special Recurring Storage
- Accessorial Invoice:
  - ✓ Outbound Handling

## 6. Automatic Charges

### ☐ Transaction Charges - Orders:

- Internal Transfers (IA/IB)
- Bill of Lading Clerical Charge (MR)
- Non-Standard Routing – Pick Up (NR)
- Rush Order (RO)
- Stencilling:
  - ✓ Per Unit – Case Picking (SU)
  - ✓ Per pallet – Pallet Picking (SP)
- Take Code/Unit ID/Weight (TC/TS/TW)
- Withdrawal – per Lot/Line (WC)

## 7. Special Charges/Billing

### What other types of Charges and Billing exist?

- Cumulative Quantity
- Blast/Quick Freezing
- Conveyance Billing
- Third Party Billing
- Hold Surcharges
- Assembly/Disassembly
- Work Orders

## 8. Storage Schemas

### What options exist for billing Initial and Recurring Storage for Lots?

- Time-frames – Fixed vs. Non-Fixed Period Options
- Durations – Initial & Recurring may be Different
- Discounts – Fixed vs. Non-Fixed Period Option
- Pro-Rate Charges Option
- Renewal Date - Options
- Special Recurring Storage Rates

## 8. Storage Schemas

### □ Time-frames:

- Fixed Periods (CR.12):
  - ✓ For ALL or Specific Clients
  - ✓ Has SPECIFIC Start/End Dates for a Period
    - Examples:
      - Calendar Months - e.g. January 1-31, February 1-28, March 1-31, etc.
      - Start/End Dates:
        - Weekly – e.g. Monday March 13th to Sunday March 19th
        - 4/4/5 Weeks per Quarter (e.g. Jan 1 – 28, Jan 29 – Feb 25, Feb 26 – Apr 1, etc.)
      - Daily

## 8. Storage Schemas

### ☐ Time-frames (Continued):

- Non-Fixed Periods (CR.14):
  - ✓ For ALL or Specific Clients
  - ✓ No specific Start/End Dates for a Period
  - ✓ Also known as “Anniversary”
  - ✓ Recurring Storage Start Date may be based on:
    - Receipt Date - One month after Receipt Date
    - Cycle – # of Days (e.g. every 7 Days) after Receipt
    - Daily – Flat Rate
    - Renewal – Subsequent Renewals are based on the Anniversary of the 1st Renewal Date

## 8. Storage Schemas

### ☐ Durations (CR.14):

- Initial Storage – Variable Period of Time
  - ✓ Can set the Duration of Initial Storage by:
    - Defining 1st Recurring Date as always X Days after Receipt
    - Operator (during Receiving) indicating 1st Recurring Storage Date
- Recurring Storage
  - ✓ Duration may be the same or different from Initial Storage
  - ✓ Typically the duration is ALWAYS the same Length of time



## 9. Unitary Billing

- ❑ Business Case:
  - Clients' transaction volumes and preferences often result in requests for flexible Invoice presentations related to:
    - ✓ Number and Type of WMS Invoices required and
    - ✓ Content and Levels of Detail on the Invoices
- ❑ Usage/Scope:
  - Unitary Billing definitions (by Client) provide this capability
- ❑ Benefits:
  - Minimizes Client questions and time/cost related to Billing
  - Expedites payment of invoices
  - Increases cash flow

## 9. Unitary Billing

- Can fewer Invoices be used?
- Can information be summarized on Invoices?
- Can more/less detail be printed on Invoices?
- Can charges be billed in arrears (e.g. Recurring)?
  - Yes.
    - ✓ Client based (CR.18 – Field # 30) Unitary Methods/Formats:
      - 0 = Multiple Invoice Billing
      - 1 = Summary – Billed for Previous Month
      - 2 = Summary – Billed in Advance
      - 3 = Summary – Recurring Only
      - 4 = Detail Recurring. Summary Receipt Charges on Accessorial
      - 5 = Detail Recurring and Receipt Charges
      - 6 = Detail Recurring. Special Receipt Charges



# Unitary Billing (CR.18 – Field # 30)

L1 CR.18 Client Arrangements [demo2 mav310 T8455] - ViewPoint Logistics

Field 10-29    Field 30-49    Field 50-69    Field 70-89

Client: TEST  
TEST

Status: Active  
Last Inventory Report: Mar 05/2017

< Details >

Invoicing Format	4	Labels for Orders	N	Fmt	
Third Party B.	N	Allow Changes to : Qty		Fmt	
Acc. Invoice Type	B	Receipt Invoice Type	R		
Discount %	0	EDI Order Type	D		
Activate Qty Accm	N	Dup EDI Orders	N	Consolidate conv EDI	N
BOL Format Code	X	Graphical Bil		Order Filling	S Short Ship
Print Cube	Y			Release By	P Product
BOL Sort Method	E	As Entered		Weight Measure	L Pounds
BOL Quick Print	0			Msg - Bill of Lading	App
Pick Format Code	P			Msg - Order Entry	Pck
CUSTOM PICK TICKET				Msg - Receipt: Entry	Prt
Pick Sort Method	L	By Location		Msg - Invoice: Renewal	Acc

OK    Cancel    Delete    Review    Print    Exit    Help

Enter the Invoicing Format method (1-6, see documentation)  
or Enter 0 for non-Unitary Invoicing



## 9. Unitary Billing

### ☐ Unitary 0 - Multiple Invoice Billing

- Receipt Charges:
  - ✓ By Receipt Line Detail on Receipt Invoice (RE.32)
  - ✓ Note: Multiple Receipts per Invoice are allowed
  - ✓ Accessorials attached to Receipt appear on Receipt Invoice
- Recurring Charges:
  - ✓ Charges on Recurring Storage Invoice (IP.52)
  - ✓ In either Summary (by Product) or Detail (by Product/Lot)
- Accessorial Charges:
  - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
  - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)



## 9. Unitary Billing

### Unitary 1 – Summary. Recurring Previous Month

- **Receipt Charges:**
  - ✓ No charges on Receipt Invoice (Zero Amount)
  - ✓ Charges accumulate onto the Accessorial Invoice
  - ✓ Receipts charges summarized by Date and Charge Type
- **Recurring Charges:**
  - ✓ No charges on Recurring Storage Invoice
  - ✓ Charges accumulate onto the Accessorial Invoice
  - ✓ Charges calculated one month in Arrears (rather than in Advance)
  - ✓ Charges display in Detail (Product per Client)
- **Accessorial Charges:**
  - ✓ Displays Receipts and Recurring Charges
  - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
  - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)
  - ✓ Note: Must run IP.31 before IP.32

## 9. Unitary Billing

- Unitary 2 – Summary. Recurring in Advance
  - Receipt Charges:
    - ✓ No charges on Receipt Invoice (Zero Amount)
    - ✓ Charges accumulate onto the Accessorial Invoice
    - ✓ Receipts charges summarized by Date and Charge Type
  - Recurring Charges:
    - ✓ No charges on Recurring Storage Invoice
    - ✓ Charges accumulate onto the Accessorial Invoice
    - ✓ Charges calculated one month in Advance
    - ✓ Charges summarized by Date and Charge Type
  - Accessorial Charges:
    - ✓ Displays Receipt and Recurring Charges
    - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
    - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)

## 9. Unitary Billing

### Unitary 3 – Summary. Recurring Only

- **Receipt Charges:**
  - ✓ By Line Detail on Receipt Invoice (RE.32)
  - ✓ Note: Multiple Receipts per Invoice are allowed
  - ✓ Accessorials attached to Receipt appear on Receipt Invoice
- **Recurring Charges:**
  - ✓ No charges on Recurring Storage Invoice
  - ✓ Charges accumulate onto the Accessorial Invoice
  - ✓ Charges calculated one month in Advance
  - ✓ Charges summarized by Date and Charge Type
- **Accessorial Charges:**
  - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
  - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)

## 9. Unitary Billing

### Unitary 4 – Detail Recurring. Summary Receipt

- Receipt Charges:
  - ✓ No Charges on Receipt Invoice (Zero Amount)
  - ✓ Charges accumulate onto the Accessorial Invoice
  - ✓ Receipts charges summarized by Date and Charge Type
- Recurring Charges:
  - ✓ Charges on Recurring Storage Invoice (IP.52)
  - ✓ In either Summary (by Product) or Detail (by Product/Lot)
- Accessorial Charges:
  - ✓ Displays Receipt Charges
  - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
  - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)



## 9. Unitary Billing

### □ Unitary 5 – Detail Recurring/Receipt Charges

- Receipt Charges:
  - ✓ No charges on Receipt Invoice (Zero Amount)
  - ✓ Charges accumulate onto the Recurring Storage Invoice
- Recurring Charges:
  - ✓ Charges on Recurring Storage Invoice (IP.52)
  - ✓ Displays Receipt Storage/Handling Charges
  - ✓ Recurring Charges display in Detail (by Product/Lot)
- Accessorial Charges:
  - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
  - ✓ Displays Receipt Accessorial Charges
  - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)

## 9. Unitary Billing

### Unitary 6 – Detail Recurring. Special Receipt Charges

- Receipt Charges:
  - ✓ No Charges on Receipt Invoice (Zero Amount)
  - ✓ Charges accumulate onto the Accessorial Invoice
  - ✓ Receipts charges display in Detail
- Recurring Charges:
  - ✓ Charges on Recurring Storage Invoice (IP.52)
  - ✓ Recurring Charges display in Detail (by Product/Lot)
- Accessorial Charges:
  - ✓ Displays Receipt Charges
  - ✓ Charges NOT on Receipt on Accessorial Invoice (IP.53)
  - ✓ Includes Immediate (IP.13) and Cycle Charges (IP.14)

# 9. Unitary Billing

Unitary Billing - Summary									
Code	Receipt Invoice (RE.32)			Recurring Storage (IP.52)			Accessorial (IP.53)		
	Used	Level	Charges	Used	Level	Charges	Used	Level	Charges
0	Yes	Detail	Receipt	Yes	Detail, or Summary	Recurring in advance	Yes	Detail	Accessorial
1	No	N/A	N/A	No	N/A	N/A	Yes	Summary ... Sum. Arrears ... Detail ...	Receipt Recurring Accessorial
2	No	N/A	N/A	No	N/A	N/A	Yes	Summary ... Advance ... Detail ...	Receipt Recurring Accessorial
3	Yes	Detail	Receipt	No	N/A	N/A	Yes	Advance ... Detail ...	Recurring Accessorial
4	No	N/A	N/A	Yes	Detail , or Summary	Recurring in advance	Yes	Summary ... Detail ...	Receipt Accessorial
5	No	N/A	N/A	Yes	Detail Detail	Receipt S/H Recurring in advance	Yes	Detail ... Detail ...	Receipt Acc. Accessorial
6	No	N/A	N/A	Yes	Detail	Recurring in advance	Yes	High Detail ... Detail ...	Receipt Accessorial

## 10. Trial Invoices

- Can Invoices be Previewed (without Update)?
  - Yes.
- Benefits:
  - Preview new Client's Rates and Amounts
  - Ensures incorrect Invoices are NOT sent to Clients
- Types of Invoices:
  - Recurring Storage Invoices (IP.21/22)
  - Accessorial Invoices (IP.23/24)
- Other Functionality:
  - Trial Batches may be used to Generate Actual Invoices
  - Delete Trial/Preview Batches (IP.29)



# Trial Invoices Invoice Processing Menu (IP.21-24)

e-Z Learn OFF | L1 - Mid-Florida Freezer Warehouses

### L1 WMS IP Job Menu

Inbounds	Work Orders (Continued)	History
RE32 - Print Invoices for Inbound Services	IP42 - Work Orders - Generate Invoice	HF02 - Recurring Storage Invoice - History
<b>Recurring Storage - Trial Invoices</b>		
IP21 - Generate Trial Recurring Storage Invoices	IP43 - Work Orders - Print Register	HF03 - Accessorial Invoice - History
IP22 - Print Trial Recurring Storage Invoices	Uncearned Revenue	
<b>Recurring Storage - Actual Invoices</b>		
IP31 - Generate Actual Recurring Invoices	OR32 - Revenue - Calculate Unbilled	IP33 - Work Register - Generate
IP52 - Print Actual Recurring Storage Invoices	MR32 - Revenue - Unbilled and Billed	IP90 - Register Report & Update Financials/Sales
<b>Accessorials - Trial Invoices</b>		
IP23 - Generate Trial Accessorial Invoices	MR57 - Unearned Outbound Handling - Report	IP91 - Register - G/L by Invoice No.
IP24 - Print Trial Accessorial Invoices	Queries and Reports	
<b>Accessorials - Actual Invoices</b>		
IP32 - Generate Actual Accessorial Invoices	OR20 - Lots Next Recurring Storage Date - Query	IP92 - Daily Sales - Report
IP53 - Print Actual Accessorial Invoices	IP12 - Accumulated Accessorial Charges - Query	
<b>Accessorials - Other</b>		
IP12 - Create Accessorial Charges/Credits	IP61 - Conveyance Billing - Query	
IP13 - Create an Immediate Accessorial Invoice	IP93 - Accumulated Accessorial Charges - Report	
IP53 - Print Actual Accessorial Invoices	MR57 - Unearned Outbound Handling - Report	
<b>Work Orders</b>		
IP40 - Work Orders - Create	Legacy (Non-Graphical) Invoices	
IP41 - Work Orders - Close/Confirm	IP58 - Print Actual Recurring Storage Invoice (Legacy)	
	IP59 - Print Actual Accessorial Invoice (Legacy)	
	IP64 - Re-print Invoice	
	HighViews	
	* - Open Orders (WMS Work-In-Process HighView)	
	* - Shipped Orders (WMS Query/History HighView)	

Administration | MyFavorites | OneClicks | Settings



# Trial Invoices

## Generate Trial Recurring Storage Invoices (IP.21)

L1 IP.21 Recurring Storage - Gen-Preview [demo2 mas310 T8455] - ViewPoint Logistics

File Help

Clients **ALL** All Clients

Account Manager

Lots with Warehouse as Lot Component-Warehouse All Warehouses

Lots without Warehouse as Lot Component 2

Separate Invoices by Warehouse N

Generation Date

Invoice Date

Sequence for Invoice Lines I Product code sequence

Charge Type to Process A All

Process Charges for Clients Accumulating by Lot N No

< List >

11.		14.		17.		20.	
12.		15.		18.		21.	
13.		16.		19.		22.	

OK Cancel Delete Review Print Exit Help

Generate Recurring Storage for: ALL = All Clients  
CYCLE = List of Billing cycles LIST = List of Clients



# Trial Invoices

## Generate Trial Accessorial Invoices (IP.23)

Generate Accessorial Charges for: ALL = All Clients  
CYCLE = List of Billing Cycles LIST = List of Clients



## 11. Generation of Invoices

- What happens during Generation?
- Types of Invoices for Generation:
  - Recurring (IP.31)
  - Accessorials (IP.32)
- Generation Options:
  - By List of Clients
  - By Billing Cycles
- Benefits:
  - Enables 3PL to Bill Clients with similar:
    - ✓ Schedules (e.g. Monthly, Weekly, etc.)
    - ✓ Ranges/Groups of Charges
    - ✓ Presentation Formats/Details



## 12. Automatic e-Mail of Invoices

### □ Benefits:

- Eliminates time/cost associated with:
  - ✓ Mailing Invoices
  - ✓ Scanning, saving and e-mailing Invoices
- Reduces Errors – e.g. Sending an Invoice to the wrong Client
- Maximizes Revenue – e.g. Don't forget to mail Invoices

### □ Configuration:

- Address Books (CC.16)
  - ✓ Company
  - ✓ Book Code (e.g. Job)
  - ✓ Description



## 12. Automatic e-Mail of Invoices

### Configuration (Continued):

- E-mail Addresses (CC.17)
  - ✓ Company
  - ✓ Job
  - ✓ Client
  - ✓ E-Mail Addresses



# Automatic e-Mail of Invoices

## E-Mail Address Book (CC.16)

L1 CC.16 Email Address Books [demo2 mar310 T8455] - ViewPoint Logistics

File Help

Company	Address Book Code	Description
L1	AR06	AR06 statement email book
L1	BOL	Bills of Lading
L1	IP22	trial recurring
L1	IP24	Trial Accessorial Invoice
L1	IP52	IP52 address book
L1	IP53	Accessorial Invoices
L1	OE03	Pick slip/Bill of Lading
L1	OE15	OE15
L1	RE32	Receipt Invoice (RE.32)
L1	RE32FAX	RE32 Fax email book
L1	SIGCAP	Signature Capture

Company L1

Previous Next Finish Add Edit Start Go

Reverse

OK Cancel Delete Review Print Exit Help

Enter the Address Book Code  
or Enter ? to display existing codes





# Automatic e-Mail of Invoices

## E-Mail Addresses (CC.17)

L1 CC.17 Email Addresses [demo2 max310 TB455] - ViewPoint Logistics

File Help

Company \* L1

Address Book / Job \* OE03

Identifier / Client \* TEST

Description \* List for BOLS to Client TEST

Address List \* tlegere@maves.com

OK Cancel Delete Review Print Exit Help

ENTER = ACCEPT F3 = Jump P = Print REV = Review  
F2 = Clear F4 = Exit DEL = Delete





## 13. Generate Work Register at ANY time

- Must Users be OFF the system when the Register is run?
  - No.
- Work Register Jobs:
  - Generate Work Register (IP.33)
  - Print Work Register (IP.90)
- What happens if Users are:
  - Processing a Transaction (Receipt (RE.31), Order (OE.20), etc.)?
  - Printing an Invoice?
  - Answer:
    - The transaction is skipped and it is NOT:
      - ✓ Processed by the Work Register,
      - ✓ Updated to the Account Receivable Sub-Ledger,
      - ✓ Posted to the General Ledger and
      - ✓ Updated to the Sales System



## 13. Generate Work Register at ANY time

- Must Users be OFF the system when the Register is run?
  - No.
- Benefits:
  - Increases employee productivity/profitability (no down-time)
  - Enables Management to view (on demand) and (if necessary) re-act to current information (i.e. for invoicing, collections, transaction, tonnage volumes, etc.)

## 14. Automatic Date Change

### Can the Date for Transactions default to TODAY?

- Yes.

### Configuration:

- Companies/Business Units (Z0.MC.03)

#### ✓ Field # 10 – Date Rule

- N = Date changed manually via CC.04/MC.04
  - Optional (does NOT need to be run)
  - When run the Date may be set AFTER midnight
  - If Date is Friday then the Date is set to Monday
- S = Date changed automatically via Computer O/S
  - Happens in “real-time” at Midnight

### Benefits:

- Minimizes data entry errors (e.g. of entering wrong Date)
- Reduces/eliminates time/cost of data entry errors

# 15. Questions and Answers

