

Transport Exchange Group

Exchange 2.0 – Working with the Accounting Module

Introduction

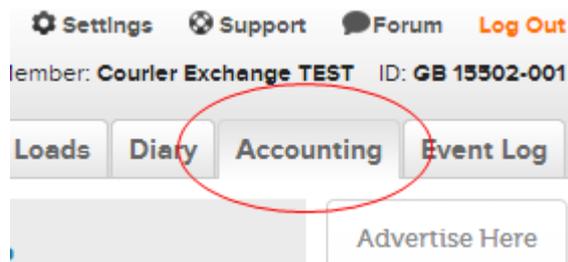
The new accounting module has considerably more functionality than the previous system, and includes features which have been requested such as the ability to mark invoices as paid, raise statements, various reports and is also capable of being used in a 'stand-alone' capacity for all your customers, not just your trades with other Exchange members.

In the first phase release, the Accounting module can easily be used to raise an invoice directly from a booking which you have received through the Exchange. We will be further enhancing this module in the near future, including the ability for managing all your driver and supplier payments.

Getting Started

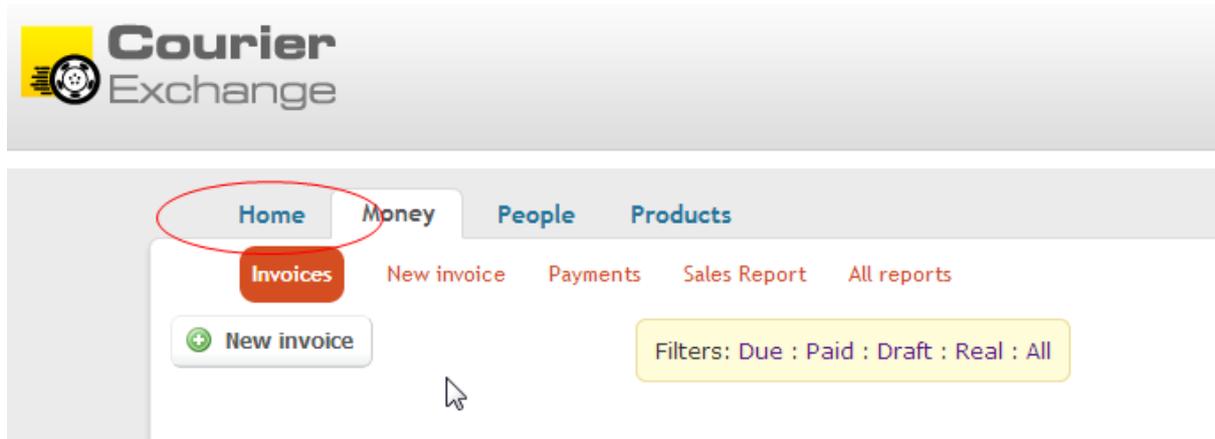
You'll probably want to enter your Vat number and company registration number, and upload your logo, and maybe even add some text to the foot of your invoices:

- i) Click on the main 'Accounting Tab'

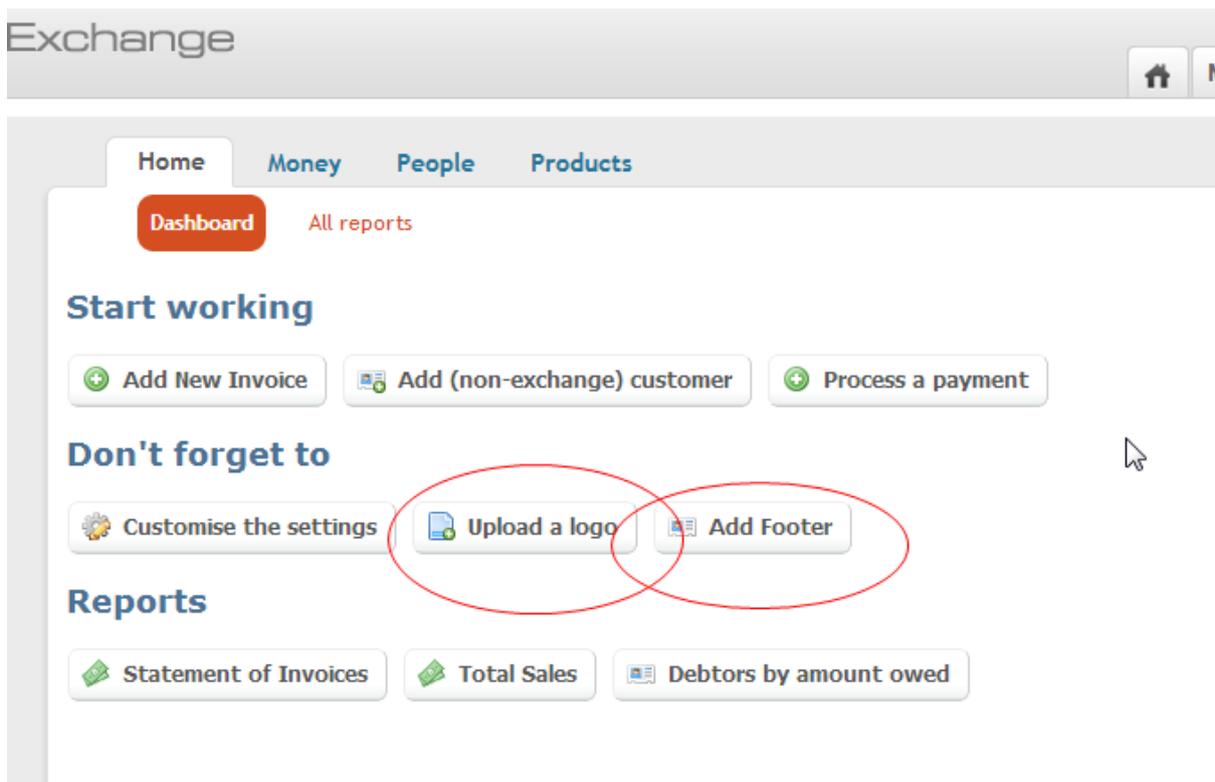


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- ii) Click on the 'Home' link in the Accounting module



- iii) Click on 'Upload Logo' or 'Upload Footer'

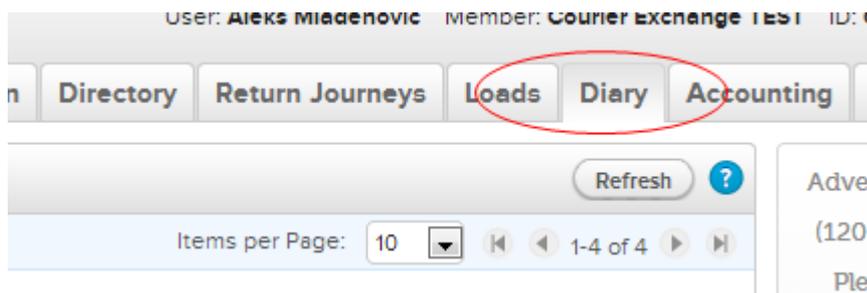


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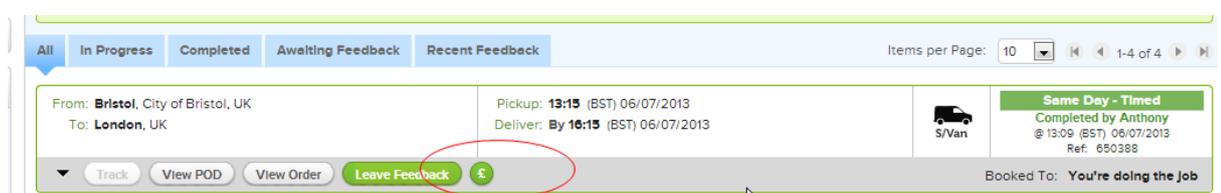
- iv) Add your Vat and company registration numbers (if applicable), upload your company logo if you have one, add any text you want to appear at the foot of your invoices

Raising an invoice for a booking which you've received

- i) Go to your Diary



- ii) Find the booking which you have received from another member, click on the '£' symbol (this will be coloured green to indicate that it's a new invoice which you are raising). The POD must be entered before you can raise an invoice.



- iii) When you click the green '£' sign, you will be taken to this page in the Accounting module, check your invoice details and click 'Save'

Money People Products Settings

New invoice Itemised Payments Sales Report All reports

Biller CX Anthony

Customer CX Cresswell Company

Date (DD-MM-YYYY) 06-07-2013

Invoice prefix 100718

Invoice ID 4

Quantity	Item	Tax	Unit Price
1	Delivery charge	VAT	110

Our Ref: 650388
Customer Ref : 650388
Date Ordered: 2013-07-06
Vehicle: Small Van
Picked up from: Bristol, City of Bristol, UK
Pick up on: 13:30 06 Jul 2013
Delivered to : London, UK
On: 06 Jul 2013 at 16:15
Received by : John Smith
Left at: RECEIVING_DEPARTMENT
Comments:

Add additional items

The first time that you use the system it will ask you to specify what you want your first invoice number to be

Add additional items if required such as tolls

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- iv) Here's your completed invoice – you can now export it to Excel, PDF, Word and also email it straight from here

The screenshot shows a web interface for managing invoices. At the top, there are navigation tabs: Home, Money, People, Products, and Settings. Below these are sub-tabs: Invoices, Quick View, New invoice, Payments, Sales Report, and All reports. A yellow action bar contains buttons for Edit, Process Payment, Export to PDF, Export as .xls, Export as .doc, and Email. The 'Export to PDF', 'Export as .xls', and 'Email' buttons are circled in red. Below the action bar is the 'Invoice Summary' section, which includes fields for Invoice No., Invoice date, Payment date, CX Terms ID, and Booking Reference. It also lists the Biller (CX Anthony) and Customer (CX Cresswell Company). A table of items follows, with columns for Qty, Item, Unit Cost, and Price. The table shows one item: 'Delivery charge' with a unit cost of £110.00 and a price of £110.00. Below the table is a 'Notes' section and a summary of the invoice total: Sub total £110.00, VAT £22.00, and Invoice Amount £132.00.

Qty	Item	Unit Cost	Price
1	Delivery charge Description: Our Ref: 650...	£110.00	£110.00

Notes:

Sub total £110.00
VAT £22.00
Invoice Amount £132.00

- v) the '£' sign in the Diary booking is now greyed out to show that you've raised an invoice for this job

The screenshot shows a 'Diary at 13:29' interface. It includes navigation tabs for My Location, Directory, Return Journeys, and Loads. The main content area shows a booking for 'Diary at 13:29' with options for Jobs Sub-contracted and Our Bookings. The booking details include: From: Bristol, City of Bristol, UK; To: London, UK; Pickup: 13:15 (BST) 06/07/2013; Deliver: By 16:15 (BST) 06/07/2013. The booking is marked as 'Completed' and 'Same Day'. A 'Leave Feedback' button and a greyed-out '£' symbol are circled in red. The booking is booked to 'You'.

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Mark the invoice as paid, re-print / emailing the invoice, reports etc

Return to the 'Accounting' section and you will see that all your invoices are listed – the 'actions' column allows you to mark invoices as paid, email, print etc. There is also the ability to filter invoices according to whether they have been paid or are due, and run a range of reports.

The screenshot shows the Exchange software interface. At the top, there is a navigation bar with 'Accounting' highlighted. Below this, there are tabs for 'Home', 'Money', 'People', and 'Products'. The 'Invoices' section is active, showing a 'New invoice' button and a filter bar with 'Due', 'Paid', 'Draft', and 'Real' options. A date filter is set from 01-01-2013 to 31-12-2013. Below the filter bar is a table of invoices with columns for Actions, ID, Biller, Customer, Date, Total, Owing, and Due date. The 'Actions' column for each row contains icons for print, email, and status change. The table shows four invoices from CX Anthony, all dated 5 Jul 2013. The status of the invoices is 132, 300, 118.8, and 30 respectively. The due dates are 2013-08-30, 2013-09-03, 2013-08-30, and 2013-08-30. The page number is 1 of 1, and it displays 1 to 4 of 4 items.

Actions	ID	Biller	Customer	Date	Total	Owing	Due date
  	Invoice 100718-4	CX Anthony	CX Cresswell Company ID	6 Jul 2013	132	132	2013-08-30
  	Invoice 100718-3	CX Anthony	CX Cresswell Company ID	5 Jul 2013	300	300	2013-09-03
  	Invoice 100718-2	CX Anthony	CX Cresswell Company ID	5 Jul 2013	118.8	118.8	2013-08-30
  	Invoice 100718-1	CX Anthony	CX Cresswell Company ID	5 Jul 2013	30	30	2013-08-30

For further information, please contact our Support team

Details correct as of July 6th 2013