



Crown Data Systems

Quick Start Guide

Crown Data Systems Freight Manager Billing Cycle Procedures

This document is intended to demonstrate procedures that can be implemented to establish a periodic billing cycle with the Crown Freight Manager. The procedures described are not cast in stone – they may be adapted to different situations. The intent is to detail the billing and posting functions in the program.

For this example, we will demonstrate a weekly billing cycle where shipments from Monday through Sunday are invoiced on Monday.

We will be billing for all shipments completed before Monday, April 04, 2005. We will be printing and dating the invoices on Monday, April 04, 2005.

1) ***Print Journals*** – We recommend printing the following reports prior to printing invoices:

a. Unposted Invoice Report – This report will show all unposted invoices in the system, and show whether they have been posted or are in the batch to be posted. It is important to verify that the dates on the invoices are correct. Often a date can be mistyped and cause problems balancing totals for a period. You should usually choose to print all unposted invoices.

b. Payments Journal / Credit Journal – these reports will show all unposted payments and credits. Verify that the amounts are correct, and pay close attention to the dates. Again – mistyped dates will cause problems.

2) ***Print Invoices*** – Done from the Billing Screen by going to Process→Print Batch Invoices, although the invoices can be printed individually from the billing menu. There is an option to separate shipments based on the service date, allowing you to separate shipments from one month to the next, and separate at the end of the year.

This screen controls the batch invoice printing process:

Batch Print Invoices

Billing Cycle: WEEKLY Terminal: BUF

Print all Invoices Marked as Batched

Print Invoices with an Invoice Date On or Before
04/04/2005

When the Invoice Prints, Change Invoice Date To:
04/04/2005

Print backup paperwork behind the invoice

Print Close

Enter information in the fields as follows:

- 1) Choose the billing cycle. You may set up as many billing cycles as you like – e.g. Daily, Weekly, Bimonthly, etc.
- 2) Choose the terminal.
- 3) Choose a date range:

Choose Print All Invoices Marked as Batched

-OR-

Choose a cut-off date for printing the invoices

- 4) When Invoice prints, change the invoice date to 04/14/2005 – This insures that all printed invoices will be dated correctly.
- 5) Copies of the backup paperwork (If Available) can be printed with the invoice.

3) **Review/Audit Invoices** – now you should check the invoices and insure that the charges are correct, and everything is dated correctly. If you change an invoice, simply re-print it from the billing screen. Usually the paperwork is matched to the invoice at this point.

4) **Post Invoices** - When you are sure the invoices are correct, you should post the invoices. **Remember** – once posted, invoices and payments cannot be changed. You will have to change invoice amounts by adjustments and credits. You may want to re-print the unposted journals again for your files if you have changed information.

From the Billing Screen, select Process→Batch Post to access the following screen:

Batch Post Invoices and Payments

Post Invoices Run Post

Post Payments Cancel

Billing Cycle: (Choose).. Terminal: ALL Company: ALL

Post Invoices/Payments From 01/01/1900 To 04/04/2005

Normally you would leave the begin date at 01/01/1900 to include all previously unposted invoices, and the end date to be the end of the period. The system will only post invoices that have been printed. Choose the terminal and billing cycle as you did when printing invoices and check Post Invoices. Normally you will check Post Payments, which will post any payments you entered during the week.

5) **Print Reports** – Now your activity for the week is posted, and will appear on your management reports. You will probably develop your own profile of weekly and monthly reports to print. We suggest the following:

- a. Accounts Receivable Report – this report is very useful for auditing from week to week. Print the report to Show Current Open Balance, and set the date range to reflect the period you just invoiced –

03/28/2003 to 04/03/2003.

The report lists all invoices for the date range specified, as well as all payments and credits. The right column indicates the total open balance for each customer. We suggest that you check the following: take the open balance from last week's report. That amount plus this period's invoices less this period's payments and credits should equal this week's open balance. If not, something is amiss – usually an invoice or payment has been posted to the wrong period.

b. You may want to print the invoice register and selected management reports weekly.

c. Print the Account Aging/Collections reports monthly to use in collections activities. The system will print customized dunning letters for you.

Browse through the many reports in the system. You will develop your own portfolio of reports that you print at various intervals to keep tabs on your business.