

Quickbooks Invoice Export

We are pleased to announce a major feature for accounting departments. It is now possible to batch export customer invoices to Quickbooks, saving a considerable amount of time taking and error prone manual work.

One of the most complex issues accountants struggle with when it comes to integrating Quickbooks with our system is the handling of taxes. Shipping taxes in Canada are not flat applications of local provincial law which makes it impossible for Quickbooks to apply its own automatic taxation rules. Using our export system makes this trivial as taxes are pre-calculated and entered directly into the appropriate tax accounts.

This tutorial will introduce the Quickbooks Export feature and guide you through configuration.

Configuring Quickbooks

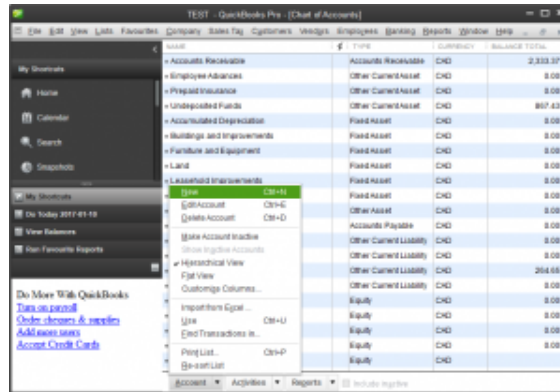
When invoices are created in Quickbooks there are two elements to consider. We will not be itemizing the contents of the Noviship invoice, just the total amount and the taxes. The pre-tax total on the invoice will be associated with a single Quickbooks account and invoice item.

Invoice Account

You will need to know which account invoices will be posted to. Typically this is "Accounts Receivable" but your configuration may differ. Check your **Chart of Accounts** for the name.

Sales Account

Next you will need to have a suitable Account for the sales portion of the invoices. Typically the Account would be labelled something like "Sales". To set up a sales account, go to **Lists | Chart of Accounts** and find a suitable account or create a new one.



Adding an account in Quickbooks (Lists | Chart of Accounts | New)

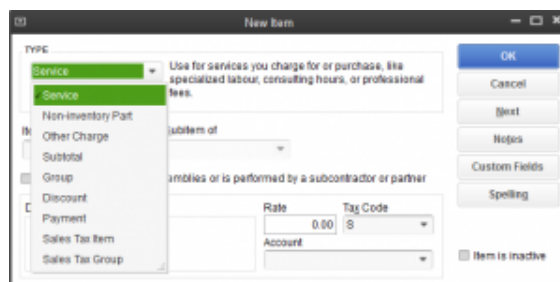
You should use an “Income” type account to represent sales but the rest of the configuration is up to you.



Creating a new Account

Sales Item

Next you should ensure you have a suitable item to match to the sales part of the invoice. You can do this by viewing your item list (**Lists | Item List**) and determining which one to use or if you need to create a new item.



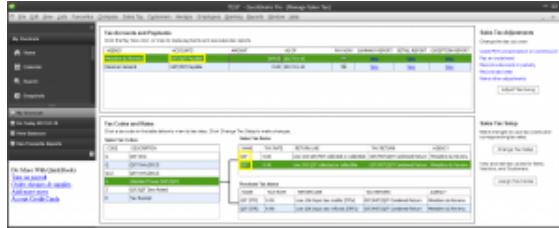
New Item

The item type should be “Service” but that’s not critical, and you should associate it with the sales account you selected earlier.

Quickbooks Tax Setup

Because Noviship will enter the sales tax items directly (rather than have Quickbooks calculate them) you will need to be familiar with the tax items and accounts.

You can view your tax setup by going to Sales Tax | Manage Sales Tax.



Viewing your Sales Tax Configuration

For each tax line item in an invoice, Noviship will need to match it to three things in Quickbooks: the **Agency**, the **Tax Account** and the **Tax Item**.

Note in the screenshot that the Agency, Accounts and the Sales Tax Item Names are highlighted. The Agency determines the format of the sales tax return and your choice will depend on your province. In Quebec, for example, sales tax is remitted to the Ministère du Revenu for both federal and provincial tax.

Setting up Noviship

To configure Noviship to export Quickbooks data, log in to your operating account (ensure you are not impersonating a customer) and go to **Home | Preferences | Quickbooks**.

Administration Home Create Shipment Quick Quote

Preferences Quickbooks

Rule #1

Currency
- Any Currency -

Invoice Account
The name of the account to which invoices are posted. Typically this is "Accounts Receivable" in your Chart of Accounts.

Sales Account
The name of the account to which sales are posted. Typically this is "Shipment Sales" in your Chart of Accounts.

Sales Invoice Item
The item name for sales. Typically this is "Shipment" in your Item List.

Quickbooks Configuration

The Quickbooks configuration comprises a number of rules, one per currency. If you operate a single currency business then you can use only one rule and leave the currency as “Any Currency”.

In the “Invoice Account”, “Sales Account” and “Sales Invoice Item” fields enter the Invoice Account, Sales Account and Sales Item you selected in Quickbooks earlier. Ensure the spelling and formatting is exactly the same.

Next you will need to match each **Sales Tax** to the appropriate account in Quickbooks.

GST

Tax Account
The name of the account to which this tax is posted. Typically this is "Taxes Payable" in your Chart of Accounts.

Tax Agency
The name of the Tax Agency to which tax is remitted. This is configured in Manage Sales Tax.

Tax Item
The name of the Tax Item associated with this tax code. This item appears in your Item List and is typically the name of the tax.

Sales Tax Setup

For each Sales Tax, match the “Tax Account”, “Tax Agency” and “Tax Item” to the names you selected in Quickbooks earlier. Again ensure the spelling is an exact match (copy and paste if you can).

Once you have completed this form, submit the changes to activate the Quickbooks Export feature.

Customer Names

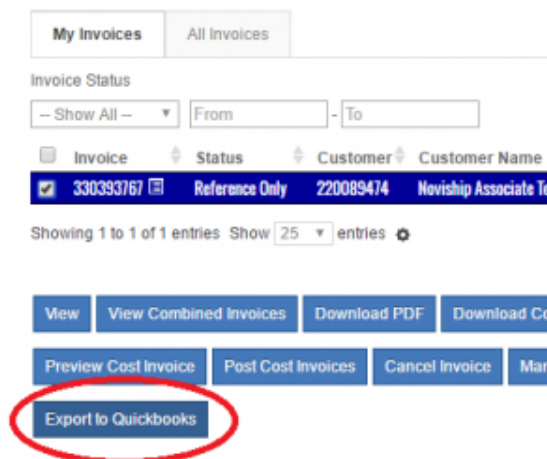
When exporting an invoice, Noviship will include the customer data necessary to create a Customer Account in Quickbooks if one does not exist. If you already have customer accounts in Quickbooks, it is possible that you have different names compared to the accounts in Noviship. In Noviship you can (optionally) enter an Accounting Name (**Administration | Customers | Edit** and set the **Accounting Name** field.

Accounting Name

If this field is blank, the system will simply use the regular customer name.

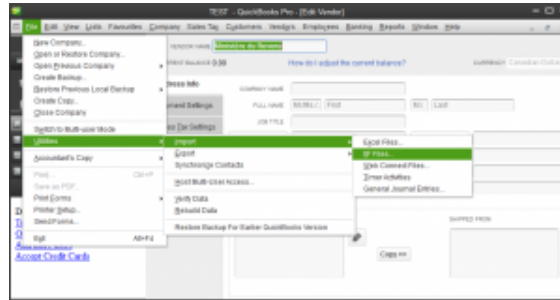
Exporting an Invoice

Go to **Administration | Invoices** and simply select (check) the invoices you wish to export. Then click the button named “Export to Quickbooks” to produce a **Quickbooks IIF** file.



Export to Quickbooks

This file can be imported into Quickbooks via **File | Utilities | Import | IIF Files...**

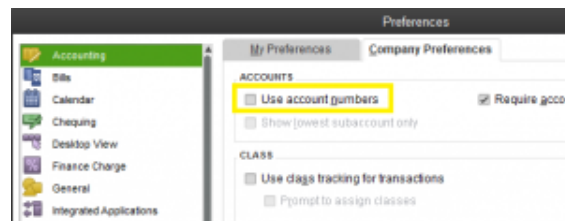


Import IIF

This process will import the selected invoices and also, if necessary, create the matching customer accounts using Noviship customer data.

Notice

Important: You must disable “Use account numbers” in the Quickbooks Company Preferences. Quickbooks will be unable to match our data to existing accounts otherwise due to a limitation in the Quickbooks importer.



Disable Use Account Numbers

Important: Quickbooks allows you to have accounts that are sub-accounts of other accounts. You cannot do this for any of the accounts in this guide. The Invoice Account, Sales Account, Sales Item and Tax Accounts must all be at the root - i.e. they cannot be sub-accounts.

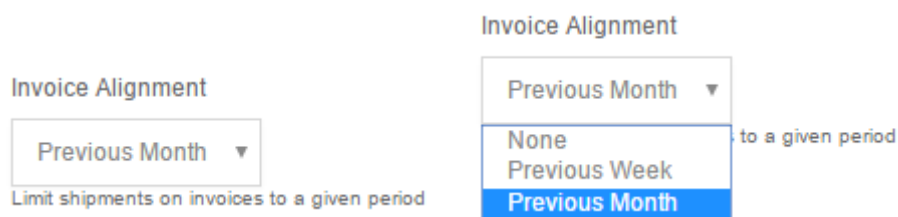
Invoice Alignment

Invoice Alignment is our term for limiting the contents of an invoice to a

particular period. Typically you would use this when a customer only wants shipments for one month at a time on their invoices.

For example, if your customer wants an invoice in July that only has June shipments in it, even though they have billable July shipments, you would use this feature.

This is a per-customer setting so you edit it in the Customer Properties.



Setting Invoice Alignment to **None** has no effect. Setting it to **Previous Week** means that the shipment date *must not be in the current week* in order to appear on the invoice. Shipments older than the previous week will appear so this cut-off only affects the most recent shipments. Setting it to **Previous Month** has a similar effect but the cut-off date is pushed back to the end of the last calendar month.

[Batch Shipments](#)

Our interface has been designed primarily around creating and submitting a single shipment at a time. However for heavier users it is useful to process multiple shipments at once. Some users will regularly have a list of shipments that need to be submitted that has been produced by another system. In this document we will introduce a new feature aimed at addressing these cases.

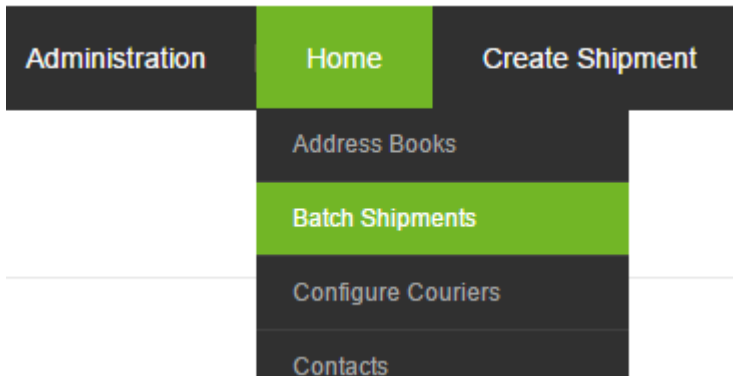
What are Batch Shipments?

Each shipment in our system can be viewed and processed independently. However, shipments can also exist in containers called “Batch Shipments”.

Working with shipments inside a batch allows one to modify, quote, ship and void multiple shipments at once.

In addition it is possible to import shipments into a batch from a CSV file which can be useful for integration with external order systems.

You can access the Batch Shipments through **Home | Batch Shipments**



During development this menu option is only available to partners but the URLs (/batch/new, /batch/1) are available to all shippers.

When you create a new Batch you will see the Batch Shipment page.

Batch Shipment - 8

A screenshot of the Batch Shipment page interface. The page has a white background with a grey header bar. Below the header bar, there is a section titled 'Batch Shipment - 8'. The main content area is divided into three sections: 'BATCH OPTIONS', 'BATCH STATUS', and 'SHIPMENTS'. The 'BATCH OPTIONS' section contains three dropdown menus: 'Shipment Date', 'Packaging Type', and 'Units'. The 'BATCH STATUS' section contains a table with the following data: Total Shipments 0, Quoted 0, Manifested 0, In-Transit 0, Delivered 0, Exceptions 0, and Void 0. The 'SHIPMENTS' section contains a table with two columns: 'Shipper Attn' and 'Shipper Company'. Below the table, there are two rows of buttons: the first row contains 'ADD SHIPMENT', 'IMPORT', 'QUOTE', 'SUBMIT', 'VOID', and 'DELETE'; the second row contains 'DOWNLOAD WAYBILLS' and 'EXPORT'.

An empty batch shipment

You can now add shipments to this batch in two ways:

Manual Entry

Click “Add Shipment” to add a shipment to the batch. When you click the button a new row will be added and you can edit the fields directly. Note that not all shipment fields are currently available in this interface but you can treat each shipment as a regular individual shipment by clicking on the **Shipment Number** (the first item in the row).

Importing from a CSV file

If you have a flat file consisting of one row per shipment, you can import it into the batch by clicking on “Import”. When you do this you will be asked to upload the file.

Batch Shipment Import

Use a Saved Field Map ▼

Search:

| <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|-------------------------------------|----------------------|----------------------|--------------------------|----------------------|----------------------|
| <input checked="" type="checkbox"/> | destination_attn | destination_company | destination_street1 | destination_city | des |
| <input checked="" type="checkbox"/> | Ronald Ferguson | Yambee | 96405 Almo Way | Bloomington | IN |
| <input checked="" type="checkbox"/> | Steven Powell | Rhyloo | 4811 Oneill Place | Bradenton | FL |
| <input checked="" type="checkbox"/> | Kevin Brooks | Meejo | 34 Anhalt Road | Little Rock | AR |
| <input checked="" type="checkbox"/> | Joan Griffin | Blogtags | 84 Magdeline Alley | Phoenix | AZ |
| <input checked="" type="checkbox"/> | Stephanie Cook | Wikizz | 353 Granby Center | Fresno | CA |
| <input checked="" type="checkbox"/> | Amy Welch | Dynava | 7 Anzinger Circle | Trenton | NJ |
| <input checked="" type="checkbox"/> | Steve Fox | Skynoodle | 7808 Fisk Court | Fairfax | VA |
| <input checked="" type="checkbox"/> | Gary Bradley | Agimba | 2489 Mifflin Crossing | Van Nuys | CA |
| <input checked="" type="checkbox"/> | Antonio Perry | Roomm | 89 Blackbird Center | Indianapolis | IN |
| <input checked="" type="checkbox"/> | Michelle Peters | Dynabox | 7 Merchant Terrace | Atlanta | GA |
| <input checked="" type="checkbox"/> | Douglas Myers | Skynoodle | 151 Golf Trail | Portland | OR |
| <input checked="" type="checkbox"/> | Marilyn Ryan | Jaxnation | 15553 Hovde Place | Oakland | CA |
| <input checked="" type="checkbox"/> | Cynthia Ford | Oyoyo | 2845 Monica Parkway | Pensacola | FL |
| <input checked="" type="checkbox"/> | Sharon Phillips | Demimbu | 330 Messerschmidt Point | Waterbury | CT |
| <input checked="" type="checkbox"/> | Dorothy Pierce | Tanoodle | 1 Lakewood Gardens Drive | Cincinnati | OH |
| <input checked="" type="checkbox"/> | Russell Tucker | Bluezoom | 460 Sundown Lane | Dallas | TX |

Importing a CSV file containing multiple shipments

The interface that appears once you upload the CSV file allows you to assign a meaning (field) to each column. You do this by scrolling to the column of interest

and selecting a field from the drop down box at the top of the column.

Each shipment you import will have the default shipper and consignee according to the user account that owns the batch. (The owner is the user account that created the batch.) Therefore you only need to import the columns that contain non-default data - typically the consignee address and package weight.

Saving your Field Map

If you do this import regularly you can save the map you have created by clicking “Save Map” and giving it a name. After that you can click “Use a Saved Field Map” to retrieve it in future batch shipments.

| Consignee Street 1 | Consignee City | Consignee Province/State/County | Consignee Postal Code / ZIP |
|----------------------|------------------|---------------------------------|-----------------------------|
| destination_street1 | destination_city | destination_state | destination_zip |
| 96405 Almo Way | Bloomington | IN | 47405 |
| 4811 Oneill Place | Bradenton | FL | 34282 |
| 34 Anhalt Road | | | 72222 |
| 84 Magdeline Alley | | | 85062 |
| 353 Granby Center | | | 93794 |
| 7 Anzinger Circle | | | 08608 |
| 7808 Fisk Court | | | 22036 |
| 2489 Miffin Crossing | | | 91406 |
| 89 Blackbird Center | Indianapolis | IN | 46247 |
| 7 Merchant Terrace | Atlanta | GA | 30316 |
| 151 Galf Trail | Portland | OR | 97240 |

Enter a label to describe this field map

OK Cancel

Saving the column assignments in a customer account makes regular batch imports much quicker

If the CSV file you imported includes a header, remember to de-select that row. Once ready you can click “Import Selection” to create the shipments.

Batch Shipment Import

Use a Saved Field Map ▼ Search:

| <input checked="" type="checkbox"/> | Consignee Attn | Consignee Company Name | Consignee Street 1 | Consignee City | Cons |
|-------------------------------------|------------------|------------------------|--------------------------|------------------|------|
| <input type="checkbox"/> | destination_attn | destination_company | destination_street1 | destination_city | des |
| <input checked="" type="checkbox"/> | Ronald Ferguson | Yambee | 96405 Almo Way | Bloomington | IN |
| <input checked="" type="checkbox"/> | Steven Powell | Rhyloo | 4811 Oneill Place | Bradenton | FL |
| <input checked="" type="checkbox"/> | Kevin Brooks | Meejo | 34 Anhalt Road | Little Rock | AR |
| <input checked="" type="checkbox"/> | Joan Griffin | Blogtags | 84 Mandelina Alley | Phoenix | AZ |
| <input checked="" type="checkbox"/> | Stephanie Cook | Wikizz | | Fresno | CA |
| <input checked="" type="checkbox"/> | Amy Welch | Dynava | | Trenton | NJ |
| <input checked="" type="checkbox"/> | Steve Fox | Skynoodle | | Fairfax | VA |
| <input checked="" type="checkbox"/> | Gary Bradley | Agimba | | Van Nuys | CA |
| <input checked="" type="checkbox"/> | Antonio Perry | Roomm | | Indianapolis | IN |
| <input checked="" type="checkbox"/> | Michelle Peters | Dynabox | | Atlanta | GA |
| <input checked="" type="checkbox"/> | Douglas Myers | Skynoodle | | Portland | OR |
| <input checked="" type="checkbox"/> | Marilyn Ryan | Jaxnation | 15553 Hovde Place | Oakland | CA |
| <input checked="" type="checkbox"/> | Cynthia Ford | Oyoyo | 2845 Monica Parkway | Pensacola | FL |
| <input checked="" type="checkbox"/> | Sharon Phillips | Demimbu | 330 Messerschmidt Point | Waterbury | CT |
| <input checked="" type="checkbox"/> | Dorothy Pierce | Tanoodle | 1 Lakewood Gardens Drive | Cincinnati | OH |
| <input checked="" type="checkbox"/> | Russell Tucker | Bluezoom | 460 Sundown Lane | Dallas | TX |
| <input checked="" type="checkbox"/> | Helen Matthews | Buzzbean | 427 Cottonwood Drive | Albany | NY |
| <input checked="" type="checkbox"/> | Roger Richardson | Avavee | 40 Barnett Court | Washington | DC |

Importing Addresses ✕

Please Wait...

Click Import Selection to import the selected shipment rows

When you have finished importing the shipments you can click “Return to Batch” to return to the batch shipment editor.

Editing Shipments

Each row in the Batch Shipment Editor can be modified. If you enter data into the column header it is applied to all shipments in the batch.

Quoting Shipments

When your shipments are ready you can check them and click “Quote” to retrieve quotes.


BATCH STATUS

Total Shipments **51** Quoted **5** Manifested **0**
 In-Transit **0** Delivered **0** Exceptions **0** Void **0**

SHIPMENTS

| | Shipment ID | Status | Shipper Attn | Shipper Company |
|-------------------------------------|-------------|--------|--------------|---------------------------|
| <input checked="" type="checkbox"/> | 442982078 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982089 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982100 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982111 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982122 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982133 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982144 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982155 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982166 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982177 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982188 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982199 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982210 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982221 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982232 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982243 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |
| <input checked="" type="checkbox"/> | 442982254 | QUOTED | ELRIC PEDDER | NOVISHIP CUSTOMER TESTING |

Quoting in progress...



Cancel

Quoting Shipments

Each shipment that has been quoted will have the quote options displayed in the last column. By default the cheapest quote is selected.

Submitting Shipments

Once a shipment has been quoted you can “Submit” it which means it will become manifested and the waybills will be generated.

Each manifested shipment will have an icon beside the shipment status which provides access to the documents (waybills, manifests, etc).

BATCH OPTIONS

Shipment Date **2016-04-06** Packaging Type **Courier Provided Envelope** Units **Imperial**

BATCH STATUS

Total Shipments **202** Quoted **199** Manifested **3**
In-Transit **0** Delivered **0** Exceptions **0** Void **0**

SHIPMENTS

| | | Shipper Attn | Shipper Company |
|--------------------------|-----------|--------------|------------------|
| <input type="checkbox"/> | 440101750 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101761 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101772 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101783 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101794 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101805 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101816 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101827 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101838 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101849 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101860 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101871 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101882 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101893 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101904 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101915 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101926 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101937 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101948 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101959 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101970 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101981 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440101992 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440102003 | JOHN SMITH | NOVISHIP TESTING |
| <input type="checkbox"/> | 440102014 | JOHN SMITH | NOVISHIP TESTING |

Waybills and other Documents
1. Label #123456789012

- ADD SHIPMENT
- IMPORT
- QUOTE
- SUBMIT
- VOID
- DELETE
- DOWNLOAD WAYBILLS
- EXPORT

Access shipment documents by clicking on the document icon

You can also click “Download Waybills” to retrieve a single PDF containing every waybill for the shipments in this batch.

Exporting Data

The “Export” button produces a CSV file with data for each shipment, including status and tracking number.

De-Caching Invoices

Although invoices are, effectively, just a collection of transactions (see [Invoicing Concepts](#) for some background) the underlying data can change. For example, customer specific data (such as the customer's address) could be modified.

Shipment details can also change over time. However once you "post" an invoice the created PDF is static. Even if you change the customer's address, when you download a posted invoice it looks exactly as it did when you posted it.

This can be a useful element in transactional accounting as the document is unchanging. However if a customer asks you to re-print their invoice with a different address you would be faced with having to cancel the invoice and produce a new one.

We have now introduced the concept of "de-caching" invoices. When an invoice is de-cached it means we eliminate the PDF and the next time it is downloaded or viewed the PDF must be re-constructed with the latest data.

| | | | | |
|---------------|------------|----------|----------|-----|
| | 2016-01-18 | \$109.22 | \$109.22 | CAD |
| ATION | 2016-01-18 | \$417.40 | \$447.26 | CAD |
| | 2016-01-18 | \$405.09 | \$407.96 | CAD |
| INTERNATIONAL | 2016-01-18 | \$108.76 | \$120.48 | CAD |

First Previous 1 2 3 4 5 ... 572 Next Last Export

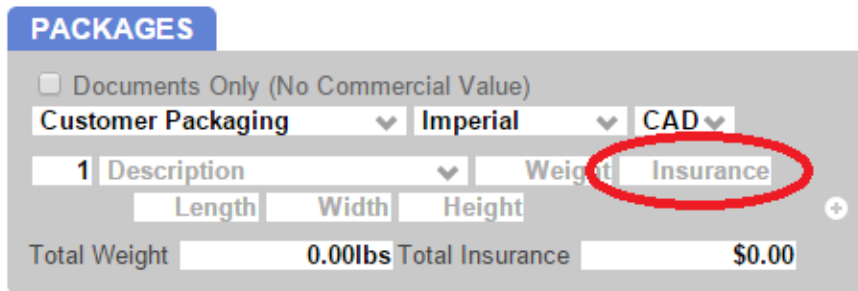
Load Combined PDF Export Transactions Download Invoice List Email Invoice

Mark Billed Mark Reference Mark Active Mark Paid **De-Cache**

Invoice De-Cache Command

Insurance Provisions

Many carriers provide an optional insurance service and customers can take advantage of this service by specifying the value of the items in the package insurance field.



The image shows a software interface for managing packages. At the top, there is a blue tab labeled 'PACKAGES'. Below the tab, there is a checkbox for 'Documents Only (No Commercial Value)'. Underneath, there are three dropdown menus: 'Customer Packaging' (set to 'Customer Packaging'), 'Imperial' (set to 'Imperial'), and 'CAD' (set to 'CAD'). Below these are several input fields: a quantity field with '1', a 'Description' dropdown, a 'Weight' field, and an 'Insurance' field which is circled in red. Below the 'Insurance' field are three smaller input fields for 'Length', 'Width', and 'Height'. At the bottom of the form, there are two summary fields: 'Total Weight' with the value '0.00lbs' and 'Total Insurance' with the value '\$0.00'.

Package Insurance Field

This information is passed to the carrier during quoting and if insurance is available the price will be included in the quote.

Carrier insurance is typically expensive compared to third-party insurance and account holders often receive no discounts. This provides an opportunity to benefit (and profit) from third-party services.

Insurance Provisions

Multiple Insurance Provisions can be created representing multiple third-party insurance providers or differing configurations/pricing schedules for the same provider. The provision defines properties such as the limits, minimum charge, currency and the premium rates.

Description
Marsh Insurance

Caption
Insurance
This text will appear on the customer charge breakdown

Customer Group
DLVRD Logistics

Currency
CAD - Canadian Dollar
This is the currency in which the premiums are calculated. The result will be converted to the customer currency for pricing.

Customer Charge Formula

| | | | | | | | | | | |
|----------------|------|----------------|------|-------------|------|----------------|------|--------------|------|---|
| Minimum Amount | 0 | Maximum Amount | 9999 | Base Charge | 0 | Minimum Charge | 10 | Premium Rate | 0.02 | % |
| Minimum Amount | 0.00 | Maximum Amount | 0.00 | Base Charge | 0.00 | Minimum Charge | 0.00 | Premium Rate | 0.00 | % |
| Minimum Amount | 0.00 | Maximum Amount | 0.00 | Base Charge | 0.00 | Minimum Charge | 0.00 | Premium Rate | 0.00 | % |
| Minimum Amount | 0.00 | Maximum Amount | 0.00 | Base Charge | 0.00 | Minimum Charge | 0.00 | Premium Rate | 0.00 | % |
| Minimum Amount | 0.00 | Maximum Amount | 0.00 | Base Charge | 0.00 | Minimum Charge | 0.00 | Premium Rate | 0.00 | % |

Categories

Category #1

ID
GENERAL
A short unique identifier for this category (e.g. JEWELRY/ART)

Allowed
Unchecking this will prevent the user from selecting this category

Caption
General Merchandise (New/Used/Refurbished)
The description shown to the customer in the category list

Maximum allowable value for this category
9999.99
This is the maximum requested insurance value that can be covered in this policy

Notice

Break-bulk, flat rack or open top container shipments excluding rust, oxidization, discoloration, scratching, chipping, denting or marring, unless caused by an insured peril.

IF the goods are Used/Refurbished, the following conditions also apply:

- Excluding rust, oxidization, discoloration, scratching, chipping, denting and marring, unless caused by an insured peril.
- Excluding mechanical and/or electrical derangement, unless caused by an insured peril.
- Subject to the Second-Hand Replacement Clause: In the event of claim for loss or damage to any part of the insured interest in consequence of a peril covered by the Policy, the amount recoverable hereunder shall not exceed such proportion of the cost of replacement of the parts lost or damaged as the insured value bears of the value of new machinery plus additional charges for forwarding and refitting the new part or parts if incurred.

This is the detailed notice presented to the customer when this category is chosen

Insurance Provision Configuration

Each customer can be assigned to a specific Insurance Provision or none (i.e. insurance is provided by the carrier if available). Once assigned to a provision, all requests for insurance will be processed using the configuration defined for the insurance provision.

Each customer can also have an insurance premium value. If empty or zero, the premium calculated in the provision is used. If the number is positive, this is the premium (e.g. "2" is 2% of the insurance value). If negative, this is a percentage discount on the calculated premium. Regardless of this value, if the insurance provision has a minimum fee this will override the customer specific premium.

Insurance Category

When a shipment is being prepared and the insurance requested changes from zero for a customer assigned to a provision, the "Insurance" section will appear.

In this section the customer is asked to select an Insurance Category.

PACKAGES

Documents Only (No Commercial Value)

Customer Packaging **Imperial** CAD

| Qty | Description | 5lbs | \$1000.00 |
|-----|-------------|------|-----------|
| 1 | 5" 5" 5" | | |

Total Weight **5.00lbs** Total Insurance **\$1000.00**

INSURANCE

Category **Select an insurance category**

- Select an insurance category
- General Merchandise (New/Used/Refurbished)
- Glass, Ceramics, Marble, Granite, Tiles, Pottery and Other Similar Breakables
- Hand Held Electronic Devices/Gaming Devices/Laptops/Tablets/Cell Phones and Other Portable Communication Devices
- Antiques, Artwork and Collectables
- Radioactive/Hazardous/Restricted or Controlled Items
- Wine/Beer/Alcohol

Selecting Insurance Category

This category is used to provide the customer with details about the insurance. It does not affect the premium. However, you may configure some categories as being “Disallowed” and with this method you can prevent the customer from attempting to insure certain categories of goods.

PACKAGES

Documents Only (No Commercial Value)

Customer Packaging **Imperial** CAD

| Qty | Description | 5lbs | \$1000.00 |
|-----|-------------|------|-----------|
| 1 | 5" 5" 5" | | |

Total Weight **5.00lbs** Total Insurance **\$1000.00**

INSURANCE

Category **Radioactive/Hazardous/Restricted or Controlled**

Warranted Professionally Packed in a...
transportation of dangerous or hazard...
Subject to normal trade loss deductible.

You are not permitted to insure goods in this category

Insurance Category Disallowed

The notice is a good place to indicate restrictions and deductibles.

PACKAGES

Documents Only (No Commercial Value)

Customer Packaging **Imperial** CAD

| 1 | Description | 5lbs | \$1000.00 |
|---|-------------|------|-----------|
| | 5" 5" 5" | | |

Total Weight **5.00lbs** Total Insurance **\$1000.00**

INSURANCE

Category **General Merchandise (New/Used/Refurbished)**

Break-bulk, flat rack or open top container shipments excluding rust, oxidization, discoloration, scratching, chipping, denting or marring, unless caused by an insured peril.

IF the goods are Used/Refurbished, the following conditions also apply:

- Excluding rust, oxidization, discoloration, scratching, chipping, denting and marring, unless caused by an insured peril.
- Excluding mechanical and/or electrical derangement, unless caused by an insured peril.
- Subject to the Second-Hand Replacement Clause: In the event of claim for loss or damage to any part of the Insured interest in consequence of a peril covered by the Policy, the amount recoverable hereunder shall not exceed such proportion of the cost of replacement of the parts lost or damaged as the insured value bears of the value of new machinery plus additional charges for forwarding and refitting the new part or parts if incurred.

Insurance Category Customer Notice

Quotes

When the carrier quotes are produced a line item is added based on the insurance provision. Note that this fee is not included in the cost portion.

The image displays three shipping quotes side-by-side. The first is FedEx Ground for \$26.38 (28% off), the second is Purolator for \$27.29 (70% off), and the third is FedEx Express for \$30.25 (63% off). Below these is a detailed breakdown of the FedEx Ground quote.

| Customer View | |
|-----------------|----------------|
| Freight Cost | \$15.20 |
| Discount | -\$4.26 |
| Fuel Surcharge | \$0.44 |
| Insurance | \$15.00 |
| SubTotal | \$26.38 |
| GST @ 5% | \$1.32 |
| Total | \$27.70 |

| Partner View | | | |
|-------------------|--------------------|-------------------|--------------------|
| Account Price | | List Price | |
| Freight Cost | \$10.94 CAD | Freight Cost | \$15.20 CAD |
| FedEx Ground Fuel | \$0.44 CAD | FedEx Ground Fuel | \$0.61 CAD |
| SubTotal | \$11.38 CAD | SubTotal | \$15.81 CAD |
| GST @ 5% | \$0.57 CAD | GST @ 5% | \$0.79 CAD |
| Total | \$11.95 CAD | Total | \$16.60 CAD |

Insurance Charge in Quote

Resellers

At this time it is not possible to grant a different insurance premium to resellers.

Credit Notes

Today we introduced the concept of Credit Notes. A Credit Note is simply a negative invoice. Unless activated on a customer group or a customer account, negative invoices are not possible.

To enable credit notes go to the customer account and enable the checkbox.

This number or code can be used to match a customer to external records

Billing Option

▼
Type of invoicing for this customer

Enable Credit Notes
This option allows negative invoices to be posted in the form of credit notes. Otherwise credits are carried forward to the next invoice.

Customer Fuel Rate

Without credit notes enabled, a negative invoice looks like this:

INVOICE

Date: 2015-Oct-01
Invoice #: 330000000
Customer #: 220082885
Page: 1 of 1
Shipments: 1

| |
|----|
| To |
|----|

GST# 851226795
QST# 1213156647
HST# 851226795

| Date | Shipment | Description | Net | Gross |
|------------|-----------|--|----------------------|--------|
| 2015-04-08 | 440603361 | FedEx International Priority (780470989860) #729207837 | -33.05 | -33.05 |
| 2015-10-01 | | Credit Carried Forward | 33.05 | 33.05 |
| | | | SubTotal | 0.00 |
| | | | TOTAL (CAD) | 33.05 |
| | | | Credits and Payments | -33.05 |
| | | | DUE NOW (CAD) | 0.00 |

Notice that the only content on the invoice was negative, resulting in a **Carry Forward** transaction bringing the total to zero. When posting a negative invoice, a positive carry transaction is attached to the invoice and a detached negative carry transaction is added to the invoicee's account. In effect, the carry forward is applied to future invoices.

There will be cases, however, where it is necessary to issue a credit note. Enabling the credit note results in this invoice:

CREDIT NOTE

Date: 2015-Oct-01
Invoice #: 330000000
Customer #: 220082885
Page: 1 of 1
Shipments: 1

GST# 851226795
QST# 1213156647
HST# 851226795

| description | Net | Gross |
|-----------------------|----------------------|--------|
| 170989860) #729207837 | -33.05 | -33.05 |
| | SubTotal | -33.05 |
| | TOTAL (CAD) | 0.00 |
| | Credits and Payments | -33.05 |
| | DUE NOW (CAD) | -33.05 |

Note that the title changes to **Credit Note** and the total can now be negative.

Select Invoices

A new feature introduced today is the ability to construct invoices with specific transactions on them and nothing else. Normally an invoice contains all appropriate (reconciled, approved) transactions that haven't been attached to a previous invoice.

Select Invoices are invoices that contain only Selected transactions. In Administration | Transactions you will be able to find transactions that can be selected. Note that selecting a transaction does not make it qualify for invoicing. This is simply a method to eliminate unwanted transactions from an invoice.

Begin by finding the transactions you wish to invoice. You can search by shipment number and tracking number. Check the transactions you want and click Select to mark them. A tick will appear beside the transaction number. The Unselect button reverses this.

Transactions

The screenshot shows the 'Transactions' interface. At the top, there is a search bar with '44011859' entered. Below the search bar is a table with columns: Number, Date, Invoice, Customer, Transaction Type, Category, Shipment, Courier, Courier Account, Description, and Gross Amount. Two rows are visible. The first row has a checkbox that is unchecked. The second row has a checkbox that is checked, and the transaction number '66014074' is circled in red. Below the table, there is a 'Showing 1 to 2 of 2 entries' indicator and an 'Export' button. At the bottom, there is a navigation bar with buttons: View, Enter Manual Transaction, Download Transactions, Select (circled in red), and Unselect.

| <input type="checkbox"/> | Number | Date | Invoice | Customer | Transaction Type | Category | Shipment | Courier | Courier Account | Description | Gross Amount |
|-------------------------------------|-----------|------------|-----------|------------------|------------------|----------|----------|------------|-----------------|-------------|--------------|
| <input type="checkbox"/> | 660140085 | 2014-09-09 | 330001177 | Novitraq HP Test | Shipment | Cost | 44011859 | canadapost | 4002468 | | \$11.29 |
| <input checked="" type="checkbox"/> | 66014074 | 2014-09-09 | | Novitraq HP Test | Shipment | Customer | 44011859 | | | | \$13.55 |

Once you have selected the transactions you wish to invoice, go to Administration | Reconciliation | Invoicing where you can see the invoices ready to go out. Select the customer and click Preview Select Invoice to view what this invoice will look like. When you are ready use Post Select Invoice or File Select Invoice.

Reconciliation

| | | | | | | |
|------|--------------|------------------|------------------|-------------------|-------------------|----------------------|
| Jobs | Unreconciled | Reconciled (154) | Imported (13022) | Import Status (3) | Corrections (120) | Approved Corrections |
|------|--------------|------------------|------------------|-------------------|-------------------|----------------------|

| | |
|-----------------|--------------------|
| Invoicing (168) | Cost Invoicing (4) |
|-----------------|--------------------|

All Customer Invoices Search:

| <input type="checkbox"/> Cust # | Customer | Customer Group | Invoice Amount |
|---|------------------|----------------|----------------|
| <input checked="" type="checkbox"/> 220065879 | Novitraq HP Test | Administration | \$2,653.35 CAD |

Showing 1 to 1 of 1 entries Show entries [Export](#)

[Preview Invoice](#) [Post Invoice](#) [File Invoice](#) [Preview Select Invoice](#) [Post Select Invoice](#) [File Select Invoice](#)

File a Select Invoice (Post without sending by e-mail) which permanently attaches all selected transactions to an invoice

Excluding Selected Transactions

If you want to simply remove a transaction from an invoice you can follow these steps:

1. File a Select Invoice containing only the unwanted transactions
2. File the non-Select invoice (which won't have the previously invoiced transactions)
3. Cancel the Select Invoice releasing the unwanted transactions for a future invoice

Shipment Notifications

We now have two additional e-mail notification options for shipments. These are per-shipment options that result in an e-mail being sent to the shipper and/or consignee at the time the shipment is submitted to the carrier.

SHIPMENT OPTIONS

Shipment Date

Payment ▼

Saturday Delivery

Signature Required

Customer References

Notify Shipper by Email Notify Consignee by Email

There are two types of notification covered here: **Shipper** and **Consignee**. Both messages are templates can be customised at the associate level.

The **Shipper** notification is intended to provide instructions for the shipping and will include all documents that need to be included with the shipment.

the **Consignee** notification is intended to provide the receiver of the shipment a link so they can track the shipment progress. The consignee will also be shown their address so it can be verified.

Contact Reference Field

It is now possible to use a Reference field in Address Books. Any text can be placed into this field but ideally it should be a short unique code.

Company Name

City

Contact Name *

Province

Postal Code

Country

Telephone Number *

Extension

Address *

Email Address


Tax ID

Residential Address

Reference

Enter this exact text into the search field for a shipment to retrieve this specific contact

This field serves a special purpose in that if you search using text that matches the reference field of a contact then only that contact will be shown.

CONSIGNEE 

JOE BLOGGS, EXAMPLE CORPORATION
 123 MAIN STREET, MONTREAL, Quebec H4B1Z2, Canada

Postal Code | Province

City

Street Address

Street Address

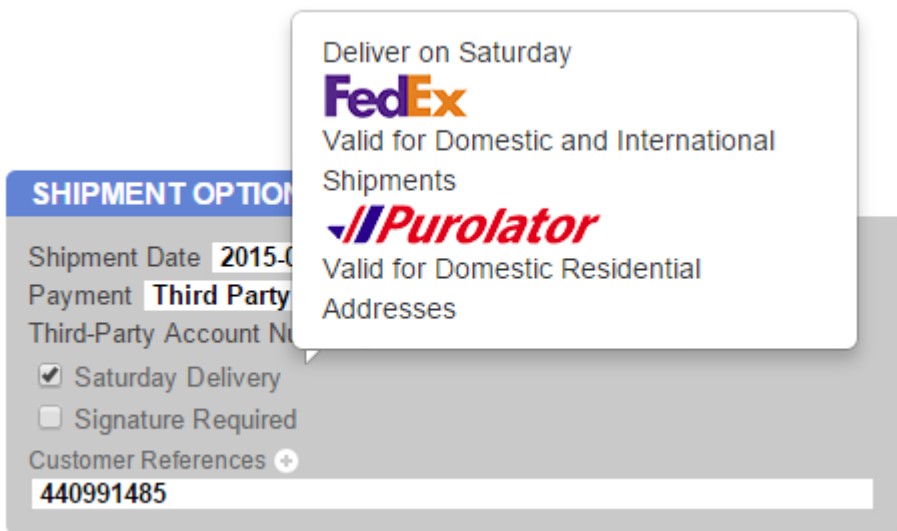
Street Address

Telephone | Email

Tax ID Residential







Saturday Delivery

Saturday Delivery has now been implemented for FedEx and Purolator with other carriers in development. This option permits the Saturday Delivery surcharge to be added where possible.



The image shows a screenshot of a shipping options form. The form has a blue header with the text "SHIPMENT OPTION". Below the header, there are several fields: "Shipment Date" with a dropdown menu showing "2015-0", "Payment" with a dropdown menu showing "Third Party", and "Third-Party Account Number". There are two checkboxes: "Saturday Delivery" which is checked, and "Signature Required" which is unchecked. Below these is a "Customer References" field with a plus sign icon and the number "440991485". A tooltip box is overlaid on the form, containing the text "Deliver on Saturday", the FedEx logo, "Valid for Domestic and International Shipments", the Purolator logo, and "Valid for Domestic Residential Addresses".

Each carrier has differing restrictions for the service so verify that it applies by looking for the surcharge in the price breakdown and checking the estimated delivery day.

| | | |
|---|---|---|
|  STANDARD \$42.91  |  GROUND U.S. \$48.18  Thursday July 30 |  INTERNATIONAL PRIORITY \$83.12  Saturday July 25 70% off |
|---|---|---|

| Customer View | | |
|--------------------------|----------------|--|
| Freight Cost | \$179.90 | 134 - REQUEST COMPLETED BY NOON IF NO CUSTOMS DELAY |
| Discount | \$105.93 | |
| Saturday delivery | \$25.00 | |
| On-call pickup | \$0.00 | |
| Fuel Surcharge | \$4.15 | |
| Total | \$83.12 | |

The waybills that are produced will clearly show the Saturday Delivery option.



DATE: 24 JUL 2015
 PIECES: 1 of/de 1
 WEIGHT/POIDS: 1 LB

40

EXP Saturday/Samedi OSNR



PUROLATOR PIN: 330496493884

EWS - PDF

Purolator's published terms and conditions of service apply - see www.purolator.com.
 Les Modalités et conditions de service publiées de Purolator s'appliquent - voir www.purolator.com.

Origin ID: YULA



J152015062803uv

BILL SENDER

Ship Date: 24JUL15
Act/Wgt: 1.00 LB
CAD: 107254984/WSCA2800

Dims: 5 X 5 X 5 IN

Delivery Address Bar Code



Ref # 440991507
Invoice #
PO #
Dept #

SATURDAY ### A3

PRIORITY OVERNIGHT

TRK# 7810 3458 2120

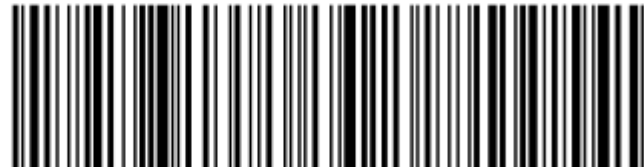
0451

K1G 5G1

ON-CA

YOW

OH YOWA



539J31A1531D0

