

Dewan
Consulting



Freight Accounting System

Program Features

Table of contents

- **Introduction**
- **Freight accounting system**
 - **System setup**
 - **Company setup**
 - **Service setup**
 - **Employees setup data**
 - **Freight accounting setup data**
 - **Operation codes**
 - **Automatic serial codes**
 - **Accounting Template**
 - **Ports data**
 - **Airlines**
 - **Shipping lines**
 - **Agents data**
 - **Clients data**
 - **Freight accounting transactions**
 - **Offers - Air offer or Sea offer**
 - **Operations**
 - **Invoices**
 - **Invoices journal entry**
 - **Direct expenses**
 - **Direct expenses journal entry**
 - **Financial transactions**
 - **Financial transactions journal entry**
 - **Freight accounting reports**
- **General ledger system**
 - **General ledger setup data**
 - **Account groups**
 - **Accounting periods**
 - **Journal codes**
 - **Type of documents**
 - **Cost centers**
 - **Currency table**
 - **Exchange rates**

- **GL - system setup**
- **General ledger transactions**
 - **Chart of accounts**
 - **Journal entries**
 - **Trial balance viewer**
 - **Posting journals**
 - **Financial report generator**
- **General ledger reports**

Introduction

Dewan - Freight Accounting system is one of the oldest programs working in the freight sector to handle all the freight (Service) companies and link all work operation and documents directly with the general ledger system. The system is divided in to two main modules, which are fully integrated with each other. Operation module that handles all work operation and General ledger module that is reflected on all operations' transactions, also the general ledger module allows the company to enter non-operational accounting transactions to help provide the company with all financial reports within one program.

Operation Module

Starting from the offer or direct operation the system allow to enter all client, shipment and delivery data providing reporting forms on each operation stage. The system allow allocating invoices and direct expenses to each operation and dealing with each operation as cost center. The system allow maintaining client's payments with different payment types. In addition, the system maintaining carriers and agents accounts with different document types. The system allow reporting by client, agent, carrier, operation type, port and date providing more than 240 different report representing all company operation activities.

General ledger Module

Provides flexible and customizable system to manage all financial activities for the company, as we provide an integrated system, the system is fully integrated with the operation module. While you enter each financial document in the operation you can view its journal entry, which is generated automatically, and you can edit or change its accounts. The system works with multi-currency, with different exchange rates and keep tracking with the source document currency and provide reports with original currency or reevaluated with the default currency.

Freight Accounting System

System Setup

Company Setup

- Company data including address and email
- Bank details that we can provide directly on transfer or invoice documents
- Company Logo to print with different reports

Bank Code	Bank Name
002	HSBC Bank Egypt S.A.E. (EUR)
003	HSBC Bank Egypt S.A.E. (USD)
004	HSBC Bank Egypt S.A.E. (EGP)
005	HSBC Bank Egypt S.A.E. (GBP)

Bank Code: 002 Bank Name: HSBC Bank Egypt S.A.E. (EUR)

Bank Address: 3 Khaled Ibn El Waleed Street, Sheraton, Heliopolis, Cairo, Egypt.

Account Number: 0550-19814-111 (EUR) Account Name: New Freight Professionals

Swift Code: EBBKEGEX Bank Account Name:

Service Setup

The system allows the setup of each service that the company provides including service cost center, service type and behavior.

The system uses services with operations, invoices and direct or indirect expenses to allocate the cost and income for each operation, that allow to calculate gross profit or loss GPL for each operation, service, period, and type of company activities.

Service	Service Description
300009	storage fees
300010	Certificate of Origin Fees
300011	Security Fees
300012	Customs Bill Entry
300013	Inspection Fees

Service Code: 300003 Service Description: War Risk Fees

Cost Center Code: 300

☐ Negative Value ☒ Income Service

☐ Active With Operation ☐ Direct Expenses Service ☐ Indirect Expenses Service

Employees Setup Data

The system defines employees with different departments and use employees with client's setup to attach sales man with each client, and with offers and operations.

System predefined departments:

- Sales
- Customer service
- Documentation
- Logistics
- Import
- Export
- Consolidation

Employee	Employee Name
001	Walaa Ibrahim
002	Marwa Mohamed
003	Hanan Ashour
004	Rana Shaaban
005	Noha Abdel Sadek
006	Aktham Salah

Employee Code: 001 Name: Walaa Ibrahim

Department: Sales Position: Managing Director

Mobile: 01066683000 E-Mail: walaa@frtpro.net

Freight Accounting Setup Data

Operation Codes

Operation codes is the key for determining different operation types classification within the operation number which is generated by system and will be described later with the operation screen.

Code	Operation Description
300	Air Freight Import
320	Air Freight Export
400	Sea Freight Import
420	Sea Freight Export
310	Import Air Custom Clearance
520	Export Air Custom Clearance
410	Import Sea Custom Clearance
620	Export Sea Custom Clearance
900	Other [Only Invoice]

Automatic Serial Codes

The system offers to types of document serial code either automatic serial or user-defined serial. For automatic serial, you can defined different serial no. for each document or combine more than one document with the same serial. In addition, for each serial you can define fixed part and variable part within same serial.

Code	Last Serial
01	13/+0769+
02	CL13/+0647+
03	AG13/+0557+
04	A13/+0001+
05	S13/+0001+
06	OT13/+0471+
07	DE13/+0560+
08	IDE/+00000+
09	IE/+000000+
10	+000000054+
11	+1600+RFO

Accounting Template

The Operation and General Ledger systems are integrated together through the accounting template, which is allow defining all chart of account accounts that affect with each operation document. To define the accounting template you should define your chart of accounts first.

Key	Description By English	Description By Arabic	Account Number
01	Client Account No.	رقم حساب العميل	123010100
02CR	Agent Account No. (Credit)	رقم حساب الوكيل الدائن	233020200
02DB	Agent Account No. (Debit)	رقم حساب الوكيل الدائن	233020200
03	Air Line Account No.	رقم حساب الخط الجوي	233060000
04	Shipping Line Account No.	رقم حساب الخط البحري	233060000
05	Other Creditor Account No.	رقم حساب الدائن المبرمج	233030000
06	Operations Cost Account No.	رقم حساب التكاليف التشغيلية	210201000
07	Debitors Operations Account No.	رقم حساب المدينين عمليات	122010100
08	Notes Payable Account No.	رقم حساب ائتي الدين	126010100
09	Notes Receivable Account No.	رقم حساب ائتي القبض	122020100
10	Petty Cash Account No. [EGP]	رقم حساب الصندوق المصري	125010000
11	Petty Cash Account No. [USD]	رقم حساب الصندوق دولار	125020000
12	Petty Cash Account No. [EUR]	رقم حساب الصندوق يورو	125030000
13	Petty Cash Account No. [GBP]	رقم حساب الصندوق جنيه	125040000
20	Bank Account No. [EGP]	رقم حساب البنك المصري	126010100
21	Bank Account No. [USD]	رقم حساب البنك دولار	126010200
22	Bank Account No. [EUR]	رقم حساب البنك يورو	126010300
23	Bank Account No. [GBP]	رقم حساب البنك جنيه	126010400
30	Revenues Account No.	رقم حساب الإيرادات	410100000

Ports Data

For each country, you can define all ports with Arabic and English name and port type (Airport, Seaport and Land port).

The system installed with all ports listed in the IATA codes.

The screenshot shows the 'Ports Data' window. On the left, there is a list of countries with their codes and names. The 'Ports' section on the right shows a list of ports for the selected country (Egypt). Below this, there are fields for 'Port Code', 'Name', 'Country Code', and 'Port Type'.

Code	Country Name
CF	Central African Republic
CG	Congo (Brazzaville)
CH	Switzerland
CI	Cote d'Ivoire
CK	Cook Islands
CL	Chile
CM	Cameroun
CN	China People's Republic
CO	Colombia
CR	Costa Rica
CU	Cuba
CV	Cape Verde ISLANDS
CY	Cyprus
CZ	Czech Republic
DE	Germany
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt

Code	Name	Type
AIC	Adabia	
AIC	AIC	
ALY	Alexandria	S
CAI	Cairo Airport	A
DEK	Deir el Zina	
DEM	Damietta	S
HRG	Hurghada	
LXR	Luxor	
PSW	Port Said West	S
RAM	10th Of Ramadan	L
SCCT	Port Said East	S
SEK	SHIBEN EL KHEIM	

Port Code: ADB
Name: Adabia
Country Code: EG
Port Type: A - Airport, S - Seaport, L - LandPort

Airlines

The system allow to setup all airlines that work with the company and define all contacts within each airline and all the destinations for each airline in form of (airport of departure and airport of destination) that allows users to search with specific destination through all airlines. In addition, the system stores bank details for each airline to use with the payment documents.

The screenshot shows the 'Airlines' window. It has a table of airlines with columns for Air Line Code, Line Number, and Name. Below the table, there are fields for 'Air Line Code', 'Air Line Number', 'Air Line Name', 'Name', and 'Address'. There is also a 'Bank Data' section with a red dashed box around the 'Account Number' field.

Air Line Code	Line Number	Name
2B	088	ATA Aerocondor Transportes Aereos
2F	010	Payam Air
2G	002	Cargotailia
3K	028	Events Air Cargo
4C	035	Aires Colombia (Aerovias de Integracion)

Air Line Code: 2B
Air Line Number: 088
Air Line Name: ATA Aerocondor Transportes Aereos
Name: ATA Aerocondor Transportes Aereos
Address:
Contact Name:
Telephone:
Email:
Account Number:

Shipping Lines

The system allow to setup all shipping lines that work with the company and define all contacts with in each shipping line and all the destinations for each shipping line in form of (Port of loading and Port of discharge) that allows users to search with specific destination through all shipping lines. The system allow users to print rate request for shipping line and store all printed rate requests. In addition, the system stores bank details for each shipping line to use with the payment documents.

The screenshot shows the 'Shipping Lines' window. It has a table of shipping lines with columns for Line Code, Line Name, and Shipping Name. Below the table, there are fields for 'Shipping Lines Code', 'Shipping Lines Name', 'Name', 'Site Code', 'Site Name', 'Address', 'Description', 'Telephone Number', 'Contact Name', 'Position', 'Telephone', and 'Email'. There is also a 'Bank Data' section with a red dashed box around the 'Account Number' field.

Line Code	Line Name	Shipping Name
00001	Latit trading and shipping	Latit trading and shipping
00002	United Arab Shipping Company	UASC
00003	BMC Line Shipping (Egypt) LTD	BMC Line Shipping (Egypt) LTD
00004	Coscodom Maritime Company	Coscodom Maritime Company
00005	CMA CGM	CMA CGM

Shipping Lines Code: 00001
Shipping Lines Name: Latit trading and shipping
Name: Latit trading and shipping
Site Code: 001
Site Name: Cairo
Address: CITY LIGHT TOWER, NO. 1
MAKRAM EBEID ST. - NASR CITY - CAIRO
Description:
Telephone Number:
Contact Name:
Position:
Telephone:
Email:
Account Number:

Agents Data

The system allow setup all agents that work with the company and defining for each agents all locations within the country. The system allow users to print rate request for agent and store all printed rate requests. In addition, the system stores bank details for each agent to use with the payment documents.

For each agent you can use different account code or leave it blank and the system will use the one defined in the accounting template.

Clients Data

The system allow setup all client that work with the company and define for each client all locations within the country. The system allow to link each client with sales man that to use in commission calculation reports. For each client you can use different account code or leave it blank and the system will use the one defined in the accounting template, the system use client code when generate automatic journals.

Freight Accounting Transactions

Offers - Air Offer or Sea Offer

Offers generated directly from the system in order to keep track with all offers issued from the company and to evaluate the number of offers converted to operations.

Within the offers, you can set all the shipment data including all services provided to the client and pricing each service in addition to the price for each weight or container volume.

Offers data changes according to offer type air or sea.

All offers terms and conditions using predefined templates and can be customized by the users, offer services used from predefined service setup data that give all company offers a standard format.

When the offer is accepted, you can convert the offer directly to operation without need to reenter the operation data.

Offer No.	Date	Client Name	Sales & Customer Service
0699RFO	01/01/2013	Janssen	Hanan Ashour
0754RFO	01/01/2013	Janssen	Hanan Ashour
0771RFO	29/08/2013	Moadh Medical Supplies	Reha Abdel Sadek
0786RFO	01/01/2013	Sahara Group	Hanan Ashour
0789RFO	08/01/2013	ASFOUR CRYSTAL INTERNATIONAL	Aktham Salah
0790RFO	09/01/2013	Pro-Tec	Walaa Ibrahim

General Data

Offer No.: 0789RFO Offer Date: 08-01-2013 Validity Date: 31-01-2013

To Client: ASFOUR CRYSTAL INTERNATIONAL

Attention: Mr. Sherif Khedr

CC: Mr. Hany El Tarnony

Subject: Taiwan Offer

Information Regarding The Transport [Air]

Carrier's Name: Shipping Terms: EXW

Port Of Departure: Taipei Place Of Receipt:

Port Of Destination: Cairo Airport Place Of Delivery:

Frequency: Routing:

Transit Time (Days): Freight: Collect

Offer Remarks:

- The above rates for General Cargo
- The above rates for Normal Dimensions
- The above rates Exclude any official receipts, storage, insurance, etc...

Signature Sales / Customer Service: Aktham Salah

Shipment Data

Commodity: No. Of Package: 0 Type:

Dimensions: Gross Weight: 0.000 Type:

Chargeable Weight: 0.000 Type:

Feedback:

Services

Service Code	Description	Cur	Rate	Per
300003	Packing Services with Min Eur 55	Eur	0.25	kg
300011	Security Fees	Eur	0.20	kg
300032	AHB Fees	Eur	25.00	Shipment
300004	Handling Fees	Eur	150.00	Shipment
300052	Fuel Surcharge	Eur	1.20	kg
300054	Airport Taxes	Eur	30.00	Shipment

Min: 0.00 - 45 + 45 + 100 + 300 + 500 + 1000 Currency: Eur

Operations

Operations is the core functional of the freight accounting system, contains lot of data divided into 7 different screens.

System divided operations into different types, to get the maximum accuracy of costing and profit calculations.

- Air export
- Air import
- Sea export
- Sea import
- Air export clearance
- Air import clearance
- Sea export clearance
- Sea import clearance
- Other operations

According to the operation type, the display data changed to let the user enter maximum amount of details needed to provide all the forms and reports required from the system.

Operation grouping each type of data (different parties involved in the operation, shipment data, all operation dates, clearance data, services provided to the operation) to make data entry classified and easy for the users.

Operation follow up, is a different templates of each operation type contains all the steps needed to complete the operation and let the user add each step date. Users can customize all templates.

For each operation, you can add remarks including different terms and conditions needed for the operation and the system will print this remarks with all operation reports.

The screenshot shows the 'Operations Sea Freight Export' window. It features a menu bar with options like File, Edit, Save, Delete, Find, Language, Print, Copy Record, Client Invoices, Agent Invoices, and Expenses. Below the menu is a table with columns: Operations No., Date, Client Name, Agent Name, Master Bill, and House Bill. The table lists several operations. Below the table, there are multiple sections for data entry: Client Data (Client Name, Site Name, Contact Person, E-mail), Agent Data (Agent Name, Site Name, Contact Person, E-mail), Carrier Data (Shipping Line Name, Site Name, Contact Person, E-mail), Shipper Data (Shipper Name, Site Name, Contact Person, Address), Consignee Data (Consignee Name, Site Name, Contact Person, Address), and Notify Data (Notify Name, Site Name, Contact Person, Address).

This screenshot shows the 'Operations Sea Freight Export' window with the 'Shipment Data' tab selected. It includes fields for Shipment Data (Number, Type, Payment), Terms of Payment (Client Payment, Agent Payment, In Credit Case, Out Credit Case, Shipment, Transit Time, Free Demurrage), House Bill Data (Number, Type, Payment), Weights Data (T Gross Weight, T Net Weight, Cubic Meter, T Net Weight), and Place and Port Data (Place of Receipt, Place of Delivery, Port of Loading, Port of Discharging). There are also checkboxes for 'Data And Time' (ETA, POB, Arrival, Loading, S. Origin Master Bill, S. Form 13, S. Certificate of Origin, Date in, Date Cut Off, Date Cut Off, Final ID Deadline, Final ID Deadline).

The screenshot shows the 'Operations Sea Freight Export' window with the 'Container Details' tab selected. It displays a table with columns: Container No., Type, Seal No., Arrival Date, Time, Departure Date, Time, End Clearance, Time, Cubic Meter, Gross Weight, and Net Weight. Below the table, there is a 'Containers Setup' section with fields for Description of Goods, Remarks, Driver Name, Driver Mobile No., and Truck No. At the bottom, there is a 'Containers Numbers And Types' section with fields for First Group, Second Group, and Third Group.

This screenshot shows the 'Operations Sea Freight Export' window with the 'Container Details' tab selected. It displays a detailed view of container details, including a table with columns: Container No., Type, Seal No., Arrival Date, Time, Departure Date, Time, End Clearance, Time, Cubic Meter, Gross Weight, and Net Weight. Below the table, there is a 'Containers Setup' section with fields for Description of Goods, Remarks, Driver Name, Driver Mobile No., and Truck No. At the bottom, there is a 'Containers Numbers And Types' section with fields for First Group, Second Group, and Third Group.

Operation forms, the system including 14 different form to represent all the operation steps starting from booking request to proof of cargo delivery including (Airway bill or Bill of lading). All this forms can be printed directly from the operation screen

System allows handling all the financial work related to the operation (Invoices, Expenses) directly from the operation screen.

Invoices

The system includes two types of invoices, client or agent invoice each type can be enter as Performa or Invoice.

The system link invoice with the operation accordingly the invoice linked with the operation client and agent, which allow the system to link each invoice with client or agent account.

All Invoice services are loaded directly from services list or can be load from predefined invoice services template.

System allow customizing printed invoices according to the company request with unlimited number of customized invoices shapes.

Invoice Journal Entry

With each invoice, the system display chart of account codes according to the accounting template and allow user to change the account codes.

The user can view or edit the journal entry crated by the system directly from invoice screen. The system allow to edit the invoice or its related journal as the journal is un posted when the journal posted the system prevents any update or delete of the invoice or its related journal.

Direct Expenses

Operation direct expenses allow allocating all direct expenses of the operation by service with its corresponding currency.

That allow the system to calculate gross profit or loss **GPL** for each operation.

Direct Expenses Journal Entry

With each direct expenses document the system display the corresponding account codes from accounting template and allow changing by user.

The user can view or edit the journal entry created by the system directly from direct expenses screen. The system allow to edit the direct expenses or its related journal as the journal is un posted when the journal posted the system prevents any update or delete of the direct expenses or its related journal.

The screenshot shows the 'Operation Direct Expenses' window. It contains a table of transactions with columns: Transaction No., Operation No., Transaction Date, and Amount. Below the table, there are fields for Transaction No., Date, Operation No., Currency, and Conversion Rate. A 'Notes' field contains '1588' and 'HSBC'. A 'Journal Entry' section is highlighted with a red dashed box, showing a Debit of 310202000 and a Credit of 126010200. At the bottom, there is a 'Service' table with columns: Service, Service Description, Currency, and Equivalent. The 'Expense Value' is displayed as 10170.00.

Transaction No.	Operation No.	Transaction Date	Amount
DE13/0008	001-420-2013-01-0003	08/01/2013	132.00
DE13/0009	001-420-2013-01-0004	08/01/2013	57.00
DE13/0010	001-420-2013-01-0003	08/01/2013	57.00
DE13/0011	001-420-2013-01-0004	08/01/2013	5085.00
DE13/0012	001-420-2013-01-0003	08/01/2013	10170.00

Service	Service Description	Currency	Equivalent
420001	Ocean Freight Fees	1500	10170

The screenshot shows the 'Journal Entry' window. It contains a table of journal entries with columns: Journal No., Description, Debit, and Credit. The 'Expense Value' is displayed as 10170.00.

Journal No.	Description	Debit	Credit
310202000	HSBC	310202000	
126010200			126010200

Financial Transactions

Financial transactions including five major parts that can be linked with the freight operation:

- Clients financial transactions
- Agents financial transactions
- Airline financial transactions
- Shipping line financial transactions
- Other Creditors financial transactions

Financial transactions handling all payment type of the client (cash, check, return check and reconciliation debit or credit note)

Financial transactions allow allocating each transaction to invoices directly (one or more than one invoice or partially as part of one invoice) or with open accounts as payment on client account. That help the system to print un-collected invoices.

The system allow printing collection receipts corresponding to each financial transaction. The reflections of invoices and payments of the financial transactions, the system allow printing accounting ledger for clients, agents, carriers and other creditors.

Financial Transactions Journal Entry

With each financial transaction document the system display the corresponding account codes from accounting template and allow changing by user. The user can view or edit the journal entry crated by the system directly from financial transaction screen. The system allow to edit the financial transaction or its related journal as the journal is un posted when the journal posted the system prevents any update or delete of the financial transaction or its related journal.

The screenshot shows the 'Client Financial Transaction' window. It features a table with columns: Trans. No., Date, DocCode, Name, and Amount. The table lists several transactions, with transaction CL13/0002 selected. Below the table, there are fields for Transaction No. (CL13/0002), Transaction Date (02/01/2013), Client Code (Felopateer Palace), Transaction Type (Check), and Currency Code (Egyptian Pound). There are also fields for Document Num. (13/0003), Check No. (9355586), and Check Due Date (01/02/2013). A 'Journal Entry' section shows a Debit of 122020100 and a Credit of 122010100.

This screenshot shows the 'Client Financial Transaction' window with a list of transactions. Transaction CL13/0002 is selected. The detailed view shows the Transaction Date (02/01/2013), Client Code (Felopateer Palace), Transaction Type (Check), and Currency Code (Egyptian Pound). The Document Num. is 13/0003, Check No. is 9355586, and Check Due Date is 01/02/2013. The 'Journal Entry' section shows a Debit of 122020100 and a Credit of 122010100.

This screenshot shows the 'Client Financial Transaction' window with a list of transactions. Transaction CL13/0002 is selected. The detailed view shows the Transaction Date (02/01/2013), Client Code (Felopateer Palace), Transaction Type (Check), and Currency Code (Egyptian Pound). The Document Num. is 13/0003, Check No. is 9355586, and Check Due Date is 01/02/2013. The 'Journal Entry' section shows a Debit of 122020100 and a Credit of 122010100.

Freight Accounting Reports

System reports - Statement of accounts

- Client statement
- Client statement by currency
- Agent statement
- Agent statement by currency
- Airline statement
- Airline statement by currency
- Shipping line statement
- Shipping line statement by currency
- Other creditors statement
- Other creditors statement by currency

Client Code	10006	C0001
Agent Code	00001	00095
Air Line Code	2B	Z5
Shipping Line Code	00001	00052
Other Creditor Code	0001	0030
Transaction Date	31/12/2012	10/12/2014
Reference No.	0022RFO	Auto Se
Operation No.	001-300-2013-01-0001	
	006-400-2013-07-0009	
Client Invoice No.	130001	DB130006
Agent Invoice No.	NFP13001	NFP130027
Financial Transaction No.	AG130001	OT130471
Financial Transaction Type		
Analysis Code		29/9
Direct Expenses Trans. No.	IDE/000191	IDE130560
Indirect Expenses Trans. No.	IDIE/00001	IDIE/00001
Routing Order No.	00051	00190
Service Code	300003	420056
Cost Center Code	300	900
Currency Code / C. Rate	EGP	1
Port Code	A4E	ZZZ
Includ All Records		
Account Code	100000000	470000000
Account Level	1	5
Journal Entry No.	130001	FA3018

System reports - Balance of Accounts

- Client balance
- Client balance by currency
- Agent balance
- Agent balance by currency
- Airline balance
- Airline balance by currency
- Shipping line balance
- Shipping line balance by currency
- Other creditors balance
- Other creditors balance by currency

Client Code	10006	C0001
Agent Code	00001	00095
Air Line Code	2B	Z5
Shipping Line Code	00001	00052
Other Creditor Code	0001	0030
Transaction Date	31/12/2012	10/12/2014
Reference No.	0022RFO	Auto Se
Operation No.	001-300-2013-01-0001	
	006-400-2013-07-0009	
Client Invoice No.	130001	DB130006
Agent Invoice No.	NFP13001	NFP130027
Financial Transaction No.	AG130001	OT130471
Financial Transaction Type		
Analysis Code		29/9
Direct Expenses Trans. No.	IDE/000191	IDE130560
Indirect Expenses Trans. No.	IDIE/00001	IDIE/00001
Routing Order No.	00051	00190
Service Code	300003	420056
Cost Center Code	300	900
Currency Code / C. Rate	EGP	1
Port Code	A4E	ZZZ
Includ All Records		
Account Code	100000000	470000000
Account Level	1	5
Journal Entry No.	130001	FA3018

System reports - Operations

- Operations air export
- Operations air export clearance
- Operations air import
- Operations air import clearance
- Operations sea export
- Operations sea export clearance
- Operations sea import
- Operations sea import clearance
- Other operations

Client Code	10006	C0001
Agent Code	00001	00095
Air Line Code	2B	Z5
Shipping Line Code	00001	00052
Other Creditor Code	0001	0030
Transaction Date	31/12/2012	10/12/2014
Reference No.	0022RFO	Auto Se
Operation No.	001-300-2013-01-0001	
	006-400-2013-07-0009	
Client Invoice No.	130001	DB130006
Agent Invoice No.	NFP13001	NFP130027
Financial Transaction No.	AG130001	OT130471
Financial Transaction Type		
Analysis Code		29/9
Direct Expenses Trans. No.	IDE/000191	IDE130560
Indirect Expenses Trans. No.	IDIE/00001	IDIE/00001
Routing Order No.	00051	00190
Service Code	300003	420056
Cost Center Code	300	900
Currency Code / C. Rate	EGP	1
Port Code	A4E	ZZZ
Includ All Records		
Account Code	100000000	470000000
Account Level	1	5
Journal Entry No.	130001	FA3018

System reports - Operations GPL

- GPL Summary by operation No.
- GPL Summary by client
- GPL Summary by agent
- GPL Summary by airline
- GPL Summary by shipping line
- GPL Summary by operation No. details
- GPL Summary by client details
- GPL Summary by agent details
- GPL Summary by airline details
- GPL Summary by shipping line details
- GPL Summary by service
- GPL Summary by documentation
- GPL Summary by sales
- GPL chart summary - freight clearance

Select Report and Query Values		
Client Code	10006	C0001
Agent Code	00001	00095
Air Line Code	2B	Z5
Shipping Line Code	00001	00052
Other Creditor Code	0001	0030
Transaction Date	31/12/2012	10/12/2014
Reference No.	0022RFO	Auto Se
Operation No.	001-300-2013-01-0001	
	006-400-2013-07-0009	
Client Invoice No.	130001	DB130006
Agent Invoice No.	NFP13001	NFP13027
Financial Transaction No.	AG130001	OT130471
Financial Transaction Type		
Analysis Code		2B9
Direct Expenses Trans. No.	IDE000191	DE130560
Indirect Expenses Trans. No.	IDE00001	IDE00001
Routing Order No.	00051	00190
Service Code	300003	420056
Cost Center Code	300	900
Currency Code / C. Rate	EGP	1
Port Code	AAE	ZZZ
Include All Records		
Account Code	100000000	470000000
Account Level	1	5
Journal Entry No.	130001	FA3018

System reports - Offers

- Air offer by client
- Air offer by service
- Sea offer by client
- Sea offer by service

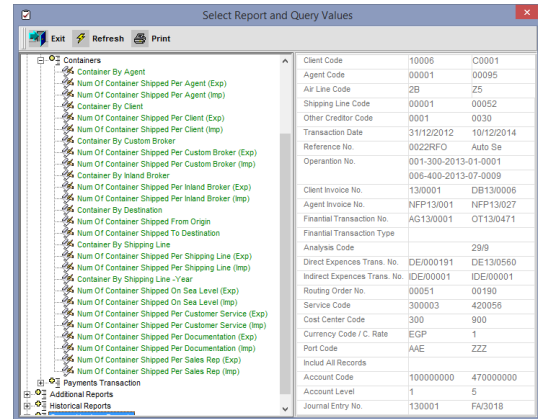
System reports - Invoices

- Total invoices
- Total invoices by client
- Total invoices by agent
- Total invoices by cost center
- Invoices analysis by client
- Invoices analysis by agent
- Invoices analysis by cost center
- Un collected client invoices
- Un collected agent invoices

Select Report and Query Values		
Client Code	10006	C0001
Agent Code	00001	00095
Air Line Code	2B	Z5
Shipping Line Code	00001	00052
Other Creditor Code	0001	0030
Transaction Date	31/12/2012	10/12/2014
Reference No.	0022RFO	Auto Se
Operation No.	001-300-2013-01-0001	
	006-400-2013-07-0009	
Client Invoice No.	130001	DB130006
Agent Invoice No.	NFP13001	NFP13027
Financial Transaction No.	AG130001	OT130471
Financial Transaction Type		
Analysis Code		2B9
Direct Expenses Trans. No.	IDE000191	DE130560
Indirect Expenses Trans. No.	IDE00001	IDE00001
Routing Order No.	00051	00190
Service Code	300003	420056
Cost Center Code	300	900
Currency Code / C. Rate	EGP	1
Port Code	AAE	ZZZ
Include All Records		
Account Code	100000000	470000000
Account Level	1	5
Journal Entry No.	130001	FA3018

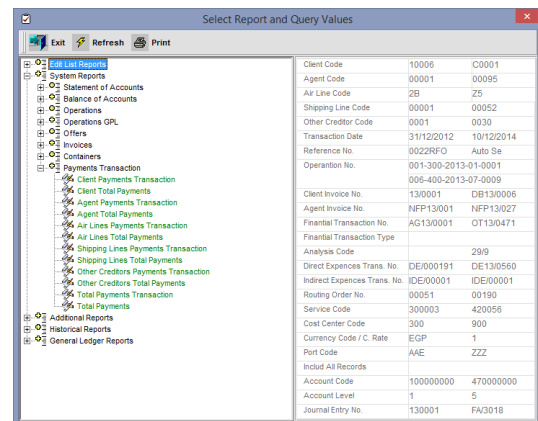
System reports - Containers

- Container by agent
- No. Containers shipped per agent - Exp.
- No. Containers shipped per agent - Imp.
- Container by client
- No. Containers shipped per client - Exp.
- No. Containers shipped per client - Imp.
- Container by custom broker
- No. Containers shipped per custom broker - Exp.
- No. Containers shipped per custom broker - Imp.
- Container by inland broker
- No. Containers shipped per inland broker - Exp.
- No. Containers Shipped per inland broker - Imp.
- Container by destination
- No. Containers shipped from origin
- No. Containers shipped to destination
- Container by shipping line
- No. Containers shipped per shipping line - Exp.
- No. Containers shipped per shipping line - Imp.
- Container by shipping line - Yearly
- No. Containers shipped on sea level - Exp.
- No. Containers shipped on sea level - Imp.
- No. Containers shipped per service - Exp.
- No. Containers shipped per service - Imp.
- No. Containers shipped per sales - Exp.
- No. Containers shipped per sales - Imp.



System reports - Payments Transaction

- Client payments transaction
- Client total payments
- Agent payments transaction
- Agent total payments
- Airline payments transaction
- Airline total payments
- Shipping line payments transaction
- Shipping line total payments
- Other creditors payments transaction
- Other creditors total payments



Additional Reports

- Operation summary
- Operation GPL summary
- Service analysis report
- Detailed financial transactions
- Manifest
- Manifest W. freight
- Containers - GPL
- No. Operations by customer service
- No. Operations by documentation
- No. Operations by sales
- GL - Journals
- Expenses by operation
- GPL summary by operation No. [Excel]

Select Report and Query Values

Client Code	10006	C0001
Agent Code	00001	00095
Air Line Code	28	Z5
Shipping Line Code	00001	00052
Other Creditor Code	0001	0030
Transaction Date	31/12/2012	10/12/2014
Reference No.	0022RFO	Auto Se
Operation No.	001-300-2013-01-0001	
	006-400-2013-07-0009	
Client Invoice No.	13/0001	DB13/0006
Agent Invoice No.	NFP13/001	NFP13/027
Financial Transaction No.	AG13/0001	OT13/0471
Financial Transaction Type		
Analysis Code		299
Direct Expenses Trans. No.	DE/000191	DE13/0560
Indirect Expenses Trans. No.	IDE/00001	IDE/00001
Routing Order No.	00051	00190
Service Code	300003	420056
Cost Center Code	300	900
Currency Code / C. Rate	EGP	1
Port Code	AAE	ZZZ
Include All Records		
Account Code	100000000	470000000
Account Level	1	5
Journal Entry No.	130001	FA3018

General Ledger System

General Ledger Setup Data

Account Groups

The system allow classifying chart of account to groups that help on accounts viewing and in financial reports grouping.

Group Code	Accounting Group Name	إسم المجموعة
1	ASSETS	الأصول
2	LIABILITIES & SHAREHOLDERS	الإلتزامات
3	EXPENSES	المصروفات
4	REVENUES	الإيرادات

Group Code: 1
Group Name: ASSETS

Accounting Periods

With accounting periods, you can define each period starting date and ending date, which allow the system to display the correct period according to the journal date. In addition, you can activate period to allow users to allocate journals to that period.

Period	Start Date	End Date	Active	Closed
01/2013	01/01/2013	31/03/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
02/2013	01/02/2013	28/02/2013	<input type="checkbox"/>	<input type="checkbox"/>
03/2013	01/03/2013	31/03/2013	<input type="checkbox"/>	<input type="checkbox"/>
04/2013	01/04/2013	30/04/2013	<input type="checkbox"/>	<input type="checkbox"/>

Period Code: 01/2013
Start Date: 01/01/2013
End Date: 31/01/2013

Journal Codes

The system allow classifying journal through journal codes that help to combine and print all journals with the same code within certain period.

Journal Code	Journal Name	إسم الجريدة
1	GENERAL	الجريدة العامة
2	GENERAL A	الجريدة العامة أ

Journal Code: 1
Journal Name: GENERAL

Type of Documents

The way to describe and classify journal lines within its journal is to specify document type (source document) that generate the line of journal entry.

Doc. Code	Description	إسم المستند
01	Cash receipt	إيصال استلام نقدي
02	Receipt exchange	إيصال صرف نقدي
03	Bank Deposit receipt - Cash	إيصال إيداع بنكي - نقدي
04	Notification withdrawal bank	إشعار سحب بنكي

Document Code: 01
Document Name: Cash receipt

Cost Centers

For each line of journal you can allocate the entry line with cost center code, that allow the system to grouping and reporting on each cost center within certain period.

Cost Center	Description
300	Air Freight Import
310	Import Air Custom Clearance
320	Air Freight Export
400	Sea Freight Import
410	Import Sea Custom Clearance
420	Sea Freight Export

Cost Center Code: 300
Cost Center Description: Air Freight Import

Currency Table

You should define all currencies that the system will be use. In addition, you should select one of them as a default currency.

Code	Name	Unit	Country	Rate
AED	UAE Dirham	100 Fils	AE	1.6600000
AFA	Afghani	100 Puls	AF	0.0000000
ARS	Peso	100 Centavos	AR	0.0000000
ATS	Schilling	100 Groschen	AT	0.0000000
AUD	Australian Dollar	100 Cents	AU	6.7000000
BOT	Taka	100 Paisa	BD	0.0000000

Currency Code: AED
Name: UAE Dirham
Unit: 100 Fils
Country: United Arab Emirates

Exchange Rates

The system allow users to define exchange rate for each currency over certain period. The system select the correct exchange rate according to the journal currency combined with journal date.

Currency	Start Date	End Date	Exchange Rate	Active
CAD	30/04/2013	31/12/2013	6.00	<input checked="" type="checkbox"/>
CHF	01/01/2013	31/12/2013	7.8226	<input checked="" type="checkbox"/>
CHF	01/04/2013	30/04/2013	8.05	<input checked="" type="checkbox"/>
CHF	28/04/2013	31/12/2013	7.2	<input checked="" type="checkbox"/>
EGP	01/04/2013	31/12/2013	4	<input checked="" type="checkbox"/>

Currency Code: CAD
Start Date: 30/04/2013
End Date: 31/12/2013
Exchange Rate: 6.6600000
Active: ☐

GL - System Setup

Before starting to add any accounts to the chart of accounts, you should define the account code length and the tree levels. One of the greatest features is the account code complete that tell the system to complete the account code with zeros from left or write when you enter account code in chart of accounts or in journal entries.

General Ledger System Setup

Automatic Serials: ☐
Chart Of Account: ☒
Complete Account: ☐
Closing Fiscal Year: ☐

Account Code Length: 9 [1 - 27] Digit
Chart Of Account Levels: 5 [1 - 9] Level
Name Of Account In Journal Entries With Level Up To: 1 [1-Max] Level

Exit And Save

General Ledger Transactions

Chart of Accounts

Chart of accounts is one of the main data entry screens in GL and allow users to enter the accounts according to the length defined in GL setup, the account level within the accounts tree calculated automatically.

The system allows entering the account name bilingual if we need to print financial reports bilingual.

Account type is a predefined list contains (Balance sheet, income statement and retained earnings).

The close to account is used with income and expenses accounts to define the retained earnings account.

The tree viewer display the account tree to help users to maintaining accounts and used in all other screens that needs account code.

Account Code	Account Name	إسم الحساب	Main
100000000	ASSETS	الأصول	<input checked="" type="checkbox"/>
110000000	LONG TERM ASSETS	الأصول طويلة الأجل	<input checked="" type="checkbox"/>
111000000	FIXED ASSETS	الأصول الثابتة	<input checked="" type="checkbox"/>
111010000	COMPUTERS AND	الحاسوبة وتجهيزاتها	<input type="checkbox"/>
111020000	FURNITURE AND	الأثاث والتجهيزات	<input type="checkbox"/>

Account Code: 100000000 Main Account: ☒

Main Account Code: 100000000

Account Level: 1

Account Name: ASSETS

Debit: ☒ Credit: ☐ D

Group Code: [Dropdown]

Account Type: Balance Sheet

Multi Currency: ☐

Active Account: ☒

Close To Account: [Dropdown]

Tree Viewer Accounts

- ASSETS
 - LONG TERM ASSETS
 - CURRENT ASSETS
- LIABILITIES & SHAREHOLDERS EQUITY
 - SHAREHOLDERS EQUITY CAPITAL
 - COMMITMENTS LONG TERM
 - CURRENT LIABILITIES
- EXPENSES
 - OPERATING EXPENSES
 - CONSULTING EXPENSES
 - OTHER & GENERAL EXPENSES
- REVENUES
 - CURRENT REVENUES
 - OTHER REVENUES

Journal Entries

Journal entry using manual or automatic serials according to system setup, journal description allows multi lingual for reporting purposes. According to journal date, the system select accounting period and user can select journal code to classify the journals according to transactions type.

The system calculate totals debit, credit and out of balance according to journal entry liens.

With journal entry details the system allows to enter each line of journal entry providing more detailed with line description, source document number and type. With each journal entry line, the system save the currency and its conversion rate with the equivalent amount in local currency.

The system allows saving journal entries with out of balance value but not allows posting them and keep as un posted journals.

Journal Entries

Entry No.	Description	وصف اليومية	Date
130001	من الخزنة تحويل للحد		09/01/2013
130002	من الخزنة تحويل للحد		09/01/2013
130003	من الخزنة تحويل للحد		13/01/2013
130004	من الخزنة تحويل للحد		13/01/2013
130005	من الخزنة تحويل للحد		13/01/2013

Entry No. 130001 Date 06/01/2013

Description من الخزنة تحويل للحد

Period 1/2013

Journal Code

Total Debit 14446.00

Total Credit 14446.00

Out Of Balance 0.00

Account Name	Description	Debit	Credit	Curr
HSBC-AUTHORITY-TAX	من الخزنة تحويل للحد	14446.00	0.00	EGP
HSBC-CURRENT	من الخزنة تحويل للحد	0.00	14446.00	EGP

Journal Entries Details

Line No.	Account Code	Doc. Date	Description	وصف اليومية
0002	126030300	15/08/2013	from HSBC to CIB 1350	CIB

Entry No. 131008 Date 15/08/2013

Line No. 0002

Account Code 126030300

Account Name CIB-EUR

Reference

Description from HSBC to CIB 1350 EUR

Cost Center

Doc. Type

Source Debit 0.00

Source Credit 1350.00

Currency Euro

Exchange Rate 9.75

Currency Debit 0.00

Currency Credit 13162.50

Trial Balance Viewer

One of the greatest feature of the system is the trial balance that allows calculate, view and print trial balance, for all posted or un posted transactions.

The viewer allows view and print by account level, if the user select level 1 the system displays the main accounts tree only, and selecting level 2 the system displays the main and first sub level of accounts tree.

Account Code	Account Name	N	Lvl	Op.Db	Op.Cr	Tr.Db	Tr.Cr	Cl.Db	Cl.Cr
111010000	COMPUTERS AND	4	1	27522.13	0.00	6646.00	0.00	30366.13	0.00
111020000	FURNITURE AND	4	1	49055.85	0.00	0.00	0.00	49055.85	0.00
111030000	ELECTRICAL EQUIPMENTS	4	1	31256.16	0.00	764.00	0.00	32020.16	0.00
111040000	OFFICE EQUIPMENTS	4	1	2366.12	0.00	265.00	0.00	2654.12	0.00
111050000	ESTABLISHMENT OF THE	4	1	39116.20	0.00	0.00	0.00	39116.20	0.00
121000000	EQUIPMENTS	4	1	2288.00	0.00	0.00	0.00	2288.00	0.00
121000000	EQUIPMENTS	5	1	2288.00	0.00	0.00	0.00	2288.00	0.00
122010000	CUSTOMERS	4	1	0.00	0.00	0.00	0.00	0.00	0.00
122010100	CUSTOMERS - EGP	4	1	119136.90	0.00	180867.84	1756175.51	182804.74	1756175.51
122010200	CUSTOMERS - LEB	4	1	88858.53	0.00	3477642.76	3491381.28	3566502.29	3491381.28
122010300	CUSTOMERS - EUR	4	1	24791.83	0.00	1145305.05	1125206.68	117099.88	1125206.68
	Totals			0.00	0.00	0.00	0.00	0.00	0.00

Posting Journals

The system allows to posting journal by accounting periods or by journal date, and prevent to posting unbalanced transactions.

Entry No.	Date	Period	TotalDebit	TotalCredit	Balance	Posted	Status
130001	30/01/2013	1/2013	14446	14440	0	<input checked="" type="checkbox"/>	Done
130003	13/01/2013	1/2013	8885	8885	0	<input checked="" type="checkbox"/>	Done
130004	13/01/2013	1/2013	6449.52	6449.52	0	<input checked="" type="checkbox"/>	Done
130005	13/01/2013	1/2013	3433.5	3433.5	0	<input checked="" type="checkbox"/>	Done
130006	10/01/2013	1/2013	3336	3336	0	<input checked="" type="checkbox"/>	Done
130007	02/01/2013	1/2013	0	0	0	<input checked="" type="checkbox"/>	Done
130009	13/01/2013	1/2013	126	126	0	<input checked="" type="checkbox"/>	Done
130010	08/01/2013	1/2013	14286.2	14286.2	0	<input checked="" type="checkbox"/>	Done
130011	01/01/2013	1/2013	25	25	0	<input checked="" type="checkbox"/>	Done
130012	02/01/2013	1/2013	200	200	0	<input checked="" type="checkbox"/>	Done
130013	02/01/2013	1/2013	6000	6000	0	<input checked="" type="checkbox"/>	Done
130014	05/01/2013	1/2013	111.45	111.45	0	<input checked="" type="checkbox"/>	Done
130015	08/01/2013	1/2013	10000	10000	0	<input checked="" type="checkbox"/>	Done
130016	10/01/2013	1/2013	200	200	0	<input checked="" type="checkbox"/>	Done
130017	10/01/2013	1/2013	71	71	0	<input checked="" type="checkbox"/>	Done

By Period

Period From Period To

By Date

Date From Date To

Financial Report Generator

The system allow users to create unlimited number of financial reports.

To build new report you need to define the reports name, and accounts needed within the report.

To define each line of report you need to add code, line type and description.

The report lines can be one of the following line types:

Header Line

Just a description of the liens followed by the header line.

Calculated Line

Can be one or more account number and sign (+ or -) to let the system add or subtract the account balance value.

Total Line

Define each calculated line code and sign the system calculated the total line.

To print any report designed by financial report generator, you just need to select the report name and define the date of the report.

General Ledger Reports

- Chart of accounts
- Journal report
- Journal report by out of balance
- Trial balance
- Account ledger
- Account ledger by currency
- Account balance