

98Volume

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LOGISTICAL SOFTWARE LTD.[®]

The FASTFREIGHT Software System

User Manual

FASTFREIGHT SOFTWARE SYSTEM

User Manual

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Getting Started

Welcome to FastFreight.

FastFreight is easy to learn and operate. In this manual, you will learn how to use the system, keyboard shortcuts, and other commands available within the system.

System Requirements: The software is fully compatible with any PC running Windows 98, NT, 2000, XP and Vista.

Setting up the Computer (server)

TIP

More resources we allocate, the better performance we can get from the software

















The FastFreight System does not require a great deal of computer resources. The program needs 10MB space on the hard disk for its main files. Additional space is required for storing databases and report files. The size of the databases depends on the information they will eventually contain. The size of the database may range from 10 MB to 200 MB or even more.

Installing the Software

Once a database has been prepared to our client's specification, installation of the software is done by our technicians on our client's premises and tested fully after installation. All the necessary initial training is provided inclusive of the initial cost.

OVERVIEW

Throughout FastFreight shortcut keystrokes are available. You can either use the shortcut keys or by holding down the Control key **[Ctrl]** and pressing one of the following keys:

| | |
|---------------------------|---|
| [Ctrl] N – New |  |
| [Ctrl] F – Find |  |
| [Ctrl] S – Save |  or  |
| [Ctrl] Q – Quit |  |
| [Ctrl] P – Print |  or  |
| [Ctrl] I – Finance |  or  |
| Page Down |  or  |
| Page Up |  or  |
| Notes on the Job |  or  |
| Intool |  |

[Ctrl] D – Delete (there is no shortcut key for this)

Hints will be provided at the bottom of each screen of every field entry.

There is no correct way of entering data to FastFreight as the user can enter any field as or when he receives the information thus making the program very flexible and easy to use. Only the job code in exports and imports, the groupage code in Groupage and the Invoice number in finance after that the user can fill in as information is received.

Using FastFreight

Welcome to FastFreight.

FastFreight is easy to learn and operate. In this manual, you will learn how to use the system, keyboard shortcuts, Buttons (Icons) and other commands available within the system.

Screenshots



Fig 01. FastFreight Login Screen

Login Screen

On login screen, you will get hint about whether you entered correct username or not

The first screen you can see after running FastFreight software from your PC desktop will be login screen. The purpose of this is to restrict access to the system and to your data to a member of staff with the appropriate security level. Each login session is tracked with the database and any mishandling of the system can be recorded together with the name of the user. You can have as many users as your licence allows and can assign different password and permission rights to them. There are 3 levels of security in the system.

USING FASTFREIGHT

1=Operator
2=Manager
3=Administrator

Depending on the access level, users can only modify information that is allowed by their role setting.

Operators can perform basic entry and changes to jobs but have no access to management reports nor change system settings.

Manager can do all the same as the operator above but also have access to management reports (see financial information in more detail).

Administrators have the same abilities as the Manager user but can also change system setting, Lock and Unlock jobs send data to a 3rd party financial program and create new users.

Company List

The majority of our clients are one company only but the FastFreight system can handle up to **10** different company databases.

With a Full Licence of FastFreight, you can manage up to 10 companies at additional cost

This feature is suitable for companies working under one group but each company may have their own individual identity. This facility allows them to have their own style of customized reports and their database, but hosted on one main server of the group of companies.

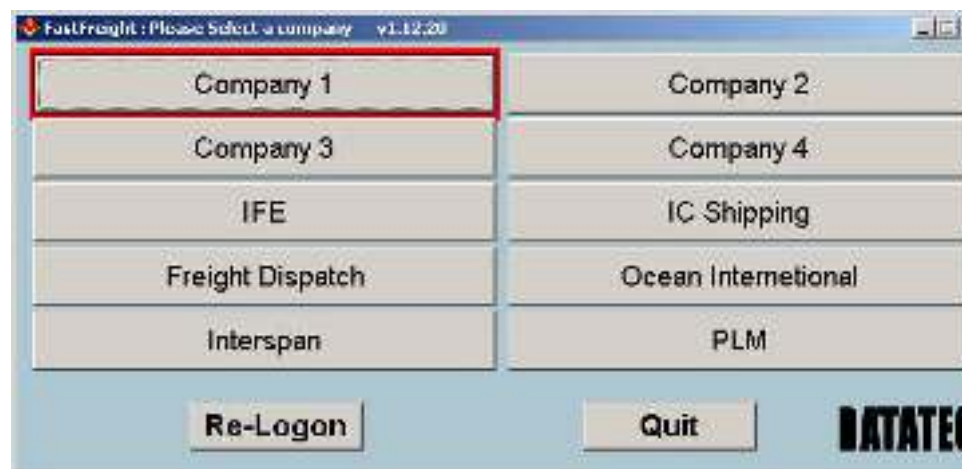


Fig 02.

Company List

Main Menu

After selecting a specific company, you will see within the Main Menu the company selected. From this menu, you can navigate to each of the main “department” screens. Each button/department on the main menu will be discussed in details on the next few pages.



Fig 03. Main Menu

Imports

How to manipulate Import Jobs?

From the main menu choosing the **Imports** option will show a screen (see *Fig04*) for creating and editing imports jobs into the system.

General Transport Details - Screen 1

In Imports, you can enter information like Job Number, Reference Numbers, Groupage information (see *Groupage screen*), Manifest Number and information about Customer, Consignee, Exporter, Notifeye and Goods Details and more.

Fig 04.

Imports Screen 1, New Job

Pressing **Page Down / Page Up** buttons on your keyboard or the **Up/Down Arrows** will allow you to scroll between different screens of Imports details.

Creating a New Job

First screen allows you to enter **General Transport Details** about the job.

1. Press **CTRL+N** on your keyboard or click the **[New Button]** (Hand on page input Type is Air,



button) beside the Job Number field, allows of a new job. It will ask you to assign a **Job** for that job. An automatic number will be assigned to the import job and select if the job Sea or Road.

2. Within Job Type screen, you can do **Job Block Booking**. Block bookings allows you to assign the same job number to different jobs, suffixed by an alpha character. For example, suppose you have an import job IMP000001A, and then you can have IMP000001B, IMP000001C, and IMP000001D and so on. This option is mainly used by Liner Agents for job number generation clearly related to a shipment of high volume.

Fig 05.

Imports Job Type selection

Pressing CTRL+F or click the [Find button] on Job Number brings list of existing jobs

Similarly, if this job is based on a quotation, you can easily find (by pressing CTRL+F or click the {Find button} (Binocular button) on the screen) or enter the quote number manually in the Quote Number Field.

This will retrieve all information from that quotation and use it as job information.

You can copy information from previous jobs by providing their job number, either by entering manually or finding using CTRL+F or the

{Find Button) and Copying their information. This is a useful facility saving a great deal of time in repetitive job creation.



Fig 06. Inserting Imports Job information from Previous Jobs

Finding an Existing Job

Pressing CTRL+F on the keyboard or click the [Find button] on the screen will bring up the Job Search Screen showing all the existing jobs for the last 30 days (by Default Note to change this see system setting). You can then either select one of them and by pressing the RETURN key or double-clicking the left mouse button.

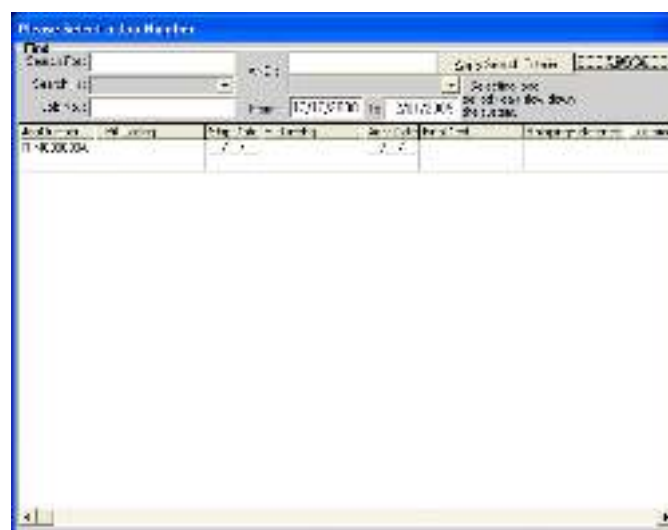


Fig 07. Imports Job Search Screen

The Advance search abilities on this screen allows you to search for a job by selecting the drop down selections in the Search In fields (see fig 09) and typing the search items in the Search For fields or changing the date parameters and Finalising this by clicking the Apply Search Criteria button.

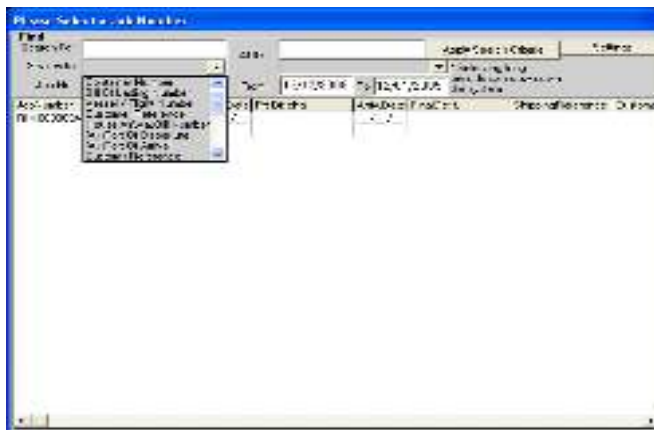


Fig 08. Imports Advance job search

The use of the settings button allows the user to choose what is viewed on the screen once the search parameters has found the job by selecting tick boxes in a drop down selection.

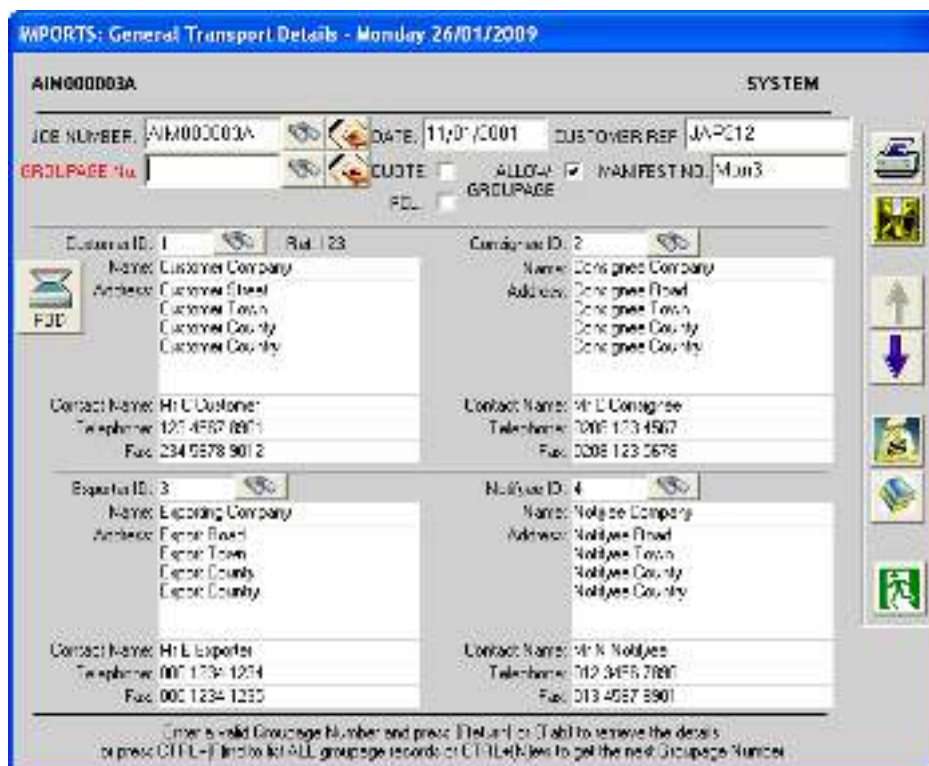


Fig 09. Import screen filled with searched information

Pressing **Ctrl+P** or clicking the **[Print button]** (Printer button) will show the **print menu** allowing you to select, print and email different reports related to that job. For example Import Sheet, Advice of Arrival, Delivery Note, Release Note and other customised reports as required.

Scanning Pod's

FastFreight has this scanning option. This option allows you to scan a proof of delivery document and store it on your computer allow you to prove goods have been delivered. For how to do scanning please go to **Scanning in FastFreight Section 12** Pressing **Ctrl+S** or clicking the **[Save button]** (Green floppy disk button) will **save** the information and added to the database. **Page down / (Down arrow)** takes you to:

Notes on the job can also be stored by selecting the **[Notes button]** which presents a large blank page ready for you to enter and even print if required.

Invoices/Financial information

To invoice a Job from Imports, Press **Ctrl+I** or press the **Finance Button (Money bag)** this will take you to the Job costing screen for that job and other financial services.

For details on how to create an invoice, please see Finance section.

Haulier Details - Screen 2

After creating or selecting a job, now you can enter other information about that job in other screens. On the second screen, you can enter **Haulier Details**, which is mainly used for creating a **delivery note** of that specific job. Populating the haulier value box will enter a haulage estimate and add to haulier instruction document of that value.

**Pressing CTRL+F/
[Find button] on
Address fields
brings information
from address book**

You can provide information about Haulier, Place of Collection and Delivery, Collection Empty trailer\Container, Reference Numbers for Delivery and Collection, Cargo Release to and additional information.

USING FASTFREIGHT

[illegible]

Fig 10. Imports Screen 2

Estimated Freight Costs

The hauliers estimated freight charges can also be stored on this screen by first selecting the haulier then entering the Value of the haulage selecting the currency they are charging and what the exchange rate is at the time of the order. This can be later converted into a full invoice and not an estimate in the finance section shown later in this manual.

Fig 11.Inserting record from Address Book

Pressing **CTRL+F** / **[Find button]** on any ID, Address, Contact, Telephone or Fax field, will show address book values to choose and allow searching and selecting addresses from the address book. By pressing **CTRL+F** again or clicking the **[Find button]** on that form, allow you to add new contact information in the address book. (See address book Chapter 9) **Ctrl+P** / **[Print button]** will provide the **print menu** for printing purposes.

Goods Details - Screen 3

After Haulier information, now you will see **Goods Details**. On this screen, you can enter detailed information about the goods coming in this shipment. Each job may have multiple goods, so you can enter additional goods details using **Marks and Numbers and Description**.

If you type in the quantity and Net and dimensions the Chargeable weight is automatically worked out for you (But this can be overwritten if you need it to be adjusted).

Fig 12. Goods Details Screen

To enter goods details to the database from this screen all you have to do first fill in the fields for each line of goods and then press the **[Insert]** button on the keyboard. This will place the goods in the grey box ready to go into the database when the database is saved.

To edit a line of goods please highlight the line that is highlighted as being wrong in the grey box by clicking it. This will place the data into the relevant fields. Edit the field, press insert on the keyboard to highlight the original incorrect line and press **[delete]** on your keyboard.

If a job has more than one container, then the Marks and Numbers box can also be used to enter container numbers either collectively or per line of goods.

The screenshot shows a software interface titled "IMPORTS: Goods Details - Tuesday 27/01/2009". It features a "New Groupage" section with a "Marks and Numbers" field and a "Description" field. Below these are several input fields for numerical data: "Quantity", "Percentage", "Gross", "Net", "Dimensions (L x W x H) (m)", "Cube", "Loading Unit", and "Trace". There are also fields for "Ext. Weight", "Vol. Weight", "Extended PRICE", "FREQ", "Value (£)", "Commodity Code", and "Summary Declaration". A large text area labeled "MARKS AND NUMBERS" is present, with a note "1, LOTS OF MARKS ARE...". At the bottom, there are fields for "GROSS Pkg", "NET Pkg", "DUSE (m)", and "VALUE", along with a "Use Details" button. A footer note states: "This is a Free Form text field. You may enter any number of Alpha/numeric characters".

Fig 13. Inserting Goods Details (Marks & Num and Description)

Commodity codes can be searched for or added to the system here on this screen by just clicking the **find button** or the **CTRL+F** beside the commodity field. This will take you to the find commodity code screen (fig 14.) From here you can search for commodity codes to the system by typing the commodity description and highlighting the one you require and double clicking / pressing return.

To add commodities press **CTRL+N** which will create a new screen with empty lines ready for your data; all you have to do is type the commodity code and description into the fields and press **CTRL+S** to save it.

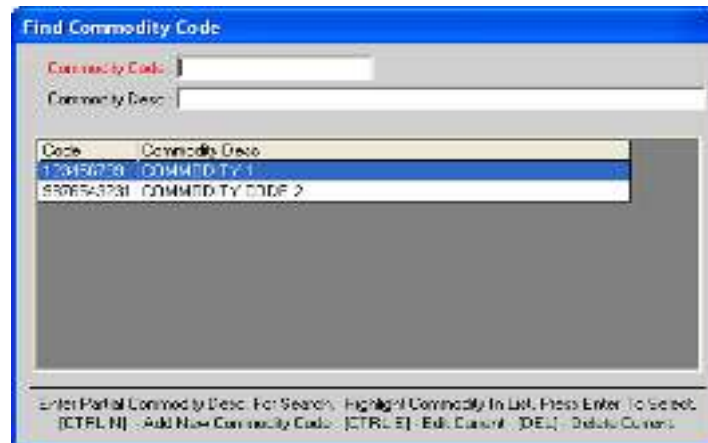


Fig 14. Commodity code screen

Web Tracking Facility is maintained using our CargoTrack module

Also on this screen, you have the facility of entering **Tracking information** about the job, and, via your web site will enable your clients to see the status of their shipments online.

This exciting feature is an important part of our FastFreight System. An additional charge applies for this facility. To access it, all the user has to do is press the track button.

This **CargoTrack** module provides the essential functionality to update and maintain your shipment records online. It retrieves the required information from FastFreight database and updates it online manually or automatically and is a very easy to use piece of software. More information about Cargo Tracking can be found at:

http://www.logistic-software.co.uk/Online_Webtracking.asp

USING FASTFREIGHT

Fig 15. Cargo Tracking Information

Customs and Shipment Details - Screen 4

On this screen, you can provide information regarding Customs and other shipment details such as Bill of Lading, MAWB/HAWB Numbers, Vessel, Port of Loading and Discharge and related information.

| IMPORTS: Customs and Shipment Details - Tuesday 27/01/2009 | | SYSTEM | |
|---|--|---|--|
| AIM000003A Non Groupage | | | |
| Bill of Lading/M4WB No: <u>800026</u> | | Vessel/Flight No: BAD01 | |
| House Airway Bill No: | | Loading Date/Time: 12/01/2001 Time: 12:00 | |
| Insured (Yes/No): <input checked="" type="checkbox"/> Value: 0.00 | | Shipping Date: 12/01/2001 | |
| Shipment Terms: STANDARD | | Arrival Date: 12/01/2001 Time: ____ | |
| * Customs Reference: 0012 | | Shipping Reference: SH321 | |
| * Lc: | | Cont. / Trailer Number: C0595 | |
| * Ctns: 510 | | Containers/Trailer Size: 0 Time: 0 | |
| Mode of Transport: air | | Seal Number: SE 221 | |
| * Statistical Value: 3000 | | Place of Receipt: NYC | |
| Transport Details: BY AIR TO LHR | | (Air) Port of Loading: JFK | |
| <div>Commercial Invoice</div> | | (Air) Port of Discharge: LHR | |
| | | Place Of Delivery: | |
| | | Final Destination: SILVERSTONE | |
| Carrier Id: 10 | | Forwarding Agent Id: 11 | |
| Name: Carrier Company | | Name: Forwarding Agent | |
| Address: Carrier Street | | Address: Forwarding Road | |
| Carrier Street | | Forwarding Town | |
| Carrier County | | Forwarding County | |
| Carrier Country | | Forwarding Country | |
| Contact Name: C Carrier | | Contact Name: F Forward | |
| Telephone: 0207 234 5678 | | Telephone: 0208 456 1345 | |
| Fax: 0207 234 5679 | | Fax: 0208 789 6543 | |

Fig 16. Customs and Shipment Details Screen

An Arrival log screen can be accessed via the Log File button, see below, wherein on this screen you can put information regarding activity for that job by just pressing the insert key when you have filled in all the fields on the Arrival log screen (Note, to Delete just highlight and press the Delete button).

Arrival Date Log

Entry Date : 12/08/2008
 Loading Date : 13/08/2008 Loading Time 12:00
 Comments : Information about the Vessel and known problems

| Date Added | Arrival Date | Time | Comments |
|------------|--------------|-------|---|
| 12/08/08 | 13/08/08 | 12:00 | Information about the Vessel and known problems |

Particulars: Particulars

Fig 17. Arrival Log screen

There is also the ability to find Airport names and the Final Destination by clicking the Find buttons beside the (Air)Port of loading / (Air)Port of Discharge and Final Destination. Once the find button has been clicked, it will show you a Find Airport screen showing all the international Airports in the world (See Below). Just type either the Airport code or the first few letters of the airport to find the airport you are looking for.

Find Airport

Code :
 Name :

| Code | Airport Name |
|------|----------------------------|
| AAA | AAE AN IRAN |
| AAE | AAHABA, ALGERIA |
| AAI | AAHORE, DENMARK |
| AAQ | AAHQA, RUSSIAN FEDERATION |
| ABA | ABAHAN, RUSSIAN FEDERATION |
| ABE | ABENTOWN, PA USA |
| ABI | ABILENE MUN, TX USA |
| ABJ | ABIDJAN, COTE D'IVOIRE |
| ABQ | ALBUQUERQUE, NM USA |
| ABT | ABUJA, NIGERIA |

Enter Part of Airport Name For Search - Highlight Airport In List And Press Enter To Select
 (CTRL+N) - Add New Airport (CTRL+C) - Edit Current Airport (DEL) - Delete Current Airport

Fig 18. Airport Screen

Warehouse Information - Screen 5

On this screen, you can provide information regarding Warehouse and Storage details. To speed up entries we have added the feature that the Freight Payable At and Port Charges and Freight Prepaid/Collect can quickly be entered with the following wording "PREPAID" "Departure" and "Collect" by Selecting Shift+P for PREPAID, Shift+D for Destination and finally "Collect" by Shift+C.

Pressing **Ctrl+P** or press the **[Print button]** will show print menu and you can print any report related to the job. It is always a good practice to press **Ctrl+S** or the **[Save Button]** (green floppy disk) to save the information for the job entered so far to the database.

Fig 19. Warehouse and Storage Details Customs Data

On these screens, you can provide information **NES Ctrl+S / [Save Button]** will **save** the data entered so far for the job and **Ctrl+P/ Print button** if you want to **print** some reports at this point.

Fig 20. Customs Entry Details 1 - Screen 6

| WIPORTS: Customs Entry details (CB98A) Screen 2 - Friday 18/08/2006 | |
|--|--|
| <div> <div>6660000000</div> <div>SYSTEM</div> </div> | |
| A Client Details/Client/Description <div> <div> <div>to</div> <div></div> </div> <div> <div>Name</div> <div>Customer Company</div> </div> <div> <div>Address</div> <div>Customer Street</div> <div>Customer Town</div> <div>Customer County</div> <div>Customer Country</div> </div> <div> <div>Contact</div> <div>M. C. Collins</div> </div> <div> <div>Telephone</div> <div>020 461 7000</div> </div> <div> <div>Fax</div> <div>020 461 8800</div> </div> </div> | B Description details for item(s) entered <div> <div> <div>to</div> <div></div> </div> <div> <div>Name</div> <div></div> </div> <div> <div>Address</div> <div></div> </div> <div> <div>Contact</div> <div></div> </div> <div> <div>Telephone</div> <div></div> </div> <div> <div>Fax</div> <div></div> </div> </div> |
| C Other Reference No <div> <div> <div>to</div> <div></div> </div> <div> <div>Name</div> <div>Reference</div> </div> <div> <div>Address</div> <div>John Green & Co</div> </div> <div> <div>Contact</div> <div></div> </div> <div> <div>Telephone</div> <div></div> </div> <div> <div>Fax</div> <div></div> </div> </div> | D ACCOUNTING DETAILS <div> <div></div> </div> |

Fig 21. C88A Details 2 – Screen 7

For more information on Customs entries please go to Chapter 14. Customs Entry.

Exports

How to manipulate Export Jobs?

Choosing the **Exports** option will show the screen for entering export jobs. It is very similar to the import job screen, with differences in the arrangement of certain fields and the addition of buttons for Airway Bill production and Manifest Charges for Goods details (excluding works charges). It is mainly used by trailer operators.

Transport Details - Screen 1

In Exports, you can enter information such as Job Number, Reference Numbers, Groupage information (*see Groupage screen*), Manifest Number and information about Customer, Consignee, Exporter, Notifeye and job status.

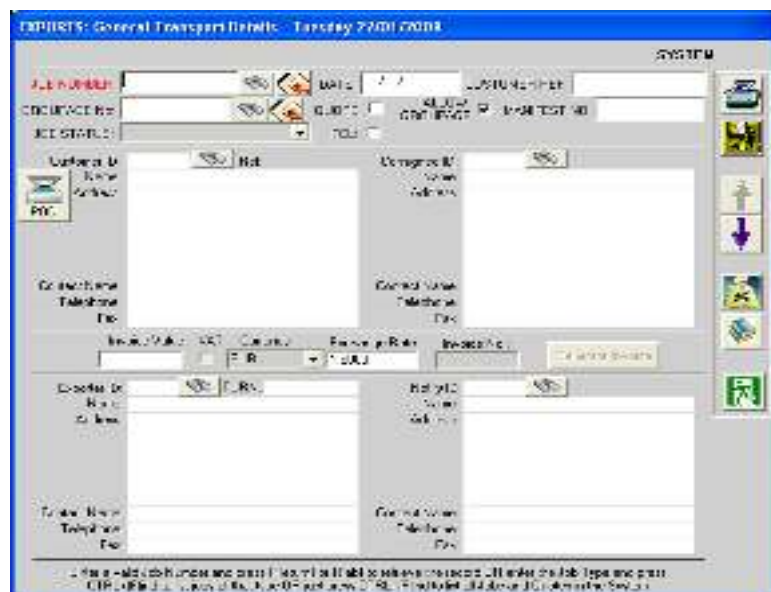


Fig 22. Exports Screen 1 for New Job

Pressing **Page Down / Page Up** or the **up or down arrows** buttons will scroll between the different screens of Export details. Press **Ctrl+P/Print button** will show the print menu. Notes on the job can be stored at any time by just pressing the Notes button (books).

Creating a New Job

The First screen allows you to enter **General Transport Details** about the job.



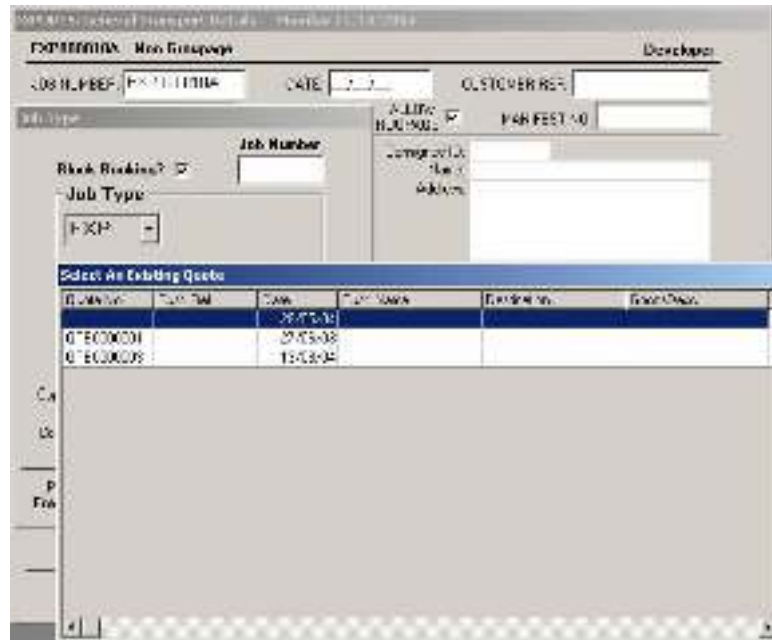
1. To create a new job Press **CTRL+N** or click the **[New Button]** Hand on page button (New), on Job Number field. By doing so, it will ask you to assign a **Job Type** for that job. An automatic number will be assigned to the job and that number will be used in all subsequent related information for that job.
2. Also within Job Type screen, you can do **Job Block Booking**. Using this option, you can assign the same job number to different jobs, suffixed by an alpha character. For example, suppose you have an export job EXP000001A, then you can have EXP000001B, EXP000001C, and EXP000001D and so on. This option is mainly used by Liner Agents for multiple cargo shipments on the same shipment order reference.

Fig 23. Exports Job Type selection

Pressing **CTRL+S** or clicking the {Save Button} on any import/export screen will save job details to the quotation database.

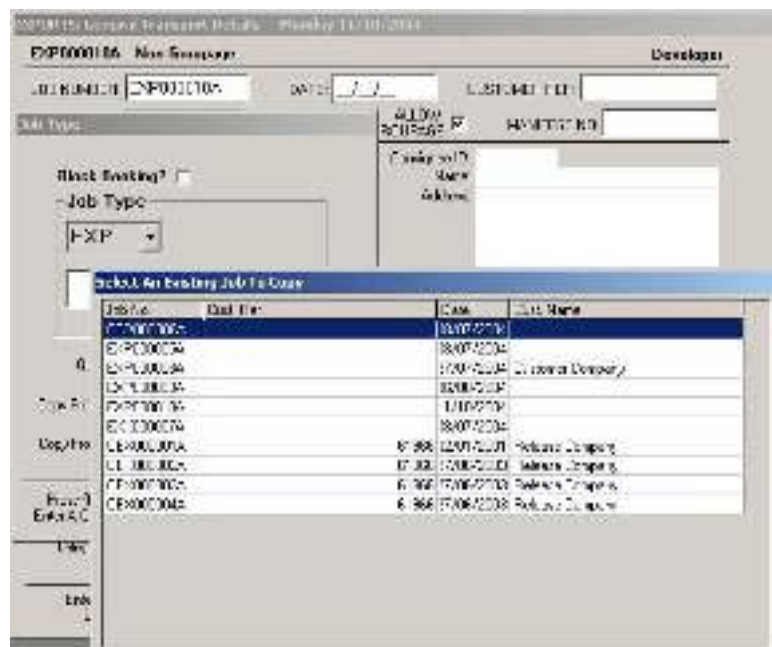
Similarly, if a new job is based on a quotation, you can find it (by pressing **CTRL+F** or the **[Find button]**) or by entering the quote number manually in the **Quote Number Field**. This will retrieve all information from that quotation and use it as basic job information.

You can copy information from previous jobs by providing their job number, either by entering manually or finding using **CTRL+F** or the **[Find buttons]** and **Copying their Information**. This is useful facility and can save a significant amount of time.



| Job No. | Date | Job Name |
|-----------|----------|----------|
| 07E000001 | 25/05/04 | |
| 07E000002 | 15/03/04 | |

Fig 24. Inserting Exports Job information from Existing Quotation Field



| Job No. | Date | Job Name |
|-----------|----------|----------|
| 07E000001 | 15/03/04 | |
| 07E000002 | 15/03/04 | |
| 07E000003 | 15/03/04 | |
| 07E000004 | 15/03/04 | |
| 07E000005 | 15/03/04 | |
| 07E000006 | 15/03/04 | |
| 07E000007 | 15/03/04 | |
| 07E000008 | 15/03/04 | |
| 07E000009 | 15/03/04 | |
| 07E000010 | 15/03/04 | |
| 07E000011 | 15/03/04 | |
| 07E000012 | 15/03/04 | |
| 07E000013 | 15/03/04 | |
| 07E000014 | 15/03/04 | |
| 07E000015 | 15/03/04 | |
| 07E000016 | 15/03/04 | |
| 07E000017 | 15/03/04 | |
| 07E000018 | 15/03/04 | |
| 07E000019 | 15/03/04 | |
| 07E000020 | 15/03/04 | |
| 07E000021 | 15/03/04 | |
| 07E000022 | 15/03/04 | |
| 07E000023 | 15/03/04 | |
| 07E000024 | 15/03/04 | |
| 07E000025 | 15/03/04 | |
| 07E000026 | 15/03/04 | |
| 07E000027 | 15/03/04 | |
| 07E000028 | 15/03/04 | |
| 07E000029 | 15/03/04 | |
| 07E000030 | 15/03/04 | |
| 07E000031 | 15/03/04 | |
| 07E000032 | 15/03/04 | |
| 07E000033 | 15/03/04 | |
| 07E000034 | 15/03/04 | |
| 07E000035 | 15/03/04 | |
| 07E000036 | 15/03/04 | |
| 07E000037 | 15/03/04 | |
| 07E000038 | 15/03/04 | |
| 07E000039 | 15/03/04 | |
| 07E000040 | 15/03/04 | |
| 07E000041 | 15/03/04 | |
| 07E000042 | 15/03/04 | |
| 07E000043 | 15/03/04 | |
| 07E000044 | 15/03/04 | |
| 07E000045 | 15/03/04 | |
| 07E000046 | 15/03/04 | |
| 07E000047 | 15/03/04 | |
| 07E000048 | 15/03/04 | |
| 07E000049 | 15/03/04 | |
| 07E000050 | 15/03/04 | |
| 07E000051 | 15/03/04 | |
| 07E000052 | 15/03/04 | |
| 07E000053 | 15/03/04 | |
| 07E000054 | 15/03/04 | |
| 07E000055 | 15/03/04 | |
| 07E000056 | 15/03/04 | |
| 07E000057 | 15/03/04 | |
| 07E000058 | 15/03/04 | |
| 07E000059 | 15/03/04 | |
| 07E000060 | 15/03/04 | |
| 07E000061 | 15/03/04 | |
| 07E000062 | 15/03/04 | |
| 07E000063 | 15/03/04 | |
| 07E000064 | 15/03/04 | |
| 07E000065 | 15/03/04 | |
| 07E000066 | 15/03/04 | |
| 07E000067 | 15/03/04 | |
| 07E000068 | 15/03/04 | |
| 07E000069 | 15/03/04 | |
| 07E000070 | 15/03/04 | |
| 07E000071 | 15/03/04 | |
| 07E000072 | 15/03/04 | |
| 07E000073 | 15/03/04 | |
| 07E000074 | 15/03/04 | |
| 07E000075 | 15/03/04 | |
| 07E000076 | 15/03/04 | |
| 07E000077 | 15/03/04 | |
| 07E000078 | 15/03/04 | |
| 07E000079 | 15/03/04 | |
| 07E000080 | 15/03/04 | |
| 07E000081 | 15/03/04 | |
| 07E000082 | 15/03/04 | |
| 07E000083 | 15/03/04 | |
| 07E000084 | 15/03/04 | |
| 07E000085 | 15/03/04 | |
| 07E000086 | 15/03/04 | |
| 07E000087 | 15/03/04 | |
| 07E000088 | 15/03/04 | |
| 07E000089 | 15/03/04 | |
| 07E000090 | 15/03/04 | |
| 07E000091 | 15/03/04 | |
| 07E000092 | 15/03/04 | |
| 07E000093 | 15/03/04 | |
| 07E000094 | 15/03/04 | |
| 07E000095 | 15/03/04 | |
| 07E000096 | 15/03/04 | |
| 07E000097 | 15/03/04 | |
| 07E000098 | 15/03/04 | |
| 07E000099 | 15/03/04 | |
| 07E000100 | 15/03/04 | |

Fig 25. Inserting Exports Job information from Previous Jobs

Finding an Existing Job

Pressing **CTRL+F**[Find button] on Job Number FastFreight will bring up the Job Search Screen showing all the existing jobs. Selecting one of them and pressing **RETURN** key or **double clicking mouse** to retrieve the information for that job and display it in the relevant fields of Export screens. The presentation of these jobs can be customised from the system settings screen, from utilities and profiles on the main menu.

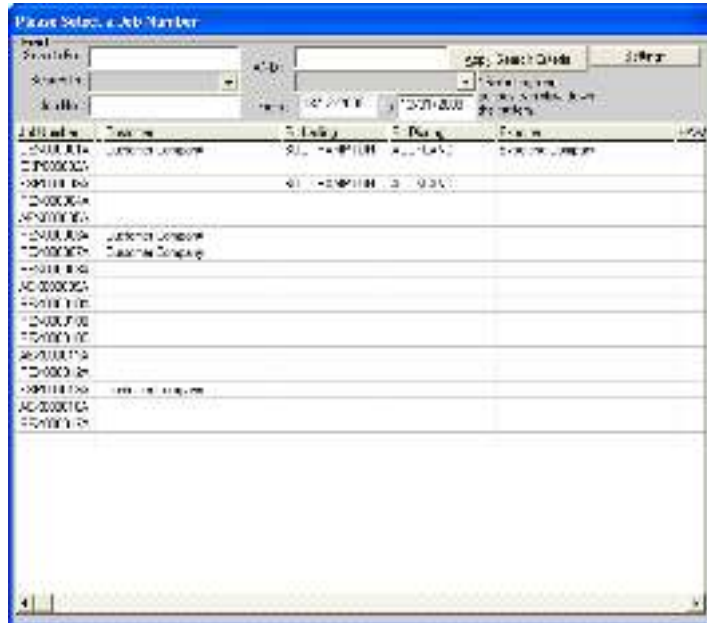


Fig 26. Exports Job Search Screen

The Advance search abilities on this screen allows you to search for a job by selecting the drop down selections in the Search in fields (see fig 28) and typing the search items in the Search For fields or changing the date parameters and Finalising this by clicking the Apply Search Criteria button.



Fig 27. Exports Advance job search

The use of the settings button allows the user to choose what is viewed on the screen once the search parameters has found the by selecting tick boxes in a drop down selection.

Finding an Address

You can speed up the data insertion process by pressing **Ctrl+F** or the **[Find button]** on any ID, Address, Contact, Telephone or Fax field, and selecting addresses from the address book.

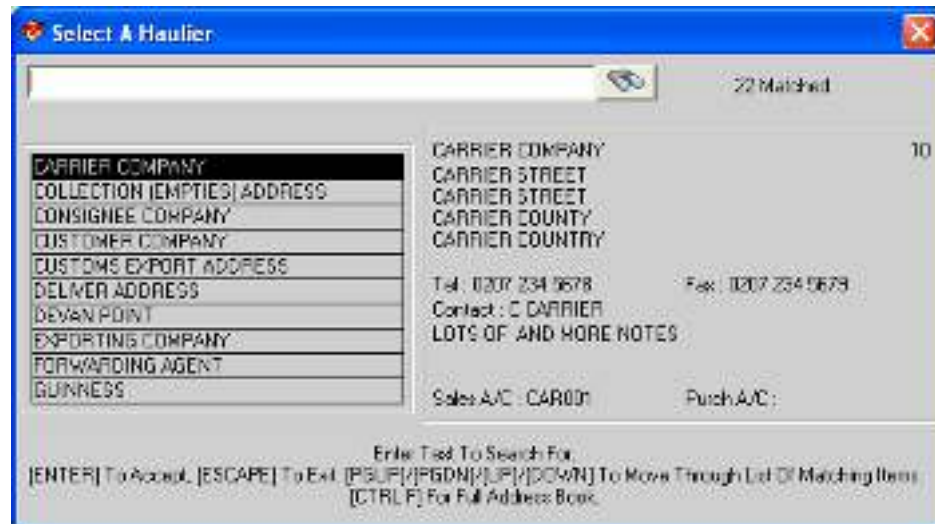


Fig 28. Inserting record from Address Book

Pressing CTRL+F/ [Find buttons] on any Address finder field allows you to enter new contacts into the address book.

Fig 29. Address book entered by pressing Ctrl+F or the [Find Button]

Scanning Pod's

FastFreight has this scanning option. This option allows you to scan a proof of delivery document and store it on your computer allowing you to prove goods have been delivered. For how to do scanning please go to **Scanning in FastFreight Chapter 12**

Also by using “Ctrl+N” keys on Job Status you can store the status of the jobs e.g. “Shipped on board” etc for future use on other jobs.

Pressing **Ctrl+P** / [Print button] will show the **print menu** and you can print, preview or email any report related to the job. Pressing **Ctrl+S** / [Save Button] will **save** the information for the job entered so far to the database.

Haulier Data - Screen 2

After creating or selecting a job, now you can enter other information about that job in other screens. On second screen, you can enter

Pressing CTRL+F/ Haulier Details, which is mainly used for making a [Find buttons] two delivery note of that specific job.

times on any

Address field will

allow entry of new

contact in address

book

You can provide information about Haulier, Place of Collection and Delivery, Collection Empty, Reference Numbers for Delivery and Collection, Job Release to and Notifyee and additional information.

Estimated Freight Costs

Entering a value beside the haulier name will show the estimated charge from the haulier on Collection/Delivery note instruction and add this estimated cost to the purchase cost screen of finance, job costing. Also the system has the ability for you to store the proof of Delivery/CMR name and the date of the signature for quick reference.

Fig 30.

Exports Screen 2

Goods Details - Screen 3

After Haulier information, now you will see **Goods Details**. On this screen, you can enter detailed information about the goods coming in this shipment. Each job may have multiple goods, so you can add additional goods details using **Marks and Numbers and Description**.

Fig 31. Goods Details Screen

If a job has more than one container, then these Marks and Numbers can also be used to store information about multiple containers coming as one job, or you can use the container no. per line of goods and by pressing the Details button you can store more info. on the containers.

Fig 32. Container Information per line of goods

Also on this screen, you have the facility of entering Tracking information about the job. This will prove helpful if you are looking to provide an Online Web Tracking Facility to your clients. It will enable your clients to see the status of their shipments online. This exciting feature is an important part of our FastFreight System.

Web Tracking Facility is maintained using our CargoTrack module

Our CargoTrack module provides the essential functionality to update and maintain your shipment records online. It retrieves the required information from FastFreight database and updates it online manually or automatically and is very easy to use piece of software. This is chargeable.

More information about CargoTrack can be found on:

http://www.logistic-software.co.uk/Online_Webtracking.asp

Fig 34. Cargo Tracking Information

Further, on this screen, you can provide information about Airway Bill (AWB) and Freight Manifest Charges (FCM) details. By clicking the AWB or FCM button you can provides there details.

Air Way Bills (HAWB & MAWB)

In this sub form, you can provide information related to **Air Way Bills (AWB)**. It includes handling **charges**, fuel surcharges, airport handling charges and any other charges you wish to include (For more in depth info on Air way bill see Chapter 13).

Here you can change the chargeable rate and weight as well as, if you wish, a change in the calculation whereby you can tick the Use Manually entered freight tick and overwrite the calculated value of the freight charges.

Fig 35. Air Way Bill Charges

You can provide your own customize charges by modifying the **custom fields** available on form by clicking Ctrl+N Then typing in the Charge name the sort code and if it is due carrier or agent.

The ability to make an AWB prepaid or collect on the other charges or the whole AWB as Agreed is easily done by selecting the Prepaid or Collect drop down selection or the As Agreed Tick box. Rate classes can also be entered here e.g. Q, M or N here. Most of the fields for and AWB are found here ready to be entered. From this screen it is possible to create an invoice by ticking the Generate invoice button if you tick one of the VAT boxes that value will have Vat added to the invoice for that charge.

Selecting the Desc button will fill in the goods description in the nature and quantity of goods or you can select only the dims or even both by selecting the button. If you need more details please use the additional information field to add more info.

Manifest Freight Charges (FCM)

On this form, you provide information related to freight charges for the particular job. It is different from the charges that can be provided in the invoices. This is to accommodate extra charges you may like to include for a specific job used mainly by trailer operators to advice ex works charges to their European partner.

EXPENSES: Goods Details - Transfer 12/10/2006

UN:XXXXXXXXX Developer

Unit and Quantity Description

Standard Freight Charges

| Name | Unit | Design | Quantity | Date | Paid Amount | Collect Amount | Paid Elsewhere | Paid Place |
|-------|------|--------|----------|------|-------------|----------------|----------------|------------|
| 12/10 | | | | | | | | |
| Code | Date | Unit | Quantity | Date | Paid Amount | Collect Amount | Paid Elsewhere | Paid Place |

Prepaid Amount (€): 0.00

Collect Amount (€): 0.00

Paid Elsewhere (€): 0.00

EXPENSES: GOODS DETAILS - 12/10/2006

CRDS No. NET Exp. USE IN VALUE Print

20.00 24.00 12 1.00 0.00

This window may be used to view and edit the expenses of a customer's account.

Fig 36. Manifest Freight Charges for Export jobs

Palletize of goods

You can now Palletize a lot of goods together to make up a single consolidated pallet by first just creating a pallet ID by pressing Ctrl+N and the user first entering the name of the pallet and then assigning the goods to the pallet buy just double clicking the goods line you wish to add to the pallet. To remove just click the line in the assigned to current pallet table.

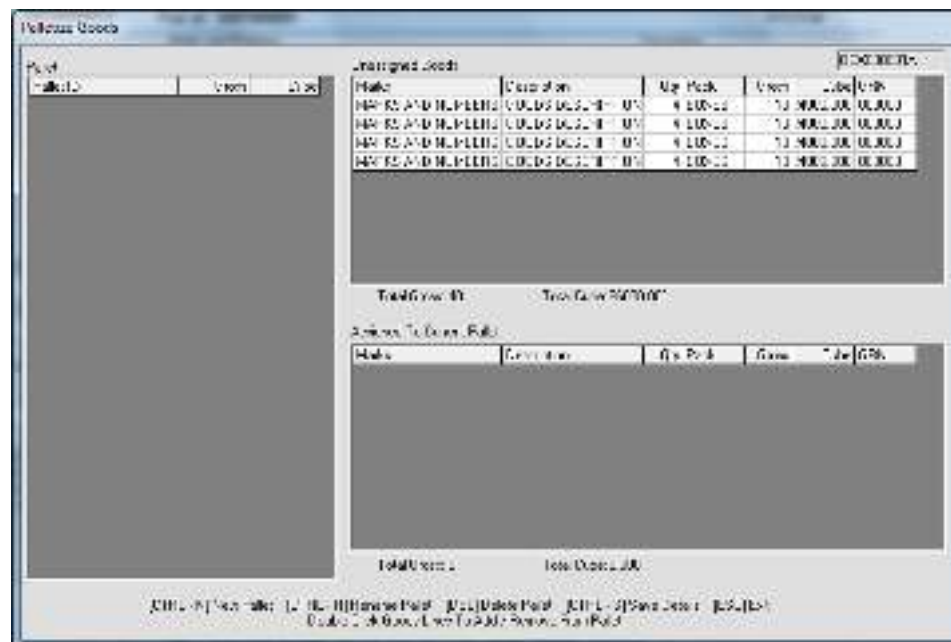


Fig 37. Palletisation screen

Shipment Details - Screen 4

On this screen, you can provide information regarding **Customs and other shipment details** such as Loading Time, Arrival Time, **Container number**, Vessel, **Port of Loading** and **Discharge** and related information.

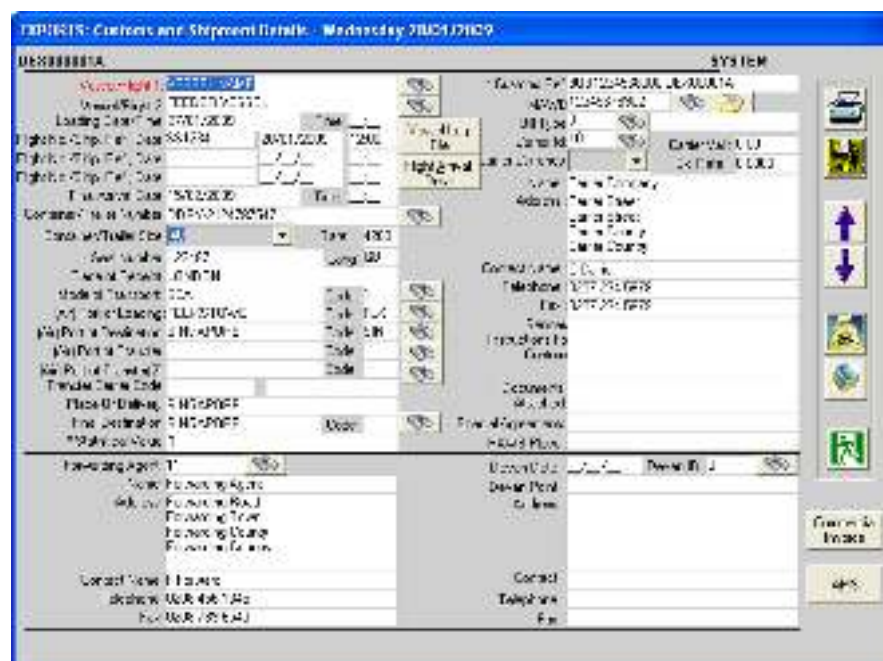


Fig 38. Customs and Shipment Details Screen

Commercial invoice

Commercial invoices can be created for the specific job by pressing Commercial Invoice button on the screen. Whilst not a true financial invoice this provides you with an additional document to facilitate cargo movement.

Fig 39. Commercial invoice in Customs and shipment details

Storing a Vessel Name and sailing date

Going back to the main screen 4 you can see there is binoculars beside the vessel name field which allows you to enter and store vessels in advance and find them. This is done by pressing **CTRL+F [Find button]** in the vessel field which opens the below screen.

Fig 40. Find as vessel and Add New Vessells

The above screen allows you the user to find vessels pre-entered already, thus saving time entering the vessel details over and over again. To select a vessel all you have to do is double click the vessel you require to enter it onto your job. To add more vessels all you have to do is to press CTRL+N to add a new vessel details or CTRL+E to edit the details.

AMS

AMS button or **Alt+M** takes you to the AMS screens which allow you to Enter information for AMS documentation required by the US and Asia. The fields include the AMS Exporter and Consignee as well as their Passport Number, Date of birth and Nationality required for an AMS entry.

The screenshot shows a software window titled "AMS Details". At the top, it displays "Job Number: DE2000014". Below this, there are two main sections: "Exporter ID" and "Consignee ID". Both sections have a text box containing "10" and a "Duplicate" button. Under each ID section, there are fields for "Name", "Address" (split into Street, Street, County, and County), "Contact Name", "Telephone", and "Fax". The "Exporter" section also includes fields for "Passport No.", "Nationality", and "Date Of Birth". At the bottom of the window, there is a footer with instructions: "Enter the ID of the Company and Press [ENTER] to get the Details. [CTRL]+F to Find A Company. [CTRL]+S to Save. [ESC] to Cancel".

Fig 41. AMS Entry Screen

Ports and Airports storage

This allows you the user to store also all your ports and Airports with their airport/port codes. Thus speeding up searching for and entering of the codes for every job you create. By going into the (Air) Port of loading, (Air) port of Destination, & (Air) ports of Transfer 1/2 you can press either **CTRL +F** or the [binocular] button(s) the screen will take you to the search screen below screen. For your convenience FastFreight already has almost every International airport stored in its database with its airport code. To Search just type in either the airport code in the airport code box or part of the name of the airport you require in the airport name box at the top of the screen. To edit these entries press **CTRL+E** and to add a new one Press **CTRL+N**

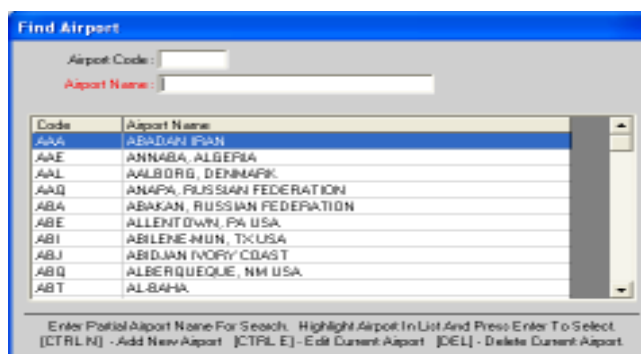


Fig 42. Airport/Sea Port Search Screen

Estimated Carrier Costs

The Carriers estimated charges can also be stored on this screen by first selecting the haulier then entering the Value of the carriers estimated bill selecting the currency they are charging and what the exchange rate is at the time of the order. This can be later converted into a full invoice and not an estimate in the finance section shown later in this manual.

Storage and Warehousing details - Screen 5

On this screen, you can provide information regarding Warehouse and storage details like Bill of lading, transport details, freight prepaid/collect charges and other additional notes. The two document text fields can be set by our engineers to store lines of information that can be put on the job all you the user have to do is press the up or down arrow an choose what caption you wish to see on your documentation.

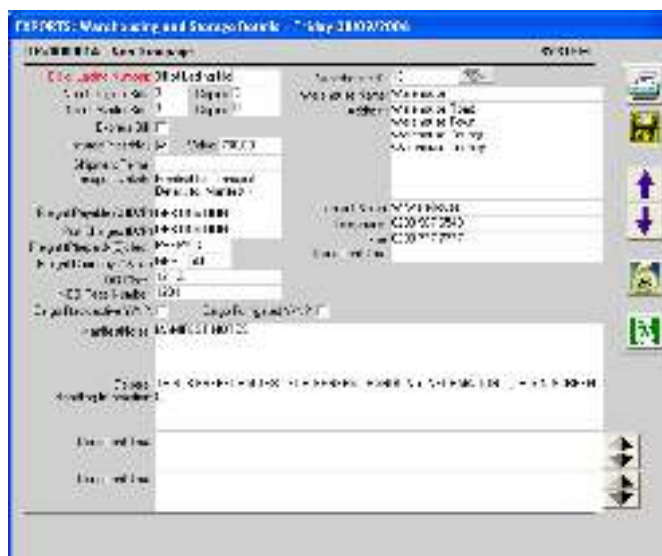


Fig 43. Warehouse and Storage Details screen

Tip – By pressing the Shift key and P or D or C key the word “Prepaid”, “Destination” or “Collect” will appear in the Freight payable, Port charges and Freight Prepaid/Collect fields.

Customs Entry Details - Screen 6 & 7

On these screens, you can provide information about the Customs (C88A) Details. Most of these fields are now no longer used because of NES but the screen is still here just in case NES goes down and you need a C88A.

Fig 44. Customs Entry (C88A) Details 1 – Screen 6

For more information on what to fill into these fields please go to the Customs Chapter 14.

Fig 45. Customs Entry (C88A) Details 2 – Screen 7

The final screen in exports is used **ONLY** in the USA for US Customs it allows the user to store data on the Vessel Flag State of Origin and Import Entry number and Inbound Type. These fields are only used if your company is in the USA.

EXPORTS: Web related CUSTOMS Info - Thursday 15/01/2009

Part of: GRP000001

Vessel Flag (L):

Inbond Type:

Import Entry Number:

Is this shipment a routed transaction: ☐ Yes ☒ No

Are USPPI and Ult. Consignee Related Company: ☐ Yes ☒ No

State of Origin:

Fig 46. Web Related Customs Info for US Customs

Groupage

How to provide Groupage Details?

Groupage provides the facility of combining different jobs irrespective of transportation by land sea and air.

For liner agents, it does not present a problem, a job is a bill of lading number and a Groupage or trip number is a voyage.

Note

Before creating new Groupage, it is essential that you have import or export jobs to combine them in a group, i.e., Groupage button on the first import/export screen is ticked.

Main Groupage Screen - Screen 1

On the first screen in Groupage, you will see existing jobs in the system. You can select either Import jobs or Export jobs to make group of related jobs. Pressing **Ctrl+N** or press the **[new button]** will allow you to create a new group.

Once created, you can add as many individual jobs to the groupage as required by simply clicking on the jobs in the available jobs box and this will move it to the selected job box and thus will go into the groupage. To remove the individual job just double click the wrong job and it will be moved to the available box, and therefore removing it from the groupage. Then by Pressing **Ctrl+S** or the **[Save Button]** on any screen FastFreight will save the information to the database.

The **Page up page down** or **[arrow Buttons]** will take you to the next page or prior pages and the **[Finance button]** / **CTRL+I** will take you to the finance section of FastFreight discussed later in this manual. To quit the groupage section of the program please press either the **[Quit button]** or press **CTRL+Q** on your keyboard.

Groupage Details Select Jobs

GRP000001 [from SOUTHAMPTON on 28/06/03] [to AUCKLAND on 30/03/06]

SYSTEM

GRP. NUMBER: GRP000001 DATE: 26/06/2003 GROUPAGE REFERENCE:

Available Jobs:

| Job | Customer | Qty | Gcs/Wt | Wid | Hgt | Dpt | Vol | DP | Destination | Date |
|-----------|------------------|-----|--------|-----|-----|-----|--------|----|-------------|----------|
| OE000001A | Customer Company | 3 | 0 | 2.0 | 1.0 | 3.0 | 18.000 | D | SINGAPORE | 2/05/200 |

Selected Jobs:

| Job | Customer | Qty | Gcs/Wt | Wid | Hgt | Dpt | Vol | DP | Destination | Date |
|------------|----------|-----|--------|-----|-----|-----|-------|----|-------------|----------|
| Exp000003A | | 5 | 12 | 0.1 | 0.1 | 0.1 | 0.005 | | AUCKLAND | 6/02/200 |

Total Qty: 5 Total Gross: 12 Total Cube: 0.005 Total Load Mts: 0

PageUp/PageDown, CTRL+F Find, CTRL+N New Groupage Number, CTRL+P Print menu, CTRL+Q Quit without saving, CTRL+S Save details manually. If left blank will default to the current date.

Fig 47. Groupage Details select jobs Screen

New Groupage Number

Group Type

GRE

Groupage Export

Copy From Groupage Number

CTRL+(N)ew to enter code details, (Insert) to add the details to the list and (Enter) to select a code from the list.

Fig 48. Adding new Groupage Number

When pressing **Ctrl+N** a new Groupage Number screen will appear asking you for the prefix type you wish to be put in front of the Groupage number. Also from this screen you can copy a prior Groupage number to speed up entries to the FastFreight system.

On the main screen once you have press enter on the New Groupage number screen it is good practice to Populating the Groupage reference box allows you to show on documentation your partners/overseas agent's job reference.

General Details - Screen 2

On the next screen, you can provide information such as Carrier, Consignee, Exporter and Notifyee for this Groupage. Although each job has its own information about these which will of course differ from each other, but all of them will have the same Groupage information added, completing the transport details.

Pressing **Ctrl+F** or **[Find button]** on any field with a binocular button will bring an -address book search form (see import /export section for more info). Pressing **Ctrl+S** / **[Save button]** will save the information to system.

Clicking the **[Find button]** beside the MAWB field will add the next available MAWB no for the carrier you have just selected. By pressing the folder button you can unallocated a MAWB No. for future re-use.

Groupage Details Main Screen
 GRP000001 [from SOUTHAMPTON on 28/06/03] [to AUCKLAND on 30/03/06]

SYSTEM

| | |
|---|---|
| Carrier ID 10 Name: Carrier Company Address: Carrier Street Carrier Street Carrier County Carrier County Contact Name: C Carrier Telephone: 0207 234 5678 Fax: 0207 234 5679 | Consignee ID 2 Name: Consignee Company Address: Consignee Road Consignee Town Consignee County Consignee County Contact Name: Mr C Consignee Telephone: 0208 123 4567 Fax: 0208 123 5678 |
| Exporter ID 3 Name: Exporting Company Address: Export Road Export Town Export County Export County Contact Name: Mr E Exporter Telephone: 000 1234 1234 Fax: 000 1234 1235 | Notifyee ID 4 Name: Notifyee Company Address: Notifyee Road Notifyee Town Notifyee County Notifyee County Contact Name: Mr N Notifyee Telephone: 012 3456 7890 Fax: 013 4567 8901 |

Enter the ID of the Company and Press [ENTER] to get the Details.
 CTRL+F Find to Find a Company.

Fig 49. More Groupage Details, Screen 2

Collection/Delivery Information - Screen 3

On the third screen, information about Haulier and Collection/Returning addresses can be provided. Collection and Delivery dates can also be stored for the Groupage. Once again all the buttons work the same. Pressing **Ctrl+F** or **[Find button]** on any field with a binocular button will bring the address search form.

Fig 50.

Providing Groupage Details, Screen 3

Freight estimated costs

On this screen the ability to put the estimated cost for the Whole groupage can be put here for the Haulage/Freight cost for the groupage. Upon later receiving the invoice from the client, this can be placed into the individual jobs or the whole groupage job within the finance section (See purchase invoice).

Shipment Details - Screen 4

Further on in Groupage, you can provide detailed information about the Vessel, jobs loading dates, estimated arrival and shipment dates, container number, warehouse information and other related details. Pressing **Ctrl+F** or **[Find button]** on vessel, place of receipt or on any code will bring up the relevant form, if available, for quick insertion of data. We can provide a database of ports/airports showing the international short codes.

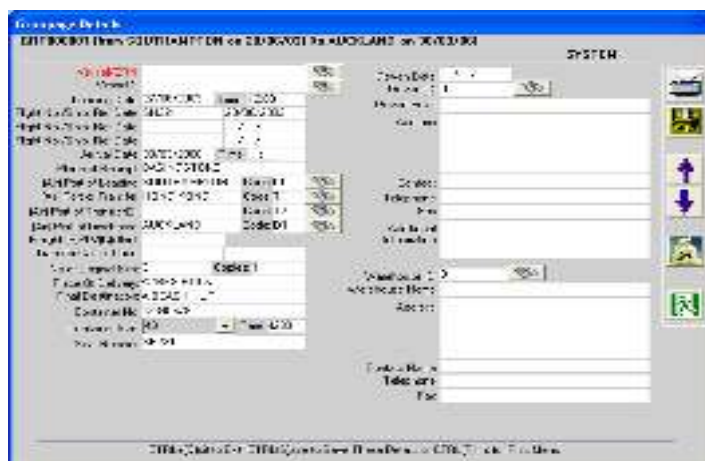


Fig 51. Groupage Shipment Information, screen 4

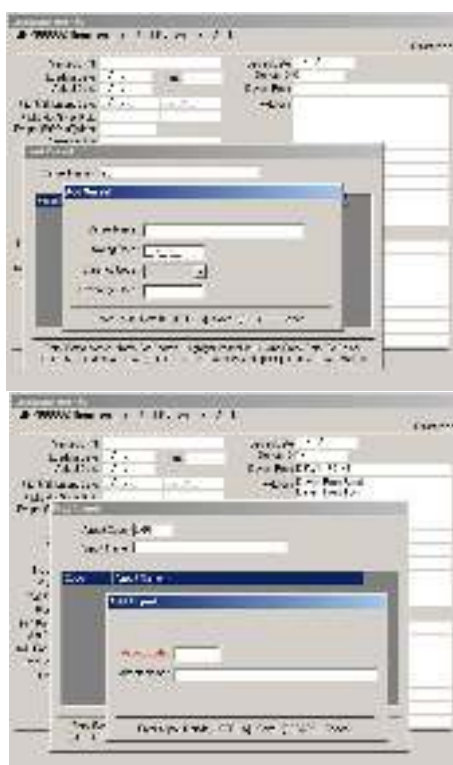


Fig 52. Vessel Data and Airport Codes sub forms

In FastFreight you can store up to 2 vessel (feeder/and main vessel) where vessel 1 is the main vessel and feeder vessel is vessel 2 on the screen. Also up to 3 different flights with their flight no. and dates stored.

Groupage AWB Information – Screen 5

Screen 5 in groupage allows you to enter Airway bill information for the whole groupage. Which include charge description and their charges using a drop down selection which can easy be added to also fill (see export AWB) in most of the fields that are on a MAWB. Some clients use the exports AWB screens to do HAWB and the groupage to do the MAWB's. On further instructions on how to enter an airfreight AWB please see appendix New Airfreight Entry.

Fig 53. Groupage AWB Information

USING FASTFREIGHT

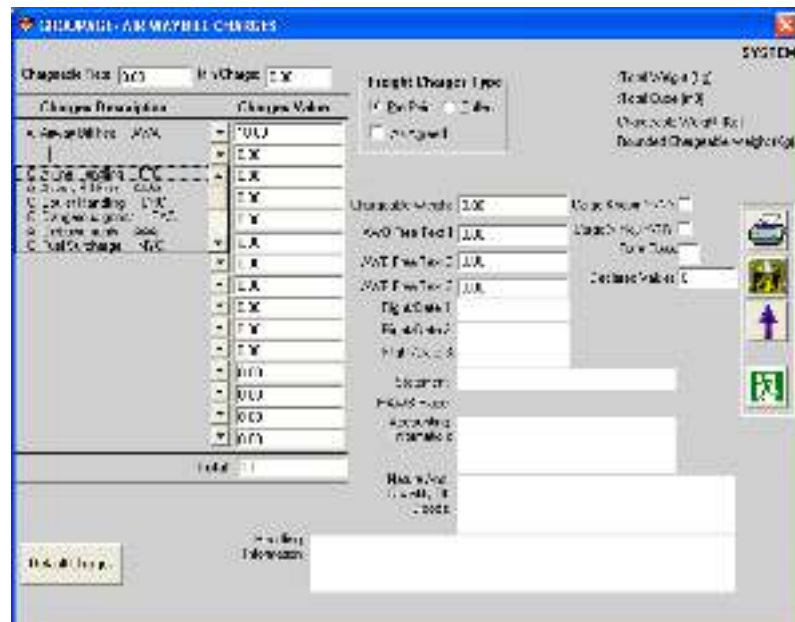


Fig 54. Drop down choice for other charges

Quotations

How to create Quotations from FastFreight?

Quotations are the effective way of providing customers with estimates about their freight movement handling charges.

The FastFreight system provides the facility of generating quotations for customers in an efficient way. You can provide enough details in a quotation that will give your customer a good idea about the approximate cost of the freight charges before finalizing the deal.

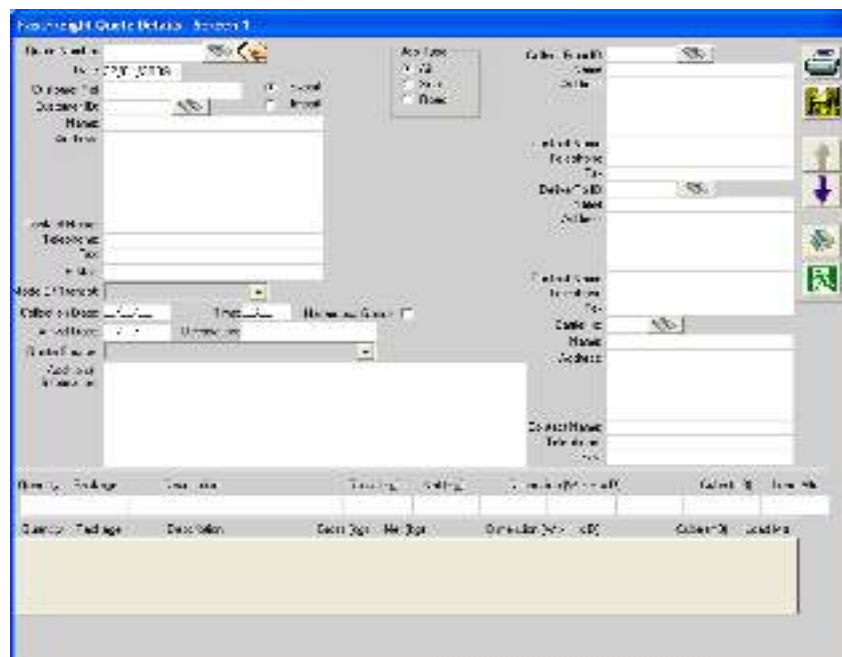


Fig 55. Quotation Main Screen

Either Import or Export jobs can be part of one group not both

Another benefit of using Quotation is that once the deal is finalized with the client, you can easily import quote details to import or export job by using Get Data from Quotation facility during new job creation (See Chapter 3 or 4 under section creating new jobs). It helps in reducing the time of creating a new job and avoids unnecessary mistakes during data entry again.

After copying from a quotation, you can fill the remaining bits of the job information as required.

Creating New Quotations



On the main screen, pressing **Ctrl+N** / **[New button]** / will show the form asking you to provide the quote number prefix and quotation type. You can even replicate any of the existing quotes in this quotation by providing previous quote number. After creating you can easily fill the remaining information.

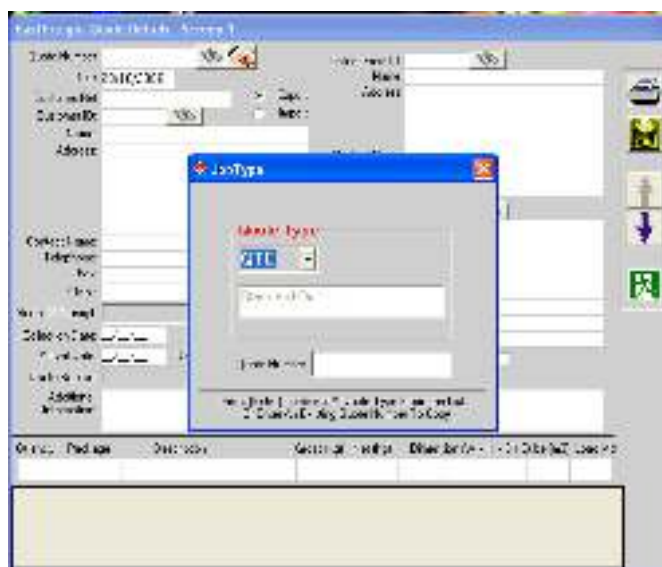


Fig 56. Creating New Quotation

Pressing **Ctrl+F** / **[Find button]** on Quote Number or any address field will show existing quotations or addresses searching facility through which they can be inserted easily without writing them again.

In the Goods Details section, after providing values like quantity, packages, press the **Insert** key to store that information for the quote and can be repeated as many times as required.

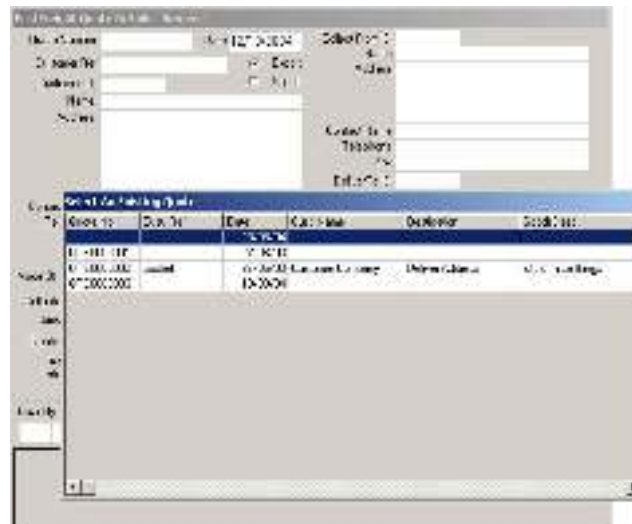


Fig 57. Searching existing quotes

Pricing the Quotations

After providing job details, the second screen will allow you to provide pricing information and charges for the job. It includes, but is not limited to, charges like Freight, THC, Entry/Clearance, Duty, VAT, Document Fee and many other customizable charges according to requirements.

| FastFreight Quote Pricing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|-----------------------------|---------------|------------|----------|---------------------|--------|--------|-------|-------------|----------------|------|----------|----------|----------|------------|---------|---------------|--|--------|---|-------|--------|------|--|--|------|---|-------|------|-----|--|--|------|---|-------|------|-----------|--|--|-------|---|-------|-------|---------|--|--|------|---|-------|------|-----|--|--|------|---|-------|------|------|--|--|------|---|-------|------|-----|--|--|------|---|-------|------|------------|--|--|------|---|-------|------|-----------------|--|--|-------|---|-------|-------|-------------|--|--|------|---|-------|------|------------|--|--|------|---|-------|------|-----------|--|--|------|---|-------|------|----------|--|--|------|---|-------|------|--------------|--|--|------|---|-------|------|----------------|--|--|------|---|-------|------|--------------|---------------|--|--------|---|-------|--------|-------------|--|--|------|---|-------|------|----------|--|--|------|---|-------|------|-------------------------------|--|--|--|--|--|---------------------|--|--|--|----------|--|-----|---------------|--|------|------------|--|-------|-------|
| Origin Address | | OTF0100172 | | Customer | | Current Invoice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Collect From | | Collect to (E-mail Address) | | Deliver To | | Deliver Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Qty | Packings | Description | Weight | Unit | Volume | Height | Length | Width | Vol | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | box | air of nice things | 450 | kg | 1.000 | 2.200 | 12.000 | 20.000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Description</th> <th>Charge Details</th> <th>Unit</th> <th>Quantity</th> <th>Ex. Rate</th> <th>Ex. Cost</th> <th>Charge Vol</th> </tr> </thead> <tbody> <tr> <td>Freight</td> <td>by Airfreight</td> <td></td> <td>456.00</td> <td>▼</td> <td>0.000</td> <td>456.00</td> </tr> <tr> <td>Fuel</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>OTC</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Insurance</td> <td></td> <td></td> <td>14.11</td> <td>▼</td> <td>0.000</td> <td>14.11</td> </tr> <tr> <td>Doc Fee</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>ITC</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Copy</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Vol</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Agency Fee</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Entry Clearance</td> <td></td> <td></td> <td>20.00</td> <td>▼</td> <td>0.000</td> <td>20.00</td> </tr> <tr> <td>Exportation</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Additional</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Insurance</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Handling</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Port Charges</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>OTC Fee Charge</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Document Fee</td> <td>a good charge</td> <td></td> <td>120.00</td> <td>▼</td> <td>0.000</td> <td>120.00</td> </tr> <tr> <td>Power Price</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td>Unit Fee</td> <td></td> <td></td> <td>0.00</td> <td>▼</td> <td>0.000</td> <td>0.00</td> </tr> <tr> <td colspan="6"> Chargeable Weight - 3000.0 Kg </td> <td colspan="4"> Volume - 11.000 CBM </td> </tr> <tr> <td colspan="2">Currency</td> <td>USD</td> <td colspan="2">Exchange Rate</td> <td>0.00</td> <td colspan="2">Max. Price</td> <td>40.00</td> <td>Price</td> </tr> </tbody> </table> | | | | | | | | | | Description | Charge Details | Unit | Quantity | Ex. Rate | Ex. Cost | Charge Vol | Freight | by Airfreight | | 456.00 | ▼ | 0.000 | 456.00 | Fuel | | | 0.00 | ▼ | 0.000 | 0.00 | OTC | | | 0.00 | ▼ | 0.000 | 0.00 | Insurance | | | 14.11 | ▼ | 0.000 | 14.11 | Doc Fee | | | 0.00 | ▼ | 0.000 | 0.00 | ITC | | | 0.00 | ▼ | 0.000 | 0.00 | Copy | | | 0.00 | ▼ | 0.000 | 0.00 | Vol | | | 0.00 | ▼ | 0.000 | 0.00 | Agency Fee | | | 0.00 | ▼ | 0.000 | 0.00 | Entry Clearance | | | 20.00 | ▼ | 0.000 | 20.00 | Exportation | | | 0.00 | ▼ | 0.000 | 0.00 | Additional | | | 0.00 | ▼ | 0.000 | 0.00 | Insurance | | | 0.00 | ▼ | 0.000 | 0.00 | Handling | | | 0.00 | ▼ | 0.000 | 0.00 | Port Charges | | | 0.00 | ▼ | 0.000 | 0.00 | OTC Fee Charge | | | 0.00 | ▼ | 0.000 | 0.00 | Document Fee | a good charge | | 120.00 | ▼ | 0.000 | 120.00 | Power Price | | | 0.00 | ▼ | 0.000 | 0.00 | Unit Fee | | | 0.00 | ▼ | 0.000 | 0.00 | Chargeable Weight - 3000.0 Kg | | | | | | Volume - 11.000 CBM | | | | Currency | | USD | Exchange Rate | | 0.00 | Max. Price | | 40.00 | Price |
| Description | Charge Details | Unit | Quantity | Ex. Rate | Ex. Cost | Charge Vol | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Freight | by Airfreight | | 456.00 | ▼ | 0.000 | 456.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fuel | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTC | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance | | | 14.11 | ▼ | 0.000 | 14.11 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Doc Fee | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ITC | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Copy | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vol | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agency Fee | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entry Clearance | | | 20.00 | ▼ | 0.000 | 20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exportation | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Insurance | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Handling | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Port Charges | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTC Fee Charge | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Document Fee | a good charge | | 120.00 | ▼ | 0.000 | 120.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Power Price | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unit Fee | | | 0.00 | ▼ | 0.000 | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chargeable Weight - 3000.0 Kg | | | | | | Volume - 11.000 CBM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Currency | | USD | Exchange Rate | | 0.00 | Max. Price | | 40.00 | Price | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Fig 58. Pricing the Quotations

Finance

How to manipulate invoices and job costing?

In finance, you can create sales/purchase invoices, credit notes, create purchase orders and perform job costing operations. Further, FastFreight data can also be exported to SAGE or other accountancy packages in the form of comma separated files (‘.csv’ files)



Fig 59. Finance Menu

From FastFreight finance menu, you can select Invoices, Credit Notes, and Job Costing and create files to use in accounting packages, as long as the third party software allows that facility.

Sales Invoices



Within sales invoices, you can provide details for invoicing a specific job. Pressing **Ctrl+F** / **[Find Button]** on invoice number will show **existing** invoices you can choose or **Ctrl+N** / **[New Button]** to **create** a new invoice. Also, pressing **Ctrl+F** / **[Find button]** on the Job Number will show existing jobs to select and assign to this invoice.

You can provide details of different services for this invoice like VAT or other freight handling details. Nominal code and category also proves helpful in providing extra information for the invoice. Pressing **Insert** key will add the description charge information (Category, VAT rate) for that job in the list. You can add as many charges as required.

Pressing **Ctrl+P** / **[print Button]** will bring the printing menu, from where you can print invoice in different formats as required. To the Right of the screen is the invoice note field which shows details to the user about the client. This can be edited here or created in the address book. This screen also shows the user if the invoice has been paid or not paid by the client. To adjust this you have to go to the Paid/Not paid section of the finance system.

You can also stop this invoice being transferred to you accounts package by ticking the “Dnt Transfer to CSV File” tick box.

The system also has the ability to mark this invoice ready to be merged with other invoices, for a consolidated invoice. Please note the Consolidate this invoice tick box will be greyed out if the Invoice customer is not been marked as accepting Consolidations in the Address book (See Consolidation invoice later in this chapter for more information).

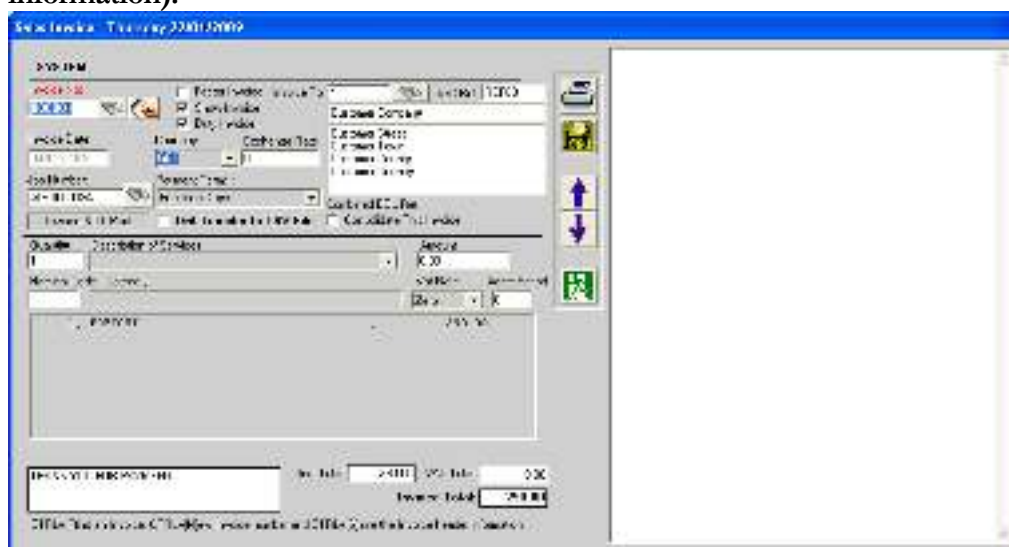


Fig 60. Sales Invoices

VAT now is in a convenient drop down choice that allows the user to select different VAT rates e.g. Standard = 17.5%, Std15% for 15%, Zero for Zero Rated. Other charges can now be easily added to this drop down (see Utilities and Profiles).

Credit Notes



Similar to sales invoices, in credit notes you can provide details about credits for a specific job. Pressing **Ctrl+F** / **[Find Button]** on credit number will show **existing** credit notes or **Ctrl+N** / **[New button]** to **create** a new credit note. Also, pressing **Ctrl+F** / **[Find button]** on the Job Number will show existing jobs to select and assign to this credit note.

You can provide details of different services details for this note like VAT or other freight handling details. Pressing **Insert** key will add the description charge information (Category, VAT rate) for that job in the list. You can add as many charges as required. Press **Ctrl+P** / **[Print button]** will bring the **printing menu**, from where you can print credit notes.

Fig 61. Credit Notes

Purchase Invoices



In purchase invoices, you can provide details for an individual job. You can **specify** whether it's an Import job or Export or part of a Groupage by selecting from the available options. By Pressing **Ctrl+F** / **[Find button]** on the Job Number, you will see existing jobs to select and assign to this particular invoice.

You can provide different invoice details for particular job and assign different invoice dates and description to each invoice.

Pressing **Ctrl+N** / **[New Button]** will create another invoice for the job and for each job you can provide invoice date, description, nominal codes, category, currency etc.

For accrual purposes, you can also provide estimated values for the charges of the job to forecast the profit/loss of the job. Once an actual invoice comes in, you can provide actual values to calculate final profit or loss for the specific job.

You can view these costs in the management reports.

Fig 62. Purchase Invoices

Ctrl+S / **[Save button]** will save the invoice details to the database. **Ctrl+P** / **[Print button]** will bring print menu to print or preview any purchase invoice. The copy feature has been added allowing users to copy the previous voucher number and to do this all the user has to do is press the **[Copy]** button (looks like a photocopier.).

Split Purchase invoices

Similar to purchase invoices, this allows supplier invoices to be split over many jobs. Pressing **Ctrl+N** / **[New Button]** to create new voucher number for the job. You can also provide a description of goods, the various nominal codes and categories information for split invoice. By providing information here, it will show a difference between Gross and Allocated amount in the Variance Amount Field automatically to give you a prompt if you missed entering any information for the split invoices.

[illegible]

Fig 63. Splitting Purchase Invoices

Purchase Invoice Screen 2

By pressing **Page Down** key on first screen, you can see the form where you can provide information about individual jobs of the split invoice. Press **CTRL+N** / **[New button]** to start entering jobs of for the split invoice. **CTRL+F**/ **[Find button]** on Job Number will bring the available job searching form to select job number without entering. By pressing **Ctrl+A** the user can allocate the cost the relevant estimate created in purchases. Press **CTRL+S** / **[Save button]** to save the information.

| SPR Purchase Invoice Job Breakdown | | | | |
|------------------------------------|---------------|-----------|---------------|-----------------|
| Voucher Number | Company ID | Reference | Net | Gross |
| 012 | 010 | 0123 | Invoice Total | £500.00 £667.50 |
| Invoice Date | Enter Company | | Current Total | £120.00 £141.00 |
| 10/10/04 | Enter Street | | Unallocated | £00.00 £46.50 |
| This Job No | Enter Street | | Currency | GBP |
| | Enter County | | Exch. Rate | 0 |
| This Inv. No | Enter County | | | |
| 0124 | | | | |

| Job Number | Net Amount | Vat Rate | Gross Amount | Est. |
|------------|------------|----------|--------------|------|
| EXP000005A | 120.00 | Standard | 141.00 | |

| Job Number | Net Amount | VAT Rate | Gross Amount |
|------------|------------|----------|--------------|
| EXP000005A | 120.00 | Standard | 141.00 |

Use Cursor Keys To Move Up/Down List, [CTRL][N] To Add New Job, [DELETE] To Remove Job From Invoice, [CTRL][S] - Save This Job, [CTRL][H] - Allocate Estimate, [PG UP] - Return To Previous Screen, [ESC] - Exit.

Fig 64. Split Invoices Screen 2

Consolidating Invoices

Consolidating Invoice in FastFreight allows the program to merge more than one sales invoice together for any one customer.

To do this first the user must go into the Address and find the address of their customer then click the Consol Inv Button See below. Note this only has to be set once, per customer.

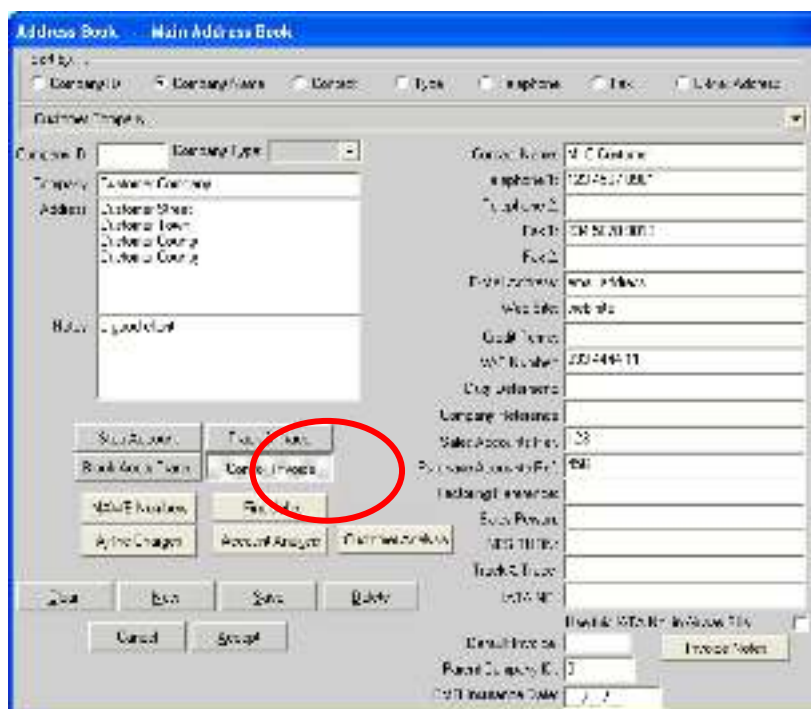


Fig 65. Address book Consolidation Invoice button

Once the Consol Invoice button has been selected the user can now create consolidated invoices for that client. They do this by making the individual Invoices in the Sales Invoice screen just like normal but they then click the “Consolidate This invoice” Tick box. So the invoice can become part of a larger consolidated Invoice.

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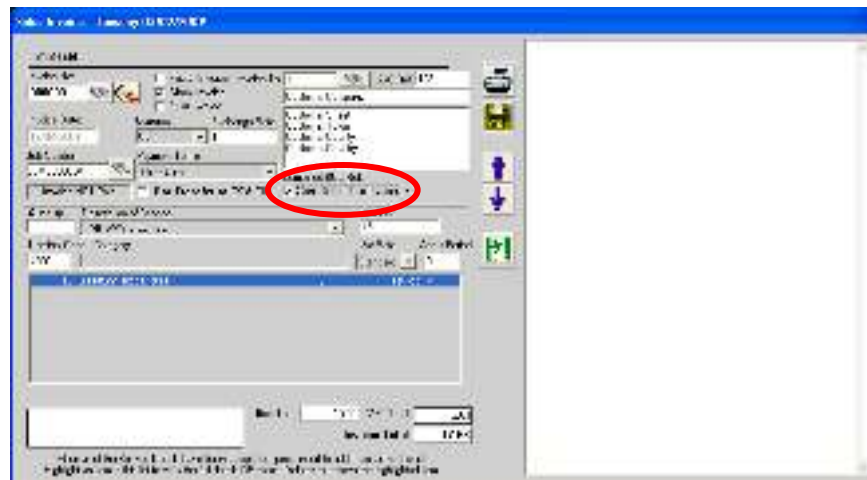


Fig 66. Mark Invoice to become part of a consolidation

The Next step is to go into the Consolidated Invoice screen see below.

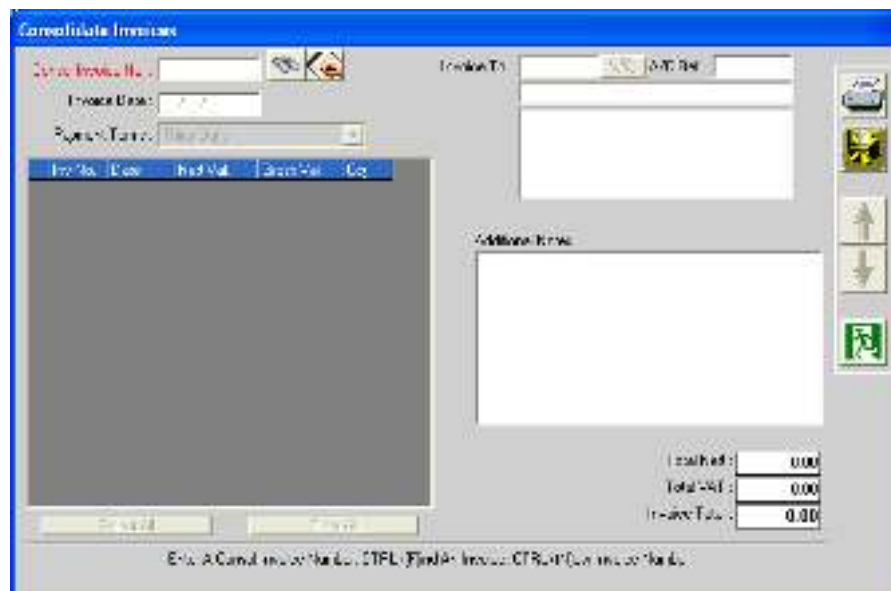


Fig 67. Consolidation Invoice screen

The user can either from here find a consolidated invoice by pressing the find button (Ctrl+F) and selecting the invoice from the Find Consol Invoice screen (below).

Find Consol Invoice

| Inv No. | Cust ID | Name | Inv Date | Nett Val | Gross Val | Inv's |
|---------|---------|------------------|----------|----------|-----------|-------|
| 1 | 1 | Customer Company | 03/02/08 | 0.00 | 0.00 | 0 |

Select A Consol Invoice From The List. [ESC] To Cancel

Fig 68. Consolidation Invoice Find screen

To create a new consolidation invoice you press the new button or Ctrl+N. This takes you to a list of customers you have selected in the address book that you wish to use consolidation invoices.

Create New Consolidated Invoice

| CustID | Name | Inv's | Nett Val | Gross Val | Last Inv. |
|--------|------------------|-------|----------|-----------|-----------|
| 1 | Customer Company | 1 | 15.00 | 17.63 | 03/02/08 |

Select A Consol Invoice Customer From The List. [ESC] To Cancel

Fig 69. New Consol Invoice Screen 1.

Once you select your customer from the list the system will automatically create an Invoice number and put today's Date into the invoice date field. It is then up to the user to select which invoices they wish to include in the consol invoice by ticking the invoices they wish to add.

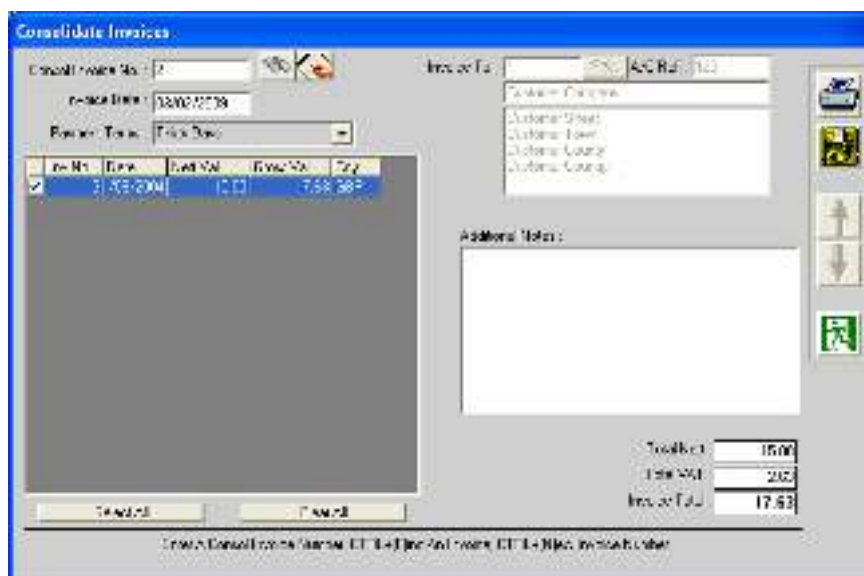


Fig 70. New Consol Invoice Main Screen

The user can select either all, or individually choose which invoice they wish to add to the Consol Invoice. Once this is done press the Save button (Ctrl+S) to finalise (once finalised this invoice will not appear on the list again when creating a new consol number).

Printing the Consolidated invoice is done by pressing the print button (see printing in FastFreight chapter.

Mark Paid / Unpaid Invoices



This addition to the FastFreight system allows you the user to mark an invoice paid or not paid for easier understanding of your financial situation.

By simply double clicking the invoice number on the below screen will change the invoice from an unpaid to a paid invoice and can be seen in the management reports in a later section of this manual. To unmark an invoice as paid just click the Paid Invoices button and Double click the invoice number that need changing.

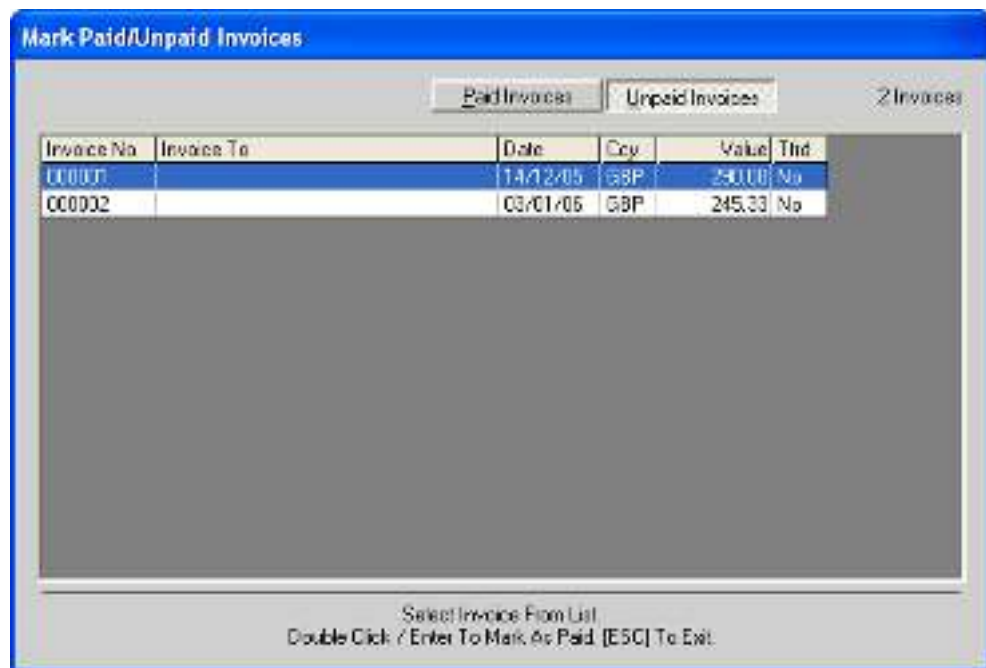


Fig 71. Mark paid / Unpaid Invoices Screen

Job Costing



It will help in estimating the profit/loss for a specific job. For a given job number, it will show all the sales and purchase invoices for that job and then calculate the **total sales and total costs** of that job and shows profit for that job. By Pressing **Ctrl+F / [Find Button]** on the Job Number, you will see existing jobs to select.

Pressing **Ctrl+P / [Print button]** you can print the job costing report and using **Ctrl+W / [Preview button] (Magnifying glass)** you can preview the job costing report.



Fig 72. Job Costing

Groupage Costing

It is exactly the same as job costing but it is for Groupage jobs. You can see individual jobs invoices for the selected Groupage and it will calculate the profit or loss for the Groupage.

Fig 73. Group Costing

Batch Invoicing

It allows user to print the large number of **sales invoices** in one go. This can be achieved by selecting Range of invoice numbers, Job type, Date range, Range of Job number and/or Amount of invoices.

Fig 74. Batch Invoicing

Pressing **CTRL+S** will show the search results and allow you to select the jobs you want to print in a batch. You can change status of print between 'yes' and 'no' by pressing **ENTER** key and **CTRL+P** to start printing the 'YES' status jobs.

| Invoice No. | Invoice Date | Invoice Amount | Invoice Total |
|-------------|--------------|----------------|---------------|
| 10001 | 01/01/01 | 1000.00 | 1000.00 |
| 10002 | 02/01/01 | 2000.00 | 2000.00 |
| 10003 | 03/01/01 | 3000.00 | 3000.00 |
| 10004 | 04/01/01 | 4000.00 | 4000.00 |
| 10005 | 05/01/01 | 5000.00 | 5000.00 |
| 10006 | 06/01/01 | 6000.00 | 6000.00 |
| 10007 | 07/01/01 | 7000.00 | 7000.00 |
| 10008 | 08/01/01 | 8000.00 | 8000.00 |
| 10009 | 09/01/01 | 9000.00 | 9000.00 |
| 10010 | 10/01/01 | 10000.00 | 10000.00 |

Fig 75. Invoices ready for batch printing

Accounts CSV Transfer

Upon clicking the menu button the screen will display the following menu asking what you wish to transfer and to what accounts package.



Fig 76. Transfer CSV file Menu

The accounts packages that FastFreight is currently compatible with are Sage Line 50, Sage Line 100, Pegasus and M.Y.O.B. Pegasus is currently the only version of finance software that cannot import an address book CSV file from FastFreight. In using this enhancement to FastFreight you will save time and energy entering them all again into your finance system.

The final button is the Accounts Transfer Details allowing the user to view the CSV files already transferred.

Financial information Transfer

This feature allows you to transfer both your sales and purchase invoices from FastFreight into your accounts package.

The first screen (see next page) shows you the last place and amount of the invoices transferred to a CSV file for your accounts package. This screen also allows you to select a range of invoices by the date that you may wish to transfer (Please Note Pegasus accounts software cannot do this at this date). To select all the invoices please click the okay button.

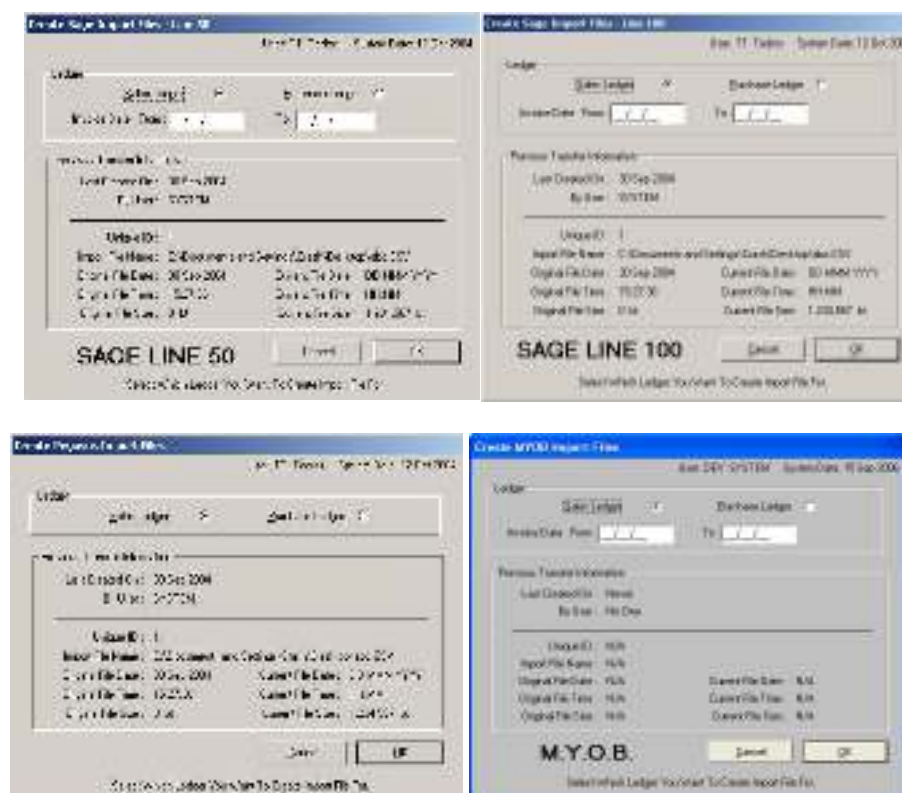


Fig 77. Exporting FastFreight Financial Data

Financial information Transfer screen 2

This screen is the same on all the various financial systems and shows all the invoices not yet transferred to sage from FastFreight that you have selected or by the date range you have chosen. Invoices that say “Yes” in the **TFR** (Transfer status) column will be able go through the system and are transferred. Any that says “No” will not be transferred. To correct this look at the large text box explaining what is wrong with the highlighted invoice number. Correct this by going back into the sales or purchase invoices system and correct the said invoice. Once all say “Yes” click the **[Ok button]** to take you the Select CSV File Name screen.

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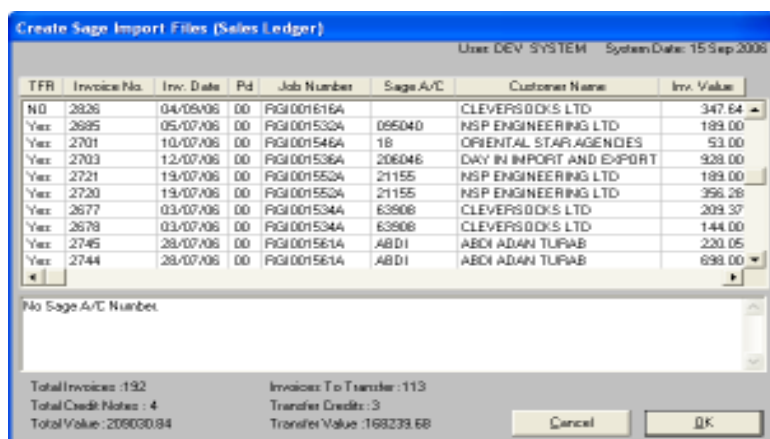


Fig 78. Exporting Fastfreight Data Screen 2

Financial information Transfer Screen 3 (Select CSV File Name screen)

This screen requests which Folder and whatever name you wish to save the data under. We recommend that you give it a name such as the date and if it is a sales or purchase CSV file e.g. 301205S for Sales Invoices for the 30/12/2005 and place it in a common folder that can be backed up if there is ever a problem with SAGE/MYOB/Pegasus or even FastFreight. Once you have selected a file name and folder just press the Open button to save or Cancel button to cancel the operation.



Fig 79. Exporting FastFreight Data screen 3

Transfer your CSV File into your Financial Software

Please look in your manuals of your financial system on how to import data into your financial system or ask our technical staff.

Address Book Transfer to Financial System

Both versions of Sage line 50, 100 and the M.Y.O.B. financial software allow for the address book from external software like FastFreight to be input into them from a CSV file (Note: Pegasus does not have this facility at this present time).

The first Address transfer screen (see next page) will ask you to choose if this is for the Sales Ledger Address book (Customers) or the Purchase Ledger address book (Suppliers) and will also show the place where the last transfer of address to a CSV file went to. Once you have chosen all you have to do is click the Ok button or the Cancel button to not transfer.

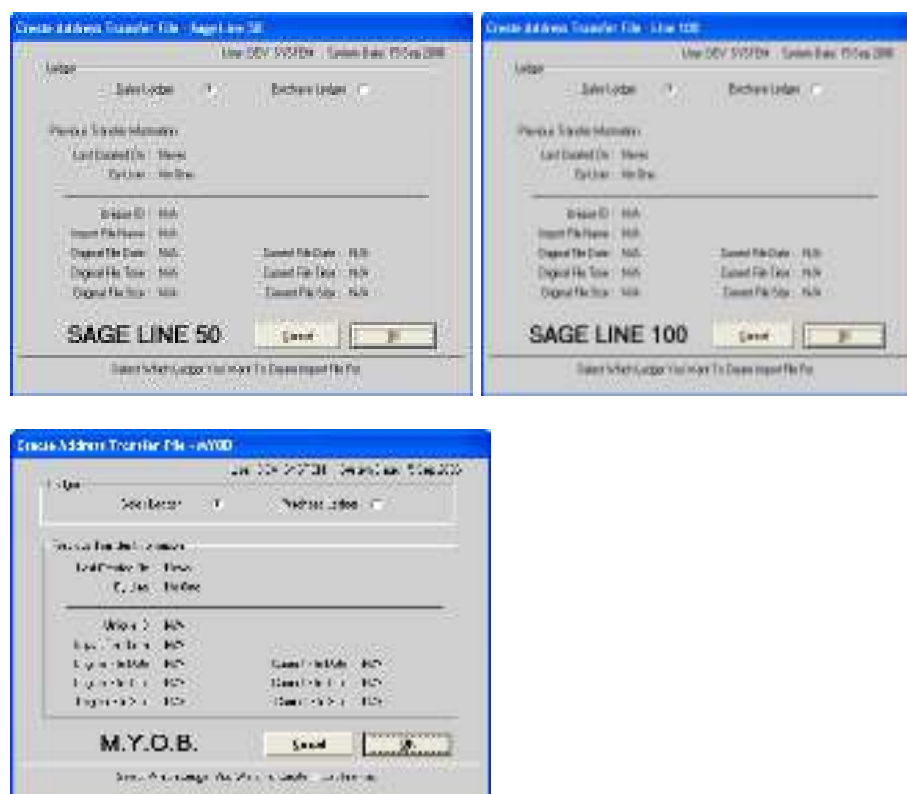


Fig 80. Exporting Address book data Screen 1

Address Transfer Screen 2

This Screen deals with if the addresses in the address book can or cannot be transferred. To find which addresses will be transferred please look at TFR column to see what can or cannot be transferred. Any problems will say “NO” beside them and if you highlight the line, in the big box the reason why it will not be transferred is displayed.

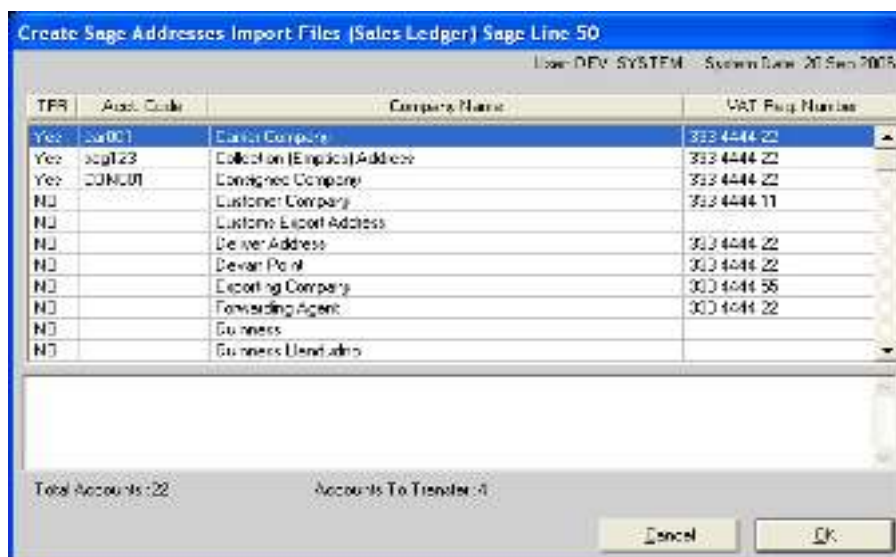


Fig 81. Exporting Address book data Screen 2

Screen 3 Address Transfer Screen

Once you have selected Ok on the previous screen CSV file name screen appears asking you to enter the CSV File name and where to store it. To do this just select the folder you wish to store the information into type a file name into the File name box and press the **[open]** button to save. **This file name can be imported into your Finance software with ease.**

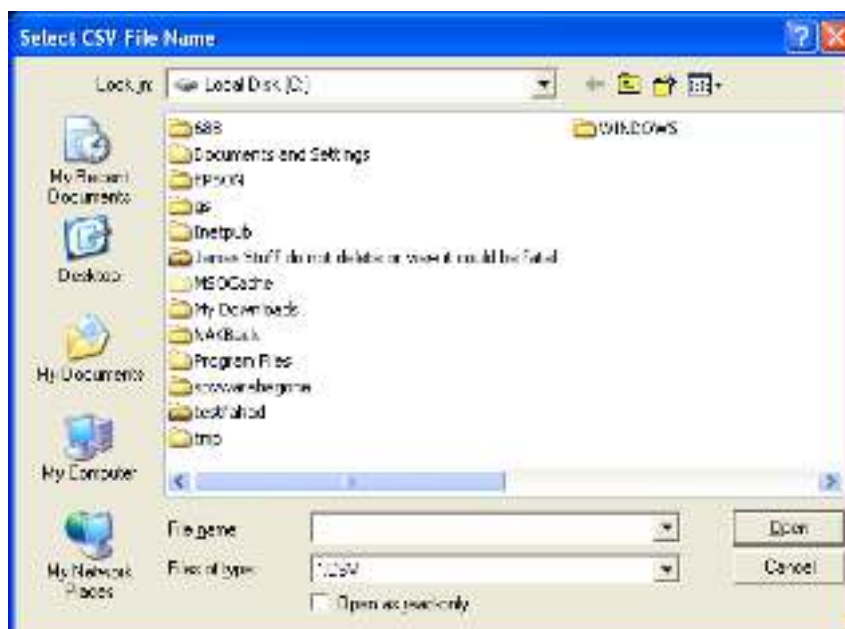


Fig 82. Exporting Address book data Screen 3

Transfer your CSV File into your Financial Software

Please look in your manuals of your financial system on how to import data into your financial system or ask our technical staff.

Management Reports

How to calculate your profits in FastFreight using management reports?

Management reports provides the facility of generating reports to show the summary or overall performance of the company. You will find reports like **Accruals, Job Costing, Export/Import Lists** and other financial reports, in this screen. You generate reports for any given start and end date. By default, FastFreight will generate report for the last **3 months**.

You also have the facility of selecting the type of date for which you want generate the report. For example, you can select Arrival Date as report **criteria**, and all the information in the reports will be generated according to date of arrival.

Management Reports Criteria

System Date: ☐ ☒ ☐

Shipment Date: ☐ ☒ ☐

Arrival Date: ☐ ☒ ☐

Date From: 15/07/04 Date To: 15/10/2004

Report Name: Accounts Export Print View

Sort By: Job / Groupage Number

From To

Job No: ☐ Grouped ☐ Not Grouped ☒ Both

Groupage No: ☐ Invoiced ☐ Not Invoiced ☒ Both

Inv/Credit No:

Client/Supplier:

Fig 83. Management Reports Main Screen

Further you can also provide **ranges** for Job Number, Groupage number or Invoice Number to limit the number of results on the reports. You can also generate management reports for a **specific client or supplier** by providing their ID in the Client/Supplier box.

Press **Ctrl+F** and you will see all the contacts, search and select the company and ID will automatically appear in the field.



Fig 84. Management Reports Options

You can also select sorting criteria for the reports and pressing View or Print button will preview or print the selected management report.

Sample Report

Next figure shows a sample management report for export jobs. The report is between January 2004 to October 2004 and the date criteria are set to the current system date. The sort option is by Job reference, which means all the information is sorted by Job number.

USING FASTFREIGHT

[illegible]

Fig 85. Sample Management Report – Export Jobs

Address Book

How to manage your contacts in FastFreight?

FastFreight came with a built-in address book to store all the information about your business contacts. The address book is fully integrated with FastFreight, which means that you can use the addresses and company information from the address book within your FastFreight Jobs. This feature is accessible from FastFreight using **Ctrl+F/ [Find button]** feature on any address field or click the Address book button in the main menu.

Fig 86. Address Book Main Screen

Features

The address book is powerful enough to store the detailed information about the companies you are dealing with. In addition to standard contact information like name, address, email, you can also provide VAT Number, Sales Account Ref for SAGE, Purchase Account Ref for SAGE, NES TURN, Default Currency and other extra information.

Other features include;

Track and Trace

This option will enable/disable track and trace facility for the particular company in your address book. If you are currently using Track and Trace facility through CargoTrack, then enabling Track and Trace for the particular company will allow CargoTrack \WebTrack to retrieve the job details for that company and upload it online.

The screenshot shows the 'Main Address Book' window. At the top, there's a 'Sort by...' dropdown and several radio buttons: 'Company ID', 'Company Name' (selected), 'Contact', 'Type', 'Telephone', 'Fax', and 'E-Mail Address'. Below this is a 'Customer Company' dropdown menu. The main area is divided into two columns. The left column contains fields for 'Company ID' (set to 1), 'Company Type' (dropdown), 'Company' (Customer Company), 'Address' (Customer Street, Customer Town, Customer County), and 'Notes' (a good client). Below these are buttons for 'Stop Account', 'Track & Trace' (highlighted), 'Block Accts Trans', 'Cancel Invoice', 'M/WB Numbers', 'End Jobs', 'AWB Changer', 'Account Analysis', and 'Customer Analysis'. At the bottom left are 'Clear', 'New', 'Save', 'Delete', 'Cancel', 'Accept', and 'Transfer To SAGE' buttons. The right column contains fields for 'Contact Name' (Mr C Customer), 'Telephone 1' (123 4567 8901), 'Telephone 2', 'Fax 1' (234 5678 9012), 'Fax 2', 'E-Mail Address' (email address), 'Web Site' (web site), 'Credit Terms', 'VAT Number' (333 4444 11), 'Duty Deferment', 'Company Reference', 'Sales Accounts Ref', 'Purchase Accounts Ref', 'Factoring Reference', 'Sales Person', 'NES TURN', 'Track & Trace' (checked), 'IATA Code / Acc. No.', 'Use this IATA No. in Airway Bills' (checked), 'Default Invoice', 'Parent Company ID' (0), and 'CMR Insurance Date' (/_/_/). There is also an 'Invoice Notes' button.

Fig 87. Track and Trace Enabled in Address Book

Track and Trace password is required for using this option. The username for accessing it online will be the **Company ID** and password will be as supplied in **Track and Trace Password** field for that company.

Stop Account

This feature allow supervisor to define the account status for a specific company. By using this feature, during the job creation, whenever selected, a particular company with Stop Account enabled, the FastFreight system will not allow selection of that company.

Block Account Transactions

By enabling this option, this stops invoices for this company from being transferred to SAGE from this company. This has been implemented mainly to stop foreign currency invoices transfers to SAGE line 50 as older versions of SAGE LINE 50 cannot deal with foreign currency invoice transfers. The Current version is capable of foreign currency transfers.

Fig 88. Stop and Block Accounts in Address Book

Consolidate Invoice

This allows you to select the companies that you wish to utilise the consolidation Invoice option currently under construction. (See consolidation Invoice Section in Finance for more info.).

Job Analysis

Another excellent feature of the address book is Job/Account Analysis. It allows you to analyse the jobs of a specific company in graphical format for a particular year. It separates Import, Export and Quotations with different colours. It summarizes all the jobs for a specific company and provides a picture about what was done for it in the past few years.

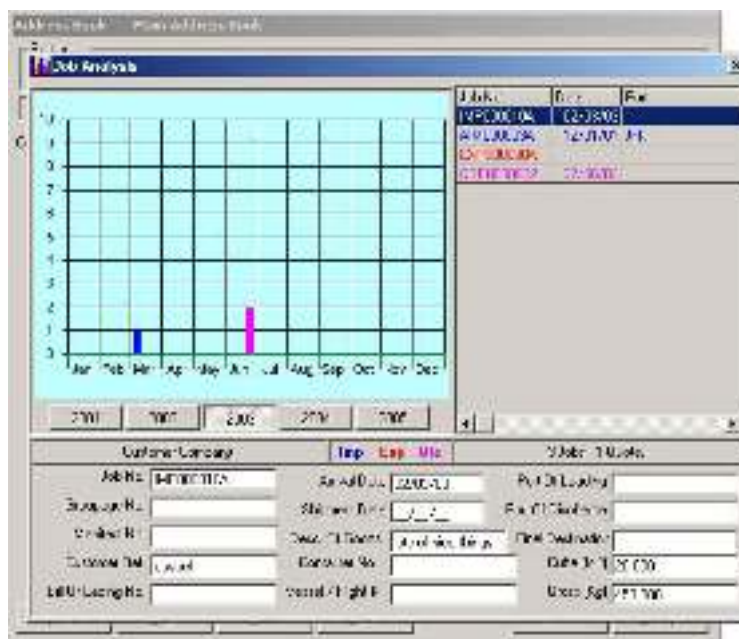


Fig 89. Job Analysis in Address Book

Airline Charges

You can define default Air Way Bill charges for a particular company. These can be used easily in the Export jobs/Groupage Export jobs and all the charges can be automatically calculated based on values provided in this form. Just press Ctrl+N to add a new charge type and the airline charges.

Fig 90. Airway Bill Standard Charges

MAWB Numbers

Similarly, you can store MAWB numbers for a company and can use them later in the jobs for that company.

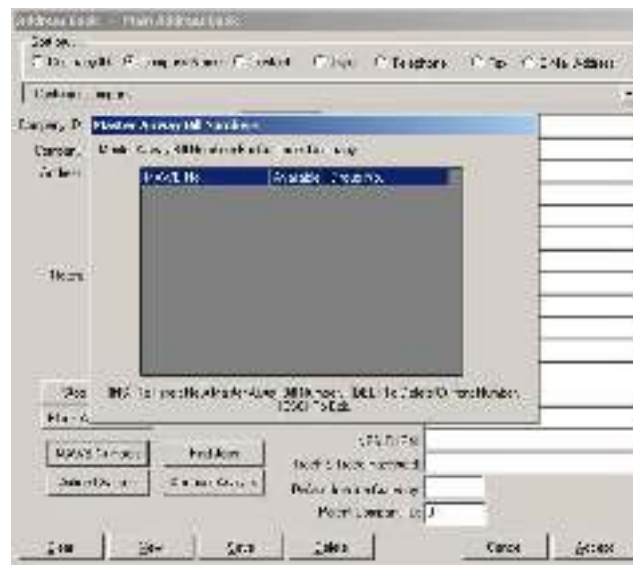


Fig 91. MAWB Numbers screen1

To add a new MAWB or a range of MAWB numbers first find the Airline in the address book then just press the **[MAWB Numbers]** Button on the screen to gives a new screen called Master Airway Bill Numbers. Press the **[Insert]** Key on your keyboard for a new screen to add new MAWB numbers (See below). The new screen asks for the user to first select either a Single MAWB no or a Range of MAWB no. Just select whichever requirement the user wants then type in the Airline code only once and the first and possibly last (For range of MAWB) MAWB number(s). Then Click **[save]** and the new airway bill numbers will be displayed in the Master Airway Bill Numbers screen (fig77).



Fig 92. MAWB Numbers entry screen2

Job Search

Further, you can search for all the selected company jobs on Find Jobs option. It helps you in finding a job that you have lost the details for. This can be done by just selecting a piece of data that you know about the job and typing in your search parameters for that job. For example, if you know the port that a particular ship arrived at but do not know the job number all you have to do is select the Port of Arrival in the "Search in" drop down box and type the port and all the jobs that went to that port will be displayed in the box below.



Fig 93. Find Jobs in address book

Invoice Notes

This allows you the user to use this as a large notepad, to store information about the client Sales charges. These notes will then show up on the sales Invoice screen for a reminder to you or your accounts staff to take note of when creating the invoice.

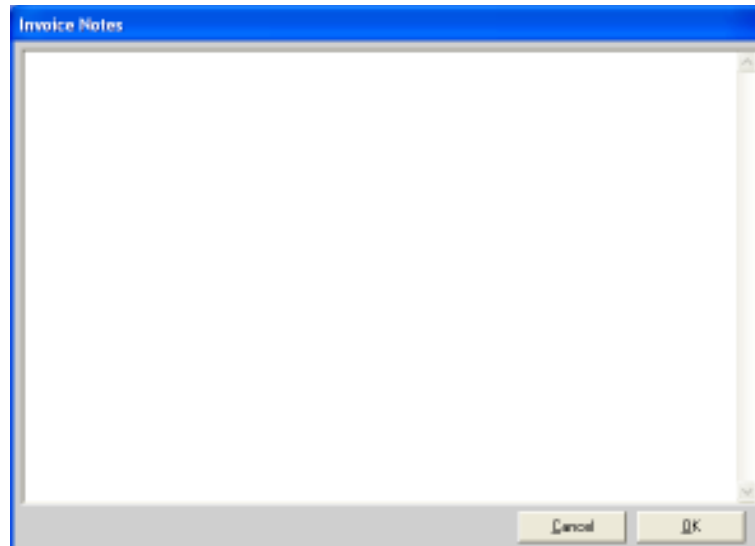


Fig 94. Find Jobs in address book

Utilities

What useful utilities you can use in FastFreight?

In FastFreight, there are set of tools that can facilitate the data entry procedure for new jobs. It also provides utilities to maintain the FastFreight system. From the FastFreight menu, clicking on Utilities/Profiles will show the available options. The most useful of these are to backup and archive the data.

The first option **Set Database** allows you specify the location of the database for the specific company. Failing to select the correct database may result in malfunctioning of the system.



Fig 95. System Utilities Main Menu

System Users

Selecting System Users from the system utilities menu will allow you to add more users that can login to FastFreight. Also, you can modify the information of existing users such as password. You can also add the email and change their security status from here.

The 'Setup Users' dialog box is shown with the following fields and options:

- User ID: [Text Field]
- User Name: [Text Field]
- Password: [Text Field]
- Confirmation: [Text Field]
- Security Level: [Dropdown Menu] (Currently set to '1 - Operator')
- Restrict Main Menu: [Checkbox]
- Email Address: [Text Field]
- Comments: [Text Area]

At the bottom of the dialog, the following instructions are displayed:

CTRL+S Save to Save/Update/Add a User, CTRL+D Delete a User, (Esc) to return to the Utilities Menu

Fig 96. System Users

User Scans

This option is no longer used as it has been taken over by the scan button. (See Chapter 12)

Archive/Retrieve Jobs

Another excellent tool in system utilities is the Archive facility, using this you can easily archive jobs to speed up searches as well as the FastFreight system.

The 'Backup & Archive Menu' dialog box is shown with the following buttons:

- Archive Jobs
- Retrieve Archived Jobs

Fig 97. Backup and Archive Facility

Selecting **Archive Jobs** or **Retrieve Archived Jobs** will give you option of choosing to Archive job(s) or restore job(s) to or from the live database. The user can then select if the imports or export or even groupage and also set the searches to “from and to” job creation dates and even job number ranges. (See Fig 84)



Fig 98. Archive and Retrieve Jobs options

Once the user has selected a range of requirements of the job(s) needed to be archived/Retrieved the user only needs to press the **[List Jobs] button** to show the jobs in the range you have selected. To archive the jobs, all you have to do is click the blank box beside the job number(s) you wish to archive. This will change the blank box to the word “ARC” which means that the jobs are ready to be archived. Then all the user has to do is press “**Ctrl+S**” to start the archiving. Once it is finished, all the jobs will have the word “OK” beside them. To restore just do the same instead this time the word will change to “RTV” instead of “ARC”.

USING FASTFREIGHT



The screenshot shows a software window titled "ARCHIVE JOBS - 2 Matching Jobs". Inside the window is a table with the following data:

| Job Number | Group No | Job Date | Dust Ref | Customer Name | Load Date | Part |
|------------|----------|------------|----------|------------------|-----------|------|
| IMP000004A | | 07/08/2006 | | | / / | |
| AM000003A | | 11/01/2001 | JAP212 | Customer Company | 12/01/01 | JFK |

The table is displayed in a window with a blue title bar and a grey background. The bottom of the window has a scroll bar.

Fig 99. Archive/Retrieve jobs screen2

Restore Deleted Jobs

This option in the FastFreight system allow for when a mistake has been entered into the FastFreight system when archiving. **(PLEASE NOTE DO NOT USE THIS OPTION WITHOUT FIRST CALLING AN ENGINEER.)** You can reinstate the files you have archived by mistake and re input them back into the main database screen. To do this all you have to do is select a starting date and ending date. This will show you all the jobs in the range specified and then the user reselects them to be entered back into the system.



Fig 100. Date selection on restore Deleted jobs

Reset Database Flags (DO NOT TOUCH!)

This option is only for FastFreight engineers when setting up in the system at the beginning and should not be touched by you on any occasion (as if it is touched it can destroy or badly corrupt your database as it currently stands).

Lock and Unlock Jobs

This option allows you to be able to lock a job so that it cannot be changed from that point onwards. This is mainly used to make sure that no changes are done to the job after the invoice has been created. Secondly locking a job will remove that job from the Track trace system and webpage(s), therefore making it easier for your clients to find the job they are looking for.

For you to lock a job, click the “NO” button. This is beside the job number field which will change it to “YES”. Press Ctrl+S to save the changes.

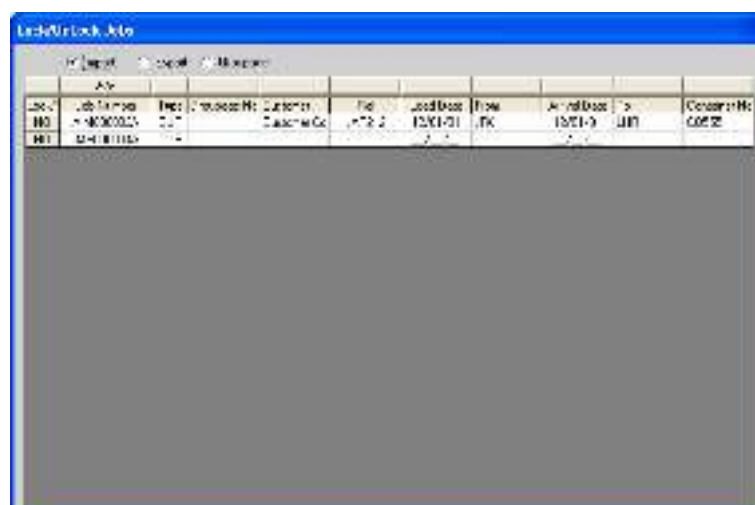


Fig 101. Lock and Unlock screen

Parent Company Details

Within utilities, you can provide details about your company that will be used on reports in the FastFreight system. Other than standard contact details, you can also provide your VAT code, program preferences, NES settings and other settings for the software.

This screen is split into two sections the first part of the screen allows you to change your company address, telephone number, Fax Number etc. The second part sets your accounts settings such as which package you wish FastFreight to connect to, as well as the settings for the default sales invoices and/or the single line invoice description/nominal codes for the Invoice on the first page of Import/Exports. The section also sets up the nominal codes for your haulage charges to you including your NES Turn number. In the last section there are a number of tick boxes for special settings such as showing invoice notes and Airport codes.

Fig 102. Parent Company Details and Default settings

Next Automatic Numbers

Fig 103. **PLEASE NOTE DO NOT USE THIS OPTION WITHOUT FIRST CALLING AN ENGINEER.**

This part of the program allows our engineers to set your invoice numbers and job numbers to start at the desired number you wish it to start from. Once run it is required that you run a program called "Compact.exe" (Supplied by a Logistical Software Ltd engineer).

DO NOT RUN WHILE OTHER PEOPLE ARE IN THE SYSTEM

Automatic Numbers

DO NOT USE THIS UTILITY UNLESS YOU ARE SURE YOU KNOW WHAT YOU ARE DOING AND THAT THERE ARE NO OTHER USERS CURRENTLY IN FASTFREIGHT OR THE ADDRESS BOOK.

| | Next Number | New Next Number |
|--------------------|-------------|----------------------|
| Address Book: | 20 | <input type="text"/> |
| Invoice Lines: | 001100 | <input type="text"/> |
| Invoice Lines: | 001101 | <input type="text"/> |
| Groupage Lines: | 001102 | <input type="text"/> |
| Batch Invoices: | 5 | <input type="text"/> |
| Purchase Invoices: | 100 | <input type="text"/> |
| Comments: | 9 | <input type="text"/> |

Fig 104. Resetting Job/Invoice number screen.

To set this all you have to do is type in the new value you wish the numbers to start from and the system and then press the **[Set Numbers]** button to start the change.

Data Profiles

These are used to store information about different type of data and codes. Data profiles prove helpful in speeding up the data entry process for the new jobs. You can store predefined data in these profiles, and these will be available to you in the relevant place while entering new data.

Data Profiles

- Company Addresses
- Haulier Zones
- Invoice Items
- Purchase Invoice Items
- Job Codes
- Groupage Codes
- Notice Codes
- Service Codes
- Report Free Text
- Vessels
- VAT Tables
- Currencies

Company Addresses

This option is a second way to take you to the FastFreight address book as seen in Chapter 9.

Haulier Zones

The user can also store Haulier information in Haulier Zones for each customer from within the address book. By breaking up the country into different zones the user can specify the cost of transport to any specific part of the country based on weight.

Fig 105. Haulier Zones

Invoice Items

These items will appear in the **Description** field of the **Sales Invoices**. In this section “Invoice Items” the system can also store different Invoice charges and their nominal codes for sales items. The user only has to provide description and nominal code and choose if these can be seen for on all invoices or only for Import Invoices/export Invoices or groupage invoices.

| Charge Description | ALL | IMP | EXP | IMP GRP | EXP GRP | A/c Transfer Name |
|--------------------------|------|-----|-----|---------|---------|-------------------|
| FAC | 4000 | | | | | |
| HAULAGE | 4000 | | | | | |
| FREIGHT CHARGE | 4000 | | | | | |
| DOCUMENTATION FEE | 4000 | | | | | |
| DUTY | 4101 | | | | | |
| TERMINAL HANDLING | 4000 | | | | | |
| PRESENTATION | 4000 | | | | | |
| CUSTOMS EXAMINATION | 4000 | | | | | |
| SECURITY | 4000 | | | | | |
| INFRASTRUCTURE SURCHARGE | 4000 | | | | | |
| WAR RISK | 4000 | | | | | |

Fig 106. Invoice Items

To use this all the user has to do is press “**Ctrl+N**” to create a new line and enter the information in the boxes provided. Once they have typed a description and a nominal code to the job and have finished they only have to press “**Ctrl+S**” to save them.

Purchase Invoice Items

These items will appear in the **Description** field of the **Purchase Invoices**. In invoice items, you can provide description and nominal code.

To enter a new code just type in a description and a Nominal code and press the **[Insert]** button. This will place the new nominal code and its description into the large box below and they are then stored into the FastFreight system. To delete the job details just highlight the incorrect line and press the **[Delete]** button. To exit Press the **[Ctrl+Q]** buttons.

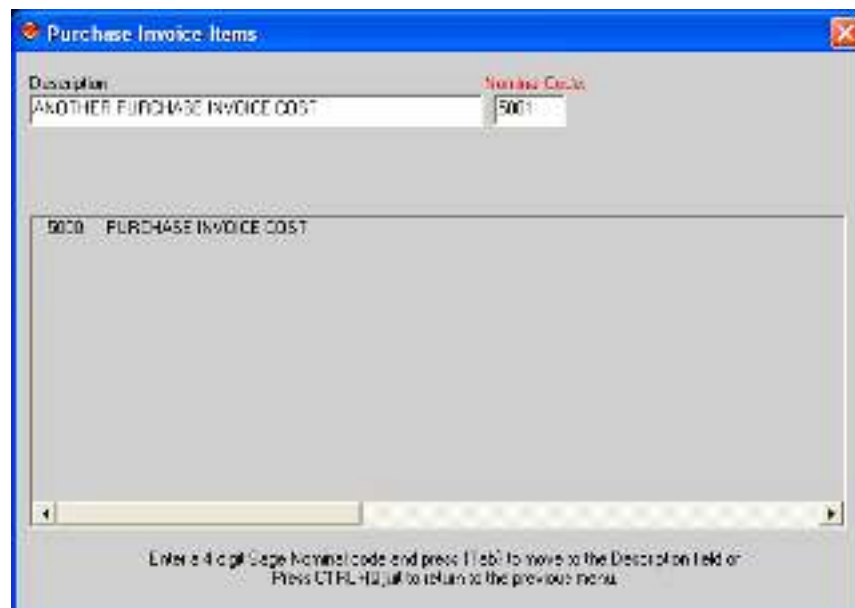


Fig 107. Purchase Invoice Nominal codes screen

Job Codes

You can store job codes and their descriptions that can be used for import/export jobs. By storing these first, you can save time by entering new jobs quickly and also maintain consistency and reliability of data by using predefined prefixes for jobs. Type your Job code and description and just press the **[insert]** button to enter a new prefix. To remove an incorrect job just highlight the incorrect one and press **Ctrl+D**.



Fig 108. Job Codes

Groupage Codes

Similar to Job Codes, you can also store Group codes and their descriptions that can be used for Groupage jobs.

Type your groupage codes description and just press the **[insert]** button to enter a new prefix. To remove and incorrect code just highlight the incorrect one and press **Ctrl+D**.



Fig 109. Group Codes

Notices codes

This feature is currently being removed from FastFreight as invoice notes have taken over from this feature. But due to older users of FastFreight still needing to see their old notes we have left it in the system for their purposes.

Service Codes

These codes can be used in the sales invoices to provide description of services quickly and efficiently. You can define formulas for different services in this form and it will automatically calculate the value in the sales invoice.



Fig 110. Service Codes

All the user has to do to create a service code charge is to select the item they wish to have in the calculation by clicking the buttons whereby each button will place in the service text box a percentage marker and the letter of the box they have selected e.g. “%X” the user can then placed in other remarks e.g. Per Kilos and also “x, -, +. And /” to multiply add extra the values together.

Reports Free Text – Under construction

This application currently is under construction by our programmers and thus does not work at this stage.

Vessels

The information entered in the section can be used in the vessel field on Export, Import or Groupage screens. You can predefine different vessels here, and you don’t have to write them again in the jobs. Press **CTRL+N** to create new vessel details or **CTRL+E** to modify the currently selected vessel. **CTRL+S** will save the details to database for future use.

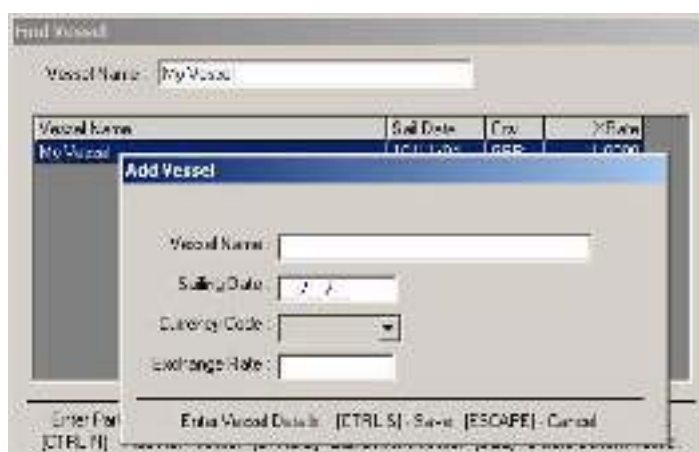


Fig 111. Vessels Profile

Tax/VAT codes. Adding and changing Rates

The VAT Code screen allows you to add extra Vat codes for other Tax/VAT Rates other than Standard or Zero rates or even change and existing Tax Rate for say 17.5% to 25%.

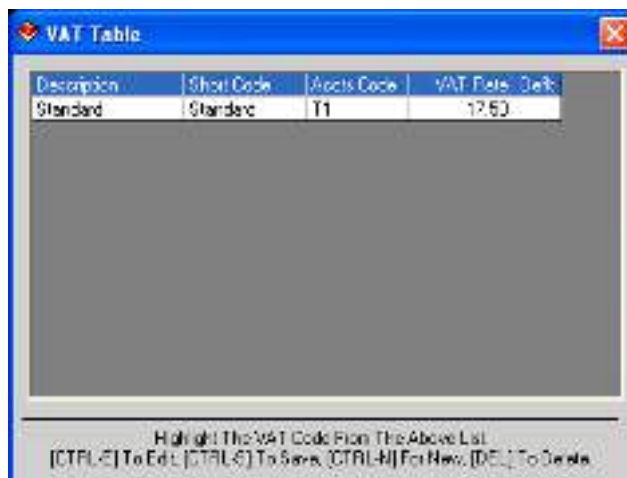


Fig 112. VAT Table Screen

To add a new VAT code just press **Ctrl+N** and this will display the VAT Table Details entry screen. Fill in the Fields giving it a long description, a Short description for quick reference, the accounts code (e.g. T1 - for 17.5% and 15% , T9 - European 0% T- 0 –Zero rated etc.) and of course the rate of the Tax and if you wish this Rate to be the default rate you wish to see first and Press **Ctrl+S** to save.

VAT Table Details

Description : Standard

Short Description : Standard

Accounts Code : T1

% Rate : 17.50

Default : ☐

Enter The Details For This VAT Code.
[CTRL-S] To Save, [ESC] To Cancel.

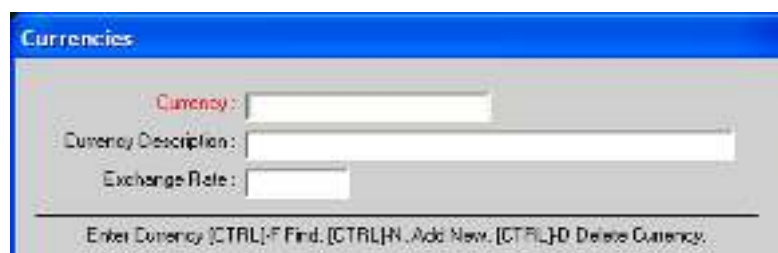
Fig 113. VAT Adjustment/Adding Screen

To edit a tax code highlight the code required to be adjusted which will display the Adjustment/Adding screen above. The user then edits the field that is wrong and then press **Ctrl+S**.

To delete that vat code just highlight the incorrect line and press **[DEL]** to delete the tax code line.

Adding Currencies and changing the exchange rate.

This allows the user to add, change and remove currencies and their exchange rates. To add a currency press **Ctrl+N** and then type in the currency code into the Currency Field eg USD and the full description of the currency into the Currency Description Field and finally the rate of exchange and press **Ctrl+S** to save the new currency.

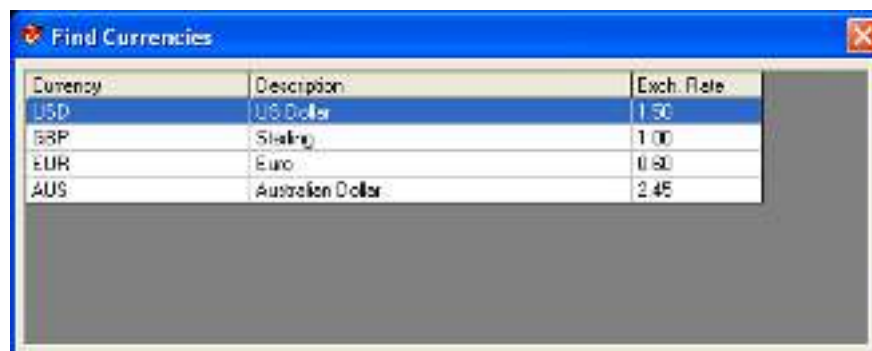


The screenshot shows a window titled 'Currencies'. It contains three input fields: 'Currency:', 'Currency Description:', and 'Exchange Rate:'. Below these fields is a status bar with the text: 'Enter Currency (CTRL+F) Find, (CTRL+N) Add New, (CTRL+D) Delete Currency.'

Fig 114. Currency Screen 1

To edit press **Ctrl+F** to display the currencies currently stored in FastFreight see **fig 101** and double click the currency line you wish to edit then change the incorrect field and press **Ctrl+S** to save the changes.

To Delete a Currency find the currency you wish to delete by pressing **Ctrl+F** which displays all the currencies loaded into FastFreight system select the currency you wish to delete by double clicking it and press **Ctrl+D** to delete the currency.



The screenshot shows a window titled 'Find Currencies'. It contains a table with the following data:

| Currency | Description | Exch. Rate |
|----------|-------------------|------------|
| USD | US Dollar | 1.50 |
| GBP | Shilling | 1.00 |
| EUR | Euro | 0.60 |
| AUS | Australian Dollar | 2.45 |

Fig 115. Currency Selection Screen

Reports Setup (Button)

This feature is currently being removed from FastFreight as New Printing menu system has taken over from this feature (Chapter 11). But due to older versions of FastFreight still needing this option we have left it in the system for their needs.

Sage Connection

The Sage Connection is currently under construction when this manual was created but the idea is to connect Sage directly to FastFreight so no CSV Files have to be created. We will inform you when this option is working and tested.

System Settings

In this section you can do many settings for the system like Company Name, Location of database and other default settings. This utility is recommended for advanced users or system administrators. Incorrect settings on this screen may result in malfunctioning of the FastFreight system.

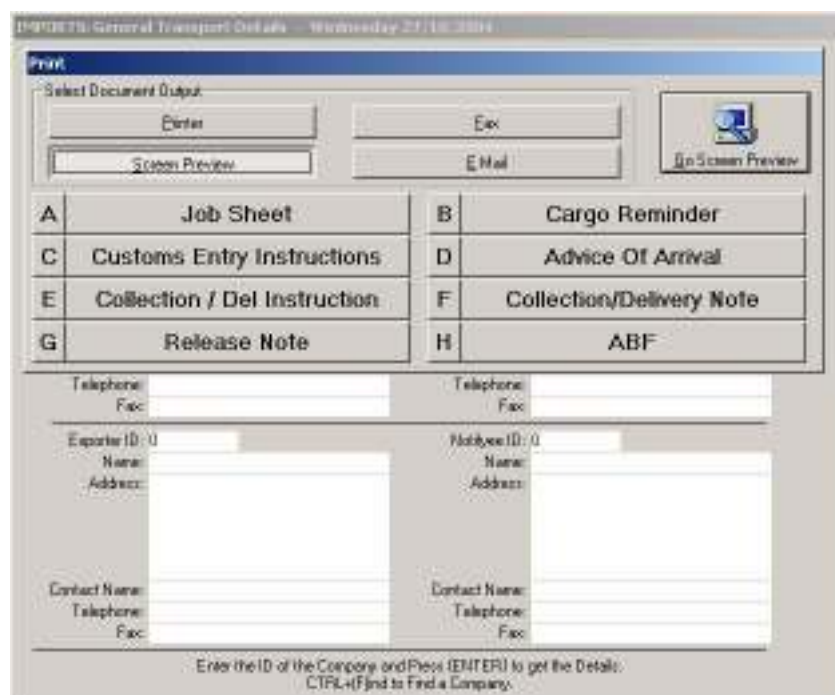


Fig 116. System Settings

Printing and Emailing Reports

How to print, email and modify report menus?

In FastFreight, you have large collection of invoices and reports available for use according to your requirements. By default, FastFreight shows most common reports in the print menus only. The print menus in Export jobs, Import jobs, Groupage, or any Invoices can be viewed by pressing **CTRL+P** or the **[Print Button]** key combination. In doing so, you will see the available reports or invoices you can print for that specific section.



IMPORTS: General Transport Details - Wednesday 21/10/2004

Print

Select Document Output:

Print Fax Screen Preview E-Mail Go Screen Preview

| | | | |
|---|------------------------------|---|--------------------------|
| A | Job Sheet | B | Cargo Reminder |
| C | Customs Entry Instructions | D | Advice Of Arrival |
| E | Collection / Del Instruction | F | Collection/Delivery Note |
| G | Release Note | H | ABF |

Telephone: Fac: Telephone: Fac:

Exporter ID: 0 Notified ID: 0

Name: Name:

Address: Address:

Contact Name: Telephone: Fac: Contact Name: Telephone: Fac:

Enter the ID of the Company and Press (ENTER) to get the Details.
CTRL+F find to Find a Company.

Fig 117. Print menu in Import Jobs

You can see a limited number of available reports in the above figure. However, you can customize this menu by following a simple process.

How to customize Print Menus?

Simply follow the step-by-step process below to customize print menus.

Press **F9** key on any report menu and you will see an expanded version of the print menu as follows.

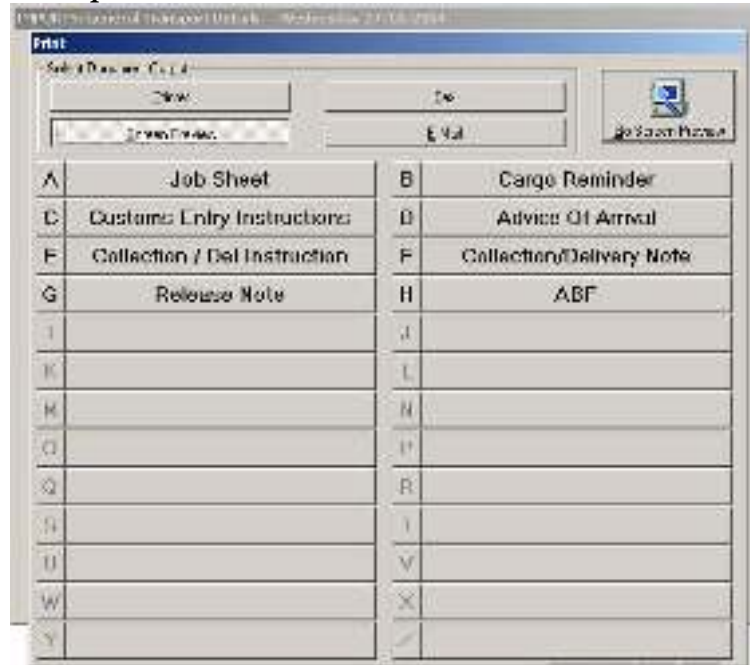


Fig 118. Expanded Print menu

Select any **available slot** on the expanded menu and you will see a list of available reports or invoices you can use on this menu. **Select a report** from the list and **give it a name** you like to see on the menu and select the number of copies you wish to print of that report.

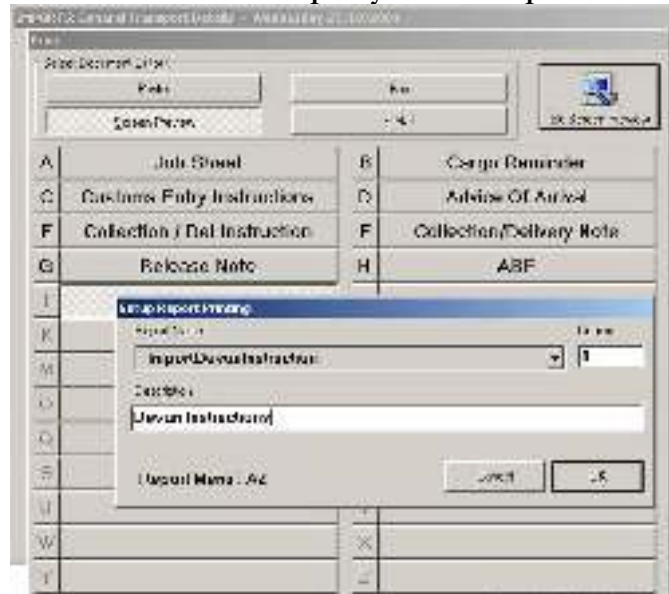


Fig 119. List of Available reports for Print Menu

After selecting a report name, press **OK** and you will see that name appearing in the expanded print menu.

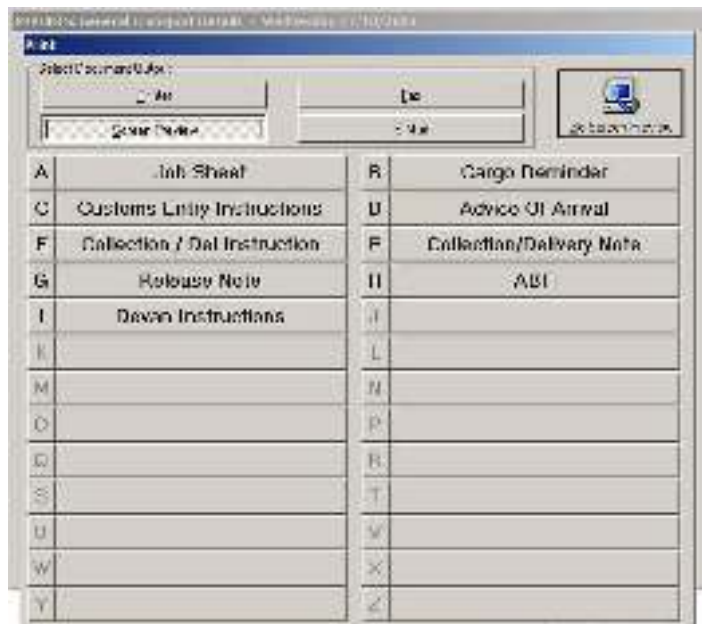


Fig 120. Expanded menu after adding new report

Press **F9** again and the print menu will become normal with the added report in the available options.



Fig 121. Modified print menu will new report

You can perform the same steps on any print menu to customize its appearance and to add/remove report options.

E-Mailing in FastFreight.

From any of the print menus in FastFreight system just like printing in FastFreight it is easy for the user to email either a normal text only report or a PDF document.

To do this the user must first select the documents they wish to be emailed. Press either the button [E mail (PDF)] or [E mail] on the Print menu screen, and then press the large button [Go Email].

This will display the below screen showing asking to whom you wish to email the documents to and at which company, of course their email address and a subject and a small note to the receiver. Once filled in the user only has to press the send email and FastFreight will send the email out to your email program. If the user cannot remember the users email the FastFreight system holds in the address book email address that can easily found and used. If more than one recipient is required all the user has to do is to place a semi colon “;” between the addresses.

Fig 122. Sending Email screen

Scanning Documents

Setting up FastFreight for scanning? How to scan in FastFreight?

Setting up Scanning

To set scanning to work in FastFreight you first have to select the **Scan POD's** button in system settings screen. (This must be on the machine with the scanner attached.) Secondly Twain software for the scanner must be installed onto the machine and this can be supplied by Logistical Software Ltd. if required).



Fig 123. Setting up Scanning in system settings

Scanning Documents in Exports and Imports

First select an existing job on the first screen of either the Exports or the Imports then click the button marked POD [Marked in red circle below].

(If you do not see the button please look at setting up section of this chapter).

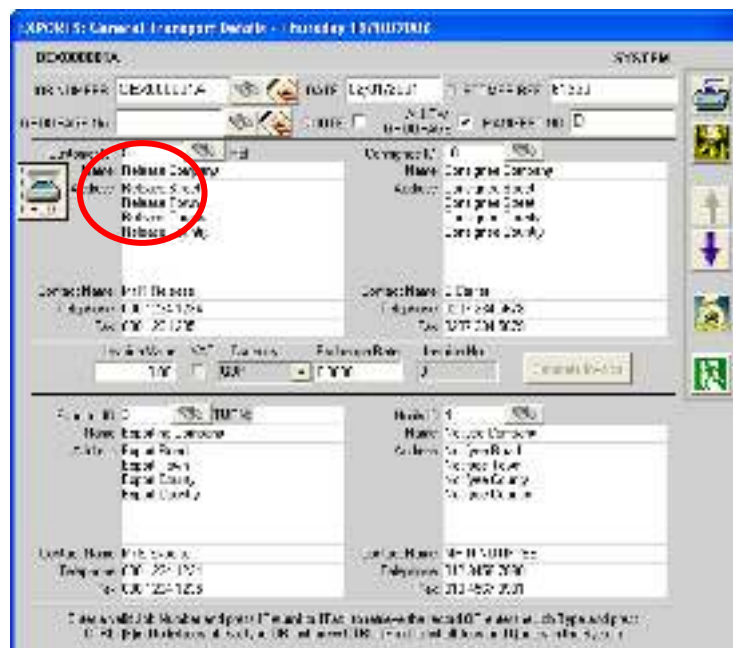


Fig 124. Export screen Pod Button Highlighted

Scanning in Imports and Exports

Once the POD button is pressed the scan Proof of delivery(s) appears see below.

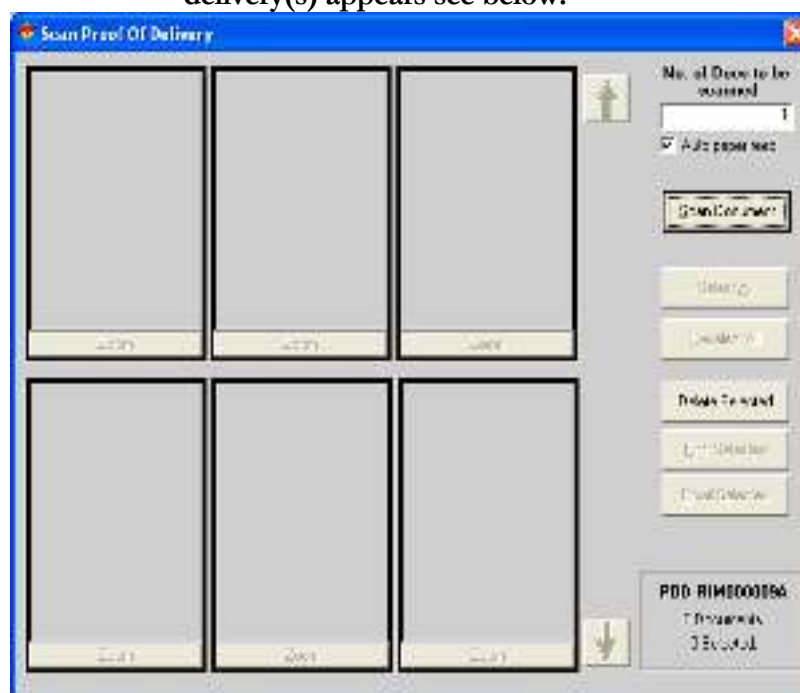


Fig 125. List of Available reports for Print Menu

Scanning to documents to an Export / Import job

Due to there being more documents required to be stored in exports we have set up the system to accept more than one document in export. By just clicking the **[Scan Document]** button to scan the document you wish to scan.

Once the document is scanned it will appear in one of the screens boxes.

The system will also allow you to print out and email the document by just highlighting the document you wish to be Printed/Emailed and click the appropriate button.

If you select 'email' the following screen will appear asking you for the email address you wish to email the documents to. The system also allows you to email the scanned documents by selecting the [Email Selected button] for more info on emailing see Chapter 11.

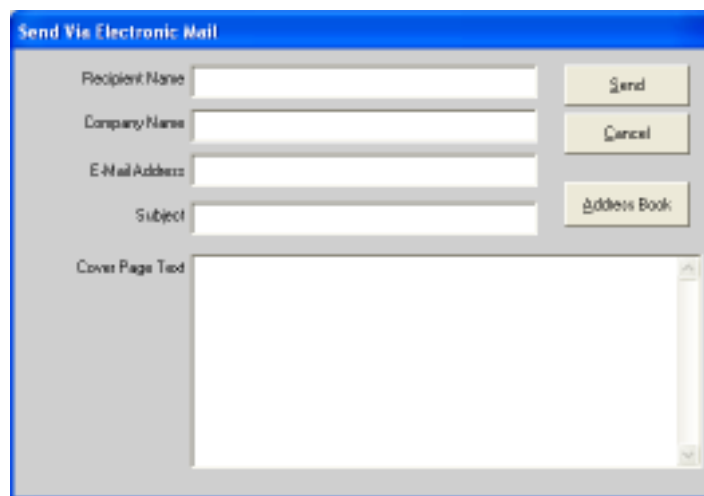


Fig 126. Email screen for scanned documents

AIR WAYBILLS

Quick help and setting up of and creating Air Waybills.

CONFIGURING AIR WAYBILL CHARGES

FastFreight provides the facility to input and maintain a database of the charges needed on an AWB. This is accessed from the main menu by selecting:- Utilities/Profiles – Data Profiles – Air Waybill Settings.

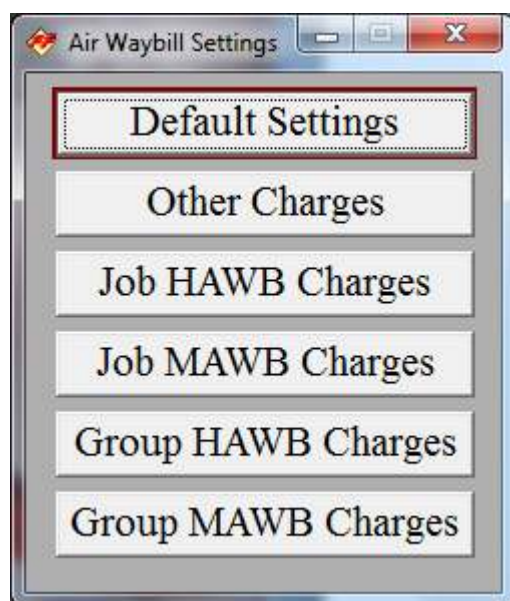
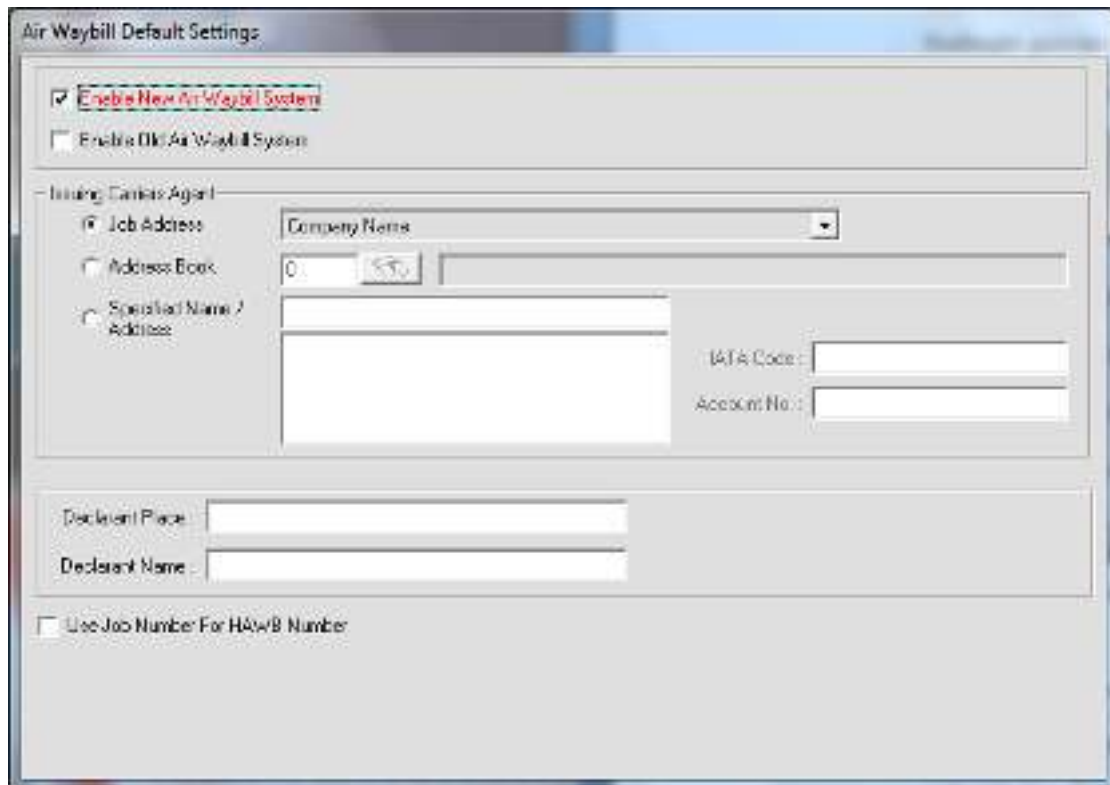


Fig 127. Email Air Waybill Settings Menu.

The AWB Settings menu gives you first 'Default Settings' (Issuing carrier, Declarant place and Declarant name), second, the most utilised setting 'Other Charges' (whereby names and their short IATA codes are entered). The final choice is in case you wish to show a default set of charges on the job, where FastFreight is set to automatically display the full description on a HAWB and the IATA short code only on an IATA/MAWB (see screens below). Entering charges is easily done by just pressing Cntrl+N to add a new charge name.



Air Waybill Default Settings

☒ Enable New Air Waybill System
☐ Enable Old Air Waybill System

Issuing Carrier Agent

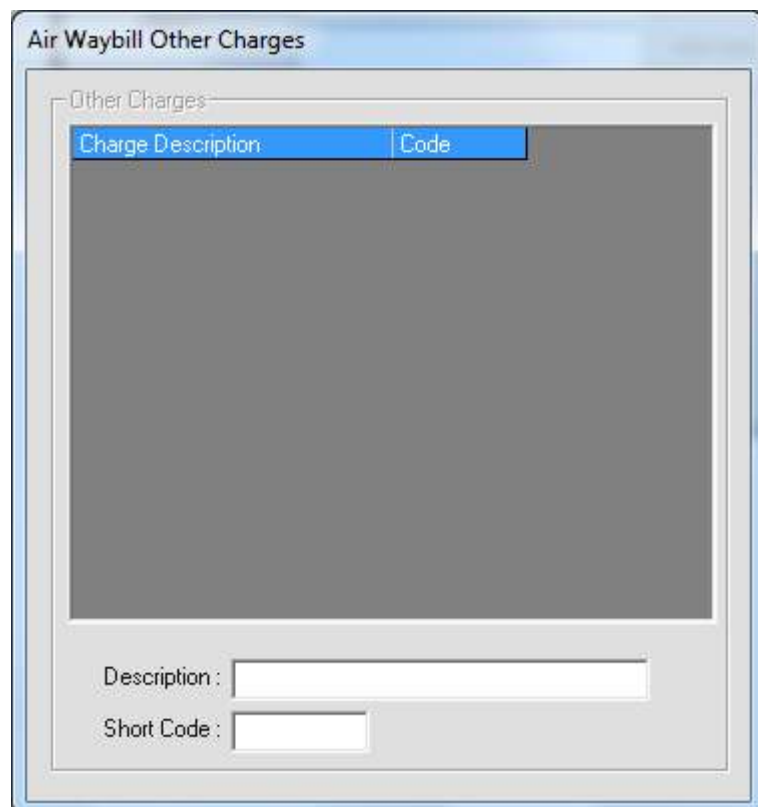
☒ Job Address: Company Name
☐ Address Book: 01
☐ Specialized Name / Address

WTA Code :
 Account No. :

Declairant Place :
 Declairant Name :

☐ Use Job Number For HAWB Number

Fig 128. Default Air Waybill Settings.



Air Waybill Other Charges

Other Charges

| Charge Description | Code |
|--------------------|------|
| | |

Description :
 Short Code :

Fig 129. Air Waybill Other Charges Screen.

ENTERING SHIPMENT INFORMATION AIR

Below are brief instructions on where shipment information should be entered for different types of Airfreight. As a rule of thumb anything that requires a HAWB/MAWB should be entered in 'Exports'.

Consol. Shipments: - HAWB details are to be entered into the Export Section. HAWB charges are input, but flight information is to be left blank. The MAWB is entered into the Groupage MAWB section and the individual HAWB shipments raised in the Export Section are then attached. Flight details are input against the MAWB and the MAWB is rated with the relevant IATA rate. Flight details and transport information are automatically transferred through to each HAWB from the MAWB. Once the Individual shipments have been attached to the MAWB, HAWB's can then be printed from the Export Section and the MAWB from the Groupage Section print menus. Printing a HAWB before it has been attached to the MAWB will not display flight details and transport information.

Storing charges per Airline

FastFreight can also store the Master Air Waybills and the Airline charges for each of your Airline Carriers. In the address book you can just select you Carrier and press either the MAWB Button or the AWB Charge button for the Airline charges (Please see Address book section).

Customs Entries

Full Export/Import Declaration Entry

Below is a customs explanation of the fields on a C88a Report and some examples of what they wish you to enter (note some fields are filled in on prior screens in the export/Imports screens.)

Full Export Declaration – Form C88 (2 and 3) Fields explained

| Box Number | Description | Action Required |
|------------|----------------------------|--|
| 1(1) | Declaration type | Enter the following as appropriate: CO – all goods to special territories EU – all goods to EFTA EX – all other goods |
| 1(2) | Declaration code | A – full declaration – goods arrived |
| 2(1) | Consignor identity | Enter GB and TURN or UNREG |
| 2(2) | Consignor name and address | Enter full name and address of the consignor |
| 3 | Forms | If continuation sheets are not used, box should be left blank. Otherwise, enter number of sets being used that is, if there is one declaration with one continuation sheet, enter 1/2 on Form C88/SAD itself and 2/2 on continuation sheet etc |

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| | | |
|--------|---|--|
| 5 | Items | Enter total number of items declared on Form C88/SAD and C88/SAD continuation sheets |
| 6 | Total packages | Enter total number of packages |
| 7 | Reference number | The use of this box is optional |
| 8(1) | Consignee identity | The consignee identity should be supplied if known. The identity of a consignee is made up of the country code of the issuing country and the identity reference allocated by that country |
| 8(2) | Consignees name and address | The name and address of the final recipient of goods in the 3rd Country |
| 14(1) | Declarant/ Representative | Enter the code for representation: 1 – Self representation 2 – Direct representation 3 – Indirect representation |
| 14(2) | Declarant identity | Enter either: GB and TURN or if GB TURN not held, enter - GBPR. Not required if self representation |
| 14(3) | Declarant name and address | If identity is GBPR, enter full name and address of the declarant. Not required if self representation |
| 17a | Country of destination code | Enter code for country of ultimate destination |
| 21(1) | Nationality of active means of transport | Enter transport nationality. |
| 21 (2) | Identity of the active means of transport | Enter transport identification |
| 25 | Mode of transport at the border | Enter the code for the mode of transport that will be used to exit the |

external border of the EU

| | | |
|---------------|--------------------------------|--|
| 30 | Location of goods | This field has three parts: 1 – Country code 2 – Location code 3 – Shed/local identity code (only needs to be completed if the goods are at a location where computerised inventory systems are based on the use of transit shed identity codes). See Appendix C4 of the UK integrated tariff |
| 31 (1) | Goods description | Enter a brief description of the goods |
| 31 (2) | Package marks, number and kind | Identify the packaging that holds the packaging that immediately surrounds the goods from Appendix C8 of the UK integrated tariff |
| 31 (3) | Container number | Leave blank |
| 32 | Item number | Only to be completed if more than one item declared on Form C88/SAD and C88/SAD continuation sheets |
| 33 | Commodity code | Consult the Tariff, Volume 2 and enter the code for the goods described in Box 31 (1) |
| 37 | Customs Procedure Code | Enter the appropriate code. See Volume 3 Appendix E3 of the UK integrated tariff |
| 38 | Net Mass | Enter weight of goods in kilograms |

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| | | |
|----|------------------------|--|
| 41 | Supplementary Units | For advice on how to complete this box you should consult the export officer at the (air)port |
| 44 | Additional Information | Enter Additional Information Statement Code 'MIB01' |
| 46 | Statistical value | Consult the Tariff Volume 3, Part 4A for advice on how the value of the goods is calculated |
| 47 | Calculation of taxes | Applies to CAP goods only, refer to UK integrated tariff |
| 54 | Place and date | Enter the place and date of the declaration followed by the signature of the person completing the form. The signature should be followed by the declarant's name and status |

For a Low Value Goods Export Procedure

This is a simplified procedure for single consignments of goods which:

- have a total value of less than £600; and
- weigh less than 1000kg; and
- Are not dutiable or restricted.

For this procedure, only a simplified pre-shipment declaration is required. You may lodge a partly completed Form C88/SAD copy 2 and 3 in which the following boxes must be completed:

| Box Number | Description | Action Required |
|-------------------|-----------------------------|--|
| 2 (1) | Consignor identity | Enter GB and TURN or UNREG |
| 2 (2) | Consignor name and address | Enter full name and address of the consignor |
| 8 (1) | Consignee identity | Enter consignee identity if known. (This is a combination of the country code for the issuing country and an identity reference allocated by that country) |
| 8 (2) | Consignees name and address | The Name and Address of the final recipient of the goods in the 3rd Country |
| 14 (1) | Declarant/ Representative | Enter the code for representation: 1 – Self representation 2 – Direct representation 3 – Indirect representation |
| 14 (2) | Declarant identity | Enter either: GB and TURN or if GB TURN not held, enter - GBPR. Not required if self representation |

| | | |
|---------------|--------------------------------|---|
| 14 (3) | Declarant name and address | If identity is GBPR, enter full name and address of consignee. Not required if self representation |
| 17a | Country of destination code | Enter code for country of ultimate destination |
| 30 | Location of goods | This field has three parts: 1 – Country code 2 – Location code 3 – Shed/local identity code (only needs to be completed if the goods are at a location where computerised inventory systems are based on the use of transit shed identity codes. See Appendix C4 of the UK integrated tariff |
| 31 (1) | Goods description | Enter a brief description of the good |
| 31 (2) | Package marks, number and kind | Identify the packaging that holds the packaging that immediately surrounds the goods from Appendix C8 of the UK integrated tariff |
| 31 (3) | Container number | Leave blank |
| 37 | Customs Procedure Code | 10 00 097 |
| 44 | Additional Information | Enter Additional Information Statement Code 'MIB01' |

54 Place and date

Enter the place and date of the declaration followed by the signature of the person completing the form. The signature should be followed by the declarant's name and status

For a Non-statistical procedure

This procedure applies to certain goods that are of no statistical interest to us because they are not required for the Overseas Trade Statistics. However a Customs declaration is required for Merchandise in Baggage as these types of goods are for commercial or business use.

Non-statistical procedures cannot be used for dutiable or restricted goods; for all other goods a simplified Form C88/SAD (copy 2) is required. The boxes that need to be completed are identical to the ones for the low value declaration in paragraph 8.2 except for the following:

| Box Number | Customs Procedure Code | Restriction |
|---------------|------------------------|--|
| Box 37 | CPC – 10 00 098 | You cannot use the special CPC if the goods are also dutiable and restricted |

If the goods are dutiable or restricted, you will need to complete a full export declaration.

Additional Help found by us

Consignee Identity No. Box (8)

Companies now need to give over a Turn number e.g. GB123456789000 if they do not have a VAT number they must request a Pseudo Turn from Customs.

Note for Personal (Non Company) goods, can be put under the code - GBPR

Boxes 25 & 26 Mode of Transport at the boarder/Inland Mode of transport

This box uses a code for different types of transport at the boarder

1 = Sea Transport

2 = Rail Transport

3 = Road Transport

4 = Air Transport

5 = Postal Consignment

7 = Fixed Transport

8 = Inland waterway

9 = Own propulsion

CPC – Proc code -On the Goods Details screens

When entering this code there are usually 2 code versions they are:-

1st “1000096” for Personal Goods

2nd “1000001” for General Exports

Customs codes for Package “Kind” -On the Goods Details screens

Package Kind Codes (31)

| Package | Type |
|---|-------------|
| Aerosol | AE |
| Ampoule, non protected | AM |
| Ampoule, protected | AP |
| Atomizer | AT |
| Bag | BG |
| Bag/Flexible Container | FX |
| Bag Large | ZB |
| Bag, Multiply | MB |
| Bag paper | 5M |
| Bag paper,multi-wall | XJ |
| Bag paper, multi-wall, water resistant | XK |
| Bag plastic | EC |
| Bag plastic film | XD |
| Bag, super bulk | 43 |
| Bag, textile | 5L |
| Bag, textile, sift proof | XG |
| Bag, Textile, water resistant | XH |
| Bag, Textile, without inner coat/liner | XF |
| Bag, woven plastic | 5H |
| Bag, woven plastic, sift proof | XB |
| Bag, woven plastic, water resistant | XC |
| Bag, woven plastic, without inner coat/liner | XA |
| Bale, compressed | BL |
| Bale, non-compressed | BN |
| Balloon, non-protected | BF |
| Balloon, protected | BP |
| Bar | BR |
| Barrel | BA |
| Barrel, wooden | 2C |
| Barrel, wooden bung type | QH |
| Barrel, wooden, removable head | QJ |
| Bars, in bundle/Bunch/Truss | BZ |
| Basin | BM |
| Basket | BK |
| Basket, with handle, cardboard | HC |
| Basket, with handle, plastic | HA |
| Basket, with handle wooden | HB |
| Bin | BI |
| Board | BD |
| Board, in bundle/bunch/Truss | BY |
| Bobbin | BB |
| Bolt | BT |
| Bottle Gas | GB |
| Bottle non-protected, bulbous | BS |
| Bottle crate / Bottle rack | BC |
| Box | BX |
| Box, Aluminium | 4B |
| Box commonwealth Handling Equipment Pool (CHEP), Euro box | DH |
| Box Fibreboard | 4G |
| Box, for liquids | BW |
| Box, natural wood | 4C |
| Box, plastic | 4H |
| Box, plastic, expanded | QR |
| Box, plastic, solid | QS |
| Box, plywood | 4D |
| Box, reconstituted wood | 4F |
| Box, steel | 4A |
| Box, wooden, natural wood, ordinary | QP |
| Box, wooden, natural wood, with sift proof walls | QQ |
| Bucket | BJ |
| Bulk, gas (at 1031 mbar and 15oC) | VG |
| Bulk, liquefied gas (at abnormal temperature/pressure) | VQ |
| Bulk, liquid | VL |
| Bulk, solid, fine particles (“powders”) | VY |
| Bulk, solid, granular particles (“grain”) | VR |
| Bulk, solid, large particles (“nodules”) | VO |
| Bunch | BH |

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| | |
|---|-------------|
| Bundle | BE |
| Butt | BU |
| Cage | CG |
| Cage, commonwealth Handling Equipment Pool (CHEP) | DG |
| Cage, Roll | CW |
| Can, cylindrical | CX |
| Can, rectangular | CA |
| Can, with handle and spout | CD |
| Canister | CI |
| Canvas | CZ |
| Capsule | AV |
| Carboy, non-protected | CO |
| Carboy, protected | CP |
| Card | CM |
| Carton | CT |
| Cartridge | CQ |
| Case | CS |
| Case, isothermic | EI |
| Case, skeleton | SK |
| Case, Steel | SS |
| Case, with pallet base | ED |
| Case, with pallet base, cardboard | EF |
| Intermediate bulk container, aluminium, pressurised 10kpa | WH |
| Intermediate bulk container, composite | ZS |
| Intermediate bulk container, composite, flexible plastics pressurised | ZP |
| Intermediate bulk container, composite, flexible plastic, solid | ZM |
| Intermediate bulk container, composite, plastic, liquid | ZQ |
| Intermediate bulk container, composite, plastic, pressurised | ZN |
| Intermediate bulk container, rigid plastic, solids | ZL |
| Intermediate bulk container, fibreboard | ZT |
| Intermediate bulk container, Flexible | ZU |
| Intermediate bulk container, metal | WF |
| Intermediate bulk container, metal liquid | WM |
| Intermediate bulk container, metal other than steel | ZV |
| Intermediate bulk container, metal pressure 10 kpa | WJ |
| Intermediate bulk container, natural wood | ZW |
| Intermediate bulk container, natural wood with inner liner | WU |
| Intermediate bulk container, paper, multi-wall | ZA |
| Intermediate bulk container, paper, multi-wall, water resistant | ZC |
| Intermediate bulk container, plastic film | WS |
| Intermediate bulk container, plywood | ZX |
| Intermediate bulk container, plywood, with inner liner | WY |
| Intermediate bulk container, reconstituted wood | ZY |
| Intermediate bulk container, reconstituted wood with inner liner | WZ |
| Intermediate bulk container, rigid plastic | AA |
| Intermediate bulk container, rigid plastic freestanding liquids | ZK |
| Intermediate bulk container, rigid plastic, freestanding pressurised | ZH |
| Intermediate bulk container, rigid plastic, freestanding solids | ZF |
| Intermediate bulk container, rigid plastic with structural equipment, solid | ZD |
| Intermediate bulk container, rigid plastic with structural equipment liquids | ZJ |
| Intermediate bulk container, rigid plastic with structural equipment, pressurised | ZG |
| Intermediate bulk container, steel | WC |
| Intermediate bulk container, steel liquid | WK |
| Intermediate bulk container, steel pressurised > 10kpa | WG |
| Intermediate bulk container, textile with out coat/liner | WT |
| Intermediate bulk container, textile coated | WV |
| Intermediate bulk container, textile coated and liner | WX |
| Intermediate bulk container, textile with liner | WW |
| Intermediate bulk container, woven plastic, coated | WP |
| Intermediate bulk container, woven plastic, coated and liner | WR |
| Intermediate bulk container, woven plastic, with liner | WQ |
| Intermediate bulk container, woven plastic, without coat/liner | WN |
| Jar | JR |
| Jerrican, Cylindrical | JY |
| Package | Code |
| Jerrican, plastic | 3H |
| Jerrican, plastic, non-removable head | QM |
| Jerrican, plastic, removable head | QN |
| Jerrican, rectangular | JC |
| Jerrican, Steel | 3A |
| Jerrican, Steel, non-removable head | QK |
| Jerrican, Steel, removable head | QL |
| Jug | JG |

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| | |
|--|----|
| Jutebag | JT |
| Keg | KG |
| Liftvan | LV |
| Log | LG |
| Logs, in bundle/bunch/truss | LZ |
| Lot | LT |
| Mat | MT |
| Matchbox | MX |
| Mutually defined | ZZ |
| Nest | NS |
| Net | NT |
| Net, Tube, Plastic | NU |
| Net, tube, Textile | NV |
| Not Available | NA |
| Package | PK |
| Package, cardboard, with bottle grip-holes | JK |
| Package, display, cardboard | IB |
| Package, display, metal | ID |
| Package, display, plastic | IC |
| Package, display, wooden | IA |
| Package, Flow | IF |
| Package, paper wrapped | IG |
| Package, show | IE |
| Packet | PA |
| Pail | PL |
| Pallet | PX |
| Pallet, 100cms * 110cms | AH |
| Pallet, Box | PB |
| Pallet, modular, Collars 80cm*100cm | PD |
| Pallet, modular, Collars 80cm*120cm | PE |
| Pallet, modular, collars 80cm*60cm | AF |
| Pallet, shrinkwrapped | AG |
| Parcel | PC |
| Pen | PF |
| Pipe | PI |
| Pipes, in bundle/bunch/truss | PV |
| Pitcher | PH |
| Plank | PN |
| Plank, in bundle/bunch/truss | PZ |
| Plate | PG |
| Plates, in bundle/bunch/truss | PY |
| Pot | PT |
| Pouch | PO |
| Punnet | PJ |
| Rack | RK |
| Rack, clothing hanger | RJ |
| Receptacle, fibre | AB |
| Receptacle, glass | GR |
| Receptacle, metal | MR |
| Receptacle, paper | AC |
| Receptacle, plastic | PR |
| Receptacle, plastic wrapped | MW |
| Receptacle, wood | AD |
| Rednet | RT |
| Reel | RL |
| Ring | RG |
| Rod | RD |
| Rods, in bundle/bunch/truss | RZ |
| Roll | RO |
| Sachet | SH |
| Sack | SA |
| Sack, multi-wall | MS |
| Sea-chest | SE |
| Set | SX |
| Sheet | ST |
| Sheet, plastic wrapping | SP |
| Sheet metal | SM |
| Sheet, in bundle/bunch/truss | SZ |
| Shrinkwrapped | SW |
| Skid | SI |
| Slab | SB |
| Sleeve | SY |
| Slipsheet | SL |

USING FASTFREIGHT

| | |
|---|----|
| Spindle | SD |
| Spool | SO |
| Suitcase | SU |
| Tank, cylindrical | TY |
| Tank, rectangular | TK |
| Tea-chest | TC |
| Tierce | TI |
| Tin | TN |
| Tray | PU |
| Tray, one layer no cover, cardboard | DV |
| Tray, one layer no cover, plastic | DS |
| Tray, one layer no cover, polystyrene | DU |
| Tray, one layer no cover, wooden | DT |
| Tray, two layers no cover, cardboard | DY |
| Tray, two layers no cover, plastic tray | DW |
| Tray, two layers no cover, wooden | DX |
| Trunk | TR |
| Truss | TS |
| Tub | TB |
| Tub, with lid | TL |
| Tube | TU |
| Tube, collapsible | TD |
| Tube, with nozzle | TV |
| Tubes, in bundle/bunch/truss | TZ |
| Tun | TO |
| Uncaged | UC |
| Unpacked or Unpackaged | NE |
| Unpacked or Unpackaged, multiple units | NG |
| Unpacked or unpackaged, single unit | NF |
| Vacuum-packed | VP |
| Vanpack | VK |
| Vat | VA |
| Vial | VL |
| Wickerbottle | WB |

In-tool

Integrating your FastFreight with our In-tool program for easy Bill of lading entries into Intrna.

In-tool Introduction

Users of the INTTRA portal will be used to using INTTRA's web site to manually input shipment details to send to their carrier to produce a Bill Of Lading; this can be time consuming work and often results in duplication of work.

The In-Tool is a desktop application with built in validation checks which sits between your present Freight Forwarding/documents generation system and INTTRA's web portal, converting your shipment details and transmitting it straight to INTTRA which is a fast easy and accurate way to request a Bill Of Lading document from your carrier.

Users of our **FASTFREIGHT** comprehensive freight forwarding solution have an added advantage, in that shipment details can be sent directly to the In-Tool application, and any validation errors can be highlighted and corrected immediately, reducing the work load even further.

All the user has to do is to press the In-tool Icon and if there is a problem the In-tool program will start and highlights any problems that need to be corrected. If it is okay a message box will appear saying successfully sent and that's it completed. Once INTTRA has processed the entry, you will receive an email confirming transmission, and an HTML document confirming the shipment details.

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