



# Magaya Software Accounting Manual



## Guide to

- Invoicing
- Payments
- Banking
- Financial Statements
- and more

**Magaya Corporation**

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# **Magaya Software Accounting Manual**

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*Document Publication Date:*

January 23, 2017

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# Contents

**Chapter: 1      How to Use this Manual . . . . . 1**  
Introduction to the Accounting Manual . . . . . 2  
How this Manual is Organized . . . . . 2  
Contact and Help Resources . . . . . 3

**Chapter: 2      Magaya Accounting System Overview . . . . . 7**  
Introduction to Accounting in Magaya . . . . . 8  
Accounting Folder Overview . . . . . 9

**Chapter: 3      Configure your Accounting System . . . . . 11**  
Accounting Wizard . . . . . 12  
Entering Opening Balances . . . . . 18

**Chapter: 4      Chart of Accounts . . . . . 22**  
Chart of Accounts: Introduction . . . . . 23  
Add to the Chart of Accounts . . . . . 24  
Actions in the Chart of Accounts . . . . . 26  
Configure Default Accounts . . . . . 27  
Inventory Accounts . . . . . 28

**Chapter: 5      Items and Services . . . . . 30**  
Introduction to Items and Services . . . . . 31  
Add Items and Services . . . . . 32  
Dependent Charges . . . . . 34

---

	Priority of Charges . . . . .	37
	Actions Performed with Items and Services . . . . .	38
<b>Chapter: 6</b>	<b>Accounts Receivable . . . . .</b>	<b>41</b>
	Introduction to Accounts Receivable . . . . .	42
	Create Invoices . . . . .	43
	Actions for Invoices . . . . .	50
	Import Invoices into your Magaya System . . . . .	55
	Print Invoices to a Fiscal Printer . . . . .	58
	Fiscal Printer Overview . . . . .	58
	Configure a Fiscal Printer . . . . .	59
	Download and Use the Panama Check Template . . . . .	62
	Close of Day Procedure . . . . .	64
	Credit Memos . . . . .	65
	Payments . . . . .	67
	Customer Payment Terms . . . . .	73
	Depositing Payments . . . . .	78
	Refund Check . . . . .	81
	Customer Statements . . . . .	84
<b>Chapter: 7</b>	<b>Accounts Payable . . . . .</b>	<b>86</b>
	Introduction to Accounts Payable . . . . .	86
	1. Create Bills . . . . .	87
	2. Purchase a Fixed Asset . . . . .	93
	3. Bill Credits . . . . .	93
	4. Bill Payments . . . . .	95
	5. Pay Multiple Vendors . . . . .	97
	6. Vendor Refunds . . . . .	100
<b>Chapter: 8</b>	<b>Banking . . . . .</b>	<b>103</b>
	Introduction to Banking in Magaya Explorer . . . . .	103
	Writing Checks . . . . .	104
	Pay Expenses with a Credit Card . . . . .	107
	Pay Sales Tax . . . . .	109
	Making Deposits . . . . .	117
	Bank Reconciliation . . . . .	120
<b>Chapter: 9</b>	<b>Accounting Reports . . . . .</b>	<b>127</b>
	Introduction to Accounting Reports . . . . .	127
	Customize Reports . . . . .	132
	Financial Reports . . . . .	136
	Profit & Loss Report . . . . .	137
	Comparative Profit & Loss Reports . . . . .	140
	Shipment List P&L Report . . . . .	143

Balance Sheet . . . . .	144
Statement of Cash Flows . . . . .	148
Sales Reports . . . . .	150
Purchase Reports . . . . .	155
Profit Reports Overview . . . . .	159
Customer Profit Reports . . . . .	161
Salesperson Profit Report . . . . .	162
Agent Profit Report . . . . .	163
Profit & Loss by Operations . . . . .	163
Other Reports . . . . .	165
Multicurrency Reports . . . . .	167
Shipment Reports . . . . .	169
Cash Basis Reports . . . . .	171
Cash Basis Reporting Overview . . . . .	171
Configure for Cash Basis . . . . .	172
Cash Basis Balance Sheet . . . . .	172
Prorated and Partial Payments in Cash Basis Reports . . . . .	174

**Chapter: 10**

<b>Advanced Accounting Features . . . . .</b>	<b>175</b>
Setting Accounting Roles . . . . .	177
Accounting Configuration . . . . .	178
Main Accounting Configuration Tab . . . . .	179
Accounting Document Numbers Configuration . . . . .	184
Accounting Reports Configuration . . . . .	185
Cost Configuration . . . . .	186
Tax Configuration . . . . .	188
Accounting Integration Configuration . . . . .	188
Credit Limit Configuration . . . . .	190
Miscellaneous Accounting Configurations . . . . .	191
Additional Financial-related Configurations . . . . .	192
Average Cost . . . . .	194
Configure Average Cost System-wide . . . . .	194
Configure Average Cost per Item . . . . .	195
Additional Configuration . . . . .	196
Sell Items and Create Invoices . . . . .	197
Specific Identification . . . . .	198
Changing Costing Methods . . . . .	199
Landed Cost Management . . . . .	200
Landed Costs in “Items & Services” . . . . .	200
Sales Taxes . . . . .	203
Steps to Add a Sales Tax Item . . . . .	204
Create a Withholding Tax (Retention) . . . . .	206
Group Taxes . . . . .	208
Tax Dependencies . . . . .	210
Change a Tax Rate . . . . .	212
VAT Example: Ecuador . . . . .	216

Tax Example . . . . .	216
Tax Example: Colombia . . . . .	223
Tax Example: Mexico . . . . .	229
Tax Example: Canada . . . . .	234
Simple Tax Example . . . . .	234
Compound Tax Example . . . . .	237
Approve/Dispute Invoices . . . . .	242
Configure: Approve or Dispute Invoices . . . . .	242
How your Customers Approve or Dispute an Invoice Online . . . . .	243
Approve or Dispute in your Magaya System . . . . .	243
Journal Entries . . . . .	245
Steps: Create a Journal Entry . . . . .	245
Adjustments . . . . .	249
Multiple Currencies . . . . .	251
How to Set up Multiple Currencies in your Magaya System . . . . .	251
How to Activate Currencies . . . . .	253
How to Add a New Currency to the Currency List . . . . .	256
How to Manage Exchange Rates . . . . .	256
How to Create an Operations Transaction in a Different Currency . . . . .	259
Multicurrency Reports . . . . .	264
Relationship Between Accounting & Operations . . . . .	266
Accounts Receivable Special Procedures . . . . .	269
Processing Discounts Manually . . . . .	270
Handling Bounced Checks . . . . .	271
Processing Wire Transfer Fees . . . . .	272
Petty Cash Deposits . . . . .	274

**Chapter: 11**

<b>Automated Accounting . . . . .</b>	<b>277</b>
Introduction to Automated Accounting . . . . .	278
Automated Creation of Charges . . . . .	278
Automate Charges per Customer . . . . .	283
Creating Charges from Routes . . . . .	284
Recurrent Accounting . . . . .	285
Create a Recurring Invoice . . . . .	285
Create a Recurring Bill . . . . .	292
Create a Recurring Check . . . . .	292
Actions for Recurrent Transactions . . . . .	295
Periodic Invoices . . . . .	296
Periodic Billing for Vendors . . . . .	298
Tariffs and Rates: Introduction . . . . .	299
Tariffs . . . . .	301
Tariffs: Introduction . . . . .	301
How to Set Up Tariffs . . . . .	302
How to Customize a Tariff . . . . .	308
Rates . . . . .	311
Carrier Rates . . . . .	314

---

Enter Carrier Rates . . . . .	314
Actions in the Carrier Rates List . . . . .	320
Query Rates . . . . .	322
How to Query Rates . . . . .	322
Standard Client Rates . . . . .	326
Steps to Set Up Standard Client Rates . . . . .	326
Actions in the Standard Client Rates List . . . . .	329
Custom Rates . . . . .	331
Create Customized Rates . . . . .	331
Carrier Contracts . . . . .	335
Managing Contracts . . . . .	335
Add a New Carrier Contract . . . . .	337
Add Rates to a Carrier Contract . . . . .	340
Amend Rates . . . . .	347
Amend Rates based on GRI . . . . .	347
Modify a Standard Rate . . . . .	354
Modify Rates for Your Customers . . . . .	356
Client Contracts . . . . .	358
Salesperson's Commissions . . . . .	361
Add a New Salesperson . . . . .	361
Freight Commission . . . . .	362
Inventory Commissions . . . . .	366
Reports . . . . .	370
Enable a Salesperson to Submit Orders on behalf of Customers . . .	372

<b>Index . . . . .</b>	<b>i</b>
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# 1. How to Use this Manual

# Introduction to the Accounting Manual

## Introduction

Welcome to the *Magaya Software Accounting Manual*.

This manual is designed to teach you how to perform accounting procedures in Magaya software and answer common accounting questions such as “How do I create an invoice?” and “How do I add an account to the Chart of Accounts?”

Magaya software is designed for logistics providers, freight forwarders, N.V.O.C.C.’s, consolidators, forwarding agents, couriers, warehouse providers and others in the logistics and supply chain industries. Magaya software contains a complete accounting system that integrates the accounting features with the operations features in the software.

## How this Manual is Organized

This manual is designed to be task oriented. You can skip to any topic you need and get step-by-step procedures for all the accounting tasks performed in Magaya software. You can also click on any word in the Index to go to that topic. This manual is organized into the following topics:

- An overview of the accounting system and accounting wizard (it is recommended you begin with the Accounting Wizard to set up your company’s accounting information such as fiscal year, home currency, and more)
- How to use the Chart of Accounts
- How to use the Items and Services
- Accounts Receivable, including working with invoices, credit memos, receiving payments, and how to create a report of open invoices and aging AR
- Accounts Payable, including creating and paying bills, bill credits and vendor refunds, and how to create a report of unpaid bills and aging AP
- How to perform banking tasks such as how to write checks in Magaya software, how to make deposit tickets, and to reconcile the bank account

- Reports include financial reports such as Profit and Loss, Balance Sheet, and Cash Flows; other reports you can make include sales and purchase reports, trial balance, transaction details, and more
- Additional topics include working with the Tax Table, setting up your company divisions and document numbering in Magaya software, creating Journal Entries, working with multicurrencies, and more

### **Customize Accounting Features for your Company:**

You can set up your Magaya system to customize and automate accounting procedures. For example:

- **Rates:** Enter custom rates that apply to specific customers as well as general rates that apply to all your customers. You can also enter rates from your carriers so they are ready to use when creating shipments.
- **Recurring Invoices:** Automate the creation of invoices for specific customers to save time each month and ensure all charges are included.
- Enter commissions for salespeople and profit sharing rates for agents.

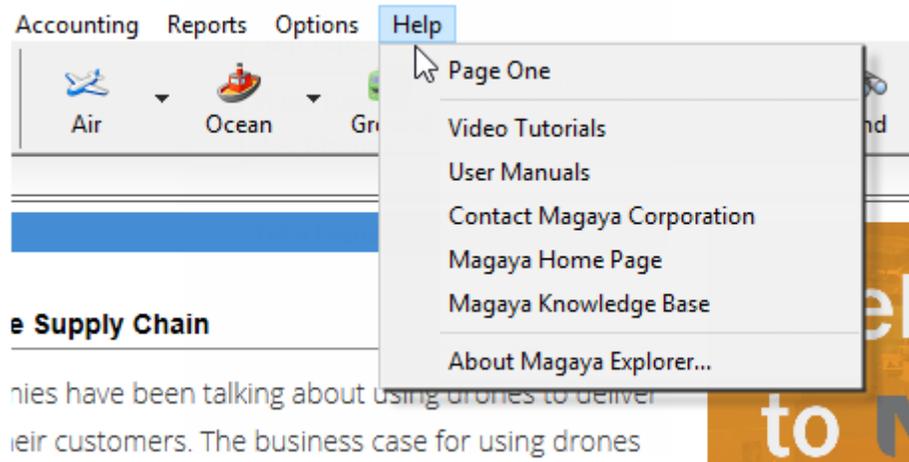
To learn more about other customization features, please see the *Magaya Software Customization Manual* available on the Learning Center, available from Page One. Our website also lists professional services available from our company such as EDI integrations and custom documents. Also ask about accounting documents for Panama, Colombia and other countries.

## **Contact and Help Resources**

Help with the software is available in a few different places and formats for your convenience. We know that reading a full user manual isn't for everyone, so we also have a searchable knowledgebase that you can access from Page One, the welcome screen in your software.

Page One is the welcome screen in your software with links to resources and to Magaya Tech Support. You can request Tech Support and check on the status of a request, find the user manuals and link to the Knowledgebase to search for topics.

Click the **Help menu** in the top toolbar of your software to access resources such as videos, user manuals, the Knowledgebase, and more.



Tips and suggestions are available in Magaya software on dialog boxes and other locations in the software program.

Hover over the “Magaya Tip” button to see a quick tip or link to more resources such as how-to articles and videos.

The screenshot shows the 'Accounting Transaction' window. The 'Invoice' tab is active, displaying fields for Number (141), Account (Accounts Receivable), Transaction Date (9/22/2016), Payment Terms (Net 30), Due Date (10/22/2016), and Division. The 'Apply to' section shows 'MACY'S' and a billing address. Below is a table with columns: Status, Description, Prepaid, Quantity, Price, Amount, Tax Code. A row is visible with Status 'Posted', Description 'Agent profit share', Prepaid 'Yes', Quantity '1.00', Price '100.00', and Amount '100.00'. At the bottom, there are buttons for 'Add...', 'Edit...', and 'Remove'. A 'MAGAYA TIP' button is highlighted, and a tooltip is displayed over it.

**MAGAYA TIP**

**Enter an Account for an Invoice**

If you want to affect the General Ledger for this transaction, add the account on the Accounts tab: Click the "Add" button, select the account name and enter the amount. This can be used to record the re-issue of an invoice due to non-sufficient funds or to record a discount given to a customer.

[See the Magaya Accounting Manual](#)

It is recommended to leave the Tips on, but your system can be set to turn it off; go to: the Maintenance folder > Configuration > General.

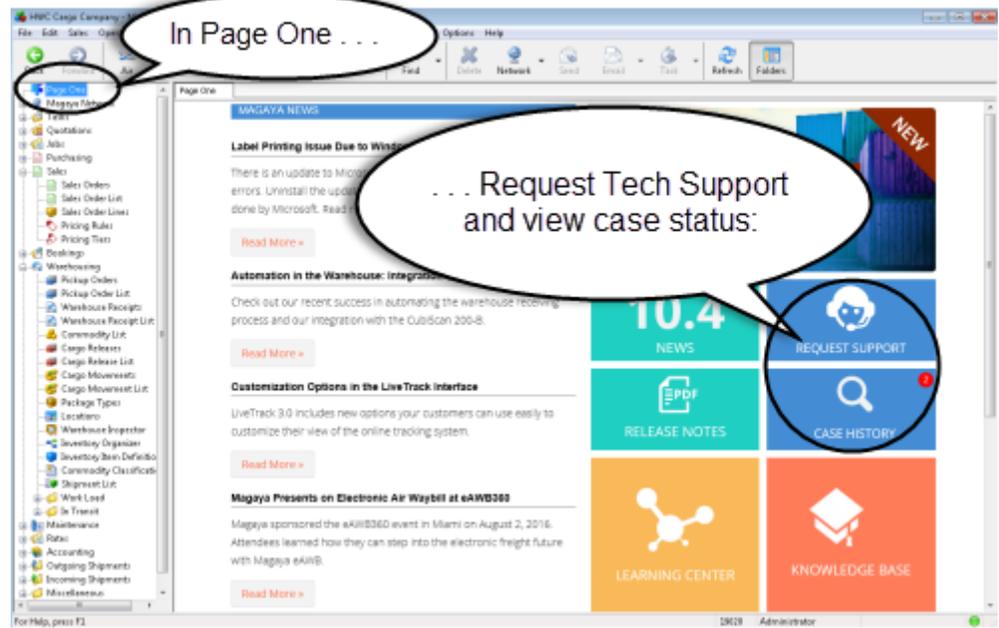
Video tutorials are on [www.magaya.com](http://www.magaya.com) and [YouTube.com](https://www.youtube.com)

If you have any questions or require assistance, please contact Magaya at:

**Phone:** (786) 845-9150

**Email:** [support@magaya.com](mailto:support@magaya.com)

You can request Tech Support from Page One, the welcome screen in your software, and check that status of an existing support case.

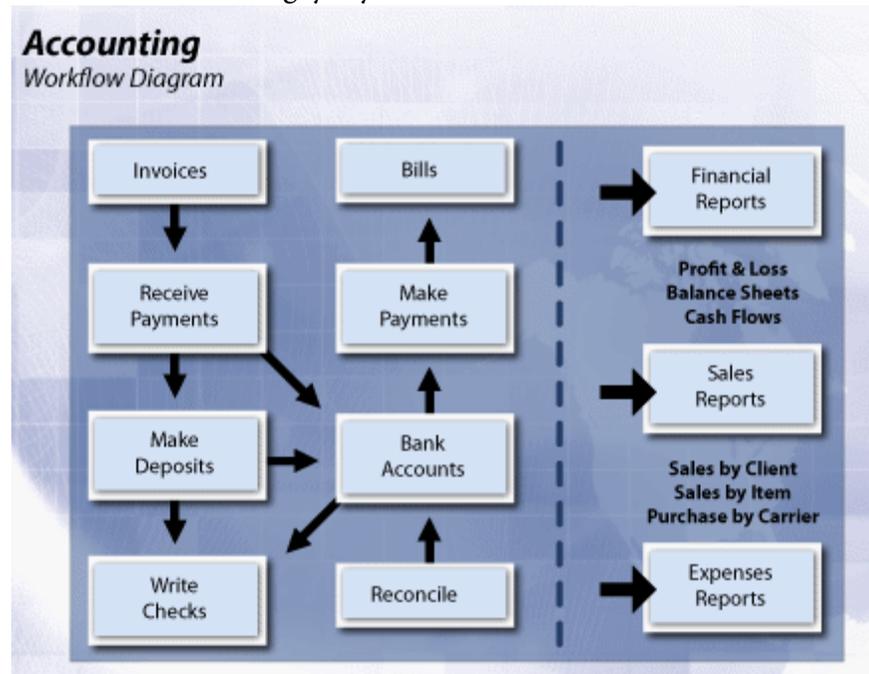


## **2. Magaya Accounting System Overview**

## Introduction to Accounting in Magaya

All Magaya products include a complete accounting system that is integrated with the operations features in the software. For example, when you add charges to a Warehouse Receipt or Shipment, the Magaya system transfers all the information so you can create bills, invoices, and other accounting transactions easily.

The following diagram illustrates the accounting processes and the financial reports included in the Magaya system:



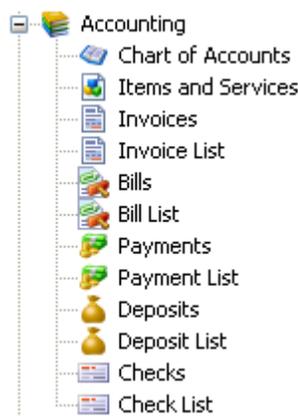
The accounting system also includes financial reports such as the balance sheet and the profit and loss report that you can create in Magaya Explorer.

There is an **Accounting Wizard** you can use when you first install the Magaya software. This will help you set the beginning balance of all the accounts as of the date you start using the Magaya system. See Chapter 3 "AccountingWizard" in this manual for details or the following article in the Knowledgebase:

[http://knowledge.magaya.com/#!/article/accounting\\_wizard](http://knowledge.magaya.com/#!/article/accounting_wizard)

## Accounting Folder Overview

The Accounting folder includes a list of functions to enable you to perform common accounting transactions such as create invoices, bills, payments, deposits, and checks and to enter rates:



The following is a brief overview of the features in the Accounting folder (each of these topics is covered in detail throughout the *Magaya Software Accounting Manual*):

- **Chart of Accounts:** This is the general ledger accounts definition (where you enter the accounts definitions). It helps you keep track of your income and expenses by categorizing them by type. You can add accounts that are specific to your business. You can have one account such as “Documentation” for many different items such as the different types of documentation that you charge for, including EEL, air waybills, bill of lading, etc., or you can create an account for each one.
- **Items and Services:** This shows codes for the services you provide such as ocean freight and the account name that service is associated with. You will use these items when creating and working with Accounts Receivable (AR) and Accounts Payable (AP) transactions.
- **Invoices** (and Invoice List): These are your Accounts Receivable (AR) transactions. The following are types of AR transactions:
  - Add Invoice: this is for regular invoices
  - Add Credit Memo: this is for a refund. You send it to a customer if you overbilled them. It is also used for agents you owe money to; the credit memo is automatically generated during Liquidation.
- **Bills** (and Bill List): These are your Accounts Payable (AP) transactions. The following are types of AP transactions:
  - Add Bill: for items that do not have bills such as the rent, salaries, etc. (you do not have to make a bill for these; it is optional)

- Add Bill Credit: if you overpaid a vendor (or they overbilled you), then you make a record of the credit they give you. If you owe them a balance, you might deduct it from that balance. When you write the check, the Magaya software will subtract the credit. If they send you a refund check, you can create a Payment which will be a Vendor Refund.
- **Payments** (and Payment List): When you receive payments from customers, the payments will be listed here. You can create a customer payment or a vendor refund here by selecting it from the dropdown arrow of the “Add” button. Types of payments you can make:
  - Customer Payment: Used to record what a customer pays
  - Vendor Refund: Used when a vendor sends you money (a refund, maybe they overcharged you)
- **Deposits** (and Deposit List): This records your deposits to the bank. Types of deposits are:
  - Deposit Payment: to deposit a payment you received from a customer
  - Deposit: to deposit monies from any other source such as a loan
- **Checks**(and Check List): This records the checks to make payments to your vendors. The following are the types of checks you can create:
  - Pay Bills (check): to pay regular bills
  - Check to Expense: to pay for items that you do not have bills for such as rent, salary, etc.
  - Refund Check: a check that you create to give your customer a refund
  - Pay Sales Tax: a check to pay sales taxes that you collect from Accounts Receivable (AR).

These topics are explained throughout the *Magaya Accounting Manual*. To find any topic quickly in the PDF, go to the Index and click on the index word. Also see the Knowledgebase for articles.

For details on using rates and how to automate some accounting tasks, see the chapter “Automated Accounting” in the *Magaya Software Accounting Manual*.

**Navigating:** For any list, you can right-click on an entity or transaction to access a pop-up menu of options. The same menu is available from the Actions button in each list. You can also see open transactions for any customer, vendor, etc. by right clicking on the entity name in the Maintenance folder.

---

## Configure your Accounting System

When you first begin using Magaya software, we recommend that you enter accounting data to customize the system to your company's needs. Start with the **Accounting Wizard**, which is explained in the Accounting manual, or see the following article in the Knowledgebase:

[http://knowledge.magaya.com/#/article/Configure\\_accounting](http://knowledge.magaya.com/#/article/Configure_accounting)

This will help you set up your document numbering system and how to make system-wide settings related to currency and more. Settings per customer are made in the Customer's profile dialog box (in the Maintenance folder). Additional customization information is available in Chapter 11 "Automated Accounting" and in the following article in the Knowledgebase:

[http://knowledge.magaya.com/#/article/intro\\_automated\\_accounting](http://knowledge.magaya.com/#/article/intro_automated_accounting)

Also see the sections on **Permissions** and Roles in Chapter 4 of the *Magaya Cargo System User Manual*. This will help you set access for employees to accounting functions in the software.

We also recommend reading the section "Relationship between Accounting and Operations" in Chapter 10 of the *Magaya Software Accounting Manual*.

Magaya Corporation also offers training in the software in general and specifically for accounting staff and managers, customizations of documents, importing your company's previous accounting data, and more. Contact your Magaya Logistics Advisor for options and prices.

## 3. Accounting Wizard

### Accounting Wizard Overview

The Accounting Wizard is designed to help you enter your company's accounting information into the Magaya system. This is an easy way to enter the beginning balances for accounts, customers, and vendors as of the date you start using the Magaya system.

Setting up this information is usually done when Magaya software is first installed. If this wizard was not used then, it can be used now or at any time. It is recommended that you use this accounting wizard and the Startup Wizard. It is especially important if you will be working in more than one currency that you select the home currency to match the currency of your country in the Startup Wizard; home currency will affect tax transactions. The Startup Wizard is explained in the *Magaya Cargo System Operations Manual*.

The Accounting Wizard helps you set up your:

- Chart of Accounts (also called the general ledger)
- Items and Services
- Opening balances of your customers and vendors

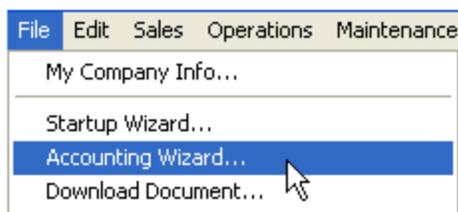
Each screen in the wizard contains instructions to help you work through the wizard. You can go forward and back in the screens to change information. When you finish the wizard, all the information is saved in your Magaya system.

Additional setup of accounting related options can be done in the Maintenance > Configuration menu. See the Knowledgebase:

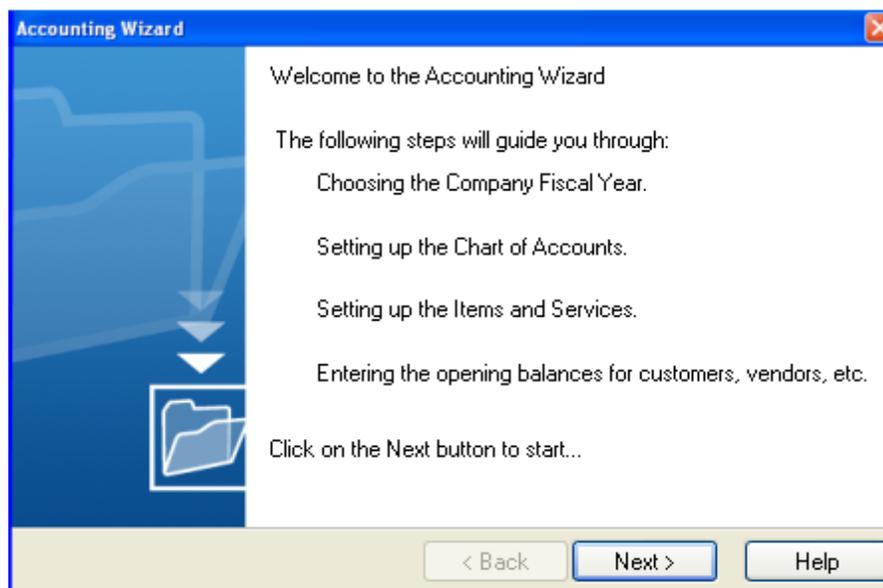
[http://knowledge.magaya.com/#/article/Configure\\_accounting](http://knowledge.magaya.com/#/article/Configure_accounting)

## Enter Information in the Accounting Wizard

Go to the File menu and select “Accounting Wizard”.



The Welcome screen opens:



Click the "Next" button to start the wizard.

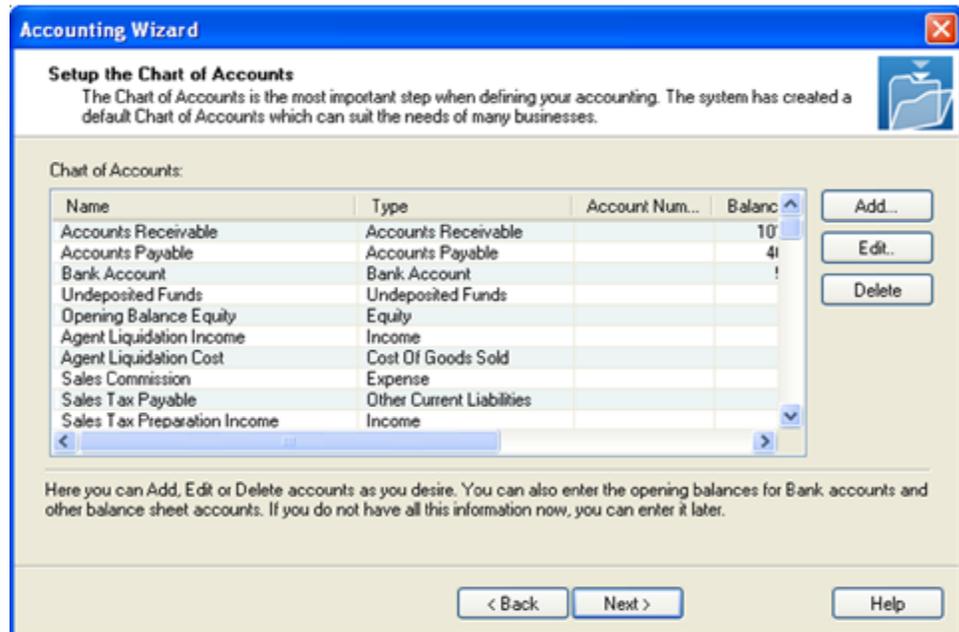
Select the month that you want to assign as the beginning of your fiscal year. This is required to calculate earnings for the year. The system will use this month to automatically close the year.

On the **Chart of Accounts** screen, add or edit accounts as needed. (The software provides a default list of accounts. It is recommended that this information be entered in the wizard so you can use the accounting features in the Magaya software.)

Also **enter opening balances** for accounts that you need such as petty cash and bank. (For more details on entering opening balances, see the topic:

[http://knowledge.magaya.com/#/article/opening\\_balances](http://knowledge.magaya.com/#/article/opening_balances)

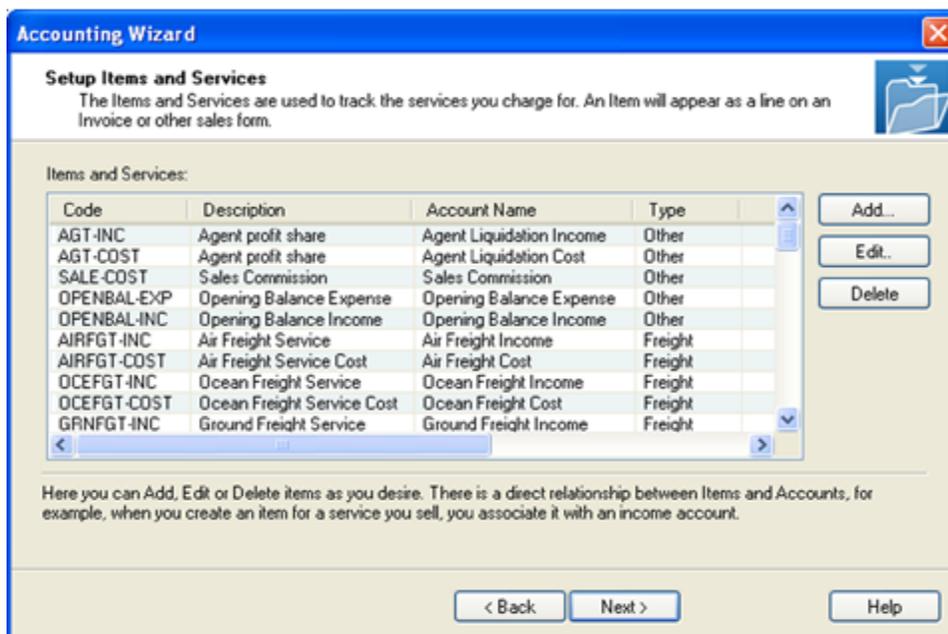
This is the wizard screen for the Chart of Accounts:



- The opening balance is used by the system to create a journal entry that credits that account for the balance and debits the beginning balance equity account.
- More details about the Chart of Accounts can be found in the topic:  
[http://knowledge.magaya.com/#/article/chart\\_accounts](http://knowledge.magaya.com/#/article/chart_accounts)

On the **Items and Services** screen, add or edit the Items and Services as needed. (The software provides a default list of items and services. To add a new item or

service, click the Add button. Existing items can be changed by using the Edit button.) This is the wizard screen for the Items and Services:



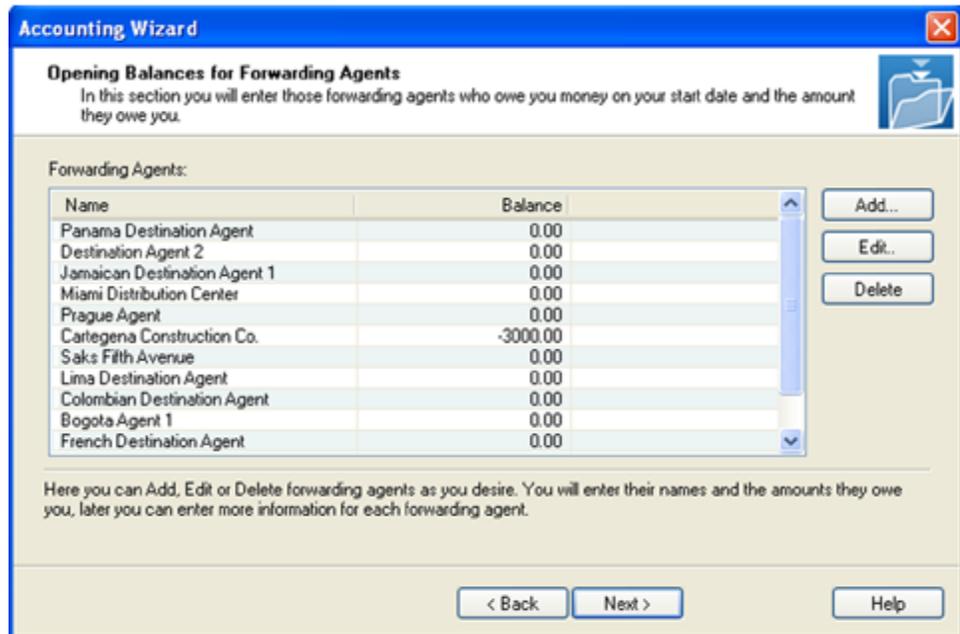
For more details on Items and Services, see the topic “Items and Services” in the Knowledgebase:

[http://knowledge.magaya.com/#!/article/items\\_services](http://knowledge.magaya.com/#!/article/items_services)

On the next screen, enter opening balances for forwarding agents. In the Magaya system, forwarding agents are considered “customers”. Add or edit opening balances by clicking on the Add or Edit buttons for:

- Customers (this includes forwarding agents). When you enter the opening balance for a customer, the system will automatically create an invoice for the customer for that amount that will go to AR, and the line item will be assigned to the Items and Services for beginning balance income. The screenshot shows forwarding agents; the Customers screen functions the same way.
- Vendors (this includes carriers, sales persons, and warehouse providers). The system will automatically create a bill and send it to AP, and the line in the bill will use the beginning balance expense.

- The wizard screens for each of these functions the same way.



Click the **Finish** button when you are done. Your information will be saved.

After completing all the screens in the Accounting Wizard, you can modify and add to the information entered at any time by opening the Accounting folder or by returning to the Accounting Wizard.

# Entering Opening Balances

## Entering Opening Balances

To enter opening balances in your Magaya software, follow these steps.

This procedure is recommended after using the Accounting Wizard to set up your accounting details.

Before beginning the steps below, have a trial balance report that lists all your profit and loss accounts from your previous system so you can enter the data from it into your Magaya system. You may already have a report that you used to enter details in the Accounting Wizard; you can use the same report for this procedure.

## Steps to Enter an Opening Balance

- 1) Create a Trial Balance Report in your Magaya system:
  - Go to the Accounting folder > Chart of Accounts
  - Click the Actions button and select Reports > Trial Balance

- Find the opening balance income and expense

	Debit <sup>1</sup>	Credit <sup>1</sup>
<b>Opening Balance Income</b>	100.00	0.00
Inventory Income	0.00	13,617.95
Documentation	0.00	279.71
Freight Income	0.00	0.00
Air Freight Income		0.00
Ocean Freight Income		0.00
Ground Freight Income		0.00
Services		0.00
Agent Liquidation Cost		0.00
Inventory Cost		0.00
Freight Cost		0.00
Air Freight Cost	14,135.04	0.00
Ocean Freight Cost	6,568.00	0.00
Ground Freight Cost	2,485.50	0.00
Insurance Cost	75.00	0.00
Sales Commission	191.79	0.00
<b>Opening Balance Expense</b>	0.00	50.00
Bank Service Charges	45.00	0.00
Bank Fee Income	0.00	30.00

This trial balance report displays all the data you entered in the Accounting Wizard.

Note: The Trail Balance report can be viewed on a cash basis or accrual basis. Select the option from the Configure button on the report toolbar, and select the “Financial” tab.

- 2) Create a Journal Entry in your Magaya system:
  - Go to the Accounting folder > Chart of Accounts
  - Click the Actions button and select General Journal Entries.
  - Click the Add button to open a Journal Entry dialog box.
- 3) Add the following items in the Journal Entry dialog box:
  - Click the Add button to activate a line in the detail table.

- In the Account Name column, select Opening Balance Income.

If there was a Debit in the Trail Balance, then enter the amount in the Credit column. This reverse is required for this step.

The screenshot shows the 'Journal Entry' dialog box with the following data:

Account Name	Debit	Credit	Description
Opening Balance Income	100.00	0.00	
Opening Balance Expense	0.00	50.00	
Air Freight Income	0.00	150.00	
Air Freight Cost	70.00	0.00	
Opening Balance Equity	30.00	0.00	

Summary: Total Debits: USD 200.00, Total Credits: USD 200.00

- Click the Add button again, and in the Account Name column, select the Opening Balance Expense. If there was a Debit amount for this expense in your Trial Balance, enter the amount in the Credit column. This reverse is required for this step.
- 4) Enter your other account names in the Journal Entry dialog box. For example, enter the debit and credit for the air freight income and cost.
- Continue to enter all your accounts. If you had an account in your previous system but it is not showing in the Magaya list of default accounts, you can create it: Click the Plus sign in the dropdown menu of the Account Name column and add the account.
- 5) To make the debit and credit totals equal, add the account “Opening Balance Equity” and enter the difference between the credit and debit amounts. If the debit is short, enter the difference in the Debit column. If the credit amount is short, enter the difference in the Credit column.

- 6) Click OK in the Journal Entry dialog box to save.

Now your the Debits and Credits are equal, and the opening balances are complete.

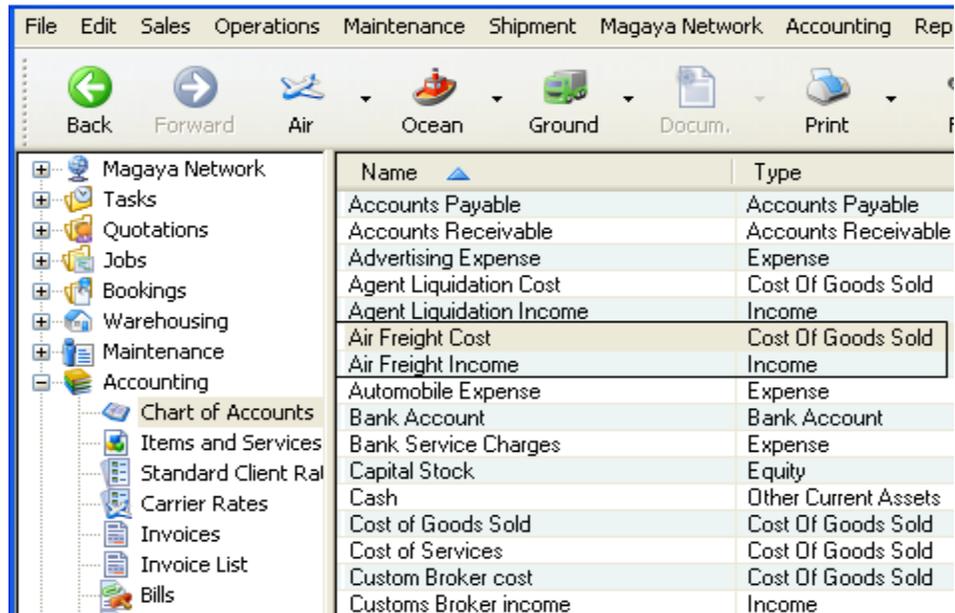
# 4. Chart of Accounts

## Chart of Accounts: Introduction

The Chart of Accounts is a list of accounts in your general ledger. It helps you keep track of your income and expenses by categorizing them by type. Then you can generate reports to see the different types of income you are bringing in and what types of expenses you have.

The Magaya system has many accounts in the Chart of Accounts folder by default. You can add accounts that are specific to your business. You can have one account such as “Documentation” for many different items such as the different types of documentation that you charge for, including EEI (formerly SED), air waybills, bill of lading, etc., or you can create one account for each.

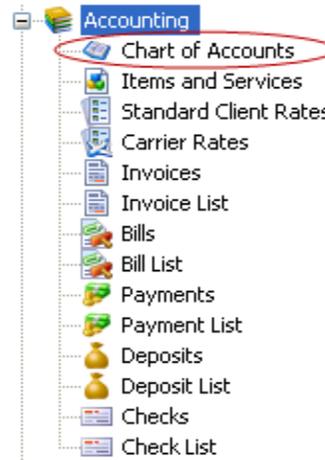
The following screenshot shows a close-up of the Chart of Accounts, highlighting the Air Freight Cost, Air Freight Income, and their account type.



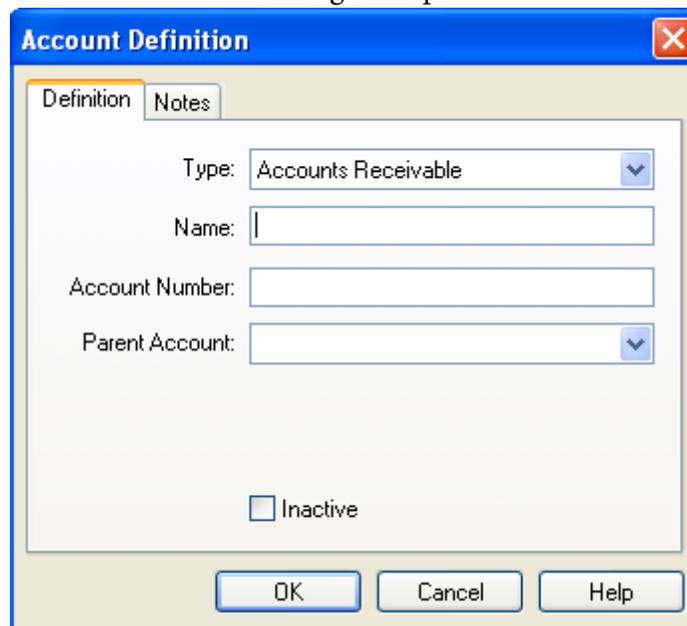
## Add to the Chart of Accounts

### Step-by-Step Procedure:

- 1) Go to the Accounting folder and click "Chart of Accounts".



- 2) Click the "Add" button. A dialog box opens:

The 'Account Definition' dialog box is shown with the 'Definition' tab selected. It contains the following fields and controls:

- 'Type': A dropdown menu with 'Accounts Receivable' selected.
- 'Name': An empty text input field.
- 'Account Number': An empty text input field.
- 'Parent Account': A dropdown menu.
- 'Inactive': An unchecked checkbox.
- Buttons: 'OK', 'Cancel', and 'Help' at the bottom.

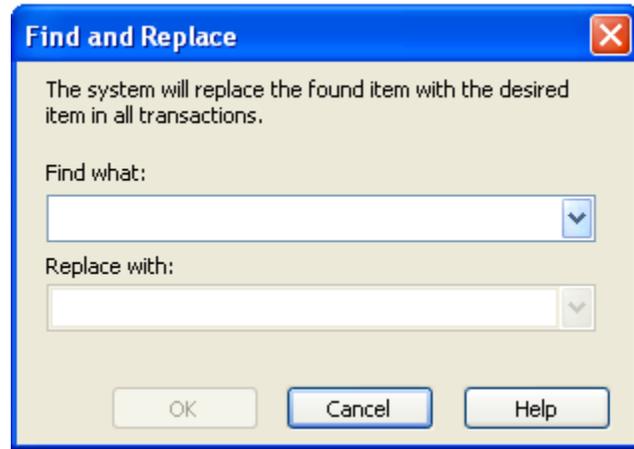
Use the first dropdown menu to select a type of account. The Type "Accounts Receivable" displays by default. Choices are:

- Accounts Receivable (AR): This is the money that is owed to you (considered an asset).
- Accounts Payable: (AP) This is money that you owe (considered a liability).
- Income: Defines where money comes from.

- Expense: Used to define what you are spending money on.
  - Cost of Good Sold: Use this to determine the cost of the items you sell.
  - Bank: Use this account for checking and savings transactions, money market accounts and petty cash.
  - Undeposited Funds: Money you hold to deposit later.
  - Fixed Assets: For equipment or furniture that will not be converted to cash within one year.
  - Other Assets: Use this account designation for any asset that cannot be classified as Fixed or Current.
  - Other Current Assets: For notes receivable that are due within one year, inventory value, etc.
  - Long Term Liability: Accounts that are due over a long period of time such as a mortgage, over one year.
  - Other Current Liability: Due within one year. Examples are sales tax.
  - Equity: The net worth of the company.
  - Credit Card: Create one “Credit Card” account per card to track business expenses paid for with the credit card. (You will also need to add the credit card company as a Vendor in the Maintenance folder.)
- 3) Enter the account name and number.
  - 4) Select a parent account as needed. This allows for grouping accounts in reports (such as all freight accounts grouped together or all documentation, etc.)
  - 5) Options: Add any notes as needed. The “Inactive” box is available if you do not want to use this account in the future.



is useful if an account has been duplicated or used incorrectly. After the account is replaced, you can disable or delete the old one.



- **General Journal Entries:** This shows you a list of general journal entries. To learn how to add a new journal entry, see Chapter 10 in the *Magaya Software Accounting Manual*, the topic “Journal Entries”.
- **Divisions:** This shows a list of divisions, if your company has divisions. For details on how to set up divisions, see the Divisions topic in the *Magaya Software Customization Manual*.
- **Tax Table:** This shows a list of sales taxes (for merchandise you sell, not services). For details on how to add sales tax to your Magaya system, see the topic “Sales Taxes.”
- **Choose Columns:** Use this to select the columns you want to see.
- **Import (and Export):** Use these options to send data from the Magaya database or bring data into the Magaya database in XML or CSV formats.

To view more details for an account, click the “Detail” button to open the Details panel.

## Configure Default Accounts

Default accounts can be defined for AR, AP, and banking. Then the system uses these accounts when new transactions are created. If a default is not set up, the system uses the account present in the last equivalent transaction.

To set up default accounts, go to Maintenance > Configuration > Accounting.

Find the option “Configure default accounts.”



Click the “Accounts” button. A dialog box opens.



Select the default accounts from the dropdown menus. These are system-wide settings. To set your preferences for specific customers, go to the Maintenance > Customers list. For more details on the Configuration menu, please see Chapter 10 of the *Magaya Software Accounting Manual*.

See also the Knowledgebase:

[http://knowledge.magaya.com/#/article/Configure\\_accounting](http://knowledge.magaya.com/#/article/Configure_accounting)

## Inventory Accounts

If you buy and sell inventory, you can manage the accounting in Magaya.

The software includes accounts for inventory, sales income, and cost of goods sold. You can also choose the costing method for inventory, either by average cost or by exact price per item which you specify. The accounting is shown in the Adjustments tab of invoices and in the Balance Sheet.

Landed costs for freight can also be managed in the system. For details, see the sections in the *Magaya Software Accounting Manual* for Landed Costs, Average Cost, and Accounting Configuration.

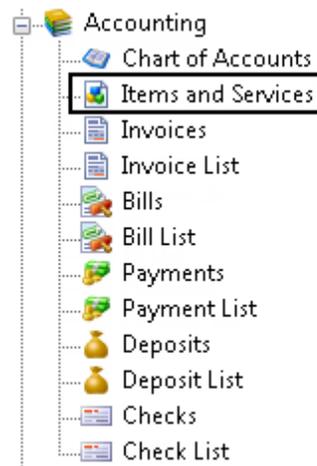
How to create and manage Purchase Orders and Sales Orders is included in the *Magaya Supply Chain Solution Operations Manual*.

To customize and automate your accounting processes, please see Chapter 11 of the *Magaya Software Accounting Manual*.

# 5. Items and Services

## Introduction to Items and Services

The “Items and Services” list in Magaya Explorer shows all the items and services your business buys and sells such as documentation services, freight services, crating fees, and more. Items and Services are used for sales reports such as how much ocean freight you sold or purchased, etc.



Magaya software comes with a predefined list of items and services that will cover the needs of a standard logistics provider. You can modify it or add more to it based on your specific needs.

Items and services are used in Accounts Payable and Accounts Receivable. When you use an item or service in an invoice, the line in the invoice will affect the account that this item applies to by adding or subtracting from it whether it is an invoice or a credit. The account will show in the Profit and Loss report.

## Add Items and Services

To add an item or a service to your Magaya system, follow these steps.

- 1) Click on the Add button in the Items and Services subfolder. A dialog box opens:

The screenshot shows the 'Items and Services' dialog box with the following fields and values:

- Type: Inventory
- Tax Code: (empty)
- Description: (empty)
- Code: (empty)
- Account: Inventory Cost
- Price: 0.00
- It is a resale item
- Create related resale item automatically
- Income Item: (empty)
- Preferred Vendor: (empty)
- Assets Account: Inventory Asset
- Inventory Item: (empty)
- Currency: USD United States Dollar
- Inactive

Buttons at the bottom: MAGAYA TIP, OK, Cancel, Help.

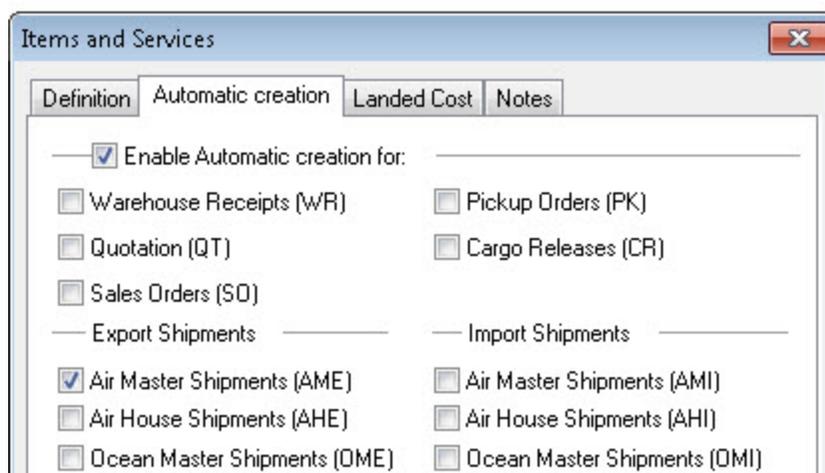
- 2) Select the **type** of item (or service). When you select a Type, it will not be an income or expense until you also select the Account type. Types of items and services available from the dropdown are:
  - **Other:** Use this for items (or services) that cannot be classified as Freight or as one of the other types listed.
  - **Freight:** Use this for freight items (or services) such as Ocean Freight or Air Freight.
  - **Valuation:** When you use this type to create an item, this value (value of the cargo) will appear on air waybills.

- **Tax:** This is used for taxes such as duty taxes, and the amount will appear in air waybills. Note: If more than one tax needs to be applied to this item, then create a group for those taxes first, and then select it from the Tax Code dropdown in this screen.
  - **Other Freight:** Use for items (or services) that relate to freight but are not actual freight such as Fuel Surcharge cost and income.
  - **Inventory:** Use this for items that you keep in your inventory and sell. If you select “Inventory” then the “Assets Account” and “Inventory Item” dropdowns will be available.
- 3) For the “Tax Code” field, select a sales tax to apply to the item or service. (To set up the sales tax, go to Chart of Accounts, Actions button, Tax Table.)
  - 4) Enter a description of the item. The “Code” field will fill in automatically based on the description.
  - 5) Select an account the item (or service) will refer to in the general ledger (select the account you want when you run your income statement to see this item reflected in, depending on how detailed you want your income statement to be). The item (or service) will be income, expense or cost of goods sold depending on what account it is related to. For example a storage fee is assigned to a Cost of Services account. Ground Freight Income is assigned to a Ground Freight Income account.
  - 6) Enter a price. If you want to have the price calculated, use the “Tariff” button. For details on using the Tariff dialog box, see Chapter 11 in the *Magaya Software Accounting Manual*.
  - 7) If you check the box to indicate this is a **resale** item, the fields below the checkbox will become available:
    - The checkbox “Create related resale item automatically” is used if you want your Magaya system to automatically create a resale item when either a manual expense or income charge is created.
    - Income Item (or Expense Item): If you selected an Income Account, then this field will be “Income Item”.
    - Preferred Vendor: This may be grayed out.
    - Assets Account: For purchasing inventory and reselling it. (This will be activated when you select the Type as “Inventory”).
    - Inventory Item: Select from the items in the dropdown or add a new item. (This will be activated when you select the Type as “Inventory”). This pulls from information from the Inventory Item Definitions that are located in the Warehousing folder.

- Landed Costs: This tab only appears if your system is configured to be active. This cost includes transportation costs of an item. For details, please see the topic “Landed Cost Management.”
- 8) Click the OK button when done. The item (or service) now appears in the list.

### Automatic Creation:

If you want to make an item/service appear automatically on a transaction, click the “Automatic Creation” tab. Check the box to enable the automation, and select the transactions. If you don’t want the charge to appear in the documents, check the box.



Full details about automating charges are explained with examples in the chapter “Automated Accounting.”

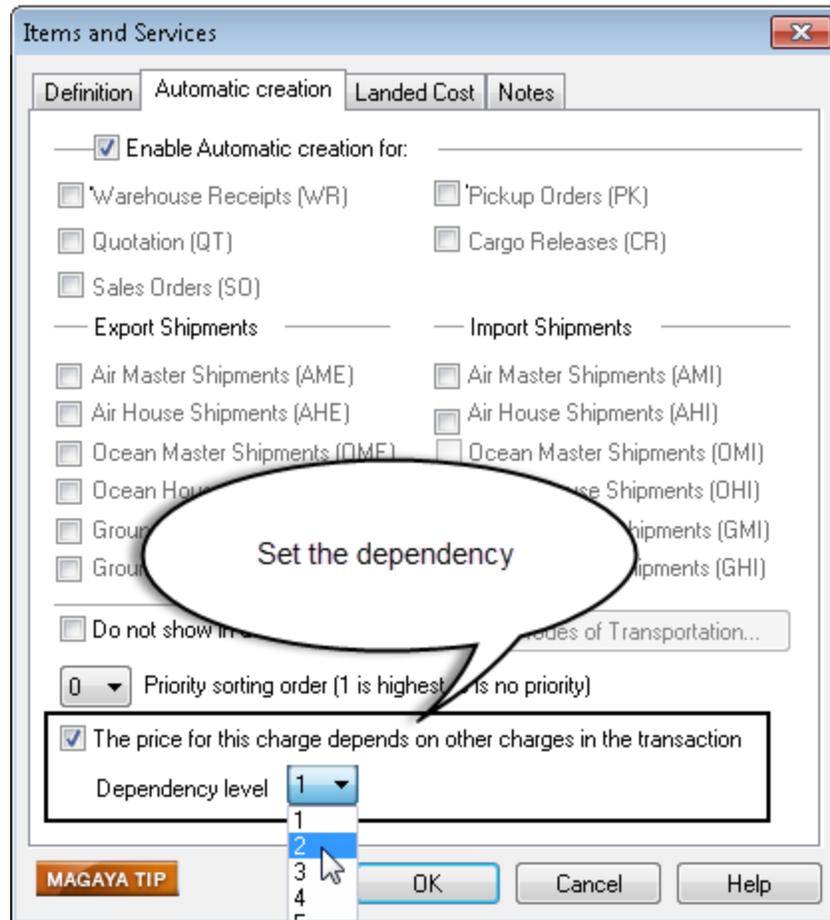
## Dependent Charges

If an item/service depends on other charges, check the box to enable that dependency. This function enables you to set the order that the system will calculate the charges in a transaction. For example, use this option if you have a service for freight, and you want the insurance charge to depend on the freight charge. Then the system will calculate the freight charge first, and then calculate the insurance based on the freight charge.

Another example of a dependent charge could be a Documentation fee that you want to calculate based on a percent of the shipment profit. In this case, the shipment profit is calculated first, and then the documentation is calculated as a percent of that total.

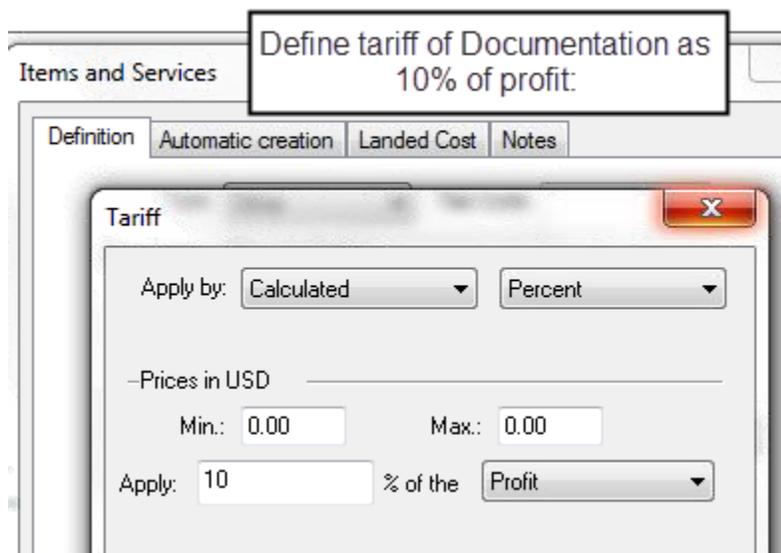
**Enable:** On the “Automatic creation” tab, check the box to enable the function.

Select a dependency level from the dropdown menu.



The following shows an example of a dependent charge using the percent of agent profit sharing tariff. The dependency can be used for any item/service.

In this example, we set the tariff at 10% of the profit (via the “Tariff” button on the “Definition” tab of the Items & Services dialog box):



Save the percent and go to the “Automatic Creation” tab of the Items & Services dialog box. Check the box to enable dependencies.

Then set the dependency by using the dropdown menu.

The Items & Services List has columns available to show the dependency level number and if the charge has dependencies (Yes or No).

Let’s look at how the system processes different dependency levels: For example setting the dependency at “1” will tell the system to calculate the charge at the same level as the ocean freight charges.

Shipment44

Master Houses Add Doc. Profit Liquidati... Transac...

General Entities Routing Charges Events Delivery Attachments Notes Waybill No

Description	Prepaid	Quantity	Price	Amount	Ta
Ocean Freight Service	Yes	100.00	15.00	1,500.00	
Ocean Freight Service Cost	Yes	100.00	10.00	1,000.00	
Documentation	Yes	1.00	50.00	50.00	
Depacking Fee	Yes	1.00	150.00	150.00	

The Documentation is calculated as a percent of the Ocean Freight profit **only**, which is \$500. 10% is \$50.

But if you set the dependency lower such as "4" then the system will calculate the percent of profit **after** other charges that may be on the shipment such as a Repacking fee (if they have been set at a higher dependency such as a 1, 2, or 3).

Shipment44

Master Houses Add Doc. Profit Liquidati... Transac... Se

General Entities Routing Charges Events Delivery Attachments Notes Waybill Notes

Description	Prepaid	Quantity	Price	Amount	Ta
Ocean Freight Service	Yes	100.00	15.00	1,500.00	
Ocean Freight Service Cost	Yes	100.00	10.00	1,000.00	
Documentation	Yes	1.00	65.00	65.00	
Repacking Fee	Yes	1.00	150.00	150.00	

This Documentation is calculated **after** the Repacking fee and the ocean charges, resulting in \$65.

As with many features in the software, we recommend creating a sample transaction to ensure this functions the way you want it to. You can always return to the Items & Services dialog box to make changes.

## Priority of Charges

The Priority feature determines how the charge for an item/service will appear in a document, in LiveTrack, and in Transaction Tracking email messages. This is useful for transactions with many charges; you can tell the system which charges to display at the top of the list of charges (Priority = 1) or sort it any other place in the list.

Select a number from the dropdown to set the priority of this charge.

The screenshot shows the 'Items and Services' dialog box with the 'Automatic creation' tab selected. The 'Priority sorting order' dropdown is highlighted with a black box and contains the value '0'. The dialog includes the following elements:

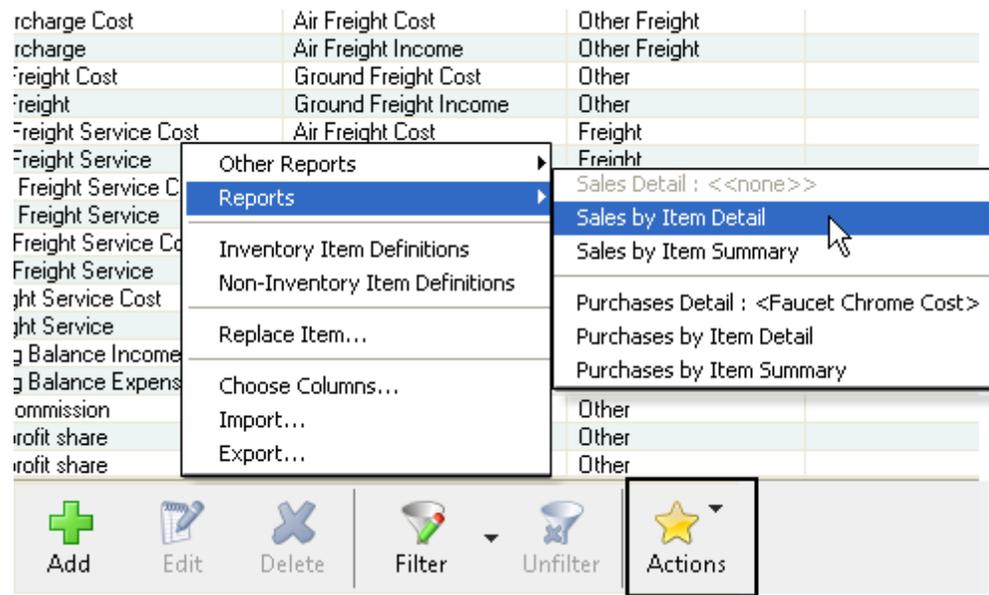
- Enable Automatic creation for:
- Warehouse Receipts (WR)  Pickup Orders (PK)
- Quotation (QT)  Cargo Releases (CR)
- Sales Orders (SO)
- Export Shipments  Import Shipments
- Air Master Shipments (AME)  Air Master Shipments (AMI)
- Air House Shipments (AHE)  Air House Shipments (AHI)
- Ocean Master Shipments (OME)  Ocean Master Shipments (OMI)
- Ocean House Shipments (OHE)  Ocean House Shipments (OHI)
- Ground Master Shipments (GME)  Ground Master Shipments (GMI)
- Ground House Shipments (GHE)  Ground House Shipments (GHI)
- Do not show in documents
- Priority sorting order (1 is highest, 0 is no priority)
- The price for this charge depends on other charges in the transaction
- Dependency level
- 
- 

Click "OK" to save.

## Actions Performed with Items and Services

To make reports based on the Items and Services, use the Actions button and select "Reports" from the pop-up menu.

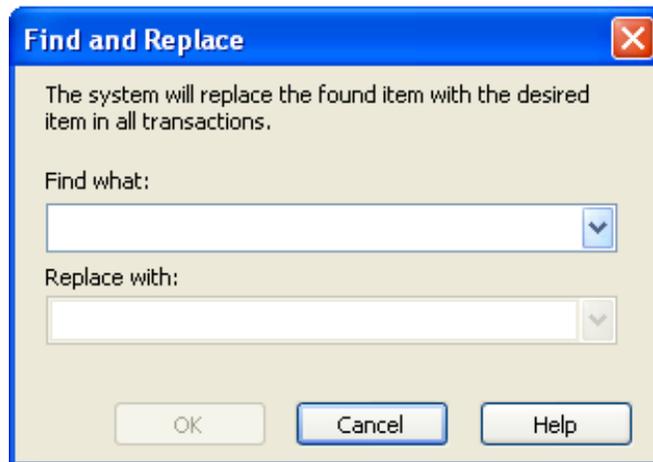
The following sales and purchase reports are available:



The reports will be generated using the transactions for the items and services.

Other Actions available from the Actions button include the option to choose the columns you want in the list, and to import or export the data in or out of the Magaya system.

**Replace Item:** You can find and replace any existing item of the same type, and the system will update all the transactions that have that item in it. When you open the dialog box from the Actions menu, select the items to find and replace:



The Find and Replace feature is useful if an item has been duplicated or not used correctly. After the item is replace, you can choose to disable or delete the old item.

*Extra Information:*

The Items and Services list can be filtered by using the Standard or Advanced Filter. For details on filters, see Chapter 5 in the *Magaya Cargo System Operations Manual*.

For more details on working with inventory and resale items, see the section “Add Resale Items” in Chapter 7 of the *Magaya Supply Chain Solution Operations Manual*.

# 6. Accounts Receivable

## Introduction to Accounts Receivable

Accounts Receivable (AR) is money owed to you in outstanding invoices. The sections of this topic will explain how to create the following transactions in Magaya software:

- Invoices
- Credit Memos
- Payments
- Deposits
- Refunds

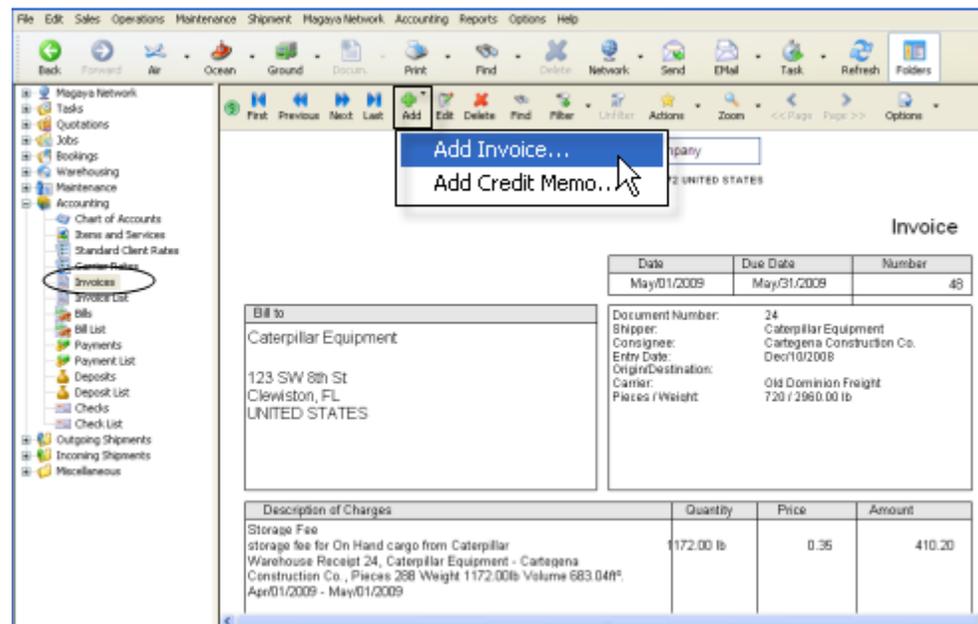
All of these transactions are created by using a dialog box that transfers all the data into the document forms. The data is also saved in your Magaya system so you can create reports and more.

Magaya Explorer offers AR reports to show which customers are overdue (aging reports), open (unpaid) invoices, and sales reports.

## Create Invoices

To create invoices in Magaya Explorer, follow these steps.

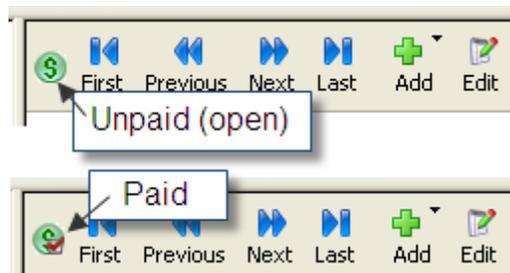
- 1) In the Invoice (document or list), click on the Add button. Select “Add Invoice” from the pop-up menu.



The Invoice dialog box opens. On the first tab, enter details of the transaction. Enter details in the Events, Attachments, Notes tab, and Internal Notes tabs as needed. Events and any attached documents or photographs

will be visible to customers in the interactive online tracking tool, Magaya LiveTrack.

*Note:* When working in the Document view, you can quickly see the status of the invoice by looking at the symbol in the document toolbar next to the navigation arrows:



The List view also has a Status column which indicates if an invoice is open or paid. Other columns can be added via the Actions button.

- 2) Enter information in the Invoice dialog box:

Status	Description	Prepaid	Quantity	Price	Amount	Tax Code	Tax
Paid	Air Freight Service	Yes	1.00	1,000.00	1,000.00		

- The Invoice number fills in automatically. For information on setting up the numbering of invoices, see the topic "AccountingConfigurationMenu".

- Select the customer that you are invoicing from the “Apply to” dropdown menu. The customer’s address and Payment Terms (if set) are filled in from their profile.
- Select “Accounts Receivable” for the Account field. If you are working in multiple currencies, there will be at least one account available in the dropdown for each currency. To make the invoice in one of those currencies, select it from the dropdown list. For information on setting up your Magaya system to work with multiple currencies, see the topic "Multicurrencies".
- The Transaction Date is set to today’s date. NOTE: If you don’t want an employee to change dates, deny access in Roles. Go to the Employee list, right-click their name and select Roles.
- When you select the payment terms, the Due Date field will update automatically. If you have pre-defined payments terms for your system or for this customer, the Payment Terms field will fill in automatically.

- **Add Charges:** Click the “Add” button in the Invoice dialog box to add charges to this invoice. A new dialog box opens:

The Type you apply pulls information from the Items and Services list. The Type dropdown list for invoices will show you only Items and Services that refer to Income accounts.

Add a description (optional). Additional information can be added in the Notes tab. *Remember:* Any notes you add will appear in the invoice for the customer to see.

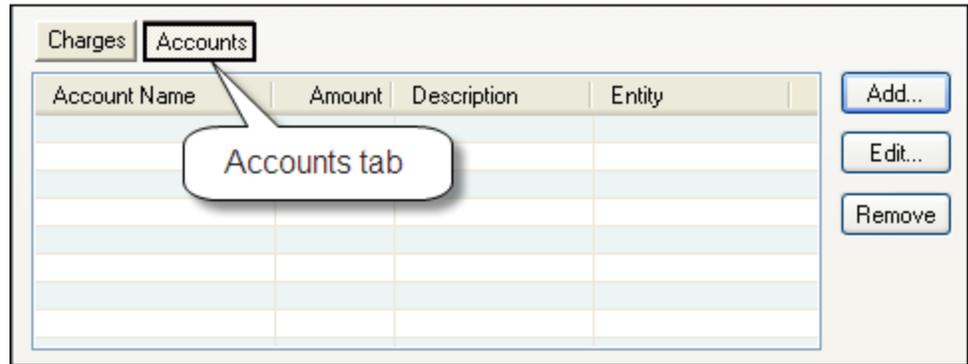
The Tax Code pulls from the Sales Tax Table.

Enter the Quantity and Price. The Amount will be calculated automatically. The Unit can be a word such as “pounds”, “lbs”, or “each”. The Unit field is optional.

Click the OK button. The charge fills in on the line in the Invoice dialog box. You can add as many charges to the invoice as needed by using the Add button. The totals are calculated. If you need to delete multiple charges, select them by holding the Shift key on your keyboard and clicking the “Remove” button.

- If you need to edit a charge, select the line item for the charge and click the Edit button. To remove (delete) a charge, select the line item for the charge and click the Remove button.

- To add an Account line to an invoice, click the “Accounts” tab.



This can be useful if you need to re-issue an invoice because a customer had non-sufficient funds (NSF) and their **check bounced**. Another example is if you want to offer a customer a discount. For details, see the section “Accounts Receivable Special Procedures” in Chapter 10.

- If this invoice is related to a transaction such as a shipment or a WR, a button for that transaction will appear on the invoice dialog box. View the transaction by clicking the button.

The screenshot shows the 'Accounting Transaction' dialog box with the 'Invoice' tab selected. The invoice details are as follows:

Field	Value
Number	151
Account	Accounts Receivable
Transaction Date	11/18/2013
Payment Terms	Net 30
Due Date	12/18/2013
Division	

The 'Charges' section contains the following table:

Status	Description	Prepaid	Quantity	Price	Amount	Tax Code	Tax
Posted	Air Waybill fee	Yes	1.00	25.00	25.00		

Summary information at the bottom of the dialog:

Paid as:	Amount:	USD 25.00	Tax:	USD 0.00
Exchange Rate:		USD	Total Amount:	USD 25.00
			Amount Due:	USD 25.00

A callout bubble labeled 'Related transaction' points to the 'Shipment...' button located at the bottom left of the dialog box.

A periodic invoice will display a “History” button that will show all related transactions.

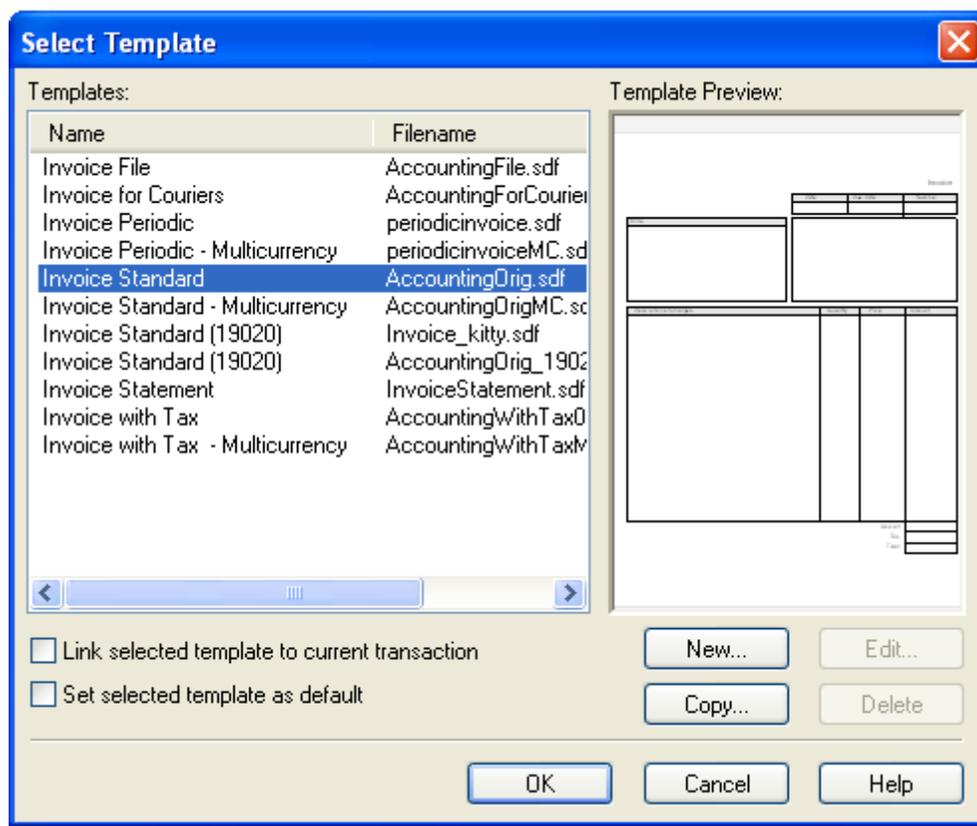
- 3) Click OK when you are finished entering all the information for this invoice. The data is transferred into an invoice form, and it is saved in your Magaya database.

Invoice																						
		Date	Due Date	Number																		
		Jun/01/2009	Jul/01/2009	49																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Bill to</td> <td>Shimano</td> </tr> <tr> <td></td> <td>Tokyo, JAPAN</td> </tr> </table>		Bill to	Shimano		Tokyo, JAPAN	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Document Number:</td> <td>20</td> </tr> <tr> <td>Shipper:</td> <td>Shimano</td> </tr> <tr> <td>Consignee:</td> <td>Bogota Bike Shop</td> </tr> <tr> <td>Entry Date:</td> <td>Nov/05/2008</td> </tr> <tr> <td>Origin/Destination:</td> <td>CLT / BOG</td> </tr> <tr> <td>Carrier:</td> <td>Fleet Truck Lines</td> </tr> <tr> <td>Pieces / Weight:</td> <td>20 / 40.00 lb</td> </tr> </table>			Document Number:	20	Shipper:	Shimano	Consignee:	Bogota Bike Shop	Entry Date:	Nov/05/2008	Origin/Destination:	CLT / BOG	Carrier:	Fleet Truck Lines	Pieces / Weight:	20 / 40.00 lb
Bill to	Shimano																					
	Tokyo, JAPAN																					
Document Number:	20																					
Shipper:	Shimano																					
Consignee:	Bogota Bike Shop																					
Entry Date:	Nov/05/2008																					
Origin/Destination:	CLT / BOG																					
Carrier:	Fleet Truck Lines																					
Pieces / Weight:	20 / 40.00 lb																					
Description of Charges		Quantity	Price	Amount																		
Storage Fee		1.00 Min	30.00	30.00																		
Warehouse Receipt 20, Shimano - Bogota Bike Shop, Pieces 11 Weight 22.00lb Volume 9.55ft³. May/01/2009 - Jun/01/2009																						
			USD Amount	30.00																		
			Tax	0.00																		
			Total	30.00																		

The invoice form can be changed by clicking the Actions button and choosing “Select Template”.

In the dialog box, you can choose different templates and link them to this

transaction or set the template as the default.



If you click the “New” or “Copy” buttons, the Magaya Document Designer opens. This program is used for customizing templates. See the *Magaya Software Customization Manual* for details.

You print this invoice from the document view or print multiple invoices the list view.

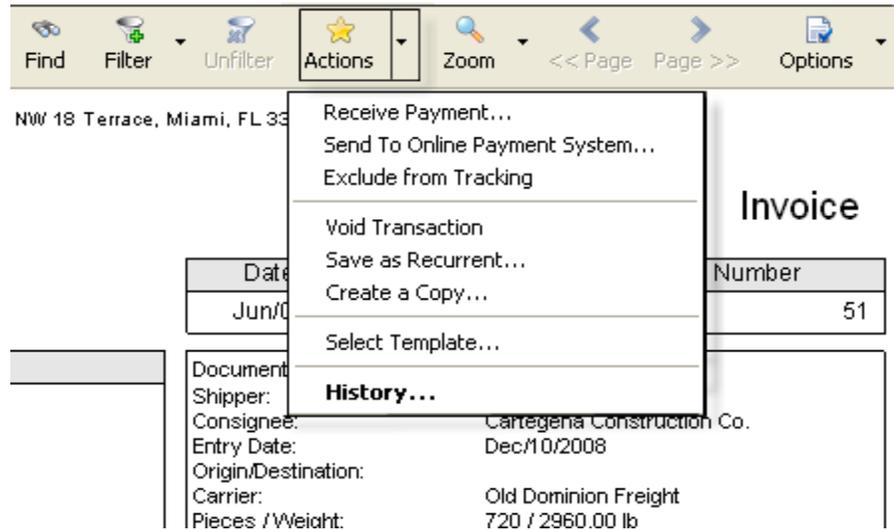
If an invoice is related to a shipment, you can include that information in the list of invoices: Go to the Invoice List > Actions > Choose Columns > Master Shipment Name.

If you want to see the currency rate in the Invoices List, add a column for the exchange rate from the “Choose Columns” option on the Actions menu.

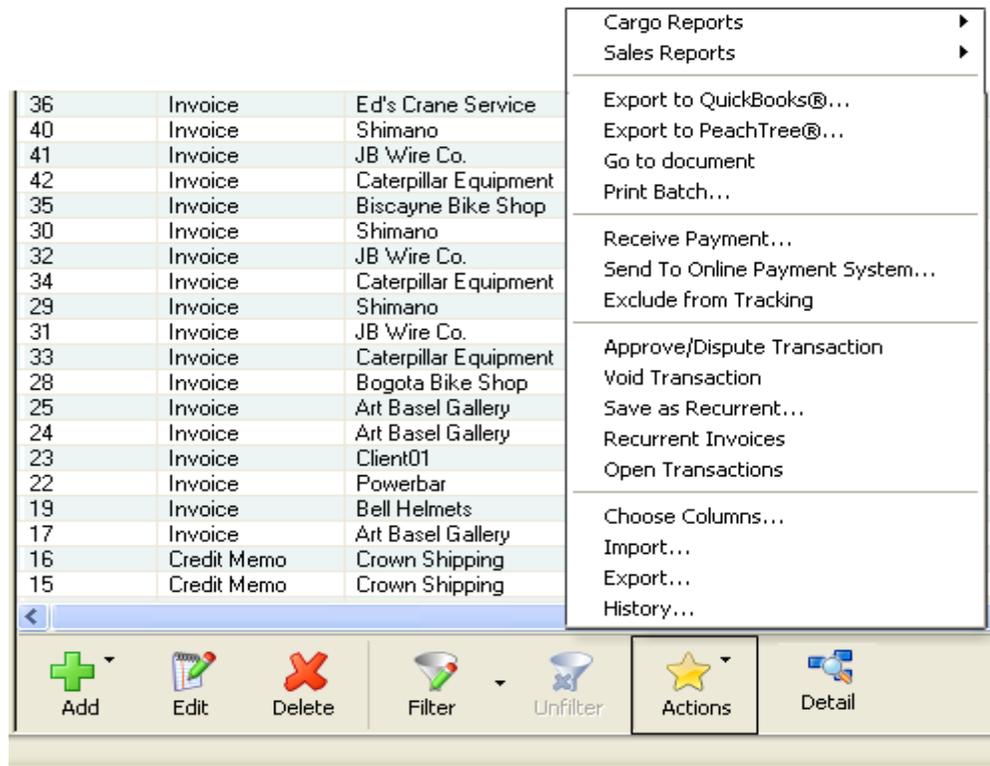
## Actions for Invoices

The Actions button for Invoices provides many features. You can access Actions while you are in the Invoice document view or in the Invoices List view. Hover over the Actions button and click the arrow on the side of the button.

The following Actions are available from the Document view:



The Actions button in the Invoices List view contains these options plus more:



The **Cargo Reports** relate the operations and accounting information in the Magaya system, enabling you to see reports such as how much you have billed for certain ports or destination agents.

**Sales Reports** that can be created are:

- 
- **Open Invoices:** View a report of open invoices. When the report opens, you can modify the report by choosing what columns to view, change the date range, filter the list, save or export it.
  - **Open Invoices by Date:** To view invoices that were open as of that date, regardless whether the invoice was paid after that date.
  - **A/R Aging Reports:** Select a report that shows details itemized or a summary to view what is overdue.
  - **Invoice Details:** A list of all invoices, including the detailed, itemized lines for each invoice.

Other Actions button options:

- Export the list to QuickBooks® or PeachTree® (Sage) accounting software programs to export the invoices you have filtered and to save them on your computer (or other directory) in a file format that can be opened in those applications.
- Import invoices into your Magaya system: First format the data into CSV in a spreadsheet or plain text file. See an example in the section “Import Invoices.”
- Go to a Document when you click on an invoice.
- Print a batch of invoices that you have in a filtered list. In the printing wizard screen, there are options to select printers and templates.
- Exclude the invoice from tracking online

- **Approve/Dispute** an invoice (this option is available from the Actions button in the Invoices List or if you right-click on an invoice in the list.

To approve or dispute invoices, the customer profile must have this Web Track access configured by right-clicking their profile; see Chapter 10, “Advanced Accounting Features” for details.)

Click the button to either approve or dispute. Enter the reason in the dialog box.

The comment appears in the Events tab for the transaction.

Date	Name	Details
Jun/29/2011 14:48:36	Transaction Approved by Customer	This invoice has been

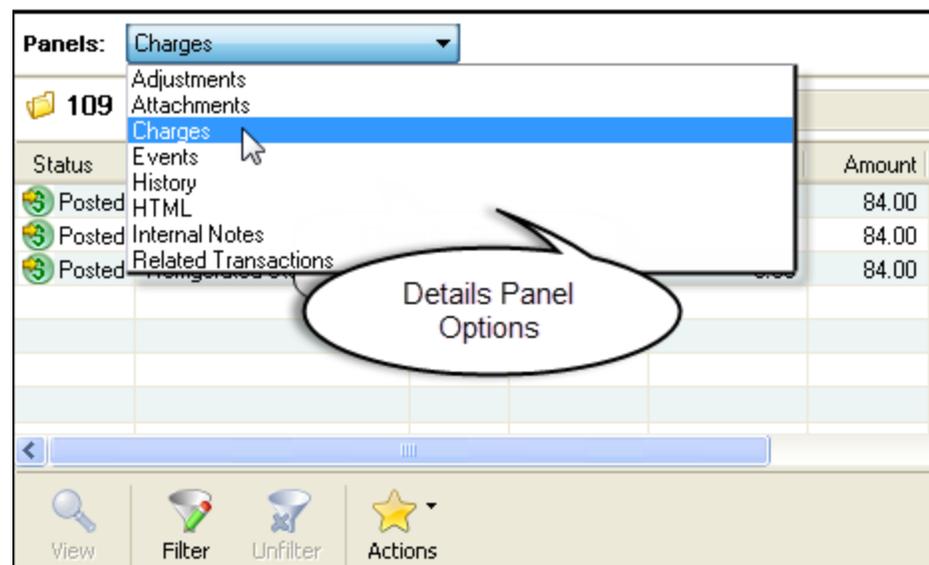
- Receive payment for an invoice that you have clicked on. A dialog box opens. See the section “Payments.”
- For details in using the online payments option, see Chapter 9 in the *Magaya Software Communications Manual*.
- Void a transaction you have selected.
- Save as Recurrent: This will convert the selected invoice into a Recurrent Invoice that can be charged to the customer every month (or time period you set). Steps for creating recurrent invoices are explained in Chapter 11 of the *Magaya Software Accounting Manual*.
- Copy an invoice.

- To view a list of recurrent invoices, use the Actions button and select “Recurrent Invoices”.
- Open Transactions: This options creates a list of all open transactions. Change the date range to see the time period you choose, or customize the list via the Actions button > Choose Columns.

Other options in the Invoices List enable you to choose the columns or view the History of an invoice by selecting the invoice and the History option in the Actions button list.

All of the above actions are also available when you right-click on a transaction in the list.

To view more details about an invoice, select it and click the “Detail” button in the list view. This gives you more information in one glance.



# Import Invoices

## Import Invoices into your Magaya System

To import invoices into your Magaya system, first format the data into a Comma Separated Value (CSV) file. This can be done in a spreadsheet or a plain text file. Certain data is mandatory and other fields are optional. Create these fields as columns in the CSV file.

Mandatory fields:

- Entity name (the customer or vendor name)
- Transaction number (such as the invoice number)
- Date of the transaction (in contrast, the due date is optional)
- AR/AP Account (which account the transaction is assigned to such as Accounts Receivable; if you need to learn more about accounts, please see Chapter 4 in the Magaya Software Accounting Manual)
- Charge count
- Quantity (For example, this invoice includes a Documentation charge and a Packaging charge, then it has two charges in this invoice)
- Charge Name (for example, Documentation or Packaging)
- Unit price (the price for one of the charge)
- Amount (the total of the charges for this line: The Amount must equal the Quantity multiplied by the Unit price. For example, if you have one Documentation fee which costs \$50, then the Amount must be 1 x 50, which is 50 in this example.)

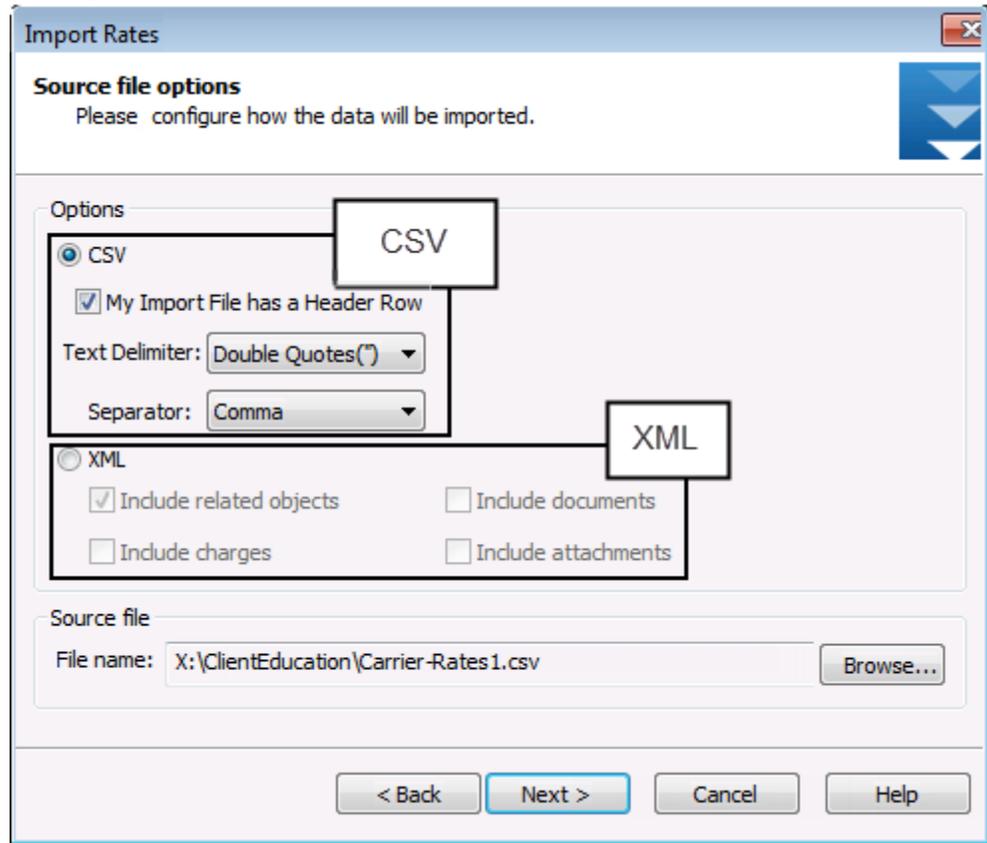
Optional fields:

The following data for these columns is optional:

- Due Date
- Notes
- Charge Description

Steps to Import Invoices into your Magaya system:

- 1) Go to the Invoices list.
- 2) Click Actions > Import. A wizard opens. The wizard has two import options: by CSV or XML.



*Extra Info:* The columns in this dialog box are the same as the columns in your Invoices list. To change them, close this dialog box and make the changes to the columns in the list first (via the Actions button > Choose Columns). Then open this dialog box again.

- 3) Click the “Import CSV” button in the dialog box.
- 4) Browse to the file location on your computer or network, and click OK to import it. Verify the data in the Invoices List.

Here is an example of two invoices and one credit memo imported:

Invoices to import into Magaya:

Number	Type	Status	Applied to	Transaction Date	Due Date	Amount (U...
50	Invoice	Open	Consignee ...	02/28/2014	03/28/2014	1,572.00
51	Credit Memo	Open	Consignee ...	02/28/2014		-30.00
52	Invoice	Open	Consignee ...	02/28/2014	04/25/2014	3,000.00

*Options:* To make changes to an invoice before it's imported, select it in the list to highlight it and click "Edit."

Click "Save" and close the dialog box. The invoices are now saved to your Invoices List where you can work with them.

If you experience any errors during importing, verify the columns in the CSV or text file.

Note: The same process can be done to import bills into your Magaya system.

For tips on using the wizard to import data, see:

[http://knowledge.magaya.com/#/article/import\\_wizard\\_tips](http://knowledge.magaya.com/#/article/import_wizard_tips)

# Print Invoices to a Fiscal Printer

## Fiscal Printer Overview

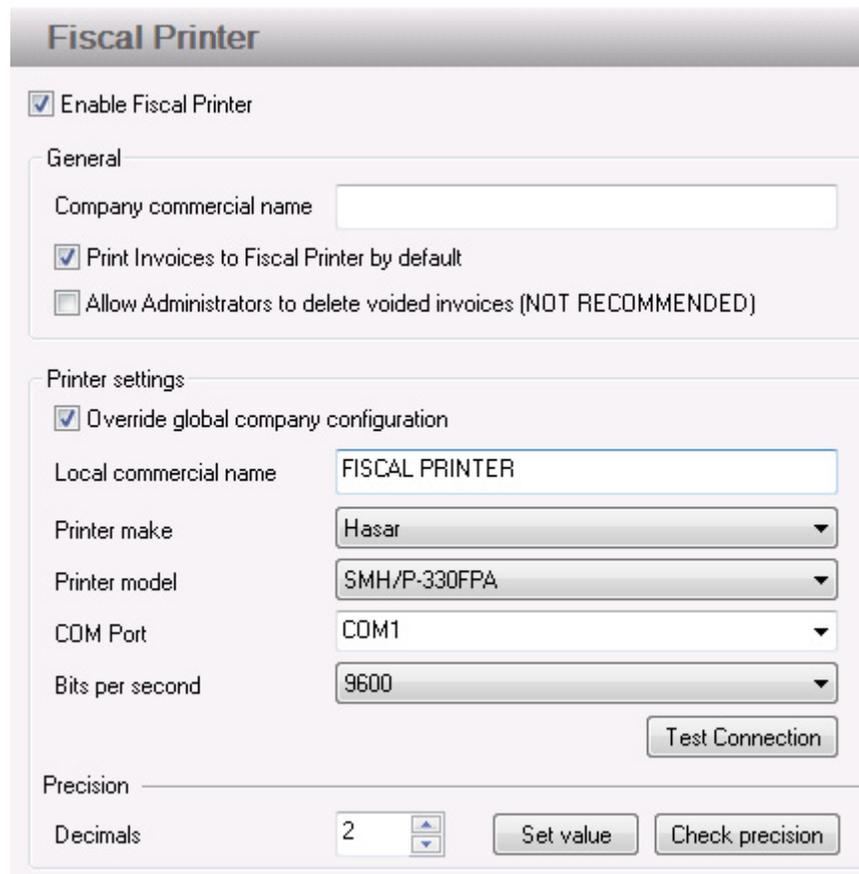
Fiscal printers are often used in countries in Latin America such as Panama and other regions to collect tax revenue data. Your Magaya system can be configured to print invoices to a fiscal printer by selecting the printer model, etc. in the Configuration menu. Magaya also has a check template that complies with Panama's banking regulations.

This article explains how to:

- Configure a fiscal printer in Magaya
- Print an invoice to a fiscal printer
- Select the check template for the standard check format in Panama
- Perform the close of day procedure

## Configure a Fiscal Printer

To use a fiscal printer with your Magaya system, first configure it.

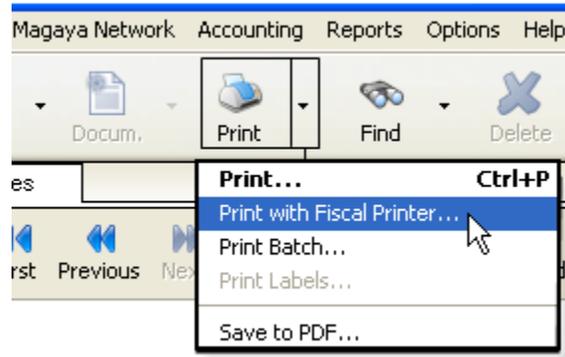


The screenshot shows a web-based configuration interface titled "Fiscal Printer". At the top, there is a checked checkbox labeled "Enable Fiscal Printer". Below this, the "General" section contains a text input field for "Company commercial name", a checked checkbox for "Print Invoices to Fiscal Printer by default", and an unchecked checkbox for "Allow Administrators to delete voided invoices (NOT RECOMMENDED)". The "Printer settings" section includes a checked checkbox for "Override global company configuration", a text input field for "Local commercial name" containing "FISCAL PRINTER", and dropdown menus for "Printer make" (Hasar), "Printer model" (SMH/P-330FPA), "COM Port" (COM1), and "Bits per second" (9600). A "Test Connection" button is located below these settings. The "Precision" section features a spinner control for "Decimals" set to 2, with "Set value" and "Check precision" buttons.

Check the box to enable the fields on the screen.

## Print Invoices to a Fiscal Printer

To print an invoice to the fiscal printer, go to the document view of the invoice, select “Print > Print with Fiscal Printer.”



The system verifies to determine if the invoice was printed already. If the invoice was already printed, then an error message will display. The system will ask you to confirm that you want to print because after it is printed, the invoice cannot be deleted (unless an admin configures the system to allow it). The charge must use the defined tax rates.

The only fields of an invoice that can be changed after it was printed to a fiscal printer are the invoice number, the Division, payment terms, due date, if it was prepaid or collect. The charges cannot be changed after printing.

**Tax Rates:** The charges in the invoice must have tax rates that match the tax rates of your fiscal printer.

A record of the printing is now displayed in a new tab on the Invoice dialog box:

 A screenshot of the 'Accounting Transaction' dialog box. The 'Fiscal Data' tab is selected. The dialog contains the following fields:
 

Field	Value
Fiscal Printer Register Number	1FHS210001249
Fiscal Transaction Number	00000081
Print time	Wednesday, November 06, 2013
Printed by	Administrator
Total printed amount	100.00

Also view what has been printed by choosing the columns “Fiscal Transaction Number” and “Print Time” for the Invoices List.

The screenshot shows the 'Invoice List' interface. At the top, there is a search bar labeled 'Invoice List'. Below it, there are two filter fields: 'Dates:' with a dropdown menu set to 'This month', and 'From:' with a dropdown menu set to '2/ 1/2014'. Below the filters, there is a table with four columns: 'Number', 'Fiscal Transaction Number', 'Print time', and 'Type'. The 'Fiscal Transaction Number' and 'Print time' columns are highlighted with a light green background, indicating they are selected for viewing.

### Cancel an Invoice Printed to the Fiscal Printer:

To cancel an invoice printed to the fiscal printer, enable the option in the Configuration menu. Then create a credit memo. A credit memo can be created for an invoice in a partial amount. If more than one credit memo is created for this, then the total amount cannot exceed the amount of that invoice.

To create this credit memo, go to the Invoice List, right-click and select “Create Credit Memo.” This option will only display if the invoice was printed via the fiscal printer. This credit memo can be printed or edited to cancel only certain charges in it. To see all the transactions related to a credit memo, click the “Detail” button on the List. You cannot delete an invoice that was fiscally printed and included in a shipment.

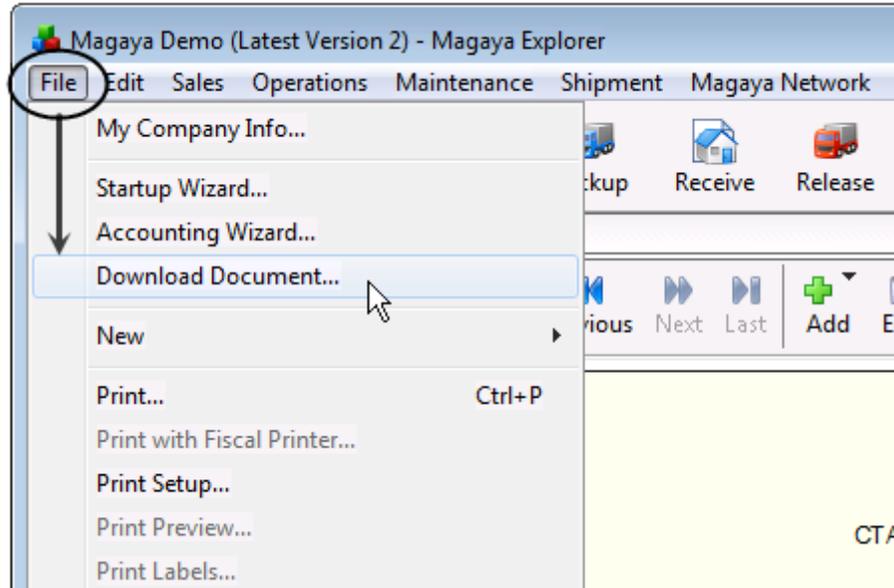
To search for a fiscally printed invoice, use the Quick Find option and select “Invoice” as the transaction type and enter the fiscal transaction number.

To add the RUC number to any entity involved in a fiscal transaction: Go to the entity profile, on the General tab, enter the RUC number in the field “Identification Number.” Select “Other” for the type.

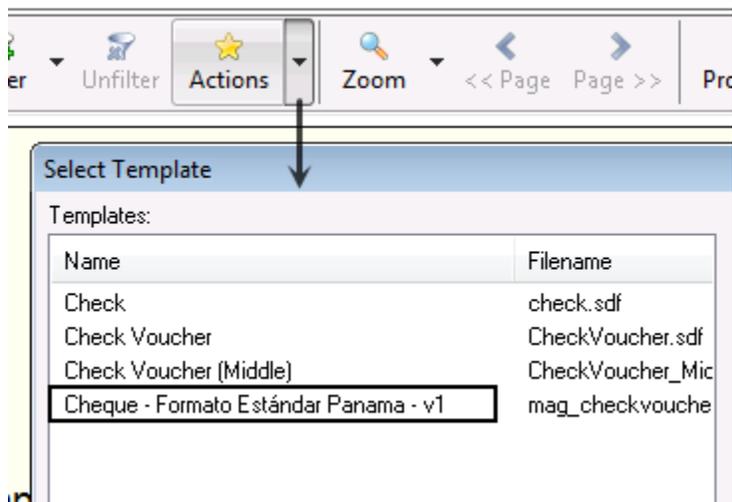
## Download and Use the Panama Check Template

The Magaya system includes a check template that was developed to comply with Panama's banking regulations for commercial checks. Follow the steps below to download it into your Magaya system and use it.

- 1) Download the check: Go to File > Download Document



- 2) Select the check template and set it as the default for your system (setting it as the default is optional but recommended for Panama):
  - Go to Accounting > Checks.
  - Click the Actions button > Select Template



The template is "Cheque - Formato Estandar Panama - v1" (Plantilla

Estandar de Cheque para Panama).

- 3) Create a check by clicking the Add button.

The details you enter in the dialog box fill into the check template.

CTANo. BCA-102

Check template  
for Panama

CHEQUE No. 8

Fecha:

D D M M A A A A

Pagarse al orden de: Property Insurance Company of America B/. \$

La suma de: Two hundred ..... 00/100 DOLARS U.S. DOLLARS

Property Insurance Company of America  
3501 SW Main Street  
Washington D.C., DC 20001.

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ANTES DE CASHIARLO DEPOSITAR ESTE CHEQUE SEPARA EL TALONARIO. CHEQUE No. \*

FECHA	DESCRIPCION	CANTIDAD

PREPARADO POR

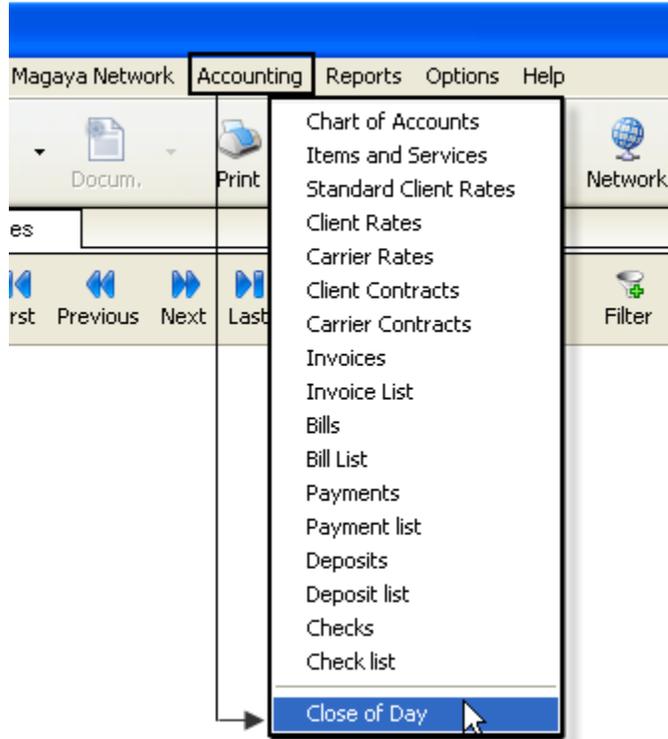
APROBADO POR

RECIBIDO POR

The template includes the check and the check stub.

## Close of Day Procedure

To close a fiscal session and print a report of all the operations that took place during this day, go to “Accounting” on the top menu and select “Close of Day” from the dropdown menu.

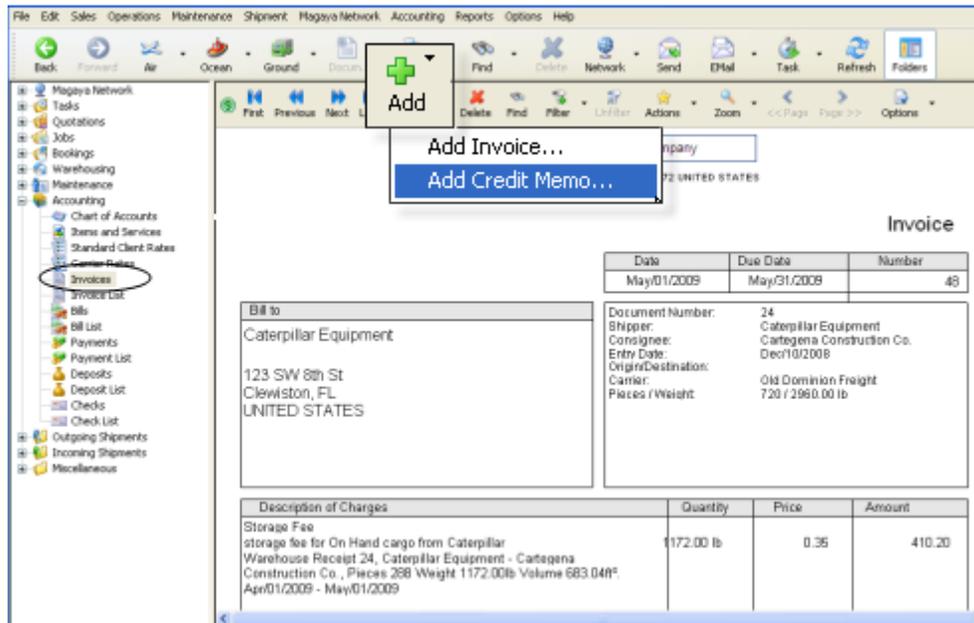


## Credit Memos

Credit Memos are issued if you overbilled a customer or if you need to give a discount after creating an invoice. (Note: Discounts can also be created another way; see Chapter 10, section “Accounts Receivable Special Procedures”.)

Follow the steps below to create a Credit Memo.

- 1) Go to Invoices (document or list view) and click the Add button. Select “Add Credit Memo.”



A dialog box opens with the following tabs: the first tab is used for all the credit memo transaction details; the others are for Events, Attachments, Notes, and Internal Notes.

**Accounting Transaction**

Credit Memo | Events | Attachments | Notes | Internal Notes

Number: 52  
 Account: Accounts Receivable  
 Transaction Date: 3/ 4/2013

Apply to: Air Jamaica  
 Billing Address: Change...  
 Kingston, JAMAICA

Charges | Accounts

Status	Description	Prepaid	Quantity	Price	Amount
Posted	Bank Service Fees	Yes	1.00	25.00	25.00

Paid as: Prepaid | Amount: USD 25.00 | Tax: USD 0.00  
 Exchange Rate: 1.00 | Total Amount: USD 25.00  
 Remaining Credit: USD 25.00

MAGAYA TIP | OK | Cancel | Help

- The fields in this dialog box are the same as in the Invoice dialog box. See the Invoices section for details. Reminder: All amounts will be treated a negative (a subtraction) for the selected accounts and items.

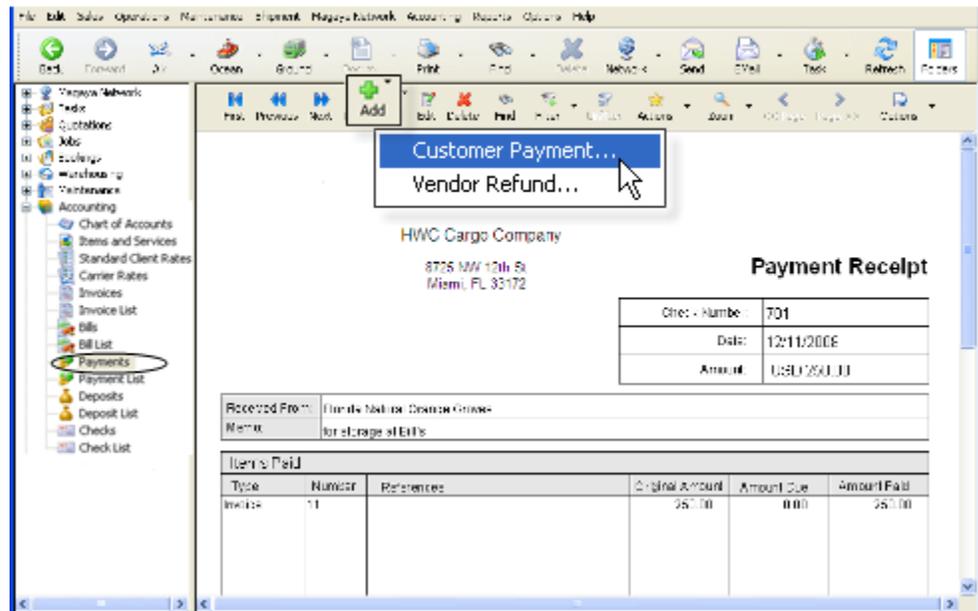
When a credit memo has been paid to the customer (either in a check or credit on a balance), the status will be updated in the Invoices List. You can also see the status on the toolbar similar to the Invoices.

When you enter this transaction, it will show a negative (deduction) in Accounts Receivable.

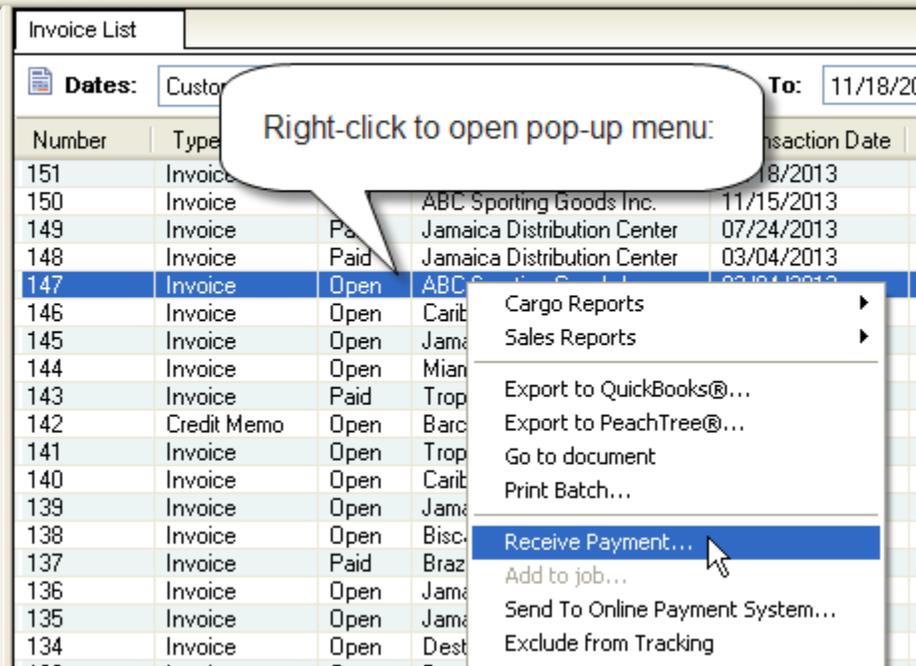
## Enter Payments

A Payment is a check or credit card payment that you receive from a customer. This process creates a record of the payment in your Magaya system. To create a Payment:

- 1) Go to Accounting > Payments.
- 2) Click the Add button and select “Customer Payment.”



Or, right-click from the List view and select “Receive Payment.”



A dialog box opens.

**Accounting Transaction**

Customer Payment | Attachments | Internal Notes

A/R Account: Accounts Receivable | Check Number: 1354  
 Customer: Jamaica Distribution Center | Date: 11/18/2013  
 Deposit to: Bank of America | Amt. Received (USD): 200.00  
 Memo: |  Show open invoices  
 Division: |

Invoices | Accounts | Currency: USD

Paid	Type	Due Date	Number	Orig. Amt.	Amt. Due	Amt. Paid	Suggested Discount	Discount
<input checked="" type="checkbox"/> Yes	Invoice	01/17/2014	151	200.00	0.00	200.00	4.00	0.00
<input type="checkbox"/> No	Invoice	02/09/2011	108	1,504.95	1,504.95	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	06/04/2011	115	14,662.36	14,662.36	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	07/31/2011	114	2,230.00	2,230.00	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	07/11/2012	136	4,500.00	4,500.00	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	07/11/2012	139	356.48	356.48	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	04/03/2013	145	75.00	75.00	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	04/03/2013	148	2,385.00	2,385.00	0.00	0.00	0.00
<input type="checkbox"/> No	Invoice	07/24/2013	149	275.00	275.00	0.00	0.00	0.00

To receive a partial payment, please click over the <Amt. Paid> column.

Exchange Rate: 1.00 USD  
 Existing Credits: USD 0.00  
 Suggested Discounts: USD 4.00  
 Applied Discounts: USD 0.00

Totals: Amount Due USD 25988.79 | Amount Paid USD 200.00

**MAGAYA TIP** |

- 3) Enter the information you need in the payment transaction dialog box:
  - The A/R Account of “Accounts Receivable” is selected by default. You can select a different A/R account. For example, if you are working in multicurrency and select an A/R account with another currency, this payment will be made in that currency, and that A/R account will be updated with this payment transaction.



time per invoice. The invoice must have a remaining balance of zero to qualify for the discount.)

Due Date	Number	Orig. Amt.	Amt. Due	Amt. Paid	Suggested Discount	Discount
01/17/2014	151	200.00	0.00	200.00	4.00	4.00
02/09/2011	108	1,504.95	1,504.95	0.00	0.00	0.00

Existing Credits:	USD 0.00
Suggested Discounts:	USD 4.00
Applied Discounts:	USD 4.00

Apply Discounts

Discount is applied

*Option:* Manually type a discount amount in the “Discount” column.

The “Accounts” tab displays the discount. The account that the discount is applied to can be changed on that tab if needed.

To apply a discount manually for a customer that does not have payment terms set, see the section “Accounts Receivable Special Procedures” in Chapter 10 of the Magaya Accounting Manual.

- Additional fields on the Payment dialog box:

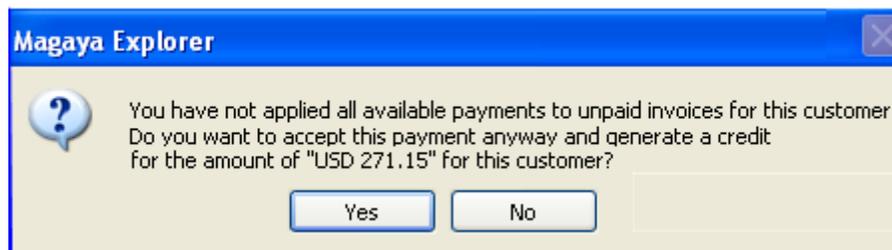
Select the bank account to deposit the payment. The checkbox next to the “Deposit to” field is not checked by default. If you leave it unchecked, the money will be sent to the Undeposited Funds account in your Magaya system to hold until you go to the bank with all the deposits. (Then you will create a “Deposit Payment” transaction in the Deposits subfolder).

- If the customer gave you a credit card number to pay with, select it here. (To add a credit card, go to the Customer profile Pmt Tab.)
- Enter the check number from the check that the customer sent you.
- The date will be filled in with today’s date. It can be changed as needed.
- Enter the amount of the payment. If there are outstanding invoices, the payment amount will be deducted from the total. You can also click on the Invoices in the list to apply the payment.
- Enter a memo (note) as needed.
- Click on the invoice to be paid. A checkmark appears in the checkbox and the Amount Due changes to Amount Paid. To enter a partial payment, click in the “Amount Paid” table cell of the invoice and type in the amount paid. Filter the list if needed.

- Click the OK button when done. All the information is saved, and a Payment document is created automatically.

The Payments List will be updated and display the new transaction.

**Overpayment:** You can enter an amount that is larger than what is listed in the Invoices screen. A notice will appear, as shown in this example:



This example shows an overpayment of \$271.15. Click “Yes” if you want to accept the payment, or click “No” if you need to make a change. The difference will remain as a credit for that customer.

The next time you accept a payment from this customer, the credit will appear in the list. The amount can be applied to future invoices, or you can create a refund check.

**Advanced Payment:** Enter the amount in the “Amount” field and click “OK”. The amount will show as a “Payment” and will be available as a credit toward future invoices.

**Wire Transfer Fees:** See the section “Accounts Receivable Special Procedures” in Chapter 10.

## Actions for Payments

The Actions button in Payments (list view or document view) enables you to create reports and more.



Reports can be created by account number, name, currency, etc. Reports can be configured with different fonts and more.

To view a payment, select it and choose the “Go to Document” option.

To see undeposited funds, click on this option. A list opens of funds that have not been taken to the bank yet.

You can also choose the columns you want in your list, export or import data, and view the history of a transaction.

These actions are also available when you right-click on a transaction in the list.

View more details about a Payment by selecting it and clicking the “Detail” button.

## Customer Payment Terms

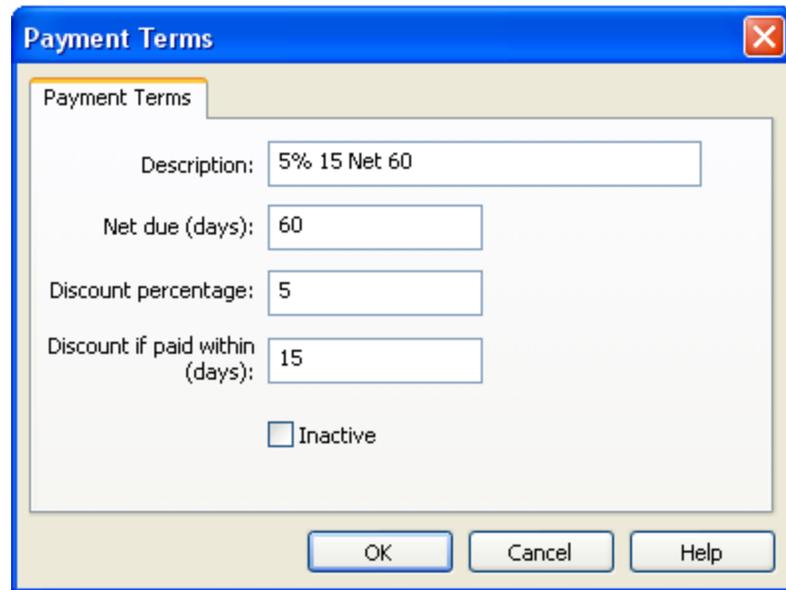
The system includes a set of default payment terms and a way to define your own payment terms. The terms can be used in transactions such as Quotations, POs, Invoices, etc. (This feature is available in Magaya software version 9.3 and higher.)

Payment terms can be set system-wide or per customer. You can use them to offer discounts to customers who pay early. Then the discount will be applied automatically and show in Invoices.



Note: Only users with permissions can access this configuration.

- 1) To create your own payment term, click the “Add” button. A dialog box opens.



- 2) The “Description” field is optional. If you do not fill it in, the system will be based on the other fields.
- 3) The Net Due (days) field is the number of days when the transaction is due.
- 4) Enter the Discount percentage (optional) and the number of days when the discount will be given. In this example, the customer will receive a 5% discount if they pay within 15 days. Or, the total is due in 60 days.

Now this payment term will be available to use. Discounts are also shown on the Profit & Loss report.

**System-wide Payment Terms Setup:**

If you want to create system-wide payment terms for all customers, enter it in the Accounting Configuration menu.

This payment term will be applied to every new customer that is created. It will also be the default payment term for every new invoice created, unless you already have set up a customer's payment term.

- 1) Go to Maintenance > Configuration > Accounting.

On the “Main” tab, select the dropdown menu for “Default payment terms for.”

**Accounting**

Main
  Document Numbers
  Cost
  Taxes
  Integrations
  Credit Limit
  Miscellaneous

Accounting will be closed on or before

Restrict access to closed accounting period

Restrict access to previous fiscal years

Password:  Confirmation:

Default payment terms for

Home Currency:

Use Multicurrency

Use Reversed Exchange Rate

First month in your fiscal year:

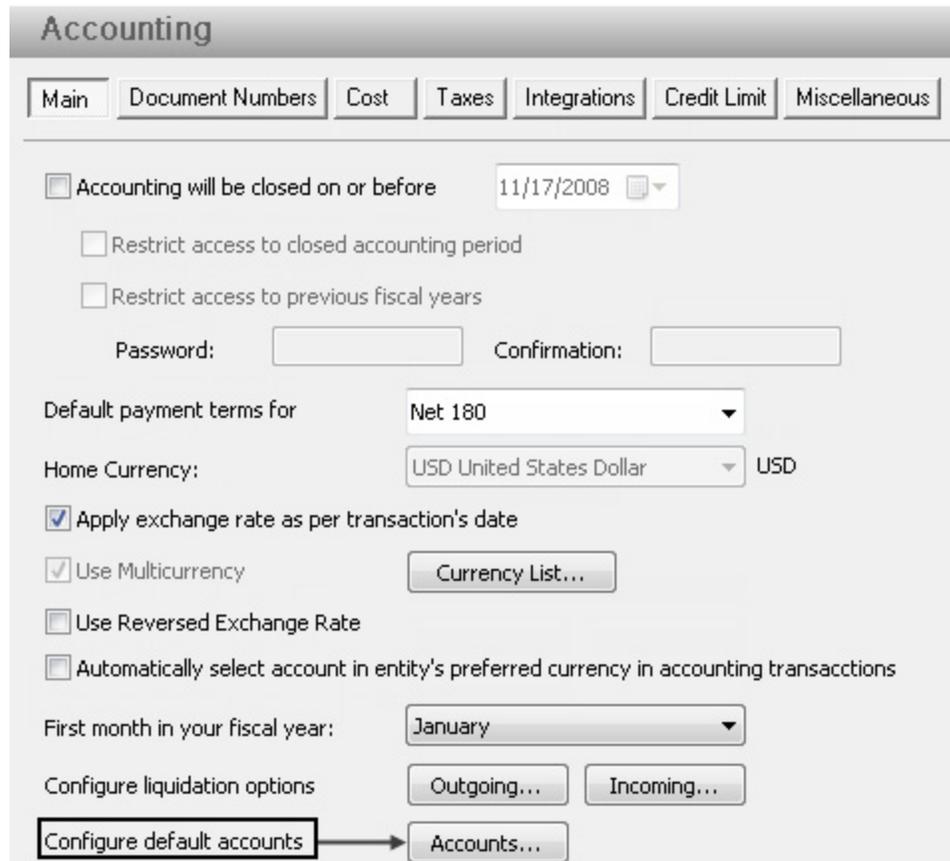
Configure liquidation options

Configure default accounts

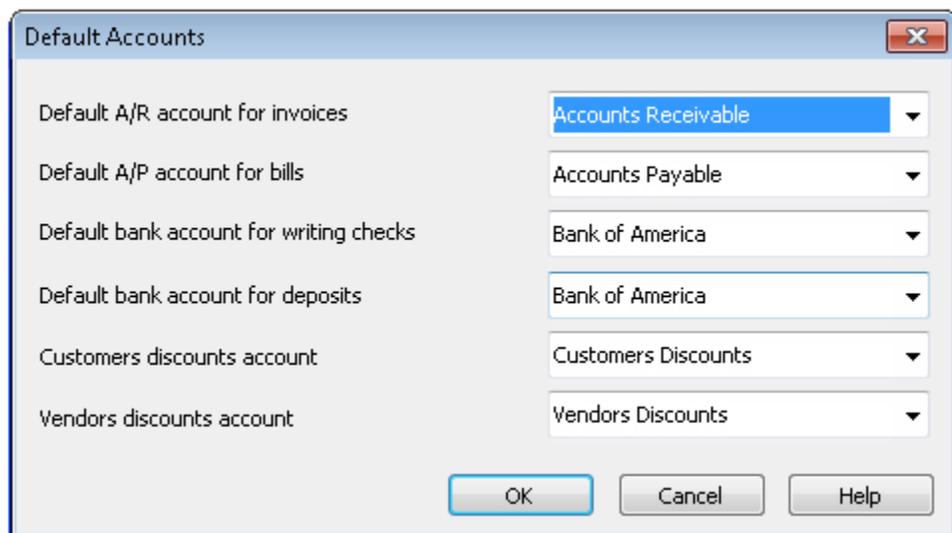
Description	Due Days	Discount Pe...	Discot
1% 10 Net 30	30	1.00	10
1% 10 Net 60	60	1.00	10
2% 10 Net 30	30	2.00	10
2% 10 Net 60	60	2.00	10
5% 15 Net 60	60	5.00	15
Due on receipt	0	0.00	0
Net 10	10	0.00	0
Net 120	120	0.00	0

This setting will apply to all customers.

- 2) Click the “Accounts” button to configure the default accounts. A dialog box opens.



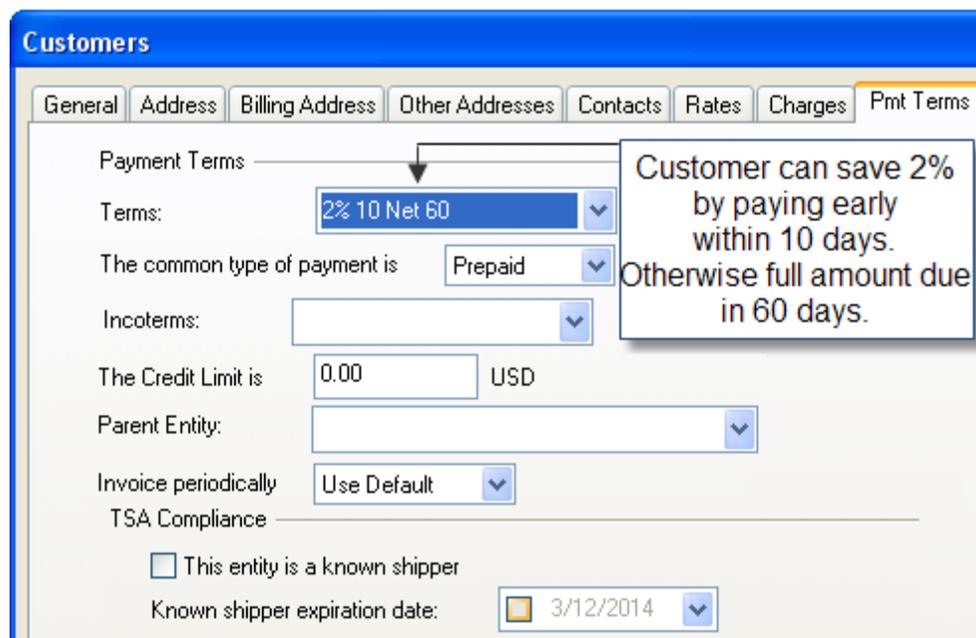
- 3) Select the accounts to use for A/R, A/P, checks, deposits, and discounts for customers and vendors.



If you had an account defined for discounts, you can still use it.

### Set up Payment Terms per Customer:

- 1) To assign a payment term to a customer, open their profile and click the "Pmt. Terms" tab.
- 2) Select the payment term from the dropdown menu.



The screenshot shows the 'Customers' application window with the 'Pmt Terms' tab selected. The 'Payment Terms' dropdown is set to '2% 10 Net 60'. A callout box provides a detailed explanation: 'Customer can save 2% by paying early within 10 days. Otherwise full amount due in 60 days.' Other fields include 'The common type of payment is' (Prepaid), 'Incoterms', 'The Credit Limit is' (0.00 USD), 'Parent Entity', 'Invoice periodically' (Use Default), and 'TSA Compliance' (This entity is a known shipper, Known shipper expiration date: 3/12/2014).

- 3) Click OK to save the setup. These terms will be applied to this customer's invoices automatically, and the due date will be set based on the terms. (It can be changed at any time.)

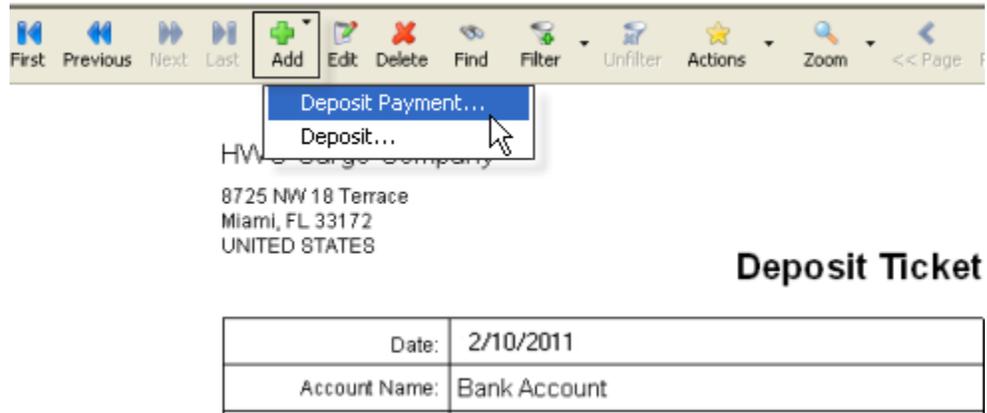
## Depositing Payments

Deposits of payments that you get from customers can be created in the Deposits List or document view. There are two types of deposits:

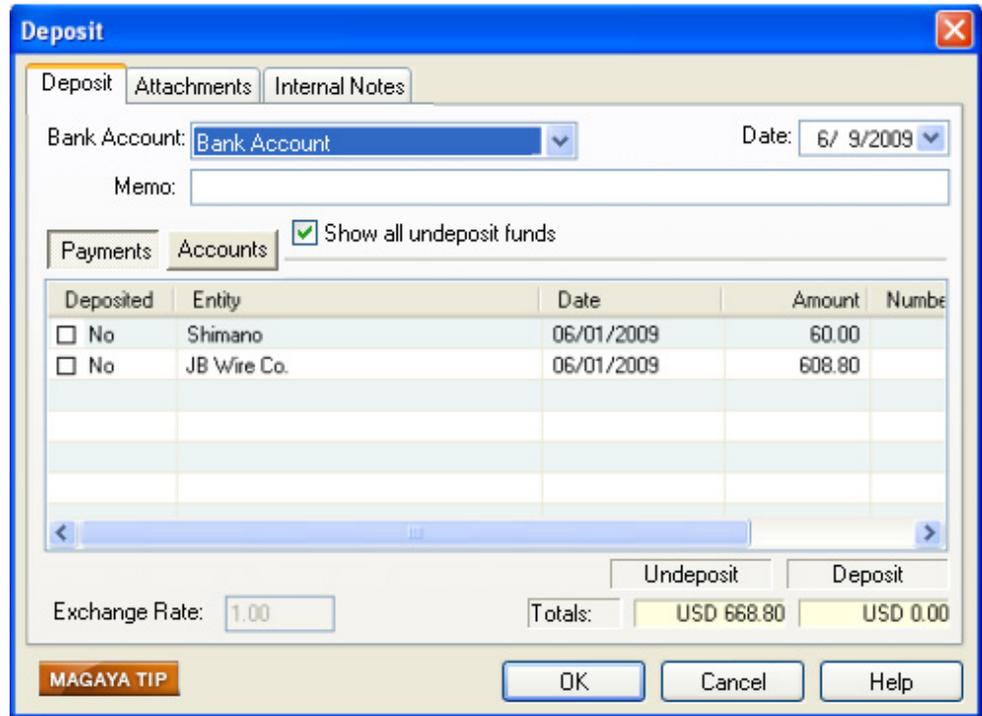
- **Deposit Payment:** Use this option when you are depositing money from the Undeposited Funds account.
- **Deposit:** Use this when you are making the type of deposit such as if you receive a loan from a bank. See the topic "Banking" for details.

To deposit a payment:

Click on the Add button and select “Deposit Payment”:

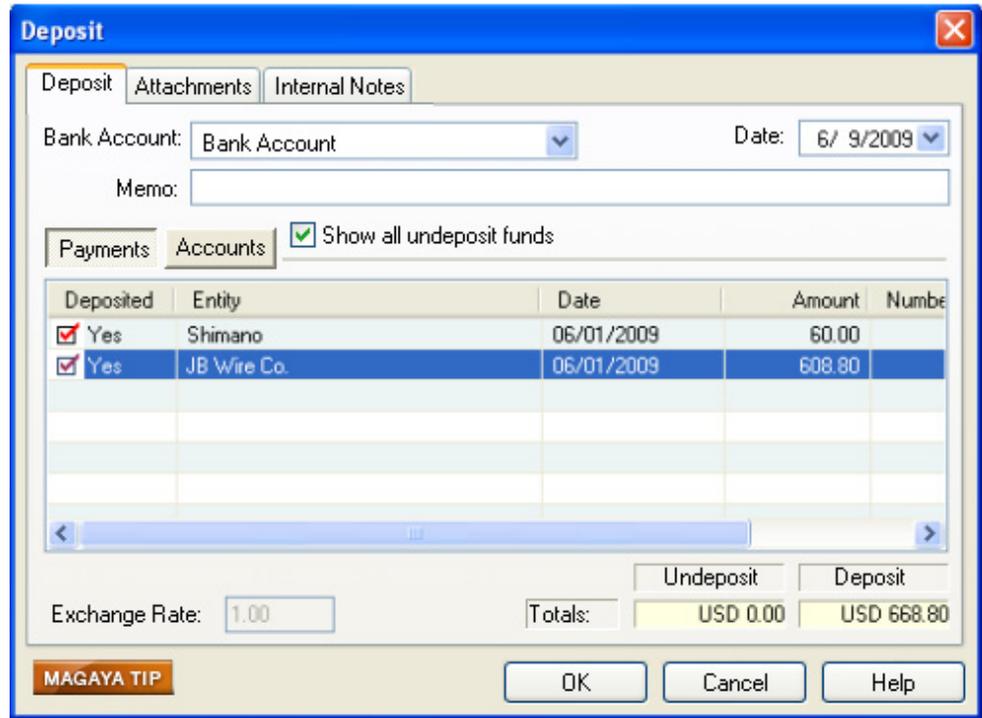


A dialog box opens.



- Select the bank account that the deposit will go to.
- The date will be filled in with today’s date.
- Add a memo (note) as needed.
- The checkbox to show all undeposited funds will be checked by default if the deposit you are making is new (not existing). If the list is too long, uncheck the box to see only the deposits related to the transaction you are working on.

- In the list of Payments, click in the checkbox of the transactions you want to deposit. The text will change from “No” to “Yes”.



- Click the OK button when done. A deposit ticket is ready:



HWC Cargo Company  
 8725 NW 18 Terrace  
 Miami, FL 33172  
 UNITED STATES

## Deposit Ticket

Date:	06/09/2009	
Account Name:	Bank Account	
Account Number:		
Memo:		
Number	References	Amount
	49, 46	60.00
	50, 47	608.80
<b>Total Amount: USD</b>		<b>668.80</b>

The payment is now considered deposited according to your Magaya accounting system. If you are receiving payments from customers online, deposit those payments just as any other deposit.

## Actions for Deposits

The Actions button for Deposits can be accessed from the document view or list view for the following options:

- Reports: By account name, memo, etc.
- Go to Document: The Deposit appears in the viewing pane.
- Void Deposit: This will void the transaction but not delete it, so there is a record of the void in the Transactions log.
- Print Batch: This will print the transactions you have filtered.
- Choose Columns: A dialog box opens with options to include or exclude columns and rearrange them.
- Export: A dialog box opens where you can select the location (folder) to export data.
- History: A dialog box opens showing any transactions related to the transaction you have selected.

View more details about a Deposit by selecting it and clicking the “Detail” button.

## Refund Check

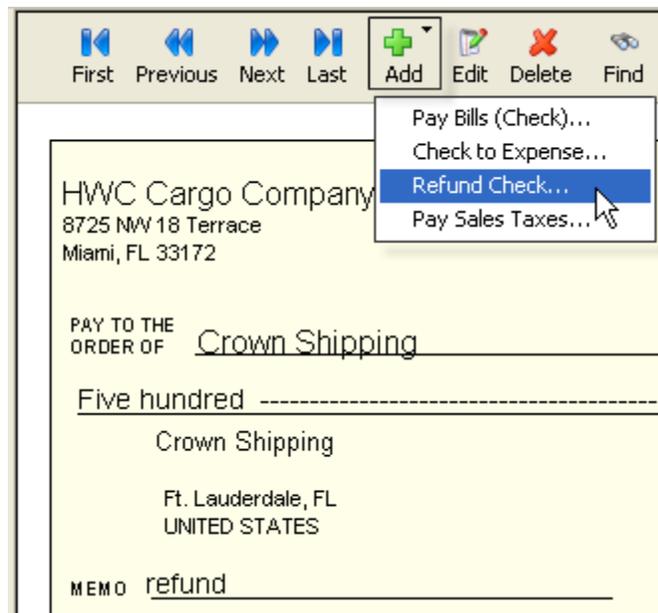
There are two different types of refunds you can create in Magaya Explorer:

The “Refund Check” function is located in Checks (list and document view). Use this when a customer overpaid you and you will write them a check for the amount. In order to issue a Refund Check, a credit must exist for that customer either as a Credit Memo or as an advanced payment or an overpayment.

A “Vendor Refund” is available in Payments. Use this when you receive a refund from a vendor. For details on vendor refunds, see the topic "Accounts Payable".

Follow the steps below to create a Refund Check.

In Checks, click on the Add button and select “Refund Check”.



A dialog box opens.

The 'Accounting Transaction' dialog box is shown with the 'Refund Check' tab selected. It contains the following fields and data:

- A/R Account: Accounts Receivable
- Bank Account: Bank Account
- Pay to the order of: Art Basel Gallery
- Memo: refund for overpayment
- Number: 4
- Date: 12/ 5/2008
- Amount (USD): 100.00
- Check  Show all non refunded Credits

Below these fields is a table for 'Credits (USD)':

Paid	Type	Number	Orig. Amt.	Amt. Due	Amt. Paid	Divisi
<input checked="" type="checkbox"/> Yes	Payment	678	100.00	0.00	100.00	

At the bottom of the dialog, there is a 'Current Balance' of 7012.03, an 'Exchange Rate' of 1.00 USD, and a 'Totals' section showing 'Amt. to Refund' as USD 0.00 and 'Amt. Refunded' as USD 100.00. Buttons for 'OK', 'Cancel', and 'Help' are at the bottom right.

- Select the A/R Account. This will pull from the Chart of Accounts. If you are working in multicurrency, select the account for the proper currency

for this check. This screenshot shows the dropdown list with the Euro (EUR) and Venezuelan Bolivar (VEB) included in the list:

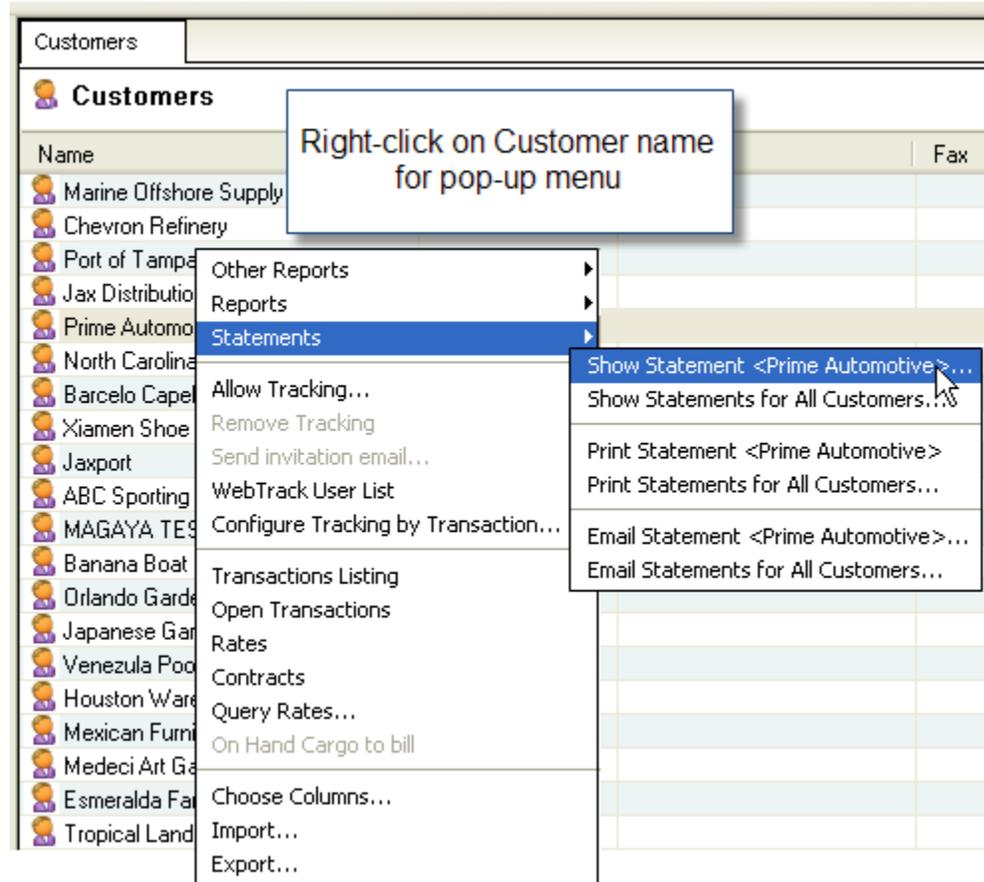
The screenshot shows a dialog box titled "Accounting Transaction" with a "Refund Check" tab. It contains several fields: "A/R Account" with a dropdown menu showing "Accounts Receivable"; "Bank Account" with a dropdown menu showing "Accounts Receivable", "Accounts Receivable - EUR", and "Accounts Receivable - VEB"; "Pay to the order of:" with a dropdown menu; and "Memo:" with a text input field and a checked "Show" checkbox.

- Select the Bank Account that you are using to pay the refund.
- Select the company that you are creating a refund check for.
- Enter a Memo if needed.
- Check the box to show all non refunded credits.
- In the Credits list, click on the credit you are working with or enter in the amount for each credit.
- Enter the refund amount in the Amount field.
- Click the OK button.

A refund check will appear in the viewing pane.

## Customer Statements

To view, print or email a statement for a customer, right-click on their name in the Customer list (in the Maintenance folder). Select the Statement option.



Select multiple customers at once to print or email a batch.

Select the statement template. The document displays any shipping transactions and accounting transactions during the period of the statement.

Statement Date: 6/16/2014

Date From: 1/16/2013 To: 6/16/2014

Statement Template: Client Statement Detailed

Show Cancel Help

Due Date	References
	Previous Balance
09/13/2013	Invoice - 1
11/28/2013	Invoice - 5
	House # HBOL4; Reference HBOL4
03/27/2014	Invoice - 11
	Sales Order 21
03/27/2014	Invoice - 12
	Sales Order 22
05/21/2014	Invoice - 22

# 7. Accounts Payable

## Introduction to Accounts Payable

Accounts Payable (AP) are bills from your vendors that you need to pay. The sections of this topic explain how to create the following transactions in Magaya Explorer:

- Bills
- Bill Credits
- Bill Payments
- Vendor Refunds

To see a list of unpaid bills, use the Actions button in the Bills list. For information on how to create reports of unpaid bills and aging AP, see Chapter 9, section “Purchase Reports”.

# Accounts Payable

## Accounts Payable Introduction

This topic explains how to do the following accounts payable procedures in your Magaya system:

- 1) Create bills and learn what actions can be done with bills
- 2) Purchase a fixed asset by creating a bill for it
- 3) Bill credits
- 4) Bill payments (how to pay bills by creating a check in your Magaya system)
- 5) Pay multiple vendors
- 6) Vendor refunds

The dialog boxes for these transactions can be expanded by clicking and dragging the corner. To select more than one line at a time, click on one line and press the “Shift” key on your keyboard and select multiple lines. You can also navigate the list with the up and down arrows keys on the keyboard. You can also press the space bar for a selected line to pay multiple bills, invoices, etc.

The data entered in the dialog boxes is filled into the paper forms such as the checks or invoices. There are different templates (in the Actions button menu), and the transactions can be printed, saved to PDF, and emailed.

## 1. Create Bills

To create a bill, go to Bills (the document or list view) in the Accounting folder in Magaya Explorer. Bills are often created for telephone expenses, marketing, etc.

Click on the Add button and select “Add Bill”.

The screenshot shows a software interface with a toolbar at the top containing buttons for 'First', 'Previous', 'Next', 'Last', 'Add', 'Edit', 'Delete', 'Find', 'Filter', and 'Unfilter'. The 'Add' button is highlighted, and a dropdown menu is open with 'Add Bill...' selected. Below the toolbar, the text 'Crown Shipping' and 'Ft. Lauderdale, FL UNITED STATES' is visible. To the right, the word 'Bill' is displayed above a 'Date' field containing 'Nov/30/2013'. Below this, a 'Bill to' section contains the address: 'HWC Cargo Company, 8725 NW 18 Terrace, Miami, FL 33172 UNITED STATES'.

A dialog box opens. It has three tabs: Bill, Notes, Internal Notes.

The 'Accounting Transaction' dialog box is shown with the 'Bill' tab selected. It contains the following fields and sections:

- Number:** 195
- Account:** Accounts Payable
- Transaction Date:** 12/21/2016
- Payment Terms:** 5% 15 Net 60
- Due Date:** 1/20/2014
- Vendor:** Custom Broker A
- Billing Address:** Miami, FL
- Charges Table:**

Status	Description	Quantity	Price	Amount	Tax Rate
Open	Customs Broker ...	1.00	225.00	225.00	0.00
- Paid as:** Prepaid
- Exchange Rate:** 1.00 USD
- Total Amount:** USD 225.00
- Amount Due:** USD 225.00

Buttons for 'Add...', 'Edit...', and 'Remove' are located to the right of the charges table. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons, along with a 'MAGAYA TIP' icon.

- On the Bill tab, the transaction number fills in automatically, but you may override this and enter the actual bill number from the vendor.
- Select the Account to the “Accounts Payable” account you need for this bill. If you are working in multiple currencies, there will be at least one account available in the dropdown for each currency. To make the bill in

one of those currencies, select it from the dropdown list. For information on setting up your Magaya system to work with multiple currencies, see the topic "Multicurrencies".

- Select the vendor. The address will fill in automatically. If you need to change the address for this transaction, click the "Change" button and enter the new information. If you have set payment terms for this vendor or your system, the terms will display here and set the due date. (*Extra Info:* Payment terms are set in the Vendor's profile or Configuration > Payment Terms.)
- The Transaction Date fills in automatically with today's date. (Enter the date of the bill if needed.)
- The Due Date is filled in automatically based on the terms for this vendor. Change the due date if needed.
- Click on the "Add" button to add charges to the bill. A dialog box opens:

Quantity	Unit	Price	Amount
1.00		800.00	USD 800.00

The "Type" selected will pull information from the Items and Services list (which will show only Items and Services that refer to expense (or COGS) accounts for this dropdown menu).

The description is optional. Additional information can be added in the Notes tab. Any notes you add will appear in the invoice for the customer to see.

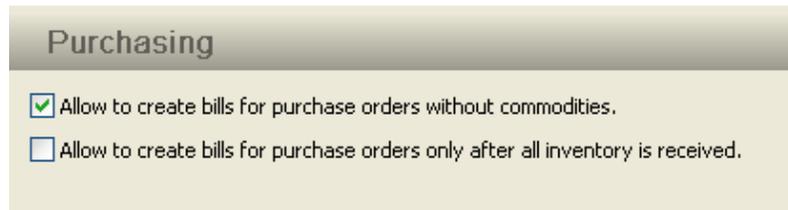
Enter the quantity and price. The amount is calculated automatically. Units is optional (examples are: "pounds", "lbs", "each", etc.).

Click the OK button. The information is saved in the Bill transaction. You can add as many charges as needed to the Bill.

On the Bill screen, enter any Notes or Internal Notes as needed by clicking on the tabs.

Click the OK button when done. The bill will be updated in the Bills List and the document.

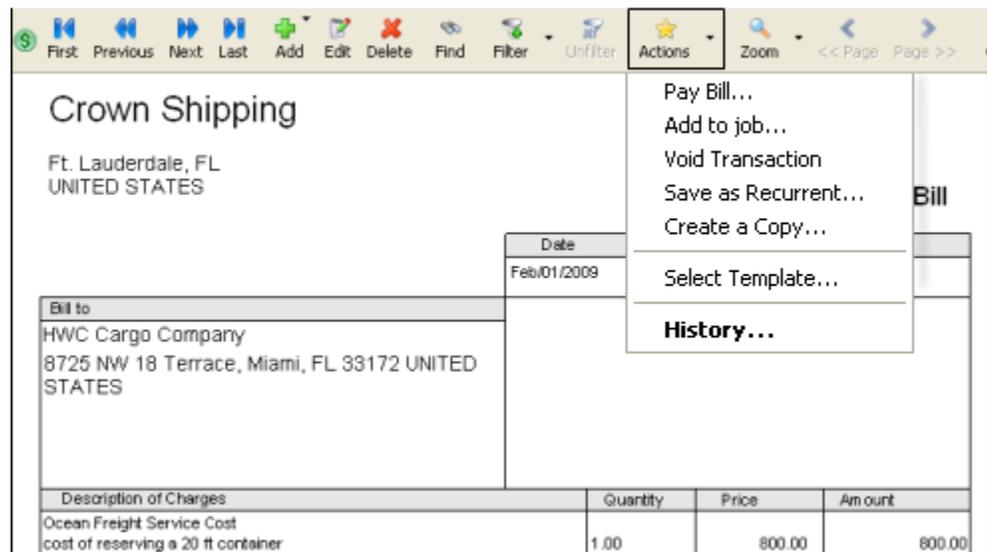
*Configuration Note:* If you sell inventory and want to be able to create bills before inventory items are received, set this option in Configuration > Purchasing.



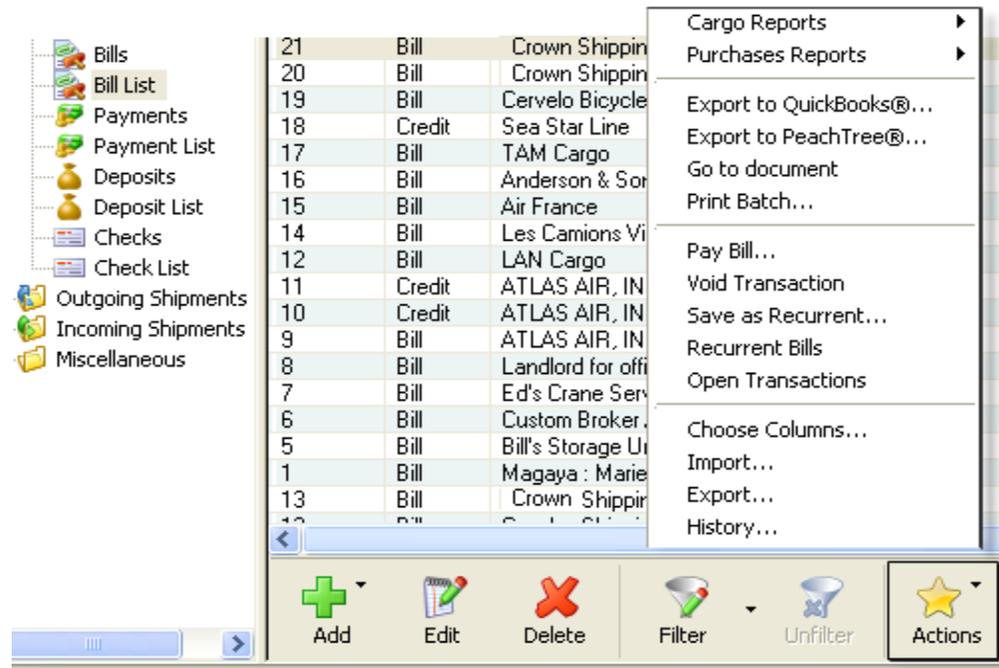
Ensure the box is unchecked to allow the system to create bills for POs only after all inventory is received. In contrast, if this box is checked, then you will not be able to make bills until after receiving the items.

## Actions for Bills

When you are viewing a bill, you can click on the Actions button to pay the bill, void it, save it as a recurring bill, select a template or view the history. Each of these will be explained in this section. First let's look at the Actions button menu from the document view:



When you access the Actions button from the list view, you see these options plus the following:



The Actions list is also available when you select a bill and right-click on it.

The following is a list of all the Actions:

- **Create Cargo Reports:** Select a bill, click on the Actions button, and click on the “Cargo Reports” option. Select the type of cargo report you need. The Cargo Reports relate the operations and accounting information in the Magaya system, enabling you to see reports such as how much you have billed for certain ports or destination agents.
- **Create Purchase Reports:** Use this option to create reports of all **unpaid bills** or unpaid bills as of a certain date. Other options are create an aging accounts payable (in detail or a summary) report and a Bill Detail report. The report opens in the viewing pane. You can adjust the columns in the reports, save a report, filter the information, or export the report data.
- **Export the data** in the bill list to QuickBooks® or PeachTree® accounting software programs to export the bills you have filtered and to save them on your computer (or other directory) in a file format that can be imported in those applications.
- **To view a bill**, select the document to highlight it and select “Go to Document”.
- **Print a batch** of bills you filtered.

- 
- **Pay a bill:** A dialog box opens. For information on filling in the fields, see the section “Create Bills.”
  - **Void a transaction:** Select the bill and click on this option to void a transaction.
  - **Save as Recurrent:** This is useful to create a recurring bill based on the bill you are viewing if it is a bill you need to pay each month. A wizard walks you through the steps. See details in the *Magaya Software Accounting Manual*, Chapter 11. Also find steps for periodic billing there too.
  - **Recurrent Bills:** This will display a list of recurrent bills.
  - **Open Transactions:** This opens a list of open transactions. Set the date range as needed in the list.
  - **Choose columns** in the list.
  - **Import or Export data** into or out of Magaya database
  - **History:** This opens a list of any transactions related to the one selected.

To pay more than one vendor, see the section “PayMultipleVendors”.

*Note:* Users of the Magaya Supply Chain Solution can create bills from Purchase Orders for more than one vendor. See Chapter 9 on Purchase Orders in the *Magaya Supply Chain Solution Operations Manual*.

If a PO is created with landed costs, the charges will be prorated. When the bill is created from the PO, the landed costs will be added to the asset account. Learn more about landed costs in the topic “Landed Costs” included in the *Magaya Software Accounting Manual*.

To view more details about a bill, select it and click the “Detail” button.

## 2. Purchase a Fixed Asset

When you purchase a fixed asset, you can create a bill for it. For example, when purchasing a vehicle for your company, enter a bill which goes to Assets for your company.

**Accounting Transaction**

Bill | Events | Attachments | Notes | Internal Notes

Number: 193

Account: Accounts Payable

Transaction Date: 10/ 1/2013

Payment Terms: 2% 10 Net 30

Due Date: 10/31/2013

Vendor: Sugarland Trucking Co

Billing Address: Change...  
Houston, TX UNITED STATES

Charges | Accounts

Account Name	Amount	Description	Entity
Current Asset	12,000.00	Delivery van	HWC Cargo Co.

Paid as: Prepaid

Exchange Rate: 1.00 USD

Total Amount: USD 12000.00

Amount Due: USD 12000.00

MAGAYA TIP

OK Cancel Help

Make payments just as you would for any other payments such as for a loan or to pay a credit card by using the Check to Expense. Depreciation is recorded using Journal Entries.

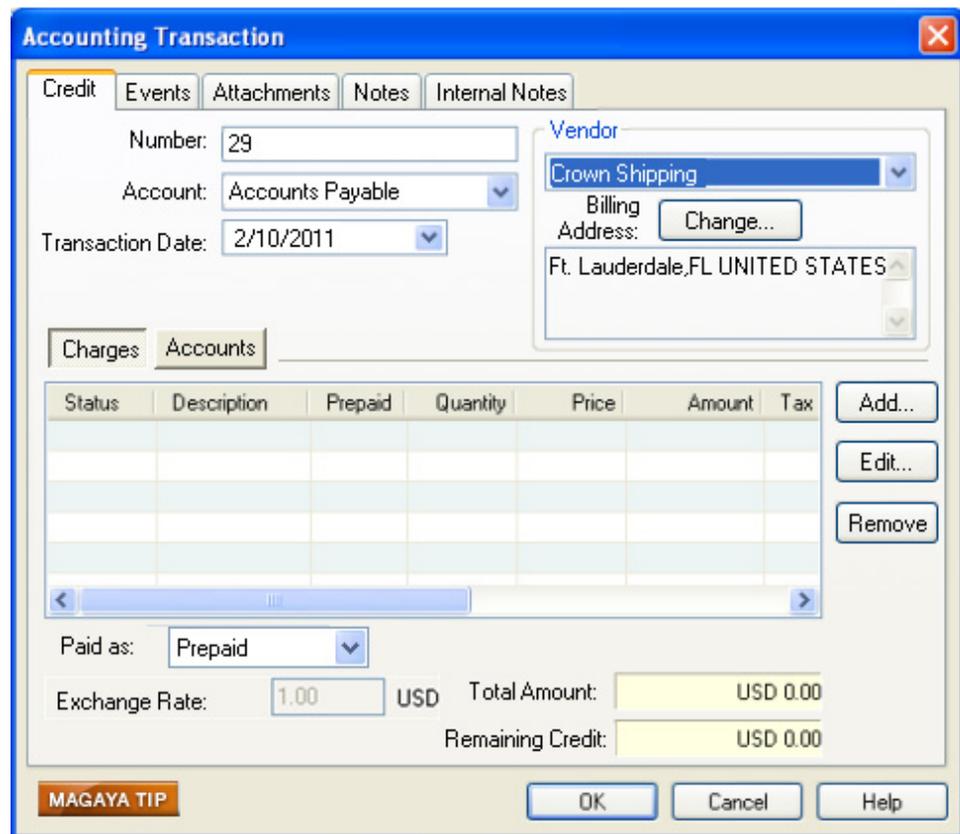
## 3. Bill Credits

A Bill Credit is a credit from a vendor. The credit may be the result of an over-payment you made to the vendor or if they overbilled you. (If they send you a refund check, you will create a Vendor Refund in the Payments List.)

The following steps explain how to process a Bill Credit in Magaya Explorer. In Bills (document or list view), click on the Add button and select “Bill Credit”.



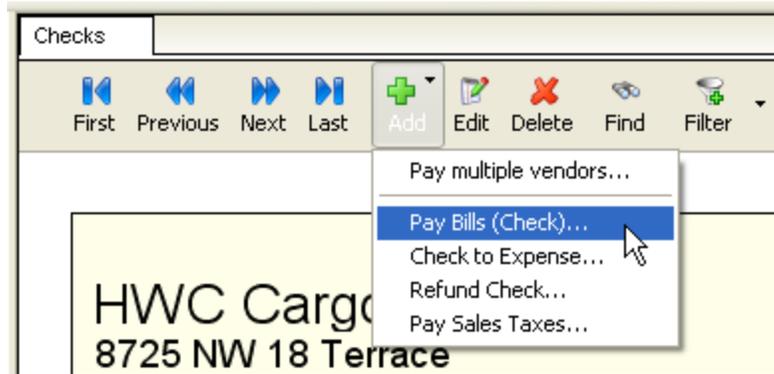
A dialog box opens. There are the following tabs: Credit, Notes, and Internal Notes. The date and transaction number are filled in automatically.



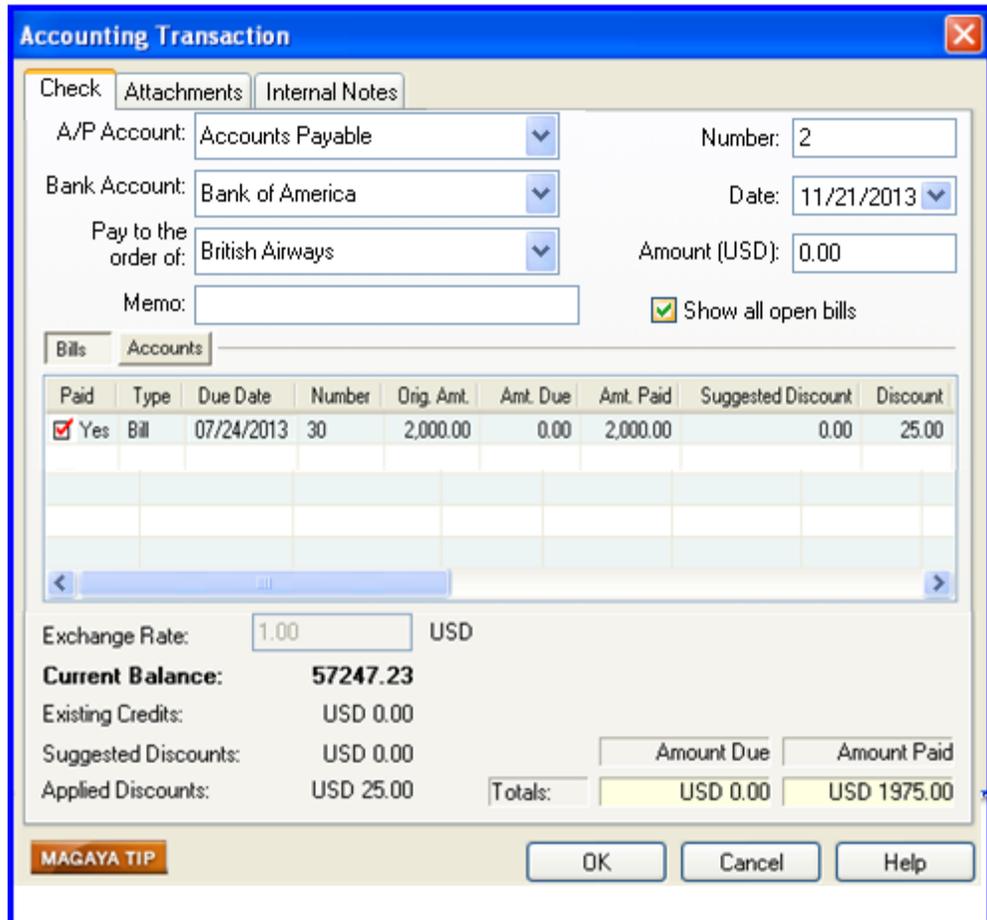
This screen is the same as the Bill screen. See the steps in the section "Create-Bills" to fill the fields of the Bill Credit. Please note that the bill credit will be subtracted from Accounts Payable and will show as a negative in the AP.

## 4. Bill Payments

To pay bills, go to the Checks list (or document view) and click on the “Add” button. Select “Pay Bills (Check)”.



Use this option to create a check for a bill such as telephone bills or freight bills, etc.



- 
- Select the A/P Account for this bill. (If you are working in multicurrency and select an A/P account with another currency, this payment will be made in that currency, and that A/P Account will be updated with this payment transaction.)
  - Enter the check number. (For information on setting up the numbering of checks, see the topic "AccountingConfigurationMenu".)
  - Select the Bank Account to use for this check. If you have a credit card set up in the Chart of Accounts, you can select it here also. (The balance for the bank account selected is displayed on the bottom of the dialog box.)
  - The date is filled in automatically.
  - Select who to pay the check to ("Pay to the Order of"). If there are any existing credits or discounts to apply, the amount will be displayed at the bottom of the screen. (If the vendor offered you a discount, and you entered it on the Bill, it will display here.)
  - Add a memo as needed.
  - Check the box to show all open bills in the Bills List. If there are multiple bill, select the one you want to pay.
  - Enter the amount paid in the "Amount" field.
  - Click the OK button when done. The check will display in the viewing pane. To print a check, click the "Print" button. For more details, see the section "Actions for Checks."

## 5. Pay Multiple Vendors

From the Checks List, you can pay multiple vendors. Select the option from the “Add” button. A wizard opens:

**Pay multiple vendor wizard**

**Setup Information**  
Provide the required information to create checks for multiple vendors

Account Payable: Accounts Payable

Bank Account: Bank Account

Current balance: 42,701.10

Exchange Rate: 1.00

Checks Date: 3/ 5/2013

Make check payable to the parent accounts

Generate check number automatically

< Back   Next >   Cancel   Help

Select the bank account you want to use to pay the vendors.

The options are checked by default to make the checks payable to the parent accounts and to generate check numbers automatically.

Go to the next screen.

Select the bills to pay. A checkmark appears for each bill as you select it:

**Pay multiple vendor wizard**

**Select bills to pay**  
Select all the bills you want to pay. You can make partial payments by clicking and entering a new value in the Amount column

Show only bills due on or before: 7/ 8/2011 Currency: USD

Paid	Type	Due Date	Number	Orig. Amt.	Amt. Due	Amt. P...	References
<input checked="" type="checkbox"/>	Yes Bill	06/04/2011	74	55.00	0.00	55.00	Master # 12-5647388; F
<input checked="" type="checkbox"/>	Yes Bill	06/04/2011	75	9,783.35	0.00	9,783.35	Master # 44-77; Referen
<input checked="" type="checkbox"/>	Yes Bill	06/04/2011	76	25.00	0.00	25.00	Master # 44-77; Referen
<input type="checkbox"/>	No Bill	04/22/2011	73	4,346.69	4,346.69	0.00	Warehouse Receipt WH-
<input type="checkbox"/>	No Bill	02/09/2011	65	3.00	3.00	0.00	Sales Order 7
<input type="checkbox"/>	No Bill	02/09/2011	66	787.50	787.50	0.00	Purchase Order 7
<input type="checkbox"/>	No Bill	02/09/2011	67	2,290.00	2,290.00	0.00	Purchase Order 13
<input type="checkbox"/>	No Bill	10/01/2010	60	160.00	160.00	0.00	Master # ; Booking # BF
<input type="checkbox"/>	No Bill	10/17/2009	42	3,000.00	2,000.00	0.00	Warehouse Receipt 11
<input type="checkbox"/>	No Bill	07/29/2009	35	185.00	185.00	0.00	Master # 34-25416161;
<input type="checkbox"/>	No Bill	05/21/2009	29	55.00	55.00	0.00	House # HBOL3; Bookin
<input type="checkbox"/>	No Bill	05/21/2009	30	2,000.00	2,000.00	0.00	House # HBOL4; Bookin

Bank account:  Amount due:   
 Current balance:  Amount paid:

< Back Next > Cancel Help

In the next screen, if there are any bill credits, select the credits to apply:

**Pay multiple vendor wizard**

**Select the credits to apply**  
Select all the credits to apply to the previously selected bills. You can select partial credits by clicking and entering a new value in the Amount column

Available credit with the selected vendors Currency: USD

Paid	Type	Due Date	Number	Orig. Amt.	Amt. Due	Amt. Paid	References	Name
<input checked="" type="checkbox"/>	Yes Credit		77	-55.00	-0.00	-55.00		DELTA AIR LINES
<input type="checkbox"/>	No Credit							
<input type="checkbox"/>	No Credit							
<input type="checkbox"/>	No Credit							
<input type="checkbox"/>	No Credit							
<input type="checkbox"/>	No Credit							
<input type="checkbox"/>	No Credit							
<input type="checkbox"/>	No Credit							

Bank account:  Amount due:   
 Current balance:  Amount paid:

< Back Next > Cancel Help

In the next screen, the system shows you the checks it will create for you:

**Pay multiple vendor wizard**

**Checks**  
List of checks to create

The following checks will be generated Currency: USD

Number	Entity	Transaction Date	Employee	Amount (USD)	Account Name
70	Jamaican Destination Agent	06/29/2011	Administrator	25.00	Bank Account
71	Ben Lipton	06/29/2011	Administrator	3.00	Bank Account
72	DELTA AIR LINES INC.	06/29/2011	Administrator	4,346.69	Bank Account

\* These check numbers are not final; they can vary when posting the creation operation.

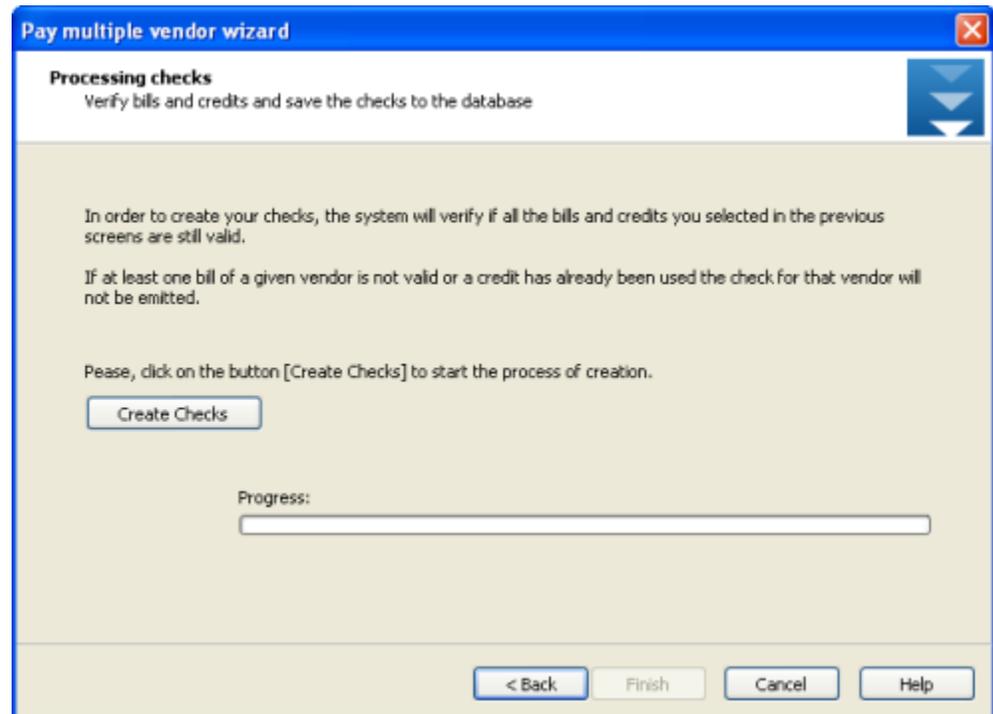
Bank account:  Amount due:

Current balance:  Amount paid:

Selected credit amount:  New balance:

< Back   Next >   Cancel   Help

In the last screen of the wizard, click the “Create Checks” button to let the system create the checks. The screen shows the progress of the system as it creates the checks:



If any bills are not valid, a check will not be created by the wizard. This may happen if someone else in your company is paying that bill at the same time that you are running this wizard.

Click “Finish” when done. The checks paid will appear in your Checks List. You can print the checks as usual.

## 6. Vendor Refunds

A “Vendor Refund” is available in the **Payments** subfolder. Use this when you receive a refund from a vendor. To be able to receive a refund check from a vendor, you need to have a bill credit for that vendor in the system.

Go to Payments (in the document or list view) and click on the Add button.

First	Previous	Next	Last	Add	Edit	Delete	Find	Filter	Unfilter	Actions
-------	----------	------	------	-----	------	--------	------	--------	----------	---------

Customer Payment...  
**Vendor Refund...**

**HWC Cargo Company**

8725 NW 18 Terrace  
Miami, FL 33172  
UNITED STATES

	Check Num
	D
	Amo

Received From:	Medeci Art Gallery
Memo:	

Items Paid			
Type	Number	References	Original Amount
Invoice	52	Pickup: 27	3825.00

A dialog box opens. (It is similar to the Payments screen.)

**Accounting Transaction**

Refund Deposit | Attachments | Internal Notes

A/P Account: Accounts Payable | Check Number: 123

Bank Account: Bank Account | Date: 10/01/2010

From Vendor: ATLAS AIR, INC. | Amount (USD): 100.00

Memo: |  Show all non refunded Credits

Credits (USD):

Paid	Type	Number	Orig. Amt.	Amt. Due	Amt. Paid	Division	F
<input checked="" type="checkbox"/> Yes	Credit	11	100.00	0.00	100.00		

**Current Balance:** 9705.83 | Amt. to Refund | Amt. Refunded

Exchange Rate: 1.00 USD | Totals: USD 0.00 | USD 100.00

OK | Cancel | Help

- Select the A/P Account for this vendor refund. If you are working in multicurrency and select an A/P account with another currency, this payment will be made in that currency, and that A/P account will be updated with this refund transaction.
- Enter their check number.
- Select the Bank Account to deposit for this refund check.
- Select the vendor name.
- The date is filled in automatically with today's date.
- Check the box to show all nonrefunded credits.
- Enter a memo if needed.
- Enter the refund amount in the "Amount" cell, or select from the credits in the list. In the Credits list, you can click on the line for "Amount Paid" and enter the amount.
- Click the OK button. The refund will be displayed in the viewing pane.

# 8. Banking

## Introduction to Banking in Magaya Explorer

Magaya Explorer offers accounting features to handle your banking needs such as:

- Writing checks (to pay expenses and sales tax)
- Making deposits
- Bank reconciliation

# Checks

## Writing Checks

There are different types of checks that you can create in your Magaya system. From the Add button (in the document view or list view) you can choose the following:



The rest of this topic will explain the following check writing tasks:

- **Checks to Expense:** This is to pay expenses such as office supplies or other expenses that you do not receive a bill from the vendor.
- **Pay Sales Tax:** This is to write a check to a tax agency, department, or authority to pay sales tax you collected on invoices.

The following other types of checks are explained in the topics indicated:

- **Pay multiple vendors:** Use this option to write checks to multiple vendors. See the topic “Accounts Payable” for details:

Accounts Payable

[http://knowledge.magaya.com/#/article/accounts\\_payable](http://knowledge.magaya.com/#/article/accounts_payable)

- **To Pay Bills (Check):** This is to pay outstanding bills. See the topic in Accounts Payables (see the link above).

- **Refund Check:** This is to refund money to a customer. See the topic in Accounts Receivable:

Accounts Receivable

[http://knowledge.magaya.com/#/article/accounts\\_receivable](http://knowledge.magaya.com/#/article/accounts_receivable)

**Check to Expense:** Use this option to create a check for an expense such as office supplies for your business. (The Check dialog box can be resized by clicking and dragging the bottom corner.)

Accounting Transaction

Check Attachments Internal Notes

Bank Account: Bank Account Number: 7

Pay to the order of: Office Depot Date: 12/21/2016

Memo: office supplies Amount (USD): 63.00

Division:

Detail (USD)

Account Name	Amount	Description
Supplies Expense	34.00	copier paper
Supplies Expense	17.00	Post-In Notes
Supplies Expense	12.00	binder folders

Exchange Rate: 1.00 USD Total: USD 63.00

Current Balance:

MAGAYA TIP OK Cancel Help

Expand box

- Select the bank account you will use for this check. If you are working in multiple currencies, there will be at least one account available in the dropdown for each currency. To write a check in one of those currencies, select it from the dropdown list. The current balance for the selected bank account is displayed on the bottom of the screen. For information on setting up your Magaya system to work with multiple currencies, see the topic:

Working with Multiple Currencies

[http://knowledge.magaya.com/#/article/multiple\\_currencies](http://knowledge.magaya.com/#/article/multiple_currencies)

- The check number is filled in automatically based on the last check used for the selected bank account. For information on setting up the numbering of checks, see the topic:

How to Configure Accounting

[http://knowledge.magaya.com/#/article/Configure\\_accounting](http://knowledge.magaya.com/#/article/Configure_accounting)

- Select who to pay (“Pay to the order of”).
- The date is filled in automatically. It can be changed if needed.
- Click the Add button, and a line in the Detail table will be created and highlighted:

a) Click a cell in the table under the column “Account Name.” A drop-down menu opens. Select the account for this line.

The screenshot shows a 'Detail (USD)' table with the following data:

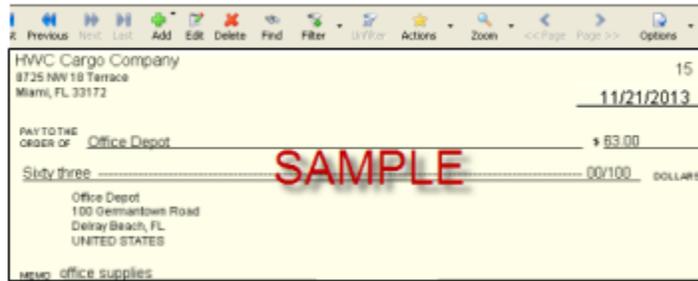
Account Name	Amount	Description	Entity
Supplies Expense	34.00	copier paper	
Supplies Expense	17.00	Post-In Notes	
Supplies Expense	12.00	binder folders	
	0.00		

Below the table is a dropdown menu with the following items:

Name	Type	Account Number
Advertising Expense	Expense	
Agent Liquidation Cost	Cost Of Goods Sold	
Agent Liquidation Income	Income	
Air	Income	41110
Air Freight	Income	41100

- b) Click the Amount cell in the table and type in the amount.
- c) Click the Description cell of the table and enter a description (optional but recommended).
- d) Click the Entity field if this line relates to a customer, and select the customer from the dropdown. (Otherwise the Entity field is optional.)
- You can add as many details to the check as needed by clicking the Add button again and following the same process. The total amount will increase with each detail you add.

- Click the OK button when done. The check will display in the viewing pane.



## Pay Expenses with a Credit Card

If you pay expenses with a credit card, enter the information as shown:

The screenshot shows the 'Accounting Transaction' dialog box with the 'Check' tab selected. The 'Bank Account' dropdown is set to 'Bank of America'. The 'Pay to the order of' dropdown is set to 'American Express 6789'. The 'Date' is '12/21/2016' and the 'Amount (USD)' is '300.00'. A dropdown menu for 'Bank Account' is open, showing a list of accounts with 'American Express 6789' selected. The 'Detail (USD)' table below shows a single entry for 'American Express 6789' with an amount of '300.00' and description 'Pay Credit Card'.

Account Name	Amount	Description	Entity
American Express 6789	300.00	Pay Credit Card	

*Note:* In order to pay with a credit card, you must first have a credit card account set up in the Chart of Accounts.

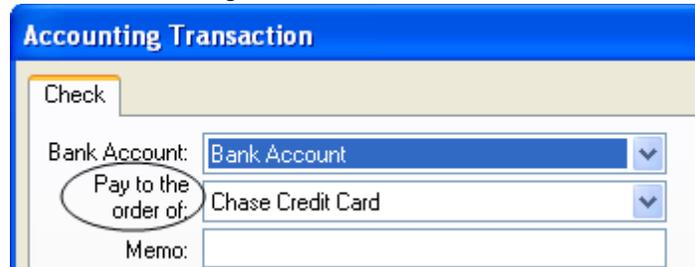
In the check dialog box:

Select the credit card from the “Bank Account” dropdown.

Use this method when you do not have a bill; for example, you went to Office Depot, bought office supplies, and paid for them with a credit card. When you return to work (or to your Magaya system), update your Magaya system with the transaction.

**Pay Credit Card:**

When the credit card statement arrives in the mail and you need to pay it, use this same method: Check to Expense. Select the bank account you want to use to pay it, and select the credit card company as the “Pay to the order of”. When you add the item in the dialog box, the Account Name will be the credit card.



The screenshot shows a dialog box titled "Accounting Transaction". It has a tab labeled "Check". Below the tab, there are several fields: "Bank Account:" with a dropdown menu showing "Bank Account"; "Pay to the order of:" with a dropdown menu showing "Chase Credit Card"; and "Memo:" with an empty text box. The "Pay to the order of:" field is circled in red.

This transaction creates a record of what you paid and what account it went to.

See more about using credit cards:

Using Credit Cards

[http://knowledge.magaya.com/#/article/credit\\_cards](http://knowledge.magaya.com/#/article/credit_cards)

## Pay Sales Tax

Use the option “Pay Sales Tax” from the “Add” menu to write a check to the tax agency such as state or county to pay taxes you have collected in invoices for goods sold.

The screenshot shows the 'Accounting Transaction' dialog box with the 'Sales Tax Payment' tab selected. The 'Attachments' tab is also visible. The form contains the following fields and values:

- Bank Account: Bank Account (dropdown)
- Number: 19
- Pay to the order of: Florida Department of Revenue (dropdown)
- Date: 12/21/2016 (dropdown)
- Memo: state sales tax
- Show Due Balances

Paid	Name	Code	Balance	Credit	Amt. Due	Amt. Paid
<input checked="" type="checkbox"/> Yes	Florida State Tax	FL2	15.06	0.00	15.06	15.06

Summary information at the bottom right:

- Bank Account Balance: USD 19073.83
- Total Due: USD 15.06
- Total Paid: USD 15.06
- Discount: 0.00
- Check Amount: USD 15.06

Buttons: OK, Cancel, Help

- Select the Bank Account that you will use to pay this tax. The current balance for that bank account is displayed.
- The date and check number are filled in automatically.
- Select the tax agency that you are paying the sales tax to (“Pay to the order of”).
- Add a memo as needed.

- Check the box to show balances due for that tax authority (if the box is not checked already). Any taxes due for the selected agency will show in the table:
  - a) The first column shows if the tax is paid or unpaid. When you click on it to pay it, the field changes to “Paid” and a checkmark appears in the box.
  - b) The Name column shows the name of the tax agency.
  - c) The Code is the tax code.
  - d) The Balance is the balance outstanding for that tax agency.
  - e) The Credit column shows a credit if one exists. You will have a credit if you have paid sales taxes when you make purchases. That credit will show here.
  - e) Amount due is the total due.
  - f) Enter Amount Paid.
- The discount field below the totals is for a percent of the total taxes due. This amount is determined by the tax authority.
- Click the OK button when done. The check will display in the viewing pane.

Also see the topic on sales tax and to learn about configuring your Magaya system to handle taxes as needed for your business. Also learn about grouping taxes and handling dependencies:

Sales Tax

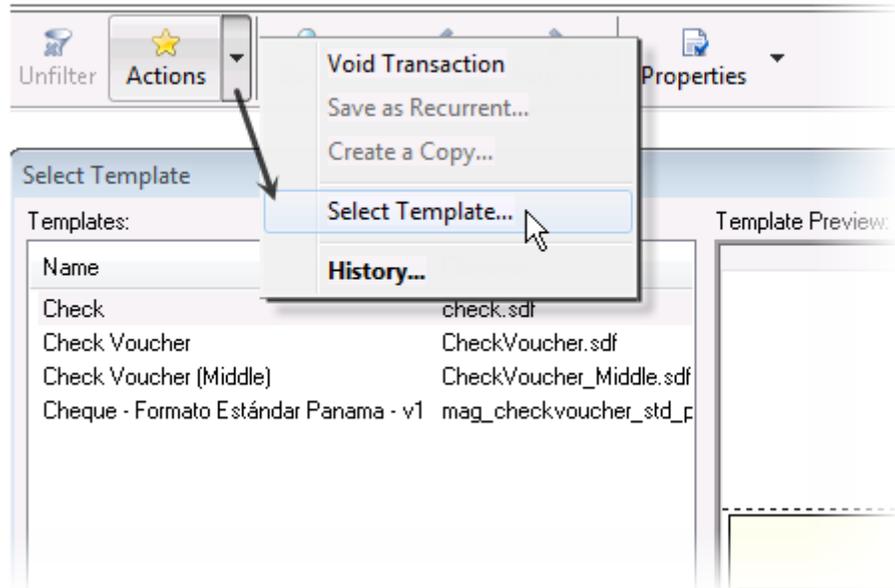
[http://knowledge.magaya.com/#/article/sales\\_taxes](http://knowledge.magaya.com/#/article/sales_taxes)

## Actions for Checks

To view the actions available in the software for checks, click the arrow on the side of the Actions button. The options from the document view are:

- To void a transaction
- Save as a recurring transaction (only for “Checks to Expense”) you can also copy an expense check

- **Select a template:** Use this to choose the template that matches your pre-printed checks.



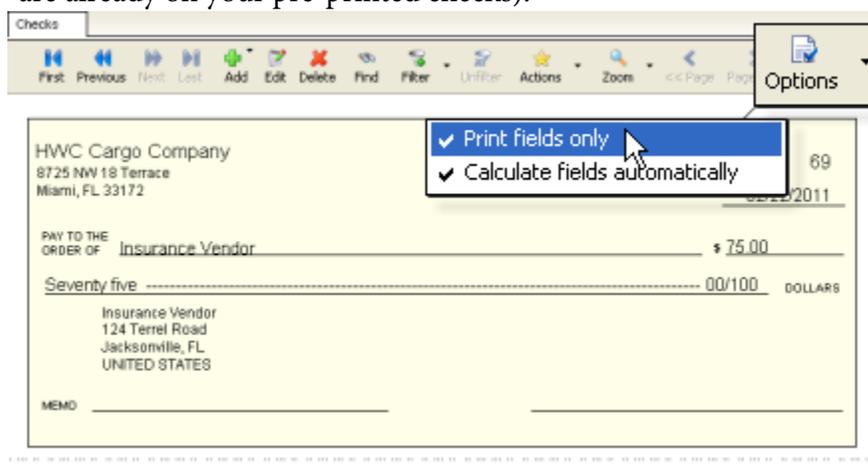
In the dialog box “Select Template,” choose the template. A preview of each template appears in the window.

To link the template to the current transaction, check the box. You can also set the template as the default for all checks (optional).

Extra Info: There is a check template for Panama. Learn more about our Fiscal Printer connection in our Knowledgebase.

**Printing on Pre-Printed Checks:** Before printing, select the template as noted above, and then click the “Options” button on the menu above the check document. Select “Print fields only”. This will print the data in the

check fields such as the date and amount. It will not print the lines (which are already on your pre-printed checks).

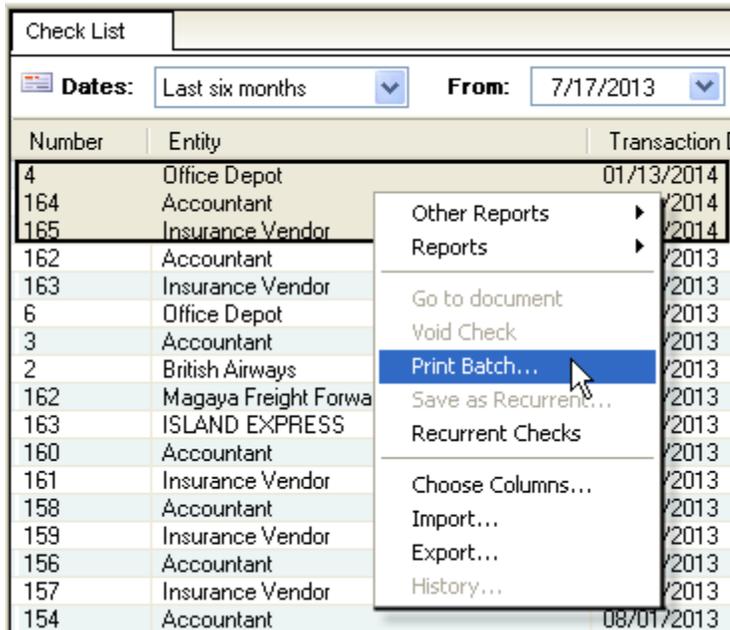


If you do not have pre-printed checks to use in your printer, you will need a font for the account number and routing number; this is not provided by Magaya Corporation, but we do provide customizations to the

template of the check and other documents. Contact Magaya for details and prices.

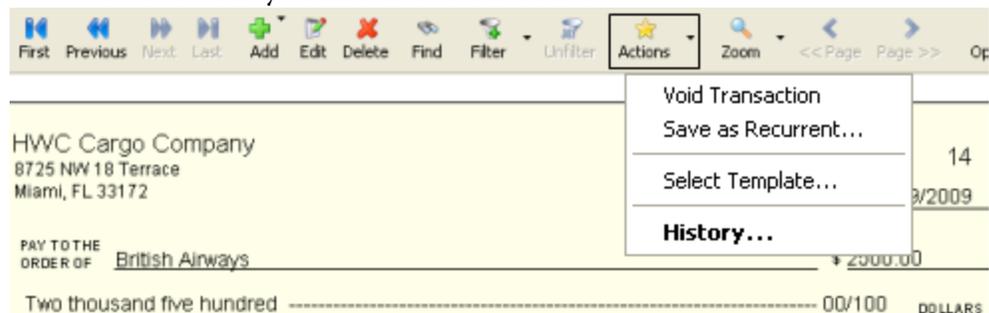
The default size for printing is letter size paper. One check will print per page with two stubs below the check on that page.

**Print Multiple Checks:** To print a batch of checks, select them from the Checks List and right-click to select the option “Batch Print” from the pop-up menu.



A wizard opens. It enables printing of the checks selected from the list, and has the option to select different templates for checks.

- View the history related to this transaction

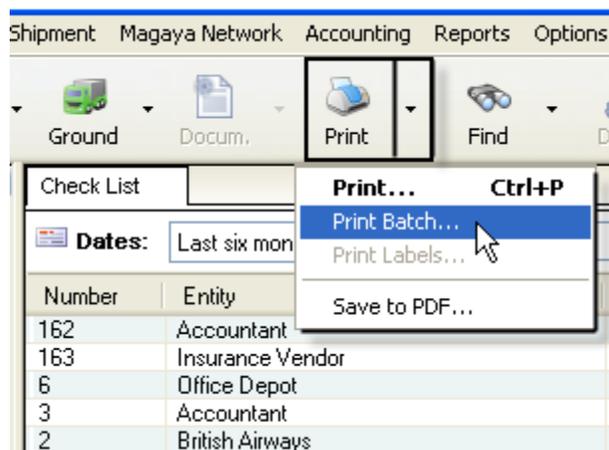


The options from the list view include:

- **Other Reports:** Create reports by account number, etc.
- **Reports:** See the details of checks. The report opens in a list that you can customize the date range you want to view.
- **Go to the document** (the check).

- **Void a check:** To void a selected check. This retains a record of the void.
- **Print a batch of checks:** First filter the Checks List.

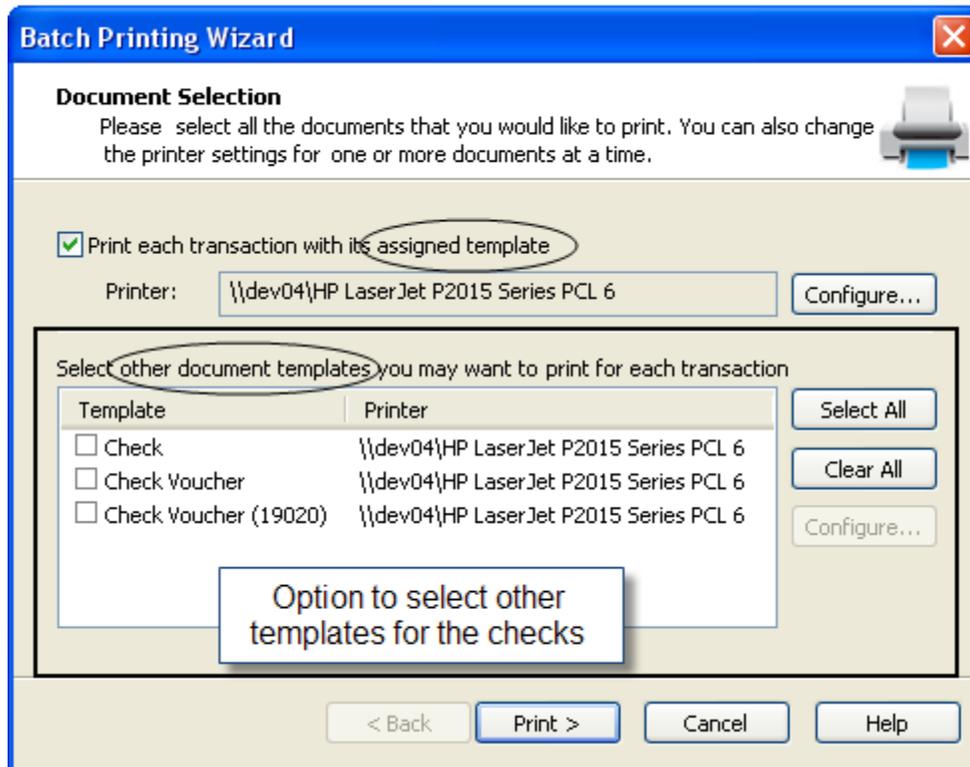
Then click the arrow on the side of the Print button and select “Print Batch.”



Follow the prompts in the batch printing wizard. It will print the filtered list of checks using the template assigned to each check. The printer that the checks will be sent to is shown in the screen. To change the printer, click the “Configure” button next to the Printer field.

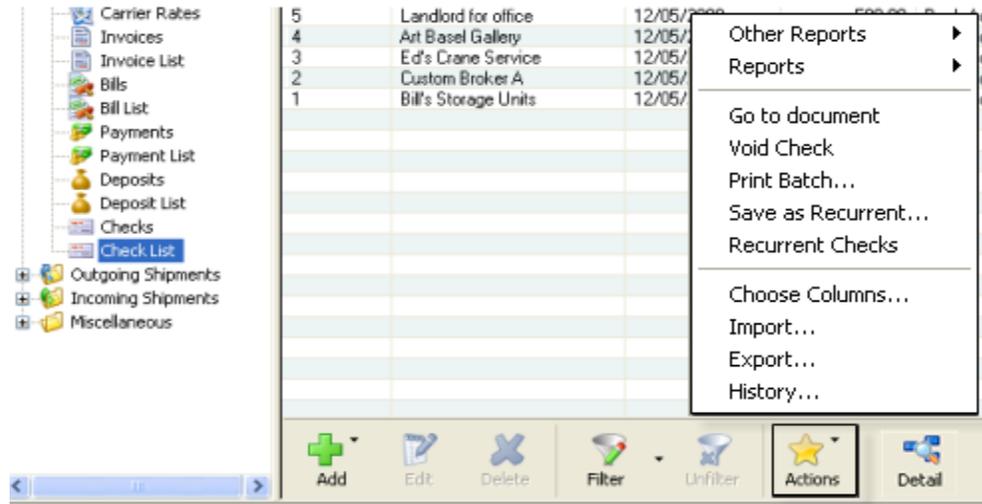
*Option:* The screen also includes an option to print additional templates. To use this option, select the template from the list. You can select a

printer for each template by clicking the “Configure” button next to the list of other document templates.



- Additional menu choices from the Actions button for the Checks List:
  - **Save as Recurrent:** To convert to the selected check into a recurrent check to be paid every month or other time period you set.
  - **Recurrent Checks:** Displays a list of recurring checks.
  - **Choose columns** for the Checks List.
  - **Export data** from Magaya Explorer.

- **History:** View related transactions.



To view more details about a check, select it and click the Detail button.

## Making Deposits

A Deposit refers to making a deposit of funds such as a loan that you receive, in contrast to making deposits of customers' payments for invoices. Deposits can be created in the Deposits List or document view in Magaya Explorer. There are two types of deposits:

- **Deposit a Payment:** Use this option when you are depositing money from the Undeposited Funds account. See the topic in Accounts Receivable: "DepositingPayments".
- **Deposit:** Use this option when you are making a deposit into your bank account such as for a loan you have received.

To make a deposit, click on the Add button and select "Deposit":



HW  
8725 NW 18 Terrace  
Miami, FL 33172  
UNITED STATES

### Deposit Ticket

Date:	03/04/2013
Account Name:	Bank Account

A dialog box opens:

The screenshot shows a 'Deposit' dialog box with the following details:

- Bank Account:** Bank of America
- Date:** 11/21/2013
- Memo:** Small Business Loan
- Detail (USD) Table:**

Account Name	Amount	Description	Entity
Small Business Admin...	10,000.00	Small business loan	
- Exchange Rate:** 1.00 USD
- Totals:** USD 10000.00

- Select the bank account for this deposit.
- Add a memo as needed.
- Click the Add button to add the deposit. The line in the Detail table is created and highlighted.
- Click on a line in the Details table, and a line will highlighted:
  - a) Click on the table cell “Account Name”. This activates a dropdown menu. Select the account related to this line in the deposit (for this example, Small Business Administration loan).
  - b) Enter the amount of the deposit by clicking in the cell under “Amount”.
  - c) Type in a description by clicking in the “Description” cell.
  - d) If there is an entity (or customer) related to this line in the deposit, enter it by clicking on the “Entity” cell to activate the dropdown menu. If not, the Entity field can be left blank.

You can add as many lines as needed by clicking the Add button again and following the above steps. The total amount will increase with each detail you add.

Click the OK button. A Deposit ticket is created.



HWC Cargo Company  
 8725 NW 18 Terrace  
 Miami, FL 33172  
 UNITED STATES

## Deposit Ticket

Date:	03/04/2013
Account Name:	Bank Account
Account Number:	

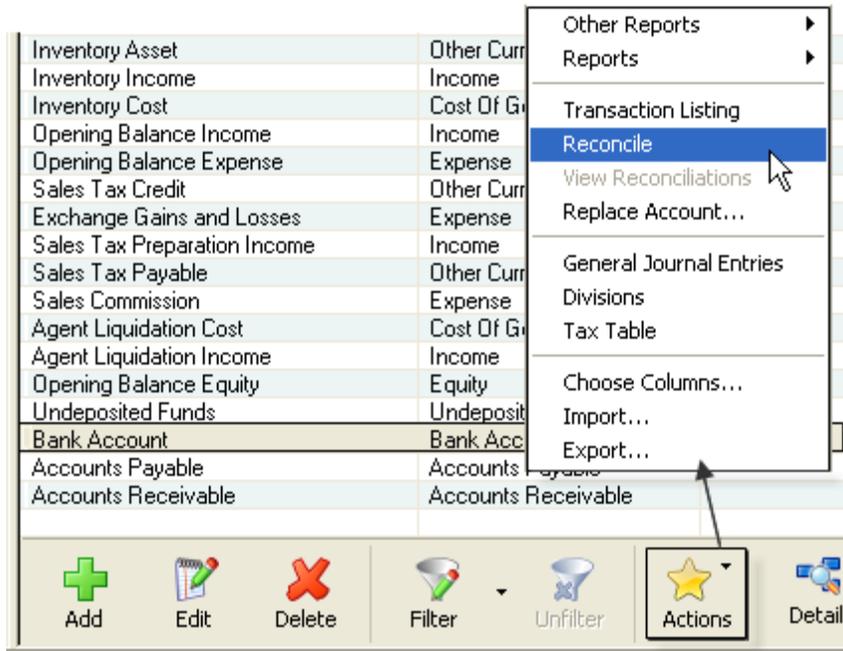
Memo:	business loan from bank
-------	-------------------------

Number	References	Amount
		10000.00
<b>Total Amount:</b> USD		10000.00

Maava Cargo System. www.maava.com

## Bank Reconciliation

To perform a bank reconciliation, go to **Chart of Accounts**, select the bank account to reconcile, click on the Actions button and select “Reconcile”.



The reconciliation screen opens. In this screen you can reconcile the account activity to match the statement from the bank.

If you click the “Leave” button, your work will be saved, and you can return to the screen at any time. The “Done” button is to be used after completing the reconciliation.

Account: Bank Account (USD)      Opening Balance: 0.00      Done

Statement Date: 6/2/2009      Statement Ending Balance:      Leave

Deposits and Other Credits:

Cleared	Date	Number	Type	Amount (USD)	Entity	Memo
<input type="checkbox"/> No				175.00		
<input type="checkbox"/> No				500.00		
<input type="checkbox"/> No				10000.00		business loan from bank
<input type="checkbox"/> No				100.00	ATLAS AIR, INC.	
<input type="checkbox"/> No	12/09/2008	4556	Payment	700.00		
<input type="checkbox"/> No	12/12/2008		Deposit	250.00		
<input type="checkbox"/> No	05/25/2009	12570	Payment	964.55		

Checks and Other Debits:

Cleared	Date	Number	Type	Amount (USD)	Entity	Memo
<input type="checkbox"/> No	12/05/2008	1	Bill Payment	200.00	Bill's Storage Units	
<input type="checkbox"/> No	12/05/2008			125.00	Custom Broker A	
<input type="checkbox"/> No	12/05/2008			400.00	Ed's Crane Service	
<input type="checkbox"/> No	12/05/2008			100.00	Art Basel Gallery	refund for overpayment
<input type="checkbox"/> No	12/05/2008			500.00	Landlord for office	
<input type="checkbox"/> No	12/09/2008			800.00	ATLAS AIR, INC.	
<input type="checkbox"/> No	12/09/2008	7	Refund C...	500.00	Docere: Shipping	refund

Cleared Transactions:

0	Deposits and Other Credits	0.00
0	Checks and Other Debits	0.00

Transactions not Cleared:

9	Deposits and Other Credits	12914.55
13	Checks and Other Debits	5202.52

Ending Balance: 0.00      Done

Cleared Balance: 0.00      Leave

Unclear Difference: 0.00      Mark all      Unmark all      Help

**Set the Statement Date:** The Statement Date is the date that the bank statement was issued. When you set the date, only transactions before that date appear.

If you have used this reconciliation screen before, the opening balance for this month will be the same as the end balance from the previous month.

If this is the first time you are performing a reconciliation in Magaya Explorer, the opening balance will be zero. To add an opening balance, create a Journal Entry and then clear it in the Transaction Listing so it appears in the reconciliation: in the Chart of Accounts list, click the “Actions” button, and select “Transaction Listing”. Right-click on the transaction and select “Clear/Unclear Transaction” from the pop-up menu. Then return to the reconciliation screen.

Account: Bank Account (USD)      Opening Balance: 0.00      Done

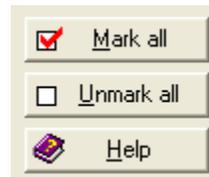
Statement Date: 7/26/2012      Statement Ending Balance:      Leave

**Enter the Statement Ending Balance:** Use the balance that is listed on your statement.

Place a checkmark in each transaction in the list as you match it with the bank statement. The status in the “Cleared” column will change from No to Yes:

Deposits and Other Credits:						
Cleared	Date	Number	Type	Amount (USD)		
<input checked="" type="checkbox"/> Yes	03/04/2013		Deposit	175.00		
<input type="checkbox"/> No	03/04/2013		Deposit	500.00		

To place a checkmark in all the transactions, click on the “Mark All” button. To uncheck all the transactions, click on the “Unmark All” button:



As you check the transactions, the total number of Cleared Transactions will be updated on the bottom of the screen:

Cleared Transactions		
2	Deposits and Other Credits	675.00
0	Checks and Other Debits	0.00
Transactions not Cleared		
10	Deposits and Other Credits	26733.35
15	Checks and Other Debits	7765.52

**Add:** Use the Add button to add a transaction that is listed in the statement but not in this screen.

**Edit:** Use the Edit button to change a transaction. Click on the transaction to select it. Click the Edit button. A dialog box opens that will look different, depending on the transaction selected. Modify it and click OK.

**Print:** Click to print the Deposits or the Checks. These can be printed separately.

**Delete:** If a transaction is not in your statement, select the transaction to delete, and click the Delete button.

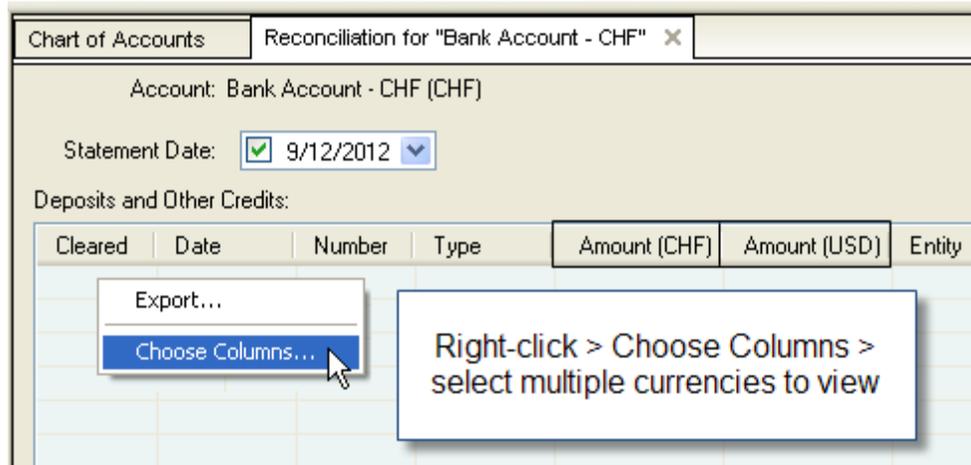
The Uncleared Balance must be zero to complete the reconciliation. If you click the “Done” button when the Uncleared Balance is not zero, the system will give you a notice and not complete the reconciliation. You can leave and return to the reconciliation screen at any time and your work will be saved. When you click the “Leave” button, the reconciliation screen closes.

When you are done with the reconciliation and you click the Done button, the system will ask if you want to print the statement. You can print it now or print

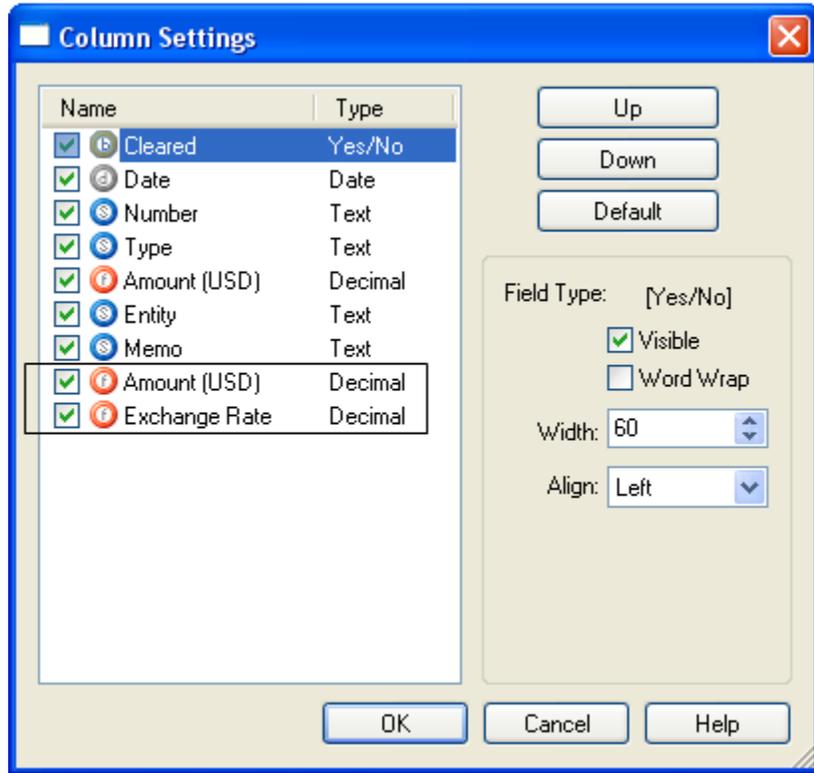
the bank reconciliation from the Reports option from the Actions button in the Chart of Accounts at a later time.



To view transaction amounts in the home currency and the applied exchange rate (if working with multiple currencies), right-click on a transaction in the "Deposits and Other credits" section of the Reconciliation screen. Select "Choose Columns".

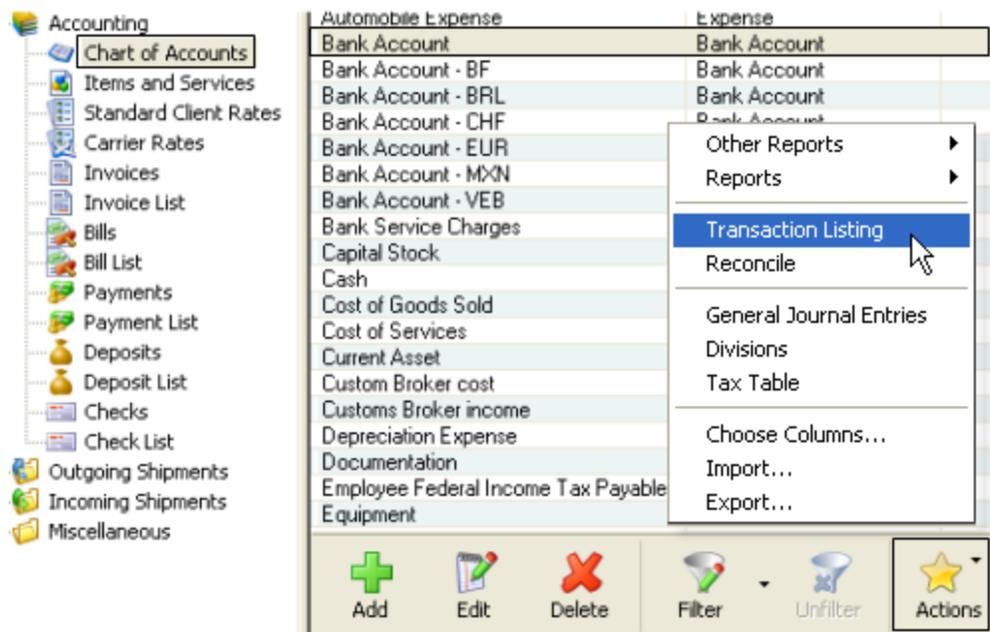


In the dialog box, check the options “Amount (USD)” and “Exchange Rate”.

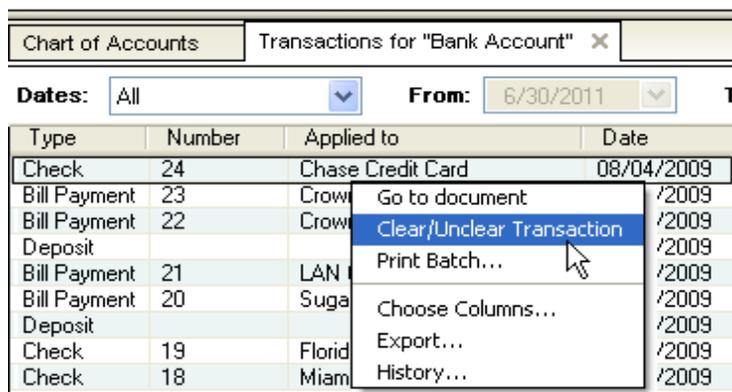


This adds the columns to your Reconciliation screen.

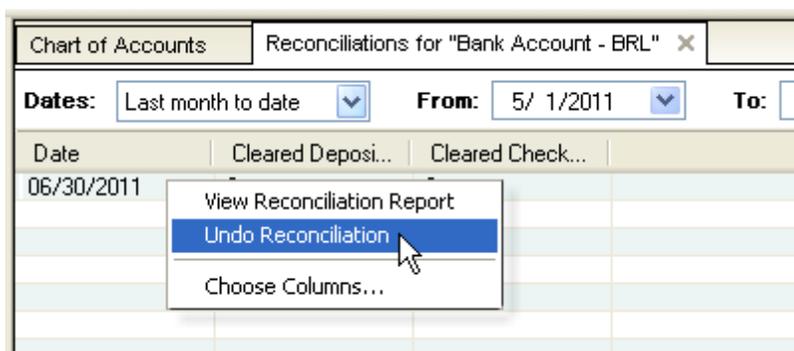
If there is an error to fix after reconciling, you can go to the Transaction Listing for the bank account (in the Chart of Accounts) and clear (or un-clear) the transaction there.



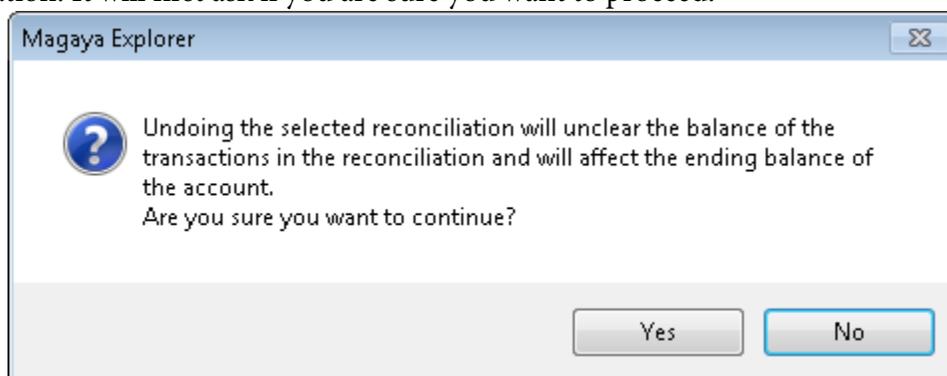
Select Transaction Listing from the Actions button (in the Chart of Accounts for the bank account). The list opens. In the list you can right-click on a transaction and choose to clear it:



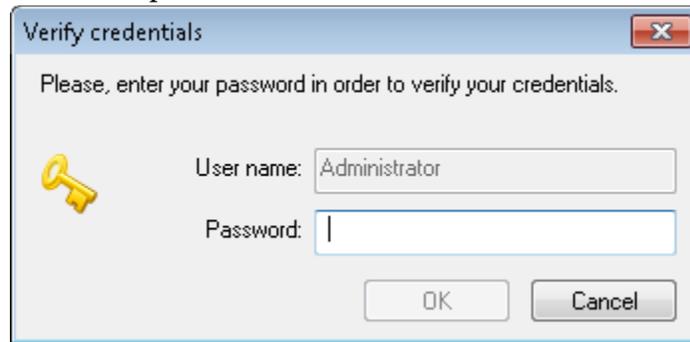
**Undo a Bank Reconciliation:** A bank reconciliation can be rolled back if needed. All the cleared transactions will be changed back to the status of “Unclear” all at once, instead of one at a time. From the Chart of Accounts list, right-click on the bank account, and select “View Reconciliations” from the menu. Right-click the desired reconciliation and select “Undo Reconciliation” from the pop-up menu.



*Note:* You can configure your system to require a password to undo a reconciliation. It will first ask if you are sure you want to proceed.



Then it will ask for the password.



The password is the one set in the Configuration > Accounting menu.



# 9. Accounting Reports

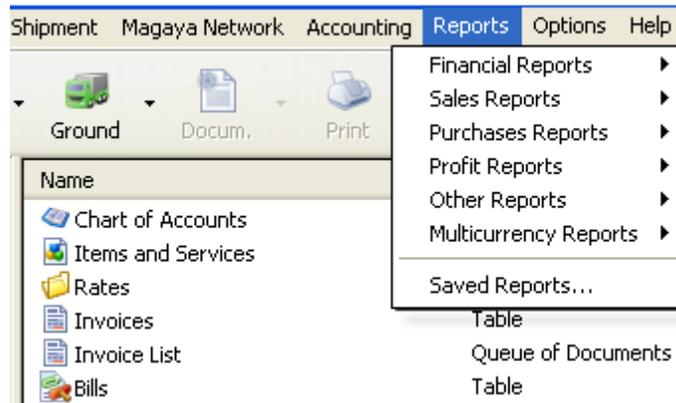
## Introduction to Accounting Reports

Magaya Explorer offers accounting reports, including:

- **Financial Reports:** Standard financial reports such as Profit and Loss reports and Balance Sheets
- **Sales Reports:** These reports provide information about sales by item or by customer, about open invoices and aging Accounts Receivable
- **Purchases:** These reports provide information about purchased items, carriers, and vendors, about unpaid bills, and aging Accounts Payable
- **Multicurrency Reports:** View any gain or loss by doing business in multiple currencies

## Overview of Accounting Reports

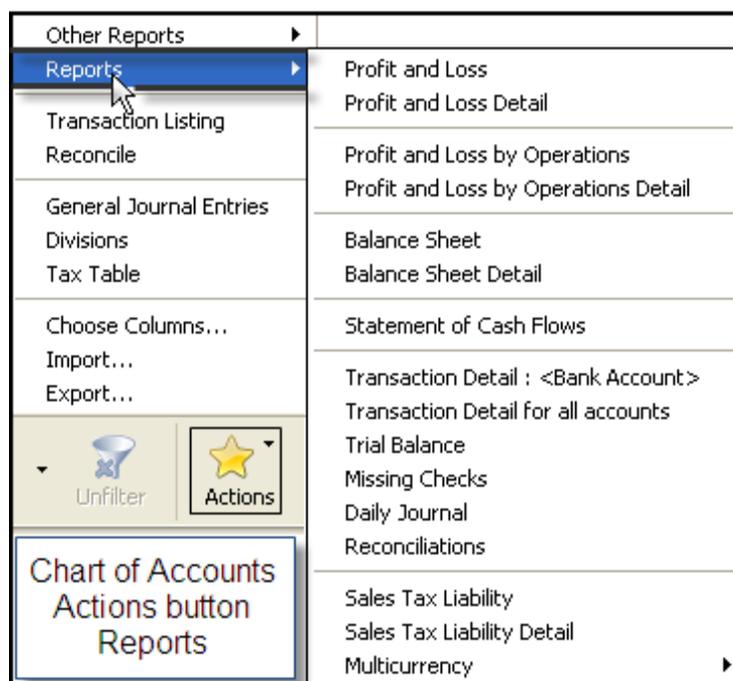
You can access reports in different ways in Magaya Explorer. Many financial reports are available from the Reports option on the top menu:



- Each report type has a submenu with additional options.
- You can also access reports that were saved.

You can also find many reports by using the Actions button in any Accounting list such as the Invoices List, Payments List, Bill List, Deposit and Check Lists to see reports specific to each of these types of accounting transactions. The

Actions button in the Chart of Accounts (shown below) and in Items and Services also gives you access to many financial reports:



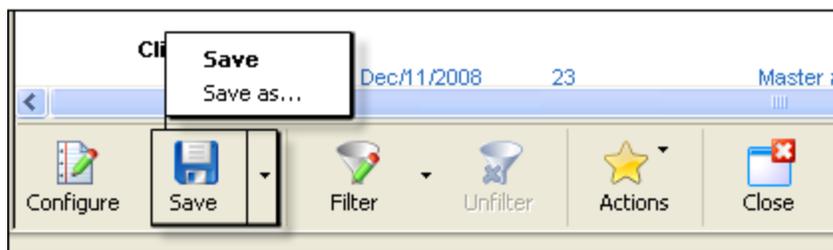
You can customize the reports in many ways such as changing the columns and the currency by using the Actions button, or filter the report with the Filter button. Columns include “Last Payment Amount” and “Last Payment Date,” columns that are useful for AR/AP summarized reports.

The date range can be changed using the date fields at the top of the list. Click the Refresh button to see changes.

Reports can be created to show the employee who created certain accounting transactions such as invoices and bills.

After you customize a report, you can save it. When you open a saved report, it will display with all the customized features saved.

To save a report, click on the “Save” button when you are viewing the report.



A dialog box opens with fields filled in, but you can change them as needed.



**Save Report**

Company: HWC Cargo Company

Title: Profit and Loss by Operations.

Subtitle: October 1 - 31, 2013 (USD)

OK Cancel Help

The “Save As” option allows you to keep the original format of a report and to save a copy of it by another name. Then you can make changes to the second report without having to start all over to build it.

To view saved reports, go to the Reports option on the top of Magaya Explorer and select “Saved Reports”. A dialog box opens, showing the list of any saved reports.

In a report you can double-click on a transaction to view its details:

**Other Incomes**

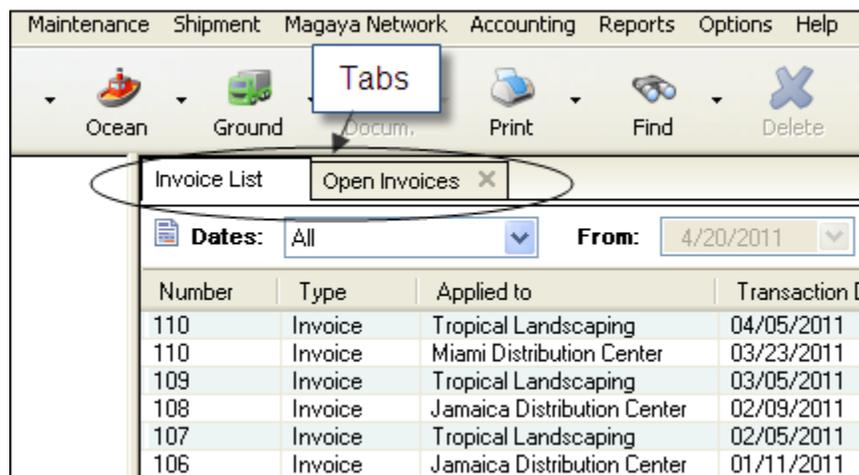
Invoice	Nov/15/2013	150	ABC Sporting Goo...	Accounts ...	1,000.00
Payment	Nov/15/2013		ABC Sporting Goo...	Accounts ...	-100.00
Invoice	Nov/18/2013	151	Jamaica Distributio...	Accounts ...	200.00
Bill Payment	Nov/21/2013	2	British Airways	Bank of A...	25.00
Total Other Incomes					1,125.00

To go to a document, right-click on the transaction and select “Go to”. To return to the report, click on the Back button. *Note:* Only a user with Administrative rights or the creator of a report can delete a saved report.

**Tabs:**

You can switch between views of reports and lists. Similar to tabbed browsing available on Internet Explorer and some other web browsers, the tabs in your Magaya Explorer enable you to switch between views.

For example, when you are viewing a list such as the Invoices List, and you want to also view a report, now you can view both in tabs. Previously you had to close a report to return to the list view. Now you can switch between both.



When you are viewing a report, you can double-click on a line item in a report to drill down for more details. For example, run an Income statement (P&L report) and double-click on a line item. The item will open in a tab.

	Total
<b>Income</b>	
Inventory Income	5,824.95
Documentation	55.00
Freight Income	
<b>Air Freight Income</b>	<b>7,348.13</b>
Ground Freight Income	10.00
<b>Total Freight Income</b>	<b>7,358.13</b>
<b>Services</b>	969.86
<b>Total Income</b>	<b>14,207.94</b>

## Customize Reports

You can enhance and customize the format of reports. Change the font, color, size, etc. of the different elements in the report such as company name, title, subtitle, columns headers, rows, etc.

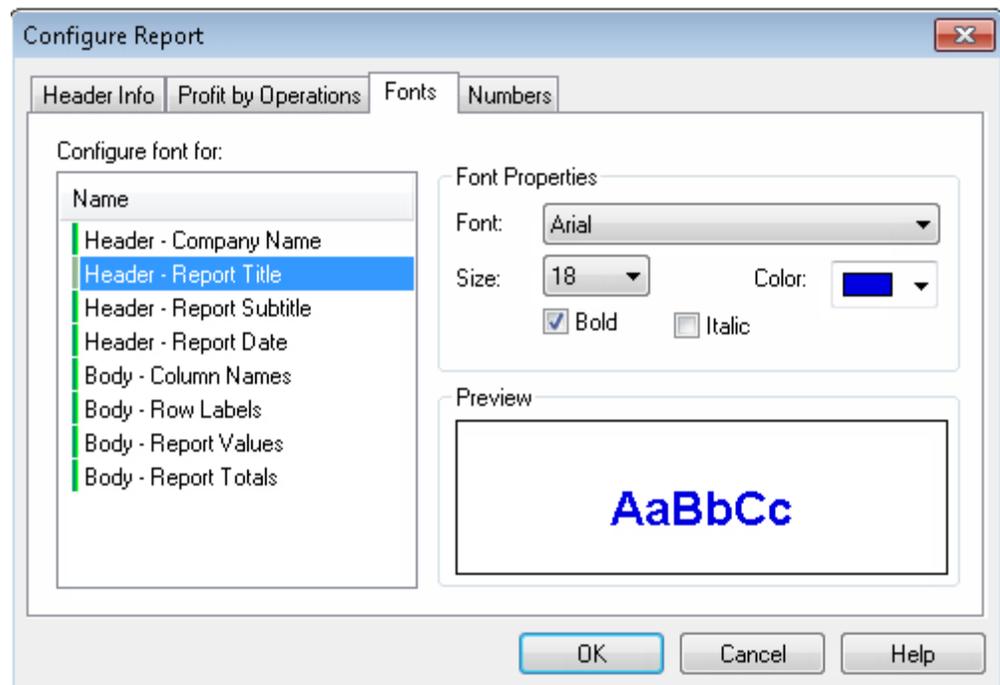
Steps:

- 1) Click the “Configure” button on the bottom toolbar in the Document view.



A dialog box opens with three tabs: Header Info, Fonts, and Numbers. The Header Info tab displays your company name, the report title, and sub-title; you can change any of these as needed.

- 2) Click the “**Fonts**” tab. Select the element you want to customize such as the Header – Company Name. Make changes to the font and click OK.



Other custom options on the “Numbers” tab:

- Display whole numbers or numbers divided by 1000
- Output numbers using the thousand separators, for example: 1,000,000.00

- Display negative values in red or in parenthesis

Amt. Due <sup>1)</sup>	Original Amount <sup>1)</sup>
10,700.32	10,700.32
10,700.32	
-271.15	1,500.00
-271.15	

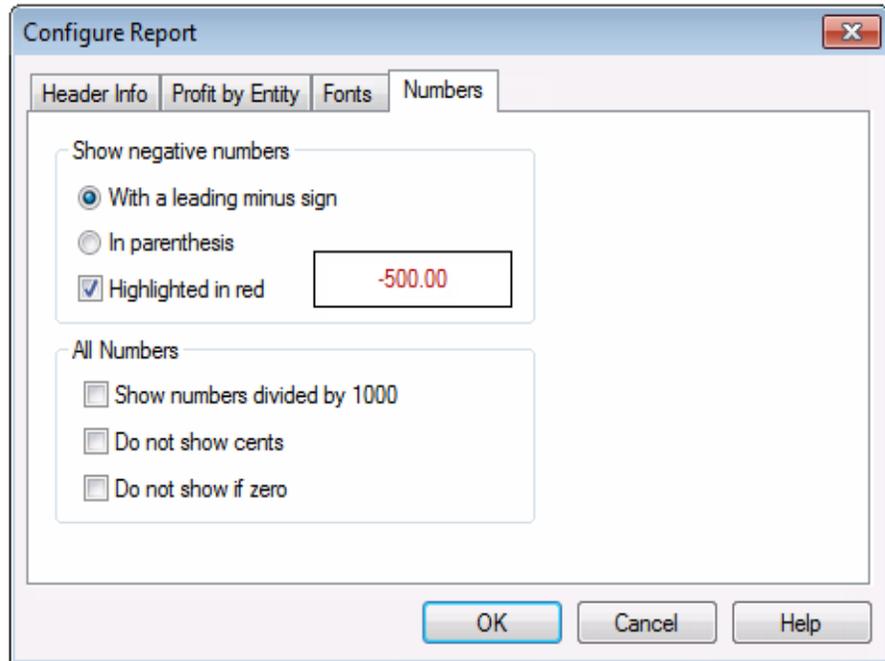
In the Profit Reports, you can view the profits by entity, Select “**Profit by Entity**” tab: To filter the report by operation type, select it from this tab:

Other options: Include costs of agent profit sharing and/or salespersons’ commissions. Sort by profit or entity name. Learn more in the Knowledgebase article on Profit Reports:

[http://knowledge.magaya.com/#!/article/profit\\_reports](http://knowledge.magaya.com/#!/article/profit_reports)

Steps to Customize Numbers:

- 1) Click the “Numbers” tab in configuration dialog box:



- 2) Check the options you want to use, and click OK to save the changes.

Select Additional Columns in Fixed Reports:

Additional columns can be selected in all fixed reports pre-created in the system such as adding the "Shipment Name" or "Port of Origin" column to an Open Invoices report.

Steps:

- 1) Click the Actions button, and select “Choose Columns”.
- 2) In the dialog box that opens, select the column you want, or click the “Add Column” button to open a new dialog box with more choices.

Change Column Names on Reports:

You can change the column names in any report, including those that are created by the system.

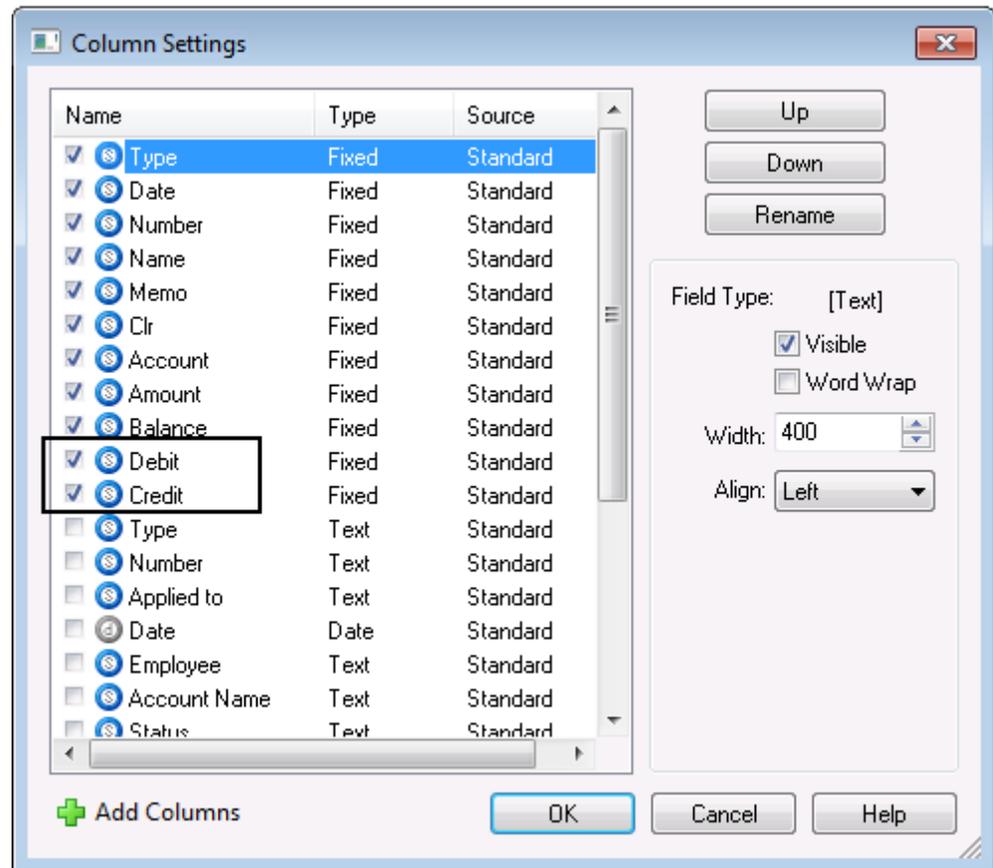
Steps:

- 1) Open the “Choose Columns” dialog box.
- 2) Click on the column name. Then type the new name, and click OK to save.

You can also set the default columns to a report that the user modified to bring the report to its original status: Click on the Actions button and select “Set Default Columns”.

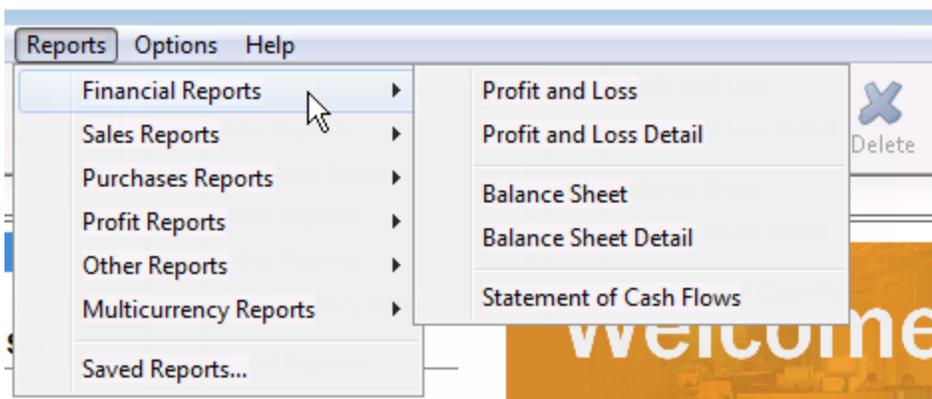
This feature is especially useful when you want to create another report that is similar to the first one; you do not have to start from scratch to build it.

You can add Credit and Debit columns to any “Detailed” report by selecting the Actions > Choose Columns.



## Financial Reports

**Financial Reports** are Profit and Loss, Balance Sheet, and Statement of Cash Flow. The “Reports” menu gives you access to each type of financial report.



See the Knowledgebase for the article on accounting reports to get an overview of what's available, especially useful if you are just getting started with Magaya:

[http://knowledge.magaya.com/#!/article/Accounting\\_Reports\\_Getting\\_Started](http://knowledge.magaya.com/#!/article/Accounting_Reports_Getting_Started)

## **Profit & Loss Report**

Profit & Loss report show your income (also called revenue or sales), costs, expenses, and profitability for a time period. The reports can be created in summary format or a detailed view.

Profit and Loss reports, also called “Income Statements,” show how well the company is performing.

This is an example of a summary view of the Profit and Loss statement:

Chart of Accounts		Profit and Loss	
<b>Dates:</b>	This year	<b>From:</b>	1/ 1/2013
		<b>To:</b>	12/31/2013
<b>HWC Cargo Company</b>			Date report created:
<b>Profit and Loss</b>			Wednesday
<b>January 1 through December 31, 2013 (USD)</b>			Jan 08, 2014
		⇐ Total ⇒	
<b>Income</b>			
Agent Liquidation Income		5300.00	
Documentation		60.00	
Freight Income		0.00	
Air Freight Income		600.00	
Ocean Freight Income		533.72	
Ground Freight Income		135.00	
		<hr/>	
<b>Total Freight Income</b>		1268.72	
Services		5538.45	
<b>Total Income</b>		12167.17	
<b>Cost Of Goods Sold</b>			
Agent Liquidation Cost		75.00	
Freight Cost		0.00	
Air Freight Cost		480.00	
Ocean Freight Cost		4133.00	
Ground Freight Cost		2237.17	
		<hr/>	
<b>Total Freight Cost</b>		6850.17	
<b>Total Cost Of Goods Sold</b>		6925.17	
<b>Gross Profit</b>		5242.00	
<b>Expense</b>			
Professional Fees Expenses		275.00	
Supplies Expense		63.00	
Other Expenses		0.25	
Advertising Expense		38.00	
<b>Total Expense</b>		376.25	
<b>Net Income</b>		4865.75	

To create a report, set the date range, and click the Refresh button.

- The creation date of the report displays on the top of the report. The creation date will be today's date.
- The Income section shows income from freight and other sources.
- The Cost section shows Cost of Goods Sold such as freight costs. (*Note:* Freight costs can be included in Landed Costs. See the topic "Landed Cost Management" for details.)

- The Gross Profit shows total income minus total cost.
- The Expense section shows expenses such as rent, salary, utilities, discounts and other fees you paid for services such as an accountant.
- The Net Income total is listed on the bottom and shows the company's profit after all expenses have been paid. It is the Gross Profit minus the total expense.

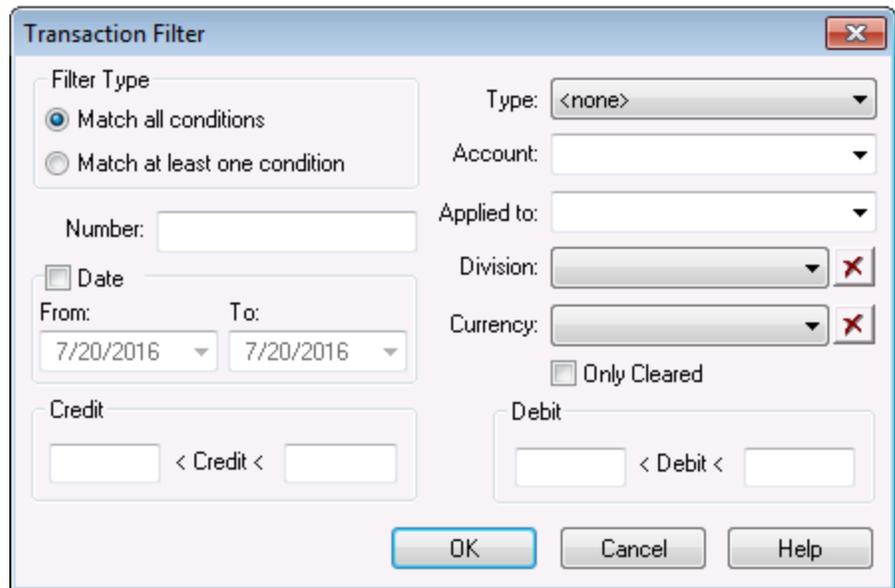
Double-click on a number in the report to view its details.

The detailed Profit and Loss Report shows more information such as the itemized cost, income, and expense:

Type	Date	Number
<b>Income</b>		
<b>Agent Liquidation Income</b>		
Invoice	Apr/21/2013	49
Total Agent Liquidation Income		
<b>Documentation</b>		
Invoice	Feb/20/2013	35
Invoice	Mar/02/2013	37
Invoice	Apr/21/2013	47
Total Documentation		
<b>Freight Income</b>		
<b>Air Freight Income</b>		
Invoice	Mar/31/2013	43

You can see any transaction in this report by double-clicking on it.

To filter the report, click the “Filter” button and select the option: Standard or Advanced. The Standard filter for report transactions has the options shown in the screenshot:



The screenshot shows a dialog box titled "Transaction Filter" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Filter Type:** Two radio buttons are present: "Match all conditions" (selected) and "Match at least one condition".
- Number:** A text input field.
- Date:** A checkbox labeled "Date" is checked. Below it are "From:" and "To:" date pickers, both showing "7/20/2016".
- Credit:** A section with a text input field, a "< Credit <" label, and another text input field.
- Debit:** A section with a text input field, a "< Debit <" label, and another text input field.
- Right-side filters:** A vertical stack of dropdown menus: "Type:" (set to "<none>"), "Account:", "Applied to:", "Division:" (with a red X icon), and "Currency:" (with a red X icon). Below these is a checkbox labeled "Only Cleared".
- Buttons:** "OK", "Cancel", and "Help" buttons are located at the bottom right.

## Comparative Profit & Loss Reports

To see profit and loss information from more than one period of time, follow these steps:

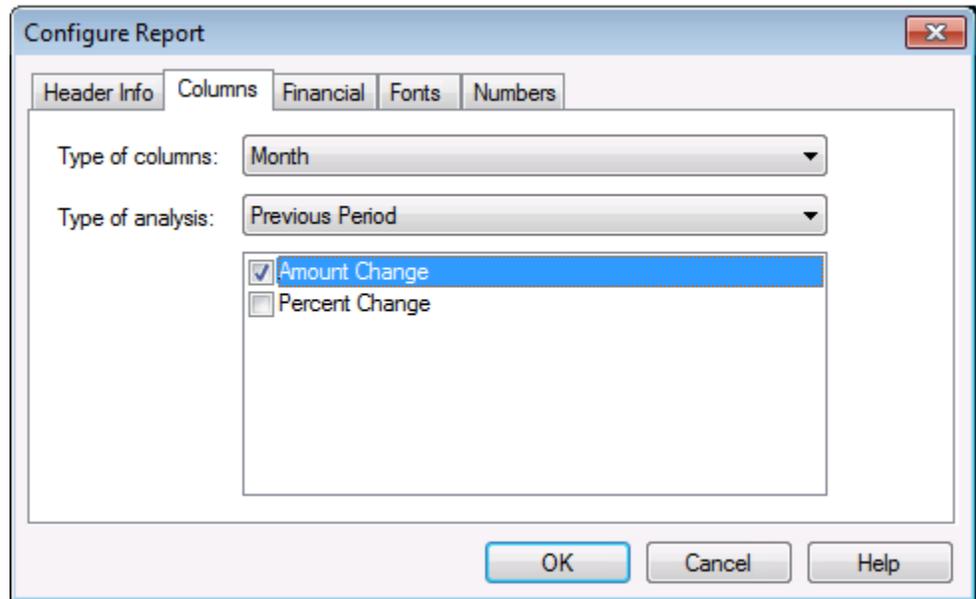
- 1) Go to Reports > Financial Reports and select Profit & Loss (by summary only)
- 2) Click the Configure button.

- 3) In the dialog box that opens, click the “Columns” tab. Select from the following:

Type of Columns: By Month, Quarter, Fiscal Quarter, Year, Fiscal Year. Select one of these to view the time periods to view columns. The other dropdown “Type of Analysis” is optional.

You can also include an analysis of the time periods:

Type of Analysis: Previous Period, Previous Year, Year to Date. The analysis option can show a percent change or the amount of change.



To view the report on a cash basis, click the “Financial” tab and select “Cash Basis.” For more on cash basis reports, see the following Knowledgebase article:

[http://knowledge.magaya.com/#/article/cash\\_basis\\_reports](http://knowledge.magaya.com/#/article/cash_basis_reports)

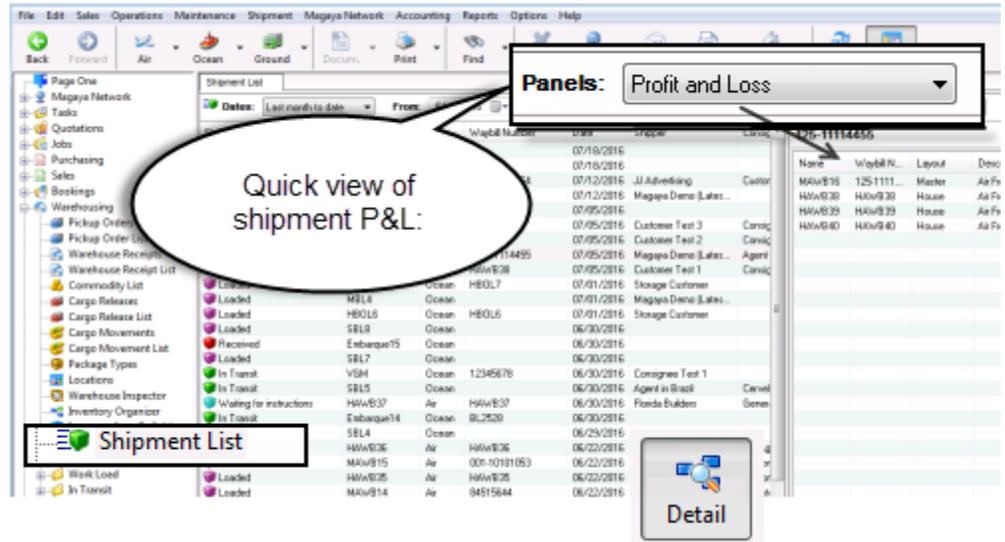
- 4) Click OK to view the report. This example shows a comparative Profit & Loss report by month with the percent change as compared to the previous month:

Comparative Profit & Loss Report	Jun, 10	May, 10	% Change
<b>Income</b>			
Shared profit from agent	12985.09	-1890.27	786.94%
Air freight Income	1507.36	815.33	84.88%
Ground Freight Incom	17304.28	11581.90	49.41%
Brokerage Fee	0.00	0.00	0.00%
Container Loading	1550.00	2650.00	-41.51%
Courier Income	709.33	445.00	59.40%
Customs duty	0.00	0.00	0.00%
Federal Income tax refunds	0.00	0.00	0.00%
Fees	705.00	300.00	135.00%
Documentation	1190.00	1437.50	-17.22%
Handling Fees - Air	0.00	35.00	-100.00%
Handling Fees - Ocean	185.00	260.00	-28.85%
Import Charges	345.00	0.00	100.00%
Inland Income	5563.58	6724.82	-17.27%
Insurance Charges Income	5379.50	2419.62	122.33%
Ocean Freight Income	55015.21	50852.18	8.19%
Drayage Income	1785.00	2285.00	-21.88%
Refund & Credits	0.00	0.00	0.00%
<b>Total Refund &amp; Credits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Services	0.00	0.00	0.00%
Trucking Income	51.00	481.40	-89.41%
Warehousing Income	2520.80	3028.00	-16.75%
Warehousing Income:In&out	4288.27	4272.97	0.36%
Warehousing Income:Loading	4038.89	2237.99	80.47%
Warehousing Income:Pallet...	0.00	425.00	-100.00%
Warehousing Income:Repac...	0.00	0.00	0.00%
<b>Total Warehousing Income</b>	<b>585.00</b>	<b>2565.63</b>	<b>-77.20%</b>
Customs Validation	8912.16	9501.59	-6.20%
Advance Payment Of Goods & ...	0.00	0.00	0.00%
Courtesy Discount	0.00	0.00	0.00%
<b>Total Income</b>	<b>115708.31</b>	<b>90927.07</b>	<b>27.25%</b>

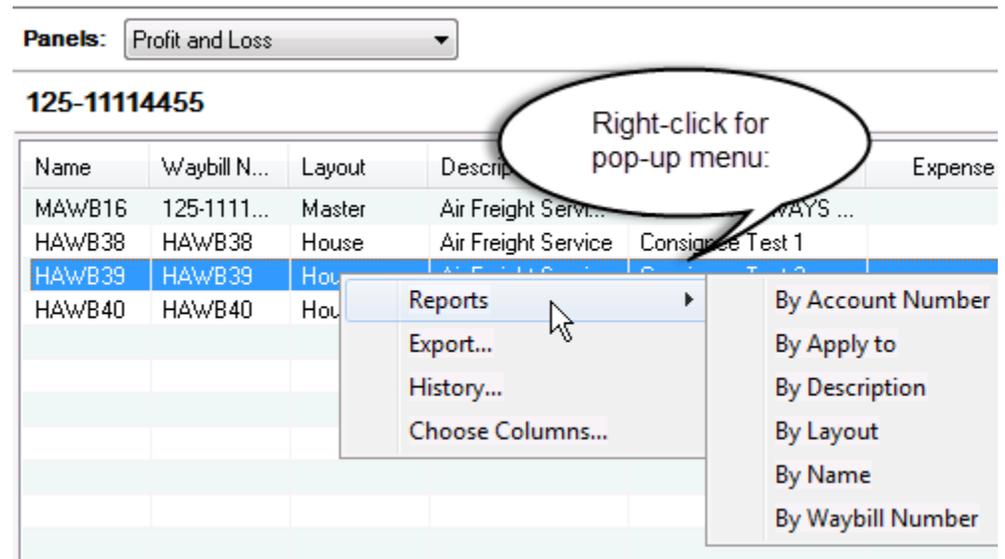
The report can also be saved. To view saved reports, go to the Reports menu and select "Saved Reports". In the dialog box that opens, double-click on the report name to open it.

## Shipment List P&L Report

In the Shipment List, select a shipment and click the “Detail” button. Select “Profit & Loss” panel from the dropdown menu.



The Detail button and Panels enable you to quickly scroll through the list by selecting one shipment in the list and using the down arrow key on your keyboard to see the panel for other shipments.



Right-click a line for more options.

## Balance Sheet

The Balance Sheet shows total assets, liabilities, and equity. It provides a snapshot of your business capital (how much it owns and how much it owes) as of a certain date.

This report answers questions such as:

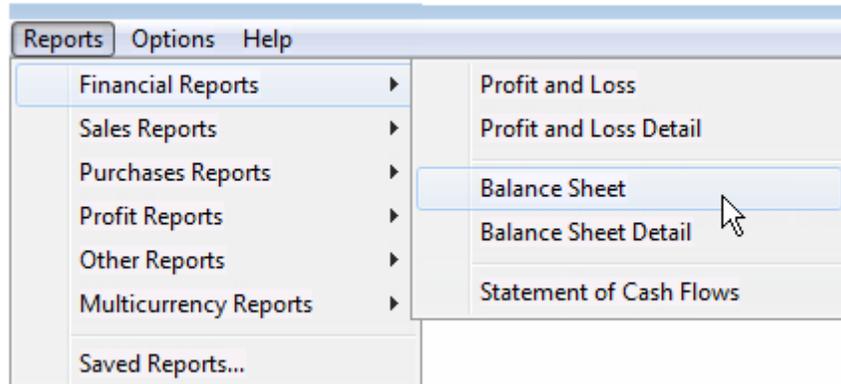
- “How much debt does the company have?”
- “How much money needs to be collected from customers?”

This report is cumulative; it will show the figures from the first day of your business until the end date of the report.

If you sell inventory, the costing method you choose for your Magaya system will affect the balance sheet. For details see the topic “Average Cost” in the Knowledgebase:

[http://knowledge.magaya.com/#/article/average\\_cost](http://knowledge.magaya.com/#/article/average_cost)

To generate a balance sheet, select it from the Reports menu:



The following is an example of a *summary* Balance Sheet report:

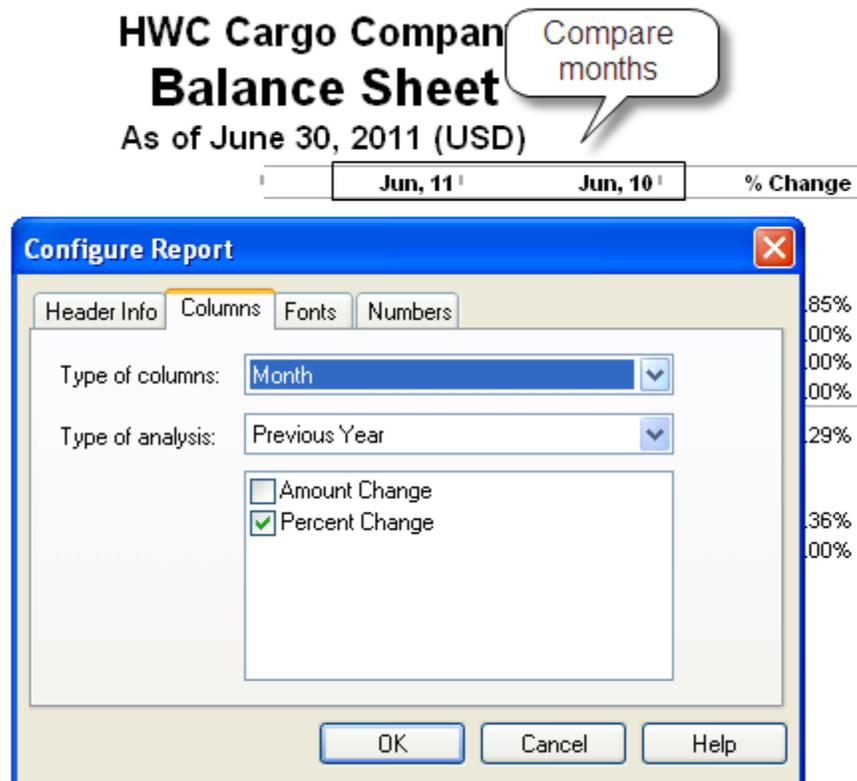
**Freight Shipping Company**  
**Balance Sheet**  
 As of December 31, 2013 (USD)

Thursday  
Nov 21, 2013

Description	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Saving	18,876.00
Cash	67.00
Petty Cash	—
<b>Total Checking/Saving</b>	<b>18,943.00</b>
<b>Accounts Receivable</b>	—
Accounts Receivable	30,443.00
<b>Total Accounts Receivable</b>	<b>30,443.00</b>
<b>Other Current Assets</b>	—
Inventories	5,658.00
Prepaid Expense	2,300.00
<b>Total Other Current Assets</b>	<b>7,958.00</b>
<b>Total Current Assets</b>	<b>57,344.00</b>
<b>Fixed Assets</b>	—
Furniture & Fixtures	4,530.00
Acc. Depr. Furniture & Fixtures	-3,830.00
<b>Total Fixed Assets</b>	<b>700.00</b>
<b>Other Assets</b>	—
Total Other Assets	0.00
<b>TOTAL ASSETS</b>	<b>58,044.00</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	13,258.00
Accounts Payable	—
<b>Total Accounts Payable</b>	<b>13,258.00</b>
<b>Other Current Liabilities</b>	—
Accrued Expenses	4,956.00
Prepaid Revenue	5,141.00
<b>Total Other Current Liabilities</b>	<b>10,097.00</b>
Credit Cards	0.00
<b>Total Current Liabilities</b>	<b>23,355.00</b>
<b>Long Term Liabilities</b>	—
Long Term Debt	3,204.00
<b>Total Long Term Liabilities</b>	<b>3,204.00</b>
<b>Total Liabilities</b>	<b>26,559.00</b>
<b>Equity</b>	
Other Equity	—
Owners Equity - Brian	14,300.00
<b>Total Other Equity</b>	<b>14,300.00</b>
Retained Earnings	6,297.00
Net Income	10,888.00
<b>Total Equity</b>	<b>31,485.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>58,044.00</b>

- The **Assets** section summarizes current and fixed assets such as Accounts Receivable, bank accounts, cash, etc. If you own inventory items, they will show here as assets.
- The **Liabilities** section summarizes current liabilities such as Accounts Payable, loans, credit cards, etc.
- The **Equity** section shows the equity for the company (total assets minus total liabilities). The Retained Earnings line is from the Net Income of the previous years (it is money reinvested into the company). In Magaya software, the closing of the year is done automatically. The Net Income line is from the beginning of the current fiscal year up to the report end date.

In the Balance Sheet summary view, you can compare time periods to analyze difference between months or between fiscal periods. Click the Configure button and go to the Columns tab to set the report period.



A *detailed* Balance Sheet shows the transactions for the selected period for each account:

Type	Date	Number	Name	Account	Amount	Balance
<b>ASSETS</b>						<b>101290.16</b>
<b>Current Assets</b>						<b>99665.16</b>
<b>Checking/Saving Bank Account</b>						<b>7712.03</b>
Deposit	Jun/09/2009			Undeposited Funds	668.80	8380.83
Payment	Jun/09/2009	456	Medeci Art Gallery		3825.00	12205.83
Check	Jun/12/2009	15	Office Depot	Supplies Expense	-63.00	12142.83
Deposit	Jun/12/2009			Small Business Admi...	10000.00	22142.83
Bill Payment	Jun/16/2009	16	British Airways	Accounts Payable	-2500.00	19642.83
					25.00	19667.83
Total Bank Account				-MANY-	-594.00	19073.83
<b>Total Checking/Saving</b>				-MANY-	-7.06	<b>19066.77</b>
						11354.74
<b>Accounts Receivable</b>						<b>19066.77</b>
<b>Accounts Receivable</b>						<b>11354.74</b>
Invoice	Jun/01/2009	51	Caterpillar Equip..			19066.77
Invoice	Jun/01/2009	50	JB Wire Co.			<b>99828.13</b>
Invoice	Jun/01/2009	49	Shimano			<b>99828.13</b>
Payment	Jun/01/2009		Shimano	Services	410.20	100238.93

- The columns of the report show the transaction type, date and number, the customer or vendor name, the accounts, the balance, and more.
- If an invoice or other accounting transaction has more than one account included in it, the word “-MANY-” will display in the Account column.
- Each account will show a beginning balance that accumulates the activity before the period. After that, you will see the transactions for the period and then the ending balance as of the end date of the period.

If you sell inventory, and choose the Average Cost method of costing the items, the average will appear in the Balance Sheet.

<p>Balance Sheet average cost example</p>
---

Type	Account	Amount
<b>Inventory Asset</b>		
Bill	Accounts Payable	100.00
Bill	Accounts Payable	110.00
Invoice	Accounts Receivable	-105.00

For more details on this costing method, see the topic “Average Cost” in the Knowledgebase:

[http://knowledge.magaya.com/#/article/average\\_cost](http://knowledge.magaya.com/#/article/average_cost)

## Statement of Cash Flows

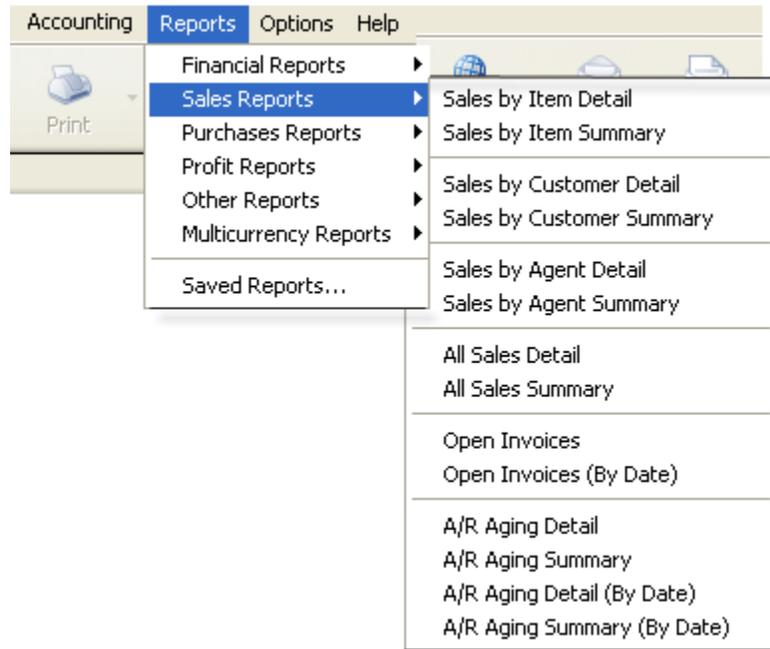
This report shows a summary of how much cash is coming in (actual received) and going out of your business (amount paid out) over a period of time. The following shows a sample of a cash flow report:

<b>HWC Cargo Company</b>	
<b>Statement of Cash Flows</b>	
June 1 - 16, 2009 (USD)	
	↔ Total ↔
<b>OPERATING ACTIVITIES</b>	
Net Income	1431.53
Adjustments to reconcile Net Income to net c...	
Accounts Receivable	1274.27
Accounts Payable	725.00
Sales Tax Payable	0.00
Sales Tax Credit	0.00
Inventory Asset	
Cash	
Employee Federal Income Tax Payable	
Federal Income Tax Payable	
Federal Unemployment Tax Payable	
Income Tax Payable	0.00
Medicare Tax Payable	0.00
Notes Payable	0.00
Notes Receivable	0.00
Petty Cash	0.00
Salaries Payable	0.00
State Unemployment Tax Payable	0.00
Vacation Pay Payable	0.00
Current Asset	0.00
Depreciation Expense	0.00
Accounts Receivable - VEB	0.00
Accounts Payable - VEB	0.00
Accounts Receivable - EUR	0.00
Accounts Payable - EUR	0.00
Miami-Dade Sales Tax	0.00
Small Business Administration	0.00
<b>Net cash provided by Operating Activities</b>	<b>5430.07</b>
<b>INVESTING ACTIVITIES</b>	
Equipment	0.00
<b>Net cash provided by Investing Activities</b>	<b>0.00</b>
<b>FINANCING ACTIVITIES</b>	
Opening Balance Equity	0.00
Capital Stock	0.00
<b>Net cash provided by Financing Activities</b>	<b>0.00</b>
<b>Net cash increase for period</b>	<b>5430.07</b>
Cash at beginning of period	15424.06
<b>Cash at end of period</b>	<b>20854.13</b>

- 
- The summary of net income from operating activities for the time period is listed first. This shows actual cash that has come in and what you have spent. It does not show what you have invoiced customers, only what is received (or spent).
  - **The Investing section** shows cash used (spent) for investing in assets and the proceeds from the sale of other businesses, equipment, making or collecting loans, or long-term assets. Any changes to these accounts (gains or losses) will show here. This example shows zero investing because this cargo company is not buying or selling any businesses, etc.
  - **The Financing section** shows cash you paid or that you received from issuing and/or borrowing of funds or other outside financing activities. For example if your company has stock and you sell it, the cash brought in by that sale would show on this part of the report. Also, paying back a bank loan shows as a use of cash flow. This example shows zero because this cargo company is not issuing stock, etc.
  - **The Cash section** shows the net cash increase for the period, and the cash at the beginning and end of the period.

## Sales Reports

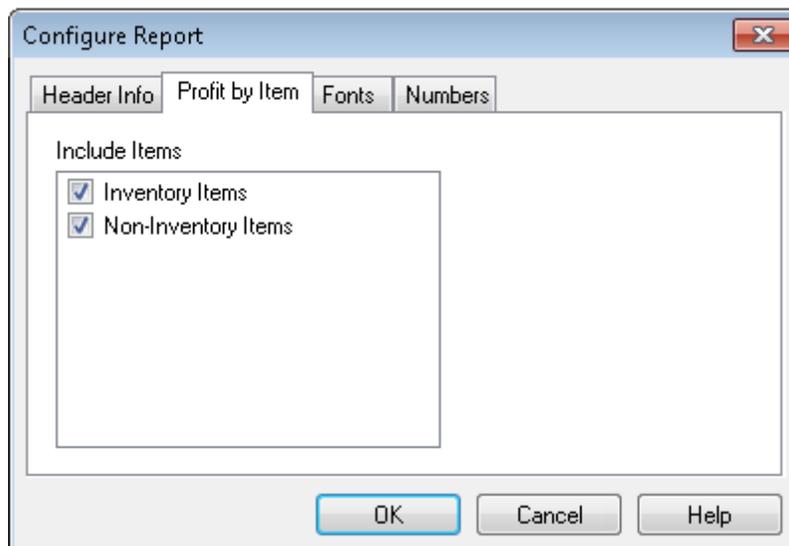
**Sales Reports** show sales by item, customer, and agent. Other report options under this menu are to create a report of open invoices and of aging accounts.



**By Item:** Shows the totals of sales by item and shows the Cost of Goods Sold (COGS) for items you resell. View a summary or a detailed report. The detailed report shows the invoices or other transactions associated with each item. The following is part of a summary, highlighting the columns:

	Amount	% of Sales	Cost Of Goods Sold	Gross Profit	Gross Profit %
<b>Sales by Item Summary</b> December 18, 2008 through June 16, 2009 (USD)					
Air Freight Income	4100.00	24.3%	2900.00	1195.00	29.1%
Air Freight Service	4100.00	24.5%	2900.00	1195.00	29.1%
<b>Total Air Freight Income</b>					
Ocean Freight Income	603.72	3.2%	4933.00	-4209.28	-694.3%
Ocean Freight Service	603.72	3.2%	4933.00	-4209.28	-694.3%
<b>Total Ocean Freight Income</b>					

The report of sales by item can be configured to display just the inventory items, or just the non-inventory items, or both. Click the “Configure” button and select the options from the Profit by Item tab.



**By Customer:** Shows the sales amount per customer and the percentage that each customer represents of the total sales. You can view a summary or a detailed report:

Customer Summary Report:			
	Amount	%	of Total
Art Basel Gallery	75.00	1.0%	
Art Supplies	600.00	8.2%	
Bill's Storage Units	74.93	1.0%	
Caterpillar Equipment	1230.60	16.8%	
JB Wire Co.	1128.80	15.4%	
Lima Sporting Goods	162.50	2.2%	
Louisville Slugger Dealer	10.00	0.1%	
Medeci Art Gallery	3825.00	52.3%	
PVC Piping Co.	116.88	1.6%	
Shimano	90.00	1.2%	
<b>Total</b>	<b>7313.71</b>	<b>100.0%</b>	

Customer Detailed Report:							
Type	Date	Number	Memo	Paid	Account	Amount	Balance
<b>Art Basel Gallery</b>							
Invoice	Jun/11/2009	53		Paid	Accounts Recei...	75.00	75.00
Total Art Basel Gallery						75.00	75.00
<b>Bill's Storage Units</b>							
Invoice	Jun/12/2009	54		Open	Accounts Recei...	75.00	75.00
Invoice	Jun/12/2009	54		Open	Accounts Recei...	-0.07	74.93
Total Bill's Storage Units						74.93	74.93

**NOTE:** Customer Statements can be made from the Customer List: Right-click the customer’s name and select “Statements” from the pop-up menu.

**By Agent:** This report is similar to the customer report, but this show the agents. This report is very useful for a logistics provider that works with several agents. The reports can be viewed as a summary or as a detailed report.

**All Sales:** View all the sales (in a summary or a detailed report). This report looks similar to the customer report.

**Compare Sales:** The sales reports can be configured to show a comparison of a customer by month, or other options. Here is an example:

HWC Cargo Company								Wednesday Jul 06, 2011	
Sales by Customer Summary									
October 1 through December 31, 2010 (USD)									
	Nov, 10 <sup>1</sup>	Oct, 10 <sup>1</sup>	% Change <sup>1</sup>	Dec, 10 <sup>1</sup>	Nov, 10 <sup>1</sup>	% Change <sup>1</sup>	Total <sup>1</sup>	% of Total <sup>1</sup>	
Tropical Landscaping	186.00	180.00	3.33%	180.26	186.00	-3.09%	546.26	100.00%	
<b>Total</b>	<b>186.00</b>	<b>180.00</b>	<b>0.00%</b>	<b>180.26</b>	<b>186.00</b>	<b>0.00%</b>	<b>546.26</b>	<b>100.00%</b>	

Click the “Configure” button on the bottom toolbar of the report to open the “Configure Report” dialog box. Click the “Columns” tab and set the comparison terms you want to see:

**Configure Report**

Header Info | **Columns** | Fonts | Numbers

Type of columns: Month

Type of analysis: Previous Period

Amount Change

Percent Change

**Open Invoices:** Shows invoices that are open (not yet paid).

<b>Open Invoices</b>										
February 15 through June 16, 2009 (USD)										
Type	Date	Number	Memo	Reference	Due Date	Aging	Amt. Due	Original	Amt. Paid	
Art Basel Gallery										
Payment	Jun/11/2009						-271.15	1500.00		
Total Art Basel Gallery							-271.15			
Bill's Storage Units										
Invoice	Jun/12/2009	54			Jul/12/2009	22	74.75	74.75	0.00	
Total Bill's Storage Units							74.75			
Caterpillar Equipment										
Invoice	Mar/01/2009	42		Warehouse Receipt 24	Mar/31/2009	126	499.80	499.80	0.00	
Invoice	Mar/02/2009	37		Cargo Release 4	Apr/01/2009	125	89.75	89.75	0.00	
Invoice	Apr/01/2009	45		Warehouse Receipt 24	May/01/2009	95	410.20	410.20	0.00	
Invoice	May/01/2009	48		Warehouse Receipt 24	May/31/2009	65	410.20	410.20	0.00	
Invoice	Jun/01/2009	51		Warehouse Receipt 24	Jul/01/2009	34	410.20	410.20	0.00	
Total Caterpillar Equipment							1820.15			
JB Wire Co.										
Invoice	Mar/01/2009	41		Warehouse Receipt 22	Mar/31/2009	126	520.00	520.00	0.00	
Invoice	Apr/01/2009	44		Warehouse Receipt 22	May/01/2009	95	520.00	520.00	0.00	
Total JB Wire Co.							1040.00			

- Shows the invoice date and number, how many days it is overdue, the original amount and any amount paid, and a transaction reference.

**Aging A/R:** View past due Accounts Receivable (money your customers owe to your company) in a summary or a detailed report. In this summary, the time period that the account is overdue is in columns across the top, showing what is current, then what is between 1 and 30 days overdue, 31 to 60 days, etc. See the example below:

<b>A/R Aging Summary</b>						
February 16 through June 16, 2009 (USD)						
Name	Current	1 - 30	31 - 60	61 - 90	> 90	Total
Art Basel Gallery	-271.15	0.00	0.00	0.00	0.00	-271.15
Bill's Storage Units	0.00	74.75	0.00	0.00	0.00	74.75
Caterpillar Equipment	0.00	0.00	410.20	410.20	999.75	1820.15
JB Wire Co.	0.00	0.00	0.00	0.00	1040.00	1040.00
Lima Sporting Goods	0.00	0.00	0.00	162.50	0.00	162.50
Louisville Slugger Dealer	0.00	0.00	0.00	10.00	0.00	10.00
Magaya	0.00	0.00	0.00	0.00	364.34	364.34
PVC Piping Co.	0.00	0.00	0.00	116.88	0.00	116.88
Shimano	0.00	0.00	0.00	0.00	60.00	60.00
Total	-271.15	74.75	410.20	699.58	2464.09	3377.47

The Detailed report of Aging A/R shows invoices and other transactions that are overdue as of today. The report is organized in time periods of 30 days to show how long the accounts are overdue.

The detail report is organized in time period similar to the summary report. The most current is listed first, then any accounts between 1 and 30 days old, to the oldest. It shows the status of aging accounts as of today:

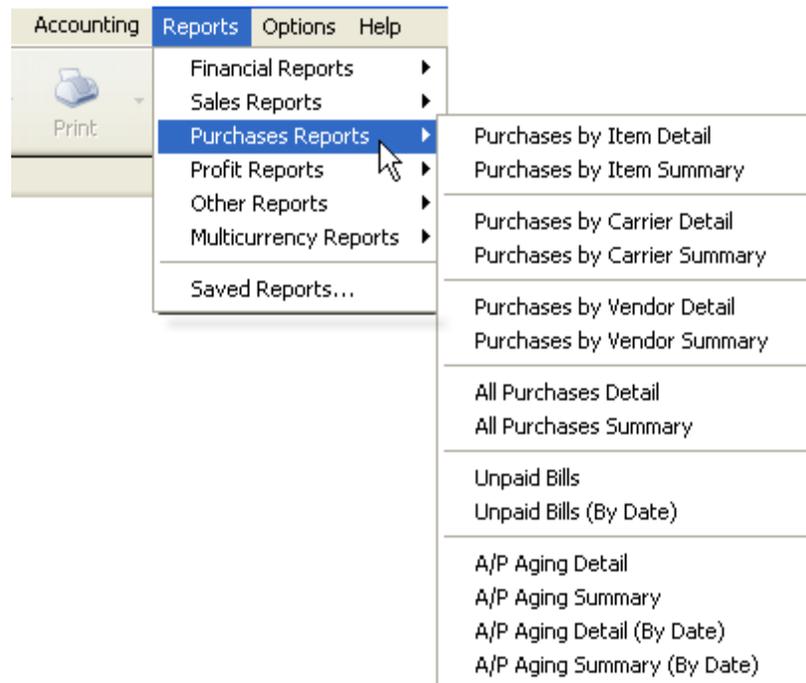
HWC Cargo Company							
A/R Aging Detail							
February 16 through June 16, 2009 (USD)							
Type	Date	Number	Name	Memo	Due Date	Aging	Amt. Due
<b>Current</b>							
Payment	Jun/11/2009		Art Basel Gallery				-271.15
Invoice	Jun/12/2009	54	Bill's Storage Units		Jul/12/2009		74.75
Total Current							-196.40
<b>1 - 30</b>							
Invoice	Jun/01/2009	51	Caterpillar Equipm...		Jul/01/2009	7	410.20
Total 1 - 30							410.20
<b>31 - 60</b>							
Invoice	Apr/21/2009	46	PVC Piping Co.		May/21/2009	48	116.88
Invoice	Apr/21/2009	47	Louisville Slugger ...		May/21/2009	48	10.00
Invoice	Apr/21/2009	48	Lima Sporting Goo...		May/21/2009	48	162.50
Invoice	Apr/21/2009	49	Lima Utility Co.		May/21/2009	48	5300.00
Invoice	May/01/20...	48	Caterpillar Equipm...		May/31/2009	38	410.20
Total 31 - 60							5999.58
<b>61 - 90</b>							
Invoice	Apr/01/2009	45	Caterpillar Equipm...		May/01/2009	68	410.20

The Aging reports by date show late receivables (or payables) by a specific date without including payments posted after the end date of the report. These reports can be configured to use the transaction date or due date to calculate the aging of each transaction.

If a customer has reached their credit limit (as set in their profile), you can put their cargo “On Hold” in the Commodity List or in the WR List by right-clicking.

## Purchase Reports

**Purchases Reports** show purchases by item, carrier, and vendor, and other reports show unpaid bills and aging A/P.



The **Purchase Report by Item** shows what you have purchased, the amount, and what percent that amount represents of your total purchases.

<b>Purchases by Item Summary</b>		
June 1 - 17, 2009 (USD)		
	Amount	% of Purchases
<b>Air Freight Cost</b>		
Air Freight Service Cost	2425.00	75.2%
<b>Total Air Freight Cost</b>	2425.00	75.2%
<b>Ocean Freight Cost</b>		
Ocean Freight Service Cost	800.00	24.8%
<b>Total Ocean Freight Cost</b>	800.00	24.8%

<b>Purchases by Item Detail</b>						
June 1 - 17, 2009 (USD)						
Type	Date	Number	Name	Memo	Qty	Cost Price
<b>Air Freight Cost</b>						
<b>Air Freight Service Cost</b>						
Bill	Jun/09/2009	31	British Airways	for Medici ...	1.00	2500.00
Credit	Jun/12/2009	32	British Airways		-1.00	75.00
<b>Total Air Freight Service Cost</b>						

- In the summary by purchase item report, the air freight cost represents 75.2% of the total purchases.
- In the detailed report, the accounting transactions related to the purchases are shown.

**Reports by Carrier** (detail and summary) show the carriers, the amount you have purchased from them, and the percent that amount represents:

<b>Purchases by Carrier Summary</b>			06/17/2009		
January 1 through June 17, 2009 (USD)					
			Amount	% of Total	
<b>Air Canada</b>			480.00	6.0%	
<b>Anderson &amp; Sons Trucking Co</b>			182.17	2.3%	
<b>British Airways</b>			2425.00	30.5%	
<b>Crown Shipping</b>			4870.00	61.2%	
<b>Total</b>			<b>7957.17</b>	<b>100.0%</b>	

<b>Purchases by Carrier Detail</b>			06/17/2009				
January 1 through June 17, 2009 (USD)							
Type	Date	Number	Memo	Paid	Account	Amount	Balance
<b>Air Canada</b>							
Bill	Mar/31/2009	25		Open	Accounts Paya...	480.00	480.00
Total Air Canada						480.00	480.00
<b>Anderson &amp; Sons Trucking Co</b>							
Bill	Mar/03/2009	22		Paid	Accounts Paya...	182.17	182.17
Total Anderson & Sons Trucking Co						182.17	182.17

- In the summary report, the largest percent of purchases was from Crown Shipping (61.2%) for this time period.
- In the detailed report, the accounting transactions related to the purchases are shown.

The **Purchases by Vendor** reports show what you purchased (or paid) to a vendor such as the telephone company or vendors who provided services to you. The summary and detail reports look similar to the reports by carrier.

The report of **All Purchases** shows the purchases you have made from all vendors, carriers, etc.

The **Unpaid Bills** report shows the name of the vendor, the date, transaction number, a reference, the due date and number of days old, and the amount due:

<b>Unpaid Bills</b>			06/17/2009				
February 17 through June 17, 2009 (USD)							
Type	Date	Number	Memo	References	Due Date	Aging	Amt. Due
<b>Air Canada</b>							
Bill	Mar/31/2009	25		Master # -663...	Apr/30/2009	48	480.00
Total Air Canada							480.00
<b>British Airways</b>							
Credit	Jun/12/2009	32					-75.00
Total British Airways							-75.00

- Bills and credits are included in the Unpaid Bills report.

**Comparative Reports:** Purchasing summary reports can be configured to compare time periods such as month by month or one quarter compared to another. Click the “Configure” button on the bottom of the report view, and select the “Columns” tab to set the elements.

**Aging A/P Reports** provide information on overdue accounts. *Note:* If a transaction was paid and you run a report before the date of payment, the transaction will not show as aging. To see what was open, use the Open Invoices report.

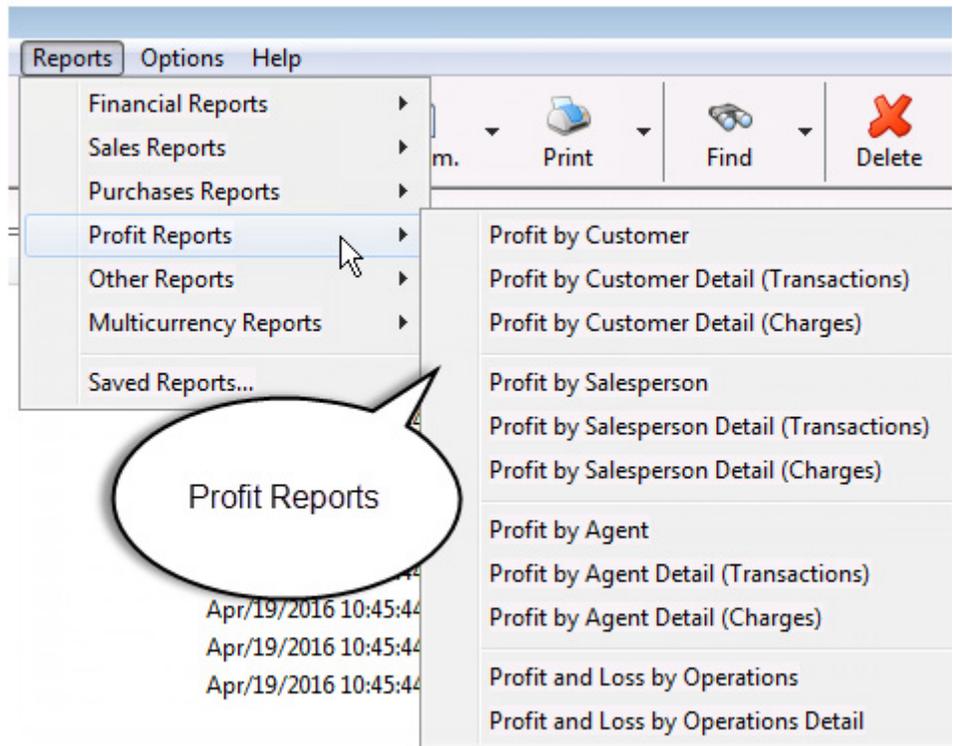
<b>A/P Aging Summary</b>							06/17/2009
December 19, 2008 through June 17, 2009 (USD)							
	Current	1 - 30	31 - 60	61 - 90	> 90	Total	
Air Canada	0.00	0.00	480.00	0.00	0.00	480.00	
British Airways	-75.00	0.00	0.00	0.00	0.00	-75.00	
Crown Shipping	800.00	800.00	800.00	870.00	1600.00	4870.00	
Les Camions Vite	0.00	0.00	0.00	75.00	0.00	75.00	
<b>Total</b>	<b>725.00</b>	<b>800.00</b>	<b>1280.00</b>	<b>945.00</b>	<b>1600.00</b>	<b>5350.00</b>	

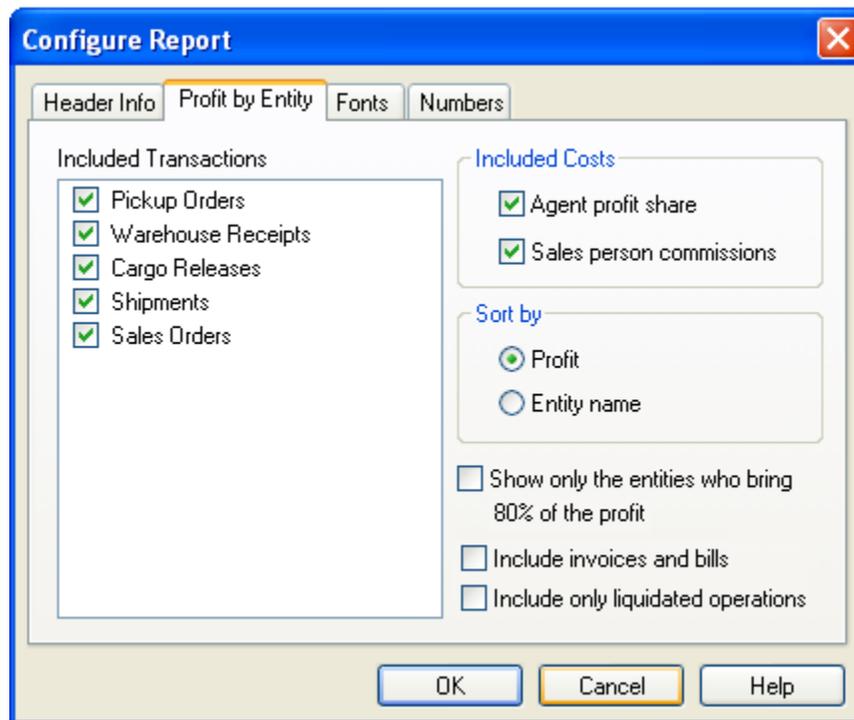
<b>A/P Aging Detail</b>							06/17/2009
December 19, 2008 through June 17, 2009 (USD)							
Type	Date	Number	Name	Memo	Due Date	Aging	Amt. Due
<b>Current</b>							
Bill	Jun/01/2009	28	Crown Shipping		Jul/01/2009		800.00
Credit	Jun/12/2009	32	British Airways				-75.00
<b>Total Current</b>							<b>725.00</b>
<b>1 - 30</b>							
Bill	Apr/21/2009	28	PVC Piping Co		May/21/2009	26	0.00
Bill	Apr/21/2009	29	Magaya :		May/21/2009	26	55.00
Bill	Apr/21/2009	30	ISLAND EXPRE...		May/21/2009	26	2000.00
Bill	May/01/2009	27	Crown Shipping		May/31/2009	17	800.00

## Profit Reports Overview

Profit Report are available by Customer, by Salesperson, by Agent, and by Operations.



You can create and customize any report. Click the “Configure” button in the bottom toolbar to open the following dialog box:



- On the **Header Info** tab, edit the report title, subtitle, or dates as needed.
- On the **Profit by Entity** tab, select which transactions to include. They are all on by default. The Charges from the checked transactions are gathered together for the report.

**Other options:** Select which costs to include (agent profit share, sales persons commissions) or exclude. If the agent is part of your company but in another division, you can exclude their costs and see the profit. Uncheck the boxes to see the profit before these costs are taken out of the profit.

The report can sort by profit or by entity name. If your database is larger, you can set up the report to show only the entities that bring in 80% of the profit, the most active companies that bring in the larger percent of your profits.

To include invoices and bills in the report, check the box. If not, the report will gather profits from operations transactions only. No invoices created manually will be included.

To include only liquidated operations, check the box.

- On the **Fonts** tab, select font type and properties.
- On the **Numbers** tab, select options to display numbers.

## Customer Profit Reports

The Customer Profit Report allows you to know the margins that each customer is contributing to the overall profit of the company.

The report displayed here sorts the customers (also called Clients) according to profit amount. The customer who contributes the higher profits appears at the top of the list:

<b>HWC Cargo Company</b>					
<b>Profit by Client</b>					
January 1 through April 30, 2011 (USD)					
Customer	Expense <sup>1</sup>	Income <sup>2</sup>	Profit <sup>3</sup>	Profit % <sup>4</sup>	Cummulative <sup>5</sup>
Jamaica Distribution Center	13,387.30	15,563.34	2,176.04	41.54%	41.54%
Miami Distribution Center	3,127.01	5,122.32	1,995.31	38.09%	79.64%
Art Basel Gallery	0.00	675.00	675.00	12.89%	92.52%
Tropical Landscaping	371.25	1,003.93	632.68	12.08%	104.60%
Ed's Crane Service	102.00	160.00	58.00	1.11%	105.71%
Caribbean Airlines	0.00	25.00	25.00	0.48%	106.19%
Mexican Furniture Co.	0.00	0.00	0.00	0.00%	106.19%
Atlantic Surplus	230.50	214.50	-16.00	-0.31%	105.88%
Bogota Bike Shop	308.00	0.00	-308.00	-5.88%	100.00%
<b>tl</b>	<b>17,526.06</b>	<b>22,764.09</b>	<b>5,238.03</b>		

You can customize the sort order with the Configuration button.

Double-click on a Customer name, and the dialog box for their profile opens. Double-click on any number in the list to see the details; they will open in a new tab, preserving your first report and the list so you can see them all.

When analyzing the profitability of Sales Orders, the other cost charges on related Purchase Orders are considered.

### Prorating of Costs:

The Magaya system prorates the costs for the Houses and shows them in the profit report Expense column. Even though the Shipment Profit screen does not show the costs, the system prorates them for the report. The Expense in the report is all the costs such as the freight, documentation, etc., that are pro-rated across the entire shipment. (The Profit screen is available from the Profit button on the Shipment Toolbar.)

NOTE: To see a Customer Statement of just one customer, go to the Customer List, right-click their name and select "Statement."

## Salesperson Profit Report

This report allows you to know the margins that each salesperson is contributing to the overall profit of the company. This screenshot shows the detailed view of the transactions for the salespeople. The other tabs here are the salesperson list and the summary profit report for the sales people.

Trans #	Sale Comm.	Other Exp.	Income	Profit
Shipment HBOL113	1.32	925.94	1,168.00	240.74
Shipment 4545	0.00	1,200.00	6,275.00	5,075.00
Shipment HBOL116	11.16	1,000.00	2,206.00	1,194.84
Shipment	21.16	0.00	2,206.44	2,185.28
Shipment	21.16	0.00	2,206.44	2,185.28
Shipment	31.74	0.00	3,264.22	3,232.48
Shipment	11.16	1,000.00	2,206.44	1,195.28
Shipment	11.16	1,000.00	2,206.44	1,195.28
Shipment	11.16	1,000.00	2,206.00	1,194.84
Shipment HAWB128	0.00	1,968.29	2,359.85	391.56
Shipment HAWB127	0.00	1,968.29	2,369.85	401.56
Shipment HAWB126	0.00	1,968.29	2,359.85	391.56
Shipment HAWB125	0.00	3,936.58	4,747.85	811.27
Shipment HAWB122	-1,106.44	12,189.72	545.00	-10,538.27
Shipment HAWB123	58.62	0.00	22,685.84	22,627.22
Shipment HAWB124	0.00	0.00	120.00	120.00
Shipment HAWB130	0.00	2,478.00	3,204.56	726.56
Shipment HAWB131	0.00	1,238.99	1,624.76	385.77
Shipment 232323	0.00	100.00	335.00	235.00
Shipment HBOL118	11.16	1,000.00	2,206.44	1,195.28
Shipment HBOL117	11.16	1,000.00	2,206.44	1,195.28
<b>Total</b>	<b>53.93</b>	<b>254,294.54</b>	<b>193,269.99</b>	<b>-61,087.57</b>
<b>Total</b>	<b>53.93</b>	<b>331,707.81</b>	<b>496,369.23</b>	<b>158,598.49</b>

To learn about commissions for sale people, see:

[http://knowledge.magaya.com/#/article/sales\\_commissions](http://knowledge.magaya.com/#/article/sales_commissions)

## Agent Profit Report

The Agent Profit Report allows shows the margins that each forwarding agent is contributing to the overall profit of the company. We can see a summary, the details of the transactions, or the charges.

Forwarding Agents		Profit by Agent	Profit by Agent Detailed (Charge)	
Dates:	Last year to date	From:	1/ 1/2016	To: 12/30/2016
<b>HWC Cargo Company</b>				
<b>Profit by Agent Detailed (Charge)</b>				
<b>January 1 through December 30, 2016 (USD)</b>				
Charge	Agent profit...	Other Expenses	Income	Profit
<b>Sam Houston</b>				
<b>Shipment 12-5647388</b>				
Air Waybill fee			25.00	25.00
Air Freight Service			9,876.20	9,876.20
Agent profit share			0.00	-65.00
<b>Total</b>			<b>9,901.20</b>	<b>9,836.20</b>
<b>Shipment 12-5647388</b>				

For details on agent participation, see:

[http://knowledge.magaya.com/#!/article/agent\\_participation](http://knowledge.magaya.com/#!/article/agent_participation)

## Profit & Loss by Operations

This is a unique report only available in Magaya software. It lets you see the profitability of your business from a different angle. When you use the accounting features in Magaya with operations, each operations transaction will have several accounting transactions such as bills and invoices related to it.

This report will list each operations transaction for the time period with the associated income, expense, and profit coming from the related accounting transactions. Here is an example of a Profit and Loss report by operations:

<b>HWC Cargo Company</b>			
<b>Profit and Loss by Operations</b>			
<b>June 1 through December 31, 2016 (USD)</b>			
	Income	Expense	Profit
<b>Operations</b>			
<b>Pickup Orders</b>			
27	3825.00	0.00	3825.00
<b>Total Pickup Orders</b>	3825.00	0.00	3825.00
<b>Warehouse Receipts</b>	0.00	0.00	0.00
<b>Cargo Releases</b>			
3	25.00	0.00	25.00
4	114.75	0.00	114.75
6	75.00	0.00	75.00
<b>Total Cargo Releases</b>	214.75	0.00	214.75
<b>Shipments</b>			
Shipment20 - Master # BoL7155 - Booking ...	364.34	327.17	37.17
3 - Master # -66345 - Booking # BN343	600.00	480.00	120.00
<b>Total Shipments</b>	964.34	807.17	157.17
<b>Total Operations</b>	5004.09	807.17	4196.92
<b>Miscellaneous</b>			
<b>Other Incomes</b>	74.93	0.00	74.93
<b>Other Expenses</b>	0.00	7288.00	-7288.00

- The date range of the report is displayed on the top. This is the date of the operations, not of the accounting transactions. For example the report will show invoices for the operation transactions whether they fall into this period or not.
- The operations are on the left and the transaction numbers are listed under each type of operation. The income, expense, and profit columns show the amounts for each transaction and the totals.

To filter the report by operation type, click the “Configure” button and select the types of operations you want to see such as Pickup Orders, etc.

- The detailed report by operations shows all the accounting transactions that are related to each operation transaction:

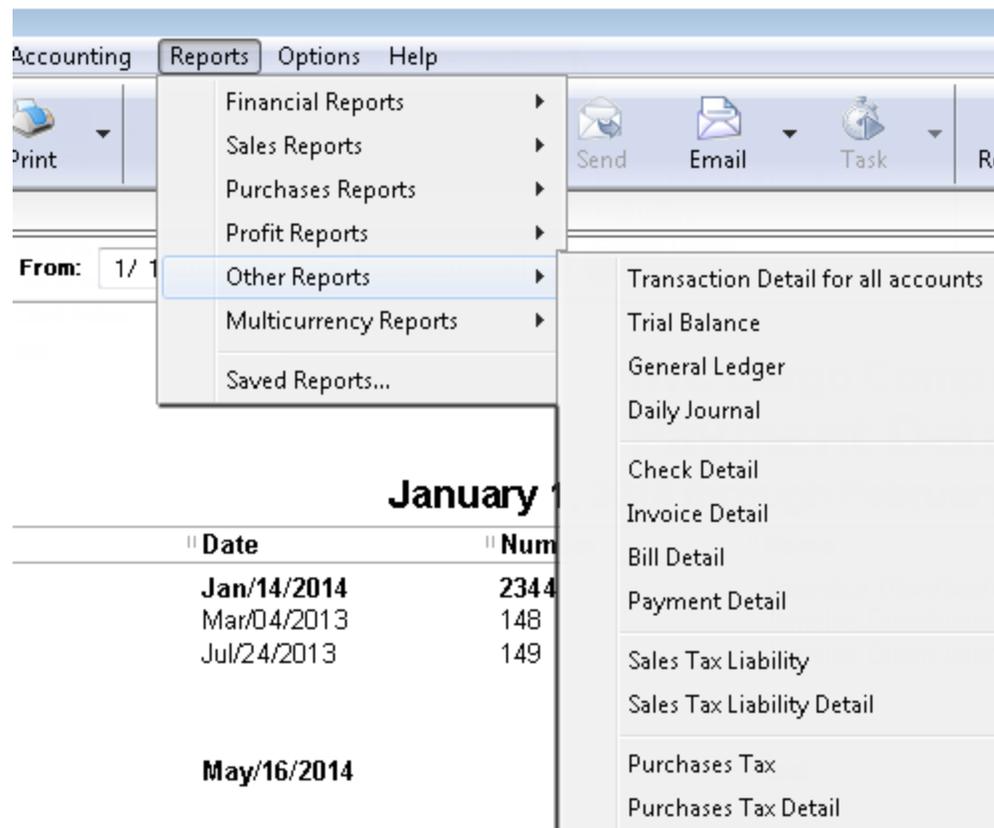
Type	Date	Number	Name	Income	Expense
<b>Shipments</b>					
<b>Shipment &lt;Ocean Shipment 6&gt; Master # 123 456 - Booking # 8977</b>					
Bill	Dec/04/2008	1	Tropical Landscaping	0.00	4000.00
Invoice	Dec/04/2008	1	Cartegena Constru...	5000.00	0.00
Invoice	Dec/04/2008	2	Caterpillar Equipment	4000.00	0.00
Invoice	Dec/04/2008	3	Tropical Landscaping	6000.00	0.00
Credit Memo	Dec/04/2008	4	Cartegena Constru...	0.00	3000.00
<b>Total Shipment &lt;Ocean Shipment 6&gt; Master # 123 456 - Booking # 8977</b>				15000.00	7000.00

- The Income, Expenses, and Profit are also shown in columns with totals at the bottom.

- The customer name (or vendor), number, and associated account (such as Accounts Receivable or Accounts Payable) are displayed.
- The miscellaneous income and expenses are displayed. This will show any accounting transaction that is not associated with an operations transaction.

## Other Reports

**Other Reports** show transaction details, trial balance, details of checks, invoices and bills, daily journal, sales tax and more.



**Transaction Detail:** To see transactions details for a specific account in the Chart of Accounts, select the account and use the Actions button. To see transaction details for all accounts in the Chart of Accounts, use the Reports menu from the top toolbar.

**Trial Balance:** A list of the accounts showing the balance for each. The total for the Debit column should equal the total in the Credit column. This report is used by accountants to match credits and debits:

<b>Trial Balance</b>		
<b>As of January 18, 2017(USD)</b>		
	Debit	Credit
Equipment	1625.00	0.00
Current Asset	2000.00	0.00
Petty Cash	125.00	0.00
Cash	0.00	10000.00
Depreciation Expense	0.00	2000.00
Undeposited Funds	1500.00	0.00
Bank Account	19667.83	0.00
Accounts Payable	0.00	47434.50
Accounts Receivable	98528.86	0.00
Agent Liquidation Income	0.00	5300.00
Ground Freight Income	0.00	210.00
Ocean Freight Income	0.00	533.72
Air Freight Income	0.00	4100.00
Documentation	0.00	110.00

**General Ledger:** This report displays all general ledger accounts balance and transaction detail by account during the selected time frame.

**Check Detail:** Lists the checks written, the type of transaction, the check number, customer or vendor name, amount, and each line included in the check. Use this to see a detailed view of your expenses:

<b>Check Detail</b>							
January 1 through June 17, 2009 (USD)							
Type	Date	Number	Name	Memo	Account	Amount	Balance
Bill Payment	Mar/03/2009	12	Anderson & So...	delivery fee	Bank Account		
Bill	Mar/03/2009	22	Anderson & Son...	Master # BuL...	Accounts Paya...	182.17	182.17
Bill	Dec/15/2008	16	Anderson & Son...	Master # 777...	Accounts Paya...	82.50	264.67
Total						264.67	264.67
Bill Payment	Apr/21/2009	13	Magaya		Bank Account		
Bill	Apr/21/2009	27	Magaya	Master # 123...	Accounts Paya...	63.00	63.00
Total						63.00	63.00

**Invoice Detail:** Lists the invoices for the time period selected, the type of transaction, the invoice number, and other information. The report looks similar to the Check Detail report.

**Bill Detail:** Lists the bills for the time period selected, the type of transaction, the bill number, and other information. The report looks similar to the Check Detail report.

**Payment Detail:** See the list of payments and invoices paid, including taxes, retentions, and more.

**Daily Journal:** This report shows all transactions in a selected date range.

Daily Journal									
June 1 - 17, 2009 (USD)									
Trans #	Type	Date	Number	Account Name	Memo	Name	Debit	Credit	
1	Invoice	Jun/01/2009	51	Accounts Receivable		Caterpillar Equ...	410.20	0.00	
1	Invoice	Jun/01/2009	51	Services	storage fee f...	Caterpillar Equ...	0.00	410.20	
2	Invoice	Jun/01/2009	50	Accounts Receivable		JB Wire Co.	304.40	0.00	
2	Invoice	Jun/01/2009	50	Services	Services	JB Wire Co.	0.00	274.40	
2	Invoice	Jun/01/2009	50	Services	Services	JB Wire Co.	0.00	30.00	
3	Invoice	Jun/01/2009	49	Accounts Receivable		Shimano	50.00	0.00	
3	Invoice	Jun/01/2009	49	Services	Services	Shimano	0.00	30.00	
4	Bill	Jun/01/2009	28	Accounts Payable		Crowley Shipping	0.00	600.00	
4	Bill	Jun/01/2009	28	Ocean Freight	cost of reser...	Crowley Shipping	600.00	0.00	
5	Payment	Jun/01/2009		Accounts Receivable		Shimano	0.00	60.00	

**Sales Tax Liability:** Summary or detailed report. This shows the tax authority name, the tax rate, the amount of sales that period, the amount of the sales tax collected during that period and the previous period, and the sales tax liability.

When you use the Actions button in the Chart of Accounts, you can select a report for:

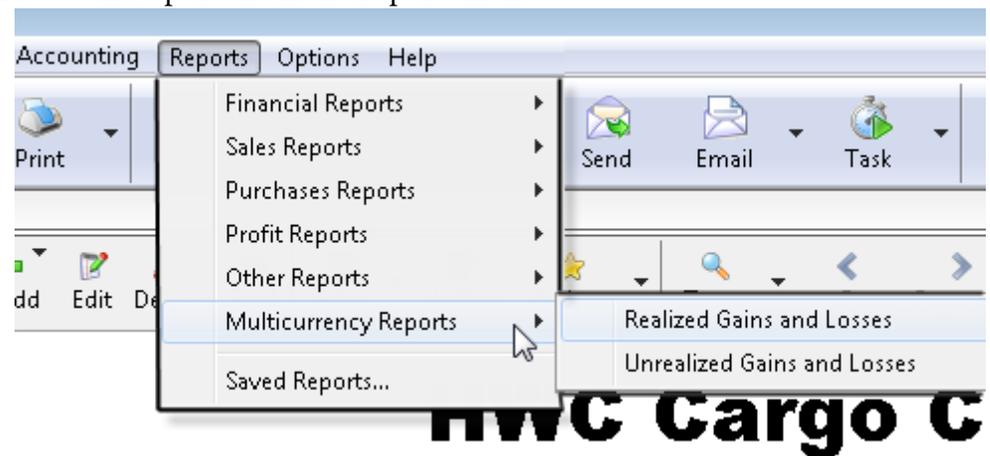
- **Missing Checks:** This report is available when you select a bank account.

## Multicurrency Reports

The Multicurrency Reports show any gain or loss from business done in different currencies.

You must have multiple currencies turned on in your Magaya system and transactions conducted in those currencies in order to have any information appear in one of these reports. If the exchange rate does not change or you do not update it in Magaya Explorer, no changes will be reflected in the reports.

Access the reports from the Reports menu:



There are two types of Multicurrency Reports available:

- **Realized Gains and Losses:** This report shows transactions that have a gain or loss that became realized (actual) because a payment was received for an invoice that had a currency rate change or because you paid a bill that had a currency rate change.

For example, you invoice a customer for 250 Euros when the Euro was 1.75. They pay the 250 Euros due, but the value of the Euro has decreased to 1.60 on the date you make the deposit. The report will show a realized gain for that account. If the Euro did not change, the report will not show anything.

The columns in the Realized Report show:

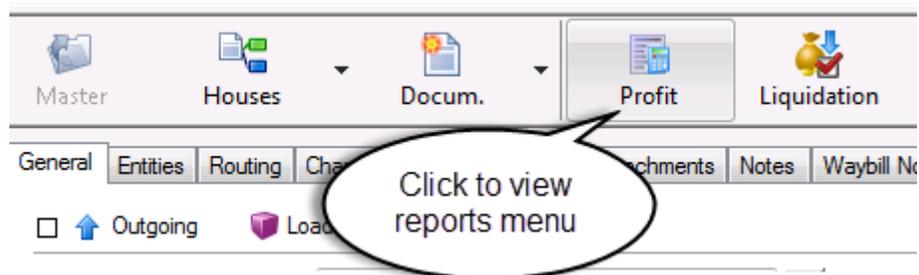
- The Type of transaction such as Payment or Bill Payment
  - The date of the transaction
  - The transaction number
  - The Entity associated with that transaction such as the company that you paid the check to
  - The Original Amount column shows the amount that the transaction was originally set in
  - The Realized Amount column shows that actual paid amount
  - The Exchange Rate column shows you the rate of the currency
  - The Gain/Loss column shows the amount gained or loss in your home currency
- **Unrealized Gains and Losses:** This report shows the balances for your accounts in different currencies. When you pay a bill or receive a payment for one of these currencies, the balance of that bank account, AR, or AP will reflect the result of the transaction.

The columns in the Unrealized Report show the following for the AP, AR, and bank account for each currency:

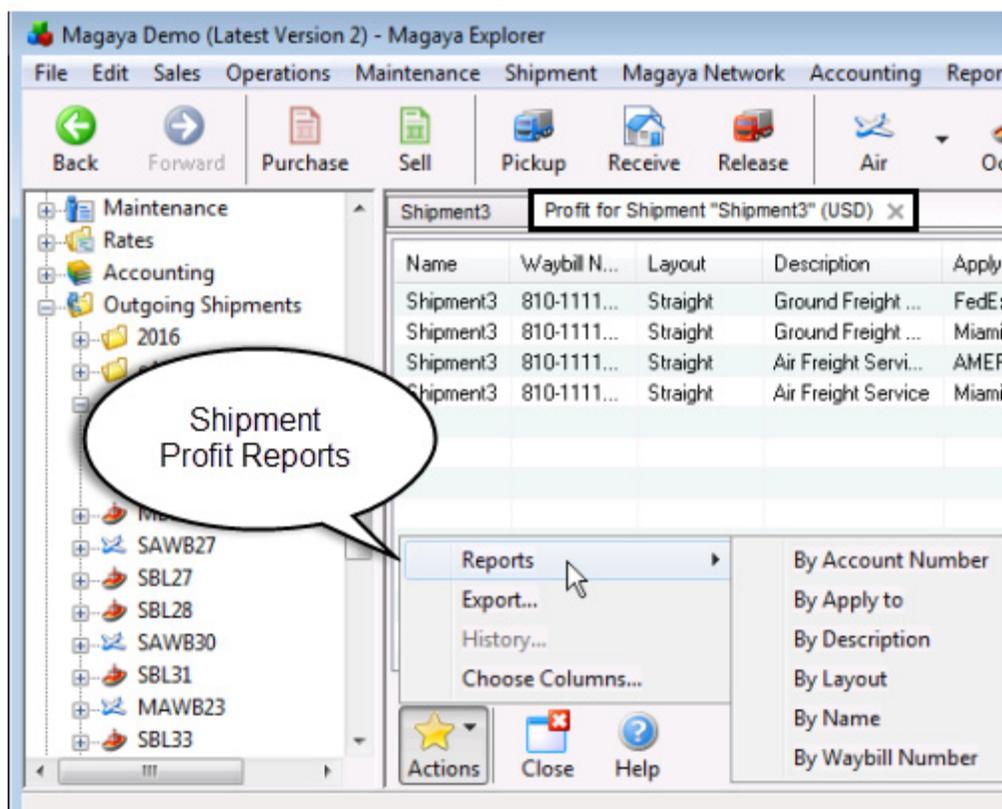
- The account name for each currency
- The current balance shows the amount in AP, AR, and the bank account
- The Balance column shows the amount in your home currency
- The Adjusted Balance shows the previous, original balance before a change
- The Exchange Rate column shows you the rate of the currency
- The Gain/Loss column shows the amount gained or loss in your home currency



Other shipping reports can be created in the shipment screen by clicking buttons such as Profit.



Then click the Actions button to see reports for the Profit screen.



To create a report for a shipment liquidation, click the Liquidation button on the Shipment Toolbar, and then click the Actions button in the liquidation screen.

See also:

[http://knowledge.magaya.com/#!/article/profit\\_loss\\_report](http://knowledge.magaya.com/#!/article/profit_loss_report)

# Cash Basis Reports

## Cash Basis Reporting Overview

Cash Basis Reporting only includes payments that were made and checks that were written. Therefore, only these invoices, bills and checks will be included in a Cash Basis Report. In an accrual basis report, the balance sheet would include the AR and AP amounts.

By default, the system uses the Accrual Basis accounting method.

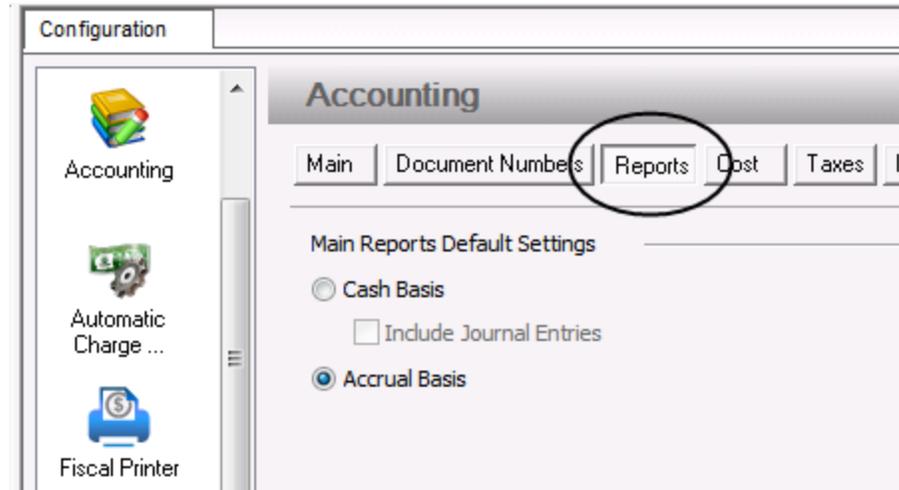
This topic explains how to configure your Magaya system to use the cash basis method, how to convert an individual report into a cash basis report, and how the system handles prorating and partial payments.

In addition to the Balance Sheet which can be created on a cash basis, the following reports can also be cash basis:

- Profit and Loss (P&L) Summary and Detail
- Transaction Detail for all accounts (Under Reports > Other)
- Trial Balance
- General Ledger

## Configure for Cash Basis

To configure your system to function on a cash basis, go to Configuration > Accounting > Reports

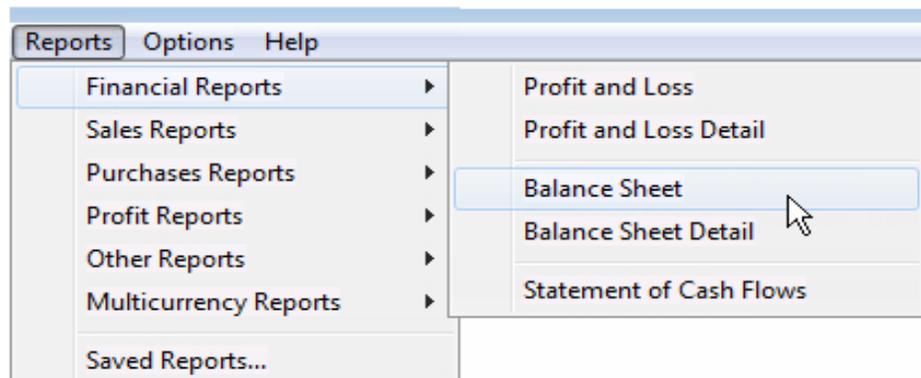


Select "Cash Basis." Also determine if you want to include journal entries. The Journal Entries option is off by default. If you select it, the AP and AR will be included. If you leave Journal Entries unchecked, the AP and AR will be zero in the cash basis balance sheet. If the journal entries are included, they will affect accounts exactly as they do in accrual basis accounting.

This configuration is system-wide. It will affect the balance sheet, P&L reports, the trial balance report, general ledger report, and the Transaction Detail for all accounts.

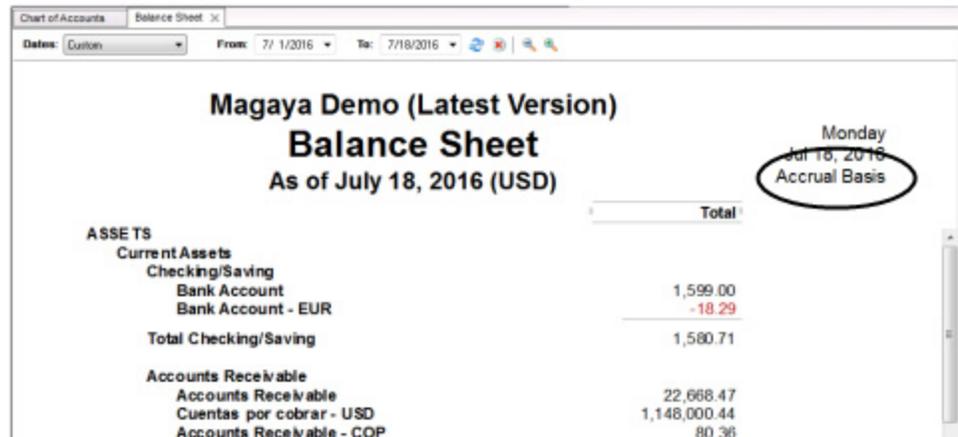
## Cash Basis Balance Sheet

To create a cash basis Balance Sheet, go to Reports > Financial Reports > Balance Sheet (summary or detail view).



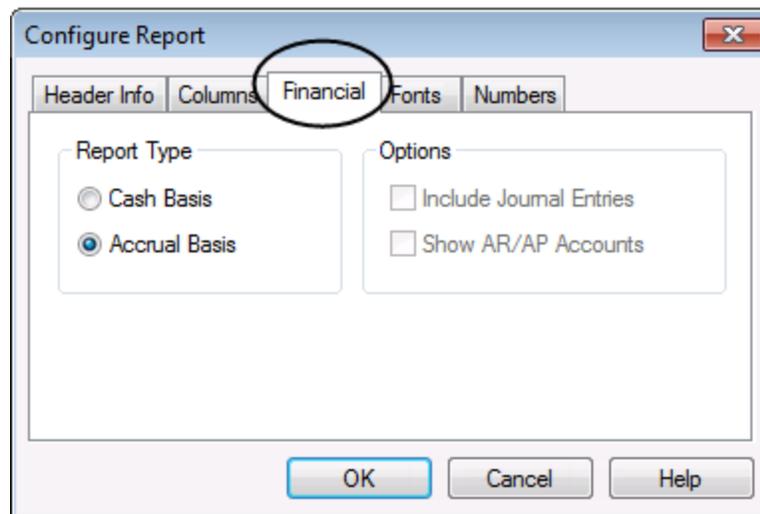
Even if your system is set to function on an accrual basis, you can still view the balance sheet on a cash basis by changing the configuration of this report.

The type of report (accrual or cash basis) is stated on the top of the report.



Magaya Demo (Latest Version)		Monday Jul 18, 2016
Balance Sheet		Accrual Basis
As of July 18, 2016 (USD)		
	Total	
<b>ASSETS</b>		
Current Assets		
Checking/Saving		
Bank Account	1,599.00	
Bank Account - EUR	-18.29	
Total Checking/Saving	1,580.71	
Accounts Receivable		
Accounts Receivable	22,668.47	
Cuentas por cobrar - USD	1,148,000.44	
Accounts Receivable - COP	80.36	

To configure an individual report, click the “Configure” button in the toolbar on the bottom of the report and select the “Financial” tab.



**Configure Report**

Header Info | Columns | **Financial** | Fonts | Numbers

Report Type

Cash Basis

Accrual Basis

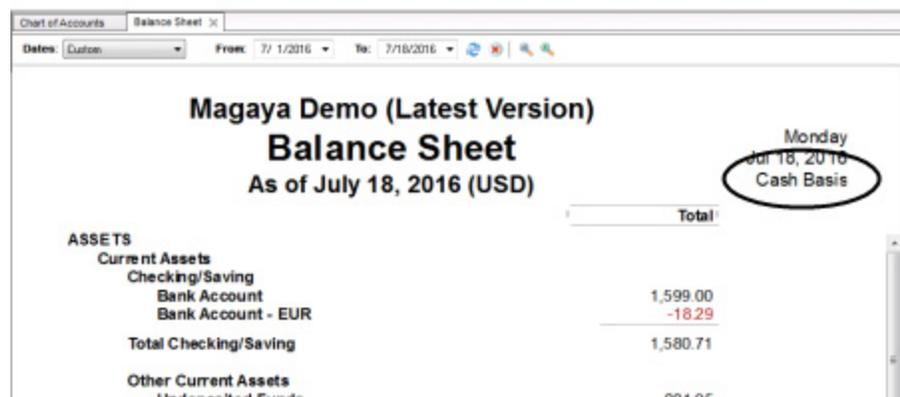
Options

Include Journal Entries

Show AR/AP Accounts

OK    Cancel    Help

Select the settings you prefer. Click “OK” to save to configuration.



Magaya Demo (Latest Version)		Monday Jul 18, 2016
Balance Sheet		Cash Basis
As of July 18, 2016 (USD)		
	Total	
<b>ASSETS</b>		
Current Assets		
Checking/Saving		
Bank Account	1,599.00	
Bank Account - EUR	-18.29	
Total Checking/Saving	1,580.71	
Other Current Assets		
Unallocated Funds	221.95	

To save the report, click the “Save” button in the bottom toolbar and name the report. All saved reports are accessible from the “Reports” menu in the top of your Magaya Explorer.

To learn more about balance sheets in Magaya, see the following Knowledge-base article:

[http://knowledge.magaya.com/#/article/balance\\_sheet](http://knowledge.magaya.com/#/article/balance_sheet)

## **Prorated and Partial Payments in Cash Basis Reports**

The system prorates amounts: If you receive partial payment, the payment will be applied across all pending charges (if not applied to an invoice). The invoices and bills show the date of the first payment applied to them as their date.

If you receive an advanced payment, the amount is moved to an account called "Unapplied Customer Payments."

Any invoice can affect multiple income accounts, and any bill can affect multiple expense and/or cost of goods sold account. When a partial payment is received (or made), the total of the invoice or bill must be shown as the amount paid. The ratio of the distributed new total is as close as possible to the original ratio.

# 10. Advanced Accounting Features

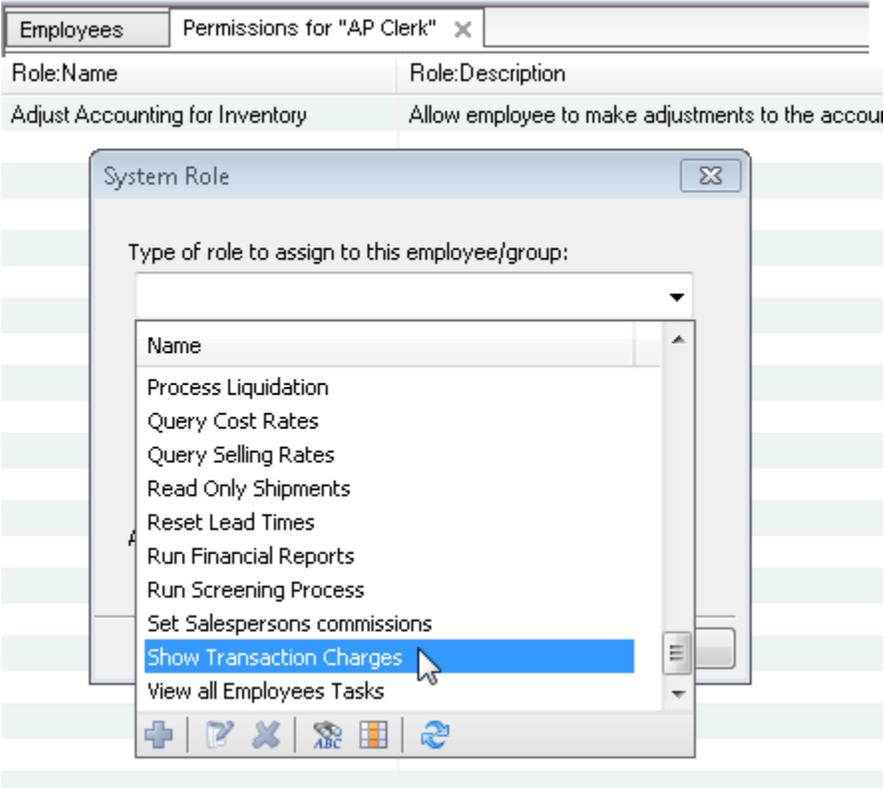
### **Introduction:**

The following sections will explain advanced accounting features available in Magaya Explorer. The features are:

- Configuration: Set up of some accounting options
- Costing Methods: Average cost and specific identification
- Sales Taxes: How to define sales taxes in the tax table and how to use them
- Approving/Disputing invoices
- Journal Entries: How to create journal entries
- Adjustments
- Multicurrencies: How to work with multiple currencies
- The relationship between operations and accounting procedures
- Accounts Receivable special procedures (bounced checks, etc.)

# Setting Accounting Roles

Roles can grant (or deny) permissions to employees. The system contains many roles, including ones related to accounting tasks.



Set roles by right-clicking an employee name > Roles. In the list, click the Add button. Select roles from the dialog box.

# Accounting Configuration

## Introduction to Configuring Accounting in Magaya

This article covers the configuration options in your Magaya system.

Many accounting features are set up or changed in the Maintenance folder under Configuration > Accounting:

These settings are configured by an administrator or manager with admin rights in the Magaya system.

Here is a brief overview of the accounting-related options that can be configured from this menu:

- Setting document numbers such as consecutive numbers in accounting documents such as invoices and bills
- Configure how to export or import data between QuickBooks and your Magaya system
- How your system manages Credit Limits for customers
- Other settings: To generate charges automatically, date to close accounting, transaction due dates, set currencies, set fiscal year, set periodic invoicing, setting sales tax and default payment accounts

## Main Accounting Configuration Tab

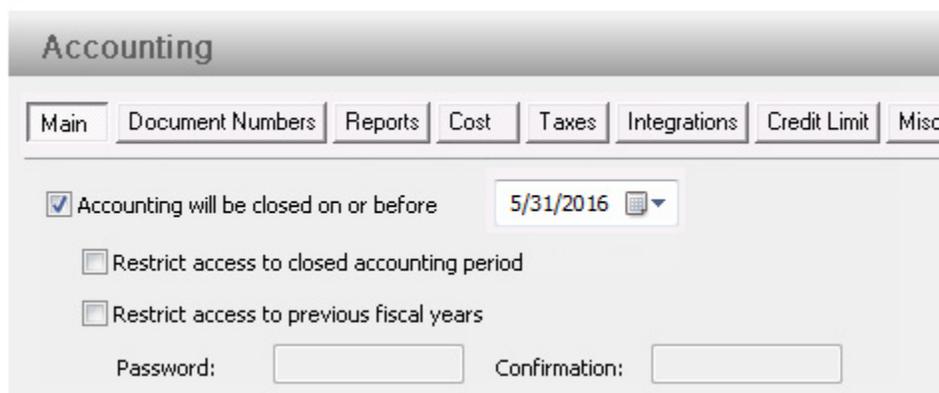
The following settings are configured on the main tab of this menu:

### Close Accounting Date:

Click the checkbox “Accounting will be closed on or before” to activate the date option to set the closing date of your accounting. Select a date using the calendar dropdown. As a result, users will not be able to enter or modify any transaction done before this date. Update this date as needed after each period.

If you want to restrict access to the closed accounting period or to previous fiscal years, check the appropriate box.

You can also require a password to access editing of accounting transactions from previous years, before the date set in the calendar dropdown above. This password will also be required to undo a bank reconciliation.



The screenshot shows the 'Accounting' configuration window with the 'Main' tab selected. The interface includes a navigation bar with tabs for 'Main', 'Document Numbers', 'Reports', 'Cost', 'Taxes', 'Integrations', 'Credit Limit', and 'Misc'. The main content area contains the following settings:

- Accounting will be closed on or before: 5/31/2016 (with a calendar icon)
- Restrict access to closed accounting period
- Restrict access to previous fiscal years
- Password: [text input field]
- Confirmation: [text input field]

### Select Default Payment Terms:

Use this option to set payment terms system-wide for all customers. The system will use this in invoices and calculate the due date automatically.

The screenshot shows the 'Accounting' configuration window. A callout box highlights the 'Default payment terms for' dropdown menu, which is currently set to 'Net 180'. Below this, a table lists various payment terms options.

Description	Due Days	Discount Pe...
1% 10 Net 30	30	1.00
1% 10 Net 60	60	1.00
2% 10 Net 30	30	2.00
2% 10 Net 60	60	2.00
5% 15 Net 60	60	5.00
Due on receipt	0	0.00
Net 10	10	0.00
Net 120	120	0.00
Net 15	15	0.00
Net 180	180	0.00

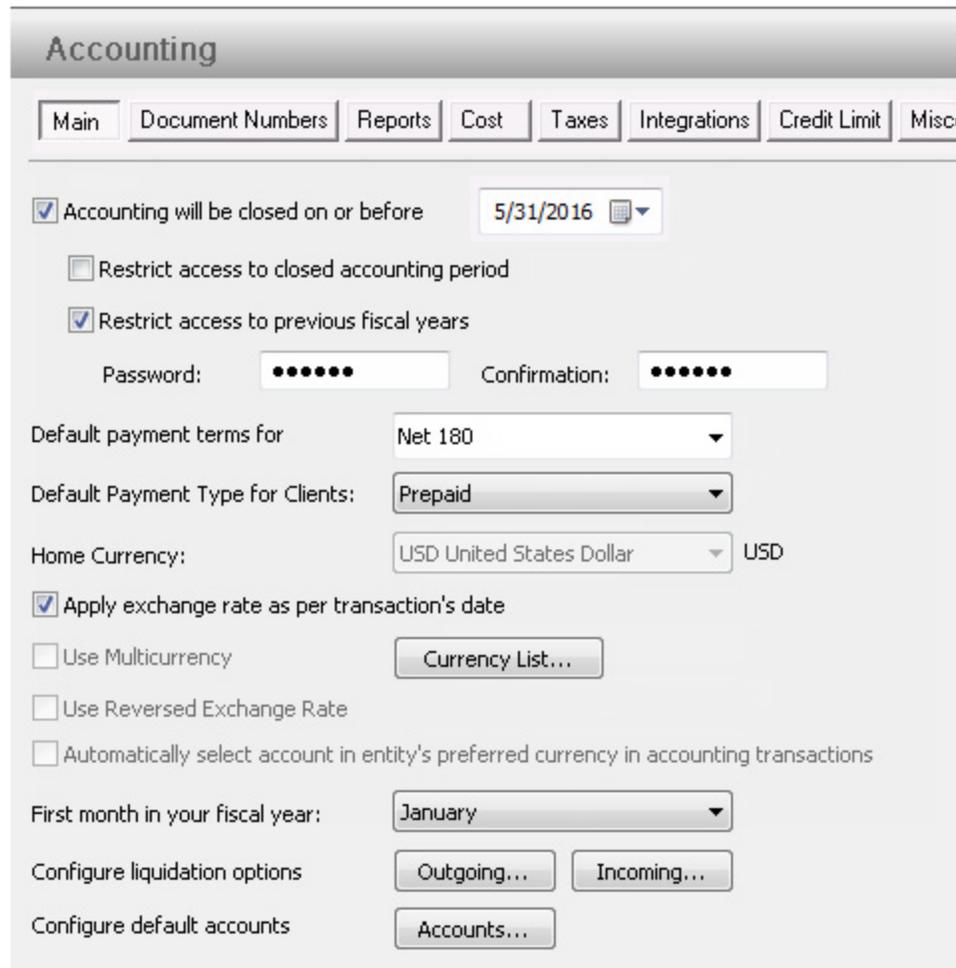
To set payment terms per customer, set them in the Customer's profile. For details, see Chapter 6 in the *Magaya Software Accounting Manual*. See also:

[http://knowledge.magaya.com/#/article/maintenance\\_folder](http://knowledge.magaya.com/#/article/maintenance_folder)

*Note:* The system will carry over your settings any time you update your Magaya system to the newest version of Magaya software.

Set the default payment type, either prepaid or collect, to apply systemwide.

Additional configurations on the Main tab:



**Accounting**

Main Document Numbers Reports Cost Taxes Integrations Credit Limit Misc

Accounting will be closed on or before 5/31/2016

Restrict access to closed accounting period

Restrict access to previous fiscal years

Password: ●●●●●● Confirmation: ●●●●●●

Default payment terms for: Net 180

Default Payment Type for Clients: Prepaid

Home Currency: USD United States Dollar USD

Apply exchange rate as per transaction's date

Use Multicurrency Currency List...

Use Reversed Exchange Rate

Automatically select account in entity's preferred currency in accounting transactions

First month in your fiscal year: January

Configure liquidation options: Outgoing... Incoming...

Configure default accounts: Accounts...

### Currency Options:

Select your home currency. *Note:* This option is active only if there are no existing accounting transactions. It is recommended that home currency be set up in the Startup Wizard. To update a currency rate, click the button to open the currency list. For information on working with multiple currencies, see the section “Multicurrencies.” In that topic, also find details on how to apply an exchange rate per the transaction date.

Automatically select account in entity’s preferred currency in accounting transactions: Check this option if you want your system to allow you to define a preferred currency for an entity such as a customer or vendor. By setting this, all charges and transactions created for that entity will use the entity's currency. The user will be able to change the currency per charge if needed. This applies to charges created manually or automated charges.

This will apply to the field "Apply to" in Invoices; to the "Vendor field" for Bills; to the "Customer" field for Payments; and to the "Pay to the order of" field for Checks.

The screenshot shows the 'Accounting Transaction' window with the 'Invoice' tab selected. The 'Apply to' field is circled in red, and a callout bubble points to it with the text '"Apply to:"'. Other fields include Number (182), Account (Accounts Receivable), Transaction Date (1/22/2015), Payment Terms (Net 30), and Billing Address (340 Peachtree Street, Atlanta, GA 30306).

In Shipment liquidations, the accounting transactions for the agent will be in their preferred currency (if you set it). Commissions for salespersons can also be defined with a preferred currency.

First, turn on the option in the Configuration menu. Then open the profile for the entity, and click on the Payment Terms tab.

The screenshot shows the 'Payment Terms' configuration form. The 'Preferred Currency' field is circled in red, and a dropdown menu is open showing options: USD United States Dollar, BRL Brazilian Real, CHF Swiss Franc, CNY Chinese Yuan, EUR Euro (highlighted), and JPY Japanese Yen. Other fields include Terms (Net 30), The common type of payment is (Prepaid), Incoterms, The Credit Limit is, Parent Entity, and Invoice periodically.

### Reverse Exchange Rate:

If you work with currencies that convert to very small amounts, you may want to work with the reverse rate. Check the box for this option, and your Magaya system will calculate the rate for you. Leave unchecked for the direct exchange rate.

### Fiscal Year:

This sets the starting month for the fiscal year. If you used the Accounting Wizard to set up your Magaya software, the date displays here. The system will

use this month as the beginning of the new fiscal year to automatically calculate the retained earnings of the previous year.

### Configure Liquidation Options:

These liquidation options can be set for outgoing and incoming shipments separately. This setting is global and will apply system wide.

There are settings to select the accounts and Items & Services you want to use when liquidating shipments.

Additional settings include how you want to calculate the profit for sales people and for agents. Check the box and enter the percent. These settings will apply to all shipments created.

**Configure Liquidation [Outgoing Shipments]**

General Configuration

Bank Account: Bank Account

Account Receivable: Accounts Receivable

Account Payable: Accounts Payable

Salesperson Commission Item: Sales Commission

Agent Profit Income Item: Agent profit share

Agent Profit Expense Item: Agent profit share

Shipment Configuration

Profit Calculation Order:  Calculate salesman commission before agent  
 Calculate all commissions at the same time

Use a destination agent for collections

Show detail in generated transactions

Group Charges

Generate Agent's Commissions as Expenses

Generate one transaction per entity per consolidation

Split taxed and non-taxed transactions

Agent shipment participation 0.00 %

Salesman shipment participation 0.00 %

Date for transactions: Today

OK Cancel Help

All these settings are explained in the Shipments and Liquidations topics in the *Magaya Cargo System Operations Manual*. It also explains how to make changes for an individual shipment.

**Configure Default Accounts:**

To set default accounts for the following transactions, click the “Accounts” button. In the dialog box, make selections.

Transaction Type	Default Account
Default A/R account for invoices	Accounts Receivable
Default A/P account for bills	Accounts Payable
Default bank account for writing checks	Bank of America
Default bank account for deposits	Bank of America
Customers discounts account	Customers Discounts
Vendors discounts account	Vendors Discounts

Save your settings.

**Accounting Document Numbers Configuration**

Check the boxes in this section to set consecutive numbering for Invoices, Credit Memos, Bills, Credits, Checks, and Journal Entries.

Accounting

Main | Document Numbers | Reports | Cost | Taxes | Integrations | Credit Limit | Misc

Use consecutive numbers for \_\_\_\_\_

Invoice / Credit Memo Set...

Use different numbers for different accounts

---

Bill / Credit Set...

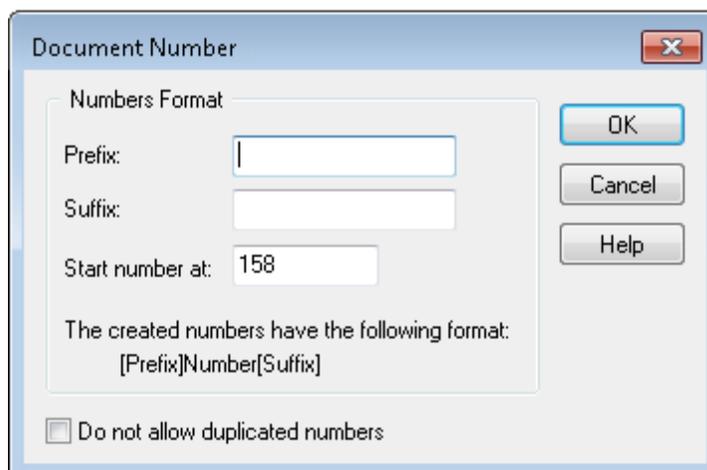
---

Check Set...

---

Journal Entry Set...

You can add prefixes and suffixes to the numbers: Click the “Set” button. In the dialog box that opens, enter the information you want to display for the specific accounting document.

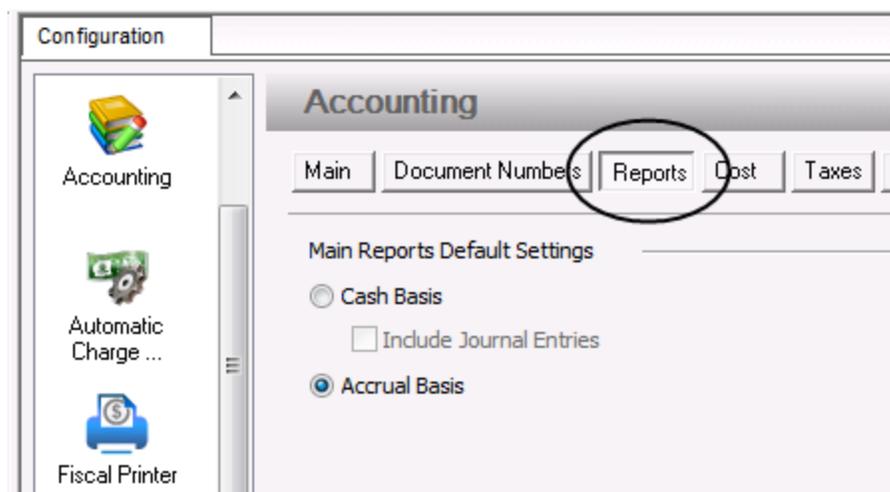


Save your settings.

*Note:* To set document numbers for operations and sales documents such as Warehouse Receipts, Sales Orders and Bookings, please see the Configuration setting for Document Numbers.

## Accounting Reports Configuration

Select cash basis or accrual accounting reporting. The accrual method is selected by default.

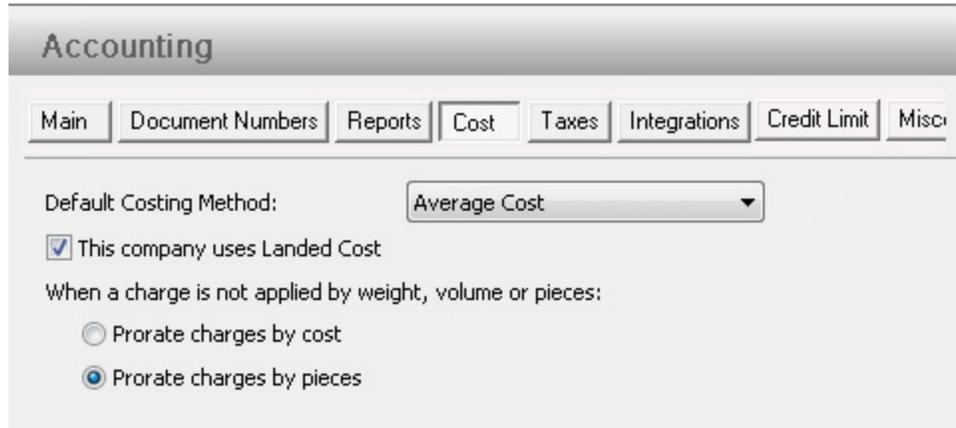


For more on cash basis reports, see the following Knowledgebase article:

[http://knowledge.magaya.com/#/article/cash\\_basis\\_reports](http://knowledge.magaya.com/#/article/cash_basis_reports)

## Cost Configuration

The Cost tab contains settings for inventory costing methods and landed costs.



This setting affects the invoicing, the accounts for Inventory Assets, for Cost of Goods Sold, and the balance sheet. This is an advanced accounting function. We recommend that you ensure you understand how this will change your accounting system before making any changes here.

### Default Costing Method:

Select the default inventory costing method your company uses: by specific identification or by average cost for new items added to your system. This setting is global for your whole Magaya system. Individual costing methods can be set on each inventory item definition if you want to set only at the item level, not apply one method system-wide.

- **Specific Identification:** When items are sold according to the Specific Identification cost method, creating an Invoice for the items will cause the system to remove the exact amount that was assigned to the Asset account.
- **Average Cost:** When items are sold according to the Average Cost method, creating an Invoice for the items will cause the system to remove an average amount from the Assets account and transfer it to the Cost of Goods Sold Account. This averages out the costs of the items bought at different prices perhaps at different times or from different suppliers.

For details on costing methods, please see the section “Average Cost” in the *Magaya Software Accounting Manual*. See also:

[http://knowledge.magaya.com/#/article/average\\_cost](http://knowledge.magaya.com/#/article/average_cost)

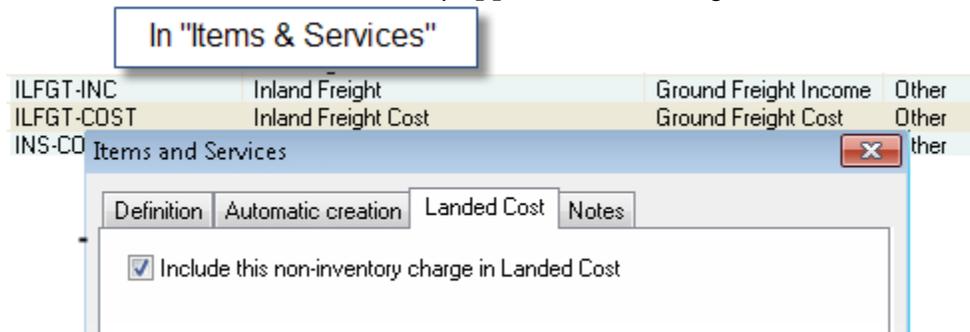
### Landed Cost:

The Landed Cost setting generates asset adjustments for the additional charges found in Purchase Orders (PO) when the PO's are billed. When you check this option, also decide how to prorate the charges, by cost or by pieces. Save.

Next, go to the "Items & Services" list.

- Select the service charge such as Inland Freight Cost, and double-click to open it.

- On the tab "Landed Cost," check the box to include this non-inventory charge in Landed Cost. (Note: This tab only appears when configured to activate it.)



What will happen: When a PO is created with this Inland Freight charge, the charge will be distributed across the items in the list. See the PO dialog box to view how the costs are prorated. *Tip:* Right-click in the Commodities screen of the PO to choose the columns if needed to view them.

When a PO with charges for landed costs is billed, the Bill for the other charges will also contain an asset adjustment.

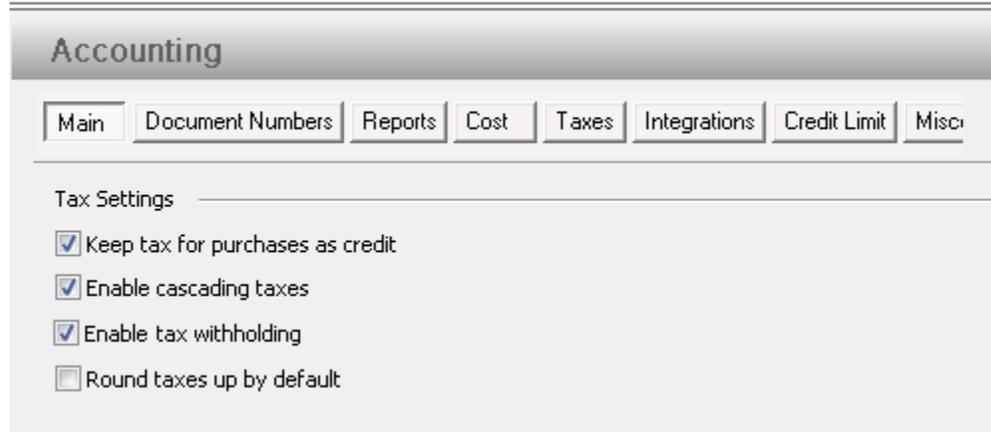
This will also affect your Balance Sheet and Trial Balance in your Magaya system.

For details on landed costs, please see the section "Landed Cost Management" in the *Magaya Software Accounting Manual*. See also:

[http://knowledge.magaya.com/#/article/landed\\_costs](http://knowledge.magaya.com/#/article/landed_costs)

## Tax Configuration

Configure how your Magaya system will handle taxes such as those that apply when you sell freight, a service or inventory items and those that you pay to a tax authority.



- **Keep tax for purchases as credit:** To keep the sales tax for purchases you make and hold it as sales tax credit, check this box. This will apply when you are paying your sales tax. For example, You create a check to pay sales tax. The check is payable to the tax authority or agency such as the state or county. The total that you will pay will reflect the deduction of sales taxes you already paid when you made purchases that required sales tax.
- **Enable cascading taxes:** Used to create taxes that depend on other taxes. For details, see the section “Tax Dependencies.”
- **Enable tax withholding:** Used to withhold (or retain) taxes automatically from the income
- **Round taxes up by default:** Used to round up the tax amount

Learn how to use sales taxes:

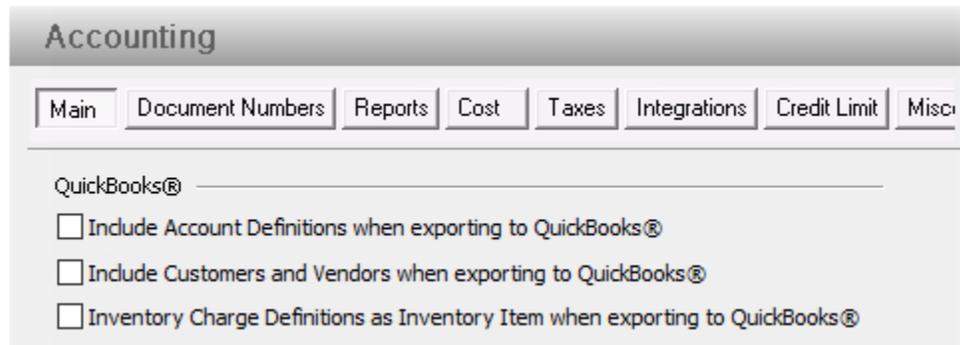
[http://knowledge.magaya.com/#/article/sales\\_taxes](http://knowledge.magaya.com/#/article/sales_taxes)

## Accounting Integration Configuration

You can exchange accounting data between your Magaya system and Quick-books. First, configure your system and prepare your data. Also see the section “Import Invoices” in the *Magaya Software Accounting Manual*. Also see the Knowledgebase:

[http://knowledge.magaya.com/#/article/import\\_invoices](http://knowledge.magaya.com/#/article/import_invoices)

To include Account Definitions when exporting to QuickBooks®, click this option in the Configuration menu:



The screenshot shows the 'Accounting' configuration window with the 'Integrations' tab selected. Under the 'QuickBooks®' section, there are three unchecked checkboxes:

- Include Account Definitions when exporting to QuickBooks®
- Include Customers and Vendors when exporting to QuickBooks®
- Inventory Charge Definitions as Inventory Item when exporting to QuickBooks®

This will include the Account Definition from the Chart of Accounts in the output saved from Magaya Explorer and to be used in QuickBooks. It is important to make sure your accounts have the same names in both Magaya and in QuickBooks to avoid duplicates.

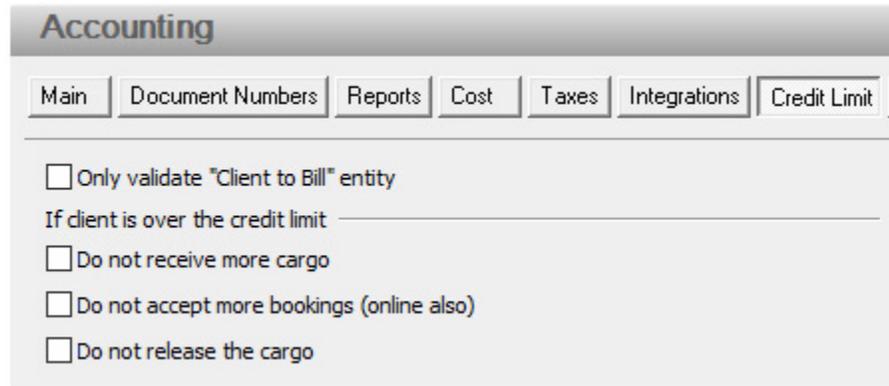
To include customers and vendors when exporting from Magaya to QuickBooks, check the box. This will create the name in QuickBooks. Again, verify that the entity names are the same in both Magaya and QuickBooks. This option is disabled if you have multicurrencies turned on in your Magaya system. If you have the entity name in QuickBooks already, you will not need to check this box.

Check the box if you want to use Inventory Charge Definitions, not Inventory Item Definitions, when exporting to QuickBooks. If unchecked, it will export the Inventory Item Definition name, not the “Items & Services” account associated with it.

*Extra Info:* Magaya software can also integrate with other programs such as for managing purchase orders. If you need this functionality, please discuss the Magaya API with your Logistics Management Advisor.

## Credit Limit Configuration

To select the actions you want to take with customers who exceed the credit limit, use the options listed in this section of the Configuration menu. You can select just one, two, or all the options:



The screenshot shows a web interface for Accounting Configuration. At the top, there is a header bar with the word "Accounting" in a bold, sans-serif font. Below the header, there is a navigation bar with several tabs: "Main", "Document Numbers", "Reports", "Cost", "Taxes", "Integrations", and "Credit Limit". The "Credit Limit" tab is currently selected and highlighted. Below the navigation bar, there is a list of four options, each with an unchecked checkbox:

- Only validate "Client to Bill" entity
- If client is over the credit limit \_\_\_\_\_
- Do not receive more cargo
- Do not accept more bookings (online also)
- Do not release the cargo

After you set a credit limit, the system will alert a user when a customer has reached their credit limit. For example, if you check the option “Do not release the cargo”, the system will not let you release any cargo. If you select “Do not accept more bookings (online also)” then the system will not let any bookings be made for that customer. A notice will appear to tell the user the credit limit has been reached.

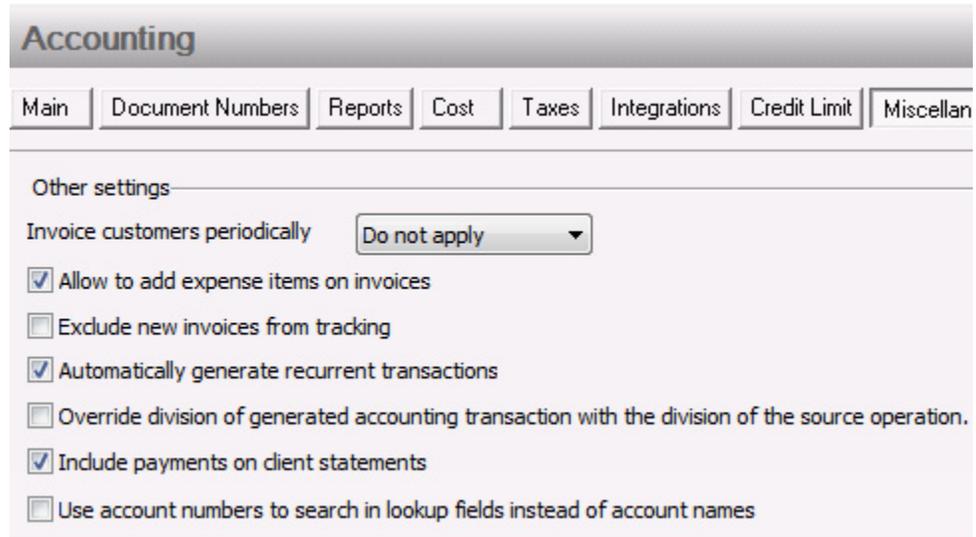
A column can be added to lists to see if a customer has reached their credit limit. Click the Actions button in a list such as the Customer List.

The amount of the credit limit can be set in the Customer profile on the Payment Terms (Pmt Terms) tab. Learn more in this Knowledgebase article:

<http://knowledge.magaya.com/#/article/payments>

## Miscellaneous Accounting Configurations

This screen include various settings:



**Accounting**

Main | Document Numbers | Reports | Cost | Taxes | Integrations | Credit Limit | Miscellaneous

Other settings

Invoice customers periodically Do not apply

Allow to add expense items on invoices

Exclude new invoices from tracking

Automatically generate recurrent transactions

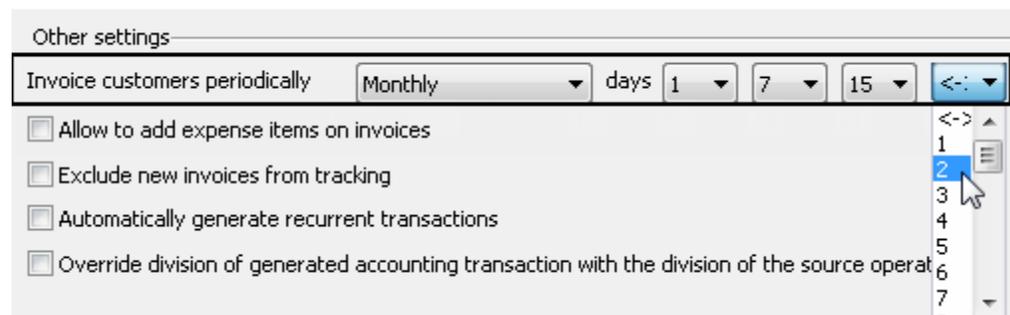
Override division of generated accounting transaction with the division of the source operation.

Include payments on client statements

Use account numbers to search in lookup fields instead of account names

**Periodic Invoices:** To invoice periodically means that all charges generated for a customer will be accumulated in a single invoice as the end of the period (week or month). For any customer that you set this option for, the system will add charges to one invoice. To invoice customers periodically, click one of the options:

- Do not apply
- Weekly (Fridays)
- Monthly (this option enables you to set up to five dates in a month to invoice customers):



Other settings

Invoice customers periodically Monthly days 1 7 15 <-:

Allow to add expense items on invoices

Exclude new invoices from tracking

Automatically generate recurrent transactions

Override division of generated accounting transaction with the division of the source operation

1  
2  
3  
4  
5  
6  
7

The option you set here becomes the default in the system. To change a setting for a specific customer, go to that customer's profile and make the change on the "Pmt Terms" tab.

The "Periodic Invoices" option can also be set up in the Payment Terms ("Pmt Terms") tab of any Customer profile. In that screen, you can determine per

customer how to apply the periodic invoice, customizing how the period invoices are handled for an individual customer.

**Expense Items on Invoices:** The option to “Allow to add expense items on invoices” will include expenses in a customer’s invoice. This is not recommended according to many accounting best practices. This option is off by default.

Other Settings:

- To exclude new invoices from being viewed online, check the box.
- To enable the system to automatically generate recurrent transactions, check the box.
- Override the division of generated accounting transactions with the division of the source operation. This is designed to be used by companies that have more than one division so that the source (originating organization/parent company) will be able to see accounting transactions that are created by a division. It also enables those accounting transactions to be visible in reports.
- Use account numbers to search instead of names: Check this option if you want to be able to search by account number in any search field (also called a “lookup field”) in the system instead of searching by the account name.

## Additional Financial-related Configurations

Magaya software includes additional configuration options related to other financial aspects of running your business. The configuration of these options is explained in the Knowledgebase and in the *Magaya Software Customization Manual*. Here are some of the features available, depending on which Magaya software your company is using and if you sell inventory:

- **Automatic Charge Generation:** to include charges automatically in transactions (see also Chapter 11 of the *Magaya Software Accounting Manual*)
- **Fiscal Printer:** for use in Panama
- **Sales:** for sales orders and inventory commissions
- **Purchasing:** for billing purchase orders
- **Online Payments:** to enable your customers to pay online
- **Payment Terms:** to define payment terms for customers and vendors

- XML Transformations: used for converting invoices, etc. from another system
- JavaScript: create your own code for custom transactions such as calculating rates

*Tip:* Set up some System Alerts to notify you when certain events occur such as when an online payment is received from a customer. Explore the Configuration options to determine which ones suit your operations so you get the most from your Magaya software. See the user manuals and other training materials for steps. Find the resources on Page One, the welcome screen in your Magaya software.

# Average Cost

The cost of an inventory item can be defined as “specific” or as “average.” Magaya software enables configuring your system for either costing method. It can be set system-wide or per item.

The Average Cost method calculates the average cost for inventory items (in contrast to a specific identification method). The Magaya system calculates the average of all the inventory items you have purchased. Every time you sell an item, the system will add the amount to your "Cost of Goods Sold" account and deduct from the Inventory Account for that item.

This topic explains average cost, a method that is helpful when assessing the profit of selling your inventory. Sections in this topic include:

- How to configure average cost system-wide and per item
- How to create a resale item as an “average cost” method item
- Purchase items and create bills
- Sell items and invoice them
- See the purchases and sales on the Balance Sheet

## Configure Average Cost System-wide

Go to Maintenance > Configuration > Accounting.

Click the “Cost” tab.

The first item is used to select the costing method. This example shows “average.”

The screenshot shows the 'Accounting' dialog box with the 'Cost' tab selected. The 'Default Costing Method' is set to 'Average Cost'. There is an unchecked checkbox for 'This company uses Landed Cost'. Below that, there are two radio button options: 'Prorate charges by cost' (unchecked) and 'Prorate charges by pieces' (checked). The text 'When a charge is not applied by weight, volume or pieces:' is positioned above these radio buttons.

By selecting this configuration option, this costing method will apply system-wide. (If you want to set the costing method per item, see the section “Average Cost per Item.”)

## Configure Average Cost per Item

This section explains how to define the costing method of an item at the Inventory Item Definition level, not system-wide.

The costing method of regular inventory items and resale inventory items can be defined. For a regular inventory item, select the costing method on the Accounting tab of the Inventory Item Definition dialog box.

The screenshot shows the 'Inventory Item Definitions' dialog box with the 'Accounting' tab selected. The 'Unitary Value' is set to '0.00' with the currency 'USD'. The 'Purchase Item' and 'Sales Item' are empty dropdown menus. The 'Inventory Type' is set to 'FIFO - First In First Out'. The 'Costing Method' is set to 'Average Cost'. A 'Commissions...' button is located at the bottom.

For a resale item, select the costing method on the dialog box:

The screenshot shows the 'Resalable Inventory Item Wizard' dialog box. The 'Costing Method' dropdown menu is highlighted with a black box and set to 'Average Cost'. Other fields include Part Number, Description, Model, Package, L x W x H, Volume, Weight, Purchase Price, Sales Price, Manufacturer, Client, Cost Item, Sales Item, Inventory Account, and Inventory Type.

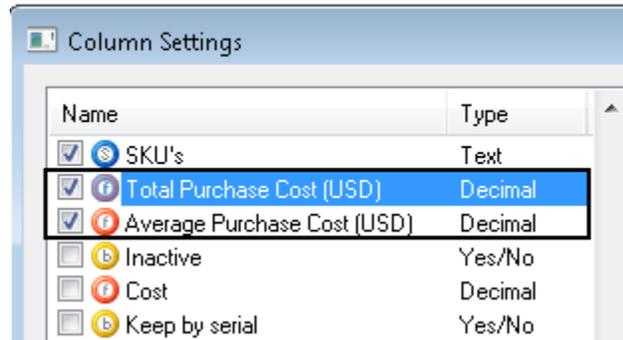
## Additional Configuration

*Extra Info:* If you want your Magaya system to create bills before items are received, set this option in Configuration > Purchasing:

The screenshot shows the 'Purchasing' configuration dialog box. The 'Allow to create bills for purchase orders without commodities' checkbox is checked, and the 'Allow to create bills for purchase orders only after all inventory is received' checkbox is unchecked.

Ensure the box is unchecked to allow the system to create bills for POs only after all inventory is received. In contrast, if this box is checked, then you will not be able to make bills until after receiving the items.

**Choose Columns:** Go to the Inventory Item Definitions List and choose the following columns to see the Total Purchase Cost and Average Purchase Cost.



The totals in these columns will change as items are purchased and sold.

*Extra Info:* The system can switch between costing methods and display the average instantly when the method is changed. See the section “Changing Costing Methods” before making changes to ensure you fully understand how this will affect your system and the accounting.

## Sell Items and Create Invoices

In this section, we look at how to use the items created with the average cost method by placing the items in a Sales Order (SO) and creating an invoice.

*Note:* When you purchased the items, the system records the purchase price of the items, regardless of the costing method used (average or specific method).

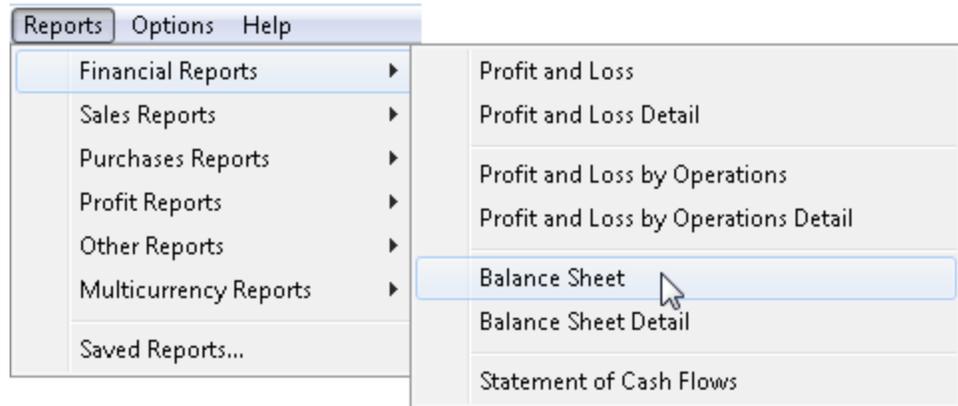
1. Create the SO and add the items to the Commodity tab.
2. Create the invoice from the Actions button. See the Adjustments tab of the invoice to see how the average amount is removed from the asset account and transferred to the account for the cost of goods sold. This invoice Adjustment tab example shows the average is \$105 for items purchased at \$100 and \$110. The two lines show the asset account and the cost account.

Average cost adjustments shown on the invoice

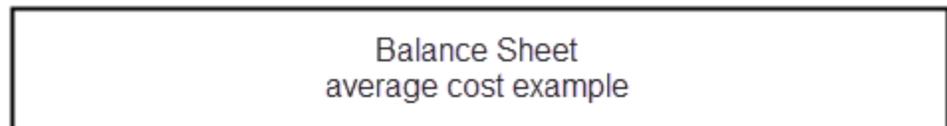
Internal Type	Account Name	Amount (...)	Amount	Applied to
InventoryAssetAdjustmentInvoice	Inventory Asset	105.00	USD 105.00	ABC Sporting
InventoryAssetAdjustmentInvoice	Inventory Cost	105.00	USD 105.00	ABC Sporting

The Inventory Item Definitions List and the Balance Sheet reflect the new totals.

To see the Balance Sheet, click “Reports” from the menu at the top of your Magaya Explorer screen.



The amounts are shown in the Balance Sheet’s Inventory Assets section, including the bill for each vendor and the invoice for the customer:



Type	Account	Amount
<b>Inventory Asset</b>		
Bill	Accounts Payable	100.00
Bill	Accounts Payable	110.00
Invoice	Accounts Receivable	-105.00

## Specific Identification

An alternative costing method is “Specific Identification,” which is used to keep track of the exact cost of each item of inventory that is purchased and sold for each specific item. The exact cost is subtracted from your inventory assets account for the item sold. This will be displayed on the Adjustments tab of the invoice.

Your Magaya system can be configured to the costing method of “Specific Identification” in the Configuration > Accounting menu to apply the setting system-wide.

To apply the costing method per item, go to the Inventory Item Definition dialog box, and select the method on the Accounting tab (or in the wizard for a resale item).

If your system is set to FIFO, the system will fill an order by taking the first item and record the price for that specific item.

## Changing Costing Methods

Changing the costing method affects the invoicing, the accounts for Inventory Assets, for Cost of Goods Sold, and the balance sheet. This is an advanced accounting function. We recommend that you ensure you understand how this will change your accounting system before changing from Average Cost to Specific Identification and visa versa.

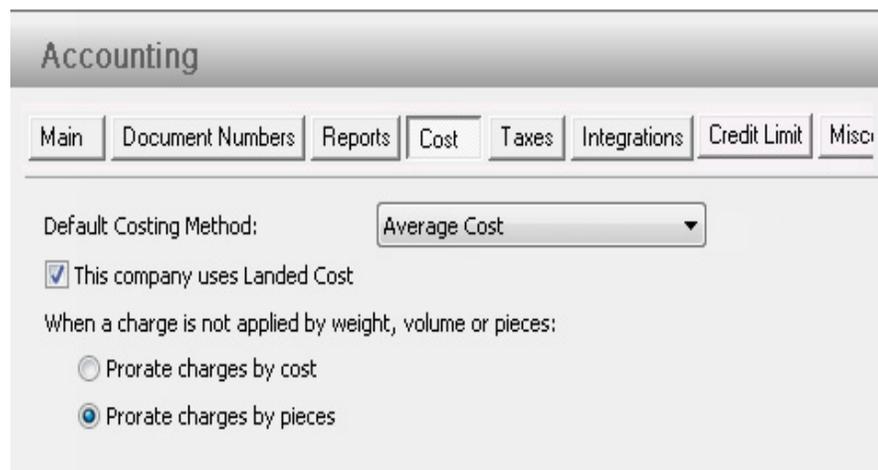
If an “Average Cost” item is invoiced, there may be a balance left in the asset account when changing that item to “Specific Identification.” To correct the balance, create a Journal Entry to transfer the balance left in the asset account to the item’s cost of goods sold account. For details on creating journal entries, see the section “Journal Entries” in Chapter 10 “Advanced Accounting Features” in the *Magaya Software Accounting Manual*.

# Landed Cost Management

Landed Costs are all the costs of items such as transportation costs, duties and taxes, in addition to the cost of the item itself.

## Configure Your Magaya System for Landed Costs

Go to Maintenance > Configuration > Accounting. Click the “Cost” tab.



The screenshot shows the 'Accounting' configuration window. At the top, there is a tabbed interface with 'Main', 'Document Numbers', 'Reports', 'Cost', 'Taxes', 'Integrations', 'Credit Limit', and 'Misc'. The 'Cost' tab is active. Below the tabs, there is a 'Default Costing Method' dropdown menu set to 'Average Cost'. A checkbox labeled 'This company uses Landed Cost' is checked. Below this, there is a section titled 'When a charge is not applied by weight, volume or pieces:' with two radio button options: 'Prorate charges by cost' (unselected) and 'Prorate charges by pieces' (selected).

Click the checkbox to activate the Landed Cost options. When you check this option, also decide how to prorate the charges, by cost or by pieces.

The Landed Cost setting automatically prorates the costs and creates the asset adjustments for additional charges found in Purchase Orders (PO) when the bill is created from the PO. If you bill a third party, instead of the main vendor, the landed costs are also updated. If items are added or removed, the system updates the landed costs.

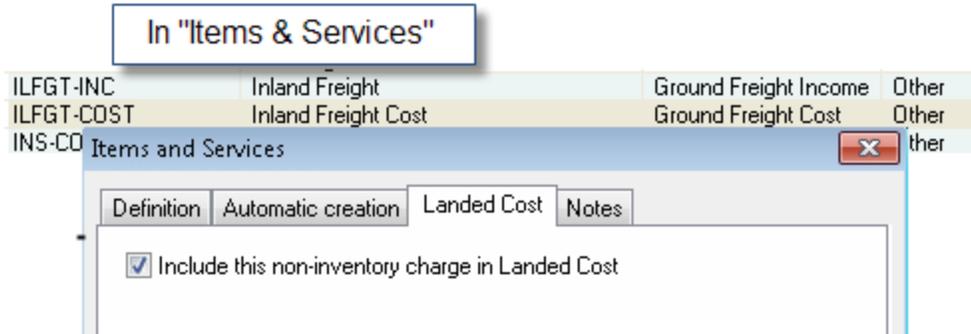
Save the configuration.

## Landed Costs in “Items & Services”

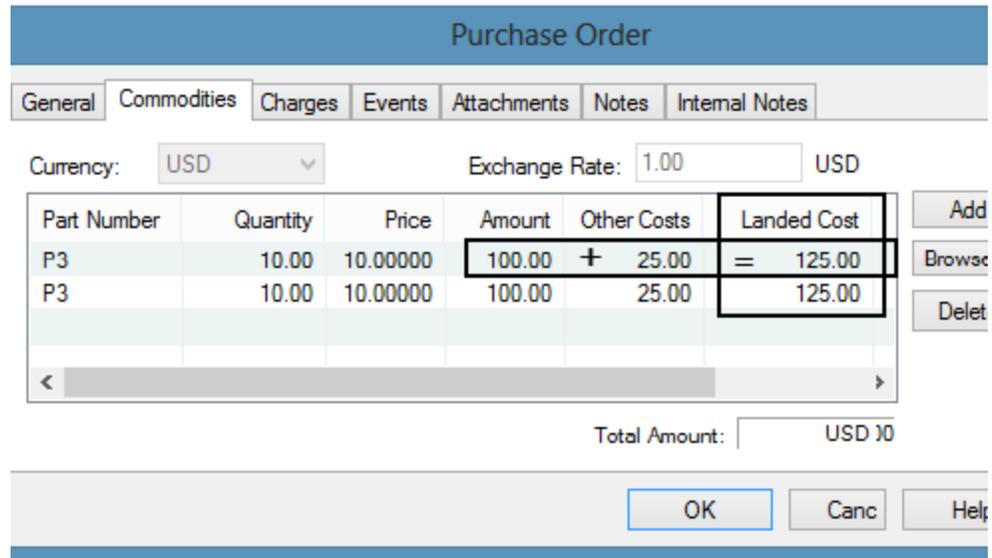
To use landed costs, you must tell the system which item in the Items & Services list will calculate landed costs:

- Go to the “Items & Services” list.

- Select the service charge such as Inland Freight Cost, and double-click to open it.
- On the tab “Landed Cost,” check the box to include this non-inventory charge in Landed Cost. (Note: This tab only appears when configured to activate it.)



What will happen: When a PO is created with this Inland Freight charge, the charge will be distributed (prorated) across the items in the list. See the PO dialog box to view how the costs are prorated. *Tip:* Right-click in the Commodities screen of the PO to choose the columns if needed to view them. The column “Other Costs” means costs non-inventory costs.



*Remember:* Only costs that are defined as Landed will be included as Landed. Be sure the services or items in your Items & Services list are marked as Landed.

When a PO with charges for landed costs is billed, the Bill for the other charges will also contain an asset adjustment. The charges for landed costs will be added to the inventory asset account. When selling, the landed cost charges will be deducted from the inventory asset account (in addition to the inventory items).

View the details in the Inventory Item Definitions List (choose the columns for average landed cost, total landed cost, and average additional cost).

This will also affect your Balance Sheet and Trial Balance in your Magaya system.

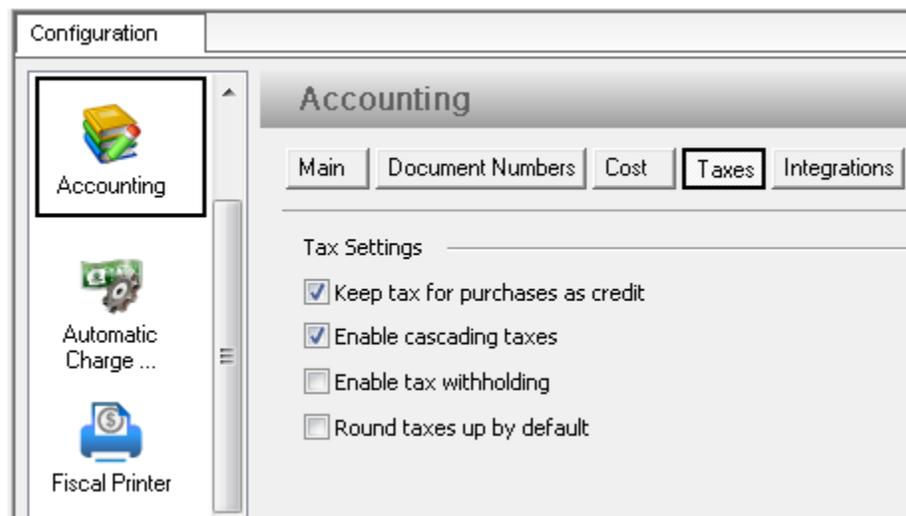
# Sales Taxes

## Introduction to Sales Taxes

Sales taxes can be found in the Tax Table in the Magaya Explorer Chart of Accounts under the Actions button.

Note: For handling taxes (VAT) in other countries, see the examples in the “Additional Resources” section below.

We recommend that you evaluate the configuration options in your Magaya system to handle taxes specifically for your business before you begin adding taxes to the Tax Table. The Magaya Configuration menu contains the following options:



For details on these configuration options, please see the “Accounting Configuration” section of Chapter 10 in the *Magaya Software Accounting Manual*.

After you add a Tax Item, it can be added to an Item or Service. This will automatically include the tax when the item is used in an Invoice or Bill.

If you work with an entity that is tax exempt, check the Tax Exempt option in their profile on the “Pmt. Terms” tab (Payment Terms).

Follow the steps below to add a new tax item.

## Steps to Add a Sales Tax Item

- 1) Go to the Chart of Accounts.
- 2) Click on the Actions button and select “Tax Table List.” A list opens. (Note: The list will be blank if you have not added any items.)

Chart of Accounts		Tax Table List			
Name	Code	Type	Layout	Rate	Authority Name
Miami-Dade Tax	T1	Tax	Simple	7.00	Miami- Dade County
Panama Hasar printer rate 1	PNM	Tax	Simple	5.00	Panamanian Government
Colombian Tax	IVA	Tax	Simple	15.00	Colombian Government
Colombian Tax	IVA	Tax	Simple	16.00	Colombian Government
Florida State Tax	FL2	Tax	Simple	6.00	Florida State Dept. of Reve

- 3) Click the “Add” button and select “Tax” to add a tax, or select “Tax Group” to add a tax group. A dialog box opens:

The screenshot shows a 'Tax' dialog box with the following fields and options:

- Code:** T1
- Description:** Miami-Dade Tax
- Tax Authority:** Miami- Dade County
- Rate:** 7 %
- Is Active
- Amount Range:**
  - Minimum: 0 USD
  - Maximum: 0 USD
- Accounts:**
  - Asset: Sales Tax Credit
  - Liability: Sales Tax Payable

- Enter a code for the tax item. It can be any combination of letters and/or numbers.

- Enter a description of the tax item, for example “Miami Dade County Sales Tax.”
- Select the tax authority from the dropdown. This is where the taxes will be collected. If you need to add it, click on the plus sign. The tax authority is considered a “Vendor” so the vendor dialog box opens.
- Enter the percent for the tax such as 15%. (Enter the number only, not the percent symbol.)
- Set a minimum and/or maximum as needed. Use this to pay taxes only within the range you define here. For example, if a certain tax is collected only on the first \$5,000 then check the box for the “Maximum” field and enter 5000.
- Use the default Asset and Liability accounts or change them as needed. Remember: The Asset account is used for Bills, and the Liability account is for Invoices (except for withholding/retention tax transactions, which is the reverse).
- On the “Dependencies” tab, add any taxes that depend on this tax. This means the amount of the tax depends on the other taxes included here. The rate is applied on top of the sum of the rate of the dependency. See the section “Tax Dependencies” for more.
- Click the OK button when you are done.

The tax is added to the Tax Table and ready to use.

### How to Include Taxes in Items & Services:

To automatically include the tax in an item or service, go to the Items and Services folder, select the item (or service), and select the tax from the Tax Code dropdown.

Items and Services

Definition Automatic creation Landed Cost Notes

Type: Other Tax Code:

Description: Pallet Lumber

Code: PALLUMBER

Account: Other Incomes

Price: 0.00

It is a resale item

Create related resale item automatically

Code	Name	Rate
FL2	Florida State Tax	6.00
IVA	Colombian Tax	16.00
PNM	Panama Hasar printer rate 1	5.00
T1	Miami-Dade Tax	7.00

### How to Use Sales Taxes in Invoices and Bills:

When you select the tax in an invoice or bill, the tax amount will be calculated based on the tax percentage of the tax item and will be added to the total. The amount of the charges will be listed, and the tax amount will be shown separately. Then a total that includes the charges and the tax will display. This is the freight charges screen from an invoice:

**Income Freight Charge (Ground)**

Freight Charge | Notes

Freight Service Class: Ground Freight Service

Description:

Apply to: Tropical Landscaping

Paid as: Prepaid

Currency: USD

Tax Code: **FL2 : Florida State Tax**  
IVA : Colombian Tax  
T1 : Miami-Dade Tax

Allow automatic update  
 Show in documents

No. of Pieces	Gross Weight (lb)	Gross Volume (ft³)	Chargeable Weight(Vlb)	Rate	Charge	Total Amount
425	9325.00	15146.63	157670.94	2.00		USD 850.00

OK Cancel Help

## Create a Withholding Tax (Retention)

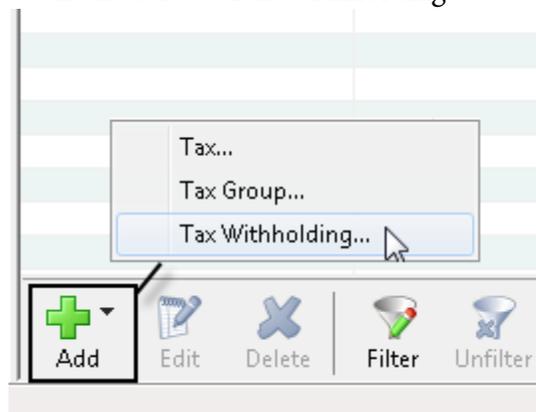
Withholding taxes are common in certain countries. When it is configured and used in invoices, the withholding tax amount is subtracted from the invoice total because the buyer withholds it from the seller and then pays it to the government tax authority.

First, configure your Magaya system to enable withholding by checking the box in the Configuration > Accounting menu on the “Taxes” tab:



Go to the Chart of Accounts. Click the Actions button and select “Tax Table List.” A list opens.

Click the “Add” button and select “Tax Withholding.”



Create the withholding tax by filling in the fields: Start with the Description field or the code.

The screenshot shows a 'Tax Withholding' dialog box with the following fields and values:

- Code:** R-IVA-M
- Description:** Tax withholding Mexico
- Tax Authority:** Servicio de Administracion Tributaria (SAT)
- Rate:** 66.67%
- Is Active:**
- Amount Range:**
  - Minimum:** 0 USD
  - Maximum:** 0 USD
- Accounts:**
  - Asset:** Sales Tax Credit
  - Liability:** Sales Tax Payable

Select the tax authority (or create it via the dropdown menu).

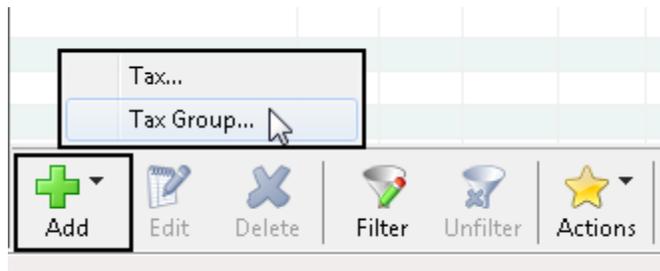
Enter the rate (percent). Do not enter the % symbol in the field; enter numbers.

The minimum/maximum fields are optional.

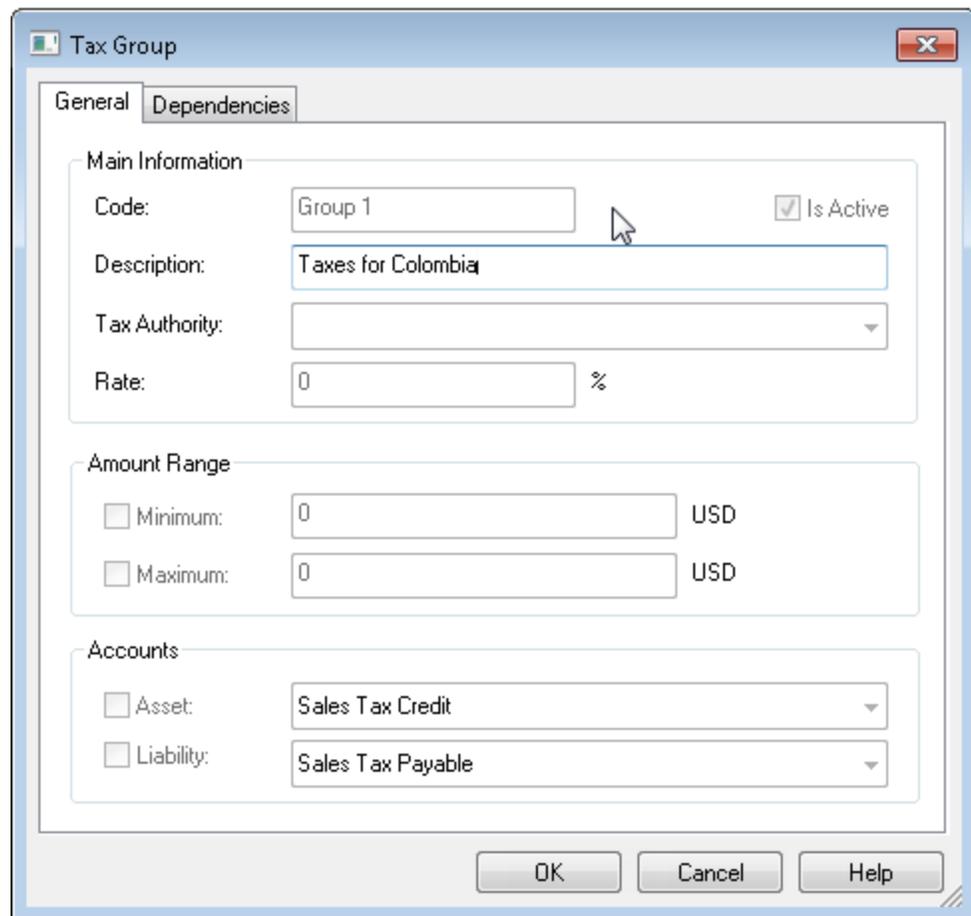
## Group Taxes

When you need to apply more than one tax to an item in a transaction, it's a good idea to group those taxes into one group. Then you can add the group tax to the transaction, and the system will calculate the total of all the taxes in the group. This will enable you to pay separate tax authorities for each tax within the group. Single taxes can be used in many different groups. When you update one of the taxes in a group, then the update will be applied everywhere that tax is used. You can also apply the group to a specific item or service in your list of Items Services.

To group taxes together, click the “Add” button in the Tax Table List, and select “Tax Group.”



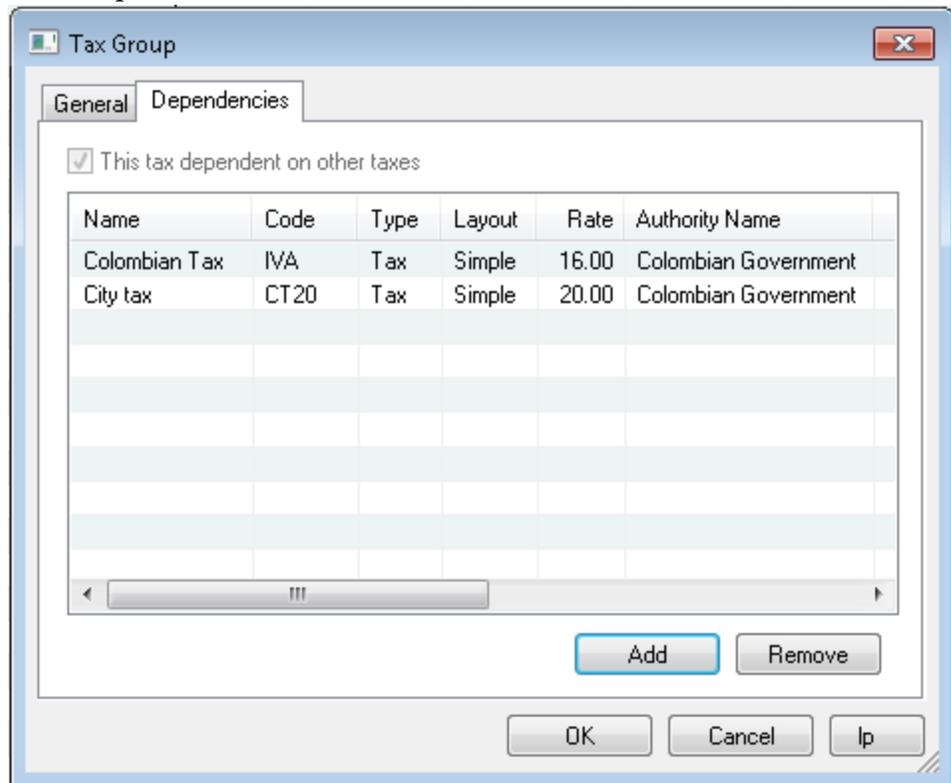
Enter a code name and a description for the tax group. The other fields on the General tab are not needed for the group.

A screenshot of a dialog box titled 'Tax Group' with a close button (X) in the top right corner. The dialog has two tabs: 'General' (selected) and 'Dependencies'. The 'General' tab contains several sections:

- Main Information:** Includes a 'Code' field with 'Group 1' entered, a 'Description' field with 'Taxes for Colombia' entered, a 'Tax Authority' dropdown menu, and a 'Rate' field with '0' and a '%' symbol. There is a checked 'Is Active' checkbox.
- Amount Range:** Includes 'Minimum' and 'Maximum' fields, both with '0' entered, and 'USD' as the unit.
- Accounts:** Includes 'Asset' and 'Liability' dropdown menus. 'Asset' is set to 'Sales Tax Credit' and 'Liability' is set to 'Sales Tax Payable'.

At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

On the Dependencies tab, add the taxes to the list.



These individual taxes will be added together to create the total for this group. Click OK to save.

## Tax Dependencies

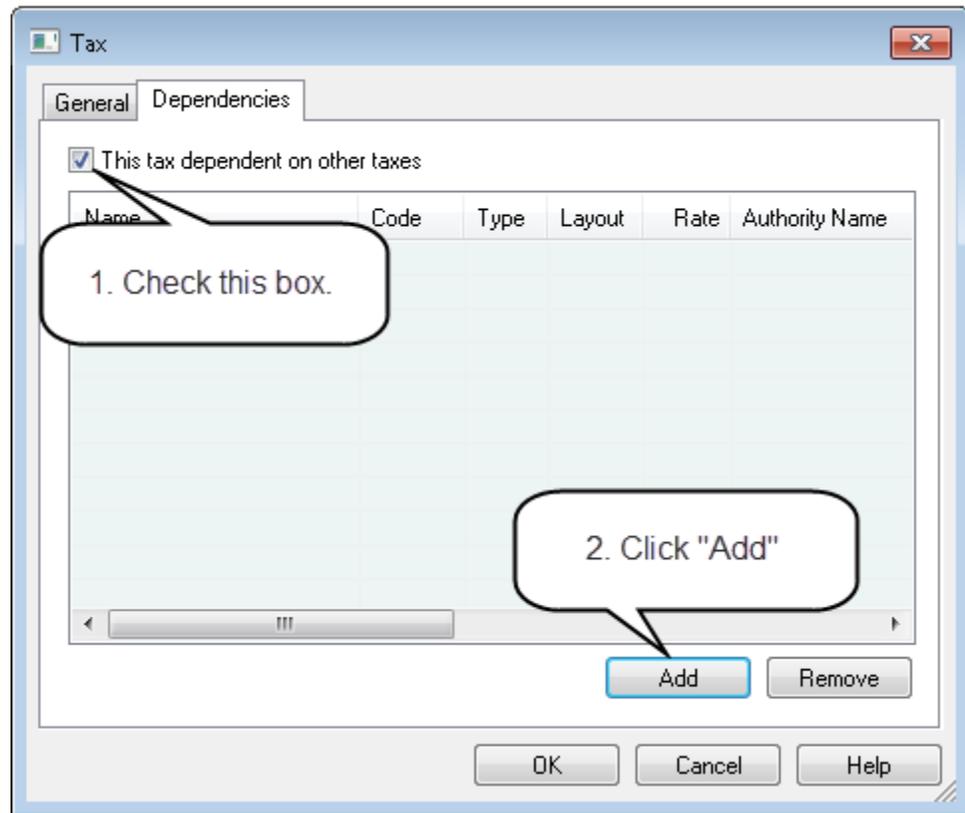
The Magaya system enables you to define taxes as dependent on other taxes. The single taxes will be multiplied together. This is also called cascading taxes.

First configure your Magaya system to enable cascading taxes. If not, then the “Dependencies” tab will not be activated in the Tax dialog box. It will only be available in the Tax Group dialog box.

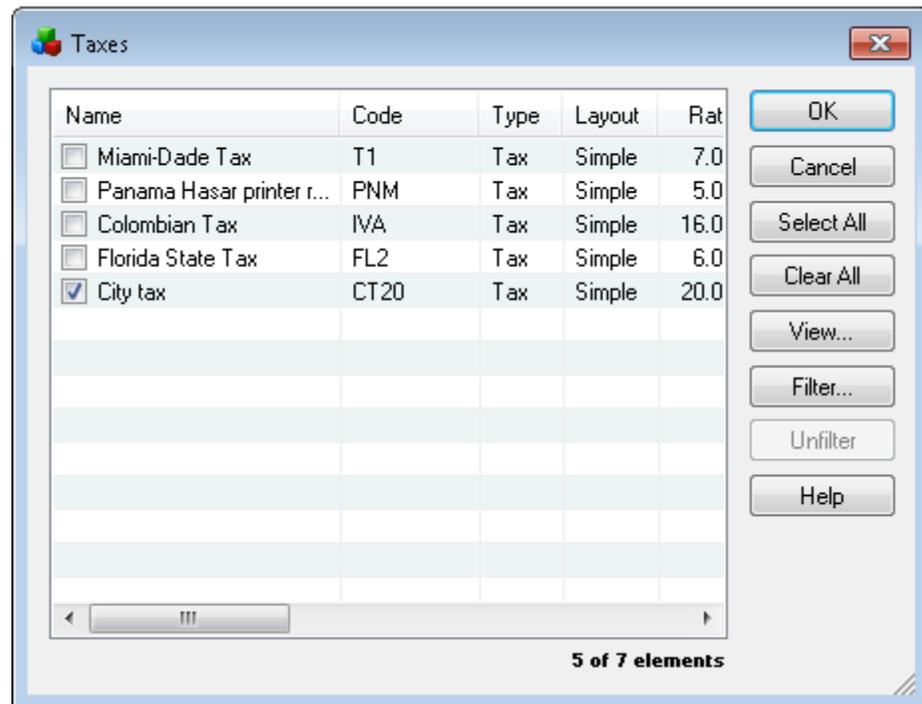
Steps:

1. Open an existing tax or create a new one.

2. On the “Dependencies” tab, check the box “This tax dependent on other taxes.”



3. Click the “Add” button to open a dialog box with all the single taxes listed.



4. Click “OK” to save the tax in the Dependencies list.

Add any other taxes as needed, and click “OK” when done. Now this tax is ready to use.

## Change a Tax Rate

The Magaya system has a wizard to enable you to update (or change) a tax. If a tax is used in a group, and you update the tax, the update will apply to all groups where that tax is included and any item or service that use that tax.

The updated tax will only be applied to newly created transactions. It will not change existing invoices or other transactions already using the tax.

*Note:* If a tax has been used in a transaction, the tax cannot be deleted from the system. It will be saved in the system for older invoices, etc.

Name	Code	Type	Layout	Rate	Authority Name
Miami-Dade Tax	T1	Tax	Simple	7.00	Miami- Dade Cour
Panama Hasar printer rate 1	PNM	Tax	Simple	5.00	Panamanian Gove
Colombian Tax	IVA	Tax	Simple	15.00	Colombian Govern
Colombian Tax	IVA	Tax	Simple	16.00	Colombian Govern
Florida State Tax	FL2	Tax	Simple	6.00	Florida State Dep

Update Tax...  
 Export...  
 Choose Columns...

A dialog box opens. Begin on the first screen and follow the prompts:

**Update Tax** ✕

**Tax Information**  
Update tax fields with new information. ▶

**Main Information**

Code:

Description:

Tax Authority:

Rate:  %

**Amount Range**

Minimum:  USD

Maximum:  USD

**Accounts**

Asset:

Liability:

Next, add any dependent taxes, if applicable.

**Update Tax**

**Tax Dependencies**  
Update tax dependencies with new information.

This tax dependent on other taxes

Name	Code	Type	Layout	Rate	Authority Name

Add Remove

< Back Next > Cancel Help

Next,

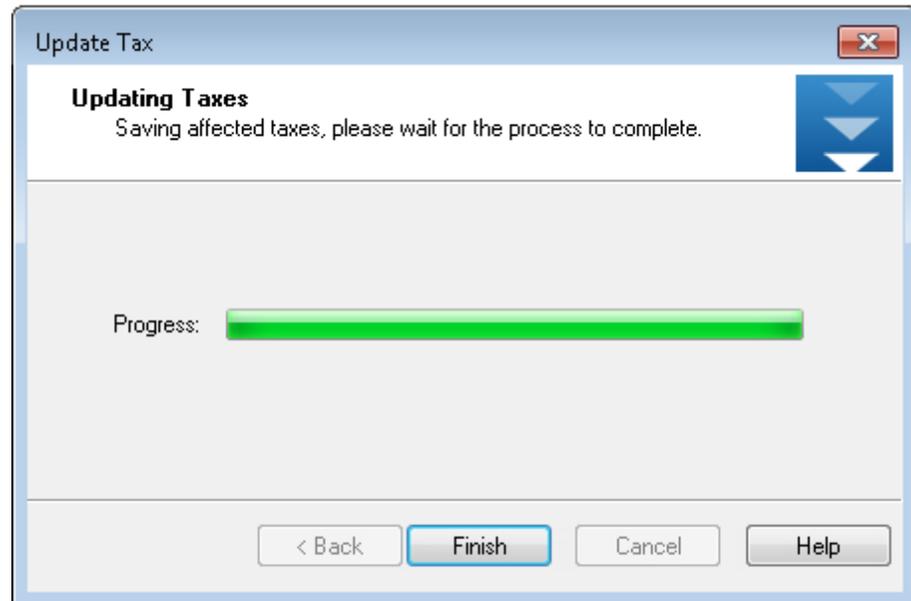
**Update Tax**

**Affected Taxes/Groups**  
The following taxes will also require an update. Please note that affected Items and Services will also be updated.

Name	Code	Type	Layout	Rate	Authority Name
Maryland state tax	MDTAX	Tax	Simple	4.00	Maryland State Department

< Back Save > Cancel Help

In the next screen, the process is complete when the green bar is full.



Click “Finish” to save.

The previous tax is now deactivated. A tax can only be updated once. The new tax is active and ready to use.

## Additional Resources

For example of handling tax retention (i.e., withholding tax; Value Added Taxes (VAT) or IVA (Impuestos por Valor)), see the following articles for examples from the following countries:

VAT Example for Ecuador:

[http://knowledge.magaya.com/#/article/VAT\\_example\\_Ecuador](http://knowledge.magaya.com/#/article/VAT_example_Ecuador)

VAT Example for Colombia:

[http://knowledge.magaya.com/#/article/tax\\_example\\_Colombia](http://knowledge.magaya.com/#/article/tax_example_Colombia)

VAT Example for Mexico:

[http://knowledge.magaya.com/#/article/tax\\_example\\_Mexico](http://knowledge.magaya.com/#/article/tax_example_Mexico)

VAT Example for Canada:

[http://knowledge.magaya.com/#/article/tax\\_example\\_Canada](http://knowledge.magaya.com/#/article/tax_example_Canada)

# VAT Example: Ecuador

## Introduction

Value Added Taxes (VAT) are often used in Latin American countries. The VAT is also called IVA (Impuestos por Valor). Another common practice is withholding tax, called "Retention." The following example illustrates how to create the tax items in Magaya to calculate these taxes so they are saved in your Magaya system when you need to pay them.

## Tax Example

First, configure your Magaya system to enable withholding by checking the box in the Configuration > Accounting menu on the "Taxes" tab:

The screenshot shows the 'Accounting' configuration window. At the top, there is a tabbed interface with 'Taxes' selected. Below the tabs, the 'Tax Settings' section contains four checkboxes:

- Keep tax for purchases as credit
- Enable cascading taxes
- Enable tax withholding
- Round taxes up by default

Overview of the example of withholding tax in Ecuador: For an invoice totaling \$100, the IVA is 12%. There is a withholding of income of 2% and a withholding of VAT at 70%.

**Prepare to create these tax functions in your Magaya system:** This tax is payable to the Ecuador department of revenue called Servicio de Rentas Internas (SRI). You can create the entity now if you don't have it in your Magaya system yet by using the menu in the dropdown box of the tax dialog box. You will also need to enter a Code for each tax below. This example shows Ecuador to illustrate the process. Change the tax names for your real tax.

*Note:* All sales taxes are created in the Chart of Accounts > Actions button > Tax Table.

To perform this example calculation in Magaya, create these three types of taxes and one group:

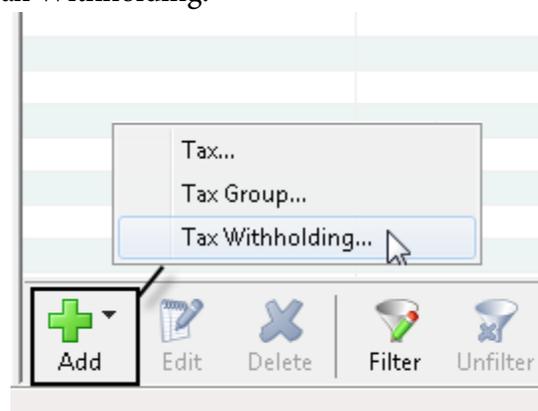
- 1) Create a tax by entering "VAT Ecuador" in the Description field. Select the Tax Authority the Ecuador department of revenue called Servicio de Rentas Internas (SRI). Click OK to save and close.

The screenshot shows the 'Tax' dialog box with the following fields and values:

- Code:** VAT-EC
- Description:** VAT Ecuador
- Tax Authority:** SRI Ecuador
- Rate:** 12 %
- Is Active:**
- Amount Range:**
  - Minimum: 0 USD
  - Maximum: 0 USD
- Accounts:**
  - Asset: Sales Tax Credit
  - Liability: Sales Tax Payable

Buttons at the bottom: OK, Cancel, Help.

- 2) a) Create a tax withholding item by clicking the "Add" button and selecting "Tax Withholding."



Name it "VAT Withholding EC" and enter 70% for the rate.

Enter a description and code.

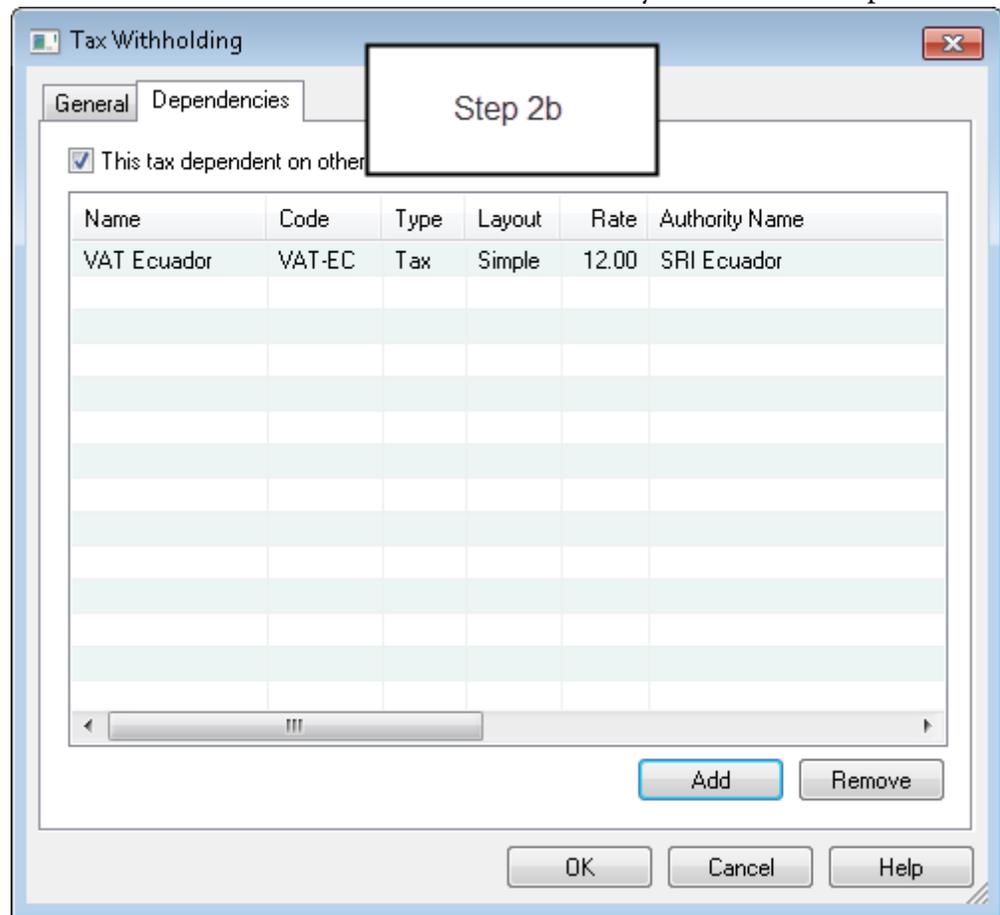
The screenshot shows a software dialog box titled "Tax Withholding" with a "Step 2a" label. It has two tabs: "General" (selected) and "Dependencies". The "General" tab contains the following fields:

- Main Information:**
  - Code: VAT-EC-Withhold
  - Description: VAT Withholding EC
  - Tax Authority: SRI Ecuador
  - Rate: 70 %
  - Is Active:
- Amount Range:**
  - Minimum: 0 USD
  - Maximum: 0 USD
- Accounts:**
  - Asset: Sales Tax Credit
  - Liability: Sales Tax Payable

Buttons for "OK", "Cancel", and "Help" are located at the bottom right of the dialog.

b) On the Dependencies tab for this tax, check the box "This tax dependent on other taxes".

Click "Add" to add the "VAT Ecuador" item you created in Step 1.



Click OK to save and close.

- 3) Create another withholding Tax called "Ecuador - Income Tax" and enter 2% for the rate. Click OK to save and close.

The screenshot shows the 'Tax Withholding' dialog box with the 'General' tab selected. A box labeled 'Step 3' is overlaid on the top right. The 'Main Information' section contains the following fields:

- Code: Inc-tax-EC
- Description: Ecuador - Income Tax
- Tax Authority: SRI Ecuador
- Rate: 2 %
- Is Active:

The 'Amount Range' section contains the following fields:

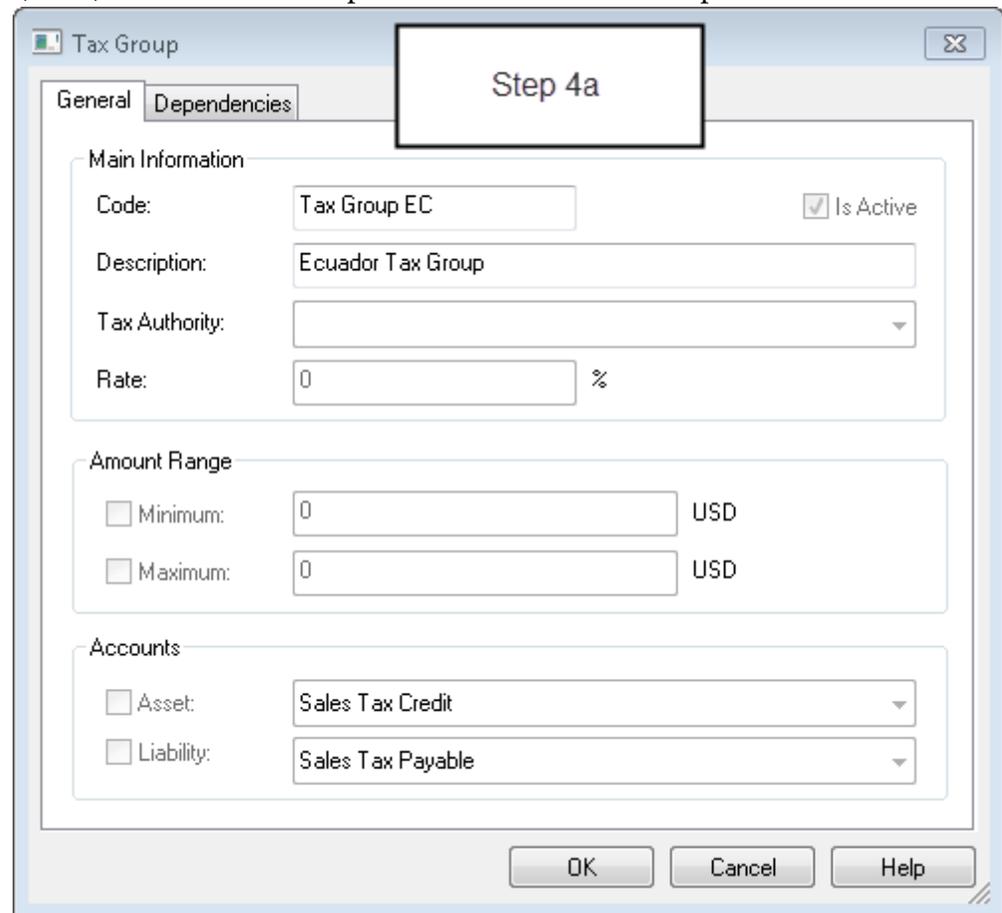
- Minimum:  0 USD
- Maximum:  0 USD

The 'Accounts' section contains the following fields:

- Asset:  Sales Tax Credit
- Liability:  Sales Tax Payable

At the bottom of the dialog box are three buttons: OK, Cancel, and Help.

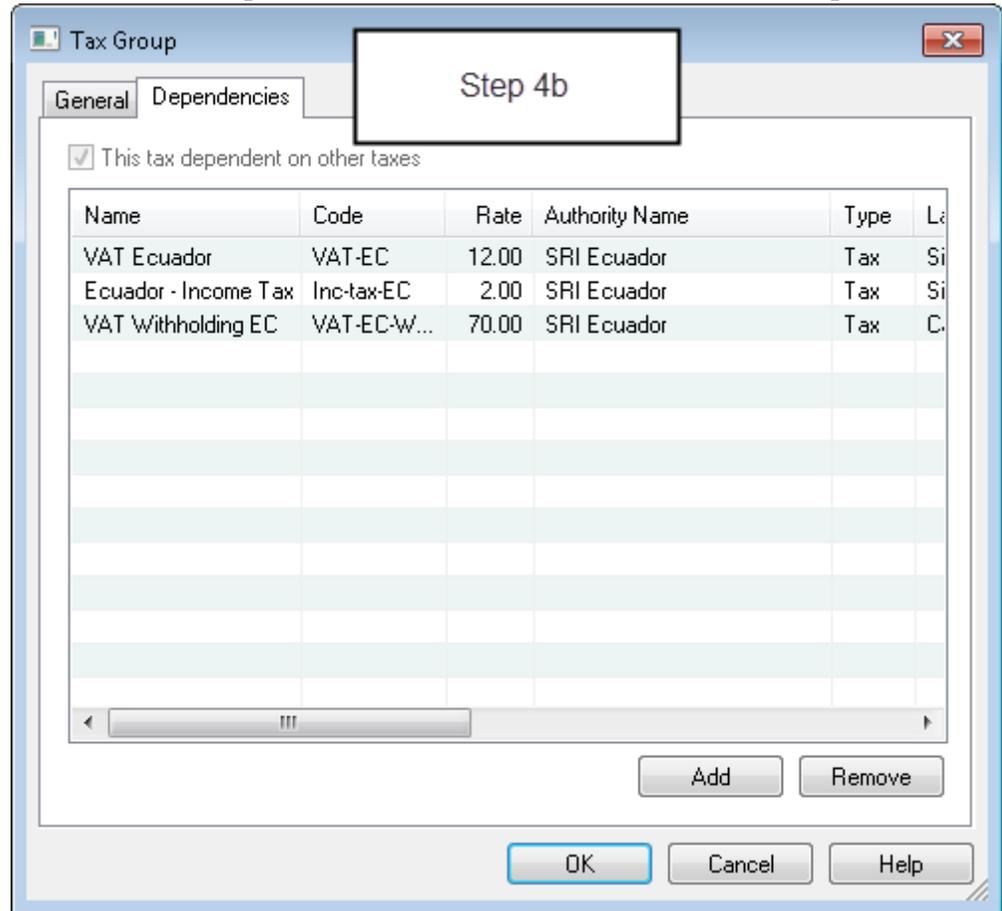
- 4) a) Create a Tax Group called "Ecuador Tax Group."



The screenshot shows a 'Tax Group' dialog box with the 'General' tab selected. A callout box labeled 'Step 4a' points to the 'Code' field. The 'Main Information' section contains the following fields: 'Code' (Tax Group EC), 'Description' (Ecuador Tax Group), 'Tax Authority' (empty dropdown), and 'Rate' (0 %). The 'Is Active' checkbox is checked. The 'Amount Range' section has 'Minimum' and 'Maximum' fields, both set to 0 USD. The 'Accounts' section has 'Asset' (Sales Tax Credit) and 'Liability' (Sales Tax Payable) dropdowns. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Field	Value
Code	Tax Group EC
Description	Ecuador Tax Group
Tax Authority	
Rate	0 %
Is Active	<input checked="" type="checkbox"/>
Minimum	0 USD
Maximum	0 USD
Asset	Sales Tax Credit
Liability	Sales Tax Payable

b) On the Dependencies tab, add all the taxes created in Steps 1 - 3.



Click OK to save and close.

#### How it Works:

The Magaya system calculates the taxes for the example invoice of \$100 by applying all the taxes in the Tax Group as follows:

- The VAT Ecuador tax is calculated as  $\$100 \times 12\% = \$12$
- The VAT Withholding EC is calculated as  $\$12 \times 70\% = \$8.40$
- The Ecuador - Income Tax withholding is calculated as  $\$100 \times 2\% = \$2$

*Result:* The compounded tax is calculated.

## Tax Example: Colombia

This topic shows an example of handling taxes and withholding taxes in Magaya software for Colombia.

*Note:* All sales taxes are created in the Chart of Accounts > Actions button > Tax Table.

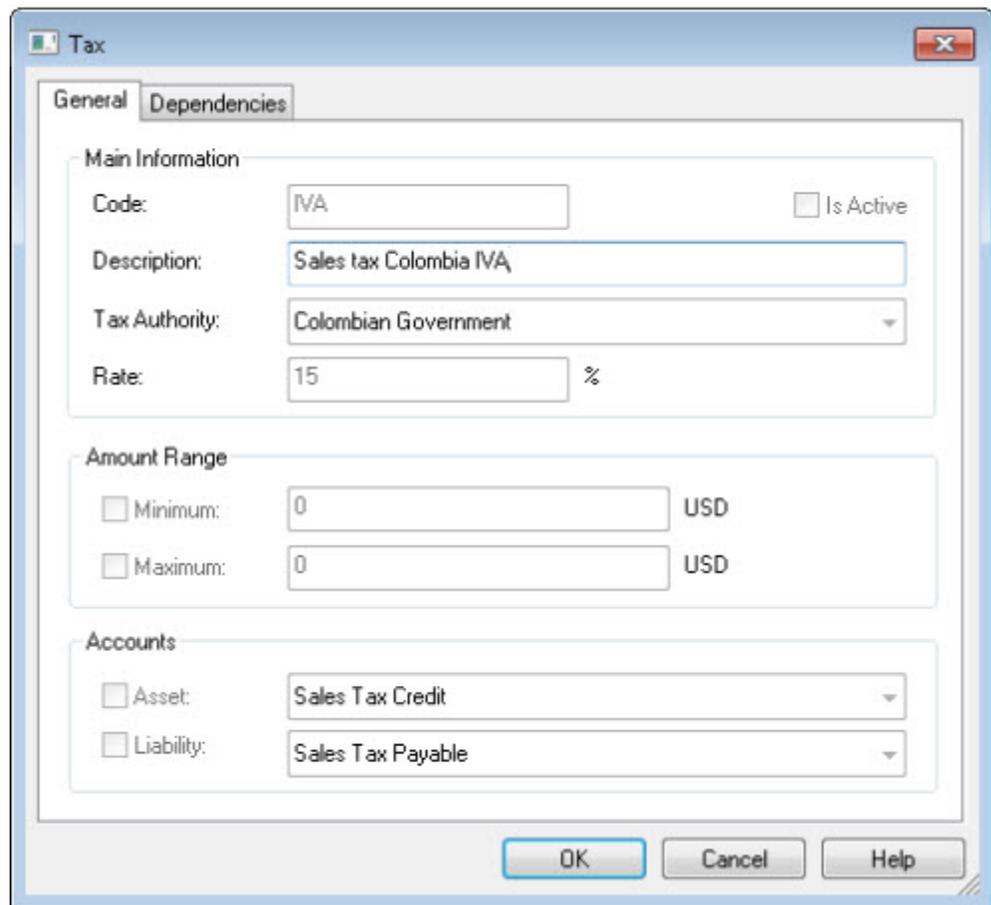
First, configure your Magaya system to enable withholding by checking the box in the Configuration > Accounting menu on the “Taxes” tab:



The screenshot displays the 'Accounting' configuration window. At the top, the title 'Accounting' is centered. Below the title is a horizontal menu with several tabs: 'Main', 'Document Numbers', 'Reports', 'Cost', 'Taxes', 'Integrations', 'Credit Limit', and 'Misc'. The 'Taxes' tab is currently selected and highlighted. Below the menu, the 'Tax Settings' section is visible, containing four checkboxes with their corresponding labels:

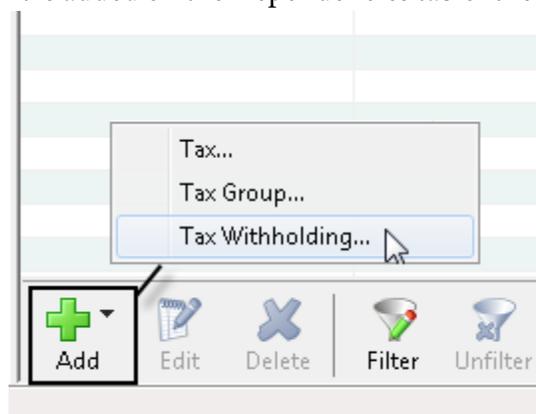
- Keep tax for purchases as credit
- Enable cascading taxes
- Enable tax withholding
- Round taxes up by default

1. Create a list of taxes, and create the Sales Tax (example 16%).



The screenshot shows the 'Tax' dialog box with the 'General' tab selected. The 'Main Information' section contains the following fields: Code (IVA), Description (Sales tax Colombia IVA), Tax Authority (Colombian Government), and Rate (15%). There is an 'Is Active' checkbox which is unchecked. The 'Amount Range' section has 'Minimum' and 'Maximum' fields, both set to 0, with 'USD' as the currency. The 'Accounts' section has 'Asset' (Sales Tax Credit) and 'Liability' (Sales Tax Payable) dropdown menus. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

2. Then create the retention/withholding tax (example 15%); the 15% depends on the sales tax, so it is added on the Dependencies tab of the first tax dialog box.



3. Regional taxes can also be created.

4. Create a group for each tax region. By creating a group for each region, you add only those taxes that apply to that region.

The screenshot shows a software interface with two main windows. The background window is titled 'Tax Table List' and has a 'Chart of Accounts' tab. It displays a list of tax entries under the 'Name' column:

- Taxes for Bogota
- Florida Sales Taxes
- Sales tax - Colombia IVA
- Sales tax - Mexico
- Local sales tax
- Local sales tax
- Taxes for Mexico
- Taxes for Medellin
- Miami Dade Sales Tax
- Miami Dade Sales Tax
- Ret. ISR - Mexico (Retencion de i...
- Sales tax withholding - Mexico
- ReteFuente - Colombia
- RetelCA Bogota - Colombiana
- Sales tax withholding - Colombia

The foreground window is titled 'Tax Group' and has a 'Regional Tax Group: Colombia' title bar. It has two tabs: 'General' and 'Dependencies'. The 'General' tab is active and contains a checked checkbox labeled 'This tax dependent on other taxes'. Below this is a table with three columns: 'Name', 'Code', and 'Rate'.

Name	Code	Rate
Sales tax - Colombia IVA	IVAC	16.00
Sales tax withholding - Colombia	ReteIVA	15.00
ReteFuente - Colombia	ReteFuente	4.00

When you create an invoice for an item that has a tax or tax group applied to it, the invoice shows the amount of tax withheld (retained).

Invoice

Number: 22  
 Account: Accounts Receivable  
 Transaction Date: 4/21/2014  
 Payment Terms: Net 30  
 Due Date: 5/21/2014

Apply to: Demo Buyer  
 Billing Address: 14536 SW 8th Street, Miami, FL 33174, UNITED STATES

Status	Description	Prepaid	Quantity	Price	Amount	Tax Code
Open	Documentation	Yes	1.00	100.00	100.00	BC-TAX

Tax withheld/retained:

Paid as: Prepaid  
 Exchange Rate: 1.00 USD

Amount: USD 100.00  
 Retention: USD 7.37  
 Tax: USD 16.00  
 Total Amount: USD 108.63  
 Amount Due: USD 108.63

The Adjustments tab of the Invoices shows the details:

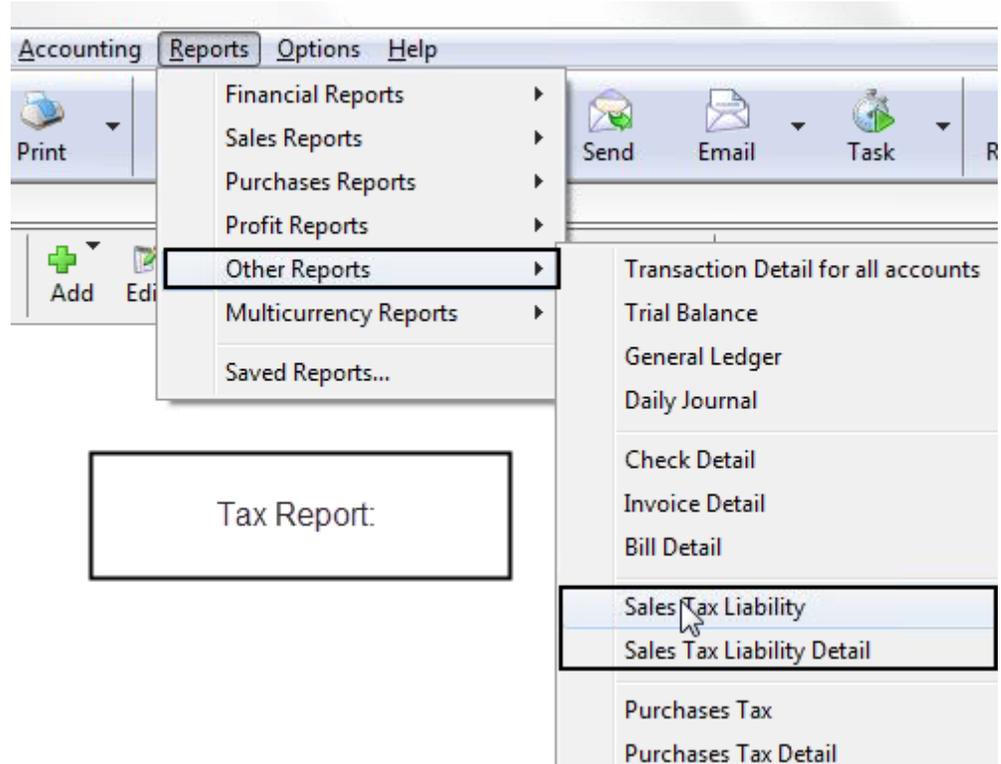
Accounting Transaction Adjustments tab of the Invoice:

Internal Type	Account Name	Amount (USD)	Amount	Applied to
TaxLineInvoice	Sales Tax Payable	16.00	USD 0.00	Tax Collect
RetentionLineInvoice	Sales Tax Credit	0.97	USD 0.00	Tax Collect
RetentionLineInvoice	Sales Tax Credit	4.00	USD 0.00	Tax Collect
RetentionLineInvoice	Sales Tax Credit	2.40	USD 0.00	Tax Collect

Note: There is a Spanish-language template to display the retentions. The template is available in the Spanish version of Magaya software and in the English version. To get the Spanish template in the English version, you must select the option during the installation of the software or during the update to Magaya software version 9.7.

Note: Retention is also applied when Bills are created.

See the results in the Sales tax report.



The Sales Tax Liability report shows the retention amounts as negative numbers.

The screenshot displays a 'Sales Tax Liability' report for Colombia. The report title is 'Magaya Development Sales Tax Liability' for the period 'April 1 - 21, 2014'. The report shows a table with the following data:

Tax Authority	Tax Code	Tax Rate	Sales Thi...	Sale Tax This ...	Sale Tax Previ...	Current Sale T...
<b>Tax Collector</b>						
IVA-C	Sales tax - Colombia	18.000	100.00	18.00	0.00	18.00
ReteFuente	ReteFuente - Colombia	4.000	100.00	-4.00	0.00	-4.00
ReteIVA	Sales tax withholding - Colombia	15.000	100.00	-2.40	0.00	-2.40
<b>Total for Tax Collector</b>			<b>300.00</b>	<b>9.60</b>	<b>0.00</b>	<b>9.60</b>
Retentions shown as negative:			<b>300.00</b>	<b>9.60</b>	<b>0.00</b>	<b>9.60</b>

The Purchase Report will also show retention as negative numbers.

When you pay your taxes, the Payment screen shows what is due (ensure the box is checked to view balances due). Select the transactions to pay.

Sales Tax Payment Attachments Internal Notes

Bank Account: Bank Account Number: 2

Pay to the order of: Tax Collector Date: 4/21/2014

Memo:

Show Due Balances

Paid	Name	Code	Balance	Credit	Amt. Due	Amt. Paid
<input type="checkbox"/>	No Sales tax - Colombia	IVA-C	16.00	0.00	16.00	0.00
<input type="checkbox"/>	No ReteFuente - Colombia	Ret...	0.00	4.00	-4.00	0.00
<input type="checkbox"/>	No Sales tax withholding...	Ret...	0.00	2.40	-2.40	0.00
<input type="checkbox"/>	No ITBMS2	TX2	0.70	0.00	0.70	0.00

To Pay Sales Tax to Tax Collector

Bank Account Balance: USD 0.00

Total Due: USD 10.30

Total Paid: USD 0.00

Discount: 0.00

Check Amount: USD 0.00

# Tax Example: Mexico

This topic shows an example of handling taxes and withholding taxes in Magaya software for Mexico. *Note:* All sales taxes are created in the Chart of Accounts > Actions button > Tax Table.

First, configure your Magaya system to enable withholding by checking the box in the Configuration > Accounting menu on the “Taxes” tab:

The screenshot shows the 'Accounting' configuration window with the 'Taxes' tab selected. Under 'Tax Settings', the following options are checked:

- Keep tax for purchases as credit
- Enable cascading taxes
- Enable tax withholding
- Round taxes up by default

1. Create the sales tax.

The screenshot shows the 'Tax' configuration window for 'Example Sales Tax for Mexico'. The 'General' tab is active, and the 'Main Information' section contains the following fields:

- Code: IVA-M  Is Active
- Description: Sales tax - Mexico
- Tax Authority: Tax Collector
- Rate: 16 %

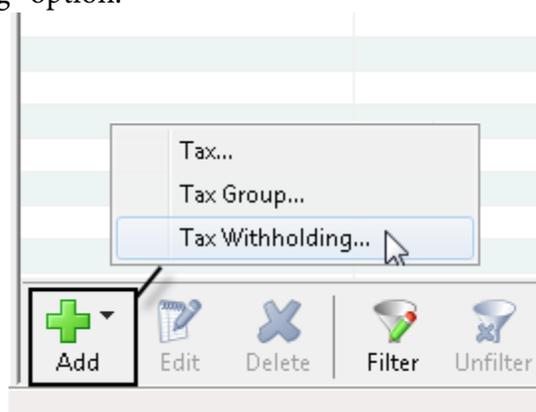
The 'Amount Range' section has the following fields:

- Minimum: 0 USD
- Maximum: 0 USD

The 'Accounts' section has the following fields:

- Asset: Sales Tax Credit
- Liability: Sales Tax Payable

2. Create the withholding tax by clicking the “Add” button and selecting the “Tax Withholding” option.



Enter a description, a code, and the rate. Two-thirds of the tax is withheld = 66.67%. Select the tax authority.

A screenshot of a dialog box titled 'Tax Withholding'. The dialog has two tabs: 'General' (selected) and 'Dependencies'. The 'General' tab contains the following fields:

- Main Information:**
  - Code: R-IVA-M
  - Description: Tax withholding Mexico
  - Tax Authority: Servicio de Administracion Tributaria (SAT)
  - Rate: 66.67 %
  - Is Active:
- Amount Range:**
  - Minimum:  USD
  - Maximum:  USD
- Accounts:**
  - Asset: Sales Tax Credit
  - Liability: Sales Tax Payable

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

On the Dependencies tab, add the sales tax.

Dependency for Withholding tax:  
Mexico

General Dependencies

This tax dependent on other taxes

Name	Code	Rate
Sales tax - Mexico	IVA-M	16.00

Create the tax group and add the taxes needed. By creating a group for each region, you can add only those taxes that apply to that region. Then add the applicable taxes to the groups.

Tax Group: Mexico

General Dependencies

This tax dependent on other taxes

Name	Code	Rate
Sales tax - Mexico	IVA-M	16.00
Sales tax withholding - Mexico	R-IVA-M	66.67
Ret. ISR - Mexico (Retencion de impuesto sobre la renta)	R-ISR	10.00

When you create an invoice for an item that has a tax or tax group applied to it, the invoice shows the amount of tax withheld (retained). Note: Retention is also applied when Bills are created.

Invoice Number: 23  
 Account: Accounts Receivable  
 Transaction Date: 4/21/2014  
 Payment Terms: Net 30  
 Due Date: 5/21/2014

Status	Description	Prepaid	Quantity	Price	Amount	Tax Code
Open	Inland Freight	Yes	1.00	100.00	100.00	M-TAX

Invoice: Mexico retention

Paid as: Prepaid  
 Exchange Rate: 1.00 USD

Amount: USD 100.00  
 Retention: USD 20.67  
 Tax: USD 16.00  
 Total Amount: USD 95.33  
 Amount Due: USD 95.33

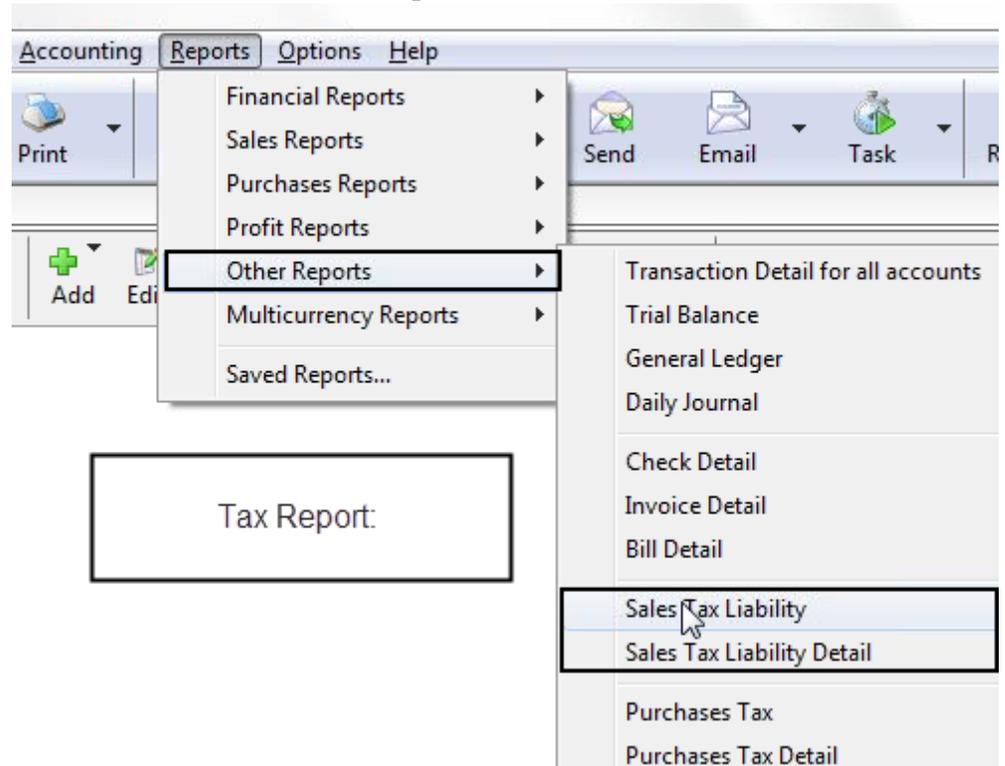
The Adjustments tab of the invoice shows the details.

Adjustments tab of Invoice Example: Mexico

Internal Type	Account Name	Amount (USD)	Amount	Applied to
TaxLineInvoice	Sales Tax Payable	16.00	USD 0.00	Tax Collect
RetentionLineInvoice	Sales Tax Credit	10.00	USD 0.00	Tax Collect
RetentionLineInvoice	Sales Tax Credit	10.67	USD 0.00	Tax Collect

Note: There is a Spanish-language template to display the retentions. The template is available in the Spanish version of Magaya software and in the English version. To get the Spanish template in the English version, you must select the option during the installation of the software or during the update to Magaya software version 9.7.

See the results in the Sales tax report.



## Tax Example: Canada

This topic shows examples of handling taxes for Canada in your Magaya system.

There are three types of taxes for Canadian businesses:

- Goods & Services Tax (GST)
- Provincial Sales Tax (PST)
- Harmonized Sales Tax (HST): This is used in provinces that combine the GST and the PST into a single Value Added Sales Tax. In the Magaya system, this tax is handled the same as any other sales tax.

There are two possible scenarios when applying a GST/PST structure while invoicing:

- Simple tax calculation
- Compound tax calculation

Let's see how to handle each scenario in your Magaya system. *Note:* All sales taxes are created in the Chart of Accounts > Actions button > Tax Table.

### Simple Tax Example

For an invoice total \$1000.

GST of 5% = \$50

PST of 7% = \$70

Steps:

- 1) Create a Provincial Sales Tax (PST) of 7%

The screenshot shows a 'Tax' dialog box with two tabs: 'General' and 'Dependencies'. The 'General' tab is active. The dialog is divided into three sections: 'Main Information', 'Amount Range', and 'Accounts'.

**Main Information:**

- Code: PST
- Description: Provincial Sales Tax
- Tax Authority: Canada Revenue Agency
- Rate: 7 %
- Is Active

**Amount Range:**

- Minimum: 0 USD
- Maximum: 0 USD

**Accounts:**

- Asset: Sales Tax Credit
- Liability: Sales Tax Payable

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

- 2) Create a Goods & Services Tax (GST) of 5%

The screenshot shows the 'Tax' dialog box with the following fields:

- Main Information:**
  - Code: GST
  - Description: Goods & Services Tax
  - Tax Authority: Canada Revenue Agency
  - Rate: 5 %
  - Is Active
- Amount Range:**
  - Minimum: 0 USD
  - Maximum: 0 USD
- Accounts:**
  - Asset: Sales Tax Credit
  - Liability: Sales Tax Payable

- 3) Create a Tax Group named “Canada Simple Tax Group” that includes the PST and the GST

The screenshot shows the 'Tax Group' dialog box with the following details:

- This tax dependent on other taxes

Name	Code	Rate	Authority Name
Goods & Services Tax	GST	5.00	Canada Revenue Agency
Provincial Sales Tax	PST	7.00	Canada Revenue Agency

## Compound Tax Example

For an invoice total \$1000.

The PST of 7% = \$70

The GST is calculated based on the PST and the original invoice amount, which is \$1070 for this example. Therefore the GST = \$53.50

**Steps:**

- 1) Create a compound Provincial Sales Tax (PST) of 7% named PST CMPD

The screenshot shows a 'Tax' dialog box with two tabs: 'General' and 'Dependencies'. The 'General' tab is active. The 'Main Information' section contains the following fields:

- Code: PST CMPD  Is Active
- Description: Provincial Sales Tax Compound
- Tax Authority: Canada Revenue Agency
- Rate: 7 %

The 'Amount Range' section contains the following fields:

- Minimum: 0 USD
- Maximum: 0 USD

The 'Accounts' section contains the following fields:

- Asset: Sales Tax Credit
- Liability: Sales Tax Payable

At the bottom of the dialog box are three buttons: OK, Cancel, and Help.

- 2) Create a second Provincial Sales Tax (PST) of 7% named PST Base

The screenshot shows a 'Tax' dialog box with two tabs: 'General' and 'Dependencies'. The 'General' tab is active. The 'Main Information' section contains the following fields:

- Code: PST CMPD (with a checked 'Is Active' checkbox)
- Description: Provincial Sales Tax Compound
- Tax Authority: Canada Revenue Agency (dropdown menu)
- Rate: 7 %

The 'Amount Range' section contains the following fields:

- Minimum: 0 USD (checkbox is unchecked)
- Maximum: 0 USD (checkbox is unchecked)

The 'Accounts' section contains the following fields:

- Asset: Sales Tax Credit (checkbox is unchecked, dropdown menu)
- Liability: Sales Tax Payable (checkbox is unchecked, dropdown menu)

At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Help'.

- 3) Create a compound Goods & Services Tax (GST CMPD) of 5%

- 4) Create a Tax Group named Canada Compound Tax Group that includes the PST CMPD, the PST Base and the GST CMPD.

How the Magaya system calculates the compound tax:

Using the PST Base tax that we created, the system will apply the 7% tax to the base of the invoice ( $\$1000 \times 7\% = \$70$ )

Using the GST tax that we created, the system will apply the 5% tax to the base of the invoice ( $\$1000 \times 5\% = \$50$ )

Using the PST CPMD tax we created, the system will apply the 7% to the 5% GST tax ( $5\% \times 7\% = .0035\%$ ). This gets multiplied to the \$1000. The result is \$3.50.

**In Summary:**

Invoice Base = \$1000

PST Base = \$70

GST = \$50

PST CMPD = \$3.50

Total \$1123.50

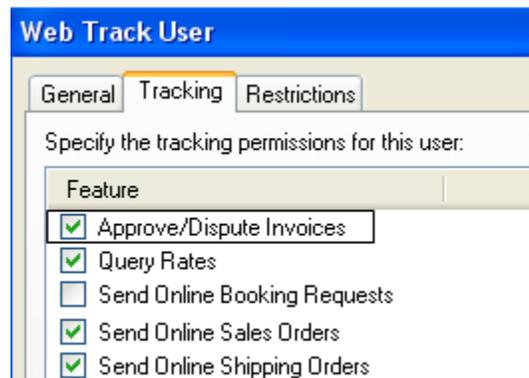
# Approve/Dispute Invoices

This topic explains how to set up the option for your customers to approve or dispute invoices.

## Configure: Approve or Dispute Invoices

To approve or dispute invoices, first configure this option in your Magaya system per customer:

- Go to Maintenance > Customers and right-click on the customer's name in the list. From the pop-up menu select "Allow Tracking." A dialog box opens.
- Click the Tracking tab in the Web Track User dialog box. Click the option "Approve/Dispute Invoices" to make a checkmark appear in the box.



Click "OK" to save the setting for this customer.

**Configure per Contact:** If a customer has more than one contact person, add their name, email, and information into the Contacts List, and send them an Invitation to use LiveTrack.

**Invite the customer or contact to use LiveTrack:** If you have not sent a customer the link to LiveTrack, do it by right-clicking their name from the Customer List and selecting "Send invitation email." The customer must have a valid email address in their profile.

For more details on setting up LiveTrack for your customers, their passwords and more, see the Knowledgebase article:

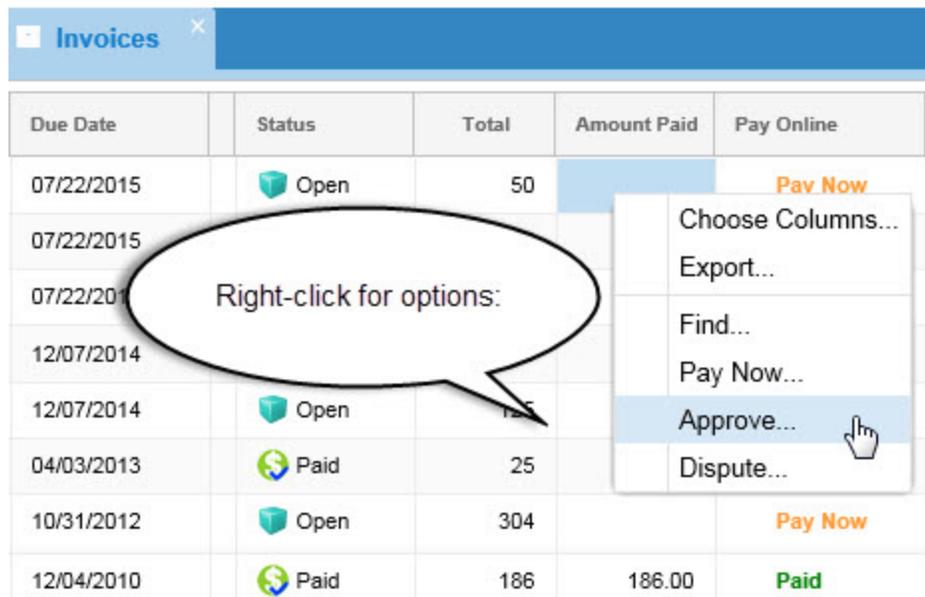
[http://knowledge.magaya.com/#/article/livetrack\\_setup](http://knowledge.magaya.com/#/article/livetrack_setup)

## How your Customers Approve or Dispute an Invoice Online

You can give your customers permissions to approve or dispute invoices online. They just need to log into LiveTrack, and go to the Invoices list.

Note: Customers will see only the transactions that you have given permission to access LiveTrack.

Right-click an invoice to see the pop-up menu of choices, including the option to approve or dispute an invoice.



Due Date	Status	Total	Amount Paid	Pay Online
07/22/2015	Open	50		Pay Now
07/22/2015				
07/22/2015				
12/07/2014				
12/07/2014	Open	125		
04/03/2013	Paid	25		
10/31/2012	Open	304		Pay Now
12/04/2010	Paid	186	186.00	Paid

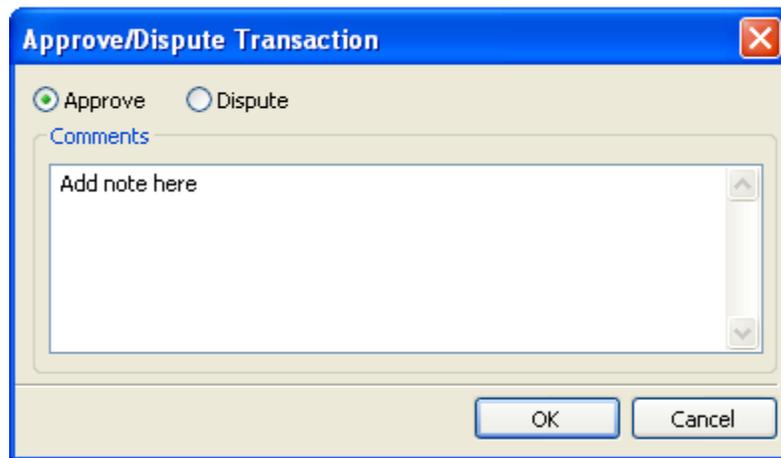
For details on how to give your customers the option to pay their invoices online, see the Getting Started article in the Knowledgebase:

[http://knowledge.magaya.com/#/article/online\\_payments\\_getting\\_started](http://knowledge.magaya.com/#/article/online_payments_getting_started)

## Approve or Dispute in your Magaya System

To approve or dispute an invoice in your Magaya system, go to the Invoices List. Click the Actions button (alternate: right-click on an invoice in the list), and select “Approve/Dispute Transaction.”

Enter the reason in the dialog box.



The comment appears in the Events tab for the transaction.

This option is helpful if you are on the phone with a customer or they send you an email to approve or dispute an invoice, and you need to make the change in their invoice.

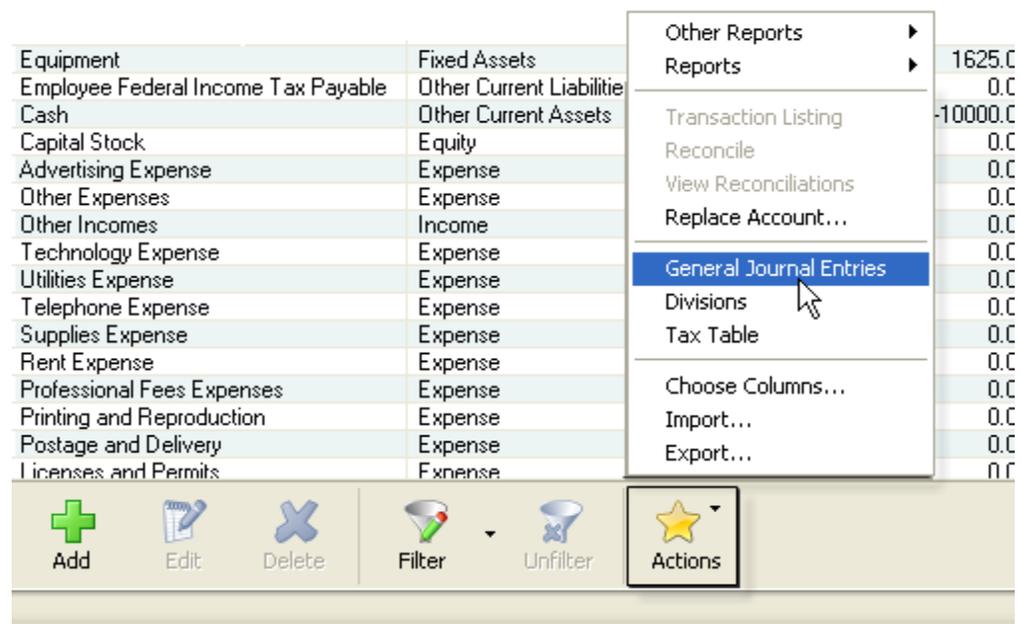
# Journal Entries

## Introduction to Journal Entries

Journal Entries are used to track non-routine transactions such as depreciation or sale of an asset. When you create Journal Entries in Magaya Explorer, they are saved in a list that you can sort and filter.

## Steps: Create a Journal Entry

1. Go to the Chart of Accounts and click the “Actions” button.



2. Select “General Journal Entries”. A list opens.

3. Click on the Add button. A dialog box opens.

The date field displays today's date. Change the date if needed. Enter an Entry number.

4. In the dialog box, follow these steps:

- Click on the **Add** button to add a new line to the journal entry. A line in the table will be highlighted. The line has columns (these are also called “fields” because when you click on them, they become active and you can enter information).
- The first column in the line is “**Account Name**”. This is the account that you will apply the line to. The field becomes a dropdown menu. Select the account from the dropdown.

- The second column is “**Debit**” where you add the amount you will deduct.
- The third column is “**Credit**” where you add the amount that you will add.
- The “**Description**” column is used to add a description (optional). This is a text field.

- The “**Entity**” is a customer, vendor, etc. that is related to this journal entry. Click on the field to activate the dropdown menu. This information will appear when you list the transactions for this entity or customer.
- “**Currency**” is set when you set up your Magaya system (changes can be made in the Maintenance > Configuration). Each line can be in a different currency if you select an account that is in a different currency, but the amount shown in the Debit and Credit columns are shown in home currency:

**Journal Entry**

General Journal Entry

Date: 7/ 8/2009      Entry No:

Memo: Opening Balance for Southern WH Property      Division:

–Detail (USD)

Account Name	Debit	Credit	Description	Entity	Currency
Southern WH Property	0.00	25000.00	Opening Balanc...		USD
Opening Balance Equity	25000.00	0.00	Opening Balanc...		USD
Accounts Payable - EUR	0.00	0.00			EUR

- “**Exchange Rate**” is used to enter the exchange rate if you create this journal entry in another currency. This is the exchange rate between the currency you have selected and the home currency that your Magaya system is set up with.
- The **sum** of all the Debits must be equal to the sum of all the Credits to keep the entry in balance. The system will not let you add an Entry that is not in balance.

5. Click the OK button. The entry will be added to the list and posted to the appropriate accounts.

**General Journal**

Dates: All      From: 6/10/2009      To: 6/10/2009

Number	Date	Memo	Debit (USD)	Credit (USD)
001	05/28/2009	Depreciation of truck	2000.00	2000.00

#### Actions for Journal Entries:

In the General Journal Entries list, click the Actions button to make a copy of a journal entry, create reports, print an entry or a batch, choose columns, or import or export data.

Other options for journal entries:

- Reverse a journal entry (useful when changing credits by debits and vice versa)
- Display total of debits and credits in the screen of the journal entry
- Set up consecutive numbers for journal entries in the Maintenance > Configuration > Accounting menu
- Select the template when printing a journal entry

To view more details about a journal entry, select it and click the “Detail” button.

# Adjustments

## Adjustments

The Adjustments tab reflects transactions that keep your accounts in balance.

The information on the Adjustments tab is Read Only.

It also shows the cost of inventory (asset), and then when you sell it, the sale will show in the Adjustments tab as a deduction from the assets and it is converted to the cost of goods sold.

For example, when you purchase an item for your inventory, you create a PO. From that PO, you create a Bill. When a customer purchases that item, you create a SO and an Invoice for the customer. The cost and income will show on the Adjustments tab of the invoice.

Accounting Transaction					
Invoice	Adjustments	Events	Attachments	Notes	Internal Notes
Internal Type	Account Name	Amount (USD)	Date	Applied to	
InventoryAssetAdjustmentInvoice	Inventory Asset	450.00	07/26/2011	Barcelo Cap	
InventoryAssetAdjustmentInvoice	Inventory Cost	450.00	07/26/2011	Barcelo Cap	

Another use of the Adjustments tab is to show adjusted gains and losses for currency exchanges. If you are using multiple currencies, you will see the difference between the rate on the day you created the invoice and the rate on the day the customer paid the invoice. When you receive the payment and update the exchange rate in the Payment dialog box, the Adjustment tab will show the difference in rates.

Accounting Transaction			
Customer Payment	Adjustments	Attachments	Internal Notes
Internal Type	Account Name	Amount	
PaymentAdjustLine	Undeposited Funds	EUR 55.00	
PaymentAdjustLine	Exchange Gains and Losses	USD -4.04	

When you change the rate in the dialog box, the system will ask you if you want to save the change (so it will be reflected for all transactions using that currency that you create after this one).



If you add an adjustment to an accounting transaction on the Accounts tab of a transaction dialog box, it will appear on the "Adjustments" tab of that transaction such as the invoice dialog box. This one shows the bank fee for a NSF:

Internal Type	Account Name	Amount (USD)	Date
InvoiceLine	Bank Fee Income	30.00	07/01/2011

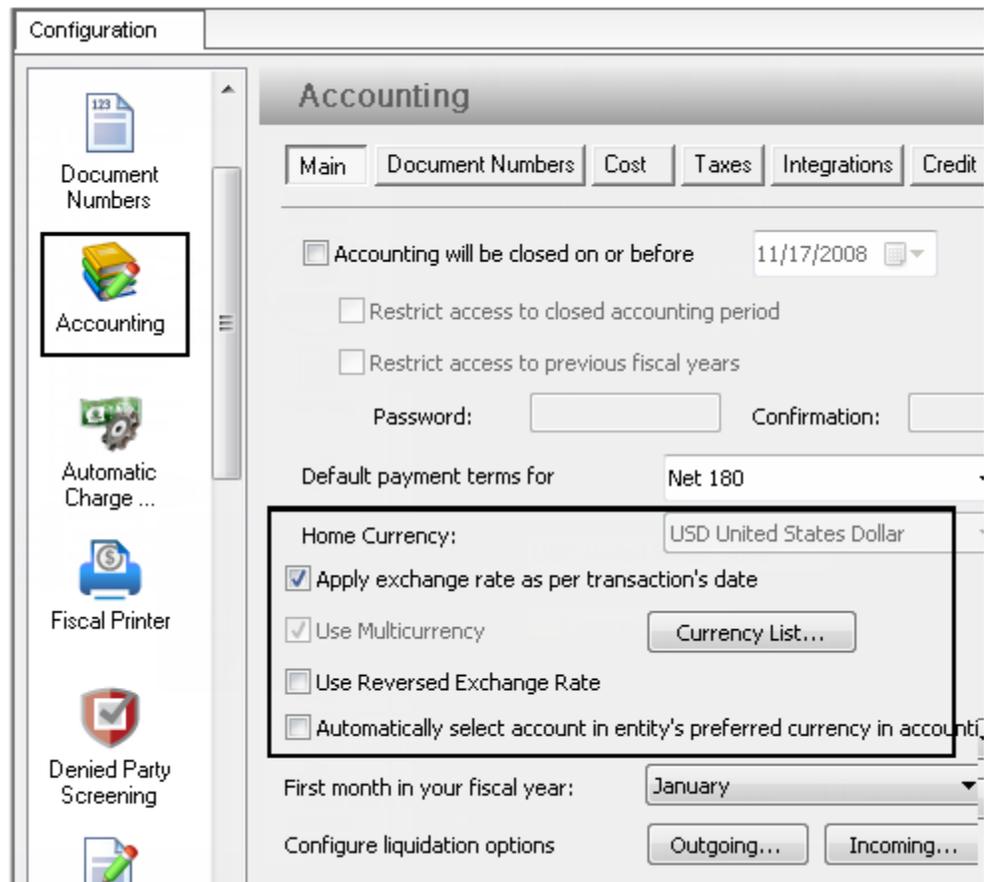
# Multiple Currencies

The Magaya system includes a list of common currencies that you can edit and add new currencies not included by default.

## How to Set up Multiple Currencies in your Magaya System

This section explains how to set up your Magaya system to work with multiple currencies, how to activate existing currencies from the Currency List or add new ones to it, how to enter a transaction in a different currency, and how to work with Multicurrencies Reports.

You can set up multicurrencies two ways in Magaya Explorer: 1) in the Startup Wizard or 2) in the Maintenance > Configuration > Accounting screen:



**Home Currency:** IMPORTANT! This option is active only if there are no existing accounting transactions. It is recommended that home currency be set up in the Startup Wizard; steps for using the wizard are explained in the *Magaya Cargo System Operations Manual*.

**Apply exchange rate as per transaction's date:** Check this option to enable the system to save a history of past rates for currencies. This will enable you to select a currency by setting the date of a transaction to match a past currency rate from a past corresponding date. If you only want your system to have one rate per currency, do not check this box.

**Multicurrency:** When you check the box "Use Multicurrency," the system will activate the use of more than one currency in your accounting system. Be aware this option cannot be reversed if there are existing accounting transactions in different currencies in the system. The transactions would need to be deleted before the system will allow you to reverse this option. You must click the "Save" button in this Configuration screen before you activate individual currencies.

**Reverse Exchange Rate:** If you work with currencies that convert to very small amounts, you may want to work with the reverse rate. Check the box for this option, and your Magaya system will calculate the rate for you. Leave unchecked for the direct exchange rate.

**Automatically select account in entity's preferred currency in accounting transactions:** Check this option if you want your system to allow you to define a preferred currency for an entity such as a customer or vendor. By setting this, all charges and transactions created for that entity will use the entity's currency. The user will be able to change the currency per charge if needed. This applies to charges created manually or automated charges.

This will apply to the field "Apply to" in Invoices; to the "Vendor field" for Bills; to the "Customer" field for Payments; and to the "Pay to the order of" field for Checks.

The screenshot shows the "Accounting Transaction" window with several tabs: Invoice, Events, Attachments, Notes, Internal Notes, and Custom. The "Invoice" tab is active. The form contains the following fields:

- Number: 182
- Account: Accounts Receivable
- Transaction Date: 1/22/2015
- Payment Terms: Net 30
- Apply to: ABC Sporting Goods Inc. (This field is circled in red)
- Billing Address: 340 Peachtree Street, Atlanta, GA 30306 (with a "Change..." button)

A speech bubble points to the "Apply to:" label above the dropdown menu.

In Shipment liquidations, the accounting transactions for the agent will be in their preferred currency (if you set it). Commissions for salespersons can also be defined with a preferred currency.

First, turn on the option in the Configuration menu. Then open the profile for the entity, and click on the Payment Terms tab.

Payment Terms

Terms: Net 30

The common type of payment is Prepaid

Incoterms:

Preferred Currency: USD United States Dollar

The Credit Limit is

Parent Entity:

Invoice periodically

BRL Brazilian Real  
CHF Swiss Franc  
CNY Chinese Yuan  
EUR Euro  
JPY Japanese Yen

## How to Activate Currencies

To activate specific currencies that are included by default in your Magaya system, go to Maintenance folder > Configuration > Accounting.

Click the “Currency List” button. The Currency List opens:

Name	Code	Rate	Reverse Rate	Account Name
<input checked="" type="checkbox"/> United States Dollar	USD	1.00	1.00	Exchange Gains and Losses
<input checked="" type="checkbox"/> Swiss Franc	CHF	0.95	1.05	Exchange Gains and Losses
<input checked="" type="checkbox"/> Mexican Peso	MXN	13.09	0.08	Exchange Gains and Losses
<input checked="" type="checkbox"/> Japanese Yen	JPY	107.21	0.01	Exchange Gains and Losses
<input checked="" type="checkbox"/> Euro	EUR	0.78	1.28	Exchange Gains and Losses
<input checked="" type="checkbox"/> Chinese Yuan	CNY	8.28	0.12	Exchange Gains and Losses
<input checked="" type="checkbox"/> Brazilian Real	BRL	3.00	0.33	Exchange Gains and Losses
<input type="checkbox"/> Venezuelan Bolivar	VEB	1,920.00	0.00	Exchange Gains and Losses
<input type="checkbox"/> Thai Baht	THB	39.51	0.03	Exchange Gains and Losses
<input type="checkbox"/> Taiwan Dollar	TWD	33.16	0.03	Exchange Gains and Losses
<input type="checkbox"/> Swedish Krona	SEK	7.60	0.13	Exchange Gains and Losses
<input type="checkbox"/> Sri Lanka Rupee	LKR	97.68	0.01	Exchange Gains and Losses
<input type="checkbox"/> South Korean Won	KRW	1,155.00	0.00	Exchange Gains and Losses
<input type="checkbox"/> South African Rand	ZAR	6.58	0.15	Exchange Gains and Losses
<input type="checkbox"/> Singapore Dollar	SGD	1.69	0.59	Exchange Gains and Losses

Double-click a currency to open it:

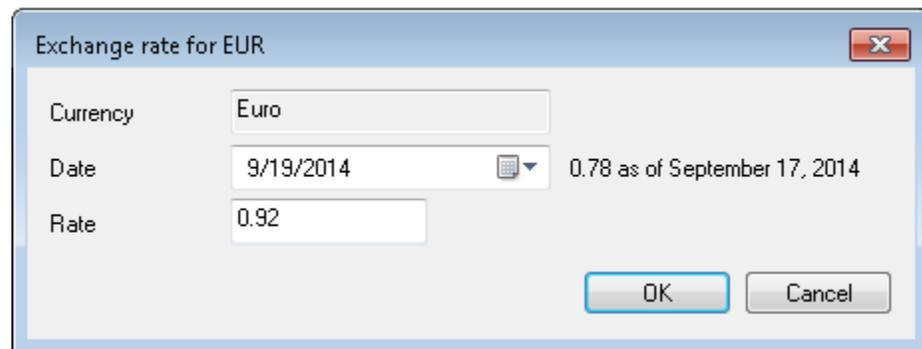
Check the box “This currency is active” to activate the currency so it can be used.

Click OK to save and close the dialog box. A checkmark will appear in the Currency List, indicating that currency is active. The system will automatically create an A/R, A/P, and bank account for the activated currency.

Changing a currency rate to apply to a previous date: If you have configured your Magaya system to save the history of currencies, then you can enter a rate and assign it to a previous date. Right-click the currency and select “Enter previous exchange rate.”

Name	Code	Rate	Reverse Rate	Account Name
<input checked="" type="checkbox"/> United States Dollar	USD	1.00	1.00	Exchange Gains and Losses
<input checked="" type="checkbox"/> Swiss Franc	CHF	0.95	1.05	Exchange Gains and Losses
<input checked="" type="checkbox"/> Mexican Peso	MXN	16.67	0.06	Exchange Gains and Losses
<input checked="" type="checkbox"/> Japanese Yen	JPY	109.16	0.00916	Exchange Gains and Losses
<input checked="" type="checkbox"/> Euro	EUR	0.75	1.33	Exchange Gains and Losses
<input checked="" type="checkbox"/> Chinese Yuan	CNY	6.26	0.16	Exchange Gains and Losses
<input checked="" type="checkbox"/> Brazilian Real	BRL	3.00	0.33	Exchange Gains and Losses
<input type="checkbox"/> Venezuelan Bolivar	VEB	1,920.00	0.00	Exchange Gains and Losses
<input type="checkbox"/> Thai Baht	THB	39.51	0.03	Exchange Gains and Losses
<input type="checkbox"/> Taiwan Dollar	TWD	33.16	0.03	Exchange Gains and Losses
<input type="checkbox"/> Swedish Krona	SEK	7.60	0.13	Exchange Gains and Losses

A dialog box opens. Change the date by clicking the numbers themselves or the calendar icon. Change the currency rate. Click OK to save the new rate.



The dialog box titled "Exchange rate for EUR" contains the following fields and controls:

- Currency:** A text box containing "Euro".
- Date:** A text box containing "9/19/2014" with a calendar icon to its right. To the right of the date field, the text "0.78 as of September 17, 2014" is displayed.
- Rate:** A text box containing "0.92".
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right.

The system saves the old rate in the Detail panel of the Currency List.

Configuration		Currency List			Panels: Exchange Rate History		
Name	Code	Rate	Decimals	Exchange Rate	Effective Date	Last	
<input checked="" type="checkbox"/> United States Dollar	USD	1.00	2				
<input checked="" type="checkbox"/> Swiss Franc	CHF	0.95	2				
<input checked="" type="checkbox"/> Mexican Peso	MXN	13.09	2				
<input checked="" type="checkbox"/> Japanese Yen	JPY	107.21	2				
<input checked="" type="checkbox"/> Euro	EUR	0.78	2	0.92	09/19/2014	Ac	
<input checked="" type="checkbox"/> Chinese Yuan	CNY	8.28	2	0.78	09/17/2014	Ac	
<input checked="" type="checkbox"/> Brazilian Real	BRL	3.00	2				
<input type="checkbox"/> Venezuelan Bolivar	VEB	1,920.00	2				
<input type="checkbox"/> Thai Baht	THB	39.51	2				
<input type="checkbox"/> Taiwan Dollar	TWD	33.16	2				

## How to Add a New Currency to the Currency List

- In the Currency List, click the “Add” button to open a new dialog box.

Name	Code	Rate	Reverse Rate	Account Name
<input checked="" type="checkbox"/> United States Dollar	USD	1.00	1.00	Exchange Gains
<input checked="" type="checkbox"/> Swiss				
<input checked="" type="checkbox"/> Mexican				
<input checked="" type="checkbox"/> Japanese				
<input checked="" type="checkbox"/> Euro				
<input checked="" type="checkbox"/> Chinese				
<input checked="" type="checkbox"/> Brazilian				
<input type="checkbox"/> Venezuelan				
<input type="checkbox"/> Thai Baht				
<input type="checkbox"/> Taiwanese				
<input type="checkbox"/> Swedish				
<input type="checkbox"/> Sri Lankan				
<input type="checkbox"/> South African				
<input type="checkbox"/> Singaporean				
<input type="checkbox"/> Norwegian				
<input type="checkbox"/> New Zealand				
<input type="checkbox"/> Malaysian				
<input type="checkbox"/> Indian Rupee	INR	44.80	0.02	Exchange Gains

- Enter the currency name and code. The symbol is optional.
- Enter the current exchange rate and today’s date.
- Click on the checkbox “This currency is active.”
- Click the OK button. The currency is now available in your system.

## How to Manage Exchange Rates

Depending on how you configure your Magaya system, there are two ways to manage exchange rates: Change the current one, or change a past one.

To change the exchange rate of a currency for today's date, double-click the currency. A dialog box opens:

- Enter the updated exchange rate in the “Exchange Rate” field.
- Today's date is displayed by default. The date field is not active in this dialog box.
- Click OK to save the changes.

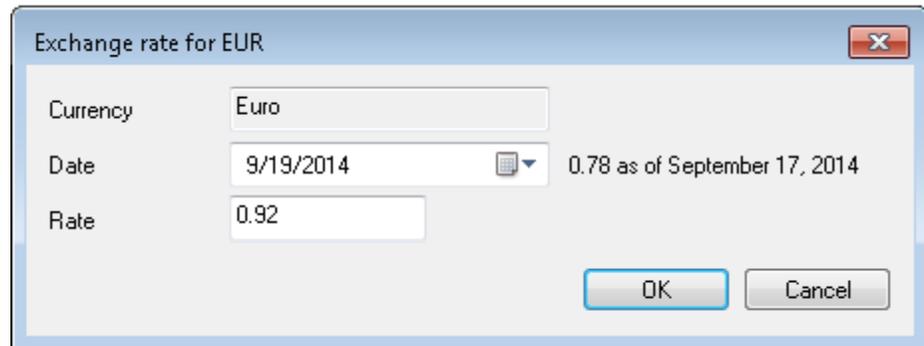
The system updates the current rate and saves the history of the previous rate in the Detail panel.

#### To change a currency rate for a past date:

Right-click the currency and select “Enter previous exchange rate.”

Name	Code	Rate	Reverse Rate	Account Name
<input checked="" type="checkbox"/> United States Dollar	USD	1.00	1.00	Exchange Gains and Losses
<input checked="" type="checkbox"/> Swiss Franc	CHF	0.95	1.05	Exchange Gains and Losses
<input checked="" type="checkbox"/> Mexican Peso	MXN	16.67	0.06	Exchange Gains and Losses
<input checked="" type="checkbox"/> Japanese Yen	JPY	108.94	0.0092	Exchange Gains and Losses
<input checked="" type="checkbox"/> Euro	EUR	1.00	1.00	Exchange Gains and Losses
<input checked="" type="checkbox"/> Chinese Yuan	CNY	6.26	0.16	Exchange Gains and Losses
<input checked="" type="checkbox"/> Brazilian Real	BRL	3.00	0.33	Exchange Gains and Losses
<input type="checkbox"/> Venezuelan Bolivar	VEB	1,920.00	0.00	Exchange Gains and Losses
<input type="checkbox"/> Thai Baht	THB	39.51	0.03	Exchange Gains and Losses
<input type="checkbox"/> Taiwan Dollar	TWD	33.16	0.03	Exchange Gains and Losses
<input type="checkbox"/> Swedish Krona	SEK	7.60	0.13	Exchange Gains and Losses

Enter the information in the dialog box:



Exchange rate for EUR

Currency: Euro

Date: 9/19/2014 0.78 as of September 17, 2014

Rate: 0.92

OK Cancel

### Change a Currency Rate for a Specific Transaction:

You can also manage exchange rates while you are working in a transaction. This is the most efficient method of managing the exchange rates because the system will update the Currency List for you based on the modifications you make in a transaction.

For example, if you are working on a shipment and modify the exchange rate, the system will ask if you want this modification to be saved in the Currency List and to update the rate for all transactions. If you only want to use this currency for this transaction, click No. If you want to save the change, click Yes. This will update the Currency List and you will not have to go to that list to update it. It will update automatically.

*Note:* Currencies cannot be changed for transactions that have already been liquidated and the accounting transactions were generated.

## How to Create an Operations Transaction in a Different Currency

When you are working in an operations transactions such as Pickup Orders, Warehouse Receipts, Shipment, etc., an individual charge can be set to any currency activated in your Magaya system:

The screenshot shows the 'Income Freight Charge (Ocean)' dialog box. The 'Freight Service Class' is 'Ocean Freight Service'. The 'Apply to' field is 'Santos Auto Plant'. The 'Paid as' is 'Prepaid'. The 'Currency' is 'BRL', which is circled in black. A list of currencies is shown below it, with 'BRL Brazilian Real' selected. The 'No. of Pieces' is 5. The 'Total Amount' is BRL 20454.52.

Code	Name
BRL	Brazilian Real
CHF	Swiss Franc
CNY	Chinese Yuan
EUR	Euro
JPY	Japanese Yen
MXN	Mexican Peso
USD	United States Dollar

When you liquidate an operations transaction that has charges in multiple currencies, separate invoices will be generated for each currency.

The currency for **ALL** the charges in a shipment can be defined by using the Actions button. The currency of the shipment is used as the currency of the Invoice or Credit Memo generated for the agent in the liquidation.

To learn more about liquidating shipments in Magaya, please see Chapter 14 of the *Magaya Cargo System User Manual*.

## How to Create an Accounting Transaction in a Different Currency

There are different ways to select a different currency or to change the rate of one currency in a transaction:

**Select a Different Currency Account:** When you create an invoice, you can set the currency by selecting the AR account. That will define the currency for this invoice:

The screenshot shows the 'Accounting Transaction' window with the 'Invoice' tab selected. The 'Account' field is set to 'Accounts Receivable - BRL'. A dropdown menu is open, showing a list of accounts. The 'Accounts Receivable - BRL' account is highlighted in blue. A text box with the instruction 'Select the AR for the currency:' is overlaid on the dropdown menu. The 'Exchange Rate' field is set to 2.00 BRL/USD. The 'Paid as' field is set to 'Prepaid'. The 'Amount' field is set to BRL 2.00. The 'Withholding' field is set to BRL 0.00. The 'Tax' field is set to BRL 0.00. The 'Total Amount' field is set to BRL 2.00. The 'Amount Due' field is set to BRL 2.00.

Name	Type	Account Number
Accounts Receivable	Accounts Receivable	
Accounts Receivable - BRL	Accounts Receivable	
Accounts Receivable - CHF	Accounts Receivable	
Accounts Receivable - CNY	Accounts Receivable	
Accounts Receivable - EUR	Accounts Receivable	
Accounts Receivable - JPY	Accounts Receivable	
Accounts Receivable - MXN	Accounts Receivable	
Accounts Receivable - TWD	Accounts Receivable	
Small Business Administration	Accounts Receivable	

Exchange Rate: 2.00 BRL/USD

Paid as: Prepaid

Amount: BRL 2.00

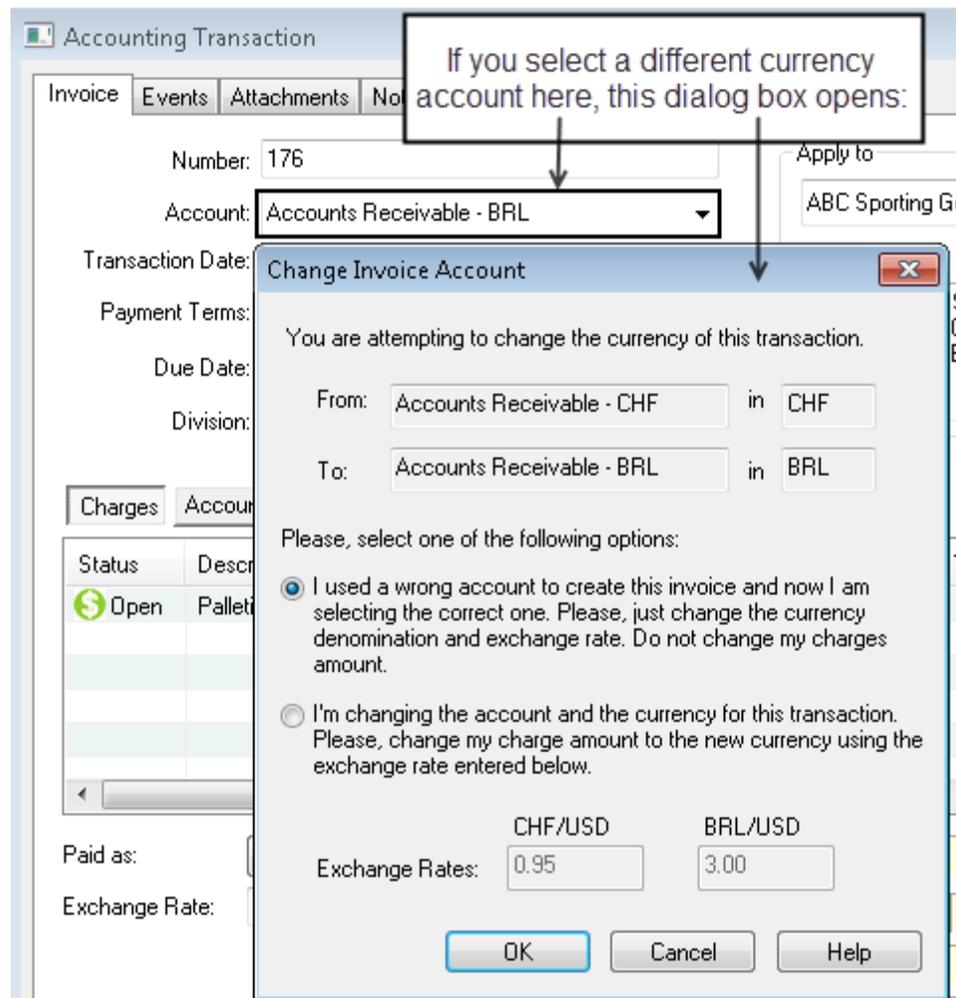
Withholding: BRL 0.00

Tax: BRL 0.00

Total Amount: BRL 2.00

Amount Due: BRL 2.00

When you select a different currency account for the transaction (such as from the Euro to the Brazilian Real), the system asks you how you want the changes applied:



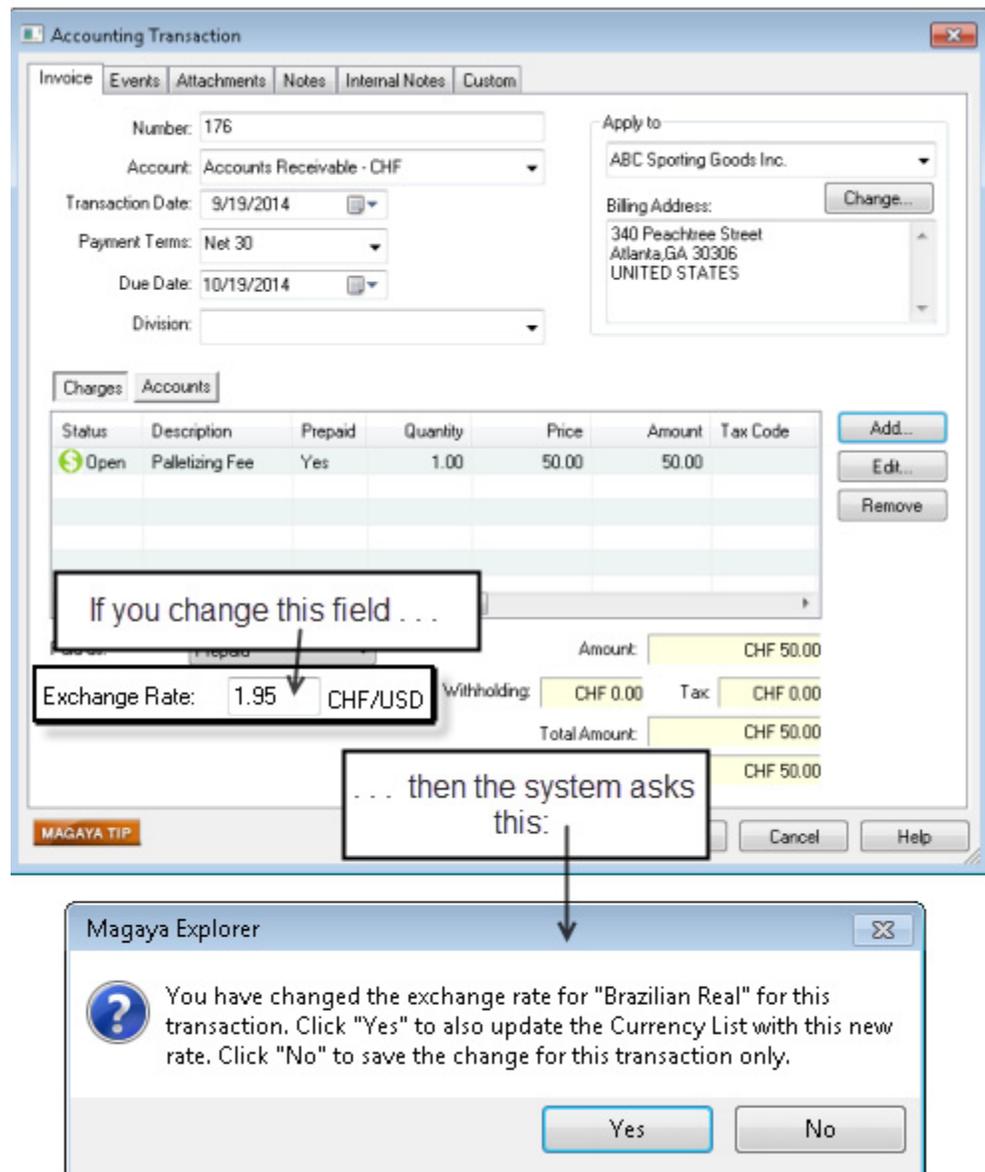
Select the option you want:

- “I used a wrong account to create this invoice and now I am selecting the correct one...” This will change the currency denomination and exchange rate but not the charges amount.
- “I’m changing the account and currency for this transaction . . .” This changes the charge amount to the new currency by using the exchange rate you enter in this dialog box. (Selecting this option activates the exchange rate fields.)

Click “OK” to save and close.

**Type in a different number for the same currency:** You can also change the exchange rate of that currency by typing directly in the dialog box in the field “Exchange Rate.”

The system asks if you want to change the rate only for this transaction or also update the Currency List.



In the dialog box, click the option you want:

- To change the rate for this transaction only, click No.
- To change the rate both here and in the Currency List, click Yes. (This will update the Currency List automatically, and you will not have to go to that list to update it.)

**Change the rate by changing the date:** If your Magaya system is configured to apply a currency based on the date of a transaction, you can select the date in the transaction, and the system will automatically use the currency from that date.

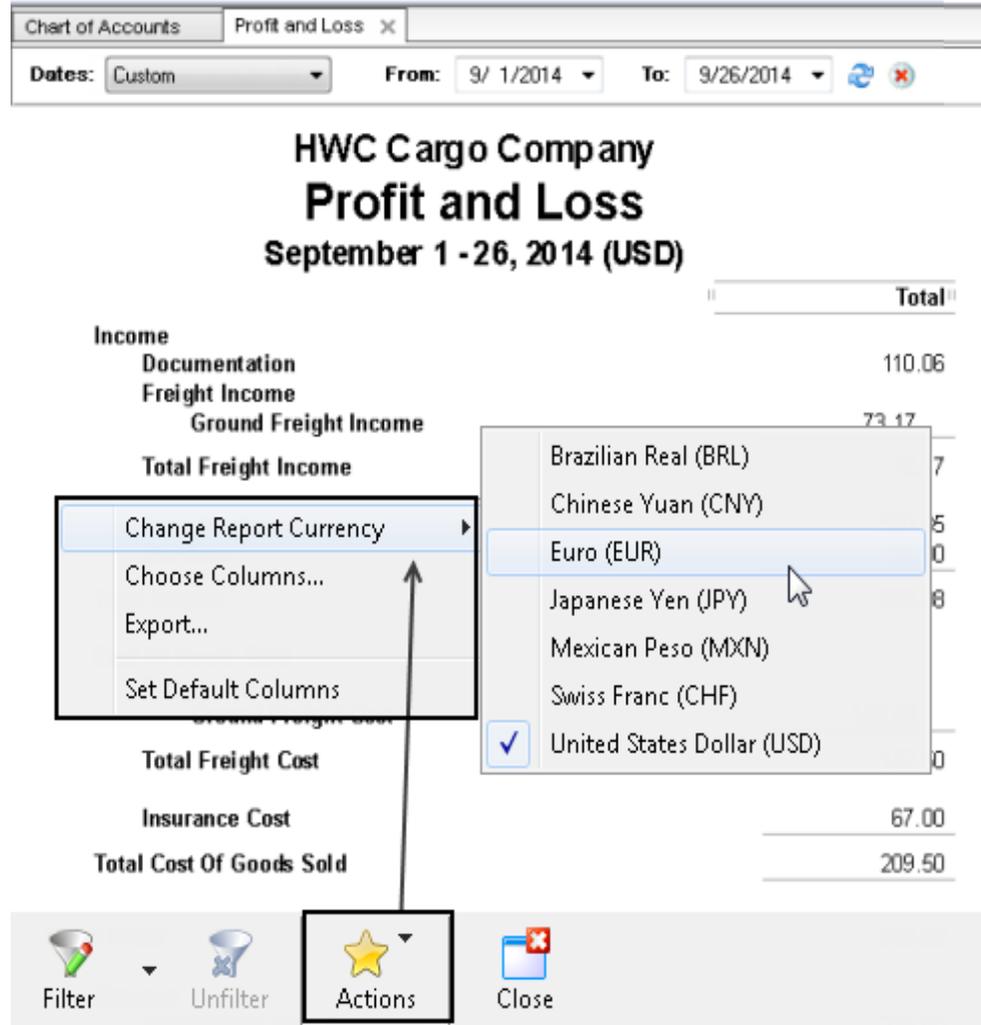
The screenshot shows the 'Accounting Transaction' window with the 'Invoice' tab selected. A callout box points to the 'Transaction Date' field, which is currently set to 3/29/2014. A calendar dropdown is open, showing the month of March 2014. A second callout box points to the 'Exchange Rate' field, which is set to 2.26 BRL/USD. Below the calendar, a table shows transaction details:

Quantity	Price	Amount	Ta
25.00	10.00	250.00	

At the bottom of the window, the 'Paid as' dropdown is set to 'Prepaid', and the 'Exchange Rate' is 2.26 BRL/USD. The 'Withholding' is BRL 0.00 and the 'Tax' is empty. The 'Total Amount' is also empty.

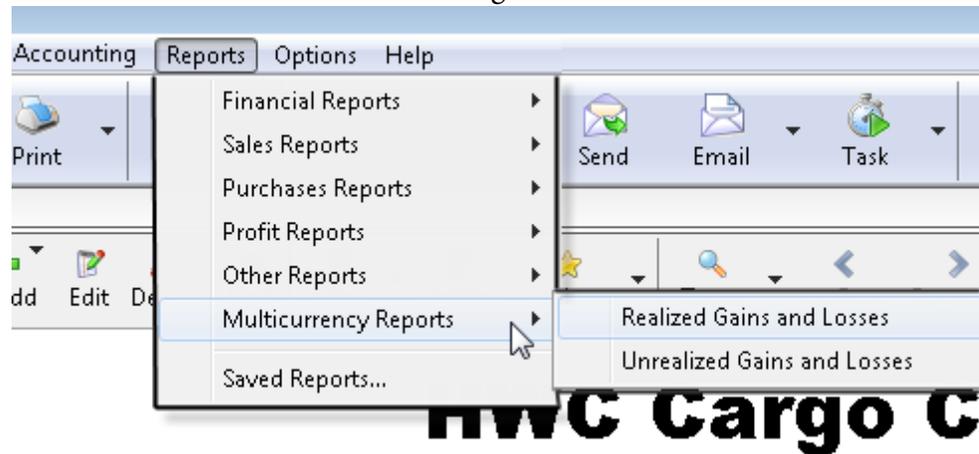
## Multicurrency Reports

Multicurrencies can be viewed in different reports in your Magaya system. When you are viewing a financial report such as a P&L report, you can change the currency of that report by using the Actions button:



The currency will change and the totals will be updated automatically in the new currency.

To see a report of gains and losses due to working in multicurrencies, go to the top toolbar in Magaya Explorer and selecting the Reports menu. The reports available show realized and unrealized gains and losses.



To view payments by currency, by click the Actions button in the Payments List and selecting Reports. Then choose “By currency”.

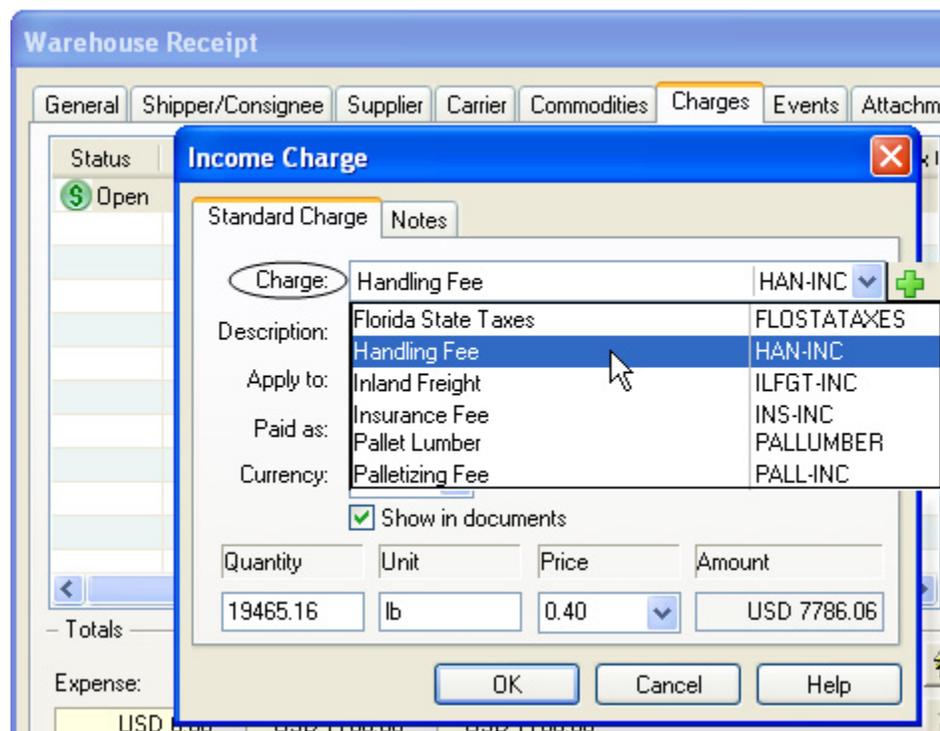
See the section “Multicurrency Reports” on in the “Accounting Reports” in Chapter 9 of the *Magaya Software Accounting Manual* for more details.

# Relationship Between Accounting & Operations

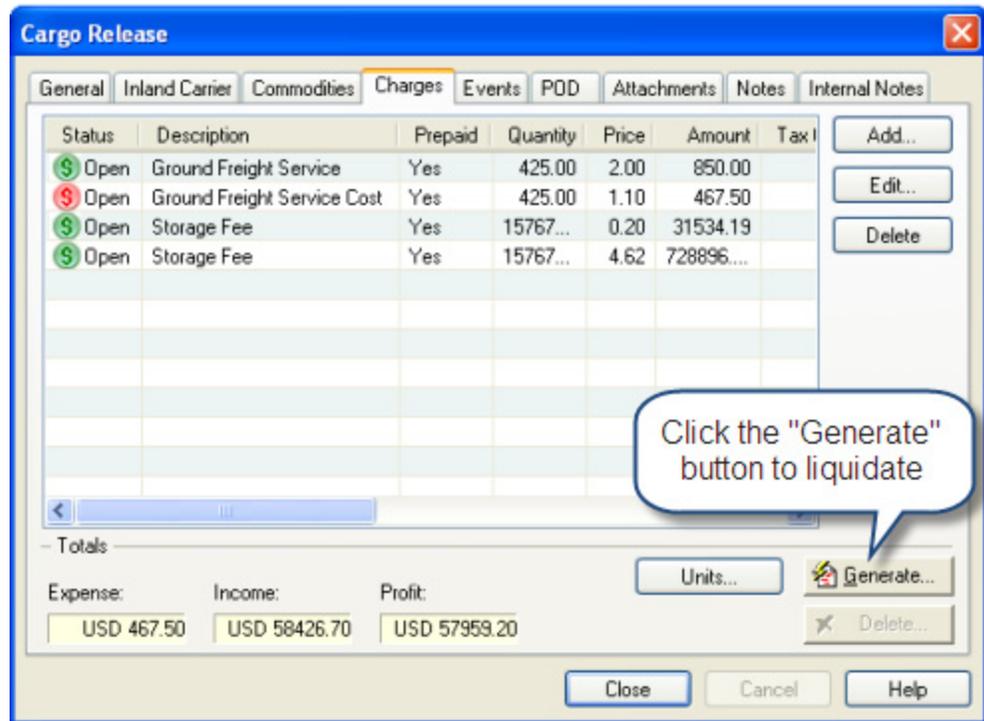
Magaya Explorer links operations transactions with accounting functions in the following ways:

- 1) Charges can be entered as you add operations transactions to your Magaya system.

The system uses the Items and Services that you defined in the Items and Services list (under the Accounting folder) to fill in the charge dropdown in the charge screen.

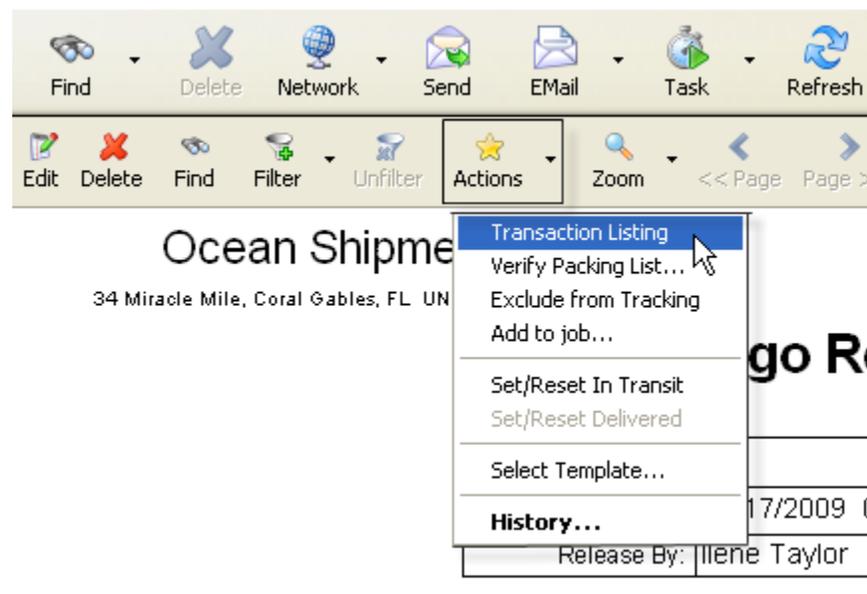


- 2) The charges entered in an operations transaction such as a Cargo Release (CR) are used to create Invoices and Bills during the Liquidation process. To liquidate the charges in a CR, click on the Generate button.



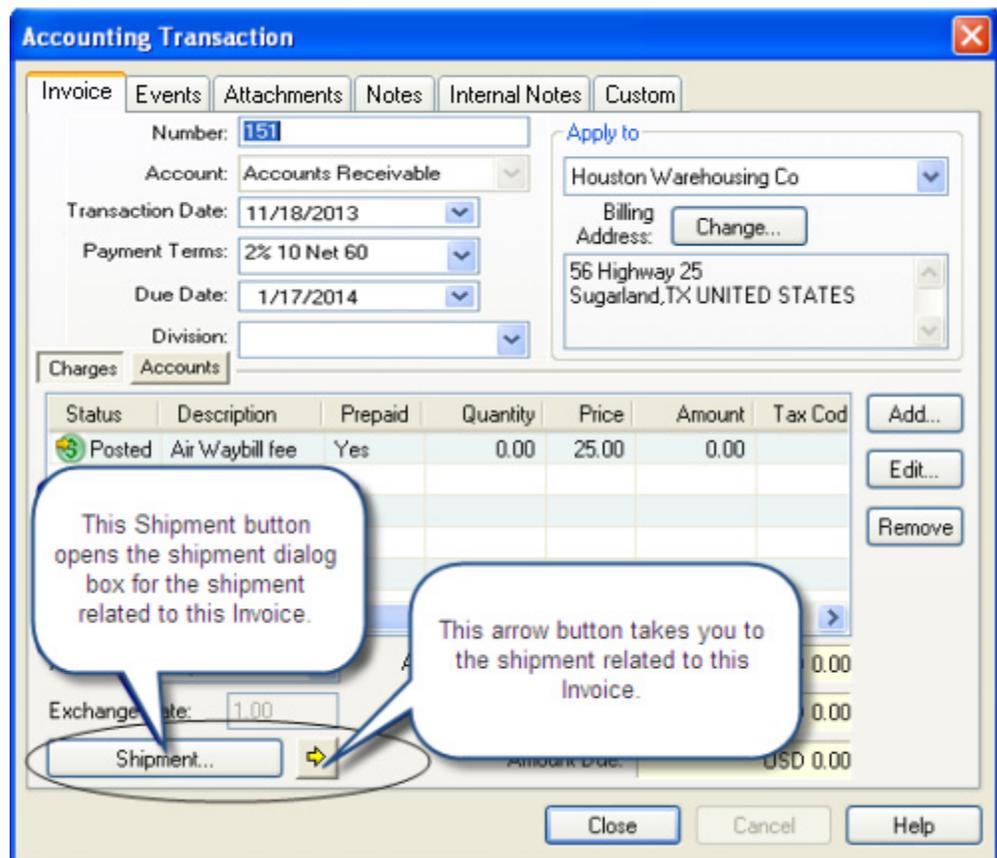
Liquidation of CRs, WRs, shipments, and other transactions is explained in the *Magaya Cargo System Operations Manual*.

- 3) Each operations transaction can have a list of accounting transactions (Invoices and Bills) related to it. For each operations transaction, you can click on the Actions button and select the Transaction Listing.



- 4) Each accounting transaction (Invoices and Bills) has a list of operations transactions related to it. For most of the Invoices and Bills, there is only one related transaction. The exception is for Periodic Invoices which will often have more than one related transaction. Then you will see a “History” button.

In this screenshot, this Invoice is related a Shipment. To view the details of the Shipment, click on the Shipment button. To go to the Shipment, click on the arrow button.



You can also view the History of an accounting transaction when you are in the list view such as the Invoices List or Bills List. Select the transaction and click on the Actions button. You can also go to the document from the Actions button.

# Accounts Receivable Special Procedures

This topic explains how to perform the following accounting procedures, some of which are manual. Newer procedures may have replaced these, but these are still published for those who still need them:

- 1) Process a discount for a customer
- 2) Handle bounced checks
- 3) Process wire transfer fees
- 4) Make petty cash deposits

## Processing Discounts Manually

How to add a discount manually to an invoice:

- 1) Begin by creating the invoice as you normally would by filling in the fields and adding the charges.
- 2) In the Invoice dialog box, click the “Accounts” tab (next to the “Charges” tab).

The screenshot shows the 'Accounting Transaction' dialog box with the 'Accounts' tab selected. The 'Invoice' tab is also visible. The 'Number' field contains '115', 'Account' is 'Accounts Receivable', 'Transaction Date' is '5/ 5/2011', and 'Due Date' is '6/ 4/2011'. The 'Apply to' section shows 'Jamaica Distribution Center' and 'Billing Address: Kingston, JAMAICA'. The 'Accounts' tab is active, showing a table with one row: Account Name: Discount, Amount: -1,000.00, Description: Discount, Entity: (blank). A callout bubble points to the 'Discount' dropdown in the table with the text 'Select the account'. Below the table are fields for 'Paid as: Prepaid', 'Amount: USD 14662.36', 'Tax: USD 0.00', 'Exchange Rate: 1.00 USD', 'Total Amount: USD 14662.36', and 'Amount Due: USD 14662.36'. Buttons for 'Add...', 'Edit...', 'Remove', 'Shipment...', 'Close', 'Cancel', and 'Help' are visible.

- 3) Click the Add button. Select a discount expense account.
- 4) In the line, click the column “Account Name,” and select the expense account for discounts. Note: In Magaya software 9.3 and higher, the system includes a default “Discount Account.”

In the “Amount” column, click the space and enter a minus sign and the number; for example, to offer a \$1,000.00 discount, enter -1000.00 in the column.

The Description and Entity columns are optional.

The total will be updated automatically. Click the Close or OK button to save.

Note: You can set payment terms for a customer for a customer in their profile. For details, see the section “Set Customer Payment Terms” in the *Magaya Software Accounting Manual*.

Learn how to set prices by item, category, client and more in the following Knowledgebase article on Pricing:

[http://knowledge.magaya.com/#/article/price\\_management\\_tool](http://knowledge.magaya.com/#/article/price_management_tool)

## Handling Bounced Checks

Handling bounced checks in your Magaya system requires two transactions: One records the bank fee, and another creates a new invoice.

*Scenario:* You have already received the payment, but the check bounced due to non-sufficient funds (NSF).

### 1) Create a Check to Expense:

When you receive the bounced check from the bank, make a “Check to Expense” to record the bank fee.

Make the check payable to the bank for the NSF fee amount (\$20.00).

The screenshot shows the 'Accounting Transaction' window with the 'Check' tab selected. The form contains the following fields:

- Bank Account: Bank Account
- Number: Charge
- Pay to the order of: Bank of America
- Date: 7/26/2011
- Memo: For NSF
- Amount (USD): 20.00
- Division: (empty)

Below the form is a table titled 'Detail (USD)' with the following data:

Account Name	Amount	Description	Entity
Bank Service Charges	20.00	For NSF	

Buttons for 'Add' and 'Delete' are visible on the right side of the table.

2) **Now create another Invoice:** Click the “Accounts” tab of the Invoice dialog box as shown here:

Charges		Accounts	
Account Name	Amount	Description	Entity
Bank Account	1,500.00	Freight charges Invoice 1755	
Bank Service Fee	25.00	For NSF	

Include the amount that you will charge your customer to cover the fee that the bank charged you (\$25.00), and the amount that the customer paid in the check that bounced (\$1,500.00) that needs to be subtracted from the bank.

The “Bank Service Fee” is the income account in the Chart of Accounts for bank service charges such as this bounced check fee of 20.00. This example shows a fee of \$5.00 added for processing.

## Processing Wire Transfer Fees

When you receive a payment via wire transfer, the customer sends the full amount, but the bank charges you a fee for the wire transfer. There are two options to process this:

- 1) The payment that you receive will show the fee; or,
- 2) process the payment in full and create a Check to Expense for the wire transfer fee.

The choice depends on how your bank charges you. The following example shows how to process option 1:

- 1) In the Payment dialog box, click the invoices that you want to apply the payment to.

The screenshot shows the 'Accounting Transaction' dialog box with the 'Customer Payment' tab selected. The 'A/R Account' is 'Accounts Receivable', the 'Customer' is 'Biscayne Bike Shop', and the 'Check Number' is '123'. The 'Date' is '7/25/2011' and the 'Amt. Received (USD)' is '2200.00'. The 'Deposit to' is 'Bank Account'. The 'Show open invoices' checkbox is checked. The 'Invoices' tab is active, showing a table with one row selected. A callout bubble points to the 'Paid' checkbox in the first row of the table, with the text '1. Select invoices'.

Paid	Type	Due Date	Number	Orig. Amt.	Amt. Due	Amt. Paid	References	Name
<input checked="" type="checkbox"/>	Yes Invoice	08/24/2011	116	2,200.00	0.00	2,200.00	Sales Order...	Biscayne Bik

Exchange Rate: 1.00 USD  
 Existing Credits: USD 0.00  
 Suggested Discounts: USD 0.00  
 Applied Discounts: USD 0.00

Totals: Amount Due USD 0.00, Amount Paid USD 2175.00

Note: Click the checkbox to show open invoices.

- 2) Click the "Accounts" tab (next to the Invoices tab).

- 3) Click the “Add” button, and add the information on the line:

Account Name (Bank Service Charges), Amount (this is the wire transfer fee that the bank charged you; this example shows -25.00), and a description (this is optional, but this example shows “Wire Transfer Fee”).

The screenshot shows the 'Accounting Transaction' window with the following details:

- Customer Payment** tab selected.
- A/R Account: Accounts Receivable
- Customer: Biscayne Bike Shop
- Deposit to: Bank Account
- Check Number: 123
- Date: 7/25/2011
- Amt. Received (USD): 2175.00
- Exchange Rate: 1.00 USD
- Existing Credits: USD 0.00
- Totals: Amount Due USD 0.00, Amount Paid USD 2175.00

Account Name	Amount	Description	Entity
Bank Service Charges	-25.00	Wire Transfer Fee	

The total amount received must equal the amount paid (\$2200.00 minus the fee of \$25.00 = \$2175.00).

Click OK to save.

## Petty Cash Deposits

Use the Petty Cash account in your Magaya system to keep track of petty cash. This can be done when making deposits from customers who pay you cash by

depositing some of the cash in the Bank Account and assigning a small amount to the Petty Cash account.

- 1) Go to Deposits, and select “Deposit Payment”. In the dialog box, select the payments that you want to deposit.

**Deposit**

Deposit Adjustments Attachments Internal Notes

Bank Account: Bank Account Date: 7/26/2011

Memo:

Show all undeposit funds

Payments Accounts Currency: USD

Deposited	Entity	Date	Amount	Number	Division
<input checked="" type="checkbox"/> Yes	Jamaica Distribution C...	01/31/2011	6,450.81	567	

Exchange Rate: 1.00 USD

Totals: Undeposit USD 0.00 Deposit USD 6450.81

MAGAYA TIP

OK Cancel Help

- 2) Click the “Accounts” tab (next to the Payments tab).

The screenshot shows the 'Deposit' window with the following details:

- Bank Account:** Bank Account
- Date:** 7/26/2011
- Memo:** (empty)
- Show all undeposit funds
- Accounts Tab:**

Account Name	Amount	Description	Entity
Petty Cash	-50.00		
- Totals:** USD 0.00 (Undeposit), USD 6400.81 (Deposit)

- 3) Click the Add button, and add the information: Select the Petty Cash account, and enter the amount (\$-50.00).

If you do not enter a minus sign, the amount of the petty cash will not be deducted from the Deposit total. This example shows the total deposited in the bank account is \$6400.81 because we subtracted the \$50.00 that you keep in petty cash.

# 11: Automated Accounting

# Automated Accounting

## Introduction to Automated Accounting

Magaya Explorer provides options to automate the creation of accounting transactions. This process is divided into two steps: 1) First, create the transaction, and 2) tell the system how to calculate the prices.

1) Automated creation of accounting transactions is done with the following features:

- Automatic creation of charges in operations and when working with routes
- Recurring accounting transactions
- Periodic invoices

2) Calculate the prices or fees for the created transactions with the following features:

- Tariffs
- Rates for carriers and clients (i.e., your customers)
- Manage contracts

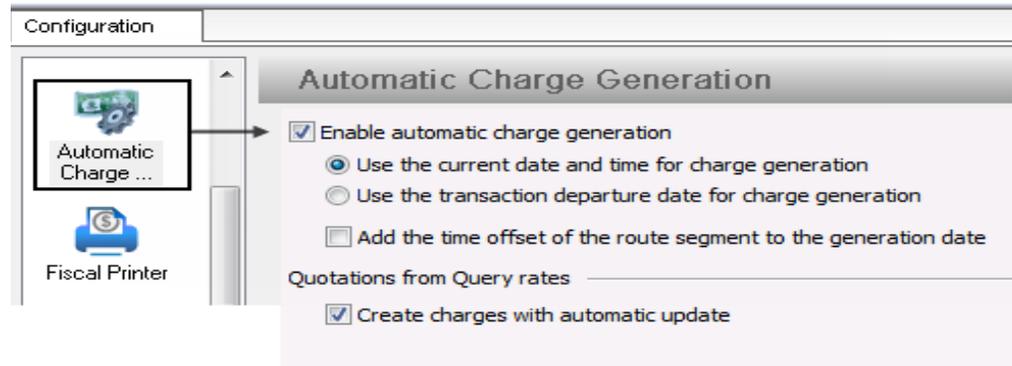
## Automated Creation of Charges

Magaya Explorer enables you to add charges and make them appear automatically in operations transactions. If you set up charges and tell the system to add them to transactions automatically, then the charges will appear each time that type of transaction or document is created. The charges are also carried over from one transaction to another when you convert one into another. For example, charges added to a Pickup Order or Warehouse Receipt are carried over into a Shipment when the transaction is converted. The created charges will also be used later in the liquidation to create accounting transactions.

Existing charges in your Magaya system can be automated, or you can create new ones and automate them.

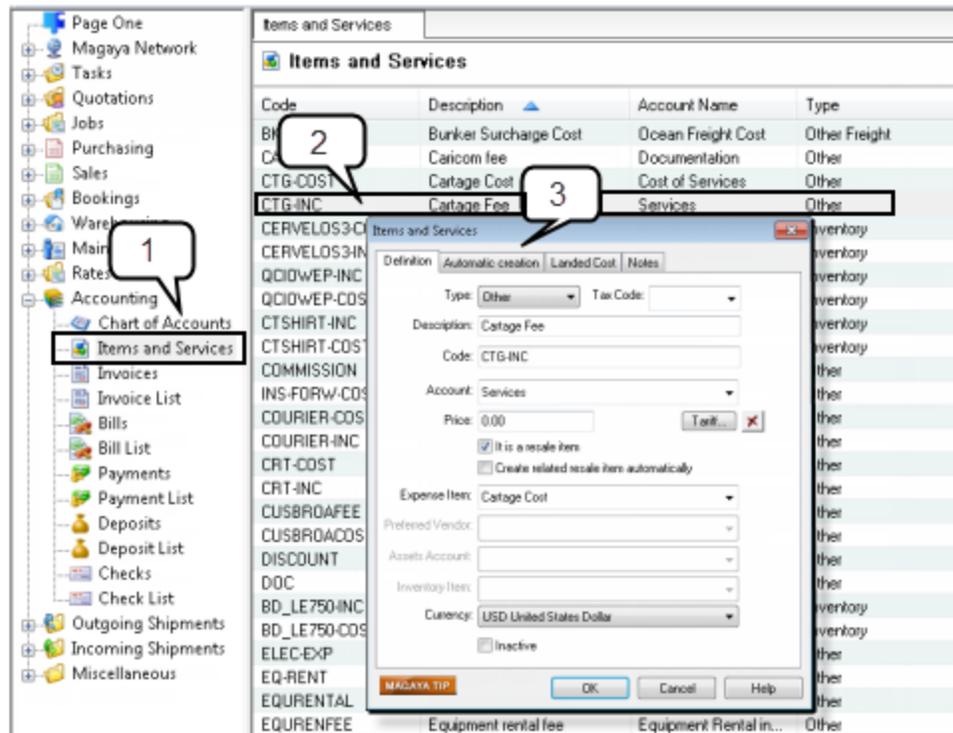
**Set Up:**

Go to Maintenance > Configuration > Automatic Charge Generation. Verify the checkbox is checked to allow automatic generation of charges. The setting is on by default and set to use the current date. Modify the date setting as needed.

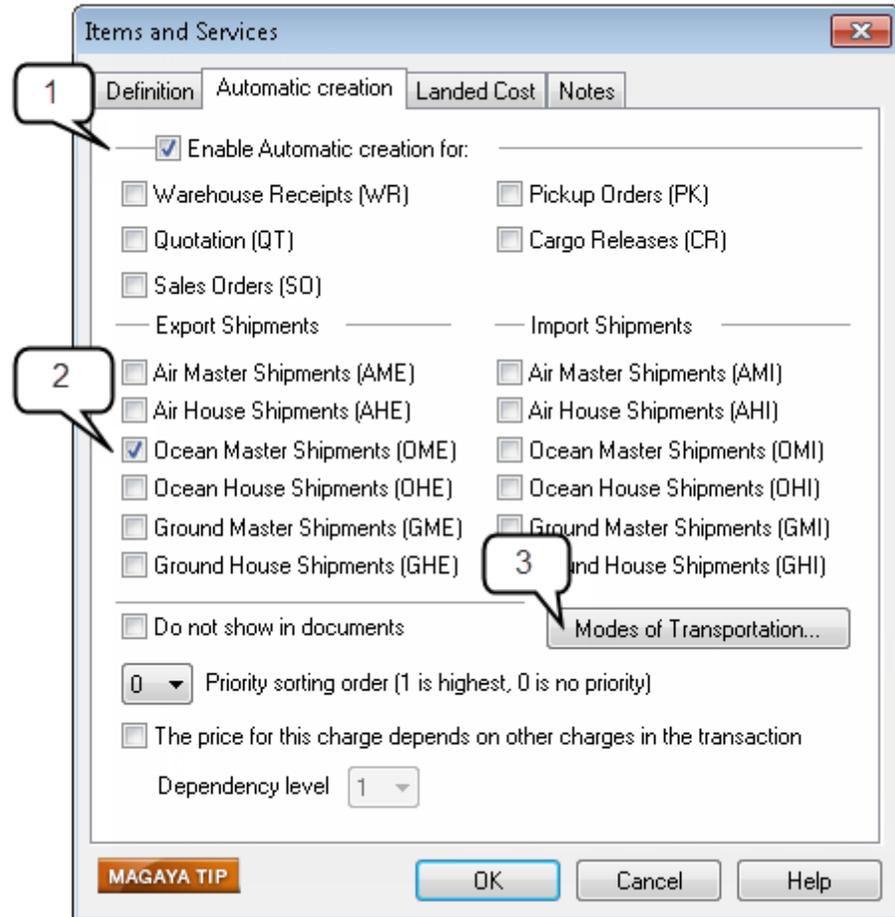


To set up automation **on existing charges**, follow these steps:

- 1) Go to the Accounting folder in Magaya Explorer > Items and Services.
- 2) Select an item that you want to automate, for example, the Cartage Fee. In this example we will add a charge to each containerized ocean export shipment for taking the container to the port. Double-click on "Cartage Fee" (or select it and click the Edit button).
- 3) The "Items and Services" dialog box for the Cartage Fee opens:



Click the “Automatic Creation” tab and follow these steps:



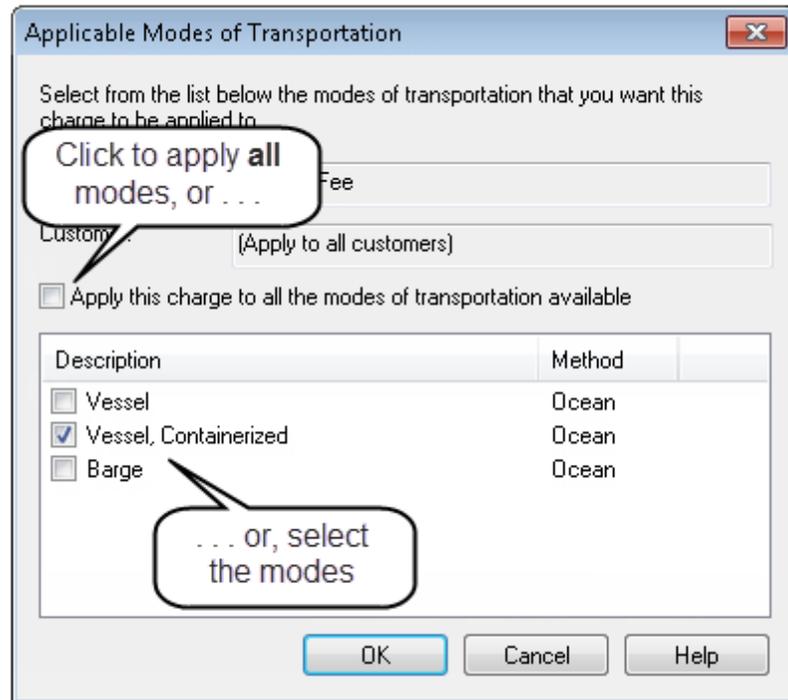
Activate the checkboxes by clicking on the box next to “Enable Automatic creation for:” and a checkmark will appear in the box (1).

Check Ocean House Shipment (OHE) under the Export Shipments list (2).

Click on the “Modes of Transportation” button (3):

- In the screen that opens, uncheck the box to "Apply this charge to all the modes of transportation available (1). Then uncheck the other boxes

"Vessel" and "Barge" so only the "Vessel, Containerized" option is checked (2):



Click OK in the Applicable (applicable) Modes of Transportation dialog box to return to the Items and Services dialog box. (Using the Modes of Transportation button is optional, but for this example we used it because we want only the "Vessel, Containerized" mode.)

- To allow the charges to appear in the operations documentation that is viewable to customers, leave the checkbox blank for "Do not Show in Documents." If you do **not** want the charges to appear in the operations documents, check the box.
- If the price for this charge depends on other charges, click this checkbox. For example, if you include an insurance charge in a transaction, that charge depends on the freight and value of the cargo (which will be calculated first). The Priority setting only applies to how the charge will be displayed in documents, LiveTrack and Transaction Tracking. See more details on these functions in the chapter "Items & Services."
- Click the OK button when done.

*Result:* When you are done, the Items and Services list will show which transactions have charges that will be automatically created.

Code	Description ▲	Account Name	Automatic Creation
DUC-BL	Bill of Lading Documen...	Documentation	
BKS-INC	Bunker Surcharge	Ocean Freight Inc...	
BKS-COST	Bunker Surcharge Cost	Ocean Freight Cost	
CARFEE	Caricom fee	Documentation	
CTG-COST	Cartage Cost	Cost of Services	
CTG-INC	Cartage Fee	Services	OHE
CERVELOS3-...	Cervelo S3 Cost	Inventory Cost	
CERVELOS3-...	Cervelo S3 income	Inventory Income	
CRT-COST	Crating Cost	Cost of Services	
CRT-INC	Crating Fee	Services	
CUSBROAFEE	Custom Broker Fee	Customs Broker in...	

In this example, when an Ocean House Export (OHE) shipment is created and "vessel containerized" is selected as the mode of transportation, a charge for Cartage Service will be added to that house shipment. (Charges created automatically will always be added after you selected the "client to bill" for that transaction.)

The price of the created charge will be calculated based on the tariff or rate set for that charge. See the section on Tariffs for details.

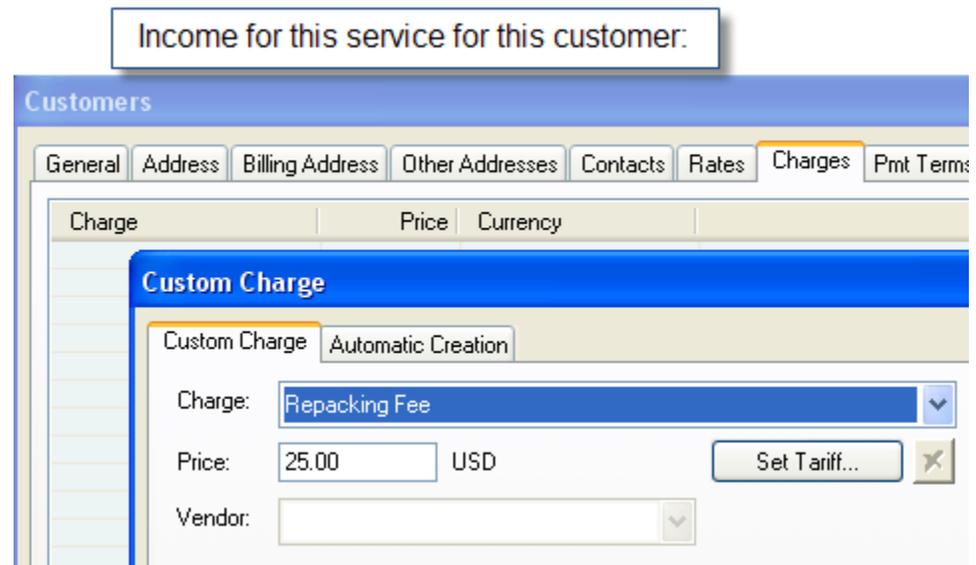
*Note:* In addition to adding the Automatic Creation functionality to an existing Item or Service, you can also **add a new Item or Service and automate charges** for it. For example you may want to automate an Express Shipment Surcharge for high-priority shipments. Then, each time you create a high-priority shipment, the surcharge will be added. Use the Add button in the Items and Services list to add a new item and automate the charge, following the same steps above.

Any automated charges you create will be added to online shipping orders as applicable when your customers create Pickup Orders, Cargo Releases, or Shipments in Magaya LiveTrack.

*Note:* If you want charges to be automated in online sales orders, enable the charges you want from the Items & Service list, and then activate this option in the Configuration > Online Sales Orders > "Generate charges automatically for online sales orders." Then customers will see the charges online.

## Automate Charges per Customer

You can also automate or override charges per customer on the Charges tab of the Customer profile dialog box. For example, you can add an income item that applies to this customer.



- 1) Open the Customer profile dialog box, go to the “Charges” tab, and click “Add.”
- 2) Select the charge. You can select income or expense charges.
- 3) Enter a fixed price or set a tariff. (For help setting a tariff, see the section “Customize a Tariff.”)
- 4) Optional, depending on the type of accounting transaction you are creating: Select the vendor to apply the cost to, if this is an expense for you. This option is useful when you perform work for a customer and incur expenses that you need to pay to a vendor.

If you do not want the charge to appear in documents, check the box.

If the calculation of this charge depends on other charges in the transaction, check the box.

If you want to make this charge automatically appear in certain transactions, click the tab “Automatic Creation” and select the transaction.

Click “OK” to save the charge and again to save it for the customer profile.

## Creating Charges from Routes

In Magaya software version 9.0 and higher, there is a feature that enables you to create routes and add charges for them. The routes management feature creates segments and routes for multimodal shipments.

- You can add **cost**charges for routes, and those charges will appear automatically on the Master of a shipment that you create using the route.
- When you add **sales**charges to a route, that charge will appear on the House section of a shipment transaction.

If a shipment does not have a route selected, your Magaya system will create charges will use the automatic creation of charges setting.

# Recurrent Accounting

## Introduction to Recurrent Accounting

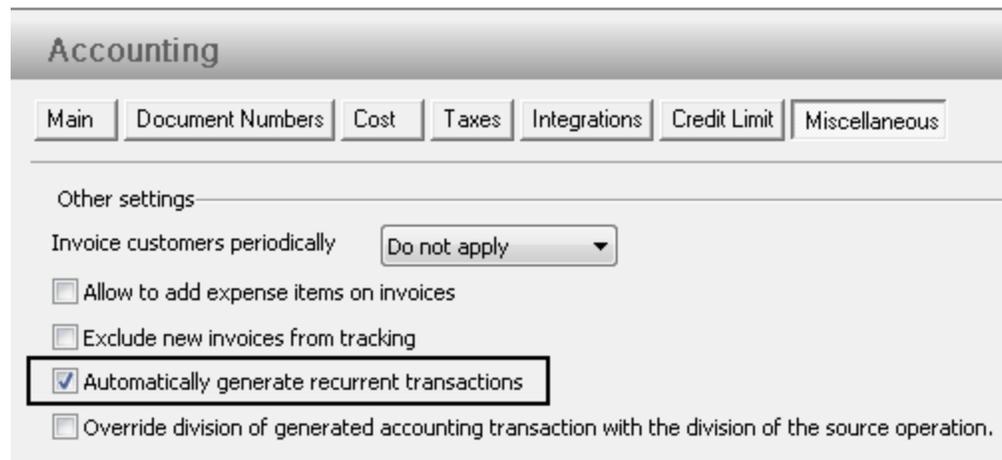
In Magaya Explorer you can set up recurring accounting transactions for:

- Invoices
- Bills
- Checks

For example, you can create a recurring invoice for your regular customers such as suppliers who store goods in your warehouse. The recurrent invoice charges them every month for storage. A wizard walks you through the setup so you do not have to create the invoice each month or other time period you set.

### Set Up Configuration:

Go to Maintenance > Configuration > Accounting > on the Miscellaneous and check the option “Automatically generate recurrent transactions.”



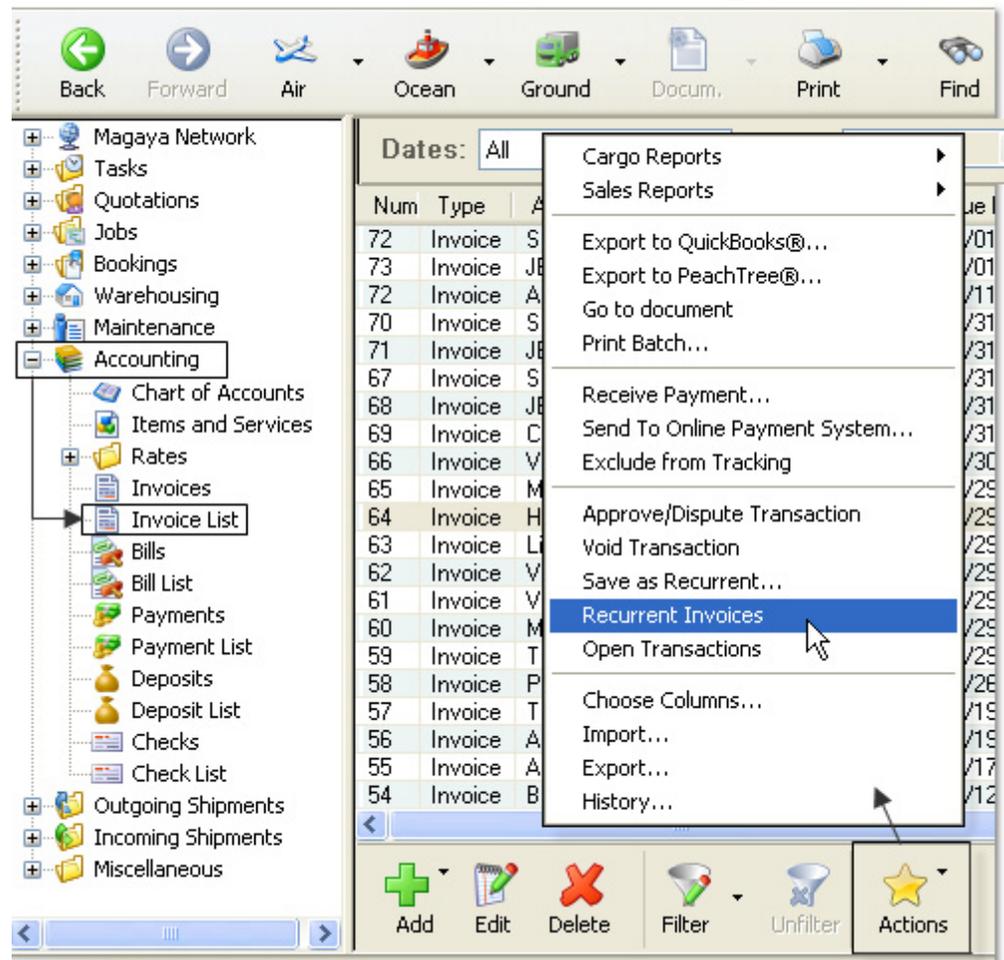
The screenshot shows the 'Accounting' configuration window. At the top, there are tabs for 'Main', 'Document Numbers', 'Cost', 'Taxes', 'Integrations', 'Credit Limit', and 'Miscellaneous'. Below the tabs, there is a section titled 'Other settings'. In this section, there is a dropdown menu for 'Invoice customers periodically' set to 'Do not apply'. Below that are four checkboxes: 'Allow to add expense items on invoices', 'Exclude new invoices from tracking', 'Automatically generate recurrent transactions' (which is checked and highlighted with a red box), and 'Override division of generated accounting transaction with the division of the source operation.'.

## Create a Recurring Invoice

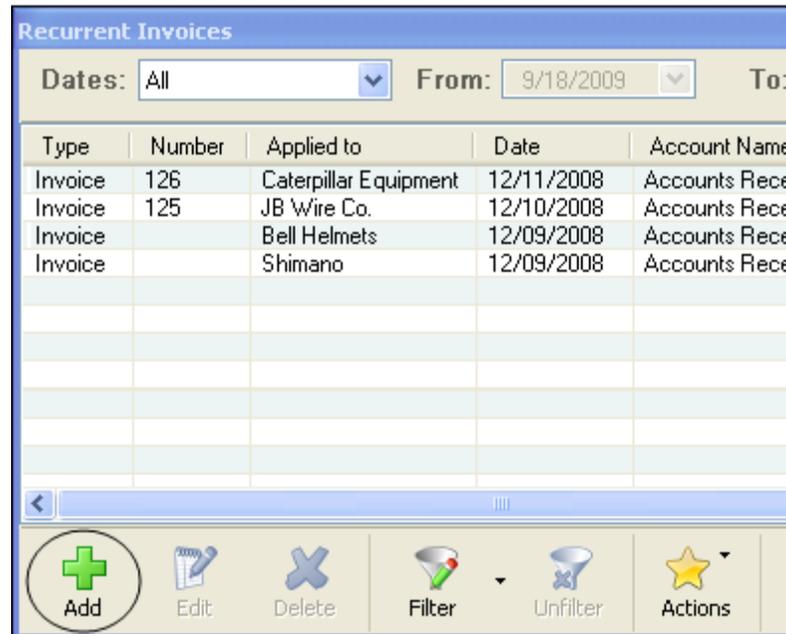
To create a recurring invoice template in Magaya Explorer, follow these steps:

- 1) Go to the Invoice List.

2) Click the Actions button and select “Recurrent Invoices:”



When the list of recurrent invoices opens, click the “Add” button:



A dialog box opens the Recurrent Transaction Wizard. This wizard will create a template for a new recurring invoice. All future invoices for this customer will be built on this.

Every month when the system automatically generates the next recurring invoice for the customer, this template will be used. The date and charge amounts will be updated each month to reflect the new charges, while the other elements of the template such as the customer’s address will be the same. You will not have to re-enter the information. If you need to change something such as the address in the future, you can edit the recurrent invoice by using the Edit button.

The first screen in the Recurrent Transaction Wizard contains the following:

- Enter the transaction number in the “Number” field. This is the number of this template, not the number of the invoice. The invoice number will be generated at the moment that the invoice is automatically generated.
- Click on the “Apply to” dropdown menu to select the customer that will receive the recurrent invoice. The address displays automatically. To change it for this transaction, click the Change button. The date is filled in automatically.
- Select the Account this transaction will refer to such as Accounts Receivable.
- The Transaction Date is set automatically to today’s date. Change it as needed. This is the date that you created this template.

- Click the “Add” button in the wizard screen to add a charge. A dialog box opens:

The screenshot shows a dialog box titled "Charge Information" with two tabs: "Charge" and "Notes". The "Charge" tab is selected. It contains the following fields:

- Type: Storage Fee (dropdown menu)
- Description: (text input field)
- Tax Code: (dropdown menu)
- Quantity: 1.00
- Unit: pound
- Price: 0.10
- Amount: USD 0.10

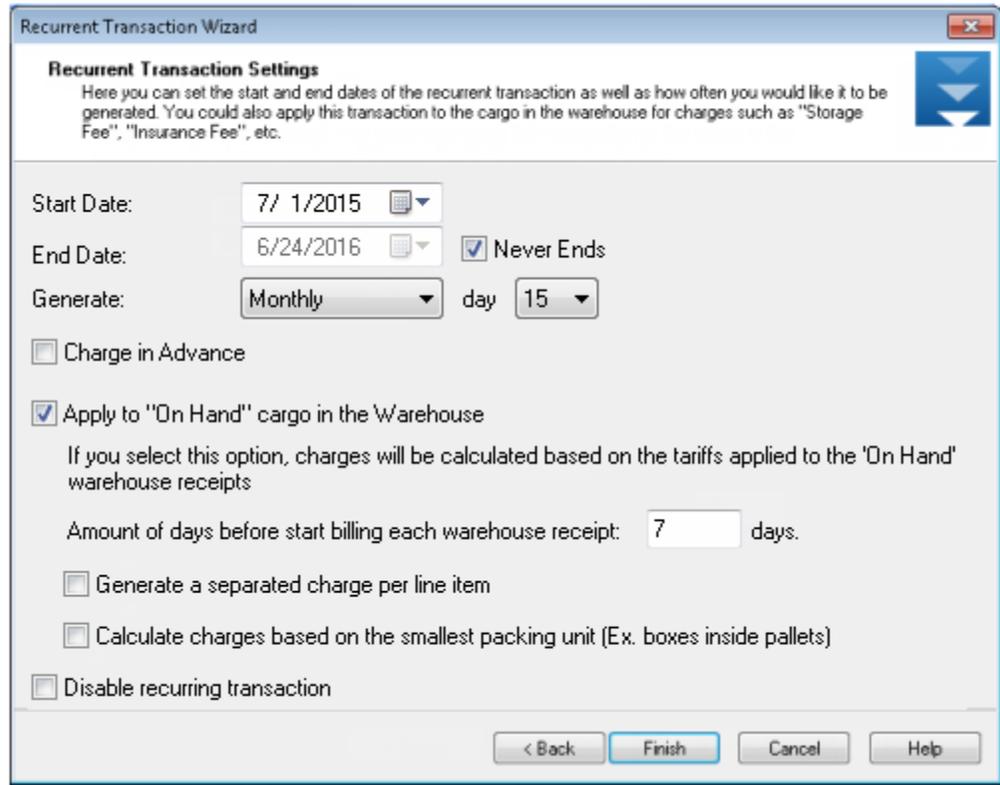
At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

- a) Select the type of charge such as Storage Fee (which is an Income item).
  - b) Enter a description (optional).
  - c) The quantity, units (such as pounds), and the price will be calculated by the system automatically each time the invoice is generated. A price can be added if you want to have a set charge not based on the cargo on hand.
  - d) Click the OK button to save this charge and return to the wizard screen.
- Set the “Paid as” option to either Prepaid or Collect based on the terms of the agreement for this recurring invoice.

The screenshot shows a dropdown menu for the "Paid as" field. The dropdown is open, displaying two options: "Prepaid" and "Collect". A mouse cursor is hovering over the "Prepaid" option.

- Click the “Next” button to go to the next screen in the wizard.

The next screen in the wizard enables you to set the frequency of the invoice.



- Select the start date. Today’s date is filled in automatically. Change it as needed. This is the date that the system will begin generating these invoices. You may create the invoice template to begin invoicing the customer starting next week, for example. Next week’s date will be used in the invoice. You can also set up retroactive recurrent invoices by using a past date.
- Set the end date, or check “Never Ends” if the service is continuous.
- Generate: Select the frequency that you want to generate the invoice: If you select Monthly, also select the day of the month (1-31) If you select the 31st, the system will default to the 30th for months that do not have 31 days. If you select Weekly, the invoice will be generated on Fridays.
- You can charge the customer in advance by clicking on the checkbox. If not, uncheck the box (it is unchecked by default). When charging monthly in advance, the customer is paying for that whole month in advance.
- The checkbox for “On Hand” cargo in the warehouse is used for fees. The box is unchecked by default. Checking the box activates the fields below it.  
Use this option to calculate the fee on the invoice based on the amount of cargo on hand for the client. The price will be calculated based on the tariff

you set up; in this example it is for storage. See the section on “Tariffs and Rates” for details.

If you want to give a customer some free days before charging for services such as storage to encourage quick movement of cargo, add the number of days in the days field “Amount of days before.”

- Other options are:

Generate a separate charge per line item. The number of charge lines in the resulting invoice will be the same as the number of cargo lines in the related warehouse receipt. This is useful to itemize oversized cargo.

Calculate charges based on the smallest packing unit. (If unchecked, the price will be calculated by pallet.) If the cargo is repacked in pallets, the price will be calculated based on the items inside the pallet.

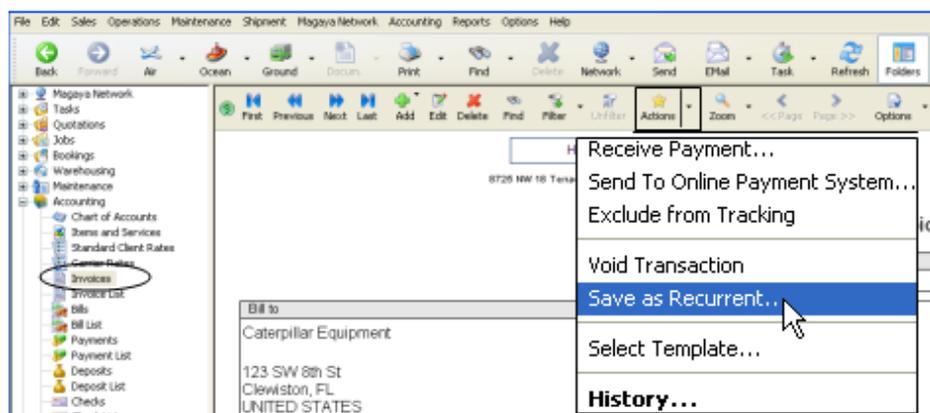
You can also disable the recurring transaction by clicking in the Disable box.

- Click the “Finish” button.

*Result:* The recurring invoice template is added to the list of Recurrent Invoices. On the first of the month (or preset day), a new invoice will be created for that customer. The invoice appears in the Invoices List.

If you are using the PayCargo service, you can send the invoice to that service so the customer can pay it online; or you can give the customer Magaya LiveTrack permissions to pay the invoice themselves online. For details on setting up this service, please see the *Magaya Software Communications Manual*.

*Note:* You can also save an existing invoice as recurring by clicking on the Actions button when you are in the document view of the invoice:

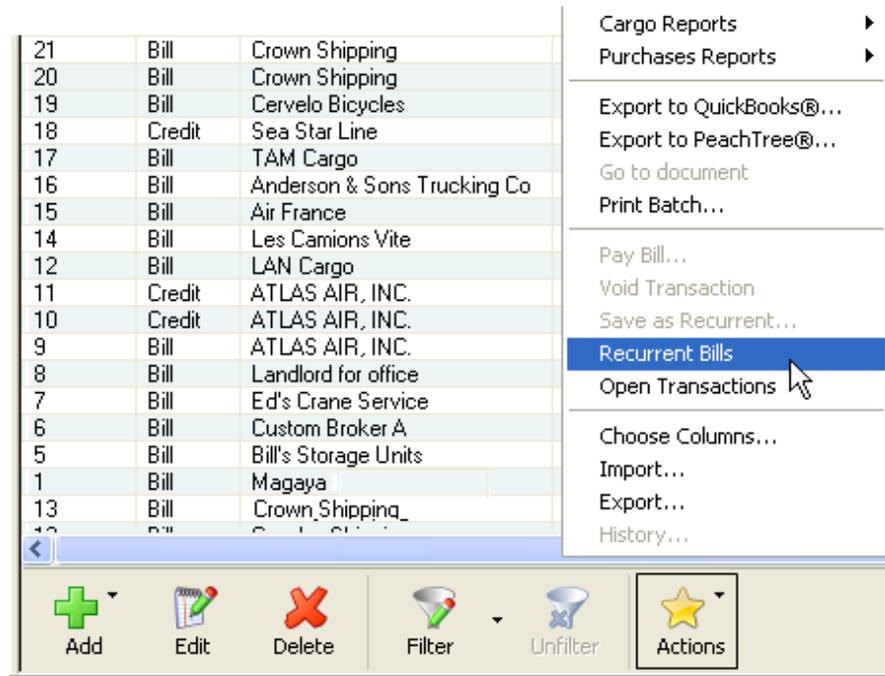


The wizard opens. Fill in the fields as explained above. (You can also save an existing invoice as recurring when you are in the Invoices List. Right-click on the invoice and select “Save as Recurrent” from the pop-up menu.)

## Create a Recurring Bill

To create a recurring bill:

- 1) Go to the Bill List in the Accounting folder.
- 2) Click the Actions button and select Recurrent Bills:



The list of recurrent bills opens. If you have not created any recurring bills yet, the list will be blank.

In the Recurrent Bills list, click the Add button. A dialog box opens the Recurrent Transaction Wizard. This is the same wizard used to make a recurring invoice. See the section on recurring invoices for details.

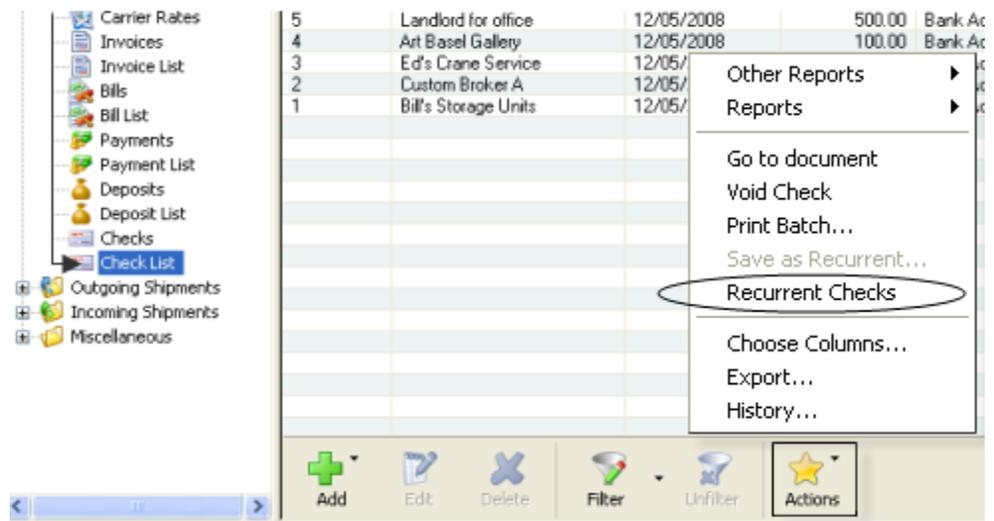
You can also create a Recurring Bill from an existing bill: Go to the document view of the bill and click on the Actions button. The same Recurrent Transaction Wizard opens. Follow the steps above.

## Create a Recurring Check

Recurring checks can be created to pay for expenses that you have on a regular basis such as paying rent or insurance every month.

To create a recurring check:

1) Go to the Checks List, click on the Actions button. Select “Recurrent Checks”.



A new list opens. If you have existing recurrent checks in the system, they will be displayed in the list. If you do not have any, the list will be blank.

2) Click the Add button to add a new recurring check. A “Recurrent Transaction Wizard” dialog box opens.

- Select the bank account you want to use to pay this recurring check.
- Select who to pay this check to for the “Pay to the order of” dropdown.
- Optional: Enter a memo (note) if needed. Select a Division if applicable.
- Click the “Add” button. A line in the Detail table will be highlighted. Click in each field to enter information or use the dropdowns as they become active.

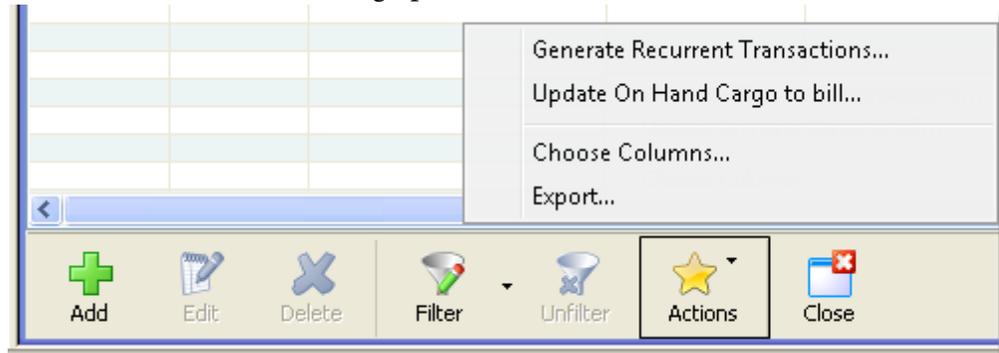
The total will be calculated.

- Click the “Next” button. The next page of the wizard enables you to set the frequency of the recurring check. The fields on this screen are the same as for creating a recurring invoice.

You can also create a recurring check from the document view such as right after you write a “Check to Expense” type of check. (The other types of checks cannot be made into recurring checks.) Click on the Actions button. Select “Save as Recurrent.” The same wizard dialog box will open.

## Actions for Recurrent Transactions

In the Recurrent Invoices list (and the Recurrent Bills list), click on the Actions button to access the following options:



- **Generate Recurrent Transactions:** If there are transactions due to be generated, they will be generated when you click the button. Otherwise, a note will state that there are no transactions to generate at this time. When you log into the Magaya system, you will receive a notice if there are any transactions to be generated (if you have accounting permissions). You can click “Yes” to generate them or “No” to generate them at another time.
- **Update On Hand Cargo to bill:** A note pops up to notify you that the update is in progress. This will link a new recurrent transaction with warehouse receipts previously received for the customer. This is normally done automatically, but this manual option is available.
- **Choose Columns:** As with any list, you can choose the columns and their arrangement.
- **Export:** You can export the list from your Magaya system.

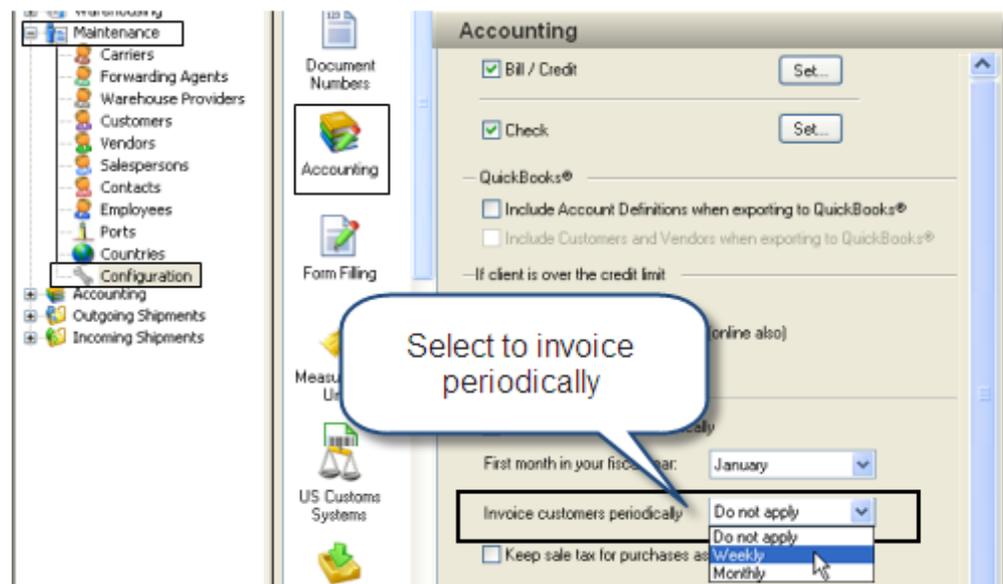
# Periodic Invoices

A Periodic Invoice will gather all the charges for a customer and place them on one invoice during a week or month.

## Steps

1) First, to enable this function for your Magaya system, go to the Maintenance folder > Configuration menu and select the Accounting section.

- In the Accounting configuration options, select the time frequency of the periodic invoices. Use the dropdown menu to choose Weekly (Fridays) or Monthly (select up to five dates during the month).



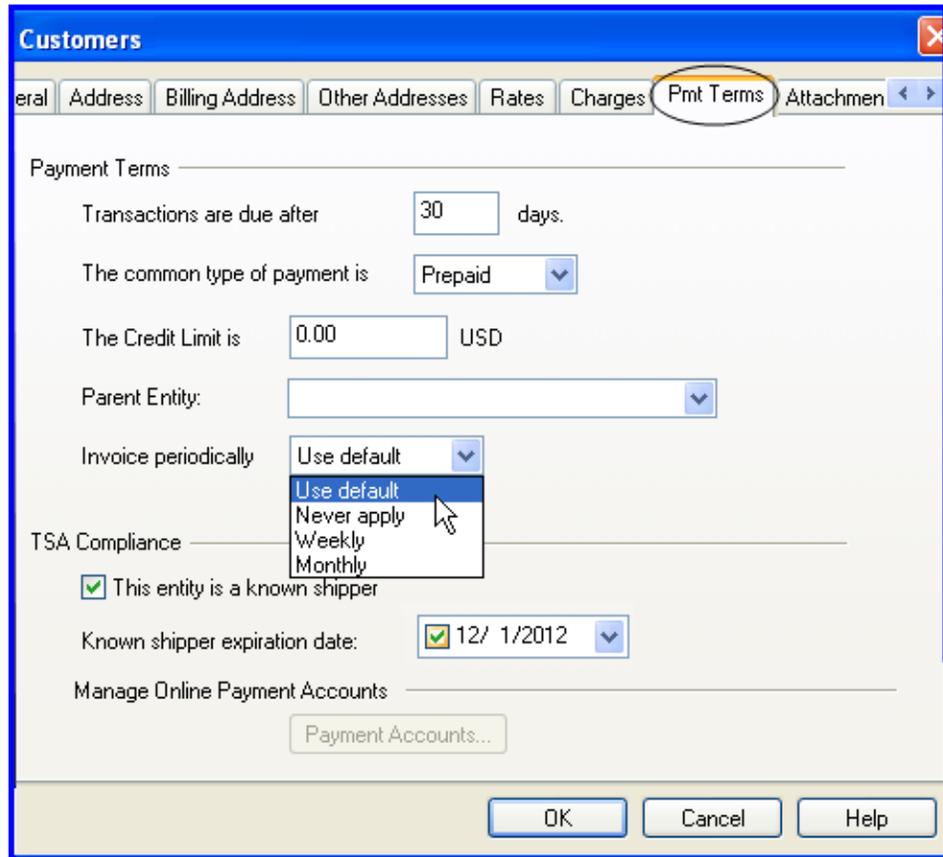
Save your settings.

2) To set up Periodic Invoices for specific customers:

- Go to the Maintenance folder and click on “Customers”.



- Select the customer that you want to create a periodic invoice for (double-click on the name to open the Customer dialog box).
- Go to the Payment Terms (“Pmt Terms”) tab:

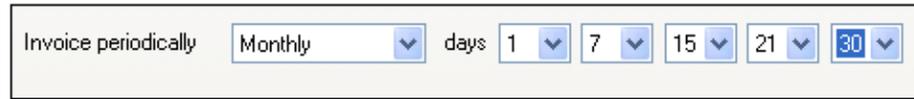


*Note:* The only items on this tab that will be discussed here are the ones related to periodic invoicing. (The TSA known shipper is covered in the *Magaya Cargo System Operations Manual*.)

You can select how often you want to invoice by clicking the dropdown menu “Invoice periodically”:

- Use default: This will use the default you preset in the Maintenance > Configuration menu that applies to all customers.
- Never apply: Use this to turn this feature off.
- Weekly: This customer will be invoiced every week. All the operations charges during the week will be added to an invoice each Friday.

- **Monthly:** When you select this option, additional fields appear so you can set up to five separate dates to generate invoices. This customer will be invoiced on the dates you select.



The screenshot shows a form titled "Invoice periodically". It features a dropdown menu currently set to "Monthly". To the right of the dropdown is the word "days" followed by five separate date selection fields. The first field contains the number "1", the second "7", the third "15", the fourth "21", and the fifth "30". Each field has a small downward arrow on its right side, indicating it is a dropdown menu.

When you are done, click the OK button to save.

## Periodic Billing for Vendors

The system provides the option to group all the bills generated for a vendor in a period (week, month).

To enable this option, go to the Payment Terms (Pmt. Terms) tab of the Vendor profile.

For example, set up the monthly billing period for a vendor such as an insurance broker so that every time a new insurance certificate is created, the system adds the cost charge of the insurance to this monthly bill.

This guarantees that the bill created matches the monthly insurance invoice generated by the broker for the same month. If this is not done, you will have as many bills as insurance declarations submitted during the month to match one invoice.

# Tariffs and Rates: Introduction

## Introduction to Tariffs and Rates

Tariffs and Rates can be set up in Magaya Explorer to calculate prices for transactions. The difference between Tariffs and Rates is:

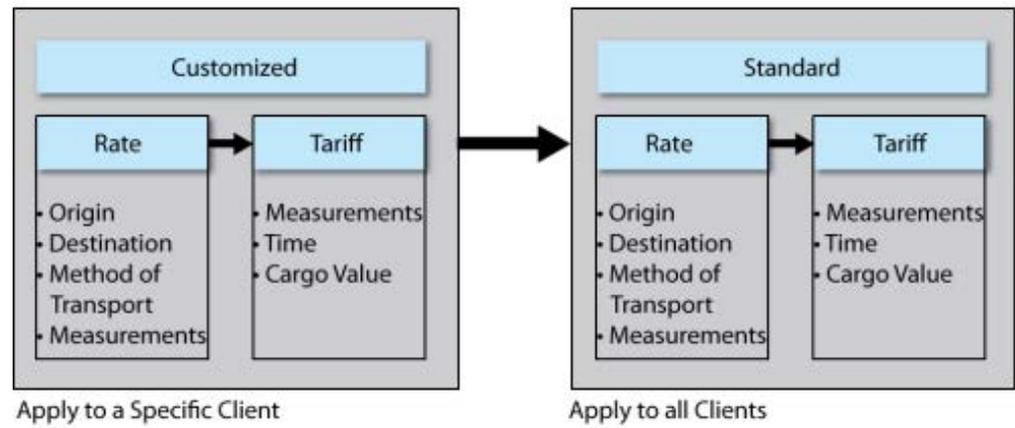
- Tariffs are prices you set for services that you offer. The price depends on the measurement, value, and storage time of the cargo.
- Rates are calculated based on the measurement information plus the mode of transportation, and the origin and destination information for the cargo.

**How to use Tariffs and Rates:** Tariffs are most often used for charges that are static such as storage, insurance, etc. Rates are for freight charges.

How the system will process the tariffs and rates:

- 1) First the system will look in the Customer profile for the rate that is based on origin, destination, mode of transport, and cargo measurements. If there isn't a customer rate, then:
- 2) The system will look for a tariff (which is on the Charges tab of the Customer profile) based on cargo measurements, time, and value. If the system does not find one, then:
- 3) The system will check the Standard Client Rates based on origin, destination, mode of transport, and cargo measurements. If the system does not find one, then:

- 4) The system will check for a tariff in Items and Services based on cargo measurements, time, and value.

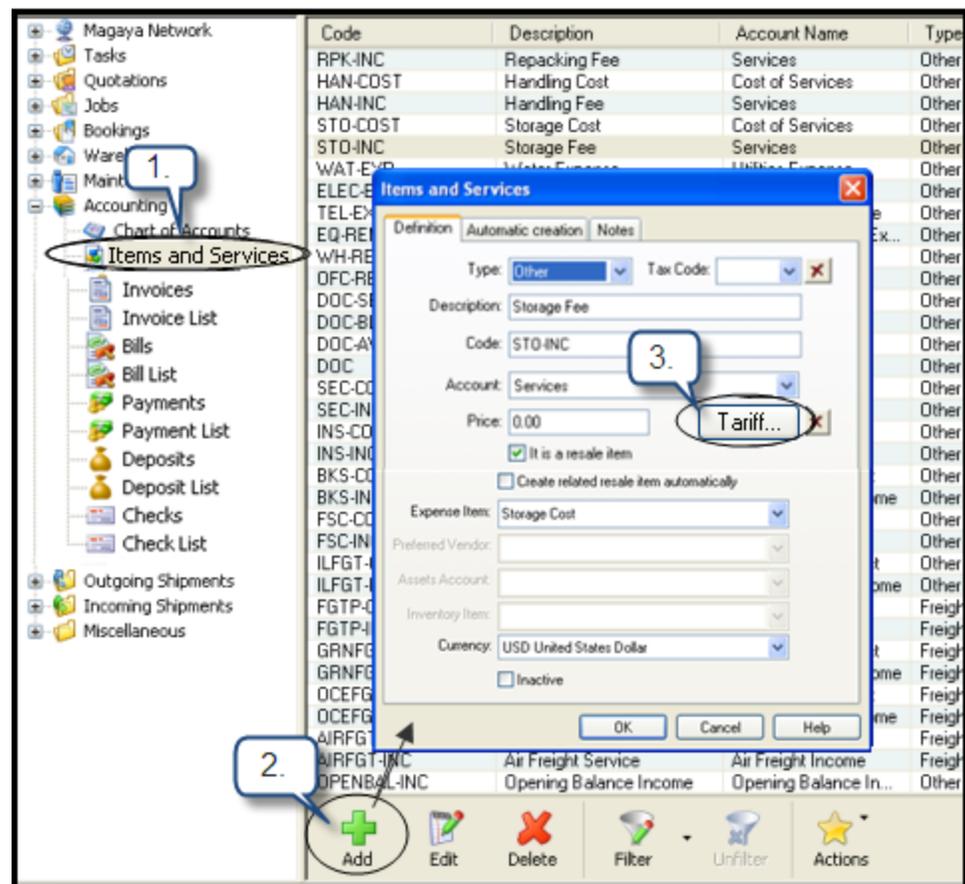


# Tariffs

## Tariffs: Introduction

Tariffs are prices you set for services you offer such as refrigerated storage. The price depends on the measurement (pieces, weight, and volume) value of the cargo, and the time it is in storage. Let's see how to set up tariffs in Items and Services under the Accounting folder.

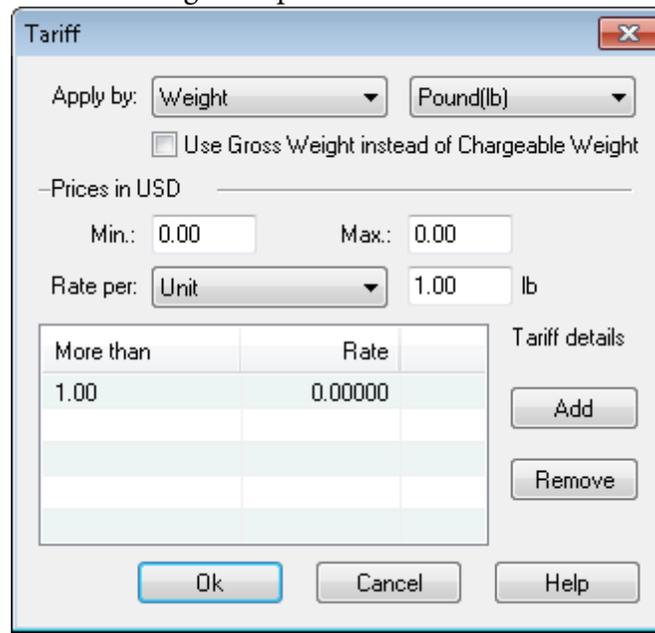
The Tariff button is available on each Items and Services dialog box.



## How to Set Up Tariffs

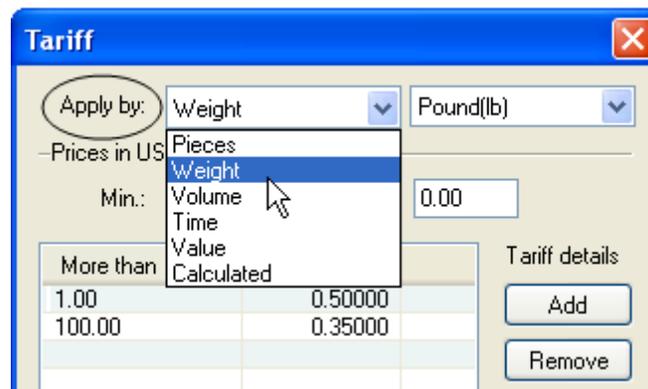
Follow the steps below to set up tariffs in your Magaya Explorer.

- 1) In the **Items & Services** folder, open an item or a service and click on the Tariff button. A dialog box opens:



The tariff will be calculated in the currency that is selected in the Items and Services screen. The screenshot above shows “Prices in USD”.

Select the option you want in the “Apply by” field:



**Weight:** This gives you the option to select the weight units (pounds, kilograms, ton, ounce, or Troy ounce).

**Min/Max:** In the Tariff dialog box, you have the option of entering a minimum and maximum price: Enter the amount in the fields “Min.” and “Max.” as needed.

**Rate per unit:** Set the unit as needed. For example 50 cents for every 2

pounds (lb).

When charging by weight, the Tariff screen lets you charge a rate that varies based on the weight (range).

Example: For shipments that weigh more than 1 pound but less than 50 pounds, the rate might be 1.00 per pound. For a shipment weighing 51 to 100 pounds, the rate might be 0.75 per pound.

Click on the Add button. This activates the cells in the table.

The screenshot shows the 'Tariff' dialog box with the following settings:

- Apply by: Weight
- Unit: Pound(lb)
- Prices in USD: Min: 0.00, Max: 0.00
- Rate per: Unit, 1.00 lb

More than	Rate
1.00	1.00000
50.00	0.75000

Buttons: Add, Remove, Ok, Cancel, Help

Click in the table cells to enter information. Click the OK button to save. *Note:* These table cells can be used for entering tariffs by weight, pieces, volume, time and value.

**Pieces:** When setting the tariff by Pieces, the weight unit dropdown is not available because it is not needed.

The screenshot shows the 'Tariff' dialog box with the following settings:

- Apply by: Pieces

**Volume:** This gives you the option to set the units by Cubic meters, Cubic inches, Cubic centimeters, or by Liter.

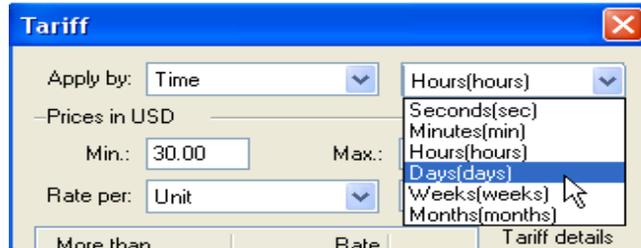
The screenshot shows the 'Tariff' dialog box with the following settings:

- Apply by: Volume
- Unit: Cubic foot(ft<sup>3</sup>)
- Prices in USD: Min: 30.00, Max:
- Rate per: Unit

Dropdown menu options: Cubic meter(m<sup>3</sup>), Cubic inch(in<sup>3</sup>), Cubic foot(ft<sup>3</sup>), Cubic Centimeter(cm<sup>3</sup>), Liter(l)

**Time:** This gives you the option to charge by time (Hours, Minutes, Seconds, Days, Weeks, or Months).

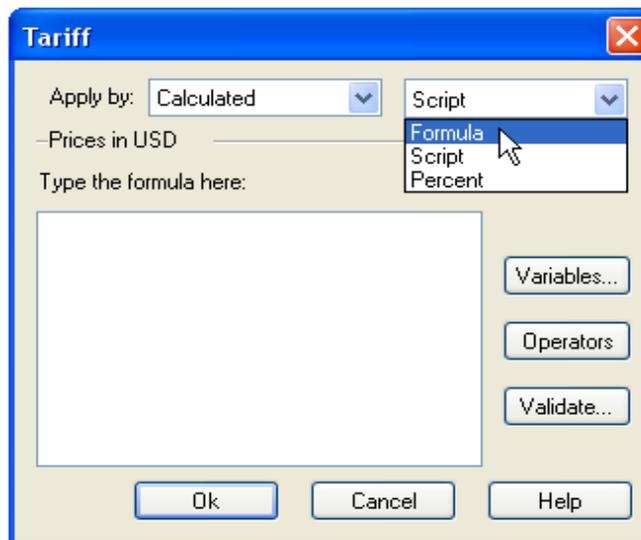
The Time is calculated based on the time the cargo arrived (based on the Warehouse Receipt time), and the time the cargo left the warehouse (via Cargo Release or Shipment).



**Value:** The value is used to charge based on the value of the merchandise and it can be used to calculate the amount of the insurance on the cargo. When selecting “Value”, the unit dropdown is not available.



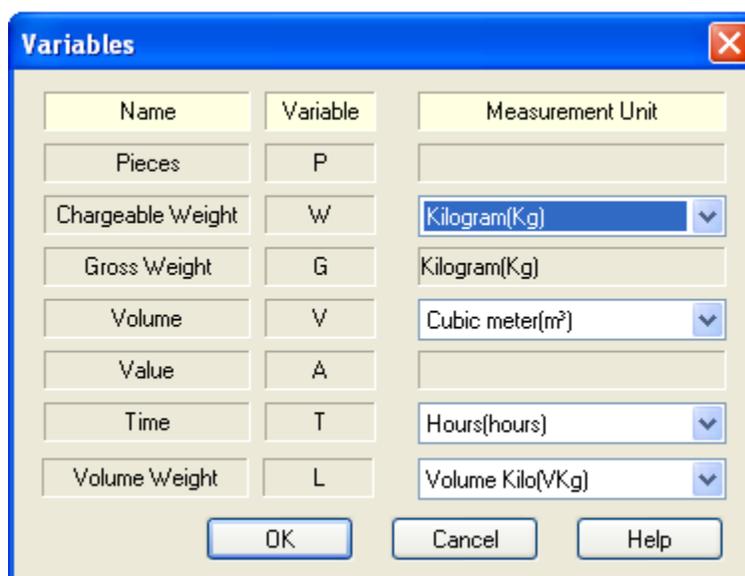
**Calculated:** This gives you the option to calculate the tariff based on a script or a formula:



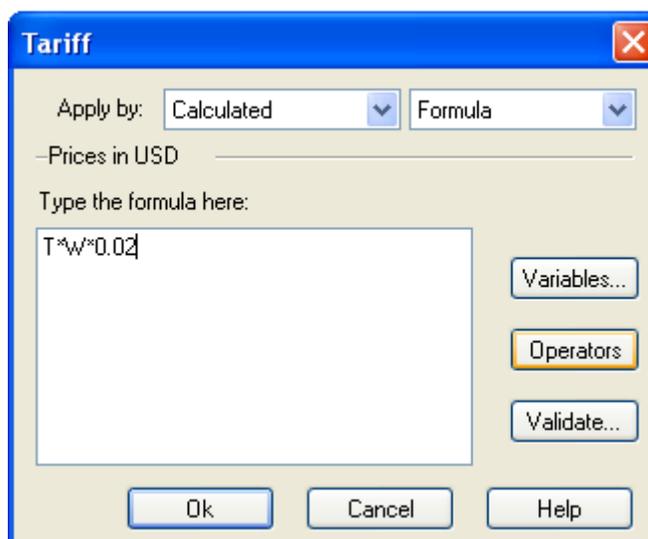
The “**Formula**” option gives you buttons for Variables, Operators, and Validate. The following example shows how to calculate a storage charge of 0.02 per day per pound.

First, click the Variables button to set the variables for Time (T) to “Days” and set Weight (W) to “Pounds”.

The Variables screen shows a list of variables names and codes. These are the variables you will use in the script or formula and the measurement units that they will come in.



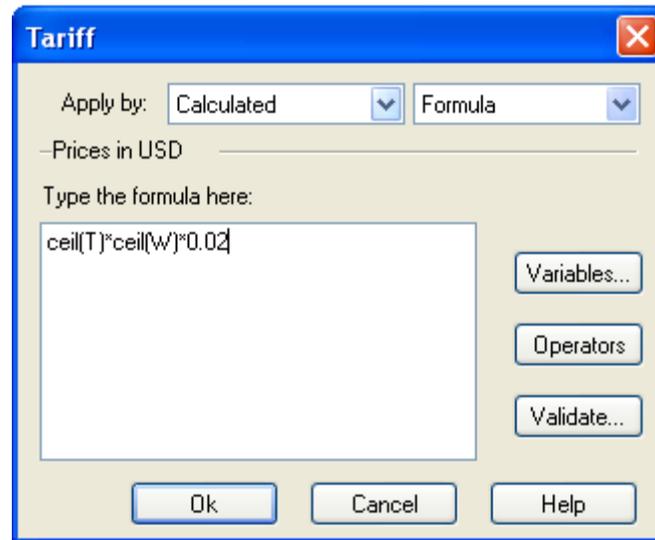
Enter the formula in the blank field using the Variables and Operators:



Click the “Operators” button to insert operator symbols to multiply, divide, etc.

Click the OK button when you are done. You will be returned to the Tariff dialog box.

To create a formula that rounds the days and pounds up to the next integer (whole number), use the “ceiling” function:

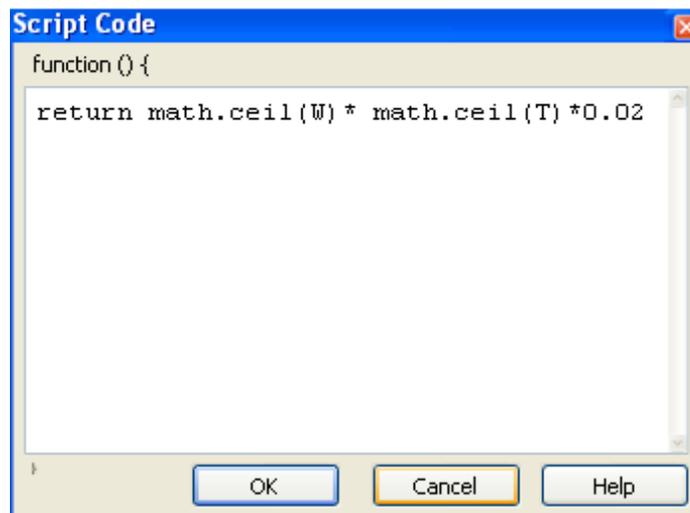


To validate the formula, click the Validate button and enter numbers to test it.

The option to calculate by “**Script**” shows a screen with a button for variables (weight, volume, etc.), a button to edit code, and a validation button.

Click the “Edit Code” button to open a screen to type in JavaScript code. This screen is used to type the body of the JavaScript function to calculate the price. The function brackets are already included in the header and the closing bracket is included at the bottom of the screen. The “return” statement is required to pass the calculated price back to the Magaya system.

This code example shows the storage charge that rounds up to the next number:

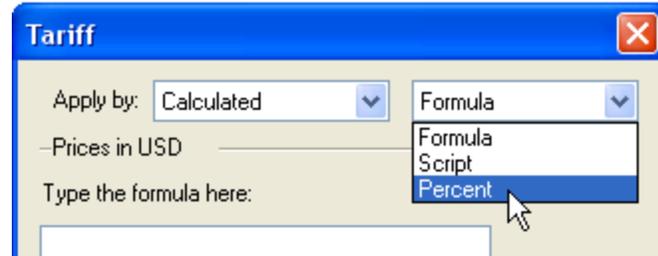


In the script code screen, you can call functions by name if you have functions already created in the Maintenance > Configuration > JavaScript Code library.

This is covered in detail in the “Configuration Menu” chapter of the *Magaya Software Customization Manual*. Validate the code to check for errors. Save it.

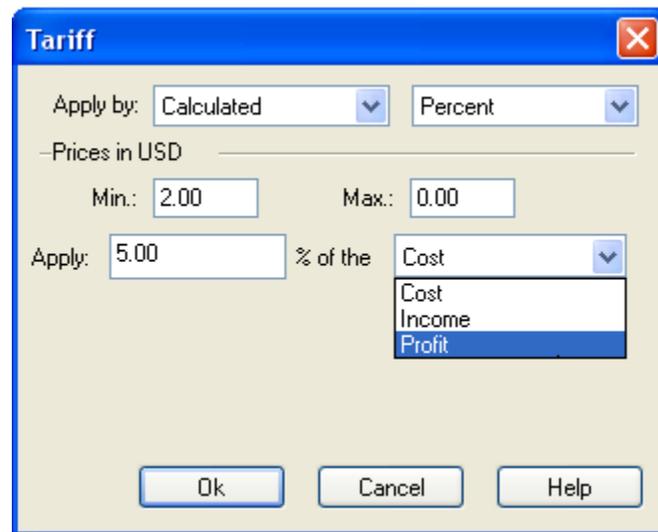
### Tariff by Percent:

To calculate by percent, select the “Percent” option.



Enter a minimum and maximum (optional), enter the percent amount such as 5% and how to apply it: to the cost, income or profit.

This percent option can calculate a percent for a commission. If it is used in House Shipment, it will only calculate the commission for that House, not the cost of Master prorated.



Click OK to save and close this screen and the previous one.

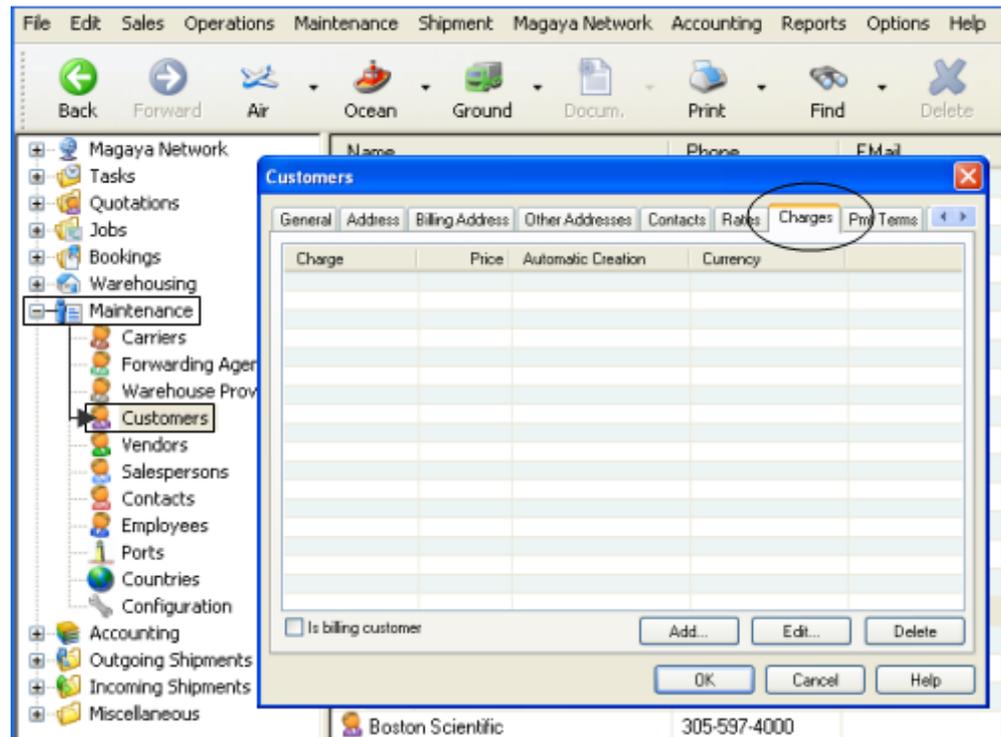
Note: The percent option was introduced in Magaya software version 9.8. It was designed to make it easier to set the percent of a tariff. If your system has existing tariffs that calculate a percent with a formula or script, your system will continue to use those.

*Result:* Now the tariff is ready for use in transactions.

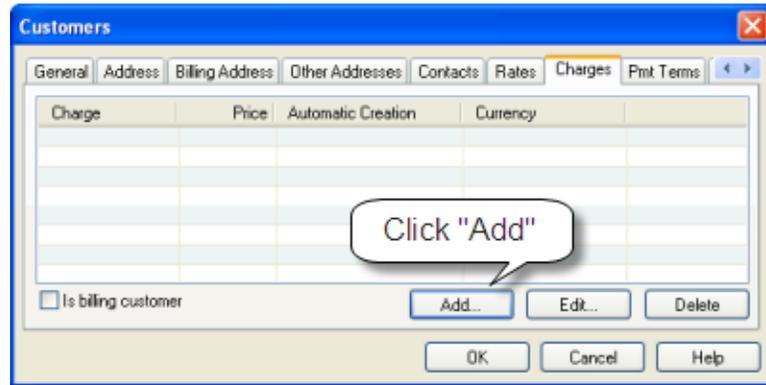
## How to Customize a Tariff

You can customize a tariff for a specific client (customer).

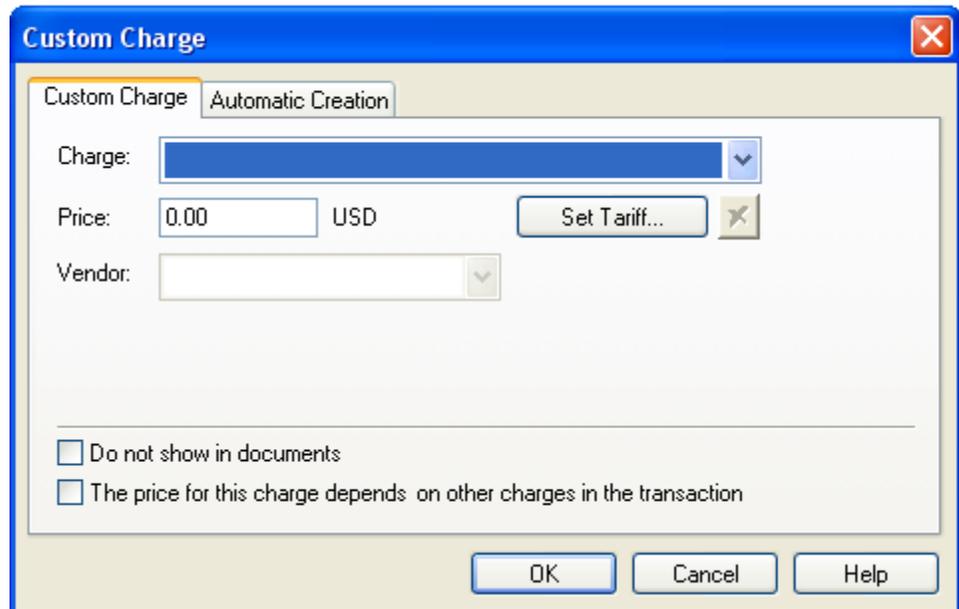
- 1) Go to the Maintenance folder > Customers.
- 2) Select the customer and open their profile. Then click on the Charges tab.



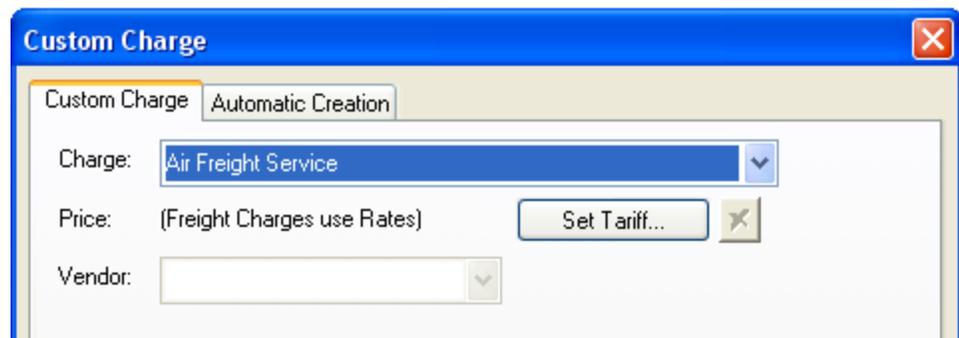
- 3) Click on the Add button.



In the dialog box that opens, set up the custom tariff.



- Select the Charge that you want to customize from the dropdown.
- Enter a price or click the Tariff button. (If you select a freight charge, the Price field will change to a note “Freight Charges Use Rates.”)



- If you want to automate this charge, click “Automatic Creation” tab. Select the transactions to automate.
- Click OK when done.

That tariff will now apply to that customer for the transactions you specified.

# Rates

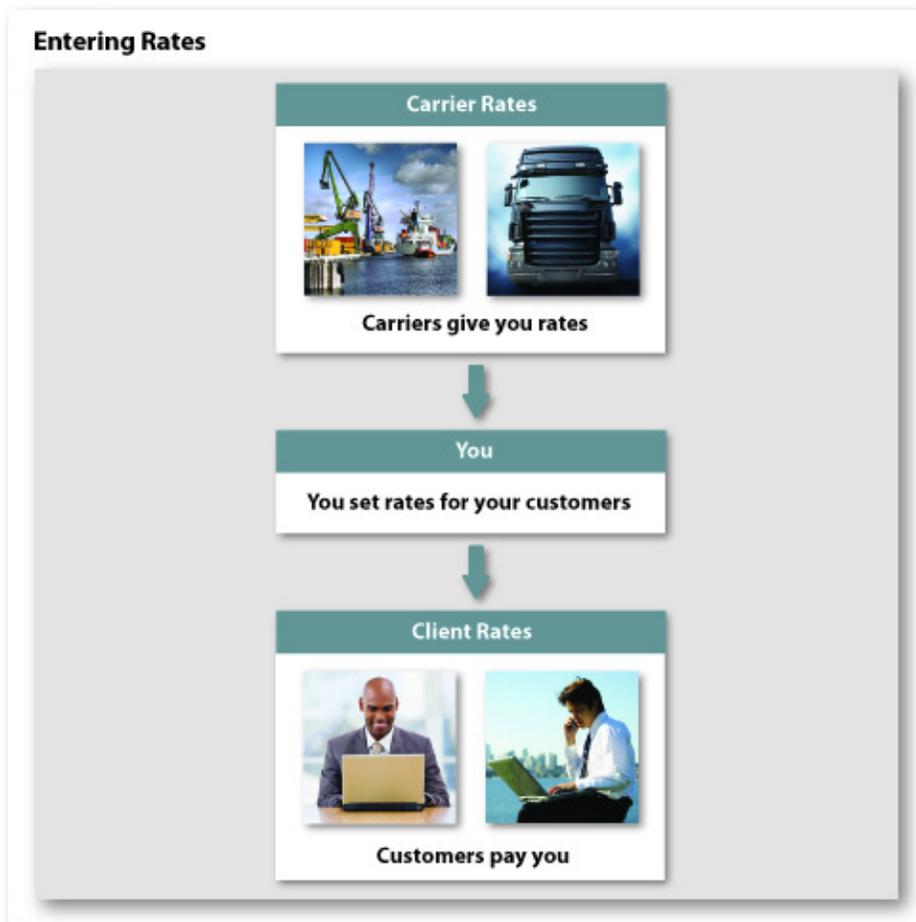
## Rates Overview

Rates are used to calculate prices for services related to the movement of cargo. They are calculated based on the measurement information plus the mode of transportation, and the origin and destination information for the cargo.

The different types of rates are: standard rates for all your customers (clients), rates from your carriers, and customized rates applied to individual customers:

- **Carrier Rates:** These are your purchasing rates for freight services, how much you pay the carrier.
- **Standard Client Rates:** These are your standard rates for all customers. You can make these available on Magaya LiveTrack for your customers to view.

- **Client Rates:** This groups all the rates for all your customers (clients) in one place. You can customize multiple and single rates for customers using a wizard that is available in the Client Rates folder.





# Carrier Rates

Overview to entering new rates from your carriers: The article explains how to add a single rate from a carrier and how to enter multiple rates from the carriers you use for air, ocean and ground transport.

To learn how to import a list of rates, see the Knowledgebase article, "Getting Started: Importing Data using the Import Wizard:"

[http://knowledge.magaya.com/#/article/import\\_wizard\\_tips](http://knowledge.magaya.com/#/article/import_wizard_tips)

## Enter Carrier Rates

Carrier Rates are your purchasing rates for freight services (how much you pay the carrier). For each carrier that you use, enter the rate information they give you in your Magaya system. This rate will be used as the Cost in freight charges.

To set up the carrier rates, follow these steps.

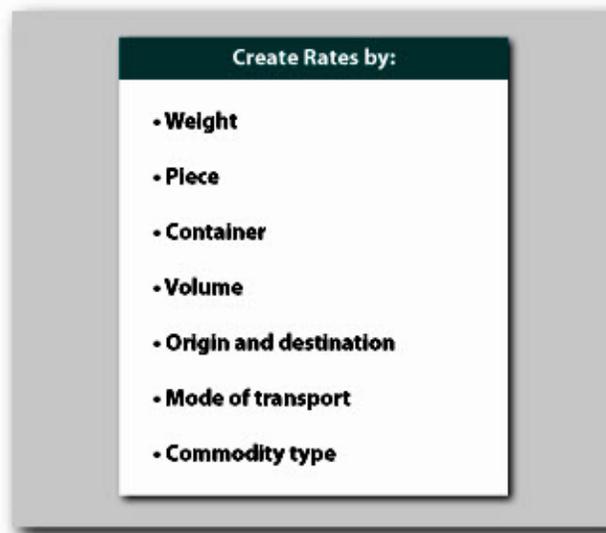
- Open the Rates folder, and click Carrier Rates.
- Click the Add button and select the type of rate you want to enter: A single rate or multiple ones:

The screenshot shows the Magaya system interface. On the left is a navigation pane with a tree view. The 'Rates' folder is expanded, and 'Carrier Rates' is selected. On the right is a data table titled 'Carrier Rates'. The table has a 'Dates' dropdown set to 'Last month to date'. The table has two columns: 'Status' and 'Carrier'. There are two rows of data:

Status	Carrier
Current	AMERIJET INTEI
Current	AMERICAN AIRL

This example will illustrate **how to add a single rate**. Multiple rates is explained in the section “Add Rates to a Carrier Contract.” The single rate will apply to one carrier for one transport mode and only for one origin/destination.

In Magaya software there are many options for creating rates:



A dialog box opens. The following example shows an ocean rate:

The screenshot shows a 'Rate' dialog box with the following fields and values:

- Carrier: Tropical Shipping
- Freight Service Class: Ocean Freight Service Cost
- Description/Commodity: Electronics
- Origin: Miami
- Destination: Freeport, Grand B
- Method: Vessel, Containerized
- Transit Time: 0 days
- Apply by: Container
- Prices in USD: Min.: 0.00, Max.: 0.00
- Rate per: Unit, 1.00 lb

Container	Rate
20 Ft. Standard Container	800.000
40 Ft. Standard Container	1200.000

Buttons: Add, Remove, OK, Cancel, Help. A 'MAGAYA TIP' button is also present.

- On the General tab, select the carrier (or add it if it is not in the list).
- Select the freight class service. This pulls from the Items and Services of type “Freight” and “Other Freight”.
- Enter a description (optional). Use this for Commodities that you want to classify by type such as electronics. To enter a new commodity, click on the plus sign in the dropdown menu, enter the information and click OK. Commodity Types can also be entered in Maintenance > Configuration > Commodity Types. The Commodity Type can also be specified when you are entering Inventory Item Definitions: Select the Commodity field on the General tab.
- Select the origin and destination cities for this rate (from the ports list).
- Select the method (mode of transportation) such as “Vessel, Containerized”.

- Transit Time: Enter the number of days of the voyage. (This information can be added to the Query Rates screen.)
- Select how to apply the rate: This example uses “Container”. When you make this selection, the screen will change depending on what you select.
- Minimum and Maximum prices: Set this option as needed.
- Rate per: Set the rate per unit or per range. **Rates per Unit** such as pounds will multiply the rate by the unit.

If the unit is 1 pound and the price is \$1 per pound for weights between 1 and 50 pounds, to ship 35 pounds will be calculated as  $1 \times 35$  to equal \$35.

If the price is 0.80 per pound for shipments weighing between 51 and 100 pounds, the price for a 70-pound shipment will be calculated as  $0.80 \times 70 = \$56$ . The price for 90 pounds will be calculated as  $0.80 \times 90 = \$72$ .

If you set the unit to equal 100 pounds, and the price of \$10 per each unit, then shipping 400 pounds will be calculated as 4 units of 100, which will cost \$40.

Prices in USD

Min.:  Max.:

Rate per:   lb

More than	Rate
1.00	1.00000
51.00	0.80000
101.00	0.70000

Select **Rate per Range**: Enter the ranges such as 1 to 20 cubic feet, then 21 to 50 cubic feet, etc. For example, a range is set for \$10 for any measurement between 1 to 20 cubic feet; your shipment is 15 cubic feet, the price

is calculated at \$10. If a shipment is 11 cubic feet, the price is still \$10 because it is in the range of 1 through 20.

Prices in USD

Min.:  Max.:

Rate per:

More than	Rate
1.00	10.00000
21.00	9.00000

Rates per range are useful for Roll On Roll Off (RORO) rates. To set a RORO rate, apply the rate by volume (cubic feet) and select Rate per Range and enter your numbers.

- Click the Add button to add a rate. This will activate a line in the Prices table. Select a container (this example shows a 20-foot and a 40-foot standard container) in the Prices table, and enter the rate for each in the fields. You can add as many as you need.

If you have a contract with a carrier, click on the Contract tab:

**Rate**

General **Contract** Notes

Effective Date:  1/28/2010

Expiration Date:  1/28/2011

Contract Number:

Amendment Number:

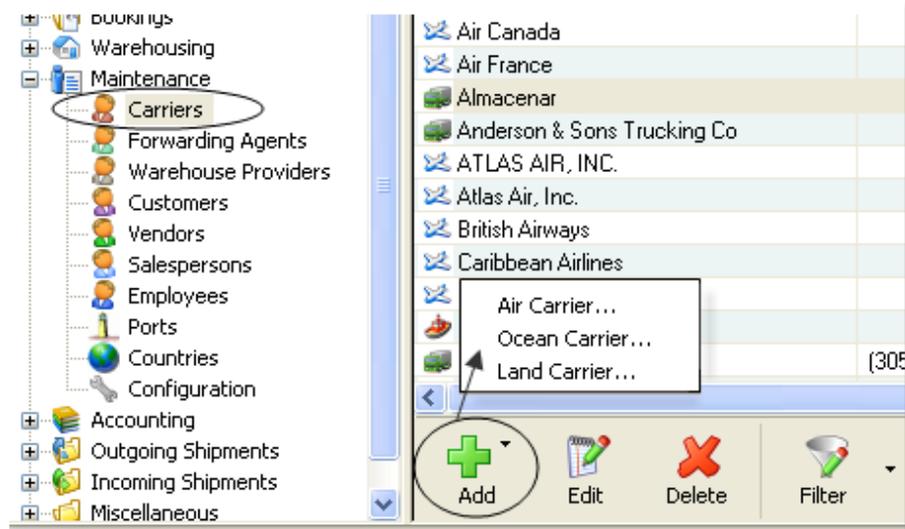
- Enter the date the contract expires. When the contract expires, the rate will no longer be used.
- Enter the contract number.

If you want to add any notes, click on the Notes tab and enter them.

Click the OK button when done.

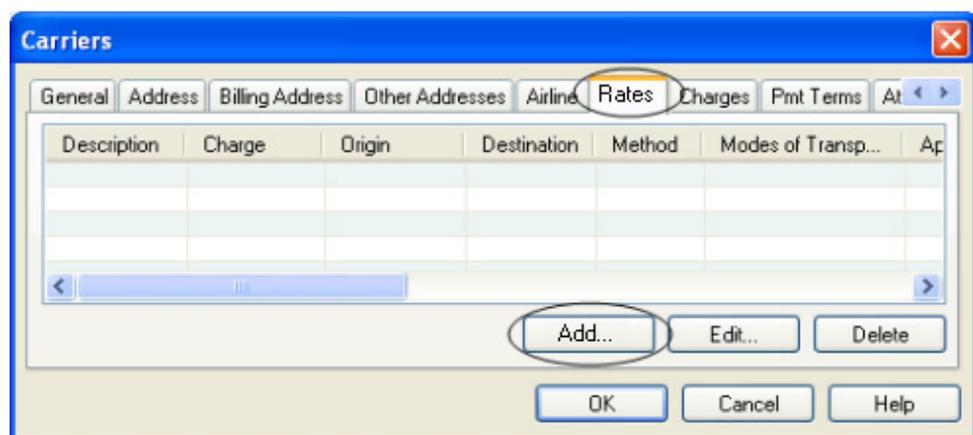
*Result:* The rate now displays in the Carrier Rates list and is available to use for costs in shipments.

*Note:* You can also set up carrier rates in the Maintenance folder by selecting the carrier (if they are in the list already). To create a new carrier profile, click on the Add button and select the type of carrier:



To edit an existing Carrier rate, double-click on it (or select it and click on the Edit button).

In the dialog box that opens, click the Rates tab. To edit a rate, click on the “Edit” button. To add a new rate, click on the “Add” button.

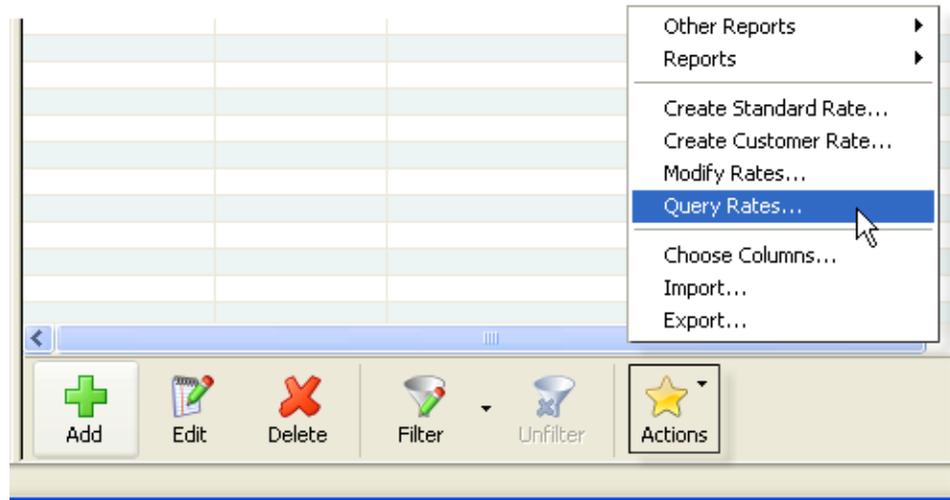


This opens the same dialog box explained above.

You can also edit the rates for an existing carrier by right-clicking on the carrier name in the Carrier List and select “Rates” from the pop-up menu. In the screen that opens, click on the Add button. Use the wizard to enter the information.

## Actions in the Carrier Rates List

Click on the Actions button in the Carrier Rates list to access the following options:



- **Reports:** Use this to create a report of all carrier rates.
- **Other Reports:** Use this to create reports by carrier, charge, origin, etc.

Reports can be sent to carriers by clicking on the Email button in the top toolbar across the top of Magaya Explorer.

- **Create Standard Rate:** Use this to create a selling rate based on the rates your carrier gives you.

Select a rate in the list and click on this option. A dialog box opens. Select a markup type (percent or flat) and enter an optional markup value (how much you will add to the price). For discounts, enter a minus sign and the number. Click the OK button. The Rate dialog box opens. Verify the rate and click OK.



- **Create a Customer Rate:** Use this to create an individual rate to apply to one specific customer. Click on a rate in the list and select this option. A dialog box opens.

Select the markup type (percent or flat), enter the markup value (optional), and select the customer this rate applies to. Click the OK button. The Rate dialog box opens, showing you the amount the system just calculated. Verify the rate and click OK. For discounts, enter a minus sign and the number in the Markup Value field.



- **Modify Rates:** Use this to change rates. See details in the section “Modify Rates for Your Customers”.
- **Query Rates:** Use this to perform a query on carrier rates. Enter the information you need for the query in the dialog box that opens. See details on how to use this screen in the topic “Query Rates:”

[http://knowledge.magaya.com/#/article/query\\_rates](http://knowledge.magaya.com/#/article/query_rates)

- **Choose Columns:** Rearrange, add, or remove columns from the list view.
- **Import or Export data** in XML or CSV formats in or out of your Magaya database.

# Query Rates

## How to Query Rates

Use the “Query Rates” button to open the query screen when you need to look up rates for carriers or to query selling rates. The button can be found on the Rates dialog box for Standard Client Rates and Client Rates. The query dialog box is also available from the Actions button in Quotations and in the Rates folder for Carrier Rates, Standard Rates, and Client Rates.

The screenshot shows the "Query Carrier Rates" dialog box. It features a search interface with various filters and a results table. The "Results List" section is currently empty, with a tooltip indicating that users can right-click to choose columns. The total amount displayed is USD 0.00.

Description	Rate	Amount	Entity	Commodity	Minimum	Maximum
Results List: Right-click to choose columns						

Total Amount: **USD 0.00**

To query carrier rates, go to the Carrier Rates folder. To query selling rates, go to the Client Rates folder or the Standard Rates folder. The fields in the Selling Rates query dialog box are the same as in the Query Carrier Rates dialog box.

When the Query Rates dialog box is opened from the Actions button, it can remain open while you move to other screens in your Magaya system. When you close the screen, the information you entered will remain available to reuse or change.

Add multiple types of freight service class by clicking the button with the three dots that is next to the Freight Service Class dropdown. In the dialog box, check the types to include in the query.

Carrier: [dropdown] (Optional)  
 Freight Service Class: [dropdown] [three dots button]  
 Origin: [dropdown]  
 Currency: USD United States Dollar [dropdown]

The date field can be used to query future rates.

If you want to query other rates or charges such as documentation, you can add them to the query by using the “Select” button for “Other Charges” and see all the rates. The query of other charges pulls from the information in your Accounting folder in your Magaya system.

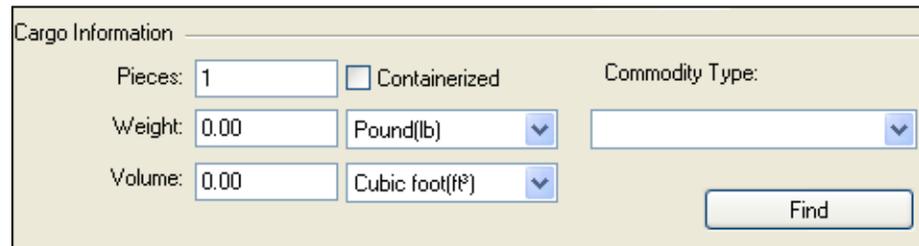
Method: [dropdown]  
 Destination: [dropdown]  
 Other Charges: [Select...]

Code	Description	Account Na
<input type="checkbox"/>	EQUIRENTAL	Equipment rental cost
<input type="checkbox"/>	CUSBROACO...	Customs Broker Cost
<input type="checkbox"/>	PALL-COST	Palletizing Cost
<input type="checkbox"/>	CTG-COST	Cartage Cost
<input type="checkbox"/>	CRT-COST	Crating Cost
<input type="checkbox"/>	RPK-COST	Repacking Cost
<input type="checkbox"/>	HAN-COST	Handling Cost
<input type="checkbox"/>	STO-COST	Storage Cost
<input type="checkbox"/>	WAT-EXP	Water Expense
<input type="checkbox"/>	ELEC-EXP	Electricity Expense
<input type="checkbox"/>	TEL-EXP	Telephone Expense
<input type="checkbox"/>	EQ-RENT	Equipment Rent
<input type="checkbox"/>	WH-RENT	Warehouse Rent
<input type="checkbox"/>	OFC-RENT	Office Rent

22 of 83 elements

Select the origin and destination information and method (mode) of transport. These fields are required.

Enter as much information about the cargo as needed.



Cargo Information

Pieces:   Containerized Commodity Type:

Weight:

Volume:

Click “Find” to generate a list of rates that match the criteria you enter.



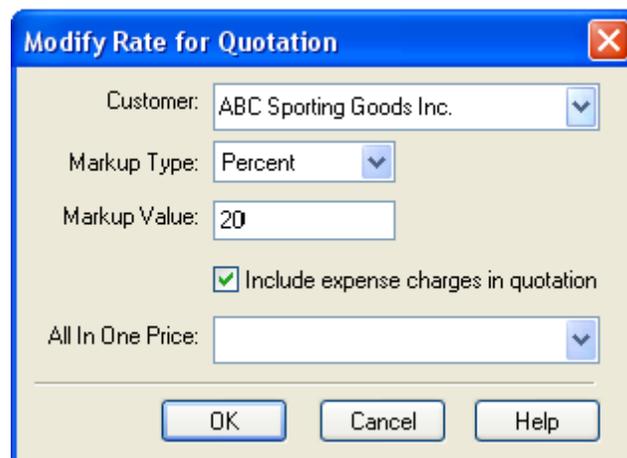
Prices in USD			
Description	Rate	Amount	Entity
<input checked="" type="checkbox"/> Ocean Freight Service Cost	125.00000	125.00	SUD HAMBURG/COLUMBUS LINE
<input type="checkbox"/> Ocean Freight Service Cost	145.00000	145.00	Crown Shipping

The best rate will be checkmarked in the results list. You can add columns to the list by right-clicking on a result. In the “Choose Columns” dialog box, click the “Add Columns” button to access more choices such as the Transit Time under Rates.

### Create a Quotation from the Query:

To create a Quotation from the selling rate dialog box, click the “Create Quotation” button.

When creating a Quote from the Carriers Query rate screen, you can specify if you want to include the expense charge in the quote’s Charges. You also have the option to choose to summarize the income charges in an “All in One” charge. This will add whatever fee you select in the dropdown.



**Modify Rate for Quotation**

Customer:

Markup Type:

Markup Value:

Include expense charges in quotation

All In One Price:

The Quotation dialog box will open with all the rate query information filled in automatically. Make any changes or add information in the dialog box to create the document. Email or print the document.

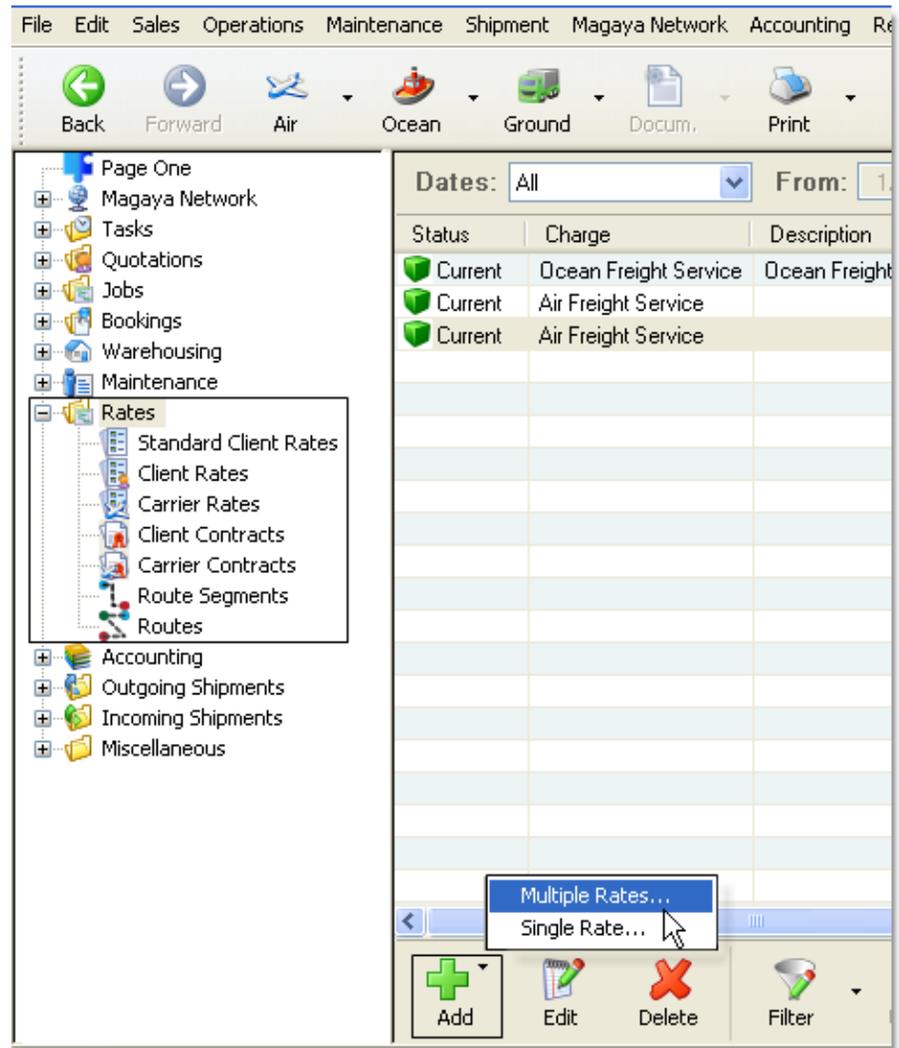
# Standard Client Rates

Standard Client Rates are the rates you charge all your customers.

## Steps to Set Up Standard Client Rates

To set up Standard Client Rates:

- 1) Go to the Rates folder and click “Standard Client Rates”.
- 2) Click the Add button and select Single or Multiple Rates from the pop-up menu:



This example shows you **how to enter a single rate**. For details on Multiple Rates, see the section “Client Contracts.” When you use the “Single Rate” option, the system will create one rate for a service such as priority freight or a fuel surcharge that will apply for all customers who send freight to the origin and destination you assign in the Rate dialog box. Let’s look at the Rate dialog box.

A dialog box opens with three tabs:

The screenshot shows the 'Rate' dialog box with the 'General' tab selected. The fields are filled with the following values:

- Freight Service Class: Air Freight Service
- Description/Commodity: Electronics
- Origin: Miami
- Destination: Bogota
- Method: Air
- Transit Time: 0 days
- Apply by: Weight
- Unit: Pound(lb)
- Use Gross Weight instead of Chargeable Weight
- Prices in USD: Min.: 53.00, Max.: 0.00
- Rate per: Unit, 1.00 lb

Below these fields is a table with the following data:

More than	Rate
1.00	0.90100
100.00	0.69960
1,100.00	0.58300

Buttons for 'Add', 'Remove', 'Query Carrier Rates...', 'OK', 'Cancel', and 'Help' are also visible.

- On the General tab, select the Freight Service Class from the dropdown menu such as “Air Freight Service”.
- Enter a description (optional). Use this for Commodities that you want to classify by type such as electronics. To enter a new commodity, click on the plus sign in the dropdown menu, enter the information and click OK. Commodity Types can also be entered in Maintenance > Configuration > Commodity Types. The Commodity Type can also be specified when you are entering Inventory Item Definitions: Select the Commodity field on the General tab.
- Select the origin and destination cities for this rate.

- Select the method (mode of transportation) such as Air.
- Transit Time: Enter the number of days of the voyage. (This information can be added to the Query Rates screen.)
- Select how you will apply the rate: by the piece, by weight, volume, container, or by a calculated rate. When you make this selection, the drop-down menu next to it will change depending on what you select. You can set the units for weight such as pounds and for volume such as cubic feet. For more details, see the section on “Tariffs”.
- Use Gross Weight instead of Volumetric Weight in air and ground rates. (Previous versions of Magaya software before v8.5 required a formula for this.)
- Enter a minimum and/or a maximum rate as needed.
- Click the Add button to add a rate. This will activate the next line in the rate table. Click on the table cell under “More than” and “Rate” to edit the table cells. The example shows the first table cell with a rate of 2.50 for one pound or more. The next table cell shows 2.00 for weight over 100 pounds.
- To query a rate, click on the “Query Carrier Rates” button. This will query previously created Carrier Rates. This is useful when you are creating your standard client rate; you can look up your purchasing rates for comparison. See the section “Query Rates” for details.

If you have a contract with the client, click on the Contract tab in the Rate dialog box and enter the dates and contract number.

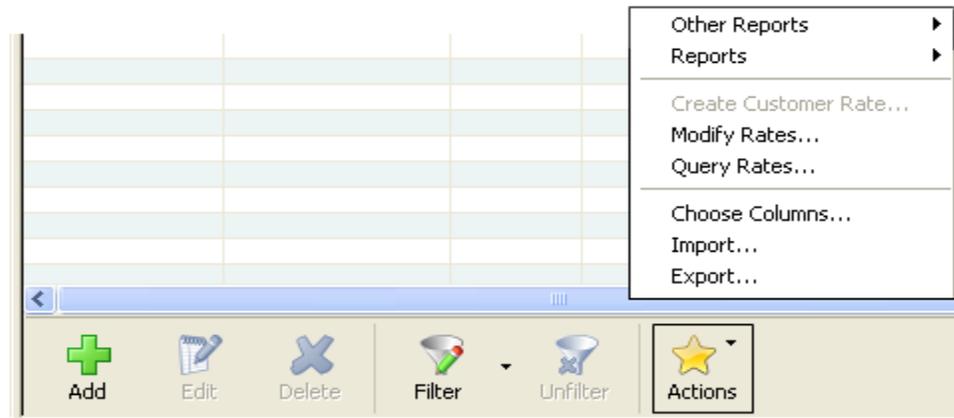
If you want to add any notes, click on the Notes tab and enter them.

Click the OK button when done.

*Result:* The rate now displays in the list and is available to use in shipments.

## Actions in the Standard Client Rates List

Click on the Actions button to access the following options:



- **Reports:** Create a report of all Standard Client Rates
- **Other Reports:** Create reports by description, charge, destination, etc.

Reports can be sent to customers by clicking on the Email button in the top toolbar across the top of Magaya Explorer.

- **To create a Customer Rate,** click on a rate in the list and select the option “Create Customer Rate” from the Actions button. This sets a rate that applies to one customer. A dialog box opens:

Select the markup type (percent or flat), enter the markup value, and select the customer that this rate applies to. Click the OK button. The Rate dialog box opens. Verify the rate and click OK. This will apply the markup to that one customer.

- **Modify Rates:** Use this to change rates. See details in the section “Modify Rates for Your Customers”. The rate modification will apply to all clients. If you want to modify a rate for only one client, use the Actions button in Client Rates.

- **Query Rates:** See the section “Query Rates”.
- **Choose Columns:** Use this to rearrange columns and add or delete columns in the rates list.
- **Import or Export** data in XML or CSV formats in and out of your Magaya database.

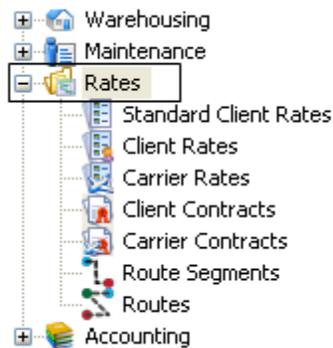
# Custom Rates

## Create Customized Rates

You can customize a rate for a client by using a wizard or by opening the Rates dialog box in the Customer's profile. The rate can be based on the standard one created for all customers and then changed for a specific customer. This custom rate will override any standard rate you set up in your Magaya system for that customer.

The wizard is available from two places in Magaya Explorer: Right-click on the customer name in the Customer List and select "Rates" from the pop-up menu. In the list that opens, click on the Add button to use the wizard.

You can also access the wizard by selecting "Client Rates" under the Rates subfolder in Accounting:

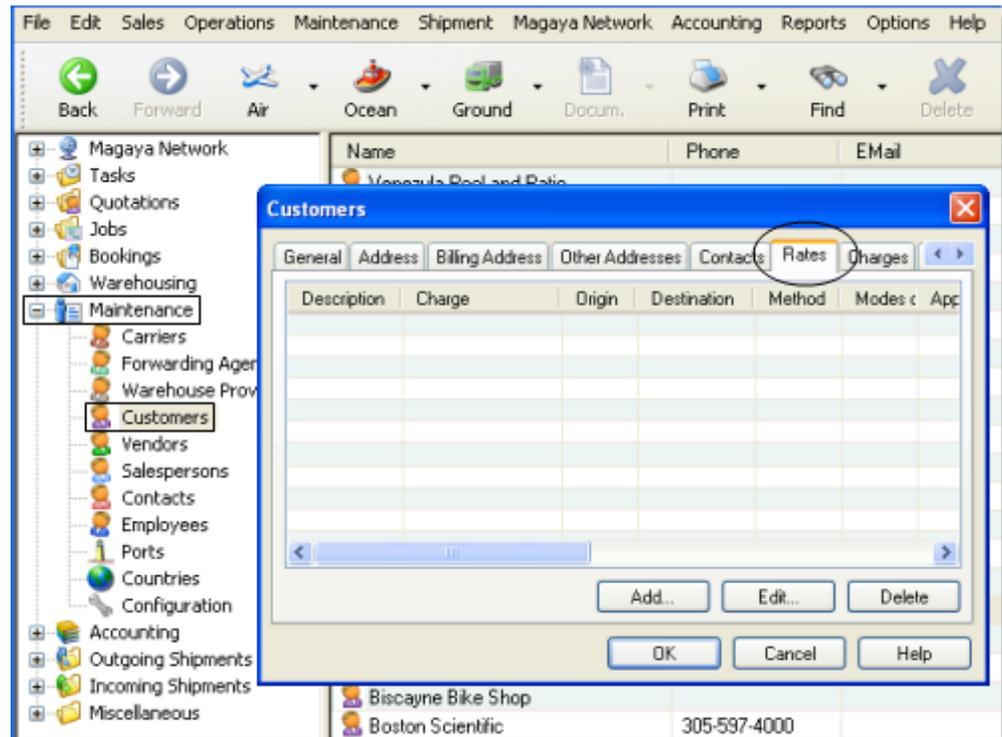


For details on using the wizard, see the section "Modify Rates for Your Customers."

The following example shows you how to customize a rate by using the Rates dialog box in the Customer's profile:

- 1) Go to the Maintenance folder.
- 2) Click on Customers.

3) In the Customer profile dialog box, click on the Rates tab.



- 4) Click on the Add button in the Rates tab. A dialog box opens.

**Rate**

General Contract Notes

Freight Service Class: Ocean Freight Service

Description/Commodity:

Origin: Miami Destination: Maracaibo

Method: Vessel Transit Time: 0 days

Apply by: Container

Prices in USD

Min.: 50.00 Max.: 0.00

Rate per: Unit 1.00 lb

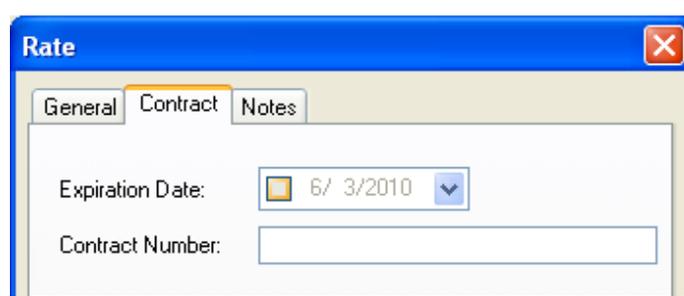
More than	Rate
1.00	4.00
100.00	3.50

Query Carrier Rates...

MAGAYA TIP OK Cancel Help

- On the General tab, select the carrier.
- Select the freight class service. This pulls from the Items and Services of type “Freight” and “Other Freight”.
- Enter a description (optional). Use this for Commodities that you want to classify by type such as electronics. To enter a new commodity, click on the plus sign in the dropdown menu, enter the information and click OK. Commodity Types can also be entered in Maintenance > Configuration > Commodity Types. The Commodity Type can also be specified when you are entering Inventory Item Definitions: Select the Commodity field on the General tab.
- Select the origin and destination cities for this rate (from the ports list).

- Select the method (mode of transportation) such as “Vessel, Containerized”.
  - Transit Time: Enter the number of days of the voyage. (This information can be added to the Query Rates screen.)
  - Select how you will apply the rate. The screen will change depending on what you select.
  - Click the Add button to add a rate. This will activate a line in the Prices table. Enter information for each in the fields such as weight and rate. For example, you can charge by weight to calculate the prices. If cargo weighs more 50 pounds, type on 50 and the rate. Add the next one as 100 pounds and the rate. You can add as many as you need. This rate shows a container, the type of container and its rate. See the section on “Tariffs” for more details on using this table.
- 5) Click on the Contracts tab if you have a contract number and expiration date.

The image shows a screenshot of a software window titled "Rate". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, there are three tabs: "General", "Contract", and "Notes". The "Contract" tab is currently selected and highlighted. Inside the "Contract" tab, there are two input fields. The first is labeled "Expiration Date:" and contains a date picker showing "6/ 3/2010". The second is labeled "Contract Number:" and is an empty text input field.

- 6) Click on the Notes tab to enter any notes as needed.
- 7) Click the OK button to save settings when you are done.

*Result:* This customized rate is now ready to be used. Your customers with access to Magaya LiveTrack can view the rates online.

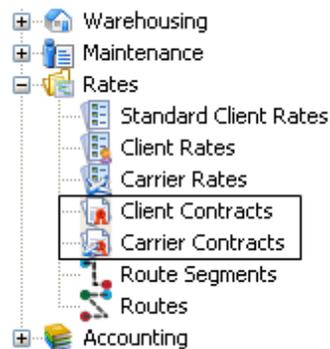
# Carrier Contracts

## Managing Contracts

When you get a contract from a carrier or you want to create a contract with a customer, you can enter the rates for those contracts in your Magaya system and update them in groups.

Then the rates are available to use in shipments and other transactions, saving time since they do not need to be entered each time.

The contracts feature is an easy way to create rates and group them in your Magaya system. You can find the contracts in the Accounting folder:



The **Carrier Contracts** is the place in the Magaya system that handles your purchasing rates (your cost to purchase carrier services). This is where you enter the rates that the carrier gives you.

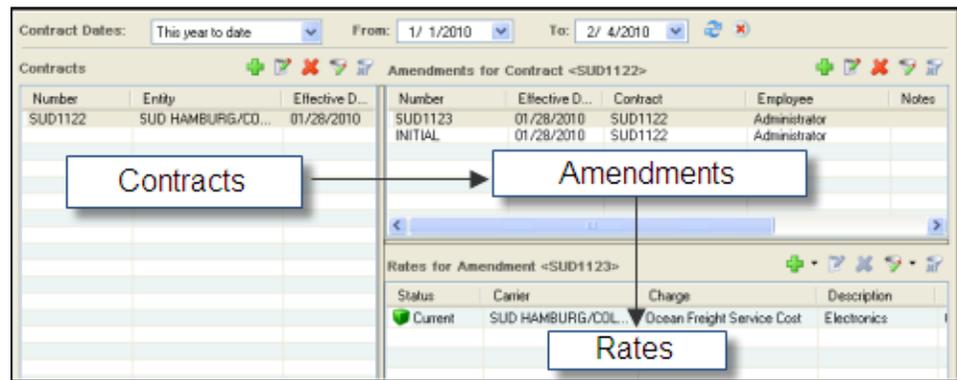
The **Client Contracts** are used to handle the client rates, which are used to calculate the selling prices.



## Add a New Carrier Contract

When you get a new contract from a carrier for the first time, use this method to enter the contract into your Magaya system. After you enter the contract details, then enter the rate information for that carrier.

- 1) Go to the Accounting folder.
- 2) Expand the Rates subfolder and select “Carrier Contracts”. The screen has three sections: Contracts, Amendments, and Rates:



- 3) Start in the Contracts section: click on the Plus sign. In the dialog box that opens, enter the following:

**Contract**

General | Attachments | Notes

Number: SUD1122

Effective Date: 1/28/2010

Expiration Date: 1/28/2011

Carrier: SUD HAMBURG/COLUMBUS LINE

Contact: Henrik Rass

Employee: Administrator

Division:

OK Cancel Help

- The contract number.

- The date the contract will become effective.
- The date the contract will expire (the default is one year from today).
- Select the carrier.
- Select the contact - the person who is your contact person. Click on the dropdown to access the Contacts list and make your selection. This field is optional.
- The Employee is the person who is adding the contract into the system. This will be filled in by the system.
- The Division is optional.

To include a copy of the contract as an Attachment here, scan it and attach by clicking on the Attachments tab and clicking on the Add button. Details on attaching via a scanner are explained in the *Magaya Cargo System Operations Manual*.

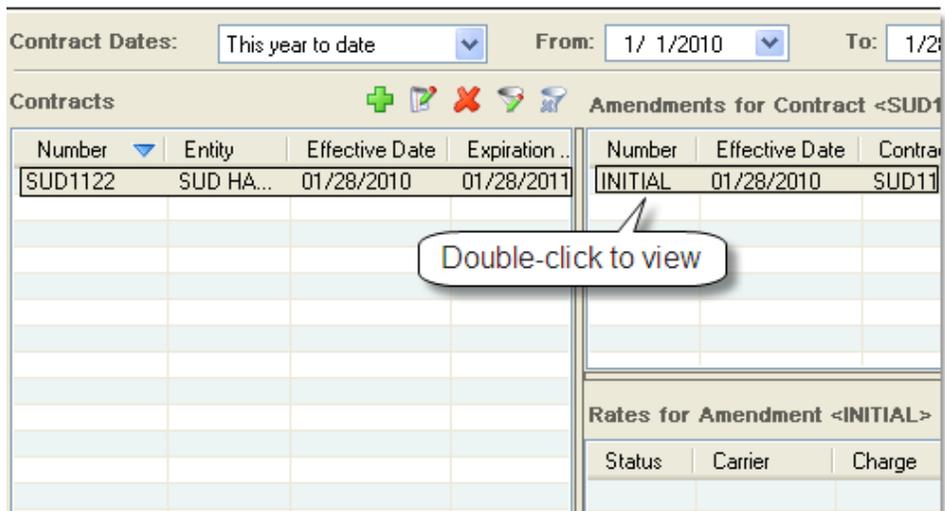
Add any notes as needed on the Notes tab.

4) Click OK.

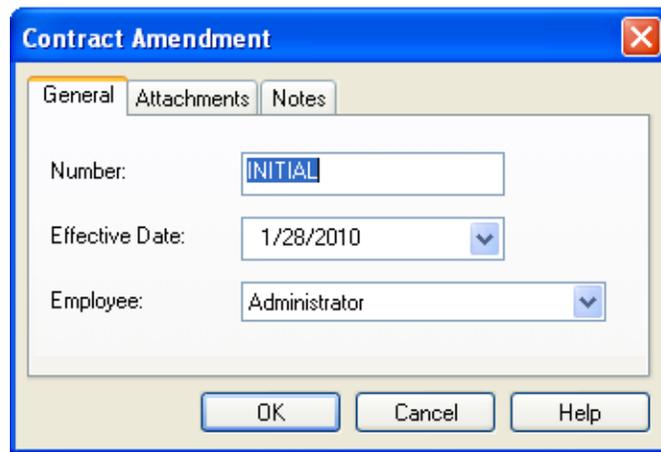
The contract is added in the list.

When a new contract is added into the system, the system will create a default amendment called "Initial" and place it in the Amendments list.

To view the original amendment, double-click on "Initial" in the Amendments list to open the dialog box.



The Number field is "Initial". This Initial amendment is the original contract, with the same effective date as the original contract and all the details.



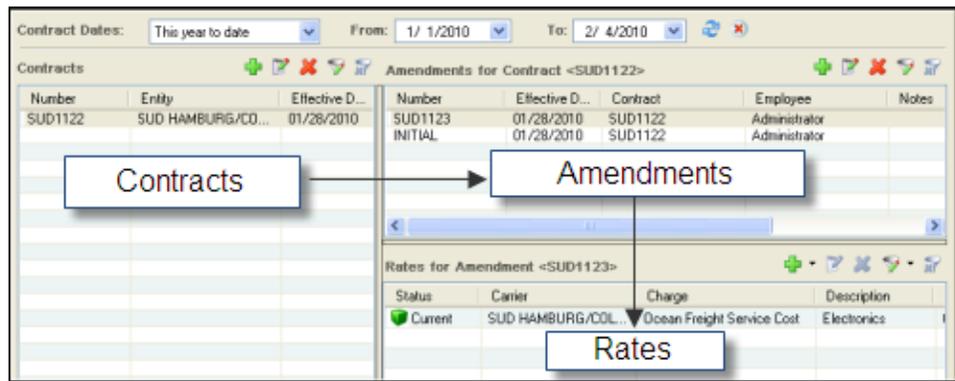
The screenshot shows a "Contract Amendment" dialog box with the following fields and values:

Field	Value
Number	INITIAL
Effective Date	1/28/2010
Employee	Administrator

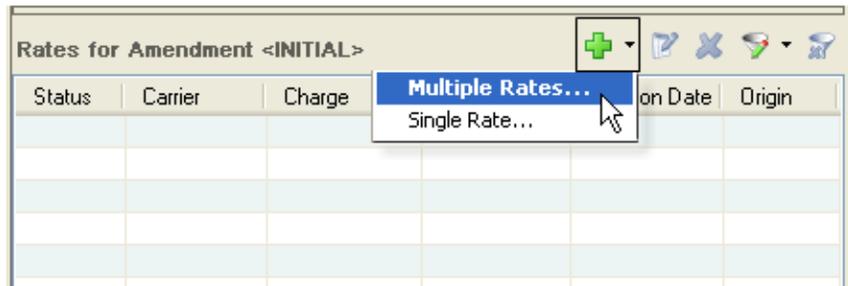
Now that the carrier contract information is entered in your Magaya system, you can enter the rates for this contract.

## Add Rates to a Carrier Contract

After you add a contract into your Magaya system, select it to add rates to it.



- 1) In the Rates section, click on arrow on the Plus sign and select from the pop-up menu:



Use the “Multiple Rates” option to create carrier rates in batches for many ports of origin and destination.

Use the “Single Rate” option to open the rates dialog box to enter one rate for one origin/destination. This is explained in the section “Set Up Carrier Rates”.

The following example explains **how to enter multiple rates**.

The wizard that opens contains the following fields:

The carrier name and Effective Date are filled in the first screen of the wizard based on the contract you are working on. These fields are Read-Only. To edit them, go to the Contract itself. You can add an expiration date.

- 2) Select how you want to create rates:
  - **Enter your own rates:** With this option, you enter the rates and the origin and destination from the contract, and the system will create the rates for you for all the origins and destinations you enter. For example, if a carrier sends you one rate for a 20-foot container for a group of ports, use this option.
  - **Copy from similar entities rates:** Use this option to make amendments, for example by origin and destination or by percentage. (This option is shown in the section “Amend Rates based on GRI”.) The advantage of this option is you will not have to recreate the rates

from scratch; it works with the existing data you have previously entered for this carrier.

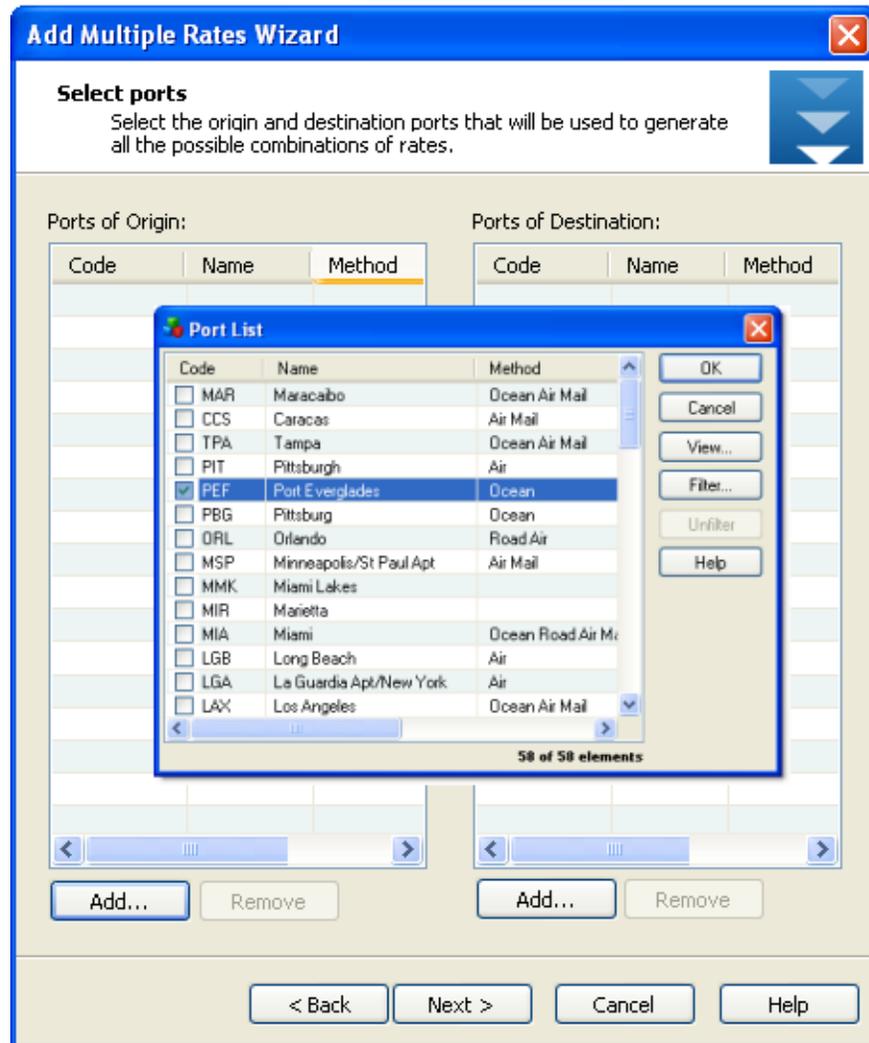
When this option is selected, another field appears for you to enter the details: Select the type of modification (by percentage or flat rate increase or decrease), and enter the value (the number such as 10 for 10%).

Modify copied rates

Modification Type:

Value:  %

- 3) Click the Next button in the wizard to go to the next screen. Select the ports by clicking on the Add button to open the Ports list. Click on the port names and click the OK button. Do this for origin and destination ports:



- 4) Click Next to go to the Common Rates screen. In this screen, click on the Add button to open the Rates dialog box.

The screenshot shows the 'Rate' dialog box with the following details:

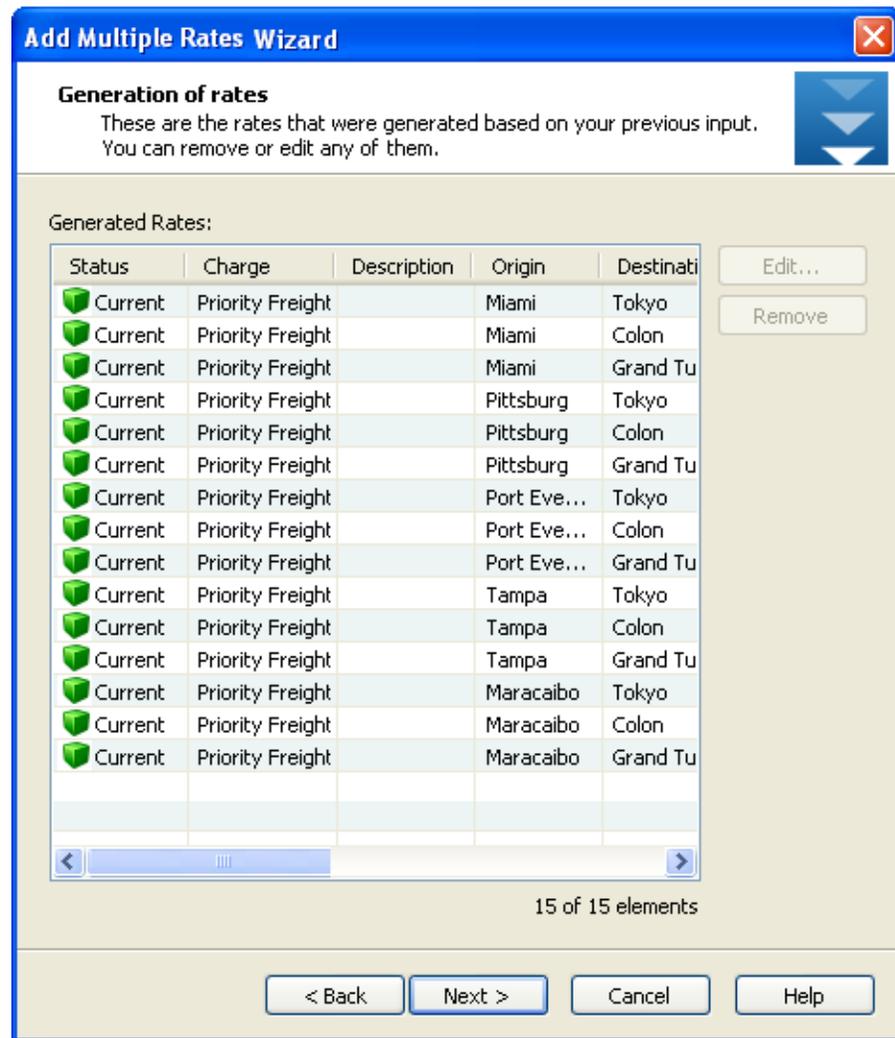
- General Tab:**
  - Freight Service Class: Priority Freight Service Cost
  - Description/Commodity: (empty)
  - Method: Vessel
  - Transit Time: 0 days
  - Apply by: Weight
  - Unit: Pound(lb)
  - Prices in USD:
    - Min.: 50.00
    - Max.: 0.00
  - Rate per: Unit
  - Rate value: 1.00 lb
- Rate Schedule Table:**

More than	Rate
1.00	1.00000
50.00	0.80000
100.00	0.70000
- Buttons:** Add, Remove, OK, Cancel, Help

- Select the Freight Service Class. This example shows Priority Freight Service Cost.
- The Description/Commodity is optional.
- Select a Method of transportation for this rate.
- Select how you want to apply this rate, for example by weight (in pounds). Click on the dropdowns for other options.
- Transit Time: Enter the number of days of the voyage. (This information can be added to the Query Rates screen.)
- Enter a Minimum and Maximum amount (optional).
- Select a rate by unit or range. Rates per range are useful for Roll On Roll Off (RORO) rates. To set a RORO rate, apply the rate by volume

(cubic feet) and click Rate per Range. Then enter the ranges such as 1 to 30 cubic feet, then 31 to 50 cubic feet, etc

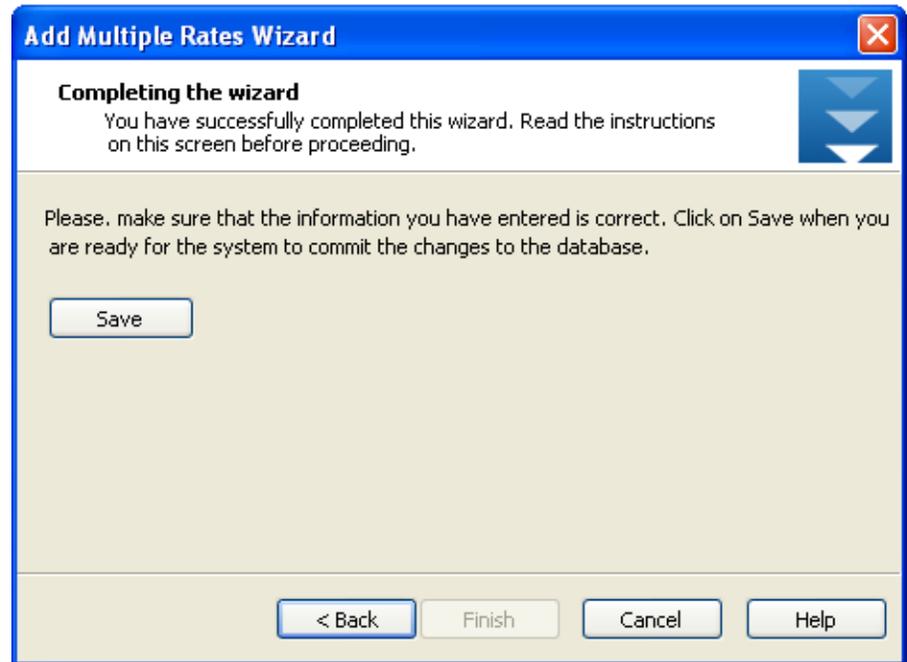
- Click on the Add button to enter rates amount per weights.
  - Click the OK button to save the rate information.
- 5) Click Next. The system will generate rates for each port based on the information you entered and display the results:



If you want to make an exception for one of the ports shown, select it and click “Edit”. To exclude that port from this rate, select the line and click “Remove”.

- 6) Click Next. The system will show you the rates that will be expired and replaced with the new ones you just added. If you do not have similar rates, this screen will be blank. To exclude a rate from expiring, select it and click “Remove”. Otherwise the system will expire any listed in this screen as of the day before the effective date for the new rate.

- 7) Click Next to go to the last screen in the wizard. Here you can save and finish, or save and add another rate:
- Click Save: The system tells you the processing is completed.



- Or click Restart: If you want to add additional rates that use some information that is similar to the rates you just entered, click the Restart button.



By clicking Restart, the wizard will return to the screen with the origin and destination ports.

- 8) Click Finish. The wizard closes, and the new rates are displayed in the list.

*Extra Info:* The same expiration rate can be used when copying a rate. This is useful when creating sales rates from the cost rates.

If a carrier offers a discount, you can use a negative number.

# Amend Rates

Learn how to make changes to rates in your Magaya system when you get a rate increase from a carrier. Also learn how to change a rate per customer.

This article explains how to modify existing rates by using the wizard explained below. You can overwrite existing rates by just importing new ones via the Import Wizard. The wizard will expire old rates and add new ones. See the Knowledgebase article about the import wizard for more:

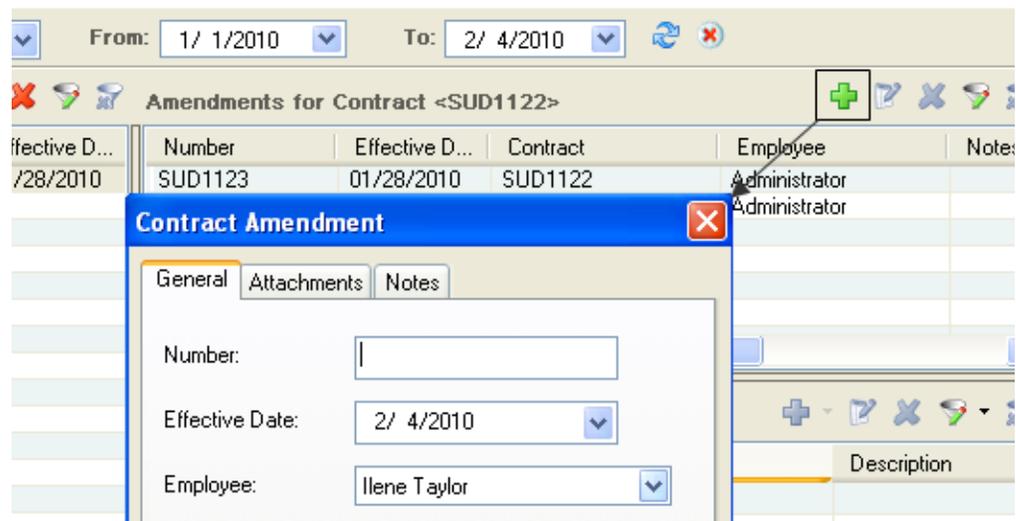
[http://knowledge.magaya.com/#/article/import\\_wizard\\_tips](http://knowledge.magaya.com/#/article/import_wizard_tips)

## Amend Rates based on GRI

When you receive a General Rate Increase (GRI) from a carrier, you can enter the updates in your Magaya system and apply the rate increase to multiple ports at one time, instead of one at a time.

Make sure you select the correct amendment that you want to make changes to.

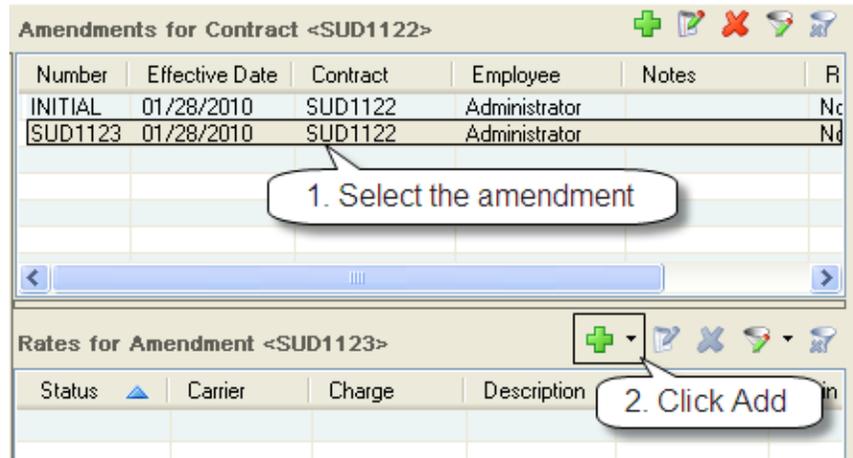
- 1) In the Amendments screen, click the plus sign. A dialog box opens.
- 2) Enter the Amendment Number and Effective Date.



- 3) Click OK. The dialog box closes, and the new amendment appears in the Amendments list. It will show the contract number and the amendment number.

- 4) Select the new Amendment to highlight it.
- 5) Go to the Rates section of the screen and click on the plus sign. Be sure you are in the correct amendment before you start to add new rates.

This example illustrates how to enter a 10% rate increase for a group of ports that have increased by the same amount.



- 6) From the Add button pop-up menu in the Rates section, select "Multiple Rates".
- 7) In the wizard, select "Copy from entities rates" for this carrier. If you want to use another carrier, select it from the dropdown "Select source entity".

In the additional fields that appear, enter the details of the transformed rates (such as percent and value of 10).

**Add Multiple Rates Wizard**

**General information**  
Enter the required information to create the new rates

Carrier: SUD HAMBURG/COLUMBUS LINE

Effective Date: 1/28/2010

How would you like to create rates?

Enter your own rates

Copy from similar entities rates

Select source entity: [Empty dropdown]

Modify copied rates

Modification Type: Increase a percentage

Value: 10 %

< Back   Next >   Cancel   Help

- 8) Click Next. The Filter screen will appear. Here you can specify exactly which rates you want to transform. Filter the rates to find the rates that you want to apply the change to by specifying the following:

**Add Multiple Rates Wizard**

**Filter rates**  
Specify what conditions must be met in order to process only the desired rates.  
If a field is left blank it means all rates will match.

Status: Current

Service Class: Ocean Freight Service Cost

Commodity Type:

Method: Ocean

Mode of Transportation: Vessel, Containerized

Applied By: Package

Package Type: 20 Ft. Standard Container

< Back   Next >   Cancel   Help

When you set these criteria, the system will search in your Magaya database for any rates that match these criteria and already exist. If you leave a field blank in this screen, the system will apply the transformation to the criteria in that field.

- 9) Make changes such as removing ports that you do not want to apply the new rate to, and click the Next button.

**Add Multiple Rates Wizard** ✖

**Select ports**  
Select the origin and destination ports that will be used to filter the desired rates.

Ports of Origin:

Code	Name	Method	
<input checked="" type="checkbox"/>	MIA	Miami	Ocean Ro
<input checked="" type="checkbox"/>	PBG	Pittsburg	Ocean
<input checked="" type="checkbox"/>	PEF	Port Everglades	Ocean
<input checked="" type="checkbox"/>	TPA	Tampa	Ocean Air
<input checked="" type="checkbox"/>	MAR	Maracaibo	Ocean Air

Ports of Destination:

Code	Name	Method	
<input checked="" type="checkbox"/>	TYO	Tokyo	Ocean Air
<input checked="" type="checkbox"/>	ONX	Colon	Ocean Mai
<input checked="" type="checkbox"/>	GDT	Grand Turk	Ocean Air
<input checked="" type="checkbox"/>	LIM	Lima	Ocean Air

Buttons: Add... Remove Add... Remove

Navigation: < Back Next > Cancel Help



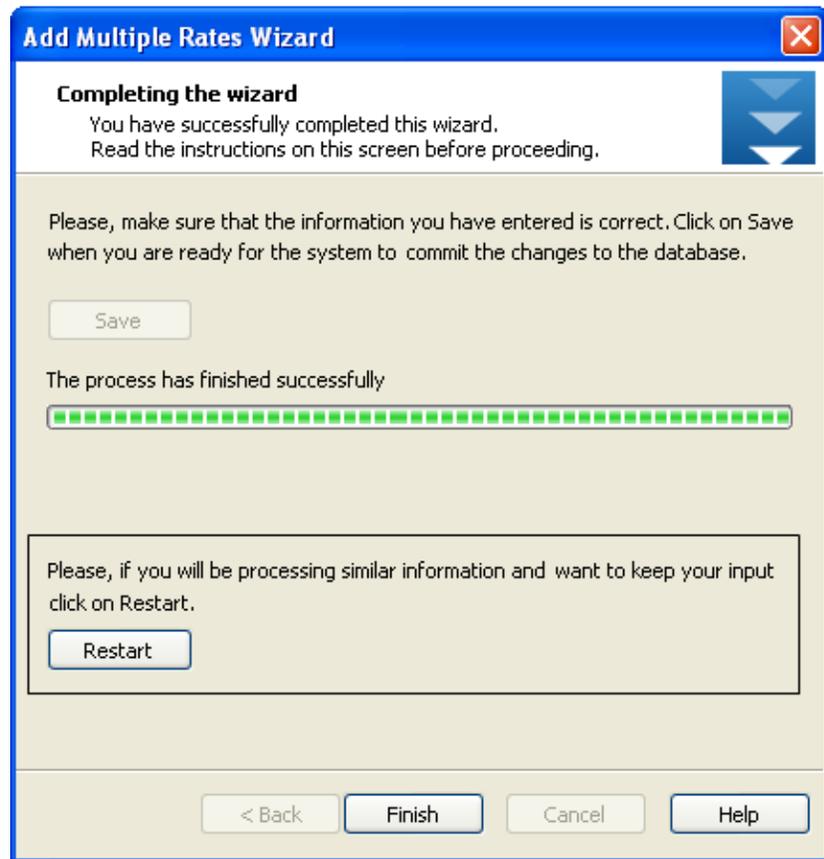
- 13) Click Save.



When you click the Save button, the system tells you the processing is completed.

If you want to add additional rates that use some information that is

similar to the rates you just entered, then click the Restart button.



If you click on the Restart button, the wizard will return to the first screen and show all your information on each screen so you can make changes.

- 14) Click Finish. The wizard closes, and the new rates are displayed in the list.

## Modify a Standard Rate

When carriers raise their rates, you update the GRI and then apply the increase to your customers. If you do not want all your customers to have the same increase, you can give a customer a discount.

For this example, let's say you already entered the GRI and applied it to all the customers via the Standard Client Rates. To give a customer a discount, follow these steps:

- 1) Go to Client Contracts.
- 2) Add a new amendment for the customer.

- 3) Use the Multiple Rates wizard: click the option to “Transform from existing standard client rates”. Enter the amount of the change (for example, by weight and by percent). For this example, let’s modify the ocean freight for our customer, Jamaica Distribution Center, and only raise it by 20% instead of 30%.
  - a. For the field “Transformation Type,” select “Decrease a percentage”.
  - b. For the field “Value,” enter 10.
  - c. Specify the conditions such as “Ocean Freight Service Cost” and “Vessel, Containerized”, etc. according to the GRI.
- 4) Complete the wizard by specifying ports, reviewing the rates generated by the wizard, and save the changes.

The discounted rate for that customer is saved. When a shipment is created for this customer, the system pulls the rate from this discounted rate.

For a PDF of this procedure, see the Magaya.com Training page, Tech Tip for June 2012.

## Modify Rates for Your Customers

To make a change to the rate you charge your customers, follow these steps.

- 1) Go to Client Rates > click on the Actions button > select Modify Rates. A wizard opens. In the first screen of the wizard, do the following:
  1. Select the client (customer) that you want to change the rate for.
  2. Choose the type of modification: a) To change the expiration date, or b) to modify the rates. If you are modifying the rates for the customer, select how you to modify them - what type and the value.

- 2) Filter the rates in the next screen by service class, method of transport, and other criteria that apply. Click the Next button.
- 3) Select the ports from the list and go to the next screen to see the rates the system found.
- 4) In the last screen click the Save button to save and finish the wizard. If you want to make other changes with similar criteria, click on the Restart button.

*Note:* This wizard works the same for Carrier Rates and for Client Rates.

When you customize the Standard Client Rates, the first screen in the wizard does not have a client to select because the modification you make will apply to all clients.

**Modify Rates Wizard**

**General information**  
Specify the type of modification you would like to apply to the rates

Choose the modification to be applied:

Expire rates on this date

8/19/2013

Modify rates

Modification Type: Increase a percentage

Value: 10 %

To modify all Standard Client Rates

< Back   Next >   Cancel   Help

# Client Contracts

Magaya software includes a wizard to help manage contracts you offer your customers.

## Client Contracts: Add Contracts and Rates

Use the wizard screens to manage contracts you create for your clients. The wizard works the same way as the wizard for adding carrier contracts and carrier rates.

Number	Entity	Effective D.	Contract	Employee	Notes
33421	Esmeralda Farms	02/10/2010			
INITIAL		02/10/2010	33421	Hene Taylor	

Status	Customer	Charge	Description	Date
Current	Esmeralda Farms	Priority Freight Service		02/1
Current	Esmeralda Farms	Priority Freight Service		02/1
Current	Esmeralda Farms	Priority Freight Service		02/1

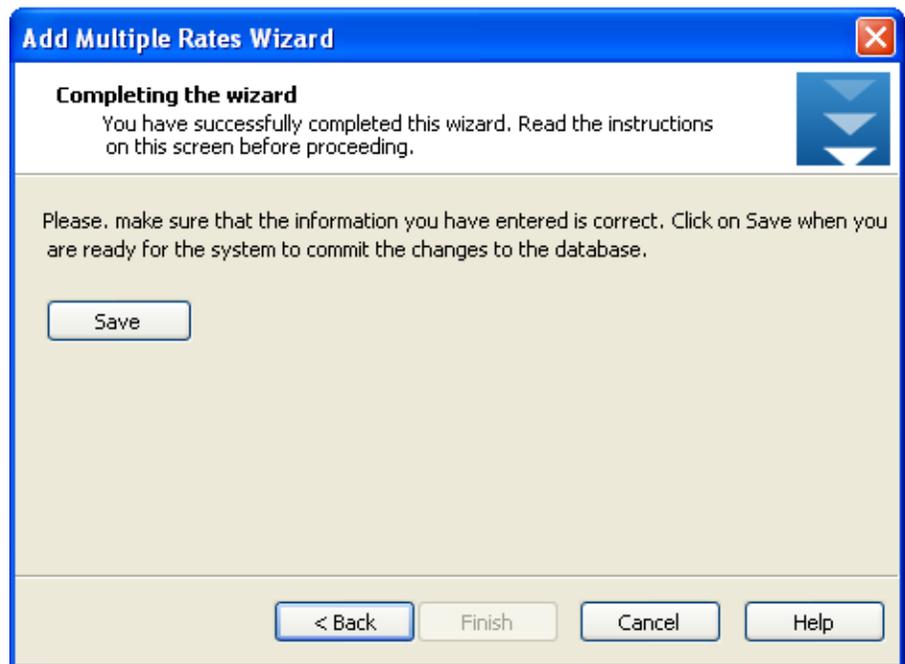
First, add the contract for the client.

The contract for the client is added. Now you can add rates for that client.

Select the amendment and click on the Add button in the “Rates for Amendment” part of the Client Contracts screen. A wizard opens. This example shows you **how to enter your own Multiple Rates**.

- 1) Enter the information in the first screen of the wizard for this client:
  - **Enter your own rates:** With this option, you enter the rates from the contract, the origin and destination, and the system will create the rates for you for all the origins and destinations. For example, if a carrier sends you the same rate for a 20-foot container for a group of ports, use this option. This example will show this option.
  - **Copy from similar entities rates:** Use this option to make amendments, for example by origin and destination or by percentage. You will not have to recreate the rates from scratch. It works with the existing data you have previously entered. When this option is selected, another field appears for you to enter the details: Select the type of modification (by percentage or flat rate increase or decrease), and enter the value (the number such as 10 for 10%).  
 Select source entity: Use a similar rate that you created for a different customer.
  - **Copy from carrier rates:** Select the carrier that you want to use that has similar rates so you can copy those rates here and make changes.

- **Copy from standard client rates:** This will use the Standard Client Rates you set up earlier. Then you can make changes to the standard rates.
- 2) Click Next to select the ports. (You will see the filter screen if you are transforming from existing rates.)
    - Click the Add button to open the Ports list. Click on the port names and click the OK button. Do this for the origin and destination. Click Next to go to the next screen in the wizard.
  - 3) Click the Add button to enter the common rates for the ports you selected in the previous screen.
  - 4) Click Next to go to the next screen. This screen will show you the rates that were generated by the system. You can edit a rate here if needed. Click Next.
  - 5) If there are any rates similar to the ones created, the system will set the expiration dates for them based on the effective date. Click Next.
  - 6) Click the Save button if you are done.



The rate information is saved. The following note will appear: “The process has finished successfully.” Click the Finish button if you are done.

- 7) Click on the Restart button if you want to add more rates and use some of the same information. The wizard will return to the first screen and show all your information on each screen so you can make changes.

# Salesperson's Commissions

## Introduction to Commissions for Sales

In your Magaya system, you can add salesperson's profiles and include commission participation rates for each salesperson when they sell or freight or inventory. The system enables you to enter profiles for sales people who are employees or outside contractors/vendors:

- If a salesperson is an outside vendor, enter their details in the Salesperson profile.
- If a salesperson is an employee, enter their details in the Employee profile and a Salesperson profile. The Employee profile includes the User login and password fields.

Commissions can be set individually for each salesperson or system-wide to apply to all sales people. To set a percent commission system-wide to apply to all salespeople for liquidations of shipments, go to Maintenance > Configuration > Accounting and click "Configure Liquidation Options" button for Outgoing or Incoming. Set the percent in the dialog box.

This article explains how to add a new salesperson to your Magaya system, set their commission for freight and for inventory items, how to see a report of commissions, and how to activate LiveTrack access for a salesperson so they can place orders online for their customer using LiveTrack.

## Add a New Salesperson

To add a new salesperson to your system, follow these steps:

- 1) Go to Maintenance > Salespersons.
- 2) Click the Add button.

In the dialog box that opens, you can enter details on any tab. On the General tab, enter their email, phone number, which division they work

for if applicable, their address, billing address if different, and other personal information as needed.

The Identification number can be a DUNS, EIN, SSN (Social Security Number), a Foreign or Other type of number.

The screenshot shows the 'Salespersons' maintenance window. The 'General' tab is selected. The fields are as follows:

Name:	Alex Dunlap	
Entity ID:		
Phone:	555-443-9000	
Fax:		
Email:	adunlap@hwccargo.com	
Website:		
Account Number:		
Contact First Name:		
Contact Last Name:		
Identification Number:	7765	Other
Division:		
Magaya Network ID:	0	<input type="checkbox"/> Inactive

At the bottom, there is a 'MAGAYA TIP' button and 'OK', 'Cancel', and 'Help' buttons.

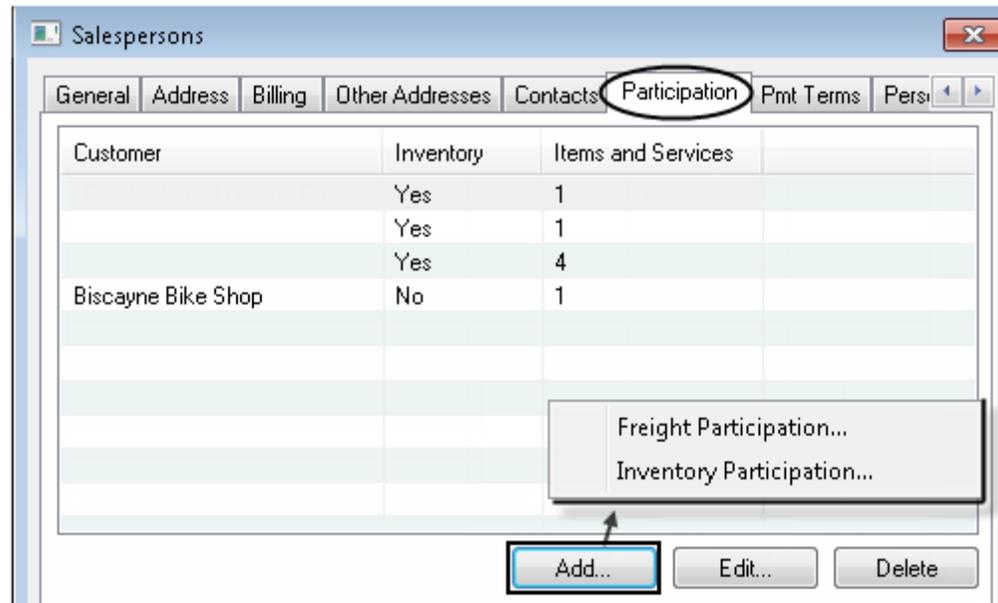
## Freight Commission

Individual sales people can have their commissions calculated in Magaya Explorer for any freight they sell. Set the commission amount in their profile, and the amount will be automatically added to transactions such as shipments.

To add a freight commission (“participation”) for a salesperson, open their profile in Maintenance > Salespersons.

Click the Participation tab and perform the following steps:

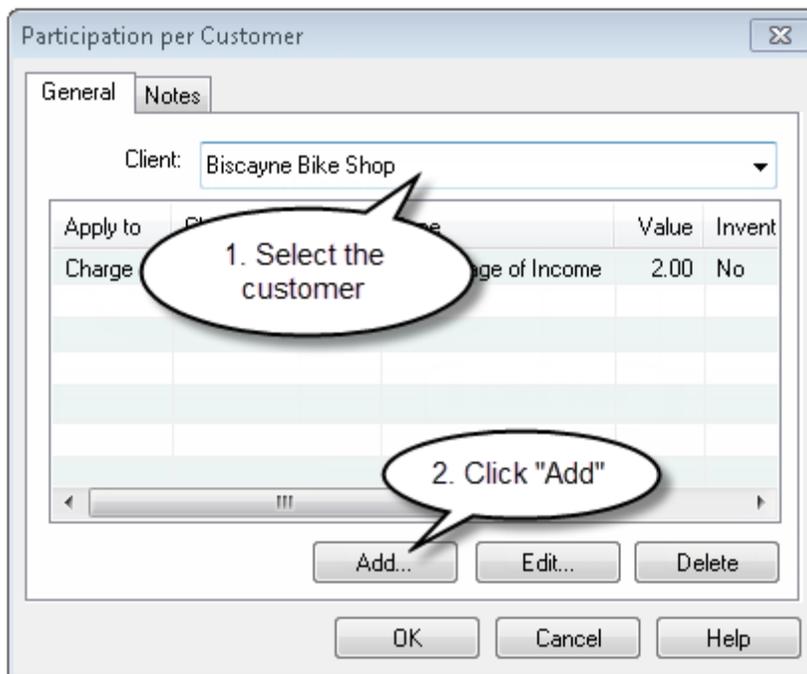
- 1) Click the “Add” button and select “Freight Participation”.



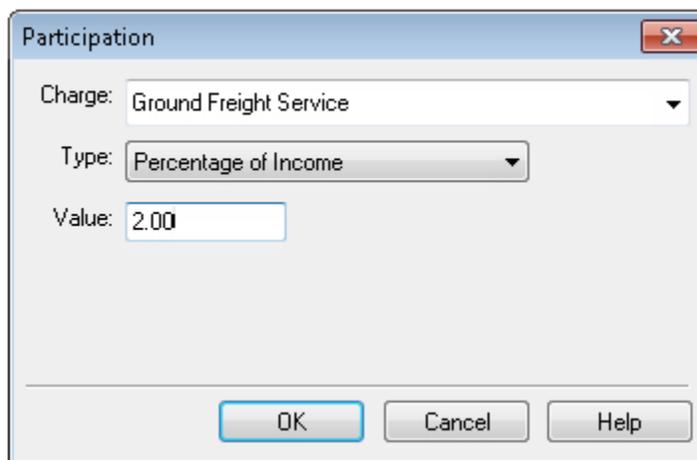
*Note:* The freight and inventory options are available in the Magaya Supply Chain Solution and Magaya Distribution System.

- 2) In the “Participation per Customer” screen, select a customer to associate with the commission. This means each transaction that includes this

customer will generate a commission for this salesperson based on the amount set here.



- 3) Click the “Add” button. Select either a charge or a shipment. An example of a Charge is “Ground Freight Service”.

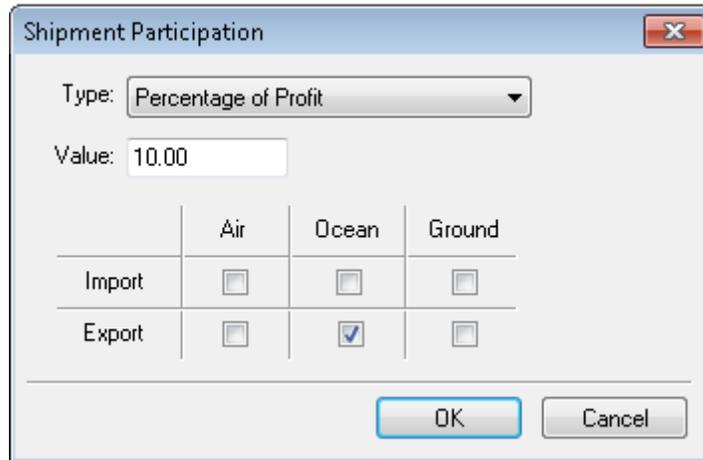


To choose how you want to calculate the commission, click the “Type” dropdown and choose the type of commission. This example shows

percentage of profit, but you can also select a flat rate, or set the amount to calculate by volume, weight, or pieces).

Enter the value such as “5” for five percent of the profit.

An example of a shipment is a percent of a type of shipment such as an ocean export. Percents can be set individually per type of shipment.

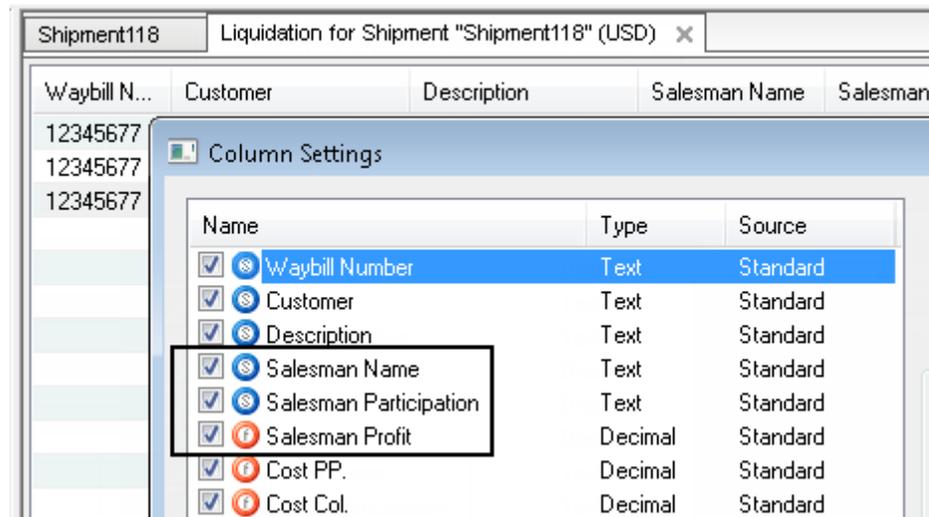


Click OK in each dialog box to save.

When a salesperson sells freight, the commission is generated in the shipment transaction in the Liquidation screen.

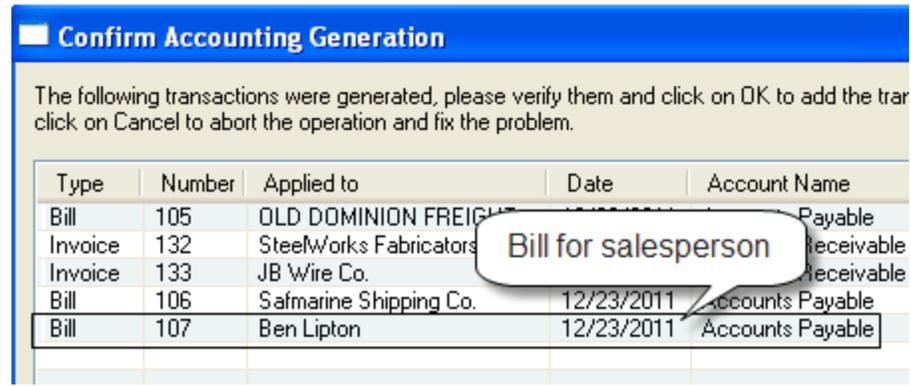
**View Columns for Participation:**

Click the “Actions” button to see the list of columns you can add to the Liquidation screen. Select the columns for the salesman name, participation, and profit.



The commission can also be changed in the Liquidation screen by double-clicking on the line.

When you click the “Generate” button in the Liquidation screen, a dialog box opens listing all the accounting transactions for the shipment, including the Bill for the salesperson's commission.



The bill and other transactions are saved in the Magaya accounting folder.

To see how the commissions are generated in shipments, see the topic “Liquidation” in the Knowledgebase:

<http://knowledge.magaya.com/#/article/liquidation>

When a salesperson has participation in the profit in a shipment, the salesperson can view the shipment in LiveTrack. This applies to the Magaya Cargo System.

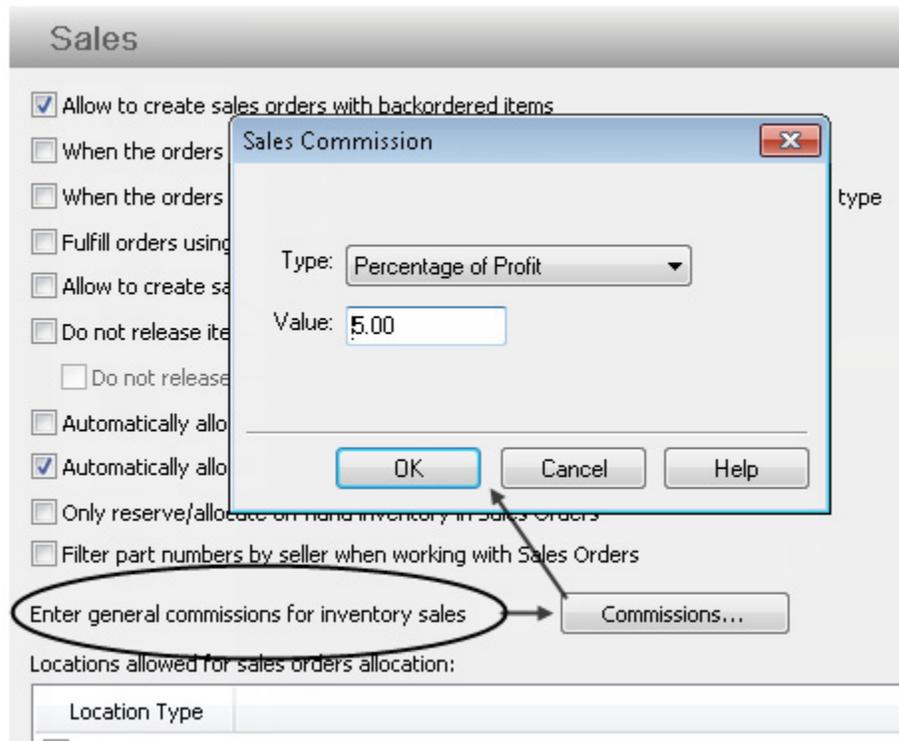
## Inventory Commissions

In the Magaya Commerce System and Magaya Supply Chain Solution, salesperson's commissions for inventory sales can be set per item, per category, or system-wide.

**Configure General Inventory Commissions System-wide:**

To configure a general commission that applies to all inventory sales and to all salespersons system-wide, follow these steps.

- 1) Go to Maintenance > Configuration > Sales
- 2) Click the “Commissions” button.



In the dialog box, select the Type and Value of the inventory commission. This will be applied to all inventory items sold by any sales person. For example, to add a commission of 5% of the profit, enter “5”. (Do not type in “0.05” for 5%. Type “5”. Do not type the percent symbol in the field.)

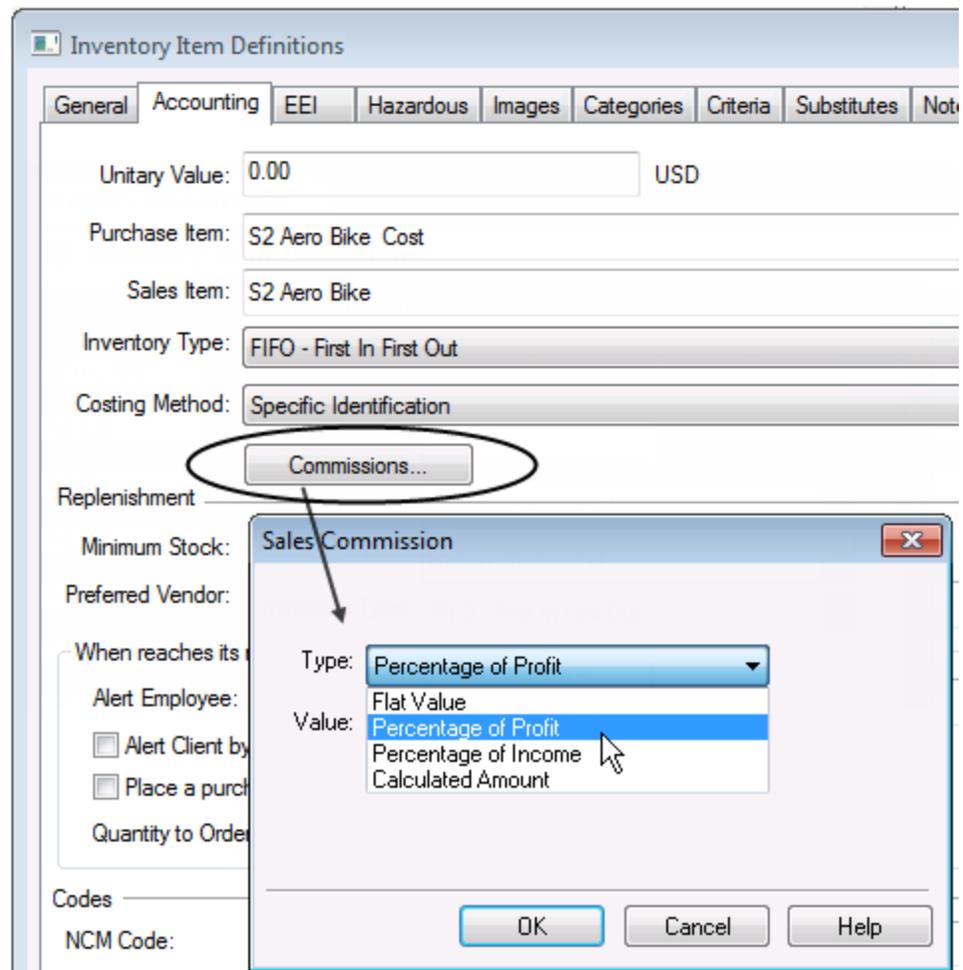
- 3) Click OK and Save.

### **Inventory Commission per Item:**

To add a commission to an item, you can add it from the Salesperson profile or go to the Inventory Items Definitions list, open (or create) an item.

On the Accounting tab, click the “Commissions” button.

A dialog box opens (it's the same dialog box regardless if you access it from the salesperson's profile or from the Inventory Item Definition). Select the type and set the value for the commission in the dialog box.

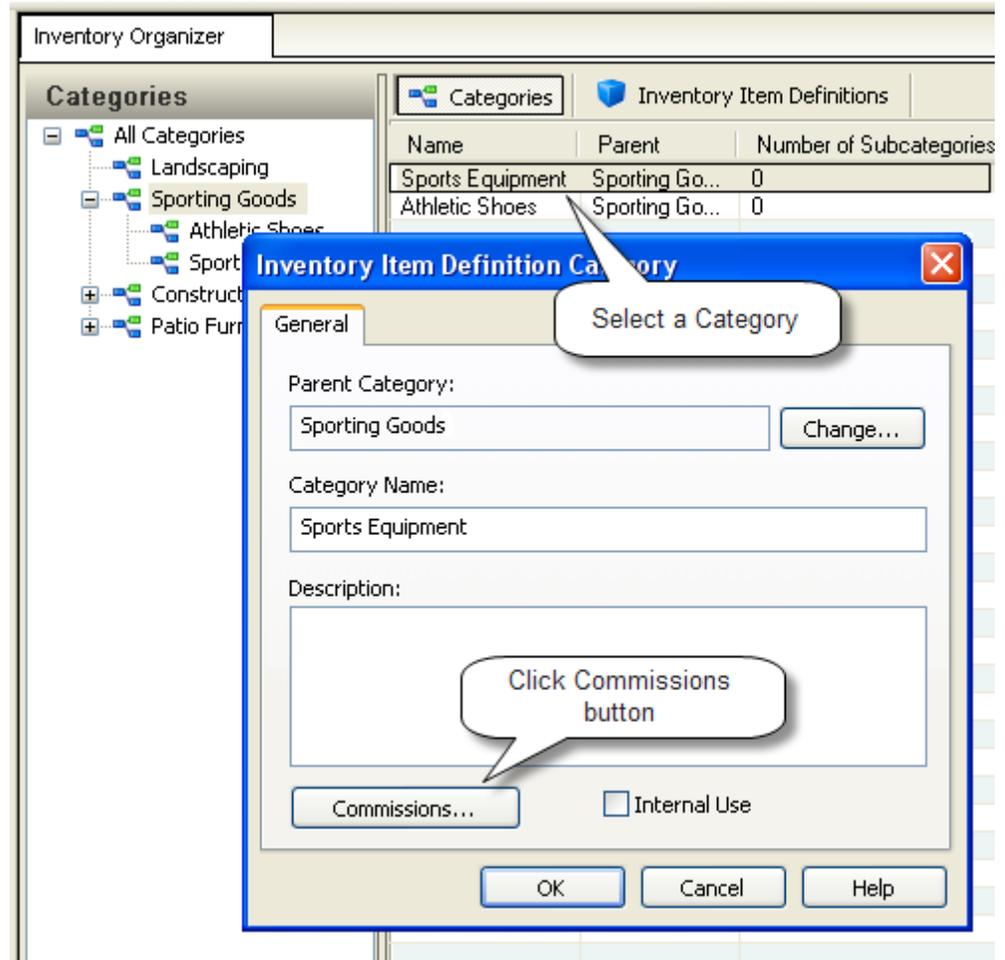


Choose from Flat Value, Percentage of Profit, Percentage of Income, or a Calculated Amount. If you want to create the commission to be based on income of the charge, you can do it regardless of the cost. As a result, the company does not disclose the profit made.

### **Inventory Commission per Category:**

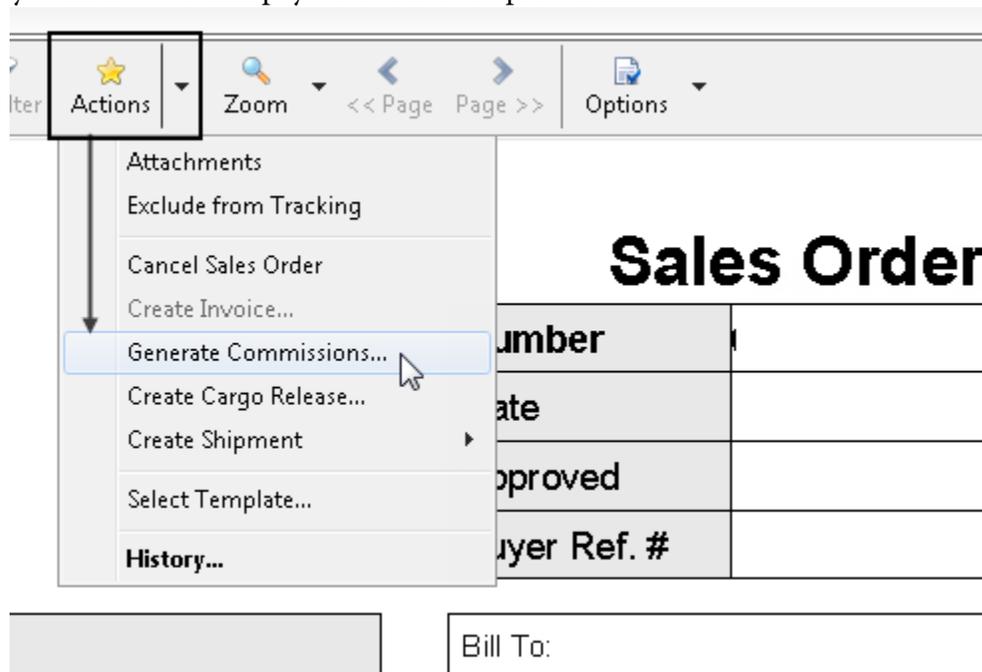
To add a commission to a whole category of items that are sold online in the Online Sales Orders of Magaya LiveTrack, (for users of the Magaya Supply Chain Solution), go to the Inventory Organizer in the Warehousing folder.

Open (or create) a category, and select the type and set the value for the commission in the dialog box.



When a customer purchases an item online, the commission amount is added to the transaction.

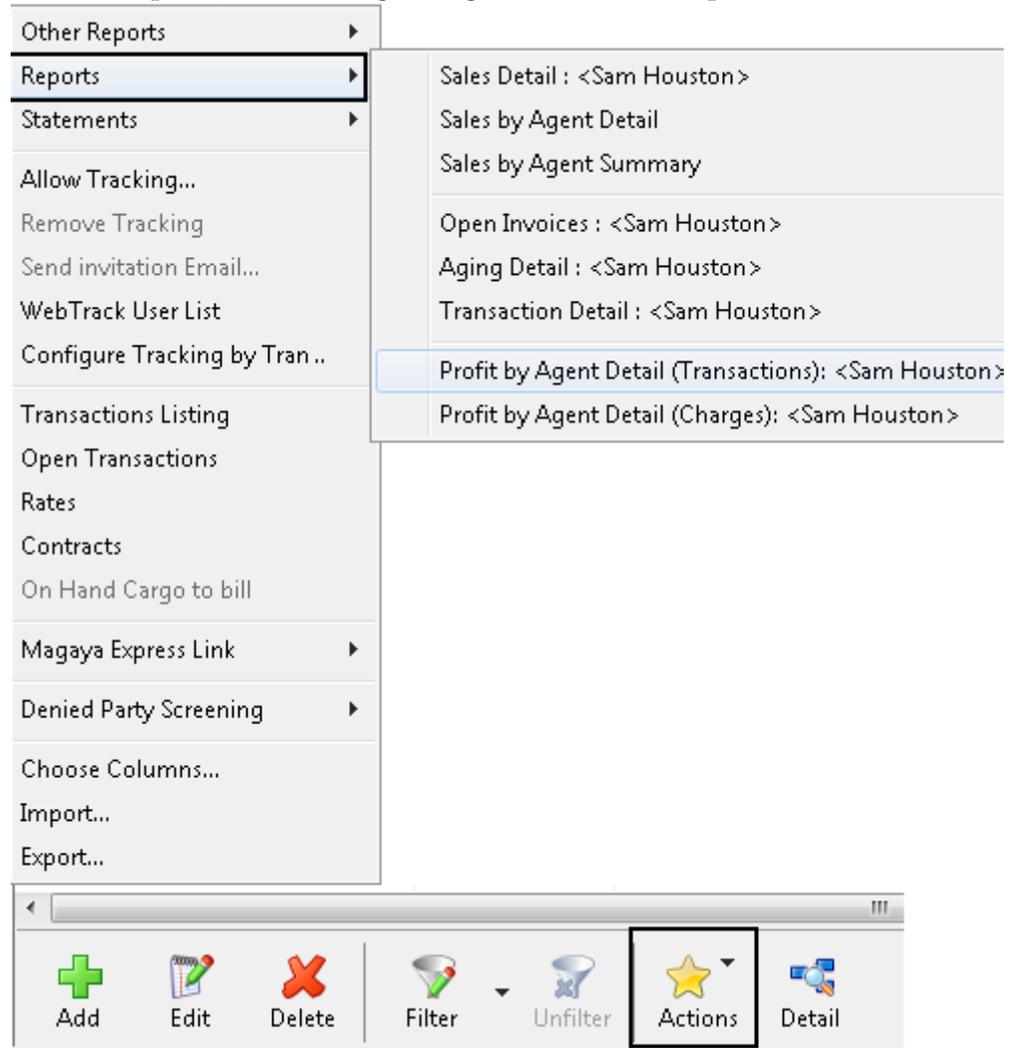
When a salesperson sells inventory, the commission can be generated from the Sales Order by clicking on the Actions button (after creating the Invoice). The system creates a Bill payable to the salesperson.



## Reports

Reports can be created in your Magaya system to view all commissions:

In the Salesperson's List or Agent's, go to: Actions > Reports



Additional reports are available from the Reports menu on the top toolbar of your Magaya Explorer. Select "Profit Reports" to see profit by salesperson or agent.

The "Sales Reports" menu option also includes other accounting reports that show commissions such as the "Sales Reports by Item" report. Also see the Chart of Accounts to make a report from the Actions button to see accounts by Type Code (the commissions are grouped under Expenses).

## Enable a Salesperson to Submit Orders on behalf of Customers

To give a sales person at your company the ability to place orders for their customers, such as when visiting with them, follow these steps:

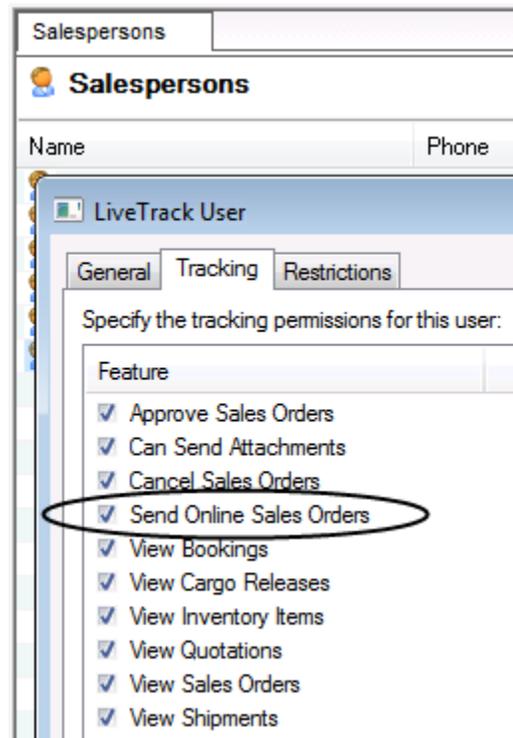
### In Magaya Explorer:

First, add the salesperson, or edit an existing salesperson's profile.

Next, right-click the salesperson's name in the list. From the pop-up menu, choose "Allow Tracking."

Create (or click Autogenerate) a password (passwords: minimum 6 characters. usernames: 6-15 characters). Ensure the box is checked to enable LiveTrack access.

On the Tracking tab, check the permissions to activate. The permission to view sales orders is on by default.



Click OK save.

To view the list of salespersons who have LiveTrack access, choose the column "LiveTrack User" from the Actions button.

### In LiveTrack:

In LiveTrack, the salesperson logs in and clicks the "Add" button in the Sales Orders screen to place a new sales order. The Buyer field displays the sales-

person's name. (It can be changed if needed to click the arrow to select the customer name from the dropdown. These entities shown in the list are related, i.e., the salesperson has created another transaction for them previously.)

In step 2, the salesperson can search for items, can type in the quantity, or can upload a file into LiveTrack. To upload a list, click the “Upload” button. Use a CSV or text file with 2 columns: Part Number and the Quantity. If format is an Excel spreadsheet, it must be saved as CSV. Don't leave the Quantity field blank; add zero if unknown. If the Magaya database doesn't have the item defined already, it will upload it from the import file.

Complete the online sales order as usual. See the Knowledgebase article for steps:

How to Place Sales Orders Online in LiveTrack

[http://knowledge.magaya.com/#/article/customers\\_place\\_sales\\_orders](http://knowledge.magaya.com/#/article/customers_place_sales_orders)

When the sales order arrives in your Magaya system, go to the Sales Order list, right-click it to make a Cargo Release.

If a Cargo Release or Shipment is loaded with items from a Sales Order that was assigned to the salesperson, then the salesperson will be able to track that status

of those releases and shipments in LiveTrack (Magaya Distribution System or Supply Chain Solution required).

## Related Resources

You can also set agent participation in your Magaya system. See the following Knowledgebase article:

[http://knowledge.magaya.com/#/article/agent\\_participation](http://knowledge.magaya.com/#/article/agent_participation)

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# Index

## A

- Accounting and Operations relationship 266
- Accounting configuration 178
- Accounting reports 127
- Accounting roles and permissions 177
- Accounting Wizard 13
- Accounts Payable 86
- Accounts Receivable 42
- Adjustments 249
- Administrator role 178
- Advanced payment 72
- Aging AR report 52
- Amendment 338
- AP 86
- API, integrations 189
- AR 42
- Assets 146
  - purchase a fixed asset 93
- Assets, inventory 146
- Automate charges 34
- Automate charges per customer 283
- Automated accounting 278
- Automatic creation tab 280
- Average Cost 194
- Average Cost, configure per item 195
- Average Cost, configure system-wide 194
- Average Cost, items in a Sales Order 197

## B

- Balance Sheet 144
  - Average Costing method of inventory 147
- Bank reconciliation 120, 125
- Bank reconciliation, undo password 179
- Banking 103
- Bill Credit 93
- Bill Payments 95
- Bill, create periodic 298
- Bill, create recurrent 292
- Bills 87
  - periodic 92
  - recurrent 92
- Bounced checks 271
- Bounced checks, re-issue invoice 47

## C

- Cargo reports 51
  - billing 91
- Carrier Contracts
  - add a new 337, 340
  - add multiple rates 340
- Carrier rates 314
  - create reports 320
- Cash 148
- Charges, automate 278
- Charges, dependent 281
- Charges, priority 281

---

Charges, show or hide in documents 281  
Chart of Accounts 23  
    Add to 24  
Check numbering 96  
Check, create recurrent 292  
Checks 104  
    check to expense 105  
    check to pay sales tax 109  
    pre-printed 111  
    print batch 114  
    reports 113  
    save as recurrent 115  
    select template 110  
    void 110  
Clear or unclear transaction 124  
Client Contracts 336, 358  
Closing date 179  
Commissions, inventory 366  
Commissions, salesperson 361  
Commodity Type, in Rates dialog box 333  
Company Profit Report by Customers 161  
Compare purchasing reports 158  
Compare sales reports 152  
Contact Magaya 5  
Contract Tab 318  
Contracts 335  
    amendment 338  
    carriers 337  
    clients 358  
Contracts Manager 335  
Cost of Goods Sold 150  
    in the P&L report 138  
Costing  
    Inventory configuration 186  
Costing methods, how to change 199  
Costs, prorating 161  
Credit card, receive customer payment 67  
Credit Card, set up in Chart of Accounts 25  
Credit Card, to pay expenses 107  
Credit limit 190  
Credit Memo 65  
CSV file 55  
Currency  
    add a 253  
    configure to set per transaction date 252  
Currency Statement per Customer and per  
    Currency 169  
    Custom rate 331  
    Customer Payment 67  
    Customer Statements and Reports 151

**D**  
Daily Journal 167  
Default accounts 27  
Dependent charges 34  
Deposit 78, 117  
    void 81  
Deposit payment 71, 78, 117  
Deposit ticket 80  
Discount 270  
Discount, applied to payment 70  
Divisions 27  
Due date, set 180

**E**  
Equity 146  
Exchange Rate  
    reverse 182, 252  
    set up or change 257

**F**  
FIFO 199  
Fiscal printer 58  
Fiscal Year  
    set or change 182

**G**  
General Ledger 26  
General Rate Increase 347  
Generate recurrent transactions 295  
Getting Started 11  
GRI 347  
Gross Profit 139

**H**  
Help 5  
Home currency 252

**I**  
Import invoices 55  
Income Statement 137  
Initial amendment 338

---

---

Inventory 33  
Inventory, overview of accounts 28  
Invoice  
    approve or dispute 53, 242, 243  
    exclude from tracking online 52  
    numbering 44  
    open invoices 52  
    status 44  
Invoice, create periodic 296  
Invoice, create recurrent 285  
Invoices 43  
Itemize charges 291  
Items and Services 31  
    add new 32  
    resale item 33

**J**  
Journal Entries 245

**L**  
Landed cost configuration 187, 200  
Landed Cost, in Items & Services 34  
Landed costs in a PO 92  
Liabilities 146

**M**  
Multicurrencies  
    working with 251  
Multicurrency 167  
Multiple rates 340

**N**  
Non-sufficient funds (NSF) 271  
Numbering, of accounting transactions 184

**O**  
Online payments 53  
Open transactions 10, 54  
Opening balances 16  
Overpayment 72

**P**  
Participation, salesperson commissions 362  
Pay bills 95  
Pay sales tax 108  
Payment 67  
    deposit 78  
    partial 71  
Payment Terms 73  
Payment terms, system-wide setting 180  
Peachtree 52  
Periodic invoice 296  
Periodic Invoices  
    set up 191  
Permissions, roles for employees 11  
Print checks 111  
Priority of charges 38  
Profit and Loss report 137  
Purchase fixed asset 93  
Purchase Reports 155  
Purchase reports 91

**Q**  
Query Rates 322  
QuickBooks 52  
    set up 189

**R**  
Rates  
    compare purchasing and selling rates 328  
    create a custom rate 331  
    discount from carrier 346  
    enter your own rates 341  
    expire 344  
    filter 350  
    modify 356  
    multiple 340  
    RORO 318, 343  
    set by range 317  
    transform from existing 348  
Rates, query 322  
Rates, standard 326  
Realized Gains and Losses 168  
Reconcile bank account 120  
Reconcile bank, view multiple currencies 123  
Recurrent accounting transactions 285  
Recurrent bill 292  
Recurrent check 292  
Recurrent invoice 285  
Refund Check 81  
Replace Account 26  
Replace Item 39

---

## Reports

- aging AR 153
- bill detail 166
- by agent 152
- by sales 152
- check detail 166
- compare Balance Sheet 146
- compare Profit & Loss 140
- customize 132
- invoice detail 166
- missing checks 167
- multicurrency 167
- open invoices 153
- sales tax liability 167
- save 129
- tabs 130
- transaction detail 165
- trial balance 166
- unpaid bills 157

Resale item automated 33

Roll On Roll Off (RORO) 318, 343

RUC number 61

## S

Sales Order, average cost items 197

Sales Reports 150

Sales reports 51

Sales tax 109, 203

Salesperson commissions 361

Selling rate (Standard) 320

Shipment profit & loss 143

Specific Identification of inventory 198

Standard client rates 326

- create reports 329

Statement per customer 84

## T

Tariff 301

- create new 302

## Tax

- apply to an item or service 33

- configure 188

- dependent (cascading) 205

- exempt entity 203

- group 208

- hold as a credit 188

Tax configuration 203

Tax in Items and Services 205

Tax item

- add a 204

Tax table 203

Tax, withholding 216

Taxes

- Canada 234

- deactivated 215

- edit 213

Training, in accounting software tasks 11

Transaction Listing 125

## U

Undeposited funds

- show all 79

Undo 125

Unpaid bills report 91

Unrealized Gains and Losses 168

Updating Magaya software, settings saved 180

## V

Value Added Tax (VAT) 216

VAT example, Latin America 216

Vendor refund 100

Vendor, periodic bill 298

Vendors

- pay multiple 97

Void a bill 92

## W

Wire transfer fee 272