



## Month-End Reporting for Managers & Operations

Here's an overview of which reports to run, and the data that's useful to managers and/Operations associates.

The four main reports you will need preparing for month end are: Orders to Process, Pending Orders in a Closing Month, P&L Reports (which shows service summary by station and by International or Domestic), Pending Force Closed Orders, and a P&L Report (which shows client summary by station).

### Orders to Process

This report will show you all the open orders for a selected period of time. We recommend to set the start date at least one year back to ensure we capture any open order that could be pending billing. If possible, do 2 years instead. For the end ship date use the last day of the closing month (i.e. if we are closing July, 2024 enter 7/31/24). Select all order types from the boxes below the end ship date except for the Ocean import (you will get the ocean import from a separate report).

The screenshot shows the 'DATA WAREHOUSE' interface with a navigation bar containing 'Search Housebill or Masterbill', 'Dashboard', 'Tools', and 'Orders'. The main heading is 'Orders To Process' with an information icon and a link to 'Data Warehouse Main Menu'. Below this, a instruction reads: 'To select multiple Control Stations, click and hold down the control key.' The form includes the following fields and options:

- Start Ship Date: 01 JUL 2022
- End Ship Date: 31 JUL 2024
- Order Type(s): *do not check any to indicate all*
  - Domestic
  - Air Export
  - Air Import
  - Ocean Export
  - Ocean Import
- Control Station(s): ALL, ATL -- Atlanta GA

Once you run the report export it to excel so that you can sort the data as needed. To export it, click on the disk icon and select excel from the dropdown.

http://aerotrak.aeronet.com/scr/AeronetReportViewer.aspx

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Process from : 7/1/2022 to 7/31/2024 for station(s): ATL with O

Housebill	Order Type	Shipping Terms	Ship Date	Due Date	Shi
0040617	AIR I		2/4/2024		7!

This are all the orders (except the OI) that need to be billed. Note there is a column that tells you if the order has been delivered as well as another column showing you the latest status on the order.

If you scroll all the way to the right you will see 3 columns that show you if the shipment revenue, cost or MAWB cost have been approved or not.

### Pending Orders in a closing month

This report will show you all orders for the month that have cost approved and no revenue approved. Once both (revenue and cost) are approved the orders fall of the report.

Use this report in conjunction with the orders to process to ensure all open files are captured.

**DATA WAREHOUSE** Search Housebill or Masterbill Dashboard Tools Order

## Housebill(s) in a closing month not yet approved

Get Report Grouped By Station  Ignore Billing Hold?

[Export To Excel](#)

- Start by clicking off the “ignore billing hold”. You will get the billing hold orders from a separate report
- Click on “Export to Excel”
- Look for the column that shows “Approved cost in closing month”. Any orders with costs over \$1000 should be closed or at least placed on billing hold so that the cost does not negatively affects the closing month’s P&L.

At the beginning of the month end process we use this report to see all the ocean import orders for the month that need to be billed. As we approach the final days keep a close eye on the report to see any orders that have costs approved without revenue to offset it. You can filter and sort this report by mode, client, costs, etc. on the last end of the month, this report should be blank or very close to it.

A	B	C	D	E	F	G	H	I	J	K	L
Waybill	Mode	Billing P	Terms	Ship Da	Current	Control	Rev App	Cost Ap	Creater	Approv	Approved Cost in Closing Mon
310089537	AIR_I	MCC Glob	DTD	#####	Delivered	ATL	FALSE	TRUE	Bryans Toc	0	9332.08
410088214	OCN_E	Disney Cru	DTD	#####	Confirmed	ATL	FALSE	FALSE	Harkishun	0	7257.95
410088215	OCN_E	Disney Cru	DTD	#####	Picked up	ATL	FALSE	FALSE	Harkishun	0	7200.02

**P&L reports (Service summary by station and by International/Domestic)-** Use this report to see your stations Revenue, cost, margin and margin % broken down by service type and your totals for the month. Select the report from the P&L report menu and enter the start and finish date based on the closing month. We recommend selecting the “standard P&L) **Only the GM has access to the P&L reports.**

### Pending Force Closed Orders

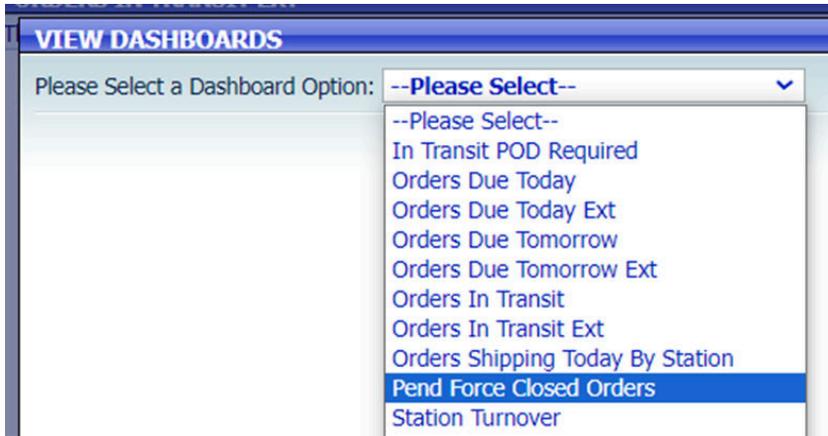
Use this report to see any orders that have been placed on billing hold.

Go to dashboard>All Dashboards> and select “Pending Force Closed Orders” from the drop-down menu.

When the report generates, you can sort it by shipment type or by clicking on any of the report labels (sort by bill party, ship date, date added, etc.). clicking on the HAWB hyperlink will take you straight to the order.

Note that you can export the list into excel.

Once all revenue and costs are updated on the order and you are ready to finalize the billing, email Lislely Davenport and Steve Cuzas requesting the release of the said order. Ensure all back up documents are uploaded before hand and any reference number or additional notes that will need to be provided to client are up to date. Once the order is released from billing hold, the invoice automatically goes to the client.



The screenshot shows the 'VIEW DASHBOARDS' interface with the 'Pend Force Closed Orders' dashboard selected. The table below displays the following data:

Housebill	Invoice Number	Ship Date	Delivery Date	Invoice Date	Billing Party ID	Billing Party	Margin Approved This Month	Total Margin Already Approved	Date Added	Release
505156191	505156191	5/15/2024	6/6/2024	6/14/2024	755706	Power Technologies	\$0.00	\$1,041.10	6/10/2024	Release
505156191	505156191TX	5/15/2024	6/6/2024	6/14/2024	755706	Power Technologies	\$0.00	\$1,041.10	6/14/2024	Release
505157019	505157019	6/3/2024		7/17/2024	675097	Quickscreen USA, Inc.	\$223.72	\$223.72	7/17/2024	Release
505158606	505158606	6/21/2024	7/18/2024	7/16/2024	734433	ChargeTronix	\$835.01	\$835.01	7/16/2024	Release

**P&L reports (client summary by station)-** this report will show any client with negative margin. If there are any clients with negative margin you can then run the detailed report to see the shipments with the negative margin.