

Volume

1

WFP LOGISTICS

Invoice Tracking System

Administrative & Technical User Guide

INVOICE TRACKING SYSTEM

Administrative & Technical User Guide

© WFP Logistics
Nawakshut Street • Villa 22
Yemen, Sana'a 7181
Phone 214.100.2381 • Fax 205.515.2381
Email: Muammar.Yacoob@wfp.org




Table of Contents

Who should read this book.....	1
Setup and installation.....	1
Advantages of using the system.....	1
Authentication and privileges.....	3
Main board.....	4
Creating your own user's skin.....	4
Invoices – Transportation.....	5
WINGS data.....	6
COMPAS data.....	6
Electronic archiving.....	7
Invoices – Non -Transportation.....	7
Payment Requests.....	8
Payment request sheet.....	9
Reports.....	11
Report types.....	11
Scheduled reports.....	14
MS Access reports.....	14
MS Excel reports.....	15
MS Outlook reports.....	16
PDF Reports.....	17
Mail Merge.....	18
Activity Reports.....	19
Activity Categories.....	19
Options & Variables.....	21
Option variables.....	21
User Management.....	23
Privileges.....	23
CIF Values.....	25
Loss value formulae.....	25
WINGS Synchronization.....	26
WINGS Data.....	26
Allocation Planner.....	27
Further developments.....	30
Food allocations and FROs.....	30
FRO-LTI generation.....	32
INDEX.....	37



Preface

Invoice tracking system is designed to maintain a history of customers, invoices, and invoice details so you can store multiple invoices without creating multiple files. You can also use the Invoice Tracker to analyze your previously invoiced data.

I C O N K E Y	
	Side information
	Test your understanding
	Warnings

Icon keys will be appearing throughout this text book to draw your attention to important details about the software

Who should read this book

This invoice tracking system will only be useful to you if you are working for WFP COMPAS department, issuing LTIs or an LTSH or billing staff.



Setup and installation

This manual does not contain installation instructions; individual installation guide for windows operating system can be found on the website at <http://wfp-logistics-its.yolasite.com/>

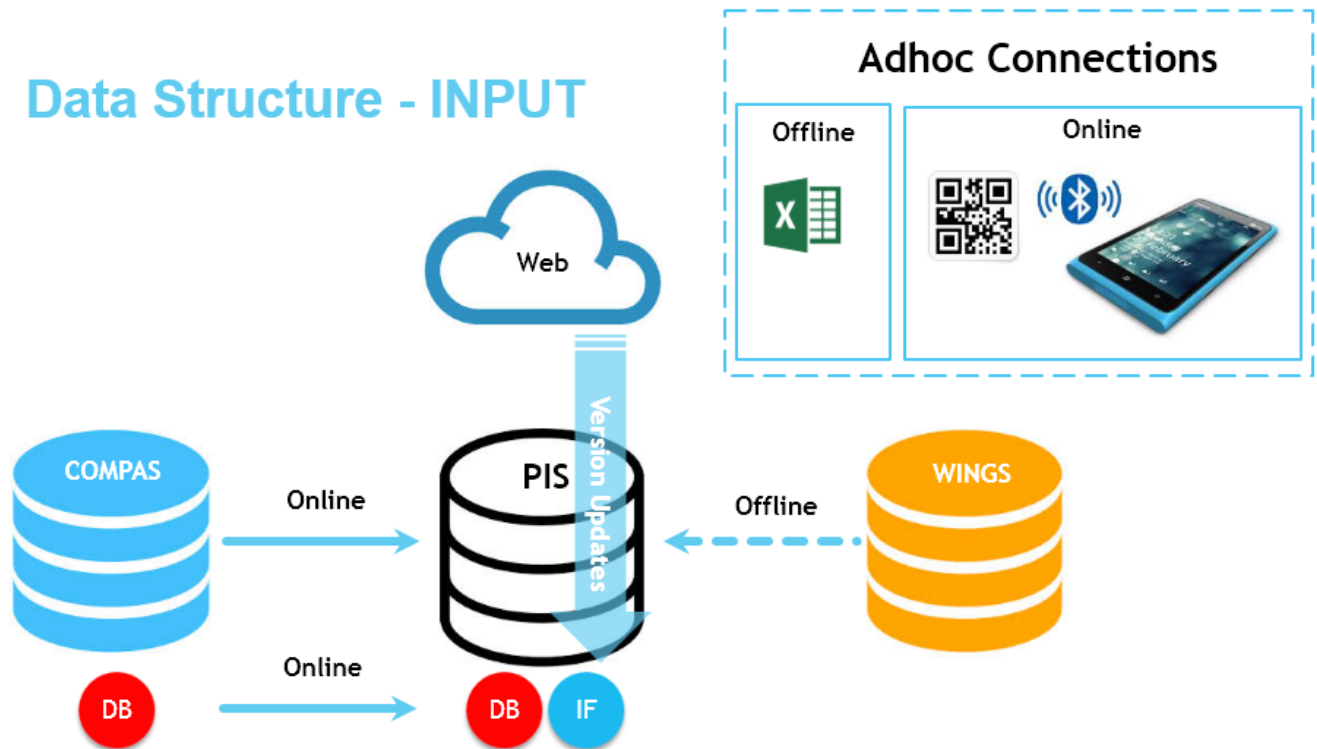
Advantages of using the system

A typical process involving paying a supplier invoice begins at the arrival of invoice at the door of the organization regardless of the methods of arrival such as via email, postal mail, facsimile, etc. Once the invoice arrives, the billing/accounts payable clerk must ensure that the document is indeed due by means of matching it against the relative waybill/service report. Then the clerk classifies and sorts the invoice into the various logistics categories. Once its

category is defined, the invoice is forwarded to the responsible person to be logged in the system. Below are some of the advantages of the system:

- Log and track invoices you received from transporters/service providers.
- Determine what you owe creditors, and when it's due.
- Track billable time for yourself and your staff.
- Keep track of project expenditure to stay on budget.
- Notify your creditors of invoices status.
- Create interesting reports and analyze payment history
- Save time & keep service providers happy ☺

Data Structure - INPUT



Authentication and privileges

Different users of the system are granted different roles allowing/blocking them to access the various parts of the system accordingly. Creating new users and granting privileges can be accomplished by system administrators.

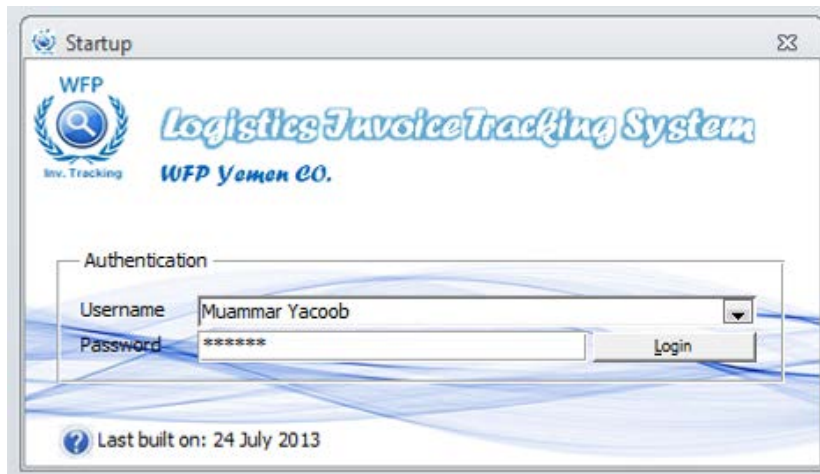


FIGURE 1.1 illustrates the startup screen in which users has to provide their assigned credentials. The last built date is shown at the bottom of the screen and is associated with the application version.

Main board

Upon successful authentication, the various screens of the application can be accessed from the main board screen.

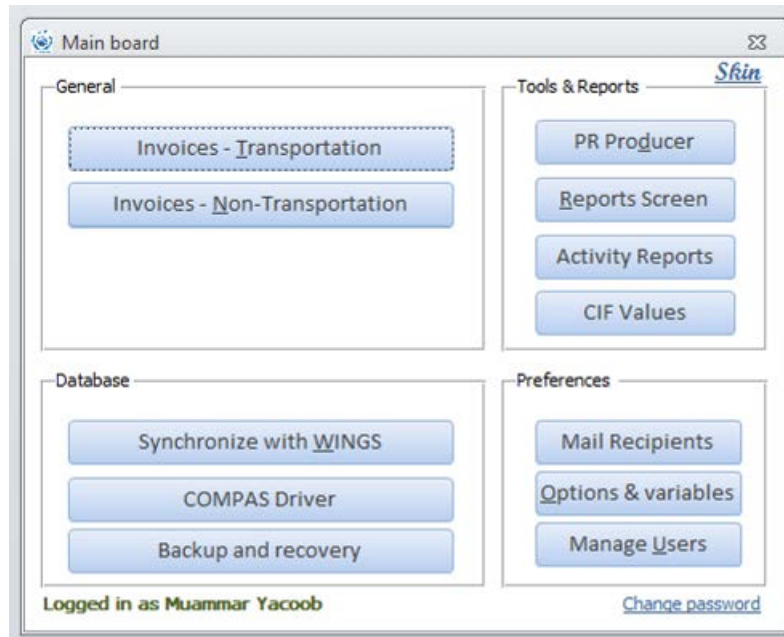


FIGURE 1.2 Notice the “logged in as” wording logging the user name for later interactions such as entries/data modifications made and reports’ signatures.



Creating your own user's skin

To change your current skin picture, click on the skin link on the top right corner of the main board screen and browse for a suitable “preferably light colored” picture file

Note

Custom users’ skins can be removed by simply cancelling the browse image dialogue box.

Invoices – Transportation

Transporters' invoices are to be entered in the invoices – transportation screen which are indexed by the mandatory LTI ID field marked in red. Along with the LTI ID, Invoice ID and invoice amount are the first fields to fill, other information may be filled along the individual stages of the invoice processing routine.

The screenshot displays the 'LTI/Invoice Status' application window. The main content area shows a table with the following data:

Invoice ID	Invoice Amount	Currency	First Invoice	
374	399,238.00	YER	15-Jul-13	
Vendor ID	LTI ID	LTI Date	Project	
Al Duraibi General Services	6027		200451	
PO#	Item			
4700362873			10	
PO Amount	PO Created	WBs Received		
399,237.80		16-Jul-13		
CDR ID	CDR Created	SES ID	SES Amount	
4711	22-Jul-13	1000968966	399,190.00	
PR Year	PR ID	SES Created	SES Received	
	456	28-Jul-13	28-Jul-13	
SES Released	LTI Alter Request	LTI Altered	Invoice Request	Invoice Received
29-Jul-13				
NFR Request	NFR Received	Sent to Finance		
				29-Jul-13


Below the table is a 'Remarks' field. At the bottom of the window, there is an 'Others' section with the following options:

- Expected WBs: N/A
- Get LTI data from WINGS
- Launch PR Producer
- Open scanned file

The status bar at the bottom indicates: Record: 3706 of 3712, Unfiltered, Search.

FIGURE 2.1 Data in the invoices – transportation screen can be filtered using native MS Access filter tools.

WINGS data

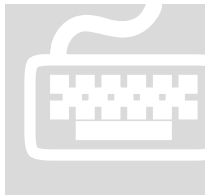
An updatable offline WINGS data copy is stored separately in the system. Relative LTI data such as purchase order number, item line sequence, purchase order amount, purchase order creation date, LTI dispatch date, service entry sheet reference number and service entry sheet value and service entry sheet release date can be drawn from WINGS by clicking on the  button.



For accuracy, drop down menus' values are extracted automatically from wings to list values such as vendors' IDs and names

Note

Most of the entries in this screen are dates data type. Current day's date is used as a default value in most of them, however, when not applicable, make sure to modify the date accordingly.




Try filtering data using an old LTI ID stored in the system and click on the Get LTI data from wings and notice the gaps filled/replaced data from WINGs entries.

COMPAS data

Real time COMPAS data are available in the system as a live connection is maintained with COMPAS server and is present at all times in the system. Data such as CDR ID will be automatically brought when a consolidated delivery report is created against the current LTI record.



Matching waybill overall count

Use the little “expected WBs” button  to double check the overall count of the relative waybills for the LTI in question



Warning

Calculating expected waybills count for an LTI may take some time as data will be fetched from COMPAS on a real time basis; it also depends on how fast the server response is.

Electronic archiving

Scanned copies must be made in PDF format and the naming convention L# must be used at all times (e.g. for an LTI coded 1234, a fully qualified file name including the file type extension is L1234.pdf)

Note


Network or local path to the scanner has to be set first using the options and variable screen discussed later.

Invoices – Non -Transportation

Unlike the transportation invoices entry screen, the non-transportation screen does not contain an LTI ID field and can be used to log other service activities and fines such as port operations both custom clearances and demurrage/detention charges, fumigation, warehousing... etc.

Payment Requests

Payment request are the overall collective data put together in an excel sheet mainly requesting logistics officer to release the created service entry sheet. A helpful tool in the system is the “PR Creator” in which a purchase order reference is specified and all relative LTIs are displayed along with the service entry sheet details if available.



LTI ID	SES ID	SES Amount
6022	1000968704	41,160.00
6079	1000968705	24,720.00

FIGURE 3.1 The 452 reference shown in the screen refers to an associated previously created PR file stored in the system



Practice generating a random PR file by following these steps:

1. Go to invoices-transportation screen
2. Move or filter the records to a random PO with multiple LTIs
3. Click on the “Lanch PR Producer”
4. On the PR Generator screen, click on “Generate PR”

Payment request sheet

Data from the system will include:

- Project ID
- Document serial
- Vendor ID and name
- Today's date
- Purchase order reference
- Purchase order amounts broken down by line items
- Previously created service entry sheet references and values
- LTI IDs for each purchase order line item
- Invoices' references and values
- Username as logged in the system
- Loss details if any.

A general payment request sheet will look like the following

1	Project	200451							Ref #	452
2	Service	Transportation							Date	31 July 2013
3								PO #	4700362875	
4	Vendor Details								PO Type	POIT
5	ID	50025837								
6	Name	ABU ALI AL ORABI FOR TRADING AND								
7										
8	Line #	PO Amount	SES #	SES Amount	YER	LTI#	Invoice Details			
9	10	-	1000968704	41,160.00	YER	6022	Ref #	Amount YR		
10	20	-	1000968705	24,720.00	YER	6079	171	41,160.00	✓	
11	30	-		-	YER		173	24,720.00	✓	
12	40	-		-	YER			-		
13	50	-		-	YER			-		
14	GT	-		65,880.00	YER			65,880.00		
15										
16							Losses			
17	Document Process	Date	Name	Signature			Details	Cost		
18	SES Creation	31 July 2013	Muammar Yacoob							
19	SES Release @ Log		Mohammad Samara							
20										
21										
22	Discrepancy from Inv.									
23	Within 0.05% threshold?									
24										
25	PO Finalized	<input type="checkbox"/>								
26										
27								Gross payable	65,880.00	
28								Other Claims	-	
29								Loss value	-	
30	Finance							Net Payables	65,880.00	
31	LIVs									
32	Doc#	D/P	Amount	YER	Created by	Signature	Remarks			
LTI Selector / DB / LTI (1) / LTI (2) / LTI (3) / LTI (4) / LTI (5) / PO / SES / Details / Manual CDR / Food Returns										
Ready										

FIGURE 3.2 Random payment request sheet produced from the invoice tracking system. Net payables are 65,880 for purchase order 4700362875 shown at the bottom right corner

Note

- Payment requests template is a standard formatted excel sheet bundled with the invoice tracking system.
- Each purchase order is associated with one payment request reference
- Each LTI ID is associated with an electronically archived document (i.e. scanned copies of LTI relative documents such as: contract awarding letter and rate/waiver, waybills and approved consolidated delivery report and a signed copy of the signed payment request
- Unlike archived scanned payment requests, old soft copies of payment requests are automatically replaced by new ones once generated to account for the new data entries.



System generated payment requests are automatically stored on a predefined path set by system administrator from the “Options & Variables” screen. If a network path is used, make sure you are granted drive-write permission for the remote drive by your ICT department.

Reports

Several reports may be generated from the system and are numbered sequentially for ease of reference and further development of the system. Different reports will be passed different parameters as required and specified by the user.

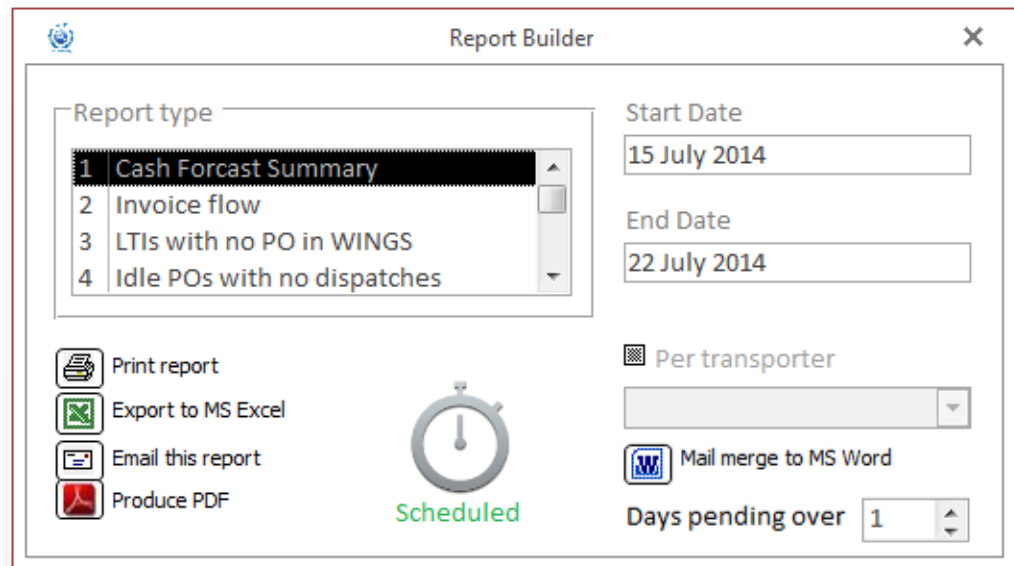


FIGURE 4.1 Reports screen with the “Food in transit” report selected

Report types

For a specified timeframe, currently available reports are:





Report Name	Description	Intended recipient
Cash Forecast Summary	Grouped by project, total of PO values that are released in WINGS at CD level and have incurred movement “dispatches” of relative LTIs in COMPAS database but for which no SES is recorded in	LTSH & Finance unit

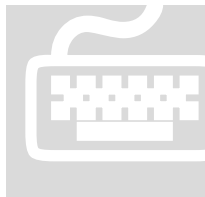
	WINGS	
Invoice flow	Average periods in working days between each two stages in the overall process of an invoice, i.e. PO-WBs is Period in working days between PO creation and waybills received in the billing unit, WBs-CDR, CDR-SES are periods between waybills receives and CDR creation and CDR creation and SES creation respectively	Logistics middle management
LTIs with no PO in WINGS	List of LTIs that are present in COMPAS but has no match in WINGS yet	LTSH, Billing and Operations
Idle POs with no dispatches	List of POs in WINGS with no matching LTI record in COMPAS	LTSH, Operations and COMPAS
Food in transit	LTI details for dispatches recorded in COMPAS with no receipts yet	Operations & COMPAS
Overall turnover	Grouped by month, total number of invoices fully processed and sent to finance and the average number of days taken from invoices first received until date sent to finance or of LIV creation	Billing Operations and Logistics middle management
Detailed Invoice Flow Report	Grouped by vendor, dates register for each stage of the process for each LTI individually and the exact creditor turn over in working days for both items sent to finance and under process	Billing, Operations and Logistics middle management
Items sent to finance unit	A checklist of individual LTIs and creditor turn over in working days for items sent to finance	Billing and Finance unit
LTIs received with no SES	List of LTIs that has been dispatch in COMPAS records but no SES/LIV	Operation & Billing unit, mainly for IPSAS compliance purposes at

	value in WINGS is recorded	year end
Allocation Plans	List of transporter names and allocated MTs for a tariff system contract	Operations unit
Bottlenecks report	A chart of average days spent by each unit throughout the payment process for a period starting with first invoice date to finance LIV release date	Admin, COMPAS, Billing & Finance



Reports data can be output in different formats by using the icon buttons found at the bottom of the screen.

-  Print report
-  Export to MS Excel
-  Email this report
-  Produce PDF



Try picking a week-time period anytime in the past and generate an excel report for items sent to finance

LTI Dispatch Start Date

LTI Dispatch End Date

Note

- Start date and end date are dynamic and hence, captions are changing for each selected report to match required query parameters
- Default time periods are set to cover last week and can be changed as required



Scheduled reports

Once a new report is added to the existing reports list, it automatically inherits all the filter and output features available on the reports screen including the “Scheduled reports feature that sets:

- Report email recipients
- Delivery day and time
- An option to preview emails before sending them

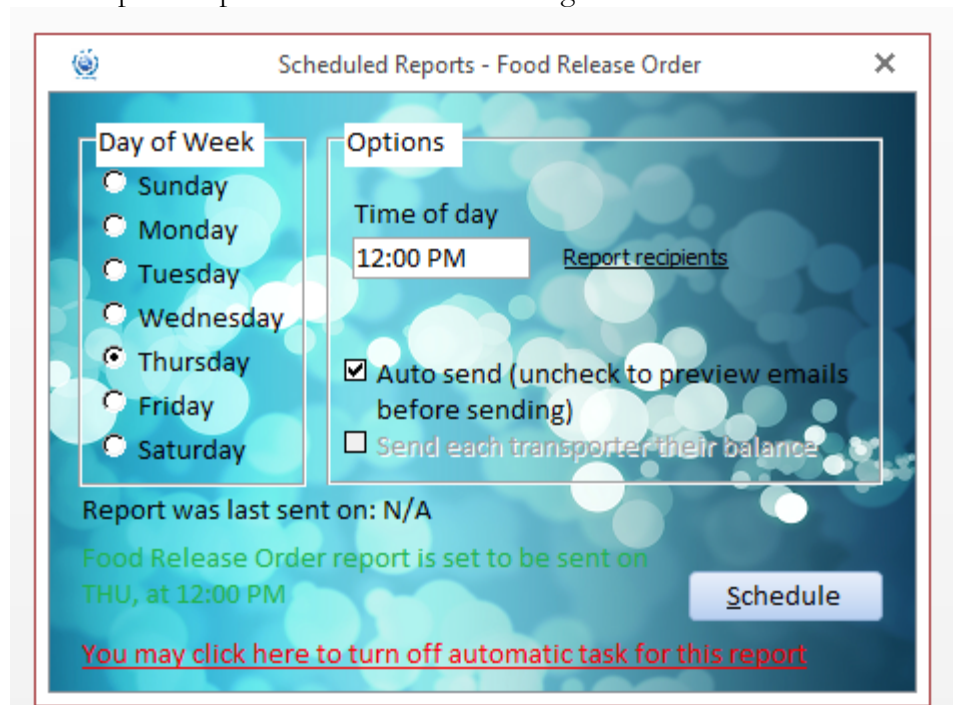
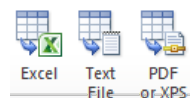


FIGURE 4.2 Reports screen – Scheduled Reports feature

MS Access reports

Standard formatted reports are mainly for quick view of certain information which doesn't have to be stored on the drive; however, if need arised after generating the report, you can use the native toolbar output options from the data section from the print preview menu



Items sent to finance unit

Vendor	LTI	PO#	Invoice ID	First Invoice	SES Amount	WBs Recv	SES Create	SES Release	Sent to Fin	Remarks
Abdulsamad and Partners Co for Gene										
CTO 11	5886	4700360446	252	13-Jul-13	88,424.90	13/Jul/2013	24-Jul-13	29-Jul-13	29-Jul-13	
CTO 10	5705	4700357451	439	13-Jul-13	163,380.00	13/Jul/2013	27-Jul-13	28-Jul-13	28-Jul-13	
CTO 10	6277	4700362552	339	15-Jul-13	125,156.50	14/Jul/2013	21-Jul-13	29-Jul-13	29-Jul-13	
Total					376,961.40					
ABU ALI AL ORABI FOR TRADING AND										
CTO 30	5482		97	16-Jun-13	218,799.00	16/Jun/2013	28-Jul-13	29-Jul-13	29-Jul-13	
CTO 8	6073	4700362828	168	17-Jul-13	3,219.53	21/Jul/2013	28-Jul-13	29-Jul-13	29-Jul-13	
CTO 5	6079	4700362875	173	20-Jul-13	24,720.00	20/Jul/2013	27-Jul-13	28-Jul-13	28-Jul-13	
CTO 5	6022	4700362875	171	20-Jul-13	41,160.00	20/Jul/2013	27-Jul-13	28-Jul-13	28-Jul-13	
CTO 6	6076	4700362578	172	20-Jul-13	28,104.00	20/Jul/2013	24-Jul-13	29-Jul-13	29-Jul-13	
CTO 5	6002	4700362819	170	20-Jul-13	1,096,733.50	21/Jul/2013	24-Jul-13	28-Jul-13	28-Jul-13	
Total					1,412,736.03					
Ahmed Jaber Mahboob.										
CTO 0	N/A	4700354860		27-Jul-13	800.00	N/A	27-Jul-13	28-Jul-13	28-Jul-13	WH
Total					800.00					
Al Durabi General Services										
CTO 95	5618	4700358775	359	18-Mar-13	45,410.70	19/May/2013	24-Jul-13	29-Jul-13	29-Jul-13	
CTO 24	5909	4700359683	478	25-Jun-13	840,812.50	26/Jun/2013	21-Jul-13	29-Jul-13	29-Jul-13	Awaiting new awarding let
CTO 24	5910	4700359683	479	25-Jun-13	34,622.50	26/Jun/2013	21-Jul-13	29-Jul-13	29-Jul-13	Awaiting new awarding let
CTO 20	5621	4700358769	480	29-Jun-13	1,440,652.50	03/Jul/2013	21-Jul-13	28-Jul-13	28-Jul-13	

Wednesday, July 31, 2013
Printed by Muammar Yacoub

Page 1 of 5

FIGURE 4.2 Standard formatted MS Access report

MS Excel reports

MS Excel reports are more useful especially when further editing and analyzing is required. In addition to the grouping feature, the system applies a simple format for readability.

Items sent to finance unit - 31-Jul-13 [Protected View] - Microsoft Excel

Vendor	CTO	LTI	PO#	Invoice ID	First Invoice	SES Amount	WBs Rcvd	COMPAS	SES Created	SES Released	Sent to financ
Abdulsamad and Partners Co for Gene											
	11	5886	4700360446	252	13-Jul-13	88,424.90			13/Jul/2013	24-Jul-13	29-Jul-13
	10	5705	4700357451	439	13-Jul-13	163,380.00			13/Jul/2013	27-Jul-13	28-Jul-13
	10	6277	4700362552	339	15-Jul-13	125,156.50			14/Jul/2013	21-Jul-13	29-Jul-13
	Total:						376,961.40				
ABU ALI AL ORABI FOR TRADING AND											
	30	5482		97	16-Jun-13	218,799.00			16/Jun/2013	28-Jul-13	29-Jul-13
	8	6073	4700362828	168	17-Jul-13	3,219.53			21/Jul/2013	28-Jul-13	29-Jul-13
	5	6079	4700362875	173	20-Jul-13	24,720.00			20/Jul/2013	27-Jul-13	28-Jul-13
	5	6022	4700362875	171	20-Jul-13	41,160.00			20/Jul/2013	27-Jul-13	28-Jul-13
	6	6076	4700362578	172	20-Jul-13	28,104.00			20/Jul/2013	24-Jul-13	29-Jul-13
	5	6002	4700362819	170	20-Jul-13	1,096,733.50			21/Jul/2013	24-Jul-13	28-Jul-13
	Total:						1,412,736.03				
Ahmed Jaber Mahboob.											
	0	N/A	4700354860		27-Jul-13	800.00			N/A	27-Jul-13	28-Jul-13
	Total:						800.00				

FIGURE 4.3 formatted MS Excel report

BottleNecks Chart

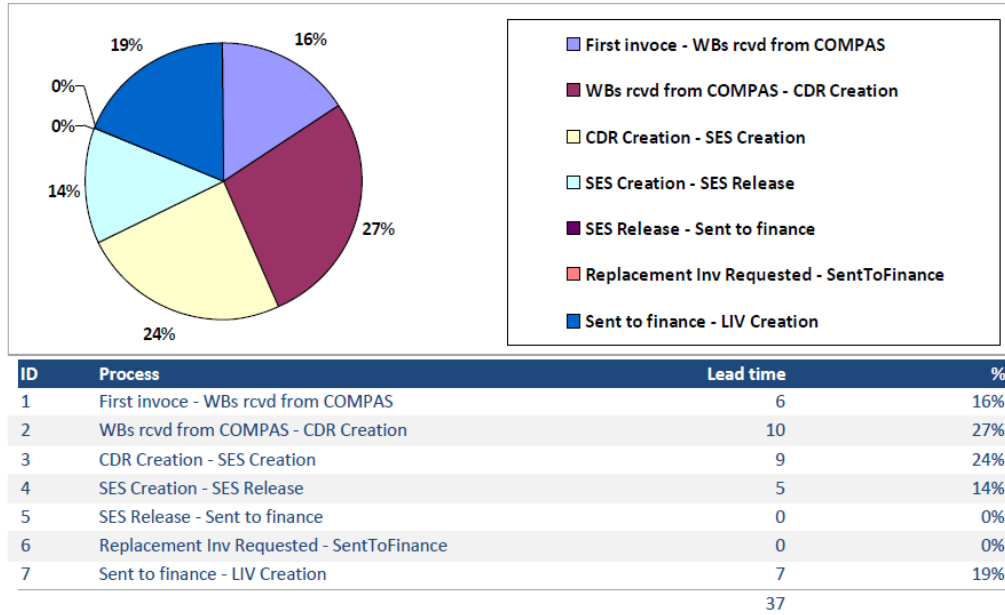


FIGURE 4.6 Bottle necks report for a specific period

PDF Reports


PDF reports can be used to lock report data so no modification can be made and are produced the same way other reports are.

Note

- Chart embedded reports are better produced as PDF documents

Mail Merge

Certain reports are required to be sent in hard copies and this's where this feature becomes handy. As in the case of other reports, after specifying date parameters and when available for the selected report, the mail merge to MS Word button will appear at the bottom right corner of the reports screen along with further options. Currently, only "Food in transit" report supports this feature in which a list of LTIs dispatched but not received over a certain days period threshold is issued and grouped vendor wise

 Mail merge to MS Word

Days pending over

World Food Programme	Programa Mundial De Alimentos	Programme Alimentaire Mondial	برنامج الغذية العالمية  wfp.org
----------------------------	-------------------------------------	-------------------------------------	--

To: AL HADI OFFICE FOR TRANS.
Subject: A demand for feedback for food in transit
Date: Wednesday, 31 July 2013
Reference: LTI:SAAX001130000000006140P

Food in transit

Background
On 28 Jul 2013 and in coordination with WFP Yemen, you were awarded a task to transport food commodities of 67.5 MTNs from SANAA to AMRAN under LTI SAAX001130000000006140P

Recommendation
You are kindly asked to fulfil your duty by delivering the commodities in hand and submit relative waybills to WFP soonest.

Prepared by Muammer Yacoub
Logistics Assistant



WFP Representation
P.O. Box: 7181
Diplomatic Area, Newakibat St. House No. 22, - Sana'a
Yemen
Telephone: +967-1-214100/214101

مكي التميمي، شارع بوشلف، مبنى رقم 22 - صنعاء
7181
مخبر: +967-1-214100/214101
تلفون: +967-1-206615

FIGURE 4.5 Mail merged report to MS Word

Activity Reports

To some extent, staff activity levels can be related to entries in the different database systems used by WFP including WINGS, COMPAS and ITS

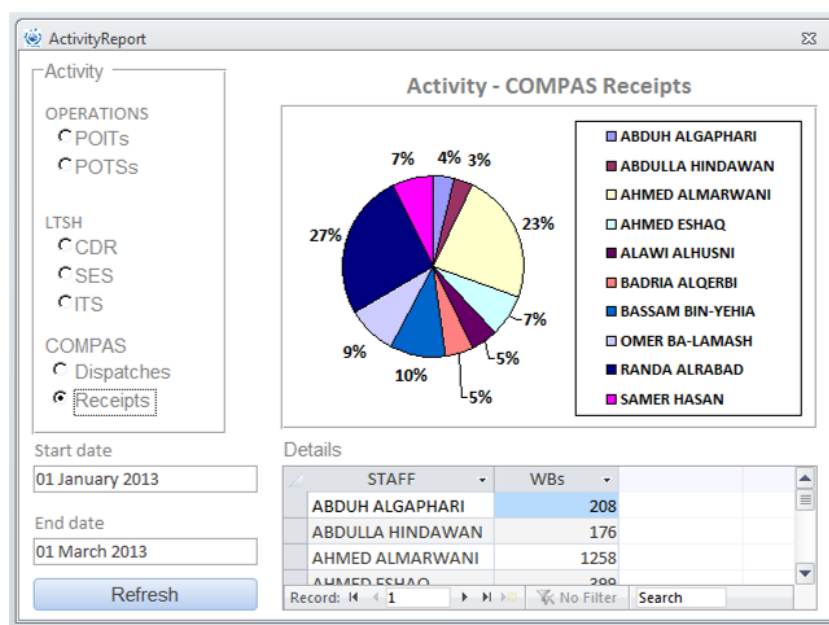


FIGURE 5.1 Activity report – starring: COMPAS Receipts

Activity Categories

Grouped by username, figures are shown under the below categories

Division	Activity name	Measurement
Operations	POITs	POs created under POIT
	POTSs	POs created under POTS
LTSH & Billing	CDR	CDR Invoices created/modified

	SES	SES created, released/unreleased
	ITS	ITS sent to finance data entries/modifications
COMPAS	Dispatches	WB dispatch entries in COMPAS
	Receipts	WB receipt entries in COMPAS



When changing different report timing from the start date/end date period, make sure you click on the refresh button to update the data.

Note

You need to have an administrator or full reports privilege granted to your user to view the activity reports screen

Options & Variables

System environment and operating system specific data storage and registry data can be customized from this screen. Each option entry has an “OptionTitle” property name and “OptionValue” property value. For your safety, only the latter is enabled for editing.

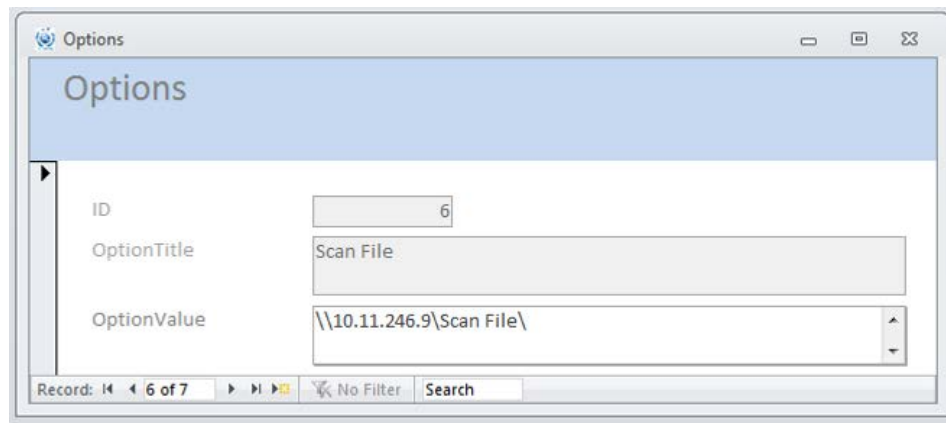


FIGURE 6.1 Options screen – OptionTitle: Scan file location used in electronic archiving feature

Option variables

Below are current option variables used by the system along with an example OptionValue for each

OptionTitle	Description	OptionValue Example
USD Exchange rate	Exchange rate used in reports as a multiplier for converting USD values to local currency	214.86
PR Template file	Path to excel Template file used as basis in generating Payment Requests	\\10.11.246.9\Logistic\LTSH & Billing\ITSH 2013\Transportation\eDoc.xlsm
PR Output Dir	Path to where generated payment requests are to	\\10.11.246.9\Logistic\LTSH & Billing\ITSH 2013\Transportation\

	be stored	
Wings Extract Sheet	Path of the file containing the various WINGS raw data reports used in system data updates screen	\\10.11.246.9\Logistic\LTSH & Billing\WINGS Extract\WingsExtracts.xlsm
Reports Output Dir	Path to where excel reports are to be stored	\\10.11.246.9\Logistic\LTSH & Billing\ITS Reports\
Scan File	Path to public scanner directory where scanned documents are stored by default	\\10.11.246.9\Scan File\
Food in transit merge file	Path of the MS Word template mailing letter used in mail merge reports	\\10.11.246.9\Logistic\LTSH & Billing\Invoice Tracking System\Etc\Food in transit template.docx



Warning

In path to directories path file, make sure you have the path

- Ends with \
- Reachable -- in case of network paths
- Write permission granted by network administrator

User Management

Users can be added and granted suitable privileges according to their role using the user management screen.

FIGURE 7.1 User management screen – creating new limited user

Privileges

The current version of this system supports three broad privileges categories as follows

Category	Granted privileges
Administrator	Full access to all areas of the system
Limited	Restricted access to administrative areas of the system
Reports Only	Users are only allowed to generate reports



Regardless of their granted privileges, all users are allowed to change their password by clicking on “Change password” from the Main Board screen after system startup

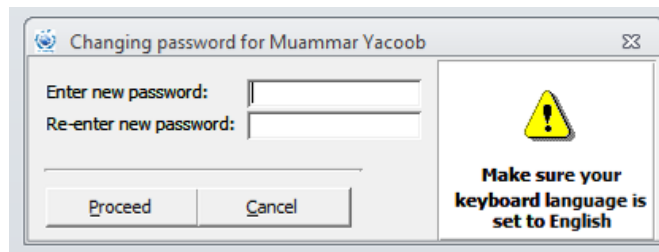
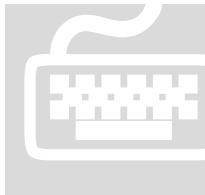


FIGURE 7.2 Changing current user's password



From the Main Board screen, click on the “change password” link located at the bottom right corner of the screen. Notice that for confirmation, the changing password dialogue window is titled after your current user's name as logged by the system.



Warning

DO NOT use common passwords used elsewhere as system administrators have the ability to reveal your password and might use it to gain access to your other important or personal accounts.

Note

System administrators are empowered to modify or delete user names in the system. They can also change your password or reveal it

CIF Values

When losses are incurred during transportation, CIF values has to be calculated for lost commodities and applied to each SI item in each waybill incurring the loss

Waybill Code

Details							
CODE	SAA001130105806P	MT	3,925.93	Container_Type	FEU	QUOTATION	HQ11RSF06
Loss MTG	0.09	Loc_Int	01 - INT	No_Ctrs	17	LTSH Rate	152.78
SI_CODE	00012931	Incoterm_1	FCA	ZABR_Curr	USD	ExRate	215
CIFDetails.Project	200038	Incoterm_2	Malaunay	ZABR_Value	53.50	Loss value	81,885.33
Commod_Donor	Ministry of Foreign Affairs	Delivery_MTN	334.152	ET_FRT_Rate_Net	153.09		
Donor_Country	SWE	Delivery_MTG	371.208	LP_Name	LE HAVRE,FR		
Commod_Code	READY TO USE SUPPLEMENTARY	TPO_Number	4700280065	DP_Name	HOEIDAHA, Y E		
PR_Doc_Type	PRFC	Vessel_Name	GEMINI I	RTA			
PO_Number	4500037503	Delivery_Status	C - Completely	ETA	40711		
PO_It	10	B_L_Number	FR19271435	ATA	40736		
PO_Rel_Date	19.05.2011	B_L_Date	40710	VENDOR	50000882		
				NAME	NUTRISET		

FIGURE 8.1 For a given waybill, lost commodity CIF Value calculated

Loss value formulae

Transportation loss value = Loss in MTGs x LTI Rate

Commodity Full CIF Value = (Commodity Purchase Order value per 1 MT+ Relative Freight rate per 1 MT + Project LTSH Rate) x Loss in MTNs x Local currency exchange rate

Loss = Transportation loss value + Commodity full CIF Value

Note

You may need to prorate the LTSH rate as it is used fully in the current version of the system

WINGS Synchronization

As live connections could not be maintained with WINGS, users have to periodically generate certain reports from WINGS and then import it into the system to keep its data up to date

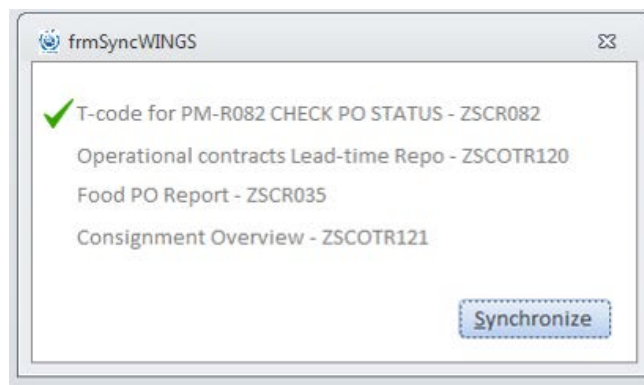


FIGURE 8.1 Synchronizing data from WINGS

WINGS Data

Currently, the system makes use of the following reports generated from WINGS:

- T-code for PM-R082 CHECK PO STATUS – ZSCR082
- Operational contracts Lead-time Report – ZSCOTR120
- Food PO Report – ZSCR035
- Consignment Overview – ZSCOTR121



Warning

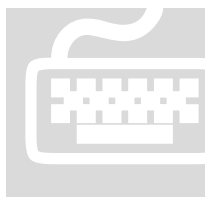
Before synchronizing with WINGS, make sure all other users are:

1. Logged off the system and
2. WINGS Extract excel sheet is closed

Otherwise, you will receive an error message notifying synchronization process failure.

Allocation Planner

In tariff system contracts, the allocation planner module lists awarded transporters within the specified contract.



Specify the planned MTs to move, point of origin and target destination

Hold down the Ctrl key and select the transporter names from the list that did not exceed their movement limit for the past cycle set in the “Settings” tab. Once set, hit the "Allocate" button

Planned MTs: 5,800.000

Origin: Ex-Hodeidah Port

Destination: Aden WHs

Awarded Transporters

ContractRef	VendorName	Rate_YER
YEM/WFP/LOG/10/2014	Abdulsamad and Partners Co for Gene	7,460.00
YEM/WFP/LOG/10/2014	ABR AL AQTAR FOR TRANSPORTING , CLE	7,460.00
YEM/WFP/LOG/10/2014	ABU ALI AL ORABI FOR TRADING AND	7,460.00
YEM/WFP/LOG/10/2014	Al Duraibi General Services	7,460.00
YEM/WFP/LOG/10/2014	AL Hadi Co for Transport and Logist	7,460.00
YEM/WFP/LOG/10/2014	Al Sharjabi for Custom Clearance	7,460.00
YEM/WFP/LOG/10/2014	Al-Gammal for Transportation	7,460.00
YEM/WFP/LOG/10/2014	AWLAD ABU HASSAN COMP. TRADE AND	7,460.00

Allocated MTs per transporter: 1450

Total MTs awarded to Al Sharjabi for Custom Clearance since January 2014 to July 2014 amounts to 1250 MTs

Limit: 300.000 MTs From January 2014 to July 2014

FIGURE 10.1 Allocation Planner module – Main tab

- The settings tab sets the limit not to be exceeded per one transporter for a specified period, the limit is fed in MTs in the “Tonnage” field for a cycle starting with date set in the “Start date” field and ending with “End date”

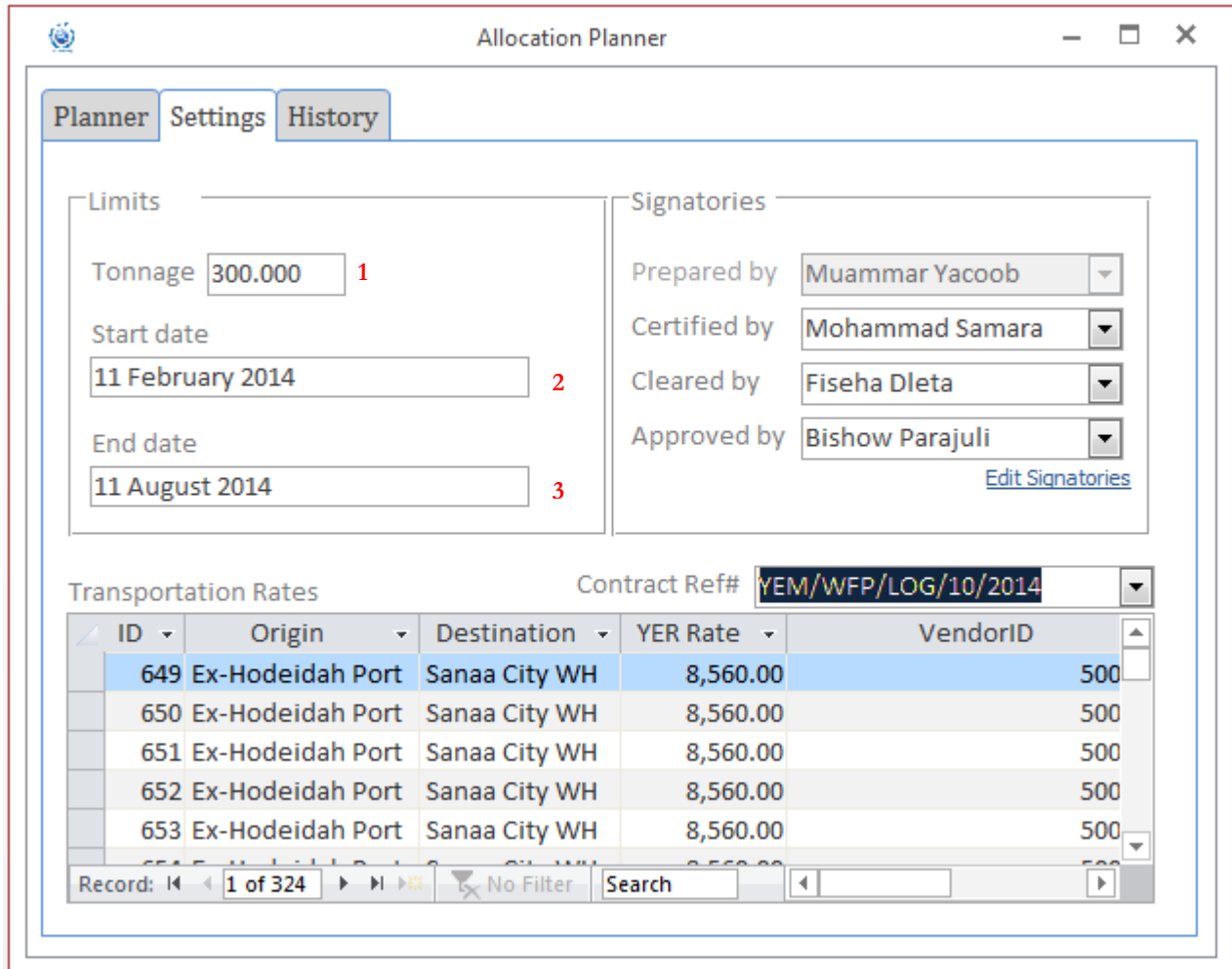


FIGURE 10.2 Allocation Planner module – Settings tab

- Contract for the allocation is selected from the “Contract Ref#” drop down list and the details of the awarded transporters will be listed.

Note

Report signatories are set in the Signatories box and the “prepared by” field is filled automatically with your login name and cannot be amended

Allocation Plans Summary 01 July 2014 - 22 July 2014

Plan Date 10 July 2014
Origin Ex-Aden Silos
Destination Aden WHs
Rate 1980

AP#	Vendor Name	MTs
0	ABU ALI AL ORABI FOR TRADING AND	74.000
0	AL Hadi Co for Transport and Logist	74.000
0	AWLAD ABU HASSAN COMP. TRADE AND	74.000
		222.000

Plan Date 11 July 2014
Origin Ex-Aden Silos
Destination Aden WHs
Rate 1980

AP#	Vendor Name	MTs
1	Abdulsamad and Partners Co for Gene	111.000
1	ABR AL AQTAR FOR TRANSPORTING , CLE	111.000
		222.000

Plan Date 12 July 2014
Origin Ex-Aden Silos
Destination Aden WHs
Rate 1980

AP#	Vendor Name	MTs
2	Abdulsamad and Partners Co for Gene	222.000
		222.000

FIGURE 10.3 Allocation Planner module – Allocation Plan report


Further developments

Food allocations and FROs

Food Allocation Plans: Allocation to EDP storage, input required from PU for area to be served

- Issuing FROs: PU releasing food based on availability and input required from Logistics department
- Issue LTIs Transport allocation based on transport contracts and performance of transporters, Commodity SIs from COMPAS determining the dispatching WH

Reports: generating various summary/comparative reports from the system


FROs
- □ ×

ID

Distribution Cycle

Activity Name

Governorate

Movement Type

District

FRO Date

FDP

Project ID

Delivery Date

Consignee

FRO Details | **Stocks under 200636** | Food Baskets | Settings | History

MTNs --> Units Units --> MTNs

Food Menu


Commodity	Unit We
BEANS	41.53
HIGH ENERGY BISCUITS	10.00
IODISED SALT	24.99
PLUMPY	12.84
SPLIT PEAS	49.67

Food Basket

HIGH ENERGY BISCUITS
 IODISED SALT

KGs

Portion per 1 beneficiary



n/a

Record: 1 of 1
No Filter
Search
30

FROs

ID: 1 Distribution Cycle: 1

Activity Name: FFA Governorate: Haradh

Movement Type: Transportation District: Al Hudayda

FRO Date: 14-Aug-14 FDP:

Project ID: 200432 Delivery Date: 12-Aug-14

Consignee: MOPH

FRO Details Stocks under 200432 Settings History

Commodity	QTYMTN	Units
IODISED SALT	22,255.000	
PLUMPY	66.000	
HIGH ENERGY BISCUITS	11.000	
*	0.000	0

n/a Print FRO

Record: 1 of 3 No Filter Search

FROs

ID: 1 Distribution Cycle: 1

Activity Name: FFA Governorate: Haradh

Movement Type: Transportation District: Al Hudayda

FRO Date: 14-Aug-14 FDP: AlThuraya School

Project ID: 200305 Delivery Date: 12-Aug-14

Consignee: MOPH

FRO Details Stocks under 200305 Settings History

Commodity	Units	MTN
BEANS	1,736	43.788
HIGH ENERGY BISCUITS	3,789	37.894
RICE	5,091	254.548
SUGAR	970	48.525
VEGETABLE OIL	6,281	114.260
WHEAT FLOUR	17,801	890.029

n/a Print FRO

Record: 1 of 3 No Filter Search



Food Release Order

FRO ID: 1
Governorate: Taiz
District: Al Haymah Al Kharjiyah
FDP: AlThuraya School
Movement Type: Transportation
Delivery Date: 12-Aug-14

FRO Date: 14-Aug-14
Project ID: 200305
Consignee: IRY
Distribution Cycle 1
Activity: ESN

Commodity	QTY MTN
HIGH ENERGY BISCUITS	110.000
IODISED SALT	222,550.000
PLUMPY	660.000
	223,320.000

Comments
Some nonsense goes here...

Prepared by
Muhammad Yacoub

Certified by
Mohammad Samara

Cleared by
Naoko Fukunaga

Approved by
Bishow Parajuli

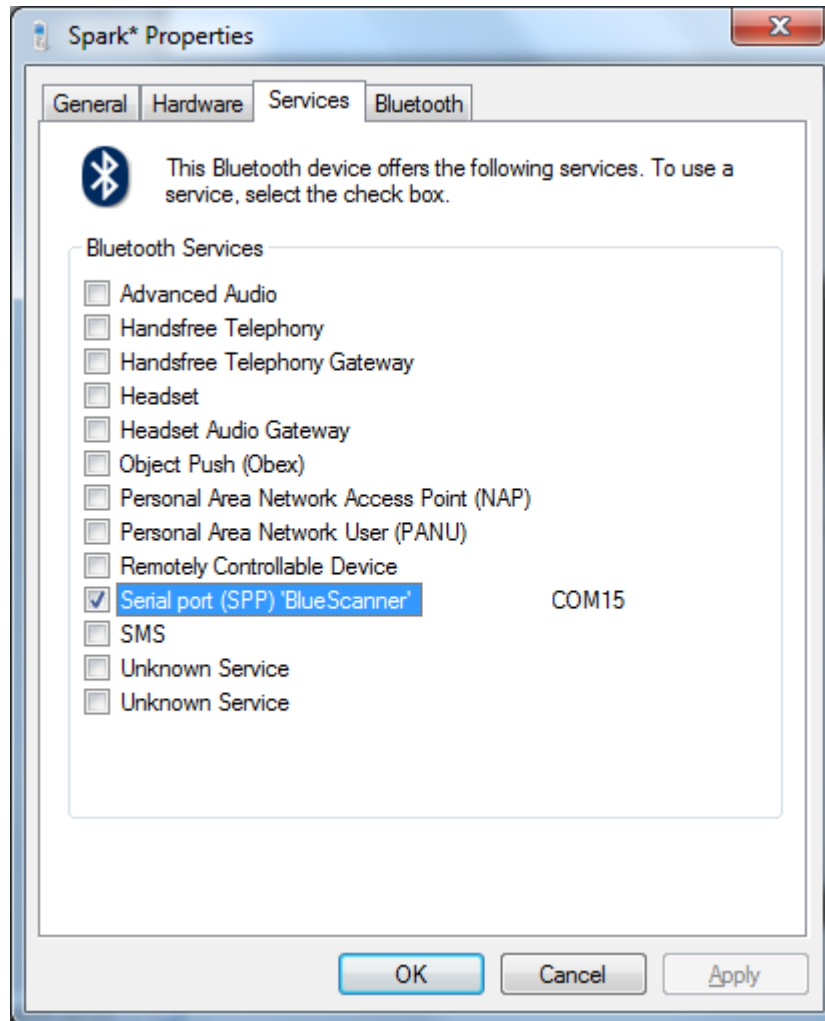
FRO-LTI generation

Feeding FRO information using android phone camera and built-in Bluetooth as a barcode scanner terminal

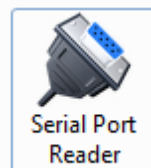


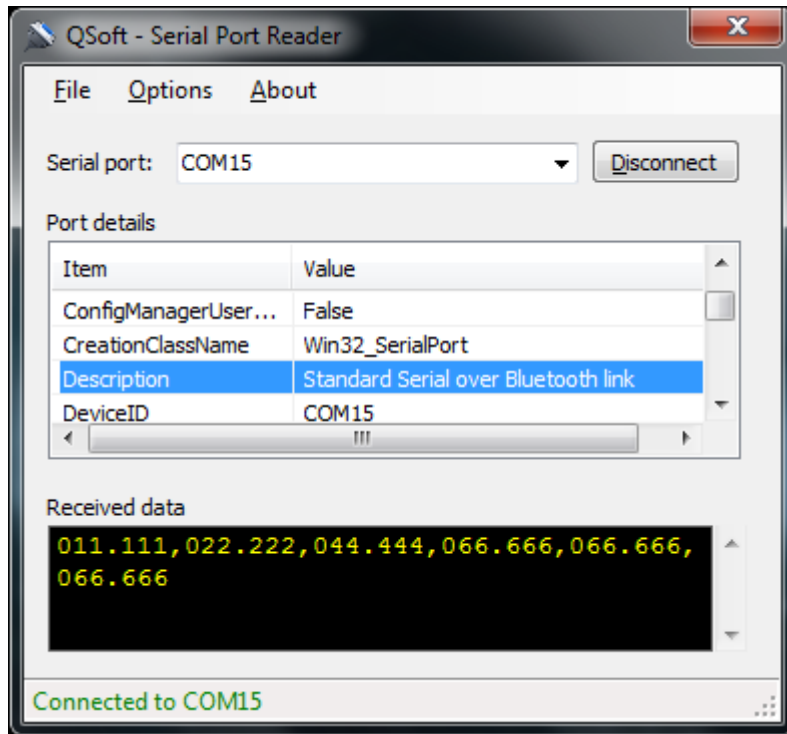
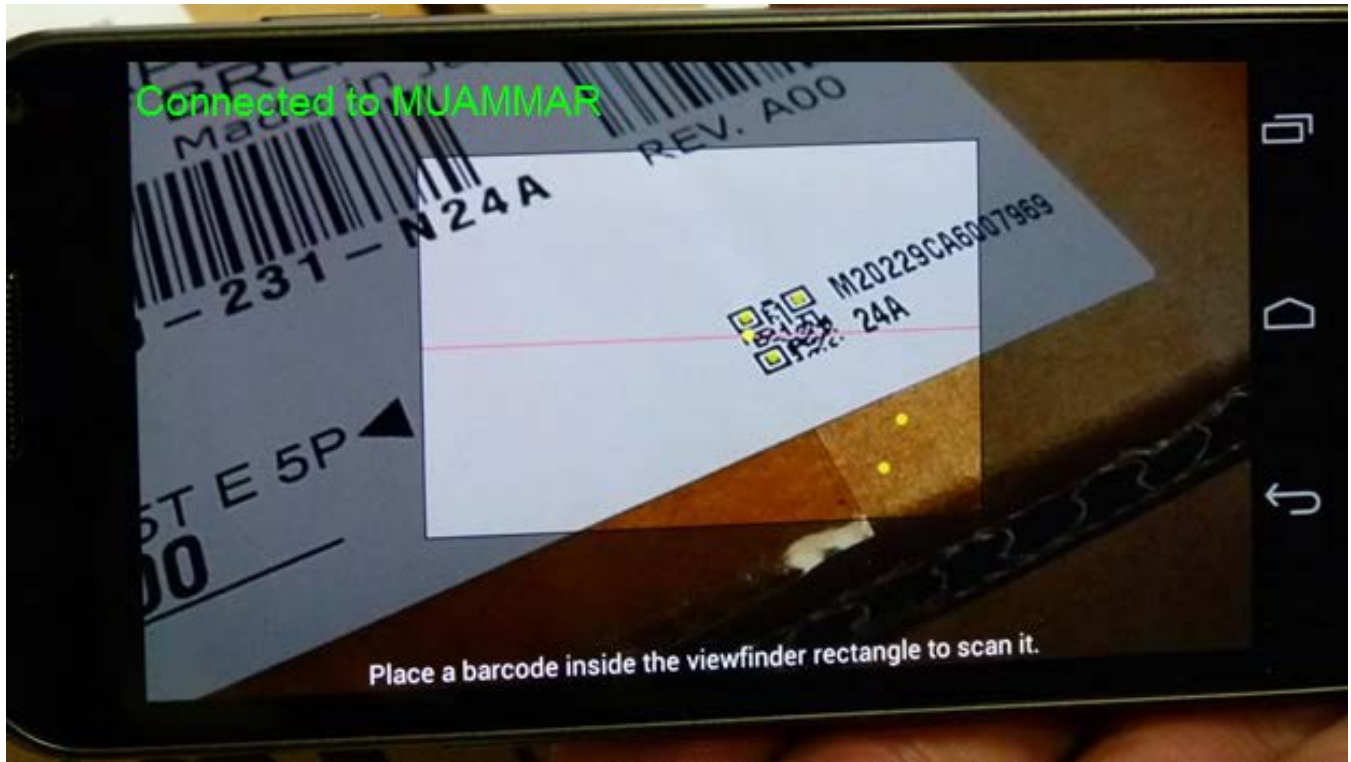
Setup

Android app: Wireless barcode scanner



a background port listener designed specifically for FRO purposes to capture received data via Bluetooth into an excel sheet





Once the message in green in both mobile phone and this windows service turn green, the connection is valid. Options such as update intervals and output redirection can be set from the application Options menu.

The little black screen with yellow numbers illustrate food commodities read in the QR barcode in a specific order, the example above shows wheat grain of 11.111 MTs, pulses of 22.222, vegetable oil of 44.444 MTs.. etc..

The below excel sheet has a live connection to COMPAS using only a compact oracle service which retrieves the relevant data from COMPAS and suggest commodity SI to use and other information.

	A	B	C	D	E	F
2	FRO Requirements					
3	Commodity	MTN				
4	WHF	11.111				
5	PUL	22.222				
6	VOIL	44.444				
7	SUG	66.666				
8	SALT	66.666				
9	HEB	66.666				
10	Total	277.775				
11						
12	Start reading	Stop reading				
13						



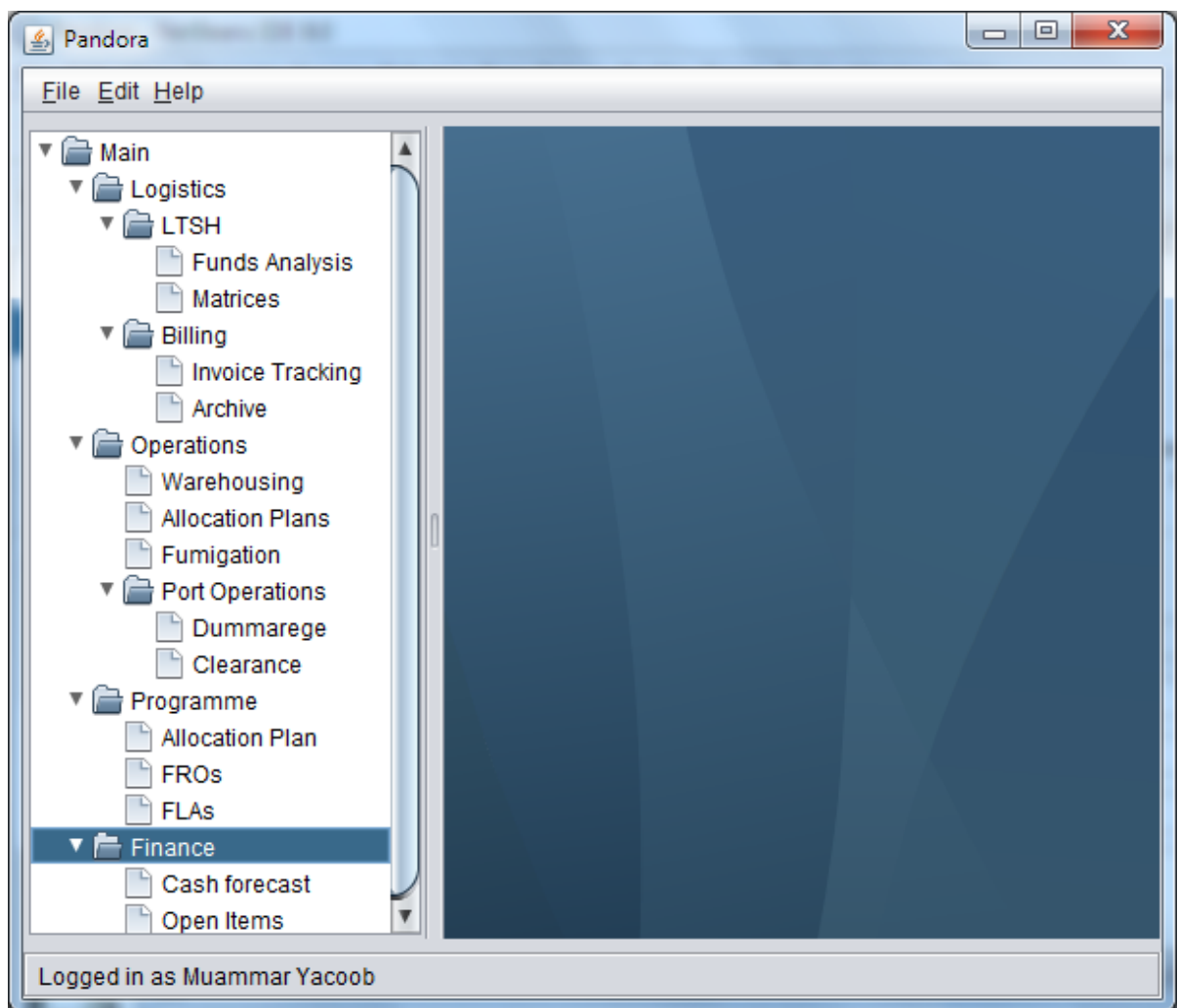


Figure: Sample FRO test Excel sheet



The system will soon be replaced by a more powerful solution with extended functionality and is called [Pandora](#). It is intended to cover broader areas of WFP internal routine chores not included in WINGS or COMPAS



INDEX

Access, 5, 14, 15
Activity, 19
Allocation Planner, 27
archiving, 7, 21
Authentication, 3
barcode scanner, 32
Bluetooth, 33
CIF, 25
COMPAS, 1, 6, 7, 11, 12, 19, 20
Excel, 15, 16
Food Allocation Plans, 30
FROs, 30
installation, 1
Loss, 9, 25
LTI ID, 5, 6, 7, 10
Mail, 16, 18
Main board, 4
Management, 23
Merge, 18
Options, 10, 21
Outlook, 16
[Pandora](#), 36
Payment Request, 8, 21
PDF, 7, 17
Privileges, 23
QR barcode, 34
Report, 11, 12, 26
Report email recipients, 14
Scheduled reports, 14
Setup, 1
Synchronization, 26
Transportation, 5, 7, 21, 25
User, 0, i, 23
user's skin, 4
Variables, 10, 21
Warning, 7, 22, 24, 26
waybill, 1, 7, 25
website, 1
WINGS, 6, 11, 12, 19, 22, 26
WINGS data, 6