

2020

# MONEY MONITOR User Guide



Please distribute this user guide around your office.

If you have any questions, please email:  
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## INTRODUCTION

Our online Money Monitor system is designed to improve cash flow between Members and help to prevent any late payments. The system will save your accounts department time in monitoring invoices by automatically sending a '**Statement of Account**' every 2 weeks to every Member that owes you money, detailing the amount and due date. We require all Members to input the relevant information. The system is held in the Members Area of our website [www.cargoconnections.net](http://www.cargoconnections.net).

## HOW TO ADD AN INVOICE

1. Select the **Outgoing tab**
2. Click the **Add a New Invoice** box
3. Enter the details as indicated and click **Create Invoice**

The information is automatically saved in the system and the Member will be reminded to make the payment before the due date. Once added, you can amend the details at any time by clicking the **Edit button** on the right of the relevant entry.

## MARK AN INVOICE AS PAID

1. Select the **Outgoing tab**
2. Click the **Paid button** next to the relevant entry

The entry is removed from the list automatically. You can also cancel an invoice by clicking the **Delete button** on the right of the relevant entry.

## EXTENDING THE DEADLINE OF AN INVOICE

1. Select the **Outgoing tab**
2. Click the **Edit button** next to the relevant entry
3. Enter the new due date and click **Update Invoice**

## INTER-TRADE

We have added a new feature so that you will know which Members are working together.

Simply click on a profile page in the Members Area and once data is entered you will see a tab called **Inter-Trade** which lists who that Member has completed shipments with.

## ARE THE DETAILS CONFIDENTIAL?

Yes. The information collected is not public. Only the Cargo Connections Head Office has access to reports in order to monitor the financial activity within our network. Any disputes or late payments will be handled in line with our current procedures and **Default Alert** system.

We are proud to say that we have an excellent payment record within Cargo Connections. Our Members understand that paying on time and operating in a professional manner results in repeat business and excellent relations with their overseas offices. Therefore, we provide this system for precautionary reasons only.



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[www.cargoconnections.net](http://www.cargoconnections.net)