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Create Customer / Vendor

1. Go to Corporate

- Please check the internal procedure



Input the Name of the company and search if there is any duplicate, you can add % in the name and so the system will search the letter appear inside the word.

The below is an example we want to create a customer called PARADIGM SHANGHAI. We input % PAR and it will list out all the record carrying the word PAR.

SOP	Group	Name	Short Name	Group Name	Country	Port	S	C	A	L	F	W	O	Created User	Create Time	Duplicated	Status	User	Time	Chg App
1	B0043	BK TEST 123	BKTEST		PA	PABLB	S	C						demo	2015/12/30 11:29:58		Approved	demo	2015/12/30 11:33:20	
2	B0042	BK TEST	BKTEST		HK	HKHKG	S	C						demo	2015/12/30 11:28:06					
3	J0013	JANICE TESTING COMPANY	JANICE TESTING COMPANY		HK	HKHKG	S	C						janice.yeung	2015/12/21 09:39:32		Approved	malme.cheung	2015/12/21 10:06:37	
4	A0177	ABC TESTING COMPANY	ABC TESTING COMPANY		HK	HKHKG	S	C						janice.yeung	2015/12/16 09:33:13		Approved	janice.yeung	2015/12/21 09:13:06	
5	B0032	BK TEST CONSIGNEE	BK TEST		GB	GBABD	S	C						demo	2015/12/15 11:59:18		Rejected	demo	2015/12/15 12:00:24	
6	B0031	BK TEST CONSIGNEE	BK TEST CONSIGNEE		GB	GBABD	S	C						demo	2015/12/15 11:25:15		Approved	demo	2015/12/15 2011 12:00:38 22:2	
7	B0025	BK TEST	BKTEST		HK	HKHKG	S	C						demo	2015/12/10 17:06:59		Approved	demo	2015/12/10 17:07:14	

Press [+] for new record.

SOP	Group	Name	Short Name	Group Name	Country	Port	S	C	A	L	F	W	O	Created User	Create Time	Duplicated	Status	User	Time	Chg App
1	B0043	BK TEST 123	BKTEST		PA	PABLB	S	C						demo	2015/12/30 11:29:58		Approved	demo	2015/12/30 11:33:20	

Please fill in the form. The * are the mandatory field. Press Confirm once finish.

Analysis Corporate Functions Master Synchronization Utility

Customer/Vendor Group ? [X]

Browser [Group] [Sub Group] [Sales Log] [SOP]

Group (auto-gen)

Name: [] Web Site: []

Short Name: [] Contact: []

Group Name: [] Email: []

Old Code: [] Sales: CORP

Network: [] Nature: []

Address: [] Shipper:

Country: [] Consignee:

State: [] Agent:

Port: [] Liner Agent:

Zip: [] Warehouse:

Tax Code: [] Other:

Phone: [] Forwarder:

Fax1: []

Update to Station

1. HONG KONG

2. SHANGHAI

3. SHENZHEN

4. GUANGZHOU

5. FOSHAN

Confirm Cancel

Hot Key: ESC=Cancel

The screen will show that this customer record will be appearing in which station. Should there be more than one station, you can see the name of each station. And the field Appear is now having a tick. If you want to Appear or Inactive the record in particular station, just press the Bulb.

Customer/Vendor Group ? [X]

Browser [Group] [Sub Group] [Sales Log] [SOP]

Group* B0025 Web Site

Name* BK TEST Contact

Short Name* BKTEST Email

Group Name BK TEST Sales* A601

Old Code Nature CHEMICALS

Network Shipper

Address 1 KING'S ROAD Consignee

CENTRAL Agent

HONG KONG Liner Agent

Country* HK Warehouse

State Create User demo

Port* HKHKG Site of Create User HKG,SHA,SZX,CAN,FOS

Zip

Tax Code

Phone

Fax1

Status Approved

ADD CHG Mark Duplicated

Site	Appear	Inactive	
1 HONG KONG	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
2 SHANGHAI	<input type="checkbox"/>	<input type="checkbox"/>	●
3 SHENZHEN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
4 GUANGZHOU	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●
5 FOSHAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	●

Create Salesman Master

Go to Salesman Master

Press [+]

Analysis Corporate Functions Master Synchronization Utility

Salesman Master ? [X]

Code [] Name []

Corporate User Master

Salesman and Customer Code Customer/Vendor Group

Port/Country/Region Master Customer/Vendor Subgroup Maintenance

Air Freight Master Salesman Master

Sea Freight Master Department Master

Approval

Status	User	Time	Chg Af
Y	leo	2015/12/11 17:51:12	
Y	leo	2015/12/11 17:51:19	
Y	leo	2015/12/11 17:51:25	

Input Code ie. Salesman code (recommend 10 digit at maximum)

Name: name of the salesman

Email: Email of the salesman

Phone: phone number of the salesman

Analysis Corporate Functions Master Synchronization Utility

Salesman Master ? [] X

Browse Salesman

Code* []

Name []

Email []

Phone []

Inactive

Confirm Cancel

Hot Key : ESC-Cancel

Create Port Master

Analysis Corporate Functions Master Synchronization Utility

Salesman Master ? [] X

Browse Salesman

Code* []

Name []

Email []

Phone []

Inactive []

Corporate User Master

Salesman and Customer Code ▶

Port/Country/Region Master ▶ Port Master

Air Freight Master ▶ Country Master

Sea Freight Master ▶ Region Master

Search the port name and press [go]

If no information, press [+] to create record.

Analysis Corporate Functions Master Synchronization Utility

Port Master ? [] X

Browse Port

Code* GHTEM

Country* GH

English Description TEMA PORT. GHANA

Chinese Description []

Module* SEA

EDI Code []

State []

Remark []

Confirm Cancel

Hot Key : ESC-Cancel

Code: port code, Country: its country. English Description. Chinese Description.

If you will have EDI translation, input the corresponding EDI code and remark if needed.

Create country code

Input the country name and press [go]. Press [+] to create new record.

Code	Name	Region	Show SCAC	Area Code	Created User	Create Time	Status
1 AF	AFGHANISTAN	AS	<input type="checkbox"/>		EDI	2011/07/16 19:34:49	Y
2 GH	GHANA	AF	<input type="checkbox"/>		EDI	2011/07/16 19:34:49	Y

Input the Code: country code, Name: country name. Region: your defined region if you have. Show SCAC: this is for the AMS process. If tick, it will show the country code in country flag for the vessel. Input Area Code (where it can be used as IATA area) and description.

Code*	GA
Name	GABON
Region	AF
Show SCAC	AF
Area Code	AS AU CA EU JP NZ PC SA SEA US
Description	

Confirm Cancel
Hot Key: ESC-Cancel

Create Carrier Master

Please go to the Air Freight Master menu and click Carrier Master.

Code	Prefix	Status

- Corporate User Master
- Salesman and Customer Code
- Port/Country/Region Master
- Air Freight Master**
 - Charge Code Master
 - Carrier Master**
- Sea Freight Master

Input the prefix (3 digit) and press [go] and press [+] to create a new record.

Please input the code: airline code (2 letters), prefix: airline prefix (3 digits)

Airline name and the subgroup code of the airline (this is optional and user can update the subgroup code in each station)

Analysis	Corporate Functions	Master Synchronization	Utility
Carrier Master ? [] [X]			
Browse [] Detail []			
Code*	QF		
Prefix*	081		
Airline Name	QUANTAS		
Sub.Group			
Confirm [] Cancel []			
Hot Key : ESC-Cancel			

Create Vessel Master

Please go to Sea Freight Master menu and click vessel master.

Analysis	Corporate Functions	Master Synchronization	Utility
Carrier Master ? [] [X]			
Browse [] Detail []			
Code*			
Prefix*			
Airline Name			
Sub.Group			
Confirm [] Cancel []			
Hot Key : ESC-Cancel			
		Corporate User Master	
		Salesman and Customer Code >	
		Port/Country/Region Master >	
		Air Freight Master >	
		Sea Freight Master >	Charge Code Master
		Miscellaneous >	Vessel Master
		Accounting >	Liner Master

Input the vessel name and press [go] and press [+] to create new record.

Analysis	Corporate Functions	Master Synchronization	Utility
Vessel Master ? [] [X]			
Vessel	%MAERSK L	Code	Liner
Status			Go
Code *	Vessel Name	Liner	Country
Created User	Create Time	Status	User
1 MAE1	MAERSK LA PAZ		IMPORT
2 MAE10	MAERSK LONDRINA		IMPORT
3 MAE11	MAERSK LIMA		IMPORT
4 MAE12	MAERSK LABREA		IMPORT
5 MAE13	MAERSK LAMANAI		IMPORT
6 MAE20	MAERSK LUZ		IMPORT
7 MAE21	MAERSK LAVRAS		IMPORT
8 MAE8	MAERSK LOTA		IMPORT
9 MAE9	MAERSK LEON		IMPORT
10 MLV	MAERSK LIVORNO		IMPORT

Input the vessel name and the liner code. If no information for the liner, simply input N/A. The vessel code will be automatically generated.

Analysis	Corporate Functions	Master Synchronization	Utility
Vessel Master ? [] [X]			
Browse [] Detail []			
Code(Blank for auto-gen) *			
Vessel Name	MAERSK LEGO		
Liner	MSK		
Country			
Confirm [] Cancel []			
Hot Key : ESC-Cancel			

Create Liner Master

Please go to Sea Freight menu and click Liner Master.

Analysis Corporate Functions **Master Synchronization** Utility

Vessel Master ? [] [X]

Code(Blank for auto-gen) *

Vessel Name

Liner

Country

Confirm Cancel

Hot Key : ESC-Cancel

Corporate User Master

Salesman and Customer Code >

Port/Country/Region Master >

Air Freight Master >

Sea Freight Master > Charge Code Master

Miscellaneous > Vessel Master

Accounting > Liner Master

Input the liner name and then press [go]. Click [+] to create a new record.

Analysis Corporate Functions **Master Synchronization** Utility

Liner Master ? [] [X]

Code Name %WA Short Name Status Go

Code	Name	Sub.Group	Sub.Name	Short Name	Issue Date *	WIN Liner Code	Created User	Create Time	Status	User	Time	Approval
1	KAWASAKI KISEN KAISHA			KLINE	OnBoard		SYSADMIN	2015/11/19 11:09:33	Y			
2	WAN HAI LINES			WAN HAI	OnBoard		SYSADMIN	2015/11/19 11:09:33	Y			

Input the code: liner code. Name: the name of the liner. Sub group code: this is optional and you can input it later. Short Name: short name of the liner, Issue Date: use On board date or Sailing date in the issue date of the marine ocean bill. Quotation enabled will be used with iCRM is implemented.

Analysis Corporate Functions **Master Synchronization** Utility

Liner Master ? [] [X]

Code * KLI

Name KAWASAKI KISEN KAISHA

Sub.Group

Short Name KLINE

Issue Date * OnBoard

ADD CHG

WIN Activity

+ Type WIN Description

Account Posting A/R A/P General Ledger Report Billing Bank Master Utility

Liner Master ? [] [X]

Code * KLI

Name KAWASAKI KISEN KAISHA

Sub.Group

Short Name KLINE

Quotation Enable

Issue Date * OnBoard

CHG

Hot Key : F8-Change Header

Create Chart of Accounts

Analysis Corporate Functions Master Synchronization Utility

Customer/Vendor Group Corporate User Master

Group Salesman and Customer Code Country Port

Type Port/Country/Region Master To Status

Create User Air Freight Master

No. of Digit (Check duplicated) Sea Freight Master

Accounting Fiscal Year

Chart of Account

Currency

Please check carefully on the chart of account, it is recommend to input the account code and check first. Press [+] to create a new record.

Analysis Corporate Functions Master Synchronization Utility

Chart of Account

Account# Description Class Type Category INCOME

Group Row Normal Mode Normal Status Go

Account#	Description	Short Name	Class	Type	Category	Parent	Description	HQ Group	Group	Cur	Ex. Rate	Created User
1	70000000 NON-OPERATING INCOME	NON-OPS IN	H	P	INCOME							SYSADMIN
2	71000000 OTHER INCOME	OTHER IN	H	P	INCOME	70000000						SYSADMIN
3	71010000 BANK INTEREST INCOME	BK INT IN	D	P	INCOME	71000000						SYSADMIN
4	71020000 SUNDRY INCOME	SUNDRY IN	D	P	INCOME	71000000						SYSADMIN
5	72000000 DIVIDEND INCOME	DIVID IN	H	P	INCOME	70000000						SYSADMIN
6	72010000 DIVIDEND INCOME	DIVID IN	D	P	INCOME	72000000						SYSADMIN
7	79999999 NET PROFIT/(LOSS)	NET PROFIT	H	P	INCOME							SYSADMIN

Input Account # (chart of account), input Description of the COA, and input Short Name of the COA.

Parent Account is the account that this COA will sum to. If the COA is at the class D – Detail, that means it has debit credit transaction. Then there should be Parent Account.

If the COA is at the class H – Header, which means it is to show the category only. Then you do not need to have the Parent Account.

The below is the Detail Account sample.

Analysis		Corporate Functions		Master Synchronization		Utility	
Chart of Account ? [] [X]							
[Browse] [Detail]							
Account#*	71000001	Short Name					
Description	MANAGEMENT FEE INCOME						
Parent Account	70000000	Group					
Category*	INCOME	Class*	H				
Type*	P	Prefix					
Up to							
Accrual Account							
Remark							
HQ Group							
For Bank Account Only							
Foreign Currency		Ex.Rate					
Bank		Current					
Bank No.							
Update to Station							
1. HONG KONG	<input checked="" type="checkbox"/>						
2. SHANGHAI	<input checked="" type="checkbox"/>						
3. SHENZHEN	<input type="checkbox"/>						
4. GUANGZHOU	<input type="checkbox"/>						
5. FOSHAN	<input type="checkbox"/>						
Confirm	Cancel						
Hot Key : ESC-Cancel							

The below is the heading account.

Analysis		Corporate Functions		Master Synchronization		Utility	
Chart of Account ? [] [X]							
[Browse] [Detail]							
Account#	71000000	Short Name	OTHER IN				
Description	OTHER INCOME						
Parent Account	70000000	Group					
Category*	INCOME	Class*					
Type*	P	Prefix					
Up to							
Accrual Account							
Remark							
HQ Group							
For Bank Account Only							
Foreign Currency		Ex.Rate					
Bank		Current	<input type="checkbox"/>				
Bank No.							
Create User	SYSADMIN		Site of Create User				
Confirm	Cancel						
Hot Key : ESC-Cancel							

-Group refers to the nature of the account.

-AC (Accrual) AP (Accounts Payable) AR (Accounts Receivable) BK (Bank) DC (Discount) ED (Exchange Difference) PU (Purchase) RE (Retain Earning) SL (Sales). The DC and ED will not be enabled unless the e-settlement EDI is in place.

-Category refers to the accounting category where the COA will be group under different position in the balance sheet and profit and loss.

Analysis		Corporate Functions		Master Synchronization		Utility	
Chart of Account ? [] [X]							
[Browse] [Detail]							
Account#*	71000000	Short Name					
Description	OTHER INCOME						
Parent Account	70000000	Group					
Category*	INCOME	Class*					
Type*		Prefix					
Up to	ASSET						
Accrual Account	CAPITAL						
Remark	EXPENSE						
	INCOME						
	LIABILITY						
	PURCHASE						
	SALES						

And the Type is referring to the P – Profit and Loss Statement and S – Balance Sheet.

Chart of Account ? [] [X]	
Account#*	71000000
Description	OTHER INCOME
Parent Account	70000000
Category*	INCOME
Type*	P
Up to	P
Accrual Account	S
Remark	

Accrual Account is for accrual transaction where the different AR or AP can have different accrual account.

Chart of Account ? [] [X]			
Account#*	61030100	Short Name	STAFF
Description	STAFF PENSIONS	Group	
Parent Account	61030000	Class*	D
Category*	EXPENSE	Prefix	
Type*	P		
Up to	<input type="checkbox"/>		
Accrual Account			
Remark			
HQ Group			
For Bank Account Only			
Foreign Currency		Ex.Rate	
Bank		Current	<input type="checkbox"/>
Bank No.			
Create User	SYSADMIN	Site of Create User	

Remark is for the remark of the COA.

For all the bank account user is required to input the bank currency as well as the exchange rate. The exchange rate is just the default rate for the bank in corporate reporting.

For Bank Account Only			
Foreign Currency	HKD	Ex.Rate	1
Bank		Current	<input type="checkbox"/>
Bank No.			

