Contents

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.

Press [+] for new record.

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

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.

Create Salesman Master

Go to Salesman Master

Press [+]

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

Create Port Master

Search the port name and press [go]

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

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.

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.

Create Carrier Master

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

Create Vessel Master

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

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

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.

Create Liner Master

Please go to Sea Freight menu and click Liner Master.

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

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.

Create Chart of Accounts

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.

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.

The below is the heading account.

-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.

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

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

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.