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Create Customer / Vendor

1. Go to Corporate

- Please check the internal procedure

Analysis	Corporate Functions	Master Synchronization	Utility
Customer/Vendor Group			
Corporate User Master		User	
Group	Salesman and Customer Code	Customer/Vendor Group	Port
Type	Port/Country/Region Master	Customer/Vendor Subgroup Maintenance	
Create User	Air Freight Master	Salesman Master	
No. of Digit (Check duplicated)	Sea Freight Master	Department Master	
	Miscellaneous	Nature Master	
	Accounting	Operational Team	

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.

Analysis	Corporate Functions	Master Synchronization	Utility
Customer/Vendor Group			
Group	Name	Country	Port
Type	SOP Remark		
Create User	Create Date	To	Status
No. of Digit (Check duplicated)	20	Go	
SOP Group	Name	Short Name	Group Name
1	B0043 BK TEST 123	BKTEST	PA PABLB S C
2	B0042 BK TEST	BKTEST	HK HKHKG S C
3	J0013 JANICE TESTING COMPANY	JANICE TESTING COMPANY	HK HKHKG S C
4	A0177 ABC TESTING COMPANY	ABC TESTING COMPANY	HK HKHKG S C
5	B0032 BK TEST CONSIGNEE	BK TEST	GB GBABD S C
6	B0031 BK TEST CONSIGNEE	BK TEST CONSIGNEE	GB GBABD S C
7	B0025 BK TEST	BKTEST	HK HKHKG S C

Press [+] for new record.

Analysis	Corporate Functions	Master Synchronization	Utility
Customer/Vendor Group			
Group	Name	Country	Port
Type	SOP Remark		
Create User	Create Date	To	Status
No. of Digit (Check duplicated)	20	Go	
SOP Group	Name	Short Name	Group Name
1	B0043 BK TEST 123	BKTEST	PA PABLB S C

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 *

Short Name *

Group Name

Old Code

Network

Address

Country *

State

Port *

Zip

Tax Code

Phone

Fax1

Web Site

Contact

Email

Sales *

Nature

Shipper

Consignee

Agent

Liner Agent

Warehouse

Other

Forwarder

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

Name * BK TEST

Short Name * BKTEST

Group Name BK TEST

Old Code

Network

Address 1 KING'S ROAD

CENTRAL

HONG KONG

Country * HK

State

Port * HKHKG

Zip

Tax Code

Phone

Fax1

Status Approved

ADD CHG Mark Duplicated

Web Site

Contact

Email

Sales * A601

Nature CHEMICALS

Shipper ☒

Consignee ☐

Agent ☐

Liner Agent ☐

Warehouse ☐

Other ☐

Forwarder ☐

Create User demo

Site of Create User HKG,SHA,SZX,CAN,FOS

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]

Corporate User Master

Code Name

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 ? [icon] [icon]			
Browse [icon] Salesman			
Code*			
Name			
Email			
Phone			
Inactive	<input type="checkbox"/>		
Confirm Cancel			
Hot Key : ESC-Cancel			

Create Port Master

Analysis	Corporate Functions	Master Synchronization	Utility
Salesman Master ? [icon] [icon]		Corporate User Master	
Browse [icon] Salesman		Salesman and Customer Code ▶	
Code*	Port/Country/Region Master ▶		Port Master
Name	Air Freight Master ▶		Country Master
Email	Sea Freight Master ▶		Region Master
Phone			
Inactive	<input type="checkbox"/>		

Search the port name and press [go]

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

Analysis	Corporate Functions	Master Synchronization	Utility
Port Master ? [icon] [icon]			
Browse [icon] 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.

Analysis		Corporate Functions		Master Synchronization		Utility	
Country Master ? [X]							
Country		Name	%GH	Region		Status	
							Go
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.

Analysis		Corporate Functions		Master Synchronization		Utility	
Country Master ? [X]							
Browse Country							
Code*	GA						
Name	GABON						
Region	AF						
Show SCAC	AF						
Area Code	AS						
Description	CA						
EU							
JP							
NZ							
PC							
SA							
SEA							
US							
Confirm Cancel							
Hot Key: ESC-Cancel							

Create Carrier Master

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

Analysis		Corporate Functions		Master Synchronization		Utility	
Carrier Master ? [X]							
Code		Prefix					
				Corporate User Master			
				Salesman and Customer Code ▶			
				Port/Country/Region Master ▶			
				Air Freight Master ▶			
				Sea Freight Master ▶			
				Charge Code Master			
				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)

Analysis	Corporate Functions	Master Synchronization	Utility
Carrier Master ? [icon] [icon]			
Browse [icon] Detail [icon]			
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 ? [icon] [icon]			
Browse [icon] Detail [icon]			
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 ? [icon] [icon]			
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 ? [icon] [icon]			
Browse [icon] Detail [icon]			
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
Customer/Vendor Group			
Corporate User Master			
Group	Salesman and Customer Code		
Type	Country		
Create User	Port		
No. of Digit (Check duplicated)	Port/Country/Region Master		
	To		
	Status		
	Air Freight Master		
	Sea Freight Master		
	Miscellaneous		
	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							
+	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	<input type="checkbox"/>						
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	<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			
[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	P			Prefix			
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			
[Confirm]		[Cancel]					
Hot Key : ESC-Cancel							

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

Chart of Account ? [] [X]	
Browse	Detail
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.

Analysis Corporate Functions Master Synchronization Utility			
Chart of Account ? [] [X]			
Browse	Detail		
Account#*	61030100	Short Name	STAFF
Description	STAFF PENSIONS	Group	
Parent Account	61030000	Class*	D
Category*	EXPENSE	Prefix	
Type*	P		
Up to			
Accrual Account			
Remark			
HQ Group			
For Bank Account Only			
Foreign Currency		Ex.Rate	
Bank		Current	
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	
Bank No.	

