
The Import Manager

User Guide

info@maqcon.com
sales@maqcon.com
support@maqcon.com

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording and scanning without the prior written permission of the owner. Requests for permission should be addressed at info@maqcon.com.

LIMIT OF LIABILITY/DISCLAIMER OF WARRANTY: THE OWNER MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO THE ACCURACY OR COMPLETENESS OF THE CONTENTS OF THIS WORK AND SPECIFICALLY DISCLAIMS ALL WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. NO WARRANTY MAY BE CREATED OR EXTENDED BY SALES OR PROMOTIONAL MATERIALS. THE ADVICE AND STRATEGIES CONTAINED HEREIN MAY NOT BE SUITABLE FOR EVERY SITUATION. THIS WORK IS SOLD WITH THE UNDERSTANDING THAT THE OWNER IS NOT ENGAGED IN RENDERING LEGAL, ACCOUNTING, OR OTHER PROFESSIONAL SERVICES. IF PROFESSIONAL ASSISTANCE IS REQUIRED, THE SERVICES OF A COMPETENT PROFESSIONAL PERSON SHOULD BE SOUGHT. THE OWNER SHALL NOT BE LIABLE FOR DAMAGES ARISING HEREFROM.

Contents

i: System Requirements	4
ii: Installation	5
iii: System Hierarchy	6
Introduction	7
1: Select	8
2: Setups	8
3: Transactions	10
4: Reports	13

System Requirements

Client / Server Architecture

<i>Hardware</i>	SERVER		CLIENT	
	Minimal	Typical	Minimal	Typical
Processor	Pentium IV 1GHz	Quad Core	Pentium III	Pentium IV
RAM	2 GB	4 GB	128 MB	512 MB
Hard Disk Space	5 GB	5 GB	200 MB	200 MB

<i>Software</i>	SERVER	CLIENT
Operating System	Windows 2000 or Later	Windows 98 Windows 2000 Professional Windows XP Windows Vista
Database Server	Oracle 8i or later SQL Server 2000 or later	Oracle Client (if Oracle Database is used at backend)
TIM Application	Null	✓
Others	Null	MS Office (Optional)

Standalone System (PC)

	Hardware	Software
Processor	Dual Core	Windows 98 Windows 2000 Professional Windows XP Windows Vista
RAM	2GB	Oracle 8i or later SQL Server 2000 or later MSDE Native DB (Included in application)
Hard Disk	300 MB	TIM Application Software

Installation

Demonstration Version

Run the downloaded **Setup.exe** to start application installation. Follow the instruction and provide details required by the system. The demonstration version is packed with native database. After finishing the installation, application shortcut is created on your desktop as well as in the program group along with uninstall option. Run the application. In userid enter 'SUPER' and in password type 'SUPER'. The demo version contains dummy data for a fictitious company for evaluation purpose. For further exploration you can enter few more records of your own scenario.

Licensed Version

SQL Server/MSDE

Attach TIM.MDF/LDF to SQL Server/MSDE.

Oracle

Create user TIM in Oracle RDBMS & import file TIM.DMP.

Application

Run the downloaded **Setup.exe** to start application installation. Follow the instruction and provide details required by the system. After finishing the installation, application shortcut is created on your desktop as well as in the program group along with the uninstall option. Run the application. In userid enter 'SUPER' and in password type 'SUPER'. You will be logged into the application.

Note: Please carefully read the **END USER LICENSE AGREEMENT during installation.**

Note: Please fill each SETUP form in the provided sequence. For further help on each setup please see the relevant topic in this manual.

SYSTEM SETUP HIERARCHY

Please follow the sequence mentioned below to successfully implement the software

Create Setups
In their provided
order

Record Import
Transactions
(Provided order)

Get Reports

Note: Most of the setups are global and need not be entered for each company individually.

Introduction – The Import Manager

Thank you for your interest in TIM. To better evaluate the software, we have provided sample data with this download. For further assessment you can input few more entries of your own scenario.

TIM is designed for organizations dealing in import of goods from abroad. This software is simple, comprehensive, user friendly & is beneficial for any size of organization.

The main benefits of this software are:

- Streamlines your import department
- Maintain database of your imports
- Get current & historical data instantly

FEATURES

Capable to manage multiple companies

22 setups segments for Banks, Products, Duties, Expenses, Vendors, Insurance Companies, Clearing Agents, Shipping and Air Lines etc.

Record import details & view history of any particular import

Manage 999 shipments against a single import

Enter multiple Terms & Payments for an import

Order Details

Shipment & Clearance

Insurance & Claims

Invoice

Duties & Levies

Landed Cost (Miscellaneous expenses like Bank Charges, Clearing Charges, Port Charges etc.)

Container Deposit

Duty Refund (Short Landed and CARE system)

Indemnity & Manufacturing Bond

Create multiple Users & Groups with different user-defined security levels

REPORTS

Landed Cost

Payment & Maturities

Shipment Tracking

Bank wise Import Details

Clearing Agent Commission

Insurance Details

Expenses Details

Duties

Duty Refund

Container Deposit

Products Import Details

Indemnity & Manufacturing Status

Please go through the brief guide below to operate the software.

Select Menu

Company

You can manage multiple companies in TIM as per your license agreement. This menu item lets you select the company you want to record the import transactions. The selected company appears at top on the title bar. This menu is disabled in the Demo version.

Setup Menu

This bunch of menu item lets you create setups of different import segments. This is a one time process and you need to add components to these setups as required. For example, if you want to add a new Party Type, click the 'NEW' button, fill in the Title field and click SAVE. Similarly, if you made some mistake in a record, click that record to select it and then press 'EDIT' to modify the record and click 'SAVE'.

All setup forms have common attributes, the left or top pane displays saved records from the database, bottom or right pane displays details of the selected record. It also allows you to enter new record's information. Finally, at the bottom of each form there is a set of command buttons to create, modify & delete records.

Please note that the application also has a comprehensive security module to prevent users from modifying & deleting records. Please see the Security section ahead for more details.

There is an additional check box "Applicable to Landed Cost" in Duties & Levies setup. Checking this box includes the selected duty to the unit cost. For example, you would uncheck this box to exclude sales tax levy from per unit cost. Similarly, Expenses setup too has this check box in addition to "Party Remuneration". At some stage during the import process you would like to know the business you have done with banks, insurance companies and clearing agents. TIM provides three separate reports to provide such details. First of all you have to mark those expenses as Party Remuneration in Expense setup. For instance, LC opening, Swift, TT, Amendment, Insurance Premium, Clearing Agent Commission etc would be marked as Party Remuneration since these expenses are revenues of the corresponding parties. The vendor setup has two additional optional pages, Banks & Products. You can setup multiple banks you are remitting funds to for each vendor. Likewise, you can setup Categories & Products each vendor deals in. You can enter this information at any stage. If you want to add a vendor's bank, select the vendor from the left pane, click 'EDIT' button, click 'ADD' link on the Bank page, enter mandatory information (the system would intimate required info) and click 'SAVE'.

Note: CANCEL button on all TIM forms undoes any changes to the selected record and reverts back to its previous state.

Security

Users, Groups & Password

TIM has a very strong 2 level security system i) Groups ii) Users. Groups are defined first & provided access privileges on menu items. The security is provided on Main Menu, Sub Menu and individual forms. This security system provides strong protection. For example, you allow a group to create new Import Detail record & don't want the users of this group to delete any record. Since both buttons exist on the same form, therefore the extra security allows you to enable & disable 'New' & 'Delete' buttons for this group. Users are created afterwards & are assigned groups which they will belong to & share same access rights. Users inherit rights automatically when you grant or revoke any right of any group through the Group's control panel.

Create Group & Allow Access Privileges

Click 'Users Group' menu item. Its form has as grid, showing existing groups. To create a new group, press 'New' button, type 'Group Id' & 'Group Name' in respective box & press 'Save'. Now, press 'Rights' button to grant access privileges to this group. Make sure that the pointer is on the newly created group in the detail grid. The next form will display Group Id & its Name on top. It contains a 'Tree view' of menu, sub menu, forms & form controls (buttons on forms). Click on the '+' sign to expand the tree view. Select an item from this view & mark the 'Grant Access' check box at the bottom of this form. The check mark indicates that the user has the right to access that utility. The form also contains a dropdown list which holds all items of the tree view. Select an item from this list & click in the area of tree view to quickly expand & access that item in the tree view.

Note: After providing rights to a user, he/she must exit from the application & login again to take the effect.

Create Users & Assign Group

You can create users only when you have created the group as mentioned in previous step. The User form is similar to the previous one, here you have to define 'Group' whose access privileges this newly created user would inherit. Do not forget to supply password for the newly created users.

This step should be done in the following sequence:

- 1) Create Group & Assign Rights
- 2) Create User & Assign Group
- 3) Supply Password

Password

The users of this software are strongly recommended to change their passwords at frequent intervals to avoid any mishap. This option is also used when you create a new user, therefore, prior to using this utility make sure that two things have been created i) User Group ii) User. The password form contains a list of users, through which you can select your ID. The next box 'Old Password' is not used for newly created user(s). Supply password in 'New Password' box & confirm it in 'Confirm New Password' box. Every thing you type in will be secured, you will see the symbol "*" instead of actual alphabets. The password you type here might be any character from the keyboard.

Note: Both UserID & Password are case sensitive.

Transaction Menu

Import Details

This is the first step in import cycle where you provide initial details like Import Number, Reference (L/C, Contract, TT number), Value etc. When you enter this form, the cursor blinks in the Import Number box, double click this box to call list of all saved imports, select an import, click OK and then click FETCH to get details of the selected import number. Press NEW button if you're entering first import.

There is a check box named RE-EXPORT which will be used for goods imported for re-export purpose. Only such imports would be reflected in Indemnity/Manufacturing Bond forms.

The form has a check box captioned CLOSED. This check box is visible only to SUPER user and is checked when an import completes. After checking this box all records pertaining to that import are locked and cannot be amended or deleted. Only SUPER has the right to uncheck this box to open the record for amendment.

You can record LC amendment through the History page by adding newly amended Value Expiry & Validity records. Please note that last records saved on this page would appear on the Import Detail page.

Note: Always Double Click Import and Shipment Number to retrieve list of saved record. Saved setups like Expenses, Duties, Payment Terms, Products etc too would be selected by double clicking the relevant box or column.

Terms & Payments

This form allows you to enter multiple Payment Terms against an import. For example you have to pay 25% as advance and balance 75% after 30 days of shipment. First of all you have to FETCH the import details as mentioned in the previous section. When you fetch an import the Import Value is populated with the relevant figure you entered in Import Detail form. Now you'll create two separate new transactions to record the above terms. Days, Start From & Maturity Date fields will be left blank in case of Advance payment.

TIM provides future maturities report to arrange funds. First you need to enter number of DAYS the payment would mature, then the date this countdown would start from. The system would show the MATURITY DATE itself. And such records would be shown in the maturity report. In order to get maturity figure in local currency in the maturity report, you have to provide a tentative Exchange Rate.

The lower section of PAYMENTS would be used after remittance.

Import Order Details

Fetch an import as usual. The upper pane displays relevant import details. You have to enter Order Date in this pane. In the lower pane you record details of the placed order like Product, Quantity, Rate etc. The last two columns Received & Balance Quantity are populated by the system itself. The form has three additional buttons Add, Insert and Delete which are used to add or remove products from the detail pane. Please enter the order carefully as these details would be utilized by the system ahead.

Shipment & Clearance

This is a self explanatory form. The right pane contains details of shipment. The upper left pane displays number of shipments against the fetched import number. The lower left pane holds clearance details. Please note that you can manage 999 shipments against a single import.

Insurance & Claims

This form requires two pieces of information to proceed, import & shipment numbers. Double click these boxes respectively to select and fetch the desired record. You'll get a message asking to create NEW records if the system has no record. In the upper pane you'll provide insurance and premium details. The lower pane will be utilized if any claim is raised. The right pane is optional to record insurance clauses covered under a particular insurance policy.

Please note that the insurance premium amount here would only affect the insurance report not the landed cost. To add premium to per unit cost, this figure has to be recorded through landed cost form. Please see the relevant section ahead to record landed cost.

Invoice

After fetching the required import and shipment number, you'll provide invoice and goods receiving information in the upper pane. The lower pane containing details fetches products and order information from Order Details. The remaining invoice details have to be provided. Please note that only those records will be saved whose receiving quantity is greater than zero. This is because you might have multiple shipments against an import number and have received partial shipment. The Received Quantity you enter here would update the Order Details and any Short quantity would be reflected in Duty Refund form.

Duties & Levies

Through this form you record Duties imposed by government on the imported products. The upper pane fetches relevant information as entered in Invoice and Shipment forms. Exchange Rate would be entered as mentioned in Goods Declaration (GD) document.

The left pane fetches data from Invoice. Here you have to input Assessed Value. Select a product in this pane and click ADD to record duties against the selected product in the right pane. Double click DUTY CODE column, this would bring up Duties & Levies setup list, select a duty and click OK. Enter Duty Rate, which is optional and Duty Value in respective columns. Repeat this procedure for all products.

In the lower pane you enter information pertaining to CARE system. Here you record amount transferred to you PD Account by Custom authorities and the relevant refund information.

Landed Cost

This is the most utilized screen of TIM wherein you record all expenses incurred during the import process of a particular shipment. The left pane displays expense recorded so far. When you click an expense title in this pane, the corresponding details are shown in the right pane. First you need to fetch import and shipment by double clicking respective boxes. If the system could no find any record it would ask you to press NEW button. Click NEW, the right pane would be enabled, double click 'EXPENSE box and select an expense from the list. If the list is long, you can use the SEARCH box. Type the relevant title e.g. **Agent**, the system would jump to the first occurrence of this word. If this is not the one you are searching for press the binocular button beside it as many times unless you find the correct expense. Click OK. Similarly select the party whom you've paid the expense amount. Enter invoice, bill, DA or any other reference in DOCUMENT NUMBER box along with corresponding date. Input the expense amount. Enter 150 characters description against each expense in the REMARKS field and save the record.

Repeat the above procedure whenever any expense flows in. Please note that when you click NEW or EDIT buttons the right pane is enabled for data entry while the left pane becomes disabled. When you click SAVE or CANCEL the operation is reversed.

Container Deposit

This form records information regarding containers and amount deposited against them. In the lower pane you can record container details.

Duty Refund

Some times the imported goods fall short of the documented quantity. Since duties have been paid as per document values, therefore a duty refund claim is applied by the importer. Through this form you can record such transactions. The middle pane would be populated automatically through invoice with the goods received short. The lower pane receives input when the refund process completes.

Indemnity & Manufacturing Bond

Goods imported for re-export purpose are exempt from duties and sales tax. The importer submits an indemnity along with a post dated cheque. After exporting goods in the stipulated time the IB is released. This form allows you to record this process.

Reports Menu

Landed Cost Report

After invoking this option you get a form asking for Import and Shipment numbers. Here you have three report options. The first one prints main per unit cost report. The remaining two are attachments to the main report showing details of duties and expenses mentioned in the main report.

Display button shows report on you screen while Print button allows you to take hardcopy by sending the report to a local or network printer.

Payment & Maturities Report

You get two different reports through this option. Enter date range you want report for. Select either Upcoming Maturities or Paid option. The former one would display maturities in the defined period, the later one would show amount paid during the selected period.

Shipment Tracking Report

This report provides detail of stages current shipments are on. You can get report both for pending and completed shipments.

Bank, Insurance & Clearing Agent Reports

Some times importers need to know how much business they have done with any particular bank, insurance company and clearing agent. These reports provide such details.

Expense & Duty Reports

If you want to know complete details of any particular expense or duty during a specified period e.g. importer are concerned about demurrage charges. These reports provide you all details in the specified period.

Duty Refund Report

You can get detail reports both for Short Landed and CARE cases.

Container Deposit Report

This report shows how much deposit is pending against containers.

Product & Category Import Reports

These three comprehensive reports reveal details and summaries of products and categories imported during a particular period.

Indemnity & Manufacturing Bond Reports

As the name implies these reports show both historical and pending details of imports under IB and Mfg. Bond.