

# Set-up Guide

There are mainly two steps to set up an organization:

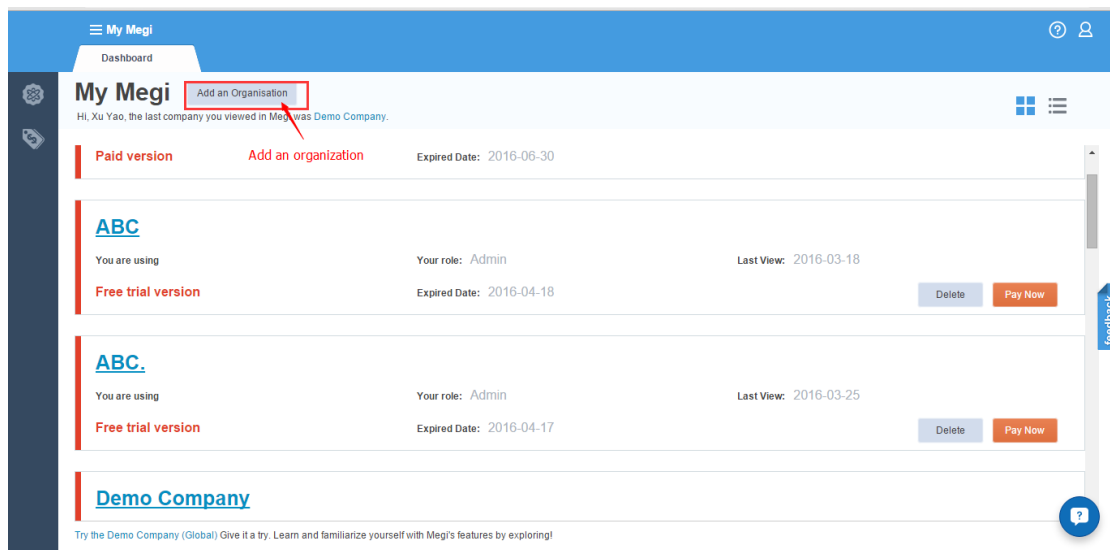
- ✧ Initialization wizard
- ✧ Master data
  - a. Bank: currencies, bank accounts, initial bank account balance
  - b. Other master data: contacts, employees, tracking, payroll, users, tax rates
  - c. Sales and purchases: inventory items
  - d. Expense Claims: expense items

Initialization wizard is used to set up the structure of your company. In this part you will be requested to fill in general information like, company name, industry, the date you want to start to use the system, and modules you need to use etc.

After you complete the initialization wizard, an organization is created with only the shell. You need to input other master data which you would use every day to run your business, such as bank accounts, employees, customers, suppliers etc.

## 1. Add an organization

After login, you could add a new organization in your list.



## 2. Initialization Wizard

After you “add new organization”, you will be brought to the initialization wizard step

a. Organization settings:

- Display Name
- Legal name
- Others: Some of them are optional; you might need address info on this page for designing your commercial invoice.

The screenshot shows the 'Initialize Wizard' interface with a progress bar at 25%. The left sidebar lists 'Organization Settings' as the active step, with other options like 'Financial Settings', 'Tax Rate', and 'Done'. The main area is titled 'Organization Settings' and contains a form with the following fields: 'Display Name' (ABC), 'Legal / Trading Name' (ABC Information system(shanghai)Co.,Ltd), 'Organization Type' (Limited Company), 'What line of business are you in?' (IT & Software Related Service), 'Country' (China), 'State / Region' (Shanghai), 'Town / City' (shanghai), 'Street Address' (Road 685, Jingan District), and 'Postal Code' (00023). A 'Save and Quit' button is at the bottom left, and a 'Next' button is at the bottom right. A feedback button is on the right side. A notice box on the right states: 'While you are setting up your organization in Megi, please enter your organization's details including its legal/trading name, type of organization, address, and language setting. You can get to this information outside of the setup process as well so that you can complete or update it at any time.'

- You may come here later if you need to make modifications after the organization is successfully created.

The screenshot shows the 'Organisation Settings' page after the organization has been created. The top navigation bar includes 'Dashboard', 'Organisation Settings', and 'New +'. A notice at the top states: 'Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.' The left sidebar lists various settings categories: 'Organisation Settings' (highlighted with a red box), 'Globalization Settings', 'Tracking', 'Financial Settings', 'Bank Account Balances', 'Initial Bills', 'Tax Rate', 'Currency', 'Fast code management', and 'Users'. The main area displays the same form as the previous screenshot, with the 'Display Name' field highlighted by a red box and a red arrow pointing to it from the sidebar. A red text label 'will be shown here' is next to the 'Display Name' field. A 'Save' button is at the bottom right. A feedback button is on the right side.

b. Financial settings:

- Currency: Basic currency: Can't be edited once the organization is successfully created. (other currencies can be added later as master data)
- Conversion date: This is important; all the transactions (invoices/bills/expense...) begin after conversion date must be put into the system as transaction documents. Also it can't be edited once the organization is successfully created
- Tax payer type
- Others: Can be filled out later, you might need tax ID number in designing commercial invoice

My Megi  
Dashboard Initialize Wizard x

Initialization wizard percent complete: 50%

Organization Settings  
Financial Settings  
Tax Rate  
Done

Financial Settings

Currency: Chinese yuan

Conversion Month: Jan 2016

Enter the date that you intend to begin processing all your transactions in Megi.  
In the next step, you will be asked to provide account balances as of 2015-12-31.  
Once you confirmed the conversion date you will be unable to change it in the future.

Taxpayer: General Taxpayer

Tax ID Number:

Copy of your national tax registration certificate [Browse...](#)

Save and Quit Next

When you set up your organization in Megi, enter your organization's financial details including its year-end and tax return settings.

- You may come here later if you need to make modifications after the organization is successfully created.

ABC  
Dashboard Financial Settings x New +

Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.

Currency: Chinese yuan

Conversion Month: Jan 2016

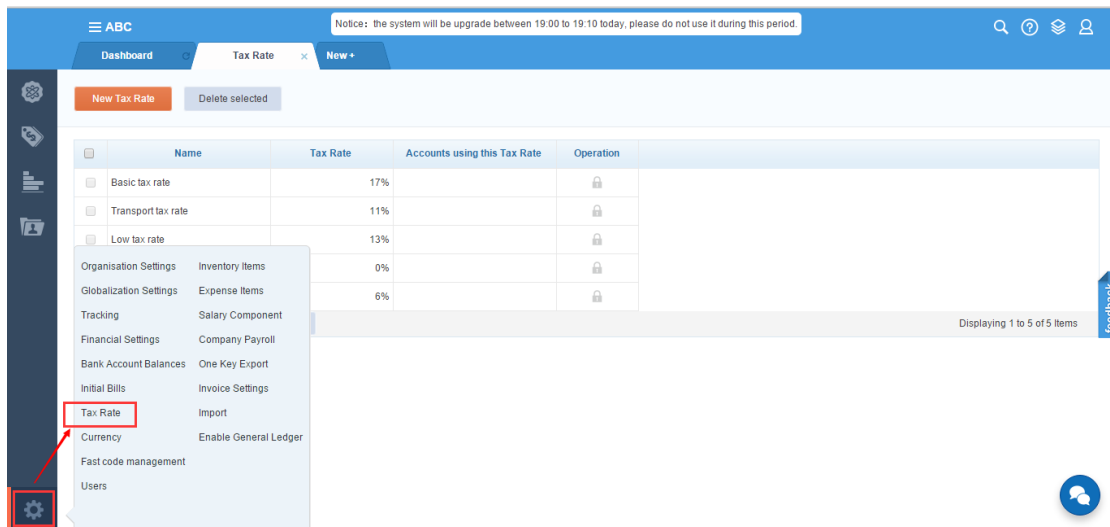
Enter the date that you intend to begin processing all your transactions in Megi.  
In the next step, you will be asked to provide account balances as of 2015-12-31.  
Once you confirmed the conversion date you will be unable to

Organisation Settings  
Globalization Settings  
Tracking  
Financial Settings  
Bank Account Balances  
Initial Bills  
Tax Rate  
Currency  
Fast code management  
Users

Inventory Items  
Expense Items  
Salary Component  
Company Payroll  
One Key Export  
Invoice Settings  
Import  
Enable General Ledger

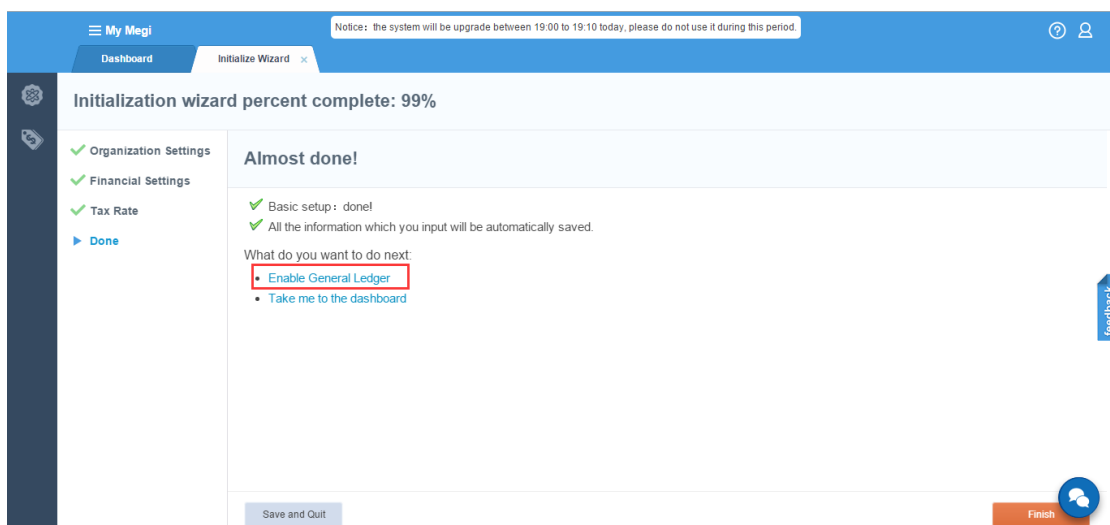
Save

c. Tax rate: Legal tax rates of chosen tax payer type will be listed; you can add other tax rates needed now or later in master data.



d. Enabling general ledger: Please make sure your accountant is with you for this step. Or you can skip this step and enable GL later.

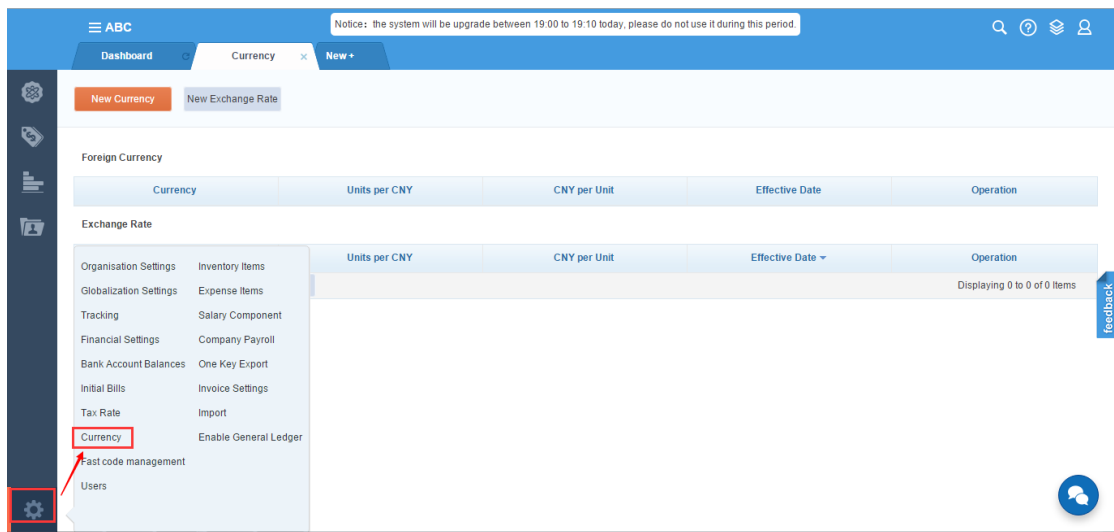
If you start enabling here, please refer to No.5 for details



Now you have a general structure of your company by finishing initialization wizard. You will still need to put your master data into system to help run your business.

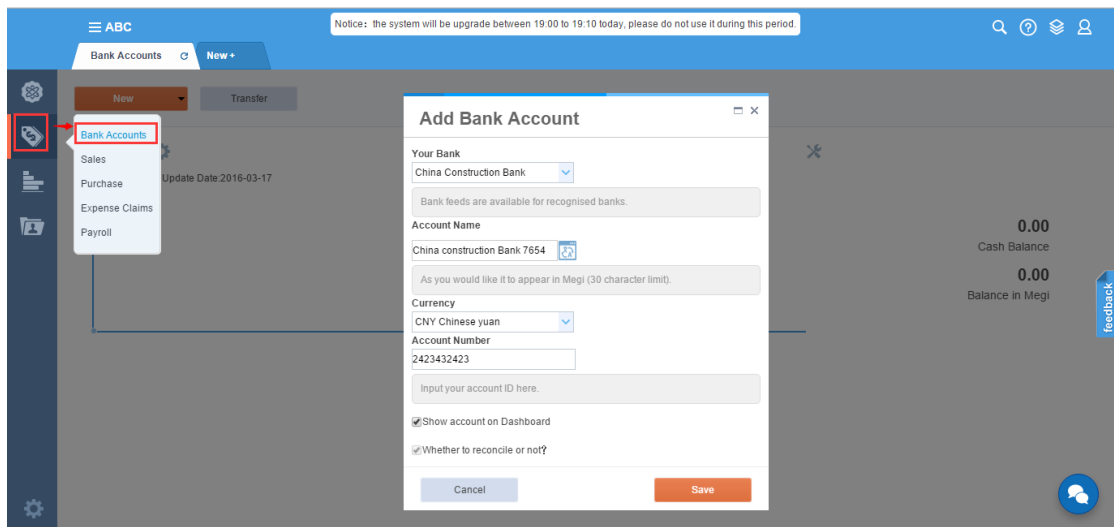
### 3. Bank

#### 3.1 Add currencies other than the basic currency



#### 3.2 Add bank accounts and balances

- You can build different types of bank accounts into Megi.



- Account balances should be balances on the conversion date.

Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.

Bank Accounts Bank Account Balances New +

New

Account Number	Account	Bank Name	Balance	StandardCurrency Balan	Operation
	Cash		0.00	0.00	
2423432423	China construction Bank 765	China Construction Bank	0.00	0.00	

10 Page 1 of 1 Displaying 1 to 2 of 2 Items

Organisation Settings Inventory Items  
Globalization Settings Expense Items  
Tracking Salary Component  
Financial Settings Company Payroll  
**Bank Account Balances** One Key Export  
Initial Bills Invoice Settings  
Tax Rate Import  
Currency Enable General Ledger  
Fast code management  
Users

feedback

## 4. Other master data

### 4.1 Contact

Three types of contacts are included here: customer, supplier and other.

Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.

Bank Accounts All Contacts New +

New Contact New Group Import Export

ALL Customers Suppliers Archived

ALL 123 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Archive Delete

Name	Primary Person	Email Address	Phone Numbers	Bills Due	Overdue Bills	Sales Invoices Due	Overdue Sales Invoices	Operation
ann_xu@megichina.com						20,000.00	20,000.00	

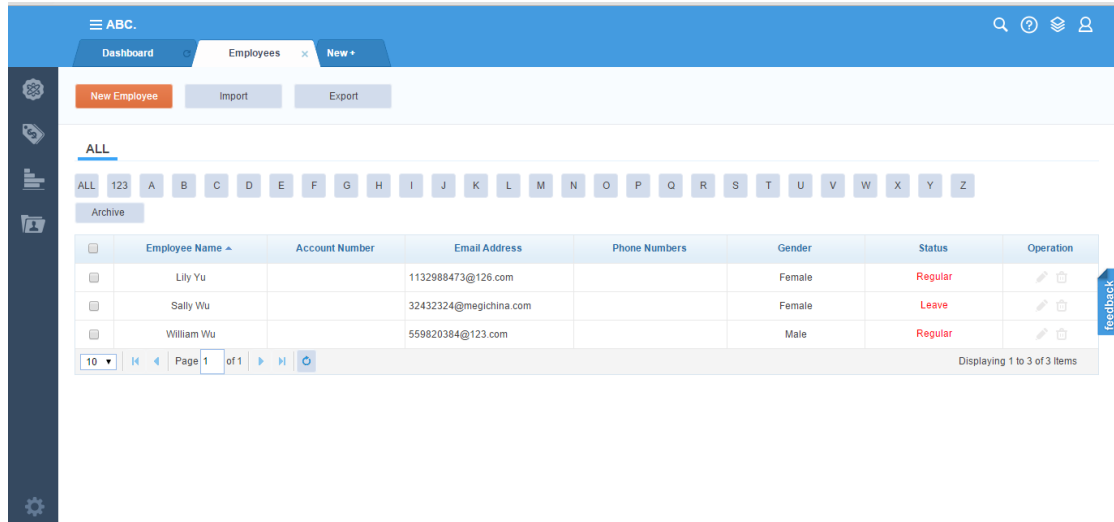
Page 1 of 1 Displaying 1 to 1 of 1 Items

feedback

You can input contact information manually in system, or use the “import” function to upload all your current contact data.

## 4.2 Employee

You can create employee in this screen manually, or import employee information into Megi using default template. Click “import” to upload.

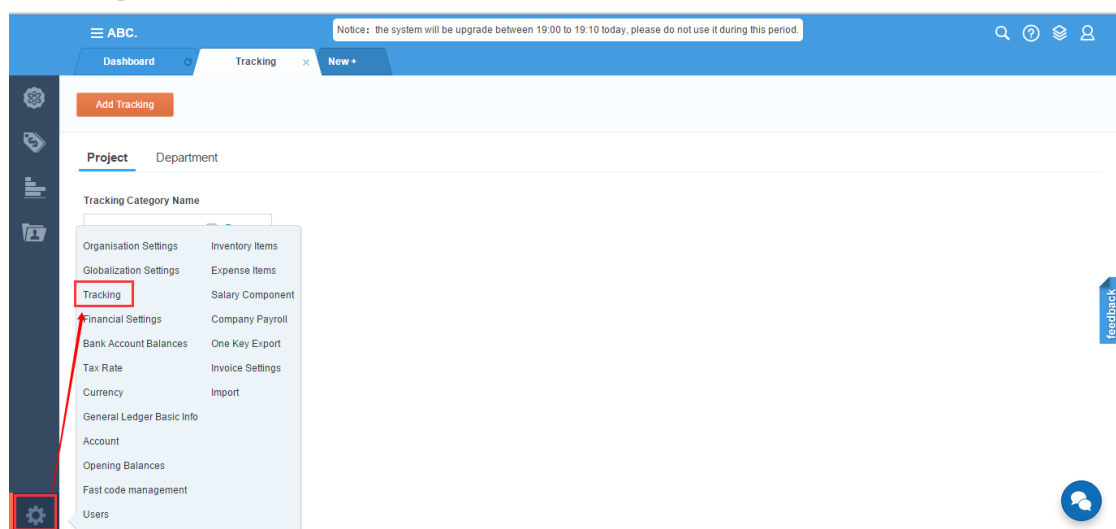


## 4.3 Tracking

Tracking is master data that will be applicable to transaction documents such as invoices, bills, and expense claims once created. You can also generate reports according to tracking items.

The application of tracking is quite flexible. Project, department and area are commonly used tracking to trace the revenue, cost and profitability of each tracking option.

Please make sure that before you add any subsidiary accounts, all your tracking items have been set up correctly.



## 4.4 Payroll

Payroll master data contains social security and housing fund on the company part. It is not a necessary data when you initiate a database, and you can come back to this step to add detail information when you start to use “Payroll” module.

ABC Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.

Bank Accounts Company Payroll New +

### 1.Social Security(Employer)

Company Account Number

Social Security Details (Ratio):

Employer	Employee
Pension <input type="text" value="20.00 %"/>	Pension <input type="text" value="10.00 %"/>
Basic Medical Insurance <input type="text" value="20.00 %"/>	Basic Medical Insurance <input type="text" value="5.00 %"/>
Unemployment Insurance <input type="text" value="10.00 %"/>	Unemployment Insurance <input type="text" value="5.00 %"/>

Organisation Settings Inventory Items  
Globalization Settings Expense Items  
Tracking Salary Component  
Financial Settings **Company Payroll**  
Bank Account Balances One Key Export  
Initial Bills Invoice Settings  
Tax Rate Import  
Currency Enable General Ledger  
Fast code management  
Users

Save

## 4.5 Users

- Invite users to join Megi.

ABC Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.

Bank Accounts Users New +

**Invite a User** Archive/Restore

### Users Recent Activity

	Name	Email Address	Position	Role	Status	Operation
<input type="checkbox"/>	Xu Yao	ann_xu@megichina.com	System Administrator	Admin	Activated	

Displaying 1 to 1 of 1 Items

Organisation Settings Inventory Items  
Globalization Settings Expense Items  
Tracking Salary Component  
Financial Settings Company Payroll  
Bank Account Balances One Key Export  
Initial Bills Invoice Settings  
Tax Rate Import  
Currency Enable General Ledger  
Fast code management  
**Users**

megichina.com/###



- Set authorization based on their positions and roles

ABC Notice: the system will be upgrade between 19:00 to 19:10 today, please do not use it during this period. 🔍 ? 🏠 👤

Bank Accounts × Invite a User × New +

**Enter their details**

First Name  Last Name  Email

Position  Role

☒ Only view herself/himself data

**Role - Custom**

	Read Only / Preview	New / Edit	Approve / Publish	Export
Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank (except reconciliation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense Claims	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contacts/Attachment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

feedback

Continue

## 4.6 Tax rate

ABC 🔍 ? 🏠 👤

Dashboard × Tax Rate × New +

New Tax Rate × Delete selected

	Name	Tax Rate	Accounts using this Tax Rate	Operation
<input type="checkbox"/>	Zero tax rate	0%		<input type="checkbox"/>
<input type="checkbox"/>	Low tax rate	13%		<input type="checkbox"/>
<input type="checkbox"/>	Inventory Items	17%		<input type="checkbox"/>
<input type="checkbox"/>	Expense Items	6%		<input type="checkbox"/>
<input type="checkbox"/>	Salary Component	11%		<input type="checkbox"/>
<input type="checkbox"/>	Company Payroll			<input type="checkbox"/>
<input type="checkbox"/>	One Key Export			<input type="checkbox"/>
<input type="checkbox"/>	Invoice Settings			<input type="checkbox"/>
<input type="checkbox"/>	Import			<input type="checkbox"/>

Displaying 1 to 5 of 5 items

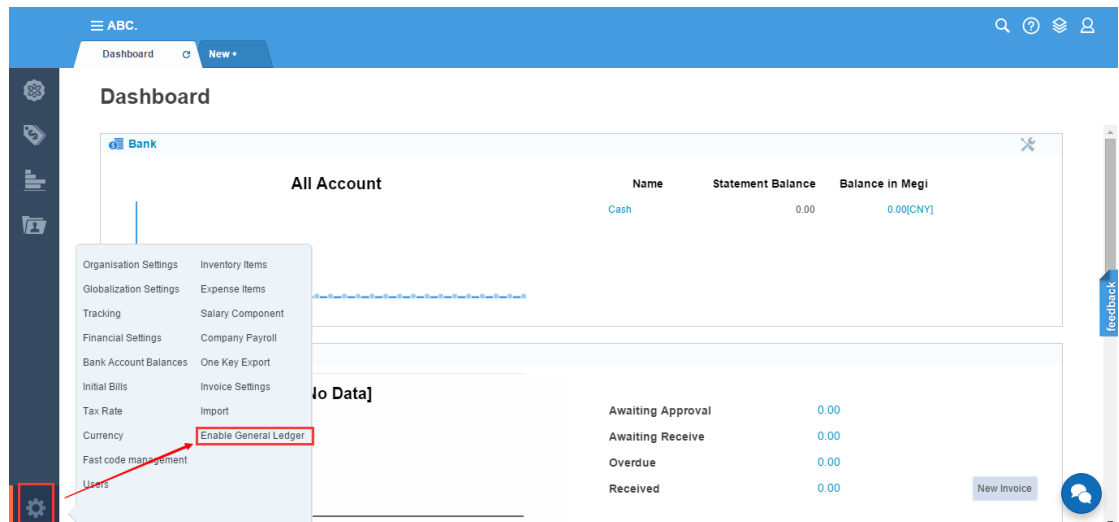
feedback

?

## 5. General ledger

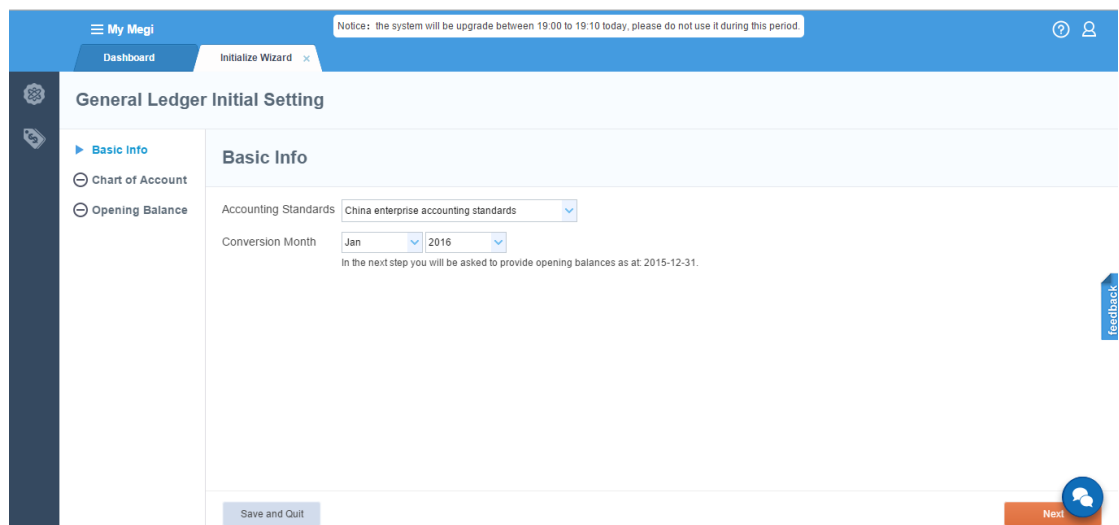
Please make sure your accountant is with you for this step

### 5.1 Enabling

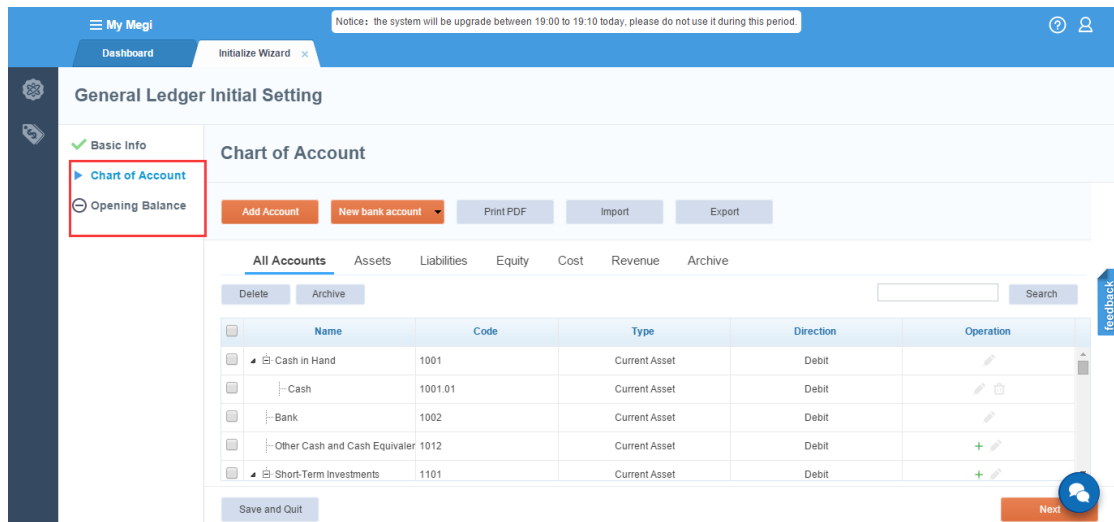


### 5.2 Initial Setting

- Choose the conversion month and applicable accounting standard

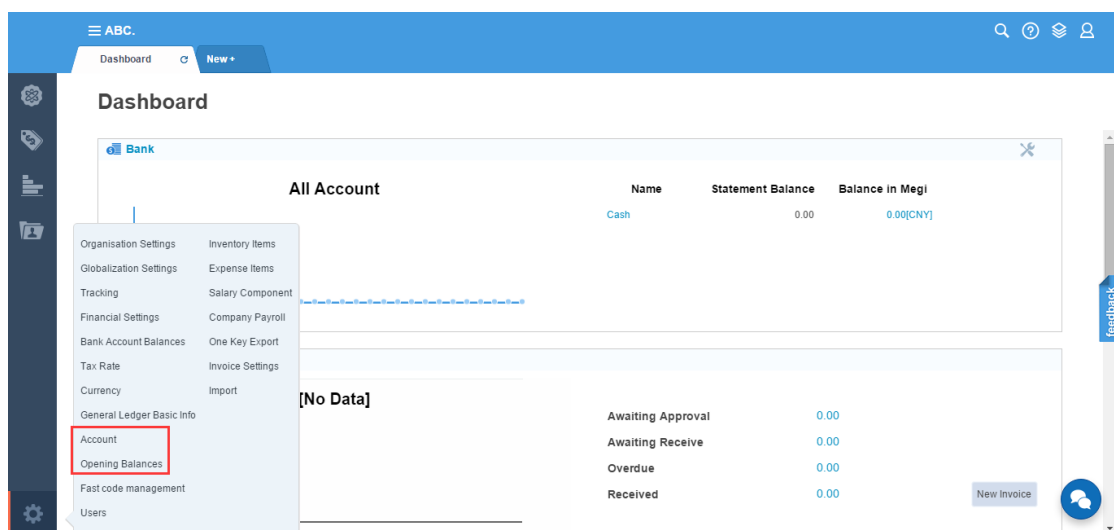


- Set chart of accounts and opening balances here or come back later in settings to complete this step



### 5.3 Chart of Account

- If accounts and account balances are not completed in initialization wizard, you can go to settings and finish them there.

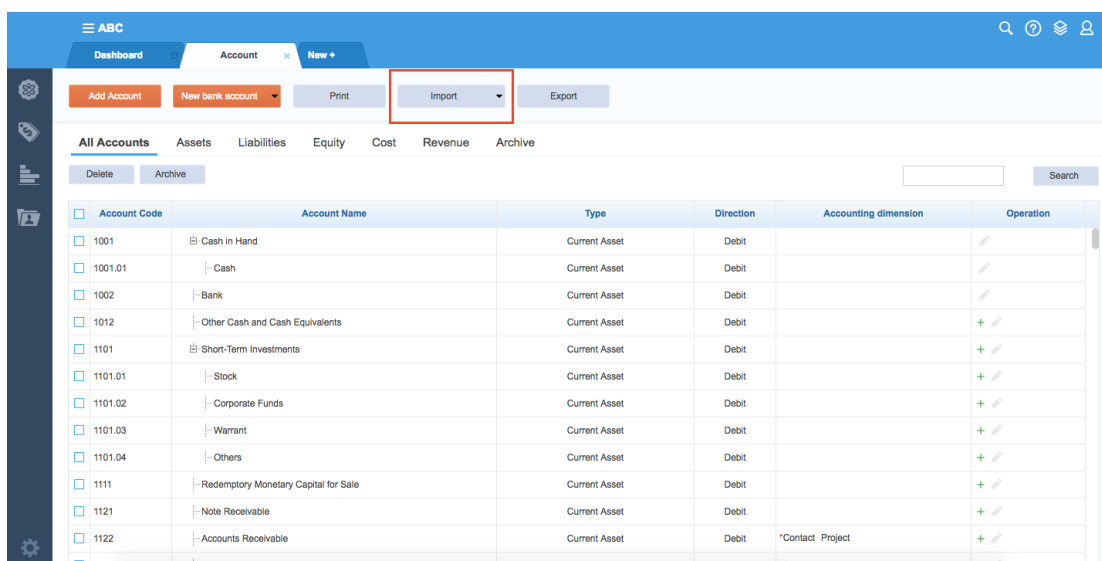


You cannot add, delete or edit the first level accounts in the default chart of accounts provided by the system, but you can add, delete or edit any subsidiary accounts.

- Adding subsidiary accounts

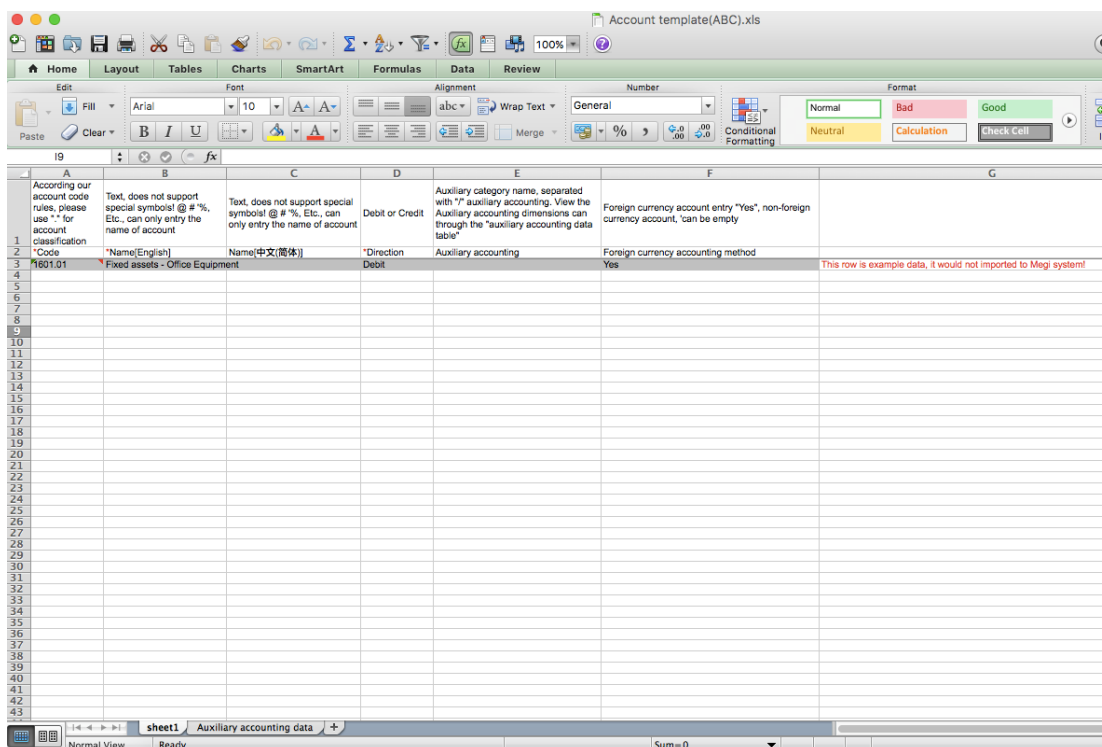
There are two ways to add subsidiary accounts:

- a) Click “import” in the upper panel to download the template to import the accounts you are going to add.



Fill out the template according to the instructions and then upload.

【Please note that “Auxiliary accounting” items are the tracking items you entered into the system in No. 4 – c. Make sure you set up the tracking first before you import the subsidiary accounts. 】



- b) Click the “add” symbol in the operation column and add subsidiary accounts manually.

The screenshot shows the 'Add Account' dialog box with the 'Account Basic Information' tab selected. The background shows a list of accounts with columns for 'Account Code' and 'Operation'. The dialog box contains the following fields:

- High Level Account: Stock
- Account Type: Current Asset (dropdown)
- Account Code: 1101.01.01
- Account Name: (empty field)
- Direction: ☒ Debit ☐ Credit
- Foreign currency accounting method: Non-currency accounting (dropdown)

Buttons at the bottom: Cancel, Save.

If you have accounting dimensions for a certain account, please select and enable the dimensions accordingly.

The screenshot shows the 'Add Account' dialog box with the 'Accounting Dimension' tab selected. The background shows a list of accounts with columns for 'Account Code' and 'Operation'. The dialog box contains the following fields:

- Accounting Dimension 1: Contact (dropdown), Optional ☐ Required ☒ Enabled ☐
- Accounting Dimension 2: Project (dropdown), Optional ☒ Required ☐ Enabled ☐
- Accounting Dimension 3: (empty dropdown), Optional ☒ Required ☐ Enabled ☐
- + New Accounting Dimension (link)

Buttons at the bottom: Cancel, Save.

## 5.4 Opening Balance

- Go to the opening balance page and click “edit” in the “opening balance” column to add numbers. 【Please note that you cannot enter balance for parental accounts. 】

ABC

Dashboard Opening Balances New +

Trial balance Clear init balance Export Finish Initialization

Code	Name	Direction	Opening balance	Cumulative debit this year	Cumulative credit this year
1001	Cash in Hand	Debit			
1001.01	Cash	Debit			
1002	Bank	Debit			
	Inventory Items	Debit			
	Expense Items	Debit			
	Salary Component	Debit			
	Company Payroll	Debit			
	One Key Export	Debit			
	Print Setting	Debit			
	Import	Debit			
	Excel Plug In Download	Debit			
	r Sale	Debit			
	Account	Debit			
	Opening Balances	Debit			
	Fast code management	Debit			
	Users	Debit			

ABC

Dashboard Opening Balances The account initial New +

Trial balance Clear init balance Export Finish Initialization

Code	Name	Direction	Opening balance	Cumulative debit this year	Cumulative credit this year
1132	Interest Receivable	Debit			
1212	Provision of Cession Receivable	Debit			
1221	Other Receivable	Debit			
1231	Bad Debt Reserves	Credit			
1302	Lendings to Banks and Other Financial Institutions	Debit			
1321	Capital in Vicarious Business	Debit			
1401	Procurement of Materials	Debit			
1402	Materials in Transit	Debit			
1403	Raw Material	Debit			
1404	Materials Cost Variance	Debit			
1405	Finished Goods	Debit			
1406	Goods in Transit	Debit			
1407	Differences between Purchasing and Selling Price	Debit			
1408	Work in Process - Outsourced	Debit			
1411	Simulation Materials	Debit			

- You can select the account you need to add balance from the list on the left of the page and then enter the opening balance and cumulative for the year.

For some special accounts, such as Accounts Payable, Accounts Receivable, Other Payable and Other Receivable, you can choose to generate the initial business records by clicking the small blue box next to the account name (as remarked below)

current account: 1122 Accounts Receivable ☒ Whether to automatically generate the initial business record

The initial business record which automatically generated may be incomplete, may need to add more information at account initial entry page

Contact	Business record type	Bank Account	Currency	Opening balance - original currency	Opening balance - standard currency	Cumulative credit this year - original currency	Cumulative credit this year - standard currency	Cumulative debit this year - original currency	Cumulative debit this year - standard currency	Operation
+ NewGen	Invoice		Chinese yuan	12,359.00	12,359.00	23,452.00	23,452.00	23,451.00	23,451.00	

Total amount

Currency	Opening balance - original currency	Opening balance - standard currency	Cumulative credit this year - original currency	Cumulative credit this year - standard currency	Cumulative debit this year - original currency	Cumulative debit this year - standard currency
CNY	12,359.00	12,359.00	23,452.00	23,452.00	23,451.00	23,451.00
Comprehensive standard currency		12,359.00		23,452.00		23,451.00

Save Complete entry

- If you need to add detail information regarding to the initial business record, you can edit it at the account document initialization page.

Account document initialization

Account	Document Types	Accounts Receivable	Advance from custo...	Other Receivable	Accounts Payable	Prepayment	Other Payables
		12,359.00	0.00	0.00	0.00	0.00	0.00

Initial balance (general standard currency) 12359.00

Total 12359.00 Difference 0.00

Contact	Current Account	Type	Bank Name	Number	Reference	Date	Due Date	Currency	Amount	Foreign currency	Contact
	1122 Accounts F Invoice			INV-0001	from account initial	2016-11-30	2016-12-30	CNY	12359.00		NewGen

documents CNY Opening Balance - Standard currency: 12,359.00 Initial balance (original currency): 12,359.00

account CNY Opening Balance - Standard currency: 12,359.00 Initial balance (original currency): 12,359.00

Save documents

- Once you complete the business record, you can also view the business record in the sales or purchase module.

Number	To	Reference	Date	Due Date	Received	Unreceived	Status	Sent	Attachment	Operation
INV-0001	NewGen	from account initial balance	2016-11-30	2016-12-30	0.00	12,359.00	Awaiting Receive			

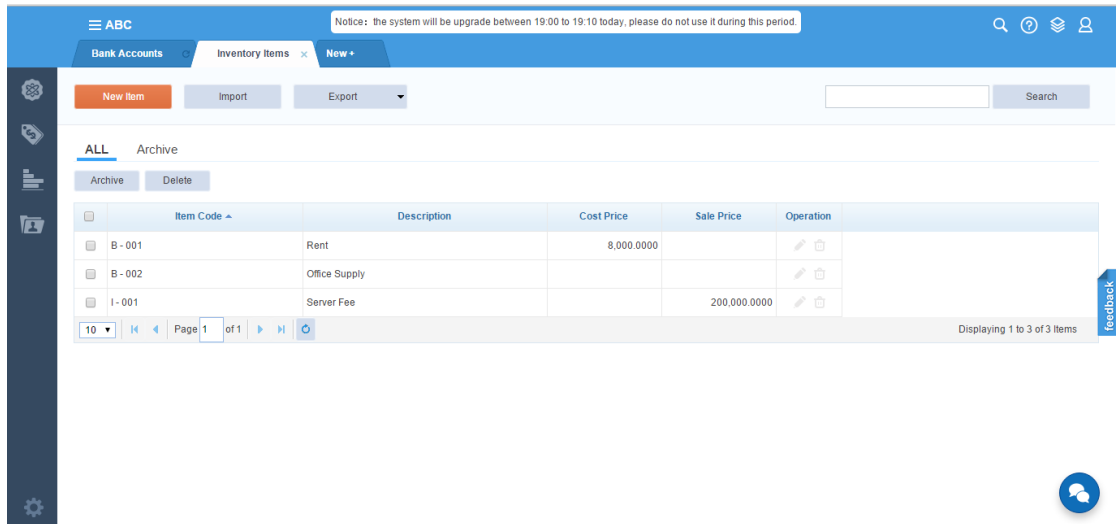
## 6 Inventory items

- Inventory item is master data for both invoices and bills in sales and purchase modules.
  - On invoices, it represents the item you would issue invoices for.
  - On bills, it represents purchasing items (usually classifications of purchasing item by nature of expense) you would get bills from.

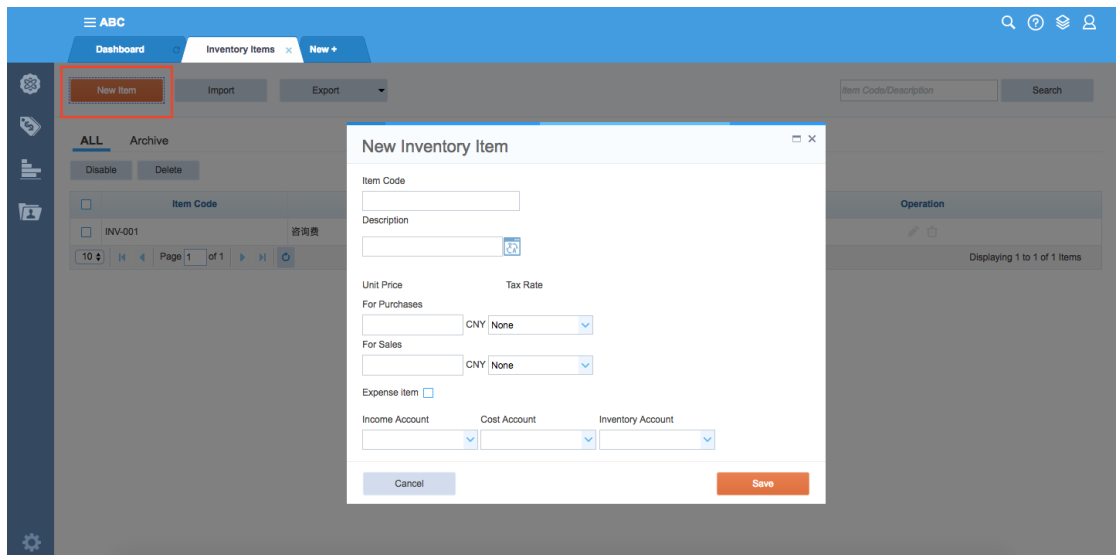
You can add “inventory items” in following screen:

Item Code	Description	Cost Price	Sale Price	Operation
Rent		8,000.0000		
Office Supply				
Server Fee			200,000.0000	

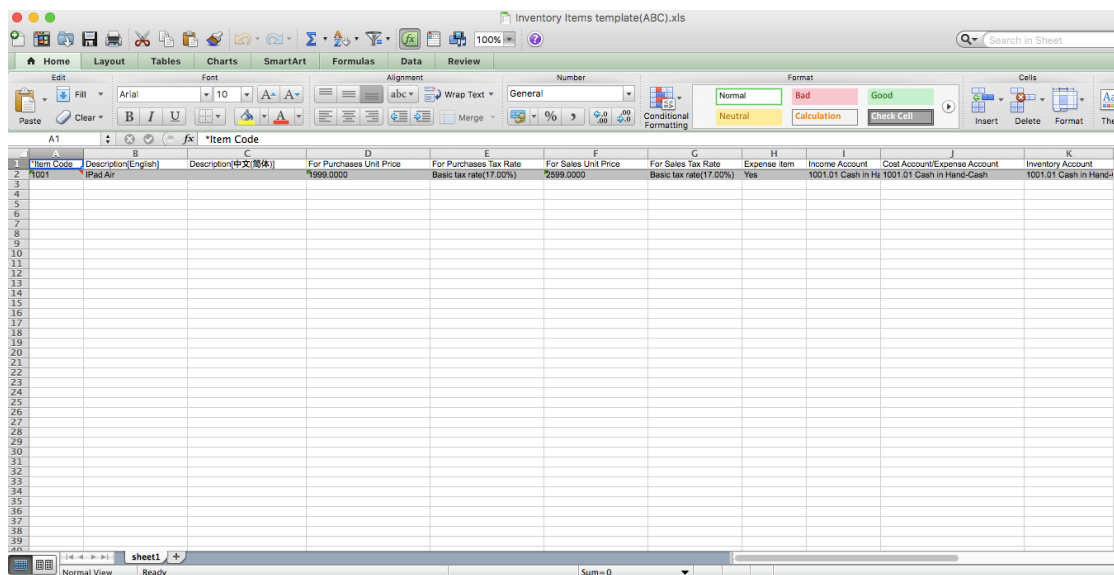




- There are two ways to add inventory items:
  - Click “New Item” and add each one of them manually



- Click “Import” to download the template first, fill out the form according to the instructions and then upload it back to MEGI.



## 7 Expense items

Expense item master data is the classification of expenses reimbursed by employees. You can add expense items in following screen manually.

ABC











Notice: The system will be upgrade between 19:00 to 19:10 today, please do not use it during this period.

Bank AccountsExpense ItemsNew +

New Expense Item

ALLArchive


ArchiveDelete

	Item name	Description	Operation
<input type="checkbox"/>	Administrative Fee	Administrative Fee	 
<input type="checkbox"/>	Office Supply	Office Supply	 
<input type="checkbox"/>	Travelling Fee	Travelling Fee	 
<input type="checkbox"/>	Air Ticket	Air Ticket	 
<input type="checkbox"/>	Hotel	Hotel	 

10Page 1 of 1

Displaying 1 to 10 of 10 Items

feedback



https://go.megichina.com/###