



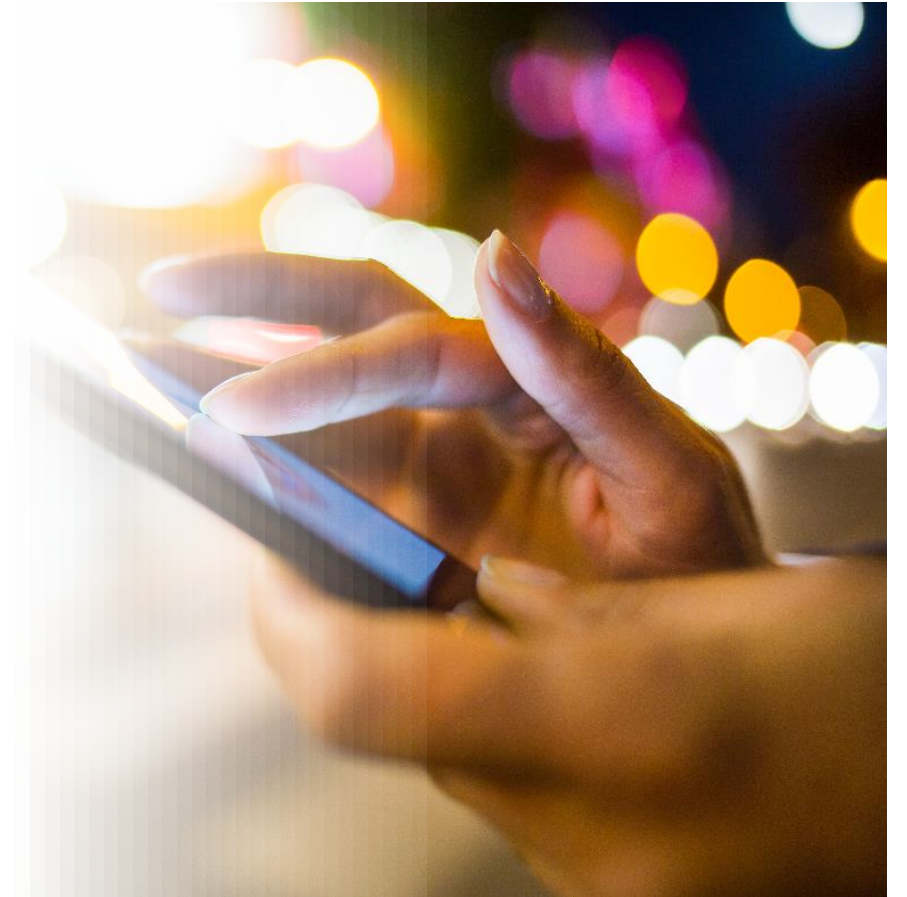
Hong Kong Trade Development Council

End User Training – Payables (System Administration/User Administrator)

21 MAY 2020

Agenda

- Master Data Maintenance
 - Bank
 - Branch
 - Internal Bank Account
 - Payment Document
- Q&A



Master Data Maintenance Bank

Master Data Maintenance

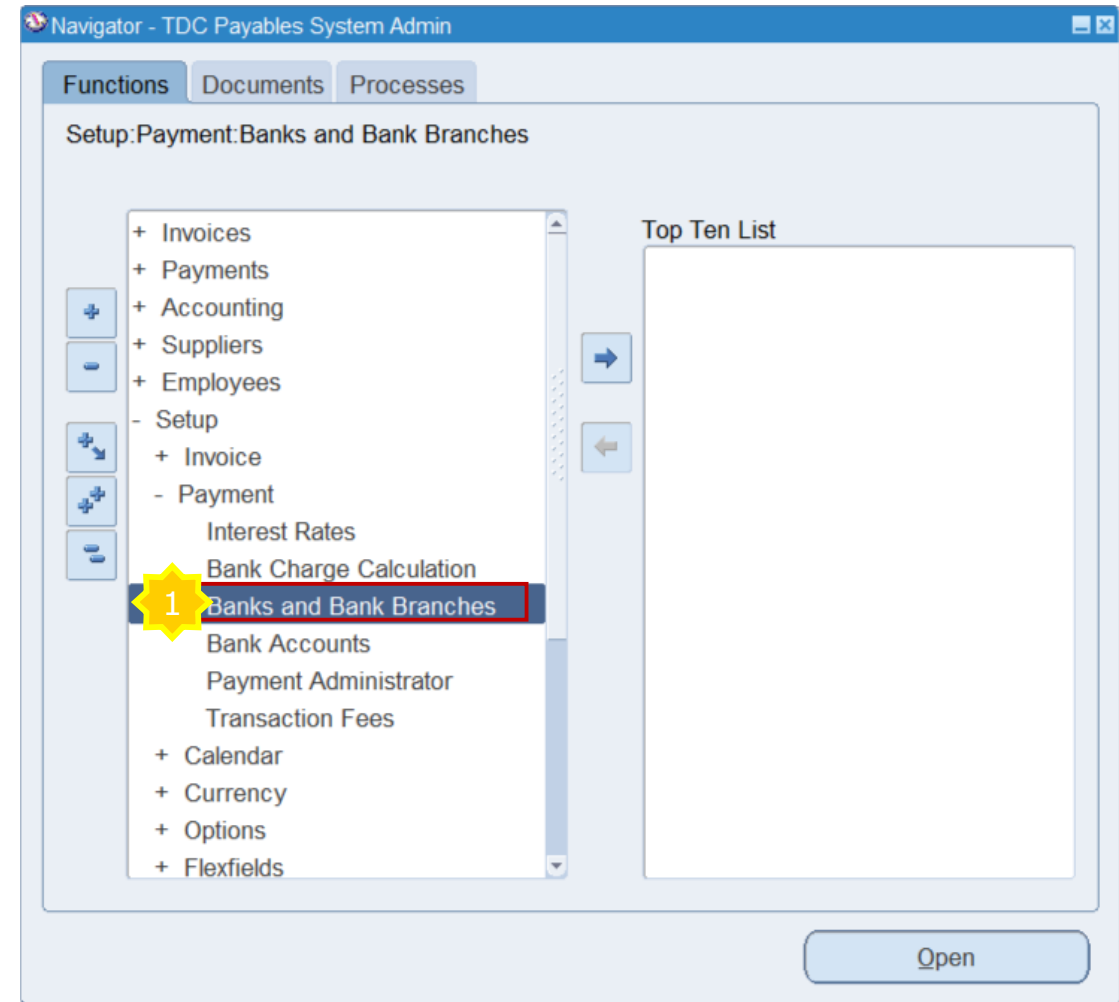
Maintain Bank (1/3)

Responsibility:

TDC Payables System Admin

TDC Payables Superuser

1. Setup > Payment > Banks and Bank Branches



Master Data Maintenance

Maintain Bank (2/3)

- 2. Click the "Banks" tab.
- 3. Enter the search criteria and click "Go" to search for an existing bank.
- 4. Click "Create" to create a new bank.

Manage Banks and Branches

2

Banks

Bank Branches

Banks

Simple Search

Advanced Search

Bank Name

Alternate Bank Name

Short Bank Name

Bank Number

Country

Go

Clear All

4

Create

...

Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Update Bank
No search conducted.					

Table Diagnostics

Diagnostic Console

Master Data Maintenance

Maintain Bank (3/3)

5. Select the Country of the bank.
6. Enter the Bank Name.
7. Enter the Bank Number.
8. Click "Finish"

Manage Banks and Branches

Overview

Banks

Bank Branches

Bank Information

Bank Address

Bank Contact

Manage Banks and Branches: Banks >

Create Bank: Bank Information

Cancel

Step 1 of 3

Save and 8

Finish

* Indicates required field

Bank Options

☒ Create new bank

☐ Select an existing party and add bank details

5

* Country

Hong Kong

6

* Bank Name

UAT Bank

Alternate Bank Name

Short Bank Name

7

Bank Number

123456

Description

Taxpayer ID

Tax Registration Number

XML Messages Email

Inactive Date

Context Value

Diagnostic Console

Master Data Maintenance

Branch

Master Data Maintenance

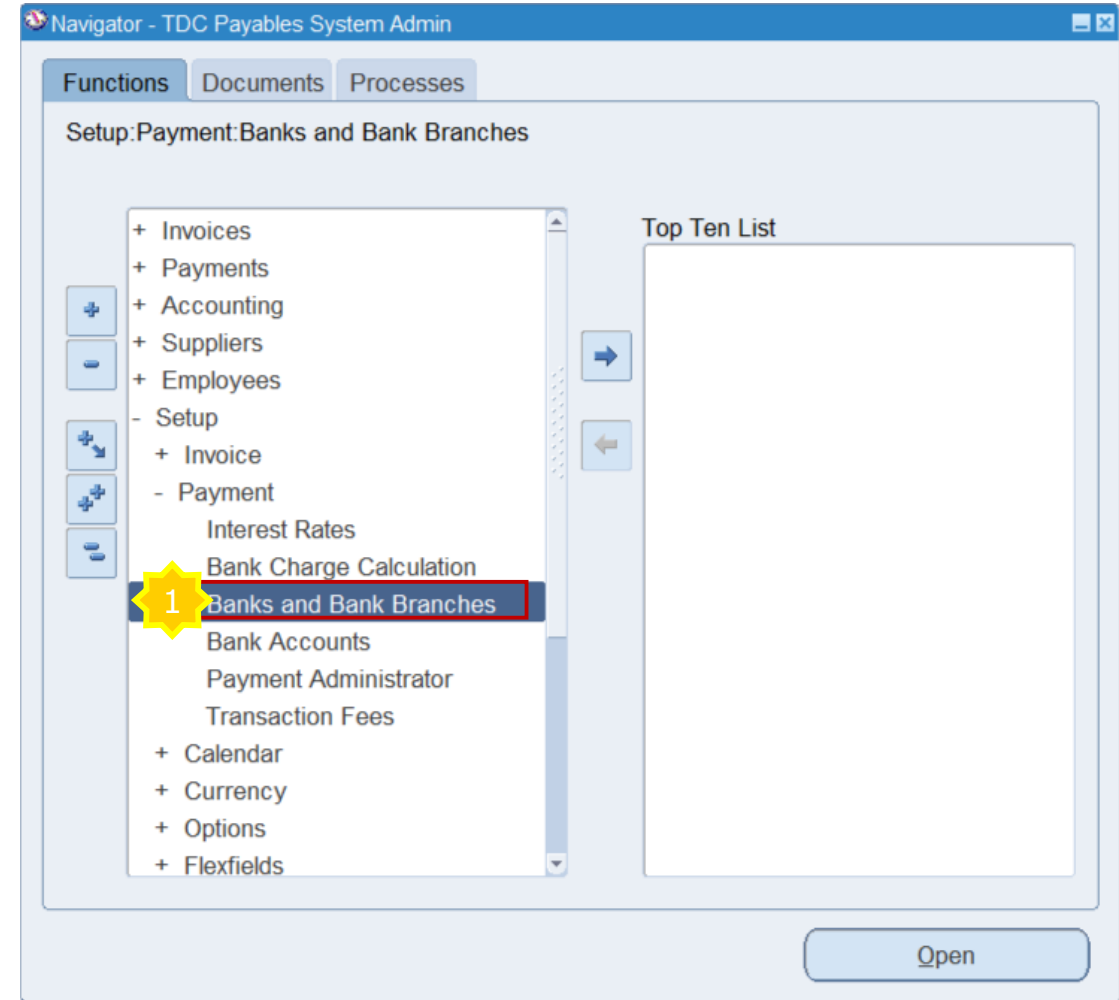
Maintain Branch (1/4)

Responsibility:

TDC Payables System Admin

TDC Payables Superuser

1. Setup > Payment > Banks and Bank Branches



Master Data Maintenance

Maintain Branch (2/4)

- 2. Click 'Bank Branches' Tab.
- 3. Enter the search criteria and click "Go" to search for an existing bank branch.
- 4. Click "Create" Button to create a new branch.

Manage Banks and Branches

Overview

Bank Branches

Bank Branches

Simple Search

Advanced Search

Branch Name

Alternate Branch Name

Branch Number

Country

EDI Location

Bank Name

Go

Clear All

Create

...

Branch Name	Alternate Branch Name	Branch Number	Update Branch	View Accounts	Bank Name	Alternate Bank Name	Short Bank Name	Bank Number	Country	Cr Ac
No search conducted.										

Table Diagnostics

Diagnostic Console

Master Data Maintenance

Maintain Branch (3/4)

5. Select the Country of the bank branch.
6. Select the Bank Name to which the bank branch is assigned.
7. Click "Continue"

Manage Banks and Branches

Overview

Banks

Bank Branches

Manage Banks and Branches: Bank Branches >

Create Bank Branch

* Indicates required field

5	* Country	Hong Kong	↕	🔍
6	Bank Name	UAT Bank	↕	🔍

Diagnostic Console

Cancel7Continue

Master Data Maintenance

Maintain Branch (4/4)

8. Enter the Branch Name.
9. Enter the Branch Number.
10. Select "OTHER" as the Branch Type.
11. Click "Finish"

Manage Banks and Branches

Overview | Banks | Bank Branches

Branch Information

Branch Address

Branch Contact

Create Bank Branch: Bank Branch Information

Cancel Step 1 of 3 Save and Finish

Bank Name UAT Bank Bank Number 123456

Country Hong Kong

* Indicates required field

Branch Options ☒ Create new branch ☐ Select an existing party

8 * Branch Name Wan Chai Branch

Alternate Branch Name

9 Branch Number 999

BIC

10 * Branch Type Other

EDI Location

EFT Number

Description

RFC Identifier

Inactive Date

Context Value

Diagnostic Console

Master Data Maintenance

Internal Bank Account

Master Data Maintenance

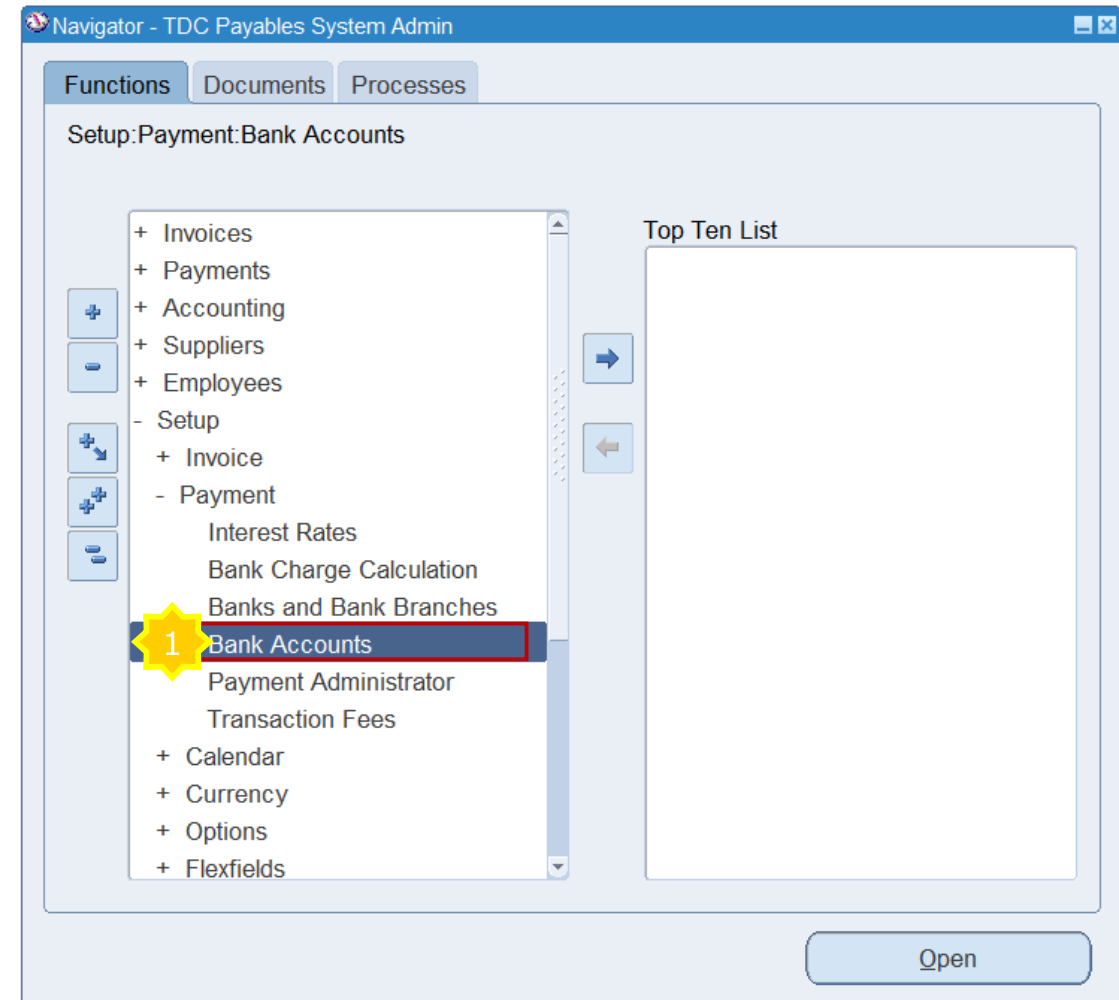
Maintain Internal Bank Accounts (1/12)

Responsibility:

TDC Payables System Admin

TDC Payables Superuser

1. Setup > Payment > Bank Accounts



Master Data Maintenance

Maintain Internal Bank Accounts (2/12)

- 2. Enter the search criteria and click "Go" to search for an existing bank account of TDC for AP payment.
- 3. Click "Create" Button to create a new bank account.

Manage Bank Accounts

Bank Accounts

Simple Search

Advanced Search

Account Name

Legal Account Name

Account Owner

Bank Name

Alternate Account Name

Account Number

Currency

Branch Name

Go

Clear All

3

Create

...

Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
No search conducted.							

Table Diagnostics

Diagnostic Console

Master Data Maintenance

Maintain Internal Bank Accounts (3/12)

4. Select the Country of the bank account.
5. Select the Bank Name of the bank account.
6. Select the Branch Name of the bank account.
7. Click "Continue"

Manage Bank Accounts

[Manage Bank Accounts >](#)
Create Bank Account

* Indicates required field

4	* Country	Hong Kong	⌵ 🔍
5	* Bank Name	UAT Bank	⌵ 🔍
6	* Branch Name	UAT Branch	⌵ 🔍

Diagnostic Console

Cancel **7** Continue

Master Data Maintenance

Maintain Internal Bank Accounts (4/12)

8. Select the Bank Account Owner – “TDC Legal Entity”
9. Select the “Payables” and/or “Receivables” for Account Use.
10. Click “Next”

Manage Bank Accounts

Manage Bank Accounts >

Create Bank Account: Account Owner and Use

Cancel Step 1 **10** Next Finish

Bank Name UAT Bank Branch Name UAT Branch
Country Hong Kong

* Indicates required field

8 * Bank Account Owner TDC Legal Entity

9 * Account Use ☒ Payables
☐ Payroll
☐ Receivables
☐ Treasury

Diagnostic Console

Master Data Maintenance

Maintain Internal Bank Accounts (5/12)

11. Enter the bank Account Name.
12. Enter the bank Account Number.
13. Enter the bank account Currency.
14. For a HKD bank account, select "Multiple Currencies Allowed" to allow this bank account to be used for payment in currencies other than HKD.
15. Click "Save and Next"

Manage Bank Accounts

Manage Bank Accounts: Account Owner and Use >

Create Bank Account: Account Information Cancel Back Step 2 **15** Save and Next Finish

Bank Name UAT Bank Branch Name UAT Branch
Country Hong Kong

* Indicates required field

11 * Account Name UAT Bank Account
Alternate Account Name
Legal Account Name

12 * Account Number 123456789
Check Digit

13 * Currency HKD

14 ☐ Multiple Currencies Allowed

IBAN
Account Type
Account Suffix
EFT Number
Secondary Account Reference
Account Holder
Alternate Account Holder
Description
Start Date
End Date

Diagnostic Console

Master Data Maintenance

Maintain Internal Bank Accounts (6/12)

- 16. Enter the Cash account (Balance Sheet) for this bank account.
- 17. Enter the Bank Charges Account (Expense) for this bank account.

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Account Access

Account Contact

Manage Bank Accounts: Account Information >

Create Bank Account: Account Controls

CancelBackStep 3 of 5Save and NextFinish

Bank NameUAT Bank

Branch NameUAT Branch

Account Number123456789

CountryHong Kong

CurrencyHKD

* Indicates required field

16

* Cash

01.25201.00.000000.000.000.0000.00

17

Bank Charges

01.58101.00.000000.000.000.0000.00

Realized Gain

Foreign Exchange Charges

Federal Controls

DUNS/DUNS+4

Disbursing Office Symbol

Cash Management Controls

Minimum Target Balance

Maximum Target Balance

Minimum Payment Amount

Minimum Receipt Amount

Rounding Factor

Rounding Rule

Cash Flow Display Order

Cash Clearing

Bank Errors

Realized Loss

Netting Account

No

Master Data Maintenance

Maintain Internal Bank Accounts (7/12)

18. (HKD bank account only) Select "Multiple Currencies Payments" to allow this bank account to be used for payment in currencies other than HKD.
19. Select "Allow Zero Payments" if zero amount payment can be issued from this bank account.
20. (HKD bank account only) Select "Multiple Currencies Receipts" to allow this bank account to be used for receipt in currencies other than HKD.
21. (Non-HKD bank account only) Select the "Book" Exchange Rate Type and "Statement line Date" for exchange rate used in Autoreconciliation.

Payables Controls

18☒ Multiple Currency Payments
☐ Pooled Account
Minimum Payment

19☒ Allow Zero Payments
Maximum Outlay
Maximum Payment

Receivables Controls

20☒ Multiple Currency Receipts ☐ Search By PSN

Reconciliation Controls

Float Handling
Float Handling

Payables Matching Order
Payables Matching Order 1 Payables Matching Order 2

Receivables Matching Order
Receivables Matching Order 1 Receivables Matching Order 4
Receivables Matching Order 2 Receivables Matching Order 5
Receivables Matching Order 3

Foreign Currency Bank
21Exchange Rate Type Exchange Rate Date

Open Interface Controls
☐ Use Reconciliation Open Interfaces
Float Status
Open Interface Matching Criteria
Clear Status

Master Data Maintenance

Maintain Internal Bank Accounts (8/12)

- 22. For HKD bank account, set the Manual Reconciliation Amount and Percentages to "0". For non-HKD bank account, leave the Manual Reconciliation Tolerances blank.
- 23. Set all Auto Reconciliation Tolerances to "0".
- 24. Click "Save and Next".

Open Interface Controls

☐ Use Reconciliation Open Interfaces

Open Interface Matching Criteria Transaction Number ▼

Float Status

Clear Status

Manual Reconciliation Tolerances

22

Tolerance Amount0

Tolerance Percentage

Auto Reconciliation Tolerances

Payments

23

* Tolerance Amount0.00

* Tolerance Percentage0

Foreign Tolerance Differences ▼

Tolerance Differences ▼

Cashflows

23

* Tolerance Amount0.00

* Tolerance Percentage0

Foreign Tolerance Differences ▼

Tolerance Differences ▼

Open Interface

23

* Tolerance Amount0.00

* Tolerance Percentage0

Diagnostic Console

Cancel

Back

Step 24

Save and Next

Finish

Master Data Maintenance

Maintain Internal Bank Accounts (9/12)

25. Click “Add Organization Access”

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Account Access

Account Contact

Manage Bank Accounts: Account Controls >

Create Bank Account: Account Access

CancelBackStep 4 of 5Save and NextFinish

Bank NameUAT BankBranch NameUAT Branch

Account Number123456789CountryHong Kong

Click Add Organization Access to grant access to an organization.

Organizations

...

DetailsOrganizationPayablesPayrollReceivablesTreasuryEnd DateAcc

No results found.

Table Diagnostics

Diagnostic Console

Master Data Maintenance

Maintain Internal Bank Accounts (10/12)

- 26. Select Account use (Payables/Receivables)
- 27. Select Organization "TDC Operation Unit"
- 28. Click 'Continue'

Manage Bank Accounts

Manage Bank Accounts: Account Access >

Create Bank Account: Organization Access

Bank Name	UAT Bank	Branch Name	UAT Branch
Account Number	123456789	Country	Hong Kong

Grant Access to Organization

Enter the Account Access Options for this organization.

* Indicates required field

26

* Account Use ☒ Payables ☐ Payroll ☐ Receivables ☐ Treasury

27

* Organization TDC Operating Unit

End Date

Diagnostic Console

28 Continue

Master Data Maintenance

Maintain Internal Bank Accounts (11/12)

- 29. Enter the Cash account (Balance Sheet) for this bank account.
- 30. Enter the Bank Charges Account (Expense) for this bank account.
- 31. Enter the Realized Gain/Loss Account (Expense) for this bank account. The same account should be used for both gain and loss in TDC.
- 32. Click “+” to add “Payment Method Code” and “Payment Document Category” to generate document number by a different sequence for each payment method.
- 33. Click “Apply”.

Manage Bank Accounts

Manage Bank Accounts >

Create Bank Account: Account Access Options

Bank NameUAT Bank

Bank Number123456

Branch NameUAT Branch

Branch Number999

CountryHong Kong

* Indicates required field

Payables Options

29Cash01.25201.00.000000.000.0000.00Q

30Bank Charges01.58101.00.000000.000.0000.00Q

31Realized Gain01.58106.00.000000.000.0000.00Q

Realized Loss01.58106.00.000000.000.0000.00Q

Future Dated Payment

Payment Document Category

Cash Clearing

Bank Errors

Default Settlement Account

Payment Document Categories by Payment Method

+

Payment Method Code	Payment Document Category	Delete
EFT	TDCSC	

Table Diagnostics

Diagnostic Console

33Apply

Master Data Maintenance

Maintain Internal Bank Accounts (12/12)

33. Click “Finish”.

Manage Bank Accounts

Account Owner and Use

Account Information

Account Controls

Account Access

Account Contact

Manage Bank Accounts >

Update Bank Account: Account Access

CancelBackStep 4 of 5Save and Finish

Bank Name

UAT Bank

Bank Number

123456

Branch Name

UAT Branch

Branch Number

999

Country

Hong Kong

Click Add Organization Access to grant access to an organization.

Organizations

Add Organization Access

...

Details	Organization	Payables	Payroll	Receivables	Treasury	End Date
▶	TDC Operating Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Table Diagnostics

Diagnostic Console

Master Data Maintenance Payment Document

Master Data Maintenance

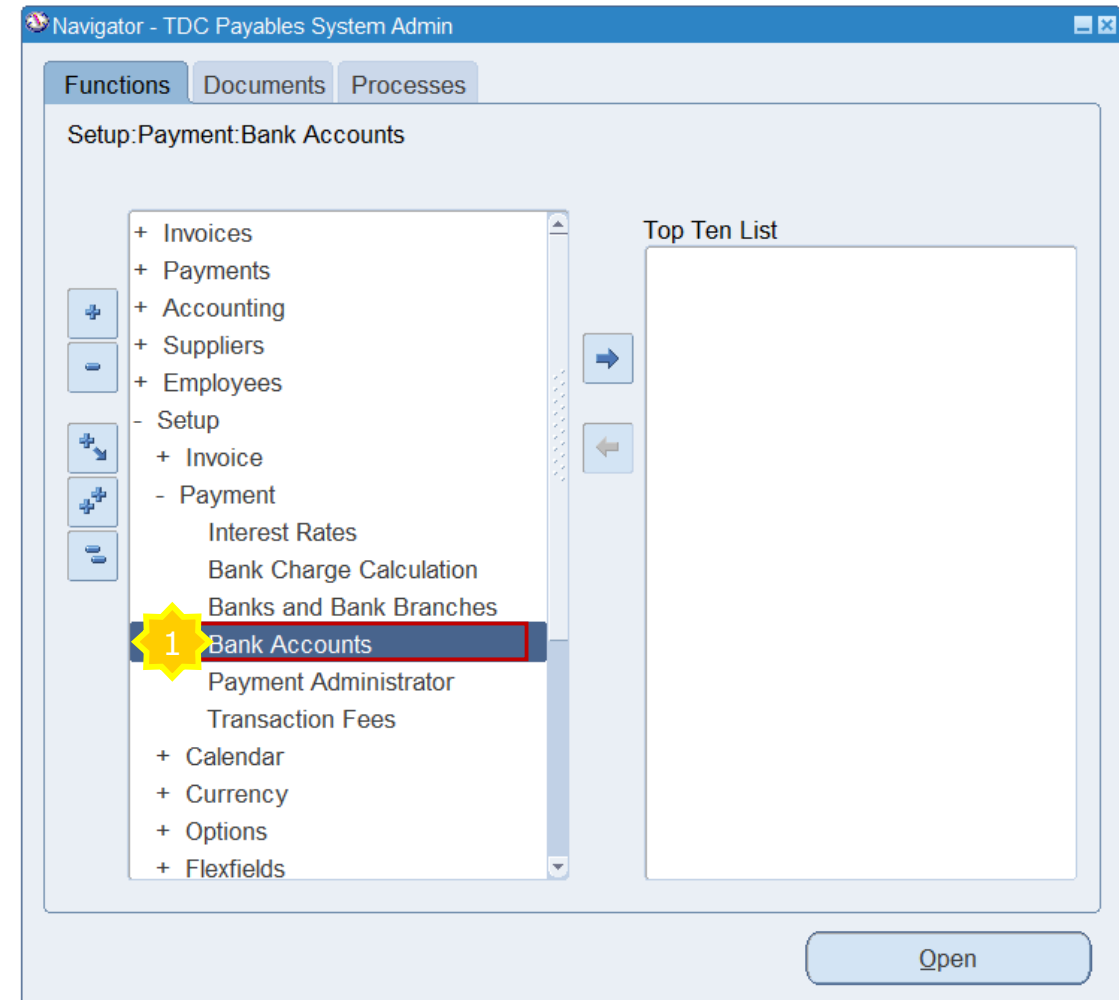
Maintain Payment Document (4/4)

Responsibility:

TDC Payables System Admin

TDC Payables Superuser

1. Setup > Payment > Bank Accounts



Master Data Maintenance

Maintain Payment Document (4/4)

2. Enter the search criteria and click "Go" to search for an existing bank account of HKBU for AP payment.
3. Select the bank account.
4. Click "Manage Payment Documents".

Manage Bank Accounts

Bank Accounts

Simple Search

Advanced Search

Account Name

Legal Account Name

Account Owner

Bank Name

Alternate Account Name

Account Number

Currency

Branch Name

Go

Clear All

Select Account

Update Account

Manage Payment Documents

Create

...

Rows 1 to 30

	Account Name	Alternate Account Name	Legal Account Name	Account Number	Bank Name	Bank Number	Branch Name	Branch Number
<input checked="" type="radio"/>	HKB-HKD-C1			222701-001	HSBC	004	002	002
<input type="radio"/>	HKB-HKD-C2			222701-002	HSBC	004	002	002
<input type="radio"/>	HKB-HKD-S1			2200133	HSBC	004	002	002
<input type="radio"/>	HKB-HKD-S2			7-342419	HSBC	004	002	002
<input type="radio"/>	HKB-HKD-S4			0-398038	HSBC	004	002	002

Master Data Maintenance

Maintain Payment Document (4/4)

5. Click "Create" to create a new payment document or click "Update" an existing payment document.

Manage Bank Accounts

Manage Bank Accounts >

Payment Documents

Bank NameHSBC

Branch Name002

CountryHong Kong

Account NameHKB-HKD-C1

Account Number222701-001

Currency NameHong Kong Dollar

5

Create

...



















Name	Paper Stock Type	Format	Status	Skipped Documents	Unused Documents	Update
TDC Manual Cheque	Prenumbered Stock	External Check Format	Active			
zTDC System Cheque1 2	Prenumbered Stock	TDC Print Cheque (Custom)	Active			
TDC Autopay 2	Prenumbered Stock	TDC Autopay	Active			
TDC Direct Debit 2	Prenumbered Stock	TDC Print Cheque (Custom)	Active			
TDC TT PAYMENT 2	Prenumbered Stock	TDC Print Cheque (Custom)	Active			
TDC System Cheque 2	Prenumbered Stock	TDC Print Cheque (Custom)	Active			

Table Diagnostics

Diagnostic Console

[Return to Internal Bank Accounts](#)

Master Data Maintenance

Maintain Payment Document (4/4)

6. Enter a name of the payment document
7. Select "Prenumbered Stock" as "Paper Stock Type"
8. Select "Attached Remittance Stub" for payment documents that have remittance advice lines printed on them (e.g. HASE, HSBC, BEA cheque). Also enter the maximum number of remittance lines that can be fitted on the document
9. Select the payment format
10. Select "Payment Document Category" to generate document number using this sequence for this payment document
11. Enter the First and Last paper document number
12. Click "Apply" to save.

Manage Bank Accounts

Manage Bank Accounts > Payment Documents >

Update Payment Document: zTDC System Cheque1 2

12 **Apply**

Bank Name	HSBC	Account Name	HKB-HKD-C1
Branch Name	002	Account Number	222701-001
Country	Hong Kong	Currency	Hong Kong Dollar

* Indicates required field

Document Information

6 *	Name	zTDC System Cheque1 2
7 *	Paper Stock Type	Prenumbered Stock ▼
8 *	Number of Lines per Remittance Stub	8
	Number of Setup Documents	
9 *	Format	TDC Print Cheque (Custom) 🔍
	<input type="checkbox"/> Restrict Use To Manually Issued Payments	
	Status	Active ▼
	End Date	
10 *	Payment Document Category	TDCSC 🔍

Document Numbers

11 *	First Available Document Number	1
	Last Available Document Number	138690001
	Last Issued Document Number	138690001

► Checkbooks

Additional Information

Context Value ▼

Diagnostic Console

Q&A





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