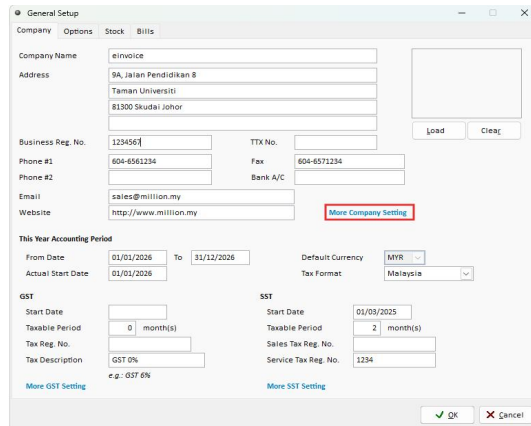


How to maintain multiple MSIC code

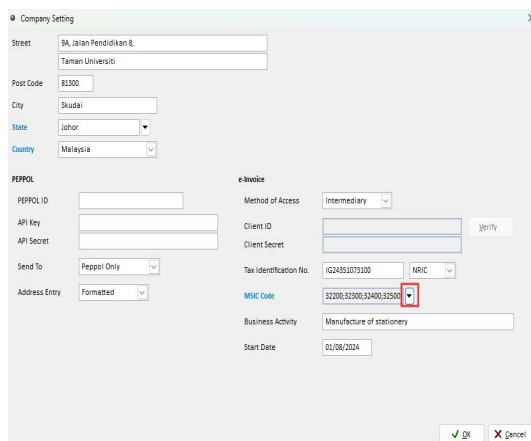
This topic covers how a company with more than two MSIC codes can maintain the code in the company setting.

Step 1: Navigator to General Setup > more company setting



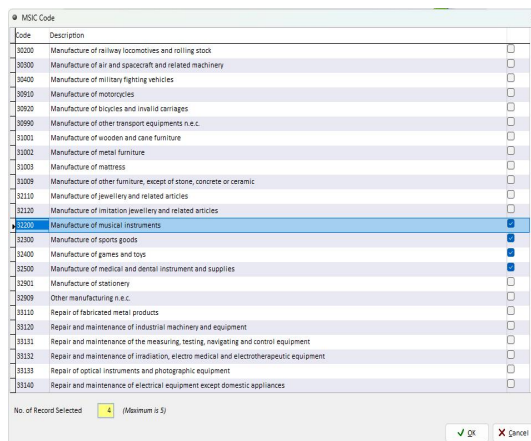
The General Setup window displays various company information fields. A red box highlights the 'More Company Setting' link at the bottom right of the window.

Step 2: Click on the down arrow beside the MSIC code



The Company Setting window shows address details and company configuration. A red box highlights the down arrow next to the MSIC Code field, which currently displays '32200,32300,32400,32500'.

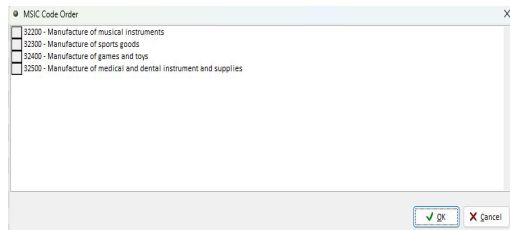
Step 3: You may select a maximum of 5 MSIC codes



The MSIC Code selection window displays a list of codes and their descriptions. The code '32300' is selected. The 'No. of Record Selected' is shown as 4, with a note '(Maximum is 5)'.

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Step 4: Click OK, and the system will prompt a screen for the user to order the MSIC code.

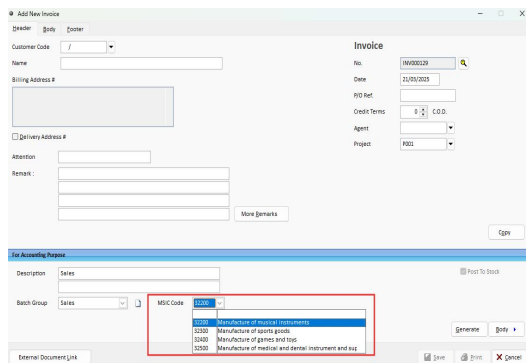


A dialog box titled "MSIC Code Order" with a list of four items, each with a checkbox:

- ☐ 32200 - Manufacture of musical instruments
- ☐ 32300 - Manufacture of sports goods
- ☐ 32400 - Manufacture of games and toys
- ☐ 32500 - Manufacture of medical and dental instrument and supplies

At the bottom right are "OK" and "Cancel" buttons.

Step 5: After completing the settings, you may go to 'Add Sales Transaction' and select the MSIC code at the bottom under 'For Accounting Purpose'



A dialog box titled "Add New Invoice" with multiple sections:

- Header:** Includes tabs for "Header", "Body", and "Footer".
- Customer Code:** A dropdown menu showing "1".
- Name:** A text input field.
- Billing Address #:** A text input field.
- Delivery Address #:** A checkbox and a text input field.
- Attention:** A text input field.
- Remark:** A text area with a "More Remarks" button.
- Invoice:** Includes fields for "No." (INV000120), "Date" (21/05/2023), "P/O Ref.", "Credit Terms" (0/0/0), "Agent", and "Project" (P001).
- For Accounting Purpose:** A section with a "Description" field, a "Batch Group" dropdown (set to "Sales"), and an "MSIC Code" dropdown. The MSIC Code dropdown is open, showing a list of codes: 32200 (Manufacture of musical instruments), 32300 (Manufacture of sports goods), 32400 (Manufacture of games and toys), and 32500 (Manufacture of medical and dental instrument and supplies). The code 32200 is highlighted.
- Buttons:** "Generate", "Body", "Print", "Cancel", and "OK".