Base Setup

User guidance

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Contents

1. Aircraft Type 4

2. Payment Terms 8

3. Currency 10

4. Material Type 12

5. Purchase Unit 13

6. Store Unit 15

7. Purchaser 16

8. StoreMan 20

9. Priority 22

10. Store 23

11. Customer 25

12. Currency Rate 27

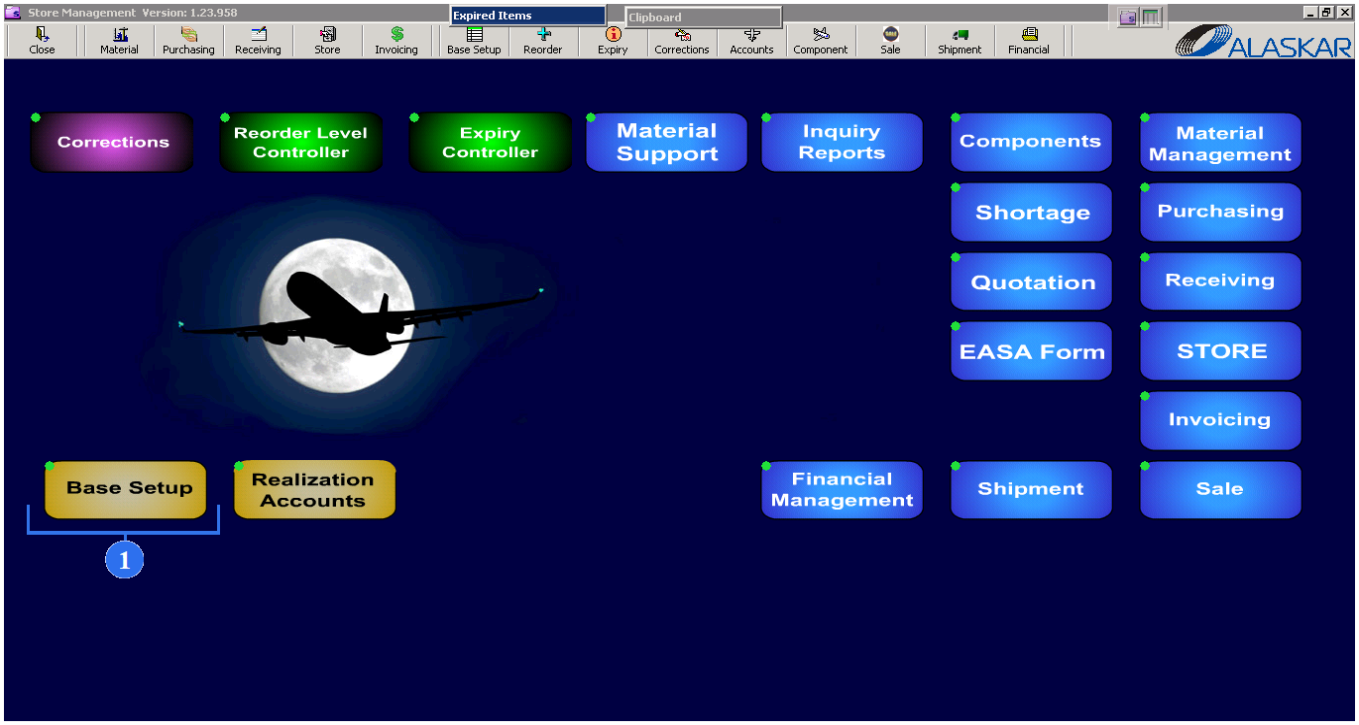
13. AWB Code 28

14. Release Certificate 29

15. Certificate Remarks 33

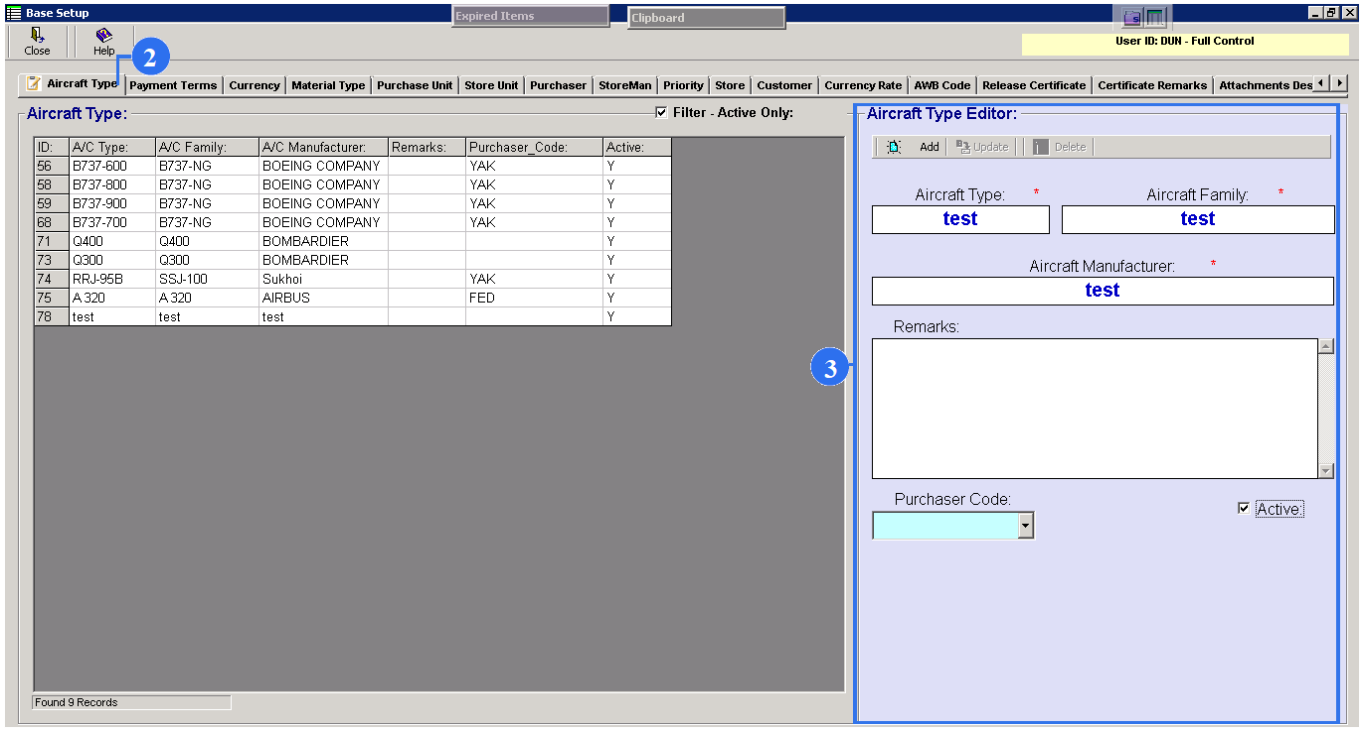
16. Attachments Destinations 35

1. Aircraft Type



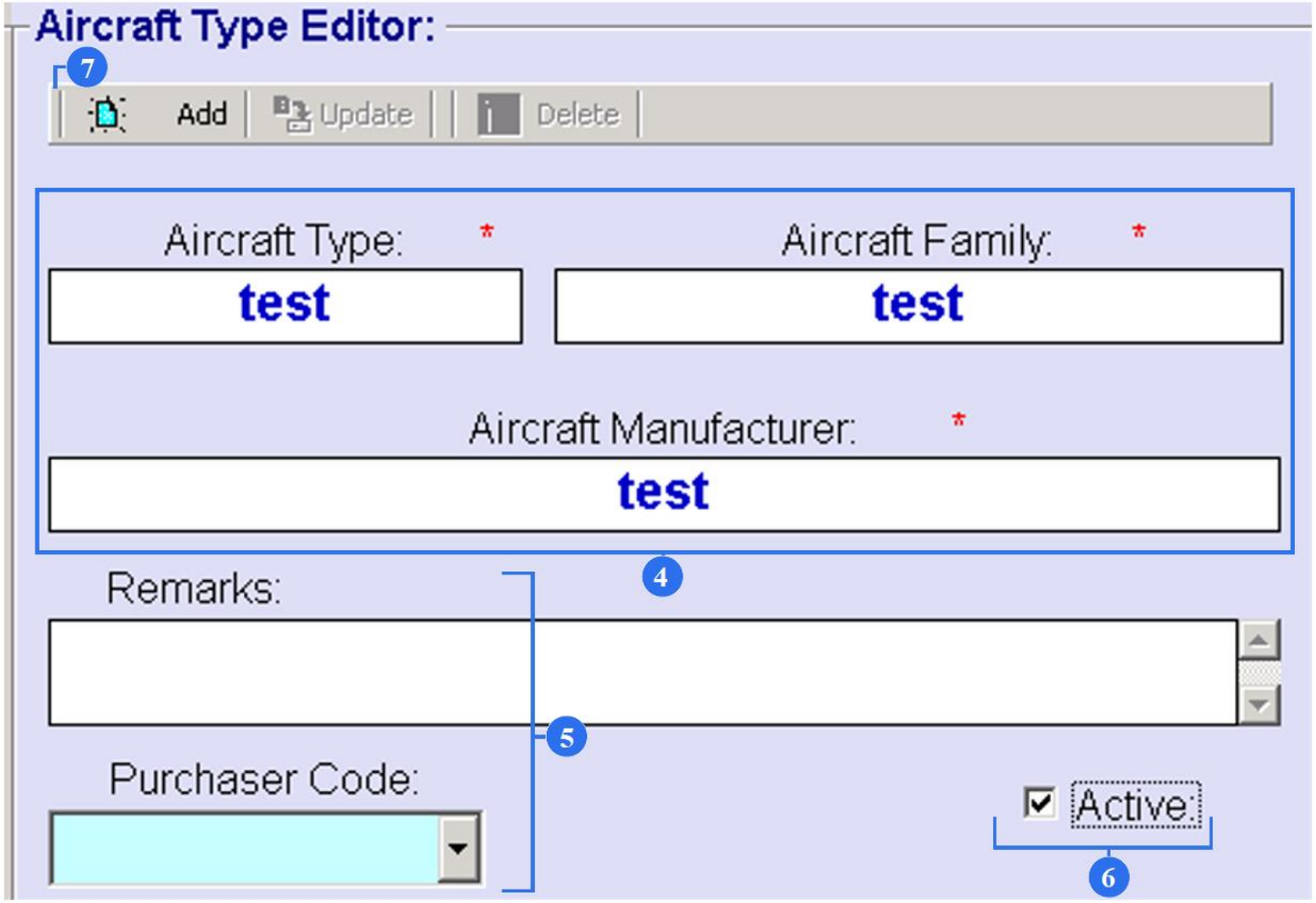
A Base Setup submodule registers all primary data that will be used by the system

1. To open Base Setup submodule click on the “Base Setup” button.



2. An Aircraft Type tab registers aircraft types. The registration allows the system to specify materials according to aircraft types used by the company. Click on the tab.

3. To create new type use the “Aircraft Type Editor”.



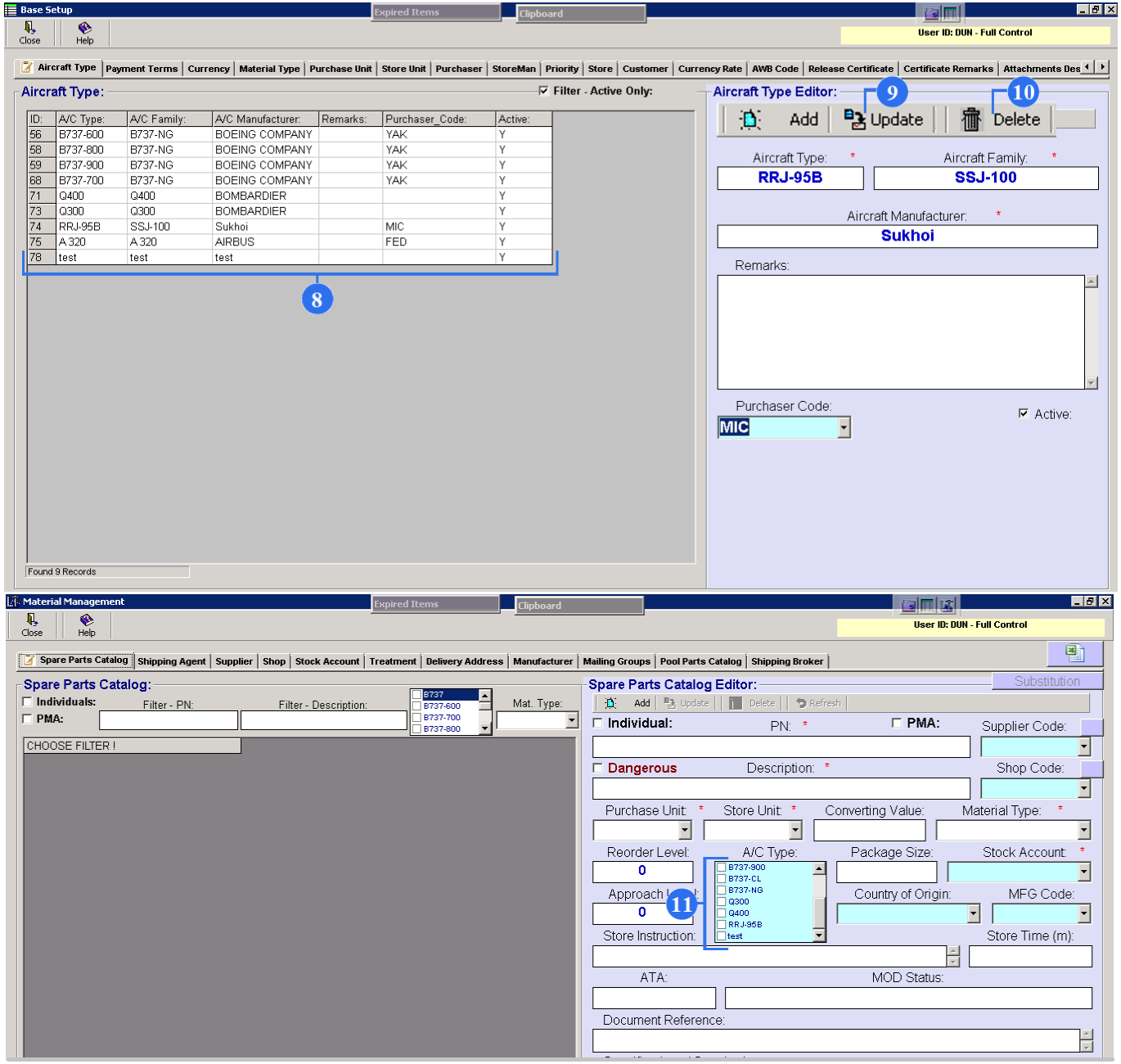
4. Enter Aircraft Type (A-321), Aircraft Family (for example: A-320) and Aircraft Manufacture (Airbus).

5. If it is necessary fill the “Remarks” field and “Purchaser Code” field (from staff).

6. Check box “Active” field. If you don’t perform this action, your type will not appear in another submodule.

7. Click on the “Add” button.

NOTE: Fields with a reference marks *(*)* are mandatory to fill.



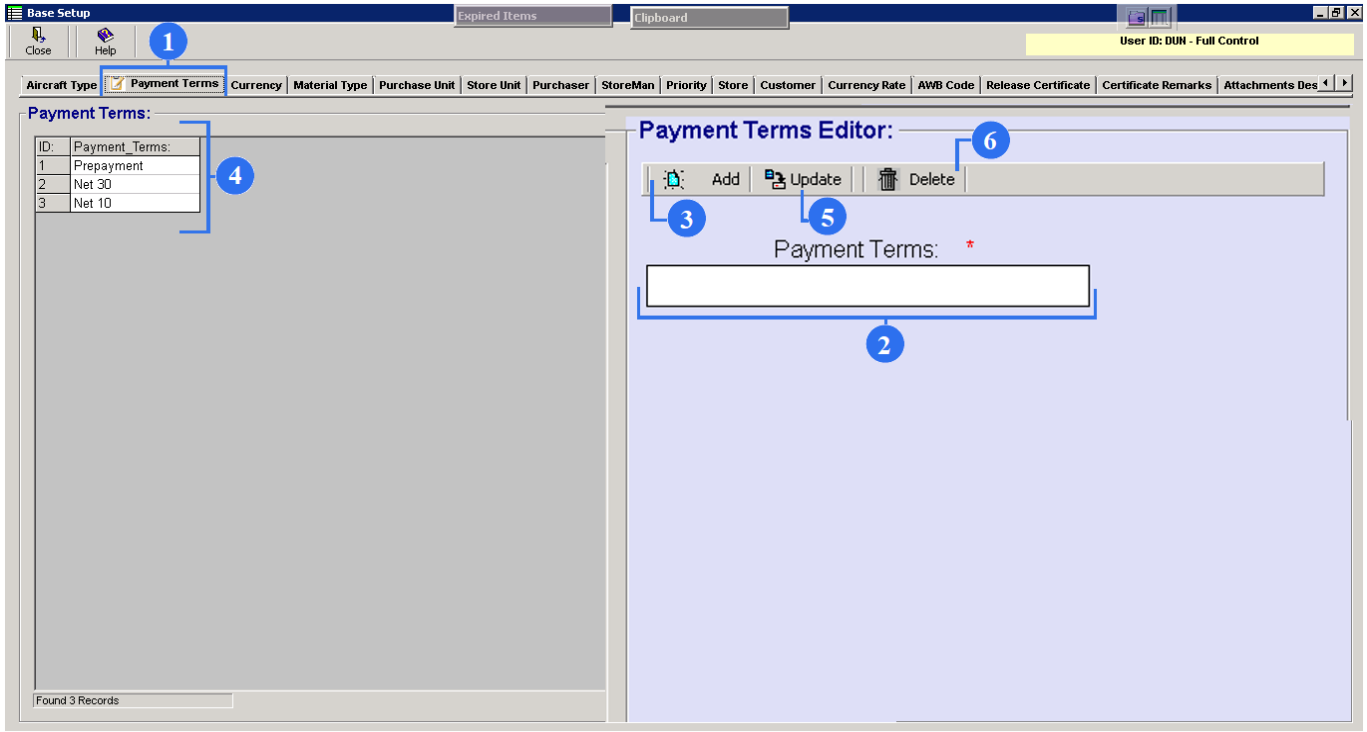
8. After pressing the “Add” button you can see new type in the “Aircraft Type” list.

9. If you want to make a change in the “Aircraft Type Editor” highlight necessary line, in editor change data in fields and click on “Update” button.

10. If you want to remove the type highlight the line and push “Delete” button.

11. “Aircraft type” data is used in the “Material Management” submodule. In the “Spare Parts Catalog” tab you create a new component. Here you indicate to which type of aircraft this component belongs.

2. Payment Terms



1. A “Payment Terms” tab registers payment terms. The registration allows the system to specify payment terms used by the company while ordering or selling the materials. Click on the tab.

To create new payment terms, use the “Payment Terms Editor”.

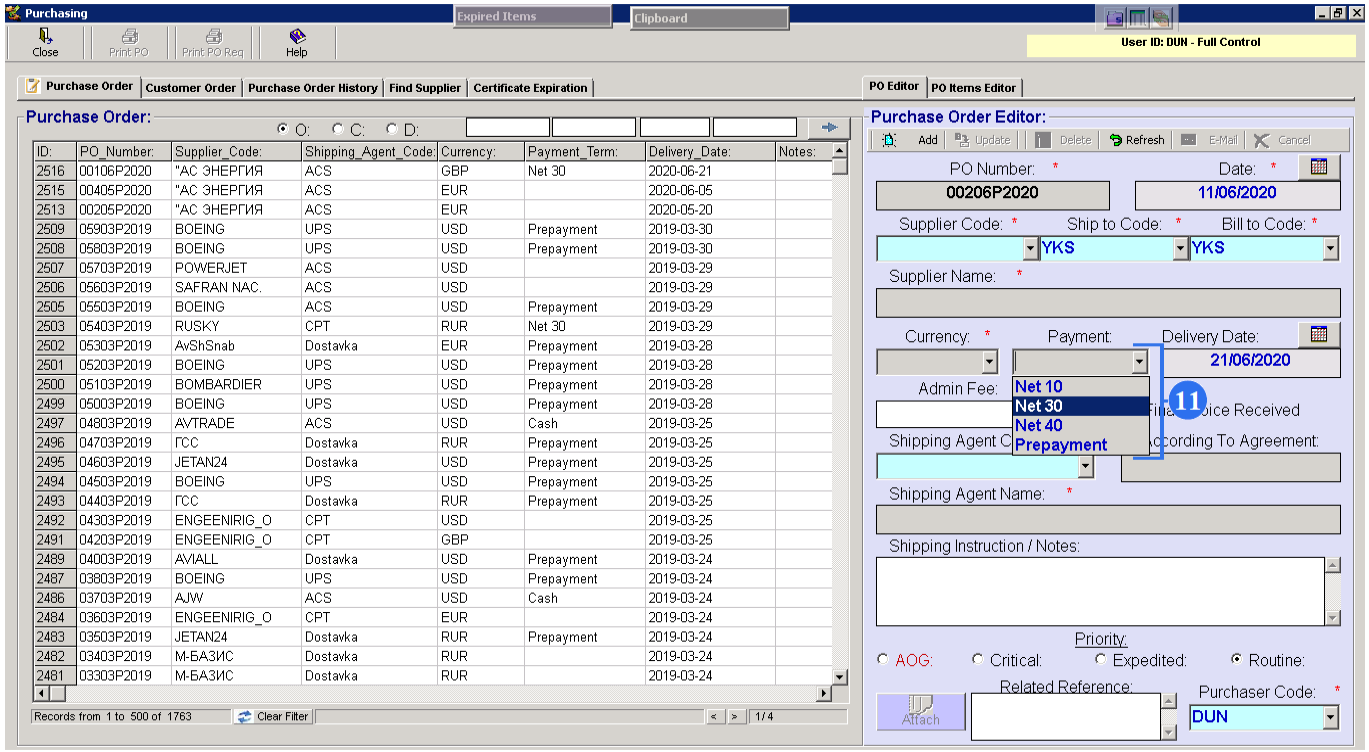
2. Enter your payment terms.

3. Click on “Add”.

4. After pressing the “Add” button you can see new payment term “Payment Terms” list.

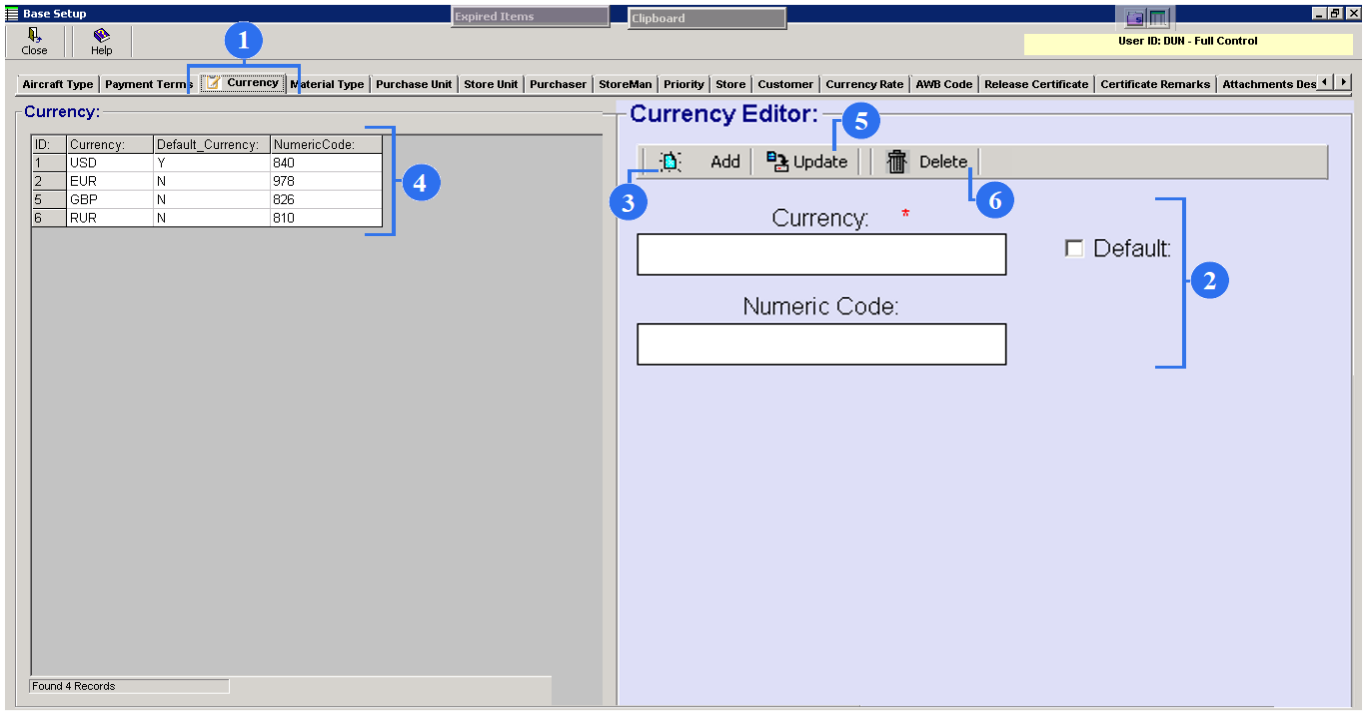
5. If you want to make a change in the “Payment Terms Editor” highlight necessary line, in editor change data in fields and click on “Update” button.

10. If you want to remove the payment terms highlight the line and push “Delete” button.



11. You will need the data on the payment terms when creating the purchase order in “Purchasing” submodule.

3. Currency



1. A Currency tab registers all currencies that will be used by the system. Push the tab.

To create new currency, use the “Currency Editor”.

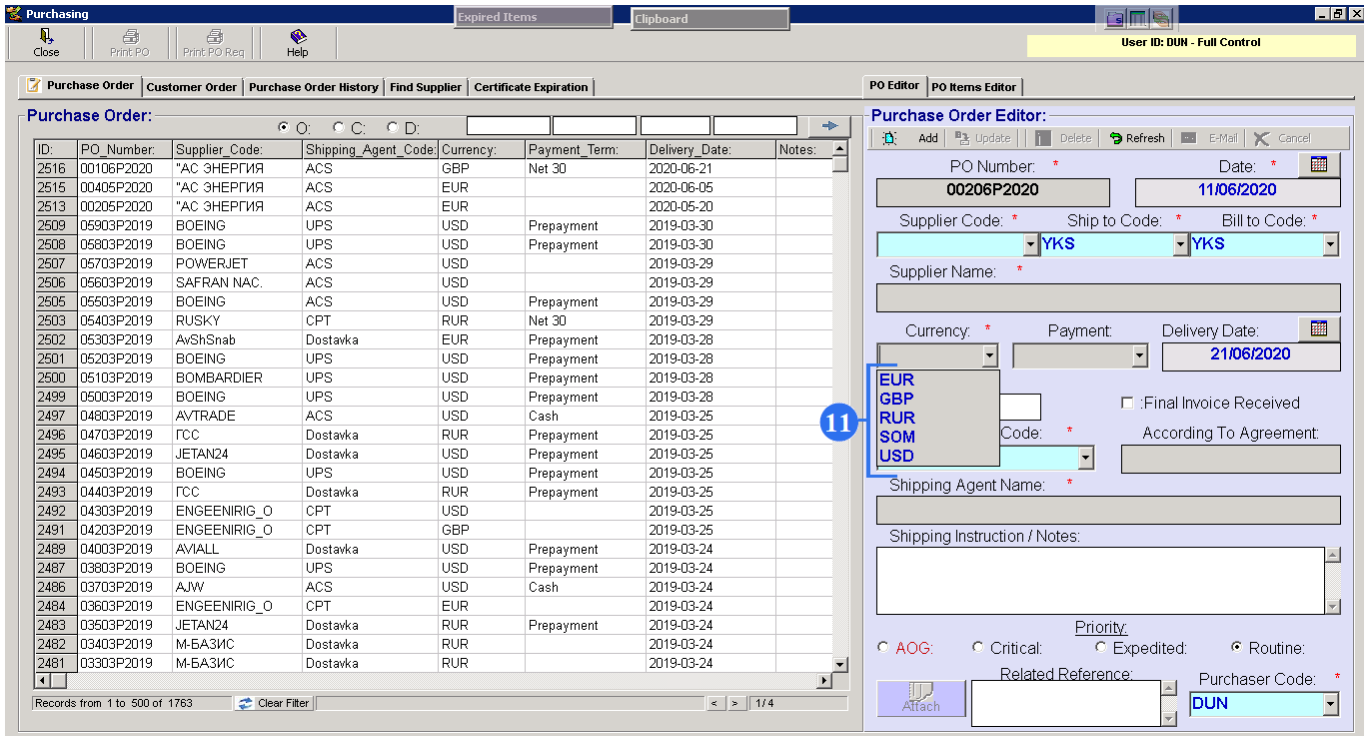
2. Enter currency and numeric code. Check box “Default” and this currency will be used default.

3. Click on “Add”.

4. After pressing the “Add” button you can see new currency in “Currency” screen.

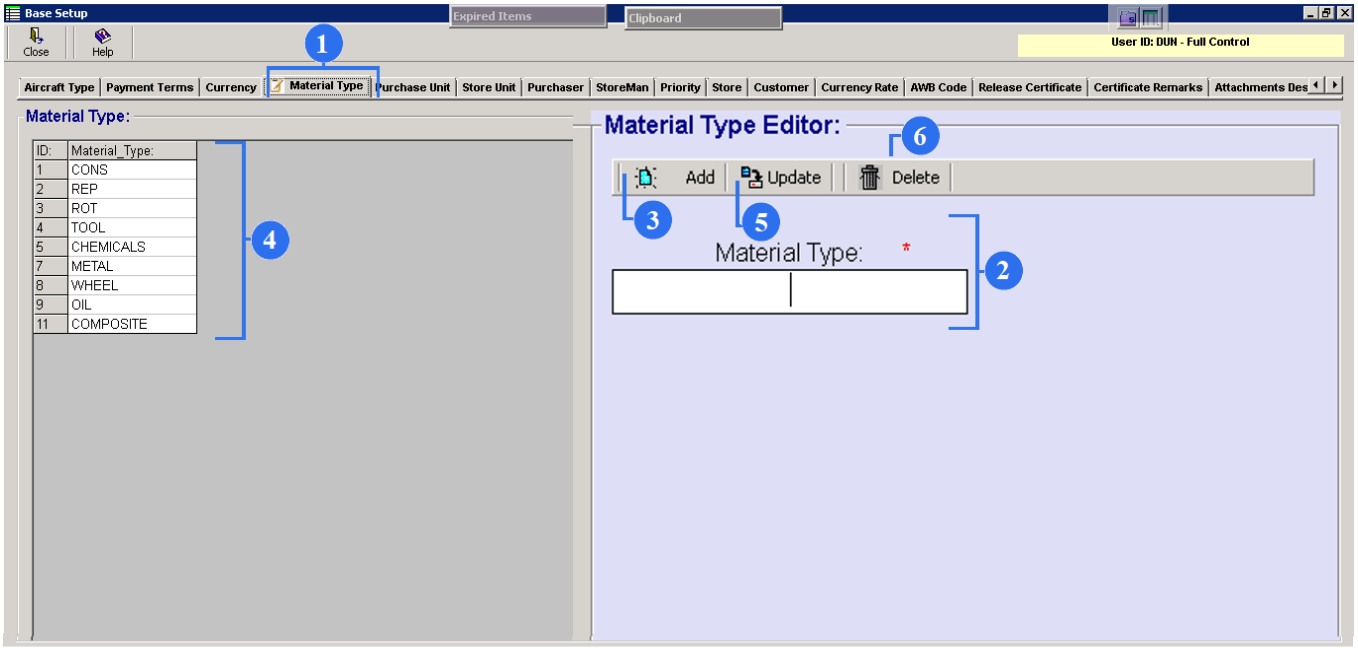
5. If you want to make a change in the “Currency Editor” highlight necessary line, in editor change data in fields and click on “Update” button.

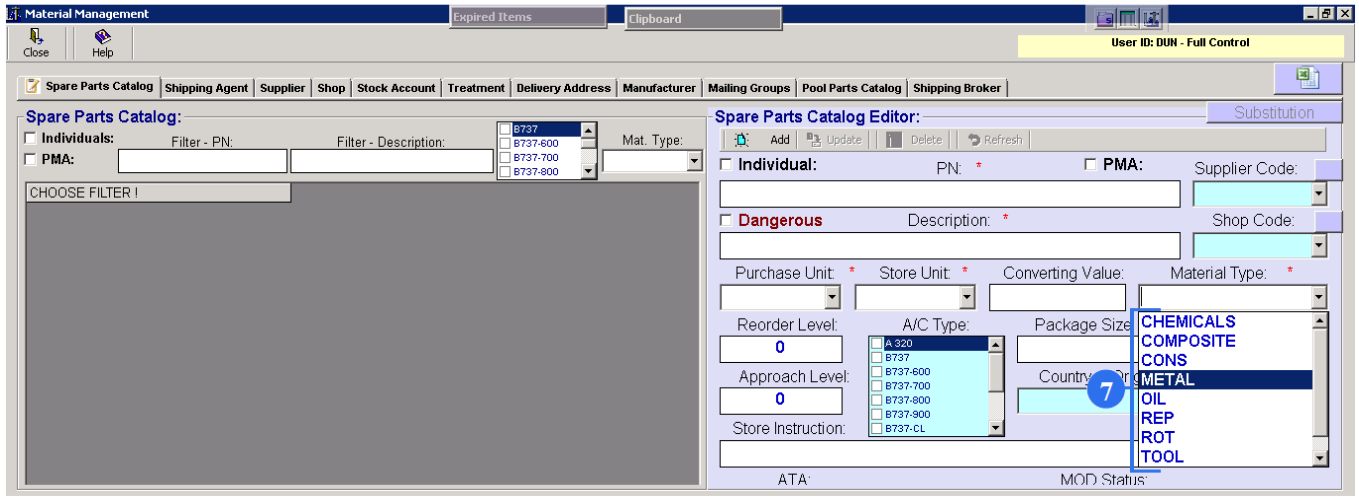
10. If you want to remove the currency, highlight the line and push “Delete” button.



11. You will need the data on the currency when creating the purchase order in “Purchasing” submodule.

4. Material Type





1. A Material Type tab registers all materials that will be used by the system.

To create new type of material, use the “Material Type Editor”.

2. Enter material type.

3. Click on “Add”.

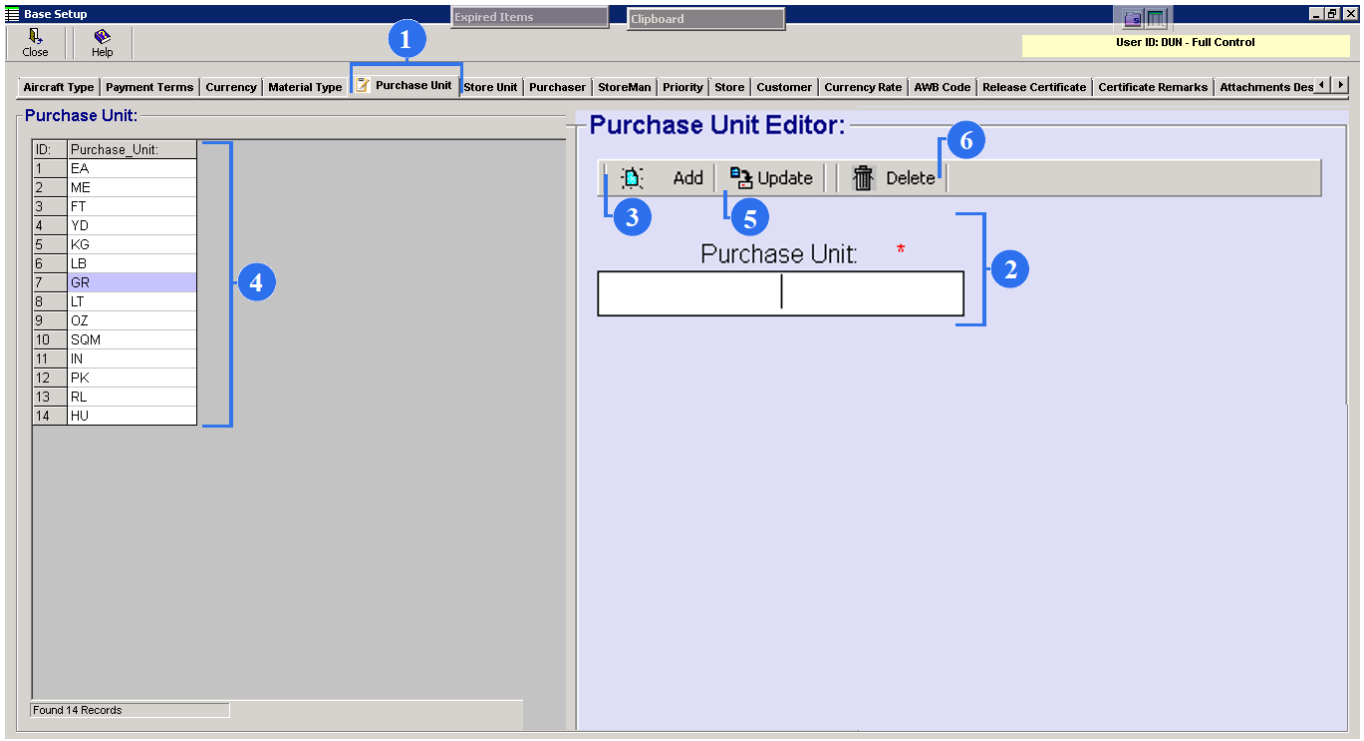
4. After pressing the “Add” button you can see new type of material in “Material Type” screen.

5. If you want to make a change in the “Material Type Editor” highlight necessary line, in editor change data in fields and click on “Update” button.

6. If you want to remove the material type, highlight the line and push “Delete” button.

7. You will need the data on the material type when creating the component in “Material Management” submodule (Spare Parts Catalog tab).

5. Purchase Unit



1. A Purchase Unit tab registers unit of measures that will be used by the system while ordering materials.

To create new type of material, use the “Purchase Unit Editor”.

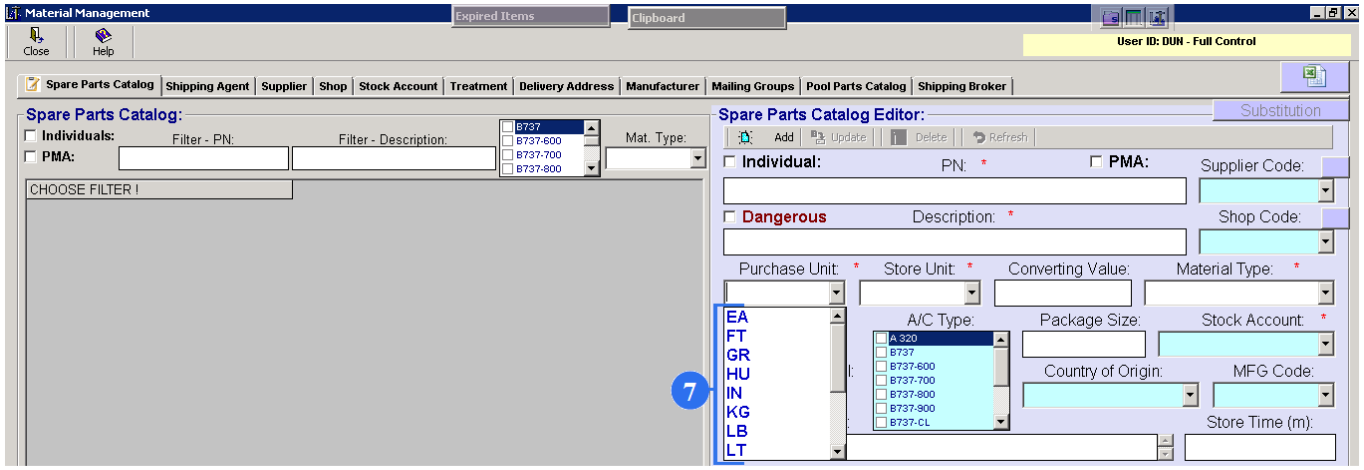
2. Enter purchase unit.

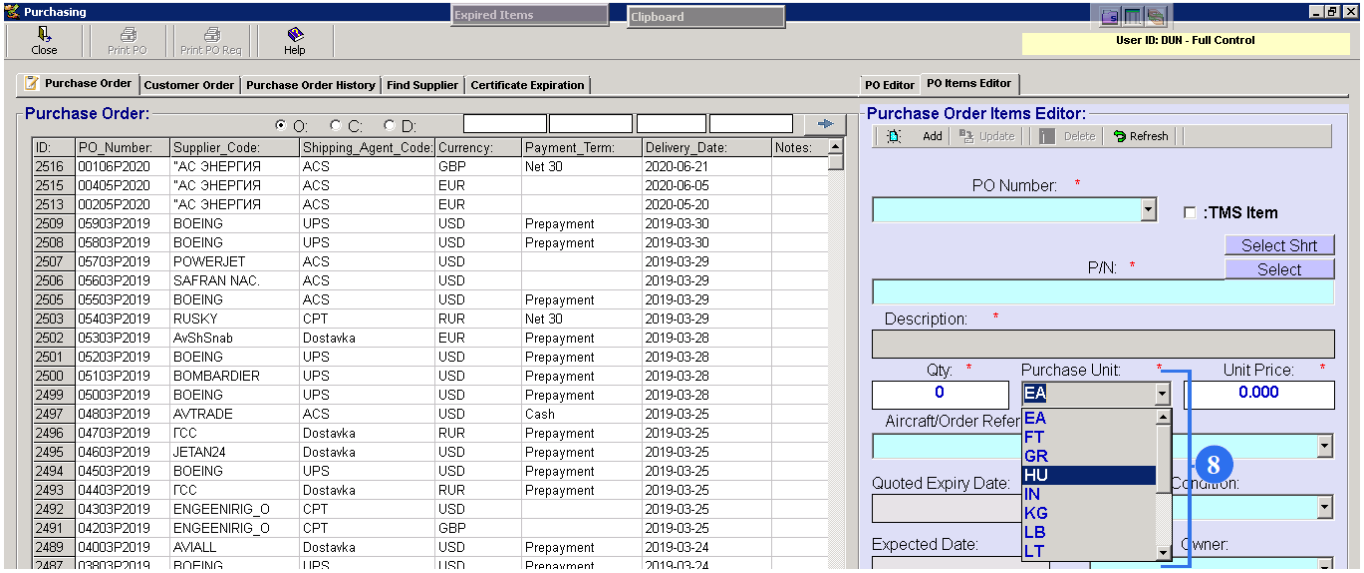
3. Click on “Add”.

4. After pressing the “Add” button you can see new purchase unit in “Purchase Unit” screen.

5. If you want to make a change in the “Purchase Unit Editor” highlight necessary line, in editor change data in field and click on “Update” button.

6. If you want to remove the purchase unit, highlight the line and push “Delete” button.



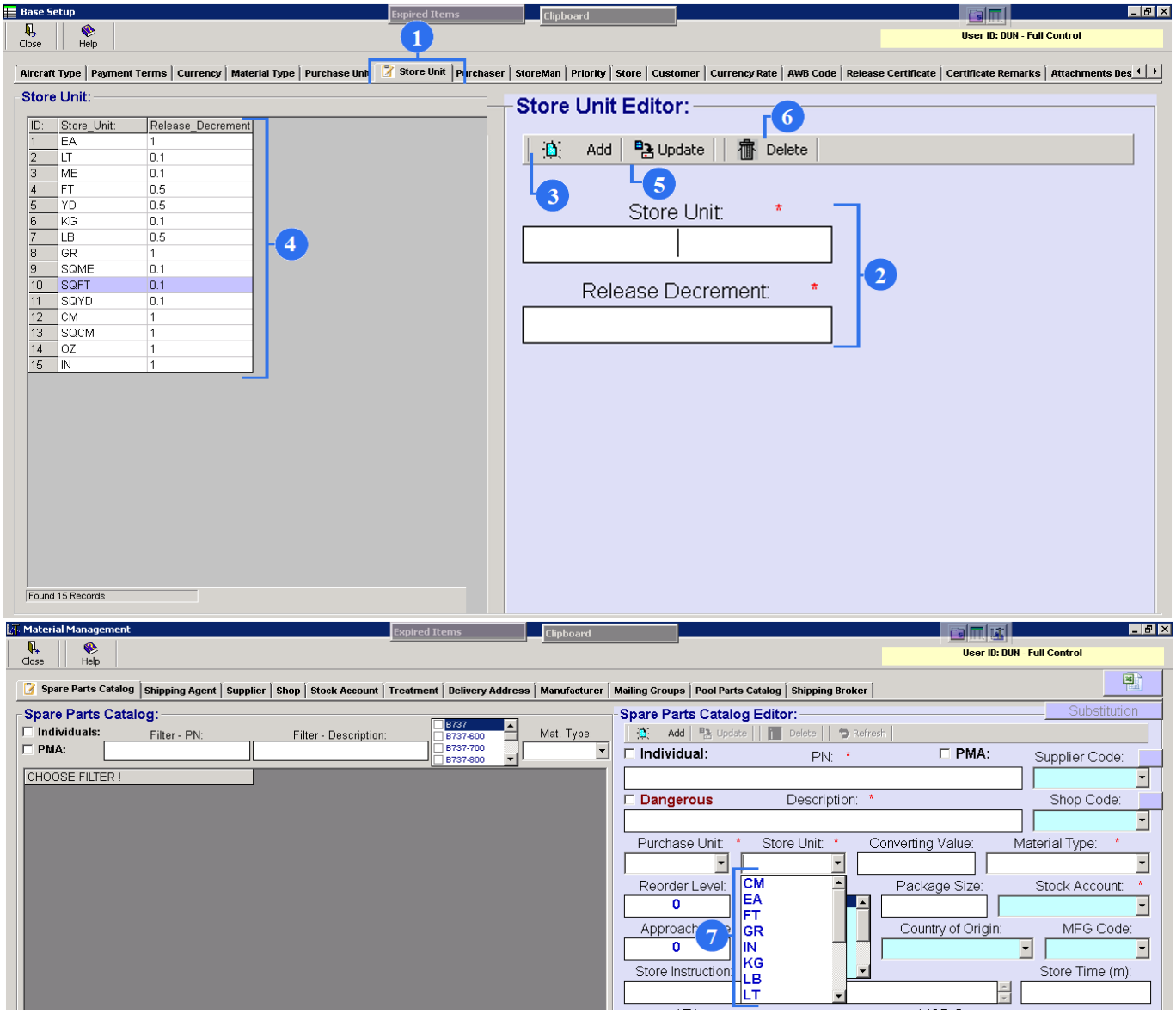


ID:	PO_Number:	Supplier_Code:	Shipping_Agent_Code:	Currency:	Payment_Term:	Delivery_Date:	Notes:
2516	00106P2020	"АС ЭНЕРГИЯ	ACS	GBP	Net 30	2020-06-21	
2515	00405P2020	"АС ЭНЕРГИЯ	ACS	EUR		2020-06-05	
2513	00205P2020	"АС ЭНЕРГИЯ	ACS	EUR		2020-05-20	
2509	05903P2019	BOEING	UPS	USD	Prepayment	2019-03-30	
2508	05803P2019	BOEING	UPS	USD	Prepayment	2019-03-30	
2507	05703P2019	POWERJET	ACS	USD		2019-03-29	
2506	05603P2019	SAFRAN NAC.	ACS	USD		2019-03-29	
2505	05503P2019	BOEING	ACS	USD	Prepayment	2019-03-29	
2503	05403P2019	RUSKY	CPT	RUR	Net 30	2019-03-29	
2502	05303P2019	AvShSnab	Dostavka	EUR	Prepayment	2019-03-28	
2501	05203P2019	BOEING	UPS	USD	Prepayment	2019-03-28	
2500	05103P2019	BOMBARDIER	UPS	USD	Prepayment	2019-03-28	
2499	05003P2019	BOEING	UPS	USD	Prepayment	2019-03-28	
2497	04803P2019	AVTRADE	ACS	USD	Cash	2019-03-25	
2496	04703P2019	ГСС	Dostavka	RUR	Prepayment	2019-03-25	
2495	04603P2019	JETAN24	Dostavka	USD	Prepayment	2019-03-25	
2494	04503P2019	BOEING	UPS	USD	Prepayment	2019-03-25	
2493	04403P2019	ГСС	Dostavka	RUR	Prepayment	2019-03-25	
2492	04303P2019	ENGEENIRIG_O	CPT	USD		2019-03-25	
2491	04203P2019	ENGEENIRIG_O	CPT	GBP		2019-03-25	
2489	04003P2019	AVIALL	Dostavka	USD	Prepayment	2019-03-24	

7. You will need this purchase unit data when creating the component in “Material Management” submodule (Spare Parts Catalog tab).

8. Also, you will need this purchase unit data when creating purchase order item in “Purchasing” submodule.

6. Store Unit



1. A Store Unit tab registers unit of measures for stored materials and determines their minimum release decrement.

To create new type of material, use the “Store Unit Editor”.

2. Enter store unit and release decrement.

3. Click on “Add”.

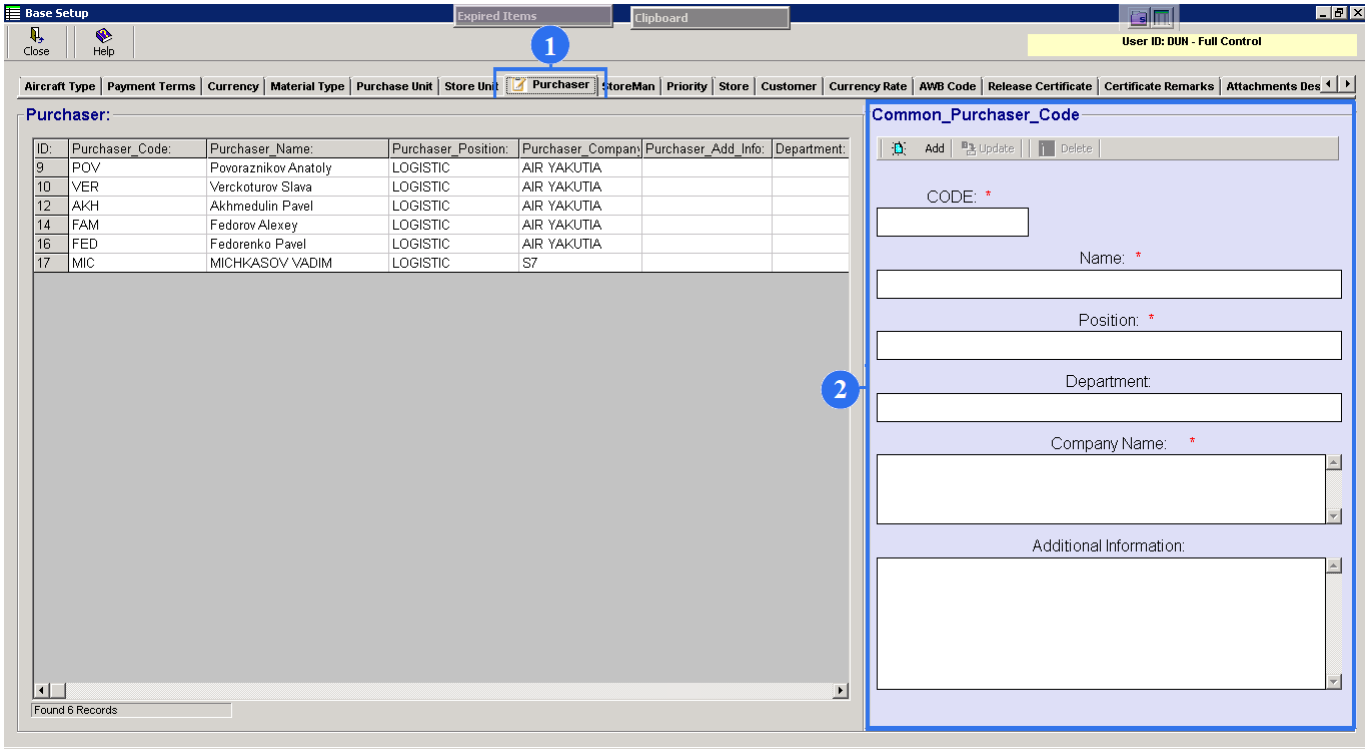
4. After pressing the “Add” button you can see new store unit in “Store Unit” screen.

5. If you want to make a change in the “Store Unit Editor” highlight necessary line, in editor change data in field and click on “Update” button.

6. If you want to remove the store unit, highlight the line and push “Delete” button.

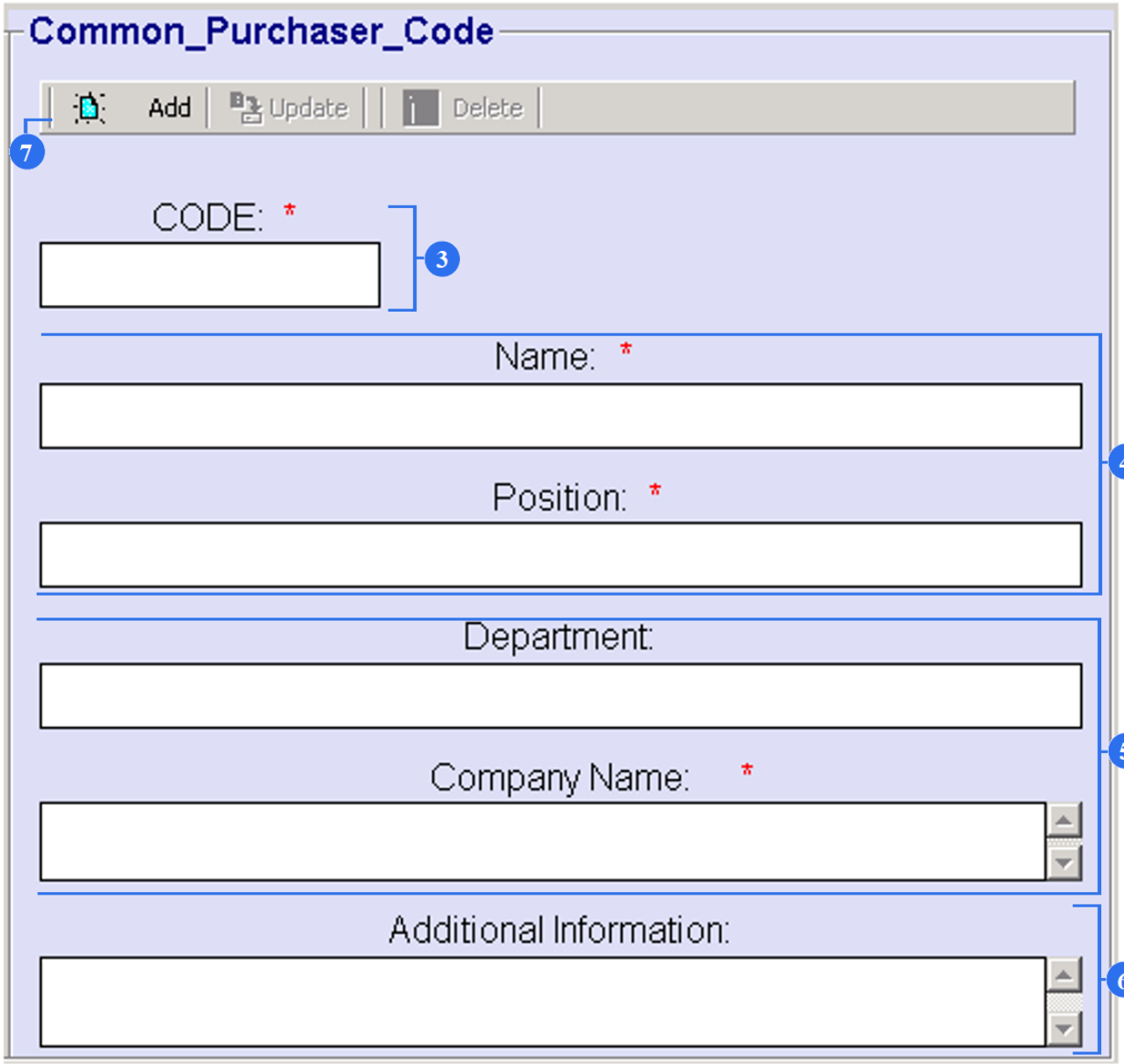
7. You will need this store unit data when creating the component in “Material Management” submodule (Spare Parts Catalog tab).

7. Purchaser



1. A Purchaser tab registers a list of persons who are responsible for the purchasing of materials.

2. To create new purchaser, use the “Common_Purchaser_Code” editor.



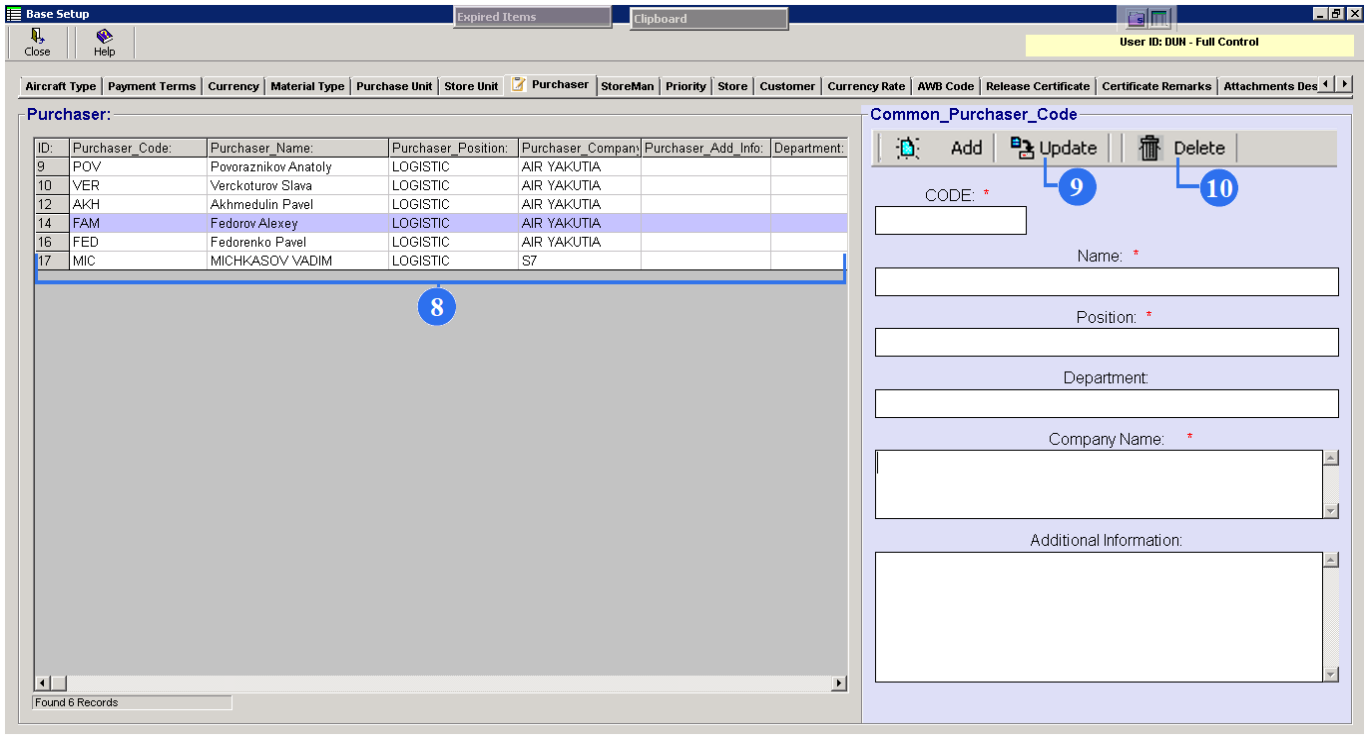
3. Fill in a Code of a person (short or full ones).

4. Enter a full name and a position of the person.

5. Fill in a Department, if it is necessary and a company name.

6. Provide some additional information, for example: email, phone.

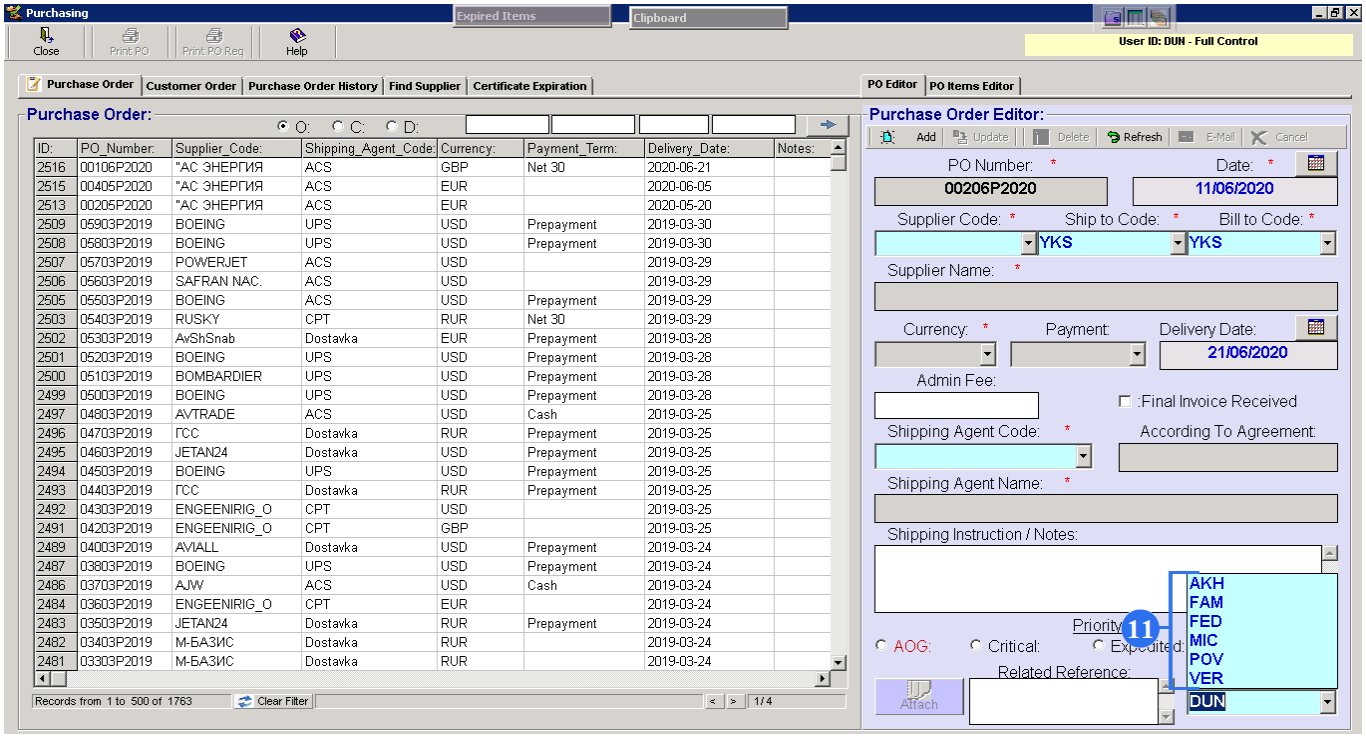
7. Click on the “Add” button to add a purchaser code to the system.



8. A purchaser will be added to a list of purchaser codes.

9. To change the information about an existing purchaser, highlight its code from the list, make necessary changes and click on the Update button.

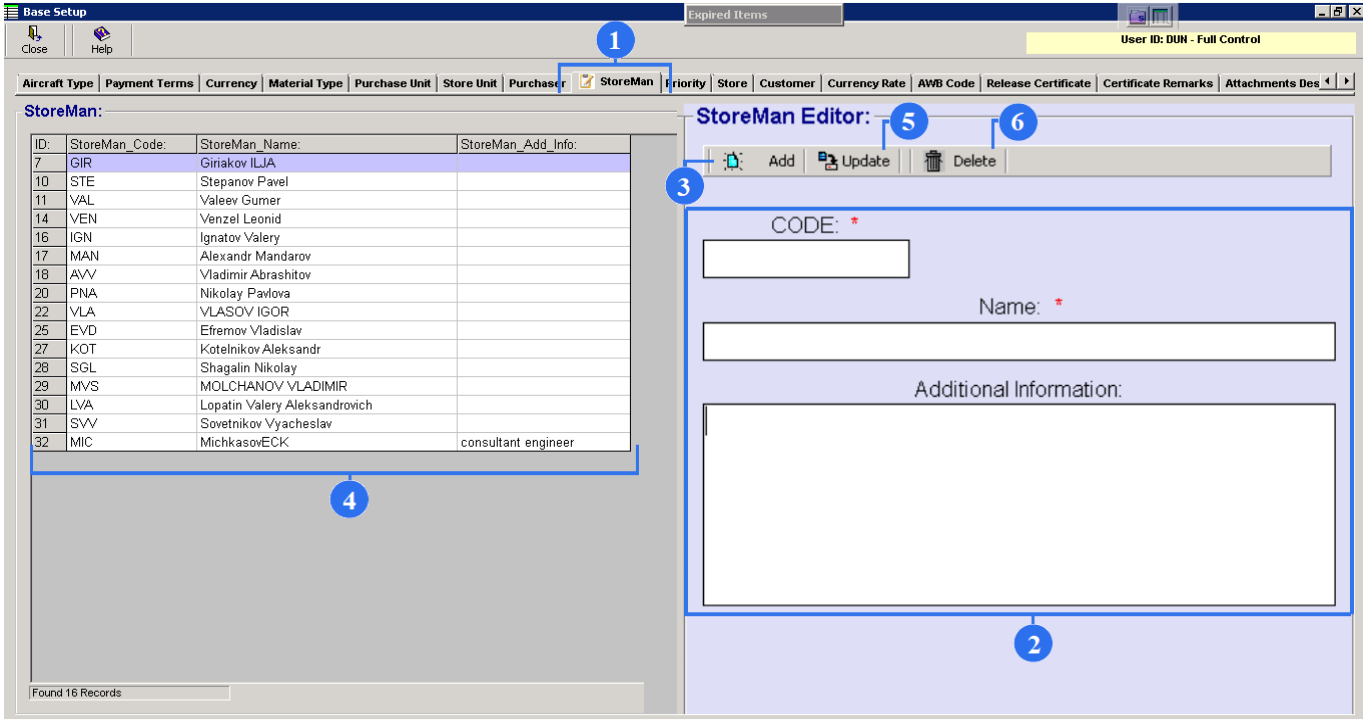
10. To delete an existing purchaser code, highlight it and click on the Delete button.



ID:	PO_Number:	Supplier_Code:	Shipping_Agent_Code:	Currency:	Payment_Term:	Delivery_Date:	Notes:
2516	00106P2020	"АС ЭНЕРГИЯ	ACS	GBP	Net 30	2020-06-21	
2515	00405P2020	"АС ЭНЕРГИЯ	ACS	EUR		2020-06-05	
2513	00205P2020	"АС ЭНЕРГИЯ	ACS	EUR		2020-05-20	
2509	05903P2019	BOEING	UPS	USD	Prepayment	2019-03-30	
2508	05803P2019	BOEING	UPS	USD	Prepayment	2019-03-30	
2507	05703P2019	POWERJET	ACS	USD		2019-03-29	
2506	05603P2019	SAFRAN NAC.	ACS	USD		2019-03-29	
2505	05503P2019	BOEING	ACS	USD	Prepayment	2019-03-29	
2503	05403P2019	RUSKY	CPT	RUR	Net 30	2019-03-29	
2502	05303P2019	AvShSnab	Dostavka	EUR	Prepayment	2019-03-28	
2501	05203P2019	BOEING	UPS	USD	Prepayment	2019-03-28	
2500	05103P2019	BOMBARDIER	UPS	USD	Prepayment	2019-03-28	
2499	05003P2019	BOEING	UPS	USD	Prepayment	2019-03-28	
2497	04803P2019	AVTRADE	ACS	USD	Cash	2019-03-25	
2496	04703P2019	ГСС	Dostavka	RUR	Prepayment	2019-03-25	
2495	04603P2019	JETAN24	Dostavka	USD	Prepayment	2019-03-25	
2494	04503P2019	BOEING	UPS	USD	Prepayment	2019-03-25	
2493	04403P2019	ГСС	Dostavka	RUR	Prepayment	2019-03-25	
2492	04303P2019	ENGEENIRIG_O	CPT	USD		2019-03-25	
2491	04203P2019	ENGEENIRIG_O	CPT	GBP		2019-03-25	
2489	04003P2019	AVIALL	Dostavka	USD	Prepayment	2019-03-24	
2487	03803P2019	BOEING	UPS	USD	Prepayment	2019-03-24	
2486	03703P2019	AJW	ACS	USD	Cash	2019-03-24	
2484	03603P2019	ENGEENIRIG_O	CPT	EUR		2019-03-24	
2483	03503P2019	JETAN24	Dostavka	RUR	Prepayment	2019-03-24	
2482	03403P2019	М-БАЗИС	Dostavka	RUR		2019-03-24	
2481	03303P2019	М-БАЗИС	Dostavka	RUR		2019-03-24	

11. Purchase code is used in the “Purchasing” submodule to show who is responsible for the purchasing order.

8. StoreMan



1. A Storeman tab registers a list of persons who are allowed to do receiving and releasing of materials.

To create new store man, use the “StoreMan Editor”.

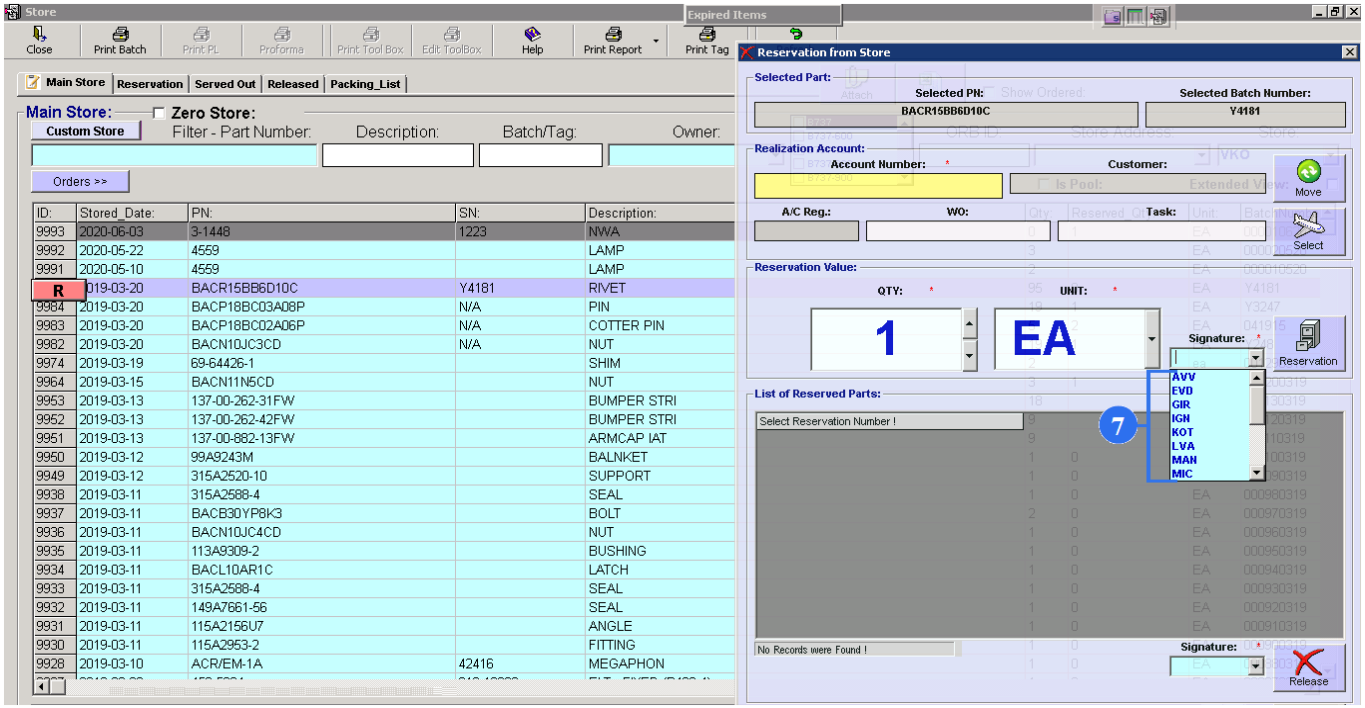
2. Fill in a Code of a person (short or full ones). Enter a full name of the person (Name field). Provide some additional information, if necessary.

3. Click on “Add”.

4. After pressing the “Add” button you can see new store unit in “StoreMan” screen.

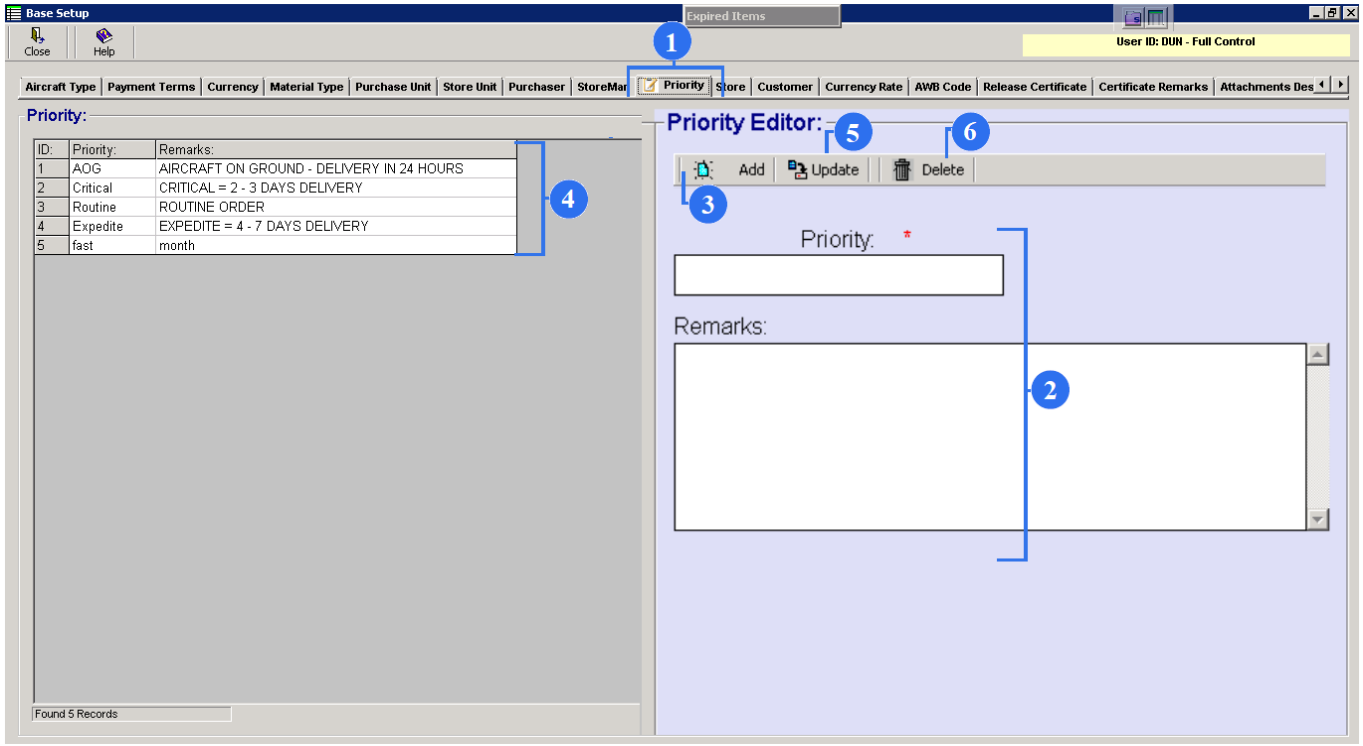
5. If you want to make a change in the “StoreMan Editor” highlight necessary line, in editor change data in field and click on “Update” button.

6. If you want to remove the store man, highlight the line and push “Delete” button.



7. StoreMan code is used in the “Store” submodule to show who is responsible for the reservation from Store.

9. Priority



1. A Storeman tab registers priorities that will be used by the system while ordering and shipping the materials.

To create new store man, use the “Priority Editor”.

2. Fill in a Priority. Provide some additional information in “Remarks” field, if necessary.

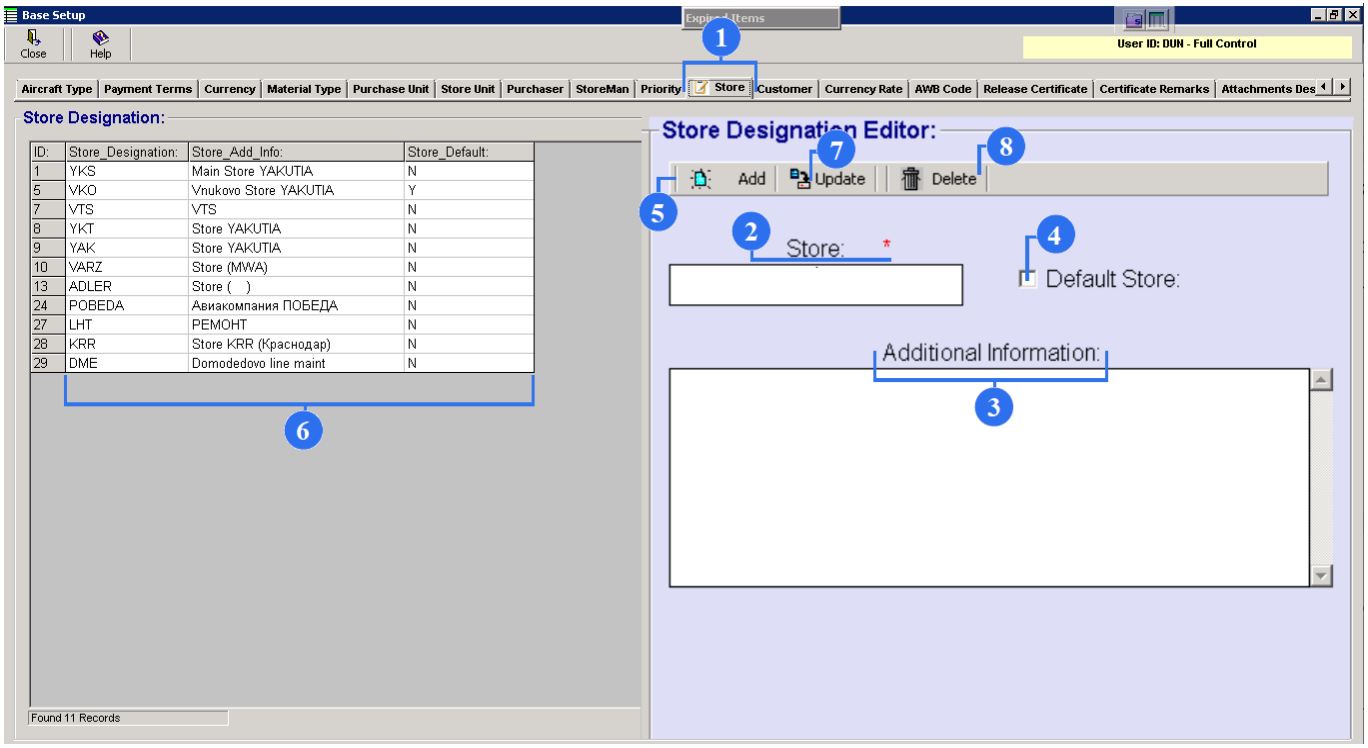
3. Click on “Add”.

4. After pressing the “Add” button you can see new priority in “Priority” screen.

5. If you want to make a change in the “Priority Editor” highlight necessary line, in editor change data in field and click on “Update” button.

6. If you want to remove a priority, highlight a line and push “Delete” button.

10. Store



1. A Store tab registers all company stores.

2. Enter store name (short).

3. Provide some additional information in “Remarks” field, if necessary.

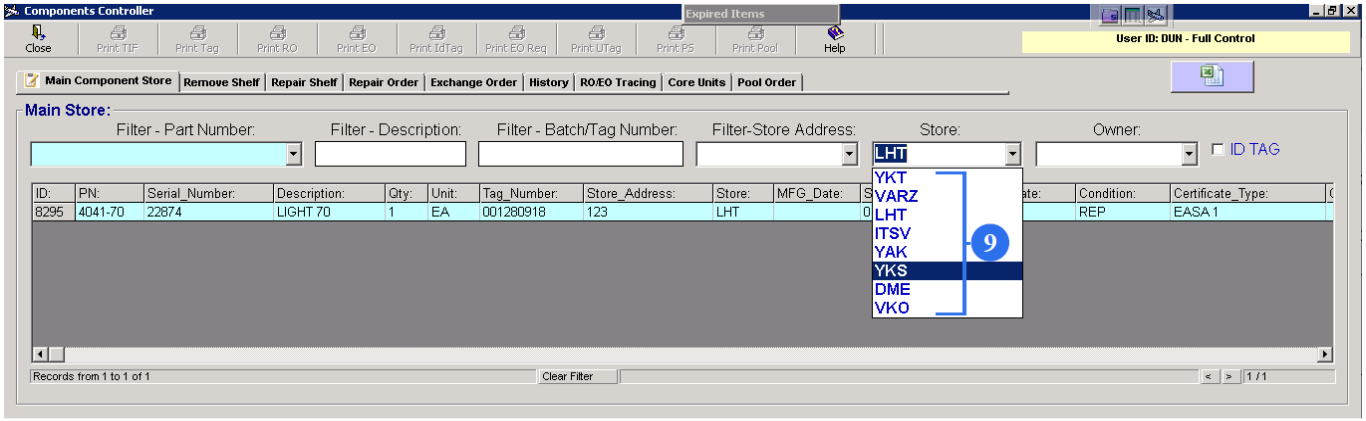
4. Check box “Default Store” and this store will be used default.

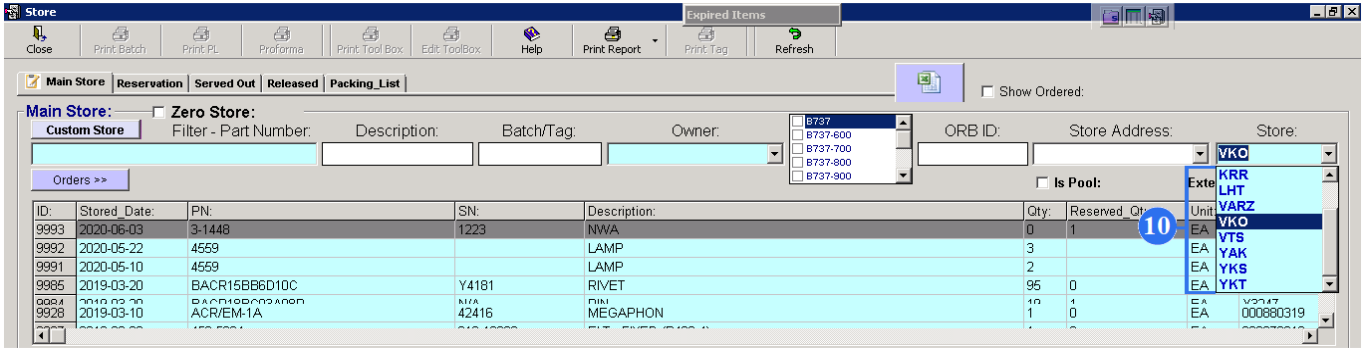
5. Click on “Add”.

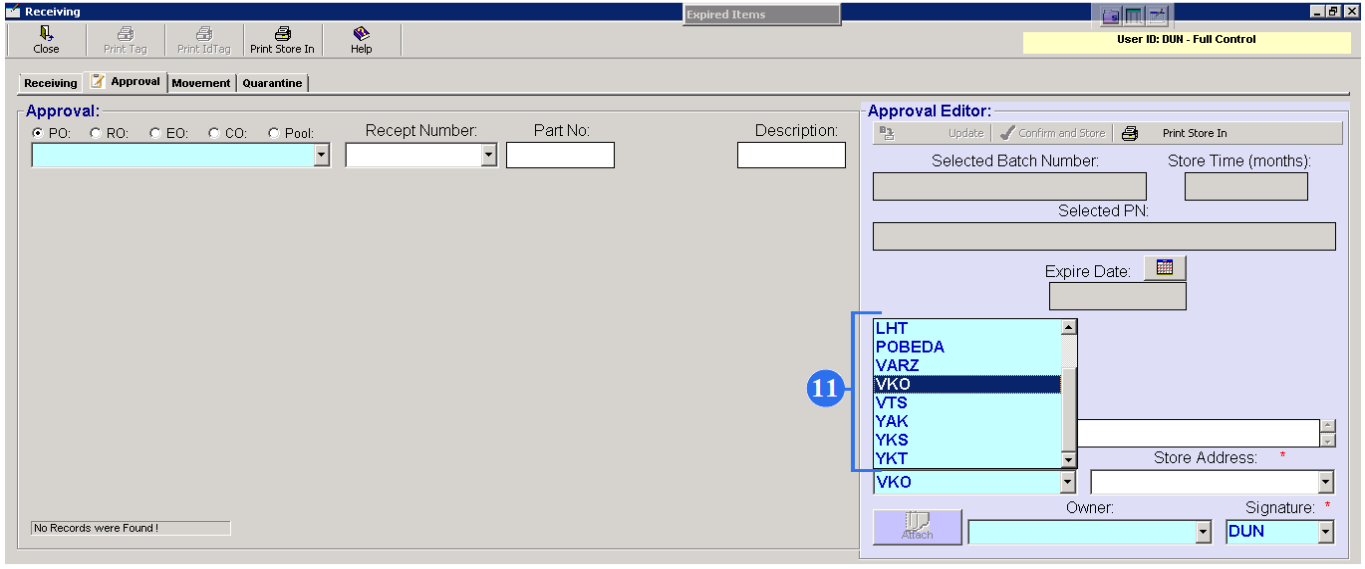
6. After pressing the “Add” button you can see new Store in “Store Designation” screen.

7. If you want to make a change in the “Store Designation Editor” highlight necessary line, in editor change data in field and click on “Update” button.

8. If you want to remove a store, highlight a line and push “Delete” button.



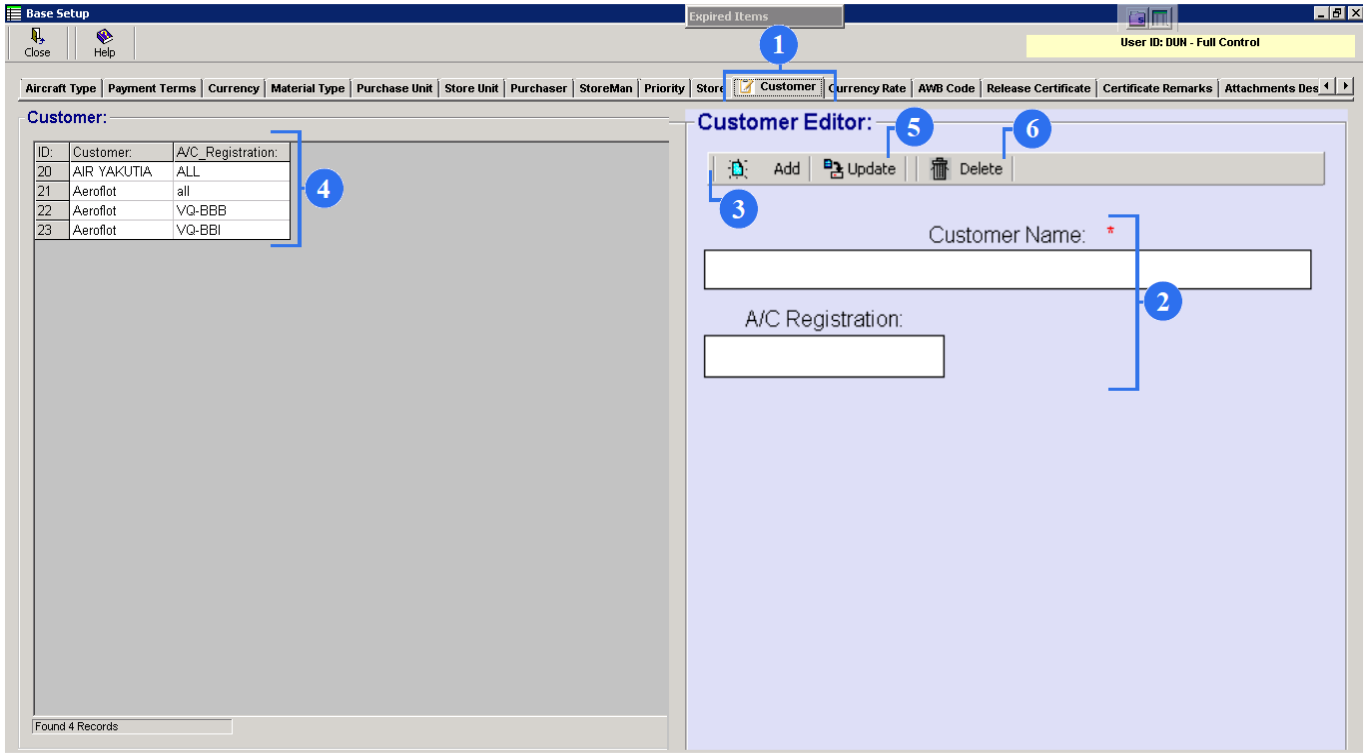




You can use store name information in:

9. “Component” submodule (Main Component Store tab).
10. “Store” submodule (Main Store tab).
11. “Receiving” submodule (Approval tab).

11. Customer



1. A Customer tab registers all company customers.

To create new customer, use the “Customer Editor”.

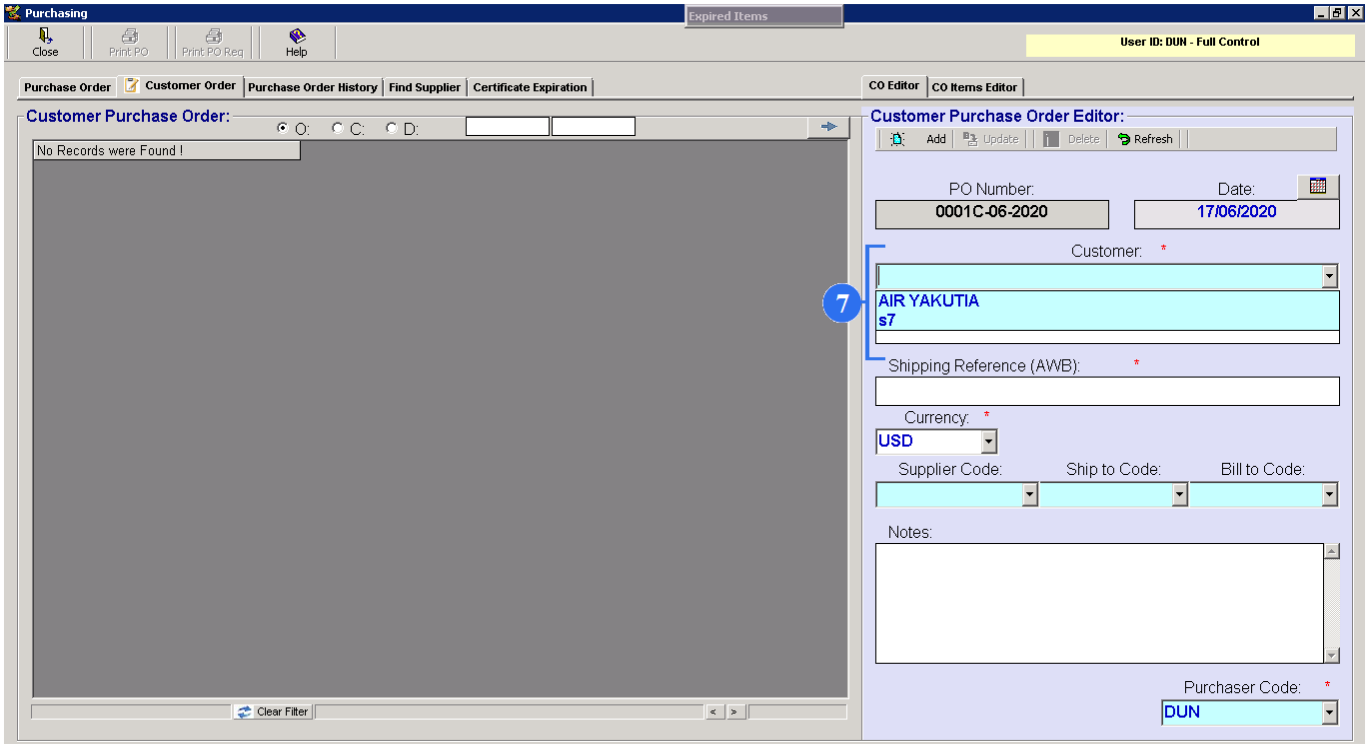
2. Type a customer name and enter aircraft registration name.

3. Click on “Add”.

4. After pressing the “Add” button you can see new customer in “Customer” screen.

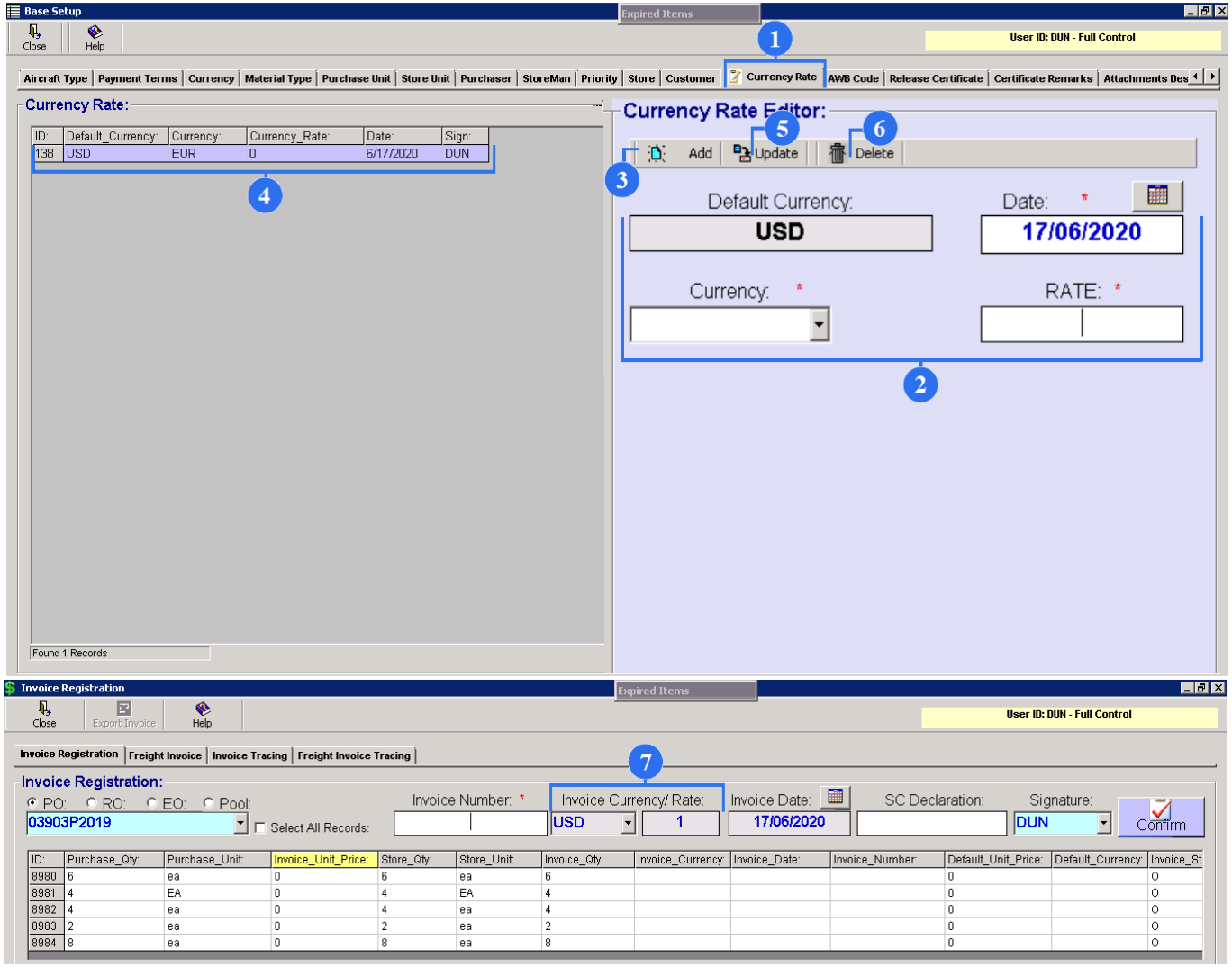
5. If you want to make a change in the “Customer Editor” highlight necessary line, in editor change data in field and click on “Update” button.

6. If you want to remove the store man, highlight the line and push “Delete” button.



7. You will use customers in “Purchasing” submodule (Customer Order tab). In Customer Purchase Order Editor, you will select customer.

12. Currency Rate



1. A Currency Rate registers currency rate.

2. Select currency and enter rate. Today's date will appear automatically. In the "Default Currency" field you will see the currency that you selected on the "Currency" tab.

3. Click on "Add".

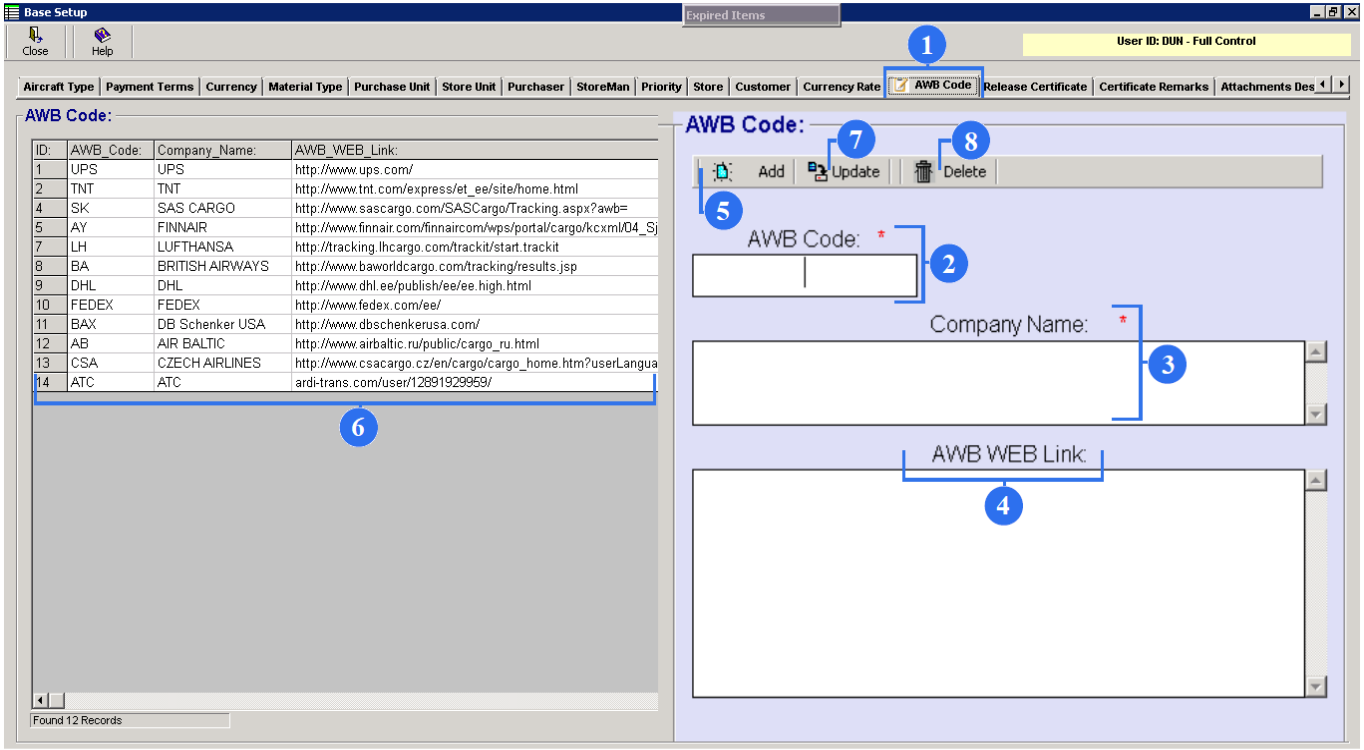
4. After pressing the "Add" button you can see currency rate in "Currency Rate" screen.

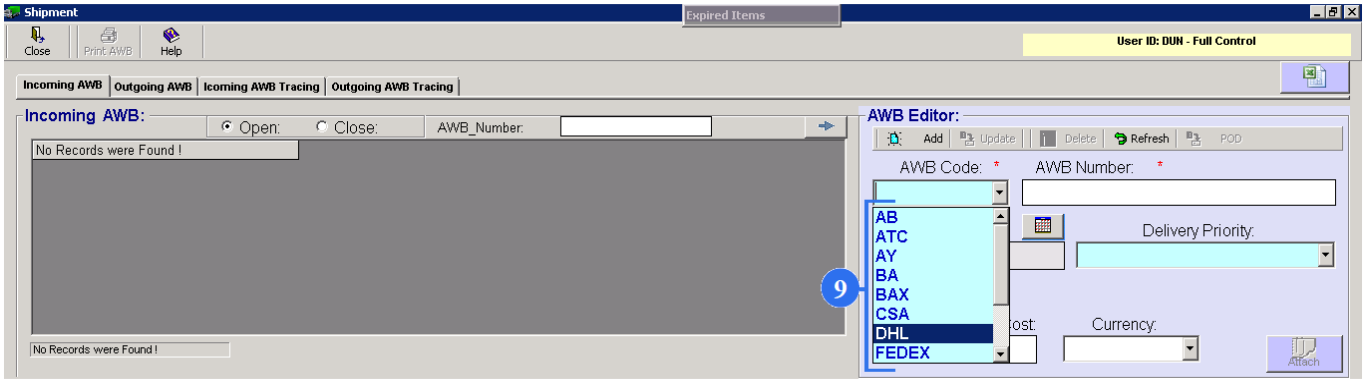
5. If you want to make a change in the "Currency Rate Editor" highlight necessary line, in editor change data in field and click on "Update" button.

6. If you want to remove the currency rate, highlight the line and push "Delete" button.

7. Currency Rate is used in the "Invoicing" submodule.

13. AWB Code





1. An AWB (airway bill) Code tab registers AWB codes that could be identified by the system according to an air courier or a shipping company name.

2. Type an AWB Code.

3. Enter a company name.

4. AWB Web Link should be registered if you require automatically an AWB tracing on the internet (check a Shipment Sub-Module for additional information).

5. Click on “Add”.

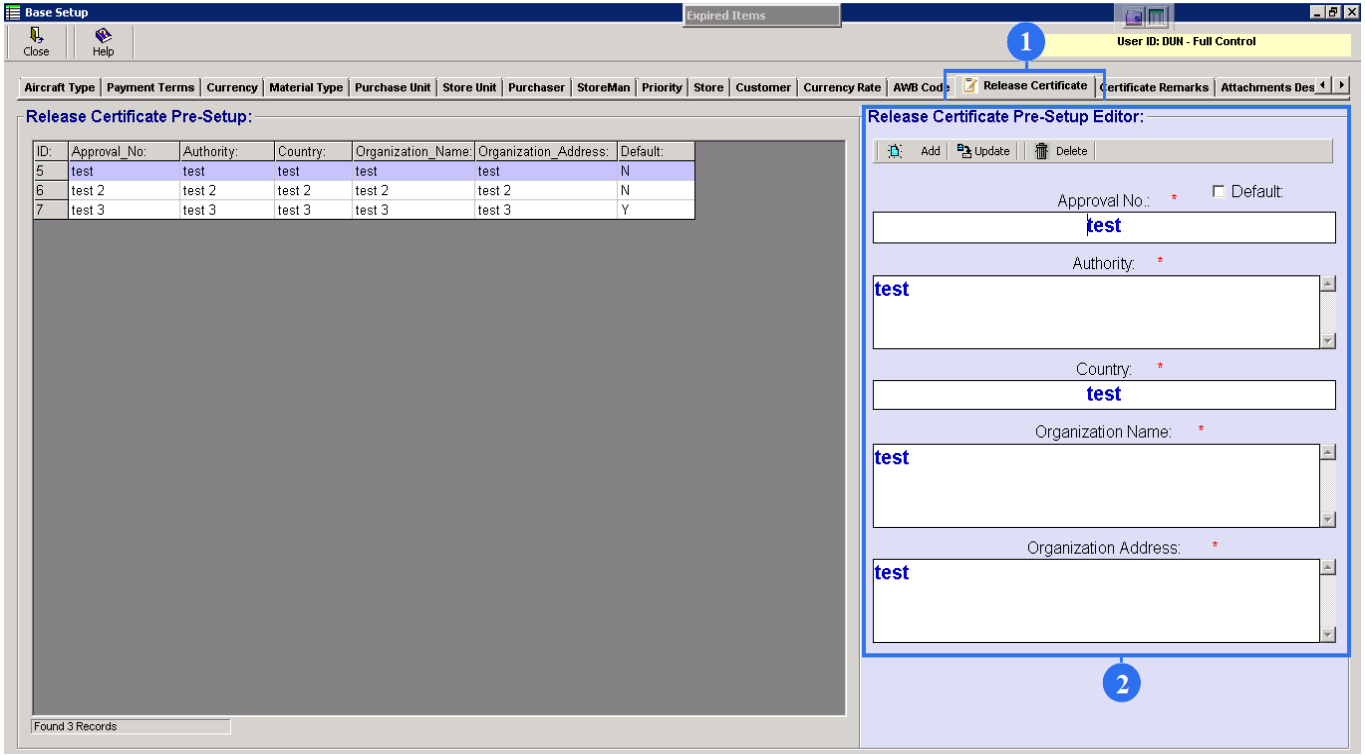
6. After pressing the “Add” button you can see new AWB code in “AWB Code” screen.

7. If you want to make a change in the “AWB Code Editor” highlight necessary line, in editor change data in field and click on “Update” button.

8. If you want to remove the AWB code, highlight the line and push “Delete” button.

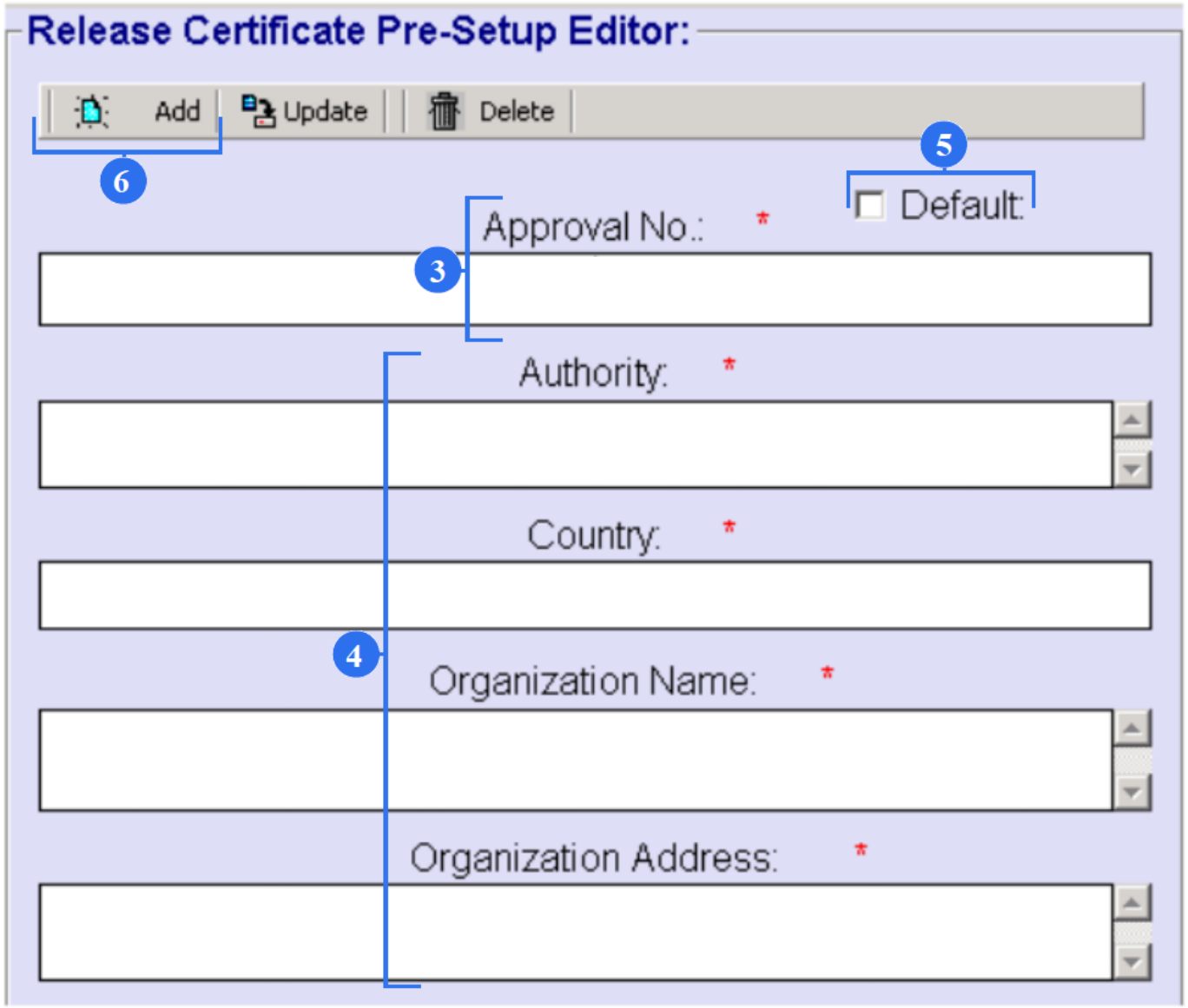
9. You can use AWB code in “Shipment” submodule.

14. Release Certificate



1. A Release Certificate tab registers all release certificates.

2. To create new release certificate pre-setup use the “Release Certificate Pre-Setup Editor”.

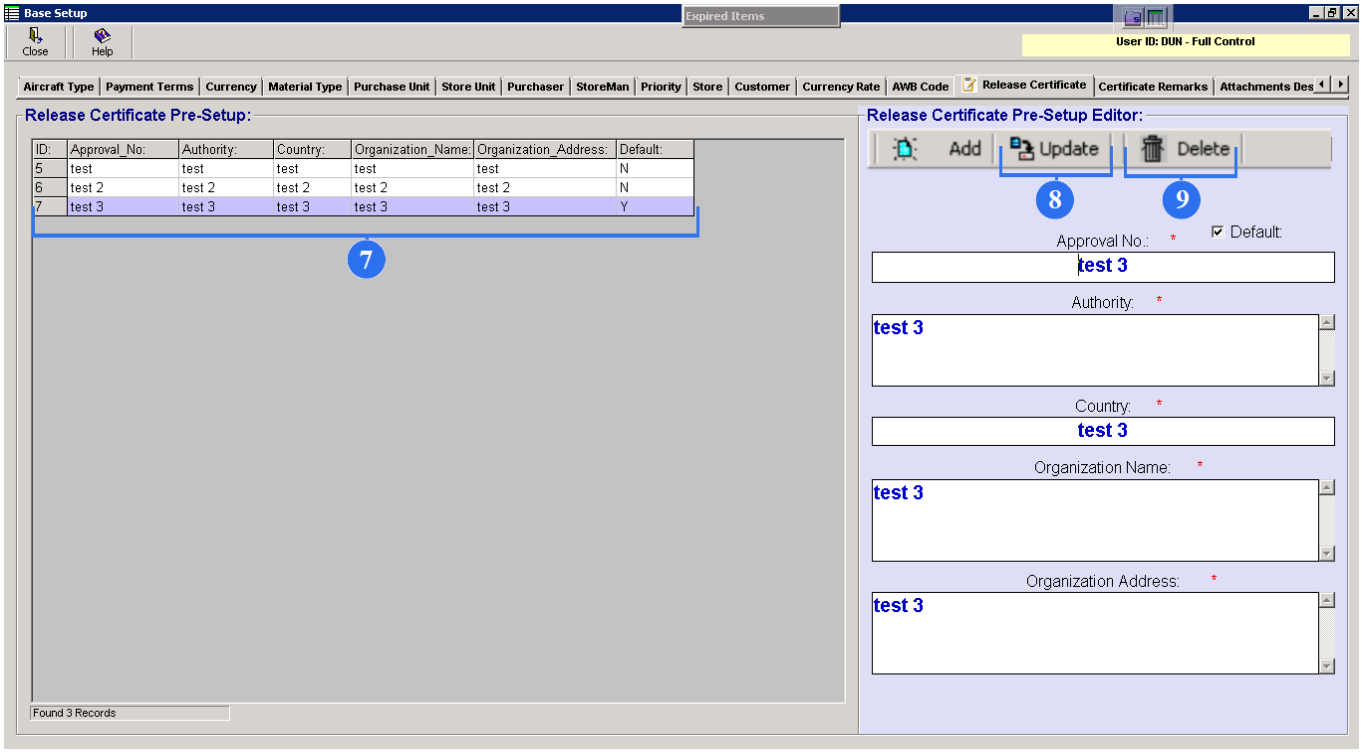


3. Type an approval number.

4. Enter an Authority organization, a country of your organization, its name and address.

5. If a certificate will be used by the company as a default one, stick the Default check box.

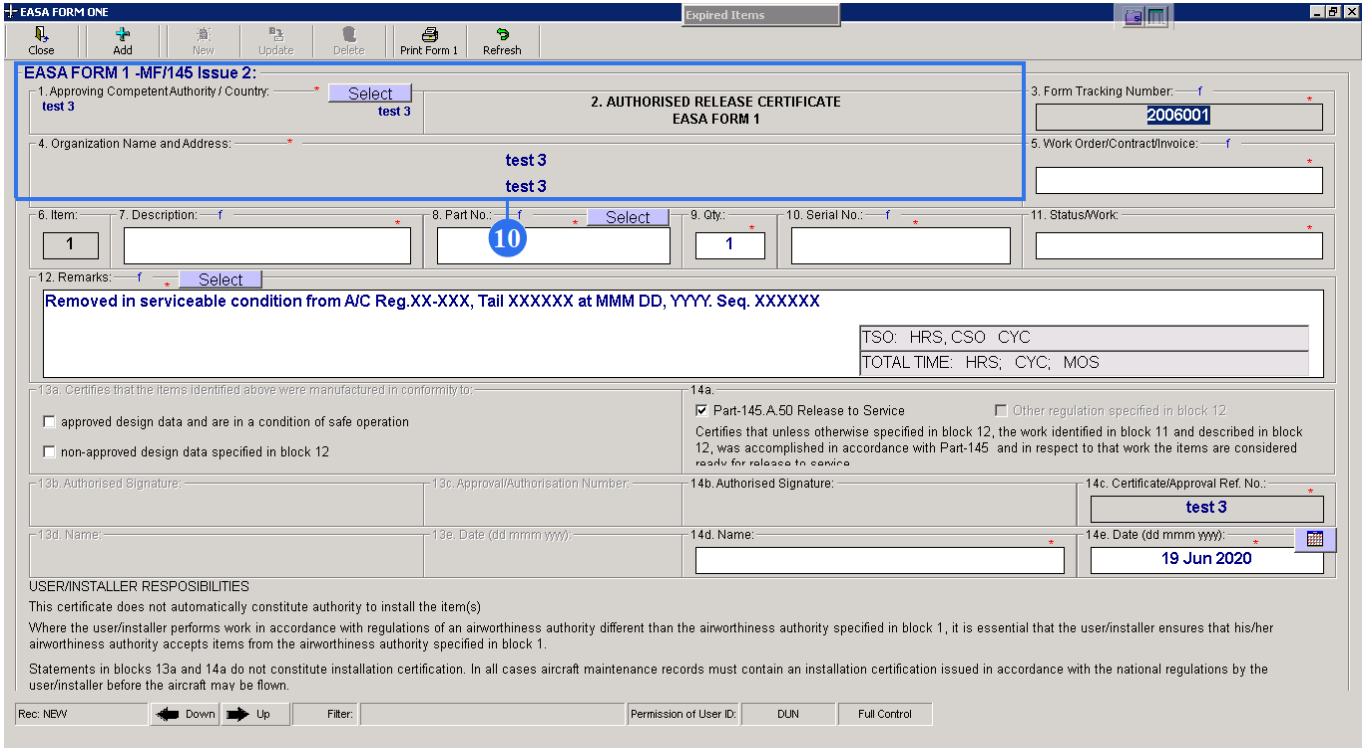
6. Click on the Add button to add a release certificate.



7. After pressing the “Add” button you can see new release certificate pre-setup in “Release Certificate Pre-Setup” screen.

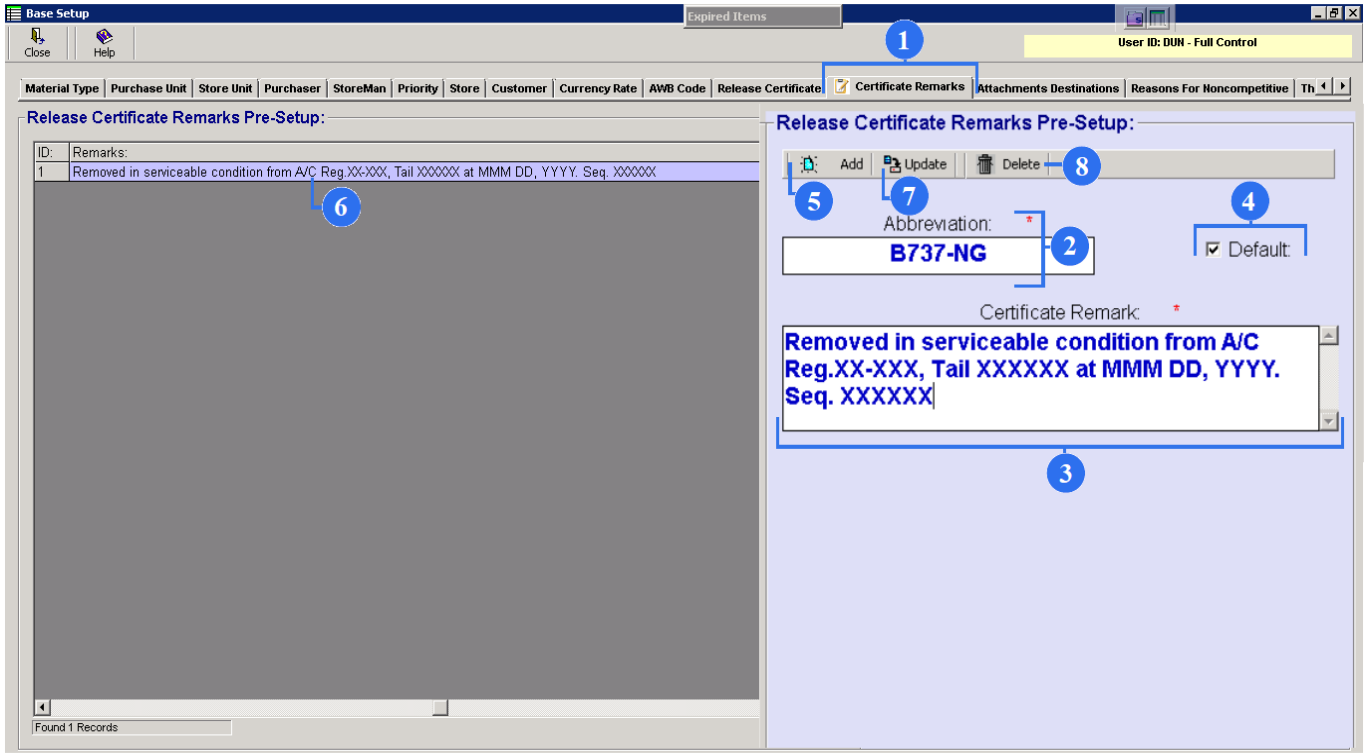
8. If you want to make a change in the “Release Certificate Pre-Setup Editor” highlight necessary line, in editor change data in field and click on “Update” button.

9. If you want to remove data, highlight the line and push “Delete” button.



10. All data embedded in the Release Certificate Pre-Setup Editor can be used to populate EASA. Click the “Select” button and select the appropriate template.

15. Certificate Remarks



1. A Certificate Remarks tab registers all remarks connected with release certificates.

2. Type an abbreviation.

3. Write certificate remark.

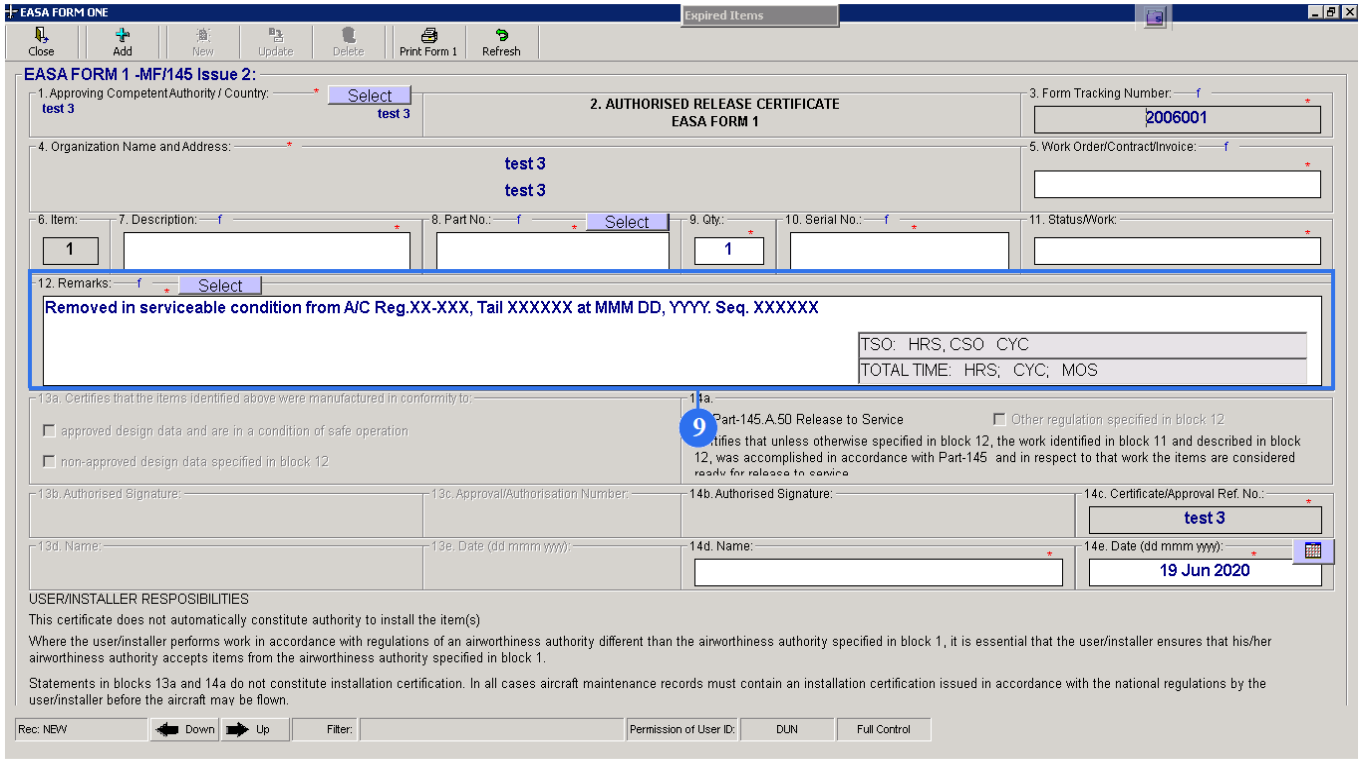
4. If a certificate remark will be used by the company as a default one, stick the Default check box.

5. Click on the Add button to add a certificate remark.

6. A certificate remark will be added to a list.

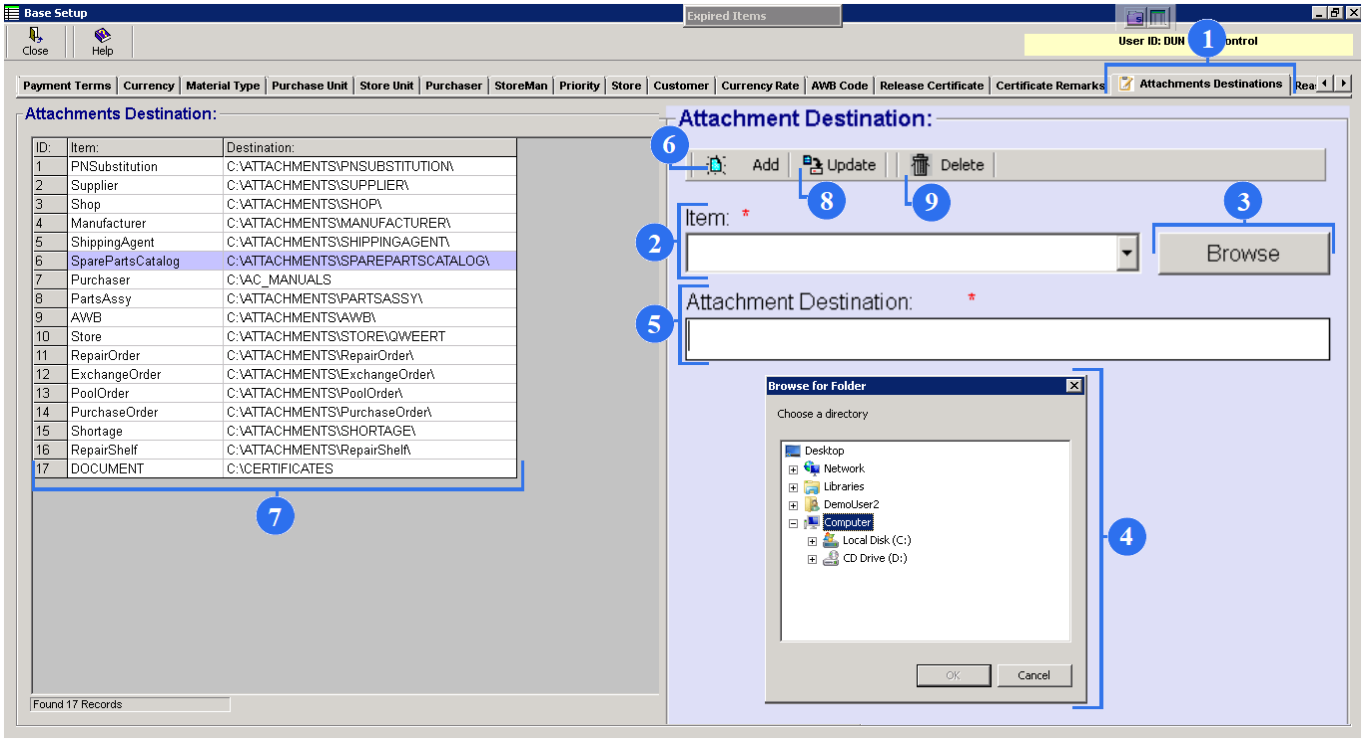
7. To change the information about an existing certificate remark, highlight it from the list, make necessary changes and click on the Update button.

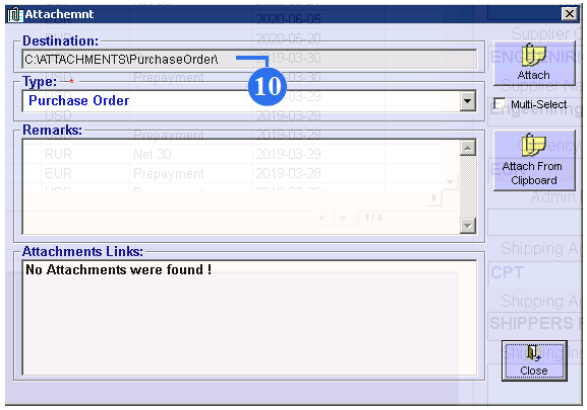
8. To delete an existing certificate remark, highlight it and click on the Delete button.



9. All data embedded in the Release Certificate Remarks Pre-Setup Editor can be used to populate EASA. Click the “Select” button and select the appropriate template.

16. Attachments Destinations





1. Attachment Destination tab registers all item attachments and its destination.

2. Select or enter Item.

3. Click on the “Browse” button and “Browse for button” screen opens.

4. Find destination of the item and push “OK” button.

5. Destination data will appear in the “Attachment Destination” field.

6. Click on the “Add” button.

7. Item and Destination will be added to a list.

8. To change the information about an item and destination, highlight it from the list, make necessary changes and click on the Update button.

9. To delete a data, highlight it and click on the Delete button.

10. All these destinations are used in Attachment windows.