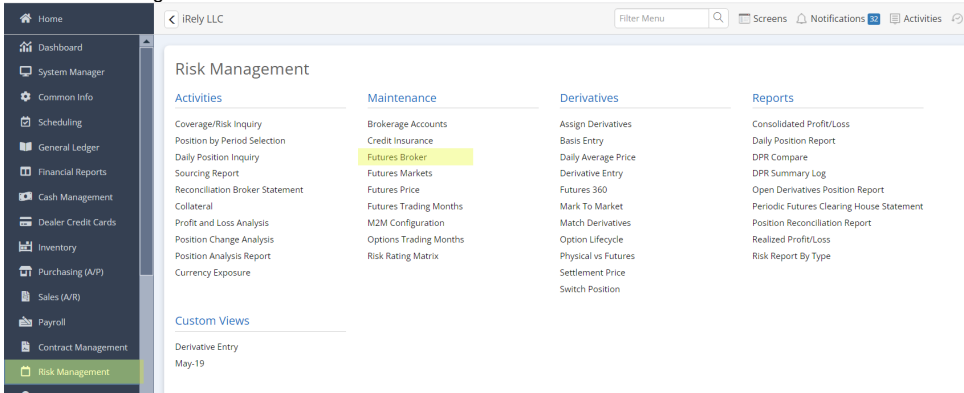


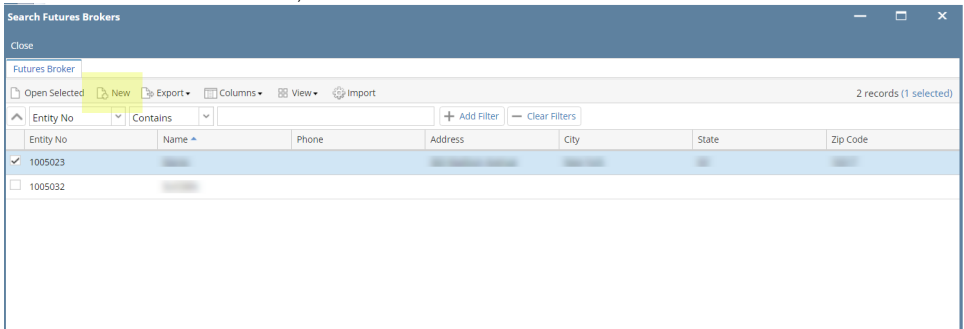
How To Create Futures Broker

Please Follow to below steps to create a new Futures Broker.

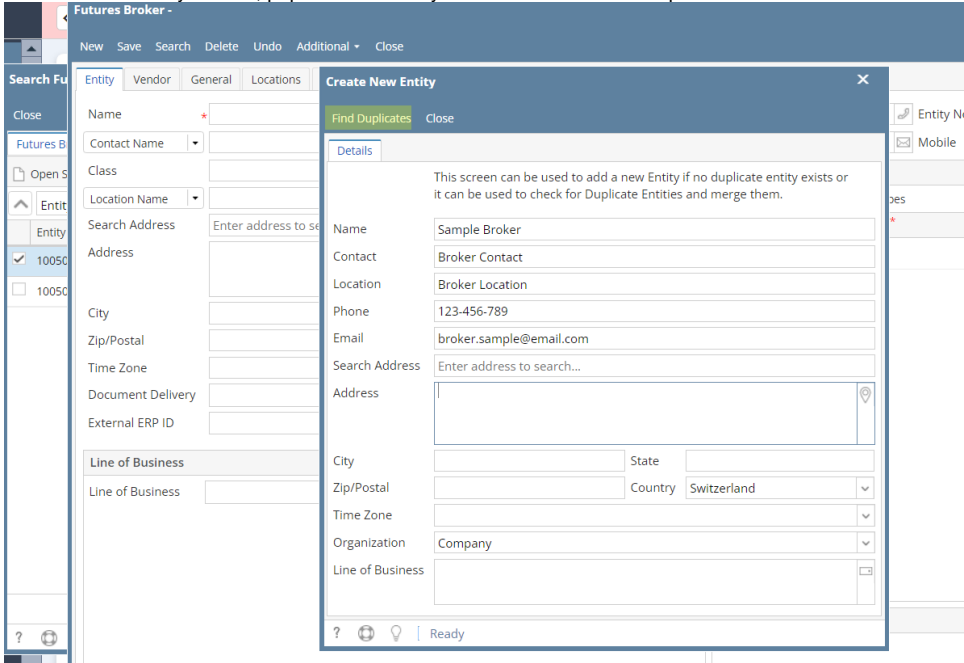
1. Go to Risk Management > Maintenance Section > Futures Broker



2. In Search Futures Broker Screen, Click New Button.



3. In Create New Entity Screen, populate necessary details then click Find Duplicates Button.



4. In Duplicate Entities Screen, If you want to **merge the new Futures Broker** in existing one you may click Merge Button. Else, Click Add Button

The screenshot shows the 'Duplicate Entities' window with the 'Entity' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Additional', and 'Close'. Below the menu bar is a tab bar with 'Entity', 'Vendor', 'General', 'Locations', and 'Create New Entity'. The 'Entity' tab is active, showing a 'Details' section with a table of entities. The table has columns: Entity No., Name, Contact, Location, Email, Phone, Address, Zip/Postal, Primary, Entity Type, and Line Of Business. The table is currently empty. At the bottom of the window, there is a status bar with a question mark, a plus icon, a lightbulb icon, and the text 'Ready'.

5. In Futures Broker Screen > Entity Tab, you may populate additional data

The screenshot shows the 'Futures Broker - Sample Broker' window with the 'Entity' tab selected. The window has a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Additional', and 'Close'. Below the menu bar is a tab bar with 'Entity', 'Vendor', 'General', 'Locations', 'Contacts', 'Split', 'Farm', 'History', 'Messages', 'Activities', 'Attachments', 'Audit Log', and 'Entity Type'. The 'Entity' tab is active, showing a form for 'Sample Broker'. The form has fields for Name, Contact Name, Class, Location Name, Search Address, Address, City, State, Zip/Postal, Country, Time Zone, Language, Document Delivery, External ERP ID, and Origination Date. The 'Contact Information' section is expanded, showing a table with columns: Type, Details, and a checkbox. The 'Line of Business' section is also expanded, showing a table with columns: Line of Business and a checkbox. The 'Internal Notes' section is at the bottom right of the form.

6. Go to Vendor Tab > Detail Tab, populate necessary details

Futures Broker - Sample Broker

New Save Search Delete Undo Additional ▾ Close

Entity Vendor General Locations Contacts Split Farm History Messages Activities Attachments Audit Log Entity Type

Detail Dealer Credit Card Taxing Pricing Lien Holder Store Import Info

Type	Company ▾	Tax No	
Vendor Account No	ACC0001	Tax State	▾
GL Account		Tax Code	
Currency	CHF ▾	Withholding	<input type="checkbox"/> Match Vendor Cost <input type="checkbox"/>
Pay From Bank Account		FLO Id	
Credit Limit	0.00	Legacy Vendor ID	
Parent Vendor	▾		
Payment Method	Cash ▾		
Ship From	Broker Location ▾		
Pay To Address	Broker Location ▾		
Ship Via	▾		
Primary Entity Group	▾		
Default Terms	Due on Receipt ▾		

Specific Terms

+ Insert ✕ Remove Export ▾ View ▾ Filter (F3)

☐ Terms

☒ Due on Receipt

☐

Payment Control

☒ Active

☐ Always Discount

☐ Hold

☐ One voucher per payment

☒ Create voucher for pending payables

☒ Post voucher for pending payables

Exposure Inquiry

Risk Indicator ▾

Business Volume 0

UOM ▾

Setup

☐ Transport Terminal

7. Click Save Button.