# **Country and State**

Company may have offices and clients in different country and states. This module allows the user manage the countries and states, and define the currency used. Below actions are available under "Country and States":

	e	Create,	modify,	search	and	delete
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Country And States ×		Com	ta: Cada		Country No	
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Liechtenstein	$\sim$	^ WI			Ivididysid	
Lithuania	Search for	Desc	ription		D	etails of Country
Luxembourg Cou	Country or St	ate 🔪 👘 Mai	aysia			
Macau	mules					
Madagascar 🛛 🌽		Curr	ency Name		Currency C	ode
Malawi		Rin	ggit		MYR	
Malaysia		Curr	ency Symbol		Precision	
Maldives		MY	2		2	
Mati						
Malta		State	s in the Country			
Marshall Islands						
Martinique				- 8		
Mauritania			State Name A	State	Code	Description
Mauntius	Defense to theme	Jone	or Bahru	JB		Johor Bahru
Mayotte	Refers to there	Klar	g Valley	KV		Klang Valley
Mexico	is states under	Pen	ang	PN		Penang
Micronesia	the country	Sela	ngor	SL		Selangor
Moldova, Republic of			$\sim$			
Monaco						/
Mongolia			🚺 List an	d Details		
Monserrat			🔪 of Stat	e 🖌		Setting for
Morocco						Column
Mozambique						
Newsikie		M				
Namibia						
Negel						
Netherlands						
Netherlands Antilles						
Neutral Zone						
New Caledonia						
New Zealand						
Nicaraqua						
Niger						
Nigeria						
Niue				Create No	w) ( w	Save <u>Revert</u> <u>Delete</u>
Notfolk Island		~				

untries & States Bangladesh Brunei Canada	Country						
Bangladesh Brunei Canada		MYR - Malaysia		Description	Melaka		
Brunei Canada	China in the st						
Canada	Cities in the s	otate					
	Melaka		MEL				
China		City Name A	Chu	Code	( )	Description	
France	Melaka	City Name =	MEL	LOUE		Description	
Paris	IVICIARA		MICL				
Germany							
Greece							
Indonesia							
Italy							
Japan							
Malaysia							
Johor							
Kedah							
Kelantan							
Kuala Lumpur	:						
Labuan	:						
Melaka							
Negeri Sembilan							
Pahang							
Perak							
Perlis							
Pulau Pinang							
Putrajaya							
Sabah							
Selangor							
Sarawak				C	Create New	Cours Course	Delete
Terengganu				C	create New	2ave Revent	Delete
Singapore							
South Korea							
Spain							
Switzerland							
USA							

Field Name	Description	Mandatory Information
Country Code	Code of the country	Υ
Country Name	Name of the country	Y
Description	Description of the country	Ν
Currency Name	Name of the currency	Ν

Currency Code	Code of the currency	Ν		
Currency Symbol	Symbol of the currency	Ν		
Precision	Digit for the decimal places	Ν		
State Code	Code of the state	Υ		
State Name	Name of the state		Υ	
City Name	Name of the city	Y		
City Code	Code of the city	Ν		
Description	Description of the state	Ν		

## Create New Country:

1. Click on "Create New" button at the bottom of the screen.

Indonesia	States in the Country		
Italy			
Japan	8		1
Malaysia	State Name A	State Code	Description
Johor	Kedah	KDH	Kedah
Kedah	Kuala Lumpur	KUL	Kuala Lumpur
Kelantan	Labuan	LBN	Labuan
Kuala Lumpur	: Negeri Sembilan	NSN	Negeri Sembilan
Labuan	Pahang	PHG	Pahang
Melaka	Sabah	SBH	Sabah
Negeri Sembilan	Johor	JHR	Johor
Pahang	Kelantan	KTN	Kelantan
Perak	Melaka	MLK	Melaka
Perlis	Perak	PRK	Perak
Pulau Pinang	Perlis	PLS	Perlis
Putrajaya	Pulau Pinang	PNG	Pulau Pinang
Sabah	Dutrain/a	PIV	Putrainua
Selangor	Carawak	SWK	Sarawak
Sarawak	Selangor	SCR	Selangor
lerengganu	Terengganu	TPG	Terengganu
🖽 Singapore	Terenggano	ING	Telenggano
South Korea			
Spain			
Switzerland			
USA	L		Ŷ
		(	reate New Save Revert Delete

2. Fill up the information on right side of screen

\*Note: The currency's details such as name, code and symbol need to be fill up in order to avoid transaction not able to process.

3. Click on the "Revert" button to undo changes.

4. Click on the "Save" button to save

## Modify the Country:

1. Select the country to modify in the list of countries at left side of screen

2. Update the information required.

3. Click on "Revert" button to undo changes

4. Click on the "Save" button to save the changes

## Delete the Country:

1. Select the country to delete from the list of countries at left side of screen

2. Click on "Delete" button at the bottom of screen

3. Click on "Yes" button on the pop-up window to confirm record deletion

Country And States ×			
7 🔊	Country Code	Country <u>N</u> ame	
	MYR	Malaysia	
Countries & states			
Bangladesh	Description		
🗄 Brunei	Malaysia		
Canada	Currency Name	Currency Code	
China	MVR	MVR	)
Prance	min		
Paris	Currency Symbol	Precision	
Germany	RM	2	
Greece			
Indonesia Itali	States in the Country		
lanan	Kedah	KDH	Kedah
Malauria	State Name &	State Code	Description
lohor	Kedah	KI Deleting record?	X (edab
Kedah	Kuala Lumpur	K	Kuala Lumpur
Kelantan	Labuan		abuan
Kuala Lumpur	Negeri Sembilan	Do you really wish to delete this rec	ord? Negeri Sembilan
Labuan	Pahang	Pl	Pahang
Melaka	Sahah	SI Yes No	Sabab
Negeri Sembilan	labor		Haber
Pahang	Kalantan	KTN	Kalantan
Perak	Melaka	MIK	Melaka
Perlis	Perak	DPF	Decel
Pulau Pinang	Perak	PRK	Perak
Putrajaya	Penis Dela Disso	PLS	Penis
Sabah	Pulau Pinang	PNG	Pulau Pinang
Selangor	Putrajaya	PJY	Putrajaya
Sarawak	Sarawak	SWK	Sarawak
Terengganu	Selangor	SGR	Selangor
Singapore	lerengganu	IRG	lerengganu
Singapore			
South Korea			
Spain			
Switzerland			×
⊡ USA		Create	New Save Revert Delete
Loisiana		Create	Ten Tener Denere Denere

\*Note: Deletion of a country is possible only if other transactions are not using the country

#### Create New State:

Select the country to add the state under the country. Click on " I to create new state.

States in the Country			_
			<b>\</b>
State Name 🔺	State Code	Description	l.⇔
			^

2. Fill up the state's information

3. Click " 📴 " or "Enter" to save it.

#### Modify the State / City:

- 1. Select the state to modify in the list of state.
- 2. Update the information required
- 3. Click " 📴 " or "Enter" to save it.

## Delete the State / City:

- 1. Select the state to delete in the list of state.
- 2. Right click on the mouse and click "Delete State"

Kuala Lumpur State Name A Kedah	KUL State Code	Kuala Lumpur Description	4
State Name A Kedah Kuala Lumpur	State Code	Description	12
Kedah Kuala Lumnur	KDH		
Kuala Lumpur	10011	Kedah	^
reading company	KOL	Kuala Lumpur	n
Labuan	Delete State	Labuan	
Negeri Sembilan	A ICA I	Negeri Sembilan	
Pahang	PHG	Pahang	
Sabah	SBH	Sabah	
Johor	JHR	Johor	
Kelantan	KTN	Kelantan	
Melaka	MLK	Melaka	
Perak	PEK	Perak	
Darlie	DIS	Partie	
Pieles Disease	DNC	Petits Dulau Dinama	
Pulau Pinang	PNG	Pulau Pinang	_
Putrajaya	PJY	Putrajaya	
Sarawak	SWK	Sarawak	_
Selangor	SGR	Selangor	
Terengganu	TRG	Terengganu	
			~
		Create New ) (Save ) (Revert ) (	Delete
	<ul> <li>Negei Sembilan</li> <li>Pahang</li> <li>Sabah</li> <li>Johor</li> <li>Kelaritan</li> <li>Melaka</li> <li>Perak</li> <li>Perak</li> <li>Pelas</li> <li>Pulas Uniang</li> <li>Putrajaya</li> <li>Stanwak</li> <li>Selangor</li> <li>Terengganu</li> </ul>	Negei Sembilan       Pahang       PhiG       Sabah       Johor       JihR       Kelartan       Kartan       Melaka       Perak       Perak       Pela       Pulav Drang       Putrajaya       Pitr       Sterwark       Solik       Seangor       Terengganu	Negri Sembilan     Negri Sembilan       Pahang     PHG     Pahang       Sabah     SBH     Sabah       Johor     JHR     Johor       Kelaritan     KIN     Kelaritan       Metaka     MKK     Melaka       Perak     PRK     Perak       Pelis     PLS     Pelis       Pulau Pinang     PKG     Pulau Pinang       Pulau Pinang     PKG     Pulau Pinang       Pulau Pinang     SKK     Stenayor       Satemaka     SGR     Selangor       Teengganu     TRG     Terengganu

3. Click on "Yes" button on the pop-up window to confirm record deletion

Indonesia	States in the Country				
Italy	Kuala Lumpur	KUL		Kuala Lumpur	
Japan Malavsia	Deleting record?	×	State Code	Description	(Ę
Johor	Kedah	~		Kedah	^
Kedah	Kuala Lu			Kuala Lumpur	0
Kelantan	Labuan Do you really wish	to delete this record?		Labuan	
Kuala Lumpur	: Negeri S			Negeri Sembilan	
Labuan	Pahang Yes	No		Pahang	
Melaka	Sabah	3011		Sabah	
Negeri Sembilan	Johor	JHR		Johor	
Pahang	Kelantan	KTN		Kelantan	
Perak	Melaka	MLK		Melaka	
Perlis	Perak	PRK		Perak	
Pulau Pinang	Perlis	PLS		Perlis	
Putrajaya	Pulau Pinang	PNG		Pulau Pinang	
Sabah	Putrajava	PIV		Putraiava	
Selangor	Sarawak	SWK		Sarawak	_
Sarawak	Selanger	SCR		Selseger	_
Terengganu	Taragagaga	TRC		Taranganau	_
⊡ Singapore	rerengganu	ING		rerengganu	
Singapore					
South Korea					
Spain					M
Switzerland					~
Loisiana			C	reate New Save Bevert	Delete

\*Note: Deletion of a state is possible only if other transactions are not using the state

## Create New City:

1. User need to created state before create the city of the state.

And States ×							
	State Name	Loisiana		State Co <u>d</u> e	LOUI		
States	Country	A211 - 211		Description			
esh	Country	03-034	•	Description			
	Cities in the	State					
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		City Name A	City C	ode		Description	¢,
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- 2. Fill up the city's information
- 3. Click " 📴 " or "Enter" to save it.

Country And States ×			
	State Name Loisiana	State Code LOUI	
Countries & States Bangladesh B Brunei	Country US - USA Cities in the State	✓ <u>D</u> escription	
Canada	Abbeville	ABBE	
France	City Name 🔺	City Code	Description
Paris	Abbeville	ABBE	î
Greece			
Indonesia			
Japan			
🖻 Malaysia			