

# Getting Started

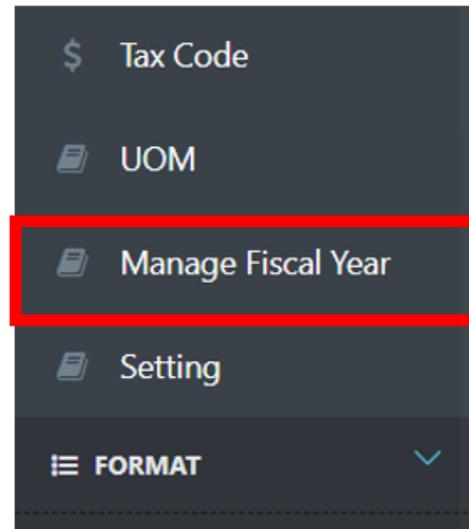
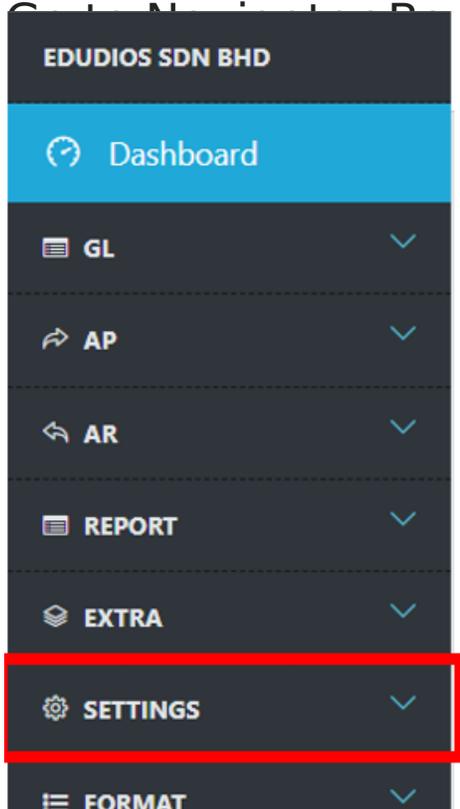
# Account Book

- Step 1 - Manage Fiscal Year
- Step 2 - Manage Account Code Format
- Step 3 - Manage Journal & Account
- Step 4 - Manage Stock Setting
- Step 5 - Manage Number Format

# Step 1 - Manage Fiscal Year

1.

Go to Main Menu > Dashboard > Find & click **Settings** >



2.

You can start manage your fiscal year. You can create the new fiscal year.

3.

**Important : You need to check the "First Fiscal Year" correctly because it will affect second fiscal year.**

1.

**Example : When you create new precious fiscal year. New fiscal year couldn't edit the end date because it need to link will the next fiscal year.**

ACCOUNT / Manage Fiscal Year / Listing

Q Create New Fiscal Year

Previous New Fiscal Year Next New Fiscal Year

☰

	Name	Start Date	End Date	Action
1	Fiscal Year 2019	2019-01-01	2019-12-31	<a href="#">Edit</a> <a href="#">Edit Actual Data</a> <a href="#">Period Lock</a> <a href="#">Delete</a>

4. If you want to edit the fiscal year, you click the edit button then you can edit the date & name. Finish the

edit click submit button to save the update information.

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Fiscal Year ×

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**Name**

**Start Date**

Remark : Start Date Will Be On Day 1

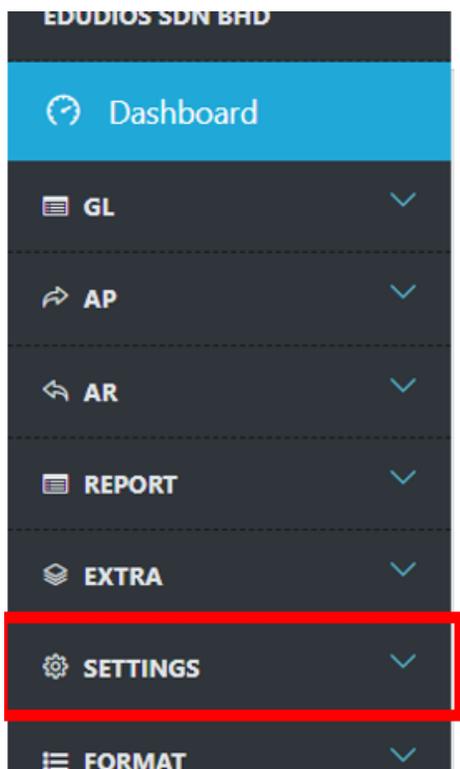
**End Date**

Remark : End Date Will Be Last Day Of The Month

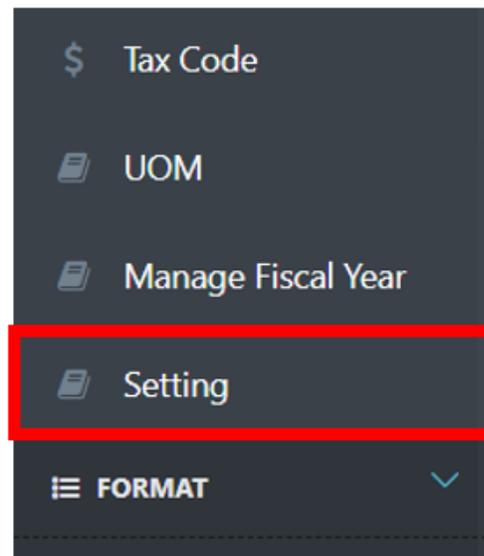
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# Step 2 - Manage Account Code Format

1.

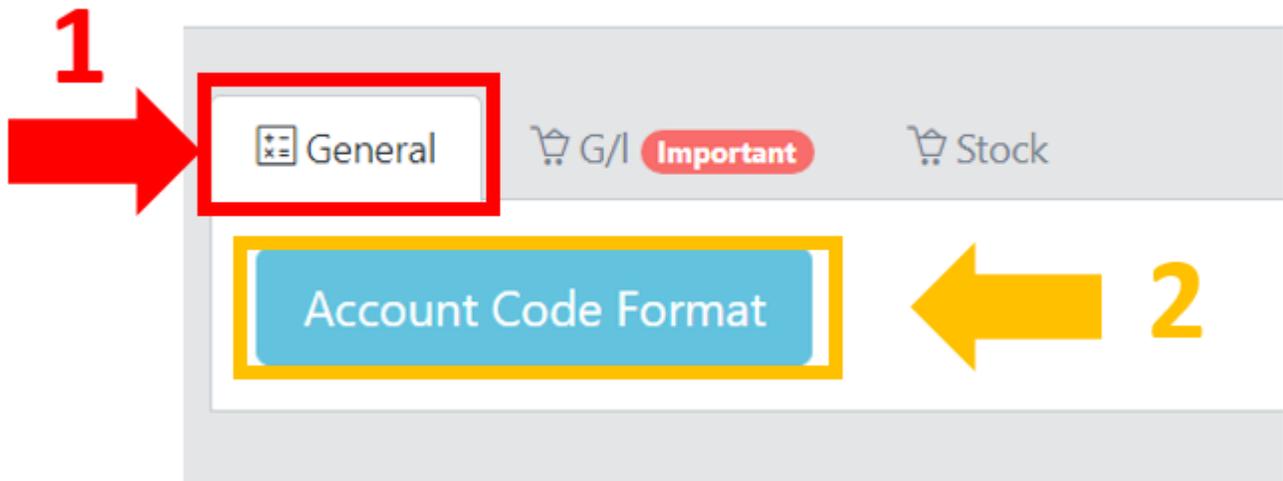


and click **Settinas > Settina.**



2.

When you view this page, please click account code format to do setting.



4.

The system will set the default format for you when you create need account book.

1.

If you want to change the chart of account code format, you can edit in account code format **(red color box)**.

2.

If you want to change the debtor or creditor format, you can edit the the automatic generate debtor / creditor code format **(yellow color box)**

.

3.

When you edit the format, you need to follow the

standard at the table.

Account Code Format

Account Code Format

AAA-AAAA

\* Remark : Max 12 Character

Character	Meaning
L	An L character requires an uppercase alphabetic character only in
A	An A character requires an alphanumeric only in this position, which is A-Z, 0-9.
0	An 0 character requires an numeric character only in this position.
/ - ( ) { }	Literal

Automatic Generate Debtor Code Format

PPP-F000

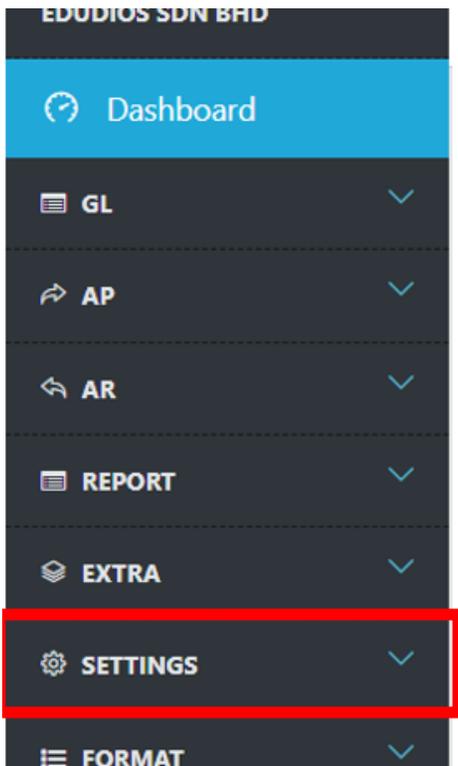
Automatic Generate Creditor Code Format

PPP-F000

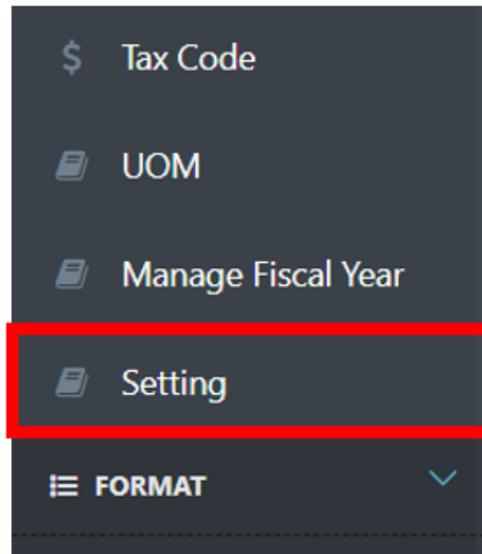
\* Remark : Max 12 Character

# Step 3 - Manage Journal & Account

1.



and click **Settinas > Settina.**



2.

When you view this page, please click G/L > Default

Journal to do journal setting.



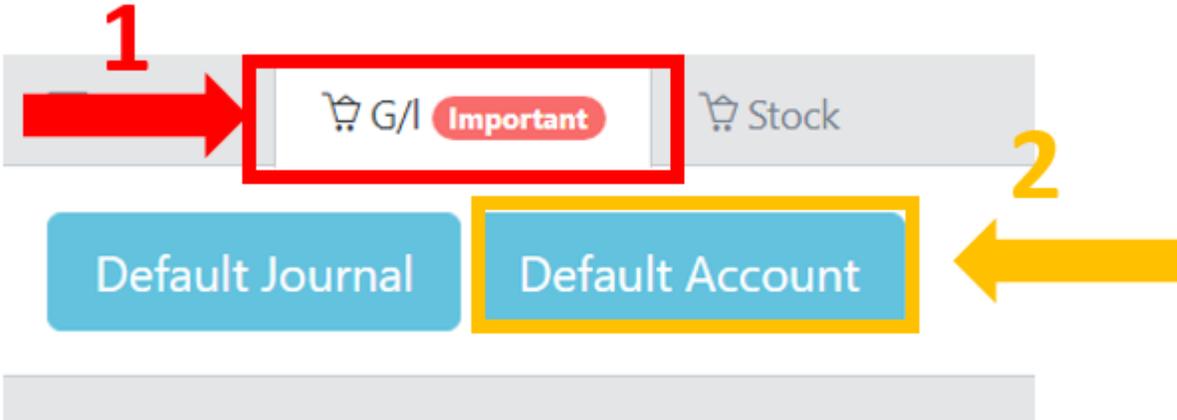
Default Journal		×
Invoice Journal Type	Sales - Sales Journal	▼
Cash Sale Journal Type	Sales - Sales Journal	▼
Credit Note Journal Type	Sales - Sales Journal	▼
Debit Note Journal Type	Sales - Sales Journal	▼
Ap Invoice Journal Type	Purchase - Purchase Journal	▼
Ap Credit Note Journal Type	Purchase - Purchase Journal	▼
Ap Debit Note Journal Type	Purchase - Purchase Journal	▼
Journal Entry Journal Type	General - General Journal	▼

Close Submit

3. 1.

When you view this page, please click G/L >

# Default Account to do account setting.



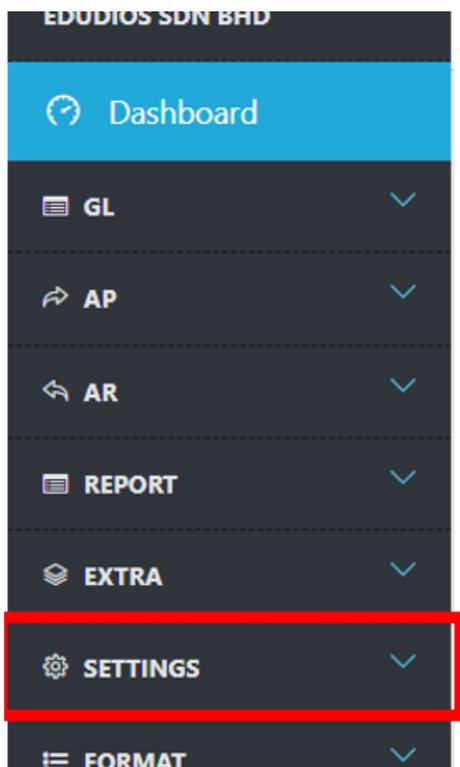
**Default Account** ×

Sales Account	500-0000 - SALES
Cash Sales Account	500-1000 - CASH SALES
Sales Return Account	510-0000 - RETURN INWARDS
Sales Discount Account	520-0000 - DISCOUNT ALLOWED
Purchase Account	610-0000 - PURCHASES
Purchase Return Account	612-0000 - PURCHASES RETURN
Purchase Discount Account	610-0000 - PURCHASES
Ar Forfeited Account	Choose...
Ap Forfeited Account	Choose...
Balance Stock Account For Live Stock Balance	Choose...
Ar Ap Contra Temporary Account	490-0000 - TEMPORARY ACCOUNT FOR CONTRA

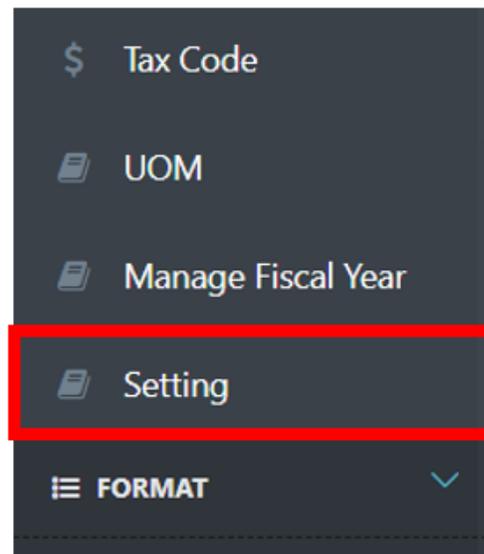
# Step 4 - Manage Stock

## Setting

1.



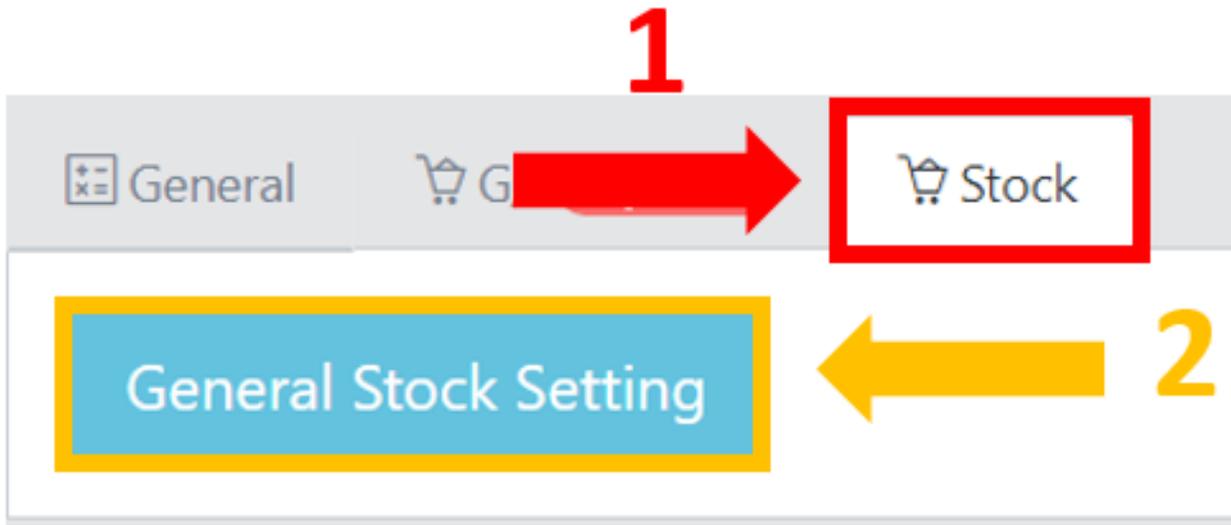
and click **Settinas > Settina.**



2.

When you view this page, please click Stock > General

Stock Setting to do setting.



3.

The system will set the default format for you when you create need account book.

1.

If you want to change the stock code format, you can edit in stock code format **(red color box)**.

2.

When you edit the format, you need to follow the standard at the table.

## General Stock Setting



Default Mou

Automatic Generation Of Item Code Format

%G<0000>

Start Number

1

Characters	Meaning
%G	Will br replaced with the item group's short code.
%T	Will br replaced with the item type's short code.
<0..0>	Will br replaced a running number starts from 1 and left padding with 0's.

Close

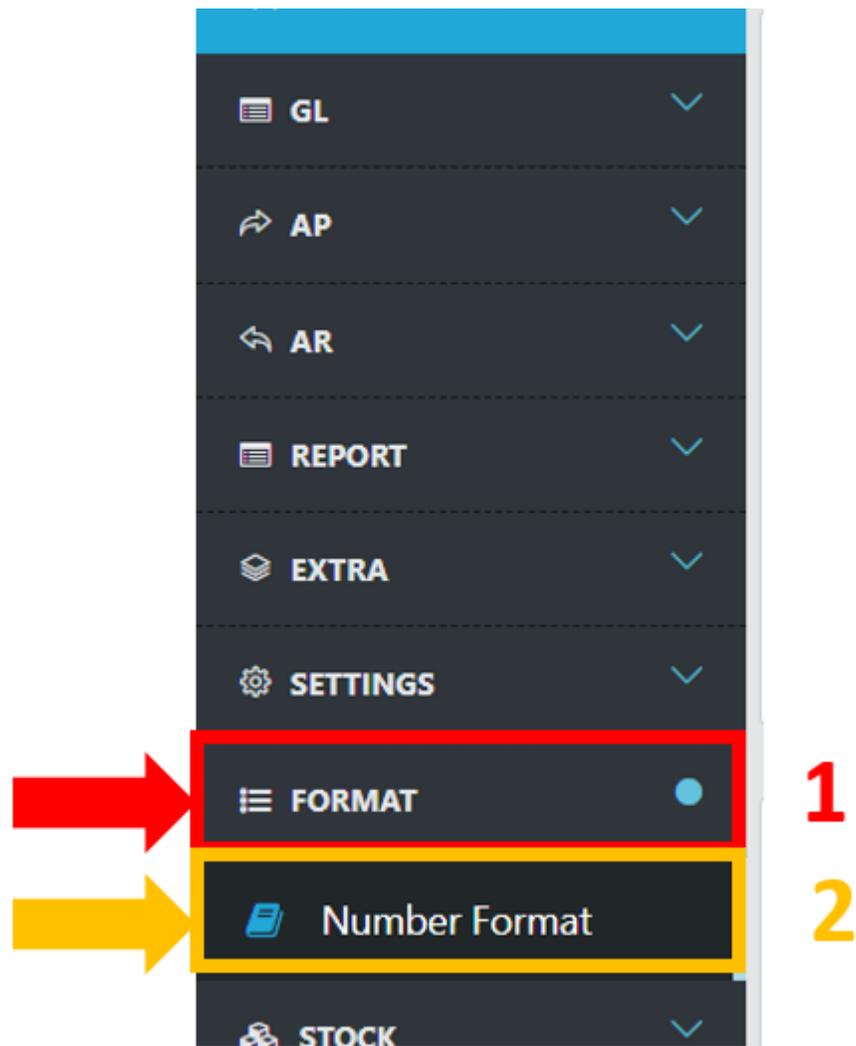
Submit

# Step 5 - Manage Number

## Format

- 1.

Go to Na



**Format.**

2. System will have a set default number format for you. Number format will using in the document number.

- 1.

# Example: I - 0001.

ACCOUNT / Number Format / Listing

Q Filter + Create

Show 20 entries Page Number Go Export to Excel

	Document Type	Name	Set Default	Format	Type	Status	Action
1	Stock Write Off	WOFF Default	Yes	WOFF-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
2	Stock Update Cost	UCost Default	Yes	UT-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
3	Stock UOM Conversion	UOM Default	Yes	UOM-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
4	Stock Transfer	XFER Default	Yes	XFER-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
5	Stock Receive	SR Default	Yes	SR-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
6	Stock Issue	SI Default	Yes	SI-<000000>	System	Active	<span>Edit</span> <span>Delete</span>
7	Stock Adjustment	ADJ Default	Yes	ADJ-<000000>	System	Active	<span>Edit</span> <span>Delete</span>

- 3.
- If you want to change the format or add date into format then go to edit it.

Show 20 entries Page Number Go Export to Excel

	Document Type	Name	Set Default	Format	Type	Status	Action
1	Stock Write Off	WOFF Default	Yes	WOFF-<000000>	System	Active	<span>Edit</span> <span>Delete</span>

- 4.
- Format standard need to follow the remark table.

1.  
If every month the number need to reset. The manually set next number need to set to **"YES"**.
2.  
After save, you can set the monthly number.

Edit



Name

UOM Default

Document Type

Stock UOM Conversion

Manually Set Next Number

No

Next Number

1

Max Number

Format

UOM-<000000>

Sample

EX: ZP

Return

Save