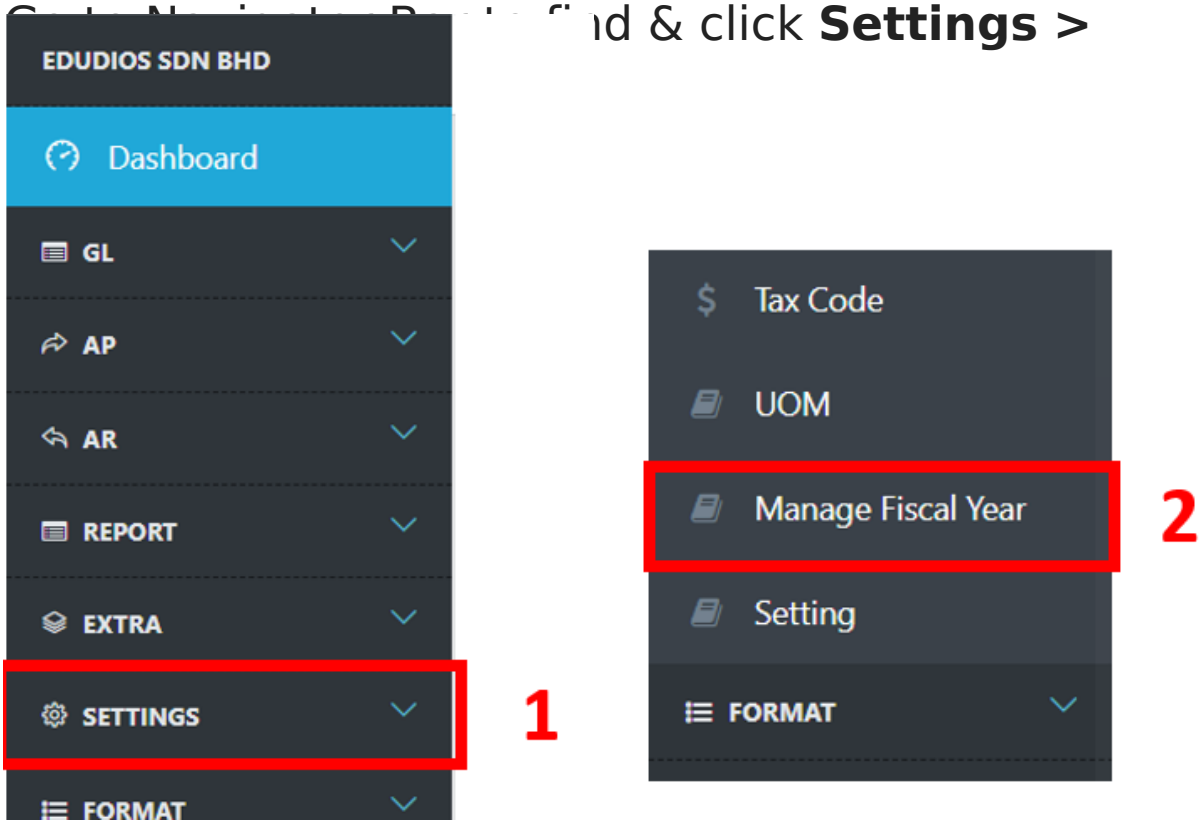
Getting Started Account Book

- 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 Navigation Panel, find & click **Settings >**

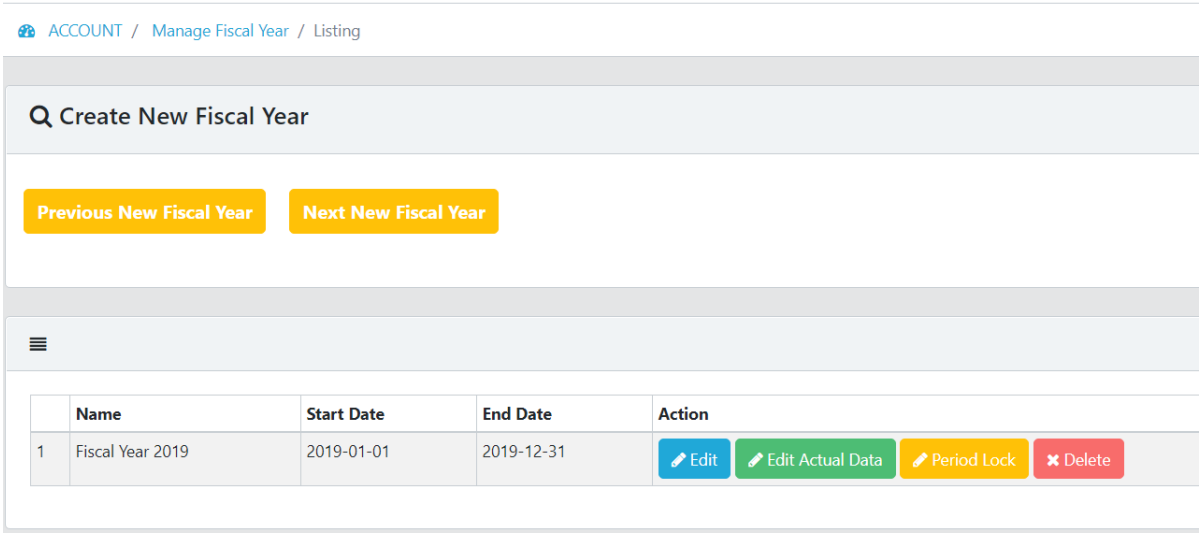


2. You can start manage your fiscal year. You can create the new fiscal year.

3.

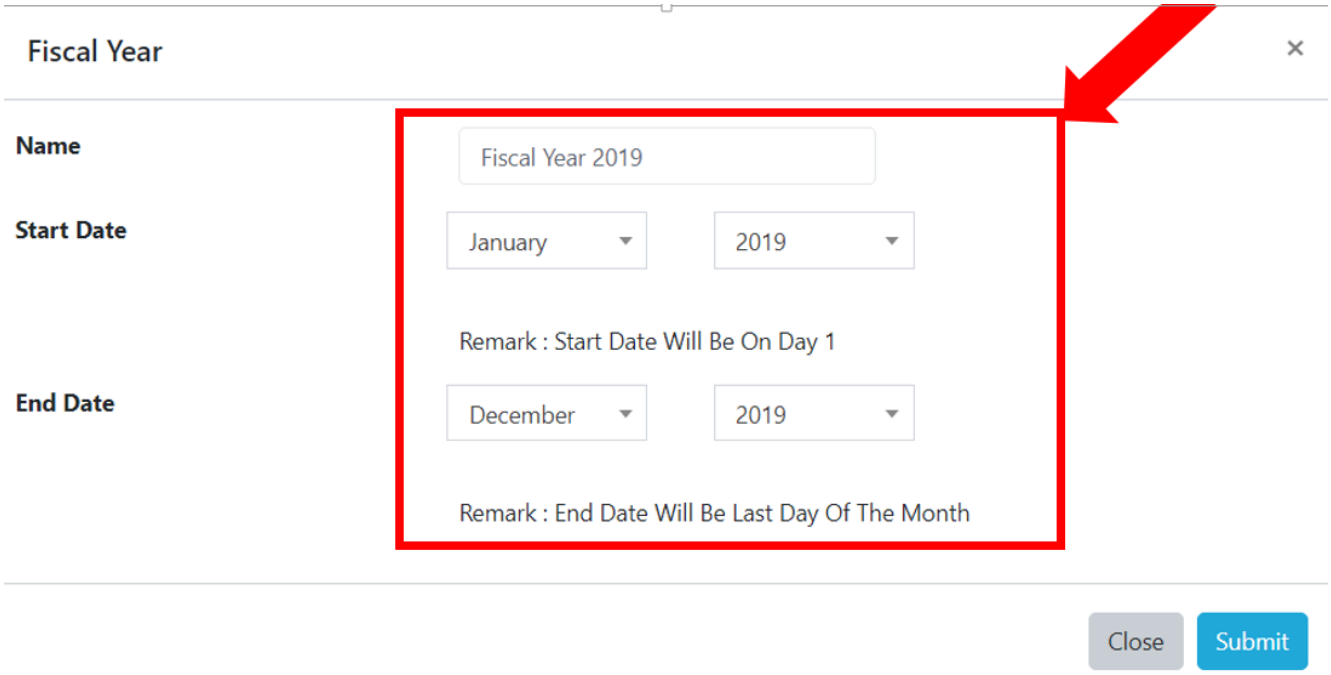
Important : You need to check the "First Fiscal Year" correctly because it will affect second fiscal year.

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.**

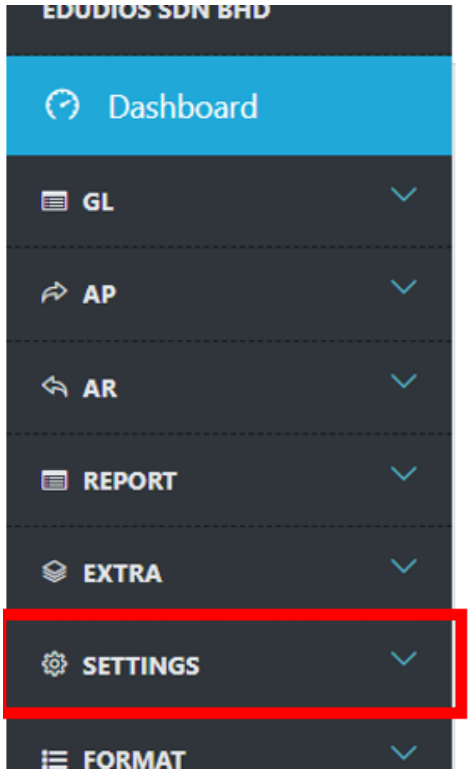


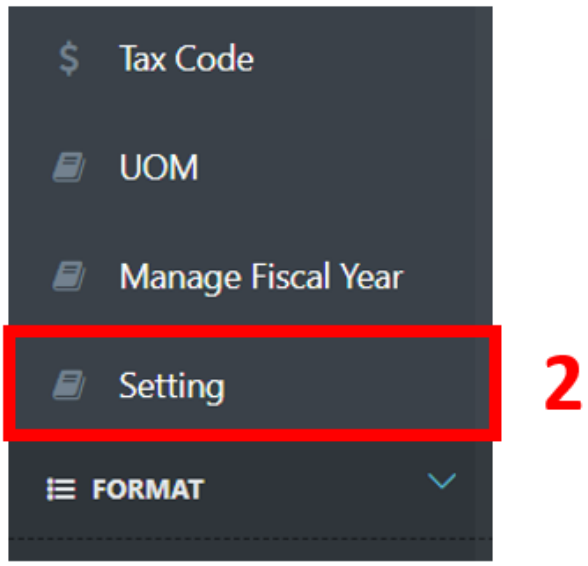
4. If you want to edit the fiscal year, you click the edit button then you can edit the date & name. Finish the

edit click submit button to save the update information.

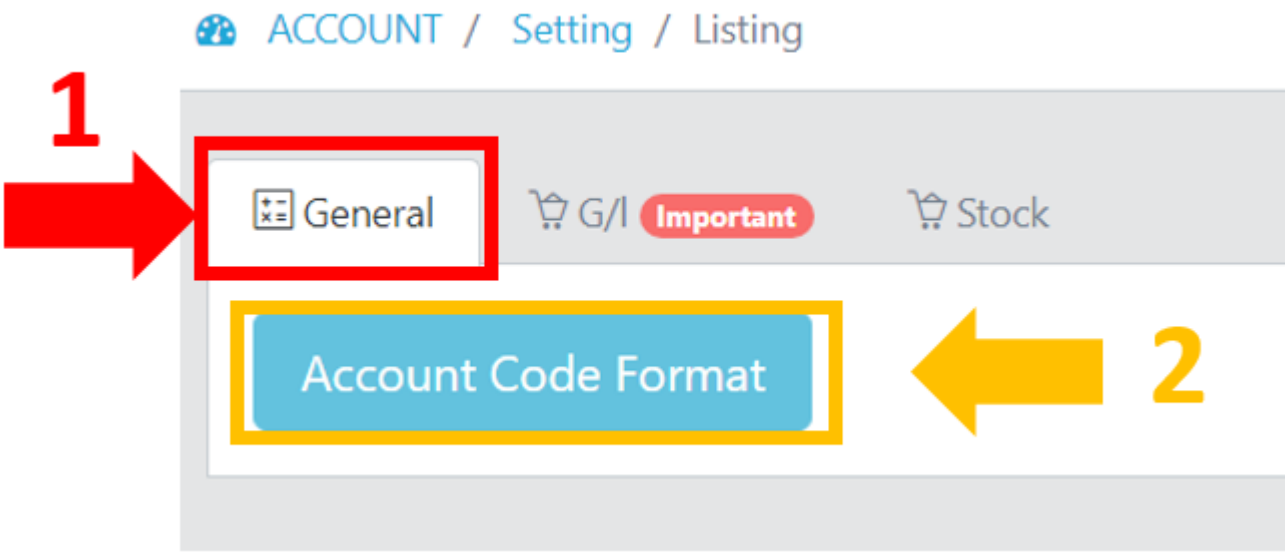


Step 2 - Manage Account Code Format

1. 

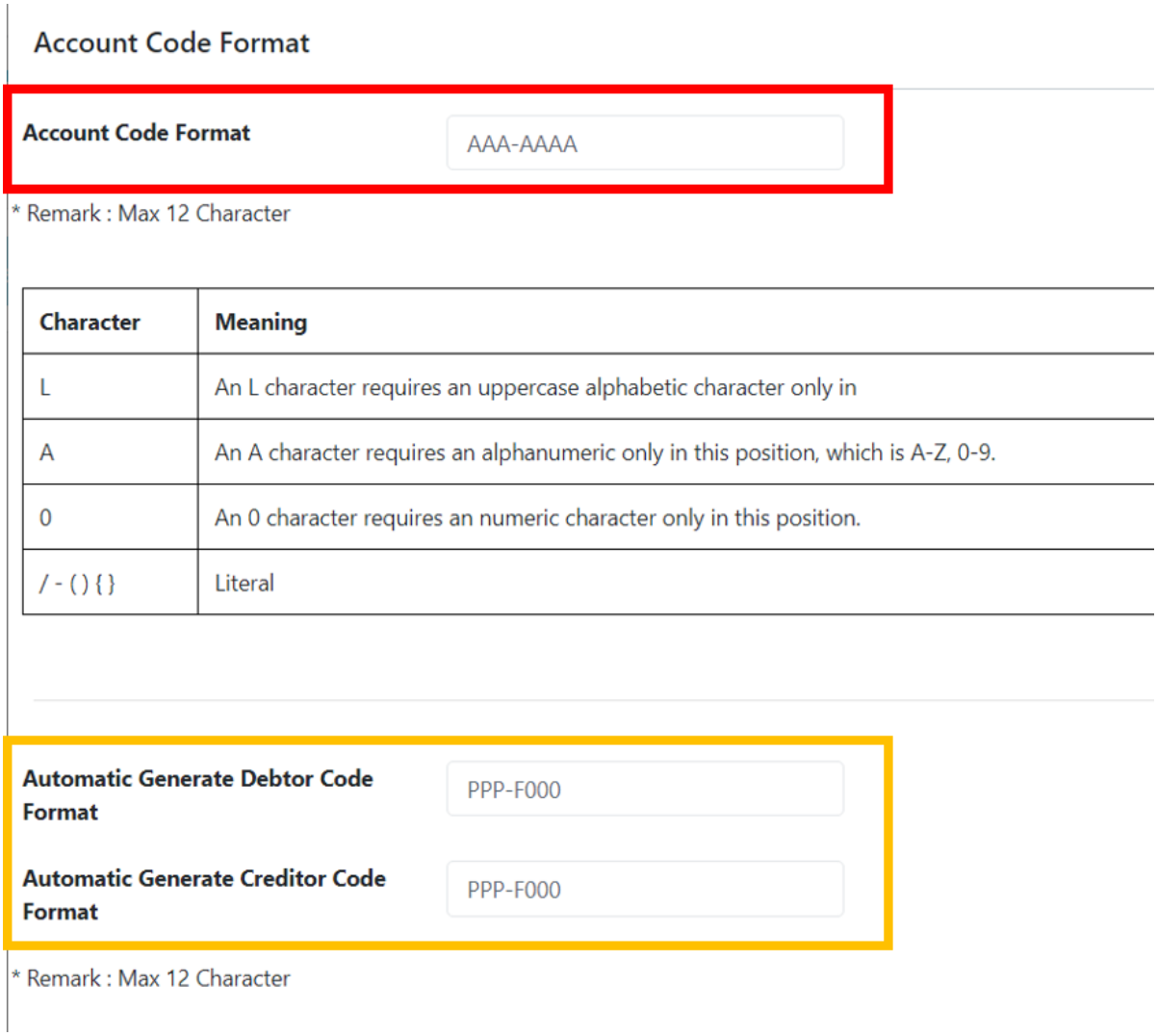
ıd & click **Settinas > Settina**.


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

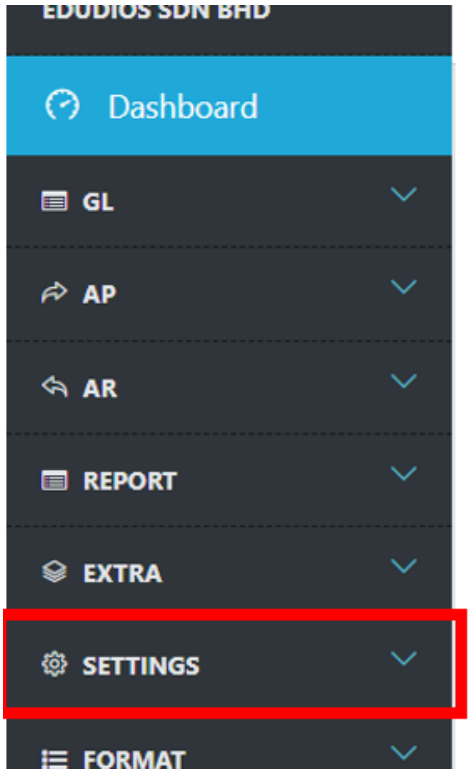


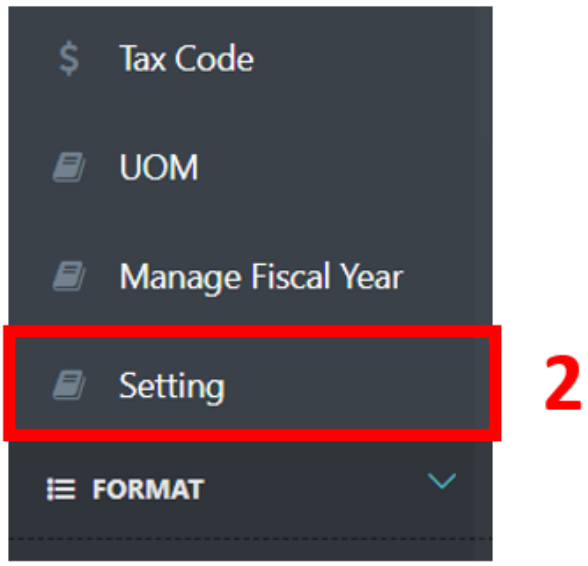
4. The system will set the default format for you when you create need account book.
    1. If you want to change the chart of account code format, you can edit in account code format **(red color box)**.
    2. If you want to change the debtor or creditor format, you can edit the the automatic generate debtor / creditor code format **(yellow color box)** .
    3. When you edit the format, you need to follow the

standard at the table.



Step 3 - Manage Journal & Account

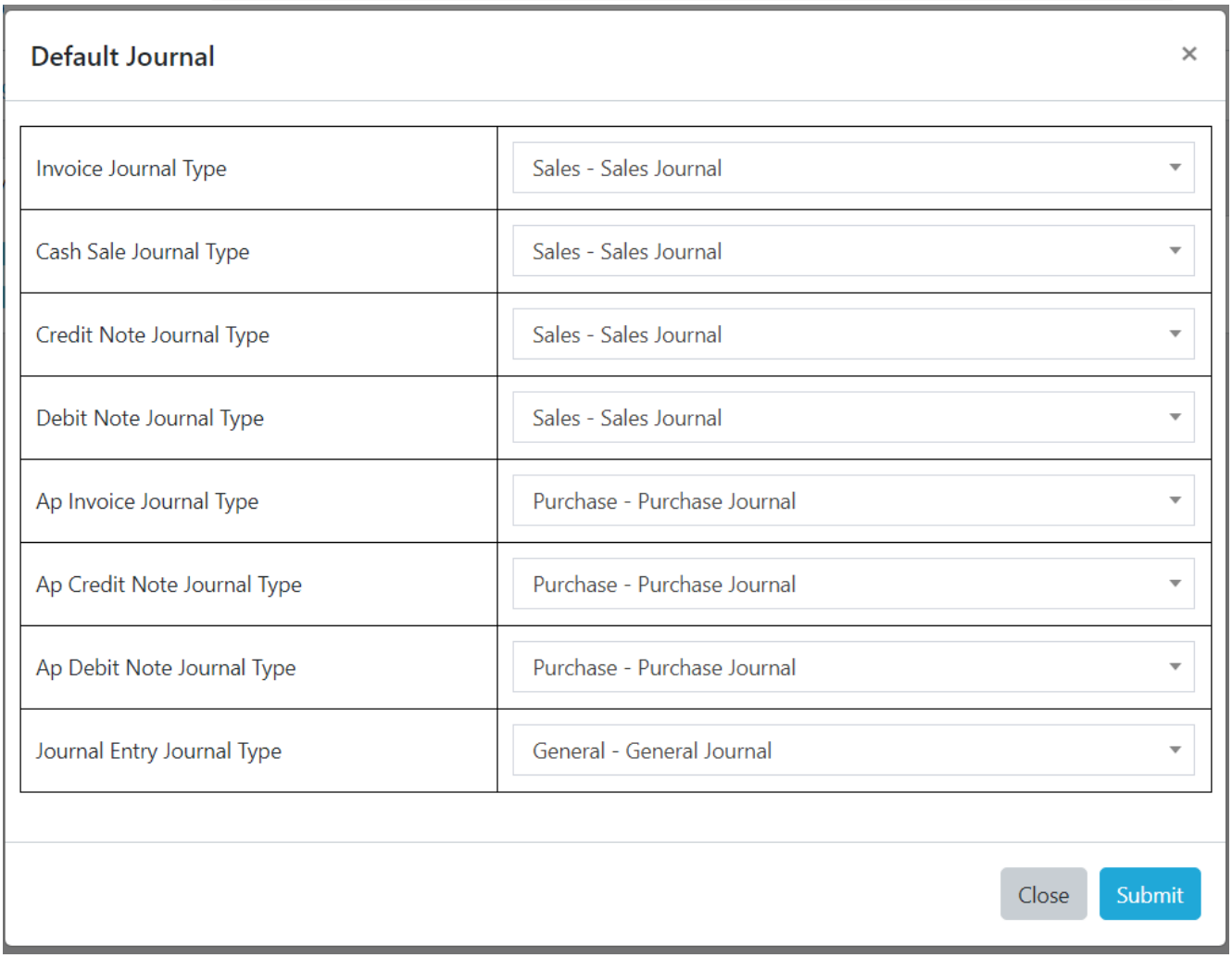
1. 

ıd & click **Settinas > Settina**.


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

Journal to do journal setting.

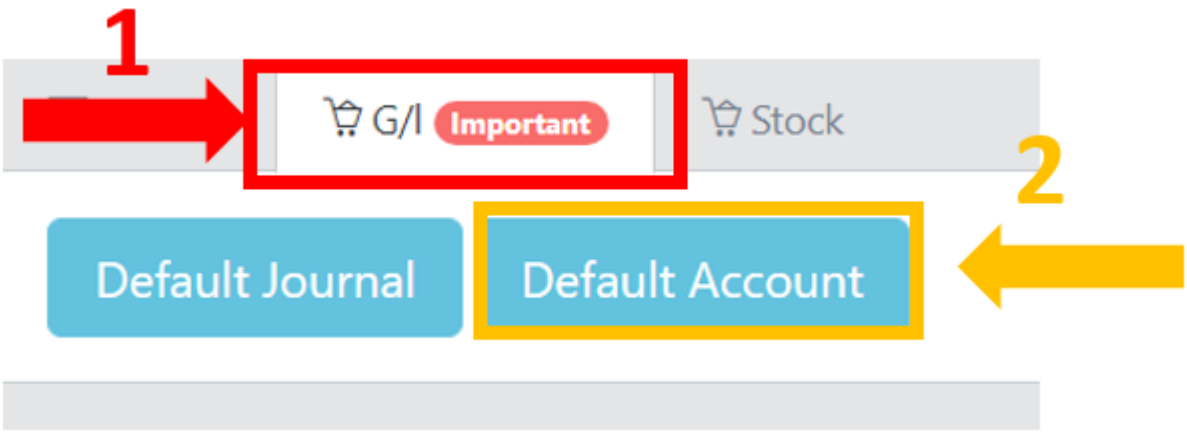




3. 1.

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

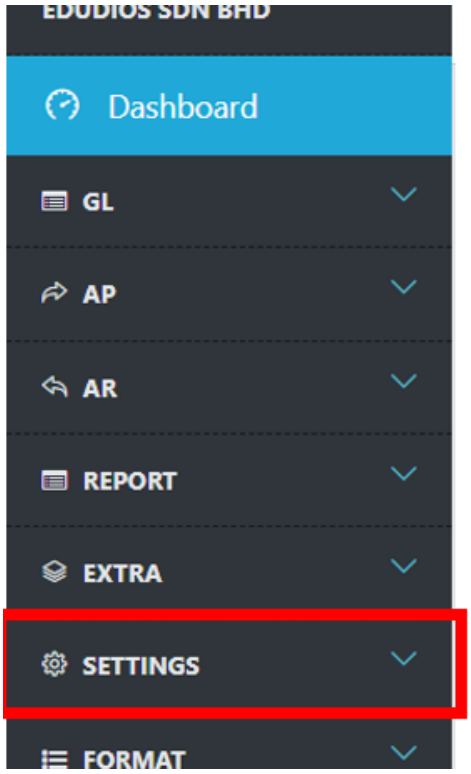
Default Account to do account setting.

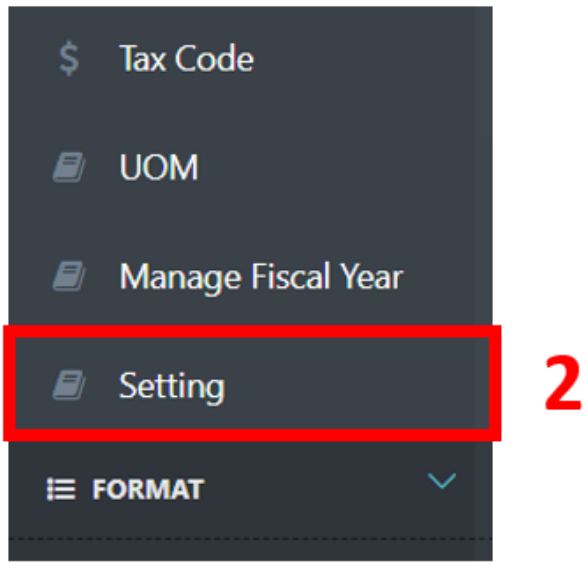


Default Account

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

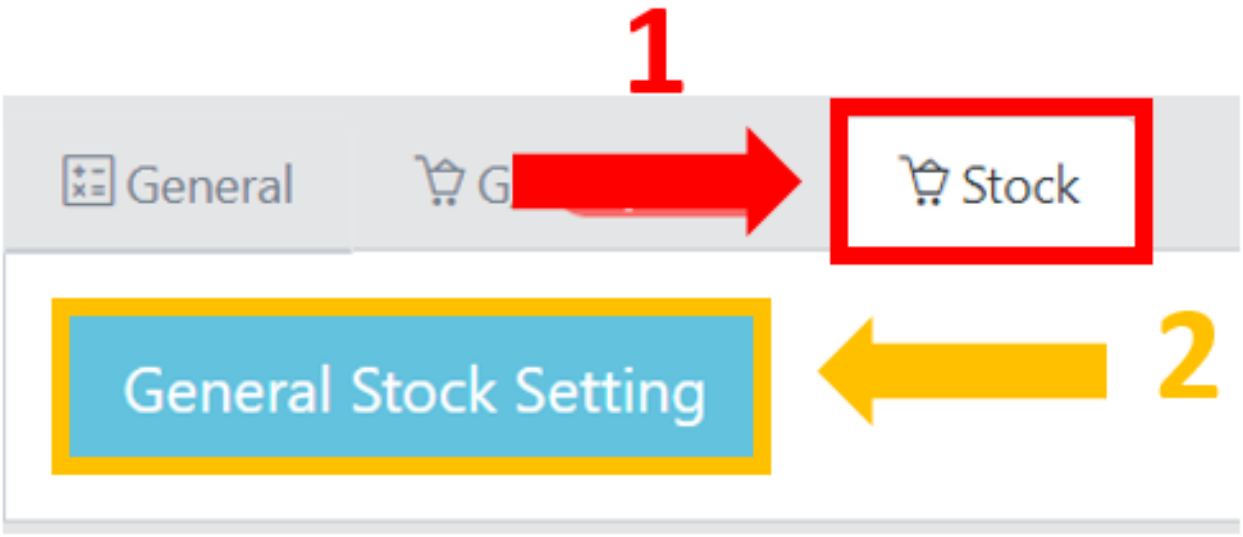
Step 4 - Manage Stock Setting

1. 

ıd & click **Settinas > Settina**.


2. When you view this page, please click Stock > General

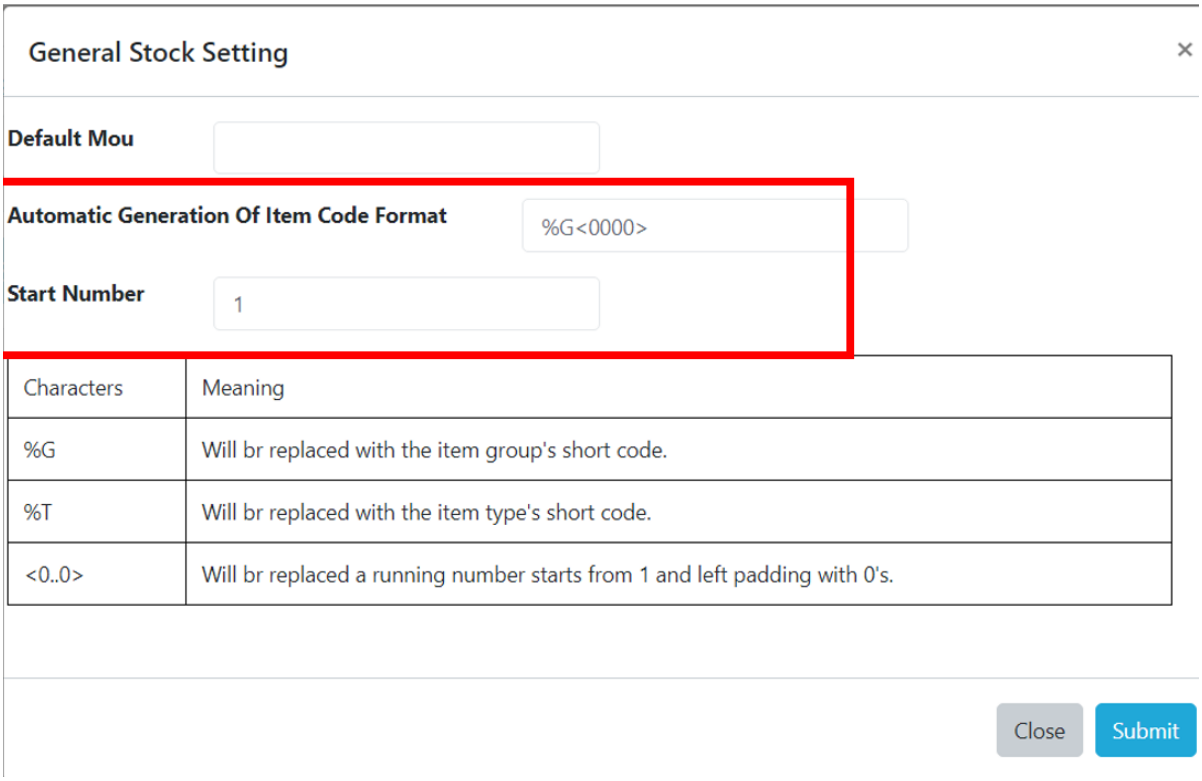
Stock Setting to do setting.



3.

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

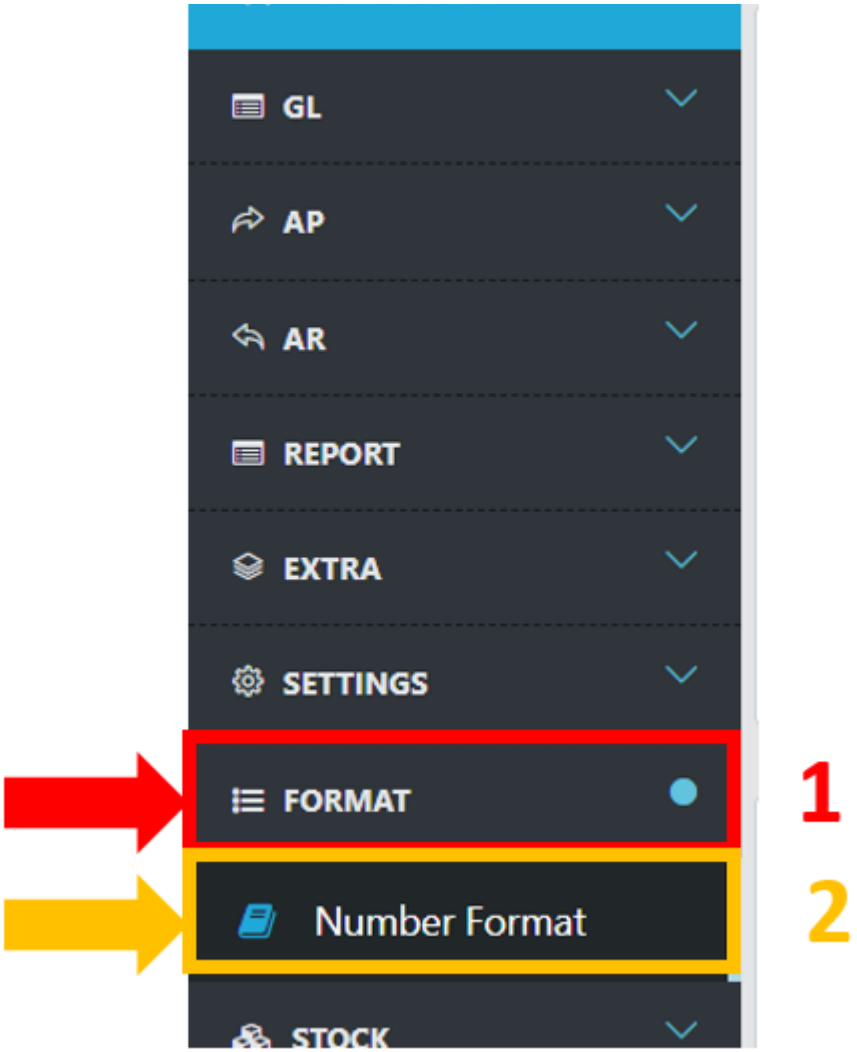
1. If you want to change the stock code format, you can edit in stock code format **(red color box)**.
2. When you edit the format, you need to follow the standard at the table.


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



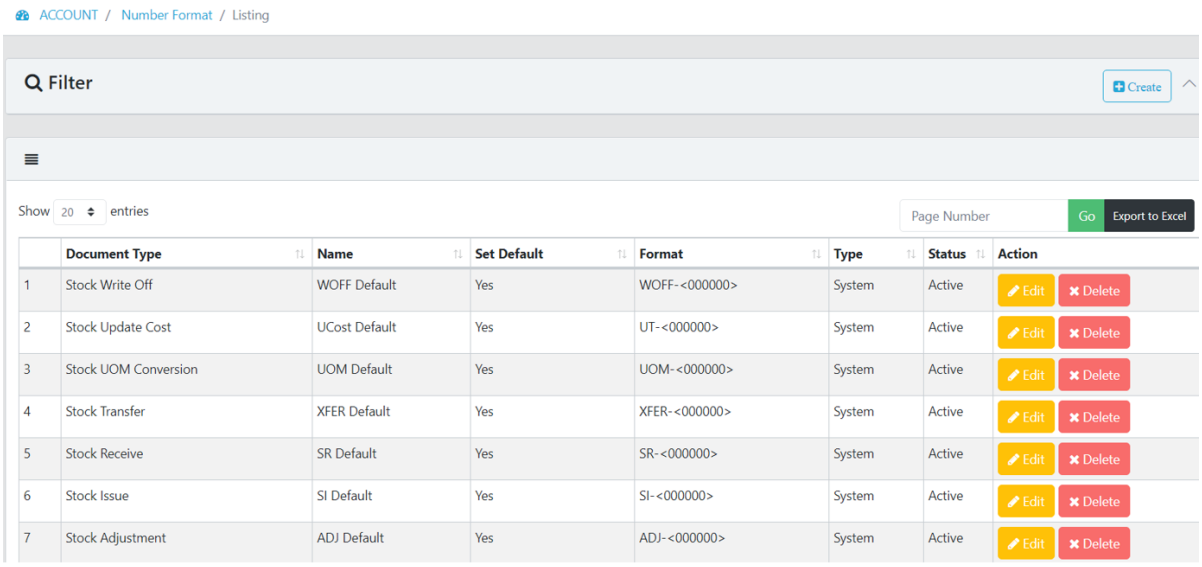
Format.

2. System will have a set default number format for you.

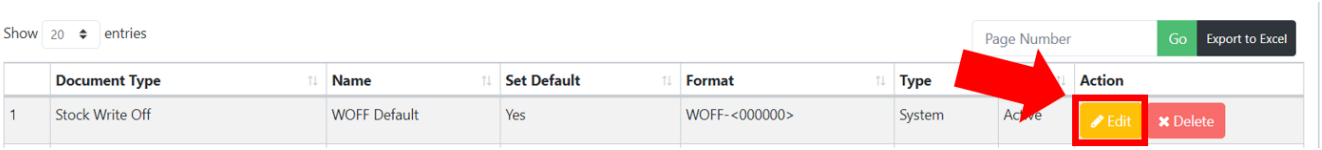
   Number format will using in the document number.

   1.

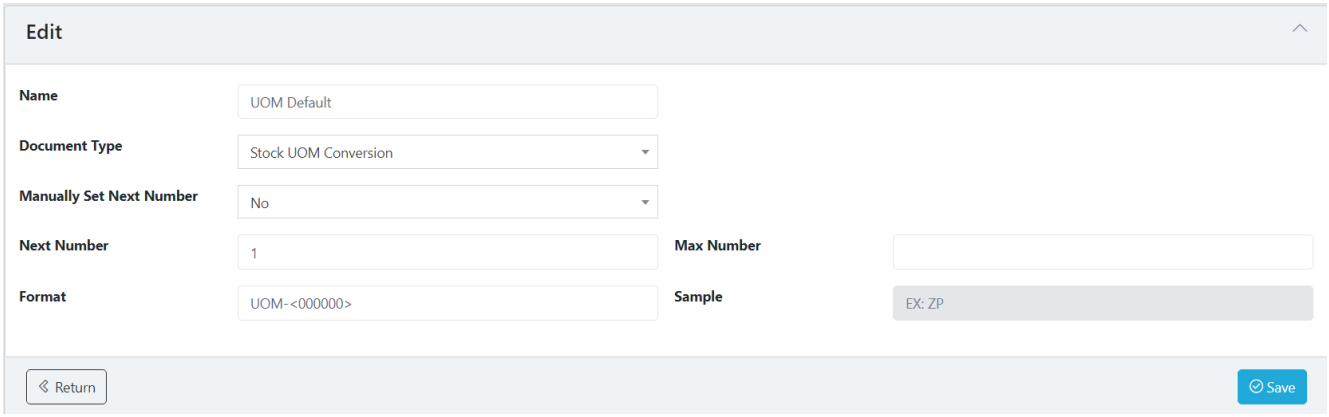
Example: I - 0001.



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



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