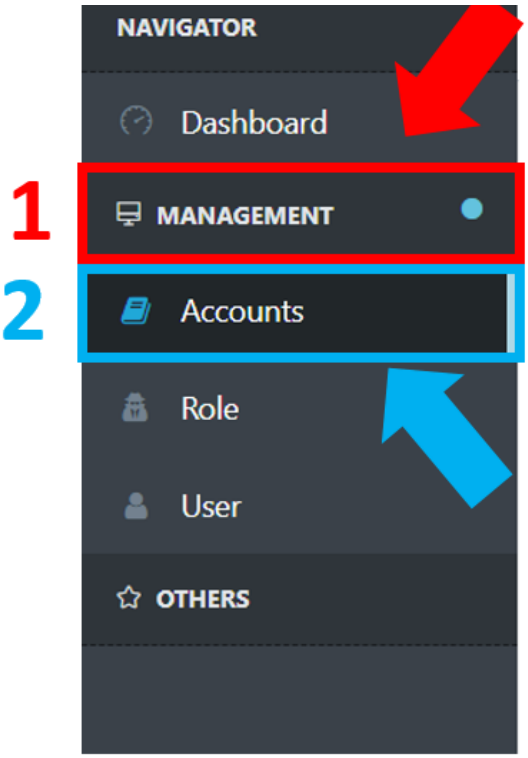
Step 2 - Create Account Book

- Create Account Book
- Add User To Manage Account Book

Create Account Book

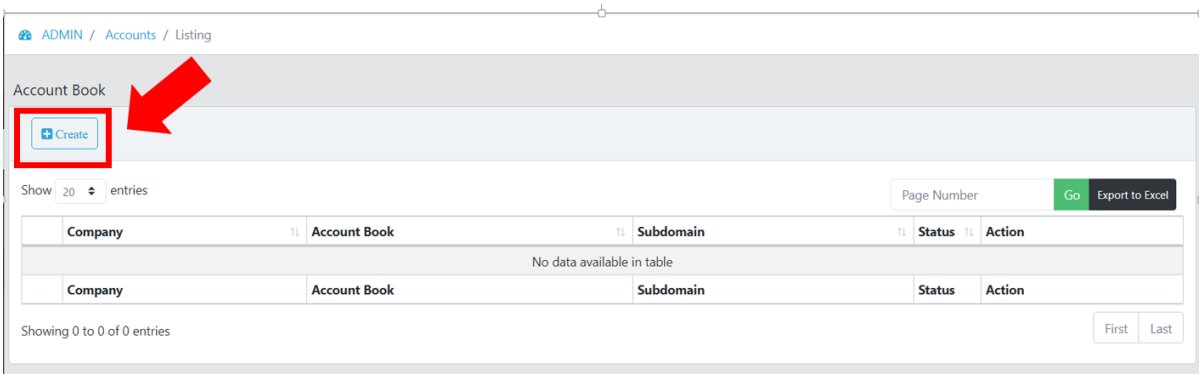
1. Go to Naviga **ANAGEMENT**



> Account .

2. After that you will go to this page. You can create a new account book to record your accounting entry. The account book will provide all the report

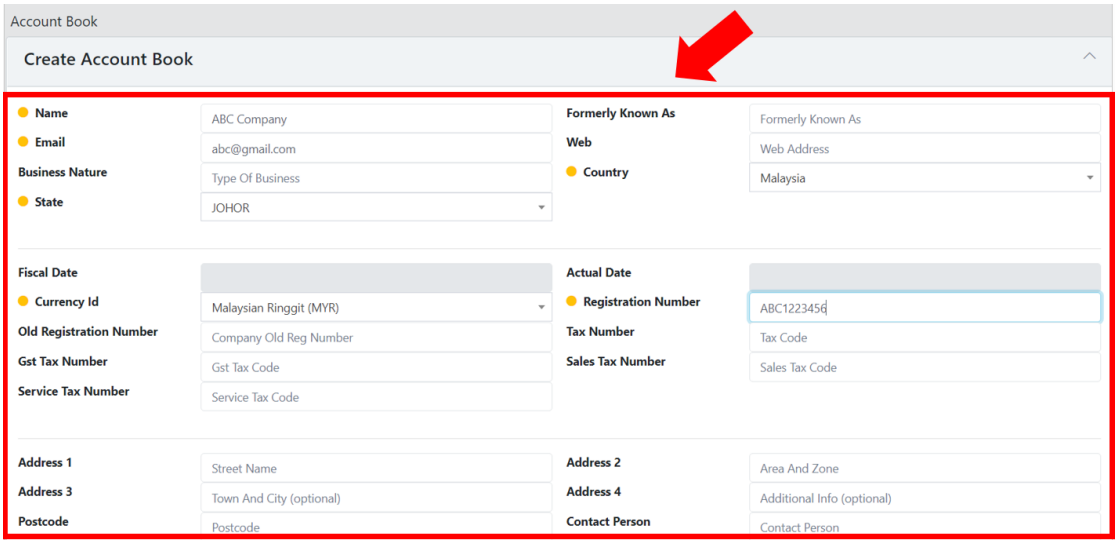
for the related record in the account book.



3.

When you create a new account book, you need to fill in the account book related information.

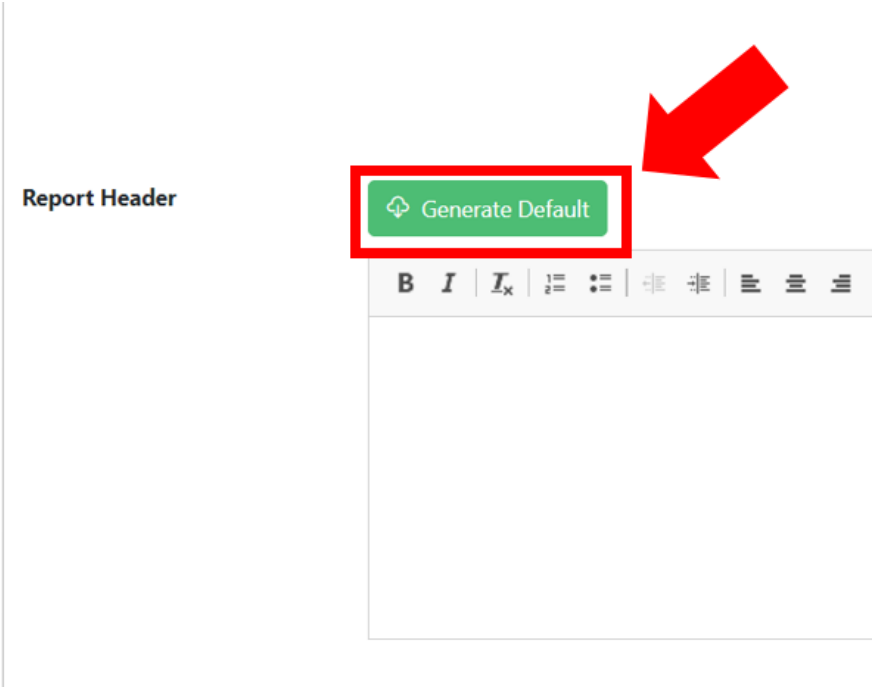
- Having Yellow Circle is remarked necessary to fill up the information.



4.

After Created Successful, you can go back to edit this account book to generate the default report

header.

- When you create the you generate default report too but it will missing the image because the image haven't upload success. After save you can generate the default report header with image.
- If the preset does not match what you want, you can edit by yourself.
- 

-

Default Report Header

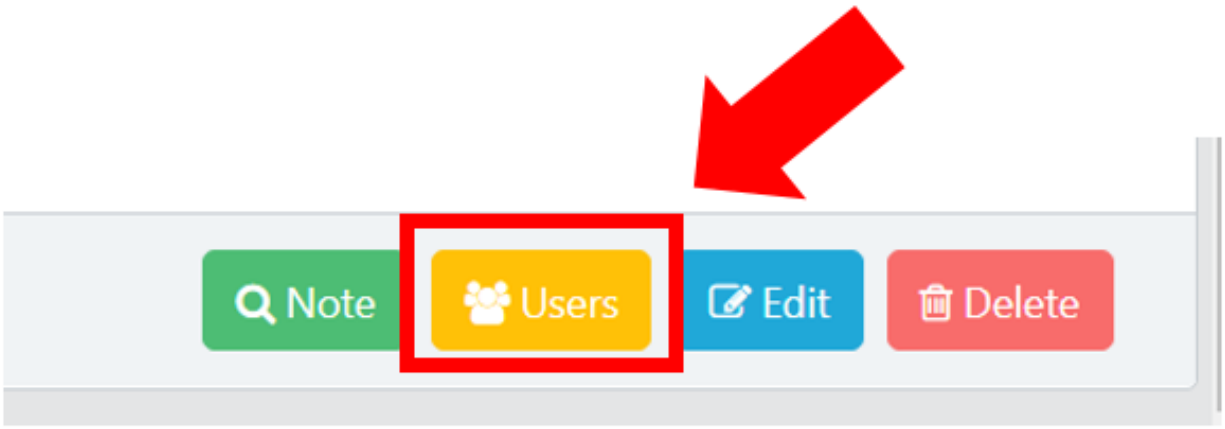


ATDIOS SDN BHD (81741424-V)

Plant 2, Unit 6, Plot 85C , Lintang Bayan Lepas 9 ,
Bayan Lepas Industrial Park Phase 4
TEL :0125907502 Tax No : 1245818185124
State : PULAU PINANG Country :Malaysia

Add User To Manage Account Book

1. At the Account Book bottom, you can see this user button. This is let you to add user to help you manage the account book.



2. You can add the user to mange this account book
    1. Select the Role for this user. Role will affect the user to access account book.
    2. Select User who can mange this account book.
    3.

Click add to add the user.

