

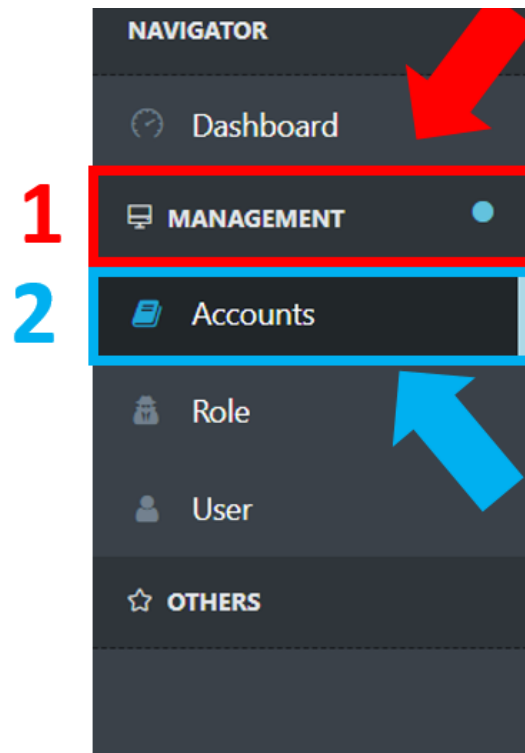
Step 2 - Create Account Book

- Create Account Book
- Add User To Manage Account Book

Create Account Book

1.

Go to Naviga



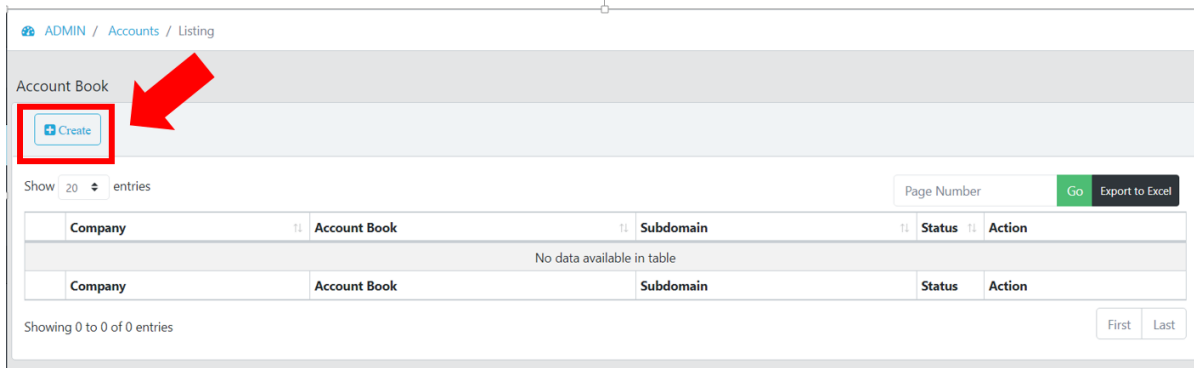
MANAGEMENT

> **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.



ADMIN / Accounts / Listing

Account Book

Create

Show 20 entries

Page Number Go Export to Excel

Company	Account Book	Subdomain	Status	Action
No data available in table				
Company	Account Book	Subdomain	Status	Action

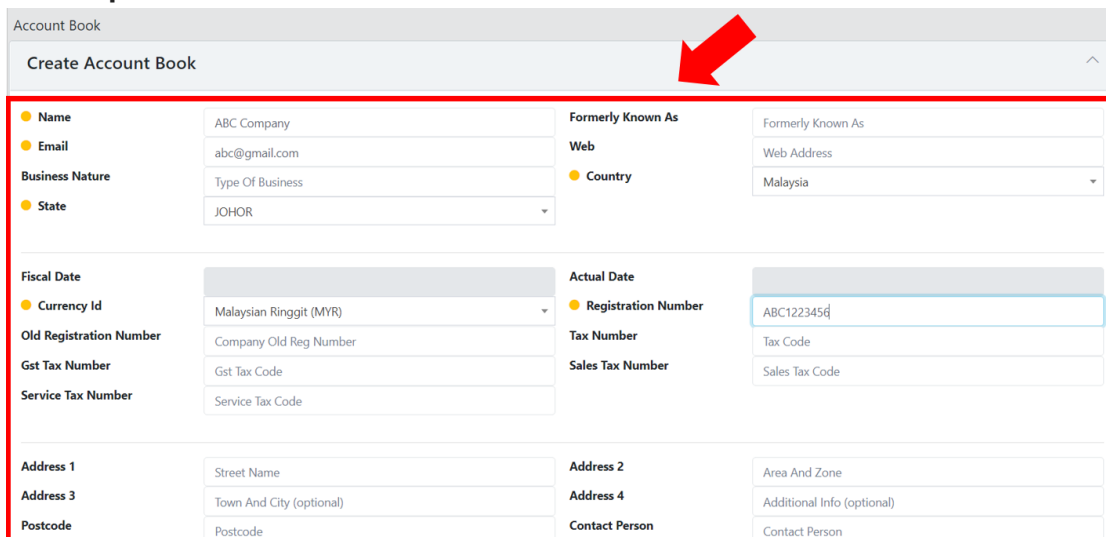
Showing 0 to 0 of 0 entries

First Last

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.



Account Book

Create Account Book

Name ABC Company

Email abc@gmail.com

Business Nature Type Of Business

State JOHOR

Formerly Known As Formerly Known As

Web Web Address

Country Malaysia

Fiscal Date

Currency Id Malaysian Ringgit (MYR)

Actual Date

Registration Number ABC1223456

Old Registration Number Company Old Reg Number

Tax Number Tax Code

Gst Tax Number Gst Tax Code

Sales Tax Number Sales Tax Code

Service Tax Number Service Tax Code

Address 1 Street Name

Address 2 Area And Zone

Address 3 Town And City (optional)

Address 4 Additional Info (optional)

Postcode Postcode

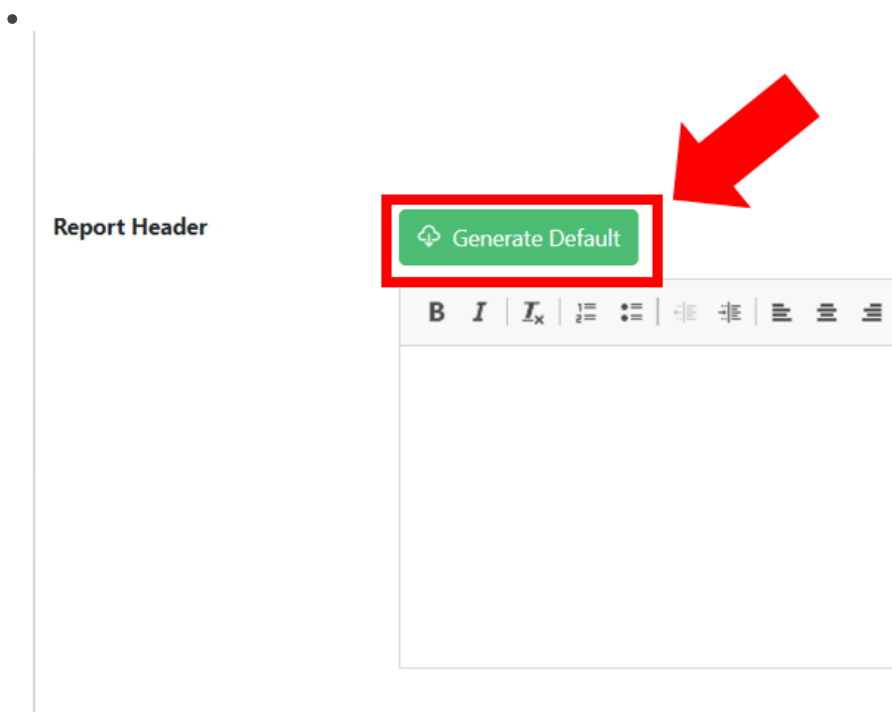
Contact Person Contact Person

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 ,

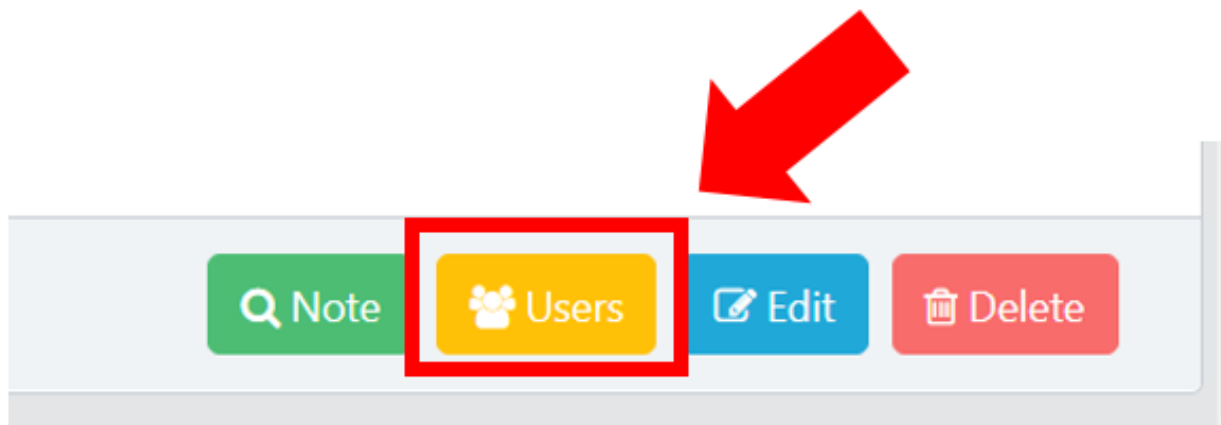
Bayan Lepas Industrial Park Phase 4

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 manage this account book
 1. Select the Role for this user. Role will affect the user to access account book.
 2. Select User who can manage this account book.
 - 3.

Click add to add the user.

Account Book

Add User

Company

ATDIOS SDN BHD

Reg No

81741424-V

Fiscal Date

Actual Date

Role

Choose...

Add User

Choose...

+ Add

Users

jason - Business Admin

x

Return