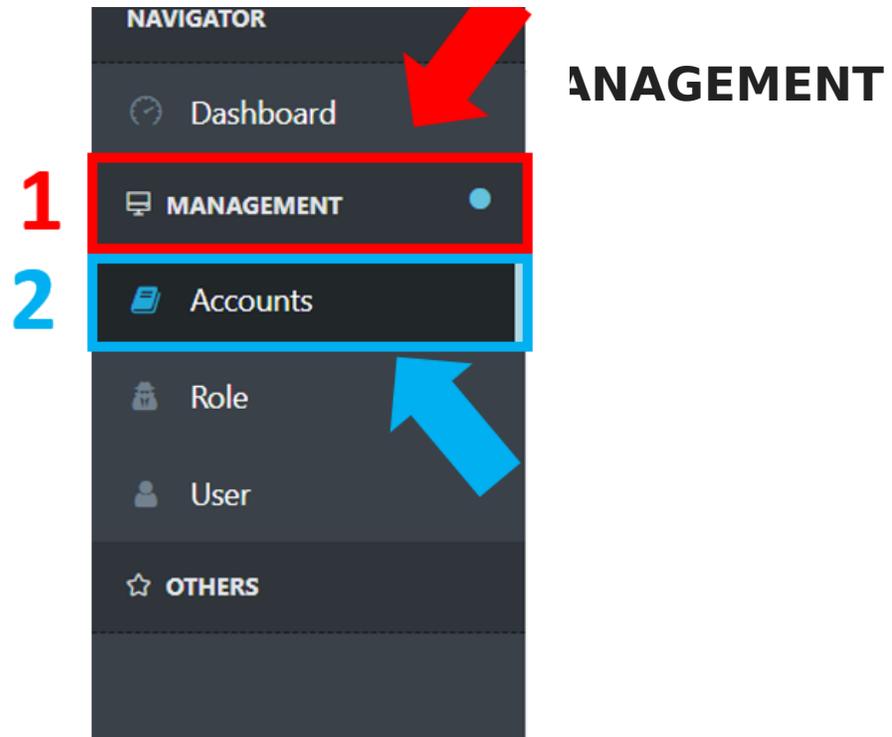


Create Account Book

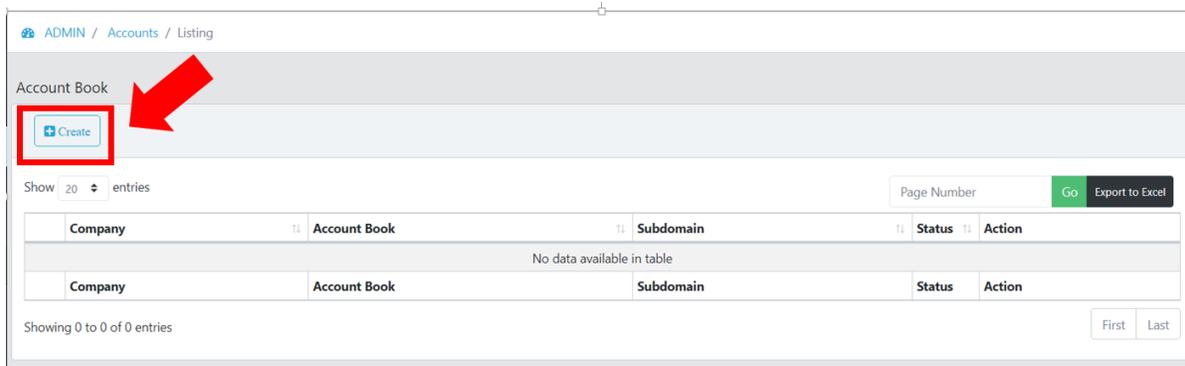
1. Go to Naviga



> **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.

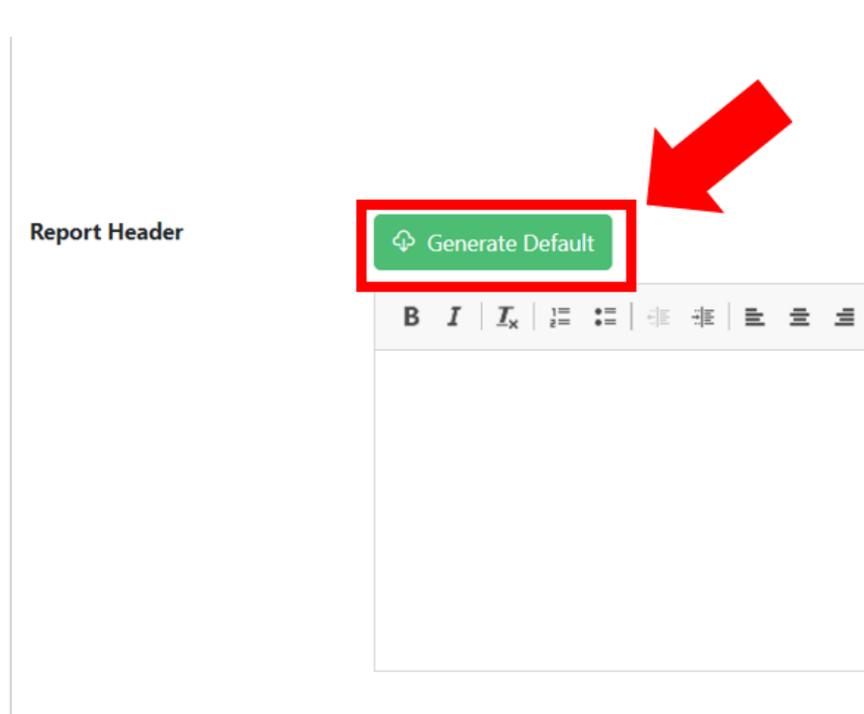
Name	ABC Company	Formerly Known As	Formerly Known As
Email	abc@gmail.com	Web	Web Address
Business Nature	Type Of Business	Country	Malaysia
State	JOHOR		
Fiscal Date		Actual Date	
Currency Id	Malaysian Ringgit (MYR)	Registration Number	ABC1223456
Old Registration Number	Company Old Reg Number	Tax Number	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)

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TEL :0125907502 Tax No : 1245818185124
State : PULAU PINANG Country :Malaysia

Updated Tue, Jan 21, 2020 3:43 AM by Nan Liang