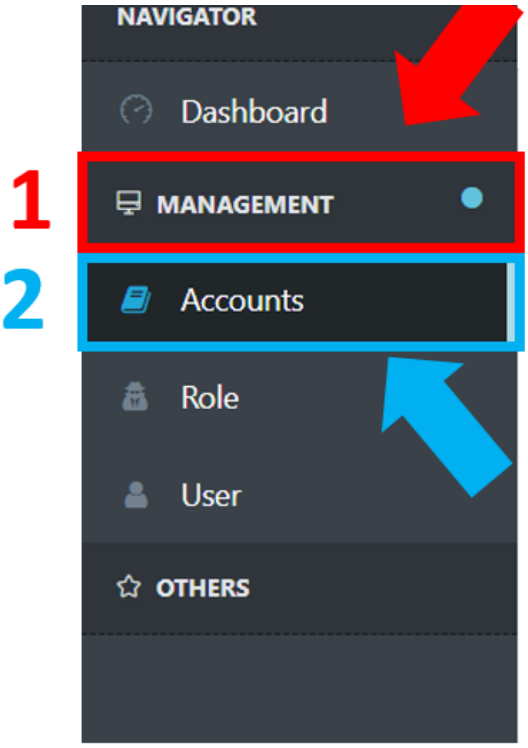
Create Account Book

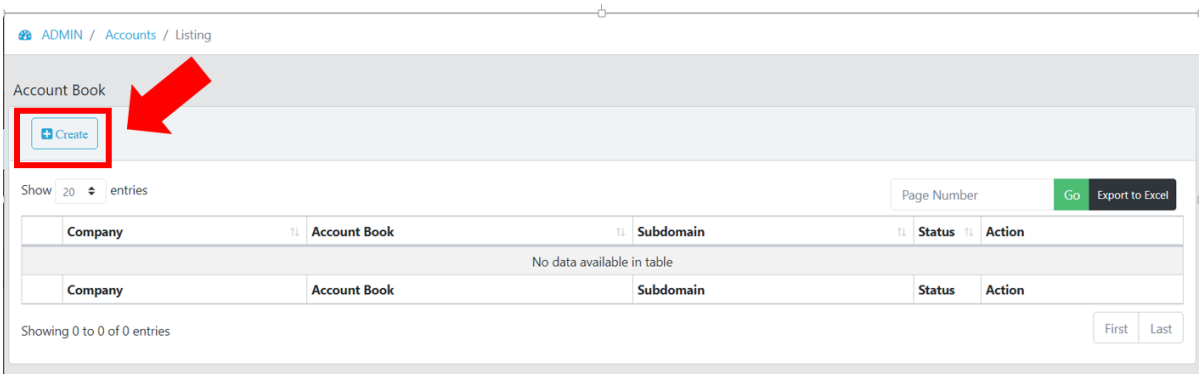
1. Go to Naviga **ANAGEMENT**



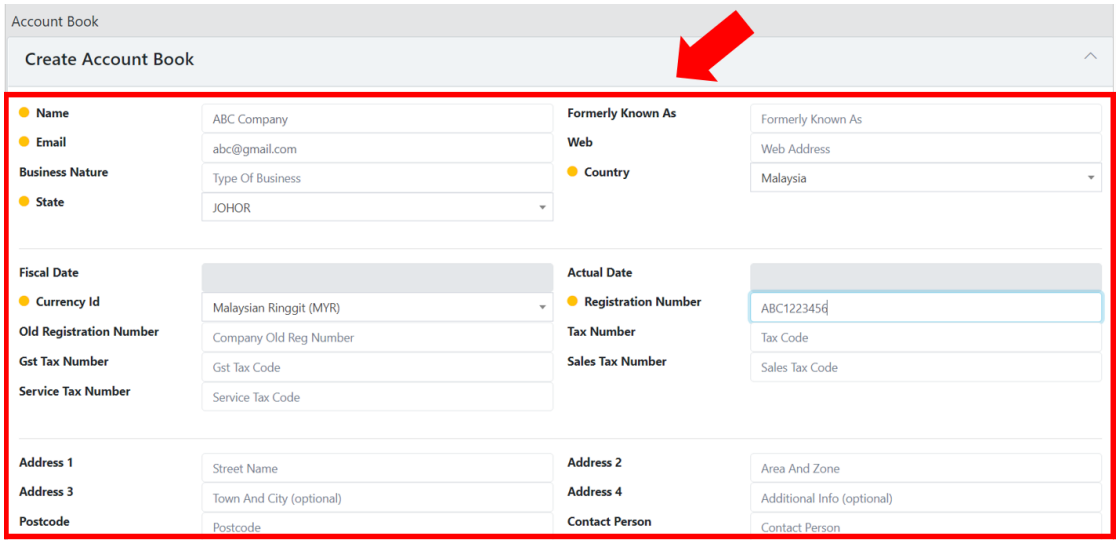
> Account .

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.



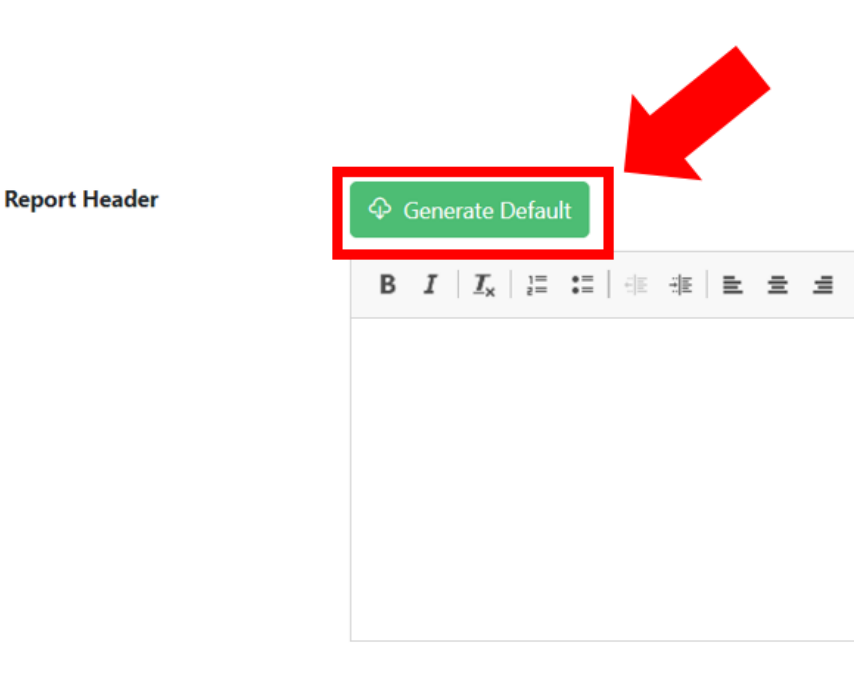
3. When you create a new account book, you need to fill in the account book related information.
   - Having Yellow Circle is remarked necessary to fill up the information.



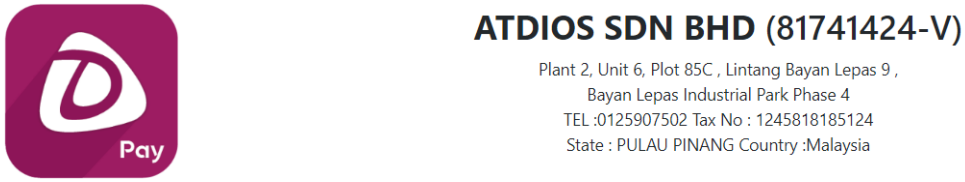
4. After Created Successful, you can go back to edit this account book to generate the default report header.

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**



Revision #4
Created Tue, Jan 21, 2020 2:35 AM by Nan Liang

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