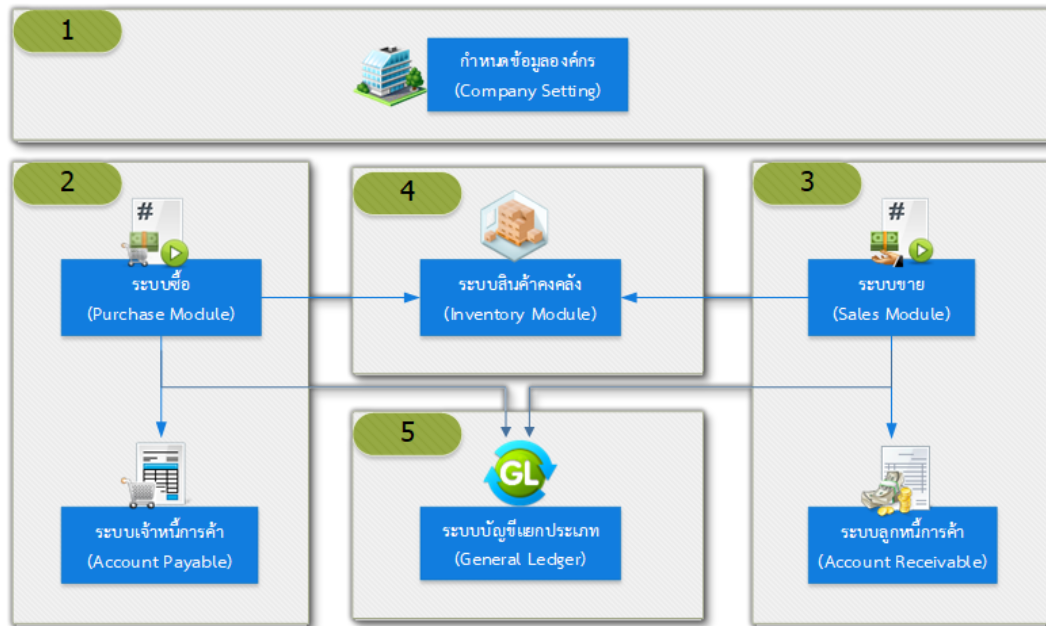


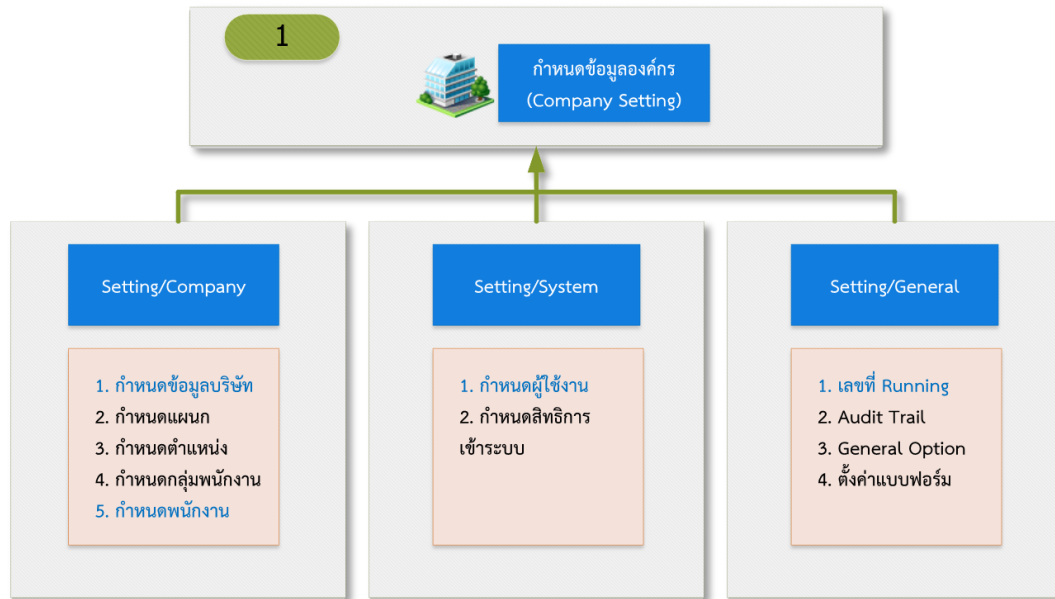
Get started before you start using the myAccount Cloud online account program.



Before you start the myAccount Cloud online account program, customers must have various information set up to match your business as follows

Setting up information on the Cloud myAccount online account Program		
1	Set Up organization information	Detail
2	Setting up purchase System Information	Detail
3	Sales System Information Settings	Detail
4	Set up inventory System Information	Detail
5	Setup of ledger system Information	Detail

Set Up organization information



Corporate Information settings : The company's general information, work, position, group, employee or employee, etc. by the user, must define the following required information

- ♣ **Define company data :** Define the information related to the entity. Whether assigning the company name, identification, tax, duty or establishment of an entity, etc. which is important to issue and browse the tax report.
- ♣ **Define employee Information :** Define the employee's information related to the entity, whether assigning employee names, work information, or contact channels, etc. which is important for access to the system and creating documents.

Note : For setting up the company's general information in other parts, the system has successfully set up the information that can be read by : [the Organization's General Information settings \(Company\)](#)

Set up user rights information : it is determined about the user rights system, access rights, or set up e-mail, etc. by user, you must define the following required information : General Information settings:

- ♣ **User defined :** Determines whether or not a user is required to set up a username, password or access branch, etc., which is important for system access and license assignment.

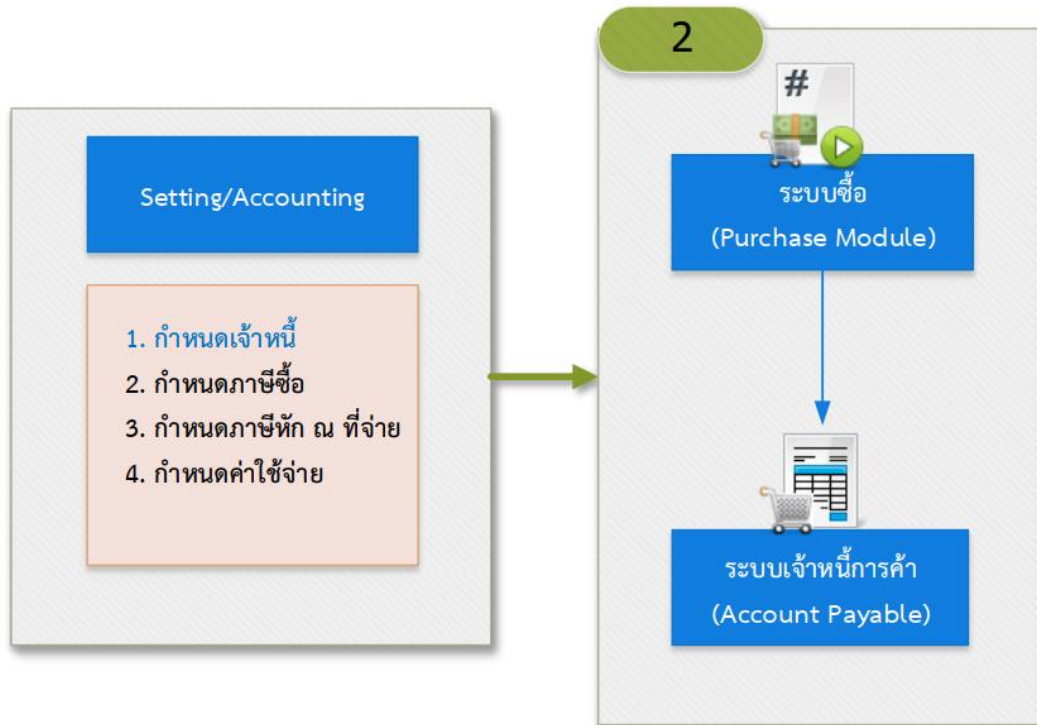
Note : For setting up user rights in other parts the system has successfully set up the data, which can read the detailed settings of the user rights system : [Setting up User rights system \(System\)](#)

General Information Settings : It defines about the system, document number, Audit Trail, General Option, or set up forms, etc., the user must define the following required information

- ♣ Running Number : Defines the document number information in each menu that is assigned by the system. The document format on each menu is completed successfully. The user can perform the changes as needed.

Note : For setting up general information, the system has data set up successfully. This can read the general Information setting details : [General Information settings \(General\)](#)

Setting up purchase System Information



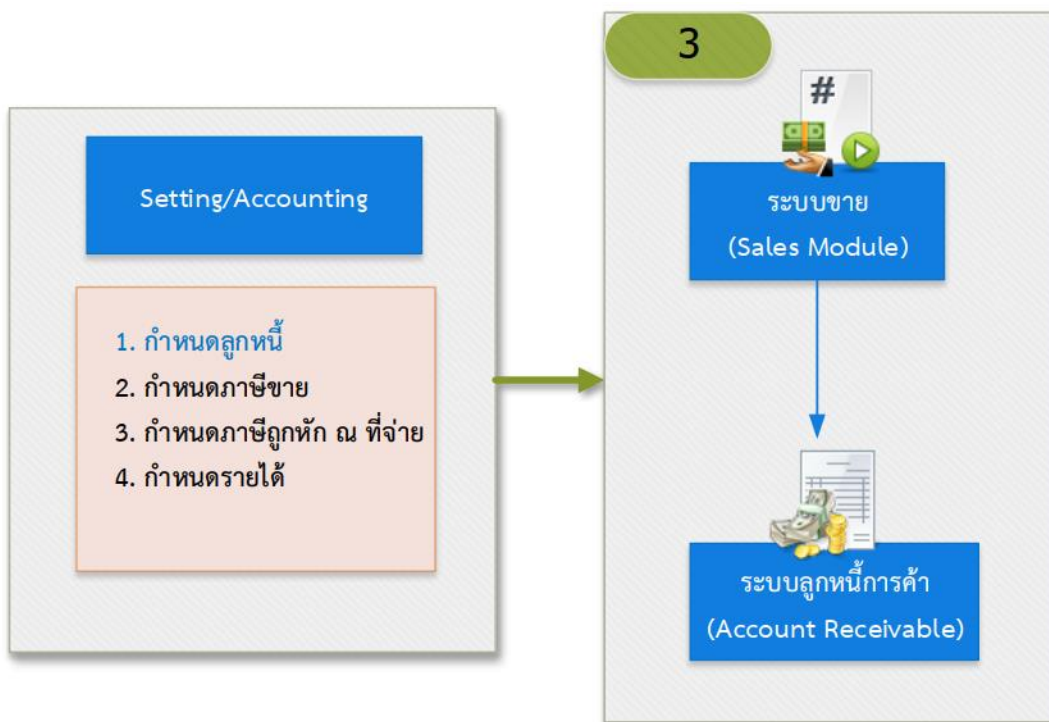
As a specification of payables, purchase duty, withholding tax, or expense, etc., the user must define the following required information:

- ♣ Payable : To determine the details of information relating to creditors, whether assigning the company name, trade accounts payable, tax identification number, duty or establishment, etc., which is important for issuing documents and browsing tax reports.

Note : For setting up system information in other parts, the system has the data set to be initially set up successfully, which can read the details of setting up the purchase System information : [Setting up accounting information \(Accounting\)](#)



Sales System Information Settings

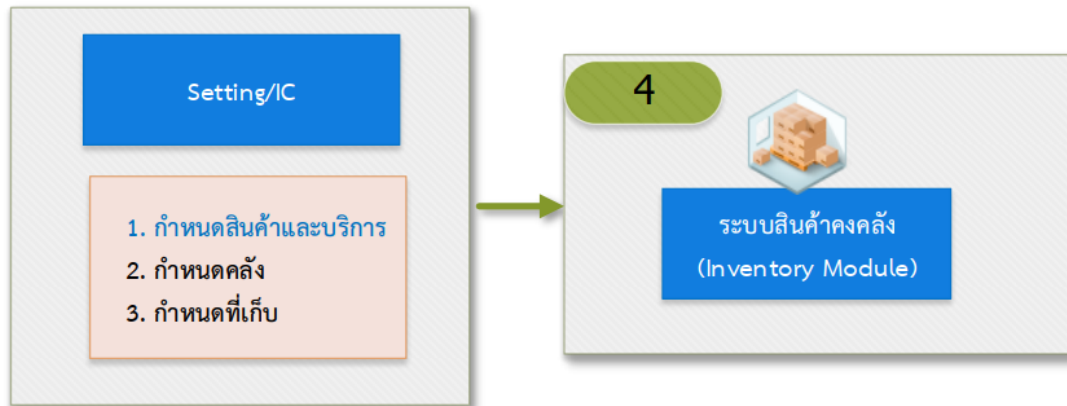


Determines the amount of accounts receivable, sales tax, withholding tax, or income. The user must define the following required information:

- ♣ Set Accounts Receivable : It defines information about accounts receivable, whether assigning the company name, trade accounts receivable, tax identification number, duty or establishment, etc., which is important for issuing documents and browsing tax reports.

Note : For setting up the sales system information in other parts, the system already has the data set up to be basic, which can read the details of the sales System Information setting : [Accounting information Settings \(Accounting\)](#)

Setting up inventory System Information

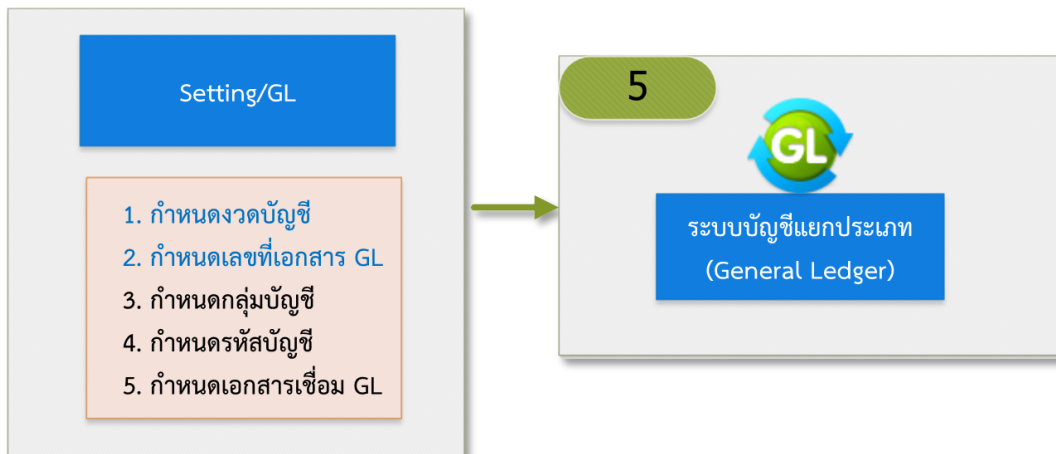


Defines information about products and services, inventory, or assign storage. The user must define the following required information :

Assign items and services : Define information about the item or service. Whether the name, product or service, pricing or unit nap etc., which is important for the issuing of documents and Browse Inventory Report

Note : For setting up inventory system information in other parts, the system has successfully set the data to be selected, which can read details on setting up inventory System Information : [Setting up item information \(IC Setup\)](#)

Set up ledger System Information



It is determined about accounting periods, define account groups, assign account codes or assign GL link documents, etc., by user to define the following required information:

- ♣ Period : The period in which the accounting periods are to be defined for the period in which they are to be in line with the ledger account and to retrieve the ledger report.
- ♣ The GL document number : Determines the number format that the journal entries that are recorded directly in the ledger system based on a defined journal, which is important for ledger postings and to browse the ledger account report.

Note : For setup of ledger system information in other sections. The system has data set up successfully. This can read details about setting up ledger System Information : [Chart of accounts information set up \(General Ledger\)](#)