

## Balance (Beginning Balance)

Meant to save the balance arising from the accounting before. Which the balance will be made before or after daily record time.

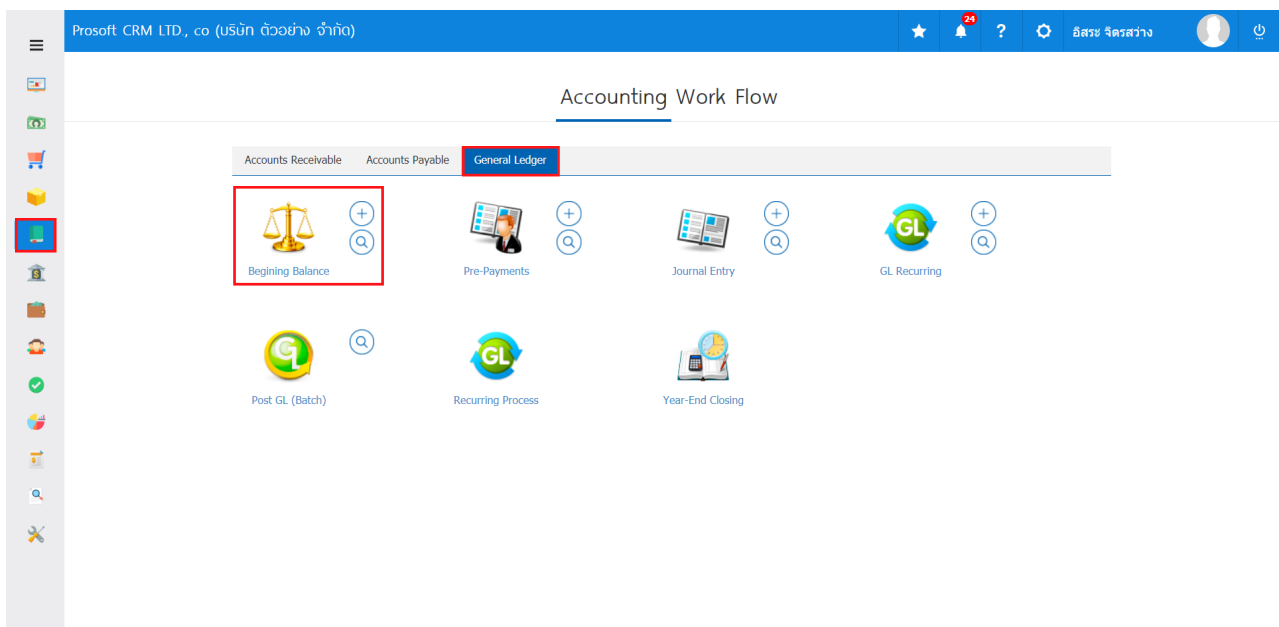
### Window Document balance.

Log window will split the data into two parts :

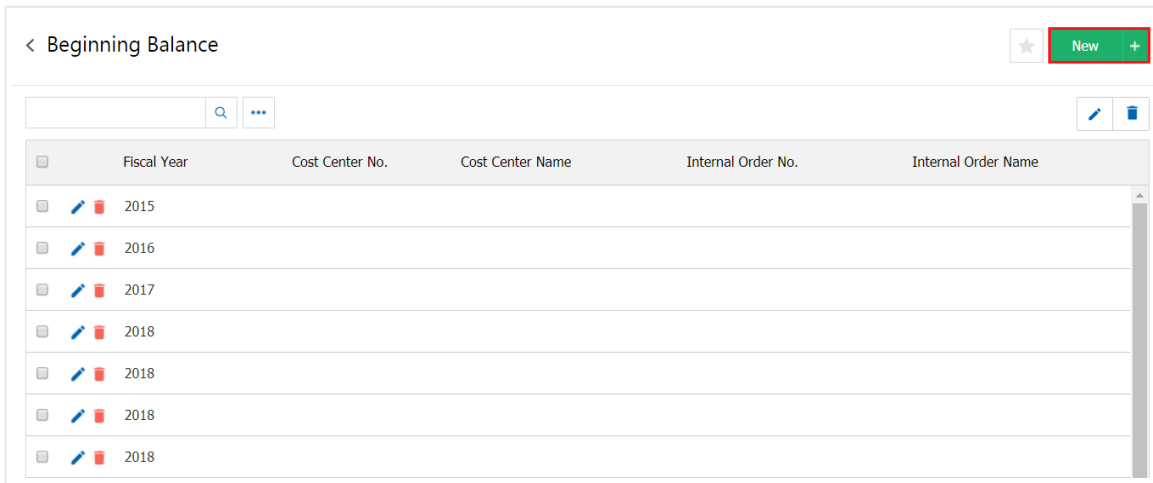
- Tab Basic Data is recorded detailed account balance, including branches and accounts, etc.
- Tab Note & Attachment is to record detailed notes a description of the conditions attached, additional documents.
- Tab Define Field is the data that users generate more forms to fill out manually (Tab Define Field will only appear if it is set Define Field only).

### The document balance

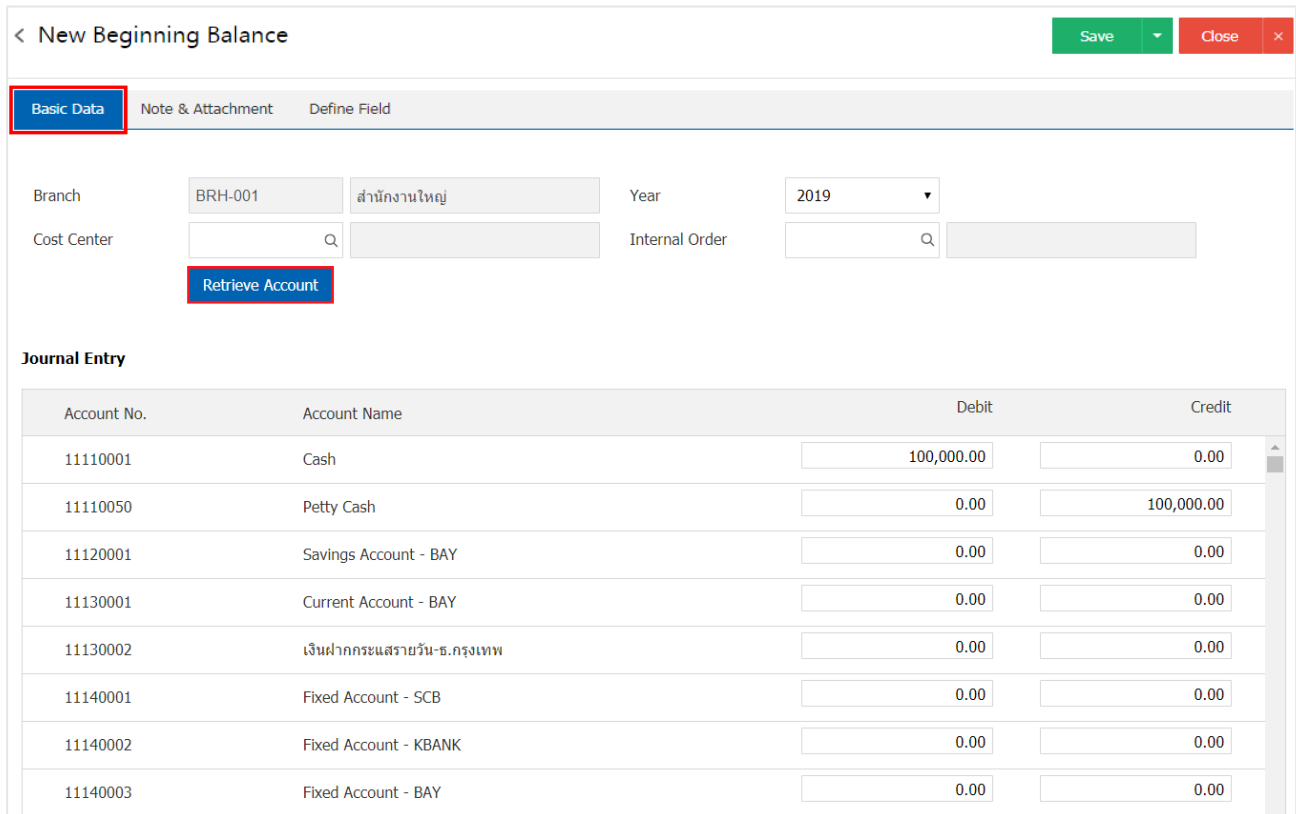
1. Users can save documents, balance by pressing the “Accounting” > “General Ledger” > “Balance” on Figure



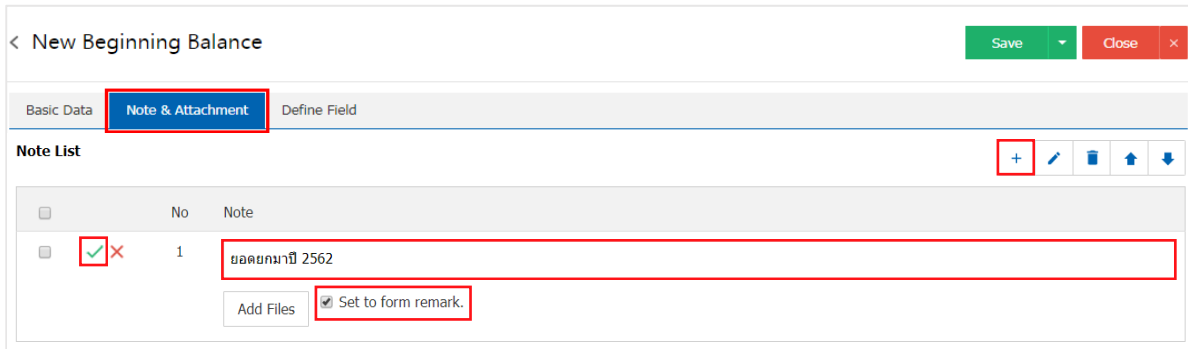
2. Then the system will display a list of balance. Users can create new balance by pressing the “New” button at the top right of the screen shown in Figure



3. In the Tab “Basic Data” to save the balance system will display the name field. Then the user selects the year. Accounts to be carried forward The fiscal year will reflect the settings menu period and click on the “fetch” account, which will conduct retrieves the account is set up the account. Please fill in the “debit” and “credit” method.



4. In the Tab "Note & Attachment" is to record detailed notes explanations of various terms and attach additional documentation. Users can specify the notes you want by pressing the "+" > "details" > "✓ Set to form remark" in the Notes to the bill of over 1 and up to present it at the end of the form > "✓" to save the image.

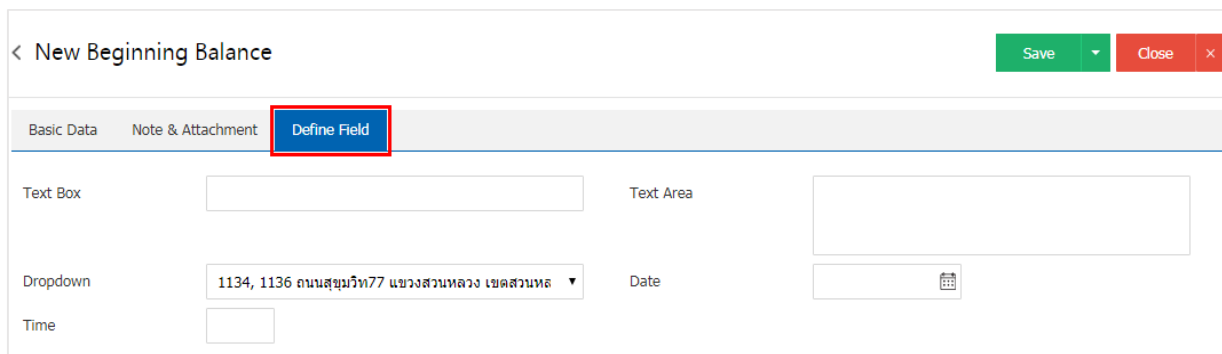


\*Note: the "▲" and "▼" to scroll the text up. Or according to user requirements

\*Note: If the user has other documents to bring referenced in Balance, users can "Add Files" documents etc.

5. Tab "Define Field" was recorded. the user creates a form to fill up more self-Define Field, which has a total of five types.

- Data Format Text Box is a small text box. The user can enter a limited number of characters and enter only one line.
- Format Text Area is to display large text box model. The user can enter An unlimited number of characters and enter several lines.
- Forms Dropdown is a display format options. The user can set the option in the menu "Digital Setting" > "the General" > "the ENUM"
- Style Date is the date show in date months year format.
- Style Time is the data show in time format.



6. After the user check the information, press "Save" button at the top right of the screen to save the document to settle the debt. The recorded data can be divided into 3 Recording format.

- Save the document balance as usual available data show that the record is complete.
- Save & New to save and open documents recording the new balance. When a user logs Balance Sheet data successfully. The system will display the recorded document Beginning immediately.
- Save & Close is to save and back pages of balance. When users save documents Balance successfully The system will reverse the display of the entire balance immediately.

