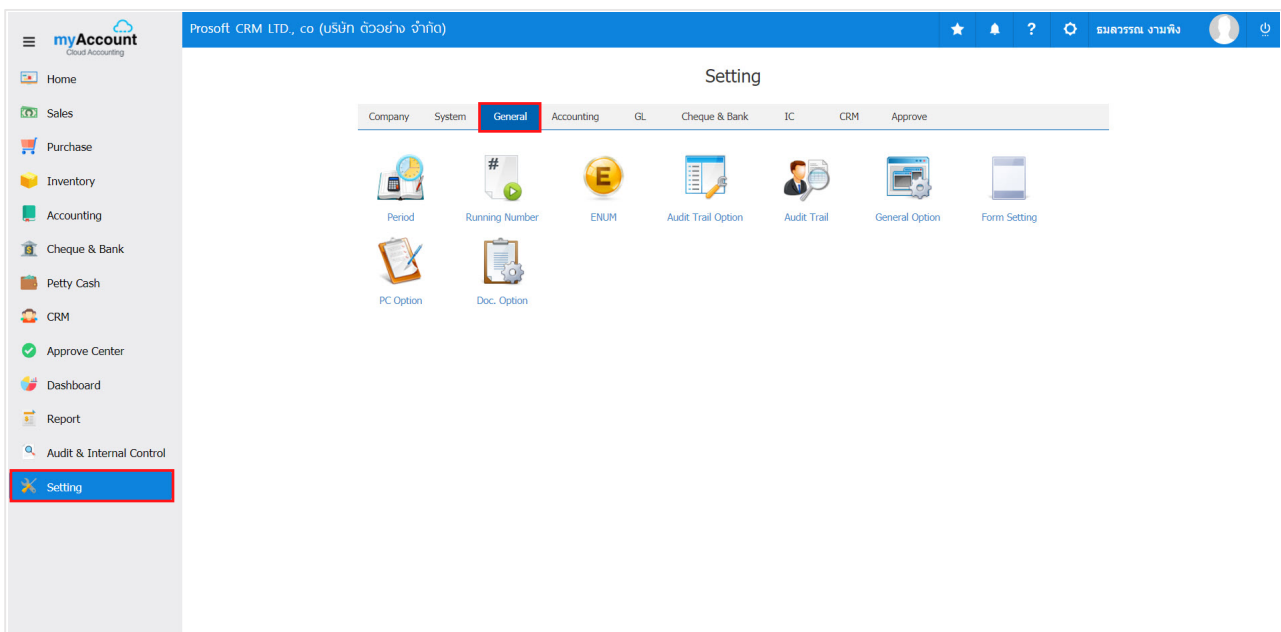


General system settings (General)

Defines general information about the company. Needed to operate the program. After users Registration applications and initial setup is complete. The system will start recording the important parts, such as the period at Running ENUM, etc.,

To make the system work more perfectly. Users can set up a common system by pressing the "Setting"> "General" system to screen for setting the information below.



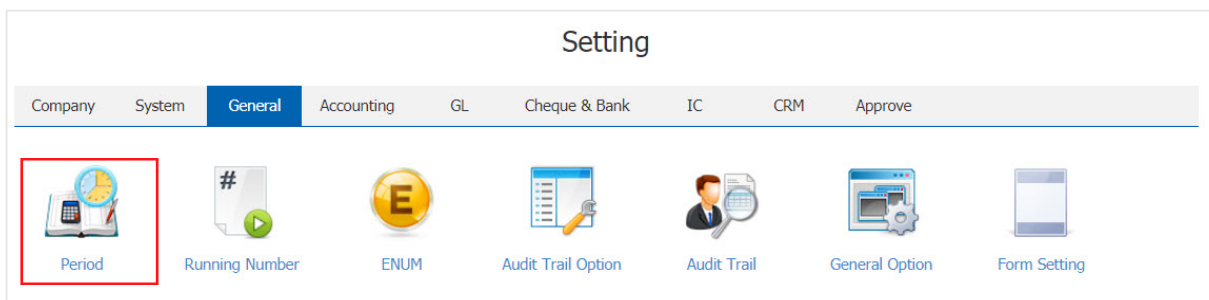
To set up the system in general has 7 menu below.

- Menu settings the data Period.
- Menu settings for Running Number.
- Menu settings information the ENUM.
- Menu settings data in Audit Trail Option.
- Menu settings data in Audit Trail.
- Menu settings information the General Option.
- Menu settings Form.

Menu settings data period

Means that the Group will record the various transactions. Occurred within the time period or the period after which it will conclude that the period of time in the Company's operating results, however. And at the end of the period The Company has a financial position to do. By period or the period it will be a long period of time not exceeding 1 year.

1. The user can set the period by pressing the "Period" as shown in Figure.



2. In the "Period" will be displayed profile period has been recorded.

< Period ☆ Save ✓ Close ✕

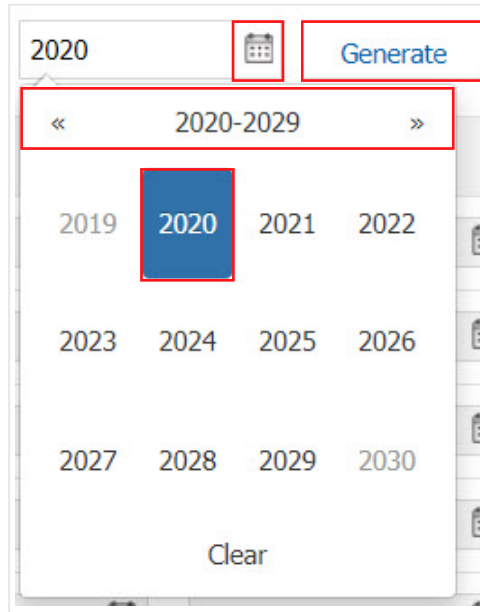
Period Adjustment

Fiscal Year: 2020 Generate

Period	Start Date	End Date	Days	Remark	Status
1	01/01/2020	31/01/2020	31		Open
2	01/02/2020	29/02/2020	29		Open
3	01/03/2020	31/03/2020	31		Open
4	01/04/2020	30/04/2020	30		Open
5	01/05/2020	31/05/2020	31		Open
6	01/06/2020	30/06/2020	30		Open
7	01/07/2020	31/07/2020	31		Open
8	01/08/2020	31/08/2020	31		Open
9	01/09/2020	30/09/2020	30		Open
10	01/10/2020	31/10/2020	31		Open
11	01/11/2020	30/11/2020	30		Open
12	01/12/2020	31/12/2020	31		Open

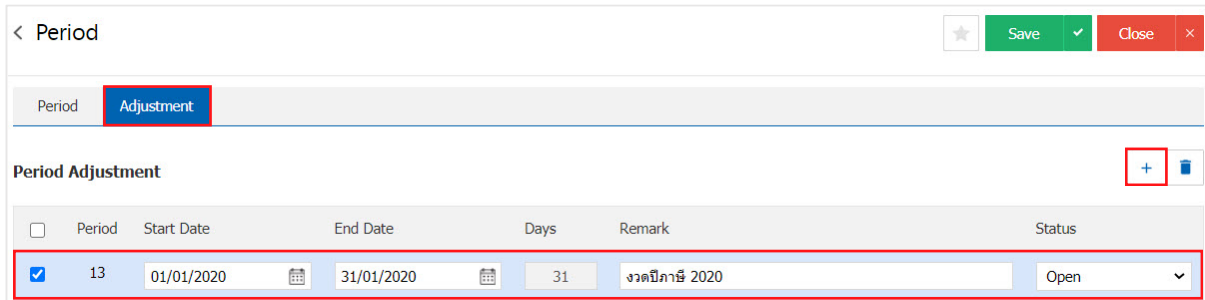
3. Set a new period. Users can be set by pressing "📅" > "<<Postpone the period that the user wants>>" > "select the period in which the user wants" > "Generate" will display a list accounting for all 12 periods, including the period start date, end date (number) Note the status is to determine the status of the financial period by a total of 2 states:

- Open is open for the period.
- Close the status disable period.



Period	Start Date	End Date	Days	Remark	Status
1	01/01/2020	31/01/2020	31		Open
2	01/02/2020	29/02/2020	29		Open
3	01/03/2020	31/03/2020	31		Open
4	01/04/2020	30/04/2020	30		Open
5	01/05/2020	31/05/2020	31		Open
6	01/06/2020	30/06/2020	30		Open
7	01/07/2020	31/07/2020	31		Open
8	01/08/2020	31/08/2020	31		Open
9	01/09/2020	30/09/2020	30		Open
10	01/10/2020	31/10/2020	31		Open
11	01/11/2020	30/11/2020	30		Open
12	01/12/2020	31/12/2020	31		Open

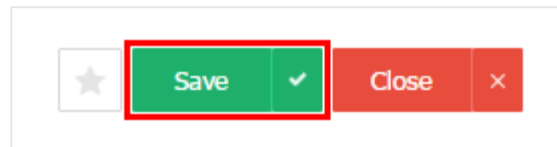
4. The "Adjustment" create a fiscal period 13 Early as possible in case the user wants the period over period to 12 users can be created by pressing the "+"> "specify a start date and end date">"The Note"> "Select Status" below.



<input type="checkbox"/>	Period	Start Date	End Date	Days	Remark	Status
<input checked="" type="checkbox"/>	13	01/01/2020	31/01/2020	31	งวดปีภาษี 2020	Open

* Note: If the user wants to delete the data period by pressing " "to delete the data.

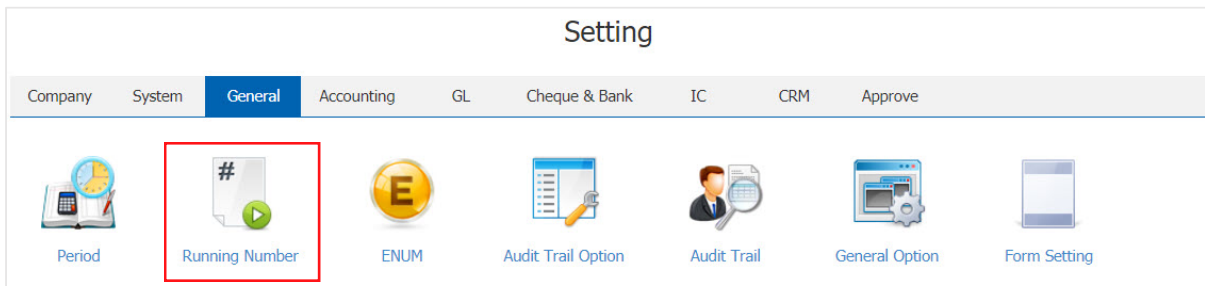
5. When users completed. Users can save data by pressing the "Save" button at the top right of the screen. To record the period shown.



Menu settings Running information

Refers to the document number and the document number of the menu Running. To display systems such as SO, PO, AP, AR, etc.

1. Running for information that has been added to the default data set already. Users can check the format of No. Running by pressing the "Running Number" in Figure.



2. Lists No. Running ordered by the use of Sales, Purchases, Inventory, Account receivable, Account Payable, CRM, and Setup. etc. If users want to edit, press the "✎" item running to fix Figure.

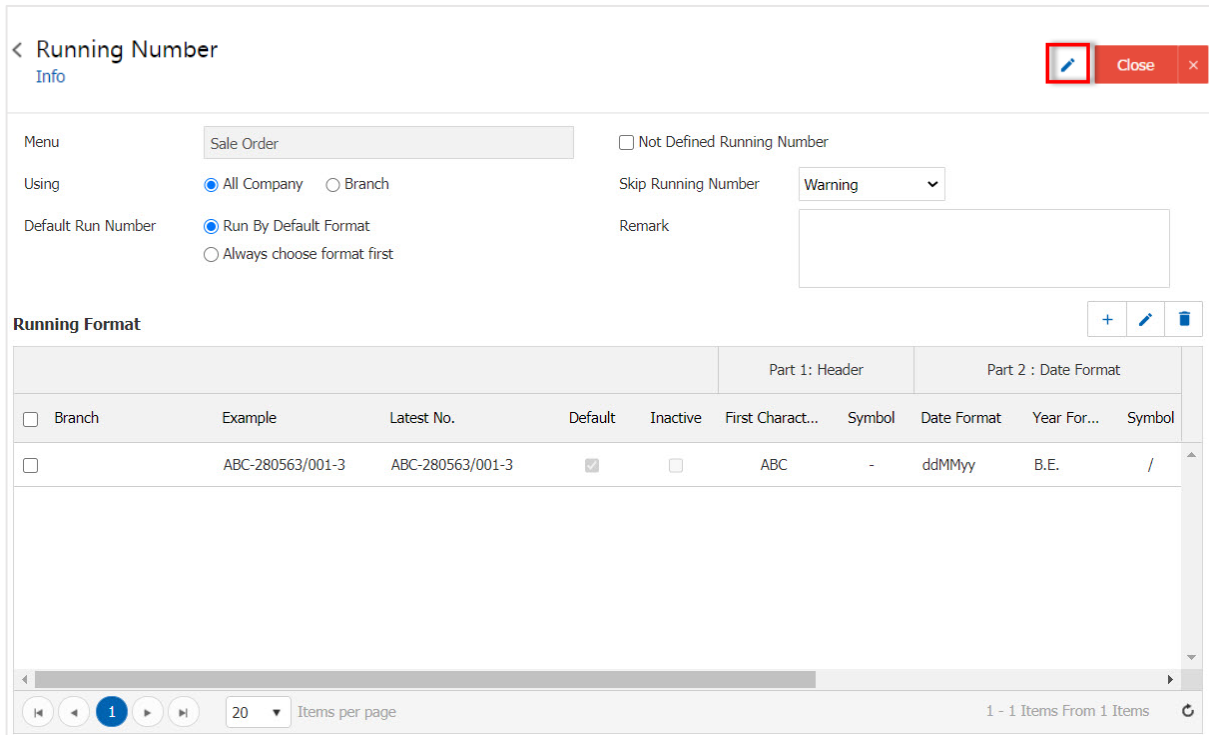
< Running Number

<input type="checkbox"/>	Menu	System	Format	Latest No.
<input type="checkbox"/>	<input type="button" value="✎"/> Quotation	Sales	Q-ddMMyy-000	Q-010663-004
<input type="checkbox"/>	<input type="button" value="✎"/> Sale Order	Sales	ABC-ddMMyy/000-3	ABC-280563/001-3
<input type="checkbox"/>	<input type="button" value="✎"/> Deposit	Sales	DEyy-MM00000	DE63-0500016
<input type="checkbox"/>	<input type="button" value="✎"/> Deposit(เลขที่ใบกำกับภาษี)	Sales	DIVyyMMdd-000	DIV200522-001
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Sale	Sales	INVyyMM-000	INV6306-003
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Sale(เลขที่ใบกำกับภาษี)	Sales	IVyyMMdd-000	IV200601-004
<input type="checkbox"/>	<input type="button" value="✎"/> Cash Sale(เลขที่ใบกำกับภาษี)	Sales	CS-yyMMdd-000	CS-200408-001
<input type="checkbox"/>	<input type="button" value="✎"/> Cash Sale	Sales	CSyyMMdd-000	CS630601-000
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Note	Sales	CNyyMMdd-000	CN630522-000
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Note(เลขที่ใบกำกับภาษี)	Sales	CNyyMMdd-000	CN200522-001
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Note (Payment)	Sales	CCyyMMdd-000	CC200421-001
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Note (Payment)(เลขที่ใบกำกับภาษี)	Sales	CCyyMMdd-000	CC200116-001
<input type="checkbox"/>	<input type="button" value="✎"/> Debit Note(เลขที่ใบกำกับภาษี)	Sales	DNyyMMdd-000	DN200312-001

Items per page

1 - 20 Items From 72 Items

3. Display screen No. running the system has increased the initial data set is complete, users can edit the data by pressing "✎" The top right of the screen as shown below.



< Running Number
Info

Menu: Sale Order

Using: All Company Branch

Default Run Number: Run By Default Format Always choose format first

Not Defined Running Number

Skip Running Number: Warning

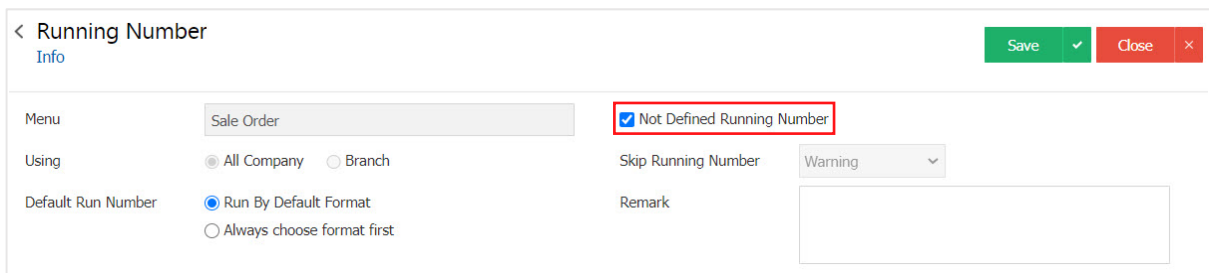
Remark:

Running Format

					Part 1: Header	Part 2: Date Format				
<input type="checkbox"/> Branch	Example	Latest No.	Default	Inactive	First Charact...	Symbol	Date Format	Year For...	Symbol	
<input type="checkbox"/>	ABC-280563/001-3	ABC-280563/001-3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABC	-	ddMMyy	B.E.	/	

1 - 1 Items From 1 Items

4. In the "Not Defined Running Number" is used to define the document number, as required, without reference to the number Running Figure.



< Running Number
Info

Menu: Sale Order

Using: All Company Branch

Default Run Number: Run By Default Format Always choose format first

Not Defined Running Number

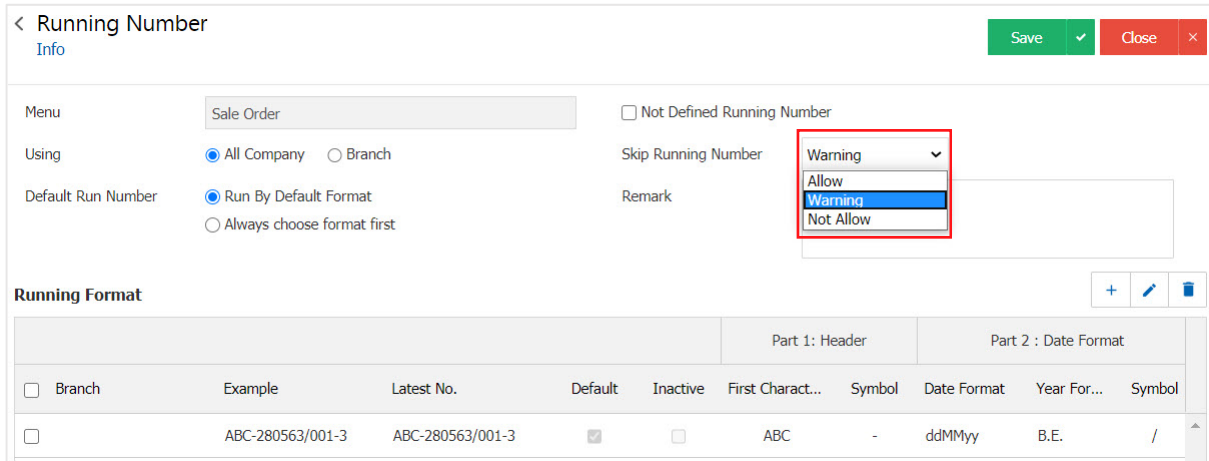
Skip Running Number: Warning

Remark:

Save

5. Setting the document number. The user can set the document number in 3 ways :

- **Allows** the user to skip a number of documents that have been set up.
- **Not Allow** the users can not bypass the document number that has been set.
- **Warning** is made to the document number is displayed to confirm the Popup document.

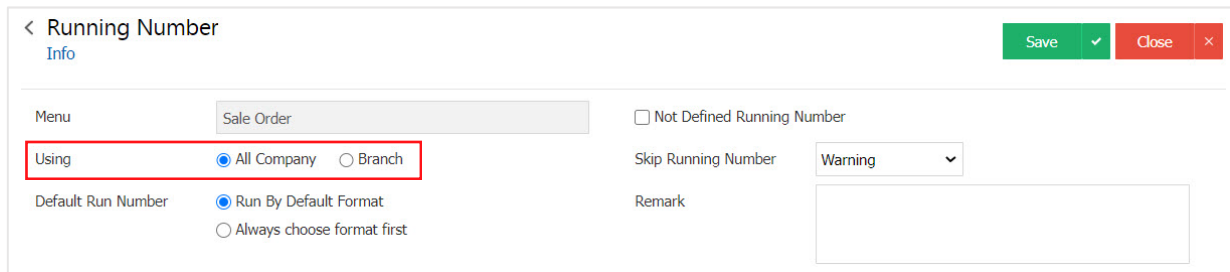


Running Number configuration interface showing options for Menu (Sale Order), Using (All Company, Branch), Default Run Number (Run By Default Format, Always choose format first), and Skip Running Number (Warning, Allow, Not Allow).

					Part 1: Header	Part 2: Date Format				
Branch	Example	Latest No.	Default	Inactive	First Charact...	Symbol	Date Format	Year For...	Symbol	
<input type="checkbox"/>	ABC-280563/001-3	ABC-280563/001-3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABC	-	ddMMyy	B.E.	/	

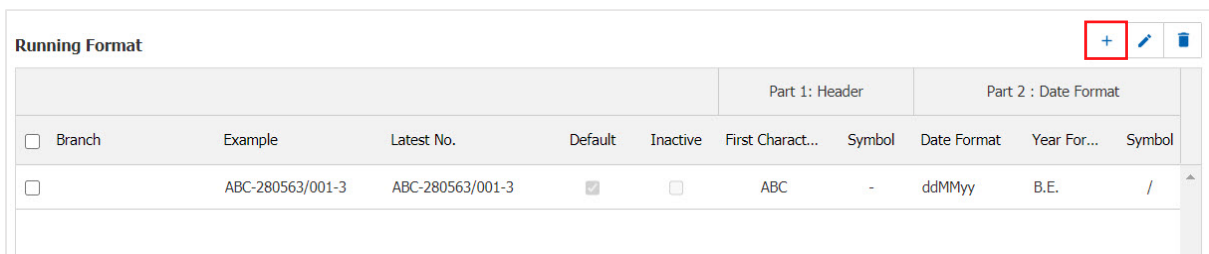
6. Run the user can choose to run either two ways :

- **All company** is able to run at the company.
- **Branch** is where the company has several branches. Users can set the number of the Running of each branch.



Running Number configuration interface showing options for Menu (Sale Order), Using (All Company, Branch), Default Run Number (Run By Default Format, Always choose format first), and Skip Running Number (Warning).

7. In the Running Format recording format No. Running the system has increased the initial data set is complete if the user wants to add style No. Running, press "+" button below.



Running Format table showing columns for Branch, Example, Latest No., Default, Inactive, First Charact..., Symbol, Date Format, Year For..., and Symbol.

					Part 1: Header	Part 2: Date Format				
Branch	Example	Latest No.	Default	Inactive	First Charact...	Symbol	Date Format	Year For...	Symbol	
<input type="checkbox"/>	ABC-280563/001-3	ABC-280563/001-3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABC	-	ddMMyy	B.E.	/	

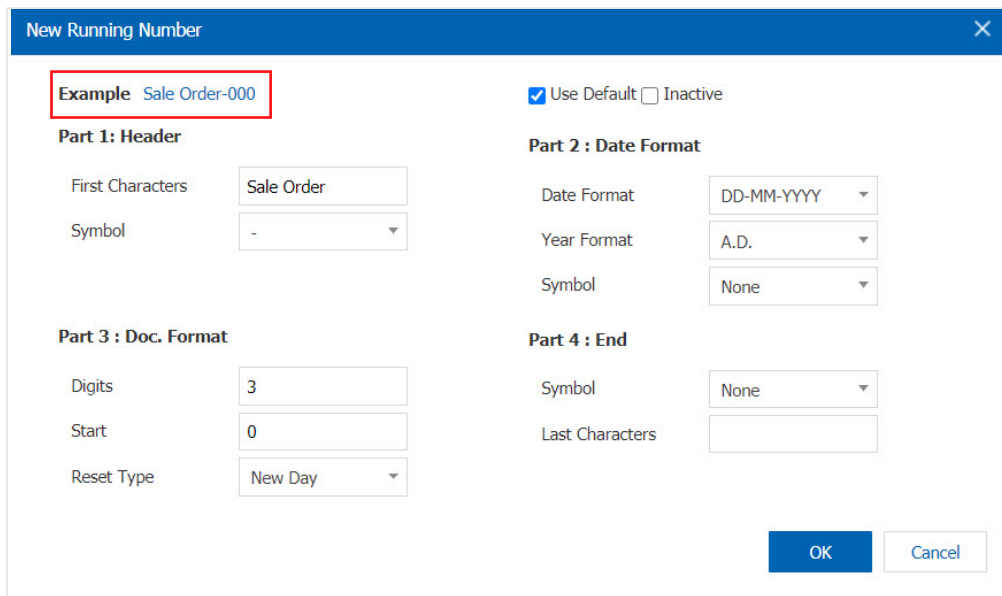
* Note: If the user wants. data format No. running the press "  " to fix.

* Note: If the user wants to delete the data model No. running the press "  " to do to erase.

8. The system will display the check. Running create a form that the user can set up or edited. If there are documents used to model No. Running the system will not change the pattern No. Running will be used for new information. After recording the format changes to Running No. There are 4 parts :

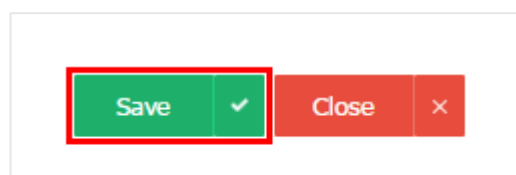
- Part 1: The header is the name of the designated No. Running a full name or initials of the documents.
- Part 2: The date format is to define the date format of No. Running choose a date and year era.
- Part 3: document format is scheduled to show the number of No. Running determines the number including the number and running start counting the number of running has.
- Part 4: Is to determine the name of running at the very end. A full set or the name of a documentation.

System with a preview of No. Running



* Note: If the recording format No. Running New To activate, select the "Use Default"

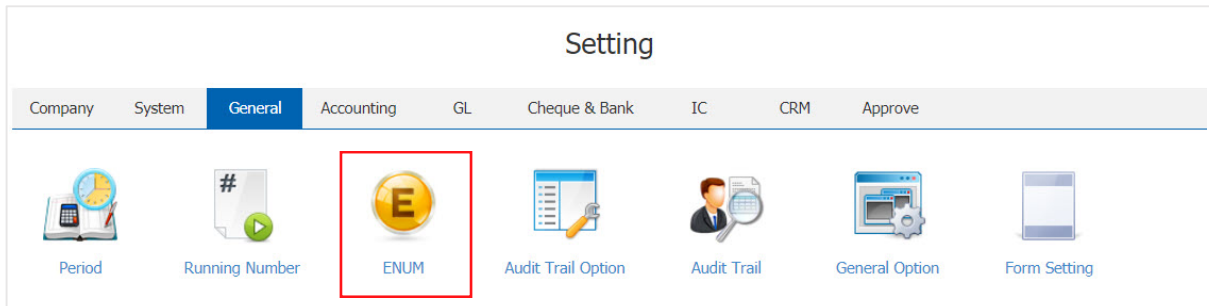
9. When the user has filled out all the information users can save information by pressing the "Save" button to save the information as in the picture.



Menu settings data ENUM

Refers to the creation of the option (Option) to be used in the "Defined Field" type "Dropdown" so users can customize the options you want, such as currency type of product. Modes of transportation.

1. User ENUM can be set by pressing the "ENUM"

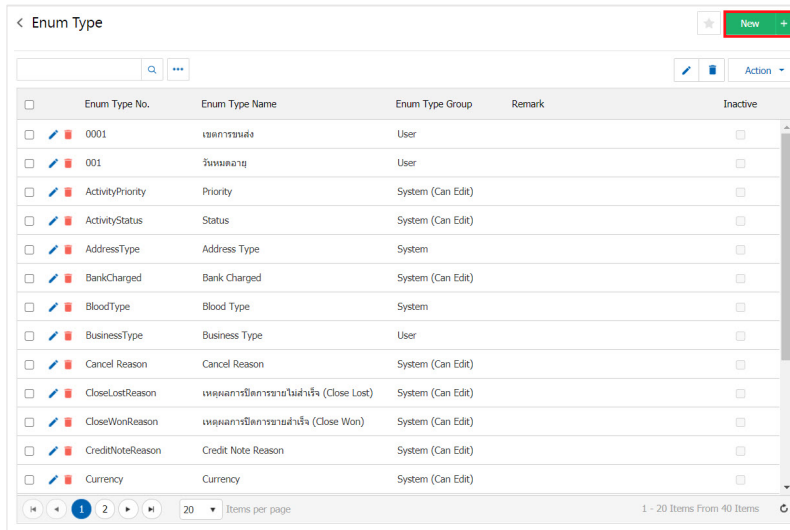


2. The system will display the ENUM system captured data from the following types of ENUM can be divided into three categories :

- System is generated. Rise Users can not edit it. The impact of the program.
- System (editing) the system is set up, users can edit it. Without affecting System program.
- User is a user created yourself. Without affecting the application of the system.

Enum Type No.	Enum Type Name	Enum Type Group	Remark	Inactive
0001	เหตุการณ์ส่ง	User		<input type="checkbox"/>
001	วันหมดอายุ	User		<input type="checkbox"/>
ActivityPriority	Priority	System (Can Edit)		<input type="checkbox"/>
ActivityStatus	Status	System (Can Edit)		<input type="checkbox"/>
AddressType	Address Type	System		<input type="checkbox"/>
BankCharged	Bank Charged	System (Can Edit)		<input type="checkbox"/>
BloodType	Blood Type	System		<input type="checkbox"/>
BusinessType	Business Type	User		<input type="checkbox"/>
Cancel Reason	Cancel Reason	System (Can Edit)		<input type="checkbox"/>
CloseLostReason	เหตุผลการปิดการขายไม่สำเร็จ (Close Lost)	System (Can Edit)		<input type="checkbox"/>
CloseWonReason	เหตุผลการปิดการขายสำเร็จ (Close Won)	System (Can Edit)		<input type="checkbox"/>
CreditNoteReason	Credit Note Reason	System (Can Edit)		<input type="checkbox"/>
Currency	Currency	System (Can Edit)		<input type="checkbox"/>

3. User ENUM data can be added by pressing the "New" button on the right side of the screen, as shown below.



Enum Type No.	Enum Type Name	Enum Type Group	Remark	Inactive
0001	รายการขนส่ง	User		<input type="checkbox"/>
001	รับผลต่าง	User		<input type="checkbox"/>
ActivityPriority	Priority	System (Can Edit)		<input type="checkbox"/>
ActivityStatus	Status	System (Can Edit)		<input type="checkbox"/>
AddressType	Address Type	System		<input type="checkbox"/>
BankCharged	Bank Charged	System (Can Edit)		<input type="checkbox"/>
BloodType	Blood Type	System		<input type="checkbox"/>
BusinessType	Business Type	User		<input type="checkbox"/>
Cancel Reason	Cancel Reason	System (Can Edit)		<input type="checkbox"/>
CloseLostReason	เหตุผลการปิดการขายไม่สำเร็จ (Close Lost)	System (Can Edit)		<input type="checkbox"/>
CloseWonReason	เหตุผลการปิดการขายสำเร็จ (Close Won)	System (Can Edit)		<input type="checkbox"/>
CreditNoteReason	Credit Note Reason	System (Can Edit)		<input type="checkbox"/>
Currency	Currency	System (Can Edit)		<input type="checkbox"/>

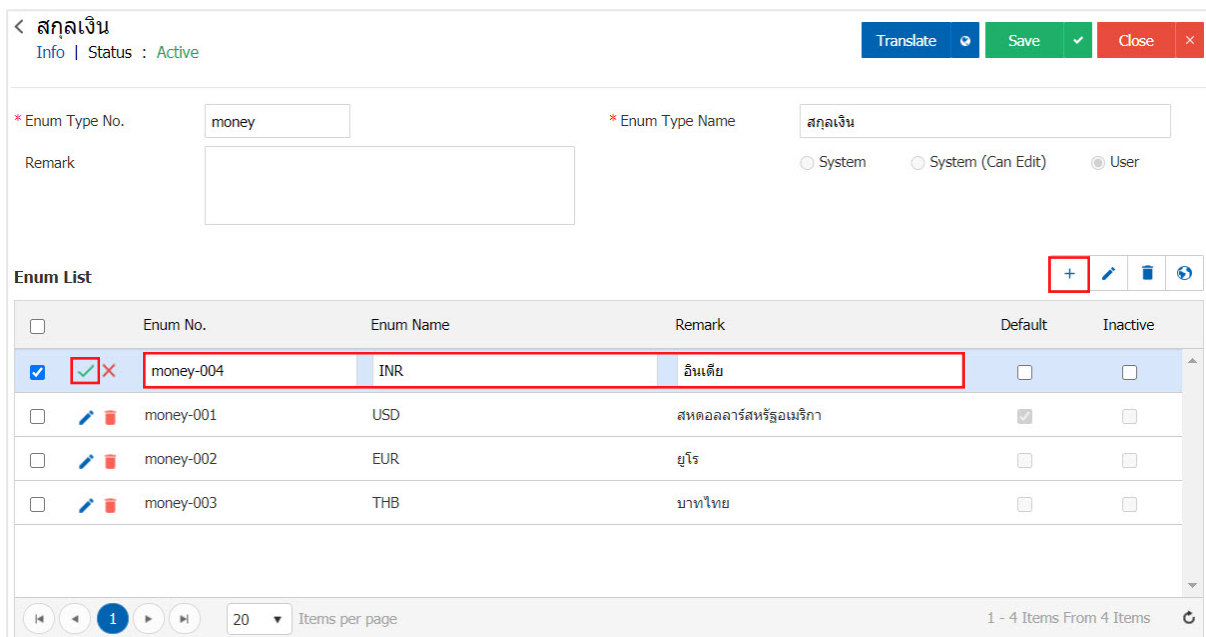
* Note: If users want to edit ENUM, by pressing the "✎" button to edit.

* Note: If the user wants to delete ENUM, by pressing the "🗑" button to delete the data.

4. The system will display the detail screen of ENUM data in the form of User type. The user must complete the form with the symbol "*" then the user press "✎" button to create the ENUM List. By entering the ENUM code, name ENUM and note. Click "✓" button to save the ENUM List in each item as shown.

In the "Default" section, which means the user can specify 1 default number the only To display information The default selection of other information.

In the "Inactive" section is to temporarily disable the part of the user list that is no longer in use.



สกุลเงิน
Info | Status : Active

Translate Save Close

* Enum Type No. money * Enum Type Name สกุลเงิน

Remark

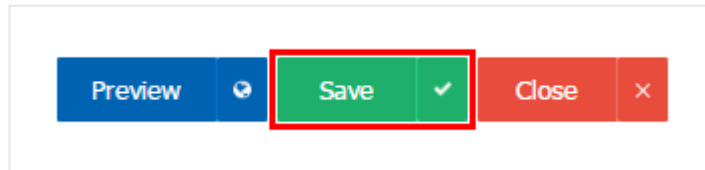
System System (Can Edit) User

Enum List

Enum No.	Enum Name	Remark	Default	Inactive
money-004	INR	อินเดีย	<input type="checkbox"/>	<input type="checkbox"/>
money-001	USD	สหรัฐอเมริกา	<input checked="" type="checkbox"/>	<input type="checkbox"/>
money-002	EUR	ยุโรป	<input type="checkbox"/>	<input type="checkbox"/>
money-003	THB	ประเทศไทย	<input type="checkbox"/>	<input type="checkbox"/>

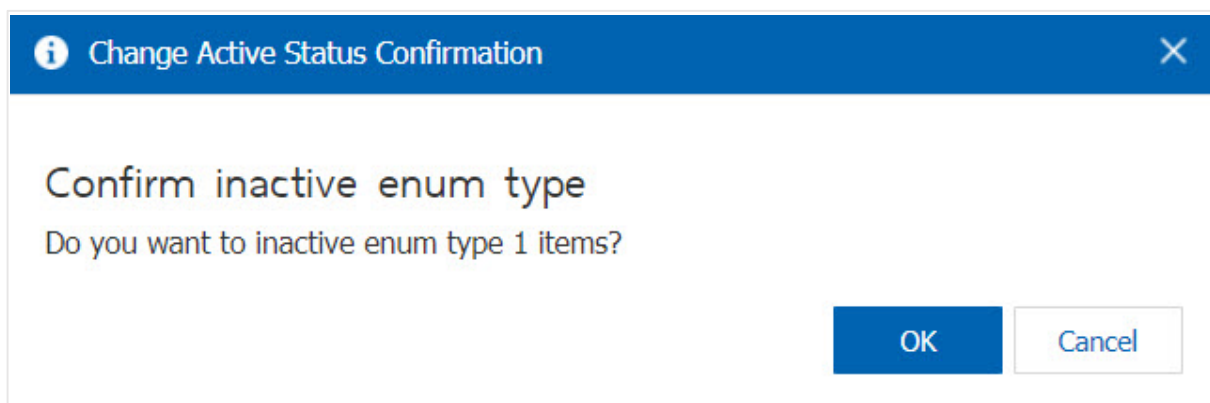
1 20 Items per page 1 - 4 Items From 4 Items

5. When users complete the ENUM all successfully. Users can save data by pressing the "Save" button at the top right of the screen. To save ENUM Figure.



6. The user can enable / disable the User ENUM type, but it is only to stay active. Or deactivate ENUM, then press the "Select ENUM categories User to open / close" > "Action" > "Active is enabled ENUM" or "Inactive is disabled ENUM" system. Show Pop - up to the user to confirm the enable / disable ENUM shown.

<input type="checkbox"/>	Enum Type No.	Enum Type Name	Enum Type Group	Remark	Action
<input type="checkbox"/>	0001	เหตุการณ์หลัง	User		Copy Active Inactive Translate
<input type="checkbox"/>	001	วันหยุดยาว	User		
<input type="checkbox"/>	ActivityPriority	Priority	System (Can Edit)		<input type="checkbox"/>
<input type="checkbox"/>	ActivityStatus	Status	System (Can Edit)		<input type="checkbox"/>
<input type="checkbox"/>	AddressType	Address Type	System		<input type="checkbox"/>
<input type="checkbox"/>	BankCharged	Bank Charged	System (Can Edit)		<input type="checkbox"/>
<input type="checkbox"/>	BloodType	Blood Type	System		<input type="checkbox"/>
<input checked="" type="checkbox"/>	BusinessType	Business Type	User		<input type="checkbox"/>

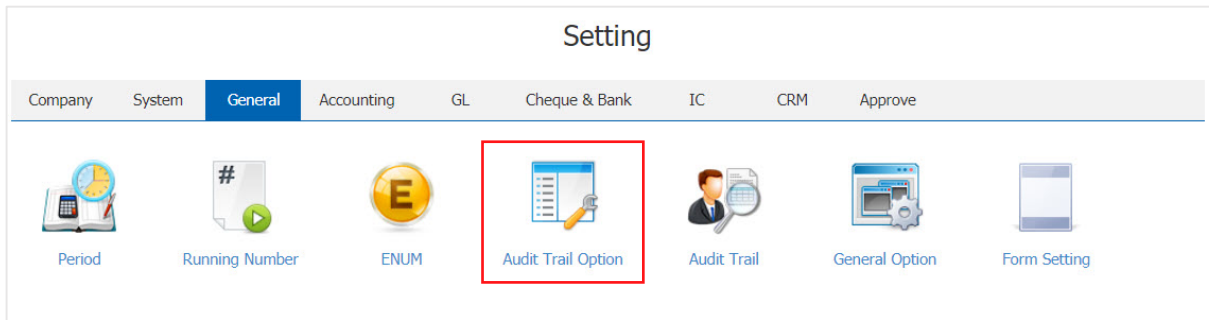


* Note: ENUM has enabled ENUM, then users will not be able to enable ENUM unique.

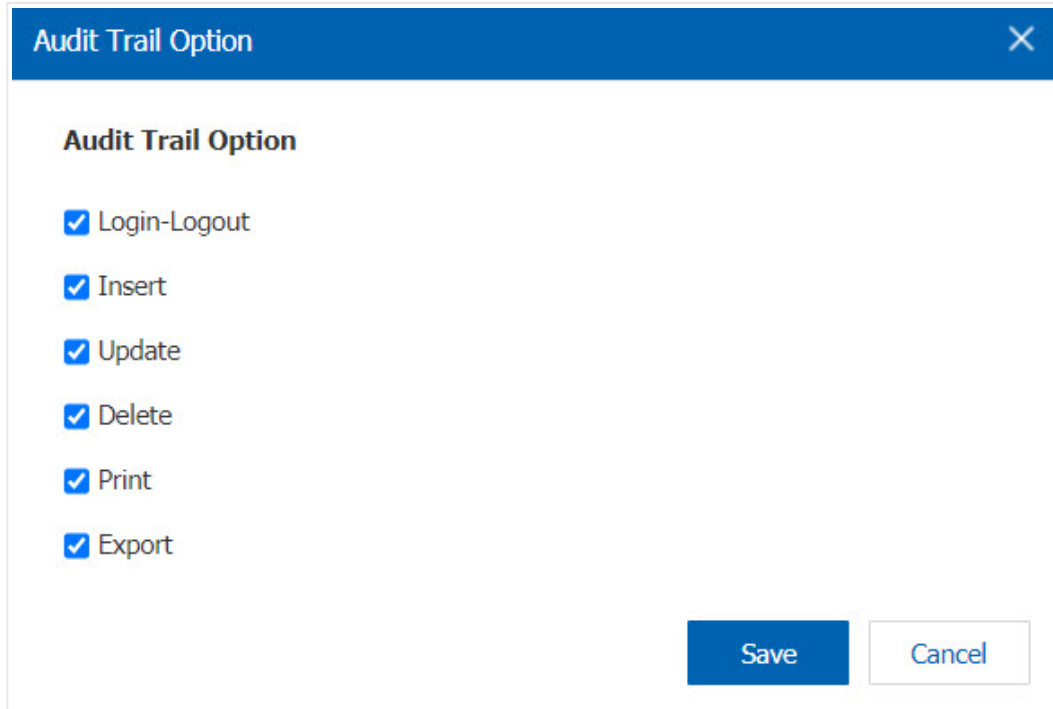
Menu settings information Audit Trail Option

Means setting a record or Login to see the movements of individual systems. To monitor and track record as an Action in the Login when logging, recording, editing. More information.

1. The user can set up the Audit Trail Option by pressing the "Audit Trail Option" as shown in Figure.



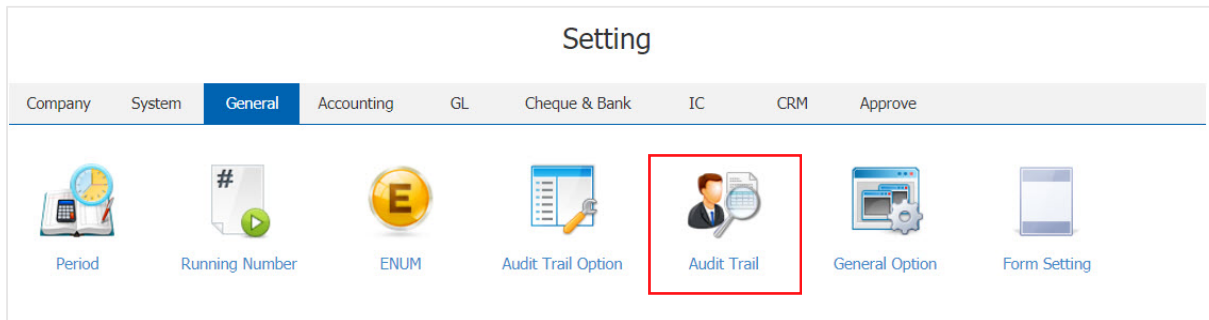
2. The system will display the Audit Trail Option has been added to the initial data. Users can select the system to check such data.



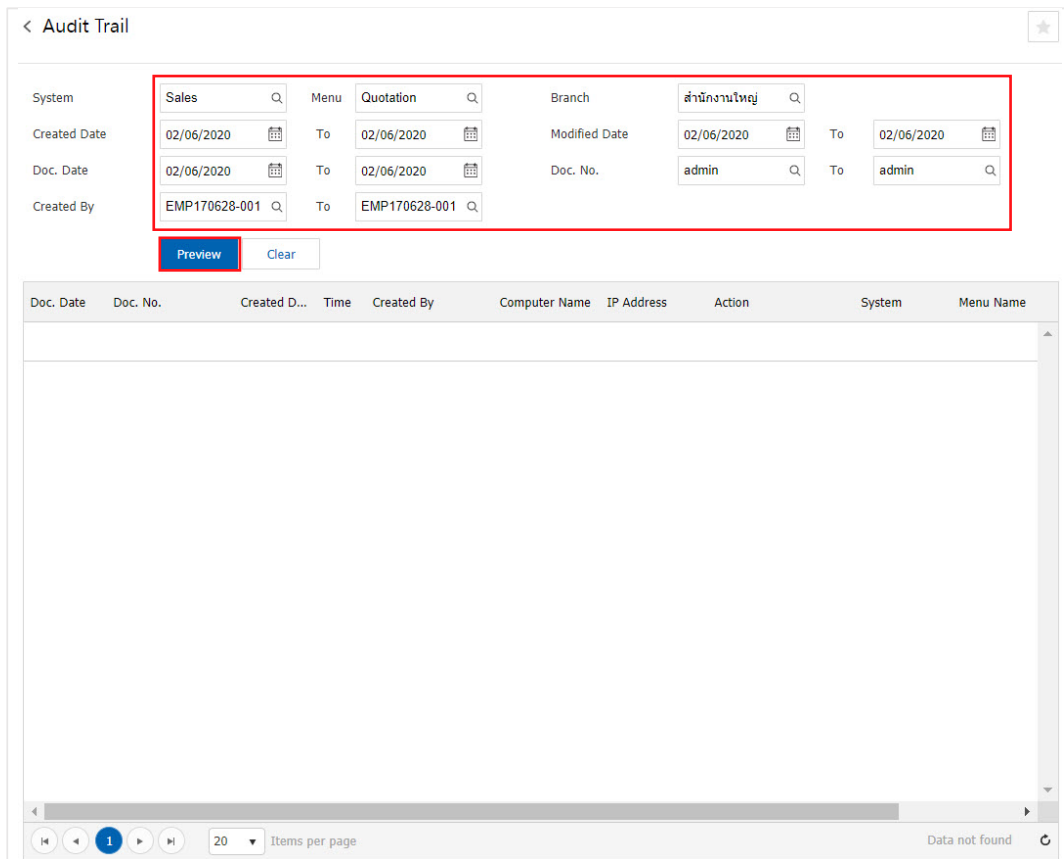
Menu settings Data Audit Trail

Refers to the examination of records in the system that can track whether a document is opened, improved, created, deleted, copied, by who, when, and also shows the use of a Login and how many times into the system.

1. Users can set up the Audit Trail menu by pressing the "Audit Trail" on Figure.



2. The system will display the Audit Trail users to fill out the required information as required. Such as menu code field on the record date of the document, record, and then press the "Preview" button to view the recorded picture.



The screenshot shows the 'Audit Trail' form with the following search criteria filled in:

System	Sales	Menu	Quotation	Branch	สำนักงานใหญ่		
Created Date	02/06/2020	To	02/06/2020	Modified Date	02/06/2020	To	02/06/2020
Doc. Date	02/06/2020	To	02/06/2020	Doc. No.	admin	To	admin
Created By	EMP170628-001	To	EMP170628-001				

Buttons: Preview, Clear

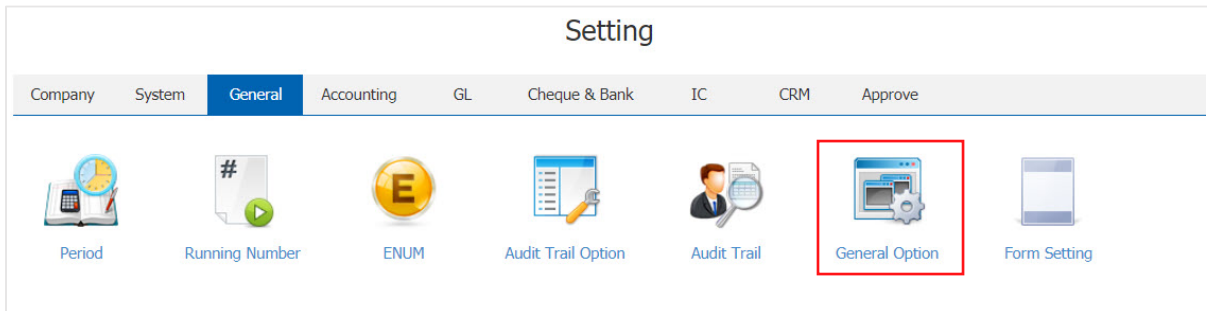
Doc. Date	Doc. No.	Created D...	Time	Created By	Computer Name	IP Address	Action	System	Menu Name
Data not found									

Items per page: 20

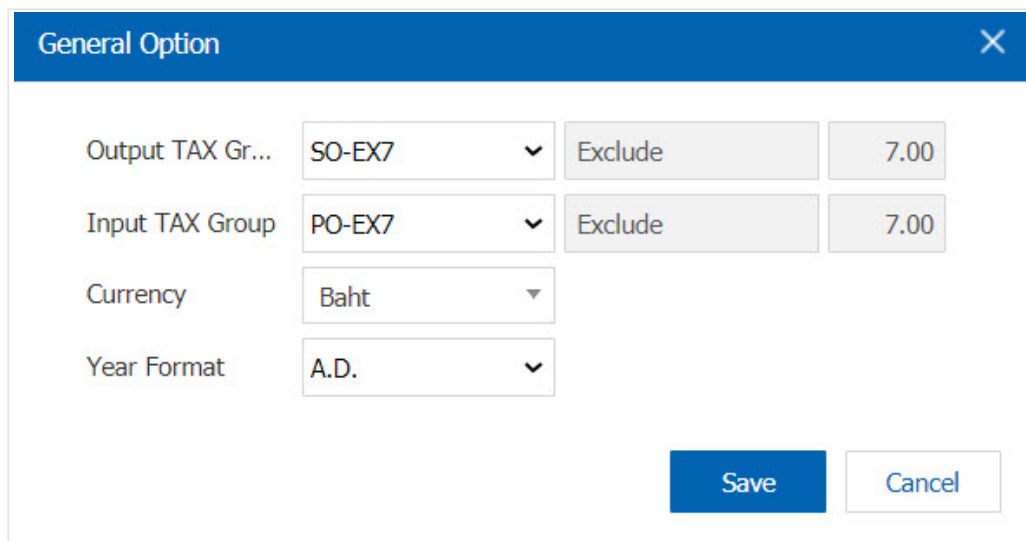
Menu settings data General Option

Refers to the special conditions in the purchase tax, sales tax, licenses money spent and the era in which the data is recorded in a purchase, sale, and other relevant information.

1. Users can set the General Option menu by pressing the "General Option" as shown in Figure.



2. The system lists the General Option has been added to the initial data.
 - The sales tax is a form of tax. Sales in all the user can set Sales tax data under the "Tax"
 - The tax is a form of tax. In all purchasing system the user can set The data input tax under the "Tax"
 - The currency used is the model shows the currency used in the entire system. The user can set Information denominated in the menu "ENUM"
 - Year era that is defined display format for the system all year era. Users can choose from two forms of AD and BC



The 'General Option' dialog box contains the following fields:

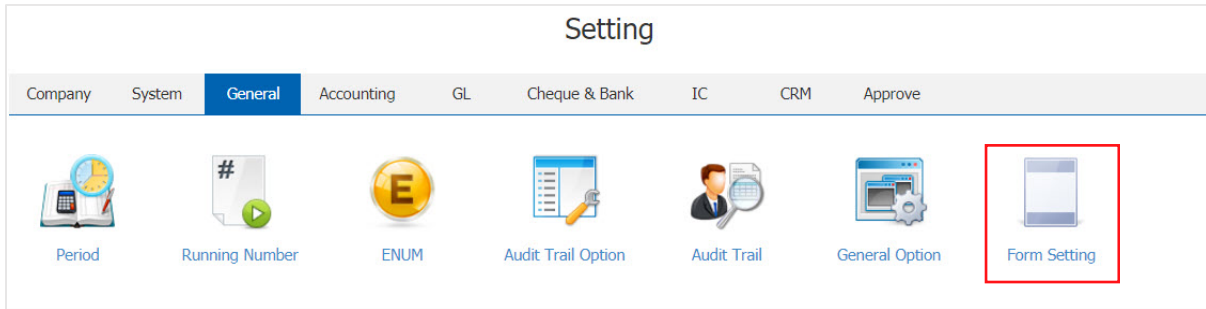
Output TAX Gr...	SO-EX7	▼	Exclude	7.00
Input TAX Group	PO-EX7	▼	Exclude	7.00
Currency	Baht	▼		
Year Format	A.D.	▼		

Buttons: Save, Cancel

Menu settings Information Form

Means the form prescribed Path File-based storage. To apply to the program in print form out in.

1. Users can set the form by clicking the "Form Settings" is shown in Figure.



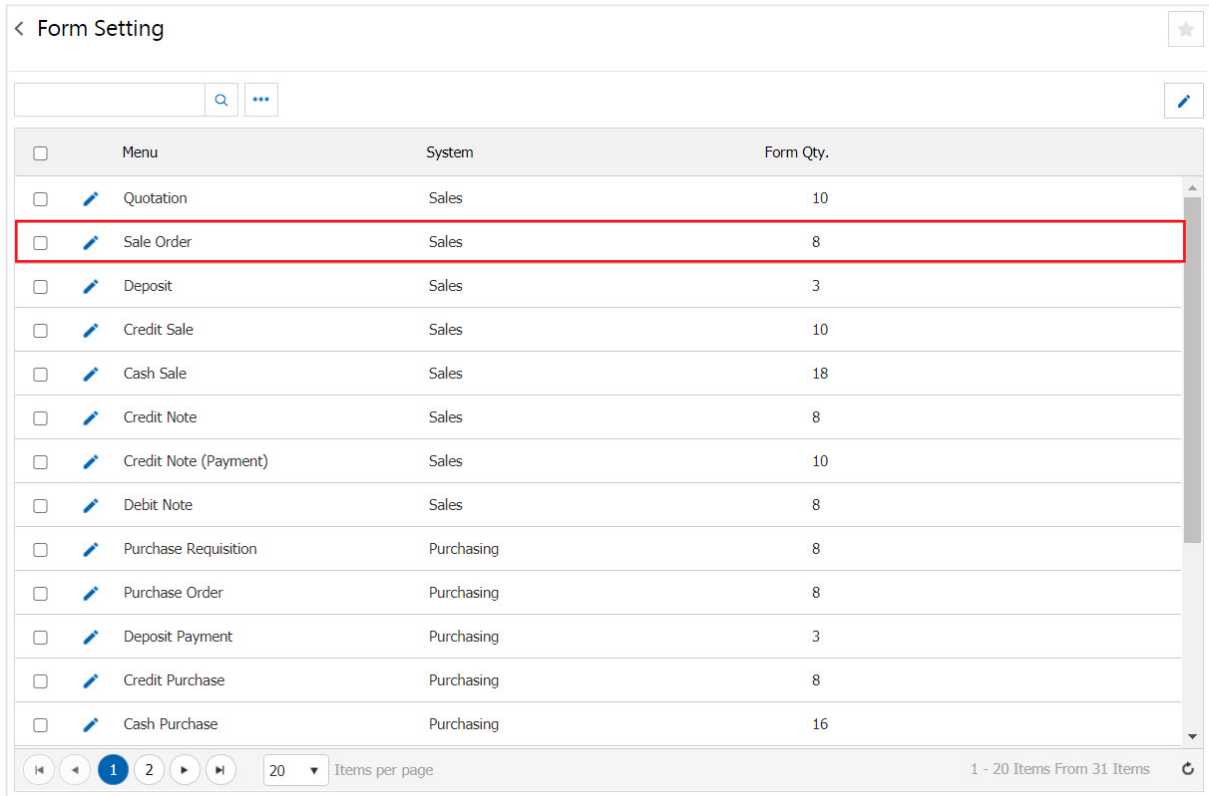
2. The system will show the form. The system captured data from the Figure.

< Form Setting ★

<input type="checkbox"/>	Menu	System	Form Qty.
<input type="checkbox"/>	<input type="button" value="✎"/> Quotation	Sales	10
<input type="checkbox"/>	<input type="button" value="✎"/> Sale Order	Sales	8
<input type="checkbox"/>	<input type="button" value="✎"/> Deposit	Sales	3
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Sale	Sales	10
<input type="checkbox"/>	<input type="button" value="✎"/> Cash Sale	Sales	18
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Note	Sales	8
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Note (Payment)	Sales	10
<input type="checkbox"/>	<input type="button" value="✎"/> Debit Note	Sales	8
<input type="checkbox"/>	<input type="button" value="✎"/> Purchase Requisition	Purchasing	8
<input type="checkbox"/>	<input type="button" value="✎"/> Purchase Order	Purchasing	8
<input type="checkbox"/>	<input type="button" value="✎"/> Deposit Payment	Purchasing	3
<input type="checkbox"/>	<input type="button" value="✎"/> Credit Purchase	Purchasing	8
<input type="checkbox"/>	<input type="button" value="✎"/> Cash Purchase	Purchasing	16

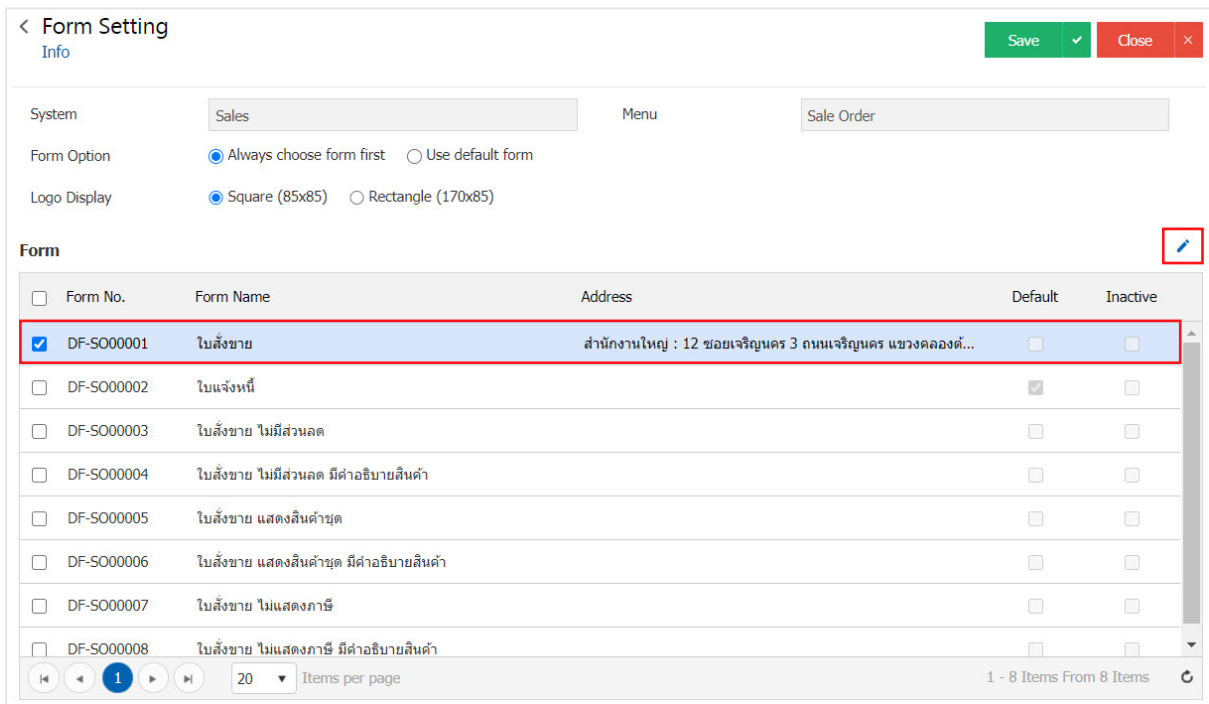
20 ▾ Items per page
1 - 20 Items From 31 Items

3. The user can modify the form by pressing the "Select an item to edit"> "✎" Figure.



<input type="checkbox"/>	Menu	System	Form Qty.
<input type="checkbox"/>	✎ Quotation	Sales	10
<input type="checkbox"/>	✎ Sale Order	Sales	8
<input type="checkbox"/>	✎ Deposit	Sales	3
<input type="checkbox"/>	✎ Credit Sale	Sales	10
<input type="checkbox"/>	✎ Cash Sale	Sales	18
<input type="checkbox"/>	✎ Credit Note	Sales	8
<input type="checkbox"/>	✎ Credit Note (Payment)	Sales	10
<input type="checkbox"/>	✎ Debit Note	Sales	8
<input type="checkbox"/>	✎ Purchase Requisition	Purchasing	8
<input type="checkbox"/>	✎ Purchase Order	Purchasing	8
<input type="checkbox"/>	✎ Deposit Payment	Purchasing	3
<input type="checkbox"/>	✎ Credit Purchase	Purchasing	8
<input type="checkbox"/>	✎ Cash Purchase	Purchasing	16

4. The system displays detailed form. The initial data has been added to it. Users can edit the data by pressing the "Select an item to edit"> "✎" Figure.



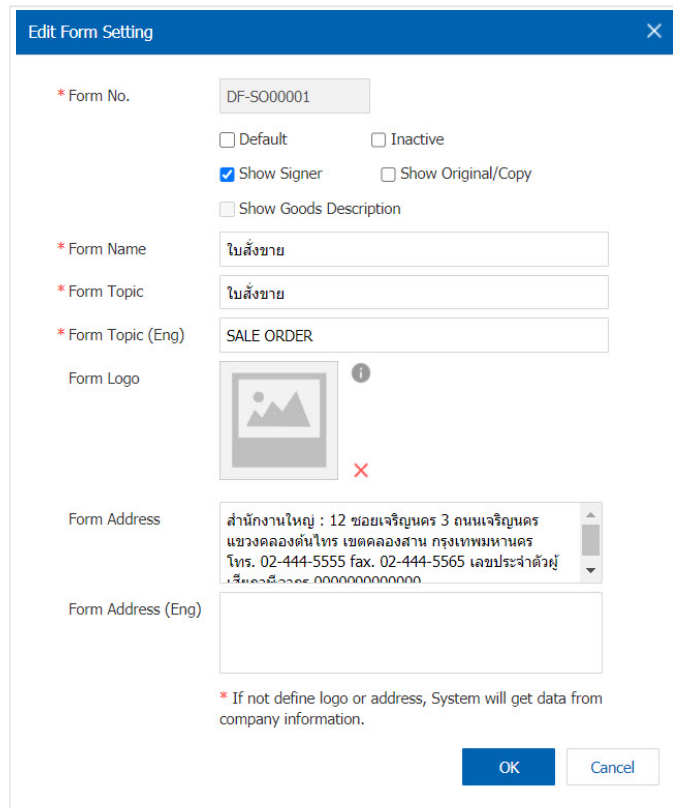
System: Sales Menu: Sale Order

Form Option: Always choose form first Use default form

Logo Display: Square (85x85) Rectangle (170x85)

<input type="checkbox"/>	Form No.	Form Name	Address	Default	Inactive
<input checked="" type="checkbox"/>	DF-SO00001	ใบสั่งขาย	สำนักงานใหญ่ : 12 ซอยเจริญนคร 3 ถนนเจริญนคร แขวงคลองต...	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00002	ใบแจ้งหนี้		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00003	ใบสั่งขาย ไม่มีส่วนลด		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00004	ใบสั่งขาย ไม่มีส่วนลด มีคำอธิบายสินค้า		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00005	ใบสั่งขาย แสดงสินค้าชุด		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00006	ใบสั่งขาย แสดงสินค้าชุด มีคำอธิบายสินค้า		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00007	ใบสั่งขาย ไม่แสดงภาษี		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	DF-SO00008	ใบสั่งขาย ไม่แสดงภาษี มีคำอธิบายสินค้า		<input type="checkbox"/>	<input type="checkbox"/>

5. The system displays detailed form. Users must complete the form. You can assign topics Form below.



- * Note: If the user ID and enable new form, select the "default" can be selected only 1.
- * Note: This can be set. "Signature" on the form automatically. After the recording is complete document data.
- * Note: If the user wants to do not used form, select the "Inactive".
- * Note: If using the logo and the effervescent calcium. The system will automatically extract information from the company.

6. When users completed successfully. Users can save data by pressing the "Save" button right on the screen. To save the picture.

