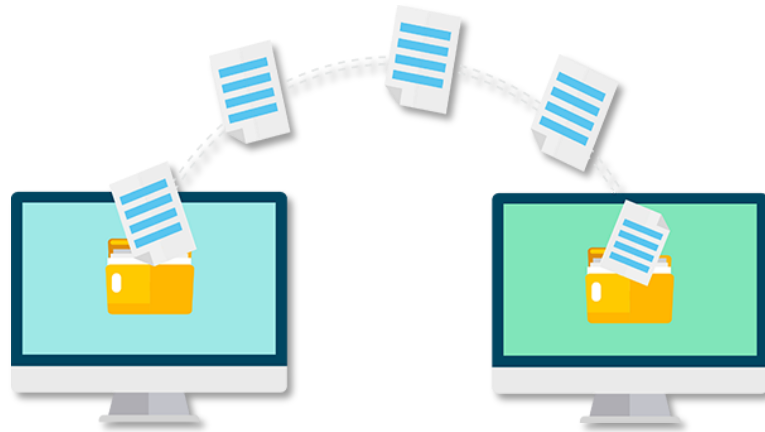


## Online accounting program-based planning myAccount Cloud



Important information from the original system is saved to the myAccount Cloud account program, whether it is the default data (Master data), the chart of accounts and the ledger balances, receivables, outstanding Payables or inventories to ensure continuous operation of the details and procedures as follows:

### Planning a system by means of transferring data from legacy systems

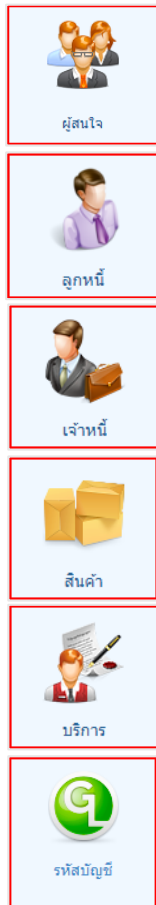
- |   |  |                        |
|---|--|------------------------|
| 1 | Import The default data (Master Data)            | <a href="#">Detail</a> |
| 2 | Creating chart of accounts and chart of accounts | <a href="#">Detail</a> |
| 3 | Consolidated record (ledger)                     | <a href="#">Detail</a> |
| 4 | Record of outstanding (outstanding receivables)  | <a href="#">Detail</a> |
| 5 | Record of brought-away (payables)                | <a href="#">Detail</a> |
| 6 | Record of outstanding (inventories)              | <a href="#">Detail</a> |

### By Import The default data (Master Data)

the MyAccount Cloud account program is usually set to some default information, and users can assign additional information to the user's business. By defining the default data, the master data can be added to a single system, or select the Import default (master data) to reduce the time that users can Import the default data. 6. The system includes information, accounts receivable, payables, items, services and account codes are detailed and how to Import them.

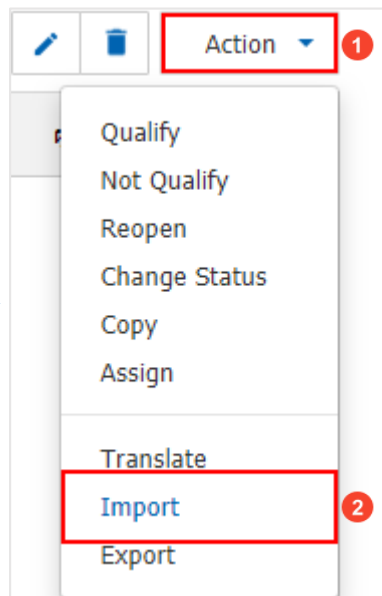
#### Step 1

Select menu to Import.



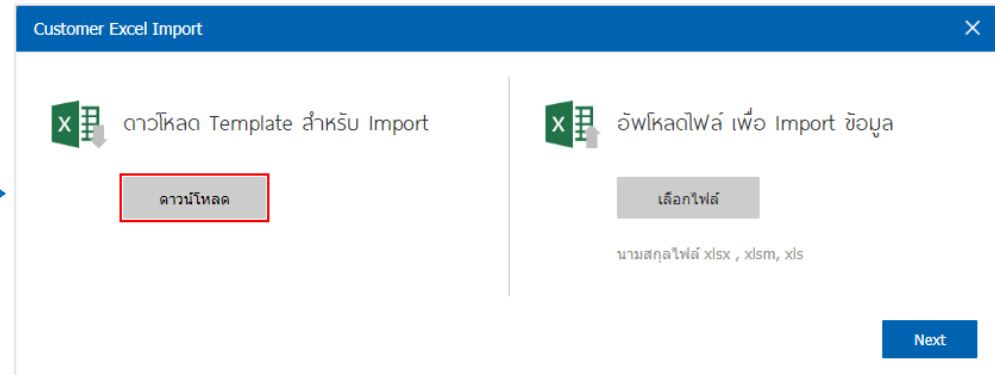
#### Step 2

Select the Import data command



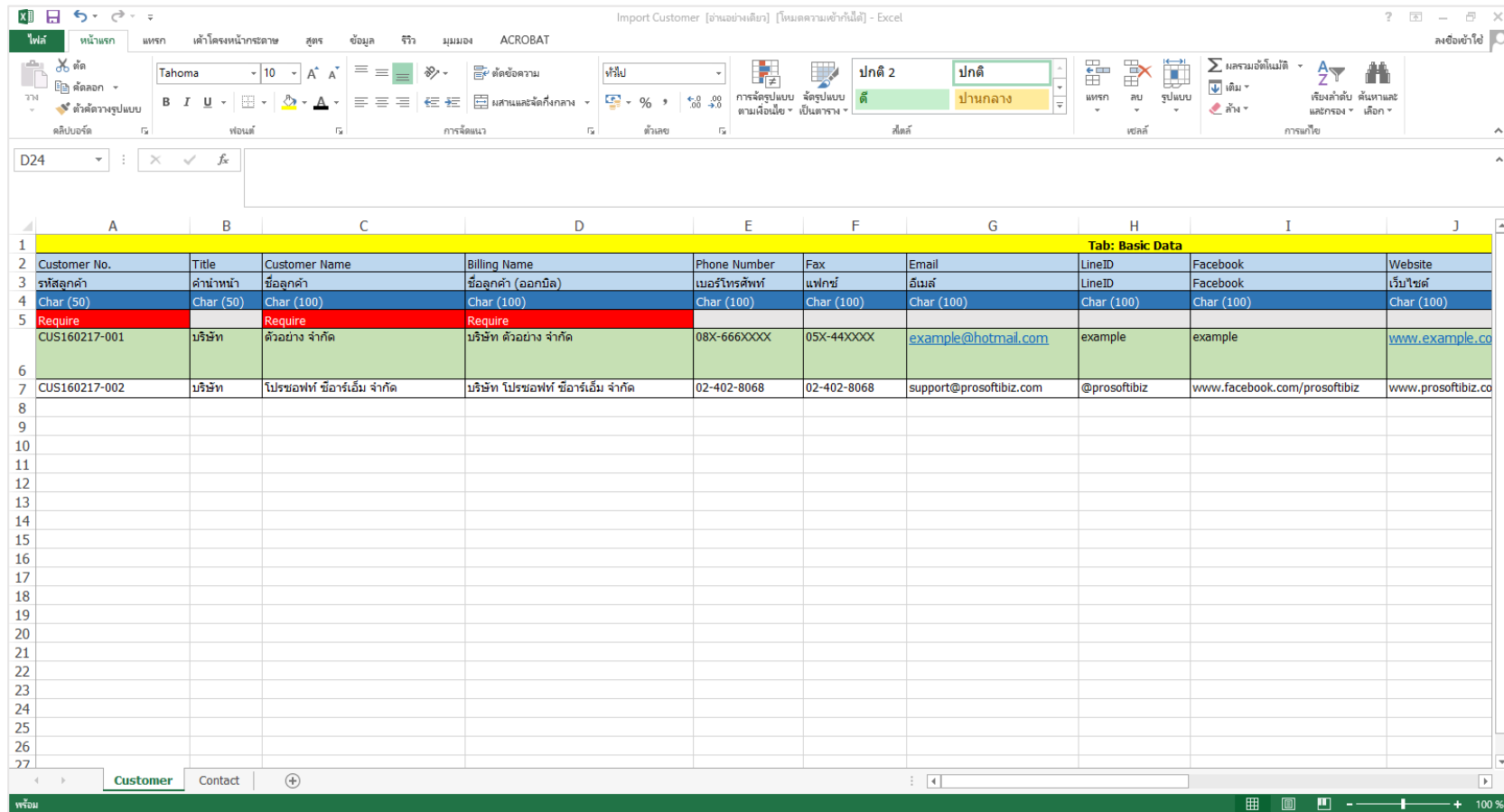
#### Step 3

screen Download Template for Import

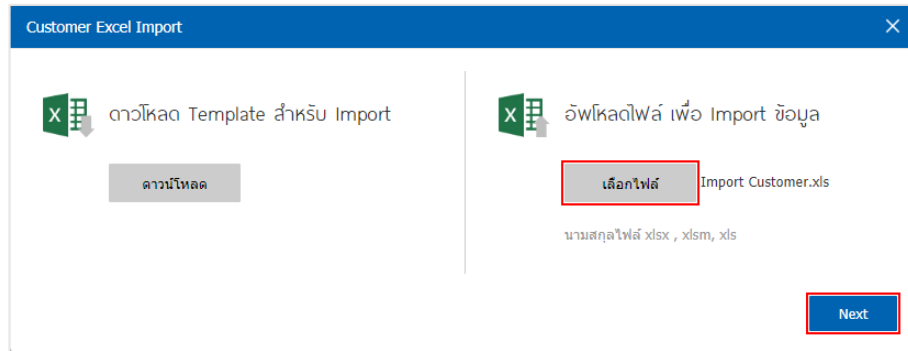


Step 4

provides complete identification of the information you need to Import, with some of the topics that the system has "Require", and if no information is provided in the Require section, it is not possible to Import data.



Tab: Basic Data									
Customer No.	Title	Customer Name	Billing Name	Phone Number	Fax	Email	LineID	Facebook	Website
รหัสลูกค้า	คำนำหน้า	ชื่อลูกค้า	ชื่อลูกค้า (ออกมัล)	เบอร์โทรศัพท์	แฟกซ์	อีเมล	LineID	Facebook	เว็บไซต์
Char (50)	Char (50)	Char (100)	Char (100)	Char (100)	Char (100)	Char (100)	Char (100)	Char (100)	Char (100)
Require		Require	Require						
CUS160217-001	บริษัท	ตัวอย่าง จำกัด	บริษัท ตัวอย่าง จำกัด	08X-666XXXX	05X-44XXXX	example@hotmail.com	example	example	www.example.co
CUS160217-002	บริษัท	โปรซอฟท์ ซีอาร์เอ็ม จำกัด	บริษัท โปรซอฟท์ ซีอาร์เอ็ม จำกัด	02-402-8068	02-402-8068	support@prosoftbiz.com	@prosoftbiz	www.facebook.com/prosoftbiz	www.prosoftbiz.co



### Step 5

press the "Select File" button from then the system to display file import location. To select the file you want to import, choose File Import. You can immediately press "Next" button.



Customer Excel Import

กรุณาตรวจสอบข้อมูลให้เรียบร้อย ก่อนทำการ Import ข้อมูล 1 รายการ

Customer Contact

รหัสลูกค้า	ค่านำหน้า	ชื่อลูกค้า	ชื่อลูกค้า (ออกฉิล)	เบอร์โทร	แฟกซ์
CUS160217-002	บริษัท	โปรซอฟท์ ซีอาร์เอ็ม จำกัด	บริษัท โปรซอฟท์ ซีอาร์เอ็ม จำกัด	02-402-8068	02-402

1 - 2 Items From 2 Items

Back Import

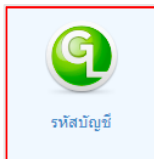
### Step 6

The system will check the information. And show a list of all Imported data. Verify the data. If there is no error, can click the "Import" button immediately.

## Creating Chart of accounts and chart of accounts

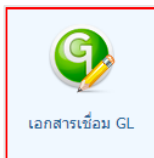


### To create or edit the chart of Accounts

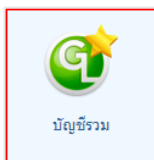


**menu, account codes** : The chart of accounts to be used to record business accounts and is used to assign GL-link documents to use to pass entries (posting) from another system to the ledger system. A basic chart of accounts in the business category has already been set up by the user to select the chart of accounts according to the system.

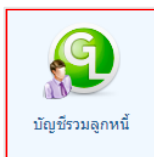
### Account link



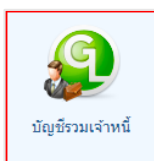
**GL link document menu** : To determine the recording format, such as a purchase of an item, sales, payment, pay, etc. to help reduce the process of logging in the ledger system, which is already assigned a recording format, and users can define additional information based on their business.



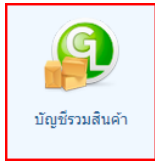
**Total account Menu** : Assigning chart of accounts codes to Post Ledger login information If the account ID is not defined in the GL Link document menu, the system will retrieve data from the overview accounts menu. In case the user chooses to use the chart of accounts provided by the system An aggregate account is assigned automatically, and the user can perform a combination of the account corrections as needed.



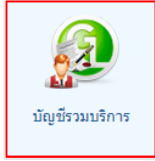
**Accounts receivable menu** : Assigning accounts Receivable account codes every trade has the same account ID name, which case the user chooses to use the chart of accounts prepared by the system. The system automatically assigns accounts receivable to the trade, and the user can proceed with the Add or edit.



**Accounts payable menu** : Assigning account Payables accounts every item uses the same ledger account name, where the user chooses to use the chart of accounts that the system has prepared.



**Item Consolidation Menu** : Assigning account IDs from sales items every item uses the same account ID name, which case the user chooses to use a prepared chart of accounts for the system. The item is automatically assigned a consolidation account, and the user can continue to add or edit.



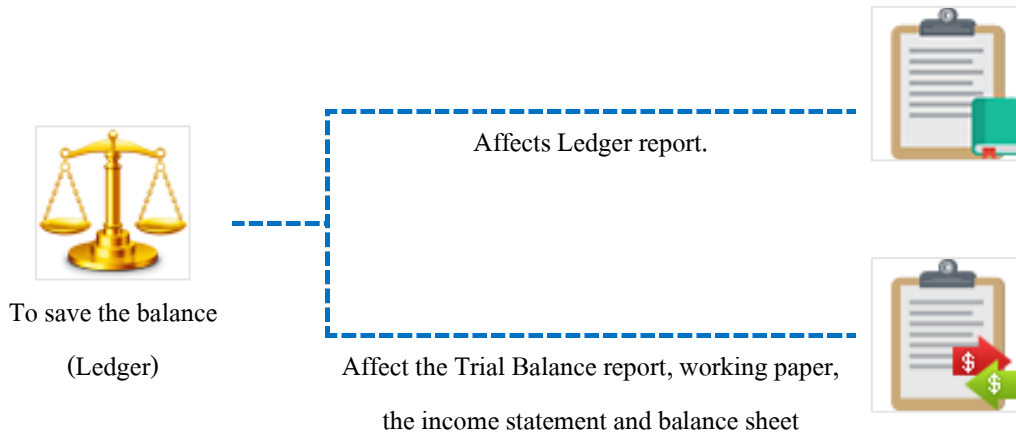
**Account Integration Services Menu** : Assigning accounting account codes from all available services use the same account ID name, where the user chooses to use the chart of accounts provided by the system.

**Note** : For setup of ledger system information in other sections. The system has the data set up successfully and in case the user wants to add the information or read more details can be read at : [Setting up chart of accounts \(General Ledger\)](#)

### To save the balance (Ledger)



to save the balance. (Ledger) remaining from the previous year. Or from the old program to identify the myAccount Cloud application which can balance such records. "The balance" and to save the balance. (Ledger) has been reported to affect the ledger, trial balance, spreadsheets, income statements and balance sheets automatically.



**Note :** Read the details on how to save the balance. (Ledger) at : [Recording Balance \(Beginning Balance\)](#)



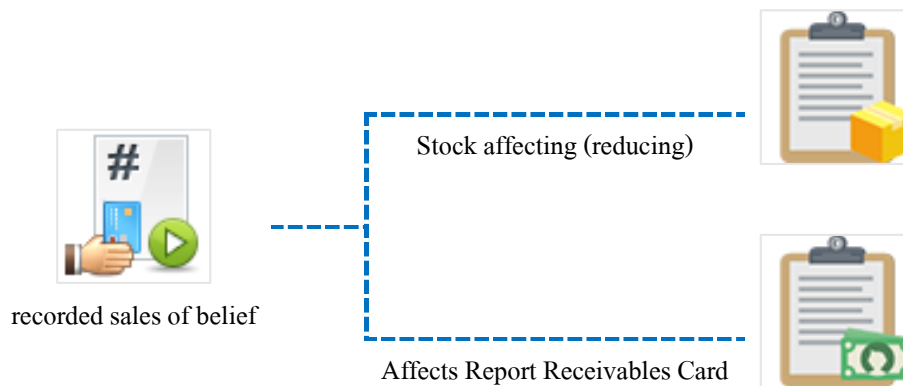


**to save the balance (Outstanding receivables)**

to save the balance. (Outstanding receivables) of the Company for the period before the start of the program. According to the data used in the process of doing other work. The recording format 2 form.

- ♣ To save the balance (Outstanding receivables) at the **"influence the stock. Report cards and receivables"**

By Recording Balance (outstanding receivables) at **"the sales are "**



**Note :**

- ♣ The specific case the account balance of outstanding receivables in the balance. (Ledger), then the user is not required to save the Post GL balance. (Receivables outstanding) believe that the sales.
- ♣ Read the note balance. (Outstanding receivables) at : [the documentation for that \(Credit Sale\)](#)
- ♣ to save the balance. (Receivables outstanding), which **"does not affect stocks. But a report card receivables "** balance can be recorded. (Loans outstanding) at **"the debtor quoted"**



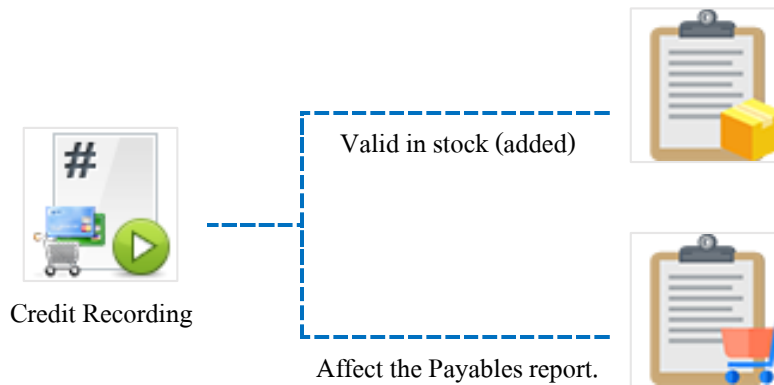
\* **Note :** An exempt account amount must be specified on the Balance menu (ledger account) or the daily list menu.

### Recording of the opening balance (Payables payable)



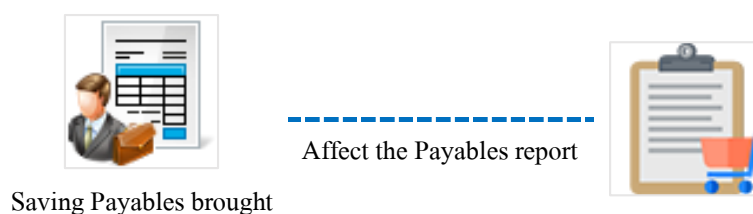
Recording of the opening balance (Payables payable) from the previous fiscal period of the entity for the case where the program was started to use the data in the other procedure, which has two forms of recording:

- ♣ A recording of the brought forward (payables) that **"affects the stock and the Payables Report"**, where the outstanding balance information (payable) can be saved to the **"Purchase Trust"** menu.



#### NOTE :

- ♣ If the outstanding payable account amount is already specified in the Outstanding (Ledger) menu. The user does not have to Post GL during a recording of the brought-away amount (outstanding Payables) in the Sales menu
- ♣ Read details of the Acquisition (outstanding Payables) to : [Save the document \(Credit Purchase\)](#)
- ♣ The recording of the outstanding Balance (outstanding Payables) that **"does not affect the stock, but does not affect the Payables report,"** It can be recorded in the Accounts payable by **"Payables Menu"**



**Note :** The payable account amount must be specified on the Arrival (ledger) menu or the daily list menu.

### Record turnover (inventories)



The remaining remaining items from the previous year or from the old program are myAccount to the Cloud, so that the number of remaining items is matched to the warehouse in which the amounts are to be recorded in the "**Item reduction menu**", which will affect stock items and report the item cost.



Reduced item reduction



Affect stock, item, and item cost reports



**Note :** Learn how to record an outstanding balance (item balance) at : [Saving discount information \(Item Journal\)](#)