**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.
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.

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Remark</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/01/2020</td>
<td>31/01/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>2</td>
<td>01/02/2020</td>
<td>29/02/2020</td>
<td>29</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>3</td>
<td>01/03/2020</td>
<td>31/03/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>4</td>
<td>01/04/2020</td>
<td>30/04/2020</td>
<td>30</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>5</td>
<td>01/05/2020</td>
<td>31/05/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>6</td>
<td>01/06/2020</td>
<td>30/06/2020</td>
<td>30</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>7</td>
<td>01/07/2020</td>
<td>31/07/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>8</td>
<td>01/08/2020</td>
<td>31/08/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>9</td>
<td>01/09/2020</td>
<td>30/09/2020</td>
<td>30</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>10</td>
<td>01/10/2020</td>
<td>31/10/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>11</td>
<td>01/11/2020</td>
<td>30/11/2020</td>
<td>30</td>
<td></td>
<td>Open</td>
</tr>
<tr>
<td>12</td>
<td>01/12/2020</td>
<td>31/12/2020</td>
<td>31</td>
<td></td>
<td>Open</td>
</tr>
</tbody>
</table>
4. The "Adjustment" create a fiscal period as 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.

- 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.
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.

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

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.

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.

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

- 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.
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.

![Save Button Example]

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.

![ENUM Table Example]

- 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 improve, create, delete, copy, 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.
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 A.D and BC
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.
3. The user can modify the form by pressing the "Select an item to edit" Figure.

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.
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.