How to Create Account Category

This video will show to users how to Create Account Category

Navigate to Inventory, Account Category, Create New.
Fill in the header info, i.e. Name, Code.

STEP-BY-STEP:
1. Go to Inventory menu
2. Select Account Category
3. Click Create Account Category at the top right side
4. Fill in the header info, i.e. Name, Code.
(mandatory fields in red color or marked with red x)
5. If it is a grouping type category (i.e. a parent group), tick the checkbox “A Grouping Category”.
If it is a cost expensed during goods receipt type category (i.e. stock purchased to be expensed, zero cost), tick the checkbox “Expensed On Receipt”.
6. Click Save button when done. Existing Account Settings and Products will be applied to this new Account Category.
(see Account Settings and Products List tabs)
7. Click Create New button to create a new sub category.
Fill in the mandatory field, then choose a Base Category from the list (parent category).
User can also choose which Product Type is this Account Category for.
Click Save button when done.
8. Go to the Account Categories List.
Right click on one of the category line to view available options.
User can choose to view details, delete, etc from the List View.
9. On the top left of the Account Category List View, user can filter the list to show active or inactive categories.
10. Double click on one of the category line in the List View to view the details.