

# Navigating Samooha Technical Library

In this article, we will show you how to find information you are looking for within Samooha's Technical Library, how to get the Technical Library contents translated to your language, and more.

## Homepage of Samooha Support Center – Technical Library


To go back to our Technical Library's main / home page:

1. Enter our URL address on your web browser:  
**samooha.org**
2. Click on either the **"Samooha"** logo or **"Samooha Support Center – Technical Library"** link at the top of any of our Technical Library webpage:



## Translate the Technical Library to your language of preference

Translate the information on our Technical Library to your own language with ease using Google Translate.

At the top right of any of our Technical Library webpage, you will find this link  [Translate](#).

Click on the **"Translate"** link from Google (If you are using web browser other than Chrome, you may need to login to your Google account first), it will pop up languages options for you to select on top left of the screen

Click on a language you wish to view the webpage

in from the list of languages



## Search for any information

At the top right of any of our Technical Library webpage, you will find a search engine. Enter your questions or keywords in the search text field



Samootha Support Center – Technical Library    [Table of Contents](#)    [FAQ](#)

## Samootha Support Center – Technical Library



Welcome to Samootha Support Center's Technical Library.

We have organized our support into sections to help you easily locate what you are looking for and fix your problem immediately.

**Recent Posts**

## Content of the User Manuals

At the top right of any of our Technical Library webpage, you will find a ***"Table of Contents"*** link.

Hover your mouse pointer on this link, it will pop up a list of GOOMI modules. Point on any of the module to see the next level of user manuals for the respective modules. Click on any to open the user manual webpage

## Table of Contents

	Organization	
	HRMS	
	Accounts	Account Masters
	Sales	Accounts Transaction
Search...	Purchase	Accounts Reports
	Inventory	
	Supply Chain	
	Project	
	Point Of Sale (POS)	
	Reports	
	DashBoards	

### Recent Posts

> Welcome to Samooaha Documentation

### Knowledge Base Categories

> Accounts

## Knowledge Base

At the top right of any of our Technical Library webpage, under the search engine, you will find a list of ***"Knowledge Base Categories"***

## Samooha Support Center – Technical Library



Search...

Welcome to Samooha Support Center's Technical Library.

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In here you can find more information on how to use our GOOMI applications.

[GO User Manual](#), In depth information on how to use each of GOOMI module, transaction, and report

[GO Knowledge Base](#), contains articles and videos to help users get more out of GOOMI

[GO Frequently Asked Questions \(FAQ\)](#), you may instantly find answers to your questions here

### Recent Posts

> Welcome to Samooha User Documentation

### Knowledge Base Categories

> Accounts  
> Application

Click on any of the categories, it will open a list of articles and / or tutorial videos under that category to help user get more out of GOOMI

Home / Knowledge Base / Accounts



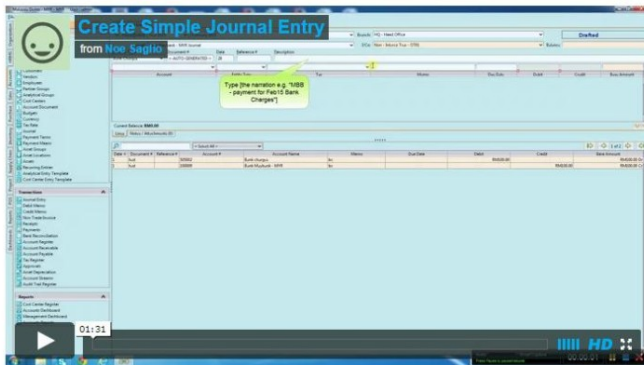
## How to create a Journal Entry

Created: March 27, 2015 / Author: noesaglio

Search...



Here a video explaining how to create a Journal Entry in the system





## How to Export or Import Data?

Created: May 21, 2015 / Author: Chris Wirianto



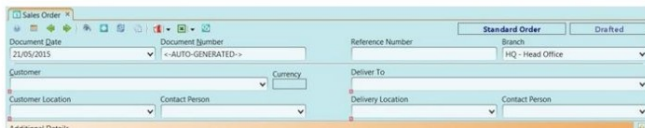
GOOMI application allows user to export and import data as csv (comma-separated values) file, which can be open using excel application.

Most of GOOMI views have the feature to export and import data denoted by the following icons / buttons:

Export data to csv file

Import data from csv file

For example, in Sales Order view, user is able to export list of products in the sales order or import list of products to be part of the sales order



You can go to Knowledge Base homepage to see the full list of categories by clicking on **“Knowledge Base”** link on top left of any of our Knowledge Base webpage. There is also search engine specifically to search the Knowledge Base at the top of the Knowledge Base webpages.

## Knowledge Base

Home / **Knowledge Base** /

### Accounts →

3 Articles

- How to Create and Analytical Entry Template
- How to create a Journal Entry
- How to create a Journal Entry using an A/C that has Cost Center Allocation

### Application →

4 Articles

- How to Export or Import Data?
- How to Change Password?
- Data Access Controls and the Document Process Controls
- How to login ?

### Consignment →

1 Articles

- Consignment Sales – Process Flow

### Point of Sale →

22 Articles

- How to use the Cash Book Log Register in the POS?
- How to use the Reward Points Register in POS?


## Frequently Asked Questions (FAQ)


At the top right of any of our Technical Library webpage, you will find a **“FAQ”** link (Frequently Asked

Questions)

Click on the **“FAQ”** link, it will direct you to our FAQ webpage

In our FAQ webpage, you will find a list of questions submitted by users like yourself whom are using GOOMI to run their companies. You can use your web browser **“Find”** feature (press **CTRL-F**) and enter your search keywords at the top right of the FAQ webpage to find your question

To see an FAQ answer, click on  button or the question, it will expand to show the answer below the question.

To hide an FAQ answer, click on  button or the question, it will collapse to hide the answer for the question.

 Why can't I click the save button after I filled up transaction document information?

 I can't find a document, it's missing?!

At the document list view, try change filters and refresh the list. For example, in “Sales Orders List” view, user can select to show documents with the following filter options:

