
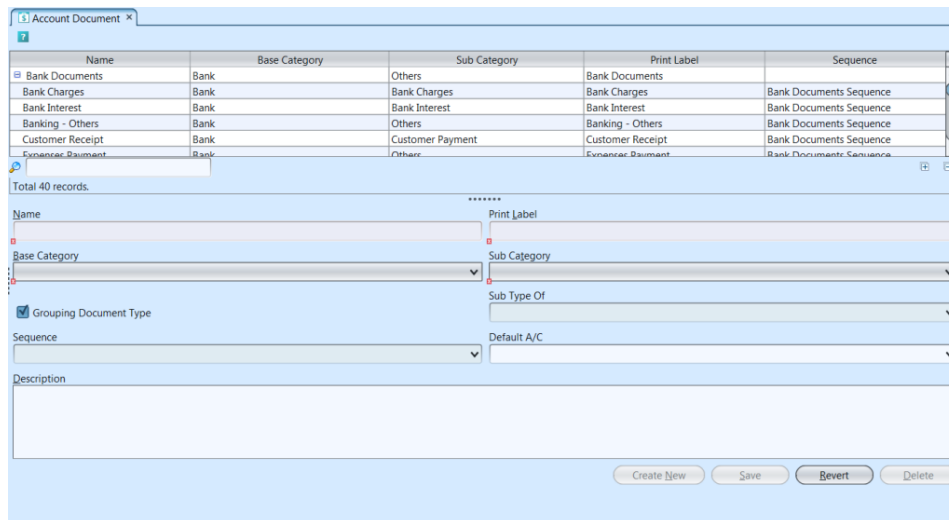


# Account Document

An Account Document is a property that is called in the Journal Entry that is filtered depending on the category (Bank Account Documents in Bank Journal, Cash Documents in Cash Journal, etc...) and has a defined document sequence. Below actions are available under **“Account Document”**:

 Create new account document, update, delete, view and search for details



Field Name	Description	Mandatory Information
Name	Name of the account	Y
Print Label	Label to print for this document	Y
Base Category	Type of Journal	Y
Sub Category		Y
Grouping Document Type	Tick the checkbox if it is grouping document	N
Sub Type of	Select the main account document	N
Sequence	Which document sequence to use	N
Default A/C		N
Description	Description	N

## Create New Account Document

1. Click **“Create New”** button at the bottom right side

of screen

This screenshot shows the 'Create New' form for an account document. The form is divided into several sections:

- Name:** Bank Charges
- Print Label:** Bank Charges
- Base Category:** Bank
- Sub Category:** Bank Charges
- Grouping Document Type:**
- Sub Type Of:** Bank Documents
- Sequence:** Bank Documents Sequence
- Default A/C:** (empty)
- Description:** Bank Charges

At the bottom right, there are four buttons: **Create New** (highlighted with a red box), **Save**, **Revert**, and **Delete**.

2. Fill up account document's information

3. Tick on **"Grouping Document Type"** box if it is a master (parent group type) account document.

This screenshot shows the 'Account Document' table and its details form. The table has the following columns: Name, Base Category, Sub Category, Print Label, and Sequence.

Name	Base Category	Sub Category	Print Label	Sequence
Bank Documents	Bank	Others	Bank Documents	Bank Documents Sequence
Bank Charges	Bank	Bank Charges	Bank Charges	Bank Documents Sequence
Bank Interest	Bank	Bank Interest	Bank Interest	Bank Documents Sequence
Banking - Others	Bank	Others	Banking - Others	Bank Documents Sequence
Customer Receipt	Bank	Customer Payment	Customer Receipt	Bank Documents Sequence
Finance Payment	Bank	Other	Finance Payment	Bank Documents Sequence

Below the table, the details form for the selected row (Bank Documents) is shown:

- Name:** Bank Documents
- Print Label:** Bank Documents
- Base Category:** Bank
- Sub Category:** Others
- Grouping Document Type:**  (highlighted with a red box)
- Sub Type Of:** (empty)
- Sequence:** (empty)
- Default A/C:** (empty)
- Description:** Bank Documents

At the bottom right, there are four buttons: **Create New**, **Save**, **Revert**, and **Delete**.

4. Click **"Save"** button at the bottom of screen when done

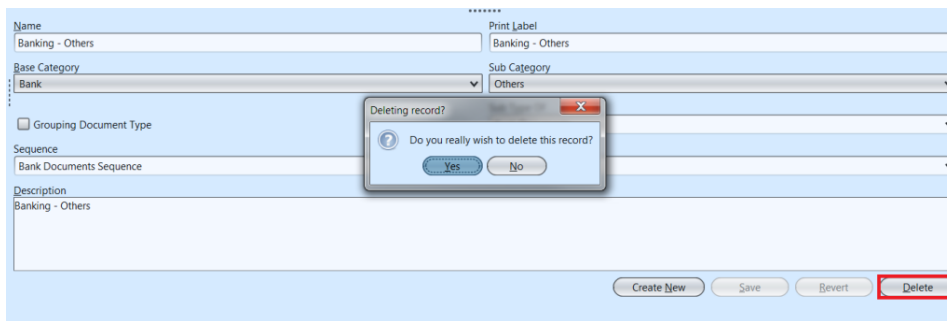
## Update Account Document Details

1. In **"Account Document"** table, click on account document to be updated, it will bring up the selected document details on the bottom half of the screen

2. Click **"Save"** button at the bottom of the screen when done with the updates

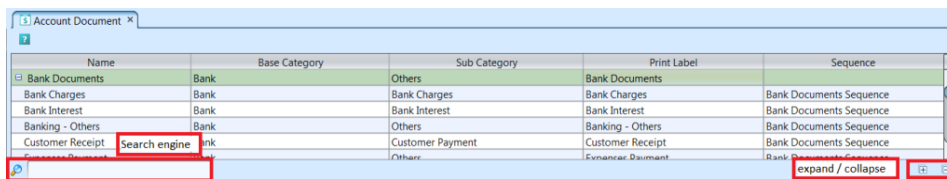
# Delete Account Document



1. In **“Account Document”** table, click on account document to be deleted, it will bring up the selected document on the bottom half of the screen
2. Click on **“Delete”** button at the bottom right side of screen
3. Click on **“Yes”** button on the pop-up window to confirm account document deletion



# View and Search for Account Document Details

1. Enter search parameter to filter the result, i.e. type in the account document name in the search textfield box at the bottom left of the account documents' table



2. In **“Account Document”** table, click on account document to view, it will bring up the selected document details on the bottom half of the screen
3. Click on   buttons at the bottom right of the account documents' table to collapse or expand the account documents' grouping

