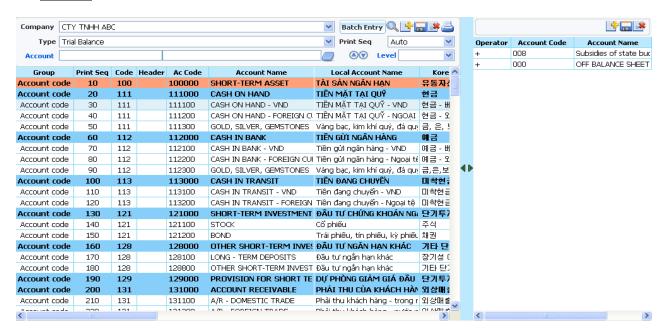
AC.13.01 REPORT FORM DESIGN

1. Path:

FM/ AC.13 Accounting Statement/ AC.13.01Report Form Design

2. Image:



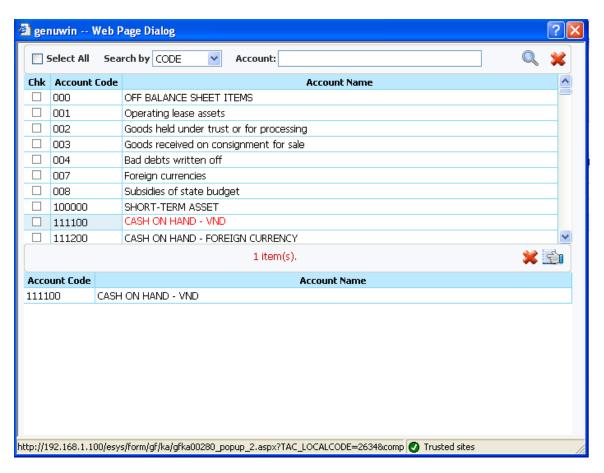
3. Definition:

"AC.13.01Report Form Design": form is where user can design Report form.

4. How to use:

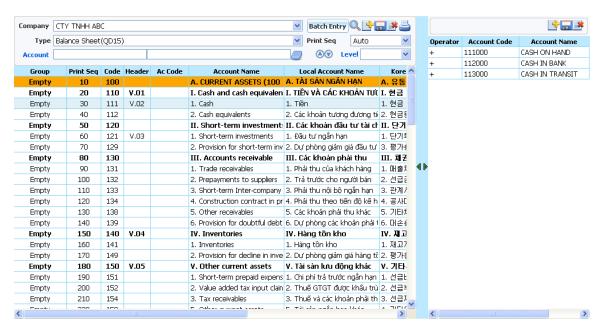
When user want to design any report form, You can in here to add, delete the Item in the report or user can add the accounts in the Item.

To add account in the item, user click at that item so the right side of form will be appear the accounts of that item. After that, user press button to add, the form will appear a popup

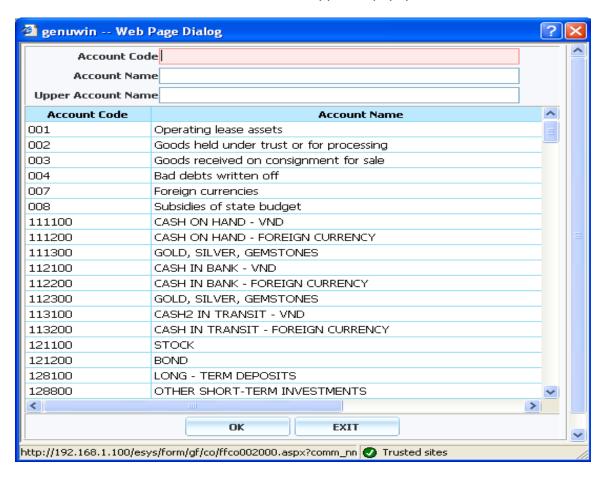


User double click at a account which you want to add so that account will be chose to below the form.

Continous, you press buton to add the account in Item.

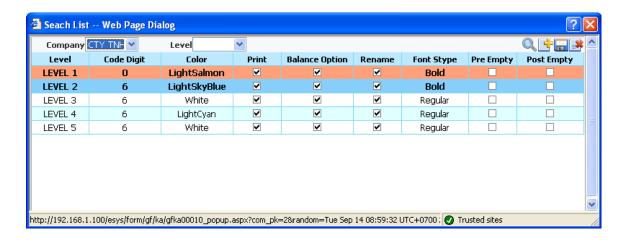


• Button suser press this button to filter accounts when you view the report, view criteria as: Type(choose type of report form), Account, Level. When user want to view as Account, the form will appear a popup to choose



User choose Account then click OK or click EXIT to exit.

Level: user can press this button to view each Level of account. After user press
this button, the form will appear a popup. You can choose criteria to view:
 Company, level and press button



- Button New: when user press this button, the form will add new row and you can input new item then you design that item. After that, you press button to save.
- Butoon Delete: when user choose item which you want to delete and the form will appear a popup



User click OK to delete or click Cancel to cancel.

- Button Batch Entry: When user press this button, the system will load automatic all account to form. User don't need press button to add each account.
- Button 💇 : when user choose row of item and press this button so that row will be moved up or down the beside row.