

## Setup By Procedure Checklist - General Ledger(A) Part

- |                            |           |                          |
|----------------------------|-----------|--------------------------|
| 1. Setup New Company       | *Menu F 1 | <input type="checkbox"/> |
| 2. Setup User Access Right | Menu F 2  | <input type="checkbox"/> |
| 3. Setup Detail A/C        | *Menu A 1 | <input type="checkbox"/> |
| 4. Setup Control A/C       | Menu A 2  | <input type="checkbox"/> |
| 5. Setup Link A/C          | *Menu A 3 | <input type="checkbox"/> |
| 6. Setup Multi Currency    | Menu F 3  | <input type="checkbox"/> |

\*\*\* Items mark with \* being compulsory steps \*\*\*

Business Advisor Service Co.

Tel : 852-25032568 Fax : 852-30061438

E-mail : [info@bashk.com.hk](mailto:info@bashk.com.hk) Web : [www.bashk.com.hk](http://www.bashk.com.hk)

Setup By Procedure Checklist – A/R(B) & A/P(C)

- |                           |           |                          |
|---------------------------|-----------|--------------------------|
| 7. Setup Salesman Master  | *Menu B 2 | <input type="checkbox"/> |
| 8. Setup Customer Master  | *Menu B 1 | <input type="checkbox"/> |
| 9. Setup Purchaser Master | *Menu C 2 | <input type="checkbox"/> |
| 10. Setup Supplier Master | *Menu C 1 | <input type="checkbox"/> |
| 11. Price Book for AR     | *Menu B 3 | <input type="checkbox"/> |
| 12. Price Book for AP     | *Menu C 3 | <input type="checkbox"/> |

\*\*\* Items mark with \* being compulsory steps \*\*\*

Business Advisor Service Co.

Tel : 852-25032568 Fax : 852-30061438

E-mail : [info@bashk.com.hk](mailto:info@bashk.com.hk) Web : [www.bashk.com.hk](http://www.bashk.com.hk)

## Setup By Procedure Checklist – Inventory Control (D)

- |                                 |           |                          |
|---------------------------------|-----------|--------------------------|
| 13. Setup Item Master           | *Menu D 1 | <input type="checkbox"/> |
| 14. Setup Location / Bin Master | *Menu D 7 | <input type="checkbox"/> |
| 15. Setup B.O.M. Item Master    | Menu D 1  | <input type="checkbox"/> |
| 16. Setup B.O.M. Parts Master   | Menu D 1  | <input type="checkbox"/> |
| 17. Setup B.O.M. Assembly List  | Menu D 2  | <input type="checkbox"/> |
| 18. Setup Product Image Files   | Menu D 1  | <input type="checkbox"/> |
| 19. Setup Costing Method        | Menu F 1  | <input type="checkbox"/> |
| 20. Setup Bar Code List         | Menu E 3  | <input type="checkbox"/> |
| 21. Setup Product Specification | Menu D 1  | <input type="checkbox"/> |

\*\*\* Items mark with \* being compulsory steps \*\*\*

Business Advisor Service Co.

Tel : 852-25032568 Fax : 852-30061438

E-mail : [info@bashk.com.hk](mailto:info@bashk.com.hk) Web : [www.bashk.com.hk](http://www.bashk.com.hk)