

Category Setup

To be able to select a category from debtor setup or to update debtors import the category needs to be created first

This is where the category is created

To add or edit a category go to:

Debtors module> Configuration> Add. Debtor Properties> Category Tab

Click the Category Tab

The screenshot shows the 'Debtors Module' configuration interface. On the left, a sidebar contains 'Configuration' with a sub-menu 'Add. Debtor Properties' highlighted with a red box. The main area is titled 'Additional Debtor Properties' and features a 'Category' tab, also highlighted with a red box. Below the tabs are input fields for 'Code' and 'Description'. A table lists existing categories:

#	Code	Description
1	0	None
2	BM-0	Brick & Mortar
3	GoV	Government
4	PRIVATE	Private
5	SEQ	Sound Equipment

Click Add (To create a new Category)

The 'Debtor Property Maintenance' dialog box is shown. It contains input fields for 'Code' (with 'BM-0' entered), 'Description' (with 'Brick & Mortar' entered), and an 'Active' checkbox which is checked. At the bottom, there are four buttons: 'Save And New', 'Save And Close', 'Save', and 'Close'.

Code	Enter a Category Code
Description	Enter a Category Description

Click Save and close

To edit an existing Category, Highlight the required Category and Click Edit

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