

Admin settings



Overview admin module



Main admin page,

/ek_admin

Administrare system data and settings

+ Global settings + Companies + Countries + Access

View and create companies Set active countries

Ssl database connection Private file free space: 7 gigabytes

Excel library installed Tcpdf library installed

Server, backups, email, Tasks control

Access by user to companies and countries

General installation information

Global settings,

/ek_admin/settings

Control global backup,
task and mail settings

Global settings

Use key for cron: M4zUoKfvtCBNqrgsEoH1tm7YAhHDJ3IKcc3DhR0

installation id

system installation id

validation url

validation url address for support and installation

Backup full path to directory

Backup full path to directory

file_backup.zip

Backup file name(s) separated by comma

https

Connection type

Backup recipients email addresses separated by comma

Backup recipients email addresses separated by comma

Insert receipt in mail attachment

▼ Cron tasks

Sales tasks

Sales status

Purchases tasks

Project tasks

Projects status

HR tasks

Record

System installation ID key.
Can be used to setup cron tasks

Vendor settings info

A server directory where
backup are saved

Backup name; will depend on
server backup settings

Email addresses for backup
copy recipients (separate by
comma)

Option setting to add a
receipt when sending email
with attachment from system

Option settings to select
which cron tasks will be
executed

List and edit countries

List of selected active countries

active

Name	Entity	Status (uncheck to deactivate)
Canada	<input type="text"/>	<input checked="" type="checkbox"/>
MALAYSIA	<input type="text"/>	<input checked="" type="checkbox"/>
SINGAPORE	<input type="text"/>	<input checked="" type="checkbox"/>
VIETNAM	<input type="text"/>	<input checked="" type="checkbox"/>

Click to deselect

You can give a custom label to entity represented

List of selected non active countries

non active

Name	Entity	Status (select to activate)
Argentina	<input type="text"/>	<input type="checkbox"/>
CAMBODIA	<input type="text"/>	<input type="checkbox"/>
SWEDEN	<input type="text"/>	<input type="checkbox"/>

Click to select

Select new country in the list to activate

New country

Add a country for the site.

Record

Click to record changes

Manage companies




Register a new company

Companies list **New company**

Download list

+ Excel list + Global settings

Click to copy address

id	Name	Status	
1	 My Company Ltd.	active	Edit ▾
2	 Company Two Ilc	active	Edit ▾
	 Acme Services Pte Ltd	active	Edit ▾

menu

Edit data

Edit finance parameters

Store and view documents

Print info in pdf format

Edit ▾

- Finance parameters
- Attached documents
- Print label

Create new company

/ek_admin/company/
new

New company

Companies list New company

active ▾

Name name Short name

registration number

registration number

address line 1

address line 1

address line 2

address line 2

city city post code post code **Canada** ▾ country

telephone

telephone

fax

fax

mobile

mobile phone

email

email

contact name

contact

Country should be activated
before company is created

Create new company

/ek_admin/company/
new

New company

Companies list

New company

This section data may be used
in documents , e.g. invoice

▼ Correspondance address

address line 1

address line 1

address line 2

address line 2

city

city

post code

post code

CAMBODIA

country

telephone

telephone

fax

fax

Logo and signature images
are used in documents, e.g.
invoice

▼ Images

Upload a logo image

Browse...

No file selected.

Upload a signature image

Browse...

No file selected.

Create new company

/ek_admin/company/
new

New company

Companies list

New company

This section is available if
finance module is active

▼ Other settings

Select chart of accounts *

- Select -

chart selection from other company will be copied into new entity

financial year

financial month

tax no.

income tax no.

pension no.

pension no.

social no.

social security no.










vat ref. no.

vat ref. no.

Record

Manage companies documents

List

	text.txt	2012-09-02	comment		
	contact.pdf	2015-02-21	list		
	drupal.jpg	2015-03-29	logo		

Select file: No file selected.

Uploaded documents

Hide history

Upload new document

Access by user

access

By default access is given to users who have access to the company unless custom access has been defined by owner.

Clear current access settings

Reset default

not shared

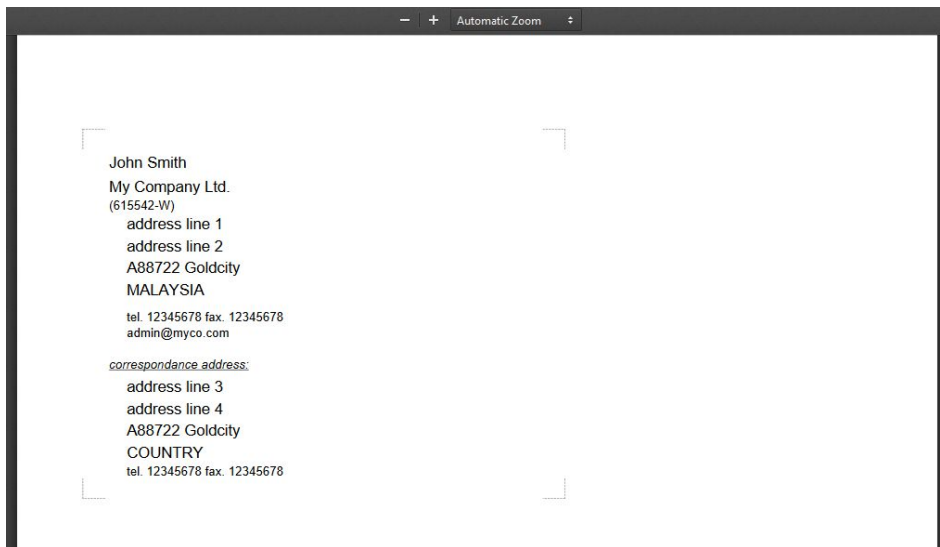
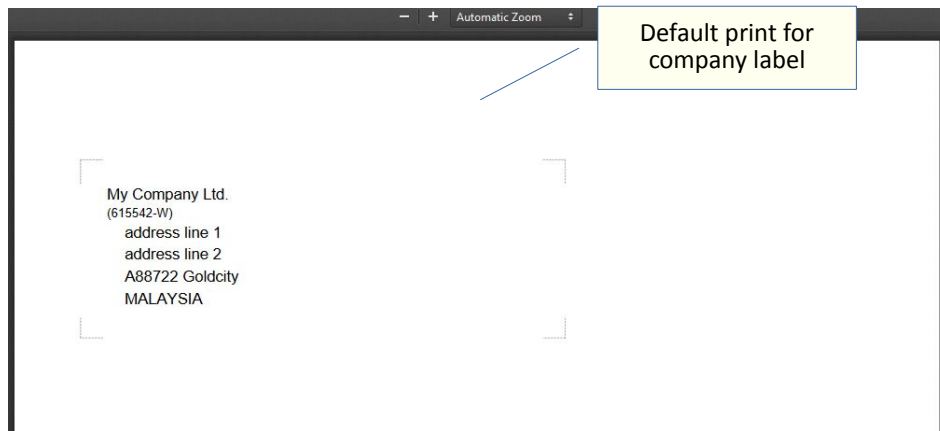
user [manager]



shared

user2 [manager]

Select allowed user



This information is available with finance module

You need to set accounts chart structure first

Edit company settings - My Company Ltd.

▸ Settings verification

Fiscal year: 2017 Month: 12

yes

Collectible sales tax

22352 - Tax payable USD

Sales tax collection account

yes

Deductible sales tax

12600 - Tax deductible

Sales tax deduction account

6

Sales tax rate

GST

Sales tax default name

22200 - Trade Creditors

Other tax collection account

12600 - Tax deductible

Other tax deduction account

1

Other tax rate

Service tax

Other tax default name

49999 - Currency Gain Loss

currency gain, loss account

Set accounts for multi-currencies

	main cash account	other cash account	receivable account, debtor	liability account, creditor
Bitcoin (BTC)	11500 - Vehicles	11500 - Vehicles	11500 - Vehicles	21100 - Loans
Dollar Australian (AUD)	11500 - Vehicles	11500 - Vehicles	11500 - Vehicles	21100 - Loans
Dollar Hong Kong (HKD)	11500 - Vehicles	11500 - Vehicles	11500 - Vehicles	21100 - Loans
Dollar Singapour (SGD)	12100 - Cash Or	12107 - Cash SG	12204 - Trade D	22200 - Trade C
Dong Vietnam (VND)	12111 - Cash VN	12111 - Cash VN	12200 - Trade D	22200 - Trade C
EURO (EUR)	12138 - test	12100 - Cash Or	12205 - Trade D	22200 - Trade C
Ringgit (MYR)	12170 - Undepo	12100 - Cash Or	12200 - Trade D	22200 - Trade C
US dollar (USD)	12102 - Cash on	12105 - Cash US	12203 - Trade D	22202 - Trade ci

Set company access

/ek_admin/
access_company

For more details
on access
control, check
this **tutorial**

Edit company access by user

Companies access

Countries access

Access by user

My Company Ltd. ▾

▼ Select users with access

Select user for access

[admin](#) ((authenticated,administrator))

[John Doe](#) ((authenticated))

[Partner_user](#) ((authenticated,extranet))

[user](#) ((authenticated,administrator)) Link to user details and editing

[user2](#) ((authenticated,manager))

[UserToDelete](#) ([**Bloked**] (authenticated,manager))

Record

Click to save changes

Set country access

/ek_admin/
access_country

For more details
on access
control, check
this **tutorial**

Edit country access by user

Companies access Countries access Access by user

Canada Select active country

▼ Select users with access

<input checked="" type="checkbox"/>	admin (authenticated,administrator)	Select user for access
<input checked="" type="checkbox"/>	John Doe (authenticated)	
<input type="checkbox"/>	Partner_user (authenticated,extranet)	
<input type="checkbox"/>	user (authenticated, Link to user details and editing)	
<input checked="" type="checkbox"/>	user2 (authenticated,manager)	
<input type="checkbox"/>	UserToDelete [Blocked] (authenticated,manager)	

Record Click to save changes

Check access by user
/ek_admin/access_user

For more details
on access
control, check
this [tutorial](#)

View access by user

Companies access

Countries access

Access by user

user

Key-in user name and
validate

Validate

id	Company name
3	Acme Services Pte Ltd
2	Company Two llc
5	Representative office
id	Country name
133	MALAYSIA
199	SINGAPORE
240	VIETNAM

View grated access for
companies and
countries



AREA
Systems

EK