

Documents, DocTypes and records

Introduction to Hesabu ERP

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Introduction to Hesabu ERP

Documents, DocTypes and records

What the words document, DocType and record mean, and how they relate to your daily work.

Beginner · About 8 minutes · Version 1.0 · Updated 17 November 2026

Overview

You will see three words used a lot in Hesabu ERP.

- **DocType** is a *type* of record, such as Customer, Item or Sales Invoice. It decides which fields the form has and which rules apply.
- **Document** (or **record**) is one actual thing of that type, such as the invoice numbered `ACC-SINV-2026-00016`.
- **Child table** is a table inside a document, such as the list of items on an invoice. Each row belongs to the invoice.

Masters and transactions

	What it is	Examples
Master	Reference information you set up once and reuse	Customer, Supplier, Item, Warehouse, Account
Transaction	Something that happened on a date	Sales Invoice, Purchase Order, Payment Entry, Stock Entry

Good masters make good transactions. A customer's address and payment terms are filled into every new invoice automatically, because the customer is a master.

Naming and numbering

Each document gets a unique ID such as `ACC-SINV-2026-00016`. The prefix tells you the type (SINV is Sales Invoice) and the year, and the number counts up. You can change numbering rules in the administration section. See Document numbering.

Practical example

`Baraka Supplies` is a **Customer** (a master). Their invoice `ACC-SINV-2026-00016` is a **Sales Invoice** (a transaction). The three lines for cement, roofing sheets and delivery are the **child table** of items.

Important notes

- Search by DocType name to open its list, for example type `Item` or `Customer`.
- A DocType's list view is where you filter, sort and export.

Common mistakes

- Creating a duplicate customer because you could not find the original. Search first, using part of the name.

Next steps

You now have the basics. Continue with Signing in to your workspace.

Related documentation

- How the modules connect
- List views and form views
- Understanding document status