

# Getting Started Manual

## For TreezSoft Accounting

Last Update: Nov 2012

**TreezSoft Computing Sdn Bhd**

E-2-22, Jalan Kenari 5, IOI Boulevard, Puchong Jaya 47170 Selangor

**T:** 03-8073 7227

**Email:** [support@treezsoft.com](mailto:support@treezsoft.com)



For information about customer support, please visit our homepage at <http://www.treezsoft.com> on the World Wide Web.

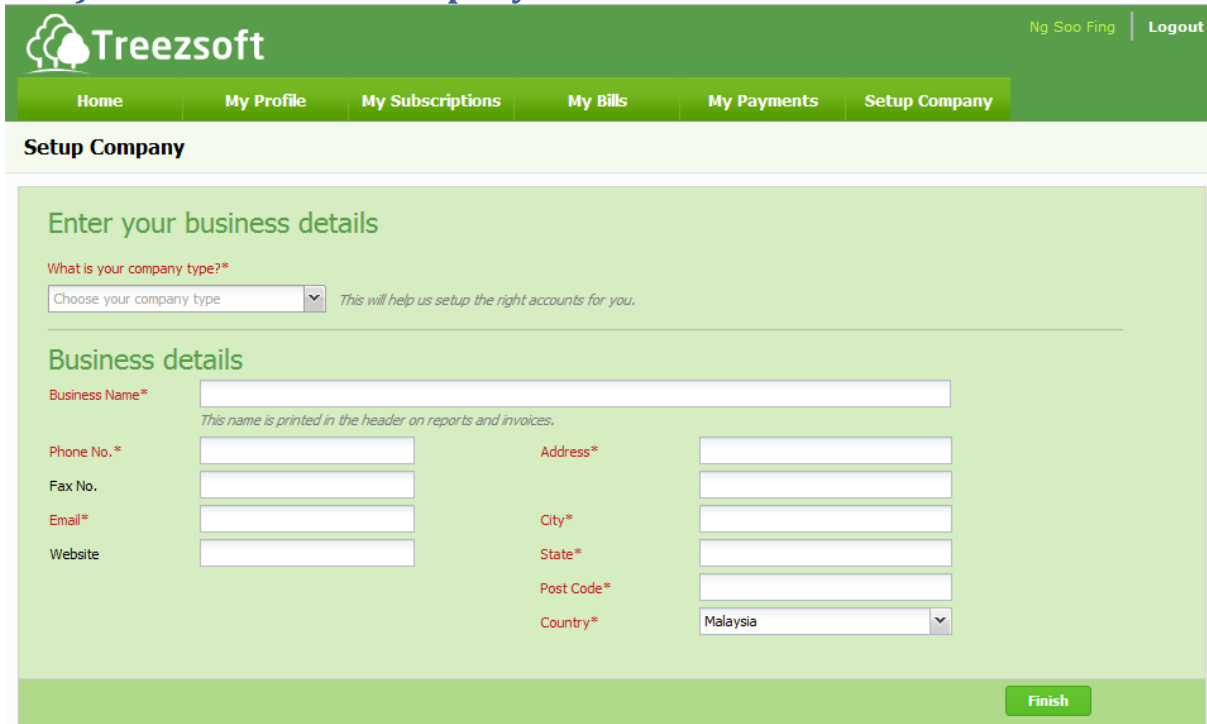
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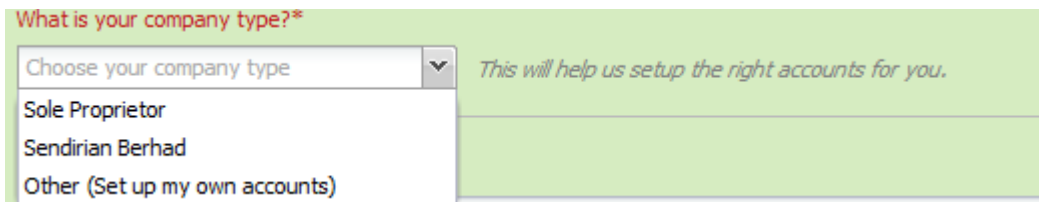
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# Step 1: Getting Started

## 1) How to create a company?



First, you need to choose your company type:

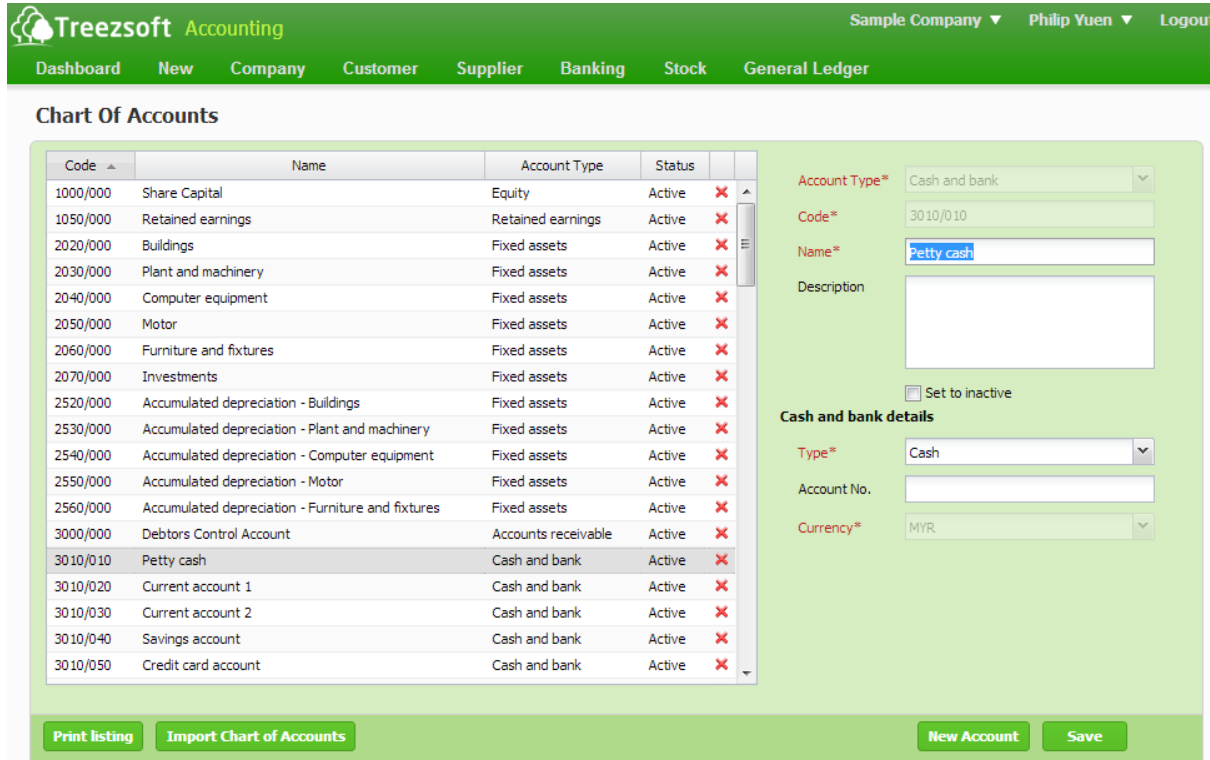


- a) There are three selections of commonly use company types: Sole Proprietor and Sendirian Berhad; the last one is Other type.
- If you select any of the first two (**Sole Proprietor/Sendirian Berhad**), the respective Chart of Accounts (COA) will be loaded.
  - If you select **Other type**, COA will not be loaded and you have to set up your own COA.

Next, enter your business details...

## 2) Setting up Chart of Accounts

Setting up your COA, is the second thing you should do after entering business details:



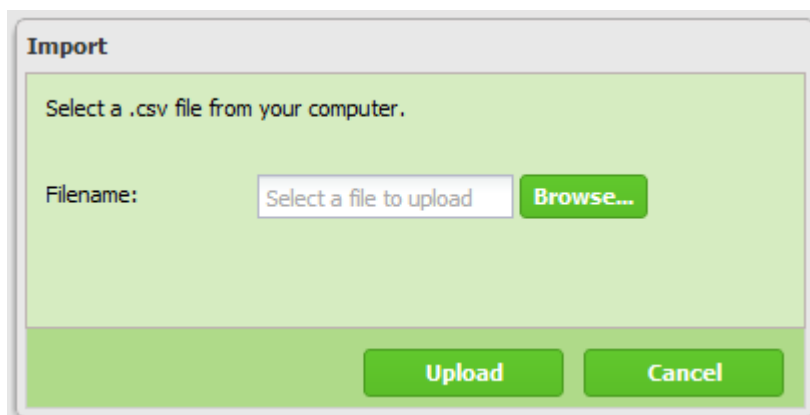
**Chart Of Accounts**

Code	Name	Account Type	Status	
1000/000	Share Capital	Equity	Active	✖
1050/000	Retained earnings	Retained earnings	Active	✖
2020/000	Buildings	Fixed assets	Active	✖
2030/000	Plant and machinery	Fixed assets	Active	✖
2040/000	Computer equipment	Fixed assets	Active	✖
2050/000	Motor	Fixed assets	Active	✖
2060/000	Furniture and fixtures	Fixed assets	Active	✖
2070/000	Investments	Fixed assets	Active	✖
2520/000	Accumulated depreciation - Buildings	Fixed assets	Active	✖
2530/000	Accumulated depreciation - Plant and machinery	Fixed assets	Active	✖
2540/000	Accumulated depreciation - Computer equipment	Fixed assets	Active	✖
2550/000	Accumulated depreciation - Motor	Fixed assets	Active	✖
2560/000	Accumulated depreciation - Furniture and fixtures	Fixed assets	Active	✖
3000/000	Debtors Control Account	Accounts receivable	Active	✖
3010/010	Petty cash	Cash and bank	Active	✖
3010/020	Current account 1	Cash and bank	Active	✖
3010/030	Current account 2	Cash and bank	Active	✖
3010/040	Savings account	Cash and bank	Active	✖
3010/050	Credit card account	Cash and bank	Active	✖

**Account Type\*** Cash and bank  
**Code\*** 3010/010  
**Name\*** Petty cash  
**Description**  
☐ Set to inactive  
**Cash and bank details**  
**Type\*** Cash  
**Account No.**  
**Currency\*** MYR

[Print listing](#) [Import Chart of Accounts](#) [New Account](#) [Save](#)

- This is the list of COA, you can edit them by choosing the account you wish to edit.
- If you no longer wish to use a previous account and wish to disable it, simply choose the account and tick on the **Set to inactive** or **Delete**(using the red cross) to remove unused Accounts.
- To create a new account, click on the **New Account** button.
- To import your existing COA, click on **Import Chart of Accounts** button



**Import**

Select a .csv file from your computer.

Filename:  [Browse...](#)

[Upload](#) [Cancel](#)

***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited.  
(Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

*Preparing the Chart of Accounts import file*

a) Download the blank formatted CSV from

<http://www.treezsoft.com/sample-import/download.php?file=Chart%20of%20Accounts.csv>

b) Edit the CSV using Excel

c) Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Account Type	Define the account class, accepted values:  Accounts receivable, Accounts payable, Cash and bank, Cost of sales, Current assets, Current liabilities, Equity, Expenses, Fixed assets, Income, Income Tax, Liabilities & Equity, Long term liabilities, Operating expenses, Other assets, Other current assets, Other current liabilities, Other expenses, Other income, Retained earnings, Revenues, Stock, Stock closing balance, Stock opening balance		Yes
Code	The account code	35	Yes
Name	Name of the account	255	Yes
Description	Description of the account	255	Optional
Type	Only for Cash and bank type accounts, accepted values are:  Cash, Savings, Current account, Other accounts		Yes (for bank only)
Account No.	Bank account number	255	Optional

Currency	Currency of the bank account		Yes (for bank only)
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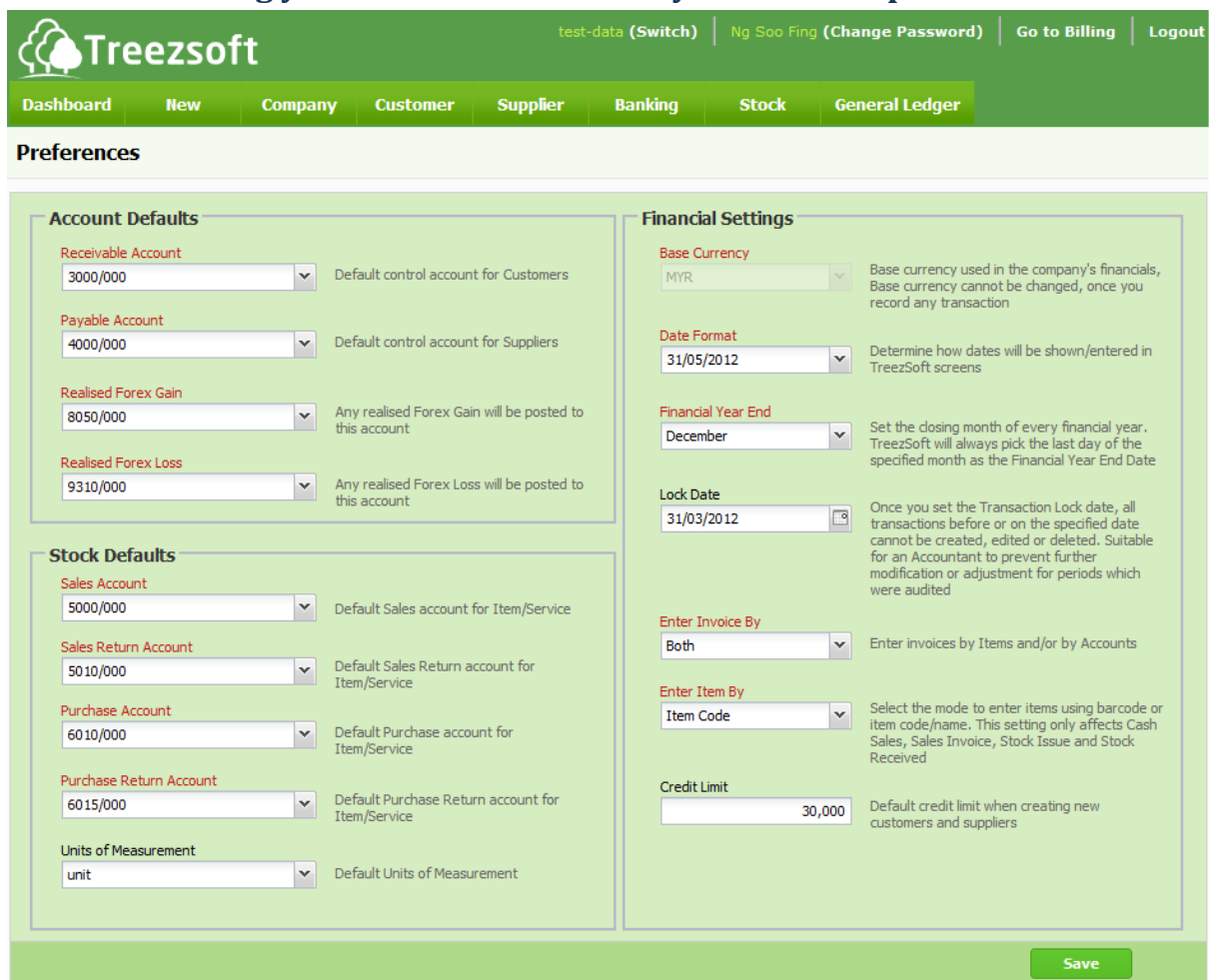
### 📍 WHERE TO FIND CHART OF ACCOUNTS?

Under **Company** module → **Chart of Accounts**



## 3) How to change Preferences?

The third setting you should determine is your account preferences:



**Treezsoft** test-data (Switch) | Ng Soo Fing (Change Password) | Go to Billing | Logout

Dashboard New Company Customer Supplier Banking Stock General Ledger

### Preferences

#### Account Defaults

**Receivable Account**  
3000/000 Default control account for Customers

**Payable Account**  
4000/000 Default control account for Suppliers

**Realised Forex Gain**  
8050/000 Any realised Forex Gain will be posted to this account

**Realised Forex Loss**  
9310/000 Any realised Forex Loss will be posted to this account

#### Stock Defaults

**Sales Account**  
5000/000 Default Sales account for Item/Service

**Sales Return Account**  
5010/000 Default Sales Return account for Item/Service

**Purchase Account**  
6010/000 Default Purchase account for Item/Service

**Purchase Return Account**  
6015/000 Default Purchase Return account for Item/Service

**Units of Measurement**  
unit Default Units of Measurement

#### Financial Settings

**Base Currency**  
MYR Base currency used in the company's financials. Base currency cannot be changed, once you record any transaction

**Date Format**  
31/05/2012 Determine how dates will be shown/entered in TreezSoft screens

**Financial Year End**  
December Set the closing month of every financial year. TreezSoft will always pick the last day of the specified month as the Financial Year End Date

**Lock Date**  
31/03/2012 Once you set the Transaction Lock date, all transactions before or on the specified date cannot be created, edited or deleted. Suitable for an Accountant to prevent further modification or adjustment for periods which were audited

**Enter Invoice By**  
Both Enter invoices by Items and/or by Accounts

**Enter Item By**  
Item Code Select the mode to enter items using barcode or item code/name. This setting only affects Cash Sales, Sales Invoice, Stock Issue and Stock Received

**Credit Limit**  
30,000 Default credit limit when creating new customers and suppliers

**Save**

**It is always advisable to change your account preferences once you have completed the first two steps to avoid errors in your business recording later.**

**Account Defaults:** This section allows you to change your accounts setting. Please be mindful and decide which accounts you want the transactions to be posted to. The account you have selected here will be used as the default posting account for the related transactions recorded.

**Stock Defaults:** Similar to the Account Defaults, the related transactions will be posted to the accounts you selected for each type/

**Financial Settings:** In this section, you will have to decide which based currency you want to use, and it cannot be changed once, at least one transaction has been recorded.


## Step 2: Chart of Accounts -Opening Balance

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### What is Opening Balance?


Opening balance is the amount of funds in a company's account at the beginning of a new financial period. However, you are only required to do this opening balance once, which is for the time you start using TreezSoft Accounting.

## 1) Chart of Accounts – Opening Balance


test-data (Switch) | Ng Soo Fing (Change Password) | Go to Billing | Logout

Dashboard | New | Company | Customer | Supplier | Banking | Stock | General Ledger

### Chart of Accounts - Opening Balance

As Of\*  
Ref. No.

Description

Account Code*	Account Name	Account Type	Debit (MYR)	Credit (MYR)	Tag Code
3000/000	Debtors Control Account	Accounts receivable	356.80		X
4000/000	Creditors Control Account	Accounts payable		258.30	X
2020/000	Buildings	Fixed assets	3,600.00		X
2520/000	Accumulated depreciation - Buildings	Fixed assets		720.00	X
1000/000	Share Capital	Equity		5,000.00	X
0000/000	Opening Balance	Opening Balance		2,463.50	X

Add line

Account Code*	Bank Name	Currency	Rate	Debit	Credit	Debit (MYR)	Credit (MYR)	Tag Code
3010/010	Petty cash	MYR	1.00000	520.30		520.30		X
3010/020	Current account 1	MYR	1.00000	3,608.70		3,608.70		X

Add line

**Total (MYR)**
8,085.80
8,085.80

Delete | Import COA - Opening Balance | Save

1. Enter the date for your opening balance.
2. Input all the information to the fields accordingly.
3. Click on **Save** to record the information
4. Click on **Import COA – Opening Balance** to import the COA by using our template.

### Import

Select a .csv file from your computer.

Filename:  **Browse...**

**Upload** **Cancel**

***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited.  
(Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

*Preparing the Chart of Accounts – Opening Balance import file*

a) Download the blank formatted CSV from

<http://www.treezsoft.com/sample-import/download.php?file=COA-OB.csv>

b) Edit the CSV using Excel

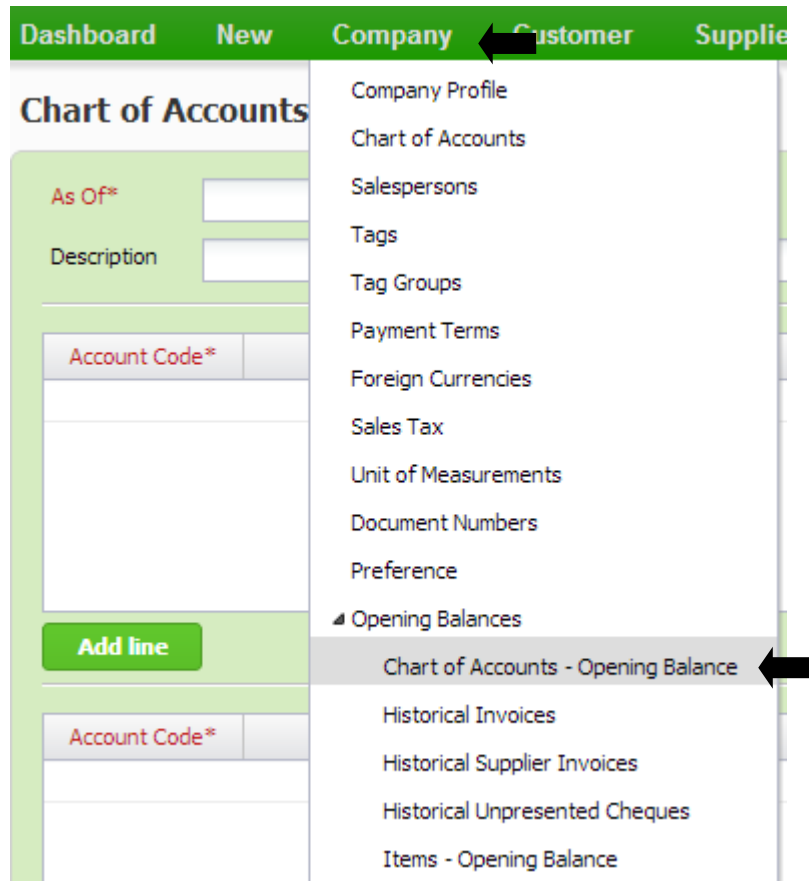
c) Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Account Code	The account code, based on the Account Type	35	Yes
Debit	The debit amount		Yes
Credit	The credit amount		Yes
Debit in Foreign Currency	The debit amount in foreign currency other than your based currency		Yes
Credit in Foreign Currency	The credit amount in foreign currency other than your based currency		Yes

📍 WHERE TO FIND CHART OF ACCOUNTS – OPENING BALANCE?

Under **Company** module, under **Opening Balances** dropdown list

→ **Chart of Accounts – Opening Balance**



## Step 3: Setting Up Your Inventory

It is important to have your chart of accounts properly set up to avoid errors when you create your inventory. It is because you are advised to associate your stocks in your inventory to their control accounts directly. Therefore, the first step to set up your inventory will be to make sure your Stock Groups are properly created.

### 1. Managing Stock Groups

#### Stock Groups

**Stock Groups**

Code	Name	Description	
Demo Group	For your information	You need to associate your stock items to stock groups.	✗
SG1	SG1		✗
SG2	SG2		✗

**Code\***  
 Demo Group

**Name\***  
 For your information

**Sales Account**  
 5000/000

**Sales Return Account**  
 5010/000

**Purchase Account**  
 6010/000

**Purchase Return Account**  
 6015/000

**Description**  
 You need to associate your stock items to stock groups.

Print listing

New Stock Group

Save

1. This screen shows the full list of stock groups you have created.
2. To create a stock group, you have to click on **New Stock Group** at the bottom. Fields mark with asterisk (\*) are required fields.
3. If you want to edit a stock group which you have created earlier, select the stock group and then you can edit on the right.
4. Click **Save** to save your records

*If you wish to post your sales, purchases accounts for the items separately then you need to specify the respective accounts. Otherwise the system will use the **Stock Defaults** in preferences.*

## 2. Managing Stock Items

You can now proceed to manage your stock items after managing the stock groups.

### Stock Items

**List of Stock Items**

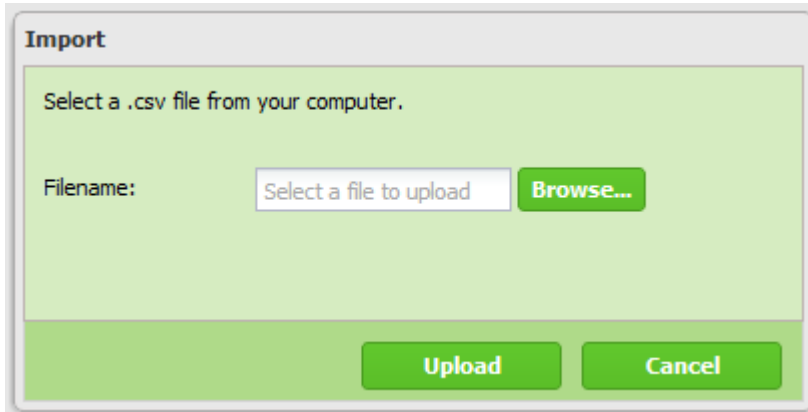
<input type="checkbox"/>	Code	Name	UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status
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Page 3 of 3
Displaying 31 - 37 of 37

This screen will show you the list of stock items in hand.

1. To search for a particular items, enter you criteria and click on the **Search** button
2. Click **New Stock Item** to create a stock item.
3. You can also import your stock items list by the **Import Stock Items** button on the bottom left. The steps to import stock items will be explained in the next step.
4. **Print listing** allows you to print the full list of stock items.
5. Click **Delete selected record(s)** to delete a selected record. Please be mindful that the process is irreversible.

### 3. Importing Stock Items



***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

**Note: Maximum 1000 items only for each of times import**

#### *Preparing the Stock Items import file*

- a) Download the blank formatted CSV from  
<http://www.treezsoft.com/sample-import/download.php?file=Stock%20Items.csv>
- b) Edit the CSV using Excel
- c) Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Code	The stock item's code	35	Yes
Name	The stock item's name	255	Yes
Stock Group	The group or category where stock item is categorized.	35	Yes
Stock Control	If it is a physical item : Yes  If it is a service item : No		Yes
Costing	The costing method of the stock items : There are		Yes

Method	4 types, which are : Fixed Cost, Weighted Average, FIFO, LIFO		
UOM	The unit of measurement	60	Yes
Selling Price	The stock item selling price		Yes
Purchase Price	The stock item purchase price		Yes
Standard Cost	The stock item standard cost		Optional
Barcode	The stock item's barcode.	255	Optional
Contain Serial No.	If the stock item contains Serial No.: Yes If the stock item does not contains Serial No.: No		Mandatory

Reminder: Only 1000 items are allowed to be imported each time you

## 4. Setting up your Locations (Branches)

If you have more than one branch, we would advise you to set up your locations accordingly so your stock controls will be easier and more accurate.

### Locations

It is easy to set up your locations. Simply go to the locations tab, which also falls under the stock item and stock group category.

**Locations**

Code	Name	Description
Branch	Branch	
HQ	HeadQuarter	HeadQuarter

**Code\*** HQ

**Name\*** HeadQuarter

**Description** HeadQuarter

**Phone No.** 123456

**Fax No.**

**Email** philip@treezsoft.com

**Address** 122,jalan kenari

**City** puchong

**State** selangor

**Post Code** 47100

**Country** Malaysia

**Using POS ?** Yes

☐ Set to inactive

[Print listing](#) [New Location](#) [Save](#)

1. This screen will show all the locations you have created.
2. To create a new location, click on **New Location**. Fields mark with asterisk (\*) are required fields.  
*If the location is no longer valid or inactive, you can **set it to inactive**.*
3. To edit a location, select the location and you can edit on the right.
4. **Print listing** allows you to print the list of locations. Click on **Save** to save your record.

## 5. Items Opening Balance

After you have setting up all steps above, you can then proceed to do the opening balances for your items.

### Items – Opening Balance

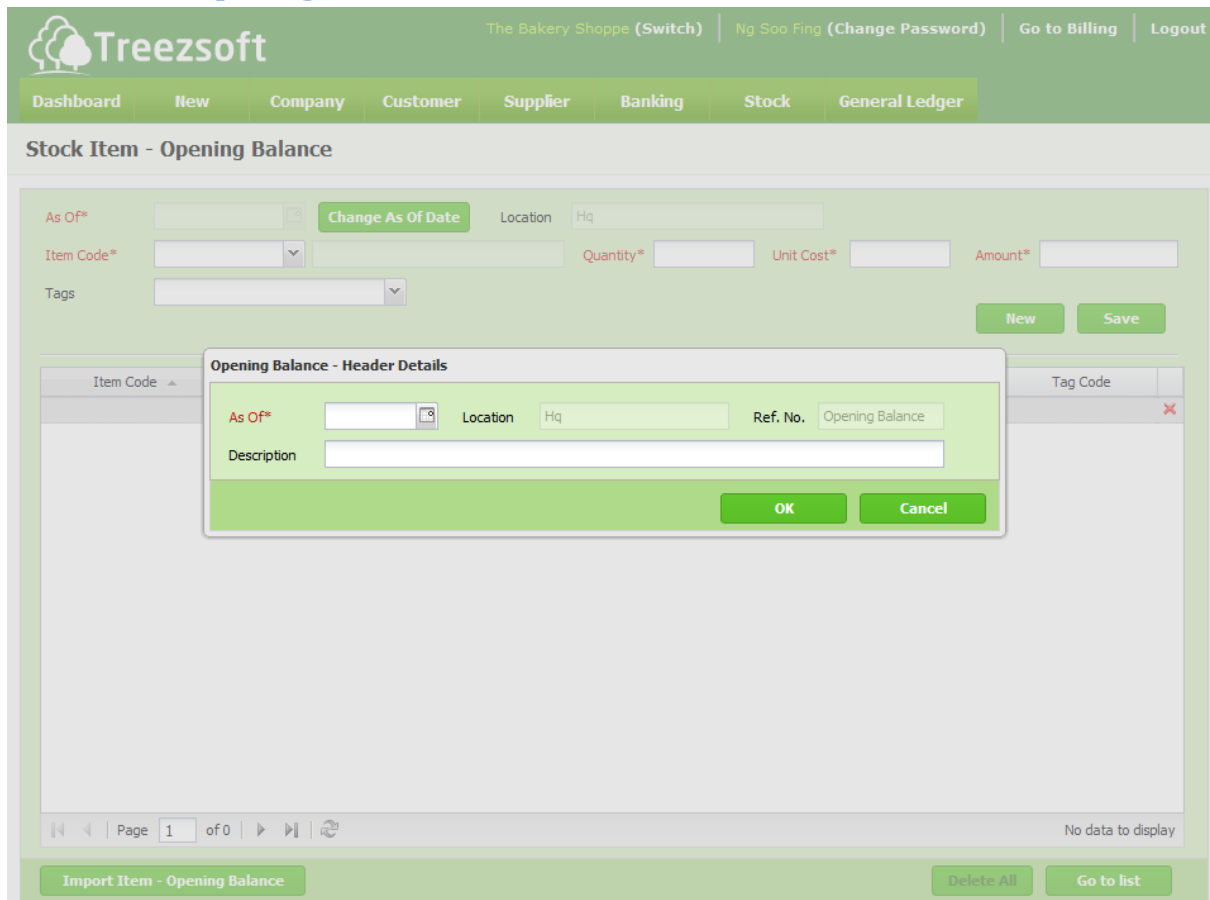
#### List of Items - Opening Balance

Location Code ▲	Location Name	Opening Date	Total Amount
<a href="#">HQ</a>	HeadQuarter		
<a href="#">Sg.Petani</a>	Sg.Petani Branch		
Total			0.00

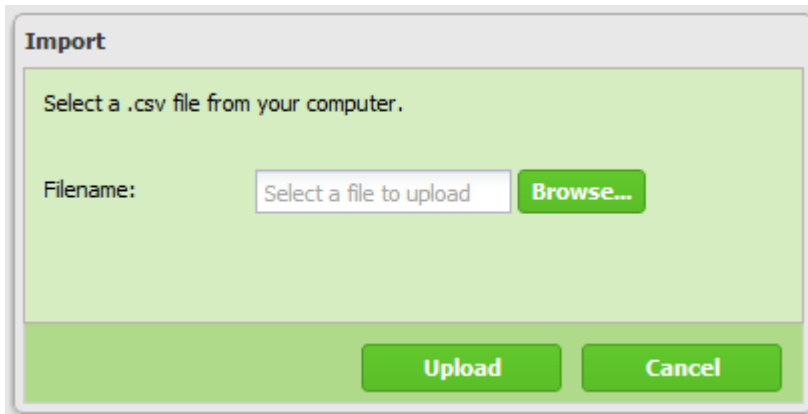
In this screen, you can see all of your currently in use locations, and the total amount of items they have. Click on a particular location will enable you to adjust the opening balance for it.

**The next screenshot is the opening balance screen for your items...**

## Stock Item – Opening Balance



1. Enter the date for your stock item – opening balance in **“As of”** date field.
2. Enter the description for it in the Description field. Click **OK** to proceed.
3. Select item in the **Item Code** field, and enter all the required fields
4. Click **Save** to record the stock balance. Click **New** to add another item.
5. You can also choose to import your items for your opening balance by clicking on **Import Item – Opening Balance**.  
*Fields mark with asterisk (\*) are required fields.*



***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

### *Preparing the Stock Items – Opening Balance import file*

a) Download the blank formatted CSV from

<http://www.treezsoft.com/sample-import/download.php?file=Items%20-%20Opening%20Balance.csv>

b) Edit the CSV using Excel

c) Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Item Code	The stock item's code	35	Yes
Quantity	The stock item's in hand quantity during your opening balance		Yes
Unit Cost	The stock item's unit cost		Yes
Amount	The total amount of the stock item		Yes

# Step 4: Preparing Historical Invoices and Cheques

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## Historical Invoices

You might have outstanding balances due from to your customers when you first started using TreezSoft. These invoices will have to be entered in this section and the total must match with your Account Receivable (Debtor Control Account) amount in your Chart of Accounts – Opening Balance. The unpaid customer invoices is viewable in the list of payments received screen.

## List of Historical Invoices

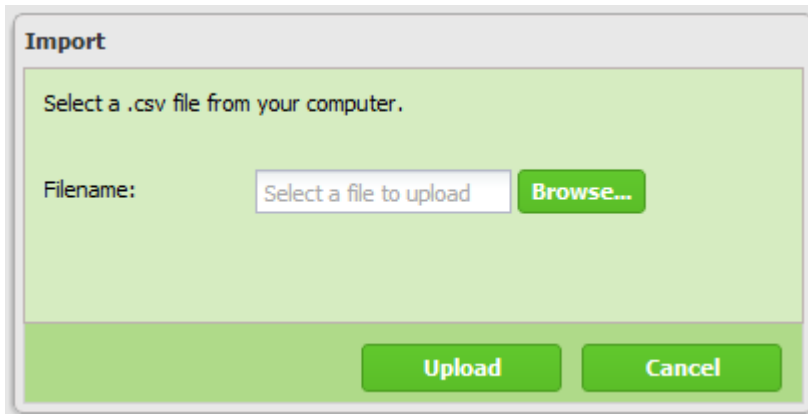
**List of Historical Invoices**

When you started using TreezSoft, there may be customers that owe outstanding balances to this company. Enter the outstanding amount for each invoice or credit note (enter these with a negative amount). Alternatively, enter the total balance owing per customer as one historical invoice/credit note. The total of these items should match the Accounts Receivable amount in the Chart of Accounts - Opening Balance.

Customer Code ▲	Customer Name	No. of Invoices

Page 1 of 0
No data to display

1. Enter you criteria to **Search**.
2. Click **New Historical Invoice** to record a historical invoice.
3. **Print listing** allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
4. **Import** your list of historical customer invoices by using our template.



***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

### *Preparing the Historical Invoices import file*

- a) Download the blank formatted CSV from  
<http://www.treezsoft.com/sample-import/download.php?file=Historical%20Customer%20invoices.csv>
- b) Edit the CSV using Excel
- c) Refer to the table below on the columns and restrictions when filling the data

**Note: Date format must follow as: YYYYMMDD**

Column	Description	Size	Mandatory
Customer Code	The customer code	35	Yes
Date	The historical customer invoice date		Yes
Invoice No.	The historical customer invoice number	255	Yes
Currency	The currency in use		
Rate	Currency rate in use when you created the customer invoice.  Based currency is always 1.00		Yes

Amount Without Tax	The amount without tax		Yes
Tax Rate	The tax rate		optional
Tax Amount	The amount of tax		optional
Amount	The total amount		Yes

## Creating or Editing a Historical Invoice

### Historical Invoice

Customer Code\*

Date\*

Invoice No.\*

Currency\*

Amount Without Tax\*

Tax Rate

Tax Amount

Amount\*

Tags

New

Save

Date	Invoice No.	Currency	Rate	Amt Without Tax	Tax Rate	Tax Amt	Invoice Amount	Amount Owed	Payment Amount

Total Base Amount

0.00

Go to list

Historical invoices screen is split into two sections:

- This upper section allows you enter your customer's details in your historical invoice.  
  
To create new historical invoice, click on **New** after you have **saved** it.
- Click on a row to view the entered historical invoice, or the red cross to delete the invoice.

NOTE: when a historical invoice is paid, you cannot delete nor modify the invoice. To edit it, you will need to delete or undo the payment received first.

## Historical Supplier Invoices

You might have outstanding balances owed to your suppliers when you first started using TreezSoft. These invoices will have to be entered in this section and the total must match with your Account Payable (Creditor Control Account) amount in your Chart of Accounts – Opening Balance. The unpaid supplier invoices are viewable in the list of payments made screen.

## List of Historical Supplier Invoices

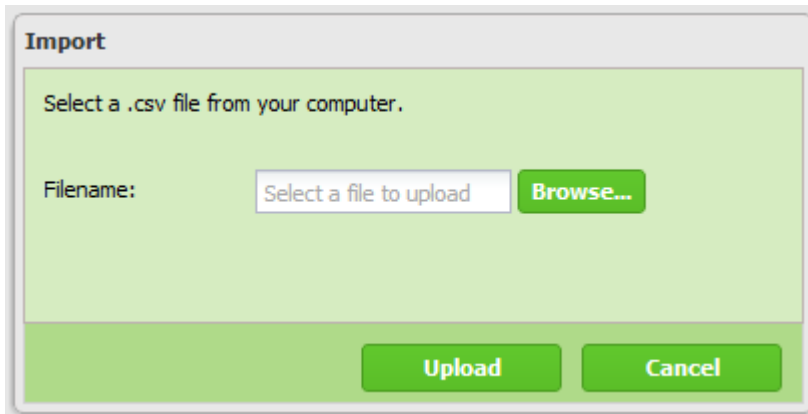
**List of Historical Supplier Invoices**

When you started using TreezSoft, the company may owe outstanding balances to suppliers. Enter the outstanding amount for each supplier invoice or debit note (enter these with a negative amount). Alternatively, enter the total balance owing per supplier as one historical supplier invoice/debit note. The total of these items should match the Accounts Payable amount in the Chart of Accounts - Opening Balance.

Supplier Code ▲	Supplier Name	No. of Invoices

Page 1 of 0
No data to display

1. Enter you criteria to **Search**.
2. Click **New Historical Supplier Invoice** to record a historical supplier invoice.
3. **Print listing** allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
4. You can **import** your list of historical supplier invoices by using our template.



**Import**

Select a .csv file from your computer.

Filename:  **Browse...**

**Upload** **Cancel**

***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited.  
(Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

### *Preparing the Historical Supplier Invoices import file*

- a) Download the blank formatted CSV from  
<http://www.treezsoft.com/sample-import/download.php?file=Historical%20Supplier%20invoices.csv>
- b) Edit the CSV using Excel
- c) Refer to the table below on the columns and restrictions when filling the data

**Note: Date format must follow as: YYYYMMDD**

Column	Description	Size	Mandatory
Supplier Code	The supplier code	35	Yes
Invoice Date	The historical supplier invoice date		Yes
Invoice No.	The historical supplier invoice number	255	Yes
Currency	The currency in use		Yes
Rate	Currency rate in use when you received the supplier invoice.  Based currency is always 1.00		Yes
Amount	The total amount		Yes

## Creating or Editing a Historical Supplier Invoice

### Historical Supplier Invoice

Supplier Code\*

Date\*

Amount\*

Currency\*

Tags

Invoice No.\*

New

Save

Invoice Date	Invoice No.	Currency	Rate	Invoice Amount	Amount due	Amount Paid

Total Base Amount 0.00

Go to list

Historical invoices screen is split into two sections:

- 1 This upper section allows you to enter your customer's details in your historical invoice.

To create new historical supplier invoice, click on **New** after you have **saved** it.

- 2 Note: when a historical supplier invoice is paid, you cannot delete nor modify the invoice. To edit it, you will need to delete or undo the payment made first.

## List of Historical Unpresented Cheques

When you started using this system there may be some cheques received and deposited into bank, or some cheques issued, or not presented in the bank statement.

Enter these unpresented cheques here so that you can reconcile them in Bank Reconciliation when they are presented in subsequent bank statements.

**List of Historical Unpresented Cheques**

When you started using this system there may be some cheques received and deposited into bank, or some cheques issued, or not presented in the bank statement. Enter these unpresented cheques here so that you can reconcile them in Bank Reconciliation when they are presented in subsequent bank statements.

Bank Account Code	Bank Account Name	Currency	No. of Cheques (Deposit)	Total Amount (Deposit)	No. of Cheques (Payment)	Total Amount (Payment)
-------------------	-------------------	----------	--------------------------	------------------------	--------------------------	------------------------

Page 1 of 1 | Displaying 1 - 2 of 2

1. Enter you criteria to **Search**.
2. Click **New Historical Cheque** to record a historical cheque.
3. **Print listing** allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
4. You can **import** your list of historical cheques by using our template

**Import**

Select a .csv file from your computer.

Filename:

***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited.  
(Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

### *Preparing the Historical Unpresented Cheques import file*

a) Download the blank formatted CSV from

<http://www.treezsoft.com/sample-import/download.php?file=Historical%20Unpresented%20cheques.csv>

b) Edit the CSV using Excel

c) Refer to the table below on the columns and restrictions when filling the data

**Note: Date format must follow as: YYYYMMDD**

Column	Description	Size	Mandatory
Account Code	The account code	35	Yes
Type	Transaction type : Deposit / Payment		Yes
Date	The historical unpresented cheque date		Yes
Cheque No.	The cheque's number	255	Yes
Ref. No.	The cheque's reference number	255	optional
Details	The cheque's details	255	optional
Amount	The cheque's amount		Yes

## Creating or Editing a Historical Unpresented Cheque

### Historical Unpresented Cheques

Bank Account\*

Date\*

Type\*

Cheque No. \*

Ref No. \*

Amount\*

Currency

Details

New

Save

Date	Type	Cheque No.	Ref No.	Currency	Amount	Bank Reconciliation Date

Total (Deposit)

0.00

Total (Payment)

0.00

Go to list

1

Enter the details of the cheque in this section. The fields mark with asterisk (\*) are required fields.

To create another historical unpresented cheque, click on **New** after you have **saved** it.

2

Once you save your cheque details, the record will be shown in this section. You are only able to see the reconciliation date after you have done it.

Click on “Go to list” and restart the steps if you wished to create new historical cheques with another different bank account.

## Step 6: Preparing Customers and Suppliers Information

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You are done ready to perform for the final step, to create the list of customers and suppliers information. The steps are easy and similar to the previous actions.

### 1. Managing Customers Information

#### List of Customers

This screen will show you all the current customers exist in the system (If you have any).

**List of Customers**

Search

<input type="checkbox"/>	Code	Name	Phone No. (1)	City	State	Country	Status
--------------------------	------	------	---------------	------	-------	---------	--------

Page 1 of 0

No data to display

Print listing Import Customers New Customer Delete selected record(s)

1. To search for a specific customer, enter a keyword to **search**.
2. Click on **New Customer** button to create new client information.
3. **Print listing** allows you to print the customer list.
4. You can also **import** your list of customers by using our template

**Import**

Select a .csv file from your computer.

Filename:  Browse...

Upload
Cancel

***You will see this screen after you click on the import button.***

1. To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
2. Click on **Upload** to proceed.

Column	Description	Size	Mandatory
Code	The customer code	35	Yes
Name	The customer name	255	Yes
Control Account Code	The customer control account code	35	Yes
Term	The payment term for customer	35	optional
Credit Limit	The credit limit for customer		optional
Currency	The currency use for transaction		Yes
Description	Remark for the customer	255	optional
Phone 1	Phone 1	30	optional
Phone 2	Phone 2	30	optional
Fax	Fax	30	optional
Email	Email address		optional

Website	Website		optional
Address 1	Address 1	255	optional
Address 2	Address 2	255	optional
City	City	255	optional
State	State	255	optional
Post Code	Post Code	100	optional
Country	Country		optional
Contact Name	Customer contact name	255	optional
Customer Type	Define customer type		optional

## Creating or Editing a Customer's details

### Customer

1

Name\*  Default Payment Term   
Code\*   Credit Limit   
Default Currency\*  ☐ Set to inactive  
Description  ☐ Suspended due to   
Customer Type   
Salesperson

2

**Account Information**  
Control Account\*

**Contact Details**  
Contact Name   
Phone No. (1)   
Phone No. (2)   
Fax No.   
Email   
Website

**Billing Address** ☒ Set as default  
Address   
City   
State   
Post Code   
Country

**Delivery Address** ☐ Set as default  
Address   
City   
State   
Post Code   
Country

3

**Contact Person**  

Name	Phone No. (1)	Email	Job Title

Add line

Delete

New

Save

Go to list

4

- 1 Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields.

*If you want to deactivate a customer's status, mark the **Set to inactive** box.*

*If you want to suspend a customer's status, mark the **Set to suspended** box.*

- 2 Account information is very important. Make sure you have selected a control account correctly.

*Make sure you customer's control account is always 3000/000 (Debtors Control Account) by default. Make changes if only you have a different or specific account for a particular customer(s).*

- 3 You can add or assign a contact person specifically to the customer. **Add line** if there is more than one contact person.

- 4 Save the record. **New** to create new customer.

## 2. Managing Suppliers Information

### List of Suppliers

This screen will show you all the current suppliers exist in the system (If you have any).

**List of Suppliers**

<input type="checkbox"/>	Code	Name	Phone No. (1)	City	State	Country	Status
--------------------------	------	------	---------------	------	-------	---------	--------

Page 1 of 1
Displaying 1 - 11 of 11

1. To search for a specific supplier, enter a keyword to **search**.
2. Click on **New Supplier** button to create new supplier information.
3. **Print listing** allows you to print the supplier list.
4. You can also **import** your list of suppliers by using our template

**Import**

Select a .csv file from your computer.

Filename:

***You will see this screen after you click on the import button.***

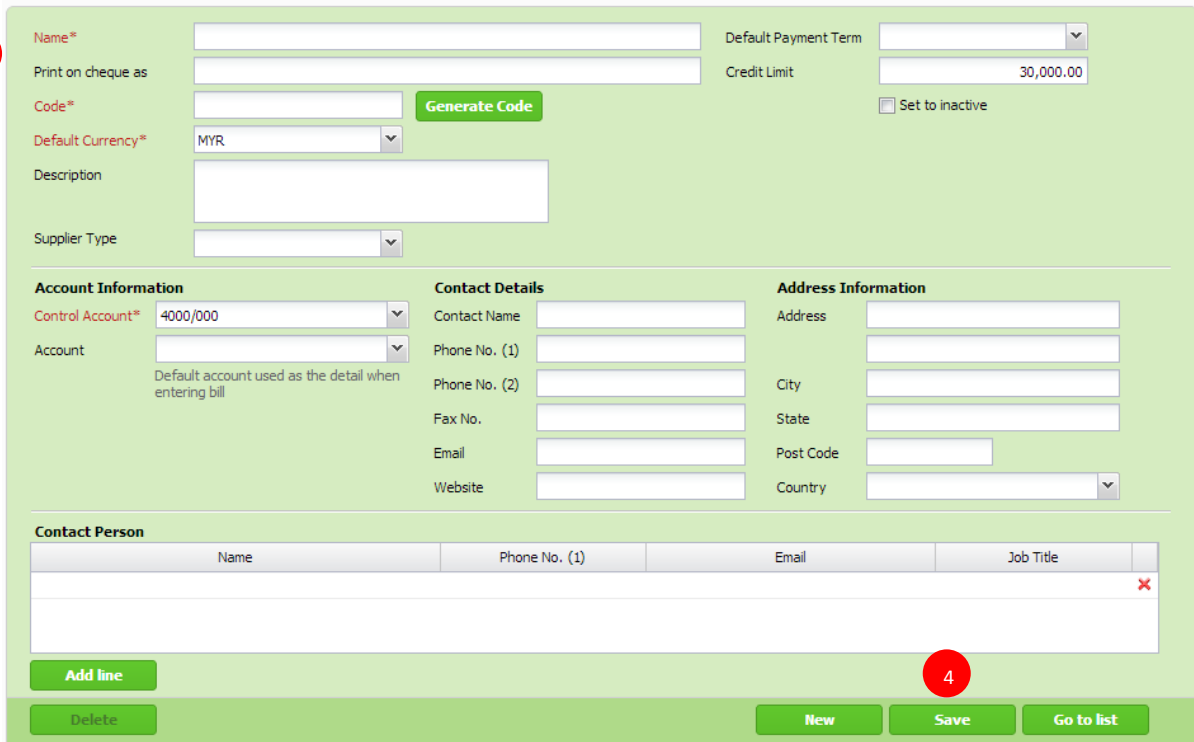
1. To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will

- be prompt.)
2. Click on **Upload** to proceed.

Column	Description	Size	Mandatory
Code	The supplier code	35	Yes
Name	The supplier name	255	Yes
Control Account Code	The supplier control account code	35	Yes
Term	The payment term for supplier	35	optional
Credit Limit	The credit limit given by the supplier		optional
Currency	The currency use for transaction		Yes
Description	Remark for the supplier	255	optional
Phone 1	Phone 1	30	optional
Phone 2	Phone 2	30	optional
Fax	Fax	30	optional
Email	Email address		optional
Website	Website	255	optional
Address 1	Address 1	255	optional
Address 2	Address 2	255	optional
City	City	255	optional
State	State	255	optional
Post Code	Post Code	100	optional
Country	Country		optional
Contact Name	Customer contact name	255	optional
Supplier Type	Define supplier type		optional

## Creating or Editing a Supplier's details

### Supplier



The screenshot shows a web form for creating or editing a supplier's details. The form is divided into several sections:

- 1** (Top section): Fields for Name\* (required), Print on cheque as, Code\* (required), Default Currency\* (MYR), Description, Supplier Type, Default Payment Term, Credit Limit (30,000.00), and a checkbox for Set to inactive.
- 2** (Account Information section): Fields for Control Account\* (4000/000), Account, and a note: "Default account used as the detail when entering bill".
- 3** (Contact Details section): Fields for Contact Name, Phone No. (1), Phone No. (2), Fax No., Email, and Website.
- 4** (Address Information section): Fields for Address, City, State, Post Code, and Country.
- 3** (Contact Person section): A table with columns: Name, Phone No. (1), Email, and Job Title. There is an "Add line" button below the table.
- 4** (Bottom section): Buttons for "Delete", "New", "Save", and "Go to list".

- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields.

*You can enter a different name in "print on cheque as" field.*

*If you want to deactivate a supplier's status, mark the **Set to inactive box**.*

- 2 Account information is very important. Make sure you have selected a control account correctly.

*Make sure you supplier's control account is always 4000/000 (Creditors Control Account) by default. Make changes if only you have a different or specific account for a particular supplier(s).*

- 3 You can add or assign a contact person specifically to the supplier. **Add line** if there is more than one contact person.

- 4 Save the record. **New** to create new supplier.