



Getting Started Manual

For TreezSoft Accounting

Last Update: Nov 2012

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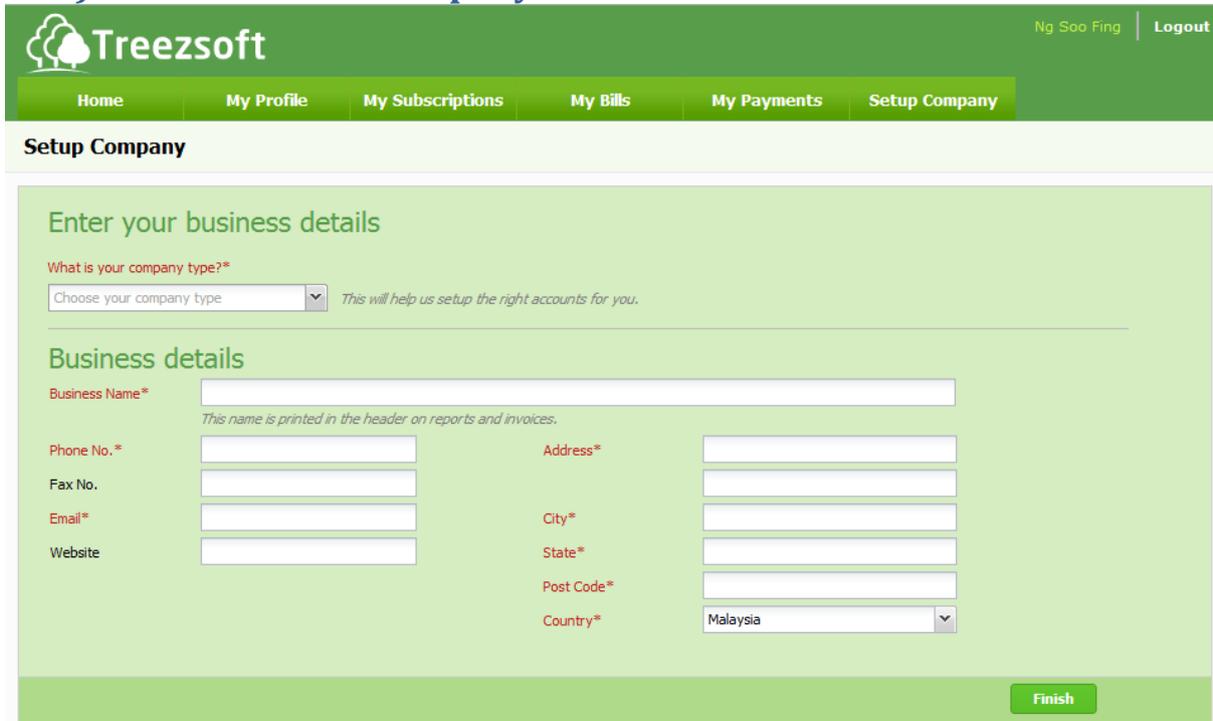
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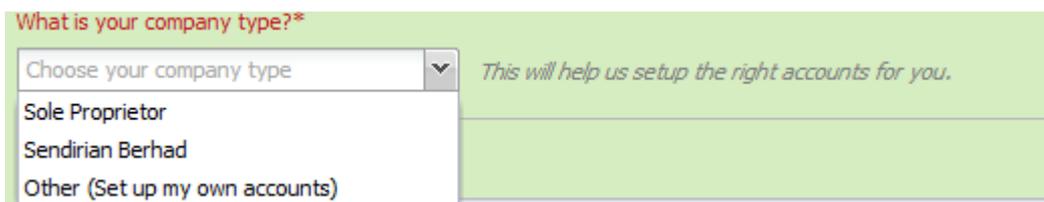
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Step 1: Getting Started

1) How to create a company?



First, you need to choose your company type:

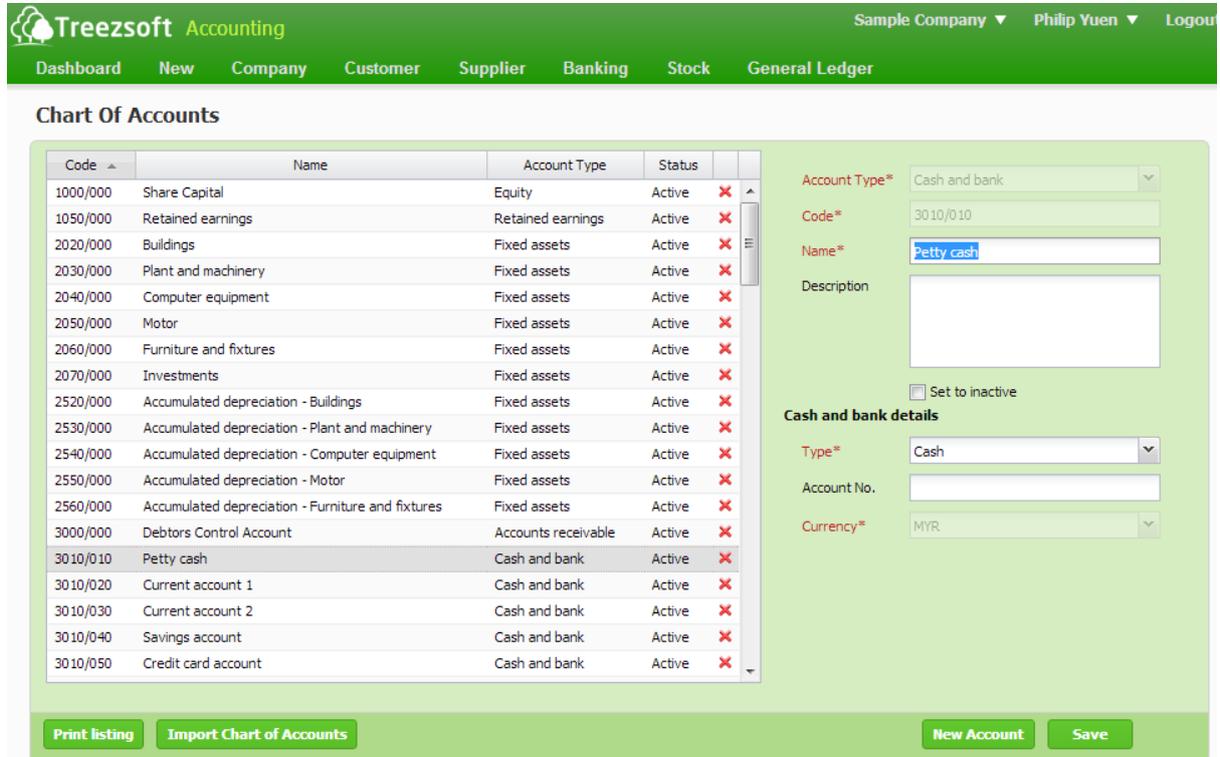


- a) There are three selections of commonly use company types: Sole Proprietor and Sendirian Berhad; the last one is Other type.
 - If you select any of the first two (**Sole Proprietor/Sendirian Berhad**), the respective Chart of Accounts (COA) will be loaded.
 - If you select **Other type**, COA will 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:



The screenshot shows the 'Chart Of Accounts' page in the Treezsoft Accounting software. The page has a green header with the logo and navigation tabs: Dashboard, New, Company, Customer, Supplier, Banking, Stock, and General Ledger. The main content area is titled 'Chart Of Accounts' and contains a table of accounts and a form for editing or adding a new account.

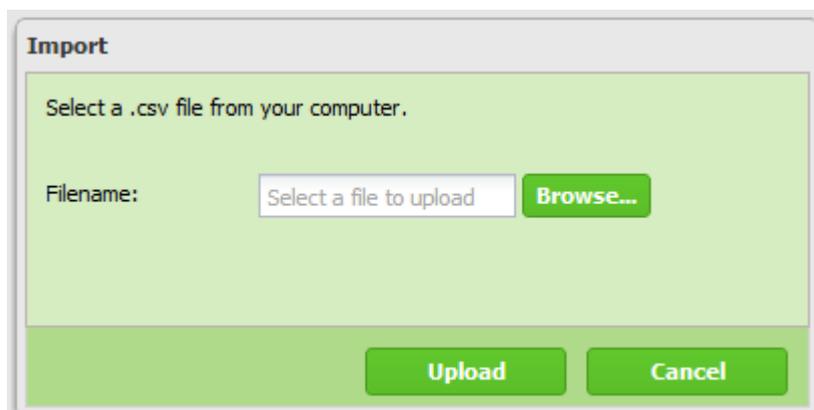
Code	Name	Account Type	Status	
1000/000	Share Capital	Equity	Active	✖
1050/000	Retained earnings	Retained earnings	Active	✖
2020/000	Buildings	Fixed assets	Active	✖
2030/000	Plant and machinery	Fixed assets	Active	✖
2040/000	Computer equipment	Fixed assets	Active	✖
2050/000	Motor	Fixed assets	Active	✖
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	✖

The form on the right side of the screen is for editing or adding a new account. It includes the following fields:

- Account Type***: Cash and bank (dropdown)
- Code***: 3010/010 (text input)
- Name***: Petty cash (text input)
- Description**: (text area)
- Set to inactive
- Cash and bank details**
 - Type***: Cash (dropdown)
 - Account No.**: (text input)
 - Currency***: MYR (dropdown)

At the bottom of the page, there are buttons for 'Print listing', 'Import Chart of Accounts', 'New Account', and '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



The 'Import' dialog box is shown with the following elements:

- Import** (title)
- 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 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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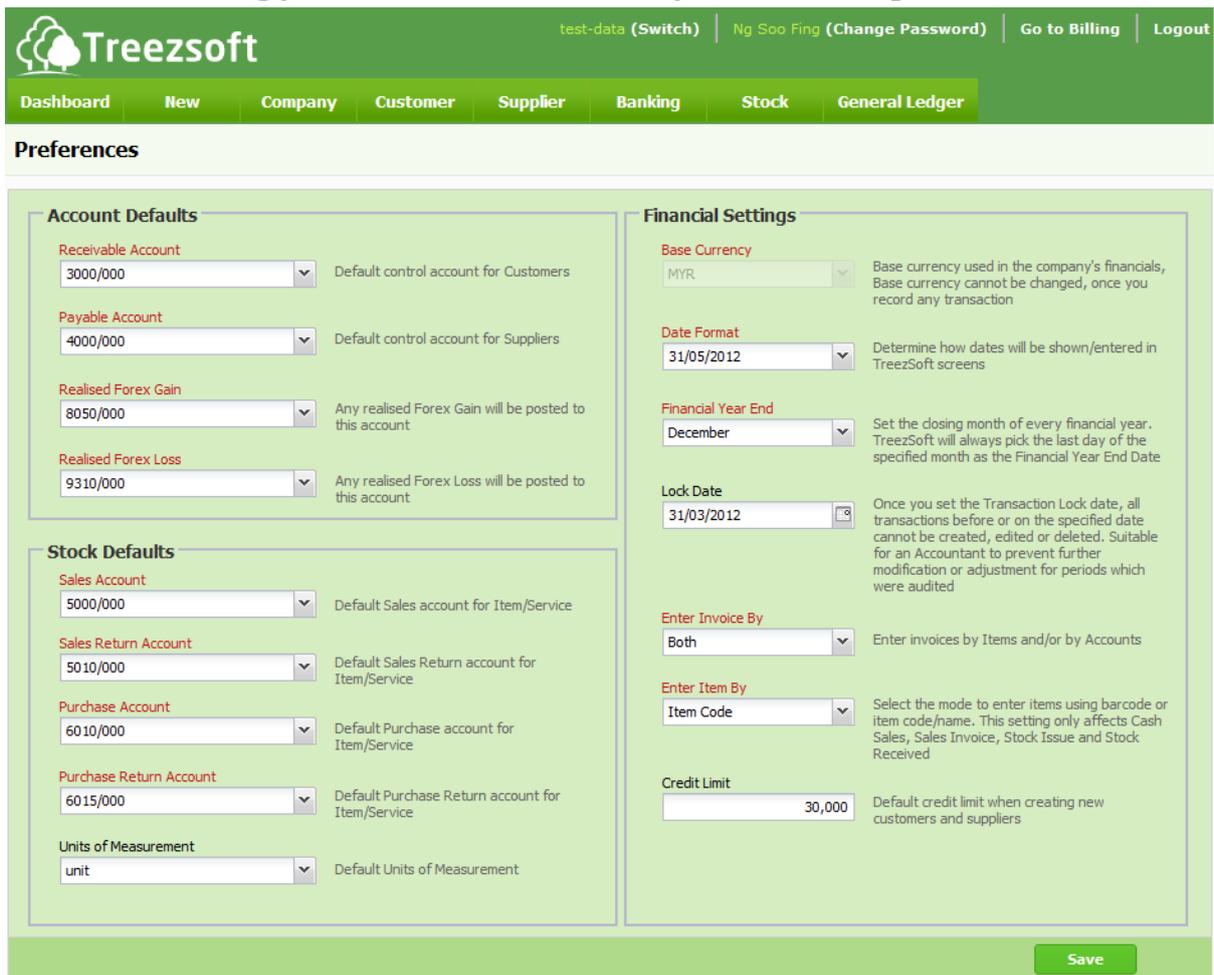
 WHERE TO FIND CHART OF ACCOUNTS?

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

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

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

 **Treezsoft**
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		✖
4000/000	Creditors Control Account	Accounts payable		258.30	✖
2020/000	Buildings	Fixed assets	3,600.00		✖
2520/000	Accumulated depreciation - Buildings	Fixed assets		720.00	✖
1000/000	Share Capital	Equity		5,000.00	✖
0000/000	Reserves	Equity		2,467.50	✖

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		✖
3010/020	Current account 1	MYR	1.00000	3,608.70		3,608.70		✖
Total (MYR)						8,085.80	8,085.80	

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:

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

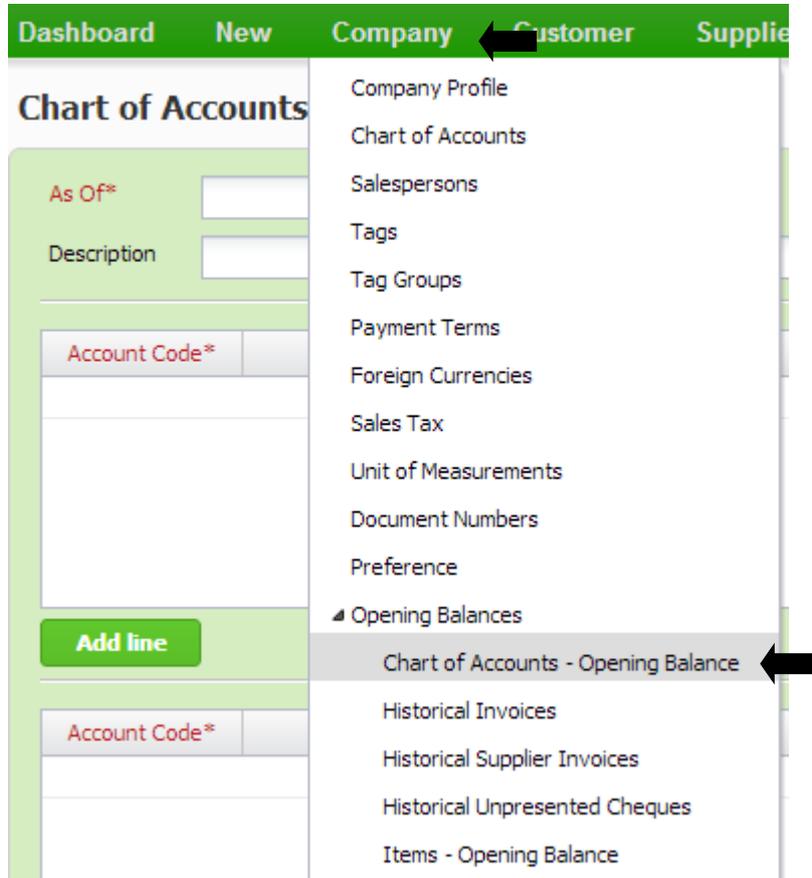
- a) Download the blank formatted CSV from <http://www.treezsoft.com/sample-import/download.php?file=COA-OB.csv>
- b) Edit the CSV using Excel
- c) Refer to the table below on the columns and restrictions when filling the data

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**



The screenshot displays the TreezSoft software interface. At the top, there is a green navigation bar with tabs for 'Dashboard', 'New', 'Company', 'Customer', and 'Supplier'. The 'Company' tab is selected, and a dropdown menu is open, listing various options. The 'Opening Balances' section is expanded, and 'Chart of Accounts - Opening Balance' is highlighted with a black arrow. The main content area on the left shows the 'Chart of Accounts' form, which includes fields for 'As Of*', 'Description', and 'Account Code*', along with an 'Add line' button.

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*

Name*

Sales Account

Sales Return Account

Purchase Account

Purchase Return Account

Description

[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

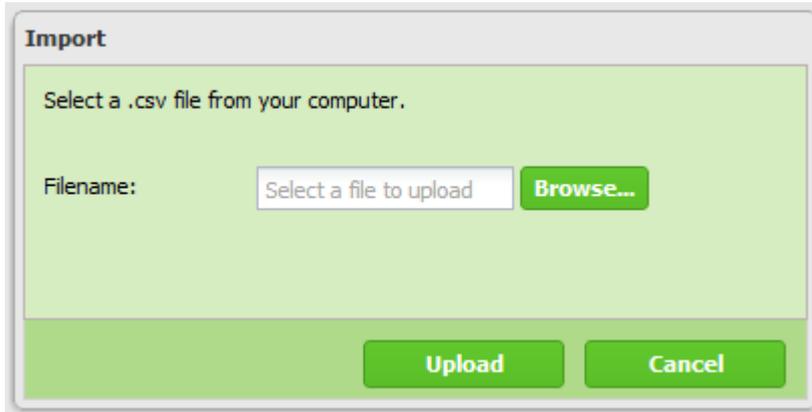
<input type="checkbox"/>	Code	Name	UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status
--------------------------	------	------	-----	---------------	----------------	-------	------------------	--------

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

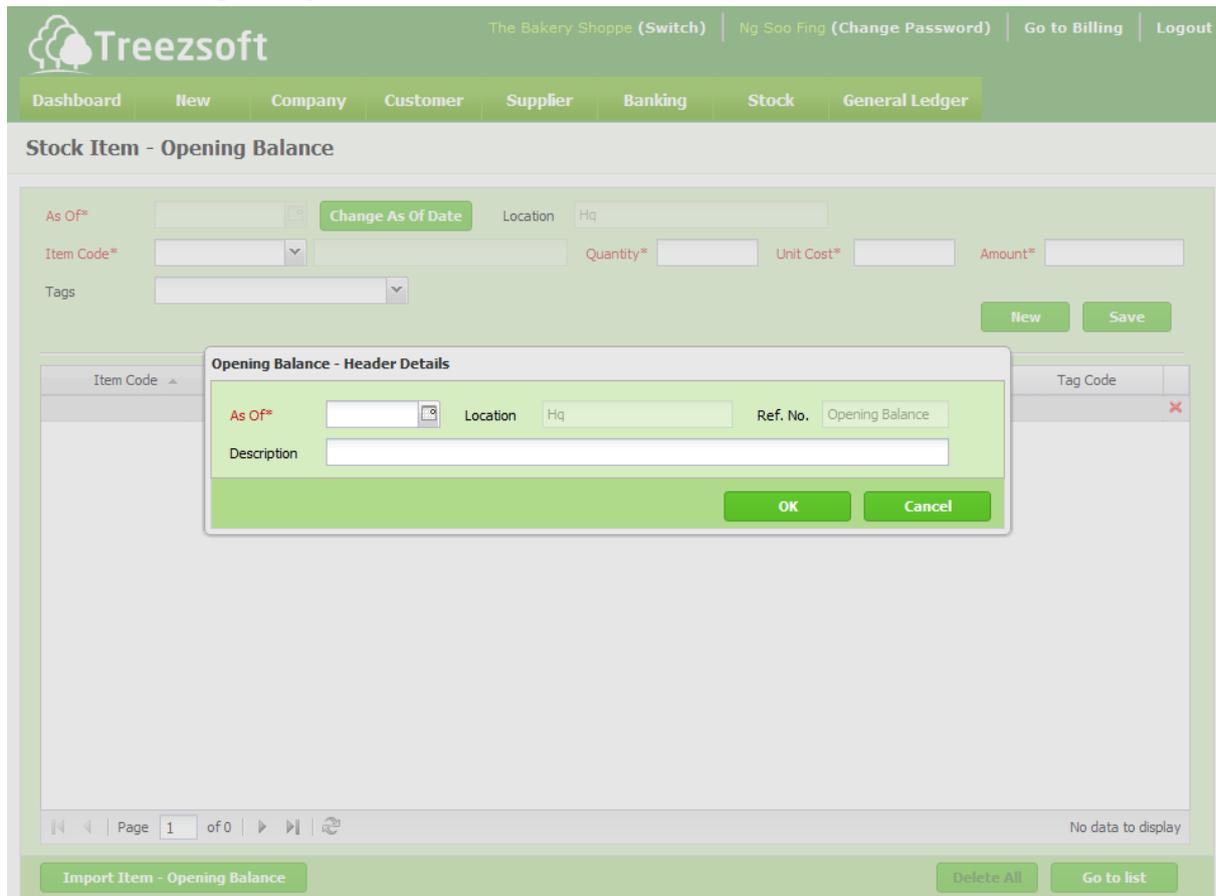
List of Items - Opening Balance

Location Code ▲	Location Name	Opening Date	Total Amount
HQ	HeadQuarter		
Sg.Petani	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



The screenshot displays the 'Stock Item - Opening Balance' form in the TreezSoft application. The form includes the following fields and controls:

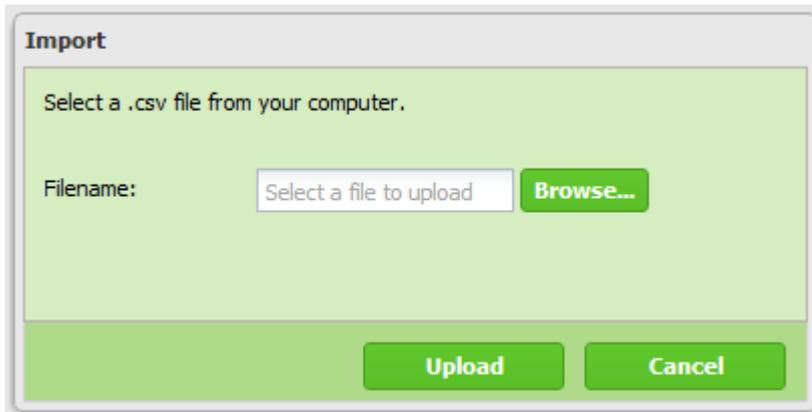
- As Of*:** A date field with a calendar icon and a 'Change As Of Date' button.
- Location:** A text field containing 'Hq'.
- Item Code*:** A dropdown menu.
- Quantity*:** A text input field.
- Unit Cost*:** A text input field.
- Amount*:** A text input field.
- Tags:** A dropdown menu.
- Buttons:** 'New' and 'Save' buttons are located to the right of the form.

An 'Opening Balance - Header Details' modal window is open, showing:

- As Of*:** A date field.
- Location:** A text field containing 'Hq'.
- Ref. No.:** A text field containing 'Opening Balance'.
- Description:** An empty text input field.
- Buttons:** 'OK' and 'Cancel' buttons are at the bottom of the modal.

At the bottom of the main form, there are three buttons: 'Import Item - Opening Balance', 'Delete All', and 'Go to list'. The footer of the form shows 'Page 1 of 0' and 'No data to display'.

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

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

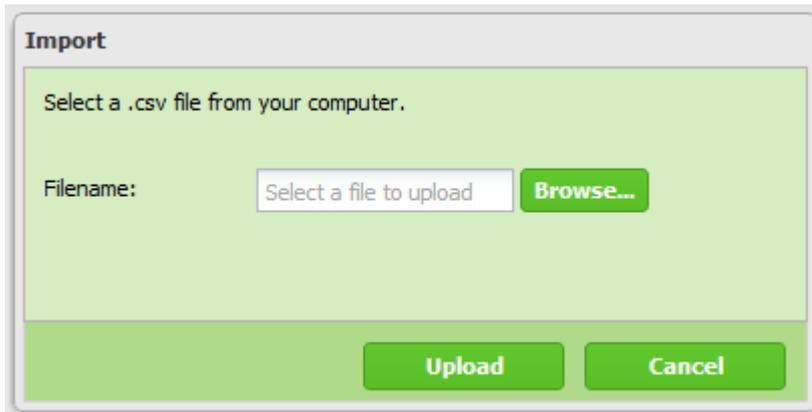
List of Historical Invoices

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

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

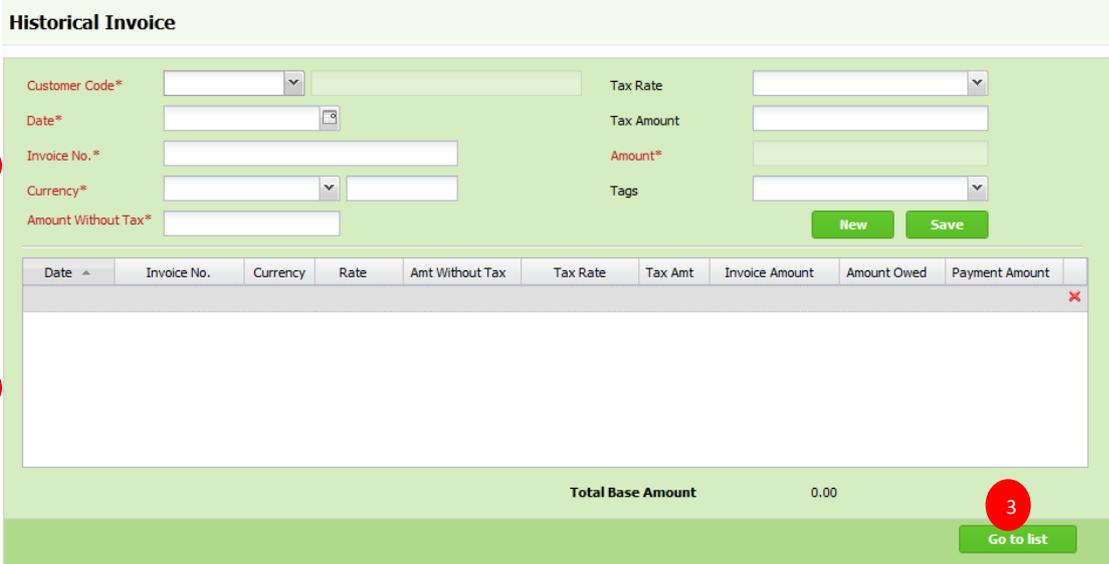
- a) Download the blank formatted CSV from <http://www.treezsoft.com/sample-import/download.php?file=Historical%20Customer%20invoices.csv>
- b) Edit the CSV using Excel
- c) Refer to the table below on the columns and restrictions when filling the data

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* Tax Rate

Date* Tax Amount

Invoice No.* Amount*

Currency* Tags

Amount Without Tax*

Date	Invoice No.	Currency	Rate	Amt Without Tax	Tax Rate	Tax Amt	Invoice Amount	Amount Owed	Payment Amount
Total Base Amount 0.00									

Historical invoices screen is split into two sections:

- 1 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.
- 2 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

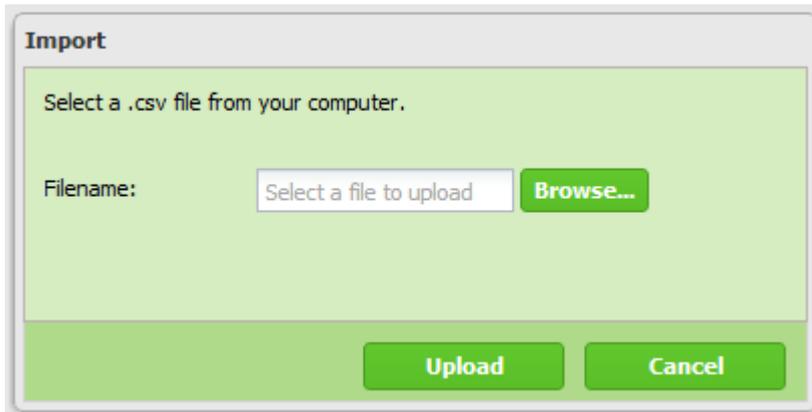
When you started using TreezSoft, the company may owe outstanding balances to suppliers. Enter the outstanding amount for each supplier invoice or debit note (enter these with a negative amount). Alternatively, enter the total balance owing per supplier as one historical supplier invoice/debit note.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

Enter keyword to search...

Supplier Code ▲	Supplier Name	No. of Invoices
-----------------	---------------	-----------------

Page 1 of 0

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.



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.*

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

Total Base Amount 0.00

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* Details

1 Date* Type*

Cheque No.* Ref No.*

Amount* Currency

Date	Type	Cheque No.	Ref No.	Currency	Amount	Bank Reconciliation Date
✖						
Total (Deposit)		0.00		Total (Payment)		0.00

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

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).

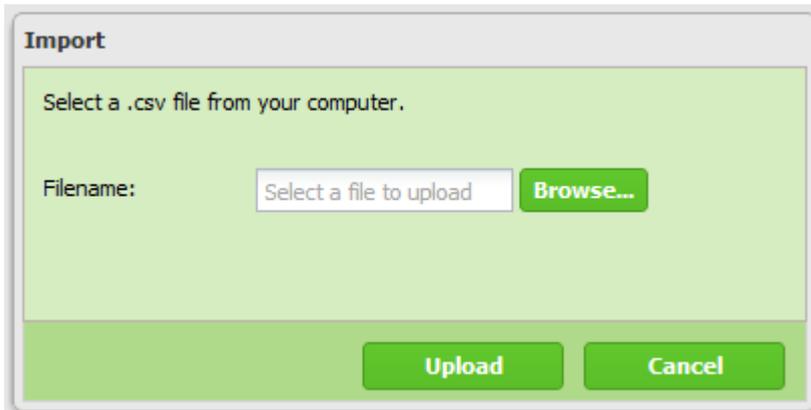
List of Customers

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

Page 1 of 0

No data to display

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



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 Net 30 days

Code*

 Generate Code

Credit Limit 30,000.00

Default Currency* MYR

Set to inactive

Description

Customer Type ▼

Salesperson ▼

Suspended due to

2 Account Information

Control Account* 3000/000

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

4

Delete

New

Save

Go to list

- 1 Enter your customer's details in this section. Fields marked 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 your 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

Search

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

Page 1 of 1
Displaying 1 - 11 of 11

Print listing
Import Suppliers
New Supplier
Delete selected record(s)

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: Browse...

Upload
Cancel

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

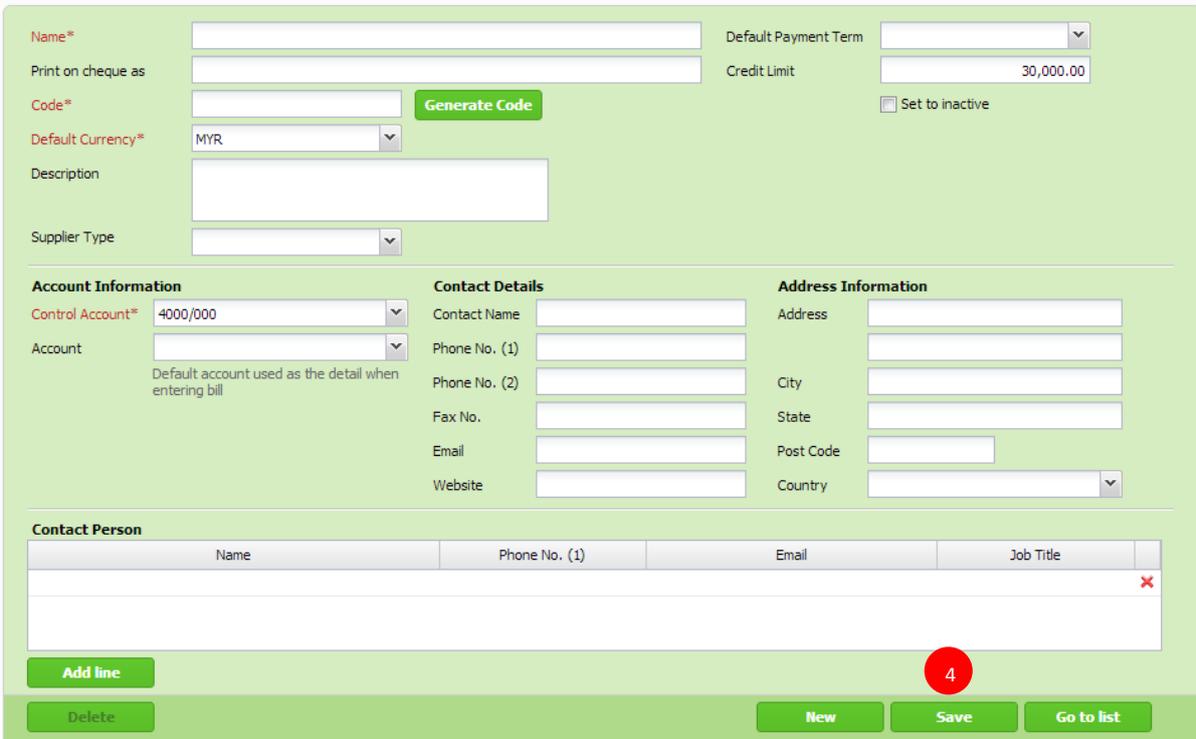
1. To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will

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

Column	Description	Size	Mandatory
Code	The 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. It is divided into several sections:

- Section 1:** General supplier details including Name*, Print on cheque as, Code*, Default Currency* (MYR), Description, Supplier Type, Default Payment Term, Credit Limit (30,000.00), and a checkbox for Set to inactive. A green 'Generate Code' button is also present.
- Section 2:** Account Information, Contact Details, and Address Information. Account Information includes Control Account* (4000/000) and Account. Contact Details include Contact Name, Phone No. (1), Phone No. (2), Fax No., Email, and Website. Address Information includes Address, City, State, Post Code, and Country.
- Section 3:** Contact Person table with columns for Name, Phone No. (1), Email, and Job Title. A red 'X' is visible in the bottom right corner of the table.
- Section 4:** Action buttons: 'Add line', '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.