



TreezSoft Accounting User Manual

September 2011

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

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Introduction

TreezSoft Accounting is an online accounting & business management system. It comes with a complete general ledger package to suit your accounting needs.

Here are the minimum system requirements needed to run TreezSoft Accounting

Processor speed: 2GHz processor

Memory (RAM): 1 GigaByte

Internet connection speed: At least 256kbps download speed and 100kbps upload speed.

Screen resolution: 1024 x 768 or higher is recommended

Web browser: Firefox 4.0 or higher is recommended (with Accept Cookies turned on)

Reader: Adobe Reader 8.0 or higher is required to read the online guides, business forms and reports. Download a free copy from <http://www.adobe.com/products/reader/>.

Note to Firefox users: If you are not able to view a PDF – Launch Firefox, click on Tools > Options > Applications icon. Type 'adobe' in the search field, Adobe Acrobat Document will appear. Change the 'Action' column to 'Use Adobe Reader x.x'. Click the OK button.

Certified Browsers

TreezSoft Accounting is optimized to run better using the following browsers:

Mozilla Firefox, version 4.0 or later.

Download a free copy from <http://www.mozilla.com/en-US/firefox/all.html>


Windows Internet Explorer, version 7 or later.

Download a free copy

from <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>



1. How to login to TreezSoft Accounting

Treezsoft

Contact Us: +603 80737227

[Home](#) [Pricing](#) [Tour](#) [Support](#) [About Us](#)

TreezSoft Accounting


User ID:


☐ Remember my User ID

Password:

[Forget your password?](#)

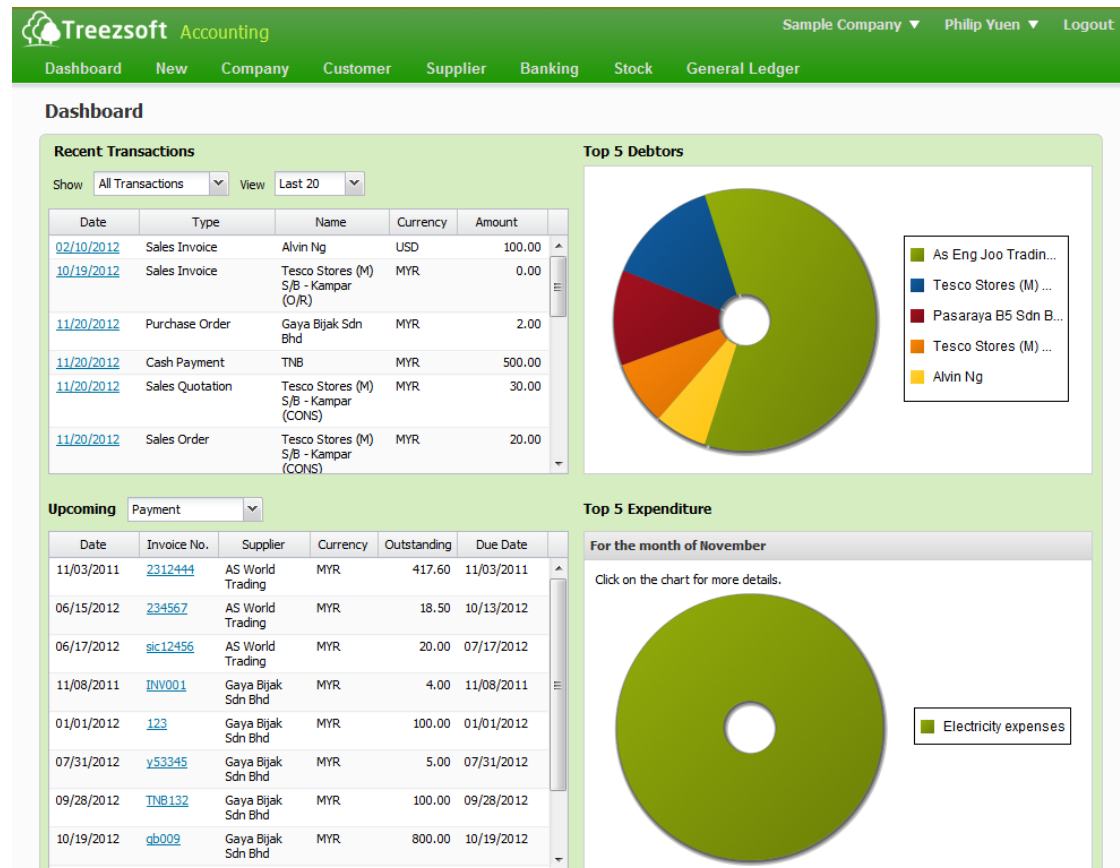
Login

powered by
amazon
web services

powered by
Norton
SECURED
powered by VeriSign

To login to TreezSoft Accounting, launch your internet browser, and enter the following address/URL:
<https://accounting.treezsoft.com/?type=ui§ion=login> and enter your User ID and password.

2. Dashboard



Once you have setup your business/company/organisation, whenever you login to TreezSoft Accounting, you would be shown the **Dashboard**.

The dashboard is divided into 4 quadrants:

1. Recent Transactions – Show the last transactions entered. You can show transactions entered that you entered by changing the **Show** dropdown.
2. Top 5 Debtors – Shows the top 5 debtors of the organisation.
3. Upcoming Payment – Shows all the invoices which are due the next 7 days or invoices which have already passed their due dates
4. Top 5 Expenditure – Show the top 5 expenditure for the current month. Click on a section to view the Account's Register.



3. Switching Companies, Changing Password and Logout

Treezsoft Accounting

Sample Company Philip Yuen Logout

Dashboard New Company Customer Supplier Banking Stock General Ledger

Dashboard

Recent Transactions

Show All Transactions View Last 20

Date	Type	Name	Currency	Amount
02/10/2012	Sales Invoice	Alvin Ng	USD	100.00
10/19/2012	Sales Invoice	Tesco Stores (M) S/B - Kampar (O/R)	MYR	0.00
11/20/2012	Purchase Order	Gaya Bijak Sdn Bhd	MYR	2.00
11/20/2012	Cash Payment	TNB	MYR	500.00
11/20/2012	Sales Quotation	Tesco Stores (M) S/B - Kampar (CONS)	MYR	30.00
11/20/2012	Sales Order	Tesco Stores (M) S/B - Kampar (CONS)	MYR	20.00

Top 5 Debtors

As Eng Joo Tradin...
Tesco Stores (M) ...
Pasaraya B5 Sdn B...
Tesco Stores (M) ...
Alvin Ng

Upcoming

Payment

Date	Invoice No.	Supplier	Currency	Outstanding	Due Date
11/03/2011	2312444	AS World Trading	MYR	417.60	11/03/2011
06/15/2012	234567	AS World Trading	MYR	18.50	10/13/2012
06/17/2012	sic12456	AS World Trading	MYR	20.00	07/17/2012
11/08/2011	INV001	Gaya Bijak Sdn Bhd	MYR	4.00	11/08/2011
01/01/2012	123	Gaya Bijak Sdn Bhd	MYR	100.00	01/01/2012
07/31/2012	y53345	Gaya Bijak Sdn Bhd	MYR	5.00	07/31/2012
09/28/2012	TNB132	Gaya Bijak Sdn Bhd	MYR	100.00	09/28/2012
10/19/2012	gb009	Gaya Bijak Sdn Bhd	MYR	800.00	10/19/2012

Top 5 Expenditure

For the month of November

Click on the chart for more details.

Electricity expenses

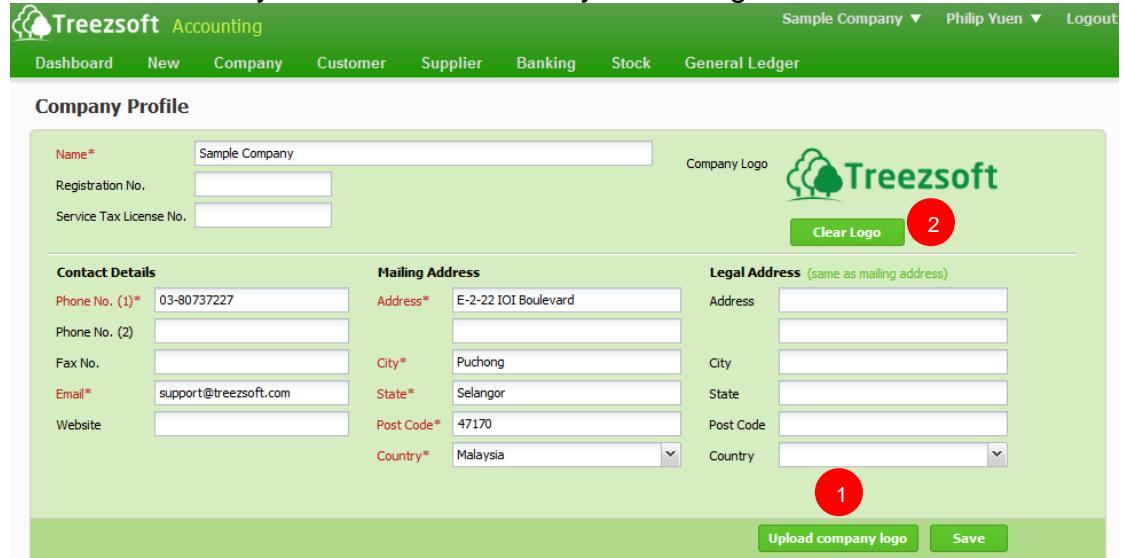
In the area highlight by the orange ring:

1. The current company that you are in, you can switch companies by clicking on the company name; a **switch company** button will pop out.
2. To Change Password – You can change your password here by clicking on your name. It is recommended that you change your password frequently to avoid unauthorised access
3. To Go to Billing – Clicking on your name allows you to access to TreezSoft Billing, to manage your subscriptions and companies. (*Admin only*)
4. Logout – Clicking on this will end your TreezSoft Accounting session.

4. Company Module

1. Business Details


Every company has its own business details; this page is where you can edit the details which you had created when you first registered.



Treezsoft Accounting Sample Company Philip Yuen Logout

Dashboard New Company Customer Supplier Banking Stock General Ledger

Company Profile

Name* Sample Company **Company Logo**  **Clear Logo** 2

Registration No.

Service Tax License No.

Contact Details	Mailing Address	Legal Address (same as mailing address)
Phone No. (1)* 03-80737227	Address* E-2-22 IOI Boulevard	Address <input type="text"/>
Phone No. (2) <input type="text"/>	<input type="text"/>	<input type="text"/>
Fax No. <input type="text"/>	City* Puchong	City <input type="text"/>
Email* support@treezsoft.com	State* Selangor	State <input type="text"/>
Website <input type="text"/>	Post Code* 47170	Post Code <input type="text"/>
	Country* Malaysia	Country <input type="text"/>

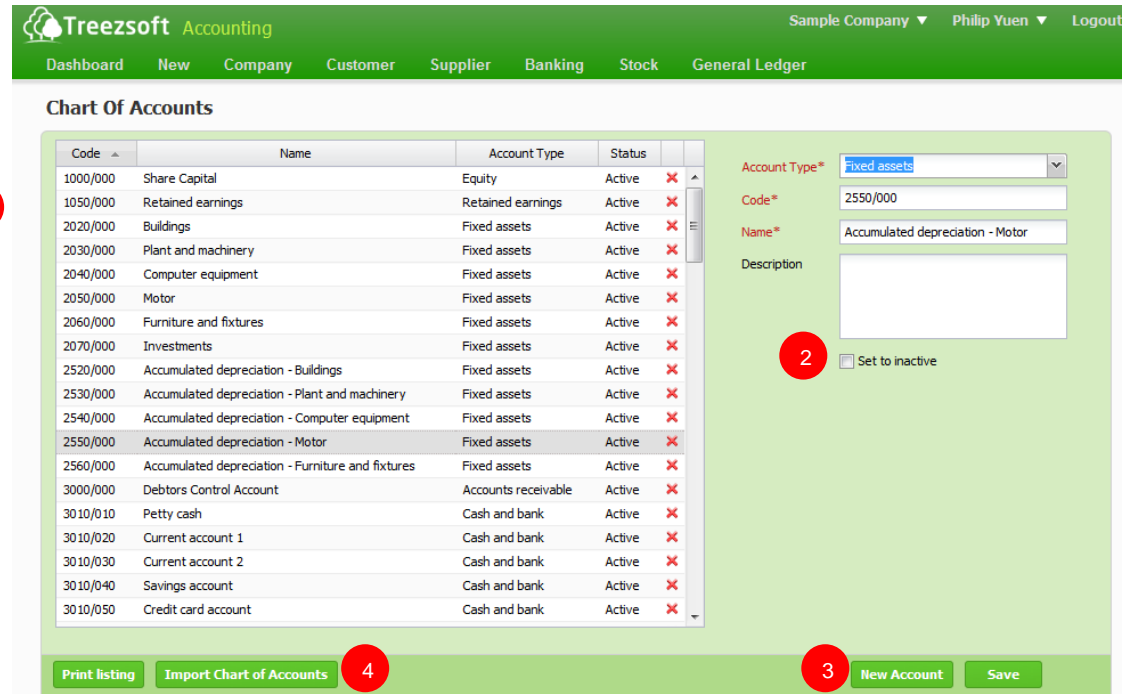
1 **Upload company logo** **Save**

1. Fields with asterisk (*) are mandatory fields.

- 1 To upload your company logo, click on **upload company logo** button.
- 2 To clear your uploaded logo, click on **clear logo** button.

2. Chart of Accounts (COA)

In this page, we put down a list of commonly use COA for your business. COA is editable, you can add, modify or delete based on your business requirements.

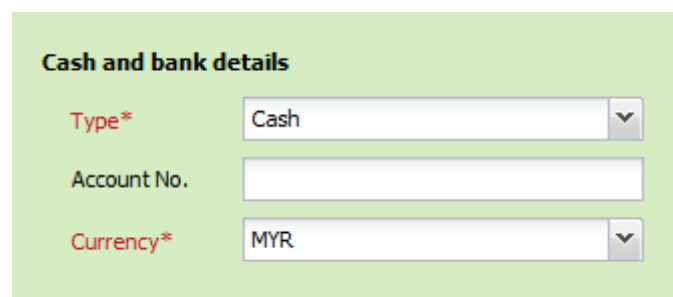


Code	Name	Account Type	Status
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Retained earnings	Active
2020/000	Buildings	Fixed assets	Active
2030/000	Plant and machinery	Fixed assets	Active
2040/000	Computer equipment	Fixed assets	Active
2050/000	Motor	Fixed assets	Active
2060/000	Furniture 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*: Fixed assets
 Code*: 2550/000
 Name*: Accumulated depreciation - Motor
 Description:
☐ Set to inactive

Print listing Import Chart of Accounts New Account Save

- 1 This section shows the list of COA, you can edit them by choosing the COA you wish to edit
- 2 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**.
- 3 To create a new account, click on the New Account button.
- 4 To import your existing COA, click on this button.



Cash and bank details

Type* Cash

Account No.

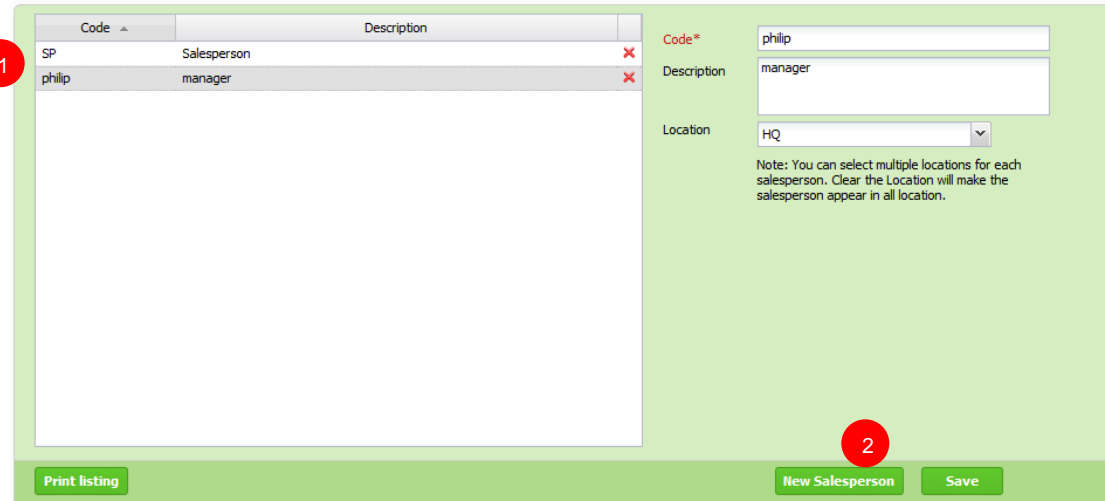
Currency* MYR

If you are to create a Cash and Bank account, the cash and bank details section will be shown just at the bottom of the set to inactive box. Enter the details accordingly to create the account.

3. Sales Person

Sales person screen allows you to create the list of company sales persons.

Salespersons



Code	Description
SP	Salesperson
philip	manager

Code* philip

Description manager

Location HQ

Note: You can select multiple locations for each salesperson. Clear the Location will make the salesperson appear in all location.

Print listing New Salesperson Save

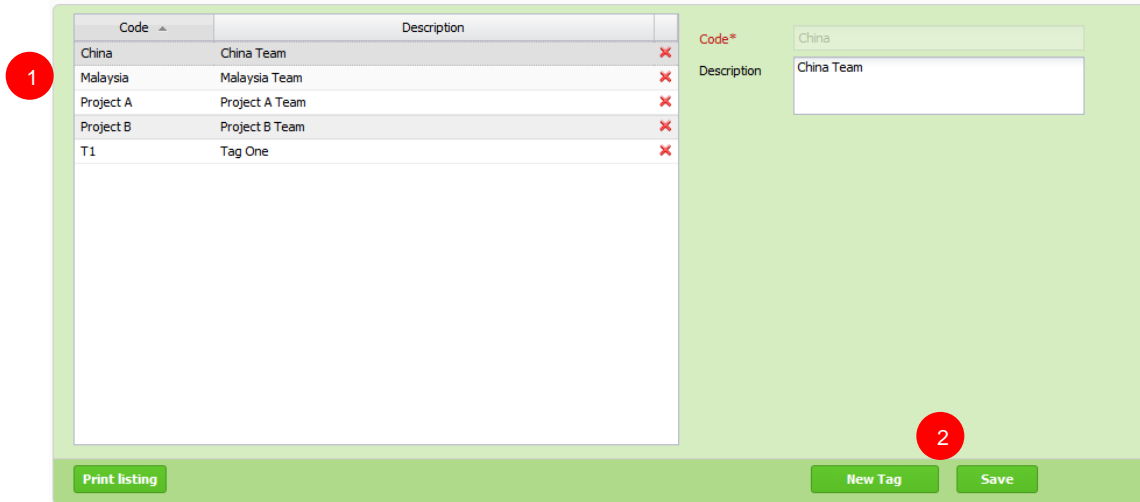
1 This section shows the list of salespersons you have. Once you create a new salesperson, it will show in this list. You can assign the salesperson to one or more locations.

2 Click on **New Salesperson** to add a new salesperson you wish to use for your business. Click **Save** to record the new salesperson.

4. Tags

Tags allow you to create grouping for your business transactions.

Tags



Code	Description	
China	China Team	✖
Malaysia	Malaysia Team	✖
Project A	Project A Team	✖
Project B	Project B Team	✖
T1	Tag One	✖

Code* China

Description China Team

Print listing

New Tag Save

1 This section shows the list of tags you have. Once you created a new tag, it will show in this list.

2 Click on **New Tag** to add a new tag you wish to use for your business. Click **Save** to record the new tag.

5. Tag Groups

This screen allows you to categorize the tags you have created. You are allowed to categorize several tags under a tag group and; you are also allowed to have a same tag categorize under different tag group.

Tag Groups

Code	Name	Description
All Project	All Projects	
Asia	Asia	
Project A	Project A	
TG1	Tag Group One	

Code*

Name*

Description

Code	Description	Selected
China	China Team	<input type="checkbox"/>
Malaysia	Malaysia Team	<input type="checkbox"/>
Project A	Project A Team	<input checked="" type="checkbox"/>
Project B	Project B Team	<input checked="" type="checkbox"/>
T1	Tag One	<input type="checkbox"/>

Print listing

New Tag Group

Save

- 1 This section shows the list of tag groups you created. Once you created a new tag group, it will show in this list.
- 2 Click on **New Tag Group** to add a new tag group you wish to use for your business. Click **Save** to record the new tag group.

6. Payment Terms

Payment Terms

1

Code	Term Type	Day of Month	No. of Month	Due Days	Default	
Due on receipt	due in number of days			0	No	✖
Net 15 days	due in number of days			15	No	✖
Net 30 days	due in number of days			30	Yes	✖
Net 45 days	due in number of days			45	No	✖

2

Code*

Due on receipt

Term Type*

due in number of days

Due In*

0 days

Description

☐ Tick this box to use this payment term as the default when you add a new customer.

3

Print listing

New Payment Term

Save

1 This section shows the list of payment terms you are using. After you created a new term, it will display in this section as well. To delete an unused payment term, you can click on Red Cross button in that row.

2 **Tick this box to use this payment term as the default when you add a new customer.** to default a payment term for a particular customer.

3 Click on **New Payment Term** to create a new payment term.

7. Foreign Currencies

Foreign currencies page offers the list of currencies you will use for your business. The default base currency is MYR Ringgits.

Foreign Currencies

The rate is defined as your new currency against 1 unit of your base currency (New/Base Currency). For example, if your base currency is MYR and you create a new USD with rate of 0.3333, it will mean 1 MYR = 0.3333 USD.

Code	Symbol	Name
MYR	RM	Ringgits
USD	\$	USD

Code* MYR Symbol* RM

Name Ringgits

Description MYR Ringgits

This is Base Currency

Print listing New Currency Save

- 1 This section shows the list of currencies you are using. By default, It will only show the base currency.
- 2 Click on **New Currency** to add a new currency you wish to use for your business. Click **Save** to record the new currency.

Creating New Currency

Foreign Currencies

The rate is defined as your new currency against 1 unit of your base currency (New/Base Currency). For example, if your base currency is MYR and you create a new USD with rate of 0.3333, it will mean 1 MYR = 0.3333 USD.

Code	Symbol	Name	
MYR	RM	Ringgits	✖
USD	\$	USD	✖

Code* Symbol*

Name

Description

Rate* **Get rate** Get The Latest Rate from Google Finance

Date*

Date	Currency Rate
02/10/2012	0.32976
11/08/2011	0.31954
10/28/2011	0.32547

Page 1 of 1 | Displaying 1 - 3 of 3

Print listing

New Currency

Save

1

This is how the section will look like after you created new currencies.

2

Get Rate button allows you to retrieve the latest currency rate (base on Google Finance).

The table will show a list of historical currency rate(s) which you have used previously, is useful for your references.

8. Sales Tax

This is the page where you can see the list of sales taxes you are using.

Sales Tax

Tax Code ▲	Description	Rate (%)	
Sales Tax 10%		10.00	✖
Sales Tax 5%		5.00	✖
Service Tax 5%		5.00	✖
Service Tax 6%		6.00	✖

Tax Code* Sales Tax 10%

Description

Rate (%)* 10.00

Account Code* 9210/000

Print listing **New Sales Tax** **Save**

- 1 This section shows the list of sales taxes you have. If you want to delete an entry, click on the Red Cross button in the row.
- 2 These are the mandatory fields for you to complete after you click on **New Sales Tax** button.
- 3 Click on **New Sales Tax** button to create a new tax.

9. Units of Measurement (UOM)

Units of Measurement

1

Name	Symbol	Status	
Centimetre	cm	Active	✖
Dozen	dz	Active	✖
Each	each	Active	✖
Feet	feet	Active	✖
Gram	g	Active	✖
Hours	hrs	Active	✖
Inch	inch	Active	✖
Kilogram	kg	Active	✖
Kilometre	km	Active	✖
Litre	ltr	Active	✖
Metre	m	Active	✖
Millilitre	ml	Active	✖
PACK	PACK	Active	✖
PAIR	pair	Active	✖
Pieces	pcs	Active	✖
PK/2	PK/2	Active	✖

2

Name*

Symbol*

Remark

☐ Set to inactive

3

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

In this page, a list of common used units of measurement is provided.

- 1 This section shows the list of UOM available. You can delete an unused UOM by clicking Red Cross button in the list.
- 2 You are able to disable a UOM by ticking on the “**Set to inactive**” box.
- 3 Click on **New UOM** to create a new UOM. Click **Save** to record the UOM.

10. Document Numbers

Document Numbers

Set document prefix codes, such as alphabets for better identification, add suffix codes for the same purpose, and change the starting numbers of the documents in the Next Number field.

Type	Document Number	Last Number Used	Next Number*	Editable on Entry Screen
Module: Banking				
Cash Payment	Payment No.	CP0002	CP0003	<input type="checkbox"/>
Cash Receipt	Receipt No.	CR0004	CR0005	<input type="checkbox"/>
Transfer Fund	Ref. No.	TT0001	TT0002	<input type="checkbox"/>
Module: Customer				
Cash Sales	Receipt No.		CS0001	<input type="checkbox"/>
Credit Note	Credit Note No.		ARN0001	<input type="checkbox"/>
Debit Note	Debit Note No.		ARDN0001	<input type="checkbox"/>
Delivery Order	Delivery Order No.		DO0001	<input type="checkbox"/>
Receive Payment	Receipt No.	OR0003	OR0004	<input type="checkbox"/>
Refund	Payment No.		REF0001	<input type="checkbox"/>
Sales Invoice	Invoice No.	IV0009	IV0010	<input type="checkbox"/>
Sales Order	Order No.	SO0007	SO0008	<input type="checkbox"/>
Sales Quotation	Quotation No.		SQ0001	<input type="checkbox"/>

Save

In this page you can view and make changes for all the document numbers that are currently in used.

The initial document numbers are generally started with “0001”.

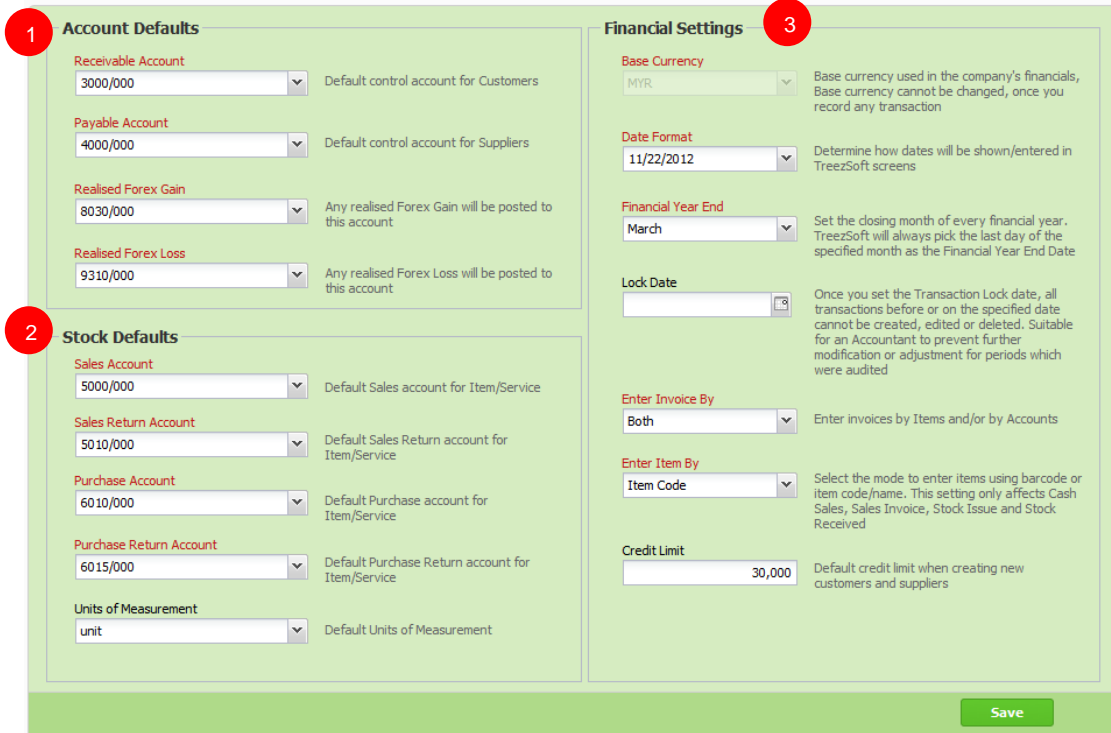
Type	Document Number	Last Number Used	Next Number*	Editable on Entry Screen
Cash Payment	Payment No.	0004	0005	<input type="checkbox"/>
Cash Receipt	Receipt No.		<input type="text" value="Receipt-0001"/>	<input type="checkbox"/>
Credit Note	Credit Note No.		CN0001	<input type="checkbox"/>
Enter Bill	Ref. No.		0001	<input type="checkbox"/>
Invoice	Invoice No.		0001	<input type="checkbox"/>

In the area highlight by the orange ring:

- I. You can edit the **Next Number*** by clicking on the type of account you wish to edit. In this example, the next number for Cash Receipt is “**Receipt-0001**”.
- II. Check on the box “**Editable on Entry Screen**” if you wish to edit the document number on the particular account.
- III. To save all your changes, click on **Save**.

11. Preferences

Preferences



1 Account Defaults

Receivable Account
3000/000 Default control account for Customers

Payable Account
4000/000 Default control account for Suppliers

Realised Forex Gain
8030/000 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

2 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

3 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
11/22/2012 Determine how dates will be shown/entered in TreezSoft screens

Financial Year End
March 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
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

In preference page, you are able to view and manage three categories; Account Defaults, Stock Defaults and Financial Settings.

All editable fields have their own brief description that helps you to manage your preferences.

- 1 This section allows you to edit your **Account Defaults**. All transactions will be automatically posted to the account defaults if you do not specify a specific account when you first setup your company.
- 2 This section allows you to edit your **Stock Defaults**. All stocks related transactions will be automatically posted to the stocks related defaults if you do not specify a specific account when you first setup your company.
- 3 This section allows you to edit your **Financial Settings**. All financial settings are editable in this section.
- 4 Click **Save** to record all the changes made.

(Note: Preference is only accessible if you are assigned to



administrative role)

12. Opening Balances

Chart of Accounts – Opening Balance

This section allows you to enter your opening balance for your accounts during your first use of TreezSoft Accounting.

Chart of Accounts - Opening Balance

As Of* Ref. No.

1 Description

Account Code*	Account Name	Account Type	Debit (MYR)	Credit (MYR)	Tag Code

2 Add line

Account Code*	Bank Name	Currency	Rate	Debit	Credit	Debit (MYR)	Credit (MYR)	Tag Code

3 Add line

Total (MYR)

Delete Import COA - Opening Balance Save

1 Enter the date for your opening balance in this area.

2 The upper part of this area is where you enter your accounts opening balance

The lower part is where you enter all your cash and banks related accounts

3 Click on **Import COA – Opening Balance** will allow you to import your opening balance directly.

Note: you need to download the exact formatted csv file and file in the template in order to import successfully.

Click **Save** to record.



Historical Customer 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.

[Search](#)

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

Page 1 of 0

[Print listing](#) [Import Historical Invoices](#) [New Historical Invoice](#)

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. You can **import** your list of historical invoices by using a formatted template provided by TreezSoft.

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:

- 1 This upper section allows you to enter the historical customer invoice details. Click **Save** to record once you have done entering the details.

To create a new historical invoice after the previous, click on **New**.

- 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.

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 a formatted template provided by TreezSoft.

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 enter the historical supplier invoice details. Click **Save** to record once you have done entering the details.

To create a new historical supplier invoice after the previous, click on **New**.
- 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 a formatted template provided by TreezSoft.

Creating or Editing a Historical Unpresented Cheque

Historical Unpresented Cheques

Bank Account*

Date*

Cheque No. *

Amount*

Type*

RefNo. *

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 historical cheque in this section. The fields mark with asterisk (*) are required fields. Click **Save** to record the cheque.

To record another cheque, click on **New**.

2

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

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



Items – Opening Balance

List of Items - Opening Balance

Location Code ▲	Location Name	Opening Date	Total Amount
Hq	HeadQuarter	01/01/2011	20,649.25
Total			20,649.25

Once you have finished setting up your Chart of Accounts and stocks available in hand during opening balance, you are able to see your stock location and stocks amount in this screen.

Select the location by clicking on the hyperlinked location code, i.e: Hq

Treezsoft The Bakery Shoppe (Switch) Ng Soo Fing (Change Password) Go to Billing Logout

Dashboard New Company Customer Supplier Banking Stock General Ledger

Stock Item - Opening Balance

As Of* [Change As Of Date](#) Location

Item Code* Quantity* Unit Cost* Amount*

Tags

[New](#) [Save](#)

Item Code

Opening Balance - Header Details

As Of* Location Ref. No.

Description

[OK](#) [Cancel](#)

Tag Code

Page 1 of 0 [No data to display](#)

[Import Item - Opening Balance](#) [Delete All](#) [Go to list](#)

After clicking on the hyperlinked location code, you will be direct to this Stock Item – Opening Balance screen.

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.

After you have completed this step, item code fields will be available.

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.



13. Manage Users



Setting up Users

All users access rights are manage in this module. This module is only accessible for business owner or administrator for the business.


List of Users

List of Users

1 You can maintain all your internal or external users here.
 You will assign access rights to them based on their role in every company which they have access to.
 Click on the User ID to view their assigned rights or change their password.

	User ID	Name	No. of assigned companies	Type	Status	Last activity on
	soofing.ng@treezsoft.com	soofing	1	Owner	Active	Sep 22, 2011 17:42:01

2

Page 1 of 1 |  Displaying 1 - 1 of 1

New User Delete selected user(s)

- 1 This section shows the list of users. You can manage the users' rights by clicking on the User ID.
- 2 Click on **New User** button to create a new user ID.
- 3 If you want to delete a user ID, select the ID and click on **Delete selected user(s)**.

Setting up User Details

User Details

Enter the User's name, user ID and password.

1 Name*

User ID*

User ID are unique throughout TreezSoft and cannot be changed once the user signs in to TreezSoft.

Password*

Password is case-sensitive and must be at least 6 alphanumeric characters. Please ensure the user logs in and change their password immediately.

☐ This user no longer in use.

Set as Administrator?

☐ Administrator User

As an administrator, the user has full access rights to all companies. The user also is allowed to access My Account to add user, and manage account details.

2 Assigned to

Company Name	Role
✕	

3 Add line

Save

Go to list

- 1** To create a new User ID, enter the user's name, user ID and password in the mandatory fields (Asterisk* fields)
- 2** This is where you can manage the user accessibilities; you can assign him to a company, base on the dropdown list and allocate him the roles accordingly.
- 3** Click on **Add Line** if you wish to assign more than one company/roles to the user.
- 4** If you wish to set the user as administrator, tick on the **“Administrator User”** box. Click **Save** to record the new user.



Managing User Roles

The users role can be manage through this page. By default, we offer 4 types of users' roles.

Manage Users Roles

Set up roles in each of your company.
Every user you create is assigned one role in each company. This role is based on the permissions you give them.

<input type="checkbox"/>	Role	Description
<input type="checkbox"/>	Accountant's Staff	User has full access to all modules.
<input type="checkbox"/>	Client / Business Owner	User has full access to all modules except Journal Entry and Chart of Account; which they only have view access.
<input type="checkbox"/>	Client's Manager	User has full access on all modules, except Chart of Accounts and Journal Entries.
<input type="checkbox"/>	Client's Staff	User has full access to all Customer, Supplier, Banking and Stock Activities.

Page 1 of 1

Displaying 1 - 6 of 6

[New User Role](#) [Delete selected role\(s\)](#)

In this page, the four main types of user roles are available.

In the highlight area of the orange ring:

1. Add user role – you can add a new user role by clicking this button.
2. Delete user role – you can delete an existing user role by clicking this button.



Creating or Editing User's Role.

A full list to control how user can access to each type of accounts can be managed from here. It is very important to assign carefully because you may not want to reveal your important information to certain users.

User Role

Specify the user role and access rights within TreezSoft Accounting.

Role*

Description

Set the access rights on each module for this role. To do this, click on the checkbox at the Access right column.

Module name ^	Category	View	Print	Modify	Create New	Delete
Account Register	General Ledger Activity	<input type="checkbox"/>	<input type="checkbox"/>			
Balance Sheet	General Ledger Report	<input type="checkbox"/>	<input type="checkbox"/>			
Bank Reconciliation	Banking Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Payment	Banking Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Purchase	Supplier Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Receipt	Banking Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Sales	Customer Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash and Bank Account	Company settings	<input type="checkbox"/>	<input type="checkbox"/>			
Chart of Account	Company settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chart of Account - Opening Balance	Opening Balances	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Profile	Company settings	<input type="checkbox"/>		<input type="checkbox"/>		
Contact	Manage Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit Note	Customer Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom Report	General Ledger Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer	Manage Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Set all to Full access](#) [Set all to No access](#)

Save

Go to list



User Activity Log

Users activity log display all the activities done by the user. In this page, you will be able to track who have updated the records and it helps in monitoring your progress.

User Activity Log

List user activity log for the selected user, module and date.

View Activities By Module

Date From* To* Sort by ☐ in descending order

Date/Time	Action	Record	Code	Name	Doc. Date	Currency	Amount	User
-----------	--------	--------	------	------	-----------	----------	--------	------

5. Customer Module

1. Cash Sales (C.S)

List of Cash Sales

List of Cash Sales

Customer: Doc. Date: From*: To*:
Sort by: ☐ in descending order

<input type="checkbox"/>	Date	Receipt No.	Customer Code	Customer	Payment Method	Cheque No.	Deposit To	Currency	Amount
--------------------------	------	-------------	---------------	----------	----------------	------------	------------	----------	--------

Page 1 of 1 Displaying 1 - 1 of 1

1. Enter you criteria and click on the **Retrieve** button to search
2. Click **New Cash Sales** to record a new cash sale.
3. **Print selected record(s)** allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)** to delete a selected record.

Creating or Editing Cash Sales (C.S)

Cash Sales

1

Customer*

Transfer Document From

Transfer

Address

Date*

11/22/2012

Receipt No.*

Auto-generated

Contact

Payment Method*

Cheque

Tags

Deposit To*

Cheque No.

Salesperson

Currency*

Location*

Branch

Remark

Get rate

Click on the button next to the price to view Price history.

Amount is: Tax Exclusive

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
				\$			0.00 ✕

2

Add line

Subtotal

0.00

Grand Total

0.00

4

Delete

Print

3

New

Save

Go to list

- Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
You can transfer the statement from either S.Q/S.O/S.O
If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.
- You can add your items/services here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- Save the record.
- To delete or print the record.



2. Sales Quotations (S.Q)

If your customer is considering doing business with you, usually you will issue a sales quotation for him to refer to your products. In Sales Quotations, you are able to record the quotations you have issued out.

List of Sales Quotations

List of Sales Quotations

Customer: Doc. Date: From*: To*:

Sort by: ☐ in descending order

<input type="checkbox"/>	Date	Quotation No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status
--------------------------	------	---------------	---------------	----------	----------	--------	---------------	--------

Page 1 of 0

No data to display

1. Enter your criteria and click on the **“Retrieve”** button to search
2. Click **“New Sales Quotation”** to record a new sales quotation.
3. **“Print selected record(s)”** allows you to print multiple quotations. Quotations are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)** to delete a selected record.

Creating or Editing a Sales Quotation (S.Q)

Sales Quotation

Customer*

Address

Contact

Currency*

Date*

Payment Terms

Location

Quotation No.*

Tags

Salesperson

Remark

Click on the button next to the price to view Price history. Amount is:

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
				\$			✖

Subtotal 0.00
Grand Total 0.00

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
*If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 You can add your items/services here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 To delete or cancel or print or show where the document is transferred from.



3. Sales Orders (S.O)

List of Sales Orders

List of Sales Orders

Customer: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Order No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status

Page 1 of 0 [No data to display](#)

[Print listing](#) [New Sales Order](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Sales Order**” to record a new sales order.
3. “**Print selected record(s)**” allows you to print multiple orders. Orders are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing a Sales Order (S.O)

Sales Order

1 **Customer*** **Transfer From Quotation**

Address **Date*** 11/22/2012 **Order No.*** Auto-generated

Contact **Payment Terms** **Tags**

Currency* **Location** Branch **Salesperson**

Remark

Get rate

Click on the button next to the price to view Price history. Amount is: Tax Exclusive

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
				\$			×

2 **Add line**

Subtotal 0.00

Grand Total 0.00

4 **Delete** **Cancel** **Print** **Show Transferred Doc** **New** **Save** **Go to list** 3

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
You can transfer the statement from S.Q
*If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 You can add your items/services here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 To delete or cancel or print the record or show where your statement is transferred from.

4. Delivery Orders (D.O)

When you are ready to deliver your customers orders, you will issue delivery orders to them when you had delivered the products into their doorsteps.

List of Delivery Orders

List of Delivery Orders

Customer: ALL Doc. Date: Today From*: 13/02/2012 To*: 13/02/2012
Sort by: ☐ in descending order **Retrieve**

<input type="checkbox"/>	Date	Delivery Order No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status
--------------------------	------	--------------------	---------------	----------	----------	--------	---------------	--------

Page 1 of 0 No data to display

Print listing **New Delivery Order** **Print selected record(s)** **Delete selected record(s)**

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Delivery Order**” to record a new delivery order.
3. “**Print selected record(s)**” allows you to print multiple delivery orders.
Delivery orders are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing a Delivery Order (D.O)

Delivery Order

Customer* Transfer Document From **Transfer**

Address Date* 11/22/2012 Delivery Order No.* Auto-generated

Contact Payment Terms Tags

P.O No. Location* Branch Salesperson

Currency* **Get rate** Remark

Click on the button next to the price to view Price history. Amount is: Tax Exclusive

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
\$							

Add line Subtotal 0.00

Grand Total 0.00

4 3

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
You can transfer the statement from either S.Q/S.O.
*If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 To delete or print the record or show where your statement is transferred from

5. Sales Invoices

In any business, you will need to raise Invoices, you can record customer invoices in Sales Invoice option.

You can also print invoices to be issued out to your customers.

List of Sales Invoices

List of Sales Invoices

Customer: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Invoice No.	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Status
--------------------------	------	-------------	---------------	----------	----------	--------	---------------	----------	--------

Page 1 of 0 [Print listing](#) [New Sales Invoice](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#)

No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Sales Invoice**” to record a new Sales Invoice.
3. “**Print selected record(s)**” allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing a Sales Invoice

Sales Invoice

Enter Invoice By: Stock Item ▼

Customer* ▼ Transfer Document From ▼ Transfer

Address ▼ Date* 11/22/2012 📅 Invoice No.* Auto-generated

Contact ▼ ▼ Payment Terms ▼ Tags ▼

P.O No. ▼ Location Branch ▼ Salesperson ▼

Currency* ▼ Get rate Remark ▼

Click on the button next to the price to view Price history. Amount is: Tax Exclusive ▼

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount*
							\$ 0.00 ✖

Add line

Subtotal 0.00

Grand Total 0.00

Delete Void Print Show Related Doc New Save Go to list

1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
 You can choose to enter the invoice by **stock item** or by **account**.
 If your invoice is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.

2 Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.

3 Save the records.

4 To delete or void or print the record.

When to delete or void an invoice?

This depends entirely on the accountant and the business operations, some businesses do not allow any deletion of invoices to maintain a proper audit trail of invoices.

Another typical interpretation would be to only delete if the invoice has not been sent to your customer and void, if it has been sent out.



6. Receive Payments

After an invoice is issued, your customers will pay you for the goods or services rendered to them. To record a payment for an invoice you use the Receive payments option, otherwise if you receive cash that is not invoiced, you use the Cash Receipt option under Banking.

List of Payments received

You can search for payments received using the List of payments received screen. (Refer screen shot below).

You can search by the transaction date, and able to sort by Cheque number or by the customer or which bank it is deposit to.

The screenshot shows the 'List of Payments Received' interface. At the top, there's a title bar. Below it, a search area contains several filters: 'Customer' (dropdown menu set to 'ALL'), 'Doc. Date' (dropdown menu set to 'Custom'), 'From' (date field set to '10/01/2012'), 'To' (date field set to '10/30/2012'), and 'Type' (dropdown menu). There's also a 'Sort by' dropdown menu and a checkbox for 'in descending order'. A green 'Retrieve' button is on the right. Below the search area is a table with columns: Date, Receipt No., Customer Code, Customer, Payment Method, Cheque No., Deposit To, Currency, Amount, and Amount Applied. The table is currently empty. At the bottom, there's a pagination bar showing 'Page 0 of 0' and a 'No data to display' message. Below the table, there are four green buttons: 'Print listing', 'New Receive Payment', 'Print selected record(s)', and 'Delete selected record(s)'.

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Receive Payment**” to record a new payment received.
3. “**Print selected record(s)**” allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click “**Delete selected record(s)**” to delete a selected record.

Creating or Editing a Payment received

When receiving a payment for your customer invoice, you will have to match the payments against which invoice it was paid for.

Should you have made any mistakes you can click on the hyperlink in the “List of Payment Received” to show the screen below to edit the Payment’s received.

Receiving Payment – Invoice Receipt:

Invoice receipt is used in daily business transaction. It is a standardized payment receipt issued to customer after they have made the payment.

Receive Payment

1

Type: Invoice Receipt
Customer*:
Bank Account*:
Amount*:
Currency*:

Date*: 01/07/2012
Payment Method*: Cheque
Cheque No.:

Receipt No. *: Auto-generated
Tags:
Salesperson:
Remark:

Tick the box next to the outstanding invoice to apply payment received.

Invoice No.	Due Date	Currency	Rate	Invoice Amount	Outstanding	Assign Credit	Amount*

4

Total applied amount: 0.00
Total refunded amount: 0.00

- 1 Select the payment types: there are 2 types of payment receipt you can issue, Invoice Receipt and Security Deposit. (In this case, invoice receipt)

Select a customer in **Customer*** field.

Please be noted that all fields marks with asterisk (*) are required fields.
It is important to enter the amount correctly in order to assign the credits accurately.

*If payment received is under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

- 2 This section will show you the list of unpaid invoices by a specific customer after you have selected him.
Mark a tick next to the invoice that your customer wants to pay, to assign the credits you have just entered in upper section.
Unallocated credits are able to assign to other unpaid invoices, from the same customer.

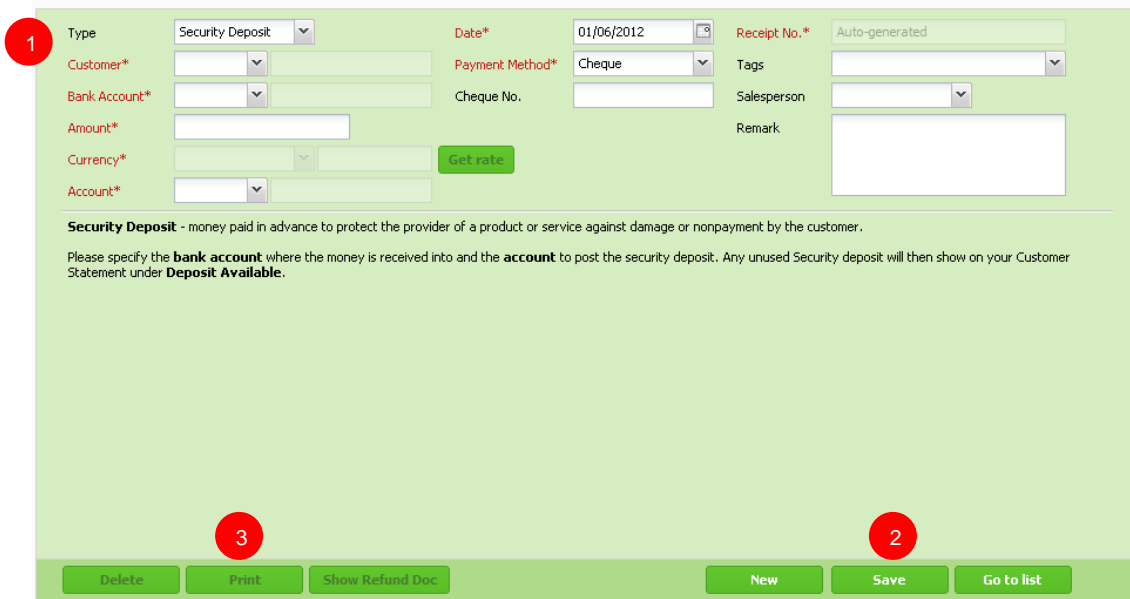
- 3 **Save** the record. Click New to create a new payment from a different customer.
- 4 To delete or print the record or you can see the related document(s).

Receiving Payment – Security Deposit:

Security Deposit is used to protect the provider of a product or service against damage or non-payment by a customer. It is usually use by service provider who provides services. (non-physical products)

The security deposit is similar to a down payment by a customer.

Receive Payment



Security Deposit - money paid in advance to protect the provider of a product or service against damage or nonpayment by the customer.

Please specify the **bank account** where the money is received into and the **account** to post the security deposit. Any unused Security deposit will then show on your Customer Statement under **Deposit Available**.

- 1 Select the payment types: there are 2 types of payment receipt you can issue, Invoice Receipt and Security Deposit. (In this case, security deposit)

Select a customer in **Customer*** field.

Please be noted that all fields marks with asterisk (*) are required fields.
It is important to enter the amount correctly in order to assign the credits accurately.

*If payment received is under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

- 2 **Save** the record. Click **New** to create a new payment from a different customer.
- 3 To delete or print the record or you can see the related document(s).



7. Sales Returns

The return of goods from customers to you due to defects or other issues.

List of Sales Returns

List of Sales Returns

Customer: Doc. Date: From*: To*:
Sort by: ☐ in descending order

<input type="checkbox"/>	Date	Ref. No.	Customer Code	Customer	Currency	Amount
--------------------------	------	----------	---------------	----------	----------	--------

Page 1 of 0

No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Sales Returns**” to record a new sales return.
3. “**Print selected record(s)**” allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click “**Delete selected record(s)**” to delete a selected record.



Creating or Editing a Sales Returns

Sales Return

Customer*

Transfer From Invoice

Address

Date*

01/01/2010

Ref. No.*

Auto-generated

Payment Terms

Tags

Contact

Currency

Location*

HQ

Salesperson

Description

Amount is:

Tax Exclusive

Item Code	Description	Ref Doc No.	Quantity*	UOM	Unit Price	Unit Cost*	Discount	Tax Rate	Amount

Subtotal

0.00

Grand Total

0.00

4

3

Delete

Print

New

Save

Go to list

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
- 2 This section shows you the list of items/services you have delivered/sold to your customer.
To select the item/service that is being returned, mark a tick next to the particular item/service.
- 3 Save the record.
- 4 To delete or print the record.

8. Customer Refund and Credit

List of Debit Notes

List of Debit Notes

Customer: ALL Doc. Date: Custom From*: 01/01/2011 To*: 31/03/2011
Sort by: in descending order **Retrieve**

<input type="checkbox"/>	Date	Debit Note No.	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Status
--------------------------	------	----------------	---------------	----------	----------	--------	---------------	----------	--------

Page 1 of 0 **No data to display**

Print listing **New Debit Note** **Print selected record(s)** **Delete selected record(s)**

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Debit Note**” to record a new debit note.
3. “**Print selected record(s)**” allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click “**Delete selected record(s)**” to delete a selected record.

Creating or Editing a Debit Note

Debit Note will be created when a customer is requesting for a credit to adjust or rectify your errors made in the sales invoice which already sent to the customer.

Debit Note

Customer*

Date*

01/06/2012

Debit Note No.*

Auto-generated

Address

Payment Terms

Tags

Contact

Salesperson

Remark

Currency*

Get rate

Amount is:

Tax Exclusive

Add line

Subtotal

0.00

Grand Total

0.00

4

3

Delete

Void

Print

Show Related Doc

New

Save

Go to list

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
- 2 Select and enter the related account and details into this section.
- 3 **Save** the record. Click **New** to create another debit note.
- 4 To delete or void or print the record or you can see the related document(s).



List of Credit Notes

List of Credit Notes

Customer: Doc. Date: From*: To*:

Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Credit Note No.	Customer Code	Customer	Currency	Amount	Amount Applied	Status
--------------------------	------	-----------------	---------------	----------	----------	--------	----------------	--------

Page 1 of 0 [Print listing](#) [New Credit Note](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Credit Note**” to record a new credit note.
3. “**Print selected record(s)**” allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click “**Delete selected record(s)**” to delete a selected record.

Creating or Editing Credit Note

Credit Note will be issued when you are to issue credits to your customer when the customer has returned products to you due to faulty or stocks returned.

Credit Note

1

Customer*
Address
Contact
Currency*

Date*
Ref. No.

Credit Note No.*
Tags
Salesperson
Remark

2

Account*
Details
Amount*

Add line
Grand Total

3

Tick the box next to the outstanding invoice to apply credit note.

Invoice No.	Due Date	Currency	Rate	Invoice Amount	Outstanding	Amount*

4

Total debited amount
Total credited amount

5

Delete
Void
Print
Show Refund Doc
New
Save
Go to list

- Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
*If the credit note is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- Select and enter the related account and details into this section.
Enter the amount accurately. The amount shall match the amount you want to credit to your customer.
- This section shows the invoice(s) related to the selected customer.
Mark a tick next to the invoice to allocate the credit.
If you have more than one affected invoices, you can allocated the credits by entering manually.
- Save** the record. Click **New** to create new credit note.
- To delete or void or print the record or you can see the related document(s).



List of Returns

List of Refunds

Customer: Doc. Date: From*: To*:

Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Payment No.	Customer Code	Customer	Payment Method	Cheque No.	Pay From	Currency	Amount	Amount Applied
--------------------------	------	-------------	---------------	----------	----------------	------------	----------	----------	--------	----------------

Page 1 of 0 [Print listing](#) [New Refund](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#)

No data to display

1. Enter your criteria and click on the **“Retrieve”** button to search
2. Click **“New Refund”** to record a new refund.
3. **“Print selected record(s)”** allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click **“Delete selected record(s)”** to delete a selected record.

Creating or Editing a Refund

Refund

Type:

Customer*:

Date*:

Payment No.*:

Pay From*:

Payment Method*:

Tags:

Amount*:

Cheque No.:

Salesperson:

Currency*:

Description:

Tick the box next to the payments/credit notes to apply refund.

Date	Document No.	Currency	Rate	Document Amount	Unapplied Amount	Amount*

Total applied amount: 0.00

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
*There are 2 types of refund you can create, invoice refund and deposit refund. If the credit note is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 Mark a tick next to the payment received statement or credit note to apply the refund.
- 3 **Save** the record. Click **New** to create new refund.
- 4 To delete or void or print the record.



9. Manage (Customer & Contacts)

“Customers” option allows you to manage your customers; you can add customers on the fly in most transaction screens.

There are 2 screens in the option:

List of Customers

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

Page 1 of 5

Displaying 1 - 15 of 61

1. Enter a keyword to **Search** for a particular customer. Or click on the hyperlinked **code** to view details
2. Click **New Customer** to create new customer and his details.
3. Click **Delete selected record(s)** to delete a selected record.
4. **Print Listing** to print the customer list.
5. You can **Import Customers**, based on a formatted file provide by TreezSoft.

Creating or Editing a Customer's details

Customer

1 **Name*** **Code*** **Generate Code** **Default Payment Term** **Credit Limit** ☐ **Set to inactive** ☐ **Suspended due to**

Default Currency* **Description** **Customer Type** **Salesperson**

2 **Account Information** **Control Account***

3 **Contact Details** **Billing Address** ☒ **Set as default** **Delivery Address** ☐ **Set as default**

Contact Name **Address** **Address**

Phone No. (1) **City** **City**

Phone No. (2) **State** **State**

Fax No. **Post Code** **Post Code**

Email **Country** **Country**

Website

Contact Person

Name	Phone No. (1)	Email	Job Title
✖			

Add line **Delete** **New** **Save** **Go to list**

- 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 **Suspended due to** 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. You can change the account default in Preference.
- 3 Enter the contact details in this section. There are two types of addresses you can enter: Billing Address and Delivery Address. You can set either one of them to be the default address.

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.



Deleting/Inactive a customer

You can only delete a customer, which does not have any transactions. If a customer is no longer in use, mark the “**Set to inactive**” checkbox to set the customer to inactive.

Contacts

Contacts represents your business contacts, these are used in sales invoices, and other transactions.

List of Contacts

<input type="checkbox"/>	Name	Phone No. (1)	Phone No. (2)	Job Title	Email	Fax No.	Status
--------------------------	------	---------------	---------------	-----------	-------	---------	--------

Page 1 of 1 | | Displaying 1 - 1 of 1

1. Enter a keyword to **Search** for a particular contact. Or click on the hyperlinked **name** to view details
2. Click **New Contact** to create a contact.
3. Click **Delete selected record(s)** to delete a selected record.
4. **Print Listing** to print the contact list.

Creating or Editing a Contact

Contact

1

Title Name*

Job Title

Description

Contact Details

2

Phone No. (1)

Phone No. (2)

Fax No.

Email

Address Details

Address

City

State

Post Code

Country

4

3

Delete New Save Go to list

1 Enter a contact's name and position. You can also jot down a remark or description.

2 Contact and address details can be entered in this section.

3 Save the record. Click **New** to create another contact.

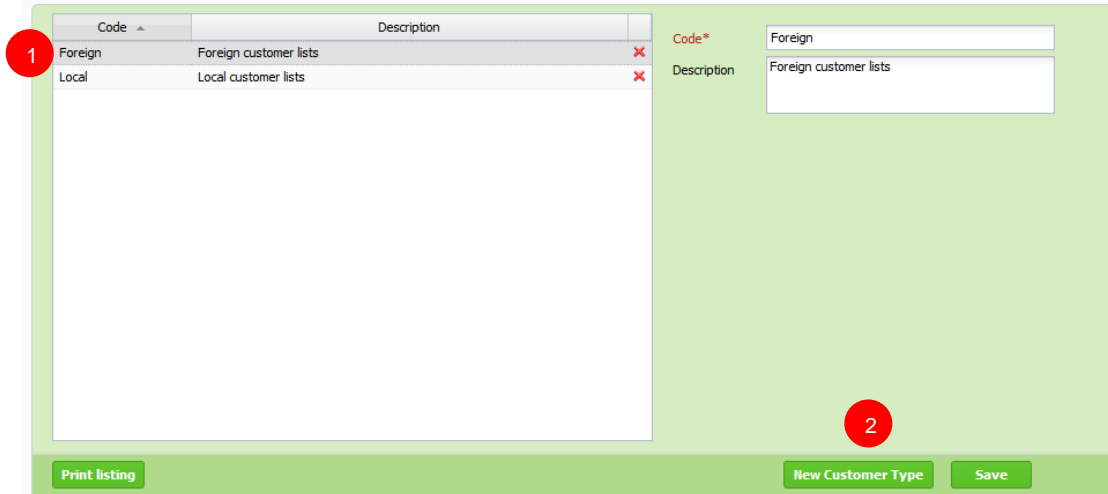
4 Delete a contact

Note: Contacts can be assigned to either your customer or supplier.

Customer Type

Customer type allows you to manage your customers into different categories or groups. It is optional.

Customer Type



Code	Description
Foreign	Foreign customer lists
Local	Local customer lists

Code* Foreign

Description Foreign customer lists

Print listing

New Customer Type

Save

1 This is the list of customer types. Fields with asterisk must be filled in.

2 Click **New Customer Type** if you need to more than one group. Save to save your record.



10. Customer reports

TreezSoft offers some reports, you may use this reports to get a standing on how much the customers owe you and for how long and how much business they have done with you.

Customer Ageing Summary

This report provides you with a summary of your debtors, broken down by specific periods.

You can print this report in PDF or to Excel. Which you can then re-format, enhance the layout of the report in Excel or equivalent program that accepts XLS format.

Customer Ledger

This reports the transactions that had been recorded for a specific customer in TreezSoft Accounting.

All figures reported are in Base Currency.

Customer Statement

You can print your customer statement through this option. All transaction are shown in the currency which they were recorded in.

Sales Report by Customer

You can print your sales report on each particular customer in this option. All purchases by the customer will be shown in the statement. All figures are recorded in Base Currency.

Sales Report by Item

You can print your sales report based on types of item in this option. All purchases on this item will be shown in the statement. All figures are recorded in Base Currency.

6. Supplier Module

1. Cash Purchase (C.P)

List of Cash Purchases

List of Cash Purchases

Supplier: Doc. Date: From*: To*:
Sort by: ☐ in descending order Retrieve

<input type="checkbox"/>	Date	Payment No.	Supplier Code	Supplier	Payment Method	Cheque No.	Pay From	Currency	Amount
No data to display									

Page 1 of 0
Print listing
New Cash Purchase
Print selected record(s)
Delete selected record(s)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Cash Purchase**” to record a cash purchase.
3. “**Print selected record(s)**” allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing a Cash Purchase

Cash Purchase

Supplier* Transfer Document From **Transfer**

Address Date* 11/23/2012 Payment No.* Auto-generated

Payment Method* Cheque Tags

Cheque No. Salesperson

Pay From* Location* Branch Remark

Currency* **Get rate**

Amount is: Tax Exclusive

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
							0.00 ✕

Add line

Subtotal 0.00
Grand Total 0.00

4 **Delete** **Print** **3** **New** **Save** **Go to list**

1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields.
*You can transfer the statement from either P.O/G.R.N
 If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

2 You can add the items/services you had purchased here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.

3 Save the record.

4 To delete or print the record.



2. Purchase Order (P.O)

List of Purchase Orders

List of Purchase Orders

Supplier: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Order No.	Supplier Code	Supplier	Currency	Amount	Payment Terms	Status
--------------------------	------	-----------	---------------	----------	----------	--------	---------------	--------

Page 1 of 0 [Print listing](#) [New Purchase Order](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#)

No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Purchase Order**” to record a purchase order.
3. “**Print selected record(s)**” allows you to print multiple orders. Orders are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing a Purchase Order

Purchase Order

Supplier*

Address

Contact

Currency*

Date*

Payment Terms

Location

Order No.*

Tags

Salesperson

Remark

Click on the button next to the price to view Price history. Amount is:

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
				\$			0.00 <input type="button" value="X"/>

Subtotal 0.00

Grand Total 0.00

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

*If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

- 2 You can add the items/services you had ordered here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.

- 3 Save the record.

- 4 To delete or cancel or print or show where your statement is transferred from.

3. Goods Received Notes

List of Goods Received Notes

List of Goods Received Notes

Supplier: Doc. Date: From*: To*:
 Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Ref. No.	Supplier Code	Supplier	Currency	Amount	Payment Terms	Status
No data to display								

Page 1 of 0 [Print listing](#) [New Goods Received Note](#) [Delete selected record\(s\)](#)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Goods Received Note**” to record goods received note.
3. “**Print selected record(s)**” allows you to print multiple goods received notes. Goods received notes are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Goods Received Notes

Goods Received Note

Supplier* Transfer From Purchase Order

Address Date* 11/23/2012 Ref No.* Auto-generated

Payment Terms Tags

Delivery Order No. Location* Branch Salesperson

Currency* Get rate Remark

Amount is: Tax Exclusive

Item Code*	Description	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount*
X							

Add line

Subtotal 0.00

Grand Total 0.00

Delete Show Transferred Doc New Save Go to list

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields.
You can transfer the statement from P.O
*If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 You can add the items/services you had received here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 You are able to delete or show where your statement is transferred from



4. Enter Supplier Invoice

In any business, there will be transaction between you and your vendors (suppliers). You can record your supplier bills in Supplier Invoices option

List of Supplier Invoices

List of Supplier Invoices

Supplier: Doc. Date: From*: To*:

Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Invoice Date	Supplier Invoice No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Due Date	Status
--------------------------	--------------	----------------------	----------	---------------	----------	----------	--------	----------	--------

Page 1 of 0 [Print listing](#) [New Supplier Invoice](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Supplier Invoice**” to record a supplier invoice
3. “**Print selected record(s)**” allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Supplier Invoice

Supplier Invoice

Enter Invoice By: Stock Item ▼

Supplier* ▼ Transfer Document From ▼ Transfer

Address ▼ Invoice Date* 11/23/2012 📅 Ref. No.* Auto-generated

Payment Terms ▼ Tags ▼

Invoice No.* ▼ Invoice Due Date* 11/23/2012 📅 Salesperson ▼

Currency* ▼ Location Branch ▼ Remark ▼

Get rate

Amount is: Tax Exclusive ▼

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount*
							0.00 ✕

Add line

Subtotal 0.00

Grand Total 0.00

Delete Show Related Doc New Save Go to list

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

You can enter the invoice by Stock Item or by Account.

You can transfer the statement from either P.O/G.R.N.

*If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

- 2 Add the items/services you purchase here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.

- 3 Save the record.

- 4 To delete the record or to show the related document.

If you want edit a used/paid supplier bill, you will have to edit the payment made before editing it.



5. Make Payments

To pay your vendor bills, you will first come to this screen. This screen will show you the whole records of your payments made.

List of Payments Made

List of Payments Made

Supplier: Date: From*: To*:

Sort by: ☐ in descending order

<input type="checkbox"/>	Date	Payment No.	Supplier Code	Supplier	Payment Method	Cheque No.	Pay From	Currency	Amount
--------------------------	------	-------------	---------------	----------	----------------	------------	----------	----------	--------

Page 1 of 0

No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**Make New Payment**” to record a new payment.
3. “**Print selected record(s)**” allows you to print multiple statements. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

6. Purchase Returns

You might have to return your goods purchased from your supplier when you realized of the goods are not in good condition.

List of Purchase Returns

List of Purchase Returns

Supplier: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Ref. No.	Supplier Code	Supplier	Currency	Amount
--------------------------	------	----------	---------------	----------	----------	--------

Page 1 of 0 [Print listing](#) [New Purchase Return](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Purchase Return**” to record a purchase return.
3. “**Print Listing**” allow you to print the list of purchase returns. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing a Purchase Return

Purchase Return

Supplier* Transfer From Invoice

Address Date* 02/07/2012 Ref. No.* Auto-generated

Currency Payment Terms Tags

Location* Hq Salesperson Remark

Amount is: Tax Exclusive

Item Code	Description	Ref Doc No.	Quantity*	UOM	Unit Price	Discount	Tax Rate	Amount

Subtotal 0.00

Grand Total 0.00

Delete New Save Go to list

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields.
- 2 Add the items/services you want to return to your supplier. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 To delete the record or to show the related document.

7. Refund and Credit

Supplier Debit Note

Supplier Debit Note is to be created when you realized of your suppliers' errors in the Supplier Invoice.

List of Supplier Debit Notes

List of Supplier Debit Notes

Supplier: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Debit Note No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Due Date	Status
--------------------------	------	----------------	----------	---------------	----------	----------	--------	----------	--------

Page 1 of 0 [Print listing](#) [New Supplier Debit Note](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Supplier Debit Note**” to record a supplier debit note.
3. “**Print Listing**” allow you to print the list of suppliers debit notes. Supplier debit notes are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating a Supplier Debit Note

Supplier Debit Note

1 **Supplier*** **Date*** 11/23/2012 **Ref. No.*** Auto-generated

Address **Payment Terms** **Tags**

Debit Note No.* **Due Date*** 11/23/2012 **Salesperson**

Currency* **Get rate** **Remark**

Amount is: Tax Exclusive

Account Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount*
							0.00 X

2 **Add line**

Subtotal 0.00

Grand Total 0.00

4 **Delete** **Print** **Show Related Doc** **New** **Save** **Go to list** 3

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields.
Debit Note number is important and must be entered in order to keep track of your record(s) accurately.
- 2 Select and enter the related account and details into this section.
Enter the amount accurately. The amount shall match the amount you need to debit from your supplier.
- 3 Save the record. Click New to create another supplier debit note.
- 4 To delete the record or to show the related document



Supplier Credit Notes

Supplier Credit Note is a credit memo from your supplier notifying you that he has taken note of your debit note and in return issue you a credit memo to credit your invoice.

List of Supplier Credit Notes

List of Supplier Credit Notes

Supplier: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Credit Note No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Amount Applied
--------------------------	------	-----------------	----------	---------------	----------	----------	--------	----------------

Page 1 of 0 [Print listing](#) [New Supplier Credit Note](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Supplier Credit Note**” to record a supplier credit note.
3. “**Print Listing**” allow you to print the list of supplier credit notes.
Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating a Supplier Credit Note

Supplier Credit Note

Supplier* Date* 11/23/2012 Ref. No.* Auto-generated

Address

Credit Note No.* Tags

Currency* Get rate Salesperson

Remark

Account*	Details	Amount*
		0.00

Add line Grand Total 0.00

Tick the box next to the outstanding invoice to apply credit note.

Invoice No.	Due Date	Currency	Rate	Invoice Amount	Outstanding	Amount*

Total applied amount 0.00
Total refund amount 0.00

Delete Print Show Refund Doc New Save Go to list

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields.
Credit Note number is important and must be entered in order to keep track of your record(s) accurately. (Reminder: The statement is issued from your supplier.)
*If the credit note is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 Select and enter the related account and details into this section.
Enter the amount accurately. The amount shall match the amount your supplier credited to you.
- 3 This section shows the invoice(s) related to the selected supplier.
Mark a tick next to the invoice to allocate the credit.
If you have more than one affected invoices, you can allocated the credits by entering manually.
- 4 Save the record. Click New to create new credit note.
- 5 To delete the record or to show the related refund document.



Supplier Refunds

List of Supplier Refunds

List of Supplier Refunds

Supplier: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Supplier Refund No.	Ref. No.	Supplier Code	Supplier	Payment Method	Cheque No.	Deposit To	Currency	Amount
--------------------------	------	---------------------	----------	---------------	----------	----------------	------------	------------	----------	--------

Page 1 of 0 [Print listing](#) [New Supplier Refund](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Supplier Refund**” to record a supplier refund.
3. “**Print Listing**” allow you to print the list of supplier refunds. Statements are printed in PDF formats where you can send via email or send to your printer.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating a new Supplier Refund

Supplier Refund is recorded when you have received a refund from your supplier.

Supplier Refund

Select a supplier to retrieve payments/credit notes.

Supplier* Date* Ref. No.*

Deposit To* Payment Method* Tags

Refund No.* Cheque No. Salesperson

Amount* Remark

Currency*

Tick the box next to the payments/credit notes to apply refund.

Date	Document No.	Currency	Rate	Document Amount	Unapplied Amount	Amount*

Total applied amount 0.00

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

*If the credit note is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

- 2 Mark a tick next to the refund received to apply the refund.
- 3 Save the record. Click New to create new refund statement.
- 4 To delete the record.

8. Manage (Suppliers & Contacts)

“Suppliers” option allows you to manage your suppliers; you can add suppliers on the fly in most transaction screens.

There are 2 screens in the option:

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. Enter a keyword to **Search** for a particular supplier. Or click on the hyperlinked **code** to view details
2. Click **New Supplier** to create new supplier and his details.
3. Click **Delete selected record(s)** to delete a selected record.
4. **Print Listing** to print the supplier list.
5. You can **Import Suppliers**, based on a formatted template provide by TreezSoft.

Creating or Editing a Supplier's details

Supplier

1 **Name*** **Default Payment Term** **Credit Limit**

Print on cheque as **Generate Code** ☐ **Set to inactive**

Code*

Default Currency*

Description

Supplier Type

Account Information **Contact Details** **Address Information**

Control Account* **Contact Name** **Address**

Account **Phone No. (1)** **City**

Default account used as the detail when entering bill **Phone No. (2)** **State**

Fax No. **Post Code**

Email **Country**

Website

Contact Person

Name	Phone No. (1)	Email	Job Title

Add line **Delete** **New** **Save** **Go to list**

2 3 4

- 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.

Deleting/Inactive a supplier

You can only delete a supplier, which does not have any transactions. If a supplier is no longer in use, mark the "**Set to inactive**" checkbox to set the supplier to inactive.

Contacts

Contacts represents your business contacts, these are used in purchase orders , and other transactions.

List of Contacts

<input type="checkbox"/>	Name	Phone No. (1)	Phone No. (2)	Job Title	Email	Fax No.	Status

Page 1 of 1 | | Displaying 1 - 1 of 1

1. Enter a keyword to **Search** for a particular contact. Or click on the hyperlinked **name** to view details
2. Click **New Contact** to create a contact.
3. Click **Delete selected record(s)** to delete a selected record.
4. **Print Listing** to print the contact list.

Creating or Editing a Contact

Contact

1

Title Name*

Job Title

Description

Contact Details

2

Phone No. (1)

Phone No. (2)

Fax No.

Email

4

Address Details

Address

City

State

Post Code

Country

3

1 Enter a contact's name and position. You can also jot down a remark or description.

2 Contact and address details can be entered in this section.

3 Save the record. Click **New** to create another contact.

4 Delete a contact

Note: Contacts can be assigned to either your customer or supplier.

Supplier Type

Supplier type allows you to manage your suppliers into different categories or groups. It is optional.

Supplier Type

Code	Description	
Supplier Group A	Supplier Group A	✖
Supplier Group B	Supplier Group B	✖

Code*

Description

[Print listing](#) [New Supplier Type](#) [Save](#)

- 1 This is the list of supplier types. Fields with asterisk(*) must be filled in.
- 2 Click **New Supplier Type** if you need to more than one group. Save to save your record.



9. Supplier Reports

Supplier reports have been split into three distinctive section which you can view your business transactions with your suppliers.

Supplier Invoices Due

This is where you can view all of your outstanding payments. You are able to print the report by either Excel or PDF format.

Supplier Ageing Summary

In this report you can view and print the summary of your suppliers, broken down by specific periods. The reports can be printed in either Excel or PDF format

Supplier Ledger

This report records all transactions recorded for a specific customer chosen to be viewed by you in TreezSoft Accounting.

7. Banking Module

Banking module allows you to record cash related activities and Bank Reconciliation.

There is also the “Cash and Bank details” – which shows you your current balance of a particular bank. This allows you plan and manage your cash flow of your business.

1. Cash Receipt

List of Cash Receipts

List of Cash Receipts

Deposit To: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Receipt No.	Receive From	Payment Method	Cheque No.	Account Code	Deposit To	Currency	Amount
--------------------------	------	-------------	--------------	----------------	------------	--------------	------------	----------	--------

Page 1 of 0 [Print listing](#) [New Cash Receipt](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#)

No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Cash Receipt**” to record cash receipt.
3. “**Print selected record(s)**” allows you to print multiple goods received notes. Goods received notes are printed in PDF formats where you can send via email or send to your printer. **Print listing** to print the full list of cash receipts.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Cash Receipt

Cash Receipt

1

Deposit To*

Receive From

Tags

Currency*

Date*

Payment Method*

Cheque No.

Receipt No.*

Description

Account*	Details	Amount*
<div>2</div> <div> <input type="button" value="Add line"/> </div>		

4

3

Grand Total 0.00

- 1 You are to enter the details where you want your money to be deposited to. Fields mark with asterisk (*) are required fields.
*If you received money in a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 Enter the relevant account in this section. If it is more than one, add additional account(s) by clicking **Add line**. Use the Red cross to remove an unwanted account(s).
- 3 Save the record.
- 4 To delete or print the record.



2. Cash Payments (C.P)

List of Cash Payments

List of Cash Payments

Pay From: Doc. Date: From*: To*:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Payment No.	Pay To	Payment Method	Cheque No.	Account Code	Pay From	Currency	Amount
--------------------------	------	-------------	--------	----------------	------------	--------------	----------	----------	--------

Page 1 of 1 [Print listing](#) [New Cash Payment](#) [Print selected record\(s\)](#) [Delete selected record\(s\)](#) Displaying 1 - 2 of 2

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Cash Payment**” to record cash payment.
3. “**Print selected record(s)**” allows you to print multiple goods received notes. Goods received notes are printed in PDF formats where you can send via email or send to your printer. **Print listing** to print the full list of cash receipts.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Cash Payment

Cash Payment

Pay From*	<input type="text"/>	Date*	<input type="text" value="01/01/2012"/>	Payment No. *	Auto-generated
Pay To	<input type="text"/>	Payment Method*	<input type="text" value="Cheque"/>	Description	<input type="text"/>
Tags	<input type="text"/>	Cheque No.	<input type="text"/>		
Currency*	<input type="text"/>	<input type="button" value="Get rate"/>			

Account*	Details	Amount*

Grand Total 0.00

- 1 Enter the details where you want the money to be paid from. Fields mark with asterisk (*) are required fields.
*If you are paying in a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button. Enter the currency rate if you have a fixed rate.*
- 2 Enter the relevant account in this section. If it is more than one, add additional account(s) by clicking **Add line**. Use the Red cross to remove an unwanted account(s).
- 3 Save the record.
- 4 To delete or print the record.



3. *Transfer Funds*

Sometimes a business may transfer funds between their bank accounts, or perhaps even take money out for petty cash.

This is where such transfers are recorded. This only allows you to transfer funds between cash or bank accounts that you have setup within TreezSoft and not to your customer/vendor bank account.

List of Transfer Funds

List of Transfer Funds

Bank account: ALL

Doc. Date: Custom

From*: 01/05/2012

To*: 31/05/2012

Sort by:

☐ in descending order

Retrieve

<input type="checkbox"/>	Date	Ref. No.	Transfer No.	Transfer from	Currency	Amount	Transfer to	Currency	Amount
--------------------------	------	----------	--------------	---------------	----------	--------	-------------	----------	--------

Page 1 of 0

No data to display

Print listing

New Fund Transfer

Delete selected record(s)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Fund Transfer**” to record a fund transfer.
3. **Print listing** allows you to print the full list of fund transferred.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Transfer Fund

Transfer Funds

1

Date*
28/10/2009

Ref. No.*
0001

2

Transfer Method*
EFT

Transfer No.
123

Cheque No.

Transfer From*
Current account 2

Transfer To*
USD Current Account

Exchange Rate
1 GBP = 1.48810 USD
1 USD = 0.67200 GBP

Amount* (GBP)
336.00

Amount* (USD)
500.00

Exchange rate to
base currency
1.00000

Equivalent to Base Currency Amount 336.00 GBP

Description
Transfer from Current account 2 to USD Current Account

Delete

New

Save

Go to list

1 Enter the details in this section.

2 When you transfer funds involving currencies other than your base currency, an exchange rate will be re-calculated and shown in the location.

Exchange rate to base currency

- This exchange rate is only used when you are transferring from a foreign currency bank.*
- This exchange rate is required to calculate the equivalent amount in base currency that was transferred from the foreign bank.*

4. Bank reconciliation

After you have entered all the transactions for a particular month, you can then base on the bank statement received to reconcile your payments, receipts for that bank.

This is usually the last step and be warned that once a transaction is reconciled, it cannot be edited or deleted.

Start reconciling your bank transactions

When you click on the option Bank Reconciliation, the following screen would appear.

List of Bank Reconciliations

List of Bank Reconciliations

Bank Account Code	Bank Account Name	Last Reconciled Date	Status	Action
3010/050	Credit card account			New
3010/020	Current account 1	02/07/2012	Partially reconciled	Reconcile
3010/030	Current account 2			New
3010/010	Petty cash	17/11/2011	Reconciled	New
3010/040	Savings account			New
3015/020	USD Current Account			New

1. This screen shows all the cash and bank accounts created in TreezSoft Accounting.

Click on **New** to start a new Bank reconciliation or;

Click on **Reconcile** to continue with a partially reconciled account.

*You will only see “**Reconcile**” under the action column if it is a partially reconciled account. Otherwise, “**Reconciled**” will be shown under status column. Status will be blank if no reconciliation is done before.*

2. By clicking on the hyperlinked bank account code, you can view the historical bank reconciliation statements for that bank.

Reconciling a Bank Account

Bank Reconciliation

Bank Account Code*

3010/010

Currency

MYR

Statement Closing Balance*

Date*

31/12/2011

Closing Balance (System)

-22,171.73

Status

Difference

-689.70

Select	Date	Ref. No.	Cheque No.	Details	Status	Payment	Receipt
<input type="checkbox"/>	23/11/2011	OR0002		B0001			50.00
<input type="checkbox"/>	24/11/2011	OR0004		A0003			728.57
<input type="checkbox"/>	25/11/2011	CR0001	asas44				860.00
<input type="checkbox"/>	01/12/2011	CP0002				1,000.00	
<input type="checkbox"/>	10/12/2011	CP0001				23,500.00	

Total Payments Cleared

0.00

Total Receipts Cleared

0.00

Delete

Reconcile

Go to list

You will be redirected to this screen after you have clicked **New** in the list of bank reconciliations

- 1 This section will show you the bank account details you have chosen. You have to enter the **Statement Closing Balance*** on the top right.
- 2 This section allows you to select the relevant account you want to reconcile. Mark a tick on the related account, once you have confirmed the related, click **Reconcile** to perform reconciliation.

Note: if the statement closing balance is not equal to the closing balance (System), a warning message will be prompted to you asking if you were to continue performing a partial reconciliation.

5. Cash and Banks Details

Cash and Bank Details

Account*

Date From* To*

Currency

Sort by ☐ in descending order

Opening Balance

MYR 0.00

Date	Type	No.	Pay From / Pay To	Method	Debit (MYR)	Credit (MYR)	Amount (MYR)

Total

0.00

0.00

0.00

Closing Balance

MYR 0.00

1. Enter your criteria and click on the “**Retrieve**” button to search.
If the selected account is a foreign account, you will have to enter the currency rate or Get rate from Google Finance to check for latest rate. This step allows system to revalue your closing balance and to calculate your unrealised exchange gain/loss.
2. **Print to PDF** allows you to print the cash and banks details in PDF format

8. Stock Module

Stock module is where you record your items. It is also generally known as inventory control. This module allows you to monitor your items supplies and locations.

Reports are available for you to keep track of your inventory.

1. Stock Issues

List of Stock Issues

Location Code: Doc. Date: From: To:
Sort by: ☐ in descending order [Retrieve](#)

<input type="checkbox"/>	Date	Stock Issue No.	Location Code	Description	Ref. No.	Amount
--------------------------	------	-----------------	---------------	-------------	----------	--------

Page 1 of 0 [Print Listing](#) [New Stock Issue](#) [Delete selected record\(s\)](#) No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Stock Issue**” to record stock issue.
3. **Print listing** allows you to print the list of stocks issued.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Stock Issues

Stock Issue

1 **Date*** **Stock Issue No.***

Location Code* **Tags** **Ref. No.**

Description

Item Code*	Description	Quantity*	UOM	Unit Cost*	Amount*
✕					

2

Add line 4 **Total** 0.00 3

Delete **New** **Save** **Go to list**

- 1 Enter your stocks' details in this section. Fields marks with asterisk (*) are required fields.
- 2 You can add the items/services you issued. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 **Save** the record.
- 4 To **delete** the record.



2. Stock Receives

List of Stock Received

Location Code

ALL

▼

Doc. Date

Today

▼

From

02/07/2012

▼

To

02/07/2012

▼

Sort by

▼

☐ in descending order

Retrieve

<input type="checkbox"/>	Date	Stock Received No.	Location Code	Description	Ref. No.	Amount
--------------------------	------	--------------------	---------------	-------------	----------	--------

◀◀

Page

1

of 0

▶▶

↺

No data to display

Print Listing

New Stock Received

Delete selected record(s)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Stock Received**” to record stock received.
3. **Print listing** allows you to print the list of stocks received.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Stock Received

Stock Received

1 **Date*** 01/01/2011 **Stock Received No.*** Auto-generated

Location Code* Hq **Tags** **Ref. No.**

Description

Item Code*	Description	Quantity*	UOM	Unit Cost*	Amount*
✕					

2

Add line 4 **Total** 0.00

Delete **New** **Save** **Go to list**

- 1 Enter your stocks' details in this section. Fields marks with asterisk (*) are required fields.
- 2 You can add the items/services you received. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 **Save** the record.
- 4 To **delete** the record.

3. Stock Adjustment

List of Stock Adjustments

Location Code

ALL

Doc. Date

Today

From

15/02/2012

To

15/02/2012

Sort by

☐ in descending order

Retrieve

<input type="checkbox"/>	Date	Stock Adjustment No.	Location Code	Description	Ref. No.	Amount
--------------------------	------	----------------------	---------------	-------------	----------	--------

Page 1 of 0

No data to display

Print Listing

New Stock Adjustment

Delete selected record(s)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Stock Adjustment**” to record stock adjustment.
3. **Print listing** allows you to print the list of stocks adjustments.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Stock Adjustment

Stock Adjustment

1 **Date*** **Stock Adjustment No.***

Location Code* **Ref. No.**

Description

Item Code*	Description	Quantity*	UOM	Unit Cost*	Amount*
✕					

2

Add line **4** **3** **Total** 0.00

Delete **New** **Save** **Go to list**

- 1 Enter your stocks' details in this section. Fields marks with asterisk (*) are required fields.
- 2 You can add the items/services you are to adjust. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 **Save** the record.
- 4 To **delete** the record.

4. Stock Transfers

List of Stock Transfers

From Location

ALL

Doc. Date

Custom

From

13/02/2010

To

13/02/2012

Sort by

☐ in descending order

Retrieve

<input type="checkbox"/>	Date	Stock Transfer No.	From Location	To Location	Description	Ref. No.	Amount
--------------------------	------	--------------------	---------------	-------------	-------------	----------	--------

Page 1 of 0

No data to display

Print Listing


New Stock Transfer

Delete selected record(s)

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Stock Transfer**” to record stock transfer
3. **Print listing** allows you to print the full list of fund transferred.
4. Click **Delete selected record(s)**” to delete a selected record.

Creating or Editing Stock Transfer

Stock Transfer

Date* 
 Stock Transfer No.*

From Location* To Location*
 Ref. No.

Description

Item Code*	Description	Quantity*	UOM	Unit Cost*	Amount*
✕					

Add line
 Total 0.00

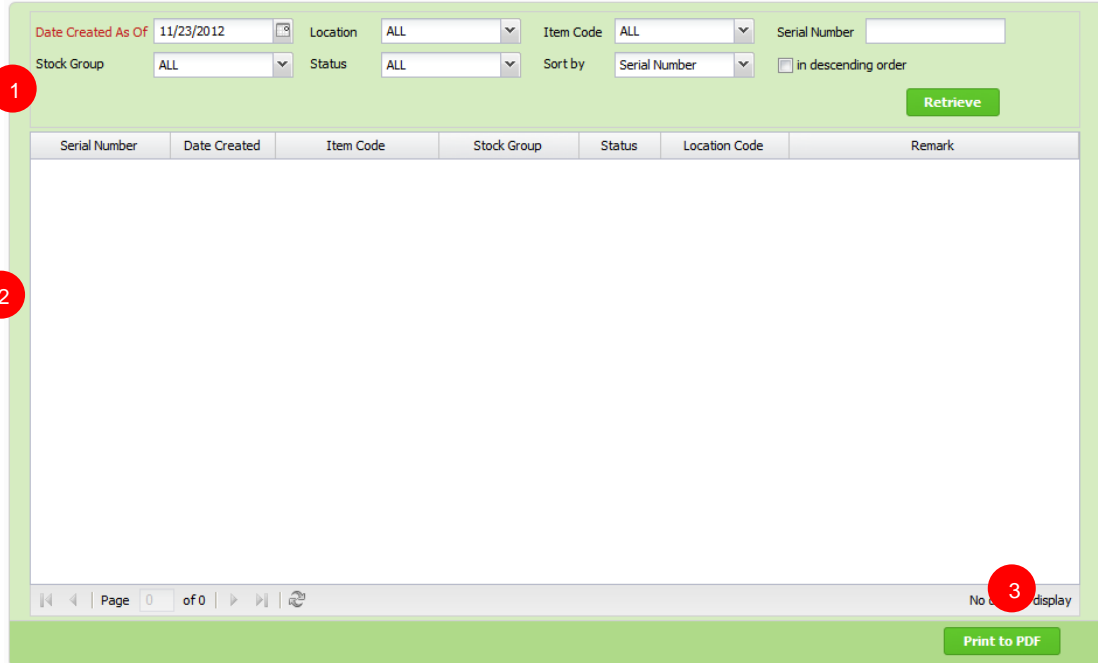
Delete
 New
 Save
 Go to list

- 1 Enter your stocks' details in this section. Fields marks with asterisk (*) are required fields.
- 2 You can add the items/services you are to transfer here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 To delete the record.

5. Serial Number Inquiry

Serial number inquiry allows you to check the serial numbers status.

Serial Number Inquiry



The screenshot shows the 'Serial Number Inquiry' form. It includes search filters for Date Created As Of, Location, Item Code, Serial Number, Stock Group, Status, and Sort by. A 'Retrieve' button is located at the bottom right of the filter section. Below the filters is a table with columns: Serial Number, Date Created, Item Code, Stock Group, Status, Location Code, and Remark. The table is currently empty. At the bottom of the form, there is a pagination bar showing 'Page 0 of 0' and a 'Print to PDF' button. Red circles with numbers 1, 2, and 3 are placed over the 'Retrieve' button, the table area, and the 'Print to PDF' button respectively.

- 1 Select the serial number criteria you want to inquire, click on **Retrieve** to search for the list.
- 2 The status of the list of serial numbers will be shown in this section
- 3 Click **Print to PDF** to print the report out.

6. Managing (Stock Items/Stock Groups/Location)

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

1. Enter you criteria and click on the “**Retrieve**” button to search
2. Click “**New Stock Item**” to create a stock item.
3. **Print listing** allows you to print the full list of stock items. You can **import** your list of stock items by using a template provided by TreezSoft
4. Click **Delete selected record(s)** to delete a selected record.

Creating or Editing Stock Item

Stock Item

1

Name*
Code*
Stock Group*
Barcode

Lead Time
Sales Tax
Purchase Tax
Balance Quantity

☐ Set to obsolete

2

☒ Stock Control
Costing Method
☐ Contain Serial No
Service Duration minutes

UOM and Price Information

UOM
Selling Price
Purchase Price
Standard Cost

Stock Level

Min. Quantity
Max. Quantity
Reorder Level
Reorder Quantity

4

3

- 1 Enter the stock item's details on this section. Fields mark with asterisk (*) are required fields.
*If the item is temporary unavailable or not in used, you can set it to inactive by ticking the box **Set to obsolete**.*
- 2 **Stock Control:** Check the stock control box if the item is non-physical item (service item)
Costing Method: 4 types of costing methods available.
Contain Serial No.: Check this box if the item has a serial number.
UOM and Price Information: Enter your cost and selling prices here.
- 3 **Save** the record.
- 4 To **delete** the record.

Stock Groups

Stock Groups

Code ▲	Name	Description	
			<div> <div>Code*</div> <div><input type="text"/></div> </div> <div> <div>Name*</div> <div><input type="text"/></div> </div> <div> <div>Sales Account</div> <div><input type="text"/></div> </div> <div> <div>Sales Return Account</div> <div><input type="text"/></div> </div> <div> <div>Purchase Account</div> <div><input type="text"/></div> </div> <div> <div>Purchase Return Account</div> <div><input type="text"/></div> </div> <div> <div>Description</div> <div><input type="text"/></div> </div>

[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, click on **New Stock Group**. Fields mark with asterisk (*) are required fields.
It is advisable to enter the control account(s) for the particular stock group you have created before you assigned them to your stock items.
3. To edit a particular stock group, select the stock group and you can edit on the right.
4. **Save** your creation

Locations

Locations

Code	Name	Description
Branch	Branch	
HQ	HeadQuarter	HeadQuarter

Code* HQ

Name* HeadQuarter

Description HeadQuarter

Phone No. 123456

Fax No.

Email info@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 shows the full list of locations has created.
2. To create a location, click on **New Location**. Fields mark with asterisk (*) are required fields.
*If the location is no longer valid or in-use, you can **set 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.



7. Reports

4 types of reports are available in helping you to keep track of your inventory records.

Stock Card

Stock card allows you to retrieve and review all your past and current stock records. You are able to see your costs and balances in this report.

Stock Balance

Stock balance report shows you your current up-to-date stock balances in your inventory.

Stock Ageing

Stock ageing report shows you the number of items in hand, which has been holding over a period. You can see the items balances and the recurring costs of each particular item.

Stock Reorder Advice

Stock reorder advice report will show you stocks which are in needs of reordering. It is based on the levels you specified per stock item.

Stock Physical Worksheet

Stock physical worksheet becomes essential whenever you are to do a stock-take for your warehouse. The book quantity of your items will be shown in this report and a blank physical quantity column and adjusted quantity column is provided to record the figures to compare if any discrepancies are found.

Stock Movement

Stock movement report allows you to inquire the movement of your stocks.



Stock Sales Summary

Stock sales summary shows you the sales of your stocks, broken down by location.

Commission Report

Commission report will automatically help you to generate your salespersons' commissions based on the requirements you enter into the system..

9. General Ledger

1. Journal Entry

Journal shows you financial transactions of your business and which accounts these transactions affect. TreezSoft carries the double entry approach for the journal entry module.

List of Journal Entries

List of Journal Entries

Doc. Date: Today From*: 12/10/2012 To*: 12/10/2012

Sort by: Date ☐ in descending order

<input type="checkbox"/>	Date	Journal No.	Description	Amount (MYR)
--------------------------	------	-------------	-------------	--------------

Page 0 of 0

No data to display

1. Enter you criteria and click on the “**Retrieve**” button to search

2. Click “**New Journal Entry**” to create journal entry.
3. **Print listing** allows you to print the journals.
4. Click **Delete selected record(s)**” to delete a selected record.

Making Journal Entries

Make Journal Entries

Date* 12/10/2012 Journal No.* Auto-generated

Currency* MYR 1.00000 Tags

Description

Account Code*	Account Name	Description	Debit	Credit
<div style="text-align: right; padding-right: 10px;">✕</div>				

Total

- 1 Enter the details about the journals you want to create.
*If a different currency is in used, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 You can add the relevant account(s) in this section. **Add line** to add additional account(s). Use the Red cross to remove an unwanted account(s). Enter the amount into the Debit/Credit fields.
- 3 **Save** the record.
- 4 To **delete** the record.

Reminder: Be noted that the final total should be balance to record a journal. If the total is not balance, then you will have to review back your transactions to detect the errors. Account Register and Journal Reports will become handy to you in detecting your errors.



2. *Stock Value Maintenance*

Stock value maintenance allows you to maintain your opening and closing stock balances. Closing stock balances will directly be reflected in your opening stock balance in the next fiscal year.

List of Stock Values

List of Stock Values

<input type="checkbox"/>	Stock Account Code	Stock Account Name	Opening Stock Account Code	Opening Stock Account Name	Closing Stock Account Code	Closing Stock Account Name
--------------------------	--------------------	--------------------	----------------------------	----------------------------	----------------------------	----------------------------

[New Stock Value](#) [Delete selected record\(s\)](#)

This screen will show you the list of stock values available in your business. To create a new stock value, click on **New Stock Value**.

Maintaining Stock Value

Stock Value Maintenance

Stock Account Code*

Opening Stock Account Code*

Closing Stock Account Code*

Fiscal Year*

Month	Amount
Jan 2012	<input type="text" value="0.00"/>
Feb 2012	<input type="text" value="0.00"/>
Mar 2012	<input type="text" value="0.00"/>
Apr 2012	<input type="text" value="0.00"/>
May 2012	<input type="text" value="0.00"/>
Jun 2012	<input type="text" value="0.00"/>
Jul 2012	<input type="text" value="0.00"/>
Aug 2012	<input type="text" value="0.00"/>
Sep 2012	<input type="text" value="0.00"/>
Oct 2012	<input type="text" value="0.00"/>
Nov 2012	<input type="text" value="0.00"/>
Dec 2012	<input type="text" value="0.00"/>

1. Enter the relevant account(s) details. Fields mark with asterisk (*) are required fields.

Please ensure your account code(s) are correctly entered.

2. Enter the fiscal year and enter the closing stock balance.
It is your preference to update the stock balance(s) either by monthly, bimonthly or yearly. TreezSoft does not limit any methodologies.



3. Journal Report

Journal report shows you financial transactions of your business and which accounts these transactions affect.

Journal Report

Transaction Type* Doc. Date From To

Document No. From To

Date	Document No.	Account	Description	Debit	Credit	Last Modified By
[-] Document No.: CS0004 (Cash Sales)						
12/02/2012	CS0004	Petty cash		2,258.00		userid
12/02/2012	CS0004	Sales	Galaxy Note		1,129.00	userid
12/02/2012	CS0004	Sales	Galaxy Note		1,129.00	userid

In this screen, you can select the transaction types you want to view. Filter the results by entering the date or by document numbers, then click **Retrieve**. The report is printable in PDF format by clicking **Print to PDF** button. Above shows a sample journal report after a sales has been performed.

4. Account Register

Account register allows you to retrieve information on all existing accounts in the system. It offers a quick glance on the specific account you want to view, allow you to quickly detect errors, if any occur.

Account Register

Account* Date Custom From* 12/02/2008 To* 18/02/2012

Sort by ☐ in descending order [Retrieve](#)

Opening Balance 0.00

Date	Type	No.	Pay From / Pay To	Method	Description	Debit (MYR)	Credit (MYR)
------	------	-----	-------------------	--------	-------------	-------------	--------------

Closing Balance 0.00

[Print to PDF](#)

This is the account register screen. The steps are simple. Select the account you want to view, the date you would like to see and click **Retrieve**. The list is printable into PDF format by clicking **Print to PDF**.



5. Export Data

TreezSoft Accounting allows users to export their business data into the Excel format.

Export Data

Specify the export type, dates, choose the required accounts/customers/suppliers, and then click the Export to Excel.

Export:

Report Date:

From*: To*:

Account List

Search by code/name...

<input type="checkbox"/>	Code	Name	Status
<input type="checkbox"/>	1000/000	Capital	Active
<input type="checkbox"/>	1050/000	Retained earnings	Active
<input type="checkbox"/>	1100/000	Drawings	Active
<input type="checkbox"/>	2010/000	Freehold property	Active
<input type="checkbox"/>	2020/000	Buildings	Active
<input type="checkbox"/>	2020/005	Accumulated depreciation - Buildings	Active
<input type="checkbox"/>	2030/000	Plant and machinery	Active
<input type="checkbox"/>	2040/000	Computer equipment	Active

Nothing selected

Exporting data is easy with TreezSoft:

1. Enter the data type you want to export and also the date (From – To)
2. Select the relevant account(s)
3. Click **Export to Excel**.



6. Financial Reports

Financial report is a formal record of all financial activities of a business. 5 types of reports are available in TreezSoft Accounting.

General Ledger Listing

General ledger listing will show you all accounting records. This formal ledger contains all the financial accounts and statements of a business.

Trial Balance

A bookkeeping worksheet in which the balances of all ledgers are compiled into debit and credit columns. A company prepares a trial balance periodically, usually at the end of every reporting period. The general purpose of producing a trial balance is to ensure the entries in a company's bookkeeping system are mathematically correct.

Profit and Loss Report

A financial statement that summarizes the revenues, costs and expenses incurred during a specific period of time - usually a fiscal quarter or year. These records provide information that shows the ability of a company to generate profit by increasing revenue and reducing costs.

Profit and Loss Report by Tag

Provides the same functions as above report, however able to compare between tag groups.

Balance Sheet

A financial statement that summarizes a company's assets, liabilities and shareholders' equity at a specific point in time. These three segments give investors an idea as to what the company owns and owes, as well as the amount invested by the shareholders.



Custom Reports

Custom reports allow you to generate and maintain customized P&L and Balance Sheet reports.

Realised Forex Gains and Losses

Realised forex gains/losses occur when a foreign currency is in used during your transaction with your customer or supplier.

The factor leading to the gains or losses is due to the daily fluctuations of foreign currency exchange rates.

A gain or loss is said to be “realised” once the payment is being made/received.

Unrealised Forex Gains and Losses

Unrealised forex gains/losses occur when a foreign currency is in used during your transaction with your customer or supplier.

The factor leading to the gains or losses is due to the daily fluctuations of foreign currency exchange rates.

A gain or loss is said to be still “unrealised” as the payment is still not yet made or received.

As TreezSoft Accounting is online accounting software, the financial reports and all other reports are always up-to-date as soon as the transactions are recorded. Therefore, users are always able to retrieve latest figures.

10. Import Format

TreezSoft Accounting allows you to import several files directly from your previous accounting software. The modules that allow you to import your files are:

- i) Company Module :
 - Chart of Accounts
 - Opening Balances: Chart of Accounts – Opening Balance
 - Opening Balances: Historical Invoices
 - Opening Balances: Historical Supplier Invoices
 - Opening Balances: Historical Unpresented Cheques
 - Opening Balances: Items – Opening Balance
- ii) Customer Module:
 - Customers
- iii) Supplier Module:
 - Suppliers
- iv) Stock Module:
 - Manage : Stock Items



How to Import Files?

To Import the files, you need to download the import templates from:

<http://www.treezsoft.com/faq.html>.

You need to fill in the template file based on the format given.

You are advised to ensure the data are entered accurately into the templates; otherwise, you may fail to import the files.

i) Chart of Accounts

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)

ii) Chart of Accounts – Opening Balance

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

iii) Opening Balances: Historical Invoices

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

iv) Historical Supplier Invoices

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

v) Historical Unpresented Cheques

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

vi) Stock Items – Opening Balance

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

vii) Customer

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

viii) Supplier

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

x) Stock Items

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 Method	The costing method of the stock items : There are 4 types, which are : Fixed Cost, Weighted Average, FIFO, LIFO		Yes
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