TreezSoft Accounting User Manual

November 2024

Latest Update: 1st November 2024

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

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1 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
Google Chrome
Microsoft Edge

2   To login to TreezSoft

Terms of use   Privacy   Sign up   Forget password?

To login to TreezSoft, launch your internet browser, and enter the following address/URL:

https://accounting.treezsoft.com/?type=ui&section=login

and enter your User ID and password.

3 Dashboard

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

The dashboard is divided into few 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 organization.

3. Draft Recurring Invoice (Last 15 records) – Displays the last 15 recurring invoices that have been saved as drafts but not yet finalized or issued. These are invoices that are scheduled to recur

at regular intervals but are currently in draft form, allowing for review and modification before being sent as official sales invoices.

4.   Upcoming Payment – Shows all the invoices which are due the next 7days or invoices which have already passed their due dates.

5.   Top 5 Expenditure – Show the top 5 expenditure for the current month. Click on a section to view the Account's Register.

6.   Outstanding delivery order – Displays a list of delivery orders for goods that have been delivered to customers but for which payment has not yet been received.

7.   Unverified GST information - supplier GST details that have been entered but not yet verified or confirmed.

4   Switching Companies, Changing Password and Logout

In the area highlight by the orange ring:

The current company that you are in, you can switch companies by clicking on the company name; a switch company button will pop out.

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 unauthorized access.

To Go to Billing – Clicking on your name allows you to access to TreezSoft Billing, to manage your subscriptions and companies. (*Admin only*)

Logout – Clicking on this will end your TreezSoft Accounting session.

5 Company Module

5.1 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.
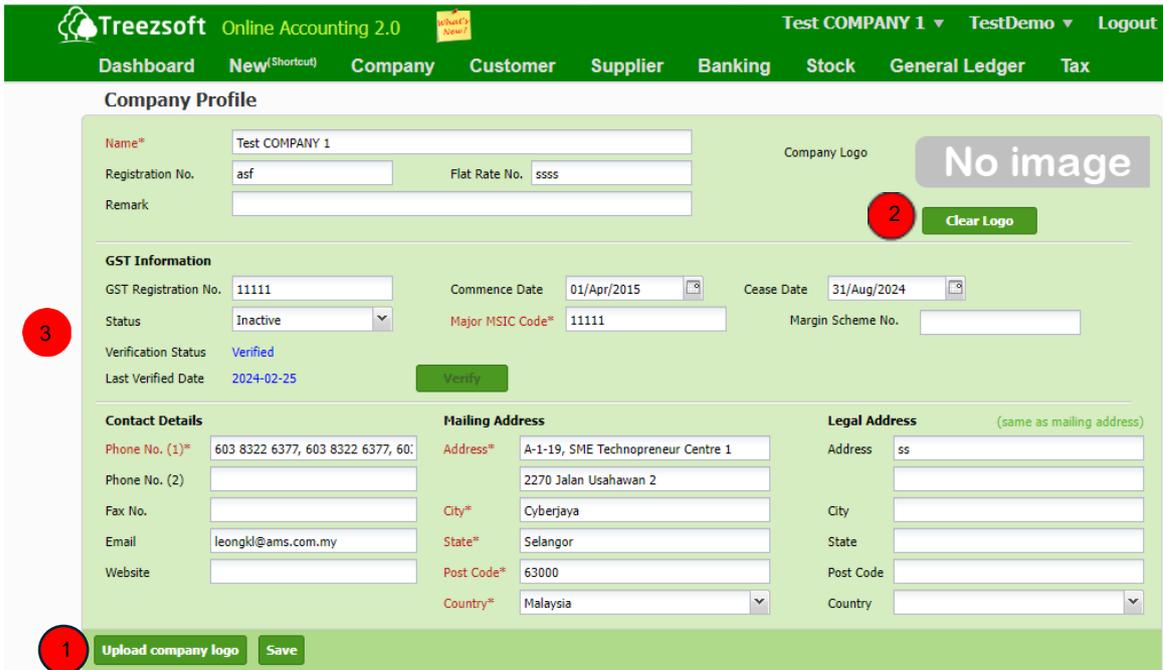
Fields with (*) asterisk are mandatory fields to fill in and cannot be blank.

① To upload your company logo, click on **Upload company logo** button.

② To clear the uploaded logo, click on **Clear Logo** button.

③ **GST Information** – This section allows your company to activate GST module and verify GST-related details. For more information on setting up GST, please refer to the *Getting Started with TreezSoft GST* guideline.

5.2 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.

1. This section shows the list of COA, you can edit them by choosing the COA you wish to edit. You can delete the COA by clicking the "**X**" button in the list.

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 import your existing COA, click on Import Chart of Accounts button.

4. To create a new account, click on the New account button.

5. To save your changes on COA, click on Save button.

5.3 Delivery Method

Delivery Method allows you to define the ways your company delivers goods to customers.

① This section shows the list of delivery goods methods you have created. You can edit them by clicking on the delivery method and delete a delivery method by clicking on the "X" next to description of the delivery method in the list.

② Click on **New Delivery Method** to add a new delivery method for your Company.

③ After creating a new delivery method or editing a delivery method on the list, you can click **Save** to apply changes.

5.4 Delivery Terms

The **Delivery Terms** section allows you to manage the conditions under which your company delivers goods to customers.
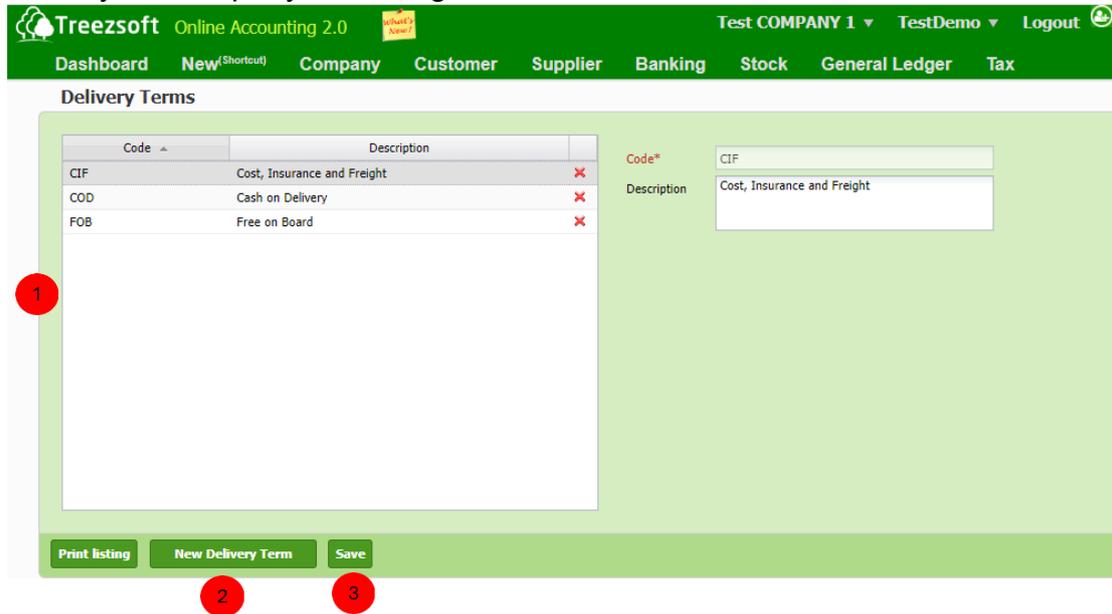
① This section shows the list of delivery terms you have created. You can edit them by clicking on the delivery method and delete a delivery term by clicking on the "X" next to description of the delivery term in the list.

② Click on **New Delivery Term** to add a new delivery term for your company.

③ After creating a new delivery method or editing a delivery method on the list, you can click **Save** to apply changes.

5.5   Salespersons

Salesperson screens allow you to create the list of company salespersons.

1. This section shows the list of salespersons you have. By clicking the salesperson, you can view more detail of the salesperson on the fields on the right side and edit them. You can also delete the salesperson by clicking on the "**X**" button next to their **description** in the list.
Tick "set to inactive" if the salesperson is no longer active.

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

3. After creating a new salesperson or editing the salesperson on the list, click on **Save** to apply the changes.

5.6 Tags

Tags allow you to create groups for your business transactions.

① This section shows you the list of tags you have created. You can edit them by clicking on the tag and delete a tag by clicking on the "X" next to description of the tag in the list.

② To create a new tag, click **New Tag**. The tag you create will appear in the list.

③ After creating a new tag or editing the tag on the list, click on **Save** to apply the changes.

5.7 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 the same tag categorize under different tag group.

1. This section shows you the list of tag groups you have created. You can edit them by clicking on the tag group and delete a tag group by clicking on the "X" next to description of the tag group in the list.

2. To create a new tag group, click **New Tag Group**. The tag group you create will appear in the list.

3. After creating a new tag or editing the tag on the list, click on **Save** to apply the changes.

5.8 Payment Terms

① This section shows you the list of payment terms you are using. You can edit them by clicking on the payment term and delete a payment term by clicking on the "X" next to **Default** of the payment term in the list.

② To create a new payment term, click on **New Payment Term**. The payment term you create will appear in the list.

③ Tick the **"Print at sales Invoice"**, to include payment terms in printed sales invoice in **Footer** or **New Page**

④ **Tick this box to use this payment term as the default when you add a new customer.** to default on a payment term for a particular customer.

⑤ After creating a new tag or editing the tag on the list, click on **Save** to apply the changes.

5.9 Foreign Currencies

The foreign currencies page offers the list of currencies you will use for your business. The default base currency is MYR Ringgits.
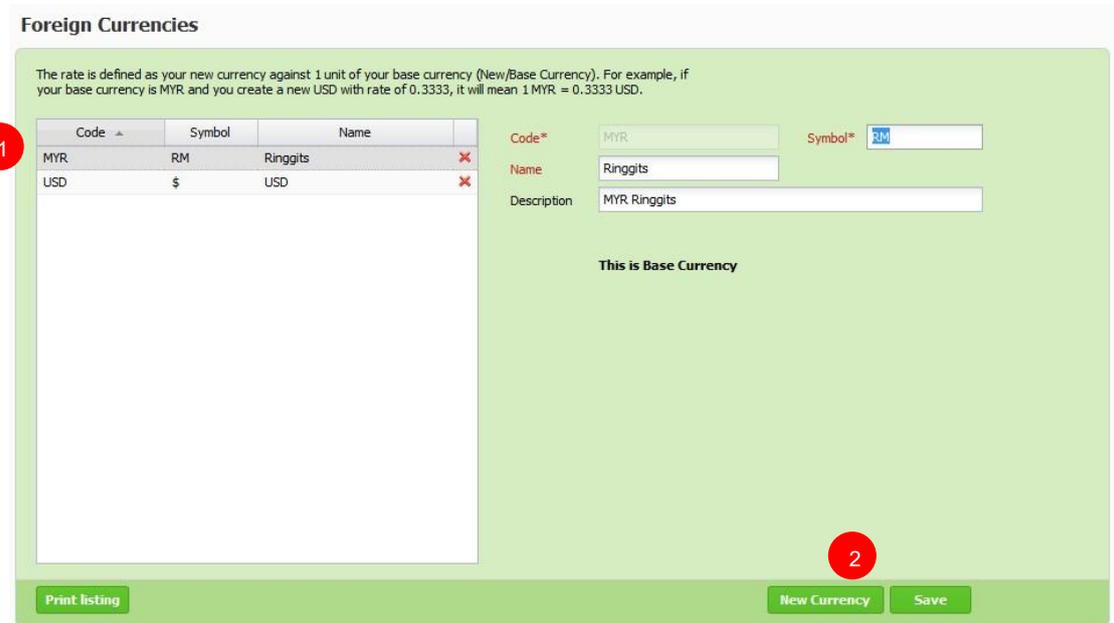
1. This section shows the list of currencies you are using. By default, It will only shows the base currency.

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

1   This is how the section will look like after you create new currencies. You can edit the currency by clicking on it or you can delete it by clicking the "**X**" button next to **Name** in the list.

2   Get Rate button allows you to retrieve the latest currency rate from **Bank Negara Malaysia**

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

5.10 Units of Measurement (UOM)

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

1. This section shows the list of UOM available. You can delete an unused UOM by clicking <u>Red Cross</u> button in the list.

2. You can 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.

5.11 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.
For GST document, please setup at GST Document Numbers.

Type ▲	Document Number	Last Number Used	Next Number*	Editable on Entry Screen
⊟ Module: Banking				
Cash Payment	Payment No.	CP0041	CP0042	☑
Cash Receipt	Receipt No.	CR0021	CR0022	☑
Transfer Fund	Ref. No.	TT00015	TT00016	☐
⊟ Module: Customer				
Cash Sales	Receipt No.	CS-BK-00090	CS-BK-00091	☑
Contra	Contra No		CT0002	☐
Credit Note	Credit Note No.	ARCN0015	ARCN0016	☐
Debit Note	Debit Note No.	ARDN0009	ARDN0010	☐
Delivery Order	Delivery Order No.	DO0044	DO0045	☐
Delivery Return	Ref. No.	DR0006	DR0007	☐
Receive Payment	Receipt No.	OR0096	OR0097	☐
Refund	Payment No.	REF0012	REF0013	☐
Sales Invoice	Invoice No.	7374	7375	☐

Document Number for Imported Transaction.

Type ▲	Document Number	Prefix	Suffix	Last Number Used	Next Number*
⊟ Module: Import					
Import Cash Sales	Ref. No.	TCS		00012	00014
Import Cash Sales	Ref. No.	A		0005	0006
Import Cash Sales	Ref. No.	B	B	0002	0003
Import Cash Sales	Ref. No.	15HQ		1000	1001
Import Cash Sales	Ref. No.	CS		00000007	00000008
Import Credit Note	Credit Note No.	IMTCN-		IMTCN-00008	00009
Import Receive Payment	Ref. No.	RINT-		0001	0002
Import Refund	Payment No.	IMREF		IMREF00004	00005
Import Sales Invoice	Ref. No.	INT-INV-		00001	00005
Import Sales Invoice	Ref. No.	BJ-15/		000009	000010

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 started with "**0001**".

Type	Document Number	Last Number Used	Next Number*	Editable on Entry Screen
Cash Payment	Payment No.	0004	0005	☐
Cash Receipt	Receipt No.		Receipt-0001	☐
Credit Note	Credit Note No.		CN0001	☐
Enter Bill	Ref. No.		0001	☐
Invoice	Invoice No.		0001	☐

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 account.

III.   To save all your changes, click on **Save**.

Document Number for Imported Transaction.						
Type ▲		Document Number	Prefix	Suffix	Last Number Used	Next Number*
⊟ Module: Import						
Import Cash Sales		Ref. No.	TCS		00012	00014
Import Cash Sales		Ref. No.	A		0005	0006
Import Cash Sales		Ref. No.	B	B	0002	0003
Import Cash Sales		Ref. No.	15HQ		1000	1001
Import Cash Sales		Ref. No.	CS		00000007	00000008
Import Credit Note		Credit Note No.	IMTCN-		IMTCN-00008	00009
Import Receive Payment		Ref. No.	RINT-		0001	0002
Import Refund		Payment No.	IMREF		IMREF00004	00005
Import Sales Invoice		Ref. No.	INT-INV-		00001	00005
Import Sales Invoice		Ref. No.	BJ-15/		000009	000010

This section shows all the document numbers for imported transactions for different types of accounts

1   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**".

5.12 Separate Document Numbers

The **Separate Document Number** function allows your company to set up different numbering sequences for specific types of documents, such as sales invoices or cash sales, based on criteria like location or document type.

① This section shows the list of document numbers for each document type, organized by location with a unique prefix to represent each. You can edit a document number by clicking on it in the list, or deleting it by clicking the "X" next to "Editable at Doc." in the list.

② To create a new Separate Document Number, click on New.

③ After creating a new Separate Document Number or editing Document Number in the list, click Save to apply changes.

5.13 Email

5.13.1   *Email Template*

1   This section shows a list of email templates for each record type. By clicking an email template, you can view its content in the content field on the right side. You can edit the template by modifying the subject and content fields.

2   If you no longer wish to use an email template, untick the **Active** box after selecting the template.

3   Click **Save** to apply any changes made to the email template.

5.13.2　　　*Email Log*

The **Email Log** section records all emails sent from the users the company. It helps company to track when an email was sent, the sender's and recipient's email address, the type of email.

Fields with red color asterisk (*) are mandatory fields to fill in and cannot be blank.

1. This section allows you to enter information in the fields to help retrieve the specific email log you want. Click on **Retrieve** to display a list of email logs based on the information provided.

2. This section shows a list of email logs based on the criteria you entered for retrieval.

5.14 Preferences

In the preference page, you can view and manage six categories, **Account Defaults**, **Stock Defaults**, **Screen Defaults**, **Report Defaults**, **Access control** 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 the default settings and parameters related to stock (inventory) management within the system. All stock-related transactions will automatically be posted to the specified default accounts if a specific account is not assigned during the initial company setup. You can also modify the default recording configuration for stock items.

3 The **Screen Default** allows you to set display preferences for how listings and reports open within the system. Tick **Open listing and report link in new tab** if you want all listing and report opened in a separate tab.

4 The Report Default allows you to set preferences for display of certain report details. Tick **Sales Invoice: display customer address in multiple lines** if you want customer's address to appear in a multi-line format on sales invoice reports.

5 **Access Control** allows you to enhance security by restricting login access for non-admin users outside of designated working hours. Tick **Restrict non-admin user login outside working hours** and define specified working days and hours for system to specify login restriction if you only non-admin users will be limited to logging in only during defined working hours.

6 This section allows you to edit your **Financial Settings**. All financial settings are editable in this section.

5.15 Printing Reference

The Printing Reference allows the company to customize how various documents are printed.
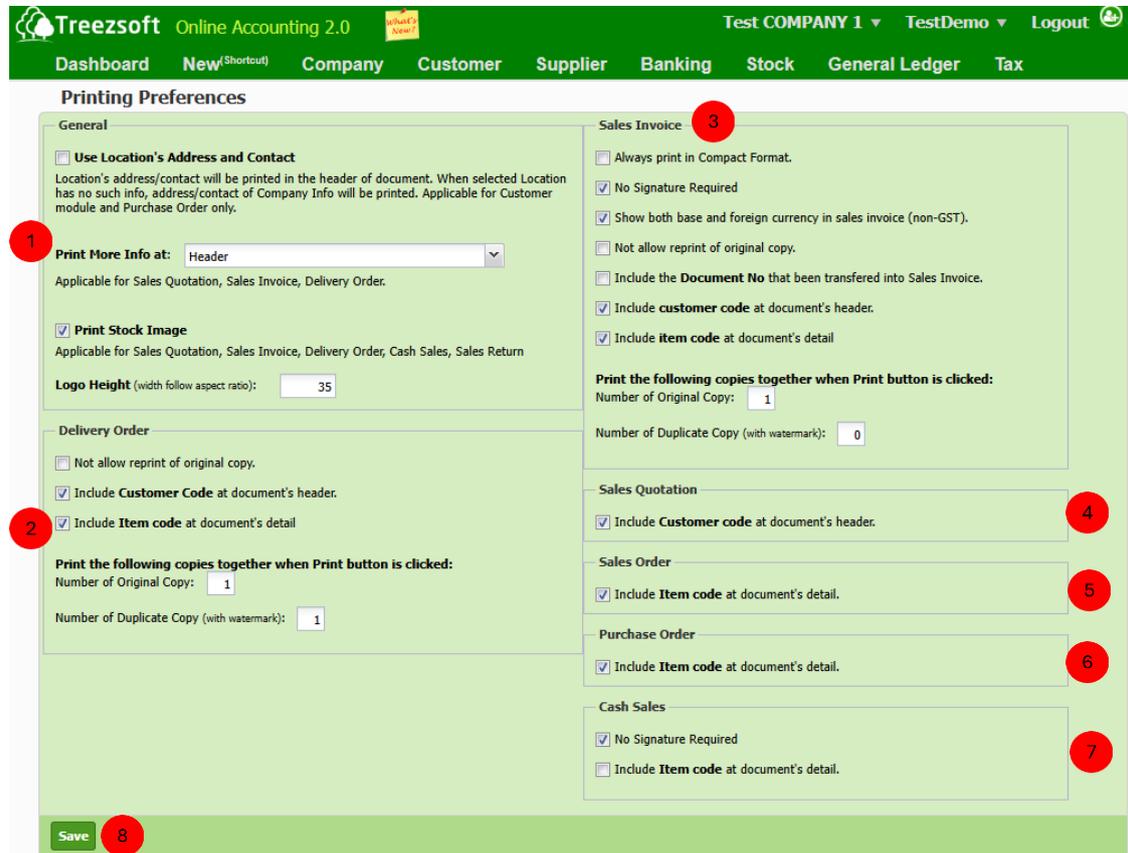
① This section allows you to define several types of documents with different printing configurations.

- Tick "**Use Location's Address and Contact**" to include the address and contact details of the selected location in the document header (applicable to Customer module and Purchase Orders only).

- **Print More Info at** allows you to decide where the additional information will be printed in the header or the lines of the document, and this is only applicable for sales quotation, sales invoice, and delivery order.

- Tick **"Print Stock Image"** to include a stock image in Sales Quotation, Sales Invoice, Delivery Order, Cash Sales, and Sales Return.

- Adjust the **Logo Height** to maintain the correct aspect ratio in printed documents.

2. This section allows you to configure the printing of delivery orders with various settings:
    - Tick **Not allow reprint of original copy** If you want to prevent reprinting of original delivery order.

    - Tick **Include Customer Code at document's header** If you want to include customer code in the header of printed delivery order.

    - Tick **Include Item code at document's detail** if you want to show item code in the delivery order details

    - Enter **number of original copy** and **duplicate copy** of delivery orders you want to print when print button is clicked.

3. This section allows you to configure the printing of sales invoice with various settings:
    - Tick **Always print in Compact Format** if you want the invoice will be printed in concise format

    - Tick **No Signature Required** if you want the printed invoice to omit the signature field.

    - Tick **Show both base and foreign currency in sales invoice (non-GST)** if you want displays both the original and foreign currency amounts in invoice

    - Tick **Not allow to reprint original copy** if you want prevents reprinting of original sales invoices

    - Tick **Include the Document No that been transferred into Sales Invoice** if you want include sales invoices number in printed document

    - Tick **Include customer code at document's header** if you want to display the customer's code on the header of the sales invoice.

- Tick **Include item code at document's detail** if you want to show item codes for each product or service in the invoice details.
- Enter numbers of original and duplicate copy of sales invoice to define how many of them should be printed when printed button is clicked.

④ This section allows you to configure the printing of sales quotations:
- Tick **Include Customer code at document's header** if you want the customer's code will be printed in the header of the sales quotation.

⑤ This section allows you to configure the printing of sales order:
- Tick **Include Item code at document's detail** if you want to display item codes in the sales order details.

⑥ This section allows you to configure the printing of purchase order:
- Tick **Include Item code at document's detail** if you want to display item codes in purchase order details.

⑦ This section allows you to configure the printing of cash sales:
- Tick **No Signature Required** if you want to remove the signature field from cash sales when printed.
- Tick **Include Item code at document's detail** to show item codes in the cash sales document details.

5.16 Opening Balances
5.16.1 Chart of Accounts – Opening Balance

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

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 to import successfully.

4. Click **Save** to record.

5.16.2 Historical Customer Invoices

You might have outstanding balances due from 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 are viewable in the list of payments received screen.

5.16.2.1   List of Historical Invoices

① Enter your 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.

5.16.2.2   Creating or Editing a Historical Invoice
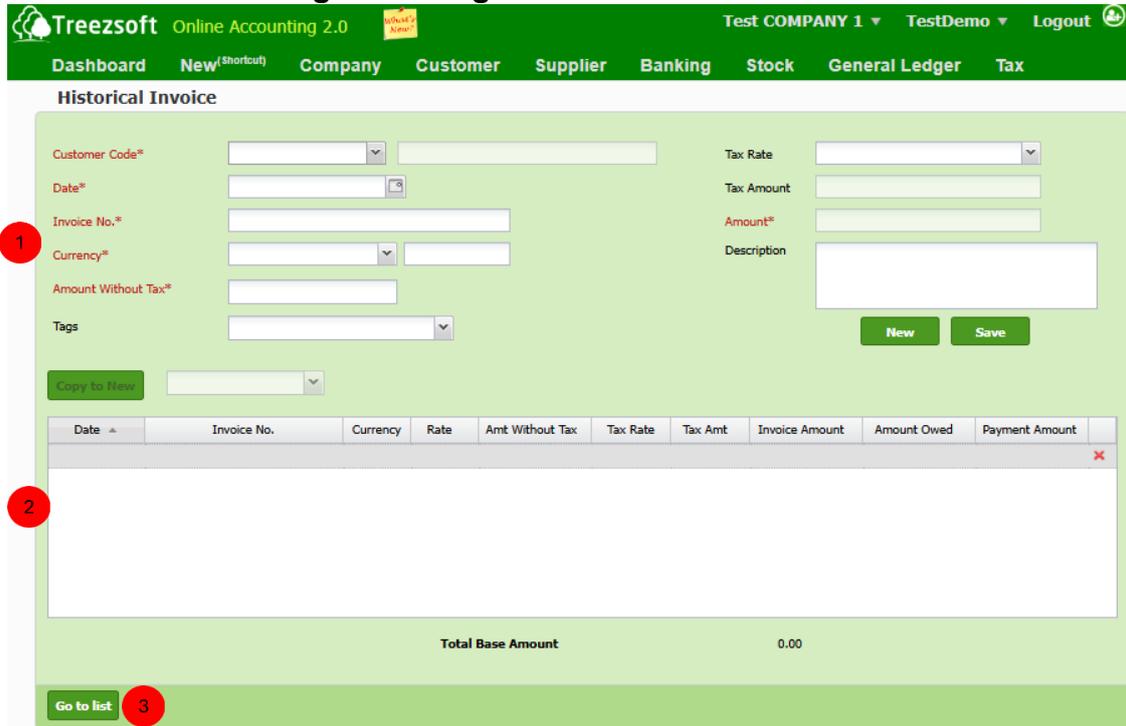
Historical Invoice is split into two sections:

1 This upper section allows you to enter the historical customer invoice details. The fields mark with asterisk (*) are required fields. 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 or modify the invoice. To edit it, you will need to delete or undo the payment. received first.

3 Click **go to list** to navigate back to Historical Invoices list.

5.16.3 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.

5.16.3.1   List of Historical Supplier Invoices

1 Enter your 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.

![Treezsoft logo]

5.16.3.2 Creating or Editing a Historical Supplier Invoice
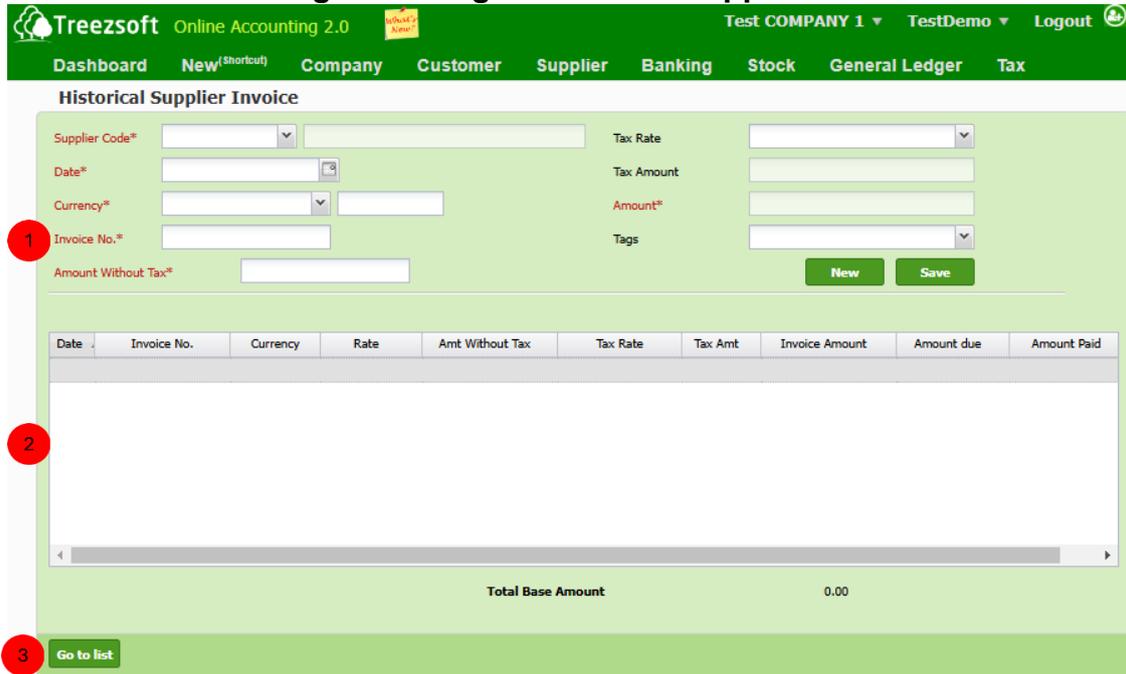
Historical Supplier Invoice is split into two sections:

1 This upper section allows you to enter the historical supplier invoice details.
The fields mark with asterisk (*) are required fields.
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 Click on a row to view the entered historical invoice, or the red cross to delete the invoice. 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.

3 Click **go to list** to navigate back to Historical Supplier Invoices list

5.16.4　　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.

5.16.4.1　　List of Historical Unpresented Cheques

1　Enter your 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.

5.16.4.2　　　Creating or Editing a Historical Unpresented Cheque

(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 can 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.

5.16.5   Items – Opening Balance

5.16.5.1   List of Items - Opening Balance

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

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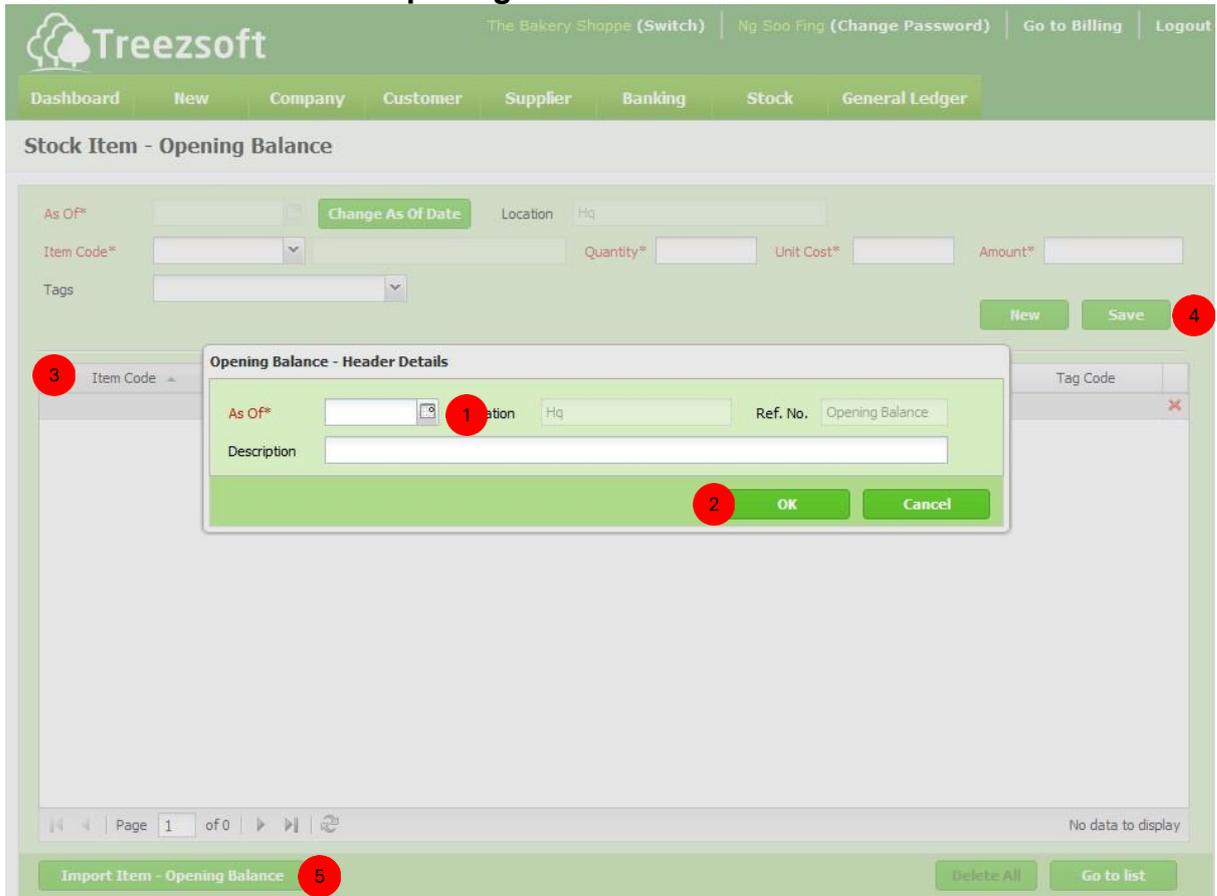
After clicking on the hyperlinked location code, you will be direct to this Stock Item – Opening Balance screen.

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 items 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.

5.17 Manage Users

5.17.1   Setting up Users

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

5.17.1.1   List of Users

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)**.

5.17.1.2   Setting up User Details
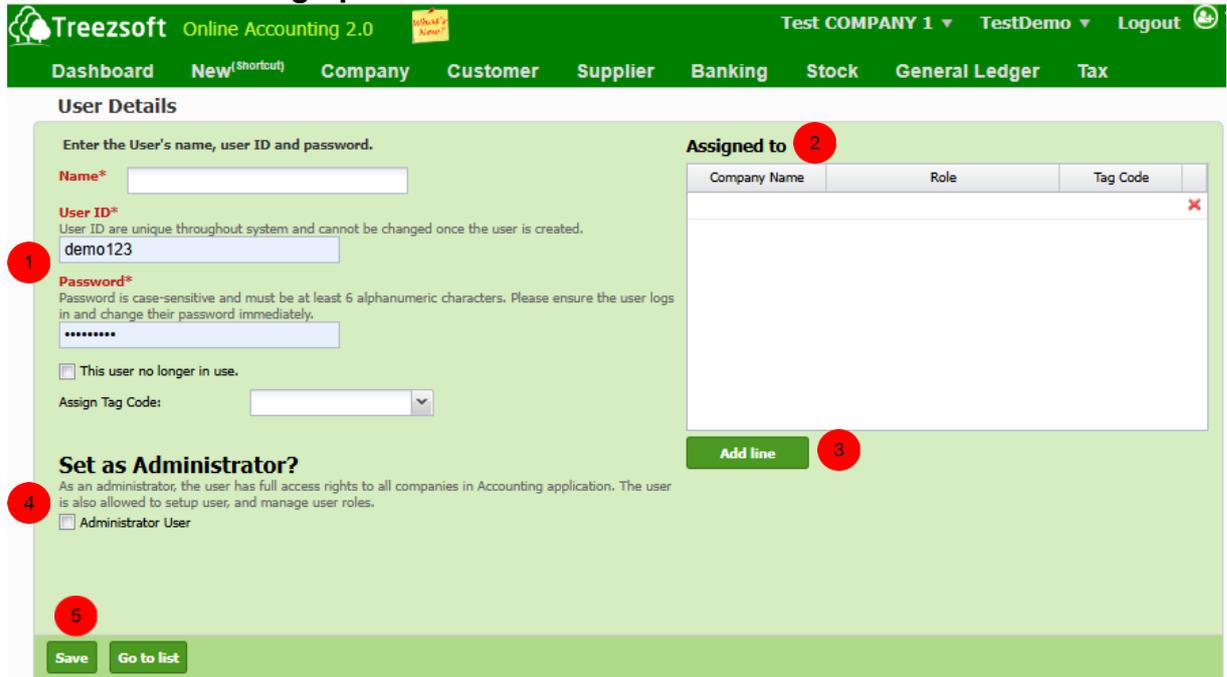
1. To create a new User ID, enter the user's name, user ID and password in the mandatory fields (Asterisk* fields). Tick This user no longer in use if you want to disable a user.

2. This is where you can manage the user accessibility. You can assign him to a company based on the dropdown list and allocate him the roles accordingly.

3. Click on **Add Line** if you wish to assign more than one company/role to the use

4. If you wish to set the user as administrator, tick on the "Administrator User" box.

5. Click Save to record the new user.

5.17.2 Managing User Roles

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

In this page, the 12 main types of user roles are available.

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.

![Treezsoft logo]

5.17.2.1   Creating or Editing User's Role.

A full list to control how users can access each type of account 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.

5.17.3 User Activity Log

Users' activity log displays 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.

5.18 Custom Template Editor

Custom Template Editor allows you to create a customize template for different type of documents.

① This section shows a list of documents templates you have created. You can edit them by clicking on the hyperlink template name.

② **Untick Set to active** if you no longer want to use the template for the document type.

③ Click on **New Template** if you want to create a new template.

④ Click on save to apply changes after you have created a new template or edited a template

5.18.1 Editing Custom Template
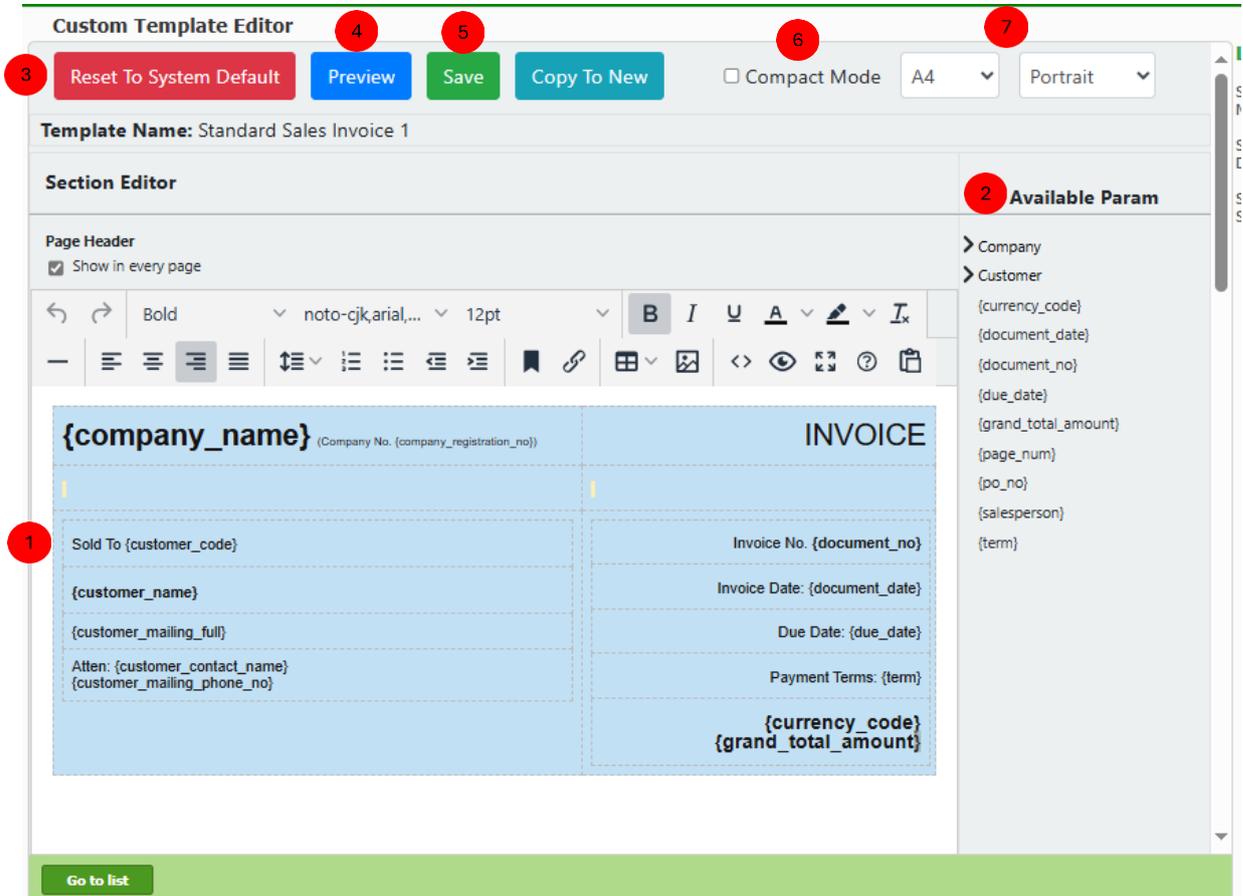
For each template, there are four sections that allow you to customize your document: **Page Header**, **Document Detail**, **Summary**, and **Page Footer**.

1. This area displays the current layout of placeholders for a new template or an existing template. Here, you define what information will be displayed in each section and how it will appear in the final document.

2. This section shows a list of available placeholders that you can add to the document sections. Simply drag the parameters from the list and place them in the desired section of the template to display the relevant information.

3. Click this button if you wish to revert to the default layout of placeholders for the template section. This will undo any customizations you have made.

4. Click the "Preview" button to see how your document will look with the current template edits. This allows you to check the layout and content before saving.

5 Click "Save" to apply your changes to the document template. This will ensure that your modifications are stored and ready for use in generated documents.

6 Tick "Compact Mode" if you want to reduce padding between elements on the document, creating a more condensed layout with less space between items.

7 Select the preferred size (e.g., A4) and orientation (portrait or landscape) for the document. This helps in adjusting the template layout to fit the printed format.

6   *Customer Module*

6.1   Cash Sales (C.S)

6.1.1 List of Cash Sales

(1) Enter your 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.

(5) To import your existing Cash Sales, click on **Import Cash Sales** button.

6.1.2 Creating or Editing Cash Sales (C.S)

1. Enter your customers' details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from either S.Q/S.O/S.I If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button. Click More Info allow you to add more information in printed document

You can add extra information here. Add line to allow to add more. Click Ok if you have done adding extra information.

2. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the discount by % if you want discount to be applied in percentage form.

3. You can add your items/services here. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.

4. Click **Save** to save the record.

5. Click New to record new Cash Sale

6. Click Actions to delete cash sales or **Print** to print cash sales in pdf format.

7. Click Go to list to navigate back to list of cash sales.

8. Click Journal entry to view the accounts involved in the transaction.

6.2 Sales Quotations (S.Q)

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

6.2.1 List of Sales Quotation (S.Q)

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.

6.2.2 Creating or Editing a Sales Quotation (S.Q)

① Enter your customers' 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.

Click **More Info** allows you to add more information and displayed in printed document.

You can add extra information here. Add line to allow to add more. Click **Ok** if you have done adding extra information.

2 Enter Barcode by key in the barcode manually or scan the barcode physically and the scanned barcode will automatically populate in this field. Tick the **discount by %** if you want the discount to be applied in percentage form.

3 You can add your items/services here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.

4 Click **Save** to record Sales quotation.

5 Click **New** to create a new Sales quotation.

6 Click **Actions** to **delete** or **cancel** the sales quotation.

7 Click **Go to list** to navigate back to sales quotation list.

8 Click **Show Transferred Doc** to view documents created by transferring this sales quotation.

6.3 Sales Orders (S.O)

6.3.1 List of Sales Orders

1   Enter your 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.

6.3.2 Creating or Editing a Sales Order (S.O)

① Enter your customers' 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 Enter Barcode by key in the barcode manually or scan the barcode physically the scanned barcode will automatically populate in this field. Tick the **discount by %** if you want the discount to be applied in percentage form.

③ You can add your items/services here. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.

④ Save the record.

⑤ Click **New** to create a new Sales order.

⑥ Click **Actions** to **delete** or **cancel** the sales order.

⑦ Click **Go to list** to navigate back to sales order list.

⑧ Select **Show Transferred Doc** to view any documents created by transferring this sales order

6.4 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.

6.4.1 List of Delivery Orders

① Enter your 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.

6.4.2 Creating or Editing a Delivery Order (D.O)

1. Enter your customers' 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. Click **More Info** allows you to add more information in printed documents.

You can add extra information here. Add line to allow to add more. Click **Ok** if you have done adding extra information.

2 Enter Barcode by key in the barcode manually or scan the barcode physically. The scanned barcode will automatically populate in this field. Tick the **discount by %** if you want discount to be applied in percentage form

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

4 Save the record.

5 Click New to record new delivery order.

6 Click **Actions** to delete or cancel the delivery order.

7 Select **Show Transferred Doc** to view any documents created by transferring these sales order.

8 Click Go to list to navigate back to delivery order list.

9 Click **Journal entry** to view the accounts involved in the transaction.

6.5 Delivery Returns
6.5.1 List of Delivery Returns
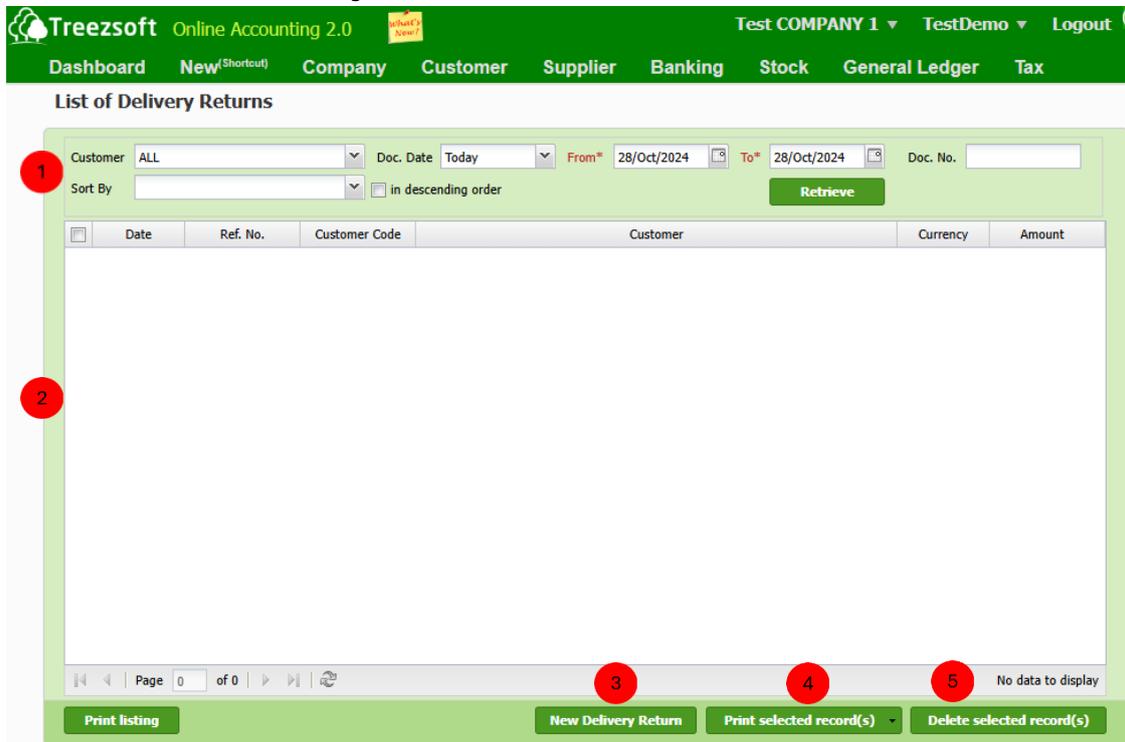
1. Enter criteria and click on "Retrieve" button to search.

2. This section shows a list of delivery return from customers.

3. Click New Delivery Return to record a new delivery return.

4. Print selected record(s) allow you to print multiple delivery returns. Delivery returns are printed in pdf format.

5. Click Delete selected record(s) to delete a selected record.

6.5.2 Creating or Editing Delivery Return

1. Enter your customers' details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from Delivery Order. 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. Enter Barcode by key in the barcode manually or scan the barcode physically. The scanned barcode will automatically populate in this field. Tick the **discount by %** if you want discount to be applied in percentage form.

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

4. Save the record.

5. Click **New** to record new Delivery Return

6. To delete or print the record or email delivery return to another user.

7. Click **Go to list** to navigate back to delivery return list.

6.6 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 to your customers.

6.6.1 List of Sales Invoices

1. Enter your criteria and click on the "**Retrieve**" button to search.
   Tick the **show no. of attachment if** you want to show number of attachments for each sale invoice and
   Tick **created from API only** if you want to show sales invoices that were generated by API of integration with client's software.

2. Click **Invoice by Batch** If you want to create a sales invoice and send to a batch of customers who has the same sales order

3. Click "**New Sales Invoice**" to record a new Sales Invoice.

4. "**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.

**⑤** Click **Delete selected record(s)**" to delete a selected record.

6.6.2 Creating or Editing a Sales Invoice
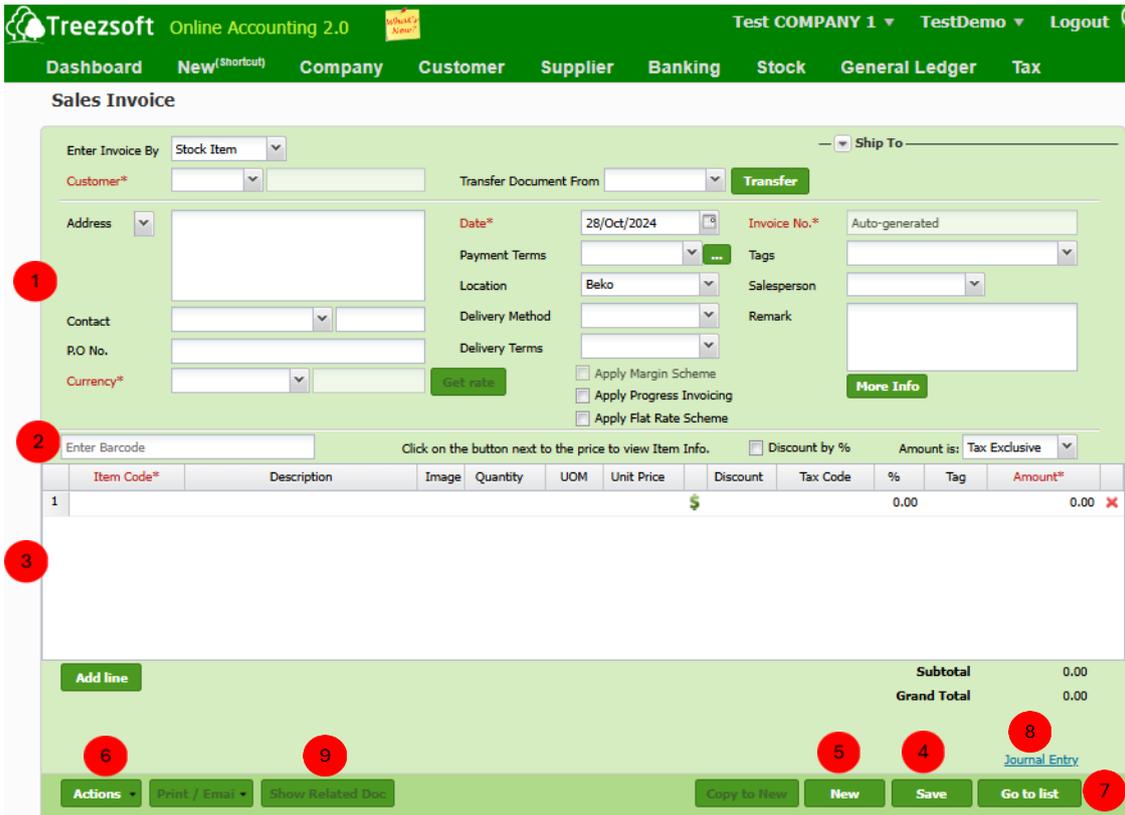
① Enter your customers' details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from S.Q/S.O or D.O. If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button. Click **More Info** allow you to add more information and display in printed document.

You can add extra information here. Add line to allow to add more. Click **Ok** if you have done adding extra information.

2 Enter Barcode by key in the barcode manually or scan the barcode physically. The scanned barcode will automatically populate in this field. Tick the **discount by %** if you want discount to be applied in percentage form.

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

4 Save the record.

5 Click **New** to record new Sales Invoice

6 Click **Actions** to delete / void / create credit note/ create debit note/ attachment or register as Recurring Invoice.

7 Click **Go to list** to navigate back to sales invoice list.

8 Click **Journal entry** to view the accounts involved in the transaction

9 Click **Show Related Doc** to show any documents generated related to this sale invoice.

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.

6.7 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.

6.7.1 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 be able to sort by Cheque number or by the customer or which bank it is deposit to.

① Enter your 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 or printed in compact to minimize space.

④ Click "**Delete selected record(s)**" to delete a selected record.

6.7.2 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 transactions. It is a standardized payment receipt issued to customers after they have made the payment.
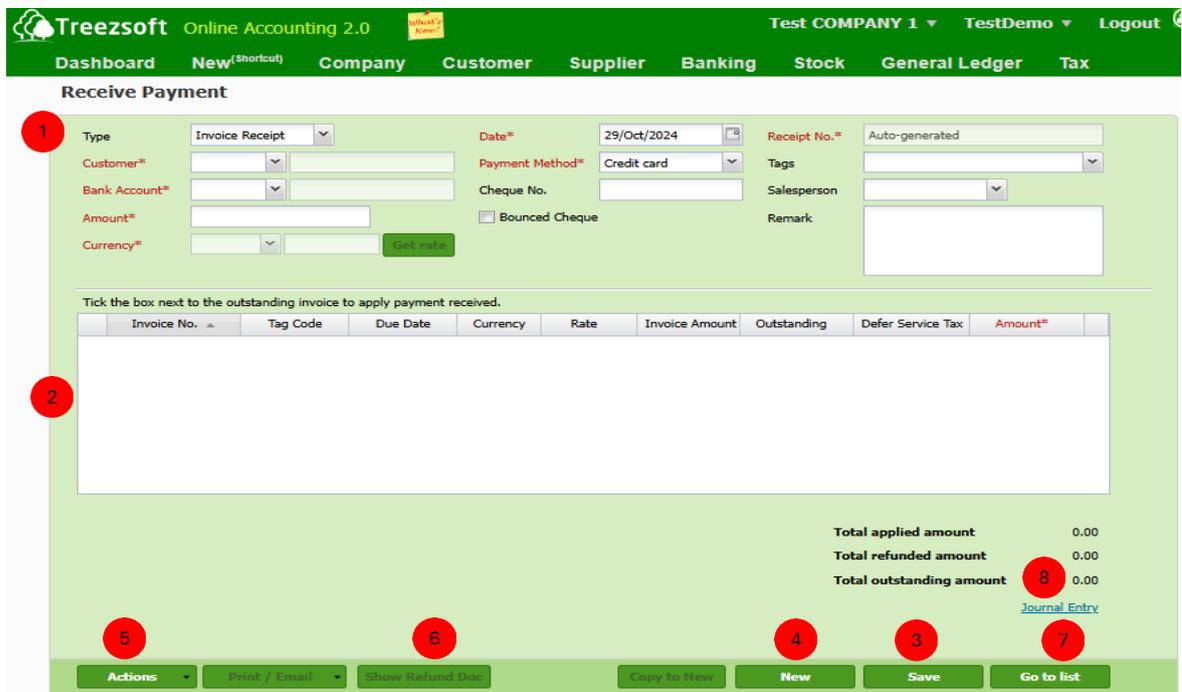
① Select the payment types: there are 2 types of payment receipt you can issue, Invoice Receipt and Security Deposit. (In this case, invoice receipt) Select a customer in Customer* field. Please note that all fields marks with asterisk (*) are required fields. It is important to enter the amount correctly 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

Tick the **show no. of attachment if** you want to show number of attachments for each sale invoice.

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 can assign to other unpaid invoices, from the same customer.

3 **Save** the record.

4 Click **New** to create a new payment from a different customer.

5 Click **Actions** to delete, void or attachment.

6 Click **Show Refund Doc** to display any refunds issued to the customer related to the payment received.

7 Click **Go to list** to navigate back to received payment list.

8 Click **Journal entry** to view the accounts involved in the transaction.

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.

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 note 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.

3. Click New to create a new payment from a different customer.

4. Click Actions to delete, void or attachment.

5. Click **Show Refund Doc** to display any refunds issued to the customer related to the payment received.

⑥ Click **Go to list** to navigate back to Receive Payment list.

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

6.8.1 List of Sales Returns

① Enter your 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.

6.8.2 Creating or Editing Sales Returns

1. Enter your customers' details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from the sales invoice.

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. Click **New** to record new Sales Return

5. Click **Actions** to delete Sales Return

6. Click **Go to list** to navigate back to Sales Return list.

7. Click **Journal entry** to view the accounts involved in the transaction

6.9 Recurring Transaction

Recurring Transaction is used for managing transactions that occur on a regular basis with customers.

6.9.1 List of Recurring Transaction Processes

1. Enter your criteria and click on the "**Retrieve**" button to search.

2. This section shows a list of recurring transactions.

3. Click on **Review Drafted Transaction(s)** to open drafted transactions to review or make edits before they are finalized.

4. Click on **New Recurring Process** if you want to create a new recurring transaction template

5. Tick on the recurring transaction in the list and Click on **Delete selected record(s)** to delete selected recurring transactions.

6.9.2 Creating or Editing a Recurring sales invoices

① Enter sales invoices details in this section. Fields marks with asterisk (*) are required fields. Select the desired Frequency to set how often the sales invoice will be sent.

② This section shows you a list of items/services required by customer. Tick Discount by % if you want to apply a discount in percentage form to an item.
Add lines to add additional services or items.

③ Save the records.

④ Click New to record new recurring sales invoice.

⑤ Click Delete to delete the recurring sales invoice

6 Click Params if you want to check a list of parameters could be used in remark and the param will be replaced by the corresponding actual value based on the invoice date while generating invoice.

Params

You may copy any params from here to "Remark" or "Description" field.
When system generating the invoice, these params will be replaced with actual value based on invoice date.
When invoice date is **16/Jan/2023**, the param [current_month] would be replaced as **"Jan"**

Param	Sample	Param	Sample
[today]	16/Jan/2023	[start_of_this_week]	04/Nov/2024
[current_day_of_month]	16	[end_of_this_week]	10/Nov/2024
[current_month]	Jan	[start_of_this_month]	01/Jan/2023
[current_year]	2023	[end_of_this_month]	31/Jan/2023
[next_day]	17/Jan/2023	[start_of_this_year]	01/Jan/2023
[next_month]	16/Feb/2023	[end_of_this_year]	31/Dec/2023
[next_year]	16/Jan/2024		
[previous_day]	15/Jan/2023		
[previous_month]	16/Dec/2022		
[previous_year]	16/Jan/2022		

OK

6.10 Customer Refund and Credit

6.10.1 Debit Notes

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

6.10.1.1 List of Debit Notes
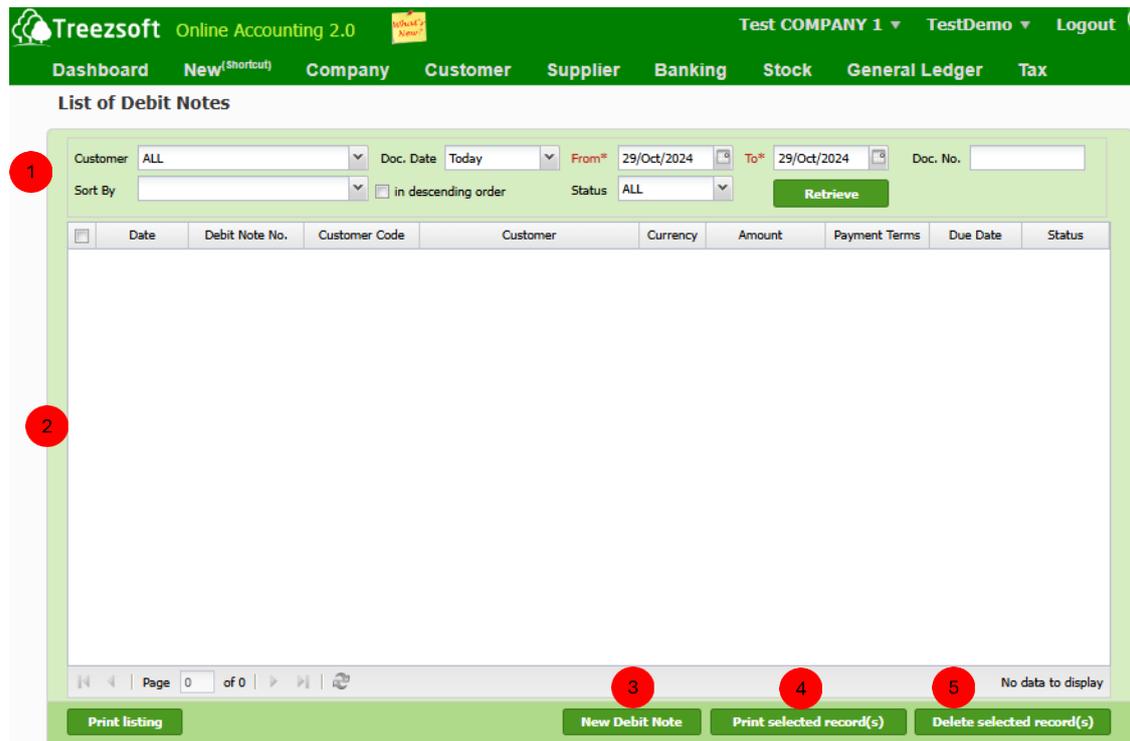
1. Enter your criteria and click on the "**Retrieve**" button to search.

2. This section shows a list of debit notes retrieved based on the criteria.

3. Click "**New Debit Note**" to record a new debit note.

4. "**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.

5. Click "**Delete selected record(s)**" to delete a selected record.

6.10.1.2 Creating or Editing a Debit Note

1. Enter your customers' 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.

4. Click **New** to create another debit note.

5. Click Actions to **delete** or **void** debit notes.

6. Click Show Related Doc to view any document related to the debit note.

7. Click Go to list to navigate back to debit note list.

8. Click **Journal entry** to view the accounts involved in the transaction.

6.10.2 Credit Notes

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.

6.10.2.1 List of Credit Notes

① Enter your 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.

⑤ To import existing customer credit notes, Click **Import Credit Note**

6.10.2.2   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.

1. Enter your customers' 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.

2. 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.

Tick **Auto populate amount from selected invoice** if you want amounts from the sales invoice you choose in **Apply Invoice** section to be populated in this section.
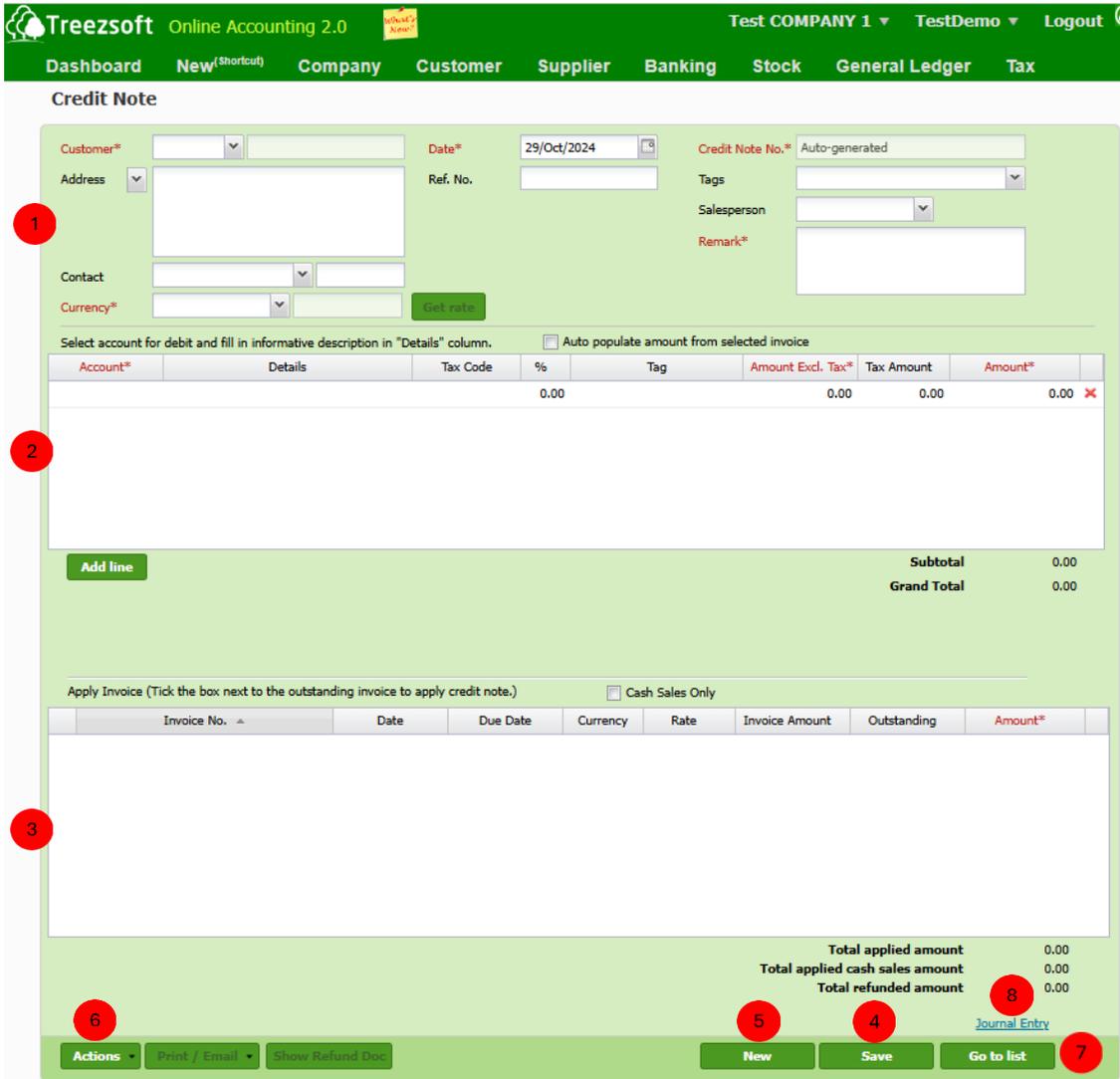
3 This section shows the invoice(s) related to the selected customer. Mark a tick next to the invoice to allocate the credit. If you have more than one affected invoice, you can allocate the credits by entering manually.
Tick the **cash sales only** to show cash sales transactions. After ticking this box, a "**Rounding Adjustment**" column will appear in "**Select account for debit**" section that allow for small adjustments.

4 Save the record.

5 Click **New** to create a new credit note.

6 Click **Actions** to delete or void credit notes.

7 Click **Go to list** to navigate back to credit note list.

8 Click Journal Entry to view the accounts involved in the transaction

6.10.3   Refunds

6.10.3.1   List of Refund

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.

6.10.3.2 Creating or Editing a Refund

1. Enter your customers' 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.

4. Click **New** to create new refund.

5. Click **Delete** to delete refund.

6. Click **Print / Email** to send refund to email or printer in PDF format.

7. Click **Go to list** to navigate back to refund list.

8. Click Journal Entry to view the accounts involved in the transaction.

![Treezsoft logo]

6.11 5.11. Manage (Customer & Contacts)

6.11.1　　Customer

"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:

6.11.1.1　　List of Customers

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. Click **Print to PDF** or **Print to Excel** to print the customer list in PDF or Excel format.

5. You can **Import Customers**, based on a formatted file provided by TreezSoft.

6.11.1.2   Creating or Editing a customer's details
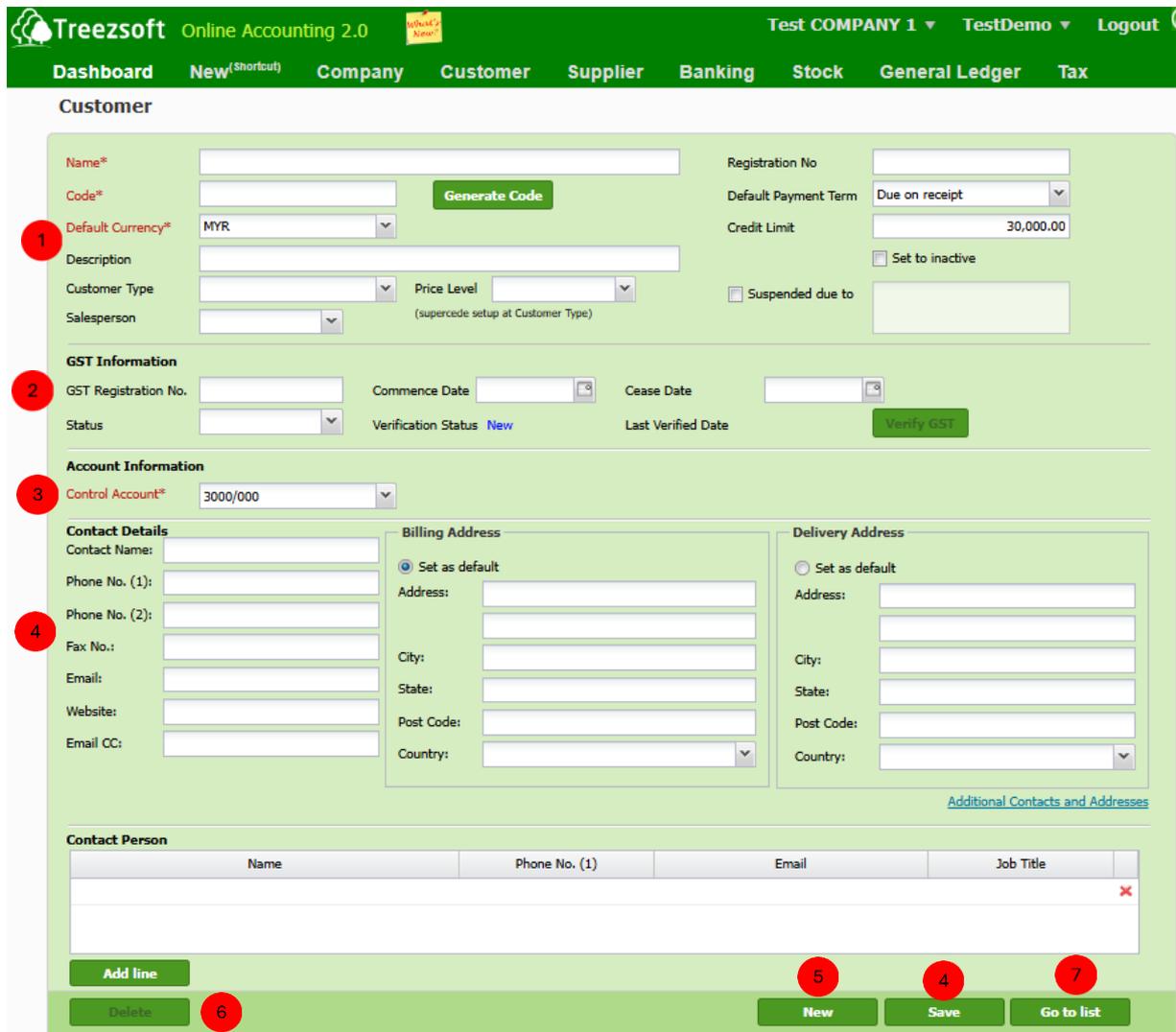
2 This section is for managing and tracking the GST registration details for a customer.
Click verify GST to validate the entered GST Registration No. with the official GST records. If the registration number is still valid, verification status will be updated to verified

3

Account information is very important. Make sure you have selected a control account correctly. Make sure your customer's control account is always 3000/000

![Treezsoft logo]

(4) (Debtors Control Account) by default. You can change the account default in Preference.

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.

(5) Save the record.

(6) Click New to create new customer.

(7) Click Delete to delete the customer.

(8) Click Go to list to navigate back to customer list.

6.11.2　　　Contacts

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

6.11.2.1　　　List of Contacts

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　Click **Print Listing** to print the contact list.

![Treezsoft logo]

6.11.2.2   Creating or Editing a Contact

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.

④   Click **New** to create another contact.

⑤   Click **Delete** to delete contact.

⑥   Click **Go to list** to navigate back to contact list.

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

6.11.3 Customer Type

Customer type allows you to manage your customers into different categories or groups. It is optional.
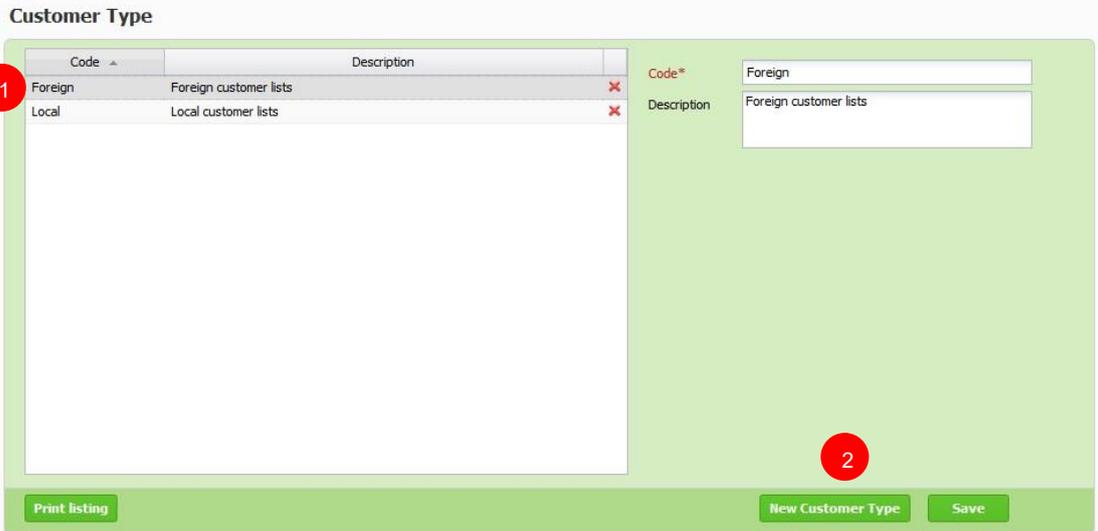
① This is the list of customer types. Fields with asterisk must be filled in.

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

6.12 Customer reports

TreezSoft offers some reports, you may use these 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.

6.12.1 <u>Customer Ageing Summary</u>
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.

6.12.2 <u>Customer Ledger</u>
This reports the transactions that had been recorded for a specific customer in TreezSoft Accounting.

All figures reported are in Base Currency.

6.12.3 <u>Customer Statement</u>
You can print your customer statement through this option. All transactions are shown in the currency which they were recorded in.

6.12.4 <u>Customer Invoice Due</u>
This report provides you with a list of customers' invoices/bills that is due for payment.
You can print this report in PDF or to Excel.

6.12.5 <u>Customer Invoice Due (Instalment)</u>
This report shows which customer invoices/bills that are due for instalment payment.

All figures reported are in Base Currency.

6.12.6 <u>Customer Invoice Listing With Detail</u>
This report shows the list of customer invoices with detail.

Final summary of customer invoice list is provided with all figures are reported in base currency.

6.12.7   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.

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

6.12.9   Sales Report by Salesperson
You can print your sales report based on selected salesperson in this option. All customer sales belong to the salesperson(s) will be shown in the statement. All figures are recorded in Base Currency.

6.12.10   Monthly Collection By Salesperson
This report provides a monthly breakdown of sales and collection amounts made by the selected salesperson, covering a period of up to 12 months.

6.12.11   Tiered Commission Report
This report provides a tiered commission breakdown for each salesperson, presented as a list grouped by upperline or in a network diagram format. All figures are recorded in the base currency.

7   Supplier Module

7.1 Cash Purchase (C.P)

7.1.1 List of Cash Purchases

1   Enter your 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.

5   Click Import to import existing list of cash purchases.

7.1.2 Creating or Editing a Cash Purchase

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. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the discount with % if you want the discount to be applied in percentage form.

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

4. **Save** the record.

⑤ Click **New** to create new Cash Purchase

⑥ Click **Actions** to delete the cash purchase or deter GST to a later date.

⑦ Click Go to list to navigate back to cash purchase list.

⑧ Click Journal Entry to view accounts involved in transaction.

7.2 Purchase Order (P.O)

7.2.1 List of Purchase Orders

① Enter your 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.

7.2.2 Creating or Editing a Purchase Order

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. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the **discount by %** if you want discount to be applied in percentage form.

3. 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.

4. **Save** the record.

5. Click **New** to create new Purchase Order.

6. Click **Delete** or **Cancel** purchase order.

7. Click **Print** to print purchase order in PDF format or **Show Transferred Doc** to show any document generated by transferring this purchase order.

8 Click Go to list to navigate back to purchase order list.

7.3 Goods Received Notes

7.3.1 List of Goods Received Notes

1 Enter your criteria and click on the "**Retrieve**" button to search.

2 Click "**New Goods Received Note**" to record goods received note.

3 "**Print listing**" 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.

7.3.2 Creating or Editing Goods Received Notes

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 Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the **discount by %** if you want the discount to be applied in percentage form.

③ You can add the items/services you have received here. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.

④ Save the record.

⑤ Click **New** to record new Good Received Note.

⑥ Click **Delete** to delete Good Received Note.

7 Click **Print** to print Good Received Note in PDF format or Show Transferred Doc to show any document generated by transferring this good receive note.

8 Click Go to list to navigate back to Good Received Note list.

7.4 Enter Supplier Invoice

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

7.4.1 List of Supplier Invoices

1 Enter your criteria and click on the "**Retrieve**" button to search. Tick the **show no. of attachment if** you want to show number of attachments for each sale invoice.

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.

7.4.2 Creating or Editing Supplier Invoice


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. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the **discount by %** if you want discount to be applied in percentage form.

3. You can add the items/services you have received here. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.

4. Click Save to apply changes.

5. Click **New** to create new Supplier Invoice.

6 Click **Actions** to delete or attach other files.

7 Click **Print** to print Supplier Invoice or **Show Related Doc** to show any document related to this supplier invoice.

8 Click **Go to list** to navigate back to Supplier Invoice list.

9 Click Journal Entry to view accounts involved in transaction.

7.5 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.

7.5.1 List of Payments Made
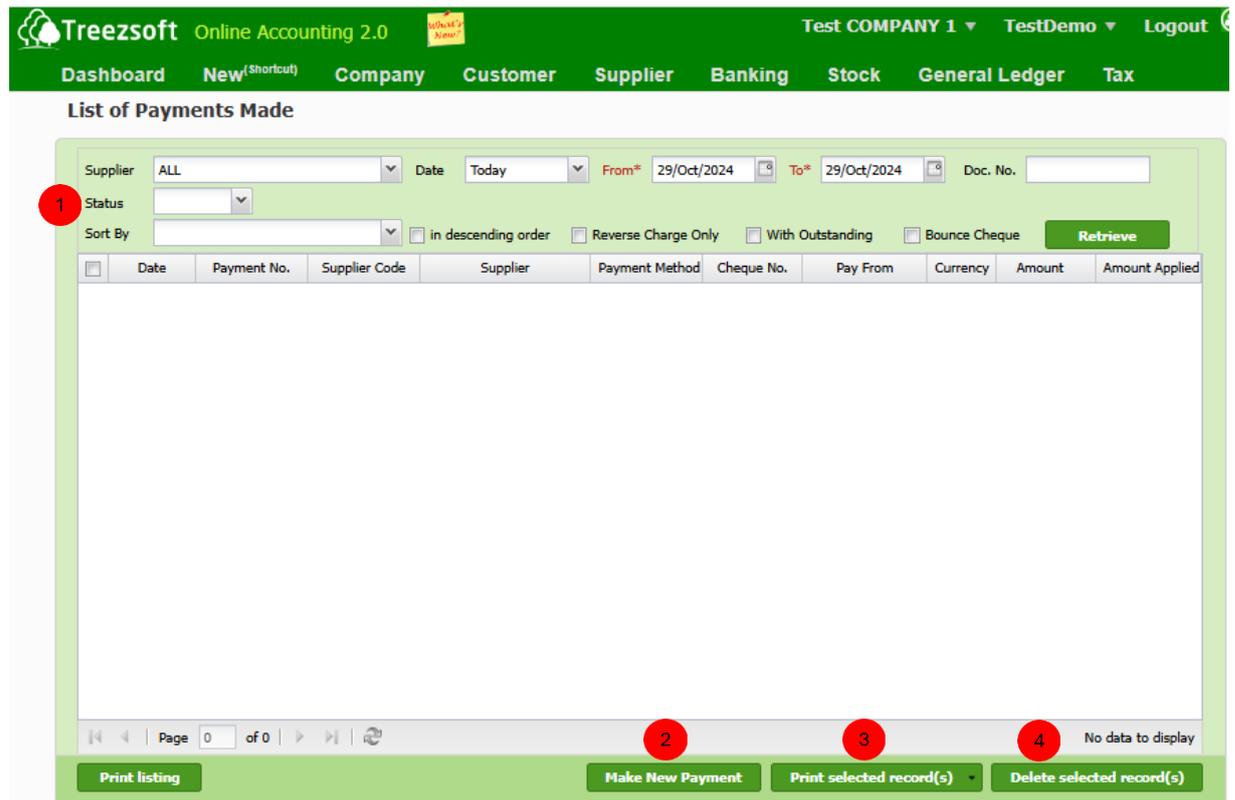
1. Enter your criteria and click on the "**Retrieve**" button to search.

2. Click "**Make New Payment**" to make a new payment to supplier.

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.

**7.5.2**   **Creating or Editing a Payment**

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 This section will list all bills that are not paid yet. You can either pay partially or completely for a bill. To pay bill, enter the amount in the amount* column. Mark a tick in the box next to the bill you want to pay.
If you have any credit from a previous payment made, you can click on the Assign credit hyperlink to assign any unapplied credits.

3 **Save** the record.

4 Click **New** to make new payment to supplier.

5 Click **Actions** to delete, void the payment or defer GST to a later date.

6 Click **Print Cheque** to print cheque in PDF format in selected bank to make payment.

7   Click **Show Refund Doc** to show refund documents related to this payment made.

8   Click **Go to list** to navigate back to Make Payment list.

9   Click Journal Entry to view accounts involved in transaction.

7.6 Purchase Returns

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

7.6.1 List of Purchase Returns

1. Enter your 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.

7.6.2 Creating or Editing a Purchase Return

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 Click New to record new Purchase Return.

⑤ Click Actions to delete purchase return or defer GST to a later date.

⑥ Click Print to print purchase return in PDF format.

⑦ Click Go to list to navigate back to Purchase Return list.

⑧ Click Journal Entry to view accounts involved in transaction.

7.7 Refund and Credit

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

7.7.1.1 List of Supplier Debit Notes

1. Enter your criteria and click on the "**Retrieve**" button to search.

2. "**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.

3. Click "New Supplier Debit Note" to record a supplier debit note.

4. Click Print selected record(s) to print multiple supplier debit notes selected. Supplier debit notes are printed in PDF formats where you can send via email or send to your printer.

⑤ Click **Delete selected record(s)**" to delete a selected record.

7.7.1.2 Creating a Suppler Debit Note

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. Tick the Discount by % if you want to apply discount in percentage form.

③ **Save** the record.

④ Click **New** to record new Supplier Debit Note.

⑤ Click **Actions** to delete Supplier Debit Note or defer GST to a later date.

6 Click **Print** to print Supplier Debit Note in PDF format or **Show Related Doc** to show related documents to Supplier Debit Note.

7 Click **Go to list** to navigate back to Supplier Debit Note.

8 Click Journal Entry to view accounts involved in transaction.

7.7.2 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.

7.7.2.1 List of Supplier Credit Notes

1 Enter your 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 "Print selected record(s)" to print multiple selected supplier credit notes.

(5) Click **Delete selected record(s)**" to delete a selected record.

7.7.2.2 Creating a Supplier Credit Note

(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 Tick **Auto populate amount from selected invoice** if you want amounts from the sales invoice you choose in **Apply Invoice** section to be populated in this section.

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.

5 Click New to record new Supplier Debit Note

6 Click **Actions** to delete Supplier Debit Note

7 Click **Print** to print Supplier Debit Note in PDF format or **Show Refund Doc** to show refund documents.

8 Click **Go to list** to navigate back to Supplier Credit Note list.

9 Click Journal Entry to view accounts involved in transaction.

7.7.3 Supplier Refunds

Supplier Refunds are to be processed when your supplier agrees to return the payment for overpaid amounts, duplicate payments, or when goods/services are returned, and the refund is required instead of applying it as a credit to future invoice.

7.7.3.1 List of Supplier Refunds

1. Enter your 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 "Print selected record(s) allow you to print multiple supplier refunds. Statements are printed in PDF formats where you can send via email or send to your printer.

5. Click **Delete selected record(s)**" to delete a selected record.

7.7.3.2 Creating a new Supplier Refund

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

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 for the refund.

3. Save the record. Click New to create new refund statement.

4. To delete the record.

5. Click Journal Entry to view accounts involved in transaction.

7.8 *Manage (Suppliers & Contacts)*

7.8.1 Suppliers

"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:

7.8.1.1 List of Suppliers

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 Click Print to PDF or Print to Excel to print list of suppliers in PDF or Excel format.

5 You can **Import Suppliers**, based on a formatted template provided by TreezSoft.

7.8.1.2 Creating or Editing a Supplier's details
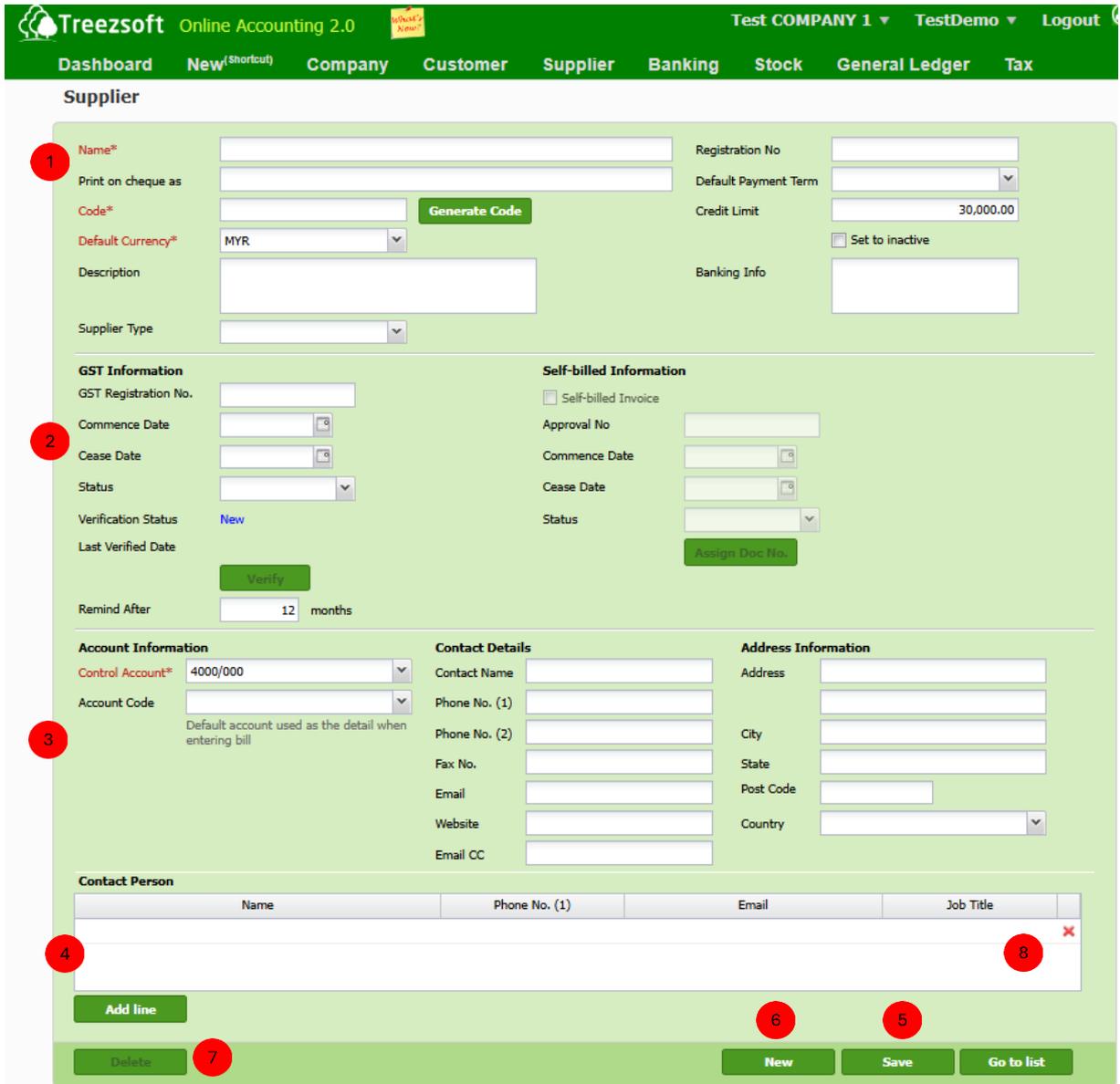
1. Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields. You can enter a different name in "print on cheque as" field. If you want to deactivate a supplier's status, mark the Set to inactive box.

2. This section is for managing and tracking the GST registration details and self-billed information for a supplier. Click verify GST to validate the entered GST Registration No. with the official GST records. If the registration number is still valid, verification status will be updated to verify.
Tick Self-billed invoice if you want your company to generate invoice for this

supplier . After filling in the information, Click Assign Doc No. for assigning a document number to the self-billed invoice.

3 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).

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

5 Save the record.

6 8 Click New to record new supplier's details.

7 Click Delete to delete supplier.

Click Go to list to navigate back to supplier's list.

7.8.1.3 Deleting/Inactive a supplier

You can only delete a supplier who 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.

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

7.8.2.1 List of Contacts

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.

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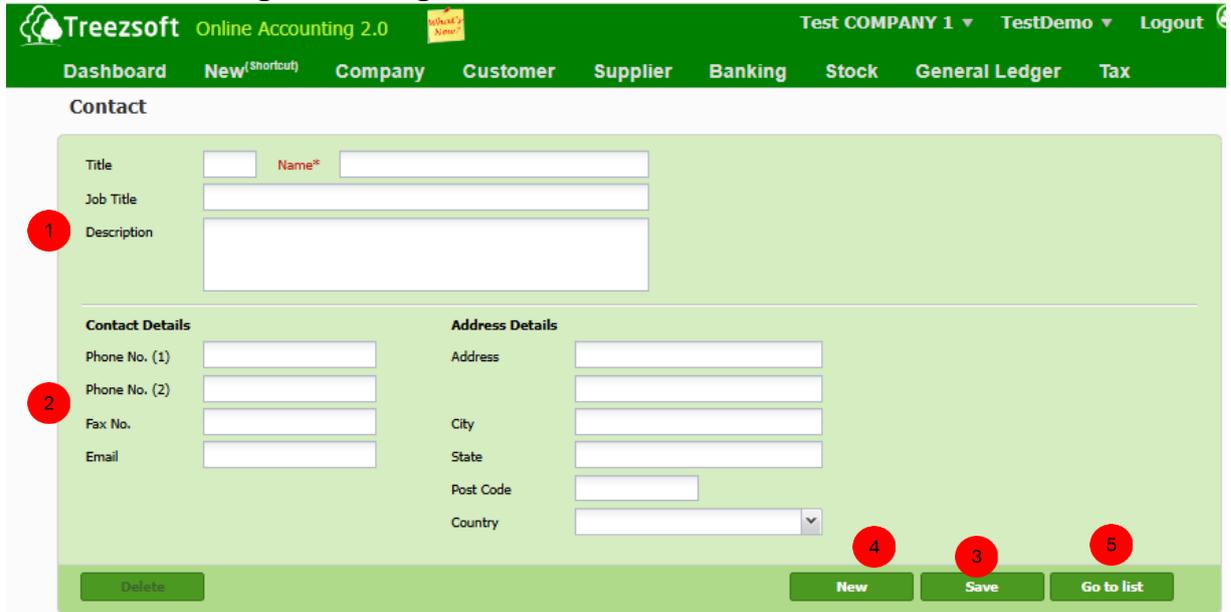
1. Enter a contact's name and position. You can also jot down a remark or description.

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

3. Save the record.

4. Click New to create new contact.

5. Click Go to list to navigate back to contact list.

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

7.8.3 Supplier Type

Supplier type allows you to manage your suppliers into different categories or groups. It is optional.
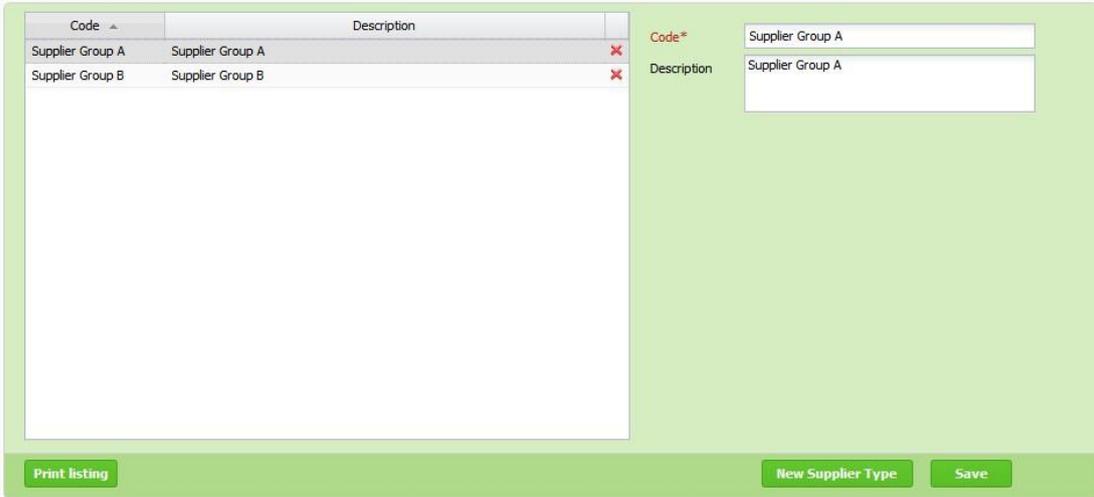
Code ▲	Description	
Supplier Group A	Supplier Group A	✖
Supplier Group B	Supplier Group B	✖

Code*   Supplier Group A

Description   Supplier Group A

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.

7.9 Supplier Reports

7.9.1 Supplier Invoices Due

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

7.9.2 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.

7.9.3 Supplier Ledger

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

7.9.4 Supplier Statement

This report provides a summary of transactions with each supplier. It shows all purchases, payments, and any outstanding balances owed to the supplier.

All figures reported are in the base currency.

7.9.5 Supplier Invoice Listing with Detail

This report provides a comprehensive list of supplier invoices, showing detailed information for each invoice, including item code, item description, UOM, amount, and other relevant details.

A final summary of supplier invoices by item or account is included, with all figures reported in the base currency.

7.9.6 Purchase Report by Supplier

You can print your purchase report on each particular supplier in this option. All purchases of items from a single supplier will be displayed in the statement.

All figures are recorded in Base Currency.

7.9.7 Purchase Report by Item

You can print your purchase report on each purchased particular item in this option. All the purchases on the item will be shown in this statement.

All figures are recorded in Base Currency.

7.9.8 Purchase Report By Salesperson

You can print your purchase report based on selected salesperson in this option. All purchase from suppliers that belong to a particular salesperson will be shown in this statement.

All figures are recorded in Base Currency.

7.9.9 Purchase Order Report By Customer

This report shows a list of purchase orders for items made by customers, with the purchased items provided by the selected supplier.

8   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 to plan and manage your cash flow of your business.

8.1 Cash Receipt

8.1.1 List of Cash Receipts
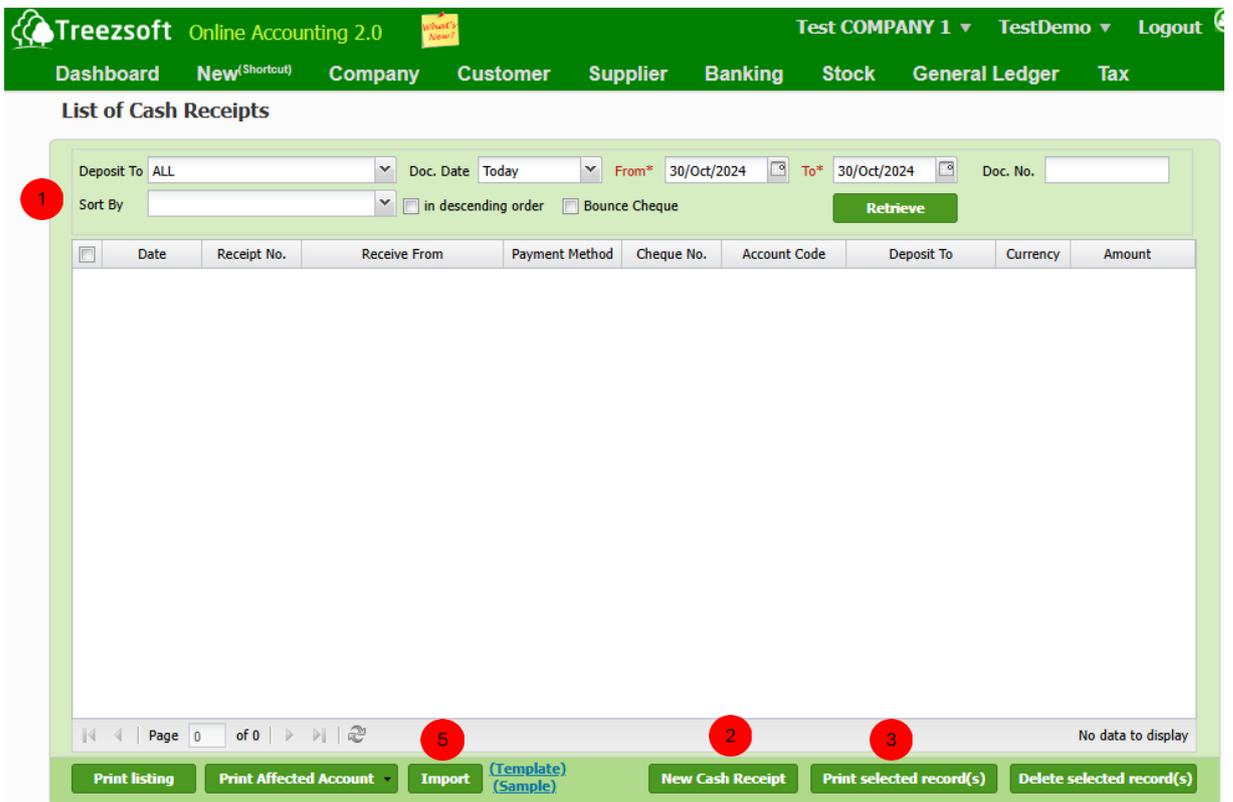
① Enter your criteria and click on the "**Retrieve**" button to search

② Click "**New Cash Receipt**" to record cash receipt.

③ "**Print selected record(s)**" allows you to print multiple goods received notes. Goods received by 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.

⑤ To import existing Cash Receipts, click **Import.**

8.1.2 Creating or Editing Cash Receipt
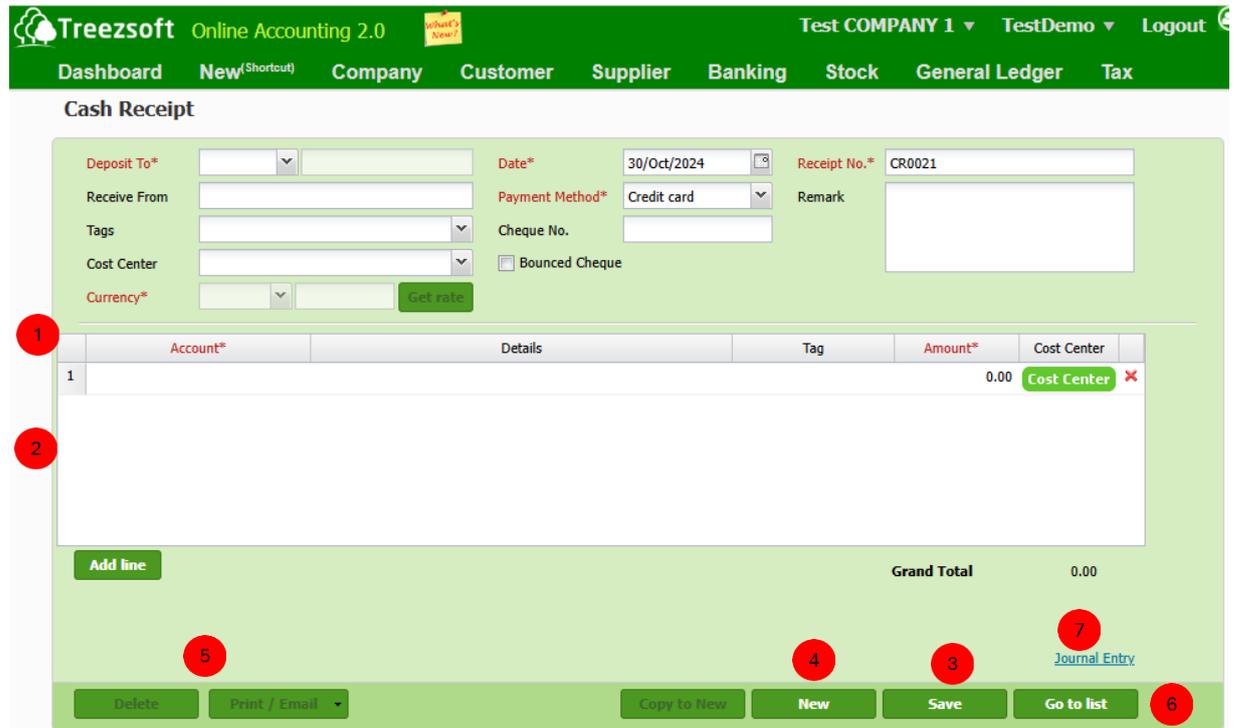
① You are to enter the details where you want your money to be deposited to. Fields mark with asterisk (*) are required fields. If you receive money in a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.

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 Click New to record new cash receipt.

⑤ Click Delete to delete cash receipt or Print/Email to print cash receipt in PDF format or email it.

⑥ Click Go to list to navigate back to Cash Receipt list.

⑦ Click Journal Entry to view account involved in transaction.

8.2 Cash Payments (C.P)

8.2.1 List of Cash Payments
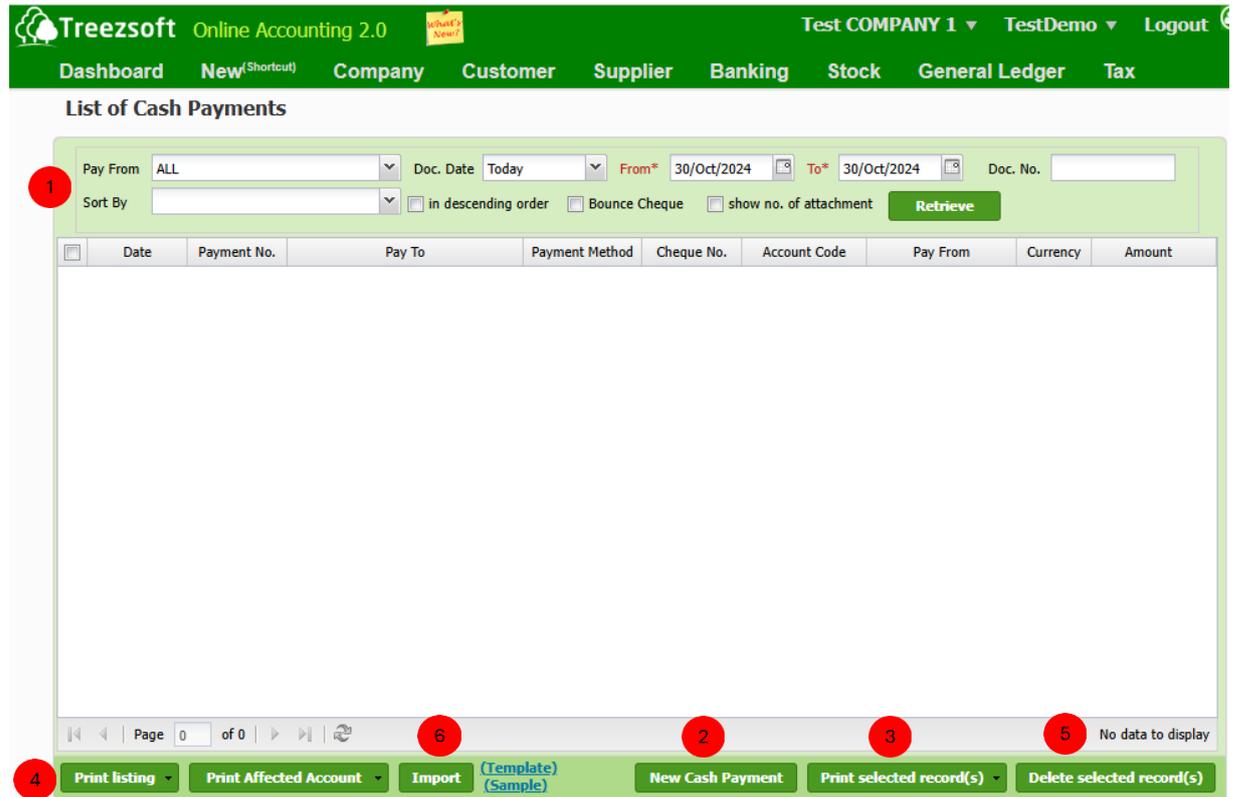
1. Enter your criteria and click on the "**Retrieve**" button to search.

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.

4. **Print listing** to print the full list of cash receipts.

5. Click **Delete selected record(s)**" to delete a selected record.

6. To import existing cash payments, clicks **Import.**

8.2.2 Creating or Editing Cash Payment

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. Click **New** to record new Cash Payment.

5. Click **Actions** to delete or attach a document or **Print** to print cash payment in PDF format.

6. Click **Go to list** to navigate back to Cash Payment list.

7. Click Journal Entry to view accounts involved in transaction.

8.3 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.

8.3.1 List of Transfer Funds
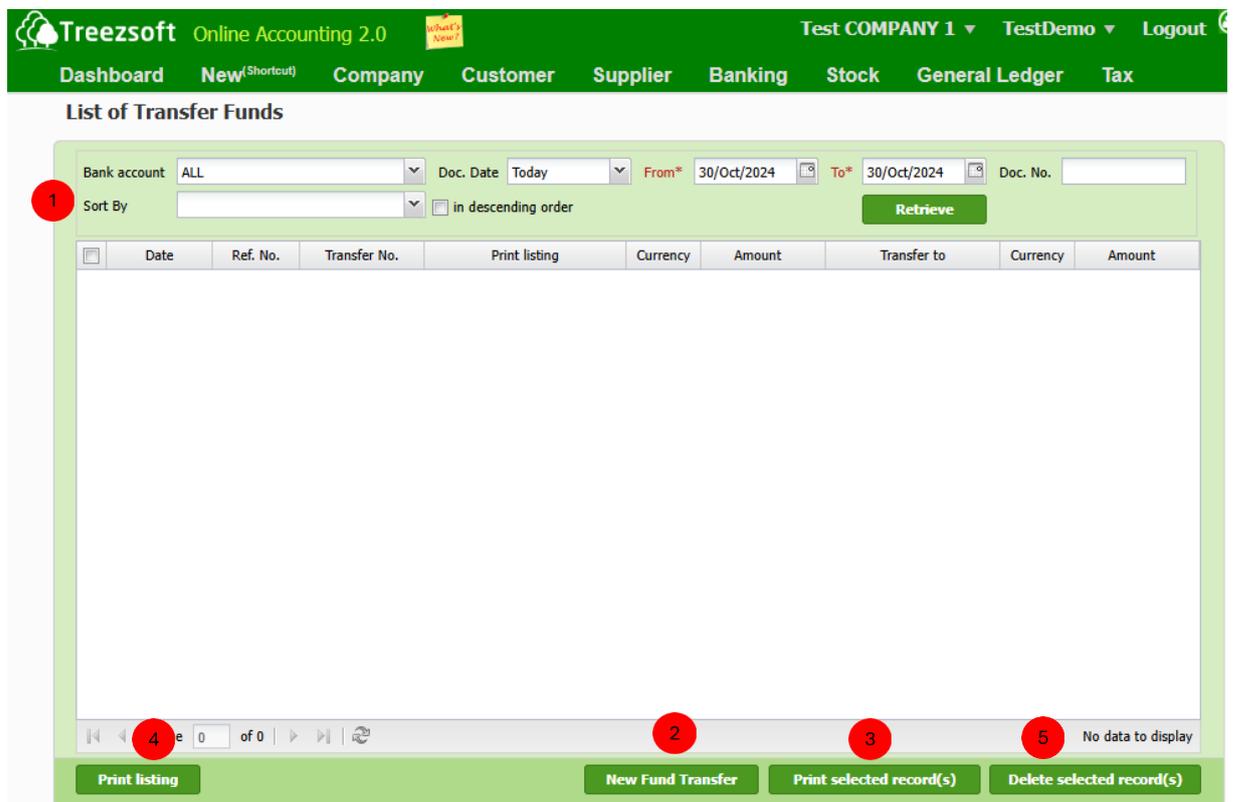
① Enter your criteria and click on the "**Retrieve**" button to search.

② Click "**New Fund Transfer**" to record a fund transfer.

③ **Print selected records** allow you to print multiple transfer funds records.

④ Click **Print listing** to print a list of transfer funds records.

⑤ Click **Delete selected record(s)**" to delete a selected record.

8.3.2 Creating or Editing Transfer Fund

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

               a. This exchange rate is only used when you are transferring from a foreign currency bank.

               b. This exchange rate is required to calculate the equivalent amount in base currency that was transferred from the foreign bank.

8.4 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.

8.4.1 Start reconciling your bank transactions
When you click on the option Bank Reconciliation, the following screen appears.

8.4.2 List of Bank Reconciliations

1 Enter your criteria to **Retrieve** button to search.

2 Click New Bank Reconciliation to start a new Bank reconciliation.

3 Click Delete selected record(s) to delete selected bank reconciliation.

④ By clicking on the hyperlinked <u>date</u>, you can view the historical bank reconciliation statements for that bank.

8.4.3 Reconciling a Bank Account

You will be redirected to this screen after you have clicked **New** in the list of bank reconciliations or the **hyperlink date** of bank reconciliation list.

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.

3 This section allows you to track which transactions cleared the bank but wrong date recorded.

4 Click New to start a New Bank Reconciliation.

5 Click **Delete** to delete the bank reconciliation or Print to Excel or PDF format.

6 Click Go to list to navigate back to bank reconciliation list.

8.5 Cash and Banks Details

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 Excel / Print to PDF** allows you to print the cash and banks details in Excel or PDF format.

9   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.

9.1 Stock Issues

9.1.1 List of Stock Issue

(1) Enter your 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 "**Print selected record(s)"** to print selected stock issues.

⑤ Click "**Delete selected record(s)**" to delete a selected record.

9.1.2 Creating or Editing Stock Issues

① Enter your stock details in this section. Fields marked with an asterisk (*) are required. If you have lent stocks to a branch or company for temporary use, tick "**On Loan Return**" and select the agreed return date.

② Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field.
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 Click New to record new Stock Issue.

⑤ Click Delete to delete Stock Issue or Print to print Stock Issue in PDF format.

⑥ Click **Show Related Doc** to show any documents related to this stock.

⑦ Click Go to list to navigate back to stock issue list.

9.2 Stock Receives

9.2.1 List of Stock Received

① Enter your 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 **Print selected record(s)** to print selected record.

⑤ Click **Delete selected record(s)**" to delete a selected record.

9.2.2 Creating or Editing Stock Received
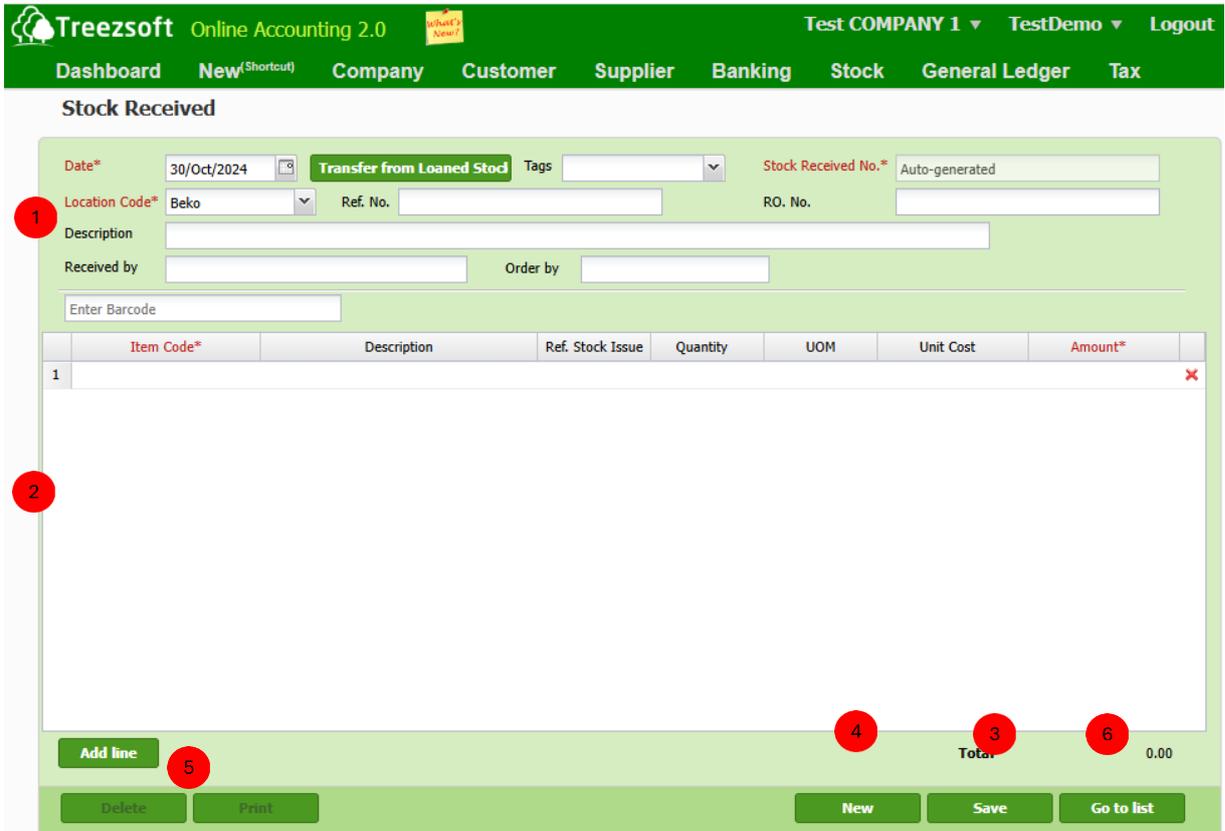
① Enter your stock details in this section. Fields marked with an asterisk (*) are required. Click "Transfer from Loaned Stock" if the received stock was loaned from another branch.

② Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. 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 Click **New** to record new Stock Received.

⑤ Click **Delete** to delete the record or **Print** to print stock received record in PDF format.

⑥ Click Go to list to navigate back to stock received list.

9.3 Stock Adjustment

9.3.1 List of Stock Adjustments

1. Enter your 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 **Print selected record(s)**" to print selected records.

5. Click **Delete selected record(s)**" to delete a selected record.

9.3.2 Creating or Editing Stock Adjustment

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

2. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. 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. Click **New** to record new Stock Adjustment.

5. Click **Delete** to delete the record or **Print** to print record in PDF format

6. Click **Go to list** to navigate back to stock adjustment list.

9.4 Stock Transfers

9.4.1 List of Stock Transfers

① Enter your criteria and click on the 'Retrieve' button to search.

② Click New Stock Transfer to record stock transfer.

③ Click **Print listing** to print listing of stock transfers or **Print Detail Listing** to print list of stock transfer with item information included.

④ Click Print selected records to print the selected record or Delete selected record to delete the selected record.

9.4.2 Creating or Editing Stock Transfer

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

2. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. 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. Click **New** to record new Stock Transfer.

5. Click **Delete** to delete record or **Print** to print record in PDF format.

6. Click **Go to list** to navigate back to stock transfer list.

9.5 Stock Take

9.5.1 List of Stock Take
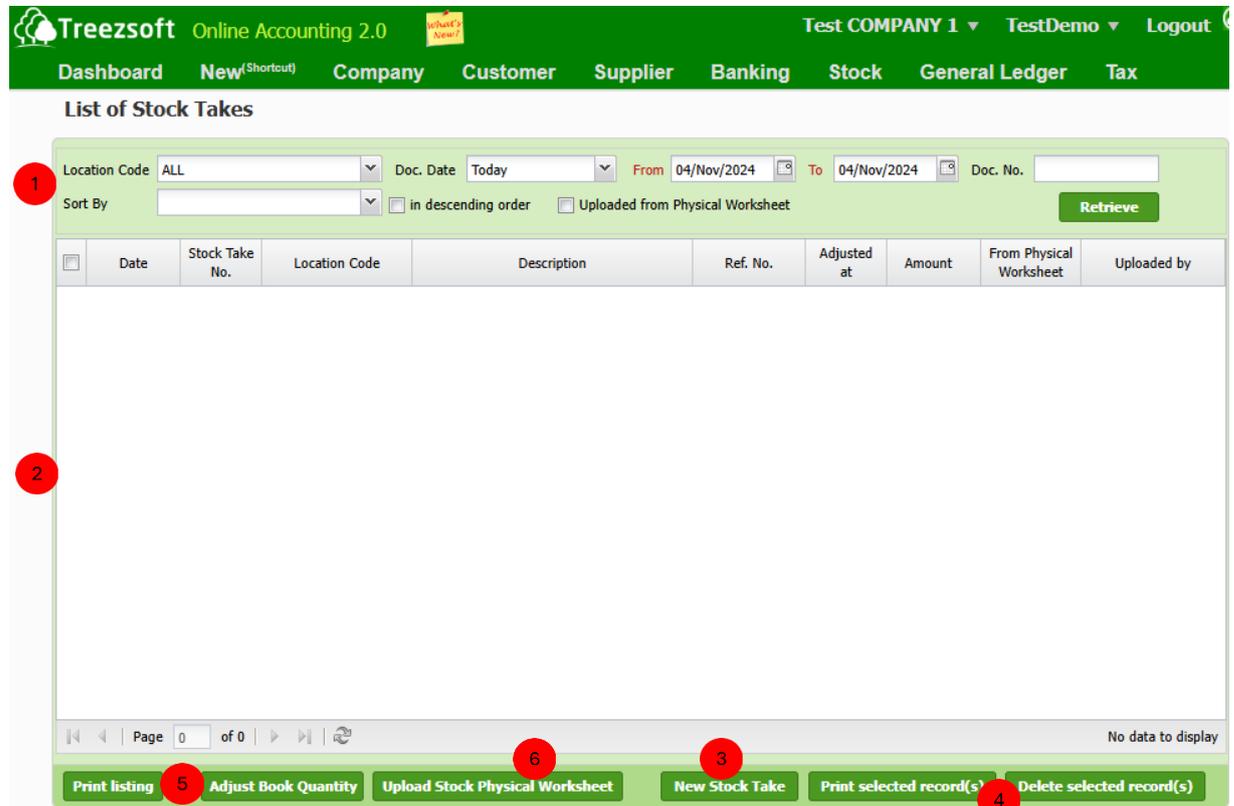
① Enter your criteria and click "Retrieve" to search. Tick the Uploaded from Physical Worksheet if you only want to search list of stock takes that are uploaded from a physical worksheet.

② This section shows a list of stock take records. Click on the hyperlink Stock Take No to view more detail on the record.

③ Click New Stock Take to create new stock take records.

④ Click **Print selected record(s)** or **Delete selected record(s)** to print or delete stock take records.

⑤ Clicks Adjusts the quantity of the stock in the system based on physical stock counts.

⑥ Clicks Upload Stock Physical Worksheet to upload data from a physical stock worksheet for quick adjustments.

9.5.2 Creating or editing Stock take

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

2. Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. 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. Click **New** to record new Stock Take.

5. Click **Delete** to delete record or **Print** to print record in PDF format.

6. Click Adjust Book Quantity to adjust the system's book quantity based on the recorded physical quantity.

7. Click **Go to list** to navigate back to stock take list.

9.6 Serial Number Inquiry

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

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 or Print to Excel to print the report out in PDF or Excel Format

9.7 Manage (Stock Items/Stock Groups/Stock Category/Stock Batch/Location)

9.7.1 Stock Items

9.7.1.1 List of Stock Items

① Enter your criteria and click on the "**Retrieve**" button to search.

② Click "**New**" to create a stock item.

③ **Print listing** allows you to print the full list of stock items.

④ You can **import** your stock items by using a template provided by TreezSoft

⑤ Click **Delete selected record(s)**" to delete a selected record.

⑥ Click **Batch Update** for updating information for multiple stock items which produced in a batch

①   Edit purchase price or standard cost for a batch of items in the list.

②   Click save to apply changes.

9.7.1.2 Creating or Editing Stock Item

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.
Contain Stock batch: Check this box if the item is made in batch.

3. This section allows you to define conversion rates, selling prices, and purchase prices for an item when it is managed in different units of measurement.

4. Save the record.

5. Click New to create new stock item.

6. Click Delete to delete stock item.

7. Click Go to list to navigate to stock item list.

8. Click **List of Stock Batch** to view the list of stock item batches.

9.7.2 Stock Groups
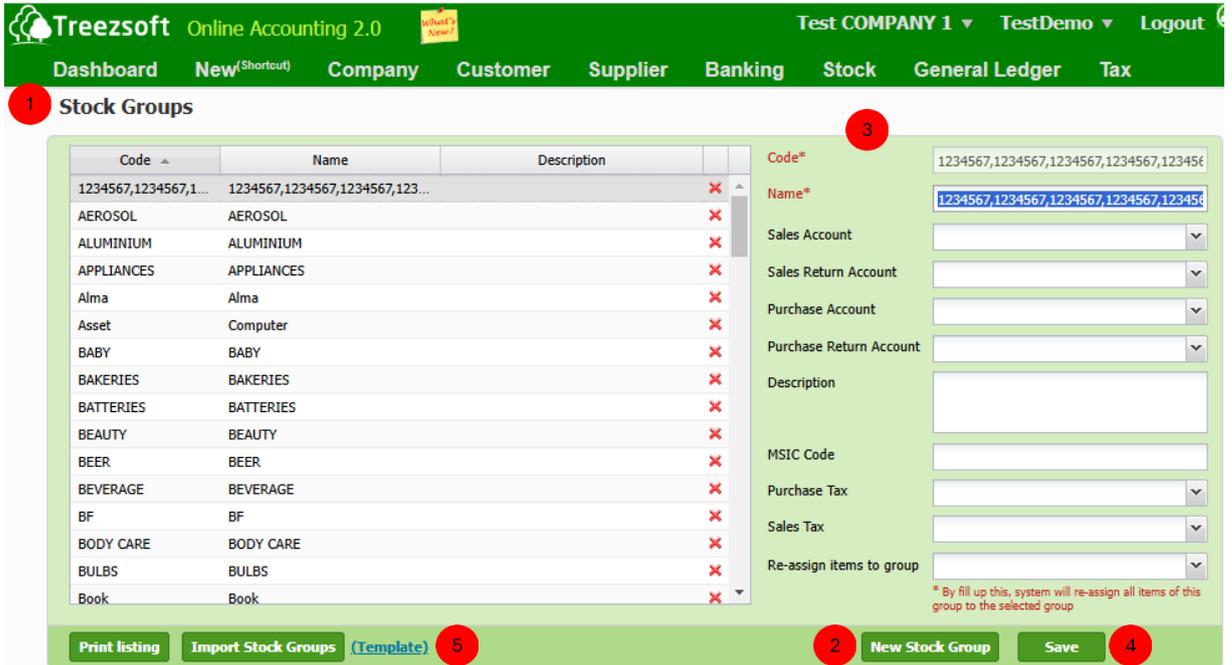
1. This screen shows the full list of stock groups you have created.

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.

5. To import existing stock groups, Click **Import Stock Groups.**

9.7.3 Stock Category
This section allows you to categorize stock groups you have created

1. This section shows the full list of stock category you have created.

2. To create new stock Category, Click New Stock Category. Fields mark with asterisk (*) are required fields.

3. This section displays the full list of stock groups you have created. Tick the stock groups you want to categorize under the stock category you are creating or editing.

4. Click Save to save the changes.

9.7.4 Stock Batch
This screen allows you to create and edit details for each batch of a product.

① This section shows a list of stock batch you have created for stock item. Untick **Active** box if the stock batch is no longer valid or in-use.

② Click New to create new Stock Batch. Fields mark with asterisk (*) are required fields.

③ Click **Save** to save the changes.

9.7.5 Locations

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. Click on **Save** to save your record.

9.8 Price Level

This screen allows to manage and adjust pricing strategies for stock items based on predefined levels

1 This section shows the full list of price level you have created. You can view the detail of price level by clicking on the hyperlink name of price level.

2 To create new price level, Click on **New**.

9.8.1 Creating / Editing Price level
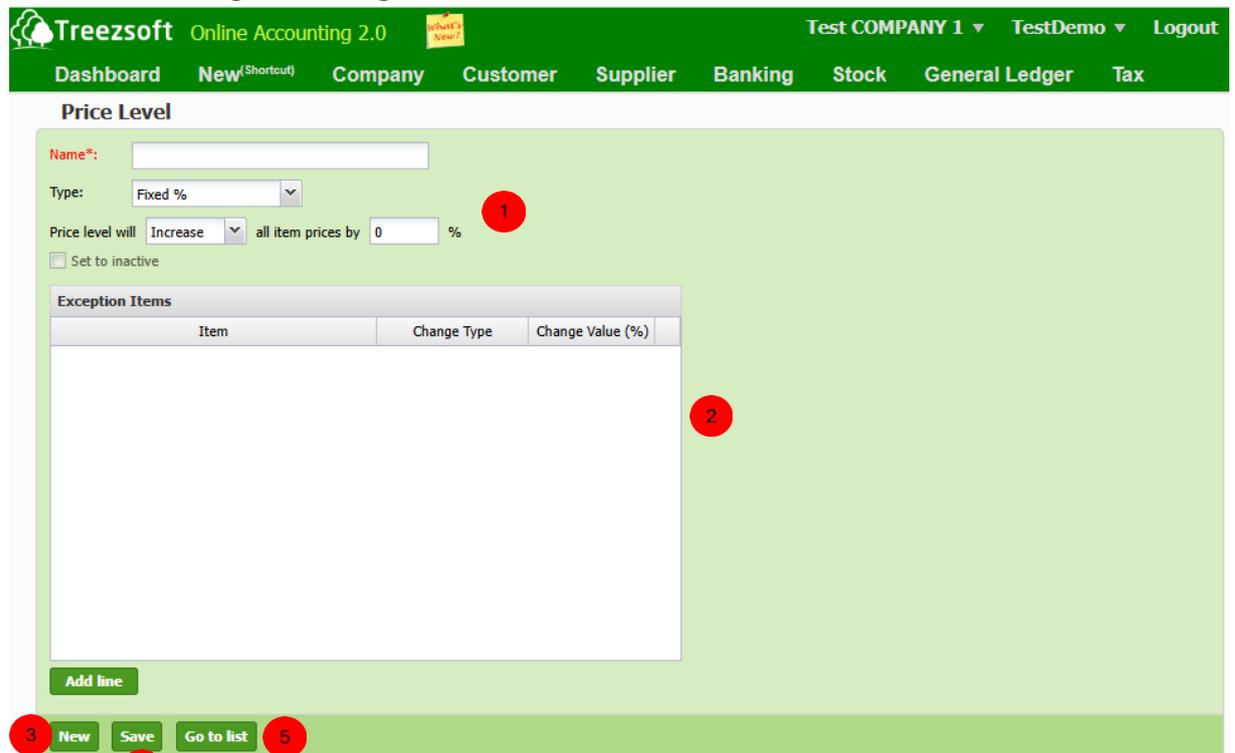
1 Fields mark with asterisk (*) are required fields. If the price level is no longer valid, tick **set to inactive.**

② **Exception Items:** Add specific stock items to the "Exception Items" list if you need to apply a different adjustment rule for those items. Click **Add line** if you wish to add additional exception item(s)

③ Click New to create a new price level.

④ Click Save to save the changes.

⑤ Click Go to list to navigate back to price level list.

9.9   Reports
4 types of reports are available to help you to keep track of your inventory records.

9.9.1 Stock Card

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

9.9.2 Stock Balance

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

9.9.3 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.

9.9.4 Stock Reorder Advice

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

9.9.5 Stock Physical Worksheet

Stock physical worksheets become 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.

8.9.6. Stock Profitability

This report shows the profit generated from sales of the selected stock item. All figures are recorded in base currency.

8.9.7. Stock Movement

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

9.9.6 Stock Sales Summary

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

9.9.7 Commission Report

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

10   General Ledger

10.1 Journal Entry

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

10.1.1   List of Journal Entries
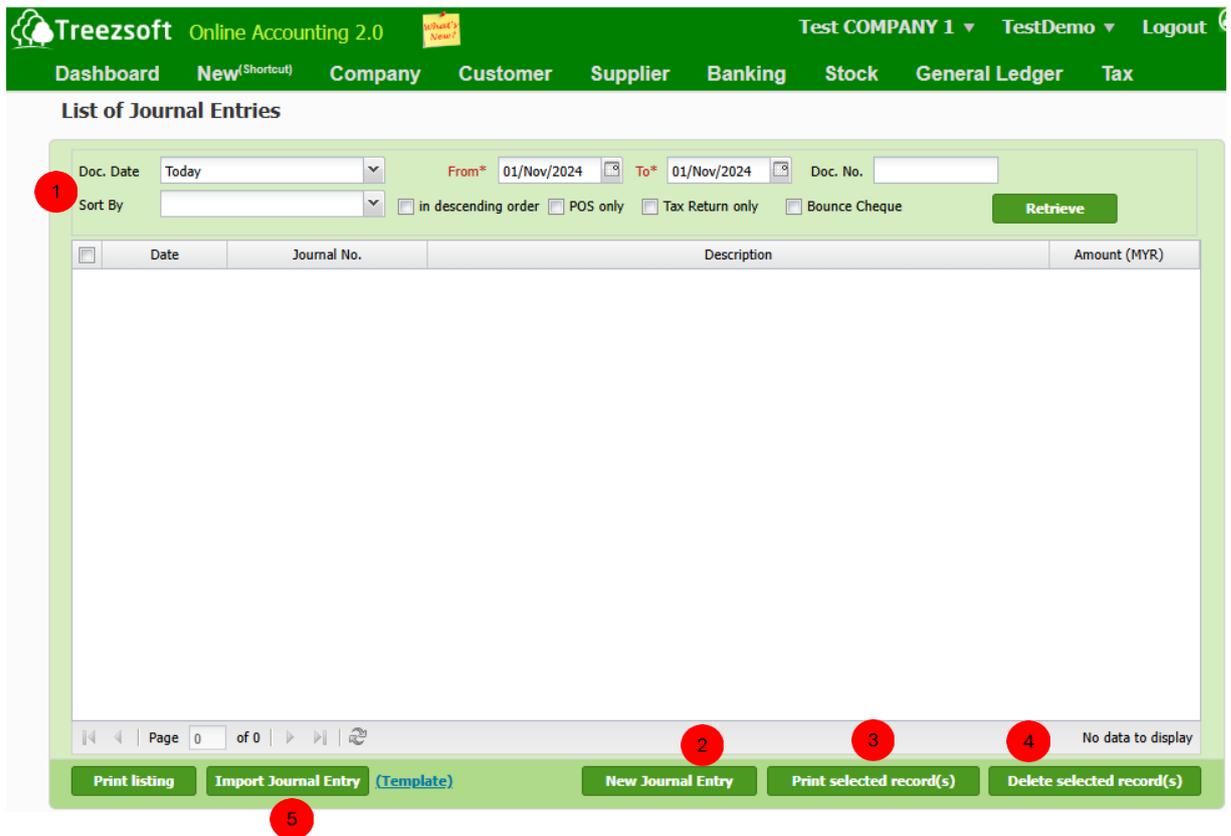
1.   Enter your criteria and click on the "Retrieve" button to search.

2.   Click **New Journal entry** to create journal entry.

3.   Click Print listing to print full list of journal entries or Print selected record(s) to print selected journal entries.

4.   Click **Delete selected record(s)** to delete journal entries.

5.   To import existing journal entries, Click on Import Journal Entry.

10.1.2   Make Journal Entries
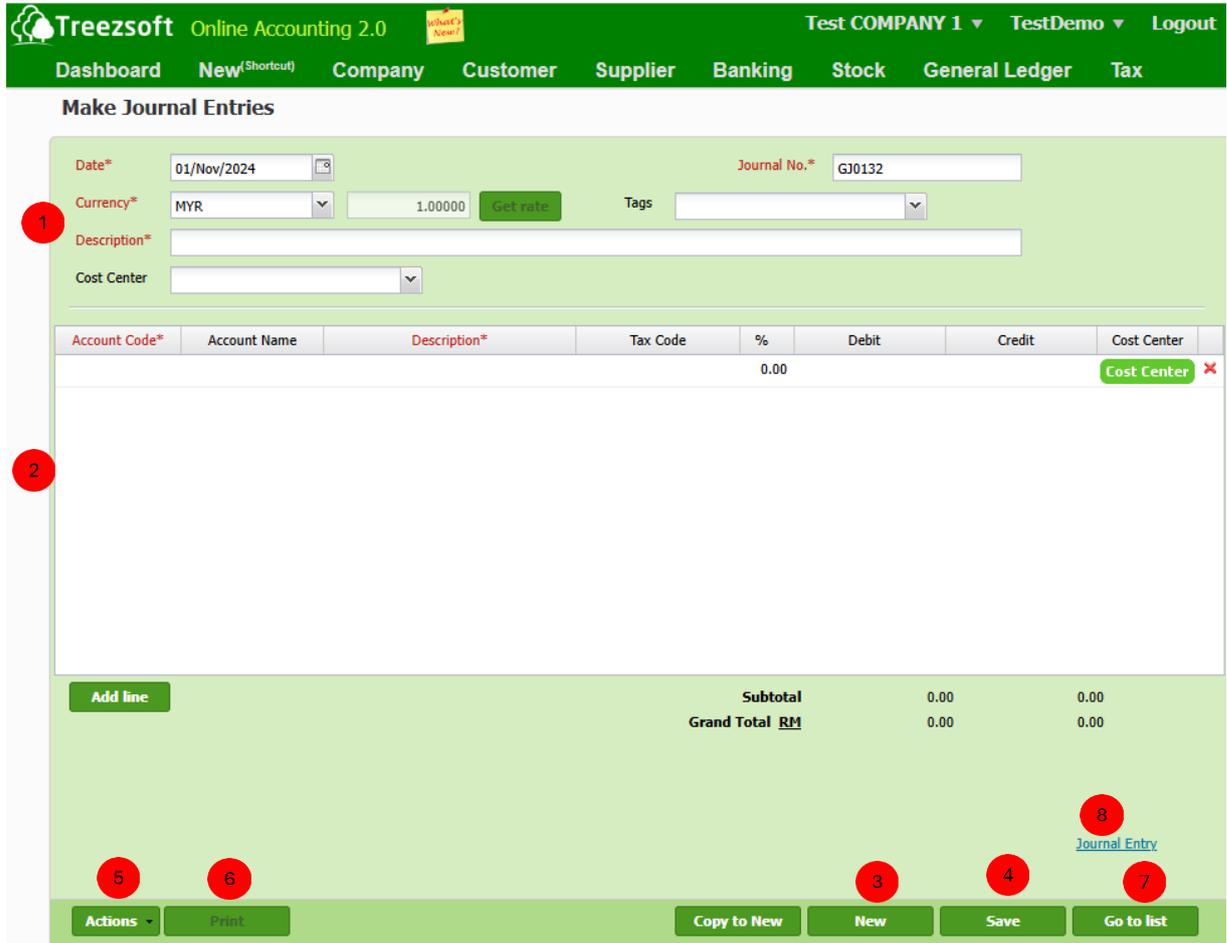
①   Enter the details about the journals you want to create. Fields mark with asterisk (*) are required fields
*If a different currency is in used, you can get the latest rates from Google finance, by clicking the **Get rate** button.*

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   Click **New** to make new journal entry.

④   Click **Save** to save the changes.

⑤   Click **Actions** to delete journal entry or defer GST to a later date.

⑥   Click **Print** to print journal entry in PDF format.

⑦   Click Go to list to navigate back to journal entry list.

8   Click Journal Entry to view accounts involved in transaction.

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

10.2 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.

10.2.1 List of Stock Values
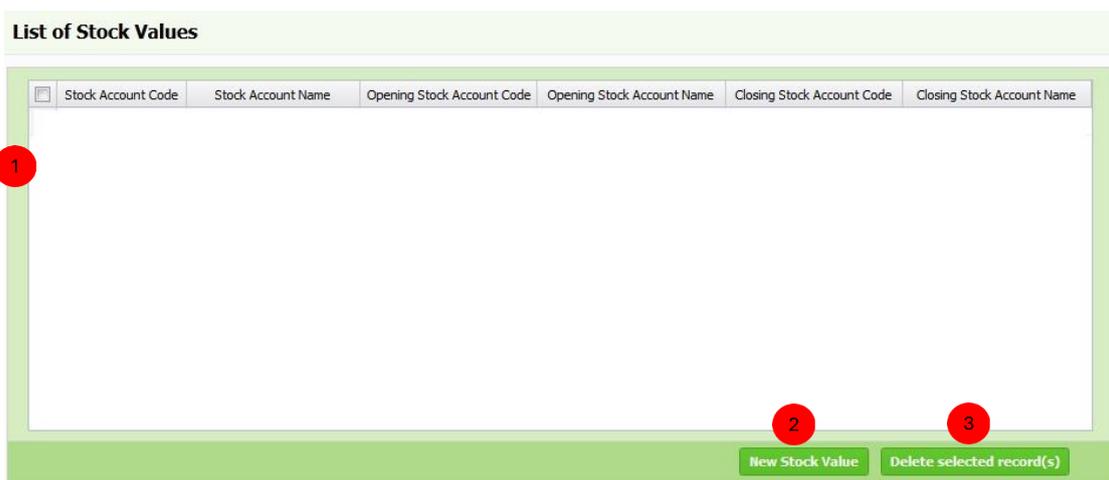
1   This section will show you the list of stock values available in your business.

2   To create a new stock value, click on **New Stock Value**.

3   To delete selected stock value, click on Delete selected record(s).

10.2.2 Maintaining Stock Value

1   Enter the relevant account(s) details. Fields mark with asterisk (*) are required fields.
Please ensure your account code(s) are correctly entered.
Tick the Stock Groups section If you want to specify only which stock groups are involved for stock value maintenance.

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

3   Click Save to save the changes.

4   Click Go to list to navigate back to list of stock values.

10.3 Journal Report

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

1. 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**.

2. The report is printable in PDF format by clicking **Print to PDF** button. Above shows a sample journal report after a sales have been performed.

10.4 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, allowing you to quickly detect errors, if any occur.

1. Enter your criteria and click **Retrieve** to search.

2. Click Print to Excel or Print to PDF to print account list in Excel or PDF format.

10.5 Export Data

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

Exporting data is easy with TreezSoft:

1. Enter the data type you want to export and the date (From – To) are mandatory fields.

2. Select the relevant account(s).

3. Click **Print to Excel or Print to CSV to print business data in Excel or csv format.**

10.6 Financial Reports

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

10.6.1 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.

10.6.2 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.

10.6.3 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.

10.6.4 Profit and Loss Report by Tag

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

10.6.5 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 owns, as well as the amount invested by the shareholders.

10.6.6   Balance Sheet By Tag

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

10.6.7   Custom Reports

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

10.6.8   Cash Flow Statements

financial report that summarizes the amount of cash and cash equivalents entering and leaving a company during a specific period.
It is divided into three main sections: Operating Activities, Investing Activities, and Financing Activities.

All figures are reported in Base Currency.

10.6.9 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.

10.6.10   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.

10.6.11   POS Posted Sales Report
This report provides a detailed overview of sales transactions recorded through the Point of Sale (POS) system.

10.6.12   Flat Rate Scheme Annual Sales Statement

a comprehensive financial report that summarizes all sales transactions made under a flat rate scheme over a full financial year.

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 figure.

![Treezsoft logo]

11   Tax

11.1 Tax Setup

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

1. This section shows the list of tax you have. If you want to delete an entry, click on the Red Cross button in the row.

2. Fields with (*) asterisk are mandatory fields to fill in and cannot be blank. Untick Active if the tax is no longer valid.

3. Click New Tax to setup new tax.

4. Click Save to save the changes.

11.2 GST

For more information about GST, please refer to *Getting Started with TreezSoft GST v1.6.*

11.3 SST

For more information about SST, please refer to Getting Started with TreezSoft SST v1.2.

12   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

12.1   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	The currency rate is 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 items 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
	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