



# TreezSoft Accounting User Manual

November 2024

Latest Update: 1<sup>st</sup> 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

A screenshot of the Treezsoft Online Accounting login page. At the top center is the Treezsoft logo and the text "Online Accounting" with a green horizontal line underneath. Below this are two input fields: "User ID" and "Password". Under the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a large green button with the word "Login" in white text.

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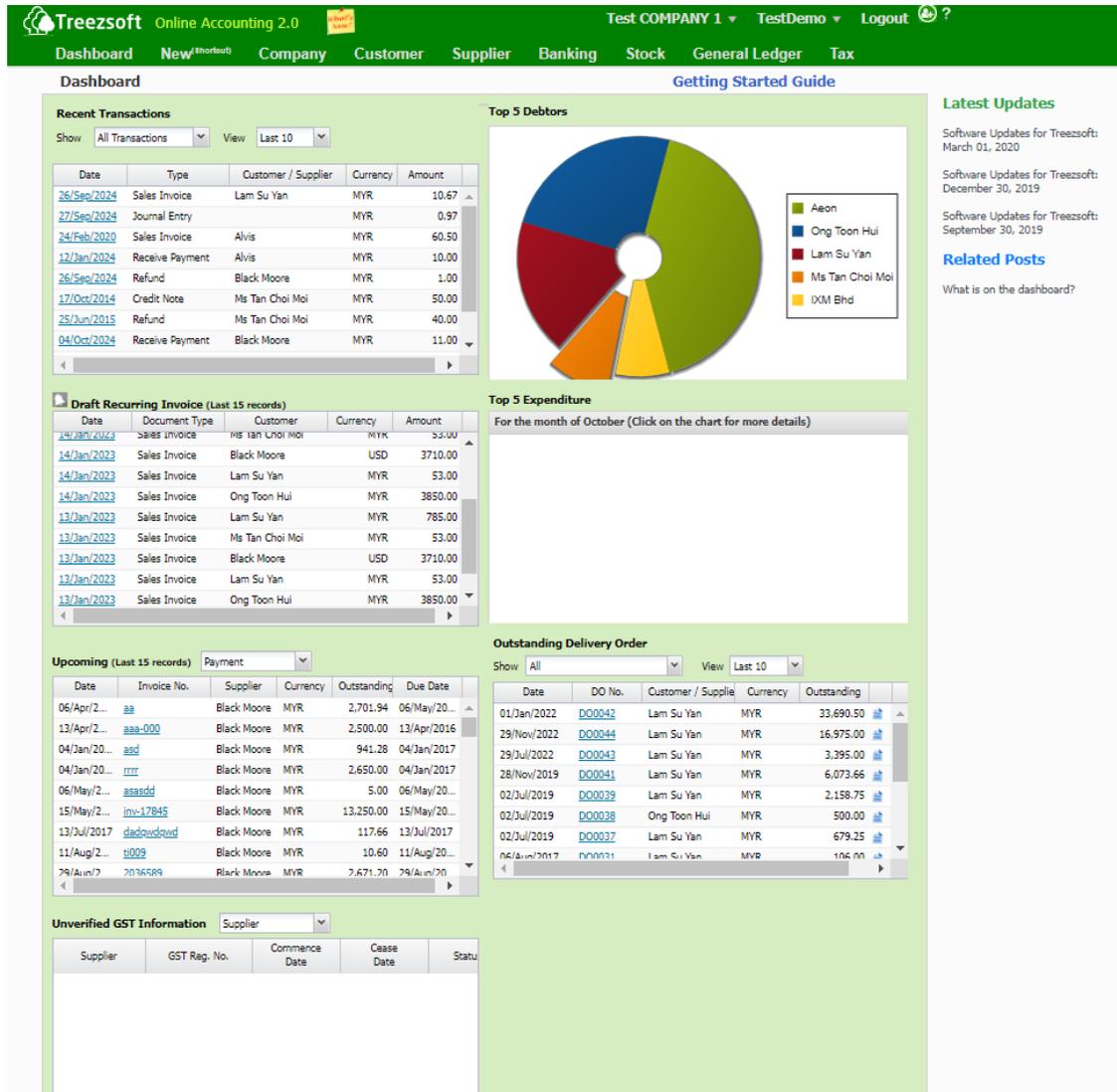


To login to TreezSoft, launch your internet browser, and enter the following address/URL:

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

and enter your User ID and password.

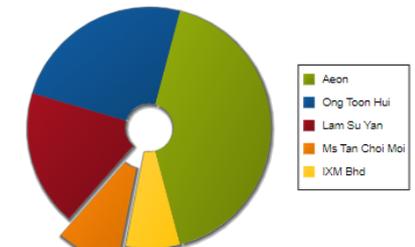
### 3 Dashboard



**Recent Transactions**

Date	Type	Customer / Supplier	Currency	Amount
26/Sep/2024	Sales Invoice	Lam Su Yan	MYR	10.67
27/Sep/2024	Journal Entry		MYR	0.97
24/Feb/2020	Sales Invoice	Alvis	MYR	60.50
12/Jan/2024	Receive Payment	Alvis	MYR	10.00
26/Sep/2024	Refund	Black Moore	MYR	1.00
17/Oct/2014	Credit Note	Ms Tan Choi Moi	MYR	50.00
25/Jun/2015	Refund	Ms Tan Choi Moi	MYR	40.00
04/Oct/2024	Receive Payment	Black Moore	MYR	11.00

**Top 5 Debtors**



**Draft Recurring Invoice (Last 15 records)**

Date	Document Type	Customer	Currency	Amount
14/Jun/2023	Sales Invoice	Ms Tan Choi Moi	MYR	53.00
14/Jan/2023	Sales Invoice	Black Moore	USD	3710.00
14/Jan/2023	Sales Invoice	Lam Su Yan	MYR	53.00
14/Jan/2023	Sales Invoice	Ong Toon Hui	MYR	3850.00
13/Jan/2023	Sales Invoice	Lam Su Yan	MYR	785.00
13/Jan/2023	Sales Invoice	Ms Tan Choi Moi	MYR	53.00
13/Jan/2023	Sales Invoice	Black Moore	USD	3710.00
13/Jan/2023	Sales Invoice	Lam Su Yan	MYR	53.00
13/Jan/2023	Sales Invoice	Ong Toon Hui	MYR	3850.00

**Top 5 Expenditure**

For the month of October (Click on the chart for more details)

**Upcoming (Last 15 records)**

Date	Invoice No.	Supplier	Currency	Outstanding	Due Date
06/Apr/20...	aa	Black Moore	MYR	2,701.94	06/May/20...
13/Apr/20...	aaa-000	Black Moore	MYR	2,500.00	13/Apr/2016
04/Jan/20...	asd	Black Moore	MYR	941.28	04/Jan/2017
04/Jan/20...	rrr	Black Moore	MYR	2,650.00	04/Jan/2017
06/May/20...	asasdd	Black Moore	MYR	5.00	06/May/20...
15/May/20...	inv-17845	Black Moore	MYR	13,250.00	15/May/20...
13/Jul/2017	dadoudrwd	Black Moore	MYR	117.66	13/Jul/2017
11/Aug/20...	0009	Black Moore	MYR	10.60	11/Aug/20...
29/Apr/20...	2016589	Black Moore	MYR	2,671.20	29/Apr/20...

**Outstanding Delivery Order**

Date	DO No.	Customer / Supplier	Currency	Outstanding
01/Jan/2022	DO0042	Lam Su Yan	MYR	33,690.50
29/Nov/2022	DO0044	Lam Su Yan	MYR	16,975.00
29/Jul/2022	DO0043	Lam Su Yan	MYR	3,395.00
28/Nov/2019	DO0041	Lam Su Yan	MYR	6,073.66
02/Jul/2019	DO0039	Lam Su Yan	MYR	2,158.75
02/Jul/2019	DO0038	Ong Toon Hui	MYR	500.00
02/Jul/2019	DO0037	Lam Su Yan	MYR	679.25
06/Apr/2017	DO0031	Lam Su Yan	MYR	106.00

**Unverified GST Information**

Supplier	GST Reg. No.	Commence Date	Cease Date	Status

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

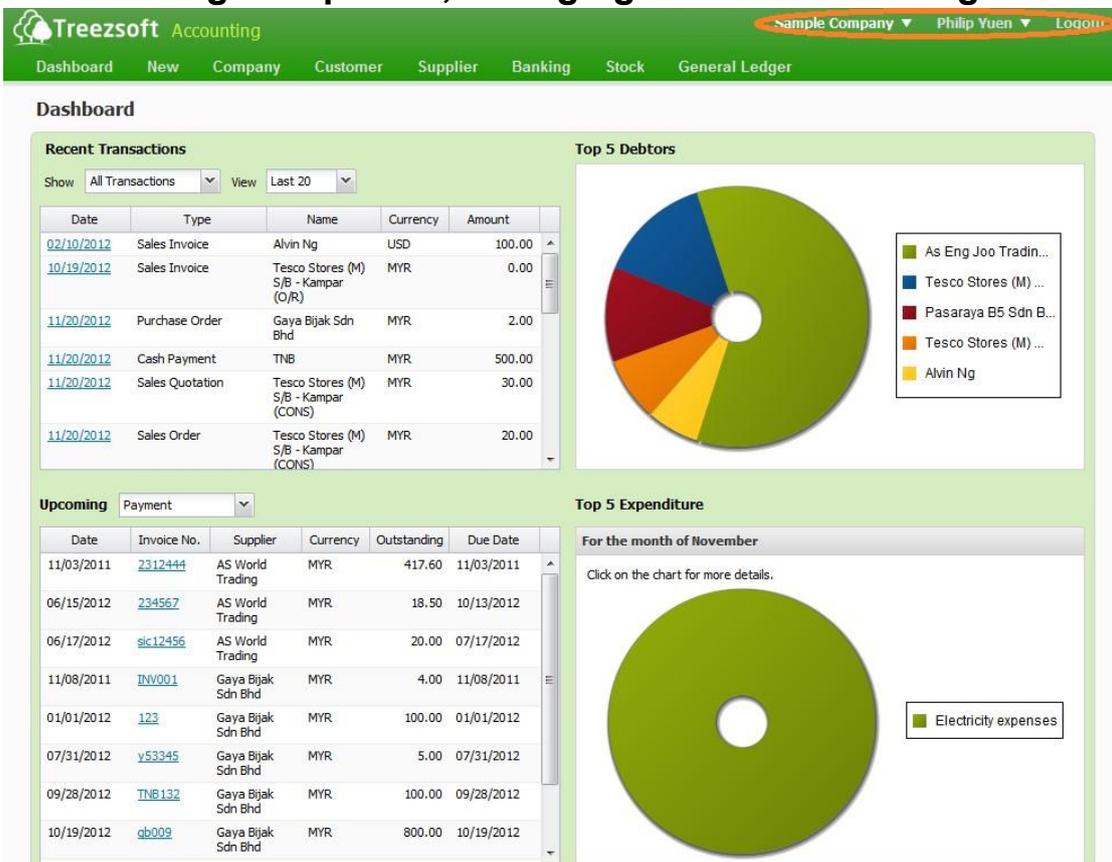
The dashboard is divided into few quadrants:

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 7 days 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



The screenshot shows the Treezsoft Accounting dashboard. At the top, there is a navigation bar with the following items: Dashboard, New, Company, Customer, Supplier, Banking, Stock, and General Ledger. The current company is 'Sample Company' and the user is 'Philip Yuen'. The dashboard is divided into several sections:

- Recent Transactions:** A table showing the last 20 transactions. The table has columns for Date, Type, Name, Currency, and Amount. The first row is a Sales Invoice for Alvin Ng on 02/10/2012 for 100.00 USD.
- Upcoming Payment:** A table showing upcoming payments. The table has columns for Date, Invoice No., Supplier, Currency, Outstanding, and Due Date. The first row is for AS World Trading on 11/03/2011 with an outstanding amount of 417.60 MYR.
- Top 5 Debtors:** A pie chart showing the top 5 debtors. The largest debtor is 'As Eng Joo Tradin...' (green), followed by 'Tesco Stores (M) ...' (blue), 'Pasaraya B5 Sdn B...' (red), 'Tesco Stores (M) ...' (orange), and 'Alvin Ng' (yellow).
- Top 5 Expenditure:** A pie chart showing the top 5 expenditures for the month of November. The largest expenditure is 'Electricity expenses' (green).

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.



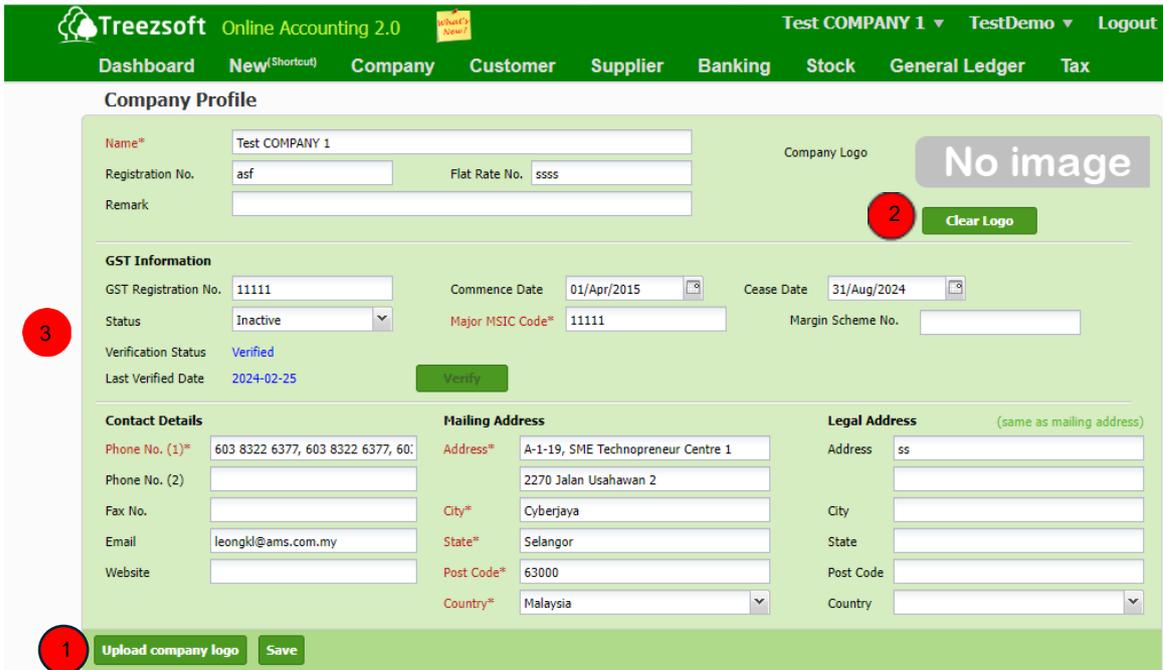
To Go to Billing – Clicking on your name allows you to access to TreezSoft Billing, to manage your subscriptions and companies. (*Admin only*)

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.



**Company Profile**

Name\*  Company Logo   
 Registration No.  Flat Rate No.   
 Remark   
 (2)

**GST Information** (3)

GST Registration No.  Commence Date  Cease Date   
 Status  Major MSIC Code\*  Margin Scheme No.   
 Verification Status   
 Last Verified Date

**Contact Details** **Mailing Address** **Legal Address** (same as mailing address)

Phone No. (1)\*  Address\*   
 Phone No. (2)  2270 Jalan Usahawan 2  
 Fax No.  City\*   
 Email  State\*   
 Website  Post Code\*   
 Country\*  Country

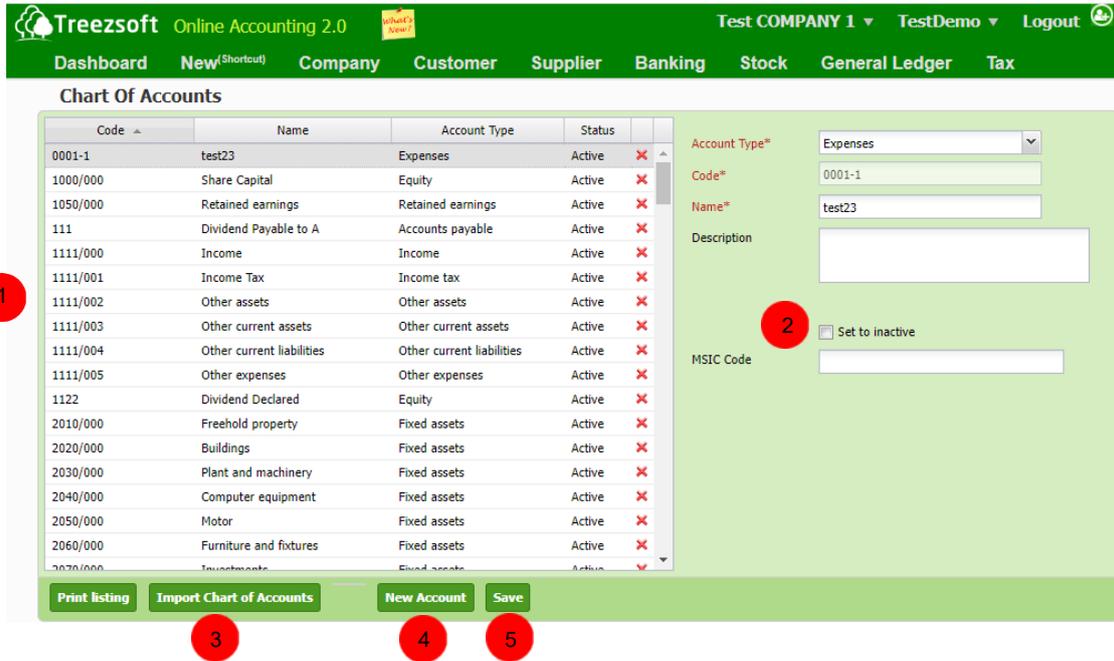
(1)

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.



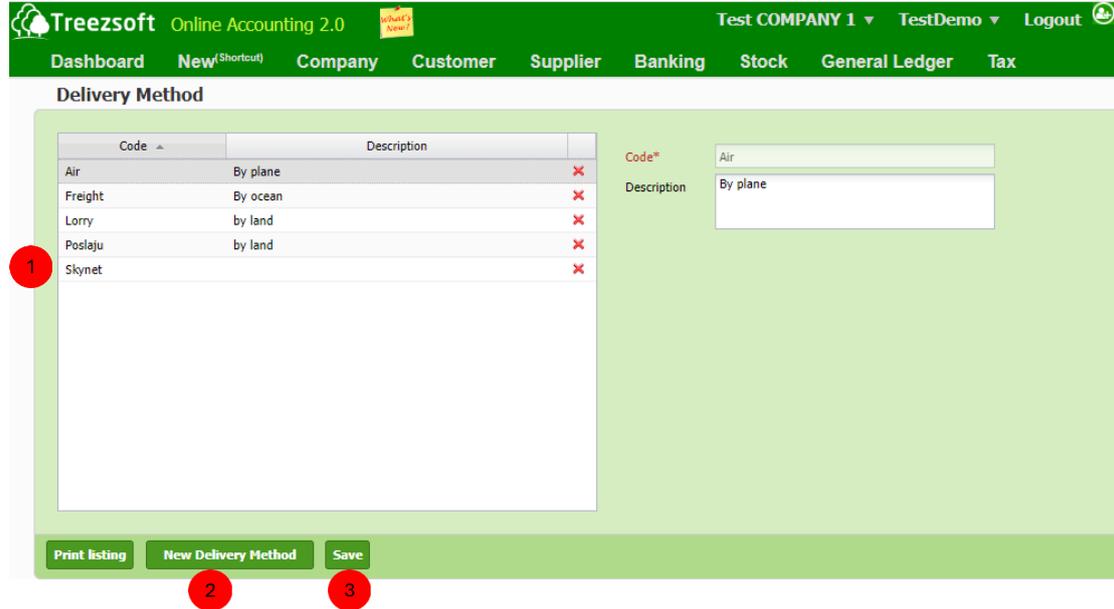
The screenshot displays the 'Chart Of Accounts' page in the Treezsoft Online Accounting 2.0 system. The page header shows 'Test COMPANY 1' and 'TestDemo'. The navigation menu includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main content area is titled 'Chart Of Accounts' and features a table with columns for Code, Name, Account Type, and Status. A red circle '1' highlights the table. To the right of the table is a form for editing an account, with a red circle '2' highlighting the 'Set to inactive' checkbox. At the bottom of the page, there are four buttons: 'Print listing', 'Import Chart of Accounts' (circled '3'), 'New Account' (circled '4'), and 'Save' (circled '5').

Code	Name	Account Type	Status
0001-1	test23	Expenses	Active
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Retained earnings	Active
111	Dividend Payable to A	Accounts payable	Active
1111/000	Income	Income	Active
1111/001	Income Tax	Income tax	Active
1111/002	Other assets	Other assets	Active
1111/003	Other current assets	Other current assets	Active
1111/004	Other current liabilities	Other current liabilities	Active
1111/005	Other expenses	Other expenses	Active
1122	Dividend Declared	Equity	Active
2010/000	Freehold property	Fixed assets	Active
2020/000	Buildings	Fixed assets	Active
2030/000	Plant and machinery	Fixed assets	Active
2040/000	Computer equipment	Fixed assets	Active
2050/000	Motor	Fixed assets	Active
2060/000	Furniture and fixtures	Fixed assets	Active
2070/000	Investments	Fixed assets	Active

- 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.



The screenshot shows the 'Delivery Method' page in the Treezsoft Online Accounting 2.0 system. The page has a green header with the company name and navigation links. Below the header is a table listing existing delivery methods. To the right of the table is a form for creating or editing a method. At the bottom of the page are three buttons: 'Print listing', 'New Delivery Method', and 'Save'.

Code	Description	
Air	By plane	X
Freight	By ocean	X
Lorry	by land	X
Poslaju	by land	X
Skynet		X

Form fields:

Code\*: Air

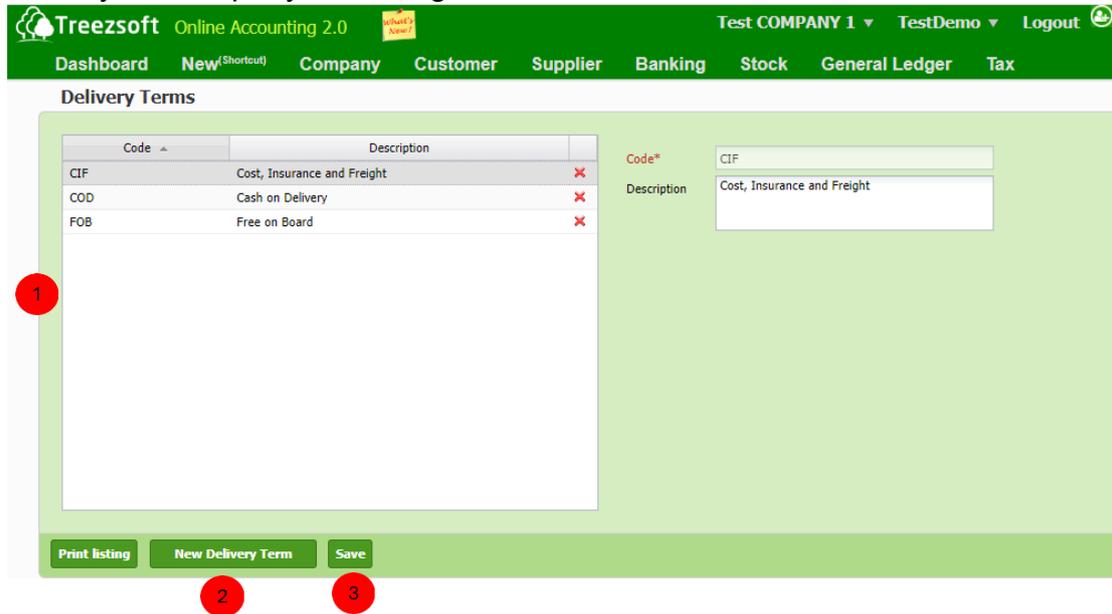
Description: By plane

Buttons: Print listing, New Delivery Method, Save

- 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.



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

Delivery Terms

Code	Description	
CIF	Cost, Insurance and Freight	X
COD	Cash on Delivery	X
FOB	Free on Board	X

Code\* CIF

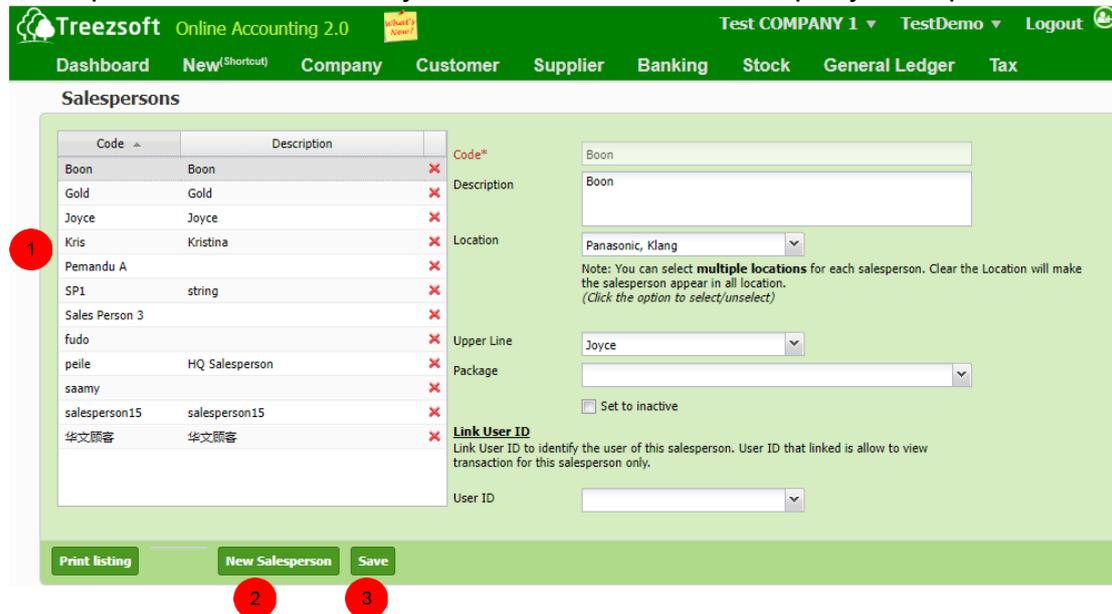
Description Cost, Insurance and Freight

Print listing New Delivery Term Save

- 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.



The screenshot displays the 'Salespersons' management interface. At the top, there is a navigation bar with 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main content area is divided into two sections:

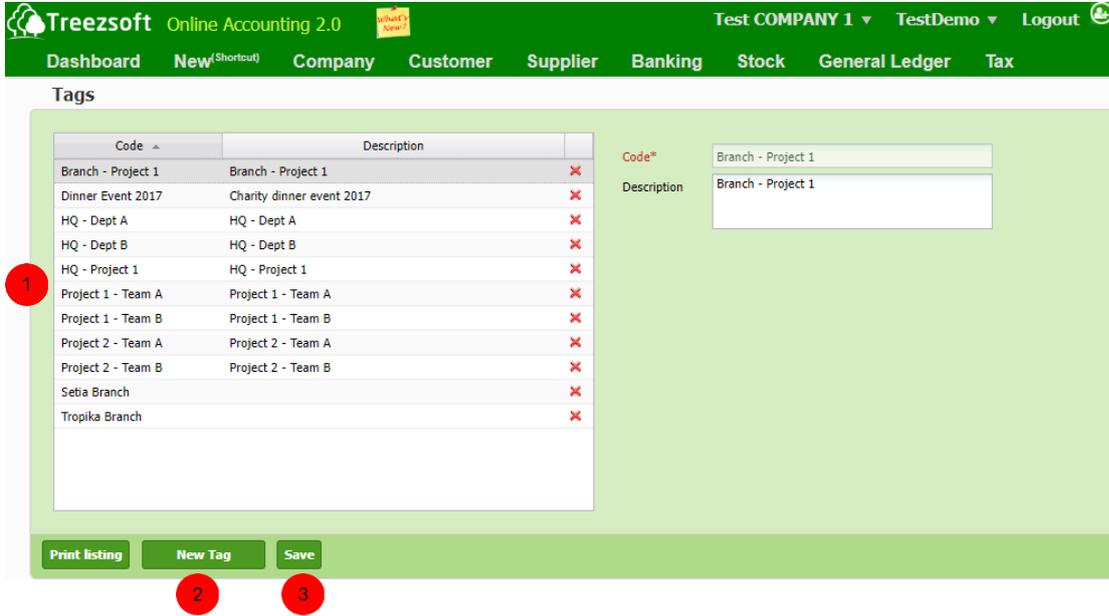
- Left Section (List):** A table with columns 'Code', 'Description', and a delete icon (X). The list includes entries like 'Boon', 'Gold', 'Joyce', 'Kris', 'Pemandu A', 'SP1', 'Sales Person 3', 'fudo', 'pelle', 'saamy', 'salesperson15', and '华文顾客'.
- Right Section (Form):** A form for editing or adding a salesperson. Fields include:
  - Code\***: Text input with 'Boon' entered.
  - Description**: Text input with 'Boon' entered.
  - Location**: Dropdown menu with 'Panasonic, Klang' selected. A note below states: 'Note: You can select **multiple locations** for each salesperson. Clear the Location will make the salesperson appear in all location. (Click the option to select/unselect)'
  - Upper Line**: Dropdown menu with 'Joyce' selected.
  - Package**: Dropdown menu.
  - Set to inactive**
  - Link User ID**: Text input. A note below states: 'Link User ID to identify the user of this salesperson. User ID that linked is allow to view transaction for this salesperson only.'
  - User ID**: Dropdown menu.

At the bottom of the form, there are three buttons: 'Print listing', 'New Salesperson', and 'Save'. Red circles with numbers 1, 2, and 3 are overlaid on the image to indicate key actions: 1 points to the list, 2 points to the 'New Salesperson' button, and 3 points to the 'Save' button.

- 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.



The screenshot shows the 'Tags' management interface in Treezsoft Online Accounting 2.0. The interface includes a navigation menu with options like Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main area displays a table of existing tags with columns for Code and Description, and a 'New Tag' form on the right with fields for Code and Description. At the bottom, there are buttons for 'Print listing', 'New Tag', and 'Save'.

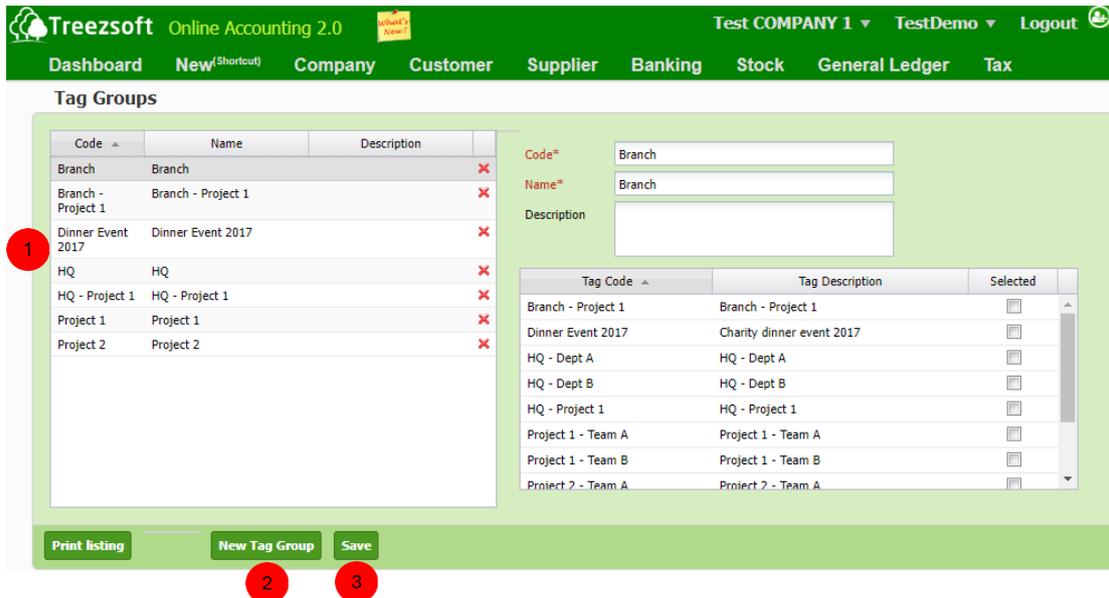
Code	Description	
Branch - Project 1	Branch - Project 1	X
Dinner Event 2017	Charity dinner event 2017	X
HQ - Dept A	HQ - Dept A	X
HQ - Dept B	HQ - Dept B	X
HQ - Project 1	HQ - Project 1	X
Project 1 - Team A	Project 1 - Team A	X
Project 1 - Team B	Project 1 - Team B	X
Project 2 - Team A	Project 2 - Team A	X
Project 2 - Team B	Project 2 - Team B	X
Seba Branch		X
Tropika Branch		X

Buttons: **Print listing**, **New Tag**, **Save**

- 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.



The screenshot shows the 'Tag Groups' screen in Treezsoft Online Accounting 2.0. The interface includes a navigation bar with the following tabs: Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main content area is titled 'Tag Groups' and contains a table of existing tag groups, a form for creating or editing a tag group, and a list of tags to be assigned to the selected tag group.

Code	Name	Description
Branch	Branch	X
Branch - Project 1	Branch - Project 1	X
Dinner Event 2017	Dinner Event 2017	X
HQ	HQ	X
HQ - Project 1	HQ - Project 1	X
Project 1	Project 1	X
Project 2	Project 2	X

The form for creating or editing a tag group includes the following fields:

- Code\*: Branch
- Name\*: Branch
- Description:

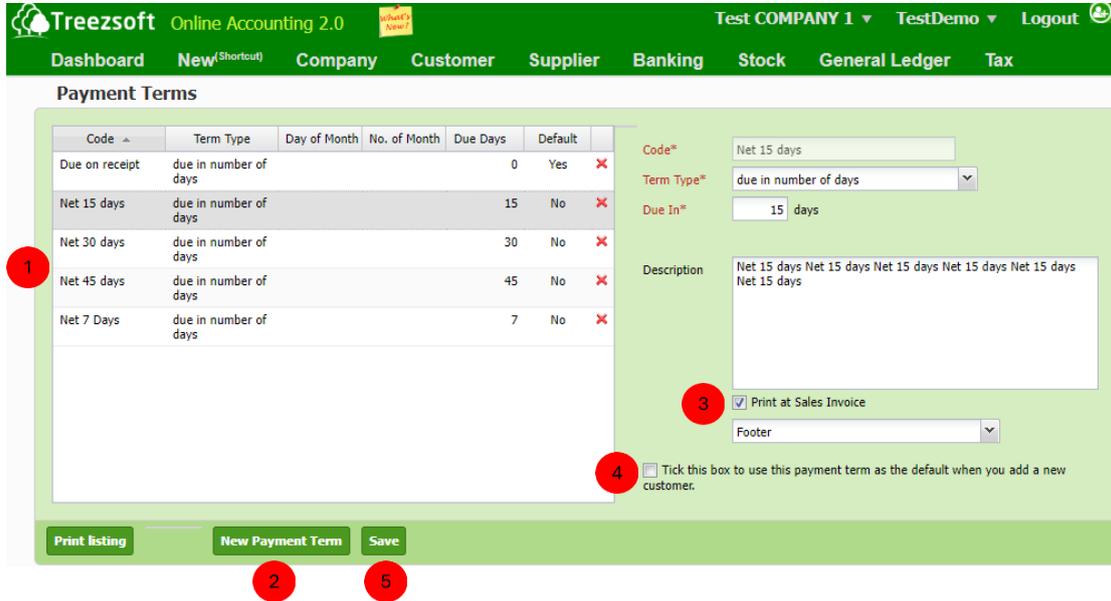
The list of tags to be assigned to the selected tag group includes the following items:

Tag Code	Tag Description	Selected
Branch - Project 1	Branch - Project 1	<input type="checkbox"/>
Dinner Event 2017	Charity dinner event 2017	<input type="checkbox"/>
HQ - Dept A	HQ - Dept A	<input type="checkbox"/>
HQ - Dept B	HQ - Dept B	<input type="checkbox"/>
HQ - Project 1	HQ - Project 1	<input type="checkbox"/>
Project 1 - Team A	Project 1 - Team A	<input type="checkbox"/>
Project 1 - Team B	Project 1 - Team B	<input type="checkbox"/>
Project 2 - Team A	Project 2 - Team A	<input type="checkbox"/>

At the bottom of the screen, there are three buttons: 'Print listing', 'New Tag Group', and 'Save'.

- 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



**Payment Terms**

Code	Term Type	Day of Month	No. of Month	Due Days	Default
Due on receipt	due in number of days			0	Yes <input checked="" type="checkbox"/>
Net 15 days	due in number of days			15	No <input checked="" type="checkbox"/>
Net 30 days	due in number of days			30	No <input checked="" type="checkbox"/>
Net 45 days	due in number of days			45	No <input checked="" type="checkbox"/>
Net 7 Days	due in number of days			7	No <input checked="" type="checkbox"/>

**Form Fields:**

- Code\*:** Net 15 days
- Term Type\*:** due in number of days
- Due In\*:** 15 days
- Description:** Net 15 days Net 15 days
- Print at Sales Invoice**
- Footer:** Footer
- Tick this box to use this payment term as the default when you add a new customer.**

**Buttons:** Print listing, **New Payment Term**, Save

- 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.

**Foreign Currencies**

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

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

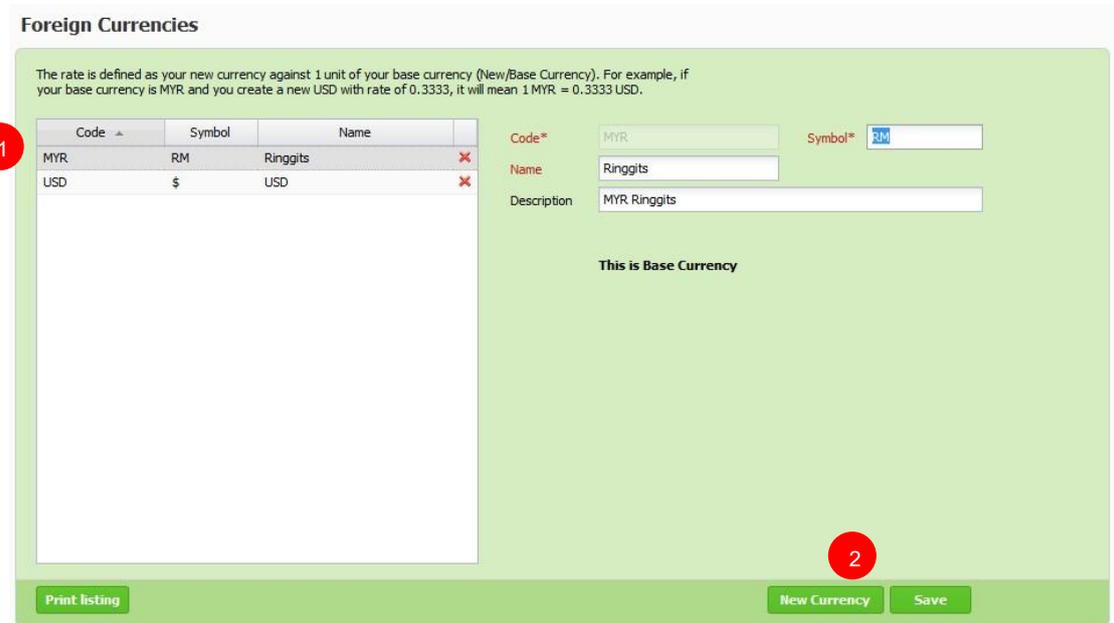
Code\* MYR Symbol\* RM

Name Ringgits

Description MYR Ringgits

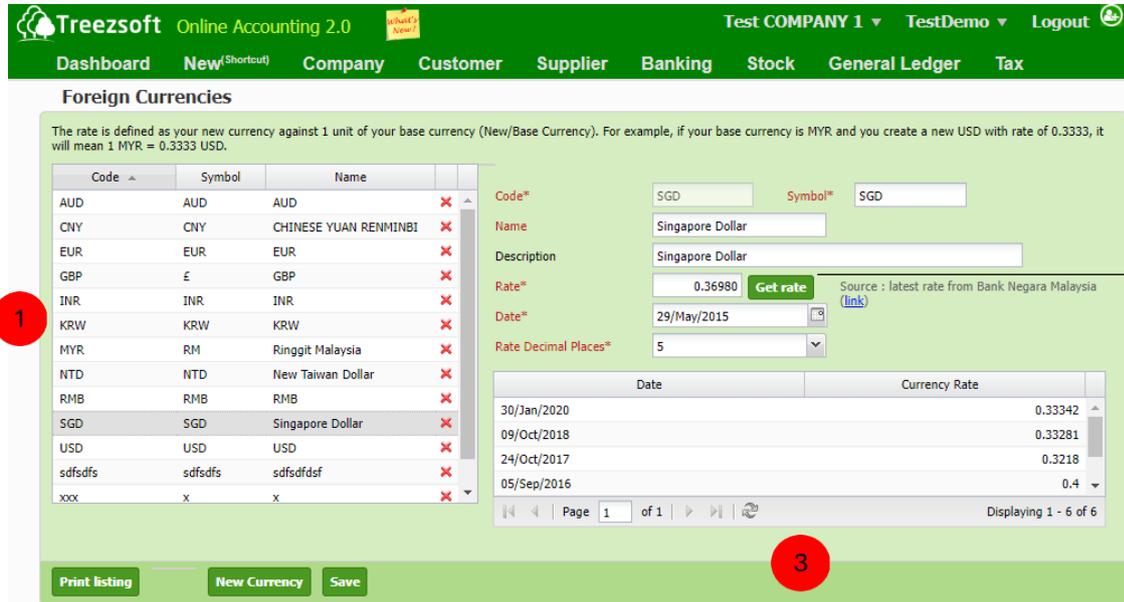
**This is Base Currency**

Print listing New Currency Save



- 1 This section shows the list of currencies you are using. By default, It will only 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



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

Code	Symbol	Name	
AUD	AUD	AUD	X
CNY	CNY	CHINESE YUAN RENMINBI	X
EUR	EUR	EUR	X
GBP	£	GBP	X
INR	INR	INR	X
KRW	KRW	KRW	X
MYR	RM	Ringgit Malaysia	X
NTD	NTD	New Taiwan Dollar	X
RMB	RMB	RMB	X
SGD	SGD	Singapore Dollar	X
USD	USD	USD	X
sdfsdfs	sdfsdfs	sdfsdfsdf	X
xxx	x	x	X

Code\*  Symbol\*

Name

Description

Rate\*   Source : latest rate from Bank Negara Malaysia [link](#)

Date\*

Rate Decimal Places\*

Date	Currency Rate
30/Jan/2020	0.33342
09/Oct/2018	0.33281
24/Oct/2017	0.3218
05/Sep/2016	0.4

Page 1 of 1 | Displaying 1 - 6 of 6

- 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)

Units of Measurement

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

Name\*

Symbol\*

Remark

Set to inactive

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 Red Cross 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	<input checked="" type="checkbox"/>
Cash Receipt	Receipt No.	CR0021	CR0022	<input checked="" type="checkbox"/>
Transfer Fund	Ref. No.	TT00015	TT00016	<input type="checkbox"/>
Module: Customer				
Cash Sales	Receipt No.	CS-BK-00090	CS-BK-00091	<input checked="" type="checkbox"/>
Contra	Contra No.		CT0002	<input type="checkbox"/>
Credit Note	Credit Note No.	ARCN0015	ARCN0016	<input type="checkbox"/>
Debit Note	Debit Note No.	ARDN0009	ARDN0010	<input type="checkbox"/>
Delivery Order	Delivery Order No.	DO0044	DO0045	<input type="checkbox"/>
Delivery Return	Ref. No.	DR0006	DR0007	<input type="checkbox"/>
Receive Payment	Receipt No.	OR0096	OR0097	<input type="checkbox"/>
Refund	Payment No.	REF0012	REF0013	<input type="checkbox"/>
Salary Invoice	Invoice No.	7374	7375	<input type="checkbox"/>

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	<input type="checkbox"/>
Cash Receipt	Receipt No.		<input type="text" value="Receipt-0001"/>	<input type="checkbox"/>
Credit Note	Credit Note No.		CN0001	<input type="checkbox"/>
Enter Bill	Ref. No.		0001	<input type="checkbox"/>
Invoice	Invoice No.		0001	<input type="checkbox"/>

In the area highlight by the orange ring:

- 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**.

1

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/		00009	00010

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.

Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard **New** (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Separate Document Number

In some cases, though, you may want to have more than one sequence of numbers. Perhaps you have two divisions of your company, each with its own separate invoice numbering. Or you want to track classes of sales – with one sequence for retail sales and another for wholesale sales.

Whenever creating a document, system will first look for these number based on **Location**. If no setup been found, system will use back the default sequence of numbers.

Separate Document Number by\*:

Document Type	Location Code	Prefix	Include Year	Last Number Used	Next Number	Editable at Doc.
Sales Invoice	Kulai	KLI-	No	KLI-00004	00005	No ✕
Cash Sales	Beko	CS-BK-	No	CS-BK-00049	00050	No ✕

Document Type\*

Location Code\*

Prefix

Include Year

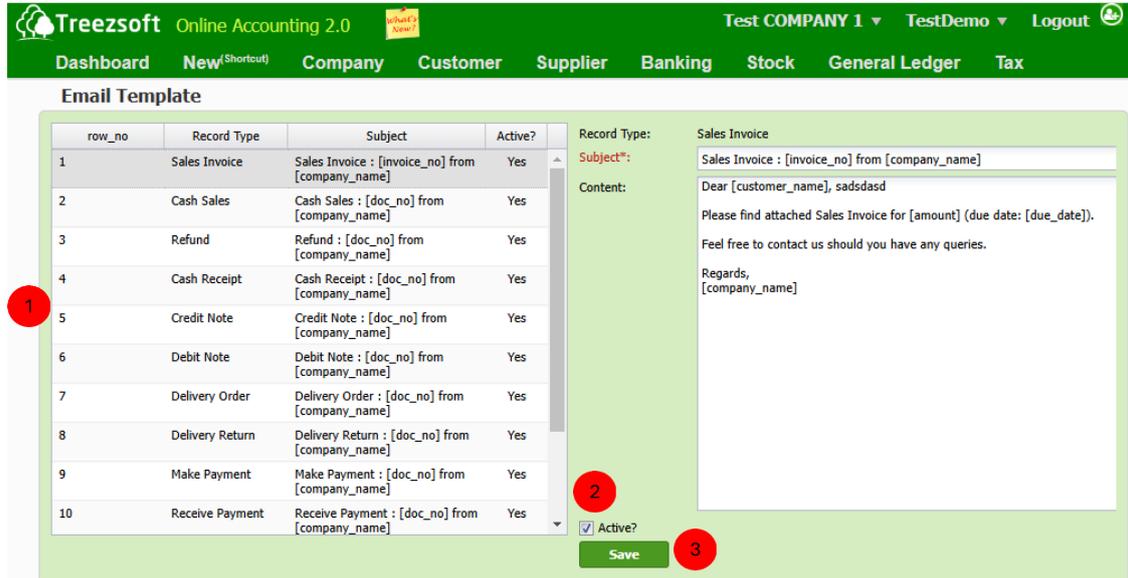
Next Number

**1** **2** **3**

- 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*



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

#### Email Template

row_no	Record Type	Subject	Active?
1	Sales Invoice	Sales Invoice : [invoice_no] from [company_name]	Yes
2	Cash Sales	Cash Sales : [doc_no] from [company_name]	Yes
3	Refund	Refund : [doc_no] from [company_name]	Yes
4	Cash Receipt	Cash Receipt : [doc_no] from [company_name]	Yes
5	Credit Note	Credit Note : [doc_no] from [company_name]	Yes
6	Debit Note	Debit Note : [doc_no] from [company_name]	Yes
7	Delivery Order	Delivery Order : [doc_no] from [company_name]	Yes
8	Delivery Return	Delivery Return : [doc_no] from [company_name]	Yes
9	Make Payment	Make Payment : [doc_no] from [company_name]	Yes
10	Receive Payment	Receive Payment : [doc_no] from [company_name]	Yes

Record Type: Sales Invoice

Subject\*: Sales Invoice : [invoice\_no] from [company\_name]

Content: Dear [customer\_name], sadsdasd  
Please find attached Sales Invoice for [amount] (due date: [due\_date]).  
Feel free to contact us should you have any queries.  
Regards,  
[company\_name]

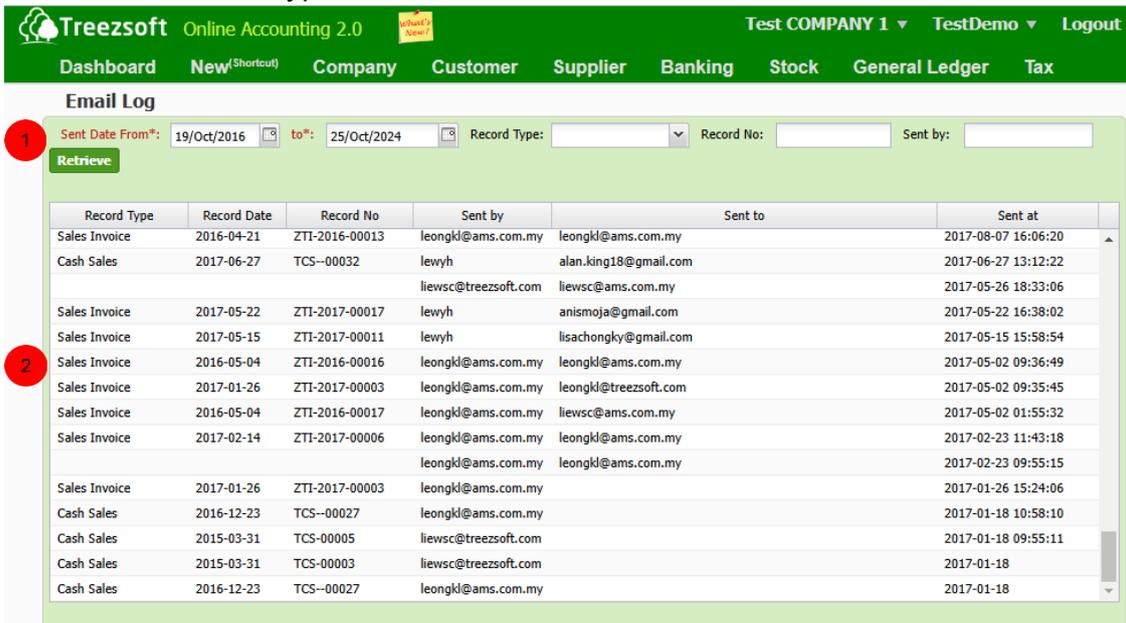
Active?

Save

- 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.



**Treezsoft Online Accounting 2.0** Test COMPANY 1 ▾ TestDemo ▾ Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Email Log**

1 Sent Date From\*: 19/Oct/2016 to\*: 25/Oct/2024 Record Type: Record No: Sent by:

Retrieve

Record Type	Record Date	Record No	Sent by	Sent to	Sent at
Sales Invoice	2016-04-21	ZTI-2016-00013	leongkl@ams.com.my	leongkl@ams.com.my	2017-08-07 16:06:20
Cash Sales	2017-06-27	TCS--00032	lewyh	alan.king18@gmail.com	2017-06-27 13:12:22
			liewsc@treezsoft.com	liewsc@ams.com.my	2017-05-26 18:33:06
Sales Invoice	2017-05-22	ZTI-2017-00017	lewyh	anismoja@gmail.com	2017-05-22 16:38:02
Sales Invoice	2017-05-15	ZTI-2017-00011	lewyh	lisachongky@gmail.com	2017-05-15 15:58:54
2 Sales Invoice	2016-05-04	ZTI-2016-00016	leongkl@ams.com.my	leongkl@ams.com.my	2017-05-02 09:36:49
Sales Invoice	2017-01-26	ZTI-2017-00003	leongkl@ams.com.my	leongkl@treezsoft.com	2017-05-02 09:35:45
Sales Invoice	2016-05-04	ZTI-2016-00017	leongkl@ams.com.my	liewsc@ams.com.my	2017-05-02 01:55:32
Sales Invoice	2017-02-14	ZTI-2017-00006	leongkl@ams.com.my	leongkl@ams.com.my	2017-02-23 11:43:18
			leongkl@ams.com.my	leongkl@ams.com.my	2017-02-23 09:55:15
Sales Invoice	2017-01-26	ZTI-2017-00003	leongkl@ams.com.my		2017-01-26 15:24:06
Cash Sales	2016-12-23	TCS--00027	leongkl@ams.com.my		2017-01-18 10:58:10
Cash Sales	2015-03-31	TCS-00005	liewsc@treezsoft.com		2017-01-18 09:55:11
Cash Sales	2015-03-31	TCS-00003	liewsc@treezsoft.com		2017-01-18
Cash Sales	2016-12-23	TCS--00027	leongkl@ams.com.my		2017-01-18

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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Preferences

#### Account Defaults

**1** **Receivable Account**  
Default control account for Customers  
3000/001

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

**Realised Forex Gain**  
Any realised Forex Gain will be posted to this account  
8030/000

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

#### Stock Defaults

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

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

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

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

Only record quantity in GRN and GRR (will affect stock cost calculation if your costing method is Weighted Average/FIFO/LIFO)

Restrict users to select the UOM as per the stock item setup in Stock Issues/Received/Adjustments/Transfers

Do not allow user to proceed in Stock Adjustment/Issue/Transfer when the stock balance is in negative.

Hide Unit Cost and Amount in Stock Issues/Received/Adjustments/Transfers/Item/Take/Report(Aging, Balance, Card)(might affect stock cost calculation if your costing method is Weighted Average/FIFO)

#### 3 **Screen Defaults**

Open listing and report link in new tab

#### 4 **Report Defaults**

Sales Invoice : display customer address in multiple line

#### 5 **Access Control**

Restrict non-admin user login outside working hours

**Save**

#### Financial Settings

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

**Date Format**  
Determine how dates will be shown/entered in screens  
28/Oct/2024

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

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

Enable rounding adjustment in new cash sales  
Default account for rounding adjustment in cash sales.  
3010/010

Enable Progress Invoicing

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

**Default Payment Method**  
Credit card

**Default Tax Type**  
Enter item as Tax Inclusive / Tax Exclusive.  
Tax Exclusive

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

Show Selling Price in Price History

Show Purchase Price in Price History

Flat Rate Scheme

Price Level

Upload Stock Image

Display Stock Image in document screen

Stock Batch

Instalment Plan

In the preference page, you can view and manage six categories, **Account Defaults, Stock Defaults, Screen Defaults, Report Defaults, Access control and Financial Settings.**

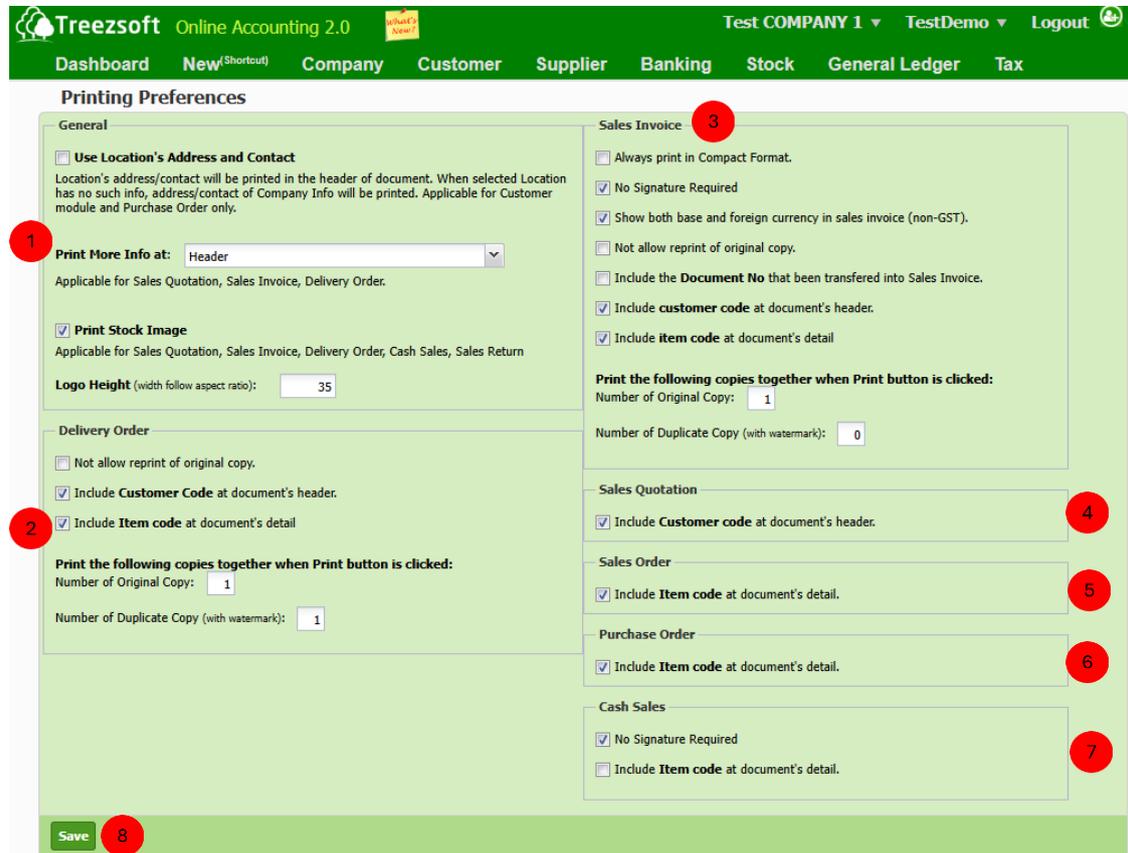
All editable fields have their own brief description that helps you to manage your preferences.

- 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.



The screenshot shows the 'Printing Preferences' window in Treezsoft Online Accounting 2.0. The interface is organized into several sections, each with its own set of options:

- General (1):** Includes 'Use Location's Address and Contact' (checkbox), 'Print More Info at:' (dropdown menu set to 'Header'), 'Print Stock Image' (checkbox), and 'Logo Height' (input field set to 35).
- Delivery Order (2):** Includes 'Not allow reprint of original copy.' (checkbox), 'Include Customer Code at document's header.' (checkbox), and 'Include Item code at document's detail.' (checkbox).
- Sales Invoice (3):** Includes 'Always print in Compact Format.' (checkbox), 'No Signature Required' (checkbox), 'Show both base and foreign currency in sales invoice (non-GST).' (checkbox), 'Not allow reprint of original copy.' (checkbox), 'Include the Document No that been transferred into Sales Invoice.' (checkbox), 'Include customer code at document's header.' (checkbox), 'Include item code at document's detail.' (checkbox), and 'Print the following copies together when Print button is clicked:' (checkbox).
- Sales Quotation (4):** Includes 'Include Customer code at document's header.' (checkbox).
- Sales Order (5):** Includes 'Include Item code at document's detail.' (checkbox).
- Purchase Order (6):** Includes 'Include Item code at document's detail.' (checkbox).
- Cash Sales (7):** Includes 'No Signature Required' (checkbox) and 'Include Item code at document's detail.' (checkbox).
- Number of Original Copy:** Input field set to 1.
- Number of Duplicate Copy (with watermark):** Input field set to 1.
- Save (8):** A green button at the bottom left.

- 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 your first use of TreezSoft Accounting.

**Chart of Accounts - Opening Balance**

As Of\*  Ref. No.

1 Description

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

2 Add line

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

3 Add line

Total (MYR)

4 Save

Delete Import COA - Opening Balance

- 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.

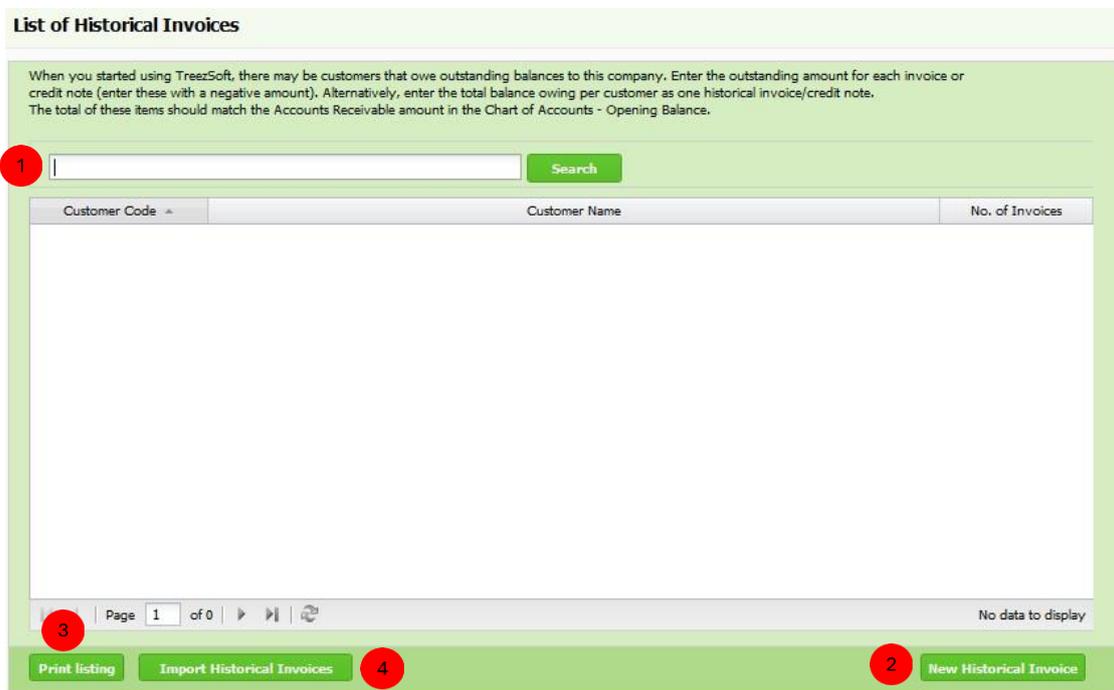
Note: you need to download the exact formatted csv file and file in the template to import successfully.

- 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



**List of Historical Invoices**

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

1  Search

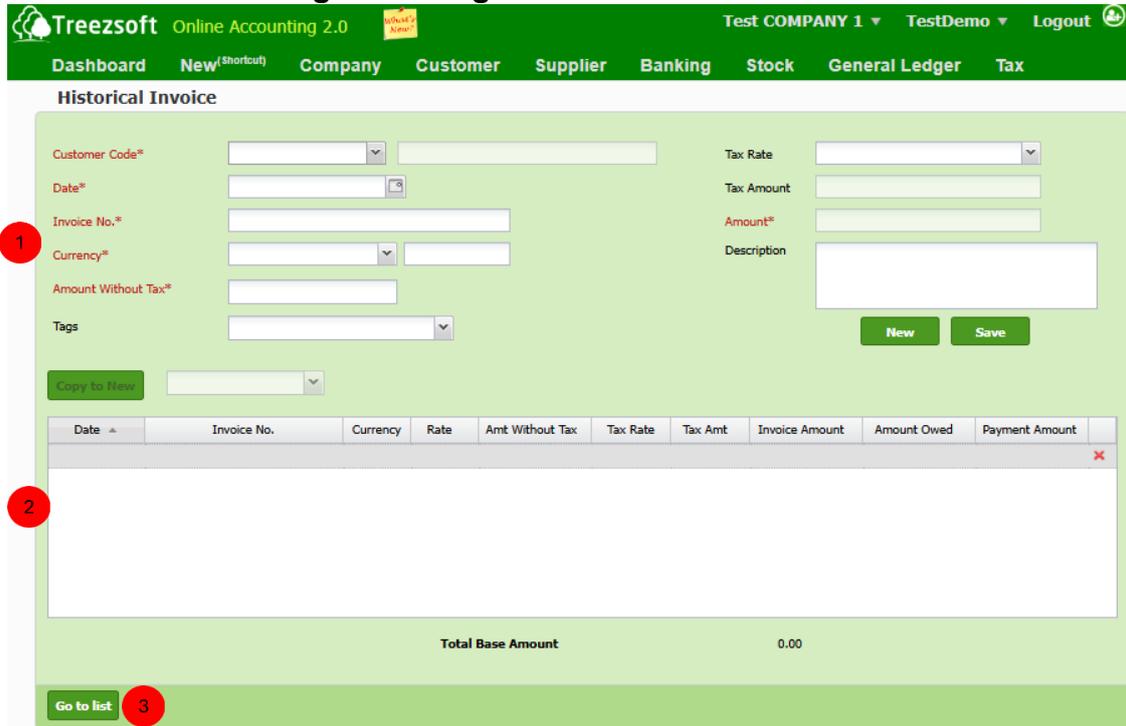
Customer Code	Customer Name	No. of Invoices
---------------	---------------	-----------------

3 Page 1 of 0

3   4  2

- 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**

Customer Code\*  Tax Rate

Date\*  Tax Amount

Invoice No.\*  Amount\*

Currency\*  Description

Amount Without Tax\*

Tags

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

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

**List of Historical Supplier Invoices**

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

Enter keyword to search...
Search

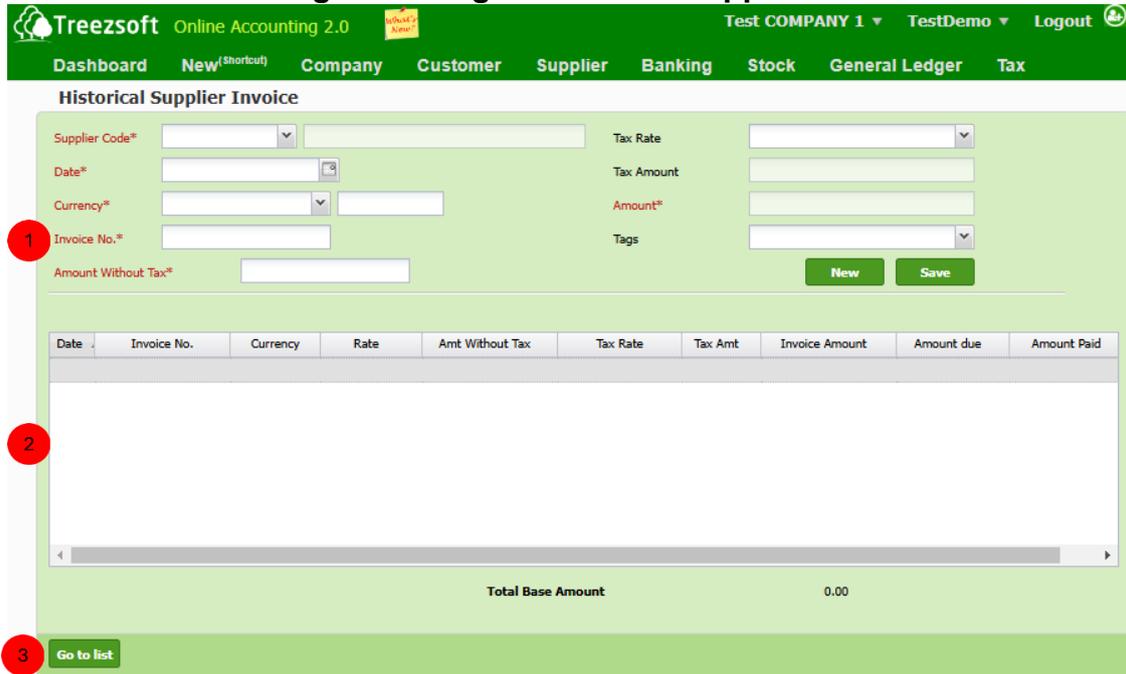
Supplier Code	Supplier Name	No. of Invoices
No data to display		

Page 1 of 0
No data to display

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

- 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.

### 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

**List of Historical Unpresented Cheques**

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

Enter keyword to search... **Search** 1

Bank Account Code	Bank A	Currency	No. of Cheques (Deposit)	Total Amount (Deposit)	No. of Cheques (Payment)	Total Amount (Payment)
<a href="#">3010/020</a>	MBB- Cur... acc... 1	MYR	0	0.00	1	
<a href="#">3010/050</a>	RHB - Cre... card acc...	MYR	1	1,000.00	0	

3

Page 1 of 1 | Displaying 1 - 2 of 2

**Print listing** **Import Historical Cheques** **New Historical Cheque** 2 4

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

**Historical Unpresented Cheques**

Bank Account\*  Details

1 Date\*  Type\*

Cheque No.\*  Ref No.\*

Amount\*  Currency

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

1 Enter the details of the 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

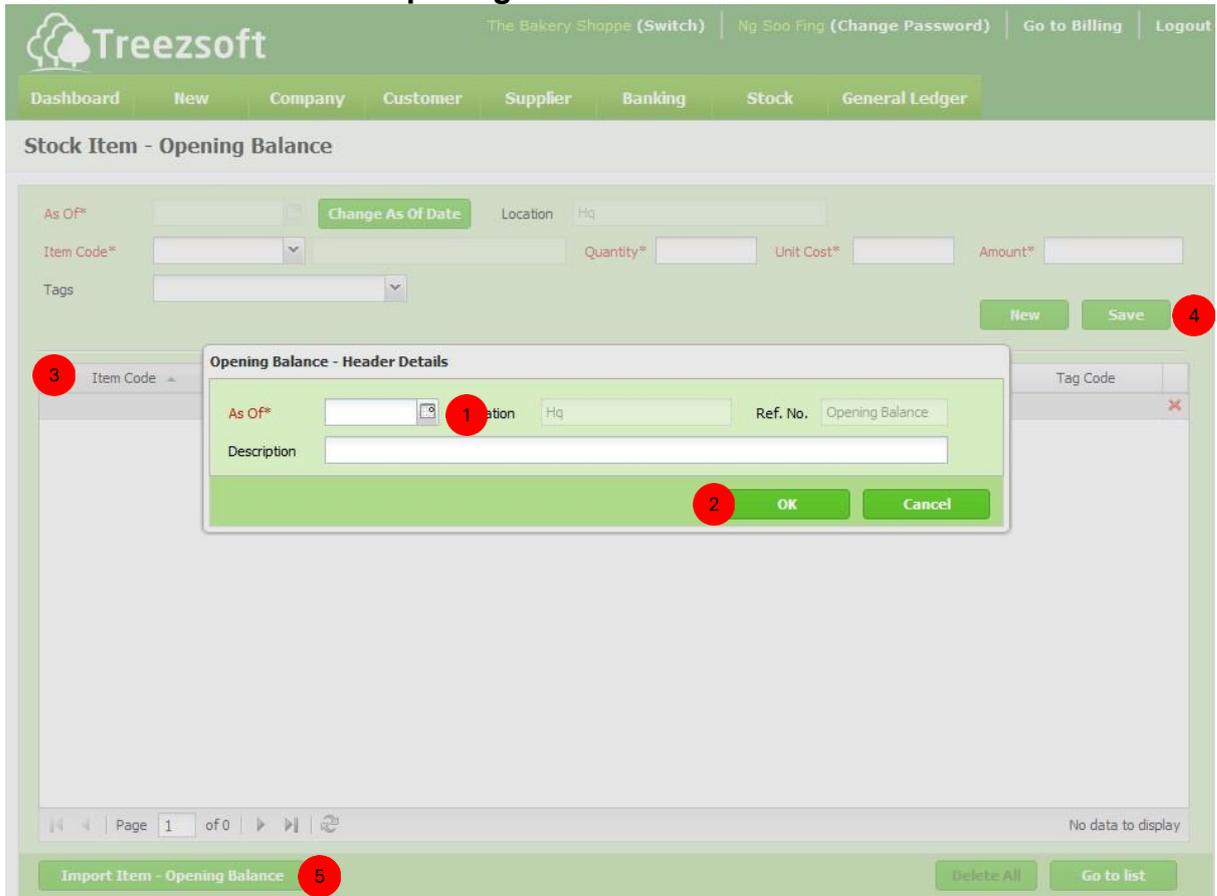
List of Items - Opening Balance

Location Code	Location Name	Opening Date	Total Amount
<a href="#">Hq</a>	HeadQuarter	01/01/2011	20,649.25
<b>Total</b>			20,649.25

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

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

### 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.

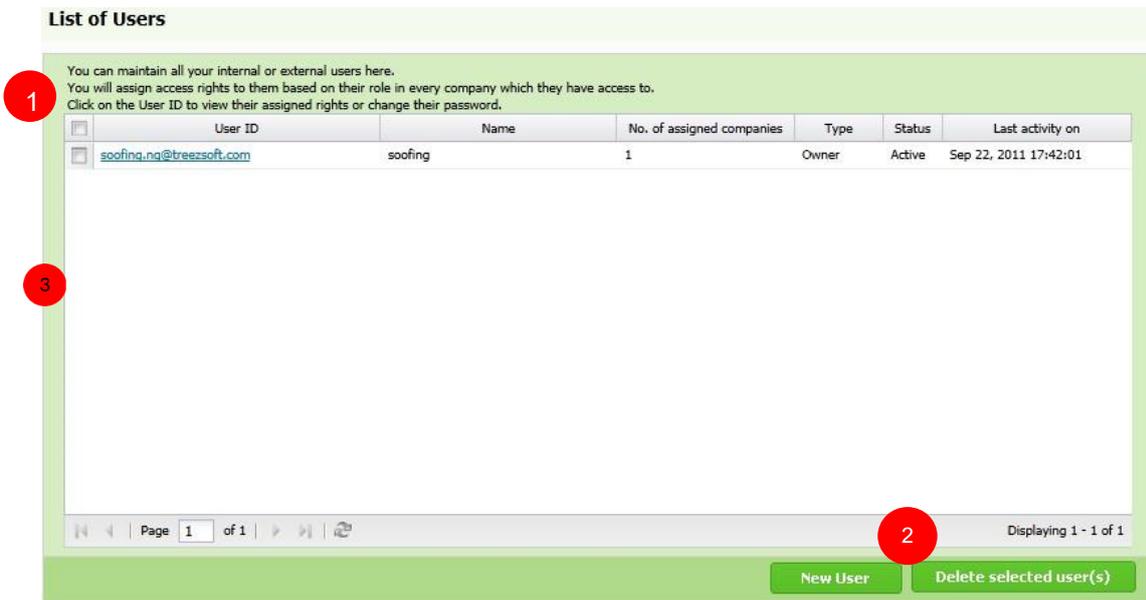
#### 5.17.1.1 List of Users

**List of Users**

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

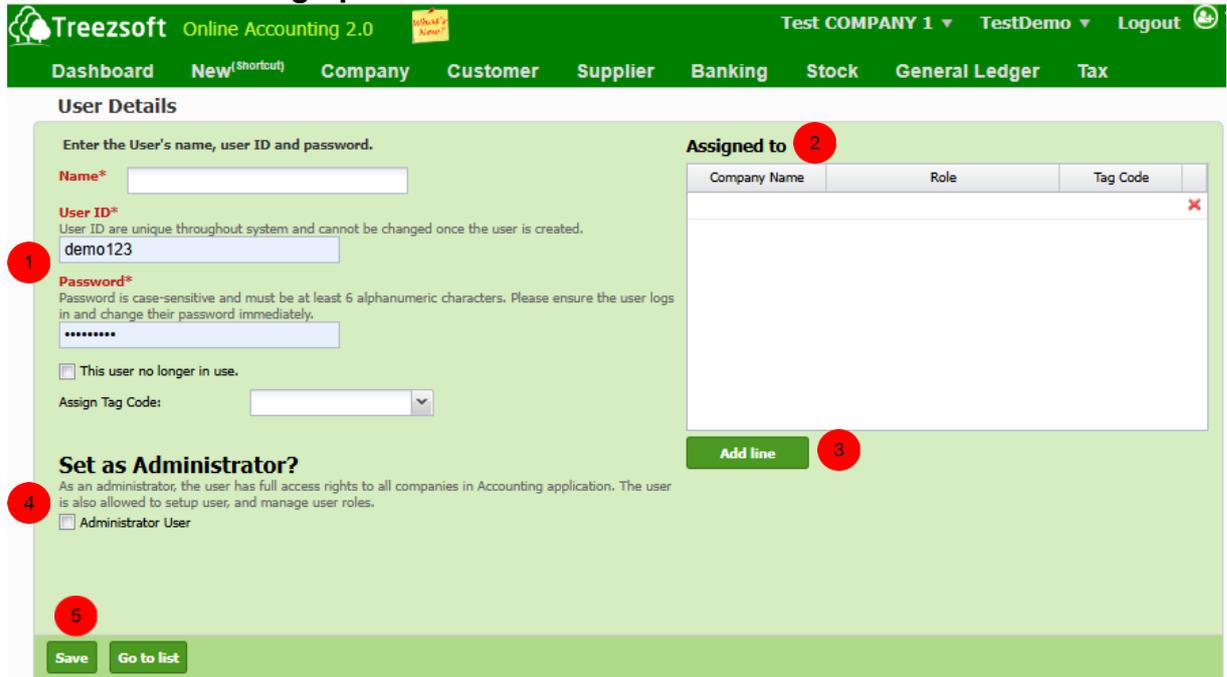
<input type="checkbox"/>	User ID	Name	No. of assigned companies	Type	Status	Last activity on
<input type="checkbox"/>	<a href="#">soofing.ng@treezsoft.com</a>	soofing	1	Owner	Active	Sep 22, 2011 17:42:01

Page 1 of 1 | Displaying 1 - 1 of 1



- 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



**User Details**

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

**Name\***

**User ID\***  
User ID are unique throughout system and cannot be changed once the user is created.

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

This user no longer in use.

Assign Tag Code:

**Assigned to**

Company Name	Role	Tag Code
✖		

**Set as Administrator?**  
As an administrator, the user has full access rights to all companies in Accounting application. The user is also allowed to setup user, and manage user roles.

Administrator User

- 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.

### Manage Users Roles

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

<input type="checkbox"/>	Role	Description
<input type="checkbox"/>	<a href="#">Accountant's Staff</a>	User has full access to all modules.
<input type="checkbox"/>	<a href="#">Client / Business Owner</a>	User has full access to all modules except Journal Entry and Chart of Account; which they only have view access.
<input type="checkbox"/>	<a href="#">Client / Business Manager</a>	User has full access on all modules, except Chart of Accounts and Journal Entries.
<input type="checkbox"/>	<a href="#">Client / Business Staff</a>	User has full access to all Customer, Supplier, Banking and Stock Activities.
<input type="checkbox"/>	<a href="#">User Manager</a>	
<input type="checkbox"/>	<a href="#">sales</a>	
<input type="checkbox"/>	<a href="#">Data Entry Clerk</a>	
<input type="checkbox"/>	<a href="#">Salesperson</a>	
<input type="checkbox"/>	<a href="#">Boss</a>	
<input type="checkbox"/>	<a href="#">Store Keeper</a>	
<input type="checkbox"/>	<a href="#">Credit team</a>	
<input type="checkbox"/>	<a href="#">Inventory clerk</a>	Inventory clerk

Page 1 of 1 | Displaying 1 - 12 of 12

**New User Role** **Delete selected role(s)**

1 2

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.

### 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.

**User Role**

Specify the user role and access rights within TreezSoft Accounting.

Role\*

Description

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

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

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

### 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.

User Activity Log

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

View Activities By: ALL    Module: ALL

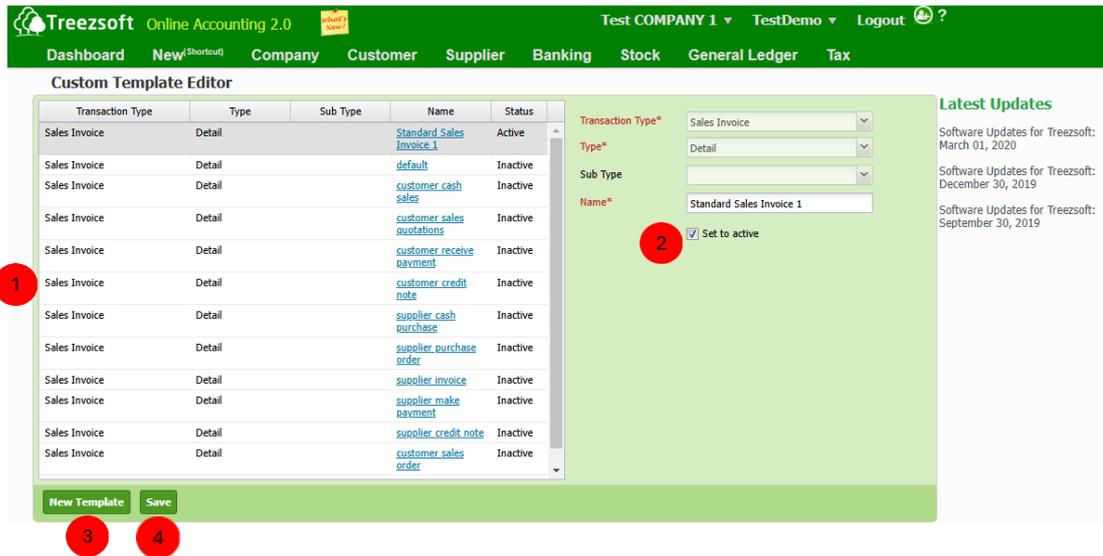
Date: Today    From\* 01/07/2012    To\* 01/07/2012    Sort by:     in descending order    [Retrieve](#)

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

[Print to PDF](#)

## 5.18 Custom Template Editor

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



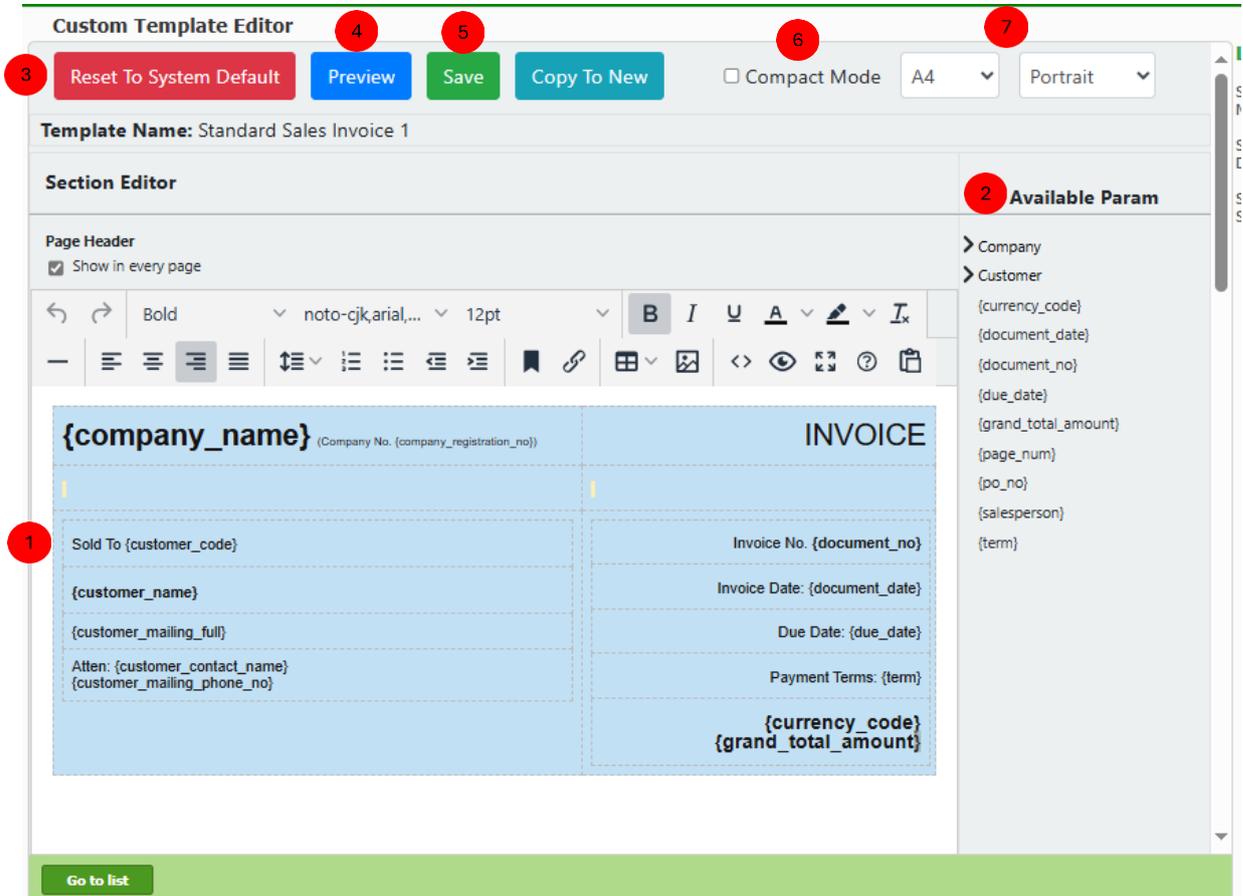
The screenshot displays the 'Custom Template Editor' interface. At the top, there is a navigation bar with 'Treezsoft Online Accounting 2.0' and 'Test COMPANY 1'. Below this is a menu with options like 'Dashboard', 'New', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area is titled 'Custom Template Editor' and contains a table of templates and a form to edit one.

Transaction Type	Type	Sub Type	Name	Status
Sales Invoice	Detail		<a href="#">Standard Sales Invoice 1</a>	Active
Sales Invoice	Detail		<a href="#">default</a>	Inactive
Sales Invoice	Detail		<a href="#">customer cash sales</a>	Inactive
Sales Invoice	Detail		<a href="#">customer sales quotations</a>	Inactive
Sales Invoice	Detail		<a href="#">customer receive payment</a>	Inactive
Sales Invoice	Detail		<a href="#">customer credit note</a>	Inactive
Sales Invoice	Detail		<a href="#">supplier cash purchase</a>	Inactive
Sales Invoice	Detail		<a href="#">supplier purchase order</a>	Inactive
Sales Invoice	Detail		<a href="#">supplier invoice</a>	Inactive
Sales Invoice	Detail		<a href="#">supplier make payment</a>	Inactive
Sales Invoice	Detail		<a href="#">supplier credit note</a>	Inactive
Sales Invoice	Detail		<a href="#">customer sales order</a>	Inactive

The form on the right allows editing a template. It includes fields for 'Transaction Type\*' (Sales Invoice), 'Type\*' (Detail), 'Sub Type', and 'Name\*' (Standard Sales Invoice 1). There is a checkbox labeled 'Set to active' which is currently checked. At the bottom of the form are buttons for 'New Template' and 'Save'.

- 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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New<sup>(shortcut)</sup> Company Customer Supplier Banking Stock General Ledger Tax

### List of Cash Sales

Customer: ALL Doc. Date: Today From\*: 28/Oct/2024 To\*: 28/Oct/2024 Doc. No.:

Sort By: in descending order  Converted from POS only **Retrieve**

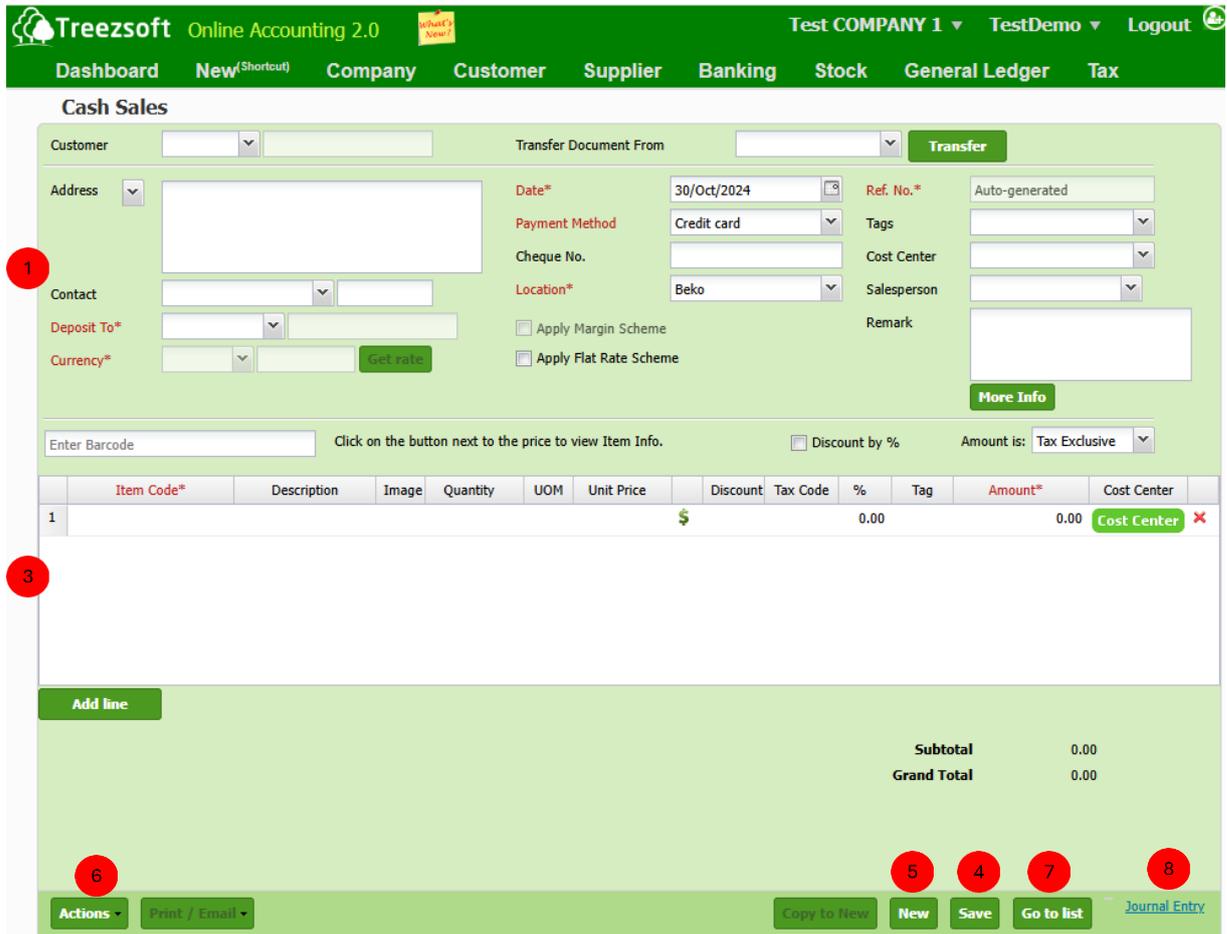
<input type="checkbox"/>	Date	Receipt No.	Customer Code	Customer	Payment Method	Cheque No.	Deposit To	Currency	Amount
No data to display									

Page 0 of 0

**Print listing** **Import Cash Sales** [\(Template\)](#) **New Cash Sales** **Print selected record(s)** **Delete selected record(s)**

- 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)



**Cash Sales**

Customer: [Dropdown] [Text]      Transfer Document From: [Dropdown] **Transfer**

Address: [Dropdown] [Text]      Date\*: 30/Oct/2024 [Calendar]      Ref. No.\*: Auto-generated

Contact: [Dropdown] [Text]      Payment Method: Credit card [Dropdown]      Tags: [Dropdown]

Deposit To\*: [Dropdown] [Text]      Cheque No.: [Text]      Cost Center: [Dropdown]

Currency\*: [Dropdown] [Text] **Get rate**      Location\*: Beko [Dropdown]      Salesperson: [Dropdown]

Apply Margin Scheme      Remark: [Text]

Apply Flat Rate Scheme      **More Info**

Enter Barcode: [Text]      Click on the button next to the price to view Item Info.       Discount by %      Amount is: Tax Exclusive [Dropdown]

	Item Code*	Description	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*	Cost Center
1						\$			0.00		0.00	<b>Cost Center</b> ✖

**Add line**

Subtotal: 0.00  
Grand Total: 0.00

**6** **Actions** **Print / Email** **5** **Copy to New** **4** **New** **7** **Save** **8** **Go to list** [Journal Entry](#)

- 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

More Info

Up to 6 user defined field is allowed.

Example 1: Label = 'Project Title', Value = 'Room Renovation'.  
Example 2: Label = 'Loan Amount', Value = 'RM 10000'.

Label	Value
-------	-------

**Add line**

**Note:**Note:  
When transfer from multiple documents, system will pick up the 'More Info' from last transferred document, and merge with existing saved 'More Info'. Only last 6 Labels will be included.  
User defined field would be printed out except for simplified tax invoice and those been customized.

**Ok**

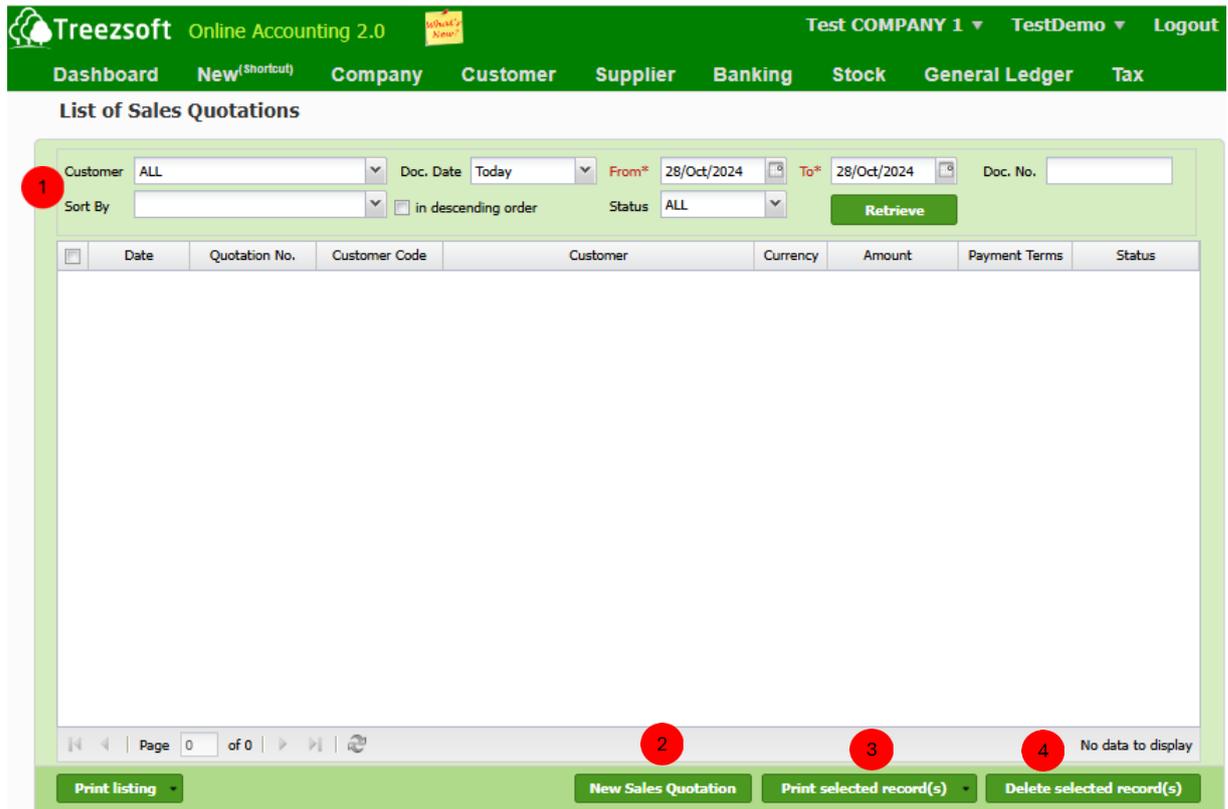
You can add extra information here. Add line to allow to add more. Click Ok if you have done adding extra information.

- 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.

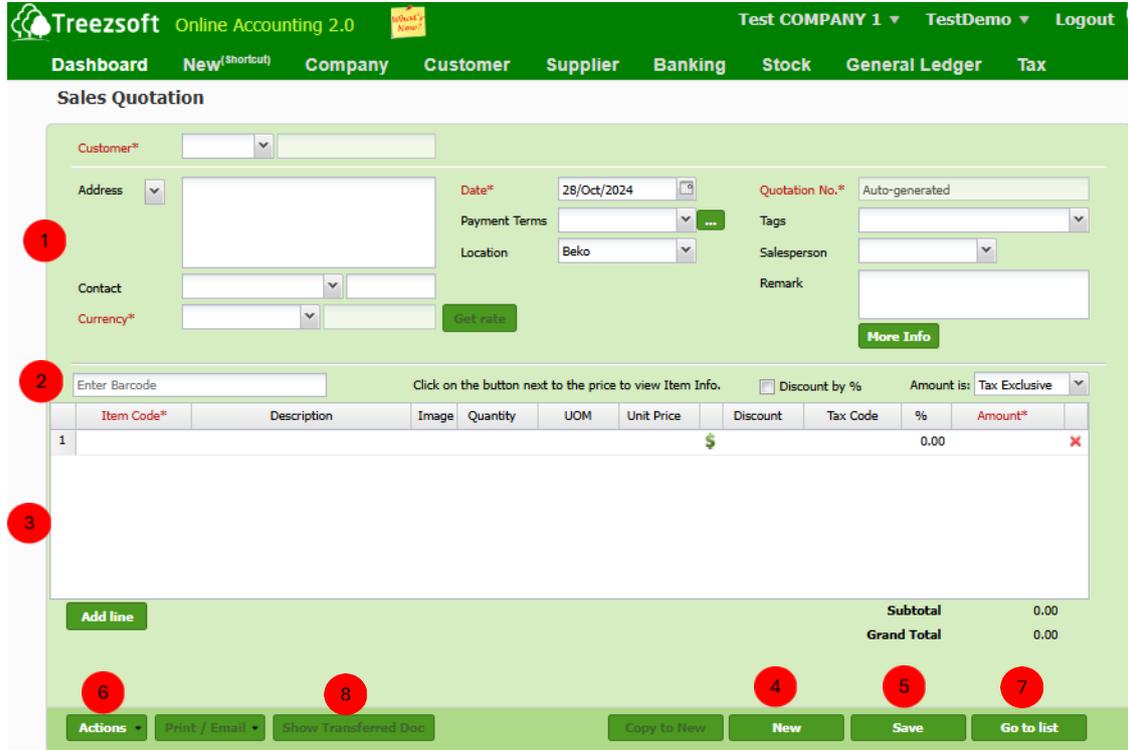
### 6.2.1 List of Sales Quotation (S.Q)



The screenshot shows the 'List of Sales Quotations' interface in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area contains search filters for Customer (ALL), Doc. Date (Today), From\* (28/Oct/2024), To\* (28/Oct/2024), and Doc. No. A 'Retrieve' button is present. Below the filters is a table with columns: Date, Quotation No., Customer Code, Customer, Currency, Amount, Payment Terms, and Status. The table is currently empty. At the bottom, there are buttons for 'Print listing', 'New Sales Quotation', 'Print selected record(s)', and 'Delete selected record(s)'. Red circles 1, 2, 3, and 4 highlight the search filters, the 'New Sales Quotation' button, the 'Print selected record(s)' button, and the 'Delete selected record(s)' button, respectively.

- 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)



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Sales Quotation

Customer\*

Address  Date\* 28/Oct/2024 Quotation No.\* Auto-generated

Payment Terms  Tags

Location Beko Salesperson

Contact  Remark

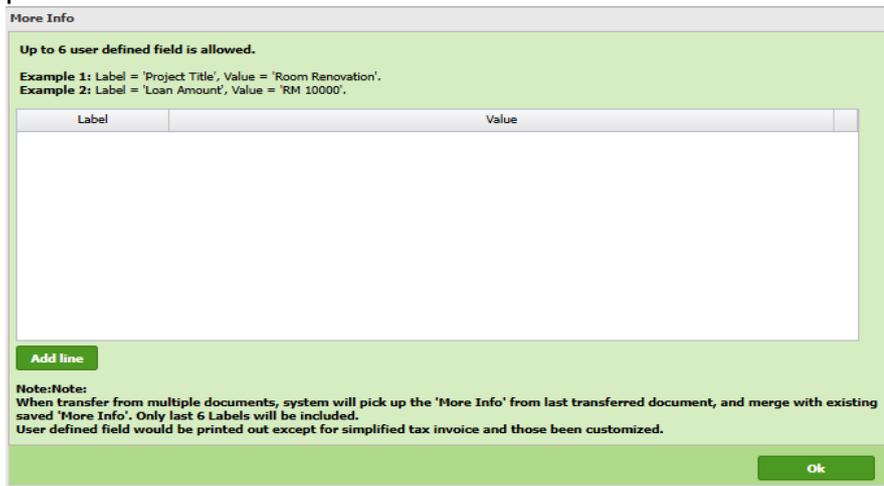
Currency\*

Enter Barcode  Click on the button next to the price to view Item Info.  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount*
1									0.00

Subtotal 0.00  
Grand Total 0.00

- 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.



More Info

Up to 6 user defined field is allowed.

Example 1: Label = 'Project Title', Value = 'Room Renovation'.  
Example 2: Label = 'Loan Amount', Value = 'RM 10000'.

Label	Value

**Note:**  
When transfer from multiple documents, system will pick up the 'More Info' from last transferred document, and merge with existing saved 'More Info'. Only last 6 Labels will be included.  
User defined field would be printed out except for simplified tax invoice and those been customized.

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

**List of Sales Orders**

Customer: ALL | Doc. Date: Last month | From\*: 01/01/2012 | To\*: 31/01/2012

Sort by: |  in descending order **Retrieve**

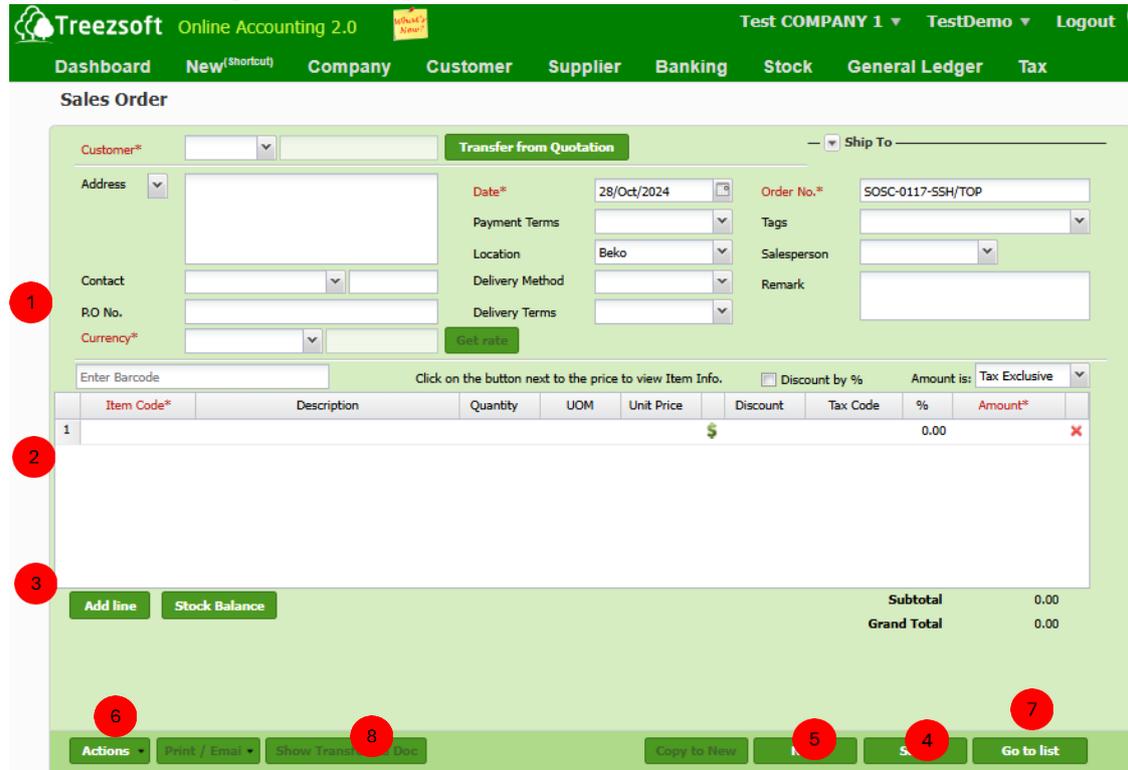
<input type="checkbox"/>	Date	Order No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status
--------------------------	------	-----------	---------------	----------	----------	--------	---------------	--------

Page 1 of 0 | No data to display

**Print listing** | **New Sales Order** | **Print selected record(s)** | **Delete selected record(s)**

- 1 Enter 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)



**Sales Order**

Customer\*  **Transfer from Quotation**  Ship To

Address  Date\* 28/Oct/2024 Order No.\* SOSC-0117-SSH/TOP

Contact  Payment Terms  Tags

RO No.  Location Beko Salesperson

Currency\*  Delivery Method  Remark

Delivery Terms  **Get rate**

Enter Barcode  Click on the button next to the price to view Item Info.  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount*
1				\$			0.00	X

**Add line** **Stock Balance** Subtotal 0.00 Grand Total 0.00

**Actions** **Print / Email** **Show Trans** **Doc** **Copy to New** **Save** **Go to list**

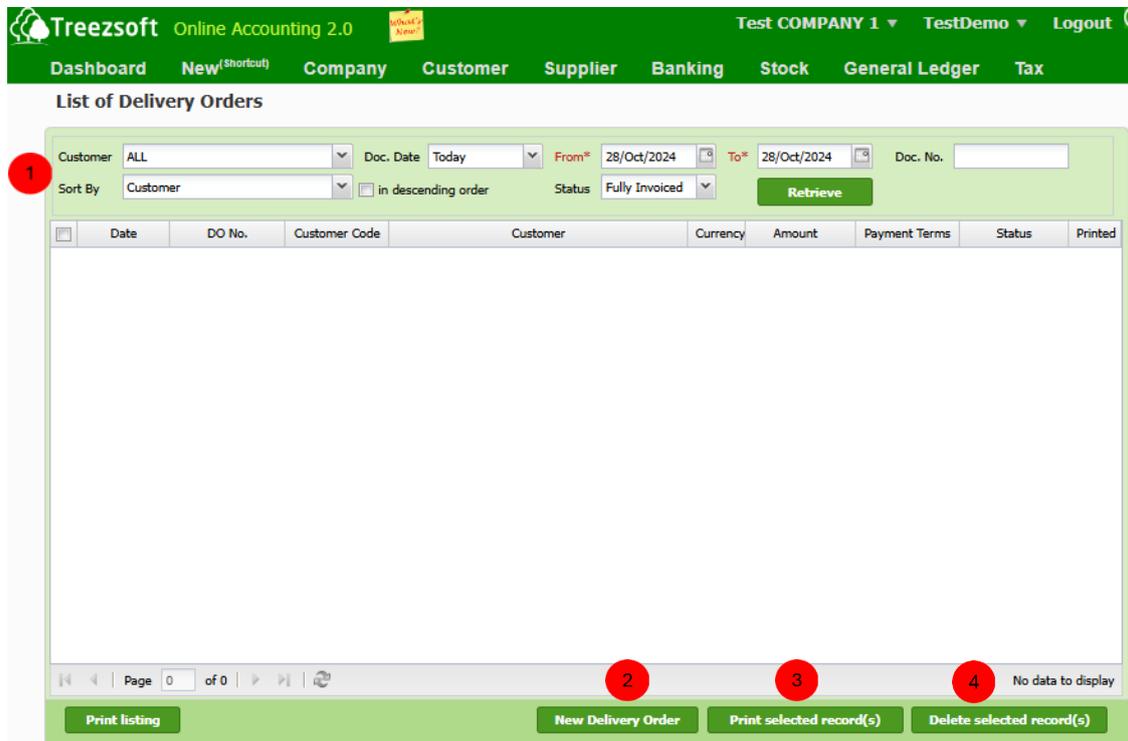
- 1 Enter your customers' details in this section. Fields marks with asterisk (\*) are required fields. You can transfer the statement from S.Q If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Enter Barcode 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



The screenshot shows the 'List of Delivery Orders' interface in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area contains search filters for Customer (ALL), Doc. Date (Today), From\* (28/Oct/2024), To\* (28/Oct/2024), and Doc. No. A 'Retrieve' button is located to the right of these filters. Below the filters is a table with columns: Date, DO No., Customer Code, Customer, Currency, Amount, Payment Terms, Status, and Printed. The table is currently empty. At the bottom, there are four buttons: 'Print listing', 'New Delivery Order', 'Print selected record(s)', and 'Delete selected record(s)'. Red circles 1, 2, 3, and 4 highlight the search filters, the 'New Delivery Order' button, the 'Print selected record(s)' button, and the 'Delete selected record(s)' button, respectively.

- 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)

**Delivery Order**

Customer\* [dropdown] [input] Transfer Document From [dropdown] **Transfer**

Address [dropdown] [input] Date\* 28/Oct/2024 DO No.\* Auto-generated

Contact [dropdown] [input] Payment Terms [dropdown] Tags [dropdown]

R.O No. [input] Location\* Beko Delivery Method [dropdown] Salesperson [dropdown]

Currency\* [dropdown] [input] **Get rate** Remark [input] **More Info**

Enter Barcode [input] Click on the button next to the price to view Item Info.  Discount by % Amount is: Tax Exclusive [dropdown]

Item Code*	Description	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount*
1					\$				0.00

**Add line** Subtotal 0.00 Grand Total 0.00

**Actions** **Print / Email** **Show Transferred Doc** **New** **Save** **Go to list** **Journal Entry**

- 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.

**More Info**

Up to 6 user defined field is allowed.

Example 1: Label = 'Project Title', Value = 'Room Renovation'.  
Example 2: Label = 'Loan Amount', Value = 'RM 10000'.

Label	Value

**Add line**

**Note:** When transfer from multiple documents, system will pick up the 'More Info' from last transferred document, and merge with existing saved 'More Info'. Only last 6 Labels will be included. User defined field would be printed out except for simplified tax invoice and those been customized.

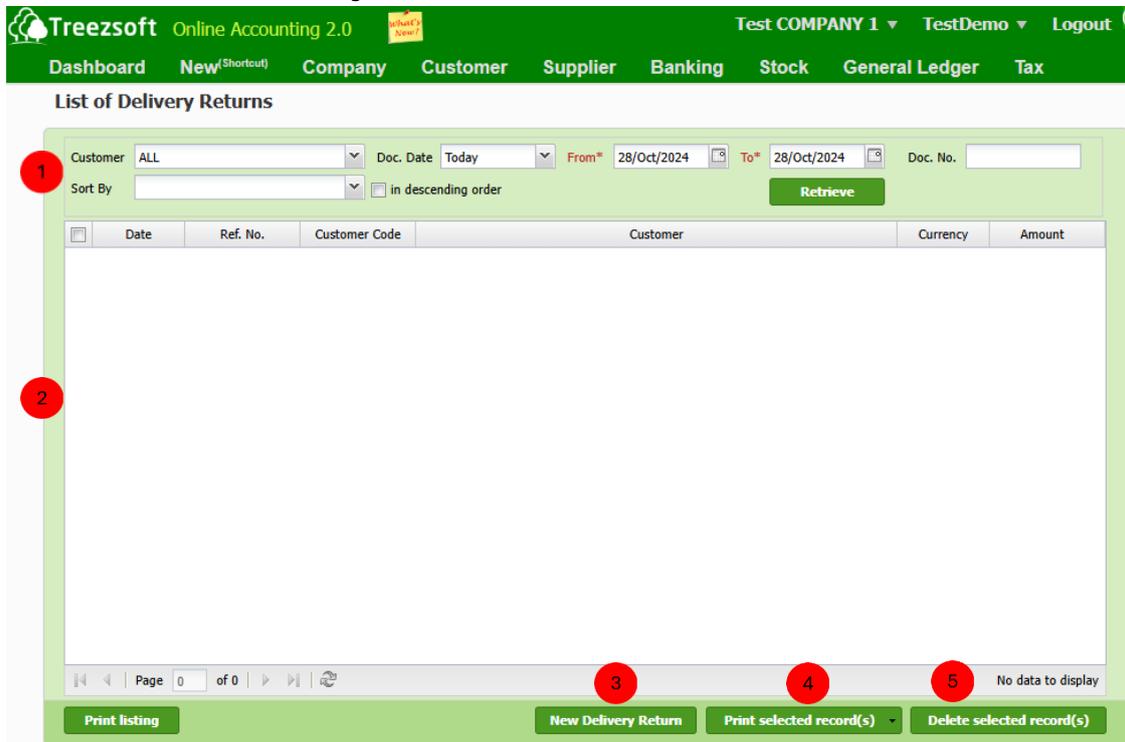
**Ok**

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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

List of Delivery Returns

Customer: ALL Doc. Date: Today From\*: 28/Oct/2024 To\*: 28/Oct/2024 Doc. No.:

Sort By:   in descending order **Retrieve**

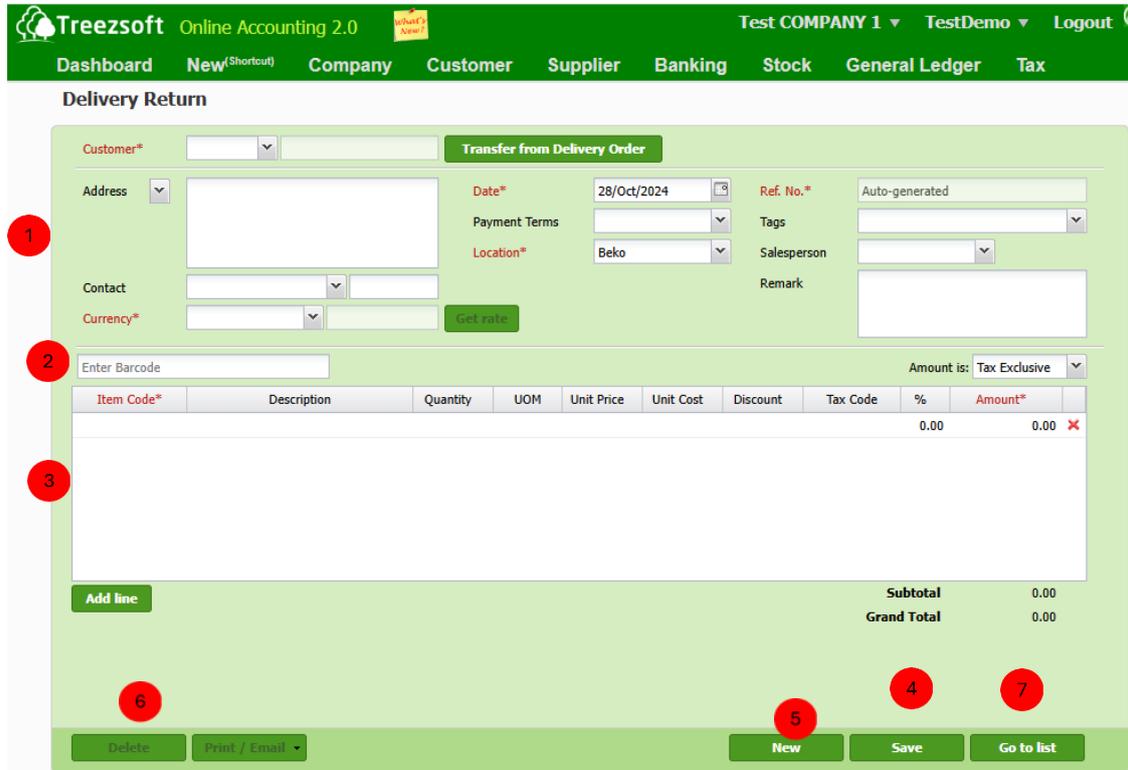
Date	Ref. No.	Customer Code	Customer	Currency	Amount
No data to display					

Page 0 of 0

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

- 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Delivery Return

Customer\*   **Transfer from Delivery Order**

Address   **Date\*** 28/Oct/2024  **Ref. No.\*** Auto-generated

**Payment Terms**  **Tags**

**Location\*** Beko  **Salesperson**

**Contact**   **Remark**

**Currency\***

Enter Barcode  Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Unit Cost	Discount	Tax Code	%	Amount*
									0.00

**Subtotal** 0.00

**Grand Total** 0.00

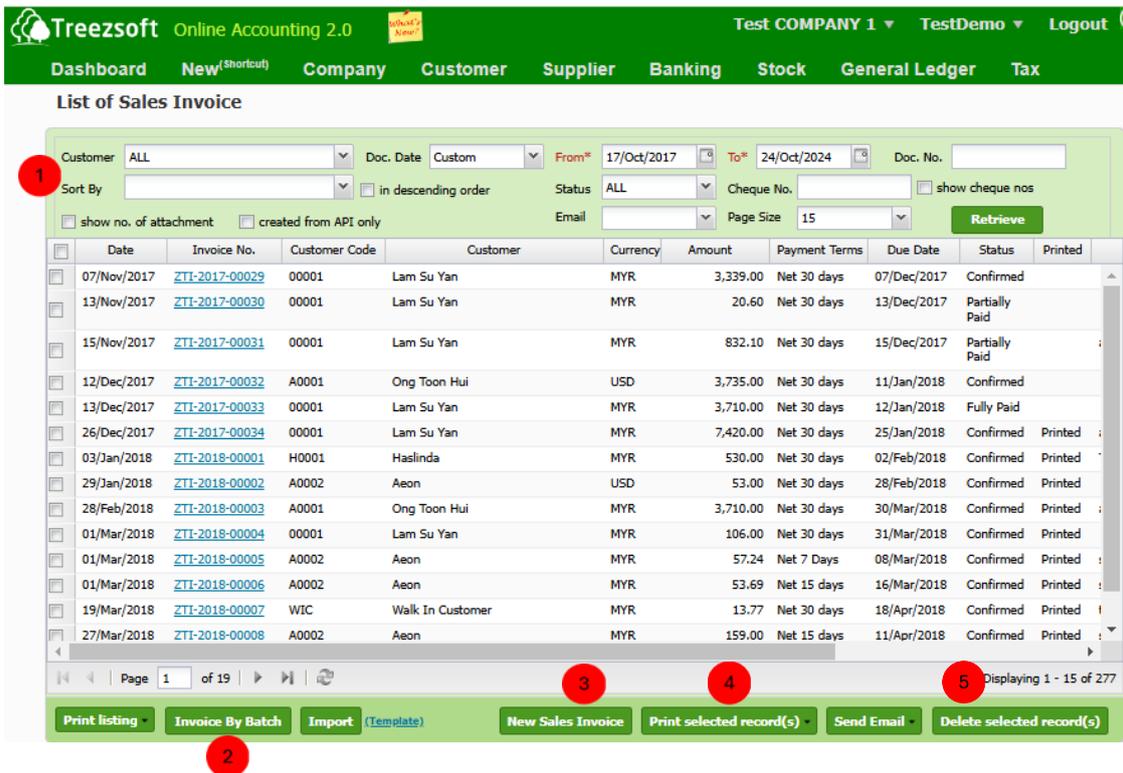
- 1 Enter your customers' details in this section. Fields marks with asterisk (\*) are required fields. You can transfer the statement from Delivery Order. If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Enter 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



**List of Sales Invoice**

Customer: ALL Doc. Date: Custom From\*: 17/Oct/2017 To\*: 24/Oct/2024 Doc. No. [ ]

Sort By [ ] in descending order Status: ALL Cheque No. [ ] show cheque nos

show no. of attachment  created from API only Email [ ] Page Size: 15 **Retrieve**

Date	Invoice No.	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Status	Printed
07/Nov/2017	<a href="#">ZTI-2017-00029</a>	00001	Lam Su Yan	MYR	3,339.00	Net 30 days	07/Dec/2017	Confirmed	
13/Nov/2017	<a href="#">ZTI-2017-00030</a>	00001	Lam Su Yan	MYR	20.60	Net 30 days	13/Dec/2017	Partially Paid	
15/Nov/2017	<a href="#">ZTI-2017-00031</a>	00001	Lam Su Yan	MYR	832.10	Net 30 days	15/Dec/2017	Partially Paid	
12/Dec/2017	<a href="#">ZTI-2017-00032</a>	A0001	Ong Toon Hui	USD	3,735.00	Net 30 days	11/Jan/2018	Confirmed	
13/Dec/2017	<a href="#">ZTI-2017-00033</a>	00001	Lam Su Yan	MYR	3,710.00	Net 30 days	12/Jan/2018	Fully Paid	
26/Dec/2017	<a href="#">ZTI-2017-00034</a>	00001	Lam Su Yan	MYR	7,420.00	Net 30 days	25/Jan/2018	Confirmed	Printed
03/Jan/2018	<a href="#">ZTI-2018-00001</a>	H0001	Haslinda	MYR	530.00	Net 30 days	02/Feb/2018	Confirmed	Printed
29/Jan/2018	<a href="#">ZTI-2018-00002</a>	A0002	Aeon	USD	53.00	Net 30 days	28/Feb/2018	Confirmed	Printed
28/Feb/2018	<a href="#">ZTI-2018-00003</a>	A0001	Ong Toon Hui	MYR	3,710.00	Net 30 days	30/Mar/2018	Confirmed	Printed
01/Mar/2018	<a href="#">ZTI-2018-00004</a>	00001	Lam Su Yan	MYR	106.00	Net 30 days	31/Mar/2018	Confirmed	Printed
01/Mar/2018	<a href="#">ZTI-2018-00005</a>	A0002	Aeon	MYR	57.24	Net 7 Days	08/Mar/2018	Confirmed	Printed
01/Mar/2018	<a href="#">ZTI-2018-00006</a>	A0002	Aeon	MYR	53.69	Net 15 days	16/Mar/2018	Confirmed	Printed
19/Mar/2018	<a href="#">ZTI-2018-00007</a>	WIC	Walk In Customer	MYR	13.77	Net 30 days	18/Apr/2018	Confirmed	Printed
27/Mar/2018	<a href="#">ZTI-2018-00008</a>	A0002	Aeon	MYR	159.00	Net 15 days	11/Apr/2018	Confirmed	Printed

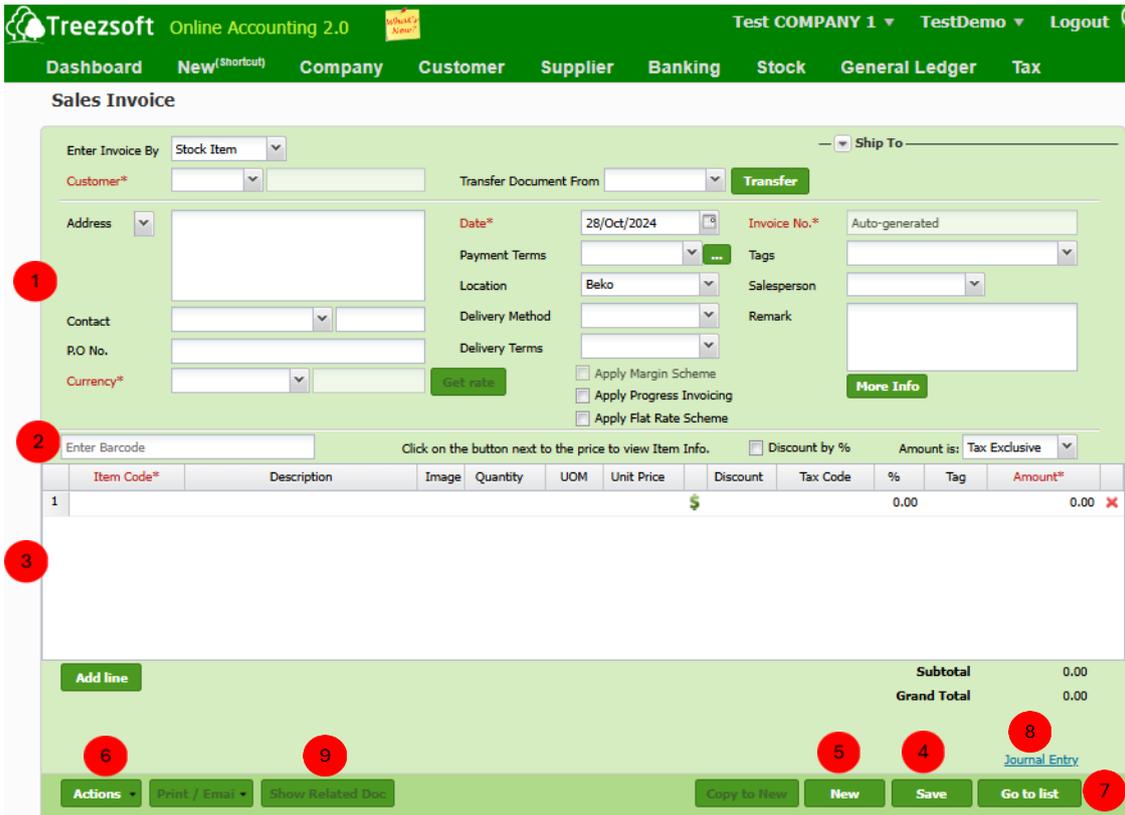
Page 1 of 19 Displaying 1 - 15 of 277

**Print listing** **Invoice By Batch** **Import (Template)** **New Sales Invoice** **Print selected record(s)** **Send Email** **Delete selected record(s)**

- 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** Customer\*

**2** Enter Barcode

**3** Add line

**4** Save

**5** New

**6** Actions

**7** Go to list

**8** Journal Entry

**9** Show Related Docs

- 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.

More Info

Up to 6 user defined field is allowed.

Example 1: Label = 'Project Title', Value = 'Room Renovation'.  
 Example 2: Label = 'Loan Amount', Value = 'RM 10000'.

Label	Value

**Add line**

**Note:**  
 Note: When transfer from multiple documents, system will pick up the 'More Info' from last transferred document, and merge with existing saved 'More Info'. Only last 6 Labels will be included.  
 User defined field would be printed out except for simplified tax invoice and those been customized.

**Ok**

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.

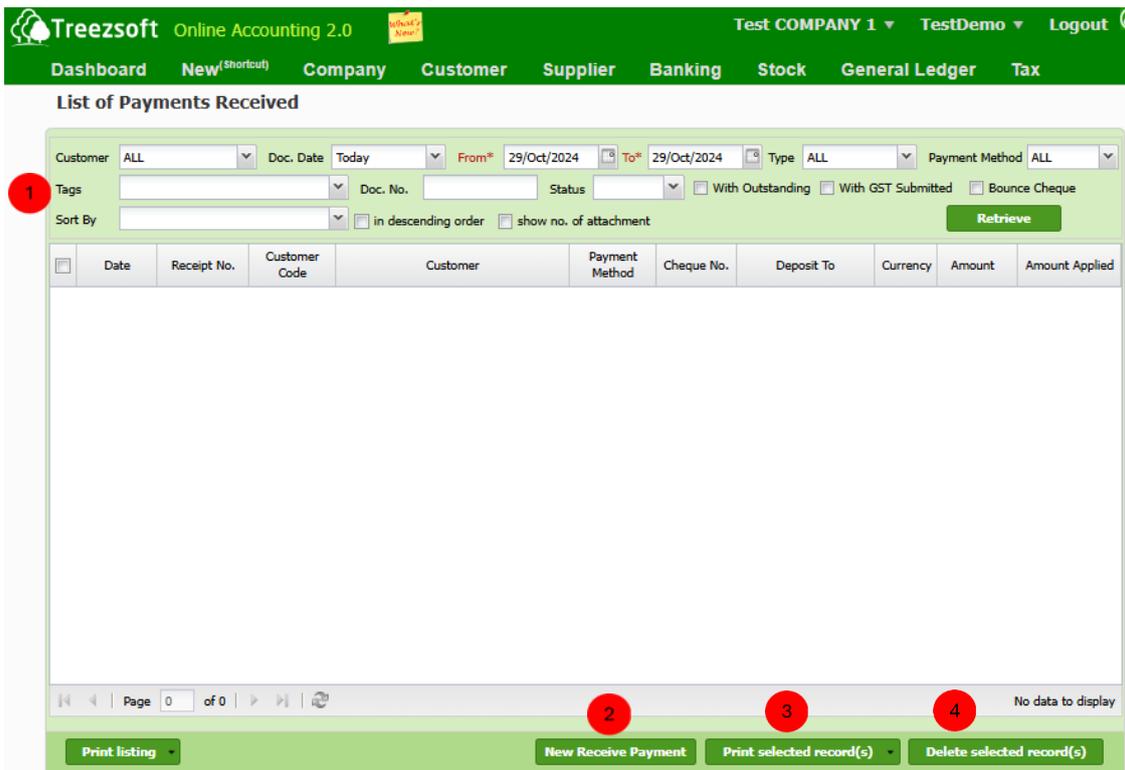
## 6.7 Receive Payments

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.



The screenshot shows the 'List of Payments Received' screen in Treezsoft Online Accounting 2.0. The interface includes a navigation menu with options like Dashboard, New, Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main area contains search filters for Customer, Doc. Date, From, To, Type, and Payment Method. A 'Retrieve' button is highlighted with a red circle 1. Below the filters is a table with columns: Date, Receipt No., Customer Code, Customer, Payment Method, Cheque No., Deposit To, Currency, Amount, and Amount Applied. The table is currently empty, displaying 'No data to display'. At the bottom, there are buttons for 'Print listing', 'New Receive Payment' (highlighted with a red circle 2), 'Print selected record(s)' (highlighted with a red circle 3), and 'Delete selected record(s)' (highlighted with a red circle 4).

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.

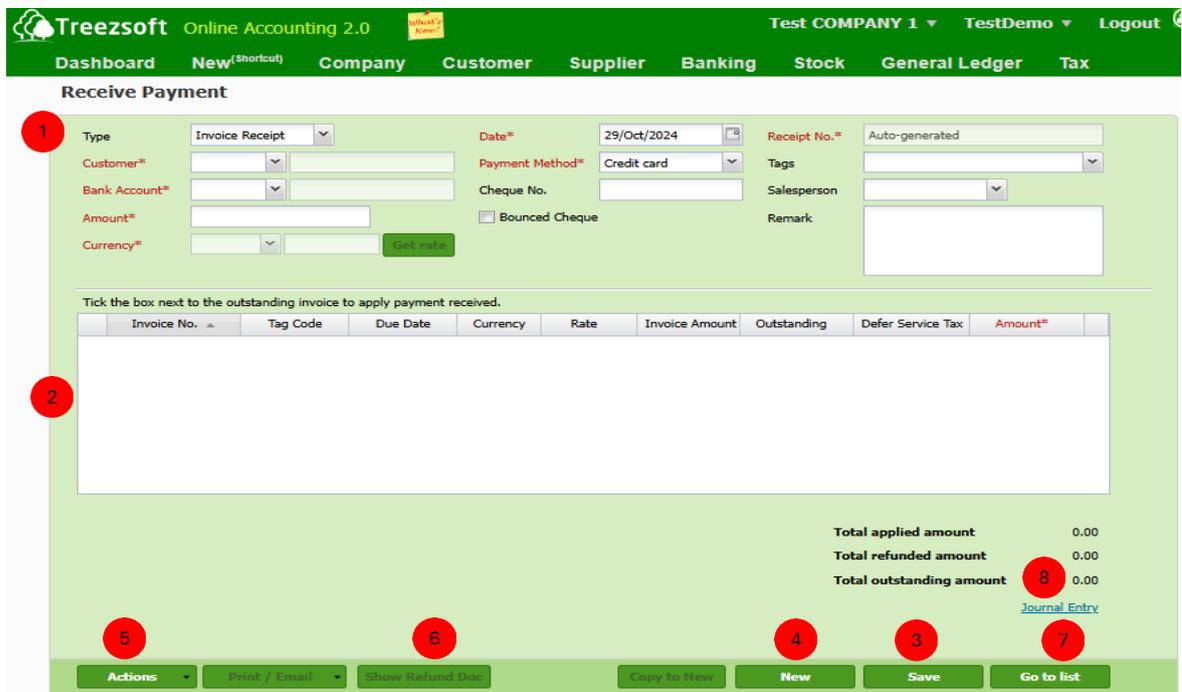
## 6.7.2 Creating or Editing a Payment received

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

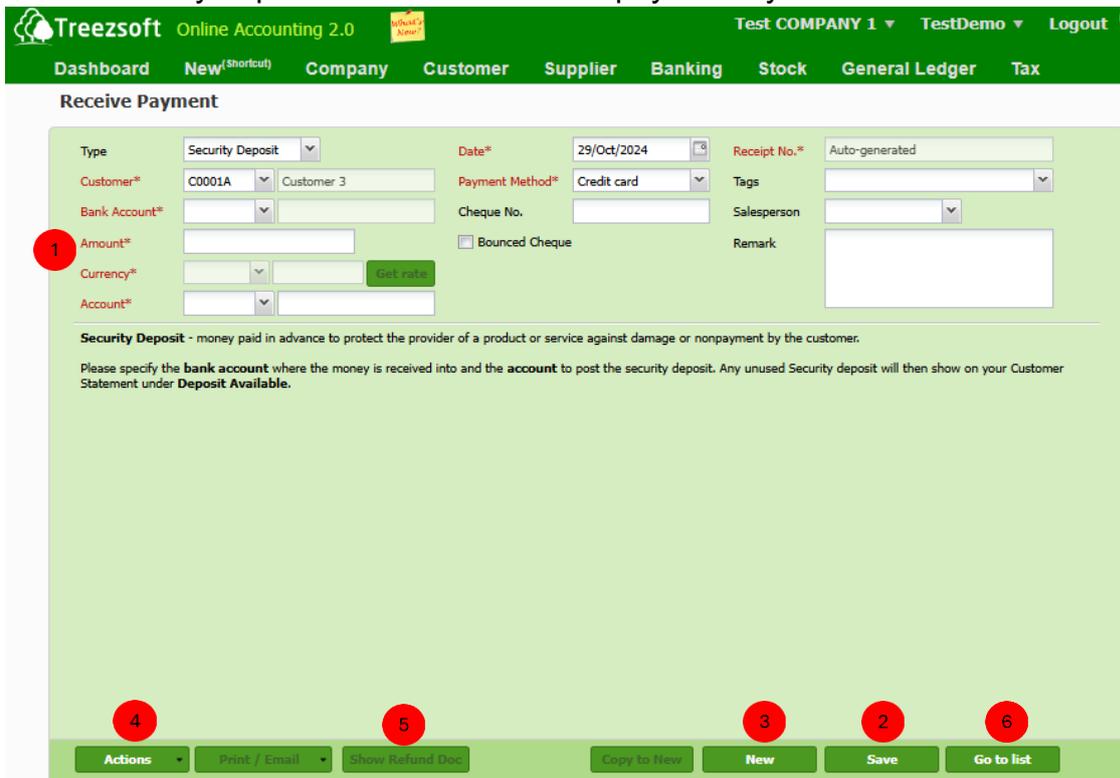
Tick the **show no. of attachment if** you want to show number of attachments for each sale invoice.

- 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.



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New<sup>(Shortcut)</sup> Company Customer Supplier Banking Stock General Ledger Tax

### Receive Payment

Type: Security Deposit Date\*: 29/Oct/2024 Receipt No.\*: Auto-generated

Customer\*: C0001A Customer 3 Payment Method\*: Credit card Tags: [Dropdown]

Bank Account\*: [Dropdown] Cheque No.: [Text] Salesperson: [Dropdown]

Amount\*: [Text]  Bounced Cheque Remark: [Text Area]

Currency\*: [Dropdown]

Account\*: [Dropdown]

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

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

4 Actions 5 Show Refund Doc 3 New 2 Save 6 Go to list

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.

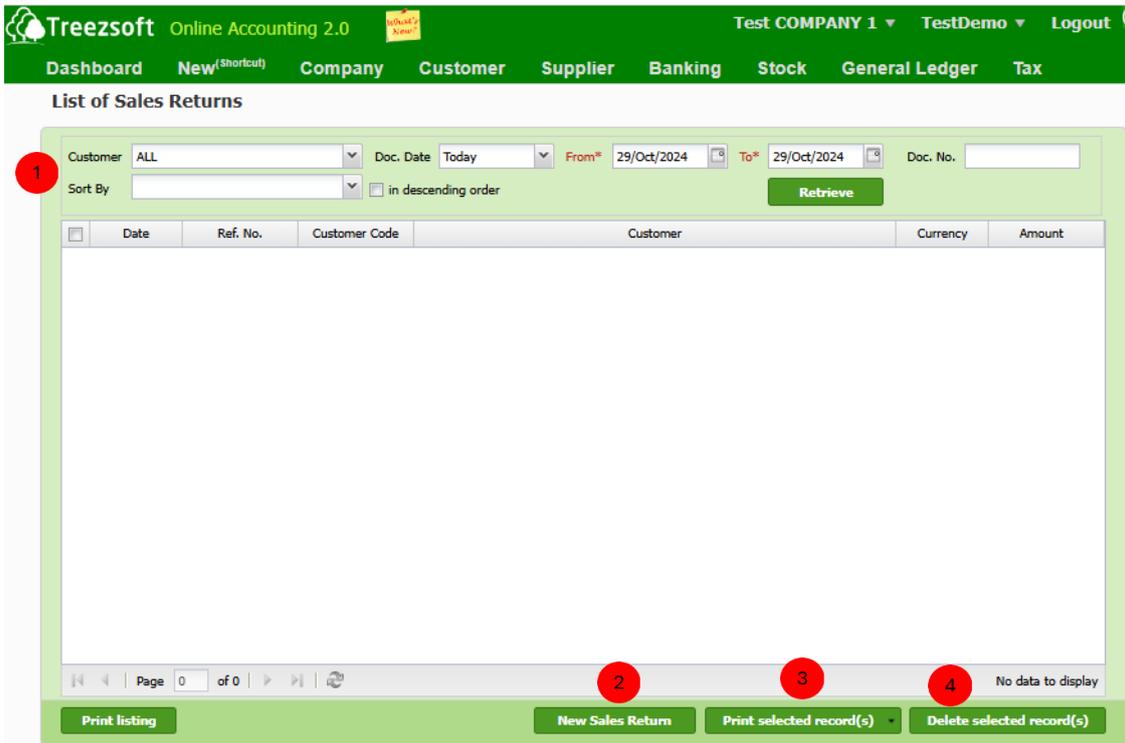
5 Click **Show Refund Doc** to display any refunds issued to the customer related to the payment received.

- 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.

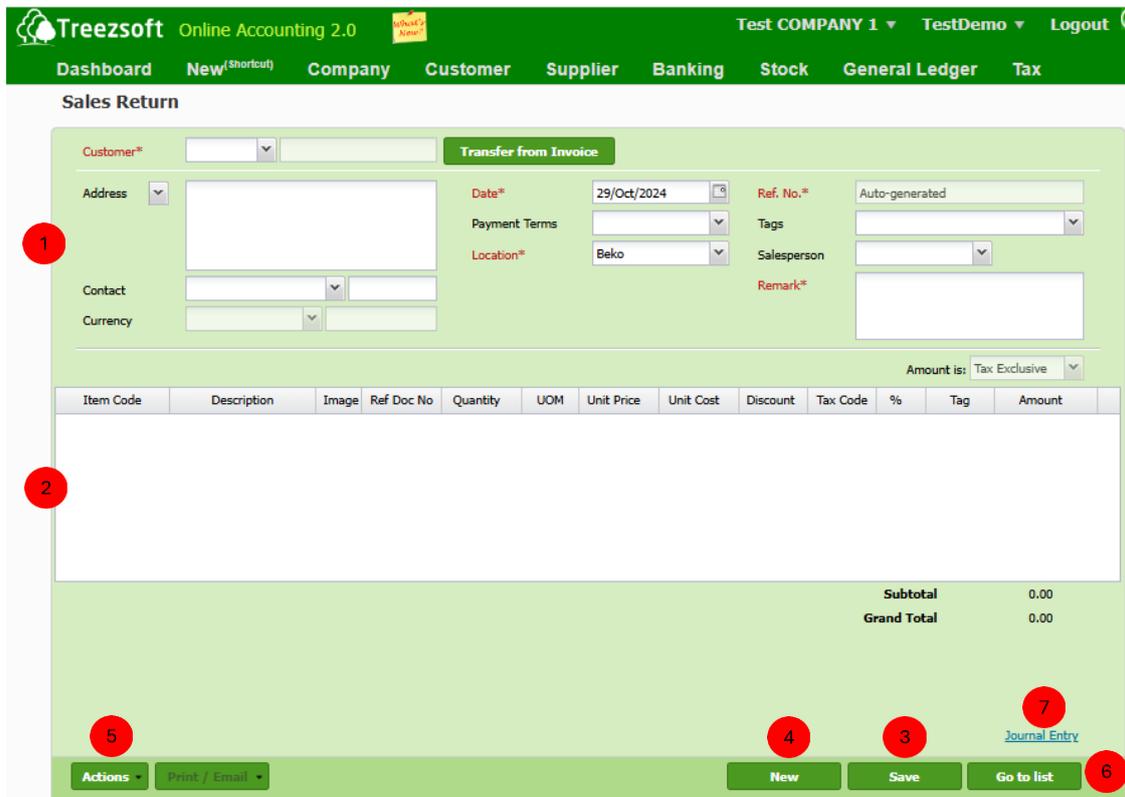
### 6.8.1 List of Sales Returns



The screenshot shows the 'List of Sales Returns' interface in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area contains search filters for Customer (set to 'ALL'), Doc. Date (set to 'Today'), From\* (29/Oct/2024), To\* (29/Oct/2024), and Doc. No. A 'Retrieve' button is located to the right of the filters. Below the filters is a table with columns: Date, Ref. No., Customer Code, Customer, Currency, and Amount. The table is currently empty. At the bottom, there are several action buttons: 'Print listing', 'New Sales Return', 'Print selected record(s)', and 'Delete selected record(s)'. Red circles are placed over the 'Retrieve' button, the 'New Sales Return' button, the 'Print selected record(s)' button, and the 'Delete selected record(s)' button.

- 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**Sales Return**

Customer\* [Dropdown] [Dropdown] **Transfer from Invoice**

Address [Dropdown] [Text Area] Date\* 29/Oct/2024 Ref. No.\* Auto-generated

Contact [Dropdown] [Text Area] Payment Terms [Dropdown] Tags [Dropdown]

Currency [Dropdown] [Text Area] Location\* Beko Salesperson [Dropdown] Remark\* [Text Area]

Amount list: Tax Exclusive [Dropdown]

Item Code	Description	Image	Ref Doc No	Quantity	UOM	Unit Price	Unit Cost	Discount	Tax Code	%	Tag	Amount

Subtotal 0.00  
Grand Total 0.00

Journal Entry

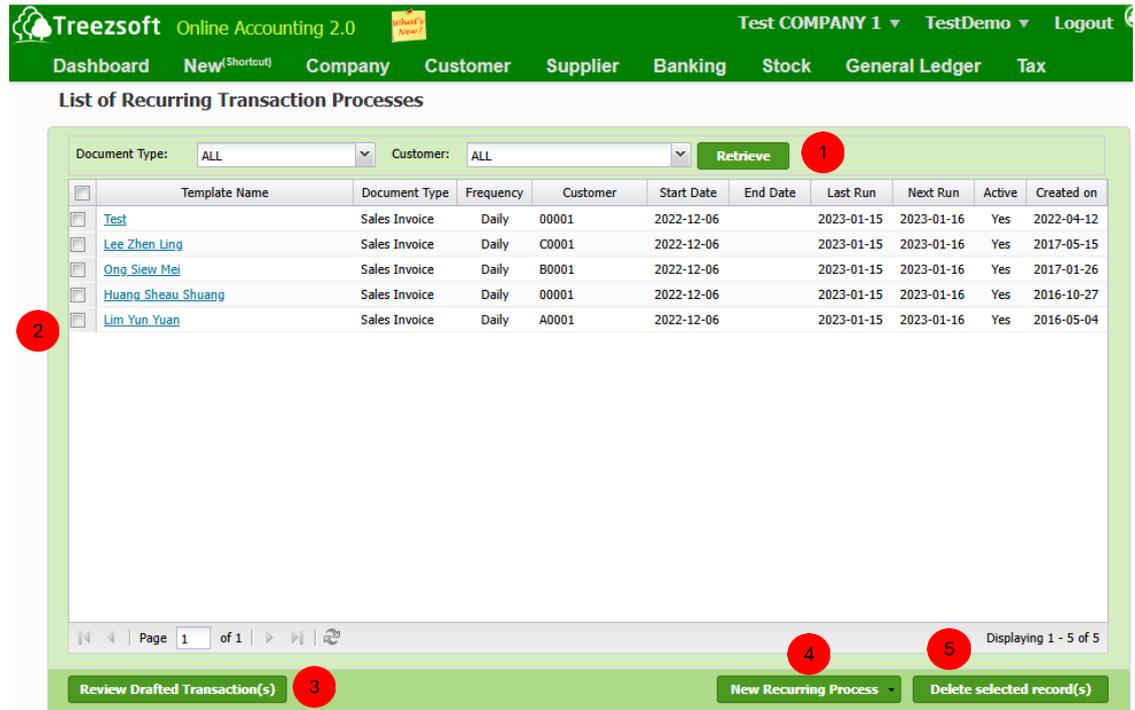
Actions [Dropdown] Print / Email [Dropdown] New Save Go to list

- 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New(Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

#### List of Recurring Transaction Processes

Document Type: ALL Customer: ALL Retrieve

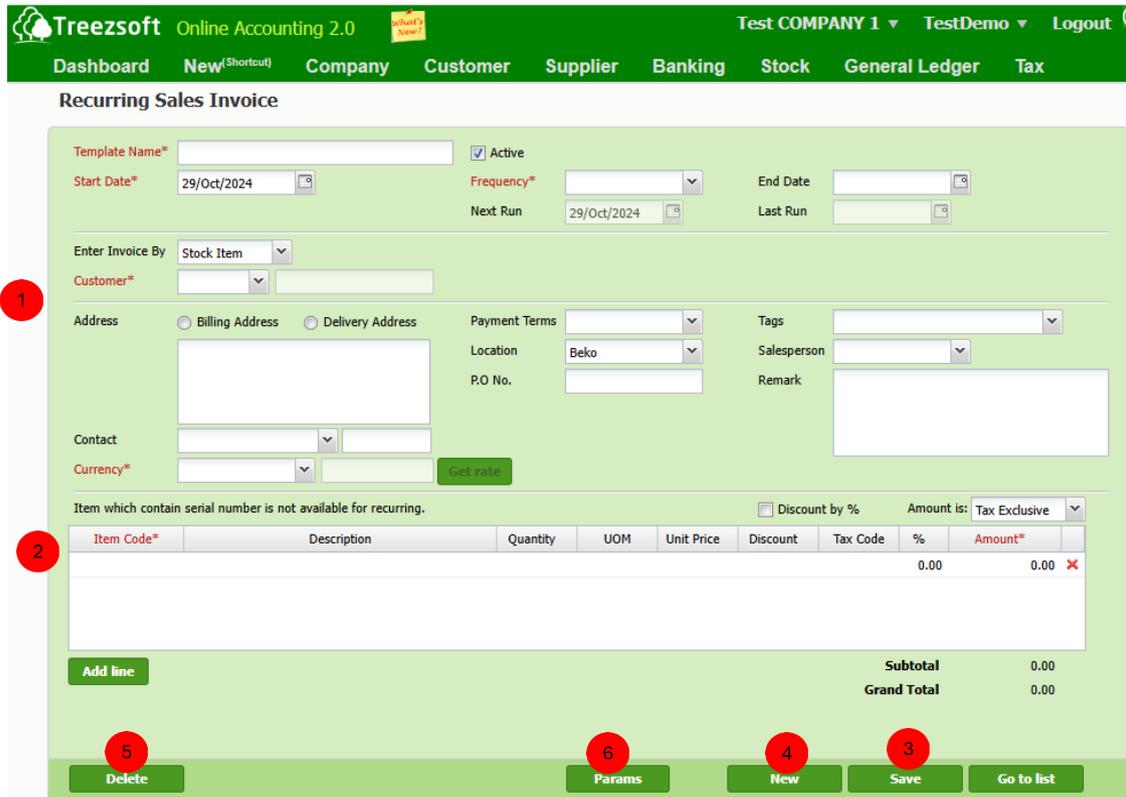
<input type="checkbox"/>	Template Name	Document Type	Frequency	Customer	Start Date	End Date	Last Run	Next Run	Active	Created on
<input type="checkbox"/>	<a href="#">Test</a>	Sales Invoice	Daily	00001	2022-12-06		2023-01-15	2023-01-16	Yes	2022-04-12
<input type="checkbox"/>	<a href="#">Lee Zhen Ling</a>	Sales Invoice	Daily	C0001	2022-12-06		2023-01-15	2023-01-16	Yes	2017-05-15
<input type="checkbox"/>	<a href="#">Ong Siew Mei</a>	Sales Invoice	Daily	B0001	2022-12-06		2023-01-15	2023-01-16	Yes	2017-01-26
<input type="checkbox"/>	<a href="#">Huang Sheau Shuang</a>	Sales Invoice	Daily	00001	2022-12-06		2023-01-15	2023-01-16	Yes	2016-10-27
<input type="checkbox"/>	<a href="#">Lim Yun Yuan</a>	Sales Invoice	Daily	A0001	2022-12-06		2023-01-15	2023-01-16	Yes	2016-05-04

Page 1 of 1 Displaying 1 - 5 of 5

Review Drafted Transaction(s) New Recurring Process Delete selected record(s)

- 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New(Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Recurring Sales Invoice

Template Name\*   Active

Start Date\* 29/Oct/2024  Frequency\*  End Date

Next Run 29/Oct/2024  Last Run

Enter Invoice By

Customer\*

Address  Billing Address  Delivery Address

Payment Terms  Tags

Location  Salesperson

P.O No.  Remark

Contact

Currency\*

Item which contain serial number is not available for recurring.  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount*
							0.00	0.00 ✖

Subtotal 0.00

Grand Total 0.00

- 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		

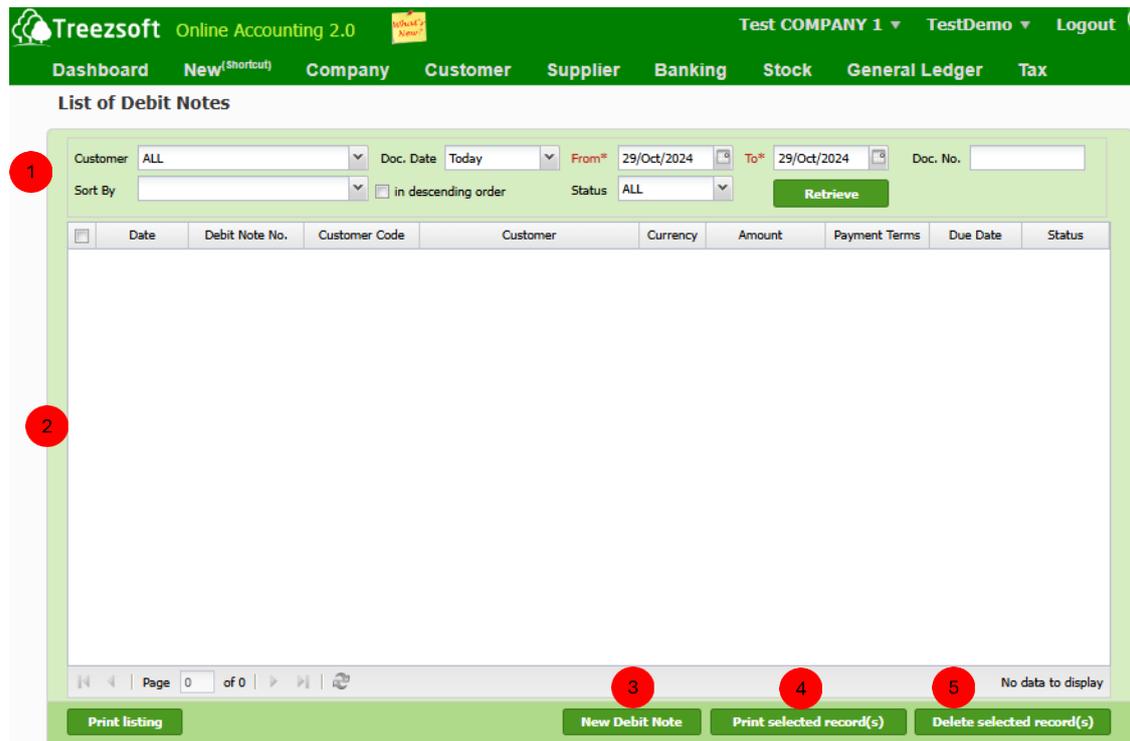
OK

## 6.10 Customer Refund and Credit

### 6.10.1 Debit Notes

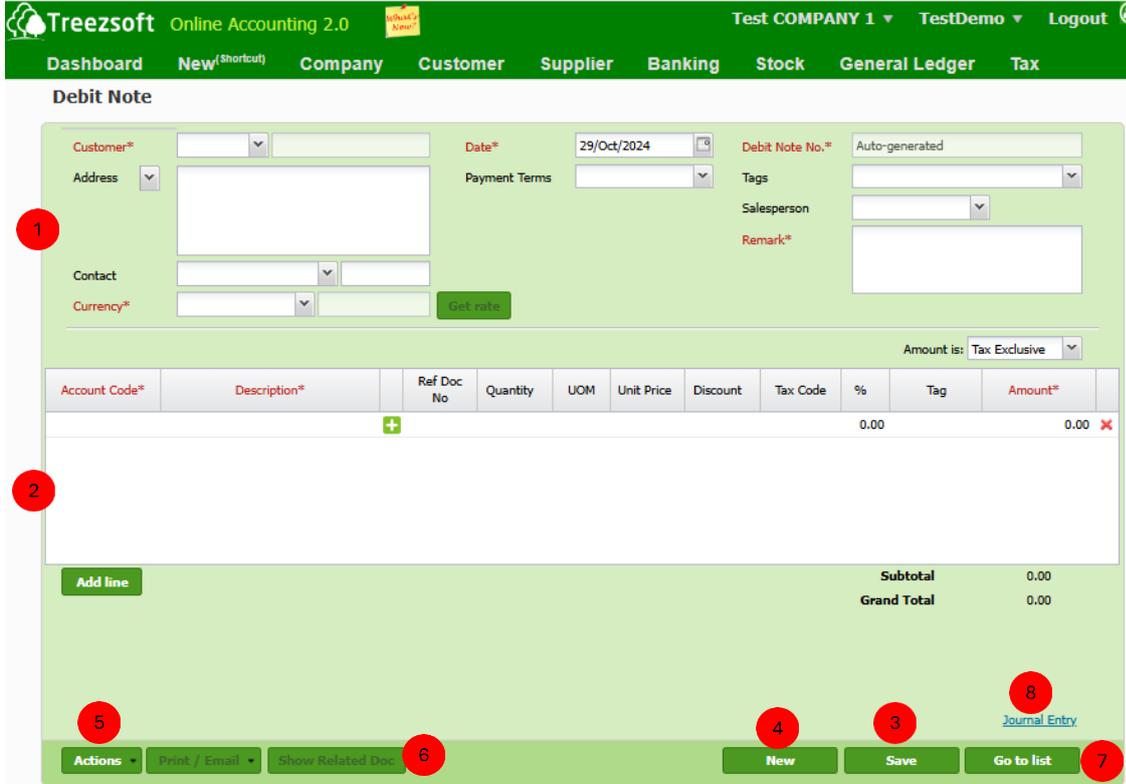
Debit Note will be created when a customer is requesting credit to adjust or rectify your errors made in the sales invoice which already sent to the customer.

#### 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Debit Note

Customer\* [ ] Date\* 29/Oct/2024 Debit Note No.\* Auto-generated

Address [ ] Payment Terms [ ] Tags [ ]

Contact [ ] Salesperson [ ] Remark\* [ ]

Currency\* [ ] Get rate

Amount is: Tax Exclusive

Account Code*	Description*	Ref Doc No	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*
										0.00

Add line

Subtotal 0.00  
Grand Total 0.00

Journal Entry

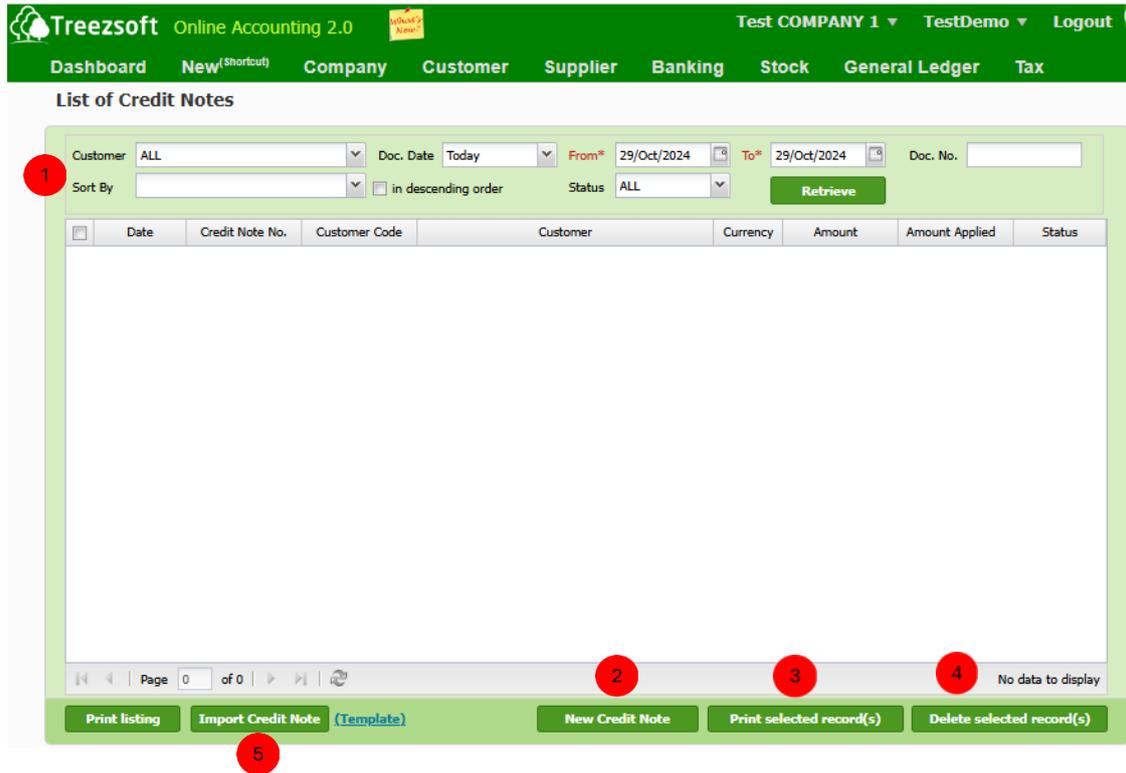
Actions Print / Email Show Related Doc New Save Go to list

- 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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

List of Credit Notes

Customer: ALL Doc. Date: Today From\*: 29/Oct/2024 To\*: 29/Oct/2024 Doc. No.:

Sort By:   in descending order Status: ALL **Retrieve**

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

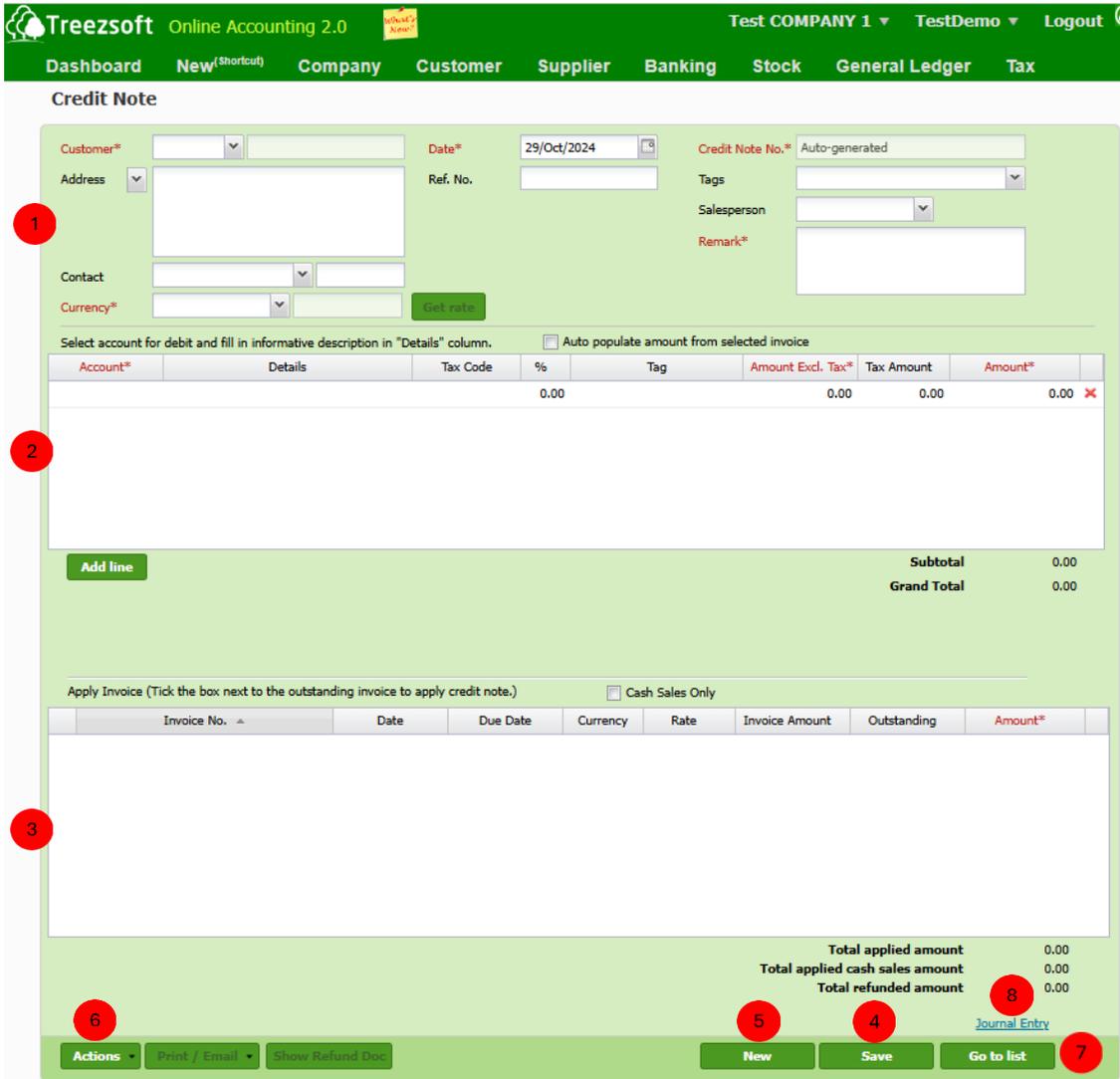
Page 0 of 0

**Print listing** **Import Credit Note (Template)** **New Credit Note** **Print selected record(s)** **Delete selected record(s)**

- 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.



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New(Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

#### Credit Note

Customer\* [dropdown] Date\* 29/Oct/2024 Credit Note No.\* Auto-generated

Address [dropdown] Ref. No. [input] Tags [dropdown]

Contact [dropdown] Salesperson [dropdown]

Currency\* [dropdown]  Remark\* [text area]

Select account for debit and fill in informative description in "Details" column.  Auto populate amount from selected invoice

Account*	Details	Tax Code	%	Tag	Amount Excl. Tax*	Tax Amount	Amount*
			0.00		0.00	0.00	0.00 ✖

Subtotal 0.00  
Grand Total 0.00

Apply Invoice (Tick the box next to the outstanding invoice to apply credit note.)  Cash Sales Only

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

Total applied amount 0.00  
Total applied cash sales amount 0.00  
Total refunded amount 0.00

[Journal Entry](#)

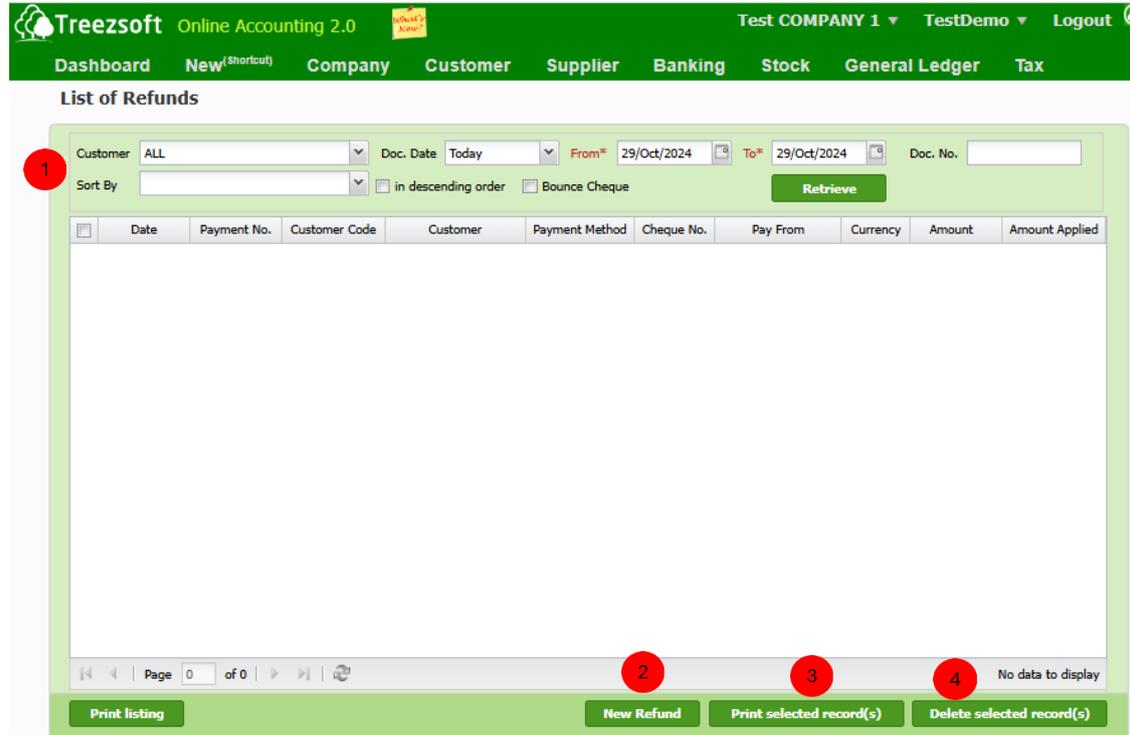
- 1 Enter your customers' details in this section. Fields marks with asterisk (\*) are required fields. If the credit note is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Select and enter the related account and details into 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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

List of Refunds

Customer ALL Doc. Date Today From\* 29/Oct/2024 To\* 29/Oct/2024 Doc. No.

Sort By   in descending order  Bounce Cheque **Retrieve**

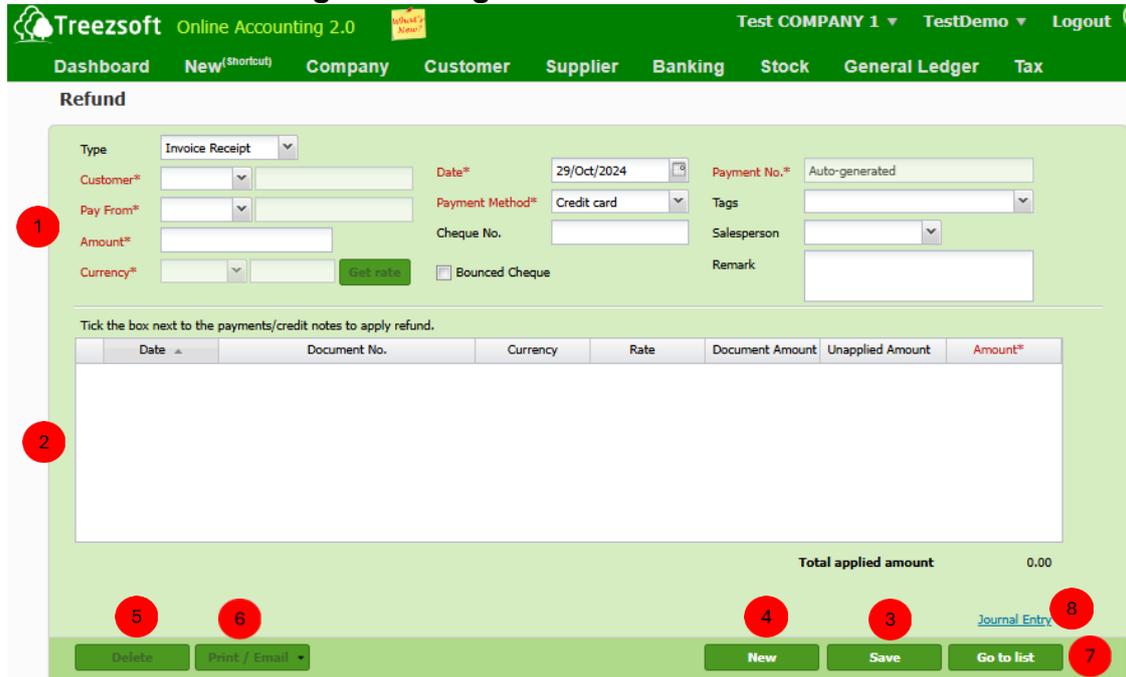
<input type="checkbox"/>	Date	Payment No.	Customer Code	Customer	Payment Method	Cheque No.	Pay From	Currency	Amount	Amount Applied
No data to display										

Page 0 of 0 **2** **3** **4** No data to display

**Print listing** **New Refund** **Print selected record(s)** **Delete selected record(s)**

- 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



The screenshot shows the 'Refund' form in the Treezsoft Online Accounting 2.0 interface. The form is titled 'Refund' and has a green header with navigation tabs: Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main form area is light green and contains the following fields:

- Type:** Invoice Receipt (dropdown)
- Customer\*:** (dropdown)
- Date\*:** 29/Oct/2024 (calendar icon)
- Payment No.\*:** Auto-generated
- Pay From\*:** (dropdown)
- Payment Method\*:** Credit card (dropdown)
- Tags:** (dropdown)
- Amount\*:** (text input)
- Cheque No.:** (text input)
- Salesperson:** (dropdown)
- Currency\*:** (dropdown) with a **Get rate** button and a **Bounced Cheque** checkbox.
- Remark:** (text area)

Below the form is a table with the instruction: 'Tick the box next to the payments/credit notes to apply refund.'

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

At the bottom right of the table area, it says 'Total applied amount 0.00'. Below the table are several buttons: **Delete**, **Print / Email**, **New**, **Save**, **Go to list**, and **Journal Entry**. Red circles with numbers 1 through 8 are overlaid on the form to indicate key actions.

- 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.

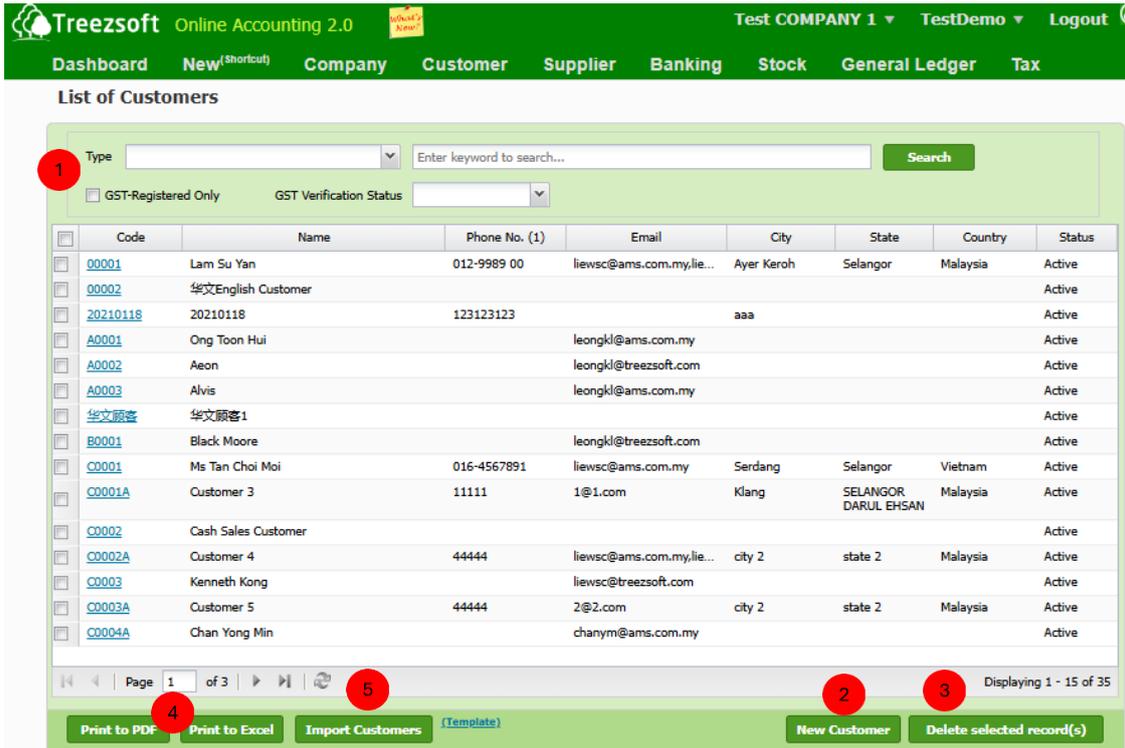
## 6.11 5.11. Manage (Customer & Contacts)

### 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



**List of Customers**

Type  Enter keyword to search...

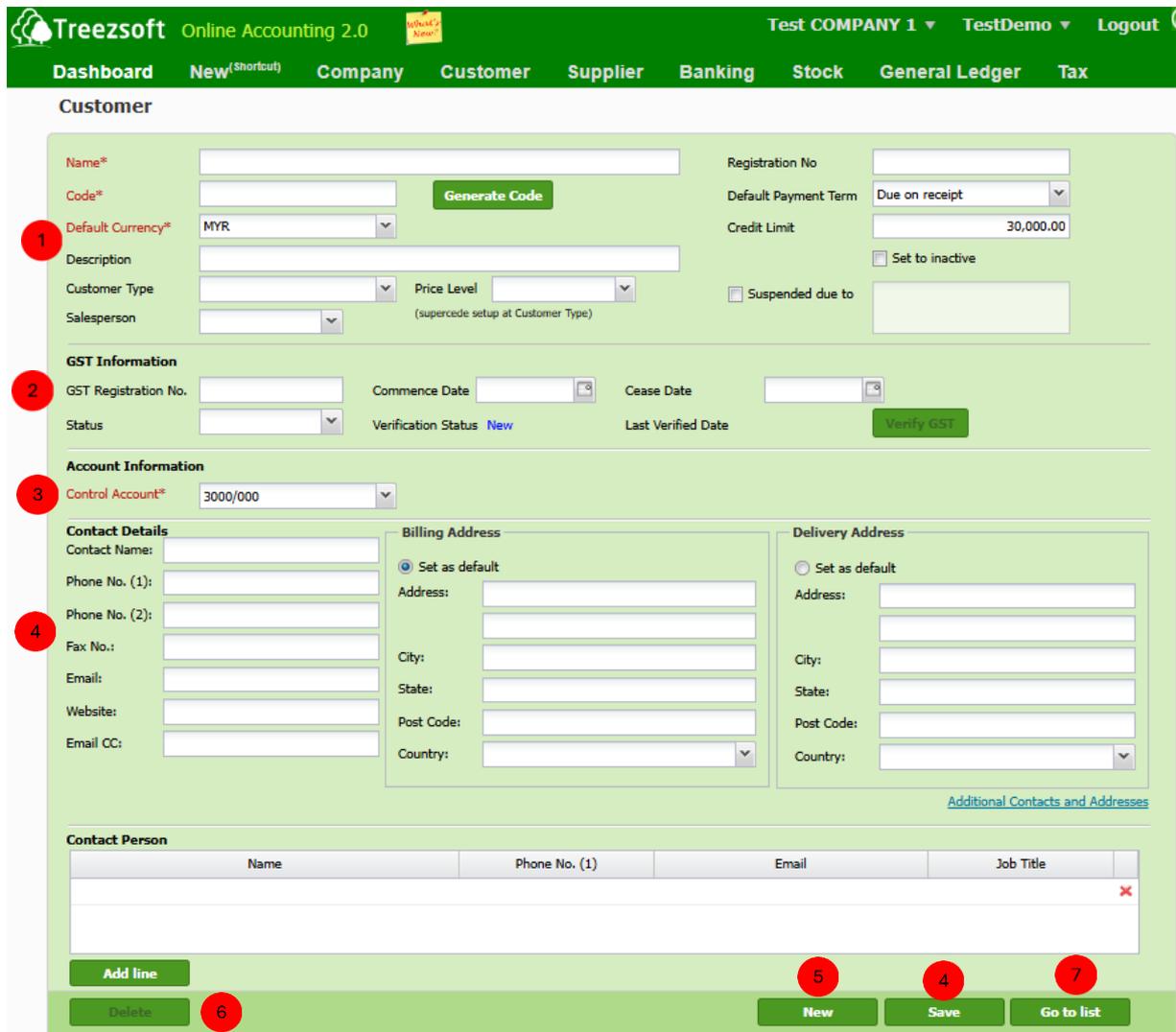
GST-Registered Only GST Verification Status

<input type="checkbox"/>	Code	Name	Phone No. (1)	Email	City	State	Country	Status
<input type="checkbox"/>	<a href="#">00001</a>	Lam Su Yan	012-9989 00	liewsc@ams.com.my,lie...	Ayer Keroh	Selangor	Malaysia	Active
<input type="checkbox"/>	<a href="#">00002</a>	华文English Customer						Active
<input type="checkbox"/>	<a href="#">20210118</a>	20210118	123123123		aaa			Active
<input type="checkbox"/>	<a href="#">A0001</a>	Ong Toon Hui		leongkl@ams.com.my				Active
<input type="checkbox"/>	<a href="#">A0002</a>	Aeon		leongkl@treezsoft.com				Active
<input type="checkbox"/>	<a href="#">A0003</a>	Alvis		leongkl@ams.com.my				Active
<input type="checkbox"/>	<a href="#">华文顾客1</a>							Active
<input type="checkbox"/>	<a href="#">B0001</a>	Black Moore		leongkl@treezsoft.com				Active
<input type="checkbox"/>	<a href="#">C0001</a>	Ms Tan Choi Moi	016-4567891	liewsc@ams.com.my	Serdang	Selangor	Vietnam	Active
<input type="checkbox"/>	<a href="#">C0001A</a>	Customer 3	11111	1@1.com	Klang	SELANGOR DARUL EHSAN	Malaysia	Active
<input type="checkbox"/>	<a href="#">C0002</a>	Cash Sales Customer						Active
<input type="checkbox"/>	<a href="#">C0002A</a>	Customer 4	44444	liewsc@ams.com.my,lie...	city 2	state 2	Malaysia	Active
<input type="checkbox"/>	<a href="#">C0003</a>	Kenneth Kong		liewsc@treezsoft.com				Active
<input type="checkbox"/>	<a href="#">C0003A</a>	Customer 5	44444	2@2.com	city 2	state 2	Malaysia	Active
<input type="checkbox"/>	<a href="#">C0004A</a>	Chan Yong Min		chanym@ams.com.my				Active

Page 1 of 3 |    [\(Template\)](#)   | Displaying 1 - 15 of 35

- 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



1 Enter your customers' details in this section. Fields marks with asterisk (\*) are required fields. If you want to deactivate a customer's status, mark the Set to inactive box. If you want to suspend a customer's status, mark the Suspended due to box.

2 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



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

4

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

**List of Contacts**

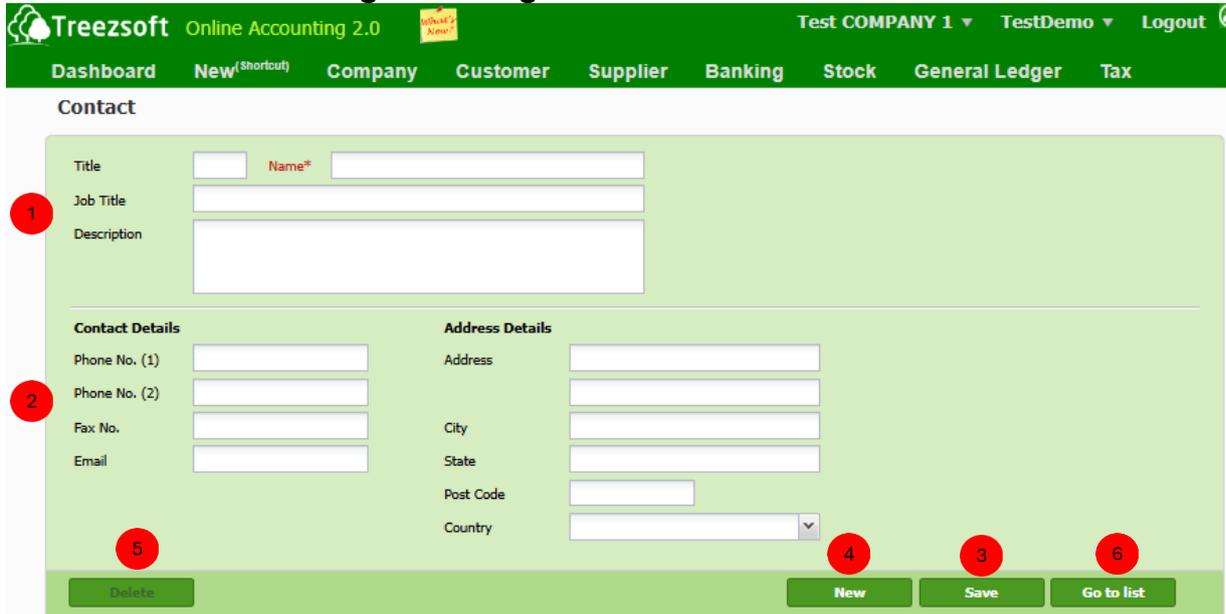
1 Enter keyword to search...

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

Page 1 of 1  2  3  Displaying 1 - 1 of 1

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

## 6.11.2.2 Creating or Editing a Contact



The screenshot shows the 'Contact' form in the Treezsoft Online Accounting 2.0 interface. The form is divided into several sections:

- 1** (Red circle): Points to the 'Name\*' field, which is split into 'Title' and 'Name\*' input boxes. Below it are 'Job Title' and 'Description' input boxes.
- 2** (Red circle): Points to the 'Contact Details' section, which includes input boxes for 'Phone No. (1)', 'Phone No. (2)', 'Fax No.', and 'Email'.
- 3** (Red circle): Points to the 'Save' button at the bottom right.
- 4** (Red circle): Points to the 'New' button at the bottom right.
- 5** (Red circle): Points to the 'Delete' button at the bottom left.
- 6** (Red circle): Points to the 'Go to list' button at the bottom right.

The 'Address Details' section includes input boxes for 'Address', 'City', 'State', 'Post Code', and a dropdown menu for 'Country'.

- 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.

Customer Type

Code	Description	
Foreign	Foreign customer lists	✘
Local	Local customer lists	✘

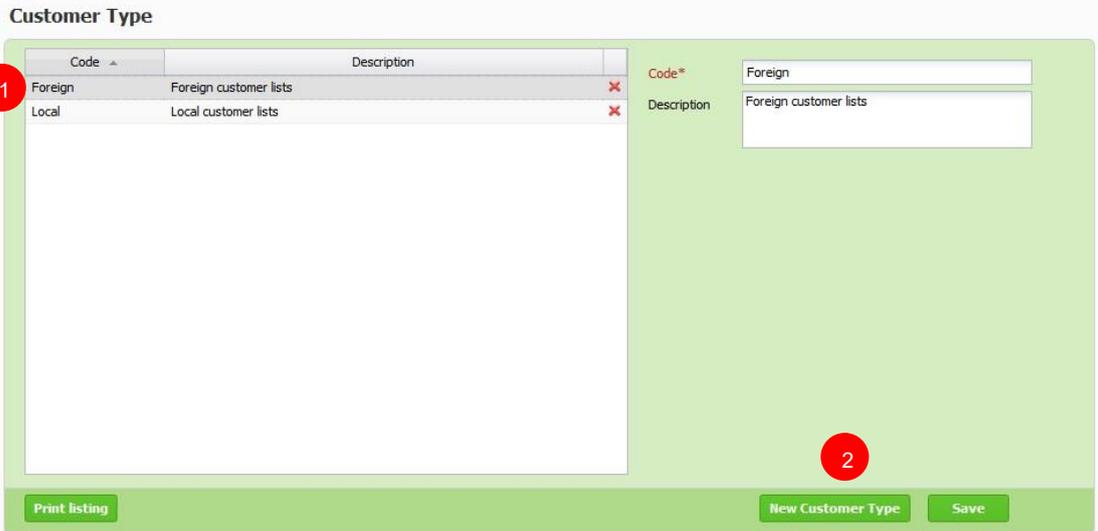
Code\* Foreign

Description Foreign customer lists

Print listing

New Customer Type

Save



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

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



## **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 Customer Ageing Summary**

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

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

### **6.12.2 Customer Ledger**

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 Customer Statement**

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

### **6.12.4 Customer Invoice Due**

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 Customer Invoice Due (Instalment)**

This report shows which customer invoices/bills that are due for instalment payment.

All figures reported are in Base Currency.

### **6.12.6 Customer Invoice Listing With Detail**

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.

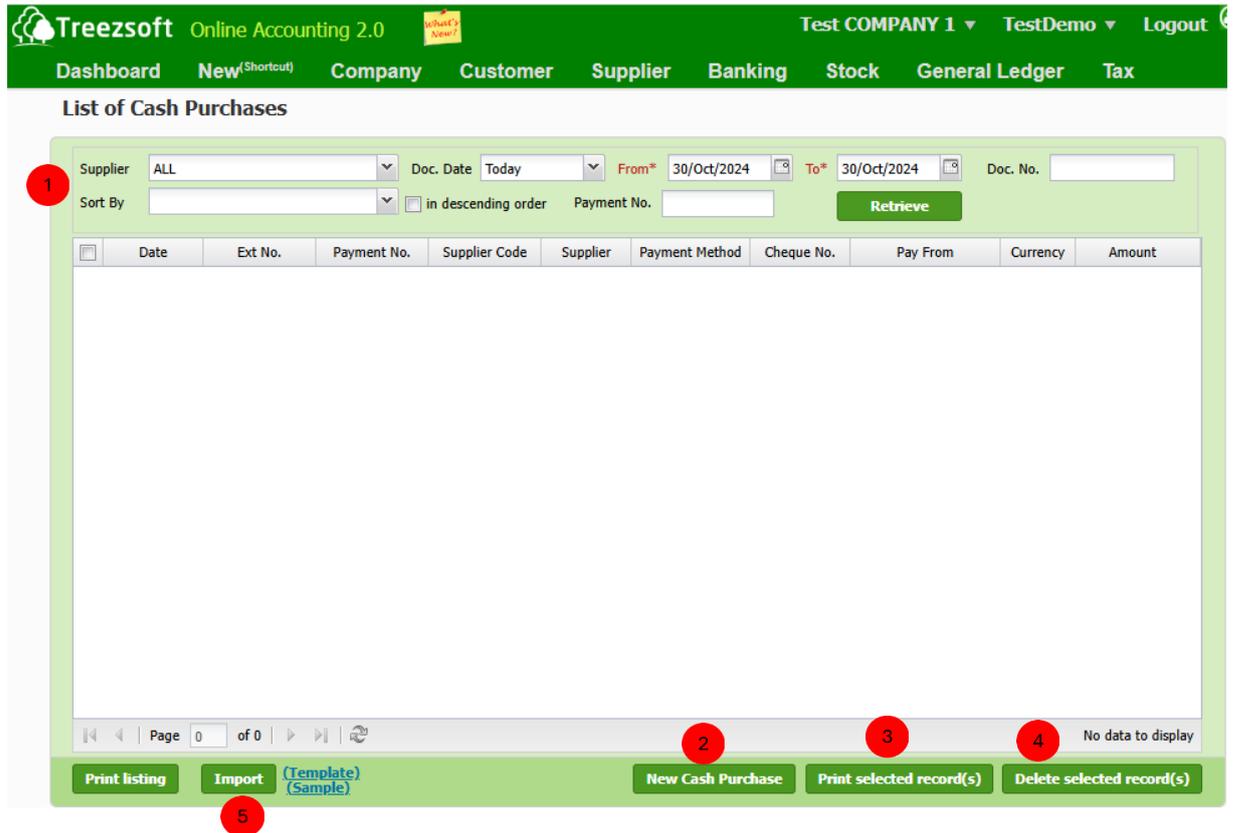
**6.12.11     Tiered Commission Report**

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)

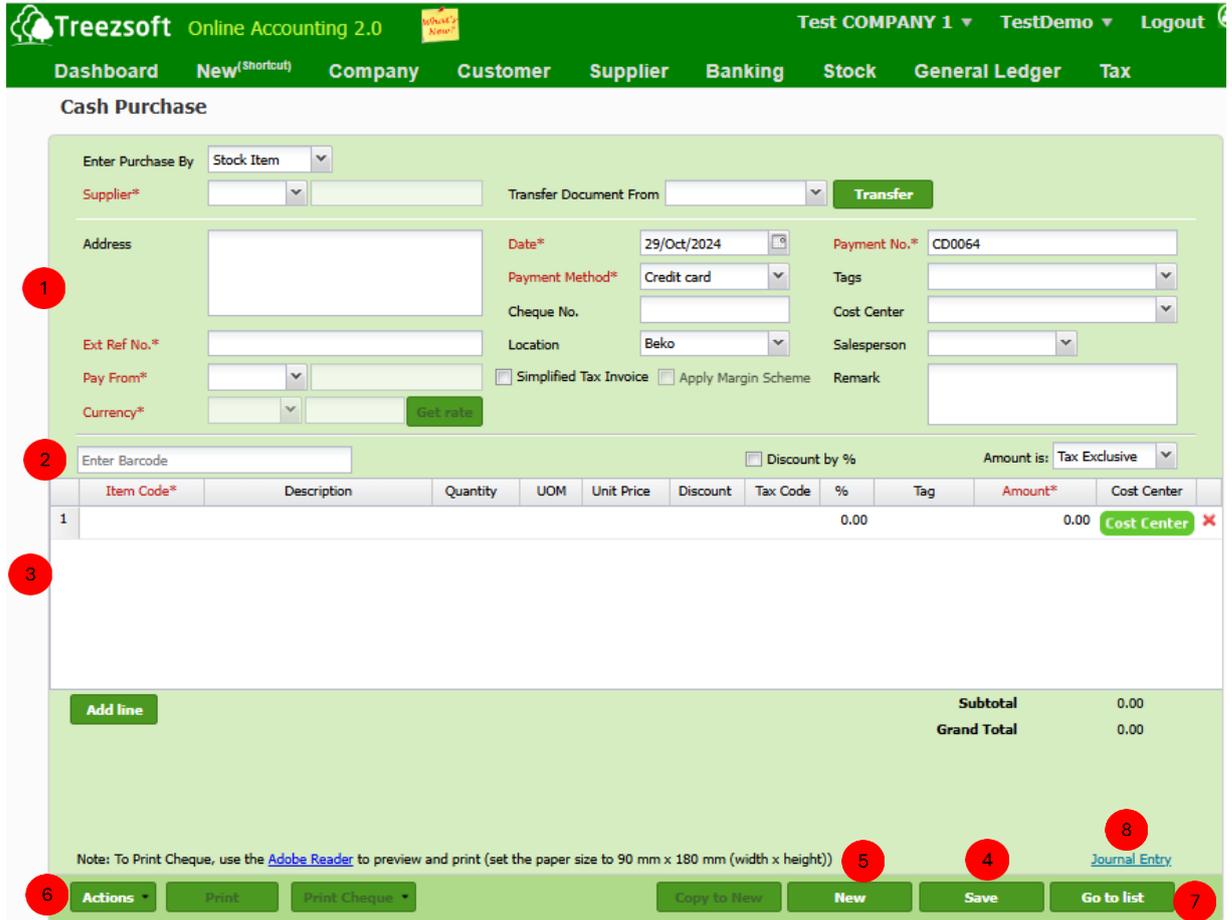
#### 7.1.1 List of Cash Purchases



The screenshot shows the 'List of Cash Purchases' screen in the Treezsoft Online Accounting 2.0 software. The interface includes a navigation menu at the top with options like Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main area contains search filters for Supplier (set to ALL), Doc. Date (Today), From\* (30/Oct/2024), To\* (30/Oct/2024), and Doc. No. A 'Retrieve' button is present. Below the filters is a table with columns: Date, Ext No., Payment No., Supplier Code, Supplier, Payment Method, Cheque No., Pay From, Currency, and Amount. The table is currently empty. At the bottom, there are action buttons: Print listing, Import (with Template and Sample links), New Cash Purchase, Print selected record(s), and Delete selected record(s). Red circles highlight these key elements: 1. Search filters and Retrieve button; 2. New Cash Purchase button; 3. Print selected record(s) button; 4. Delete selected record(s) button; 5. Import button.

- 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



**Cash Purchase**

Enter Purchase By: Stock Item

Supplier\* [ ] Transfer Document From [ ] **Transfer**

Address [ ] Date\* 29/Oct/2024 Payment No.\* CD0064

Payment Method\* Credit card Tags [ ]

Cheque No. [ ] Cost Center [ ]

Location Beko Salesperson [ ]

Ext Ref No.\* [ ] Simplified Tax Invoice  Apply Margin Scheme  Remark [ ]

Pay From\* [ ] Currency\* [ ] **Get rate**

Enter Barcode [ ]  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*	Cost Center
1									0.00	Cost Center <span style="color: red;">✖</span>

**Add line** Subtotal 0.00 Grand Total 0.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height)) **Journal Entry**

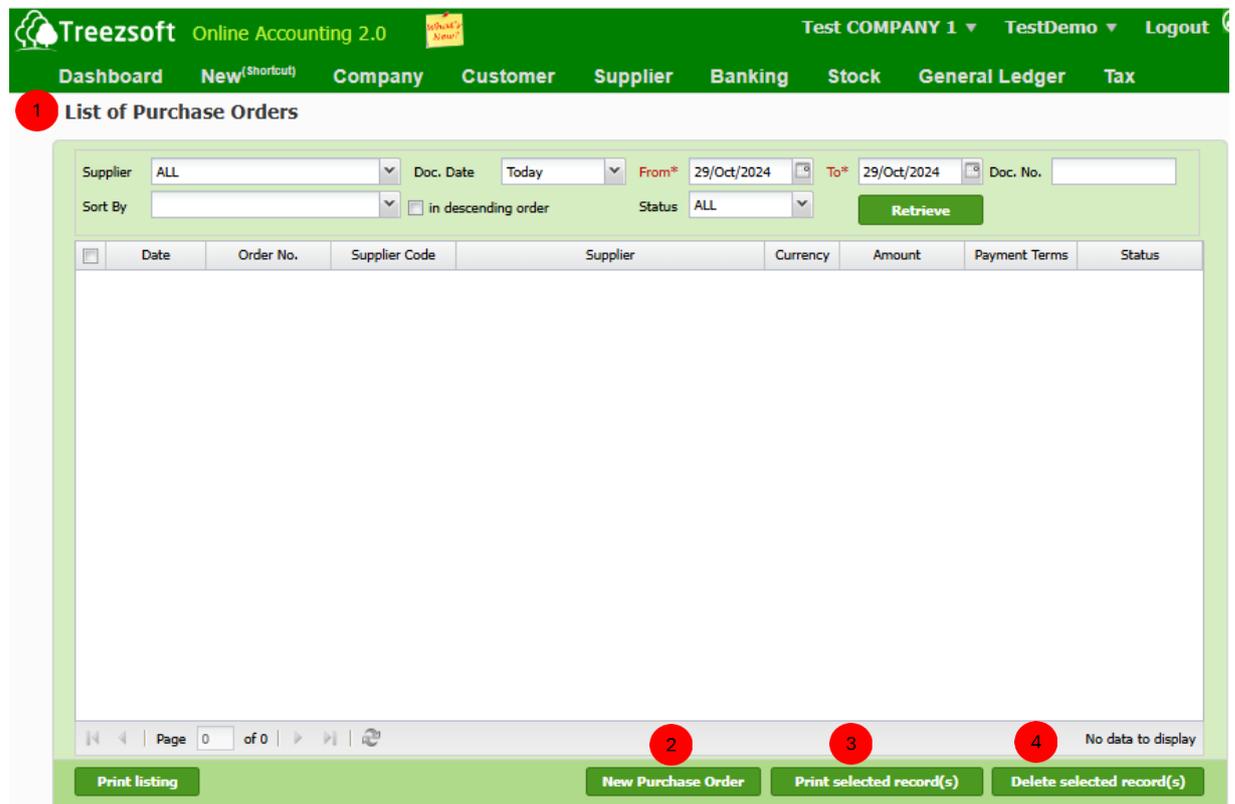
**Actions** Print Print Cheque Copy to New **New** Save Go to list

- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. You can transfer the statement from either P.O/G.R.N If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

1 List of Purchase Orders

Supplier: ALL Doc. Date: Today From\*: 29/Oct/2024 To\*: 29/Oct/2024 Doc. No.:

Sort By:   in descending order Status: ALL **Retrieve**

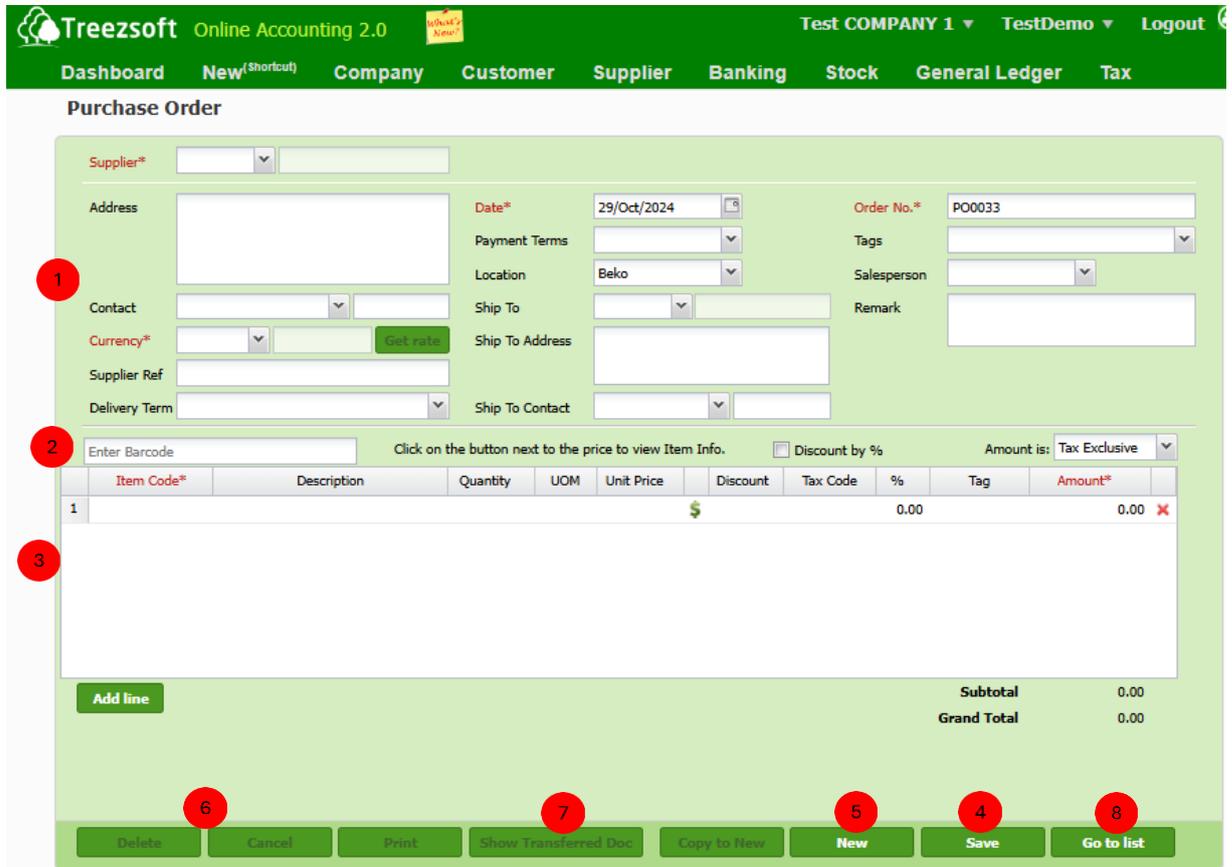
<input type="checkbox"/>	Date	Order No.	Supplier Code	Supplier	Currency	Amount	Payment Terms	Status
No data to display								

Page 0 of 0

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

- 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



**Purchase Order**

Supplier\*

Address  Date\* 29/Oct/2024

Payment Terms  Order No.\* PO0033

Location Beko  Tags

Contact  Ship To  Salesperson

Currency\*   Ship To Address  Remark

Supplier Ref  Ship To Contact

Delivery Term

Enter Barcode  Click on the button next to the price to view Item Info.  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*
1				\$	0.00		0.00		0.00 <input type="button" value="X"/>

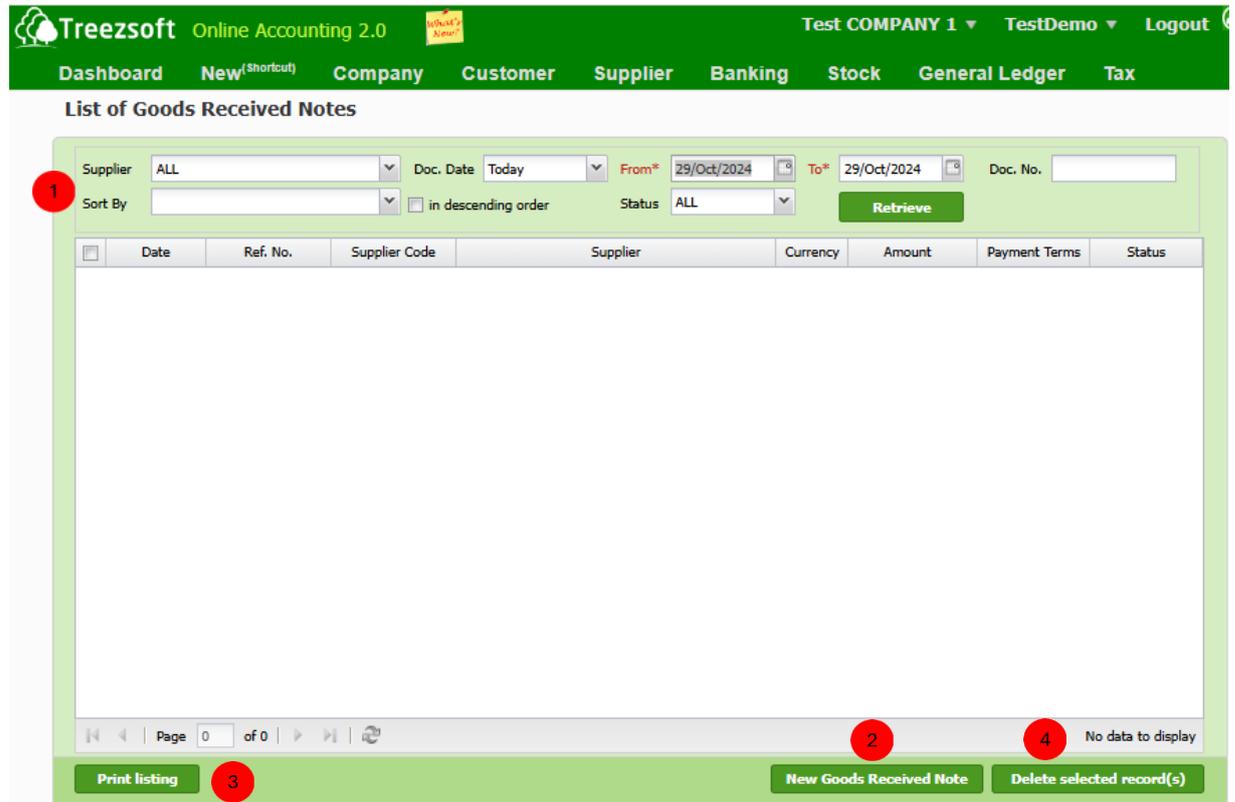
Subtotal 0.00  
Grand Total 0.00

- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**List of Goods Received Notes**

Supplier: ALL Doc. Date: Today From\*: 29/Oct/2024 To\*: 29/Oct/2024 Doc. No.:

Sort By:   in descending order Status: ALL **Retrieve**

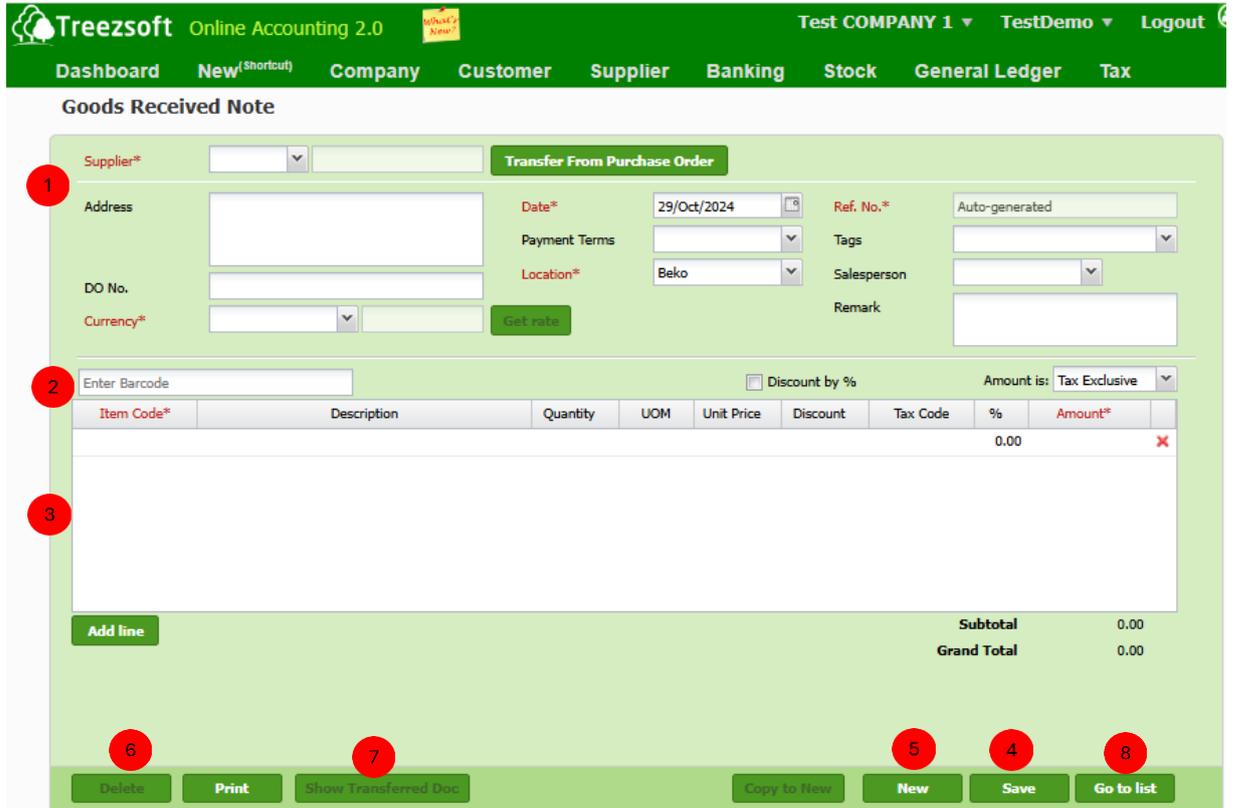
<input type="checkbox"/>	Date	Ref. No.	Supplier Code	Supplier	Currency	Amount	Payment Terms	Status
No data to display								

Page 0 of 0

**Print listing** **New Goods Received Note** **Delete selected record(s)**

- 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



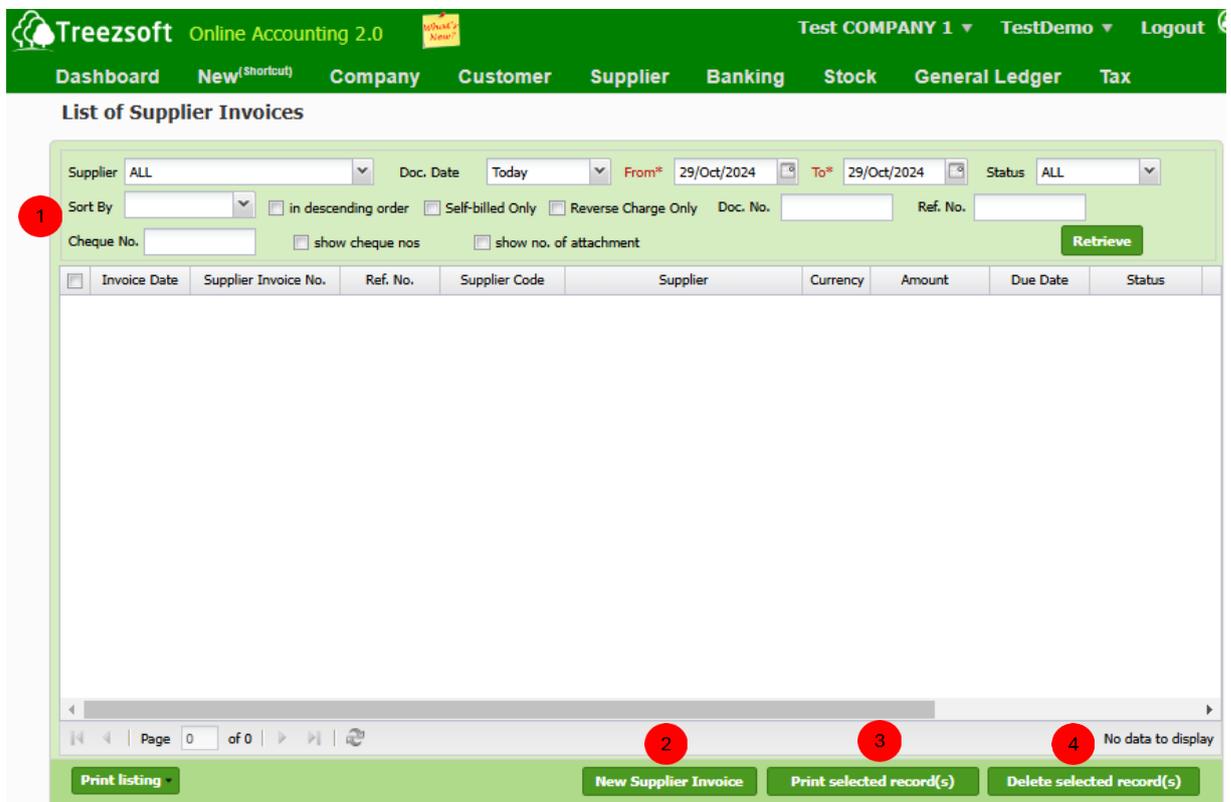
- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. You can transfer the statement from P.O. if your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Enter Barcode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

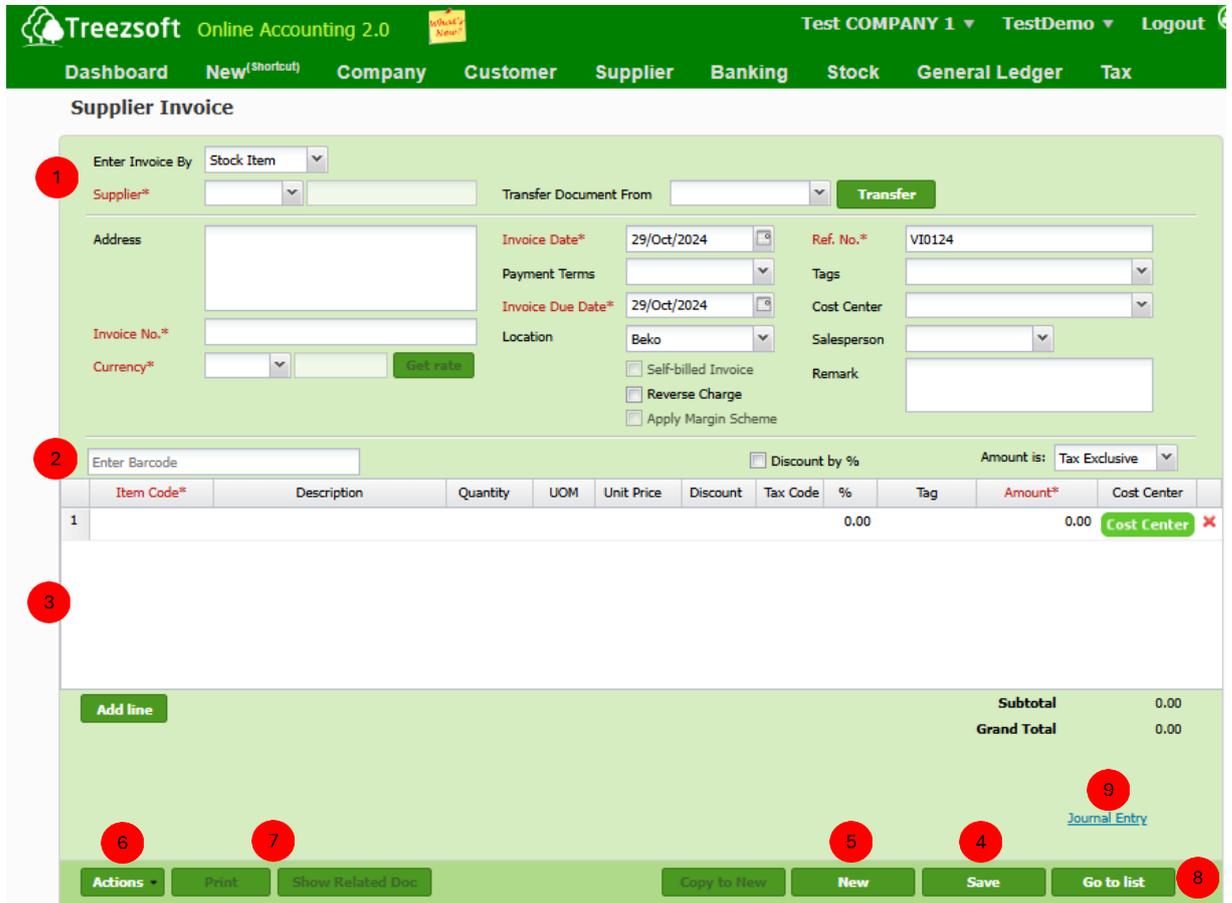
### 7.4.1 List of Supplier Invoices



The screenshot shows the 'List of Supplier Invoices' interface. At the top, there is a navigation bar with 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. Below this, the 'List of Supplier Invoices' section contains search filters: 'Supplier' (set to ALL), 'Doc. Date' (Today), 'From\*' (29/Oct/2024), 'To\*' (29/Oct/2024), and 'Status' (ALL). There are also checkboxes for 'Sort By', 'in descending order', 'Self-billed Only', 'Reverse Charge Only', 'Doc. No.', and 'Ref. No.'. A 'Retrieve' button is located to the right of these filters. Below the filters is a table with columns: Invoice Date, Supplier Invoice No., Ref. No., Supplier Code, Supplier, Currency, Amount, Due Date, and Status. At the bottom, there are four buttons: 'Print listing', 'New Supplier Invoice', 'Print selected record(s)', and 'Delete selected record(s)'. Red circles 1-4 highlight the 'Retrieve' button, the 'New Supplier Invoice' button, the 'Print selected record(s)' button, and the 'Delete selected record(s)' button respectively.

- 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



The screenshot shows the 'Supplier Invoice' form in the Treezsoft Online Accounting 2.0 interface. The form is divided into several sections:

- Section 1:** Header information including 'Enter Invoice By' (Stock Item), 'Supplier\*', 'Transfer Document From', 'Invoice Date\*' (29/Oct/2024), 'Ref. No.\*' (VI0124), 'Payment Terms', 'Invoice Due Date\*' (29/Oct/2024), 'Address', 'Tags', 'Invoice No.\*', 'Location' (Beko), 'Cost Center', 'Currency\*', 'Get Rate' button, 'Self-billed Invoice', 'Reverse Charge', 'Apply Margin Scheme', and 'Remark'.
- Section 2:** 'Enter Barcode' field with a 'Discount by %' checkbox and 'Amount is: Tax Exclusive' dropdown.
- Section 3:** A table with columns: Item Code\*, Description, Quantity, UOM, Unit Price, Discount, Tax Code, %, Tag, Amount\*, Cost Center. A single row is visible with Item Code '1', Amount '0.00', and Cost Center 'Cost Center' (with a red X icon).
- Section 4:** Summary section with 'Add line' button, 'Subtotal' (0.00), and 'Grand Total' (0.00).
- Section 5:** Footer with 'Actions' dropdown, 'Print', 'Show Related Doc', 'Copy to New', 'New', 'Save', 'Go to list', and 'Journal Entry' link.

- 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.

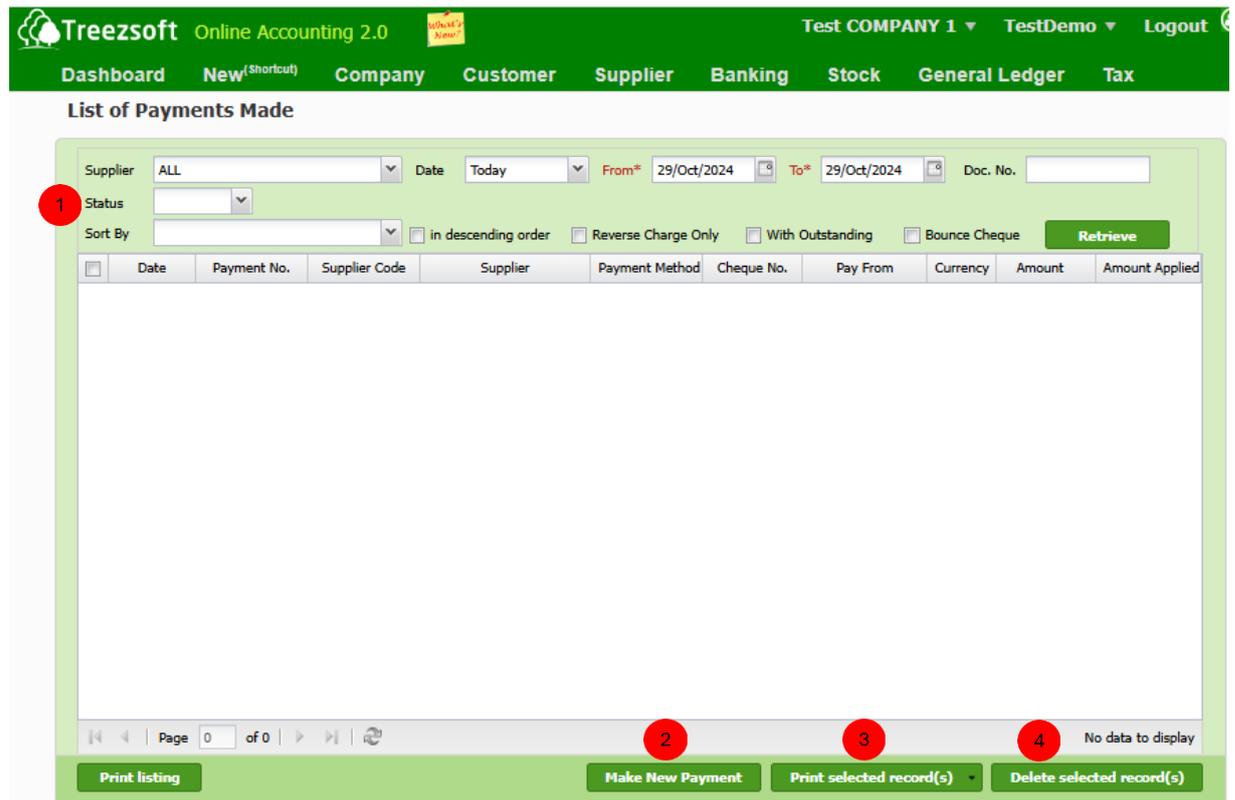


- 6 Click **Actions** to delete or attach other files.
- 7 Click **Print** to print Supplier Invoice or **Show Related Doc** to show any document related to this supplier invoice.
- 8 Click **Go to list** to navigate back to Supplier Invoice list.
- 9 Click **Journal Entry** to view accounts involved 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.

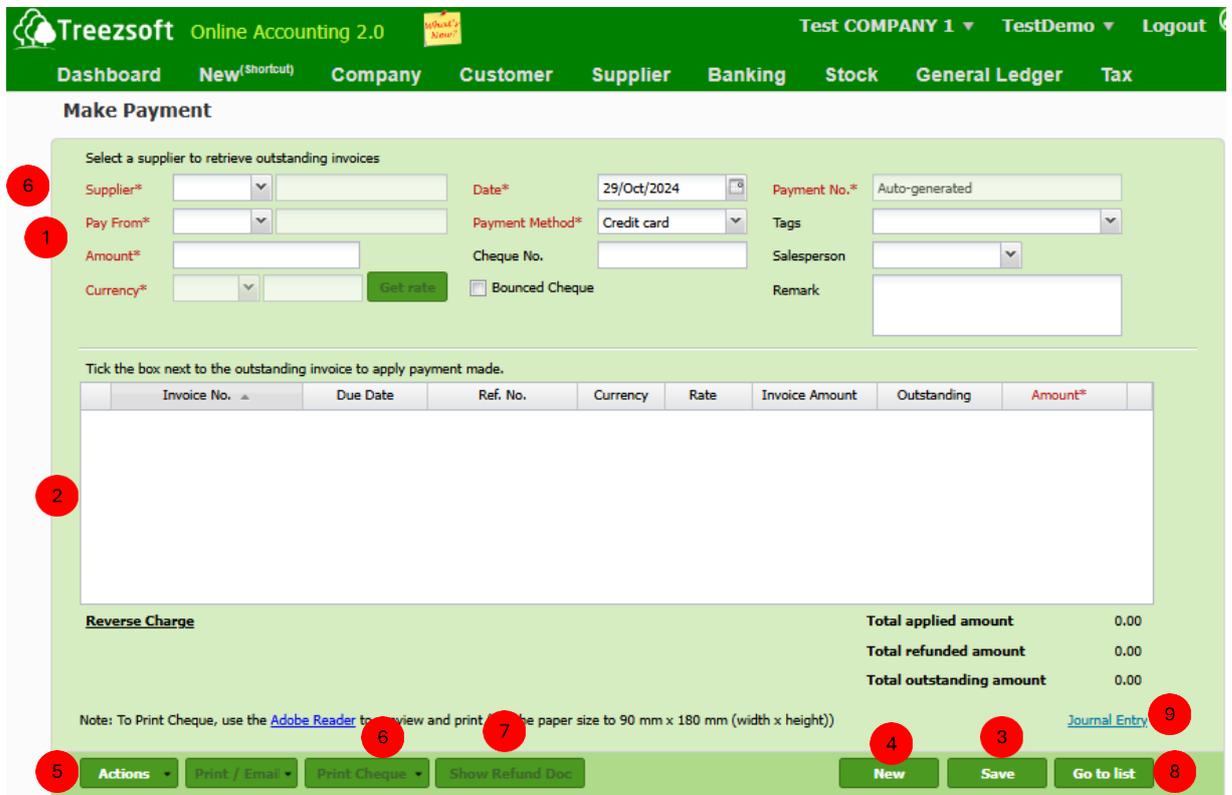
### 7.5.1 List of Payments Made



- 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



The screenshot shows the 'Make Payment' form in Treezsoft Online Accounting 2.0. The form is divided into several sections:

- Supplier Details:** Includes fields for Supplier\* (dropdown), Date\* (29/Oct/2024), Payment No.\* (Auto-generated), Pay From\* (dropdown), Payment Method\* (Credit card), Tags (dropdown), Amount\* (text), Cheque No. (text), Salesperson (dropdown), Currency\* (dropdown), and Remark (text area). A 'Get rate' button is located below the currency field.
- Invoice Selection:** A table with columns: Invoice No., Due Date, Ref. No., Currency, Rate, Invoice Amount, Outstanding, and Amount\*. A checkbox is present next to each row.
- Summary:** A section with 'Reverse Charge' and a table showing: Total applied amount (0.00), Total refunded amount (0.00), and Total outstanding amount (0.00).
- Footer:** Includes a note about printing cheques, a 'Journal Entry' link, and buttons for 'Actions', 'Print / Email', 'Print Cheque', 'Show Refund Doc', 'New', 'Save', and 'Go to list'.

Numbered callouts (1-9) are placed on the form to indicate key areas:

- 1: Supplier details section.
- 2: Invoice selection table.
- 3: Save button.
- 4: New button.
- 5: Actions button.
- 6: Supplier\* field.
- 7: Adobe Reader link in the note.
- 8: Go to list button.
- 9: Journal Entry link.

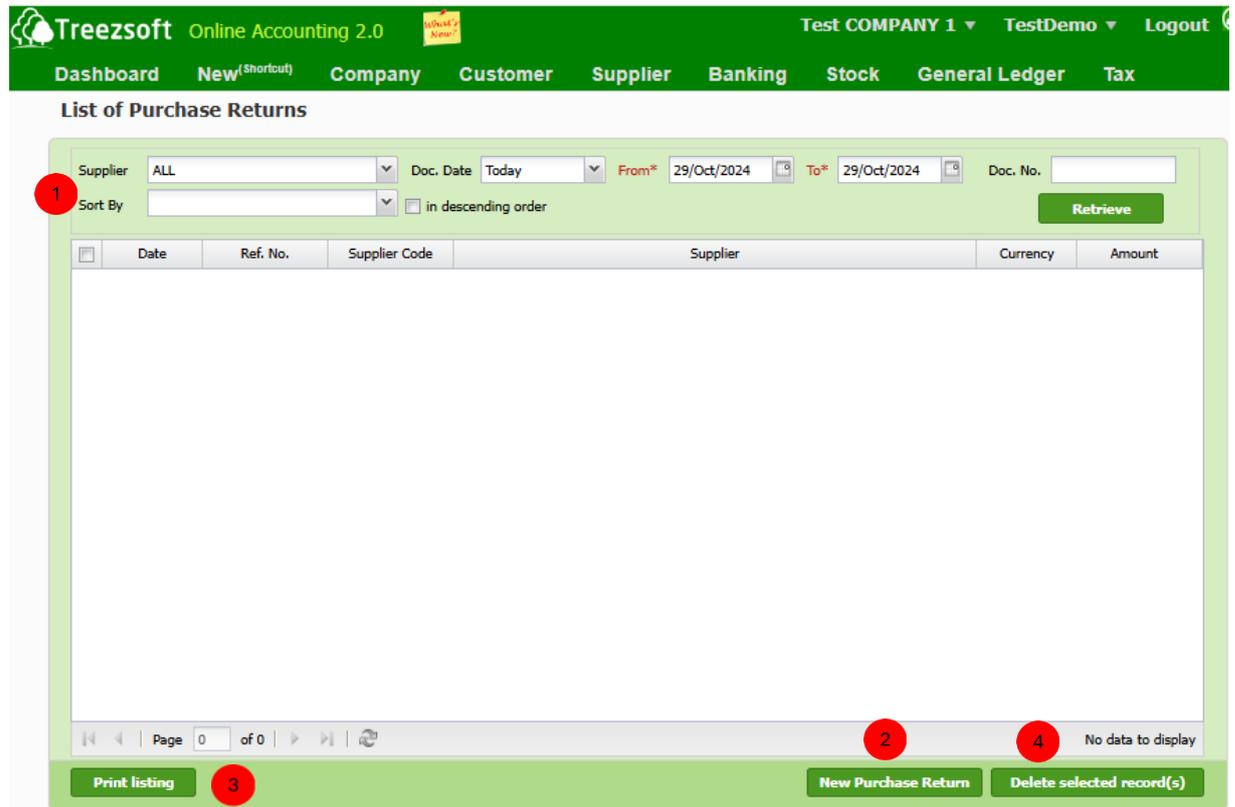
- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. You can transfer the statement from P.O. if your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 This section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

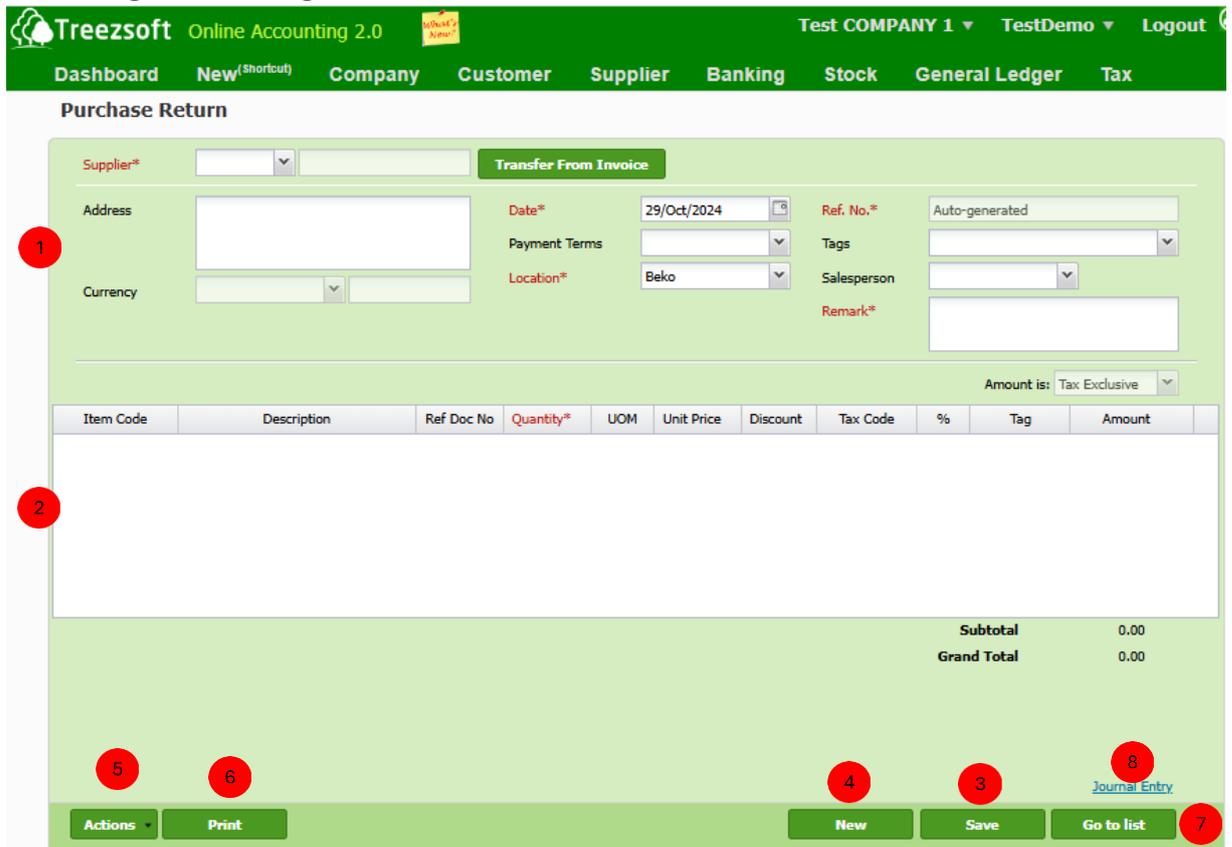
### 7.6.1 List of Purchase Returns



The screenshot displays the 'List of Purchase Returns' interface in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area features search filters for 'Supplier' (set to 'ALL'), 'Doc. Date' (set to 'Today'), 'From\*' (29/Oct/2024), 'To\*' (29/Oct/2024), and 'Doc. No.'. A 'Retrieve' button is located to the right of these filters. Below the filters is a table with columns: 'Date', 'Ref. No.', 'Supplier Code', 'Supplier', 'Currency', and 'Amount'. The table is currently empty. At the bottom, there are four buttons: 'Print listing', 'New Purchase Return', and 'Delete selected record(s)'. The status bar at the bottom right indicates 'Page 0 of 0' and 'No data to display'.

- 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



**Purchase Return**

Supplier\*  [Transfer From Invoice](#)

Address  Date\* 29/Oct/2024 Ref. No.\* Auto-generated

Payment Terms  Tags

Currency  Location\* Beko Salesperson

Remark\*

Amount is: Tax Exclusive

Item Code	Description	Ref Doc No	Quantity*	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount	
										<b>Subtotal</b>	0.00
										<b>Grand Total</b>	0.00

[Journal Entry](#)

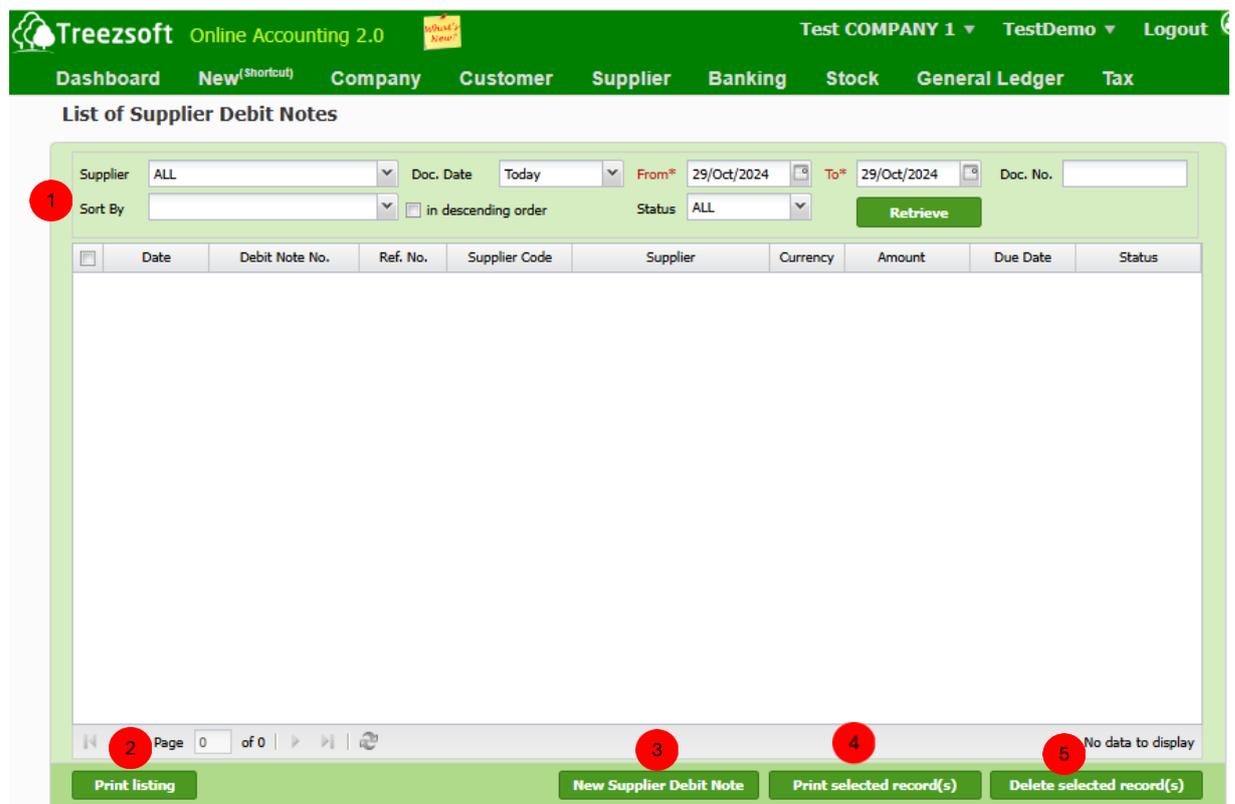
- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields.
- 2 Add the items/services you want to return to your supplier. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 Click New to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

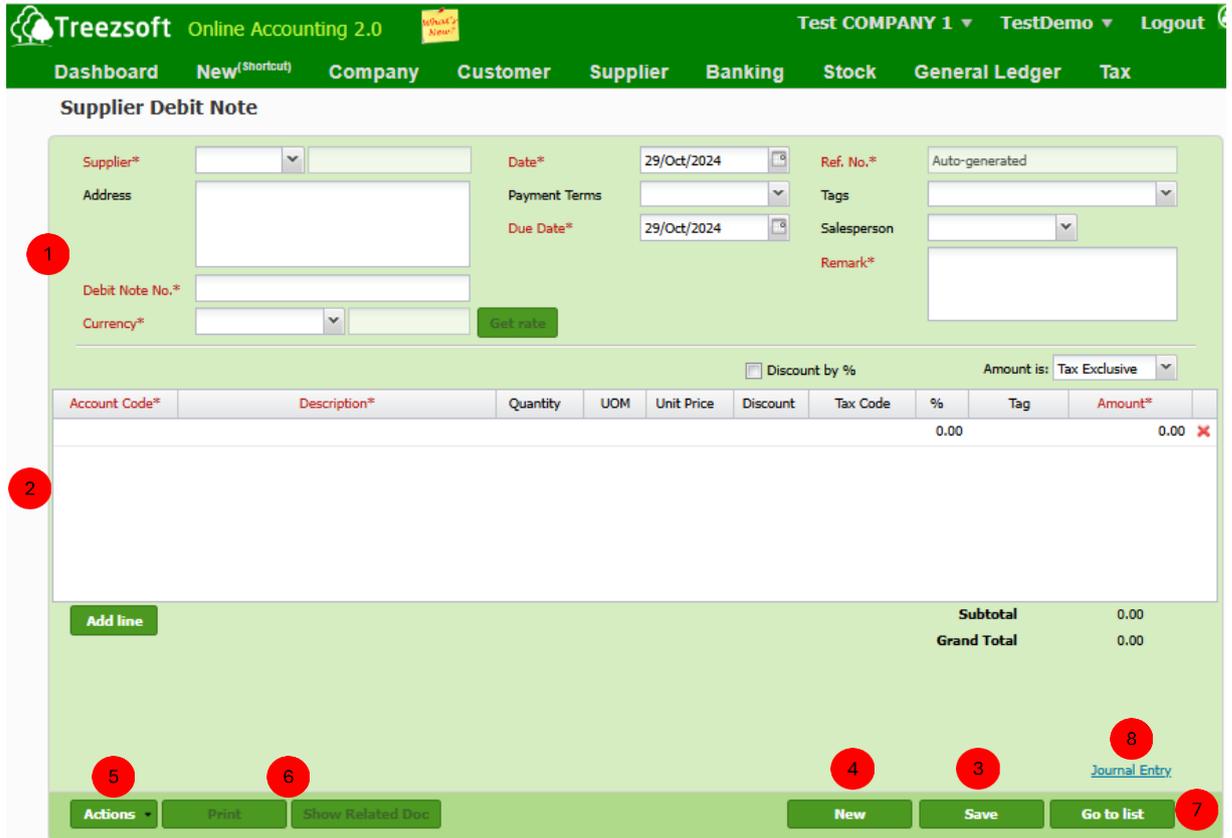


The screenshot shows the 'List of Supplier Debit Notes' interface in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area contains search filters for Supplier (ALL), Doc. Date (Today), From\* (29/Oct/2024), To\* (29/Oct/2024), and Doc. No. A 'Retrieve' button is highlighted with a red circle 1. Below the filters is a table with columns: Date, Debit Note No., Ref. No., Supplier Code, Supplier, Currency, Amount, Due Date, and Status. The table is currently empty. At the bottom, there are several action buttons: 'Print listing' (highlighted with red circle 2), 'New Supplier Debit Note' (highlighted with red circle 3), 'Print selected record(s)' (highlighted with red circle 4), and 'Delete selected record(s)' (highlighted with red circle 5). The status bar at the bottom right indicates 'No data to display'.

- 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 Supplier Debit Note



**Supplier Debit Note**

Supplier\* [dropdown] [input] Date\* 29/Oct/2024 [calendar] Ref. No.\* Auto-generated [input]  
 Address [input] Payment Terms [dropdown] Tags [dropdown]  
 Due Date\* 29/Oct/2024 [calendar] Salesperson [dropdown]  
 Remark\* [input]  
 Debit Note No.\* [input] Currency\* [dropdown] [input]

Discount by % Amount is: Tax Exclusive [dropdown]

Account Code*	Description*	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*
									0.00

Subtotal 0.00  
Grand Total 0.00

[Journal Entry](#)

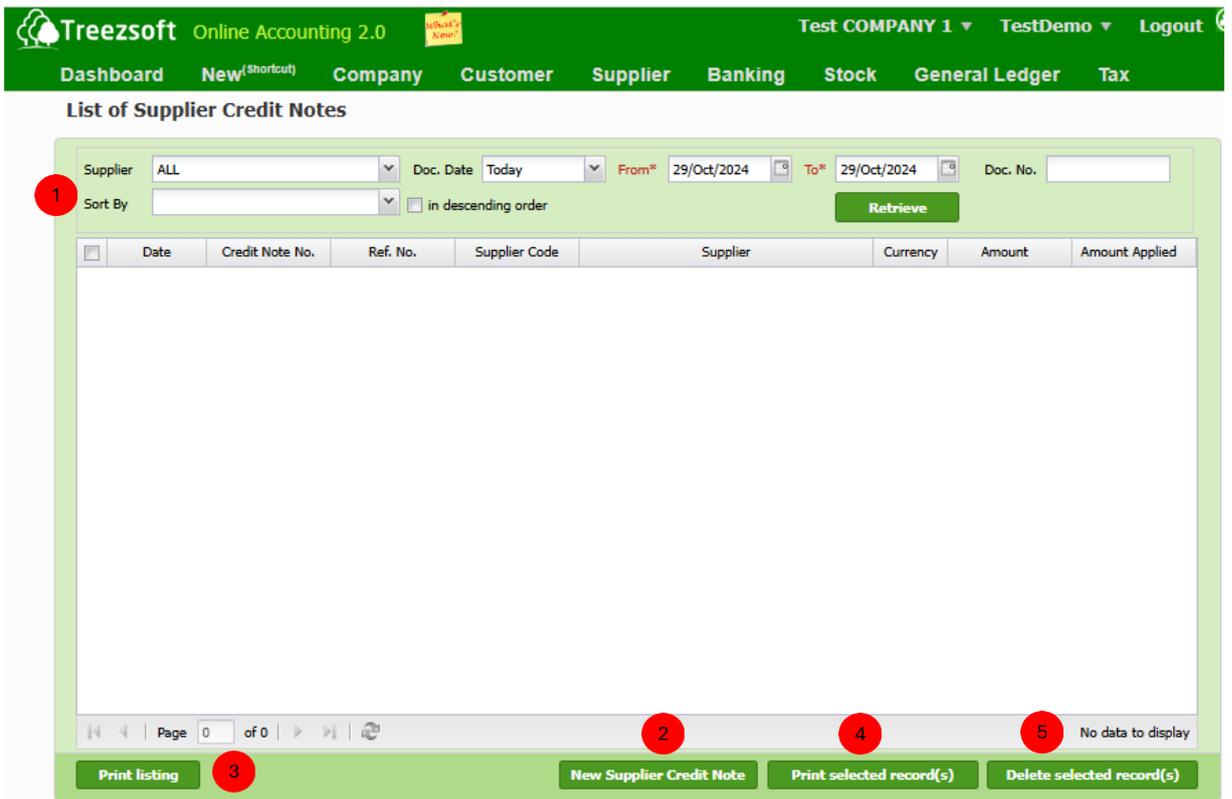
- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. Debit Note number is important and must be entered in order to keep track of your record(s) accurately.
- 2 Select and enter the related account and details into this section. Enter the amount accurately. 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

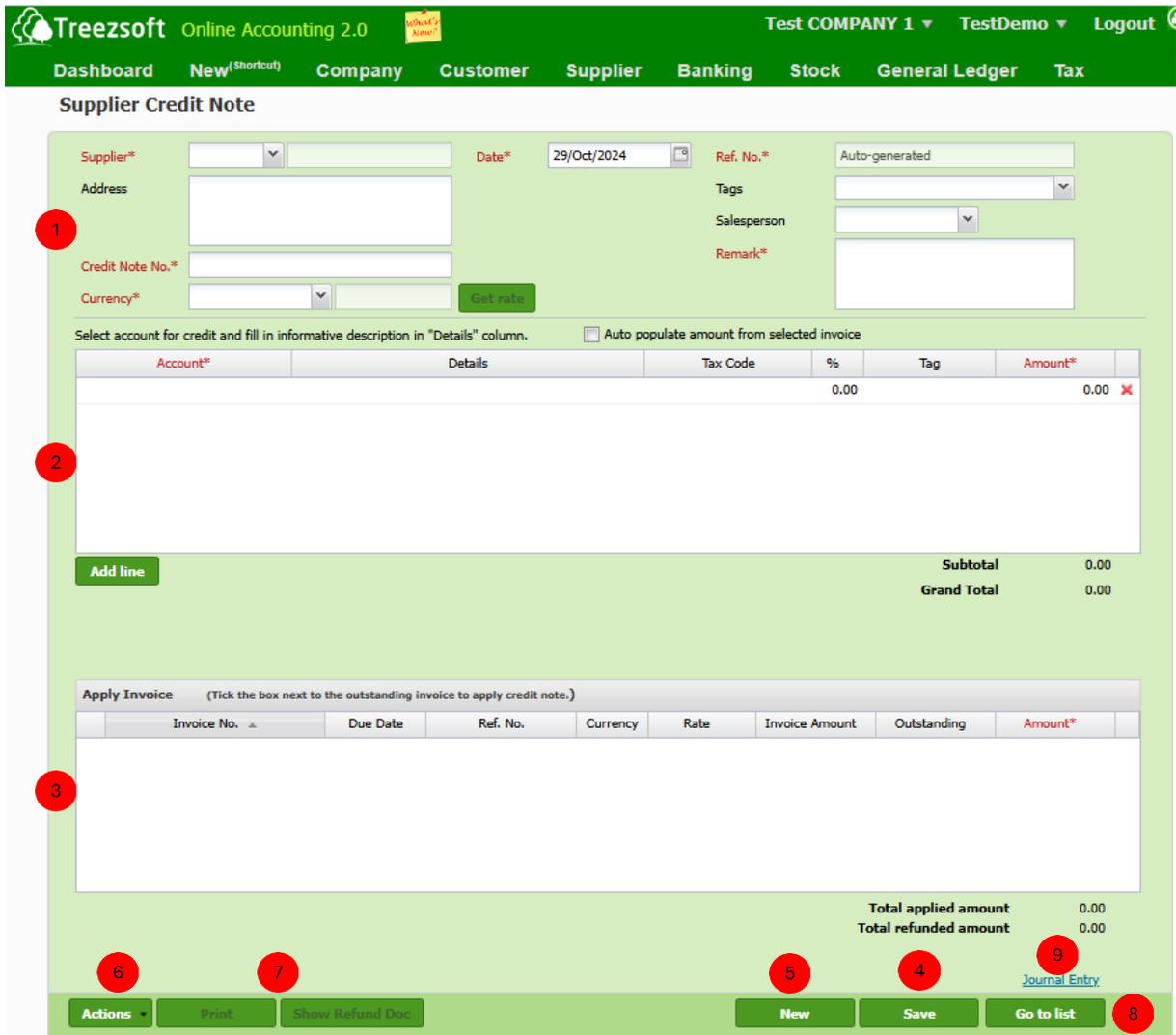


The screenshot displays the 'List of Supplier Credit Notes' interface. At the top, there is a navigation bar with 'Treezsoft Online Accounting 2.0' and 'Test COMPANY 1 TestDemo Logout'. Below this is a menu with 'Dashboard', 'New (shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main title is 'List of Supplier Credit Notes'. The search area includes fields for 'Supplier' (set to 'ALL'), 'Doc. Date' (set to 'Today'), 'From\*' (set to '29/Oct/2024'), 'To\*' (set to '29/Oct/2024'), and 'Doc. No.'. A 'Sort By' dropdown is set to 'in descending order'. A 'Retrieve' button is present. Below the search area is a table with columns: 'Date', 'Credit Note No.', 'Ref. No.', 'Supplier Code', 'Supplier', 'Currency', 'Amount', and 'Amount Applied'. The table is currently empty. At the bottom, there is a pagination bar showing 'Page 0 of 0' and 'No data to display'. Action buttons include 'Print listing', 'New Supplier Credit Note', 'Print selected record(s)', and 'Delete selected record(s)'.

- 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



**Supplier Credit Note**

Supplier\* [dropdown] [input] Date\* 29/Oct/2024 Ref. No.\* Auto-generated

Address [input] Tags [dropdown]

1 Credit Note No.\* [input] Salesperson [dropdown]

Currency\* [dropdown] [Get rate]

Remark\* [input]

Select account for credit and fill in informative description in "Details" column.  Auto populate amount from selected invoice

Account*	Details	Tax Code	%	Tag	Amount*
			0.00		0.00

2 Add line

Subtotal 0.00  
Grand Total 0.00

Apply Invoice (Tick the box next to the outstanding invoice to apply credit note.)

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

3

Total applied amount 0.00  
Total refunded amount 0.00

6 7 5 4 9

8

Actions Print Show Refund Doc New Save Go to list Journal Entry

- 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.

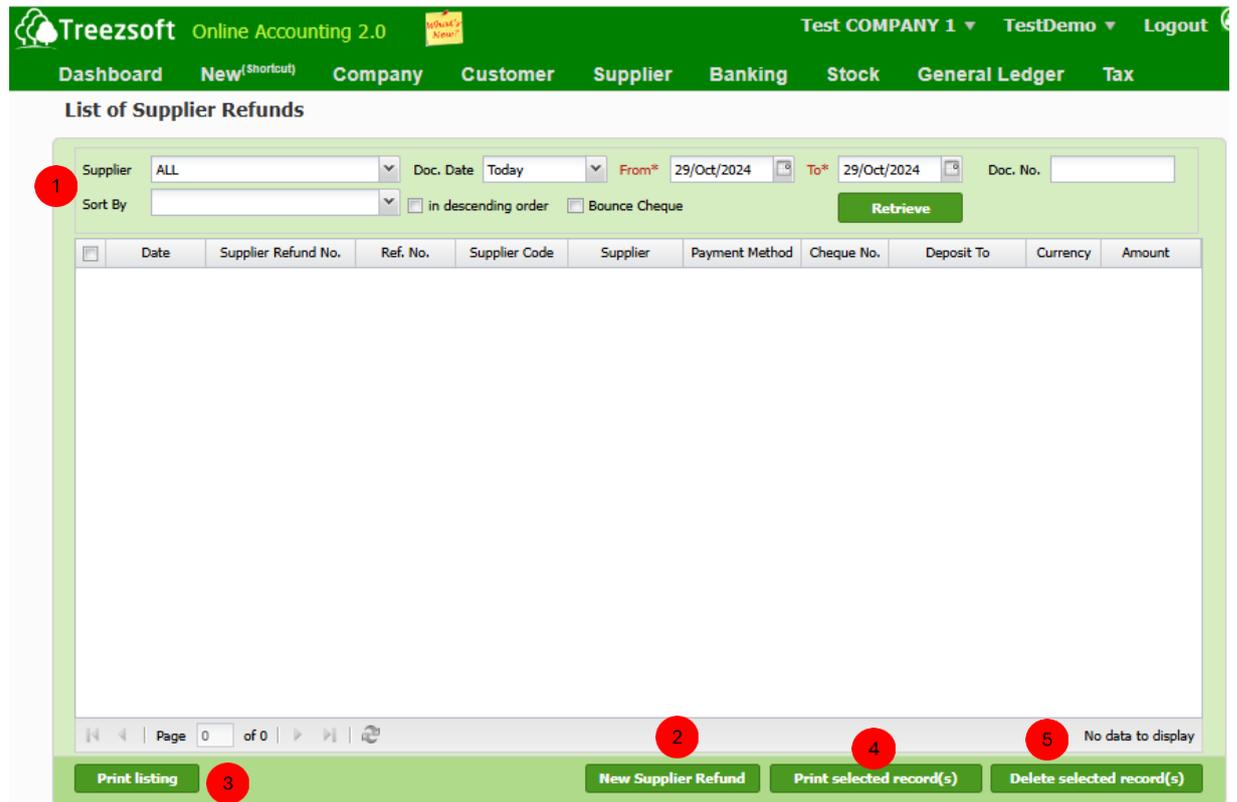


- 3 This section shows the invoice(s) related to the selected supplier. Mark a tick next to the invoice to allocate the credit. If you have more than one affected invoices, you can allocated the credits by entering manually.
- 4 Save the record.
- 5 Click **New** to record new Supplier Debit Note
- 6 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

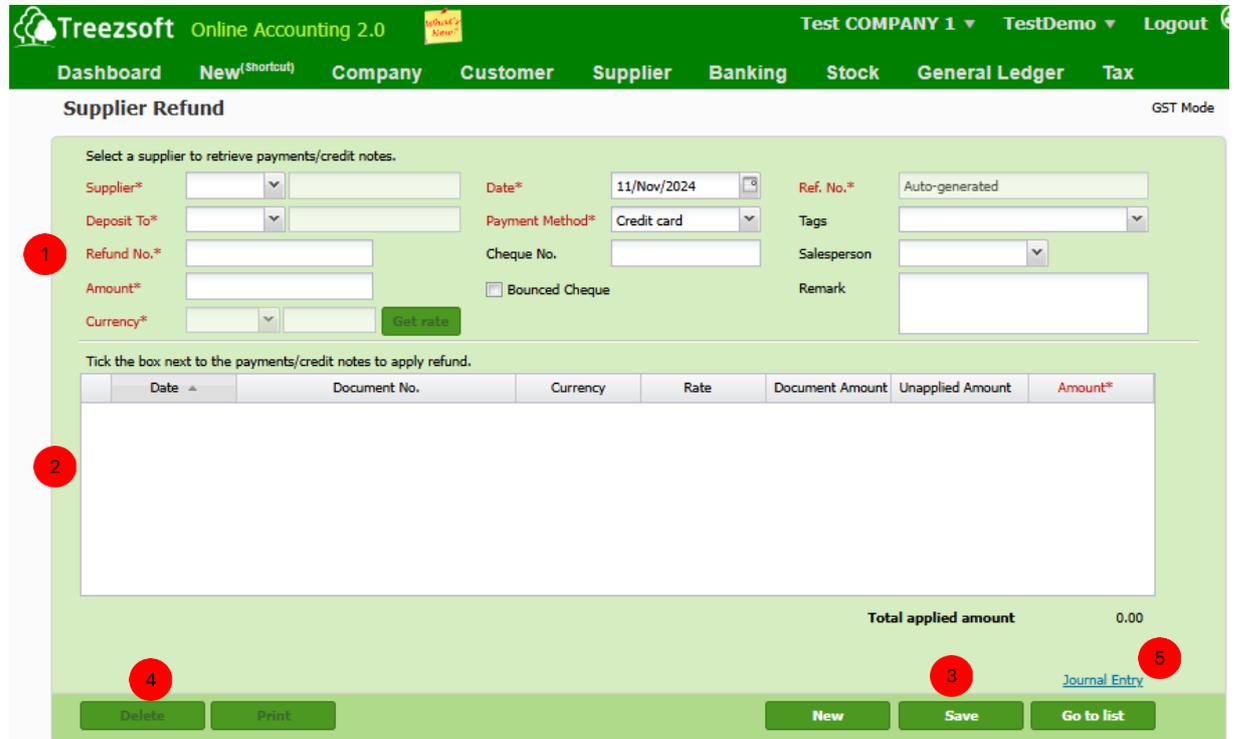


The screenshot shows the 'List of Supplier Refunds' interface in Treezsoft Online Accounting 2.0. The interface includes a navigation menu with options like Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main area contains search filters for Supplier (set to ALL), Doc. Date (Today), From\* (29/Oct/2024), To\* (29/Oct/2024), and Doc. No. There are also checkboxes for 'in descending order' and 'Bounce Cheque', and a 'Retrieve' button. Below the filters is a table with columns: Date, Supplier Refund No., Ref. No., Supplier Code, Supplier, Payment Method, Cheque No., Deposit To, Currency, and Amount. The table is currently empty, displaying 'No data to display'. At the bottom, there are several action buttons: 'Print listing', 'New Supplier Refund', 'Print selected record(s)', and 'Delete selected record(s)'. Red circles are placed over these buttons and the search filters to indicate their location and function.

- 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.



Supplier Refund GST Mode

Select a supplier to retrieve payments/credit notes.

Supplier\*  Date\* 11/Nov/2024 Ref. No.\* Auto-generated

Deposit To\*  Payment Method\* Credit card Tags

1 Refund No.\*  Cheque No.  Salesperson

Amount\*   Bounced Cheque Remark

Currency\*

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

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

Total applied amount 0.00

4      [5 Journal Entry](#)

- 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.

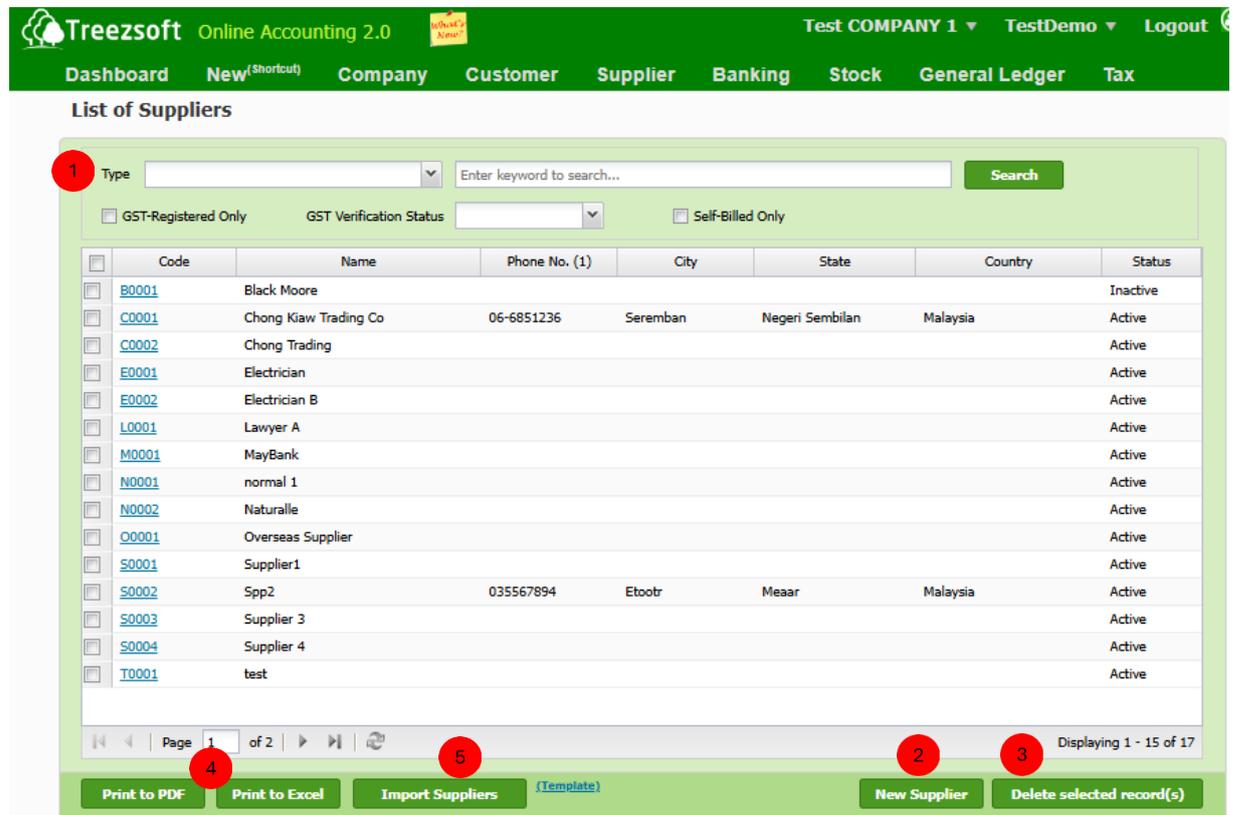
## 7.8 Manage (Suppliers & Contacts)

### 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



**List of Suppliers**

Type  Enter keyword to search...

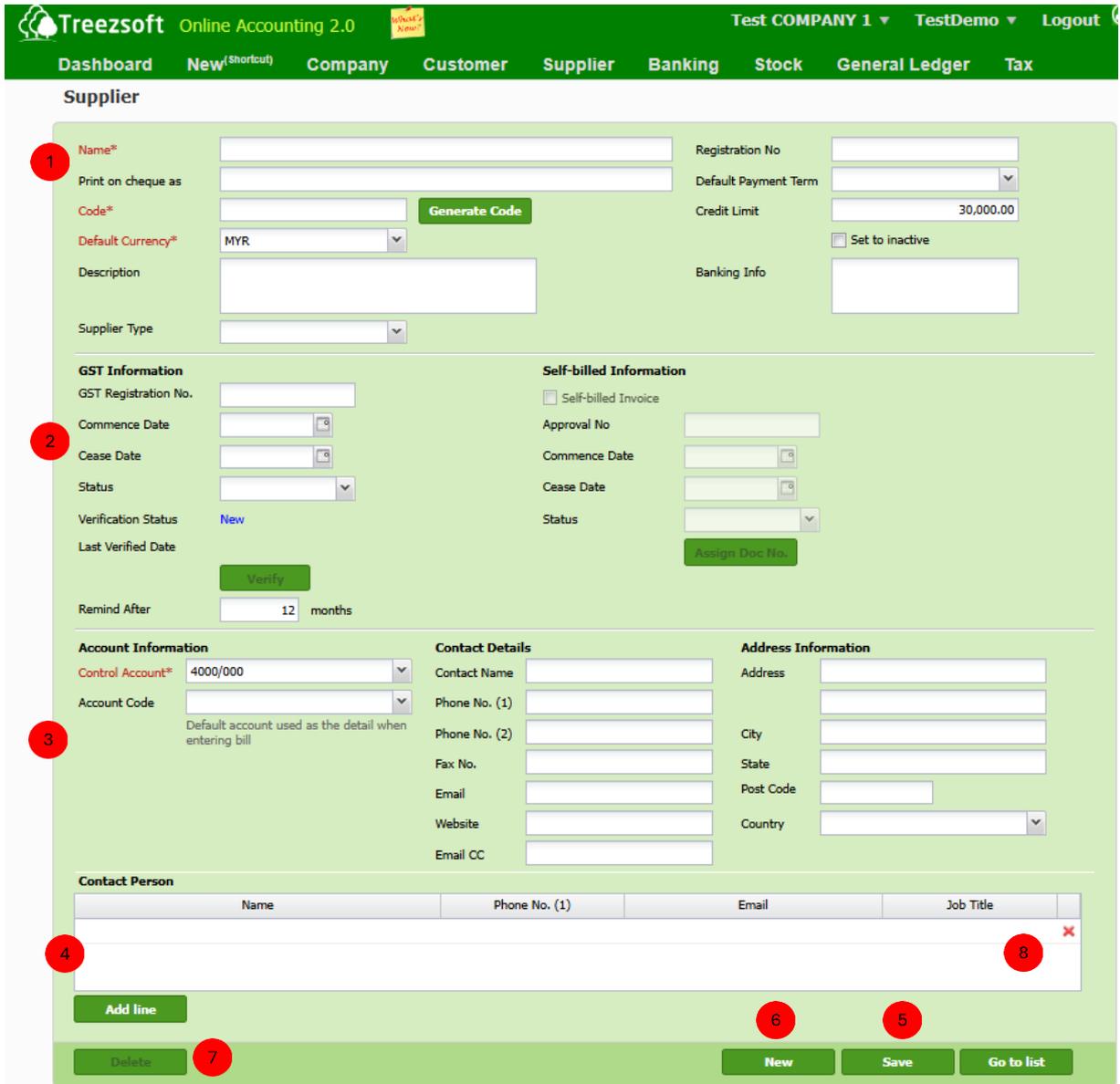
GST-Registered Only    GST Verification Status      Self-Billed Only

<input type="checkbox"/>	Code	Name	Phone No. (1)	City	State	Country	Status
<input type="checkbox"/>	<a href="#">B0001</a>	Black Moore					Inactive
<input type="checkbox"/>	<a href="#">C0001</a>	Chong Kiaw Trading Co	06-6851236	Seremban	Negeri Sembilan	Malaysia	Active
<input type="checkbox"/>	<a href="#">C0002</a>	Chong Trading					Active
<input type="checkbox"/>	<a href="#">E0001</a>	Electrician					Active
<input type="checkbox"/>	<a href="#">E0002</a>	Electrician B					Active
<input type="checkbox"/>	<a href="#">L0001</a>	Lawyer A					Active
<input type="checkbox"/>	<a href="#">M0001</a>	MayBank					Active
<input type="checkbox"/>	<a href="#">N0001</a>	normal 1					Active
<input type="checkbox"/>	<a href="#">N0002</a>	Naturalle					Active
<input type="checkbox"/>	<a href="#">O0001</a>	Overseas Supplier					Active
<input type="checkbox"/>	<a href="#">S0001</a>	Supplier1					Active
<input type="checkbox"/>	<a href="#">S0002</a>	Spp2	035567894	Etootr	Meaar	Malaysia	Active
<input type="checkbox"/>	<a href="#">S0003</a>	Supplier 3					Active
<input type="checkbox"/>	<a href="#">S0004</a>	Supplier 4					Active
<input type="checkbox"/>	<a href="#">T0001</a>	test					Active

Page 1 of 2                [\(Template\)](#)            Displaying 1 - 15 of 17

- 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



**Supplier**

**1** Name\*  Registration No   
 Print on cheque as  Default Payment Term   
 Code\*  **Generate Code** Credit Limit  30,000.00  
 Default Currency\* MYR   Set to inactive  
 Description  Banking Info   
 Supplier Type

**2** **GST Information** GST Registration No.   
 Commence Date     
 Cease Date     
 Status   
 Verification Status **New**  
 Last Verified Date  **Verify**  
 Remind After  12 months

**Self-billed Information**  Self-billed Invoice  
 Approval No   
 Commence Date     
 Cease Date     
 Status  **Assign Doc No.**

**3** **Account Information** Control Account\* 4000/000   
 Account Code   
 Default account used as the detail when entering bill

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

**Address Information** Address   
 City   
 State   
 Post Code   
 Country

**4** **Contact Person**

Name	Phone No. (1)	Email	Job Title
<b>8</b> <input type="button" value="X"/>			

**5** **6** **7** **8**

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

- 1** Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. You can enter a different name in "print on cheque as" field. If you want to deactivate a supplier's status, mark the Set to inactive box.
- 2** 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 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

**List of Contacts**

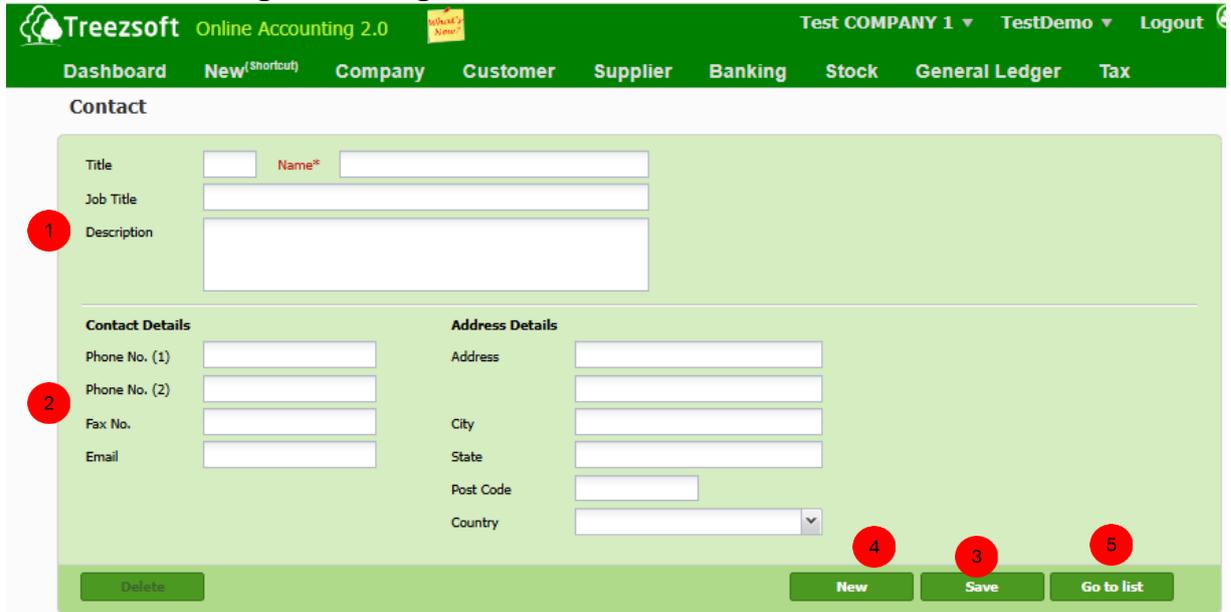
1 Enter keyword to search...

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

Page 1 of 1  2  3  Displaying 1 - 1 of 1

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

## 7.8.2.2 Creating or Editing a Contact



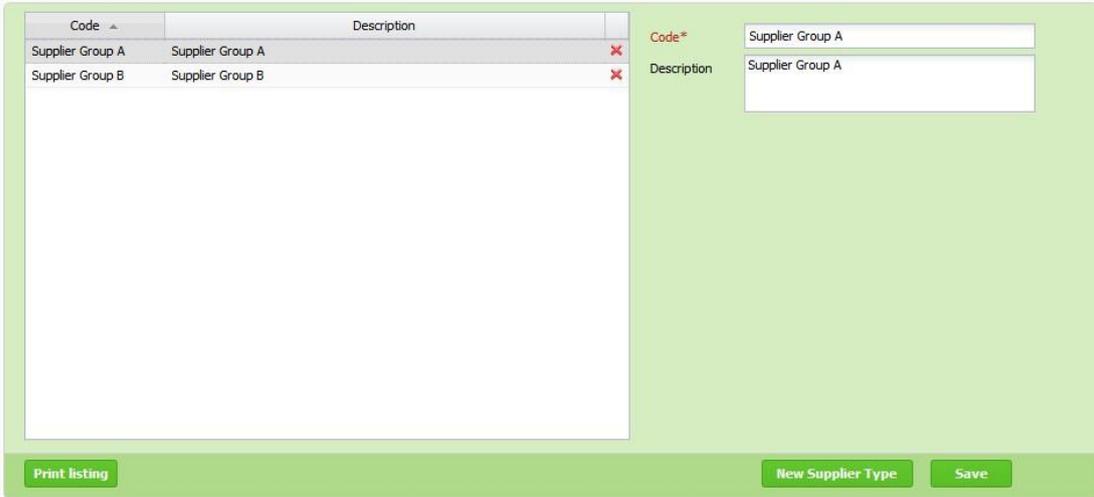
- 1 Enter a contact's name and position. You can also jot down a remark or description.
- 2 Contact and address details can be entered into this section.
- 3 Save the record.
- 4 Click New to create new contact.
- 5 Click Go to list to navigate back to contact list.

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.

#### Supplier Type



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

Code\*

Description

- 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.

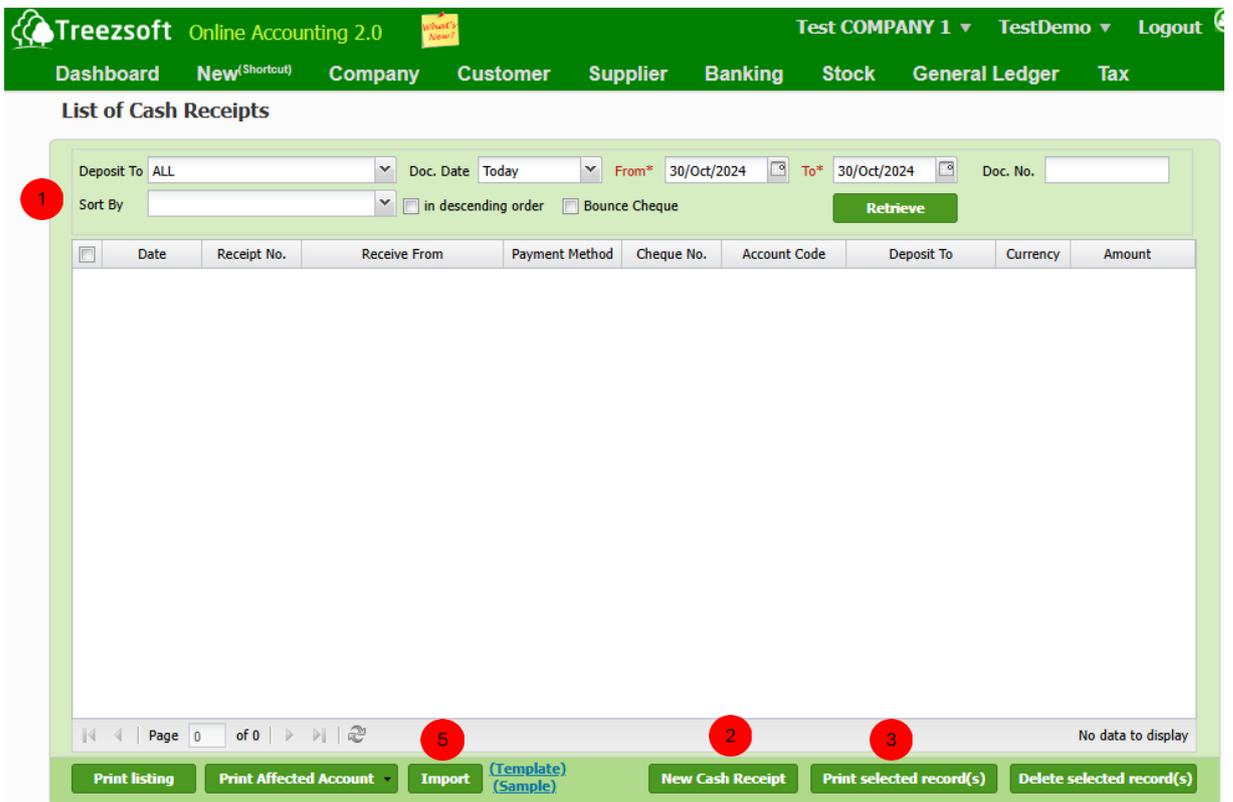
## 8 Banking Module

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

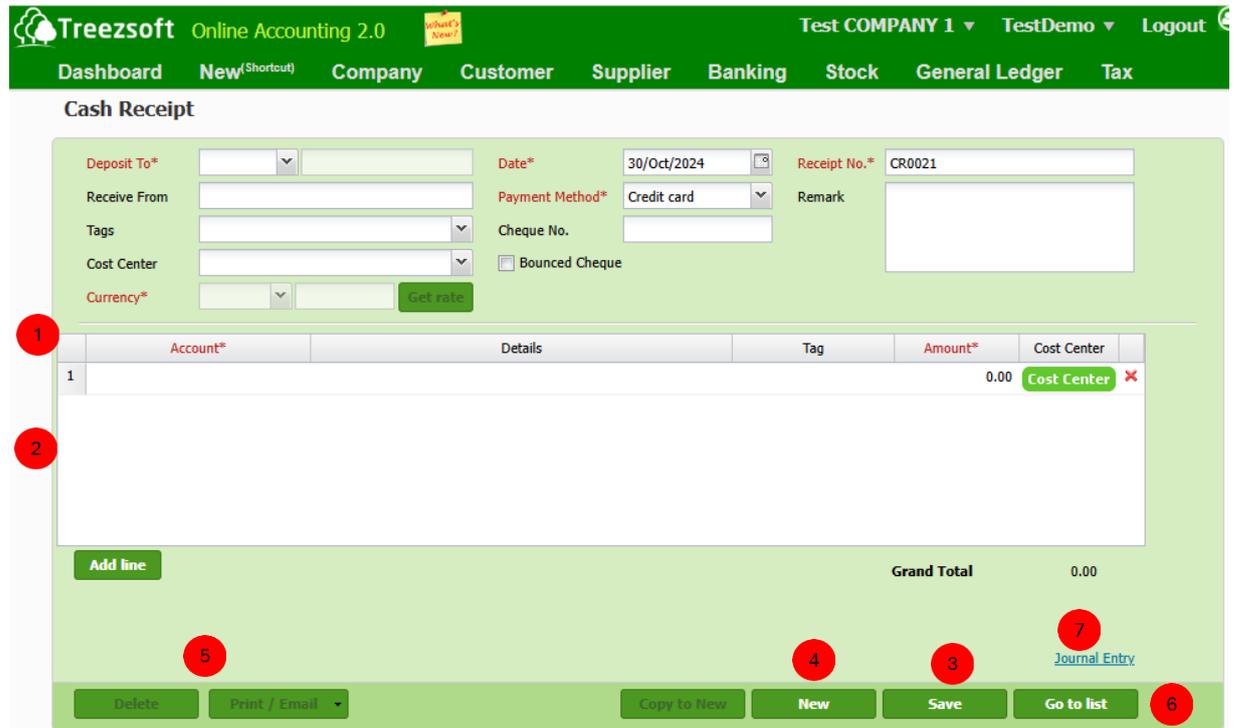
#### 8.1.1 List of Cash Receipts



- 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**.

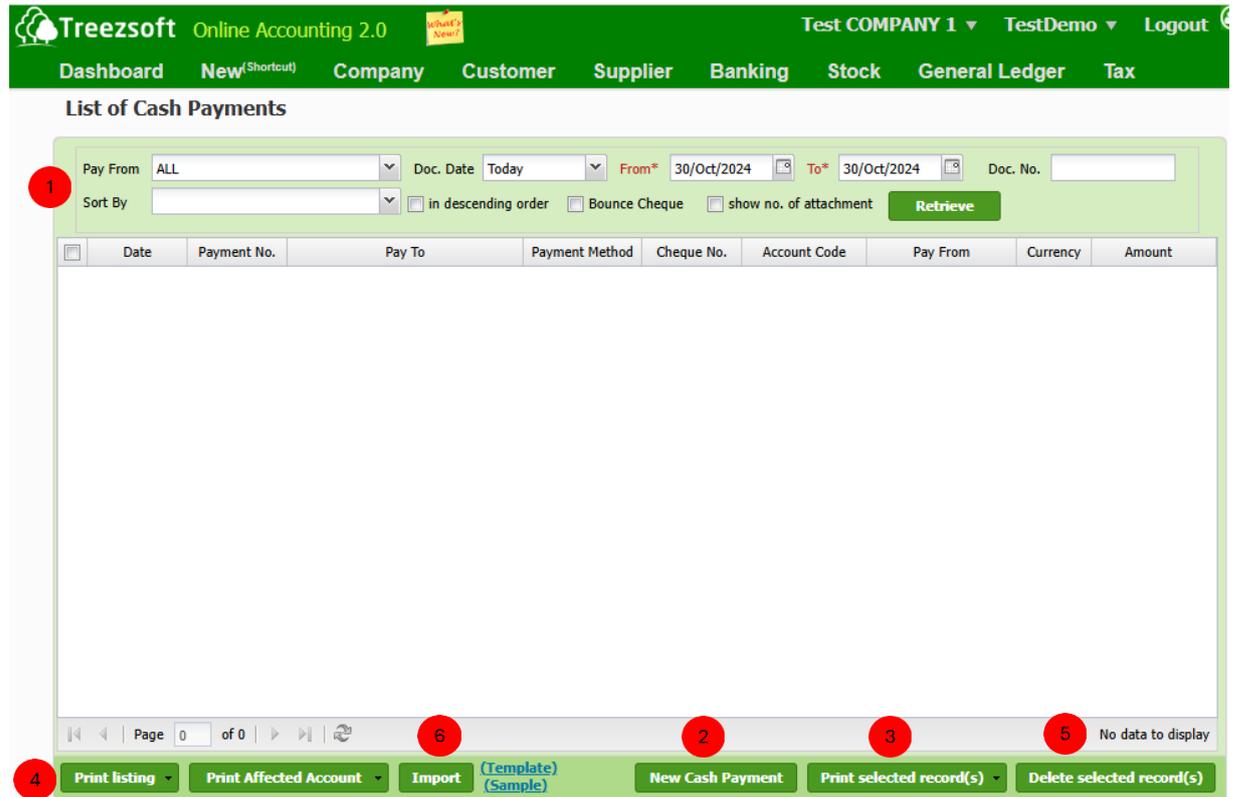
### 8.1.2 Creating or Editing Cash Receipt



- 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.

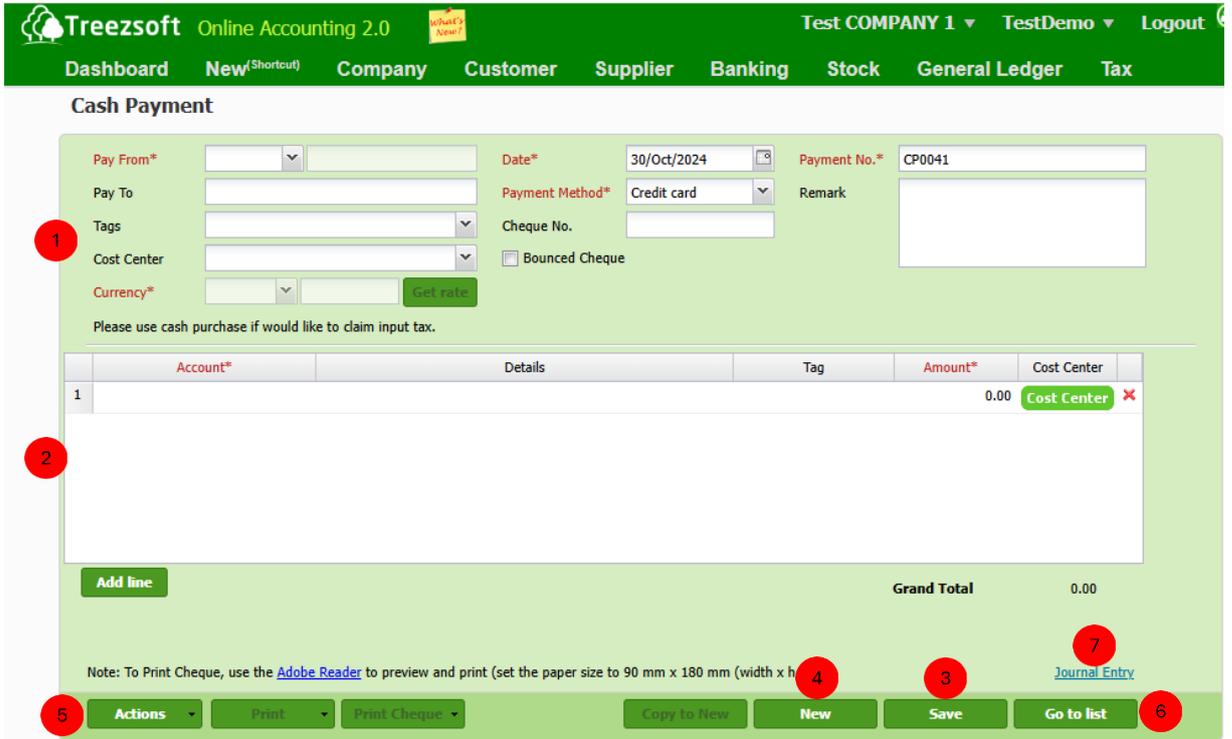
## 8.2 Cash Payments (C.P)

### 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



**Cash Payment**

Pay From\*  Date\* 30/Oct/2024 Payment No.\* CP0041

Pay To  Payment Method\* Credit card Remark

Tags  Cheque No.

Cost Center   Bounced Cheque

Currency\*

Please use cash purchase if would like to claim input tax.

Account*	Details	Tag	Amount*	Cost Center
1			0.00	Cost Center <input type="button" value="X"/>

Grand Total 0.00

Note: To Print Cheque, use the [Adobe Reader](#) to preview and print (set the paper size to 90 mm x 180 mm (width x height))

[Journal Entry](#)

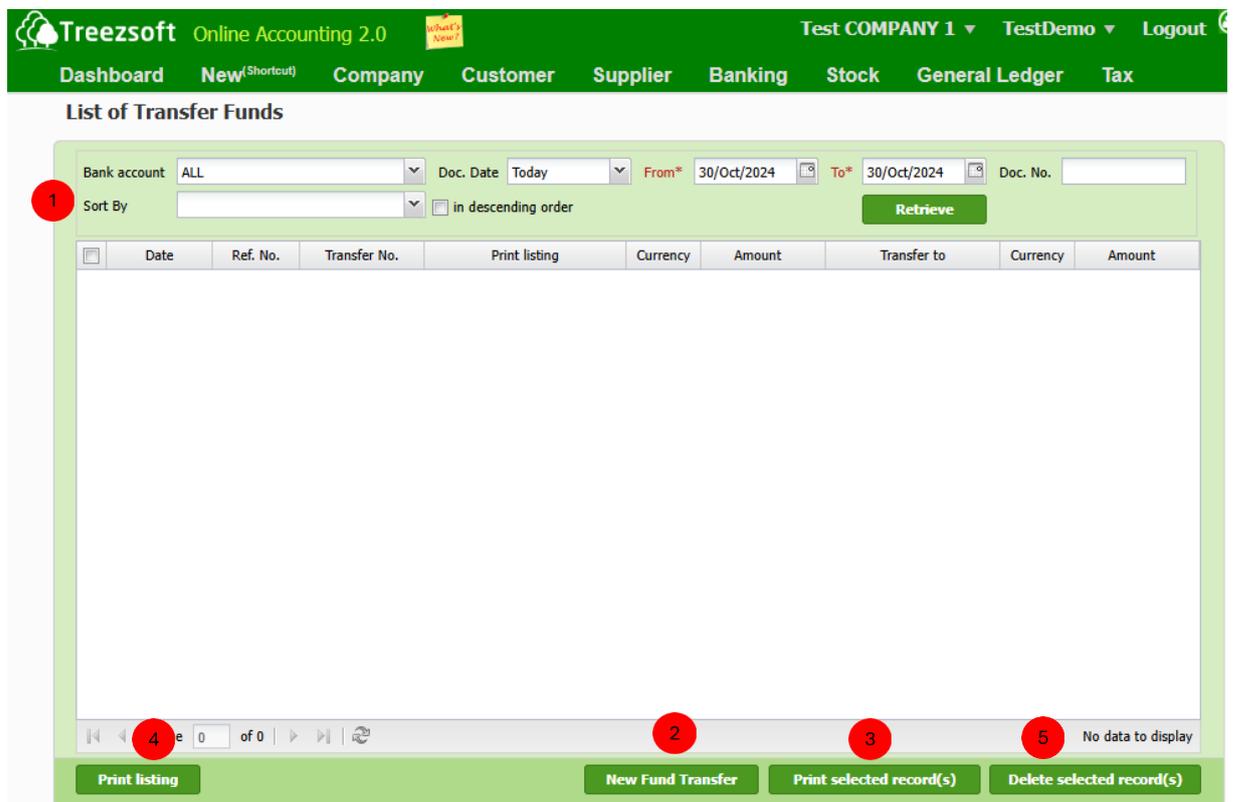
- 1 Enter the details where you want the money to be paid from. Fields mark with asterisk (\*) are required fields. If you are paying in a different currency, you can get the latest rates from Google finance, by clicking the Get rate button. Enter the currency rate if you have a fixed rate.
- 2 Enter 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.

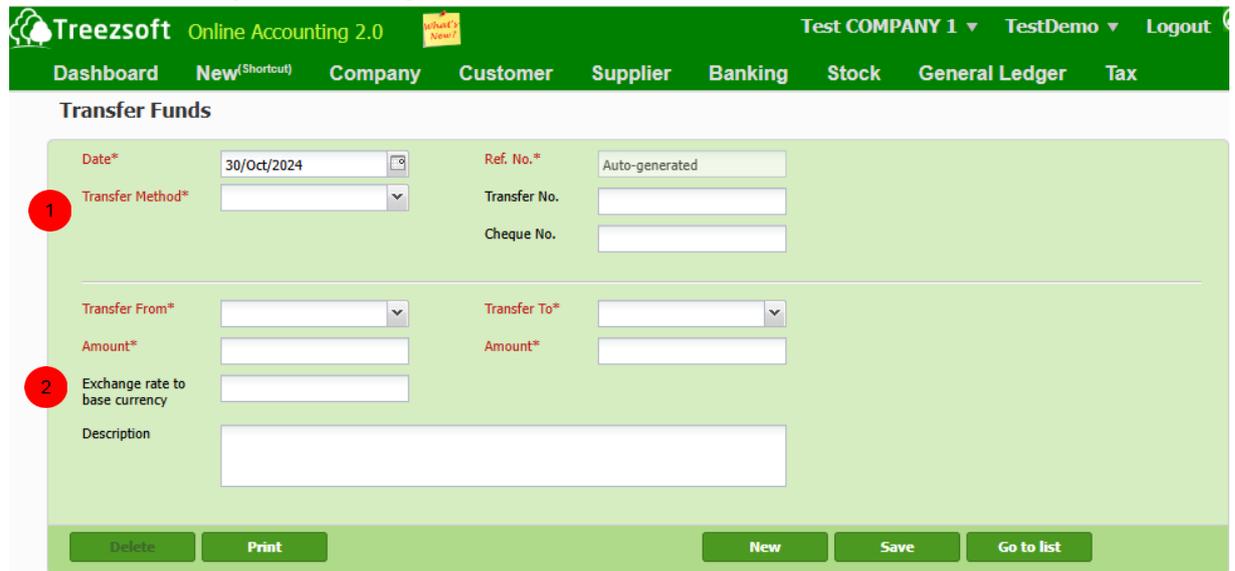
This is where such transfers are recorded. This only allows you to transfer funds between cash or bank accounts that you have setup within TreezSoft and not to your customer/vendor bank account.

#### 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



The screenshot shows the 'Transfer Funds' form in the Treezsoft Online Accounting 2.0 interface. The form is set for 'Test COMPANY 1' and 'TestDemo'. The navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The form fields are as follows:

Date*	30/Oct/2024	Ref. No.*	Auto-generated
Transfer Method*		Transfer No.	
		Cheque No.	
Transfer From*		Transfer To*	
Amount*		Amount*	
Exchange rate to base currency			
Description			

Buttons at the bottom: Delete, Print, New, Save, Go to list.

1 Enter the details in this section.

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

2 Exchange rate to base currency

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

## 8.4 Bank reconciliation

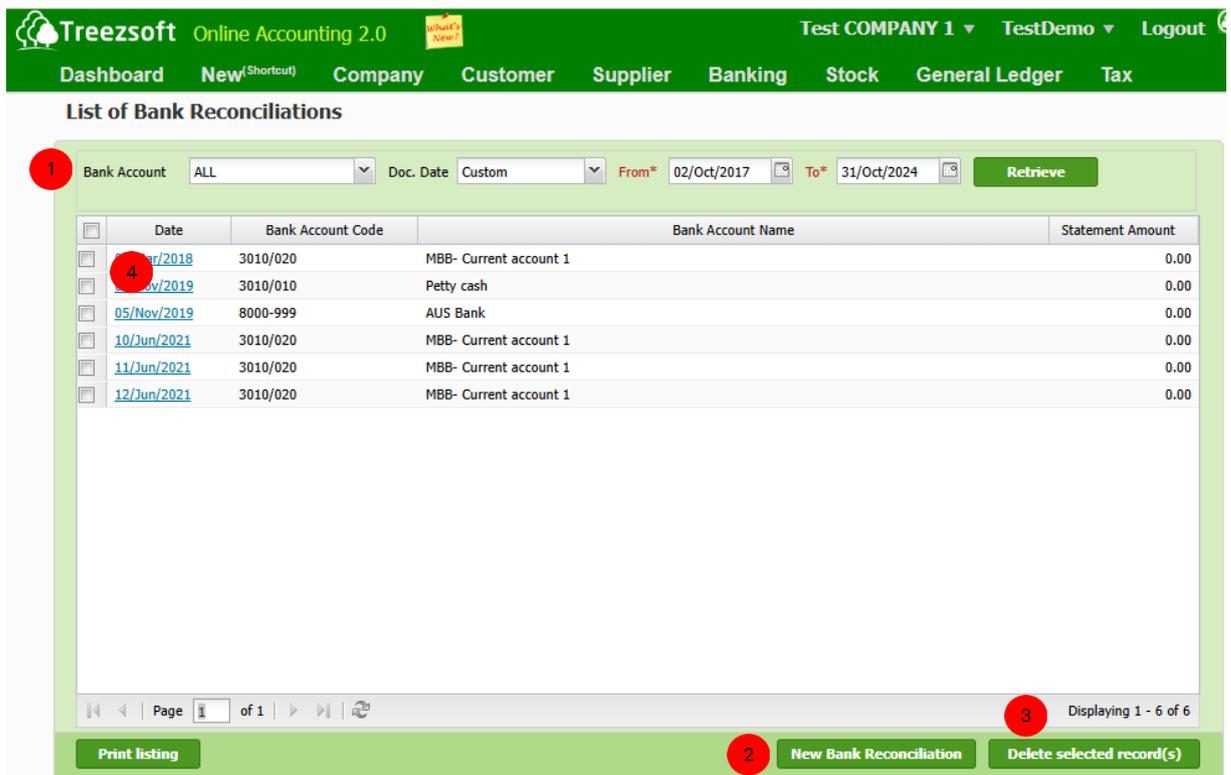
After you have entered all the transactions for a particular month, you can then base on the bank statement received to reconcile your payments, receipts for that bank.

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



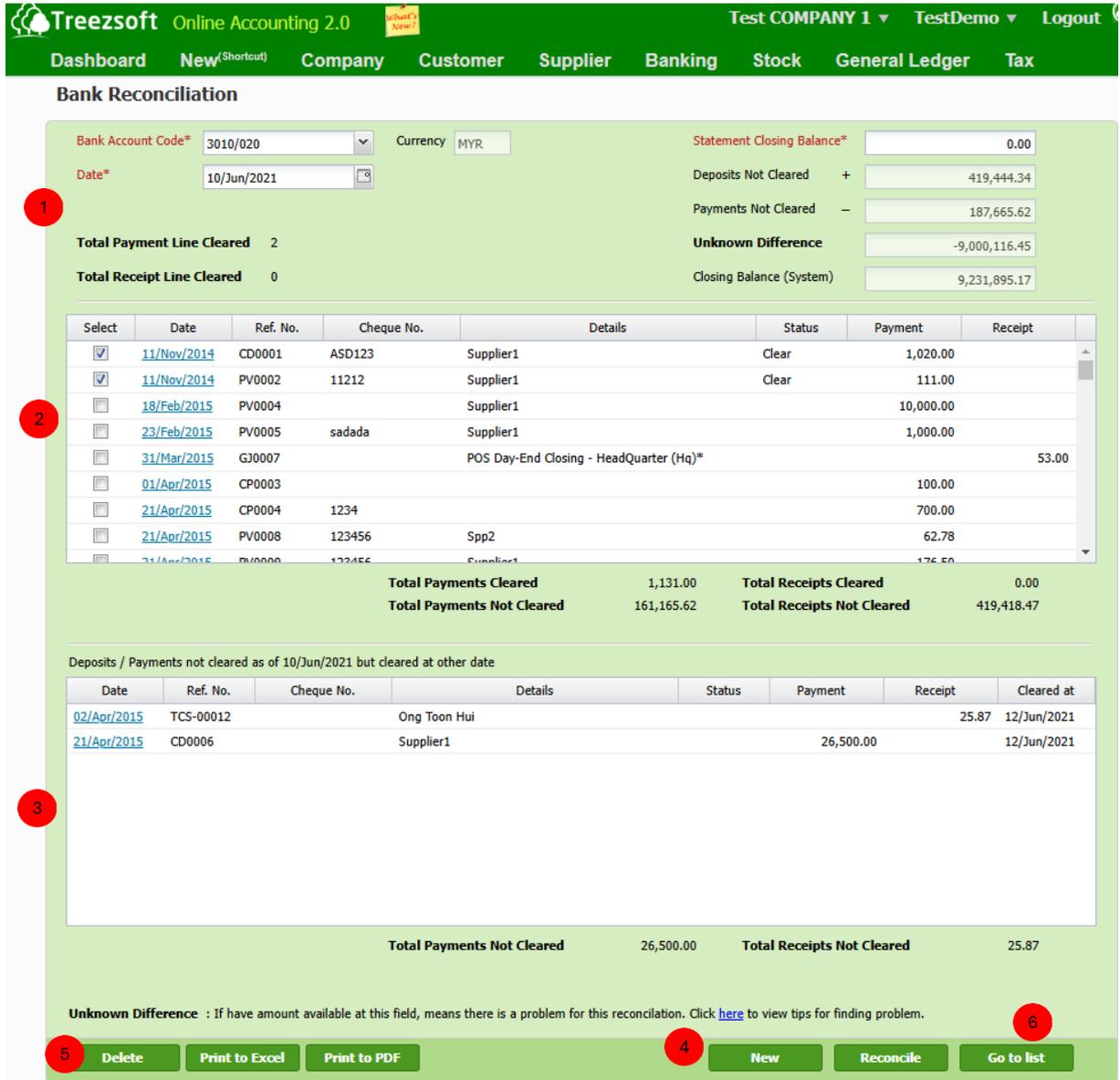
The screenshot shows the 'List of Bank Reconciliations' screen in the Treezsoft Online Accounting 2.0 application. The interface includes a navigation bar with options like Dashboard, New, Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main area displays a search filter for 'Bank Account' set to 'ALL', 'Doc. Date' set to 'Custom', and date ranges from '02/Oct/2017' to '31/Oct/2024'. A 'Retrieve' button is present. Below the search filter is a table with columns: Date, Bank Account Code, Bank Account Name, and Statement Amount. The table lists six reconciliations, with the first row (02/Oct/2018) highlighted. At the bottom, there are buttons for 'Print listing', 'New Bank Reconciliation', and 'Delete selected record(s)'. Red circles with numbers 1, 2, 3, and 4 are overlaid on the interface to indicate key actions: 1 on the Retrieve button, 2 on the New Bank Reconciliation button, 3 on the Delete selected record(s) button, and 4 on the first row of the table.

Date	Bank Account Code	Bank Account Name	Statement Amount
02/Oct/2018	3010/020	MBB- Current account 1	0.00
02/Oct/2019	3010/010	Petty cash	0.00
05/Nov/2019	8000-999	AUS Bank	0.00
10/Jun/2021	3010/020	MBB- Current account 1	0.00
11/Jun/2021	3010/020	MBB- Current account 1	0.00
12/Jun/2021	3010/020	MBB- Current account 1	0.00

- 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 date, you can view the historical bank reconciliation statements for that bank.

### 8.4.3 Reconciling a Bank Account



**Bank Reconciliation**

Bank Account Code\* 3010/020 Currency MYR Statement Closing Balance\* 0.00

Date\* 10/Jun/2021 Deposits Not Cleared + 419,444.34

Payments Not Cleared - 187,665.62

Total Payment Line Cleared 2 Unknown Difference -9,000,116.45

Total Receipt Line Cleared 0 Closing Balance (System) 9,231,895.17

Select	Date	Ref. No.	Cheque No.	Details	Status	Payment	Receipt	
<input checked="" type="checkbox"/>	<a href="#">11/Nov/2014</a>	CD0001	ASD123	Supplier1	Clear	1,020.00		
<input checked="" type="checkbox"/>	<a href="#">11/Nov/2014</a>	PV0002	11212	Supplier1	Clear	111.00		
<input type="checkbox"/>	<a href="#">18/Feb/2015</a>	PV0004		Supplier1		10,000.00		
<input type="checkbox"/>	<a href="#">23/Feb/2015</a>	PV0005	sadada	Supplier1		1,000.00		
<input type="checkbox"/>	<a href="#">31/Mar/2015</a>	GJ0007		POS Day-End Closing - HeadQuarter (Hq)*			53.00	
<input type="checkbox"/>	<a href="#">01/Apr/2015</a>	CP0003				100.00		
<input type="checkbox"/>	<a href="#">21/Apr/2015</a>	CP0004	1234			700.00		
<input type="checkbox"/>	<a href="#">21/Apr/2015</a>	PV0008	123456	Spp2		62.78		
<input type="checkbox"/>	<a href="#">21/Apr/2015</a>	PV0008	123456	Supplier1		176.50		
<b>Total Payments Cleared</b>						1,131.00	<b>Total Receipts Cleared</b>	0.00
<b>Total Payments Not Cleared</b>						161,165.62	<b>Total Receipts Not Cleared</b>	419,418.47

Deposits / Payments not cleared as of 10/Jun/2021 but cleared at other date

Date	Ref. No.	Cheque No.	Details	Status	Payment	Receipt	Cleared at
<a href="#">02/Apr/2015</a>	TCS-00012		Ong Toon Hui			25.87	12/Jun/2021
<a href="#">21/Apr/2015</a>	CD0006		Supplier1		26,500.00		12/Jun/2021

**Total Payments Not Cleared** 26,500.00 **Total Receipts Not Cleared** 25.87

**Unknown Difference** : If have amount available at this field, means there is a problem for this reconciliation. Click [here](#) to view tips for finding problem.

5 Delete 6 Print to Excel 4 Print to PDF New Reconcile Go to list

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.

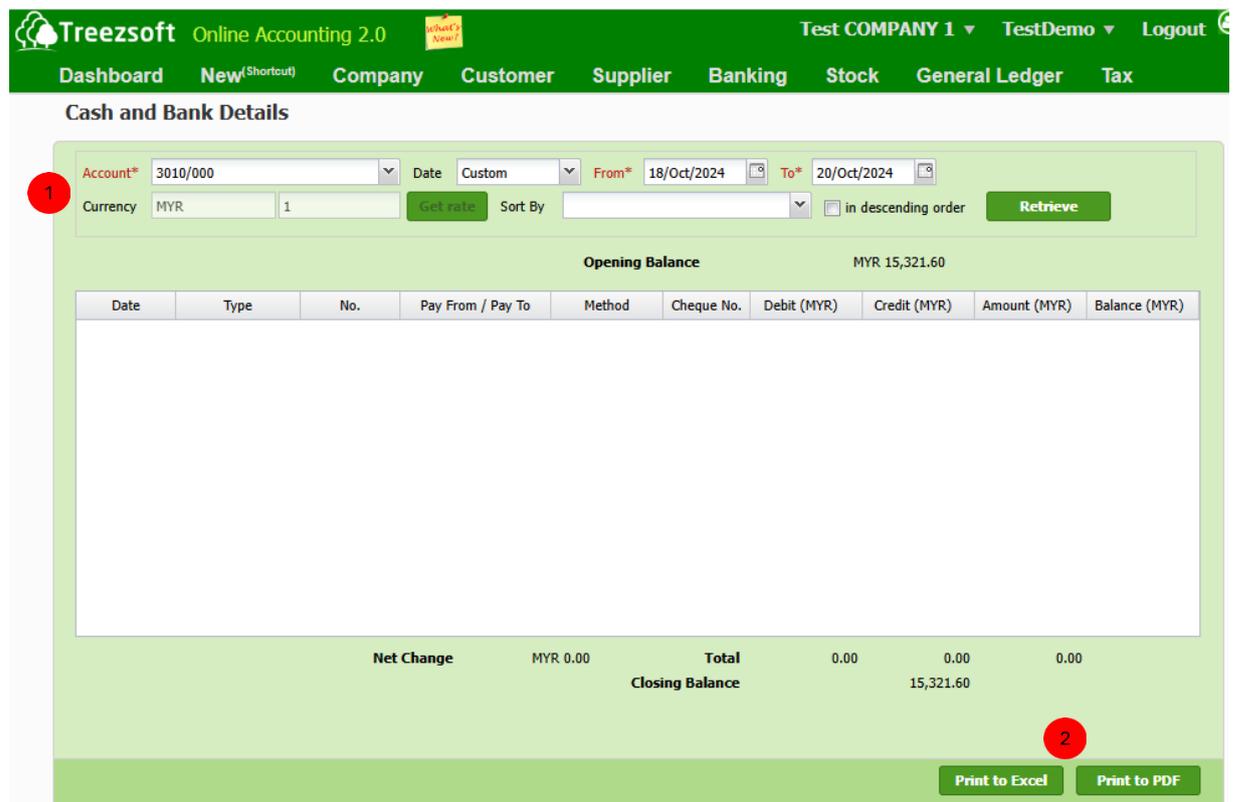
- 1 This section will show you the bank account details you have chosen. You have to enter the **Statement Closing Balance\*** on the top right.
- 2 This section allows you to select the relevant account you want to reconcile. Mark a tick on the related account, once you have confirmed the related, click

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



**Cash and Bank Details**

Account\* 3010/000 Date Custom From\* 18/Oct/2024 To\* 20/Oct/2024  
 Currency MYR 1 Get rate Sort By in descending order Retrieve

Opening Balance MYR 15,321.60

Date	Type	No.	Pay From / Pay To	Method	Cheque No.	Debit (MYR)	Credit (MYR)	Amount (MYR)	Balance (MYR)	
<b>Net Change</b>						MYR 0.00	<b>Total</b>	0.00	0.00	0.00
<b>Closing Balance</b>								15,321.60		

Print to Excel Print to PDF

- 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.

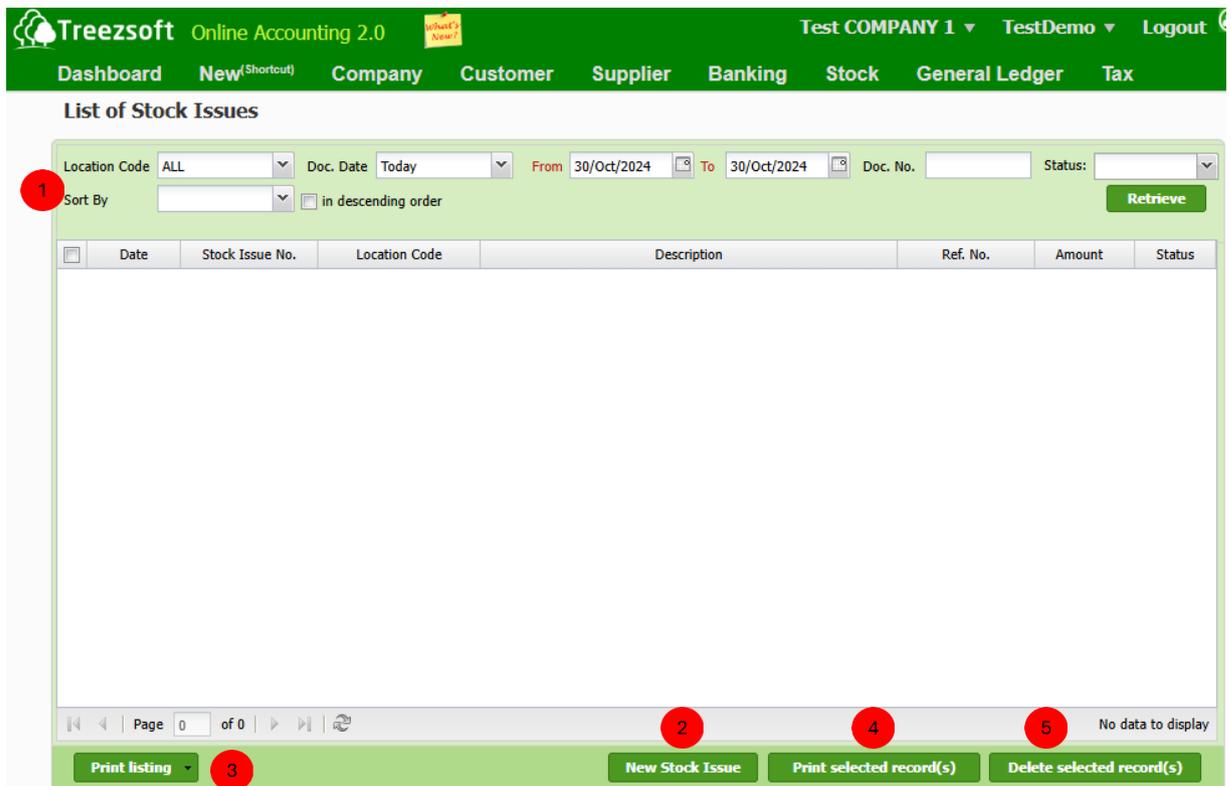
## 9 **Stock Module**

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**

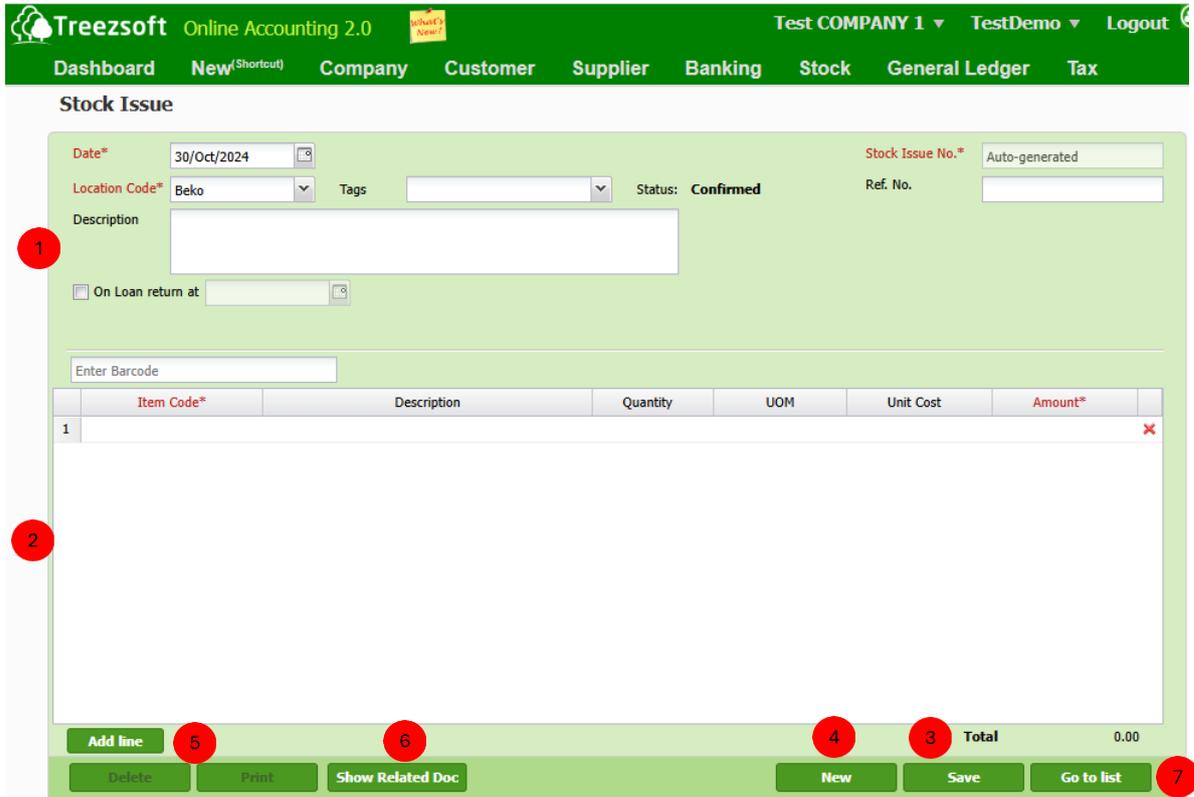


The screenshot shows the 'List of Stock Issues' interface in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The main area contains search filters for Location Code (ALL), Doc. Date (Today), From (30/Oct/2024), To (30/Oct/2024), Doc. No., and Status. A 'Sort By' dropdown and a 'Retrieve' button are also present. Below the filters is a table with columns: Date, Stock Issue No., Location Code, Description, Ref. No., Amount, and Status. The table is currently empty. At the bottom, there are action buttons: 'Print listing', 'New Stock Issue', 'Print selected record(s)', and 'Delete selected record(s)'. The page status shows 'Page 0 of 0' and 'No data to display'.

- 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



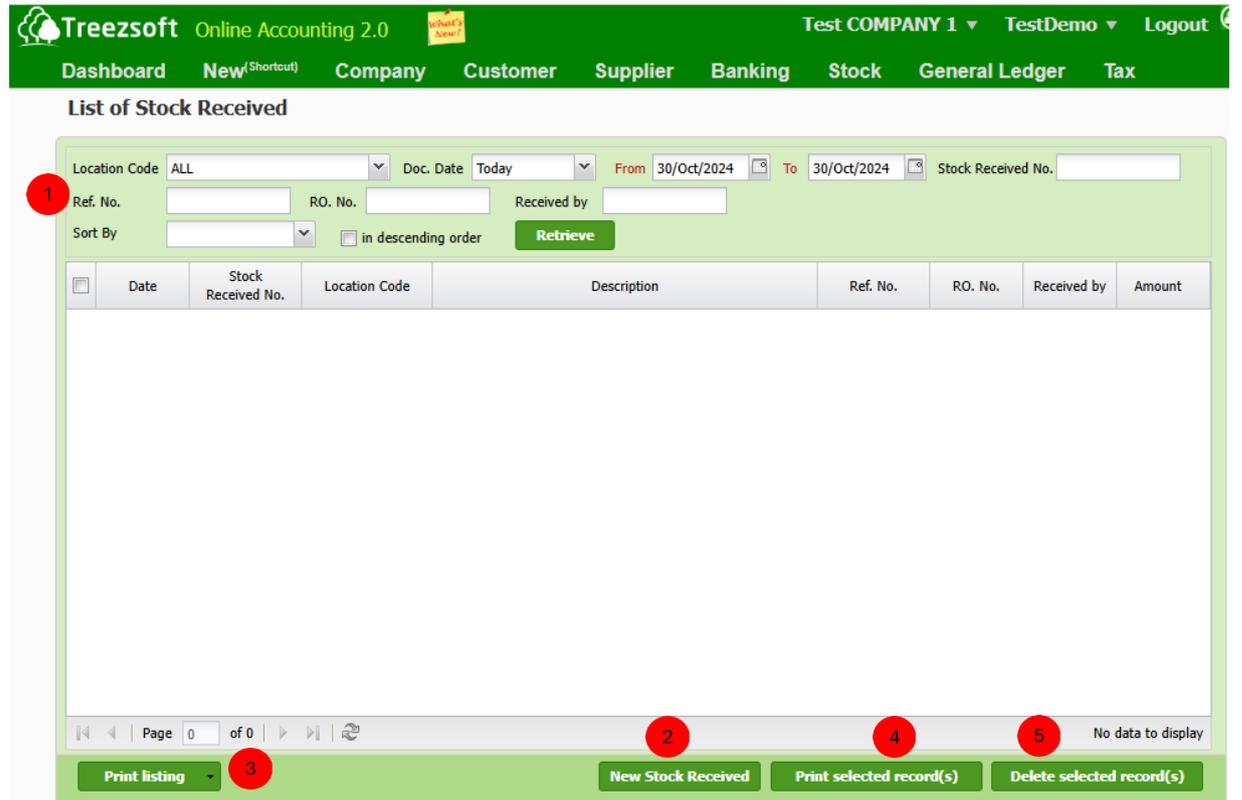
The screenshot shows the 'Stock Issue' form in the Treezsoft Online Accounting 2.0 interface. The form is titled 'Stock Issue' and includes the following fields and controls:

- Date\***: 30/Oct/2024
- Location Code\***: Beko
- Tags**: [Dropdown]
- Status**: Confirmed
- Stock Issue No.\***: Auto-generated
- Ref. No.**: [Text field]
- Description**: [Text area]
- On Loan return at**: [Date field]
- Enter Barcode**: [Text field]
- Table**: A table with columns: Item Code\*, Description, Quantity, UOM, Unit Cost, Amount\*. It contains one row with '1' in the Item Code column.
- Buttons**: Add line (5), Delete, Print, Show Related Doc (6), New (4), Save (3), Go to list (7). A Total field shows 0.00.

- 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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New<sup>(Shortcut)</sup> Company Customer Supplier Banking Stock General Ledger Tax

List of Stock Received

Location Code ALL Doc. Date Today From 30/Oct/2024 To 30/Oct/2024 Stock Received No.

1 Ref. No.  RO. No.  Received by

Sort By   in descending order **Retrieve**

<input type="checkbox"/>	Date	Stock Received No.	Location Code	Description	Ref. No.	RO. No.	Received by	Amount
No data to display								

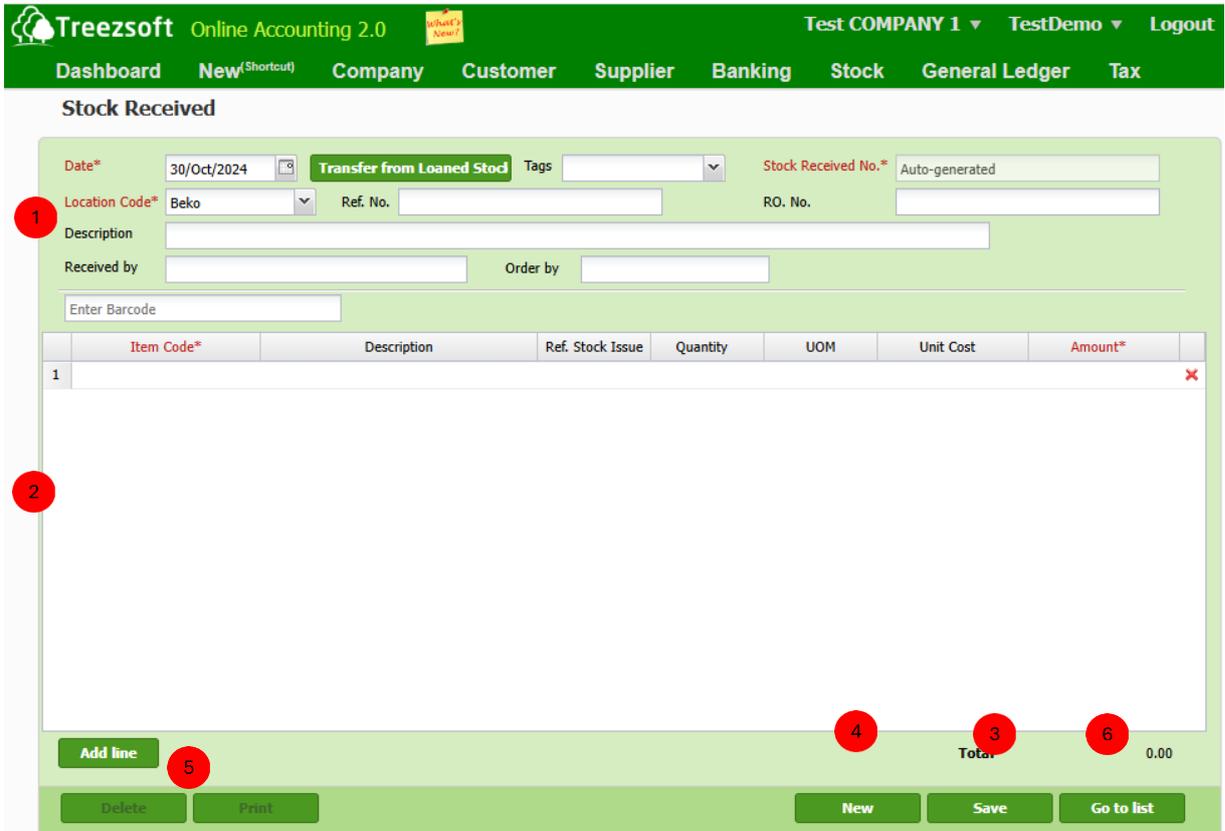
Page 0 of 0

2 **New Stock Received** 4 **Print selected record(s)** 5 **Delete selected record(s)**

3 **Print listing**

- 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard **New** (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Stock Received

Date\* 30/Oct/2024 **Transfer from Loaned Stock** Tags  Stock Received No.\* Auto-generated

Location Code\* Beko Ref. No.  RO. No.

Description

Received by  Order by

Enter Barcode

	Item Code*	Description	Ref. Stock Issue	Quantity	UOM	Unit Cost	Amount*
1							

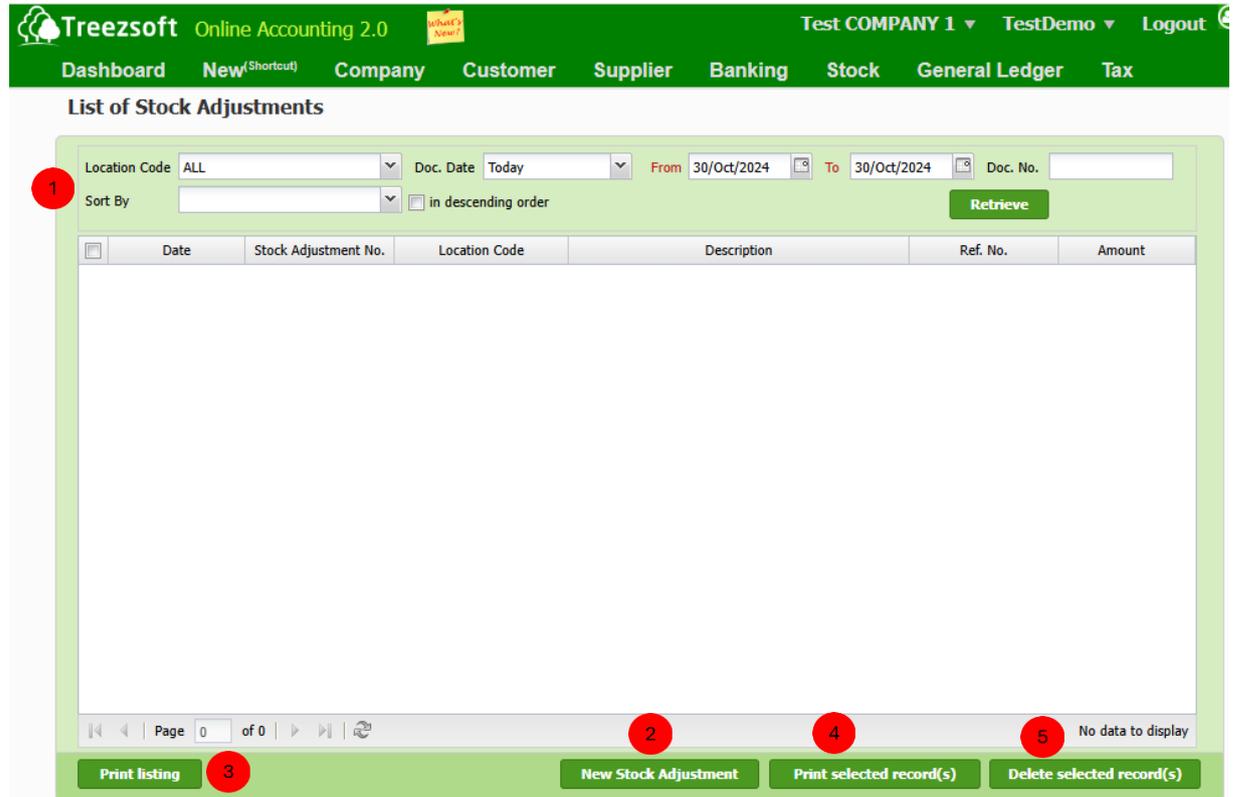
**Add line** **4** **3** **6** Total 0.00

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

- 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



Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

List of Stock Adjustments

Location Code: ALL Doc. Date: Today From: 30/Oct/2024 To: 30/Oct/2024 Doc. No.:

Sort By: in descending order **Retrieve**

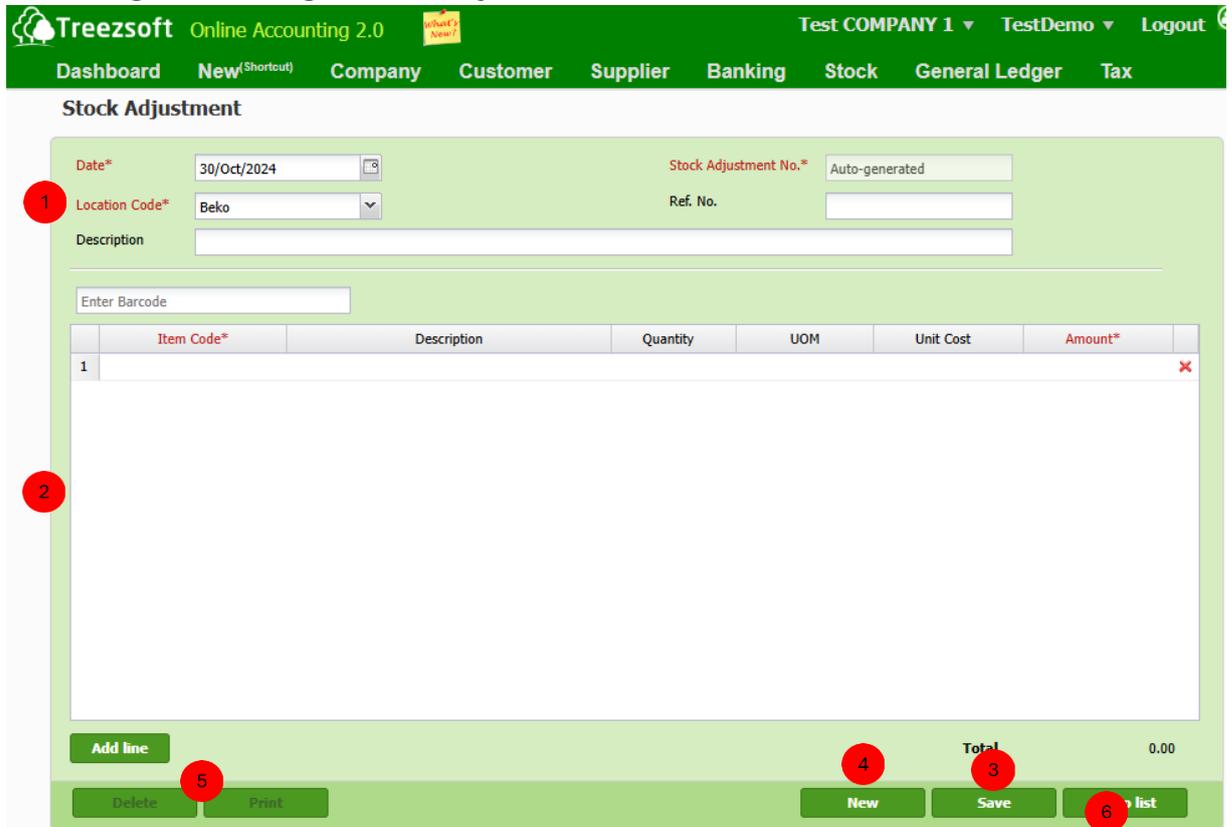
Date	Stock Adjustment No.	Location Code	Description	Ref. No.	Amount
No data to display					

Page 0 of 0

**Print listing** **New Stock Adjustment** **Print selected record(s)** **Delete selected record(s)**

- 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



The screenshot shows the 'Stock Adjustment' form in the Treezsoft Online Accounting 2.0 interface. The form is titled 'Stock Adjustment' and is set for 'Test COMPANY 1' and 'TestDemo'. The navigation menu includes Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax.

The form fields include:

- Date\***: 30/Oct/2024
- Location Code\***: Beko
- Stock Adjustment No.\***: Auto-generated
- Ref. No.**: (empty)
- Description**: (empty)
- Enter Barcode**: (input field)

The table below shows the current stock adjustment line:

	Item Code*	Description	Quantity	UOM	Unit Cost	Amount*
1						

At the bottom of the form, there are several buttons and a total field:

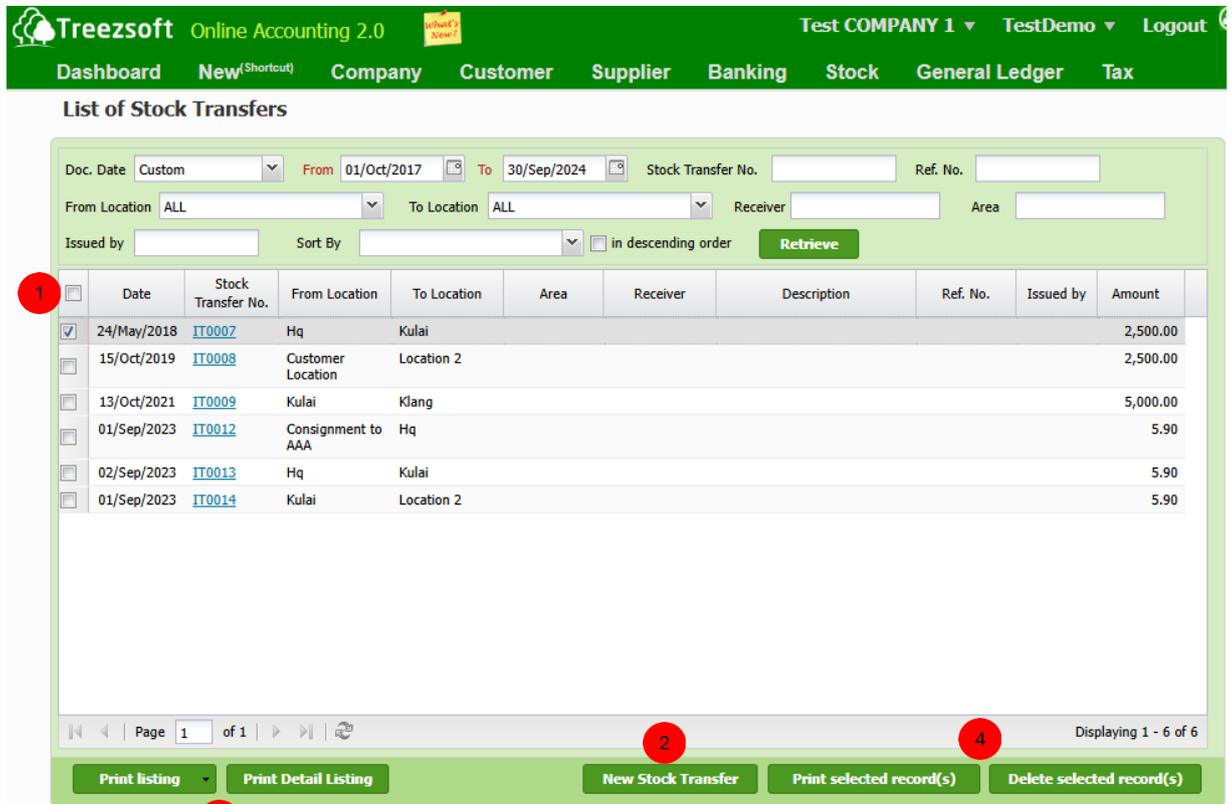
- Add line** button
- Delete** button
- Print** button
- New** button
- Save** button
- Go to list** button
- Total**: 0.00

Numbered callouts (1-6) are placed on the form to indicate the steps for creating or editing a 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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

#### List of Stock Transfers

Doc. Date: Custom From: 01/Oct/2017 To: 30/Sep/2024 Stock Transfer No. Ref. No.

From Location: ALL To Location: ALL Receiver: Area:

Issued by: Sort By: in descending order **Retrieve**

<input type="checkbox"/>	Date	Stock Transfer No.	From Location	To Location	Area	Receiver	Description	Ref. No.	Issued by	Amount
<input checked="" type="checkbox"/>	24/May/2018	<a href="#">IT0007</a>	Hq	Kulai						2,500.00
<input type="checkbox"/>	15/Oct/2019	<a href="#">IT0008</a>	Customer Location	Location 2						2,500.00
<input type="checkbox"/>	13/Oct/2021	<a href="#">IT0009</a>	Kulai	Klang						5,000.00
<input type="checkbox"/>	01/Sep/2023	<a href="#">IT0012</a>	Consignment to AAA	Hq						5.90
<input type="checkbox"/>	02/Sep/2023	<a href="#">IT0013</a>	Hq	Kulai						5.90
<input type="checkbox"/>	01/Sep/2023	<a href="#">IT0014</a>	Kulai	Location 2						5.90

Page 1 of 1 Displaying 1 - 6 of 6

**Print listing** **Print Detail Listing** **New Stock Transfer** **Print selected record(s)** **Delete selected record(s)**

- 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



The screenshot shows the 'Stock Transfer' form in the Treezsoft Online Accounting 2.0 interface. The form is titled 'Stock Transfer' and is set for 'Test COMPANY 1' and 'TestDemo'. The navigation menu includes Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax.

The form fields are as follows:

- Date\***: 30/Oct/2024
- Receiver**: [Empty]
- Stock Transfer No.\***: Auto-generated
- From Location\***: [Dropdown]
- To Location\***: [Dropdown]
- Ref. No.**: [Empty]
- Issued by**: [Empty]
- Area**: [Empty]
- Description**: [Empty]

Below the form fields is a barcode input field labeled 'Enter Barcode'. Below that is a table with the following columns: Item Code\*, Description, Quantity, UOM, Unit Cost, and Amount\*. The table contains one row with '1' in the Item Code column and a red 'X' in the Amount column.

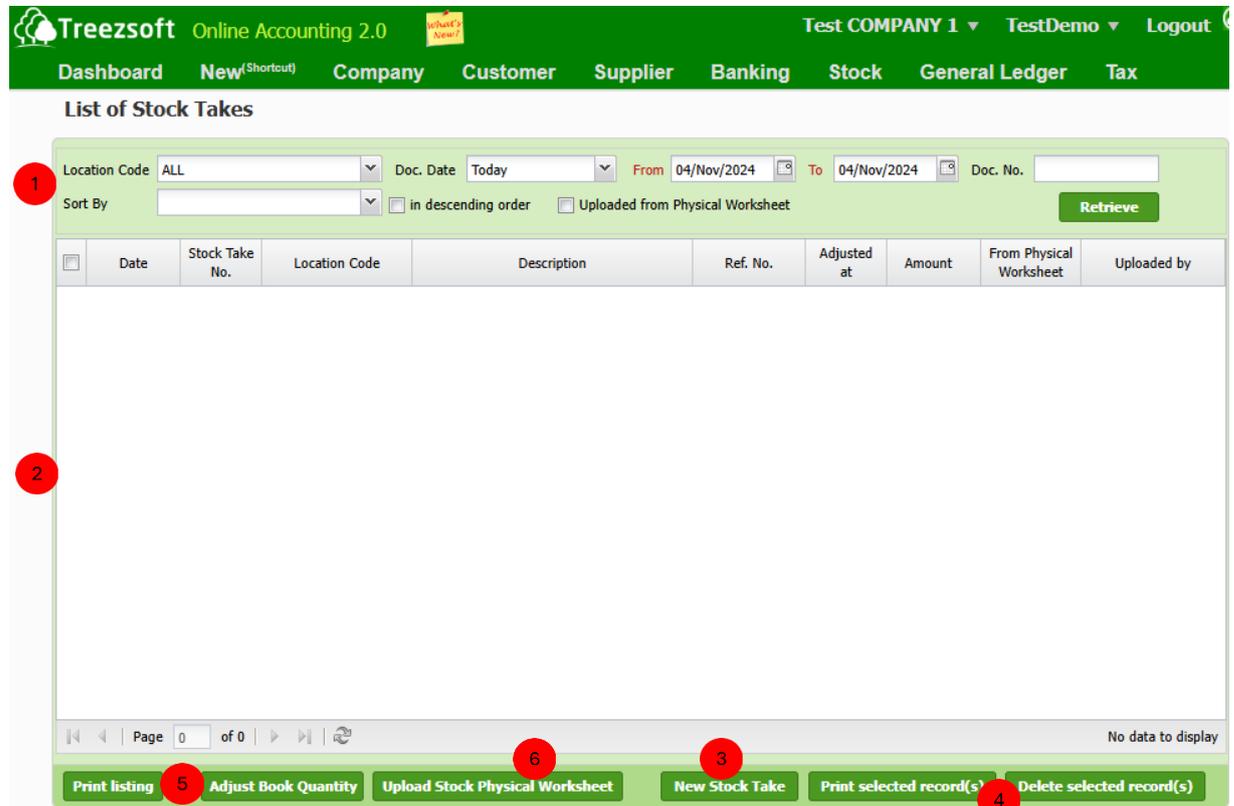
At the bottom of the form, there are several buttons and a total field:

- Add line** (5)
- Delete**
- Print**
- New** (4)
- Save** (3)
- Go to list** (6)
- Total**: 0.00

- 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



**List of Stock Takes**

Location Code: ALL | Doc. Date: Today | From: 04/Nov/2024 | To: 04/Nov/2024 | Doc. No.: |  in descending order |  Uploaded from Physical Worksheet | **Retrieve**

Date	Stock Take No.	Location Code	Description	Ref. No.	Adjusted at	Amount	From Physical Worksheet	Uploaded by
No data to display								

Page 0 of 0

**Print listing** | **Adjust Book Quantity** | **Upload Stock Physical Worksheet** | **New Stock Take** | **Print selected record(s)** | **Delete selected record(s)**

- 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



**Stock Take**

Date\* 04/Nov/2024 Stock Take No.\* Auto-generated

1 Location Code\* Beko Ref. No.

Description

Enter Barcode Row with zero Book Quantity and zero Physical Quantity will not be adjusted. Book Quantity adjusted at : -

Item Code*	Description	Book Quantity	Physical Quantity	Adjusted Quantity	UOM	Unit Cost	Amount*
		0.000000	0.000000	0.000000			

2

3 Total 0.00

4

5 Delete Print Adjust Book Quantity New Save Go to list

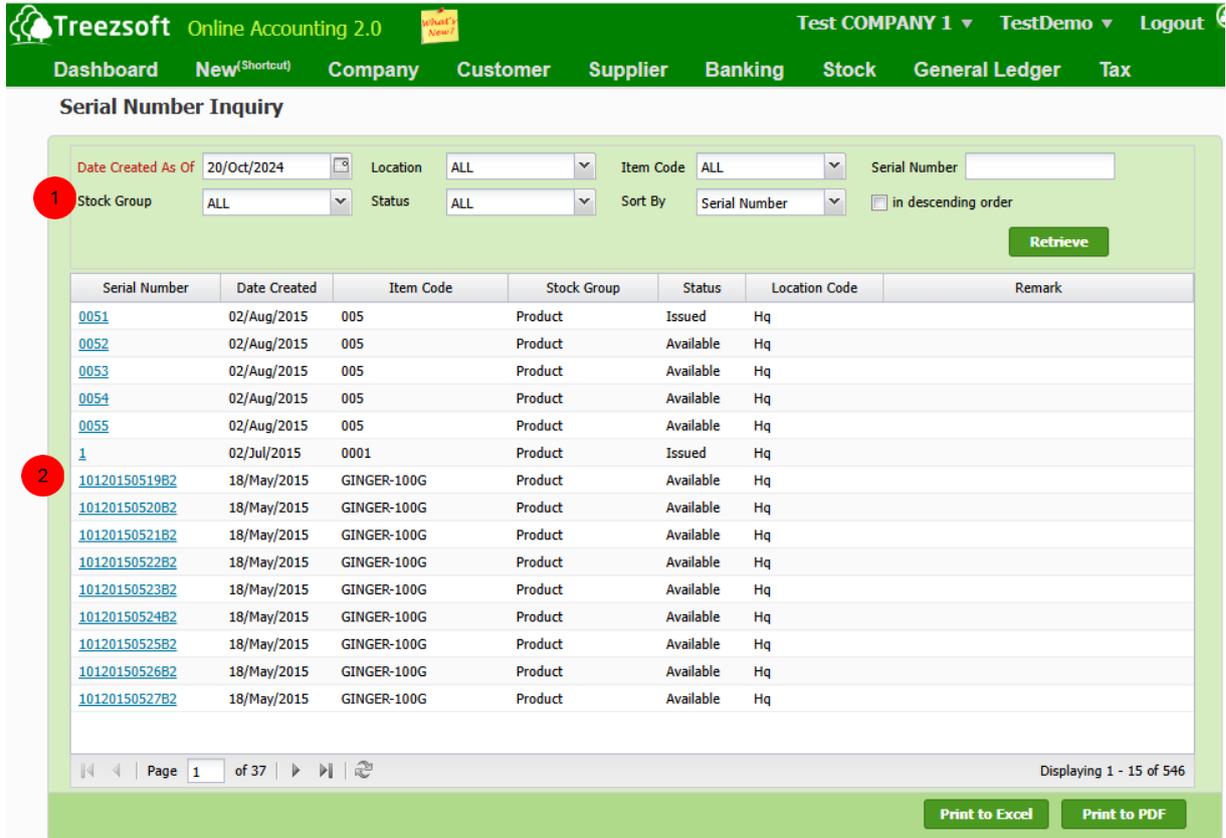
6

7

- 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.



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New<sup>(Shortcut)</sup> Company Customer Supplier Banking Stock General Ledger Tax

### Serial Number Inquiry

Date Created As Of: 20/Oct/2024 Location: ALL Item Code: ALL Serial Number:

Stock Group: ALL Status: ALL Sort By: Serial Number  in descending order

**Retrieve**

Serial Number	Date Created	Item Code	Stock Group	Status	Location Code	Remark
<a href="#">0051</a>	02/Aug/2015	005	Product	Issued	Hq	
<a href="#">0052</a>	02/Aug/2015	005	Product	Available	Hq	
<a href="#">0053</a>	02/Aug/2015	005	Product	Available	Hq	
<a href="#">0054</a>	02/Aug/2015	005	Product	Available	Hq	
<a href="#">0055</a>	02/Aug/2015	005	Product	Available	Hq	
<a href="#">1</a>	02/Jul/2015	0001	Product	Issued	Hq	
<a href="#">10120150519B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150520B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150521B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150522B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150523B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150524B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150525B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150526B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	
<a href="#">10120150527B2</a>	18/May/2015	GINGER-100G	Product	Available	Hq	

Page 1 of 37 | **Print to Excel** **Print to PDF**

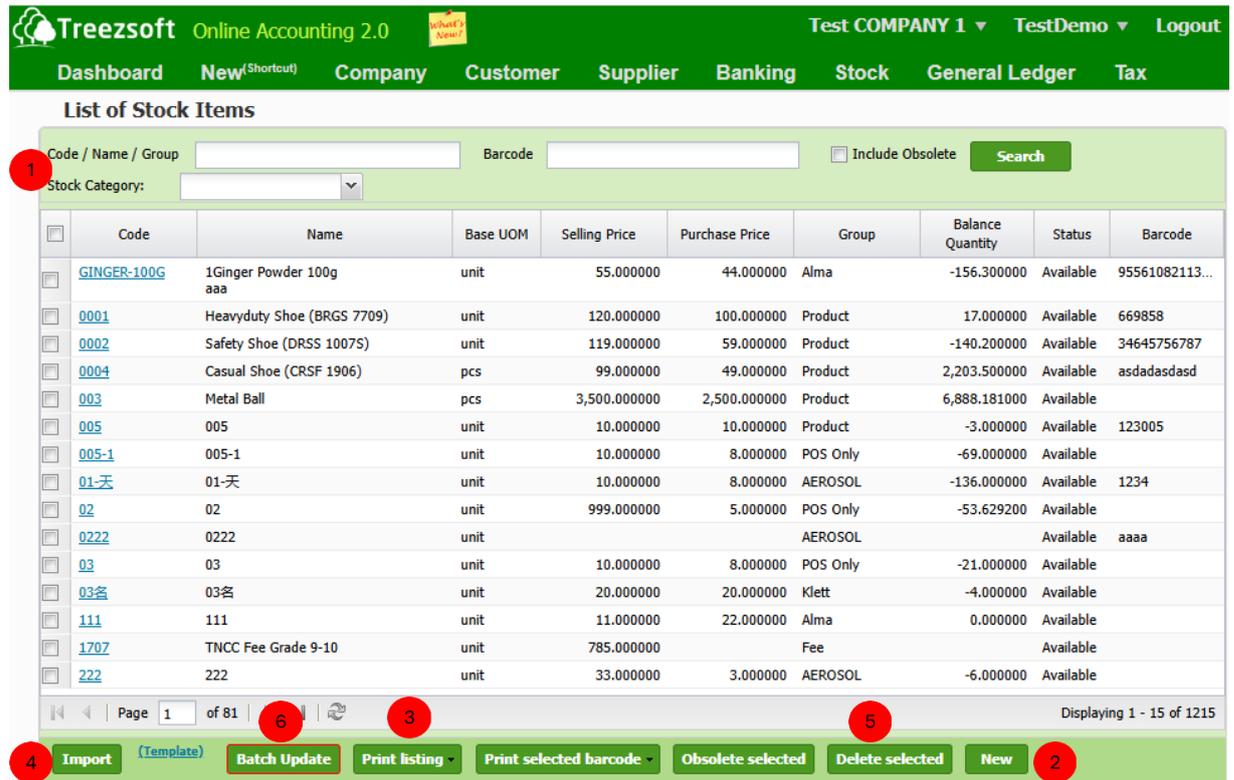
Displaying 1 - 15 of 546

- 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



**List of Stock Items**

Code / Name / Group  Barcode   Include Obsolete

Stock Category:

<input type="checkbox"/>	Code	Name	Base UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status	Barcode
<input type="checkbox"/>	<a href="#">GINGER-100G</a>	1Ginger Powder 100g aaa	unit	55.000000	44.000000	Alma	-156.300000	Available	95561082113...
<input type="checkbox"/>	<a href="#">0001</a>	Heavyduty Shoe (BRGS 7709)	unit	120.000000	100.000000	Product	17.000000	Available	669858
<input type="checkbox"/>	<a href="#">0002</a>	Safety Shoe (DRSS 1007S)	unit	119.000000	59.000000	Product	-140.200000	Available	34645756787
<input type="checkbox"/>	<a href="#">0004</a>	Casual Shoe (CRSF 1906)	pcs	99.000000	49.000000	Product	2,203.500000	Available	asdadasd
<input type="checkbox"/>	<a href="#">003</a>	Metal Ball	pcs	3,500.000000	2,500.000000	Product	6,888.181000	Available	
<input type="checkbox"/>	<a href="#">005</a>	005	unit	10.000000	10.000000	Product	-3.000000	Available	123005
<input type="checkbox"/>	<a href="#">005-1</a>	005-1	unit	10.000000	8.000000	POS Only	-69.000000	Available	
<input type="checkbox"/>	<a href="#">01-天</a>	01-天	unit	10.000000	8.000000	AEROSOL	-136.000000	Available	1234
<input type="checkbox"/>	<a href="#">02</a>	02	unit	999.000000	5.000000	POS Only	-53.629200	Available	
<input type="checkbox"/>	<a href="#">0222</a>	0222	unit			AEROSOL		Available	aaaa
<input type="checkbox"/>	<a href="#">03</a>	03	unit	10.000000	8.000000	POS Only	-21.000000	Available	
<input type="checkbox"/>	<a href="#">03名</a>	03名	unit	20.000000	20.000000	Klett	-4.000000	Available	
<input type="checkbox"/>	<a href="#">111</a>	111	unit	11.000000	22.000000	Alma	0.000000	Available	
<input type="checkbox"/>	<a href="#">1707</a>	TNCC Fee Grade 9-10	unit	785.000000		Fee		Available	
<input type="checkbox"/>	<a href="#">222</a>	222	unit	33.000000	3.000000	AEROSOL	-6.000000	Available	

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Displaying 1 - 15 of 1215

- 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

Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard **New** (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Stock Item Batch Update

Code	Name	Selling Price	Purchase Price	Standard Cost	Sales Tax	Purchase Tax
GINGER-100G	1Ginger Powder 100g aaa	55.000000	44.000000	20.000000	SR_5	
0001	Heavyduty Shoe (BRGS 7709)	120.000000	100.000000	5.000000		aaa test
0002	Safety Shoe (DRSS 10075)	119.000000	59.000000	5.000000		
0004	Casual Shoe (CRSF 1906)	99.000000	49.000000	5.000000	SLE_SA	
003	Metal Ball	3,500.000000	2,500.000000		SL_10	
005	005	10.000000	10.000000	10.000000	SV_8	
005-1	005-1	10.000000	8.000000	8.000000		
01-天	01-天	10.000000	8.000000	8.000000		
02	02	999.000000	5.000000	5.000000		
0222	0222					
03	03	10.000000	8.000000	5.000000		
03名	03名	20.000000	20.000000	20.000000		
111	111	11.000000	22.000000	2.000000		
1707	TNCC Fee Grade 9-10	785.000000			SV_8	
222	222	33.000000	3.000000	3.000000		
4G RAM	4G RAM #####	100.000000	100.000000	100.000000		

Active item only

1 Save Go to list

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

Treezsoft Online Accounting 2.0 Test COMPANY 1 TestDemo Logout

Dashboard **New** (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Stock Item

1 Name\*  Lead Time  Name (2)

Code\*  Sales Tax  Remark

Stock Group\*  Purchase Tax

Barcode  Balance Quantity   Set to obsolete

2  Stock Control **UOM and Price Information** **Stock Level**

Costing Method  Base UOM  unit  Min. Quantity  0.000000

Contain Serial No. Selling Price  Max. Quantity  0.000000

Contain Stock Batch Purchase Price  Reorder Level  0.000000

Service Duration  minutes Standard Cost  Reorder Quantity  0.000000

3 **UOM Conversion** (Base UOM Rate = 1)

UOM	Rate	Selling Price	Purchase Price

4 **Image**   **No image**

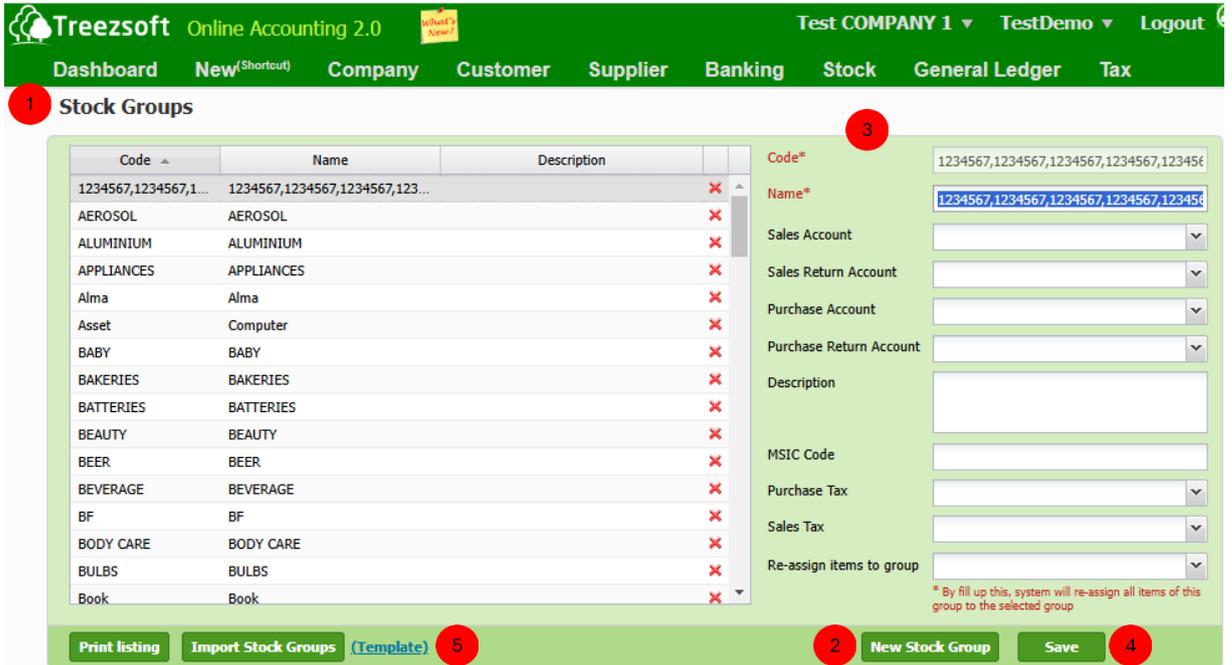
5

6

8

- 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



The screenshot displays the 'Stock Groups' management interface. At the top, there is a navigation bar with 'Stock' highlighted. Below it, a table lists existing stock groups with columns for Code, Name, and Description. To the right, a form allows for creating or editing a group, with fields for Code\*, Name\*, Sales Account, Sales Return Account, Purchase Account, Purchase Return Account, Description, MSIC Code, Purchase Tax, Sales Tax, and Re-assign items to group. A footer bar contains buttons for 'Print listing', 'Import Stock Groups (Template)', 'New Stock Group', and 'Save'.

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

2 To create a stock group, click on **New Stock Group**. Fields mark with asterisk (\*) are required fields.

*It is advisable to enter the control account(s) for the particular stock group you have created before you assigned them to your stock items.*

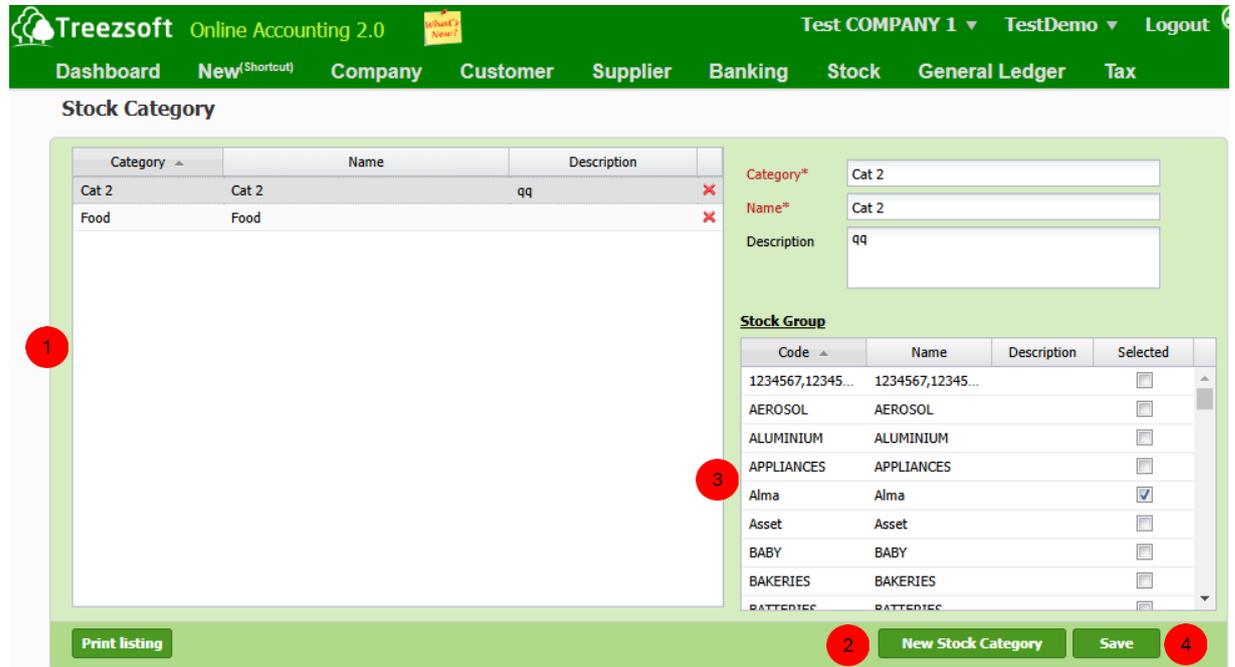
3 To edit a particular stock group, select the stock group and you can edit on the right.

4 **Save** your creation.

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



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

#### Stock Category

Category	Name	Description
Cat 2	Cat 2	qq
Food	Food	

Category\* Cat 2  
 Name\* Cat 2  
 Description qq

#### Stock Group

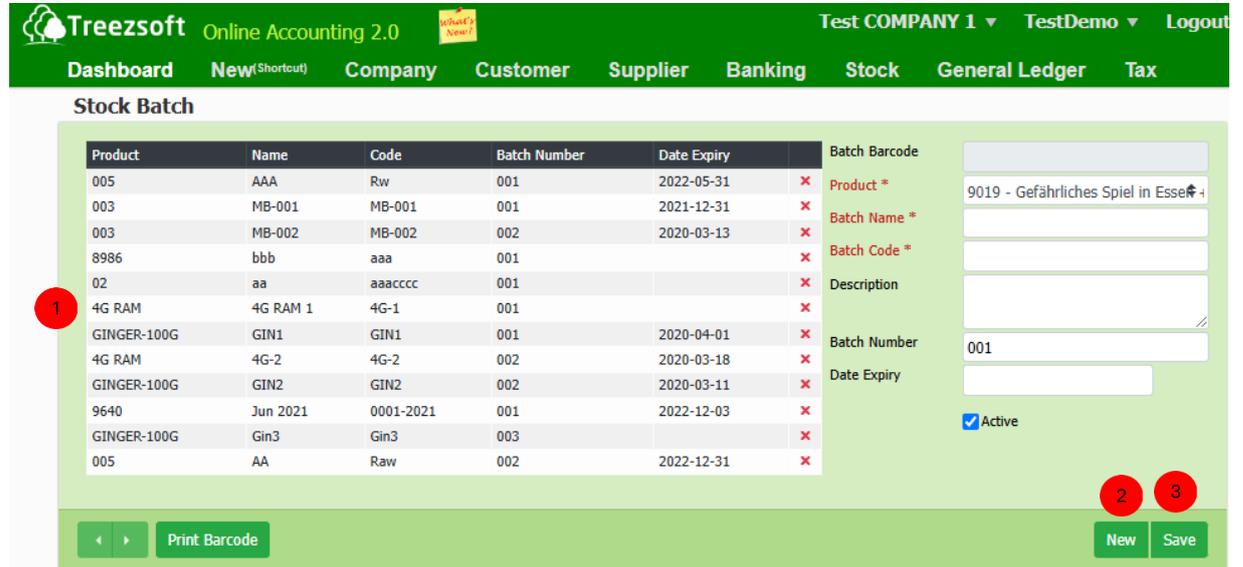
Code	Name	Description	Selected
1234567,12345...	1234567,12345...		<input type="checkbox"/>
AEROSOL	AEROSOL		<input type="checkbox"/>
ALUMINIUM	ALUMINIUM		<input type="checkbox"/>
APPLIANCES	APPLIANCES		<input type="checkbox"/>
Alma	Alma		<input checked="" type="checkbox"/>
Asset	Asset		<input type="checkbox"/>
BABY	BABY		<input type="checkbox"/>
BAKERIES	BAKERIES		<input type="checkbox"/>
BATTERIES	BATTERIES		<input type="checkbox"/>

Print listing New Stock Category Save

- 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.



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout

Dashboard New(Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

### Stock Batch

Product	Name	Code	Batch Number	Date Expiry		Batch Barcode
005	AAA	Rw	001	2022-05-31	×	Product *
003	MB-001	MB-001	001	2021-12-31	×	Batch Name *
003	MB-002	MB-002	002	2020-03-13	×	Batch Code *
8986	bbb	aaa	001		×	Description
02	aa	aaacccc	001		×	Batch Number
4G RAM	4G RAM 1	4G-1	001		×	Date Expiry
GINGER-100G	GIN1	GIN1	001	2020-04-01	×	<input type="checkbox"/> Active
4G RAM	4G-2	4G-2	002	2020-03-18	×	
GINGER-100G	GIN2	GIN2	002	2020-03-11	×	
9640	Jun 2021	0001-2021	001	2022-12-03	×	
GINGER-100G	Gin3	Gin3	003		×	
005	AA	Raw	002	2022-12-31	×	

Print Barcode

New Save

- 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

**Locations**

Code	Name	Description
Branch	Branch	
HQ	HeadQuarter	HeadQuarter

1

3

Code\* HQ

Name\* HeadQuarter

Description HeadQuarter

Phone No. 123456

Fax No.

Email info@treezsoft.com

Address 122,jalan kenari

City puchong

State selangor

Post Code 47100

Country Malaysia

Using POS? Yes

Set to inactive

2

4

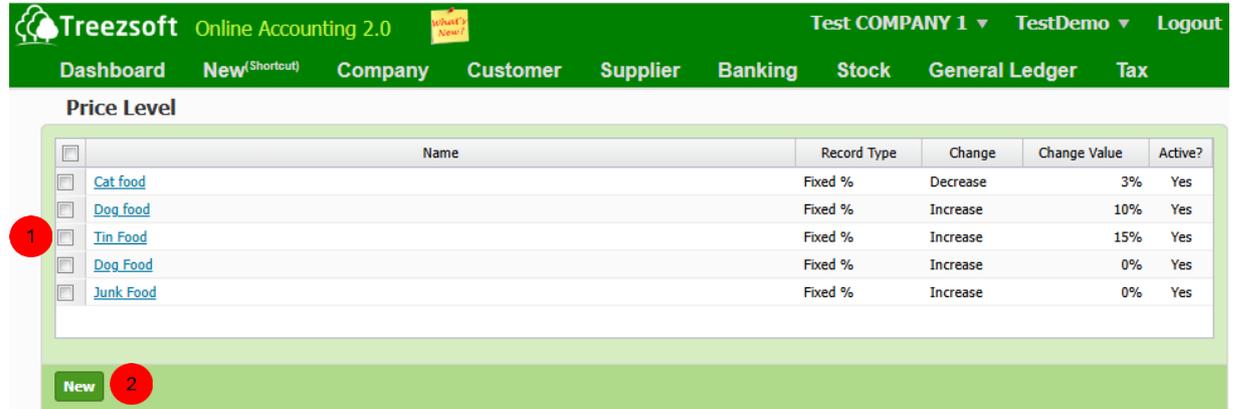
Print listing

New Location Save

- 1 This screen shows the full list of locations has created.
- 2 To create a location, click on **New Location**. Fields mark with asterisk (\*) are required fields.  
*If the location is no longer valid or in-use, you can **set to inactive**.*
- 3 To edit a location, select the location and you can edit on the right.
- 4 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

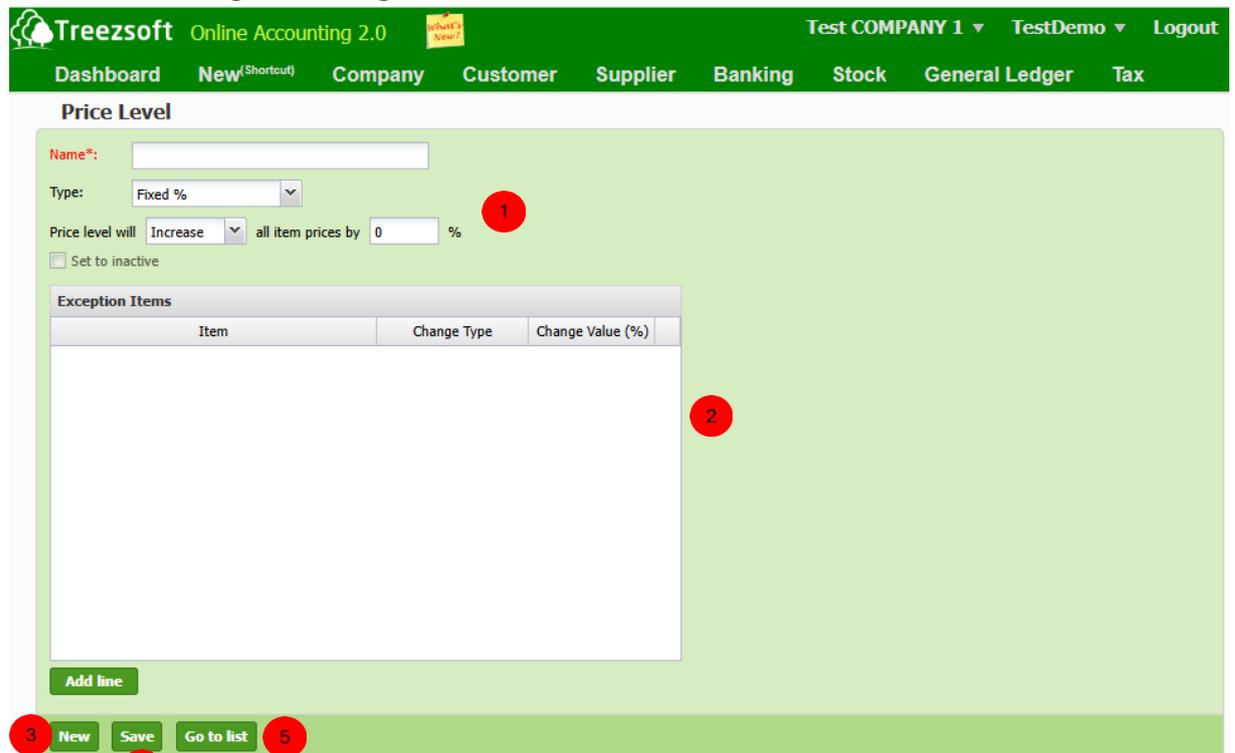


<input type="checkbox"/>	Name	Record Type	Change	Change Value	Active?
<input type="checkbox"/>	<a href="#">Cat food</a>	Fixed %	Decrease	3%	Yes
<input type="checkbox"/>	<a href="#">Dog food</a>	Fixed %	Increase	10%	Yes
<input type="checkbox"/>	<a href="#">Tin Food</a>	Fixed %	Increase	15%	Yes
<input type="checkbox"/>	<a href="#">Dog Food</a>	Fixed %	Increase	0%	Yes
<input type="checkbox"/>	<a href="#">Junk Food</a>	Fixed %	Increase	0%	Yes

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**

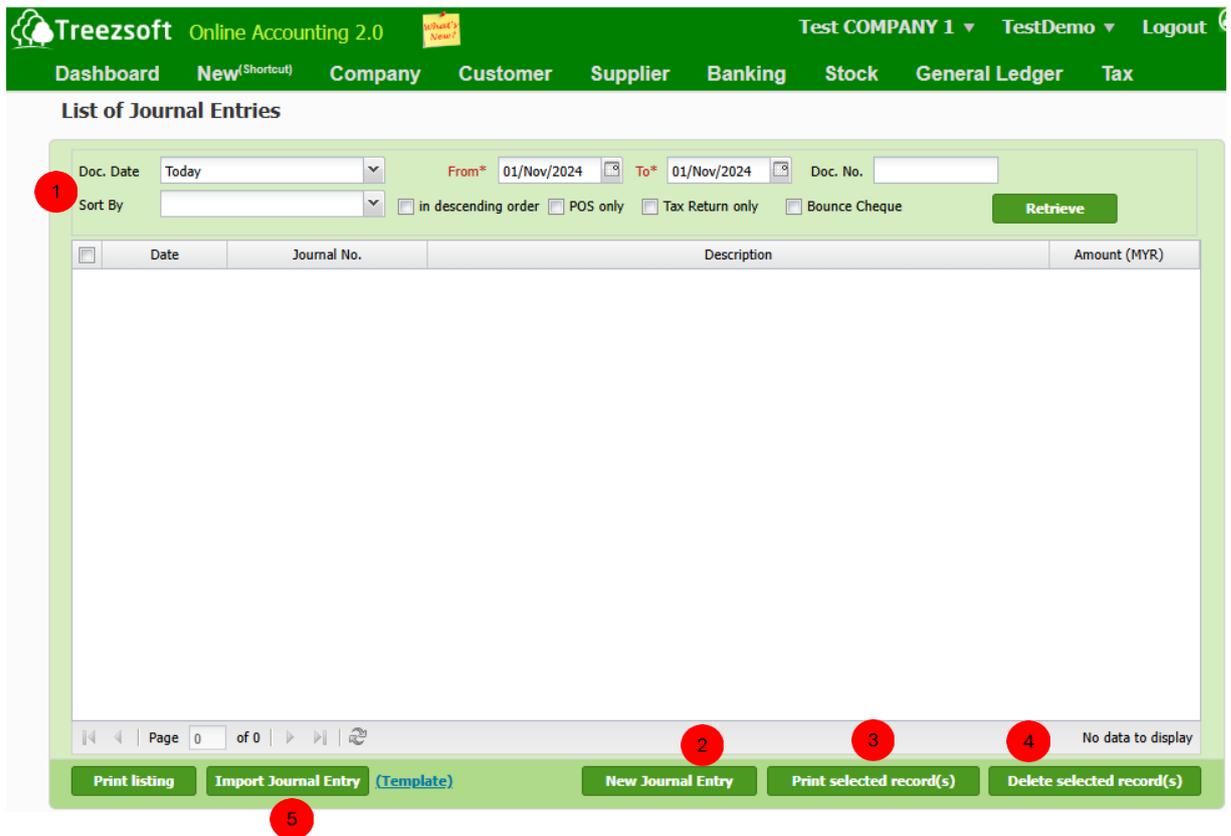
Commission report will automatically help you to generate your salespersons' commissions based on the requirements you enter into the system.

## 10 General Ledger

### 10.1 Journal Entry

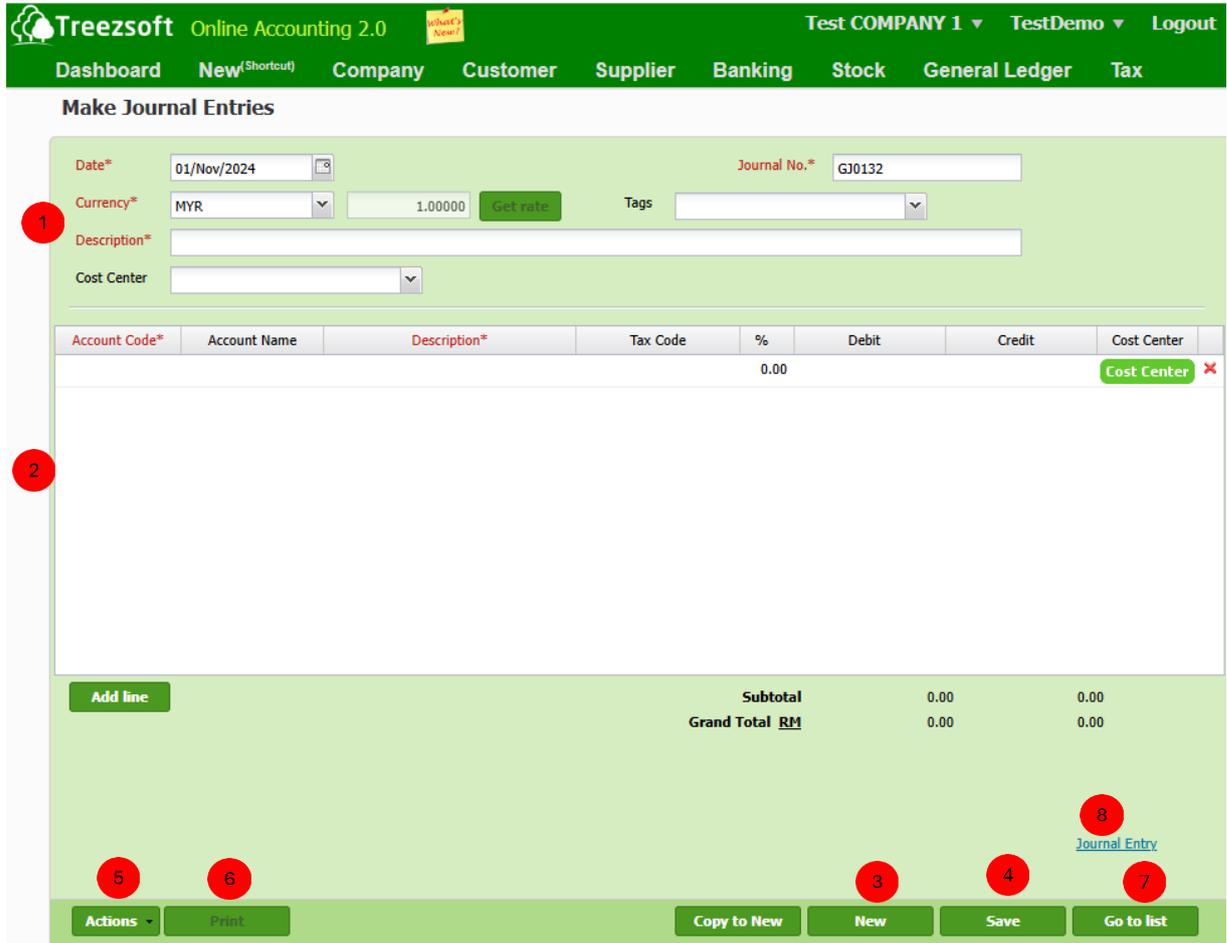
Journal shows you the financial transactions of your business and which accounts these transactions affect. TreezSoft carries the double entry approach for the journal entry module.

#### 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.

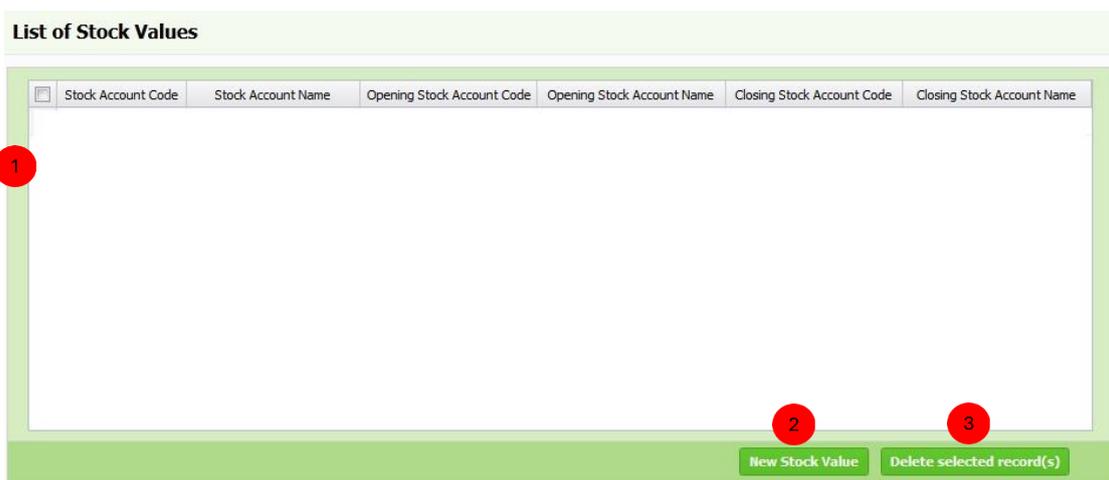
- 8 Click Journal Entry to view accounts involved in transaction.

*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



Stock Account Code	Stock Account Name	Opening Stock Account Code	Opening Stock Account Name	Closing Stock Account Code	Closing Stock Account Name
--------------------	--------------------	----------------------------	----------------------------	----------------------------	----------------------------

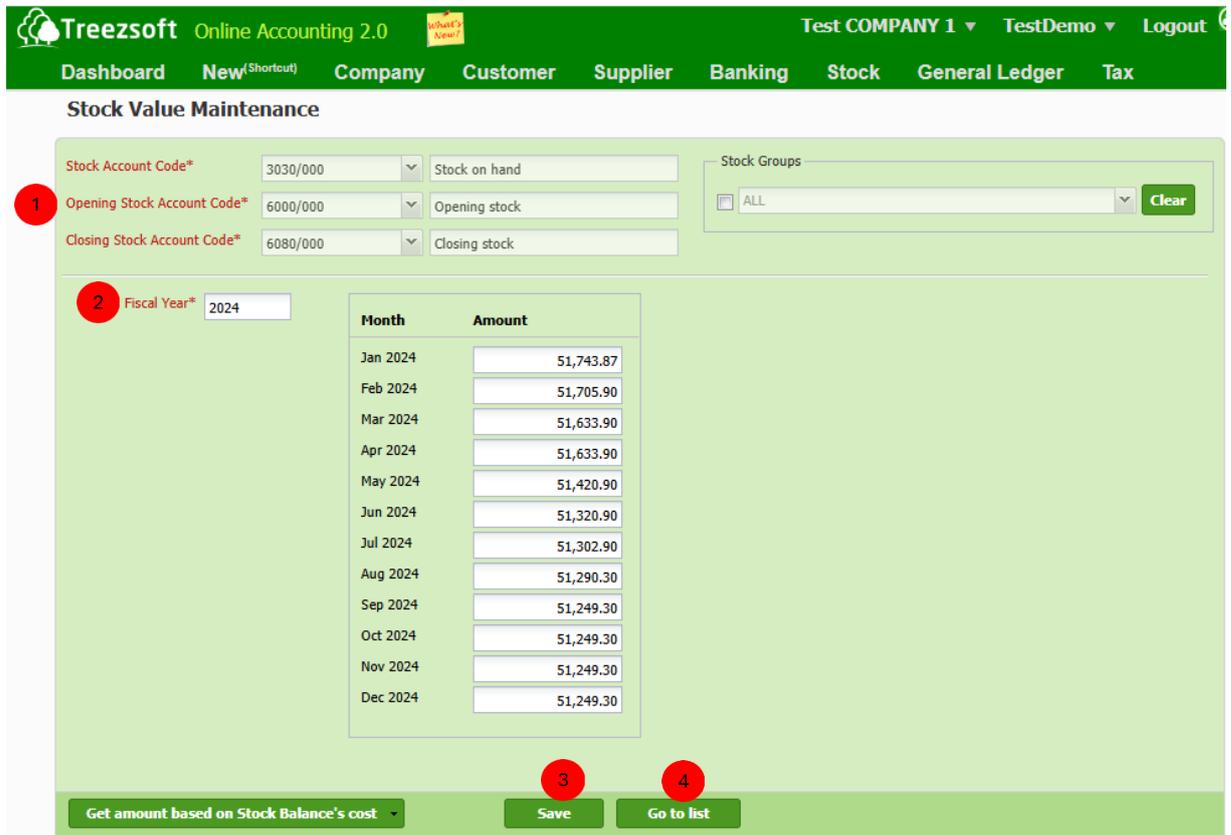
**1**

**2** **3**

New Stock Value Delete selected record(s)

- 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



**Stock Value Maintenance**

Stock Account Code\* 3030/000 Stock on hand

Opening Stock Account Code\* 6000/000 Opening stock

Closing Stock Account Code\* 6080/000 Closing stock

Stock Groups: ALL Clear

Fiscal Year\* 2024

Month	Amount
Jan 2024	51,743.87
Feb 2024	51,705.90
Mar 2024	51,633.90
Apr 2024	51,633.90
May 2024	51,420.90
Jun 2024	51,320.90
Jul 2024	51,302.90
Aug 2024	51,290.30
Sep 2024	51,249.30
Oct 2024	51,249.30
Nov 2024	51,249.30
Dec 2024	51,249.30

Get amount based on Stock Balance's cost

Save Go to list

- 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.

**Journal Report**

Transaction Type\* Cash Sales Doc. Date Custom From 01/02/2012 To 13/02/2012 1

Document No. From  To  Retrieve

Date	Document No.	Account	Description	Debit	Credit	Last Modified By
Document No.: CS0004 (Cash Sales)						
<a href="#">12/02/2012</a>	CS0004	Petty cash		2,258.00		userid
<a href="#">12/02/2012</a>	CS0004	Sales	Galaxy Note		1,129.00	userid
<a href="#">12/02/2012</a>	CS0004	Sales	Galaxy Note		1,129.00	userid

2
Print to PDF

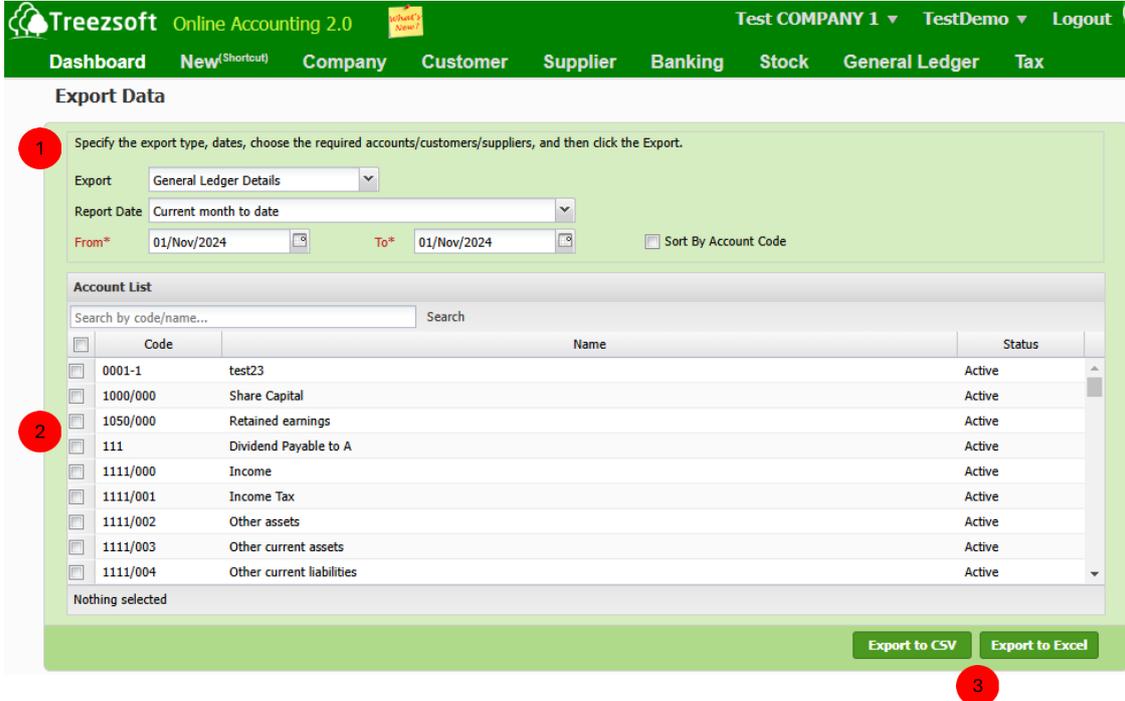
1 In this screen, you can select the transaction types you want to view. Filter the results by entering the date or by document numbers, then click **Retrieve**.

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.



## 10.5 Export Data

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



**Export Data**

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

Export:

Report Date:

From\*:  To\*:   Sort By Account Code

**Account List**

Search by code/name...  Search

<input type="checkbox"/>	Code	Name	Status
<input type="checkbox"/>	0001-1	test23	Active
<input type="checkbox"/>	1000/000	Share Capital	Active
<input type="checkbox"/>	1050/000	Retained earnings	Active
<input type="checkbox"/>	111	Dividend Payable to A	Active
<input type="checkbox"/>	1111/000	Income	Active
<input type="checkbox"/>	1111/001	Income Tax	Active
<input type="checkbox"/>	1111/002	Other assets	Active
<input type="checkbox"/>	1111/003	Other current assets	Active
<input type="checkbox"/>	1111/004	Other current liabilities	Active

Nothing selected

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**

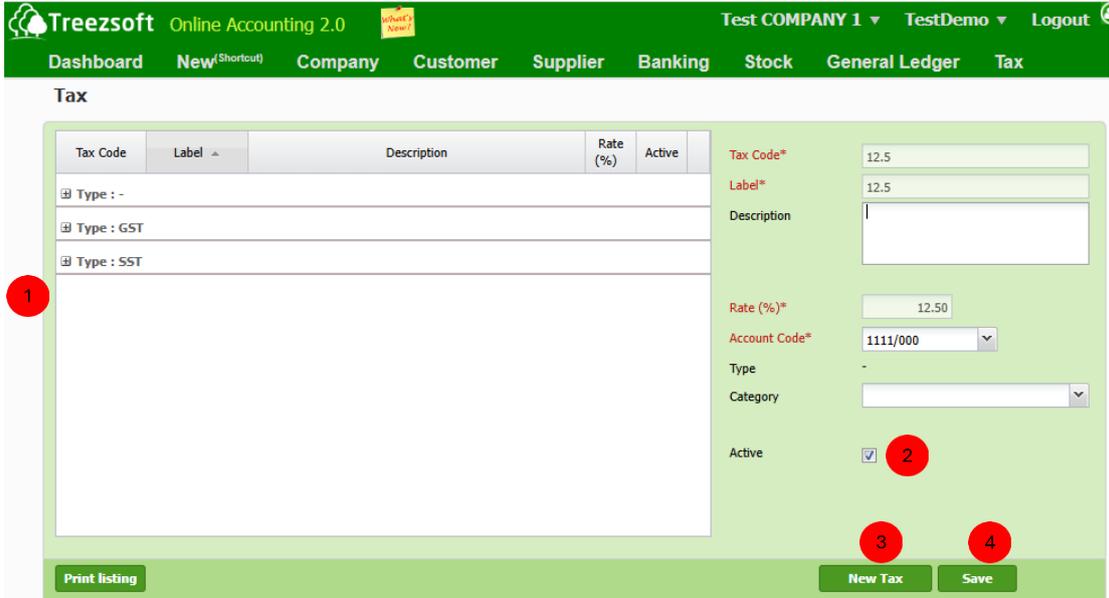
a comprehensive financial report that summarizes all sales transactions made under a flat rate scheme over a full financial year.

*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.*

## 11 Tax

### 11.1 Tax Setup

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



The screenshot displays the 'Tax' setup page in Treezsoft Online Accounting 2.0. The page has a green header with navigation tabs: Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Tax' tab is selected.

The main content area is titled 'Tax' and contains a table and a form. The table, highlighted by a red circle '1', has columns for Tax Code, Label, Description, Rate (%), and Active. It lists three tax types: '-', 'GST', and 'SST'. The form on the right, highlighted by a red circle '2', includes fields for Tax Code\*, Label\*, Description, Rate (%)\*, Account Code\*, Type, and Category. There is also an 'Active' checkbox, which is checked. At the bottom of the form, there are two buttons: 'New Tax' (highlighted by a red circle '3') and 'Save' (highlighted by a red circle '4'). A 'Print listing' button is located at the bottom left of the table area.

- 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