



TreezSoft Accounting User Manual

November 2024

Latest Update: 1st November 2024

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



Copyright © 2024 TreezSoft.com. All rights reserved.

TreezSoft and the TreezSoft logo are trademarks or registered trademarks of TreezSoft.com. Other companies and products mentioned herein are trademarks or registered trademarks of their respective companies.

The content in this user guide is believed to be accurate and reliable. This user guide is provided for informational purposes only, is subject to change without notice, and cannot be construed as a commitment by TreezSoft.com

TreezSoft.com assumes no responsibility or liability for any errors or inaccuracies that may appear in this user guide, and for any damage, direct or indirect, resulting from or related to its use.

Table of index

1	Introduction	9
2	To login to TreezSoft	12
3	Dashboard	13
4	Switching Companies, Changing Password and Logout	14
5	Company Module.....	16
5.1	Business Details	16
5.2	Chart of Accounts (COA)	17
5.3	Delivery Method.....	18
5.4	Delivery Terms	19
5.5	Salespersons.....	20
5.6	Tags.....	21
5.7	Tag Groups	22
5.8	Payment Terms.....	23
5.9	Foreign Currencies	24
5.10	Units of Measurement (UOM).....	26
5.11	Document Numbers.....	27
5.12	Separate Document Numbers	28
5.13	Email.....	30
5.13.1	<i>Email Template</i>	30
5.13.2	<i>Email Log</i>	31
5.14	Preferences	32
5.15	Printing Reference	34
5.16	Opening Balances	37
5.16.1	Chart of Accounts – Opening Balance.....	37
5.16.2	Historical Customer Invoices	38
5.16.3	Historical Supplier Invoices	40
5.16.4	Historical Unpresented Cheques	42
5.16.5	Items – Opening Balance	44
5.17	Manage Users	46
5.17.1	Setting up Users	46
5.17.2	Managing User Roles	48
5.17.3	User Activity Log	50

5.18	Custom Template Editor	51
5.18.1	Editing Custom Template.....	52
6	Customer Module	54
6.1	Cash Sales (C.S).....	54
6.1.1	List of Cash Sales.....	54
6.1.2	Creating or Editing Cash Sales (C.S)	55
6.2	Sales Quotations (S.Q).....	57
6.2.1	List of Sales Quotation (S.Q).....	57
6.2.2	Creating or Editing a Sales Quotation (S.Q).....	58
6.3	<i>Sales Orders (S.O)</i>	60
6.3.1	List of Sales Orders	60
6.3.2	Creating or Editing a Sales Order (S.O)	61
6.4	Delivery Orders (D.O).....	62
6.4.1	List of Delivery Orders	62
6.4.2	Creating or Editing a Delivery Order (D.O)	63
6.5	<i>Delivery Returns</i>	65
6.5.1	<i>List of Delivery Returns</i>	65
6.5.2	Creating or Editing Delivery Return	66
6.6	Sales Invoices	67
6.6.1	List of Sales Invoices.....	67
6.6.2	Creating or Editing a Sales Invoice.....	68
6.7	Receive Payments.....	70
6.7.1	List of Payments received	70
6.7.2	Creating or Editing a Payment received	71
6.8	Sales Returns	74
6.8.1	List of Sales Returns	74
6.8.2	Creating or Editing Sales Returns	75
6.9	Recurring Transaction.....	76
6.9.1	List of Recurring Transaction Processes	76
6.9.2	Creating or Editing a Recurring sales invoices	77
6.10	Customer Refund and Credit	79
6.10.1	Debit Notes.....	79
6.10.2	Credit Notes	81
6.10.3	Refunds	84

6.11	5.11. Manage (Customer & Contacts).....	86
6.11.1	Customer.....	86
6.11.2	Contacts	89
6.11.3	Customer Type	91
6.12	Customer reports	92
6.12.1	Customer Ageing Summary.....	92
6.12.2	Customer Ledger.....	92
6.12.3	Customer Statement.....	92
6.12.4	Customer Invoice Due This report provides you with a list of customers' invoices/bills that is due for payment.	92
6.12.5	Customer Invoice Due (Instalment)	92
6.12.6	Customer Invoice Listing With Detail	92
6.12.7	Sales Report by Customer	93
6.12.8	Sales Report by Item	93
6.12.9	Sales Report by Salesperson	93
6.12.10	Monthly Collection By Salesperson.....	93
6.12.11	Tiered Commission Report	93
7	Supplier Module.....	94
7.1	Cash Purchase (C.P).....	94
7.1.1	List of Cash Purchases.....	94
7.1.2	Creating or Editing a Cash Purchase	95
7.2	Purchase Order (P.O)	96
7.2.1	List of Purchase Orders.....	96
7.2.2	Creating or Editing a Purchase Order.....	97
7.3	Goods Received Notes.....	98
7.3.1	List of Goods Received Notes	98
7.3.2	Creating or Editing Goods Received Notes	99
7.4	Enter Supplier Invoice.....	100
7.4.1	List of Supplier Invoices.....	100
7.4.2	Creating or Editing Supplier Invoice	101
7.5	Make Payments	103
7.5.1	List of Payments Made	103
7.5.2	Creating or Editing a Payment.....	104
7.6	Purchase Returns	106



7.6.1	List of Purchase Returns	106
7.6.2	Creating or Editing a Purchase Return.....	107
7.7	Refund and Credit	108
7.7.1	Supplier Debit Note	108
7.7.2	Supplier Credit Notes	110
7.7.3	Supplier Refunds	113
7.8	<i>Manage (Suppliers & Contacts)</i>	115
7.8.1	Suppliers	115
7.8.2	Contacts	117
7.8.3	Supplier Type.....	120
7.9	Supplier Reports	121
7.9.1	Supplier Invoices Due.....	121
7.9.2	Supplier Ageing Summary	121
7.9.3	Supplier Ledger	121
7.9.4	Supplier Statement.....	121
7.9.5	Supplier Invoice Listing with Detail	121
7.9.6	Purchase Report by Supplier.....	121
7.9.7	Purchase Report by Item.....	121
7.9.8	Purchase Report By Salesperson.....	122
7.9.9	Purchase Order Report By Customer.....	122
8	Banking Module	123
8.1	Cash Receipt	123
8.1.1	List of Cash Receipts.....	123
8.1.2	Creating or Editing Cash Receipt	124
8.2	Cash Payments (C.P).....	125
8.2.1	List of Cash Payments.....	125
8.2.2	Creating or Editing Cash Payment	126
8.3	Transfer Funds	127
8.3.1	List of Transfer Funds.....	127
8.3.2	Creating or Editing Transfer Fund.....	128
8.4	Bank reconciliation.....	129
8.4.1	Start reconciling your bank transactions.....	129
8.4.2	List of Bank Reconciliations.....	129
8.4.3	Reconciling a Bank Account	130

8.5	Cash and Banks Details	131
9	Stock Module	132
9.1	Stock Issues	132
9.1.1	List of Stock Issue	132
9.1.2	Creating or Editing Stock Issues.....	133
9.2	Stock Receives	134
9.2.1	List of Stock Received	134
9.2.2	Creating or Editing Stock Received	135
9.3	Stock Adjustment.....	136
9.3.1	List of Stock Adjustments	136
9.3.2	Creating or Editing Stock Adjustment	137
9.4	Stock Transfers.....	138
9.4.1	List of Stock Transfers	138
9.4.2	Creating or Editing Stock Transfer.....	139
9.5	Stock Take	140
9.5.1	List of Stock Take	140
9.5.2	Creating or editing Stock take	141
9.6	Serial Number Inquiry	142
9.7	<i>Manage (Stock Items/Stock Groups/Stock Category/Stock Batch/Location)</i>	143
9.7.1	Stock Items.....	143
9.7.2	Stock Groups.....	146
9.7.3	Stock Category.....	147
9.7.4	Stock Batch	148
9.7.5	Locations	149
9.8	Price Level.....	150
9.8.1	Creating / Editing Price level	150
9.9	Reports	151
9.9.1	Stock Card.....	151
9.9.2	Stock Balance.....	151
9.9.3	Stock Ageing	151
9.9.4	Stock Reorder Advice	151
9.9.5	Stock Physical Worksheet	151
9.9.6	Stock Sales Summary	152



9.9.7	Commission Report.....	152
10	General Ledger	153
10.1	Journal Entry	153
10.1.1	List of Journal Entries	153
10.1.2	Make Journal Entries.....	154
10.2	Stock Value Maintenance	155
10.2.1	List of Stock Values	155
10.2.2	Maintaining Stock Value	156
10.3	Journal Report	157
10.4	Account Register	158
10.5	Export Data.....	159
10.6	Financial Reports.....	160
10.6.1	General Ledger Listing	160
10.6.2	Trial Balance.....	160
10.6.3	Profit and Loss Report.....	160
10.6.4	Profit and Loss Report by Tag	160
10.6.5	Balance Sheet.....	160
10.6.6	Balance Sheet By Tag	161
10.6.7	Custom Reports.....	161
10.6.8	Cash Flow Statements	161
10.6.9	Realised Forex Gains and Losses.....	161
10.6.10	Unrealised Forex Gains and Losses	161
10.6.11	POS Posted Sales Report	161
10.6.12	Flat Rate Scheme Annual Sales Statement	162
11	Tax	163
11.1	Tax Setup.....	163
11.2	GST	164
11.3	SST.....	164
12	Import Format.....	164
12.1	How to Import Files?.....	165



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:

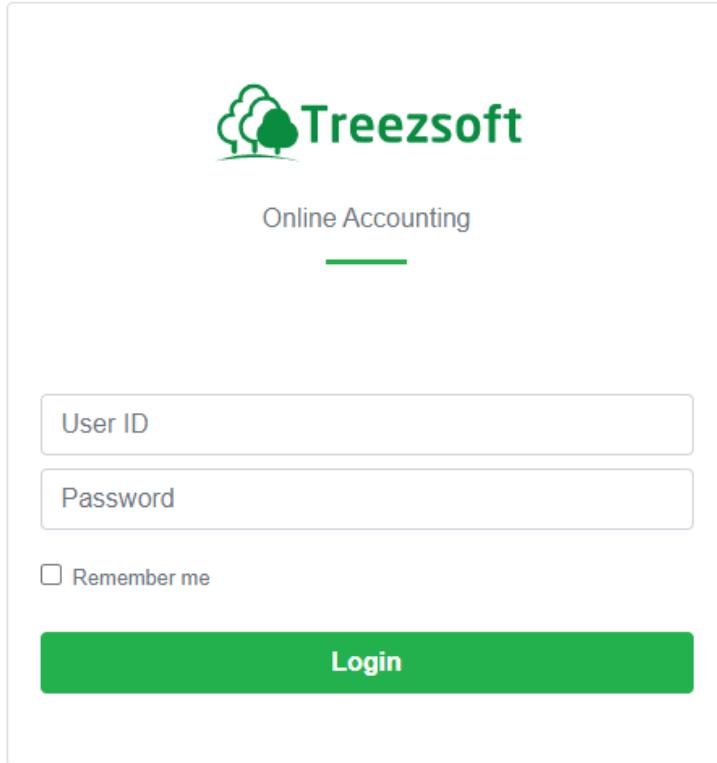
Mozilla Firefox

Google Chrome

Microsoft Edge



2 To login to TreezSoft

A screenshot of the Treezsoft login page. At the top center is the Treezsoft logo with the text "Online Accounting" below it. Below this is a horizontal line consisting of two short blue lines meeting in the middle. The main form area contains two input fields: "User ID" and "Password", both with placeholder text. Below these fields is a "Remember me" checkbox followed by a "Login" button in a green rectangle. At the bottom of the page is a copyright notice and links to "Terms of use", "Privacy", "Sign up", and "Forgot password?".

The login page features a clean design with a white background and light gray borders around the input fields. The "Login" button is a prominent green rectangle with white text. The overall aesthetic is professional and user-friendly.

© 2024 Copyright - TreezSoft.com. All rights reserved.

[Terms of use](#)

[Privacy](#)

[Sign up](#)

[Forgot password?](#)



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

<https://accounting.treezsoft.com/?type=ui§ion=login>

and enter your User ID and password.

3 Dashboard

The dashboard is divided into several quadrants:

- Recent Transactions:** Shows the last transactions entered. You can show transactions entered that you entered by changing the **Show** dropdown.
- Top 5 Debtors:** Shows the top 5 debtors of the organization.
- 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.
- Upcoming (Last 15 records) Payment:** Shows the last 15 payment records.
- Outstanding Delivery Order:** Shows the last 15 outstanding delivery orders.
- Unverified GST Information:** Shows the last 15 unverified GST information.
- Latest Updates:** Shows software updates for Treezsoft: March 01, 2020; December 30, 2019; September 30, 2019.
- Related Posts:** Shows what is on the dashboard?

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

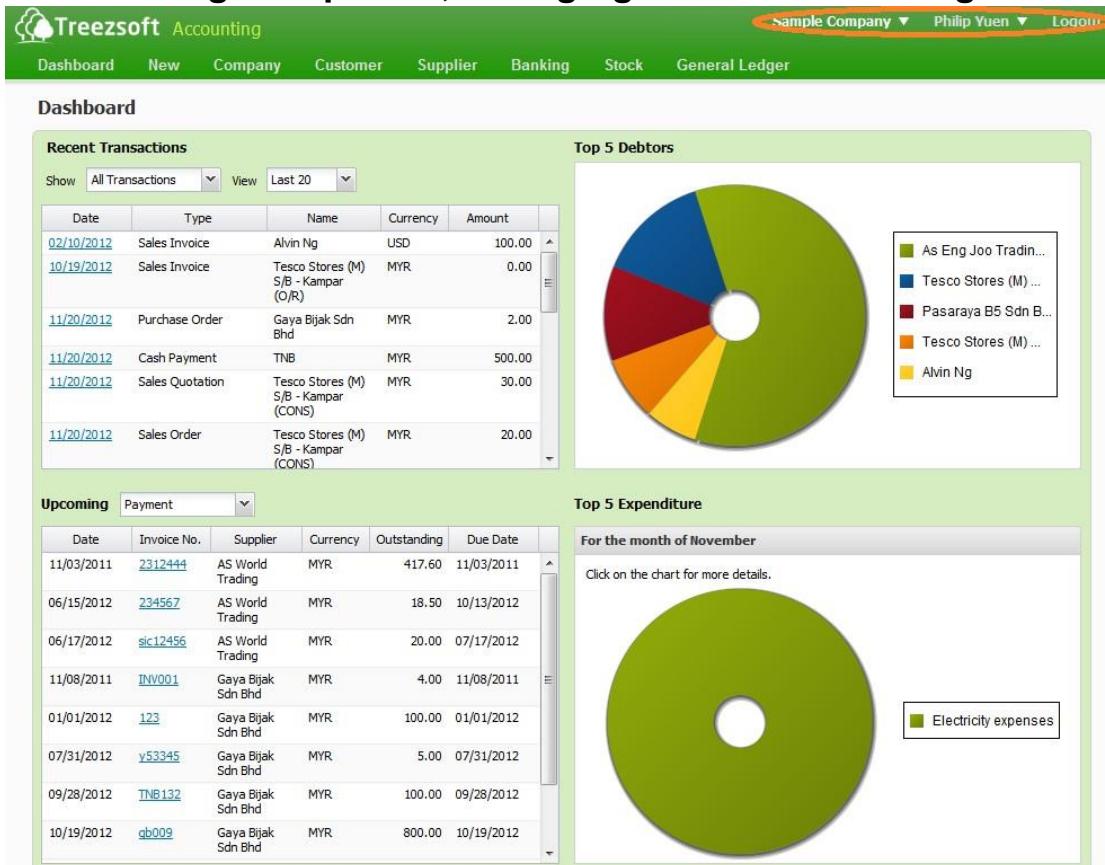
The dashboard is divided into few quadrants:

1. Recent Transactions – Show the last transactions entered. You can show transactions entered that you entered by changing the **Show** dropdown.
2. Top 5 Debtors – Shows the top 5 debtors of the organization.
3. Draft Recurring Invoice (Last 15 records) – Displays the last 15 recurring invoices that have been saved as drafts but not yet finalized or issued. These are invoices that are scheduled to recur

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

4. Upcoming Payment – Shows all the invoices which are due the next 7days or invoices which have already passed their due dates.
5. Top 5 Expenditure – Show the top 5 expenditure for the current month. Click on a section to view the Account's Register.
6. Outstanding delivery order – Displays a list of delivery orders for goods that have been delivered to customers but for which payment has not yet been received.
7. Unverified GST information - supplier GST details that have been entered but not yet verified or confirmed.

4 Switching Companies, Changing Password and Logout



The screenshot shows the Treezsoft Accounting software interface. At the top, there is a navigation bar with links for Sample Company, Philip Yuen, and Logout. Below the navigation bar is a green header bar with links for Dashboard, New, Company, Customer, Supplier, Banking, Stock, and General Ledger. The main area is divided into several sections:

- Recent Transactions:** A table showing recent transactions with columns for Date, Type, Name, Currency, and Amount. The table includes rows for Sales Invoice, Purchase Order, Cash Payment, Sales Quotation, and Sales Order.
- Top 5 Debtors:** A pie chart showing the distribution of outstanding amounts by debtor. The chart is divided into five segments with the following labels: As Eng Joo Tradin..., Tesco Stores (M) ..., Pasaraya B5 Sdn B..., Tesco Stores (M) ..., and Alvin Ng.
- Upcoming:** A table showing upcoming payments with columns for Date, Invoice No., Supplier, Currency, Outstanding, and Due Date. The table includes rows for various invoices from suppliers like AS World Trading, Gaya Bijak Sdn Bhd, and TNB.
- Top 5 Expenditure:** A pie chart showing the distribution of expenditure for November. The chart is divided into one large segment labeled Electricity expenses.

In the area highlighted 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.



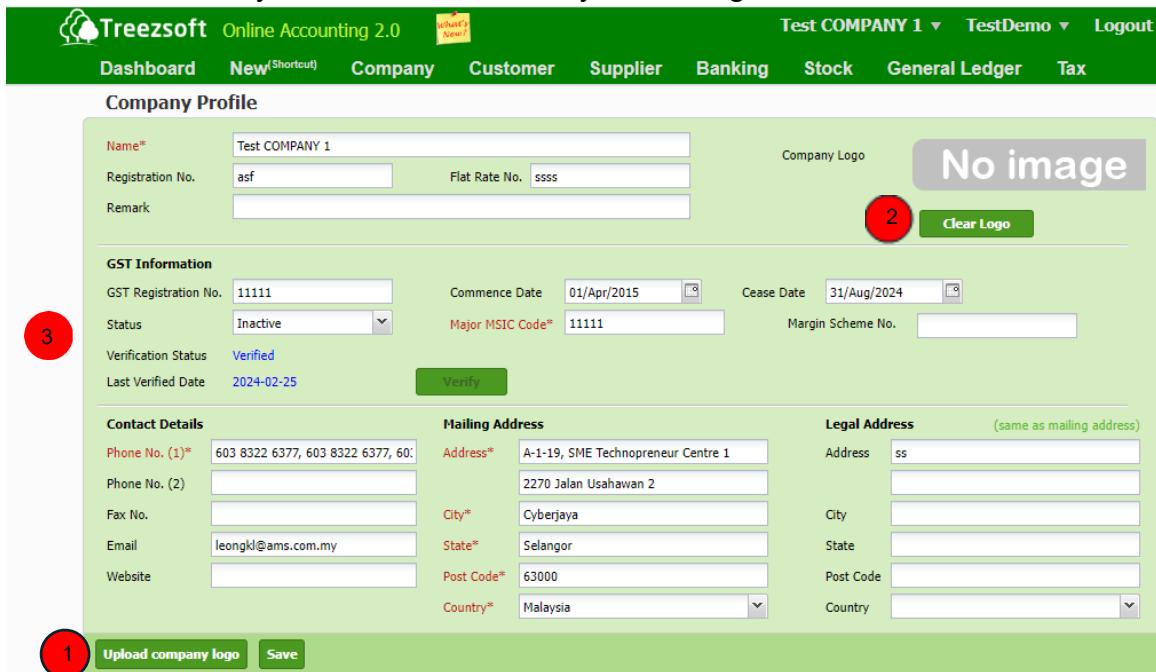
To Go to Billing – Clicking on your name allows you to access to TreezSoft Billing, to manage your subscriptions and companies. (*Admin only*)

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.



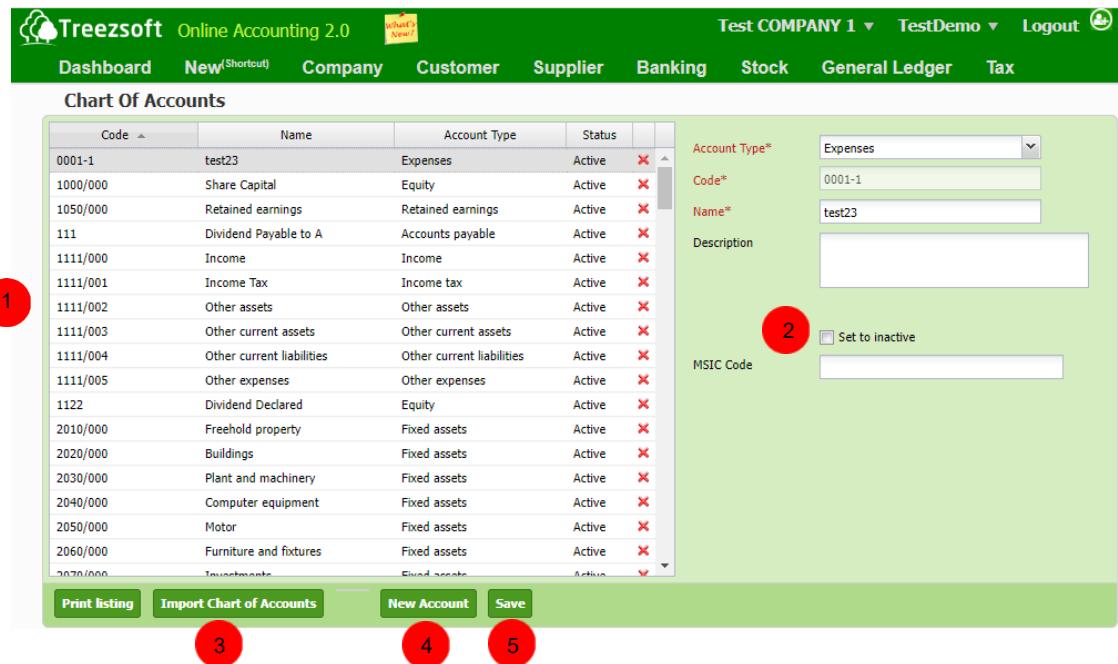
The screenshot shows the 'Company Profile' section of the Treezsoft interface. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Company' link is highlighted. On the right of the navigation bar are buttons for 'Test COMPANY 1', 'TestDemo', and 'Logout'. Below the navigation bar, the main content area is titled 'Company Profile'. It contains several sections: 'Name*' (Test COMPANY 1), 'Registration No.' (ASF), 'Flat Rate No.' (ssss), 'Remark' (empty), 'Company Logo' (No image), 'GST Information' (GST Registration No. 11111, Status Inactive, Verification Status Verified, Last Verified Date 2024-02-25), 'Contact Details' (Phone No. (1) 603 8322 6377, Phone No. (2) empty, Fax No. empty, Email leongkl@ams.com.my, Website empty), 'Mailing Address' (Address A-1-19, SME Technopreneur Centre 1, City Cyberjaya, State Selangor, Post Code 63000, Country Malaysia), and 'Legal Address' (Address ss, City empty, State empty, Post Code empty, Country empty). At the bottom left is a red circle labeled '1' over the 'Upload company logo' button, and at the bottom right is a red circle labeled '2' over the 'Clear Logo' button. A red circle labeled '3' is positioned to the left of the 'GST Information' section.

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.

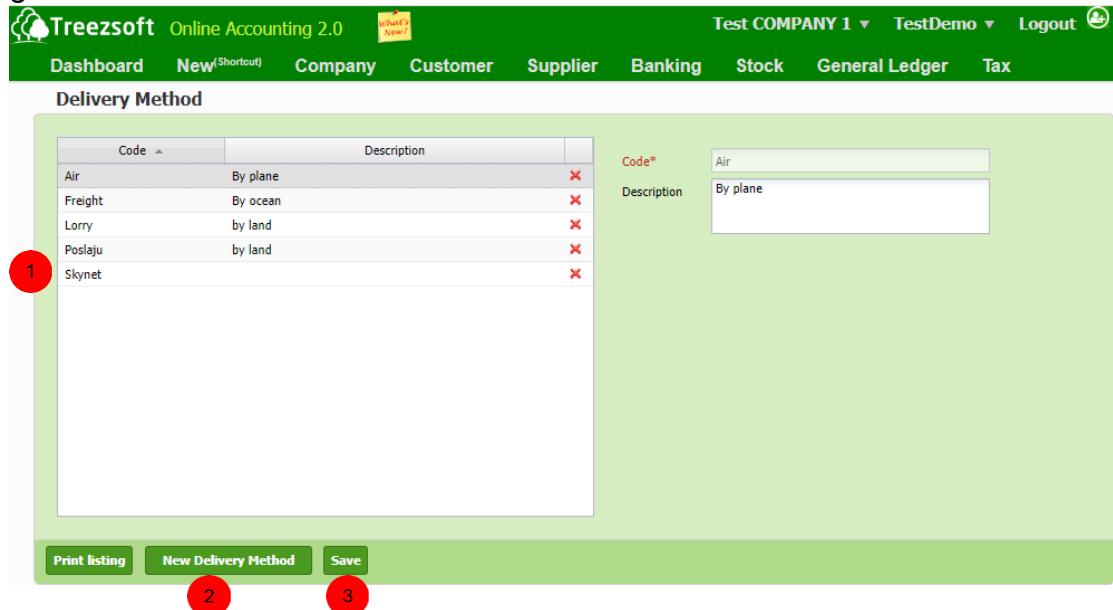


Code	Name	Account Type	Status
0001-1	test23	Expenses	Active
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Retained earnings	Active
111	Dividend Payable to A	Accounts payable	Active
1111/000	Income	Income	Active
1111/001	Income Tax	Income tax	Active
1111/002	Other assets	Other assets	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' section of the Treezsoft interface. On the left, a list of existing delivery methods is shown in a table:

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

On the right, a form is displayed for adding a new delivery method:

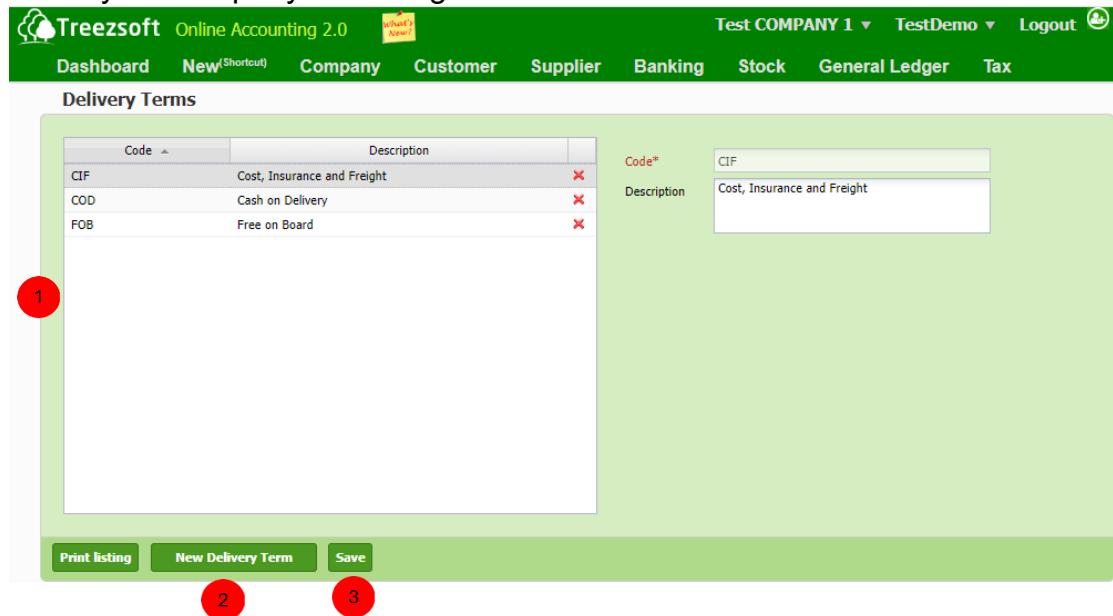
Code*: Air
Description: By plane

At the bottom, there are three buttons: **Print listing**, **New Delivery Method** (highlighted with a red circle), and **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.



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

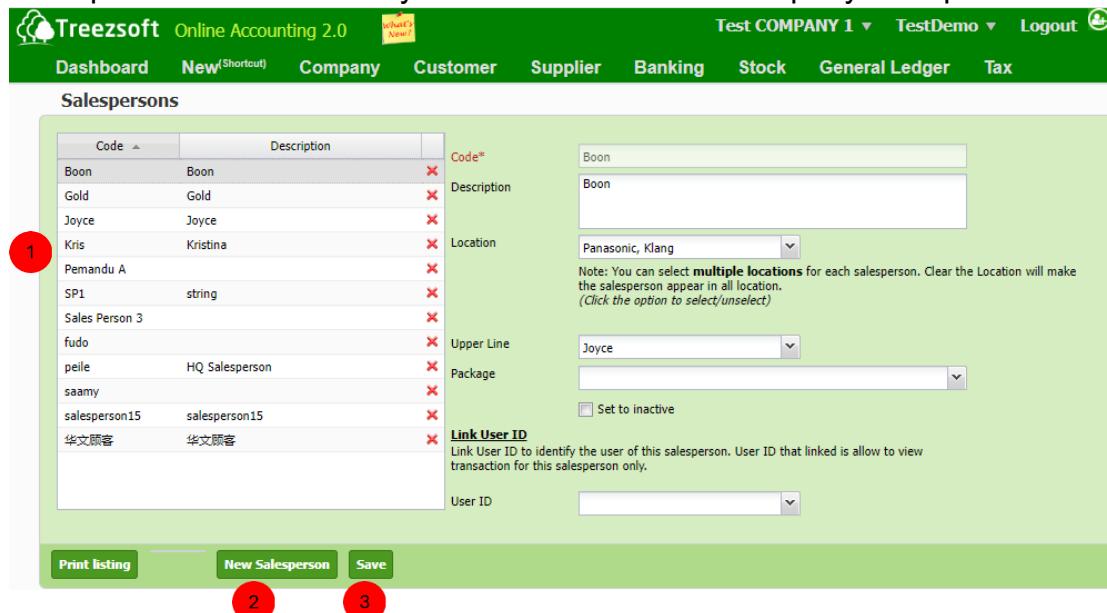
Code*: CIF
Description: Cost, Insurance and Freight

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.

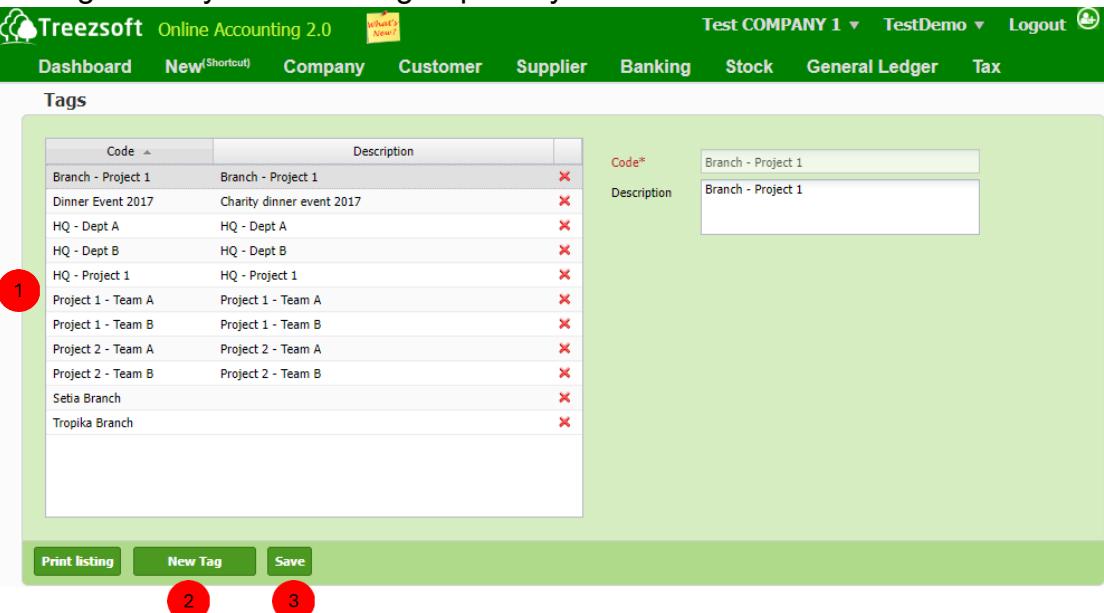


The screenshot shows the 'Salespersons' screen in Treezsoft Online Accounting 2.0. On the left, there is a list of salespersons with columns for 'Code' and 'Description'. On the right, there are several input fields: 'Code*' (Boon), 'Description' (Boon), 'Location' (Panasonic, Klang), 'Upper Line' (Joyce), 'Package' (dropdown menu), 'Set to inactive' (checkbox), and 'User ID' (dropdown menu). At the bottom, there are three buttons: 'Print listing', 'New Salesperson' (highlighted with a red circle), and 'Save' (highlighted with a red circle).

- 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' section of the Treezsoft interface. On the left, there is a list of existing tags with columns for 'Code' and 'Description'. A red circle labeled '1' is placed over the first item in the list. On the right, there is a form for creating a new tag, with fields for 'Code*' and 'Description'. A red circle labeled '2' is placed over the 'New Tag' button, and another red circle labeled '3' is placed over the 'Save' button.

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
Setia Branch		X
Tropika Branch		X

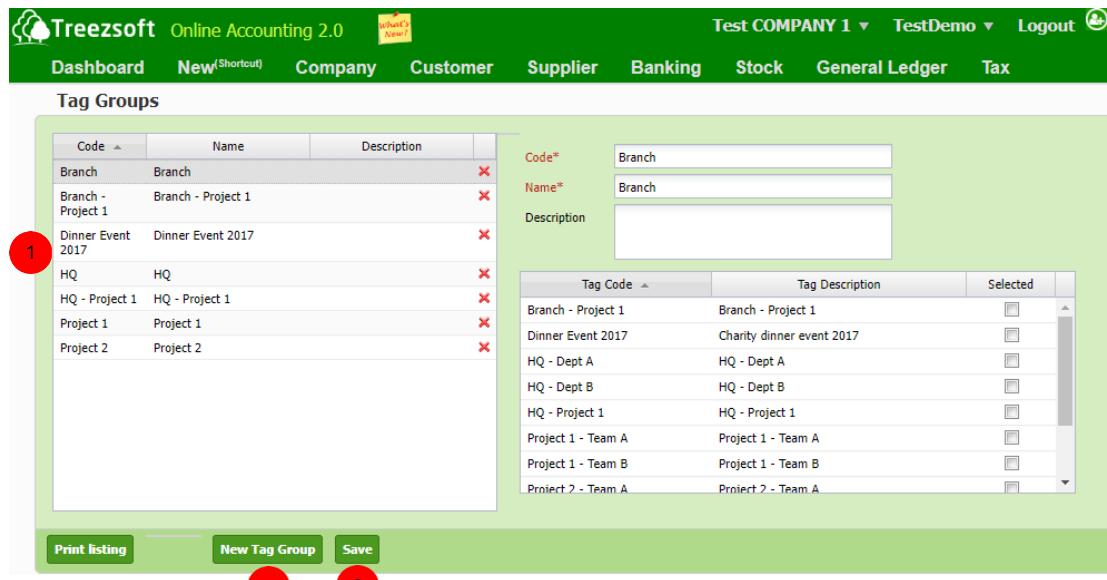
Code*
 Description

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' section of the Treezsoft Online Accounting 2.0 interface. On the left, a list of existing tag groups is displayed in a table with columns for 'Code', 'Name', and 'Description'. A red circle labeled '1' highlights the first row, 'Branch'. On the right, a form for creating a new tag group is shown with fields for 'Code*', 'Name*', and 'Description'. Below the form, a table lists various tags with checkboxes in the 'Selected' column. Three red circles numbered 2, 3, and 4 point to the 'New Tag Group' button, the 'Save' button, and the 'Print listing' button respectively.

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

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"/>

Print listing New Tag Group 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



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"/>

Code* Net 15 days
Term Type* due in number of days
Due In* 15 days
Description Net 15 days
 Print at Sales Invoice

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

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

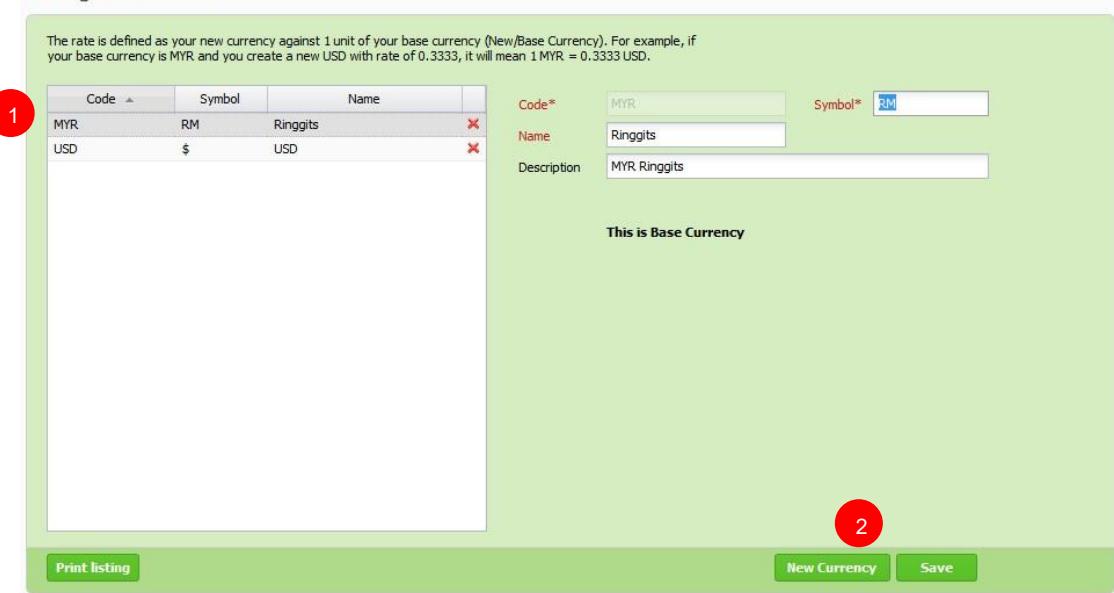
The rate is defined as your new currency against 1 unit of your base currency (New/Base Currency). For example, if your base currency is MYR and you create a new USD with rate of 0.3333, it will mean 1 MYR = 0.3333 USD.

Code	Symbol	Name
MYR	RM	Ringgits
USD	\$	USD

Code* Symbol*
Name
Description

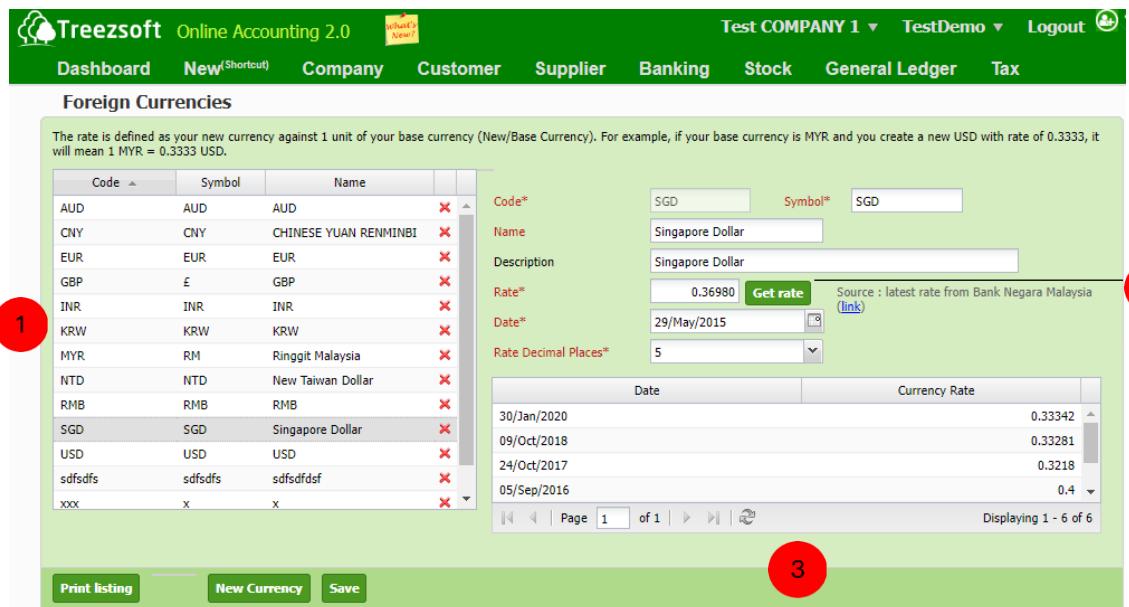
This is Base Currency

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

Code*: SGD **Symbol***: SGD
Name: Singapore Dollar
Description: Singapore Dollar
Rate*: 0.36980 **Get rate** Source : latest rate from Bank Negara Malaysia ([link](#))
Date*: 29/May/2015
Rate Decimal Places*: 5

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

Print listing | **New Currency** | **Save**

- 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	X
Dozen	dz	Active	X
Each	each	Active	X
Feet	feet	Active	X
Gram	g	Active	X
Hours	hrs	Active	X
Inch	inch	Active	X
Kilogram	kg	Active	X
Kilometre	km	Active	X
Litre	ltr	Active	X
Metre	m	Active	X
Millilitre	ml	Active	X
PACK	PACK	Active	X
PAIR	pair	Active	X
Pieces	pcs	Active	X
PK/2	PK/2	Active	X

Name*:

Symbol*:

Remark:

Set to inactive

Print listing
New UOM
Save

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"/>
Sales Invoice	Invoice No.	7274	7275	<input type="checkbox"/>
Document Number for Imported Transaction.				
Type	Document Number	Prefix	Suffix	Last Number Used
Module: Import				
Import Cash Sales	Ref. No.	TCS	00012	00014
Import Cash Sales	Ref. No.	A	0005	0006
Import Cash Sales	Ref. No.	B	0002	0003
Import Cash Sales	Ref. No.	1SHQ	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.		Receipt-0001	<input type="checkbox"/>
Credit Note	Credit Note No.		CN0001	<input type="checkbox"/>
Enter Bill	Ref. No.		0001	<input type="checkbox"/>
Invoice	Invoice No.		0001	<input type="checkbox"/>

In the area highlight by the orange ring:

- I. You can edit the **Next Number*** by clicking on the type of account you wish to edit. In this example, the next number for Cash Receipt is “Receipt-0001”.

- II. Check on the box “**Editable on Entry Screen**” if you wish to edit the document number on the 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*
<input checked="" type="checkbox"/> Module: Import						
Import Cash Sales	Ref. No.	TCS			00012	00014
Import Cash Sales	Ref. No.	A			0005	0006
Import Cash Sales	Ref. No.	B	B		0002	0003
Import Cash Sales	Ref. No.	15HQ			1000	1001
Import Cash Sales	Ref. No.	CS			00000007	00000008
Import Credit Note	Credit Note No.	IMTCN-			IMTCN-00008	00009
Import Receive Payment	Ref. No.	RINT-			0001	0002
Import Refund	Payment No.	IMREF			IMREF00004	00005
Import Sales Invoice	Ref. No.	INT-INV-			00001	00005
Import Sales Invoice	Ref. No.	BJ-15/			000009	000010

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

- 1 You can edit the **Next Number*** by clicking on the type of account you wish to edit. In this example, the next number for Cash Receipt is **“Receipt-0001”**.

5.12 Separate Document Numbers

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

Treezsoft Online Accounting 2.0 What's New?

Test COMPANY 1 ▾ TestDemo ▾ Logout

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

Separate Document Number

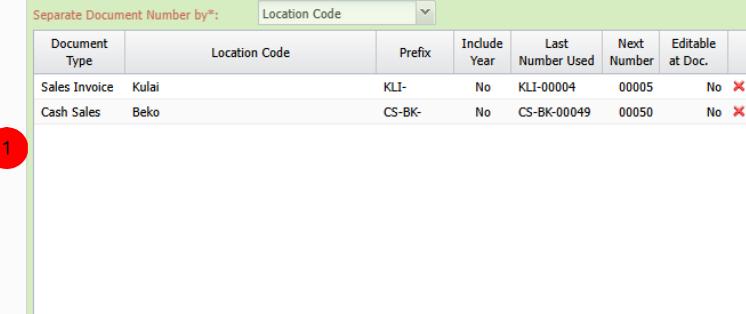
In some cases, though, you may want to have more than one sequence of numbers. Perhaps you have two divisions of your company, each with its own separate invoice numbering. Or you want to track classes of sales – with one sequence for retail sales and another for wholesale sales.

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*: Location Code

Document Type	Location Code	Prefix	Include Year	Last Number Used	Next Number	Editable at Doc.
Sales Invoice	Kulai	KLI-	No	KLI-00004	00005	No <input checked="" type="checkbox"/>
Cash Sales	Beko	CS-BK-	No	CS-BK-00049	00050	No <input checked="" type="checkbox"/>

Document Type*:
 Location Code*:
 Prefix
 Include Year
 Next Number

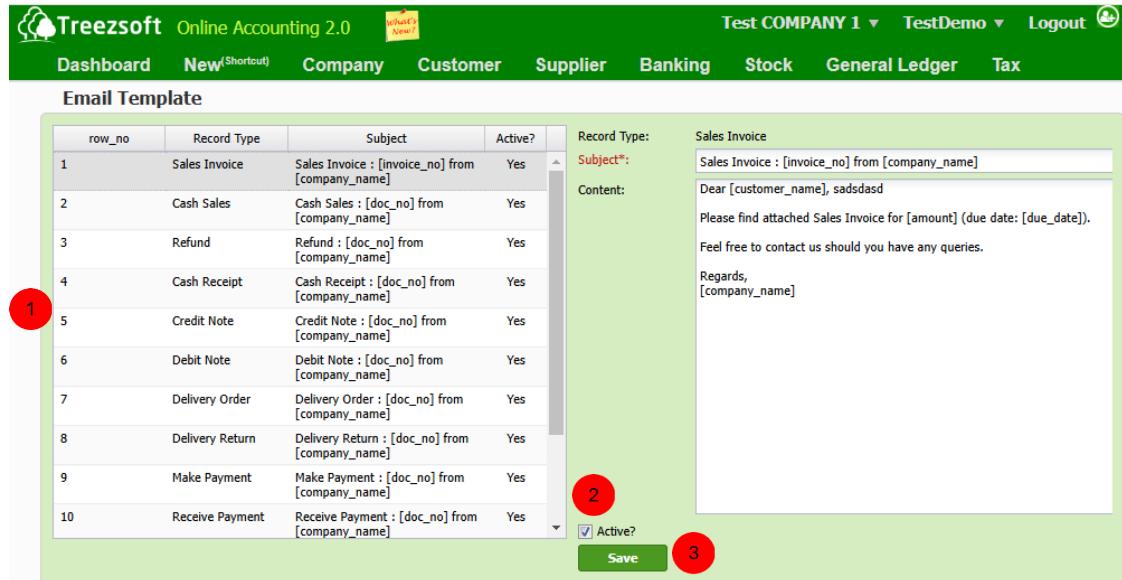
1  This section shows the list of document numbers for each document type, organized by location with a unique prefix to represent each. You can edit a document number by clicking on it in the list, or deleting it by clicking the "X" next to "Editable at Doc." in the list.

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



The screenshot shows the 'Email Template' section of the Treezsoft application. On the left, a list of templates is shown with columns for row_no, Record Type, Subject, and Active?. The 'Active?' column contains checkboxes. A specific template for 'Sales Invoice' is selected, highlighted with a red circle labeled '1'. The right side shows the template details: 'Record Type' is 'Sales Invoice', 'Subject*' is 'Sales Invoice : [invoice_no] from [company_name]', and 'Content' includes a placeholder for the recipient's name and a message about finding an attached invoice. A checkbox for 'Active?' is checked and highlighted with a red circle labeled '2'. At the bottom right are 'Save' and 'Cancel' buttons, with 'Save' also highlighted with a red circle labeled '3'.

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]

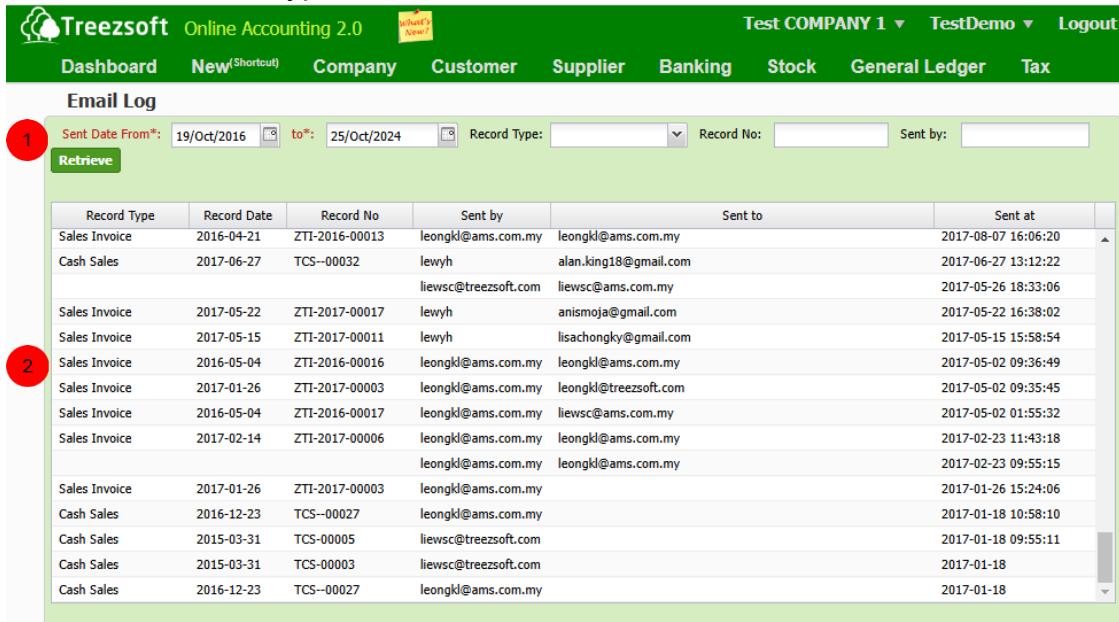
Active?

Save **Cancel**

- 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.

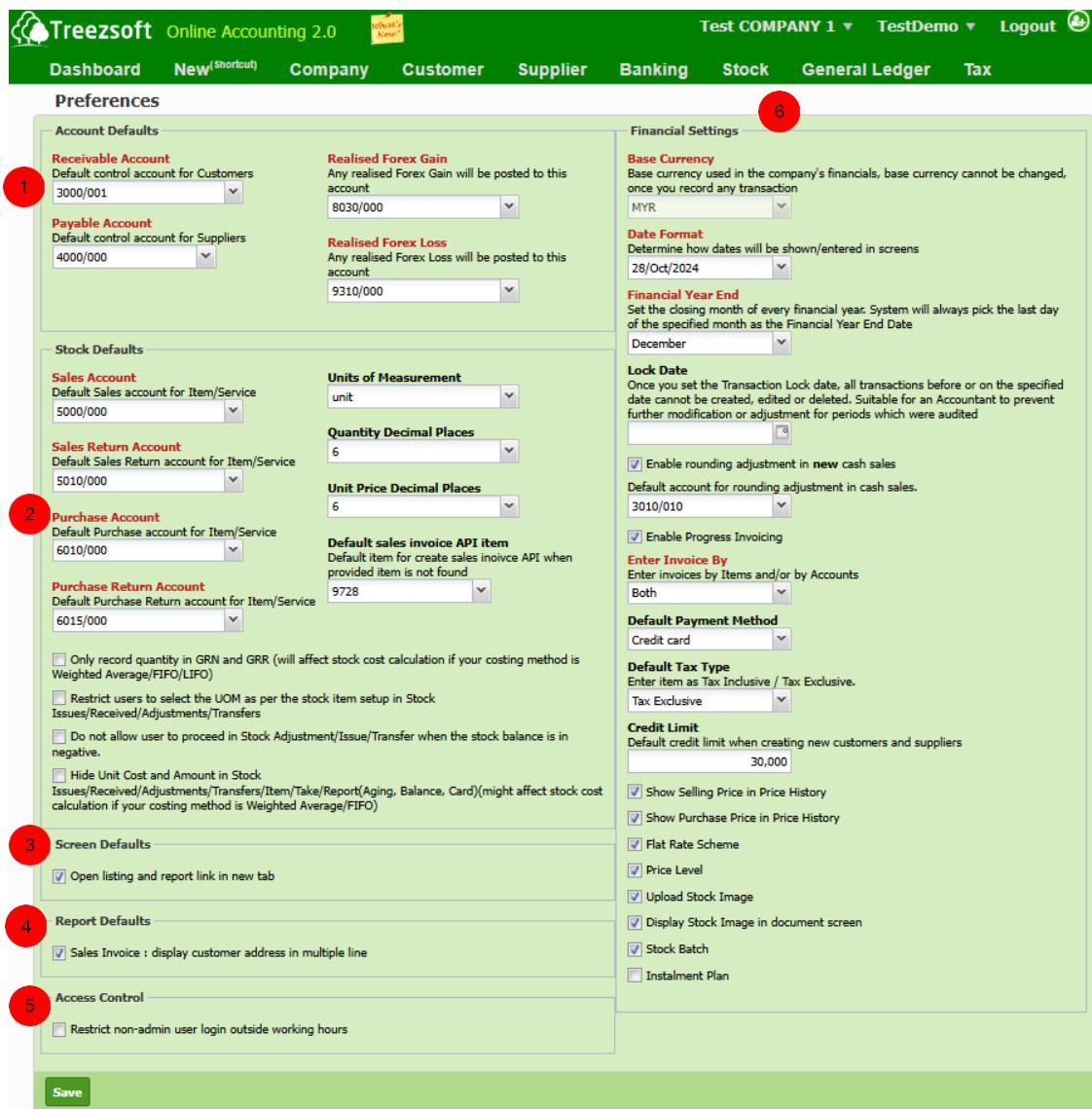


Record Type	Record Date	Record No	Sent by	Sent to	Sent at
Sales Invoice	2016-04-21	ZTI-2016-00013	leongkl@ams.com.my	leongkl@ams.com.my	2017-08-07 16:06:20
Cash Sales	2017-06-27	TCS--00032	lewyh	alan.king18@gmail.com	2017-06-27 13:12:22
			liewsc@treezsoft.com	liewsc@ams.com.my	2017-05-26 18:33:06
Sales 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
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



1 Receivable Account
Default control account for Customers
3000/001

2 Payable Account
Default control account for Suppliers
4000/000

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

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

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

6 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)

7 Screen Defaults
 Open listing and report link in new tab

8 Report Defaults
 Sales Invoice : display customer address in multiple line

9 Access Control
 Restrict non-admin user login outside working hours

10 Financial Settings

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

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

13 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

14 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

15 Default Payment Method
Credit card

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

17 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.

- 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.



General

Use Location's Address and Contact
Location's address/contact will be printed in the header of document. When selected Location has no such info, address/contact of Company Info will be printed. Applicable for Customer module and Purchase Order only.

1 Print More Info at: Header
Applicable for Sales Quotation, Sales Invoice, Delivery Order.

Print Stock Image
Applicable for Sales Quotation, Sales Invoice, Delivery Order, Cash Sales, Sales Return

Logo Height (width follow aspect ratio): 35

Delivery Order

Not allow reprint of original copy.
 Include Customer Code at document's header.
2 Include Item code at document's detail

Sales Invoice **3**

Always print in Compact Format.
 No Signature Required
 Show both base and foreign currency in sales invoice (non-GST).
 Not allow reprint of original copy.
 Include the Document No that been transferred into Sales Invoice.
 Include customer code at document's header.
 Include item code at document's detail

Print the following copies together when Print button is clicked:
Number of Original Copy: 1
Number of Duplicate Copy (with watermark): 0

Sales Quotation **4**

Include Customer code at document's header.

Sales Order **5**

Include Item code at document's detail.

Purchase Order **6**

Include Item code at document's detail.

Cash Sales **7**

No Signature Required
 Include Item code at document's detail

Save **8**

- 1 This section allows you to define several types of documents with different printing configurations.
 - Tick "**Use Location's Address and Contact**" to include the address and contact details of the selected location in the document header (applicable to Customer module and Purchase Orders only).
 - **Print More Info at** allows you to decide where the additional information will be printed in the header or the lines of the document, and this is only applicable for sales quotation, sales invoice, and delivery order.
 - Tick "**Print Stock Image**" to include a stock image in Sales Quotation, Sales Invoice, Delivery Order, Cash Sales, and Sales Return.

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

② This section allows you to configure the printing of delivery orders with various settings:

- Tick **Not allow reprint of original copy** If you want to prevent reprinting of original delivery order.
- Tick **Include Customer Code at document's header** If you want to include customer code in the header of printed delivery order.
- Tick **Include Item code at document's detail** if you want to show item code in the delivery order details
- Enter **number of original copy** and **duplicate copy** of delivery orders you want to print when print button is clicked.

③ This section allows you to configure the printing of sales invoice with various settings:

- Tick **Always print in Compact Format** if you want the invoice will be printed in concise format
- Tick **No Signature Required** if you want the printed invoice to omit the signature field.
- Tick **Show both base and foreign currency in sales invoice (non-GST)** if you want displays both the original and foreign currency amounts in invoice
- Tick **Not allow to reprint original copy** if you want prevents reprinting of original sales invoices
- Tick **Include the Document No that been transferred into Sales Invoice** if you want include sales invoices number in printed document
- Tick **Include customer code at document's header** if you want to display the customer's code on the header of the sales invoice.



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

4 This section allows you to configure the printing of sales quotations:

- Tick **Include Customer code at document's header** if you want the customer's code will be printed in the header of the sales quotation.

5 This section allows you to configure the printing of sales order:

- Tick **Include Item code at document's detail** if you want to display item codes in the sales order details.

6 This section allows you to configure the printing of purchase order:

- Tick **Include Item code at document's detail** if you want to display item codes in purchase order details.

7 This section allows you to configure the printing of cash sales:

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

5.16 Opening Balances

5.16.1 Chart of Accounts – Opening Balance

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

Chart of Accounts - Opening Balance

As Of*	Ref. No.	Opening Balance																		
Description																				
<table border="1"> <thead> <tr> <th>Account Code*</th> <th>Account Name</th> <th>Account Type</th> <th>Debit (MYR)</th> <th>Credit (MYR)</th> <th>Tag Code</th> </tr> </thead> <tbody> <tr> <td colspan="6"> </td> </tr> </tbody> </table>			Account Code*	Account Name	Account Type	Debit (MYR)	Credit (MYR)	Tag Code												
Account Code*	Account Name	Account Type	Debit (MYR)	Credit (MYR)	Tag Code															
<input type="button" value="Add line"/> 2																				
<table border="1"> <thead> <tr> <th>Account Code*</th> <th>Bank Name</th> <th>Currency</th> <th>Rate</th> <th>Debit</th> <th>Credit</th> <th>Debit (MYR)</th> <th>Credit (MYR)</th> <th>Tag Code</th> </tr> </thead> <tbody> <tr> <td colspan="9"> </td> </tr> </tbody> </table>			Account Code*	Bank Name	Currency	Rate	Debit	Credit	Debit (MYR)	Credit (MYR)	Tag Code									
Account Code*	Bank Name	Currency	Rate	Debit	Credit	Debit (MYR)	Credit (MYR)	Tag Code												
<input type="button" value="Add line"/> 3																				
4 Total (MYR)																				
<input type="button" value="Delete"/> <input type="button" value="Import COA - Opening Balance"/>		<input type="button" value="Save"/>																		

- 1 Enter the date for your opening balance in this area.
- 2 The upper part of this area is where you enter your accounts opening balance
The lower part is where you enter all your cash and banks related accounts
- 3 Click on **Import COA – Opening Balance** will allow you to import your opening balance directly.

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

Customer Code	Customer Name	No. of Invoices

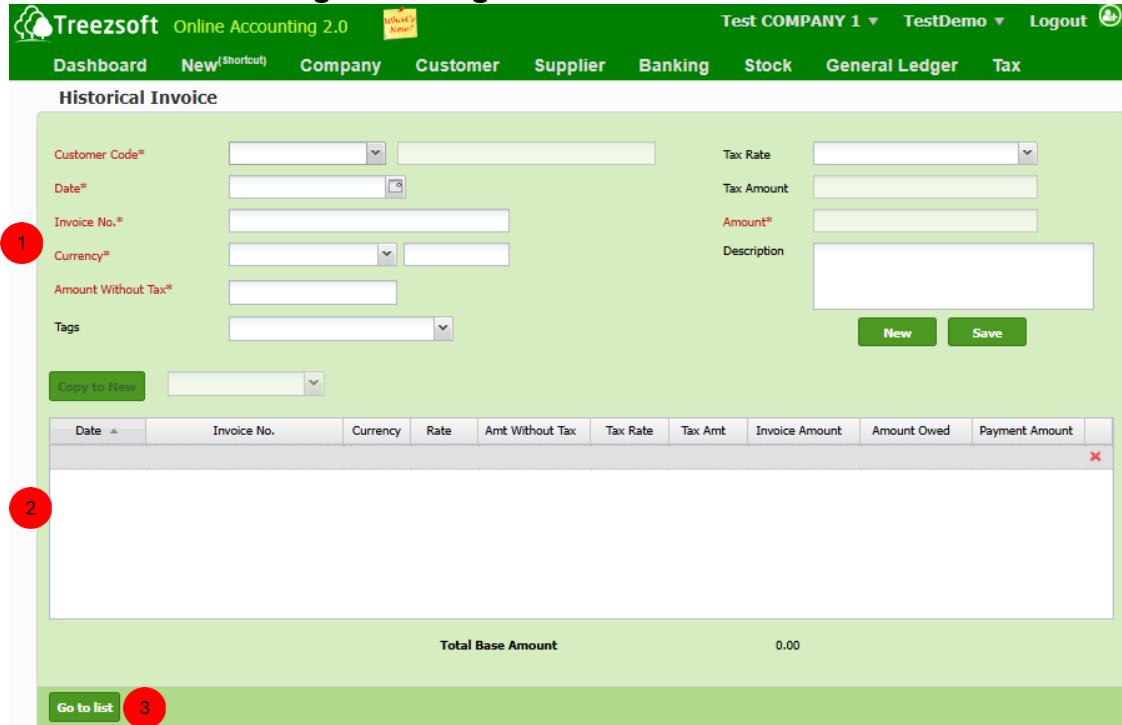
1 | Page 1 of 0 | > |

3 | Print listing | Import Historical Invoices | 4 | 2 | New Historical Invoice | No data to display

A screenshot of a software application window titled "List of Historical Invoices". The window has a light green header bar with the title. Below it is a message about outstanding balances. The main area contains a table with three columns: "Customer Code", "Customer Name", and "No. of Invoices". There is one row in the table with empty cells. At the bottom of the table is a "No data to display" message. Below the table is a navigation bar with a search input field containing "1", a "Search" button, and page navigation buttons. To the right of the search bar are buttons for "Print listing", "Import Historical Invoices", and "New Historical Invoice". Red circles with numbers 1 through 4 point to these respective elements.

- 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



1 Customer Code*

2

3 Go to list

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

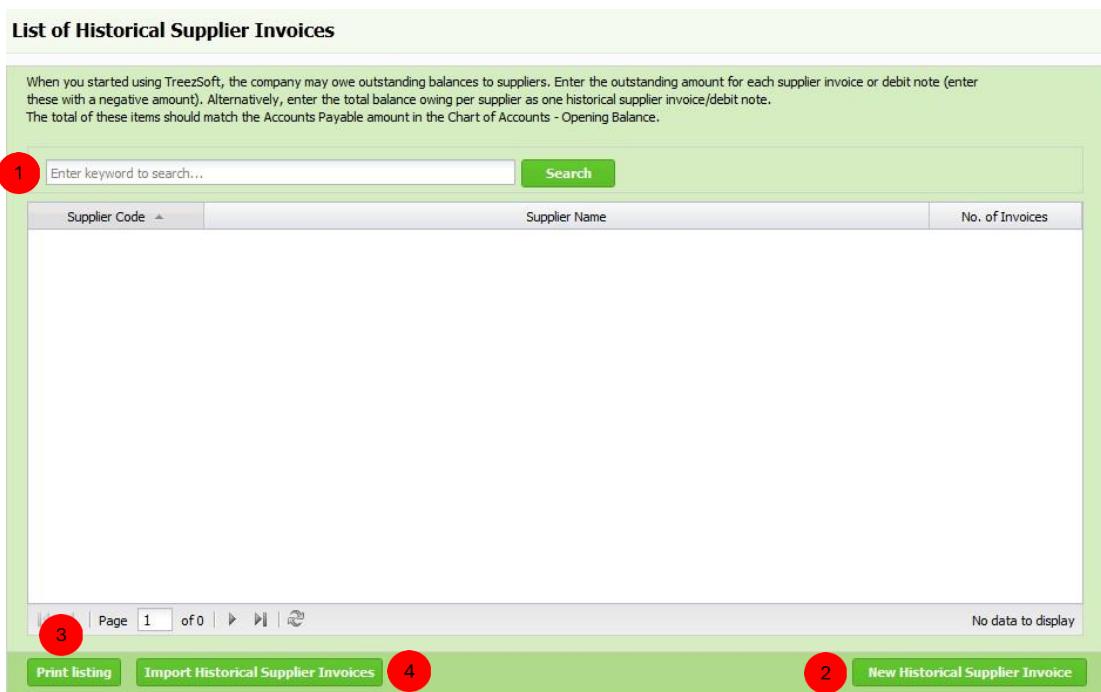
When you started using TreezSoft, the company may owe outstanding balances to suppliers. Enter the outstanding amount for each supplier invoice or debit note (enter these with a negative amount). Alternatively, enter the total balance owing per supplier as one historical supplier invoice/debit note.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

Supplier Code	Supplier Name	No. of Invoices

Page 1 of 0 |   

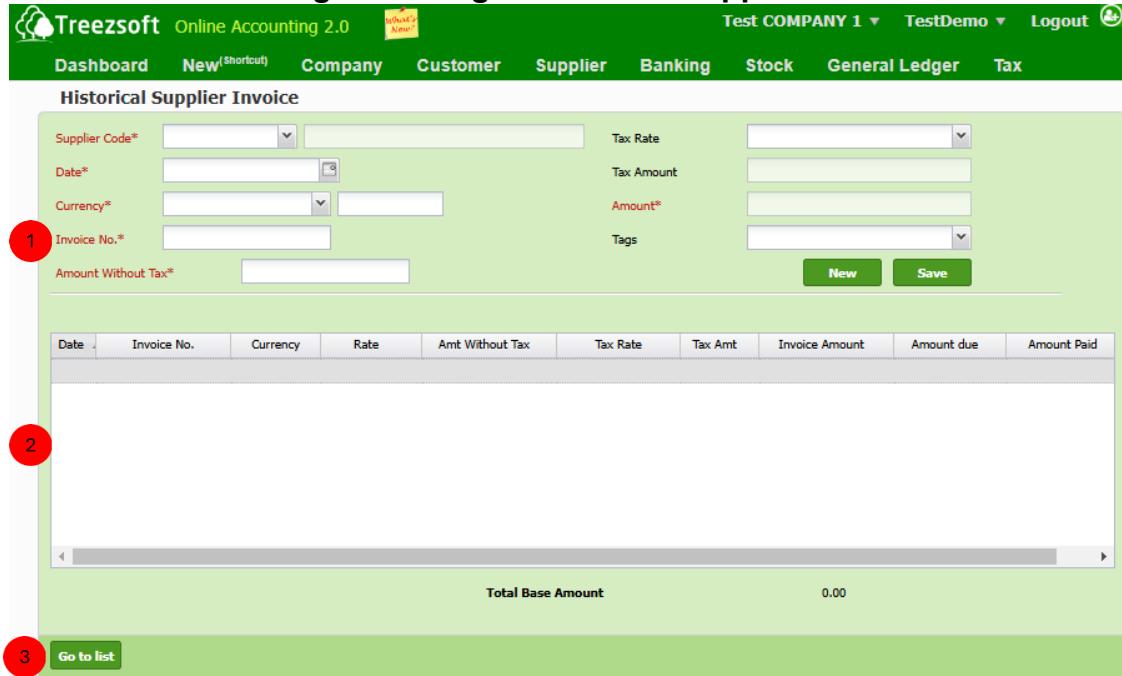
No data to display

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



The screenshot shows the Treezsoft Online Accounting 2.0 interface. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Supplier' link is highlighted. On the right of the nav bar are buttons for 'Test COMPANY 1', 'TestDemo', and 'Logout'. Below the nav bar, the main area has a title 'Historical Supplier Invoice'. The top section contains input fields for Supplier Code*, Date*, Currency*, Invoice No.* (circled with red '1'), and Amount Without Tax*. To the right of these are dropdowns for Tax Rate, Tax Amount, Amount* (circled with red '1'), and Tags. At the bottom of this section are 'New' and 'Save' buttons. The bottom section is a grid table with columns: Date, Invoice No., Currency, Rate, Amt Without Tax, Tax Rate, Tax Amt, Invoice Amount, Amount due, and Amount Paid. A single row is visible in the grid. At the bottom of the grid, it says 'Total Base Amount 0.00'. At the very bottom of the page, there's a green bar with a 'Go to list' button (circled with red '3').

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.

Search **1**

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

3
4
2

Page **1** of 1
Displaying 1 - 2 of 2

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

- 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



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

Total (Deposit) 0.00 Total (Payment) 0.00

[Go to list](#)

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

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

- 2 Once you save your cheque details, the record will be shown in this section. You 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

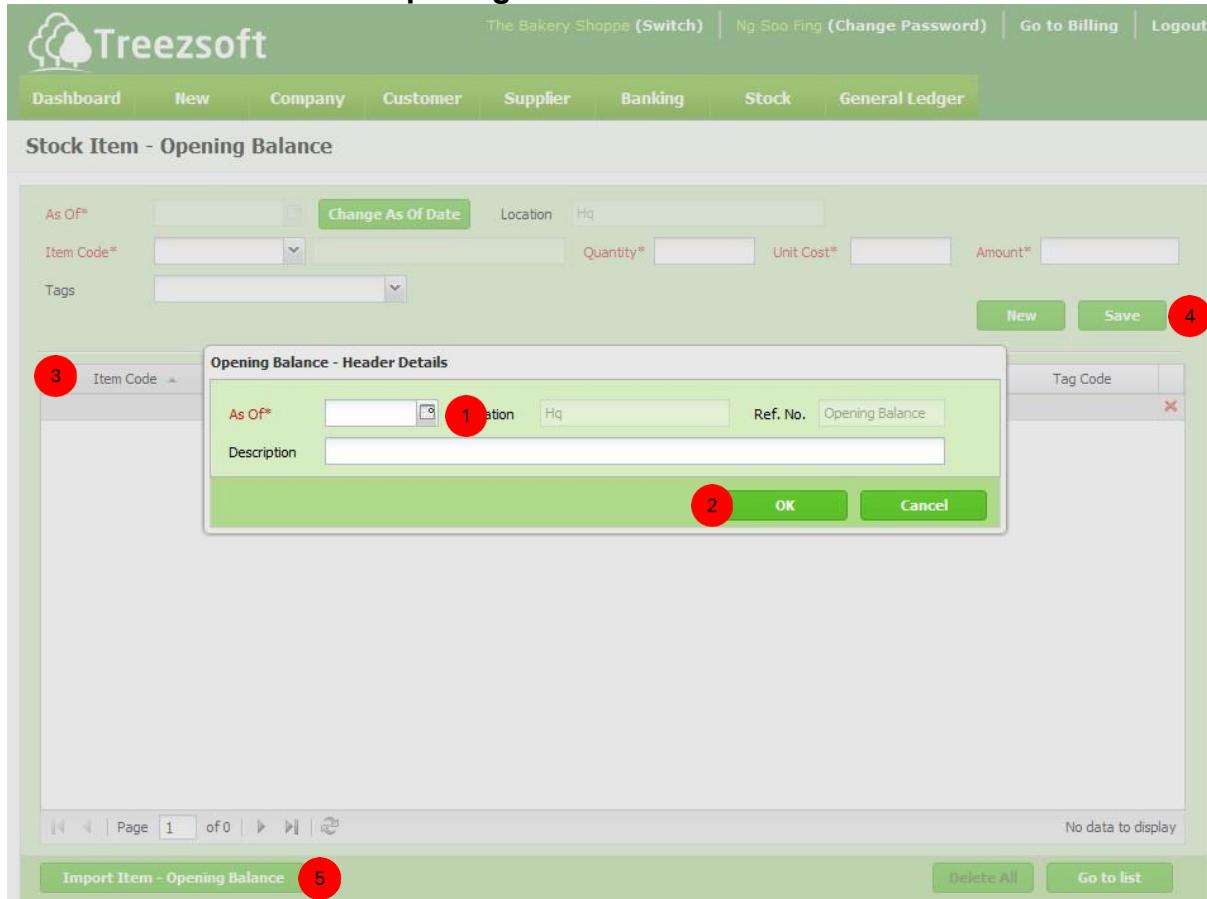
5.16.5.1 List of Items - Opening Balance

List of Items - Opening Balance			
Location Code	Location Name	Opening Date	Total Amount
Hq	HeadQuarter	01/01/2011	20,649.25
Total			20,649.25

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

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

5.16.5.2 Stock Item - Opening Balance



The screenshot shows the 'Stock Item - Opening Balance' screen in the Treezsoft application. At the top, there are navigation links: Dashboard, New, Company, Customer, Supplier, Banking, Stock, and General Ledger. The 'Stock' link is highlighted. On the left, there's a sidebar with a tree icon and the text 'Stock Item - Opening Balance'. The main area has fields for 'As Of*', 'Item Code**', 'Tags', 'Quantity*', 'Unit Cost*', and 'Amount**'. Below these is a modal window titled 'Opening Balance - Header Details'. It contains fields for 'As Of*', 'Location' (set to 'Hq'), 'Ref. No.' (set to 'Opening Balance'), and 'Description'. At the bottom of the modal are 'OK' and 'Cancel' buttons, with 'OK' being highlighted by a red circle. Outside the modal, the 'New' and 'Save' buttons are also highlighted by red circles. At the bottom of the screen, there are buttons for 'Import Item - Opening Balance' (highlighted by a red circle), 'Delete All', and 'Go to list'.

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

- 1 Enter the date for your stock item – opening balance in “**As of**” date field.
- 2 Enter the description for it in the Description field. Click **OK** to proceed.

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

- 3 Select 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

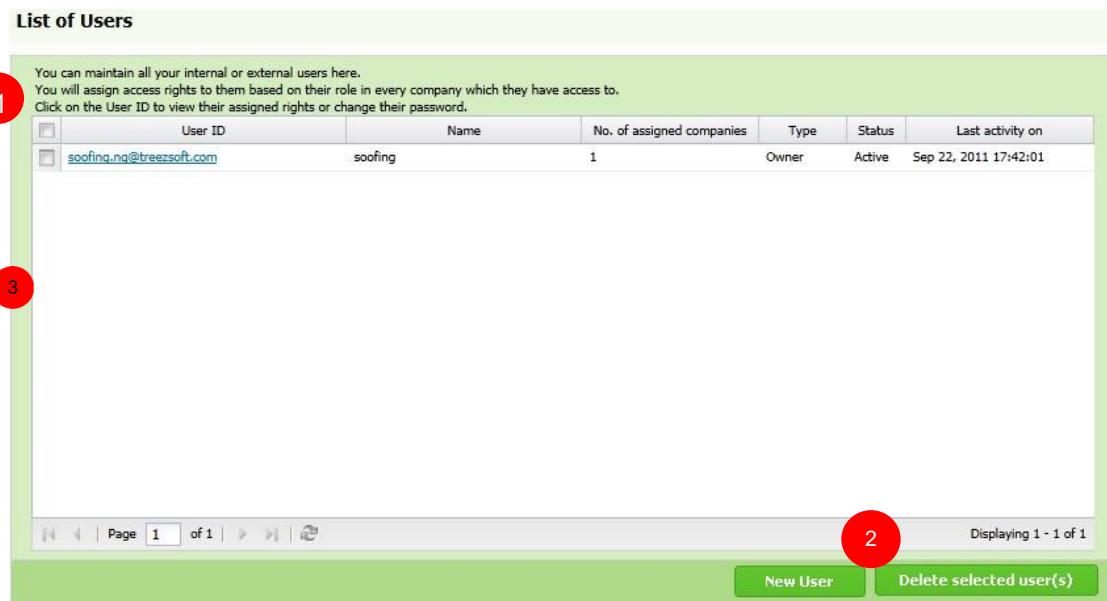
You can maintain all your internal or external users here.
You will assign access rights to them based on their role in every company which they have access to.
Click on the User ID to view their assigned rights or change their password.

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

1
2
3

Page 1 of 1 | Displaying 1 - 1 of 1

New User Delete selected user(s)



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

5.17.1.2 Setting up User Details

 Treezsoft Online Accounting 2.0 

Test COMPANY 1 ▾ TestDemo ▾ Logout 

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

User Details

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

Name*	<input type="text"/>
User ID*	User ID are unique throughout system and cannot be changed once the user is created. <input type="text" value="demo123"/>
Password*	>Password is case-sensitive and must be at least 6 alphanumeric characters. Please ensure the user logs in and change their password immediately. <input type="password" value="*****"/>
<input type="checkbox"/> This user no longer in use.	
Assign Tag Code: <input type="text"/>	

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

Add line 

Save **Go to list**

-  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.
-  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.
-  Click on **Add Line** if you wish to assign more than one company/role to the user.
-  If you wish to set the user as administrator, tick on the "Administrator User" box.
-  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.

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

Save **Go to list**



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

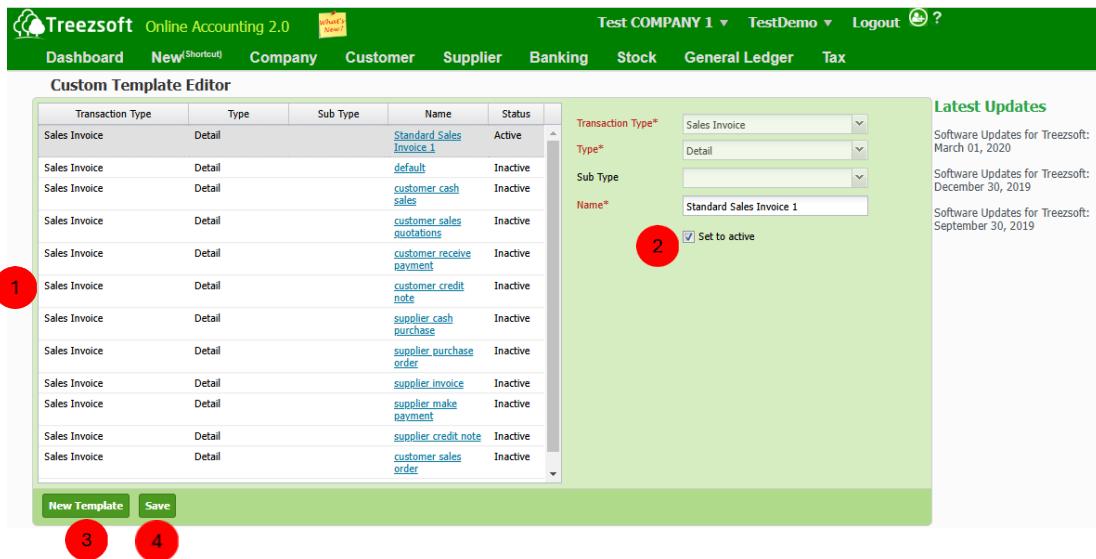
Date/Time	Action	Record	Code	Name	Doc. Date	Currency	Amount	User

Print to PDF

A screenshot of a web-based application titled "User Activity Log". At the top, there's a header with the Treezsoft logo and the title. Below the header is a search bar with fields for "View Activities By" (set to "ALL"), "Module" (set to "ALL"), "Date" (set to "Today"), "From*" (set to "01/07/2012"), "To*" (set to "01/07/2012"), and "Sort by" (with an option to sort in descending order). A "Retrieve" button is to the right of the search fields. Below the search bar is a table with columns: Date/Time, Action, Record, Code, Name, Doc. Date, Currency, Amount, and User. The table body is currently empty. At the bottom of the interface is a green footer bar with a "Print to PDF" button.

5.18 Custom Template Editor

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



Transaction Type	Type	Sub Type	Name	Status
Sales Invoice	Detail		Standard Sales Invoice 1	Active
Sales Invoice	Detail		default	Inactive
Sales Invoice	Detail		customer_cash_sales	Inactive
Sales Invoice	Detail		customer_sales_quotations	Inactive
Sales Invoice	Detail		customer_receive_payment	Inactive
Sales Invoice	Detail		customer_credit_note	Inactive
Sales Invoice	Detail		supplier_cash_purchase	Inactive
Sales Invoice	Detail		supplier_purchase_order	Inactive
Sales Invoice	Detail		supplier_invoice	Inactive
Sales Invoice	Detail		supplier_make_payment	Inactive
Sales Invoice	Detail		supplier_credit_note	Inactive
Sales Invoice	Detail		customer_sales_order	Inactive

Latest Updates

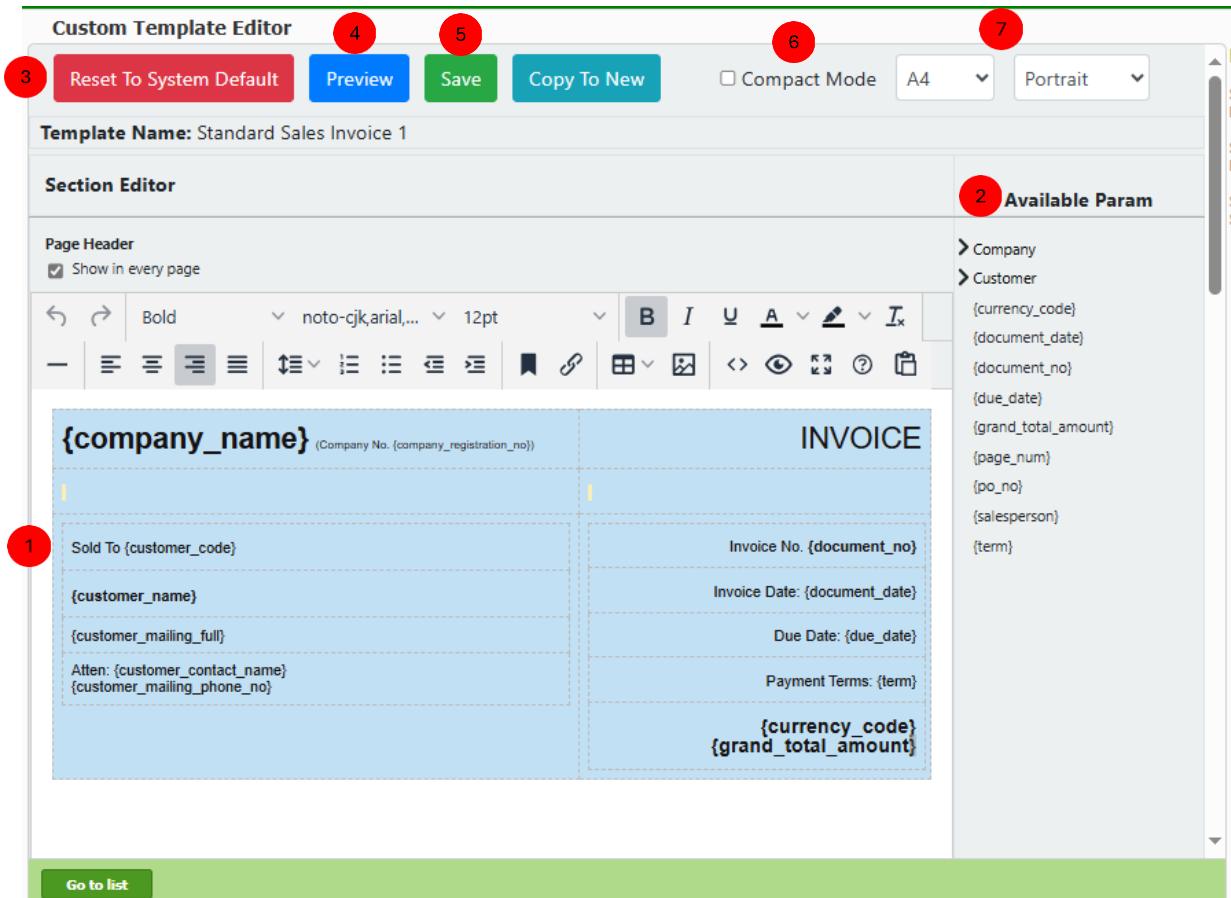
- Software Updates for Treezsoft: March 01, 2020
- Software Updates for Treezsoft: December 30, 2019
- Software Updates for Treezsoft: September 30, 2019

Buttons:

- New Template
- 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.

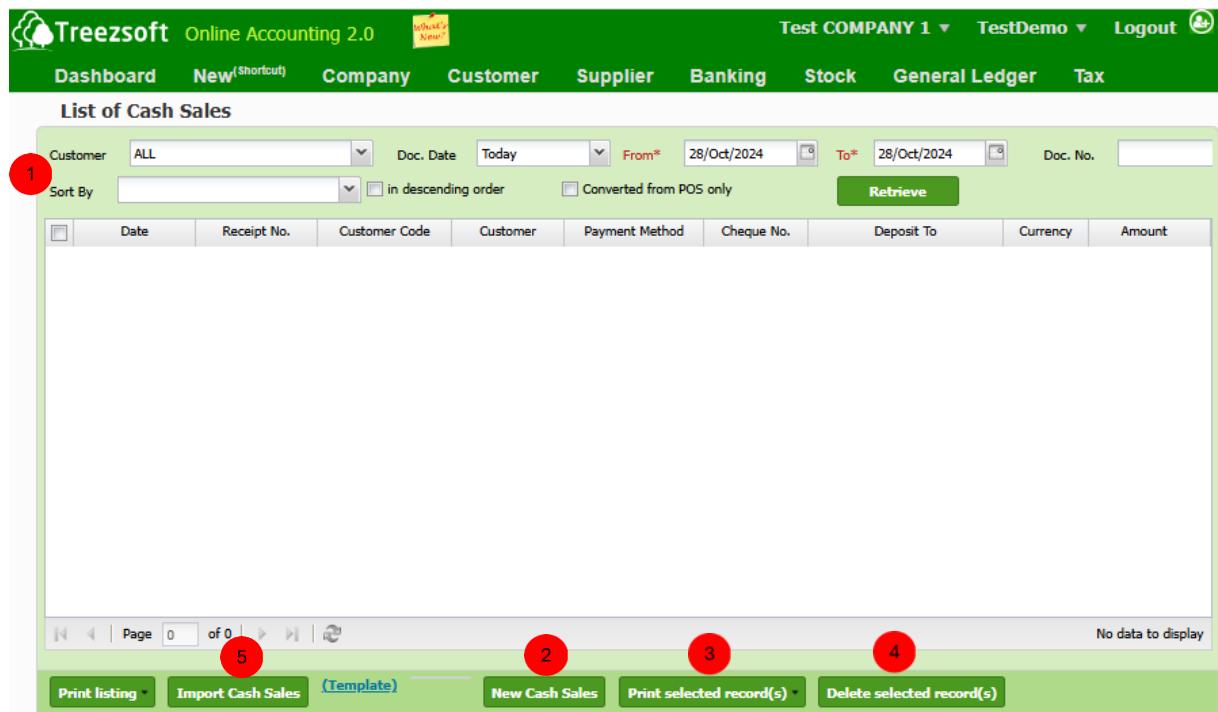


- 5 Click "Save" to apply your changes to the document template. This will ensure that your modifications are stored and ready for use in generated documents.
- 6 Tick "Compact Mode" if you want to reduce padding between elements on the document, creating a more condensed layout with less space between 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)

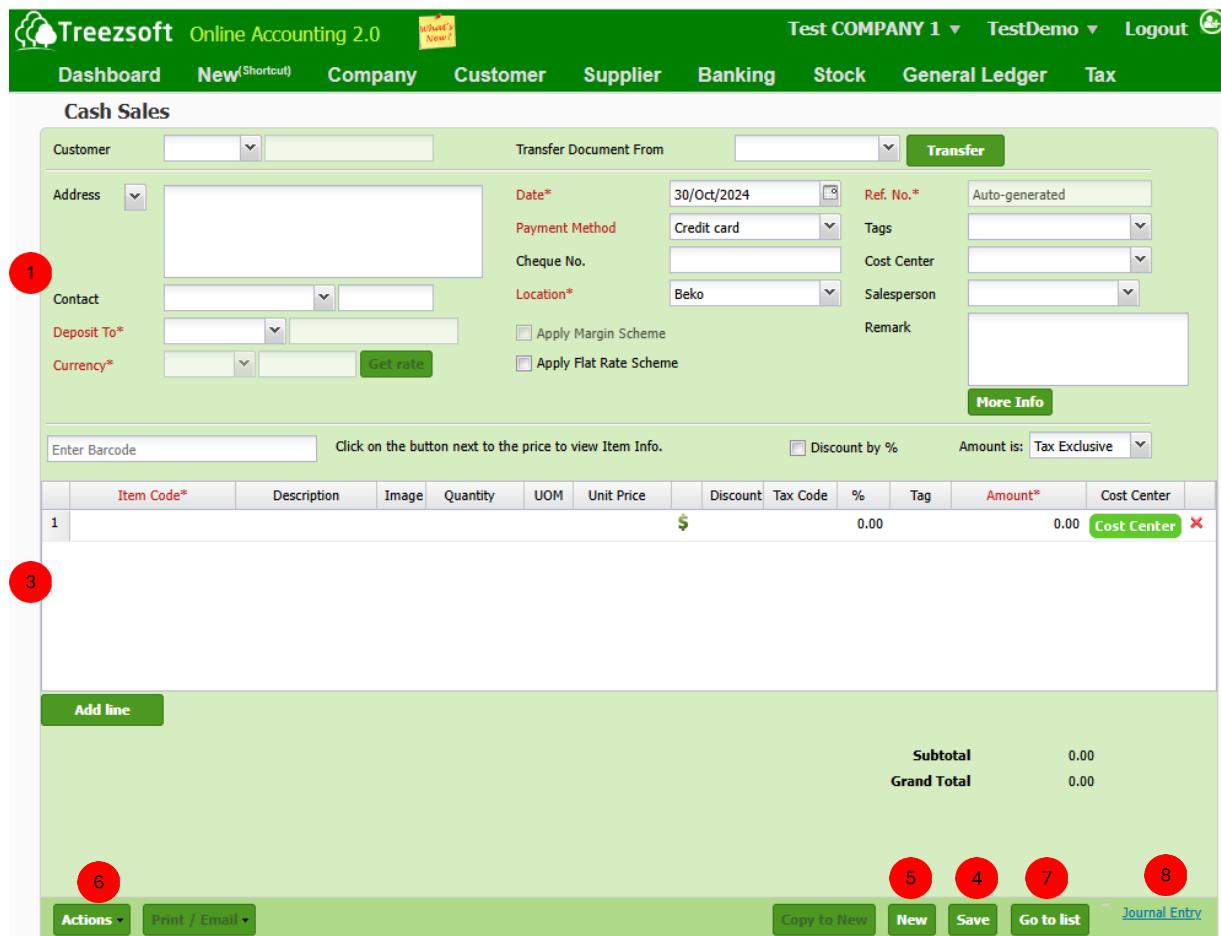
6.1.1 List of Cash Sales



The screenshot shows the 'List of Cash Sales' page in Treezsoft Online Accounting 2.0. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. On the right of the nav bar are buttons for Test COMPANY 1, TestDemo, and Logout. Below the nav bar, the title 'List of Cash Sales' is displayed. The main content area has a search form with fields for Customer (set to ALL), Doc. Date (Today), From* (28/Oct/2024), To* (28/Oct/2024), and Doc. No. (empty). There are also dropdowns for Sort By and checkboxes for 'in descending order' and 'Converted from POS only'. A green 'Retrieve' button is at the end of the search row. Below the search form is a table with columns: Date, Receipt No., Customer Code, Customer, Payment Method, Cheque No., Deposit To, Currency, and Amount. The table is currently empty, showing 'No data to display'. At the bottom of the page is a green toolbar with several buttons: Print listing, Import Cash Sales, (Template) (disabled), New Cash Sales (highlighted with a red circle 2), Print selected record(s) (highlighted with a red circle 3), Delete selected record(s) (highlighted with a red circle 4), and a '5' button (highlighted with a red circle 5).

- 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)



The screenshot shows the 'Cash Sales' screen in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. A 'Logout' button is also present.

Customer Information:

- Customer: [dropdown]
- Transfer Document From: [dropdown]
- Transfer: [button]
- Address: [dropdown]
- Contact: [dropdown]
- Date*: 30/Oct/2024
- Ref. No.*: Auto-generated
- Payment Method: Credit card
- Tags: [dropdown]
- Cheque No.: [text input]
- Cost Center: [dropdown]
- Location*: Beko
- Salesperson: [dropdown]
- Remark: [text area]
- Deposit To*: [dropdown]
- Currency*: [dropdown]
- Get rate: [button]
- Apply Margin Scheme: [checkbox]
- Apply Flat Rate Scheme: [checkbox]
- More Info: [button]

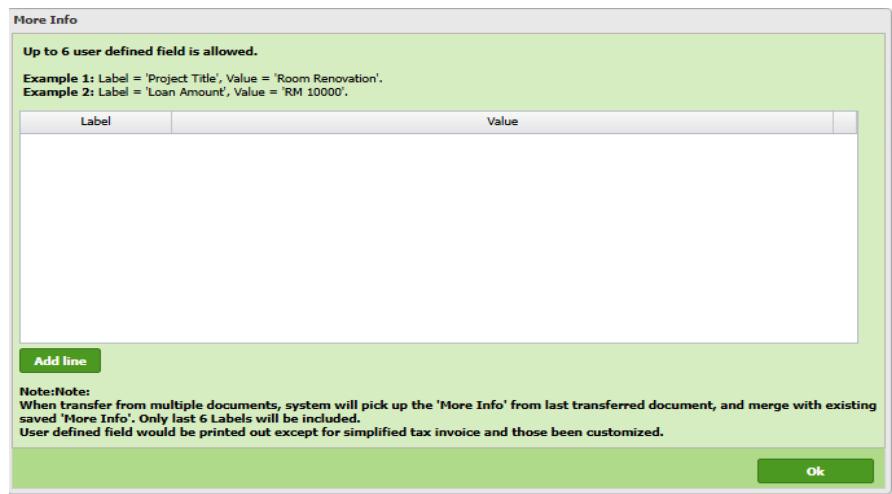
Line Item Table:

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

Buttons and Options:

- Add line: [button]
- Subtotal: 0.00
- Grand Total: 0.00
- Actions: [dropdown] (marked 6)
- Print / Email: [button] (marked 5)
- Copy to New: [button] (marked 4)
- New: [button] (marked 7)
- Save: [button] (marked 8)
- Go to list: [button]
- Journal Entry: [button]

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



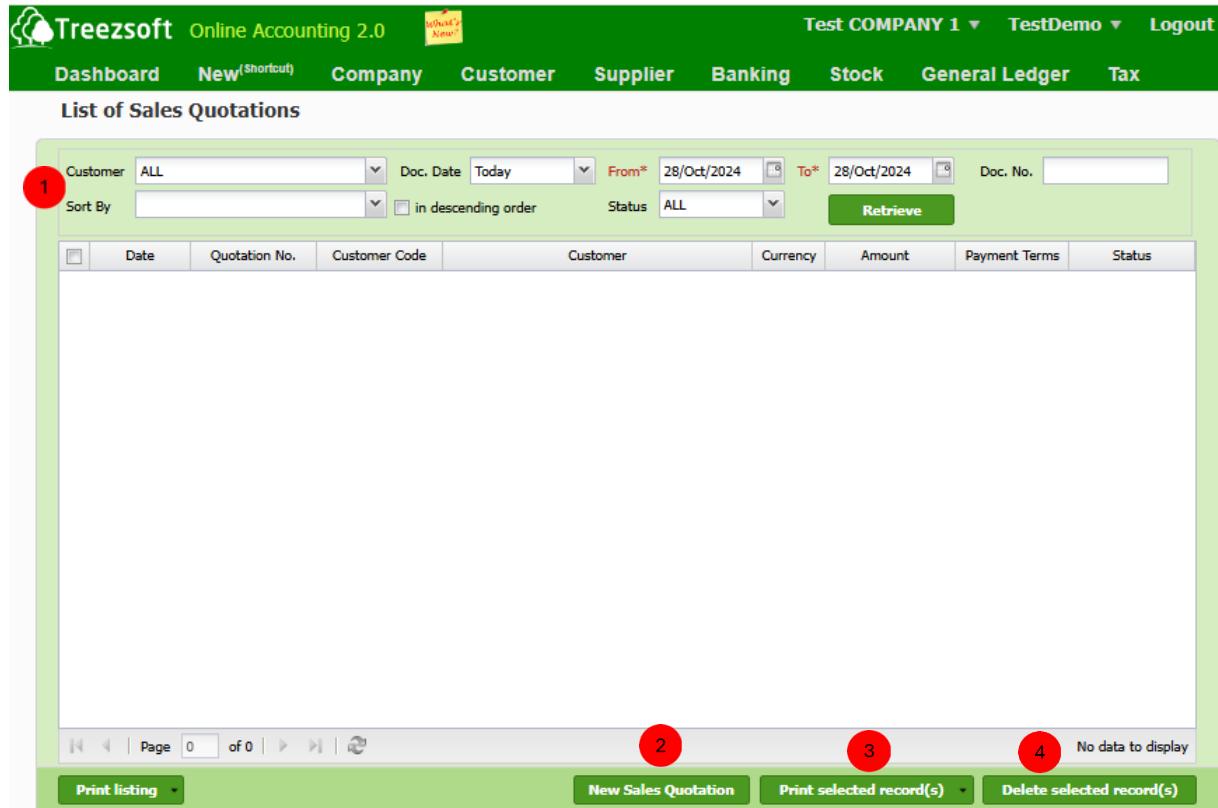
You can add extra information here. Add line to allow to add more. Click Ok if you have done adding extra information.

- 2 Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the discount by % if you want discount to be applied in percentage form.
- 3 You can add your items/services here. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 4 Click **Save** to save the record.
- 5 Click New to record new Cash Sale
- 6 Click Actions to delete cash sales or **Print** to print cash sales in pdf format.
- 7 Click Go to list to navigate back to list of cash sales.
- 8 Click Journal entry to view the accounts involved in the transaction.

6.2 Sales Quotations (S.Q)

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

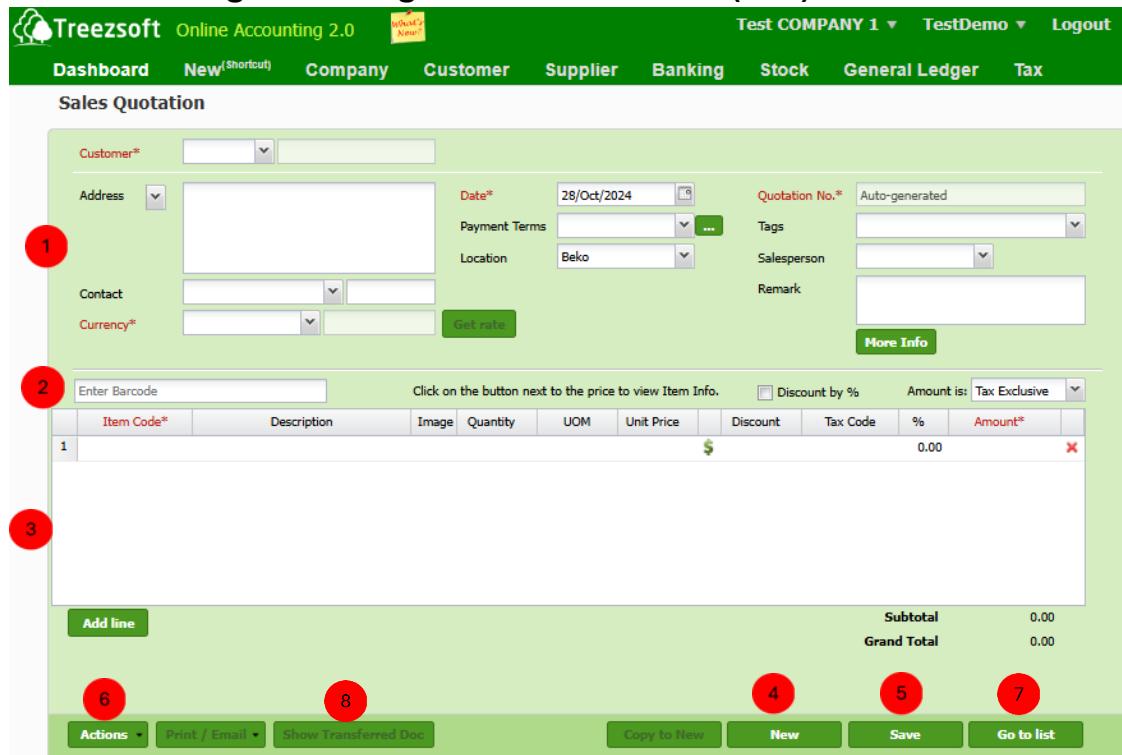
6.2.1 List of Sales Quotation (S.Q)



The screenshot shows the 'List of Sales Quotations' page. At the top, there's a navigation bar with 'Dashboard', 'New^(Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. On the right of the bar are 'Test COMPANY 1', 'TestDemo', and 'Logout' buttons. Below the bar, the title 'List of Sales Quotations' is displayed. The main area contains a search/filter form with fields for 'Customer' (set to 'ALL'), 'Doc. Date' (set to 'Today'), 'From*' (set to '28/Oct/2024'), 'To*' (set to '28/Oct/2024'), 'Sort By' (dropdown menu), 'Status' (set to 'ALL'), and a 'Retrieve' button. Below the form is a table with columns: Date, Quotation No., Customer Code, Customer, Currency, Amount, Payment Terms, and Status. At the bottom of the table area, there are buttons for 'Print listing', 'New Sales Quotation', 'Print selected record(s)', and 'Delete selected record(s)'. A message 'No data to display' is visible at the bottom right.

- 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)



The screenshot shows the 'Sales Quotation' creation interface. The top navigation bar includes 'Dashboard', 'New (shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', 'Tax', 'Test COMPANY 1', 'TestDemo', and 'Logout'. The main form has sections for customer details (Customer*, Address, Contact, Currency*), date (Date* 28/Oct/2024), payment terms, location, quotation number (Auto-generated), tags, salesperson, and remark. A 'More Info' button is present. Below this is a table for adding items, with columns for Item Code*, Description, Image, Quantity, UOM, Unit Price, Discount, Tax Code, %, and Amount*. Step 1 points to the customer input field. Step 2 points to the item table header. Step 3 points to the 'Add line' button. Step 4 points to the 'Actions' button. Step 5 points to the 'New' button. Step 6 points to the 'Save' button. Step 7 points to the 'Go to list' button. Step 8 points to the 'Print / Email' button.

- 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.



The 'More Info' dialog box contains instructions for adding user-defined fields. It states that up to 6 user-defined fields are allowed, with examples like 'Project Title' and 'Room Renovation'. It also notes that when transferring from multiple documents, it will pick up the last saved 'More Info' and merge it with existing ones. A note at the bottom says that user-defined fields will be printed out except for simplified tax invoice and those been customized. An 'Ok' button is at the bottom right.

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

Date	Order No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status

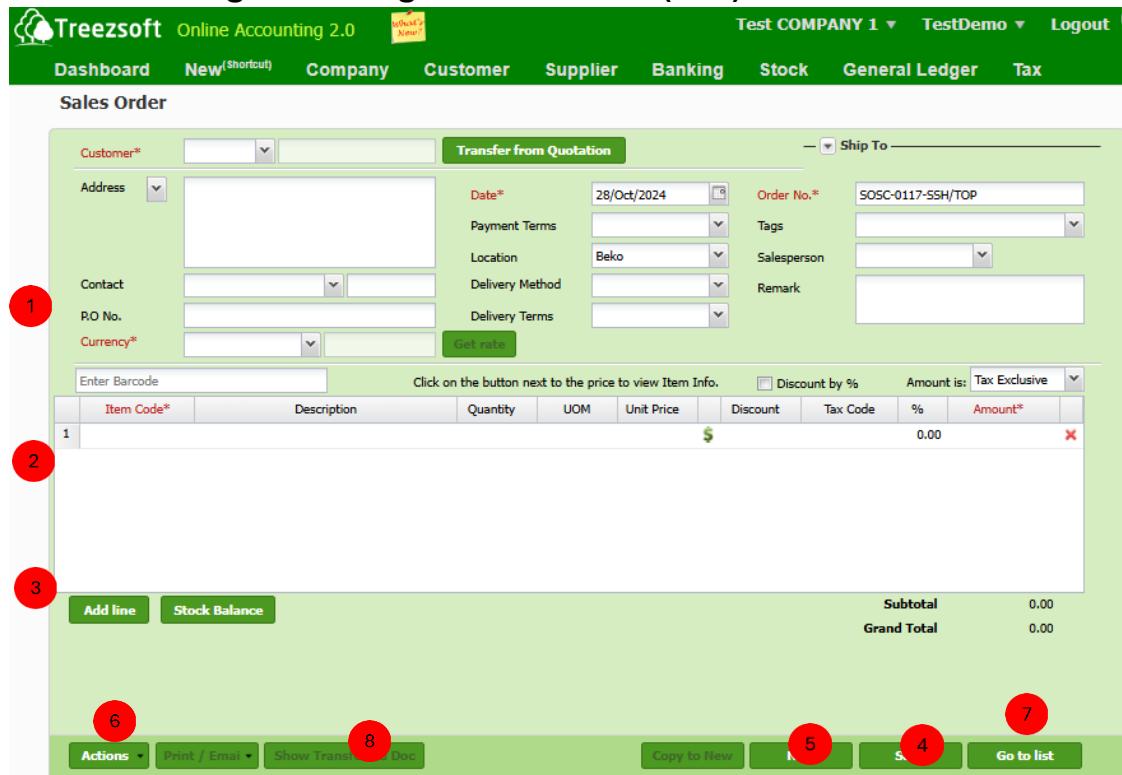
Customer ALL Doc. Date Last month From* 01/01/2012 To* 31/01/2012
Sort by in descending order Retrieve

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)



The screenshot shows the 'Sales Order' module in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. A 'Transfer from Quotation' button is visible in the top right. The main area is titled 'Sales Order' and contains sections for Customer details (Address, Contact, P.O. No., Currency), shipping information (Date, Payment Terms, Location, Delivery Method, Delivery Terms, Order No., Tags, Salesperson, Remark), and a table for entering items. The table has columns for Item Code*, Description, Quantity, UOM, Unit Price, Discount, Tax Code, %, and Amount*. A note says 'Click on the button next to the price to view Item Info.' There are buttons for 'Get rate', 'Enter Barcode', and 'Add line'. At the bottom, there are buttons for Actions (with a dropdown arrow), Print / Email, Show Transaction Doc, Copy to New, Save (marked with a red circle), Cancel (marked with a red circle), and 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.

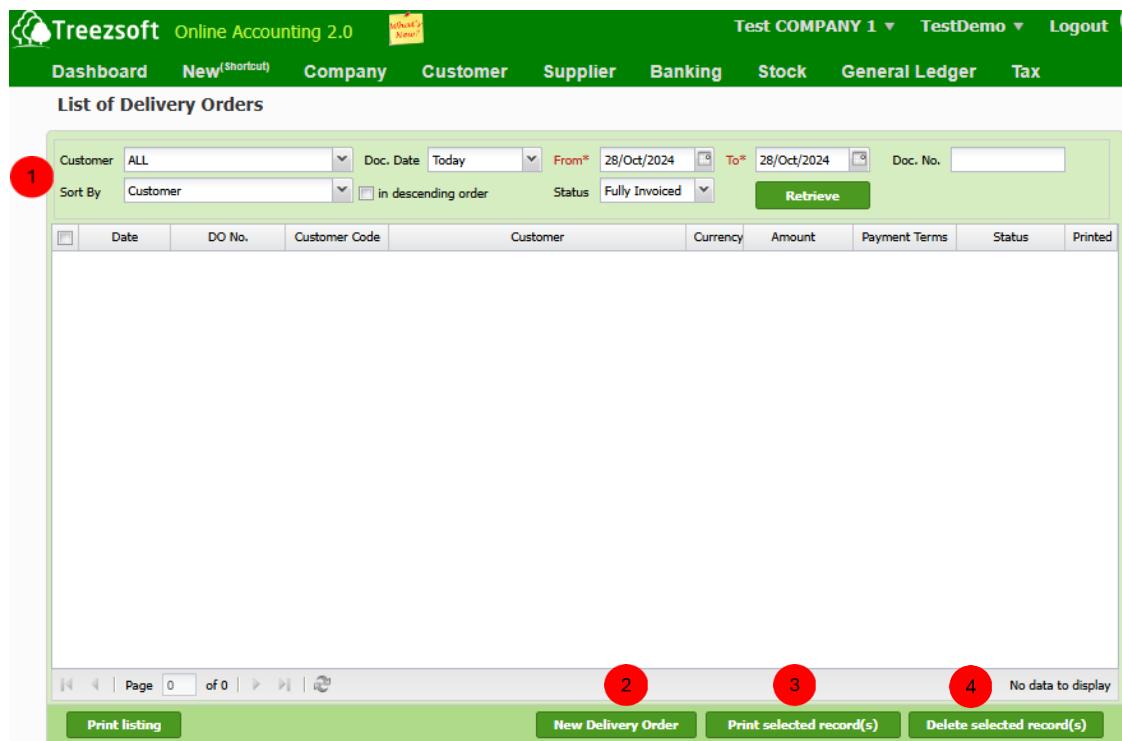
8

- 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



- 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)

Treezsoft Online Accounting 2.0

Test COMPANY 1 ▾ TestDemo ▾ Logout

Delivery Order

Customer*	<input type="button" value="Transfer Document From"/>	<input type="button" value="Transfer"/>																														
Address	Date*	DO No.*																														
Contact	Payment Terms	Tags																														
R.O No.	Location*	Salesperson																														
Currency*	Delivery Method	Remark																														
<input type="button" value="Get rate"/> <input type="button" value="More Info"/>																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item Code*</th> <th>Description</th> <th>Image</th> <th>Quantity</th> <th>UOM</th> <th>Unit Price</th> <th>Discount</th> <th>Tax Code</th> <th>%</th> <th style="width: 10%;">Amount*</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> <td>0.00</td> </tr> <tr> <td colspan="10" style="text-align: right;"><input type="button" value="Add line"/></td> </tr> </tbody> </table>			Item Code*	Description	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount*	1					\$				0.00	<input type="button" value="Add line"/>									
Item Code*	Description	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount*																							
1					\$				0.00																							
<input type="button" value="Add line"/>																																
<input type="button" value="Actions"/> <input type="button" value="Print / Email"/> <input type="button" value="Show Transferred Doc"/>																																
<input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Go to list"/> <input type="button" value="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
<input type="button" 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.

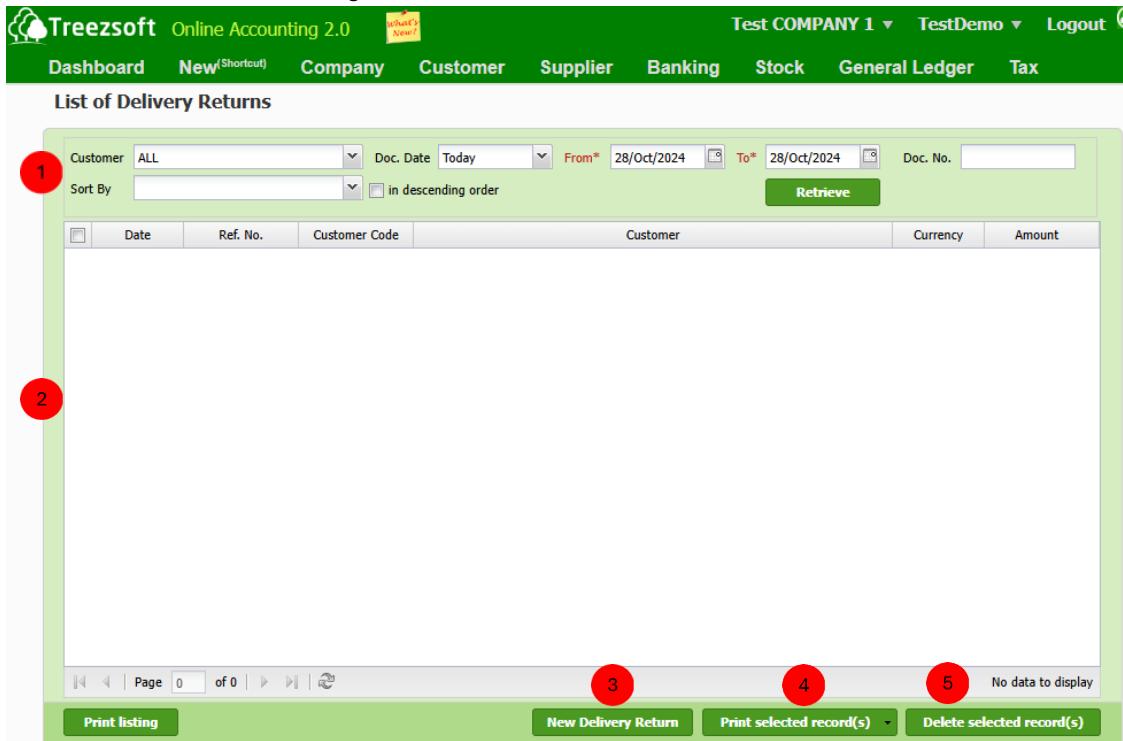
You can add extra information here. Add line to allow to add more. Click **Ok** if you have done adding extra information.



- 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

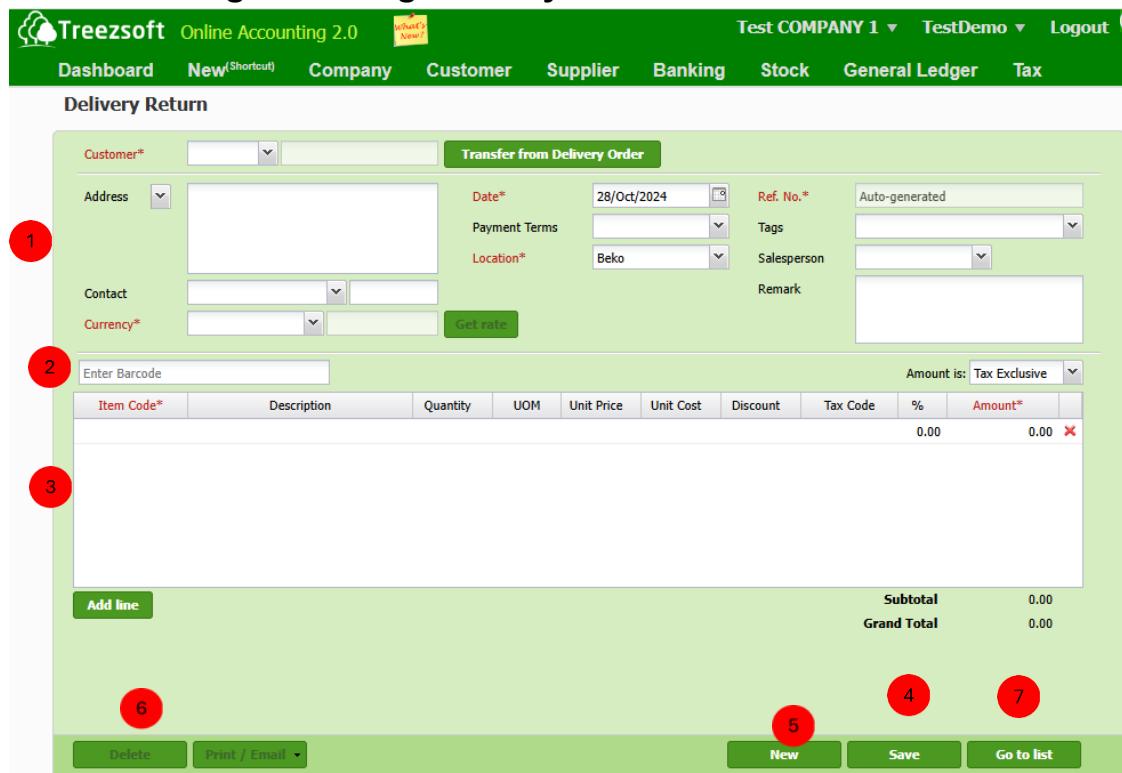
6.5.1 List of Delivery Returns



The screenshot shows the 'List of Delivery Returns' page in Treezsoft Online Accounting 2.0. At the top, there is a green header bar with the Treezsoft logo, the text 'Online Accounting 2.0', and user information ('Test COMPANY 1', 'TestDemo', 'Logout'). Below the header is a menu bar with links: Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main area is titled 'List of Delivery Returns'. It features a search and filter section at the top left with fields for 'Customer' (set to 'ALL'), 'Doc. Date' (set to 'Today'), 'From*' (set to '28/Oct/2024'), 'To*' (set to '28/Oct/2024'), 'Doc. No.' (empty), and a 'Sort By' dropdown. A 'Retrieve' button is located to the right of these fields. Below the search section is a table with columns: Date, Ref. No., Customer Code, Customer, Currency, and Amount. The table currently displays no data, as indicated by the message 'No data to display' at the bottom. At the bottom of the page are several buttons: 'Print listing' (green), 'New Delivery Return' (green), 'Print selected record(s)' (with a dropdown arrow), and 'Delete selected record(s)' (green). Red numbered circles (1 through 5) are overlaid on the screenshot to point to specific elements: 1 points to the 'Sort By' dropdown; 2 points to the table area; 3 points to the 'Page' navigation buttons; 4 points to the 'Print selected record(s)' button; and 5 points to the 'No data to display' message.

- 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



The screenshot shows the 'Delivery Return' module in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. A 'Logout' button is also present.

The main form is titled 'Delivery Return'. It has several sections:

- Customer***: Fields for Address, Contact, and Currency*, along with a 'Transfer from Delivery Order' button.
- Date***: Set to 28/Oct/2024.
- Ref. No.***: Auto-generated.
- Payment Terms**: A dropdown menu.
- Location***: Set to Beko.
- Tags**: A dropdown menu.
- Salesperson**: A dropdown menu.
- Remark**: A text input field.
- Enter Barcode**: A text input field.
- Amount is:** Set to 'Tax Exclusive'.
- Item List Table Headers**: Item Code*, Description, Quantity, UOM, Unit Price, Unit Cost, Discount, Tax Code, %, Amount*.
- Item List Table Data**: One row showing 0.00 for both Amount and Subtotal.
- Action Buttons**: Add line, Delete, Print / Email, New, Save, and Go to list.

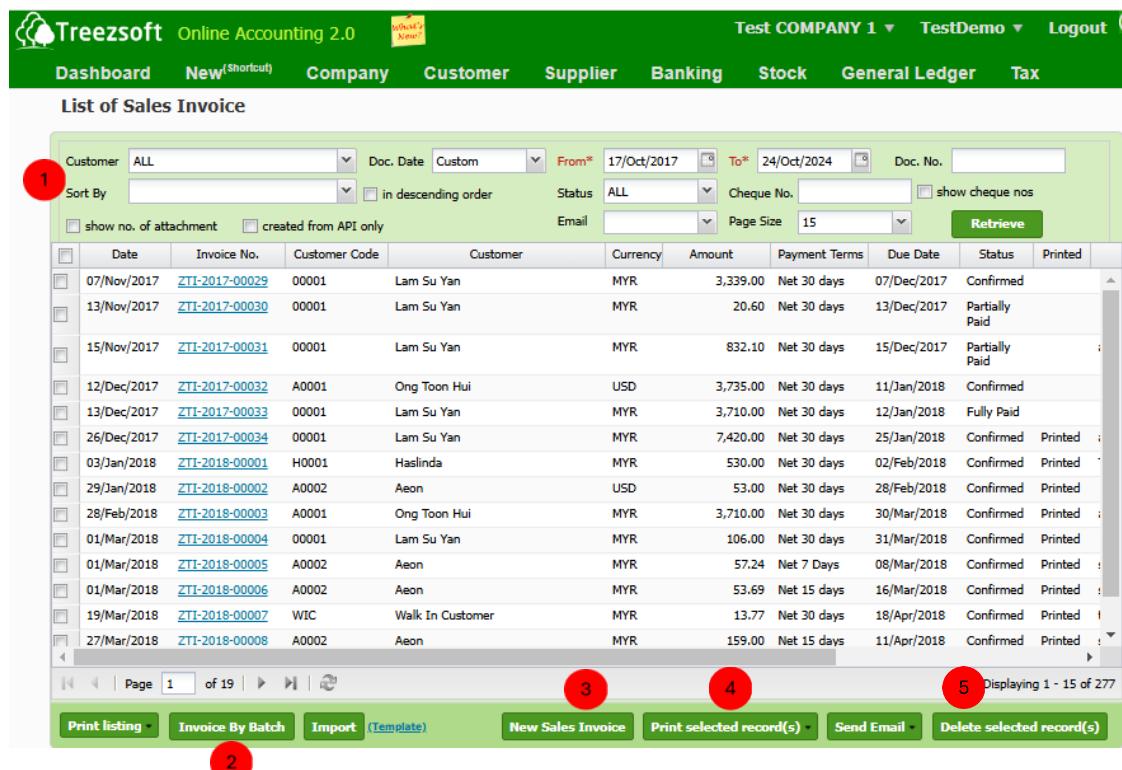
- 1 Enter your customers' details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from Delivery Order. If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Enter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

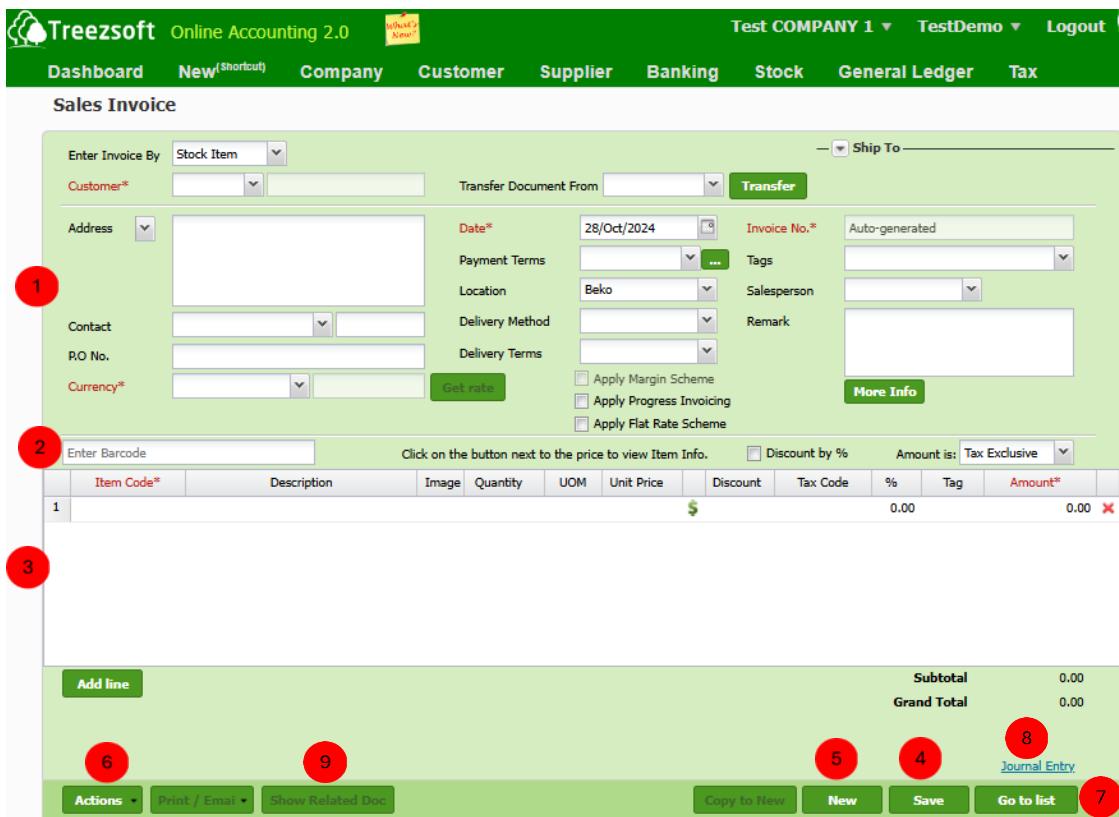


Date	Invoice No.	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Status	Printed
07/Nov/2017	ZTI-2017-00029	00001	Lam Su Yan	MYR	3,339.00	Net 30 days	07/Dec/2017	Confirmed	
13/Nov/2017	ZTI-2017-00030	00001	Lam Su Yan	MYR	20.60	Net 30 days	13/Dec/2017	Partially Paid	
15/Nov/2017	ZTI-2017-00031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

- 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.

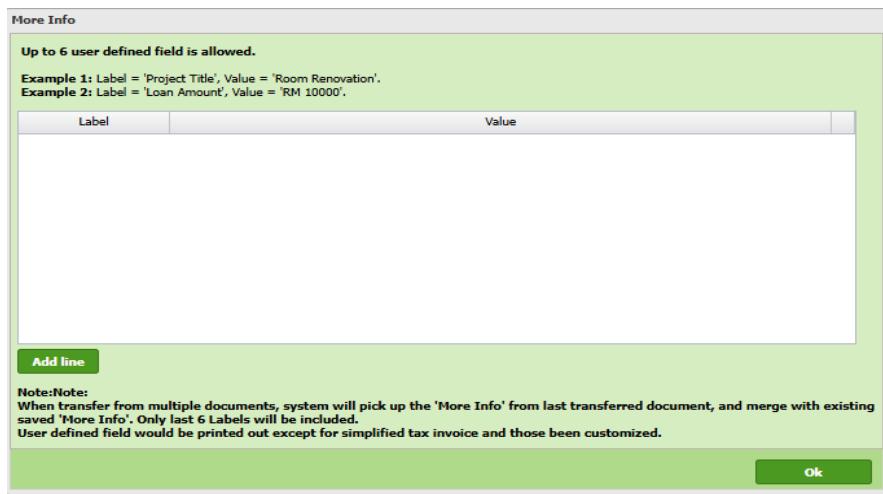
- 5 Click **Delete selected record(s)**" to delete a selected record.

6.6.2 Creating or Editing a Sales Invoice



The screenshot shows the 'Sales Invoice' creation screen in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax, along with user information (Test COMPANY 1, TestDemo) and Logout. The main form is titled 'Sales Invoice' and contains sections for entering invoice details (Customer, Address, Contact, RO No., Currency), specifying delivery terms (Date, Payment Terms, Location, Delivery Method, Delivery Terms), and applying various schemes (Margin Scheme, Progress Invoicing, Flat Rate Scheme). A central table lists items with columns for Item Code*, Description, Image, Quantity, UOM, Unit Price, Discount, Tax Code, %, Tag, and Amount*. Buttons for 'Get rate', 'More Info', and 'Add line' are present. At the bottom, there are buttons for Actions, Print / Email, Show Related Doc, Copy to New, New, Save, and Go to list, along with Subtotal and Grand Total fields.

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



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

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

- 3 Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 4 Save the record.
- 5 Click **New** to record new Sales Invoice
- 6 Click **Actions** to delete / void / create credit note/ create debit note/ attachment or register as Recurring Invoice.
- 7 Click **Go to list** to navigate back to sales invoice list.
- 8 Click **Journal entry** to view the accounts involved in the transaction
- 9 Click **Show Related Doc** to show any documents generated related to this sale invoice.

When to delete or void an invoice?

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

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

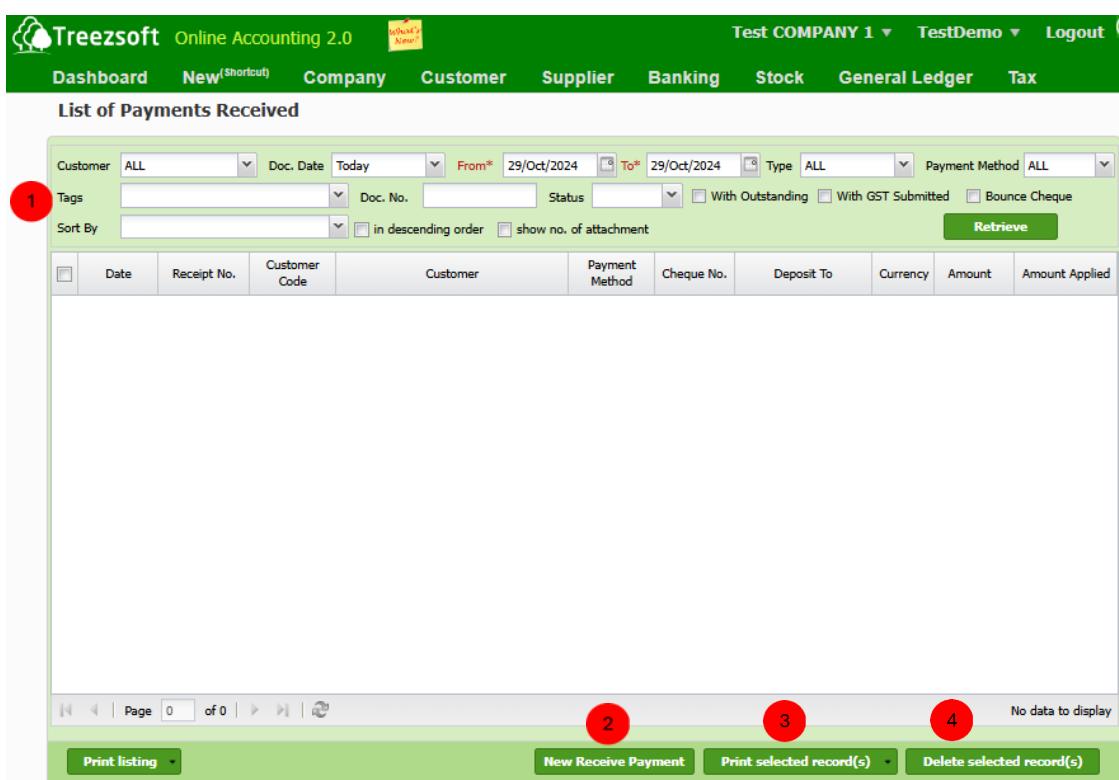
6.7 Receive Payments

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

6.7.1 List of Payments received

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

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



The screenshot shows the 'List of Payments Received' page. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Customer' link is highlighted. On the right of the nav bar are buttons for 'Test COMPANY 1', 'TestDemo', and 'Logout'. Below the nav bar is a search/filter section with fields for Customer (set to ALL), Doc. Date (set to Today), From* (29/Oct/2024), To* (29/Oct/2024), Type (set to ALL), Payment Method (set to ALL), Tags, Doc. No., Status, and checkboxes for With Outstanding, With GST Submitted, and Bounce Cheque. There are also fields for Sort By, in descending order, and show no. of attachment, along with a 'Retrieve' button. The main area is a table with columns: Date, Receipt No., Customer Code, Customer, Payment Method, Cheque No., Deposit To, Currency, Amount, and Amount Applied. The table currently displays 'No data to display'. At the bottom, there are buttons for Print listing, New Receive Payment, Print selected record(s), and Delete selected record(s). Numbered circles (1, 2, 3, 4) are overlaid on the interface to indicate specific steps:

- 1** Points to the search/filter section at the top left.
- 2** Points to the 'New Receive Payment' button at the bottom.
- 3** Points to the 'Print selected record(s)' button at the bottom.
- 4** Points to the 'Delete selected record(s)' button at the bottom.

- 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.

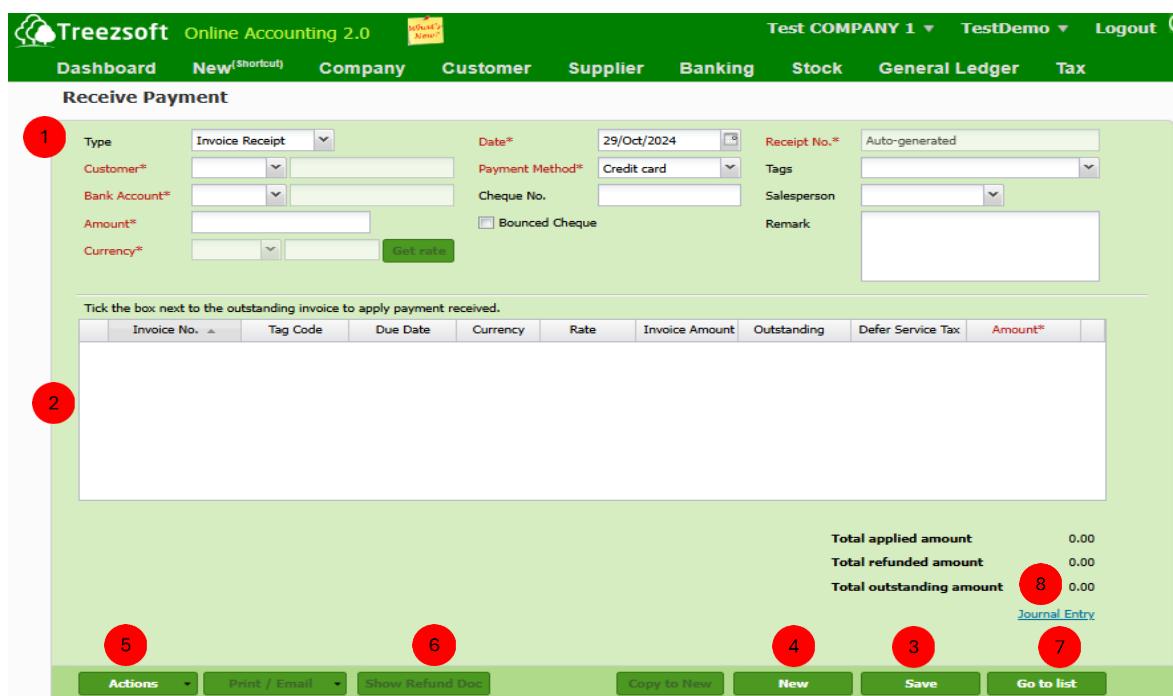
6.7.2 Creating or Editing a Payment received

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.



The screenshot shows the 'Receive Payment' screen in Treezsoft Online Accounting 2.0. The interface is divided into several sections:

- Header:** Test COMPANY 1 ▾, TestDemo ▾, Logout
- Navigation:** Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax
- Main Form (Step 1):**
 - Type:** Invoice Receipt (dropdown menu).
 - Date***: 29/Oct/2024.
 - Customer***: (dropdown menu).
 - Bank Account***: (dropdown menu).
 - Amount***: (text input field).
 - Currency***: (dropdown menu).
 - Payment Method***: Credit card (dropdown menu).
 - Receipt No.***: Auto-generated.
 - Tags**: (dropdown menu).
 - Salesperson**: (dropdown menu).
 - Remark**: (text area).
 - Bounced Cheque**: (checkbox).
- Table (Step 2):** A table titled "Tick the box next to the outstanding invoice to apply payment received." with columns: Invoice No., Tag Code, Due Date, Currency, Rate, Invoice Amount, Outstanding, Defer Service Tax, and Amount*. The table currently has no data.
- Summary (Step 3):**
 - Total applied amount: 0.00
 - Total refunded amount: 0.00
 - Total outstanding amount: 0.00
 - Journal Entry**: (link)
- Buttons (Step 4):** Actions (dropdown), Print / Email (dropdown), Show Refund Doc, Copy to New, New, Save, 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, 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

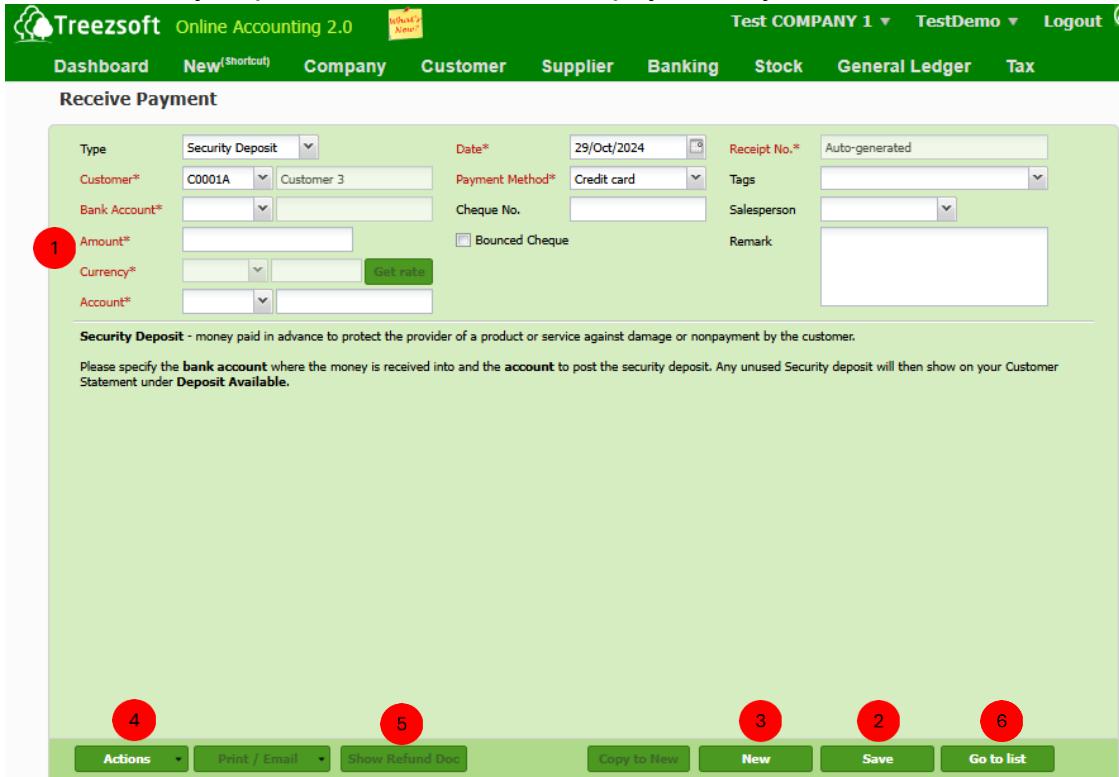
Tick the **show no. of attachment** if you want to show number of attachments for each sale invoice.

- 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 used by service provider who provides services. (non-physical products)

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



The screenshot shows the 'Receive Payment' form for creating a Security Deposit. The form includes fields for Type (Security Deposit), Date (29/Oct/2024), Customer (C0001A - Customer 3), Payment Method (Credit card), Bank Account, Cheque No., Tags, Salesperson, and Remark. A note at the bottom explains Security Deposit as money paid in advance to protect against damage or non-payment. Buttons at the bottom include Actions, Print / Email, Show Refund Doc, Copy to New, New, Save, and Go to list.

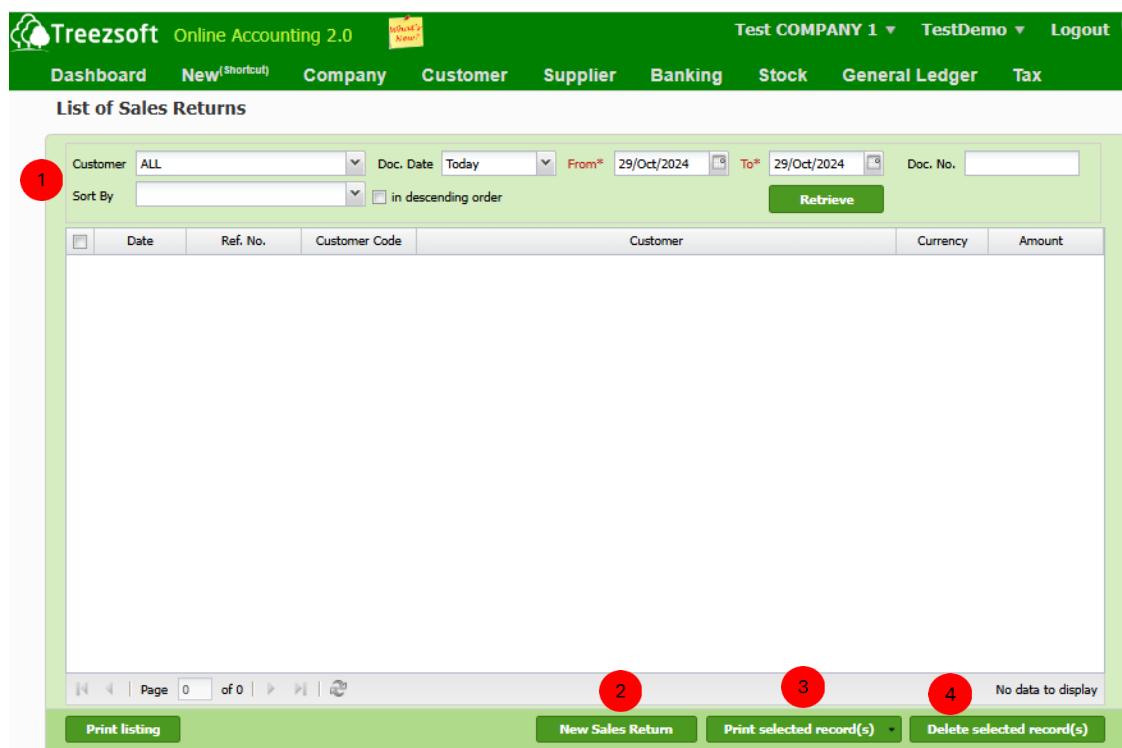
- 1 Select the payment types: there are 2 types of payment receipt you can issue, Invoice Receipt and Security Deposit. (In this case, security deposit) Select a customer in **Customer*** field.
Please note that all fields marked with asterisk (*) are required fields. It is important to enter the amount correctly in order to assign the credits accurately. If payment received is under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Save the record.
- 3 Click New to create a new payment from a different customer.
- 4 Click Actions to delete, void or attachment.
- 5 Click **Show Refund Doc** to display any refunds issued to the customer related to the payment received.

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

6.8 Sales Returns

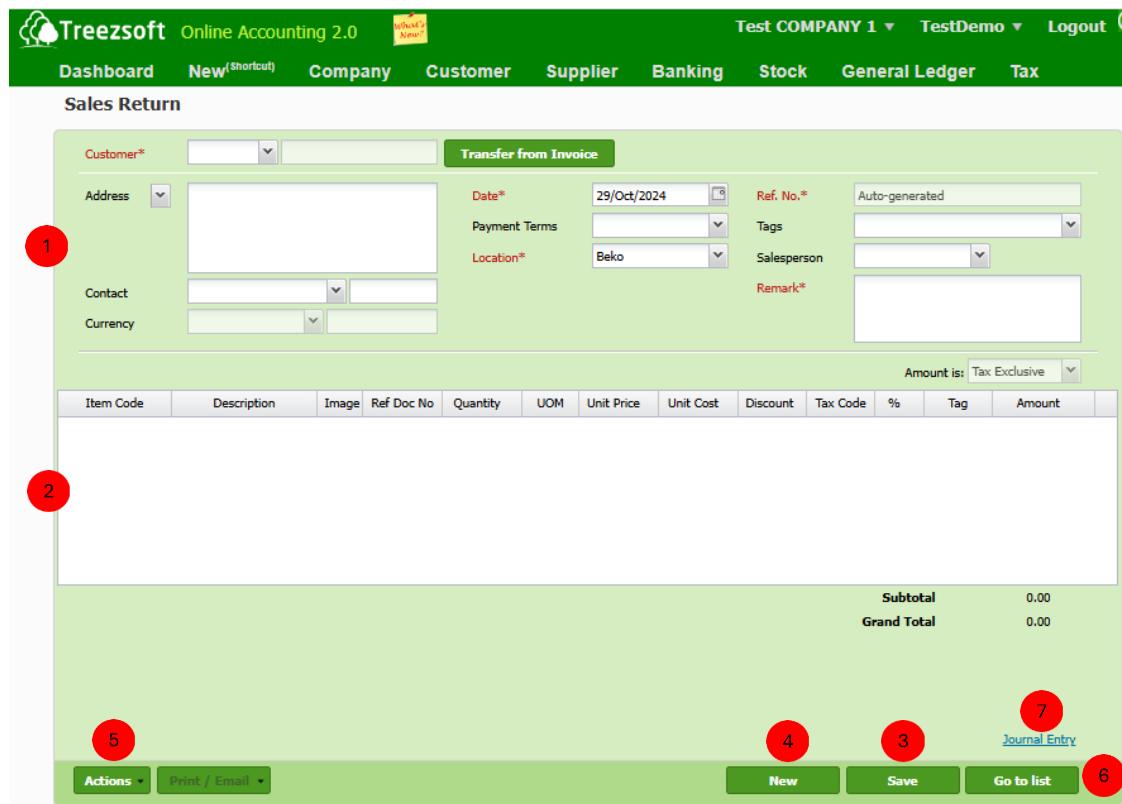
The return of goods from customers to you due to defects or other issues.

6.8.1 List of Sales Returns



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

6.8.2 Creating or Editing Sales Returns



The screenshot shows the 'Sales Return' module in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, and Logout. The main area is titled 'Sales Return' and contains the following sections:

- Customer***: A dropdown menu for selecting a customer.
- Transfer from Invoice**: A button to transfer data from an invoice.
- Address**: A dropdown menu for selecting an address.
- Date***: A date picker set to 29/Oct/2024.
- Ref. No.***: A field showing 'Auto-generated'.
- Currency**: A dropdown menu for selecting a currency.
- Payment Terms**: A dropdown menu for payment terms.
- Tags**: A dropdown menu for tags.
- Location***: A dropdown menu for location, set to 'Beko'.
- Salesperson**: A dropdown menu for salesperson.
- Remark***: A text area for remarks.
- Amount is:** A dropdown menu set to 'Tax Exclusive'.

Below these settings is a table for item details:

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

At the bottom right of the table, there are summary totals: **Subtotal** 0.00 and **Grand Total** 0.00.

At the bottom of the screen are several action buttons:

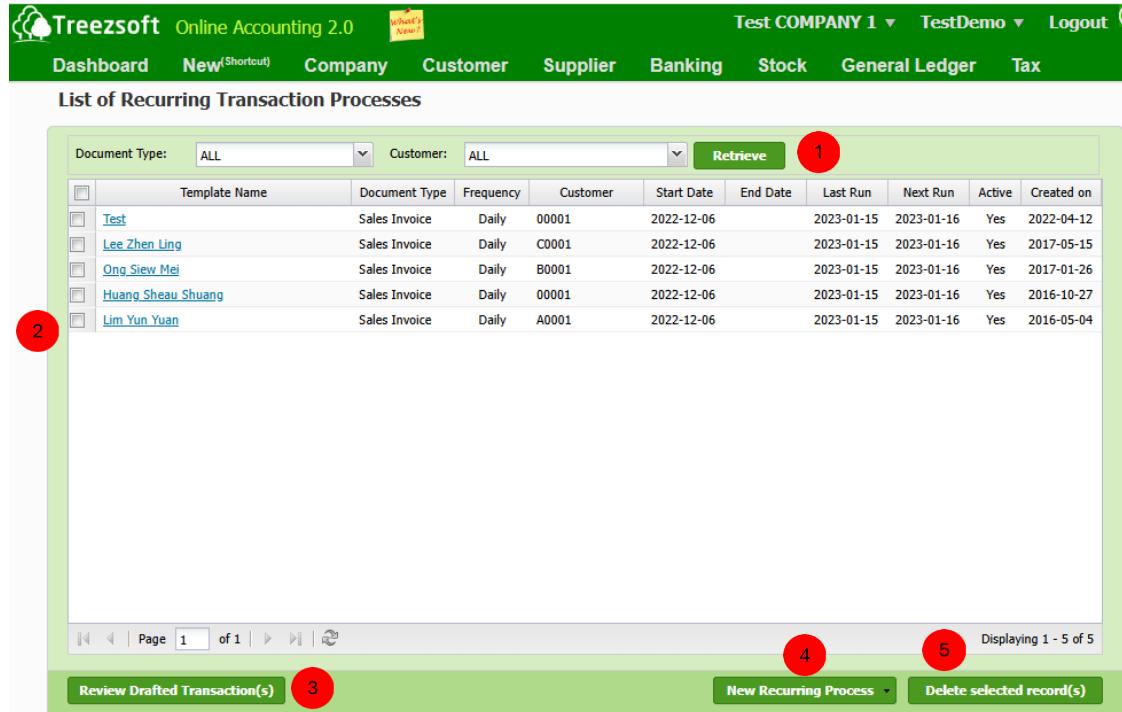
- Actions**: A dropdown menu.
- Print / Email**: A button to print or email the document.
- New**: A green button to record a new Sales Return.
- Save**: A green button to save the current record.
- Go to list**: A green button to navigate back to the Sales Return list.
- Journal Entry**: A red button to view the accounts involved in the transaction.

- 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



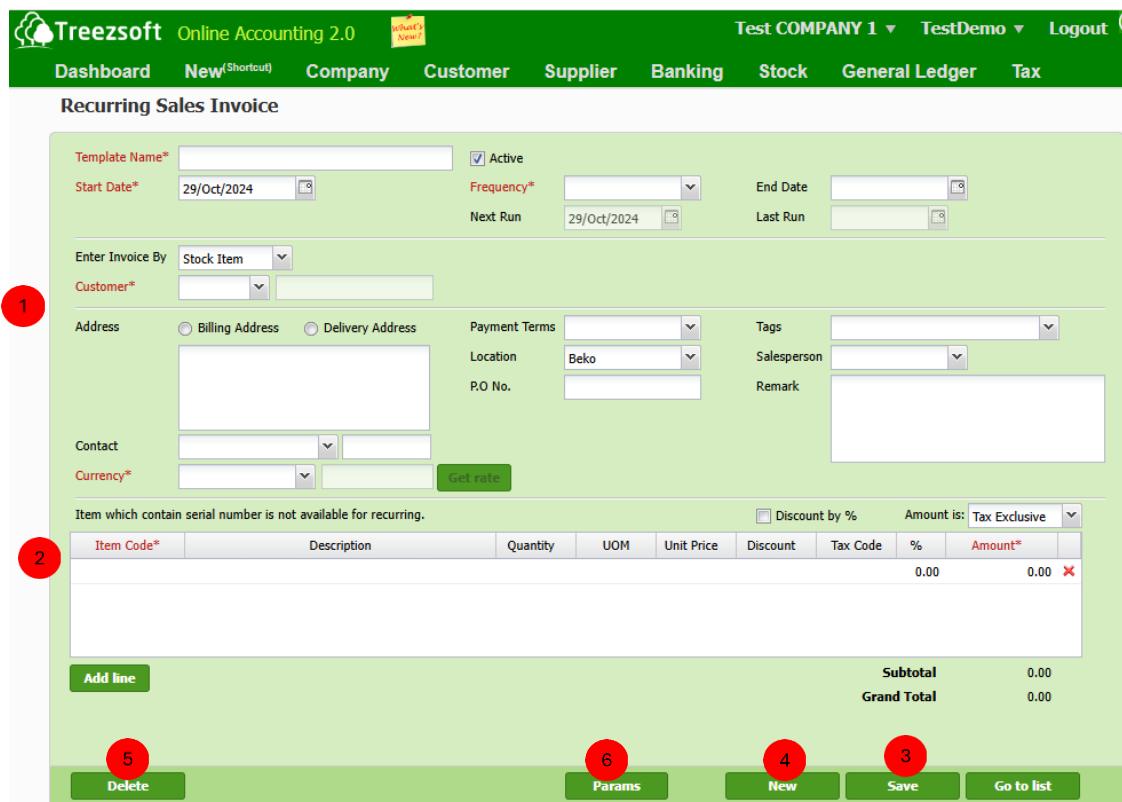
The screenshot shows the 'List of Recurring Transaction Processes' page. At the top, there are search filters for 'Document Type' (set to 'ALL') and 'Customer' (set to 'ALL'), followed by a 'Retrieve' button with a red circle labeled '1'. Below the filters is a table listing five recurring transaction templates:

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

At the bottom of the page, there are navigation buttons for 'Review Drafted Transaction(s)' (labeled '3'), 'New Recurring Process' (labeled '4'), and 'Delete selected record(s)' (labeled '5'). The status bar at the bottom right indicates 'Displaying 1 - 5 of 5'.

- 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



The screenshot shows the 'Recurring Sales Invoice' page in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. A 'what's new?' badge is visible. The main form is titled 'Recurring Sales Invoice'.

1 Customer details section: Template Name*, Start Date* (29/Oct/2024), Frequency*, End Date, Next Run (29/Oct/2024), Last Run, Enter Invoice By (Stock Item), Customer*, Address (Billing/Delivery), Payment Terms, Location (Beko), P.O. No., Tags, Salesperson, Remark.

2 Item list table header: Item Code*, Description, Quantity, UOM, Unit Price, Discount, Tax Code, %, Amount*. Below the table, there are buttons for Add line, Subtotal (0.00), Grand Total (0.00), and a delete icon.

3 Save button, **4** New button, **5** Delete button, **6** Params button.

- 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
[today]	16/Jan/2023
[current_day_of_month]	16
[current_month]	Jan
[current_year]	2023
[next_day]	17/Jan/2023
[next_month]	16/Feb/2023
[next_year]	16/Jan/2024
[previous_day]	15/Jan/2023
[previous_month]	16/Dec/2022
[previous_year]	16/Jan/2022

Param	Sample
[start_of_this_week]	04/Nov/2024
[end_of_this_week]	10/Nov/2024
[start_of_this_month]	01/Jan/2023
[end_of_this_month]	31/Jan/2023
[start_of_this_year]	01/Jan/2023
[end_of_this_year]	31/Dec/2023

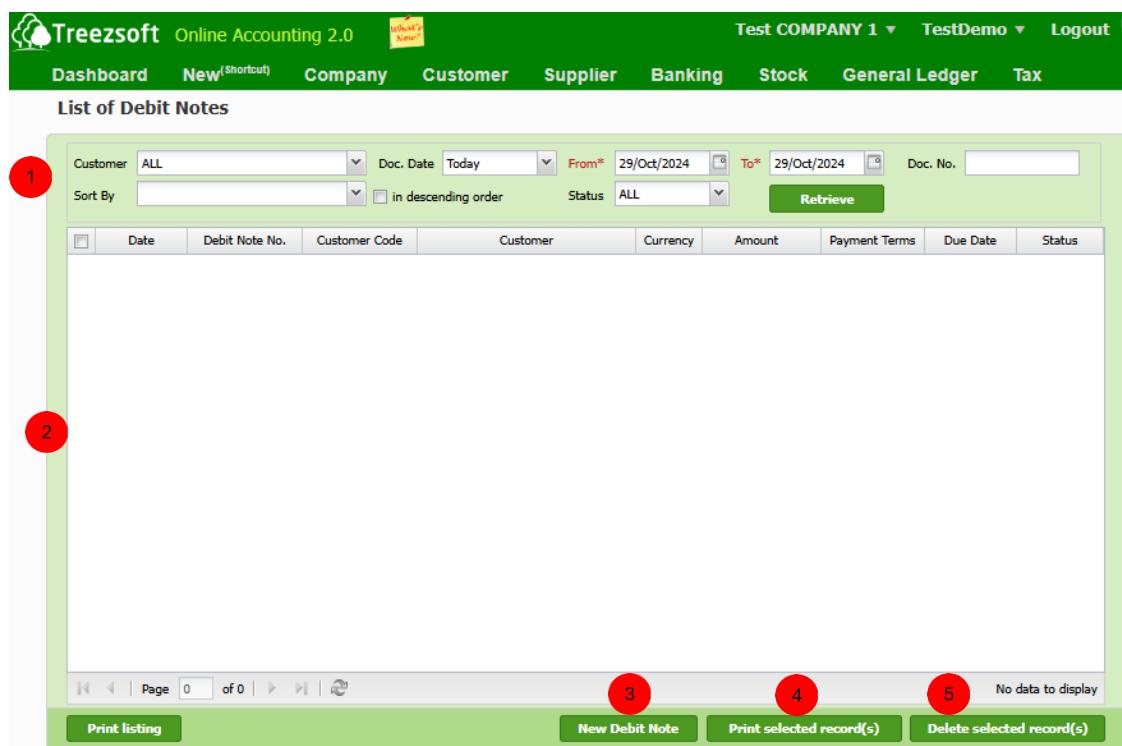
OK

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.

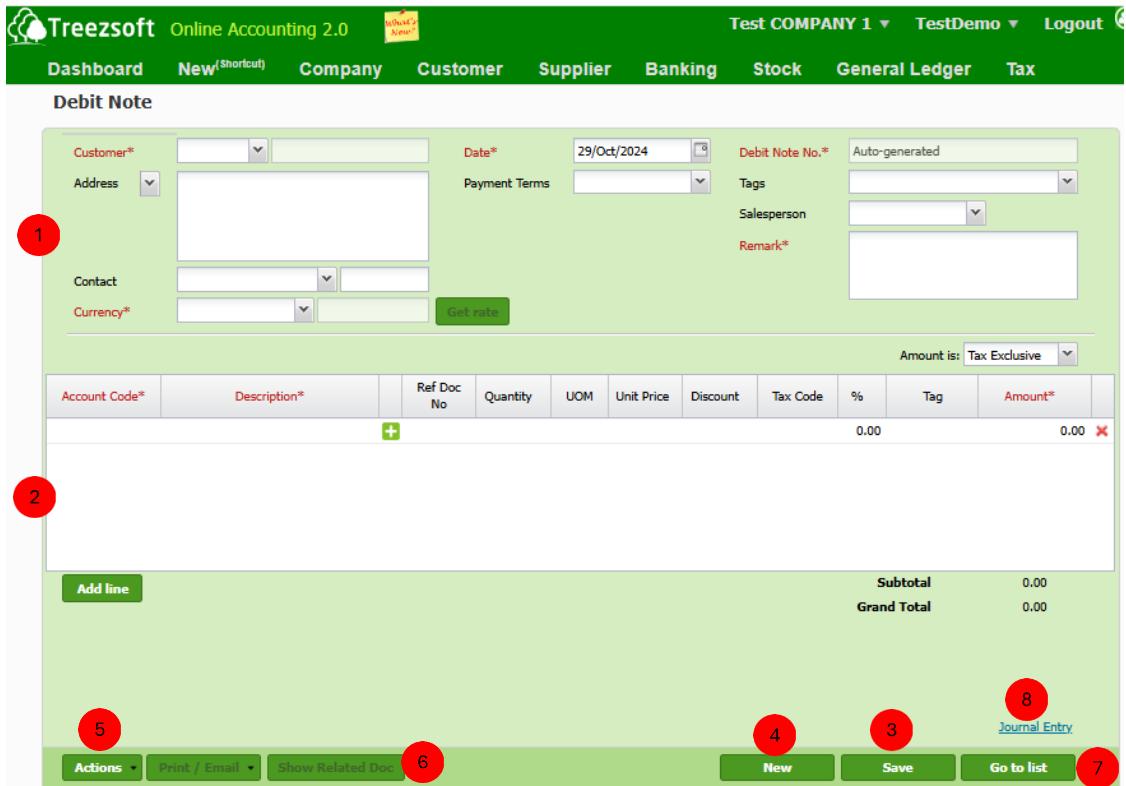
6.10.1.1 List of Debit Notes



The screenshot shows the 'List of Debit Notes' page in Treezsoft Online Accounting 2.0. At the top, there is a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Customer' link is highlighted. To the right of the links are buttons for 'Test COMPANY 1', 'TestDemo', and 'Logout'. Below the navigation bar, the title 'List of Debit Notes' is displayed. The main area contains a search form with fields for Customer (set to ALL), Doc. Date (set to Today), From* (29/Oct/2024), To* (29/Oct/2024), Doc. No. (empty), Sort By (empty), and Status (set to ALL). A 'Retrieve' button is located to the right of the search form. Below the search form is a table with columns: Date, Debit Note No., Customer Code, Customer, Currency, Amount, Payment Terms, Due Date, and Status. The table currently displays the message 'No data to display'. At the bottom of the page are several buttons: 'Print listing', 'New Debit Note', 'Print selected record(s)', and 'Delete selected record(s)'. Red circles numbered 1 through 5 point to specific elements: 1 points to the 'Retrieve' button; 2 points to the table area; 3 points to the 'New Debit Note' button; 4 points to the 'Print selected record(s)' button; and 5 points to the 'No data to display' message.

- 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



The screenshot shows the 'Debit Note' creation screen in Treezsoft Online Accounting 2.0. The interface is divided into several sections:

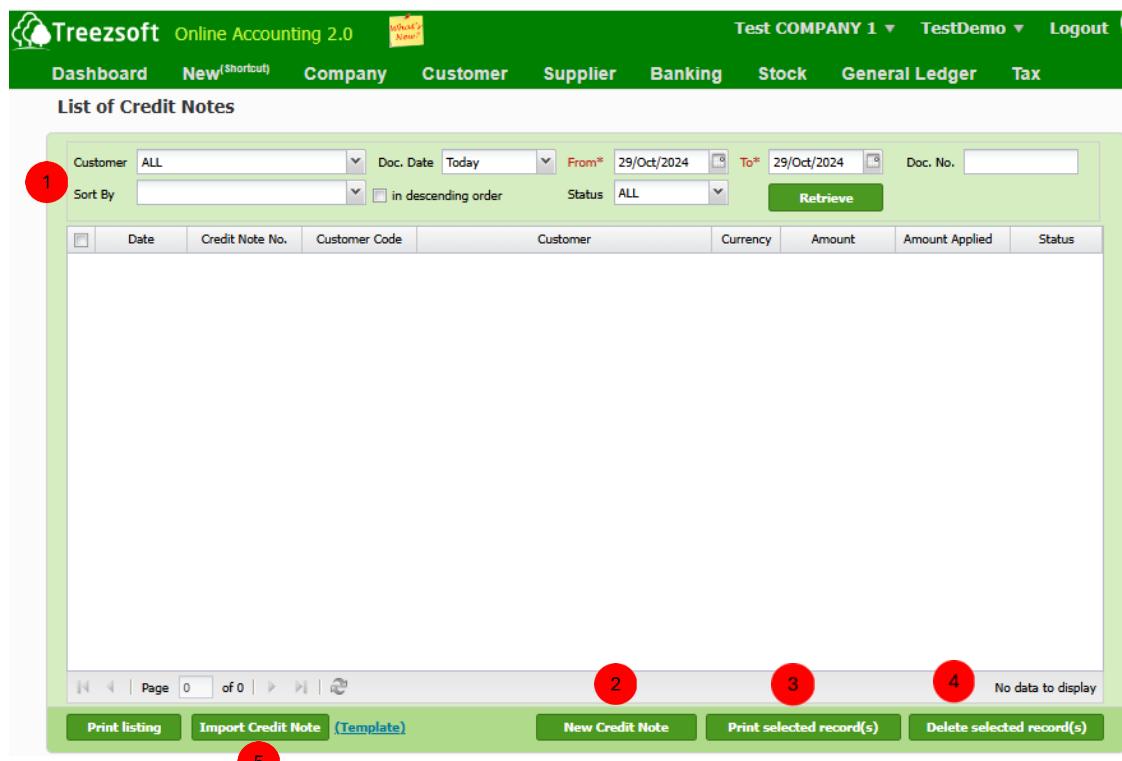
- Customer Information:** Fields include Customer*, Address, Contact, and Currency*. A red circle labeled '1' points to the 'Customer*' field.
- General Details:** Fields include Date*, Payment Terms, Debit Note No.* (Auto-generated), Tags, Salesperson, and Remark*. A red circle labeled '2' points to the 'Date*' field.
- Account Selection:** A table with columns: Account Code*, Description*, Ref Doc No, Quantity, UOM, Unit Price, Discount, Tax Code, %, Tag, and Amount*. A red circle labeled '3' points to the 'Amount*' column.
- Summary:** Subtotal and Grand Total are displayed at the bottom. A red circle labeled '4' points to the 'New' button.
- Action Buttons:** At the bottom left are Actions (dropdown), Print / Email (dropdown), and Show Related Doc (button). A red circle labeled '5' points to the 'Actions' dropdown. A red circle labeled '6' points to the 'Show Related Doc' button.
- Save and Go to list:** Buttons for Save and Go to list. A red circle labeled '7' points to the 'Go to list' button.
- Journal Entry:** A link labeled 'Journal Entry' in a red circle labeled '8'.

- 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

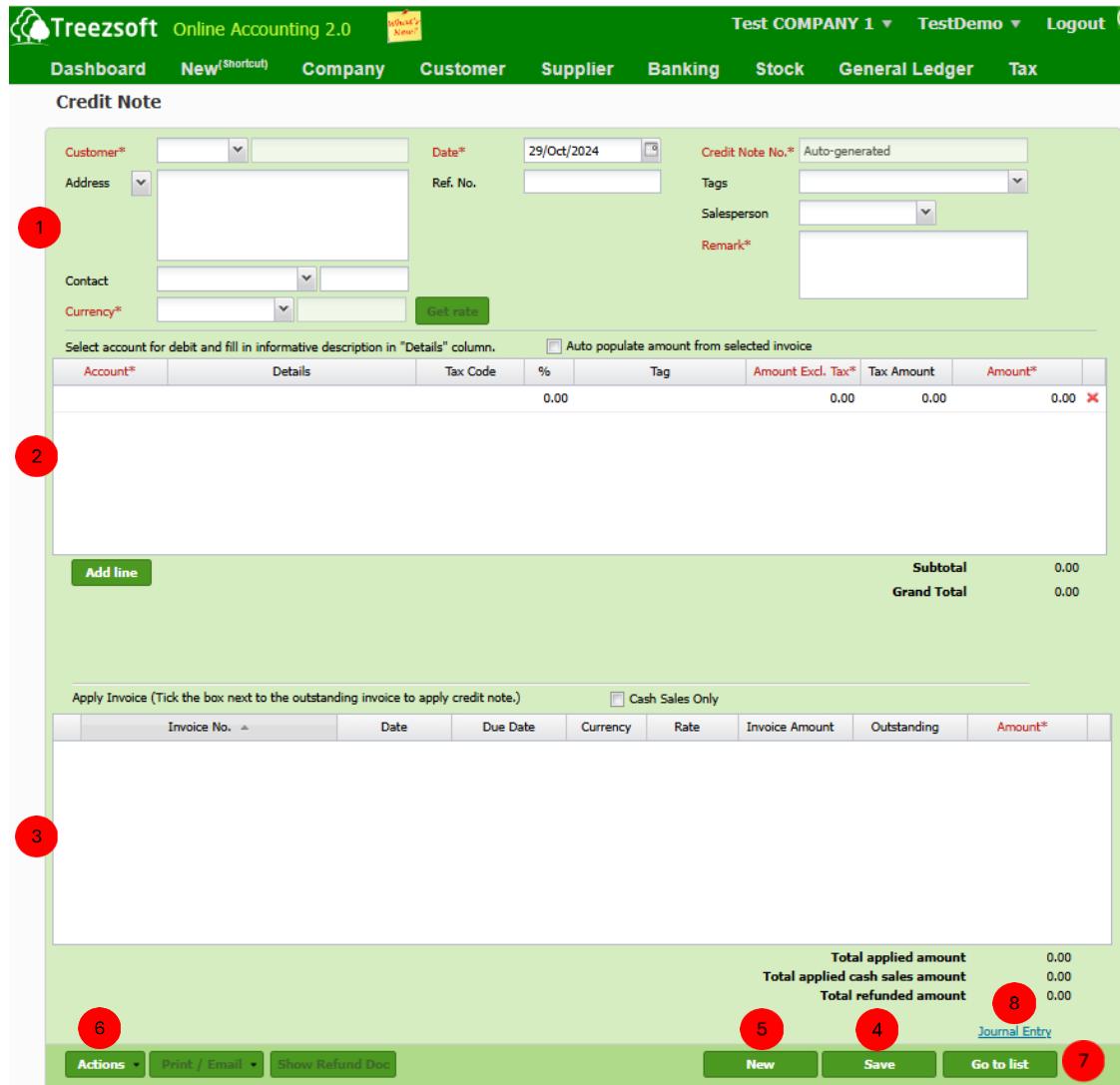


The screenshot shows the 'List of Credit Notes' page in Treezsoft Online Accounting 2.0. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. On the right of the nav bar are buttons for Test COMPANY 1, TestDemo, and Logout. Below the nav bar, the main title 'List of Credit Notes' is displayed. The search area contains fields for Customer (set to ALL), Doc. Date (Today), From (29/Oct/2024), To (29/Oct/2024), Doc. No., Sort By (in descending order checked), Status (ALL), and a 'Retrieve' button. Below the search area is a table header with columns: Date, Credit Note No., Customer Code, Customer, Currency, Amount, Amount Applied, and Status. At the bottom of the page, there are several buttons: Print listing, Import Credit Note (Template), New Credit Note, Print selected record(s), Delete selected record(s), and a 'No data to display' message. A red circle labeled '5' points to the 'Import Credit Note' button.

- 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.



The screenshot shows the 'Credit Note' page in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, Test COMPANY 1, TestDemo, and Logout. The main area is titled 'Credit Note' and contains the following sections:

- Customer Information:** Fields include Customer*, Date*, Ref. No., Tags, Salesperson, and Remark*. A red circle labeled '1' points to the 'Customer*' field.
- Address:** Address input field.
- Contact:** Contact input field.
- Currency:** Currency selection dropdown with a 'Get rate' button.
- Table for Credit Note Details:** A table with columns: Account*, Details, Tax Code, %, Tag, Amount Excl. Tax*, Tax Amount, and Amount*. A red circle labeled '2' points to the table.
- Summary Section:** Subtotal 0.00, Grand Total 0.00.
- Apply Invoice Section:** A table with columns: Invoice No., Date, Due Date, Currency, Rate, Invoice Amount, Outstanding, and Amount*. A red circle labeled '3' points to this section.
- Bottom Summary:** Total applied amount 0.00, Total applied cash sales amount 0.00, Total refunded amount 0.00. A red circle labeled '8' points to the 'Journal Entry' link.
- Action Buttons:** Actions (dropdown), Print / Email (dropdown), Show Refund Doc, New (red circle labeled '5'), Save (red circle labeled '4'), Go to list (red circle labeled '7').

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

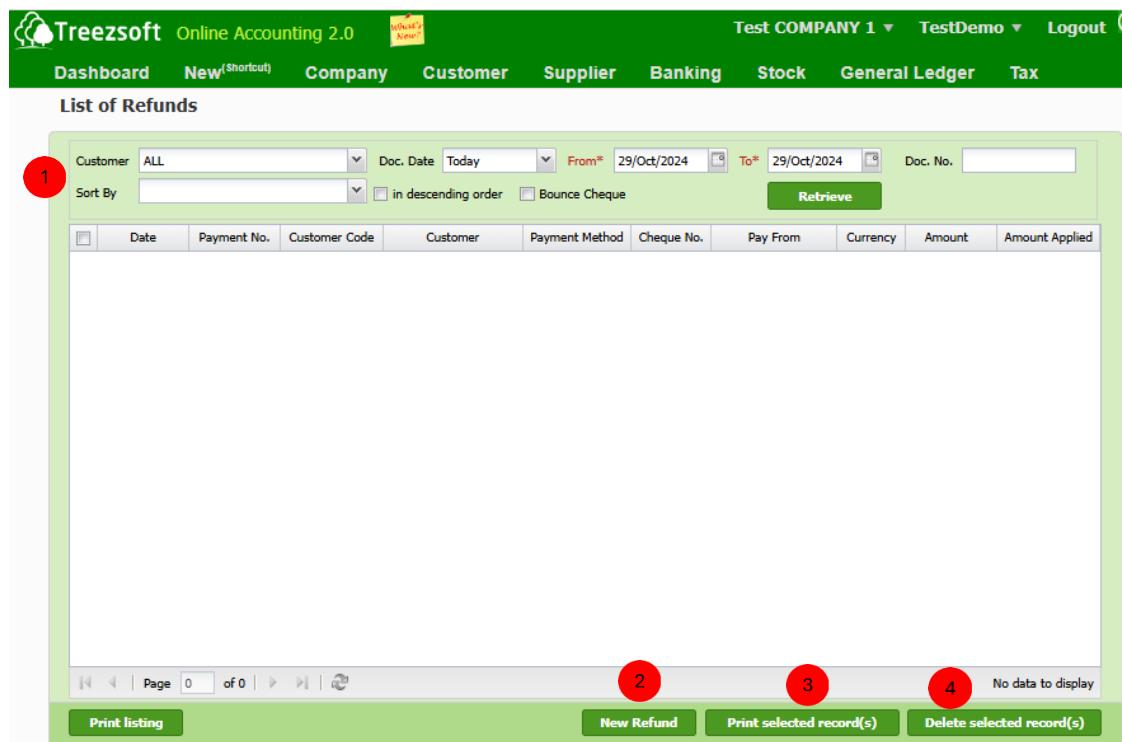


Tick **Auto populate amount from selected invoice** if you want amounts from the sales invoice you choose in **Apply Invoice** section to be populated in this section.

- 3 This section shows the invoice(s) related to the selected customer. Mark a tick next to the invoice to allocate the credit. If you have more than one affected invoice, you can allocate the credits by entering manually.
Tick the **cash sales only** to show cash sales transactions. After ticking this box, a “**Rounding Adjustment**” column will appear in “**Select account for debit**” section that allow for small adjustments.
- 4 Save the record.
- 5 Click **New** to create a new credit note.
- 6 Click **Actions** to delete or void credit notes.
- 7 Click **Go to list** to navigate back to credit note list.
- 8 Click Journal Entry to view the accounts involved in the transaction

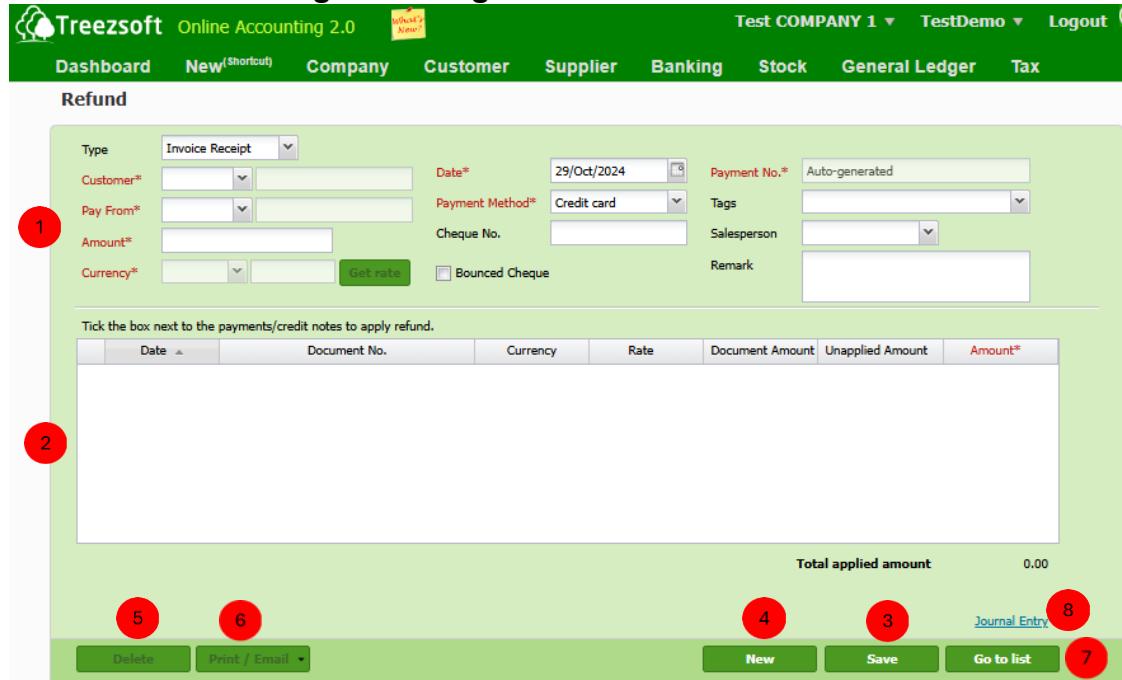
6.10.3 Refunds

6.10.3.1 List of Refund



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

6.10.3.2 Creating or Editing a Refund



The screenshot shows the 'Refund' section of the Treezsoft Online Accounting 2.0 software. At the top, there are tabs for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Customer' tab is active. Below the tabs, there's a form with fields for Type (set to 'Invoice Receipt'), Customer, Date (29/Oct/2024), Payment Method (Credit card), and other optional fields like Payment No., Tags, Salesperson, and Remark. A 'Get rate' button is also present. Below the form is a table titled 'Tick the box next to the payments/credit notes to apply refund.' It has columns for Date, Document No., Currency, Rate, Document Amount, Unapplied Amount, and Amount*. The table is currently empty. At the bottom of the screen, there are several buttons: Delete (circled 5), Print / Email (circled 6), New (circled 4), Save (circled 3), Go to list (circled 7), and Journal Entry (circled 8). The total applied amount is shown as 0.00.

- 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.

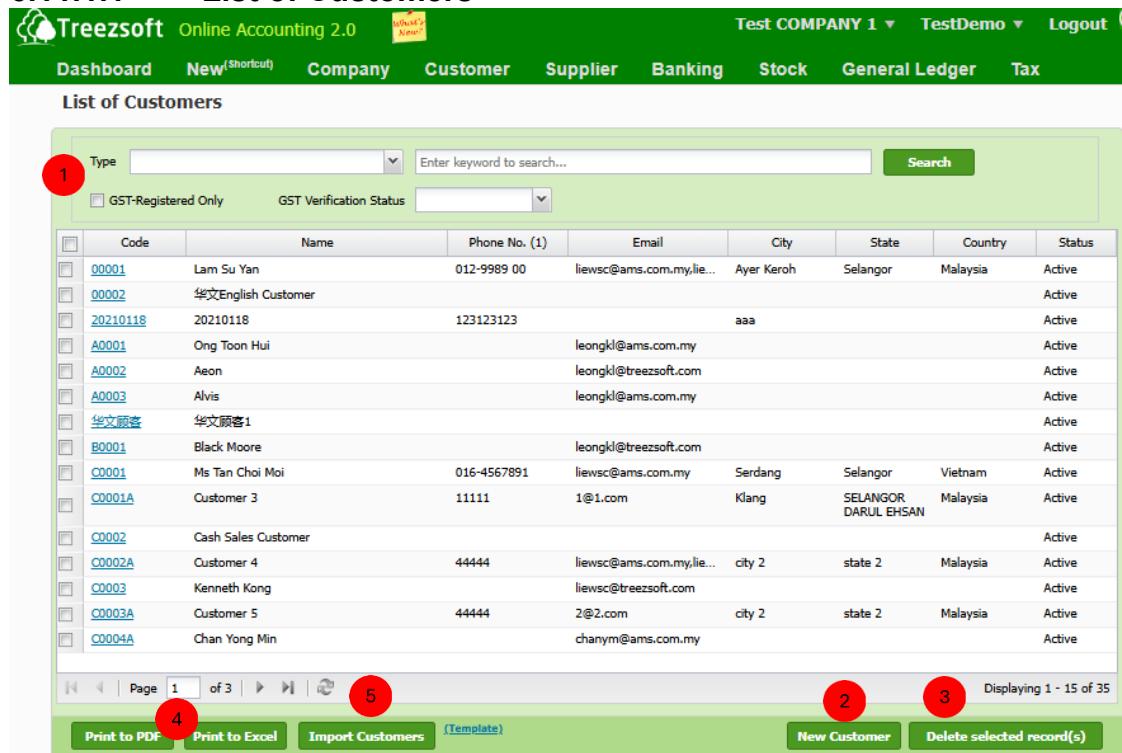
6.11 5.11. Manage (Customer & Contacts)

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



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

Page 1 of 3 2 3 Displaying 1 - 15 of 35

Print to PDF Print to Excel Import Customers (Template) New Customer Delete selected record(s)

- 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

Screenshot of the Treezsoft Online Accounting 2.0 Customer creation/editing interface.

The form includes the following sections and numbered callouts:

- Customer Details:**
 - 1** Name*, Code*, Default Currency* (MYR), Description, Customer Type, Salesperson, Price Level, Registration No., Default Payment Term (Due on receipt), Credit Limit (30,000.00), Set to inactive, Suspended due to.
- GST Information:**
 - 2** GST Registration No., Commence Date, Cease Date, Status, Verification Status (New), Last Verified Date, Verify GST button.
- Account Information:**
 - 3** Control Account* (3000/000), Contact Details (Contact Name, Phone No. (1), Phone No. (2), Fax No., Email, Website, Email CC), Billing Address (Address, City, State, Post Code, Country), Delivery Address (Address, City, State, Post Code, Country).
- Contact Person:**

Name	Phone No. (1)	Email	Job Title

 - 4** Add line, Delete button.
 - 5** New button.
 - 6** Save button.
 - 7** Go to list button.

- 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.
- 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.
- 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.

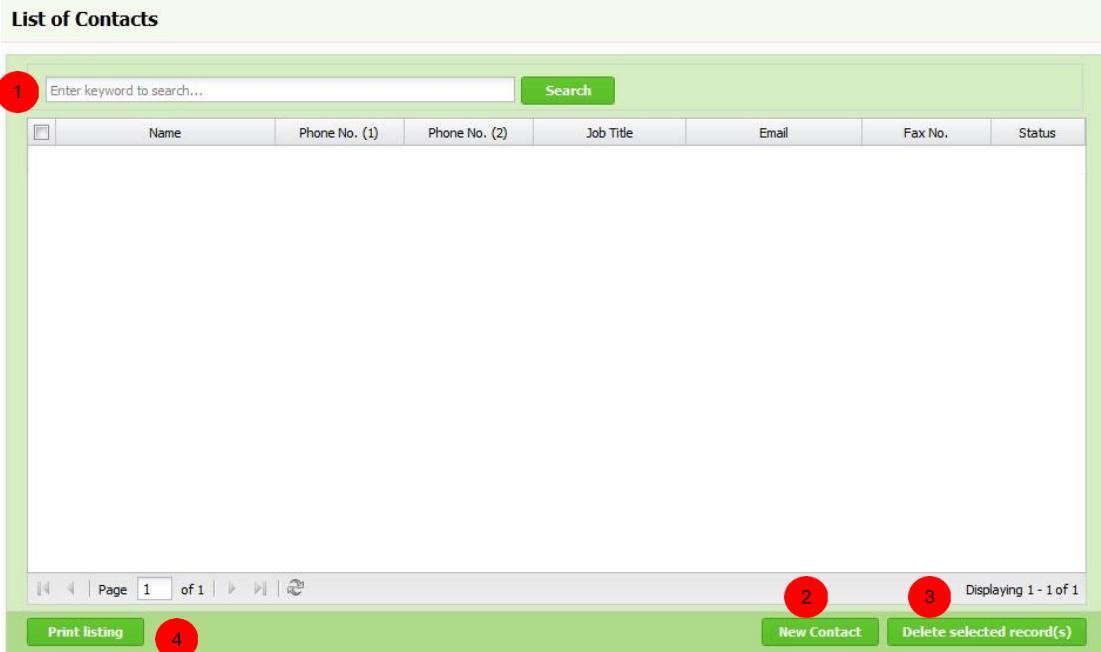
- 5 Save the record.
- 6 Click New to create new customer.
- 7 Click Delete to delete the customer.
- 8 Click Go to list to navigate back to customer list.

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



The screenshot shows a software interface for managing contacts. At the top, there is a search bar labeled 'Enter keyword to search...' with a red circle containing the number '1' to its left. To the right of the search bar is a green 'Search' button. Below the search bar is a table header with columns: Name, Phone No. (1), Phone No. (2), Job Title, Email, Fax No., and Status. The main area is empty, indicating no results. At the bottom, there is a navigation bar with icons for back, forward, and search, followed by the text 'Page 1 of 1'. To the right of the navigation bar are three buttons: 'New Contact' (red circle '2'), 'Delete selected record(s)' (red circle '3'), and 'Print listing' (red circle '4'). The status message 'Displaying 1 - 1 of 1' is also present.

- 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

Treezsoft Online Accounting 2.0

Test COMPANY 1 ▾ TestDemo ▾ Logout

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

Contact

1 Title Name*

 Job Title

 Description

2 Contact Details Phone No. (1) <input type="text"/> Phone No. (2) <input type="text"/> Fax No. <input type="text"/> Email <input type="text"/>	3 Address Details Address <input type="text"/> City <input type="text"/> State <input type="text"/> Post Code <input type="text"/> Country <input type="text"/>
--	---

4 **New**
5 **Delete**
6 **Save**
7 **Go to list**

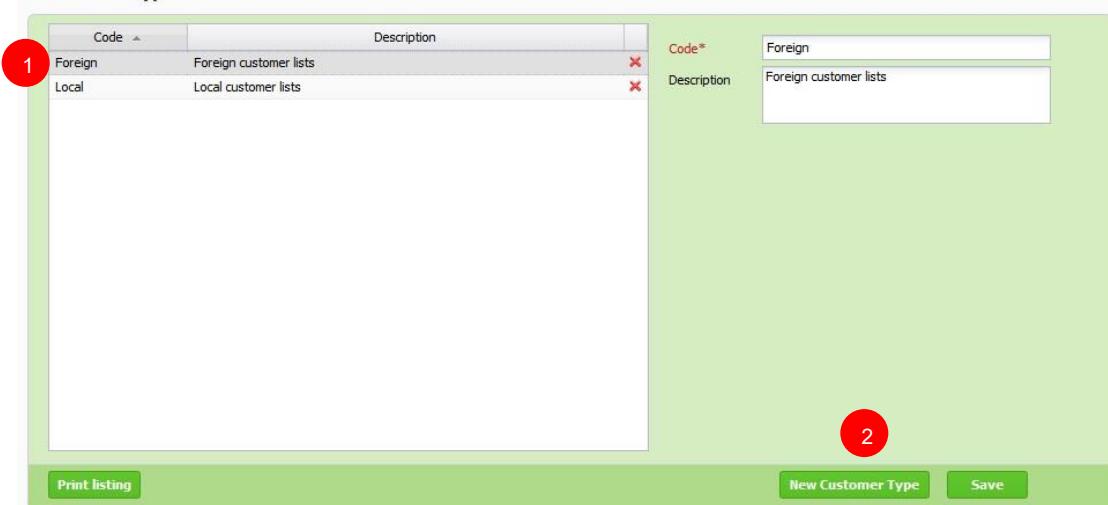
- 1 Enter a contact's name and position. You can also jot down a remark or description.
- 2 Contact and address details can be entered in this section.
- 3 **Save** the record.
- 4 Click **New** to create another contact.
- 5 Click **Delete** to delete contact.
- 6 Click **Go to list** to navigate back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



The screenshot shows a software interface for managing customer types. On the left, a list view displays two entries: 'Foreign' with description 'Foreign customer lists' and 'Local' with description 'Local customer lists'. A red circle labeled '1' points to the 'Foreign' entry. On the right, a detailed view shows fields for a new record: 'Code*' (containing 'Foreign') and 'Description' (containing 'Foreign customer lists'). A red circle labeled '2' points to the 'New Customer Type' button at the bottom of the right panel. The bottom bar features buttons for 'Print listing', 'New Customer Type', and '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.

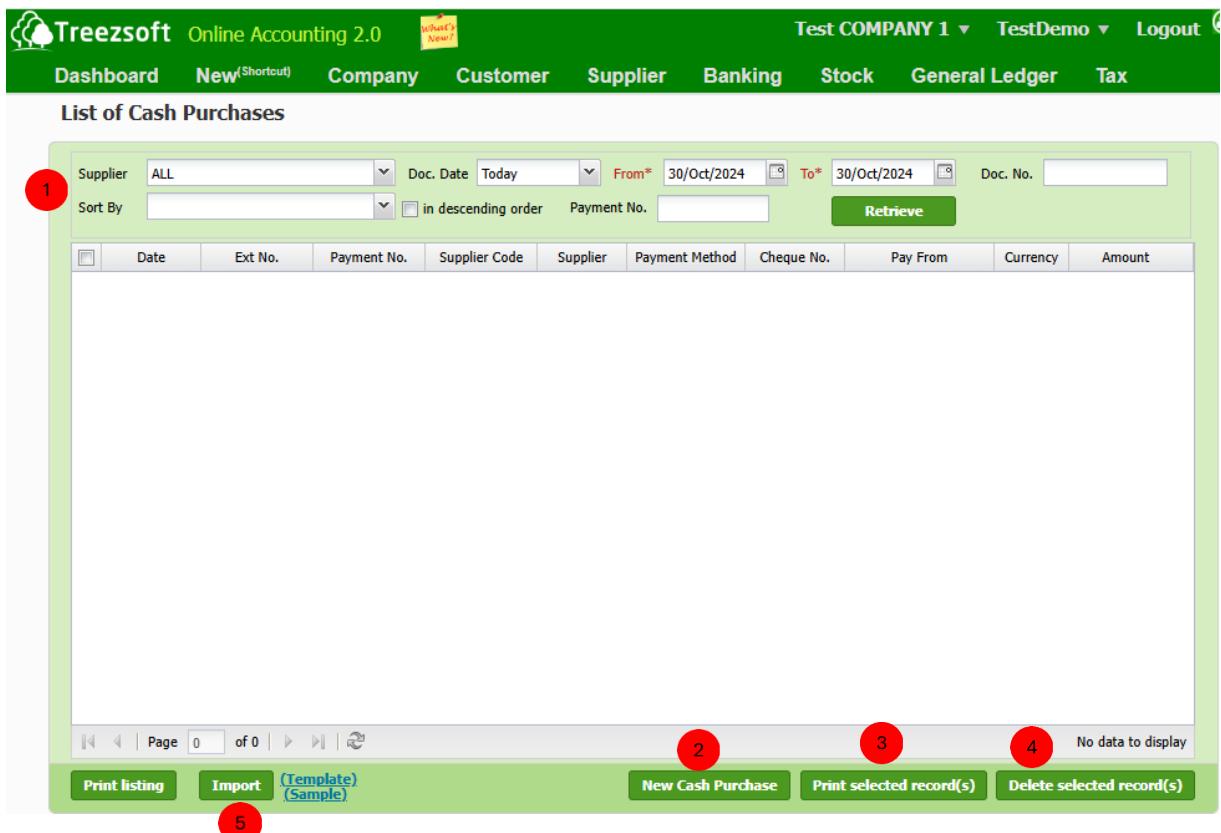
6.12.11 Tiered Commission Report

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



- 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:

Address:

Date*: 29/Oct/2024 Payment No.*: CD0064

Payment Method*: Credit card Tags:

Cheque No.: Cost Center:

Ext Ref No.*: Location: Beko

Pay From*: Salesperson:

Currency*: Simplified Tax Invoice: Apply Margin Scheme: Remark:

1 Enter Barcode: Discount by %: Amount is: Tax Exclusive

2 Add line:

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*	Cost Center
1									0.00	0.00 <input style="background-color: green; color: white; border: none; border-radius: 5px; padding: 2px 10px; font-weight: bold;" type="button" value="Cost Center"/>

3 Add line:

4 Actions: Print: Print Cheque: Copy to New: New: Save: Go to list: Journal Entry:

5 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))

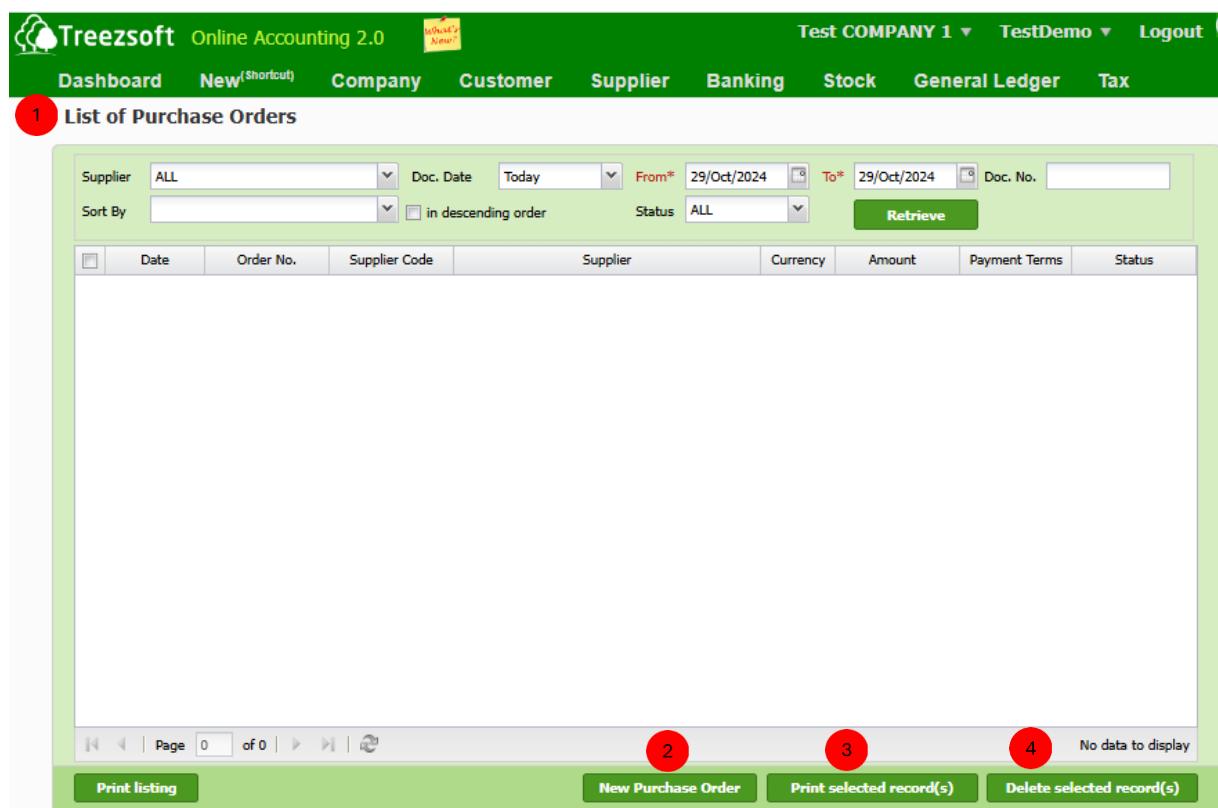
6 7 8

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from either P.O/G.R.N If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Enter Barcode by key in the barcode manually or scan the barcode physically and it will appear in this field. Tick the discount with % if you want the discount to be applied in percentage form.
- 3 You can add the items/services you have purchased here. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 4 Save the record.

- 5 Click **New** to create new Cash Purchase
- 6 Click **Actions** to delete the cash purchase or deter GST to a later date.
- 7 Click Go to list to navigate back to cash purchase list.
- 8 Click Journal Entry to view accounts involved in transaction.

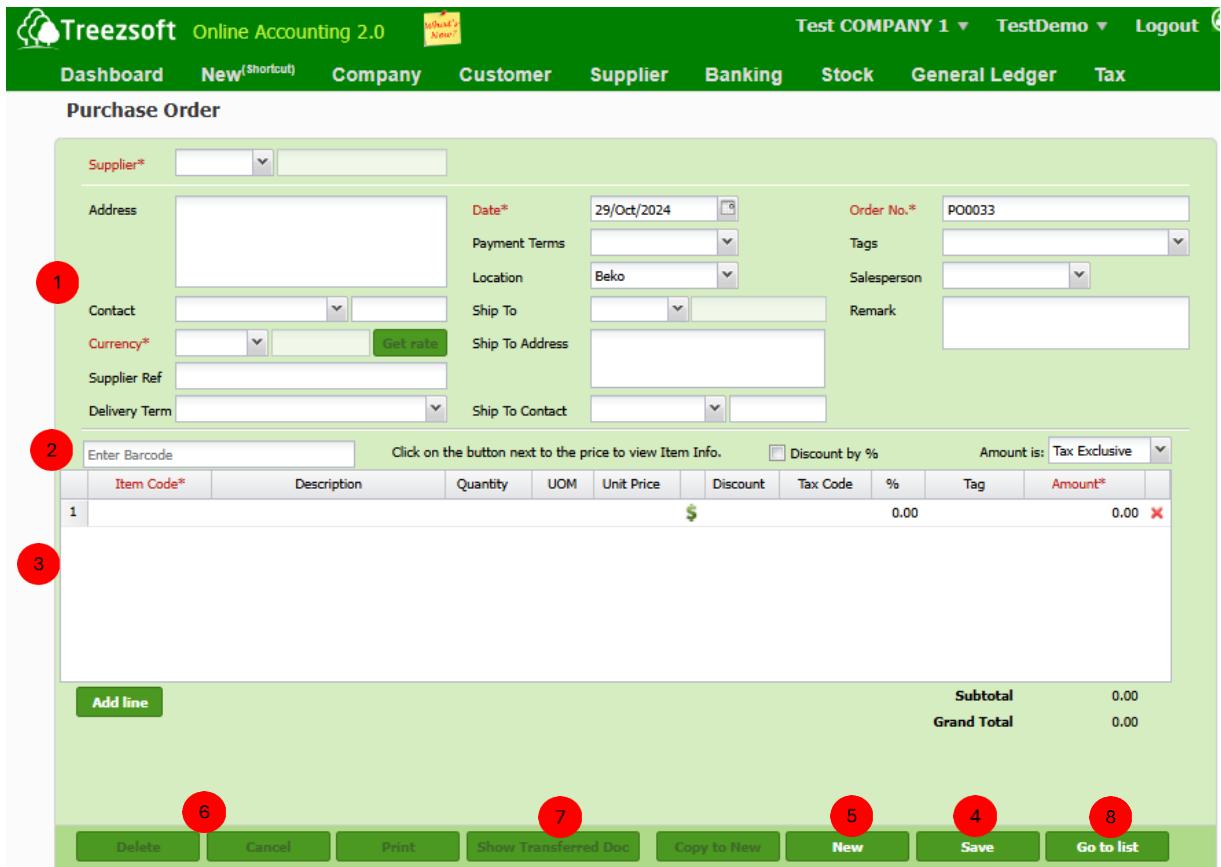
7.2 Purchase Order (P.O)

7.2.1 List of Purchase Orders



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

7.2.2 Creating or Editing a Purchase Order



The screenshot shows the 'Purchase Order' creation screen in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main title is 'Purchase Order'. The form fields include:

- Supplier***: A dropdown menu.
- Address**: A text input field.
- Contact**: A dropdown menu.
- Currency***: A dropdown menu with a 'Get rate' button.
- Supplier Ref**: A text input field.
- Delivery Term**: A dropdown menu.
- Date***: A date picker set to 29/Oct/2024.
- Payment Terms**: A dropdown menu.
- Location**: A dropdown menu set to Beko.
- Ship To**: A dropdown menu.
- Ship To Address**: A text input field.
- Ship To Contact**: A dropdown menu.
- Order No.***: A text input field set to PO0033.
- Tags**: A dropdown menu.
- Salesperson**: A dropdown menu.
- Remark**: A text input field.

Below the form is a table for adding items:

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

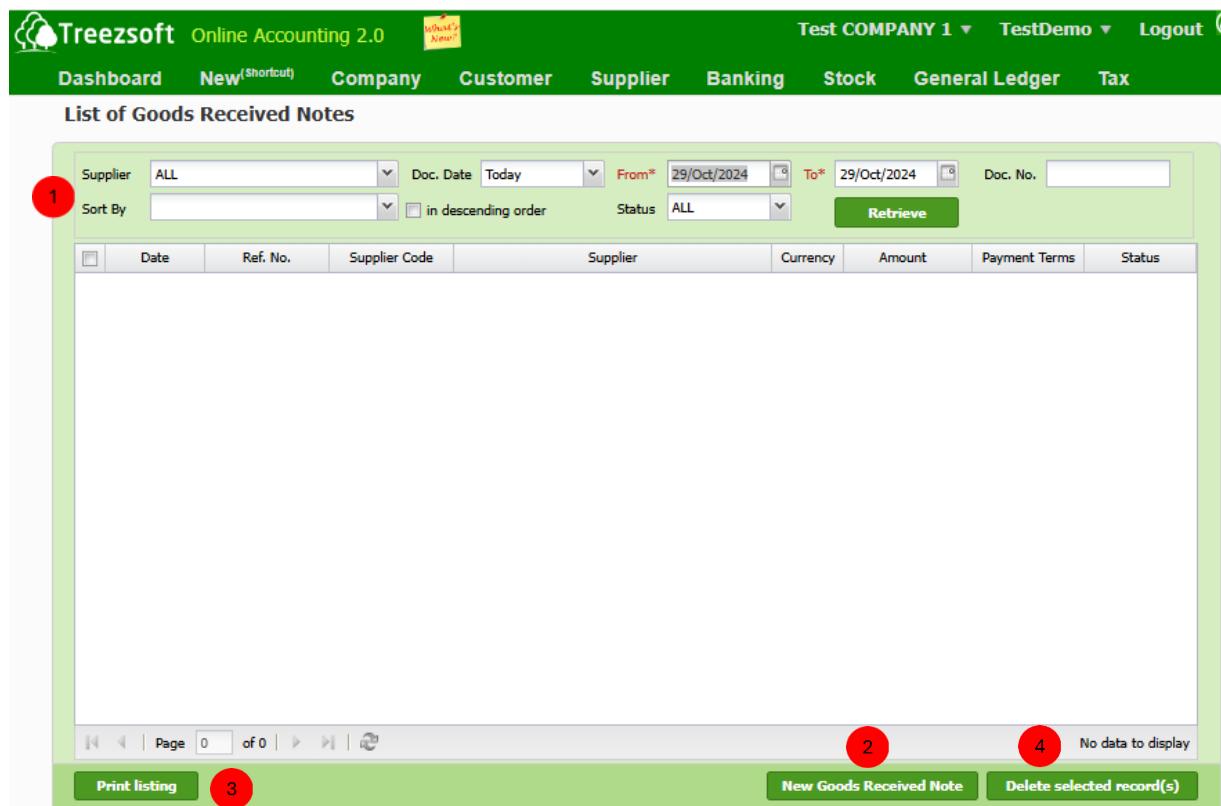
Buttons at the bottom include: Add line (green), Delete (red), Cancel (red), Print (green), Show Transferred Doc (green), Copy to New (green), New (green), Save (green), and Go to list (green).

- 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

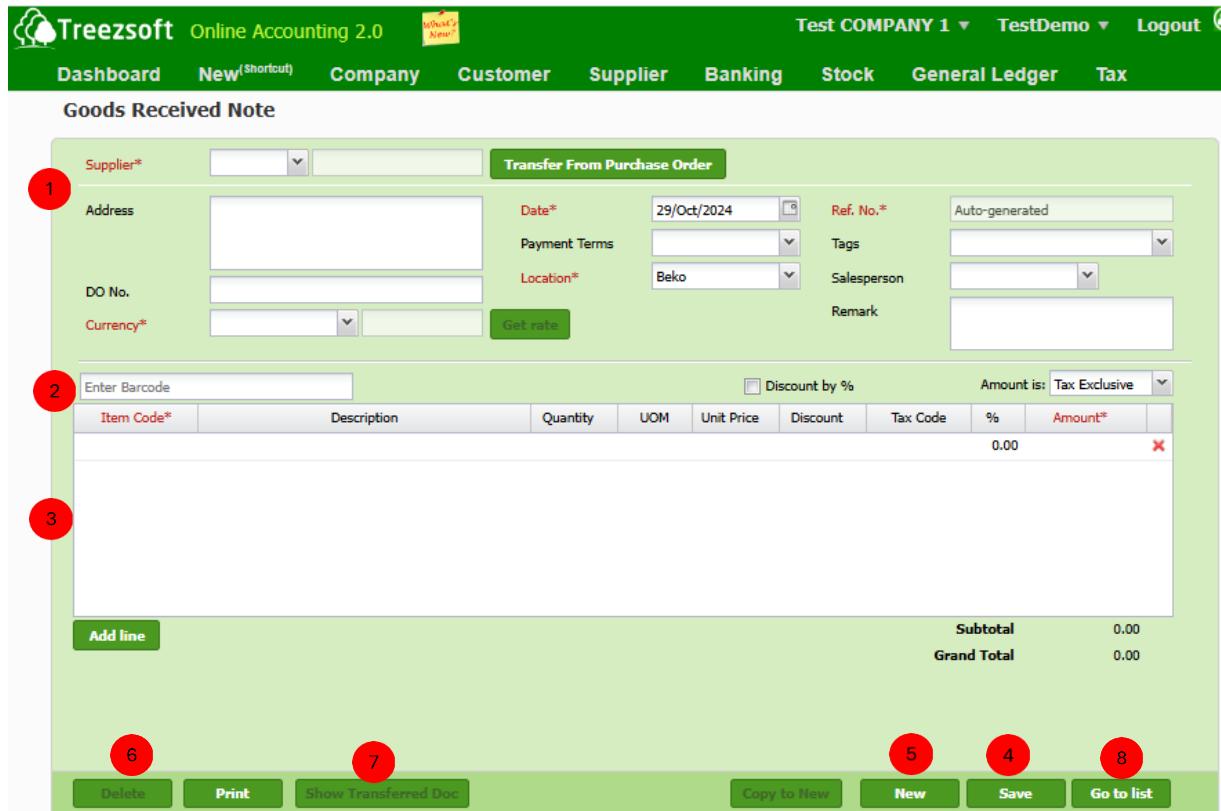
7.3.1 List of Goods Received Notes



The screenshot shows the 'List of Goods Received Notes' page. At the top, there are search filters for Supplier (set to ALL), Doc. Date (Today), From* (29/Oct/2024), To* (29/Oct/2024), Doc. No. (empty), Sort By (empty), and Status (ALL). A 'Retrieve' button is located at the bottom of the filter area. Below the filters is a table header with columns: Date, Ref. No., Supplier Code, Supplier, Currency, Amount, Payment Terms, and Status. The main area is empty, displaying the message 'No data to display'. At the bottom, there are four buttons: 'Print listing' (circled 3), 'New Goods Received Note' (circled 2), and '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



The screenshot shows the 'Goods Received Note' screen in Treezsoft Online Accounting 2.0. The top navigation bar includes 'Test COMPANY 1', 'TestDemo', and 'Logout'. Below the header are tabs for Dashboard, New (with a dropdown for 'Shortcut'), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main content area is titled 'Goods Received Note'. It features a 'Supplier*' dropdown with a red circle '1' over it, followed by fields for Address, DO No., Currency*, Date*, Payment Terms, Location*, Ref. No.*, Tags, Salesperson, and Remark. A 'Transfer From Purchase Order' button is also present. Below this is a table for entering items, with a red circle '2' over the 'Enter Barcode' input field. The table columns include Item Code*, Description, Quantity, UOM, Unit Price, Discount, Tax Code, %, and Amount*. A red circle '3' points to the bottom of this table. At the bottom of the screen are buttons for Add line, Delete (red circle '6'), Print (red circle '7'), Show Transferred Doc, Copy to New, New (red circle '5'), Save (red circle '4'), and Go to list.

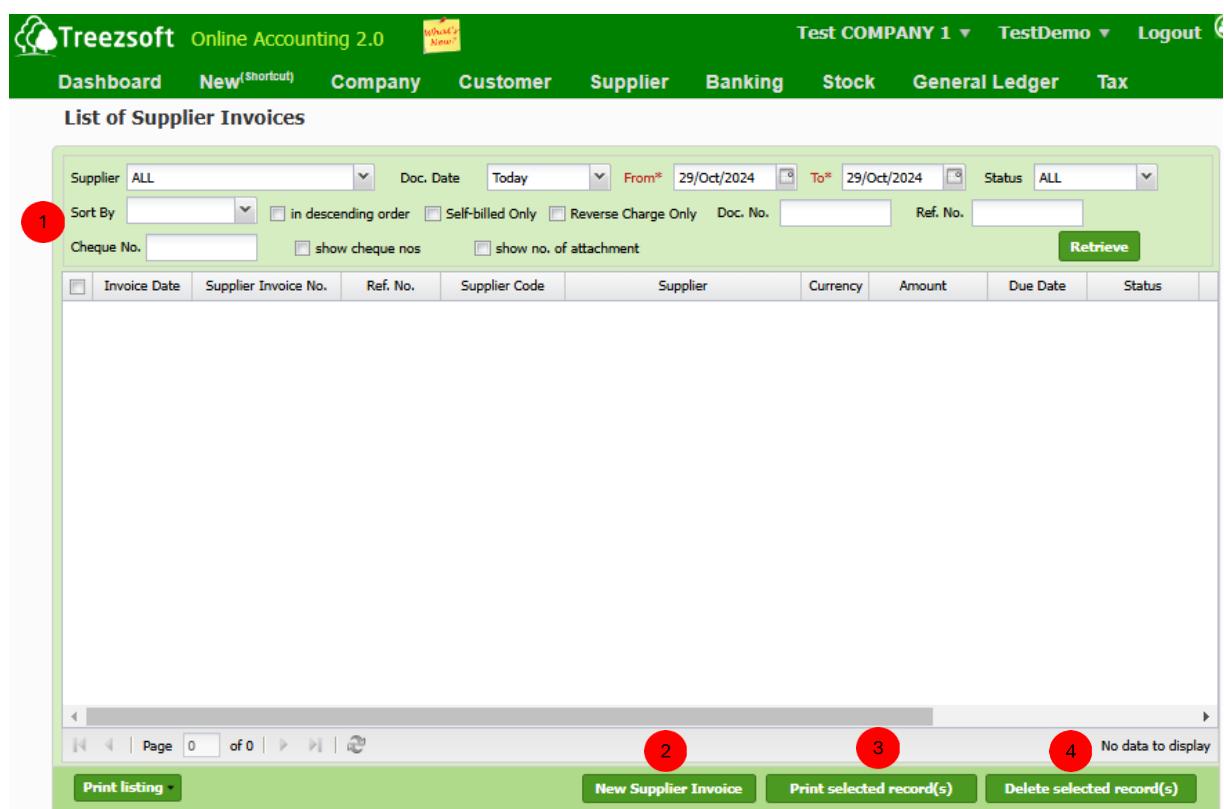
- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields. You can transfer the statement from P.O. if your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Enter Barcode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

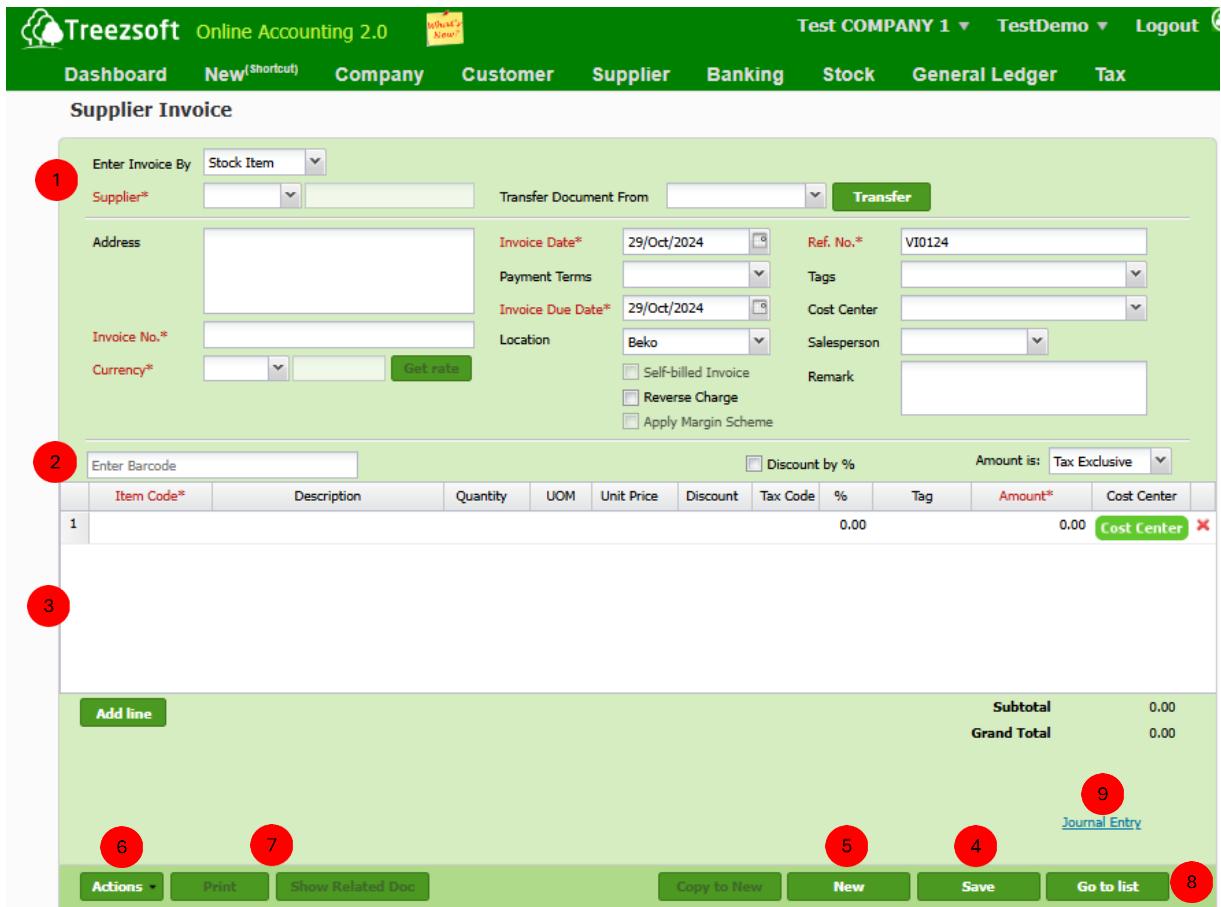
7.4.1 List of Supplier Invoices



The screenshot shows the 'List of Supplier Invoices' page in Treezsoft Online Accounting 2.0. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, and Logout. The 'Supplier' link is highlighted. Below the navigation is a search/filter section with fields for Supplier, Doc. Date, From*, To*, Status, Sort By, and Cheque No. There are also checkboxes for 'in descending order', 'Self-billed Only', 'Reverse Charge Only', 'Doc. No.', 'Ref. No.', 'show cheque nos', and 'show no. of attachment'. A 'Retrieve' button is located at the bottom right of this section. The main area contains a table with columns: Invoice Date, Supplier Invoice No., Ref. No., Supplier Code, Supplier, Currency, Amount, Due Date, and Status. The table currently displays the message 'No data to display'. At the bottom of the page are buttons for Print listing, New Supplier Invoice, Print selected record(s), and 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.
- 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' creation screen in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The current page is 'Supplier'. The main form has sections for entering invoice details (Supplier, Address, Invoice No., Currency), payment terms (Invoice Date, Due Date, Payment Terms, Location), and a summary section with Subtotal and Grand Total. Below these are buttons for Actions (Actions, Print, Show Related Doc), Copy to New, New, Save, and Go to list.

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

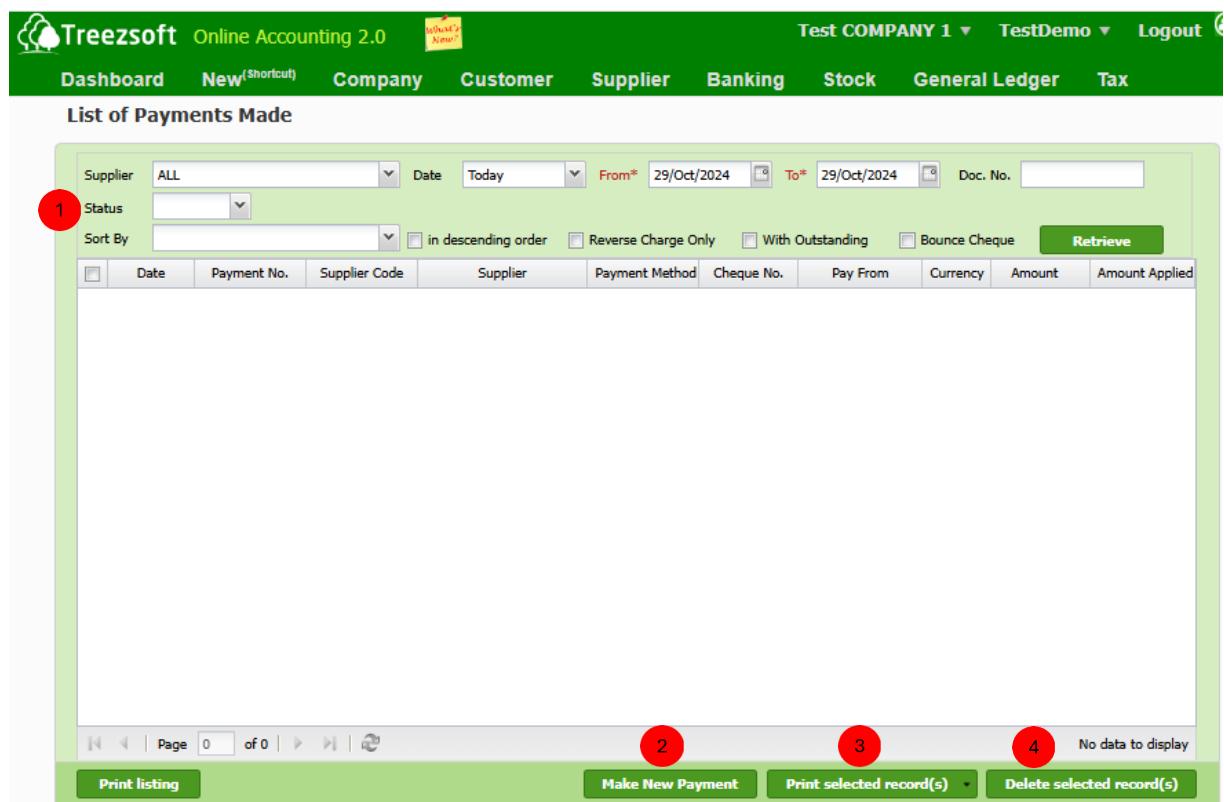


- 6 Click **Actions** to delete or attach other files.
- 7 Click **Print** to print Supplier Invoice or **Show Related Doc** to show any document related to this supplier invoice.
- 8 Click **Go to list** to navigate back to Supplier Invoice list.
- 9 Click Journal Entry to view accounts involved in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

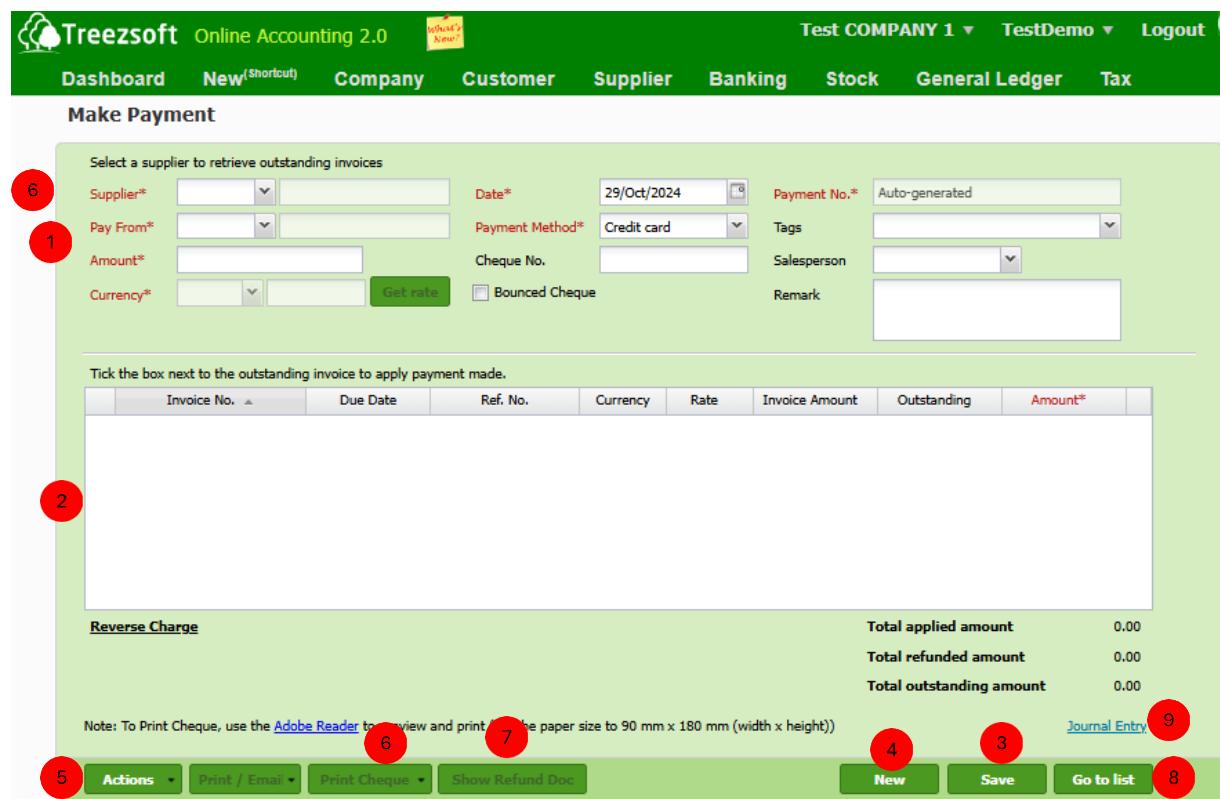
7.5.1 List of Payments Made



- 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



Select a supplier to retrieve outstanding invoices

Supplier*	Date*	Payment No.*
Pay From*	Payment Method*	Tags
Amount*	Cheque No.	Salesperson
Currency*	<input type="checkbox"/> Bounced Cheque	Remark

Reverse Charge

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

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

Actions • [Print / Email](#) • [Print Cheque](#) • [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. 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.

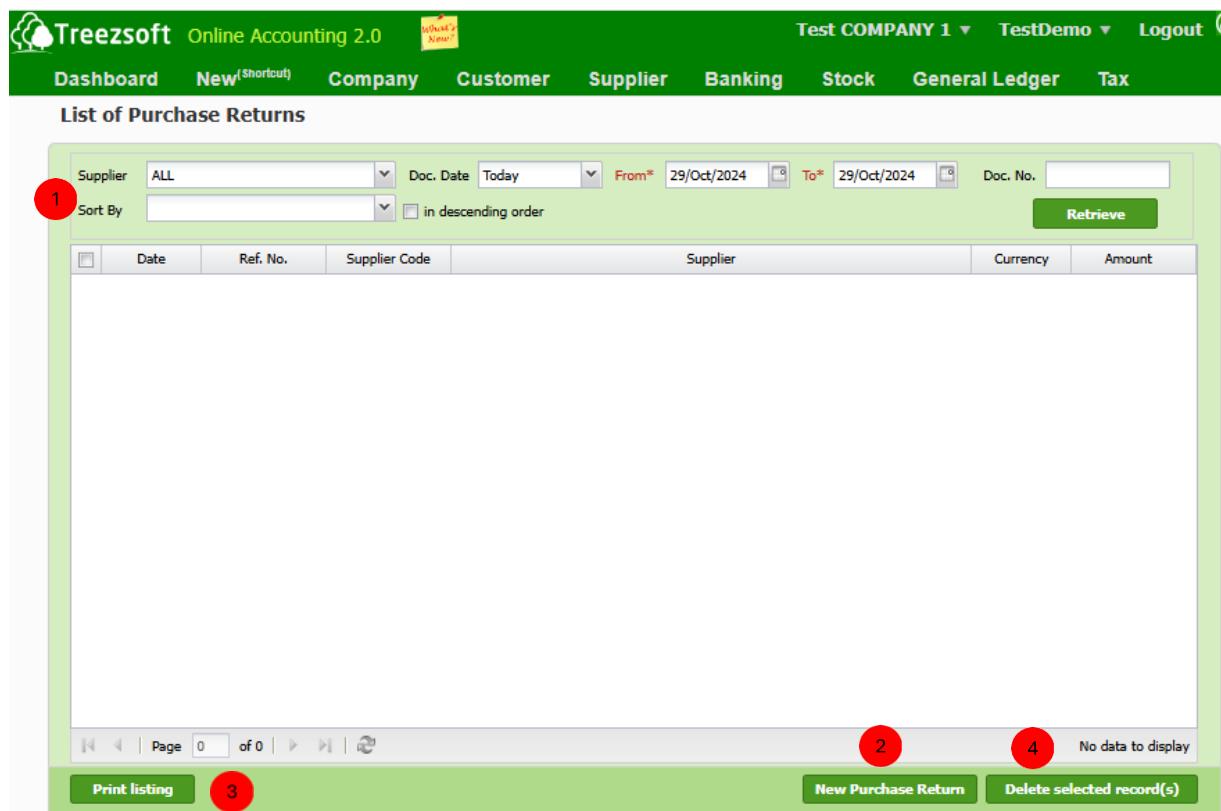


- 7 Click **Show Refund Doc** to show refund documents related to this payment made.
- 8 Click **Go to list** to navigate back to Make Payment list.
- 9 Click Journal Entry to view accounts involved in transaction.

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.

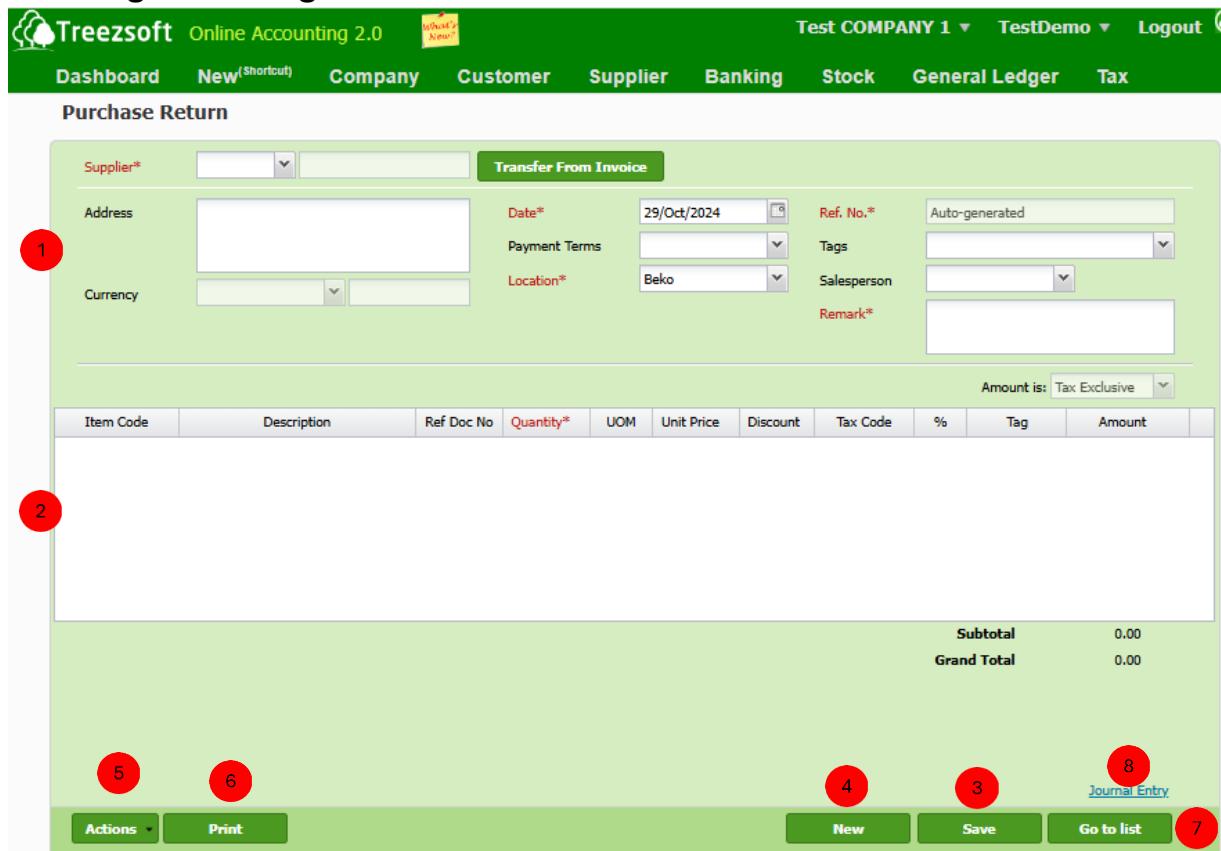
7.6.1 List of Purchase Returns



The screenshot shows the 'List of Purchase Returns' page in Treezsoft Online Accounting 2.0. At the top, there is a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The user is currently in the Supplier section. On the right side of the top bar, there are dropdown menus for 'Test COMPANY 1' and 'TestDemo', and a 'Logout' button. Below the navigation bar, the main title 'List of Purchase Returns' is displayed. The search criteria are set to 'Supplier: ALL', 'Doc. Date: Today', 'From*: 29/Oct/2024', 'To*: 29/Oct/2024', and 'Doc. No.:'. A 'Sort By' dropdown is also present. A red circle labeled '1' is placed over the 'Supplier' dropdown. To the right of the search fields is a 'Retrieve' button. The main area contains a table with columns: Date, Ref. No., Supplier Code, Supplier, Currency, and Amount. The table is currently empty, indicated by the message 'No data to display'. Red circles labeled '2' and '4' are placed near this message. At the bottom of the page, there are several buttons: 'Print listing' (red circle '3'), 'New Purchase Return' (green), and 'Delete selected record(s)' (green). The bottom status bar shows the page number '0 of 0'.

- 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



The screenshot shows the 'Purchase Return' module in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main header says 'Purchase Return'. The form has sections for Supplier details (Supplier*, Address, Currency), transaction dates (Date*, Payment Terms, Location*), and reference information (Ref. No., Tags, Salesperson, Remark*). Below this is a table for adding items (Item Code, Description, Ref Doc No, Quantity*, UOM, Unit Price, Discount, Tax Code, %, Tag, Amount). At the bottom, there are buttons for Actions (Delete/Defer GST), Print, New, Save, Go to list, and Journal Entry.

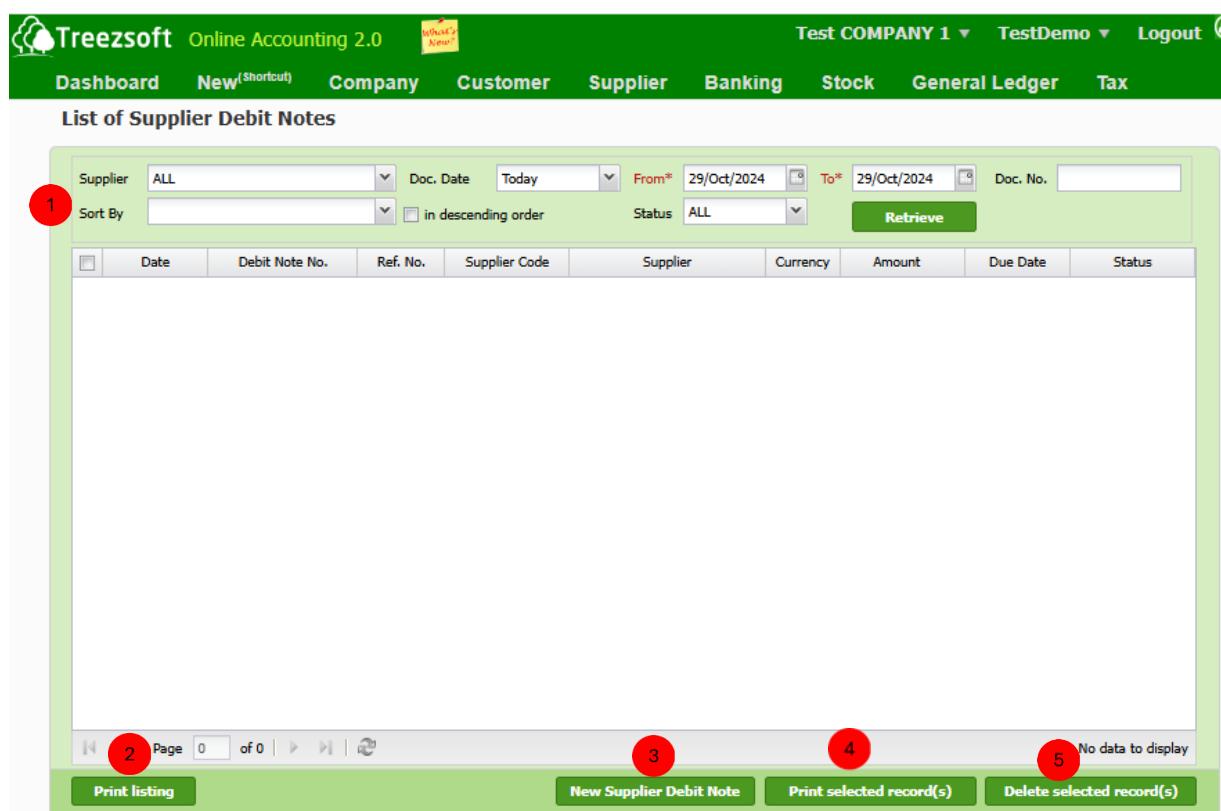
- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields.
- 2 Add the items/services you want to return to your supplier. Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 Click New to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

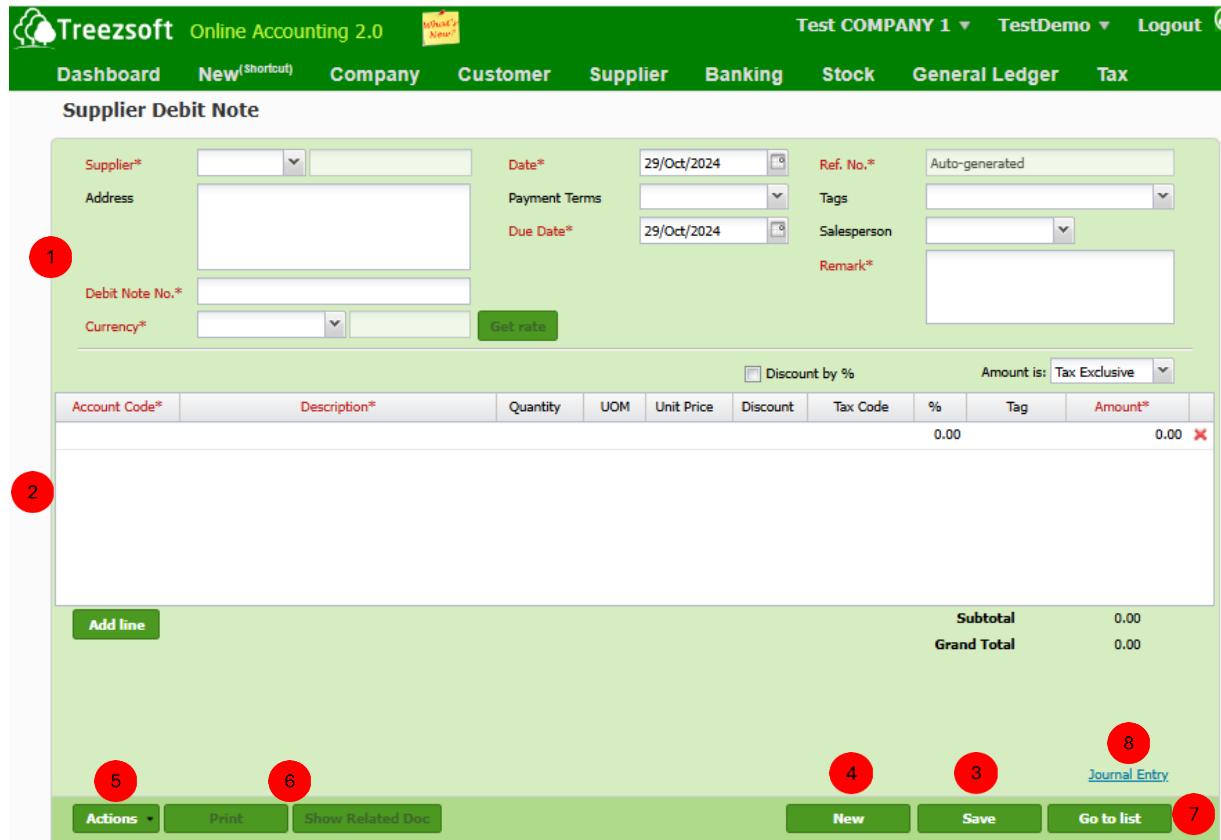


The screenshot shows the 'List of Supplier Debit Notes' page in Treezsoft Online Accounting 2.0. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Supplier' link is highlighted. The main area has a title 'List of Supplier Debit Notes'. Below it is a search form with fields for Supplier (set to ALL), Doc. Date (Today), From* (29/Oct/2024), To* (29/Oct/2024), Doc. No., Sort By, in descending order, Status (set to ALL), and a 'Retrieve' button. A table header follows, with columns for Date, Debit Note No., Ref. No., Supplier Code, Supplier, Currency, Amount, Due Date, and Status. At the bottom, there are buttons for Print listing (callout 2), New Supplier Debit Note (callout 3), Print selected record(s) (callout 4), and Delete selected record(s) (callout 5). The message 'No data to display' is shown at the bottom right.

- 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



The screenshot shows the 'Supplier Debit Note' creation interface. At the top, there are tabs for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The 'Supplier' tab is active. The main area is titled 'Supplier Debit Note'. It contains several input fields: 'Supplier*' (dropdown), 'Address' (text area), 'Debit Note No.*' (text area), 'Currency*' (dropdown), 'Date*' (date picker set to 29/Oct/2024), 'Payment Terms' (dropdown), 'Due Date*' (date picker set to 29/Oct/2024), 'Ref. No.*' (text area), 'Tags' (dropdown), 'Salesperson' (dropdown), and 'Remark*' (text area). Below these are sections for account details: 'Account Code*', 'Description*', 'Quantity', 'UOM', 'Unit Price', 'Discount', 'Tax Code', '%', 'Tag', and 'Amount'. A checkbox for 'Discount by %' is checked. A dropdown for 'Amount is' is set to 'Tax Exclusive'. At the bottom, there are buttons for 'Add line', 'Actions', 'Print', 'Show Related Doc', 'New', 'Save', 'Go to list', and 'Journal Entry'.

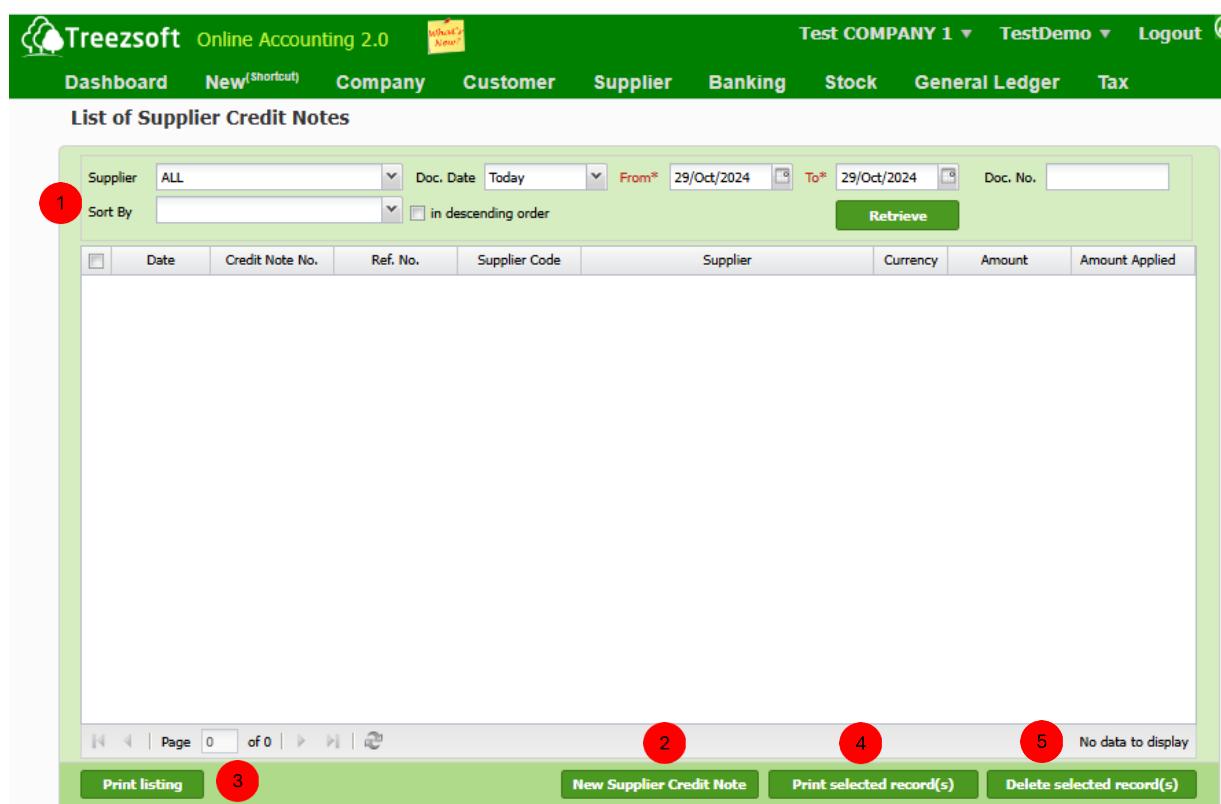
- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields. Debit Note number is important and must be entered in order to keep track of your record(s) accurately.
- 2 Select and enter the related account and details into this section. Enter the amount accurately.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

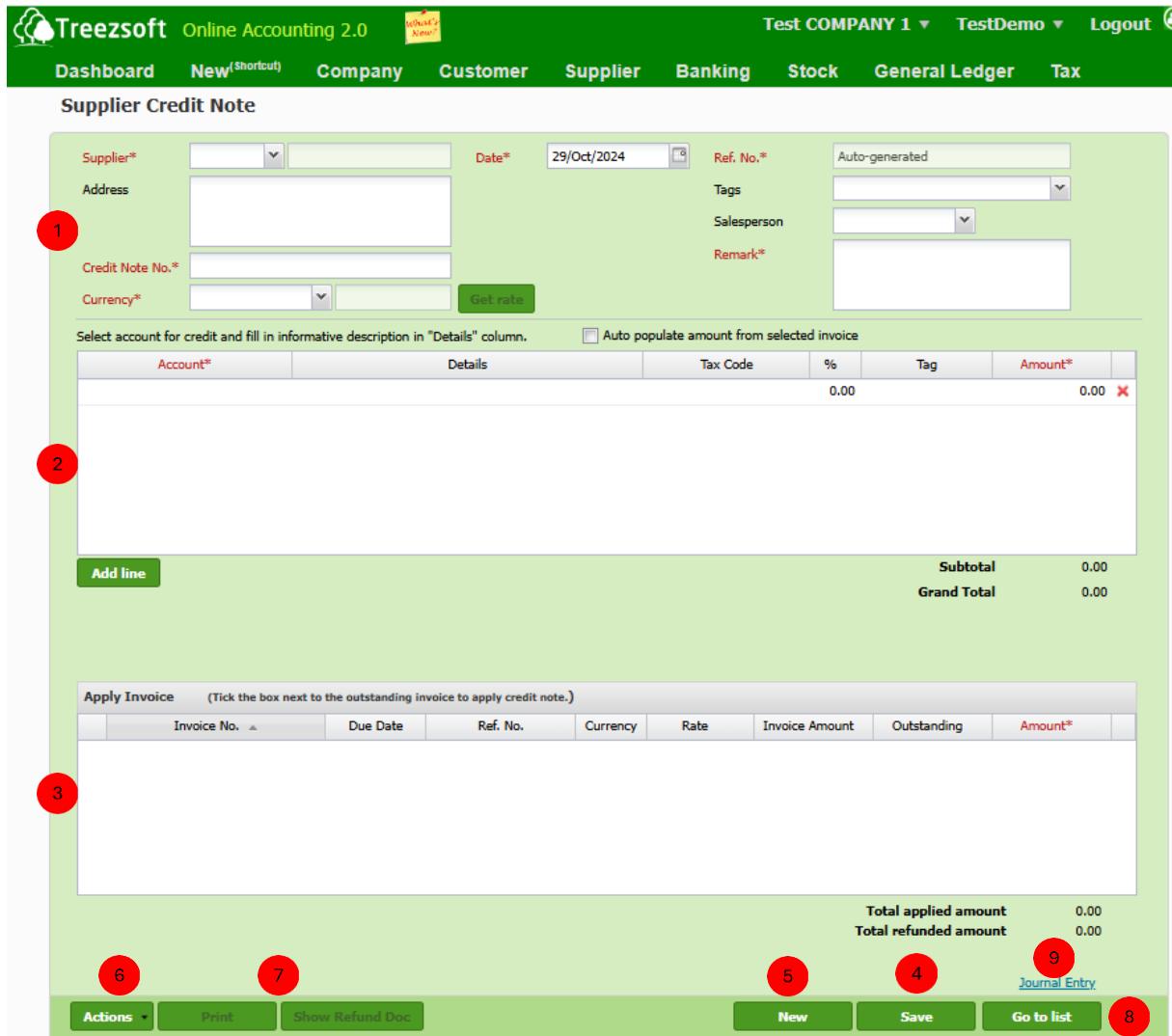


The screenshot shows the 'List of Supplier Credit Notes' page in Treezsoft Online Accounting 2.0. At the top, there is a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, and Logout. Below the navigation bar, the main title is 'List of Supplier Credit Notes'. The search criteria section includes fields for Supplier (set to ALL), Doc. Date (set to Today), From* (29/Oct/2024), To* (29/Oct/2024), Doc. No. (empty), Sort By (empty), and a checkbox for 'in descending order'. A green 'Retrieve' button is located to the right of these fields. The main area displays a table with columns: Date, Credit Note No., Ref. No., Supplier Code, Supplier, Currency, Amount, and Amount Applied. There are no records listed in the table. At the bottom of the page, there are several buttons: 'Print listing' (circled in red), 'New Supplier Credit Note' (circled in red), 'Print selected record(s)' (circled in red), and 'Delete selected record(s)' (circled in red). The status message 'No data to display' is visible on the right side of the table area.

- 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



The screenshot shows the 'Supplier Credit Note' creation interface. Key fields include:

- Supplier***: A dropdown menu.
- Date***: Set to 29/Oct/2024.
- Ref. No.***: Auto-generated.
- Credit Note No.***: An input field.
- Address**: A text area.
- Tags**: A dropdown menu.
- Salesperson**: A dropdown menu.
- Remark***: A text area.
- Currency***: A dropdown menu.
- Get rate**: A button.

Below these are sections for selecting accounts and entering amounts:

Account*	Details	Tax Code	%	Tag	Amount*
					0.00
					0.00

Buttons include:

- Add line
- Subtotal 0.00
- Grand Total 0.00
- Apply Invoice (with sub-table for invoices)
- Total applied amount 0.00
- Total refunded amount 0.00
- Journal Entry

Action buttons at the bottom:

- Actions
- Print
- Show Refund Doc
- New
- Save
- Go to list

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields. Credit Note number is important and must be entered in order to keep track of your record(s) accurately. (Reminder: The statement is issued from your supplier.) If the credit note is issued under a different currency, you can get the latest rates from Google finance, by clicking the Get rate button.
- 2 Select and enter the related account and details into this section. Enter the amount accurately. The amount shall match the amount your supplier credited to you
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.

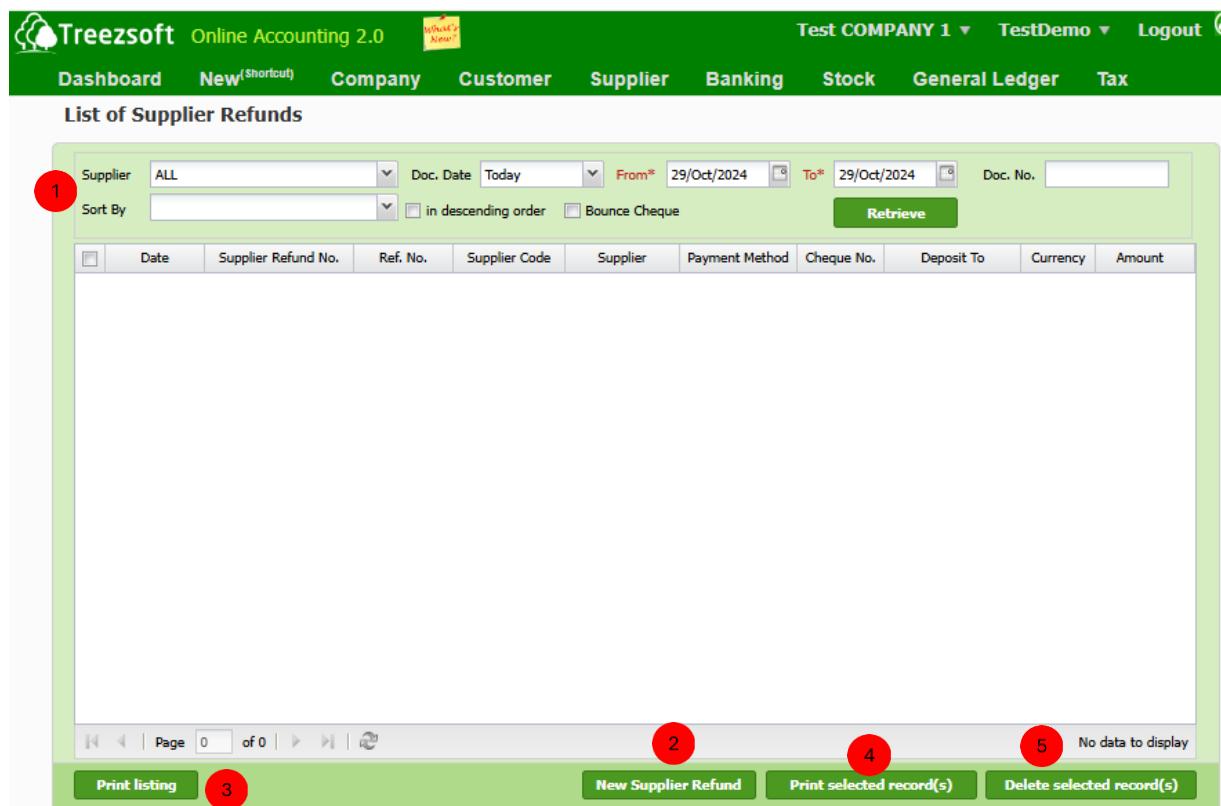


- 3 This section shows the invoice(s) related to the selected supplier. Mark a tick next to the invoice to allocate the credit. If you have more than one affected invoices, you can allocated the credits by entering manually.
- 4 Save the record.
- 5 Click **New** to record new Supplier Debit Note
- 6 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' page. At the top, there is a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, and Logout. The 'Supplier' link is highlighted. On the left, there is a sidebar with a tree icon and the text 'Treezsoft Online Accounting 2.0'.

The main area has a green header with the title 'List of Supplier Refunds'. Below the header is a search form with fields for Supplier (set to ALL), Doc. Date (set to Today), From* (29/Oct/2024), To* (29/Oct/2024), Doc. No., Sort By, and checkboxes for 'in descending order' and 'Bounce Cheque'. A 'Retrieve' button is located to the right of the search form.

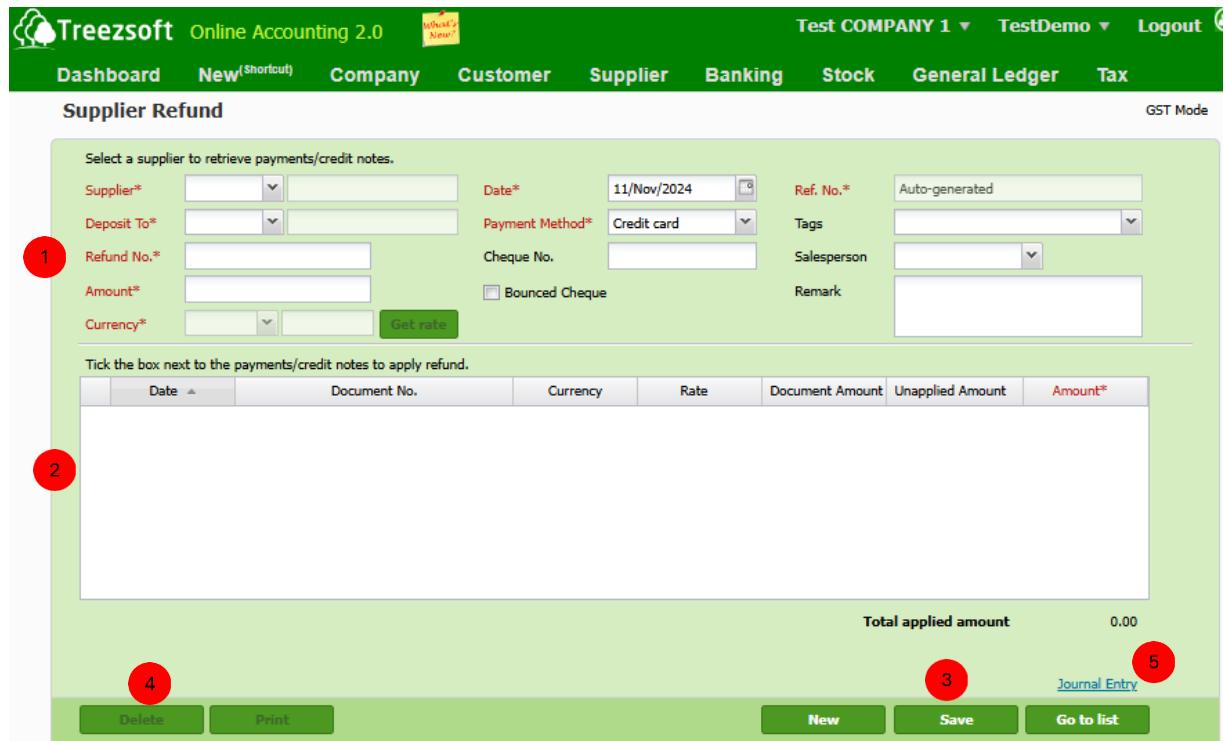
The main content area is a table with columns: Date, Supplier Refund No., Ref. No., Supplier Code, Supplier, Payment Method, Cheque No., Deposit To, Currency, and Amount. There are no records displayed in the table.

At the bottom of the page, there are several buttons: 'Print listing' (highlighted with a red circle), 'New Supplier Refund' (highlighted with a red circle), 'Print selected record(s)' (highlighted with a red circle), and 'Delete selected record(s)' (highlighted with a red circle). There is also a message 'No data to display'.

- 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.



Select a supplier to retrieve payments/credit notes.

Date*	11/Nov/2024	Ref. No.*	Auto-generated
Payment Method*	Credit card	Tags	
Cheque No.		Salesperson	
<input type="checkbox"/> Bounced Cheque	Remark		

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

[Journal Entry](#)

1 Supplier* **2** **3** **4** **5**

- 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.

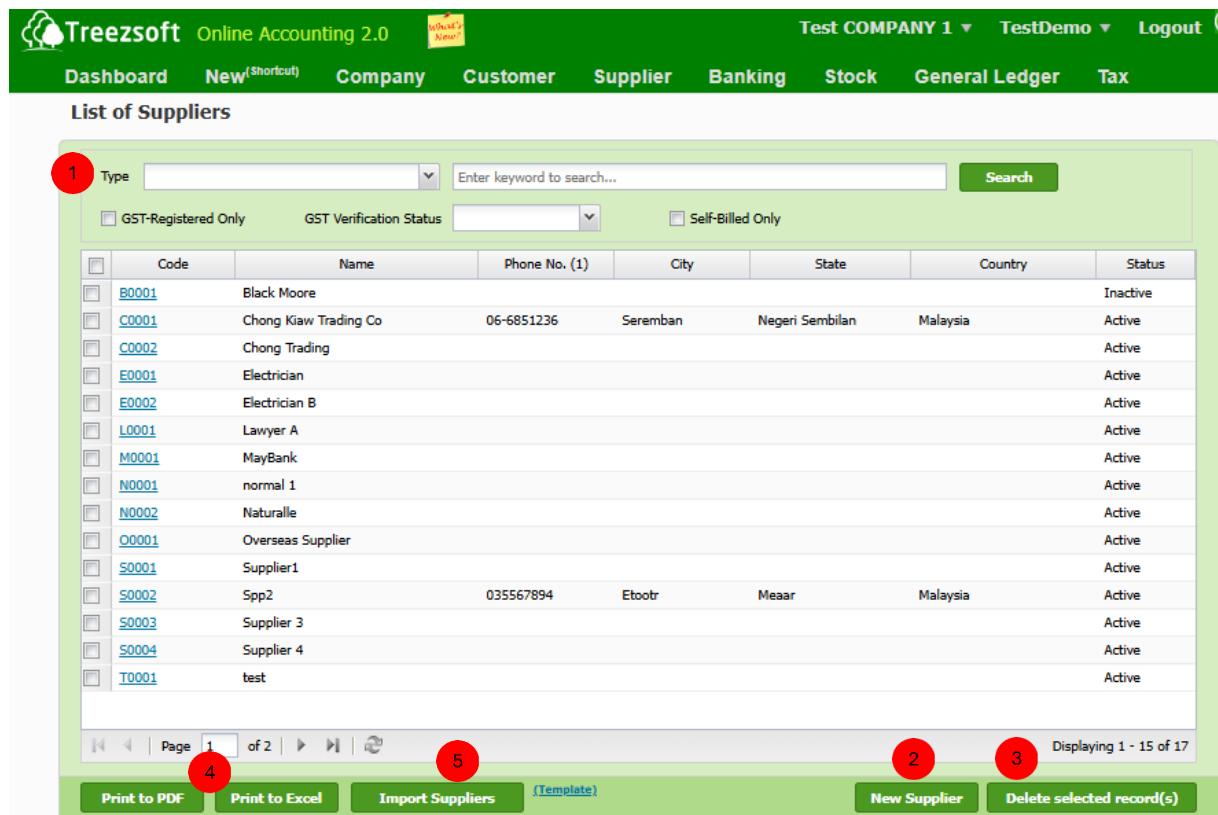
7.8 Manage (Suppliers & Contacts)

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



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

- 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

Screenshot of the Treezsoft Online Accounting 2.0 Supplier creation/editing interface. The page has a green header bar with tabs: Dashboard, New (Shortcut), Company, Customer, Supplier (highlighted in red), Banking, Stock, General Ledger, Tax, and Logout.

The main form area is titled "Supplier". It contains several sections with numbered callouts:

- 1**: Basic supplier information: Name*, Print on cheque as, Code*, Default Currency* (set to MYR), Description, Supplier Type, Registration No, Default Payment Term, Credit Limit (30,000.00), and Set to inactive checkbox.
- 2**: GST Information: GST Registration No., Commence Date, Cease Date, Status, Verification Status (New), Last Verified Date, and a Verify button.
- 3**: Self-billed Information: Self-billed Invoice checkbox, Approval No, Commence Date, Cease Date, and Status dropdown.
- 4**: Account Information: Control Account* (4000/000), Account Code, and a note about default account for bills.
- 5**: Contact Details: Contact Name, Phone No. (1), Phone No. (2), Fax No., Email, Website, and Email CC.
- 6**: Address Information: Address, City, State, Post Code, and Country.
- 7**: Contact Person table: A grid for managing contact persons with columns for Name, Phone No. (1), Email, and Job Title. An "Add line" button is available.
- 8**: Action buttons at the bottom: New, Save, and Go to list.

- 1 Enter your supplier's details in this section. Fields marked 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 your 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... **Search**

	Name	Phone No. (1)	Phone No. (2)	Job Title	Email	Fax No.	Status

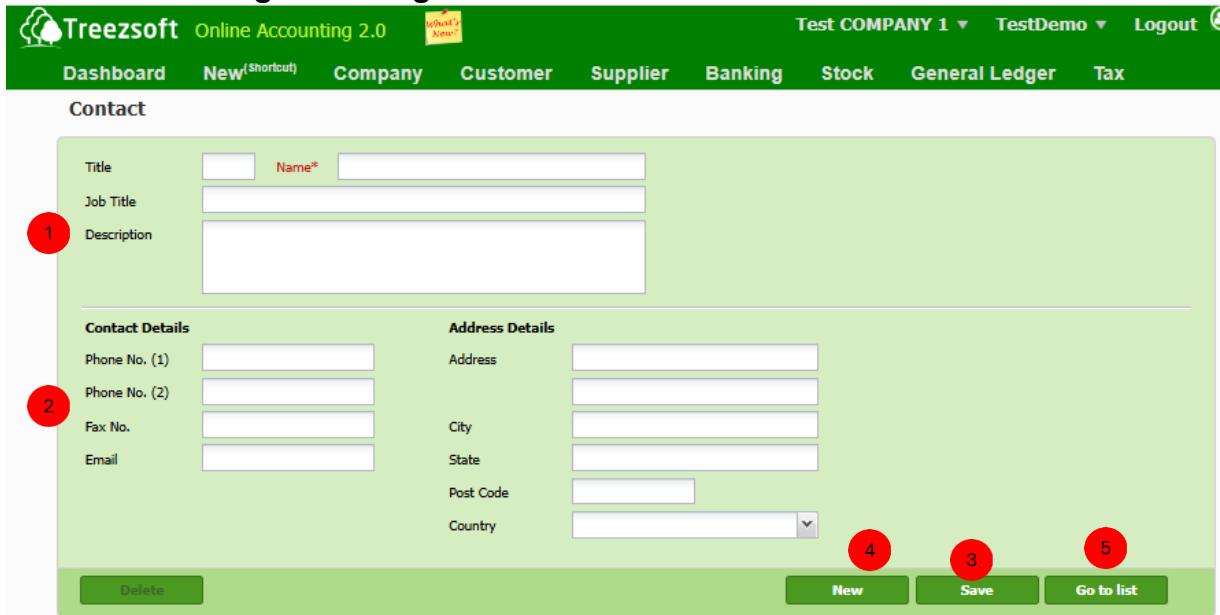
2 | Page 1 of 1 | **New Contact** **Delete selected record(s)**

3 Displaying 1 - 1 of 1

4 Print Listing

- 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



The screenshot shows the 'Contact' creation/editing screen in Treezsoft Online Accounting 2.0. The interface includes a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main form is divided into sections for Title, Job Title, Description, Contact Details, and Address Details. At the bottom are buttons for Delete, New, Save, and Go to list.

- 1 Enter a contact's name and position. You can also jot down a remark or description.
- 2 Contact and address details can be entered 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

Print listing **New Supplier Type** **Save**

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.

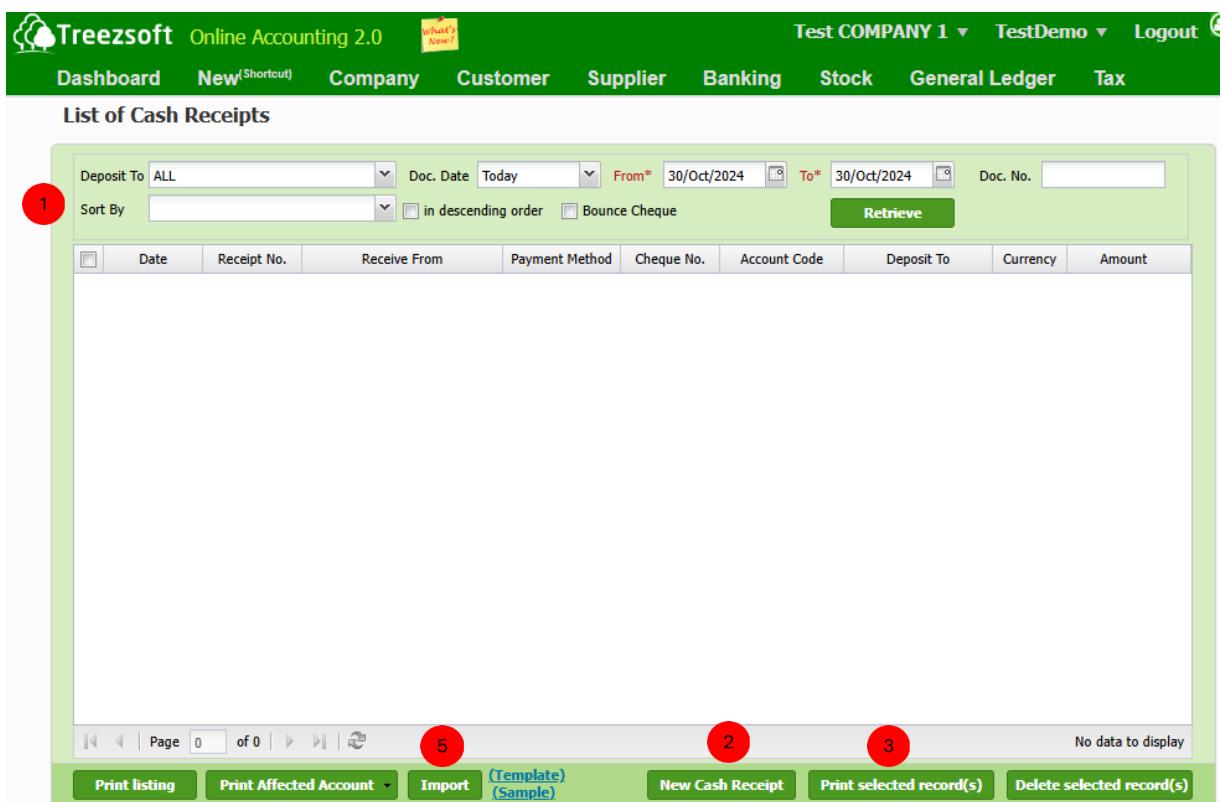
8 ***Banking Module***

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

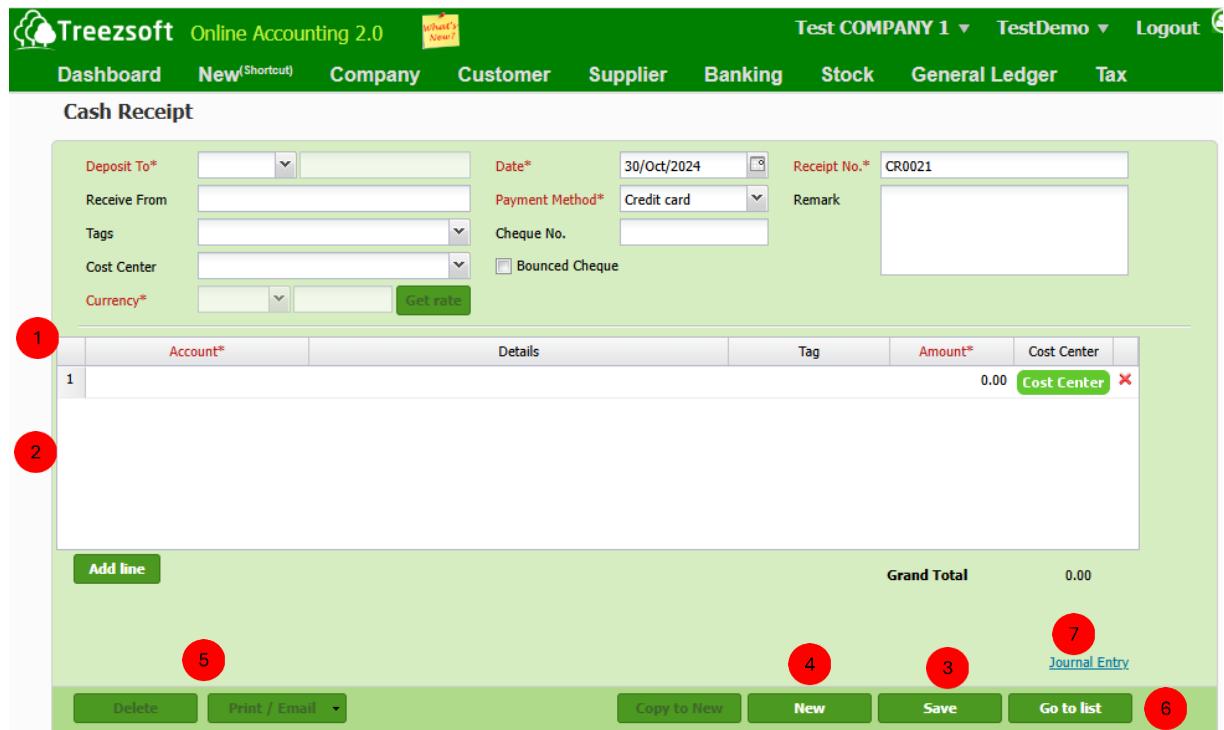


The screenshot shows the 'List of Cash Receipts' page in Treezsoft Online Accounting 2.0. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, and Logout. A 'What's New?' button is also present. The main area has a title 'List of Cash Receipts'. Below it is a search/filter section with fields for 'Deposit To' (set to 'ALL'), 'Doc. Date' (set to 'Today'), 'From*' (set to '30/Oct/2024'), 'To*' (set to '30/Oct/2024'), 'Doc. No.' (empty), 'Sort By' (empty), and checkboxes for 'in descending order' and 'Bounce Cheque'. A 'Retrieve' button is located to the right of these fields. Below the search section is a table header with columns: Date, Receipt No., Receive From, Payment Method, Cheque No., Account Code, Deposit To, Currency, and Amount. The table body is currently empty, displaying the message 'No data to display'. At the bottom of the page are several buttons: 'Print listing', 'Print Affected Account' (with a dropdown menu), 'Import' (with a 'Template (Sample)' link), 'New Cash Receipt' (highlighted in green), 'Print selected record(s)', and 'Delete selected record(s)'. There are also navigation icons for back, forward, and search.

- 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

- 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



The screenshot shows the 'Cash Receipt' module in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax, along with user information (Test COMPANY 1, TestDemo) and a Logout link. The main form is titled 'Cash Receipt' and contains the following fields:

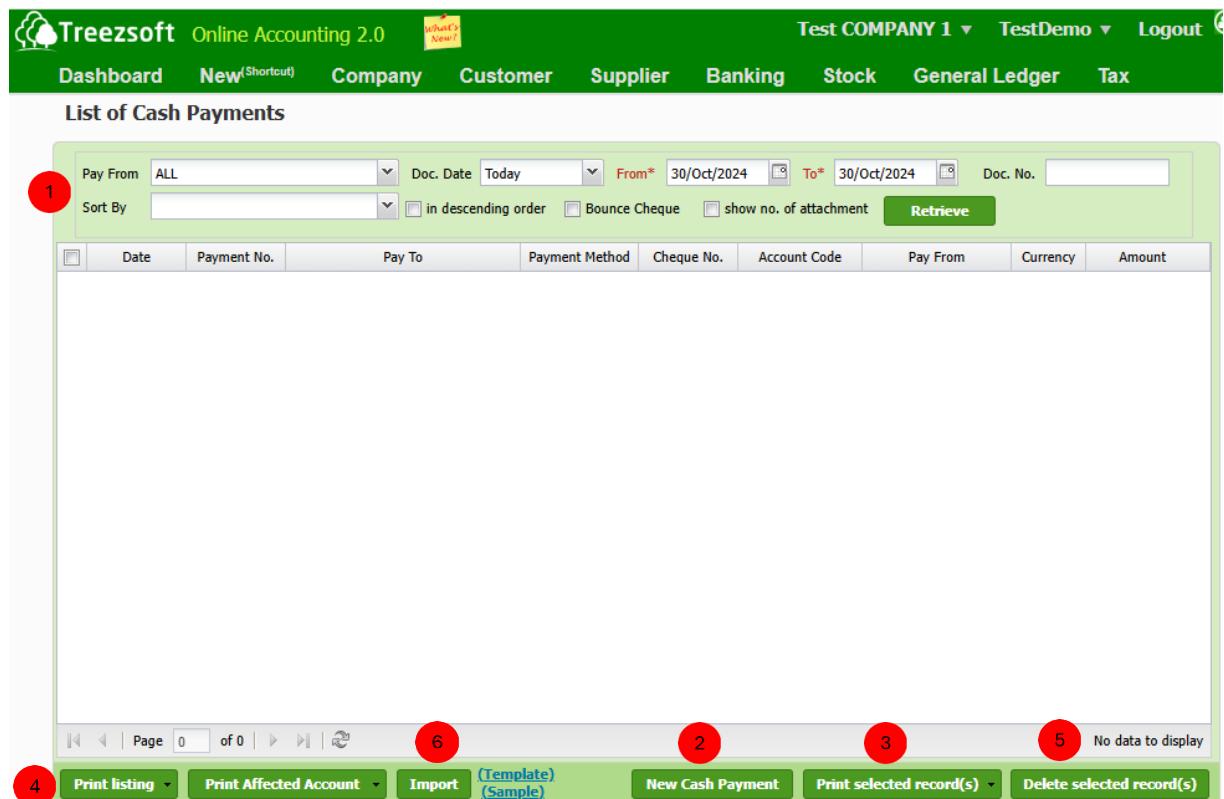
- Deposit To***: A dropdown menu.
- Date***: A date input field set to 30/Oct/2024.
- Receipt No.***: An input field containing CR0021.
- Receive From**: An input field.
- Payment Method***: A dropdown menu set to Credit card.
- Remark**: A text area.
- Tags**: A dropdown menu.
- Cheque No.**: An input field.
- Cost Center**: A dropdown menu.
- Currency***: A dropdown menu with a 'Get rate' button.
- Bounced Cheque**: A checkbox.

Below these fields is a table with columns: Account*, Details, Tag, Amount*, Cost Center, and a delete button. One row is visible, showing account 1 with an amount of 0.00 and a cost center of Cost Center. Numbered circles 1 through 7 point to specific elements: 1 points to the Deposit To field; 2 points to the table header; 3 points to the Save button; 4 points to the New button; 5 points to the Add line button; 6 points to the Go to list button; 7 points to the Journal Entry button.

- 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*	Payment No.*
Pay To	30/Oct/2024	CP0041
Tags	Payment Method*	Remark
Cost Center	Credit card	
Currency*	Cheque No.	
<input type="checkbox"/> Bounced Cheque <input type="button" value="Get rate"/>		
Please use cash purchase if would like to claim input tax.		
Account*	Details	Tag
1		0.00 Cost Center <input type="button" value="X"/>
<input type="button" value="Add line"/> Grand Total 0.00		
<small>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)).</small>		
<input type="button" value="Actions"/> <input type="button" value="Print"/> <input type="button" value="Print Cheque"/>		<input type="button" value="Copy to New"/> <input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Go to list"/> <input type="button" value="Journal Entry"/>

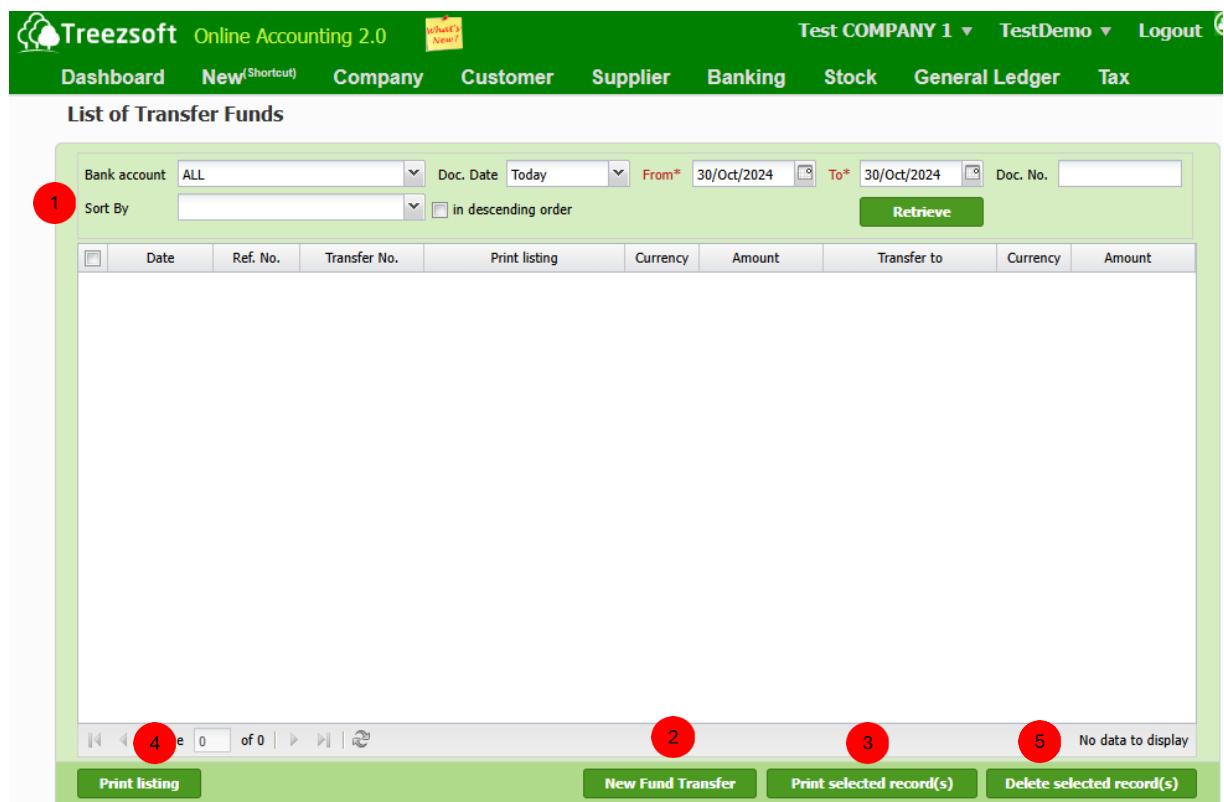
- 1 Enter the details where you want the money to be paid from. Fields mark with asterisk (*) are required fields. If you are paying in a different currency, you can get the latest rates from Google finance, by clicking the Get rate button. Enter the currency rate if you have a fixed rate.
- 2 Enter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

Treezsoft Online Accounting 2.0 New!

Test COMPANY 1 ▾ TestDemo ▾ Logout ▾

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

Transfer Funds

Date*	30/Oct/2024	Ref. No.*	Auto-generated
Transfer Method*	<input type="button" value="▼"/>	Transfer No.	<input type="text"/>
		Cheque No.	<input type="text"/>
Transfer From*	<input type="button" value="▼"/>	Transfer To*	<input type="button" value="▼"/>
Amount*	<input type="text"/>	Amount*	<input type="text"/>
Exchange rate to base currency	<input type="text"/>		
Description	<input type="text"/>		

1 Enter the details in this section.

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

Exchange rate to base currency

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

8.4 Bank reconciliation

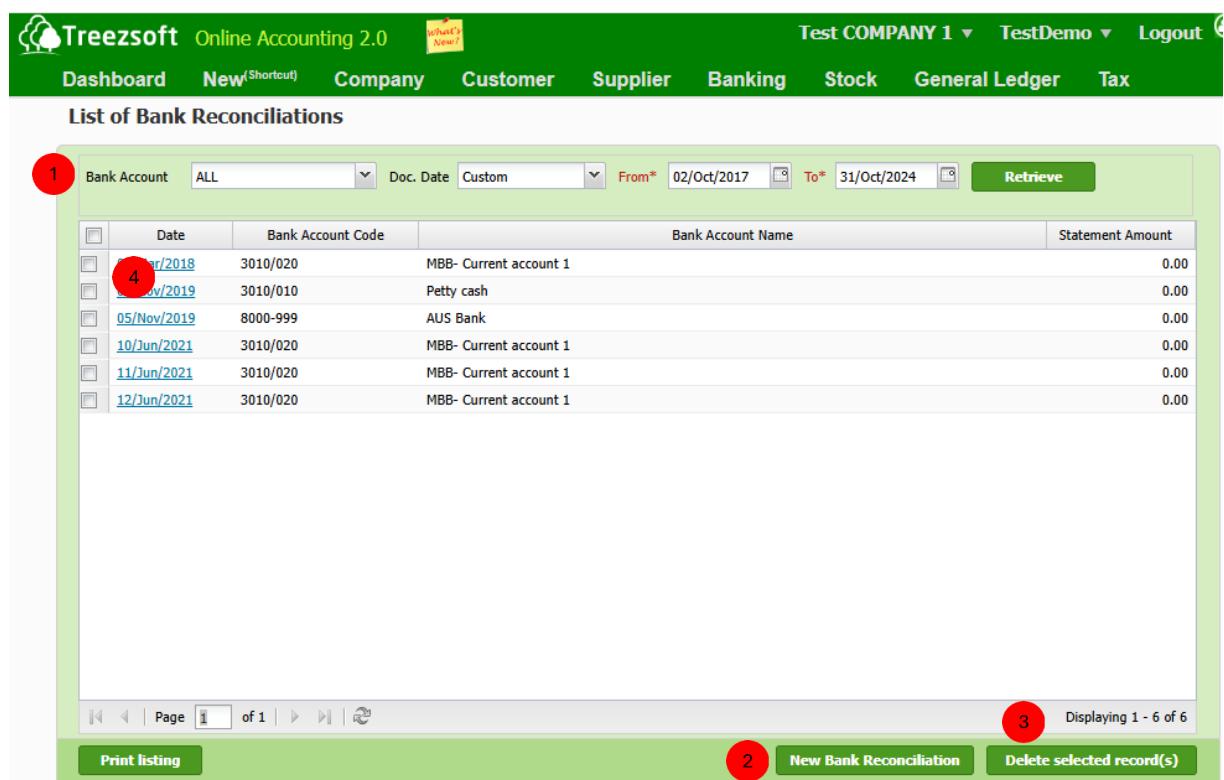
After you have entered all the transactions for a particular month, you can then base on the bank statement received to reconcile your payments, receipts for that bank.

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

8.4.1 Start reconciling your bank transactions

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

8.4.2 List of Bank Reconciliations

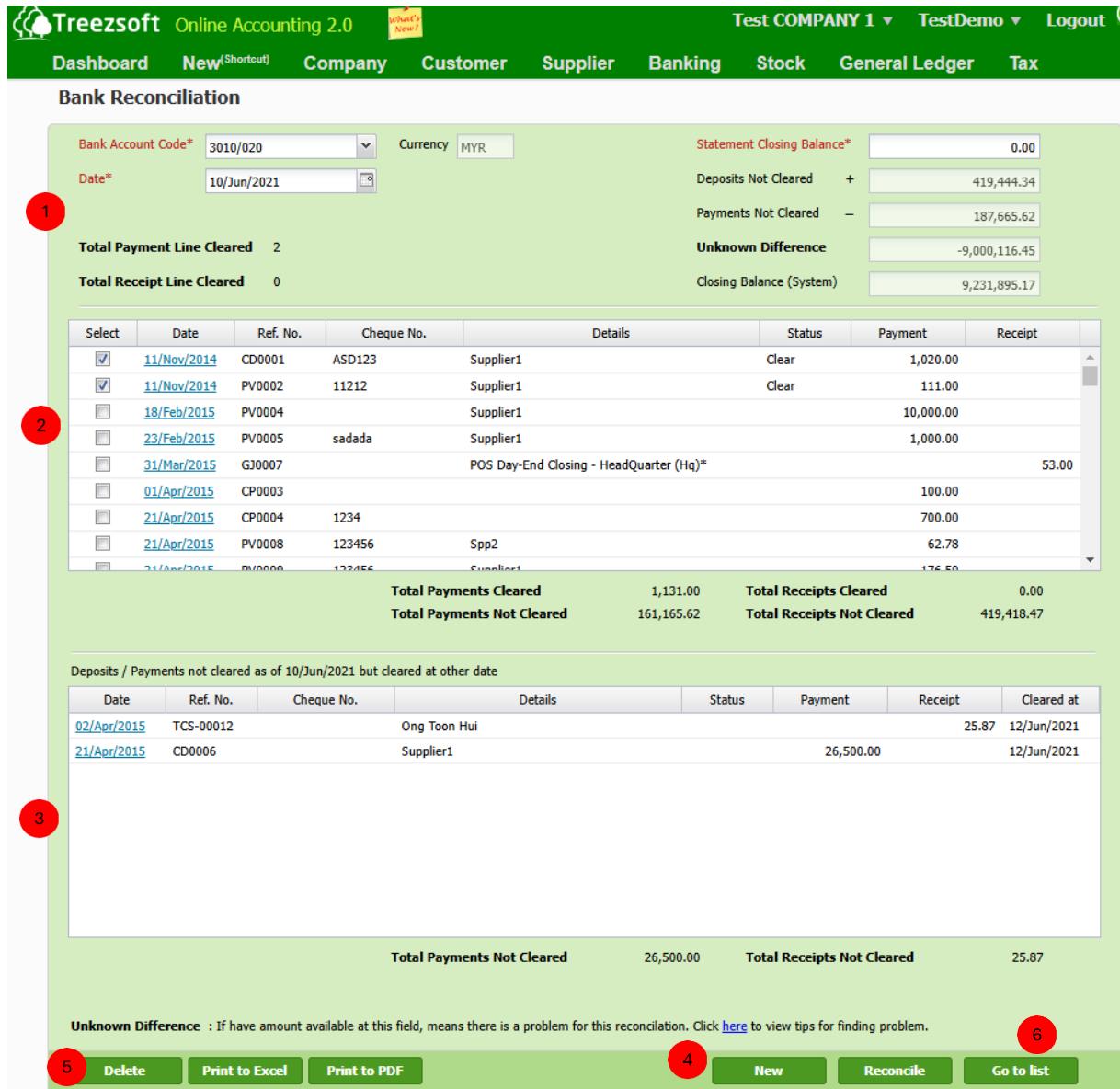


Date	Bank Account Code	Bank Account Name	Statement Amount
02/Oct/2017	3010/020	MBB- Current account 1	0.00
02/Oct/2017	3010/010	Petty cash	0.00
05/Nov/2019	8000-999	AUS Bank	0.00
10/Jun/2021	3010/020	MBB- Current account 1	0.00
11/Jun/2021	3010/020	MBB- Current account 1	0.00
12/Jun/2021	3010/020	MBB- 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		
		Unknown Difference	-9,000,116.45		
		Closing Balance (System)	9,231,895.17		

Select	Date	Ref. No.	Cheque No.	Details	Status	Payment	Receipt
<input checked="" type="checkbox"/>	11/Nov/2014	CD0001	ASD123	Supplier1	Clear	1,020.00	
<input checked="" type="checkbox"/>	11/Nov/2014	PV0002	11212	Supplier1	Clear	111.00	
<input type="checkbox"/>	18/Feb/2015	PV0004		Supplier1		10,000.00	
<input type="checkbox"/>	23/Feb/2015	PV0005	sadada	Supplier1		1,000.00	
<input type="checkbox"/>	31/Mar/2015	GJ0007		POS Day-End Closing - HeadQuarter (Hq)*		53.00	
<input type="checkbox"/>	01/Apr/2015	CP0003				100.00	
<input type="checkbox"/>	21/Apr/2015	CP0004	1234			700.00	
<input type="checkbox"/>	21/Apr/2015	PV0008	123456	Spp2		62.78	
<input type="checkbox"/>	21/Apr/2015	PV0009	123456	Supplier1		174.00	

Total Payments Cleared	1,131.00	Total Receipts Cleared	0.00
Total Payments Not Cleared	161,165.62	Total Receipts Not Cleared	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
02/Apr/2015	TCS-00012		Ong Toon Hui				25.87 12/Jun/2021
21/Apr/2015	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.

Buttons:

- 5 Delete
- Print to Excel
- Print to PDF
- 4 New (highlighted with a red circle)
- Reconcile
- Go to list
- 6

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

Treezsoft Online Accounting 2.0
 Test COMPANY 1 ▾ TestDemo ▾ Logout

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

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)

Net Change MYR 0.00 Total 0.00 0.00 0.00 0.00
Closing Balance 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.

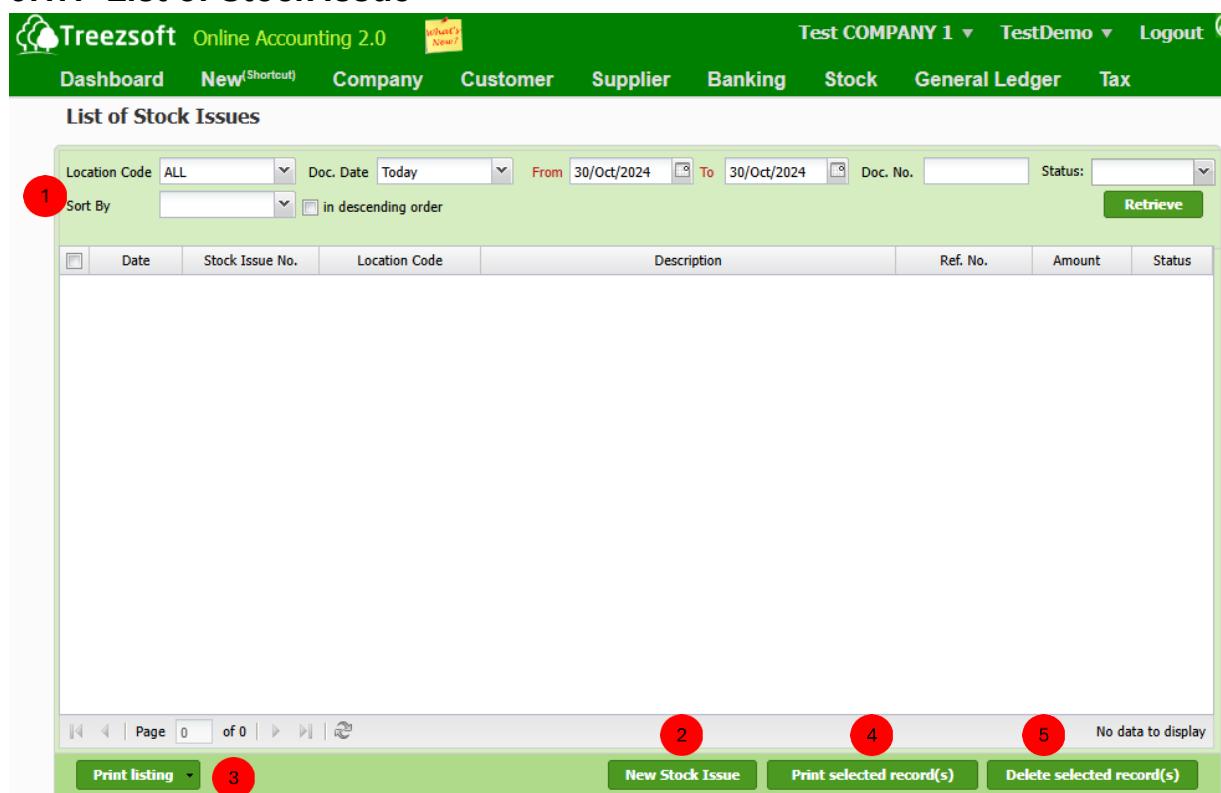
9 Stock Module

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

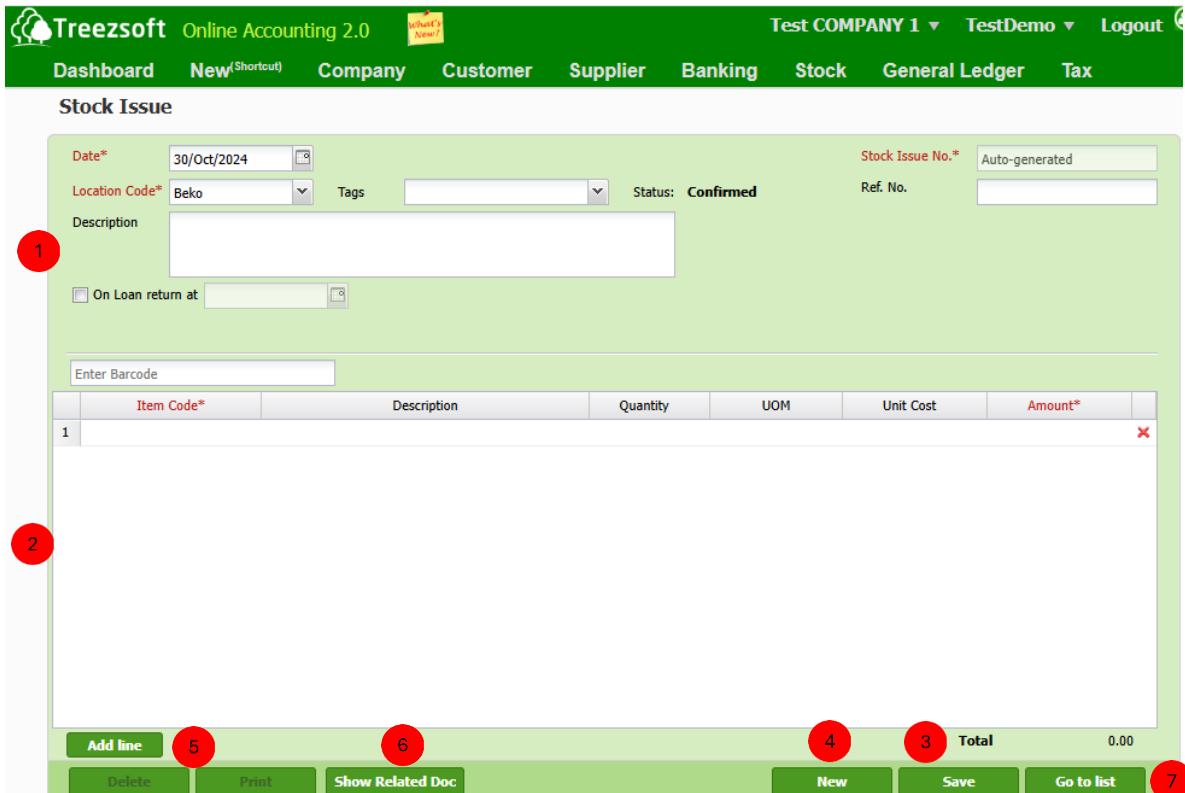


Date	Stock Issue No.	Location Code	Description	Ref. No.	Amount	Status

- 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' creation screen in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax, along with user information for Test COMPANY 1, TestDemo, and Logout.

The main form has the following fields:

- Date*: 30/Oct/2024
- Location Code*: Beko
- Description
- Tags
- Status: Confirmed
- Stock Issue No.*: Auto-generated
- Ref. No.
- On Loan return at

Below the form is a table for entering items:

Item Code*	Description	Quantity	UOM	Unit Cost	Amount*
1					

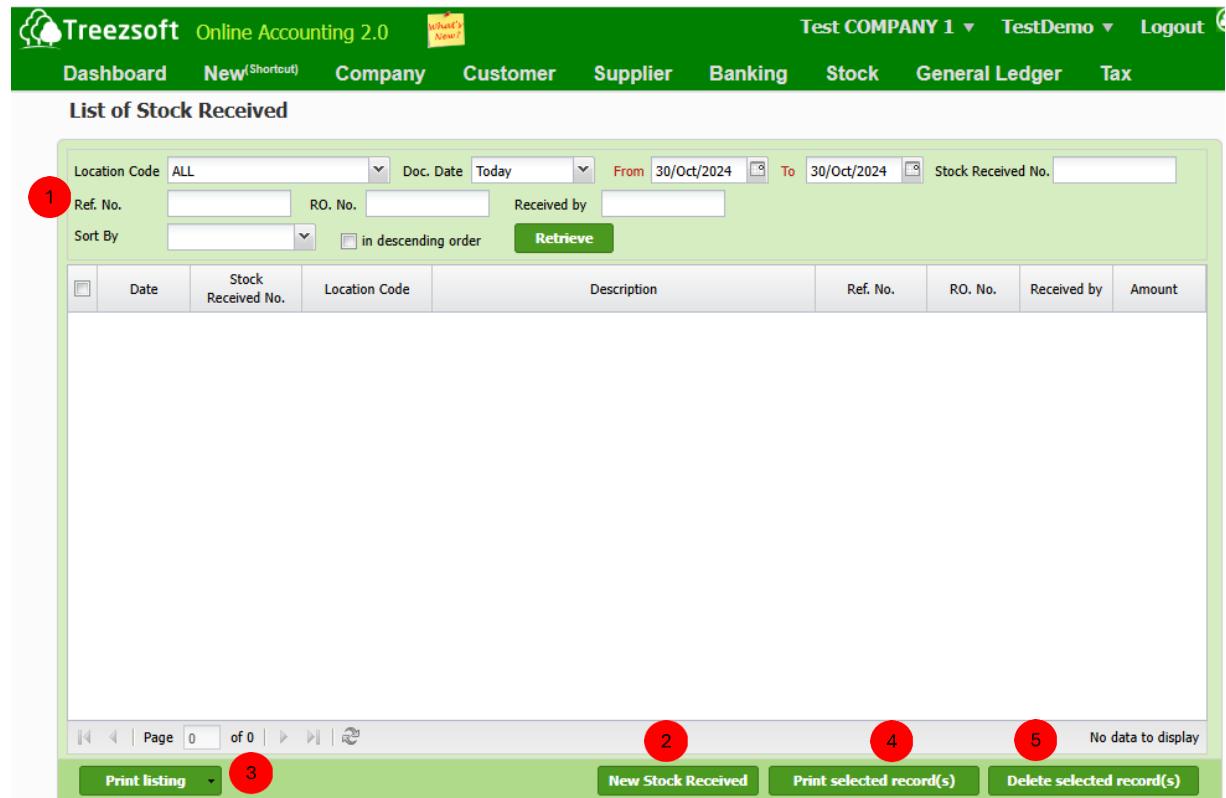
At the bottom are several buttons:

- Add line (5)
- Delete (4)
- Print (6)
- Show Related Doc (7)
- New (3)
- Save (4)
- Total (3)
- 0.00
- Go to list (7)

- 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

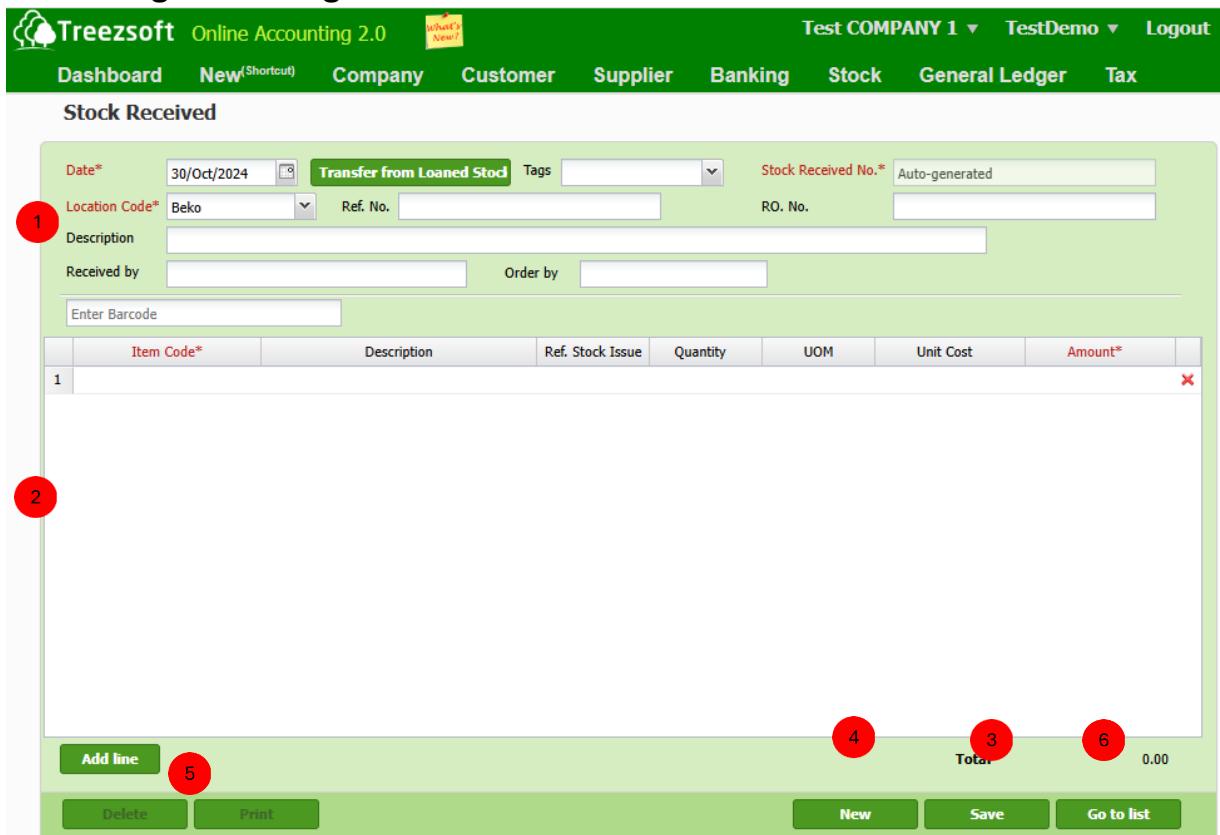
9.2.1 List of Stock Received



The screenshot shows the 'List of Stock Received' page in Treezsoft Online Accounting 2.0. At the top, there is a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. On the right of the navigation bar are buttons for 'Test COMPANY 1 ▾', 'TestDemo ▾', and 'Logout'. Below the navigation bar, the main title 'List of Stock Received' is displayed. The search criteria section contains fields for Location Code (set to ALL), Doc. Date (set to Today), From (30/Oct/2024), To (30/Oct/2024), Stock Received No., Ref. No., RO. No., Received by, Sort By, and a checkbox for 'in descending order'. A 'Retrieve' button is located next to the search fields. Below the search section is a table header with columns: Date, Stock Received No., Location Code, Description, Ref. No., RO. No., Received by, and Amount. The main area below the table header is currently empty, displaying the message 'No data to display'. At the bottom of the page, there are several buttons: 'Print listing' (with a dropdown arrow), 'New Stock Received' (highlighted with a red circle 1), 'Print selected record(s)' (highlighted with a red circle 3), 'Delete selected record(s)' (highlighted with a red circle 4), and 'No data to display' (highlighted with a red circle 5).

- 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

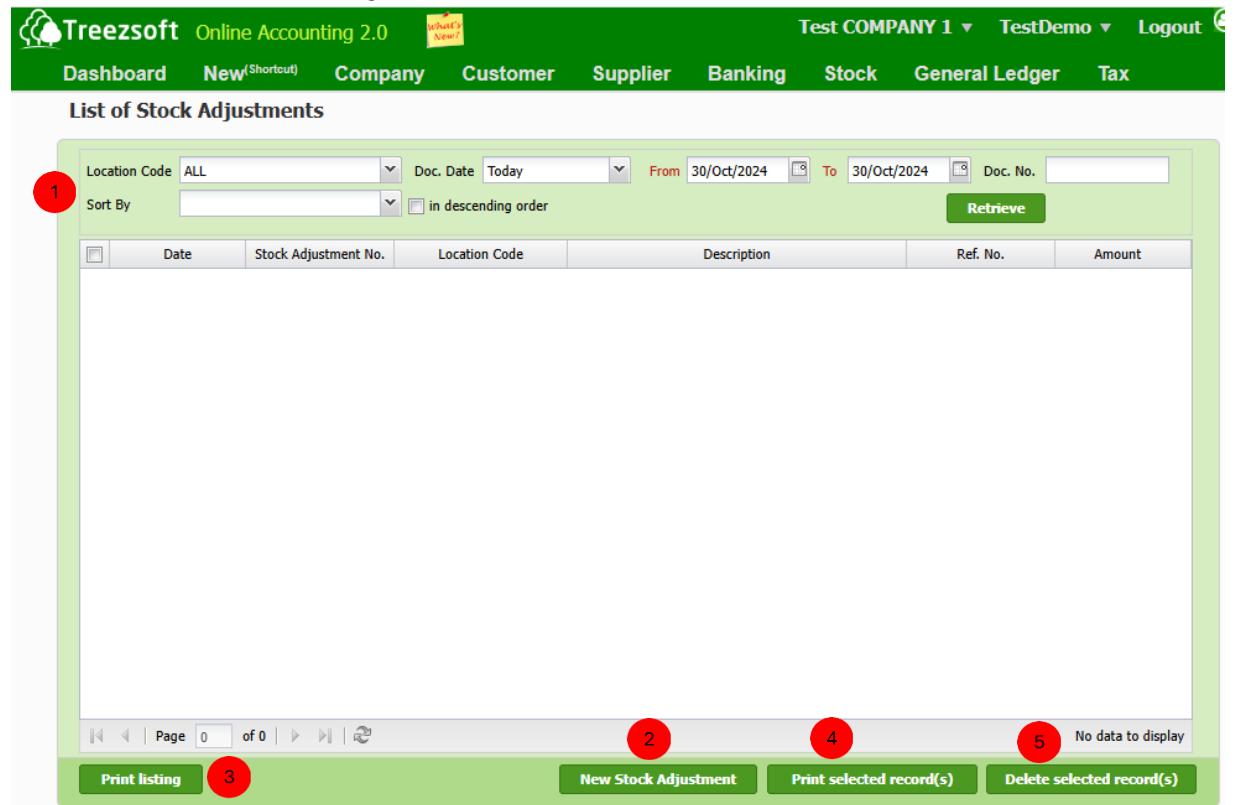


The screenshot shows the 'Stock Received' module in Treezsoft Online Accounting 2.0. The main area contains fields for Date (30/Oct/2024), Location Code (Beko), Description, Received by, Transfer from Loaned Stock, Tags, Stock Received No. (Auto-generated), Ref. No., and RO. No. Below these are sections for 'Enter Barcode' and a table for adding items. The table has columns: Item Code*, Description, Ref. Stock Issue, Quantity, UOM, Unit Cost, and Amount*. At the bottom are buttons for Add line, Delete, Print, New, Save, and 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

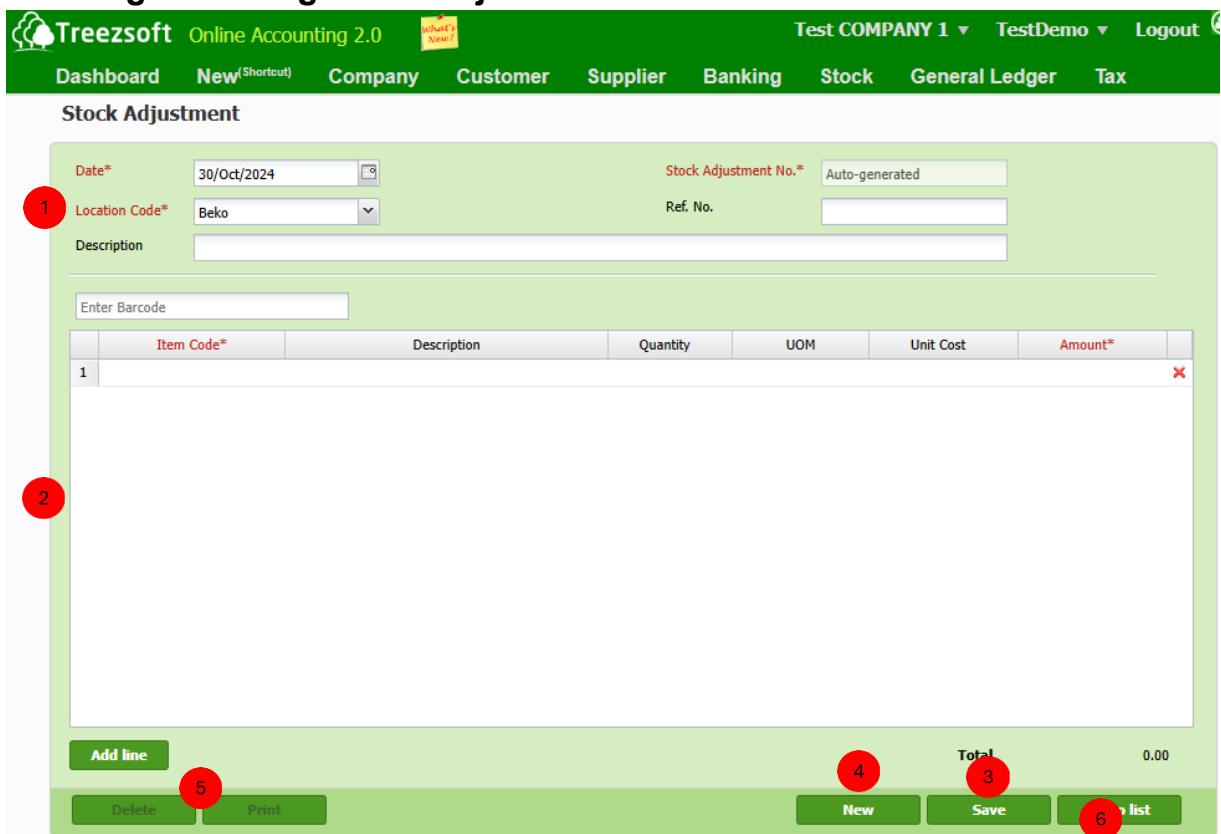
9.3.1 List of Stock Adjustments



The screenshot shows the 'List of Stock Adjustments' page. At the top, there is a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. On the right of the navigation bar are buttons for 'Test COMPANY 1', 'TestDemo', and 'Logout'. Below the navigation bar, the title 'List of Stock Adjustments' is displayed. The main area contains a search form with fields for Location Code (set to ALL), Doc. Date (set to Today), From (30/Oct/2024), To (30/Oct/2024), and Doc. No. (empty). There is also a 'Sort By' dropdown and a 'Retrieve' button. Below the search form is a table with columns: Date, Stock Adjustment No., Location Code, Description, Ref. No., and Amount. The table is currently empty. At the bottom of the page, there are navigation buttons for Page, Print listing (circled in red), New Stock Adjustment, Print selected record(s), and Delete selected record(s). A message 'No data to display' is visible on the right side of the table area.

- 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



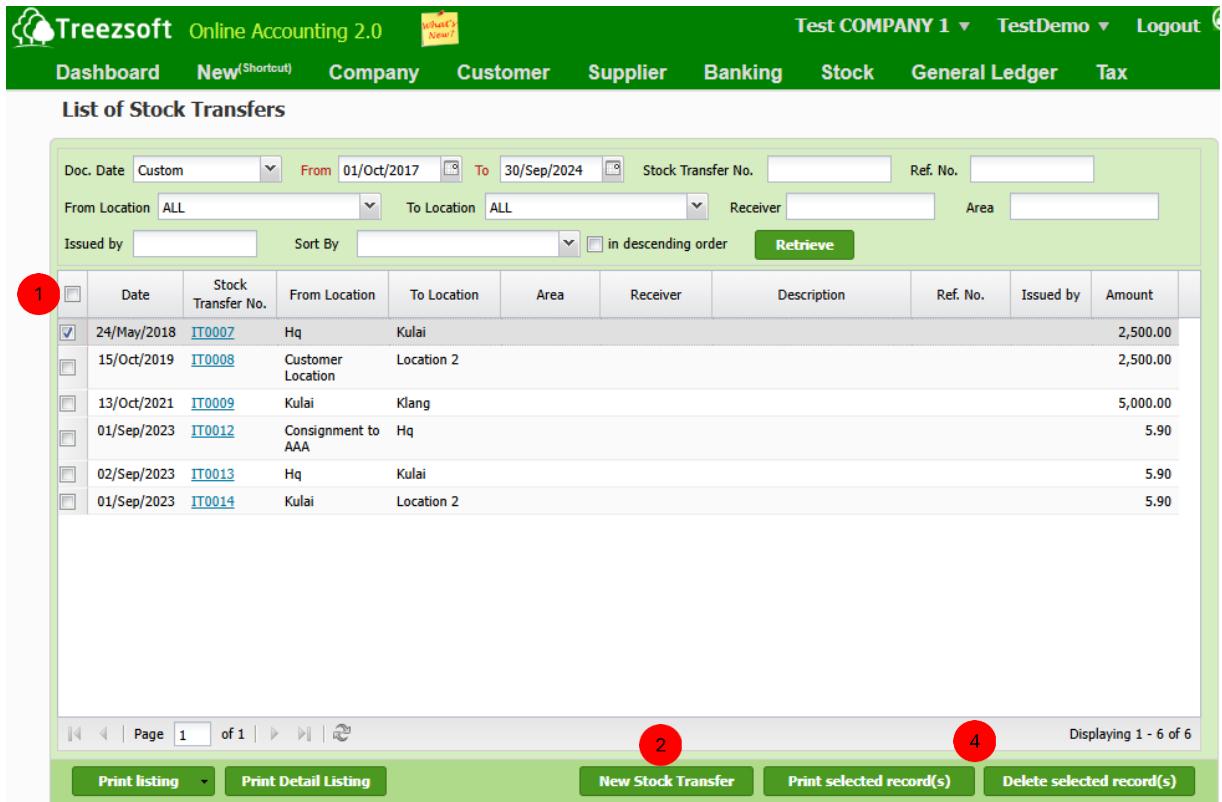
The screenshot shows the 'Stock Adjustment' module in Treezsoft Online Accounting 2.0. At the top, there's a navigation bar with links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, Tax, and Logout. A 'What's New?' badge is visible. The main area has sections for Date*, Location Code*, Stock Adjustment No.* (Auto-generated), Ref. No., Description, and Enter Barcode. Below is a table with columns for Item Code*, Description, Quantity, UOM, Unit Cost, and Amount*. A row is shown with item code '1'. Action buttons at the bottom include Add line, Delete (circled 5), Print (circled 5), New (circled 4), Save (circled 3), and Go to list (circled 6). Total values are displayed on the right.

	Item Code*	Description	Quantity	UOM	Unit Cost	Amount*
1						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 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



The screenshot shows the 'List of Stock Transfers' page in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax. The main content area has a green header 'List of Stock Transfers'. Below it is a search form with fields for Doc. Date (Custom), From (01/Oct/2017) and To (30/Sep/2024), Stock Transfer No., Ref. No., From Location (ALL), To Location (ALL), Receiver, Area, Issued by, Sort By, and a 'Retrieve' button. A table below lists six stock transfer records. The first record is selected. Numbered circles (1-4) point to specific elements: 1 points to the 'Retrieve' button; 2 points to the 'New Stock Transfer' button; 3 points to the 'Print listing' button; 4 points to the 'Delete selected record(s)' button. The bottom right corner of the table shows 'Displaying 1 - 6 of 6'.

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

- 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

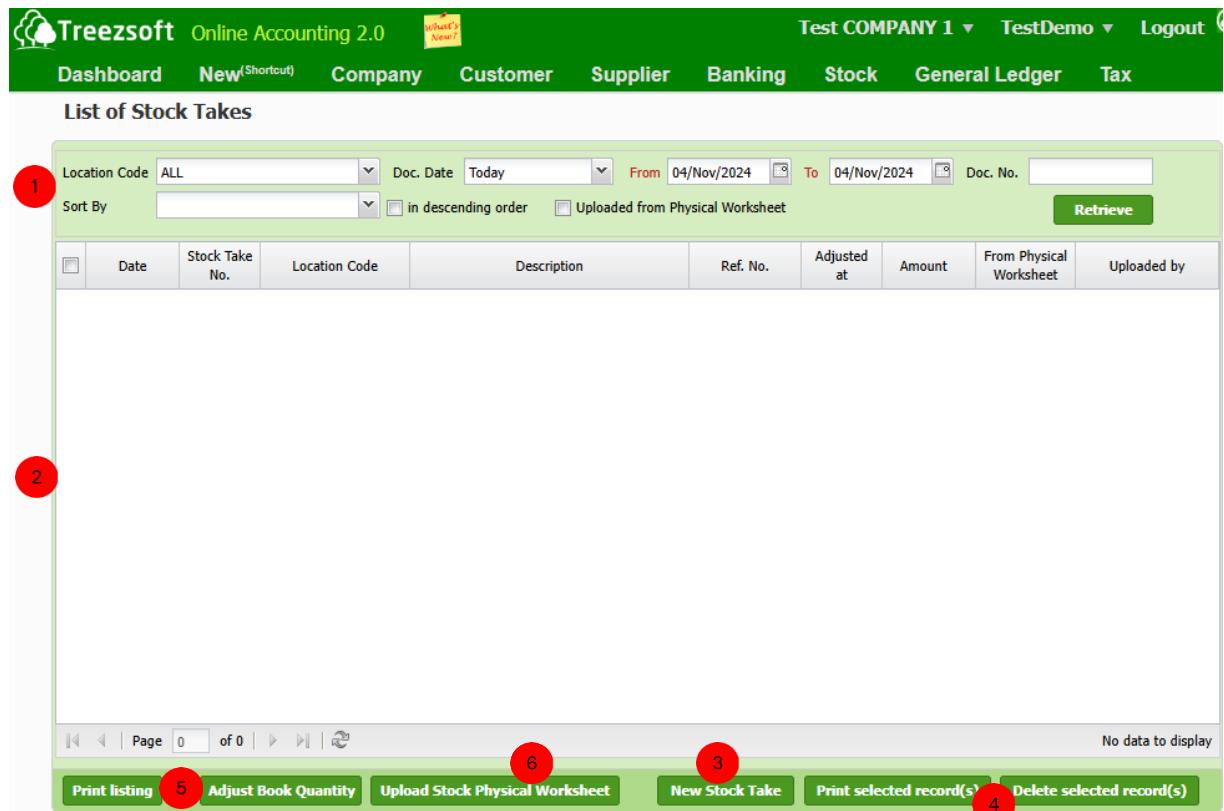


The screenshot shows the 'Stock Transfer' module in Treezsoft Online Accounting 2.0. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax, along with Test COMPANY 1, TestDemo, and Logout options. The main form has fields for Date (30/Oct/2024), Receiver, Stock Transfer No. (Auto-generated), From Location, To Location, Ref. No., Issued by, Area, and Description. Below these is a 'Enter Barcode' section. A grid table lists items with columns: Item Code*, Description, Quantity, UOM, Unit Cost, and Amount*. At the bottom are buttons for Add line, Delete, Print, New, Save, Total (0.00), and Go to list.

- 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

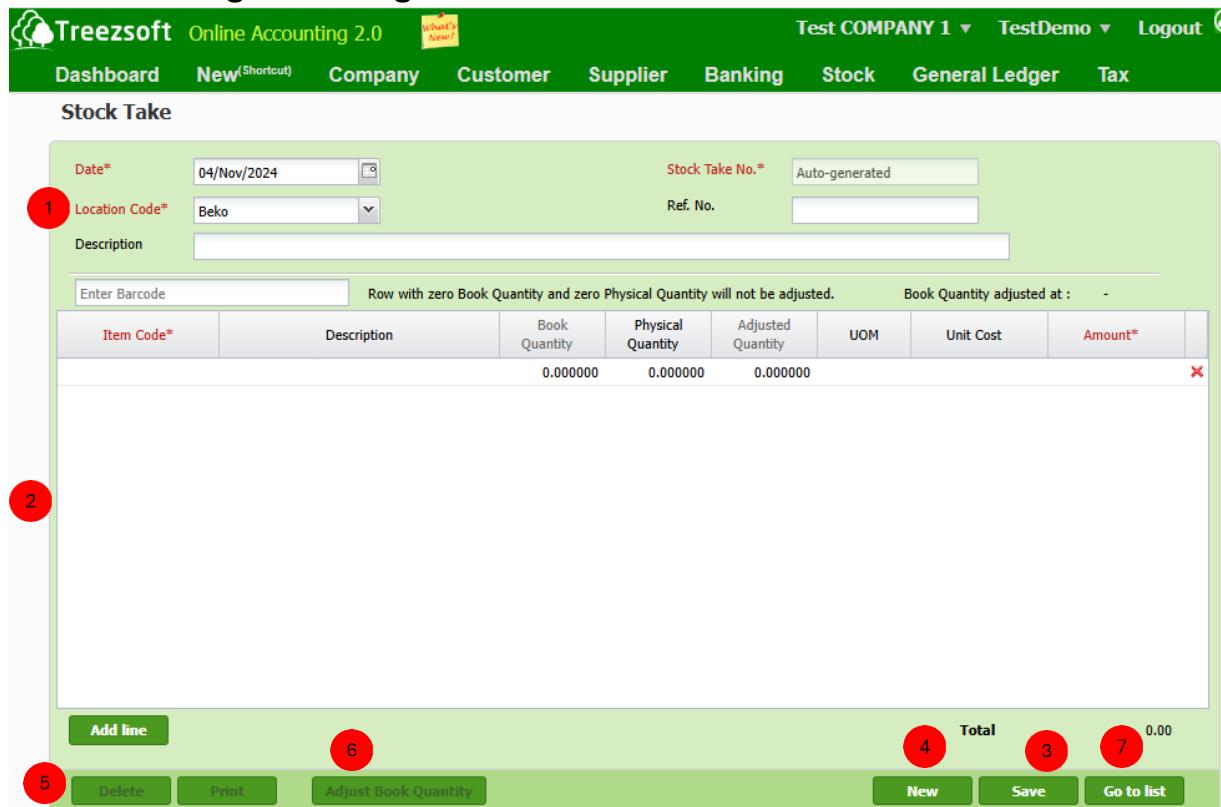
9.5.1 List of Stock Take



The screenshot shows the 'List of Stock Takes' page. At the top, there are search filters for 'Location Code' (set to 'ALL'), 'Doc. Date' (set to 'Today'), 'From' (04/Nov/2024), 'To' (04/Nov/2024), and 'Doc. No.'. Below these are buttons for 'Sort By' (with options for descending order and uploaded from physical worksheet), 'Retrieve', and a 'List of Stock Takes' title. The main area is a table with columns: Date, Stock Take No., Location Code, Description, Ref. No., Adjusted at, Amount, From Physical Worksheet, and Uploaded by. A message 'No data to display' is shown below the table. At the bottom, there are buttons for 'Print listing' (circled 1), 'Adjust Book Quantity' (circled 5), 'Upload Stock Physical Worksheet' (circled 6), 'New Stock Take' (circled 3), 'Print selected record(s)' (circled 4), and '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



The screenshot shows the 'Stock Take' module in the Treezsoft Online Accounting 2.0 application. The top navigation bar includes links for Dashboard, New (Shortcut), Company, Customer, Supplier, Banking, Stock, General Ledger, and Tax, along with options for Test COMPANY 1, TestDemo, and Logout.

Stock Take

Date*: 04/Nov/2024

Stock Take No.*: Auto-generated

Location Code*: Beko

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					

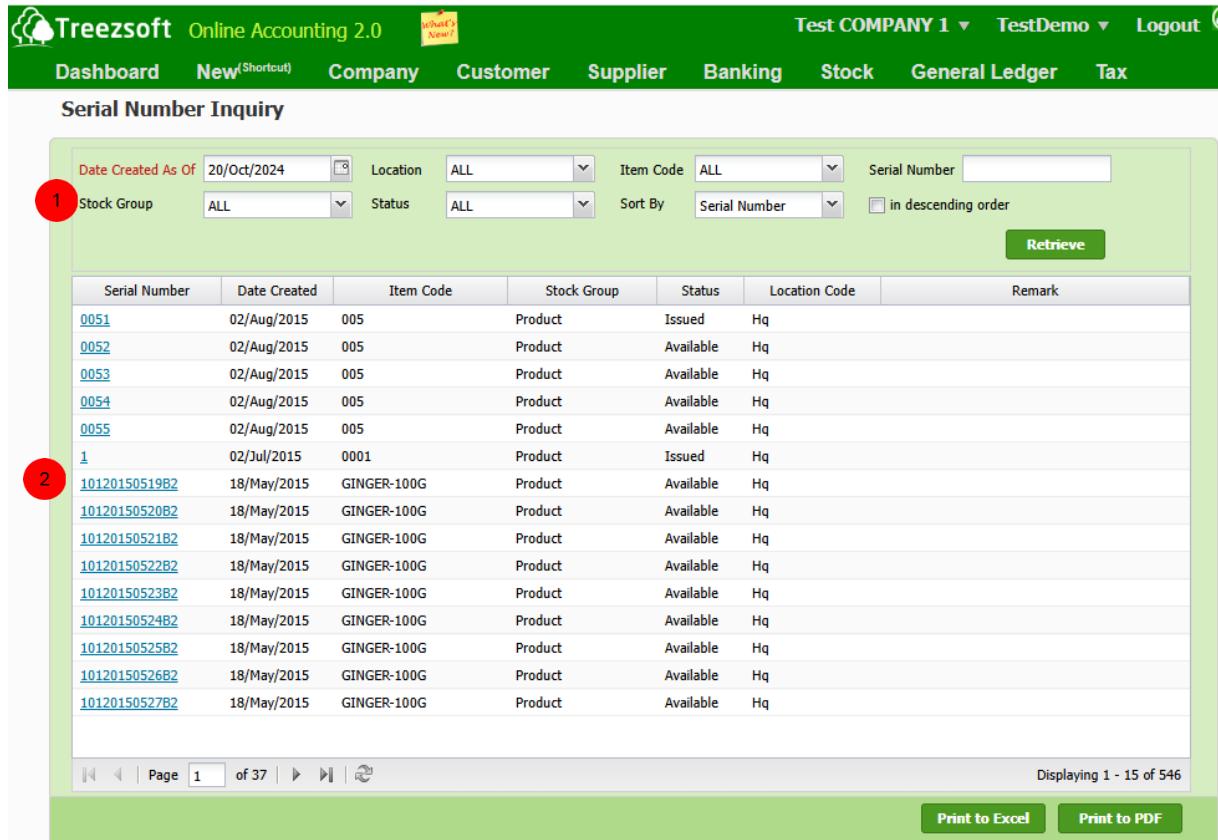
Add line Total 0.00

Delete Print Adjust Book Quantity New Save Go to list

- 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.



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

- 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

 Treezsoft Online Accounting 2.0 

Test COMPANY 1 ▾ TestDemo ▾ Logout

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

List of Stock Items

	Code	Name	Base UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status	Barcode
<input type="checkbox"/>	GINGER-100G	1Ginger Powder 100g aaa	unit	55.000000	44.000000	Alma	-156.300000	Available	95561082113...
<input type="checkbox"/>	0001	Heavyduty Shoe (BRGS 7709)	unit	120.000000	100.000000	Product	17.000000	Available	669858
<input type="checkbox"/>	0002	Safety Shoe (DRSS 1007S)	unit	119.000000	59.000000	Product	-140.200000	Available	34645756787
<input type="checkbox"/>	0004	Casual Shoe (CRSF 1906)	pcs	99.000000	49.000000	Product	2,203.500000	Available	asdadasdasd
<input type="checkbox"/>	003	Metal Ball	pcs	3,500.000000	2,500.000000	Product	6,888.181000	Available	
<input type="checkbox"/>	005		unit	10.000000	10.000000	Product	-3.000000	Available	123005
<input type="checkbox"/>	005-1		unit	10.000000	8.000000	POS Only	-69.000000	Available	
<input type="checkbox"/>	01-天		unit	10.000000	8.000000	AEROSOL	-136.000000	Available	1234
<input type="checkbox"/>	02		unit	999.000000	5.000000	POS Only	-53.629200	Available	
<input type="checkbox"/>	0222		unit			AEROSOL		Available	aaaa
<input type="checkbox"/>	03		unit	10.000000	8.000000	POS Only	-21.000000	Available	
<input type="checkbox"/>	03名		unit	20.000000	20.000000	Klett	-4.000000	Available	
<input type="checkbox"/>	111		unit	11.000000	22.000000	Alma	0.000000	Available	
<input type="checkbox"/>	1702	TNCC Fee Grade 9-10	unit	785.000000		Fee		Available	
<input type="checkbox"/>	222		unit	33.000000	3.000000	AEROSOL	-6.000000	Available	

Page 1 of 81 | [6](#) | [3](#) | [5](#) | Displaying 1 - 15 of 1215

[Import](#) [Template](#) [Batch Update](#) [Print listing](#) [Print selected barcode](#) [Obsolete selected](#) [Delete selected](#) [New](#)

- 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	aaa test
0001	Heavyduty Shoe (BRGS 7709)	120.000000	100.000000	5.000000		
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_B	
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_B	
222	222	33.000000	3.000000	3.000000		
4G RAM	4G RAM fffff	100.000000	100.000000	100.000000		

Active item only

1 Save **2** 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

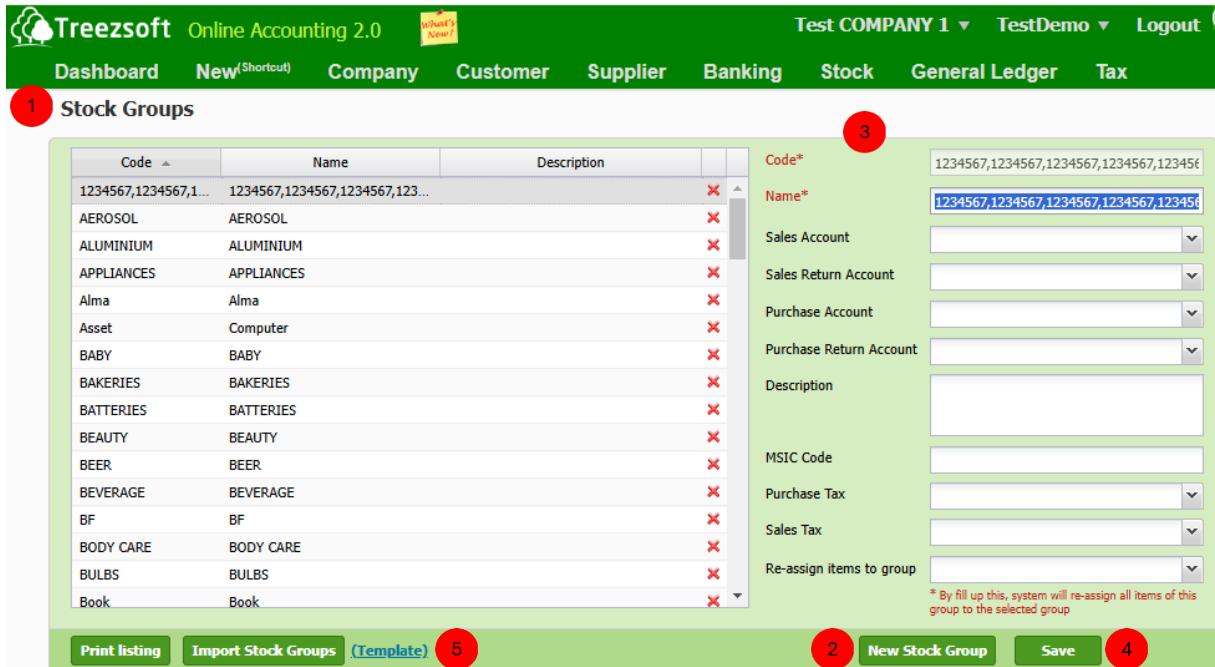
Stock Item

Name*	Lead Time	Name (2)
Code*	Sales Tax	Remark
Stock Group*	Purchase Tax	
Barcode	Balance Quantity	<input type="checkbox"/> Set to obsolete
<input checked="" type="checkbox"/> Stock Control UOM and Price Information Stock Level		
Costing Method	Base UOM unit	Min. Quantity 0.000000
<input type="checkbox"/> Contain Serial No.	Selling Price	Max. Quantity 0.000000
<input type="checkbox"/> Contain Stock Batch	Purchase Price	Reorder Level 0.000000
Service Duration minutes	Standard Cost	Reorder Quantity 0.000000
UOM Conversion (Base UOM Rate = 1)		
UOM	Rate	Selling Price Purchase Price
<input type="checkbox"/> Image <input type="button" value="Upload"/> <input type="button" value="Remove"/> No image		
<input type="button" value="Add line"/> <input type="button" value="Delete"/> <input type="button" value="Print Barcode"/> <input type="button" value="List of Stock Batch"/> <input type="button" value="New"/> <input type="button" value="Save"/> <input type="button" value="Go to list"/>		



- 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



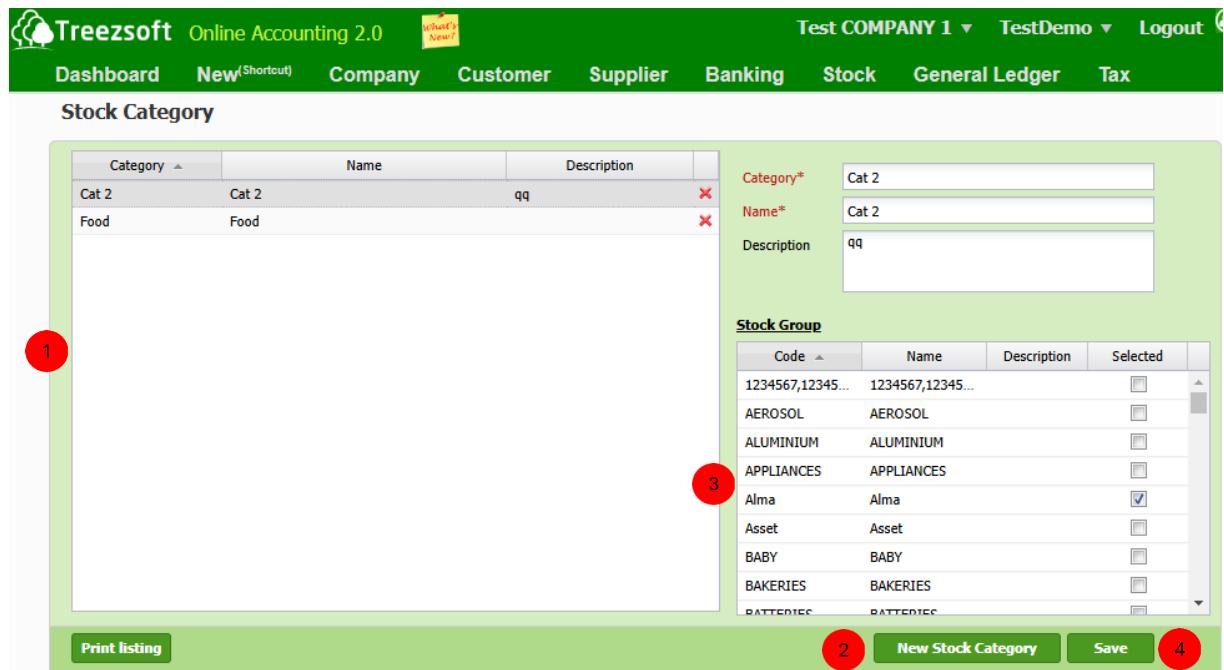
The screenshot shows the 'Stock Groups' page in Treezsoft Online Accounting 2.0. On the left, there is a grid of stock groups with columns for Code, Name, and Description. On the right, there is a detailed form for creating or editing a stock group. The form includes fields for Code*, Name*, Sales Account, Sales Return Account, Purchase Account, Purchase Return Account, Description, MSIC Code, Purchase Tax, Sales Tax, and Re-assign items to group. A note at the bottom right says: '* By fill up this, system will re-assign all items of this group to the selected group'. At the bottom, there are buttons for Print listing, Import Stock Groups, Template (circled 5), New Stock Group (circled 2), Save (circled 4), and Cancel.

Code	Name	Description
1234567,1234567,1...	1234567,1234567,1234567,123...	
AEROSOL	AEROSOL	
ALUMINIUM	ALUMINIUM	
APPLIANCES	APPLIANCES	
Alma	Alma	
Asset	Computer	
BABY	BABY	
BAKERIES	BAKERIES	
BATTERIES	BATTERIES	
BEAUTY	BEAUTY	
BEER	BEER	
BEVERAGE	BEVERAGE	
BF	BF	
BODY CARE	BODY CARE	
BULBS	BULBS	
Book	Book	

- 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



Category	Name	Description
Cat 2	Cat 2	qq
Food	Food	

Category*	Cat 2
Name*	Cat 2
Description	qq

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 2 New Stock Category 3 Save 4

- 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	
005	AAA	Rw	001	2022-05-31	x
003	MB-001	MB-001	001	2021-12-31	x
003	MB-002	MB-002	002	2020-03-13	x
8986	bbb	aaa	001		x
02	aa	aaacccc	001		x
4G RAM	4G RAM 1	4G-1	001		x
GINGER-100G	GIN1	GIN1	001	2020-04-01	x
4G RAM	4G-2	4G-2	002	2020-03-18	x
GINGER-100G	GIN2	GIN2	002	2020-03-11	x
9640	Jun 2021	0001-2021	001	2022-12-03	x
GINGER-100G	Gin3	Gin3	003		x
005	AA	Raw	002	2022-12-31	x

Batch Barcode

Product *

Batch Name *

Batch Code *

Description

Batch Number

Date Expiry

Active

◀ ▶
Print Barcode
2
3

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	X
HQ	HeadQuarter	X

1

3

2

4

Print listing

New Location **Save**

Code*

Name*

Description

Phone No.

Fax No.

Email

Address

City

State

Post Code

Country

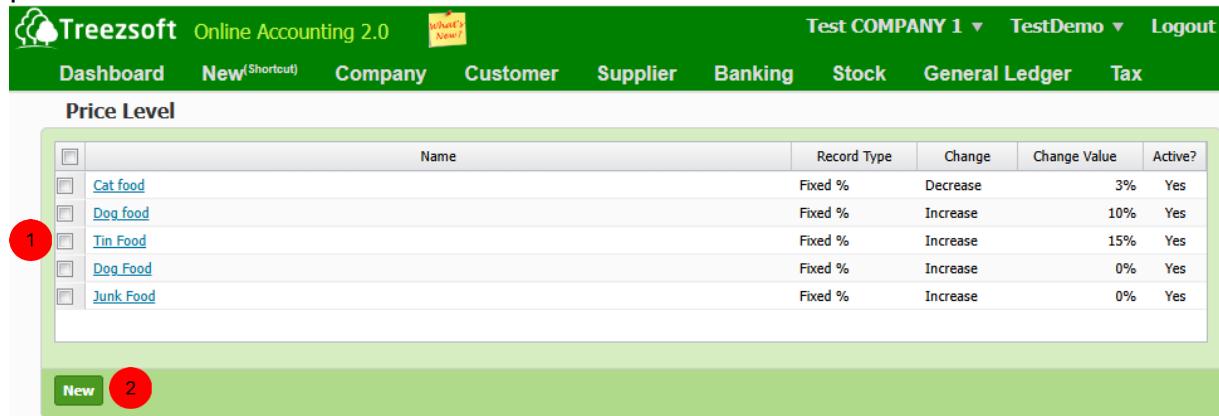
Using POS ?

Set to inactive

- 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



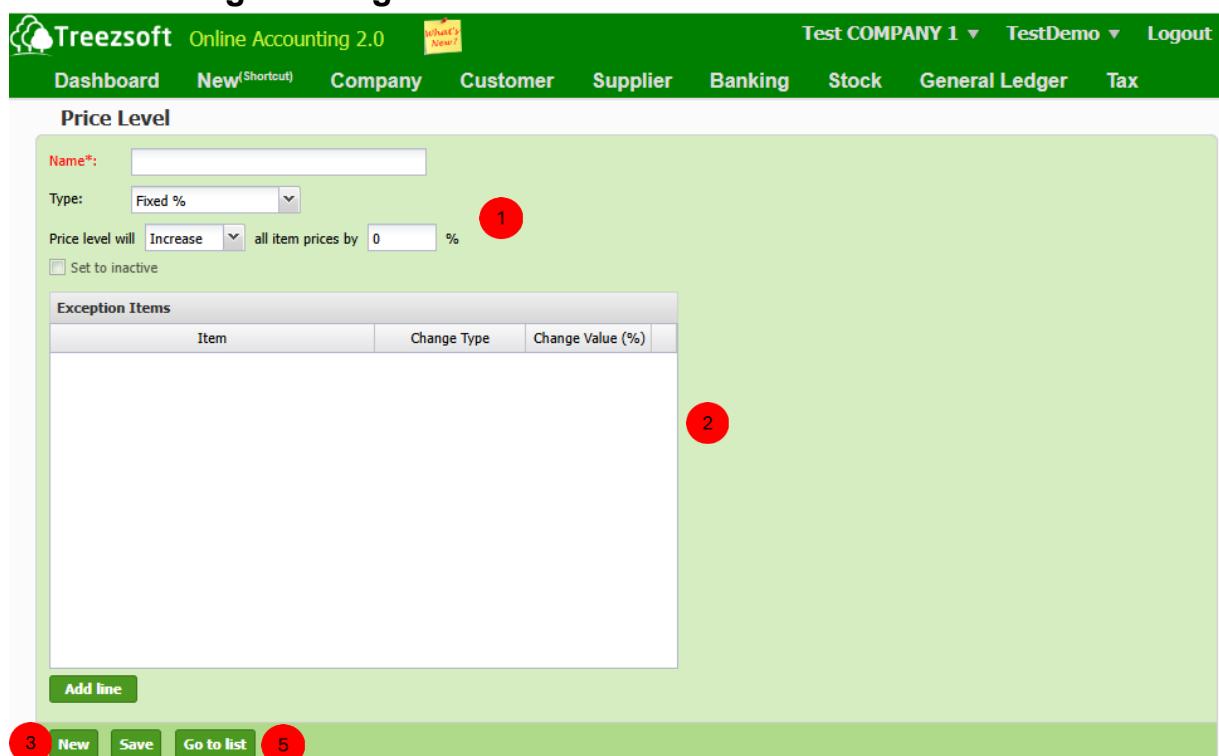
The screenshot shows a list of price levels with the following data:

Name	Record Type	Change	Change Value	Active?
Cat food	Fixed %	Decrease	3%	Yes
Dog food	Fixed %	Increase	10%	Yes
Tin Food	Fixed %	Increase	15%	Yes
Dog Food	Fixed %	Increase	0%	Yes
Junk Food	Fixed %	Increase	0%	Yes

Buttons at the bottom: **New** (highlighted with red circle 1) and **2**.

- 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



The screenshot shows the creation/editing form with the following fields:

- Name***:
- Type**: (highlighted with red circle 1)
- Price level will**: **all item prices by** **%** (highlighted with red circle 1)
- Set to inactive

Exception Items table:

Item	Change Type	Change Value (%)

Buttons at the bottom: **Add line**, **New** (highlighted with red circle 3), **Save** (highlighted with red circle 4), **Go to list** (highlighted with red circle 5), and **5**.

- 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

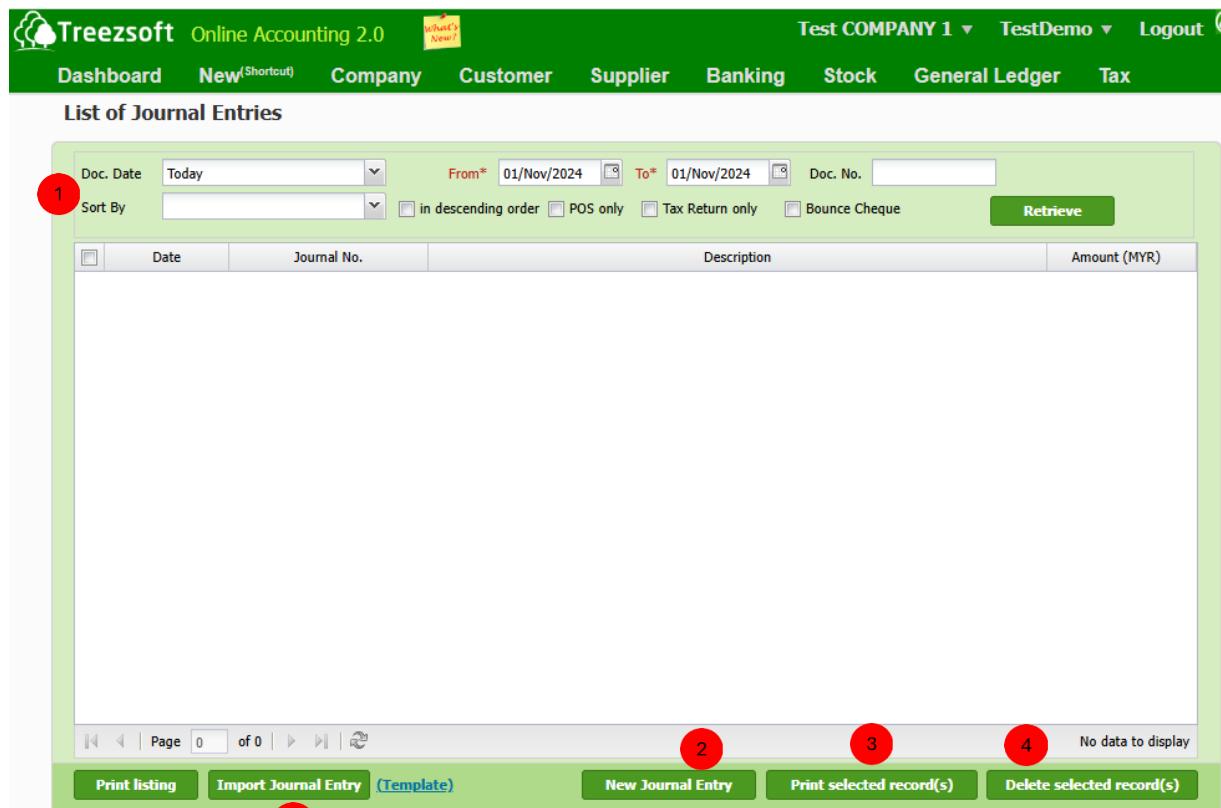
Commission report will automatically help you to generate your salespersons' commissions based on the requirements you enter into the system.

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

Treezsoft Online Accounting 2.0

Test COMPANY 1 ▾ TestDemo ▾ Logout

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

Make Journal Entries

Date*	01/Nov/2024	Journal No.*	GJ0132
Currency*	MYR	1.00000	Get rate
Description*			
Cost Center			
Account Code*	Account Name	Description*	Tax Code
			%
		Debit	Credit
		0.00	0.00
Cost Center ×			

Add line Subtotal 0.00 0.00
Grand Total RM 0.00 0.00

Actions ▾ Print Copy to New New Save Go to list

Journal Entry 8

- 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 [Journal Entry](#)

- 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

List of Stock Values					
	Stock Account Code	Stock Account Name	Opening Stock Account Code	Opening Stock Account Name	Closing Stock Account Code
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

Treezsoft Online Accounting 2.0

Test COMPANY 1 ▾ TestDemo ▾ Logout

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

Stock Value Maintenance

Stock Account Code*	3030/000	Stock on hand	Stock Groups
Opening Stock Account Code*	6000/000	Opening stock	<input type="checkbox"/> ALL <input type="button" value="Clear"/>
Closing Stock Account Code*	6080/000	Closing stock	

1

2 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

3

Get amount based on Stock Balance's cost ▾

Save Go to list

4

- 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

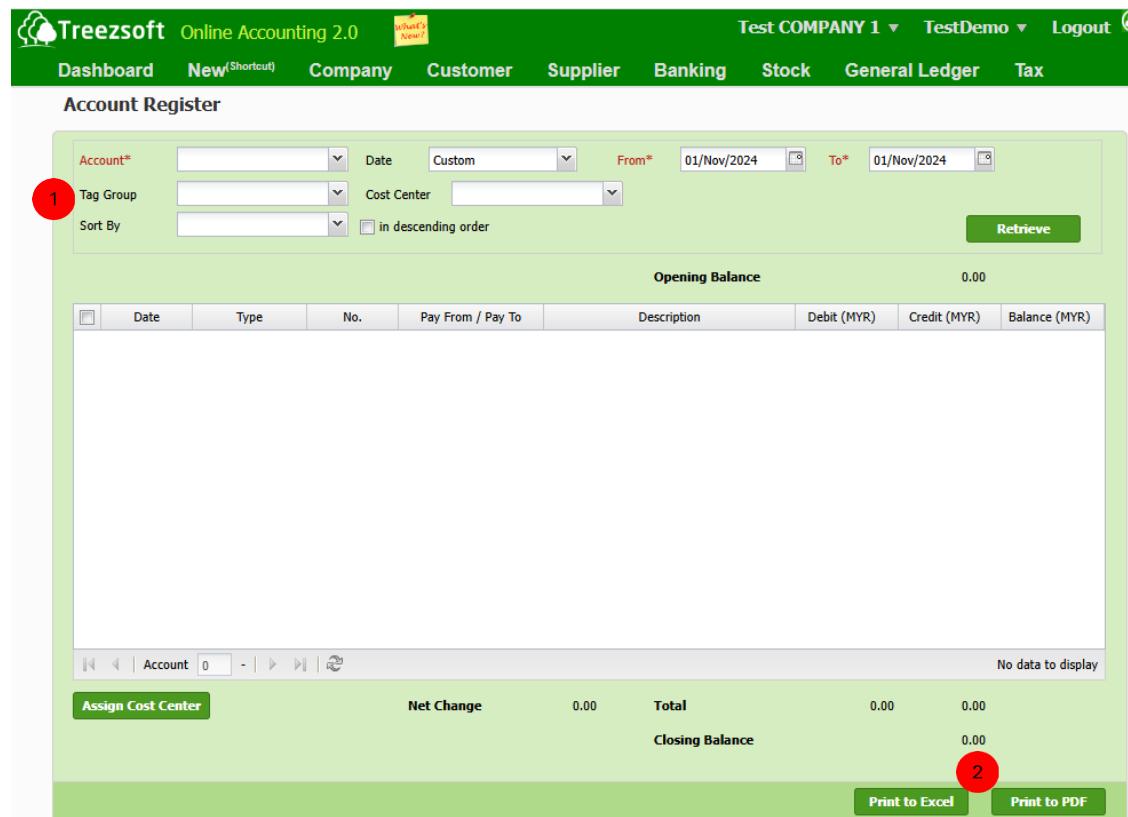
Document No. From To

Date	Document No.	Account	Description	Debit	Credit	Last Modified By
12/02/2012	CS0004	Petty cash		2,258.00		userid
12/02/2012	CS0004	Sales	Galaxy Note		1,129.00	userid
12/02/2012	CS0004	Sales	Galaxy Note		1,129.00	userid

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

10.4 Account Register

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



- 1 Enter your criteria and click **Retrieve** to search.
- 2 Click Print to Excel or Print to PDF to print account list in Excel or PDF format.



10.5 Export Data

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

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

2 Account List

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

3 Export to CSV Export to Excel

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 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 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

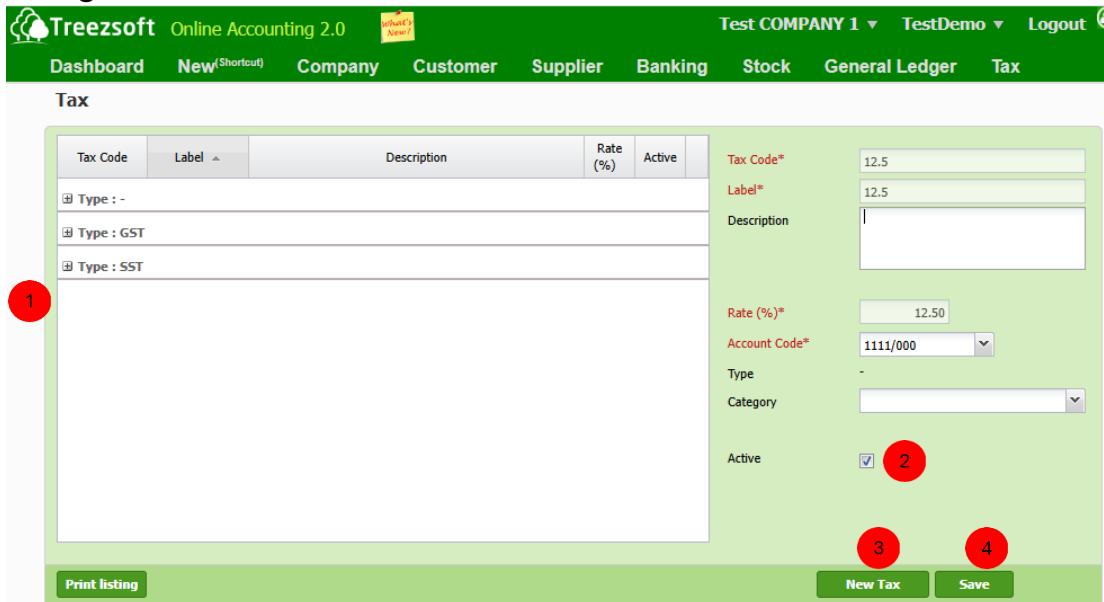
a comprehensive financial report that summarizes all sales transactions made under a flat rate scheme over a full financial year.

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.



Tax Code	Label	Description	Rate (%)	Active
Type : -				
Type : GST				
Type : SST				

Tax Code* 12.5
Label* 12.5
Description
Rate (%)* 12.50
Account Code* 1111/000
Type -
Category
Active 2

Print listing 3 **New Tax** 4 **Save**

- 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