

Getting Started Manual For Express365 Accounting

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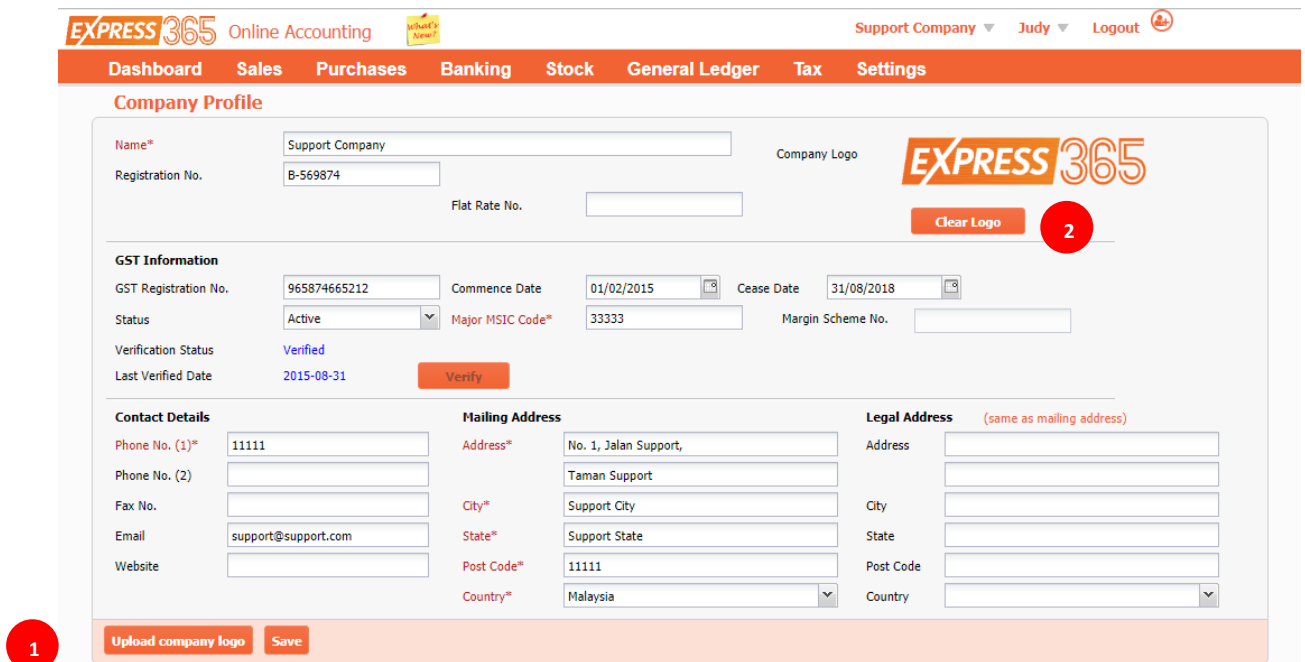
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1. Getting Started

1.1. Change company profile?

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



Fields with asterisk (*) are mandatory fields.

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

2 To clear your uploaded logo, click on **clear logo** button.

Next, enter your business details...

1.2. Setting up Chart of Accounts

Setting up your COA, is the second thing you should do after entering business details:

Chart Of Accounts

Code	Name	Account Type	Status	
1000/000	Share Capital	Equity	Active	✖
1050/000	Retained earnings	Retained earnings	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	✖
2520/000	Accumulated depreciation - Buildings	Fixed assets	Active	✖
2530/000	Accumulated depreciation - Plant and machinery	Fixed assets	Active	✖
2540/000	Accumulated depreciation - Computer equipment	Fixed assets	Active	✖
2550/000	Accumulated depreciation - Motor	Fixed assets	Active	✖
2560/000	Accumulated depreciation - Furniture and fixtures	Fixed assets	Active	✖
3000/000	Debtors Control Account	Accounts receivable	Active	✖
3010/010	Cash	Cash and bank	Active	✖

Account Type*

Equity

Code*

1000/000

Name*

Share Capital

Description

Cash Flow Category

Financing Activities

☐ Set to inactive

MSIC Code

Print listing

Import Chart of Accounts

New Account

Save

- 1 This is the list of COA, you can edit them by choosing the account you wish to edit.
- 2 If you no longer wish to use a previous account and wish to disable it, simply choose the account and tick on the **Set to inactive** or **Delete**(using the red cross) to remove unused Accounts.
- 3 To create a new account, click on the **New Account** button.
- 4 To import your existing COA, click on **Import Chart of Accounts** button.

Import

Select a .csv file from your computer.

Filename: **Browse...**

Upload **Cancel**

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

- 1** To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2** Click on **Upload** to proceed.

1.2.1. Preparing the Chart of Accounts import file

- a. Download the blank formatted CSV from
<http://www.express365.com.my/sample-import/download.php?file=Chart%20of%20Accounts.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Account Type	Define the account class, accepted values: Accounts receivable, Accounts payable, Cash and bank, Cost of sales, Current assets, Current liabilities, Equity, Expenses, Fixed assets, Income, Income Tax, Liabilities & Equity, Long term liabilities, Operating expenses, Other assets, Other current assets, Other current liabilities, Other expenses, Other income, Retained earnings, Revenues, Stock, Stock closing balance, Stock opening balance		Yes
Code	The account code	35	Yes
Name	Name of the account	255	Yes
Description	Description of the account	255	Optional
Type	Only for Cash and bank type accounts, accepted values are: Cash, Savings, Current account, Other accounts		Yes (for bank only)
Account No.	Bank account number	255	Optional
Currency	Currency of the bank account		Yes (for bank only)

Where to Find Chart of Account?

Under **Settings** module > **Chart of Accounts**

EXPRESS 365 Online Accounting Support Company Judy Logout

Dashboard **Sales** **Purchases** **Banking** **Stock** **General Ledger** **Tax** **Settings**

Dashboard

Recent Transactions

Show My Transactions View Last 10

Date	Type	Customer / Supplier	Currency	Amount
09/10/2019	Goods Received Note	Syarikat Tembaku	MYR	200,000.00
22/10/2019	Supplier Invoice	Syarikat Tembaku	MYR	200,100.00
22/10/2019	Sales Invoice	Customer 1	MYR	0.10
22/10/2019	Sales Invoice	Customer 3	MYR	3.00
22/10/2019	Sales Invoice	Customer 2	MYR	35.00
22/10/2019	Sales Invoice	Customer 2	MYR	35.00
19/10/2022	Sales Invoice	Max	MYR	6,000.00
10/10/2019	Stock Take			6,509.50
10/10/2019	Stock Take			157,158.00

Draft Recurring Invoice (Last 15 records)

Date	Document Type	Customer	Currency	Amount
26/10/2019	Sales Invoice	Customer 1	USD	106.00
19/10/2019	Sales Invoice	Customer 1	USD	106.00

Top 5 Debtors

Top 5 Expenditure

For the month of October

Settings

- Company Profile
- Chart of Accounts**
- Delivery Method
- Delivery Terms
- Salespersons
- Tags
- Tag Groups
- Payment Terms
- Foreign Currencies
- Unit of Measurements
- Document Numbers
- Separate Document Numbers
- Custom Templates
- Email
- Preference
- Printing Preference
- Opening Balances
- Manage Users

1.3. How to change Preferences?

The third setting you should determine is your account preferences:

Preferences

1 Account Defaults

Receivable Account
Default control account for Customers
3000/000

Payable Account
Default control account for Suppliers
4000/000

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

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

2 Stock Defaults

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

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

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

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

Units of Measurement
unit

Quantity Decimal Places
3

Unit Price Decimal Places
3

☐ 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)

Screen Defaults

☒ Open listing and report link in new tab

Report Defaults

☒ Sales Invoice : display customer address in multiple line

Access Control

☐ Restrict non-admin user login outside working hours

FingerTips Integration

☐ Enable FingerTips Integration.

3 Financial Settings

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

Date Format
Determine how dates will be shown/entered in screens
02/12/2019

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

Lock Date
Once you set the Transaction Lock date, all transactions before or on the specified date cannot be created, edited or deleted. Suitable for an Accountant to prevent further modification or adjustment for periods which were audited
25/08/2019

☐ Enable rounding adjustment in new cash sales
Default account for rounding adjustment in cash sales.

☒ Enable Progress Invoicing

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

Default Payment Method
Cash

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

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

☒ Show Selling Price in Price History

☒ Show Purchase Price in Price History

☒ Flat Rate Scheme

☒ Price Level

☒ Upload Stock Image

☒ Display Stock Image in document screen

Save

It is always advisable to change your account preferences once you have completed the first two steps to avoid errors in your business recording later.

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

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

- 1 This section allows you to edit your **Account Defaults**. All transactions will be automatically posted to the account defaults if you do not specify a specific account when you first setup your company.

- 2 This section allows you to edit your **Stock Defaults**. All stocks related transactions will be automatically posted to the stocks related defaults if you do not specify a specific account when you first setup your company.
- 3 This section allows you to edit your **Financial Settings**. All financial settings are editable in this section.
- 4 This section allows you to choose whether to open transaction details or report in new tab, when clicked on hyperlink in the Listing.
- 5 This section allow you to choose whether to display customer address in single or multiple line.
- 6 This section allow you to access control on your users login in time.
- 7 This section allows you to enable FingerTips Intergration.
- 8 **Show Selling Price in Price History** allows you to view the selling price in price history by click on the Currency symbol in the **Sales** related screen.

Show Purchase Price in Price History allows you to view the purchase price in price history by click on the Currency symbol in the **Sales** related screen.

Flat Rate Scheme is a scheme under GST.

Price Level allows you to set a special price for a particular customer.

Upload Stock Image allows you to upload stock image in the Stock Item screen. It helps user to identify stock easier.

Display Stock Image in Document Srceen enable user to display their stock image in the related document.

- 9 Click **Save** to record all the changes made.
(Note: Preference is only accessible if you are assigned to administrative role)

2. Chart of Accounts -Opening Balance

What is Opening Balance?

Opening balance is the amount of funds in a company's account at the beginning of a new financial period. However, you are only required to do this opening balance once, which is for the time you start using Express365 Accounting.

2.1. Chart of Accounts – Opening Balance

1

As Of*

📅

Ref. No.

Opening Balance

Description

2

Account Code*	Account Name	Account Type	Debit (MYR)	Credit (MYR)	Tag Code
<div>✖</div>					

Add line

Account Code*	Bank Name	Currency	Rate	Debit	Credit	Debit (MYR)	Credit (MYR)	Tag Code
<div>✖</div>								

Add line

3

Total (MYR)

4

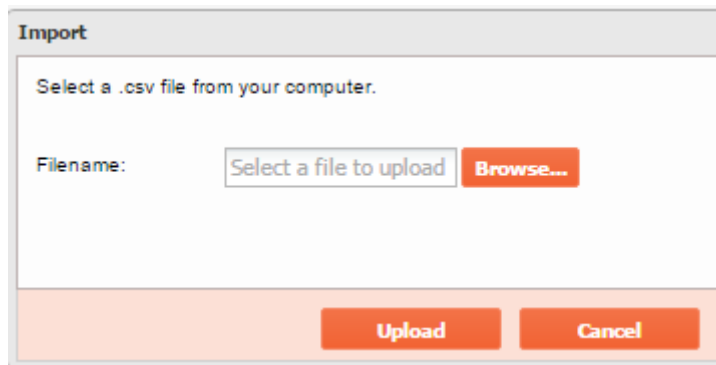
Import COA - Opening Balance

Delete

Print

Save

- 1 Enter the date for your opening balance.
- 2 Input all the information to the fields accordingly.
- 3 Click on **Save** to record the information.
- 4 Click on **Import COA – Opening Balance** to import the COA by using our template.

A screenshot of a web-based 'Import' dialog box. The title bar at the top is light gray and contains the word 'Import'. The main content area is white and contains the text 'Select a .csv file from your computer.' Below this text is a 'Filename:' label followed by a text input field containing the placeholder text 'Select a file to upload'. To the right of the input field is an orange button labeled 'Browse...'. At the bottom of the dialog box, there is a light orange bar containing two orange buttons: 'Upload' on the left and 'Cancel' on the right.

Import

Select a .csv file from your computer.

Filename: **Browse...**

Upload **Cancel**

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

- 1 To import your data, click on **Browse** to select the .csv file which you have edited.
(Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

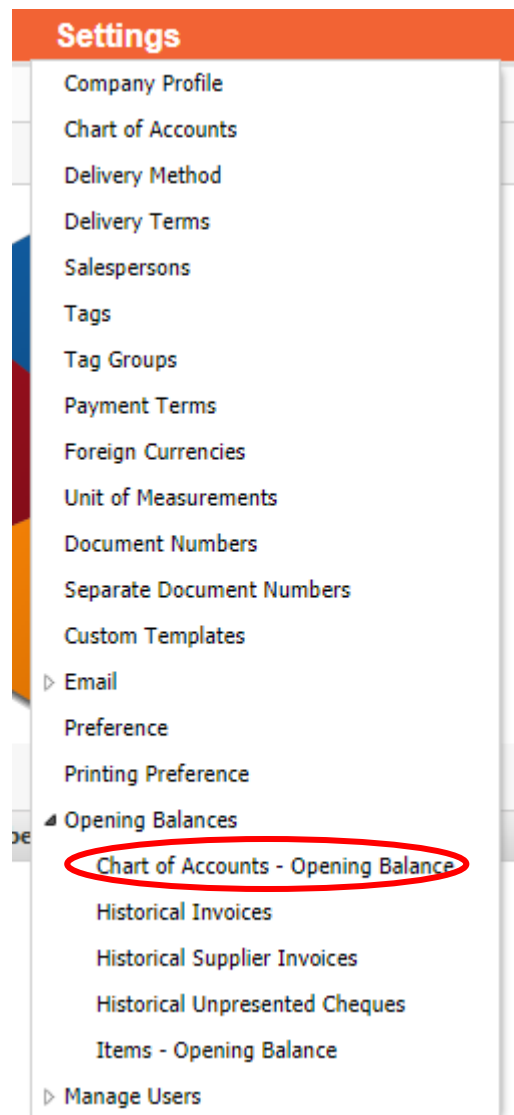
2.1.1. Preparing the Chart of Accounts – Opening Balance Import File

- a. Download the blank formatted CSV from
<https://www.express365.com.my/sample-import/download.php?file=COA-OB.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Account Code	The account code, based on the Account Type	35	Yes
Debit	The debit amount		Yes
Credit	The credit amount		Yes
Debit in Foreign Currency	The debit amount in foreign currency other than your based currency		Yes
Credit in Foreign Currency	The credit amount in foreign currency other than your based currency		Yes

Where to Find Chart of Account – Opening Balance?

Under **Settings** module, under **Opening Balances** dropdown list.



3. Setting Up Your Inventory

It is important to have your chart of accounts properly set up to avoid errors when you create your inventory. It is because you are advised to associate your stocks in your inventory to their control accounts directly. Therefore, the first step to set up your inventory will be to make sure your Stock Groups are properly created.

3.1. Managing Stock Groups

Stock Groups

Code	Name	Description	
Demo Group	For your information	You need to associate your stock items to stock group	✗
Group 2	Group 2		✗
Group A	Group 1		✗
Product	Product Items		✗
Service	Service Items		✗

Code*	Demo Group
Name*	For your information
Sales Account	5000/000
Sales Return Account	5010/000
Purchase Account	6010/000
Purchase Return Account	6015/000
Description	You need to associate your stock items to stock group
MSIC Code	
Purchase Tax	
Sales Tax	
Re-assign items to group	

* By fill up this, system will re-assign all items of this group to the selected group

[Print listing](#)
[Import Stock Groups](#)
[\(Template\)](#)
[New Stock Group](#)
[Save](#)

- 1 This screen shows the full list of stock groups you have created.
- 2 To create a stock group, you have to click on **New Stock Group** at the bottom. Fields mark with asterisk (*) are required fields.
- 3 If you want to edit a stock group which you have created earlier, select the stock group and then you can edit on the right.
- 4 Click **Save** to save your records

*If you wish to post your sales, purchases accounts for the items separately then you need to specify the respective accounts. Otherwise the system will use the **Stock Defaults** in preferences.*

3.2. Managing Stock Items

You can now proceed to manage your stock items after managing the stock groups.

List of Stock Items

Code / Name / Group
Barcode
☐ Include Obsolete

Stock Category:

<input type="checkbox"/>	Code	Name	Base UOM	Selling Price	Purchase Price	Group	Balance Quantity	Status	Barcode
<input type="checkbox"/>	0002	Item 2	unit	1.000	0.500	Product	469.000	Available	123456
<input type="checkbox"/>	B0325	Book	unit	35.000	15.000	Product	24,175.000	Available	254564864564
<input type="checkbox"/>	Item 1	Item 1	unit	100.000	50.000	Product	-1,887.000	Available	asdasdasf232...
<input type="checkbox"/>	Item 3	Item 3	unit	10.000	10.000	Product	-2,092.160	Available	af23234242342
<input type="checkbox"/>	Item 4	Item 4	unit	100.000	100.000	Product	2,192.550	Available	726165091065
<input type="checkbox"/>	Item 5	Item 5	unit			Product		Available	
<input type="checkbox"/>	ItemZ	ItemZ		3.000	2.000	Product	0.000	Available	95570120070...
<input type="checkbox"/>	p001	paper	pcs	0.100	0.020	Product	4,998.000	Available	
<input type="checkbox"/>	P7821	Pencil	unit	1.200	0.400	Product	101,888.000	Available	545845454
<input type="checkbox"/>	Petrol 95	Petrol 95	unit			Product		Available	

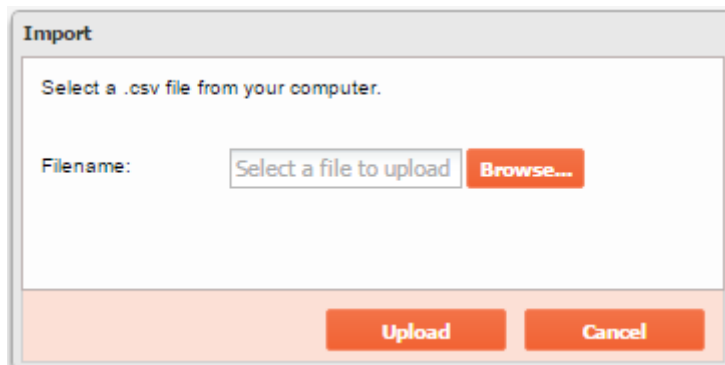
Page 1 of 1

Displaying 1 - 10 of 10

This screen will show you the list of stock items in hand.

- To search for a particular item, enter you criteria and click on the **Search** button
- Click **New Stock Item** to create a stock item.
- You can also import your stock items list by the **Import Stock Items** button on the bottom left. The steps to import stock items will be explained in the next step.
- Print listing** allows you to print the full list of stock items.
- Click **Delete selected record(s)** to delete a selected record. Please be mindful that the process is irreversible.

3.2.1. Importing Stock Items

A screenshot of a web-based 'Import' dialog box. The dialog has a title bar labeled 'Import'. Inside, there is a text instruction: 'Select a .csv file from your computer.' Below this, there is a label 'Filename:' followed by a text input field containing the placeholder text 'Select a file to upload'. To the right of the input field is an orange button labeled 'Browse...'. At the bottom of the dialog, there are two orange buttons: 'Upload' and 'Cancel'.

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

- 1 To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

Note: Maximum 1000 items only for each of times import.

3.2.2. Preparing the Stock Items import file

- a. Download the blank formatted CSV from
<http://www.express365.com.my/sample-import/download.php?file=Stock%20Items.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Code	The stock item's code	35	Yes
Name	The stock item's name	255	Yes
Stock Group	The group or category where stock item is categorized.	35	Yes
Stock Control	If it is a physical item : Yes If it is a service item : No		Yes
Costing Method	The costing method of the stock items : There are 4 types, which are : Fixed Cost, Weighted Average, FIFO, LIFO		Yes
UOM	The unit of measurement	60	Yes
Selling Price	The stock item selling price		Yes
Purchase Price	The stock item purchase price		Yes
Standard Cost	The stock item standard cost		Optional
Barcode	The stock item's barcode.	255	Optional
Contain Serial No.	If the stock item contains Serial No.: Yes If the stock item does not contains Serial No.: No		Mandatory

Reminder: Only 1000 items are allowed to be imported each time you

3.3. Setting up your Locations (Branches)

If you have more than one branch, we would advise you to set up your locations accordingly so your stock controls will be easier and more accurate.

3.3.1. Locations

It is easy to set up your locations. Simply go to the locations tab, which also falls under the stock item and stock group category.

Locations

Code	Name	Description
B1	Branch 1	
B2	Branch 2	
Hq	HeadQuarter	HeadQuarter

Code*

Hq

Name*

HeadQuarter

Description

HeadQuarter

Phone No.

603-3369854

Fax No.

Email

support@support.com

Address

No.1 , Jalan Support

City

Support City

State

Support State

Post Code

12345

Country

Malaysia

Using POS ?

Yes

☐ Set to inactive

Print listing

New Location

Save

- 1 This screen will show all the locations you have created.
- 2 To create a new location, click on **New Location**. Fields mark with asterisk (*) are required fields.
*If the location is no longer valid or inactive, you can **set it to inactive**.*
- 3 To edit a location, select the location and you can edit on the right.
- 4 **Print listing** allows you to print the list of locations. Click on **Save** to save your record.

3.4. Items Opening Balance

After you have setting up all steps above, you can then proceed to do the opening balances for your items.

3.4.1. Items – Opening Balance

List of Items - Opening Balance			
Location Code	Location Name	Opening Date	Total Amount
B1	Branch 1		
B2	Branch 2		
Hg	HeadQuarter	29/08/2019	150,000.00
Total			150,000.00

In this screen, you can see all of your currently in use locations, and the total amount of items they have. Click on a particular location will enable you to adjust the opening balance for it.

The next screenshot is the opening balance screen for your items...

3.4.2. Stock Item – Opening Balance

Stock Item - Opening Balance

As Of* Location

Item Code* Quantity* Unit Cost* Amount*

Tags

Item Code	Description	Quantity	Unit Cost	Amount	Tag Code	Serial No.
B0325	Book	10,000.00	15.00	150,000.00		No

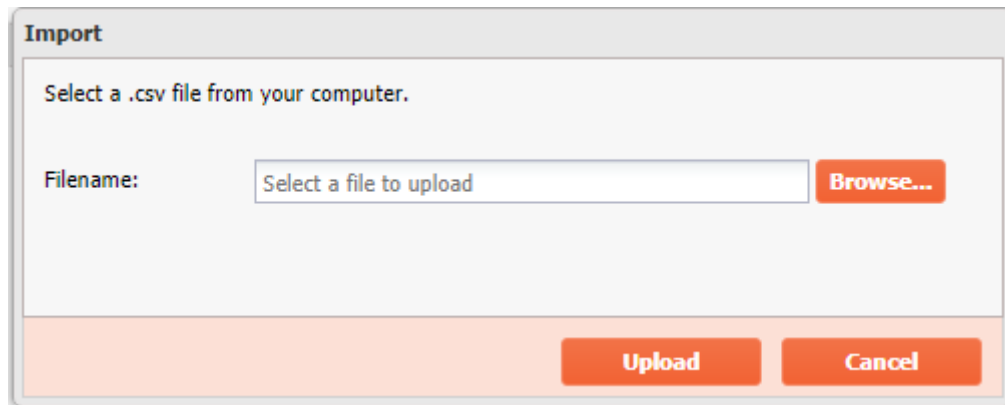
Opening Balance - Header Details

As Of* Location Ref. No.

Description

Page 1 of 1 | Displaying 1 - 1 of 1

- 1 Enter the date for your stock item – opening balance in “As of” date field.
- 2 Enter the description for it in the Description field. Click **OK** to proceed.
- 3 Select item in the **Item Code** field, and enter all the required fields
- 4 Click **Save** to record the stock balance. Click **New** to add another item.
- 5 You can also choose to import your items for your opening balance by clicking on **Import Item – Opening Balance**.
Fields mark with asterisk () are required fields.*

An 'Import' dialog box with a title bar. Inside, it says 'Select a .csv file from your computer.' Below this is a 'Filename:' label followed by a text input field containing 'Select a file to upload' and an orange 'Browse...' button. At the bottom of the dialog are two orange buttons: 'Upload' and 'Cancel'.

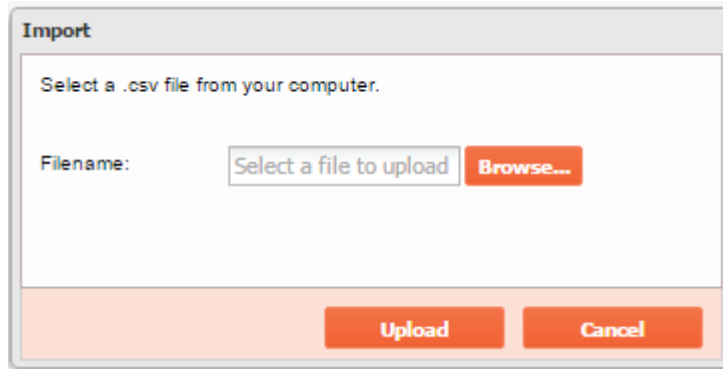
You will see this screen after you click on the import button.

- 1 To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

3.4.2.1. Preparing the Stock Items – Opening Balance import file

- a. Download the blank formatted CSV from
<http://www.express365.com.my/sample-import/download.php?file=Items%20-%20Opening%20Balance.csv>
- b. Edit the CSV using Excel.
- c. Refer to the table below on the columns and restrictions when filling the data.

Column	Description	Size	Mandatory
Item Code	The stock item's code	35	Yes
Quantity	The stock item's in hand quantity during your opening balance		Yes
Unit Cost	The stock item's unit cost		Yes
Amount	The total amount of the stock item		Yes



Import

Select a .csv file from your computer.

Filename: **Browse...**

Upload **Cancel**

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

- 1** To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2** Click on **Upload** to proceed.

4.1.2. Preparing the Historical Invoices Import File

- a. Download the blank formatted CSV from
<http://www.express365.com.my/sample-import/download.php?file=Customer%20Historical%20invoices.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Note: Date format must follow as: YYYYMMDD

Column	Description	Size	Mandatory
Customer Code	The customer code	35	Yes
Date	The historical customer invoice date		Yes
Invoice No.	The historical customer invoice number	255	Yes
Currency	The currency in use		
Rate	Currency rate in use when you created the customer invoice. Based currency is always 1.00		Yes
Amount Without Tax	The amount without tax		Yes
Tax Rate	The tax rate		optional
Tax Amount	The amount of tax		optional
Amount	The total amount		Yes

4.1.2.1. Creating or Editing a Historical Invoice

Historical Invoice

Customer Code*

C0003

Customer 3

Date*

29/08/2019

Invoice No.*

Rep0033

Currency*

MYR

1.00000

Amount Without Tax*

4,500.00

Tax Rate

Tax Amount

0.00

Amount*

4,500.00

Tags

Malaysia

3

New

Save

Date	Invoice No.	Currency	Rate	Amt Without Tax	Tax Rate	Tax Amt	Invoice Amount	Amount Owed	Payment Amount
29/0...	Rep0033	MYR	1.00000	4,500.00		0.00	4,500.00	4,500.00	✕

Total Base Amount

4,500.00

Go to list

Historical invoices screen is split into two sections:

- 1 This upper section allows you enter your customer's details in your historical invoice.
- 2 Click on a row to view the entered historical invoice, or the red cross to delete the invoice.
- 3 To create new historical invoice, click on **New** after you have **saved** it.

NOTE: when a historical invoice is paid, you cannot delete nor modify the invoice. To edit it, you will need to delete or undo the payment received first.

4.2. Historical Supplier Invoices

You might have outstanding balances owed to your suppliers when you first started using Express365. 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.

4.2.1. List of Historical Supplier Invoices

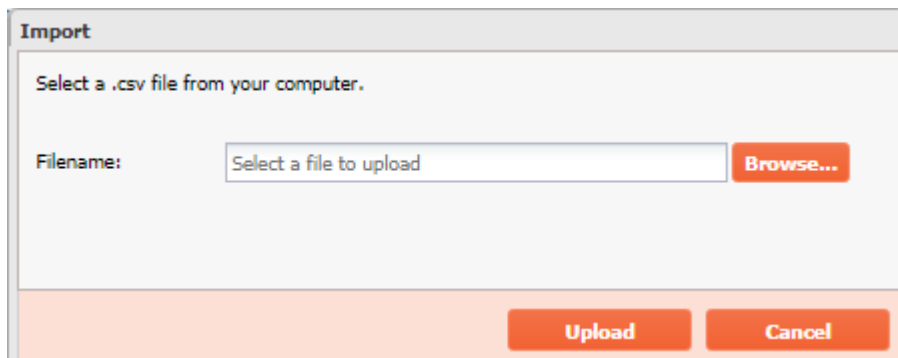
List of Historical Supplier Invoices

When you started using this system, 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
A0001	ABC Company	2
D0001	DEF Company	1
S0001	Syarikat Tembaku	1

Page 1 of 1
Displaying 1 - 3 of 3

- 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 our template.



Import

Select a .csv file from your computer.

Filename: **Browse...**

Upload **Cancel**

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

- 1 To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

4.2.1.1. Preparing the Historical Supplier Invoices Import File

- a. Download the blank formatted CSV from
<http://www.express365.com.my/sample-import/download.php?file=Historical%20Supplier%20invoices.csv>
- b. Edit the CSV using Excel.
- c. Refer to the table below on the columns and restrictions when filling the data.

Note: Date format must follow as: YYYYMMDD

Column	Description	Size	Mandatory
Supplier Code	The supplier code	60	Yes
Invoice Date	The historical supplier invoice date		Yes
Invoice No.	The historical supplier invoice number	35	Yes
Currency	The currency in use		Yes
Rate	Currency rate in use when you received the supplier invoice.		Yes
Amount Without Tax	The invoice amount without tax		Yes
Tax Rate	Tax rate in use when you received the supplier invoice.	35	No
Tax Amount	The amount of tax applied		No
Amount	The invoice amount with tax		Yes

4.2.2. Creating or Editing a Historical Supplier Invoice

Historical Supplier Invoice

Supplier Code* S0001 Syarikat Tembakau Tax Rate Tax Amount 0.00

Date* 28/08/2019 Currency* MYR 1.00000 Amount* 2,500.00

Invoice No.* Rep0045 Tags Project A

Amount Without Tax* 2,500.00

New Save

Date	Invoice No.	Currency	Rate	Amt Without Tax	Tax Rate	Tax Amt	Invoice Amount	Amount due	Amount Paid
28/08/2019	Rep0045	MYR	1.00000	2,500.00		0.00	2,500.00	2,250.00	250.00

Total Base Amount 2,500.00

Go to list

Historical invoices screen is split into two sections:

- 1 This upper section allows you to enter your customer's details in your historical invoice.
- 2 Note: when a historical supplier invoice is paid, you cannot delete nor modify the invoice. To edit it, you will need to delete or undo the payment made first.
- 3 To create new historical supplier invoice, click on **New** after you have **saved** it.

4.3. 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.

4.3.1. List of Historical Unpresented Cheques

List of Historical Unpresented Cheques

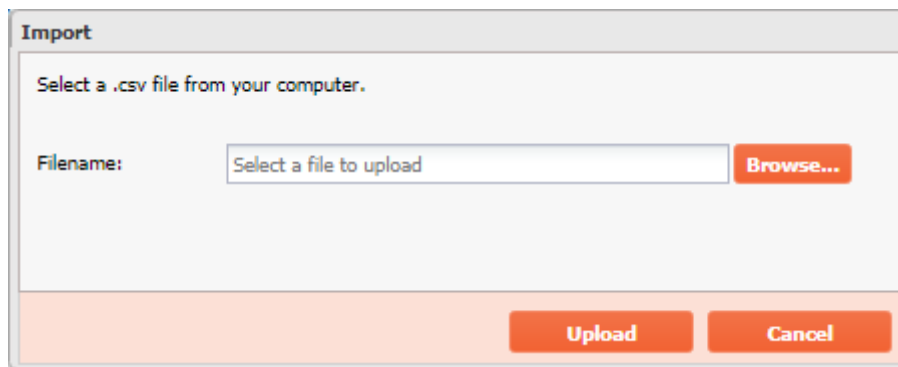
When you started using this system there may be some cheques received and deposited into bank, or some cheques issued, or not presented in the bank statement. Enter these unpresented cheques here so that you can reconcile them in Bank Reconciliation when they are presented in subsequent bank statements.

Bank Account Code ▲	Bank Acc	Currency	No. of Cheques (Deposit)	Total Amount (Deposit)	No. of Cheques (Payment)	Total Amount (Payment)
3010/020	Current account 1	MYR	0	0.00	1	15,000.00
3010/030	Current account 2	MYR	0	0.00	1	10,000.00

⏪ ⏩ | Page of 1 | ⏴ ⏵ 🔄

Print listing Import Historical Cheques New Historical Cheque

- 1 Enter you criteria to **Search**.
- 2 Click **New Historical Cheque** to record a historical cheque.
- 3 **Print listing** allows you to print multiple invoices. Invoices are printed in PDF formats where you can send via email or send to your printer.
- 4 You can **import** your list of historical cheques by using our template.



Import

Select a .csv file from your computer.

Filename: **Browse...**

Upload **Cancel**

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

- 1 To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

4.3.1.1. Preparing the Historical Unpresented Cheques Import File

- a. Download the blank formatted CSV from
<http://www.express365.com.my/sample-import/download.php?file=Historical%20Unpresented%20cheque%20s.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Note: Date format must follow as: YYYYMMDD

Column	Description	Size	Mandatory
Account Code	The account code	35	Yes
Type	Transaction type : Deposit / Payment		Yes
Date	The historical unpresented cheque date		Yes
Cheque No.	The cheque's number	255	Yes
Ref. No.	The cheque's reference number	255	optional
Details	The cheque's details	255	optional
Amount	The cheque's amount		Yes

4.3.2. Creating or Editing a Historical Unpresented Cheque

Historical Unpresented Cheques

Bank Account*
3010/020
Current account 1

Details

1

Date*
02/09/2019

Cheque No.*
254625

Amount*
15,000.00

Type*
Payment

Ref No.*
87614631

Currency
MYR

3

New

Save

Date	Type	Cheque No.	Ref No.	Currency	Amount	Bank Reconciliation Date
02/09/2019	Payment	254625	87614631	MYR	15,000.00	10/09/2019 ✕

2

Total (Deposit)

0.00

Total (Payment)

15,000.00

4

Go to list

- 1 Enter the details of the cheque in this section. The fields mark with asterisk (*) are required fields.
- 2 Once you save your cheque details, the record will be shown in this section. You are only able to see the reconciliation date after you have done it.
- 3 To create another historical unpresented cheque, click on **New** after you have **saved** it.
- 4 Click on “Go to list” and restart the steps if you wished to create new historical cheques with another different bank account.

5. Customers and Suppliers Information

You are done ready to perform for the final step, to create the list of customers and suppliers information. The steps are easy and similar to the previous actions.

5.1. Managing Customers Information

5.1.1. List of Customers

This screen will show you all the current customers exist in the system (If you have any).

List of Customers

Type

Search

☐ GST-Registered Only
 GST Verification Status

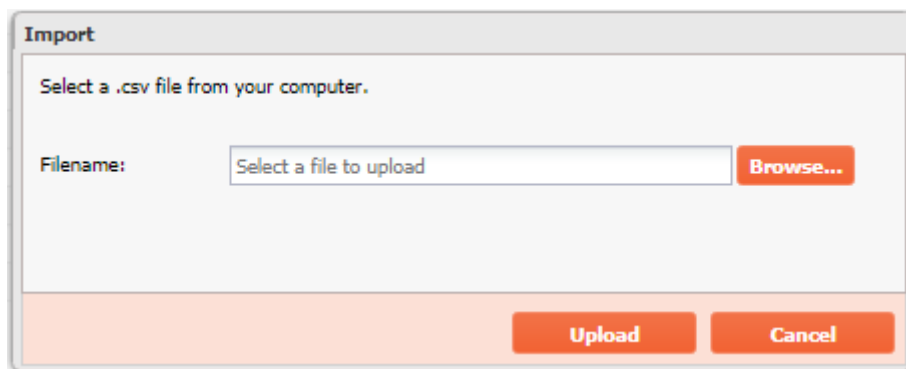
<input type="checkbox"/>	Code	Name	Phone No. (1)	Email	City	State	Country	Status
<input type="checkbox"/>	A0001	Affi	+60167548523		Kulai	Johor	Malaysia	Active
<input type="checkbox"/>	C0001	Customer 1			kulai	johor	Malaysia	Active
<input type="checkbox"/>	C0002	Customer 2						Active
<input type="checkbox"/>	C0003	Customer 3						Active
<input type="checkbox"/>	C0100	Customer 4						Active
<input type="checkbox"/>	C0101	Customer 5						Active
<input type="checkbox"/>	F0001	FAAA						Active
<input type="checkbox"/>	G0001	GA Company						Active
<input type="checkbox"/>	M0001	Max	+60185239645		Kulai	Johor	Malaysia	Active
<input type="checkbox"/>	W0001	Wendy	+60128754260	wendychan@gmail.com	Kulai	Johor	Malaysia	Active

Page 1 of 1

Displaying 1 - 10 of 10

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

- 1 To search for a specific customer, enter a keyword to **search**.
- 2 Click on **New Customer** button to create new client information.
- 3 **Print listing** allows you to print the customer list.
- 4 You can also **import** your list of customers by using our template.

An 'Import' dialog box with a title bar. Inside, it says 'Select a .csv file from your computer.' Below this is a 'Filename:' label followed by a text input field containing the placeholder 'Select a file to upload'. To the right of the input field is an orange button labeled 'Browse...'. At the bottom of the dialog, there are two orange buttons: 'Upload' and 'Cancel'.

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

- 1 To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

5.1.1.1. Preparing the Customer Import File

- a. Download the blank formatted CSV from <https://www.express365.com.my/sample-import/download.php?file=Customer.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Code	The 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

5.1.2. Creating or Editing a Customer's details

Customer

1

Name* Wendy
 Code* W0001 Generate Code
 Default Currency* MYR
 Description
 Customer Type Local Price Level
 Salesperson Joyce (supercode setup at Customer Type)

Registration No.
 Default Payment Term Net 30 days
 Credit Limit 10,000.00
☐ Set to inactive
☐ Suspended due to

GST Information
 GST Registration No.
 Commence Date
 Cease Date
 Status
 Verification Status New
 Last Verified Date Verify GST

2

Account Information
 Control Account* 3000/000

Contact Details
 Contact Name: Wendy
 Phone No. (1): +60128754260
 Phone No. (2):
 Fax No.:
 Email: wendychan@gmail.com
 Website:
 Email CC:

Billing Address
☒ Set as default
 Address: No 15 Jalan Nuri 2
 Bandar Putra
 City: Kulai
 State: Johor
 Post Code: 81000
 Country: Malaysia

Delivery Address
☐ Set as default
 Address:
 City:
 State:
 Post Code:
 Country:

[Additional Contacts and Addresses](#)

3

Contact Person

Name	Phone No. (1)	Email	Job Title

Add line Delete New Save Go to list

4

- 1 Enter your customer's details in this section. Fields marks with asterisk (*) are required fields.
 If you want to deactivate a customer's status, mark the **Set to inactive** box.
 If you want to suspend a customer's status, mark the **Set to suspended** box.
- 2 Account information is very important. Make sure you have selected a control account correctly.
 Make sure you customer's control account is always 3000/000 (Debtors Control Account) by default. Make changes if only you have a different or specific account for a particular customer(s).
- 3 You can add or assign a contact person specifically to the customer. **Add line** if there is more than one contact person.
- 4 Save the record. **New** to create new customer.

5.2. Managing Suppliers Information

5.2.1. List of Suppliers

This screen will show you all the current suppliers exist in the system (If you have any).

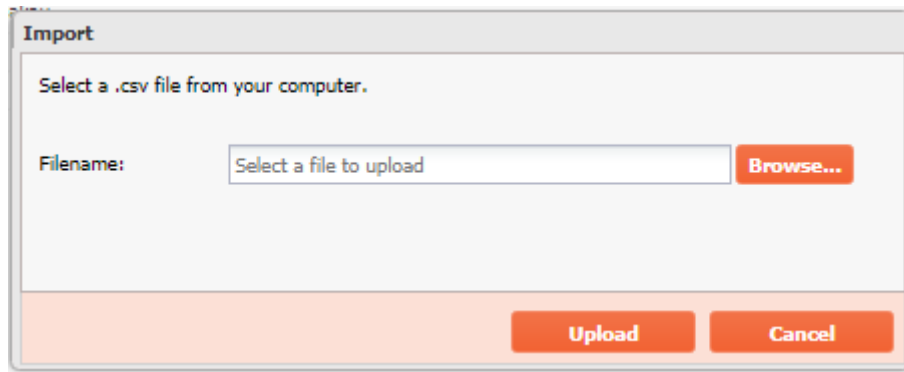
List of Suppliers

<input type="checkbox"/>	Code	Name	Phone No. (1)	City	State	Country	Status
<input type="checkbox"/>	A0001	ABC Company					Active
<input type="checkbox"/>	D0001	DEF Company					Active
<input type="checkbox"/>	S0001	Syarikat Tembakau					Active
<input type="checkbox"/>	Supplier 2	Supplier 2					Active
<input type="checkbox"/>	T0001	TA Company	+60126589432	Johor Bahru	Johor	Malaysia	Active

Page 1 of 1 | Displaying 1 - 5 of 5

[Print to PDF](#) [Print to Excel](#) [Import Suppliers](#) [New Supplier](#) [Delete selected record\(s\)](#)

- 1 To search for a specific supplier, enter a keyword to **search**.
- 2 Click on **New Supplier** button to create new supplier information.
- 3 **Print listing** allows you to print the supplier list.
- 4 You can also **import** your list of suppliers by using our template

A screenshot of a web-based 'Import' dialog box. The title bar at the top says 'Import'. Inside the dialog, the text 'Select a .csv file from your computer.' is displayed. Below this, there is a label 'Filename:' followed by a text input field containing the placeholder text 'Select a file to upload'. To the right of the input field is an orange button labeled 'Browse...'. At the bottom of the dialog, there are two orange buttons: 'Upload' on the left and 'Cancel' on the right.

Import

Select a .csv file from your computer.

Filename: **Browse...**

Upload **Cancel**

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

- 1 To import your data, click on **Browse** to select the .csv file which you have edited. (Please ensure the exact file is selected otherwise error message will be prompt.)
- 2 Click on **Upload** to proceed.

5.2.1.1. Preparing the Supplier Import File

- a. Download the blank formatted CSV from <https://www.express365.com.my/sample-import/download.php?file=Suppliers.csv>
- b. Edit the CSV using Excel
- c. Refer to the table below on the columns and restrictions when filling the data

Column	Description	Size	Mandatory
Code	The 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

5.2.2. Creating or Editing a Supplier's details

Supplier

1

Name* TA Company Registration No.

Print on cheque as TA Company Default Payment Term Net 15 days

Code* T0001 Credit Limit 30,000.00

Default Currency* MYR

Description

Banking Info

Supplier Type Local

GST Information

GST Registration No.

Commence Date

Cease Date

Status

Verification Status New

Last Verified Date

Remind After 12 months

Self-billed Information

☐ Self-billed Invoice

Approval No.

Commence Date

Cease Date

Status Inactive

2

Account Information

Control Account* 4000/000

Account 6010/000

Default account used as the detail when entering bill

Contact Details

Contact Name Chan Yun Nam

Phone No. (1) +60126589432

Phone No. (2)

Fax No.

Email

Website

Email CC

Address Information

Address 8 Jalan Nuri 12

Taman Nuri

City Johor Bahru

State Johor

Post Code 81200

Country Malaysia

3

Contact Person

Name	Phone No. (1)	Email	Job Title
Chan Yun Nam	+60128875569	Chan96@hotmail.com	Supervisor

4

- 1 Enter your supplier's details in this section. Fields marks with asterisk (*) are required fields. You can enter a different name in "print on cheque as" field. If you want to deactivate a supplier's status, mark the **Set to inactive** box.
- 2 Account information is very important. Make sure you have selected a control account correctly. Make sure you supplier's control account is always 4000/000 (Creditors Control Account) by default. Make changes if only you have a different or specific account for a particular supplier(s).
- 3 You can add or assign a contact person specifically to the supplier. **Add line** if there is more than one contact person.
- 4 Save the record. **New** to create new supplier.