



# Express365 Accounting User Manual

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For information about customer support, please visit our homepage at <http://www.express365.com.my> on the World Wide Web.

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## Introduction

Express365 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 Express365 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

Express365 Accounting is optimized to run better using the following browsers:

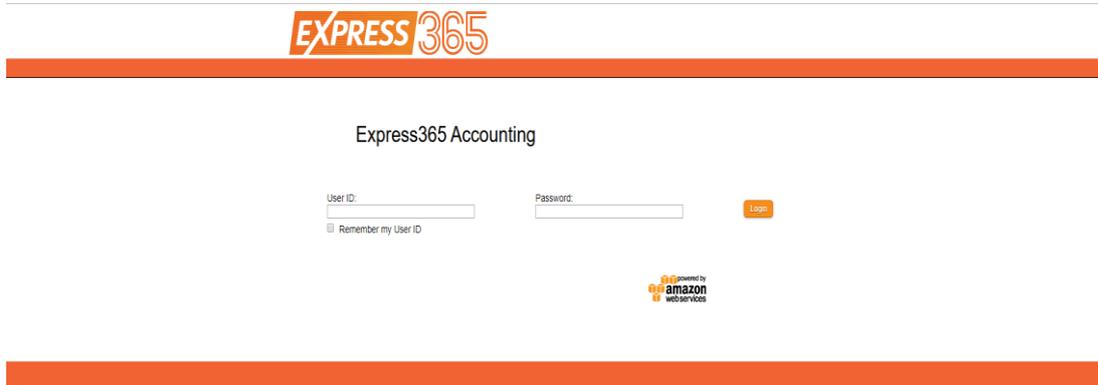
Mozilla Firefox, version 4.0 or later.

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

Windows Internet Explorer, version 7 or later. Download a free copy from <http://www.microsoft.com/windows/downloads/ie/getitnow.msp>



## 1. How to login to Express 365 Accounting



To login to Express365 Accounting, launch your internet browser, and enter the following address/URL: <https://accounting.express365.com.my/?type=ui&section=login> and enter your User ID and password.

## 2. Dashboard

**EXPRESS 365** Online Accounting

Support Company ▾ Judy ▾ Logout

Dashboard
Sales
Purchases
Banking
Stock
General Ledger
Tax
Settings

### Dashboard

Getting Started Guide

**Recent Transactions**

Show All Transactions ▾ View Last 10 ▾

Date	Type	Customer / Supplier	Currency	Amount
<a href="#">19/09/2019</a>	Supplier Invoice	Syarikat Tembaku	MYR	5,326.00
<a href="#">19/09/2019</a>	Supplier Invoice	DEF Company	MYR	1,560.00
<a href="#">19/09/2019</a>	Supplier Invoice	ABC Company	MYR	885.00
<a href="#">26/08/2019</a>	Journal Entry		MYR	6.00
<a href="#">25/08/2019</a>	Cash Sales		MYR	1,696.00
<a href="#">23/08/2019</a>	Sales Invoice	Customer 1	MYR	1,590.00
<a href="#">25/08/2019</a>	Credit Note	Customer 1	MYR	1,590.00
<a href="#">24/08/2019</a>	Receive Payment	Customer 1	MYR	1,590.00
<a href="#">24/08/2019</a>	Journal Entry		MYR	60.00

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

Date	Document Type	Customer	Currency	Amount
<a href="#">21/09/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">14/09/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">07/09/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">31/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">24/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">17/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">10/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">03/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">27/07/2019</a>	Sales Invoice	Customer 1	USD	106.00

**Upcoming (Last 15 records)** Payment ▾

Date	Invoice No.	Supplier	Currency	Outstanding	Due Date
26/08/2014	<a href="#">123456</a>	ABC Company	MYR	50.00	26/08/2014
31/08/2015	<a href="#">VB5562</a>	ABC Company	MYR	180.20	31/08/2015
02/12/2015	<a href="#">eir9</a>	ABC Company	MYR	48.00	02/12/2015
08/01/2016	<a href="#">aaaaa</a>	ABC Company	MYR	31.80	08/01/2016
08/01/2016	<a href="#">ooo</a>	ABC Company	MYR	10.60	08/01/2016
10/01/2016	<a href="#">import goods</a>	ABC Company	USD	100.00	10/01/2016

**Unverified GST Information** Supplier ▾

Supplier	GST Reg. No.	Commence Date	Cease Date	Status

**Top 5 Debtors**

**Top 5 Expenditure**

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

**Outstanding Delivery Order**

Show All ▾ View Last 10 ▾

Date	DO No.	Customer / Supplier	Currency	Outstanding
29/09/2015	<a href="#">D00007</a>	Customer 2	MYR	159.00
01/09/2015	<a href="#">D00005</a>	Customer 1	MYR	212.00
01/09/2015	<a href="#">D00004</a>	Customer 1	MYR	106.00
01/07/2015	<a href="#">D00003</a>	Customer 1	MYR	265.00
27/08/2015	<a href="#">D00002</a>	Customer 1	MYR	104.94
27/08/2015	<a href="#">D00001</a>	Customer 2	MYR	106.00

Once you have setup your business/company/organisation, whenever you login to Express365 Accounting, you would be shown the **Dashboard**.

The dashboard is divided into 4 quadrants:

- 1 Recent Transactions – Show the last transactions entered. You can show transactions entered that you entered by changing the **Show** dropdown.
- 2 Top 5 Debtors – Shows the top 5 debtors of the organisation.
- 3 Draft Recurring Invoice – Invoices that has been created automatically via recurring process. These are only draft version and you can confirm them once reviewed.
- 4 Top 5 Expenditure – Show the top 5 expenditure for the current month. Click on a section to view the Account's Register.
- 5 Upcoming – shows the upcoming payment/collection that are due soon.
- 6 Outstanding Delivery Order – Shows the delivery order that is yet to deliver.
- 7 Unverified GST Information – Shows the list of supplier or customers which GST information that is yet to be verified.

## 3. Switching Companies, Changing Password and Logout

EXPRESS 365 Online Accounting Support Company Judy Logout

Dashboard Sales Purchases Banking Stock General Ledger Tax Settings

Dashboard [Getting Started Guide](#)

**Recent Transactions**

Show  View

Date	Type	Customer / Supplier	Currency	Amount
<a href="#">19/09/2019</a>	Supplier Invoice	Syarikat Tembaku	MYR	5,326.00
<a href="#">19/09/2019</a>	Supplier Invoice	DEF Company	MYR	1,560.00
<a href="#">19/09/2019</a>	Supplier Invoice	ABC Company	MYR	885.00
<a href="#">26/08/2019</a>	Journal Entry		MYR	6.00
<a href="#">25/08/2019</a>	Cash Sales		MYR	1,696.00
<a href="#">23/08/2019</a>	Sales Invoice	Customer 1	MYR	1,590.00
<a href="#">25/08/2019</a>	Credit Note	Customer 1	MYR	1,590.00
<a href="#">24/08/2019</a>	Receive Payment	Customer 1	MYR	1,590.00
<a href="#">25/08/2019</a>	Journal Entry		MYR	90.00
<a href="#">23/08/2019</a>	Debit Note	Customer 1	MYR	650.00

**Top 5 Debtors**

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

Date	Document Type	Customer	Currency	Amount
<a href="#">21/09/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">14/09/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">07/09/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">31/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">24/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">17/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">10/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">03/08/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">27/07/2019</a>	Sales Invoice	Customer 1	USD	106.00
<a href="#">20/07/2019</a>	Sales Invoice	Customer 1	USD	106.00

**Top 5 Expenditure**

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

In the area highlight by the blue ring:

- 1 The current company that you are in, you can switch companies by clicking on the company name; a **switch company** button will pop out.
- 2 To Change Password – You can change your password here by clicking on your name. It is recommended that you change your password frequently to avoid unauthorised access
- 3 Logout – Clicking on this will end your Express 365 Accounting session

## 4. Setting

### 4.1. 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.

The screenshot displays the 'Company Profile' settings page in the EXPRESS 365 Online Accounting system. The page is divided into several sections:

- Company Profile:** Includes fields for Name\* (Support Company), Registration No. (B-569874), and Company Logo (EXPRESS 365). A 'Clear Logo' button is present.
- GST Information:** Includes fields for GST Registration No. (965874665212), Commence Date (01/02/2015), Cease Date (31/08/2018), Status (Active), Major MSIC Code\* (33333), and Margin Scheme No. Verification Status is 'Verified' with a 'Verify' button.
- Contact Details:** Includes fields for Phone No. (1)\* (11111), Phone No. (2), Fax No., Email (support@support.com), and Website.
- Mailing Address:** Includes fields for Address\* (No. 1, Jalan Support, Taman Support), City\* (Support City), State\* (Support State), Post Code\* (11111), and Country\* (Malaysia).
- Legal Address:** Includes fields for Address, City, State, Post Code, and Country, with a note '(same as mailing address)'. There is also an 'Upload company logo' button.

Red circles with numbers 1 and 2 highlight the 'Upload company logo' and 'Clear Logo' buttons respectively.

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.

## 4.2. Chart of Accounts (COA)

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

Code	Name	Account Type	Status
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Retained earnings	Active
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	Control Account	Accounts receivable	Active
3010/010	Cash	Cash and bank	Active

- 1 This section shows the list of COA, you can edit them by choosing the COA you wish to edit.
- 2 If you no longer wish to use a previous account and wish to disable it, simply choose the account and tick on the **Set to inactive**.
- 3 To create a new account, click on the New Account button.
- 4 To import your existing COA, click on this button.

**Cash and bank details**

Type\*

Account No.

Currency\*

If you  details section will be shown just at the bottom of the MSIC Code. Enter the details accordingly to create the account.

## 4.3. Delivery Method

Delivery method screen allows you to create the list of company delivery method.

**Delivery Method**

Code	Description	
SYDOM	Skynet Domestic	X
SYEXP	Skynet Export	X
SYIMP	Skynet Import	X

Code\* SYIMP  
Description Skynet Import

Print listing New Delivery Method Save

1

This section shows the list of delivery method you have. Once you created a new delivery method, it will show in this list.

2

Click on **New Delivery Method** to add a new method you wish to use for your business. Click **Save** to record the new delivery method.

## 4.4. Delivery Term

Delivery term screen allows you to create the list of company delivery term.

**Delivery Terms**

Code	Description	
CIF	Cost, Insurance and Freight	✘
DAP	Delivered At Place	✘
DAT	Delivered At Terminal	✘
FOB	Free On Board	✘

Code\* DAT

Description Delivered At Terminal

1

2

Print listing New Delivery Term Save

1

This section shows the list of delivery term you have. Once you created a new delivery term, it will show in this list.

2

Click on **New Delivery Term** to add a new term you wish to use for your business. Click **Save** to record the new delivery term.

## 4.5. Sales Person

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

**Salespersons**

Code	Description	
Andy	Person in charge in HQ	✘
Joyce	Sales person based in branch 1	✘
Jude	Person in charge in branch 1	✘
Kris	Sales person based in HQ	✘
SP	Salesperson	✘
Support	Support	✘

**Code\***

**Description**

**Location**

Note: You can select **multiple locations** for each salesperson. Clear the Location will make the salesperson appear in all location. (Click the option to select/unselect)

**Upper Line**

**Package**

Set to inactive

**Link User ID**  
Link User ID to identify the user of this salesperson. User ID that linked is allow to view transaction for this salesperson only.

**User ID**

**Print listing** **New Salesperson** **Save**

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

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

## 4.6. Tags

Tags allow you to create grouping for your business transactions.

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

Code\*

Description

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

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

## 4.7. 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 a same tag categorize under different tag group.

**Tag Groups**

Code	Name	Description	
1234	Project		✕
All Projects	All Projects		✕
Asia	Asia		✕
Project	Project		✕
Project A	Project A		✕
T G 1	Tag Group One		✕

Code\* Asia  
Name\* Asia  
Description

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

Print listing    New Tag Group    Save

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

## 4.8. Payment Terms

**Payment Terms**

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

**Code\***

**Term Type\***

**Due In\***  days

**Description**  
 Payment shall be made strictly by cash or cheque. All cheque should be crossed and made payable to  
 DNA Herbal Pride Industries Sdn Bhd  
 A/C No: Public Bank Berhad - 3810390618  
 A/C No: Malayan Banking Berhad - 562450117284  
 Goods sold are neither returnable nor refundable

Print at Sales Invoice

**Footer**

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

**1**

**2**

**3**

**4**

**Print listing**
**New Payment Term**
**Save**

- 1** This section shows the list of payment terms you are using. After you created a new term, it will display in this section as well. To delete an unused payment term, you can click on Red Cross button in that row.
- 2** Tick this box to use this payment term as the default when you add a new customer.” to default a payment term for a particular customer.
- 3** Click on **New Payment Term** to create a new payment term.
- 4** Check the box to print your payment term (such as bank detail or remark) on the sales invoice.

## 4.9. Foreign Currencies

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

**Foreign Currencies**

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

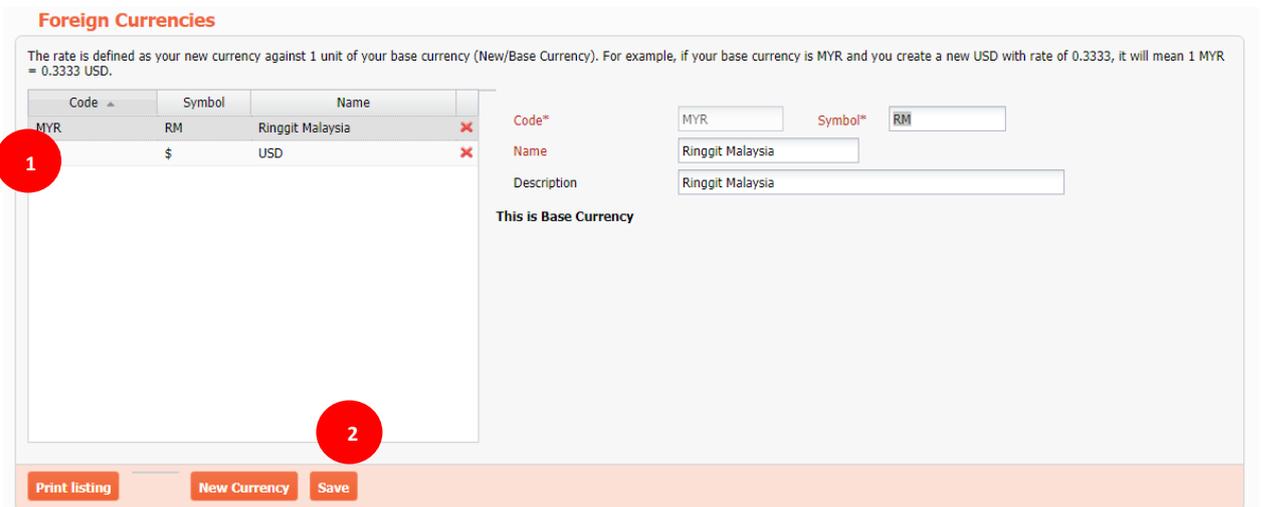
Code	Symbol	Name	
MYR	RM	Ringgit Malaysia	✕
	\$	USD	✕

Code\*  Symbol\*

Name

Description

**This is Base Currency**



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

## Creating New Currency

**Foreign Currencies**

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

Code	Symbol	Name
MYR	RM	Ringgit Malaysia
USD	\$	USD

Code\*  Symbol\*

Name

Description

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

Date\*

Rate Decimal Places\*

Date	Currency Rate
29/01/2016	0.2782
28/08/2015	0.2
16/06/2015	0.31954
28/08/2014	0.32976

Page 1 of 1 | Displaying 1 - 4 of 4

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

- 1 This is how the section will look like after you created new currencies.
- 2 **Get Rate** button allows you to retrieve the latest currency rate (base on Bank Negara Malaysia).
- 3 **Rate Decimal Places** is the display of decimals in currency calculation. It allow you to view the exchange rate from 5 up to 10 decimals.
- 3 The table will show a list of historical currency rate(s) which you have used previously, is useful for your references.

## 4.10. Units of Measurement (UOM)

**Units of Measurement**

Name ▲	Symbol	Status	
box	box	Active	✖
Centimetre	cm	Active	✖
Dozen	dz	Active	✖
Each	each	Active	✖
Feet	feet	Active	✖
Gram	g	Active	✖
Hours	hrs	Active	✖
Inch	inch	Active	✖
Kilogram	kg	Active	✖
Kilometre	km	Active	✖
Litre	ltr	Active	✖
Metre	m	Active	✖
Millilitre	ml	Active	✖
Piece	pc	Active	✖

**1**

Name\*

Symbol\*

Remark

**2**  Set to inactive

**3**

**Print listing** **New UOM** **Save**

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

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

## 4.11. 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.

Type	Document Number	Last Number Used	Next Number*	Editable on Entry Screen
<b>Module: Banking</b>				
Cash Payment	Payment No.	CP0005	CP0006	<input type="checkbox"/>
Cash Receipt	Receipt No.		CR0001	<input type="checkbox"/>
Transfer Fund	Ref. No.		TT0001	<input type="checkbox"/>
<b>Module: Customer</b>				
Cash Sales	Receipt No.	CS0004	CS0005	<input type="checkbox"/>
Contra	Contra No		CT0001	<input type="checkbox"/>
Credit Note	Credit Note No.	ARCN0002	ARCN0003	<input type="checkbox"/>
Debit Note	Debit Note No.	ARDN0001	ARDN0002	<input type="checkbox"/>
Delivery Order	Delivery Order No.	DO0008	DO0009	<input type="checkbox"/>
Delivery Return	Ref. No.		DR0001	<input type="checkbox"/>
Receive Payment	Receipt No.	OR0007	OR0008	<input type="checkbox"/>
Refund	Payment No.		REF0001	<input type="checkbox"/>
Sales Invoice	Invoice No.	IV0003	IV0004	<input type="checkbox"/>

Document Number for Imported Transaction.

Type	Document Number	Prefix	Suffix	Last Number Used	Next Number*
<b>Module: Import</b>					
Import Sales Invoice	Ref. No.	INV-		0005	0006

**Save**

- In this page you can view and make changes for all the document numbers that are currently in used.  
The initial document numbers are generally started with "0001".

Type	Document Number	Last Number Used	Next Number*	Editable on Entry Screen
<b>Module: Banking</b>				
Cash Payment	Payment No.		CP0001	<input type="checkbox"/>
Cash Receipt	Receipt No.		Receipt-0001	<input type="checkbox"/>

In the area highlight by the blue ring:

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

**2****Document Number for Imported Transaction**

Imported Transaction is referring to transactions that imported into our system using CSV file. They will have different set of document number.

- i. **Next Number\*** will follow the **Last Number Used** in the particular transaction.
- ii. **Next Number\*** is editable by clicking on the imported transaction you wish to edit.
- iii. Next number of the imported transaction would not affect the default **Next Number\***.

## 4.12. Separate Document Number

Separate Document Number allow you to have separate invoice numbering within two or more division of your company. It also allow you to track classes of sales with one sequence for retail sales and another for wholesale sales.

**Separate Document Number**

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

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

Separate Document Number by\*:

Document Type	Location Code	Prefix	Include Year	Last Number Used	Next Number	For Non GST	For GST	Editable at Doc.	
Cash Sales	Branch 1	CS-B1-	No	CS-B1-00014	00015	Yes	Yes	No	<input type="checkbox"/>
Sales Invoice	Branch 1	SI-B1-	No	SI-B1-00018	00019	Yes	Yes	No	<input type="checkbox"/>

Document Type\*:

Location Code\*:

Prefix:

Include Year:

Next Number:

Use for non-GST document:

Use for GST document:

1 This section shows the list of separate number created. You can delete an unused document number by clicking Red Cross button in the list.

2 Click on **New** to create a new document number. Click **Save** to record the document number.

## 4.13. Custom Templates

This screen allows you to upload your customized template for sales invoices.

### Custom Templates

Type	Customized Template File	Preview	Use Default Template	Download Default Template
Sales Invoice	-		Yes	

**Type:** Sales Invoice

**Customized Template:**

**Use default template:**

- Template format : .docx
- You must use Microsoft Word 2007 or later to customise your templates.
- Max file size : 300kb
- Don't use the following in the templates
  - \* WordArt
  - \* ClipArt
  - \* Animated GIFs
  - \* Interlaced PNGs
  - \* Embedded files, like Excel or Powerpoint

1 This section shows the list of customized template that you have uploaded.

2 Upload your preferred invoice template here by clicking **Upload Customized Template**.

## 4.14. Email

### 4.14.1. Email Template

You can go paperless with TreezSoft and easily email your documents to respective person.

This module allows you to edit the email template of each document according to your preference.

**Email Template**

Record Type	Subject	Active?
Sales Invoice	Sales Invoice : [invoice_no] from [company_name]	Yes
Cash Receipt	Cash Receipt : [doc_no] from [company_name]	Yes
Cash Sales	Cash Sales : [doc_no] from [company_name]	Yes
Credit Note	Credit Note : [doc_no] from [company_name]	Yes
Debit Note	Debit Note : [doc_no] from [company_name]	Yes
Delivery Order	Delivery Order : [doc_no] from [company_name]	Yes
Delivery Return	Delivery Return : [doc_no] from [company_name]	Yes
Make Payment	Make Payment : [doc_no] from [company_name]	Yes
Receive Payment	Receive Payment : [doc_no] from [company_name]	Yes
Refund	Refund : [doc_no] from [company_name]	Yes
Sales Order	Sales Order : [doc_no] from [company_name]	Yes
Sales Quotation	Sales Quotation : [doc_no] from [company_name]	Yes
Sales Return	Sales Return : [doc_no] from [company_name]	Yes

Record Type: Sales Invoice  
Subject\*: Sales Invoice : [invoice\_no] from [company\_name]  
Content: Dear [customer\_name],  
Please find attached Sales Invoice for [amount] (due date: [due\_date]).  
Feel free to contact us should you have any queries.  
1234  
Regards,  
[company\_name]

Active? **Save**

- 1 This section shows the list of email templates. You can unclick the **Active?** Box to set an unused template as inactive.
- 2 Click Save to record changes made.

## 4.14.2. Email Log

**Email Log**

Sent Date From\*: 04/10/2011 to\*: 17/10/2018 Record Type: Record No: Sent by:

**Retrieve**

Record Type	Record Date	Record No	Sent by	Sent to	Sent at
Sales Invoice	2018-07-03	TI-00015	liewsc@ams.com.my	liewsc@ams.com.my	2018-07-03 02:51:04
Sales Invoice	2017-02-20	TI-00011	liewsc@ams.com.my	liewsc@ams.com.my	2018-04-16 09:50:39
Sales Invoice	2017-10-30	IV0002	leongkl@ams.com.my	support@treezsoft.com	2017-12-16 23:31:48
Sales Invoice	2010-05-11	IV0001	leongkl@ams.com.my		2017-01-19 09:25:08

This section shows the list email activities within your account. You can easily retrieve all activities by entering the details on top.

## 4.15. Preferences

**Preferences**

**Account Defaults**

**1** **Receivable Account**  
Default control account for Customers  
3000/000

**Payable Account**  
Default control account for Suppliers  
1000/000

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

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

**Stock Defaults**

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

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

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

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

**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 **4**

**Report Defaults**

Sales Invoice : display customer address in multiple line **5**

**Access Control**

Restrict non-admin user login outside working hours **6**

**FingerTips Integration**

Enable FingerTips Integration. **7**

**Financial Settings** **3**

**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  
25/09/2019

**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  
Account

**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 **8**

Price Level

Upload Stock Image

Display Stock Image in document screen

**9** Save

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

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

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

- 3 This section allows you to edit your **Financial Settings**. All financial settings are editable in this section.
- 4 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)

## 4.16. Printing Preferences

You may want to have control over your documents printing preferences. This module allows you to control your printing preferences including: copies your document will be printed in one go, the size, how the content should be displayed, etc.

The screenshot shows the 'Printing Preferences' window with the following sections and options:

- 1. 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.
  - Print More Info at:
  - Print Stock Image. Applicable for Sales Quotation, Sales Invoice, Delivery Order, Cash Sales, Sales Return.
- 2. Delivery Order:**
  - Not allow reprint of original copy.
  - 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:
    - Number of Duplicate Copy (with watermark):
- 3. Sales Invoice:**
  - 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:
    - Number of Duplicate Copy (with watermark):
- 4. Sales Quotation:**
  - Include Customer code at document's header.
- 5. Save:** A red 'Save' button at the bottom left.

- 1 This section allows you to set the general printing preferences for your Sales module and Purchase module.
  - i. **Use Location's Address and Contact:** This part allows you to print location's address/contact in the header of document. Applicable for Customer module and Purchase Order only.
  - ii. **Print More Info at:** This part allows you to print more Info at Header/Lines. Applicable for Sales Quotation, Sales Invoice, Delivery Order.
  - iii. **Print Stock Image:** This feature allows you to print stock image on the Sales Quotation, Sales Invoice, Delivery Order, Cash Sales, Sales Return.

- 2 This section allows you to set the printing preferences on your Delivery Order.\*
  - i. **Not allow reprint of original copy:** Tick the box to enable the feature of not allow reprint of original copy.
  - ii. **Include Customer Code at document's header:** This will include **Customer Code** at Delivery Order's header.
  - iii. **Include Item Code at document's detail:** This will include **Item Code** at Delivery Order's detail.
  - iv. **Number of original copy:** This determine the number of original copies of the Delivery Order to be printed in one go.
  - v. **Number of duplicated copy:** This determines the number of duplicated copies of the Delivery Order to be printed in one go.

\*Please note that there will be watermark (duplicate copy).

- 3 This section allows you to set the printing preferences on your Sales invoice.

- i. **Always print in Compact Format:** Invoice will be printed with reduced front size and empty space.
- ii. **No Signature Required:** There will be no signature column shown in your invoice.

- iii. **Show both base and foreign currency in sales invoice (non-GST):** Base currency and foreign currency will be shown in sales invoice.
- vi. **Not allow reprint of original copy:** Tick the box to enable the feature of not allow reprint of original copy.
- vii. **Include the Document No that been transferred into Sales Invoice:** If the details of a Sales Invoice was transferred from other document such as quotation, the quotation number will be displayed.
- viii. **Include Customer Code at document's header:** This will include **Customer Code** at Sales Invoice's header.
- ix. **Include Item Code at document's detail:** This will include **Item Code** at Sales Invoice's detail.
- x. **Number of original copy:** This determines the number of original copies of the Sales Invoice to be printed in one goes.
- xi. **Number of duplicated copy:** This determines the number of duplicated copies of the sales Invoice to be printed in one goes.  
\*Please note that there will be watermark (duplicate copy).

4 This section allows you to include Customer Code on Sales Quotation's header by tick the box.

5 Click on **Save** to record your printing preferences.

## 4.17. Opening Balances

### 4.17.1. Chart of Accounts – Opening Balance

This section allows you to enter your opening balance for your accounts during your first use of Express365 Accounting.

**Chart of Accounts - Opening Balance**

As Of\* 18/09/2019 Ref. No. Opening Balance

Description

Account Code*	Account Name	Account Type	Debit (MYR)	Credit (MYR)	Tag Code
2040/000	Computer equipment	Fixed assets	100,000.00		

Add line

Account Code*	Bank Name	Currency	Rate	Debit	Credit	Debit (MYR)	Credit (MYR)	Tag Code
3010/020	Current account 1	MYR	1	5,000,000.00		5,000,000.00		

Add line

**Total (MYR)** 5,100,000.00

Import COA - Opening Balance Delete Print 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.

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

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

3 Click **Save** to record.

## 4.17.2. Historical Customer Invoices

You might have outstanding balances due from to your customers when you first started using Express365. These invoices will have to be entered in this section and the total must match with your Account Receivable (Debtor Control Account) amount in your Chart of Accounts – Opening Balance. The unpaid customer invoices is viewable in the list of payments received screen.

### 4.17.2.1. List of Historical Invoices

**List of Historical Invoices**

When you started using this system, 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.

Enter keyword to search...

Customer Code	Customer Name	No. of Invoices
<a href="#">C0001</a>	Customer 1	1

Page 1 of 1 | Displaying 1 - 1 of 1

- 1 Enter your criteria to **Search**.
- 2 Click **New Historical Invoice** to record a historical invoice.
- 3 **Print listing** allows you to print full list of 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 Express365.

## 4.17.2.2. Creating or Editing a Historical Invoice

**Historical Invoice**

Customer Code\* C0003 Customer 3 Tax Rate Tax Amount 0.00  
 Date\* 29/08/2019 Invoice No.\* Rep0033 Amount\* 4,500.00  
 Currency\* MYR 1.00000 Tags Malaysia  
 Amount Without Tax\* 4,500.00 **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	X

**Total Base Amount** 4,500.00

**Go to list**

Historical invoices screen is split into two sections:

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

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

- 2 Click on a row to view the entered historical invoice, or the red cross to delete the invoice.

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

## 4.17.3. 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.

### 4.17.3.1. 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.

Enter keyword to search...  1

Supplier Code	Supplier Name	No. of Invoices
<a href="#">A0001</a>	ABC Company	2
<a href="#">D0001</a>	DEF Compay	1

Page 1 of 1 |  3 |  4 |  2 | Displaying 1 - 2 of 2

- 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 full list of 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 Express365.

### 4.17.3.2. Creating or Editing a Historical Supplier Invoice

#### Historical Supplier Invoice

Supplier Code\*  Syarikat Tembakau

Date\*

Currency\*

Invoice No.\*

Amount Without Tax\*

Tax Rate

Tax Amount

Amount\*

Tags

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	2,500.00	✖
<b>Total Base Amount</b>							2,500.00		

Historical invoices screen is split into two sections:

- 1 This upper section allows you enter the historical supplier invoice details. Click **Save** to record once you have done entering the details. To create a new historical supplier invoice after the previous, click on **New**.
- 2 Note: when a historical supplier invoice is paid, you cannot delete nor modify the invoice. To edit it, you will need to delete or undo the payment made first.

#### 4.17.4. 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.

##### 4.17.4.1. 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 Ac	Currency	No. of Cheques (Deposit)	Total Amount (Deposit)	No. of Cheques (Payment)	Total Amount (Payment)
<a href="#">3010/020</a>	Curr... acco... 1	MYR	0	0.00	1	15,000.00
<a href="#">3010/030</a>	Curr... acco... 2	MYR	0	0.00	1	10,000.00

3 Page 1 of 2 4 2 Displaying 1 - 2 of 2

Print listing
Import Historical Cheques
New Historical Cheque

- 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 Express365.

#### 4.17.4.2. Creating or Editing a Historical Unpresented Cheque

**Historical Unpresented Cheques**

Bank Account\* 3010/020 Current account 1 Details

Date\* 02/09/2019 Type\* Payment

Cheque No.\* 254625 Ref No.\* 87614631

Amount\* 15,000.00 Currency MYR

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

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

Total (Deposit) 0.00 Total (Payment) 15,000.00

[Go to list](#)

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

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

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

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

## 4.17.5. Items – Opening Balance

**List of Items - Opening Balance**

Location Code	Location Name	Opening Date	Total Amount
<a href="#">B1</a>	Branch 1		
<a href="#">B2</a>	Branch 2		
<a href="#">Hq</a>	HeadQuarter	29/08/2019	150,000.00
<b>Total</b>			150,000.00

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

**Stock Item - Opening Balance**

As Of\* 14/08/2014  Location Hq

Item Code\*  Quantity\*  Unit Cost\*  Amount\*

Tags

Item Code	Description	Quantity	Unit Cost	Amount	Tag Code	Serial No.
No data to display						

**Opening Balance - Header Details**

As Of\* 14/08/2014  Location Hq Ref. No. Opening Balance

Description

Page 0 of 0

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

- 1 Enter the date for your stock item – opening balance in “**As of**” date field.
- 2 Enter the description for it in the Description field. Click **OK** to proceed.  
After you have completed this step, item code fields will be available.
- 3 Select item in the **Item Code** field, and enter all the required fields

- 4 Click **Save** to record the stock balance. Click **New** to add another item.
- 5 You can also choose to import your items for your opening balance by clicking on **Import Item – Opening Balance**.

*Fields mark with asterisk (\*) are required fields.*

## 4.18. Manage Users

### 4.18.1. Setting up Users

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

#### 4.18.1.1. List of Users

**List of Users**

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

<input type="checkbox"/>	User ID	Name	No. of assigned companies	Type	Status	Last activity on
<input type="checkbox"/>	<a href="#">chanlc@ams.com.my</a>	chanlc@ams.com.my	10	Administrator	Active	Jul 2, 2019 11:46:07

Page 1 of 1 | Displaying 1 - 12 of 12

**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)**.

## 4.18.1.2. Setting up User Details

**User Details**

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

**Name\***

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

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

This user no longer in use.

Assign Tag Code:

**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

**Assigned to**

Company Name	Role	Tag Code	
Support Company	Accountant's Staff	Project A	✖

- 1** To create a new User ID, enter the user's name, user ID and password in the mandatory fields (Asterisk\* fields)  
**Assign Tag Code** allows you to set a default tag code for a particular user. This default Tag Code will be applied to all companies the user has access. After this setting was save, the default Tag Code will auto displayed on the related document screen.
- 2** This is where you can manage the user accessibilities; you can assign him to a company, based on the dropdown list and allocate him the roles accordingly.  
**Tag Code** allows you to set different tag code according to different company. When Tag Code is set for a company, it will supersede the default Tag Code.  
\*After updated the Assign Tag Code/Tag Code, please re-login to enable this setting to take effect.
- 3** Click on **Add Line** if you wish to assign more than one company/roles to the user.
- 4** If you wish to set the user as administrator, tick on the **"Administrator User"** box. Click **Save** to record the new user.

## 4.18.2. Managing User Roles

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

**Manage Users Roles**

Set up roles in each of your company.

Every user you create is assigned one role in each company. This role is based on the permissions you give them.

<input type="checkbox"/>	Role	Description
<input type="checkbox"/>	<a href="#">Accountant's Staff</a>	User has full access to all modules.
<input type="checkbox"/>	<a href="#">Client / Business Owner</a>	User has full access to Business details, Customers, Suppliers, Journal Report, Register and all reports (except Management Accounting: Extract DB data).
<input type="checkbox"/>	<a href="#">Client's Manager</a>	User has full access on all modules, except Chart of Accounts, Make Journal Entries and Management Accounting: Extract DB data.
<input type="checkbox"/>	<a href="#">Client's Staff</a>	User has full access to all modules under Setup (except Chart of Accounts and Settings), Business Activities, Banking Activities, Customer Reports and Supplier Reports.

Page 1 of 1 | Displaying 1 - 4 of 4

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

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

In the highlight area of the blue ring:

- 1 New 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.

### 4.18.2.1. Creating or Editing User's Role

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

**User Role**

Specify the user role and access rights.

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	Delete	Create New
Balance Sheet	General Ledger Report	<input type="checkbox"/>	<input type="checkbox"/>			
Bank Reconciliation	Banking Activity	<input type="checkbox"/>				
Cash Flow Statement	Cash Flow Statement	<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"/>			
Center All	Center All					
Chart of Account	Company settings	<input type="checkbox"/>				
Chart of Account - Opening Balance	Opening Balances	<input type="checkbox"/>				
Commission Report	Commission Report	<input type="checkbox"/>	<input type="checkbox"/>			

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

**Save** **Go to list**

## 4.18.3. User Activity Log

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

**User Activity Log**

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

View Activities By: ALL    Module: ALL

Date: Custom    From\*: 13/09/2017    To\*: 30/09/2019    Sort by:     In descending order

**Retrieve**

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

**Print to PDF**

## 5. Sales (customer) Module

### 5.1. Cash Sales (C.S)

#### 5.1.1. List of Cash Sales

**List of Cash Sales**

Customer: ALL | Doc. Date: Custom | From\*: 01/10/2018 | To\*: 04/10/2019 | Doc. No.:

Sort by:  |  in descending order |  Converted from POS only | **Retrieve** 1

<input type="checkbox"/>	Date	Receipt No.	Customer Code	Customer	Payment Method	Cheque No.	Deposit To	Currency	Amount
<input type="checkbox"/>	28/03/2019	<a href="#">CS0002</a>	C0001	Customer 1	Cash		Petty cash	MYR	3.00
<input type="checkbox"/>	25/08/2019	<a href="#">CS0003</a>			Cash		Petty cash	MYR	1,696.00
<input type="checkbox"/>	04/10/2019	<a href="#">CS0005</a>	C0001	Customer 1	Cheque	25462	Current account 1	MYR	10,000.00
<input type="checkbox"/>	04/10/2019	<a href="#">CS0006</a>	C0100	Chan	Cheque	5614541	Current account 1	MYR	17,500.00

Page 1 of 1 | **New Cash Sales** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | Displaying 1 - 4 of 4

[Print listing](#) | [Import Cash Sales](#) | [\(Template\)](#)

- 1 Enter your criteria and click on the **Retrieve** button to search.
- 2 Click **New Cash Sales** to record a 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. **Print listing** allows you to print the list of invoice.
- 4 Click **Delete selected record(s)** to delete a selected record.

## 5.1.2. Creating or Editing Cash Sales (C.S)

**Cash Sales**

Customer: C0100 Chan      Transfer Document From: Sales Order **Transfer**

Address: 125 Jalan Kenanga 12 Indahpura 81000 Kulai Johor

Date\*: 04/10/2019      Ref. No.\*: CS0006

Payment Method\*: Cheque      Tags:

Cheque No.: 5614541      Location\*: Hq      Salesperson: Andy

Deposit To\*: 3010/020 Current account 1      Remark:

Currency\*: MYR 1 **Get rate**       Apply Margin Scheme       Apply Flat Rate Scheme

**More Info**

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

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
B0325	Book	500.000	unit	35.000	\$		0.00		17,500.00 ✕

**Add line**

**Subtotal** 17,500.00  
**Grand Total RM** 17,500.00

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

- 1 Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields.  
*You can transfer the statement from either S.Q/S.O/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.*
- 2 You can add your items/services here. "Add line" to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 Save the record.
- 4 Click "Actions" to delete a selected record.
- 5 Click "Print/Email" to print or email the record.

## 5.2. Sales Quotations (S.Q)

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

### 5.2.1. List of Sales Quotations

**List of Sales Quotations**

Customer: ALL | Doc. Date: Custom | From\*: 05/10/2014 | To\*: 04/10/2019 | Doc. No.:

Sort by:  |  In descending order | Status: ALL | **Retrieve** 1

<input type="checkbox"/>	Date	Quotation No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status
<input type="checkbox"/>	10/12/2015	<a href="#">SQ0001</a>	C0001	Customer 1	MYR	261.82	Net 30 days	Fully Transferred
<input type="checkbox"/>	04/08/2016	<a href="#">SQ0002</a>	C0001	Customer 1	MYR	106.00	Net 30 days	Confirmed
<input type="checkbox"/>	04/10/2019	<a href="#">SQ0003</a>	W0001	Wendy	MYR	14,750.00	Net 30 days	Confirmed

Page 1 of 1 | **2** | **3** | **4** | Page 1 - 3 of 3

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

- 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. **Print listing** allows you to print the list of quotation.
- 4 Click **“Delete selected record(s)”** to delete a selected record.

## 5.2.2. Creating or Editing a Sales Quotation (S.Q)

**Sales Quotation**

1 **Customer\*** W0001 Wendy

**Address** No 45 Jalan Nuri 2  
Bandar Putra  
Kulai 81000 Johor  
Malaysia

**Date\*** 04/10/2019

**Quotation No.\*** SQ0003

**Payment Terms** Net 30 days

**Tags**

**Location** B1

**Salesperson** Joyce

**Contact** Wendy +60128754261

**Remark**

**Currency\*** MYR 1 **Get rate** **More Info**

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

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*	
B0325	Book	250.000	unit	35.000 \$			0.00	8,750.00	N/A ✕
P7821	Pencil	5,000.000	unit	1.200 \$			0.00	6,000.00	N/A ✕

**Add line** **Subtotal** 14,750.00  
**Grand Total RM** 14,750.00

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

3

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

## 5.3. Sales Orders (S.O)

### 5.3.1. List of Sales Orders

**List of Sales Orders**

Customer: ALL | Doc. Date: Custom | From\*: 18/12/2014 | To\*: 04/10/2019 | Doc. No.:

Sort by:  |  in descending order | Status: ALL | **Retrieve** **1**

<input type="checkbox"/>	Date	Order No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status
<input type="checkbox"/>	06/10/2015	<a href="#">SO0001</a>	C0001	Customer 1	MYR	106.00	Net 30 days	Confirmed
<input type="checkbox"/>	09/10/2015	<a href="#">SO0002</a>	C0001	Customer 1	MYR	150.00	Net 30 days	Confirmed
<input type="checkbox"/>	19/07/2019	<a href="#">SO0003</a>	C0002	Customer 2	MYR	100.00	Net 30 days	Confirmed
<input type="checkbox"/>	04/10/2019	<a href="#">SO0004</a>	W0001	Wendy	MYR	17,500.00	Net 30 days	Confirmed

Page 1 of 1 | **2** | **3** | **4** | Page 1 - 4 of 4

**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 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. **Print listing** allows you to print the list of order.
- 4** Click **Delete selected record(s)** to delete a selected record.

## 5.3.2. Creating or Editing a Sales Order (S.O)

**Sales Order**

1

Customer\* W0001 Wendy **Transfer From Quotation**

Address No 45 Jalan Nuri 2  
Bandar Putra  
Kulai 81000 Johor  
Malaysia

Date\* 04/10/2019 Order No.\* SO0004

Payment Terms Net 30 days Tags

Location B1 Salesperson Joyce Remark

Contact Wendy +60128754261

P.O No.

Currency\* MYR 1 **Get rate**

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

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*
B0325	Book	500.000	unit	35.000	\$		0.00	17,500.00 ✕

2

**Add line** **Stock Balance**

**Subtotal** 17,500.00

**Grand Total RM** 17,500.00

4 **3**

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

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

## 5.4. 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.

### 5.4.1. List of Delivery Orders

#### List of Delivery Orders

Customer: ALL

Doc. Date: Custom

From\*: 17/04/2012

To\*: 04/10/2019

Doc. No.:

Sort by:

in descending order

Status: ALL

**Retrieve**

<input type="checkbox"/>	Date	Delivery Order No.	Customer Code	Customer	Currency	Amount	Payment Terms	Status	Printed
<input type="checkbox"/>	04/10/2019	<a href="#">DO0009</a>	W0001	Wendy	MYR	17,500.00	Net 30 days	Confirmed	No
<input type="checkbox"/>	25/09/2019	<a href="#">DO0008</a>	C0001	Customer 1	MYR	212.00	Net 30 days	Confirmed	Yes
<input type="checkbox"/>	29/09/2015	<a href="#">DO0007</a>	C0002	Customer 2	MYR	159.00	Net 30 days	Confirmed	No
<input type="checkbox"/>	21/09/2015	<a href="#">DO0006</a>	C0001	Customer 1	MYR	106.00	Net 30 days	Fully Invoiced	No
<input type="checkbox"/>	01/09/2015	<a href="#">DO0004</a>	C0001	Customer 1	MYR	212.00	Net 30 days	Partially Invoiced	No
<input type="checkbox"/>	01/09/2015	<a href="#">DO0005</a>	C0001	Customer 1	MYR	212.00	Net 30 days	Confirmed	No
<input type="checkbox"/>	27/08/2015	<a href="#">DO0001</a>	C0002	Customer 2	MYR	106.00	Net 30 days	Confirmed	No
<input type="checkbox"/>	27/08/2015	<a href="#">DO0002</a>	C0001	Customer 1	MYR	104.94	Net 30 days	Confirmed	No
<input type="checkbox"/>	01/07/2015	<a href="#">DO0003</a>	C0001	Customer 1	MYR	265.00	Net 30 days	Confirmed	No

Page 1 of 1

1 - 9 of 9

**Print listing**

**New Delivery Order**

**Print selected record(s)**

**Delete selected record(s)**

- 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. **Print listing** allows you to print the list of order.
- 4 Click **Delete selected record(s)** to delete a selected record.

## 5.4.2. Creating or Editing a Delivery Order (D.O)

**Delivery Order**

1 **Customer\*** W0001 Wendy **Transfer Document From**  **Transfer**

**Address** No 45 Jalan Nuri 2  
Bandar Putra  
Kulai 81000 Johor  
Malaysia

**Date\*** 04/10/2019 **Delivery Order No.\*** DO0009

**Payment Terms** Net 30 days **Tags** Malaysia

**Location\*** Hq **Salesperson**

**Contact** Wendy +60128754261 **Delivery Method** SYDOM **Remark**

**P.O No.**  **Delivery Terms** FOB

**Currency\*** MYR 1 **Get rate** **More Info**

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

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*
B0325	Book	500.000	unit	35.000	\$		0.00	17,500.00 ✕

**Add line**

**Subtotal** 17,500.00  
**Grand Total RM** 17,500.00

3 [Journal Entry](#)

4 **Actions -** **Print / Email** **Show Transferred Doc** **New** **Save** **Go to list**

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

## 5.5. Delivery Return (D.R)

### 5.5.1. List of Delivery Return

#### List of Delivery Returns

Customer:

Sort by:

Doc. Date:

in descending order

From\*:

To\*:

Doc. No.:

<input type="checkbox"/>	Date	Ref. No.	Customer Code	Customer	Currency	Amount
<input type="checkbox"/>	04/10/2019	<a href="#">DR0001</a>	W0001	Wendy	MYR	3,500.00
<input type="checkbox"/>	04/10/2019	<a href="#">DR0002</a>	C0100	Customer 4	MYR	25,000.00
<input type="checkbox"/>	04/10/2019	<a href="#">DR0003</a>	C0001	Customer 1	MYR	150.00

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

## 5.5.2. Creating or Editing a Delivery Return

**Delivery Return**

1

Customer\* W0001 Wendy **Transfer From Delivery Order**

Address No 45 Jalan Nuri 2  
Bandar Putra  
Kulai 81000 Johor  
Malaysia

Date\* 04/10/2019 Ref. No.\* Auto-generated

Payment Terms Net 30 days Tags Malaysia

Location\* Hq Salesperson

Contact Wendy +60128754261 Remark

Currency\* MYR 1 **Get rate**

Enter Barcode Amount is: Tax Exclusive

Item Code*	Description	Ref Doc No.	Quantity	UOM	Unit Price	Unit Cost	Discount	Tax Code	%	Amount (RM)*
B0325	Book	DO0009	100.000	unit	35.000	15.000			0.00	3,500.00

2 **Add line**

Subtotal 3,500.00  
Grand Total **RM** 3,500.00

4 **Delete** **Print / Email**

3 **New** **Save** **Go to list**

- 1 Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields.  
*You can transfer the statement from 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.*
- 2 Add line to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 **Save** the record.
- 4 To **delete** or **print/email** the selected record.

## 5.6. 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 out to your customers.

### 5.6.1. List of Sales Invoices

**List of Sales Invoices**

Customer: ALL | Doc. Date: Custom | From\*: 01/10/2018 | To\*: 04/10/2019 | Doc. No.:

Sort by:  |  In descending order | Status: ALL | Cheque No.:  |  show cheque nos

show no. of attachment |  created from API only | **Retrieve** 1

<input type="checkbox"/>	Date	Invoice No.	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Status	Printed
<input type="checkbox"/>	28/03/2019	<a href="#">IV0002</a>	C0001	Customer 1	MYR	6.00	Net 30 days	27/04/2019	Confirmed	
<input type="checkbox"/>	23/08/2019	<a href="#">IV0003</a>	C0001	Customer 1	MYR	1,590.00	Net 30 days	22/09/2019	Fully Paid	
<input type="checkbox"/>	01/10/2019	<a href="#">IV0004</a>	C0001	Customer 1	MYR	100.00	Net 30 days	31/10/2019	Confirmed	Printed
<input type="checkbox"/>	04/10/2019	<a href="#">IV0005</a>	W0001	Wendy	MYR	14,000.00	Net 30 days	03/11/2019	Confirmed	

Page 1 of 1 | **2** **3** **4** | Page 1 - 4 of 4

[Print listing](#) | [Invoice By Batch](#) | [Import](#) [\(Template\)](#) | [New Sales Invoice](#) | [Print selected record\(s\)](#) | [Delete selected record\(s\)](#)

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

## 5.6.2. Creating or Editing a Sales Invoice

**Sales Invoice**

Enter Invoice By: Stock Item Ship To

Customer\*: A0001 Affi Transfer Document From:   **Transfer**

Address: 25 Jalan Matahari, Taman Matahari, Kulai 81000 Johor, Malaysia Date\*: 10/12/2019  Invoice No.\*: Auto-generated

Contact: Affi +6016754852 Payment Terms: Net 30 days Tags: Malaysia

P.O. No. Location: B1 Salesperson: Jude

Currency\*: MYR 1 **Get rate** Delivery Method:   Remark:

Apply Margin Scheme **More Info**

Apply Progress Invoicing

Apply Flat Rate Scheme

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

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
p001	paper	1.000	pcs	0.100	\$		0.00		0.10 <span style="color: red;">✕</span>

**Add line** **Subtotal** 0.10

**Grand Total RM** 0.10

**3** [Journal Entry](#)

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

- 1 Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields.  
You can choose to enter the invoice by **stock item** or by **account**.  
If your invoice is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.
- 2 **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 **Save** the records.
- 4 To **attach** or **delete** or **void** or **print/email** the record or show where your statement is transferred from.  
In this section, user is allows to upload related files such as appendix, image and other document by click on **Actions > Attachment**.  
User can upload particular document by browse the document and upload.  
Uploaded files will show in the highlighted box.

**Attachments**

Select a file to upload.

File	Size (KB)	External
<a href="#">Capture.PNG</a>	111.00	<input type="checkbox"/>

Add attachment

Individual files may not exceed 2MB in size. A maximum of 5 attachments per document can be added.  
You have used **0.111MB** of your total **5MB** on the Treezsoft storage.

### 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.

## 5.6.2.1. Add-on Feature: Display Stock Image in Document Screen

**Sales Invoice**

Enter Invoice By: Stock Item Ship To: \_\_\_\_\_

Customer\*:  Transfer Document From:  **Transfer**

Address:  Date\*: 11/10/2019 Invoice No.\*: Auto-generated

Contact:  Payment Terms:  Tags:

P.O No.:  Location: B1 Salesperson:

Currency\*:  Delivery Method:  Remark:

Delivery Terms:  **Get rate**  Apply Margin Scheme **More Info**

Apply Progress Invoicing  Apply Flat Rate Scheme

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

Item Code*	Description	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*
p001	paper		1.000	pcs	0.100	\$		0.00		0.10

**Add line** **Subtotal** 0.10

**Grand Total** 0.10

[Journal Entry](#)

**Actions**

There is an add-on feature that allow Stock image to display in this screen and can be print out in the sales invoice.

- 1 First, please enable Upload Stock Image and Display Stock Image in document screen in Preferences screen.
- 2 After this feature is enabling please go to stock item screen to upload the stock image for a particular stock item.
- 3 After that the image will be display as above print screen after the item has been selected.

## 5.7. 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.

### 5.7.1. List of Payments received

#### List of Payments Received

Customer: All Doc. Date: Today From\*: 07/10/2019 To\*: 07/10/2019 Type: ALL Payment Method: ALL

Tags: Doc. No.: Status:  With Outstanding  With GST Submitted  Bounce Cheque

Sort by:  in descending order  show no. of attachment **Retrieve** 1

<input type="checkbox"/>	Date	Receipt No.	Customer Code	Customer	Payment Method	Cheque No.	Deposit To	Currency	Amount	Amount Applied
<input type="checkbox"/>	07/10/2019	OR0008	W0001	Wendy	Cheque	546365	Current account 1	MYR	14,000.00	14,000.00
<input type="checkbox"/>	07/10/2019	OR0009	C0100	Customer 4	Cash		Current account 1	MYR	12,500.00	0.00

Page 1 of 1 **2** **3** **4** Page 1 - 2 of 2

**Print listing** **New Receive Payment** **Print selected record(s)** **Delete selected record(s)**

- 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. **Print listing** allows you to print the list of statement.
- 4 Click “**Delete selected record(s)**” to delete a selected record

## 5.7.2. 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.

### 5.7.2.1. Receiving Payment – Invoice Receipt

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

#### Receive Payment

Type: Invoice Receipt

Customer\*: W0001 Wendy

Bank Account\*: 3010/020 Current account 1

Amount\*: 14,000.00

Currency\*: MYR 1 Get rate

Date\*: 07/10/2019

Payment Method\*: Cheque

Cheque No.: 546365

Bounced Cheque

Receipt No.\*: OR0008

Tags:

Salesperson: Joyce

Remark:

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

	Invoice No.	Due Date	Currency	Rate	Invoice Amount	Outstanding	Defer Service Tax	Amount (RM)*
<input type="checkbox"/>	IV0005	03/11/2019	MYR	1.00000	14,000.00	14,000.00		0.00 <span style="color: green;">+</span>

**Total credit available** 0.00

**Total applied amount** 0.00

**Total refunded amount** 0.00

**Total outstanding amount** 14,000.00

[Journal Entry](#)

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

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

2 This section will show you the list of unpaid invoices by a specific customer after you have selected him.

*Mark a tick next to the invoice that your customer wants to pay, to assign the credits you have just entered in upper section.*

*Unallocated credits are able to assign to other unpaid invoices, from the same customer.*

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

## 5.7.2.2. Receiving Payment – Security Deposit

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

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

**Receive Payment**

1

Type	Security Deposit	Date*	07/10/2019	Receipt No.*	Auto-generated
Customer*	M0001 Max	Payment Method*	Credit card	Tags	
Bank Account*	3010/020 Current account 1	Cheque No.		Salesperson	Kris
Amount*	1,200.00	Remark			
Currency*	MYR 1 <b>Get rate</b>				
Account*	5000/000 Sales				

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

Please specify the **bank account** where the money is received into and the **account** to post the security deposit. Any unused Security deposit

2

3

Actions Print / Email 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, security deposit)  
 Select a customer in **Customer\*** field.  
 Please be noted that all fields marks with asterisk (\*) are required fields. *It is important to enter the amount correctly in order to assign the credits accurately.*  
 If payment received is under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.

2 **Save** the record. Click **New** to create a new payment from a different customer.

3 To **delete** or **print/email** the record or you can see the related document(s).

## 5.8. Sales Returns

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

### 5.8.1. List of Sales Returns

**List of Sales Returns**

Customer: ALL | Doc. Date: Today | From\*: 07/10/2019 | To\*: 07/10/2019 | Doc. No.:

Sort by:  |  in descending order | **Retrieve** **1**

<input type="checkbox"/>	Date	Ref. No.	Customer Code	Customer	Currency	Amount
<input type="checkbox"/>	07/10/2019	<a href="#">SR0001</a>	M0001	Max	MYR	2,400.00

Page 1 of 1 | **2** | **3** | **4** | Page 1 - 1 of 1

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

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

## 5.8.2. Creating or Editing a Sales Returns

**1 Sales Return**

**1** Customer\* M0001 Max **Transfer From Invoice**

Address 3 Jalan Mewah Kulai 81000 Johor Malaysia

Date\* 07/10/2019 Ref. No.\* SR0001

Payment Terms Net 30 days Tags

Location\* Hq Salesperson

Contact Max +6018523964 Remark\* Defect on goods

Currency MYR 1

Amount is: Tax Exclusive

Item Code	Description	Ref Doc No.	Quantity	UOM	Unit Price	Unit Cost	Discount	Tax Code	%	Tag	Amount (RM)
P7821	Pencil	IV0006	2,000.000	unit	1.200	0.400			0.00		2,400.00 ✖
<b>Subtotal</b>											2,400.00
<b>Grand Total RM</b>											2,400.00

[Journal Entry](#)

**4** Actions **Print / Email** **3** **New** **Go to list**

Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields.

**1**

**2**

This section shows you the list of items/services you have delivered/sold to your customer.  
*To select the item/service that is being returned, mark a tick next to the particular item/service.*

**3**

**Save** the record.

**4**

**To delete** or **print/email** the record.

## 5.9. Recurring Transactions

### 5.9.1. List of Recurring Transaction Processes

This shows a list of existing recurring processes. Recurring processes will be triggered by the system automatically based on your configuration.

**List of Recurring Transaction Processes**

Document Type: ALL Customer: ALL **Retrieve**

Template Name	Document Type	Frequency	Customer	Start Date	End Date	Last Run	Next Run	Active	Created on
<a href="#">Template 1</a>	Sales Invoice	Weekly	C0001	2016-10-01		2019-09-21	2019-09-28	Yes	2016-09-30

1 of 1 of 1 | **Review Drafted Transaction(s)** | **New Recurring Process** | **Delete selected record(s)**

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Recurring Process**” to record a new recurring process.
- 3 Once the recurring process is triggered, you may review the draft transaction from by clicking “**Review Drafted Transaction**” before confirming. You can select targeted invoices to **confirm selected record**. Once confirmed, the transaction will be issued as official invoice.

**List of Drafted Recurring Transactions**

Document Type: ALL Customer:

From\*: 25/09/2019 To\*: 25/09/2019 **Retrieve**

Document Type	Date	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Template Name
<a href="#">Sales Invoice</a>	2016-10-01	C0001	Customer 1	USD	106.00	Net 30 days	2016-10-31	Template 1
<a href="#">Sales Invoice</a>	2016-10-08	C0001	Customer 1	USD	106.00	Net 30 days	2016-11-07	Template 1
<a href="#">Sales Invoice</a>	2016-10-15	C0001	Customer 1	USD	106.00	Net 30 days	2016-11-14	Template 1
<a href="#">Sales Invoice</a>	2016-10-22	C0001	Customer 1	USD	106.00	Net 30 days	2016-11-21	Template 1
<a href="#">Sales Invoice</a>	2016-10-29	C0001	Customer 1	USD	106.00	Net 30 days	2016-11-28	Template 1
<a href="#">Sales Invoice</a>	2016-11-05	C0001	Customer 1	USD	106.00	Net 30 days	2016-12-05	Template 1
<a href="#">Sales Invoice</a>	2016-11-12	C0001	Customer 1	USD	106.00	Net 30 days	2016-12-12	Template 1
<a href="#">Sales Invoice</a>	2016-11-19	C0001	Customer 1	USD	106.00	Net 30 days	2016-12-19	Template 1
<a href="#">Sales Invoice</a>	2016-11-26	C0001	Customer 1	USD	106.00	Net 30 days	2016-12-26	Template 1
<a href="#">Sales Invoice</a>	2016-12-03	C0001	Customer 1	USD	106.00	Net 30 days	2017-01-02	Template 1
<a href="#">Sales Invoice</a>	2016-12-10	C0001	Customer 1	USD	106.00	Net 30 days	2017-01-09	Template 1
<a href="#">Sales Invoice</a>	2016-12-17	C0001	Customer 1	USD	106.00	Net 30 days	2017-01-16	Template 1
<a href="#">Sales Invoice</a>	2016-12-24	C0001	Customer 1	USD	106.00	Net 30 days	2017-01-23	Template 1
<a href="#">Sales Invoice</a>	2016-12-31	C0001	Customer 1	USD	106.00	Net 30 days	2017-01-30	Template 1
<a href="#">Sales Invoice</a>	2017-01-07	C0001	Customer 1	USD	106.00	Net 30 days	2017-02-06	Template 1

Page 1 of 10 | **Confirm selected record(s)** | **Delete selected record(s)** | **Go to Recurring Processes**

- 4 Click “**Delete selected record(s)**” to delete a selected record

## 5.9.2. Creating or Editing Recurring Transaction

**Recurring Sales Invoice** GST Mode

Template Name\*   Active

Start Date\*  Frequency\*  End Date

Next Run  Last Run

---

Enter Invoice By

Customer\*

Address  Billing Address  Delivery Address

Payment Terms  Location

P.O No.

Tags

Salesperson

Remark

Contact

Currency\*

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

Account Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (\$)*
2050/000	广告费					SR_S	6.00	100.00 <input type="button" value="X"/>

<b>Subtotal (MYR)</b>	359.45	<b>Subtotal</b>	100.00
<b>SR_S</b>	21.57	<b>SR_S (6%)</b>	6.00
<b>Grand Total MYR</b>	381.02	<b>Grand Total \$</b>	106.00

- 1 Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields. Set the frequency and end date for your recurring invoice in this screen too.  
*You can choose to enter the invoice by **stock item** or by **account**.*  
*If your invoice is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.*
- 2 **Params** is a parameter that user can copy and paste to "Remark" and "Description" field. These params will replaced with actual value based on the invoice date when the system generating the invoice.
- 3 **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 4 **Save** the record.
- 5 To **delete** the record.

## 5.10. Customer Refund and Credit

### 5.10.1. Debit Notes

#### 5.10.1.1. List of Debit Notes

**List of Debit Notes**

Customer: ALL | Doc. Date: Custom | From\*: 07/11/2007 | To\*: 07/10/2019 | Doc. No.:

Sort by:  |  in descending order | Status: ALL | **Retrieve** 1

<input type="checkbox"/>	Date	Debit Note No.	Customer Code	Customer	Currency	Amount	Payment Terms	Due Date	Status
<input type="checkbox"/>	23/08/2019	<a href="#">ARDN0001</a>	C0001	Customer 1	MYR	650.00	Net 30 days	22/09/2019	Fully Paid
<input type="checkbox"/>	07/10/2019	<a href="#">ARDN0002</a>	M0001	Max	MYR	0.00	Net 30 days	06/11/2019	Confirmed

Page 1 of 1 | **New Debit Note** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | Page 1 - 2 of 2

- 1 Enter your criteria and click on the **“Retrieve”** button to search
- 2 Click **“New Debit Note”** to record a debit notes.
- 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. **Print listing** allows you to print the list of debit notes.
- 4 Click **“Delete selected record(s)”** to delete a selected record.

## 5.10.1.2. Creating or Editing a Debit Note

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

### Debit Note

**Customer\***

**Address**

**Contact**  

**Currency\***   Get rate

**Date\***

**Payment Terms**

**Debit Note No.\***

**Tags**

**Salesperson**

**Remark\***

Amount is:

Account Code*	Description*	Ref Doc No	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
5000/000	Sales	+ IV0006	2,500.000					0.00		0.00

Add line

**Subtotal** 0.00

**Grand Total** 0.00

**Actions**

[Journal Entry](#)

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

## 5.10.2. Credit Notes

### 5.10.2.1. List of Credit Notes

**List of Credit Notes**

Customer: ALL | Doc. Date: Custom | From\*: 07/09/2009 | To\*: 07/10/2019 | Doc. No.:

Sort by:  |  in descending order | Status: ALL | **Retrieve** 1

<input type="checkbox"/>	Date	Credit Note No.	Customer Code	Customer	Currency	Amount	Amount Applied	Status
<input type="checkbox"/>	07/08/2019	<a href="#">ARCN0001</a>	C0001	Customer 1	MYR	10.00	10.00	Confirmed
<input type="checkbox"/>	25/08/2019	<a href="#">ARCN0002</a>	C0001	Customer 1	MYR	1,590.00	1,590.00	Confirmed

Page 1 of 1 | **New Credit Note** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | Page 1 - 2 of 2

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

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

## 5.10.2.2. 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.

**Credit Note**

Customer\* C0001 Customer 1 Date\* 07/08/2019 Credit Note No.\* ARCN0001

Address Ref. No. Tags

Contact Salesperson

Currency\* MYR 1 Get rate Remark\* asda

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

Account*	Details	Tax Code	%	Tag	Amount (RM)*
2020/000	Buildings		0.00		10.00

Add line Subtotal 10.00

Grand Total RM 10.00

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

Invoice No.	Date	Due Date	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*
<input checked="" type="checkbox"/> INV-0005	2016-01-20	20/01/2016	MYR	1.00000	106.00	96.00	10.00
<input type="checkbox"/> IV0001	2015-01-01	31/01/2015	MYR	1.00000	150.00	150.00	0.00
<input type="checkbox"/> IV0002	2019-03-28	27/04/2019	MYR	1.00000	6.00	6.00	0.00
<input type="checkbox"/> IV0004	2019-10-01	31/10/2019	MYR	1.00000	100.00	100.00	0.00
<input type="checkbox"/> Malaysia-2015-00001	2015-10-12	11/11/2015	MYR	1.00000	106.00	106.00	0.00
<input type="checkbox"/> TI-00001	2015-04-26	26/05/2015	MYR	1.00000	265.00	265.00	0.00

Total applied amount 10.00

Total applied cash sales amount 0.00

Total refunded amount 0.00

Journal Entry

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

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

- 4 **Auto populate from selected invoice:** This will let system auto populate the accounts, amount and tax to be credited, based on selected invoices.
- 5 **Save** the record. Click **New** to create new credit note.
- 6 To **delete** or **void** or **print/email** the record or you can see the related document(s).

## 5.10.3. Refunds

### 5.10.3.1. List of Returns

#### List of Refunds

The screenshot shows a web interface for managing refunds. At the top, there are search filters: Customer (set to ALL), Doc. Date (Custom), From\* (06/01/1982), To\* (07/10/2019), and Doc. No. Below these are checkboxes for 'Sort by', 'In descending order', and 'Bounce Cheque', along with a 'Retrieve' button (callout 1). A table displays one record for a refund on 07/10/2019 with payment number REF0001, customer code W0001, customer Wendy, and an amount of 2,500.00 MYR. At the bottom, there are navigation controls (Page 1 of 1) and four action buttons: 'Print listing' (callout 2), 'New Refund' (callout 3), 'Print selected record(s)' (callout 3), and 'Delete selected record(s)' (callout 4).

<input type="checkbox"/>	Date	Payment No.	Customer Code	Customer	Payment Method	Cheque No.	Pay From	Currency	Amount	Amount Applied
<input type="checkbox"/>	07/10/2019	<a href="#">REF0001</a>	W0001	Wendy	Credit card		Current account 1	MYR	2,500.00	2,500.00

- 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. **Print listing** allows you to print the list of refunds.
- 4 Click “**Delete selected record(s)**” to delete a selected record.

## 5.10.3.2. Creating or Editing a Refund

**Refund**

Type: Invoice Receipt

Customer\*: W0001 Wendy

Pay From\*: 3010/020 Current account 1

Amount\*: 2,500.00

Currency\*: MYR 1 [Get rate](#)

Date\*: 07/10/2019

Payment Method\*: Credit card

Cheque No.:

Payment No.\*: Auto-generated

Tags:

Salesperson: Joyce

Remark:

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

	Date	Document No.	Currency	Rate	Document Amount	Unapplied Amount	Amount (RM)*
<input checked="" type="checkbox"/>	07/10/2019	OR0008	MYR	1.00000	14,000.00	11,500.00	2,500.00

Total applied amount: 2,500.00

[Journal Entry](#)

Buttons: Delete, Print / Email, New, Save, Go to list

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

## 5.11. Manage (Customer & Contacts)

### 5.11.1. Customers

“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:

#### 5.11.1.1. List of Customers

**List of Customers**

Type  Enter keyword to search...  1

GST-Registered Only GST Verification Status

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

1 of 1 | 4 5 2 3 displaying 1 - 9 of 9

- 1 Enter a keyword to **Search** for a particular customer. Or click on the hyperlinked **code** to view details.
- 2 Click **New Customer** to create new customer and his details.
- 3 Click **Delete selected record(s)** to delete a selected record.
- 4 **Print Listing** to print the customer list.
- 5 You can **Import Customers**, based on a formatted file provide by Express365.

### 5.11.1.2. Creating or Editing a Customer's details

**Customer**

**1** Name\*

Code\*  Generate Code

Default Currency\*

Description

Customer Type  Price Level

Salesperson  (supercede setup at Customer Type)

Registration No

Default Payment Term

Credit Limit

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\*

**3 Contact Details**

Contact Name:

Phone No. (1):

Phone No. (2):

Fax No.:

Email:

Website:

Email CC:

**Billing Address**

Set as default

Address:

City:

State:

Post Code:

Country:

**Delivery Address**

Set as default

Address:

City:

State:

Post Code:

Country:

Additional Contacts and Addresses
4

---

**Contact Person**

Name	Phone No. (1)	Email	Job Title

Add line
Delete

New
Save
Go to list
5

- 1** Enter your customer's details in this section. Fields marks with asterisk (\*) are required fields.  
*If you want to deactivate a customer's status, mark the **Set to inactive** box.  
 If you want to suspend a customer's status, mark the **Suspended due to** box.*
- 2** Account information is very important. Make sure you have selected a control account correctly.  
*Make sure you customer's control account is always 3000/000 (Debtors Control Account) by default. You can change the account default in Preference.*
- 3** Enter the contact details in this section. You can set either billing or delivery address to be the default address. You can also enter additional contact and address if your customer have branches in more than two locations.

You can add or assign a contact person specifically to the customer. **Add line** if there is more than one contact person.
- 4** In the highlighted area, users are allowed to add additional contact or location if a customer possesses more than one branch, so you can specify which customer's branch to receive bill or delivery.

- 5 Save the record. **New** to create new customer.

#### **Deleting/Inactive a customer**

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

## 5.11.2. Contacts

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

### 5.11.2.1. List of Contacts

**List of Contacts**

1

<input type="checkbox"/>	Name	Phone No. (1)	Phone No. (2)	Job Title	Email	Fax No.	Status
<input type="checkbox"/>	<a href="#">Chan Yun Nam</a>	+60128875569		Supervisor	Chan96@hotmail.com		Active
<input type="checkbox"/>	<a href="#">Chin Yun Ying</a>	+60178895412		HR	yying@gmail.com		Active
<input type="checkbox"/>	<a href="#">Yap Wen Hui</a>	+60124587965		Manager	wenhui523@gmail.com		Active

4 Page 1 of 1 2 3 Page 1 - 3 of 3

- 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.

## 5.11.2.2. Creating or Editing a Contact

**Contact**

1

Title  **Name\***

Job Title

Description

---

**Contact Details**

2

Phone No. (1)

Phone No. (2)

Fax No.

Email

**Address Details**

Address

City

State

Post Code

Country

3

4

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

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

## 5.11.3. Customer Type

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

The screenshot shows the 'Customer Type' interface. On the left, a table lists existing customer types:

Code	Description
Foreign	Foreign Customer List
Local	Local Customer List

Red asterisks are next to the descriptions. A red circle with the number '1' is positioned to the left of the table. On the right, a form for adding a new customer type is visible, with fields for 'Code\*' (containing 'Foreign'), 'Description' (containing 'Foreign Customer List'), and 'Price Level'. A red circle with the number '2' is positioned below the 'New Customer Type' button. At the bottom, there are 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. Click **Save** to save your record.

## **5.12. Customer reports**

Express365 offers some reports, you may use this reports to get a standing on how much the customers owe you and for how long and how much business they have done with you.

### **5.12.1. 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.

### **5.12.2. Customer Ledger**

This reports the transactions that had been recorded for a specific customer in Express365 Accounting.

All figures reported are in Base Currency.

### **5.12.3. Customer Statement**

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

### **5.12.4. Customer Invoices Due**

This page allows you to print reports on customer invoice due based on different criteria such as time frame, customer type, item code, etc. All invoices shown are invoices that is due for payment.

### **5.12.5. Customer Invoice Listing with Detail**

This page allows you to print reports on customer invoice listing with detail based on different criteria such as time frame, customer type, item code, etc.

### **5.12.6. 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.

### **5.12.7. Sales Report by Item**

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

### **5.12.8. Sales Report by Salesperson**

This reports the sales according to salesperson and time frame selected. All sales that are linked to the selected salesperson will be listed down.

### **5.12.9. Monthly Collection By Salesperson**

This shows the payment collected by each salesperson according to the time frame selected. All payment received by each salesperson will be listed down.

### **5.12.10. Tiered Commission Report**

This is an add-on feature in E365. You can generate commission report for salesperson that is broken down into different commission rates based on different items or sales and up to one line level.

## 6. Purchases (supplier) Module

### 6.1. Cash Purchase (C.P)

#### 6.1.1. List of Cash Purchases

**List of Cash Purchases**

Supplier: ALL | Doc. Date: Custom | From\*: 17/08/2011 | To\*: 07/10/2019 | Doc. No.:

Sort by:  |  in descending order | Payment No.:  | **Retrieve** 1

<input type="checkbox"/>	Date	Ext No.	Payment No.	Supplier Code	Supplier	Payment Method	Cheque No.	Pay From	Currency	Amount
<input type="checkbox"/>	26/08/2015	123456	<a href="#">CD0001</a>	A0001	ABC Company	Cash		Petty cash	MYR	158.00
<input type="checkbox"/>	26/08/2015	8888875	<a href="#">CD0002</a>	D0001	DEF Compay	Cash		Petty cash	MYR	50.00
<input type="checkbox"/>	26/08/2015	4561335	<a href="#">CD0003</a>	D0001	DEF Compay	Cash		Petty cash	MYR	99.00
<input type="checkbox"/>	01/05/2015	BG44567	<a href="#">CD0004</a>	A0001	ABC Company	Credit card		Petty cash	MYR	10,600.00
<input type="checkbox"/>	08/01/2016	aaa	<a href="#">CD0005</a>	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	106.00
<input type="checkbox"/>	08/01/2016	aaa	<a href="#">CD0006</a>	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	106.00
<input type="checkbox"/>	08/01/2016	aaa	<a href="#">CD0007</a>	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	318.00
<input type="checkbox"/>	08/01/2016	aaa	<a href="#">CD0008</a>	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	318.00
<input type="checkbox"/>	13/01/2016	aaaaaaaa	<a href="#">CD0009</a>	A0001	ABC Company	Cheque	aaaa	Petty cash	MYR	63.60
<input type="checkbox"/>	19/01/2016	aaa	<a href="#">CD0010</a>	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	318.00
<input type="checkbox"/>	28/03/2019	cp1	<a href="#">CD0011</a>	A0001	ABC	Cash		Petty	MYR	10.00

Page 1 of 1 | **New Cash Purchase** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | 1 - 11 of 11

- 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. **Print listing** allows you to print the list of statement.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 6.1.2. Creating or Editing a Cash Purchase

**Cash Purchase**

Enter Purchase By: Stock Item

Supplier\*: T0001 TA Company Transfer Document From:  **Transfer**

Address: 8 Jalan Nuri 12, Taman Nuri, Johor Bahru 81200 Johor, Malaysia

Date\*: 07/10/2019 Payment No.\*: Auto-generated

Payment Method\*: Credit card Tags: Malaysia

Ext Ref No.\*: 0001 Cheque No.:

Location: Hq Salesperson:

Pay From\*: 3010/020 Current account 1  Simplified Tax Invoice  Apply Margin Scheme Remark:

Currency\*: MYR 1 **Get rate**

Enter Barcode:   Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
B0325	Book	5,000.000	unit	15.000			0.00		75,000.00
P7821	Pencil	10,000.000	unit	0.400			0.00		4,000.00

**Add line**

**Subtotal** 79,000.00  
**Grand Total RM** 79,000.00

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

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

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

## 6.2. Purchase Order (P.O)

### 6.2.1. List of Purchase Orders

**List of Purchase Orders**

Supplier:  Doc. Date:  From\*:  To\*:  Doc. No.

Sort by:   in descending order Status:   **1**

<input type="checkbox"/>	Date	Order No.	Supplier Code	Supplier	Currency	Amount	Payment Terms	Status
<input type="checkbox"/>	06/10/2015	<a href="#">PO0001</a>	A0001	ABC Company	MYR	53.00		Confirmed
<input type="checkbox"/>	04/10/2019	<a href="#">PO0002</a>	Supplier 2	Supplier 2	MYR	150,000.00		Confirmed
<input type="checkbox"/>	09/10/2019	<a href="#">PO0003</a>	T0001	TA Company	MYR	79,000.00	Net 15 days	Confirmed

Page 1 of 1 **2** **3** **4** Page 1 - 3 of 3

- 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. **Print listing** allows you to print the list of orders.
- 4** Click **Delete selected record(s)**” to delete a selected record.

## 6.2.2. Creating or Editing a Purchase Order

**Purchase Order**

Supplier\* T0001 TA Company

Address 8 Jalan Nuri 12  
Taman Nuri  
Johor Bahru 81200 Johor  
Malaysia

Date\* 09/10/2019

Order No.\* Auto-generated

Payment Terms Net 15 days

Tags

Location Hq

Salesperson

Contact Foo +6012658943

Ship To W0001 Wendy

Remark

Currency\* MYR 1 **Get rate**

Ship To Address No 45 Jalan Nuri 2  
Bandar Putra  
Kulai 81000 Johor  
Malaysia

Supplier Ref

Delivery Term DAT

Ship To Contact Wendy +6012875426

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

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
B0325	Book	5,000.000	unit	15.000	\$		0.00		75,000.00
P7821	Pencil	10,000.000	unit	0.400	\$		0.00		4,000.00

**Add line**

**Subtotal** 79,000.00

**Grand Total RM** 79,000.00

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

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

## 6.3. Goods Received Notes

### 6.3.1. List of Goods Received Notes

**List of Goods Received Notes**

Supplier:  Doc. Date:  From\*:  To\*:  Doc. No.:

Sort by:   in descending order Status:  **Retrieve** 1

<input type="checkbox"/>	Date	Ref. No.	Supplier Code	Supplier	Currency	Amount	Payment Terms	Status
<input type="checkbox"/>	09/10/2019	<a href="#">GRN0001</a>	T0001	TA Company	MYR	79,000.00	Net 15 days	Confirmed
<input type="checkbox"/>	09/10/2019	<a href="#">GRN0002</a>	Supplier 2	Supplier 2	MYR	60,000.00		Confirmed
<input type="checkbox"/>	09/10/2019	<a href="#">GRN0003</a>	S0001	Syarikat Tembakau	MYR	200,000.00		Confirmed

Page 1 of 1 3 2 4 Page 1 - 3 of 3

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

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Goods Received Note**” to record goods received note.
- 3 “**Print Listing**” 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.

## 6.3.2. Creating or Editing Goods Received Notes

**Goods Received Note**

Supplier\* T0001 TA Company **Transfer From Purchase Order**

Address 8 Jalan Nuri 12  
Taman Nuri  
Johor Bahru 81200 Johor  
Malaysia Date\* 09/10/2019 Ref. No.\* Auto-generated

Payment Terms Net 15 days Tags

Location\* Hq Salesperson

Delivery Order No. Remark

Currency\* MYR 1 **Get rate**

Enter Barcode  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Ref Doc No.	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*
B0325	Book	PO0003	5,000.000	unit	15.000			0.00	75,000.00 ✕
P7821	Pencil	PO0003	10,000.000	unit	0.400			0.00	4,000.00 ✕

**Add line**

Subtotal 79,000.00

Grand Total **RM** 79,000.00

**3**

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

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

## 6.4. Goods Received Return

### 6.4.1. List of Goods Received Returns

**List of Goods Received Returns**

Supplier:  Doc. Date:  From\*:  To\*:  Doc. No.:

Sort by:   in descending order **Retrieve**

<input type="checkbox"/>	Date	Ref. No.	Supplier Code	Supplier	Currency	Amount
<input type="checkbox"/>	02/12/2015	<a href="#">GRR0001</a>	A0001	ABC Company	MYR	53.00
<input type="checkbox"/>	09/10/2019	<a href="#">GRR0002</a>	T0001	TA Company	MYR	340.00
<input type="checkbox"/>	09/10/2019	<a href="#">GRR0003</a>	D0001	DEF Compay	MYR	200.00

Page 1 of 1 g 1 - 3 of 3

**Print listing** **New Goods Received Return** **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**” 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.

## 6.4.2. Creating or Editing Goods Received Return

**Goods Received Return**

Supplier\* T0001 TA Company **Transfer From Goods Received Note**

Address 8 Jalan Nuri 12  
Taman Nuri  
Johor Bahru 81200 Johor  
Malaysia Date\* 09/10/2019 Ref. No.\* Auto-generated

Payment Terms Net 15 days Tags

Location\* Hq Salesperson

Currency MYR 1 **Get rate** Remark

Enter Barcode  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Ref Doc No.	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)
B0325	Book	GRN0001	20.000	unit	15.000			0.00	300.00
P7821	Pencil	GRN0001	100.000	unit	0.400			0.00	40.00

**Add line** Subtotal 340.00  
Grand Total RM 340.00

**3**

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

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

## 6.5. Supplier Invoice

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

### 6.5.1. List of Supplier Invoices

**List of Supplier Invoices**

Supplier: ALL Doc. Date: Custom From\*: 12/05/2009 To\*: 09/10/2019 Status: ALL

Sort by:  in descending order  Self-billed Only  Reverse Charge Only Doc. No. Ref. No.

Cheque No.  show cheque nos  show no. of attachment **Retrieve** 1

<input type="checkbox"/>	Invoice Date	Supplier Invoice No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Due Date	Status
<input type="checkbox"/>	26/08/2014	<a href="#">123456</a>	VI0001	A0001	ABC Company	MYR	50.00	26/08/2014	Confirmed
<input type="checkbox"/>	31/08/2015	<a href="#">VB5562</a>	VI0002	A0001	ABC Company	MYR	180.20	31/08/2015	Confirmed
<input type="checkbox"/>	01/05/2015	<a href="#">Bg455</a>	VI0003	D0001	DEF Compay	USD	200.00	01/05/2015	Confirmed
<input type="checkbox"/>	01/05/2015	<a href="#">KQ00976</a>	VI0004	D0001	DEF Compay	USD	6,500.00	01/05/2015	Fully paid
<input type="checkbox"/>	01/02/2015	<a href="#">BB111</a>	VI0005	A0001	ABC Company	MYR	53.00	01/02/2015	Fully paid
<input type="checkbox"/>	13/10/2015	<a href="#">jj</a>	VI0006	Supplier 2	Supplier 2	MYR	53.00	13/10/2015	Confirmed
<input type="checkbox"/>	10/01/2016	<a href="#">reverse charge</a>	VI0007	A0001	ABC Company	USD	50.00	10/01/2016	Fully paid
<input type="checkbox"/>	10/01/2016	<a href="#">import goods</a>	VI0008	A0001	ABC Company	USD	100.00	10/01/2016	Confirmed
<input type="checkbox"/>	08/01/2016	<a href="#">aaaa</a>	VI0009	A0001	ABC Company	MYR	20.00	08/01/2016	Fully paid
<input type="checkbox"/>	08/01/2016	<a href="#">ADD444</a>	VI0010	D0001	DEF Compay	MYR	120.00	08/01/2016	Fully Paid
<input type="checkbox"/>	08/01/2016	<a href="#">zx</a>	VI0011	A0001	ABC Company	MYR	106.00	08/01/2016	Fully paid
<input type="checkbox"/>	08/01/2016	<a href="#">aaaaa</a>	VI0012	A0001	ABC Company	MYR	31.80	08/01/2016	Confirmed
<input type="checkbox"/>	08/01/2016	<a href="#">ggg</a>	VI0013	A0001	ABC Company	MYR	10.60	08/01/2016	Confirmed
<input type="checkbox"/>	19/09/2019	<a href="#">D001254</a>	VI0014	D0001	DEF Compay	MYR	1,560.00	19/09/2019	Confirmed
<input type="checkbox"/>	19/09/2019	<a href="#">F33659</a>	VI0015	S0001	Syarikat Tembaku	MYR	5,326.00	19/09/2019	Confirmed

Page 1 of 2 Showing 1 - 15 of 16

**Print listing** **New Supplier Invoice** **Print selected record(s)** **Delete selected record(s)**

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

## 6.5.2. Creating or Editing Supplier Invoice

### Supplier Invoice

Enter Invoice By: Stock Item

Supplier\*: T0001 TA Company

Address: 8 Jalan Nuri 12  
Taman Nuri  
Johor Bahru 81200 Johor  
Malaysia

Invoice No.\*: 125454

Currency\*: MYR 1 Get rate

Transfer Document From: Goods Received Note Transfer

Invoice Date\*: 09/10/2019

Payment Terms: Net 15 days

Invoice Due Date\*: 24/10/2019

Location: Hq

Self-billed Invoice  
 Reverse Charge  
 Apply Margin Scheme

Ref. No.\*: Auto-generated

Tags:

Salesperson:

Remark:

Enter Barcode:  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Ref Doc No.	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
B0325	Book	GRN0001	4,980.000	unit	15.000			0.00		74,700.00 <span style="color: red;">✖</span>
P7821	Pencil	GRN0001	9,900.000	unit	0.400			0.00		3,960.00 <span style="color: red;">✖</span>

Add line

**Subtotal** 78,660.00

**Grand Total RM** 78,660.00

[Journal Entry](#)

Actions Print Show Related Doc

Copy to New New Save Go to list

- 1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. You can enter the invoice by Stock Item or by Account. You can transfer the statement from either P.O/G.R.N. If your statement is issued under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button.
- 2 Add the items/services you purchase here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- 3 **Save** the record.
- 4 To delete the record or **print** or to show the related document. If you want edit a used/paid supplier bill, you will have to edit the payment made before editing it.

### Add Attachment

In this screen, user is allows to upload image of their supplier invoice or other related document by click on **Action** and select **Attachment**.

## 6.6. 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.

### 6.6.1. List of Payments Made

**List of Payments Made**

Supplier:  Date:  From\*:  To\*:  Doc. No.

Status:

Sort by:   in descending order  Reverse Charge Only  With Outstanding  Bounce Cheque  **1**

<input type="checkbox"/>	Date	Payment No.	Supplier Code	Supplier	Payment Method	Cheque No.	Pay From	Currency	Amount	Amount Applied
<input type="checkbox"/>	07/05/2015	<a href="#">PV0001</a>	D0001	DEF Company	Cheque	www	3010/020	USD	6,500.00	6,500.00
<input type="checkbox"/>	13/08/2015	<a href="#">PV0002</a>	A0001	ABC Company	Cheque	aaa	3010/020	MYR	53.00	53.00
<input type="checkbox"/>	07/01/2016	<a href="#">PV0003</a>	D0001	DEF Company	Cheque	o	3010/030	MYR	100.00	0.00
<input type="checkbox"/>	10/01/2016	<a href="#">PV0004</a>	A0001	ABC Company	Cheque	qq	3010/010	USD	50.00	50.00
<input type="checkbox"/>	08/01/2016	<a href="#">PV0005</a>	A0001	ABC Company	Credit card		3010/010	MYR	20.00	20.00
<input type="checkbox"/>	08/01/2016	<a href="#">PV0006</a>	A0001	ABC Company	Cash		3010/010	MYR	206.00	206.00
<input type="checkbox"/>	09/10/2019	<a href="#">PV0007</a>	T0001	TA Company	EFT		3010/020	MYR	10,000.00	10,000.00

Page 1 of 1     **2** **3** **4** ing 1 - 7 of 7

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

## 6.6.2. Creating or Editing a Payment

**Make Payment**

Select a supplier to retrieve outstanding invoices

Supplier\* T0001 TA Company Date\* 09/10/2019 Payment No.\* Auto-generated

Pay From\* 3010/020 Current account 1 Payment Method\* EFT Tags

Amount\* 10,000.00 Cheque No. Salesperson

Currency\* MYR 1 Get rate Remark

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

	Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*	
<input checked="" type="checkbox"/>	125454	24/10/2019	VI0017	MYR	1.00000	78,660.00	68,660.00	10,000.00	+

**Reverse Charge**

Total applied amount 10,000.00

Total refunded amount 0.00

Total outstanding amount 0.00

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

Actions Print / Email Print Cheque Show Refund Doc New Save Go to list

1 Enter your supplier's details in this section. Fields marks with asterisk (\*) are required fields. If your payment is made under a different currency, you can get the latest rates from Google finance, by clicking the **Get rate** button. (Note: you can only match bills with same currency)

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 To delete or print or email the transaction or; to show the related document.

Note: To edit a paid bill, select the particular bill from the list of payments made; Click on the hyperlinked bill number then you'll be able to edit the transaction.

## 6.7. Purchase Returns

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

### 6.7.1. List of Purchase Returns

**List of Purchase Returns**

Supplier: ALL | Doc. Date: Custom | From\*: 18/05/2006 | To\*: 10/10/2019 | Doc. No.: | Retrieve **1**

Sort by: |  in descending order

<input type="checkbox"/>	Date	Ref. No.	Supplier Code	Supplier	Currency	Amount
<input type="checkbox"/>	10/10/2019	<a href="#">PR0001</a>	D0001	DEF Company	MYR	120.00
<input type="checkbox"/>	10/10/2019	<a href="#">PR0002</a>	T0001	TA Company	MYR	229.00
<input type="checkbox"/>	10/10/2019	<a href="#">PR0003</a>	A0001	ABC Company	MYR	50.00

Page 1 of 1 | **3** | **2** | **4** | Page 1 - 3 of 3

Print listing | New Purchase Return | Delete selected record(s)

- 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. “**Print selected record(s)**” allows you to print multiple purchase returns.
- 4** Click **Delete selected record(s)**” to delete a selected record.

## 6.7.2. Creating or Editing a Purchase Return

**Purchase Return**

Supplier\* T0001 TA Company **Transfer From Invoice**

Address 8 Jalan Nuri 12  
Taman Nuri  
Johor Bahru 81200 Johor  
Malaysia

Date\* 10/10/2019 Ref. No.\* Auto-generated

Payment Terms Net 15 days Tags

Currency MYR 1 Location\* Hq Salesperson

Remark\*

Amount is: Tax Exclusive

Item Code	Description	Ref Doc No.	Quantity*	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)
B0325	Book	125454	15.000	unit	15.000			0.00		225.00 ✕
P7821	Pencil	125454	10.000	unit	0.400			0.00		4.00 ✕
<b>Subtotal</b>										229.00
<b>Grand Total RM</b>										229.00

[Journal Entry](#)

Actions Print New Save Go to list

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

## 6.8. Refund and Credit

### 6.8.1. Supplier Debit Note

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

#### 6.8.1.1. List of Supplier Debit Notes

**List of Supplier Debit Notes**

Supplier: ALL Doc. Date: Custom From\*: 18/06/2008 To\*: 10/10/2019 Doc. No.:

Sort by:   in descending order Status: ALL **Retrieve** 1

<input type="checkbox"/>	Date	Debit Note No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Due Date	Status
<input type="checkbox"/>	10/10/2019	<a href="#">123456</a>	APDN0001	T0001	TA Company	MYR	118.00	25/10/2019	Fully Paid
<input type="checkbox"/>	10/10/2019	<a href="#">154262</a>	APDN0002	S0001	Syarikat Tembakau	MYR	120.00	10/10/2019	Confirmed
<input type="checkbox"/>	10/10/2019	<a href="#">564515</a>	APDN0003	D0001	DEF Compay	MYR	40.00	10/10/2019	Confirmed

Page 1 of 1 Page 1 - 3 of 3

**Print listing** **New Supplier Debit Note** **Print selected record(s)** **Delete selected record(s)** 4

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

## 6.8.1.2. Creating a Supplier Debit Note

**Supplier Debit Note**

1

Supplier\* T0001 TA Company Date\* 10/10/2019 Ref. No.\* APDN0001  
 Address 8 Jalan Nuri 12 Taman Nuri Johor Bahru 81200 Johor Malaysia Payment Terms Net 15 days Tags  
 Due Date\* 25/10/2019 Salesperson  
 Remark\* error  
 Debit Note No.\* 123456  
 Currency\* MYR 1 Get rate

Discount by % Amount is: Tax Exclusive

Account Code*	Description*	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
6010/000	Purchases								118.00

2

Add line

Subtotal 118.00  
 Grand Total **RM** 118.00

3 [Journal Entry](#)

4 Actions Print Show Related Doc New Save Go to list

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

## 6.8.2. 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.

### 6.8.2.1. List of Supplier Credit Notes

**List of Supplier Credit Notes**

Supplier: ALL | Doc. Date: Custom | From\*: 10/10/2006 | To\*: 10/10/2019 | Doc. No.:

Sort by:   in descending order **Retrieve**

<input type="checkbox"/>	Date	Credit Note No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Amount Applied
<input type="checkbox"/>	12/10/2016	<a href="#">SCN-0002</a>	APCN0001	D0001	DEF Compay	MYR	332.00	332.00
<input type="checkbox"/>	10/10/2019	<a href="#">125648</a>	APCN0002	T0001	TA Company	MYR	118.00	118.00
<input type="checkbox"/>	10/10/2019	<a href="#">125484</a>	APCN0003	S0001	Syarikat Tembakau	MYR	250.00	250.00

Page 1 of 1 |

- 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. “**Print selected record(s)**” allows you to print multiple supplier credit notes.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 6.8.2.2. Creating a Supplier Credit Note

**Supplier Credit Note** GST Mode

Supplier\* D0001 DEF Company Date\* 12/10/2016 Ref. No.\* APCN0001

Address Aaa Tags

Credit Note No.\* SCN-0002 Salesperson

Currency\* MYR 1 **Get rate** Remark\* Ree

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

Account*	Details	Tax Code	%	Tag	Amount (RM)*
5020/000	Discounts allowed	NR	0.00		120.00
5020/000	Discounts allowed	AJP_A	6.00		212.00

**Add line**

**Subtotal** 332.00  
**NR (0%)** 0.00  
**AJP\_A (6%)** 12.00  
**Grand Total RM** 332.00

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

Invoice No.	Due Date	Ref. No.	Currency	Rate	Invoice Amount	Outstanding	Amount (RM)*
<input type="checkbox"/> 111111	10/10/2019	VI0018	MYR	1.00000	3,000.00	2,880.00	0.00
<input type="checkbox"/> 564515	10/10/2019	APDN0003	MYR	1.00000	40.00	40.00	0.00
<input checked="" type="checkbox"/> ADD444	08/01/2016	VI0010	MYR	1.00000	120.00	0.00	120.00
<input type="checkbox"/> D001254	19/09/2019	VI0014	MYR	1.00000	1,560.00	1,560.00	0.00
<input checked="" type="checkbox"/> HINV-0002	01/10/2016		MYR	1.00000	212.00	0.00	212.00

**Total applied amount** 332.00  
**Total refunded amount** 0.00

[Journal Entry](#)

**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.*
- 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 **Auto populate from selected invoice:** This will let system auto populate the accounts, amount and tax to be credited, based on selected supplier invoices.
- 5 **Save** the record. Click **New** to create a credit note.
- 6 To **delete** or **print** the record or to show the related refund document.

## 6.8.3. Supplier Refunds

### 6.8.3.1. List of Supplier Refunds

**List of Refunds**

Customer: ALL | Doc. Date: Custom | From\*: 06/01/1982 | To\*: 10/10/2019 | Doc. No.:

Sort by:  |  in descending order |  Bounce Cheque | **Retrieve** 1

<input type="checkbox"/>	Date	Payment No.	Customer Code	Customer	Payment Method	Cheque No.	Pay From	Currency	Amount	Amount Applied
<input type="checkbox"/>	07/10/2019	<a href="#">REF0001</a>	W0001	Wendy	Credit card		Current account 1	MYR	2,500.00	2,500.00
<input type="checkbox"/>	10/10/2019	<a href="#">REF0002</a>	C0001	Customer 1	EFT		Current account 1	MYR	100.00	100.00
<input type="checkbox"/>	10/10/2019	<a href="#">REF0003</a>	W0001	Wendy	Cash		Current account 1	MYR	150.00	150.00

Page 1 of 1 | **Print listing** 3 | **New Refund** 2 | **Print selected record(s)** | **Delete selected record(s)** 4 | Page 1 - 3 of 3

- 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. “**Print selected record(s)**” allows you to print multiple supplier refunds.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 6.8.3.2. Creating a new Supplier Refund

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

**Refund**

Type: Invoice Receipt

1 Customer\*: W0001 Wendy Date\*: 07/10/2019 Payment No.\*: REF0001

Pay From\*: 3010/020 Current account 1 Payment Method\*: Credit card Tags: [dropdown]

Amount\*: 2,500.00 Cheque No.: [input] Salesperson: Joyce

Currency\*: MYR 1 Get rate Remark: [input]

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

	Date	Document No.	Currency	Rate	Document Amount	Unapplied Amount	Amount (RM)*
2 <input checked="" type="checkbox"/>	07/10/2019	OR0008	MYR	1.00000	14,000.00	11,500.00	2,500.00

Total applied amount 2,500.00

3 [Journal Entry](#)

4 Delete Print / Email New Save Go to list

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

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

2 Mark a tick next to the refund received to apply the refund.

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

4 To **delete** or **print/email** the record.

## 6.9. Manage (Suppliers & Contacts)

### 6.9.1. 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:

**List of Suppliers**

The screenshot shows a web interface for managing suppliers. At the top, there is a search bar with a 'Search' button (callout 1). Below the search bar are filters for 'GST-Registered Only', 'GST Verification Status', and 'Self-Billed Only'. The main area contains a table of suppliers with columns for Code, Name, Phone No. (1), City, State, Country, and Status. The table lists five suppliers: A0001 (ABC Company), D0001 (DEF Company), S0001 (Syarikat Tembakau), Supplier 2, and T0001 (TA Company). At the bottom, there are buttons for 'Print to PDF', 'Print to Excel', 'Import Suppliers' (callout 5), 'New Supplier' (callout 2), and 'Delete selected record(s)' (callout 3). A pagination bar at the bottom shows 'Page 1 of 1' (callout 4) and '1 - 5 of 5'.

<input type="checkbox"/>	Code	Name	Phone No. (1)	City	State	Country	Status
<input type="checkbox"/>	<a href="#">A0001</a>	ABC Company					Active
<input type="checkbox"/>	<a href="#">D0001</a>	DEF Company					Active
<input type="checkbox"/>	<a href="#">S0001</a>	Syarikat Tembakau					Active
<input type="checkbox"/>	<a href="#">Supplier 2</a>	Supplier 2					Active
<input type="checkbox"/>	<a href="#">T0001</a>	TA Company	+60126589432	Johor Bahru	Johor	Malaysia	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 Print the supplier list in PDF or Excel.
- 5 You can **Import Suppliers**, based on a formatted template provide by Express365.

## 6.9.1.1. 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  Set to inactive

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

---

**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

---

**Contact Person**

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

**2**

**3**

**4**

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

### Deleting/Inactive a supplier

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

## 6.9.2. Contacts

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

**List of Contacts**

1

<input type="checkbox"/>	Name	Phone No. (1)	Phone No. (2)	Job Title	Email	Fax No.	Status
<input type="checkbox"/>	<a href="#">Chan Yun Nam</a>	+60128875569		Supervisor	Chan96@hotmail.com		Active
<input type="checkbox"/>	<a href="#">Chin Yun Ying</a>	+60178895412		HR	yying@gmail.com		Active
<input type="checkbox"/>	<a href="#">Yap Wen Hui</a>	+60124587965		Manager	wenhui523@gmail.com		Active

4 Page 1 of 1 2 3 Page 1 - 3 of 3

- 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.

## 6.9.2.1. Creating or Editing a Contact

**Contact**

1

Title  **Name\***

Job Title

Description

---

2

**Contact Details**

Phone No. (1)

Phone No. (2)

Fax No.

Email

**Address Details**

Address

City

State

Post Code

Country

3

4

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

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

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

4 **Delete** a contact.

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

## 6.9.3. Supplier Type

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

**Supplier Type**

Code ▲	Description	
Foreign	Foreign Supplier List	✘
Local	Local Supplier List	✘

Code\*

Description

**1**

**2**

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

**1** This is the list of supplier types. Fields with asterisk(\*) must be filled in.

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

## **6.10. Supplier Reports**

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

### **6.10.1. Supplier Invoices Due**

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

### **6.10.2. 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

### **6.10.3. Supplier Ledger**

This reports the transactions that had been recorded for a specific supplier in Express365 Accounting. All figures reported are in Base Currency.

### **6.10.4. Supplier Invoice Listing with Detail**

This page allows you to print reports on supplier invoice listing with detail based on different criteria such as time frame, customer type, item code, etc.

### **6.10.5. Supplier Statement**

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

### **6.10.6. Purchase Report By Supplier**

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

### **6.10.7. Purchase Report By Item**

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

### **6.10.8. Purchase Report By Salesperson**

This reports the purchase according to salesperson and time frame selected. All sales that are linked to the selected salesperson will be listed down.

### **6.10.9. Purchase Order Report By Customer**

This reports the purchase order that initiated by third party e.g. your customers. Information such as customer's delivery address and items ordered are available.

## 7. Banking Module

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

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

### 7.1. Cash Receipt

#### 7.1.1. List of Cash Receipts

**List of Cash Receipts**

Deposit To: ALL | Doc. Date: Custom | From\*: 10/10/2004 | To\*: 10/10/2019 | Doc. No. [ ]

Sort by: [ ] |  in descending order |  Bounce Cheque | **Retrieve** **1**

<input type="checkbox"/>	Date	Receipt No.	Receive From	Payment Method	Cheque No.	Account Code	Deposit To	Currency	Amount
<input type="checkbox"/>	10/10/2019	<a href="#">CR0001</a>		Cash		3010/020	Current account 1	MYR	2,140.00
<input type="checkbox"/>	10/10/2019	<a href="#">CR0002</a>		EFT		3010/020	Current account 1	MYR	50,000.00
<input type="checkbox"/>	10/10/2019	<a href="#">CR0003</a>		Credit card		3010/020	Current account 1	MYR	15,000.00

Page 1 of 1 | **2** | **3** | **4** | Page 1 - 3 of 3

[Print listing](#) | [Import](#) | [\(Template\)](#) | [\(Sample\)](#) | [New Cash Receipt](#) | [Print selected record\(s\)](#) | [Delete selected record\(s\)](#)

- 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 cash receipts. Cash receipts are printed in PDF formats where you can send via email or send to your printer. **Print listing** to print the full list of cash receipts.
- 4** Click **Delete selected record(s)**” to delete a selected record.

## 7.1.2. Creating or Editing Cash Receipt

**Cash Receipt**

1 **Deposit To\*** 3010/020 Current account 1 **Date\*** 10/10/2019 **Receipt No.\*** CR0002  
**Receive From** **Payment Method\*** EFT **Remark**  
**Tags** Malaysia **Cheque No.**  
**Currency\*** MYR 1 **Get rate**

Account*	Details	Tag	Amount (RM)*
5000/000	Sales		50,000.00 ✖

**Add line** **Grand Total RM** 50,000.00 [Journal Entry](#)

4 **Delete** **Print / Email** **Copy to New** **New** **Save** **Go to list**

3

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

## 7.2. Cash Payments (C.P)

### 7.2.1. List of Cash Payments

**List of Cash Payments**

Pay From: ALL | Doc. Date: Custom | From\*: 10/10/2001 | To\*: 10/10/2019 | Doc. No.:

Sort by:  |  in descending order |  Bounce Cheque |  show no. of attachment | **Retrieve** 1

<input type="checkbox"/>	Date	Payment No.	Pay To	Payment Method	Cheque No.	Account Code	Pay From	Currency	Amount
<input checked="" type="checkbox"/>	02/06/2015	<a href="#">CP0001</a>	Customs Malaysia	Cheque	11111	3010/020	Current account 1	MYR	145.09
<input type="checkbox"/>	10/01/2016	<a href="#">CP0002</a>	Customs	Cheque	qqqq	3010/010	Petty cash	MYR	530.00
<input type="checkbox"/>	08/01/2016	<a href="#">CP0003</a>	Customs	Cheque	qqqq	3010/010	Petty cash	MYR	530.00
<input type="checkbox"/>	08/01/2016	<a href="#">CP0004</a>	Customs	Cheque	qqqq	3010/010	Petty cash	MYR	530.00
<input type="checkbox"/>	01/07/2016	<a href="#">CP0005</a>		Cheque	160701-A	3010/010	Petty cash	MYR	12.34

Page 1 of 1 | **New Cash Payment** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | displaying 1 - 5 of 5

**Print listing** | **New Cash Payment** | **Print selected record(s)** | **Delete selected record(s)**

- 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. **Print listing** to print the full list of cash receipts.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 7.2.2. Creating or Editing Cash Payment

**Cash Payment**

1 **Pay From\*** 3010/020 Current account 1 **Date\*** 02/06/2015 **Payment No.\*** CP0001

**Pay To** Customs Malaysia **Payment Method\*** Cheque **Remark**

**Tags** **Cheque No.** 11111  Bounced Cheque

**Currency\*** MYR 1 **Get rate**

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

2

Account*	Details	Tag	Amount (RM)*
6010/000	Customs Duty 10% on RM 837.87		83.79
3060/000	GST - Input Tax (IM): 6% on Goods ( RM 837.87) + Insurance (RM 100) + Duty (RM 83.79)		61.30

**Add line** **Grand Total RM** 145.09

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

3

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

- 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. Click **New** to create a new cash payment.
- 4 To **delete** or **print** the record.

## 7.3. 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 Express365 and not to your customer/vendor bank account.

### 7.3.1. List of Transfer Funds

**List of Transfer Funds**

Bank account: ALL | Doc. Date: Custom | From\*: 10/10/2001 | To\*: 10/10/2019 | Doc. No.:

Sort by:  |  in descending order | **Retrieve** 1

<input type="checkbox"/>	Date	Ref. No.	Transfer No.	Transfer from	Currency	Amount	Transfer to	Currency	Amount
<input type="checkbox"/>	<a href="#">10/10/2019</a>	TT0001		Current account 1	MYR	20,000.00	Current account 2	MYR	20,000.00
<input type="checkbox"/>	<a href="#">10/10/2019</a>	TT0002		Petty cash	MYR	5,000.00	Current account 1	MYR	5,000.00
<input type="checkbox"/>	<a href="#">10/10/2019</a>	TT0003		Credit card account	MYR	50,000.00	Current account 1	MYR	50,000.00

Page 1 of 1 | **2** **3** **4** | Showing 1 - 3 of 3

**Print listing** | **New Fund Transfer** | **Print selected record(s)** | **Delete selected record(s)**

- 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 record(s)**” allows you to print multiple goods received notes. Goods received notes are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the full list of fund transferred.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 7.3.2. Creating or Editing Transfer Fund

**Transfer Funds**

1

Date\* 10/10/2019 Ref. No.\* Auto-generated

Transfer Method\* EFT Transfer No.

Cheque No.

---

2

Transfer From\* 3010/050 Transfer To\* 3010/020

Amount\* (MYR) 25,000.00 Amount\* (MYR) 25,000.00

Exchange rate to base currency 1 Equivalent to Base Currency Amount 25,000.00 MYR

Description Transfer from Credit card account to Current account 1

Delete Print New Save Go to list

1 Enter the details in this section.

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

*Exchange rate to base currency*

- 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.*

## 7.4. 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.

### 7.4.1. Start reconciling your bank transactions

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

#### 7.4.1.1. List of Bank Reconciliations

**List of Bank Reconciliations**

Bank Account: ALL | Doc. Date: Custom | From\*: 16/08/1989 | To\*: 31/10/2019 | **Retrieve** 1

<input type="checkbox"/>	Date	Bank Account Code	Bank Account Name	Statement Amount
<input type="checkbox"/>	<a href="#">10/09/2019</a>	3010/020	Current account 1	-27,192.76
<input type="checkbox"/>	<a href="#">08/10/2019</a>	3010/020	Current account 1	-54,692.76
<input type="checkbox"/>	<a href="#">10/10/2019</a>	3010/030	Current account 2	19,920.00

Page 1 of 1 | **Print listing** 4 | **New Bank Reconciliation** 2 | **Delete selected record(s)** 3 | Page 1 - 3 of 3

- 1 This screen shows all the cash and bank accounts created in Express365 Accounting. Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click on **New** to start a new Bank reconciliation or; Click on the hyperlinked bank account code, you can view the historical bank reconciliation statements for that bank.
- 3 **Print listing** allows you to print the full list of Bank reconciliation.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 7.4.1.2. Reconciling a Bank Account

**Bank Reconciliation**

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

Date\* 10/10/2019 Deposits Not Cleared + 138,740.00

Payments Not Cleared - 111,968.00

Total Payment Line Cleared 5 Unknown Difference -10,057.24

Total Receipt Line Cleared 4 Closing Balance (System) 36,829.24

Select	Date	Ref. No.	Cheque No.	Details	Status	Payment	Receipt	
<input checked="" type="checkbox"/>	07/05/2015	PV0001	www	DEF Compay	Clear	27,253.67		
<input checked="" type="checkbox"/>	02/06/2015	CP0001	11111		Clear	145.09		
<input checked="" type="checkbox"/>	13/08/2015	PV0002	aaa	ABC Company	Clear	53.00		
<input checked="" type="checkbox"/>	08/01/2016	TCS-00008	ss	Customer 1	Clear		159.00	
<input type="checkbox"/>	28/03/2019	OR0004		Customer 1			100.00	
<input checked="" type="checkbox"/>	02/09/2019	87614631	254625		Clear	15,000.00		
<input type="checkbox"/>	04/10/2019	CS0005	25462	Customer 1			10,000.00	
<input checked="" type="checkbox"/>	04/10/2019	CS0006	5614541	Customer 4	Clear		17,500.00	
<input type="checkbox"/>	07/10/2019	CP0012		TA COMPANY		70,000.00		
<b>Total Payments Cleared</b>						42,601.76	<b>Total Receipts Cleared</b>	37,659.00
<b>Total Payments Not Cleared</b>						111,968.00	<b>Total Receipts Not Cleared</b>	138,740.00

Deposits / Payments not cleared as of 10/10/2019 but cleared at other date

Date	Ref. No.	Cheque No.	Details	Status	Payment	Receipt	Cleared at

**Total Payments Not Cleared** 0.00 **Total Receipts Not Cleared** 0.00

**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.

Delete Print to Excel Print to PDF New Reconcile Go to list

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

- 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.

## 7.5. Cash and Banks Details

### Cash and Bank Details

Account\*  Date  From\*  To\*

Currency    Sort by   in descending order  1

**Opening Balance** MYR 0.00

Date	Type	No.	Pay From / Pay To	Method	Cheque No.	Debit (MYR)	Credit (MYR)	Amount (MYR)	Balance (MYR)
<a href="#">02/06/2015</a>	Cash Payment	CP0001	Customs Malaysia	Cheque	11111		145.09	(145.09)	(145.09)
<a href="#">07/05/2015</a>	Make Payment	PV0001	DEF Company	Cheque	www		27,253.67	(27,253.67)	(27,398.76)
<a href="#">13/08/2015</a>	Make Payment	PV0002	ABC Company	Cheque	aaa		53.00	(53.00)	(27,451.76)
<a href="#">08/01/2016</a>	Cash Sales	TCS-00008	Customer 1	Cheque	ss	159.00		159.00	(27,292.76)
<a href="#">28/03/2019</a>	Receive Payment	OR0004	Customer 1	Cash		100.00		100.00	(27,192.76)
<a href="#">04/10/2019</a>	Cash Sales	CS0005	Customer 1	Cheque	25462	10,000.00		10,000.00	(17,192.76)
<a href="#">04/10/2019</a>	Cash Sales	CS0006	Customer 4	Cheque	5614541	17,500.00		17,500.00	307.24
<a href="#">07/10/2019</a>	Receive Payment	OR0008	Wendy	Cheque	546365	14,000.00		14,000.00	14,307.24
<a href="#">07/10/2019</a>	Receive Payment	OR0009	Customer 4	Cash		12,500.00		12,500.00	26,807.24
<a href="#">07/10/2019</a>	Refund	REF0001	Wendy	Credit card			2,500.00	(2,500.00)	24,307.24
<a href="#">07/10/2019</a>	Cash Purchase	CD0012	TA Company	Credit card			79,000.00	(79,000.00)	(54,692.76)
<a href="#">09/10/2019</a>	Make Payment	PV0007	TA Company	FFI			10,000.00	(10,000.00)	(64,692.76)
<b>Net Change</b>						MYR 36,829.24			
<b>Total</b>						176,399.00	139,569.76	36,829.24	
<b>Closing Balance</b>						MYR 36,829.24			

2

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

## 8. Stock Module

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

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

### 8.1. Stock Issues

#### 8.1.1. List of Stock Issues

**List of Stock Issues**

Location Code: ALL | Doc. Date: Custom | From: 10/10/2001 | To: 10/10/2019 | Doc. No.: | Status: | **Retrieve** 1

Sort by: |  in descending order

<input type="checkbox"/>	Date	Stock Issue No.	Location Code	Description	Ref. No.	Amount	Status
<input type="checkbox"/>	23/06/2016	<a href="#">I10001</a>	B1			170.00	Confirm...
<input type="checkbox"/>	10/10/2019	<a href="#">I10002</a>	B1			110,000.00	Confirm...
<input type="checkbox"/>	10/10/2019	<a href="#">I10003</a>	Hq			12.00	Confirm...

Page 1 of 1 | **New Stock Issue** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | displaying 1 - 3 of 3

**Print Listing** | **New Stock Issue** | **Print selected record(s)** | **Delete selected record(s)**

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Stock Issue**” to record stock issue.
- 3 “**Print selected record(s)**” allows you to print multiple stocks issued. Stocks issued are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the list of stocks issued.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 8.1.2. Creating or Editing Stock Issues

**Stock Issue**

1 Date\* 10/10/2019   Stock Issue No.\* Auto-generated

Location Code\* B1  Tags Project A  Status: Confirmed Ref. No.

Description

On Loan return at

Enter Barcode

Item Code*	Description	Quantity	UOM	Unit Cost	Amount*	
Item 3	Item 3	1,000.000	unit	10.000	10,000.00	✖
Item 1	Item 1	2,000.000	unit	50.000	100,000.00	✖

2

3 **Total** 110,000.00

4

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

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

3 **Save** the record. Click **New** to create a new stock issues.

4 To **delete** or **print** the record; show the related document.

## 8.2. Stock Receives

### 8.2.1. List of Stock Received

**List of Stock Received**

Location Code: ALL | Doc. Date: Custom | From: 10/10/2001 | To: 10/10/2019 | Stock Received No.:

Ref. No.:  | RO. No.:  | Received by:

Sort by:  |  in descending order | **Retrieve** 1

<input type="checkbox"/>	Date	Stock Received No.	Location Code	Description	Ref. No.	RO. No.	Received by	Amount
<input type="checkbox"/>	04/05/2016	<a href="#">IR0001</a>	B1					220.00
<input type="checkbox"/>	10/10/2019	<a href="#">IR0002</a>	B1					79,000.00
<input type="checkbox"/>	10/10/2019	<a href="#">IR0003</a>	B1					50.00

Page 1 of 1 | **New Stock Received** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | Page 1 - 3 of 3

**Print Listing** 4

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Stock Received**” to record stock received.
- 3 “**Print selected record(s)**” allows you to print multiple stocks received. Stocks received are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the list of stocks received.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 8.2.2. Creating or Editing Stock Received

**Stock Received**

1 **Date\*** 10/10/2019  **Transfer from Loaned Stock** **Tags**  **Stock Received No.\*** IR0002

**Location Code\*** B1  **Ref. No.**  **RO. No.**

**Description**

**Received by**  **Order by**

**Enter Barcode**

Item Code*	Description	Ref. Stock Issue	Quantity	UOM	Unit Cost	Amount*	
B0325	Book		5,000.000	unit	15.000	75,000.00	✘
P7821	Pencil		10,000.000	unit	0.400	4,000.00	✘
						<b>Total</b>	79,000.00

2 **Add line**

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

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

## 8.3. Stock Adjustment

### 8.3.1. List of Stock Adjustment

**List of Stock Adjustments**

Location Code: ALL | Doc. Date: Custom | From: 01/09/2001 | To: 10/10/2019 | Doc. No.:

Sort by:  |  in descending order | **Retrieve** 1

<input type="checkbox"/>	Date	Stock Adjustment No.	Location Code	Description	Ref. No.	Amount
<input type="checkbox"/>	23/06/2016	<a href="#">IA0001</a>	B1			170.00
<input type="checkbox"/>	07/10/2019	<a href="#">IA0002</a>	Hq			32,000.00
<input type="checkbox"/>	09/10/2019	<a href="#">IA0003</a>	Hq			(1,200.00)
<input type="checkbox"/>	10/10/2019	<a href="#">IA0004</a>	B1			160.00

Page 1 of 1 | **New Stock Adjustment** 2 | **Print selected record(s)** 3 | **Delete selected record(s)** 4 | Page 1 - 4 of 4

**Print Listing** | **New Stock Adjustment** | **Print selected record(s)** | **Delete selected record(s)**

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Stock Adjustment**” to record stock adjustment.
- 3 “**Print selected record(s)**” allows you to print multiple stocks adjustments. Stocks adjustments are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the list of stocks adjustments.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 8.3.2. Creating or Editing Stock Adjustment

**Stock Adjustment**

1 Date\* 10/10/2019 Stock Adjustment No.\* Auto-generated  
 Location Code\* B1 Ref. No.  
 Description

Enter Barcode

Item Code*	Description	Quantity	UOM	Unit Cost	Amount*
B0325	Book	1.000	box	15.000	160.00

2

Add line

3 Total 160.00

4 Delete Print New Save Go to list

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

## 8.4. Stock Transfers

**List of Stock Transfers**

Doc. Date: Custom | From: 10/10/2001 | To: 10/10/2019 | Stock Transfer No.: | Ref. No.: |

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

Issued by: | Sort by: |  in descending order | **Retrieve** 1

<input type="checkbox"/>	Date	Stock Transfer No.	From Location	To Location	Area	Receiver	Description	Ref. No.	Issued by	Amount
<input type="checkbox"/>	04/05/2016	<a href="#">IT0001</a>	Hq	B1						122.00
<input type="checkbox"/>	10/10/2019	<a href="#">IT0002</a>	Hq	B1	Johor	Jude				78,200.00
<input type="checkbox"/>	10/10/2019	<a href="#">IT0003</a>	Hq	B1						100.00

Page 1 of 1 | **2** **3** **4** | Page 1 - 3 of 3

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Stock Transfer**” to record stock transfer.
- 3 “**Print selected record(s)**” allows you to print multiple stocks adjustments. Stocks adjustments are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the full list of stock transferred.
- 4 Click **Delete selected record(s)**” to delete a selected record.

### 8.4.1. Creating or Editing Stock Transfer

**Stock Transfer**

Date\* 10/10/2019 Receiver Jude Stock Transfer No.\* Auto-generated

From Location\* Hq To Location\* B1 Ref. No. Issued by

Area Johor Description

Enter Barcode

Item Code*	Description	Quantity	UOM	Unit Cost	Amount*
B0325	Book	5,000.000	unit	15.000	75,000.00 ✕
P7821	Pencil	8,000.000	unit	0.400	3,200.00 ✕

Add line

**3** Total 78,200.00

Delete Print New Save Go to list

**4**

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

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

**3** **Save** the record.

**4** To **delete** or **print** the record.

## 8.5. Stock Takes

**List of Stock Takes**

Location Code: ALL Doc. Date: Custom From: 01/10/2001 To: 10/10/2019 Doc. No.:

Sort by:   In descending order  Uploaded from Physical Worksheet **Retrieve** 1

<input type="checkbox"/>	Date	Stock Take No.	Location Code	Description	Ref. No.	Adjusted at	Amount	From Physical Worksheet	Uploaded by
<input type="checkbox"/>	09/10/2019	<a href="#">IST0001</a>	Hq			IA0003	285,000.00		
<input type="checkbox"/>	10/10/2019	<a href="#">IST0002</a>	B1				157,158.00		
<input type="checkbox"/>	10/10/2019	<a href="#">IST0003</a>	Hq				6,509.50		

Page 1 of 1 2 4 5 6 Page 1 - 3 of 3

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

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click on **Upload Stock Physical Worksheet** to upload worksheet that you’ve used and updated according to stock take.  
You can get the worksheet by generating it in **Stock Report** module.
- 3 Select a row and click on **Adjust Book Quantity** if you want to adjust your stock quantity records in the system.  
When stock is adjusted here, a stock adjustment record will be automatically created in **Stock Adjustment** module.
- 4 Click “**New Stock Take**” to record stock take.
- 5 “**Print selected record(s)**” allows you to print multiple stocks takes. Stocks takes are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the full list of stock takes.
- 6 Click **Delete selected record(s)**” to delete a selected record.

## 8.5.1. Creating New Stock Takes

**Stock Take**

Date\* 10/10/2019 Stock Take No.\* Auto-generated

Location Code\* B1 Ref. No.

Description

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

Item Code*	Description	Book Quantity	Physical Quantity	Adjusted Quantity	UOM	Unit Cost	Amount*
B0325	Book	10,000.000	10,000.000	0.000	unit	15.000	150,000.00 ✕
P7821	Pencil	18,000.000	17,895.000	-105.000	unit	0.400	7,158.00 ✕

Add line Total 157,158.00

Delete Print Adjust Book Quantity New Save Go to list

- 1 Enter your stock take details in this section. Fields marks with asterisk (\*) are required fields.
- 2 You can add the items by clicking **Add line** to add additional items/services. Use the **Red cross** to remove an unwanted item.
- 3 **Save** the record.
- 4 To **delete** or **print** the record.

## 8.6. Serial Number Inquiry

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

### Serial Number Inquiry

The screenshot shows the 'Serial Number Inquiry' interface. At the top, there are several search filters: 'Date Created As Of' (26/09/2019), 'Location' (ALL), 'Item Code' (ALL), 'Serial Number' (empty), 'Stock Group' (ALL), 'Status' (ALL), 'Sort by' (Serial Number), and a checkbox for 'in descending order'. A 'Retrieve' button is located to the right of these filters. Below the filters is a table with the following headers: 'Serial Number', 'Date Created', 'Item Code', 'Stock Group', 'Status', 'Location Code', and 'Remark'. The table is currently empty. At the bottom of the table area, there is a pagination bar showing 'Page 0 of 0' and a 'No data to display' message. A 'Print to PDF' button is located at the bottom right of the interface. Three red circles with numbers 1, 2, and 3 are overlaid on the image to indicate key steps: 1 points to the 'Retrieve' button, 2 points to the empty table area, and 3 points to the 'Print to PDF' button.

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

## 8.7. Managing (Stock Items/Stock Groups/Stock Category/Location)

### 8.7.1. Stock Items

**List of Stock Items**

Code / Name / Group  Barcode   Include Obsolete  1

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	150.000	120.000	Product	-17.000	Available	123456
<input type="checkbox"/>	<a href="#">Item 1</a>	Item 1	unit	100.000	50.000	Product	116.000	Available	asdasdasf232...
<input type="checkbox"/>	<a href="#">Item 3</a>	Item 3	unit	10.000	10.000	Product	-88.160	Available	af23234242342
<input type="checkbox"/>	<a href="#">Item 4</a>	Item 4	unit	100.000	100.000	Product	-55.450	Available	726165091065
<input type="checkbox"/>	<a href="#">Item 5</a>	Item 5	unit			Product		Available	
<input type="checkbox"/>	<a href="#">Item Z</a>	Item Z		3.000	2.000	Product	-47.000	Available	95570120070...
<input type="checkbox"/>	<a href="#">Petrol 95</a>	Petrol 95	unit			Product		Available	

Page 4 | 1 | 3 | 5 | 6 | 2 | Displaying 1 - 7 of 7

- 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. You can **import** your list of stock items by using a template provided by Express365.
- 4 Use the “**Batch Update**” button to update your stock details by batch.
- 5 You can obsolete your stock items by selecting them and click on **Obsolete selected records**.
- 6 Click **Delete selected record(s)** to delete a selected record.

## 8.7.1.1. Creating or Editing Stock Item

**Stock Item**

1 Name\* paper Lead Time Remark  
 Code\* p001 Sales Tax  
 Stock Group\* Product Purchase Tax  
 Barcode Balance Quantity  Set to obsolete

2  Stock Control **UOM and Price Information** **Stock Level**  
 Costing Method FIFO Base UOM pcs Min. Quantity 0.000  
 Contain Serial No Selling Price 0.100 Max. Quantity 0.000  
 Service Duration minutes Purchase Price 0.020 Reorder Level 0.000  
 Standard Cost 0.010 Reorder Quantity 0.000

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

UOM	Rate	Selling Price	Purchase Price
box	500.000	35.000	15.000

3 Add line

4 Delete Print Barcode New Save 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 physical item.  
**Costing Method:** 3 types of costing methods available.  
**Contain Serial No.:** Check this box if the item has a serial number.  
**UOM and Price Information:** Enter your cost and selling prices here.

3 **Save** the record.

4 To **delete** the record.

**NOTE:**

In this screen, an add-on feature of upload stock image is available for user to upload stock image for the particular stock item. To enable this feature please refer to next page.

## Upload Stock Image (Add-on Feature)

This feature allow you to upload stock image for a particular stock item. Go to **Preferences** and check the box of **Upload Stock Image** to enable this function.

**Stock Item**

Name\*  Lead Time  Remark

Code\*  Sales Tax

Stock Group\*  Purchase Tax

Barcode  Balance Quantity   Set to obsolete

Stock Control

Costing Method  **UOM and Price Information** Base UOM  **Stock Level** Min. Quantity

Contain Serial No Selling Price  Max. Quantity

Service Duration  minutes Purchase Price  Reorder Level

Standard Cost  Reorder Quantity

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

UOM	Rate	Selling Price	Purchase Price
box	500.000	35.000	15.000

Image



Click **Upload** to upload stock image for the selected item. Stock image will be displayed as above in the highlight box after successful uploaded.

To remove the stock image, click on **Remove**.

## 8.7.2. 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:

- 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.

## 8.7.3. Stock Category

**Stock Category**

Category	Name	Description
Product	Product	
Raw Materials	Raw Materials	

Category\*

Name\*

Description

**Stock Group**

Code	Name	Description	Selected
Demo Group	Demo Group	You need to associate your stock items to stock group	<input type="checkbox"/>
Group 2	Group 2		<input checked="" type="checkbox"/>
Group A	Group A		<input type="checkbox"/>
Product	Product		<input type="checkbox"/>
Service	Service		<input type="checkbox"/>

- 1 This screen shows the full list of stock category you have created.
- 2 To create a stock category, click on **New Stock Category**. Fields mark with asterisk (\*) are required fields.
- 3 Select the stock group that you would like to classified under the stock category created at the **Stock Group** column.
- 4 **Save** your creation.

## 8.7.4. Locations

**Locations**

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

Code\* B2

Name\* Branch 2

Description

Phone No. +6076527894

Fax No.

Email b2support@gmail.com

Address 175 Jalan Kenanga 12

Indahpura

City Kulai

State Johor

Post Code 81000

Country Malaysia

Using POS? No

Set to inactive

**Print listing** **New Location** **Save**

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

## 8.8. Price Level

You will need to subscribe to TreezSoft price level add-on in order to access this feature. Price level allows you to set different price for the same item.

You can link the price level to customers or customer types after they are created, so that the respective price will be automatically apply when issuing invoice to targeted customers.

**Price Level**

<input type="checkbox"/>	Name	Record Type	Change	Change Value	Active?
<input type="checkbox"/>	<a href="#">Price Level 1</a>	Fixed %	Increase	1%	Yes
<input type="checkbox"/>	<a href="#">Price Level 2</a>	Fixed %	Increase	22%	Yes

**2**

**1** This screen shows the full list of price level that was created.

**2** To create a price level, click on **New**.

## 8.8.1. Create and editing price level

**Price Level**

**Name\*:**

**Type:**

Price level will  all item prices by  %

Set to inactive

Exception Items		
Item	Change Type	Change Value (%)
B0325	Decrease	10
p001		0
p001	Increase	5

- 1 Enter your price level details in this section. Fields marks with asterisk (\*) are required fields.  
*You can adjust the all item price by select increase/decrease/retain all item prices and enter the percentage.*
- 2 You can add the items/services in the exemption list to exclude them from the price level being applied on them.
- 3 Set the price level to be inactive by clicking on the box labelled **Set to Inactive**.
- 4 **Save** the record.

## **8.9. Reports**

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

### **8.9.1. Stock Card**

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

### **8.9.2. Stock Balance**

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

### **8.9.3. 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.

### **8.9.4. Stock Reorder Advice**

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

### **8.9.5. Stock Physical Worksheet**

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

### **8.9.6. Stock Profitability**

Stock profitability report shows the profit and profit margin of each item broken to each sale.

### **8.9.7. Stock Movement**

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

### **8.9.8. Stock Sales Summary**

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

### **8.9.9. Commission Report**

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

## 9. General Ledger

### 9.1. Journal Entry

Journal shows you financial transactions of your business and which accounts these transactions affect. Express365 carries the double entry approach for the journal entry module.

#### 9.1.1. List of Journal Entries

**List of Journal Entries**

Doc. Date: Custom | From\*: 15/08/2012 | To\*: 09/10/2019 | Doc. No. | **Retrieve** 1

Sort by: |  in descending order |  POS only |  Tax Return only |  Bounce Cheque

<input type="checkbox"/>	Date	Journal No.	Description	Amount (MYR)
<input type="checkbox"/>	01/07/2015	<a href="#">GJ0001</a>	Tax Return (2015-04-01 - 2015-06-30)	1,726.52
<input type="checkbox"/>	01/08/2015	<a href="#">GJ0002</a>	Tax Return (2015-07-01 - 2015-07-31)	15.00
<input type="checkbox"/>	30/12/2015	<a href="#">GJ0003</a>	POS Day-End Closing - HeadQuarter (Hq)	2,878.00
<input type="checkbox"/>	31/12/2015	<a href="#">GJ0004</a>	POS Day-End Closing - HeadQuarter (Hq)	635.00
<input type="checkbox"/>	11/01/2016	<a href="#">GJ0005</a>	test	365.75
<input type="checkbox"/>	01/01/2016	<a href="#">GJ0006</a>	POS Day-End Closing - HeadQuarter (Hq)	751.60
<input type="checkbox"/>	02/07/2016	<a href="#">GJ0007</a>	Bounced Cheque (no: 160701-A) for Cash Payment (CP0005)	12.34
<input type="checkbox"/>	30/09/2016	<a href="#">GJ0008</a>	TEST	11.66
<input type="checkbox"/>	22/08/2019	<a href="#">GJ0009</a>	Imported taxable service tax	1,000.00
<input type="checkbox"/>	23/08/2019	<a href="#">GJ0010</a>	SST Return (2019-08-22 - 2019-08-22)	1,000.00
<input type="checkbox"/>	25/08/2019	<a href="#">GJ0011</a>	SST Return (2019-08-23 - 2019-08-24)	90.00
<input type="checkbox"/>	26/08/2019	<a href="#">GJ0012</a>	SST Return (2019-08-25 - 2019-08-25)	6.00

Page 1 of 1 | **New Journal Entry** 2 **Print selected record(s)** 3 **Delete selected record(s)** 4 | 1 - 12 of 12

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

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Journal Entry**” to create journal entry.
- 3 “**Print selected record(s)**” allows you to print multiple journals. Journals are printed in PDF formats where you can send via email or send to your printer. **Print listing** allows you to print the full list of journals.
- 4 Click **Delete selected record(s)**” to delete a selected record.

## 9.1.2. Making Journal Entries

**Make Journal Entries**

Date\* 26/09/2019 Journal No.\* Auto-generated

1 Currency\* MYR 1.00000 Get rate Tags

Description\* Accruals for salary

Account Code*	Account Name	Description*	Tax Code	%	Debit	Credit
4020/000	Accruals	Accruals for salary		0.00	100,000.00	
9010/000	Salaries	Accruals for salary		0.00		100,000.00
<b>Subtotal</b>					100,000.00	100,000.00
<b>Grand Total RM</b>					100,000.00	100,000.00

2 Add line

3 [Journal Entry](#)

4 Actions Print Copy to New New Save Go to list

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

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

## 9.2. Stock Value Maintenance

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

### 9.2.1. List of Stock Values

**List of Stock Values**

<input type="checkbox"/>	Stock Account Coc	Stock Account Name	Opening Stock Account Code	Opening Stock Account Name	Closing Stock Account Code	Closing Stock Account Name
<input type="checkbox"/>	<a href="#">3030/000</a>	Stock on hand	6000/000	Opening stock	6080/000	Closing stock

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

This screen will show you the list of stock values maintenance done. To create a new stock value, click on **New Stock Value**.

## 9.2.2. Maintaining Stock Value

Stock maintenance is advised to be performed every month to make sure you can calculate your stock value accurately.

**Stock Value Maintenance**

Stock Account Code\*  Stock on hand

Opening Stock Account Code\*  Opening stock

Closing Stock Account Code\*  Closing stock

Stock Groups

Fiscal Year\*

Month	Amount
Jan 2019	<input type="text" value="879.90"/>
Feb 2019	<input type="text" value="879.90"/>
Mar 2019	<input type="text" value="874.40"/>
Apr 2019	<input type="text" value="874.40"/>
May 2019	<input type="text" value="774.40"/>
Jun 2019	<input type="text" value="774.40"/>
Jul 2019	<input type="text" value="774.40"/>
Aug 2019	<input type="text" value="149,974.40"/>
Sep 2019	<input type="text" value="149,824.40"/>
Oct 2019	<input type="text" value="510,561.40"/>
Nov 2019	<input type="text" value="510,561.40"/>
Dec 2019	<input type="text" value="510,561.40"/>

Get amount based on Stock Balance's cost

- 1 Enter the relevant account(s) details. Fields mark with asterisk (\*) are required fields.  
*Please ensure your account code(s) are correctly entered.*
- 2 You can generate your stock value from our stock balance by clicking on **Get amount based on Stock Balance's Cost**.  
Alternatively, you can enter the stock value manually, based on your own stock value estimation.
- 3 Enter the fiscal year and enter the closing stock balance.  
*It is your preference to update the stock balance(s) either by monthly, bimonthly or yearly. Express365 does not limit any methodologies.*

### 9.3. Journal Report

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

**Journal Report**

Transaction Type\*  Doc. Date  From  To

Document No. From  To  **Retrieve**

Date	Document No.	Account	Description	Debit	Credit	Last Modified By
<b>Document No.: ARDN0002 (Debit Note)</b>						
07/10/2019	ARDN0002	Debtors Control Account	Balance	0.00		leejx@ams.com.my
07/10/2019	ARDN0002	Sales	Sales		0.00	leejx@ams.com.my
<b>Document No.: CD0012 (Cash Purchase)</b>						
07/10/2019	CD0012	Current account 1			79,000.00	leejx@ams.com.my
07/10/2019	CD0012	Purchases	Book	75,000.00		leejx@ams.com.my
07/10/2019	CD0012	Purchases	Pencil	4,000.00		leejx@ams.com.my
<b>Document No.: CS0005 (Cash Sales)</b>						
04/10/2019	CS0005	Current account 1		10,000.00		leejx@ams.com.my
04/10/2019	CS0005	Sales	Item 3		10,000.00	leejx@ams.com.my
<b>Document No.: CS0006 (Cash Sales)</b>						
04/10/2019	CS0006	Current account 1		17,500.00		leejx@ams.com.my
04/10/2019	CS0006	Sales	Book		17,500.00	leejx@ams.com.my
<b>Document No.: IV0004 (Sales Invoice)</b>						
01/10/2019	IV0004	Debtors Control Account		100.00		leejx@ams.com.my
01/10/2019	IV0004	Sales	Sales		100.00	leejx@ams.com.my

**Print to PDF**

In this screen, you can select the transaction types you want to view. Filter the results by entering the date or by document numbers, then click **Retrieve**. The report is printable in PDF format by clicking **Print to PDF** button.

Above shows a sample journal report after a sales has been performed.

## 9.4. Account Register

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

**Account Register**

Account\*  Date  From\*  To\*

Tag Group

Sort by   in descending order **Retrieve**

		Opening Balance				4,476.64		
<input type="checkbox"/>	Date	Type	No.	Pay From / Pay To	Description	Debit (MYR)	Credit (MYR)	Balance (MYR)
<input type="checkbox"/>	<a href="#">01/10/2019</a>	Sales Invoice	IV0004	Customer 1		100.00		4,576.64
<input type="checkbox"/>	<a href="#">04/10/2019</a>	Sales Invoice	IV0005	Wendy		14,000.00		18,576.64
<input type="checkbox"/>	<a href="#">07/10/2019</a>	Receive Payment	OR0008	Wendy			14,000.00	4,576.64
<input type="checkbox"/>	<a href="#">07/10/2019</a>	Sales Invoice	IV0006	Max		6,000.00		10,576.64
<input type="checkbox"/>	<a href="#">07/10/2019</a>	Sales Return	SR0001	Max	Defect on goods		2,400.00	8,176.64
<input type="checkbox"/>	<a href="#">07/10/2019</a>	Debit Note	ARDN0002	Max	Balance	0.00		8,176.64
<input type="checkbox"/>	<a href="#">07/10/2019</a>	Refund	REF0001	Wendy		2,500.00		10,676.64
<input type="checkbox"/>	<a href="#">09/10/2019</a>	Sales Invoice	IV0007	Wendy		10.50		10,687.14
<input type="checkbox"/>	<a href="#">09/10/2019</a>	Sales Invoice	IV0008	Affi		200.00		10,887.14
<input type="checkbox"/>	<a href="#">09/10/2019</a>	Sales Invoice	IV0009	Affi		28.00		10,915.14

Account 1 - 3000/000 | Displaying 1 - 1 of 1

<b>Net Change</b>	6,438.50	<b>Total</b>	22,838.50	16,400.00
		<b>Closing Balance</b>	10,915.14	

**Print to Excel** **Print to PDF**

This is the account register screen. The steps are simple. Select the account you want to view, the date you would like to see and click **Retrieve**.

The list is printable into PDF and Excel format by clicking **Print to PDF** or **Print to Excel**.

## 9.5. Export Data

Express365 Accounting allows users to export their business data into the Excel format.

### Export Data

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

Export:

Report Date:

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

**Account List**

Search by code/name...  Search

<input type="checkbox"/>	Code	Name	Status
<input type="checkbox"/>	1000/000	Share Capital	Active
<input type="checkbox"/>	1050/000	Retained earnings	Active
<input type="checkbox"/>	2010/000	Freehold property	Active
<input type="checkbox"/>	2020/000	Buildings	Active
<input type="checkbox"/>	2030/000	Plant and machinery	Active
<input type="checkbox"/>	2040/000	Computer equipment	Active
<input type="checkbox"/>	2050/000	Motor	Active
<input type="checkbox"/>	2060/000	Furniture and fixtures	Active
<input type="checkbox"/>	2070/000	Investments	Active

Nothing selected

Exporting data is easy with Express365:

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

## **9.6. Financial Reports**

Financial report is a formal record of all financial activities of a business. 5 types of reports are available in Express365 Accounting.

### **9.6.1. 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.

### **9.6.2. 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.

### **9.6.3. 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.

### **9.6.4. Profit and Loss Report by Tag**

Provides the same functions as above report. However, you're able to compare between tag groups.

### **9.6.5. Custom Reports**

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

### **9.6.6. Balance Sheet**

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

### **9.6.7. Balance Sheet By Tag**

Provides the same functions as above report. However, you're able to compare between tag groups.

### **9.6.8. Cash Flow Statement**

A cash flow statement summarizes cash transaction of a business across an accounting period. It illustrates where and how your cash is flowing in and out of the company and only includes cash and

cash equivalents records.

Transactions that does not involve cash transaction will not be included, but may be reported in footnotes.

#### **9.6.9. Realised Forex Gains and Losses**

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

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

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

#### **9.6.10. Unrealised Forex Gains and Losses**

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

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

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

#### **9.6.11. POS Posted Sales Report**

E365 Point of Sales system is automatically integrated with E365 cloud accounting system.

When you perform your day-end-closing to conclude your sales for the day in POS, the sales report will be posted too. You can view sales posted in day-end-closing performed.

#### **9.6.12. Flate Rate Scheme Sales Statement**

As Express365 Accounting is online accounting software, the financial reports and all other reports are always up-to-date as soon as the transactions are recorded. Therefore, users are always able to retrieve latest figures.

## 10. Taxes

This is the page where you can see the list of tax codes that are available.

**Tax**

Tax Code	Label	Description	Rate (%)	Active
Type : GST				
Type : SST				
SL	PLE_SCA	SST - AP Sales Tax Exempted for Schedule C Item 1 & 2 (Purchase / Importation of Raw Material Exempted From Sales Tax)	0.00	Yes <input type="checkbox"/>
SL	PLE_SCB	SST - AP Sales Tax Exempted for Schedule C Item 3 & 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax)	0.00	Yes <input type="checkbox"/>
SL	PLE_SCC	SST - AP Sales Tax Exempted for Schedule C Item 5 (Value of Work Performed Exempted From Sales Tax)	0.00	Yes <input type="checkbox"/>
SL	PL_0	SST - AP Sales Tax 0%	0.00	Yes <input type="checkbox"/>
SL	PL_10	SST - AP Sales Tax 10%	10.00	Yes <input type="checkbox"/>
SL	PL_5	SST - AP Sales Tax 5%	5.00	Yes <input type="checkbox"/>
SL	PL_D2	SST - Sales Tax Deduction 2%	0.00	Yes <input type="checkbox"/>
SL	PL_D4	SST - Sales Tax Deduction 4%	0.00	Yes <input type="checkbox"/>
SL	PL_IM0	SST - AP Import Sales Tax 0%	0.00	Yes <input type="checkbox"/>
SL	PL_IM10	SST - AP Import Sales Tax 10%	10.00	Yes <input type="checkbox"/>

**Form Fields:**

- Tax Code\*: AJP
- Label\*: AJP\_0
- Description: Input Tax 0% - Adjustment
- Rate (%)\*: 0.00
- Account Code\*: 3060/000
- Type: GST
- Category: AP - Purchase
- Not Claimable:
- Active:

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

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

Note:

1. For GST setup, please refer to a separate guideline "Getting Started with GST". ([https://www.express365.com.my/guides/download.php?file=gst\\_my\\_guide](https://www.express365.com.my/guides/download.php?file=gst_my_guide))
2. For SST setup, please refer to a separate guideline "Getting Started with Express365 SST". ([https://www.express365.com.my/guides/download.php?file=sst\\_my\\_guide](https://www.express365.com.my/guides/download.php?file=sst_my_guide))

## 11. Import Format

Express365 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

## 11.1. How to Import Files?

To Import the files, you need to download the import templates from:  
The “Support” section of <http://www.express365.com.my/>  
You need to fill in the template file based on the format given.

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

### i) Chart of Accounts

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

## ii) Chart of Accounts – Opening Balance

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

## iii) Opening Balances: Historical Invoices

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

**iv) Historical Supplier Invoices**

Column	Description	Size	Mandatory
Supplier Code	The supplier code	35	Yes
Invoice Date	The historical supplier invoice date		Yes
Invoice No.	The historical supplier invoice number	255	Yes
Currency	The currency in use		Yes
Rate	Currency rate in use when you received the supplier invoice. Based currency is always 1.00		Yes
Amount	The total amount		Yes

**v) Historical Unpresented Cheques**

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

## vi) Stock Items – Opening Balance

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

## vii) Customer

Column	Description	Size	Mandatory
Code	The customer code	35	Yes
Name	The customer name	255	Yes
Control Account Code	The customer control account code	35	Yes
Term	The payment term for customer	60	Optional
Credit Limit	The credit limit for customer		Optional
Currency	The currency use for transaction	35	Yes
Description	Remark for the customer	255	Optional
Phone 1	Phone number 1	60	Optional
Phone 2	Phone number 2	60	Optional
Fax	Fax number	30	Optional
Email	Email address	100	Optional
Website	Website	255	Optional
Address 1	Address 1	255	Optional

Address 2	Address 2	255	Optional
City	City	50	Optional
State	State	50	Optional
Post Code	Post Code	20	Optional
Country	Country		Optional
Contact Name	Customer contact name	255	Optional
Customer Type	Define customer type		Optional
Membership Type	Membership type	35	Optional
Membership No	Membership number	255	Optional
Joining Date	Membership joining date		Optional
Expiry Date	Membership expiry date		Optional
Birthday	Customer birthday		Optional

### viii) Supplier

Column	Description	Size	Mandatory
Code	The supplier code	35	Yes
Name	The supplier name	255	Yes
Control Account Code	The supplier control account code	35	Yes
Term	The payment term for supplier	35	optional
Credit Limit	The credit limit given by the supplier		optional
Currency	The currency use for transaction		Yes
Description	Remark for the supplier	255	optional

Phone 1	Phone 1	30	optional
Phone 2	Phone 2	30	optional
Fax	Fax	30	optional
Email	Email address		optional
Website	Website	255	optional
Address 1	Address 1	255	optional
Address 2	Address 2	255	optional
City	City	255	optional
State	State	255	optional
Post Code	Post Code	100	optional
Country	Country		optional
Contact Name	Customer contact name	255	optional
Supplier Type	Define supplier type		optional

### x) Stock Items

Column	Description	Size	Mandatory
Code	The stock item's code	35	Yes
Name	The stock item's name	255	Yes
Stock Group	The group or category where stock item is categorized.	35	Yes
Stock Control	If it is a physical item : Yes If it is a service item : No		Yes
Costing Method	The costing method of the stock items : There are 4 types, which are : Fixed Cost, Weighted Average, FIFO, LIFO		Yes

UOM	The unit of measurement	60	Yes
Selling Price	The stock item selling price		Yes
Purchase Price	The stock item purchase price		Yes
Standard Cost	The stock item standard cost		Optional
Barcode	The stock item's barcode.	255	Optional
Contain Serial No.	If the stock item contains Serial No.: Yes If the stock item does not contains Serial No.: No		Mandatory