

Express365 Accounting User Manual

September 2019

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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.mspx>



1. How to login to Express 365 Accounting

Express365 Accounting

User ID: Password:

☐ Remember my User ID

powered by
amazon
web services

To login to Express365 Accounting, launch your internet browser, and enter the following address/URL: <https://accounting.express365.com.my/?type=ui§ion=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
19/09/2019	Supplier Invoice	Syarikat Tembaku	MYR	5,326.00
19/09/2019	Supplier Invoice	DEF Company	MYR	1,560.00
19/09/2019	Supplier Invoice	ABC Company	MYR	885.00
26/08/2019	Journal Entry		MYR	6.00
25/08/2019	Cash Sales		MYR	1,696.00
23/08/2019	Sales Invoice	Customer 1	MYR	1,590.00
25/08/2019	Credit Note	Customer 1	MYR	1,590.00
24/08/2019	Receive Payment	Customer 1	MYR	1,590.00
24/08/2019	Journal Entry		MYR	60.00

Top 5 Debtors

Draft Recurring Invoice (Last 15 records)

Date	Document Type	Customer	Currency	Amount
21/09/2019	Sales Invoice	Customer 1	USD	106.00
14/09/2019	Sales Invoice	Customer 1	USD	106.00
07/09/2019	Sales Invoice	Customer 1	USD	106.00
31/08/2019	Sales Invoice	Customer 1	USD	106.00
24/08/2019	Sales Invoice	Customer 1	USD	106.00
17/08/2019	Sales Invoice	Customer 1	USD	106.00
10/08/2019	Sales Invoice	Customer 1	USD	106.00
03/08/2019	Sales Invoice	Customer 1	USD	106.00
27/07/2019	Sales Invoice	Customer 1	USD	106.00

Top 5 Expenditure

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

Upcoming (Last 15 records)

Payment

Date	Invoice No.	Supplier	Currency	Outstanding	Due Date
26/08/2014	123456	ABC Company	MYR	50.00	26/08/2014
31/08/2015	VB5562	ABC Company	MYR	180.20	31/08/2015
02/12/2015	elr9	ABC Company	MYR	48.00	02/12/2015
08/01/2016	00000	ABC Company	MYR	31.80	08/01/2016
08/01/2016	000	ABC Company	MYR	10.60	08/01/2016
10/01/2016	import goods	ABC Company	USD	100.00	10/01/2016

Outstanding Delivery Order

Show All View Last 10

Date	DO No.	Customer / Supplier	Currency	Outstanding
29/09/2015	D00007	Customer 2	MYR	159.00
01/09/2015	D00005	Customer 1	MYR	212.00
01/09/2015	D00004	Customer 1	MYR	106.00
01/07/2015	D00003	Customer 1	MYR	265.00
27/08/2015	D00002	Customer 1	MYR	101.94
27/08/2015	D00001	Customer 2	MYR	106.00

Unverified GST Information

Supplier




Supplier	GST Reg. No.	Commence Date	Cease Date	Status

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   Judy 

Dashboard Sales Purchases Banking Stock General Ledger Tax Settings [Getting Started Guide](#)

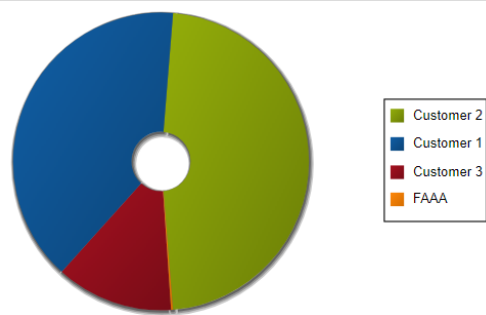
Dashboard

Recent Transactions

Show View

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

Top 5 Debtors

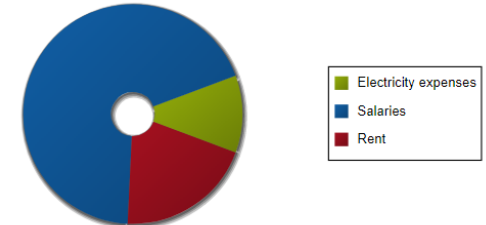


Draft Recurring Invoice (Last 15 records)

Date	Document Type	Customer	Currency	Amount
21/09/2019	Sales Invoice	Customer 1	USD	106.00
14/09/2019	Sales Invoice	Customer 1	USD	106.00
07/09/2019	Sales Invoice	Customer 1	USD	106.00
31/08/2019	Sales Invoice	Customer 1	USD	106.00
24/08/2019	Sales Invoice	Customer 1	USD	106.00
17/08/2019	Sales Invoice	Customer 1	USD	106.00
10/08/2019	Sales Invoice	Customer 1	USD	106.00
03/08/2019	Sales Invoice	Customer 1	USD	106.00
27/07/2019	Sales Invoice	Customer 1	USD	106.00
20/07/2019	Sales Invoice	Customer 1	USD	106.00

Top 5 Expenditure

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



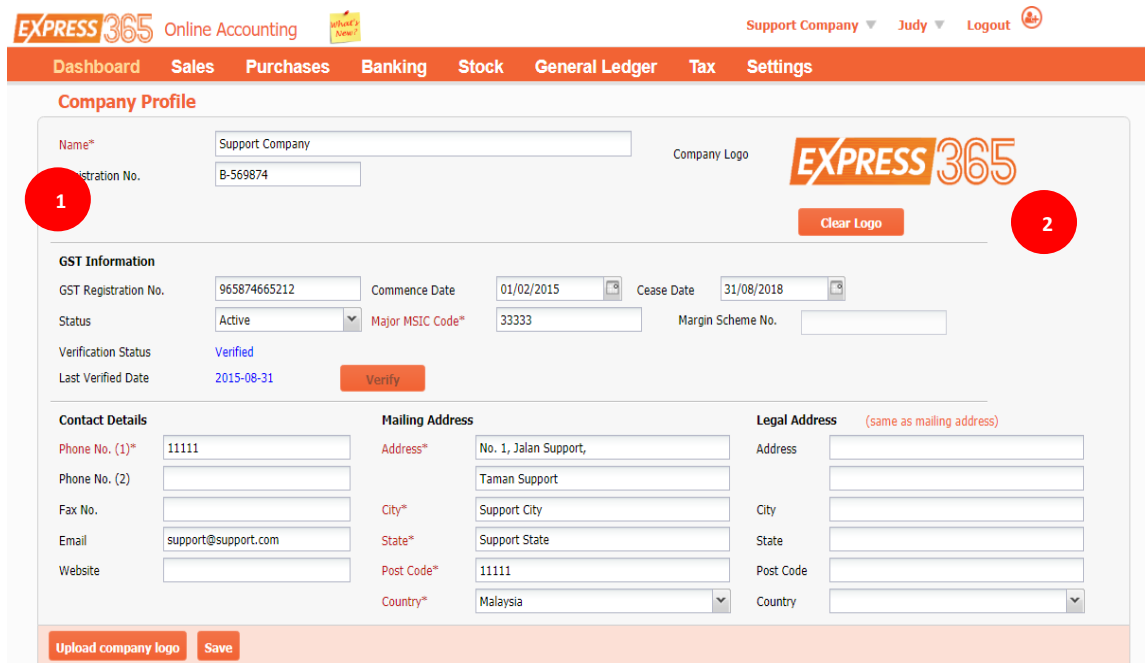
In the area highlight by the blue ring:

- 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.



EXPRESS 365 Online Accounting Support Company ▼ Judy ▼ Logout

Company Profile

Name* Support Company
 Registration No. B-569874
 Company Logo  Clear Logo

GST Information
 GST Registration No. 965874665212 Commence Date 01/02/2015 Cease Date 31/08/2018
 Status Active Major MSIC Code* 33333 Margin Scheme No.
 Verification Status Verified
 Last Verified Date 2015-08-31 Verify

Contact Details
 Phone No. (1)* 11111
 Phone No. (2)
 Fax No.
 Email support@support.com
 Website

Mailing Address
 Address* No. 1, Jalan Support,
 Taman Support
 City* Support City
 State* Support State
 Post Code* 11111
 Country* Malaysia

Legal Address (same as mailing address)
 Address
 City
 State
 Post Code
 Country

Upload company logo Save

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.

EXPRESS 365 Online Accounting Support Company ▼ Judy ▼ Logout

Dashboard Sales Purchases Banking Stock General Ledger Tax Settings

Chart Of Accounts

Code	Name	Account Type	Status
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Retained earnings	Active
2010/000	Freehold property	Fixed assets	Active
2020/000	Buildings	Fixed assets	Active
2030/000	Plant and machinery	Fixed assets	Active
2040/000	Computer equipment	Fixed assets	Active
2050/000	Motor	Fixed assets	Active
2060/000	Furniture and fixtures	Fixed assets	Active
2070/000	Investments	Fixed assets	Active
2520/000	Accumulated depreciation - Buildings	Fixed assets	Active
2530/000	Accumulated depreciation - Plant and machinery	Fixed assets	Active
2540/000	Accumulated depreciation - Computer equipment	Fixed assets	Active
2550/000	Accumulated depreciation - Motor	Fixed assets	Active
2560/000	Accumulated depreciation - Furniture and fixtures	Fixed assets	Active
3000/000	Control Account	Accounts receivable	Active
3010/010	Cash	Cash and bank	Active

Account Type* Equity
Code* 1000/000
Name* Share Capital
Description
Cash Flow Category Operating Activities
☐ Set to inactive
MSIC Code

Print listing Import Chart of Accounts New Account Save

- 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.

The screenshot shows the 'Delivery Method' screen. On the left, a table lists existing delivery methods. A red circle with the number '1' points to this table. On the right, there are input fields for 'Code*' and 'Description'. A red circle with the number '2' points to the 'New Delivery Method' button at the bottom.

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

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	✖

1

Code* DAT

Description Delivered At Terminal

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* Kris

Description Sales person based in HQ

Location Hq

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 SP

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.

Tags

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

Code* China
Description China Team

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*

Name*

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	
Net 15 days	due in number of days			15	No	
Net 30 days	due in number of days			30	Yes	
Net 45 days	due in number of days			45	No	

Code*

Due on receipt

Term Type*

due in number of days

Due In*

0 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.

Print listing

New Payment Term

Save

- 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.
- 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.
- Click on **New Payment Term** to create a new payment term.
- 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	

1

Code* MYR Symbol* RM

Name Ringgit Malaysia

Description Ringgit Malaysia

This is Base Currency

2

Print listing New Currency Save

- 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* USD **Symbol*** \$

Name USD

Description USD

Rate* 0.27820 **Get rate** Source : latest rate from Bank Negara Malaysia ([link](#))

Date* 29/01/2016

Rate Decimal Places* 5

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 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	✖

Name*

Symbol*

Remark

☐ Set to inactive

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
Module: Banking				
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"/>
Module: Customer				
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*
Module: Import					
Import Sales Invoice	Ref. No.	INV-		0005	0006

Save

- 1 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
Module: Banking				
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*: Location Code

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	✕
Sales Invoice	Branch 1	SI-B1-	No	SI-B1-00018	00019	Yes	Yes	No	✕

Document Type* Cash Sales

Location Code* Branch 1

Prefix CS-B1-

Include Year ☐

Next Number 00015

Use for non-GST document ☒

Use for GST document ☒

New Save

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	

1

Type:

Sales Invoice

Customized Template:

Use default template:

☒

Save

Upload Customized Template

2

- 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

The screenshot shows the 'Preferences' page in the Express 365 system. It is divided into three main sections: Account Defaults, Stock Defaults, and Financial Settings. Red circles with numbers 1 through 9 are placed over various fields and sections to highlight specific features.

- 1** Points to the **Account Defaults** section, which includes fields for **Receivable Account**, **Payable Account**, **Realised Forex Gain**, and **Realised Forex Loss**.
- 2** Points to the **Stock Defaults** section, which includes fields for **Sales Account**, **Sales Return Account**, **Purchase Account**, **Purchase Return Account**, **Units of Measurement**, **Quantity Decimal Places**, and **Unit Price Decimal Places**.
- 3** Points to the **Financial Settings** section, which includes fields for **Base Currency**, **Date Format**, **Financial Year End**, **Lock Date**, **Enter Invoice By**, **Default Payment Method**, **Default Tax Type**, and **Credit Limit**.
- 4** Points to the **Screen Defaults** section, which includes a checkbox for **Open listing and report link in new tab**.
- 5** Points to the **Report Defaults** section, which includes a checkbox for **Sales Invoice : display customer address in multiple line**.
- 6** Points to the **Access Control** section, which includes a checkbox for **Restrict non-admin user login outside working hours**.
- 7** Points to the **FingerTips Integration** section, which includes a checkbox for **Enable FingerTips Integration**.
- 8** Points to the **Financial Settings** section, specifically the **Enter Invoice By** field.
- 9** Points to the **Save** button at the bottom of the page.

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.

- 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

1 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		

2 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

3 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.

Customer Code	Customer Name	No. of Invoices
C0001	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

Date*

29/08/2019

Invoice No.*

Rep0033

Currency*

MYR

1.00000

Amount Without Tax*

4,500.00

Tax Rate

Tax Amount

0.00

Amount*

4,500.00

Tags

Malaysia

New

Save

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

Total Base Amount

4,500.00

Go to list

Historical invoices screen is split into two sections:

- 1 This upper section allows you 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... **Search** **1**

Supplier Code	Supplier Name	No. of Invoices
A0001	ABC Company	2
D0001	DEF Company	1

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

Print listing **Import Historical Supplier Invoices** **New Historical Supplier Invoice**

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

1

Historical Supplier Invoice

Supplier Code*

S0001

Syarikat Tembaku

Date*

28/08/2019

Currency*

MYR

1.00000

Invoice No.*

Rep0045

Amount Without Tax*

2,500.00

Tax Rate

Tax Amount

0.00

Amount*

2,500.00

Tags

Project A

New

Save

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

2

Total Base Amount

2,500.00

Go to list

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.

Bank Account Code	Bank Ac	Currency	No. of Cheques (Deposit)	Total Amount (Deposit)	No. of Cheques (Payment)	Total Amount (Payment)
3010/020	Curr... acco... 1	MYR	0	0.00	1	15,000.00
3010/030	Curr... acco... 2	MYR	0	0.00	1	10,000.00

Page 1 of 2

Displaying 1 - 2 of 2

- Enter your criteria to **Search**.
- Click **New Historical Cheque** to record a historical cheque.
- 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.
- 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

Date*

02/09/2019

Cheque No.*

254625

Amount*

15,000.00

Type*

Payment

Ref No.*

87614631

Currency

MYR

Details

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

- 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**.
- 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
B1	Branch 1		
B2	Branch 2		
Hq	HeadQuarter	29/08/2019	150,000.00
Total			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 [Change As Of Date](#) Location Hq

Item Code* Quantity* Unit Cost* Amount*

Tags [Serial Number](#) [New](#) [Save](#)

Item Code	Description	Quantity	Unit Cost	Amount	Tag Code	Serial No.
-----------	-------------	----------	-----------	--------	----------	------------

Opening Balance - Header Details

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

Description

[OK](#) [Cancel](#)

Page 0 of 0 [No data to display](#)

[Import Item - Opening Balance](#) [Delete All](#) [Go to list](#)

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

- 1 Enter the date for your stock item – opening balance in “**As of**” date field.
- 2 Enter the description for it in the Description field. Click **OK** to proceed.
After you have completed this step, item code fields will be available.
- 3 Select 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"/>	chanlc@ams.com.my	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

1

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

Save **Go to list**

2

Assigned to

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

Add line

3

4

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

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"/>	Accountant's Staff	User has full access to all modules.
<input type="checkbox"/>	Client / Business Owner	User has full access to Business details, Customers, Suppliers, Journal Report, Register and all reports (except Management Accounting: Extract DB data).
<input type="checkbox"/>	Client's Manager	User has full access on all modules, except Chart of Accounts, Make Journal Entries and Management Accounting: Extract DB data.
<input type="checkbox"/>	Client's Staff	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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Flow Statement	Cash Flow Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Payment	Banking Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Purchase	Supplier Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Receipt	Banking Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash Sales	Customer Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chart of Account - Opening Balance	Opening Balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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: Doc. Date: From*: To*: Doc. No.:

Sort by: ☐ in descending order ☐ Converted from POS only

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

Page 1 of 1 [\(Template\)](#)

Displaying 1 - 4 of 4

- 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

Currency*: MYR 1 **Get rate**

☐ Apply Margin Scheme ☐ Apply Flat Rate Scheme

Remark:

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** **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

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

Page 1 of 1 2 3 4 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*** Wendy

Address **Date*** **Quotation No.***

Contact **Payment Terms** **Tags**

Currency* **Location** **Salesperson** **Remark**

Get rate **More Info**

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

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

2 **3**

4 **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.
*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: Doc. Date: From*: To*: Doc. No.:

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

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

Page 1 of 1

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

Contact Wendy +60128754261 Remark

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** 1

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

Page 1 of 1 2 3 4 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

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.

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
Doc. Date
From*
To*
Doc. No.

Sort by
☐ in descending order

Retrieve

1

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

Page 1 of 1

2

3

4

ing 1 - 3 of 3

Print listing

New Delivery Return

Print selected record(s)

Delete selected record(s)

- 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**

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

Page 1 of 1

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 Delivery Method Delivery Terms Remark

Get rate Apply Margin Scheme Apply Progress Invoicing 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)*
p001	paper	1.000	pcs	0.100					0.10

Add line Subtotal 0.10 Grand Total RM 0.10 Journal Entry

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

- 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.
- Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- Save** the records.
- 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	
	Capture.PNG	111.00		

Add attachment

Select a file to upload

Browse...

Upload

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.

Close

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:

Address:

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

Payment Terms: Tags:

Location: B1 Salesperson:


Delivery Method: Remark:

Delivery Terms:

Get rate: ☐ Apply Margin Scheme ☐ Apply Progress Invoicing ☐ 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	Image	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount*
p001	paper		1.000	pcs	0.100	\$		0.00		0.10

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: Doc. Date: From*: To*: Type: Payment Method:

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

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

<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 Showing 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

1

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	+

2

4

3

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.

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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
 Customer*: M0001 Max
 Bank Account*: 3010/020 Current account 1
 Amount*: 1,200.00
 Currency*: MYR 1 Get rate
 Account*: 5000/000 Sales

Date*: 07/10/2019
 Payment Method*: Credit card
 Cheque No.:
 Receipt No.*: Auto-generated
 Tags:
 Salesperson: Kris
 Remark:

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

Sort by:
☐ in descending order
Retrieve

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

Page 1 of 1
2
3
4
ing 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**

1 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 ✖

2

Subtotal 2,400.00

Grand Total RM 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.

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: Customer: Retrieve

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

1 of 1 Displaying 1 - 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: Customer:

From*: To*: Retrieve

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

Page 1 of 10 Displaying 1 - 15 of 147

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* 0.2782

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

Subtotal (MYR)	359.45	Subtotal	100.00
SR_S	21.57	SR_S (6%)	6.00
Grand Total MYR	381.02	Grand Total \$	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	ARDN0001	C0001	Customer 1	MYR	650.00	Net 30 days	22/09/2019	Fully Paid
<input type="checkbox"/>	07/10/2019	ARDN0002	M0001	Max	MYR	0.00	Net 30 days	06/11/2019	Confirmed

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

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

- 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.

1

Customer*

M0001

Max

Date*

07/10/2019

Debit Note No.*

Auto-generated

Address

3

Jalan Mewah

Kulai 81000 Johor

Malaysia

Payment Terms

Net 30 days

Tags

Contact

Max

+6018523964!

Salesperson

Kris

Currency*

MYR

1

Get rate

Remark*

Amount is:

Tax Exclusive

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

2

Add line

Subtotal

0.00

Grand Total

0.00

4

Actions

Print / Email

Show Related Doc

New

3

Save

Go to list

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	ARCN0001	C0001	Customer 1	MYR	10.00	10.00	Confirmed
<input type="checkbox"/>	25/08/2019	ARCN0002	C0001	Customer 1	MYR	1,590.00	1,590.00	Confirmed

Page 1 of 1 2 3 4 saying 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

Customer: ALL Doc. Date: Custom From*: 06/01/1982 To*: 07/10/2019 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	REF0001	W0001	Wendy	Credit card		Current account 1	MYR	2,500.00	2,500.00

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

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

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

1

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

2

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

3

Total applied amount

2,500.00

4

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... **Search** **1**

☐ GST-Registered Only GST Verification Status

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

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

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

- 1** Enter a keyword to **Search** for a particular customer. Or click on the hyperlinked **code** to view details.
- 2** Click **New Customer** to create new customer and his details.
- 3** Click **Delete selected record(s)** to delete a selected record.
- 4** **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*** Wendy **Registration No**
Code* W0001 **Generate Code** **Default Payment Term** Net 30 days
Default Currency* MYR **Credit Limit** 10,000.00
Description
Customer Type Local **Price Level**
Salesperson Joyce **(supercede setup at Customer Type)** ☐ **Set to inactive**
☐ **Suspended due to**

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

2 **Account Information**
Control Account* 3000/000

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

Billing Address
☒ **Set as default**
Address: No 45 Jalan Nuri 2
City: Bandar Putra
State: Kulai
Post Code: Johor
Country: 81000
Country: Malaysia

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

4 **Additional Contacts and Addresses**

Contact Person

Name	Phone No. (1)	Email	Job Title

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

- 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.



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"/>	Chan Yun Nam	+60128875569		Supervisor	Chan96@hotmail.com		Active
<input type="checkbox"/>	Chin Yun Ying	+60178895412		HR	yying@gmail.com		Active
<input type="checkbox"/>	Yap Wen Hui	+60124587965		Manager	wenhui523@gmail.com		Active

4 2 3

Page 1 of 1

1

Enter a keyword to **Search** for a particular contact. Or click on the hyperlinked **name** to view details.

2

Click **New Contact** to create a contact.

3

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

4

Print Listing to print the contact list.

5.11.2.2. Creating or Editing a Contact

1

Title

Mr

Name*

Chan Yun Nam

Job Title

Supervisor

Description

2

Phone No. (1)

+60128875569

Phone No. (2)

Fax No.

Email

Chan96@hotmail.com

Address

1503 Jalan Bunga

Taman Bunga

City

Senai

State

Johor

Post Code

81400

Country

Malaysia

4

Delete

3

New

Save

Go to list

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

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

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5.11.3. Customer Type

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

Customer Type

Code	Description
Foreign	Foreign Customer List
Local	Local Customer List

Code*: Foreign

Description: Foreign Customer List

Price Level:

1

2

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

- 1** This is the list of customer types. Fields with asterisk must be filled in.
- 2** Click **New Customer Type** if you need to more than one group. 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: Doc. Date: From*: To*: 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	CD0001	A0001	ABC Company	Cash		Petty cash	MYR	158.00
<input type="checkbox"/>	26/08/2015	8888875	CD0002	D0001	DEF Compay	Cash		Petty cash	MYR	50.00
<input type="checkbox"/>	26/08/2015	4561335	CD0003	D0001	DEF Compay	Cash		Petty cash	MYR	99.00
<input type="checkbox"/>	01/05/2015	BG44567	CD0004	A0001	ABC Company	Credit card		Petty cash	MYR	10,600.00
<input type="checkbox"/>	08/01/2016	aaa	CD0005	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	106.00
<input type="checkbox"/>	08/01/2016	aaa	CD0006	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	106.00
<input type="checkbox"/>	08/01/2016	aaa	CD0007	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	318.00
<input type="checkbox"/>	08/01/2016	aaa	CD0008	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	318.00
<input type="checkbox"/>	13/01/2016	aaaaaaaaa	CD0009	A0001	ABC Company	Cheque	aaaa	Petty cash	MYR	63.60
<input type="checkbox"/>	19/01/2016	aaa	CD0010	A0001	ABC Company	Cheque	aaa	Petty cash	MYR	318.00
<input type="checkbox"/>	28/03/2019	cp1	CD0011	A0001	ABC	Cash		Petty	MYR	10.00

Page 1 of 1 2 3 4 1 - 11 of 11

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

- 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

Ext Ref No.*

0001

Payment Method*

Credit card

Tags

Malaysia

Pay From*

3010/020

Current account 1

Cheque No.

Salesperson

Currency*

MYR

1

Get rate

Location

Hq

Remark

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

- 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.
- 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.
- Save** the record.
- 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: **Retrieve** **1**

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

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

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

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

3

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	GRN0001	T0001	TA Company	MYR	79,000.00	Net 15 days	Confirmed
<input type="checkbox"/>	09/10/2019	GRN0002	Supplier 2	Supplier 2	MYR	60,000.00		Confirmed
<input type="checkbox"/>	09/10/2019	GRN0003	S0001	Syarikat Tembakau	MYR	200,000.00		Confirmed

3 Page 1 of 1 2 4 Showing 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

Remark

Delivery Order No.

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	GRR0001	A0001	ABC Company	MYR	53.00
<input type="checkbox"/>	09/10/2019	GRR0002	T0001	TA Company	MYR	340.00
<input type="checkbox"/>	09/10/2019	GRR0003	D0001	DEF Company	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

Add line

Subtotal

340.00

Grand Total RM

340.00

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: Doc. Date: From*: To*: Status:

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**

<input type="checkbox"/>	Invoice Date	Supplier Invoice No.	Ref. No.	Supplier Code	Supplier	Currency	Amount	Due Date	Status
<input type="checkbox"/>	26/08/2014	123456	VI0001	A0001	ABC Company	MYR	50.00	26/08/2014	Confirmed
<input type="checkbox"/>	31/08/2015	VB5562	VI0002	A0001	ABC Company	MYR	180.20	31/08/2015	Confirmed
<input type="checkbox"/>	01/05/2015	Bg455	VI0003	D0001	DEF Compay	USD	200.00	01/05/2015	Confirmed
<input type="checkbox"/>	01/05/2015	KO00976	VI0004	D0001	DEF Compay	USD	6,500.00	01/05/2015	Fully paid
<input type="checkbox"/>	01/02/2015	BB111	VI0005	A0001	ABC Company	MYR	53.00	01/02/2015	Fully paid
<input type="checkbox"/>	13/10/2015	jj	VI0006	Supplier 2	Supplier 2	MYR	53.00	13/10/2015	Confirmed
<input type="checkbox"/>	10/01/2016	reverse charge	VI0007	A0001	ABC Company	USD	50.00	10/01/2016	Fully paid
<input type="checkbox"/>	10/01/2016	import goods	VI0008	A0001	ABC Company	USD	100.00	10/01/2016	Confirmed
<input type="checkbox"/>	08/01/2016	aaaa	VI0009	A0001	ABC Company	MYR	20.00	08/01/2016	Fully paid
<input type="checkbox"/>	08/01/2016	ADD444	VI0010	D0001	DEF Compay	MYR	120.00	08/01/2016	Fully Paid
<input type="checkbox"/>	08/01/2016	zx	VI0011	A0001	ABC Company	MYR	106.00	08/01/2016	Fully paid
<input type="checkbox"/>	08/01/2016	aaaaa	VI0012	A0001	ABC Company	MYR	31.80	08/01/2016	Confirmed
<input type="checkbox"/>	08/01/2016	ggg	VI0013	A0001	ABC Company	MYR	10.60	08/01/2016	Confirmed
<input type="checkbox"/>	19/09/2019	D001254	VI0014	D0001	DEF Compay	MYR	1,560.00	19/09/2019	Confirmed
<input type="checkbox"/>	19/09/2019	F33659	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

Transfer Document From

Goods Received Note

Transfer

Address

8 Jalan Nuri 12
Taman Nuri
Johor Bahru 81200 Johor
Malaysia

Invoice Date*

09/10/2019

Ref. No.*

Auto-generated

Invoice No.*

125454

Payment Terms

Net 15 days

Tags

Currency*

MYR

1

Get rate

Invoice Due Date*

24/10/2019

Location

Hq

Salesperson

Remark

☐ Self-billed Invoice
 ☐ Reverse Charge
 ☐ Apply Margin Scheme

Enter Barcode

☐ Discount by %
 Amount is: Tax Exclusive

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

- 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.
- Add the items/services you purchase here. **Add line** to add additional items/services. Use the Red cross to remove an unwanted item/service.
- Save** the record.
- 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 **Retrieve** 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	PV0001	D0001	DEF Company	Cheque	www	3010/020	USD	6,500.00	6,500.00
<input type="checkbox"/>	13/08/2015	PV0002	A0001	ABC Company	Cheque	aaa	3010/020	MYR	53.00	53.00
<input type="checkbox"/>	07/01/2016	PV0003	D0001	DEF Company	Cheque	o	3010/030	MYR	100.00	0.00
<input type="checkbox"/>	10/01/2016	PV0004	A0001	ABC Company	Cheque	qq	3010/010	USD	50.00	50.00
<input type="checkbox"/>	08/01/2016	PV0005	A0001	ABC Company	Credit card		3010/010	MYR	20.00	20.00
<input type="checkbox"/>	08/01/2016	PV0006	A0001	ABC Company	Cash		3010/010	MYR	206.00	206.00
<input type="checkbox"/>	09/10/2019	PV0007	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

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

- 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: 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"/>	10/10/2019	PR0001	D0001	DEF Compay	MYR	120.00
<input type="checkbox"/>	10/10/2019	PR0002	T0001	TA Company	MYR	229.00
<input type="checkbox"/>	10/10/2019	PR0003	A0001	ABC Company	MYR	50.00

Page 1 of 1 Showing 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

Currency MYR 1

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

Payment Terms Net 15 days Tags

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

Subtotal 229.00

Grand Total **RM** 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: Doc. Date: From*: To*: Doc. No.:
Sort by: ☐ in descending order Status: **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	123456	APDN0001	T0001	TA Company	MYR	118.00	25/10/2019	Fully Paid
<input type="checkbox"/>	10/10/2019	154262	APDN0002	S0001	Syarikat Tembaku	MYR	120.00	10/10/2019	Confirmed
<input type="checkbox"/>	10/10/2019	564515	APDN0003	D0001	DEF Compay	MYR	40.00	10/10/2019	Confirmed

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

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

- 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 Due Date* 25/10/2019 Tags
 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						0.00		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** 1

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

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

Print listing **New Supplier 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 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

Tags

Salesperson

Remark*

Credit Note No.* SCN-0002

Currency* MYR 1

Get rate

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

NR (0%)

AJP_A (6%)

Grand Total RM

332.00

0.00

12.00

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

Total refunded amount

332.00

0.00

Journal Entry

Actions

Print

Show Refund Doc

New

Save

Go to list

- 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.
- 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.
- 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.
- Auto populate from selected invoice:** This will let system auto populate the accounts, amount and tax to be credited, based on selected supplier invoices.
- Save** the record. Click **New** to create a credit note.
- 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: Doc. Date: From*: To*: Doc. No.:

Sort by: ☐ in descending order ☐ Bounce Cheque 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	REF0001	W0001	Wendy	Credit card		Current account 1	MYR	2,500.00	2,500.00
<input type="checkbox"/>	10/10/2019	REF0002	C0001	Customer 1	EFT		Current account 1	MYR	100.00	100.00
<input type="checkbox"/>	10/10/2019	REF0003	W0001	Wendy	Cash		Current account 1	MYR	150.00	150.00

Page 1 of 1 3 2 4 4

- 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

Customer*

W0001 Wendy

Date*

07/10/2019

Payment No.*

REF0001

Pay From*

3010/020 Current account 1

Payment Method*

Credit card

Tags

Amount*

2,500.00

Cheque No.

Salesperson

Joyce

Currency*

MYR 1

Get rate

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](#)

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

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

☐ GST-Registered Only GST Verification Status ☐ Self-Billed Only

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

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

Print to PDF **Print to Excel** **Import Suppliers** **New Supplier** **Delete selected record(s)**

- 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

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

Search **1**

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

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

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

- 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

Taman Bunga

City

State

Post Code

Country

4

3

Delete New Save Go to list

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

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

3 **Save** the record. 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

1

Code ▲	Description	
Foreign	Foreign Supplier List	×
Local	Local Supplier List	×

Code*

Local

Description

Local Supplier List

Print listing

2

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

Sort by: ☐ in descending order ☐ Bounce Cheque **Retrieve**

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

Page 1 of 1

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

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

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

4

- 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	CP0001	Customs Malaysia	Cheque	11111	3010/020	Current account 1	MYR	145.09
<input type="checkbox"/>	10/01/2016	CP0002	Customs	Cheque	qqqq	3010/010	Petty cash	MYR	530.00
<input type="checkbox"/>	08/01/2016	CP0003	Customs	Cheque	qqqq	3010/010	Petty cash	MYR	530.00
<input type="checkbox"/>	08/01/2016	CP0004	Customs	Cheque	qqqq	3010/010	Petty cash	MYR	530.00
<input type="checkbox"/>	01/07/2016	CP0005		Cheque	160701-A	3010/010	Petty cash	MYR	12.34

Page 1 of 1 playing 1 - 5 of 5

Print listing **New Cash Payment** **Print selected record(s)** **Delete selected record(s)** 2 3 4

- 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"/>	10/10/2019	TT0001		Current account 1	MYR	20,000.00	Current account 2	MYR	20,000.00
<input type="checkbox"/>	10/10/2019	TT0002		Petty cash	MYR	5,000.00	Current account 1	MYR	5,000.00
<input type="checkbox"/>	10/10/2019	TT0003		Credit card account	MYR	50,000.00	Current account 1	MYR	50,000.00

Page 1 of 1 2 3 4 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: Doc. Date: From*: To*:

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

Page 1 of 1

- 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

Total Payment Line Cleared 5 **Payments Not Cleared** - 111,968.00

Total Receipt Line Cleared 4 **Unknown Difference** -10,057.24

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	CP0013		TA COMPANY		70,000.00	
				Total Payments Cleared		42,601.76	Total Receipts Cleared 37,659.00
				Total Payments Not Cleared		111,968.00	Total Receipts Not Cleared 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* 3010/020
Date Custom
From* 01/10/2001
To* 10/10/2019
Currency MYR 1
Get rate
Sort by
in descending order
Retrieve
1

Opening Balance MYR 0.00

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

Print to Excel
Print to PDF
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: Doc. Date: From: To: Doc. No.: Status:

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

<input type="checkbox"/>	Date	Stock Issue No.	Location Code	Description	Ref. No.	Amount	Status
<input type="checkbox"/>	23/06/2016	H0001	B1			170.00	Confirm...
<input type="checkbox"/>	10/10/2019	H0002	B1			110,000.00	Confirm...
<input type="checkbox"/>	10/10/2019	H0003	Hq			12.00	Confirm...

Page 1 of 1 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 **Location Code*** B1 **Tags** Project A **Status:** Confirmed **Stock Issue No.*** Auto-generated **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 X
Item 1	Item 1	2,000.000	unit	50.000	100,000.00 X

2 **Add line**

3 **Total** 110,000.00

4 **Delete** **Print** **Show Related Doc** **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 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: Doc. Date: From: To: Stock Received No.:

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

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

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

Page 1 of 1

Print Listing **New Stock Received** **Print selected record(s)** **Delete selected record(s)**

- 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 ✕

2

Add line

3 **Total** 79,000.00

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 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: Doc. Date: From: To: 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	IA0001	B1			170.00
<input type="checkbox"/>	07/10/2019	IA0002	Hq			32,000.00
<input type="checkbox"/>	09/10/2019	IA0003	Hq			(1,200.00)
<input type="checkbox"/>	10/10/2019	IA0004	B1			160.00

Page 1 of 1 2 3 4 ng 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	IT0001	Hq	B1						122.00
<input type="checkbox"/>	10/10/2019	IT0002	Hq	B1	Johor	Jude				78,200.00
<input type="checkbox"/>	10/10/2019	IT0003	Hq	B1						100.00

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

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

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New Stock Transfer**” to record stock transfer.
- 3 “**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

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

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	IST0001	Hq			IA0003	285,000.00		
<input type="checkbox"/>	10/10/2019	IST0002	B1				157,158.00		
<input type="checkbox"/>	10/10/2019	IST0003	Hq				6,509.50		

Page 1 of 3 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

1 **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	✖

2 **Add line**

Total 3 157,158.00

4 **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' web interface. At the top, there is a search bar with several 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 red circle with the number '1' points to the 'Retrieve' button. Below the search bar is a table with columns: 'Serial Number', 'Date Created', 'Item Code', 'Stock Group', 'Status', 'Location Code', and 'Remark'. A red circle with the number '2' points to the table area. At the bottom right, there is a 'Print to PDF' button, with a red circle and the number '3' pointing to it. The bottom status bar shows 'Page 0 of 0' and 'No data to display'.

- 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 **Search** 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"/>	Item 1	Item 1	unit	100.000	50.000	Product	116.000	Available	asdasdasf232...
<input type="checkbox"/>	Item 3	Item 3	unit	10.000	10.000	Product	-88.160	Available	af23234242342
<input type="checkbox"/>	Item 4	Item 4	unit	100.000	100.000	Product	-55.450	Available	726165091065
<input type="checkbox"/>	Item 5	Item 5	unit			Product		Available	
<input type="checkbox"/>	ItemZ	ItemZ		3.000	2.000	Product	-47.000	Available	95570120070...
<input type="checkbox"/>	Petrol 95	Petrol 95	unit			Product		Available	

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

Import **Batch Update** **Print Listing** **Print selected barcode** **Obsolete selected** **Delete selected** **New**

- 1 Enter your criteria and click on the “**Retrieve**” button to search.
- 2 Click “**New**” to create a stock item.
- 3 **Print listing** allows you to print the full list of stock items. 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*** **Lead Time** **Remark**

Code* **Sales Tax**

Stock Group* **Purchase Tax**

Barcode **Balance Quantity** ☐ Set to obsolete

2 ☒ **Stock Control**

Costing Method **UOM and Price Information**

☐ **Contain Serial No** **Base UOM** **Min. Quantity**

Selling Price **Max. Quantity**

Purchase Price **Reorder Level**

Service Duration minutes **Standard Cost** **Reorder Quantity**

UOM Conversion (Base UOM Rate = 1)

UOM	Rate	Selling Price	Purchase Price
box	500.000	35.000	15.000

Add line

3 **Save**

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

☒ Stock Control Costing Method ☐ Contain Serial No

Service Duration minutes

UOM and Price Information

Base UOM Selling Price Purchase Price Standard Cost


Stock Level

Min. Quantity Max. Quantity Reorder Level Reorder Quantity

UOM Conversion (Base UOM Rate = 1)

UOM	Rate	Selling Price	Purchase Price
box	500.000	35.000	15.000

Image Upload Remove



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

Print listing Import Stock Groups (Template) New Stock Group Save

- 1 This screen shows the full list of stock groups you have created.
- 2 To create a stock group, 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

1

Category	Name	Description
Product	Product	
Raw Materials	Raw Materials	

Category*

Raw Materials

Name*

Raw Materials

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"/>

2

4

Print listing

New Stock Category

Save

- 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

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"/>	Price Level 1	Fixed %	Increase	1%	Yes
<input type="checkbox"/>	Price Level 2	Fixed %	Increase	22%	Yes

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

1

Price Level

Name*: Price for vip

Type: Fixed %

Price level will Decrease all item prices by 20 %

☐ Set to inactive
 3

Exception Items

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

2

Add line

New

Save

Go to list

4

- 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.

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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.

Sort by: ☐ in descending order ☐ POS only ☐ Tax Return only ☐ Bounce Cheque Retrieve 1

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

Page 1 of 1 1 - 12 of 12

Print listing
Import Journal Entry [\(Template\)](#)
New Journal Entry
Print selected record(s)
Delete selected record(s)
2
3
4

- 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

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

2 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

Add line

Subtotal 100,000.00 100,000.00

Grand Total RM 100,000.00 100,000.00

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 Code	Stock Account Name	Opening Stock Account Code	Opening Stock Account Name	Closing Stock Account Code	Closing Stock Account Name
<input type="checkbox"/>	3030/000	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*

3030/000

▼

Stock on hand

Opening Stock Account Code*

6000/000

▼

Opening stock

Closing Stock Account Code*

6080/000

▼

Closing stock

Stock Groups

☐ ALL

▼

Clear

Fiscal Year* 2019

Month	Amount
Jan 2019	879.90
Feb 2019	879.90
Mar 2019	874.40
Apr 2019	874.40
May 2019	774.40
Jun 2019	774.40
Jul 2019	774.40
Aug 2019	149,974.40
Sep 2019	149,824.40
Oct 2019	510,561.40
Nov 2019	510,561.40
Dec 2019	510,561.40

Get amount based on Stock Balance's cost ▼

Save

Go to list

- Enter the relevant account(s) details. Fields mark with asterisk (*) are required fields.
Please ensure your account code(s) are correctly entered.
- 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.
- 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* ALL ▼
Doc. Date Custom ▼
From 01/09/2019 📅 To 09/10/2019 📅

Document No. From To
Retrieve

Date	Document No. ▲	Account	Description	Debit	Credit	Last Modified By
Document No.: ARDN0002 (Debit Note)						
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
Document No.: CD0012 (Cash Purchase)						
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
Document No.: CS0005 (Cash Sales)						
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
Document No.: CS0006 (Cash Sales)						
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
Document No.: IV0004 (Sales Invoice)						
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"/>	01/10/2019	Sales Invoice	IV0004	Customer 1		100.00		4,576.64
<input type="checkbox"/>	04/10/2019	Sales Invoice	IV0005	Wendy		14,000.00		18,576.64
<input type="checkbox"/>	07/10/2019	Receive Payment	OR0008	Wendy			14,000.00	4,576.64
<input type="checkbox"/>	07/10/2019	Sales Invoice	IV0006	Max		6,000.00		10,576.64
<input type="checkbox"/>	07/10/2019	Sales Return	SR0001	Max	Defect on goods		2,400.00	8,176.64
<input type="checkbox"/>	07/10/2019	Debit Note	ARDN0002	Max	Balance	0.00		8,176.64
<input type="checkbox"/>	07/10/2019	Refund	REF0001	Wendy		2,500.00		10,676.64
<input type="checkbox"/>	09/10/2019	Sales Invoice	IV0007	Wendy		10.50		10,687.14
<input type="checkbox"/>	09/10/2019	Sales Invoice	IV0008	Affi		200.00		10,887.14
<input type="checkbox"/>	09/10/2019	Sales Invoice	IV0009	Affi		28.00		10,915.14

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

Net Change	6,438.50	Total	22,838.50	16,400.00
		Closing Balance	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.

1

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	✖
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	✖
SL	PLE_SCC	SST - AP Sales Tax Exempted for Schedule C Item 5 (Value of Work Performed Exempted From Sales Tax)	0.00	Yes	✖
SL	PL_0	SST - AP Sales Tax 0%	0.00	Yes	✖
SL	PL_10	SST - AP Sales Tax 10%	10.00	Yes	✖
SL	PL_5	SST - AP Sales Tax 5%	5.00	Yes	✖
SL	PL_D2	SST - Sales Tax Deduction 2%	0.00	Yes	✖
SL	PL_D4	SST - Sales Tax Deduction 4%	0.00	Yes	✖
SL	PL_IM0	SST - AP Import Sales Tax 0%	0.00	Yes	✖
SL	PL_IM10	SST - AP Import Sales Tax 10%	10.00	Yes	✖

2

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

☒

3

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)
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)

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