



# Accounting

Finance team



# Finance Overview Interface

- -Accounting and Invoicing
- -Chart Of Account
- -Preview Customer & Vendor Invoicing Reporting
- -Register Payment & Reconciliation Bank Statements Report
- -Credit Limited Control
- -Block and Blacklist Setting Control(Customer & Supplier)
- -Customer Follow up Report
- -Expenses
- -Configuration Setting

# Accounting and Invoicing

- **Odoo Invoicing** is a standalone invoicing app to create invoices, send them to your customers, and manage payments.
- **Odoo Accounting** is a full featured accounting app. Accountant productivity is at the core of its development with features such as AI-powered invoice recognition, synchronization with your bank accounts, smart matching suggestions, etc.

Click "New" Button to Generated a new Chart of Account

Bulk Import Data Chart of Account Document by Excel File

The screenshot shows the 'Chart of Accounts' configuration page in an accounting software. The 'New' button is highlighted with a red box, and a red arrow points to it from the text above. The 'Import' button is also highlighted with a red box, and a red arrow points to it from the text above. The 'Accounting' menu is open, and 'Chart of Accounts' is selected. The table below shows a list of accounts with columns for Code, Account Name, Type, Allow Reconciliation, and Account Currency.

| All | <input type="checkbox"/> | Code    | Account Name           | Type               | Allow Reconciliation                | Account Currency     |
|-----|--------------------------|---------|------------------------|--------------------|-------------------------------------|----------------------|
| ▶ 1 | <input type="checkbox"/> | 110000  | Fixed Assets           | Fixed Assets       | <input type="checkbox"/>            | <a href="#">View</a> |
| ▶ 2 | <input type="checkbox"/> | 111000  | Furniture and Fixtures | Non-current Assets | <input type="checkbox"/>            | <a href="#">View</a> |
| ▶ 3 | <input type="checkbox"/> | 1112201 | Liquidity Transfer     | Current Assets     | <input checked="" type="checkbox"/> | <a href="#">View</a> |
| ▶ 4 | <input type="checkbox"/> | 113000  | Equipment              | Non-current Assets | <input type="checkbox"/>            | <a href="#">View</a> |
| ▶ 6 | <input type="checkbox"/> | 114000  | Decoration             | Non-current Assets | <input type="checkbox"/>            | <a href="#">View</a> |
| ▶ 9 | <input type="checkbox"/> | 116000  | Investments            | Non-current Assets | <input type="checkbox"/>            | <a href="#">View</a> |
|     | <input type="checkbox"/> | 120000  | Current Assets         | Current Assets     | <input type="checkbox"/>            | <a href="#">View</a> |
|     | <input type="checkbox"/> | 120001  | Bank                   | Bank and Cash      | <input type="checkbox"/>            | <a href="#">View</a> |
|     | <input type="checkbox"/> | 120002  | Bank Suspense Account  | Current Assets     | <input type="checkbox"/>            | <a href="#">View</a> |
|     | <input type="checkbox"/> | 120003  | Outstanding Receipts   | Current Assets     | <input checked="" type="checkbox"/> | <a href="#">View</a> |
|     | <input type="checkbox"/> | 120004  | Outstanding Payments   | Current Assets     | <input checked="" type="checkbox"/> | <a href="#">View</a> |
|     | <input type="checkbox"/> | 121001  | Cash                   | Bank and Cash      | <input type="checkbox"/>            | <a href="#">View</a> |
|     | <input type="checkbox"/> | 124000  | Account Receivable     | Receivable         | <input checked="" type="checkbox"/> | <a href="#">View</a> |

# Draft invoices

The system generates invoice which are initially set to the Draft state. While these invoices remain unvalidated, they have no accounting impact within the system. There is nothing to stop users from creating their own draft invoices.

- Customers
- Invoices**
- Credit Notes
- Payments
- Follow-up Reports
- Products
- Customers

The screenshot shows an accounting software interface. On the left is a navigation menu with 'Invoices' highlighted in a red box. The main dashboard features a top navigation bar with 'Accounting', 'Dashboard', 'Customers', 'Vendors', 'Accounting', 'Charge Code', 'Reporting', and 'Configuration'. Below this is a search bar and a 'New' button. The dashboard is divided into four sections: 'Company Data' (with a 'Let's start!' button), 'Documents Layout' (with a 'Customize' button), 'Create Invoice' (with a 'First invoice sent!' notification), and 'Online Payments' (with an 'Activate Stripe' button). Below these sections is a table of invoices with columns for Number, Customer, Invoice Date, Due Date, Activities, Tax Excluded, Total, Total in Current, Payment, and Status.

| Number          | Customer  | Invoice Date | Due Date    | Activities | Tax Excluded | Total       | Total in Current | Payment     | Status |
|-----------------|---|--------------|-------------|------------|--------------|-------------|------------------|-------------|--------|
| INV/2024/002... | EXXONMOBIL EXPLORATION AND PRODUCTION MALAYSIA INC. | 12/31/2024   |             |            | RM 0.00      | RM 0.00     | RM 0.00          | Paid        | Posted |
| INV/2024/002... | PETRONAS CARIGALI SDN BHD                           | 12/31/2024   | Today       |            | RM 5,220.00  | RM 5,220.00 | RM 5,220.00      | Not Paid    | Posted |
| INV/2024/002... | PETRONAS CARIGALI SDN BHD                           | 12/31/2024   | Today       |            | RM 5,220.00  | RM 5,220.00 | RM 5,220.00      | Not Paid    | Posted |
| /               | #Created by: Administrator                          |              | 7 days ago  |            | RM 0.99      | RM 1.08     | ¥ 37             |             | Draft  |
| INV/2024/002... | COMPANY ASSOCIATION SDN BHD A, INVOICE              | 12/23/2024   |             |            | RM 2,469.46  | RM 2,469.46 | RM 2,469.46      | In Payme... | Posted |
| INV/2024/002... | COMPANY ASSOCIATION SDN BHD A, INVOICE              | 12/20/2024   | 11 days ago |            | RM 541.26    | RM 595.39   | RM 595.39        | Not Paid    | Posted |
| INV/2024/002... | PETRONAS CARIGALI SDN BHD                           | 12/20/2024   | 11 days ago |            | RM 2,550.10  | RM 2,550.10 | RM 2,550.10      | Not Paid    | Posted |

New Invoices Draft Invoice

Confirm Preview

Draft Posted

Customer Invoice

# Draft

Customer ?

Job ?

Sub Job ?

Project ?

Ref ?

CPO Number ?

Delivery Address ?

Invoice Date ?

Payment Reference ?

Due Date ? 12/31/2024 or Payment Terms

Journal ? Customer Invoices in MYR

Business Group ?

Business Unit ?

Product Brand ?

Charge Code ?

Approved by: ?

Invoice Lines Journal Items Other Info

| Status | Product | Label | Account | Analytic Dist... | Quantity | Category | UoM | Price | Taxes | Tax excl. |
|--------|---------|-------|---------|------------------|----------|----------|-----|-------|-------|-----------|
|--------|---------|-------|---------|------------------|----------|----------|-----|-------|-------|-----------|

New Accounting Dashboard / Invoices  
INV/2024/00280 (rrey) ⚙️

✍️ Sale Orders  
1

1 / 80 < >

Send & Print Register Payment Preview Credit Note Create elnvoice Reset to Draft Draft **Posted**

You have **outstanding credits** for this customer. You can allocate them to mark this invoice as paid.

Customer Invoice

# INV/2024/00280

Customer ? COMPANY ASSOCIATION SDN BHD A, INVOICE  
JALAN A, TAMAN B  
KAMPUNG C  
BANDAR D  
Bangkok  
Thailand

Job ? rere

Sub Job ? gre

Project ? COMPANY ASSOCIATION SDN BHD A / Malaysia

Ref ? rrey

CPO Number ? 1243564

Delivery Address ? COMPANY ASSOCIATION SDN BHD A, DELIVERY

Invoice Date ? 12/31/2024

Payment Reference ? INV/2024/00280

Due Date ? 12/31/2024

Journal ? Customer Invoices in MYR

Business Group ? Project

Business Unit ? Generator

Product Brand ? Ariel

Charge Code ? PJ-GE-30

Approved by: ? Haziq

# Print the Invoice

New Accounting Dashboard / Invoices  
INV/2024/00280 (rrey)

Sale Orders  
1

Send & Print Register Payment

You have outstanding credits

Customer Invoice  
**INV/2024/0**  
Customer ?  
COMP. JALAN A, TAMAN B



Print

Duplicate  
Delete

Generate a Payment Link  
Share  
Switch into invoice/credit note  
Debit Note

Invoices  
Invoices without Payment  
Timesheets



Invoice Date  
Payment Ref

# Send the invoice to customer

- After validating the customer invoice, you can directly send it to the customer via the 'Send by email' functionality.

The screenshot displays the 'Send' dialog box in an accounting software application. The dialog box is titled 'Send' and contains the following options and information:

- Download ?
- Email ?
- By Post ? ⓘ
- Recipients ?** Followers of the document and  
COMPANY ASSOCIATION SDN B... ✕
- Subject ?** EMERGING EPC SDN BHD Invoice (Ref INV/2024/00280)
- Dear INVOICE (COMPANY ASSOCIATION SDN BHD A),
- Here is your invoice **INV/2024/00280** (with reference: SO-2024-00462) amounting in **RM 1,295.34** from EMERGING EPC SDN BHD. Please remit payment at your earliest convenience.
- Please use the following communication for your payment: **INV/2024/00280**.
- Do not hesitate to contact us if you have any questions.
- 
- Haziq
- Attachments: INV\_2024\_00280.pdf ✓
- Use template ?** Invoice: Sending
- Send & Print** Cancel

The background interface shows the 'Accounting Dashboard' with a navigation menu (Accounting, Dashboard, Customers, Vendors, Accounting, Charge Code, Reporting, Configuration) and a sidebar with a 'Customer Invoice' section for 'INV/2024/00280'. The main content area displays 'You have outstanding credit' and a 'Draft' button next to a 'Posted' button.

# Invoices

In Odoo, an invoice is considered to be paid when the associated accounting entry has been reconciled with the payment entries. If there has not been a reconciliation, the invoice will remain in the Open state until you have entered the payment.

Accounting Dashboard / Invoices  
INV/2024/00275 (23GRT)

Sale Orders 1

6 / 80

Send & Print Preview Credit Note Draft Posted

### Customer Invoice

## INV/2024/00275

**IN PAYMENT**

|                    |  |                     |                          |
|--------------------|--|---------------------|--------------------------|
| Customer ?         | COMPANY ASSOCIATION SDN BHD A, INVOICE<br>JALAN A, TAMAN B<br>KAMPUNG C<br>BANDAR D<br>Bangkok<br>Thailand | Invoice Date ?      | 12/23/2024               |
| Job ?              | DVG  | Payment Reference ? | INV/2024/00275           |
| Sub Job ?          | STR456   | Due Date ?          | 12/23/2024               |
| Project ?          |  | Delivery Date ?     | 12/23/2024               |
| Ref ?              | 23GRT  | Journal ?           | Customer Invoices in MYR |
| LHDN Document ID ? | FPV7QSAPRSWXY6M0S39F3VFJ10   | Business Group ?    | Spare Part               |
| LHDN State ?       | Valid  | Business Unit ?     | Portable Air Compressor  |
| CPO Number ?       | 3453WE   | Product Brand ?     | Pall                     |
| Delivery Address ? | COMPANY ASSOCIATION SDN BHD A, DELIVERY  | Charge Code ?       | SP-PC-20                 |
|                    |  | Approved by: ?      | Haziq                    |

# Invoice > Invoice Lines

The product lines with its analytic distribution will look like as follows:

New Accounting Dashboard / Invoices  
INV/2024/00275 (23GRT)

Sale Orders  
1

Delivery Address ? COMPANY ASSOCIATION SDN BHD A, DELIVERY

Invoice Lines Journal Items Other Info

| Status                   | Product                   | Label   | Account             | Analytic Distribution  | Quantity | Category | UoM | Price  | Taxes | Tax excl. |
|--------------------------|---------------------------|---|---------------------|--|----------|----------|-----|--------|-------|-----------|
| <input type="checkbox"/> | [10-10-023241] KIT, ELEM  | P/N: 250042-862<br>KIT, ELEM<br>PLTD SEC<br>12/16<br>SERIES | 410000 Trade Income | Type / Trading<br>Business Group - Spar...<br>Business Unit - Portabl...<br>Product Brand - Pall | 5.00     |          | EA  | 157.94 |       | RM 789.70 |
| <input type="checkbox"/> | [10-10-023240] KIT, ELEM  | P/N: 02250109-321<br>KIT,<br>ELEM PLTD<br>SECONDARY         | 410000 Trade Income | Type / Trading<br>Business Group - Spar...<br>Business Unit - Portabl...<br>Product Brand - Pall | 2.00     |          | EA  | 484.88 |       | RM 969.76 |
| <input type="checkbox"/> | [10-10-023296] ELEMENT,   | P/N: 250025-525<br>ELEMENT,<br>FLUID<br>FILTER              | 410000 Trade Income | Type / Trading<br>Business Group - Spar...<br>Business Unit - Portabl...<br>Product Brand - Pall | 5.00     |          | EA  | 55.00  |       | RM 275.00 |
| <input type="checkbox"/> | [10-10-023287] KIT, MIN F | P/N: 88298003-  | 410000 Trade Income | Type / Trading<br>Business Group - Spar...   | 2.00     |          | EA  | 55.00  |       | RM 110.00 |

# Invoice > Journal Items

A typical journal entry generated from a payment will look like as follows:

Delivery Address? COMPANY ASSOCIATION SDN BHD A, DELIVERY

|               |               |            |
|---------------|---------------|------------|
| Invoice Lines | Journal Items | Other Info |
|---------------|---------------|------------|

| Account                   | Label   | Analytic Distribution   | Debit              | Credit             | Tax Grids |
|---------------------------|---|---|--------------------|--------------------|-----------|
| 410000 Trade Income       | P/N: 250042-862 KIT, ELEM PLTD SEC 12/16 SERIES           | Type / Trading Business Group - Spare Part Business Unit - Portable Air Com... Product Brand - Pall | RM 0.00            | RM 789.70          | Cut-Off   |
| 410000 Trade Income       | P/N: 02250109-321 KIT, ELEM PLTD SECONDARY                | Type / Trading Business Group - Spare Part Business Unit - Portable Air Com... Product Brand - Pall | RM 0.00            | RM 969.76          | Cut-Off   |
| 410000 Trade Income       | P/N: 250025-525 ELEMENT, FLUID FILTER                     | Type / Trading Business Group - Spare Part Business Unit - Portable Air Com... Product Brand - Pall | RM 0.00            | RM 275.00          | Cut-Off   |
| 410000 Trade Income       | P/N: 88298003-760 KIT, MIN PRESS & CHK                    | Type / Trading Business Group - Spare Part Business Unit - Portable Air Com... Product Brand - Pall | RM 0.00            | RM 110.00          | Cut-Off   |
| 410000 Trade Income       | P/N: 88292000-776 KIT, INLET VALVE, CYL(replace cylinder) | Type / Trading Business Group - Spare Part Business Unit - Portable Air Com... Product Brand - Pall | RM 0.00            | RM 325.00          | Cut-Off   |
| 124000 Account Receivable | INV/2024/00275  | Type / Trading Business Group - Spare Part  | RM 2,469.46        | RM 0.00            |           |
|                           |   |   | <b>RM 2,469.46</b> | <b>RM 2,469.46</b> |           |

# Invoice > Other Info

More detail info regarding this invoice

Accounting Dashboard / Invoices  
INV/2024/00275 (23GRT)

Sale Orders 1

6 / 80

Invoice Lines | Journal Items | Other Info

**INVOICE**

Customer Reference ? 23GRT

Salesperson ? H Haziq

Sales Team ? Sales

**Recipient Bank ?** 512147032109 - MAYBANK (untrusted)

Delivery Date ? 12/23/2024

**MARKETING**

Campaign ?

Medium ?

Source ?

**ACCOUNTING**

Incoterm ?

Incoterm Location ?

Fiscal Position ?

Inalterability Hash ?

Auto-

To Ch

Accounting Dashboard / Invoices  
INV/2024/00275 (23GRT)

Sale Orders 1

Business Group - Seor...  
Business Unit - Portabl...  
Product Brand - Pall

Notes:

- All cheques should be crossed and made payable to EMERGING EPC SDN BHD  
MIBB ACCOUNT NO : 5121-4803-2109 (BIM)  
BANK SWIFT CODE : MBEMMYKL  
INTEREST AT RATE OF 1.5% PER MONTH IS CHARGEABLE ON ALL OUTSTANDING SUMS AFTER ONE MONTH FROM THE DATE OF THIS INVOICE.
- Goods sold are neither returnable nor refundable.

Total: RM 2,469.46

Paid on 12/23/2024 RM 2,469.46

Amount Due: RM 0.00

Company's recipient bank  
The selected bank will update  
the term & condition(footer)  
of this invoice

# Customers > Payments

List of payment that have been created

Click "New" to create new payment

**New** Customer Payments

Customer Payments Search...

| <input type="checkbox"/> | Date       | Number        | Journal | Payment Method | Customer  | Amount in Currency | Amount      | Status |
|--------------------------|------------|---------------|---------|----------------|---|--------------------|-------------|--------|
| <input type="checkbox"/> | 12/24/2024 | PV-2024-00018 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A                                 | RM 500.00          | RM 500.00   | Posted |
| <input type="checkbox"/> | 12/24/2024 | PV-2024-00017 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A                                 | ¥ 2,500            | RM 72.52    | Posted |
| <input type="checkbox"/> | 12/23/2024 | PV-2024-00016 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A                                 | RM 3,000.00        | RM 3,000.00 | Posted |
| <input type="checkbox"/> | 12/20/2024 | PV-2024-00014 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A, PARTNER A                      | RM 95.39           | RM 95.39    | Posted |
| <input type="checkbox"/> | 12/20/2024 | PV-2024-00013 | Maybank | Manual         | PETRONAS CARIGALI SDN BHD                                     | RM 550.10          | RM 550.10   | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00010 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A, PARTNER A                      | RM 900.00          | RM 900.00   | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00009 | Maybank | Manual         | NPL TECHNICAL SERVICE JOINT STOCK COMPANY                     | \$ 824.60          | RM 3,683.09 | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00008 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A, PARTNER A                      | RM 500.00          | RM 500.00   | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00007 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A, PARTNER A                      | RM 1,700.00        | RM 1,700.00 | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00006 | Maybank | Manual         | COMPANY ASSOCIATION SDN BHD A, PARTNER A                      | RM 1,500.00        | RM 1,500.00 | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00004 | Maybank | Manual         | PETRONAS CARIGALI SDN BHD                                     | RM 900.00          | RM 900.00   | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00003 | Maybank | Manual         | THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD. | RM 153.10          | RM 153.10   | Posted |
| <input type="checkbox"/> | 12/18/2024 | PV-2024-00001 | Maybank | Manual         | THAI NIPPON STEEL ENGINEERING & CONSTRUCTION CORPORATION LTD. | RM 500.00          | RM 500.00   | Posted |

# Customers > Payments

Create new payment to your customer.  
Click "Confirm" to post the payment.

New Customer Payments  
Draft Payment

Journal Entry

Confirm

Draft Posted

## Draft

Internal Transfer?

Payment Type?  Send  Receive

Customer?

Amount? RM0.00 MYR

Date? 12/31/2024

Memo?

Analytic Distribution?

Journal? Maybank

Payment Method? Manual

Cheque No.?

Company Bank Account? 512147032109 - MAYBANK (untrusted)

Send message Log note Activities

Search Attachments 0 Follow

# Payment Follow up

- There's a growing trend of customers paying bills later and later. Therefore, collectors must make every effort to collect money and collect it faster.
- Odoo will help you define your follow-up strategy. To remind customers to pay their outstanding invoices, you can define different actions depending on how severely overdue the customer is. These actions are bundled into follow-up levels that are triggered when the due date of an invoice has passed a certain number of days. If there are other overdue invoices for the same customer, the actions of the most overdue invoice will be executed.
- By going to the customer record and diving into the "Overdue Payments" you will see the follow-up message and all overdue invoices.

Follow-up Reports

- Invoices
- Credit Notes
- Payments
- Follow-up Reports
- Products
- Customers

Overdue Invoices Search...

| Name                                       | Responsi... | Remind... | Follow-up Status      | Next remind... | Follow-up Le... | Total Due       | Total Overdue   | Activiti... |
|--|-------------|-----------|-----------------------|----------------|-----------------|-----------------|-----------------|-------------|
| PETRONAS CARIGALI SDN BH                   |             | Automatic | In need of action     |                | 15 Days         | RM 2,519,653.12 | RM 2,133,870.72 |             |
| EXXONMOBIL EXPLORATION /                   | YSIA INC.   | Automatic | In need of action     |                | 15 Days         | RM 235,963.05   | RM 226,058.05   |             |
| COMPANY ASSOCIATION SDN BHD A              |             | Automatic | With overdue invoices |                | 15 Days         | RM 8,193.37     | RM 6,898.03     |             |
| PTTEP SARAWAK OIL LIMITED                  |             | Automatic | In need of action     |                | 15 Days         | RM 432,688.20   | RM 432,688.20   |             |
| SARAWAK SHELL BERHAD                       |             | Automatic | In need of action     |                | 15 Days         | RM 106,643.84   | RM 16,099.04    |             |
| PRPC UTILITIES & FACILITIES SDN BHD        |             | Automatic | In need of action     |                | 15 Days         | RM 420,916.90   | RM 409,336.90   |             |
| JADESTONE ENERGY (MALAYSIA) PTE. LTD.      |             | Automatic | In need of action     |                | 15 Days         | RM 153,795.91   | RM 17,669.57    |             |
| MALAYSIA MARINE AND HEAVY ENGINEERING      |             | Automatic | In need of action     |                | 15 Days         | RM 200,726.00   | RM 142,346.00   |             |
| ON SEMICONDUCTOR MALAYSIA SDN BHD (ONSEMI) |             | Automatic | In need of action     |                | 15 Days         | RM 52,329.60    | RM 52,329.60    |             |
| SULTECH ENGINEERING SDN BHD                |             | Automatic | In need of action     |                | 15 Days         | RM 395,488.22   | RM 395,488.22   |             |
| TCIM SDN BHD                               |             | Automatic | In need of action     |                | 15 Days         | RM 35,580.10    | RM 35,580.10    |             |
| CRESCENT ENGINEERING (M) SDN BHD           |             | Automatic | In need of action     |                | 15 Days         | RM 106,888.00   | RM 106,888.00   |             |
| SEA HIBISCUS SDN BHD                       |             | Automatic | In need of action     |                | 15 Days         | RM 511,987.52   | RM 511,987.52   |             |

# Follow up setting

List of invoice under the customer

Follow-up Reports COMPANY ASSOCIATION SDN BHD A

Customer Invoices 8

Follow up Reconcile

15 Days

## COMPANY ASSOCIATION SDN BHD A

Reminders ?  Automatic  Manual

Next reminder ?

Responsible ?

| Date       | Reference      | Due Date    | Origin        | Expected Date | Exclude from Follow-ups  | Residual Amount |
|------------|----------------|-------------|---------------|---------------|--------------------------|-----------------|
| 12/19/2024 | INV/2024/00269 | 13 days ago | SO-2024-00444 |               | <input type="checkbox"/> | RM 2,110.70     |
| 12/18/2024 | INV/2024/00268 | 13 days ago | SO-2024-00444 |               | <input type="checkbox"/> | RM 2,110.70     |
| 12/18/2024 | INV/2024/00267 | 13 days ago | SO-2024-00444 |               | <input type="checkbox"/> | RM 2,110.70     |
| 12/18/2024 | INV/2024/00270 | 13 days ago | SO-2024-00445 |               | <input type="checkbox"/> | RM 900.00       |
| 12/18/2024 | INV/2024/00271 | 13 days ago |               |               | <input type="checkbox"/> | RM 86.80        |
| 12/18/2024 | INV/2024/00272 | 13 days ago |               |               | <input type="checkbox"/> | RM 86.80        |
| 12/20/2024 | INV/2024/00274 | 11 days ago | SO-2024-00453 |               | <input type="checkbox"/> | RM 595.39       |
|            | PV-2024-00016  | 8 days ago  |               |               | <input type="checkbox"/> | RM -530.54      |

WITH OVERDUE INVOICE

- Bills
- Refunds
- Payments
- Employee Expenses
- Bank Accounts
- Products
- Vendors

New Upload Bills ⚙️

Search...

| <input type="checkbox"/> | Number            | Vendor                              | Bill Date  | Due Date    | Ref | Activities | Tax Excluded | Total        | Total in Currency | Payment    | Status |  |
|--------------------------|-------------------|-------------------------------------|------------|-------------|-----|------------|--------------|--------------|-------------------|------------|--------|--|
| <input type="checkbox"/> | BILL/2025/01/0001 | 360 ENGINEERING CONSULTANCY SDN BHD | 01/11/2025 |             |     | 🕒          | RM -300.00   | RM -300.00   | RM -300.00        | In Payment | Posted |  |
| <input type="checkbox"/> | BILL/2024/12/0003 | HITACHI ASIA LTD                    | 12/25/2024 | 7 days ago  | HHH | 🕒          | RM -2,516.04 | RM -2,516.04 | RM -2,516.04      | Not Paid   | Posted |  |
| <input type="checkbox"/> | BILL/2024/12/0002 | 123 MAJUBINA SDN BHD                | 12/21/2024 |             |     | 🕒          | RM -3,558.00 | RM -3,558.00 | RM -3,558.00      | In Payment | Posted |  |
| <input type="checkbox"/> | BILL/2024/12/0001 | 360 ENGINEERING CONSULTANCY SDN BHD | 12/19/2024 |             |     | 🕒          | RM -179.00   | RM -179.00   | RM -179.00        | In Payment | Posted |  |
| <input type="checkbox"/> | /                 | TNB                                 |            | 13 days ago |     | 🕒          | RM 0.00      | RM 0.00      | RM 0.00           |            | Draft  |  |
|                          |                   |                                     |            |             |     |            | RM -6,553.04 | RM -6,553.04 |                   |            |        |  |

# Configuration > Invoicing > Payment term

Accounting Dashboard Customers Vendors Accounti

Create new payment term button

New Payment Terms ⚙️

Payment Terms

30 Days

Immediate Payment

15 Days

21 Days

45 Days

30 DAYS

End of Following Month

10 Days after End of Next Month

30% Now, Balance 60 Days

2/7 Net 30

C.B.D

14 DAYS

M - COD

Accounting Dashboard Customers Vendors Accounting Charge Code Reporting Configuration

New Payment Terms  
30 Days ⚙️

Haziq eepcTestServer

1 / 42 < >

Payment Terms ?

## 30 Days

Early Discount ?

DUE TERMS

| Due                        | After                      |
|----------------------------|----------------------------|
| 100.000000 Percent         | 30 Days after invoice date |
| <a href="#">Add a line</a> |                            |

PREVIEW

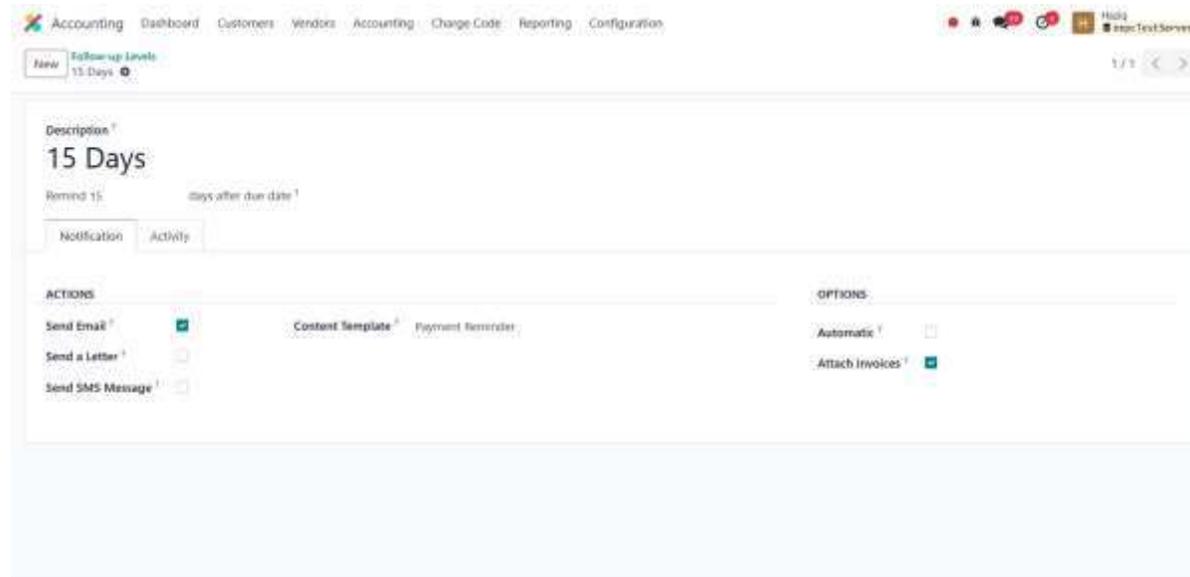
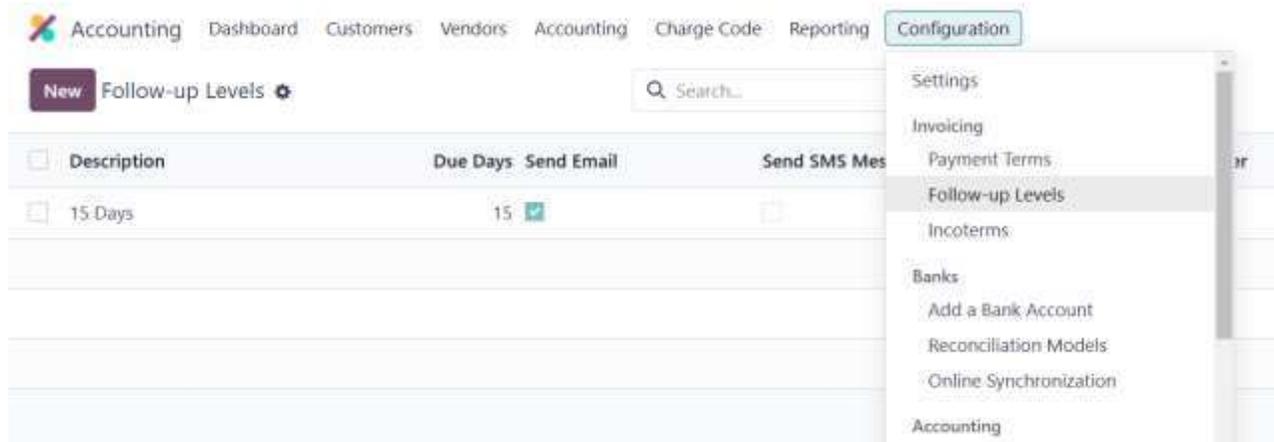
Example: RM 1,000.00 on 12/31/2024

Payment terms: 30 Days

1# Installment of RM 1,000.00 due on 01/30/2025

Show installment dates ?

# Generated new Follow-up Level Rules click by "New" button



# Generated new Journal & Bank Account

The screenshot shows the Accounting Dashboard with the Configuration menu open. The menu items are: Settings, Invoicing, Payment Terms, Follow-up Levels, Incoterms, Add a Bank Account (highlighted with a red box), Reconciliation Modes, Online Synchronization, Accounting, Chart of Accounts, Taxes, Journals, Currencies, Fiscal Positions, Journal Groups, Tax Groups, Tax Units, Account Tags, and Account Groups. The background dashboard shows Accounting Periods, Bank Accounts, Customer Invoices, and Vendor Bills.

The screenshot shows the 'Search for an institution' dialog box. It has a search bar with the placeholder text 'Search for an account or a bank institution...'. Below the search bar is a list of institutions with their logos and country codes. The institutions listed are: Maybank (MY), Bank Islam (MY), RHB (MY), BSN (MY), CIMB Bank (MY), PayPal (PPLXULL), Stripe, Wise (former Transferwise) (XO), Wise (XO), and Payoneer (XO). At the bottom of the dialog, there are 'Connect' and 'Cancel' buttons, and a checkbox labeled 'Record transactions manually' which is highlighted with a red box.

# Generated new Journal & Bank Account

The screenshot shows the 'Accounting Dashboard' with a navigation menu at the top (Accounting, Dashboard, Customers, Vendors, Accounting, Charge Code, Reporting, Configuration). The main area contains four cards: 'Accounting Periods', 'Bank Account', 'Taxes', and 'Chart of Accounts'. A modal window titled 'Create a Bank Account' is open, showing the following fields: 'Account Number?' with the value 'e.g BE15001559627230', 'Bank?' with 'e.g Bank of America', and 'Bank Identifier Code?' with 'e.g GEBABEBB'. There are 'Create' and 'Cancel' buttons at the bottom of the modal. A red box highlights the modal, and a red arrow points from the 'Create' button in the modal to a larger, more detailed view of the same modal below.

Fill in:

- Account Number
- Bank - Search More to create new Bank(need to fill the detail like the address and swift code)
- Bank Identifier code - Swift Code

Click the "Create" button

This is a detailed view of the 'Create a Bank Account' modal. It shows the following fields and values: 'Account Number?' with '512147032109', 'Bank?' with 'MAYBANK - MBBEMYKL', and 'Bank Identifier Code?' with 'MBBEMYKL'. At the bottom, there are 'Create' and 'Cancel' buttons, with the 'Create' button highlighted by a red box. A red arrow from the top modal points to this 'Create' button.

# Generated new Journal & Bank Account

Once user have create the bank account, there will be a new journal created and can be view on the Accounting's dashboard

The screenshot displays the Accounting Dashboard with a navigation menu at the top: Accounting, Dashboard, Customers, Vendors, Accounting, Charge Code, Reporting, and Configuration. The user is logged in as Haziq eepcTestServer. The dashboard features a search bar and a progress bar for setup steps: Accounting Periods (Configure), Bank Account (Step Completed!), Taxes (Review), and Chart of Accounts (Review).

Key financial metrics are shown in several widgets:

- Customer Invoices:** 4 Invoices to Validate (RM 1,094,422.87), 275 Unpaid Invoices (RM 10,455,567.56), and 234 Late Invoices (RM 9,496,843.07).
- Vendor Bills:** 1 Bills to Validate (RM 0.00), 1 Bills to Pay (RM 2,516.04), and 1 Late Bills (RM 2,516.04).
- Miscellaneous Operations:** Tax return for November 2024 (12/07/2024).
- Cash:** A line chart showing cash flow trends.
- Salaries:** A widget for recording new salary entries.

A red box highlights the newly created bank account entry:

| Account Name           | Transaction Type | Amount       |
|------------------------|------------------|--------------|
| 512147032109 - MAYBANK | Payments         | RM 10,017.20 |

# Generated new Journal & Bank Account

The screenshot displays a financial software interface. At the top, there are three main sections: 'View', 'New', and 'Reconciliation'. Under 'View', there are options for 'Transactions', 'Statements', and 'Payments'. Under 'New', there are options for 'New Transaction', 'Import File', 'Customer Payment', and 'Vendor Payment'. Under 'Reconciliation', there are options for 'Reconciliation Report'. Below these sections, there is a 'Customer Invoices' section with a 'New Invoice' button. A 'Due' date of '29 Dec - 4' is shown. A 'Remove from Favorites' button with a star icon is present. A 'Configuration' button is highlighted with a red box. A dropdown menu icon (three vertical dots) is also highlighted with a red box. Below the 'Configuration' button, there is a section for '512147032109 - MAYBANK' with a value of 'RM 10,017.20'. There are also options for 'New Transaction', 'Import File', and 'Payments'. A line graph is visible at the bottom of the interface.

Setting of this journal

User can do various action based on the journal by clicks on the dropdown menu icon

# Generated new Journal & Bank Account

Accounting Dashboard Customers Vendors Accounting Charge Code Reporting Configuration

New Accounting Dashboard 512147032109 - MAYBANK

Journal Entries

Journal Name ?

512147032109 - MAYBANK

Type ? Bank

Account Number for the journal

Journal Entries Incoming Payments Outgoing Payments Advanced Settings

## ACCOUNTING INFORMATION

Bank Account ? 120001 Bank  
Suspense Account ? 120002 Bank Suspense Account  
Profit Account ? 999001 Cash Difference Gain  
Loss Account ? 999002 Cash Difference Loss  
Dedicated Payment Sequence ?   
Short Code ? BNK1  
Currency ?

## BANK ACCOUNT NUMBER

Account Number ? 512147032109 - MAYBANK

Bank ? MAYBANK - MBBEMYKL

Bank Feeds ?  
 Undefined Yet  
 Manual (or import CAMT, CSV, OFX, XLS, XLSX)  
 Automated Bank Synchronization

The bank information

# Journal > Bank Account Number

 Accounting Dashboard Customers Vendors Accounting Charge Code Reporting Configuration

New

Accounting Dashboard / 512147032109 - MAYBANK

512147032109 - MAYBANK 

Account Number <sup>?</sup> 512147032109

Currency <sup>?</sup> MYR

Bank <sup>?</sup> MAYBANK - MBBEMYKL

Send Money <sup>?</sup>

Untrusted

Account Holder Name <sup>?</sup> EMERGING EPC SDN BHD

Account Holder <sup>?</sup> EMERGING EPC SDN BHD

Terms & Conditions for bank <sup>?</sup>

Notes:

1. All cheques should be crossed and made payable to EMERGING EPC SDN BHD

MBB ACCOUNT NO : 5121-4803-2109 (RM)

BANK SWIFT CODE : MBBEMYKL

INTEREST AT RATE OF 1.5% PER MONTH IS CHARGEABLE ON ALL OUTSTANDING SUMS AFTER ONE MONTH FROM THE DATE OF THIS INVOICE.

2. Goods sold are neither returnable nor refundable.

This term & Condition will appear once user choose the recipient bank on the customer invoice

# Charge Code

Sales Team or Finance Team

 Sales [Orders](#) [To Invoice](#) [Products](#) [Reporting](#) **Charge Code** [Configuration](#)

[New](#) Charge Code Categories 

| <input type="checkbox"/> | Name |
|--------------------------|------|
|--------------------------|------|

 Accounting [Dashboard](#) [Customers](#) [Vendors](#) [Accounting](#) **Charge Code** [Reporting](#) [Configuration](#)

[New](#) Charge Code Categories 

| <input type="checkbox"/> | Name | Code |
|--------------------------|------|------|
|--------------------------|------|------|

# Table of content

|    |  |   |
|----|--|---|
| 1. | Table of content-----                      | 2 |
| 2. | Charge Code Definition-----                | 3 |
| 3. | Charge Code Maintenance-----               | 4 |
| 4. | Charge Code Mandatory for Sales Order----- | 5 |

# Charge Code Definition

A Charge Code contains information on the Business Group, Business Unit, Product Brand.

E.g.

|                |                |
|----------------|----------------|
| Business Group | Man Power      |
| Business Unit  | Air Compressor |
| Product Brand  | SULLAIR        |
| Charge Code    | MP-AC-10       |

# Charge Code Maintenance

Sales > Charge Code

New Charge Code Categories ⚙️

🔍  Type X Search... ▼

| <input type="checkbox"/> Name                    | Code | Business Type  |  |
|--|------|----------------|---|
| ▼ Product Brand (15)                             |      |                |   |
| <input type="checkbox"/> SULLAIR                 | 10   | Product Brand  |   |
| <input type="checkbox"/> Pall                    | 20   | Product Brand  |   |
| ▼ Business Group (14)                            |      |                |   |
| <input type="checkbox"/> Project                 | PJ   | Business Group |   |
| <input type="checkbox"/> Man Power               | MP   | Business Group |   |
| <input type="checkbox"/> Spare Part              | SP   | Business Group |   |
| ▼ Business Unit (22)                             |      |                |   |
| <input type="checkbox"/> Air Compressor          | AC   | Business Unit  |   |
| <input type="checkbox"/> Portable Air Compressor | PC   | Business Unit  |   |
| <input type="checkbox"/> Filter                  | FR   | Business Unit  |   |
| <input type="checkbox"/> Air Dryer               | AD   | Business Unit  |   |

# Charge Code: Mandatory for Sales Order

CRM Sales Reporting Configuration Inquiry Report

Pipeline / PARTNER A's opportunity  
QT-2024-00543

Item Request 0 Revisions 0

Send by Email Send PRO-FORMA Invoice Convert Currency Confirm Cancel Draft Quotation Sales Order Revised

## QT-2024-00543

|                  |   |                  |                             |
|------------------|---|------------------|-----------------------------|
| Customer         | COMPANY ASSOCIATION SDN BHD A, PARTNER<br>JALAN A, TAMAN B<br>KAMPUNG C<br>BANDAR D KUL 55100<br>Malaysia | Expiration       | 01/19/2025                  |
| Job ?            | SS10  | Quotation Date ? | 12/20/2024 08:14:55         |
| Sub Job ?        | SJ23  | Pricelist ?      | Default MYR pricelist (MYR) |
| Ref ?            | SO/12/U1  | Payment Terms    |                             |
| Project Code ?   |   | Business Group   | Man Power                   |
| Doc No ?         |   | Business Unit    | Air Compressor              |
| CPO Number       |   | Product Brand    | SULLAIR                     |
| Proposal Type ?  |   | Charge Code      | MP-AC-10                    |
| Invoice Address  | COMPANY ASSOCIATION SDN BHD A, INVOICE  | Cover Page       | Upload your file            |
| Delivery Address | COMPANY ASSOCIATION SDN BHD A, DELIVERY   | Lead Type ?      | Trading                     |