Synergy - Glossary: Accounting

Plain meanings of the accounting words you see in Synergy Acc2026: debtors and creditors, the general ledger, the cash book, SST and e-invoice (MyInvois). Each entry points to the guide that explains it.

Before you start

- Screen names are shown in English, as they appear in the program.

Steps

1. Debtor

A customer who owes you money. Each debtor has a Debtor Code, a name, an Account Group, a Credit Term and a Currency. See: Synergy Acc2026 - Debtors and Creditors: Set Up a Record, Account Groups and Billing Information

2. Creditor

A supplier you owe money to. A creditor is set up in the same way as a debtor. See: Synergy Acc2026 - Debtors and Creditors: Set Up a Record, Account Groups and Billing Information

3. Account Group

The group a debtor, creditor or ledger account belongs to. On a debtor or creditor you may link a Control Account from the general ledger. In the chart of accounts the group is the heading and the account codes are the lines under it. See: Synergy Acc2026 - Debtors and Creditors: Set Up a Record, Account Groups and Billing Information

4. Credit Term / Credit Limit

The Credit Term (with its Credit Period) says how long a debtor has to pay. The Credit Limit is the most they may owe. When the limit is exceeded a warning pops up, but it can be overridden, so it is not a hard block. See: Synergy Acc2026 - Debtor Aging and Credit Control

5. Aging

A report that sorts what a debtor owes by how old each invoice is, measured against a Compare Date. You choose Day or Month and set the age columns, for example 0-15, 16-30 and so on. See: Synergy Acc2026 - Debtor Aging and Credit Control

6. Open Credit

An amount not yet applied to any invoice, such as an advance bank receipt, an overpayment or a credit note. It is often shown in yellow in the ledger. See: Synergy Acc2026 - Credit Notes and Debit Notes

7. Apply / Knock off

Matching a payment, receipt, credit note or debit note against an invoice so the invoice is cleared. After posting a credit note or debit note you still do this second step with Apply Open Credit. See: Synergy Acc2026 - Credit Notes and Debit Notes

8. Reverse Apply

Undoes an earlier match between a payment or receipt and an invoice, so that the invoice can be corrected. Tick only the lines you need to reverse. See: Synergy Acc2026 - Unposting and Correcting Posted Documents

9. Credit Note

A document that reduces what a customer owes, for example a discount or a return (Credit Note / Return Inwards). Posting it does not clear an invoice by itself; you must then apply it. See: Synergy Acc2026 - Credit Notes and Debit Notes

10. Debit Note

A document that increases an amount owed, for example when a supplier raises the price after the invoice (Supplier's Debit Note). It is posted and then applied in the same way as a credit note. See: Synergy Acc2026 - Credit Notes and Debit Notes

11. Bank Receipt

The screen where all money received is keyed in. You choose who it is from, the bank and payment mode, the amount, and click Apply to knock it off the invoice. See: Synergy Acc2026 - Receiving a Customer's Payment

12. Bank Payment

The screen where money paid out of the bank is keyed in. To pay a supplier invoice you choose the creditor in Pay To, enter the Bank Amount and apply the invoice. See: Synergy Acc2026 - Petty Cash, Bank Payments and Money Received

13. Official Receipt

The printed receipt that lists the invoices a payment was applied to. It is your record when there is no other document, for example for a contra or a refunded deposit. See: Synergy Acc2026 - Contra a Debtor Against a Creditor

14. Contra

Offsetting what a customer owes you against what you owe the same party as a supplier. Synergy Acc2026 has no separate contra feature or contra note: you make a payment and knock off both documents. See: Synergy Acc2026 - Contra a Debtor Against a Creditor

15. PDC (Post-Dated Cheque)

A cheque dated for a later day. In Post Dated Cheque Submission each PDC you submit becomes an official receipt with the status you choose. See: Synergy Acc2026 - Cash Book: Batch Posting, Post-Dated Cheques and Applied Documents

16. Posted / On-Hold

Posted means a document has been recorded in the accounts and is read-only. A posted bank entry set to On-Hold can be edited; do not leave it On-Hold, because its accounting entries and knock-off are removed meanwhile. See: Synergy Acc2026 - Unposting and Correcting Posted Documents

17. Journal

A general ledger entry with one line per account, each with a debit or a credit amount. Total debit must equal total credit before you save. Money coming in goes through Bank Receipt; the Journal is only for account adjustments. See: Synergy Acc2026 - Journals and Accounting Adjustments

18. GL (General Ledger)

The part of the program that holds your chart of accounts, journals, financial years and the lock date. Its System Settings include the Integration tab where the lock date is set. See: Synergy Acc2026 - General Ledger: Lock Date, Report Headings, Group Consolidation and Financial Period

19. Chart of Accounts

The list of all your ledger accounts. It has only an Account Group (the heading) and an Account Code (the line); there are no sub-accounts under a code. Choose the standard group where you want the account to appear in the P&L. See: Synergy Acc2026 - Chart of Accounts: Add, Change and Organise Accounts

20. Department

A code used to split reports by department or branch. Make one department code for each branch if you want reports by branch; set the department codes up before you use them on accounts. See: Synergy Acc2026 - Chart of Accounts: Add, Change and Organise Accounts

21. Financial Year / Fiscal Year

The accounting year, made of financial periods. When you create a new year you set the Fiscal Year, the Starting Date and the Total Periods; the period count cannot be changed after saving. See: Synergy Acc2026 - Year-End and New Financial Year

22. Retained Earnings

The profit kept in the business from earlier years. It carries forward automatically at year end, you do not post to it, and its category cannot be changed. See: Synergy Acc2026 - Opening Balances and Retained Earnings

23. Opening Balance

The balance an account starts with when you begin using the program part-way through a year. Each one is keyed in as a journal line, including the bank balance. See: Synergy Acc2026 - Opening Balances and Retained Earnings

24. Trial Balance

A report listing the balance of every account for a period. Choose Type 2 with the 1st period set to last year's closing to see last year's balance. See: Synergy Acc2026 - P&L, Balance Sheet and Trial Balance: Finding Them and Checking Them

25. Lock Date

A date, set under Lock Transaction on the Integration tab of the General Ledger System Settings, that blocks entries dated on or before it. Only an administrator or a user with access to those settings can continue past it. See: Synergy Acc2026 - General Ledger: Lock Date, Report Headings, Group Consolidation and Financial Period

26. Bank Reconciliation

Matching your bank account in the program against your bank statement. You enter the Statement Balance and dates, tick the lines on the statement, and can post only when Reconciled Bal. equals Statement Balance. See: Synergy Acc2026 - Bank Reconciliation and Why You Cannot Post

27. Statement of Account

A statement sent to a debtor showing their invoices, payments and balance for a date range. Tick Show B/F details to include brought-forward amounts. See: Synergy Acc2026 - Statement of Account: Printing and Wrong Balances

28. Foreign Currency / Exchange Rate

A currency other than your own, set up under Foreign Currency. Its rates for each date are typed in Exchange Update or fetched with Fetch Rates from Bank Negara. See: Synergy Acc2026 - Foreign Currencies and Exchange Rates

29. Currency Revaluation

Revaluing foreign-currency transactions at the exchange rate of a chosen date. Revaluation can be reversed afterwards in Currency Revaluation (Reverse). See: Synergy Acc2026 - Debtors and Creditors: Currency Revaluation, Reversal and Transaction Purging

30. Depreciation

The yearly or monthly cost of a fixed asset using its life. The Depreciation Type is straight line (down to zero) or reducing balance (down to the salvage value). Net Book Value is the purchase price less accumulated depreciation. See: Synergy Acc2026 - Fixed Assets: Register, Post Depreciation and Record a Disposal

31. SST

Sales and Service Tax. Items carry SST through the S. Tax Group (for example SR); the SST No. is kept in Company Information, and two stars (**) beside an amount on a printed invoice mean the item is subject to SST. See: Synergy Acc2026 - SST: Setting Up and Showing Tax on Documents

32. SST Submission

The monthly SST record in the program. You list the period, print the list to enter the figures on the online SST portal, and only after submitting online click Post. See: Synergy Acc2026 - SST: Monthly Submission and Transition Debit Note

33. MyInvois / E-Invoice

LHDN's electronic invoice system. In Synergy you post your sales documents in Step 1 - Posting and send them to LHDN in Step 2 - Submit To LHDN. See: Synergy Acc2026 - Submitting E-Invoices (Step 1 and Step 2)

34. Valid / Submitted / Invalid

The status of an e-invoice. Submitted only means it was sent; Valid means it was accepted; Invalid means it was refused and the Validation Message tells you why. See: Synergy Acc2026 - Submitting E-Invoices (Step 1 and Step 2)

35. Requested E-Invoice

An e-invoice a customer asks for. It is submitted within the same month and its buyer details must be filled in (Request MyInvois). Bills over RM10,000 must be issued as a requested e-invoice. See: Synergy Acc2026 - A Customer Asks for an E-Invoice

36. Consolidated E-Invoice

One monthly e-invoice that covers sales for which no individual e-invoice was requested. It is posted and submitted in the first 7 days of the following month. See: Synergy Acc2026 - Monthly Consolidated E-Invoice

37. Self-Billed E-Invoice

An e-invoice you issue yourself when you buy from a supplier who does not issue one, such as an overseas seller or an individual. Tick Self-Billed E-Invoice on the Invoice Received; self-billed documents are not consolidated. See: Synergy Acc2026 - Self-Billed E-Invoice for Suppliers

38. TIN

Tax Identification Number, shown as Tax Id No. (TIN). Each buyer needs one for an e-invoice; an individual's personal TIN starts with IG. For self-billing it is the supplier's TIN, not yours. See: Synergy Acc2026 - A Customer Asks for an E-Invoice

39. BRN

Business registration number of the buyer. For an individual use the NRIC; if the buyer has none, enter NA. See: Synergy Acc2026 - A Customer Asks for an E-Invoice

40. 72 hours (cancel or correct)

The tax authority allows you to cancel an e-invoice within 72 hours of submitting, then correct it and submit again. After 72 hours it cannot be cancelled or edited, so you correct it with a Credit/Refund Note. See: Synergy Acc2026 - Changing or Cancelling an E-Invoice

Tips

- Look up the word exactly as it appears on the screen, then open the guide named after See: for the steps.
- If a word is not listed here, search the guide titles for it or ask Synergy support.

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