Invoice90 Help File

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HOW TO RAISE AN INVOICE

This section will explain the steps necessary to raise a new invoice and print the invoice.

1) Click the button labeled NEW.

2) You must have a valid customer account number to assign against the invoice.

■ Click the button labeled ACCs to display the customer database editor.

■ Enter a unique 10 character code and press Return. (This will be know as the Account Number.)

■ Enter all other required details.

■ To save the new customer account Click on the button labeled SAVE.

■ To exit the customer database click on the button labeled CANCEL.

3) Enter the Customers Account Number in the box labeled Account No.

4) Enter the other details required on the Invoice.

5) To save the Invoice simply click the button labeled SAVE.

6) To print the invoice simply click the button labeled PRINT, select the number of copies and click the button labeled OK.

7) You should now have a copy of you invoice on paper and file.

NEW INVOICE

A new invoice will be generated only if the current invoice has been saved. To activate a new Invoice click the button labeled NEW (as above).

■ This will cause the invoice number to increase by 1
■ This will cause the invoice on screen to be cleared

The new invoice will not be saved unless you click the SAVE button or select Save Invoice from the File menu

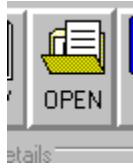KEY SHORTCUT   = Ctrl + N

SAVE INVOICE

To save an invoice click the button labeled SAVE or select Save Invoice from the File menu

■ The Invoice will not be saved unless an Account No has been correctly entered.
■ If the Invoice already exists on file (ie. has been saved before) you will be prompted to confirm your SAVE request.

KEY SHORTCUT   = Ctrl + S

LOADING/OPEN EXISTING INVOICE

To load an existing invoice click the button labeled OPEN or select Open existing Invoice from the File menu.

■ If the current invoice has not been saved, you will be prompted as to whether you wish to save the invoice.

KEY SHORTCUT   = Ctrl + L

PRINTING INVOICES

To Print an Invoice click the button labeled PRINT or select Print Invoice from the File menu.

1) Enter the number of copies you require

2)Click the OK button to print, Click the CANCEL button to abort

KEY SHORTCUT   = Ctrl + P

CREATING CUSTOMER ACCOUNTS

All Invoices must be assigned a customer account number. If the customer does not exist it will be necessary to create new customer.

1) Click the button labeled ACCs or select Customer Accounts from the Database menu. A second window will be displayed allowing you to amend the customer database.

2) Enter a unique customer account number in the box labeled Account No.

3) Enter company name and address.

4) Click on the button labeled SAVE to save the details.

5) Click on the button labeled CANCEL to exit the customer database.

More information on the Customer Database Editor

CUSTOMER DATABASE OPTIONS

Every invoice within the system must have a customer account number. Every customer account number within the system must be unique to the customer.

This function is used to create and edit customer accounts. Click the button labeled ACCs or select Customer Accounts from the Database menu, a second window will appear allowing you to amend the customer database.

PREV previous record
Click this button to move to the previous record in the customer database.

NEW new customer
Click this button to clear the customer entry screen, if the current account has not been saved then you will be prompted to save.

LOAD load existing customer
Click this button to load an existing customer. You will be required to enter a valid account number and click the OK button to load.

SAVE
Click this button to save the account details to the customer database. If the account already exists you will be asked if you wish to continue.

PRINT

Click this button to print the customer details.

DEL delete customer
Click this button to remove the customer from the database, you will be asked to confirm your deletion.

Cancel
Click this button to exit from the customer account database editor.

NEXT next record
Click this button to move to the next customer in the database.

INVOICE PAYMENTS

This function is used to make payments against a customers outstanding account. Payments are recorded against every individual invoice.

1) Click the button labeled £PAY or select Payments from the Database menu.

2) Enter the Account No of the customer your payment is from and click OK.

3) Enter the cheque number followed by the cheque value.

4) Enter the payment(s) value against the corrosponding Invoice(s).

5) Click the button labeled SAVE to save the details.

6) You will be returned to the main invoice screen

■ Invoice90 will check to ensure that the amount of money received = amount allocated.

Obtaining Technical Support from Micro90

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CALCULATOR

To display the calculator on screen click on the button labeled CALC or select Calculator... from the Edit menu.
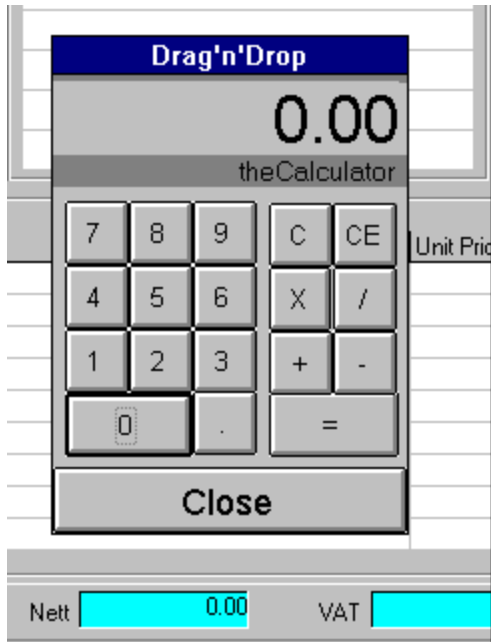
■ The Calculator works much like any other calculator.

■ Click the Close button when you have finished with the calculator.

■ You may use Drag and Drop methods on the calculator display, simple click and hold the mouse button down on the display and drag the mouse pointer to the position on the invoice you wish the figure to be inserted and release the mouse button.

VAT% RATE DETAILS

To change or setup the standard VAT rate on the system select Edit User Details... from the Database menu

■ A window will appear with the user details setup on the system. The box labeled std VAT % contains the standard vat rate.

■ Click the OK button to save the details.

■ Click the Cancel button to disregard any changes made.

EDITING USER DETAILS

To change or setup the user details on the system select Edit User Details... from the Database menu.

◼ A window will appear with the user details setup on the system.

Text Description	Example	Comment
Company Name..........	....	+ Printed on invoice
Address 1.....................	....	....
Address 2.....................	....	....
Address 3....................	....	....
Address 4....................	....	....
Tel.......................... ...	....	....
Fax.......................... ...	....	....
Company Reg No.........	389 2832 1234	....
Company VAT No.........	123 1234 12	....
Name 1.......................	partner/director name 1	+ Used to display names of
Name 2.......................	partner/director name 2	partners or directors
Name Desc..................	Partners / Directors	+ Description of names 1 + 2
Comments 1................	....	+ Printed on bottom of
Comments 2................	....	invoice
std VAT rate %.............	17.50.........................	+ standard VAT rate
TAX/VAT desc	VAT%	+ characters used on screen/printer
Currency Char	$	+ character used on screen/printer

◼ Click on the OK button to save the details.

◼ Click on the Cancel button to disregard any changes made.

EDITING BANK DETAILS

If you wish to include your bank details on the invoices. Enter you bank details using this function.

To change or setup the you bank details on the system select Edit Bank Details... from the Database menu.

■ A window will appear with your bank details setup on the system.

__Text Description__	__Example__	__Comment__
Bank Name.................	....	....
Address 1.....................	....	....
Address 2....................	....	....
Address 3....................	....	....
Address 4....................	....	....
Sort Code....................	Sort Code : 10-10-10.....	Your Banks sort code (prefix)
Account No..................	Account No : 436346445	Your Account No. (prefix)

 ((prefix) you must allow for a description of the following number eg. Account No :   )

■ Click the OK button to save the details.

■ Click the Cancel button to disregard any changes made.

TEXT DRAG AND DROP

To use the Text insert feature on the invoice click on the button labeled TEXT or select Text Drag and Drop from the Databases menu.

■ The feature enables you to insert preset lines of text into you invoice very fast . Simply click and hold the button down on the text line you wish to insert (Yellow Background), drag the mouse pointer to the point on the invoice you wish to insert the text into and release the mouse button.

■ To amend the details on the TEXT feature simple click on the required line and enter the new text. Details are automatically saved on exit.

■ Always click the Close button when you have finished.

EDITING INVOICE NUMBER

To alter the next invoice number select Edit Invoice No... from the Databases menu.

◼ Never set the number lower that the last invoice issues !

◼ Never set the number higher that 30000.

◼ Click OK to set the invoice number.

YEAR END

Run this option when your tax year in Ends. It wipes old data and compacts the database.

■ It will wipe all paid invoices from system.

■ It will wipe all records of payments.

■ It will Compact the database after all deletions.

■ MAKE SURE YOU TAKE BACKUPS !!!!

REPAIRING DATABASE FILES

To repair the main database select Repair Database.. from the Databases menu.

■ The system will prompt you to continue, warning that the main database file will need to be closed. Select Cancel to exit this feature.

■ Repairing the database could take upto 5 minutes depending on database size.

LIST CUSTOMERS REPORT

Select List Customer database... from the <u>R</u>eports menu. This will display a box with various criteria setting.

■ Press RETURN to accept the user default option from the blue box, otherwise enter the criteria manually.

■ Click on the OK button to compile the report.

<u>CRITERIA LIST</u>

START CUSTOMER ACCOUNT NO
END CUSTOMER ACCOUNT NO

_____

When the report has complied a report viewing screen will be displayed. Use the sliding bar to view the report.

■ Click on the button labeled <u>P</u>rint to print the report.

■ Click on the button lableled <u>S</u>etup to change the printer setup.

■ Click on the button labeled <u>C</u>ancel to exit the report viewer.

LIST SALES INVOICES REPORT

Select List Sales Invoices... from the <u>R</u>eports menu, this will display a box with various criteria setting.

■ Press RETURN to accept the user default option from the blue box, otherwise enter the criteria manually.

■ Click on the OK button to compile the report .

<u>CRITERIA LIST</u>

START INVOICE NO
END INVOICE NO

_____

When the report has complied a report viewing screen will be displayed. Use the sliding bar to view the report.

■ Click on the button labeled <u>P</u>rint to print the report.

■ Click on the button lableled <u>S</u>etup to change the printer setup.

■ Click on the button labeled <u>C</u>ancel to exit the report viewer.

LIST CHEQUES RECEIVED REPORT

Select List Cheques Received... from the <u>R</u>eports menu, this will display a box with various criteria setting.

■ Press RETURN to accept the user default option from the blue box , otherwise enter the criteria manually

■ Click on the OK button to compile the report .

<u>CRITERIA LIST</u>

START DATE
END DATE

_____

When the report has complied a report viewing screen will be displayed. Use the sliding bar to view the report.

■ Click on the button labeled <u>P</u>rint to print the report.

■ Click on the button lableled <u>S</u>etup to change the printer setup.

■ Click on the button labeled <u>C</u>ancel to exit the report viewer.

LIST OUTSTANDING INVOICES REPORT

Select List Outstanding Invoices... from the <u>R</u>eports menu, this will display a box with various criteria setting.

■ Press RETURN to accept the user default option from the blue box, otherwise enter the criteria manually.

■ Click on the OK button to compile the report .

<u>CRITERIA LIST</u>

START CUSTOMER ACCOUNT NO
END CUSTOMER ACCOUNT NO
START INVOICE DATE
END INVOICE DATE

———————————————————

When the report has complied a report viewing screen will be displayed. Use the sliding bar to view the report.

■ Click on the button labeled <u>P</u>rint to print the report.

■ Click on the button lableled <u>S</u>etup to change the printer setup.

■ Click on the button labeled <u>C</u>ancel to exit the report viewer.

Kãtnote K Print Statements;PRINT**PRINT STATEMENTS**

Select Print Statements… from the <u>R</u>eports menu,   this will display a box with various criteria setting.

■ Press RETURN to accept the user default option from the blue box, otherwise enter the criteria manually.

■ Click on the OK button to compile and print the statements.

EXITING INVOICE90

Click on the button labeled EXIT or select E<u>x</u>it from the <u>F</u>ile menu

■ Invoice90 will check to ensure the current invoice has been saved, If not you will prompt to confirm you wish to exit.

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1st January 1995

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1st July 1995

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To Order simply print this form, fill in the details and send with payment to the address below.

COST = Pounds Sterling   £24.99 (+ £1.50 P&P)   + VAT. Total = £31.13 (Made payable to Micro90).   (Micro90 reserve the right to change this price without notification)

More details on Payments

_____

Name   _____
Company   _____
Address   _____
              _____
              _____
              _____
              _____
Country   _____
Email   _____
Tel   _____
Fax   _____
Line of   business   _____ VAT No. _____

■ The latest version of Invoice90 for Windows will be despatched within 21 day of receipt of order/payment.
■ Your details will be stored by Micro90 to be used to inform you of Micro90 products. Please tick here _____ if you do not wish your details to be disclosed to a third party.

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BH15 4AD
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Payment

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If you live within the UK, simply provide a cheque or postal order made payable to Micro90.

■ All Payments must be made in Pounds Sterling

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