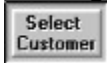




## RSQ 4.2 - Invoice Features

With the Release of RSQ(TM) 4.2 you have the ability to create and maintain invoices. There is also a section to review all of your invoices, that shows you how much has been sold, collected, and how much is due to you. Listed below the features of the invoice section of RSQ(TM).

### Starting a New Invoice



### Selecting the Customer



### **Invoice Toolbar Features**

Adding or Editing a Customer Record From Within the Invoice Worksheet

Accessing the Parts Databases From Within the Invoice Worksheet

Accessing Invoice/Sales Reports From Within the Invoice Worksheet

Saving an Invoice

Retrieving a Saved Invoice

Deleting an Invoice

Selecting & Removing Parts

Editing the Part Description

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Pulling a Saved Quote Into an Invoice

Printing an Invoice

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## Selecting the Customer



Click on this button to select or change the current customer for this invoice. When you click on this button, a customer list will appear. You can then select a new customer for the invoice. The search field will allow you to enter search criteria. For example entering S will bring up all the customers starting with the letter S. Then if you type E, only customers starting with SE will appear. You can continue to narrow your search. To bring them all back up, simply backspace over the letters you have input to the search field.

## **Adding or Editing a Customer Record From Within the Invoice Worksheet**

**RSQ allows you to add a customer, or edit a customers record while you are in the invoice itself. To pull up the Customer Database from the invoice form, click on the icon for the customer database, and you will have full access to all customer records. Youre now free to add or edit a customer record. When you are done, exit as you normaly would, and youll be back in the invoice worksheet.**

## **Accessing the Parts Databases From Within the Invoice Worksheet**

**With RSQ you have the ability to access the part databases from within the invoice worksheet. To pull up the part databases, click on the icon for Parts, and you will have full control over your parts. You can now add or edit a part. When you are done, simply save your changes and exit as you normally would. You will be back in the invoice worksheet, and ready to continue your work.**

## **Accessing Invoice/Sales Reports From Within the Invoice Worksheet**

**With RSQ you also have the ability to access the Invoice/Sales Reports from within the invoice worksheet. To pull up the Invoice/Sales Reports, click on the icon for Invoice/Sales Reports. You can then view your invoice overview. When you are done, just exit, and you'll be back in the invoice worksheet and ready to continue your work.**

## Starting a New Invoice

There are two ways to start a new invoice. The first way to start an invoice is to enter the invoice section of RSQ(TM). When you enter the invoice section, you will be presented with a dialog box asking you weather you want to start a new invoice. If you select Yes, you will automatically be starting a new invoice and prompted to select a customer. The second way is to select New Invoice from the Invoice menu. Again, you will be prompted to select a customer. When starting a new invoice, RSQ(TM) will automatically use the next invoice number available.

Invoices will automatically get saved when you exit. For more information see the section on save an invoice.

## **Saving an Invoice**

To save an invoice, select Invoice, from the invoice menu, then select Save Invoice. The invoice you have built up will automatically be saved, and can be retrieved at any time. To retrieve an invoice, see the section on [Retrieving an Invoice](#).

## **Retrieving a Saved Invoice**

To retrieve an invoice, you must first be in the invoice section of RSQ(TM). There are two ways you can retrieve an invoice.

The first way to retrieve an invoice, is at the time that you enter into the invoice section of RSQ(TM). You are prompted with a dialog box asking you if you would like to start a new invoice. If you select NO, then a listbox will appear with a list of saved invoice numbers. Select the invoice number of the invoice you would like to retrieve, and it will be pulled up.

The second way to retrieve an invoice is to select Invoice from the invoice menu, then select Retrieve Invoice. you will be prompted the list box that contains a list of invoice numbers to the saved invoices. Select an invoice number, and you are ready to edit, change amount paid, print, or simply view.



## **Deleting an Invoice**

**Deleting an invoice should only be done after you have printed a hardcopy of the invoice for storage, in the case you need the invoice for warranty information or any other reason.**

**To delete an invoice, you need to be in the invoice section of RSQ(TM). From the invoice menu, select Invoices, and then select Delete Invoice. A dialog box will appear with a list of invoices you have saved. Click on the invoice number you wish to delete, and the invoice will be gone forever.**

**You may want to first retrieve the invoice to make sure it is the invoice you want to delete. You also may want to backup the invoices with BackPak(TM) before you remove them forever.**

## **Pulling a Saved Quote into an Invoice**

**Before you can pull a saved quote into the invoice section, you must first have saved a quote in one of the worksheets. If you have not done this, there will be no saved quotes to retrieve.**

**To pull a saved quote into the invoice section, select Quotes from the invoice menu, and then select Use a saved Quote. You will be presented with a drive, directory, and quote name box. Remember that RSQ(TM) saves its quotes to the C:\RSQ42\QUOTES\ directory. Click on one of the saved quote names, and it will be pulled into the invoice you are currently working on. The subtotal, tax, parts total, service total, and total quote amount will automatically calculated. You can now edit, print, or save the invoice.**

## **Printing an Invoice**

You may print an invoice to either a file, or to the printer. To do this, you can either click on the button titled Print Invoice, or you can select printing from the invoice menu, then select Print Invoice.

The Print Dialog box will popup, with its setting set to printer. You can change this to file if you would like to print to a file.

## **Printing to a File**

If you want to print the invoice to a file, then click on the option for File in the upper left corner of the Print box. Select the drive and directory you want the printed file to be. Then select a filename you would like your invoice printed to. Once you have done this, select OK, and the invoice will be printed to that filename in the path you specified.

## **Printing to the Printer**

If you want to print the invoice to the printer, then click on the option for Printer in the upper left corner of the Print box. Your Invoice will be printed to a print window, where you can preview it before it gets printed. To send the invoice to your printer or fax, click on the printer inside the print window. You then tell RSQ how many copies you would like to print.

## Printer Setup



The printer setup option in the invoice section of RSQ(TM), will pull up Windows Print Manager. This will allow you to change you default printer, and change its settings. If you have a fax software with a printer driver, you can select that to have you invoice printed to a fax print capture.

## Invoice / Sales Report Features



This feature can be accessed from the main menu by either clicking on the icon above, with the report on it, or by selecting Reports from the main menu.

The Invoice / Sales Report will show you all of the saved invoices on a scrolling grid. It will list the invoice number, customer name, and give you the totals for each invoice on the trailing end of the column. Along with that information, you can look to the bottom of the screen, and see the total amount of sales, the total amount collected, the total amount that's still due, and the total amount of sales tax collected. This is very useful in keeping track of what you will owe the state for sales tax.

**We have added another powerful feature to RSQ 4.2. You can now view and edit and invoice that's in the report. If you want to pull up one of the invoices on the grid, simply click on it, and the Invoice Worksheet will be launched with that invoice in it.**

You can view all records or only specific records that mean certain criteria. Below are the different methods you have available for selecting which invoice to view.



-Show all Invoice For A Specific Customer



-Show All Existing Invoices



-Show All Invoices With Amount Due Greater Than \$0.00



-Show Only Invoices From a Specified Date To a Specified Date

Below is an explanation of the other Icons in the Invoice/Sales Report Worksheet.



-Print Invoice/Sales Report for Selected Invoices



-Get Help on Invoice/Sales Report Features(This Help File)

## Show all Invoice For A Specific Customer



RSQ 4.2 will allow you to view only the invoices for a chosen customer. By clicking on the above icon in the Invoice/Sales Report Form, you will be presented with a list of customers to select from. Once you click on one of your customers, only the invoices for that customer will be generated to the report list on the grid.

## Show All Existing Invoices



Clicking on the above icon in the Invoice/Sales Report Form will pull every invoice you have into the report list on the grid. You may find this handy after selecting to view only invoices for a specific customer, or invoice with a balance due over zero.

## Show All Invoices With Amount Due Greater Than \$0.00



Clicking on this icon from the Invoice/Sales Report Form will pull only invoices that have a balance due over \$0.00. In other words, only invoices where customers still owe you money will be pulled into the report list on the grid.



## **Show Only Invoices From a Specified Date, To a Specified Date**



Clicking on this icon from the Invoice/Sales Report Form, will allow you to pull up only invoices that were generated between two dates. A dialog box will appear that will let you chose what you want to use for the Before and After Dates.. This is very helpful for getting a fast review of what kind of sales you done during a particular time.

## **Print Invoice/Sales Report for Selected Invoices**



**Clicking on this icon in the Invoice/Sales Report Form will generate a report for all the invoices report grid. Before the report is sent to the printer, the report is generated to a Report Window, letting you view whats about to be printed. From that Report Window, you have the ability to zoom in or out.**

## **Get Help on Invoice/Sales Report Features(This Help File)**



**This icon pulls up this help file. There are two ways to open this Invoice/Sales Report Help file. The first way is to access it through the RSQ.HLP file, and the other is to access it directly from the Invoice/Sales Report Form using this icon.**

## Selecting & Removing Parts

To pull parts into an invoice, click on the parts(blue) grid of the invoice form anywhere in the Part Code column. When selecting to pull a new part in, by clicking on the part code column, make sure you also click on the row that you want it placed in. For instance, if you want to add a part to the fifth ROW of the parts grid, you would click your arrow on the fifth row of the grid in column one.

You will then be presented with a list of your item groups, such as Motherboard, Cases, and so on. Click on one of the groups, and you'll be presented with a list of parts in that group. Click on the part you want, and then watch it get plugged into the invoice worksheet. The values for this part will automatically be updated in the parts database.

## Removing a part from the Invoice

To remove a part from the invoice, simply act as if you were adding a part to the invoice. Click in the Part Code column of the part you want to remove. When the item group list appears, you will also notice that instead of the first item group appearing, there is a selection for Remove Part. Click on the first item in the list which is Remove Part, and the part will be gone. Along with the part being removed from the invoice, the part database will also be updated for that part.

**NOTE:** If you want to replace a part with another part, then just pull the new part in over it. RSQ(TM) will automatically update the records for the old part that was there, and update the records for the new part too.

## **Editing Part Description**

To edit the description of a part on the invoice, simply click in the description column of the part you want to edit. A dialog box will appear prompting you for the new description, or allowing you to edit the existing description. When you are done editing, click on the OK button.

## **Changing a Part Price**

To change the price of a part on the invoice form, click on the Item Price column of the row that contains the part. A dialog box will appear, prompting you for the new amount of the parts price. Once you have entered the amount and pressed the OK button, the new amount will be calculated with the quantity to give you a new total item price. These changes will also be reflected in the parts database values for that part.

