

Welcome to the Information Index:

There are three ways to use this index, one way is to look through it manually by using the scroll bar to the right. The second way is to double click on any Veralite function group or name and that will bring up this window on the starting line of the topic you are looking for. And the third way is to use the help contents, invoice options settings menu under "Help".

Print Index:

As no printed manual comes with Veralite, you may print this information out by clicking the "Print Index" icon. The information index is your online manual and is designed to take you right to the help area in question.

Exit Index:

To exit the information index, click the "Exit Index" icon.

Main Tool Bar:

The various functions that control invoicing in Veralite are located on the main tool bar and are listed below.

New Customer:

Click this button to start an invoice with a new customer.

Rebill From Customer In Database:

Click this button to find a customer invoice, filtered by the search modes in the invoice options settings. When found, the invoice is cleared and the customer name preserved.

Find Invoice In Database:

Click this button to find a customer invoice, filtered by the search modes in the invoice options settings.

Delete Customer In Database:

Click this button to delete a customer invoice. A find must be performed on the invoice first before the delete function will work.

Update Customer In Database:

Click this button to update a customer invoice. A find must be performed on the invoice first before the delete function will work.

Return Invoice To Stock:

Click this button to return a the invoice to stock. The customer will remain, and the products can be replace on the invoice.

Undo Last Purchase:

Click this button to remove the last product from the invoice. First select the last product on the list by clicking on the product in the invoice information.

Save Sale To Database:

Click this button to record the invoice to the database. A second record of the invoice is saved in the Xport folder. This is basically an email invoice in ".RTF" format.

Print Invoice:

Click this button to send the invoice to the printer.

Invoice Options:

Click this button to get to the invoice options dialog screen.

Customer Information:

Enter here the the information about the customer, first last name, street, city, state, zip, phone. The date is automatic and is filled in for you.

Invoice Information:

Information here is carried over from the product inventory by selecting products and using the icons there to transfer the purchase. Their meaning is listed below.

Product:

The product transferred to the invoice information, or residing in the product inventory.

Quantity:

The number of items of the chosen product, which is set in the "quantity/tax".

Price:

The purchase price of the product in the invoice information or in the product inventory. This value is set in the product inventory.

Amount:

The amount of the product, which is the quantity times the price.

Amount Totals:

The totals amounts of the complete invoice, plus sales taxes and shipping.

Shipping:

The total amount of the shipping will show here if the "Add Shipping" is checked in invoice option settings.

Tax:

The total amount of the sales tax will show here if the "Taxable" is checked in the "Quantity/Tax" box.

Sub Total:

The total of all the amounts in the invoice information.

Total:

The total of the amounts in the invoice information plus the labor ,shipping and tax.

Quantity/Tax:

Select here the quantity, of the selected product in the product listing to be purchased.

Taxable:

Check this box to include the current tax percentage in the percent box.

Percent:

Enter here the current sales tax percentage of your state.

Product Inventory:

The product inventory is where you stock your products in Veralite. The information contain in the product inventory is listed below.

Supplier Name:

This is the person you get your products from. The supplier name could also be your name too if you designed the product.

Street Address:

Type in here the street address of the supplier of your products.

City:

Type in here the city that the supplier of your products resides in.

State:

Type in here the state that the supplier of your products resides in.

Zip Code:

Type in here the zip code that the supplier of your products resides in.

Products Listing:

The current listing of all the products in your current inventory.

Phone Number:

Type in here the phone number of the supplier of your products.

Available Stock:

Type in here the amount of stock that you have on hand of the current product.

Weight Oz:

If you know how much the product weighs, you can enter that figure here and the program will calculate the shipping from this.

Tool Bar Products:

Listed here are the 4 icon buttons that control the placing of products on the invoice. As well as editing (Updating), and adding new products, deleting products, and moving products to the invoice.

Add Product To Stock:

Clicking this button will add the current product to stock.

Move Product To Invoice:

Clicking this button will move the current product to the invoice information.

UpDate Product:

Clicking this button will update the current product to the product listing.

Delete Product:

Clicking this button will delete the current product from the product listing.

Invoice Count#:

Shows the current number of invoices in the database. Also shows the record count on a find or rebill function.

Database Status:

Show the current ready or busy state of the Veralite invoice and inventory databases.

Invoice Option Settings:

The various modes and settings for searching the database plus invoice and inventory reports are found here. Your business name is also entered here.

Add Shipping:

Checking this will calculate the shipping for the product based on the weight in oz times the shipping cents per oz.

Add Labor:

Checking this will add in the labor amount listed left of the check box.

Database File Tools:

Listed below are an assortment of file utility's for managing the invoice and inventory database.

Open Invoice Database:

Loads in an invoice database to Veralite. The old database will be overwritten by this event.

Save Invoice Database As:

Saves the current invoice database in Veralite to the hard drive. This basically is a backup of the database in Veralite.

Open Inventory Database:

Loads in an inventory database to veralite. The old database will be overwritten by this event.

Save Inventory Database As:

Saves the current inventory database in veralite to the hard drive. This basically is a backup of the database in Veralite.

Delete Invoice Database:

This will delete the current invoice database in Veralite. Make sure you backed it up first if you want to keep it.

Delete Inventory Database:

This will delete the current inventory database in Veralite. Make sure you backed it up first if you want to keep it.

Open Customer Registration:

A special function that is used for the purchasing of software over the Internet. Designed to go with two modules from Delphi that I designed that are hooked to your software. (Unavailable at this time)

Invoice Report/Editor:

Give a report filtered by the search modes in the invoice options settings, of the invoices in the Veralite database. From within the invoice report editor you can see the print preview and also add notes or reminders.

Product Sales Report:

Shows all the products sold filtered by the search mode selection.

Sales:

Shows all the quantity of sales for the product listed.

Total:

Shows the amount of sales times the price of the product.

Total Sales:

Shows all the totals for all the products sold. The shipping, sales tax, sub total, labor, and total of everything combined.

Invoice Report:

Generates a complete report of all the invoiced sales in Veralite filtered by the search modes in the invoice option settings.

Save Invoice Report:

Saves the invoice report to disk.

Open Invoice Report:

Loads an invoice report from disk.

Close Invoice Report:

Closes and exits the invoice report.

Inventory Report/Editor:

Gives a report of the current inventory product status. From within the inventory report editor you can see the print preview and also add notes or reminders.

Products Inventory:

Shows all current products, how many are in stock, their price and the totals for each item in stock.

Inventory Totals/Options:

Shows the totals of the entire inventory for all product listed. Inventory options are listed below.

Inventory Report:

Generates a complete report of all the inventory in Veralite.

Save Inventory Report:

Saves the inventory report to disk.

Open Inventory Report:

Loads an inventory report from disk.

Close Inventory Report:

Closes and exits the inventory report.

Invoice Editor:

Shows preview of the invoice to be printed, and also allows notes to be added to the invoice.

Print Invoice Report:

Selecting this will print out the current invoice report.

Print Inventory Report:

Selecting this will print out the current inventory report.

Owner Information:

Enter your name or business name here. This information is added to the invoice.

Search Modes:

Search modes settings affect the way Veralite returns data from the database. The settings and their meaning are listed below.

Full Name:

Searches using the first and last name of the customer.

First Name:

Searches using only the first name of the customer.

Last Name:

Searches using only the last name of the customer.

Invoice Date:

Searches using the date of the invoice.

Customer Phone Number:

Searches using the customer phone number on the invoice.

By Invoice:

Searches and finds each and every invoice in the database.

Save Options:

Press this button to save all invoice option settings. Saving the settings will also store the taxable, add shipping and add labor check boxes plus the search mode and owner information.

Close Options:

Press this button to exit the invoice option settings back to Veralite's main screen.

Email Invoice:

Selecting this will create the invoice in ".RTF" format which can be emailed to customers. This email invoice is saved in folder the "Xport". Selecting this again will toggle the setting off.

Customer Folder:

Selecting this will create a folder off of the "Xport" folder with the customer's name on it. Selecting this again will toggle the setting off.