Software Documentation – Invoiceit!Lite

Welcome to Invoiceit!Lite Business Software - making your invoicing easy.

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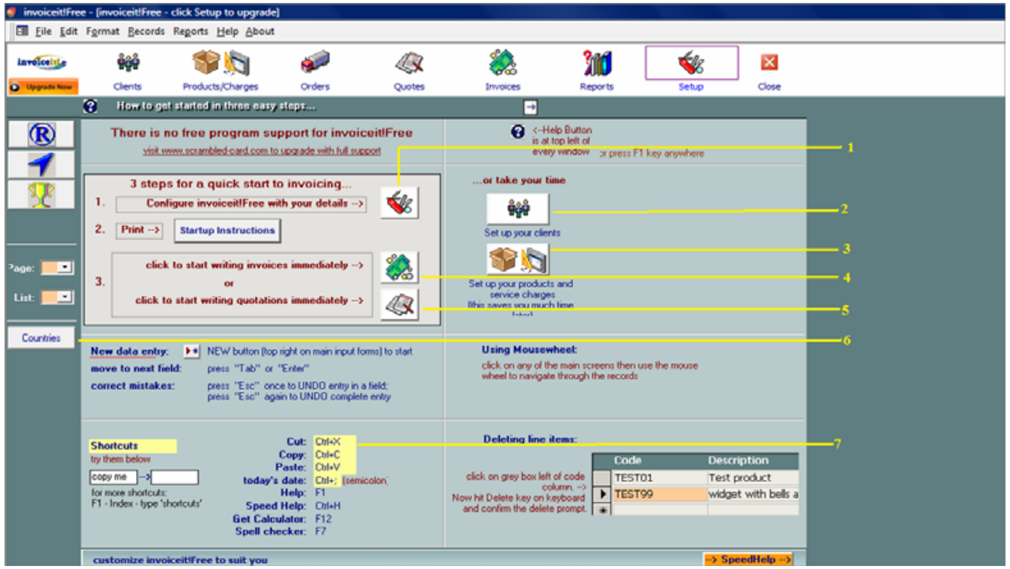
[1] Invoiceit!Lite was first published in 2006
by The Scrambled Card Company, Auckland, New Zealand
Written by Bernard Reber.
Contact: info@invoiceit.com

Welcome Screen / Getting Started:

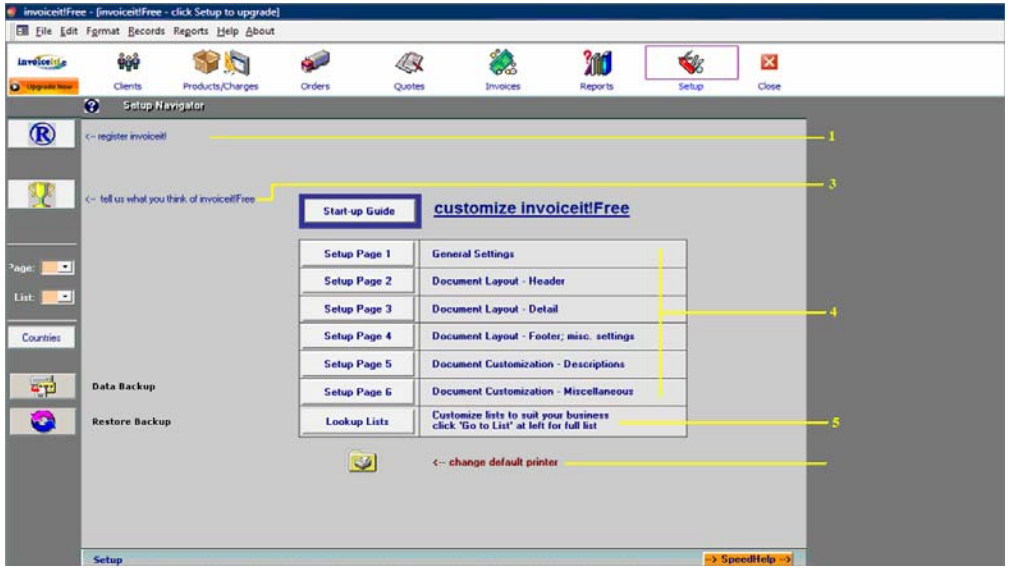


1. Set Up Your Clients: Shortcut to enter your client details.
2. Products/ Service Charges: Shortcut to enter your Products and Service charges
3. Write Invoice: Short cut to start writing invoices immediately with pre-entered data.
4. Quotations: Shortcut to start writing quotations immediately
5. Countries: Select destination country of your choice for your invoices. This option helps you to add, edit or delete any entry in the country list. You can also search for abbreviations for the country of your choice.

   This is a list of countries with abbreviations as used in internet domain addresses. You can delete the ones that you do not need and also insert states for the countries that you use frequently. The states|provinces|counties of some countries are already loaded in Invoiceit!Lite

   To select subdivisions from other countries, first select that country from the dropdown.
6. Shortcuts: Learn the shortcuts used across the software for ease of use.

Setup Navigator: click on Setup to see this menu



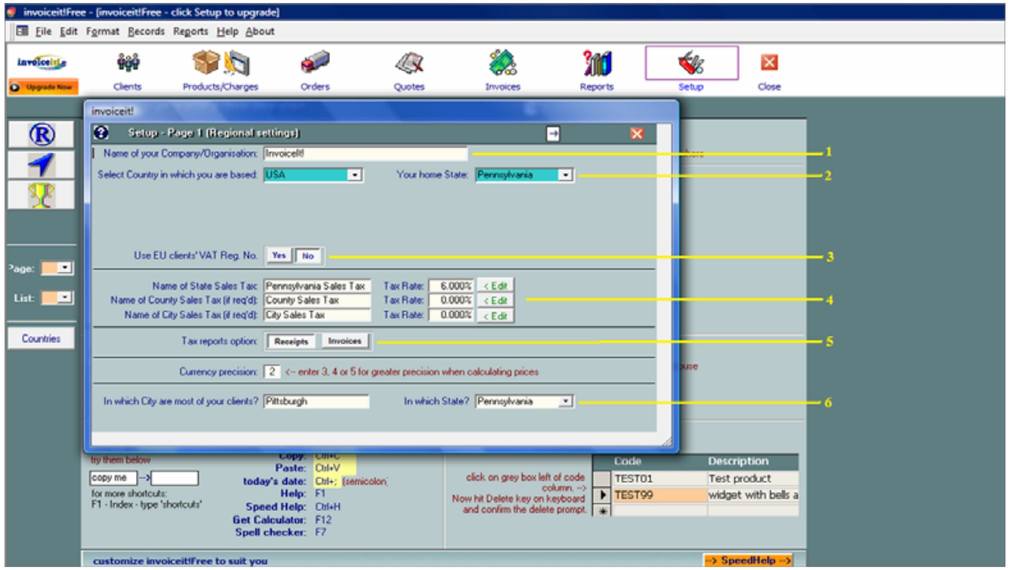
1. Register Invoiceit!Lite (follow instructions you receive by e-mail).
2. n/a
3. Send your comments with feedback option
4. Set up options for setting up documents, layouts,
5. Look up customization list
6. Change printer settings.

Data backup (refer help file for details – press F1)

Restore from backup (refer help file for details – press F1)

Customize your software:

Setup Page 1 (Regional Settings):



1. Enter the Name of your Company or Organisation

2. Select Your Country and Home State or Province

3. Choose if you have EU clients.

   Click Yes to enter EU VAT Registration number, else click No

4. Select Sales Tax Options: You will get default settings based on your home country and home state. Change them if required. Click Edit buttons to change tax rate.

5. Tax Reports:

   i. Receipts: Check this option to produce Tax Reports Based on Tax Collected on Invoices

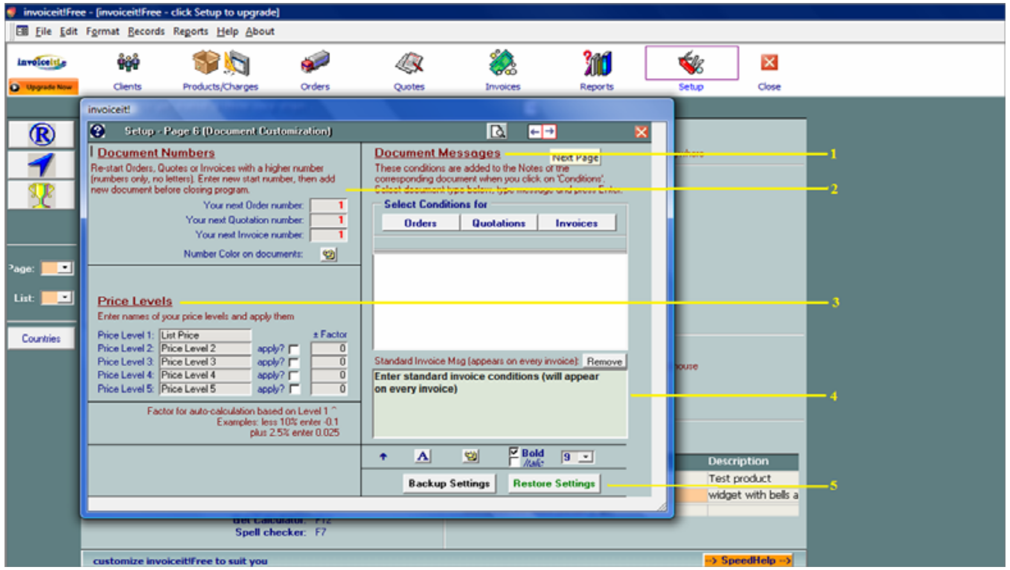
   ii. Invoices: Check this option to product Tax Reports Based on tax charged on Invoices.

6. Default Address Settings: Choose the city and State where most of your clients reside.

Click on the Top Right Arrow to go to the next page and customize your invoice.

Set Up Page 2:

This page allows customizing header of your invoice and other documents. You can design your own letterhead.

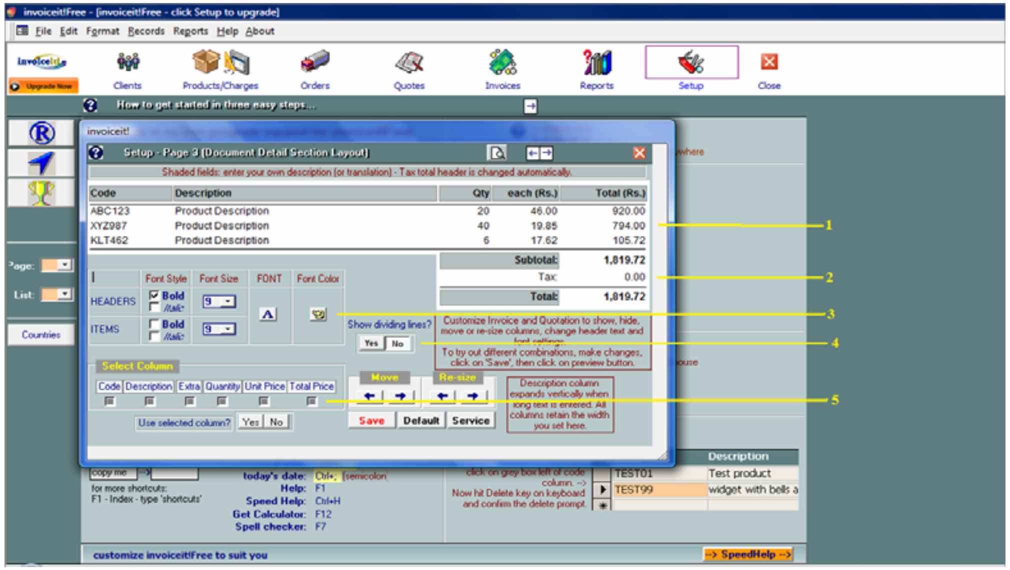


<<Picture04.png>>

1. Change the Title of Your Company
2. Change your Logo or Delete the InvoiceIt Logo
3. Define the Address of Your Company
4. Define Receiver's Address
5. Replace the Header with Your Own Letterhead
6. Define the Style, Font Size and Font Color on the letterhead.
7. Resize the Header and Shift the Text boxes
8. Define the path to upload your own logo

Click on the Top Right Arrow to go to the next page and customize your invoice.

Setup Page 3: Use to customize document line item section



<<Picture05.png>>

On this page you can customize the columns on your printed invoices, quotations and orders. invoiceit!Lite allows you to select the columns you wish to use, move them to another position and re-size them. You can also Just type your version into the shaded panels.

Steps:

a. Click on the column you wish to change - Column Selector at bottom left.
b. Decide if you wish to show or hide the column you selected
c. Use the Move or Resize buttons
d. Click 'Save' to lock the settings in place
e. Click 'Preview' (top right) to see the result. Repeat as required

1. Change the column header labels to suit your business. Just type your version into the shaded panels

2. Subtotal labels – change names as required

3. Option to customize the fonts, font size, colour, etc in the document.

4. Option to show the dividing lines in your invoice or quotation.

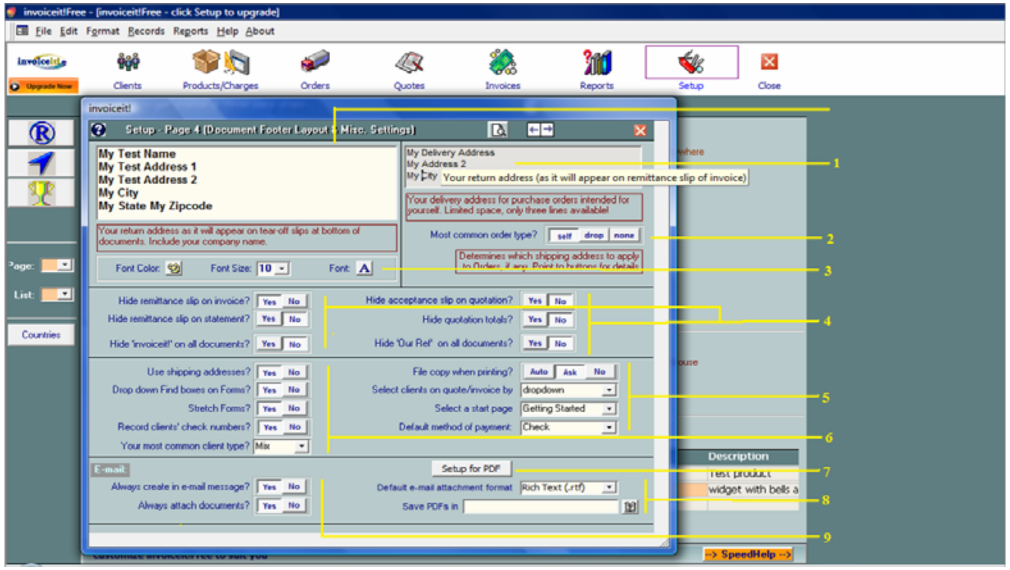
5. Select columns that need to be inserted in the invoice.

6. Save the settings to keep the layout and customization of the document.

Click **Default** to return to install default settings. Click **Service** to use a suggested column layout for service providers

Click on the Top Right Arrow to go to the next page for more custom settings.

Setup Page 4: Document Footer and miscellaneous settings



<<Picture06.png>>

0. Enter your return postal address as it should appear on tear-off slips at the bottom of your documents. You should include your company name.

1. Enter your delivery address for purchase orders intended for yourself. You can insert only three lines here due to limited space.

2. Specify default order type (those you raise most often)

   a. Self: Use own shipping address as in Section 1 above.

   b. Drop: Use client shipping address. Preferable for drop shipments or alternative shipment address.

   c. None: Select if no shipping address required.

3. Specify the font size, colour, and font type to appear for return addresses on invoice

4. Specify if you want the return slip to appear on your invoices, statements and other Invoiceit!Lite Documents. Default options are already set.

   Specify if you want acceptance slips on quotations, hide quotation total and hide Our Ref: on all documents. Default for each option is already set.

5. Select options to copy file while printing, select method of selecting a new client or quotation, select the page that always opens when the software starts and specify the default payment method. Defaults are automatically set by Invoiceit!Lite

6. Specify if you want to use shipping address. Default is ‘Yes’. Select if you want drop down find box at the top of input forms, select forms to stretch them to full screen, record client’s check numbers when entering receipts. Specify the most common type of clients, default is ‘mixed’.

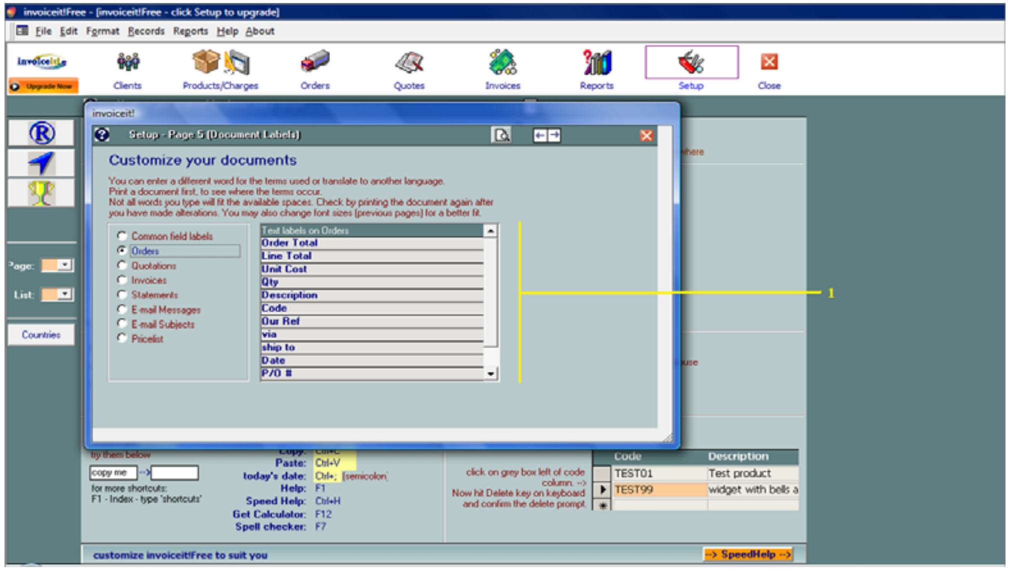
7. Captures and stores settings of your PDF printer.

8. Specify default mail attachment form and path to save the PDF documents.

9. Specify if you want to create invoice in body of email message or if you want to attach them with emails whenever they are created.

Click on the Top Right Arrow to go to the next page.

Setup Page 5: Customize your Document labels



<<Picture07.png>>

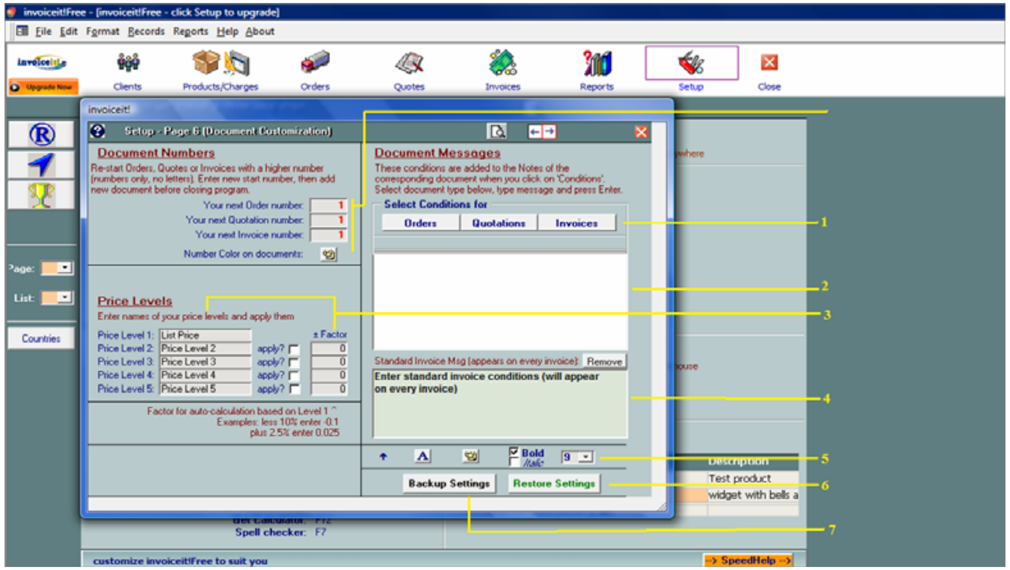
Documents are those that you send to your clients. Print a test page to see where each label appears. You may need to test the setting before you get the final layout.

1. Select the labels appearing on various documents like orders, quotations, invoices, statements, email messages, email subjects, price lists, etc. You can also specify common fields appearing in all documents.

   Avoid very long label text, as it may not fit properly. If you need long text, like multi-lingual situations, reduce font size (Setup page 3) to give labels more space.

Click on the Top Right Arrow to go to the next page.

Setup Page 6: Customize document numbering, terms and conditions, price levels and backup/restore your settings.



<<Picture08.png>>

0. Document Numbers: At any time you can re-start Quotation, Invoice and Order numbers with a higher number than the one shown on this page [numbers only, no letters]. You can also change the font color of these numbers. After you enter a new number, proceed to the appropriate section and complete the next document.
   For example: you want to re-start the invoice numbers - enter a new start number, go to Invoices and complete one invoice with at least one charge item, before you exit invoiceit.

1. Document Messages: Specify standard conditions for all your documents like Invoices, Quotations, and orders.

2. Insert Text for standard terms or conditions. These are added to the appropriate document with the Conditions button on their respective input pages.
3. Price Levels: Enter the names of the pricing levels you use and apply those required by checking the Apply box next to each level. Price Level 1 is always applied and cannot be turned off but it can be re-named.
   If you use more than one price level and your other price levels are calculated from your List Price (Level 1) you can let invoiceit do this for you automatically:
   Enter a factor in the appropriate Factor box to automatically calculate Prices for Levels 2 to 5, after you enter a List Price in Products/Charges.

4. Standard Message to appear on all invoices.

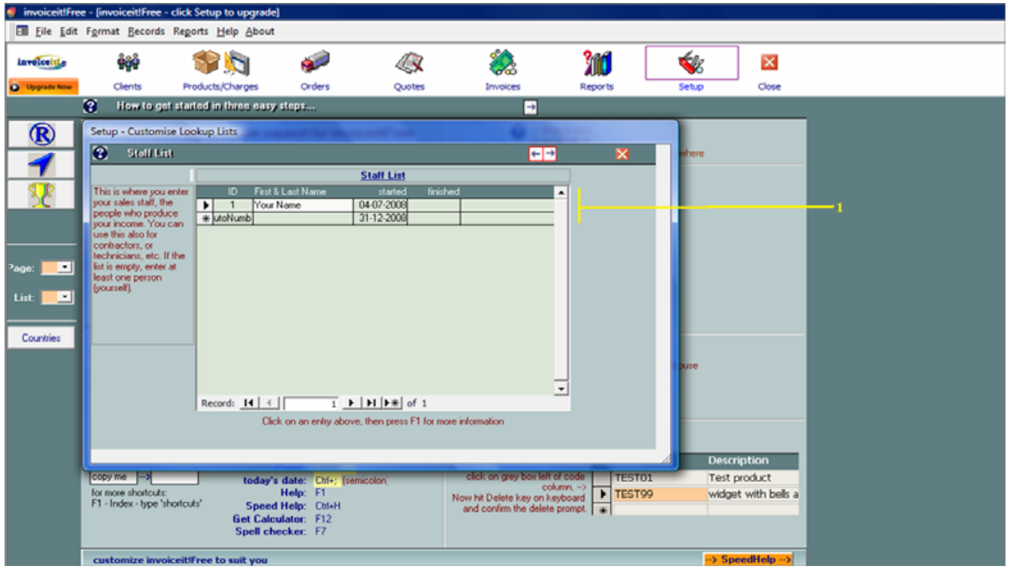
5. Message formatting: These conditions and messages can be customized by changing font, font size, font colour and font weight. The font settings can be changed at lower right of this setup page. Changes apply to all conditions and messages.

6. To save all your settings as the default, click on Set Default. You can then easily restore all settings to their previous state by clicking Restore Defaults.

Click on the Top Right Arrow to go to the next page and customize various lookup lists.

Lookup Lists

This is a range of lists that make it possible to customize your data entry specific to your business. Click the red arrow at top right to scroll through the lists and change or add as required.



<<Picture09.png>>

Staff List: Add names of your sales staff, technicians, contractors, etc. Keep at least one entry here, it can be you as well. You can set the person responsible for each quote or invoice and generate statistics based on this.

Client Groups: Specify the groups in which your clients are divided. This will give you more meaningful sales stats.

Contact Methods: Different ways of getting in touch with your contacts. Check and uncheck the entries required by you most frequently. You can add your own entry at the end.

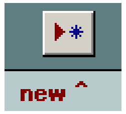
Source of Business: Allows you to measure your promotions effectiveness. Record the source of customers' orders and set this on quotation or invoice. You will be able to view sales stats based on these business sources

Product / Service Categories: Specify the groups into which your products and services are divided. Add you own entry at the end. This will give you more meaningful sales stats.

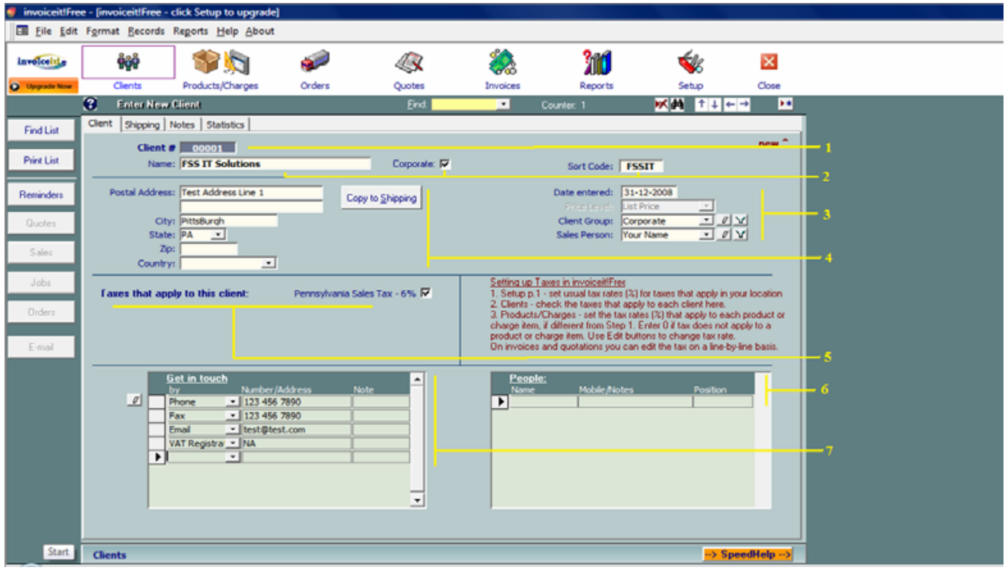
Payment Methods: Specify the methods by which your customers pay their invoices. Most common ones are already listed in Invoiceit!Lite. It allows you to record some payment details to make later inquiries easier to follow up.

Shipping Methods: Enter the most common shipping methods that you use. Delete the ones that are not required. Enter a sort number to display these methods in the order you want.

Clients Menu: Maintain your clients and access client-related topics



< click this button (top right) to **add new client or vendor**



<<Picture17.png>>

1. Client ID: will be assigned automatically when a new client is added. You can also write your own number. Letters cannot be used in this required entry field.

2. Client Name (**required entry**): enter **name** of client as it should appear on invoices. Check **corporate** box if client is not an individual. **Sort code** is auto-entered using first five characters of name. Change if required.

3. Specify date of entry (auto-entry current date), Price Level (if used, refer Setup p.6), group to which client belongs and the assigned sales person. Vendors should be assigned to group 'VEN'.

4. Enter postal address. Country is only required for foreign addresses. Click 'Copy' if you want to use the same address for shipping.

5. Tax applicable to this client: Defaults to those you have set on Setup p.1.

6. People: (visible for corporate clients only) enter the people of this company that you have contact with.
   Name: name of person
   Note: person's mobile phone number, or short text
   Position: position of person, if appropriate

7. Get in touch: This is where you enter the various contact methods and contact numbers. If the contact method you want is not shown, click small pencil at lower left. Can also be used to record other client-specific information.

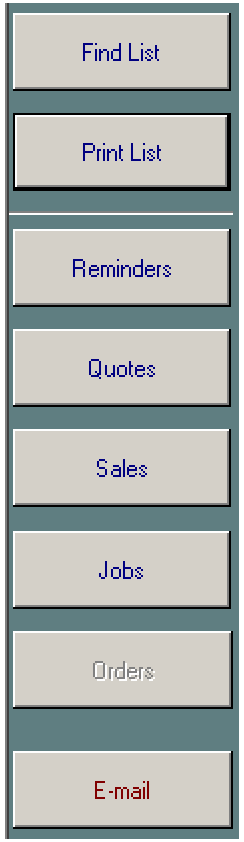
Tabs:

- **Shipping** – visible when shipping addresses are enabled (Setup p.4). Used to enter multiple shipping addresses for each client.

- **Notes** – client notes. Click Time Stamp button to date each note. Preview button will allow printing of notes. Client Profile shows all details held on selected client.

- **Statistics** – shows you all products bought by this client and when each one was bought last. Click Print to print this out.

Clients Menu - Left Menu buttons:



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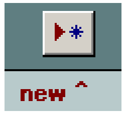
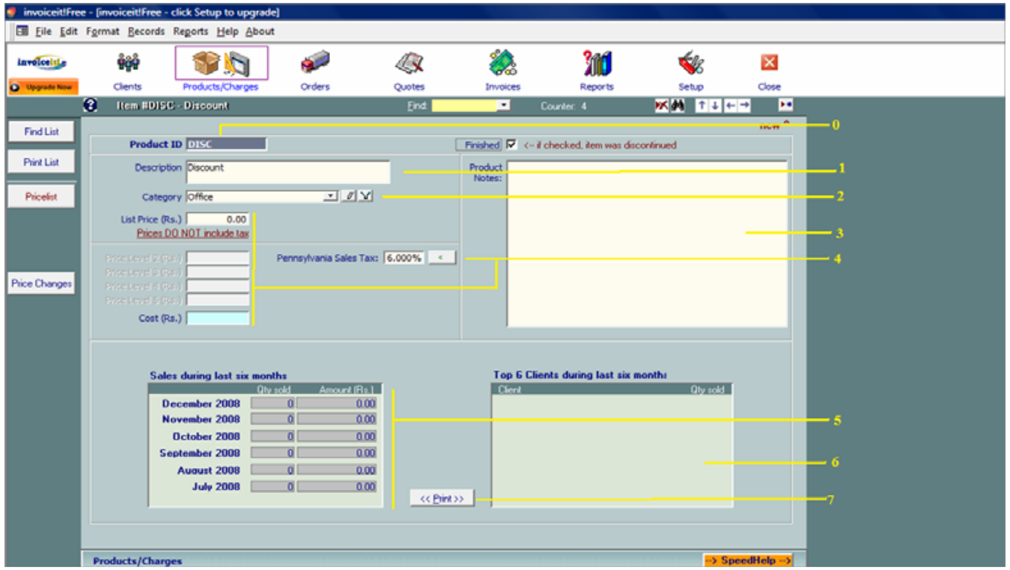
  Find List - click to sort and locate a client. Double-click ID to view.

- **Print List** – create client lists which you can print
- **Reminders –** calendar to record reminder notices (not client-specific)
- **Quotes –** shows all quotes issued to selected client. Double-click Quote ID to view.
- **Sales -** shows all invoices issued to selected client. Double-click ID to view.
- **Jobs –** show all jobs assigned to selected client. Double-click ID to view, or follow prompt to add new job.
- **Orders –** show all purchase orders to selected vendor. Disabled when viewing a client. Double-click ID to view.
- **E-Mail –** write an e-mail to selected client or vendor

Products/Charges Menu: Maintain your saved products and service charge items, also access product-related information; Print Pricelist



< click this button (top right) to **add new product or service charge**



<<Picture20.png>>

The following "product" IDs are needed by the program and cannot be deleted or changed. However, you can change their descriptions.

DISC – used for applied discount

SUR – used for applied surcharge

FRT – used for applied freight

INT – used for applied interest charge on overdue invoices

0. Product ID: alpha-numeric, up to 12 characters – **required entry**. Avoid including symbols like # " ' (hash, quotation marks, apostrophe)

1. Description: Enter the product name or description (max 150 characters). **Required field.**

2. Category: Specify the category of the product. (Optional Field). You can also assign your own category or edit the existing category. Click on the pencil button to edit the category or filter shape button to show items only from the selected category.

3. Product Notes: Enter notes for the specified product.

4. List Price (**required entry,** but can be 0): set the selling price of the product. Do not include tax unless your prices are always inclusive of tax (an option available in Value-added tax countries only). refer Setup p.1 for options.

   Price Levels - To turn on/off or re-name price levels, go to Setup p.6

   Auto Price Entry - If you use more than one price level and your other price levels are calculated with a factor from your List Price (Level 1) you can let invoiceit do this for you automatically. Check box, then type list price to auto-fill the other levels.

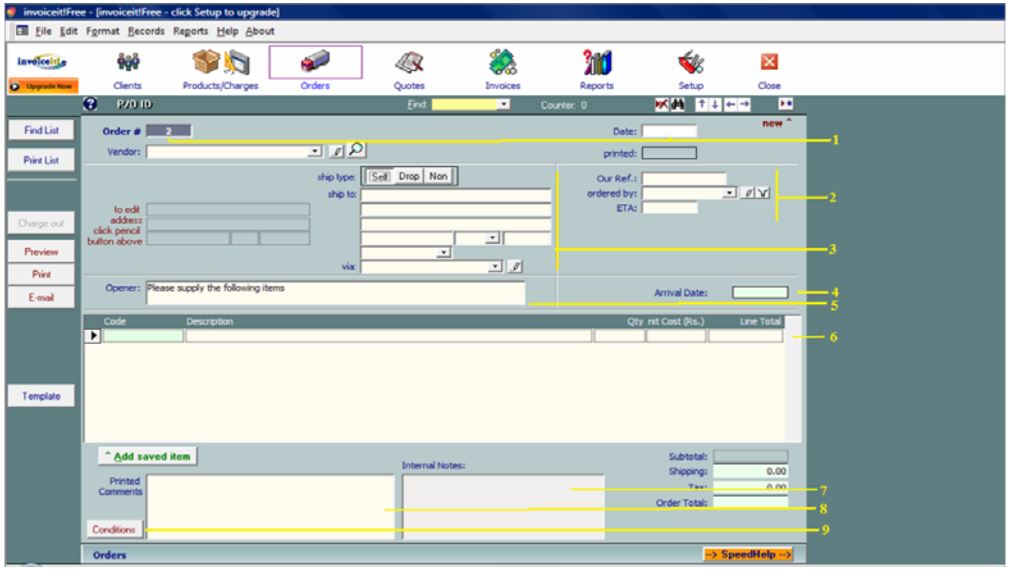
   Tax Rate: enter the tax rate applicable to this product or service charge. To change the tax rate, click Edit button, then type new tax rate without % sign. Do not edit parts of the tax rate. Always replace the whole rate!! If a tax does not apply to a product, set the rate to 0.

5. Sales During Last Six Months: shows quantity and amount sold in past six months.

6. Top 6 Clients: List of top 6 clients during past six months and the quantity sold to them.

7. Print: option to print the two stats boxes.

Orders: Write Purchase orders



<<Picture21.png>>

1. Order #: Indicate the order number and the date of order placed.

2. Enter the details of

    a. Order reference as it will appear on the invoices

    b. Ordered by: Person who wrote the order.

    c. ETA: Expected arrival date for the order.

3. Specify Shipping details:

    a. Ship type:

        i. Self: Use your own shipping address

        ii. Drop: Drop ship address

        iii. None: if no delivery address required

    b. Ship to: Shipping address if your own address is not required.

    c. Via: Specify the shipping method. Edit method list with pencil button.

4. Arrival Date: Date when order actually arrived.

5. Opener: Opening sentence for this order (or instructions to vendor).

6. Add items to your purchase order. You can either add manually or insert from the option of “Add Saved Items”.

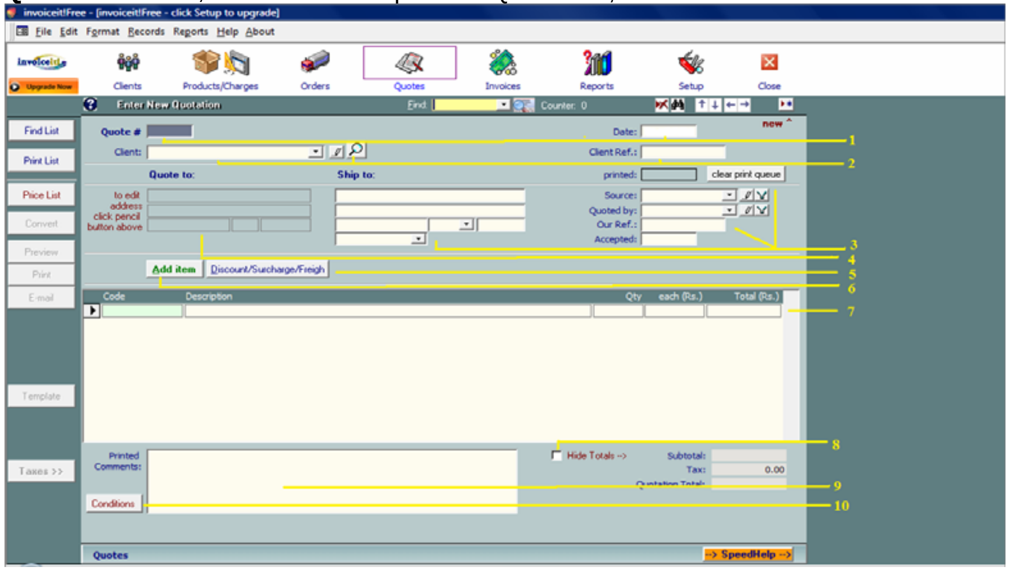
7. Internal Notes: This notepad can be used for comments not intended to be viewed by vendor. Double-click to expand, press Enter for new line.

8. Printed Comments: Contains messages intended for the customer. They appear on the printed purchase order below the line items. Double-click to expand, press Enter for new line.

9. Conditions: Click to add standard text, like purchase conditions. The default text is entered at Setup p.6.

10. Received Orders: when order arrives, fill in the green fields, including
    a. Arrival date - click to select date from pop-up calendar
    b. Shipping - enter cost of shipping charged by vendor (will appear on List report)
    c. Tax - enter tax charged by vendor (will appear on List report)
    d. Order Total - This will initially show the expected total, change it to total charged by vendor (will appear on List report).

Quotation: Write, Maintain and Output Your Quotations; Print Price List

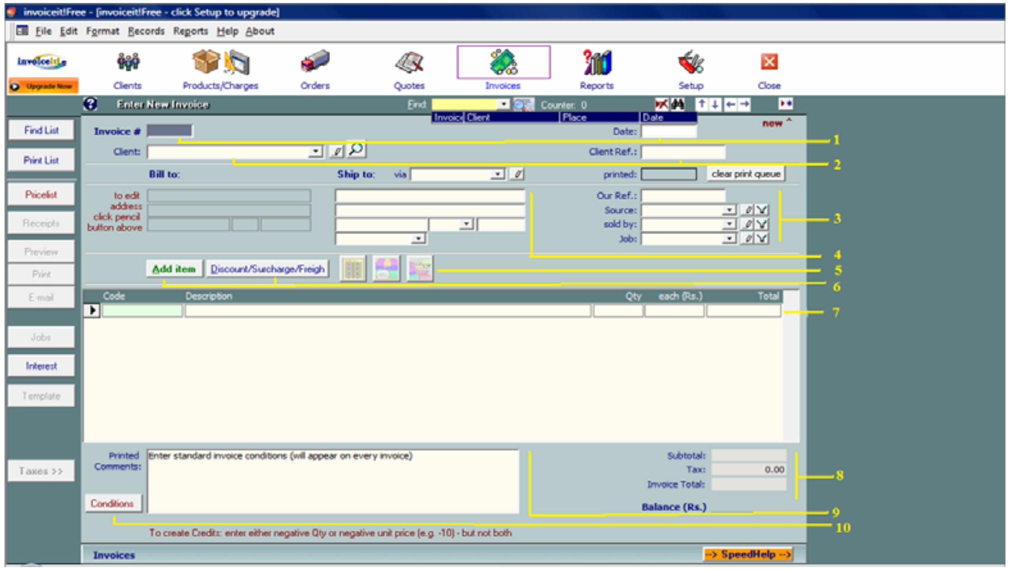


<<Picture22.png>>

To add a new quotation [estimate], click on the New Button (red arrow - top right). Quotations can also be used as an order entry system. If used as such, you would enter orders received from clients here, then turn them into an invoice, once the goods have arrived [or the service has been performed]. You would not need to print out the 'quotation', unless you need a hard copy for your own records.

1. Quote #: Indicate the quotation number and the date of quotation.
2. Enter the details of client and client reference details.
3. Details:
    a. Ship To: Enter the shipping address
    b. Source: Enter the source from where enquiry was obtained.
    c. Quoted by: Sales Person responsible for this quote
    d. Our Ref: Your own reference as it will appear on invoice
    e. Accepted: Date on which the quote was accepted by the client
4. Quote To: Enter the address of the client where the quotation is presented
5. Discount / Surcharge / Freight: Click here to subtract discount, add surcharges or add freight. Press F12 to pop up calculator.
6. Add Item: To add a saved item to the quotation or charge item to the quotation
7. Enter details of the products or charges.
8. Hide Total: Enter the quotation totals and hide the sub-totals, if needed.
9. Printed Comments: Entry for special quotation conditions. Unlimited space, press Enter for a new line. Double click to expand.
10. Add quotation small print from Set up page 6.

Invoice: Write, maintain and output your Invoices; Print Pricelist; Enter Receipts

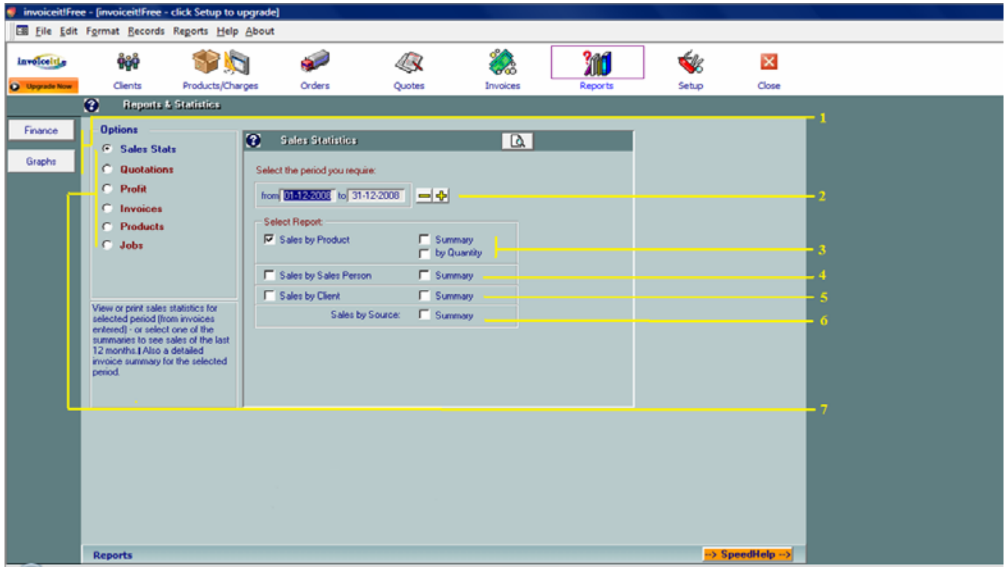


<<Picture23.png>>

1. Invoice #: Enter the new invoice number and the date when invoice was created.
2. Enter the client details and client reference
3. Enter invoice details:
    a. Our Ref: Your reference that will appear on the invoice
    b. Source: Source from where business was obtained.
    c. Sold By: Person who made the sale
    d. Job: Multiple jobs per invoice are not supported. List shows current open jobs for selected clients. Double click to add job # to Our Ref.
4. Ship To: Specify shipping address
5. Print Options: Options to print delivery/ packing note, print address label or print receipt.
6. Add Item and Discount: Add item adds the saved products to the list. Discount option applies discount, freight or surcharge to the specified product or charge.
7. Enter the product description along with code, quantity, price per product and total amount.
8. Calculate the invoice amount after including tax.
9. Printed Comments: Enter invoice notes or sales comments. Option for unlimited space. Double click to expand.
10. Condition: Add small print for the invoice.

Report and Statistics:

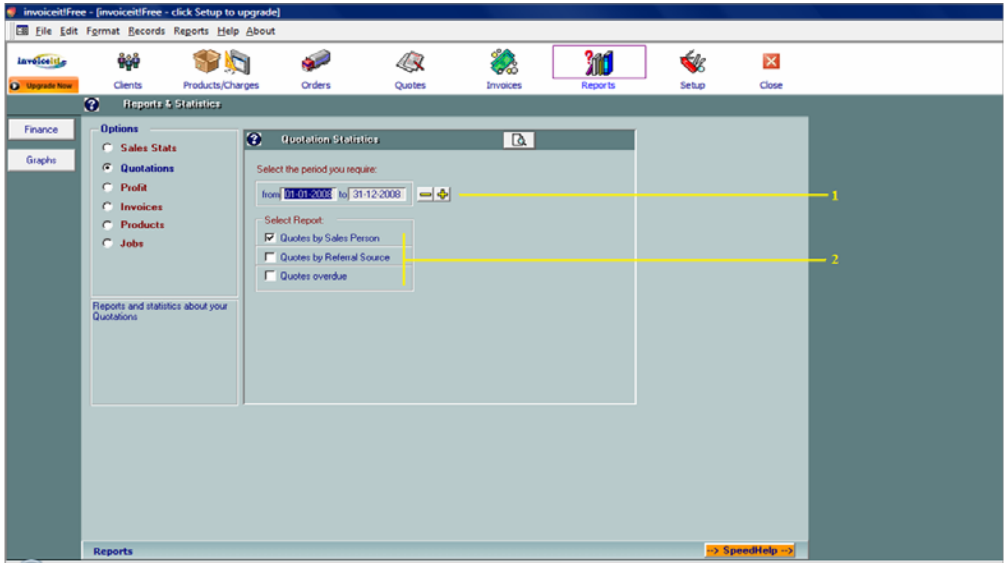
Sales Reports



1. Financial and Graphics Report options
2. Select the time period of the sales reports.
3. Select the criteria to generate reports. Select sales by product. Check the option to generate summary report or report by Quantity.
4. Select Sales by person. Check the option to generate summary report.
5. Select Sales by Client. Check the option to generate summary report.
6. Select Sales by Source (summary report only)
7. Options to generate reports for sales, quotations, profit, invoices, products or jobs.

Click preview button to view and print required report

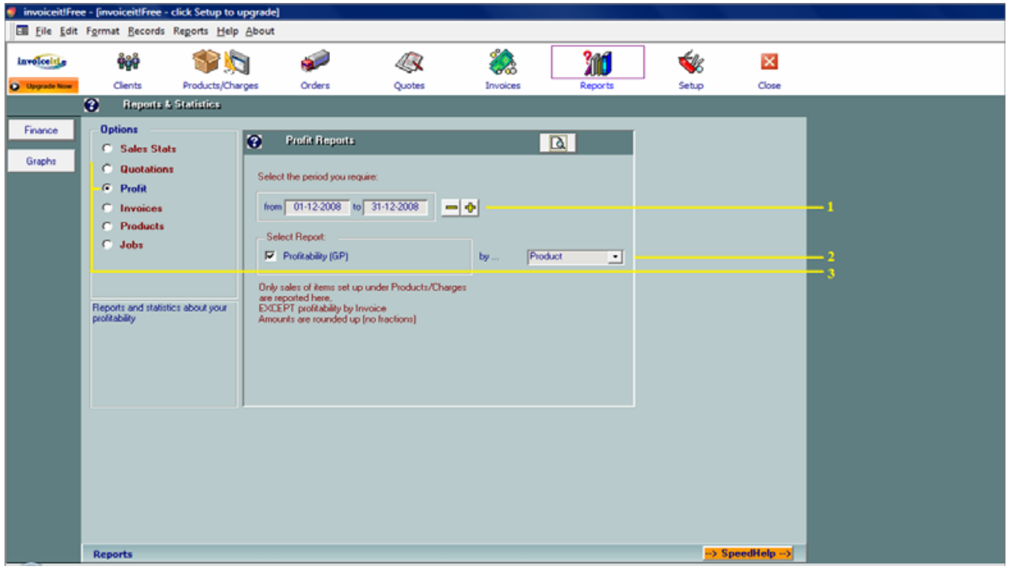
Reports: Quotation Statistics



1. Select period to generate product quotation report.
2. Select report to view
    a. Quotations sent by a sales person
    b. Quotations sent by referral sources
    c. Overdue quotations

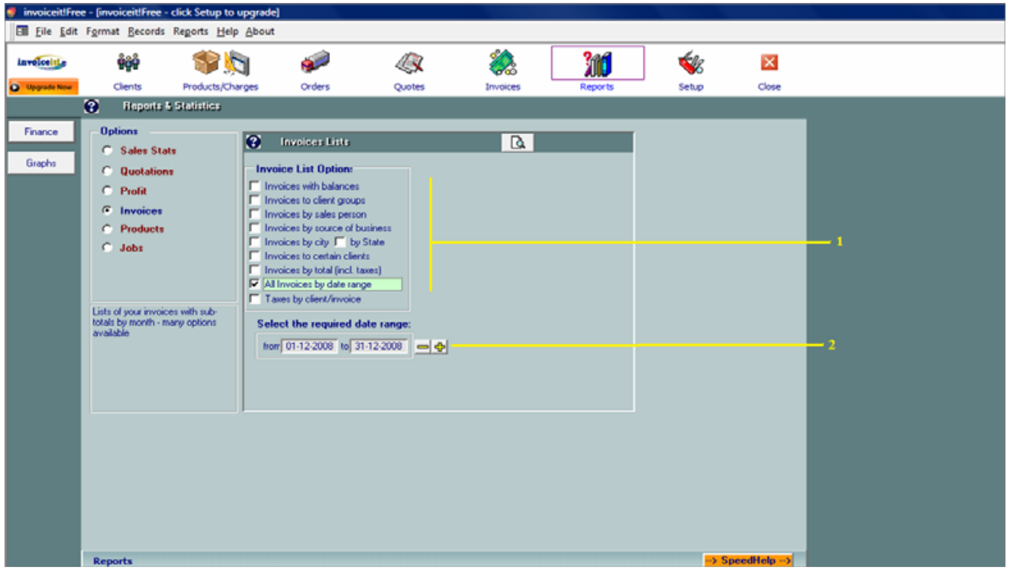
Click preview button to view and print required report

Reports and Statistics: Profit Report



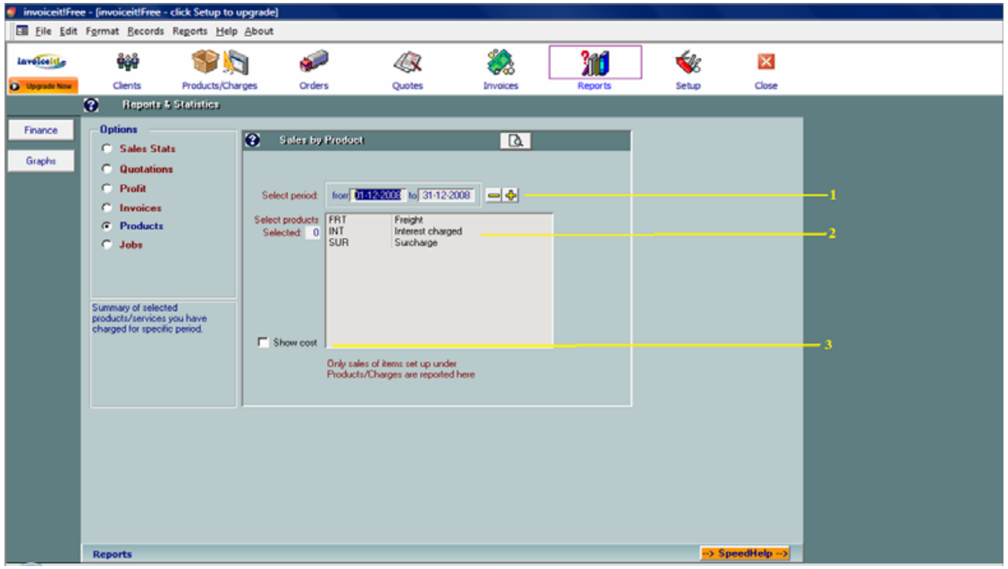
1. Select the time period of the reports.
2. Generate Profitability report by Product, Client, Product Group, Sales Rep, or Invoices.

Reports and Statistics: Invoice Report



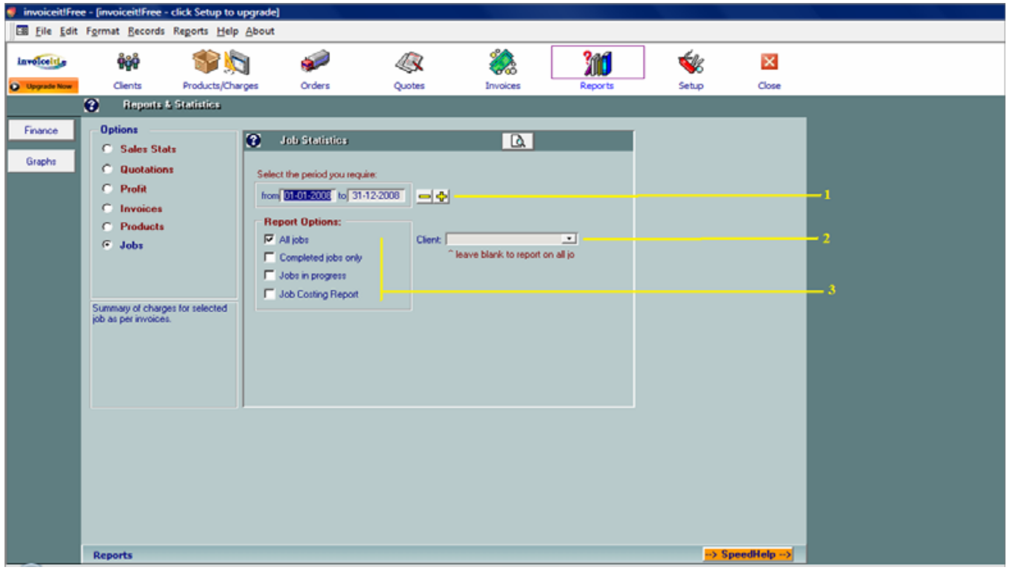
1. Select the type of invoice report required from options a-h:
2. Select the date range with + or – buttons or click on date to select new
    a. invoice with balances
    b. invoices by client groups
    c. invoices by sales persons
    d. invoices by source of business
    e. invoices by city or state or both
    f. invoices by total
    g. all invoices by date range
    h. Taxes charged by client/ invoice

Reports and Statistics: Sales by Product



1. Select period to generate product sales report.
2. Select products and select the option for freight, interest charged, and surcharge applied.
3. Show cost of products while generating reports.

Reports and Statistics: Job Statistics



1. Select the period to generate job stats report
2. Select job statistics for a client
3. Select report options to generate report for all jobs, completed jobs only, jobs in progress, jobs costing reports.