Invoice Expert User Guide

V1.0

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1.0 General Information and System Requirements

1.1 Invoice Expert Overview

Invoice Expert is a software package to meet the billing, inventory and invoicing needs of your business. Whether you specialize in professional services, running a retail store, invoicing customers for repair work, or running an Internet business, Invoice Expert can be used for your needs

1.2 System Requirements

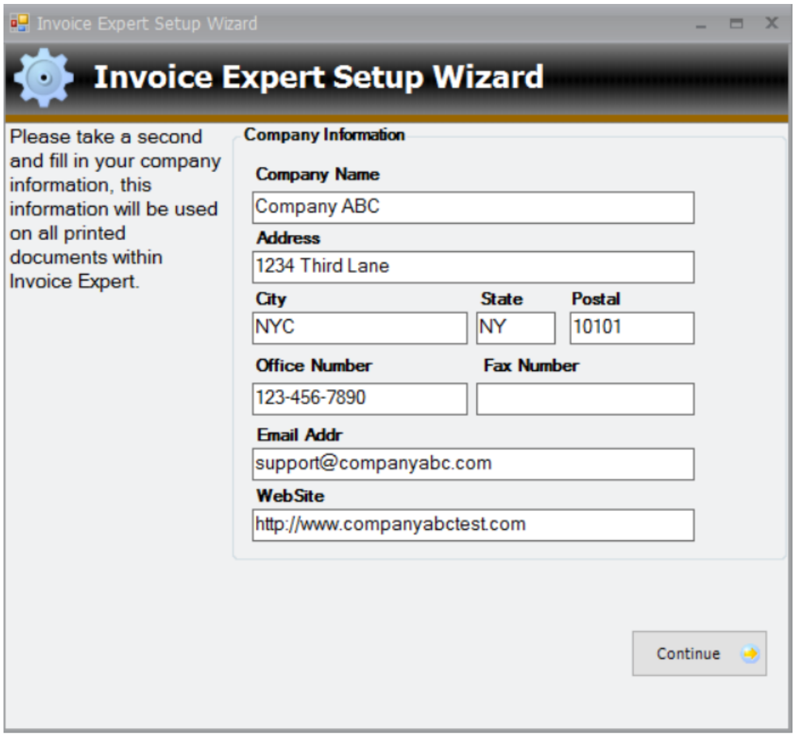
To use Invoice Expert, you must have Windows installed on your computer.

2.0 Getting Started

2.1 Initial Setup – Company Information

Upon downloading and installing Invoice Expert, you will be prompted with a Setup Wizard screen to populate your company information. Note that any step during this Setup Wizard can be modified via the Settings function within the program if you need to skip any steps at this point in time.

Complete the information and click "Continue".



2.2 Initial Setup – Taxing Settings

The next screen is for Tax details.

Field	Definition
Default Tax Rate 1 / Default Tax Rate 2	Input the tax expected to be included on your products. If no tax, input 0
Tax 1 Printed Description / Tax 2 Printed Description	Input how you expect the tax to appear on invoices (e.g: Tax, VAT, GST, HST etc).
Always show tax 2 on invoices	If you do not plan on using Tax 2, uncheck this field so it does not appear on the invoices

Apply Tax 2 including of Tax 1	If Tax 2 is used, check this box off if Tax 2 should be calculated inclusive of Tax 1 (i.e: Tax 2 will equal (Product Price + Tax 1) * Tax 2)
Apply Tax 1 to Shipping / Apply Tax 2 to Shipping	Check these boxes off if Tax should be applied to Shipping costs
Calculate tax by the "taxable total" method	Unselect this box if you would like tax to be calculated on a per line/product basis vs. total amount of the sale
Set new products taxable by Tax 1 / Set new products taxable by Tax 2	Select these boxes if you would like the default of your products to have Tax 1 and Tax 2 automatically selected

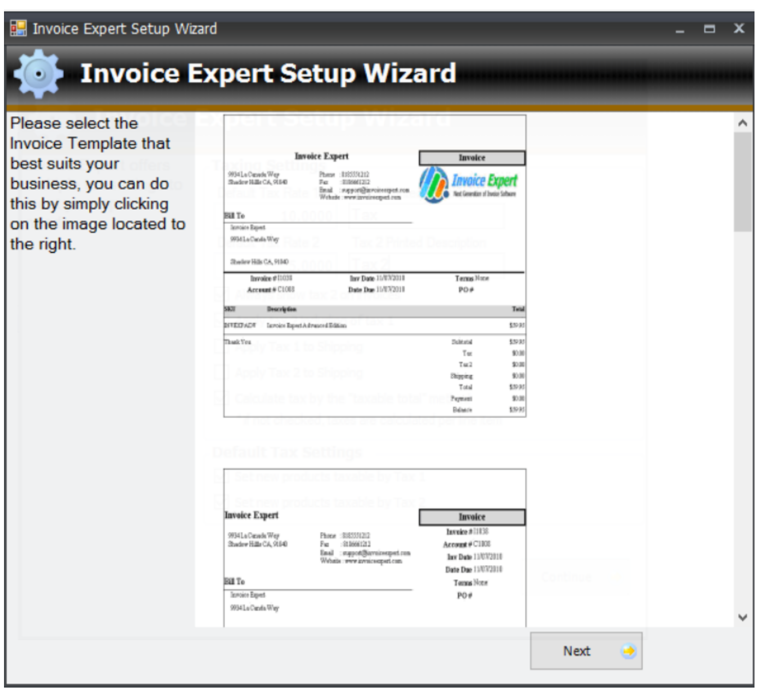
Click "Continue".

2.3 Initial Setup – Invoice Templates

The next screen is for reviewing the Invoice Templates. Review each of the templates to determine which you would like to use as the Default Invoice template for your Invoices. Refer to the below table to understand the differences between the templates available.

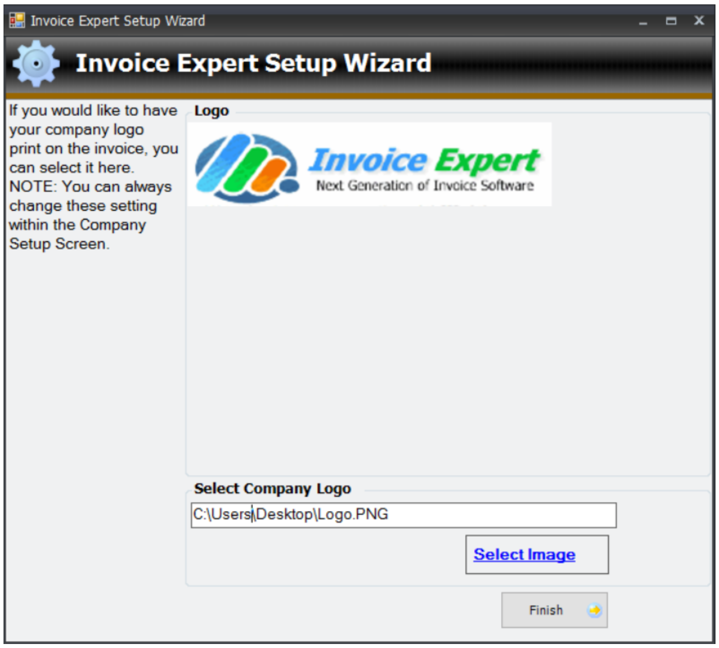
Template	Logo	Invoice #	Account #	Due Date	Term	PO #	SKU	Description	Quantity	Price	Total	Bill To	Ship To	Comments
Professional 1	X	X	X	X	X	X	X	X			X	X		
Professional 2		X	X	X	X	X	X	X	X	X	X	X		
Professional 3	X	X	X	X	X	X	X	X	X	X	X	X		
Professional 4	X	X	X	X	X	X	X	X	X	X	X	X	X	
Professional 4 Blue	X	X	X	X	X	X	X	X	X	X	X	X	X	Same as Professional 4 but Blue
Professional 4 Green	X	X	X	X	X	X	X	X	X	X	X	X	X	Same as Professional 4 but Green
Professional 4 Red	X	X	X	X	X	X	X	X	X	X	X	X	X	Same as Professional 4 but Red

Select the image of the invoice template on the screen. Click "Next".



2.4 Initial Setup – Company Logo

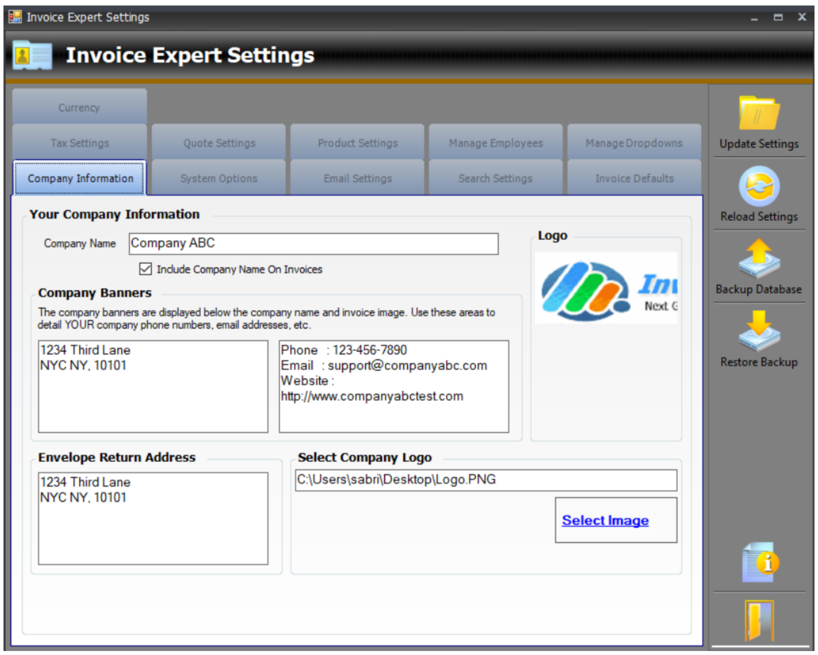
Select your company logo. Click "Finish".



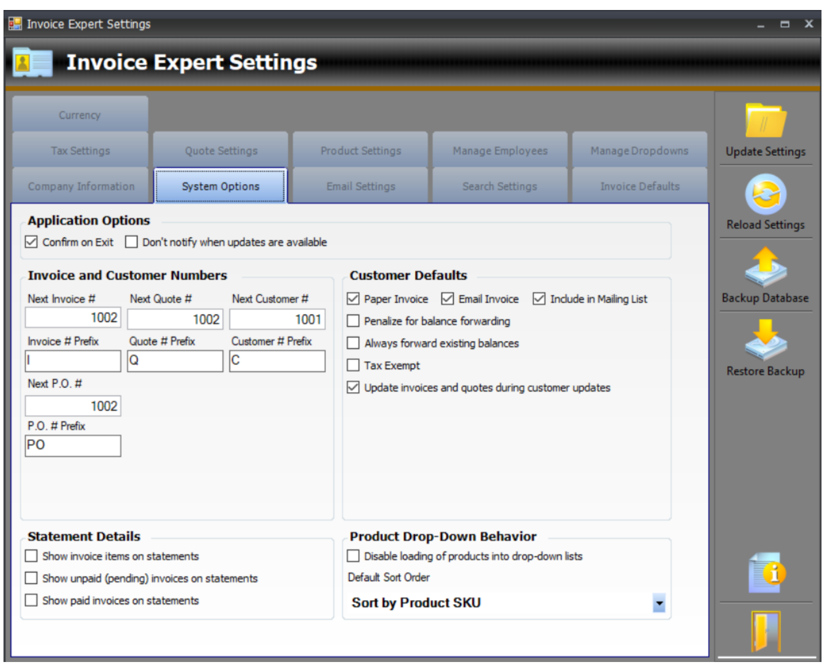
3.0 Invoice Expert Settings

3.1 Company Information

If you have any updates to the company information from 2.1, or if you want to "Include Company Name on Invoices", you can check this box at this time, or make any other company information updates. Be sure to click "Update Settings" after you have made your updates.



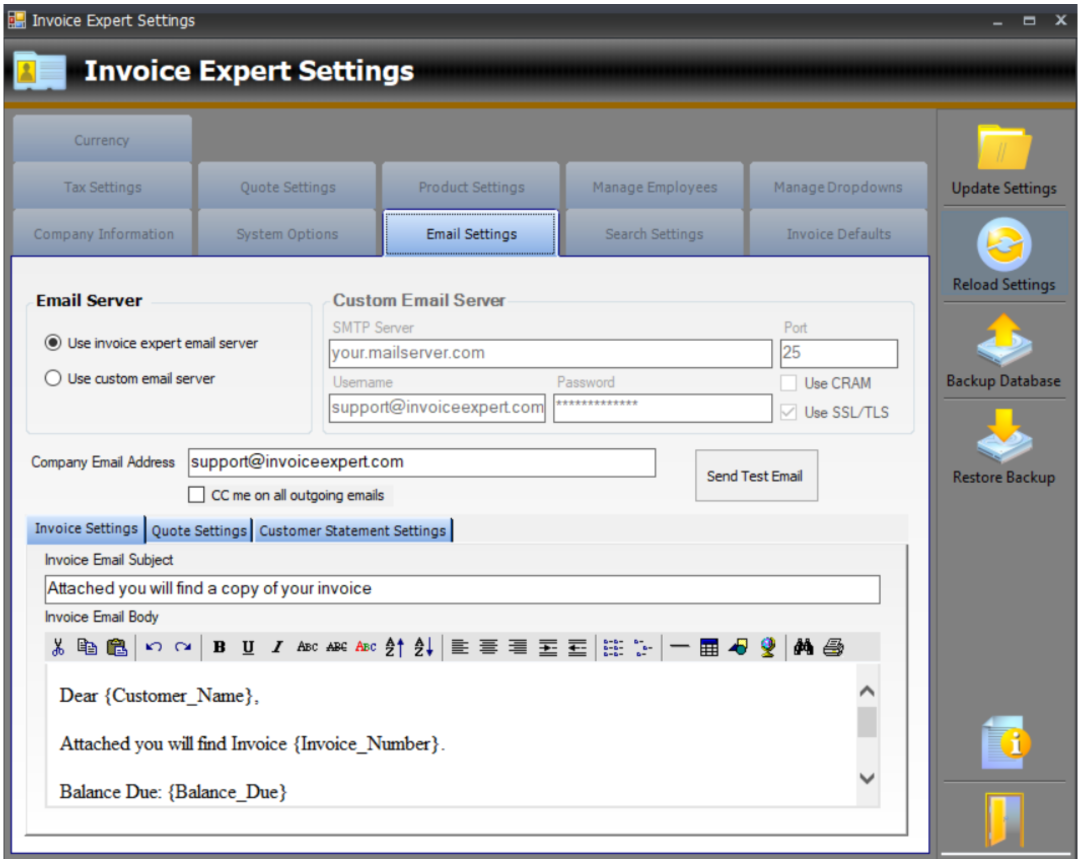
3.2 System Options



Update the fields on this screen, per below table, as required:

Field	Definition
Application Options	
Confirm on Exit	Select this box if you would like the program to give a prompt-box to confirm exiting Invoice Expert when you exit out of the program. If not selected, Invoice Expert will close automatically.
Don't notify when updates are available	Select this box if you do not want to be notified when Invoice Expert releases a new version of its program. If not selected, you will receive a prompt box when you start Invoice Expert, if a new version has been released.
Invoice and Customer Numbers	
Next Invoice #	Input the number/ID for the next invoice which will be used to number all invoices. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
Next Quote #	Input the number/ID for the next quote which will be used to number all quotes. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
Next Customer #	Input the number/ID for the next customer which will be used to number all customers. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
Invoice # Prefix	Character(s) to use at the beginning of each invoice. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
Quote # Prefix	Character(s) to use at the beginning of each quote. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
Customer # Prefix	Character(s) to use at the beginning of each customer. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
Next P.O #	Input the number/ID for the next PO which will be used to number all POs. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)
P.O # Prefix	Character(s) to use at the beginning of each PO. Do not use any special characters (e.g: -, /, \, %, @, or any other character that cannot be in a Windows file name)

3.3 Email Settings



Update the fields on this screen, per below table, as required:

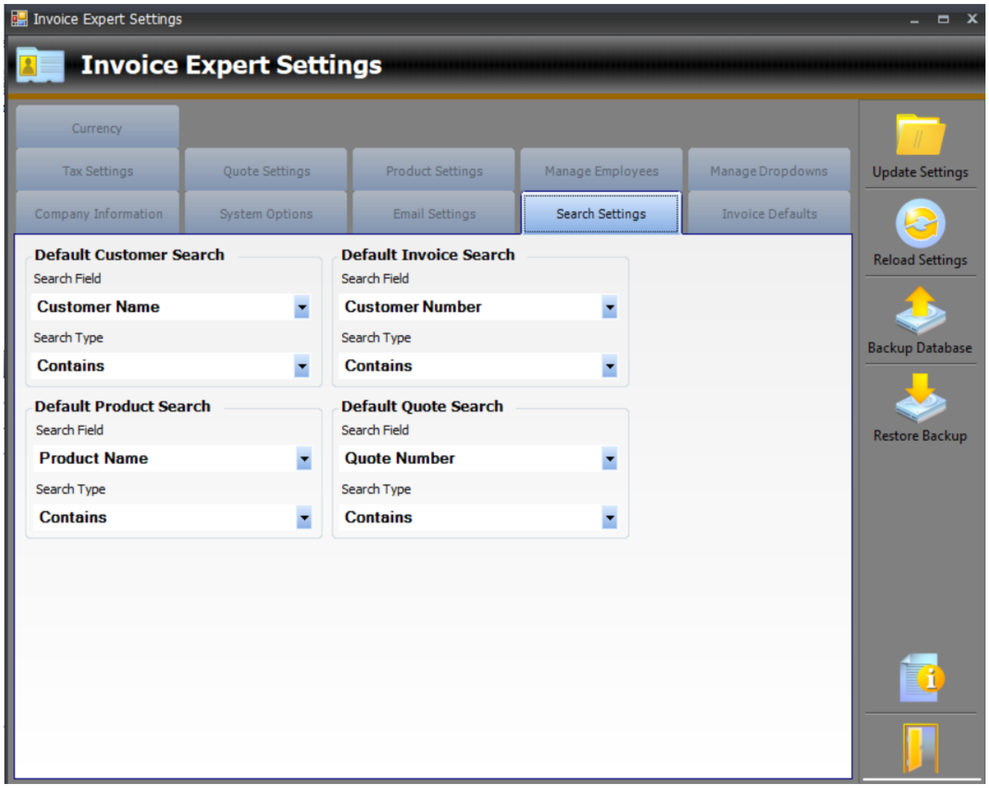
Field	Definition
Email Server	- Use invoice expert email server: Using this setting will send emails from our email server - Use custom email server: Selecting this will require you to input details under “Custom Email Server”. Example of email servers that would be used: Gmail, Outlook etc.
Custom Email Server	This is only populated if you have chosen “Use custom e mail server” - SMTP Server: Indicate the SMTP mail server - Port: Indicate the email port - Username: Input the email address associated to this mail server - Password: Input the password associated to this email address - Use CRAM: Check this off if your email uses CRAM - Use SSL/TLS: Check this off if your email uses SSL/TLS

Company Email Address	Input your email address in this field
CC me on all outgoing emails	Check this off if you would like to receive an email for all email sent from Invoice Expert software
Invoice Settings	
Invoice Email Subject	Input the subject line that you would like on all outgoing invoices sent via Invoice Expert
Invoice Email Body	Customise this field to reflect the wording you would like on all outgoing invoices sent via Invoice Expert*
Quote Settings	
Quote Email Subject	Input the subject line that you would like on all outgoing quotes sent via Invoice Expert
Quote Email Body	Customise this field to reflect the wording you would like on all outgoing quotes sent via Invoice Expert*
Customer Statement Settings	
Statement Email Subject	Input the subject line that you would like on all outgoing customer statements sent via Invoice Expert
Statement Email Body	Customise this field to reflect the wording you would like on all outgoing customer statements sent via Invoice Expert*

*The following fields can be used to reference items from your invoice/quote/customer statements:

Field	Usage
{Customer_Name}	Name of your customer
{Invoice_Number}	Invoice number
{Balance_Due}	Balance due by the customer
{Date_Due}	Due date of the invoice/quote
{Quote_Number}	Quote number

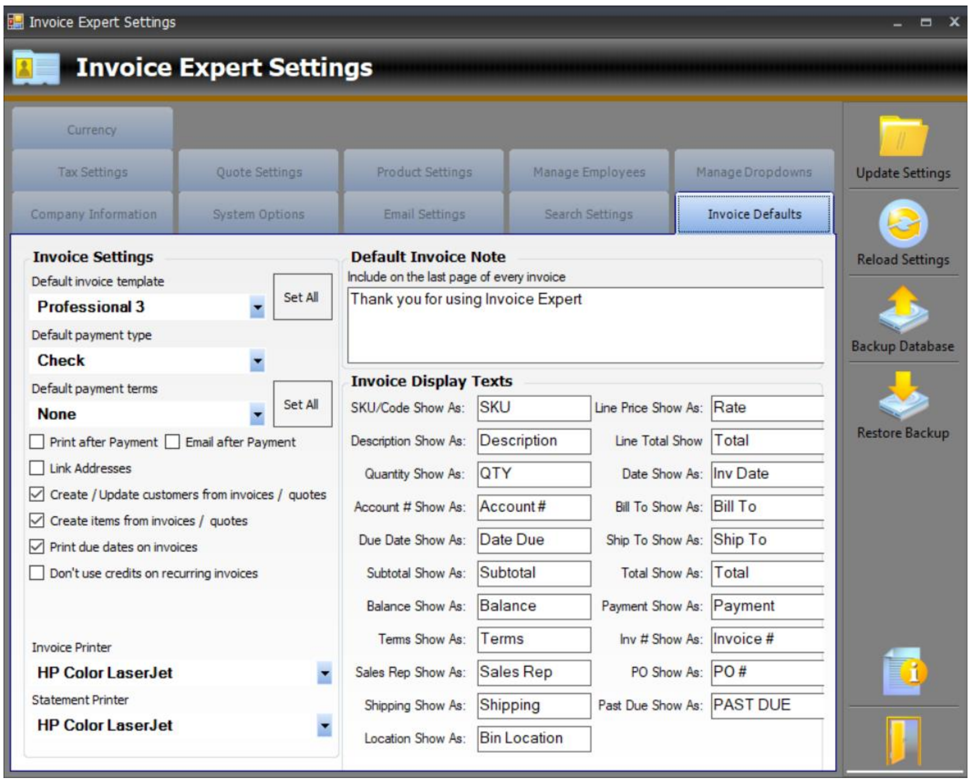
3.4 Search Settings



Field	Definition
Default Customer Search	
Search Field	Select the search field that you want the Customer search to default on when requiring to do a search on the Customer page
Search Type	Select the search type that you want the Customer search to default on when requiring to do a search on the Customer page
Default Product Search	
Search Field	Select the search field that you want the Product search to default on when requiring to do a search on the Product page
Search Type	Select the search type that you want the Product search to default on when requiring to do a search on the Product page
Default Invoice Search	
Search Field	Select the search field that you want the Invoice search to default on when requiring to do a search on the Invoice page
Search Type	Select the search type that you want the Invoice search to default on when requiring to do a search on the Invoice page

Default Quote Search	
Search Field	Select the search field that you want the Quote search to default on when requiring to do a search on the Quote page
Search Type	Select the search type that you want the Quote search to default on when requiring to do a search on the Quote page

3.5 Invoice Defaults

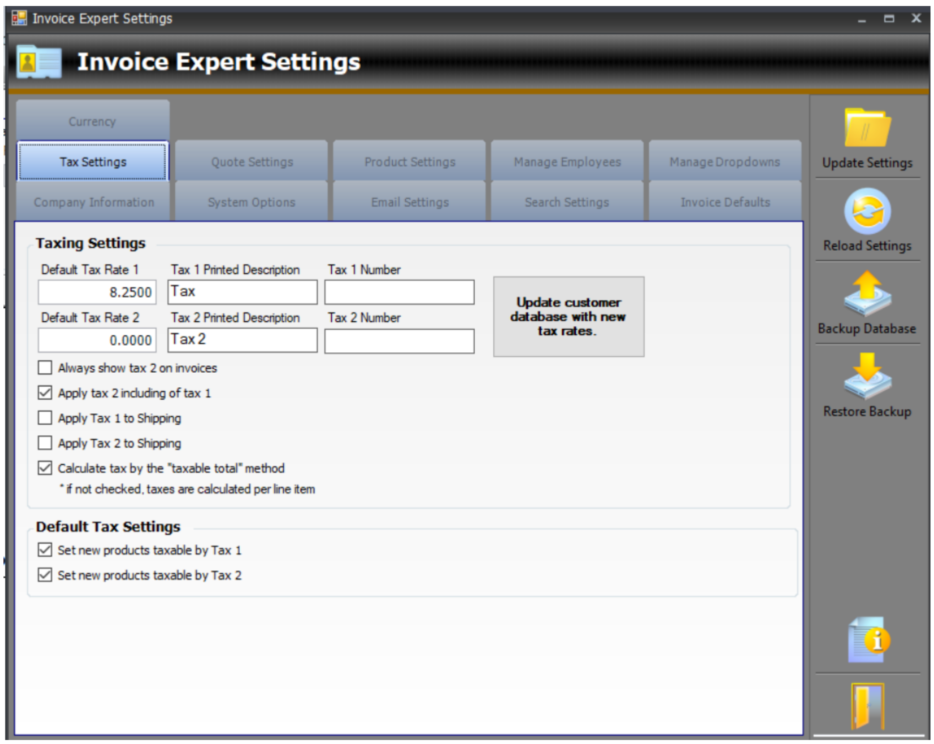


Field	Usage
Default invoice template	Select the invoice template you would like the program to default to when creating a new invoice. Refer to section 2.3 Initial Setup – Invoice Templates
Set All button	Select this first “Set All” button if you want to set all invoices within the software to the “Default invoice template” selected
Default payment type	Select the payment type you would like the program to default to when creating a new payment.
Default payment terms	Select the payment terms you would like the program to default to when creating a new invoice.

Set All button	Select this second “Set All” button if you want to set all invoices within the software to the “Default payment terms” selected
Create/Update customers from invoices/quotes	Check this off if you would like the ability to modify customer information from the Invoice or Quotes page
Create items from invoices/quotes	Check this off if you would like the ability to add new products to the software from the Invoice or Quotes page
Invoice Printer	Select your default printer for invoices
Statement Printer	Select your default printer for customer statements
Include on the last page of every invoice	Input the text you would like to appear on the bottom of all invoices
Invoice Display Texts	
SKU/Code Show as:	How you want “SKU/Code” to appear on invoices. Default: SKU
Description Show as:	How you want “Description” to appear on invoices. Default: Description
Quantity Show as:	How you want “Quantity” to appear on invoices. Default: QTY
Account # Show as:	How you want “Account #” to appear on invoices. Default: Account #
Due Date Show As:	How you want “Due Date” to appear on invoices. Default: Date Due
Subtotal Show As:	How you want “Subtotal” to appear on invoices. Default: Subtotal
Balance Show As:	How you want “Balance” to appear on invoices. Default: Balance
Terms Show As:	How you want “Terms” to appear on invoices. Default: Terms
Sales Rep Show As:	How you want “Sales Rep” to appear on invoices. Default: Sales Rep
Shipping Show As:	How you want “Shipping” to appear on invoices. Default: Shipping
Location Show As:	How you want “Bin location” to appear on invoices. Default: Bin Location
Line Price Show As:	How you want “Price” to appear on invoices. Default: Rate
Line Total Show As:	How you want “Total” to appear on invoices. Default: Total
Date Show As:	How you want “Invoice Date” to appear on invoices. Default: Inv Date
Bill To Show As:	How you want “Bill To” to appear on invoices. Default: Bill To
Ship To Show As:	How you want “Ship To” to appear on invoices. Default: Ship To
Total Show As:	How you want “Total” to appear on invoices. Default: Total

Payment Show As:	How you want “Payment” to appear on invoices. Default: Payment
Inv # Show As:	How you want “Invoice #” to appear on invoices. Default: Invoice #
PO Show As:	How you want “PO #” to appear on invoices. Default: PO #
Past Due Show As:	How you want “Past Due” to appear on invoices. Default: PAST DUE

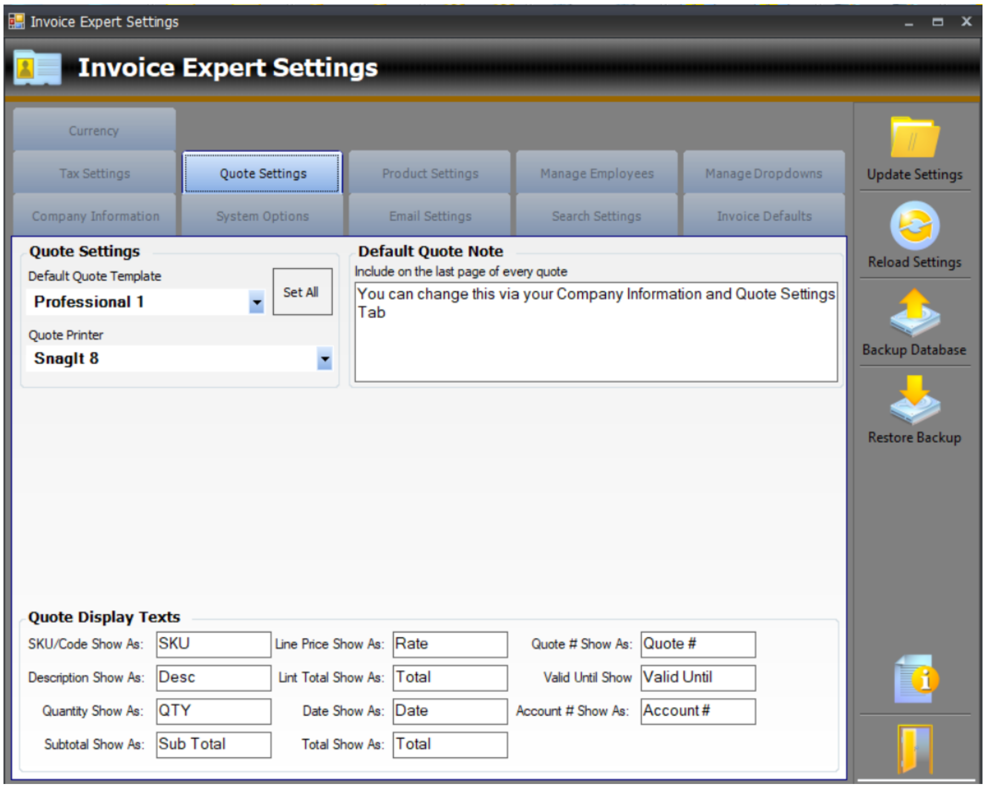
3.6 Tax Settings



Field	Usage
Tax 1 Number	Input a number in this field if you are required to track your Tax 1 number.
Tax 2 Number	Input a number in this field if you are required to track your Tax 2 number.
Update customer database with new tax rates button	If you update the tax rates to a new tax rate after initial setup, this button will update the tax settings for all customers in the database.

For all other fields on this page, please refer to section 2.2 - Initial Setup – Taxing Settings.

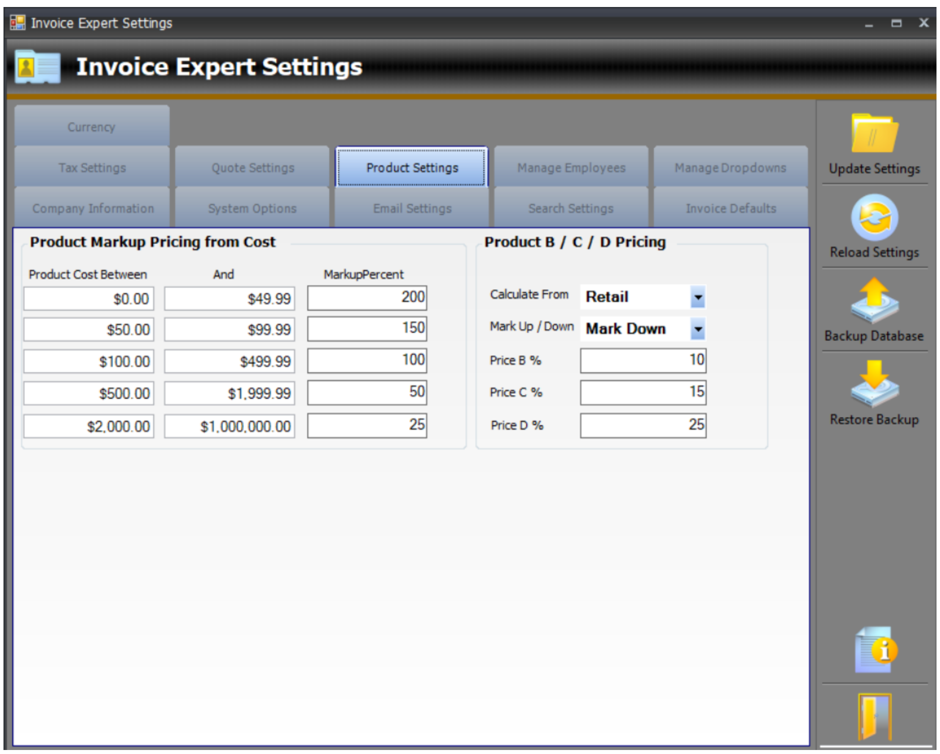
3.7 Quote Settings



Field	Usage
Default quote template	Select the quote template you would like the program to default to when creating a new quote. Refer to section 2.3 Initial Setup – Invoice Templates
Set All button	Choose this button if you want to set all quotes to have this default quote template
Quote Printer	Select your default printer for quotes
Include on the last page of every quote	Input the text you would like to appear on the bottom of all quotes
Quote Display Texts	
SKU/Code Show as:	How you want “SKU/Code” to appear on quotes. Default: SKU
Description Show as:	How you want “Description” to appear on quotes. Default: Description
Quantity Show as:	How you want “Quantity” to appear on quotes. Default: QTY
Subtotal Show As:	How you want “Subtotal” to appear on quotes. Default: Subtotal
Line Price Show As:	How you want “Price” to appear on quotes. Default: Rate

Line Total Show As:	How you want “Total” to appear on quotes. Default: Total
Date Show As:	How you want “Quote Date” to appear on quotes. Default: Date
Total Show As:	How you want “Total” to appear on quotes. Default: Total
Quote # Show As:	How you want “Quote #” to appear on quotes. Default: Quote #
Valid Until Show As:	How you want “Quote Valid until” to appear on quotes. Default: Valid Until
Account # Show As:	How you want “Account #” to appear on quotes. Default: Account #

3.8 Product Settings



All updates on this screen will assist with calculating Product Pricing.

Product Markup Pricing from Cost

Your Product Price will be updated accordingly for your Product, depending on the Mark up Percents indicated on this screen. Update the “In Between” Costs and “MarkupPercent” depending on how you would like your Product Pricing calculated for your products.

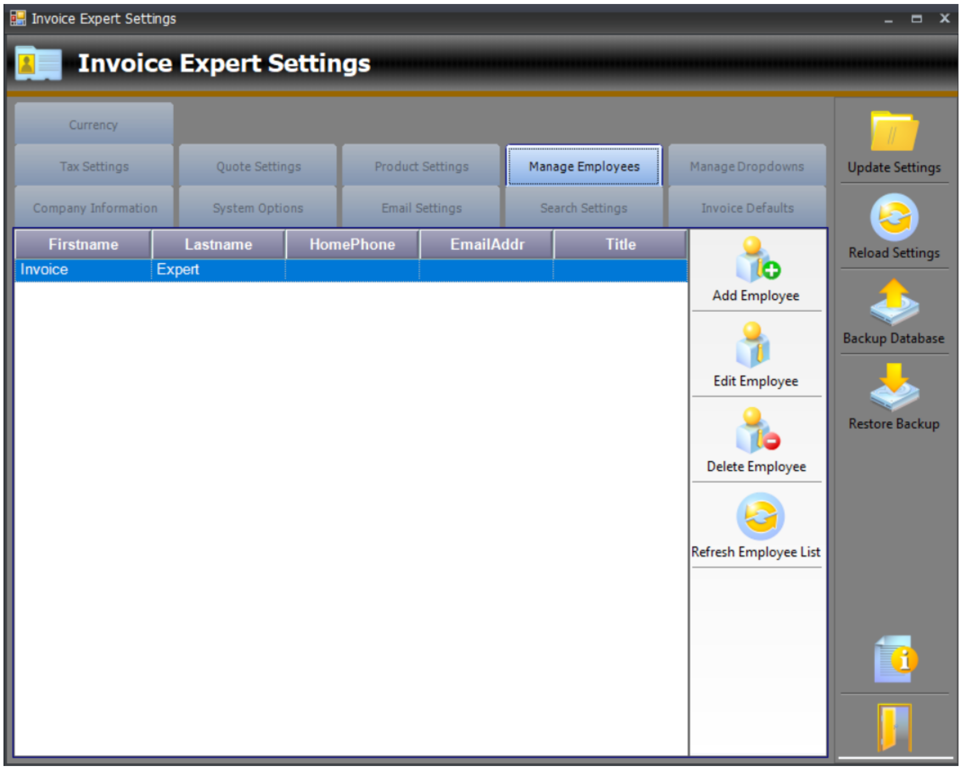
For example:

If your product cost is $90, the table indicated shows that the price should be marked up by 150% (as the $90 falls between the $50 and $99.99 row). Thus, $90 * 150% = $135, so the price of your product will be $90 + $135 = $225.

Product B / C / D Pricing

Field	Usage
Calculate From: Retail or Cost	This field is used on the Products page, if you would like to set different pricing for your product, depending on the existing price of the product, where a price B, C, or D will be calculated based on the Retail price of the product or the actual Cost of the product, depending on what is selected in the drop-down
Mark Up/Down	This field determines if your Price B, C, or D pricing on the product will be marked up or down
Price B %	Product Pricing B will be calculated using a combination of the % indicated in this field of your product retail or product cost, depending on what is selected in the first field. E.g: If your Product Cost is $10, and 10% is indicated in this field, and it is listed as “Mark Up”, Price B will be $11 If it is listed as “Mark Down”, Price B will be $9
Price C %	Product Pricing C will be calculated using a combination of the % indicated in this field of your product retail or product cost, depending on what is selected in the first field, along with the mark up/down selection
Price D %	Product Pricing D will be calculated using a combination of the % indicated in this field of your product retail or product cost, depending on what is selected in the first field, along with the mark up/down selection

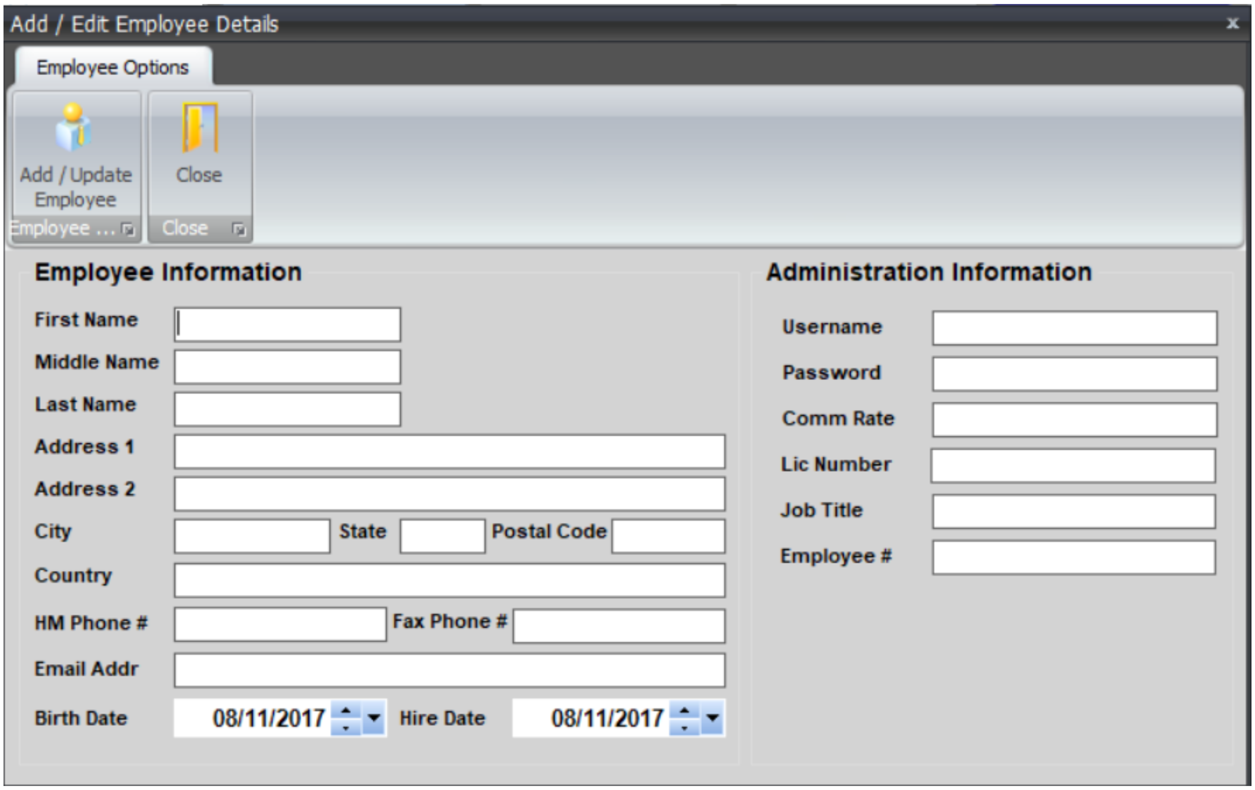
3.9 Manage Employees



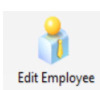
Use this section in order to keep track of the details of your employees working for you. These names can be utilised to add a "Salesperson" to an invoice if needing to identify sales people by invoice.

3.91 Add Employee

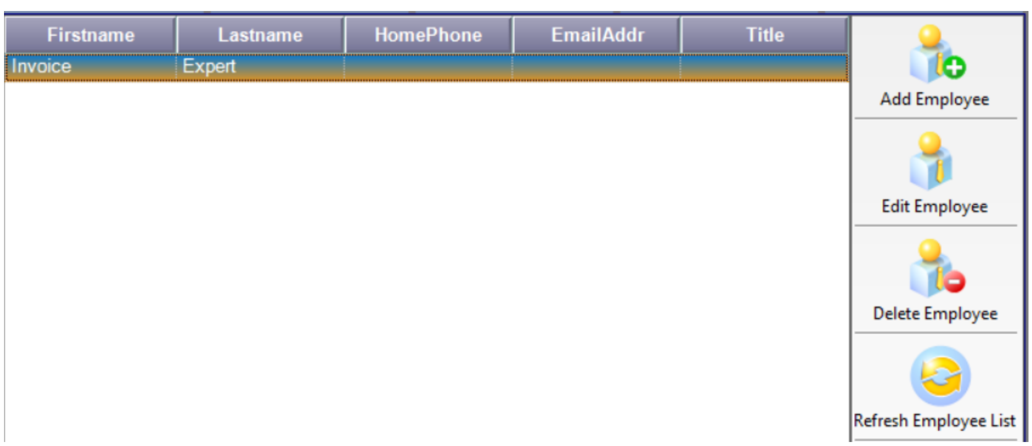
Clicking the Add Employee button will allow you to add new employees to the database. Upon clicking this button, the below will pop-up for you to input all necessary fields related to the employee including name, address, phone:



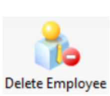
3.92 Edit Employee



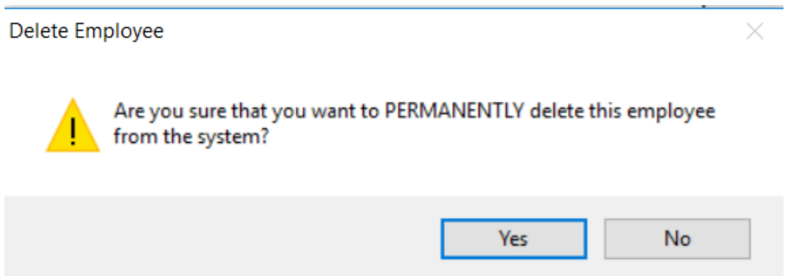
Clicking the Edit Employee button will allow you to edit any existing employees data within the database. Upon selecting the employee name within the employee list, the same window as the "Add Employee" functionality will appear.



3.93 Delete Employee



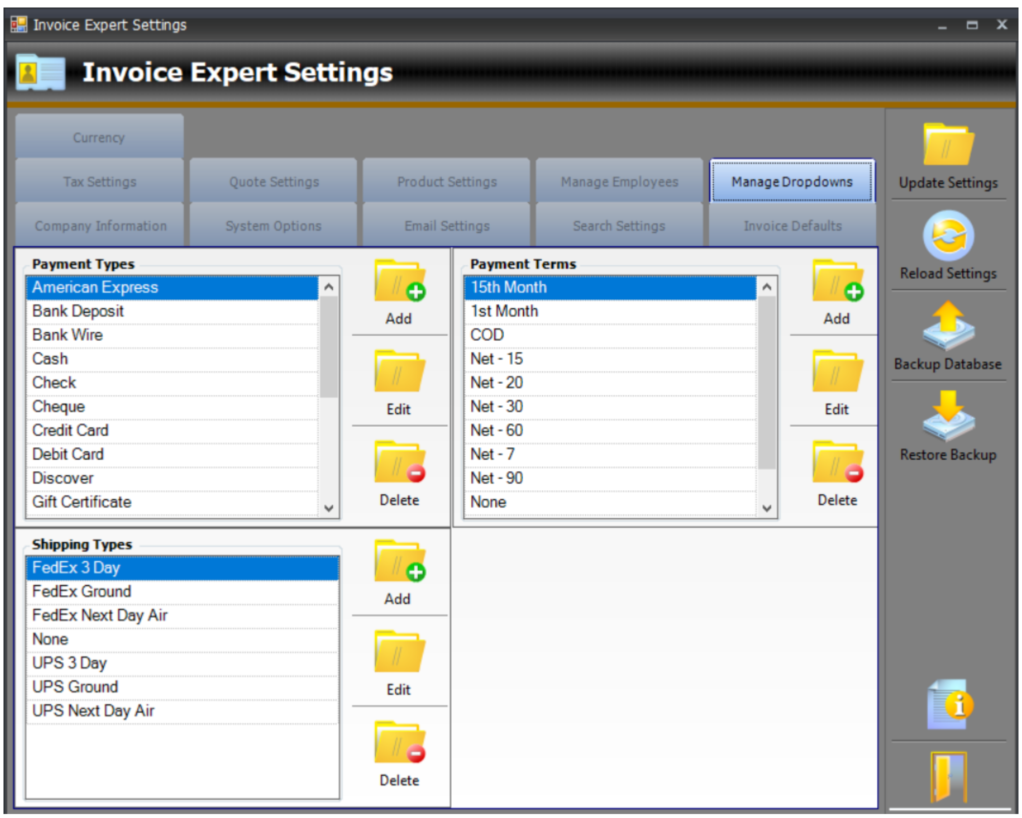
Clicking the Delete Employee button will allow you to delete an employee from the employee database. Upon selecting an employee, per screenshot above, and clicking the "Delete Employee" button, you will then be prompted to confirm deletion of the employee from your database:



3.94 Refresh Employee List

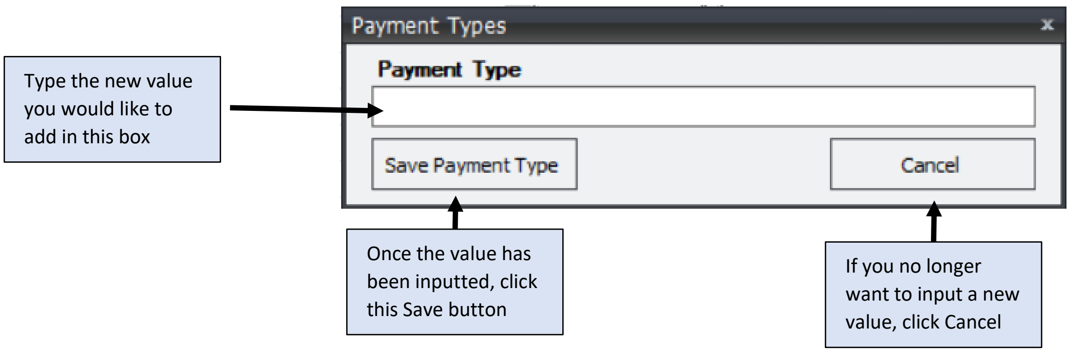
Clicking the Refresh Employee List button will refresh the employee list table, in the event that any changes were made to employees that have not yet been refreshed on screen.

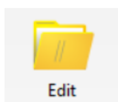
3.10 Manage Drop-downs



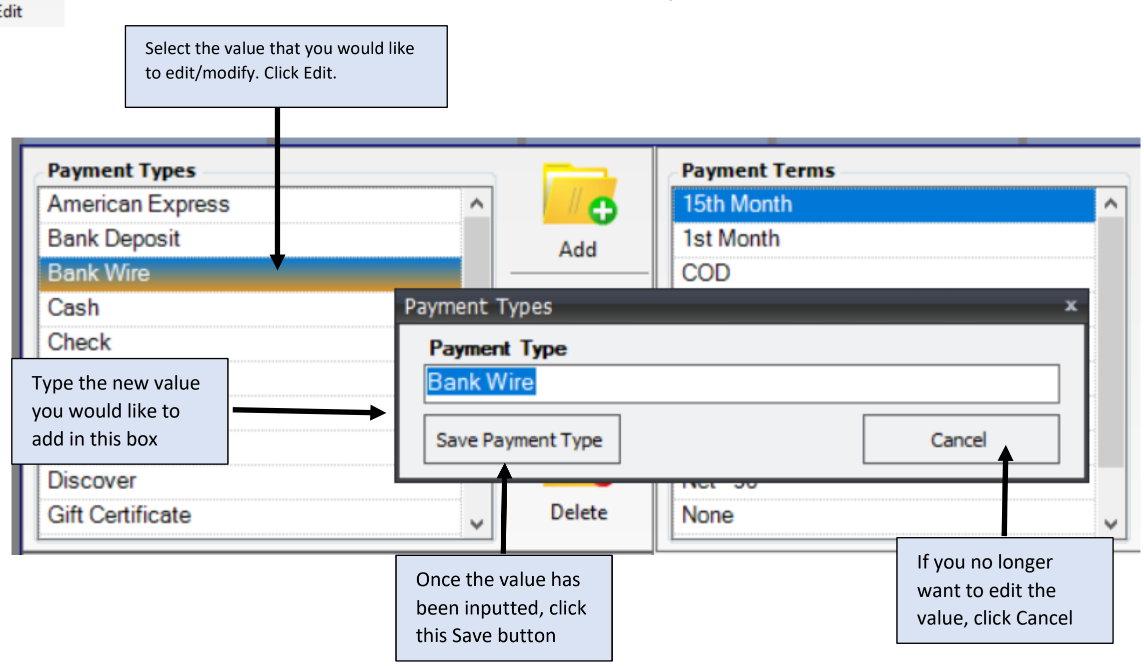
Use this section to add additional Payment Types, Shipping Types, or Payment Terms that will appear for all Invoices, Quotes, or Purchase Orders.

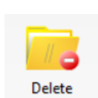
Clicking the “Add” Button in any of the sections will bring up a dialog-box asking you to input the name of the new item you would like to add. Example:



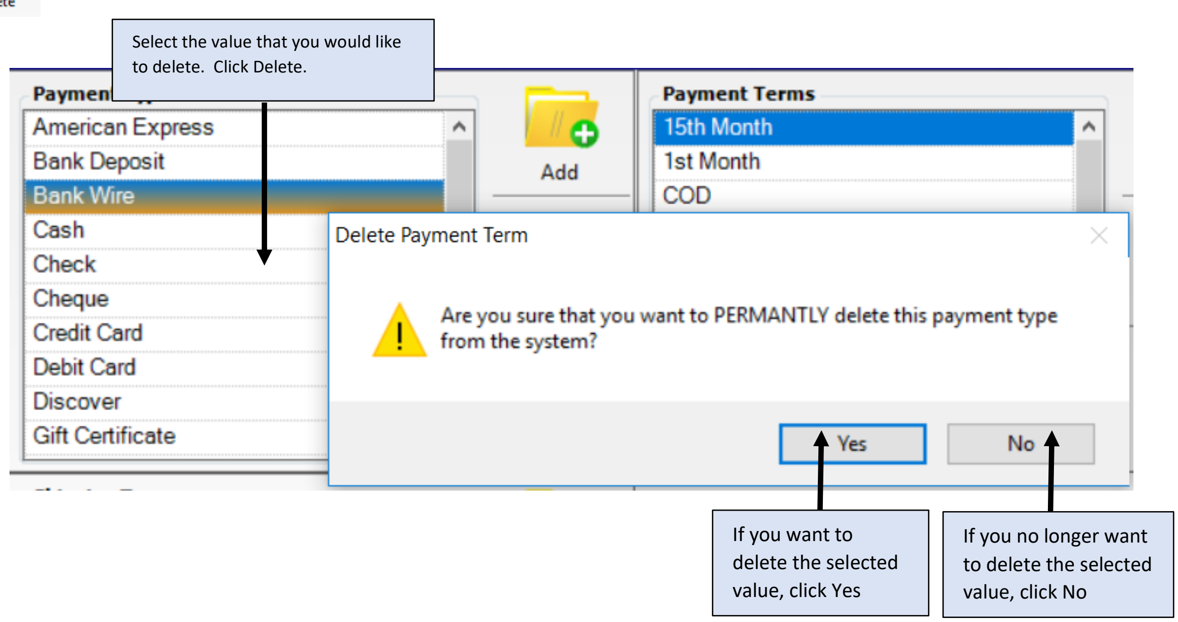


Clicking the "Edit" Button in any of the sections will bring up a dialog-box asking you to input the new value of the item selected to edit. Example:



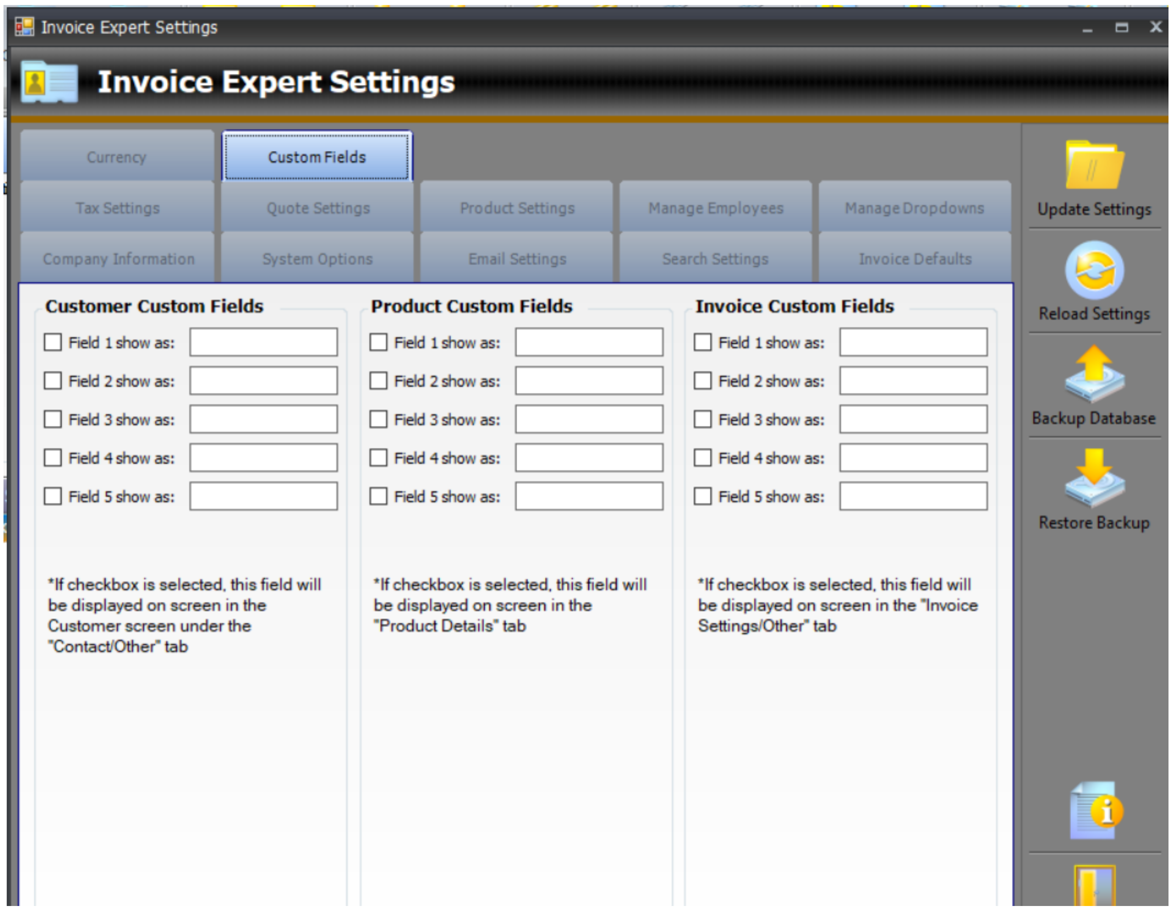


Clicking the "Delete" button in any of the sections will bring up a dialog-box asking you to confirm that you want to delete the selected value. Example:



3.11 Custom Fields

There may be some additional fields that you would like added for your customers, products, or invoices that are not available as standard fields on screen. You can use this screen to add additional details to each section (Customer, Product, Invoice) if needed.



Field	Usage
Field <X> show as:	Input the name of the field as you would like it indicated on the screen. The text inputted in this field will be the label for the field that displays on screen. For example, if you input field to show as "Customer Promo Card", this will display on screen as such within the corresponding section that the custom field has been selected for.

Note that up to 5 custom fields can be added to the Customer, Product, or Invoice screen. If the checkbox is selected beside the corresponding field, the field will be displayed on screen in the indicated sections. (i.e: Customer Screen -> Contact/Other tab will be where the custom fields are displayed, Product Screen -> Product Details tab will be where the custom fields are displayed, Invoice Screen -> Invoice Settings/Other tab will be where the custom fields are displayed).

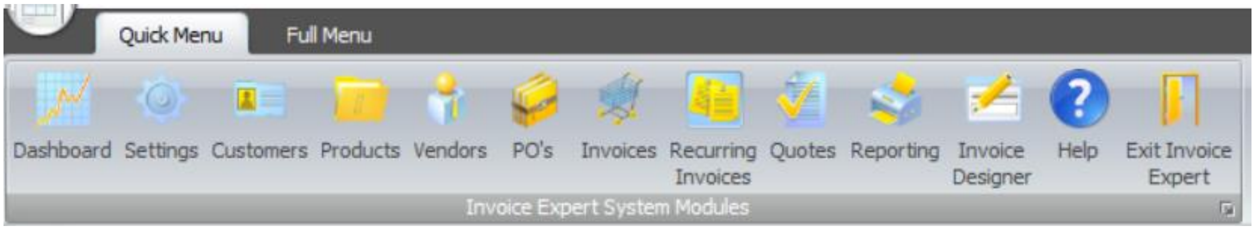
3.12 Other Settings Buttons

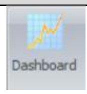
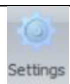
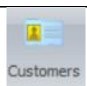
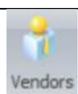
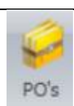
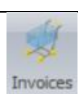
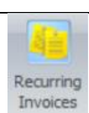
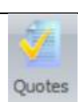
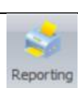
This ensures to save all settings, however also clicking the “Exit” button will also save all settings before closing the Settings pop-up box.
Reload the settings screen.
This will create a back up of your database, in the event there are any issues with your computer. Be sure to back up your database frequently so that you have a backup coy of all your data.
This button will restore a previous version of your data/database, if you would like to revert to a previous version of your database. When clicking this button, it will first create a backup of your existing database, and then it will ask you to select the database version you would like to restore
This button will bring you to the help section of the Invoice Expert website.
This button will save any changed settings, as well as close the Settings pop-up box.

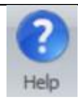
4.0 Understanding the Menus

4.1 Quick Menu

The quick menu displays the key components you will utilise in a concise menu bar.

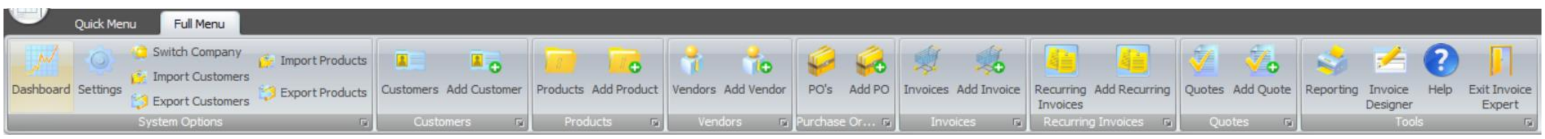


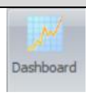
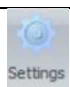
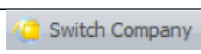
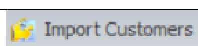
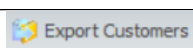
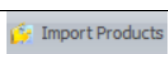
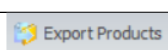
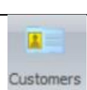
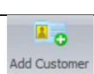
Menu Button	Action
	Select this button if you would like to see graphs of Current Aging Invoices, Product Sales by Category and Product Profit by Category
	Select this button to open up the Invoice Expert Settings (Section 3) of the program.
	Select this button to navigate to the Customers within the program.
	Select this button to navigate to the Products within the program.
	Select this button to navigate to the Vendors within the program.
	Select this button to navigate to the Purchase Orders within the program.
	Select this button to navigate to the Invoices within the program.
	Select this button to navigate to the Recurring Invoices within the program.
	Select this button to navigate to the Quotes within the program.
	Select this button to navigate to the Reporting within the program.

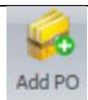
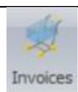
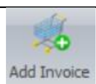
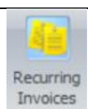
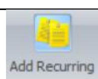
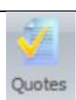
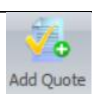
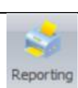
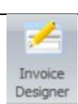
	Select this button to navigate to the Invoice Designer within the program.
	Select this button to navigate to the Help section of our website.
	Select this button to close Invoice Expert program.

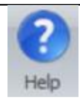
4.2 Full Menu

The full menu displays all available features within Invoice Expert.



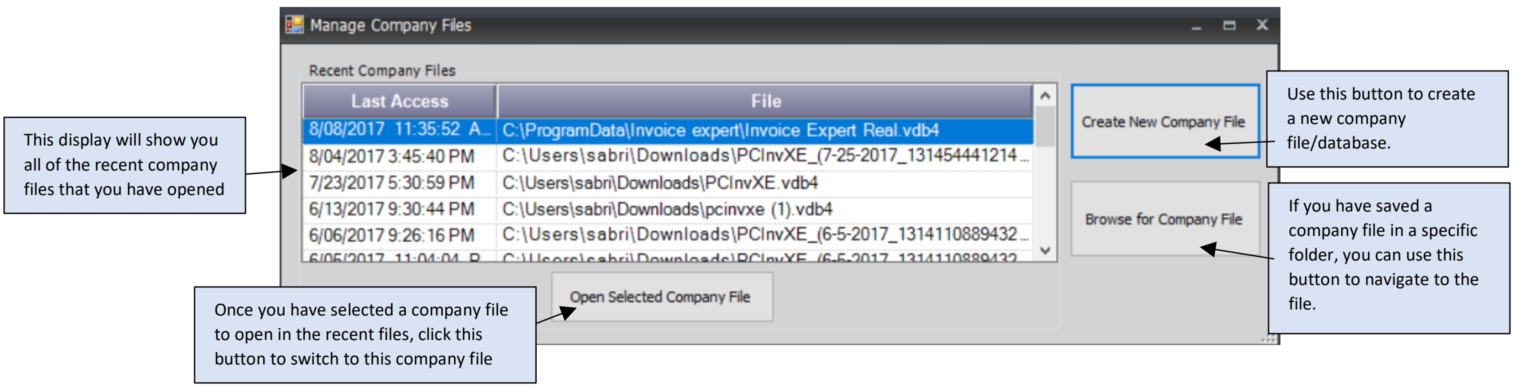
Menu Button	Action
	Select this button if you would like to see graphs of Current Aging Invoices, Product Sales by Category and Product Profit by Category
	Select this button to open up the Invoice Expert Settings (Section 3) of the program.
	Select this button if you have more than one company maintained by Invoice Expert, or if you would like to create a new company. Refer to Section 4.21 for more details.
	Select this button if you have a tab delimited file to import bulk customers. Refer to Section 4.22 for more details.
	Select this button if you would like to export to a tab delimited file all of your customers currently in the program. Refer to Section 4.23 for more details.
	Select this button if you have a tab delimited file to import bulk products. Refer to Section 4.22 for more details.
	Select this button if you would like to export to a tab delimited file all of your products currently in the program. Refer to Section 4.23 for more details.
	Select this button to navigate to the Customers within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new customer to the program.

	Select this button to navigate to the Products within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new product to the program.
	Select this button to navigate to the Vendors within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new vendor to the program.
	Select this button to navigate to the Purchase Orders within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new Purchase Order to the program.
	Select this button to navigate to the Invoices within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new invoice to the program.
	Select this button to navigate to the Recurring Invoices within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new recurring invoice to the program.
	Select this button to navigate to the Quotes within the program.
	Select this button to be automatically brought to the dialog-box in order to add a new quote to the program.
	Select this button to navigate to the Reporting within the program.
	Select this button to navigate to the Invoice Designer within the program.

	Select this button to navigate to the Help section of our website.
	Select this button to close Invoice Expert program.

4.21 Switch Company

If you are utilising Invoice Expert for more than one company, you will use this button to switch back and forth between companies. Once selecting this button, the following dialog box will appear:



4.22 Import Customers/Products

If importing customers or products to Invoice Expert, it is best to start with the exported version of these files so that you can see the headers required to successfully complete an import. Otherwise, to start a new template:

1) Open excel
2) a) For Products, ensure that you have the following headers in Row 1:

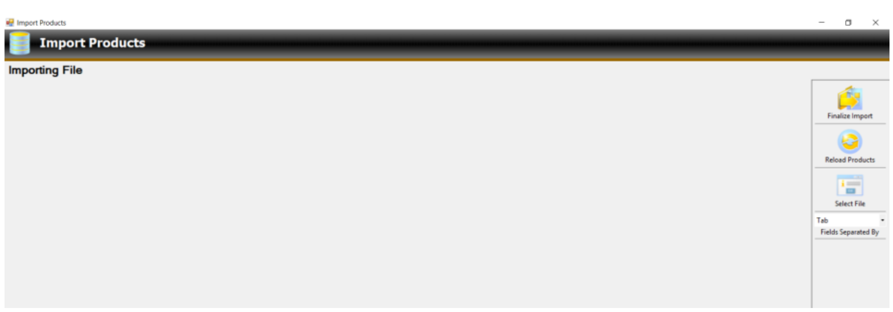
SKU
ProductName
Description
Category
Stock
LowLimit
Price
Cost
Taxable
Taxable2
Service
BinLocation

The columns Taxable,Taxable2 and Service are True/False fields. True/False are case sensitive. The import won't work if you use true/false or TRUE/FALSE. It must show as “True” or “False”, without quotes in those columns

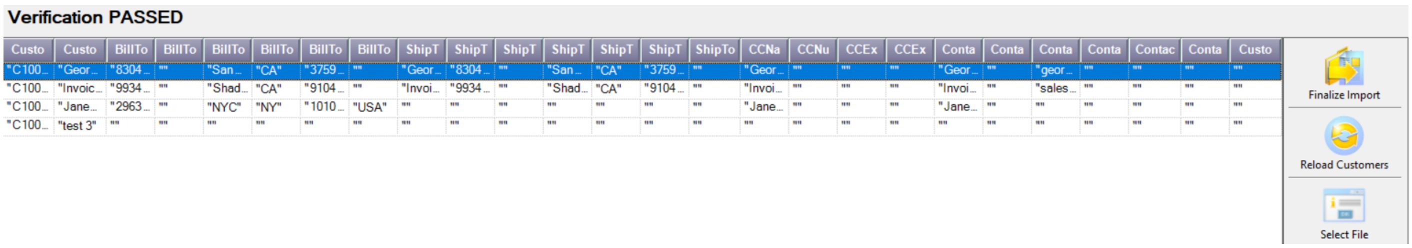
b) For Customers, ensure that you have the following headers in Row 1:

CustomerNumber
CustomerName
BillToName
BillToStreet1
BillToStreet2
BillToCity
BillToState
BillToZip
BillToCountry
ShipToName
ShipToStreet1
ShipToStreet2
ShipToCity
ShipToState
ShipToZip
ShipToCountry
CCName
CCNumber
CCExpMonth
CCExpYear
ContactName
ContactPhone
ContactPhone2
ContactFax
ContactEmail
ContactTitle
CustomerNotes

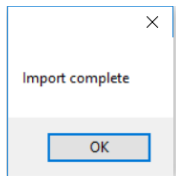
3) Once the headers are in place select File -> Save As from Excel and for format, choose "Text (Tab delimited) (*.txt), then click the Save button.
4) Click Import Products or Import Customers, depending on what is being imported



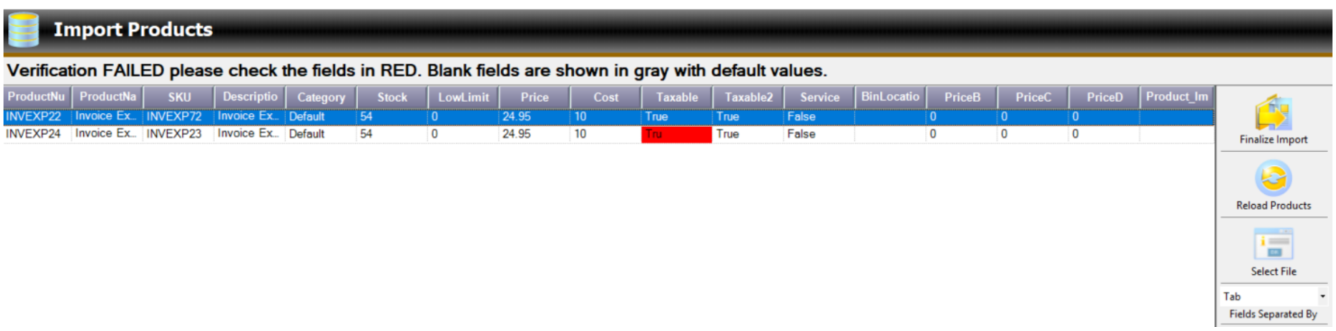
5) Click Select File and navigate to the file you would like to import. You will then be shown a display of what is to be imported:



6) Click "Finalize Import" and your customers or products will then be imported and you should receive the following confirmation:

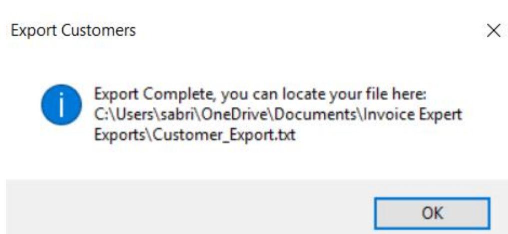


If, however, there are errors in your import (e.g: format incorrect for the text value), errors will be highlighted in red to show you what is required to be fixed in your import file before trying to import again:



4.23 Export Customers/Products

Upon clicking the export customers or products button, you will be shown a dialog box indicating that the export has been completed and location of the export:



5.0 Customers

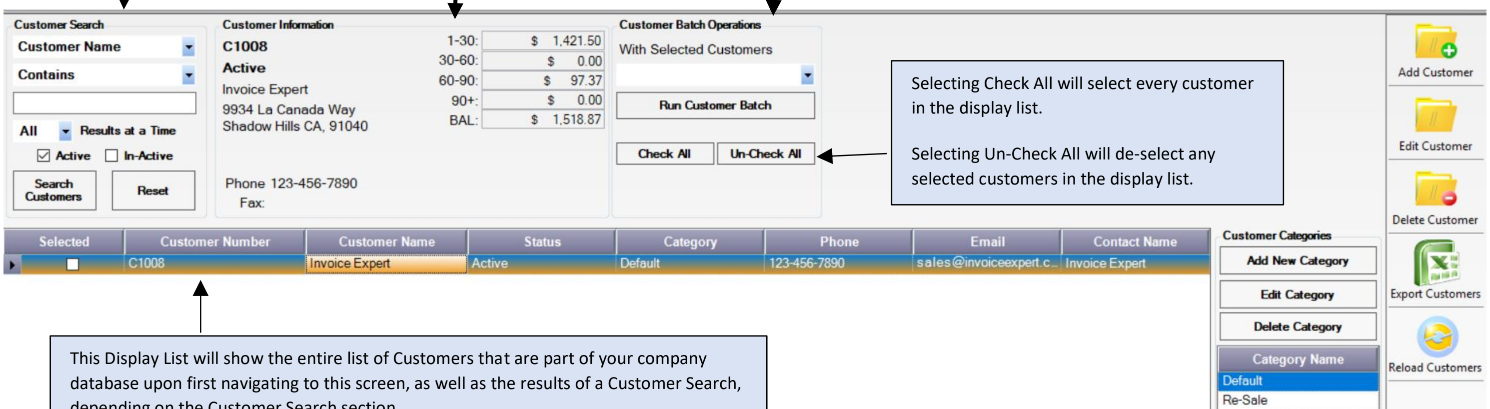
The Customers screen is where you will manage all of your customers.

Use this section to search your customer database, using the drop-down to choose what you want to search by, and if just Active and/or In-Active Customers. Click "Search Customers" to search and the results will appear in the display list.

This section will display the Customer Information, including address, and contact information, as well as outstanding balance by age, of the customer selected in the display list.

Use this section to complete a Customer Batch Operation:

1) Delete Customers – All "Selected" Customers (I.e: Customers with a checkbox beside their name) will be deleted if you "Run Customer Batch"
2) Update Category - All "Selected" Customers (I.e: Customers with a checkbox beside their name) will be updated with the Category Name that is selected under "Category Name" selection after you click "Run Customer Batch"



Selecting Check All will select every customer in the display list.

Selecting Un-Check All will de-select any selected customers in the display list.

This Display List will show the entire list of Customers that are part of your company database upon first navigating to this screen, as well as the results of a Customer Search, depending on the Customer Search section.

5.1 Customer Categories

Customer Categories can be modified within this section as required.

This button will add a new category to the category list, enabling you to categorise customers with this new category created.

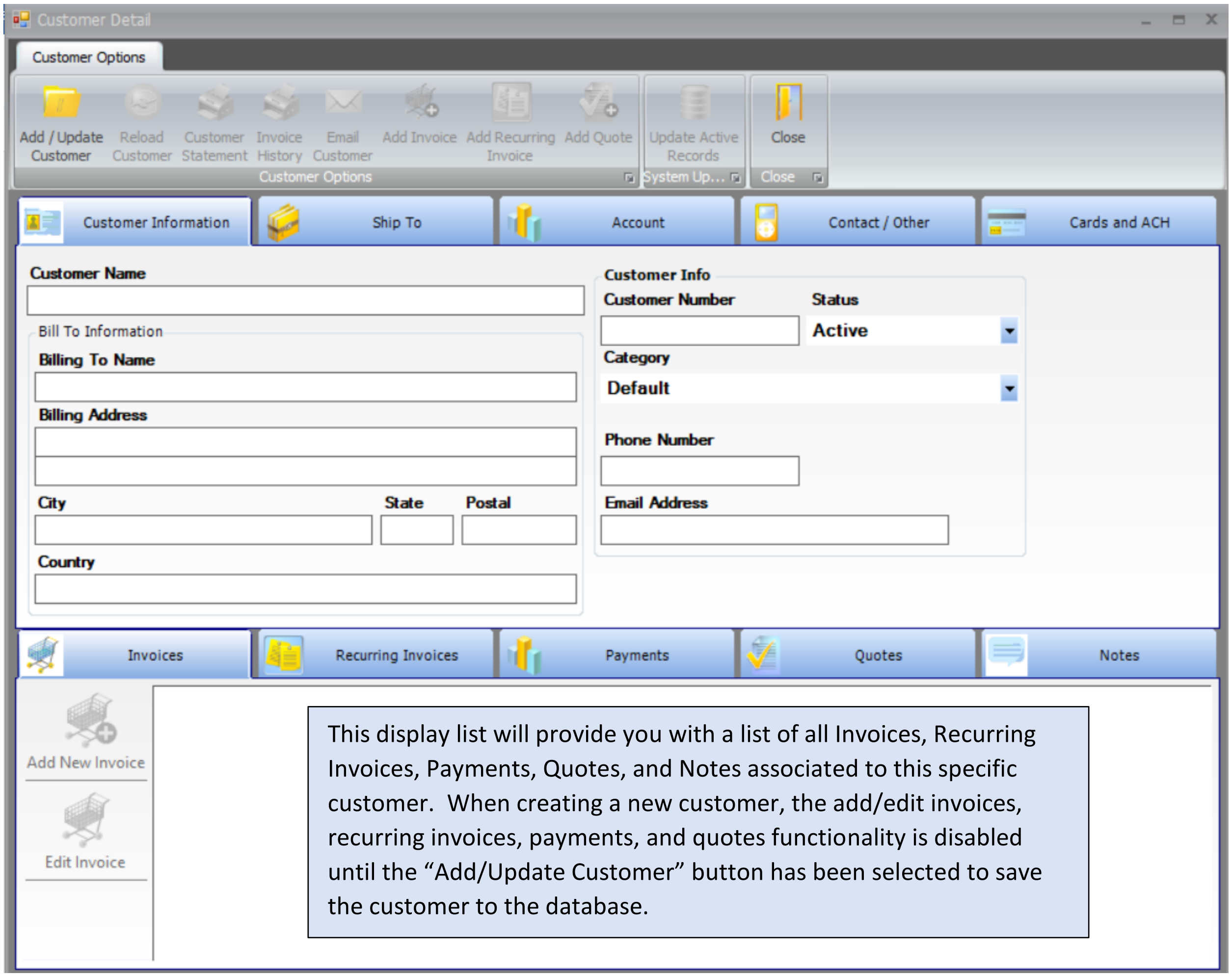
This button will give you the ability to edit the name of the category selected in the category list.

This button will give you the ability to delete the category selected in the category list.

This is the Category Name list box, which displays a list of all available categories for you to choose to assign customer's to. This is also the list where new categories will be added, as well as where you have the option to edit existing categories or delete existing categories.

5.2 Add Customer

The Add Customer box enables you to add new customers to the database. Clicking this button will open up the following screen:



Once all of the appropriate details have been populated for the customer, be sure to click "Add/Update Customer" to save the customer details to the database.

5.21 Customer Information tab

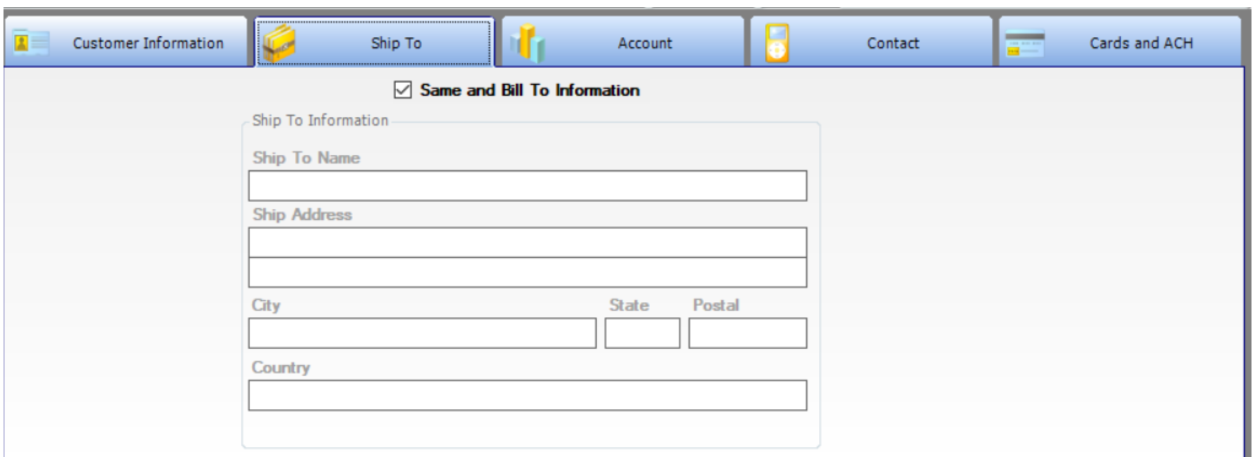
This is the main tab that provides key contact information on the customer.

Field	Definition
Customer Name	Input the name of the customer
Billing To Name	Input the name of whom will be billed to
Billing Address	Input the address of whom will be billed to
City	Input the city where the customer resides
State	Input the state where the customer resides
Postal	Input the postal where the customer resides

Country	Input the country where the customer resides
Customer Number	Input the customer number associated with the customer, if any
Status	Select if it is an active customer or inactive customer (I.e: no longer doing business with this customer)
Category	Select the category you would like to associate with this customer, if you would like to sort your customers by category. Refer to section 5.1 on Customer Categories
Phone Number	Input the phone number of the customer
Email Address	Input the email address of the customer

5.22 Ship To tab

This tab can be used if the customer has different shipping information.

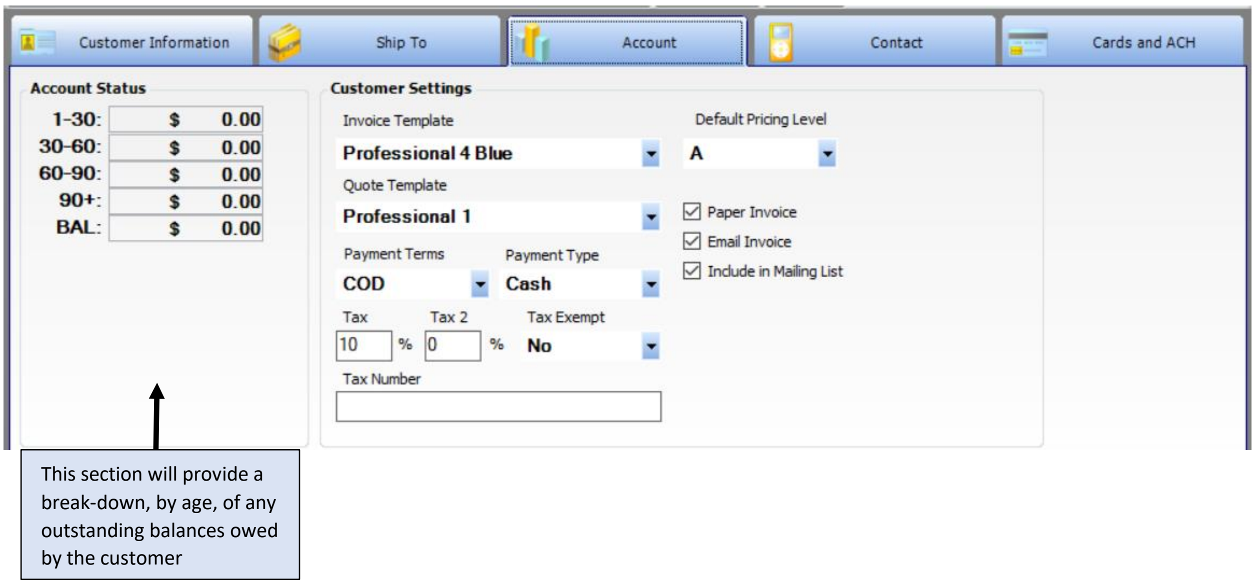


Field	Definition
Same as Bill To information	Select this box if the Ship To information should be the same as the Bill to Information. If selected, the information on this form will be read-only and will automatically populate with the Bill to information details from the Customer Information tab.
Ship To Name	Input the name of the customer to ship to, if different than the Bill To details
Ship To Address	Input the address of whom to ship to, if different than the Bill To details
City	Input the city where the customer resides for shipping information
State	Input the state where the customer resides for shipping information

Postal	Input the postal where the customer resides for shipping information
Country	Input the country where the customer resides for shipping information

5.23 Account tab

This tab provides invoice specific details on the customer.

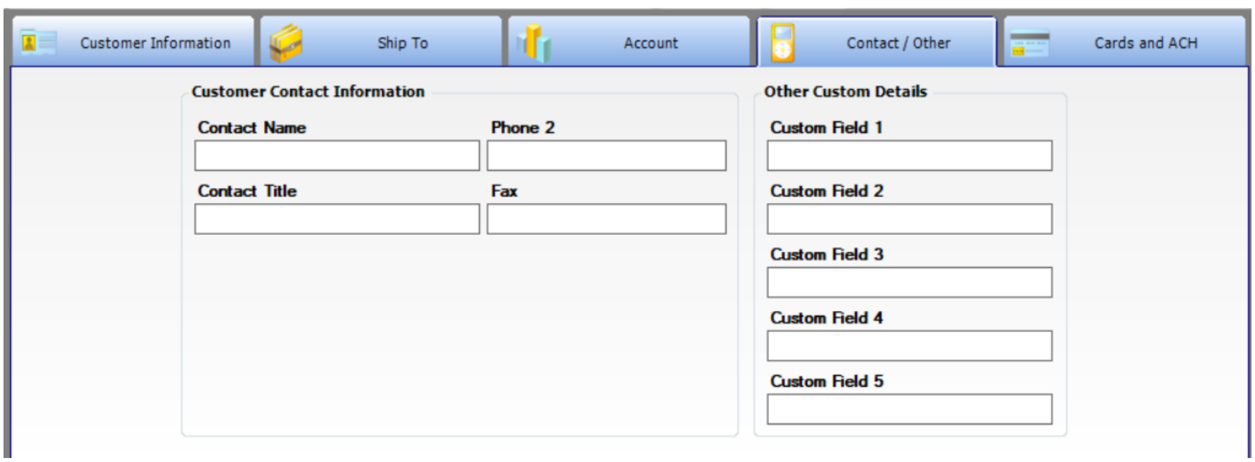


Field	Definition
Invoice Template	Select the invoice template you would like to default to when creating invoices for this customer. By default, this invoice template is set to the invoice selected in Section 2.3 – Initial Setup Invoice Templates or Section 3.5 Invoice Defaults. For reference on the different types of invoices, please refer to Section 2.3 – Initial Setup - Invoice Templates
Quote Template	Select the quote template you would like to default to when creating quotes for this customer. By default, this quote template is set to the quote selected in Section 3.7 – Quote Settings
Payment Terms	Select the payment terms you would like to default to when creating invoices for this customer. By default, the payment terms is set to the payment terms selected in Section 3.5 Invoice Defaults
Payment Type	Select the payment type you would like to default to when creating payments for this customer. By default, the payment type is set to the payment type selected in Section 3.5 Invoice Defaults
Default Pricing Level	Select the pricing level that the customer would use as the default product price when adding products to the customer's invoice.

	Options include: A, B, C, D Refer to Section 3.8 Product Pricing Settings
Tax	Input the tax rate that would be applied for all invoices related to this customer. By default, the tax in this field is set to the tax inputted in Section 3.6 Tax Settings
Tax 2	Input the tax rate 2 that would be applied for all invoices related to this customer. By default, the tax in this field is set to the tax 2 inputted in Section 3.6 Tax Settings
Tax Exempt	Select “No” if this customer has tax included on invoices created for them by default. Select “Yes” if this customer will not have tax included on their invoices by default.
Tax Number	Input the customer’s tax number, if applicable

5.24 Contact/Other tab

Additional contact information can be inputted for the customer, if required.

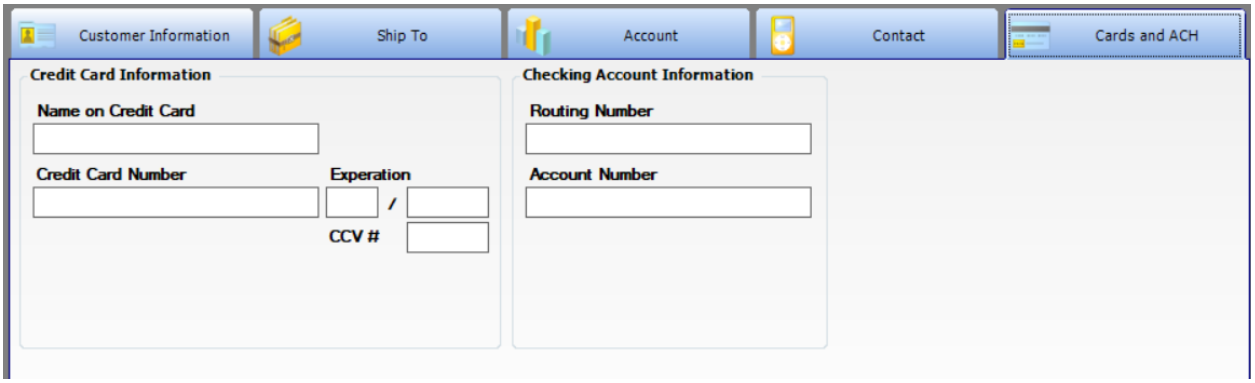


Field	Definition
Contact Name	Name of customer or additional contact name
Contact Title	Customer’s title
Phone 2	Additional phone number for customer, if applicable
Fax	Fax number for customer, if applicable
Other Custom Details	***If you selected in the Custom Fields Settings for Custom fields to be used for Customers, they will appear on this tab**

Custom Field 1 - 5	Input the data you require based on the custom field you have added to the screen, if any.

5.25 Cards and ACH tab

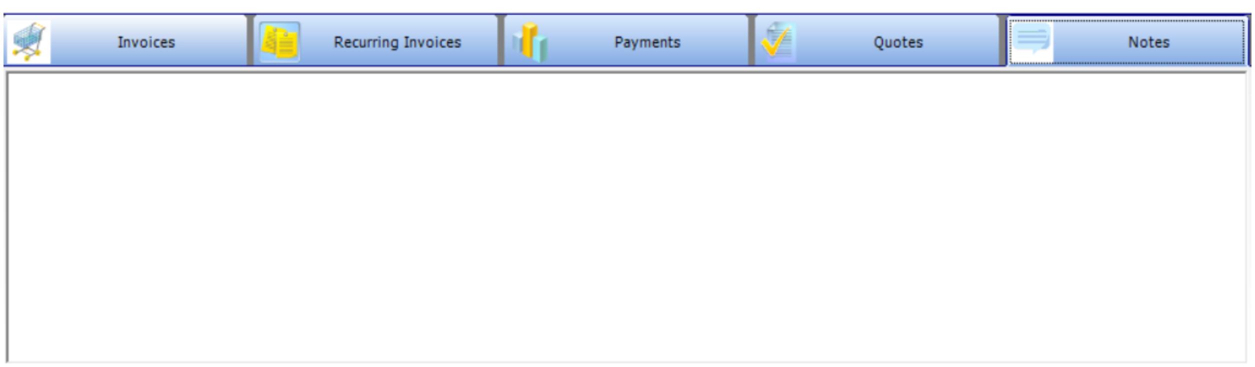
Use this tab to store customer payment information, if necessary.



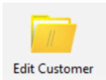
Field	Definition
Name on Credit Card	Input the name on the customer’s credit card for payment purposes
Credit Card Number	Input the credit card number of the customer
Expiration	Input the expiry date of the customer’s credit card
CCV #	Input the CCV code on the customer’s credit card
Routing Number	Input the routing number of the checking account
Account Number	Input the customer’s account number

5.26 Notes tab

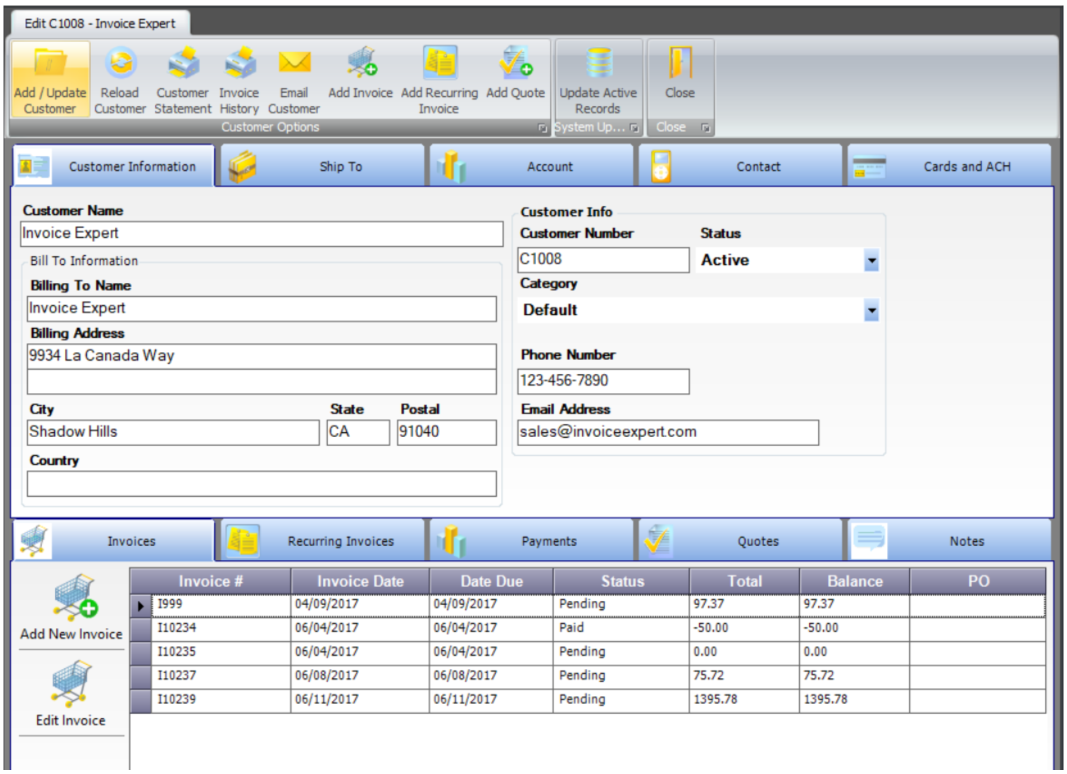
At the bottom of every customer details form, there is a Notes tab where you can input any specific notes regarding the customer for reference.



5.3 Edit Customer

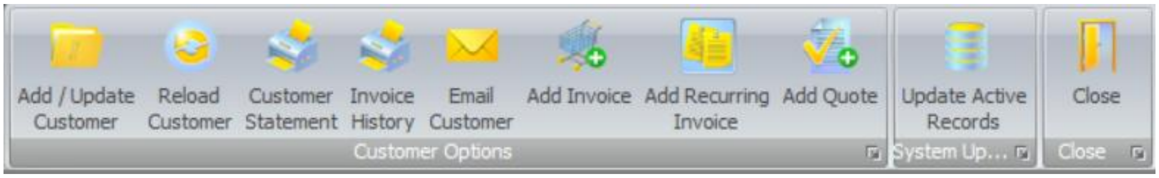


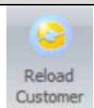
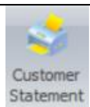
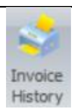
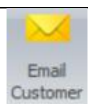
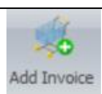
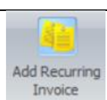
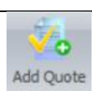
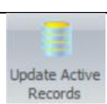
The Edit Customer box enables you to edit the selected customer from the display list. Once a customer has been selected from the display list, clicking this button will open up the same screen from Section 5.2 Add Customer, however the screen will be populated with the customer's details. You can edit any of the fields, per Section 5.2, on screen and clicking "Add/Update Customer" will save the edited details back to the system. Note that double clicking on any customer listed on the customer display list on the Customer screen will also bring you to the customer's profile to edit.



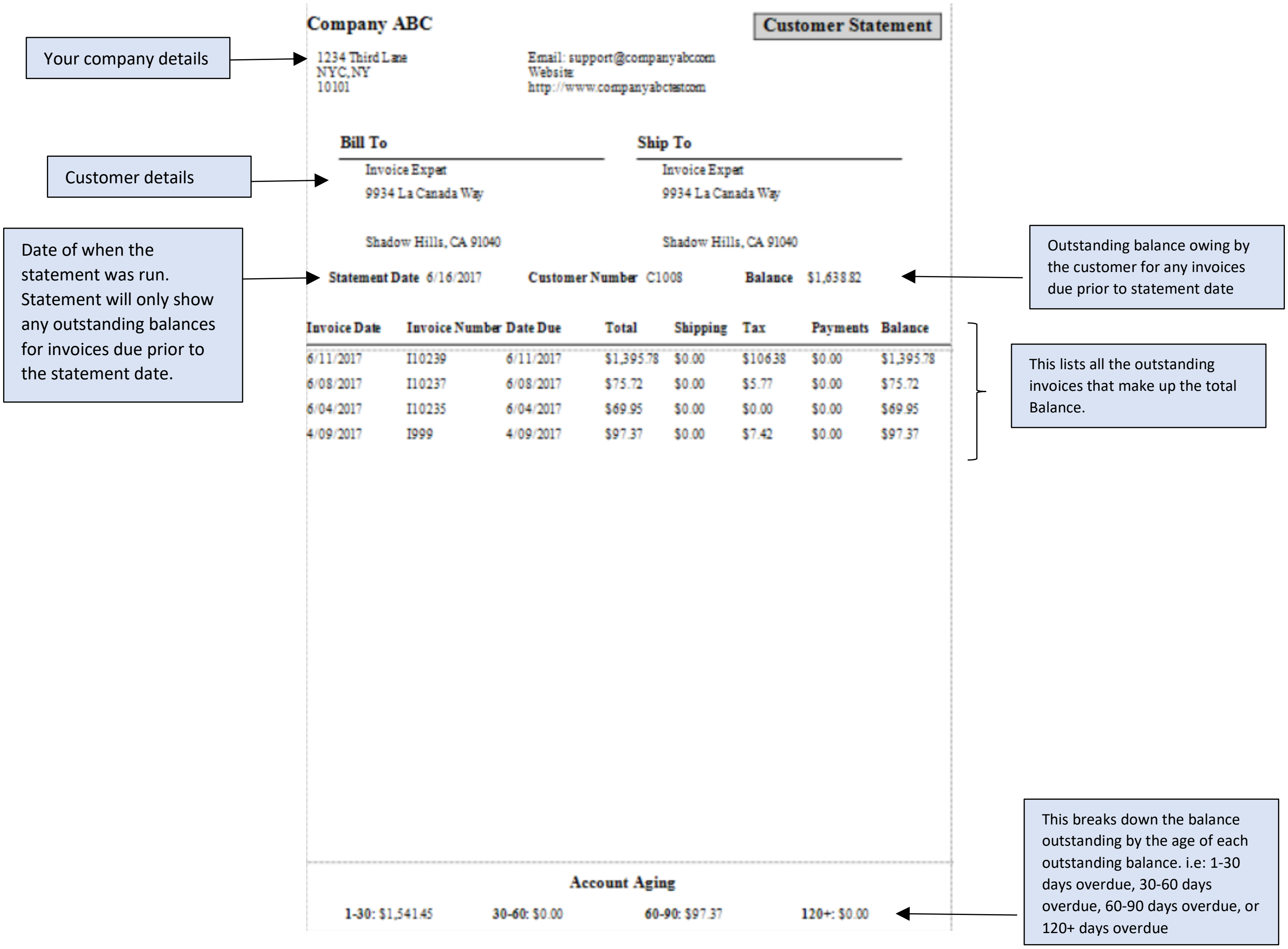
5.31 Customer tool bar

After you click “Add/Update Customer”, you’ll notice that a few more buttons become active/enabled, including the toolbar below:



Button	Description
	
	This statement will give you a listing of all unpaid invoices prior to the statement run date. See Section 5.312 Customer Statement to see how the statement looks.
	This statement will give you a list of all invoices related to the customer. See Section 5.313 Invoice History to see how the report looks
	This will allow you to send an email from the program, with the customer statement attached, to the current customer. See section 5.314 Email Customer to see the email functionality.
	This brings you to the “Add Invoice” functionality of the program, automatically populating the chosen customer as the invoice recipient. See section 9.1 on Add Invoice
	This brings you to the “Add Recurring Invoice” functionality of the program, automatically populating the chosen customer as the recurring invoice recipient. See section 10.1 on Add Recurring Invoice
	This brings you to the “Add Quote” functionality of the program, automatically populating the chosen customer as the quote recipient. See section 11.1 on Add Quote
	This button will update any active records for the customer (i.e: any active invoices, quotes, or recurring invoices) with any customer information updates you have made on screen. Example: If the customer’s address has changed, clicking this button will update the address on any active records.

5.312 Customer Statement



Company ABC **Customer Statement**

1234 Third Lane
NYC, NY
10101

Email: support@companyabc.com
Website:
http://www.companyabctest.com

Bill To
Invoice Expert
9934 La Canada Way
Shadow Hills, CA 91040

Ship To
Invoice Expert
9934 La Canada Way
Shadow Hills, CA 91040

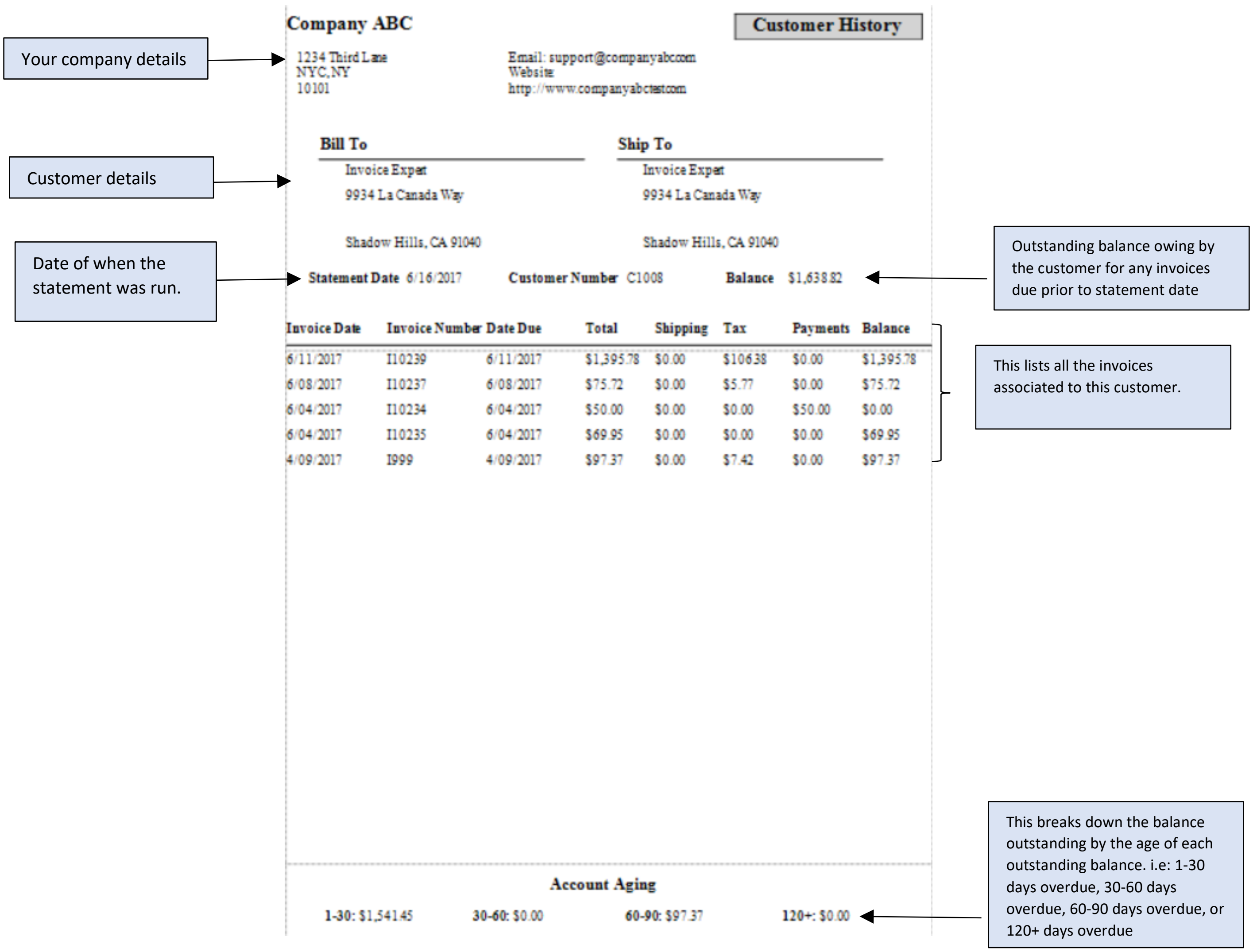
Statement Date 6/16/2017 **Customer Number** C1008 **Balance** $1,638.82

Invoice Date	Invoice Number	Date Due	Total	Shipping	Tax	Payments	Balance
6/11/2017	I10239	6/11/2017	$1,395.78	$0.00	$106.38	$0.00	$1,395.78
6/08/2017	I10237	6/08/2017	$75.72	$0.00	$5.77	$0.00	$75.72
6/04/2017	I10235	6/04/2017	$69.95	$0.00	$0.00	$0.00	$69.95
4/09/2017	I999	4/09/2017	$97.37	$0.00	$7.42	$0.00	$97.37

Account Aging

1-30: $1,541.45 **30-60:** $0.00 **60-90:** $97.37 **120+:** $0.00

5.313 Invoice History



Company ABC

Customer History

1234 Third Lane
NYC, NY
10101

Email: support@companyabc.com
Website:
http://www.companyabctest.com

Bill To
Invoice Expert
9934 La Canada Way

Shadow Hills, CA 91040

Ship To
Invoice Expert
9934 La Canada Way

Shadow Hills, CA 91040

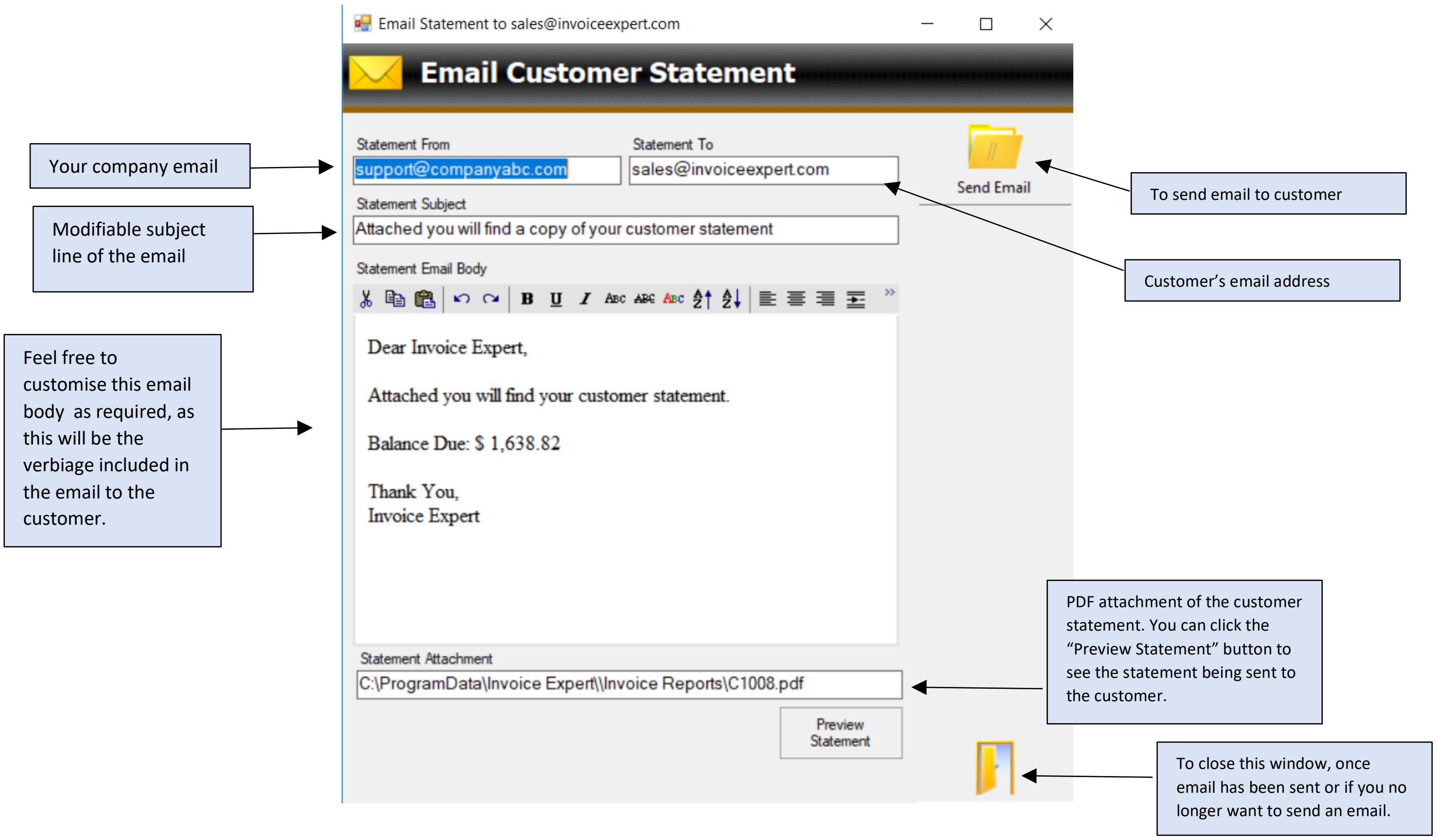
Statement Date 6/16/2017 **Customer Number** C1008 **Balance** $1,638.82

Invoice Date	Invoice Number	Date Due	Total	Shipping	Tax	Payments	Balance
6/11/2017	I10239	6/11/2017	$1,395.78	$0.00	$106.38	$0.00	$1,395.78
6/08/2017	I10237	6/08/2017	$75.72	$0.00	$5.77	$0.00	$75.72
6/04/2017	I10234	6/04/2017	$50.00	$0.00	$0.00	$50.00	$0.00
6/04/2017	I10235	6/04/2017	$69.95	$0.00	$0.00	$0.00	$69.95
4/09/2017	I999	4/09/2017	$97.37	$0.00	$7.42	$0.00	$97.37

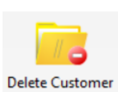
Account Aging

1-30: $1,541.45 **30-60:** $0.00 **60-90:** $97.37 **120+:** $0.00

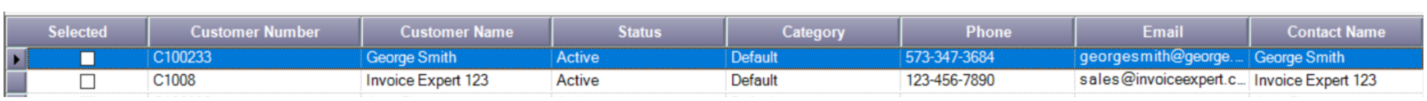
5.314 Email Customer



5.4 Delete Customer

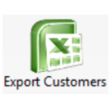


This button will delete the customer that is selected (example below) in the customer display list. When you click "Delete Customer", you will get a prompt to confirm if you want to delete the selected resource from your database.



Selected	Customer Number	Customer Name	Status	Category	Phone	Email	Contact Name
☐	C100233	George Smith	Active	Default	573-347-3684	georgesmith@george...	George Smith
☐	C1008	Invoice Expert 123	Active	Default	123-456-7890	sales@invoiceexpert.c...	Invoice Expert 123

5.5 Export Customers



This button will export to excel all customers and fields/details displayed in the customer display list.

5.6 Reload Customers

This button will refresh the screen/customer list, in the event that you have made customer updates in another section of the program. Example: If you change a customers details like name or contact details via the invoices section of Invoice Expert, the customer page does not get automatically refreshed live on-screen, unless you press the “Refresh Customers” button; at this point in time, the list will update with the latest details.

6.0 Products

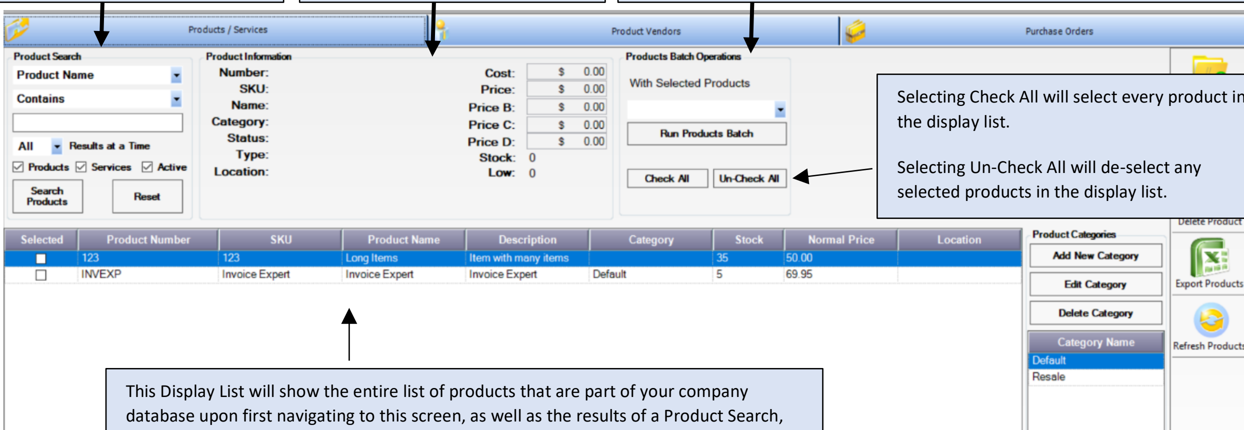
The Products screen is where you will manage all of your products.

Use this section to search your products database, using the drop-down to choose what you want to search by, and if just Active and/or Products and/or Services. Click "Search Products" to search and the results will appear in the display list.

This section will display the product details, including SKU, product number and name, as well as cost and price (A,B,C,D) of the product and stock level.

Use this section to complete a Product Batch Operation:

3) Delete Products – All "Selected" Products (I.e: Products with a checkbox beside their name) will be deleted if you "Run Product Batch"
4) Update Category - All "Selected" Products (I.e: Products with a checkbox beside their name) will be updated with the Category Name that is selected under "Category Name" selection after you click "Run Product Batch"



Selecting Check All will select every product in the display list.

Selecting Un-Check All will de-select any selected products in the display list.

This Display List will show the entire list of products that are part of your company database upon first navigating to this screen, as well as the results of a Product Search, depending on the Product Search section.

6.1 Product Categories

Product Categories can be modified within this section as required.

This button will add a new category to the category list, enabling you to categorise products with this new category created.

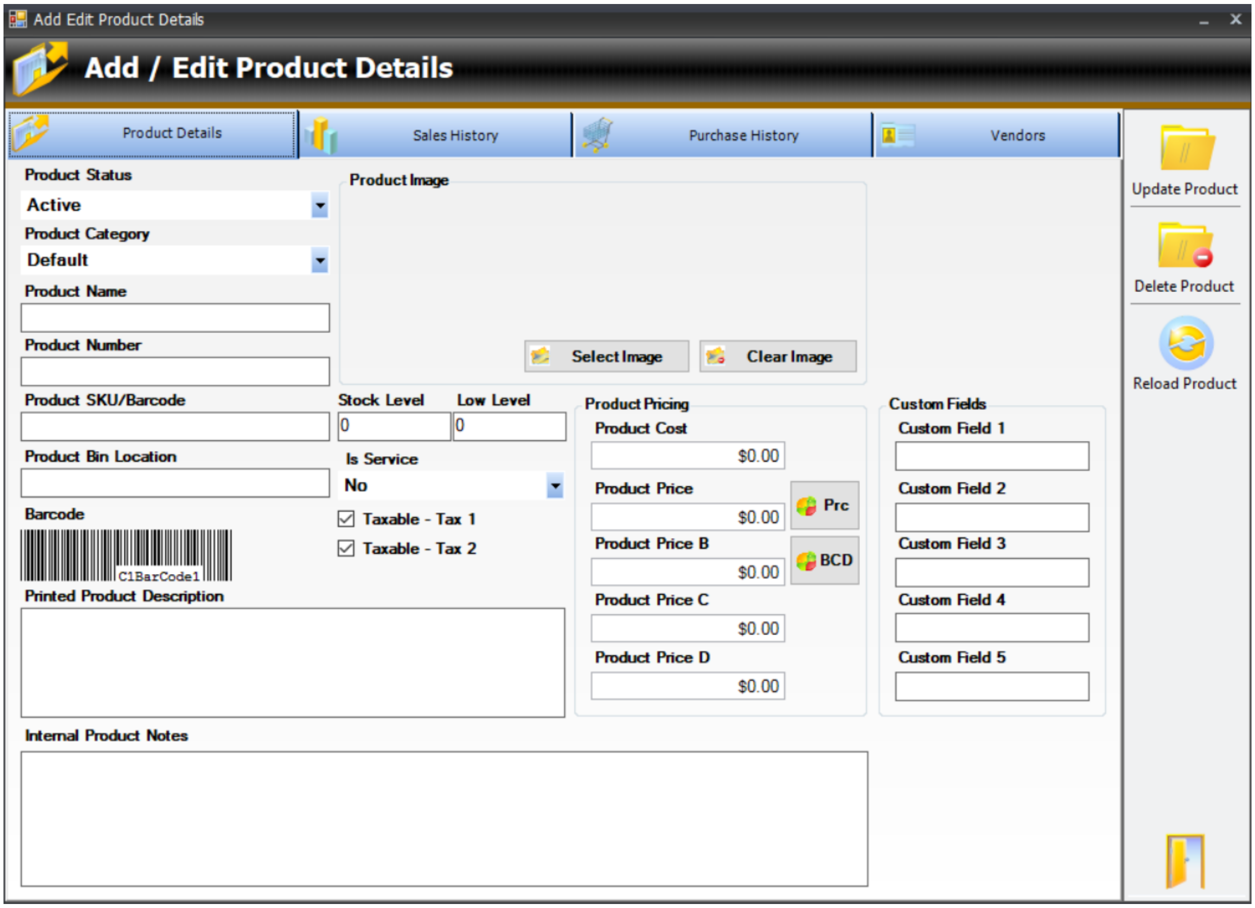
This button will give you the ability to edit the name of the category selected in the category list.

This button will give you the ability to delete the category selected in the category list.

This is the Category Name list box, which displays a list of all available categories for you to choose to assign product's to. This is also the list where new categories will be added, as well as where you have the option to edit existing categories or delete existing categories.

6.2 Add Product

The Add Product box enables you to add new products to the database. Clicking this button will open up the following screen:

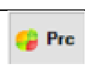
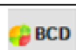


Once all of the appropriate details have been populated for the product, be sure to click “Update Product” to save the product details to the database.

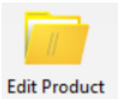
6.21 Product Details tab

This is the main tab that provides key information on the product.

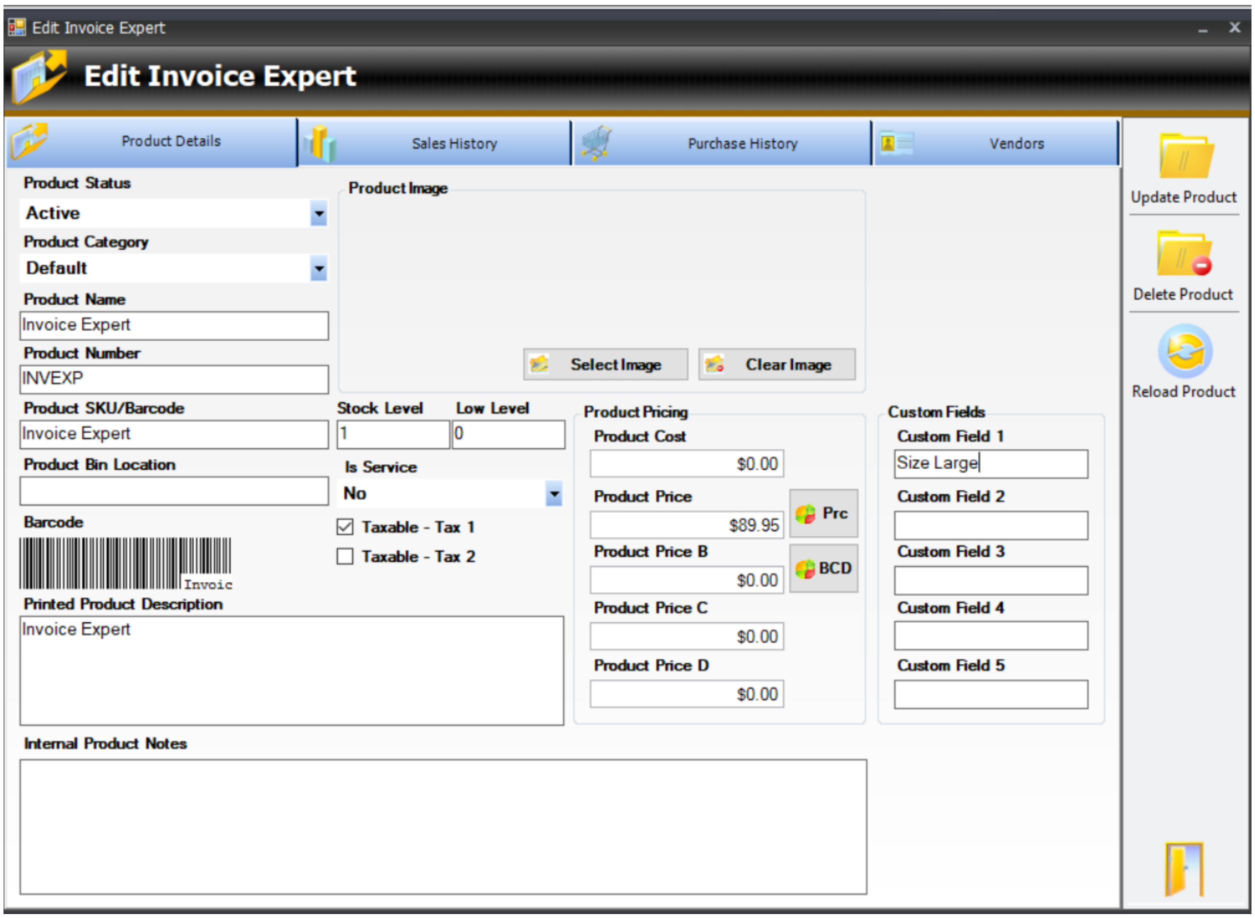
Field	Definition
Product Status	Product can either be Active (still available as part of your company) or Inactive (no longer available)
Product Category	Select product category associated to the product (refer to Section 6.1 Product Category to change any categories in this drop-down list)
Product Name	Input the name of the product
Product Number	Input the product number
Product SKU/Barcode	Input the SKU/barcode of the product
Product Bin Location	Input the bin location of the product
Barcode	This is automatically generated based on the SKU/barcode inputted

Printed Product Description	Input the description of the product
Internal Product Notes	Input any notes related to the product for your own reference
Product Image	Add a product image via the “Select Image” button related to the product. If you no longer want the product image, click “Clear image”
Stock Level	Input the amount of stock available for the product
Low Level	Input the number that you would like to consider to be “low” on stock to be notified on if it reaches this number (utilised in the Stock Low Alerts report if the product goes below this low level)
Is Service	Select “Yes” if this product is considered a Service. Select “No” if this is not a service.
Taxable – Tax 1	Check this box off if this product is taxable with tax 1
Taxable – Tax 2	Check this box off if this product is taxable with tax 2
Product Cost	Input the cost that this product costs you
Product Price	Input the price you are selling this product for
Product Price B	Input the price you are selling this product for if requiring additional product price if the product is sold at different price points to different customers
Product Price C	Input the price you are selling this product for if requiring additional product price if the product is sold at different price points to different customers
Product Price D	Input the price you are selling this product for if requiring additional product price if the product is sold at different price points to different customers
Prc Button 	This button will set the price of your product, depending on the Product Markup Price settings that you in the Product Settings of Invoice Expert
BCD Button 	This button will set the B, C, D price of your product depending on the B, C, D settings that you set in the Product Settings of Invoice Expert
Custom Fields	***If you selected in the Custom Fields Settings for Custom fields to be used for Products, they will appear on this tab**
Custom Field 1 - 5	Input the data you require based on the custom field you have added to the screen, if any.

6.3 Edit Product

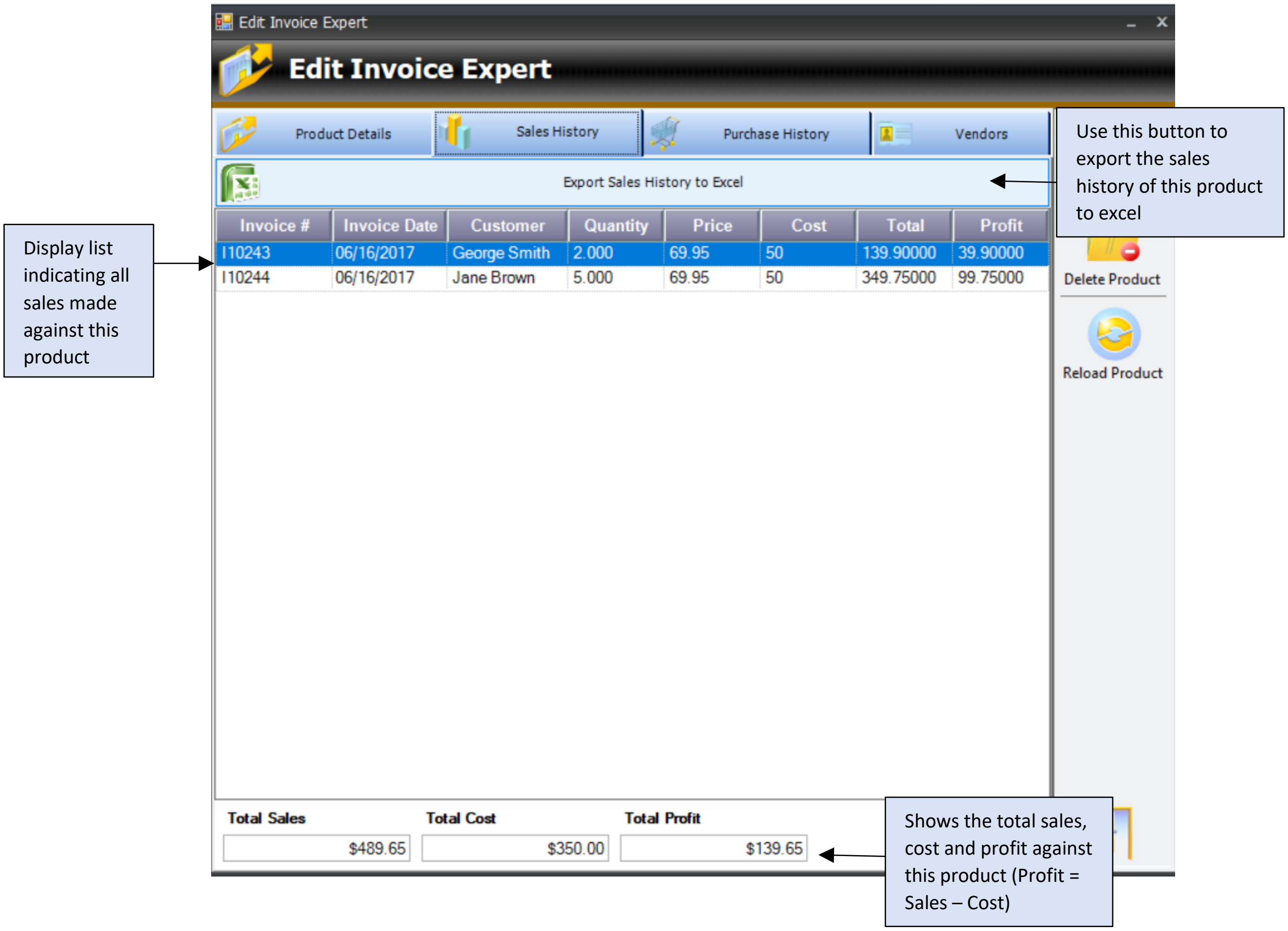


The Edit Product box enables you to edit the selected product from the display list. Once a product has been selected from the display list, clicking this button will open up the same screen from Section 6.2 Add Product, however the screen will be populated with the product's details. You can edit any of the fields, per Section 6.2, on screen and clicking "Update Product" will save the edited details back to the system. Note that double clicking on any product listed on the product display list on the Product screen will also bring you to the product's profile to edit.



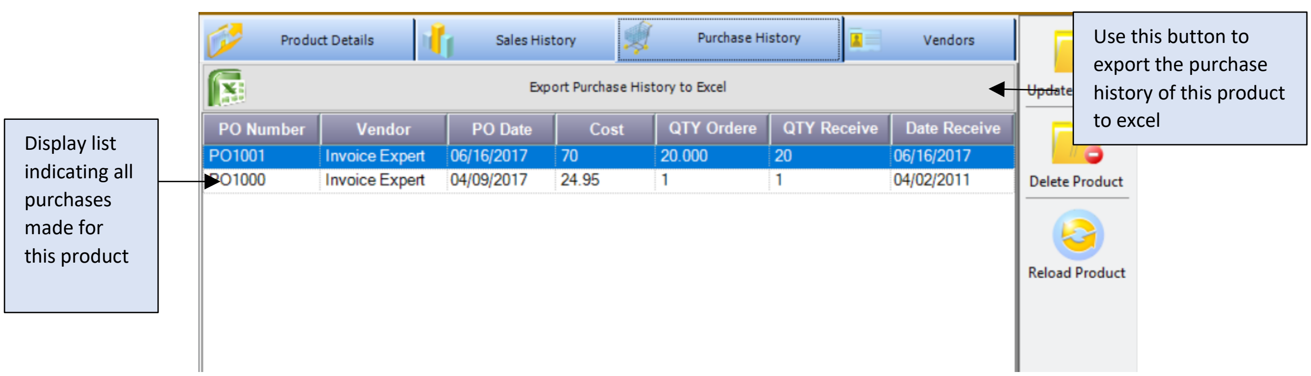
6.31 Sales History tab

This tab will show you a list of all sales made associated to this product.



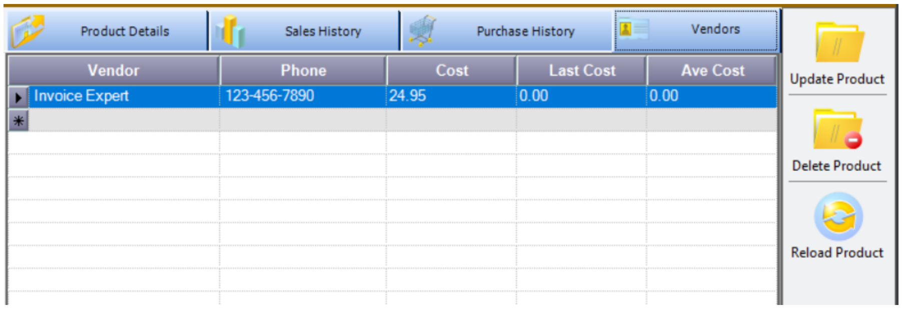
6.32 Purchase History

This tab will show you all purchases made to purchase this product.

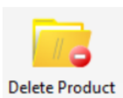


6.33 Vendors tab

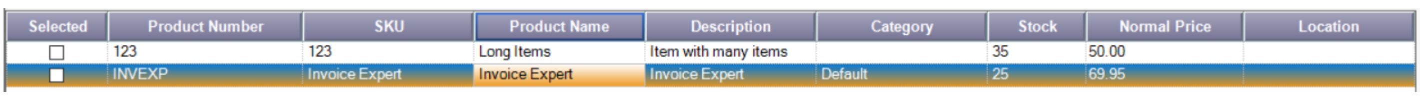
This tab will show you all vendors that you purchase the product from.



6.4 Delete Product



This button will delete the product that is selected (example below) in the product display list. When you click “Delete Product”, you will get a prompt to confirm if you want to delete the selected product from your database.



6.5 Export Products

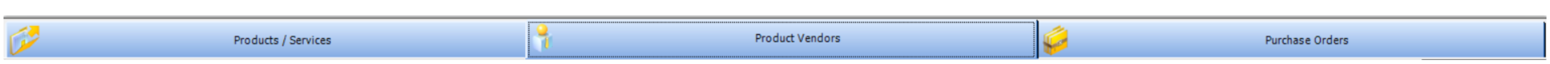
This button will export to excel all products and fields/details displayed in the product display list.

6.6 Refresh Products

This button will refresh the screen/product list, in the event that you have made product updates or stock updates in another section of the program. Example: If you add stock to a product via the PO section of Invoice Expert, the product page does not get automatically refreshed live on-screen, unless you press the “Refresh Products” button; at this point in time, the list will update with the latest details.

6.7 Other Buttons on Products Page

You will notice that on the Products page, there are also navigation buttons for: Product Vendors and Purchase Orders. These buttons will bring you to the Vendors and Purchase Orders sections of Invoice Expert, similarly to the buttons on the Quick and Full Menu.

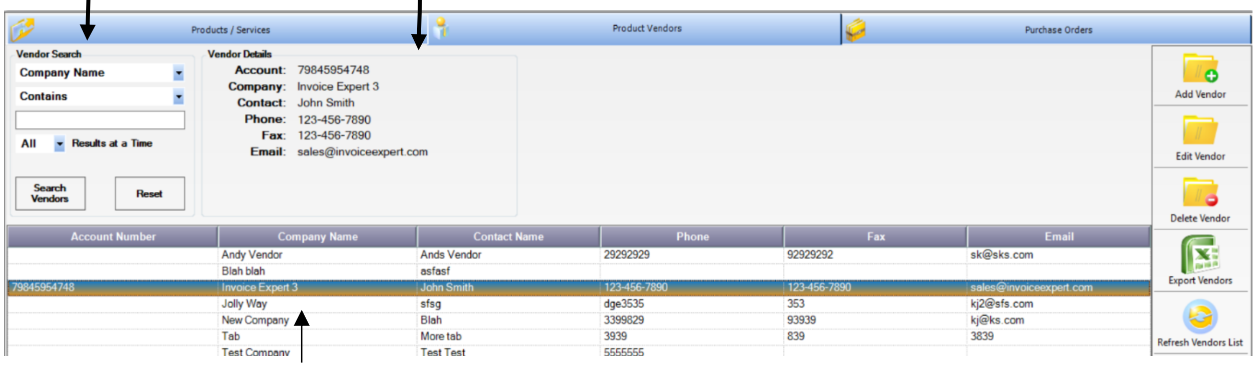


7.0 Vendors

The Vendors screen is where you will manage all of your vendors.

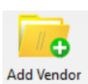
Use this section to search your vendor database, using the drop-down to choose what you want to search by. Click “Search Vendors” to search and the results will appear in the display list.

This section will display the vendor’s details, including company name, contact name, phone # and email address.

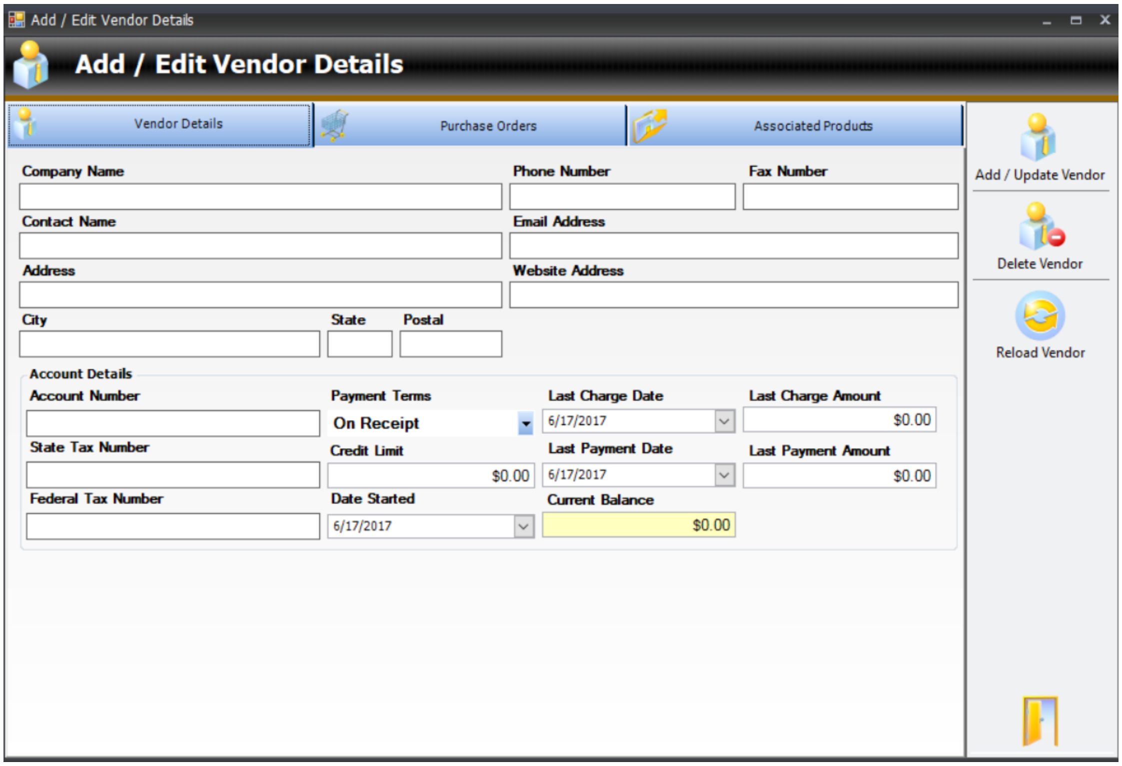


This Display List will show the entire list of vendors that you work with as part of your company database upon first navigating to this screen, as well as the results of a Vendor Search, depending on the Vendor Search section.

7.1 Add Vendor



The Add Vendor box enables you to add new vendors to the database. Clicking this button will open up the following screen:



Once all of the appropriate details have been populated for the vendor, be sure to click "Add/Update Vendor" to save the product details to the database.

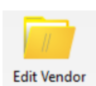
7.11 Vendor Details tab

This is the main tab that provides key information on the vendor.

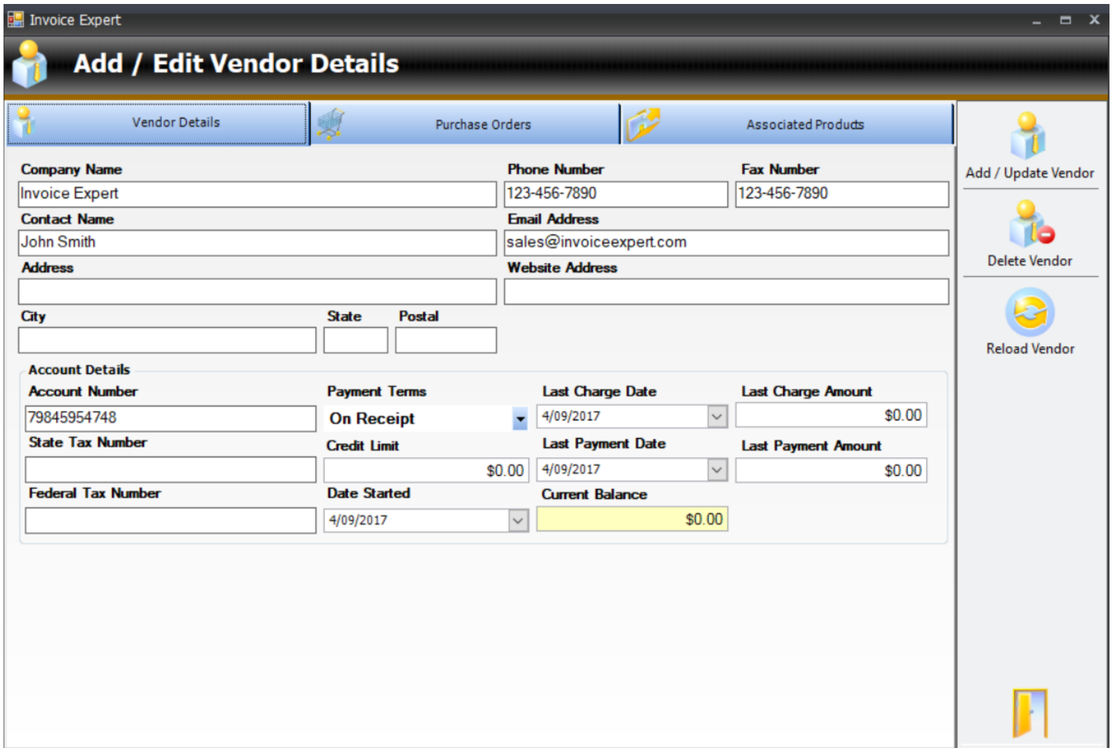
Field	Definition
Company Name	Input the name of the company/vendor
Contact Name	Input the name of the contact at the company/vendor
Address	Input the company/vendor address
City	Input the city of the company/vendor
State	Input the state of the company/vendor
Postal	Input the postal of the company/vendor
Phone Number	Input the phone # of the company/vendor
Fax Number	Input the fax # of the company/vendor
Email address	Input the email address of the company/vendor

Website address	Input the website URL of the company/vendor
Account Number	Input the vendor's account number
State Tax Number	Input the vendor's state tax number
Federal Tax Number	Input the vendor's federal tax number
Payment Terms	Select from the drop-down the payment terms with the vendor
Credit Limit	Amount of credit available with the vendor
Date Started	Input the date you started working with this vendor
Last Charge Date	Last date that the vendor was charged
Last Charge Amount	Last amount that the vendor was charged
Last Payment Date	Last date of payment made to the vendor
Last Payment Amount	Last amount of payment made to the vendor
Current Balance	Current balance you owe to this vendor, based on any outstanding purchase orders.

7.2 Edit Vendor

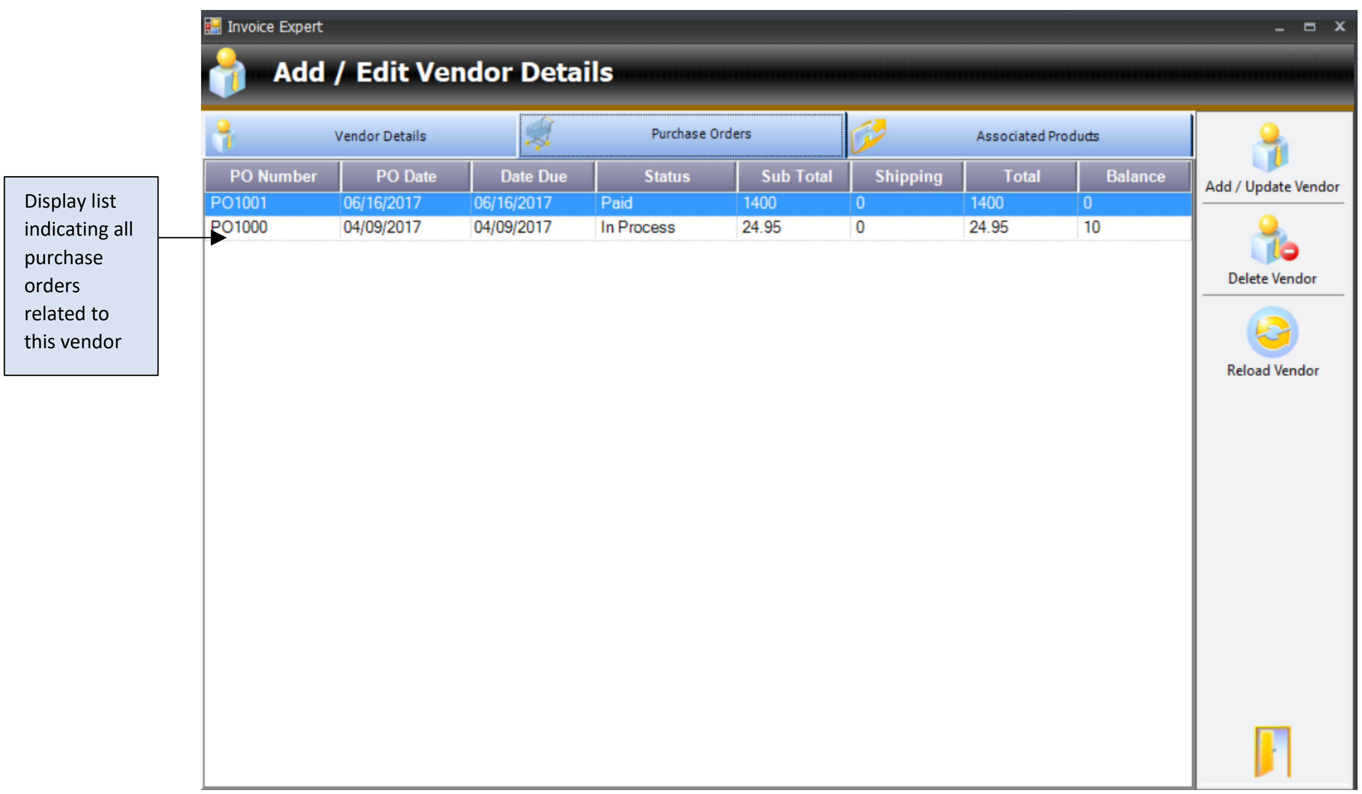


The Edit Vendor box enables you to edit the selected vendor from the display list. Once a vendor has been selected from the display list, clicking this button will open up the same screen from Section 7.1 Add Vendor, however the screen will be populated with the vendor's details. You can edit any of the fields, per Section 7.1, on screen and clicking "Add/Update Vendor" will save the edited details back to the system. Note that double clicking on any vendor listed on the vendor display list on the Vendor screen will also bring you to the vendor's profile to edit.



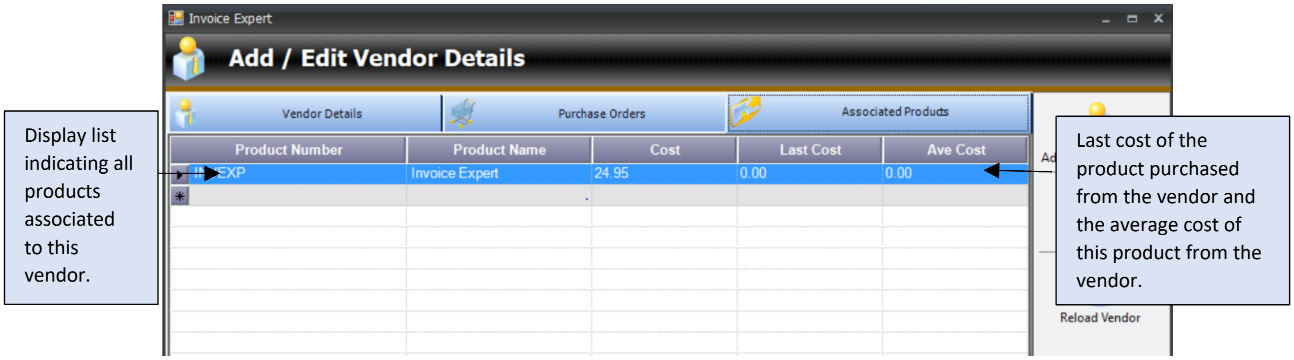
7.21 Purchase Orders tab

This tab will show you a list of all purchase orders associated to this vendor.

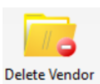


7.22 Associated Products

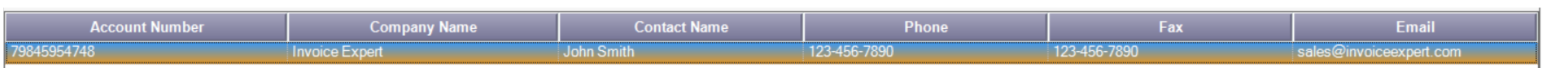
This tab will show you all products associated to this vendor.



7.3 Delete Vendor



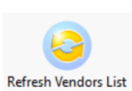
This button will delete the vendor that is selected (example below) in the vendor display list. When you click "Delete Vendor", you will get a prompt to confirm if you want to delete the selected vendor from your database.



7.4 Export Vendors

This button will export to excel all vendors and fields/details displayed in the vendor display list.

7.5 Refresh Vendors List

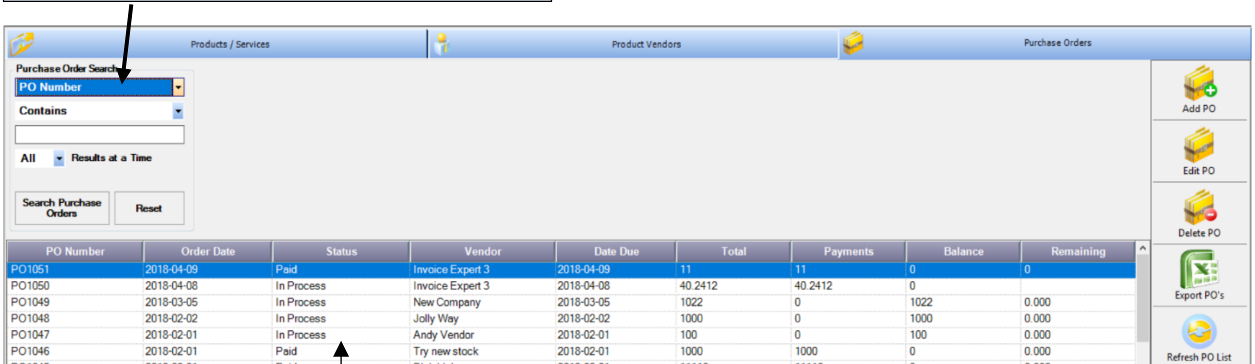


This button will refresh the screen/vendor list, in the event that you have made vendor updates in another section of the program. Example: If you add update vendor information via the PO section of Invoice Expert, the vendor page does not get automatically refreshed live on-screen, unless you press the "Refresh Vendors List" button; at this point in time, the list will update with the latest details.

8.0 PO's

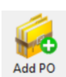
The PO's (purchase orders) screen is where you will manage all of your purchase orders.

Use this section to search your purchase orders database, using the drop-down to choose what you want to search by. Click "Search Purchase Orders" to search and the results will appear in the display list.

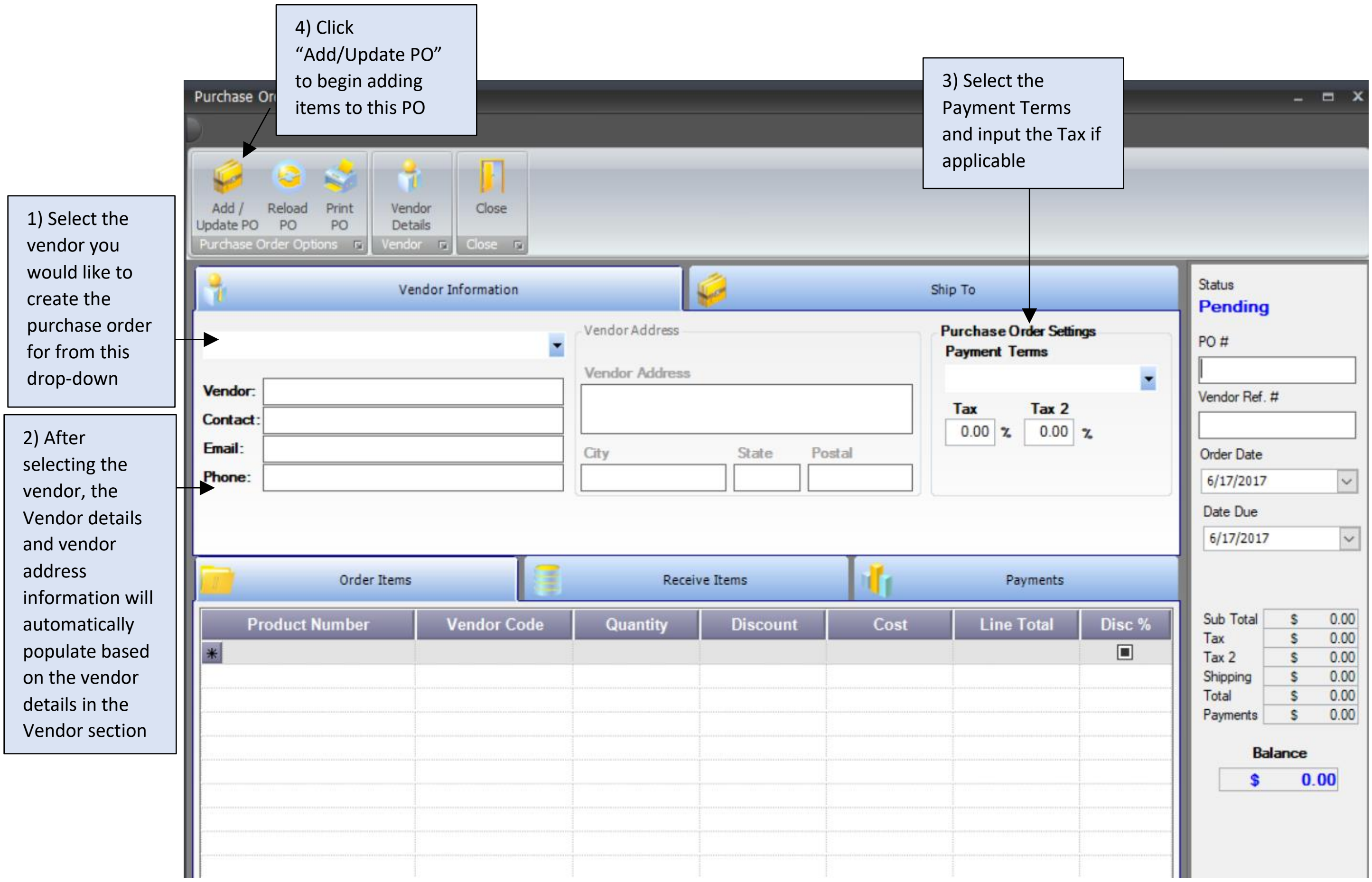


This Display List will show the entire list of purchase orders that you have created as part of your company database upon first navigating to this screen, as well as the results of a Purchase Order Search, depending on the Purchase Order Search section.

8.1 Add PO



The Add PO box enables you to add new purchase orders to the database. Clicking this button will open up the following screen:

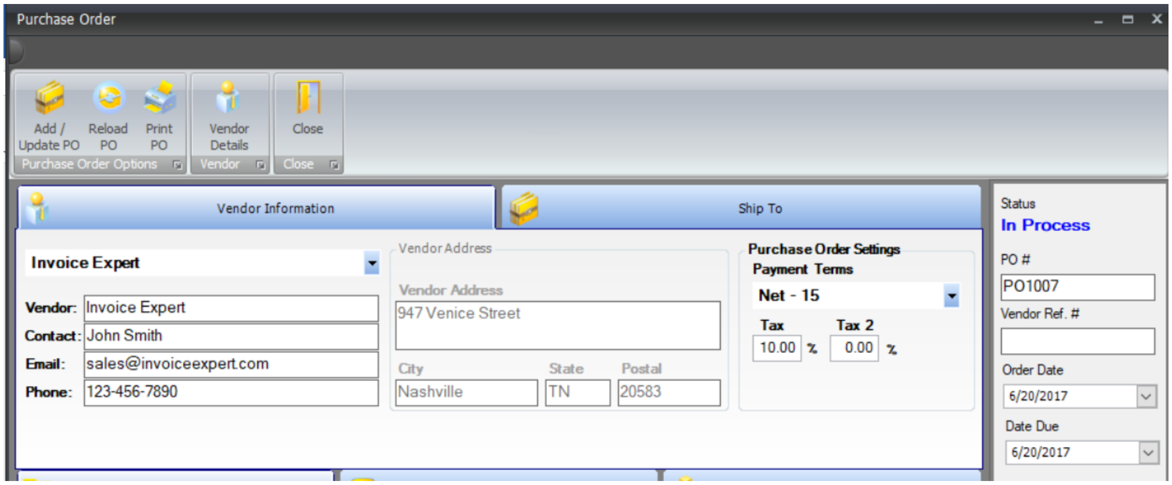


Once the purchase order box has opened, you:

1) Need to select the vendor that the purchase order is related to using the drop-down box.
2) Once you have selected the vendor, the vendor details and vendor address will automatically populate.
3) Input the Payment Terms and Tax rates, if applicable
4) Before you are able to continue with creating the purchase order, you must click the following button: 

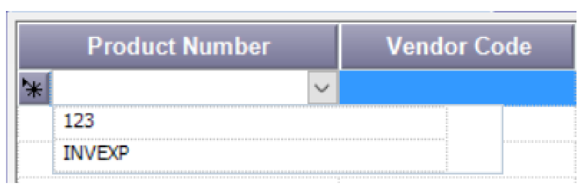
Once clicking this button, the PO # will automatically populate (based on recommended PO # numbering in the Settings tab), as well as Order Date is populated with today's date, as well as Date Due. If the Date Due needs to be updated, please be sure to update the date as required.

See screenshot below for an example of the details populated after clicking Add/Update PO:

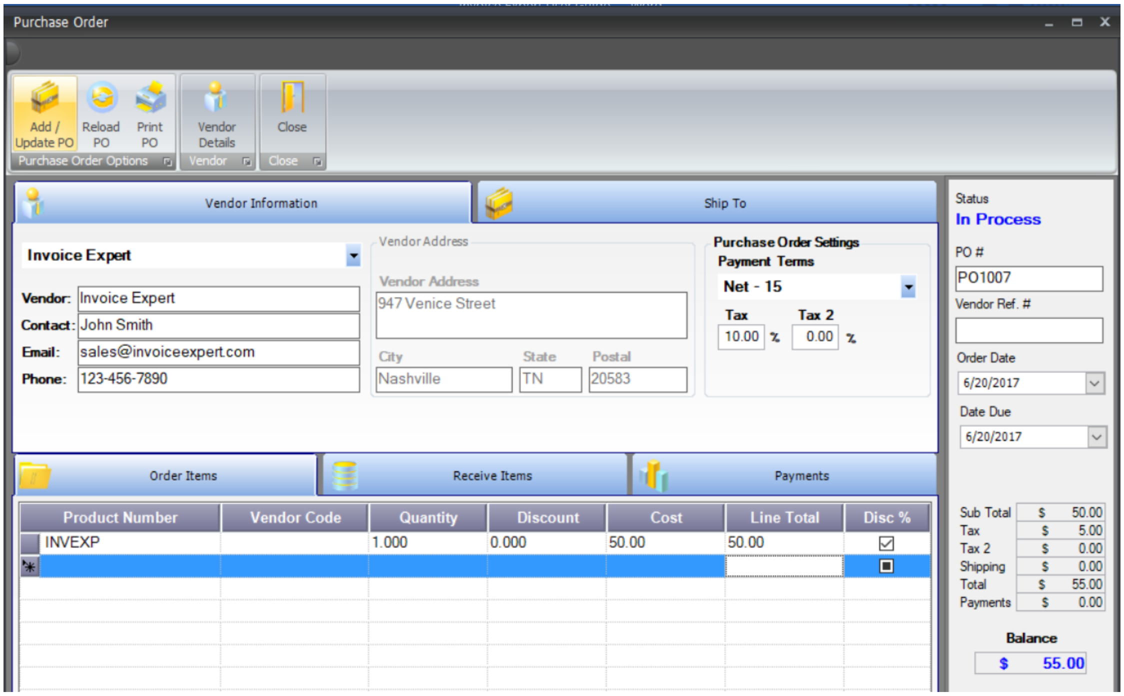


8.11 Order Items Tab

1) In order to create the PO, you need to begin by adding products to the PO. This can be done by selecting the Product Number cell and selecting the item(s) to be added to the PO. When clicking in the cell, the products will appear as a drop-down. Or, if you are familiar with the product numbers, you can begin typing the first letter of each product number, and the box will begin to populate with the product required. If the product is not available in this drop-down, you will need to navigate to the Product section of Invoice Expert to add a new product to the database.

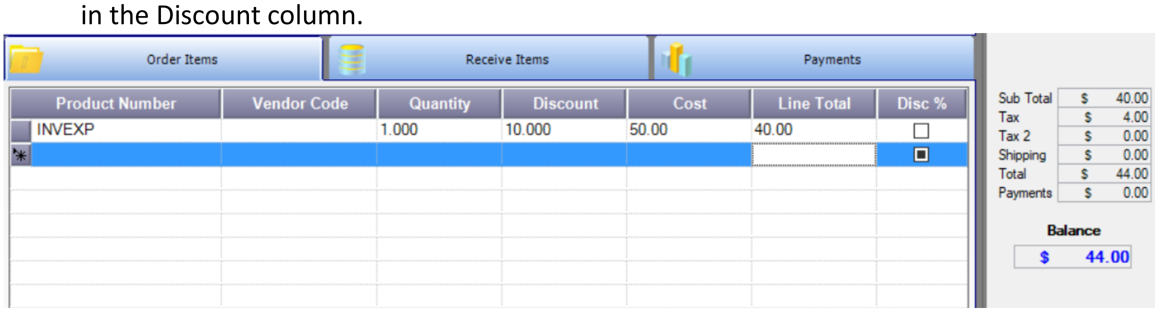


2) Once you add a product, the quantity will default to "1" and the Cost will populate based on the cost inputted for this product in the Products section of Invoice Expert. If you need to update the quantity, be sure to update it to the expected number of the product required. Per below screenshot, you will notice that the Balance has now also been updated based on the product price, tax if applicable, and total balance.

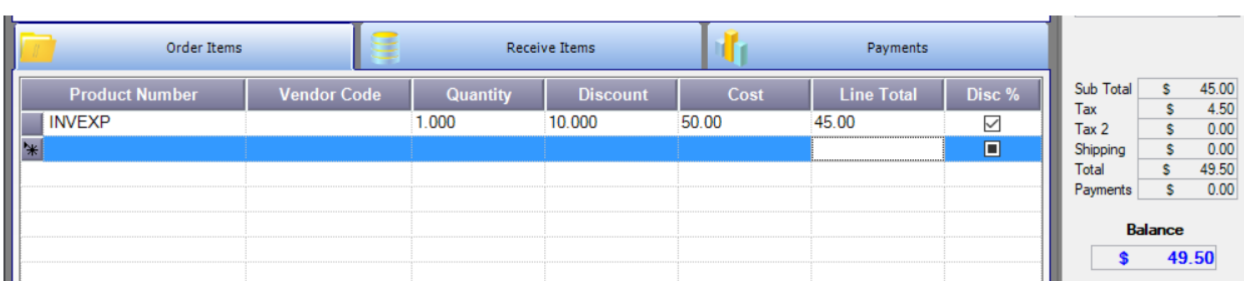


3) If you are getting a discount on this product, you can add it one of two ways:

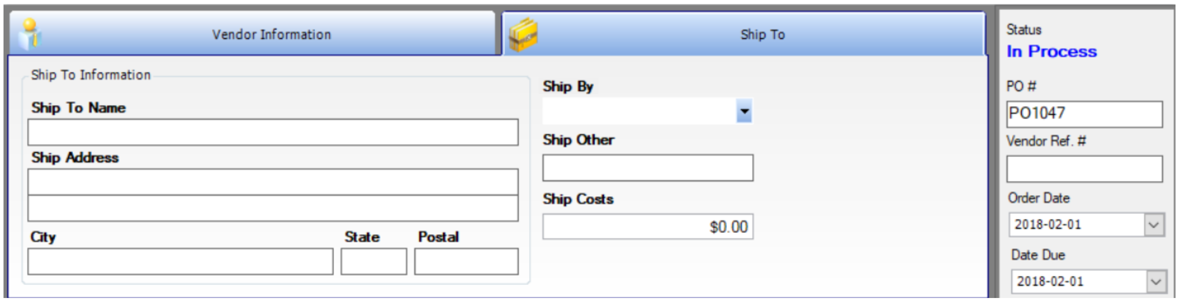
   a. Via Dollar Amount: Input the discount $ amount you are receiving in the Discount column. Make sure that the "Disc %" column is de-selected. In the below example, you can see that it has now reduced the cost from $50 to $40 due to the $10 discount added in the Discount column.



   b. Via Percent Discount: Input the % discount in the Discount Column, and then be sure to click the "Disc %" column so that it is selected. In the below example, you can see that a 10% discount of a Cost of $50 has been applied (I.e: a $5 discount), utilising the % discount functionality of the software:

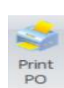


4) Repeat steps 1 – 3 for the number of products required to be included on this PO.

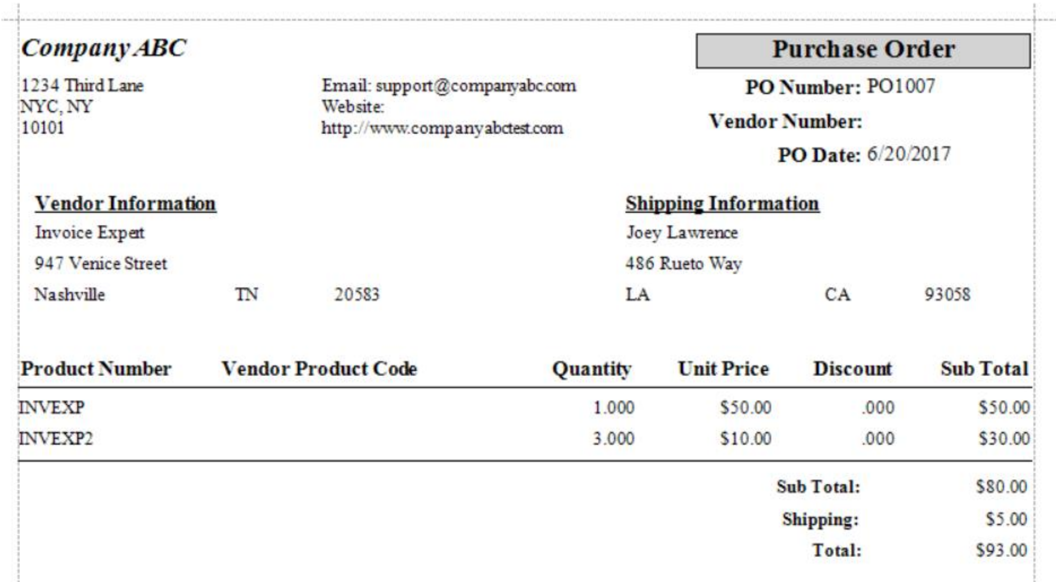


5) Click on the “Ship To” tab and input the necessary details there, including:

Field	Definition
Ship To Name	Input the name of individual whom the products you are ordering/receiving should be shipped to
Ship Address	Input the address of where the products you are ordering/receiving should be shipped to
City	Input the city of where the products you are ordering/receiving should be shipped to
State	Input the state of where the products you are ordering/receiving should be shipped to
Postal	Input the postal of where the products you are ordering/receiving should be shipped to
Ship By	Input the method of shipping the products you are ordering/receiving should be shipped to. If a value is missing in this drop-down, update via the Settings tab, per Section 3.10 Manage Drop-downs
Ship Other	Input any other shipping information
Ship Costs	Input the cost of shipping the products you are ordering/receiving. This will be included as part of the overall Total cost of the PO

6) Click the “Print PO” button 

in order to print a copy of the PO for the vendor:



Company ABC

1234 Third Lane
NYC, NY
10101

Email: support@companyabc.com
Website:
http://www.companyabctest.com

Purchase Order

PO Number: PO1007
Vendor Number:
PO Date: 6/20/2017

Vendor Information
Invoice Expert
947 Venice Street
Nashville TN 20583

Shipping Information
Joey Lawrence
486 Rueto Way
LA CA 93058

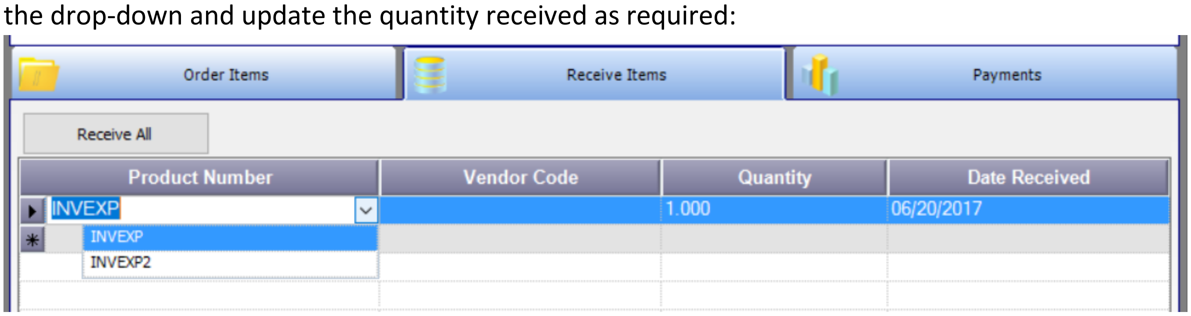
Product Number	Vendor Product Code	Quantity	Unit Price	Discount	Sub Total
INVEXP		1.000	$50.00	.000	$50.00
INVEXP2		3.000	$10.00	.000	$30.00

Sub Total: $80.00
Shipping: $5.00
Total: $93.00

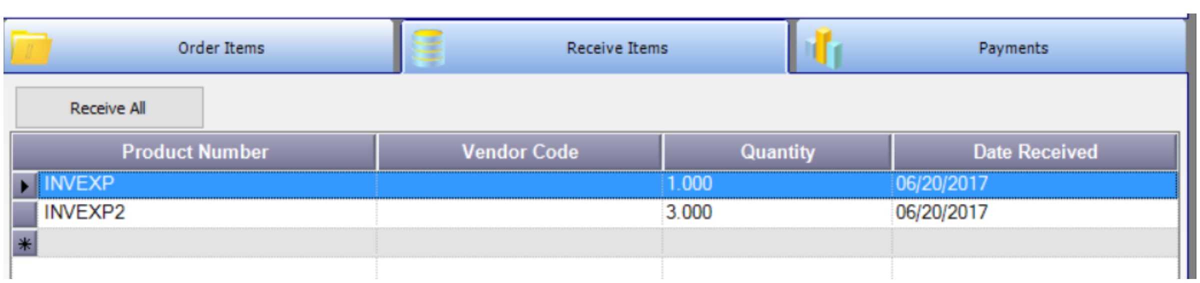
8.12 Receive Items tab

This tab is used in order to confirm that you have "Received" the items from the vendor. To receive the items, you can do this one of two ways:

1) If you have only received a partial amount of the order, you can directly select the items from the drop-down and update the quantity received as required:



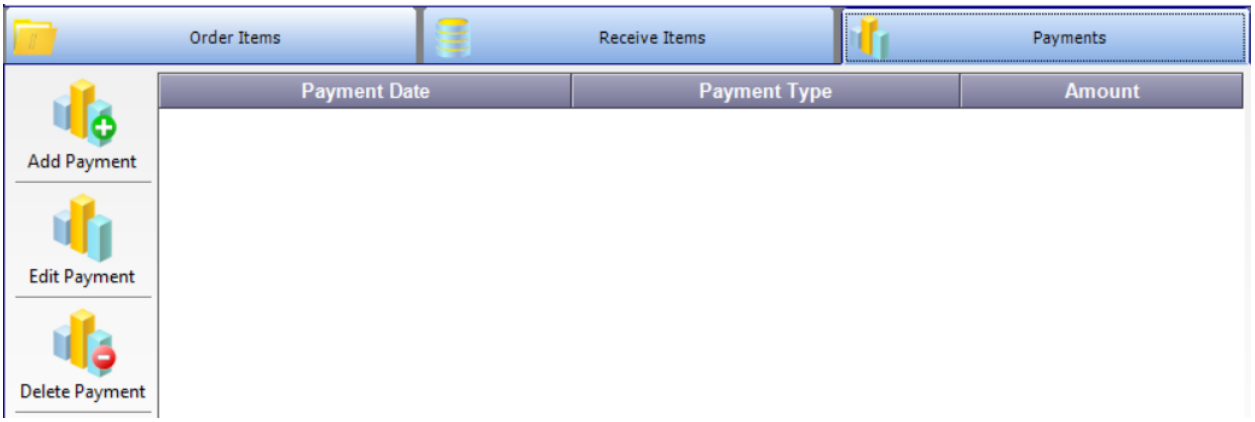
2) If you have received the entire order, you can click the "Receive All" button and the received items will automatically populate with all items part of your PO:



***Note:** After receiving the items, you will notice that the products "stock" will also increase by the quantity received. You can view the Products page, and by clicking the "Refresh Products" page.

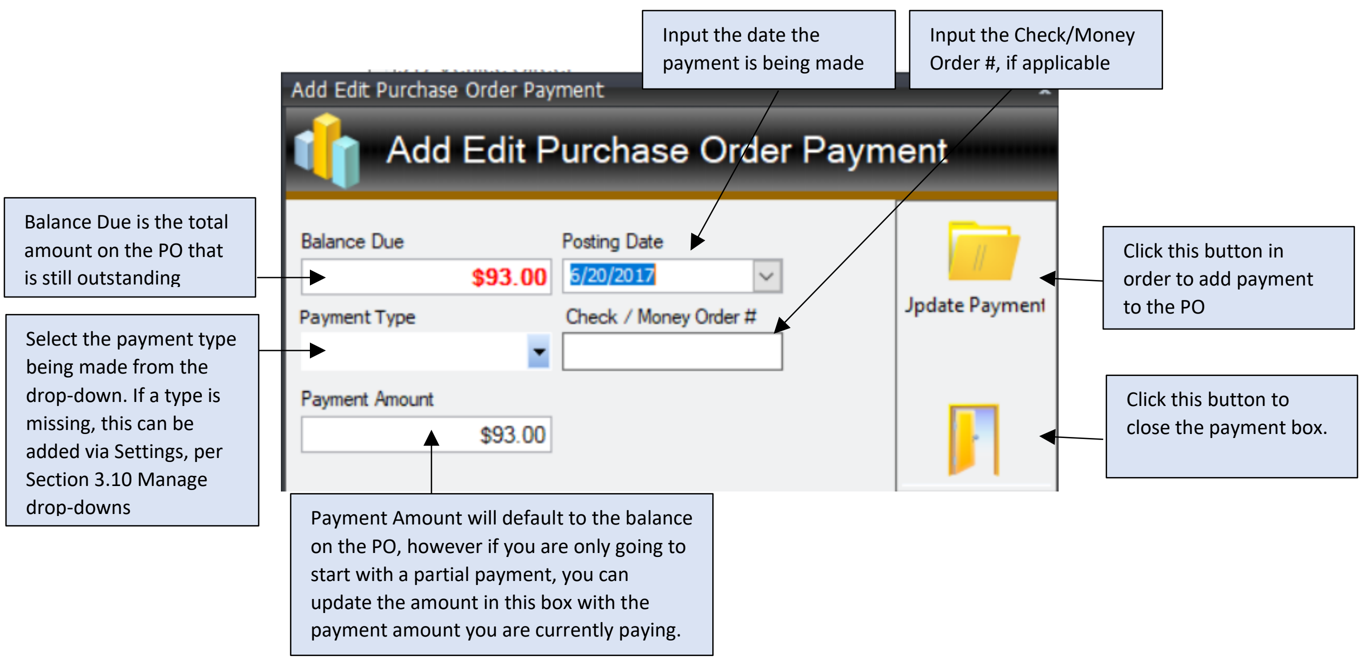
8.13 Payments tab

The payments tab allows you to manage payments against this PO:

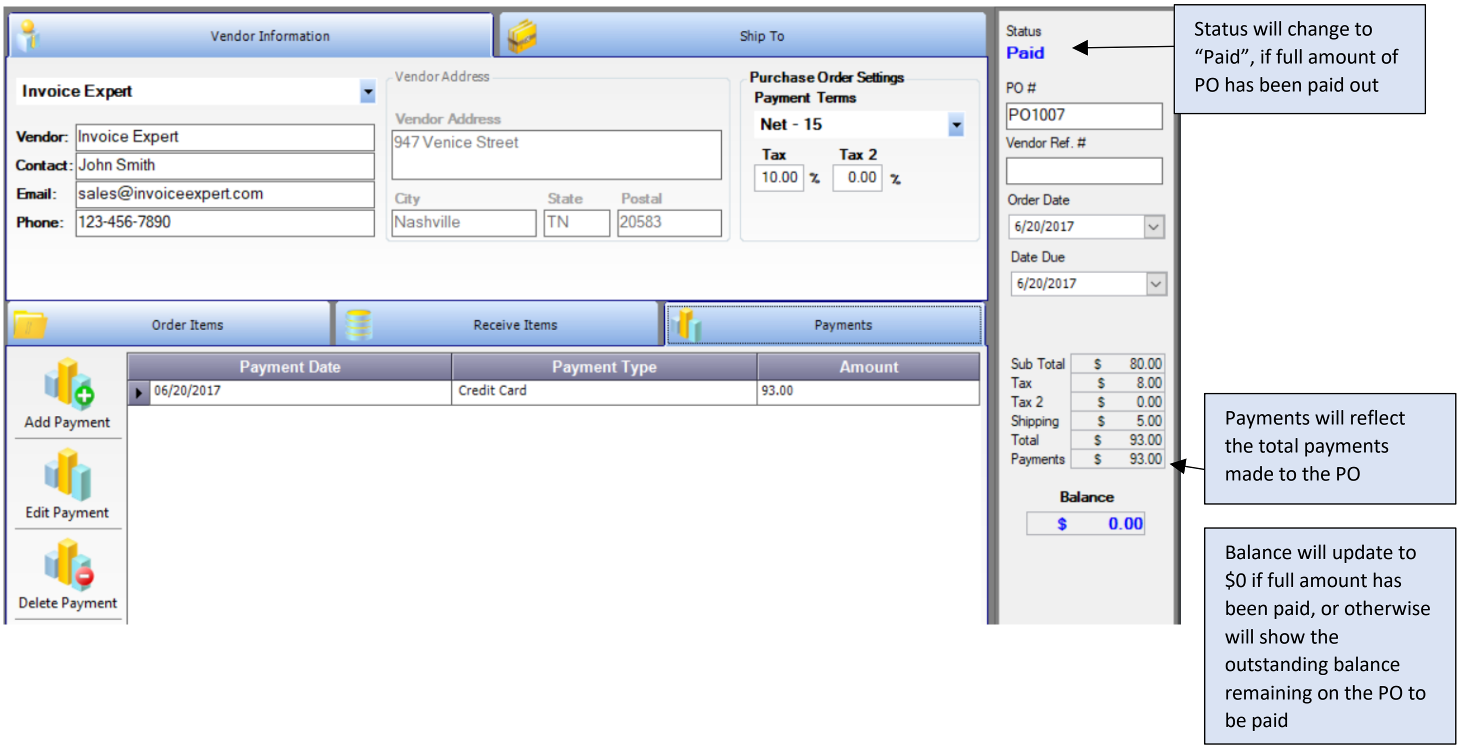


8.13a Add Payments

Clicking "Add Payment" brings you to the following screen in order to add a new payment to this PO.

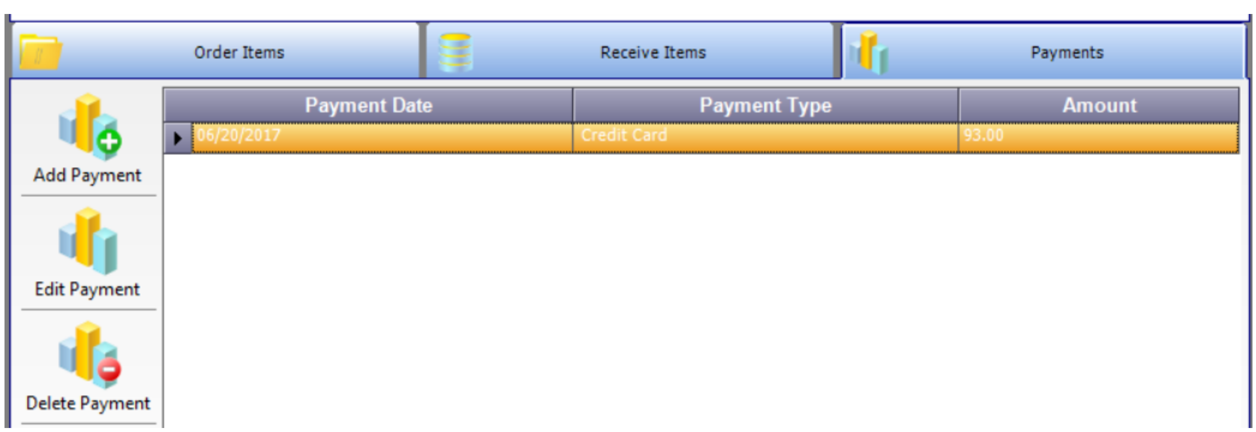


Once you have added the full payment to the PO, a few things will happen:

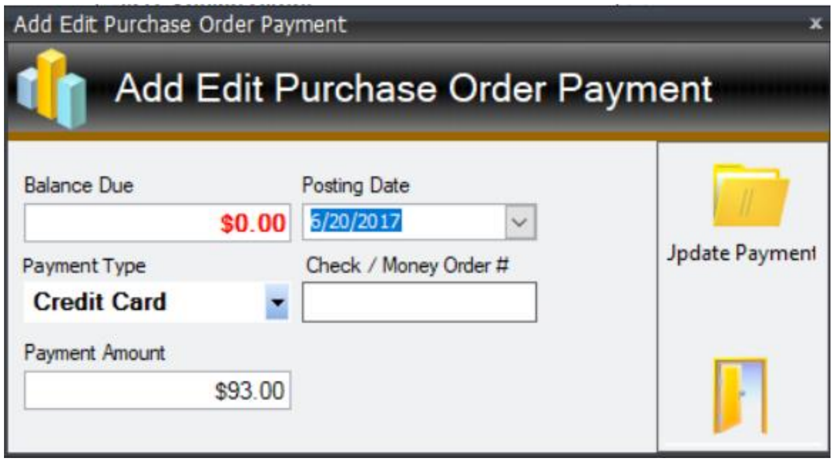


8.13b Edit Payment

Selecting the "Edit Payment" button allows you to modify an existing payment already added to the PO, if perhaps some changes need to be made to the existing payment. The payment that requires editing first needs to be selected prior to clicking "Edit Payment":

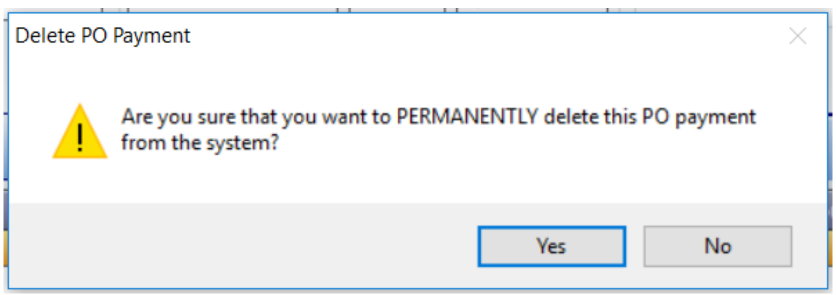


You will then be brought back to the same payment window as "Add Payment". You can make the necessary adjustments and update payment:

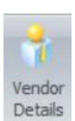


8.13c Delete Payment

The Delete Payment button will enable you to delete a payment added to the PO altogether. You first must select the payment line you would like to delete, and then click "Delete Payment". Clicking this button will bring up a pop-up requesting that you confirm deletion, as deleting the payment can not be reversed:



8.2 Vendor Details



The Vendor Details button will bring you to the Vendors window, per section 7.11 Vendor Details tab. You can use this button to refer to any vendor details, or past POs or associated products as required to help you create the PO.

9.0 Invoices

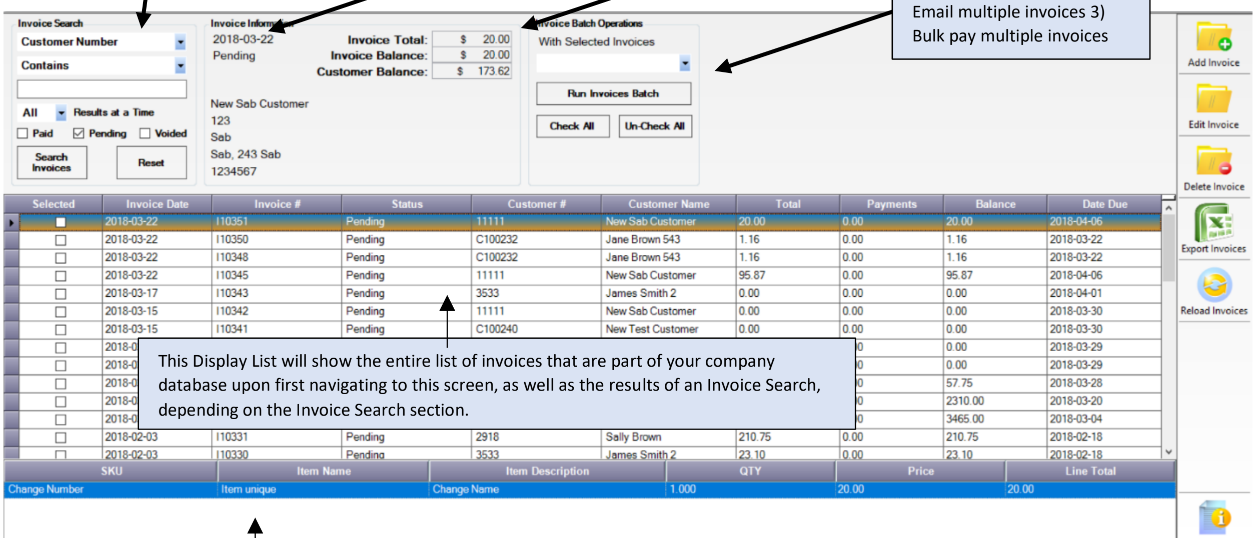
The Invoices screen is where you will manage all of your invoices.

Use this section to search your invoice database, using the drop-down to choose what you want to search by, and if just Paid (i.e: invoices fully paid), Pending (i.e: invoices not yet fully paid) and/or Voided (i.e: invoices that have been voided) invoices. Click “Search Invoices” to search and the results will appear in the display list.

This section will display the Invoice Information, including invoice date, status, and customer address, of the invoice selected in the display list.

This will display the invoice total $ amount as well as the invoice balance remaining.

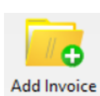
You can run 1 of 3 batch operations with invoices. 1) Print multiple invoices 2) Email multiple invoices 3) Bulk pay multiple invoices



This Display List will show the entire list of invoices that are part of your company database upon first navigating to this screen, as well as the results of an Invoice Search, depending on the Invoice Search section.

This section at the bottom of the page will provide further details of the selected invoice including a listing of all items associated to the invoice and price per line item.

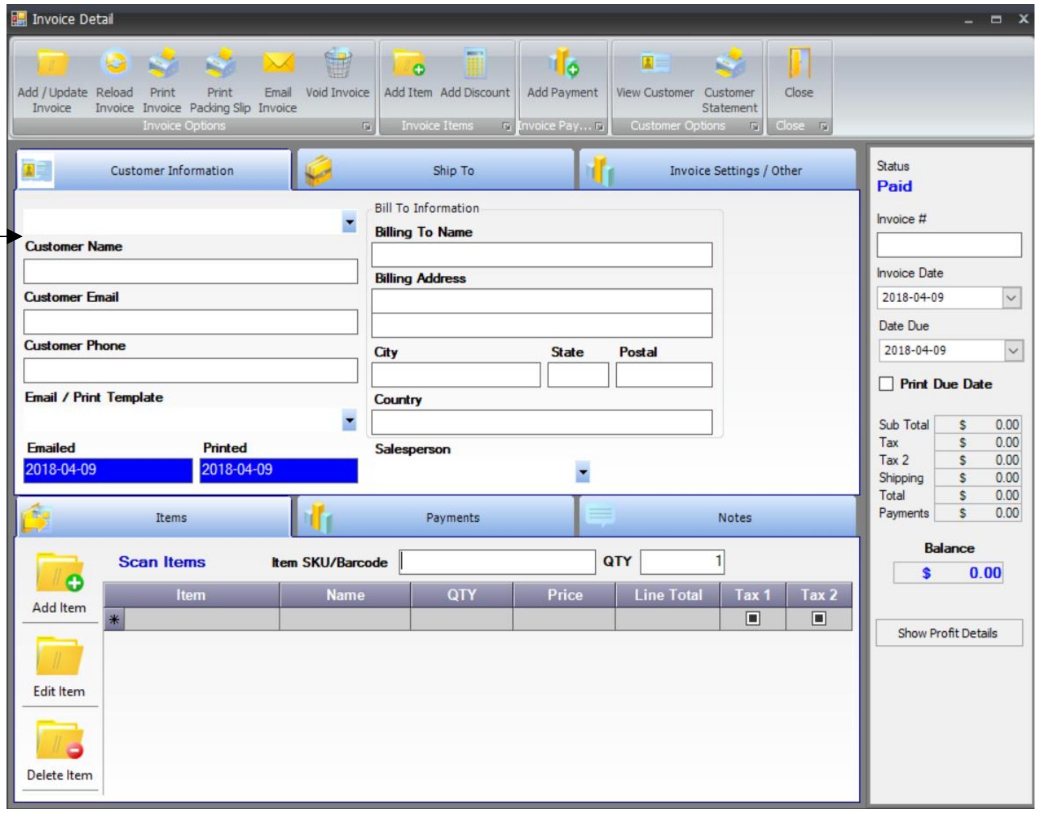
9.1 Add Invoice



The Add Invoice box enables you to add new invoices to the database. Clicking this button will open up the following screen:

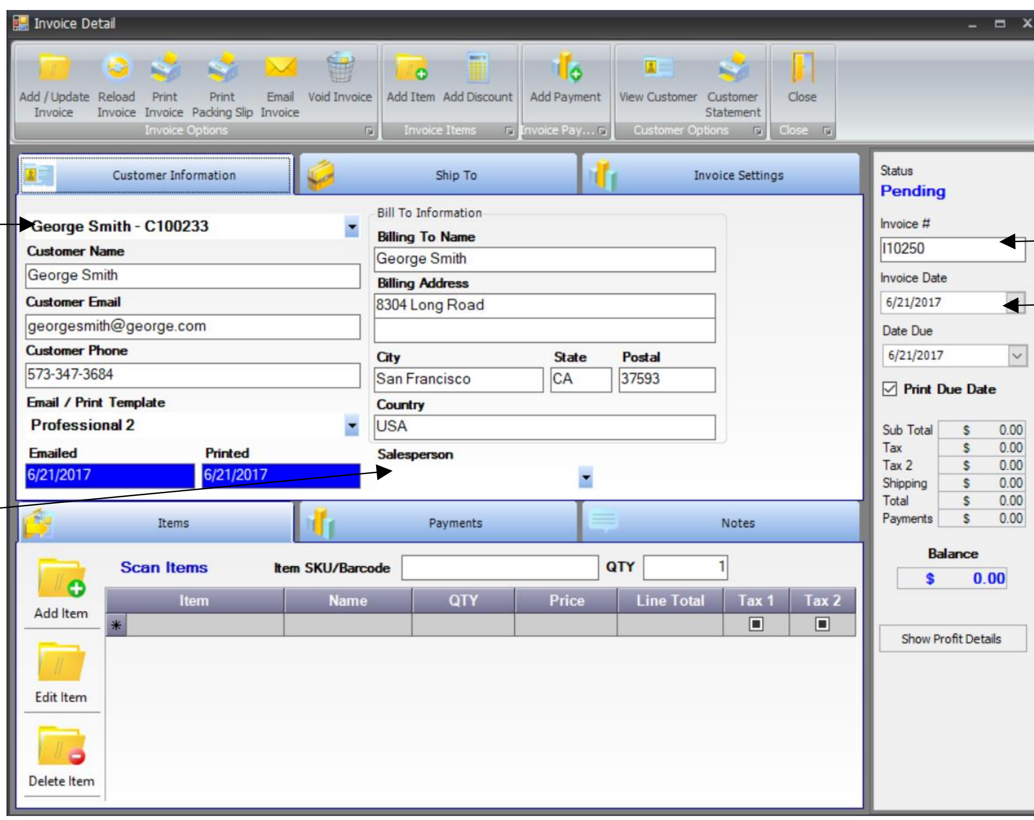
9.11 Customer Information

1. Select from the drop-down the name of the customer the invoice is for. If the customer is missing, add them in the Customer page, Section 5.2



2. Customer details will populate based on the details that reside for the customer on the Customer section of Invoice Expert

If there is a salesperson involved in this sale that you need to record, select their name from this drop-down. If the name is not found, refer to Settings -> Manage Employees



3. Invoice # will populate with the next invoice sequence, as selected in 3.5 Invoice Defaults

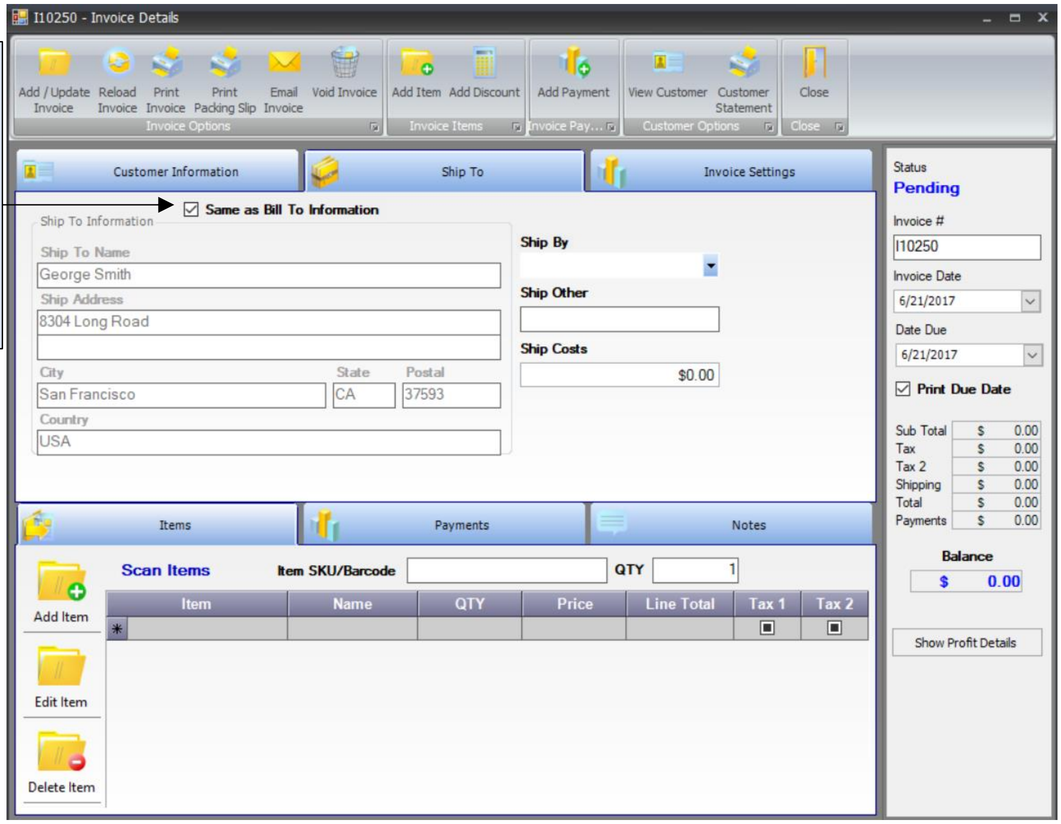
The invoice date defaults to today's date.

The date due defaults to the same date as today if no Payment Term (under Invoice Settings or set during 3.5 Invoice Defaults) has been chosen

9.12 Ship To

Use this tab in order to update any shipping details related to the customer and their invoice:

If the Ship To information is the same as the Bill to/Customer information, select this box and it will automatically populate the shipping contact details

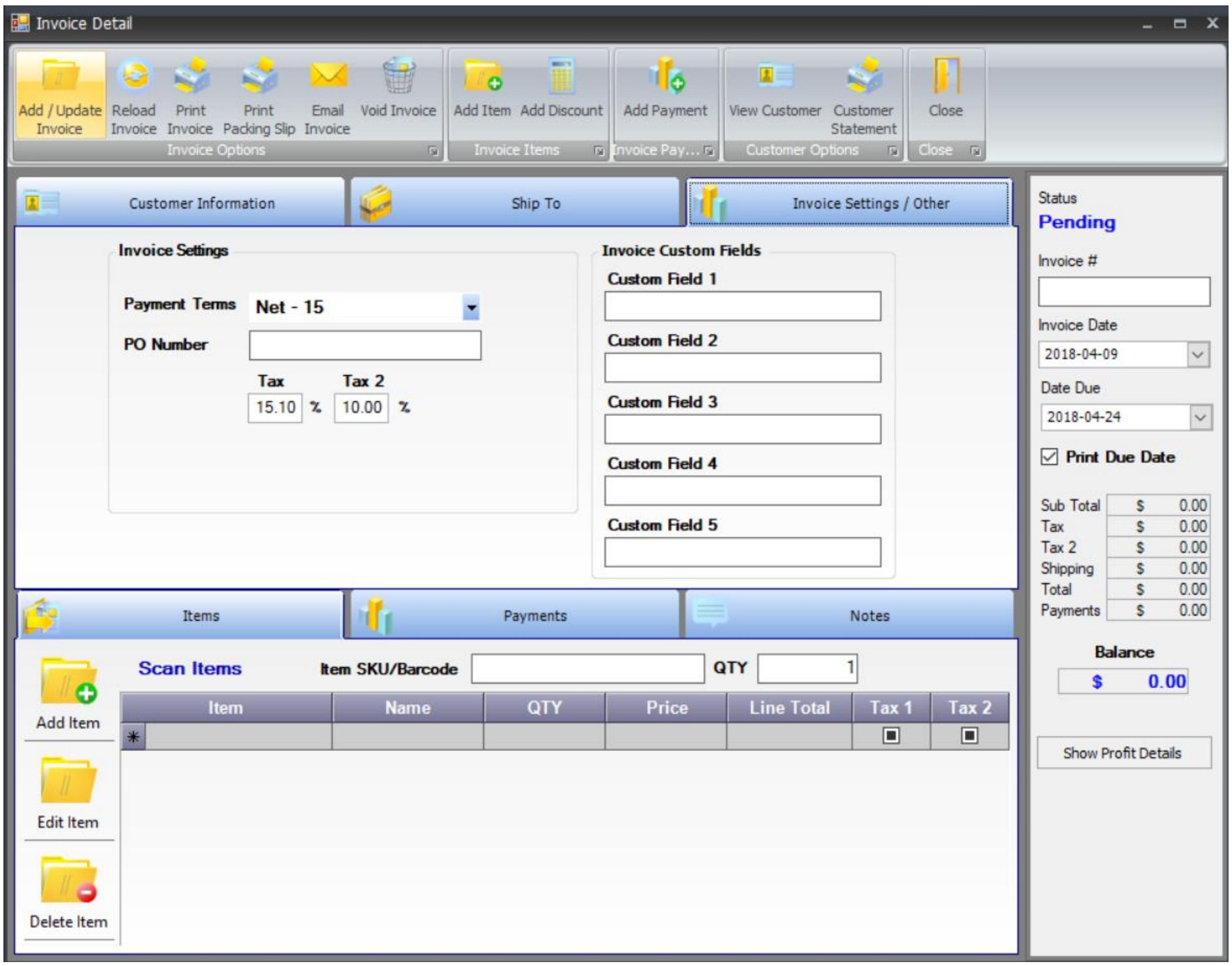


Field	Definition
Ship To Name	Input the name of individual whom will receive your products
Ship Address	Input the address of where the products should be shipped to
City	Input the city of where the products should be shipped to
State	Input the state of where the products should be shipped to
Postal	Input the postal of where the products should be shipped to
Ship By	Input the method of shipping the products. If a value is missing in this drop-down, update via the Settings tab, per Section 3.10 Manage Drop-downs
Ship Other	Input any other shipping details required

Ship Costs	Input the cost of shipping the products you are ordering/receiving. This will be included as part of the overall Total cost of the Invoice

9.13 Invoice Settings/Other

Use this tab to update any other invoice settings, including payment terms, PO number associated to the invoice and taxes, as well as add any custom field details if you have selected to add custom fields on this screen via the Custom Fields Settings:



Field	Definition
Payment Terms	Select the payment terms for this invoice. By default, the payment terms is set to the payment terms selected in Section 3.5 Invoice Defaults
PO Number	Input the PO number that this invoice is related to, if required

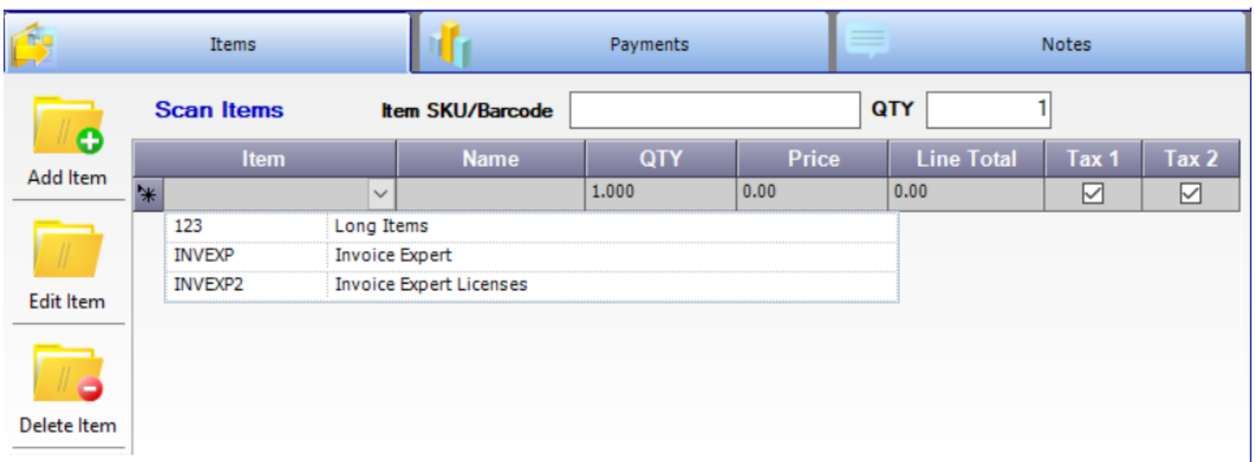
Tax and Tax 2	Input the tax associated to this invoice. By default, the tax is set to the tax inputted in Section 3.6 Tax Settings
Custom Fields	***If you selected in the Custom Fields Settings for Custom fields to be used for Invoices, they will appear on this tab**
Custom Field 1 - 5	Input the data you require based on the custom field you have added to the screen, if any.

9.14 Items

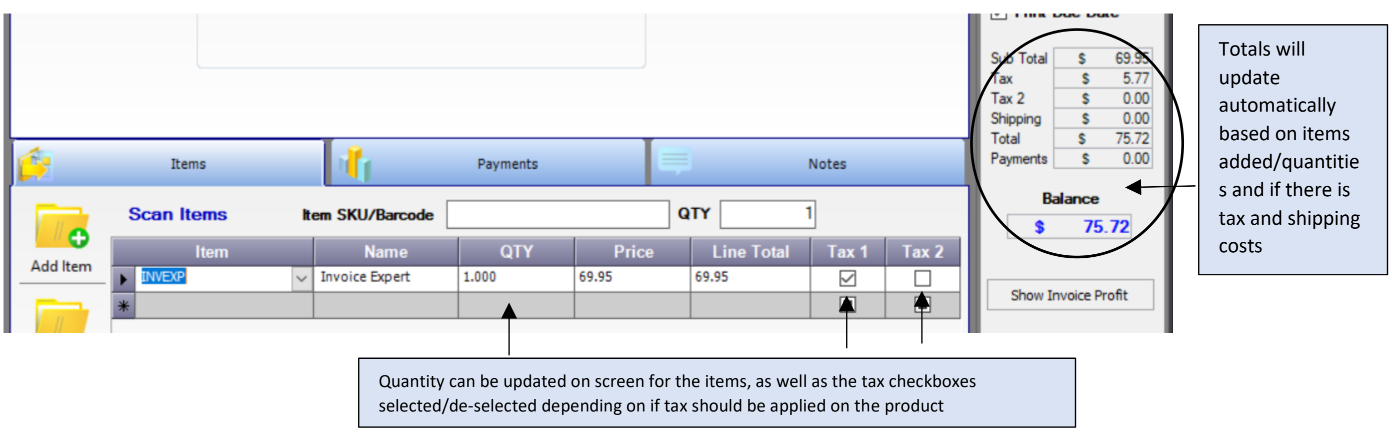
i) Add Item

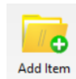
Items can be added to the invoice one of two ways:

i. Selecting the drop-down will display a list of items to choose from your products inventory.

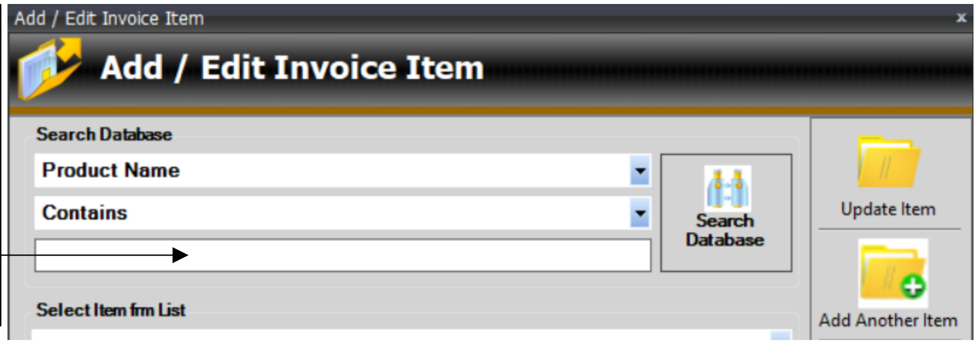


After selecting the product, the price of the product will show on the line item. Quantity can be updated directly on the line, if more than 1 item is being purchased. You will also notice that the totals will also update on the invoice each time an item is added or quantity updated.

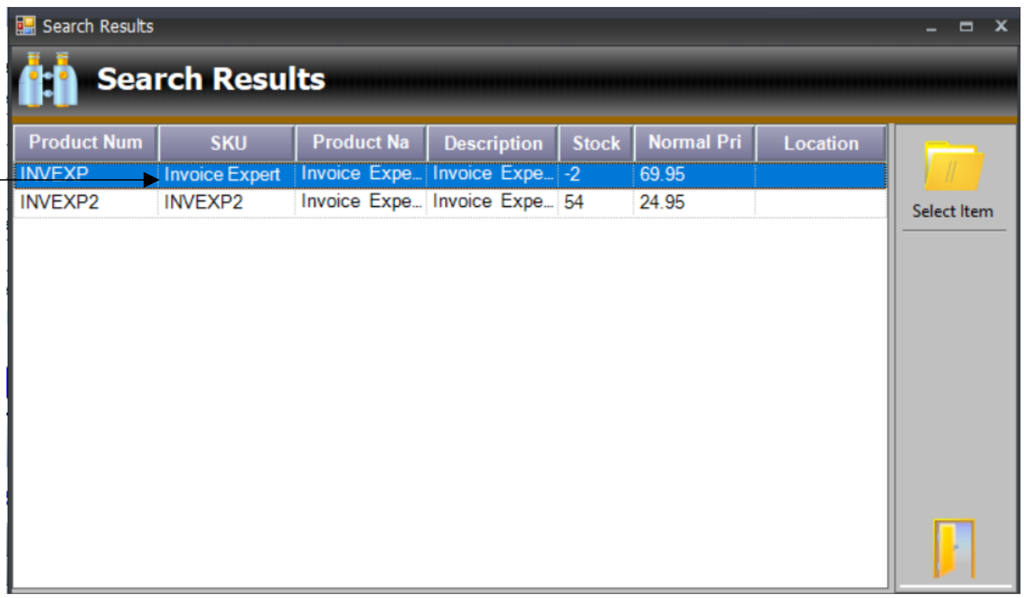


ii. Selecting the following button  will bring up the below screen to allow you to add products to your invoice:

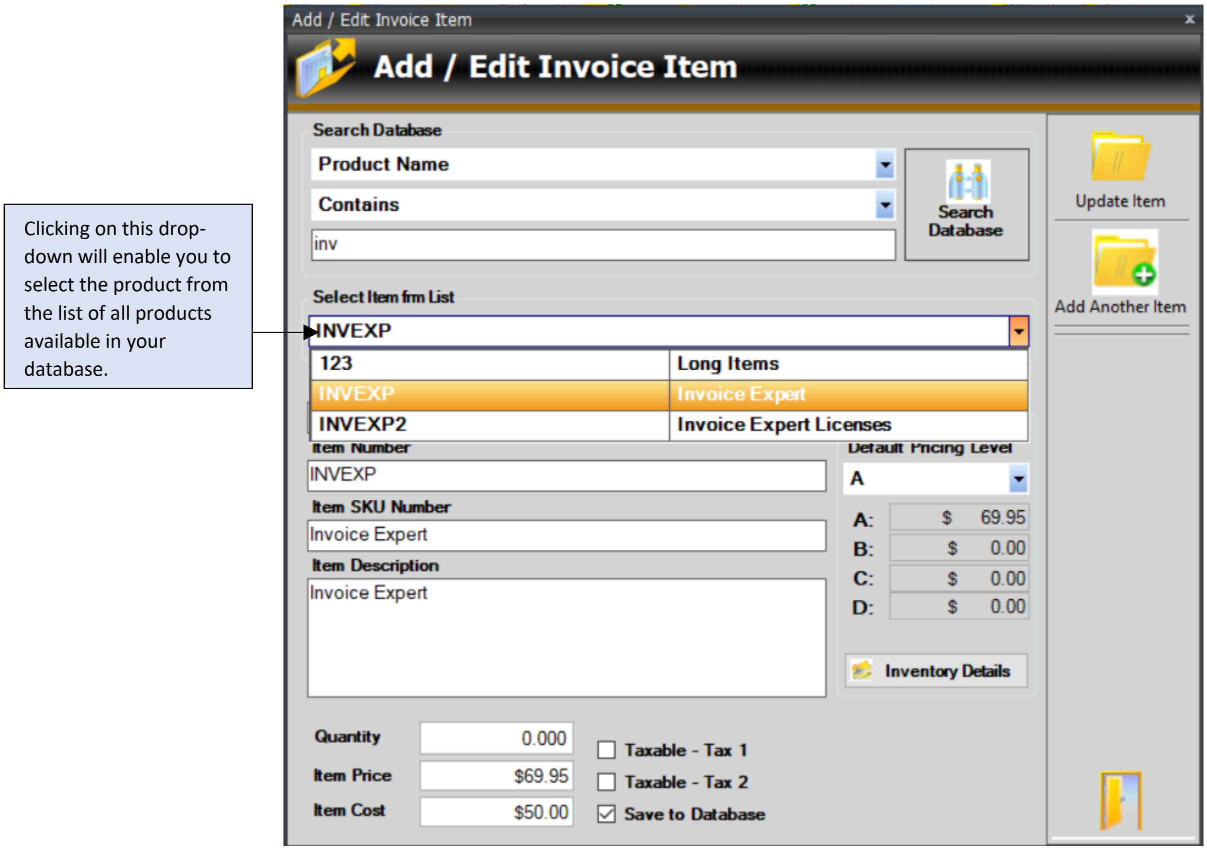
Use this section if you would like to search the database for a specific product by name, category, number, SKU, description or location. Type a portion/all of what you are looking for in this box and click “Search Database”.



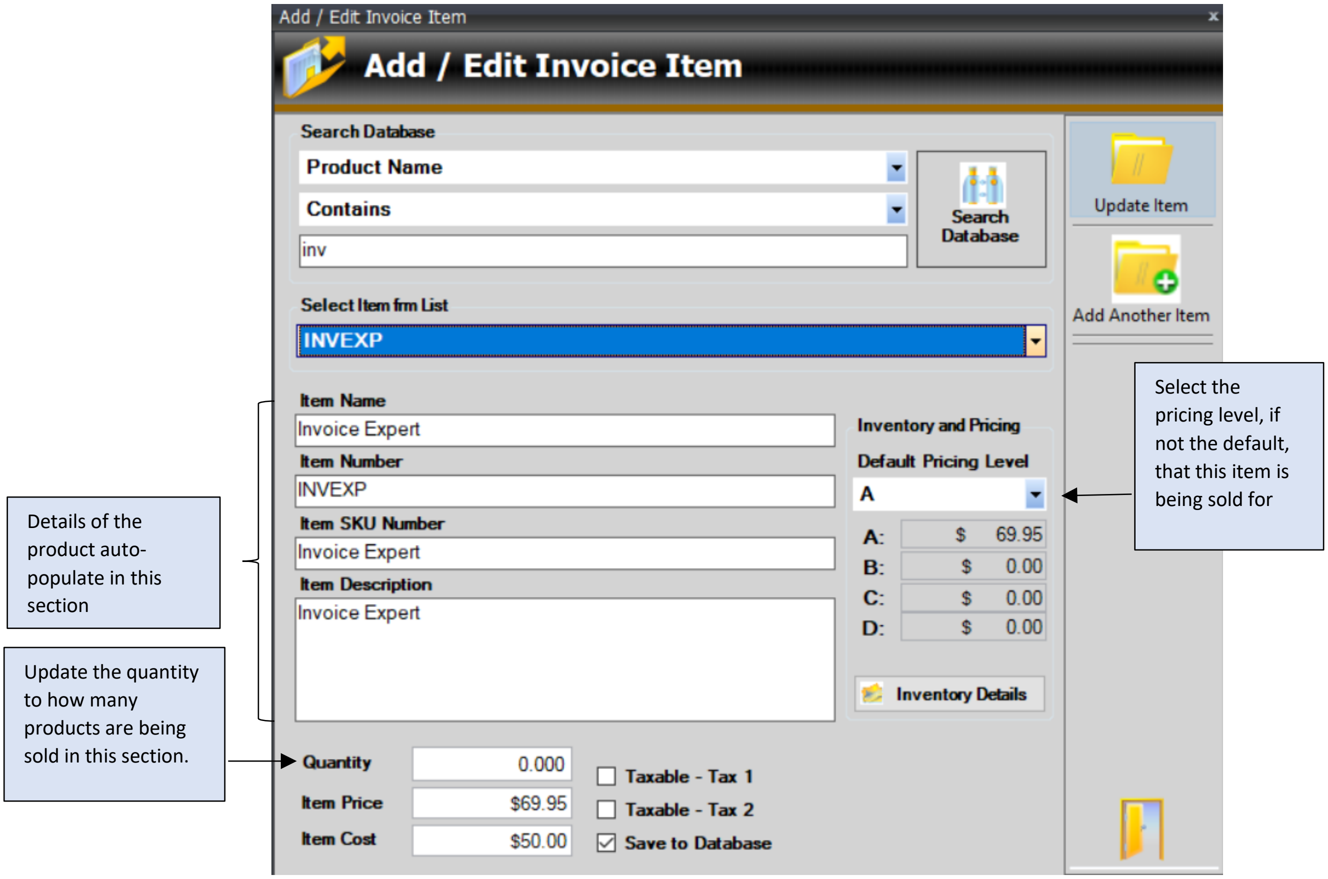
A new box will pop up with your results. Click on the product you would like to add and click “Select Item”.



Alternatively, you can also use the following drop-down to select products to add to your invoice if you do not want to add via the search database functionality:



Once the product is selected via the Search function or via the selection from the drop-down, the product details will populate.

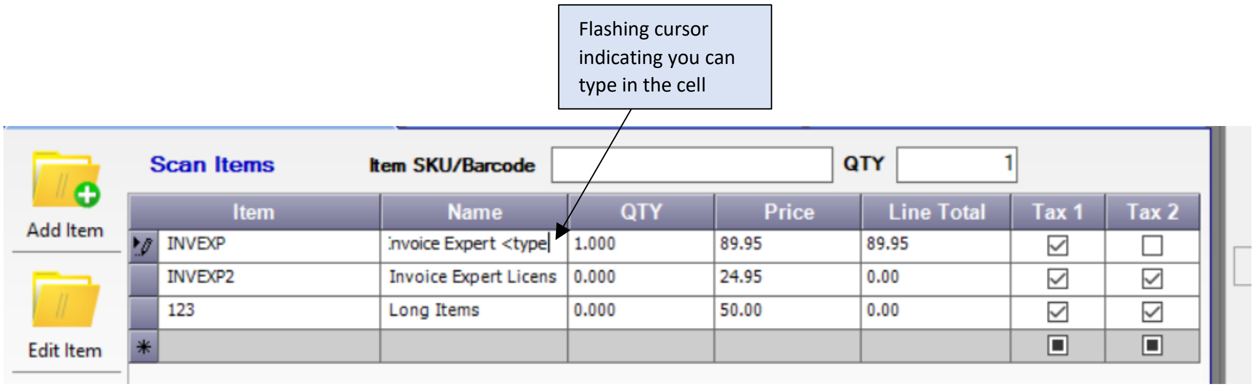


Once you have updated the details accordingly, click "Update Item" and it will add the product to your invoice list. If you would like add additional items to your invoice, click "Add Another Item". Once you have added all items to your invoice as needed, click the Exit button at the bottom of the screen and you will be brought back to the main invoice page. Details on screen can be updated the same way as shown in i) if anything needs to be adjusted.

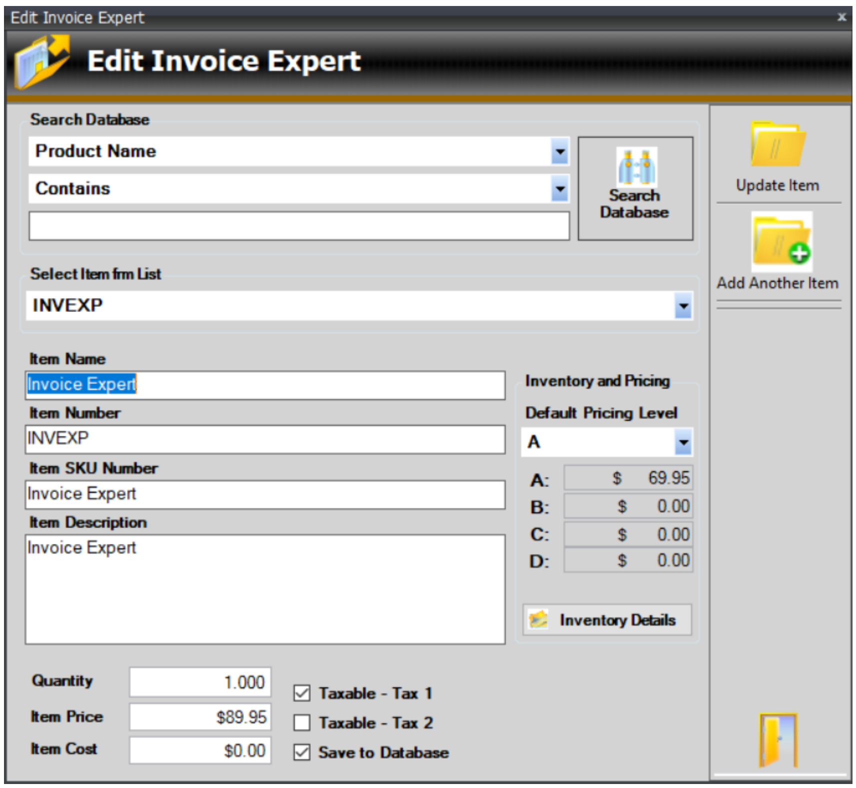
ii) Edit Item

If you would like to edit one of the items on your invoice (e.g: change the name or item number), you can do so by:

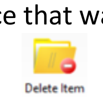
i) Clicking in the cell you would like to edit on screen until the flashing cursor appears and you can modify the name as needed.



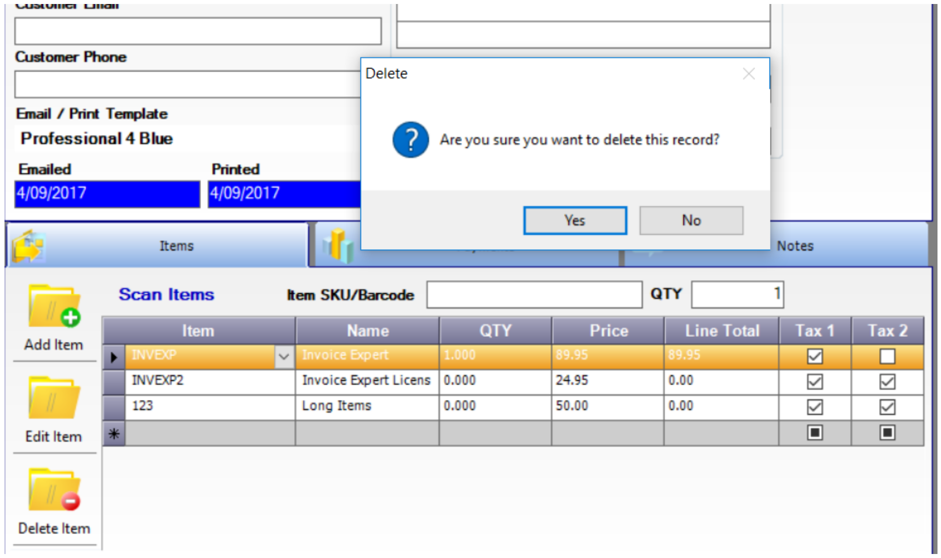
ii) Clicking the "Edit Item" button once you have selected the product line you would like to edit. You will be brought back to the same window when you clicked "Add Item". Make the necessary updates, click "Update Item" and then Exit the window.



iii) Delete Item

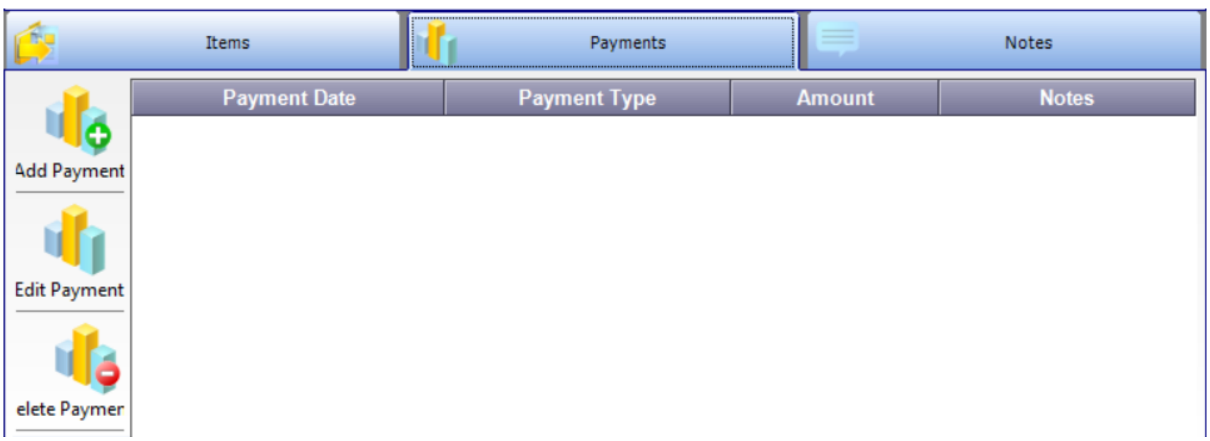
If you have added an item to the invoice that was incorrect, select the line item you would like to remove and click the following button: 

You will be prompted to confirm you would like to delete this record from the invoice. Click "Yes" to remove the item from the invoice.



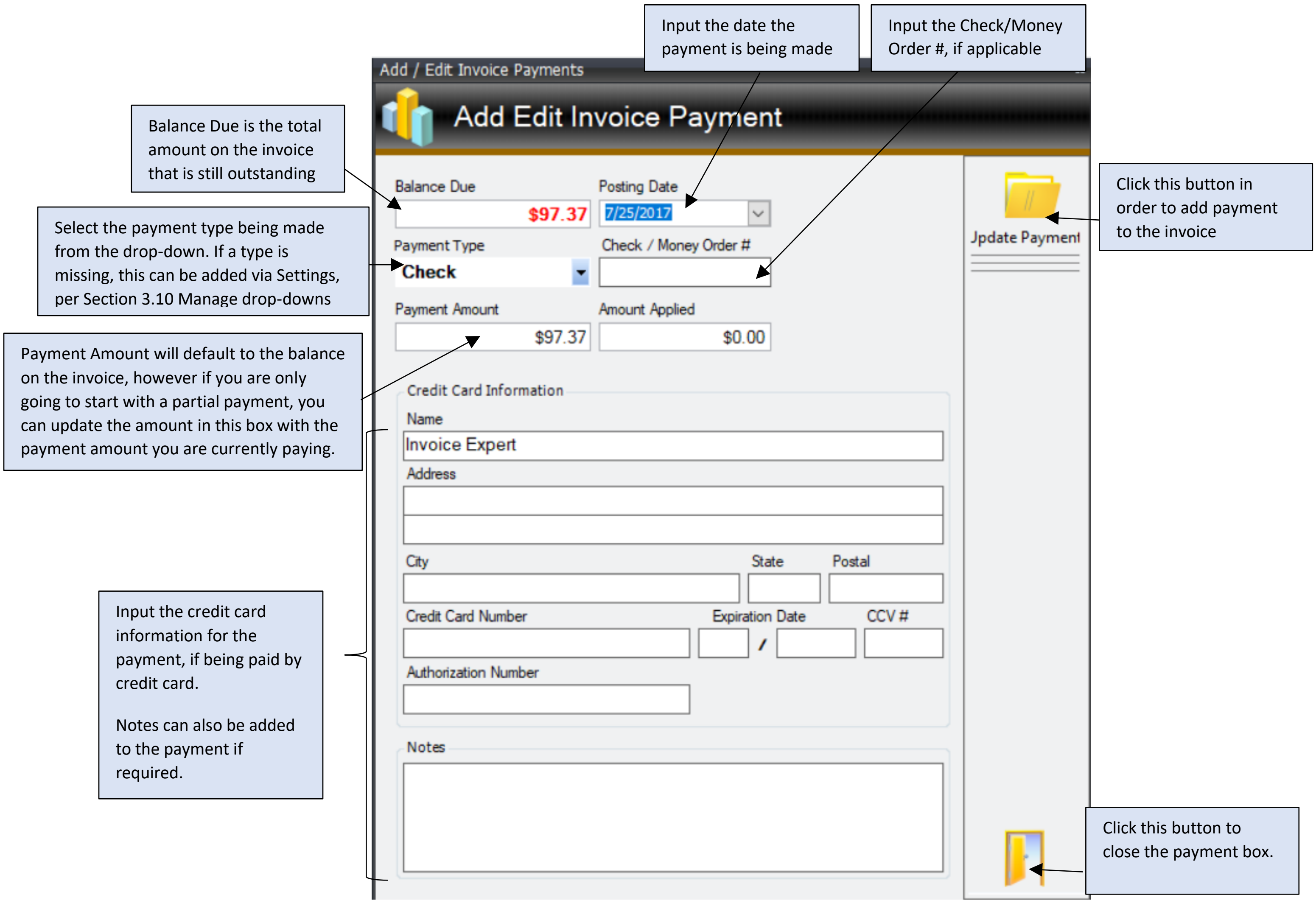
9.15 Payments tab

The payments tab allows you to manage payments against this invoice:

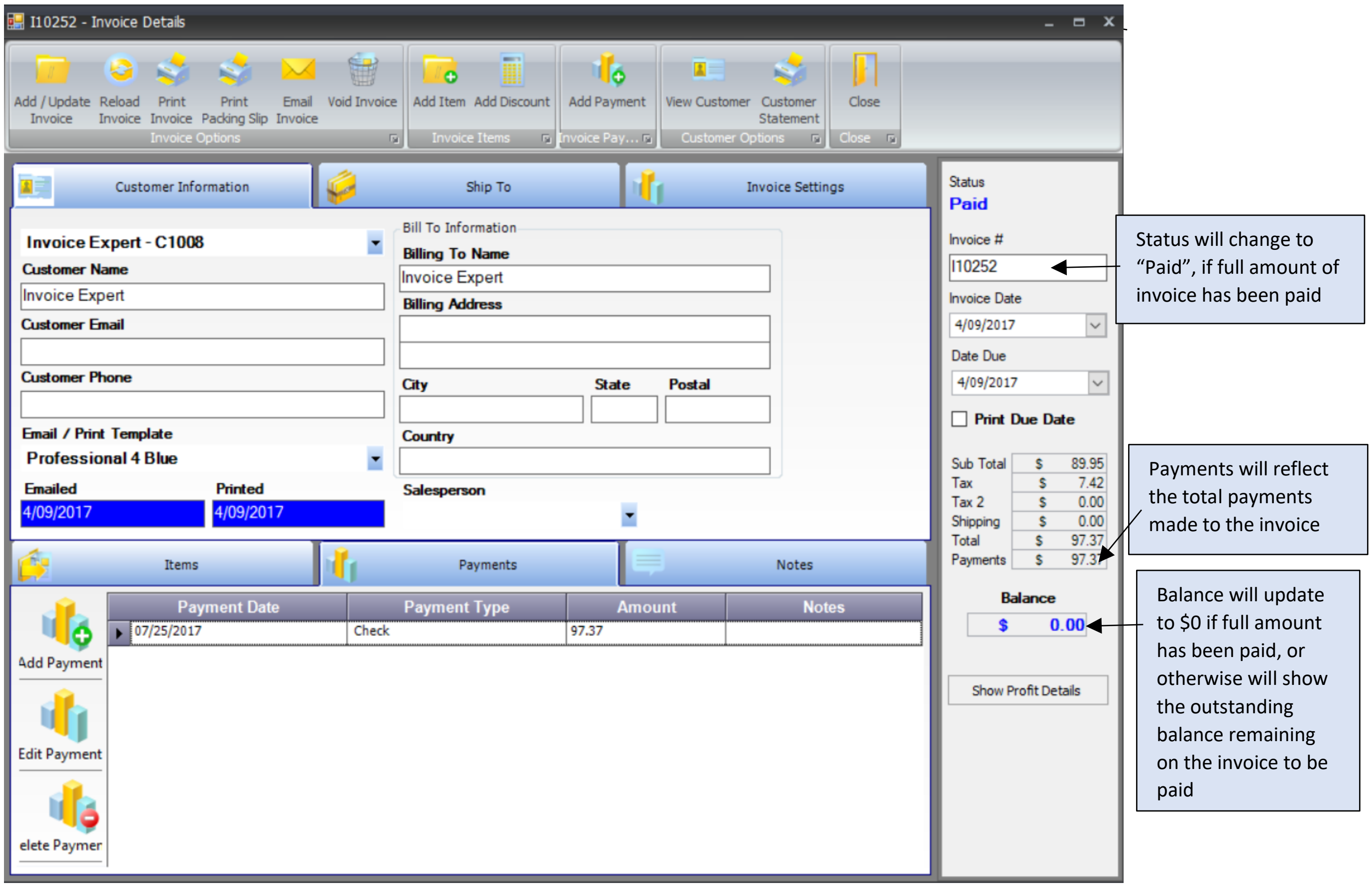


i) Add Payments

Clicking “Add Payment” brings you to the following screen in order to add a new payment to this invoice:

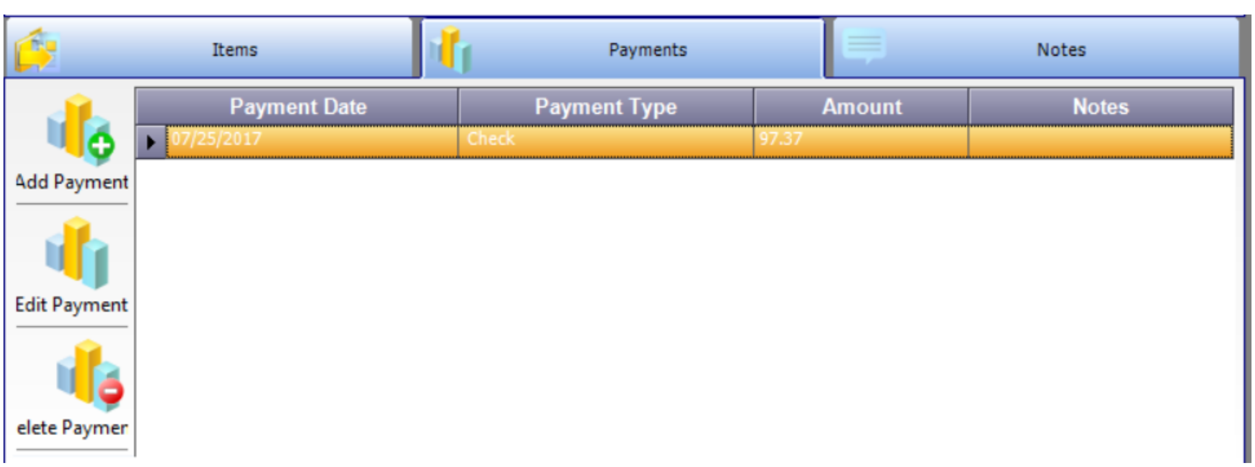

Add / Edit Invoice Payments
Add Edit Invoice Payment
Balance Due
$97.37
Posting Date
7/25/2017
Payment Type
Check
Check / Money Order #
Payment Amount
$97.37
Amount Applied
$0.00
Credit Card Information
Name
Invoice Expert
Address
City
State
Postal
Credit Card Number
Expiration Date
CCV #
Authorization Number
Notes
Update Payment
Balance Due is the total amount on the invoice that is still outstanding
Select the payment type being made from the drop-down. If a type is missing, this can be added via Settings, per Section 3.10 Manage drop-downs
Payment Amount will default to the balance on the invoice, however if you are only going to start with a partial payment, you can update the amount in this box with the payment amount you are currently paying.
Input the credit card information for the payment, if being paid by credit card.
Notes can also be added to the payment if required.
Input the date the payment is being made
Input the Check/Money Order #, if applicable
Click this button in order to add payment to the invoice
Click this button to close the payment box.

Once you have added the full payment to the invoice, a few things will happen:



ii) Edit Payment

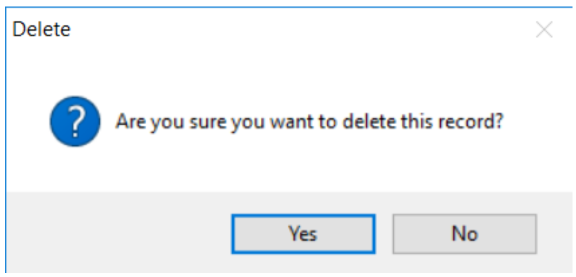
Selecting the "Edit Payment" button allows you to modify an existing payment already added to the invoice, if perhaps some changes need to be made to the existing payment. The payment that requires editing first needs to be selected prior to clicking "Edit Payment":



You will then be brought back to the same payment window as “Add Payment”. You can make the necessary adjustments and update payment.

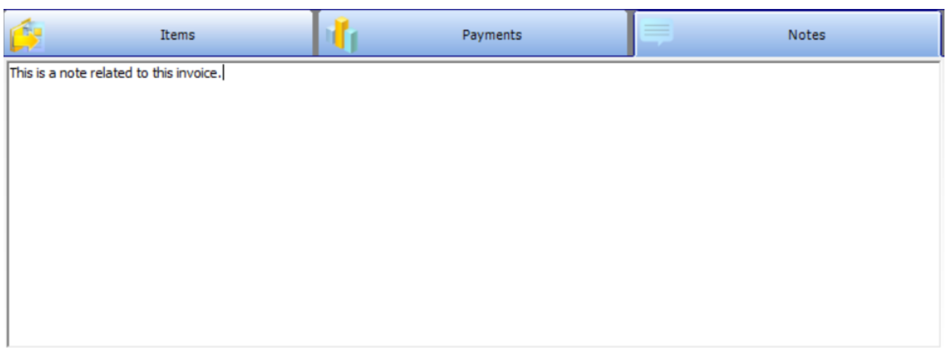
iii) Delete Payment

The Delete Payment button will enable you to delete a payment added to the invoice altogether. You first must select the payment line you would like to delete, and then click “Delete Payment”. Clicking this button will bring up a pop-up requesting that you confirm deletion, as deleting the payment can not be reversed:



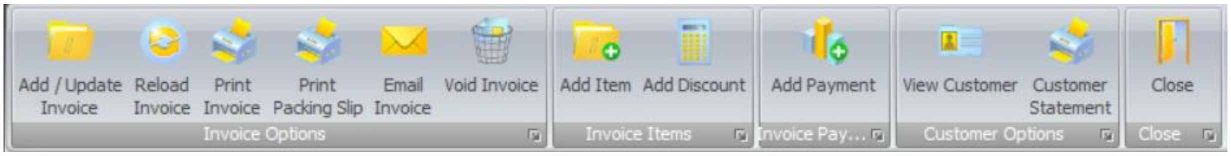
9.16 Notes tab

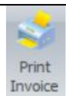
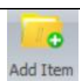
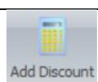
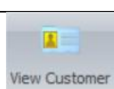
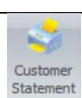
The Notes tab can be used to input any specific notes regarding the invoice for reference.



9.2 Invoice Toolbar

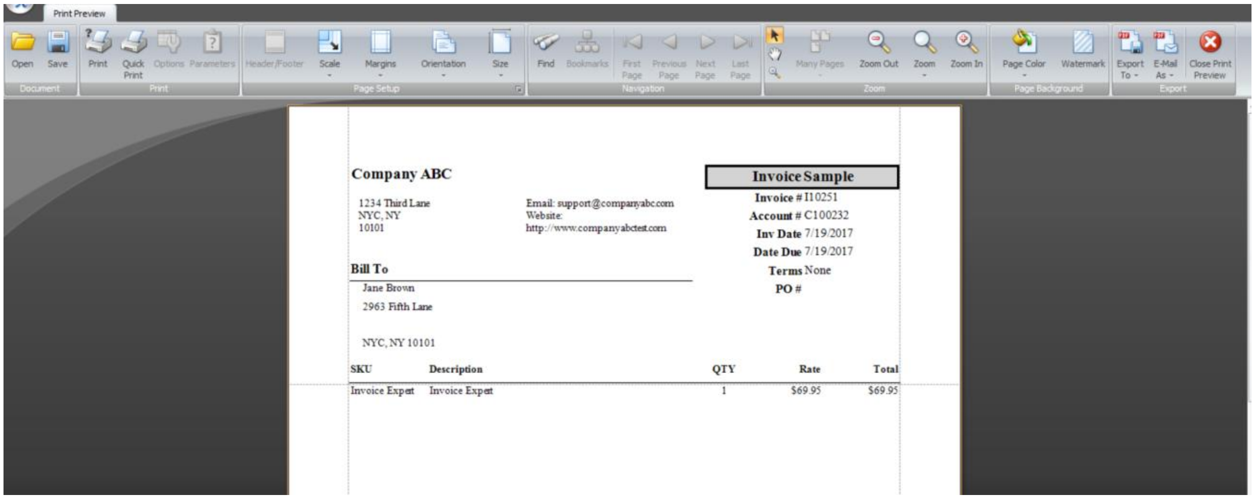
There are a few buttons related to an invoice:



Button	Description
	
	This button will display the invoice to you in the invoice format selected for the invoice. See section 9.21 for a sample of the view.
	This button will display the packing slip for your invoice. See section 9.22 for a sample of the view.
	This button will allow you to email the invoice in PDF form to your customer. See section 9.23 for a sample of the email.
	This button will void the invoice and make it no longer applicable. i.e – The invoice is no longer active and if there are any payments on the invoice, they will be removed and any items on the invoice will be put back into stock. See section 9.24 for the message you will receive after clicking this button.
	This button will allow you to add new items to the invoice you are creating. Refer to section 9.1d on adding items to the invoice.
	This button will allow you to add a "discount line" to your invoice, if you are offering a discount to your customer on the total invoice. Refer to section 9.25 for more details on adding discounts to the invoice.
	This button will allow you to add a payment to the invoice, if a payment has been made towards the invoice by your customer. See section 9.1e for more information on adding payments to the invoice.
	This button will take you to the full customer details screen for the customer the invoice is related to, per Section 5.2 – Adding Customer.
	This button will take you to the Customer Statement for the specific customer the invoice is related to, per Section 5.312 Customer Statement
	This button will close the invoice details box.

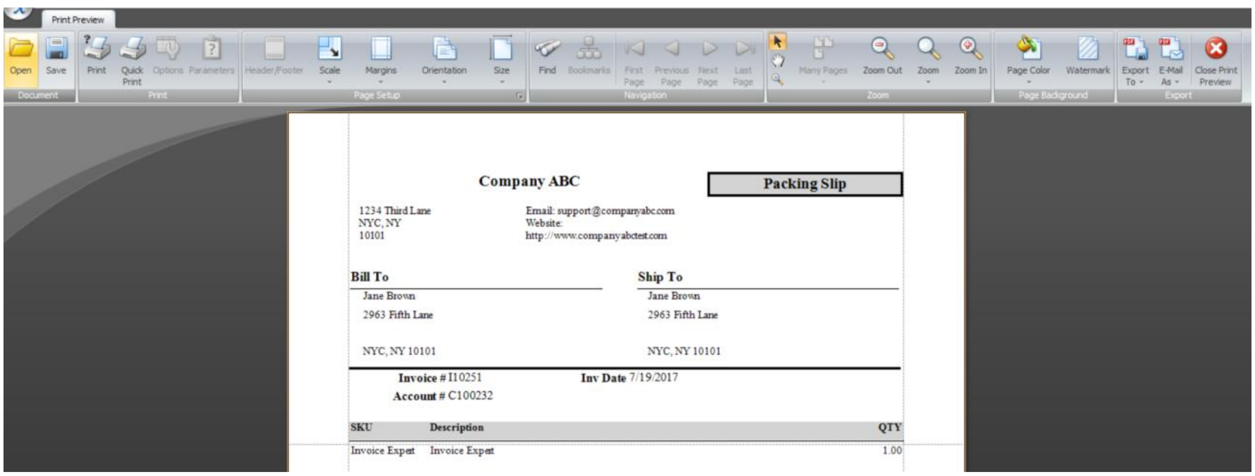
9.21 Print Invoice

Depending on the invoice template selected, the following is a sample of the invoice that will display when the Print Invoice button is selected:



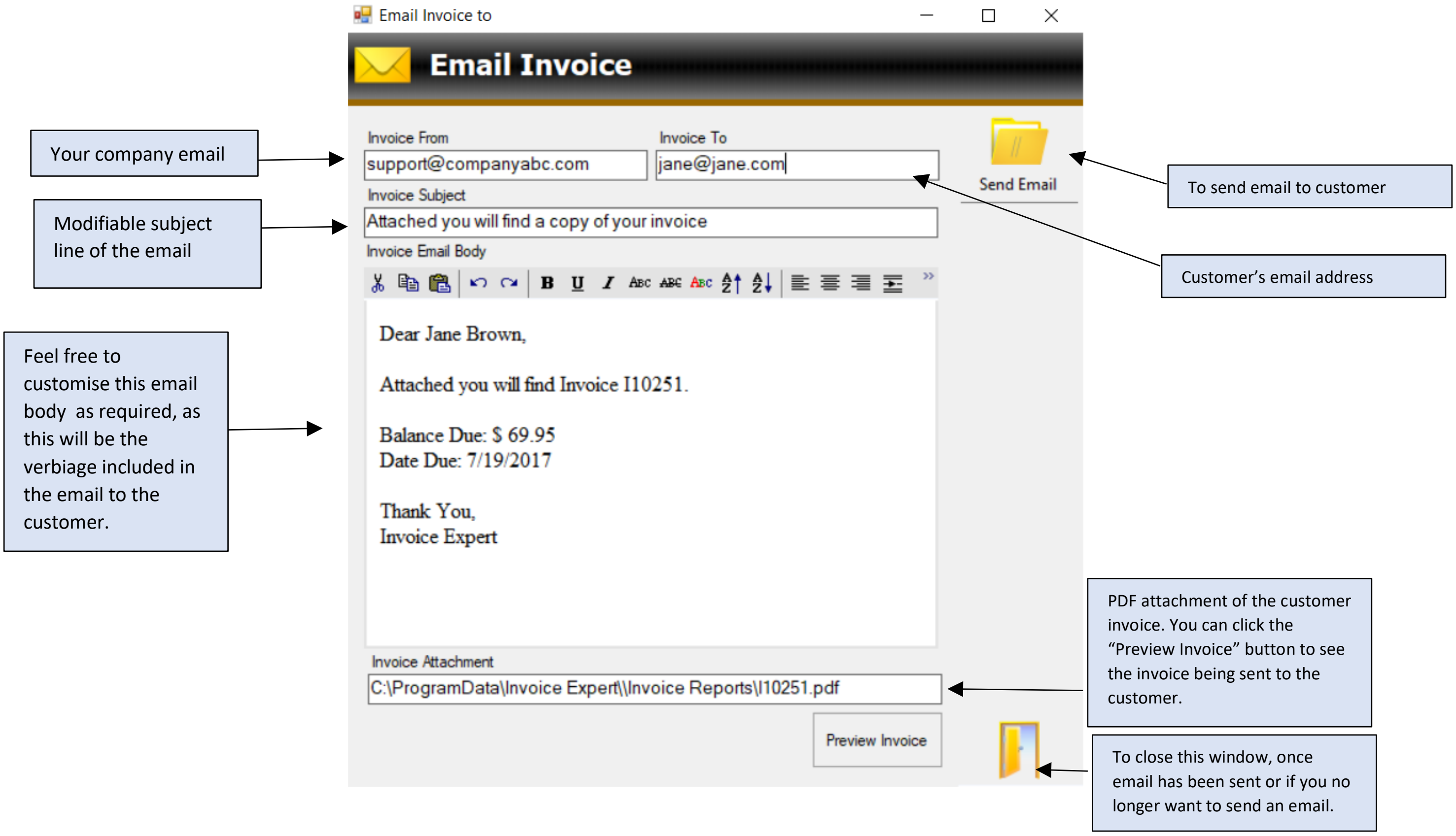
9.22 Print Packing Slip

The following is a sample of the packing slip that will display when the Print Packing Slip button is selected:



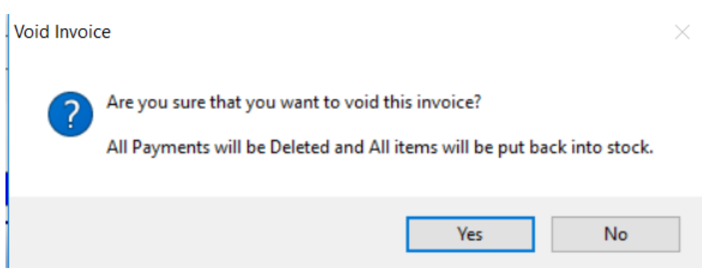
9.23 Email Invoice

This button will provide you with the ability to send a copy of the invoice in PDF form to the customer.



9.24 Void Invoice

If you realise that an invoice should no longer be applicable, and should be voided, use the "Void Invoice" button. This will change the status of the invoice to "Void". Any payments associated to the invoice will be removed, and any items associated to the invoice will be put back into stock.



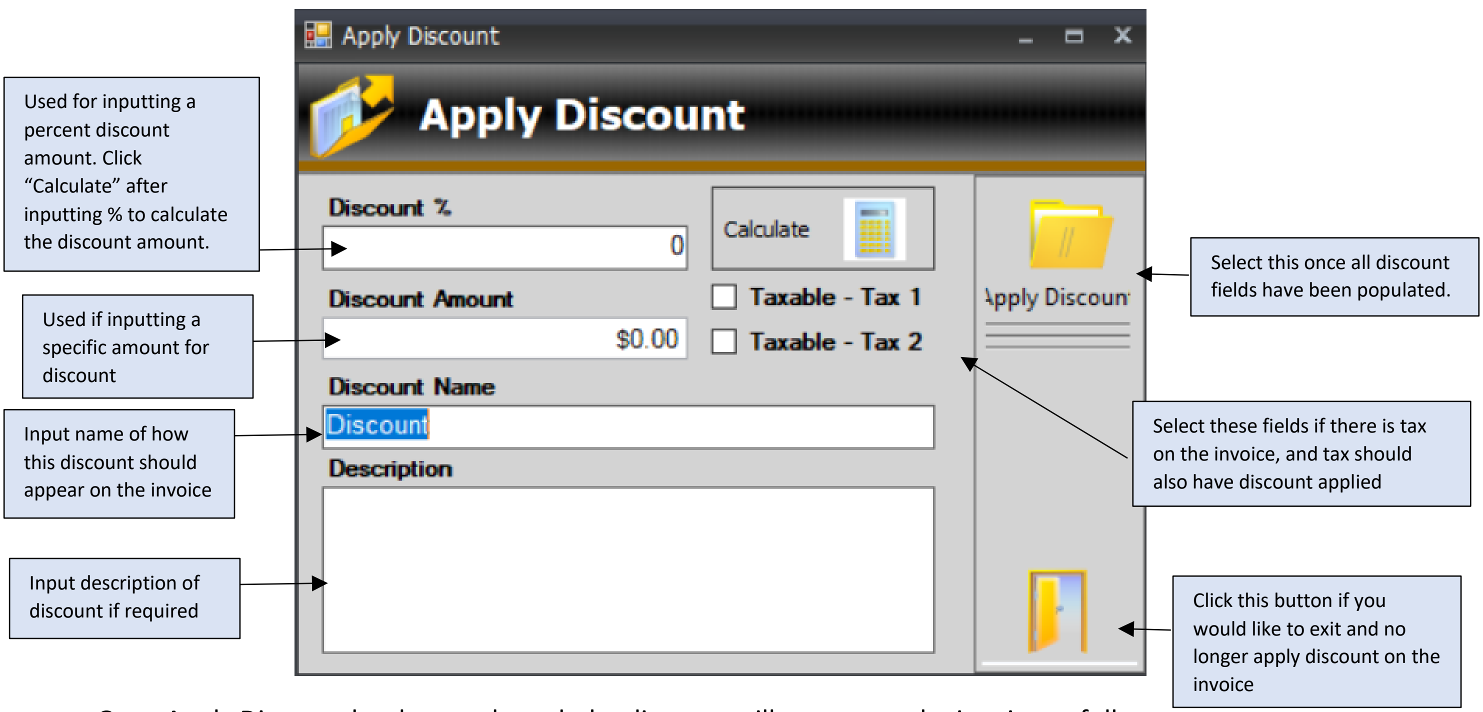
9.25 Add Discount

Discounts can be added to your invoice, if you are offering a discount to your customers. After clicking the “Add Discount” button, the below window will pop-up.

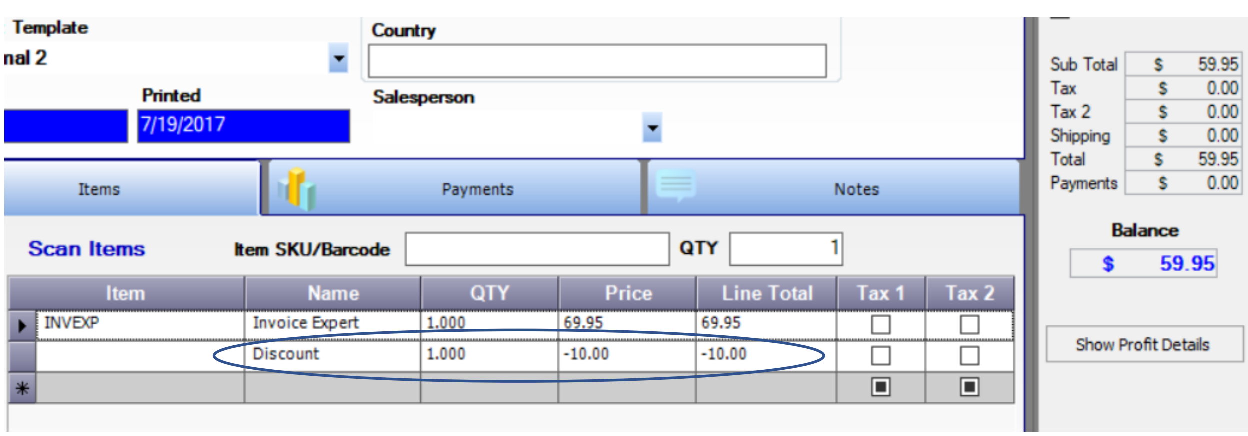
You have the option of adding the discount one of two ways:

1) Discount %: If you put a number in this field and click “Calculate”, the discount will be calculated based on the total amount on the invoice. E.g: If your invoice was $70 and you inputted “10” in Discount % field, clicking Calculate will populate $7 in the Discount Amount field.

2) Discount Amount: If you would like to input a specific $ amount for discount, you can leave Discount % 0 and then input the exact $ amount in the Discount Amount field. E.g: If you are discounting the customer $10, input “10” into the Discount Amount field

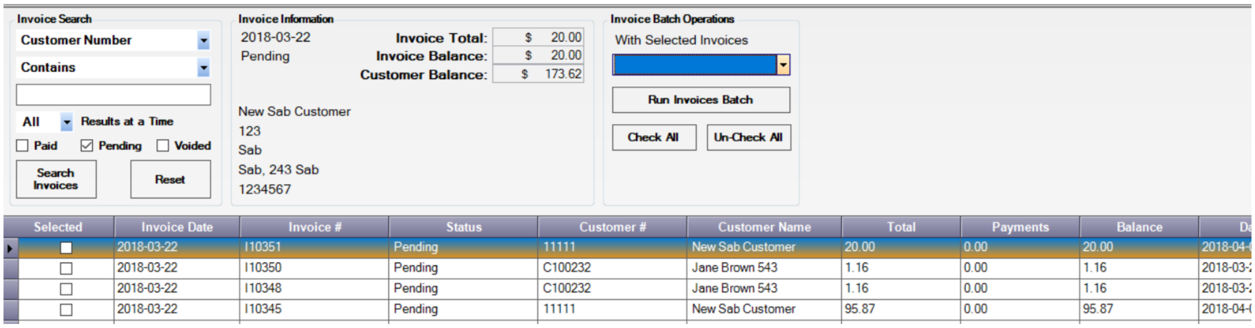


Once Apply Discount has been selected, the discount will appear on the invoice as follows:



You will also notice that the Total amount is also now inclusive of the discount amount.

9.3 Invoice Batch Operations

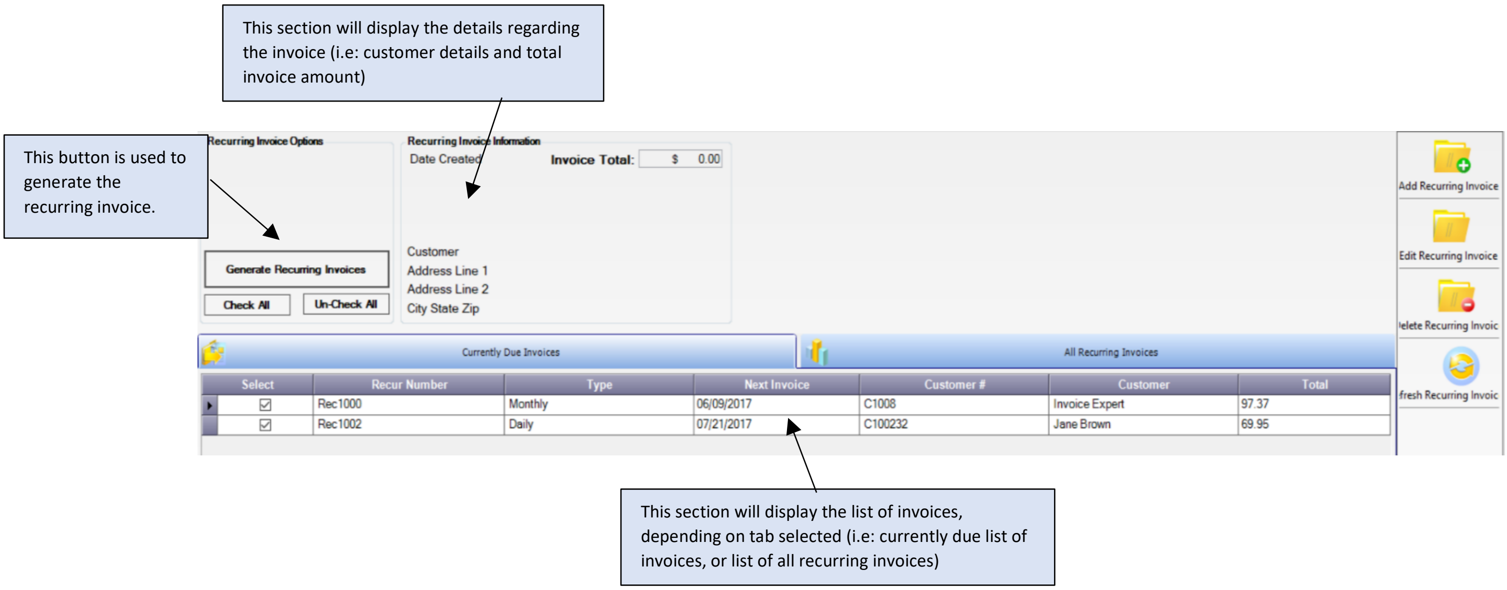


Within the Invoice Batch Operations, you can perform one of three operations:

1) Print Invoices
   a. Select the invoice(s) you would like to print either via the “Check All” button (which will select all invoices on screen) or via the “Selected” column in the first column of the invoice screen
   b. Click “Run Invoices Batch”
   c. Each Invoice will appear on screen, where you can then select to print each of them as required
2) Email Invoices
   a. Select the invoice(s) you would like to email either via the “Check All” button (which will select all invoices on screen) or via the “Selected” column in the first column of the invoice screen
   b. Click “Run Invoices Batch”
   c. Each Invoice selected will then be emailed to the appropriate customer as required
3) Bulk Payment
   a. Select the invoice(s) you would like to apply payment to either via the “Check All” button (which will select all invoices on screen) or via the “Selected” column in the first column of the invoice screen
   b. Click “Run Invoices Batch”
   c. Each Invoice selected will automatically have their full payment applied to them, and will have their status turned to “Paid”

10.0 Recurring Invoices

The recurring invoices screen will allow you to create recurring (I.e: repeating) invoices for a set time.

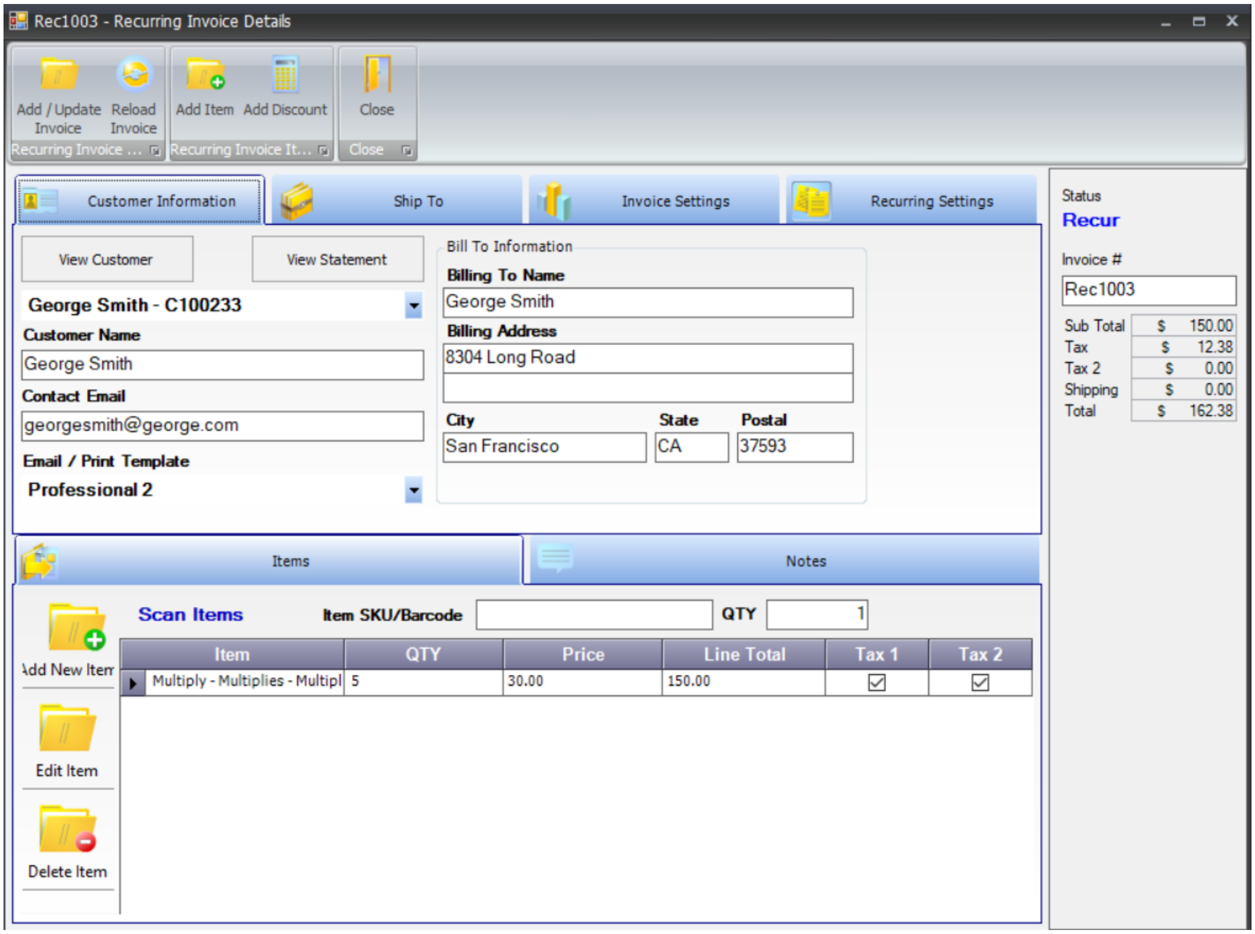


Any upcoming invoices will appear on the “Currently Due Invoices” tab. If you would like the recurring invoice to be generated into an invoice that will move to the Invoices tab, ensure that the invoice has a checkbox beside “Select” and then click “Generate Recurring Invoice”. This will then create an invoice for this recurring invoice.

10.1 Add Recurring Invoice

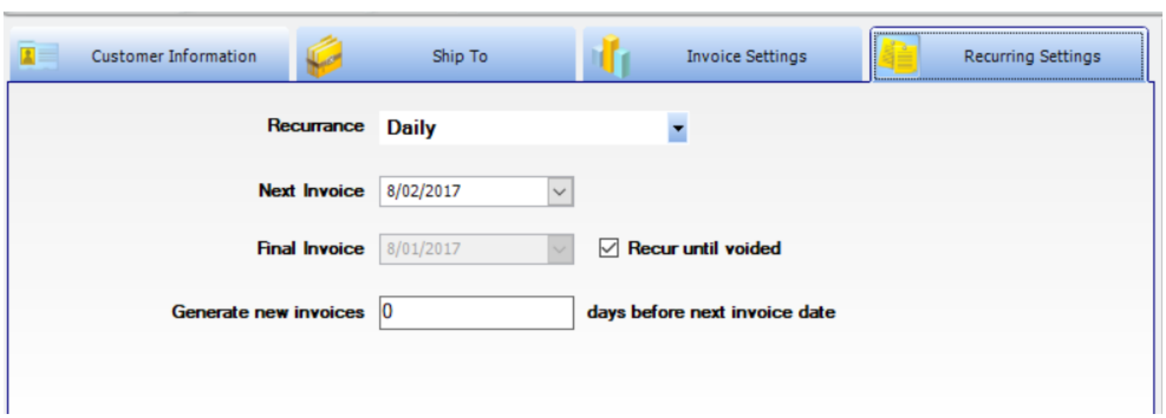
The Add Recurring Invoice functionality works the same way as the Add Invoice functionality in the software, with one exception – there is an additional tab called Recurring Settings that will enable you to set the recurrences of the invoice.

For details on filling out the Customer Information, Ship To and Invoice Settings tab, please refer to Section 9.0 Invoices for further details, as well as to add/edit/delete items from your invoice.



Recurring Settings Tab

This tab is used to set the recurrence you would like for the invoice.



Field	Definition
Recurrence	Select from the drop-down how frequently you would like the invoice to recur (e.g: Daily, Weekly, Bi-Weekly, Every 3 weeks etc.)
Next Invoice	Set the date that you would like the next invoice to occur

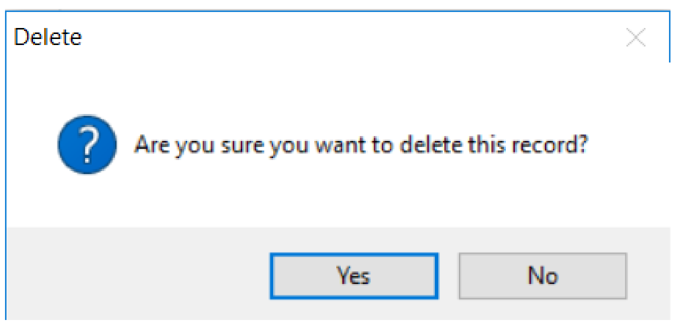
Final Invoice	Set the date that you would like the final invoice to occur. If you do not want to input a final date, select the “Recur until voided” checkbox so that the invoice will continue to recur until you have voided the invoice.
Generate new invoices <X> days before next invoice date	Input the number of days that you would like the next recurring invoice to be created before the next invoice date. E.g: if 0 is inputted in this field, the next invoice will be created on the “next invoice” date. If 2 is inputted in this field, the invoice will be created 2 days before the “next invoice” date.

10.2 Edit Recurring Invoice

To edit a recurring invoice, double click on it from the recurring invoice tab, make updates as required and then click “Add/Update Invoice”

10.3 Delete Recurring Invoice

To delete a recurring invoice, select the invoice you would like to delete from the recurring invoice tab, and click Delete Recurring Invoice. You will then be prompted to confirm deletion of the record.



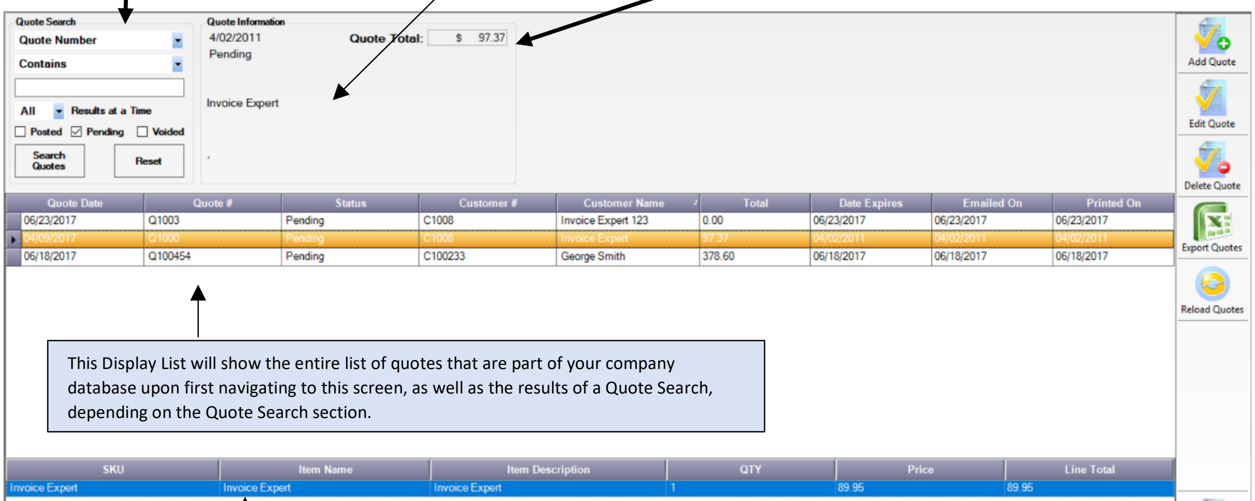
11.0 Quotes

The quotes screen is where you will manage all of your quotes.

Use this section to search your quote database, using the drop-down to choose what you want to search by, and if just Posted (i.e: completed quotes/created as invoice), Pending (i.e: quotes not yet converted to invoice) and/or Voided (i.e: quotes that have been voided) quotes. Click “Search Quotes” to search and the results will appear in the display list.

This section will display the quote Information, including quote date, status, and customer address, of the quote selected in the display list.

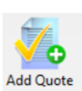
This will display the quote total $ amount of your selected quote.



This Display List will show the entire list of quotes that are part of your company database upon first navigating to this screen, as well as the results of a Quote Search, depending on the Quote Search section.

This section at the bottom of the page will provide further details of the selected quote including a listing of all items associated to the quote and price per line item.

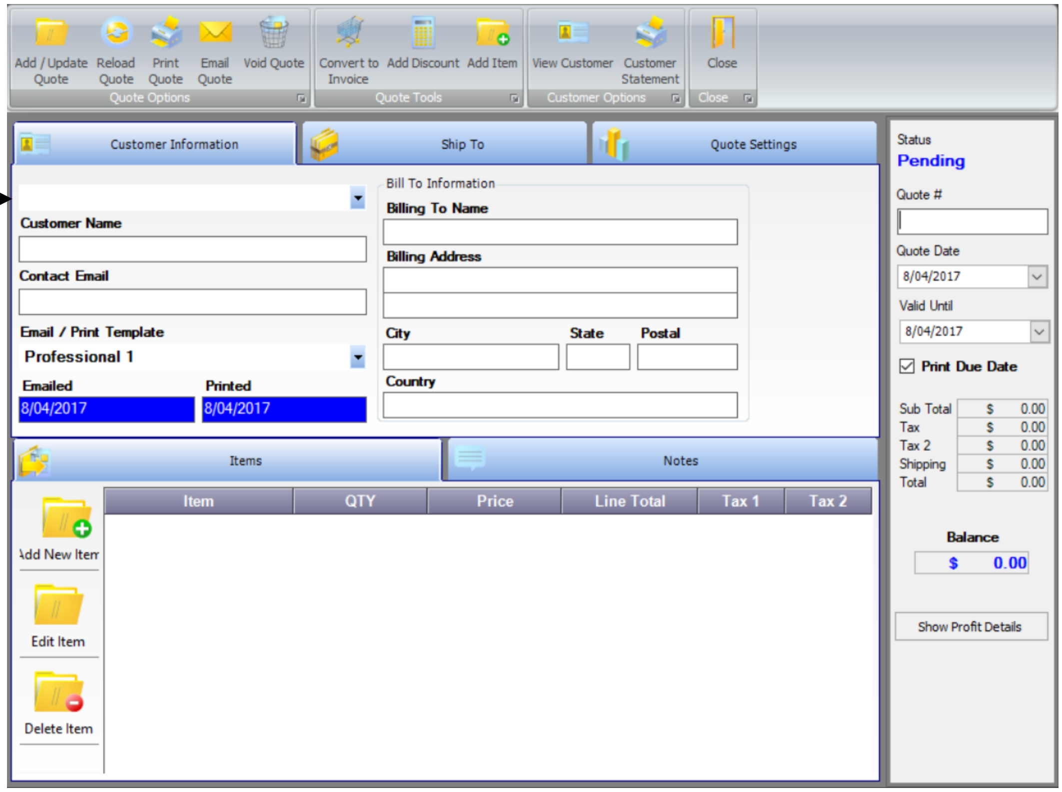
11.1 Add Quote



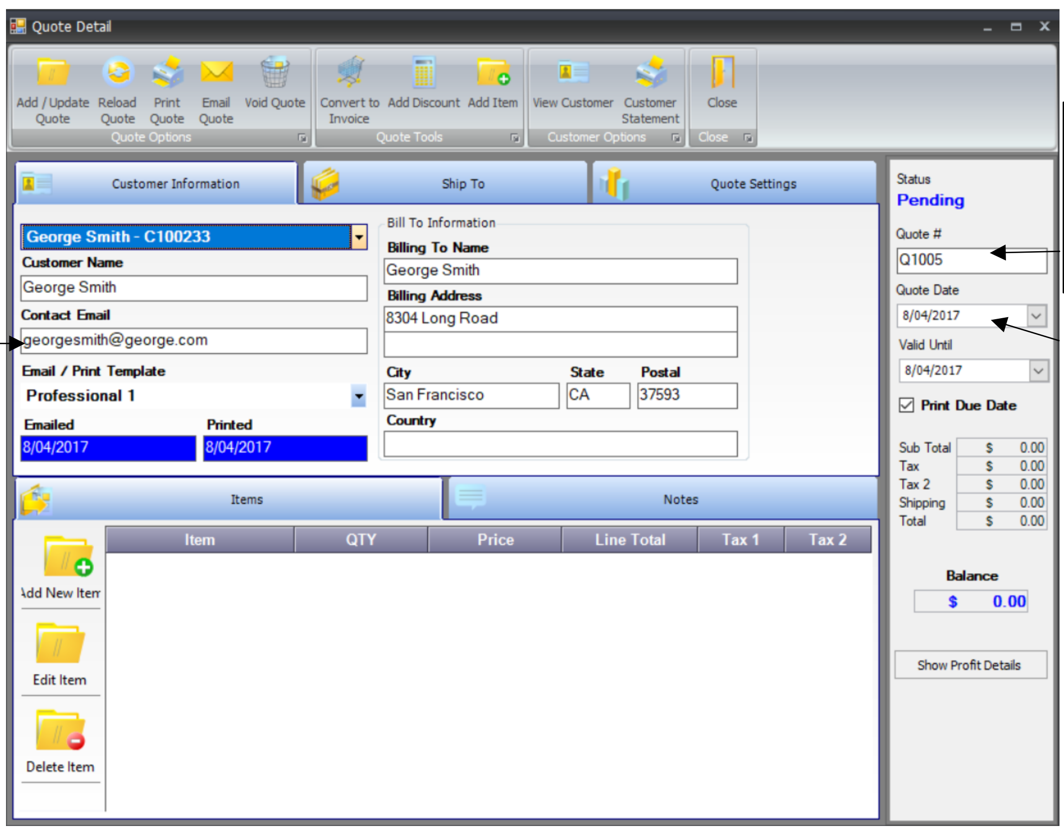
The Add Quote box enables you to add new quotes to the database. Clicking this button will open up the following screen:

11.11 Customer Information

1. Select from the drop-down the name of the customer the quote is for. If the customer is missing, add them in the Customer page, Section 5.2



2. Customer details will populate based on the details that reside for the customer on the Customer section of Invoice Expert



3. Quote # will populate with the next quote sequence, as selected in 3.7 Quote Settings

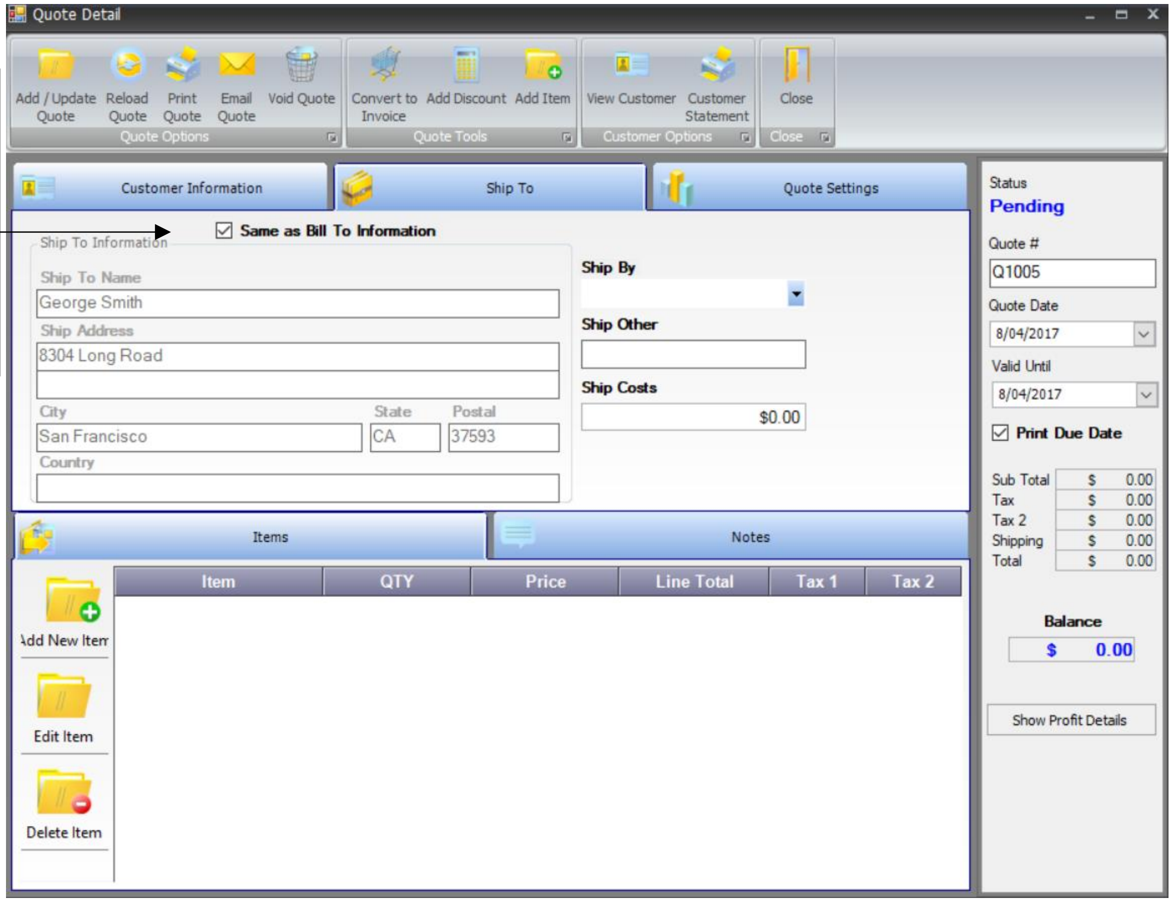
The quote date defaults to today's date.

The valid until date defaults to the same date as today. This date can be updated depending on length of time that the quote is valid for.

11.12 Ship To

Use this tab in order to update any shipping details related to the customer and their invoice:

If the Ship To information is the same as the Bill to/Customer information, select this box and it will automatically populate the shipping contact details

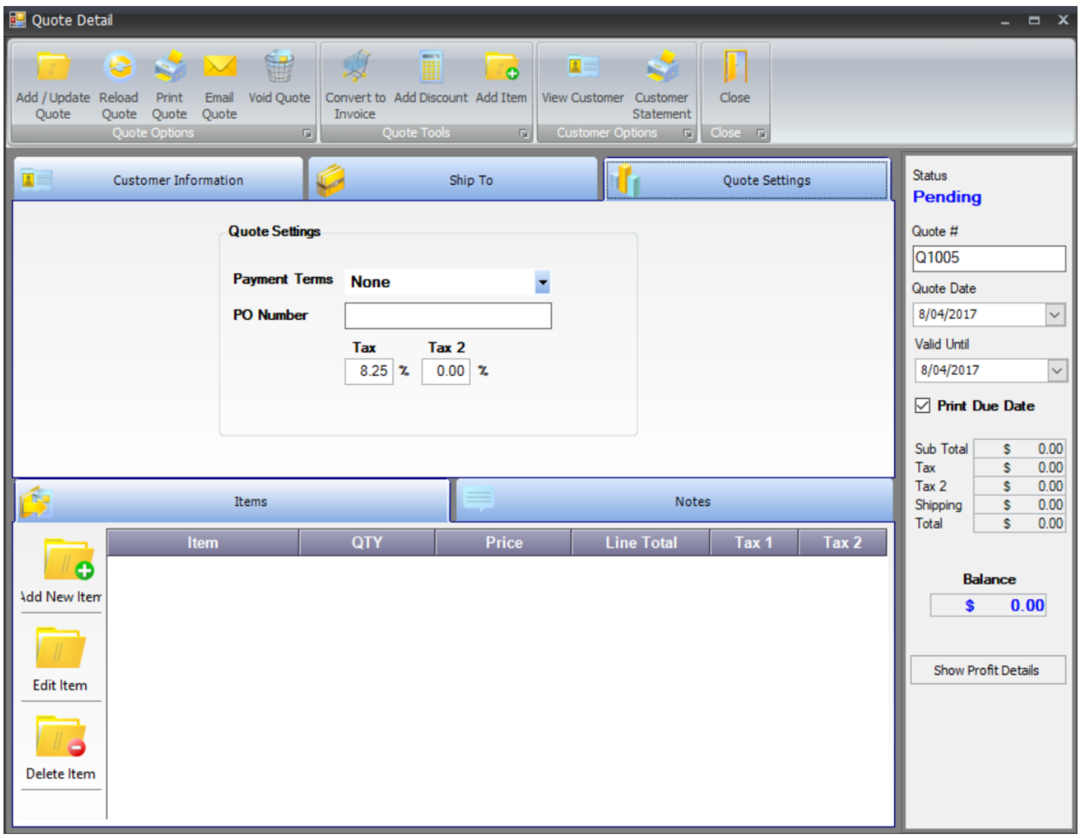


Field	Definition
Ship To Name	Input the name of individual whom will receive your products
Ship Address	Input the address of where the products should be shipped to
City	Input the city of where the products should be shipped to
State	Input the state of where the products should be shipped to
Postal	Input the postal of where the products should be shipped to
Ship By	Input the method of shipping the products. If a value is missing in this drop-down, update via the Settings tab, per Section 3.10 Manage Drop-downs
Ship Other	Input any other shipping information as needed

Ship Costs	Input the cost of shipping the products you are ordering/receiving. This will be included as part of the overall Total cost of the Quote

11.13 Quote Settings

Use this tab to update any other quote settings, including payment terms, PO number associated to the invoice and taxes:



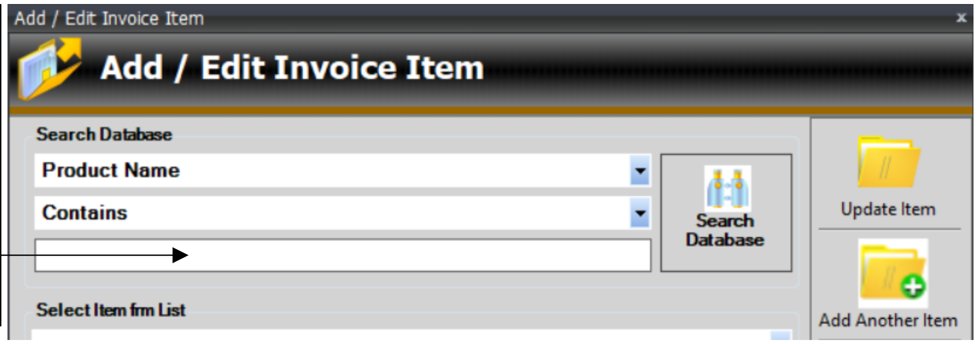
Field	Definition
Payment Terms	Select the payment terms for this quote.
PO Number	Input the PO number that this invoice is related to, if required
Tax and Tax 2	Input the tax associated to this invoice. By default, the tax is set to the tax inputted in Section 3.6 Tax Settings

11.14 Items

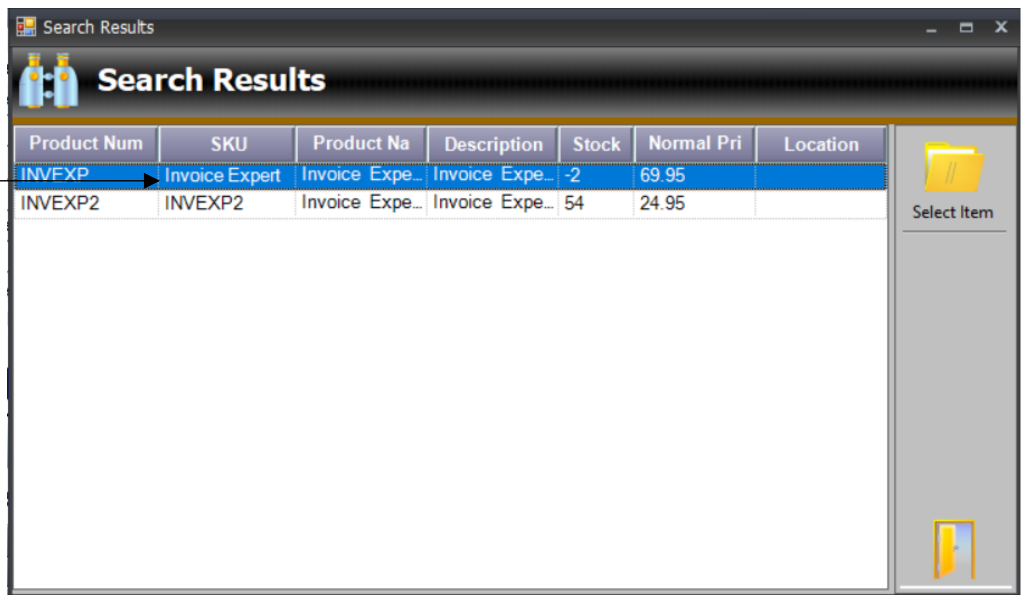
i) Add Item

Selecting the Add New Item button will bring up the below screen to allow you to add products to your invoice:

Use this section if you would like to search the database for a specific product by name, category, number, SKU, description or location. Type a portion/all of what you are looking for in this box and click “Search Database”.

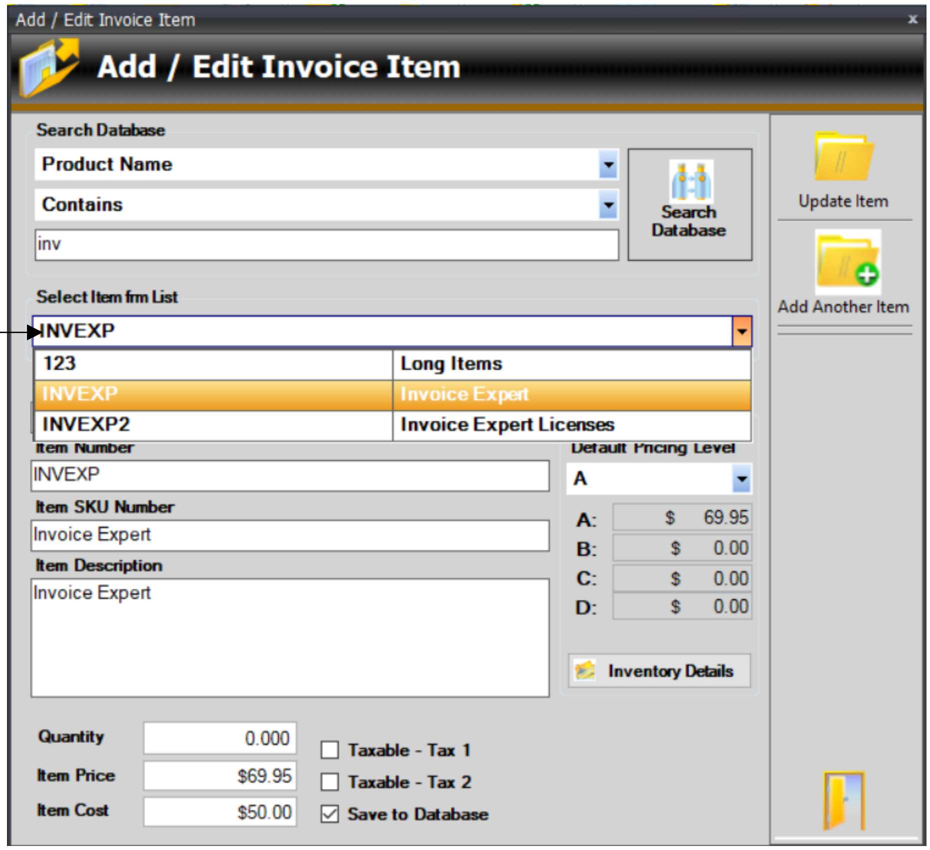


A new box will pop up with your results. Click on the product you would like to add and click “Select Item”.

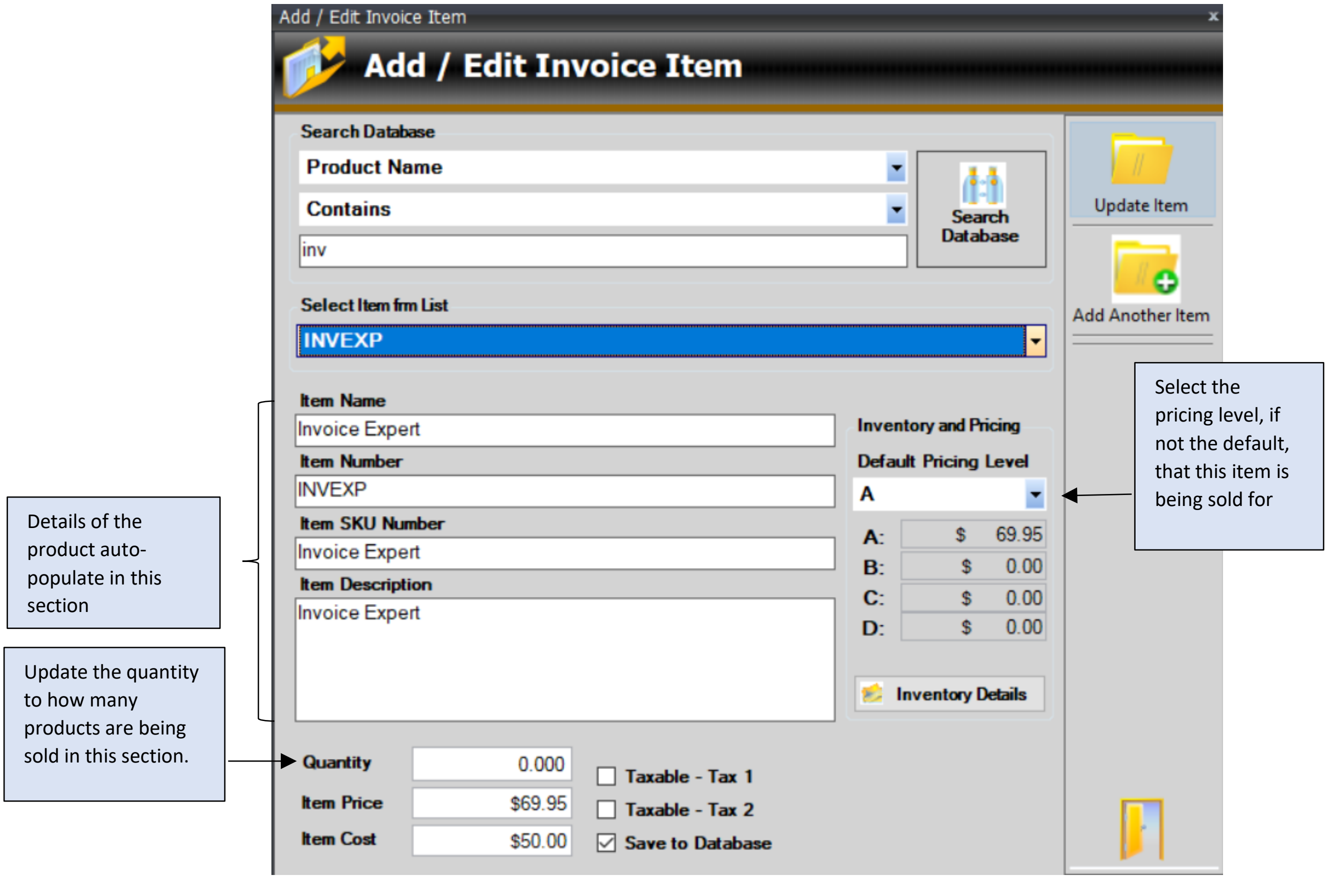


Alternatively, you can also use the following drop-down to select products to add to your invoice if you do not want to add via the search database functionality:

Clicking on this drop-down will enable you to select the product from the list of all products available in your database.

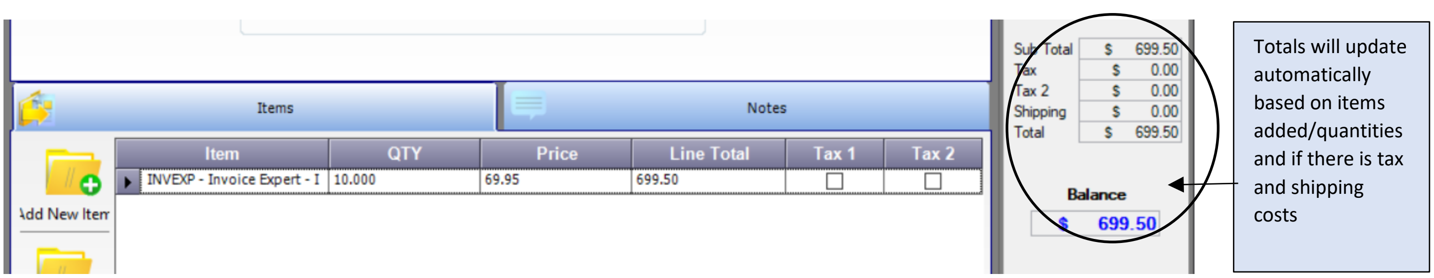


Once the product is selected via the Search function or via the selection from the drop-down, the product details will populate.



Once you have updated the details accordingly, click “Update Item” and it will add the product to your invoice list. If you would like add additional items to your invoice, click “Add Another Item”. Once you have added all items to your invoice as needed, click the Exit button at the bottom of the screen and you will be brought back to the main invoice page.

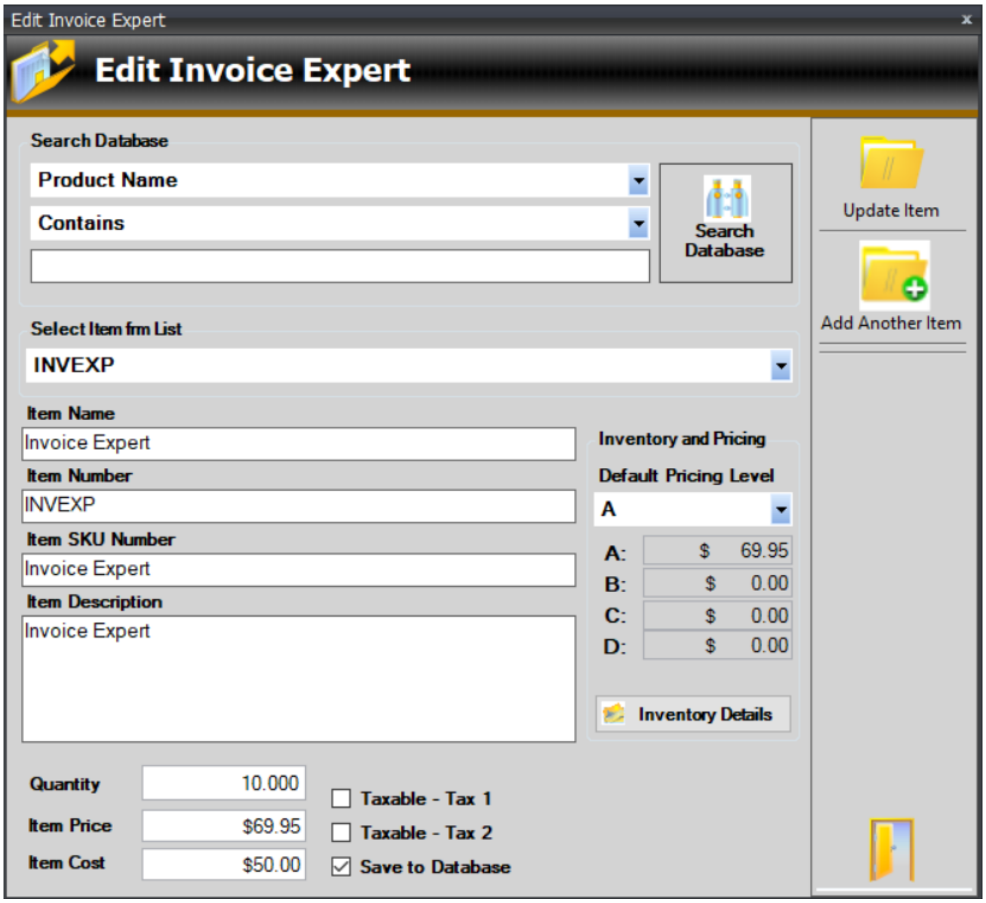
After adding the product, the price of the product will show on the line item. The totals will update on the quote each time an item is added or quantity updated.



ii) Edit Item

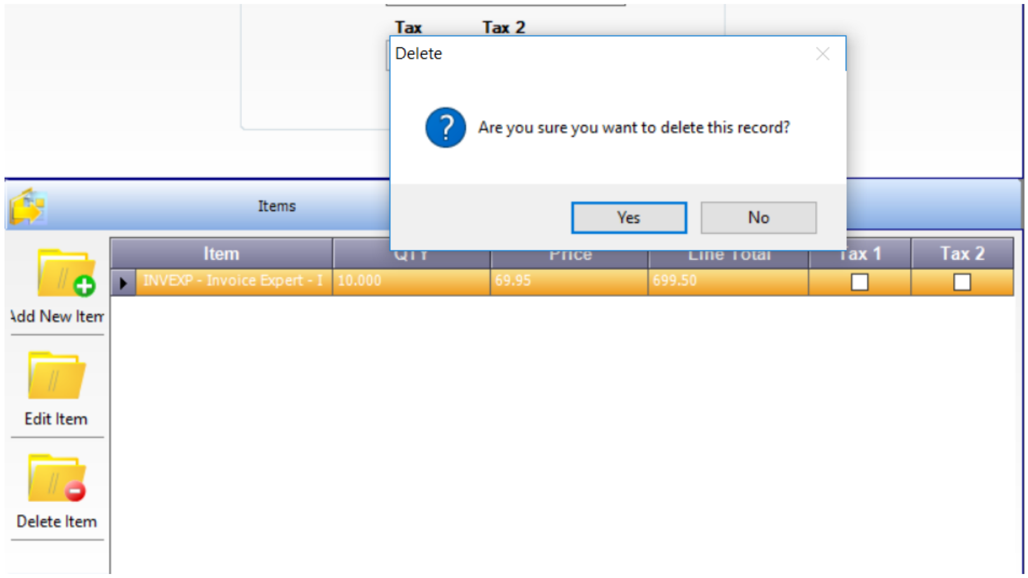
If you would like to edit one of the items on your invoice (e.g: change the name or item number), you can do so by:

Clicking the "Edit Item" button once you have selected the product line you would like to edit. You will be brought back to the same window when you clicked "Add Item". Make the necessary updates, click "Update Item" and then Exit the window.



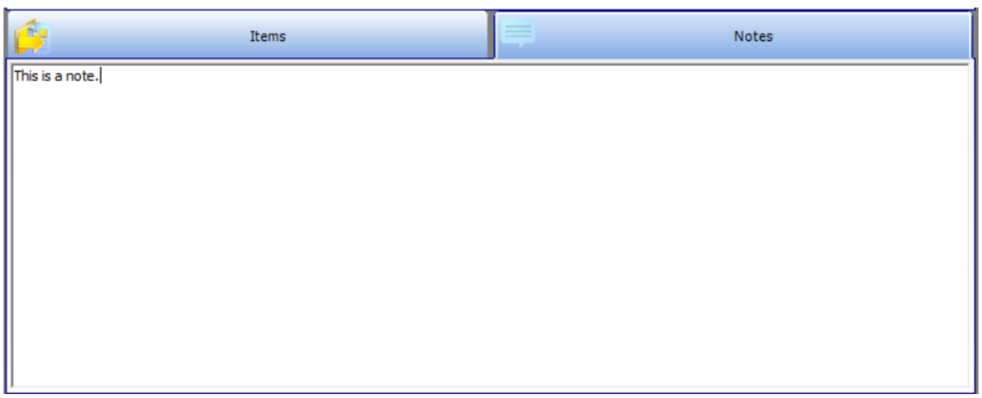
iii) Delete Item

If you have added an item to the quote that was incorrect, select the line item you would like to remove and click the "Delete Item" button. You will be prompted to confirm you would like to delete this record from the invoice. Click "Yes" to remove the item from the invoice.



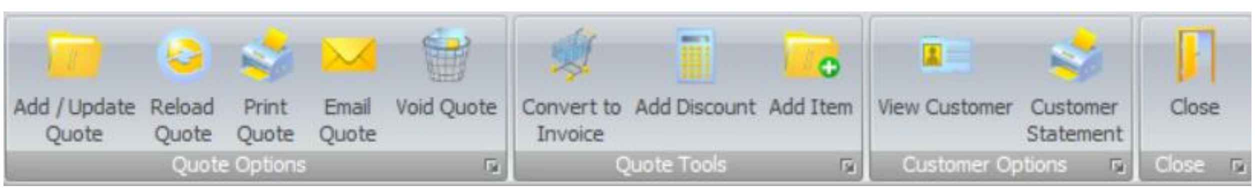
11.15 Notes tab

The Notes tab can be used to input any specific notes regarding the quote for reference.



11.2 Quote Toolbar

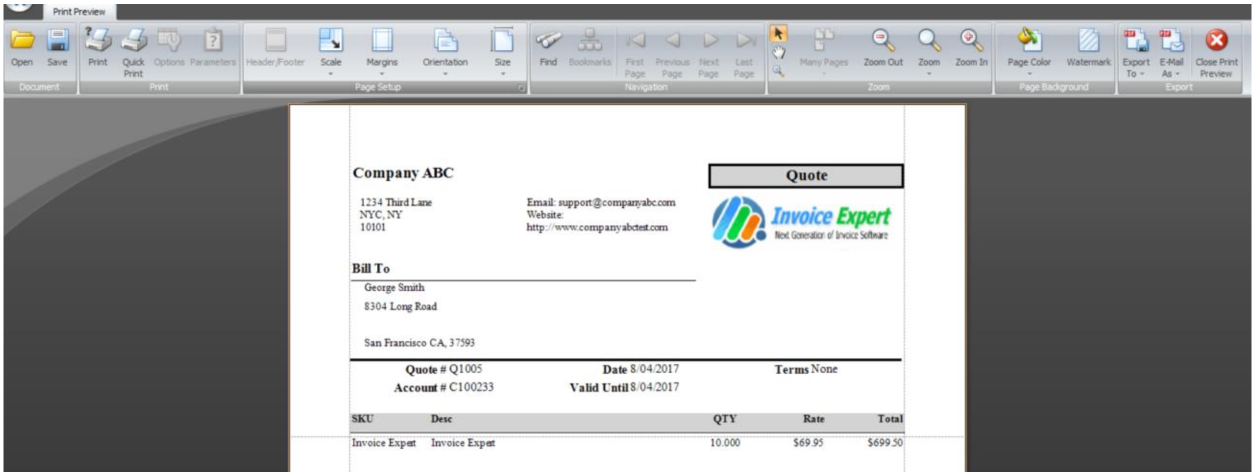
There are a few buttons related to a quote:



Button	Description
Add / Update Quote	This button is used to update/save the open quote to the database.
Reload Quote	
Print Quote	This button will display the quote to you in a printable format. See section 11.21 for a sample of the view.
Email Quote	This button will allow you to email the quote in PDF form to your customer. See section 11.22 for a sample of the email.
Void Quote	This button will void the quote and make it no longer applicable. i.e – The quote is no longer active and will change the status of the quote to "Void". See section 11.23 for the message you will receive after clicking this button.
Convert to Invoice	This button will convert the quote to an invoice for you, and will add the invoice to the Invoices tab. See section 11.24 for the message you will receive after clicking this button.
Add Discount	This button will allow you to add a "discount line" to your quote, if you are offering a discount to your customer on the total quote. Refer to section 11.25 for more details on adding discounts to the quote.
Add Item	This button will allow you to add new items to the quote you are creating. Refer to section 11.1d on adding items to the quote.
View Customer	This button will take you to the full customer details screen for the customer the invoice is related to, per Section 5.2 – Adding Customer.
Customer Statement	This button will take you to the Customer Statement for the specific customer the invoice is related to, per Section 5.312 Customer Statement
Close	This button will close the quote details box.

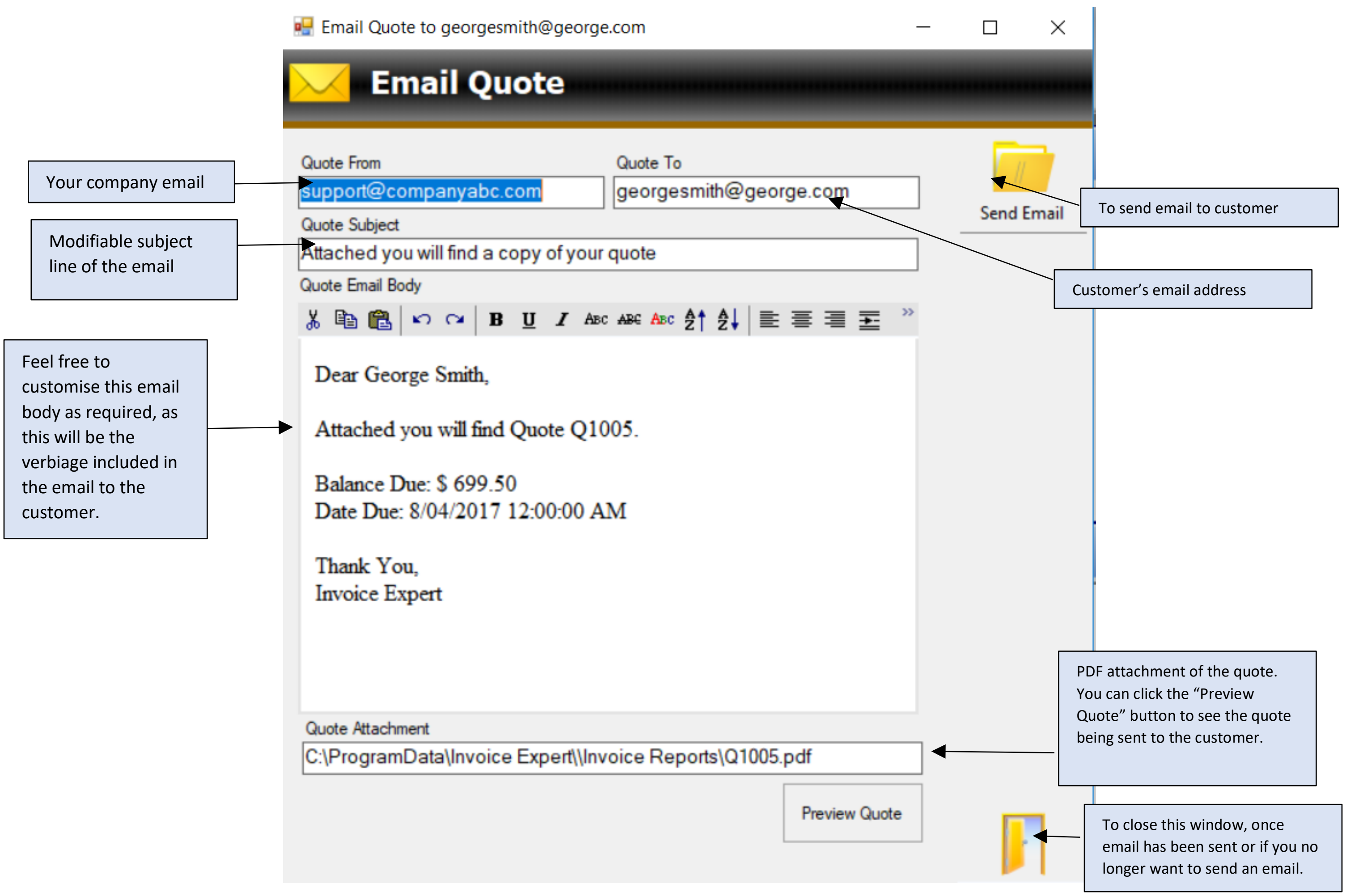
11.21 Print Quote

The following is a sample of the quote that will display when the Print Quote button is selected:



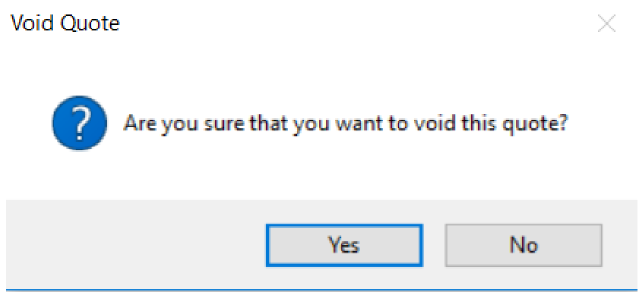
11.22 Email Quote

This button will provide you with the ability to send a copy of the quote in PDF form to the customer.



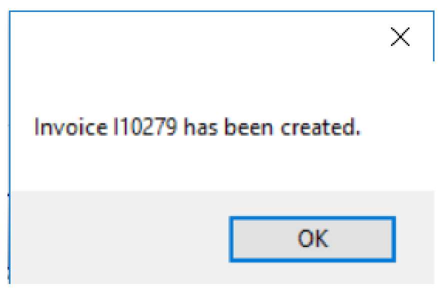
11.23 Void Quote

If you realise that a quote should no longer be applicable, and should be voided, use the “Void Quote” button. This will change the status of the quote to “Void”.



11.24 Convert to Invoice

After clicking the Convert to Invoice button, the quote will turn into an invoice, and a dialog box will notify you of the invoice # that has been generated. The status of the quote will also change from “Pending” to “Posted”.



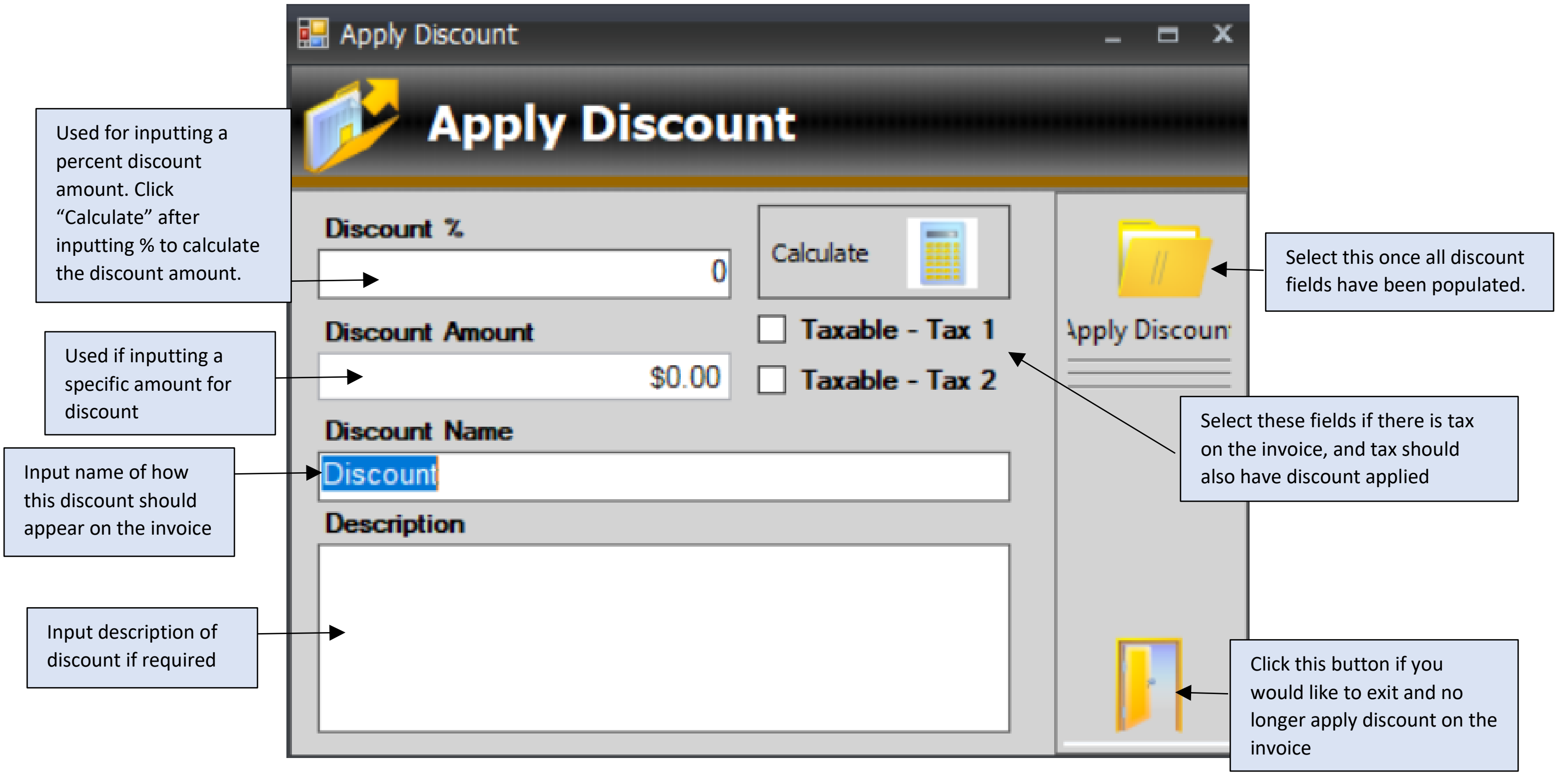
11.25 Add Discount

Discounts can be added to your quote, if you are offering a discount to your customers. After clicking the “Add Discount” button, the below window will pop-up.

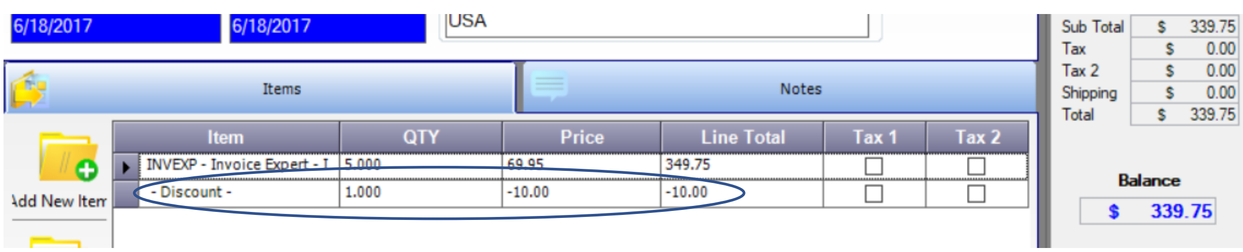
You have the option of adding the discount one of two ways:

1) Discount %: If you put a number in this field and click “Calculate”, the discount will be calculated based on the total amount on the invoice. E.g: If your invoice was $70 and you inputted “10” in Discount % field, clicking Calculate will populate $7 in the Discount Amount field.

2) Discount Amount: If you would like to input a specific $ amount for discount, you can leave Discount % 0 and then input the exact $ amount in the Discount Amount field. E.g: If you are discounting the customer $10, input “10” into the Discount Amount field



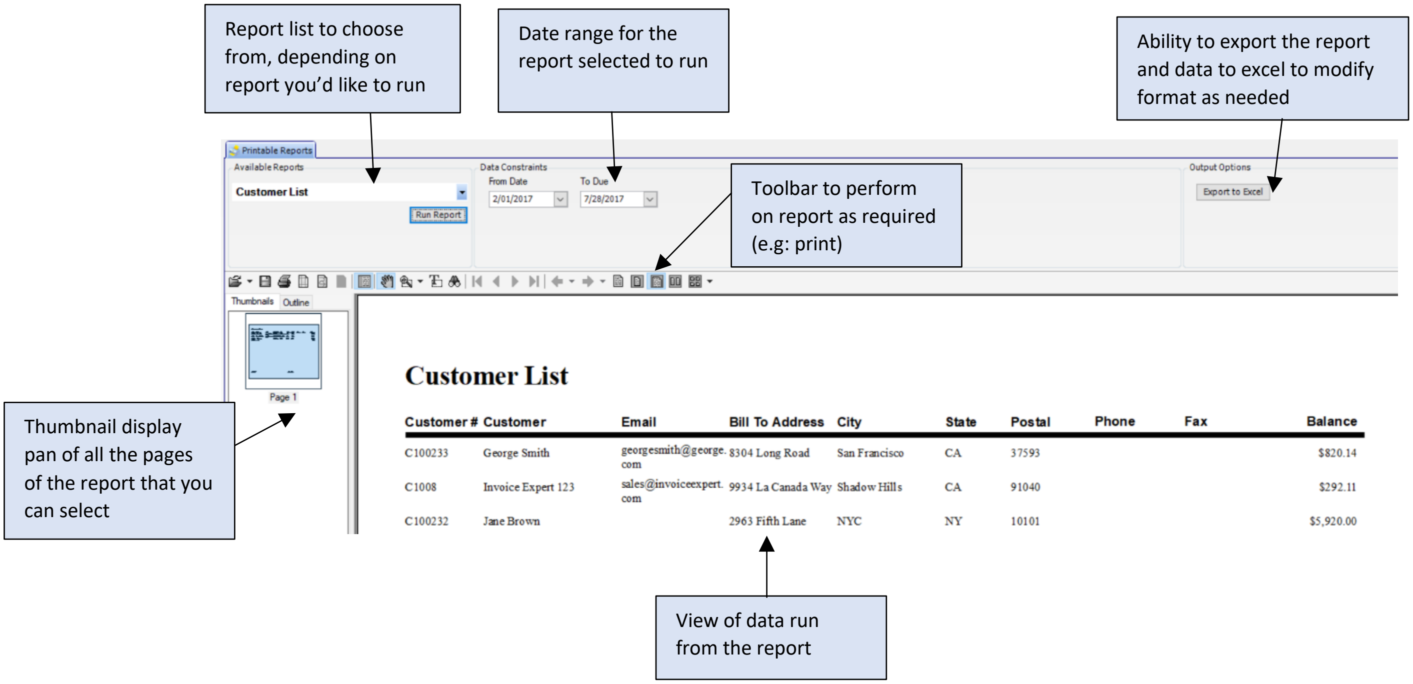
Once Apply Discount has been selected, the discount will appear on the quote as follows:



You will also notice that the Total amount is also now inclusive of the discount amount.

12.0 Reporting

There are various canned reports available within Invoice Expert that you can choose from in order to provide reporting on different components.



12.1 Reporting List

The following is a list of all reports available in Invoice Expert, and the data headers that are included as part of the report:

12.11 Customer Balance

This report will indicate a list of all customers, and their balance due by age.

Customer Balance

Customer #	Customer	Contact	Email	Phone	0 to 30	31 to 60	61 to 90	120 +	Balance
C100233	George Smith	George Smith	georgesmith@george.com		$719.47	$100.67	$0.00	$0.00	$820.14
C1008	Invoice Expert 123	Invoice Expert 123	sales@invoiceexpert.com		$97.37	$97.37	$97.37	$0.00	$292.11
C100232	Jane Brown	Jane Brown			$1,281.53	$4,638.47	$0.00	$0.00	$5,920.00

12.12 Customer List

This report will show you a list of all of your customers with their bill to address and their total balance.

Customer List

Customer #	Customer	Email	Bill To Address	City	State	Postal	Phone	Fax	Balance
C100233	George Smith	georgesmith@george.com	8304 Long Road	San Francisco	CA	37593			$820.14
C1008	Invoice Expert 123	sales@invoiceexpert.com	9934 La Canada Way	Shadow Hills	CA	91040			$292.11
C100232	Jane Brown		2963 Fifth Lane	NYC	NY	10101			$5,920.00

12.13 Customer Ship List

This report will show you a list of all your customers with their shipping address, and their total balance.

Customer Shipping List

Customer #	Customer	Email	Ship To Address	City	State	Postal	Phone	Fax	Balance
C100233	George Smith	georgesmith@george.com	8304 Long Road	San Francisco	CA	37593			$820.14
C1008	Invoice Expert 123	sales@invoiceexpert.com	9934 La Canada Way	Shadow Hills	CA	91040			$292.11
C100232	Jane Brown								$5,920.00

12.14 Invoice Profit

This report will show you any profit and loss by invoice, including costs incurred by invoice and balance remaining on the invoice.

Invoice Profit and Loss

Invoice Date	Invoice #	Customer #	Customer Name	Sub Total	Tax	Cost	Profit	Total	Payments	Balance
6/16/2017	I10243	C100233	George Smith	$139.90	$0.00	$100.00	$39.90	$139.90	$139.90	$0.00
6/16/2017	I10244	C100232	Jane Brown	$349.75	$0.00	$250.00	$99.75	$349.75	$0.00	$349.75
6/18/2017	I10245	C100232	Jane Brown	$1,049.25	$86.56	$750.00	$299.25	$1,135.81	$0.00	$1,135.81
6/18/2017	I10246	C100232	Jane Brown	$1,099.25	$90.69	$750.00	$349.25	$1,189.94	$0.00	$1,189.94
6/18/2017	I10247	C100232	Jane Brown	$1,818.70	$144.27	$1,300.00	$518.70	$1,962.97	$0.00	$1,962.97
6/21/2017	I10249	C100233	George Smith	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00
6/21/2017	I10250	C100233	George Smith	$69.95	$5.77	$50.00	$19.95	$75.72	$0.00	$75.72
7/19/2017	I10251	C100232	Jane Brown	$69.95	$0.00	$50.00	$19.95	$69.95	$0.00	$69.95

Sub Total:	$5,586.10
Total Tax:	$356.97
Total Shipping:	$0.00
Total Payments:	$237.27
Grand Total:	$5,943.07
Total Cost:	$3,700.00
Total Profit:	$1,886.10

12.15 Invoices

This will show you a list of all invoices, including payments and balance against each invoice.

Invoices

Invoice Date	Invoice #	Customer #	Customer Name	Sub Total	Tax	Tax 2	Total	Payments	Balance
6/16/2017	I10243	C100233	George Smith	$139.90	$0.00	$0.00	$139.90	$139.90	$0.00
6/16/2017	I10244	C100232	Jane Brown	$349.75	$0.00	$0.00	$349.75	$0.00	$349.75
6/18/2017	I10245	C100232	Jane Brown	$1,049.25	$86.56	$0.00	$1,135.81	$0.00	$1,135.81
6/18/2017	I10246	C100232	Jane Brown	$1,099.25	$90.69	$0.00	$1,189.94	$0.00	$1,189.94
6/18/2017	I10247	C100232	Jane Brown	$1,818.70	$144.27	$0.00	$1,962.97	$0.00	$1,962.97
6/21/2017	I10249	C100233	George Smith	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
6/21/2017	I10250	C100233	George Smith	$69.95	$5.77	$0.00	$75.72	$0.00	$75.72

Sub Total:	$5,586.10
Total Tax 1:	$356.97
Total Tax 2:	$0.00
Total Shipping:	$0.00
Total Payments:	$237.27
Grand Total:	$5,943.07

12.16 Payments Received

This report will show you all payments received, including payment type and totals.

Payments Received

Invoice #	Customer	Invoice Date	Posting Date	Payment Type	Sub Total	Tax	Total	Balance	Payment
I10252	Invoice Expert	4/09/2017	7/25/2017	Check	$89.95	$7.42	$97.37	$0.00	$97.37
I10243	George Smith	6/16/2017	6/16/2017	Credit Card	$139.90	$0.00	$139.90	$0.00	$139.90

12.17 Price List

This report will show you a list of all of your products, including description, stock, price and cost.

Price List

SKU	Product_Name	Category	Description	Bin_Location	Stock	Price	Cost
Invoice Expert	Invoice Expert		Invoice Expert		-19	$69.95	$50.00
123	Long Items		Item with many items		33	$50.00	$0.00
MULTI	Multiplies		Multiplies		-20	$30.00	$20.00
INVEXP2	Invoice Expert	Default	Invoice Expert Licenses		54	$24.95	$10.00

12.18 Product List

This report will show you the worth of all of your products by price being sold at and actual cost.

Product List

SKU	Product_Name	Category	Description	Bin_Location	Stock	Price	Cost	Retail	T-Cost
Invoice Expert	Invoice Expert		Invoice Expert		-19	$69.95	$50.00	-$1,329.05	-$950.00
123	Long Items		Item with many items		33	$50.00	$0.00	$1,650.00	$0.00
MULTI	Multiplies		Multiplies		-20	$30.00	$20.00	-$600.00	-$400.00
INVEXP2	Invoice Expert	Default	Invoice Expert Licenses		54	$24.95	$10.00	$1,347.30	$540.00
							Totals:	$1,068.25	-$810.00

12.19 Product Sales

This report will show you total sales by product, including cost and profit.

Company ABC

Product Sales

2/01/2017 TO 7/28/2017

Product Number	Description	QTY	Price	Cost	Profit
		1.00	-$10.00	$0.00	-$10.00
123	Item with many items	1.00	$50.00	$0.00	$50.00
INVEXP	Invoice Expert	78.00	$5,536.10	$3,700.00	$1,836.10
INVEXP2	Invoice Expert Licenses	1.00	$24.95	$10.00	$14.95
			$5,601.05	$3,710.00	$1,891.05

12.20 Product Sales Alternate

This report will show you another view of product sales, however with additional details, including invoice # and customer.

Product Sales Alternate

Customer #	Customer_Name	Description	Invoice #	QTY	TPrice	TCost	Profit
C100232	Jane Brown		I10251	1	-$10.00	$0.00	-$10.00
C100232	Jane Brown	Invoice Expert	I10244	5.000	$349.75	$250.00	$99.75
C100232	Jane Brown	Invoice Expert	I10245	15	$1,049.25	$750.00	$299.25
C100232	Jane Brown	Invoice Expert	I10246	15	$1,049.25	$750.00	$299.25
C100232	Jane Brown	Invoice Expert	I10247	26.000	$1,818.70	$1,300.00	$518.70
C100232	Jane Brown	Invoice Expert	I10251	1.000	$69.95	$50.00	$19.95
C100232	Jane Brown	Invoice Expert	I10255	1	$69.95	$50.00	$19.95
C100232	Jane Brown	Invoice Expert	I10258	1	$69.95	$50.00	$19.95

12.21 Product Sales by Customer

This report will show you a breakdown, by customer, of each customer's sales by product.

Product Sales by Customer

Customer Name	Customer Phone	Invoices	Total	Payments	Balance
Invoice Expert 123 9934 La Canada Way Shadow Hills CA 91040		5	$389.48	$292.11	$97.37

Item Description	QTY	Cost	Price	Profit
Invoice Expert	4.000	$0.00	$359.80	$359.80
Invoice Expert Licenses	0.000	$0.00	$0.00	$0.00
Item with many items	0.000	$0.00	$0.00	$0.00

Customer Name	Customer Phone	Invoices	Total	Payments	Balance
Jane Brown 2963 Fifth Lane		22	$5,920.00	$5,920.00	$0.00

12.22 Stock Items

This report will show you a list of all products in-stock.

Stock

SKU	Product_Name	Category	Description	Bin_Location	Stock	Low Limit
123	Long Items		Item with many items		33	0
INVEXP2	Invoice Expert	Default	Invoice Expert Licenses		54	0

12.23 Stock Low Alerts

This report will show you a list of products that are below their low limit set on the product.

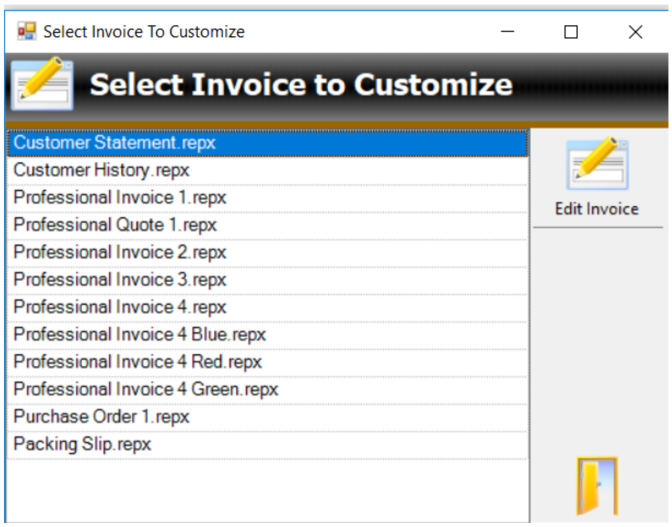
Low Stock

SKU	Product_Name	Category	Description	Bin_Location	Stock	Low Limit
123	Long Items		Item with many items		33	50

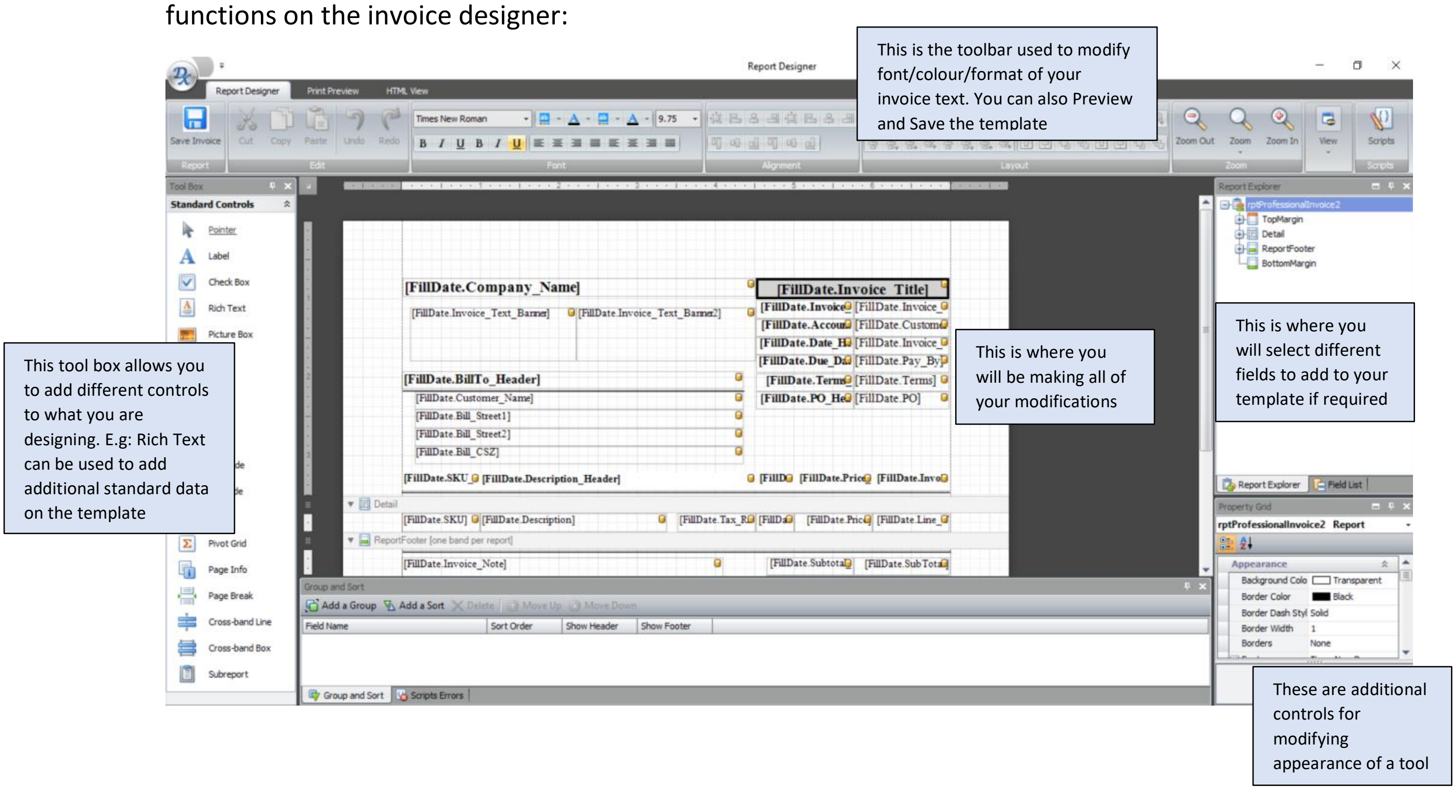
13.0 Invoice Designer

The invoice designer is utilised in order to customise the various templates (i.e: customer statement, customer history, invoices, quote, PO or packing slip) to suit your company's needs. Only one example of customisation will be shown below, however the concept can be utilised across all template customisations.

Select the template you would like to customise, per list below and click "Edit Invoice".



The following designer will appear that will allow you to make modifications to your invoice template. The designer allows for full customisation of your template, however we will only show you a few key functions on the invoice designer:

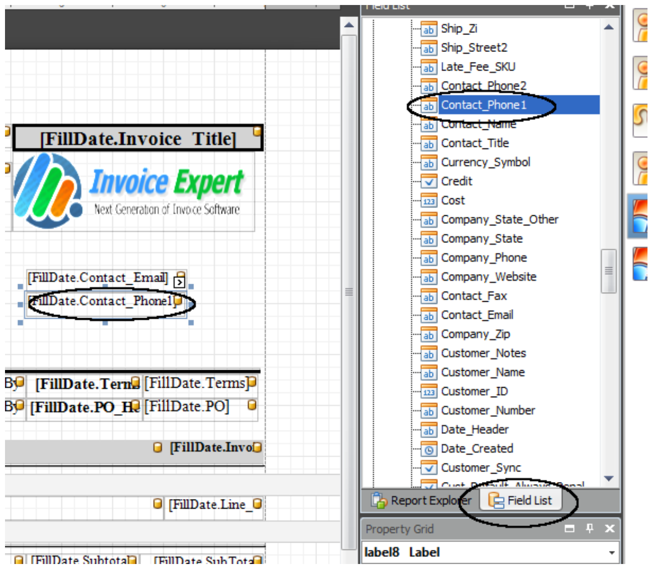


13.1 Adding Additional Fields to your Template

If you notice that a field that is currently part of the software is not shown on your template, however you would like this field to appear, please follow the following steps:

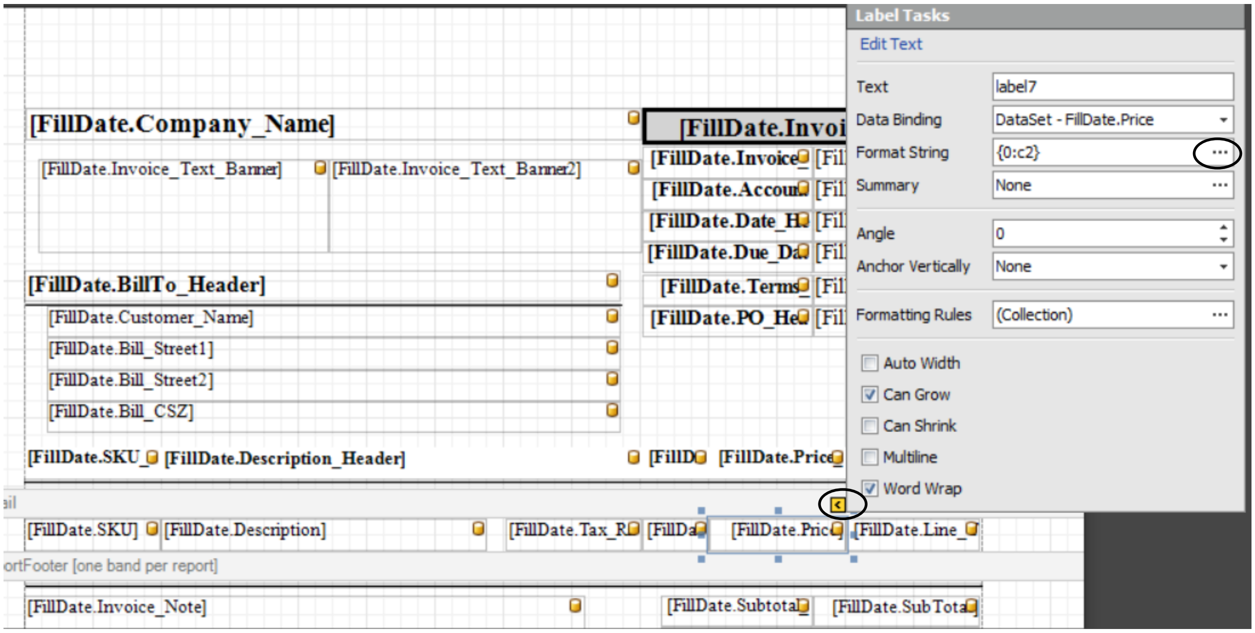
1) If we want to add, for example the customer phone number to the template, navigate to the “Field List” tab

2) Locate the desired field (in this case, Contact Phone) and then drag it onto the template, as shown below



13.2 Modifying Field Formats

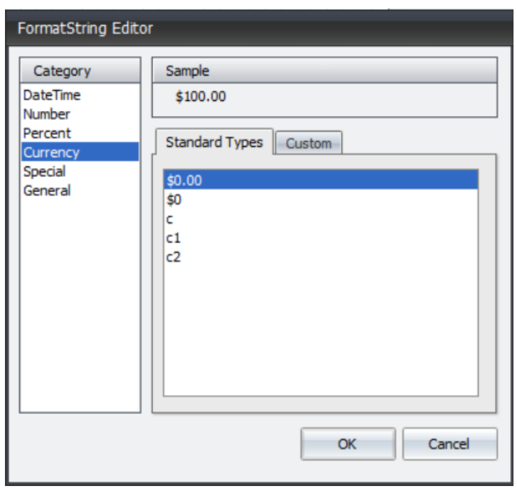
You have the ability to also modify field formats using this designer. For example, if you would like to modify the number of decimal places, or format of a number on your template, select the field to modify and click the little white arrow on the field:



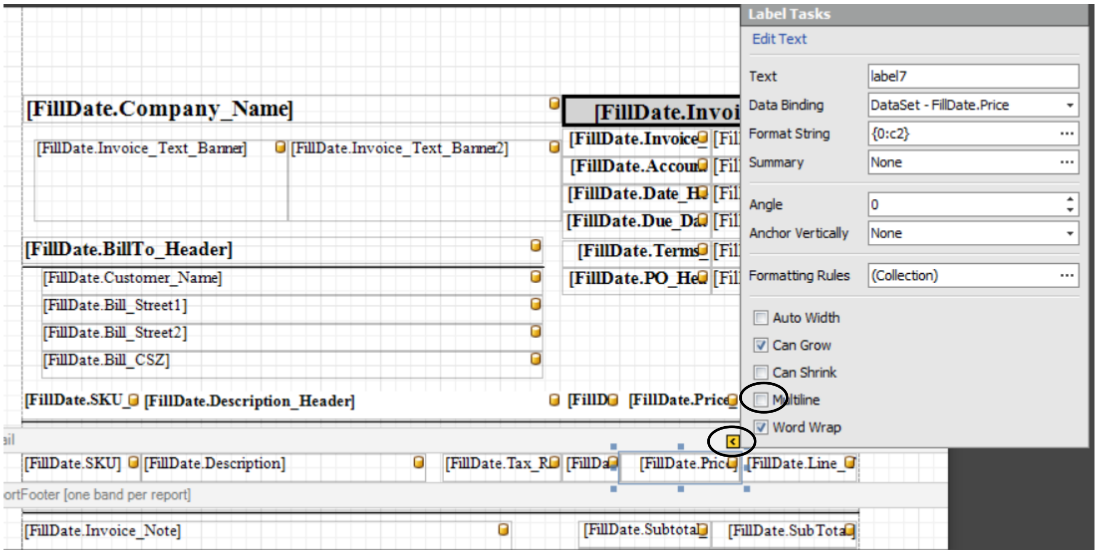
A pop up will appear providing you additional formatting abilities on the field.

Click the "…" beside Format String.

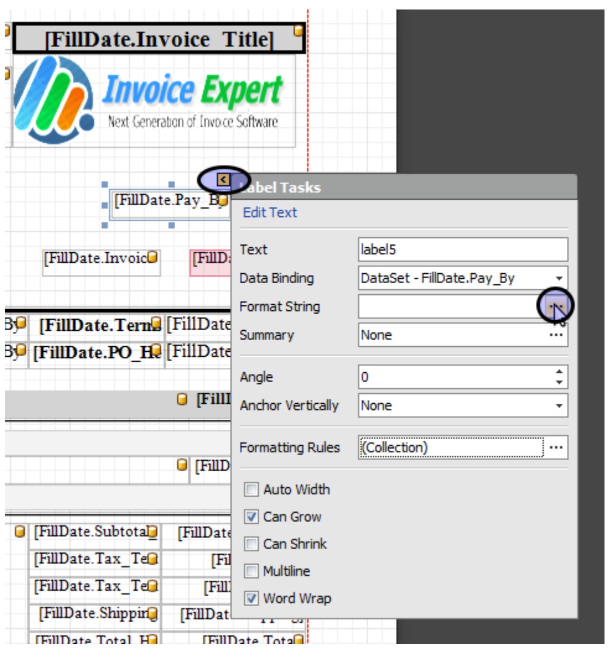
The following dialog box will appear allowing you to modify the format of the field (e.g: using 2 decimal places, no decimal places, or custom format). Update your format accordingly and click "OK"

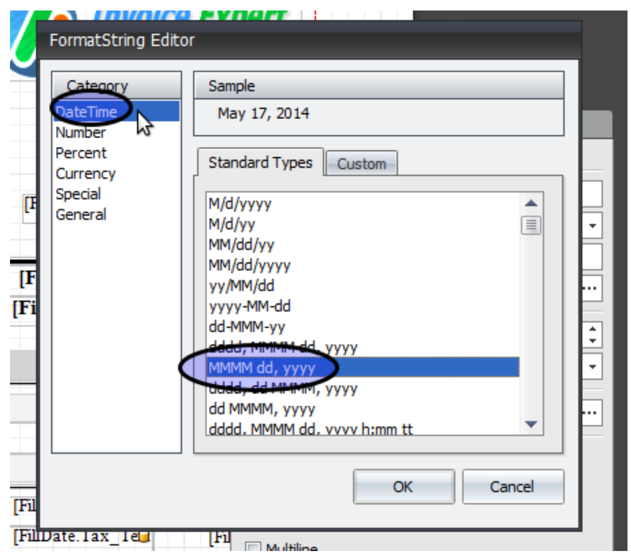


Similarly to above, if you have a field that contains multi-lines of text (e.g: your notes on an invoice), you can ensure that all lines appear by selecting the "Multiline" checkbox.



If required to change a date format, select the field to format, Format String "…" and then select the desired DateTime format:





14.0 FAQ

i) What are the differences between the Free version of Invoice Expert and the Full paid version?

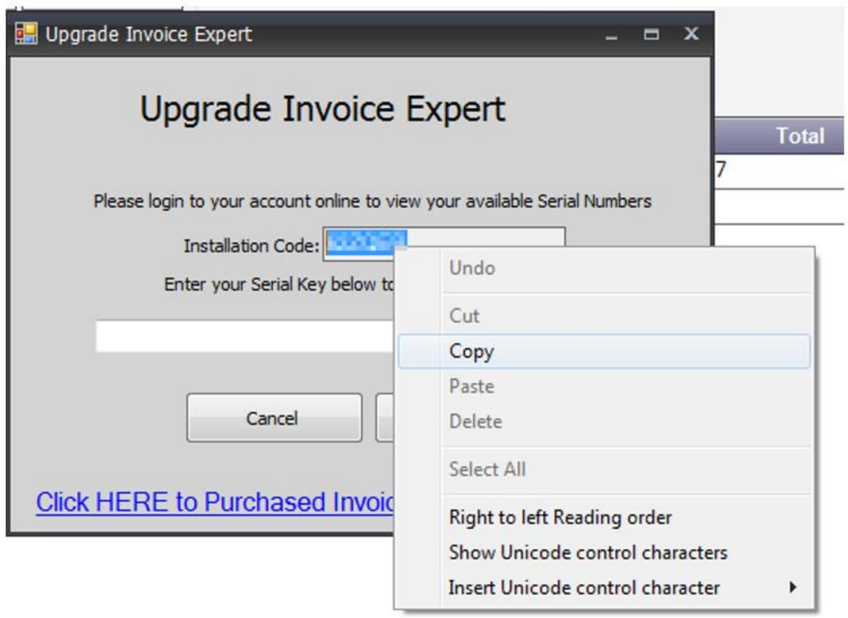
Within the free version, you are limited to only 100 entries (i.e: customers, products, invoices) total added to the database. As well, you do not have access to the Invoice Designer, Import functionality of the software, or the Invoice Bulk Operations (i.e: Bulk Printing/Emailing/Payments).

ii) How do I upgrade Invoice Expert from the Free version to the Full version?

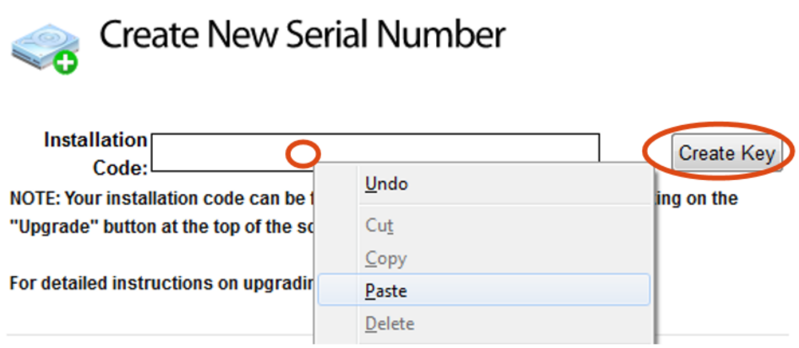
1. Open your browser and go to www.invoiceexpert.com then log into your account using the username and password we emailed you after payment:

2. Open up Invoice Expert and click the Upgrade button:

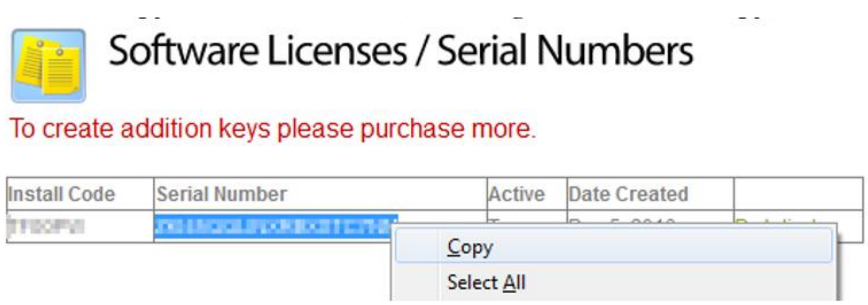
3. Copy your installation code by highlighting the code, right clicking and selecting copy.



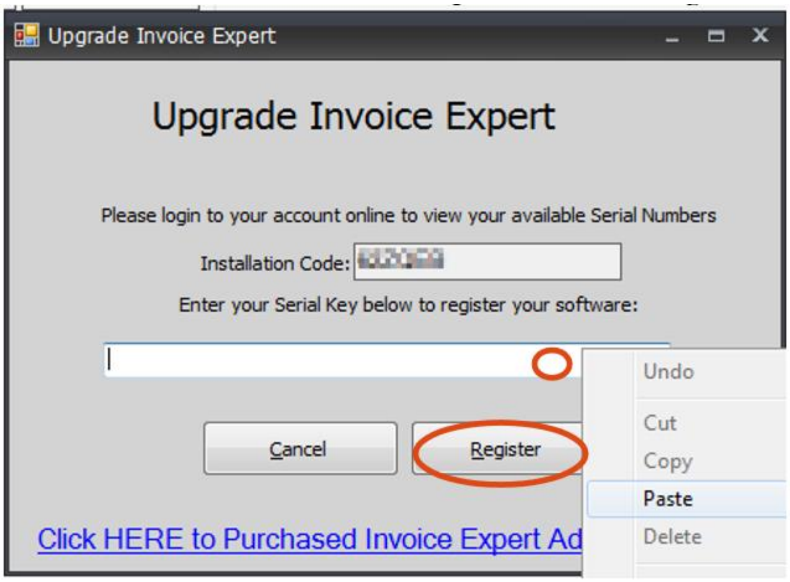
4. Go back to your browser, scroll to the bottom of your invoiceexpert.com account page to the Create New Serial Number section. Paste your install code (right click, select Paste). Then click Create Key:



5. You will now see your newly created serial number in the available keys as seen below. Copy the serial number (select, right click, select copy):



6. Paste your serial number into Invoice Expert and Click Register:



7. Invoice Expert will now close for the changes to take effect.

8. Go to the Start Menu or Desktop and open Invoice Expert. You are now upgraded.

iii) How do I Move Invoice Expert to a new computer?

1) Download Invoice Expert and install it on your new computer. Log in to your account on our website.

2) Click the deactivate link beside your old license on the website (this is reversible).

3) Create a license for your new computer by following the directions in question ii.

4) To copy your database to the new computer, locate where the database file is located on your computer (refer to question iii). Back up and copy this database file into a new folder on your new computer.

5) Once on the new computer, use the “Switch Companies” functionality in Invoice Expert to locate the database file that was copied over to the new computer and refer to Section 4.21 Switch Company to understand how to navigate to your database.

6) To import your invoice templates, take all the files from your old computer in directory: "C:\ProgramData\Invoice Expert\Invoice Reports" and copy them into that same directory on the new computer (make a backup of the folder first)

iv) How do I configure other currencies on Invoice Expert?

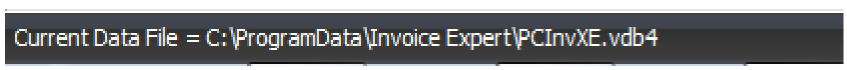
Invoice Expert can only support one currency at a time. Our system reads your windows regional setting. You can change the currency symbol by going into your Windows Control Panel then Regional Settings. Search for “Date, time, or number formats” setting.

Within this window, update the “Format” to the required region of currency. Click “OK”.

Once you have updated your Windows settings, please close and re-open our software for the changes to take affect (you may also need to restart your computer).

v) Where is the database file located on my computer?

First find your database file by opening Invoice Expert and look at the very bottom of the screen:



Usually it's located in: **C:\ProgramData\Invoice Expert\PCInvXE.vdb4**

vi) Where are my invoice template files located?

When you edit an invoice template with the invoice designer, the template files are stored in the folder:
C:\ProgramData\Invoice Expert\Invoice Reports\

For example, the "Professional Invoice 1" template is stored in:
C:\ProgramData\Invoice Expert\Invoice Reports\Professional Invoice 1.repx

The Quote template file is stored in:
C:\ProgramData\Invoice Expert\Invoice Reports\Professional Quote 1.repx

If you want to copy all the templates from one computer to another, please copy all the files from:
C:\ProgramData\Invoice Expert\Invoice Reports\
From the first computer (with the new templates) to the second computer (with the old templates) and replace all the template files.