

CEIM, Is the most powerful tool

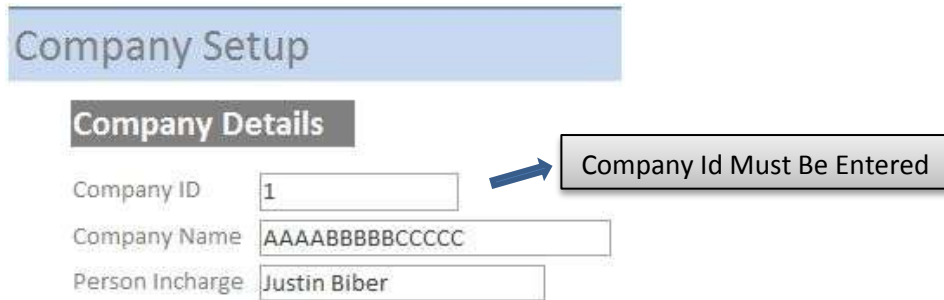
It's the best invoicing soft that you can get in the market, it makes invoicing hassle free, and you can set up company, employees, customers and invoices in minutes. Freedom to print, email or save invoices in .pdf format in no time is the key to its success in the market.



You can add multiple files/images but only one is displayed, so it is better idea to add only one image.

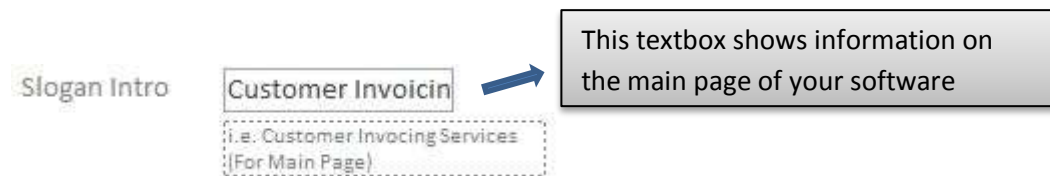
Company Setup

On this form you can enter company details; such as company Id, name of the company and if a person is in charge/CEO or supervisor /Manager of company etc.



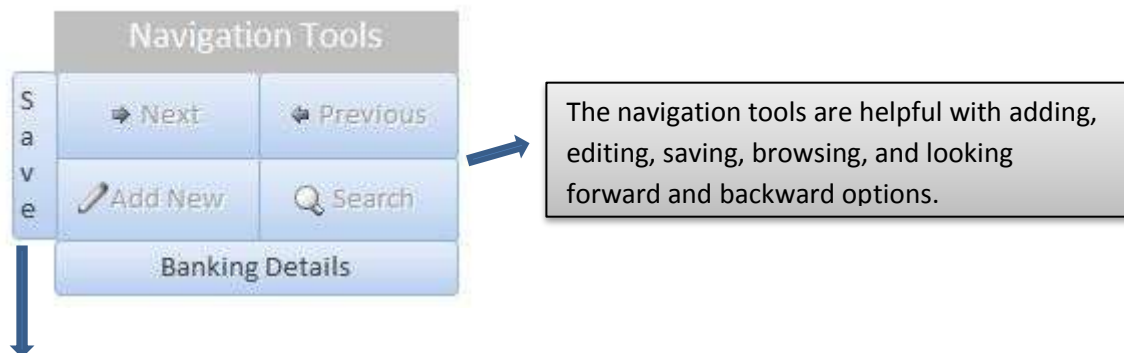
The image shows a 'Company Setup' form with a title bar. Below the title bar is a section titled 'Company Details'. This section contains three input fields: 'Company ID' with the value '1', 'Company Name' with the value 'AAAABBBBBCCCCC', and 'Person Incharge' with the value 'Justin Biber'. A blue arrow points from the 'Company ID' field to a grey callout box that says 'Company Id Must Be Entered'.

Other details that can be entered are address and contact details including email address or website address, logo, a slogan for the main page/ home page of the soft to customize according to your needs etc.



The image shows a 'Slogan Intro' form with a single input field containing the text 'Customer Invoicin'. Below this field is a dashed box containing the text 'i.e. Customer Invoicing Services (For Main Page)'. A blue arrow points from the input field to a grey callout box that says 'This textbox shows information on the main page of your software'.

Last but not least some navigation option such as adding a new company, save/updating information with in current company information. Browsing forward and backward different companies and then entering banking details to receive the money into your account. Also be able to search the company by specific description, name or ID etc.



The image shows a 'Navigation Tools' form with a title bar. Below the title bar is a grid of buttons: 'Next', 'Previous', 'Add New', and 'Search'. Below this grid is a section titled 'Banking Details'. A blue arrow points from the 'Next' and 'Previous' buttons to a grey callout box that says 'The navigation tools are helpful with adding, editing, saving, browsing, and looking forward and backward options.'.

This buttons helps with saving and/or updating information entered on company input form

Employee Setup

On this form you can enter employee details, such as the company that employee is working for and employee ID, name etc.

Employee Setup

Company Details

Company ID

1

Company Name

AAAABBBBBCCCCC

A company must be selected from the dropdown list to assign it to an employee

Then the personal details of an employee can be entered, such as Employee ID, name, contact details, ABN (if known), email etc.

Employee Details

ID

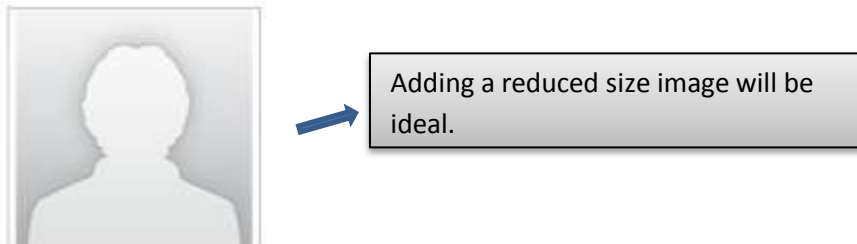
1

Name

Rahul Kumar

Employee ID must be entered to identify the employee, it can be either no's only or a combination of No's and Letters. i.e. ' BOB2013 '

A note section is also available to enter for a specific employee to describe any personal or job relevant information etc. An image of employee can be added for company records



The navigation area or buttons assist with adding new employee, updating existing information, browsing and navigating to next and previous employee and also a search function has been facilitated to search the employee with specific particulars or information could it be ID, name, Address etc.

Navigation Tools

Next

Previous

Add New Employee

Find an Employee

Hitting the next button saves or updates the information of an employee

Customer Setup

You will be asked to select an employee who's serving/looking after an customer, before the customer details can be saved.

On this form you can enter/select employee details and customer details, so that it will be easy for you track the employee that served the customer.

Customer Details

Employee Details

Employee ID1

Employee NameRahul Kumar

Please select an employee who served the customer

Followed by customer ID, room no, name, contact details, email etc, can be entered

CustomerIDtest 7

RoomNo07

Please enter customer Id is a must Field, in order to identify a customer.

Image can be selected of an customer to identify the customer, however it's not mandatory to select a picture for a customer.



Adding a reduced size image will be ideal.

The navigation area or buttons assist with adding new customer, updating existing information, browsing and navigating to next and previous customer and also a search function has been facilitated to search the customer with specific particulars or information could it be ID, name, Address etc.

Navigation Tools

Next Customer

Previous Customer

Save and Add New

Search Customer

Delete Customer

Delete button deletes the customer record but retains the information linked to that customer, such as invoice and services to retrieve for later use.

Invoicing Input

This form is the main form for generating the invoices, all the main work is done here, you can create, view, print, update, search and navigate backward and forward all the invoices.

Create Invoice

Invoice No	(New)	Payment Type ☐ Cash ☐ Cheque ☒ Eftpos	Payment Status ☐ Paid ☒ Due
Invoice Date			
Customer ID			
Customer Name			

Invoice is generated automatically; therefore it cannot be input manually, Customer ID must be selected before the services can be added related to that invoice. Payment is by default set to Eftpos, considering the most common used method these days, but not restricted, so it can be changed if need to. Payment Status by default is set to due, because when an invoice is generated it will always be due unless paid on the spot, once payment received it is recommended to change it to paid. (Can be changed to 'paid' at any time)

Service Description

Service ID	Service Date	Service Description	Price	Unit	Total
*					

The field service Id appears automatically when other details are entered therefore no need to input.

I.e. Haircut, Wash, Blow wave

The Total Appears automatically when price & unit are entered

Various tools have been provided to make/update changes, browse, navigate one-by-one, view a particular invoice, print and search option etc.

ToolBox

- Add New Invoice
- Save/Update Invoice
- View Invoice
- Print Page
- Search Invoice

Hitting view invoice button will open another form, where the invoice with in that form can be printed, emailed or saved as .pdf

Receipt



Double click on this area to add scanned image or copy of receipt. A reduced size of image will be ideal.

A docket/receipt scanned and attached makes it much easier to locate the amount spent.

Report Menu



- 1) Monthly due produces a monthly report for customers that have not made payments yet
- 2) Cash Payments produces a monthly report for customer that have made cash payments
- 3) Customer details produces a reports for all the available customer in print version
- 4) Invoice report produces a report for all the invoices generated.

Have your reports printed with the click of a button

Questions / Feedback

Note: If you have question or feedback please follow the link provided as below

<http://www.freewebsite.org/CEIM-Soft/storepage2388428.aspx>