

**Invoice Master for Windows**  
**Version 2.0**

**Developed by DreameeSoft**

**Product Page:**  
**<http://invoicemaster.dreameesoft.com>**

**Website:**  
**<http://www.dreameesoft.com>**

# **Invoice Master Settings**

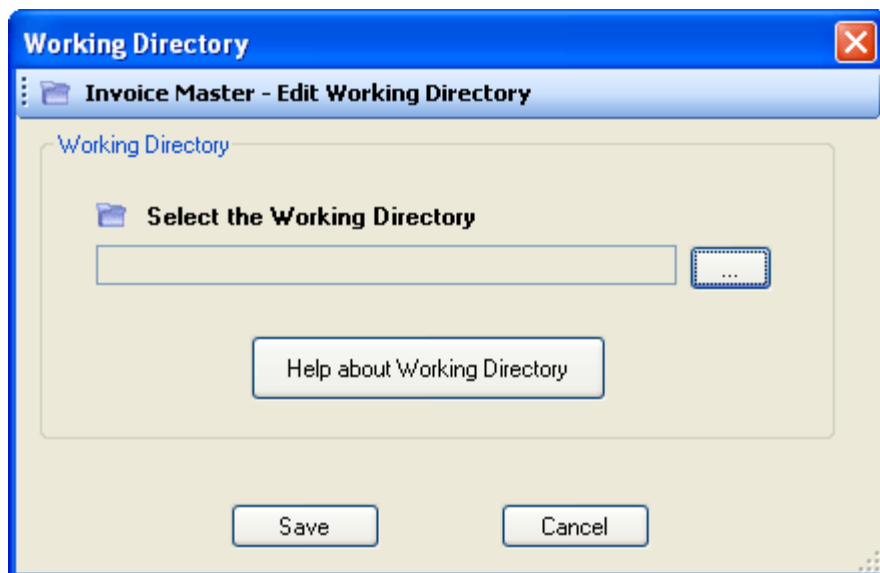
## **Working Directory Settings**

The Working Directory Settings Page allows you to set the current working directory for the Invoice Master where the Invoice Master Database is stored.

The Working Directory Settings Page will be shown when you run the application for the first time.

If you have already set a path, you can change it by selecting **Settings->Working Directory** menu option.

To change the Working Directory, click "..." (browse) button.



A folder browser screen will be shown

Select a Working Directory, for example, C:\MyData.

The selected path will be set as the Working Directory. Now click Save. This will refresh the Invoice Master Desktop Companion with new working directory.

A folder named "Invoice Master" will be created within the selected working directory.

## Company Details

The Company Details Screen allows you to store Company Name, Contact Details & Address.

You can also set Tax Rates & an Invoice Banner Image (to be included in the Invoice Report) in the Company Details Screen.

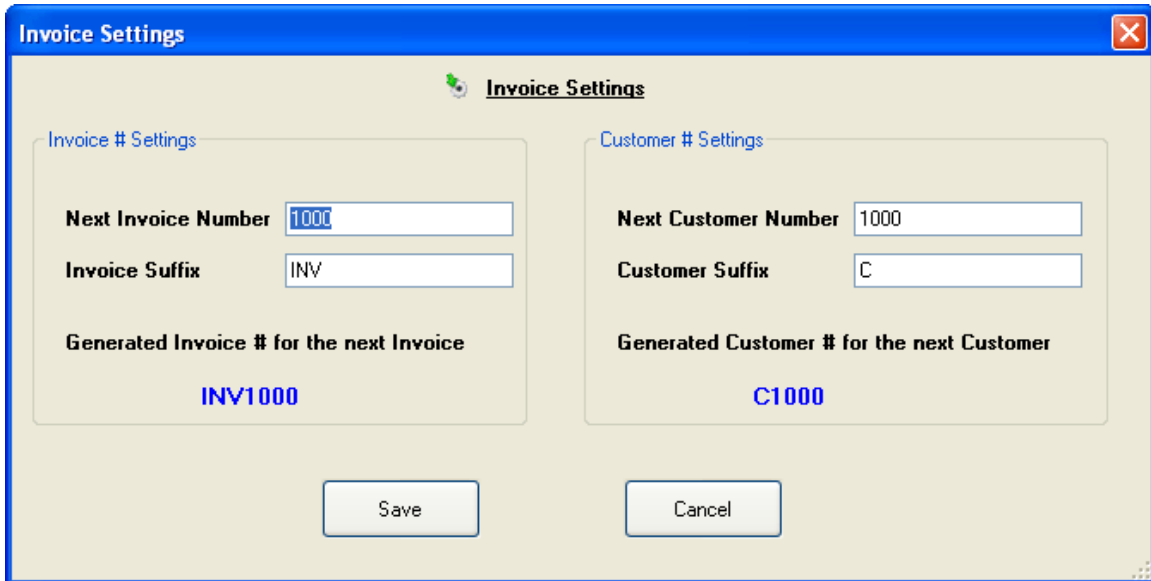
The Company Details Edit Screen will be shown when you run the application for the first time.

To view the Company Details Edit Screen, select **Settings->Company Details** menu option.

## Invoice Number & Customer ID Settings

Invoice Master can help you generate Invoice Numbers & Customer ID automatically depending on a preset prefix & number.

Select **Settings->Invoice Settings** from the menu to open the Invoice Settings Page.



The screenshot shows a window titled "Invoice Settings" with a blue header bar and a close button in the top right corner. The main content area has a light beige background and is titled "Invoice Settings" with a small green icon. It is divided into two columns: "Invoice # Settings" on the left and "Customer # Settings" on the right. Each column contains three input fields and a generated value display. The "Invoice # Settings" column has "Next Invoice Number" (1000), "Invoice Suffix" (INV), and "Generated Invoice # for the next Invoice" (INV1000). The "Customer # Settings" column has "Next Customer Number" (1000), "Customer Suffix" (C), and "Generated Customer # for the next Customer" (C1000). At the bottom, there are "Save" and "Cancel" buttons.

Setting	Value
Next Invoice Number	1000
Invoice Suffix	INV
Generated Invoice # for the next Invoice	INV1000
Next Customer Number	1000
Customer Suffix	C
Generated Customer # for the next Customer	C1000

## Invoice Master – Invoices

**Invoice Master**

File View Reports Settings Tools Help

**Invoice**

New Invoice...

**Find Invoice**

Search by Invoice #

Find

**Filter by status**

Show All

Pending Invoices

Paid Invoices

**Filter by date range**

Current month

Last 3 months

Current Year

No Date Filter

Generate Report

**Invoice** Customers Master Products

Find Invoice # Clear

**Date Filter**

Start Date Feb 01, 2008

End Date Apr 30, 2008

No Date Filter

**Filter Invoice by**

Status All

Customer [All Customers]

Invoice #	Due Date	Customer Name	Amount
<input checked="" type="checkbox"/> INV103	Mar 01, 2008	A Jose	\$279.84
<input type="checkbox"/> INV101	Mar 05, 2008	D Campbell	\$82.88
<input checked="" type="checkbox"/> INV107	Mar 15, 2008	Dudley Howard	\$129.29
<input type="checkbox"/> INV110	Mar 20, 2008	Reginald Lim	\$403.33
<input type="checkbox"/> INV125	Mar 22, 2008	Steve Johnson	\$1,083.54
<input checked="" type="checkbox"/> INV118	Mar 25, 2008	A Jose	\$1,215.50

Total : \$3,194.36

Total Pending Due : \$1,569.74

Product	SKU	Price	Qty	Tot. Price
BT Headset	p1001	\$12.00	3	\$36.00
BT Speakers	p8736	\$26.00	1	\$26.00
DRAM	p6745	\$55.00	2	\$110.00
HDD 320GB	p9832	\$79.00	5	\$395.00
LG Monitor	p5392	\$250.00	1	\$250.00
Logitech Scanner	p6719	\$150.00	1	\$150.00

**Invoice Calculation**

Subtotal \$967.00

Sales Tax \$62.86

VAT \$38.68

Shipping \$15.00

Total Due \$1,083.54

Status Pending

Generate Report


## Add an Invoice

1. Select **View->Invoice** from the menu to ensure Invoices are visible.
2. Click on **Add Invoice Icon** under Invoice tab
3. Invoice Add Screen will be shown
4. Edit the Invoice Details & Save the changes.


## Modify an Invoice

1. Select **View->Invoice** from the menu to ensure Invoices are visible.
2. Select an Invoice Record from the list.
3. Click on **Modify Invoice Icon** under Invoice tab
4. Invoice Modify Screen will be shown
5. Edit the Invoice Details & Save the changes.

## Delete an Invoice

1. Select **View->Invoice** from the menu to ensure Invoices are visible.
2. Select an Invoice Record from the list.
3. Click on **Delete Invoice Icon**  under Invoice tab
4. A confirmation message will be shown. Select Yes to delete the record, No otherwise.

## Generate Invoice Report

6. Select **View->Invoice** from the menu to ensure Invoices are visible.
7. Select an Invoice Record from the list.
8. Click on **Invoice Report Icon**  under Invoice tab
9. The generated Invoice Report will be shown with various options.

Invoice Report

Invoice Report for Invoice # INV125

Invoice Summary


Invoice # : INV125  
Status : Pending  
Due Date : Mar 22, 2008  
Customer Name : Steve Johnson

Options

Print Preview

Print

Save Report



We are working for your business source...

Your Company Inc  
2, Fremont Avenue  
Park Street  
Los Angeles CA 90080  
USA  
  
Phone : (213) 123-1234  
Fax : (213) 123-1235  
Email : jonathan@ycinc.net  
Web : http://www.dreamesoft.com/ycinc

INVOICE # INV125	
Customer #	C1007
Invoice Date	3/15/2008
Due Date	3/22/2008
Terms	Due Upon Receipt

Bill To:  
Steve Johnson  
7, II Avenue  
Lucky Street  
Newport Hills Washington 98438  
USA


Ship To:  
Steve J  
Suite #3559  
Green Street  
Parkland Washington 98445  
USA

Qty	Item	SKU	Unit Price	Total
3	BT Headset Bluetooth Headset for Windows Mobile Devices	p1001	\$12.00	\$36.00
1	BT Speakers Bluetooth Speakers for Lenova Laptop	p8736	\$26.00	\$26.00
2	DRAM 1GB DRAM	p6745	\$55.00	\$110.00
5	HDD 320GB 320GB SATA Hard Drive	p9832	\$79.00	\$395.00
1	LG Monitor LCD 21" wide screen	p5392	\$250.00	\$250.00
1	Logitech Scanner Document Scanner	p6719	\$150.00	\$150.00


Subtotal	\$967.00
Sales Tax	\$62.86
VAT	\$38.68
Shipping	\$15.00
Total Due	\$1,083.54

## **Invoice Master – Invoice Products**


### **Add a Product to an Invoice**

5. Select **View->Invoice** from the menu to ensure Invoices are visible.
6. Select an Invoice Record from the list.
7. Click on **Add Product Icon** 
8. Product Add Screen will be shown
9. Edit the Product Details & Save the changes.


### **Modify a Product in Invoice**

10. Select **View->Invoice** from the menu to ensure Invoices are visible.
11. Select an Invoice Record from the list. Select the Product to be modified.
12. Click on **Modify Product Icon** 
13. Product Modify Screen will be shown
14. Edit the Product Details & Save the changes.

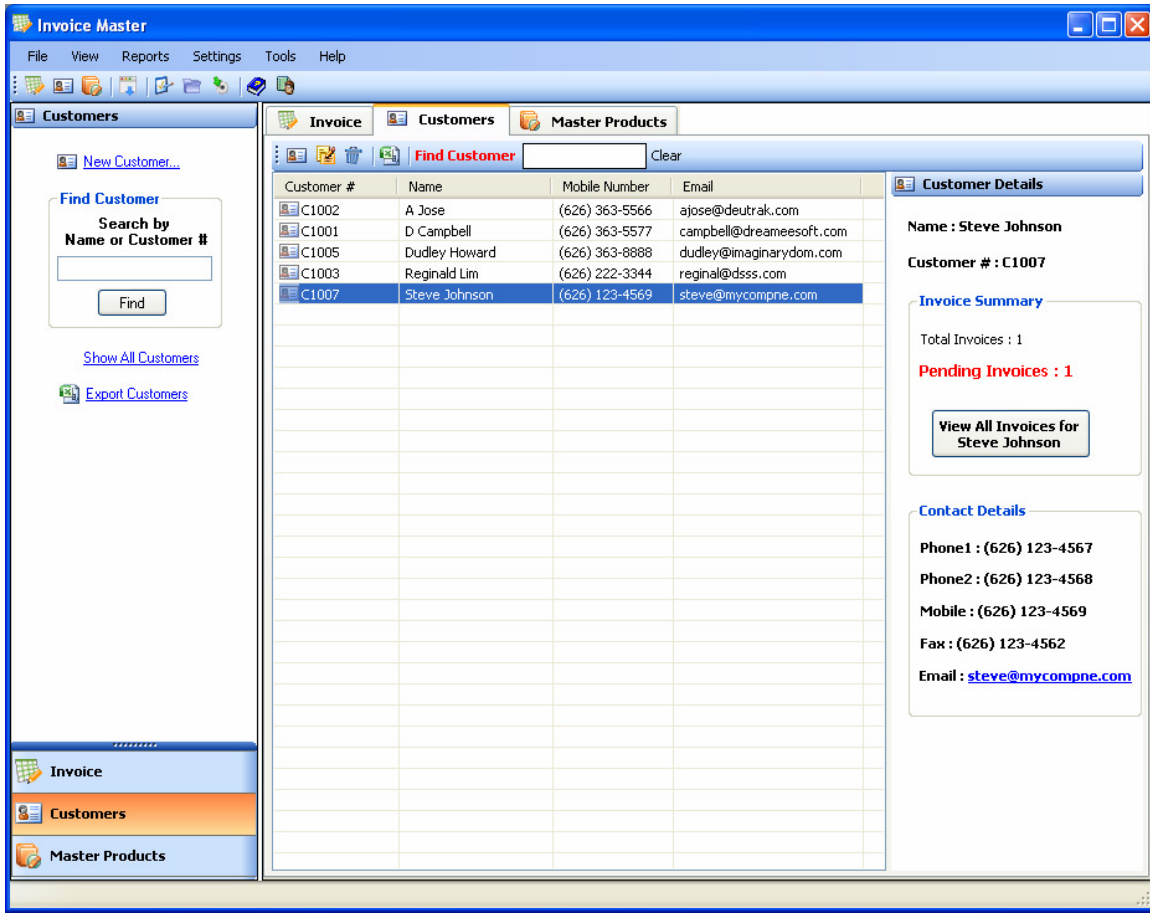
### **Delete a Product from Invoice**

5. Select **View->Invoice** from the menu to ensure Invoices are visible.
6. Select an Invoice Record from the list. Select the Product to be modified.
7. Click on **Delete Product Icon** 
8. A confirmation message will be shown. Select Yes to delete the record, No otherwise.


### **Import Products from Master Products**

15. Select **View->Invoice** from the menu to ensure Invoices are visible.
16. Select an Invoice Record from the list.
17. Click on **Import Products Icon** 
18. Products from the Master Product list will be displayed, select the products to be imported & click Import.
19. Selected products will be added to the current invoice.


## Invoice Master – Customers



### Add a Customer


10. Select **View->Customers** from the menu to ensure Customers are visible.
11. Click on **Add Customer Icon**  under Customers tab
12. Customer Add Screen will be shown
13. Edit the Customer Details & Save the changes.

### Modify a Customer


20. Select **View-> Customers** from the menu to ensure Customers are visible.
21. Select a Customer Record from the list.
22. Click on **Modify Customer Icon**  under Customers tab
23. Customer Modify Screen will be shown
24. Edit the Customer Details & Save the changes.



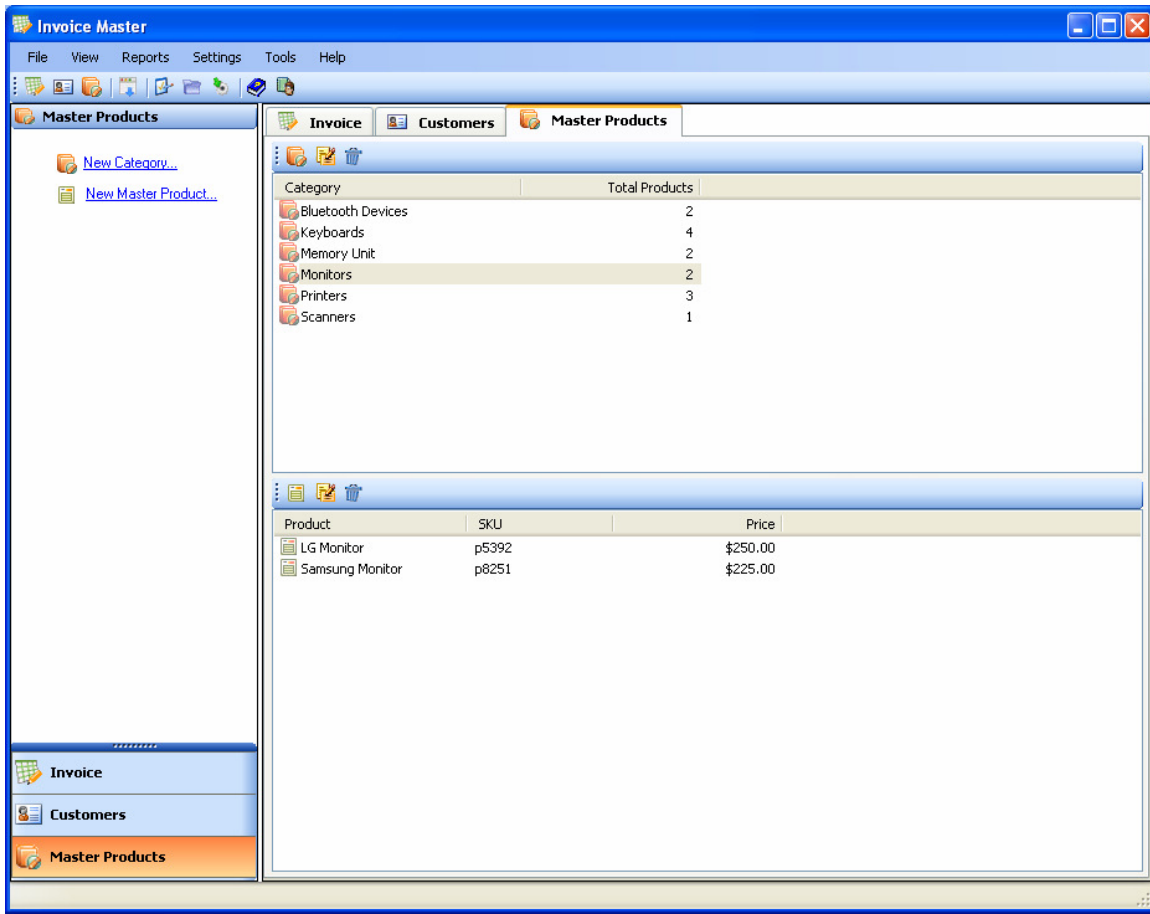
## Delete a Customer

9. Select **View-> Customers** from the menu to ensure Customers are visible.
10. Select a Customer Record from the list.
11. Click on **Delete Customer Icon**  under Customers tab
12. A confirmation message will be shown. Select Yes to delete the record, No otherwise.


## Export Customer Details

25. Select **View-> Customers** from the menu to ensure Customers are visible.
26. Click on **Export Customers Icon**  under Customers tab
27. The customer details will be saved as CSV format in the selected path.


## Invoice Master – Master Category




### Add a Category

14. Select **View->Master Products** from the menu to ensure Categories are visible.
15. Click on **Add Category Icon**  under Master Products tab
16. Category Add Screen will be shown
17. Edit the Category Details & Save the changes.

### Modify a Category


28. Select **View-> Master Products** from the menu to ensure Categories are visible.
29. Select a Category Record from the list.
30. Click on **Modify Category Icon**  under Master Products tab
31. Category Modify Screen will be shown
32. Edit the Category Details & Save the changes.

## **Delete a Category**


13. Select **View-> Master Products** from the menu to ensure Categories are visible.
14. Select a Category Record from the list.
15. Click on **Delete Category Icon**  under Master Products tab
16. A confirmation message will be shown. Select Yes to delete the record, No otherwise.

## **Invoice Master – Master Product**


### **Add a Master Product**

18. Select **View->Master Products** from the menu to ensure Master Products are visible.
19. Click on **Add Master Product Icon** 
20. Master Product Add Screen will be shown
21. Edit the Master Product Details & Save the changes.

### **Modify a Master Product**

33. Select **View-> Master Products** from the menu to ensure Master Products are visible.
34. Select a Master Product Record from the list.
35. Click on **Modify Master Product Icon** 
36. Master Product Modify Screen will be shown
37. Edit the Master Product Details & Save the changes.

### **Delete a Master Product**

17. Select **View-> Master Products** from the menu to ensure Master Products are visible.
18. Select a Master Product Record from the list.
19. Click on **Delete Master Product Icon** 
20. A confirmation message will be shown. Select Yes to delete the record, No otherwise.