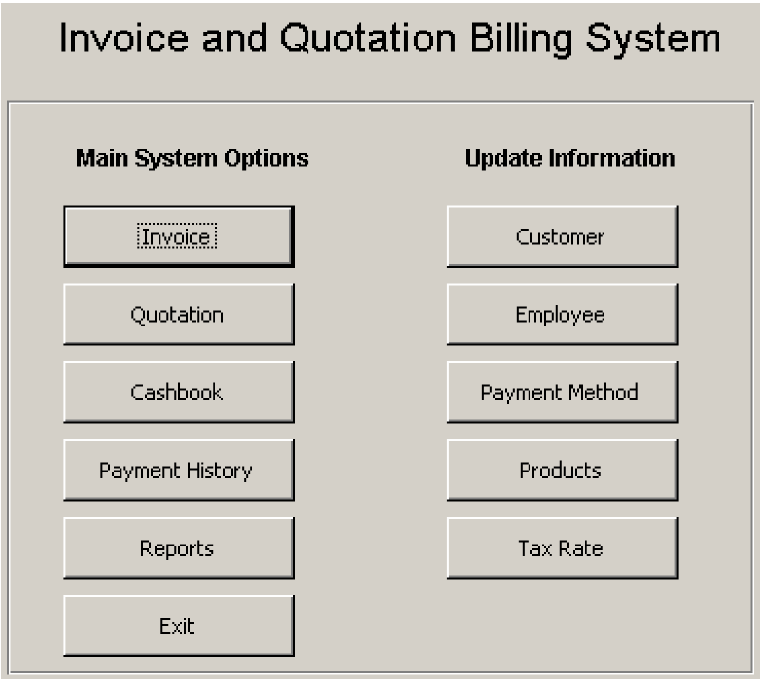
Invoice & Quotations Billing

MAIN MENU

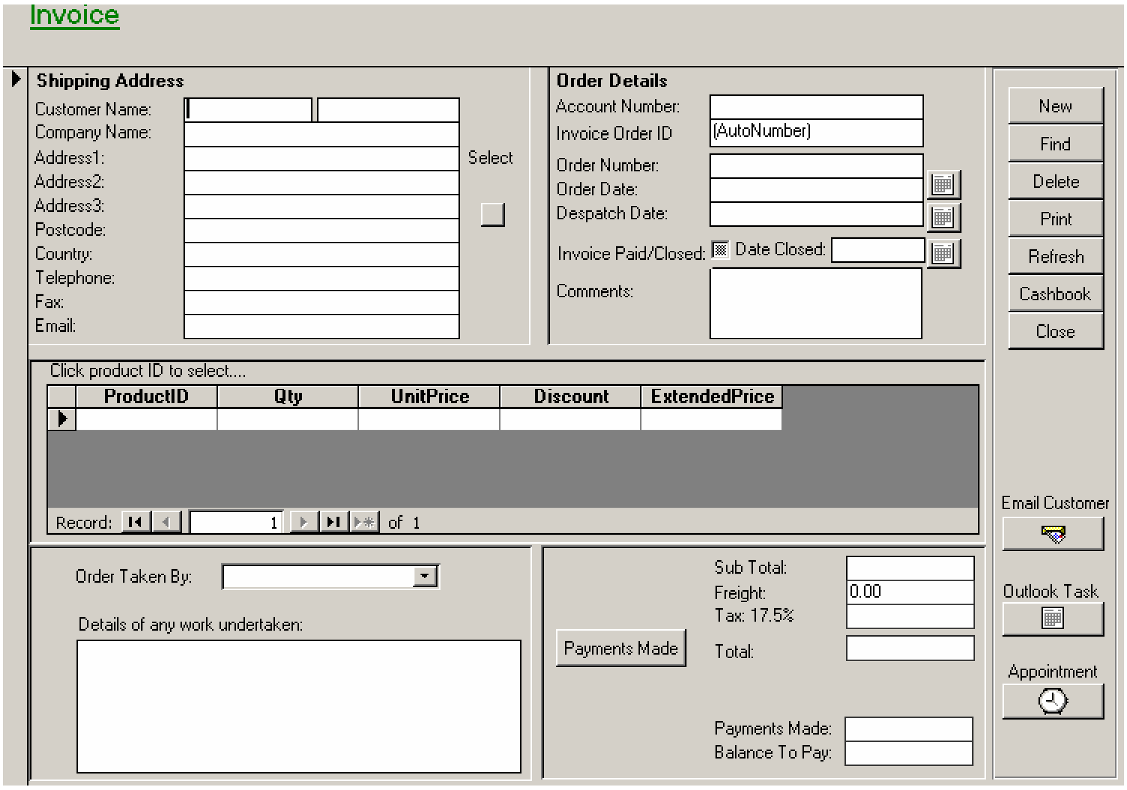
Upon loading the system, you will be taken to the main menu.
At this screen you are able to navigate to the various functions of the system such as 'Invoice' or 'Quotation'.



Before proceeding it is advised to go to the 'Update Information' option. From here you can set the parameters which will be used throughout the system such as customer, employee and payment method. These parameters are needed when entering the main quotation and invoice details.
Please see the end of the document on how to do this.

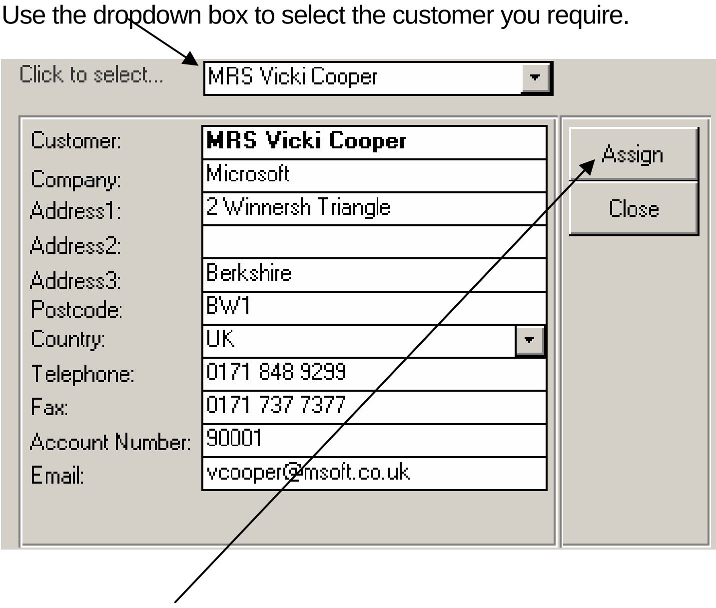
Invoice

Adding a new Invoice record

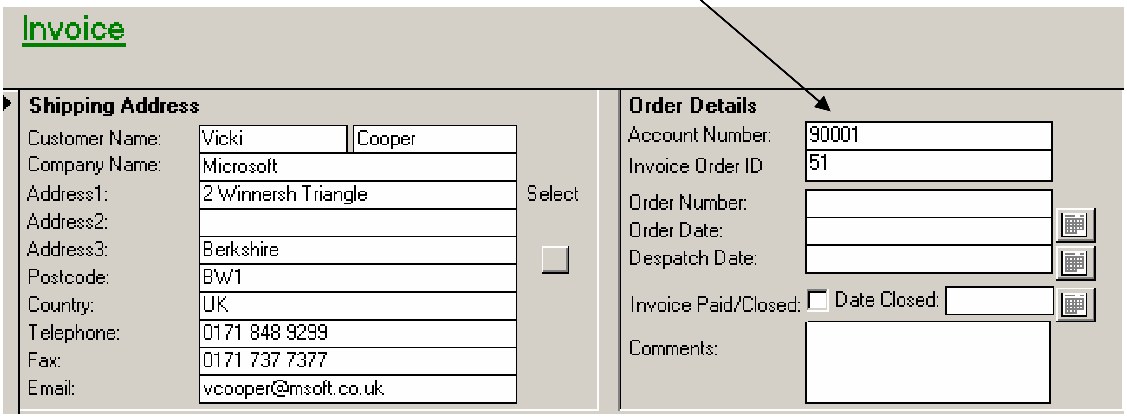


1. At the top left click the select button to add a shipping address.

Use the dropdown box to select the customer you require.



Click the ‘Assign’ button to add the name and address to the invoice
The account number and invoice order ID will automatically be filled in.

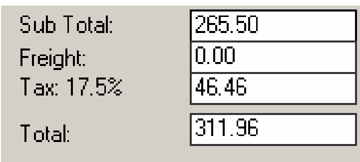


To add a product click the dropdown product ID box at the left of the grid

Fill in the other details such as the quantity and any discount offered. The Extended Price box will update it’s details to reflect this. Repeat this procedure for any other products you add to the grid.

ProductID	Qty	UnitPrice	Discount	ExtendedPrice
M-ESTP	1	295.00	0.10	265.50

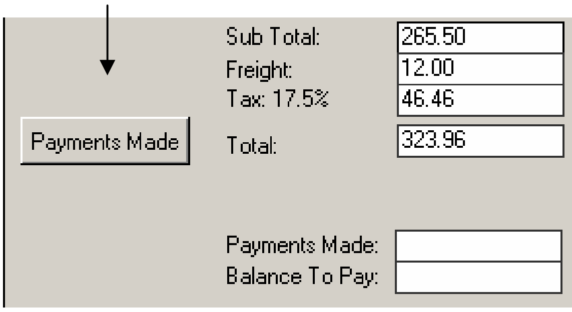
The total boxes will also be updated



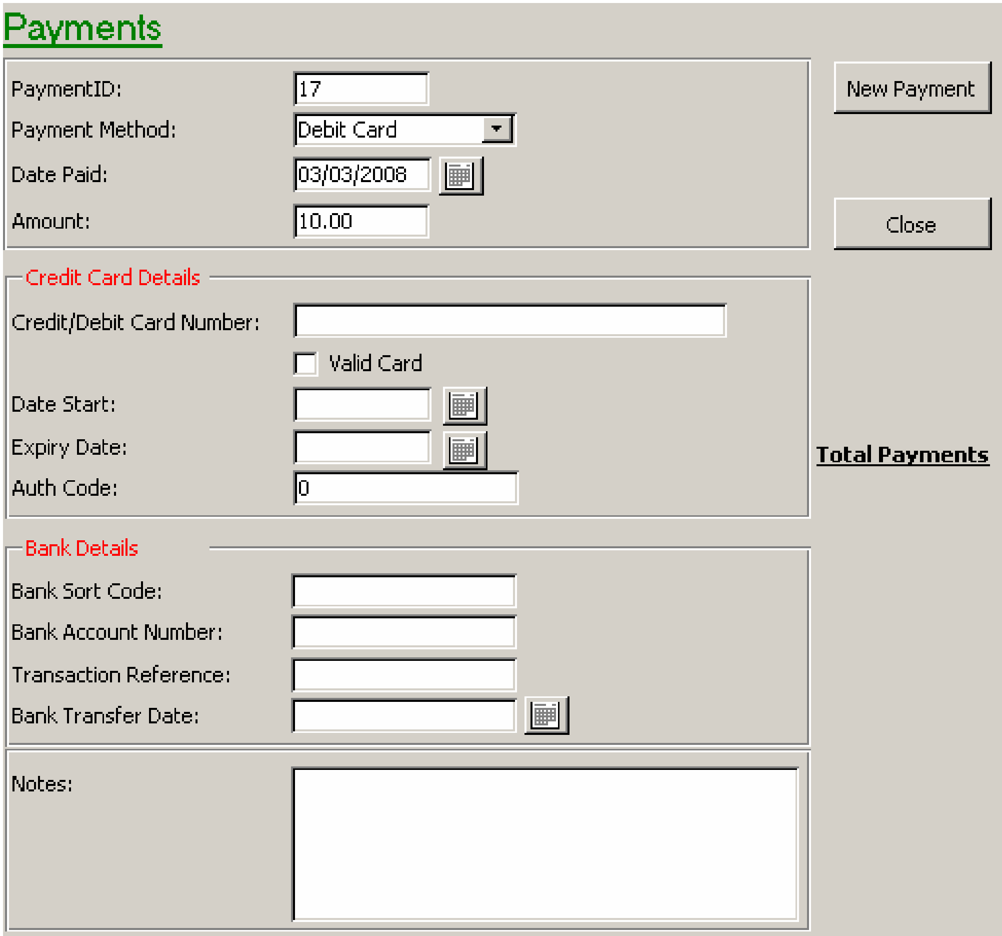
Sub Total:	265.50
Freight:	0.00
Tax: 17.5%	46.46
Total:	311.96

Adding a Freight value will again update the total.

To record payments made against this invoice click the ‘Payments Made’ button



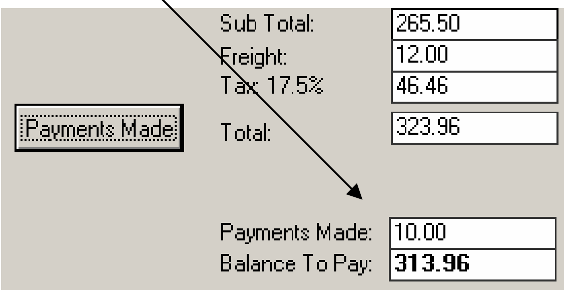
The following screen will be displayed



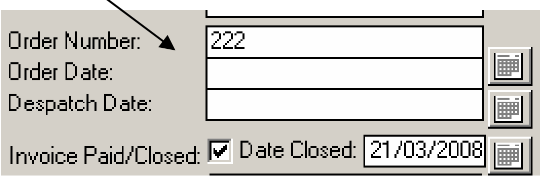
If this is the first payment you do not need to click the ‘New Payment’ button

Fill in the relevant details and close the screen. The values are automatically saved.

The main invoice screen will now have updated totals in the payments made box and the balance to pay box.



If you wish to close the invoice tick the 'Invoice Paid/Closed' box and enter a date in the 'Date Closed' box. You should also make sure you have entered the order number.



The closed invoice will then show in the cashbook

Click the 'Cashbook' button on the right hand side of the invoice screen to see the details of the closed invoice.

Cashbook - Invoices

Company/Sale Contact	Contact	Date Paid/Closed	Purchase Order No	Owed	Paid
Office Supplies Ltd	John Smith	15/01/2008	11234	3704.13	50.00
XOC Communications	Katie Francis	09/01/2008	8989	1033.00	1740.00
Computer Supplies	CG Wilson	26/02/2008	LK451	3295.25	30.00
Microsoft	Vicki Cooper	21/03/2008	222	313.96	10.00

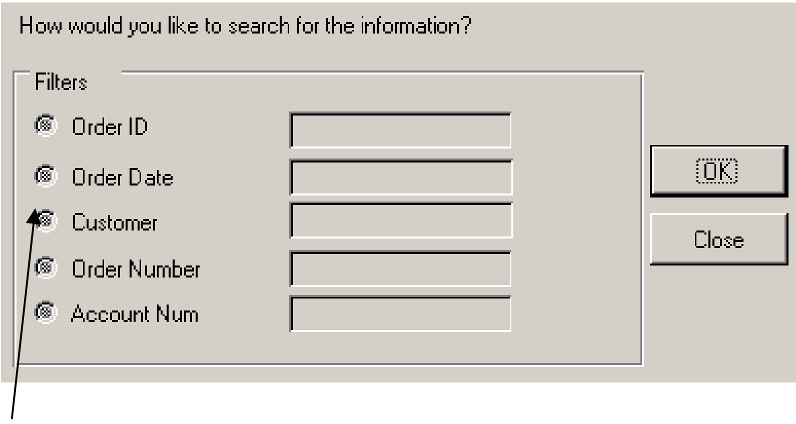
You can remove the entry from the cashbook by removing the tick in the 'Invoice Paid/Closed' box on the invoice screen.

Fill in any other details on the Invoice form. For example who the order was recorded by and any notes.

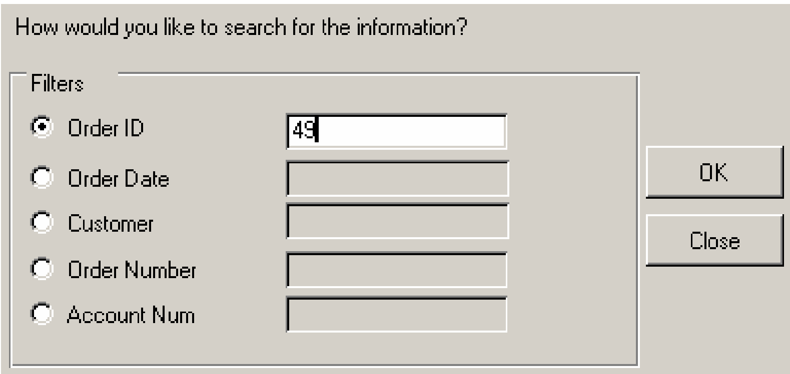
Searching Invoices

At the Invoice screen click the button named ‘Find’

You will see the following screen



Click the search by option you require



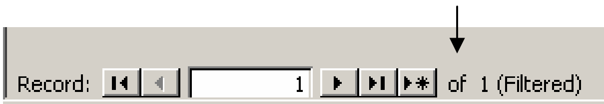
Here we are searching by order ID.

Click the ‘OK’ button to search

Click the ‘Close’ button to close the search option box and return to the Invoice screen

If your record has been found it will be shown on the ‘Invoice’ screen.

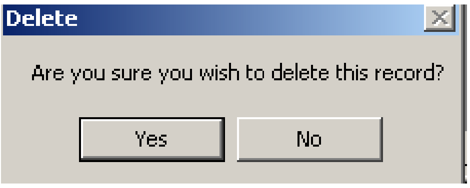
At the bottom left of the Invoice screen you will see how many records have been found



To view all records again on the ‘Invoice’ screen click the button on the right hand side named ‘Refresh’

Deleting an Invoice record

Locate the record you wish to delete and click the button on the right hand side named ‘Delete’



Select Yes to delete or No to cancel this option

Navigating Invoice records

To move through each record use the MS Access record selectors at the bottom left of the screen

You can type the record number and press your return key to move straight to the record or use the arrow buttons to move through each one. You will find more details of this in your MS Access manual or help system. These buttons are available on all screens in the system.

Printing an Invoice record

Locate the record you wish to print and on the right hand side click the button named ‘Print’

Saving Invoice records

Invoice records are automatically saved. If you enter a record and move to the next or previous records, the details are saved also. Also if you make a change to a record and close the screen the details are automatically saved. This is standard MS Access functionality

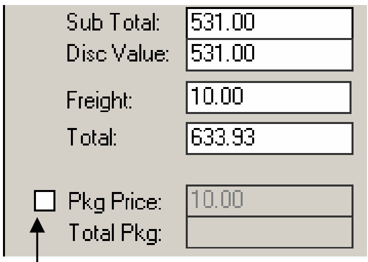
Quotation

The functionality of the Quotation screen works in exactly the same way as the Invoice screen.

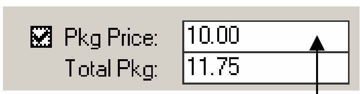
Please see the Invoice section for details on how to use the Quotation functions such as find, new, refresh, delete, navigate and print.

Quotation totals

The totals are similar to the Invoice screen with the exception that you can assign your own package price.



Click the white box named ‘Pkg Price’ to select the package price option



Enter your package price in the ‘Pkg Price’ box and the total package price will then be calculated by adding the tax (VAT) and displayed in the Total Pkg box.

Cashbook

The cashbook contains a record or all invoices that are closed either because they have been paid in full or partially paid.

This screen is accessible from the Invoice screen or from the main system menu.

Cashbook - Invoices

Company/Sale Contact	Contact	Date Paid/Closed	Purchase Order No	Owed	Paid
Office Supplies Ltd	John Smith	15/01/2008	11234	3704.13	50.00
XOC Communications	Katie Francis	09/01/2008	8989	1033.00	1740.00
Computer Supplies	CG Wilson	26/02/2008	LK451	3295.25	30.00
Microsoft	Vicki Cooper	21/03/2008	222	313.96	10.00

At the bottom of the cashbook screen there are buttons for printing or for creating a file that can be imported into MS Excel.

Clicking the Excel button will create a file called ‘Cashbook.XLS’ in your C:\ root on your hard drive.

The file can then be imported into MS Excel

Payment History

The Payment History screen contains a record of all payments made against invoices.
This screen is accessible from the main system menu.

Payment History

Company/Sale Contact	Contact	Date Paid	Invoice ID	Purchase Order No	Payment Method	Amount
Action	Gordon Jones	09/01/2008	47		Cheque	120.00
Computer Supplies	CG Wilson	26/02/2008	50	LK451	Cheque	10.00
Computer Supplies	CG Wilson	26/02/2008	50	LK451	Debit Card	20.00

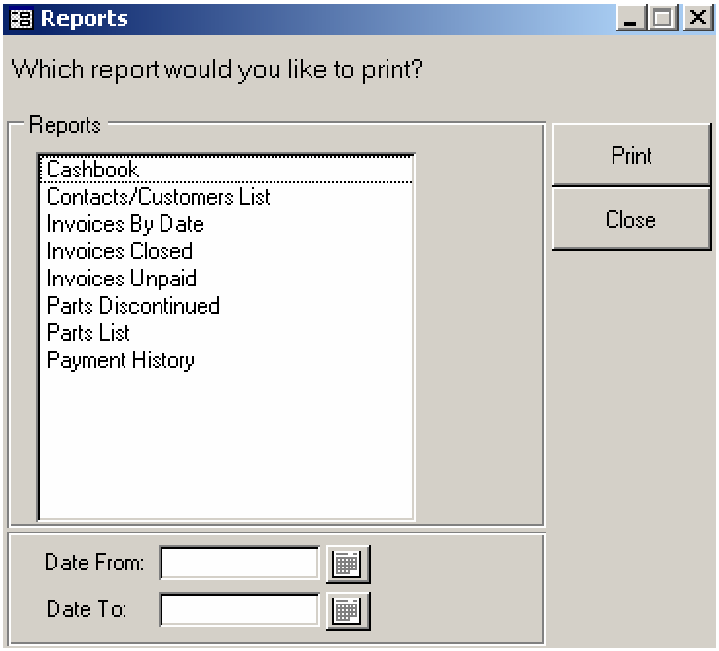
At the bottom of the Payment History screen there are buttons for printing or for creating a file that can be imported into MS Excel.

Clicking the Excel button will create a file called 'PaymentHistory.xls' in your C:\ root on your hard drive.
PaymentHistory.xls

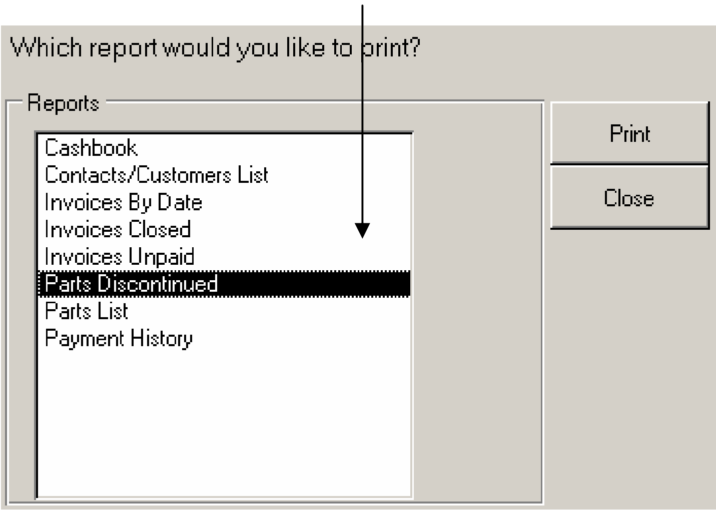
Reports

The system comes with a few built in reports. You may add your own also.

This screen is accessible from the main system menu.

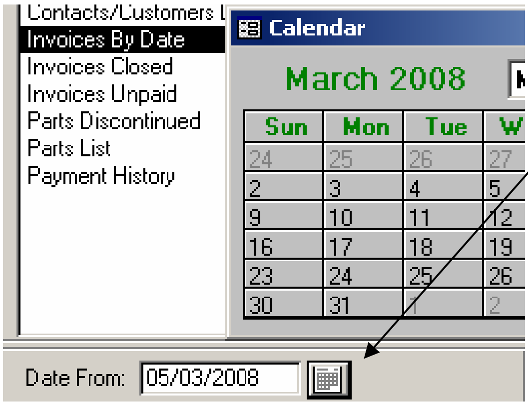


Use the mouse to select the report and click the 'Print' button



You may need to alter the page settings for landscape or portrait within MS Access for some reports.

Some reports require dates to be entered. Click the calendar button to show the calendar. Click on a date to select.



Updating System Information

This feature allows you to update information to be used throughout the system

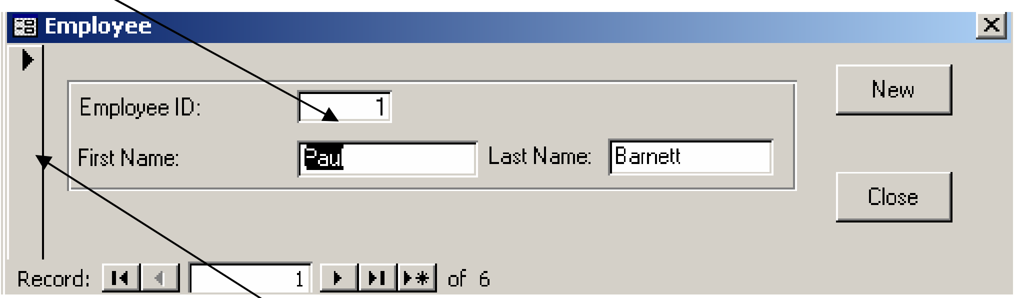
- Customer
- Employee
- Payment method
- Products
- Tax rate

You can select these screens from the main menu.

This is the **Employee** update screen

To add a new record click the 'New' button

The ID is automatically assigned and cannot be changed



To delete a record, click the bar on the side until it highlights and press the 'Delete' key on your keyboard. This is standard MS Access functionality.

To navigate through the records, click the arrow buttons at the bottom left

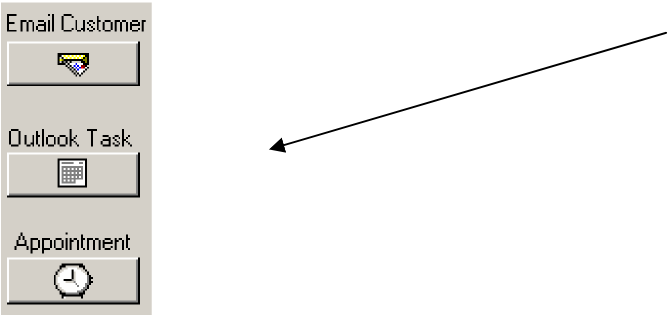
MS Outlook Functionality

The system is compatible with MS Outlook

You should have MS Outlook installed in order to use these features

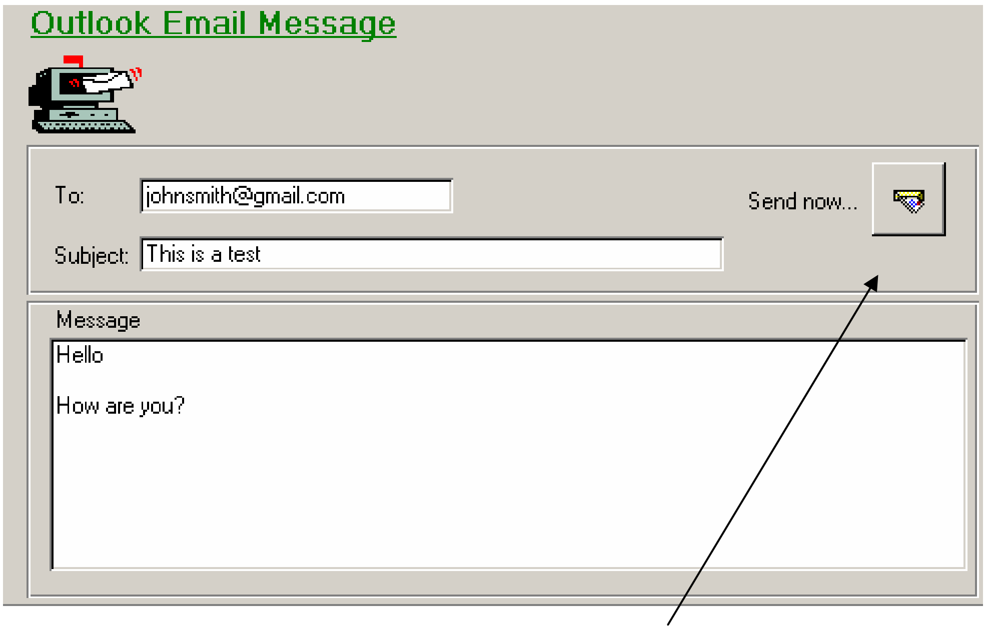
- Email
- Create tasks
- Create appointments

The Invoice and Quotation screens contain buttons enabling you to perform tasks via MS Outlook



Email

Click the button named 'Email' to send email and the following screen will appear

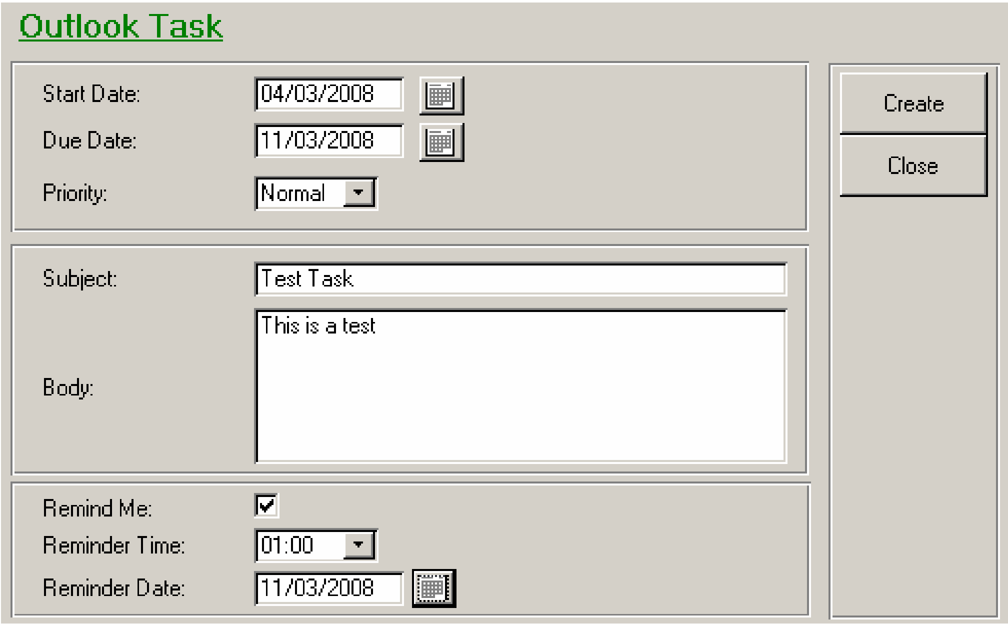


Fill in the to, subject and message details and click the 'Send now' button to send the message.

The message will appear in your Outlook outbox

Tasks

Click the button named ‘Outlook Task’ to create a task and the following screen will appear

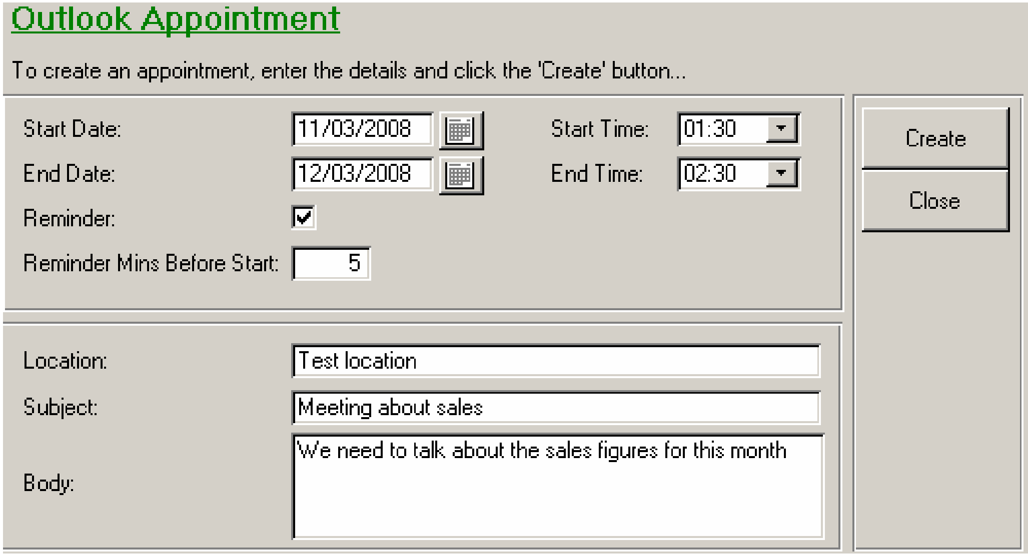


Fill in all details and click the ‘Create’ button.

The task will appear in your MS Outlook tasks

Appointments

Click the button named ‘Appointment’ to create a new appointment and the following screen will appear



Fill in all details and click the ‘Create’ button.

The appointment will appear in your MS Outlook appointments

The full version of this system allows you to change anything to suit your requirements. You have full access to the source code, tables, forms, queries, macros, tables etc.

http://access-databases.com

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