Invoice 10 Outline

- Invoice 10 Pro is a feature rich productivity tool for the small business or company from 1 to 30 users.
- It is not just an Invoicing software. It is in fact an Invoicing, Accounts Receivable (AR) and an Inventory (Pro version only) Program all rolled into one.

Invoice 10 Functions

1. Maintain Customer and Vendor Database
2. Create and maintain Quotations, Invoices, Delivery Orders .
3. Maintain Inventory Lists (Pro version only).
4. Keep track of Sales, Debtors, Customer Receipts, Tax, Stock List and Stock Movement.
5. With Build–In Report Writer .

Invoice 10 Features

1. Can scale from 1 to 30 users depending on the license purchased.
2. User Level security instead of password security.
3. Support Multi-Data Base / Multi-User .
4. Powerful User Database Permission features .
5. Powerful Report permissions features.
6. With Build In Backup / Restore Functions.

Set-Up Training

Setup Training – Open Database

- Click Database >[Open] from Top Menu.
- OR select [Open] Icon from Top right Menu.
- Open Database Windows will Pop Up.
- Input User Name and Password.
- Select correct Database by high-light it.
- Click OK to access Database details.

Add New Database 1

- Database > New > From top right menu.
- New Database Wizard Windows show.
- Input New Company Name.
- Input First name / Last name.
- Input User Name (Login).
- Input Password (recommend 4- 6 digital).
- Confirm Password (same with above).

Add New Database 2

- Connection Details Windows Show.
- Click Workgroup (Local).
- Path To Database :Leave it as default.
- [For advance User - Click the icon and select].
- Press [Next] for continue.

Add New Database 3

- Finished : Ready to Create Database.
- Double Check All Input Field in red is correct.
- User can press [Back] for amend.
- User can press [Finished] for create new database.
- Press [Yes] button for confirm create/open database.

Add New Connection 1 (Existing Database)

- Click [Open Database] Icon .
- Open Database Window Show .
- Click [Add] Button .
- Add New Connection Window Show .
- Confirm add new connection for existing database not equal to add new database .
- Click [Next] for continue.

Add New Connection 2

- Connection Type Window Show.
- Use Default [Workgroup] and Press [Next] .Then, Path to Database Windows Show.
- Select existing database, and press [next].
- Then, Finished Windows show with Connection Name / Company Name.
- Press [Finished] go back to Open Database Window with new create Connection name.
- User can press [>>] for connection details.

User Access Control 1

- Click [Go To] User Maintenance :-
- Show Pre-define User List
- Define All User Access Level
- User Permissions on two aspect:
- Database Access
- Report Access

User Access Control 2

Database Access

1. No Access- Cannot access the specified data at all.
2. Read Only- Can view the data but cannot add or modify records
3. Add - Can add new records but cannot edit or delete existing records
4. Edit - Can add new records and edit past records but cannot delete existing records
5. Change - Can add new records as well as edit & delete existing records
6. Full - This is the highest User Permission

User Access Control 3

Report Permissions

1. No Access - User cannot access this report at all.
2. Preview - User can only preview the report on screen.
3. Print - User can preview & print a hard copy of this report.
4. Full - Items 2 to 3 above plus save the report on disk and export the report to Excel, PDF and other formats.

Backup & Restore 1

1. Invoice 10 performs a Backup or Archive using the Zip compression format.
2. When you Close a database or Exit Invoice 10, you may be prompted to backup your database.
3. By On Demand Backup Command : -Click [Database] / [Backup]
4. After select the backup location , Press [Start Backup] Button.

Backup & Restore 2

1. Use the menu command : Database | Restore.
2. Complete the Restore From box by selecting the Zip file that you want to Restore.
3. Specify the path that you want to restore to. Then click the Start Restore button.

Data Import & Export

- Ezy Invoice 10 allows you to import your customers, inventory or stock list over.
- Support Excel Files Format both for Data Import & Export.
- Click Database | Import | followed by the option you want to import to.
- Click Database | Export | followed by the option you want to export to.

User Training

Setup Menu

To access the Setup setting, use the Top menu options :

Go To | Setup following items :

1. Accounts / Customer / Vendor / Stock
2. Company Logo / Email / Sales Person
3. To Do List / Job No / Interface Accounts
4. Add Modify User / Access Right Control

Import Customer

1. Start Ezy Invoice 10 and Open the database that you want to import to.
2. Click *Database I Import | To Customer List* . This starts the Ezy Invoice Import Wizard.
3. Under Import Mode [Append New] - check its existing records first and only import a record if it doesn't already exist.
4. Under Import Wizard, user must define **key field** or the field that you want to check duplicate under [Append New].

Other Type on Import Mode

- Beside Append/New Import Mode , 3 more import mode as per follow :-

1. Append : Simply adds all records from the source to the destination.
2. Update : index field match is found, destination is updated with the source. If no match records, nothing update .
3. Append/ Update : Same as above but once no match is found with index field , the entire record from the source is added to the destination as a new record.

Backup before Import

- The actions done in the import cannot be easily undone. You should always do a backup before any import operation. In the event that the import is not what you intended you can then restore your backup.
- ***Only users who have full permissions to the table will be able to import.***

Setup Customer name

- Click [Customer] icon at top menu.
- Click Add icon for new customer.
- At the [Main] Tab, Input the [Name] field and [Address] field .

Setup Inventory Items

- Click [Inventory] Icon at the top menu
- Select [Inventory Group]
- Click ADD Icon for new item input.
- Go to [Main Group Name] input product Category name. (e.g. Shoes – for sport)
- Go to [Sub Group Name] input sale item name. (e.g. Large size . Small size)
- Click [Save] button after complete input.

Setup Inventory Code

- Click [Inventory] Icon at the top menu.
- Click [Add] icon to define code for product.
- Go to [Main group] and select items group.
- Go to [Sub group] and select items size.
- {Main group = Sub group for single item}.
- Go to [Product ID] for stock code assign.
- Go to [Description] for product name print out .
- Click [Save] button after complete input.

Setup Sales Persons

- Click GoTo / Sales Person on the top menu.
- Click [Add] button to input detail.
- Click [Save] button after complete input.

User Training – Issue Receipt

- Click [Document] Icon and select [Invoice]
- Click ADD Icon for new receipt input.
- Go to [Description] field and input Cheque No. / Cash
- Go to [Recipient] field and select Customer Name
- Go to [Sales Person] field and select Rec'd By Person Name .

User Training – Settlement

- Click [Document] Icon and select [Invoice] option.
- Click [Edit] on top menu.
- Go to Tab [Receipts].
- Go to [Date] field and select correct transaction date for settlement.
- Go to [Pymt mode] field and select correct payment mode.
- Go to [Chk#] field for input check number.
- Go to [Description] field for input settlement information. (Max. 20 Char.)
- Select [Save] icon on top menu after complete input .

Reporting

- Click [Report] Icon at the top menu in order to access [Report and Charts].
- Go to [Report Period] button and select correct period for report print.
- Go to [Available Report] at left hand side and select any Report layout, and high-light it with mouse right click for Preview report .
- User can print out report by Top Menu Printer Icon.