

Simplified Office Software

Simply Invoicing

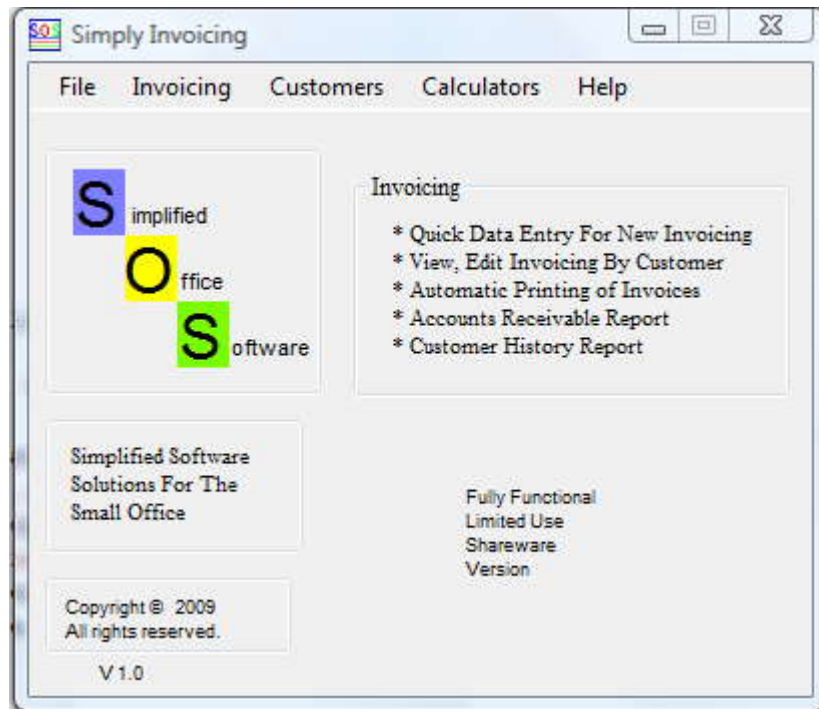


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Simplified Office Software - Simply Invoicing

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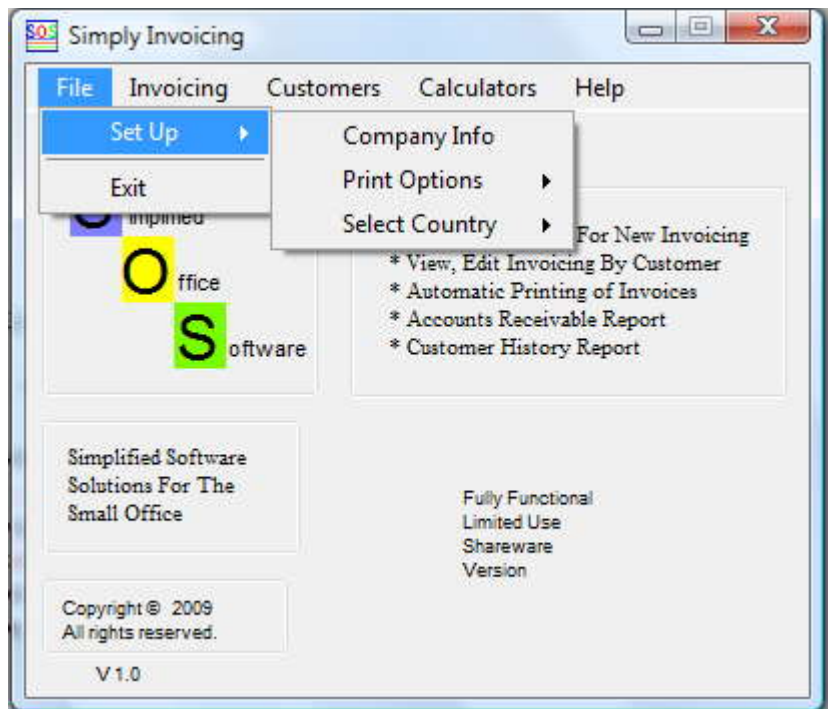
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Simplified Office Software

Simply Invoicing

Getting Started

From the Main Screen – File Menu select Set Up > Company Info.



Fill in the information requested. This will be the Heading Information used for Invoices.

The 'Company Info Edit' dialog box is shown, titled 'Company Info for reports, proposals, etc.'. It contains several input fields: 'Company Name' (highlighted in cyan), 'Address', '2nd Address', 'City', 'State', 'Zip', 'Phone', 'Phone2', 'Phone 3', and 'License Number'. At the bottom, there are 'OK' and 'Cancel' buttons.

Invoicing

The Basics

New Invoices

Enter a customer Name. Simply begin typing in your customer's name and an auto-text-search will display names that match your typing. (The Return/Enter key is used to select data & to end data entry in all fields of all forms.)

After you have selected/entered a Customer's Name the Customer's Address is automatically displayed to the right. This allows you to determine if the billing address is correct and to correct it if necessary.

Item	Price

Enter an Invoice Number. The Invoice Number can be numeric or alphabetic or a combination of both. All letters are converted to uppercase characters. The programming then automatically checks the Number field for duplicate entries and does not allow them.

Today's Date is automatically added to the Date field, but can be edited if needed.

Enter the Total, whether or not the Invoice is paid, date of payment, and whether Invoice needs to be printed or not (Printed = n/a – does not need printing, Printed = no - needs to be printed).

Finally enter the details for the Invoice & the prices.

You can either continue entering Invoices or close the form and return to the Main Screen.

From the Main Screen you can print Invoices that need printing (PRINTED = no) by selecting Invoices > Reports and choosing Print Invoices. Invoices with a 'no' in the Printed field are found, printed & the Printed field is changed to 'Yes'.

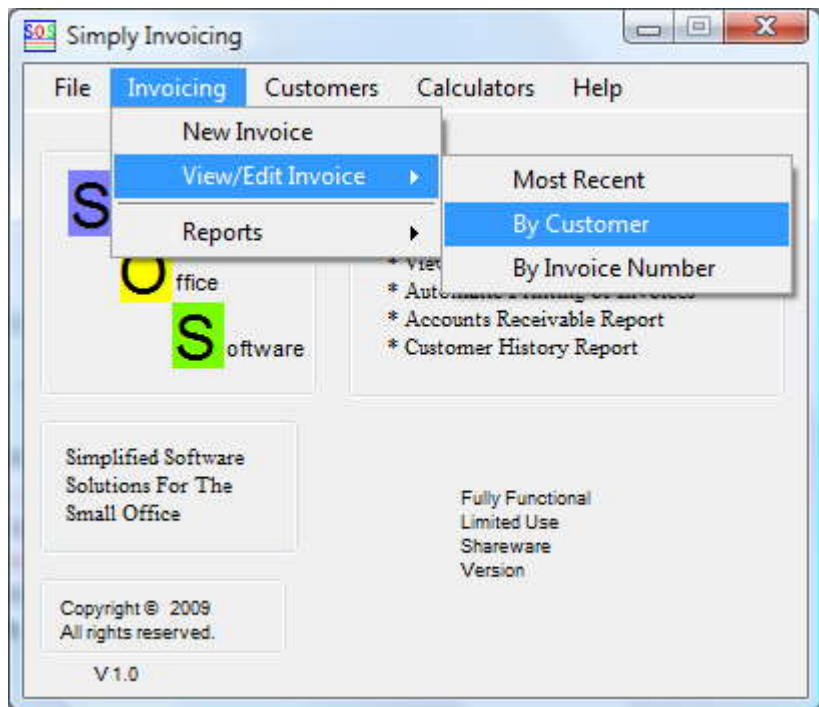
Existing Invoices

From then Main Screen select Invoicing > Existing Invoice.

You may then either choose to view Invoices by Most Recent or By Customer.

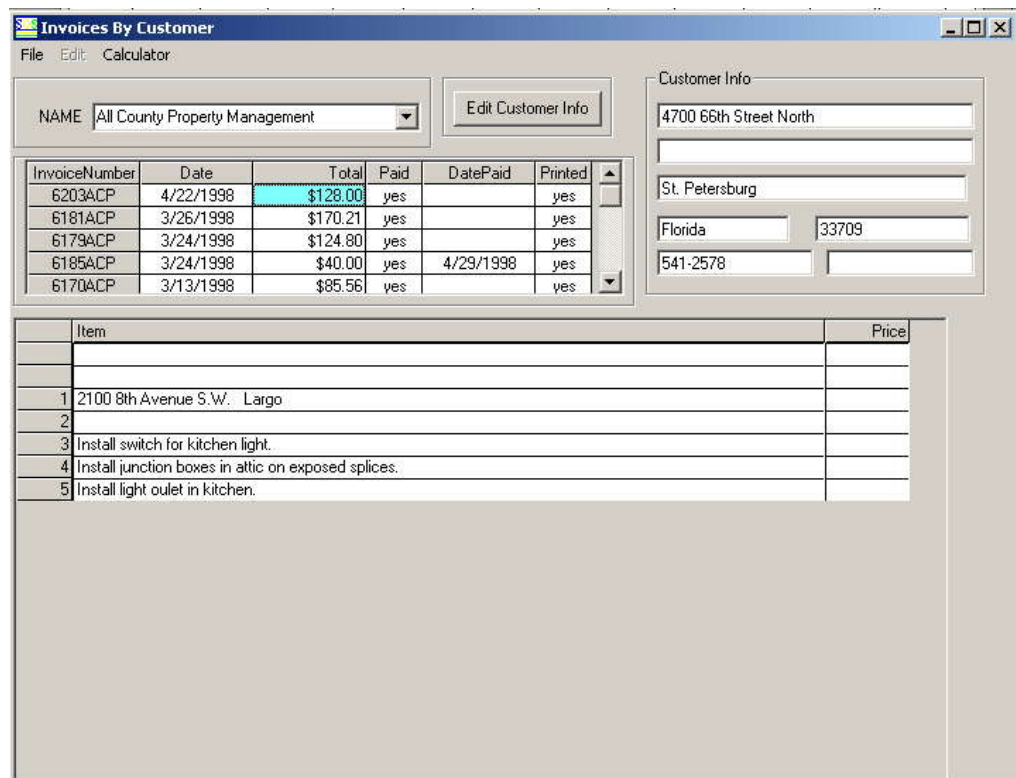
If you select By Customer you will be prompted to enter a Customer Name, Simply begin typing in your customer's name and an auto-text-search will display names that match your typing.

(The Return/Enter key is used to select data & to end data entry in all fields of all forms.)



You will then see a list of Invoices for that customer that you can select by Clicking on the record .

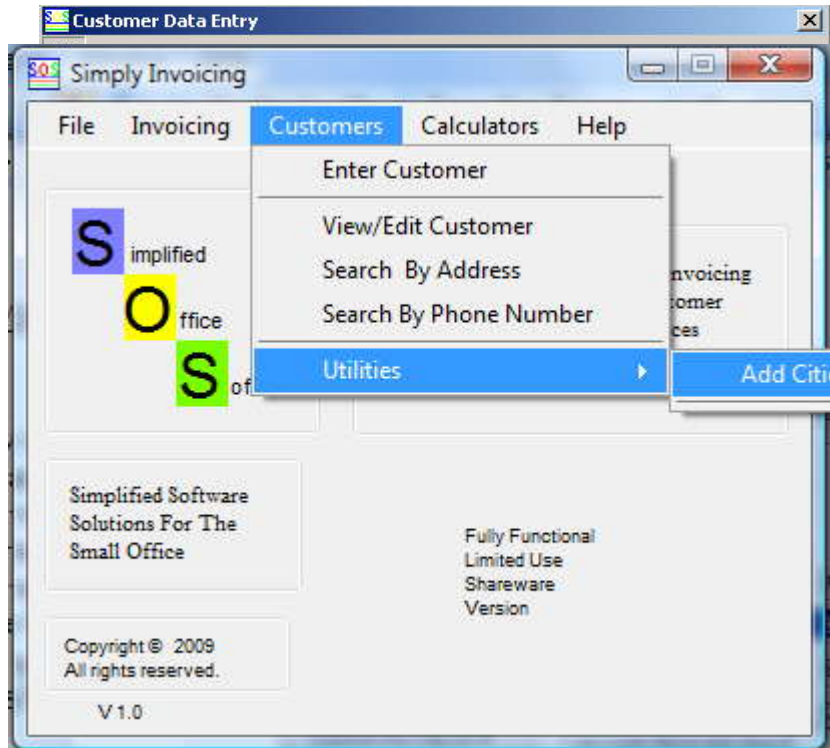
The details of the Invoice will then be displayed and you can view/edit items as necessary.



Customers

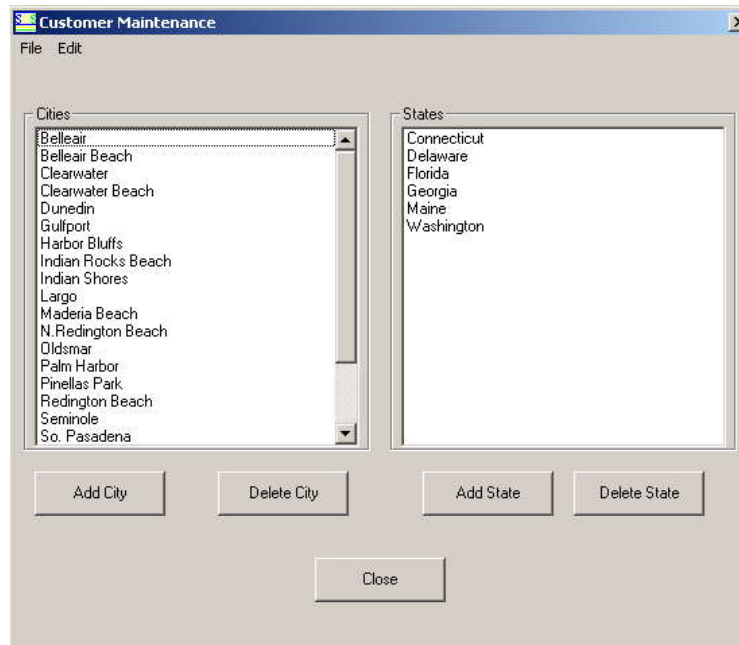
Add Cities/States

To simplify data entry the Cities & States use an auto-text-search which displays names that match your typing. To enter new cities & states chose **Utilities** from the main menu under Customers.



You may add or delete cities & states to customize your data entries for your particular area .

The cities & states preloaded into the databases are for the St. Petersburg, Florida area.



Calculators

Math Calculator

Works just like a math calculator. Either click on the digits/symbols on the calculator or simply use the keyboard.
Pressing the `C` or `c` key on the keyboard once will simulate Clicking on **ce** on the calculator, which clears the calculators' display.
Pressing the `C` or `c` key on the keyboard twice will simulate Clicking on the `C`, which clears the calculators' memory.

