Standard Invoicing
by HansaWorld

Integrated Invoicing and Debt Management System for Mac OS X

Program version: 6.3 110401

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Preface

Standard Invoicing is a powerful invoicing and debt management system for Mac OS X. It allows you to create Invoices easily, to keep track of your debtors and to register incoming Receipts (payments). You can design your own invoices and other documents, incorporating your company logo.

Text in square brackets - [Save], [Cancel] - refers to buttons on screen.

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of Standard Invoicing software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software License Agreement. All rights reserved.

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Introduction and Installation

Standard Invoicing is an integrated invoicing and debt management tool for Mac OS X. It allows you to create Invoices easily, to keep track of your debtors and to register incoming Receipts (payments). You can design your own invoices and other documents, incorporating your company logo.

In this manual, we will first describe the steps you need to follow to get started with Standard Invoicing. Topics covered include installation and the creation of a new database. We will then cover the working environment in Standard Invoicing, its structure and the way information is handled, and starting work. The remainder of the manual describes the settings, used to define preferences and look-up information, the individual registers in detail, printing documents and reports and, finally, exporting and importing.

For more information and support, please visit http://support.hansaworld.com/, where you will find an FAQ page and a support forum.

System Requirements

Standard Invoicing requires Mac OS X 10.6 or later.

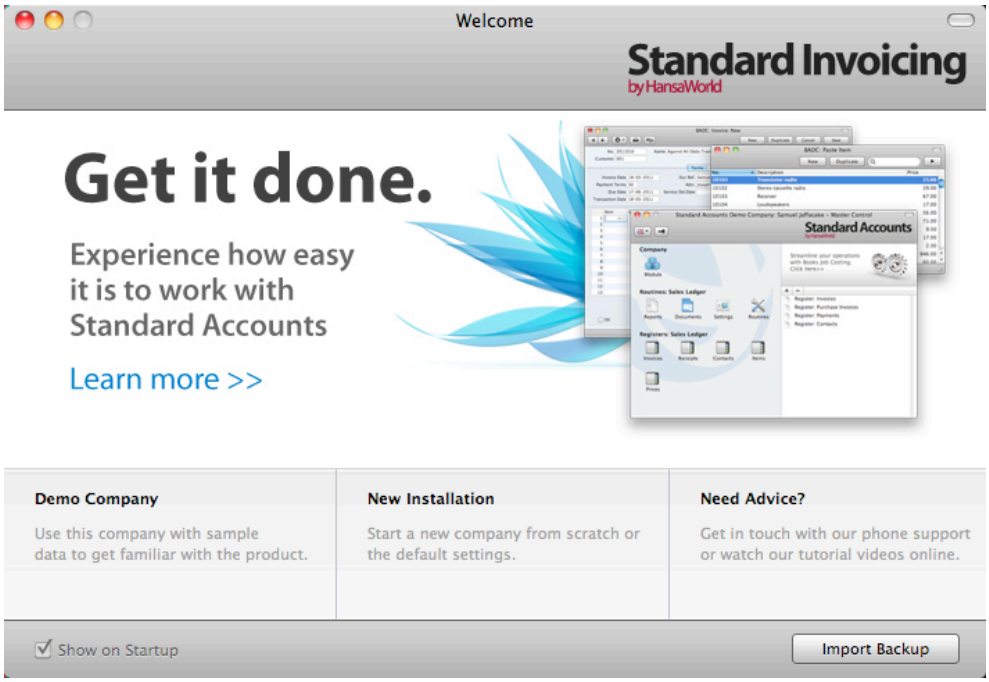
Make sure you have at least 100 Mb available for the Standard Invoicing application, the associated files and for the data file that will be created the first time you launch the application.

Installation

To install Standard Invoicing, follow these steps—

1. Locate and purchase Standard Invoicing in the Mac App Store.
2. Standard Invoicing 6.3 UK will be downloaded and installed in your 'Applications' folder automatically.

3. After installation, Standard Invoicing will be launched automatically, and the 'Welcome' window will be opened—



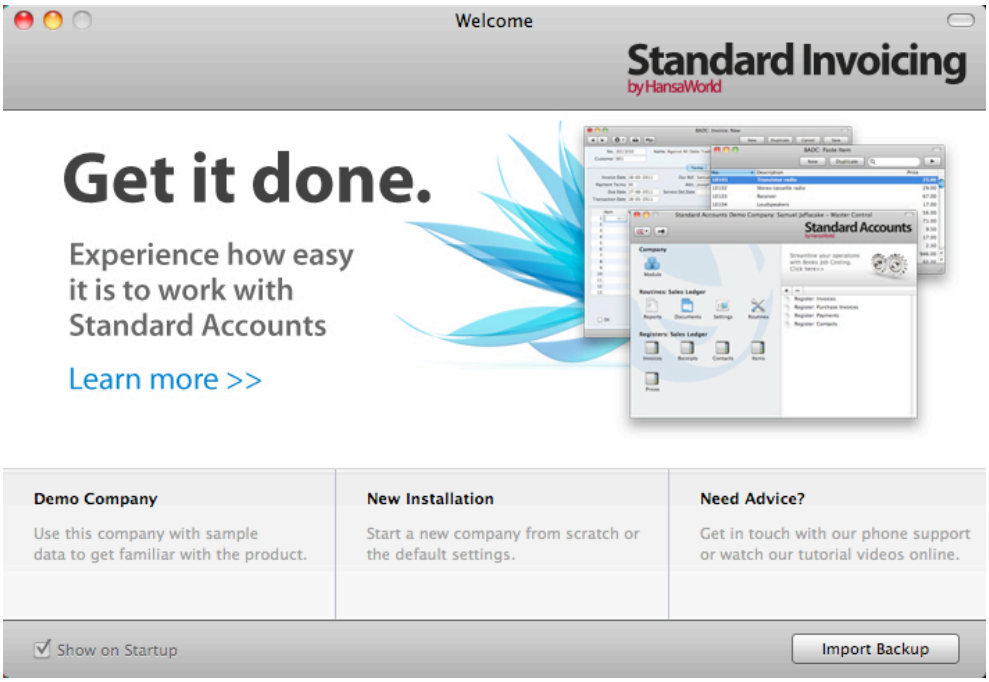
Where to go now?

Please click for more details about—

- Starting Standard Invoicing - Demo Company page 10
- Starting Standard Invoicing - New Installation page 12

Starting Standard Invoicing - Demo Company

1. Start Standard Invoicing by double-clicking the application icon. The first window to appear will ask how you want to use the application—



2. Click one of the buttons as follows—

Demo Company Click this button if you are new to Standard Invoicing and would like to explore the application to see how closely it will satisfy your requirements. This is described in the remainder of this section.

New Installation Click this button if you are starting Standard Invoicing for the first time and you want to create a new database for your own data. This is described in the 'Starting Standard Invoicing - New Installation' section below on page 12.

Import backup Click this button if you have already been using Standard Invoicing and you need to import a back-up file to a new database. This is described in the 'Restoring from a Back-up' section below on page 119.

3. Click the [Demo Company] button. Demonstration data will be imported, and you will be logged in to the demo installation automatically.

   The Master Control panel will appear, as illustrated below on page 14.

Where to go now?

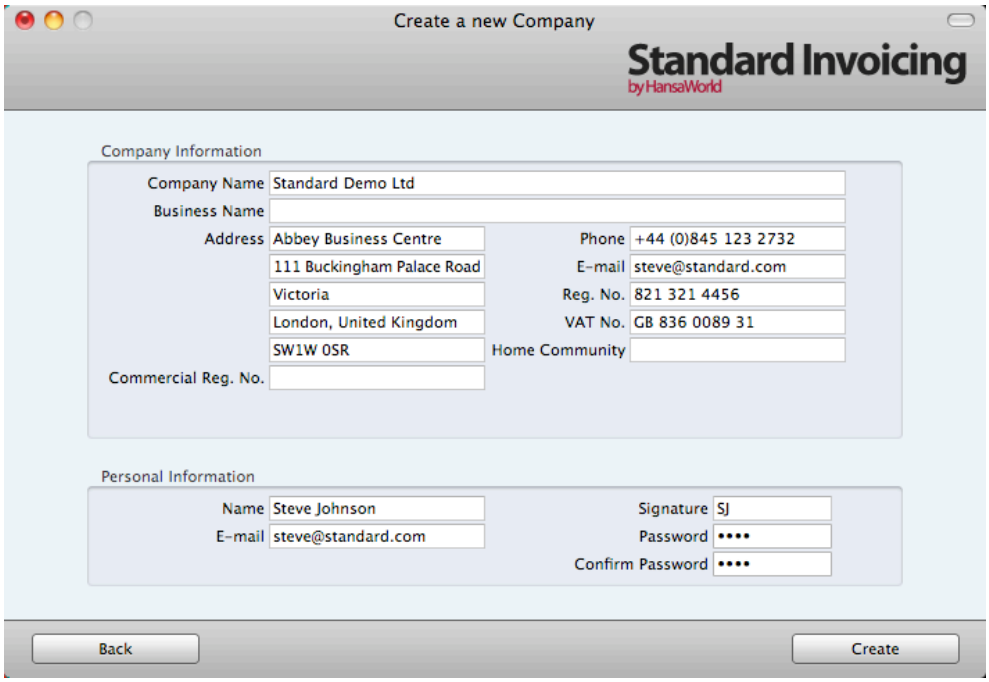
Please click for more details about—

- Master Control panel page 14
- Working with Records page 17
- Attachments and Personal Desktop page 24
- Customers and Contact Persons (other registers follow on subsequent pages) page 28
- Shutting Down page 117

Starting Standard Invoicing - New Installation

1. Start Standard Invoicing by double-clicking the application icon. When the 'Welcome' window appears, click the [New Installation] button.

2. The 'Create a new Company' window will appear—

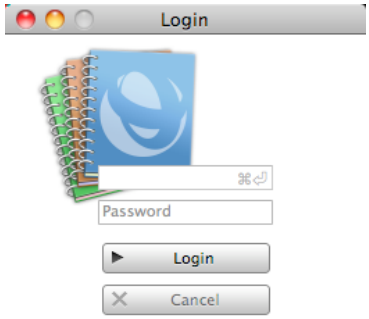


Enter your company details in the upper section. You must enter a Company Name, an e-mail address and a company registration number. The other information is optional, but it is recommended that you enter your address so that it can be printed on Invoices and other documentation.

The information in the lower section will be used to create a User Account for yourself. You must enter your Name and a Signature before you can progress to the next step, but the other information is optional. The Signature is the ID code that you will use to log in to Standard Invoicing.

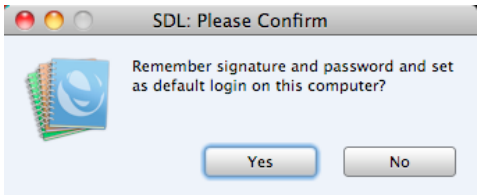
When the window is complete, click the [Create] button in the bottom right-hand corner of the window.

3. The 'Login' window appears—



Enter your Signature (i.e. your log-in ID) and your Password if you specified one and click [Login] (or press the Enter key).

4. If you specified a Password in step 2, you will be asked if you want Standard Invoicing to remember your Signature and Password, so that you do not have to enter them yourself each time you log in.



Bearing in mind that the Password is a security feature, it is recommended that you only click the [Yes] button if you are absolutely sure no-one other than yourself will have access to your computer. Whichever option you choose, you will be able to change it later if necessary.

5. The Master Control panel will appear, as illustrated below on page 14.

6. The 'Welcome' window will continue to appear each time you start Standard Invoicing. You can click [Existing Installation] or [Demo Company], depending on whether you want to work in your own database or try something new in the demo database. When you no longer need the demo database, remove the tick from 'Show on Startup' in the 'Welcome' window. From now on, the 'Welcome' window will no longer appear when you start Standard Invoicing.

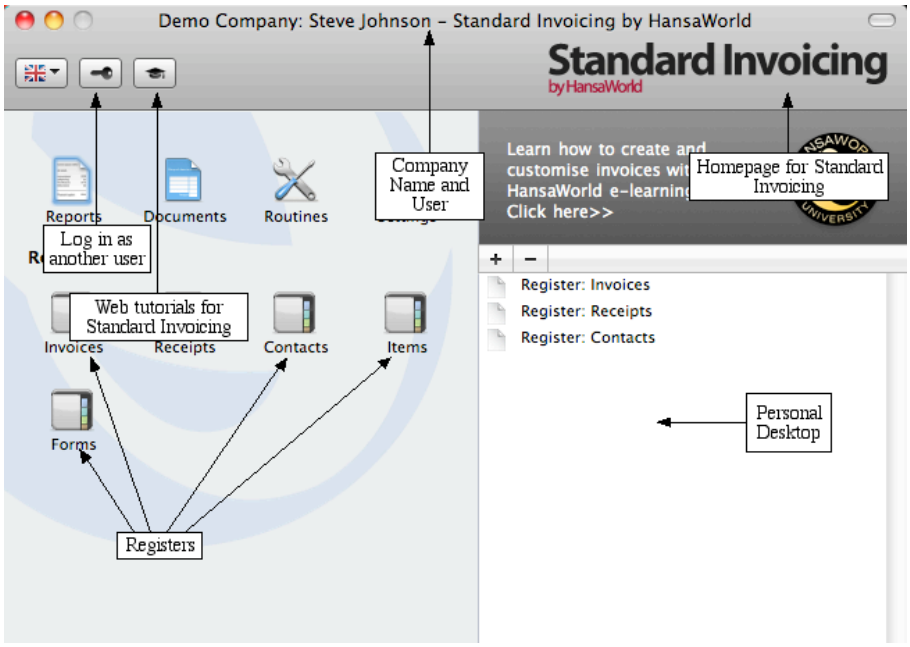
Where to go now?

Please click for more details about—

- Master Control panel page 14
- Configuring a New Database page 15
- Working with Records page 17
- Attachments and Personal Desktop page 24
- Customers and Contact Persons (other registers follow on subsequent pages) page 28
- Shutting Down page 117

Master Control Panel

The Master Control panel is the main tool palette in Standard Invoicing—



You can open the Master Control panel or bring it to the front at any time using the ⌘-M keyboard shortcut.

The tools in the Master Control panel are described in the relevant sections in this manual.

Where to go now?

Please click for more details about—

- Configuring a New Database page 15
- Working with Records page 17
- Attachments and Personal Desktop page 24
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Configuring a New Database

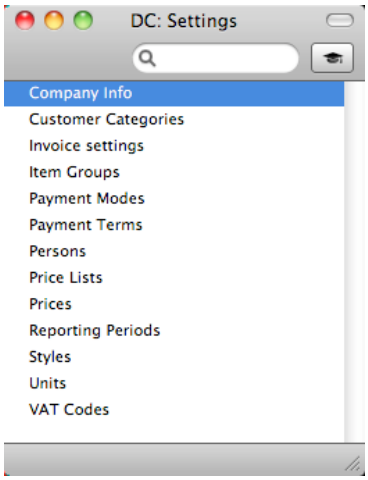
Configuring a new database includes the following tasks—

- Entering Your Company Details page 15

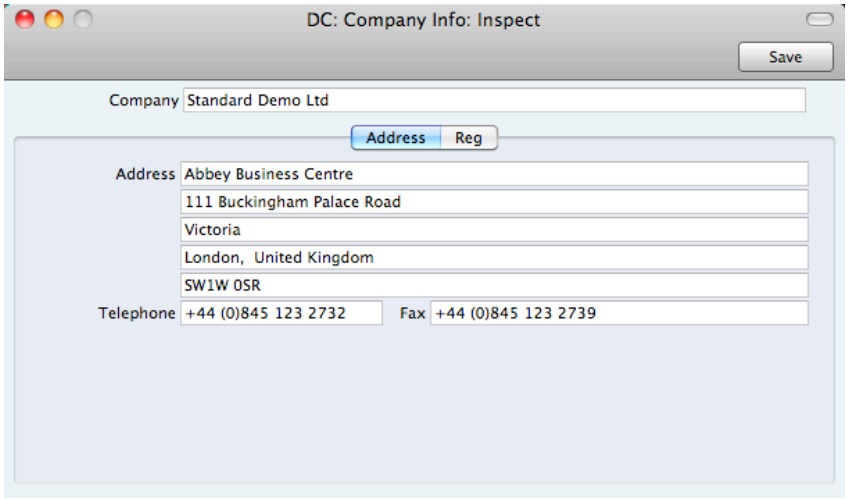
Entering Your Company Details

You should already have entered your company name and other details (step 2 in the 'Starting Standard Invoicing - New Installation' section above on page 12). If the information you entered was incomplete, or you made a mistake, you can update it at any time. You should always ensure this information is complete and up to date, as it will be printed on documents such as Invoices. Follow these steps—

1. Click the [Settings] button in the Master Control panel or use the ⌘-S keyboard shortcut to open the list of Settings.



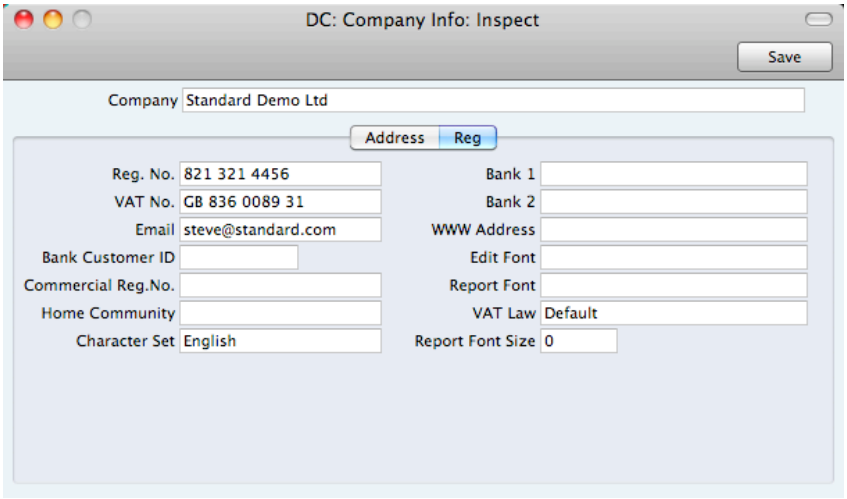
2. Double-click 'Company Info' in the list. The 'Company Info: Inspect' window will appear—



3. Enter your company address and other information as appropriate.

4. Click the button marked “Reg” towards the top centre of the window to see the other important fields in this setting.

Here you can enter your company and VAT registration numbers—



5. Save the details in the Company Info setting by clicking the [Save] button in the top right-hand corner of the window. The window will be closed.

Where to go now?

Please click for more details about—

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Working with Records

Registers

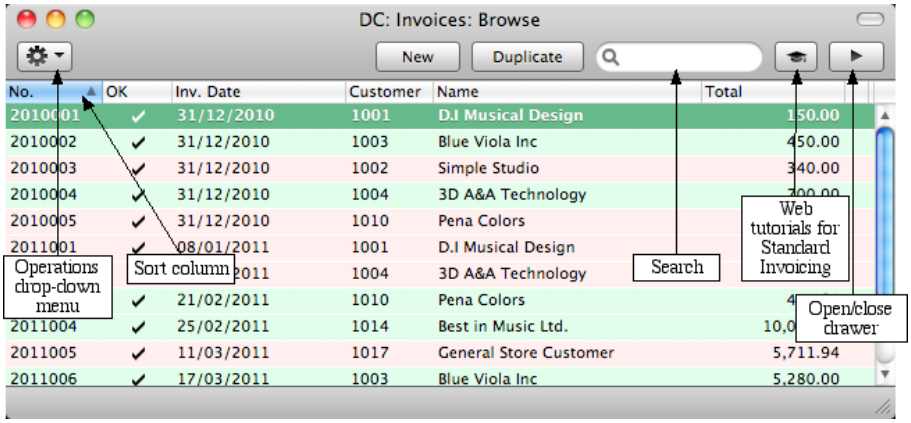
Standard Invoicing contains a number of registers in which information of a particular type is stored. For example, information about Customers is stored in a Contact register, while information about Items is stored in an Item register.

You can open a register using the buttons in the Master Control panel, or using a keyboard shortcut. For example, use ⌘-1 to open the first register (Invoices), ⌘-2 for the second register (Receipts), and so on.

Browse Windows

When you open a register, a browse window will open, listing all the existing records in the register.

For example, if you click the [Invoices] button in the Master Control panel or use the ⌘-1 keyboard shortcut, the window that opens is a browse window, entitled 'Invoices: Browse'. This window lists all the Invoices in the register—



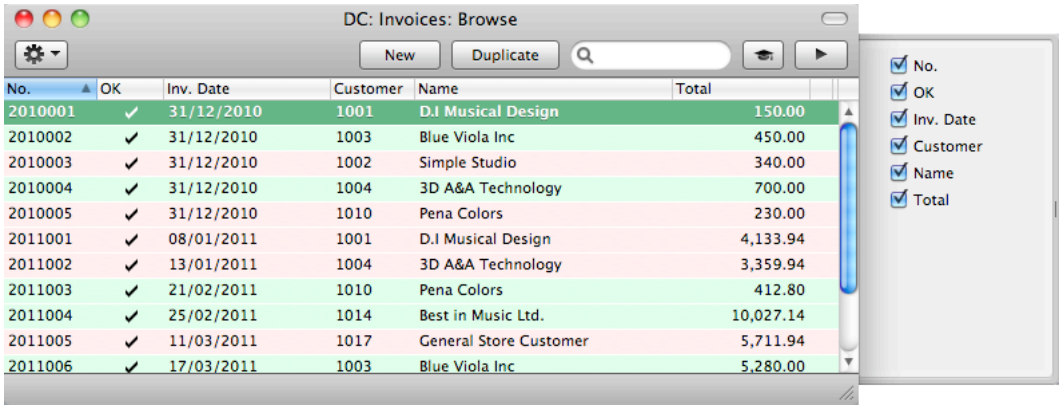
Browse windows offer the following features—

Sorting Click a column heading to sort the list. Click again to reverse the sort. The sort column has a blue heading, and an arrow indicates the sort direction.

Adjusting Columns

Drag the column headings to change the order of the columns.

To remove a column from a browse window, open the drawer by clicking the ▶ button in the top right-hand corner of the window—



Remove the tick from a check box to remove the corresponding column from the browse window.

Saving Window Configurations

If you move or resize a window or change the sort order and you want the change to be remembered, choose 'Save Position' from the Window menu (you can also use the ⌘-Shift-S keyboard shortcut). Use 'Restore Position' to return the window configuration to standard.

Searching

To find a particular record in the list, first sort the list by the column that you want to use for the search. In the illustration above, for example, the list is sorted by No. allowing you to search for an Invoice with a certain Number. Then, type a letter, word, number, or date in the Search field (there is no need to click in the field before typing). Then press the Enter key.

Many browse windows include an Operations drop-down menu. Highlight one or more records in the list (hold down the Shift key while clicking), then click the button with the image shown on the left to open the menu. When you choose a function from this menu, it will be applied to every highlighted record.

Opening a record

Open a record by double-clicking, or by selecting the line and pressing the Enter key. The record will be opened in a record window.

Duplicating a record

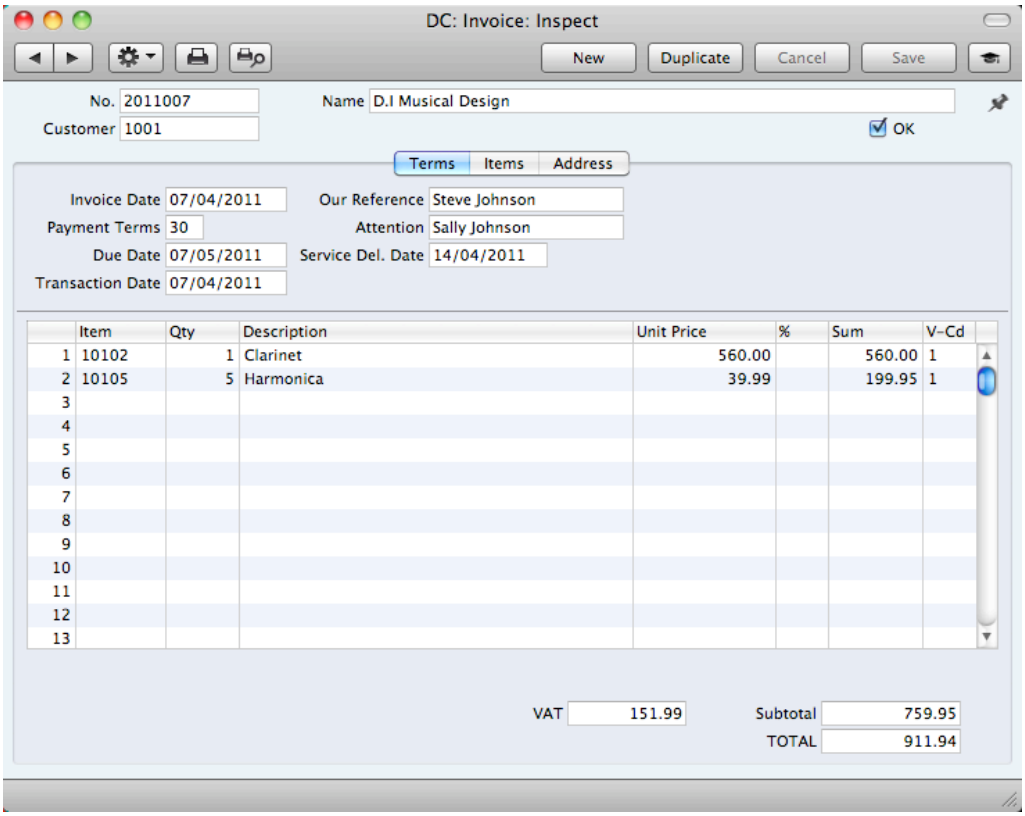
Find the record that you want to duplicate, highlight it and click the [Duplicate] button above the list (or use the ⌘-Y keyboard shortcut). A record window will open, containing the new duplicate record. In many cases, the new record will contain the current date, not the date of the duplicated record.

Creating a new record

Click the [New] button above the list, or use the ⌘-N keyboard shortcut. A record window will open, containing a blank new record.

Record Windows

You will use record windows to enter, view and edit individual records. All data entry will be made in windows of this type. Shown below is an Invoice in a record window—



Use the Return, Tab or arrow keys to move from field to field. You can also use the mouse to click directly in a field. Some record windows, such as the one in the illustration, are divided into two sections: the top half shows details of the parent record (in this case, an Invoice) and the lower half contains the individual items (or rows) that are listed on that Invoice.

Sometimes a record window contains more information than can be shown on screen at once. If this is the case, there will be a series of tabs (marked 'Terms', 'Items' and 'Address' in the example of the Invoice illustrated above) that you can click to see more pages of information about the parent record.

The window title will contain the name of the register and will also show the status of the record, as follows—

New The window contains a new record that has not yet been saved.

Inspect The window contains a record that has been saved.

Update The window contains a saved record, and a change has been made to that record that has not yet been saved.

Deleting The window contains a record that is in the process of being deleted.

Record windows offer the following features—

Keyboard shortcuts: ⌘-- and ⌘-+

These are the [Previous Record] (on the left) and [Next Record] buttons.

Use these buttons to move from record to record. Everything you may have changed in the record you are leaving will be saved.

Keyboard shortcut: ⌘-P

Click this Printer icon to print the current record. Please refer to page 84 for details.

Keyboard shortcut: ⌘-Shift-P

Clicking the Preview icon will cause the current record to be printed to screen in a new window. This will allow you to see what it will look like when you print it on a printer by clicking the Printer icon immediately to the left.

Many record windows have an Operations drop-down menu, marked with this icon. This contains various functions that you can apply to the record currently shown in the window. For example, when looking at an Invoice, use the Operations menu to view its payment history or create a Credit Note.

[New] Keyboard shortcut: ⌘-N

Click this button to save the current record and to close it. A new blank record will then be opened for data entry.

[Duplicate] Keyboard shortcut: ⌘-Y

Click this button to save the current record and to create a copy of it. The original record will be closed and the new copy opened. In many cases, the new record will contain the current date, not the date of the copied record.

[Cancel] If you have not saved the current record (i.e. the window title is 'New'), click this button to cancel the data entry process and to close the record window. The record will not be saved. If you have previously saved the current record (i.e. the window title is 'Update'), click this button to discard all changes made since it was last saved. In this case, the record window will not be closed.

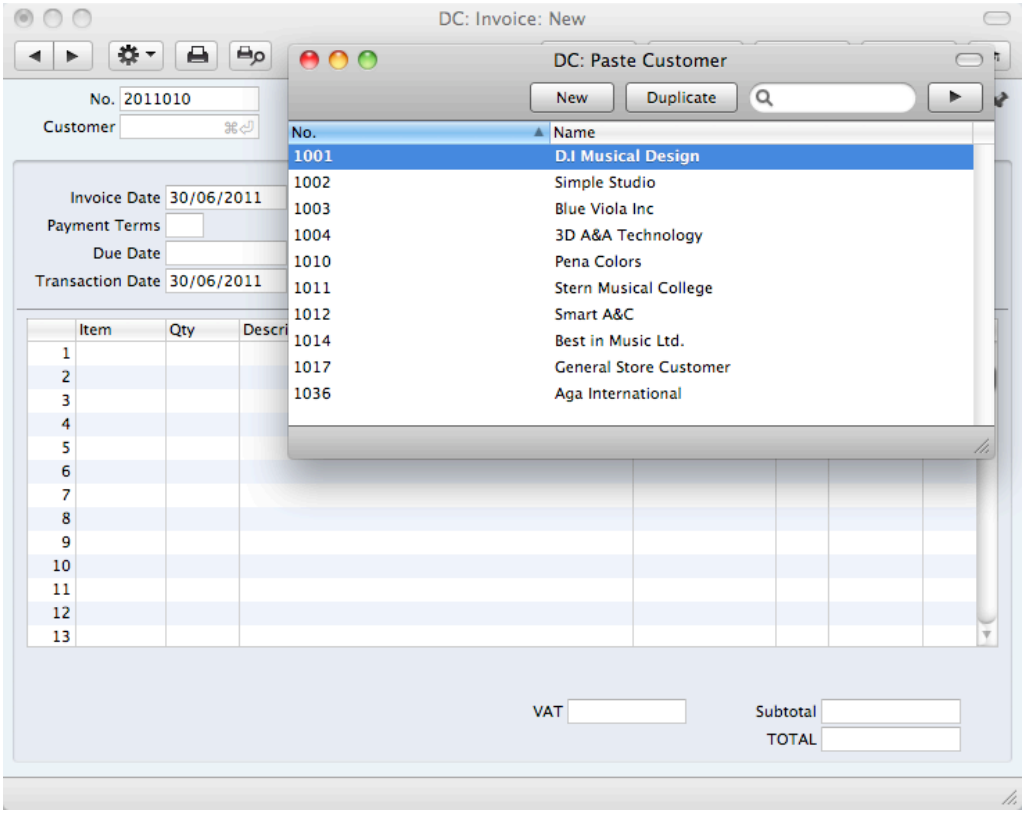
[Save] Keyboard shortcut: Shift-Enter

This button saves all changes to the current record but does not close it.

Click this button to connect to the Standard Invoicing website, where you can see a short tutorial demonstrating how to use the register you are looking at.

Paste Special

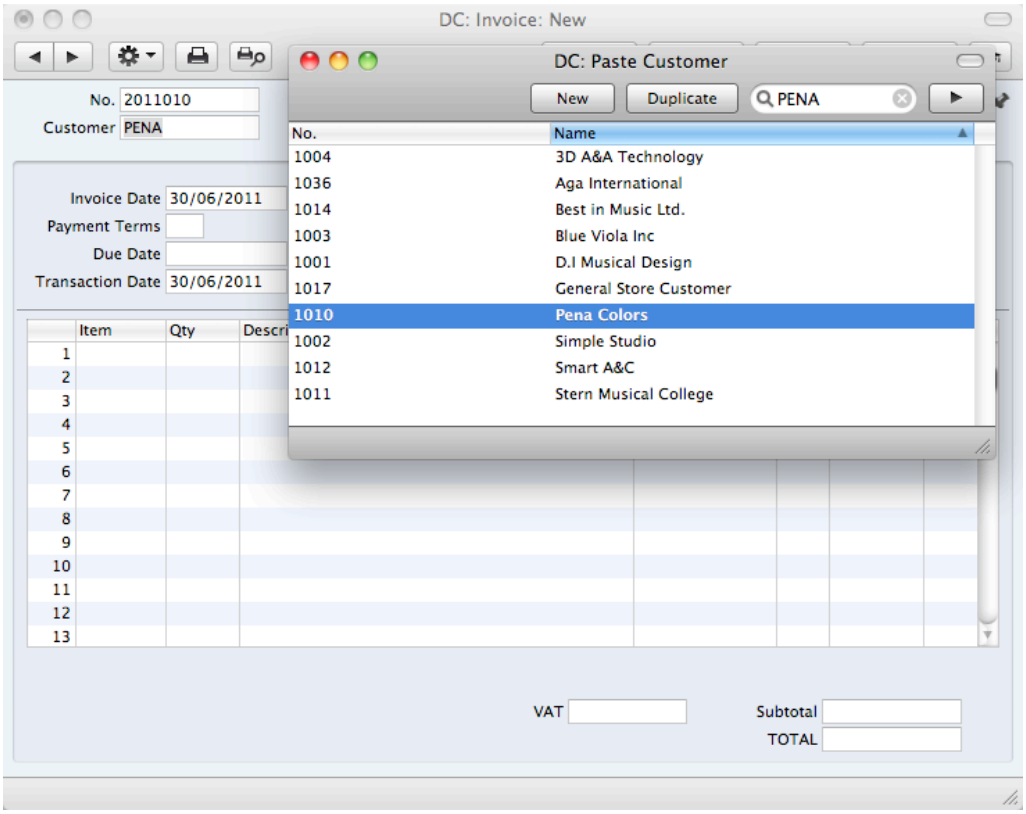
You can use the 'Paste Special' feature in many fields to bring information in to a record from another register or setting. For example, when you enter an Invoice, you can use 'Paste Special' to choose a Customer or Payment Term. The following example shows pasting a Customer Number into an Invoice—



Place the insertion point in the Customer field and press the ⌘-Enter key combination. A new window will open, showing the contents of the register or setting from which you can select a record (in this case, the window will list Customers in the Contact register). This window is similar to a browse window in its behaviour, so you can sort and search as previously described. Select the Customer you want by double-clicking or by highlighting and pressing Enter. The Customer Number and other details are transferred to the Invoice.

When you move the insertion point into an empty field where you can use the 'Paste Special' feature, you will see the following image in the field—

You can make the 'Paste Special' feature more powerful by saving the sort order of the 'Paste Special' list. For example, whenever you need to choose a Customer, you will probably know its Name but not its Number. The first time you use the 'Paste Special' feature to choose a Customer, sort the list by Name and then select 'Save Position' from the Window menu. From now on, the list will be sorted by Name when it opens. Now you can type the first few characters of the Customer Name in a Customer field and then press ⌘-Enter. When the 'Paste Special' list opens, the highlighted Customer will be the first one to match the typed characters. If this is the correct one, all you need do is press the Enter key and carry on typing without interruption. In the example shown below, we typed "pena" into the Customer field in an Invoice and then pressed ⌘-Enter. The 'Paste Special' list opens, with the first Customer whose name begins with "pena" highlighted.



If the record you are looking for does not exist and so is not shown in the 'Paste Special' list, you can often enter it on the fly. In the 'Paste Special' window, press ⌘-N, or click the [New] or [Duplicate] buttons as appropriate (or use the relevant keyboard shortcuts, ⌘-N and ⌘-Y respectively). A new Customer screen (in this example) is shown. Enter the new Customer, click [Save] and the new record is saved. At the same time, the Customer Number is entered in the Invoice.

If you realise that your information about the linked record (in this case, the Customer) is out of date (they might have changed their address or telephone number, for example), highlight the Customer in the 'Paste Special' window and press ⌘-Shift-V. The Customer record will be opened, allowing you to make the necessary changes. You can also do this if you have already entered the Customer Number in the Invoice. With the insertion point in the Customer Number field, press ⌘-Shift-V. This feature is available from most fields with a 'Paste Special' link.

You can also drag and drop records from a browse window or 'Paste Special' list onto a record window. For example, you can drag a Customer Number from the 'Contacts: Browse' or the 'Paste Customer' window into an Invoice. When a record contains a list (e.g. the list of Items in an Invoice), you can open the 'Items: Browse' or the 'Paste Item' window and select a range of Items by clicking while holding down the Shift key. Then, drag them to the Item field in the first empty row in the list. All selected Items will be added to the list.

You can also use 'Paste Special' when you are in a date field to choose a date from a calendar.

Deleting Records

To delete a record, open it in a record window and select ‘Delete’ from the Record menu.

You cannot delete a record that is used by other transactions, such as an Item that you have used in an Invoice.

You cannot undo the deletion of a record.

Attachments and Personal Desktop

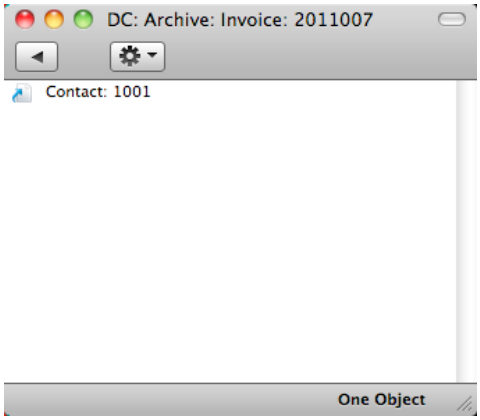
Attachments

You can connect files, notes or other records to any record in Standard Invoicing. These connected objects are known as “Attachments”.

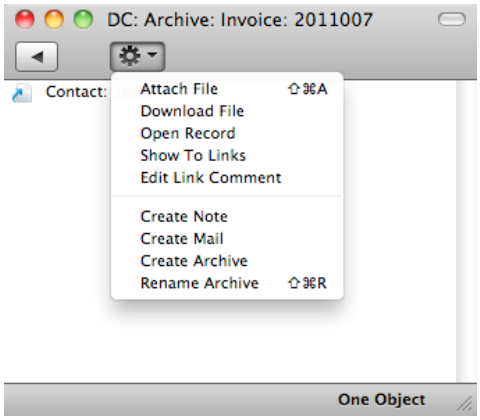
All record windows contain an [Attachments] button in the top right-hand corner—

If a record has at least one Attachment, the button has a different icon—

Click this button to work with Attachments. A list of objects currently attached to the record is opened—



This list has its own Operations drop-down menu, which contains the functions necessary to attach, view and remove Attachments—



You must save a record at least once before you can add any Attachments.

You can attach the following items to records of all kinds—

Files Open the list of attachments and choose 'Attach File' from the Operations menu. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Notes Open the list of attachments and choose 'Create Note' from the Operations menu. A window will open, where you can type in your note and enter a Comment (the text that will identify the note in the list of Attachments).

Records You can attach a record to another record by dragging it from its browse window onto the [Attachments] button of the other record. If the record is already open, drag its [Attachments] button onto the [Attachments] button of the other record.

Reports To attach a report to a record, first print the report to screen. The Button Bar of the report window contains an [Attachments] button: drag this to the [Attachments] button of the record.

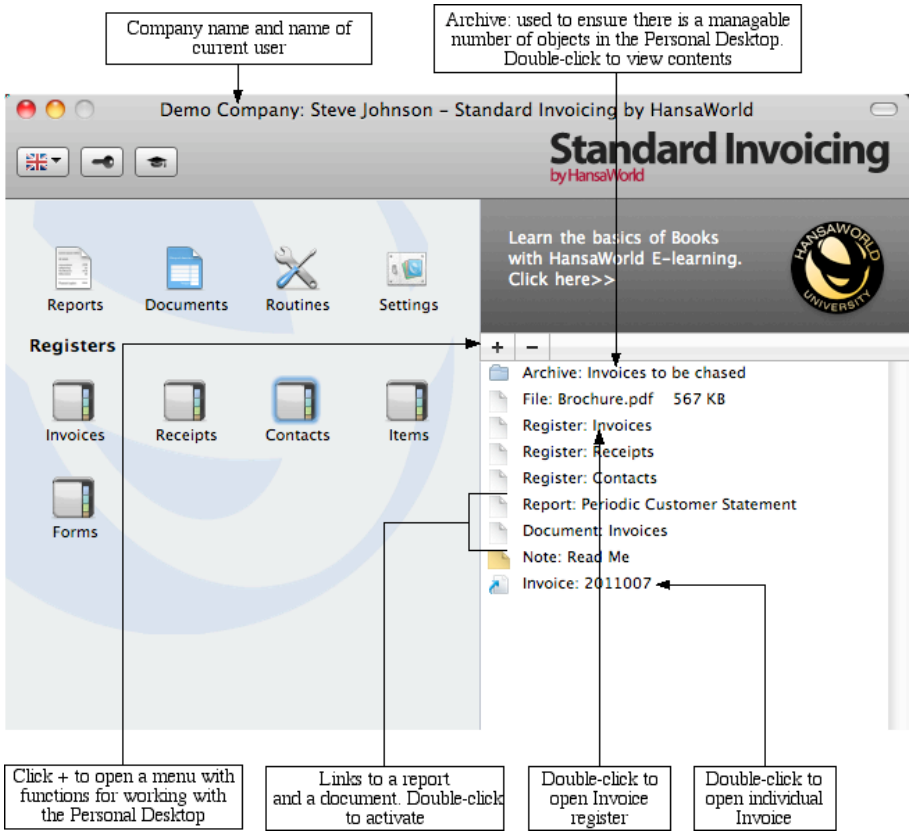
To open or read an Attachment, double-click it in the list of Attachments or select 'Open Record' from the Operations menu. If the Attachment is a file, double-clicking it to save it to your hard disk or use 'Open Record' to open it in the relevant application.

If a record has many Attachments, you can organise them using Archives. Open the list of Attachments and select 'Create Archive' from the Operations menu. The 'Create Archive' window opens, where you can give the new Archive a name. When you click the [Save] button, the new Archive will appear at the top of the list of Attachments: move the Attachments into the Archive by dragging and dropping onto it. To open the Archive, double-click it. To go back to the top-level list of Attachments, click the button with the arrow icon—

To remove an Attachment of any kind from a record or Archive, highlight it in the list of Attachments and either select 'Clear' from the Edit menu or press the Backspace key on your keyboard.

Personal Desktop

As well as being able to connect files, notes or records to any record in Standard Invoicing (as described immediately above), you can also attach them to your Master Control panel. They will be listed in the area on the right of the Master Control panel, known as the "Personal Desktop". You can also place important reports, documents, settings and registers in the Personal Desktop. You can therefore configure your Personal Desktop so that it gives you immediate access to the areas of Standard Invoicing that are most important to you (i.e. removing the need to find reports, documents and settings in list windows and records in browse windows). The Personal Desktop is therefore similar to a list of Bookmarks in a browser.



When you click the [+] button immediately above the Personal Desktop, a drop-down menu will appear, containing various functions that you can use when working with the Personal Desktop, as illustrated below—

You can place the following items in your Personal Desktop—

Registers Drag registers from the Master Control panel to the Personal Desktop.

Settings, reports, documents, import and export functions

Open the appropriate list window (e.g. the 'Reports' list or the 'Documents' list) and then drag an item from the list to the Personal Desktop.

Files Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Attach File'. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Web Links You can place links to web pages in your Personal Desktop. Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Web Link'. A window will open where you can specify a name for the link and the URL (web address). You should also choose "Inline" or "External" in the Open field, using 'Paste Special'. If you choose "Inline", the web page will be opened in a new window inside Standard Invoicing when you double-click the web link. If you enter "External", the web page will be opened in your default browser.

To remove an item from your Personal Desktop, click on it and click the [-] button above the Personal Desktop. You can also choose 'Clear' from the Edit menu, or press the Backspace key on your keyboard.

The contents of your Personal Desktop cannot be viewed by another user. So, if someone else logs in to your Standard Invoicing database using the [Login] button in the Master Control panel, your Personal Desktop will disappear, to be replaced with theirs.

When you create the first User Account in a new database, the Personal Desktop will be activated for that User automatically. If you add extra Users to the Persons setting, you will need to activate the Personal Desktop for those Users yourself. Use the 'Activate Personal Desktop' function on the Operations menu of the 'Persons: Browse' window.

Customers and Contact Persons

Introduction

Information about your Customers, Contact Persons and all other companies and individuals with whom you have some contact is stored in the Contact register.

Throughout this manual, the term “Customer” is used to refer to records in the Contact register. Those records do not necessarily represent firms that have purchased goods or services from your business, and in fact can represent any company that is a potential customer. As soon as contact is established between your business and a potential client, you should record their details in the Contact register. Mark the record as a Customer using the check box in the header. This check box will allow you to use the record in sales transactions.

The term “Contact Person” is used in this manual when referring to an individual person: this may be a private individual or someone who works for a Customer. In the latter case, you will have separate records in the Contact register for the Customer and for the individual Contact Person.

The term “Contact” is used in this manual when referring to any record in the Contact register. A Contact can therefore be a Customer or a Contact Person.

You can group Customers of a similar type together using Customer Categories. You will often be able to report on the Customers belonging to a particular Category. Before entering Customers, therefore, it is recommended that you enter some Customer Categories. Customer Categories are described below on page 76.

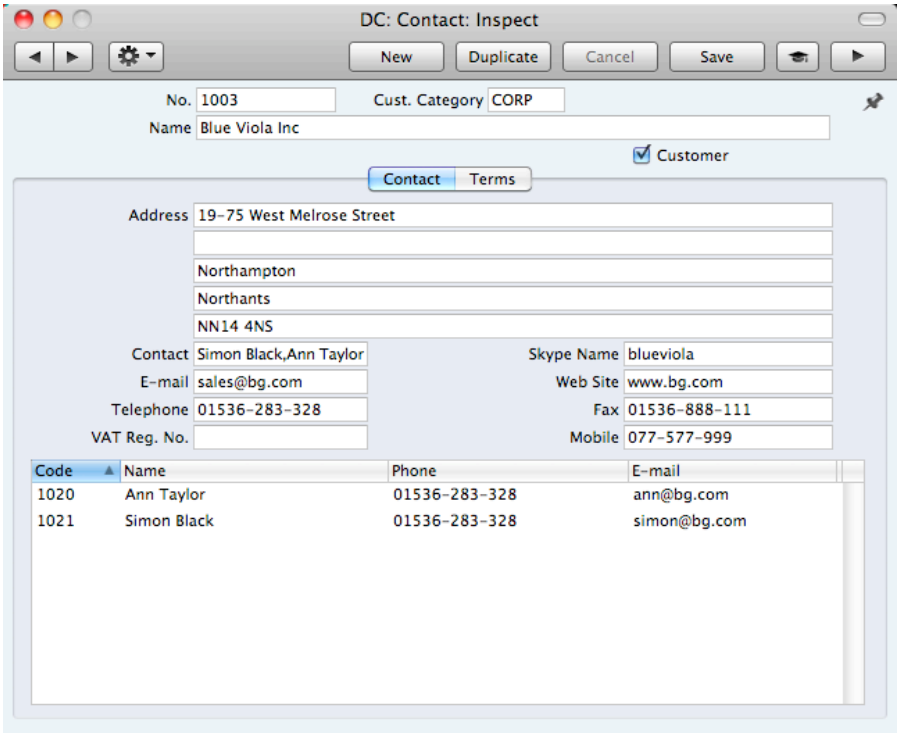
Before working with Contacts, you should also look at the following settings—

Payment Terms page 79

Price Lists and Prices page 43

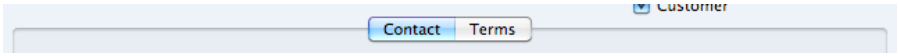
Entering a New Contact

To work with Contacts, open the Contact register by clicking the [Contacts] button in the Master Control panel or using the ⌘-3 keyboard shortcut. The ‘Contacts: Browse’ window is opened, showing a list of Contacts already entered. To create a new Contact, click the [New] button above the list or use the ⌘-N keyboard shortcut. Alternatively, highlight a Contact similar to the one you want to enter and click [Duplicate] (or use ⌘-Y).



The 'Contact: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Contact record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

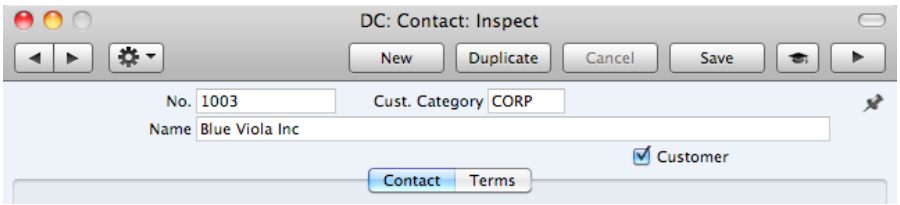
Since the amount of information stored about each company will not fit in a single window, the 'Contact: New' window is divided into two cards. At the top of each is the header. This contains the Contact Number and Name, the Customer Category, and the Customer check box. There are two named buttons ('tabs') in the header.



By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Contact you are working with.

The Contact window contains the following fields and check boxes—

Header



No.

Enter the unique code you are assigning to the Contact: this is the means by which this Contact will be identified elsewhere in Standard Invoicing. The field holds up to 20 letters and/or numbers. A default will be offered, based on the Contact Number of the previous record entered.

Once you have saved the record, you cannot change the Contact Number.

Cust. Category **Paste Special** Customer Categories setting

If the company is a Customer, you can assign it to a Customer Category.

Customer Categories enable you to classify similar Customers together. Several reports allow you to list Customers belonging to a particular Category.

Name Enter the Name of the Contact.

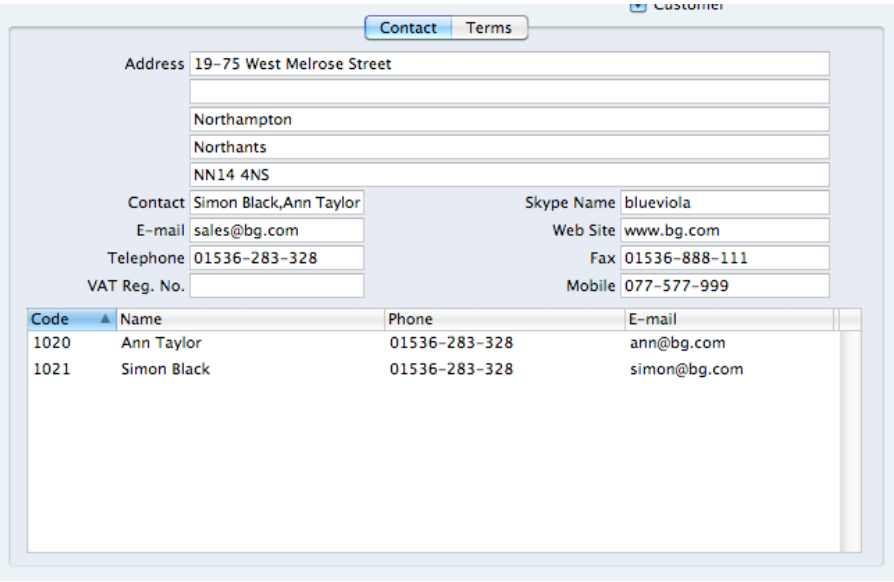
Customer Mark the Contact as a Customer if appropriate, using the check box at the top of the window. If the Contact is a Contact Person who works for a Customer company, do not check this box unless the Contact Person is also a Customer in a private capacity.

Marking the Contact as a Customer does not necessarily mean it has purchased goods or services from your business: the company can also be a potential customer.

You must mark a Contact as a Customer if you want to be able to use it in Sales Invoices and Receipts. Once you have marked a company as a Customer and you have issued at least one Sales Invoice to that company, you will not be able to remove the check from the Customer box.

Throughout this manual (including in the index), the term "Customer" has been used when referring to Contacts marked as Customers.

Contact Card



Address Enter here the address to which Invoices, statements and Payments are to be sent.

Contact **Paste Special** Contact Persons in Contact register

Used as default in Sales Invoices

If the Contact is a company or organisation (i.e. not an individual person), enter here the name of your most important Contact Person working there. This person is

your "Primary Contact". If you need to add the names of more Contact Persons who work for the company, use the 'Create Contact' function on the Operations menu.

If you specify the Contact in a Sales Invoice as the Customer, its Primary Contact will be copied to the Attention field in that Invoice. You can of course change to another Contact Person in that Attention field. The 'Paste Special' list from that field will only contain Contact Persons that work for the Customer.

Please refer to the 'Contact Persons' section below on page 32 for more details.

Telephone, Mobile, Fax, E-mail, Skype Name

Enter the Contact's main telephone, cell phone and fax numbers, email address and Skype name here.

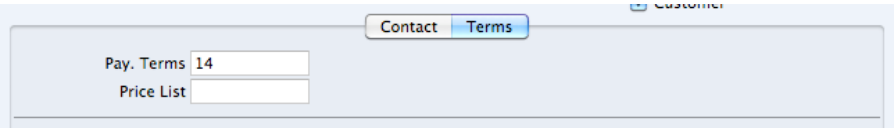
Web Site If the Contact has a website, enter its address (URL) here.

VAT Reg No. Record the Contact's VAT Registration Number here.

When you save the record, there will be a check that you have not already used the VAT Registration Number in another Contact record. If you have, you will be warned, but you will still be able to save the record. The warning will contain the Contact Number of the other company.

At the bottom of the 'Contact' card, there is a grid. If the Contact is a Customer, this grid will list the Contact Persons working for them. Please refer to the 'Contact Persons' section below on page 32 for full details.

Terms Card



Pay. Terms **Paste Special** Payment Terms setting

Used as default in Sales Invoices

If the Contact is a Customer, use the Pay. Terms field to specify the Payment Terms that your company offers them. These Terms will be copied to Invoices, where they will ensure that the Due Dates are calculated correctly.

Price List **Paste Special** Price Lists setting

Used as default in Invoices

If the Contact is a Customer and you wish to assign a particular Price List to them, you can do so here. This Price List will determine the default prices in Sales Invoices made out to the Customer.

Please refer to the 'Price Lists and Prices' section below on page 43 for full details about how to use this feature.

Editing a Contact

To edit a Contact, first open the Contact register by clicking the [Contacts] button in the Master Control panel.

The 'Contacts: Browse' window opens, listing the Contacts in Contact Number order. Change the sort order by clicking on one of the column headings: the blue heading shows the current sort order.

To search for a specific Contact, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Return. For example, to search for a particular Contact Name, sort by Name before entering a Contact Name (or its first few characters) in the Search field.

To modify a Contact record, double-click on the line in the browse window. The Contact record will be opened in a window entitled 'Contact: Inspect'. The fields in this window are the same as those in the 'Contact: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit a Contact from another register. For example, when entering an Invoice, you might realise that your information about the Customer is out of date (they might have changed their address or telephone number, for example). Place the insertion point in the Customer field in the Invoice and press ⌘-Shift-V. The Contact record for the Customer opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Customer for the Invoice.

Deleting a Contact

1. Find the Contact you want to delete in the 'Contacts: Browse' window, using the Search feature described in the previous section.
2. Double-click the Contact record to open it.
3. Select 'Delete' from the Record menu. The Contact will be deleted.

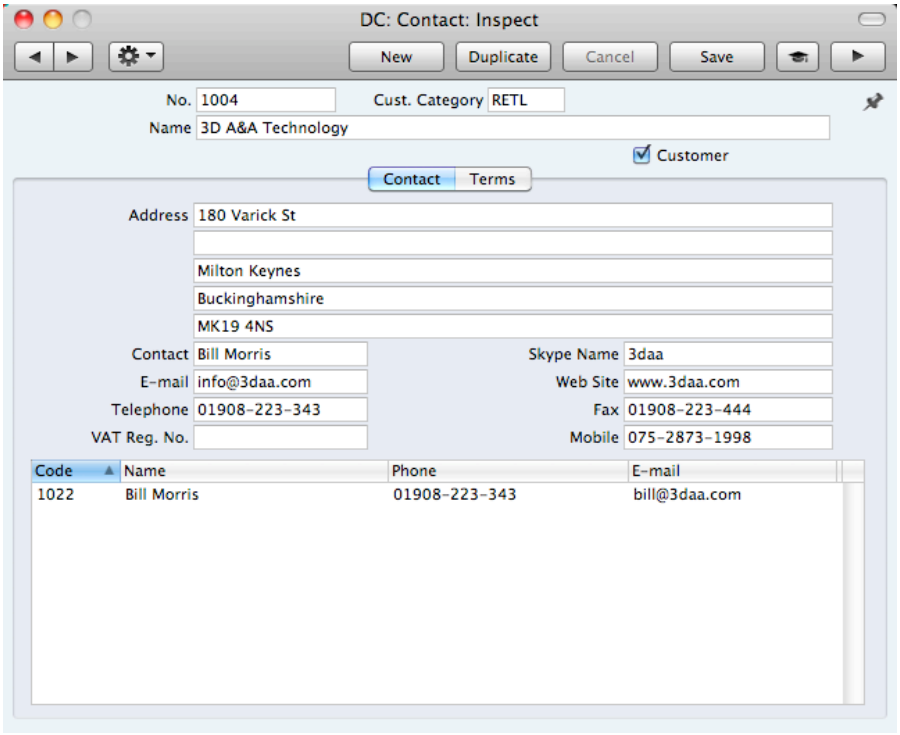
   You cannot delete a Contact if you have used it in an Invoice.

You cannot undo the deletion of a Contact record.

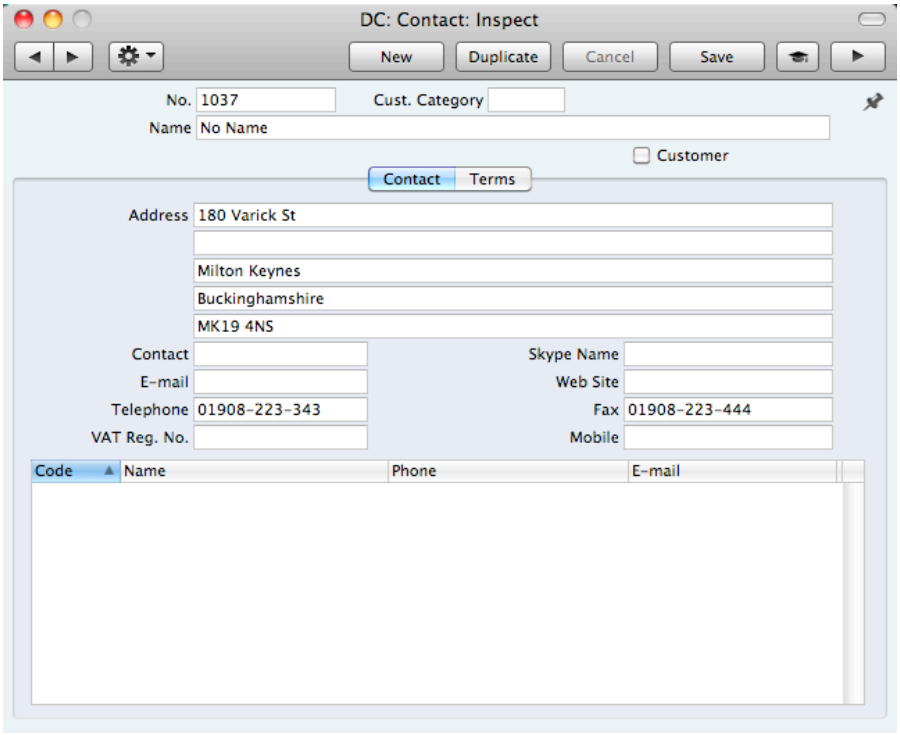
Contact Persons

As described above, Customers and Contact Persons are both stored in the Contact register. In this section, we describe linking Contact Persons to the company they work for.

1. The first step is to enter a Contact record representing the company. Mark the company as a Customer. Ensure you save this record before moving to step 2.

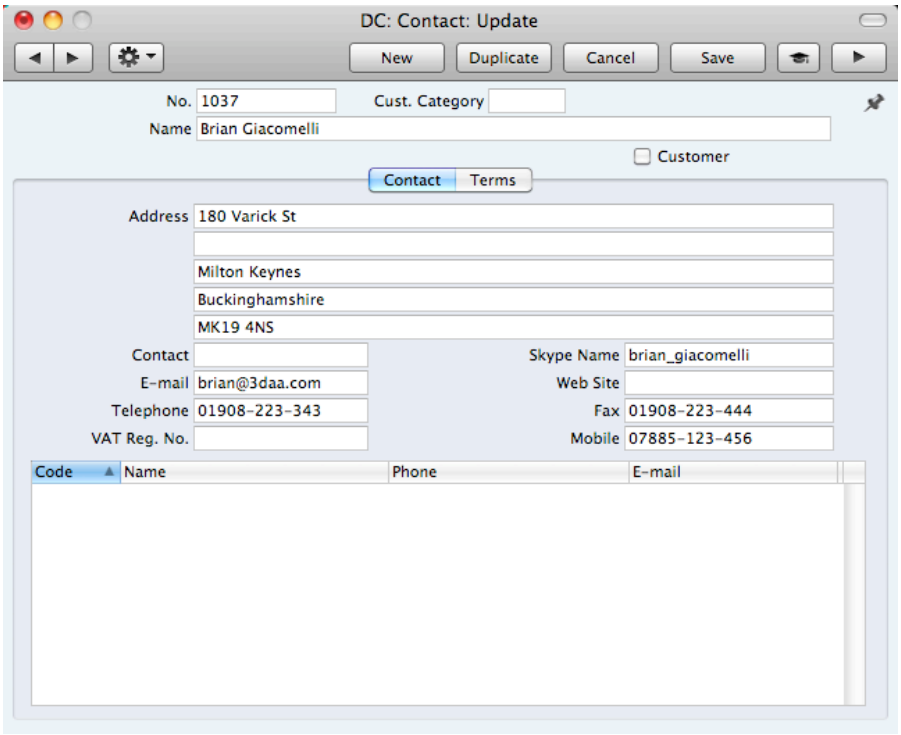


2. The next step is to enter a Contact record representing a person working for the company (i.e. a Contact Person). Choose 'Create Contact' from the Operations menu. A new record will be created in the Contact register and will be opened in a new window entitled 'Contact: Inspect'. This means the record has already been saved and is being opened to allow you to enter the Contact Person's name and contact details if these are different to those of the parent company—

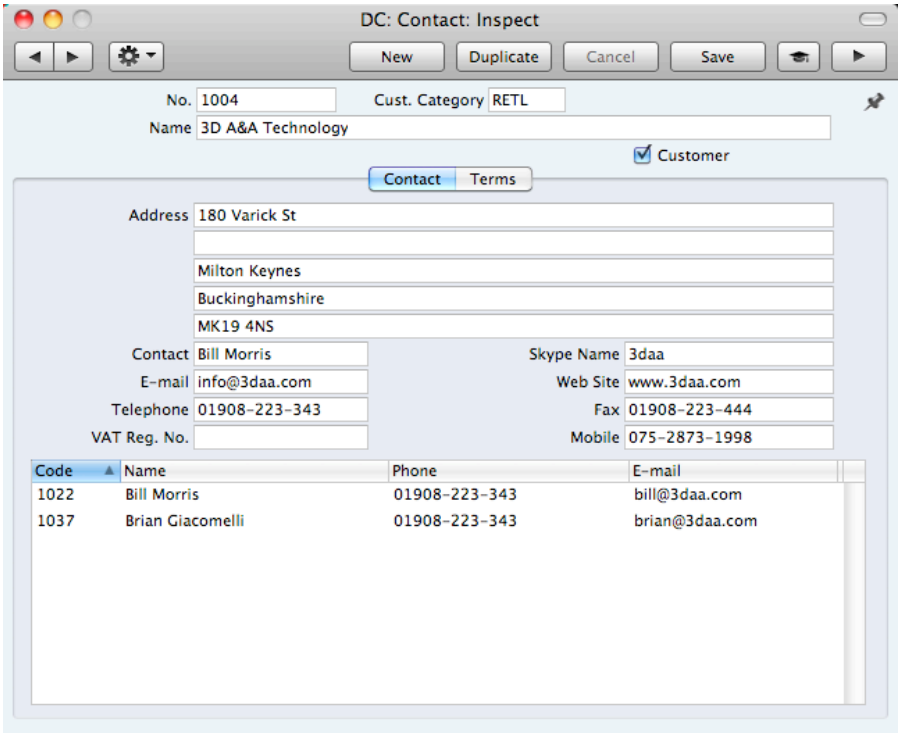


The address details, telephone and fax will be copied from the parent company. Enter the Contact Person's name and appropriate contact information. As the Contact Person works for a company that has been

marked as a Customer, you should not check this box in the Contact Person record.



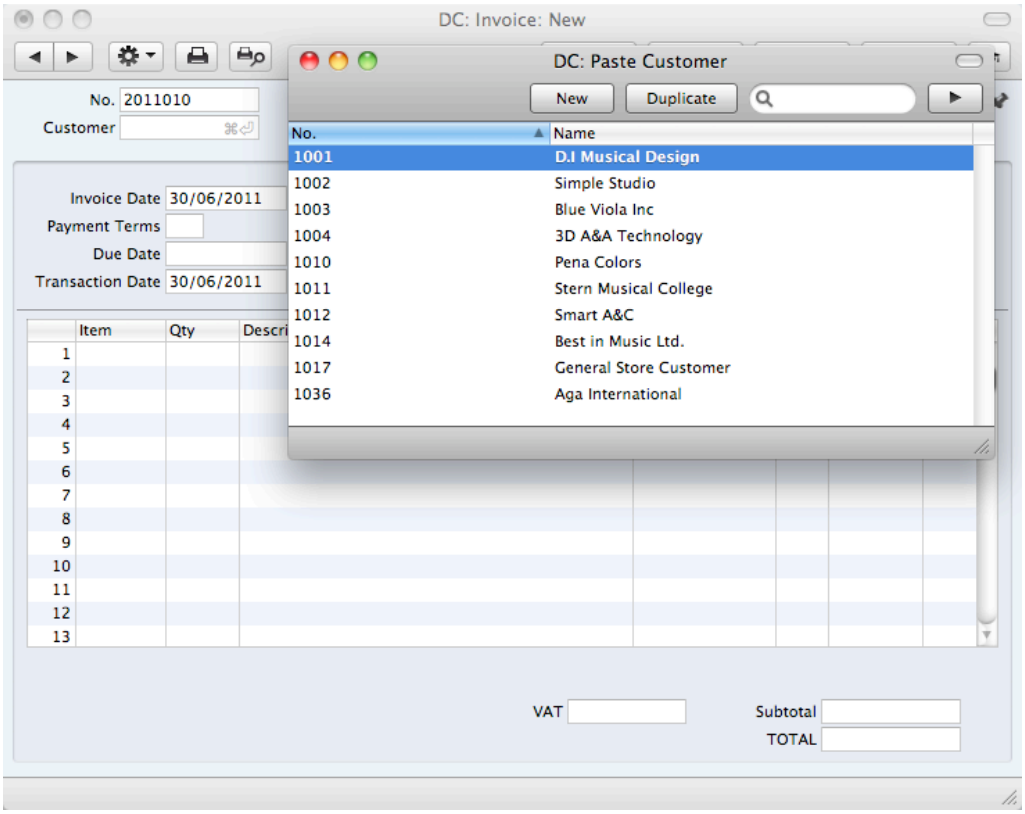
3. Save the Contact Person and close the record by clicking the close box. The Contact Person is now included in the list at the bottom of the 'Contact' card of the parent company's Contact record—



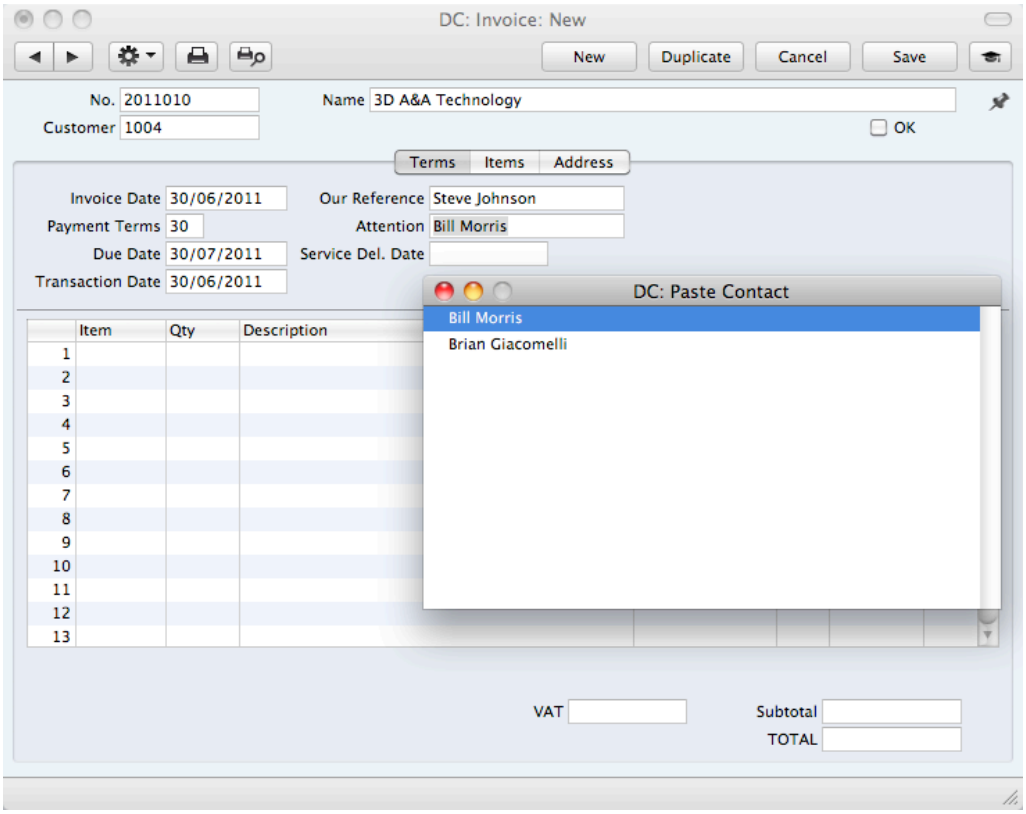
This list will contain all the Contact Persons working for the Customer. As with all lists in Standard Invoicing, you can sort this one by clicking on a column heading. If you need to open the Contact record of a Contact Person, double-click a line in this list.

4. If a Contact Person stops working for a Customer, you should delete the Contact record for the Contact Person.

5. Once you have entered a Customer and all its Contact Persons, you can work with them quickly and easily. For example, when you enter a Sales Invoice, only Customers will be shown in the 'Paste Special' list from the Customer field—

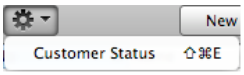


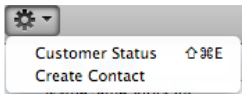
You will be able to choose a Contact Person as well as a Customer. The Primary Contact from the 'Contact' card of the Customer will be brought in as a default. To choose a different Contact Person, activate 'Paste Special' from the Attention field—



This list will only contain Contact Persons that work for the Customer. The Primary Contact from the 'Contact' card of the Customer will be included in the list, but will not be listed twice if you have a separate Contact record for that Person.

Operations Menu





The Operations menus for Contacts are shown above. On the left is the Operations menu for the 'Contacts: Browse' window: highlight a Contact in the list before selecting the function that you need. You can also apply a function to a group of Contacts: highlight the first Contact in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Contact: New' and 'Contact: Inspect' windows.

Customer Status

You can use the 'Customer Status' function with Contacts that are Customers. It prints to screen a Customer Status report, which shows the current account status of the Customer currently on screen or of those Customers highlighted in the browse window.

The report will first show the Customer's Number, Name and telephone number. The five most recently paid Invoices will then be listed, as will all open (unpaid) Invoices.

The Customer Status report has the Standard Invoicing Drill-down feature. You can open Contacts and Invoices from the report by clicking on the Contact Numbers and Names and on Invoice Numbers. Text with the drill-down feature is shown underlined in the report.

The function will have no effect if you try to use it with a Contact that is not marked as a Customer.

Create Contact

Please refer to the 'Contact Persons' section above on page 32 for details about this function.

Items and Pricing

Introduction

Use the Item register to store information about the products and services that you sell.

You can group Items of a similar type together using Item Groups. You will often be able to report on the Items belonging to a particular Item Group. Before entering Items, therefore, it is recommended that you enter some Item Groups. Item Groups are described below on page 78.

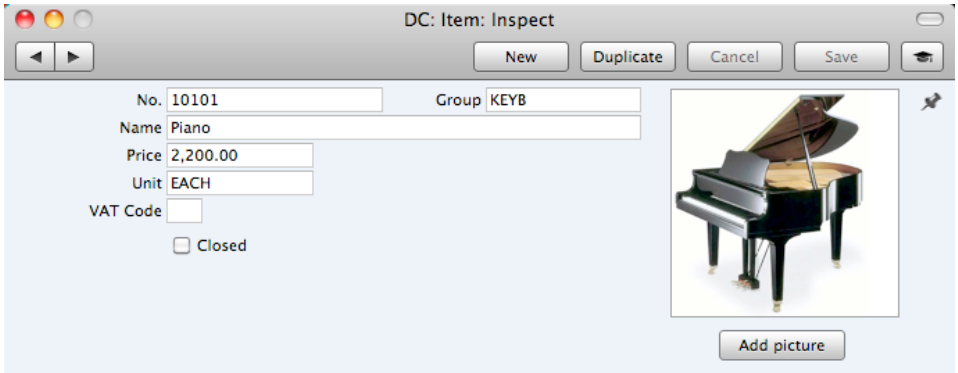
Before working with Items, you should also look at the following settings—

Price Lists and Prices page 43

VAT Codes page 82

Entering an Item

To open the Item register, click the [Items] button in the Master Control panel or use the ⌘-4 keyboard shortcut. The 'Items: Browse' window will be opened, listing of the Items you have already entered. To create a new Item, click the [New] button above the list or use the ⌘-N keyboard shortcut. Alternatively, highlight an Item similar to the one you want to enter and click [Duplicate] (or use ⌘-Y).



The 'Item: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Item record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The Item window contains the following fields—

No. Enter the unique identification code you are assigning to this Item. This is the means by which you will identify the Item when including it in Invoices. The field holds up to 20 characters. Once you have saved the Item record, you will not be able to change the Item Number.

Group **Paste Special** Item Groups setting

Enter the Item Group to which this Item belongs. Item Groups enable you to classify similar Items together.

Name Enter the name or a short description of the Item.

Price **Used as default in** Sales Invoices

Enter the normal sales price for the Item here. The price should include VAT if you have specified in the Invoice Settings setting that prices include VAT.

Unit **Paste Special** Units setting

Specify here the quantity to which the Price refers. In the majority of cases, this will be a single item, but otherwise it might be a pair or a dozen.

VAT Code **Paste Special** VAT Codes setting

The VAT Code will determine the rate at which VAT will be charged whenever you sell the Item. The default VAT Code will be chosen in this order—

1. It will be taken from this field in the Item record.
2. The VAT Code in the Invoice Settings setting will be used.

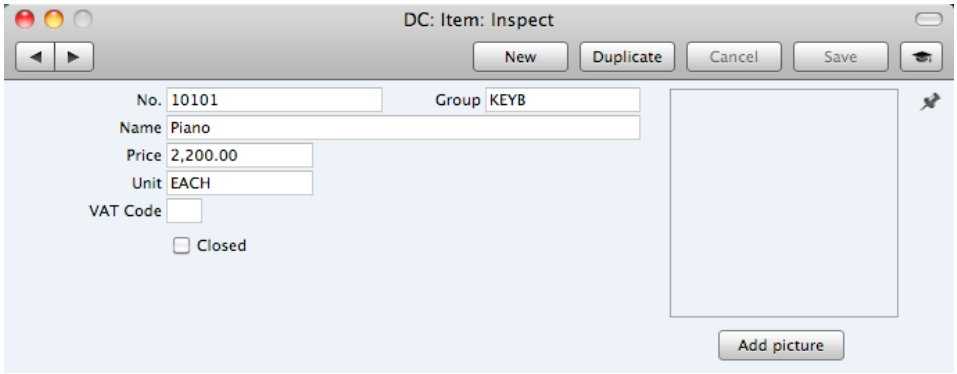
You will be able to override the choice of VAT Code in an individual Invoice row if necessary.

Closed Check this box if the Item is no longer to be used (you cannot delete an Item altogether if you have used it in an Invoice). Closed Items will appear in the 'Items: Browse' window but not in the Items 'Paste Special' list. You will not be able to use a closed Item in Invoices. You can re-open a closed Item at any time.

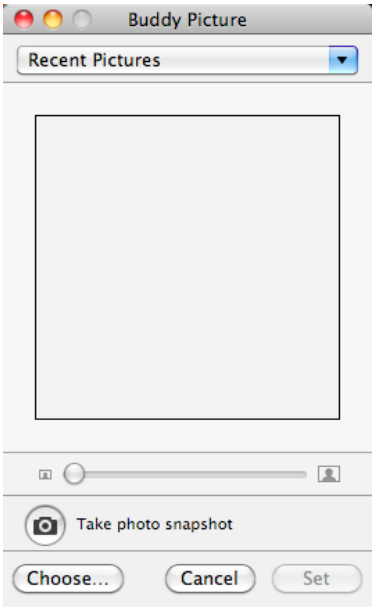
Picture, [Add picture]

You can attach pictures to records in the Item register. Follow these steps—

1. Open the record in question. The record must already have been saved at least once (i.e. the window title must be 'Inspect' or 'Update').



2. Click the [Add picture] button underneath the picture field. The 'Buddy Picture' window opens—



3. If the picture is already on your hard disk, click the [Choose] button to locate it. It must be a .jpg file. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.

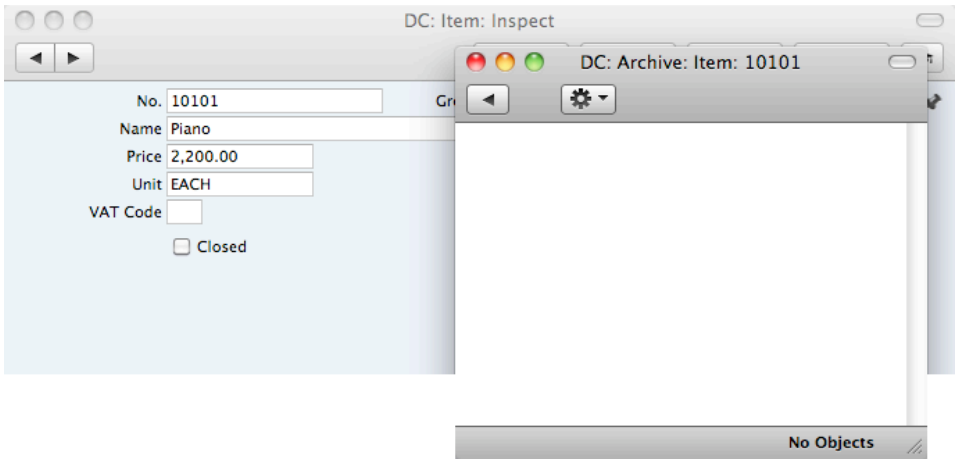
   Alternatively, click the button with the camera icon marked 'Take a video snapshot' to take a photograph of the Item using your computer's camera.

   In both cases you can then scale the picture using the slider and, if the picture is too big, move the picture by dragging so that the part you need is in the centre of the frame (the part outside the frame will be cropped).

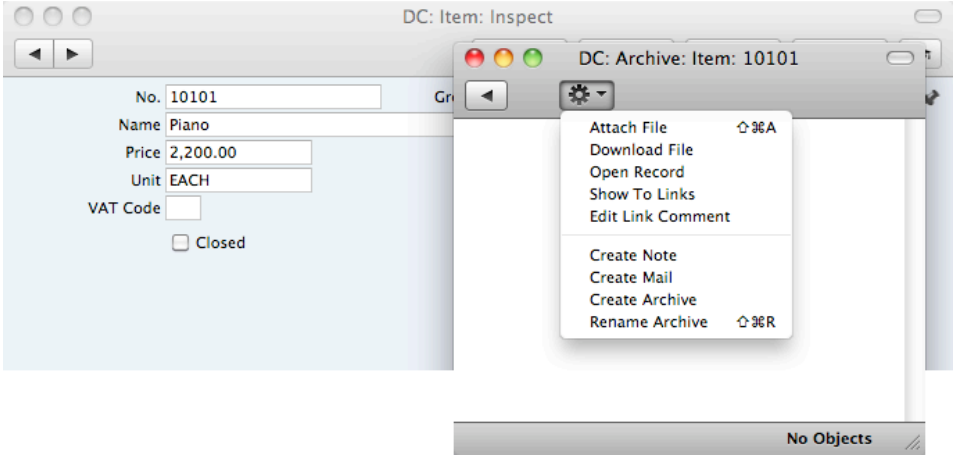
4. Finally, click the [Set] button to add the picture to the Item.

An alternative method is to use the Attachments facility, as follows—

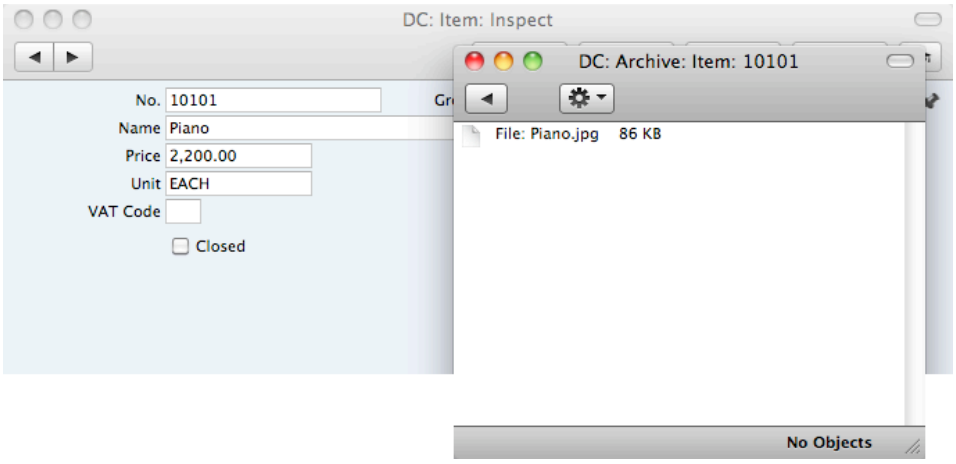
5. Click the [Attachments] button (with the drawing pin icon). A list of objects currently attached to the record is opened.



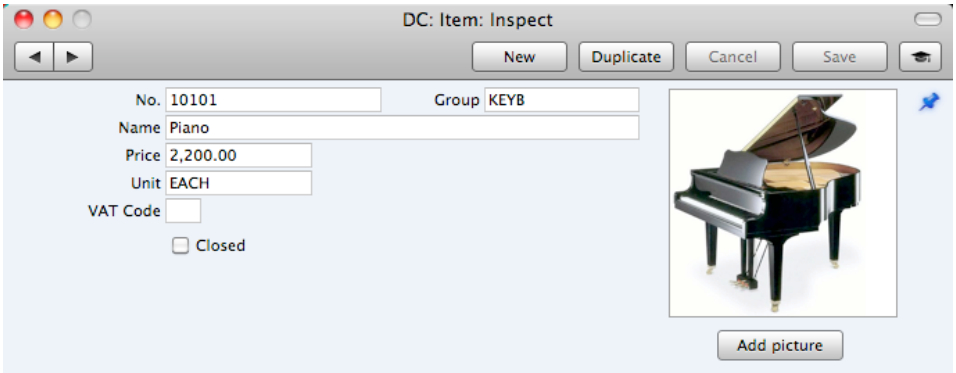
6. Choose 'Attach File' from the Operations menu of this list.



7. Locate the picture file on your hard disk and click [Open]. The picture will be attached to the record. It must be a .jpg file. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.



8. Whichever method you use ([Add picture] or adding an attachment), the picture will appear in the Item record. You may need to close and reopen the record to see it—



Editing an Item

To edit an Item, open the Item register by clicking the [Items] button in the Master Control panel.

The 'Items: Browse' window opens, listing the Items in Item Number order. Change the sort order by clicking on one of the column headings: the blue heading shows the current sort order.

To search for a specific Item, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Return. For example, to search for a particular Item Name, sort by Name before entering a Name (or its first few characters) in the Search field.

To modify an Item record, double-click on the line in the browse window. The Item record will be opened in a window entitled 'Item: Inspect'. The fields in this window are the same as those in the 'Item: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit an Item from another register. For example, when entering an Invoice, you might realise that your information about an Item is out of date (the price might have changed, for example). Place the insertion point in the Item field in the Invoice and press ⌘-Shift-V. The Item record opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Item for the Invoice.

Deleting an Item

1. Find the Item you want to delete in the 'Items: Browse' window, using the Search feature described in the previous section.
2. Double-click the Item record to open it.
3. Select 'Delete' from the Record menu. The Item will be deleted.

You cannot delete an Item if you have used it in an Invoice.

You cannot undo the deletion of an Item.

Price Lists and Prices

Introduction

Standard Invoicing has a powerful set of functions that you can use construct and maintain as many Price Lists as you need. Each Price List can include some or all of the goods or services you offer to your Customers. You can give a different Price List to each Customer. The number of alternatives is great, but as always with great flexibility, you need to know and understand the tools and techniques to set up a specific pricing structure.

The Base Price

Each Item has a normal selling price. You should record this normal selling price in the Price field in each Item record. This documentation will usually use the term “Base Price” when referring to an Item’s normal selling price.

In many cases, the Base Price will be the only price you need. If you always sell an Item at the same price (or with an *ad hoc* discount), whoever the Customer, you will be able to rely on the Item's Price and not worry about the Price List feature.

Structure of Price Lists

You should use the pricing features in Standard Invoicing if you need to sell Items at different prices to different Customers (i.e. if you need more than one price for each Item). For example, you might offer different prices to retail and trade Customers, and/or to retail and educational Customers. You will then need separate trade, educational and possibly retail Price Lists, which you should assign to each Customer as appropriate. When you enter a Customer in an Invoice, the appropriate Price List will be used and so the correct Prices will be selected automatically.

The two basic building blocks of such a system are the Price Lists and Prices settings register. In the example mentioned in the previous paragraph, you will need at least two Price Lists: a trade Price List and an education Price List. You could rely on each Item’s Price when selling to retail Customers, or you could use a third Price List with these Customers. In a Price List record you will specify its name and VAT status (whether the prices in the Price List include or exclude VAT). Having defined your Price Lists, you should then enter the Prices themselves in the Prices setting. The Prices setting should contain one record for each Item/Price List combination. In this example, you will need to enter one record for the trade price of an Item, one record for the educational price of the same Item and, if you are not relying on the Item’s Price, a third record for its retail price.

When you enter a Customer in an Invoice, that Customer’s Price List will be brought in to the sales transaction together with their name, address, Payment Terms and other details. When you then add an Item to that Invoice, the record in the Prices setting for the Item/Price List combination will determine the price that you will charge. There can only be one Price record for a particular Item/Price List combination. If there is no record in the Prices setting for the Item/Price List combination, the Item’s Price will be used.

In more detail, follow these steps to build up your price structure—

1. Enter the Items with their normal selling prices, using the Item register as described above on page 38.

2. Define each Price List (in our example, retail, trade and educational) using the Price Lists setting. This is described in detail below on page 44.

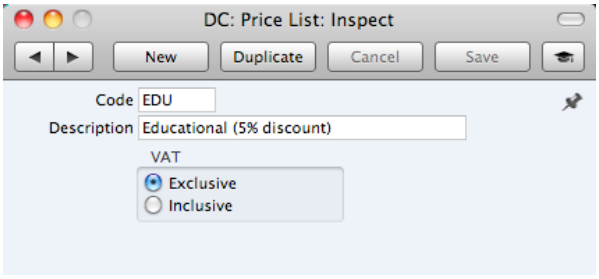
3. In this step, you should enter the prices themselves. For each Item on each Price List, enter a record to the Prices setting with an appropriate price. In our example, for each Item you should enter three Price records, containing the retail, trade and education prices. The Prices setting is described in detail below on page 45.

4. You can now assign a Price List to each Customer. When you enter an Invoice for a particular Customer, the specified Price List will be used automatically. If you sell an Item that is not on the appropriate Price List, the Price from the Item register will be used.

Below, steps 2 and 3 are described in detail.

Price Lists

To define a new Price List, first click the [Settings] button in the Master Control panel, or use the ⌘-S keyboard shortcut. Double-click 'Price Lists' in the 'Settings' list and, when the 'Price Lists: Browse' window appears, click the [New] button. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.



Code — Enter a unique code here, by which this Price List will be identified elsewhere in Standard Invoicing.

Description — Name the Price List here.

The Description will be shown in the 'Paste Special' list that you will use when assigning Price Lists to Customers, so it should be descriptive enough to make the selection of the correct Price List easy for all users.

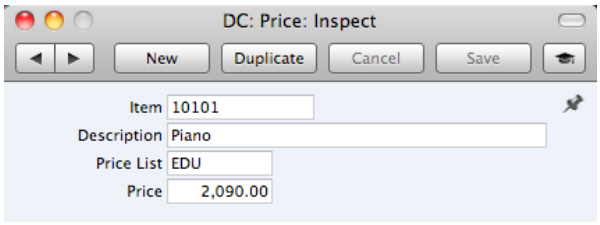
VAT — Choose the Exclusive option if the prices in the Price List are to exclude VAT, and the Inclusive option if they are to include VAT.

If you use an 'Inclusive' Price List in an Invoice, the Unit Price, Sum and Total figures will all include VAT, but if you use an 'Exclusive' Price List, the Unit Price and Sum figures will exclude VAT. In both cases, VAT will be calculated using, in order of preference, the VAT Code specified for the Item or in the Invoice Settings setting.

The Prices Setting

You can have several different Prices for each Item. Each Price will belong to a different Price List. Enter each Price as a separate record in the Prices setting, one record for each Price List for each Item. You should do this after you have defined your Items and Price Lists.

To enter a new Price record, first click the [Settings] button in the Master Control panel, or use the ⌘-S keyboard shortcut. Double-click 'Prices' in the 'Settings' list and then click the [New] button. When the record is complete, click the [Save] button.



Item — **Paste Special** — Item register

Specify the Item for which you are entering a Price.

Comment

The Item Description will appear here when you enter an Item Number in the field above.

Price List — **Paste Special** — Price Lists setting

Specify the Price List for which you are entering a Price.

You will not be able to enter more than one record in the Prices setting for the same Item/Price List combination.

Price

Enter the Price that you want to charge for the Item when it is included in the Price List specified above.

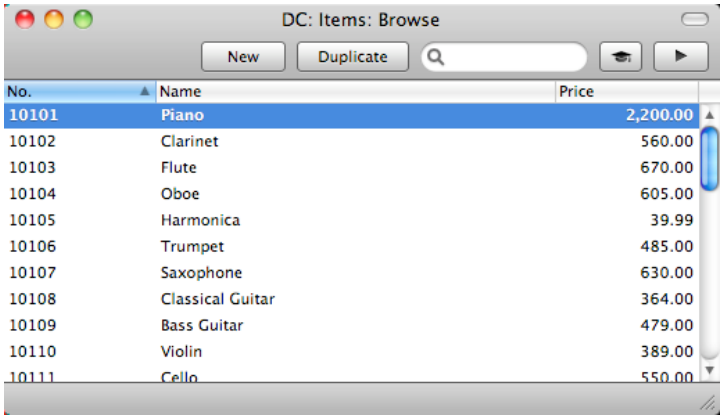
If the Price List in the field above is one that includes VAT, the Price that you enter here should include VAT.

When you create an Invoice in the name of a particular Customer, the Price List specified for that Customer will determine the Prices in that Invoice. When you add an Item to the Invoice, the Price from the Price record with the relevant Item/Price List combination will be brought in as a default. If there is no Price record with the relevant Item/Price List combination, the Base Price from the Item record will be brought in.

Example

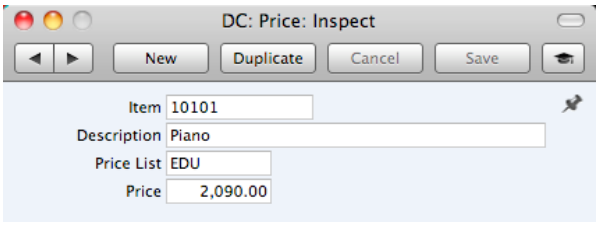
This example illustrates creating a Price List that will be offered to educational Customers.

The first step is to ensure the Item register contains the Items that you will sell, as illustrated overleaf.



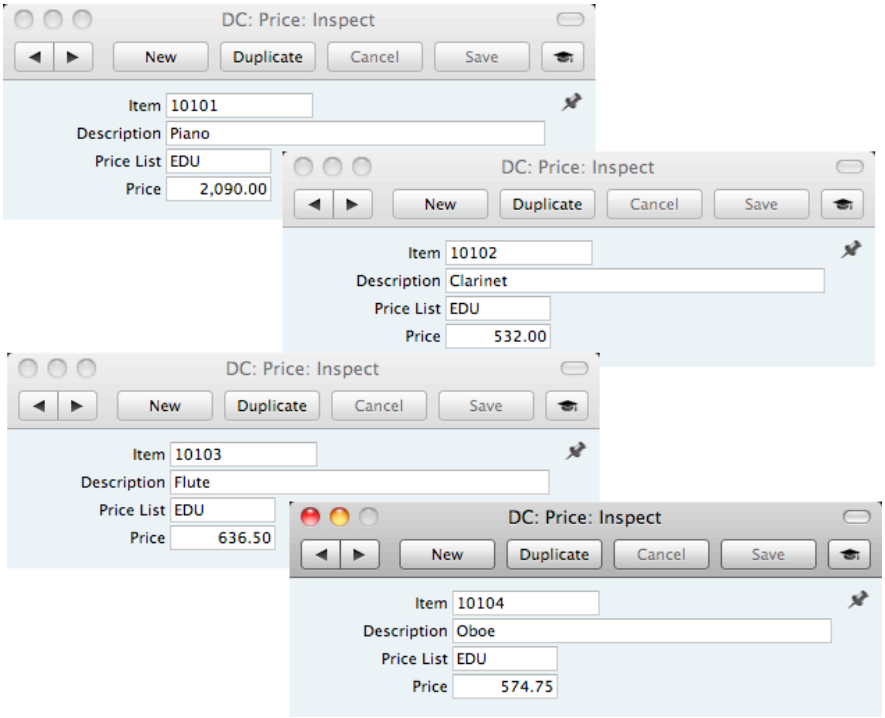
The prices in these Items should be their standard retail prices. For example, referring to the illustration above, the standard retail price of Item 10104 (i.e. the price at which it will be sold to most Customers) is 605.00, while the price of Item 10105 is 39.99.

Now, create a new Price List using the Price Lists setting, with the code “EDU”, and an appropriate name—



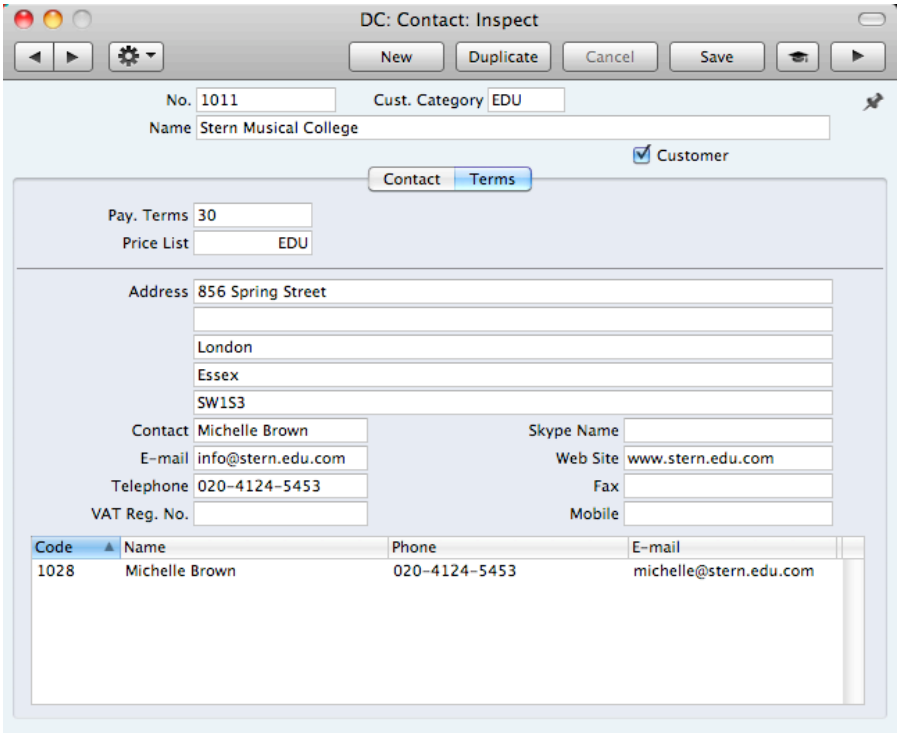
In the example, we have stated that VAT is Exclusive, meaning that the prices in the Price List will exclude VAT.

Now, create the Prices themselves. You will need to create one record in the Prices setting for each Item that you will sell to educational Customers—

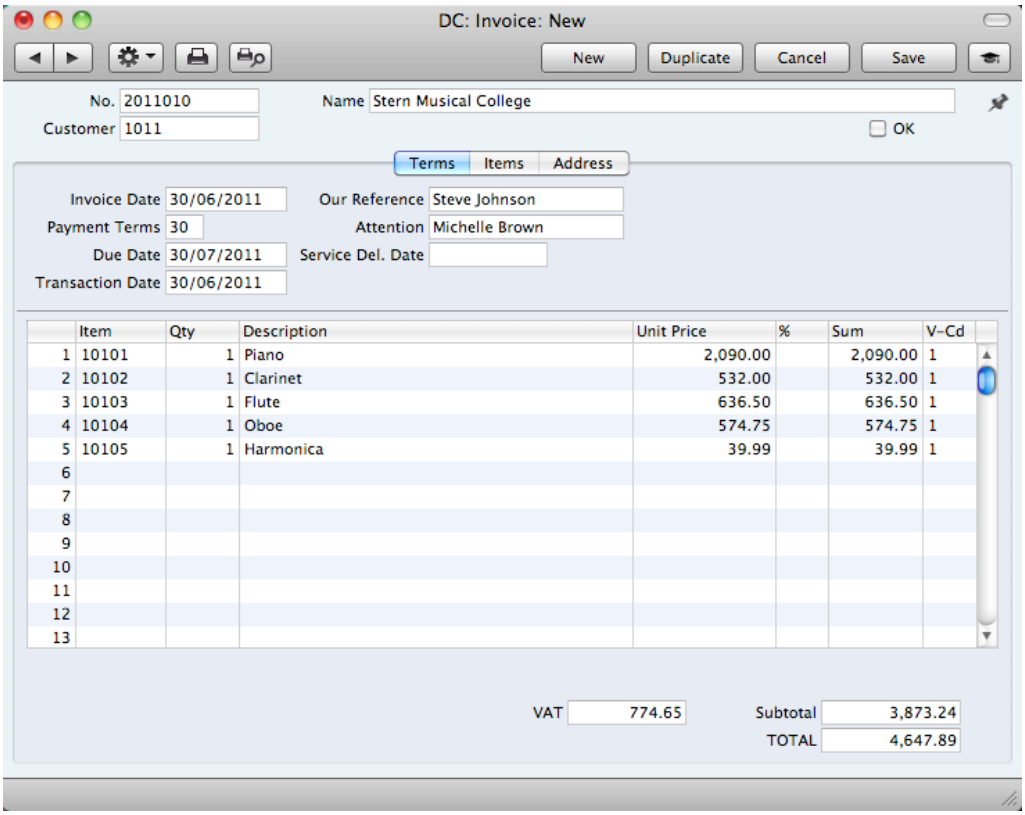


In each case, enter an Item and a Price (excluding VAT in this case), and specify "EDU" as the Price List.

You can now allocate the new Price List to the Customers that are to be allowed to take advantage of the educational discount. Specify the Price List on the 'Terms' card of the Contact record for each such Customer—



When you enter an Invoice for one of these Customers, the correct prices will be brought in automatically—



When you enter Item 10101 in the first row of the Invoice, the Unit Price of 2090.00 is brought in from the unique record in the Prices setting for Item 10101 and Price List EDU. The Unit Prices for Items 10102, 10103 and 10104 are obtained in the same way. In our example, we did not enter a record in the Prices setting for Item 10105 and Price List EDU. So for this Item the Unit Price of 39.99 is the Price of Item 10105 in the Item register (as shown in the first illustration in this example).

Invoices

Introduction

The Invoice register is a record of your company's sales. Each time you make a sale, you should enter an Invoice, print it and send it to the Customer. You will therefore use the Invoice register for a number of tasks—

- The printed Invoice sent to the Customer acts as a demand for payment; and
- Unpaid Invoices in the register provide the basis for your debt chasing reports.

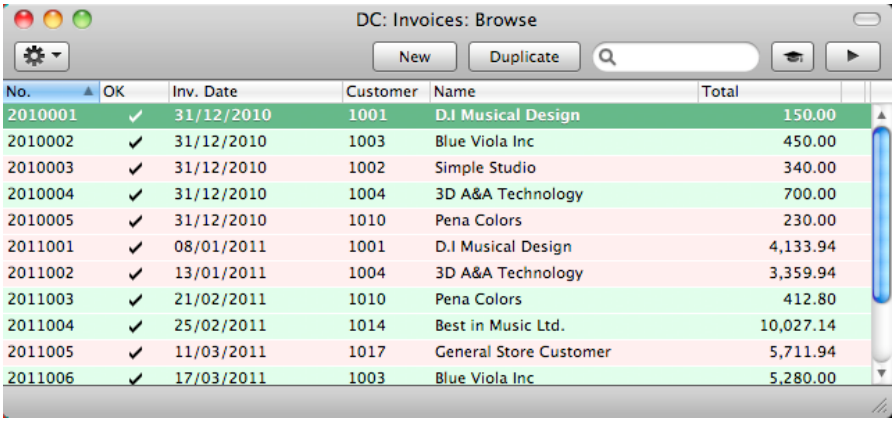
You can record three types of sales transaction in the Invoice register—

1. You will issue standard Invoices, or demands for payment, when you have delivered goods or carried out work before you have received payment. You should record payments against such Invoices in the Receipt register, described below on page 65.
2. You will issue a Cash Note when you receive payment at the same time as carrying out the work. When you enter a Cash Note in the Invoice register, Standard Invoicing will treat it as having being paid, so there will be no need to enter a separate payment record in the Receipt register.
3. You should use Credit Notes to correct mistakes in Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your debtor figures.

The use of the Invoice register, including each of these types of sales transaction, is now described in detail. Before working with Invoices, you should look at the following settings and registers—

Customers	page 28
Invoice Settings	page 77
Items	page 38
Payment Terms	page 79
VAT Codes	page 82

To open the Invoice register, click the [Invoices] button in the Master Control panel or use the ⌘-1 keyboard shortcut. The 'Invoices: Browse' window is opened, showing Invoices already entered.



No.	OK	Inv. Date	Customer	Name	Total
2010001	✓	31/12/2010	1001	D.I Musical Design	150.00
2010002	✓	31/12/2010	1003	Blue Viola Inc	450.00
2010003	✓	31/12/2010	1002	Simple Studio	340.00
2010004	✓	31/12/2010	1004	3D A&A Technology	700.00
2010005	✓	31/12/2010	1010	Pena Colors	230.00
2011001	✓	08/01/2011	1001	D.I Musical Design	4,133.94
2011002	✓	13/01/2011	1004	3D A&A Technology	3,359.94
2011003	✓	21/02/2011	1010	Pena Colors	412.80
2011004	✓	25/02/2011	1014	Best in Music Ltd.	10,027.14
2011005	✓	11/03/2011	1017	General Store Customer	5,711.94
2011006	✓	17/03/2011	1003	Blue Viola Inc	5,280.00

In this window, the Invoice Number is shown first, followed by a check mark (if the Invoice is approved), by the Invoice Date, Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter “C” in the value column, after the Total.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Standard Invoicing will search for the first record matching the keyword in the same column as the selected sorting order. You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Invoices are shown colour-coded in the ‘Invoices: Browse’ window, as shown in the illustration above and as follows—

(no colour)	Invoices not yet due for payment
red	Invoices that are overdue for payment
green	Invoices that are fully paid or credited

There are three things you can do in the Invoice register—

- Enter Invoices page 50
- Inspect and approve Invoices page 57
- Print the Invoices page 57

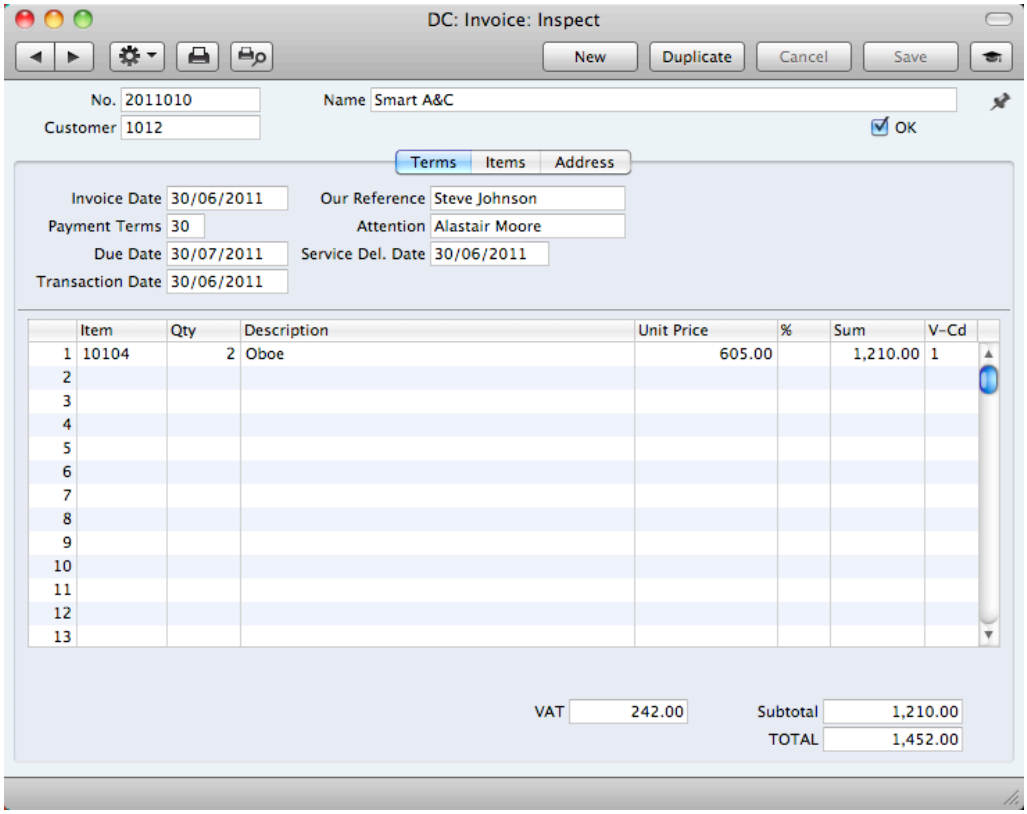
Entering an Invoice

Standard Invoicing provides several shortcuts to simplify your work with entering Invoices. You can for example bring a date into a date field using the ‘Paste Special’ function. You can also use this function to simplify the entering of Item Numbers, Customer Numbers, Payment Terms etc.

To enter a new Invoice, first open the ‘Invoices: Browse’ window as described above. Then click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, select an Invoice similar to the one you want to enter and click [Duplicate] on the Button Bar.

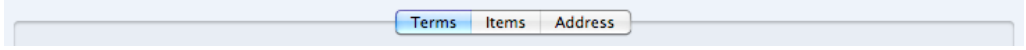
The ‘Invoice: New’ window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Invoice. In the case of the duplicate, the Invoice and Transaction Dates of the new Invoice will be the current date, not the date of the duplicated Invoice, and the Due Date will be recalculated accordingly. Complete the Invoice record as described below, then save it using the [Save] button and

close the window by clicking the close box. Then, close the browse window using the close box again.



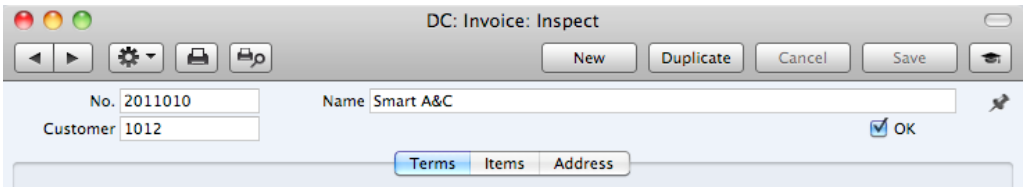
You are not bound by the values suggested as defaults by Standard Invoicing. In most fields you can change the pre-set values to something that suits you better. Such changes are valid only for the Invoice in question.

Since the amount of information stored about each Invoice will not fit on a single screen, the Invoice window has been divided into three cards. At the top of each is the header. This contains the Invoice Number, the Customer Number and Name, and the OK check box. At the bottom of the screen is the footer, which contains various totals. There are three named buttons ('tabs') in the header.



By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Customer whose Invoice you are working with.

Header



No. The Invoice Number of a new Invoice is provided automatically by Standard Invoicing. You may change this number, but not to one that has already been used.

The Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Invoice Number of an Invoice before saving it: Standard Invoicing will then continue the sequence from there.

Customer **Paste Special** Customers in Contact register

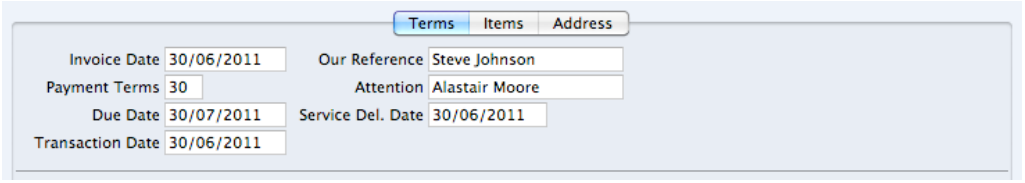
Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields.

Name The Customer Name is brought in after you have entered the Customer Number.

OK You can approve the Invoice by checking this box and saving. This will cause the Invoice to be posted to your Sales Ledger. Because of this consequence, you will no longer be able to make changes to the Invoice.

References in this manual to approved Invoices are to Invoices whose OK box has been checked (i.e. an approved Invoice is one that is no longer a Draft).

Terms Card



Invoice Date **Paste Special** Choose date

The current date according to the computer's clock is entered as a default. This must be the same as the Transaction Date (below) and cannot be changed independently.

Our Reference Use this field if you need to identify the Invoice by means other than the Invoice Number. A default will be taken from the Our Reference field of the Person record of the current user.

Payment Terms

Paste Special Payment Terms setting

Default taken from Contact record for the Customer

Payment Terms entered here will be used to calculate the Due Date (below), in addition simply to ensuring that the correct Payment Terms appear on the printed Invoice document.

Specifying Payment Terms for each Invoice provides the basis for the debt-chasing reports provided in Standard Invoicing.

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term record of the "Cash" or "Credit Note" Type respectively.

Cash Notes are immediately treated as paid and so will not appear in your debtor reports. There is no need to enter a payment against them. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note.

When you enter a Payment Term of the "Credit Note" type, a crediting message will be entered in the first row of the grid area. Enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

If an Invoice has a "Cash" or "Credit Note" Payment Term, the Invoice will not use the standard Invoice document when it is printed. Instead, the Cash Note or Credit Note (respectively) document will be used. Please refer to the 'Printing Invoices' section below on page 57 for more details.

Attention

Paste Special Contact Persons in Contact register

Default taken from Contact record for the Customer

Record here the person for whose attention the Invoice is to be marked. 'Paste Special' will list the Contact Persons belonging to the Customer.

Due Date

Paste Special Choose date

This is the date on which the Invoice becomes due for payment. It is calculated by Standard Invoicing using the Invoice Date and the Payment Term.

You can change the Due Date after you have approved the Invoice. This will be useful if you agree with the Customer that they will pay the Invoice on a particular date.

Service Del. Date

Paste Special Choose date

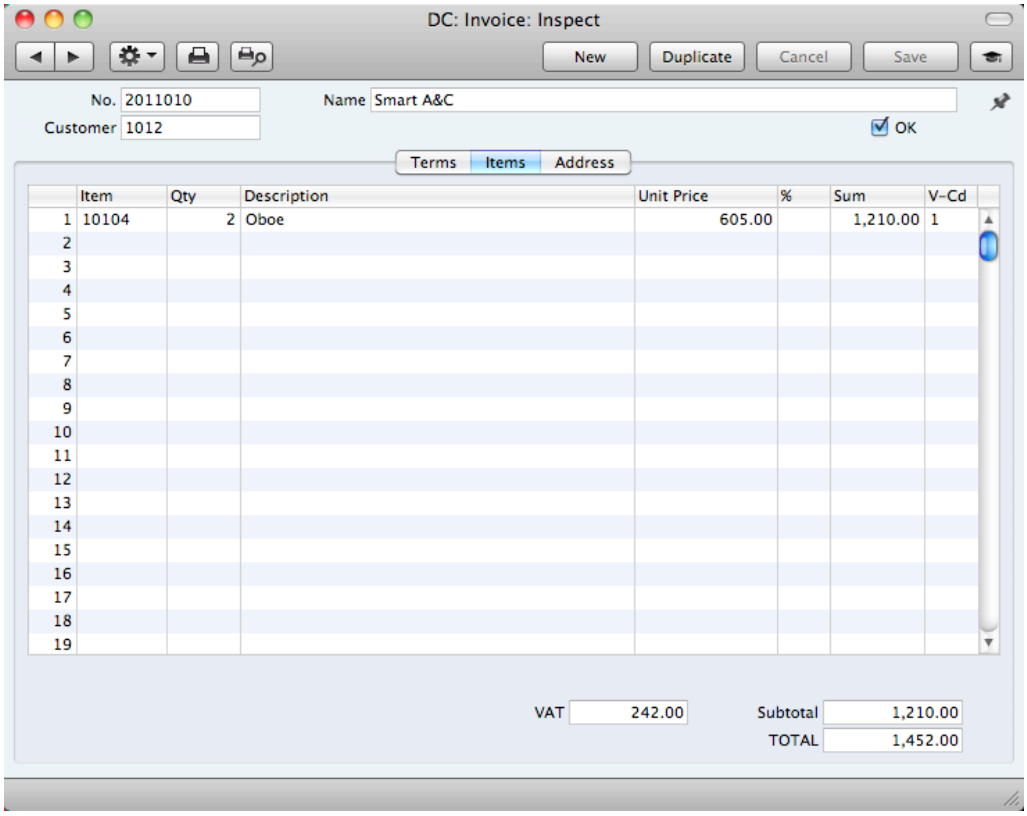
Use this field to record the date when you delivered the goods or services listed in the Invoice. The Invoice Date will be placed here when you save the Invoice for the first time. You can change the date if necessary.

Transaction Date This date must be the same as the Invoice Date and cannot be changed independently.

Items Card

Use the grid on the 'Items' card to list the invoiced Items. To add rows to an Invoice, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

You can also bring Items into an Invoice by opening the 'Items: Browse' or 'Paste Special' windows, selecting a range of Items by clicking while holding down the Shift key, and then dragging them to the Item field in the first empty Invoice row. You can also copy a list of Item Numbers from a spreadsheet or word processor and paste them in the Item field in the first empty row.



Item **Paste Special** Item register

With the insertion point in this field, enter the Item Number for each Item sold. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Invoice documentation.

Qty. Enter the number of units sold. If you leave the field by pressing the Return or Enter key, the insertion point will move to the Item field in the next row.

Description **Default taken from** Item

This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text. You can also use the next line if necessary.

Unit Price The Unit Price according to the Customer's Price List is brought in. If the Customer does not have a Price List, or the Item is not on the Price List in question, the Price from the Item record is brought in. This figure will include VAT if the Price List is one that is Inclusive of VAT or if you have specified in the Invoice Settings setting that Prices include VAT.

% Discount percentage.

Sum The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated. This figure will include VAT if the Price List specified is one that is Inclusive of VAT or if you have specified in the Invoice Settings setting that Prices include VAT.

V-Cd **Paste Special** VAT Codes setting

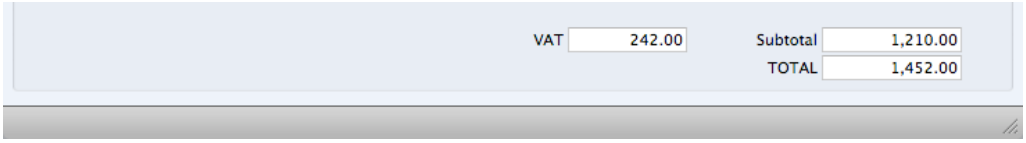
The VAT Code entered here determines the rate at which VAT will be charged on the Item.

The default offered in each row will be chosen as follows—

1. It will be taken from the Item record.
2. The VAT Code in the Invoice Settings setting will be used.

You can change this default in a particular Invoice row if necessary.

Footer



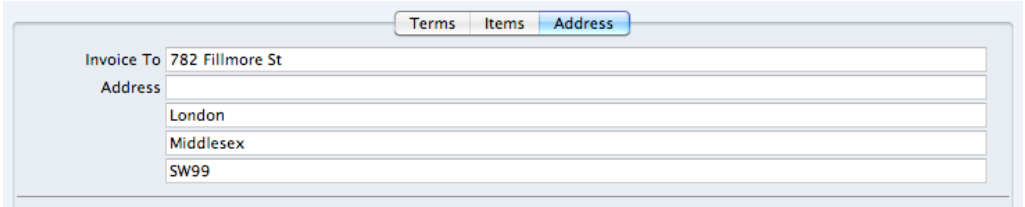
The Invoice Footer contains various running totals as described below. Whenever you add or change an Invoice row, these totals will be updated automatically.

VAT The VAT total for the Invoice.

Subtotal The total for the Invoice, excluding VAT.

TOTAL The total for the Invoice, including VAT.

Address Card



Invoice To Address Default taken from Contact record for the Customer

The Customer's address, as entered in the Customer's record in the Contact register. You can change the

Address in a particular Invoice, but permanent changes should be made in the Contact register.

When you have added every Item to the Invoice, you may want to check the Invoice. Click the [Save] button to save it and then click the Printer icon in the Button Bar to print a sample Invoice document. If you want to print to screen, click the Preview icon.

You will still be able to make changes until you approve the Invoice by checking the OK check box and saving. Approving the Invoice will cause it to be entered to your Sales Ledger, and it will no longer be modifiable.

Entering an Invoice - Examples

We shall now show how to use the various fields on the Invoice screen with the help of a few examples.

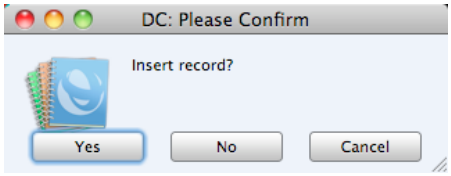
To open the Invoice register, click the [Invoices] button in the Master Control panel or use the ⌘-1 keyboard shortcut. The 'Invoices: Browse' window opens, listing the Invoices that are already in the system. Start entering a new Invoice by clicking the [New] button or using the ⌘-N keyboard shortcut. The 'Invoice: New' window opens, containing a new, empty, Invoice with only the Invoice Number and Date entered. The insertion point will be in the Customer Number field. Press ⌘-Return to activate the 'Paste Special' feature. This brings up the 'Paste Customer' window.

Select a Customer from the list by double-clicking on its name (or by using the cursor keys and pressing Return). Press Return again and Customer information such as Name, Address and Payment Terms will be placed in the appropriate fields on the Invoice screen.

Press Return again to move the insertion point to the Item field, the left-hand field in the first Invoice row. Again, you can use 'Paste Special' to select an Item. Use the trackpad to scroll through the Items or use the Search feature until you find the one you want. Select an Item by double-clicking. Press Return to bring in information such as the Item Name, Price and VAT Code.

Then, enter the Quantity sold and press Return. The Amount, VAT, Sum and Totals are calculated automatically, and the insertion point moves to the next line. Repeat this procedure for each Item on the Invoice.

If the Invoice needs altering, edit the fields in the normal way. As you have not yet saved the Invoice, you can also cancel it entirely by clicking [Cancel] or the close box. In the latter case you will be asked to confirm the cancellation—



After saving the Invoice, you can still cancel it completely by using 'Delete' on the Record menu, providing you have not approved it.

When you have added all the Items, you may want to check the Invoice. Click the [Save] button to save it and then click the Printer icon in the Button Bar to print a sample copy. If you want to print to screen, click the Preview icon.

Until you have approved the Invoice by checking the OK box and saving, you can still change it.

Inspecting and Approving Invoices

Before you send an Invoice to a Customer, you should check and approve it, to ensure that the Customer is charged for the correct things. Approving an Invoice causes it to be inserted into your Sales Ledger. Incoming payments can only be registered against approved Invoices.

There are two ways to approve an Invoice—

1. With the Invoice on screen, click the OK check box and then [Save].

2. Select an Invoice by clicking on it in the 'Invoices: Browse' window, and select 'OK' from the Operations drop-down menu. By holding down the Shift key while clicking, you can highlight a batch of Invoices to approve at a single stroke using this method.

After approving an Invoice, you will no longer be able to change it.

Printing Invoices

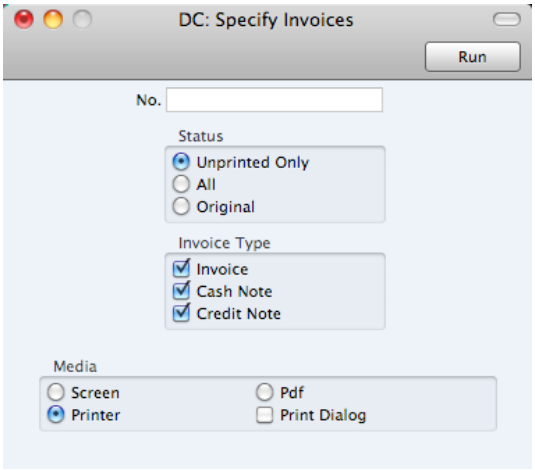
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

To produce a test print-out, save the Invoice and then click on the Printer icon in the Button Bar before you approve the Invoice. The Invoice will then be printed. The text "Test Printout" will be printed diagonally printed across the page as a watermark. This is to avoid the test being confused with the final version. As you have not yet approved the Invoice by checking the OK box and saving, you can go back and correct any errors you may find in the printout. This is also true for Credit Notes.

If you want to print a range of final Invoices, follow the instructions below—

1. Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. Then, double-click 'Invoices' in the 'Documents' list.

   The 'Specify Invoices' window is shown.



2. Enter the Invoice Number for a single Invoice, or the highest and lowest Invoice Numbers of a range of Invoices separated by a colon (:). Use the Status options to specify which Invoices are to be printed—

Unprinted Only This option ignores any Invoices in the range that have already been printed.

All Prints all Invoices in the range. Any previously printed approved Invoices will have the word "Copy" printed diagonally across the page as a watermark, while any unapproved Invoices will be printed with a "Test Printout" watermark.

Original This option also prints all Invoices in range. Previously printed approved Invoices will be printed again as though they were original copies, without the "Copy" watermark. Unapproved Invoices will carry the "Test Printout" watermark.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice, as described in step 6 below.

3. Press the [Run] button in the Button Bar to start the printing, or cancel by closing the window.

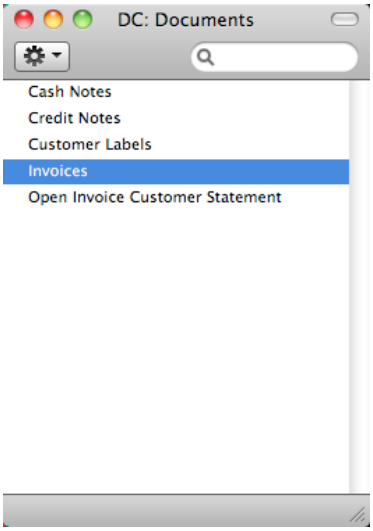
You can also print a single Invoice by opening it in a record window and clicking the Printer icon. If you want to print to screen, click the Preview icon.

If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you print the Invoice again, or print it before you have approved it, only one copy will be printed. If you need to print all copies again, you must print the Invoice starting from the [Documents] button, and you should choose the Original option.

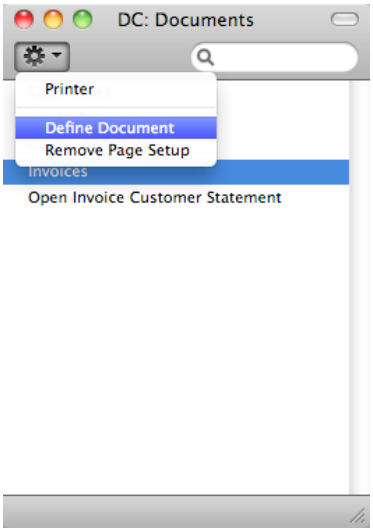
Whichever method you use to print an Invoice, the Form (i.e. the stationery) used will be determined as follows—

1. Using the Form register, design the invoice Form. Use the 'Properties' function on the Operations menu to name the Form (in this description, we have used the name "INVOICE") and to assign it a Document Type of "Invoice". A sample Invoice Form is supplied with Standard Invoicing: you can modify this to suit your requirements. Full instructions for using the Form register can be found below on page 86.

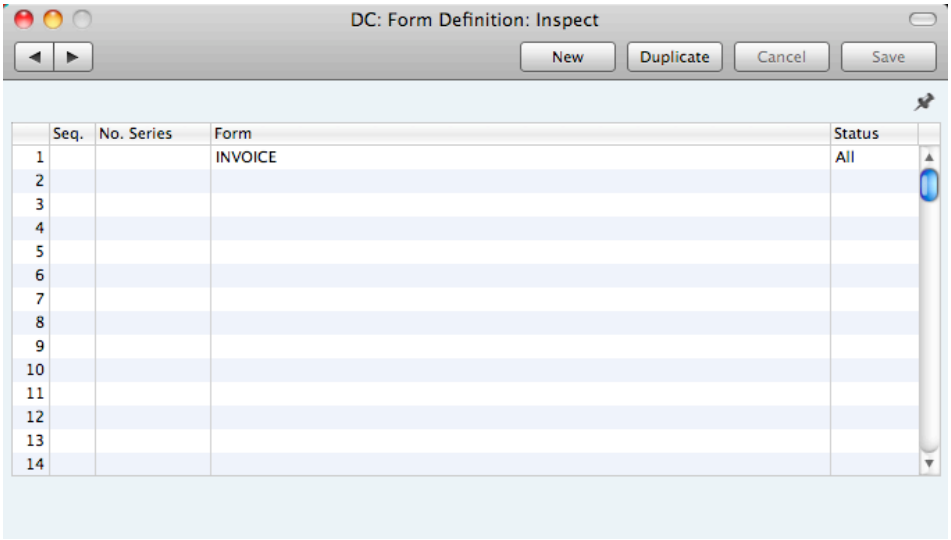
2. Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. The 'Documents' list window is opened: highlight 'Invoices'.



3. Select ‘Define Document’ from the Operations drop-down menu.

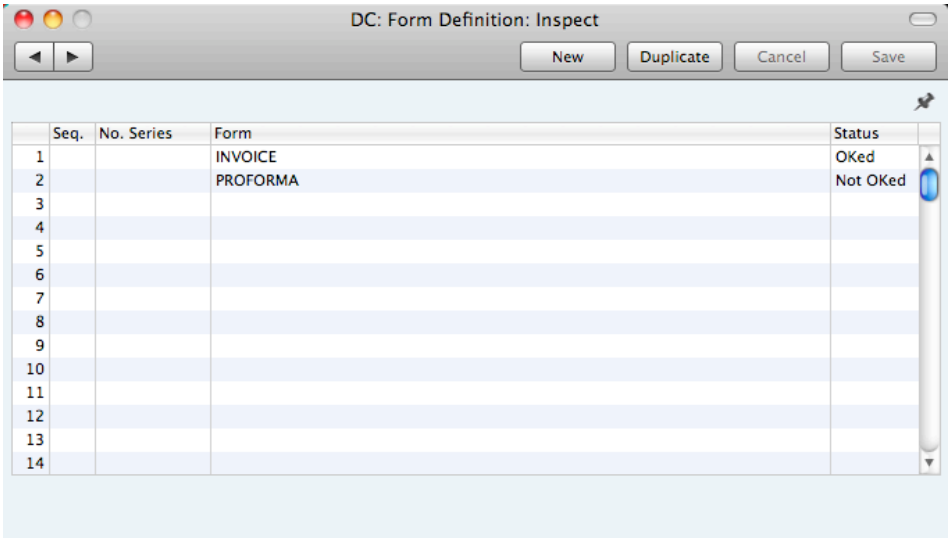


4. In the subsequent window, enter “INVOICE” in the Form field of the first row (you can use ‘Paste Special’ to ensure the spelling is correct).



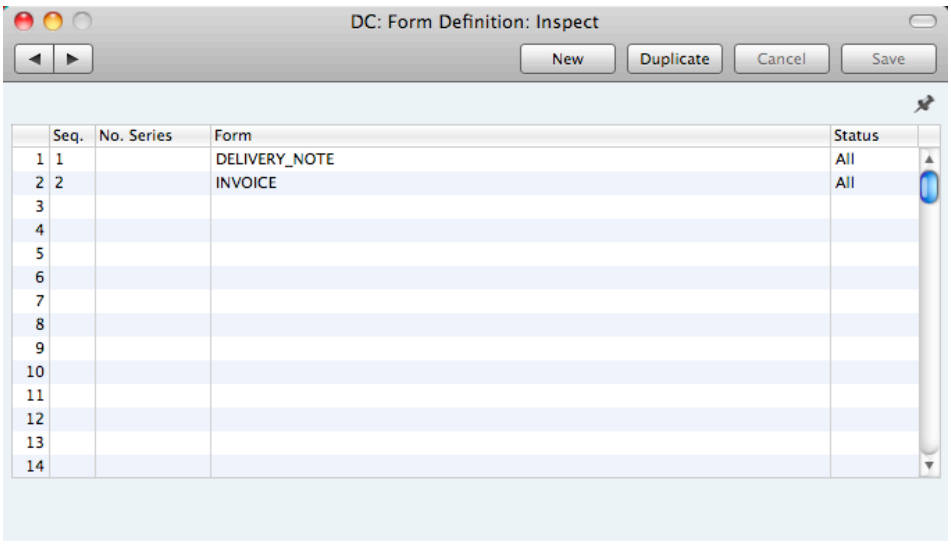
If you only want to be able to print Invoices that have been approved, enter 'OKed' in the Status field. This will prevent the printing of Invoices that have not yet been approved.

You can also use this feature to use a different Form when printing unapproved Invoices, as shown below—



	Seq.	No. Series	Form	Status
1			INVOICE	OKed
2			PROFORMA	Not OKed
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Use the Seq. column if you want to print more than one document from each Invoice (for example, a Delivery Note and an Invoice). The Seq. column determines the order in which the Forms will be printed. If, for example, you need the Delivery Note to be printed first, on the first line enter "1" as the Sequence Number and choose the Delivery Note Form using 'Paste Special'. On the second line, enter "2" as the Sequence Number and specify the Invoice—



	Seq.	No. Series	Form	Status
1	1		DELIVERY_NOTE	All
2	2		INVOICE	All
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

5. Click [Save] to save the Invoice Form definition. From now on, the invoice form that you have designed will be used from the 'Documents' function and from the Printer icon, except as described in step 6 below.

6. Repeat the previous five steps in turn for the Cash Note and Credit Note documents. These will be used from the 'Documents' function and the Printer and Preview icons instead of the standard Invoice document in the following circumstances—

Cash Note If the Invoice has Payment Terms of the "Cash" type, the Cash Note document will always be used instead of the Invoice document.

Credit Note If the Invoice has Payment Terms of the "Credit Note" type, the Credit Note document will always be used instead of the Invoice document.

In each of the two cases described above, if the document does not have an associated Form (steps 2-5 above), Standard Invoicing will give the warning "Can't find document" when you try to print an Invoice. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Cash Notes

A Cash Note is an Invoice that is to be treated as being paid. It differs from a normal Invoice in that it does not appear in any of your debt-chasing reports because it is immediately treated as paid.

To enter a Cash Note, follow the procedure described above for entering Invoices, with just one exception: change the Payment Terms (using the 'Paste Special' function if necessary) to refer to a Payment Term record of Type "Cash". You can register such a Payment Term in the Contact records for Customers that are always issued with Cash Notes (using the Pay. Terms field), so you don't have to make this change every time.

Click the OK check box when you are sure the Cash Note is correct. As with ordinary Invoices, you must approve Cash Notes by checking the OK check box and saving, for them to be posted to your Sales Ledger and for item sales statistics to be updated.

Credit Notes

If you want to credit an Invoice that you have issued, follow these steps—

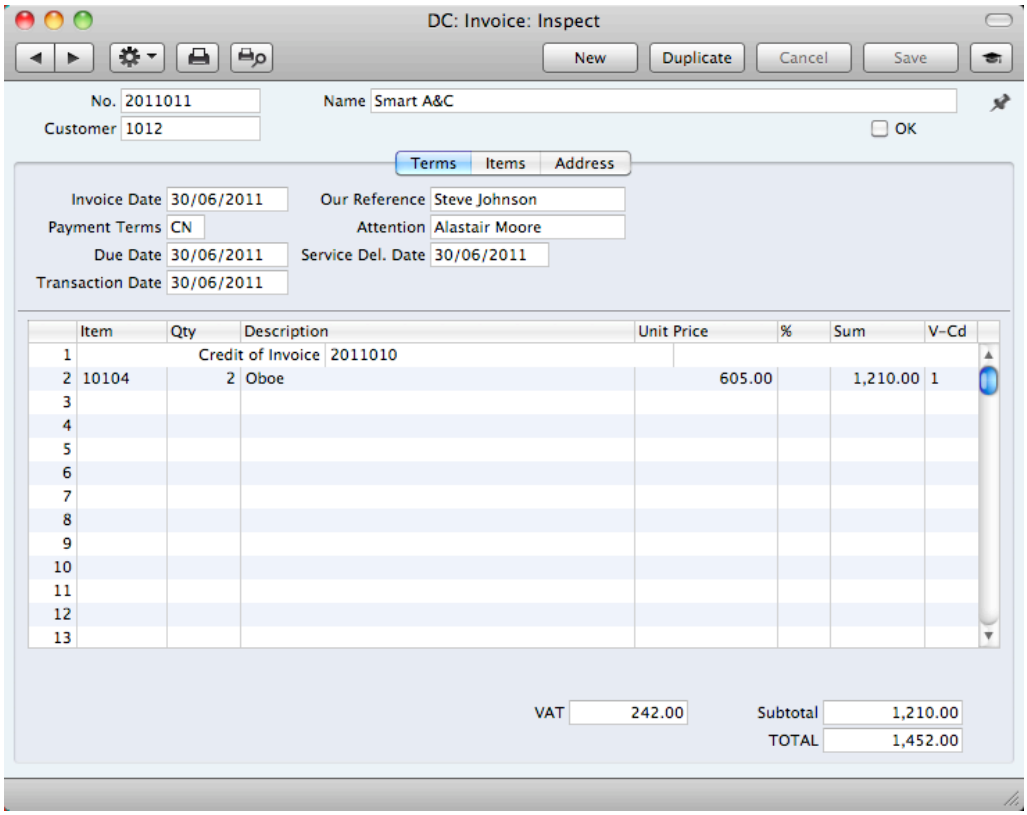
1. Click the [Invoices] button in the Master Control panel. The 'Invoices: Browse' window is opened, showing all registered Invoices.

2. Find the Invoice to be credited in the list, open it and select 'Create Credit Note' from the Operations menu. You can also duplicate the Invoice to be credited or, if you don't want to connect the Credit Note to a particular Invoice, click the [New] button to open an empty new record.

3. The 'Invoice: New' window is opened. Enter the Invoice in the normal way, but change the Payment Term to refer to a Payment Term record of Type "Credit Note". The phrase "Credit of Invoice" will be placed in the first row of the grid on the 'Items' card, pushing any existing rows down. In the field to the right of this phrase, enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

   If you used the 'Create Credit Note' function to create the Credit Note, the Payment Term and number of the Invoice to be credited will be placed in the new Credit Note automatically.

4. On the remaining lines you can enter the items to credit, and by what amount.



5. Click the OK check box when you are sure the Credit Note is correct. As with ordinary Invoices, you must approve Credit Notes using the OK check box for them to be entered into your Sales Ledger.

Crediting Part of an Invoice

To credit part of an Invoice, start by opening the original Invoice and choosing the 'Create Credit Note' function from the Operations menu. Alternatively, duplicate the original Invoice and enter a Payment Term of Type "Credit Note". Then proceed as follows—

1. Simply remove all the rows you do not want to credit. Click on the row number to the left to highlight the whole row, and press the backspace key. You will then be left with the rows to credit.

2. In the case of individual rows requiring a partial credit, simply alter the Quantity field to show the number to be credited.

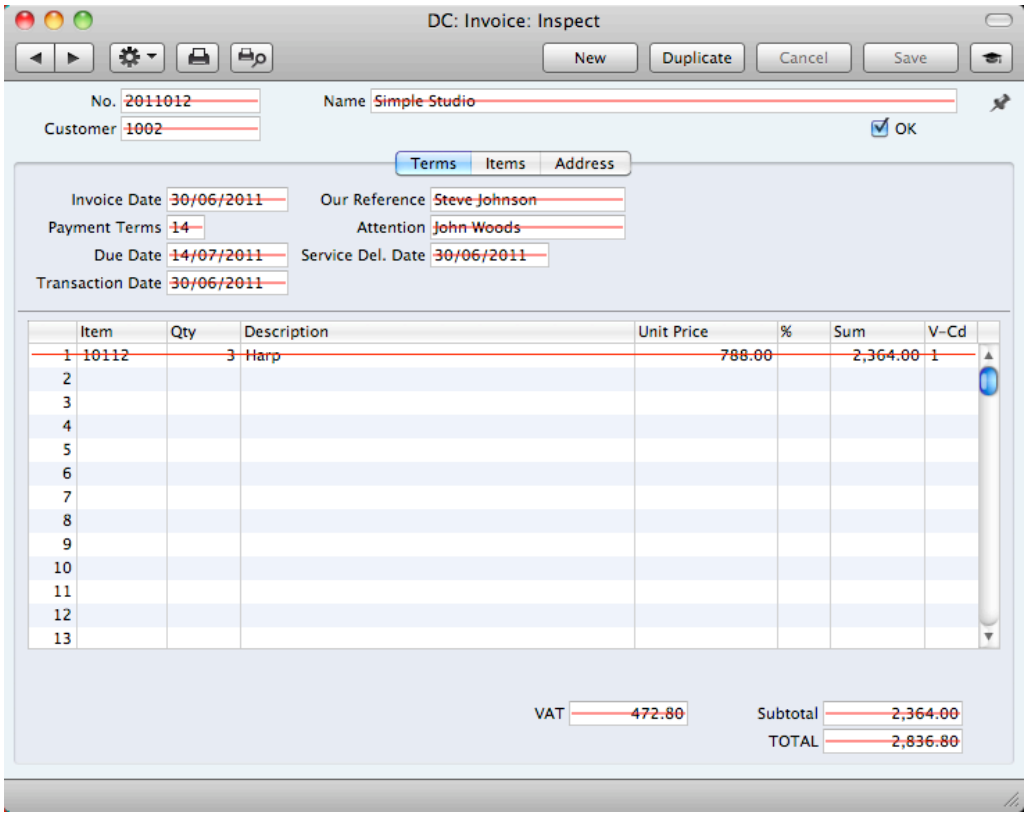
3. Click the OK check box when you are sure the Credit Note is correct and [Save] to save it.

Credit Notes and Cash Notes

If you need to reverse a Cash Note, you cannot follow the standard crediting procedure described above. Instead you should enter a new Cash Note (i.e. with a Payment Term of Type "Cash") with a negative value.

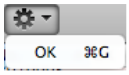
Invalidating Invoices

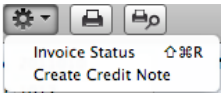
In some circumstances it can be appropriate to invalidate an Invoice using the 'Invalidate' command on the Record menu. This function will remove the Invoice from your Sales Ledger. An invalidated Invoice is easily distinguished because all fields have red lines drawn through them. These red lines are also shown in the 'Invoices: Browse' window.



You cannot invalidate an Invoice if it has been at least partially paid or credited or if it has not been approved.

Operations Menu





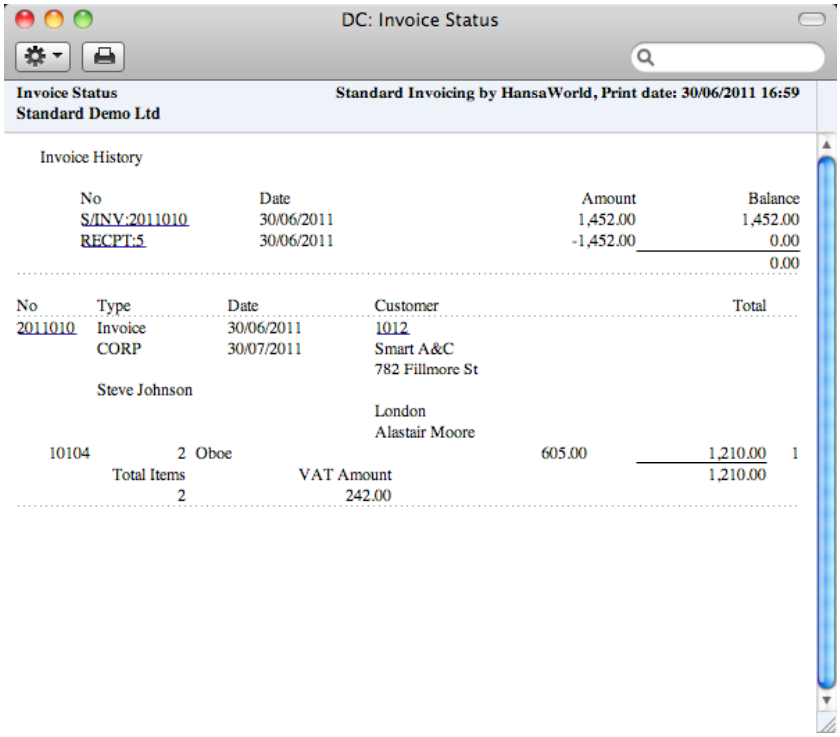
The Operations menus for Invoices are shown above. On the left is the Operations menu for the 'Invoices: Browse' window: highlight an Invoice in the list before selecting the function that you need. You can also apply the function to a group of Invoices: highlight the first Invoice in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Invoice: New' and 'Invoice: Inspect' windows.

OK

This command is only available on the Operations menu for the 'Invoices: Browse' window. It allows you to approve an Invoice and is therefore the equivalent of checking the OK box in an Invoice record and saving it. You can also select several Invoices (hold down the Shift key to select a range of Invoices in the list) and approve them all at once. Remember that once this action has been carried out you will no longer be able to modify those Invoices.

Invoice Status

This command prints a report to screen summarising all aspects of the Invoice, including Items and payment history. In the illustration below, the Invoice in question has been paid with a Receipt.



In the Invoice History section, you can click on a transaction number (Invoice Number or Receipt Number in the example above) to view that Invoice or Receipt. You can also click on the Customer Number to open the Contact record for the Customer.

Create Credit Note

Use this function to create a Credit Note from the Invoice. Please refer to page 61 above for details.

Receipts

Introduction

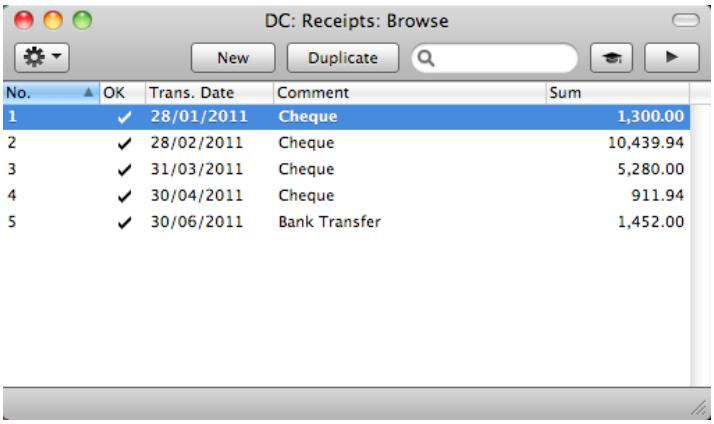
As important as the invoicing itself is the filing of incoming payments in the Receipts register. It is by keeping the Invoice and Receipt registers up to date that you can operate an efficient debt-chasing system.

Before working with Receipts, you should also look at the following settings and registers—

Payment Modes page 78

Entering a Receipt

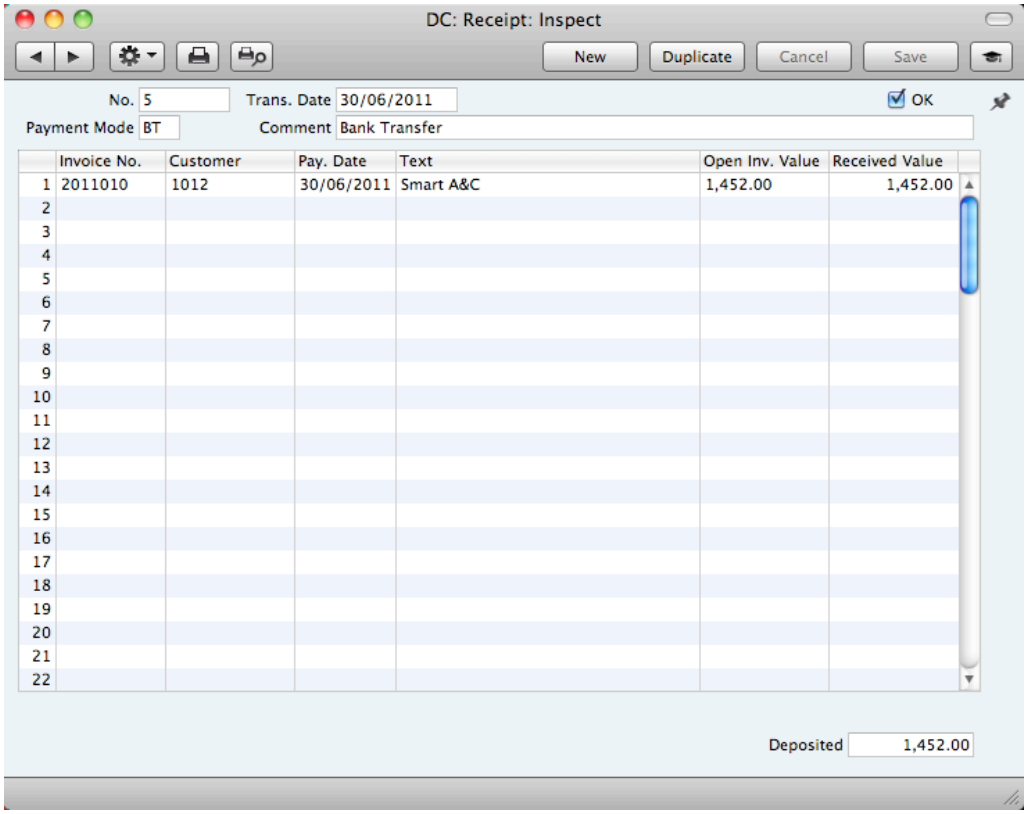
Open the Receipt register by clicking the [Receipts] button in the Master Control panel or using the ⌘-2 keyboard shortcut. The 'Receipts: Browse' window is opened, showing Receipts already entered.



Receipts are numbered consecutively. In the list, the Receipt Number is followed by a check mark if the Receipt is approved, by the Date, any Comment and the total value of the Receipt.

To enter a new Receipt, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, select a Receipt similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Receipt: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Receipt. In the case of the duplicate, the Transaction Date of the new Receipt will be the current date, not the date of the duplicated Receipt. Complete the Receipt record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.



First a run-through of the fields.

No.

The Receipt Number of a new Receipt is provided automatically by Standard Invoicing. You may change this number, but not to one that has already been used.

The Receipt Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Receipt Number of a Receipt before saving it: Standard Invoicing will then continue the sequence from there.

Trans. Date **Paste Special** Choose date

The date of the Receipt.

OK

You can approve a Receipt by checking this box. When you click [Save] to save the Receipt, the Sales Ledger will be updated and no further modifications to the Receipt will be possible.

References in this manual to approved Receipts are to Receipts whose OK box has been checked (i.e. an approved Receipt is one that is no longer a Draft).

Payment Mode **Paste Special** Payment Modes setting

The Payment Mode is the method of payment (e.g. cheque, credit card or cash).

You can enter payments from different Customers against different Invoices in a single Receipt. However, you cannot enter payments with different Payment Modes.

The first record listed in the Payment Modes setting will be offered as a default.

Comment **Default taken from** Payment Mode

This text is taken from the Payment Modes setting. You can change it if necessary.

Use the grid area that takes up most of the screen to list the Invoices being paid by the Receipt. You can receive payment against several Invoices in a single Receipt record, but all payments on a single Receipt must use the same Payment Mode. The Payment Mode reflects the payment method (i.e. cheque, cash or credit card): you can record every payment received in a single day and paid into a particular bank or cash account using a single Receipt record.

To add a row to a Receipt, click in any field in the first blank row and enter appropriate text. To remove a row, click on the row number on the left of the row and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return.

You can bring several Invoices into a Receipt at once by opening the 'Invoices: Browse' or 'Paste Special' windows, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Inv. No. field in the first empty Receipt row. You can also copy a list of Invoice Numbers in a spreadsheet or word processor and paste them in the Inv. No. field in the first empty row.

Inv. No. **Paste Special** Open, approved Invoices, Invoice register

The number of the Invoice being paid. When you enter an Invoice Number, the Open Invoice Value (the amount outstanding) will be shown in the Open Inv. Val field, and this figure will also be brought in to the Received Value field as a default.

Note that when you use 'Paste Special', only unpaid Invoices will appear in the selection list. However, if you have saved a Receipt without approving it (i.e. the Receipt is a Draft), the Invoice(s) in that Receipt will be treated as unpaid and thus will continue to be included in the 'Paste Special' list. It is therefore recommended that you do not leave Receipts as unapproved for too long, to minimise the risk of quoting Invoices in Receipts more than once.

Customer **Default taken from** Invoice

The Customer Number will be placed here automatically when you enter an Invoice Number.

Pay. Date The date when the payment was made. This date must be the same as the Transaction Date (in the header) and cannot be changed independently.

Text The Customer's Name will appear here when you enter the Invoice or Customer Number. You can change this text if necessary.

Open Inv. Val. The outstanding amount of the Invoice being paid. This value cannot be changed.

Received Val **Default taken from** Open Invoice Value

The amount paid. You can change the default figure in the event of partial payments or overpayments.

Footer

Deposited The sum of the Received Values: the total for this Receipt.

Checking and Approving Receipts

Before approving a Receipt, first check to ensure it contains no mistakes. When you are sure it is correct, you can approve it in one of two ways—

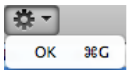
1. Click the OK check box with the Receipt on screen and then save it by clicking [Save].

2. Select a Receipt by clicking on it in the 'Receipts: Browse' window, and select 'OK' from the Operations menu. By holding down the Shift key you can highlight a batch of Receipts to approve at a single stroke using this method.

Approving a Receipt causes it to be entered into your Sales Ledger and allocates the payments it contains to the relevant Invoices.

After approving a Receipt, you cannot change it.

Operations Menu



The Operations menus for Receipts are shown above. On the left is the Operations menu for the 'Receipts: Browse' window: highlight one or more Receipts (hold down the Shift key while clicking) in the list before selecting the function that you need. On the right is the Operations menu for the 'Receipt: New' and 'Receipt: Inspect' windows.

OK

This command is only available on the Operations menu for the 'Receipts: Browse' window. It allows you to approve a Receipt and is therefore the equivalent of checking the OK box in a Receipt record and saving it. You can also select several Receipts (hold down the Shift key to select a range of Receipts in the list) and approve them all at once. Remember that once this action has been carried out you will no longer be able to modify those Receipts.

Add Write-off

You can use this function to write off an Invoice. First, specify the Invoice to be written off in a new Receipt row and change the Received Value to zero. If you need to record a partial payment and wish to write off the remainder, change the Received Value to the value of the partial payment. Move the insertion point out of the Received Value field, but make sure it remains in the same row, then select this function. A new row will be created, containing the phrase "Writeoff". The Received Value field in this new row will be set to the remaining outstanding amount (i.e. the amount that is to be written off). You can change this figure if you do not want to write off the entire outstanding amount. Approve and save the Receipt in the usual way.

Correcting Mistakes in Receipts

Even with the tightest quality control, it is probable that you will make an occasional mistake when entering Receipts. Once you have approved a Receipt, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure the Customer's payment history remains correct.

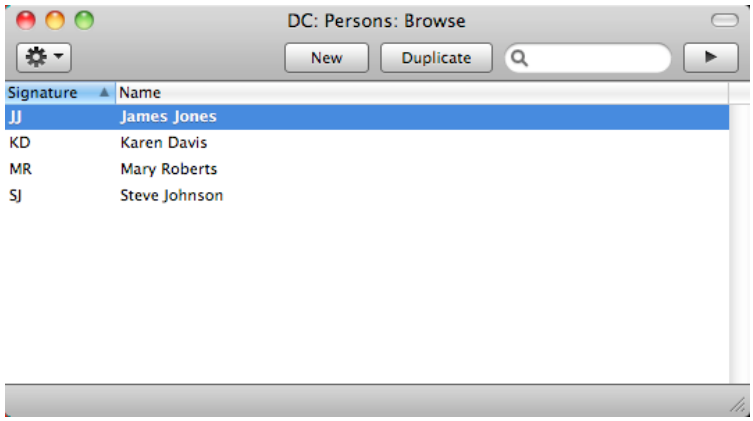
1. In the 'Receipts: Browse' window, highlight the Receipt containing the error.
2. Click [Duplicate]. A new Receipt record is created, an exact copy of the Receipt with the error.
3. Insert a minus sign in front of the Received Value, ensuring the Received Value figure itself remains unchanged.
4. Click the OK check box and save the Receipt.
5. Enter a new, correct, Receipt.

Persons

The Persons setting holds information about Persons, i.e. users, employees, sales persons etc. You can use it as part of your Standard Invoicing security system: each Person can be given their own password. Once you have entered at least one record to the setting, the password dialogue box will appear each time you start Standard Invoicing, requiring you to enter your Signature (i.e. log-in ID) and password.

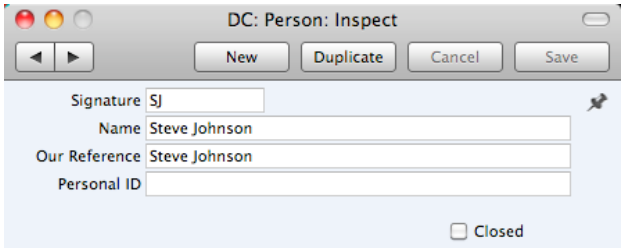
Entering a Person Record

To open the Persons setting, click the [Settings] button in the Master Control panel. When the 'Settings' list opens, double-click 'Persons'. The 'Persons: Browse' window is opened, showing Persons that have already been entered.



To create a new Person record, click the [New] button in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight a Person similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Person: New' window will be opened, empty if you clicked [New] or containing a duplicate of the highlighted Person.



Signature The Signature is the Person's log-in ID.

Name The name of the Person.

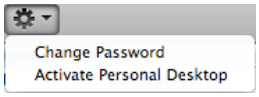
Our Reference Use the Our Reference field to assign a short (up to 20 characters) reference text for the employee. This text will appear in the Our Reference field in all Invoices entered by the Person.

Personal ID In countries where personal identity cards are carried, enter the Person's ID number from their card here.

Closed Check this box if the Person is no longer to be used. A closed Person cannot log in to your Standard Invoicing database, but can be re-opened at any time.

When the Person record is complete, save it using the [Save] button and close the window by clicking the close box. Remember to give the Person a password and, if the Person will need to use it, to activate the Personal Desktop for them, using the functions on the Operations menu described immediately below.

Operations Menu

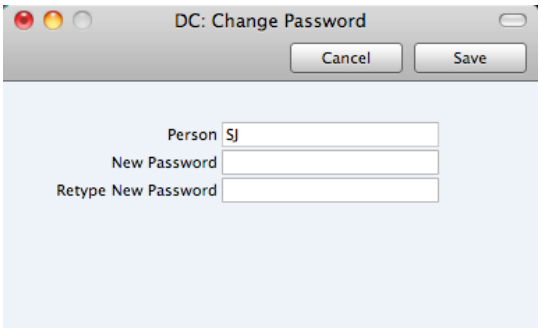


The Operations menu for Persons is shown above. It is available for the 'Persons: Browse' window: highlight a Person in the list before selecting the function.

Change Password

Once you have recorded a user or employee in the Persons setting, they will be able to log in to and use your Standard Invoicing database. For security reasons, therefore, it is recommended that all Persons have their own passwords and that these are changed from time to time.

You can assign Passwords to Persons as you add them to the Persons setting. If you do not do this, each Person will be asked to set a password the first time they log in. To set a password for a Person as you add them to the Persons setting (or to change a password at any other time, for example if a Person leaves the company), highlight their name in the 'Persons: Browse' window and select 'Change Password' from the Operations menu. The following window will be opened—



Type in the new password twice to ensure that it is correct. Click [Save] to close the window and save, or click [Cancel] if you do not want to save changes. The password is case-sensitive.

Activate Personal Desktop

To activate the Personal Desktop for a Person, first click on the Person in the 'Persons: Browse' window and then select 'Activate Personal Desktop' from the Operations menu.

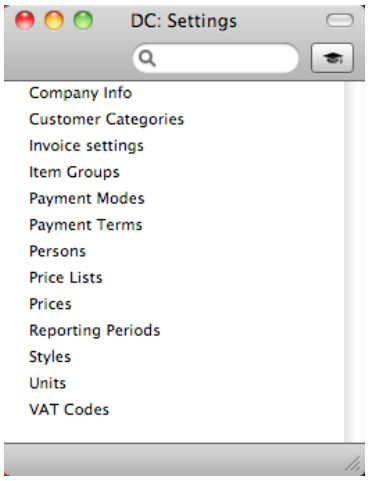
Please refer to page 25 for more details about the Personal Desktop.

Settings

Introduction

Settings allow you to tailor the operation of Standard Invoicing to your requirements, and to supply information to be used throughout the program. Many settings take the form of preferences: examples include Invoice Settings, which you can use to inform Standard Invoicing which VAT Code is to be used as a default. Other settings such as the VAT Codes setting itself require a number of records to be entered: this information tends to be used in 'look-up' tables (i.e. 'Paste Special' windows) from the main registers.

To edit or add to a setting, click the [Settings] button in the Master Control panel. You can also use the ⌘-S keyboard shortcut. The 'Settings' list window will open, listing all the Settings in Standard Invoicing.

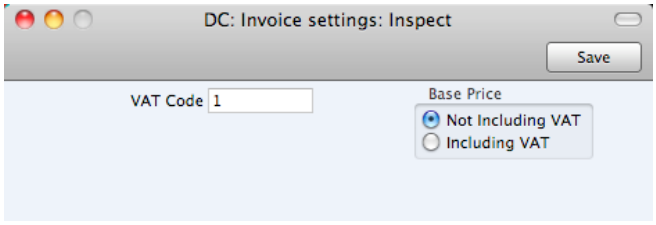


Choose an entry in the list by double-clicking it, or by selecting it and pressing the Enter key. Each setting is described in detail below.

Types of Setting

The settings in Standard Invoicing can be divided into three groups—

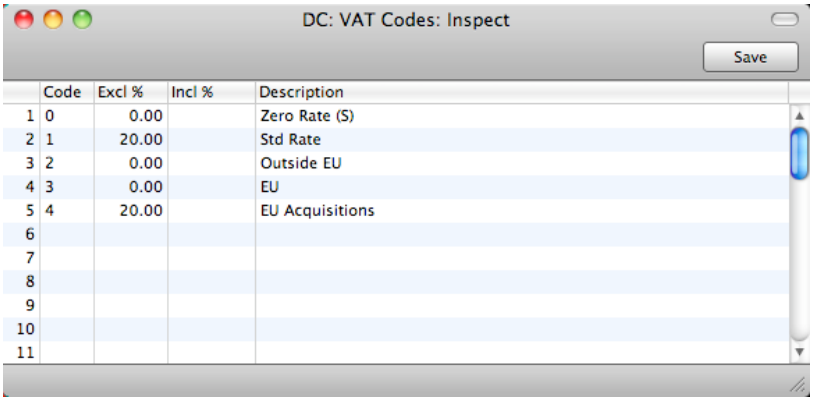
1. Settings of the first type take the form of a single screen where you can set preferences to determine exactly how Standard Invoicing is to operate in a certain situation. Examples of such settings include Invoice Settings and Company Info.



When you open one of these settings from the 'Settings' list, you can change any of the fields as required. To save changes and close the

window, click the [Save] button. To close the window without saving changes, click the close box.

2. Settings of the second type contain a number of records that are displayed in a grid. Each row in the grid represents a separate record. Examples of this type of setting include Payment Modes and VAT Codes.



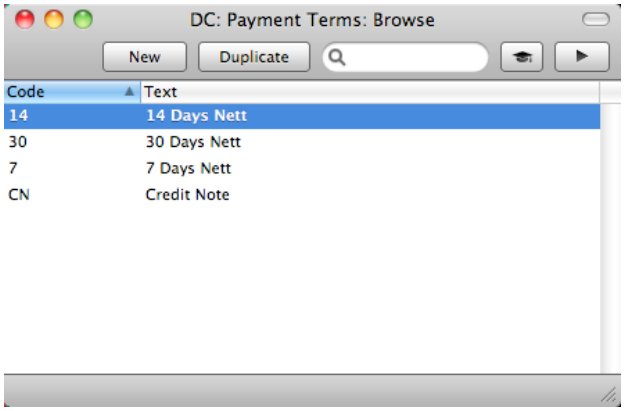
	Code	Excl %	Incl %	Description
1	0	0.00		Zero Rate (S)
2	1	20.00		Std Rate
3	2	0.00		Outside EU
4	3	0.00		EU
5	4	20.00		EU Acquisitions
6				
7				
8				
9				
10				
11				

When you open one of these settings from the 'Settings' list, you can change any of the fields in the existing records as required. To add new records to the list, click in any field in the first blank row and enter appropriate text. To remove a record, click on the row number on the left of the row containing the record and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return. To save changes to all records in the grid and close the window, click the [Save] button. To close the window without saving changes, click the close box.

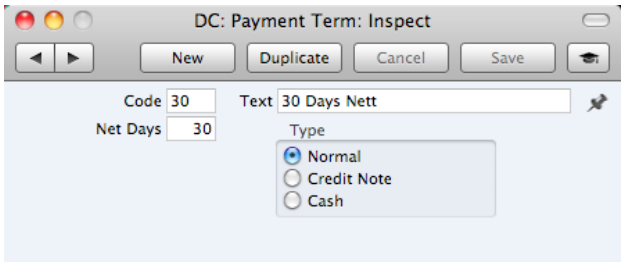
When working in one of the main registers, you may need to refer to a particular record in a setting of this type: the 'Paste Special' look-up function is provided to make this task as easy as possible. For example, when entering a Receipt, you can use 'Paste Special' to choose the relevant Payment Mode. To help you choose the correct record using 'Paste Special', it is recommended that you keep the rows in the alphabetical order of the Codes.

3. Settings of the final type also contain a number of records, but behave in a similar manner to the main registers. Therefore, their contents are displayed in browse windows, from where you can double-click records for editing. Use the [New] or [Duplicate] buttons to create new records. Again, when working in one of the main registers, you may need to refer to a particular record in a setting of this type using the 'Paste Special' look-up function. Examples of this type of setting are Customer Categories and Payment Terms.

When you open one of these settings from the 'Settings' list, the browse window is displayed, listing the records already entered.



You can sort and search in these browse windows in the normal way. Double-click an item in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. Alternatively, highlight a record similar to the one you want to enter and click [Duplicate] on the Button Bar. A record window is then opened, allowing you to change the existing record or enter the new one.

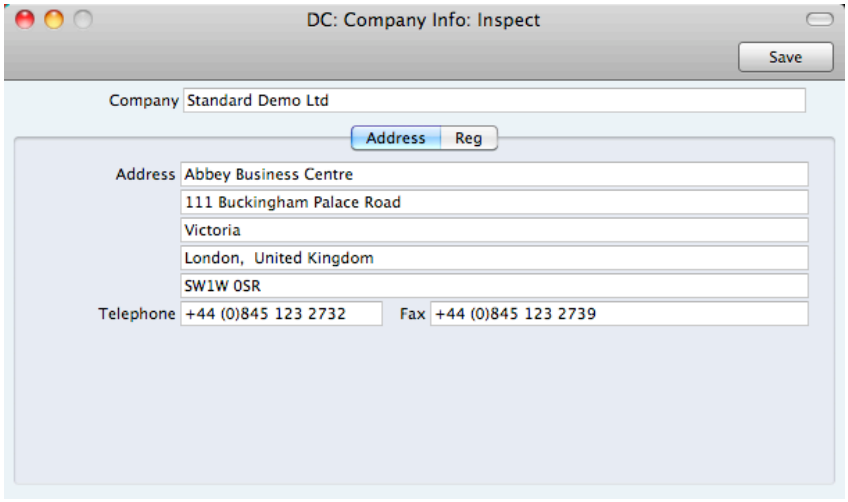


To save changes, click the [Save] button. To close the window without saving changes, click the close box. You can also close the browse window using the close box.

Company Info

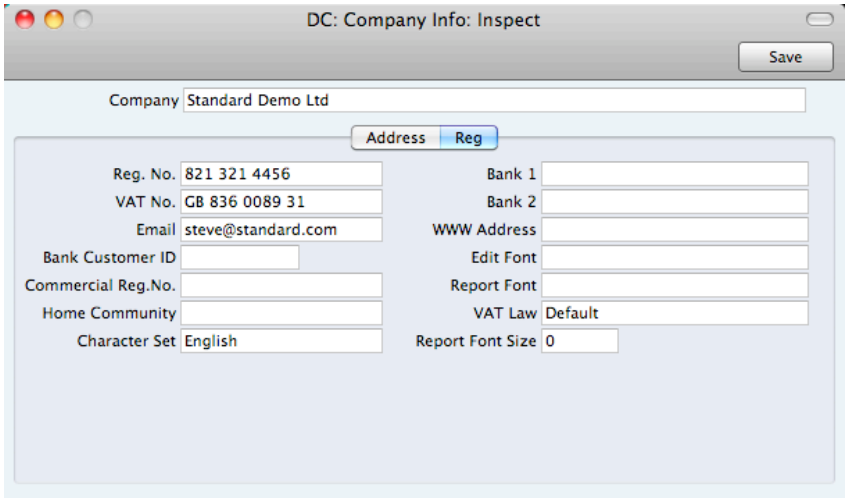
Use this setting to record your company's name and address, and other particulars such as phone and fax numbers, and the bank and bank account number. This information will be printed as appropriate on all documents.

To open the Company Info setting, first click the [Settings] button in the Master Control panel. Double-click 'Company Info'. The 'Company Info: Inspect' window is opened.



When you start using Standard Invoicing and create a new database, you will be asked to provide your Company name and address in the 'Create a New Company' window. This information will be copied to the Company Info setting as shown above.

Apart from the Company Name, Address etc, you should enter the following information in this setting, on the 'Reg' card—



Reg. No. Enter your company registration number here. This information can then be printed on any appropriate documentation.

VAT No. Enter your VAT Registration Number here. This information can then be printed on any appropriate documentation.

Bank 1, Bank 2 You should enter your company's main bank account number(s) here. This information can then be printed on any appropriate documentation.

Bank Customer ID This is an ID number used for electronic communication with certain banks and other credit institutions in some countries. Please contact your local Standard Invoicing representative for details.

Edit Font, Report Font, Report Font Size

Paste Special Fonts in your system

These fields allow you to select different fonts for use on screen and in reports respectively. If you leave these fields empty, the default fonts in Standard Invoicing will be used. These fonts are selected for maximum readability, and you should only change them if you have good reasons to do so. In non-English versions of Standard Invoicing, use these fields to select fonts with special character sets.

Commercial Reg. No.

This field is used in Portugal. Enter the commercial registration number of your company. This information is required for SAF-T reporting.

Home Community This field is used in Portugal. Enter the region or district in which your company is located. This information is required for SAF-T reporting.

VAT Law **Paste Special** Choices of possible entries

Use this field to ensure the behaviour of Standard Invoicing conforms to the local accounting conventions in your country. If your country is not listed in the 'Paste Special' list, choose the "Default" option.

Character Set **Paste Special** Choices of possible entries

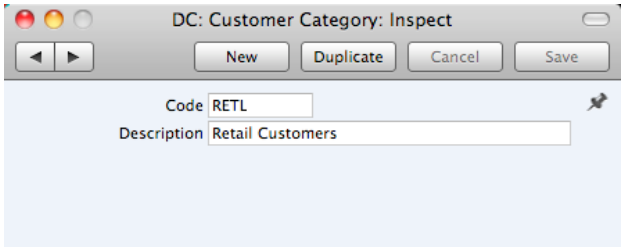
This field is used to control sorting in Standard Invoicing. In countries where the alphabet differs to that of the UK/US, sorting by ASCII codes produces a list that is not in the correct alphabetical order: use this field to overcome this problem.

Confirm the entry by clicking [Save], or cancel it by closing the window using the close box.

Customer Categories

You can group Customers of a similar type together using Customer Categories. This can help with reporting: several reports allow you to list Customers belonging to a particular Category.

To work with Customer Categories, first click the [Settings] button in the Master Control panel. Double-click 'Customer Categories' in the resulting list. Then click [New] to open a new record, or double-click an existing record to modify it. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.



Code — Specify a unique code, by which the Customer Category can be identified from the Contact screen and elsewhere in Standard Invoicing.

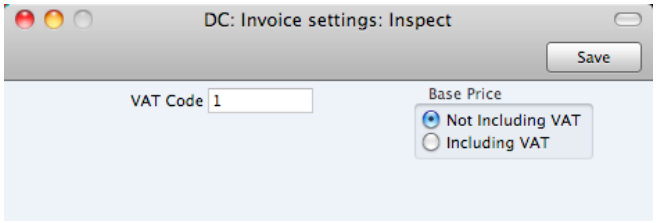
Description — Enter text describing the Customer Category here.

The Description will be shown in the 'Paste Special' list that you will use when assigning Customer Categories to Customers and elsewhere, so it should be descriptive enough to make the selection of the correct Customer Category easy for all users.

Invoice Settings

You should use the Invoice Settings setting to choose the VAT Code that will be used as a default in your Invoices. This default will be used in the absence of VAT Codes being specified in the Items used in the Invoices. You should also use this setting to specify whether your sales prices include VAT.

To open this setting, first click the [Settings] button in the Master Control panel. Then double-click 'Invoice Settings' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



VAT Code — **Paste Special** VAT Codes setting

The VAT Code will determine the rate at which VAT will be charged whenever you sell an Item. For each Item that you sell, the default VAT Code will be chosen in this order—

1. It will be taken from the Item record itself.
2. This VAT Code in the Invoice Settings setting will be used.

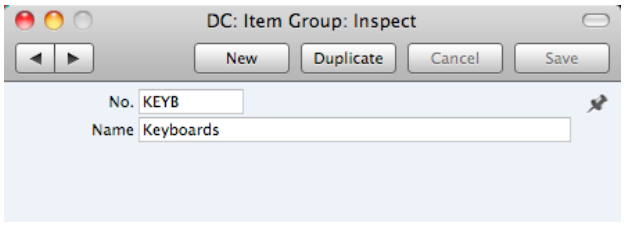
You will be able to override the choice of VAT Code in an individual Invoice row if necessary.

Base Price — Use these options to specify whether the sales Prices in the Item records are to include VAT. VAT rates are defined in the VAT Codes setting.

Item Groups

It can be practical to organise Items of similar kinds into Item Groups. This option gives you more flexibility in reporting.

To work with Item Groups, first click the [Settings] button in the Master Control panel. Double-click 'Item Groups' in the 'Settings' list. To create a new record, click the [New] button in the Button Bar, or highlight a record in the list that is similar to the one that you are about to create and click [Duplicate]. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.



No. Enter the code or number identifying this Item Group. You can use any combination of letters and numbers. There is a maximum of five characters.

Name Enter the name or description of the Item Group.

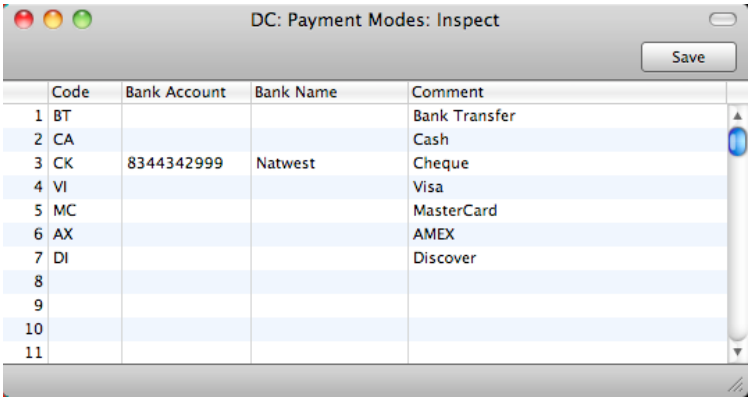
The Name will be shown in the 'Paste Special' list that you will use when assigning Item Groups to Items and elsewhere, so it should be descriptive enough to make the selection of the correct Item Group easy for all users.

Payment Modes

Payment Modes represent the different methods by which your Invoices will be paid by your Customers. Typical examples are cash, cheque, direct debit and credit card.

To open the Payment Modes setting, click the [Settings] button in the Master Control panel and then double-click 'Payment Modes' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You can enter as many Payment Modes as you need, using the grid on the 'Payment Modes' screen. To add a Payment Mode, click in the Code field of the first blank row and enter appropriate text. To remove a Payment Mode, click on the row number on the left of the row and press the Backspace key.



Code Enter a unique code by which the Payment Mode is to be identified from elsewhere in Standard Invoicing.

Bank Account If the Payment Mode represents payments into a particular bank account, enter here the relevant bank account number.

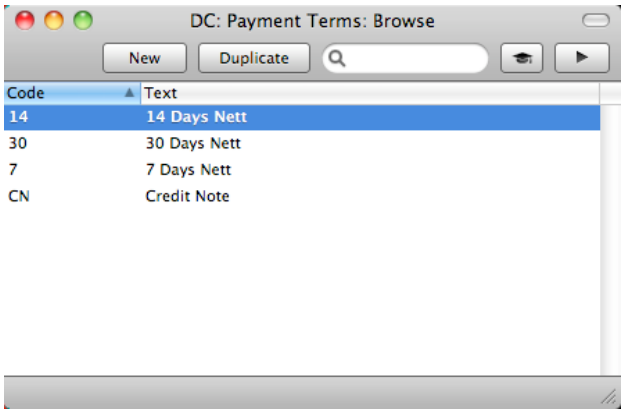
Bank Name Record the name of the bank where the account is held here.

Comment The name of the Payment Mode. This will be shown in the 'Paste Special' list, so it should be descriptive enough to make the selection of the correct Payment Mode easy for all users.

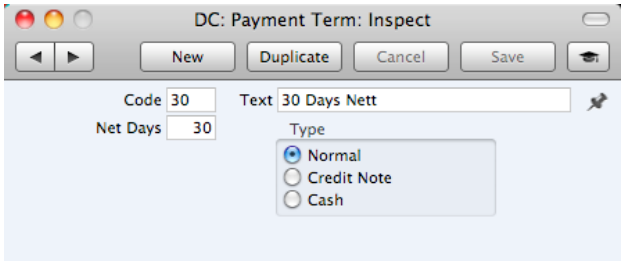
Payment Terms

You can assign various terms for payment to your Invoices. Payment Terms control the calculation of Invoice Due Dates.

To open the Payment Terms setting, click the [Settings] button in the Master Control panel and then double-click 'Payment Terms' in the 'Settings' list. The 'Payment Terms: Browse' window is opened, showing the Payment Terms that you have previously entered.



Double-click a Payment Term in the list to edit it, or add a new term by clicking the [New] button in the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.



Code Enter the unique code by which the Payment Term record is to be identified from elsewhere in Standard Invoicing. The Code can consist of one or two characters, and you can use both numbers and letters.

Text Enter the name for the Payment Term, to be shown in the 'Payment Terms: Browse' window and the 'Paste Special' list.

Net Days The credit period in days. When you use the Payment Term in an Invoice, the value entered here will be added to the Invoice Date to calculate the Due Date of the Invoice.

Type The Payment Term can belong to one of three Types, as follows—

Normal A normal payment. The Due Date in an Invoice will be calculated by adding value in the Net Days field to the Invoice Date.

Credit Note This type is used for Credit Notes, to make sure that your Sales Ledger will be updated correctly. You should have at least one Payment Term record of this type if you wish to raise Credit Notes. Credit Notes are described above on page 61.

Cash Use this Type for cash payments. The number of days is not relevant. Invoices with this Payment Term are known as "Cash Notes".

When you approve a Cash Note, it will immediately be treated as paid. There is no need to enter a Receipt.

Persons

Please refer to page 70 above for details about this setting.

Price Lists

Please refer to page 44 above for details about this setting.

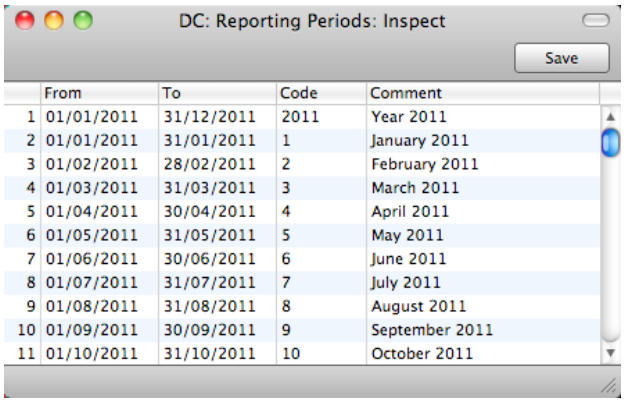
Prices

Please refer to page 45 above for details about this setting.

Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when you produce reports. If you open the 'Paste Special' list from the Period field of a report specification window, that list will consist of the Reporting Periods entered in this setting. For example, if you often produce monthly reports you should define each month as a separate period in this setting.

To open the Reporting Periods setting, first click the [Settings] button in the Master Control panel. The 'Settings' list opens: double-click 'Reporting Periods'. When the 'Reporting Periods: Inspect' window opens, you can enter a new Reporting Period simply by clicking in the first blank line and entering details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.



	From	To	Code	Comment
1	01/01/2011	31/12/2011	2011	Year 2011
2	01/01/2011	31/01/2011	1	January 2011
3	01/02/2011	28/02/2011	2	February 2011
4	01/03/2011	31/03/2011	3	March 2011
5	01/04/2011	30/04/2011	4	April 2011
6	01/05/2011	31/05/2011	5	May 2011
7	01/06/2011	30/06/2011	6	June 2011
8	01/07/2011	31/07/2011	7	July 2011
9	01/08/2011	31/08/2011	8	August 2011
10	01/09/2011	30/09/2011	9	September 2011
11	01/10/2011	31/10/2011	10	October 2011

It is a good idea to assign a Code that is easy to remember to each Reporting Period. You can use Codes as a quick way to choose a Reporting Period. For example, using the Reporting Periods illustrated above, type "1" in the Period field of a report specification window when you want the report to cover January in the current year. When the current year comes to an end, you should update your Reporting Periods so that they remain current. For example, you should change the From and To dates for the Code 1 to ensure that typing "1" in a report specification window will now produce a report for January in the new year.

The Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful Period is always offered as a default. You can simply change the dates and, if necessary, the Code in the first row, but if you want to delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

Styles

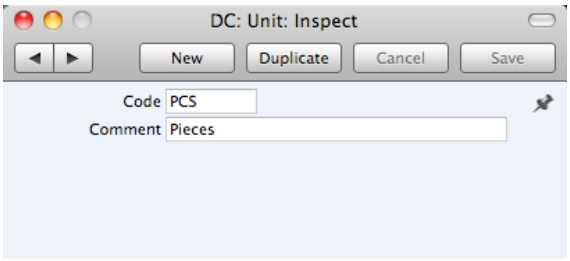
Please refer to page 94 below for details about this setting.

Units

The "Unit" of an Item is the quantity to which its price refers. You might, for example, sell some Items singly, some in pairs and others in dozens. The single Item, the pair and the dozen are all separate Units. You can list the Units that are

used in your business in the Units setting, thus making them available in a 'Paste Special' list. Having done so, you can assign Units to your Items using the Unit field in each Item record. For example, if an Item is sold in boxes of twelve, its Unit should be "Dozen". When the Item is included in an Invoice, the Quantity will refer to this Unit. If the Quantity in an Invoice is 2, this means "two boxes of twelve". The Price of the Item will also refer to this Unit. If the Price is 85.00, this means "85.00 for a box of twelve".

On double-clicking 'Units' in the 'Settings' list, the 'Units: Browse' window is displayed, showing all Unit records previously entered. Double-click an item in the list to edit, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, click the [Save] button in the Button Bar to save it.



Code — Enter the unique Code by which the Unit record is to be identified from elsewhere in Standard Invoicing. You can enter up to five characters, and you can use both numbers and letters.

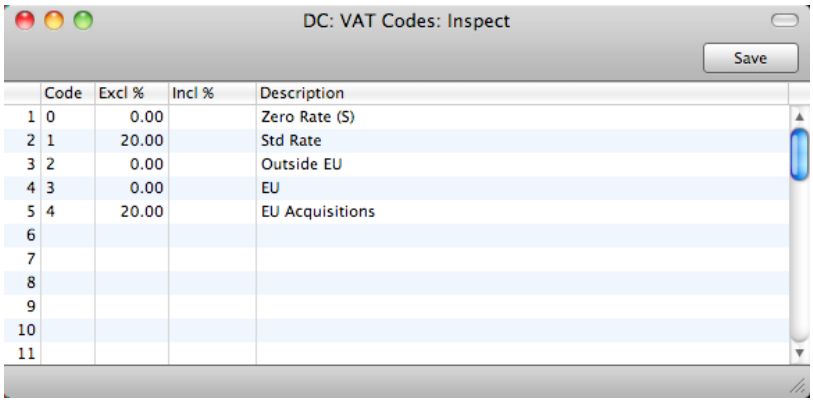
Comment — Here you enter the name for the Unit record as it will be shown in the 'Units: Browse' window and the 'Paste Special' list.

VAT Codes

In order to comply with VAT regulations in various countries, you may need to charge VAT at different rates, depending on the Item in question. To address this issue, you should use the VAT Codes setting to define as many VAT Codes as you need, with different accounting specifications.

After defining your VAT Codes, you can then assign them to your Items. VAT Codes ensure Standard Invoicing will calculate VAT using the correct percentages.

To work with VAT Codes, first click the [Settings] button in the Master Control panel to open the 'Settings' list. Double-click 'VAT Codes' in this list to open the following window—



To edit a VAT Code record, simply click in the field to be changed and overtype the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows—

Code — You should assign a unique Code to each VAT Code record, with a maximum of two characters.

Excl % — Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount.

Incl % — Specify the percentage to be applied to a figure that includes VAT in order to calculate the VAT amount.

Description — The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen.

To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Documents

Introduction

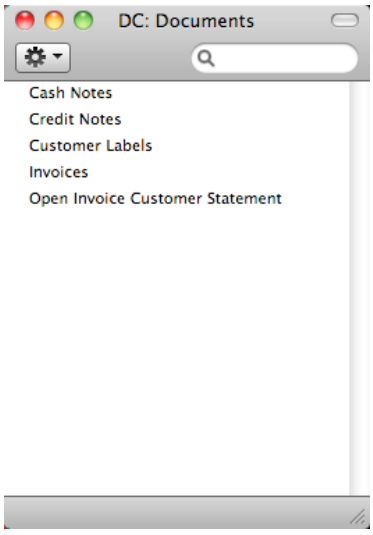
When you need to print an individual record, you will do so by printing a document. Documents are formal printouts such as invoices, often printed for sending to third parties (e.g. Customers). You can use up to three methods to print documents. These are—

1. Open the record that you want to print and click the Printer icon—

   If you want to print to screen, click the Preview icon—

2. Open the register containing the record that you want to print, highlight it in the list and select 'Print' from the File menu. You can select a number of records by shift-clicking to print them all.

3. Use the [Documents] button in the Master Control panel or the ⌘-D keyboard shortcut to open the list of documents.

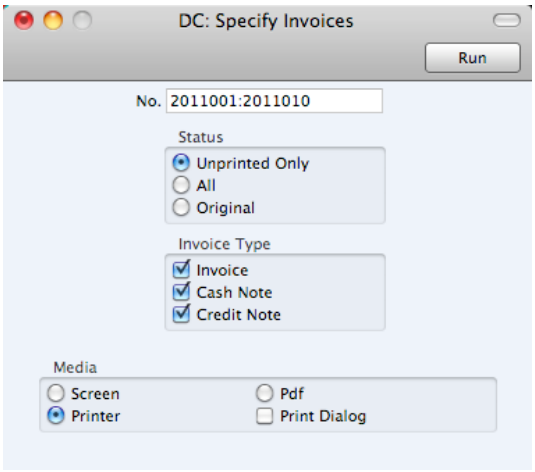


If you are using the third method, continue with these steps—

4. If you need to set the page size, number of copies and other printer options for a document, click on it in the 'Documents' list once and choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the document is to be printed. These settings will be used whenever you print the particular document until you choose 'Page Setup' once again, or until you choose 'Remove Page Setup' from the Operations menu of the 'Documents' list.

5. Double-click the document that you want to print. A dialogue box (also known as a "specification window") will open, where you should specify the

records that you want to print. Illustrated below is the specification window for Invoices—



6. Specify the record or records that you want to be printed. If you want to print a range, separate the first and last records in the range using a colon as shown in the illustration where, to print Invoices 2011001 to 2011010, “2011005:2011010” has been entered in the No. field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

7. Use the Media options to choose the destination of the printout. If you need to use the Pdf option, you may need to use Styles that will embed fonts in the resulting pdf files. You may also need to choose a code page and page setup, which you can do in the Form Properties (the ‘Page Setup’ function mentioned earlier in this section does not apply when you choose the Pdf Media option). Please refer to page 94 below for details about Styles and page 90 for details about Form Properties.

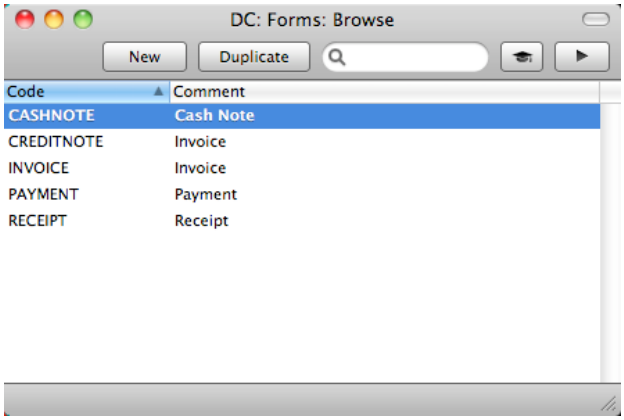
8. Once you have specified the documents that you want to be printed and have chosen a print destination, click [Run] to print the documents.

Each document will be printed using a different Form (i.e. stationery). For details about designing Forms, please refer to the ‘Designing Forms’ section immediately below. For details about specifying the Form that will be used when you print a document, please refer to the ‘Document Definition’ section below on page 96.

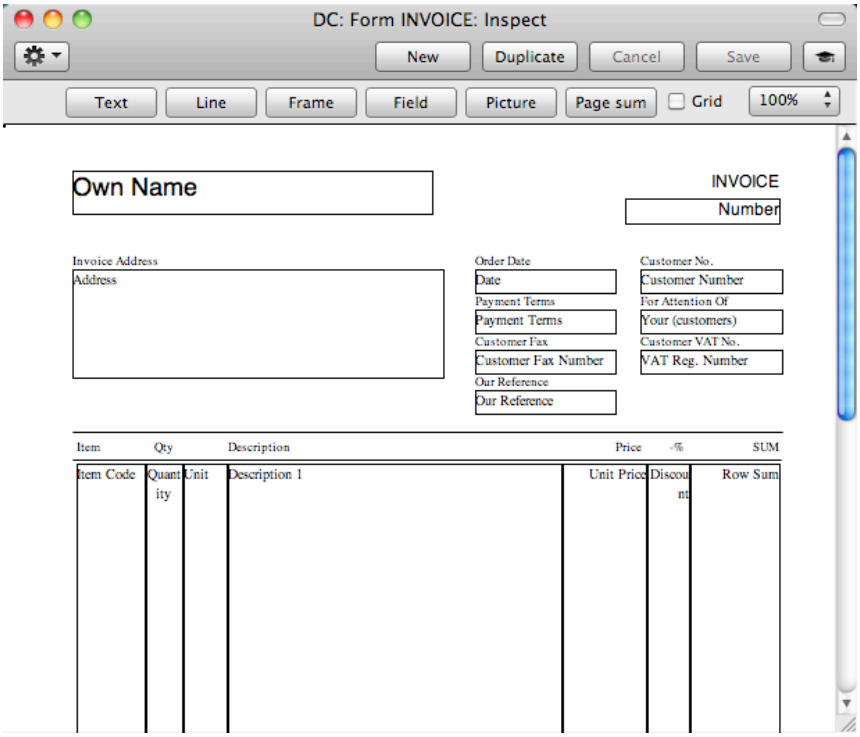
Designing Forms

You can print various documents from Standard Invoicing, including Invoices, Credit Notes, Cash Notes and Customer Labels. The Form register is a forms editor built in to Standard Invoicing that you can use to design your own formats (i.e. your own stationery) to be used when printing these documents. In this register, you can design separate Forms for each document used in the program.

To open the forms editor, click the [Forms] button in the Master Control panel or use the ⌘-5 keyboard shortcut. The 'Forms: Browse' window opens, showing the Forms that are already in the system—



Double-click on a Form in the list to open and edit it, or click [New] or [Duplicate] in the Button Bar to create a new Form. When you have designed the Form, click [Save] in the Button Bar to save it in the normal way.



The 'Form: Inspect' window is where you can create the new Form or edit an existing one. At the top of the window there are five buttons: [Text], [Line], [Frame], [Field] and [Picture]. In the editing area, each object in the Form is shown either as a framed box, or as text. As in most drawing programs, you can

move an object by clicking and dragging, and you can re-size it by dragging its corners.

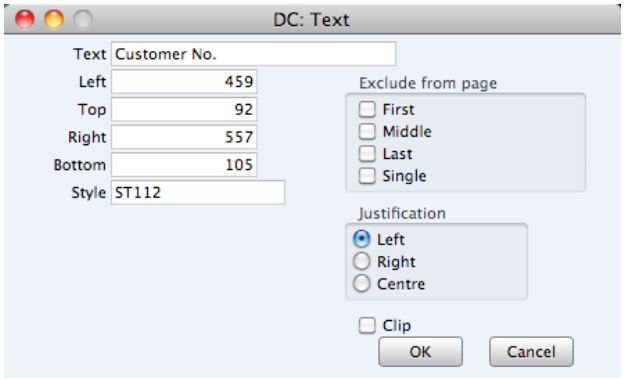
Adding and Editing Objects

To add an object to the Form, click the appropriate button at the top of the window and then draw a box with the mouse in the Form where you want the object to appear. When you release the mouse button, a dialogue box will be opened, where you can place the object more precisely using coordinates, specify a font style and so on. To edit an object, double-click on it with the mouse. The same dialogue box will open, where you can edit the specifications of the object. Each object type has its own dialogue box, described below.

Text Objects

To add a new text object to the Form, click the [Text] button and then draw the object where you want the text to appear.

When you release the mouse button, the following dialogue box will appear—



Text The text that is to be printed on the Form. This can be up to 80 characters long, but it is limited to one line. To create a text area with more than one line, use the appropriate number of separate one-line text objects.

Left, Top, Right, Bottom

Use these fields to specify the size and position of the text box that is to contain the text. When you create a new text box, the measurements of the box that you have just drawn will appear here.

Style **Paste Special** Styles setting

Use this field to assign a font and font style to the text. You should define your Styles using a separate register that is fully described below on page 94. If you do not enter a Style here, the first record in the Styles setting will be used.

Exclude from page Please refer to the 'Single- and Multi-Page Forms' section below on page 92 for details about these options.

Justification Use these options to specify where the text will appear inside the text box.

Click [OK] to close. The text field is visible on the screen, and you can move it across the Form with the mouse.

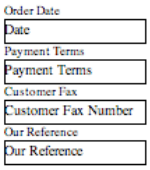
To edit a text object once it has been created, double-click it to open the 'Text' dialogue box.

Lines and Frames

Use these tool buttons to draw lines and frames on the Form. Click either button and then draw the object. When you release the mouse button, a dialogue box will appear where you can indicate the width in pixels of the line or frame, and the pages on which it is to be printed.

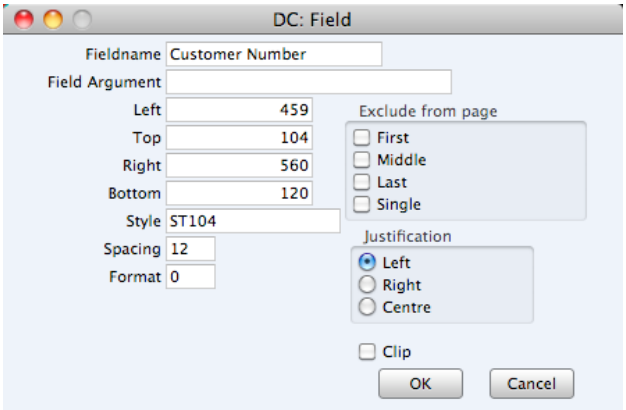
Fields

A field is an area on the Form where a piece of information from your Standard Invoicing database is to be printed. The following example from an Invoice Form explains how—



Fields are shown as boxes containing the field name. The boxes are for identification only: they will not be printed. You can use the [Frame] button to add a printing frame if necessary. Above each field is a text object (created using the [Text] button as described above) that identifies the information shown in the field. These would not be necessary if the Form is to be printed on pre-printed stationery. Text objects can be distinguished from fields as they are unboxed.

To add a field, click the [Field] button, and mark the position of the field. A dialogue box opens—



Fieldname **Paste Special** Fields for the Document Type

Enter the Field Name using 'Paste Special'. If you have assigned a Document Type to the Form as described below on page 91, 'Paste Special' will only list the fields for that Document Type. Otherwise it will list all fields. Fields belonging to other Document Types will not be printed.

Field Argument You can use the Field Argument with certain fields to control how they will be printed. For example, in some fields you can use the Field Argument to specify the number of decimal places that will be printed. The Field Argument can only be used with a few fields: please refer to the descriptions of the individual documents for details.

Left, Top, Right, Bottom

Use these fields to specify the size and position of the text box that is to contain the text. When you create a new text box, the measurements of the box that you have just drawn will appear here.

Style **Paste Special** Styles setting

Use this field to assign a font and font style to the text. You should define your Styles using a separate register that is fully described below on page 94. If you do not enter a Style here, the first record in the Styles setting will be used.

Spacing Some fields will cause more than one line of text to be printed (e.g. the fields listing the Items in Invoices). In these fields, you should use the Spacing field to specify the spacing between lines (in pixels). Usually the number of pixels that you specify here should be the same as the font size. If you leave this field empty, the lines of text will be printed on top of each other.

Format In the case of matrix fields (for example, those printing the Items in Invoices), you should enter "1" as the Format (as well as specifying a Spacing). If the Format is 0, the printed matrix columns may not be aligned correctly if the first row only contains text.

Exclude from page Please refer to the 'Single- and Multi-Page Forms' section below on page 92 for details about these options.

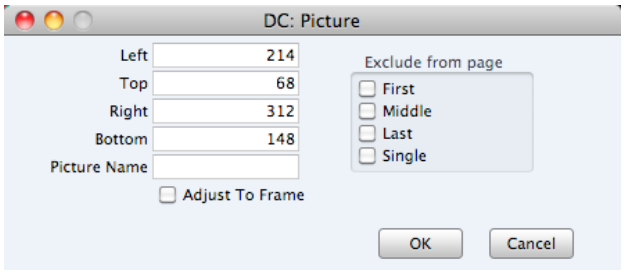
Justification Use these options to specify where the text will appear inside the text box.

Click [OK] to save.

Usually each field that you place in a Form corresponds to a field in the original record. For example, the Customer Number field in the illustration above will print the contents of the Customer Number field in each Invoice. An exception is the "Note" field. If you include the "Note" field in your Form design, this will print the first note or comment that you attach to the original record using the Attachments feature.

Pictures

Use the [Picture] button to include a picture in your design. As with other tools, click the button and draw a frame for the picture on the Form. A dialogue box then appears.



In the Picture Name field, enter the file name of the picture as it is on your hard disk. You can use 'Paste Special' to ensure that the file name is spelt correctly and that the path is correct.

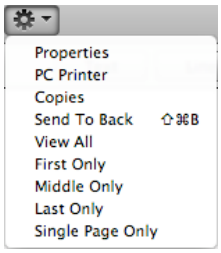
The picture must be a PDF or PICT file. If you will use the Form to create pdf files, the only picture format that is supported is 24-bit BMP. This applies when the pdf file will be generated by Standard Invoicing. Please refer to page 95 below for details about pdf generation. If you will use the Form to create pdf files and will also print it on a printer, you should have versions of each picture on your computer in each format, and you should use the [Picture] button to include all versions in your Form design (i.e. you should have BMP and PDF/PICT picture objects in the same position in each Form). This will ensure the picture will always be printed correctly.

All picture file names should have the correct extensions.

When you design a Form, PDF and PICT pictures will be visible immediately in the Form editor. 24-bit BMP images will not be visible and instead will be marked by rectangular placeholders of the appropriate size.

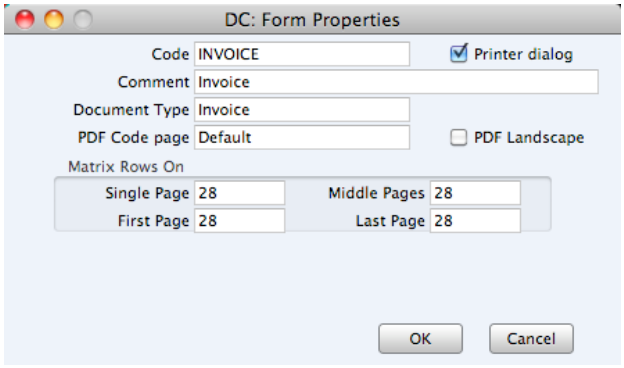
Operations Menu

The Operations menu for Forms is shown below. It is available from the 'Form: New' and 'Form: Inspect' windows. There is no Operations menu for the 'Forms: Browse' window.



Properties

This menu command opens the 'Form Properties' dialogue box. Here you can record the basic specification of the Form you are creating or editing.



Code — Enter the unique code of the Form: this is the means by which the Form will be identified elsewhere in Standard Invoicing. If you create a new Form by duplicating an existing one, you must enter a new Code here before you can save it.

Printer dialog — Check this box to force a printer dialogue box to be shown each time the Form is printed. This dialogue box will allow you choose how many copies are to be printed, and also to choose the printer.

Comment — Enter text describing the Form here.

The Comment will be shown in the 'Paste Special' list that you will use when assigning Forms to documents, so it should be descriptive enough to make the selection of the correct Form easy for all users.

Document Type **Paste Special** Choices of possible entries

Using 'Paste Special', enter one of the available Document Types into this field. When the time comes to add fields to the Form, only the fields available for that Document Type will be available in the 'Paste Special' list in the 'Field' dialogue box.

PDF Code page **Paste Special** Choices of possible entries

If you will use the Form to create pdf files, specify here the code page that is to be used, if different to the default. For example, you may usually use the CP1252 code page, but you may need to use KOI8-R Cyrillic in a particular Form.

This applies when the pdf file will be generated by Standard Invoicing. Please refer to page 95 below for details about pdf generation.

The default code page will depend on the language of the Standard Invoicing interface you are using, as follows—

Language	Default Code Page
Estonian, Latvian, Lithuanian	CP1257
Polish, Hungarian, Slovak, Slovenian, Serbian	CP1250
Russian, Ukrainian, Byelorussian	KOI8-R
Others	CP1252

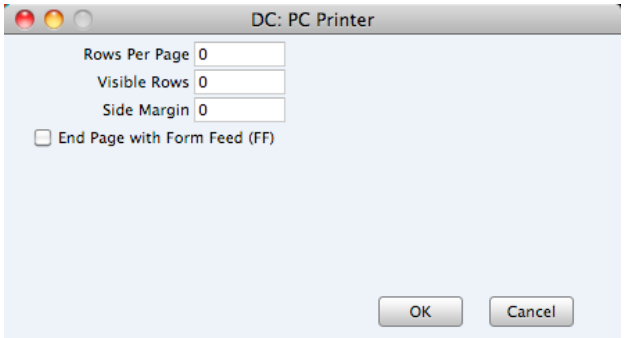
PDF Landscape If you will use the Form to create pdf files, use this option if you would like those pdf files to be created in landscape format.

This applies when the pdf file will be generated by Standard Invoicing, in which case a landscape format specified using the 'Page Setup' function on the File menu would not be applied. Please refer to page 95 below for details about pdf generation.

Matrix Rows On Please refer to the 'Single- and Multi-Page Forms' section below on page 92 for details about these options.

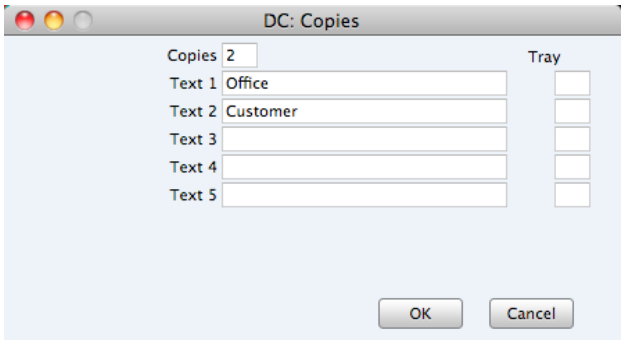
PC Printer

If you are using a dot matrix printer, use this dialogue box to define the page size.



A dot matrix printer needs certain settings for printing on continuous stationery. If you are printing a document to pre-printed forms, you may need to define the number of rows in the page, the number of visible rows and the left margin for the forms used.

Copies



Use this function to specify how many copies should be printed each time the Form is used, the headings to be printed on each copy and the printer tray from which each copy is to be printed. If you want the headings to be printed, be sure to include the Copy Type field in your Form design. In the example illustrated above, we have specified that two copies of each Invoice will be printed: one marked “Office” and one “Customer”. Only one copy (marked “Office”) will be printed if the Invoice is not approved, and if an approved Invoice has already been printed.

Send to Back

If you want certain objects on the Form to appear behind other objects, click on them and select this function.

View All, First Only, Middle Only, Last Only, Single Page Only

These functions are described in the next section, ‘Single- and Multi-Page Forms’.

Single- and Multi-Page Forms

When you design a Form, you should consider what is to happen when the printing of a document requires more than one page. Two options are available—

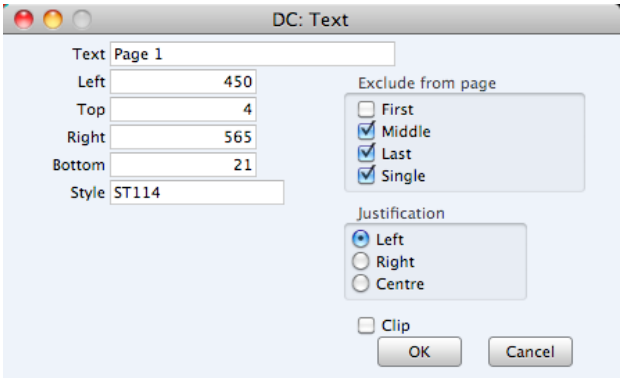
1. The “simple” option, where the same page design is used for each page.
2. The “multi-page” option allows the use of up to four page designs, as follows—

First	The first page of a multi-page document.
Middle	In a multi-page document, the pages between the first and last pages.
Last	The last page of a multi-page document.
Single	The sole page of a single-page document.

Usually, the First and Single page designs will be the same.

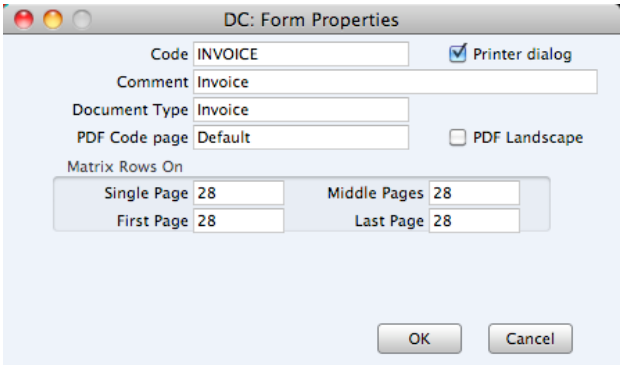
When you add an object of any kind (i.e. text, line, frame or field) to a Form design, you can use the Exclude From Page check boxes to specify the pages on which the object is to be printed. If you do not check any of these boxes, the

object will be printed on every page. This will be the case when using the "simple" option. If you want the object to be printed on certain pages only, check one or more of the boxes. For example, if the object is to be printed on all pages except the first, check the First box. If it is only to be printed on the first page, check all boxes except the First box (i.e. it will be excluded from all pages except the first). The text object in the illustration below will be printed on the first page only—



To help with the design process, you can choose to display the objects from a particular page. To do this, select 'First Only', 'Middle Only', 'Last Only' or 'Single Page Only' as appropriate from the Operations menu. For example, select 'First Only' to view the objects that are to be printed on the first page (i.e. those whose First box has not been checked). Select 'View All' to see all objects, irrespective of the page on which they are to be printed.

The number of pages printed will vary from record to record, depending on the number of rows that the record has. An Invoice with one Item will be printed on a single page (i.e. using those objects whose Single box is not checked). An Invoice with 100 Items (i.e. 100 rows) will be printed over several pages. You should specify the maximum number of rows that can be printed on each page by selecting 'Properties' from the Operations menu. This opens the 'Form Properties' window, which has four fields under the overall heading of Matrix Rows On—



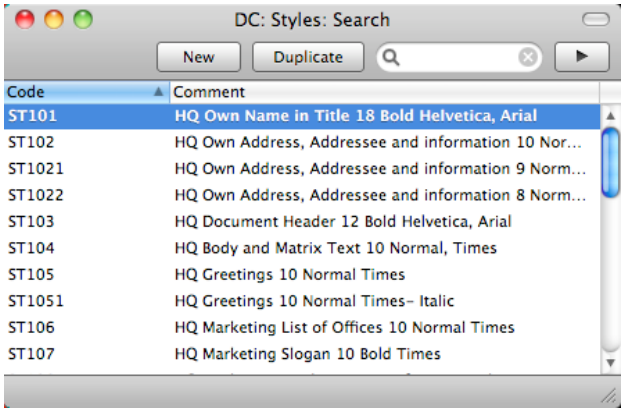
In the case of the "simple" option, you should enter the same number to each of these four fields. Otherwise, enter different numbers as appropriate. For example, in an Invoice Form, First and Single are set to 5, Middle to 6 and Last to 7. Invoices will be printed as follows, depending on the number of rows—

Invoice rows	Pages	Type of Page
Up to 5	1	Single
5-12	2	First and Last
13-19	3	First, Middle and Last
19-25	4	First, 2 x Middle, Last

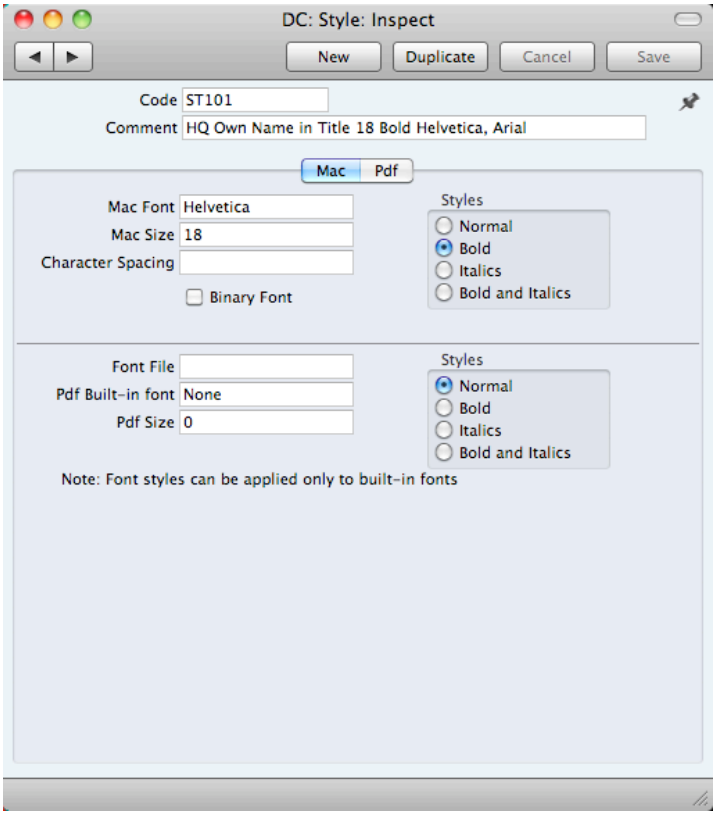
Styles

Use the Styles setting to define the various font Styles that you will use in the Fields and Text objects in your Forms, ensuring a consistency of appearance.

To open the Styles setting, first click the [Settings] button in the Master Control panel and then double-click 'Styles' in the 'Settings' list. The 'Styles: Browse' window will open, listing the Styles you have previously entered.



Double-click a Style in the list to edit it. To enter a new record, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, click on a Style similar to the one you want to enter and click [Duplicate] on the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.



Header

Code The code for the Style.

Comment Any description.

The Comment will be shown in the 'Paste Special' list that you will use when assigning Styles to Fields and Text objects in Forms, so it should be descriptive enough to make the selection of the correct Style easy for all users.

Mac Card

Mac Font **Paste Special** Fonts available on your computer

Specify the name of the font.

Mac Size Specify the font size in points.

Styles Select one of the available style types.

Character Spacing You should use this field in Styles that will be used when printing bank giro forms, where a fixed character spacing is required. Specify here the spacing in pixels from the start of one character to the start of the next. Usually this will be six pixels or less.

You can only use Styles with a Character Spacing in Fields and Text objects with a left or right justification. The Character Spacing will have no effect in Fields and Text objects with a centre justification.

Pdf Card

If you will use a Style in a Form that you will print to pdf files, you should also fill in the fields on the 'Pdf' card, especially if the Style uses a non-standard font. The standard fonts are Times, Helvetica, Courier, Symbol and Zapf Dingbats. Most pdf readers are able to read and print these fonts. If the Style uses a non-standard font, you should use the 'Pdf' card to ensure that the font will be embedded in pdf files, so that those files have the correct appearance when opened and printed by pdf readers. This is particularly important for barcode fonts.

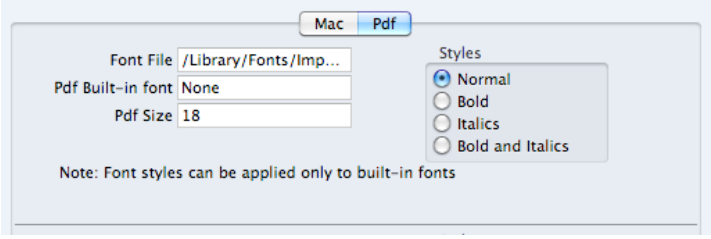
You can create pdf files from Standard Invoicing using two methods—

1. Open a record, click the Printer icon and, when the printer dialogue box appears, choose to print to pdf. In this case, the pdf will be generated by the operating system, which embeds fonts as necessary.

2. Click the [Documents] button in the Master Control panel, double-click a document in the list and choose 'Pdf' as the Media option in the specification window.

   In this case, the pdf will be generated by Standard Invoicing, which will embed fonts following the instructions on the 'Pdf' cards of the relevant Style records.

   If a Pdf file is generated by Standard Invoicing and you find that the Times font has been used where you are expecting a different font, then it is likely that you need to use the 'Pdf' card in the relevant Style record to embed the intended font in the Pdf file.



Font File	**Paste Special**	Opens the standard 'Open File' dialogue that you can use to locate the font file

Use 'Paste Special' to specify the path to the font file.

The font file must be an OpenType font with the .ttf extension or a Type 1 Post Script font with the .afm or .pfa extensions. Other font formats are not supported.

Pdf Built-in font	**Paste Special**	Choices of possible entries

If you want to embed one of the standard fonts in pdf files, specify that font here. This will usually be because the Style uses one of the standard fonts and you want to embed that font in pdf files. This will help ensure the Style prints as you expect, but will also slightly increase the size of the pdf file.

If you specify both a Pdf Built-in font and a Font File in the field above, the Pdf Built-in font will be used.

Pdf Size The font size in points.

Styles Select one of the available style types.

If you specify a font on the 'Pdf' card, you should also specify a Mac Font. When you use the Style in a Form design and print the document to a printer or preview it to screen, the Mac Font will be used. The Pdf font will only be visible in pdf files.

Note that the .ttf extension does not guarantee that the font is an OpenType font, as this extension is also used with TrueType fonts. You can confirm the font format using the Font Book application. If there is still a problem, the Pdf font will not be visible in a pdf file and will be replaced by Times.

If you will use a Form to create pdf files, as well as specifying the fonts that will be embedded as described here, you should also specify a PDF Code page for that Form and, if appropriate, specify that pdf files will be created in landscape format. Please refer to page 90 above for details.

Document Definition

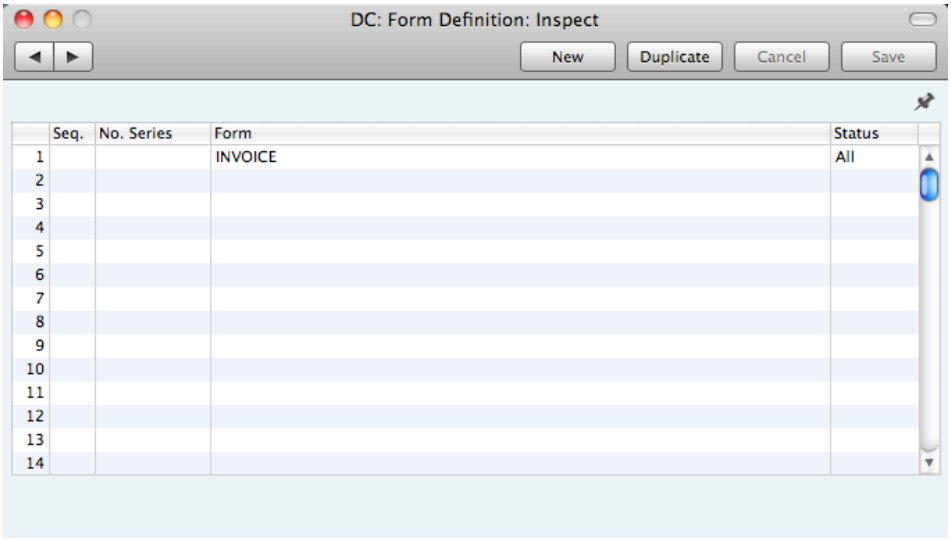
You must assign a Form to each document before you print it for the first time. The Form is the design or layout of the document. For example, if you have designed a Form with the Form Code of "INVOICE", you need to connect it to the Invoice document so that the Form will be used when you print the document. You can have a single Form for each document, or you may have several versions of a particular type of document, to be used on different occasions.

To assign a Form or Forms to a document, follow these steps—

1. Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. The 'Documents' list window is opened showing a list of available documents. Highlight the document that you need to define ('Invoices' in the example).

2. Select 'Define Document' from the Operations menu.

3. Enter the Form Code (e.g. "INVOICE") in the Form field. Use the 'Paste Special' feature to see the available forms in your Form register and to ensure the spelling is correct.



4. Click [Save] to save the Invoice definition. From now on, whenever Invoices are printed, the "INVOICE" Form will be used.

You can also use 'Define Document' (steps 3 and 4 above) to specify that more than one Form is to be printed (for example, you might require that a Delivery Note is printed with each Invoice). Please refer to page 58 for more details about the 'Form Definition' window, with illustrated examples.

The 'Define Document' function is available for all of the documents printed by Standard Invoicing, allowing a high level of flexibility in the production of printed output from Standard Invoicing.

Invoices

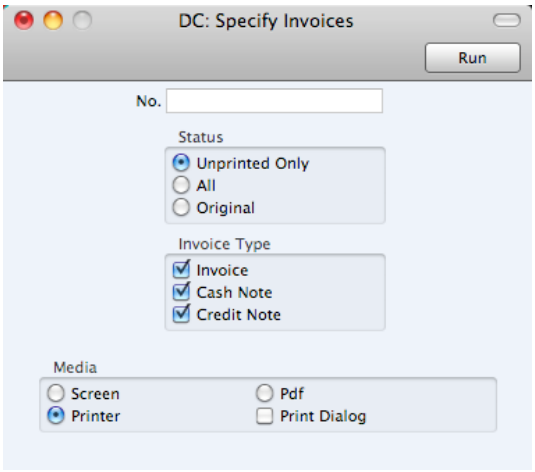
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

For a sample printout, click the Printer icon in the Button Bar while you are working with an Invoice, and before you click the OK check box. The Invoice will be printed. The text "Test Printout" will be printed diagonally across the page as a watermark. Since you have not yet committed the Invoice by clicking the OK check box and saving, you can check it and change it if necessary. This is true also for Cash Notes and Credit Notes. If you want to print to screen, click the Preview icon (the preview will not include the watermark).

When you want to print the final Invoice, you can do so again by clicking the Printer icon while the Invoice is open on screen, or, to print a number of Invoices at one go, follow the instructions below.

1. Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. In the 'Documents' list, double-click the Invoice type you want to use (Invoices, Cash Notes or Credit Notes).

   The 'Specify Invoices' window is opened.



2. Enter the Invoice Number to print a single Invoice, or a range of Invoice Numbers separated by a colon. Use the Status options to specify which Invoices are to be printed, as follows—

Unprinted Only This option ignores any Invoices in the range that have already been printed. Only approved Invoices in the range will be printed.

All Prints all Invoices in the range. Any previously printed approved Invoices will have the word "Copy" printed diagonally across the page as a watermark, while unapproved Invoices will be printed with the "Test Printout" watermark.

Original This option also prints all Invoices in the range. Previously printed approved Invoices will be printed again as though they were original copies, without the "Copy" watermark. Unapproved Invoices in the range will be printed with the "Test Printout" watermark.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice. These are printed using different documents, defined by highlighting the appropriate option in the 'Documents' list and selecting 'Define Document' from the Operations menu, as follows—

Invoice The standard Invoice uses the Invoice document.

Cash Note A Cash Note is an Invoice with Payment Terms of the "Cash" type. The Cash Note document is used instead of the Invoice document.

Credit Note A Credit Note is an Invoice with Payment Terms of the "Credit Note" type. The Credit Note document is used instead of the Invoice document.

3. Press [Run] in the Button Bar to start the printing, or cancel by closing the window.

If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you need to print all copies again, you must print the Invoice using this function (i.e. not by clicking the Printer icon in the Invoice record), and you should choose the Original option.

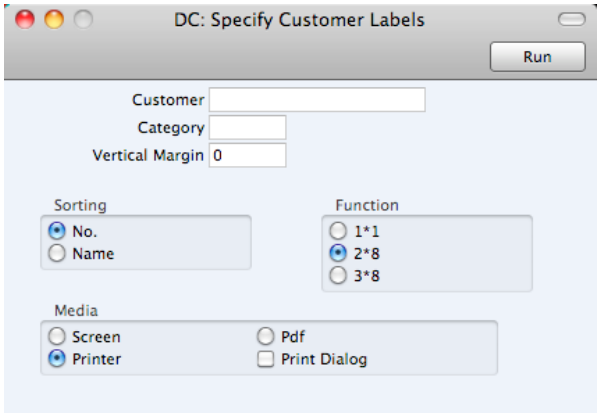
When you design the Form to be used when printing Invoices, you can use the Field Argument in some fields to specify how many decimal places will be printed. These are the row fields "Unit Price", "Unit Price Including Discount" and "Item Price", and the footer fields "Sum", "VAT" and "To Pay". For example, if the VAT in an Invoice is 1.47, the "VAT" field will print 1.50 if it has a Field Argument of 1. The "Unit Price" field prints the Unit Price from an Invoice Row excluding discount and VAT, while the "Item Price" field prints the Unit Price from an Invoice Row excluding discount but including VAT. The "To Pay" field prints the Invoice total including VAT.

Cash Notes, Credit Notes

These options behave in the same manner as 'Invoices' already described. They are provided to enable you to assign a separate Form to each Invoice type. To do this, click once on each option in turn in the 'Documents' list and select 'Define Document' from the Operations menu. You should do this for each document that you are likely to use. Otherwise Standard Invoicing will give the warning "Can't find document" when you try to print an Invoice of a type that has no Form. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Customer Labels

This document prints name and address labels to Contacts that have been marked as Customers. It uses the Address and Contact from each Customer record.

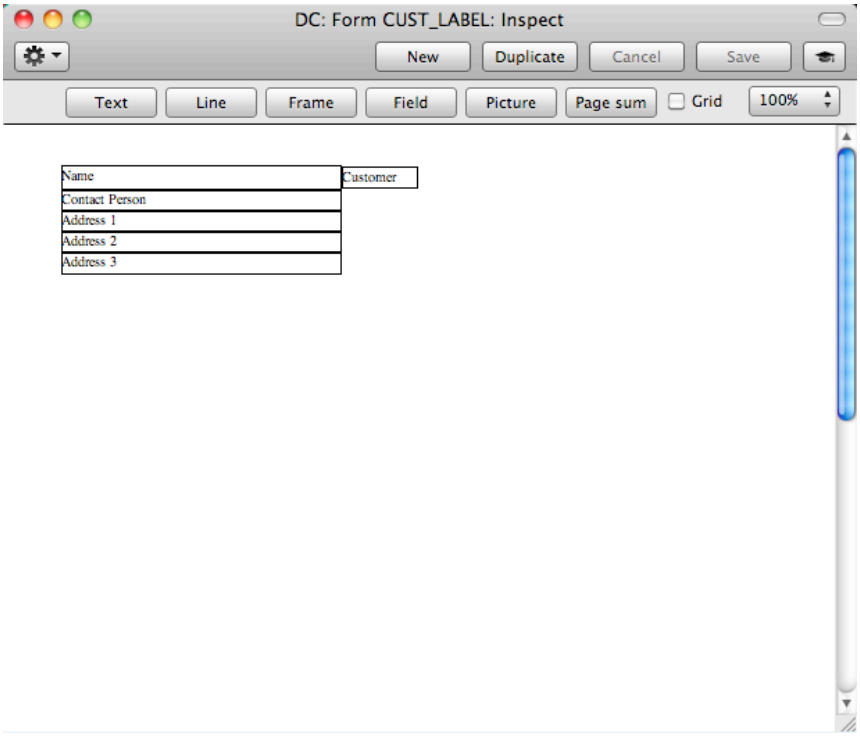


Customer	**Paste Special**	Customers in Contact register
	Range Reporting	Alpha

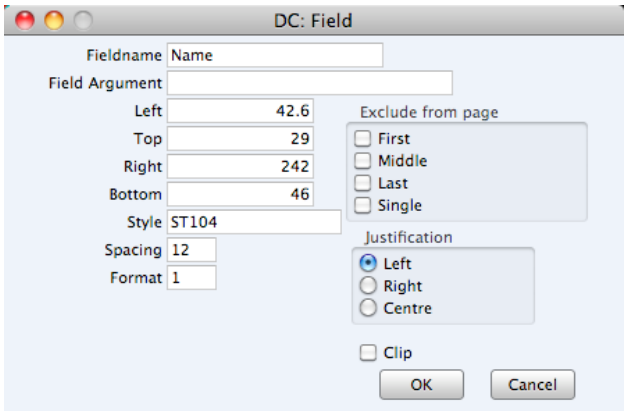
Enter the Customer Number or range of Numbers for which you want the labels printed.

Category	**Paste Special**	Customer Categories setting
	Select a Customer Category. Labels will be printed for all Contacts in that Category.	
Sorting	The labels can be sorted by Contact Number or Contact Name.	
Function	Choose which of the three standard label formats you are using, 2 or 3 columns and 8 rows on an A4 page, or a single label per page.	

Illustrated below is a sample CUST_LABEL record from the Form register. Note that you should only draw each field once: the label printing function will print the fields the appropriate number of times on each page.



Add Fields to the Form design in the usual way (click the [Field] button and draw a rectangle where you want the field to appear). When the 'Field' dialogue box opens, specify the Fieldname—

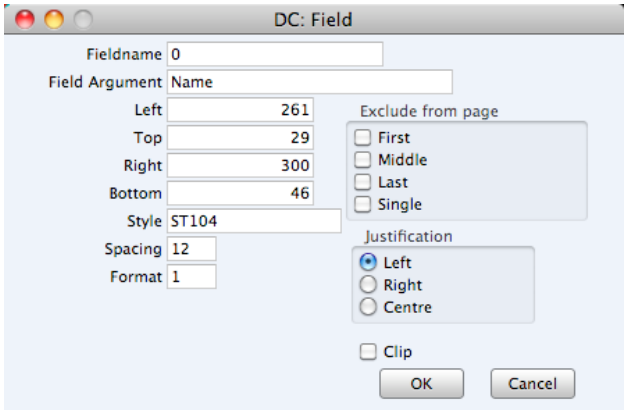


If you find the labels are not aligned properly, set the Format to 1.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as “Customer Name”), follow these steps—

1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialogue box opens.

2. Leave the Fieldname blank and enter the static text in the Field Argument field.

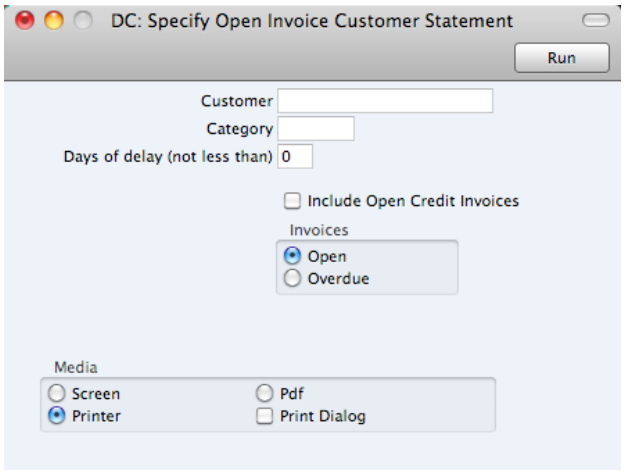


3. Click [OK] to save.

4. Do not use the [Text] button for this purpose: any text entered this way will be printed for the first label only.

Open Invoice Customer Statement

The Open Invoice Customer Statement document is a document you can send to your Customers, listing the open (unpaid) Invoices owed by each Customer.



Customer — **Paste Special** — Customers in Contact register

Range Reporting — Alpha

If necessary, enter here the Contact Number of the Customer (or range of Customers) for whom you wish to print statements.

Category — **Paste Special** — Customer Categories setting

If you want to print statements for Customers of a particular Category, specify that Category here.

Days of delay (not less than)

If you only wish to include Invoices in the statements that are overdue by more than a certain number of days, enter that number here.

Include Open Credit Notes

Check this box if you would like to include in the statement Credit Notes that have not yet been allocated to specific Invoices.

Invoices Specify here which Invoices are to be included on the statement.

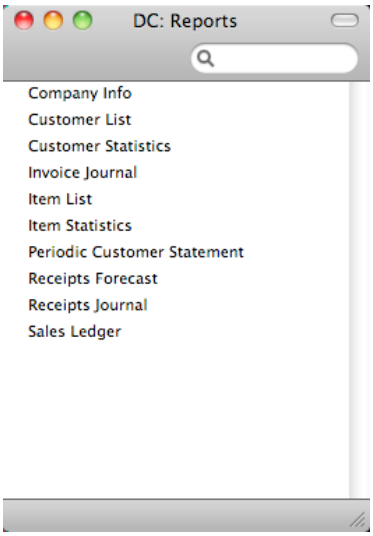
- **Open** This option lists all unpaid Invoices in the statement.
- **Overdue** This option lists only Invoices due for payment on the statement. These are Invoices whose Payment Terms have expired.

Reports

Introduction

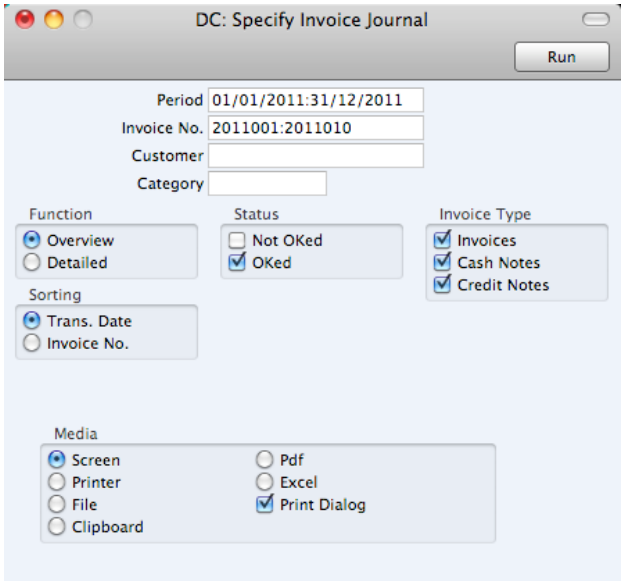
To print a report, follow these steps—

1. Use the [Reports] button in the Master Control panel or the ⌘-R keyboard shortcut to open the list of reports.



2. Choose a report by clicking an item in the list once. If you need to set the page size, number of copies and other printer options for the report, choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the report is to be printed. These settings will be used whenever you print the particular report until you choose 'Page Setup' once again.

3. Double-click the report that you want to print. A dialogue box (or "specification window") will open, where you should specify what you want to be included in the report, and where you want the report to be printed. Illustrated below is the specification window for the Invoice Journal report—



4. Leave all the fields in a specification window blank if the report is to include all the records in the database. If you need to restrict the coverage of the report, use the fields as described individually for each report.

   You can often report on a selection range selection range, such as a range of Customers, or a range of Items. To do this, enter the lowest and highest values of the range, separated by a colon. For example, if a specification window includes an Invoice No. field, you will be able to report on Invoices 2011001 to 2011010 by entering "2011001:2011010" in that field, as illustrated above. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

   You can often use 'Paste Special' (⌘-Enter) to enter values in fields in specification windows. In the example illustrated above, you can use 'Paste Special' to choose a Period, a Customer and a Customer Category. In a field where you can enter a range, type the colon before opening the 'Paste Special' list for the second time. This will cause the second value to be added to the one already entered, after the colon. Otherwise, the previous value will be overwritten.

   The specification window also allows you to choose the destination of the printout. To do this, select one of the Media options at the bottom of the window. If you print to file, the contents of the report will be saved as a text file that you can then open in most word processors and spreadsheets. If you print to screen (the default setting), you will subsequently be able send the report to a printer by clicking the Printer icon at the top of the window containing the report or by selecting 'Print' from the File menu.

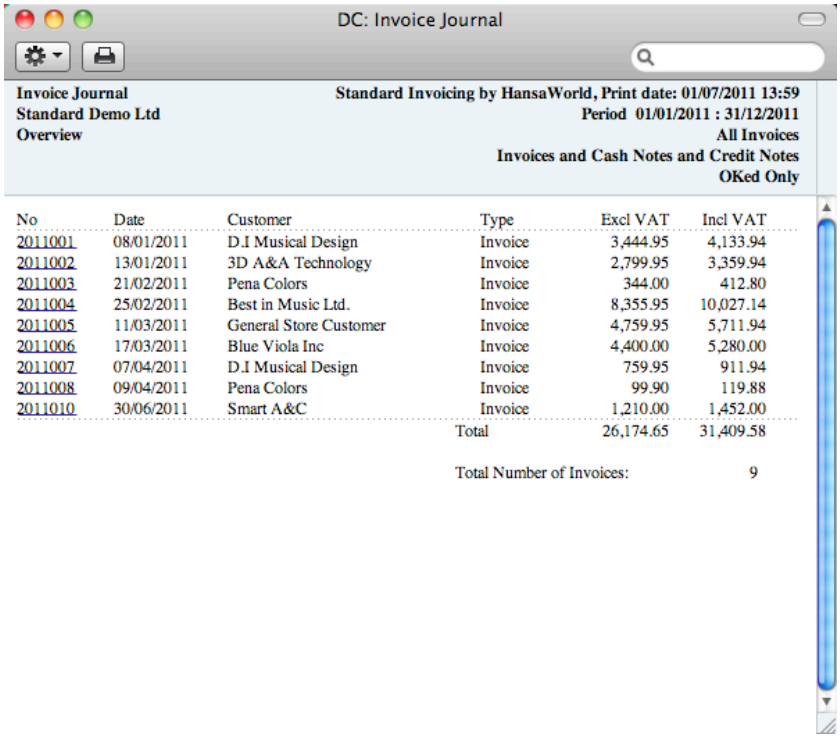
   If you want a print dialogue to appear when you send the report to a printer, check the Print Dialogue box. You might do this if you want to print several copies of a report.

5. Once you have entered the reporting criteria and have chosen a print destination, click the [Run] button to produce the report.

The Report Window

If you print a report to screen, it will be shown in its own window, known as a "Report Window". You can print several reports to screen at the same time, totally independently. You can for example show two versions of the Invoice Journal simultaneously, in two different windows. Since windows in Standard Invoicing are completely independent, you can have report windows, record and browse windows and lists all open at the same time.

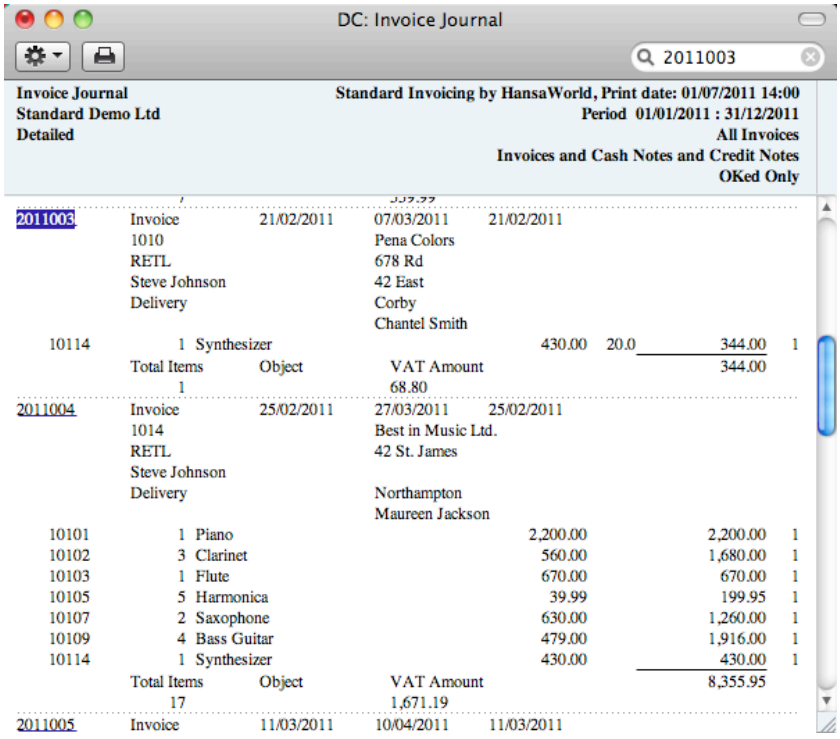
Below is shown an example Invoice Journal—



You can scroll up and down through the report using the scroll bar, the trackpad or the PgDn, PgUp, Home and End keys on the keyboard.

Searching in Reports

A useful function built in to every report in Standard Invoicing when you print to screen is the ability to search for a text string in a report. The search string can contain any sequence of letters and digits occurring in the report.



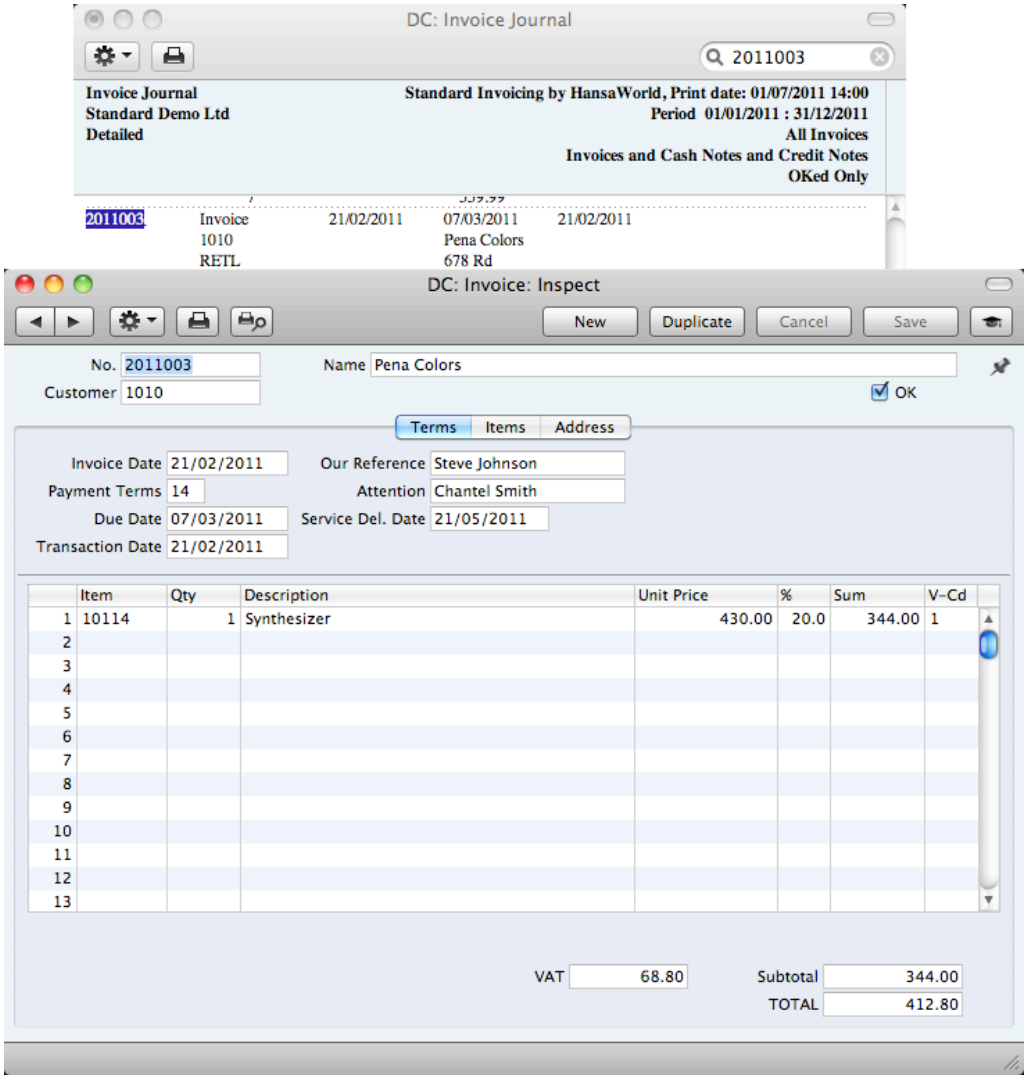
In this example you might want to search for Invoice 2011003. Enter “2011003” into the Search field on the right of the Button Bar and press the Return or Enter key. The first text string in the report that matches the search string will be highlighted. Press the Enter key again to find the next match.

Updating Reports

While a report is on screen, it may be that you change one or more of the records that contribute to the calculations. If any of these changes will affect the contents of the report, you can easily update the report without closing and recreating it. Simply bring the report window to the front and select ‘Recalculate’ from the Operations drop-down menu (or use the ⌘-Shift-R keyboard shortcut) to update the report. If you want to change the report criteria before recreating the report (e.g. you want to change the report period), choose ‘Reopen Report Specification’ from the Operations menu instead (or use the ⌘-Shift-E keyboard shortcut).

Drill-down

Many reports include a drill-down feature when you print them to screen. For example, when you have an Invoice Journal on the screen, you can click on any Invoice Number in the report. The Invoice record will open, as illustrated below—



Text with the drill-down feature is shown underlined in a screen report.

Printouts

If you print a report to screen, you can then print it to paper by clicking the Printer icon in the Button Bar of the window containing the report. The page format is set in advance for each report so that the report will fit in a portrait or landscape page.

Company Info

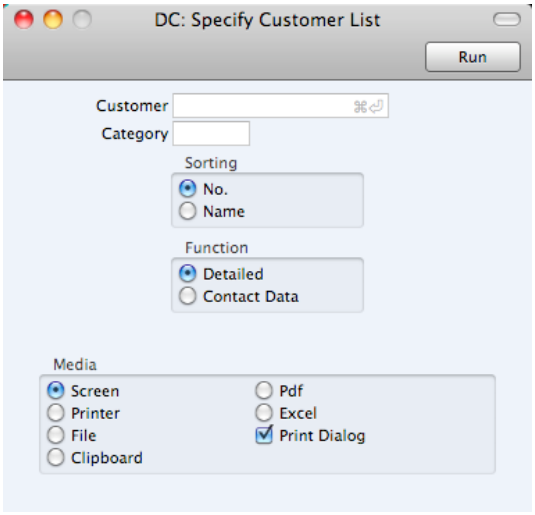
This report is effectively a print-out of the Company Info setting.

To print this report, click the [Reports] button in the Master Control panel and then double-click 'Company Info' in the 'Reports' list. There is no specification window for this report, so print it by clicking the [Run] button.

Customer List

This report is a simple listing of all the Customers in the Contact register. You can also produce this report for an individual Customer by clicking the Printer icon when that Customer is open in a record window.

The Customer List report has the Standard Invoicing Drill-down feature. Click on any Customer Number in the report to open the Contact record for that Customer.



Leave all the fields blank if the report is to cover all the Customers in the Contact register. If you need to restrict the coverage of the report, use the fields as described below.

Customer — **Paste Special** — Customers in Contact register

Range Reporting — Alpha

Use this field to limit the report to a single Customer, or range of Customers.

Category — **Paste Special** — Customer Categories setting

To restrict the report to Customers belonging to a single Category, enter a Category Code here.

Sorting — These radio buttons control the sort order of the report. The default is to print the report in Customer Number order, but you can also print in Name order.

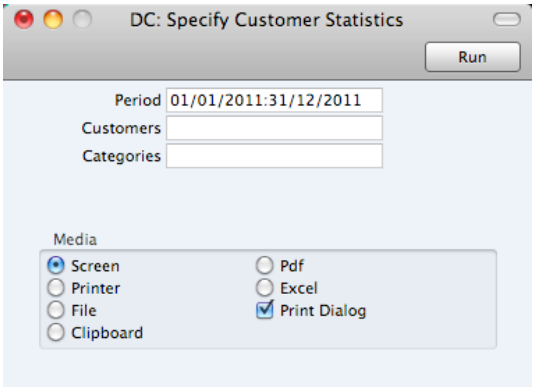
Function — These radio buttons control the level of detail shown in the report.

- **Detailed** — This, the default option, prints a comprehensive report that includes virtually all the information stored in each Contact record.
- **Contact Data** — This choice limits the output to Customer Number, Name, Telephone Number, and Contact Person.

Customer Statistics

This report displays sales revenue statistics for each Customer.

The Customer Statistics report has the Standard Invoicing Drill-down feature. Click on any Customer Number in the report to open the Contact record for an individual Customer.



Leave all the fields blank if the report is to cover all the Customers in the Contact register. If you need to restrict the coverage of the report, use the fields as described below.

Period — **Paste Special** — Reporting Periods setting

Enter the start and end dates of the reporting period, separated by a colon (:).

Customer — **Paste Special** — Customers in Contact register

Range Reporting — Alpha

Use this field to limit the report to a single Customer, or range of Customers. Customers in the range that have not purchased anything during the report period will not be shown in the report.

Categories — **Paste Special** — Customer Categories setting

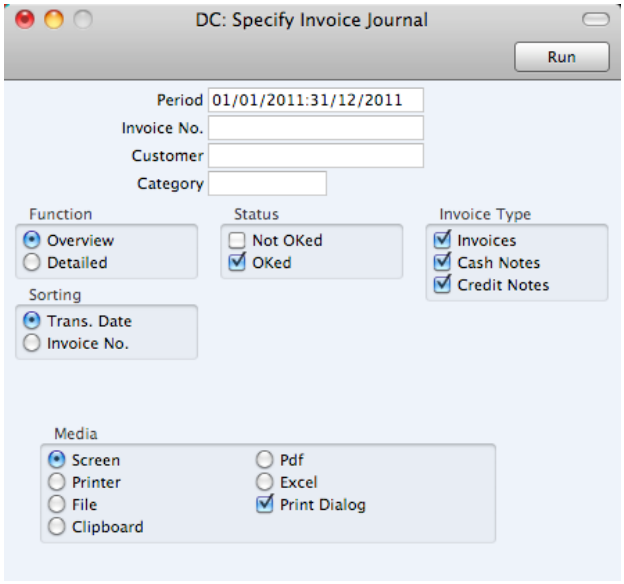
Range Reporting — Alpha

To restrict the report to Customers belonging to a single Category, enter a Category Code here.

Invoice Journal

This report is a chronological listing of the Invoices raised during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices made out to a particular Customer. You can also select the type of Invoice.

When printed to screen, the Invoice Journal has the Standard Invoicing Drill-down feature. Click on any Invoice Number in the report to open an individual Invoice record.



Period **Paste Special** Reporting Periods setting

Enter the report period. The first row of the Reporting Periods setting is used as a default.

Invoice No **Range Reporting** Numeric

Limit the report to a single or range of Invoices.

Customer **Paste Special** Customers in Contact register

If necessary, limit the report to a single Customer by entering a Customer Number here.

Category **Paste Special** Customer Categories setting

If you want to restrict the report to Customers belonging to a particular Customer Category, specify that Category here.

Function Specify here the level of detail required in the report.

Overview This choice gives a report with one row per Invoice, showing the Invoice Number, Date, Customer, Type (e.g. Invoice, Cash Note, Credit Note) and Total (both excluding and including VAT).

Detailed In addition to the information shown above, this option shows the Invoice Address, Due Date, Transaction Date, the Customer's Category and Contact. For each row of each Invoice, the Item Number and Name, Unit Price, discount %, Sum and VAT Code are shown. You can use this report as an archive file instead of a copy of each Invoice.

Status Specify here whether approved and/or unapproved Invoices are to be included in the report.

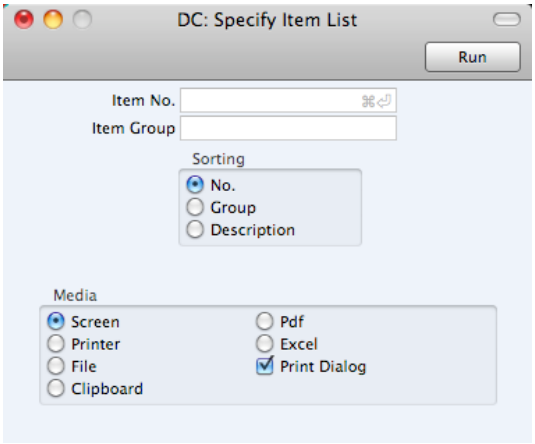
Invoice Type Check the boxes to include Invoices of different types in the report.

Sorting The report can be sorted by Date or Number.

Item List

This report is a list of Items, displaying for each one the Item Number, Name, any Group membership, Unit, VAT Code and the sales Price.

When printed to screen, the Item List has the Standard Invoicing Drill-down feature. Click on any Item Number to open the corresponding Item record.



Leave all the fields blank if the report is to cover all the Items in the Item register. If you need to restrict the coverage of the report, use the fields as described below.

Item No.

Paste Special Item register

Range Reporting Alpha

Use this field to limit the report to a single Item, or range of Items.

Item Group

Paste Special Item Groups setting

Range Reporting Alpha

To limit the report to a single Item Group, enter an Item Group Code here.

If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups.

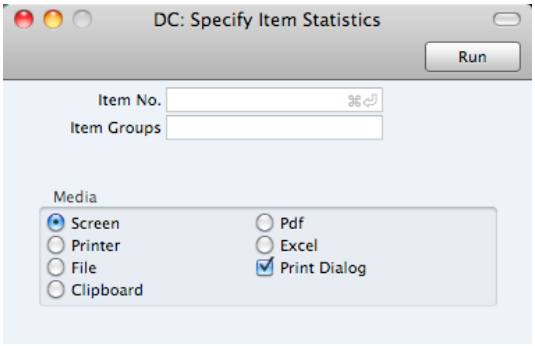
Sorting

The report can be sorted by Item Number, Item Group or Description.

Item Statistics

This report is a list of the Items you have sold during the report period (i.e. Items included in approved Invoices from that period). This list displays sales statistics from that period for each Item (turnover and quantity sold). The report period is the first period in the Reporting Periods setting.

When printed to screen, the Item Statistics report has the Standard Invoicing Drill-down feature. Click on any Item Number to open the corresponding Item record.



Leave all the fields blank if the report is to cover all the Items in the Item register. If you need to restrict the coverage of the report, use the fields as described below.

Item

Paste Special Item register

Range Reporting Alpha

Use this field to limit the report to a single Item, or range of Items. Only Items in the range that have been sold (i.e. included on Invoices) during the report period will be shown in the report.

Item Groups

Paste Special Item Groups setting

Range Reporting Alpha

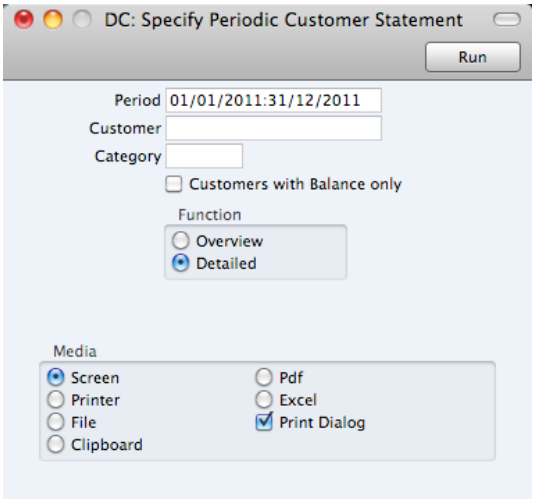
To limit the report to a single Item Group, enter an Item Group Code here.

If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups.

Periodic Customer Statement

The Periodic Customer Statement contains information about the current balance for each Customer showing open (unpaid) Invoices, paid Invoices and Receipts. You can therefore use it to produce a full Sales Ledger transaction history for a specified Customer and period.

When printed to screen, the Periodic Customer Statement has the Standard Invoicing Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.



Period **Paste Special** Reporting Periods setting

Enter the report period. The first row of the Reporting Periods setting is used as the default.

Customer **Paste Special** Customers in Contact register

Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category **Paste Special** Customer Categories setting

If you want to restrict the report to Customers belonging to a particular Category, specify that Category here.

Customers with Balance Only

Check this box to exclude Customers with no current balance.

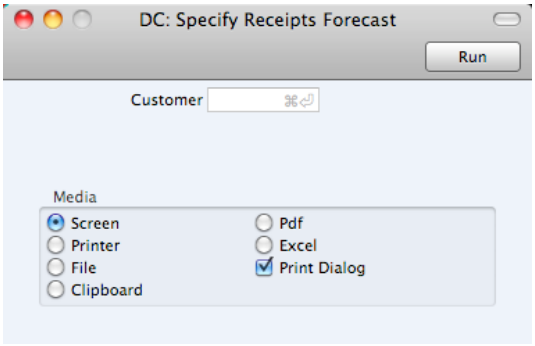
Function Specify here the level of detail required in the report.

Overview This option produces a single line summary of each Customer's credit situation.

Detailed This option shows each Sales Ledger transaction in the selected period, including Invoices and Receipts.

Receipts Forecast

This report will be very useful for cash-flow prediction purposes. It provides information about incoming payments (i.e. unpaid approved Invoices), sorted by due date.



Customer **Paste Special** Customers in Contact register

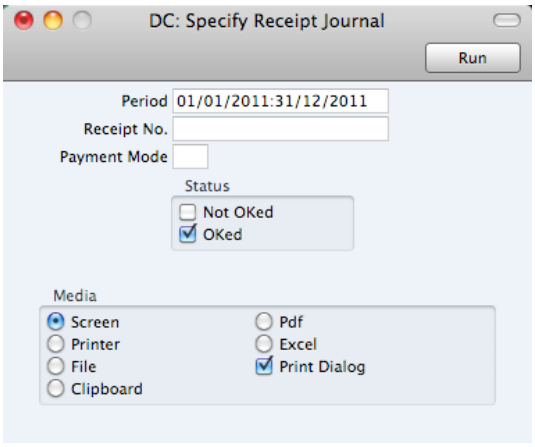
Use this field to show how much is outstanding from a single Customer.

Receipt Journal

This report is a chronological listing of the Receipts entered during the specified period. You can control the selection to show a range of Receipt Numbers or Receipts with a certain Payment Mode.

For each Receipt, the Number, Payment Mode, Transaction Date and total value are shown. The Receipt rows are listed individually, showing the Invoice Number, Customer Number and Name and Received Value are shown. At the end of the report, total amounts received using each Payment Mode are shown.

When printed to screen, the Receipt Journal has the Standard Invoicing Drill-down feature. Click on any Receipt or Invoice Number in the report to open an individual Receipt or Invoice record.



Period **Paste Special** Reporting Periods setting

Enter the report period. The first row of the Reporting Periods setting is the default value.

Receipt No. **Range Reporting** Numeric

Limit the report to a single or range of Receipts.

Payment Mode **Paste Special** Payment Modes setting

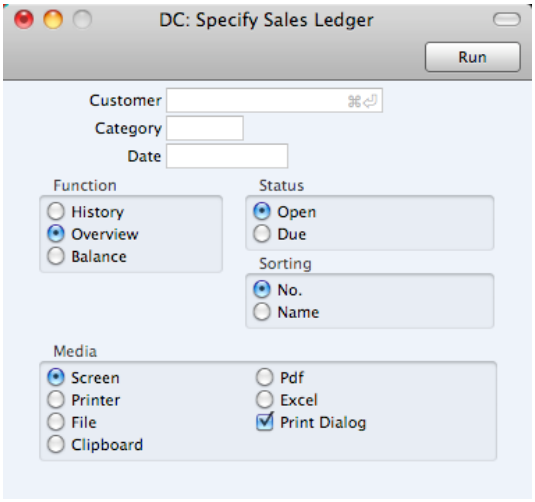
To limit the report to a single Payment Mode, enter the Payment Mode here.

Status Specify here whether approved and/or unapproved Receipts that are to be included in the report.

Sales Ledger

The Sales Ledger report is a summary of the position on each Customer's account. It lists the Invoices that you have issued to your Customers that have not yet been paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so, together with the Receipts Forecast and Periodic Customer Statement report, it is a very useful tool for debt-chasing purposes.

When printed to screen, this report has the Standard Invoicing Drill-down feature. Click on any Customer Number in the report to open the Contact record for a Customer, or on an Invoice or Receipt Number to open an individual Invoice or Receipt record.



Customer **Paste Special** Customers in Contact register

Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category **Paste Special** Customer Categories setting

If you want to restrict the report to Customers belonging to a particular Customer Category, specify that Category here.

Date **Paste Special** Choose date

If necessary, you can print a report showing the debtor situation as it was on a particular date. To do this, enter that date here. If you don't need to use this feature, leave the field blank.

Function Use these options to control the level of detail shown in the report. In all cases, as in all Standard Invoicing reports, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure.

- **History** Where the Overview simply shows the outstanding balance of each Invoice, this option provides more detail, listing for each open Invoice any partial payments and Credit Notes.
- **Overview** The Overview shows each Customer's Number, Name and Telephone Number and, for each outstanding Invoice, the Invoice Number, the Invoice Date, the Payment Terms, the Due Date, the age or number of days overdue, and the outstanding balance.
- **Balance** This choice simply prints the total outstanding balance payable by each Customer.

Status Use these options to determine the Invoices that will be included in the report.

- **Open** The report will list all unpaid Invoices.
- **Due** The report will only list those Invoices that are due for payment (i.e. Invoices whose Payment Terms have expired).

Sorting The report can be sorted by Customer Number or Name.

Shutting Down and Backing Up

Remember to make a back-up before shutting Standard Invoicing down.

To shut Standard Invoicing down, select 'Quit' from the Standard Invoicing menu. You can also use the ⌘-Q keyboard shortcut. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been saved.

Backing Up

When the day's work with Standard Invoicing is done, we advise you to make a back-up. It is a good idea to save a copy of the file on a separate hard disk or CD-ROM and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Standard Invoicing database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all invoices, receipts, reports etc. Make sure you make a back-up each time you have been working with your accounts. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

The method of backing up that is built in to Standard Invoicing is fast and economical. The data will be saved in a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This means that restoring from a back-up file will be successful, even if you have updated the version of your Standard Invoicing application since making the back-up. This is known as the "text back-up" method of backing up.

Use the back-up feature built in to Standard Invoicing to guarantee a successful restoration.

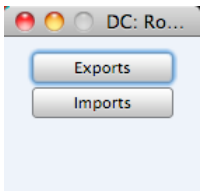
You can also copy the database file as it appears on your hard disk. While copying the database file can play an important part in your back-up strategy, note that restoring from a copied database will not be successful if you have updated the version of your Standard Invoicing application since making the back-up.

You must also carry out regular checks to make sure you can restore your database from the resulting back-up files or database copies.

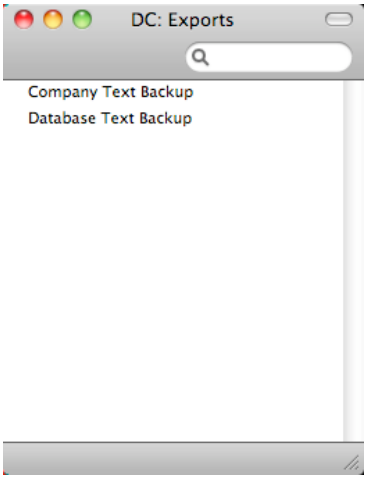
Regularly check that you can restore from your back-up files.

To create a text back-up, follow these steps—

1. Click the [Routines] button in the Master Control panel. A list of routines appears—

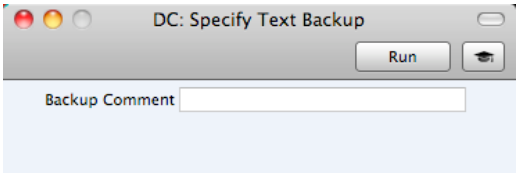


2. Click the [Exports] button in the list of routines to open the list of Export functions. You can also use the ⌘-E keyboard shortcut to open this list.



3. Double-click 'Database Text Backup'.

4. The 'Specify Text Backup' window appears. Here you can enter a description of the back-up file that you are about to create. You can use up to 40 characters. If you later need to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.



   Enter an appropriate description and click [Run].

5. A dialogue box will open, allowing you to name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate folder or directory in the usual way. The name of the back-up should include the date the back-up was made. For ease of importing later, it is recommended that you give the file name a .txt extension. Then, click [Save].

   A message window informs you about the progress of the export.

When the export is finished, you are brought back to the ‘Exports’ list. Close it using the close box.

Under no circumstances should you edit or change a back-up file with another program.

Restoring from a Back-up

Restoring from a back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Follow these steps—

1. Locate the “Standard Invoicing.hdf” file on your hard disk. It will be stored in Home/Library/Application Support/Standard Invoicing 6.3 UK.

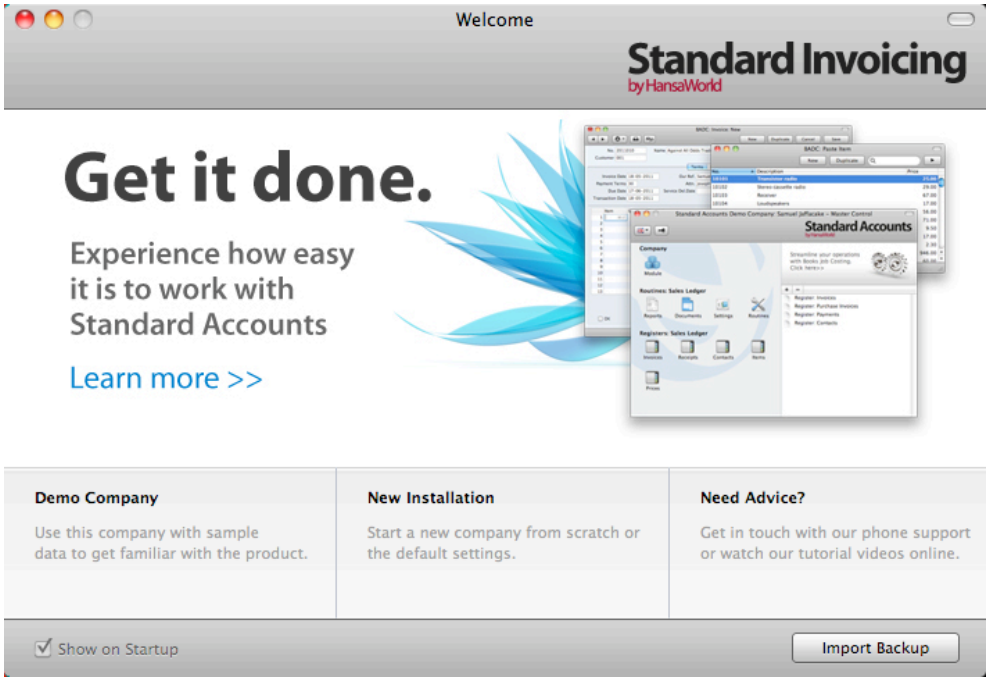
2. Hold down the Ctrl key on your keyboard and click on this file. When the menu appears, choose ‘Show Package Contents’. A window will open, listing the contents of the “Standard Invoicing.hdf” file. Move the “HANSA.HDB” file out of the package. If you need to restore your database using a text back-up file stored in the “Backup” folder in the package, move this text back-up file out of the package as well.

   Leave the “Attach” folder and its contents in place, otherwise all attachment links will be lost after restoring.

3. Double-click the Standard Invoicing application. As there is no “HANSA.HDB” file in place, a new database will be created.

It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.

4. When the 'Welcome' window appears, click the [Import backup] button—



5. When the 'Open File' dialogue box opens, locate and open the back-up file in the normal way. The back-up data will be imported.

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