

SimplyAccess.net Invoices Quick-start Guide

1. Start-up

On start-up, you are prompted to select a data file, or create a new (blank) data file.

Select Data File

Select Company Data File

Use sample data file

Create a new company data file

Select an existing company data file

Browse...

File:

Start Cancel

The first time each day that the data file is opened, it is automatically compacted to help maintain its performance.

Compacting data file (first user login of the day)

If not already logged-in via an MS Access workgroup, you will be prompted to log-in to Invoices.

Invoices Login

Please select username

Admin

Password: Change

Start Cancel

On installation, simply choose user "Admin" – and leave the password blank.



2. Switchboard Overview – Transactions and Payments

The screenshot shows a web-based switchboard interface for an invoicing system. The main area is divided into three columns: Invoices, Transactions and Payments, and Maintain. The Invoices column contains a 'Post' button and a 'Switch Company Data File' link. The Transactions and Payments column is organized into 'Enter / View' and 'Manage' sections. The 'Enter / View' section includes buttons for Invoices, Credits, and Customer Payments. The 'Manage' section includes buttons for Order Book, Sales by Customer, Sales by Product, Sales by Category, Review, Remind, Statements, Income Statement, Customer Payment Days, and Chase Aged Debtors. The Maintain column contains buttons for Customers, Products, Categories, Options, and Users. A 'Logged in as: Admin' indicator is visible in the top left. The Windows taskbar at the bottom shows the Start button, Google search, and several open applications.

Invoices

- Enter/view invoices
- Print invoices or email as pdf attachments (Outlook required)

Reports

- Current order-book
- Sales turnover by customer, product or category
- % of orders sent on-time
- Order lead-times

Maintain

- Customer contact details
- Product details, prices and tax rates
- Categories

Facility to switch between different company data files

Manage customer credits

- Raise/view credit notes
- Print invoices or email as pdf attachments (Outlook required)
- Record and Review reasons

Admin options - only visible to selectable admin user(s)

- Change application settings
- Add/delete users, reset user passwords



3. Switchboard Overview – Payments

The screenshot shows a software interface titled "Invoices [Switchboard]". The main area is divided into three sections: "Invoices", "Transactions and Payments", and "Maintain".

- Invoices:** Includes a "Post" button, "Logged in as: Admin", "Test Company Data File: SI test data.mdb", and a link to "Switch Company Data File".
- Transactions and Payments:** Contains several buttons: "Enter / View Invoices", "Order Book", "Enter / View Credits", "Manage Review", "Enter / View Customer Payments", "Remind Statements", "Income Statement", "Customer Payment Days", and "Chase Aged Debtors".
- Maintain:** Includes "Customers", "Products", "Categories", and "Admin options" (Options, Users).

Four callout boxes provide details for specific features:

- Customer payments:**
 - Enter payments received and/or credits paid
 - View customer balances and transaction histories
- Statements:**
 - Print/Send statements
 - Select a particular customer or print all customers with outstanding balances
- Reports:**
 - How much have you invoiced
 - How long does each customer take to pay?
- Aged Debtors:**
 - How much you are owed - broken down by customer and by age of debt



5. Customer Credits

Raise Credit

Select Invoice

Start New Credit Note

1. Select Customer
 Customer Name:

(optional) search by invoice or customer order number
 Order number:

2. Select invoice to be credited (note: only printed invoices are shown)

Inv No.	Customer	Customer Order No	Date Entered	
SO1045XX	Cash Sale		15/05/2009	Return...
SO1043XX	Cash Sale		14/05/2009	Return...
SO1025XX	Cash Sale		30/04/2009	Return...

New Credits

- Filter by customer and pick from list of invoices
- Automatically raise next credit note no.

Credit Notes

Select Credit Notes | Credit Note Details

Credit Note Details

Print / Email | Save | Cancel Changes

Credit number: SCR1030 Entered By: Admin
 Date Entered: 05/10/2009 Customer Number: 2
 Customer Name: AB Belts Cust's Order No:
 Invoice: SO1040XX

Attach file(s)...

Invoice Address:

 Post Code:

Reason for Credit:

Review items

Item No	Product Code	Unit	Dis-count	Qty	Credit Total	% Tax	Tax
1	100009	100	10%	25	-£1,012.50	15.0%	-£151.88

Notes:

Awaiting Credit

Notes:

Tracking:

Credit Date:
 Credited By:

Print options

[Preview](#) | [Print](#) | [Email](#) | [Cancel](#)

Print credit note

- Dates and usernames recorded and displayed
- Editing permissions change as the status changes

Credit Notes

Select Credit Notes

Credit Notes

Select Credit Note Show: Quick find:

Return Number	Inv No.	Customer	Customer Order No	Date Entered	
SCR1014	SO1029XX	ABB		02/06/2009	View...
SCR1013	SO1029XX	ABB		02/06/2009	View...
SCR1012	SO1034XX	ABB	PO140001054	02/06/2009	View...
SCR1011	SO1034XX	ABB	PO140001054	02/06/2009	View...

Existing Credit Notes

- View status
- Edit
- Print or Email Credit-notes



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6. Customer Payments

Enter Customer Payments / Credits

Enter Customer Payments

1. Select customer

Customer Name: Abber Ltd

CustomerName	Balance
AB Belts	£0.00
ABB	£0.00
Abber Ltd	
Any Industrial Ltd	£8,360.29
Barbro Nilsson	£0.00
Cash Sale	£-445.70

2. Enter payment amount received and/or select credit notes to allocate/pay

Customer Name: Any Industrial Ltd

Payment amount received from customer: £8,360.29

Credit #	Customer Order No	Credit Date	Credit Total	Amount Paid	Outstanding Balance	
SCR1008	FUJ123142	06/05/2009	£-9.20	£-9.20	£0.00	<input checked="" type="checkbox"/> <input type="button" value="↶"/>

Amount received: £8,630.29 + credits selected £9.20 = £8,639.49

Allocated against invoices: £1,063.75
Remaining, unallocated: £7,575.74

3. Allocate against outstanding invoices

Order #	Customer Order No	Invoice Date	Invoice Total	Amount Paid	Outstanding Balance	
SO1031XX	305	14/05/2009	£7,305.75	£0.00	£7,305.75	<input checked="" type="checkbox"/> <input type="button" value="↶"/>
SO1035XX	KO1258N	14/05/2009	£1,063.75	£1,063.75	£0.00	<input checked="" type="checkbox"/> <input type="button" value="↶"/>

4. If account is in credit, issue payment to customer

Balance on customer's account: £8,360.29

Transaction History

Date	Reference	Amount
14/05/2009	Invoice SO1031XX	£7,305.75
14/05/2009	Invoice SO1035XX	£1,063.75
06/05/2009	Credit note SCR1008	£-9.20
16/04/2009	Payment received	£-36.51
07/03/2009	Credit note SCR1003	£-13.80
06/03/2009	Invoice SO1011XX	£18.40
05/03/2009	Invoice SO1009XX	£31.90

Confirm allocation

All of this payment has now been allocated against invoices.

Click OK to save the payment and start a new payment?

(Selecting Cancel will undo all)

- Enter Customer Payments**
- Select Customer from drop-down list
 - Enter amount received and/or allocate credit-notes in payment against invoices
 - Allocate payment – when all has been allocated, the transaction history will be updated

- Transaction history**
- Invoices & credit notes
 - Payments received / credits issued
 - Current balance

- Credit Payments**
- If credit notes allocated exceed invoices, you will be prompted to issue a credit payment to the customer



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7. Maintain Customers

Customers [List] [Edit] [New*] [Delete/Archive] [Print Address Label(s)] [Close]

Customer: **TD Supplies** Customer no: 4

Discount: 10%

Payment Terms: 30 days

Main phone: Main fax: Email: buyer@tdsupplies.test.co Website:

Addresses

54 Yellow Brick Road Arkishborough Copehelm Hants xx Post Code: HA1 2BB

Phone: Fax: Email:

Use as the default: Invoice Address

Transaction History

Date	Reference	Amount
07/09/2009	Credit note SCR1018	-£24.84
02/06/2009	Payment received	-£6,384.91
13/05/2009	Invoice SO1032XX-1	£49.68
13/05/2009	Invoice SO1032XX	£6,267.55
11/05/2009	Invoice SO1012XX	£67.68
16/04/2009	Credit Payment issued	£9.20
07/04/2009	Payment received	
13/03/2009	Credit note SCR1004	
05/03/2009	Invoice SO1010XX	
20/02/2009	Invoice SO1006XX	

Balance: -£24.84

Print Customer Address List O...

Print addresses for: All customers

Select Addresses: All addresses Invoice address(es) only

Select format: 10 per page (e.g. Avery J8173) 14 per page (e.g. Avery J8163) 21 per page (e.g. Avery J8160)

[Preview] [Print] [Cancel] [Email] [XLS]

Customer maintenance

- Name, addresses, phone/fax numbers, email, website
- Select default invoice address
- Standard discount and payment terms (can also be changed on individual orders)
- Archive dead accounts – details will be retained, but they will no longer show on option lists

Transaction history

- Invoices & credit notes
- Payments received / credits issued
- Current balance

Print address labels

- Current customer only or all customers
- Print all addresses or only invoice addresses
- Select from common Avery ink-jet label sizes
- Alternatively; email lists or export to Excel



8. Maintain Products & Categories

The 'Maintain Products' window shows a form for editing product details. The 'Product Code' is 100001 and the 'Description' is 'Paper, A4, white, 80gsm, 500 sheets'. The 'Category' is 'Stationary', 'Price each' is £4.00, and the 'Tax rate' is 'S Standard 15.0%'. There are checkboxes for 'Show on pick-lists?' (checked) and 'Archive this product' (unchecked). Buttons for 'List', 'Edit', 'New*', and 'Close' are at the top.

The 'Select Product' window shows a search interface. It has input fields for 'Description' and 'Product Code', and a 'Show Archived Products' checkbox. Below is a table with columns 'ProductCode', 'Description', and 'Archived'. The table lists several products, including 'Paper, A4, white, 80gsm, 500 sheets' (ProductCode 100001) and 'Pens, Bic biro, pack of 100' (ProductCode 100002). Buttons for 'View' and 'Cancel' are at the bottom.

ProductCode	Description	Archived
100001	Paper, A4, white, 80gsm, 500 sheets	0
100002	Pens, Bic biro, pack of 100	0
100003	Tea bags, Tetley, Pack 100	0
100004	10*5 Nails Zinc Plated	0
100005	Paperclips Big Silver	0
100006	Envelopes A4 Brown	0

Product details

- Enter - Description, Category, Price, Tax rate
- Select whether product should show on pick-lists or not (e.g. don't show carriage & packing)
- Archive old products – details will be retained, but they will no-longer show on option lists

The 'Maintain Categories' window shows a form for editing category details. The 'Category Id' is 1 and the 'Description' is 'Stationary'. Buttons for 'List', 'Edit', 'New*', and 'Close' are at the top.

The 'Select Category' window shows a search interface. It has a 'Description' input field and a table with columns 'CategoryId' and 'Category'. The table lists categories such as 'Stationary' (CategoryId 1), 'Books' (CategoryId 2), 'Refreshments' (CategoryId 3), 'Misc' (CategoryId 4), 'Screws and Nails of Zinc' (CategoryId 6), and 'Plumbinn Hourly Rate' (CategoryId 9). Buttons for 'View' and 'Cancel' are at the bottom.

CategoryId	Category
1	Stationary
2	Books
3	Refreshments
4	Misc
6	Screws and Nails of Zinc
9	Plumbinn Hourly Rate

Categories

- Enter meaningful names for sales categories – used in management reports



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9. Reports

Management Reports

- Each report has selectable filters
- Print straight to the windows default printer
- Preview to the screen (and print to other printers from there)
- Email as pdf
- Export data to Excel

On-Time Despatch Options

Show orders despatched:

All dates

Last Month

Last 3 Months

Last 12 Months

Custom

Report Style

Report Chart

Print Close

Statement Options

Show statement for:

All outstanding

Customer: [Dropdown]

Preview Print Cancel

Email XLS

Returns Credited

From 10/02/2009 to 05/05/2009

Reason: Credit overpayment

CredDate	Returns No	Order No	Customer	Product Code	Description	Price Each	Qty	Total Net
15/04/09	307107	307107	4264z	Misc	Wood screws	0.01	1	0.01 Paid
Total							1	0.01

Reason: Customer no longer requires item(s)

CredDate	Returns No	Order No	Customer	Product Code	Description	Price Each	Qty	Total Net
15/03/09	307107	307076	4264z	09001	Paper Ad white 8cm, 300 sheets	0.60	1	0.60 Paid
						0.60	3	1.80 Paid
						0.60	1	0.60 Paid
						0.60	2	1.20 Paid
						0.60	3	1.80 Paid
						0.60	1	0.60 Outstanding
						0.60	1	0.60 Outstanding
						0.60	4	2.40 Outstanding
						0.60	10	6.00 Outstanding
Total							20	11.00

Reason: Damaged when received

CredDate	Returns No	Order No	Customer	Product Code	Description	Price Each	Qty	Total Net
						0.60	8	4.80 Paid
						0.60	9	5.40 Paid
Total							17	10.20

Reason: Incorrect item(s) / wrong(s) defective / processing error

CredDate	Returns No	Order No	Customer	Product Code	Description	Price Each	Qty	Total Net
						0.60	2	1.20 Paid
						0.60	9	5.40 Paid
Total							11	6.60

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Microsoft Access - [Sales]



AB Customer Services Ltd
 Unit 12
 Busy Trading Estate
 Twelling
 Hermsby
 B011 5DL

Tel: +44 (0)11 123456
 Fax: +44 (0)11 234567
 Email: sales@abc.net
 Website: www.abc_net.uk

Income Statement

Based on Invoices and Credits between 10/01/2009 to 15/05/2009

	Total	VAT:	Incl VAT:
Misc	£472.06	£35.24	£507.30
Normal Print	£16,490.00	£2,473.50	£18,963.50
Plumbing Hourly Rate	£166.25	£24.94	£191.19
Refreshments	£828.50	£41.42	£869.92
Screws and Nails of Zinc	£262.78	£13.15	£275.93
Stationary	£19,303.20	£2,895.48	£22,198.68
Total Income	£37,522.79	£5,483.73	£43,006.52



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10. Options

Transactions and Payments **Options**

Documents

Print on pre-printed headed paper

Edit Company info for document headers / footers

Invoices:	Credit Notes:	Prefix/Suffix cannot contain numbers(0-9) or hyphens(-) Invoice and Credit Note prefixes cannot be the same
Start at: 1001	Start at: 1001	
Prefix: INV	Prefix: CR	
Suffix:	Suffix:	

Currency - £

Values are displayed in the currency you have selected via "Regional and Language Options" in Windows Control Panel.

Tax

Charge Tax: Name: Sales Tax

Code	(%)	Comment
Z	0.0%	Zero
X	0.0%	Exempt
R	5.0%	Reduced

Backups

Always backup important data regularly. We recommend MozyPro.
<http://www.mozy.com/>

Report Options

Report Header/Footer Options

Company: **AB Customer Services Ltd** Logo:

Address: Unit 12
Busy Trading Estate
Twelling
Herby
BG11 5DL

Tel: +44 (0)111 123456
Fax: +44 (0)111 234567
Email: sales@abc.net
Website: www.abcsltd.net.uk

Invoice Footer Text

Company registration number and tax number
Accepted forms of payment
etc

Options

Users

Options
(Only visible to selectable admin users)

- Setup order and credit number format
- Enter company details, for report headers / footers
- Configure tax options

Maintain Users

Users

User No:	1
User name::	Admin
Administrator?:	<input checked="" type="checkbox"/>
Password:	<input type="text" value="Clear password"/>
Prompt for new password at next login	<input type="checkbox"/>

Users
(Only visible to selectable admin users)

- Add / delete users
- Select admin user(s)
- Manage passwords



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