NCH Software

Express Invoice Invoicing Software

This user guide has been created for use with

Express Invoice Invoicing Software Version 11.xx

Technical Support

If you have difficulties using Express Invoice Invoicing Software please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date Express Invoice Invoicing Software Online Technical Support at

www.nchsoftware.com/invoice/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to Express Invoice Invoicing Software, or suggestions for other related software that you might need, please post it on our Suggestions page at www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

Express Invoice Invoicing Software

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Introduction

Thank you for installing Express Invoice.

Express Invoice is software for businesses to easily create and keep track of quotes, orders and invoices. Express Invoice is designed to integrate easily into most businesses with functionality that aids accounting and tax processes.

Express Invoice generates professional quotes, orders and invoices that can be printed, emailed or faxed directly from the program. It then keeps track of which invoices have been paid with reports that can be used for chasing overdue invoices or preparing tax and other accounting returns. It also supports automatic statements and recurring billing invoices so you do not need to remember to bill customers.

Express Invoice can be installed and running in less than 60 seconds.

Features

- Generates professional quotes, sales orders and invoices quickly
- Ability to print quotes, orders and invoices or send them by email (pdf) or fax
- No need to learn complex accounting software
- Number of quotes, orders, invoices, customers or items limited only by your hard drive size, which numbers in the 100,000s on a modern computer
- Generates comprehensive reports for your accountant
- Automatically records regular recurring orders/invoices (e.g., monthly invoices)
- Analyze sales by customer, salesperson or item
- Works for both product and service based businesses
- Can run multiple (unlimited) businesses from one install
- Installs and ready for invoicing in under a minute
- Designed to be very easy to use for day-to-day operation

System Requirements

- Mac OS X Version 10.4 or later
- Internet Connection (for sending invoices by email)
- Printer (for printing invoices)

NCH Software Suite

This is a useful way to browse all the software available from NCH Software
You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

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7. If you use any YouTube upload feature of this software you are agreeing to the YouTube Terms of Service (https://www.youtube.com/t/terms).

8. Use of data collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.

9. Choice of Law. If you reside in the United States, your relationship is with NCH Software, Inc, a United States company, and this agreement is governed by the laws and courts of Colorado. If you reside anywhere in the world outside of the United States, your relationship is with NCH Software Pty Ltd, an Australian company, and this agreement is governed by the laws and courts of the Australian Capital Territory. Such courts have continuing and exclusive jurisdiction over any dispute between you and us, regardless of the nature of the dispute.

10. U.S. Customers Only: Arbitration Agreement and Class Action Waiver: PLEASE READ THIS CAREFULLY. IT MAY AFFECT YOUR RIGHTS.

If you reside in the United States, NCH Software and you agree to arbitrate all disputes and claims between us. This agreement to arbitrate is intended to be broadly interpreted. References to "NCH" "you," and "us" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns. This arbitration agreement does not preclude you from bringing issues to the attention of U.S. federal, state, or local agencies. Such agencies can, if the law allows, seek relief against us on your behalf. This Agreement evidences a transaction in interstate commerce, and thus the Federal Arbitration Act governs the interpretation and enforcement of this provision. This arbitration provision shall survive termination of this Agreement.

A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department

NCH Software, Inc.

6120 Greenwood Plaza Blvd, Ste 120

Greenwood Village CO, 80111

USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at adr.org, by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for $10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds $10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than $75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING. Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

Common Tasks - Getting Started

After you first install Express Invoice, the startup wizard will run. This will prompt you for the most basic information about your business, including your company name, address, and contact details.

After you have completed the startup wizard, you will be able to create your first quote, order, or invoice without any further configuration. All defaults should work "out of the box." Click on the **Create Invoice** option from the main screen to create your first test invoice. For more information on filling out an invoice, please see the Creating Invoices section of this manual.

Once you have created your first test invoice, you can go back and fine-tune Express Invoice by configuring the program settings in the Settings dialog (from the Tools menu). This lets you set up more detail about your business, tax rates, the layout of invoices, and more.

Express Invoice is designed to learn from you as you go. Data, such as customers and invoice items, do not need to be set up in advance—they can be set up as part of the invoice generation process. Express Invoice also remembers all your options the first time you do something, so when you do it again it will be faster for you.

Common Tasks - Keyboard Shortcuts

The following list shows shortcuts for the most common tasks used in Express Invoice:

Main Screen

- New Invoice **Command+N**
- Apply Payment **Command+Y**
- Open Invoices List **Command+I**
- Open Quotes List **Command+U**
- New Order **Command+D**
- Open Customers List **Shift+F8**
- Add New Item **F7**
- Open Items List **Command+T**
- Open Payments List **Command+P**
- Open Recurring Invoices List **Command+R**
- Run Recurring Invoices **F5**
- Run Automatic Statements **F6**
- Access Program Preferences **Command+,**
- Open Help Documentation **Command+?**
- Close Window **Command+W**
- Exit (Turn Off) Express Invoice **Command+Q**

Reports

- Print this report **Command+P**
- Save to PDF **Command+S**
- Send this report by email **Command+E**

Invoices List

- New Invoice **Command+N**
- Delete Invoice **Command+**
- Edit Invoice **Alt+Enter**
- Find Invoice **Command+F**
- Find Next Invoice **Command+G**
- Print Invoice **Command+P**
- Print Preview **Command+Shift+P**
- Email Invoice **Command+E**
- Show Log **Command+L**
- Apply Payment **Command+Y**
- Apply Credit Note **Command+C**
- Preview Packing Slip **Command+Shift+S**
- Print Packing Slip **Command+S**
- Close Window **Command+W**

Invoice

- Edit selected Item **F2**
- Delete selected Item **Command+D**

Quotes List

- New Quote **Command+N**
- Delete Quote **Command+**
- Edit Quote **Alt+Enter**
- Find Quote **Command+F**
- Find Next Quote **Command+G**
- Print Quote **Command+P**

- Print Preview **Command+Shift+P**
- Email Quote **Command+E**
- Close Window **Esc**

Quote

- Edit selected Item **F2**
- Delete selected Item **Command+D**

Orders List

- New Order **Command+N**
- Delete Order **Command+**
- Edit Order **Alt+Enter**
- Find Order **Command+F**
- Find Next Order **Command+G**
- Print Order **Command+P**
- Print Preview **Command+Shift+P**
- Email Order **Command+E**
- Close Window **Esc**

Order

- Edit selected Item **F2**
- Delete selected Item **Command+D**

Customers List

- Add New Customer **Command+N**
- Delete Customer **Command+**
- Edit Customer Details **Alt+Enter**
- Create Quote **Command+Q**
- Create Order **Command+O**
- Invoice Customer **Command+I**
- Apply Payment **Command+Y**
- Email Customer **Command+E**
- Find Customer **Command+F**
- Find Next Customer **Command+G**
- Close Window **Esc**

Payments List

- New Payment **Command+N**
- Delete Payment **Command+**
- Edit Payment **Alt+Enter**
- Charge Credit Card **Command+C**
- Find Payment **Command+F**
- Find Next Payment **Command+G**
- Print Preview **Command+Shift+P**
- Print Receipt **Command+P**
- Email Receipt **Command+E**
- Close Window **Esc**

Refunds List

- New Refund **Command+N**
- Delete Refund **Command+**
- Edit Refund **Alt+Enter**
- Charge Credit Card **Command+C**
- Find Refund **Command+F**
- Find Next Refund **Command+G**
- Print Preview **Command+Shift+P**

- Print Receipt **Command+P**
- Email Receipt **Command+E**
- Close Window **Esc**

Items List
- Add New Item **Command+N**
- Delete Item **Command+**
- Edit Item **Alt+Enter**
- Find Item **Command+F**
- Find Next Item **Command+G**
- Close Window **Esc**

Recurring Invoices List
- New Invoice **Command+N**
- Delete Recurring Invoice **Command+**
- Edit Recurring Invoice **Alt+Enter**
- Preview Recurring Invoice **Command+Shift+P**
- Find Recurring Invoice **Command+F**
- Find Next Recurring Invoice **Command+G**
- Run Selected Invoice Now **Command+R**
- Close Window **Esc**

Recurring Orders List
- New Order **Command+N**
- Delete Recurring Order **Command+**
- Edit Recurring Order **Alt+Enter**
- Preview Recurring Order **Command+Shift+P**
- Find Recurring Order **Command+F**
- Find Next Recurring Order **Command+G**
- Run Selected Order Now **Command+R**
- Close Window **Esc**

Credit Notes List
- New Credit Note **Command+N**
- Delete Credit Note **Command+**
- Edit Credit Note **Alt+Enter**
- Find Credit Note **Command+F**
- Find Next Credit Note **Command+G**
- Print Credit Note **Command+P**
- Email Credit Note **Command+E**
- Close Window **Esc**

Credit Note
- Edit selected Item **F2**
- Delete selected Item **Command+D**

Salespeople List
- Add New Salesperson **Command+N**
- Delete Salesperson
- Edit Salesperson **Alt+Enter**
- Find Salesperson **Command+F**
- Find Next Salesperson **Command+G**
- Close Window **Esc**

Common Tasks - Creating Quotes

You can create quotes for customers using Express Invoice and later turn the quote into a sales order and/or an invoice.

To create a new quote, click **Create Quote** from the left sidebar on the main window.

Enter the Customer Details

You can either select an existing customer's name from the drop down menu, which will fill out their saved details (such as shipping information) for you, or you can enter a new customer's name and address into the fields.

Enter Quote Details

In the upper right, you can specify the date the quote was created, and the salesperson. In the bottom of this window, you can enter any notes that pertain to the quote being created.

Enter Item Information

Click anywhere inside the item list area to add a new item listing to the quote. If you have already created items that can be entered on your quotes, sales orders and invoices, either type or select the item number from the Item column, or select the product from the Description column drop-menu. Adjust the quantity in the Quantity column, and the line total will automatically be updated for you. If the item you are entering has not been added to the system already, you can type the item details into the item list, and Express Invoice will ask if you'd like to save the new item information when you are done filling out the quote.

Completing the Quote

You have several options once you are finished filling out the details of the quote. You can either save the quote as a draft, or record the quote in the system. To save or record, select one of the options from the Record drop-menu at the bottom of the window:

- Record and Print: Record and send the quote to a printer.
- Record and Email: Record and turn the quote into a pdf and send it to the customer's email address.
- Record and Fax: Record and send the quote to the customer's fax number.
- Record Only: Just record the quote. You can print, email, or fax it later, if needed.
- Save as Draft: Save the quote, but don't record. It can be altered and sent later.

Common Tasks - Creating Sales Orders

You can create sales orders from scratch, or from an preexisting quote using Express Invoice. Once the order is fulfilled you can turn the sales order into an invoice.

To create a sales order, click **Enter New Order** from the left sidebar on the main window.

Create a Sales Order from an Existing Quote

Select a quote from the drop-down menu, or open the quote list and select an existing quote. The quote details, including customer and item information, will be filled out for you. You can change any of the information necessary to update the sales order. When you are finished, see Completing the Sales Order below.

Create a New Sales Order

If you will not be converting an existing quote into a sales order, enter the customer's name and address, and specify the sales order details in the fields at the top of the screen. Enter item information by clicking in the item list area, and entering the item details for the order. If the items you are entering are already entered in the system, you can select the item information using the drop-menu in the details column, or you can enter a new item and Express Invoice will add the item to the system for you.

Completing the Sales Order

You have several options once you are finished filling out the details of the order. You can either save the order as a draft, or record the order in the system. To save or record, select one of the options from the Record drop-menu at the bottom of the window:

- Record and Print: Record and send the order to a printer.
- Record and Email: Record and turn the order into a pdf and send it to the customer's email address.
- Record and Fax: Record and send the order to the customer's fax number.
- Record: Just record the order. You can print, email, or fax it later, if needed.
- Save as Draft: Save the order, but don't record. It can be altered and sent later.
- Save as Recurring: Save the order with a schedule of when and how often it is to be sent. When the order is due to be sent, Express Invoice will first confirm that the order is to be sent then automatically send it using the method was last used (i.e., Print, Email or Fax).

Common Tasks - Creating Invoices

You can create invoices for customers using Express Invoice, using an existing quote, sales order, or by simply creating a new invoice.

To create an invoice, click the **Invoice** on the main window toolbar.

Create an Invoice from an Existing Quote or Order

In Invoice section of the window in the upper right corner, there is a drop menu labeled Create From. Click it to select an existing quote, order or draft invoice. Select the quote, order, or draft from the window that appears by selecting it in the list and clicking the Select button. The details from the quote, order, or draft will then be filled out in the new invoice for you. You can change any of the information necessary to update the invoice. When you are finished, see Completing the Invoice below.

Create a New Invoice

Enter the Customer Details

You can either select an existing customer's name from the drop down menu, which will fill out their saved details (such as shipping information) for you, or you can enter a new customer's name and address into the fields.

Enter Invoice Details

In the upper right, you can specify the date the invoice was created, and the salesperson. In the bottom of this window, you can enter any notes that pertain to the invoice being created.

Enter Item Information

Click anywhere inside the item list area to add a new item listing to the invoice. If you have preexisting items, either type or select the item number from the Item column, or select the product from the Description column drop-menu. Adjust the quantity in the Quantity column, and the line total will automatically be updated for you.

If the item you are entering has not been added to the system already, you can type the item details into the item list, and Express Invoice will save the new item information when you are done filling out the invoice.

Completing the Invoice

You have several options once you are finished filling out the details of the invoice. You can either save the invoice as a draft, or record the invoice in the system. To save or record, select one of the options from the Record drop-menu at the bottom of the window:

- Record and Print: Record and send the invoice to a printer.
- Record and Email: Record and turn the invoice into a pdf and send it to the customer's email address.
- Record and Fax: Record and send the invoice to the customer's fax number.
- Record with Payment: Record the invoice and apply payment toward the customer's account. You can print, email, or fax it later, if needed.
- Record Only: Just record the invoice. You can print, email, or fax it later, if needed.
- Save as Draft: Save the invoice, but don't record. It can be altered and sent later.
- Save as Recurring: Save the invoice with a schedule of when and how often it is to be sent. When the invoice is due to be sent, Express Invoice will first confirm that the invoice is to be sent then automatically send it using the method was last used (i.e., Print, Email or Fax).
- Save and Preview: Save the invoice and preview it.

When recurring invoices are due to be sent, Express Invoice will first confirm that the invoice is to be sent, then will automatically send it using the method last used (i.e., print, email, fax).

See also:

- Recurring Invoice Schedule
- Customizing Invoices

Common Tasks - Receiving Payment for Invoices

To apply a payment received from a customer, click **Apply Payment** from the left sidebar in the main window, or click **Payment** from the main toolbar. In the Payment window, enter the date the payment was received, then select a customer or invoice number to bring up the amount that is owed. If the payment received does not match the amount owed, you can change the amount, and the customer's account balance will be updated. Select the method of payment, and enter a reference number for your records (optional). Click **Record** to record and to apply the payment to the customer's account balance.

Note: Express Invoice uses an account-based payment system where payments are applied to the customer's account - not to a specific invoice. This makes it able to handle advance payments or payments without specified invoice numbers much better. When you receive a payment, the payment is applied to a customer not a specific invoice. You can, however, enter a soft cross-reference between a payment and invoice. This is for reference and ease of use only and is optional.

Common Tasks - Tracking Unpaid Invoices

You can view which customers are overdue on payments at any time from several areas:

Customer List

Access the Customer List by clicking **Open Customer List** from the left sidebar in the main screen. You'll see a list of all customers in this list. The third column displays the due date of the oldest outstanding balance for each customer. Clicking the Due Date heading will rearrange the Customer List by invoice due date.

Unpaid Accounts Report

Access the Unpaid Accounts Report by clicking **Unpaid Accounts** under Reports in the middle of the main screen. Select to sort the report by customer, balance, due date, last invoice balance, or salesperson. The report that appears shows only those customers with outstanding balances.

Aging Accounts Report

Access the Aging Accounts Report by clicking the Reports button in the toolbar and selecting Aging Accounts. Select to sort the report by customer, or by days accounts are due by. You can also select whether the report appears in ascending or descending order, and whether you want to view all customers or just a select few.

Send Automatic Statements

You can use Express Invoice to send automatic statements to customers to remind them of their balances. To do this, click the Settings button from the main toolbar, and click the General link in the sidebar. In the **Automatic Statements** section you can select to send automatic statements to every customer with an outstanding balance or just to customers who are overdue, and set a minimum amount a statement is sent for.

Common Tasks - Reporting

To access Express Invoice's reports, click on the **Reports** button on the main window toolbar. Then, select the menu item for the report you wish to view. For some reports (e.g. the Invoices Report), you will be asked to provide a date range for the reporting period.

Express Invoice provides the following reports:

- Unpaid Accounts - This report lists all customer accounts for which money is currently owed; i.e. the customer's account balance is positive.
- Invoices - This report lists all invoices created within the specified reporting period.
- Quotes - This report lists all quotes created within the specified reporting period.
- Orders - This report lists all orders created within the specified reporting period.
- Payments - This report lists all payments received from customers within the specified reporting period.
- Salesperson - This report lists the total amount invoiced by each salesperson within the specified reporting period, showing each salesperson's total as a percentage of the whole company's invoices for that period.
- Item Sales - This report lists the total number of each item which was invoiced for, during the specified reporting period. The quantities reported in this report may be different to the inventory report, because the item sales report contains the items sold as reported in invoices for a specified period of time, where as the inventory report is a current snapshot of on-hand items quantities available for sale.
- Items Per Customer - This report lists the items invoiced by a specific customer, during the specified reporting period.
- Inventory - This report list the current quantity of all items for which inventory is managed. The quantities reported in this report may be different to the item sales report, because the item sales report contains the items sold as reported in invoices for a specified period of time, where as the inventory report is a current snapshot of on-hand items quantities available for sale.
- Customers - This report lists the customers and their information.
- Customer Sales - This report shows totals of sales revenue and sales tax for each customer, during the specified reporting period.
- Aging Accounts - This report lists all accounts receivable that are outstanding and when they are due.
- Sales Tax Report - This report totals all tax amounts on all invoices created within the specified reporting period.

General - Customizing Invoices

Express Invoice allows you to customize invoices to suit the needs of your business. You will be able to change certain labels, include foot notes to your customers, and add your business logo, add color and borders, among other options.

To change the way an invoice looks and the content it contains, there are three settings pages that allow you to control the layout, content, and style of your invoices. Click the **Settings** icon in the main toolbar, and you'll see sidebar links for the Page Layout, Invoice Styles, and Invoice pages:

Page Layout

The Page Layout page is where you specify settings that affect how the invoice will appear on the page, including paper size, margins, and if you need to position the billing and shipping address for windowed envelopes.

For more information on the Page Layout page, see the Settings~Page Layout topic in this manual.

Invoice Styles

The Invoice Styles page is where you can add color, adjust the font and font size, add borders, and adjust the placement of certain blocks of text around the invoice. There are also invoice templates you can select from, or completely customize your own invoice.

For more information about the Invoice Styles page, see the Settings~Invoice Styles topic in this manual.

Invoice

The Invoice page is where you should look if you want to change the wording on the invoice. For example, if you want the Quantity heading in the items list to say Hours, you would change it here.

This page also allows you to control whether certain headings show, if Paid or Overdue watermarks are printed, whether you want include a remittance slip with the invoice, and many other options.

For more information about the Invoice page, see the Settings~Invoice topic in this manual.

Add a Business Logo to Invoices

You can add your company's business logo to quotes, sales orders, invoices, and reports you print or save as pdf. To add a logo, click the **Settings** icon in the main toolbar, and click on Business Tab. **Logo Image File** field, click the browse button [...], browse to your image file location (the file must be in jpg/bmp/gif format), and open it. In the **Logo Height** field, enter the height, in inches, you would like the invoice to appear on your invoices, and the logo will be adjusted according to the appropriate aspect ratio to fit. Note that any resizing should be done only from larger size to smaller size to avoid distortion of your logo.

See also:

- Settings~Page Layout
- Settings~Invoice Styles
- Settings~Invoice

General - Mail Merge

Mail Merge is a powerful tool that is included in most new word processing applications. When understood and used effectively it can cut down the time taken to do bulk tasks, like sending letters to customers, exponentially. This section of the help is not just limited to exports from Invoice either, if you take the time to read and experiment with what's said on this page you can set up Mail Merge with other applications increasing productivity even more. To make things easier read the instructions entirely before following them step by step.

Mail Merge is a 6 step process:

1. Create a data file.
2. Connect the file to a document.
3. Write the document you want to bulk send.
4. Insert 'place holders' in the document that correspond to parts of the data file.
5. Select which entries in the data file are to fill the 'place holders'.
6. Merge the data file and the document

If some (or all) of that doesn't make sense now don't worry, everything is detailed step by step below using Invoice and Microsoft Office Word 2007 and Invoice and Open Office 2.2 Writer as examples. Just keep in mind as you are reading that any program that advertises a mail merge feature will need to have ways of doing the above steps, all you have to do is figure out which buttons to press to do them (and if it's not immediately obvious then you may want to consider using another program!).

Step 1: Create a data file

The point of this step is to create a file that is able to be 'understood' by whatever program is doing the merge. Nearly all programs that can mail merge (including Microsoft Word and Open Office Writer) are able to 'understand' a file type called 'CSV' so when we want to create a data file from within Invoice, Invoice automatically 'exports' the file as 'CSV'. There are two different possibilities for CSV files within Invoice:

- Customer details
- Reports

In our example we'll export the customer details to a CSV file. Follow similar steps to those found below to export a Report, just select 'Save as CSV' from the file menu of the report screen.

1. Go to view then select Customers from the main menu (or you could press Command+C)
2. Select the customers who you wish to export the data from (hold down Command and click to select multiple customers)
3. Go to Customer in the menu and select 'Export to CSV (for Mail Merge)'.
4. Navigate to the folder you want the file to be in and type a name for the file, then click Save. Make sure you remember or write down where you have saved the file as you'll need to know this later.
5. A box should pop up saying whether the export has been successful or not. Read it and click OK.

Congratulations! You've just exported the file, which now contains all the following data for the customers you selected:

- The customer's name
- The contact person
- The contact person's first name
- The first 4 lines of their address
- The customer's fax number
- The salesperson who dealt with that customer

Step 2: Connect the file to a document

This step connects the data file and the document together ready to be 'merged'. Instructions on how to do this for Microsoft Office Word 2007 and Open Office 2.2 Writer are below.

Microsoft Office Word 2007

1. Start Word.
2. Click on the tab at the top of window that says 'Mailings'.
3. Click 'Select Recipients' in the Mailing tab, then scroll down and select 'Use Existing List...'
4. Navigate to the folder where you exported the CSV file, select it and click Open.

Open Office 2.2 Writer

1. Start Writer.
2. Go to File then New then select Spreadsheet.
3. In the spreadsheet window open the CSV file.
4. Go to File then Save As, from the drop down box select the dBASE format and click Save.
5. Close the Spreadsheet program.
6. Back in Writer go to File then New then select Database.
7. In the box that pops up select 'Connect to an existing database' then from the drop down menu select dBASE and click Next.
8. Click on Browse and find the folder where you saved the dBASE file in the Spreadsheet program. Select it and click OK then click Next.
9. Make sure that 'Yes, register the database for me' is selected and both of the checkboxes are NOT selected. Click Finish and save this file where you saved the dBASE file.
10. Finally go to View and click 'Data Sources' if your file isn't there then right click on the left window go to 'Registered databases...' select your file and click ok.

Step 3: Write the document

This is pretty self explanatory. The only difference is that whenever you want to write something that would be contained in the data file you just connected, leave a space. If you feel confident, you can combine this step with next one inserting place holders as you go to save you having to come back later.

Tip: Make sure you put spaces where they are needed around the place holders, they're not put in for you e.g. Dear < < Customer_Name> > , merges to -> Dear Bob, where as Dear< < Customer_Name> > , merges to -> DearBob,

Step 4: Insert place holders

This step is to tell the program where to put different parts of the data file. To do this you insert place holders in the place of where you would normally manually type the data. When you eventually merge, these place holders will be replaced with data from the data file.

Microsoft Office Word 2007

1. Click the part of the document where you want to insert the place holder.
2. Click 'Insert Merge Field' in the Mailing tab, then scroll down and select the place holder you want to insert.

Open Office 2.2 Writer

1. Click the plus next to your database in the view data source window.
2. Click the plus next to the Tables icon.
3. Double click on the table that is listed.
4. In the window to the right you should see all the data contained in the file organized into columns. Click and drag the column names into the document where you want the place holders.

Step 5: Select parts of the data file

Microsoft Office Word 2007

1. Click 'Edit Recipient List' in the Mailing tab.
2. Check or uncheck the appropriate boxes that correspond to the data you want to insert.

Open Office 2.2 Writer

1. Click the 'Mail Merge' button from the data sources toolbar.
2. Go to Step 6, you can click the left and right arrows to preview what the finished document will look like, if there is a particular part of the file you don't want included then preview it and check the box 'Exclude this recipient'.

Step 6: Merge

Microsoft Office Word 2007

1. Click 'Finish & Merge' in the Mailing tab, scroll down and select 'Edit Individual Documents...'
2. Select 'All' and click OK
3. A new document will pop up with all the merging taken care of! Make sure you save, print, email or do whatever you wanted to do with the document before closing it.

Open Office 2.2 Writer

1. Still in the mail merge wizard having completed Step 6 go to Step 8.
2. This will open the merged document, from here you are presented with several options each is pretty self explanatory.

General - Multiple Currencies

Express Invoice handles a business dealing with multiple currencies as a different business for each currency. For example, you could create one "business" called YourCompany - USD, and another called YourCompany - Euro. Each could handle sales tax, VAT separately and you can print reports entirely separately for the US dollar account or the EURO account. Each account, however, must be set up separately with it's own customers, contact details, invoices etc.

To add a new currency to the business: from the menu select Invoice -> Multiple Businesses. Then click Add. After you click Add, the Startup Wizard will run. Fill out the fields in the Startup Wizard the same as you did for your business originally. It is recommended the name you use for the new business currency is something logical like YourCompany - USD; relating to the currency the business represents. When the wizard is complete, specify the currency by clicking the Settings icon from the toolbar in the main screen, then click the Regional tab. From here, you can enter the currency symbol, name, and other settings relating to the new currency. Remember, as you use the new currency business to treat it as an entirely new business.

General - Data Backup and Restore

It is a good practice to back up your Invoice data often in the event that your PC fails, in order to reduce the lose of data. Invoice gives you several options for backing up your data, and makes it easy to restore your data when you need it.

To back up data, click the **Tools** menu and select **Back Up Data.** Select a method for backup depending on how you would like to access the data later on.

To restore data, click the **Tools** menu and select **Restore Data.** Confirm you want to restore, and browse to the location of your backup file.

General - Application Integration with Inventoria

Use this help page to troubleshoot the most common problems when attempting to synchronize items or item quantities with Inventoria.

Unable to connect to [host name] through port [port number].

Express Invoice was unsuccessful in its attempt to connect to Inventoria. Confirm that Inventoria is running and has Web Access enabled. Verify that the host name entered into Express Invoice is the correct host name or IP address of the computer that is running Inventoria and that the port number entered into Express Invoice matches the port number through which Inventoria accepts web connections.

Connection rejected -- Application integration not enabled by [program name].

The synchronization behavior is not enabled by any business in Inventoria. Complete the setup process for Application Synchronization in the Options dialog of Inventoria.

Connection rejected -- invalid authorization key.

The authorization key entered into this instance of Express Invoice does not match that of Inventoria. The authorization key is case sensitive and must exactly match the authorization key entered into Inventoria.

Quantity change failed -- invalid location name: [location name].

Express Invoice is attempting to update quantities for an item at a location that does not exist in Inventoria. The location name entered into Express Invoice is not case sensitive but must otherwise match the name of one location in Inventoria.

Quantity change failed -- invalid item name: [item name].

Express Invoice is attempting to update quantities for an item that does not exist in Inventoria. The most likely cause of this error is that the item was created locally or deleted from Inventoria after the most recent item synchronization.

General - CSV Import Wizard: Select CSV for Import

Select CSV for Import

CSV Import File

Enter the name of the CSV file containing the import or click the adjacent button to open a file browsing dialog.

A CSV (Comma-Separated Value) file contains data entries separated by a comma. Many spreadsheet applications allow the user to save entered data in the CSV format.

General - CSV Import Wizard: Match Data Fields

Match Data Fields

This page of the wizard provides a means of associating the headers in your CSV file with the fields supported by Express Invoice Invoicing Software.

To assign a header to a specific field, click on the cell adjacent to the field. A list of unassigned headers will display, from which you may select the header you wish to assign.

General - CSV Import Wizard: CSV Import Results

CSV Import Results

The results page shows how many items were successfully imported, how many rows failed to produce an import, as well as all relevant errors generated during the import.

Settings - Settings ~ Business

The Business page of the Settings dialog is used to enter details about your business or company. Most of the Company Details information is printed on each invoice, statement or report. If you don't want the information printed you can leave the fields blank.

Business Name
Enter the official name of the business (e.g., Acme Corporation, Inc).

Registered Number
In many countries, each business has an official number which must be displayed on the invoice. Please enter it here.

Address
Enter the address of your business as you want it to be printed on the invoice.

Contact Details
Enter the contact details you want on the invoice. For example, phone, fax and email address.

Settings - Settings ~ Logo

Logo Image File
To add your logo to invoices, statements and other reports, you can select the file path to a jpg/bmp/gif/png image.

Logo Height
The logo height field determines the size of your logo when it is printed. The logo will be enlarged or reduced according to the height entered while still maintaining the correct aspect ratio.

Settings - Settings ~ Regional

The Regional tab of the Settings dialog is used to specify which currency symbols, date format, paper size, and measurement units you use in your business.

Country

Enter the country of your business.

Decimal Mark

This is the symbol used for the decimal point; usually a dot everywhere but in Europe, where a comma is used.

Thousands Separator

This is the symbol used to separate thousands; usually a comma.

Printed Date Format

This is the date format used for printing or pdf generation.

Measurement Units

This is the units used for measurements, either inches or millimeters.

Settings - Settings ~ Currency

Currency Symbol
This is the symbol used for money in your country, such as $.
Currency Name
This is the name used for money in your country. For example, Dollars or Pounds.
Currency Order
Use this option to select if the currency symbol is before the number (e.g., $10.00) or after the number (e.g., 10.00$).
Currency Digits
Use this option to set the number of digits after the decimal point. It can be set to a number between zero and ten, inclusive.

WARNING: Changing the currency digits will corrupt any amounts already entered in existing invoices.

Settings - Settings ~ Tax

The Tax tab of the Settings dialog is used to configure any sales tax, GST or VAT rates that are applied to items.

Tax Rates

The groupbox contains the list of user defined tax names and corresponding rates.

Add

Click the Add button to add a new tax rate.

Edit

Click the Edit button to edit the details of the tax rate selected in the list.

Delete

Click the Delete button to delete the tax rate selected in the list.

Reset Tax Rates

Click the Reset Tax Rates button to reset all the the tax rates in your list.

Tax Options

By default items have this tax rate

Any new item will have this rate selected by default.

Item prices are tax inclusive (presumed to already include tax)

If this is ticked, all items subject to tax will be priced and displayed as being tax inclusive.

By default new customers are tax exempt

If ticked, any new customer will be marked as tax exempt (so no sales tax will be applied). Use this if you mainly export.

Display combined tax rates separately

When this option is enabled, ExpressInvoice will display the sub tax rates separately instead of the combined tax name.

Show sales tax rate as column on invoice

Select this option if you would like to display the sales tax in percentage and/or name in the item rows.

> **Show sales tax rate percent (e.g., 8.90 %)**
>
> Select this option if you would like to display the sales tax in percentage in the item rows.
>
> **Show sales tax name (e.g., GST)**
>
> Select this option if you would like to display the sales tax name in the item rows.
>
> **Show sales tax amount as a column on invoice (UK only)**

Select this option if you would like to display the sales tax amount in the item rows.

Settings - Settings ~ Inventory

If you use NCH Software's inventory program, Inventoria, you can synchronize data about stock quantities between Inventoria and Express Invoice.

Show warning for items that aren't in stock

Check this box to show a warning during Invoice/Sales Order creation if invoiced/ordered items aren't in stock.

Inventoria Synchronization Settings

Allow Express Invoice Invoicing Software to synchronize with Inventoria

Check this option to permit Express Invoice Invoicing Software to connect remotely with Inventoria for downloading current item data and uploading quantity changes.

Access Authentication Code (match it to server program):

Enter the code that Express Invoice will use to connect to a server Inventoria program.

IP Address of server program (not including 'http://'):

Enter the address or IP of the server program to which Express Invoice should connect.

Port number used by server program:

Enter the port number used by the server program to accept web connections. Inventoria has a default port number of 1097.

Location name for this business profile:

Select or enter the name of the location in the server Inventoria which corresponds to the current business profile in Express Invoice.

Retrieve Locations

Use this button to request a list of locations existing in the server Inventoria.

Update Now

Use this button to immediately perform an item synchronization using the current settings. Note this will import all items from the server Inventoria, but it will only update the quantities from items at the selected location.

Settings - Settings ~ Page Layout

The Page Layout page of the Settings dialog is used to specify how your printed pages will be laid out, including paper size, margins, and if you want to set the placement of the Bill-to and Ship-to addresses for windowed envelopes.

Paper Size
Select the paper size you will be printing your invoices, reports and statements on from the drop menu. It is also the paper size used for pdf generation.

Margins
Set the margins for all reports, invoices, orders and quotes here by entering new margins for the top/bottom and the sides.

Windowed Envelopes
This section of the layout page allows you to customize the positioning of the Bill-to and Ship-to addresses, and the company info block, to align with windowed envelopes.

Enable Address Positioning
When this option is checked, the billing and shipping addresses will be offset to the default settings shown in the boxes below. **Please note** that enabling this feature may create conflicts with the positioning of other elements on your invoice. Check the Invoice Styles page and preview your template or page styles to make sure no overlap occurs between different text elements.

Bill-to and Ship-to Address Offset
When the Enable Address Positioning option is enabled, you can adjust the position of the Bill-to and Ship-to address. Enter values for how far the address should be from the top and left edges of the envelope when the invoice is folded.

Enable Company Info Positioning
When this option is checked, the company info block will be offset to the default settings shown in the boxes below. **Please note** that enabling this feature may create conflicts with the positioning of other elements on your invoice. Check the Invoice Styles page and preview your template or page styles to make sure no overlap occurs between different text elements.

Company Info Address Offset
When the Enable Company Info Positioning option is enabled, you can adjust the position of the company info block. Enter values for how far the company info should be from the top and left edges of the envelope when the invoice is folded.

Preview Layout
Allows you to view your Invoice layout as it will appear when you Print, Email, Fax or Save it.

Settings - Settings ~ Invoice

The Invoice Content page of the Settings dialog is where you specify the content that appears on your invoice, and includes the option to customize different labels, such as column headings and other titles used on the invoice.

Invoice, Quote and Order Options

Show Item column

Enable this checkbox to view the Item Code column.

Show Discount column

Select this option to display the Discount column on 'Create New Invoices, Orders, and Quotes' windows.

Print salesperson name

Enable this checkbox to print the salesperson on invoices,quotes and orders.

Hide Bill To and Ship To labels

Enable this checkbox to hide Bill To and Ship To labels.

Replace %TEXT% in comments

It is sometimes useful to print the Record number/Record total amount/Customer name in the foot or note comments. To do this enter in the foot/note comments with the word NUMBER, AMT, CUSTOMER, SUPPLIER circumfixed with percentages, i.e., %NUMBER% that way whenever a record is issued the %NUMBER% will be replace with the actual record number (%AMT% for total record amount, %CUSTOMER% with record's customer name, and %SUPPLIER% with record's supplier name [applicable for Bills and Purchase Orders only]).

Hide Ship To when it is the same as Bill To

Enable this checkbox to hide the Ship To label when the shipping address is the same as the billing address.

Invoice Options

Print due date

Enable this checkbox to print the due date on invoices.

Add 'Paid' text on invoices that have been paid

Enable this checkbox if you want to place a 'Paid' text at the top of paid Invoices printout.

Add 'Overdue' text to invoices that are overdue

Enable this checkbox if you want to place an 'Overdue' text at the top of Invoices that are overdue.

Add 'Copy' text to invoices that are re-printed

Enable this checkbox if you want to place the word 'Copy' at the top of Invoices that have already been printed.

Include remittance slip at the bottom of the invoice

Enable this checkbox if you want to include the remittance slip at the bottom of the invoice.

Invoice Numbering

Number

This is the current invoice number. It increases every time you record a new invoice.

Prefix (optional)

The invoice number prefix is optional. You can enter digits or characters to be used in front of any invoice number. If the option of synching with other devices is enabled, then the 'Device prefix' setting overrides this setting.

Custom Fields

You can add custom fields that will be printed on invoices. Press Add to add a new custom field. Then you can change the field name by clicking at the left column on the text itself. You may also change it to appear at the top or the bottom of invoices by clicking at the right column and selecting the needed value. By pressing Delete you may delete the selected custom field.

Note and Foot Comments

Text

Text entered here will appear at the bottom of the invoice printout or pdf.

Alignment / Font Size

Choose an alignment (Left, Right, Center) and a font size (Normal or Small) for the Note comment.

Preview Invoice

Click the Preview Invoice button to save your current settings and view your invoice template.

Settings - Settings ~ Invoice Template

The Invoice Template page of the Settings dialog is where you can create or select a page style that suits your business.

Select a Template

From the template image bitmap list, you can select any templates that Express Invoice provides. Express Invoice provides the following page style options:

- **Default** This is a simple black and white template without extra design elements.
- **Custom** Select this option to create your own page style from scratch. When you select this option, the last saved custom invoice options you set will appear in the settings.
- **Pre-styled List** The list of pre-styled invoices, including Blue Trim, Blue Velvet, Citrus Splash, etc., allow you to select an invoice that is already configured with a colorful, professional look. It is possible to customize a pre-styled invoice by selecting the invoice from the list, then making any necessary changes to the settings.

Preview Template

Click the Preview Template button to save your current settings and view your template. Any change you make to the page style can be viewed by clicking this button.

Settings - Settings ~ Invoice Text

The Invoice Text page of the Settings dialog is where you can create or select a page style that suits your business. Use this page to adjust the font settings to create the invoice look you need.

Text

The text attributes section is where you can specify how you want text to appear on the invoice. The attributes that you can change include the font, font size, font style, color, and alignment. See the topic for Text Attributes in this manual for more information on each text option.

Use global text attributes

Select this option if you want to apply the same text style to the entire invoice.

Set styles for each text section

Select this option to apply different text options to individual text sections. The sections are:

- Invoice Title - This is the Invoice title that appears at the top of the invoice, if you select to show the title.
- Company Name - Adjusting the attributes for the company name affects only how your company name appears, not the company address and contact information, which is part of the "All Other Text" section below.
- Heading Text - This adjusts heading text such as the Bill to and Ship to labels, and the column headings in the items table.
- All Other Text - This adjusts the text in the invoice details, company address and contact information, and billing and shipping addresses.

Settings - Settings ~ Invoice Customize

The Invoice Customize page of the Settings dialog is where you can change the page style, based on your template, that suits your business. Use this page to add decorative elements such as borders, lines and color to create the invoice look you need.

Borders

The borders section allows you to place a border around your entire invoice, or to add lines to distinguish the upper and lower sections of your invoice.

None This option does not create a border.

Border The options here allow you to apply borders with thick or thin lines, single or double, in either of the colors you selected in the above Colors section.

Header and Footer The Header and Footer options allow you to style the top and bottom of your invoice separately if you do not what a border around the entire invoice. The selections for Header and Footer allow you to apply thick or thin lines, single or double, in either of the colors you selected in the above Colors section.

Header style appears above all text

Check this option if you want the lines in the header to appear above any text on the top line of the invoice. When it is unchecked, the top line will be in line with the top text of the invoice, which gives another design option.

Accents

The text block accents section is where you can add a border, color block, or lines around specific areas of text on your invoice.

Use global text block accents

Selecting this option will apply the same text accents to each text section on the invoice.

Set accents for each text block

Select this option to apply different accents to individual text blocks. The sections are:

- Invoice Title - This is the Invoice title that appears at the top of the invoice.
- Invoice Details - This is the block of text that describes the due date, salesperson, invoice number, etc.,
- Company Info - This text block includes the Company heading, address and contact details. Check the **Link Company Logo to this text block** option to ensure your company logo always appears to the left of this text block.
- Bill To and Ship To - the billing and shipping addresses.
- Item Table Heading - this is the heading of each column on the items table.
- Remittance Slip - refers to the remittance slip at the bottom of the invoice, when this option is turned on from the Settings ~ Invoice Content page.

Colors

Color Buttons

Click one of the color buttons to change the color scheme for the invoice. Many of the style settings refer to the colors selected here.

When the Color dialog opens, select from one of the basic colors, or for more advanced options, click the **Define Custom Colors** button. In the expanded area, you can either select from an expansive color palette, or enter an RGB code. When you have chosen your custom color, click the **Add to Custom Colors** button and click **OK** to apply the color selection to the invoice.

Items List

Shade every other line on the item list

Check this box if you would like every other line in the invoice list to be shaded, providing for increased readability when mulitple items are present in the list.

Preview Template

Click the Preview Template button to save your current settings and view your invoice template.

Settings - Settings ~ Invoice Settings

The Invoice Option page of the Settings dialog is where you can re-arrange the header blocks that suits your business. Use this page to move text elements around the page to create the invoice look you need.

Positioning

The header block positioning section allows you to place blocks of text in specific areas around the top of the invoice print-outs. You see a grid structure of pull-down menus on the screen, which visually represents the rough placement of the selected block of text. For example, to make your company information appear in the upper right corner, you would select **Company Info** from the top right drop menu.

Preview Template

Click the Preview Template button to save your current settings and view your invoice template.

Settings - Settings ~ Quote

The Quote tab of the Settings page is used to set the standard text that appears on printed quotes. You can preview any changes you make by clicking **Preview Quote** at the bottom of the Quote tab dialog.

Quote Text Items

This is the text that will be printed on quotes. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

Quote Numbering

Number

This is the current quote number. It increases every time you record a new quote. Note that quote drafts are not assigned a quote number until they are recorded and saved.

Number Prefix (optional)

The quote number prefix is optional. You can enter digits or characters to be used in front of any quote number. If the option of synching with other devices is enabled, then the 'Device prefix' setting overrides this setting.

Note and Foot Comments

Text entered here will appear at the bottom of the quote printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

Automated Customer Follow Ups

This feature allows you to send follow up emails automatically with your specified frequency (in number of days) together with an expiration (also in days). A custom message can also be supplied that will serve as your email body/content.

Preview Quote

Click this button to save your settings and preview what the quote will look like.

Advanced Settings

An advanced option which the user can turn on quote conversion probability. Set the probability of any new quote converting to sale and set the typical conversion time. The probability of a conversion to an invoice will decrease over the conversion time.

Settings - Settings ~ Order

The Order tab is where the standard text that appears on sales orders can be configured to meet your business needs. You can preview any changes you make by clicking the **Preview Order** button at the bottom of the Order dialog. To open the Order dialog, click the **Settings** icon on the toolbar, and click the **Order** tab.

Order Text Items

This is the text that will be printed on order. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

Order Numbering

Number

This is the current order number. It increases every time you record a new order. Note that order drafts are not assigned an order number until they are recorded and saved.

Number Prefix (optional)

The order number prefix is optional. You can enter digits or characters to be used in front of any order number.If the option of synching with other devices is enabled, then the 'Device prefix' setting overrides this setting.

Note and Foot Comments

Text entered here will appear at the bottom of the order printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

Preview Order

Click this button to save your settings and preview what the order will look like.

Settings - Settings ~ Credit Note

The Credit Note page is where the standard text that appears on orders can be configured to meet your business needs. You can preview any changes you make by clicking the **Preview Credit Note** button at the bottom of the Credit Note dialog. To open the Credit Note dialog, click the **Settings** icon on the toolbar, and click the **Credit note** tab.

Credit Note text items

Select the text type from the drop menu and type your custom text into the field to the right.

Credit Note Numbering

Prefix (optional):

You can enter digits or characters to be used in front of any credit note number. The credit note number prefix is optional. If the option of synching with other devices is enabled, then the 'Device prefix' setting overrides this setting.

Number:

This is the current credit note number. It increases every time you record a new credit note.

Note and Foot Comments

Text entered here will appear at the bottom of the credit note printout. The foot comment appears below the note comment. Choose an alignment and font size for the text of each comment type.

Preview Credit Note

Click this button to save your settings and preview what the credit note will look like.

Settings - Settings ~ Packing Slip

The Packing Slip dialog is used to set the standard text that appears on printed packing slip.You can preview any changes you make by clicking Preview Packing Slip at the bottom of the Packing Slip dialog. To find the Packing Slip dialog, open the Settings dialog, and click the link in the left sidebar of the window under Invoice Layout.

Packing Slip Title

This is the text which will be printed at the top of the packing slip.

Note and Foot Comments

Text entered here will appear at the bottom of the packing slip printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

Preview Packing Slip

Click this button to save your settings and preview what the packing slip will look like. Note that packing slips do not have the same style applied to them as invoices.

Settings - Settings ~ Receipt

The Receipt tab of the Settings dialog is used to set the text that appears on receipts and the way receipts are laid out.

Small Receipts Options

Use small size for printed Receipts

This option forces receipts to be printed within a width of 3 inches. It is intended for use with continuous receipt paper rolls.

Logo height

The logo height field determines the size of your logo when it is printed. The logo will be enlarged or reduced according to the height entered while still maintaining the correct aspect ratio. A logo jpg file must be specified on the Company tab of Options to appear on the receipt.

Margins (inches or millimeters)

Set the margins for small receipts by entering values for the top/bottom and the sides.

Receipt Text Items

This is the text that will be printed on receipts. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

Receipt Numbering

Number

This is the current receipt number. It increases every time you record a new receipt.

Number Prefix (optional)

The receipt number prefix is optional. You can enter digits or characters to be used in front of any receipt number. If the option of synching with other devices is enabled, then the 'Device prefix' setting overrides this setting.

Note and Foot Comments

Text entered here will appear at the bottom of the receipt printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

Preview Receipt

Click this button to save your settings and preview what the receipt will look like.

Settings - Settings ~ Statements

The Statement dialog is used to set the text that appears on Customer and Supplier Statements, and the way some texts are laid out. You can preview any changes you make by clicking Preview Statement at the bottom of the Statement dialog. To access the Statements Options dialog, click the **Settings** icon on the toolbar, and click the **Statements** tab.

Automatic Statements

Customer statements can be automatically printed or sent at the end of each month. The statements can be sent to customers who have any amount due or customers who are overdue, depending on the option you select.

Send To

All Customers

Select this option to send automated statements to all customers with outstanding balance.

Overdue Customers

Select this option to send automated statements to customers with overdue invoices only.

Email every (days)

Enter the number of days in between sending statements or invoices.

Documents

Select whether to send statements, overdue invoices, or both to customers.

Ignore amounts under

This option helps avoid sending statements to customers who owe just a few dollars.

Statement Text Items

This is the text that will be printed on statements. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

Comment

Text entered here will appear at the bottom of the statement printout. Choose an alignment and font size for the text.

Preview Statement

Click this button to save your settings and preview what the statement will look like.

Settings - Settings ~ Web Access

The Web Access tab of the Settings dialog lets you configure settings for the Express Invoice Web Interface. The web interface works by having Express Invoice run as a mini web server.

To set up the web interface, you must first make sure the server is online. Bring it online by selecting either of the following checkboxes:

- Allow access to Express Invoice on the local network
- Allow access to Express Invoice from the internet (Cloud Access)

Web Accounts lets you set up users for the Express Invoice Web Interface.

List of user accounts. Clicking the checkbox next to each account controls the Remove and Edit buttons.

Add

Click Add to create a new account for the Express Invoice web interface. For more information on adding a user, see the User Account section of the screen reference section.

Remove

Click the Remove button to delete the selected account from Express Invoice web accounts list.

Edit

Click the Edit button to edit the settings for the selected account.

To access the web interface from the Express Invoice computer, the easiest way is just to click on one of the hyperlinks shown in the dialog window - both links point to the same URL. Alternatively, type "http://localhost:[port]" into your web browser, where "[port]" is the port number you specified in the dialog. If you want to access the web interface from elsewhere on your LAN, or from the Internet, use the following formatting when typing the URL into your web browser:

- http://computername:port e.g., http://mycomputer:96 (for use on a Local Area Network)
- http://privateip:port e.g., http://192.168.0.1:96 (for use on a Local Area Network)
- http://publicip:port e.g., http://212.137.22.14:96 (for Internet use)
- http://domainname:port e.g., http://axon.mycompany.com:96 (advanced option - only use if you have a domain name set up for your IP address)

You need to make sure your firewall is not blocking the port number you have specified. Refer to your firewall settings to check the correct UDP port is opened.

Speak to your network administrator about any networking problems you have. They can usually fix routing or firewall problems. You can also refer to http://www.nch.com.au/kb/10046.html for more information on networking problems and solutions.

Settings - Settings ~ Sync Device

Multiple copies of Express Invoice can use the same data by turning on the Sync with other devices option. A Dropbox account is required to set this up.

Sync this device with other devices running Express Invoice Invoicing Software

Check this box to turn on syncing with other devices.

Storage Location

Dropbox: Check this option to use Dropbox as the cloud storage location.

Connect: Use this to initialize your sync setup.

Disconnect: Use this to end your sync connection.

Device prefix: This will be prepended to Invoices, Quotes, Orders, and Receipts. It will be automatically set up for devices after the first device has been synced.

Settings - Settings ~ Email

The Email tab of the Settings dialog is where your email settings can be configured.

Email Settings

Please refer to Knowledge Base Articles - Problems when sending email using our software

Settings - Settings ~ Other

The Other tab of the Settings dialog is where various general settings can be configured, including fax settings, CSV format settings, User access settings and more.

Send Settings

Fax Settings

Click the Fax Settings button to set up or view the fax gateway. An electronic gateway needs to be configured before you will be able to send faxes within Express Invoice. For more information and a list of recommended gateways, refer to http://www.nch.com.au/fax/services.html.

CSV Format Settings

Save csv files in UTF8 character encoding

Check this option to save csv files in utf8 character encoding.

Save as csv for Excel

Check this option to save csv files that can be opened by Windows programs such as Excel, WordPad, etc...

User Access Settings

Only allow administrators and specific user(s) to run Express Invoice

Enable this checkbox to specify users and administrators that can run Express Invoice.

Allowed user(s):

List specific users that can run Express Invoice (e.g. user1,user2).

Payment Methods

When you apply a payment you select the payment method. This can then be used to create reports of payments and to aid reconciling statements. You can change the default list of payments by entering a comma separated list of the methods your company accepts here. An example is Check,Bank Deposit,Credit Card etc.

Ask me to save changes to settings before previewing

Ask me to save changes to settings before previewing invoices, quotes and orders.

Web Access - Setting Up Web Access

Express Invoice can be set up to run as a mini web server, giving you and your employees access to Express Invoice over the Internet, from any location, as long as the main computer running Express Invoice is left running. Setting up Web Access from your local computer also enables you to assign login information for different employees, giving them varying levels of access to Express Invoice features.

Once Web Access has been set up, you can login to the Express Invoice web interface and use the same features online as you do from the Express Invoice application.

Web Access - How to Log On to Web Access

To access the logon screen for Web Access, you must have first set up at least one Web Account (see Settings~Setting Up Web Access). Then, you can log into Web Access through a browser using any of the following methods:

- Click on the Web Access icon in the toolbar from the main screen of Express Invoice.
- Enter the Express Invoice computer's IP address and the port number (96 by default) into a browser address bar (e.g., http://192.168.0.1:97). This information can also be found as a link on the Web Access tab of the Settings dialog. This is the link you will share with other users to log in from other computers (local) or remotely (public).

On the login screen, enter your Email address along with the password you set up for the Web Account, and click on the **Login** button.

If you have forgotten your password, click the **Forgot your password?** link below the password field. After filling out your registered email address, a new password will be sent to you by email.

See also:

- Password Management
- Settings~Web Access
- Settings~Setting Up Web Access

Web Access - Password Management

How to Change your Password

1. First, login to your account and click the "Change password" link in the right sidebar under Actions.
2. Enter your current password.
3. Enter the new password you wish to use.
4. Re-enter the new password to confirm it.
5. Click OK to finish.

Retrieve your Password

From the login screen, click on the "Forgot your password?" link. Enter your email address and click OK. An email containing your reissued password will be sent to your email box. For security reasons, your password will be reset every time that you retrieve your password.

Web Access - Remote Access

How to access Express Invoice remotely from your mobile device (e.g., iPhone / BlackBerry)

1. The computer where Express Invoice is installed must be switched on, connected to the internet, and Express Invoice must be running. For convenience, you can check the **Run Express Invoice automatically when you login** option on the Other tab from the Settings dialog. This will ensure Express Invoice is running whenever you turn your computer on.
2. Configure your firewall / router device to allow access to Express Invoice from the outside internet. Read http://www.nch.com.au/kb/10046.html for a guide on how to do this. Skip this step if you do not have a firewall / router device.
3. Determine the internet address of the computer running Express Invoice. This can be done using the **Web Access** tab of the Settings dialog. Click on the **Run Web Routing and Test Wizard** button, and the Public Network address will be updated. Enter this address into your mobile device's web browser.

Web Access - Select Invoice Period

After you click the Invoices link from the control panel of the web interface, you will be asked to select a time period of invoices to view.

Select Customer

Select a coustomer to show invoices only for the selected customer

Select Invoices

Select a type of invoice to view from the pulldown menu: Recorded, Drafts, or Recurring invoices.

Select Period

Select a period of invoices to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

Start Date

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the invoice range you would like to view.

End Date

Enter an ending date for the invoice range you would like to view.

Web Access - Recurring Invoice Schedule

After you click the Save As Recurring button from the invoice dialog of the web interface, you will be asked to select a schedule of the invoice.

Start Date

Select the date when the recurring invoice will start.

Interval

Select the interval of the recurring invoice. Choose from weekly, fortnightly, monthly, bimonthly, quarterly, 6 months, annually, or every 2 years for the interval.

Replace the string %period% in any description with dates.

If you want to have the recurring date in the description, enabling this option will replace the text "%period" to the recurring date.

Update the prices of any items which have been changed.

Enable this option to allow the prices of any items which have been changed.

Web Access - Invoices List

Use the Invoices List to manage your invoices. To get here, click the Invoices link in the web interface control panel, then select a range of invoices to view based on time period. Here, you will see a list of all the invoices Express Invoice has created.

You can refine the contents of this list by using the tabs at the top of the page to select Recorded, Draft, All, or Recurring invoices. You can use the Period drop menu to filter the listed invoices by date, and the Start and End date pickers can be used to fine tune the date period. The Customer drop menu can also be used to further narrow the invoice selection to a specific customer. Click Update to filter the invoices based on the criteria you selected. Users with viewer - only privileges will be unable to add and delete invoices.

Add New Invoice
Click this button to create a new invoice.
Run Selected Invoice
Click this button to run selected invoice.
Edit
Click the Edit icon to edit the associated invoice.
Email
Click the Email icon to send invoice.
PDF
Click the PDF icon to generate and download a PDF version of the invoice.
Print
Click the printer icon to open the invoice in the browser and select to print to your printer.
Packing Slip
Click the Packing Slip icon to download a packing slip as a PDF for the associated invoice.
Shipping Label
Click the Ship Label icon to download a shipping label as a PDF for the associated invoice. You will be asked to enter shipping instructions to print on the label, but this step is optional. Click OK to download the PDF for printing.

Log
The log shows activities associated with the selected invoice. It will display information whether an invoice was emailed, printed or faxed successfully.

Edit Schedule
Click this button to modify the invoice schedule details.
Apply Payment
Click this button to apply a payment.
Delete
Click the Delete icon to delete the associated invoice.

Web Access - Add/Edit Invoice

The Add/Edit Invoice window is where you fill in the details for the invoice. To access the Add/Edit Invoice window, click **Add New Invoice** from the Invoices List or click the edit icon of an existing invoice from the Invoices List. Users with viewer-only privileges will be unable to edit invoice details.

Invoice Customer

Choose the Customer from the pull down list, or enter a new customer by typing in the field.

Create From

Choose to create the invoice from a quote, order, or draft invoice, or leave it blank if you are not generating an invoice from an existing quote. Then choose the quote, order, or draft number. The item list will not be editable on an invoice created from an order.

Order Number

Type in the order number to link this invoice to a particular order, or leave it blank. This field is populated automatically when you choose the "Create From" option above.

Date

Type in the invoice date or select a date by clicking the calendar

Terms

The payment terms are used to calculate the payment due date.

Days

Enter the number of days provided to the payer within which payment must be issued to the payee. This field is enabled when you choose the "Pay in Days" option as the payment term, above.

Ship By

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the invoice for customer reference. Leave this blank if not required.

Shipping Costs

Enter any shipping costs that should be added to the order, such as shipping and handling.

Shipping Tax

If a tax should be applied to the Shipping Costs field, select the appropriate tax rate from the drop menu. Tax rates must be set up on the Settings ~ Tax tab before they will be available here.

Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the invoice for customer reference. Leave this blank if not required.

Customer PO No.

The customer purchase order number is printed on the invoice and on the statements for customer reference. Leave this blank if not required.

Salesperson

Enter the salesperson for this invoice.

Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

Bill To

Enter the address the invoice should be sent to.

Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

Comments

These notes are printed on the bottom of the invoice.

Private Comments

These are notes for internal use only - they are not printed on the invoice.

Invoice Items

This is the list of items on the invoice. Click Add Item to add a new item, or edit and delete existing items. If the invoice is created from an order, the items will not be editable.

Add Flat Discount

Click on this button to add a flat amount as a discount to the entire invoice.

Add Percentage Discount

Click on this button to add a percentage-based discount to the entire invoice.

Add Discount per Item

Click on this button to enable the discount column for each item on the invoice. Line item discounts must be entered as a percentage.

Subtotal

This is the total without the tax calculations.

Total

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Settings to configure sales tax rates.

Record and Pay (if available)

Click on this button to Record the invoice along with payment for the invoice.

Save as Draft (if available)

Click on this button to save the invoice as a draft.

Save as Recurring

Click on this button to save the invoice and set it as a recurring invoice.

Record and Print

Click on this button to Record the invoice and print a copy.

Record and Email

Click on this button to Record the invoice and email a copy to the customer.

Record

Click on this button to Record the invoice.

Change the name of customer 'Old' to 'New'

Updates the 'Old' customer name to 'New'. (Desktop version only)

Create a new customer 'New' leave 'Old' as it is

Automatically creates a 'New' customer. (if available)

Do nothing

Don't save customer information and continue editing. (if available)

Web Access - Select Quotes Period

After you click the Quotes link from the control panel of the web interface, you will be asked to select a time period of quotes to view.

Select Customer

Select a coustomer to show quotes only for the selected customer

Select Quotes

Select the type of quote to view from the pulldown menu: Recorded or Draft quotes.

Select Period

Select a period of quotes to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

Start Date

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the quotes range you would like to view.

End Date

Enter an ending date for the quotes range you would like to view.

Web Access - Quotes List

Use the Quotes List to manage your quotes. To get here, click the Quotes link in the web interface control panel, then select a range of quotes to view based on time period. Here, you will see a list of all the quotes Express Invoice has created.

You can refine the contents of this list by using the tabs at the top of the page to select Recorded, Draft, or All quotes. You can use the Period selector to filter the listed quotes by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the quote selection to a specific customer. Click Update to filter the quotes based on the criteria you selected. Users with viewer-only privileges will be unable to add and delete quotes.

Add New Quote
Click this button to create a new quote.
Create Order
Click the Create Order icon to convert the quote into a sales order.
Create Invoice
Click the Create Invoice icon to convert the quote into an invoice.
Edit
Click the Edit icon to edit the associated quote.
Email
Click the Email icon to send quote.
PDF
Click the PDF icon to save the quote as a PDF file on your computer.
Print
Click the Print icon to print the quote.
Delete
Click the Delete icon to delete the associated quote.

Web Access - Add/Edit Quote

The Add/Edit Quote window is where you fill in the details for the quote. To access the Add/Edit Quote window, click **Add New Quote** from the Quotes List or click the edit icon of an existing quote. Users with viewer-only privileges will be unable to edit quote details.

Customer
Choose the Customer from the pull down list, or enter a new customer.

Date
Select the quote date.

Salesperson
Enter the salesperson for this quote.

Tax
Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

Bill To
Enter the address the invoice should be sent to.

Ship To
Enter the address the products should be sent to. Leave this blank if this is not required.

Comments
These notes are printed on the bottom of the quote.

Private Comments
These are notes for internal use only - they are not printed on the quote.

Quote Items
This is the list of items on the quote. Click Add Item to add a new item, or edit and delete existing items.

Add Flat Discount
Click on this button to add a flat amount as a discount to the entire quote.

Add Percentage Discount
Click on this button to add a percentage-based discount to the entire quote.

Add Discount per Item
Click on this button to enable the discount column for each item on the quote. Line item discounts must be entered as a percentage.

Subtotal
This is the total without the tax calculations.

Total
This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Settings to configure sales tax rates.

Save as Draft
Click on this button to save the quote as a draft.

Record and Print
Click on this button to Record the quote and print out a copy.

Record and Email
Click on this button to Record the quote and email a copy to the customer.

Record
Click on this button to Record the quote.

Change the name of customer 'Old' to 'New'
Updates the 'Old' customer name to 'New'. (Desktop version only)

Create a new customer 'New' leave 'Old' as it is
Automatically creates a 'New' customer. (if available)

Do nothing

Don't save customer information and continue editing. (if available)

Web Access - Select Orders Period

After you click the Orders link from the control panel of the web interface, you will be asked to select a time period of orders to view.

Select Customer

Select a coustomer to show orders only for the selected customer

Select Orders

Select the type of order to view from the pulldown menu: *Draft & Recorded*, *Recorded*, *Draft*, or *Recurring* orders.

Select Period

Select a period of orders to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

Start Date

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the orders range you would like to view.

End Date

Enter an ending date for the orders range you would like to view.

Web Access - Orders List

Use the Orders List to manage your quotes. To get here, click the Orders link in the web interface control panel, then select a range of orders to view based on time period. Here, you will see a list of all the orders Express Invoice has created.

You can refine the contents of this list by using the tabs at the top of the page to select *Recorded*, *Draft*, *Draft & Recorded* or *Recurring* orders. You can use the Period selector to filter the listed orders by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the order selection to a specific customer. Click Update to filter the orders based on the criteria you selected. Users with viewer-only privileges will be unable to add and delete orders.

Add New Order
Click this button to create a new order.
Run Selected Order
Click this button to run selected order.
Create Invoice
Click the Create Invoice icon to convert the order into an invoice.
Edit Schedule
Click this button to modify the order schedule details.
Edit
Click the Edit icon to edit the associated order.
Print
Click the Print icon to print the order.
PDF
Click the PDF icon to save the order as a PDF file on your computer.
Delete
Click the Delete icon to delete the associated order.

Web Access - Add/Edit Order

The Add/Edit Order window is where you fill in the details for the order. To access the Add/Edit Order window, click **Add New Order** from the Order List or click the edit icon of an existing order. Users with viewer-only privileges will be unable to edit order details.

Customer

Choose the Customer from the pull down list, or enter a new customer.

Date

Select the order date.

Quote Number

Choose an existing quote from the pull down list, type in a new quote number, or leave blank if you are not generating an order from an existing quote.

Terms

The payment terms are used to calculate the payment due date.

Days

Enter the number of days provided to the payer within which payment must be issued to the payee. This field is enabled when you choose the "Pay in Days" option as the payment term, above.

Ship By

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the order for customer reference. Leave this blank if not required.

Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the order for customer reference. Leave this blank if not required.

Customer PO No.

The customer purchase order number is printed on the order and on the statements for customer reference. Leave this blank if not required.

Salesperson

Enter the salesperson for this order.

Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

Bill To

Enter the address the order should be sent to.

Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

Comments

These notes are printed on the bottom of the order.

Private Comments

These are notes for internal use only - they are not printed on the order.

Order Items

This is the list of items on the order. Click Add Item to add a new item, or edit and delete existing items.

Add Flat Discount

Click on this button to add a flat amount as a discount to the entire order.

Add Percentage Discount

Click on this button to add a percentage-based discount to the entire order.

Add Discount per Item

Click on this button to enable the discount column for each item on the order. Line item discounts must be entered as a percentage.

Subtotal
This is the total without the tax calculations.
Total
This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Settings to configure sales tax rates.
Record
Click on this button to Record the order.
Save as Draft
Click on this button to save the order as a draft.
Save as Recurring
Save the order with a schedule of when and how often it is to be sent. When the order is due to be sent, Express Invoice will first confirm that the order is to be sent then automatically send it using the method was last used (i.e., Print, Email or Fax).
Record and Print
Click on this button to Record the order and open the print dialog to print the order.
Record & Fax
Click on this button to Record the order and fax a copy to the customer.
Record & Email
Click on this button to Record the order and email a copy to the customer.
Change the name of customer 'Old' to 'New'
Updates the 'Old' customer name to 'New'. (Desktop version only)
Create a new customer 'New' leave 'Old' as it is
Automatically creates a 'New' customer. (if available)
Do nothing
Don't save customer information and continue editing. (if available)

Web Access - Recurring Order Schedule

After you click the Save As Recurring button from the order dialog of the web interface, you will be asked to select a schedule for the recurring order.

Start Date

Select the date when the recurring order will start.

Interval

Select the interval of the recurring order. Choose from weekly, fortnightly, monthly, bimonthly, quarterly, 6 months, annually, or every 2 years for the interval.

Replace the string %period% in any description with dates.

If you want to have the recurring date in the description, enabling this option will replace the text "%period" to the recurring date.

Update the prices of any items which have been changed.

Enable this option to allow the prices of any items which have been changed.

Web Access - Select Payments Period

After you click the Payments link from the control panel of the web interface, you will be asked to select a time period of payments to view.

Select Period

Select a period of payments to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

Start Date

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the payments range you would like to view.

End Date

Enter an ending date for the payments range you would like to view.

Web Access - Payments List

Use the Payments List to manage your payments. To get here, click the Payments link in the web interface control panel, then select a range of payments to view based on time period. Here, you will see a list of all the payments Express Invoice has created.

You can use the Period selector to filter the listed payments by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the payment selection to a specific customer. Click Update to filter the payments based on the criteria you selected. Users with viewer-only privileges will be unable to apply and delete payments.

Apply Payment
Click this button to apply a payment.
Edit Invoice
Click on invoice number to edit invoice.
Receipt PDF
Click the Receipt Pdf icon to download a PDF copy of the receipt for an applied payment.
Edit
Click the Edit icon to edit the payment.
Delete
Click the Delete icon to delete the associated payment.

Web Access - Apply Payment

The Apply Payment window is where you fill in the details about payments. To access the Apply Payment window, click **Apply Payment** from the Payments List. Users with viewer-only privileges will be unable to edit payment details.

Date
Select the payment date.

Customer
Choose the Customer from the pull down list, or enter a new customer.

Invoice
Enter an invoice to apply the payment to.

Amount
Enter the amount of the payment to apply.

Method
Select the method of the payment to apply.

Reference Number
Enter a reference number for this payment.

Record
Click on this button to Record the payment.

Web Access - Charge Payment

The Charge Payment window is where you can submit a charge to a customer's credit card to your configured credit card gateway.

Payment Account

This is the gateway account the payment will be sent to.

Customer

The name of the customer.

Card Type

The customer's credit card type.

Card Number

The customer's credit card number.

Customer Info

This section is filled with the address information of a customer. You may change their Address, City, State, ZIP Code, or Country before submitting the payment. Any changes made here will also be made to their customer record.

Invoice Number

The invoice(s) this payment is applied to.

Amount

The total amount of this payment.

Web Access - Payment Charge Receipt

This page displays the results of a charge transaction for a payment. If the transaction is successful, it will show the transaction reference number. If it is unsuccessful, it will display an error message about the problem that occured.

Web Access - Items List

Use the Items List to manage your quotes. To get here, click the Items link in the web interface control panel. Here, you will see a list of all the items Express Invoice has created. Users with viewer-only privileges will be unable to add and delete items.

Add New Item
Click this button to add a new item.
Edit
Click the Edit icon to edit the associated item.
Delete
Click the Delete icon to delete the associated item.

Web Access - Add/Edit Item

The Add/Edit Item window is where you fill in the details for items. To access the Add/Edit Item window, click **Add New Item** from the Items List or click edit on one of the existing items. Users with viewer-only privileges will be unable to edit item details.

Item Code
Enter the code for the item.

Item Description
Enter a description of the item.

Unit Value
Enter the cost of the item.

Tax
Select the type of tax to apply to orders of this item.

Manage the inventory stock levels
Click if you would like to manage the quantities of this item using Express Invoice.

Current Quantity
The quantity currently on hand.

Ideal Quantity
The quantity you would most like to keep on hand.

Warning Quantity
Express Invoice will warn that sock of this item is running low when the quantity entered here is reached.

Save Changes
Modify the current item and return to the Items List.

Web Access - Customers List

Use the Customers List to manage your quotes. To get here, click the Customers link in the web interface control panel. Here, you will see a list of all the customers Express Invoice has created. Users with viewer-only privileges will be unable to add and delete customers.

Add New Customer

Click this button to add a new customer.

Statement

Click the Statement icon to prepare a statement for the associated customer.

Edit

Click the Edit icon to edit the associated customer.

Delete

Click the Delete icon to delete the associated customer.

Web Access - Add/Edit Customer

The Add/Edit Customer window is where you fill in the details for customers. To access the Add/Edit Customer window, click **Add New Customer** from the Customers List or click edit on one of the existing customers. Users with viewer-only privileges will be unable to edit customer details.

Customer Name
Enter the business name of the customer.

Contact Person
Enter the full name of the person you deal with.

Contact First Name
This is the first name of the person you deal with or the way you address them.

Address
Enter the customer billing address. If the customer has a different shipping address you can enter that on the Other tab.

VAT registration number
Customer's VAT registration number.

Phone
These are the phone numbers you can use to reach the customer.

Fax
This is the fax number you can use to fax invoices to the customer.

Email
This email address is the one used for sending invoices by email if email is the preferred method.

Additional Info
Enter any additional information, such as ABN.

This customer is active Check this box to show that this customer is currently active.

Web Access - Add/Edit Customer Additional Options

The Add/Edit Customer Additional Options window is where you fill in the details for customers. To access the Add/Edit Customer Additional Options window, click **Other** from the Edit Customer screen. Users with viewer-only privileges will be unable to edit these additional options.

Shipping Address
If the customer's preferred shipping address is different from the billing address, then enter it here. If the shipping address is the same as the billing address, then leave the shipping address empty.

Prefers Invoices By
Select the method which will be used by Express Invoice to send invoices to this customer when generating new recurring invoices.

Set tax exempt for this customer
Check this if you wish to not apply taxes on any transaction for this customer.

Payment Terms
Select the terms of payment which will appear by default on an invoice created for this customer.

Payment Terms Days
Enter the period of the payment terms.

Salesperson
This is the name of the salesperson who will be selected by default when an invoice is created for this customer.

Customer Notes
These notes are for internal use only. They can be used, for example, to indicate customer history or special terms.

Customer Group
Select the group which this customer belongs to. To create a new group, enter it into the field.

Web Access - Add/Edit Customer Additional Info

The Add/Edit Customer Additional Info window is where you fill in the details for customers. To access the Add/Edit Customer Additional Info window, click **Info** from the Edit Customer screen. Users with viewer-only privileges will be unable to edit this additional info.

Opening Balance

Enter the opening balance of the customer if there is.

Balance Due

This is the current total balance due for the customer.

Oldest Date Due

This is the due date of the oldest invoice of the customer.

Last Invoice

This is the date that the last invoice for the customer was created.

Web Access - User List

Use the User List to manage your Express Invoice users. To get here, click the Users link in the web interface control panel. Here, you will see a list of all the users Express Invoice has created.

Add New User
Click this button to add a new user.

Edit
Click the Edit icon to edit the associated user.

Delete
Click the Delete icon to delete the associated user.

Web Access - Add/Edit User

The Add/Edit User window is where you fill in the details for users. To access the Add/Edit User window, click **Add New User** from the Users List or click edit on one of the existing Users.

User Name

Enter the user's name. This is used for display purposes.

Email Address

This is used to uniquely identify the user. The user will use their email as the account name, to log into the web interface, and if they lose their password.

Web Access Password

Enter the password for this user. The user will use this to log into the web interface.

Password Again

Retype the web access password to verify you have entered the password correctly.

Account Enabled

Tick this option to enable the account, and to allow the user access to the web interface.

User Privileges

There are three tiers of access to the web interface.

Administrator

Checking this option will allow this user to modify others user's preferences and to add/edit/remove transactions.

User

Checking this option allows this user to be able to add/edit/remove transactions.

Viewer

Checking this option allows this user to view transactions, but does not allow them to add/edit/remove transactions.

Organizations

This is the list of organizations that the user can access. By default, Administrators are allowed to access all organizations.

Web Access - Select Credit Notes

After you click the View Credit Notes link from the control panel of the web interface, you will be asked to select a time period of credit notes to view.

Select Credit Notes

Select a type of credit notes to view from the pulldown menu: recorded or drafts.

Select Period

Select a period of credit notes to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

Start Date

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the credit notes range you would like to view.

End Date

Enter an ending date for the credit notes range you would like to view.

Web Access - Credit Notes List

Use the Credit Notes List to manage your Express Invoice credit notes. To get here, click the View Credit Notes link in the web interface control panel. Here, you will see a list of all the credit notes Express Invoice has created. Users with viewer-only privileges will be unable to add and delete credit notes.

You can refine the contents of this list by using the tabs at the top of the page to select Recorded, Draft, or All credit notes. You can use the 'Period' selector to filter the listed credit notes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the credit note selection to a specific customer. Click Update to filter the credit notes based on the criteria you selected.

Add New Credit Note
Click this button to create a new credit note.
Edit
Click the Edit icon to edit the associated credit note.
PDF
Click the PDF icon to save the order as a PDF file on your computer.
Delete
Click the Delete icon to delete the associated credit note.

Web Access - Add/Edit Credit Note

The Add/Edit Credit Note window is where you fill in the details for the credit note. To access the Add/Edit Credit Note window, click **Add New Credit Note** from the Credit Note List or click edit on one of the existing credit notes. Users with viewer-only privileges will be unable to edit credit note details.

Customer
Choose the Customer from the pull down list.

Date
Select the credit note date.

Create From Invoice
Choose an existing invoice from the pull down list. The credit note will be filled in with information from the selected invoice.

Salesperson
Enter the salesperson for this Credit Note.

Tax
Select any special sales tax option eg. if this is a special customer who is sales-tax exempt (for example a foreign customer).

Customer Address
Enter the customer's address.

Comments
These notes are printed on the bottom of the Credit Note.

Private Comments
These are notes for internal use only they are not printed on the Credit Note.

Credit Note Items
This is the list of items on the credit note. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Remove an item by clicking the trashcan at the right of the item entry.

Add Flat Discount
Click on this button to add a flat amount as a discount to the entire credit note.

Add Percentage Discount
Click on this button to add a percentage-based discount to the entire credit note.

Add Discount per Item
Click on this button to enable the discount column for each item on the credit note. Line item discounts must be entered as a percentage.

Save as Draft
Click on this button to save the credit note as a draft.

Record & Email
Click on this button to Record the credit note and email a copy to the customer.

Record and Apply
When creating a credit note from an invoice, click on this button to Record the credit note and immediately apply it to the invoice.

Record
Just record the Credit Note. It will not be applied to any invoice at this time. You can print, email, or fax it later, if needed.

Web Access - Enter Email Details

This window is used to email a PDF of an Invoice, Order, Quote, or Credit Note.

Email

Enter the recipient's email address. This field is automatically filled with the selected Customer's email address (if available).

Remember this email address

If this option is available, check 'Save this email ...' to save the email address for use in the future.

Message Comment

Text entered here will be added to the body of the email generated by Express Invoice. This field is optional.

Web Access - Record's Log

This dialog box displays the logs of the selected record. It will display information whether the record was emailed, printed or faxed successfully. Click Save log to export the logs to a file.

Web Access - Customer Statement Period Web

Automatically use month or oldest due Select this option to use the current month or the oldest due date of a customer.

Enter Statement Period

Specify the period for the customer statement (dates are inclusive).

Start Date

If **Enter Statement Period** was selected, this specifies the Start date for the customer statement (inclusive).

End Date

If **Enter Statement Period** was selected, this specifies the End date for the customer statement (inclusive).

Send Email

You can email a customer statement as a PDF file by clicking the Send Email button. Your email settings must be set up before this operation can be completed.

Users with viewer-only privileges will be unable to send email.

Generate

You can download a customer statement as a PDF file by clicking the Generate button.

Web Access - Select Company Profile

This page is where you can toggle between different business profiles.
To create a new business: in the desktop software, click the **Accounts** menu and select **Multiple Businesses**, then click **Add.**

Select New Company Profile

Click the drop-down menu and then select the business profile you want to use, then click OK. This will change all the viewable records to those associated with the selected business.

Web Access - Customize Report

This page is where you filter report data and customize the report settings to your needs, before generating the report file. Each report will contain one or more of the following selection criteria depending on the report type.

Select Customers (if available)

Select the desired customers from the customers list in the table. The report will contain the information of the selected customers.

Select All

Check this box if you want to select or deselect all customers.

Select Customer (if available)

Select one customer from the pull-down-list for the report.

Select Period (if available)

Select the period for the report. Fixed period choices available are the current month, the previous month, the current calendar year, or the last calendar year. Or you can choose Select and then enter any Start Date and End Date you like in the boxes below for the period of the report.

Start Date

Enter the date (inclusive) the report period will start from. Clicking the down arrow will display a calendar from which the start date for the report can be selected.

End Date

Enter the date (inclusive) the report period will end on. Clicking the down arrow will display a calendar from which the end date for the report can be selected.

Report Sorting (if available)

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Ascending/Descending

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

Save Report as CSV

Save the report as a CSV (comma separated value) format file, instead of PDF (Portable Document Format) file.

Screen References - Charge Credit Card

The Charge window is where you can submit a charge to a customer's credit card to your configured credit card gateway.

Payment Account

This is the gateway account the payment will be sent to.

Customer

The name of the customer.

Card Type

The customer's credit card type.

Card Number

The customer's credit card number.

Customer Info

This section is filled with the address information of a customer. You may change their Address, City, State, ZIP Code, or Country before submitting the payment. Any changes made here will also be made to their customer record.

Invoice Number

The invoice(s) this payment is applied to.

Amount

The total amount of this payment.

Screen References - New/Edit Invoice

The New/Edit Invoice window is where you fill in the details for an invoice. To access the New Invoice window, click **Create New Invoice** from the left sidebar on the main screen, or click **Invoice** from the main toolbar, or press Command+N.

Billing Tab

Located in the upper right corner, the Billing tab is where you enter information relating to the customer you are billing.

Customer

Enter the customer's name or select a previous customer from the drop menu.

Bill To

Enter the address the invoice should be sent to.

Customer PO No.

The customer purchase order number is printed on the invoice and on the statements for customer reference. Leave this blank if it is not required.

Customer Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

Shipping Tab

Click the Shipping tab, behind the Billing tab, to enter shipping details for the customer.

Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

- **Same as billing** Select this radio button to keep shipping address same as billing address
- **Shipping address**
  Select this radio button to make shipping address different from billing address

Ship By

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the invoice for customer reference. Leave this blank if not required.

Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the invoice for customer reference. Leave this blank if not required.

Shipping Costs/Tax

Enter any shipping costs associated with the invoice in the field. If any tax should be applied to the shipping, select the appropriate tax rate from the drop menu. Tax rates must be set up on the Settings ~ Tax tab before they will be available here.

Invoice Tab

The Invoice tab is in the upper right corner of the Invoice window and is where you can select to create an invoice from a previous quote, order or draft, as well as enter any other relevant invoice information.

Create From

You can use an existing Quote, Order, Invoice or draft Invoice to create a new invoice. When you select a type from the pull down list, Express Invoice will show a new window where you can select a specific Quote, Order, Existing Invoice or Draft Invoice.

Date

Select the invoice date.

Terms

The payment terms are used to calculate the payment due date.

Salesperson

Enter the salesperson for this invoice.

Invoice Number

This number is automatically generated by Express Invoice, but can be changed when creating a new invoice. However, when editing an invoice, the number cannot be changed.

Invoice Items

This is the list of items on the invoice. Click inside the item list to add a new item, or select an existing item, and update the quantity invoiced. If the invoice is created from an order, the items are not editable.

Invoice Headings

You can edit a heading by clicking on the header, this opens a drop down list. Select an item in the list to change the header text, specify your custom text, or even reorder the columns.

Easily switch between product and service based businesses by selecting Item or Rate from the column header drop down list and Qty or Hrs from the column header drop down list.

Add Discount

Click the **Add Discount** button to apply a discount either to the entire invoice, or to a line item. See the Apply Discount help topic for more information about discounting.

Comments Tabs

Comments

These notes are printed on the bottom of the invoice.

Private Comments

These are notes for internal use only - they are not printed on the invoice.

Note Comments

These notes are printed on the bottom of the invoice below any text from the Comments tab.

Foot Comments

These comments are printed on the bottom of the invoice below any text from the Comments and Note Comment tabs.

Total

This is the sales tax and total display, which appears in the lower right area of the window. If you think the sales tax calculation is wrong, please see the Tax tab of Settings to configure sales tax rates.

Record

Click on this button to Record the invoice. To select the action (to Print, Email, or Fax the invoice), click on the pull down list. Note that cancelling the action will not unrecord the invoice. You can also save the invoice as a draft, save as a recurring invoice, or preview the invoice. 'Record with Payment' and 'Save as Draft' options are only available for new invoices that are yet to recorded.

> **Record with Payment (if available):** Record the invoice and apply payment toward the customer's account. You can print, email, or fax it later, if needed.
>
> **Note:** If Inventoria Application Integration or stock level management is enabled, all invoices created from recurring invoices will cause a stock quantity change, even if the recurring invoice was originally an order for which a quantity change has been recorded. Creating a separate invoice directly from that order will not result in an extra quantity change.

Invoice Settings

Click the Invoice Settings button to open the configuration options for invoices, where you can change the appearance of the final invoice, change heading titles, and preview the look of the final invoice.

Screen References - New/Edit Order

The New/Edit Order window is where you fill in the details for a sales order. To access the New Order window, click **Enter New Order** from the left sidebar on the main screen, or press Command+D.

Quote Number

Choose an existing quote from the pull down list, type in a new quote number, or leave blank if you are not generating an order from an existing quote.

Order Customer

Choose the Customer from the pull down list, or enter a new customer.

Date

Select the order date.

Terms

The payment terms are used to calculate the payment due date.

Salesperson

Enter the salesperson for this order.

Tax

Select a special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

Save changes to this customer (if available)

Tick this if you want the selected customers address to be the introduced "Bill To" address.

Bill To

Enter the address the order should be sent to.

Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

- **Same as billing** Select this radio button to keep shipping address same as billing address
- **Shipping address**
  Select this radio button to make shipping address different from billing address

Customer PO No.

The customer purchase order number is printed on the invoice and on the statements for customer reference. Leave this blank if not required.

Ship By

Select a shipping method, or enter a new shipping method. The Ship By detail will be printed on the order for customer reference. Leave this blank if not required.

Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the order for customer reference. Leave this blank if not required.

Order Items

This is the list of items on the order. Click inside the item list to add a new item, or select an existing item, and update the quantity ordered.

Order Headings

You can sort an item list in your order by clicking on an order heading.

You can edit a heading by clicking on the header a second time, this opens a drop down list. Select an item in the list, to change the header text or reorder the columns.

Easily switch between product and service based businesses by selecting Item or Rate from the column header drop down list and Qty or Hrs from the column header drop down list.

Add Discount

Click the **Add Discount** button to apply a discount either to the entire invoice, or to a line item. See the Apply Discount help topic for more information about discounting.

Comments

These notes are printed on the bottom of the order.

Private Comments

These are notes for internal use only - they are not printed on the order.

Total

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Settings to configure tax rates.

Save and Preview

Save the order, and preview how the Sales Order will look by clicking the button in the lower left corner of the window.

Convert to Invoice

You can quickly turn the sales order into an invoice by clicking this button. Doing so will save a copy of the sales order in the Sales Order List with a status of "Invoiced."

Edit Invoice...

If a Sales Order has already been converted to an invoice, you will see an Edit Invoice button instead of Convert to Invoice. You can click on the Edit Invoice... button to edit the invoice that was created from the sales order.

Record

Click on this button to Record the order. To select the action (to Print, Email or Fax the order) click on the pull down list. You can also choose to save the order as a draft, or set up a recurring Order.

Screen References - New/Edit Quote

The New/Edit Quote window is where you fill in the details for a quote. To access the New Quote window, click **Create New Quote** from the left sidebar on the main screen

Quote Customer

Choose the Customer from the pull down list, or enter a new customer.

Date

Select the quote date.

Salesperson

Enter the salesperson for this quote.

Bill To

Enter the address the quote should be sent to.

Tax

Select a special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

- **Same as billing** Select this radio button to keep shipping address same as billing address
- **Shipping address**
  Select this radio button to make shipping address different from billing address

Quote Items

This is the list of items on the quote. Click inside the item list to add a new item, or select an existing item, and update the quantity quoted.

Quote Headings

You can sort an item list in your quote by clicking on a quote heading.

You can edit a heading by clicking on the header a second time, this opens a drop down list. Select an item in the list, to change the header text or reorder the columns.

Easily switch between product and service based businesses by selecting Item or Rate from the column header drop down list and Qty or Hrs from the column header drop down list.

Add Discount

Click the **Add Discount** button to apply a discount either to the entire quote, or to a line item. See the Apply Discount help topic for more information about discounting.

Comments

These notes are printed on the bottom of the quote.

Private Comments

These are notes for internal use only - they are not printed on the quote.

Total

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Settings to configure tax rates.

Save and Preview

Click this button to see how the quote will appear when printed, saved as a PDF document, or emailed to a customer.

Convert to Invoice

Click this button to change your quote and any of the information entered, into an invoice for your customer.

Edit Invoice...

If a quote has already been converted to an invoice, you will see an Edit Invoice button instead of Convert to Invoice. You can click on the Edit Invoice... button to edit the invoice that was created from the quote.

Record

Click on this button to Record the quote. To select the action (to Print, Email or Fax the quote) click on the pull down list. You can also save the quote as a draft.

Screen References - Non-Invoiced Cash Sale

The Non-Invoiced Cash Sale window is where you quickly create an invoice, receive payment, and print a receipt for the transaction from one window. To access the Non-Invoiced Cash Sale window, click **New Non-Invoiced Cash Sale** from the **Invoice** Menu or click **Create Non-Invoiced Cash Sale** from the left sidebar on the main screen.

To use a narrow-width paper for printing receipts, see the Receipt tab of the Settings dialog.

Invoice Items

This is the list of items on the invoice. Click inside the list to add a new item. You can modify Item, Description, Qty, Price by clicking them. You can also use a bar code scanner to add new items.

Invoice Items List Headers

The invoice items list header's text can be changed by selecting pre-defined text or specifying a custom one. You can also modify the ordering of the columns to suit your business needs.

- **Pre-defined text(s)** Select a pre-defined text to apply it to the current column header.
- **Change column header text ...**
  Select this option to specify a custom text for the current column header.
- **Reorder columns ...**
  Select this option to rearrange the ordering of columns. Please note that the columns are arranged from left to right.

Add Item

Click this button to enter an item in the item list.

Remove Item

Click this button to remove the selected item in the item list.

Add Discount

Input a discount amount. Note that discounts must be enabled from the program Settings for this field to be available.

Discount(%)

Input a number for discount without the % sign. E.g., 20 means 20% discount.

Salesperson

Select the salesperson for the transaction from the drop menu.

Comments

These notes are printed on the bottom of the receipt.

Private Comments

These are notes for internal use only - they are not printed on the receipt.

Total

This is the total display.

Preview

Preview and print this invoice/transaction.

Record Cash

Click on this button to Pay by Cash and Record the Transaction. To select the action (to Pay by Check or Create an Invoice) click on the pull down list.

Pay by check. You will need to input the check number.

Save to invoice without collecting payment for the transaction.

Screen References - Report View

Use this window to preview or print a report.

Preview

You can preview a report by clicking the Preview button.

Print

You can print a report by clicking the Print button.

Save

You can save a report as a PDF file or as a CSV file by clicking the Save button.

Email

You can email a report as a PDF file by clicking the Email button.

Fax

You can send a report by Fax as a PDF file by clicking the Fax button.

Screen References - Customer Groups

Use this screen to manage customer groups. A customer group is a simple property which can be assigned to specific customers, allowing you to then treat those specific customers collectively as a group. As such, customer groups do not have any properties other than a name.

Select (if available)

Assign the selected customer group to the customer record.

Add

Click this button to add a new customer group. You will be prompted for a group name.

Delete

Select the customer groups you wish to remove, and click this button.

Edit

Use this button to change the name of the currently selected customer group.

Additionally, the following functions are available from the Customer Group menu:

Find Customer Group

Select this option to open the Find Customer Group window. From here, enter the group name you want to search for to locate it in the list.

Find Next Customer Group

Select this option to find the next customer group in the list with the last term searched for, or use the shortcut Command+G to locate the next group in the list.

Screen References - Invoices List

Use this screen to manage your invoices. Here you will see a list of all the invoices recorded in Express Invoice.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed invoices by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. Use the 'Keyword' search feature to select invoices based on the customer name, invoice number, sales person, order number and invoice date text entered.

New
Click this button to create a new invoice.

Copy
Clicking the Copy button will create a new invoice and fill in the customer and item information automatically using the selected invoice.

Delete
To delete invoices, select the invoice(s) you wish to remove from the list, and click this button.

Edit
Click this button to edit the currently selected invoice. This only applies to one invoice at a time.

Preview
Click this button to see how the invoice will appear when printed, saved as a PDF document, or emailed to a customer.

Print
Click this button to print the currently selected invoice(s).

Email
Use this button to send one or more selected invoice(s) as a PDF document to a recipient via email. You will asked to provide an email address.

Fax
Use this button to send one or more selected invoice(s) to a recipient via fax. You will asked to provide a fax number.

Save
Click this button to save the currently selected invoice(s) as a PDF file on your computer.

Export to EDI
Click this button to export the currently selected invoice to EDI.

Payment
Click this button to receive a payment for the selected invoice.

Credit Note
Click this button to apply a credit note towards the selected invoice.

Packing Slip
Click this button to generate packing slip for the selected invoice.

> **Find Invoice**
> Select this option to open a dialog that allows you to search the list based on invoice number.
>
> **Find Next Invoice**
> Select this option to skip to the next item found after the search function has been performed. You can also press Command+G to quickly highlight the next match in the list.
>
> **Show Log**
> Select this option to display all activity associated with the selected invoice in the list. It will display information whether an invoice was emailed, printed or faxed successfully.
>
> **Import Invoices from CSV**

If you have a list of invoices to import from another program, select this option. After importing invoices, Express Invoice will automatically update the balances of the relevant customers. See the Select CSV File Data Fields topic in this manual for more information on how to import a list of invoices.

Packing Slip Menu

This menu allows you to preview a packing list for the selected invoice, print the packing slip, email, fax, or save it as a PDF.

Shipping Label Menu

This menu allows you to preview a shipping label for the selected invoice, print the label, email, fax, or save it as a PDF.

Screen References - Select Invoice List

Use this screen to select an invoice. Here you will see a list of all the invoices which Express Invoice has created.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed invoices by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. Use the 'Keyword' search feature to select invoices based on the text entered.

Select
Click this button to select the highlighted invoice.

Find Invoice
Click this to open a dialog that allows you to search the list based on invoice number.

Find Next Invoice
Click this to skip to the next item found after the search function has been performed. You can also press Command+G to quickly highlight the next match in the list.

Screen References - Recurring Invoices List

Use this screen to manage your recurring invoices. Here you will see a list of all the recurring invoices which Express Invoice has created.

New

Click this button to create a new recurring invoice.

Delete

To delete recurring invoices, select the recurring invoice(s) you wish to remove from the list, and click this button.

Edit

Click this button to edit the currently selected recurring invoice. This only applies to one recurring invoice at a time.

Schedule

Click this button to view or change the schedule for the selected recurring invoice.

Preview

Click this button to see how the recurring invoice will appear when printed, saved as a PDF document, or emailed to a customer.

Show Log

Select this option to display all activity associated with the selected invoice in the list. It will display information whether an invoice was emailed, printed or faxed successfully.

Find Recurring Invoice

Select this option to open the Find Recurring Invoice window. From here, enter the invoice name you want to search for to locate it in the list.

Find Next Recurring Invoice

Select this option to find the next invoice in the list with the last term searched for, or use the shortcut Command+G to locate the next invoice in the list.

Run

Click this button to generate all currently due invoices for the selected recurring invoice, according to its schedule.

Screen References - Run Selected Recurring Invoices

Use this screen to run specific recurring invoices. Here you will see a list of all the recurring invoices which are currently due. When you first view this screen, all recurring invoices will be selected to run (marked by checked box). You can exclude certain recurring invoices from being run by unchecking the box to the left of it.

Edit
Click this button to edit the currently selected recurring invoice. This only applies to one recurring invoice at a time.

Preview
Click this button to see how the recurring invoice will appear when printed, saved as a PDF document, or emailed to a customer.

Run
Click this button to generate all currently due invoices for the selected recurring invoices, according to their schedule.

Screen References - Quotes List

Use this screen to manage your quotes. Here you will see a list of all the quotes that exist in Express Invoice.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed quotes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. Use the 'Keyword' search feature to select quotes based on the text entered.

New
Click this button to create a new quote.

Copy
Clicking the Copy button will create a new quote and fill in the customer and item information automatically using the selected quote.

Delete
To delete quotes, select the quotes(s) you wish to remove from the list, and click this button.

Edit
Click this button to edit the currently selected quote. This only applies to one quote at a time.

Order
Click this button to create a new order from the selected quote.

Invoice
Click this button to create a new invoice from the selected quote.

Preview
Click this button to see how the quote will appear when printed, saved as a PDF document, or emailed to a customer.

Print
Click this button to print the currently selected quote(s).

Email
Use this button to send one or more selected quote(s) as a PDF document to a recipient via email. You will asked to provide an email address.

Fax
Use this button to send one or more selected quote(s) to a recipient via fax. You will asked to provide a fax number.

Save
Click this button to save the currently selected quote(s) as a PDF file on your computer.

Additionally, the following functions are available from the menus:

Find Quote
Select this option to open a dialog that allows you to search the list based on quote number.

Find Next Quote
Select this option to skip to the next item found after the search function has been performed. You can also press Command+G to quickly highlight the next match in the list.

Import Quotes from CSV
If you have a list of quotes to import from another program, select this option. See the Select CSV File Data Fields topic in this manual for more information on how to import a list of quotes.

Screen References - Select Quote List

Use this screen to select a quote. Here you will see a list of all the quotes which Express Invoice has created.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed quotes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. Use the 'Keyword' search feature to select quotes based on the text entered.

Select
Click this button to select the highlighted quote.

Find Quote
Select this option to open a dialog that allows you to search the list based on quote number.

Find Next Quote
Select this option to skip to the next item found after the search function has been performed. You can also press Command+G to quickly highlight the next match in the list.

Screen References - Orders List

Use this screen to manage your orders. Here you will see a list of all the orders which Express Invoice has created.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed orders by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the order selection to a specific customer, and the 'Display Orders' selector lets you choose between recorded or draft orders only.

New
Click this button to create a new order.

Delete
To delete orders, select the orders(s) you wish to remove from the list, and click this button.

Edit
Click this button to edit the currently selected order. This only applies to one order at a time.

Invoice
Click this button to create a new invoice from the selected order.

Preview
Click this button to see how the order will appear when printed, saved as a PDF document, or emailed to a customer.

Print
Click this button to print the currently selected order(s).

Email
Use this button to send one or more selected order(s) as a PDF document to a recipient via email. You will asked to provide an email address.

Fax
Use this button to send one or more selected order(s) to a recipient via fax. You will asked to provide a fax number.

Save
Click this button to save the currently selected order(s) as a PDF file on your computer.

Additionally, the following functions are available from the menus:

Find Order
Select this option to open a dialog that allows you to search the list based on order number.

Find Next Order
Select this option to skip to the next item found after the search function has been performed. You can also press Command+G to quickly highlight the next match in the list.

Import Orders from CSV
If you have a list of orders to import from another program, select this option. See the Select CSV File Data Fields topic in this manual for more information on how to import a list of orders.

Screen References - Select Order List

Use this screen to select an order. Here you will see a list of all the orders which Express Invoice has created.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed orders by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the order selection to a specific customer, and the 'Display Orders' selector lets you choose between recorded or draft orders only.

Select
Click this button to select the highlighted order.
Find Order
Click this to open a dialog that allows you to search the list based on order number.
Find Next Order
Click this to skip to the next item found after the search function has been performed. You can also press Command+G to quickly highlight the next match in the list.

Screen References - Recurring Orders List

Use this screen to manage your recurring orders. Here you will see a list of all the recurring orders which Express Invoice has created.

New

Click this button to create a new recurring order.

Delete

To delete recurring orders, select the recurring order(s) you wish to remove from the list, and click this button.

Edit

Click this button to edit the currently selected recurring order. This only applies to one recurring order at a time.

Schedule

Click this button to view or change the schedule for the selected recurring order.

Preview

Click this button to see how the recurring order will appear when printed, saved as a PDF document, or emailed to a customer.

Find Recurring Order

Select this option to open the Find Recurring Order window. From here, enter the order name you want to search for to locate it in the list.

Find Next Recurring Order

Select this option to find the next order in the list with the last term searched for, or use the shortcut Command+G to locate the next order in the list.

Run

Click this button to generate all currently due orders for the selected recurring order, according to its schedule.

Screen References - Payments List

Use this screen to manage your payments. Here you will see a list of all the payments which Express Invoice has received.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed payments by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the payment selection to a specific customer.

New
Click this button to create a new payment.

Delete
To delete payments, select the payments(s) you wish to remove from the list, and click this button.

Edit
Click this button to edit the currently selected payment. This only applies to one payment at a time.

Refund
Click this button to apply a refund on the selected payment.

Preview
Click this button to see how the payment will appear when printed, saved as a PDF document, or emailed to a customer.

Print
Click this button to print the currently selected payment(s).

Email
Use this button to send one or more selected payment(s) as a PDF document to a recipient via email. You will asked to provide an email address.

Fax
Use this button to send one or more selected payment(s) to a recipient via fax. You will asked to provide a fax number.

Save
Click this button to save the currently selected payment(s) as a PDF file on your computer.

Find Payment
Use this dialog box to search for a desired Payment in the list. You can search by Date, Payment id number or Customer.

Find Next Payment
The commands Find Payment and Find Next Payment work together. The Option to use Find Next Payment appears after you use Find Payment. Find Next Payment Will find the next Payment with the same search criteria you entered in Find Payment.

When using Find Next Payment, after you have scrolled through all Payments with matching search criteria from Find Payment, A pop-up window will notify that "No more payments matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Payment and click OK, a pop-up window will notify "No matching '' could be found.". The Find Next Payment function will now be grayed out and unselectable. The Find Next Payment function will be available again after you use Find Payment.

Screen References - Refunds List

Use this screen to manage your refunds. Here you will see a list of all the refunds which Express Invoice has processed.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed refunds by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the refund selection to a specific customer.

New
Click this button to create a new refund.

Delete
To delete refund(s), select the refund(s) you wish to remove from the list, and click this button.

Edit
Click this button to edit the currently selected refund. This only applies to one refund at a time.

Preview
Click this button to see how the refund will appear when printed, saved as a PDF document, or emailed to a customer.

Print
Click this button to print the currently selected refund(s).

Email
Use this button to send one or more selected refund(s) as a PDF document to a recipient via email. You will asked to provide an email address.

Fax
Use this button to send one or more selected refund(s) to a recipient via fax. You will asked to provide a fax number.

Save
Click this button to save the currently selected refund(s) as a PDF file on your computer.

Find Refund
Use this dialog box to search for a desired Refund in the list. You can search by Date, Refund id number or Customer.

Find Next Refund
The commands Find Refund and Find Next Refund work together. The Option to use Find Next Refund appears after you use Find Refund. Find Next Refund Will find the next Refund with the same search criteria you entered in Find Refund.

When using Find Next Refund, after you have scrolled through all Refunds with matching search criteria from Find Refund, A pop-up window will notify that "No more refunds matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Refund and click OK, a pop-up window will notify "No matching '' could be found.". The Find Next Refund function will now be grayed out and unselectable. The Find Next Refund function will be available again after you use Find Refund.

Screen References - Customers List

Use this screen to manage your customer records. Here you will see a list of all the customers which Express Invoice is aware of.

Note that when the Customers List is accessed through the Invoice, Order, Quotes, New Credit Notes and Receipt windows that the Invoice, Quote, Order, Payment, and Statement buttons and some menus and menu items will not be displayed in the the list window.

Toolbar

Select

When accessed through the Invoice, Order, Quote, New Credit Note or Receipt window, this button will add the selected customer to the document.

Add

Click this button to add a new customer record.

Delete

To delete customer records, select the customers you wish to remove from the list, and click this button.

Edit

Click this button to edit the currently selected customer record.

Quote

Click this button to create a new quote for the selected customer.

Order

Click this button to create a new order for the selected customer.

Invoice

Click this button to create a new invoice for the selected customer.

Payment

Click this button to receive a payment for the selected customer.

Statement

This button provides various statement actions for the currently selected customer.

- Print - Print a statement for the customer directly to a printer.
- Print Preview - View the customer's statement as it would be printed, but on your computer's screen instead.
- Email - Send a statement for the selected customer in PDF format via email. You will be asked to confirm the email address of the recipient.
- Fax - Send a statement for the selected customer via fax.
- Save as PDF - Save a statement as a PDF file on your computer.

Save

This button provides various save actions for the currently selected customer.

- Save as PDF - Save a currently selected customer record as a PDF file on your computer.
- Save as CSV - Save a currently selected customer record as a CSV file on your computer.

Display Customers Group

Click on this drop down to filter and view only customers belonging to a specific customer group.

To create customer groups, see the Customer Groups topic under the Screen References section of this help manual.

Display inactive customers

Check this box to include in the list those customers also that are marked inactive.

To mark a customer inactive, see the Customer topic.

Customer menu

In addition to some of the functions available on the toolbar, the customer menu offers the following options:

Change Sales Person

This option can be used to change a sales person for the selected customer.

Change Group

This option can be used to change a group for the selected customer.

Email Customer

Send an email to the selected customer. Email settings are available from the Other page of the Settings.

Find Customer

Select this option to open the Find Customer window. From here, enter a customer name, salesperson, or phone number you want to search for to locate it in the list.

Find Next Customer

Select this option to find the next customer in the list with the last term searched for, or use the shortcut to locate the next customer in the list.

Manage Customer Groups

When creating a customer profile, you have the option of assigning them to a customer group. Customer groups must exist before customers can be assigned to them. See the help topic Customer Groups in the screen references section for more information.

Import Customers from CSV

If you have an existing list of customers in a csv file, use this option to import their information into the Express Invoice customer list. Note that Express Invoice does not import a customer's balance. In order to set a customer's balance, you can import a list of invoices, or set the "Opening Balance" field using the Edit button.

Import Customers from Outlook

Use this option to import your customer list from your Outlook address book.

Import Customers from other Business

This option can be used to import your customer list from another business set up on Express Invoice..

Export to CSV (for Mail Merge)

Use this option to export your customer list if you need to use it for mail merge.

Recalculate Customer Balance

If you have updated a customer record and don't see the change reflected in the list, use this option to recalculate the balances.

Envelopes

Express Invoice is able to print envelopes addressed to a customer. To create envelopes for specific customers, select a customer from the list and then access the menu Customer -> Envelope. Then choose one of the following actions from the Envelope menu:

- Print - Print the envelope(s) directly to a printer. You may select multiple customers for this action.
- Print Preview - View the envelope as it would be printed, but on your computer's screen instead.
- Save as PDF - Save an envelope as a PDF file on your computer.

Close

Use this option to close the Customers List window.

Report Menu

In addition to the functions available on the toolbar, the report menu also offers the following options:

Save as CSV

Save your report as a CSV file.

Shipping Label

To create a shipping label for a customer, use the Shipping Label menu. Note: The Shipping Label Menu is not available when accessed through the new invoice, quote, order or payment windows.

Preview Shipping Label
Open a preview of the selected customer's shipping label.

Print Shipping Label
Print a copy of the selected customer's shipping label.

Email Shipping Label
Email the selected customer's shipping label.

Fax Shipping Label
Fax the selected customer's shipping label.

Save As PDF
Save the selected customer's shipping label as a PDF file.

Screen References - Items List

Use this screen to manage your items. You can open the Items list from the main screen, click the View button on the toolbar and select Items. Here, you will see a list of all the items that have been entered into Express Invoice.

Toolbar buttons

Add

Click this button to add a new item record.

Delete

To delete item records, select the items you wish to remove from the list, and click this button.

Edit

Click this button to edit the currently selected item record.

Print to

Click this button to print the currently selected item record.

Find Item

Select this option to open the Find Item window. From here, enter the item name you want to search for to locate it in the list.

Find Next Item

Select this option to find the next item in the list with the last term searched for, or use the shortcut Command+G to locate the next item in the list.

Import Items from CSV

To import items into Express Invoice from a CSV list, select this option.

Import Items from other Business

To import items from another Express Invoice business, select this option.

Screen References - Print Preview

The Preview window displays each page of the document as it will be printed by the printer.

Edit (if available)

You can edit this document by clicking the Edit button.

This will close the preview window and open the edit Invoice dialog in order for you to modify the current record.

Print (if available)

You can print the document by clicking the Print button.

This will open the printer selection and settings dialog where you can select which pages of the document to print.

Email

You can email this document by clicking the Email button.

This will open a window to enter the recipient's email address(es) and an optional message, and will send an email to the entered address(es) with the document as an attachment.

Fax (if available)

You can fax this document by clicking the Fax button.

This will open a window to enter the desired fax number, and will fax the document to the entered number.

Save PDF (if available)

If you want to save the record in PDF, you can do so in Save PDF button.

This will open a file browser window and will let you choose where you want the PDF file to be saved.

Set Recurring (if available)

If you want to save the current invoice to a recurring invoice, you can do so via Set Recurring button.

This will open the Recurring Invoice Schedule window for you to set the options related to a recurring invoice.

Apply Payment (if available)

If you want to apply a payment to the current invoice, you can do so via Apply Payment button.

This will open the Payment Method window for you to specify the payment mode and verify amount to be paid.

Set Logo (if available)

If you haven't set the business logo, you can do so via Set Logo button.

This will open a file browser dialog where you can search and select your business logo.

Delete (if available)

This will ask for you confirmation before deleting the invoice record.

Invoice Layout (if available)

If you want to apply some customizations on your invoice, you can do so via Invoice Layout button.

This will open the Invoice Style page of your Settings window.

Previous and Next (if available)

Use the Previous and Next buttons to view each page of the document when there is more than one page to print.

Close

The Close button closes the window.

Screen References - Enter New Group Name

Use this dialog box to edit customer's group name.

Enter New Group Name

Enter a new group name that will replace current group name.

Screen References - Salespeople List

Use this screen to manage your salespeople. Here you will see a list of all the salespeople which Express Invoice is aware of.

Add

Click this button to add a new salesperson record.

Delete

To delete salesperson records, select the salesperson you wish to remove from the list, and click this button.

Edit

Click this button to edit the currently selected salesperson record.

Find Salesperson

Use this dialog box to search for a desired Salesperson in the list. You can search by name.

Find Next Salesperson

The commands Find Salesperson and Find Next Salesperson work together. The Option to use Find Next Salesperson appears after you use Find Salesperson. Find Next Salesperson Will find the next Salesperson with the same search criteria you entered in Find Salesperson.

When using Find Next Salesperson, after you have scrolled through all Salespeople with matching search criteria from Find Salesperson, A pop-up window will notify that "No more salesperson matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Salesperson and click OK, a pop-up window will notify "No matching '' could be found.". The Find Next Salesperson function will now be grayed out and unselectable. The Find Next Salesperson function will be available again after you use Find Salesperson.

Screen References - Credit Notes List

Use this screen to manage your credit notes. Here you will see a list of all the credit notes which Express Invoice has received.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed credit notes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the credit notes selection to a specific customer.

Select (available only from the New Credit Note and Invoices List windows)

Apply the selected credit note toward a customers account (if coming from the invoices list), or select it as the draft credit note (if coming from the new credit note window).

New (if available)

Click this button to create a new credit note.

Delete (if available)

To delete credit notes, select the credit note(s) you wish to remove from the list, and click this button.

Edit (if available)

Click this button to edit the currently selected credit note. This only applies to one credit note at a time. Editing is not allowed to already applied credit notes.

Apply (if available)

Click this button to apply the currently selected credit note towards an existing invoice.

Undo Credit (if available)

Click this button to undo the credit applied to invoices from the selected credit note.

Find Credit Note

Use this dialog box to search for a desired Credit Note in the list. You can search by Date, Credit Note id number, Invoice id number or Customer.

Find Next Credit Note

The commands Find Credit Note and Find Next Credit Note work together. The Option to use Find Next Credit Note appears after you use Find Credit Note. Find Next Credit Note Will find the next Credit Note with the same search criteria you entered in Find Credit Note.

When using Find Next Credit Note, after you have scrolled through all Credit Notes with matching search criteria from Find Credit Note, A pop-up window will notify that "No more credit notes matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Credit Note and click OK, a pop-up window will notify "No matching '' could be found.". The Find Next Credit Note function will now be grayed out and unselectable. The Find Next Credit Note function will be available again after you use Find Credit Note.

Preview

Click this button to see how the credit note will appear when printed, saved as a PDF document, or emailed to a customer.

Print

Click this button to print the currently selected credit note(s).

Email

Use this button to send one or more selected credit note(s) as a PDF document to a recipient via email. You will asked to provide an email address.

Fax

Use this button to send one or more selected credit note(s) to a recipient via fax. You will asked to provide a fax number.

Save

Click this button to save the currently selected credit note(s) as a PDF file on your computer.

Screen References - Select Credit Note List

Use this screen to select a credit note. Here you will see a list of all the credit notes which Express Invoice has received.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed credit notes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the credit notes selection to a specific customer.

Select
Click this button to select the highlighted credit note.

Screen References - New Credit Note

The New Credit Note dialog is where a new credit note is created. To open this dialog, click **New Credit Note** in the **Invoice** menu.

Fill in the details for the Credit Note.

Create From

To create a new credit note from a previous invoice, or draft credit note, select the type from the drop-menu to open the invoice list, or draft credit notes list. Click the invoice, or credit note you need, then click **Select** to fill the details in on the new credit note.

Credit Note Customer

Either type the name of the customer, or use the drop menu to select a previous customer. Adding a new customer into this field will create a record for that customer, which you can complete later with their contact details from the Customer List.

Customer Address

Enter the customer address.

Date

Select the Credit Note date.

Salesperson

Enter the salesperson for this Credit Note, or select a salesperson from the drop menu.

Invoice

This field displays the Invoice to which this Credit Note has been applied.

Tax

Select any special sales tax option eg. if this is a special customer who is sales-tax exempt (for example a foreign customer).

Credit Note Items

This is the list of items on the credit note. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. New items will automatically be added to the Items List. Change the Quantity or Unit Value by typing in a new value. Remove an item by clicking the red "X" at the right of the item entry.

Items List Headers

The items list header's text can be changed by selecting pre-defined text or specifying a custom one. You can also modify the ordering of the columns to suit your business needs.

- **Pre-defined text(s)** Select a pre-defined text to apply it to the current column header.
- **Change column header text ...**
  Select this option to specify a custom text for the current column header.
- **Reorder columns ...**
  Select this option to rearrange the ordering of columns. Please note that the columns are arranged from left to right.

Add Discount Click the **Add Discount** button to apply a discount either to all items, or to a line item. See the Apply Discount help topic for more information about discounting.

Comments

These notes are printed on the bottom of the Credit Note.

Private Comments

These are notes for internal use only they are not printed on the Credit Note.

Save changes to this customer

Tick this if you want the selected customers address to be the introduced "Bill To" address.

Total

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Preferences.

Record
Click on this button to Record Only or save the Credit Note as a draft. To record and print, email or fax click on the pull down list and select an action. You can also choose to Save and Preview which allows you to Print, Email or Fax the credit note without recording it.

Screen References - Shipping Label

Use this dialog box to set shipping instructions that will be printed on a shipping label.
Please enter shipping instructions
Enter an instructions that will be printed on a shipping label.

Screen References - Change Customer Group

Use this dialog box to change the group membership of a customer.
Select New Customer Group.
Select a customer group from the dropdown.

Screen References - Change Salesperson

Use this dialog box to change the salesperson associated with a customer.
Select New Salesperson.
Select a salesperson from the dropdown.

Screen References - Enter New Column Name

Use this dialog box to edit the column name.
Enter New Column Name
Enter a new column name that will replace current column name.

Screen References - Refund

The Express Invoice Refunds window allows you to Add, Delete or Edit refunds. To issue a refund, first open the Refunds list by clicking View and selecting Refunds, then select the **Add** button in the toolbar.

Refund

Date:

Enter the date the refund was issued (not the date of the invoice).

Customer:

Select the customer from the drop down menu.

Amount:

Enter the amount to be refunded.

Method:

Select the method for refund.

Reference Number:

Enter a reference number that can be used to associate with invoices or payments.

Invoices

A list of invoices that have payments applied to them and may be refunded. Edit the amounts to refund here.

Record

Click on this button to Record the refund. To select the action (Record and Print) click on the pull down list.

Screen References - Find Key String

Use this dialog box to search for a desired string in the list. Press **Command+F** from the list window to open this dialog.

Enter the search term here

Enter the desired search term in the text box provided below to find the matching data in the list window.

Screen References - Details for Exporting to EDI

This dialog allows you to set data needed for sending EDI document.

Sender qualifier

Sender qualifier and identifier must uniquely identify you as a supplier.

Receiver qualifier

Receiver qualifier and identifier must uniquely identify a receiver of invoice(s).

Application Codes

Application sender and receiver codes must uniquely identify the sender and receiver of the invoice(s). Same as Sender identifier and Receiver ID qualifier respectively.

Screen References - Add Item

Quantity:
Enter the quantity of item.
Item Code:
Enter or select the unique short code for the item you would like to add or edit.
Description:
Enter the full description you want to be displayed when printed.
Tax:
Select the tax rate which applies. If you only see None you may need to configure the Tax Options (Settings from the main window then click the Tax tab).
Unit Price:
Enter the unit price of item.
Discount:
Enter the discount for the item.
Items In Stock:
Display the stock of item.
Warning Quantity:
Display the warning quantity of item.
Save changes to this item
Check this control in order to save changes to current item.

Screen References - User Account

Each web interface account is identified by its email address. To set up or edit a user account, click the **Settings** icon in the toolbar, click the **Web Access** tab, and click the **Add** button to set up a new user account, or select an existing user account and click the **Edit** button.

Display name:

Enter the user name. This is used for display purposes on the Web Access tab.

Email address:

This is used to uniquely identify the user. The user will enter their email when they log in to the web interface. The email address is also used by the user to recover a lost or forgotten password.

Password:

Enter the password for this user. The user will use this password to log in to the web interface. They can change their password in the web interface by clicking the Change Password link under Actions in the right sidebar.

Password Again:

Enter the password for this user again, to make sure it has been entered correctly.

Account enabled

Check this option to enable the account. If the account is disabled, the user will not be able to access the web interface.

User privileges

Administrator

Checking this option will allow this user to modify others user's preferences and to add/edit/remove transactions.

User

Checking this option allows this user to be able to add/edit/remove transactions.

Viewer

Checking this option allows this user to view transactions, but does not allow them to add/edit/remove transactions.

Organizations

This is the list of organizations that the user can access. The list contains any businesses that have been set up through the program. Users with Administrator privileges are allowed to access all organizations.

Screen References - Back Up Data

It is essential that you backup your data regularly just in case something goes wrong. Please select one of the options below.

Backup Options

Back up to a Network Folder

This is a good option if you are working in an office. Ask your Network Administrator to create a safe folder on the shared server. Select this folder and click Backup. The entire application folder will be copied to that folder. If something goes wrong (like a hard drive crash) you just copy back the folder and everything will be restored.

Back up to a CD or DVD with Express Burn

Select this option to burn all the data to disc using Express Burn. See www.nch.com.au/burn to learn more about Express Burn.

Back up to a Removable Drive

As an alternative use this option to backup to an external USB hard drive or USB key flash drive. Please consider using MEO to encrypt the files if using removable media.

Screen References - Fax Settings

To send faxes you need an electronic gateway to send direct from your PC using email protocols. Click on the recommended gateways link for more information.

Gateway domain (after @):

To send faxes you must enter the gateway domain (that is the part after @). For example to send a fax to [FaxNumber]@yourfaxco.com enter yourfaxco.com as the domain.

Screen References - Fax Number

Please enter the telephone number for the fax to send to.
Remember this fax number
Tick 'Remember this fax number' to save the number for use in the future.

Screen References - Email Address

Please enter the email address you want to send to. This needs to be the full email address, e.g. tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to this page.

Remember this email address

If this option is available, tick 'Save this as email ...' to save the email address for use in the future.

Screen References - Print Preview

The Preview window displays each page of the document as it will be printed by the printer.

Print (if available)

You can print the document by clicking the Print button.

This will open the printer selection and settings dialog where you can select which pages of the document to print.

Previous and Next

Use the Previous and Next buttons to view each page of the document when there is more than one page to print.

Close

The Close button closes the window.

Screen References - Customer Statements

The Customer Statements dialog allows you to select multiple customers to generate statements for within a certain time period. There are five methods for generating statements: print, print preview, email, fax, or saving as a PDF. The method you choose will apply to every customer selected in the list.

Customer Filter

Check All

Check this box if you want to select or deselect all customers

Select Customers:

This is the list of the customers that Express Invoice will generate statements for.

Sort by Date

If this checkbox is selected, then the invoices on statements will be sorted by date instead of invoice number.

Select Period

Automatically use month or oldest due

If this option is selected, the date will be the earlier of this month (if more than half way), last month, or one month prior to the oldest invoice due date.

Enter statement period

If this option is selected, you can explicitly enter the period for the invoice.

Start date:

Enter the date (inclusive) from which transactions are shown on statements, or select the start date from the calendar icon.

End date:

Enter the date (inclusive) to which transactions are shown on statements, or select the end date from the calendar icon.

Print

Check this option to Print the statements selected.

Print Preview

Check this option to show a print preview of the statements selected.

Email

Check this option to send the statements selected to an email address.

Fax

Check this option to send the selected statements through fax.

Save as PDF

Check this option to save a copy of the statements selected as PDF documents.

Screen References - Statement Period

The Statement Period dialog allows you to select a time period for generating a customer statement. This dialog opens when a customer is selected from the Customers List and the Statement button is clicked in the toolbar.

Automatically use month or oldest due

If this option is selected the date will be the earlier of this month (if more than half way), last month or one month prior to the oldest invoice due date.

Enter statement period

If this option is set you can explicitly enter the period for the invoice.

Start Date:

Enter the date (inclusive) from which transactions are shown on the statement.

End Date:

Enter the date (inclusive) to which transactions are shown on the statement.

Screen References - Text Attributes

This window is where you adjust the text settings for a block of text on the invoice, which is an option accessible from the Settings ~ Invoice Style page.

Font:

Select the font face for the text.

Size:

Select the font size for the text.

Style:

Select if the text should be bold or italicized.

Color:

Click inside the color box to select a new text color.

Alignment:

Select right, center or left alignment for the text.

Screen References - Tax Rate

The Tax Rate dialog is where new tax rate details for invoice computation can be entered, or existing tax rate details can be edited. Access the Tax Rate dialog by opening the Settings dialog, click the Tax tab, and click **Add** to create a new tax rate, or select an existing tax rate and click **Edit** to edit tax rate details.

Tax Name:

Enter the tax name. This is used for display purposes.

Simple Tax Rate (%):

This is the rate to be used for invoice computations.

Combined Tax Rate:

Select this option to apply multiple tax rates for invoice computations.

Compounding so rate 2 is applied after rate 1

This option applies the rates sequentially, so that the second rate applies to the taxed subtotal. If this box is left unchecked, the tax rates are both applied to the pre-tax subtotal.

Show zero percent

Enable this checkbox to print zero percent tax rates. Applicable in EU and UK only.

Screen References - Color Picker Dialog

Color Picker Dialog

The color picker is divided into multiple parts, with several ways available to choose a color:

Visually Adjusting Color

The top half of the dialog consists of 2 colored boxes, one that lets you pick any point in a 256 x 256 square and the other that works as a long slider. Which colors are displayed in these two boxes depends on which radio button is selected (see below), but in all cases the position of the slider will change the colors available in the square box. Which ever point is selected in that square box is the selected color.

Adjusting by RGB or HSV

Underneath the square colored box, there is a series of 6 options (1 each for hue, saturation, value, red, green, and blue) that each contains a radio button, a slider, and an up-down number control. If one of the 3 HSV radio buttons is selected, that value will be represented by the visual slider (see above) while the other two values will be the axes of the square color box. The controls work the same way if one of the RGB radio buttons is selected. You can also adjust these values with the sliders provided next to the labels, as well as the up/down controls next to the sliders. Any adjustment of these values will update the visual controls, and any adjustment of those visual controls will update these values.

Selected Color

The selected color is displayed to the right of the RGB and HSV controls. The box is split diagonally, with the upper left section labeled New (the color you are creating), and the bottom right section labeled Current (the color that already exists, and will continue to be selected if you Cancel the dialog). Beneath that is the Hex Value of the selected color (you can also enter any valid hex value there to update the selected color). There is an eyedropper button to the right of the selected color that will allow you to set the selected color by sampling anywhere on the desktop.

User-defined Color Palette

At the bottom of the dialog you will find a series of 12 colored rectangles alongside a button titled Set to Swatch. These comprise the user-defined color palette, and allow you create and save (these will persist even when Express Invoice is closed) your own custom colors. To set a swatch's color, first select that swatch by clicking it. Then choose your desired color, and finally click the Set to Swatch button. You can then load any of the saved colors by simply clicking on that swatch.

Screen References - Multiple Currencies

A single installation of Express Invoice can manage many currencies. They run as if they were entirely different installs. Every single setting can be changed for each install. Each install has it own customers, items, payments and of course invoices.

Add New Currency

To add a new currency from the menu select Invoice -> Multiple Currencies. Then click Add New Currency. After you click Add New Currency the Currency Dialog will run.

Change Currency

To change an existing currency from the menu select Invoice -> Multiple Currencies. Then select the need currency and click Change Currency. After you click Change Currency the Currency Dialog will run.

Delete Currency

Use the Delete Currency button to delete the selected currency and all it's information, such as invoices, customers, payments.

Select Currency

Use the Select Button to select a currency.

Screen References - Add/Change currency

Change Currency window allows you to change currency symbol, name, order and digits for the selected business.

Currency symbol:
Enter the currency symbol. For example: $

Currency name:
Enter the currency name. For example: Dollars

Currency order:
Select the display order of the currency symbol. Before or after an amount.

Currency digits:
Select the number of digits after the decimal point you would like to use in amounts.

Decimal Mark:
Enter the character you would like to use to separate decimals. For example: .

Thousands Separator:
Enter the character you would like to use to separate thousands. For example: ,

Screen References - Apply Discount

Fixed flat discount to the whole

Select this option to add a flat amount as a discount to the entire invoice (quote, credit note, cash sale, order).

Fixed percentage discount to the whole

Select this option to add a percentage-based discount to the entire invoice (quote, credit note, cash sale, order). Currently this type of discount must be added after all other items in order to calculate the amount correctly.

Apply line-by-line discounts to specific items

Select this option to enable the discount column for each item on the invoice (quote, credit note, cash sale, order). Line item discounts must be entered as a percentage.

Screen References - Payment

The Express Invoice Payments window allows you to Add, Delete or Edit payments received. To apply a new payment, click **Payments** from the main toolbar, or press Command+Y. To edit an existing payment, first open the Payments list by clicking View and selecting Payments, then select the payment you need to edit, and click the **Edit** button in the toolbar.

Customer Payment

Date:

Enter the date the payment was received (not the date of the invoice).

Customer:

Select the customer from the drop-menu, or enter a new customer using the customer button to the right of the drop-menu.

Amount:

If you selected a customer, this field will automatically fill with the customer's account balance. If the payment does not match this number, enter the exact amount paid.

Method:

Select how the payment was made.

Reference Number:

Enter the reference number. Leave this field blank if you charge by credit card online; the reference number will generate automatically after success. If you do not charge by credit card, entering a reference number is optional, but can help you keep soft references between payments and invoices.

Update Express Accounts

Check this if you wish to update Account information in Express Account software.

Invoices

This is the total amount remaining which has not been applied to any invoices.

Show paid Invoices

Check this if you wish to show paid Invoices in the Invoice list view.

Record

Click on this button to Record the payment. To select the action (Record and Print) click on the pull down list.

Screen References - Refund

The Express Invoice Refund window allows you to Add or Edit refunds . To apply a new refund, open the Refunds list by clicking View - Refunds, then **New** button in the toolbar. To edit an existing refund, open the Refunds list, select the refund you need to edit and click the **Edit** button in the toolbar.

Customer Refund

Date:

Enter the date the payment was received (not the date of the invoice).

Customer:

Select the customer from the drop-menu, or enter a new customer using the customer button to the right of the drop-menu.

Amount:

If you selected a customer, this field will automatically fill with the customer's account balance. If the payment does not match this number, enter the exact amount paid.

Method:

Select how the refund was made.

Reference Number:

Enter the reference number. Leave this field blank if you charge by credit card online; the reference number will generate automatically after success. If you do not charge by credit card, entering a reference number is optional, but can help you keep soft references between refunds and invoices.

Record

Click on this button to Record the refund. To select the action (Record and Print) click on the pull down list.

Screen References - Refunds and Returns

The Refunds and Returns Dialog. Refunds can be paid to the customers with a negative balance. To adjust the balance of the customers with a positive balance, the options are: a) edit an existing customer's invoice, b) issue a credit note for the customer.

Select Customer
The list of customers. Only the customers with invoices in the last 12 months are listed.

Adjust Invoice
Edit the invoices for the selected customer.

Issue Credit Note
Issue Credit Note for the selected customer.

Pay the Customer Refund
Open new refund window and set the amount to refund the customer.

Screen References - Apply Credit Note

The Apply Credit Note window is where you can apply a customer's credit notes to their overdue invoices. Select a credit note from the pull-down list to load the information, or you can click the button on the right to open the Credit Note List window, where you can select from pre-existing credit notes or create a new one. Once you have selected a credit note, the Invoices list will fill with all the invoices assigned to the customer. Enter the amount you wish to apply against each invoice in the Applied column; this column will automatically be filled in using the amount of the credit note you selected.

Credit Note

Date:

Enter the date of credit note application (not the date of the invoice).

Credit Note:

Select the credit note from the pulldown menu. You can use the buttons to the right of this field to look at the list of credit notes and edit the selected credit note.

Customer:

The customer of the selected credit note. This field is filled automatically once you select a credit note to apply; the listed invoices are for this specific customer.

Amount:

This field will automatically be filled once you select a credit note to apply.

Update Express Accounts

Check this if you wish to update Account information in Express Account software.

Invoices

Unapplied Amount Remaining:

This is the total amount which has not yet been applied to any invoices.

Show paid Invoices

Check this if you wish to show paid Invoices in the Invoice list view.

Screen References - Salesperson

Salesperson Information
Name:
Enter the salesperson's name.

Screen References - Delivery Statement

Enter issued date, recipient's name and recipient's address for delivery statement
Recipient Name:
Enter the recipient's name.
Delivery Addresss:
Enter the recipient's address.
Issued Date:
Enter the issued date

Screen References - Select Date

Select date
For reports displaying data for a single day, such as the Balance Sheet, you will need to select the date for the report. Fixed period choices available are today, yesterday, end of last month, or end of last year. Or, you can choose Select from the menu, and then specify a specific date by entering it in the Date field, or selecting the date from the calendar.

Date:
Enter the date or click the calendar button to display a date selector.

Screen References - Select Period for the Report

Select period

For reports that display data over a period of time, such as the Invoice report, Salesperson report, or the Cash Flow statement, you will need to specify which dates the report should span. Select the period for the report from the drop menu. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report.

Start date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

End date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

Screen References - Select Periods for the Report

For reports that compare the data of two periods of time, such as the Income Statement Analysis report, you will need to specify which dates the report should span.

This period

Select the first period for the report. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the first period of the report.

Start date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

End date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

Previous period

Select the second period for the report. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the first period of the report.

Start date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

End date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

Screen References - Select Report Value to Sort By

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

Screen References - Select Period with Sort for the Report

Select Period

Select the period for the report from the drop menu. Fixed period choices available are: today, this month, last month, this quarter, last quarter, this year, last year, this fiscal year, and last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report.

Start Date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

End Date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

Screen References - Select Period and Customers for the Report

Select Period

Select the period for the report from the drop menu. Fixed period choices available are: today, this month, last month, this quarter, last quarter, this year, last year, this fiscal year, and last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report.

Start Date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

End Date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

Customer Filter

Check All

Check this box if you want to select or deselect all customers

Select Customer:

This is the list of the customers that you need to generate reports.

Screen References - Report Period

Generate Report for Period

Select Period:

Select the period for the report. Fixed period choices available are the current month, the previous month, the current calendar year, and the last calendar year. Or you can choose Select and then enter any custom Start Date and End Date you like in the boxes below for the period of the report.

Start Date:

Enter the date (inclusive) the report period will start from. Clicking the down arrow will display a calendar from which the start date for the report can be selected.

End Date:

Enter the date (inclusive) the report period will end on. Clicking the down arrow will display a calendar from which the end date for the report can be selected.

Screen References - Report Items per Customer

Generate Report for Items per Customer

Select Customer:

Select the customer for the report.

Select Period:

Select the period for the report. Fixed period choices available are the current month, the previous month, the current calendar year, or the last calendar year. Or you can choose Select and then enter any Start Date and End Date you like in the boxes below for the period of the report.

Start Date:

Enter the date (inclusive) the report period will start from. Clicking the down arrow will display a calendar from which the start date for the report can be selected.

End Date:

Enter the date (inclusive) the report period will end on. Clicking the down arrow will display a calendar from which the end date for the report can be selected.

Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

Screen References - Report Aging Accounts Receivable

Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

Customer Filter

Check All

Check this box if you want to select or deselect all customers

Select Customer:

This is the list of the customers that you want to generate reports.

Screen References - Report Customer Sales

Generate Report for Customer Sales

Select All

Check this box if you want to select or deselect all customers

Select Customer:

This is the list of the customers that you need to generate reports.

Select Period:

Select the period for the report. Fixed period choices available are the current month, the previous month, the current calendar year, or the last calendar year. Or you can choose Select and then enter any Start Date and End Date you like in the boxes below for the period of the report.

Start Date:

Enter the date (inclusive) the report period will start from. Clicking the down arrow will display a calendar from which the start date for the report can be selected.

End Date:

Enter the date (inclusive) the report period will end on. Clicking the down arrow will display a calendar from which the end date for the report can be selected.

Screen References - Select Period for the Report

Select period
For reports that display data over a period of time and an option to select a report sub-type, such as the Sales Tax Report (Accrual and Cash basis), you will need to specify which dates the report should span. Select the period for the report from the drop menu. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report. A pulldown list for report type is also provided.

Start date:
Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

End date:
Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

Screen References - Recurring Invoice Schedule

Start Date:
Enter the date when the invoice should first be generated.
Interval:
Select how often the invoices should issue.
Action:
Select the action that should be done after invoice has been recorded.
Replace the string %period% in any description with dates
It is sometimes useful to print the actual period on the invoice to the customer to explain what period the invoice is for. When this option is checked, the text **%period%** in the Description field will be replaced by the date of the actual period of the invoice.
Update the prices of any items which have been changed
If this is ticked, whenever a recurring invoice is recorded it will check if the item price has changed. If it has, the invoice prices will be updated.

Screen References - Recurring Order Schedule

Start Date:
Enter the date when the order should first be generated.
Interval:
Select how often the orders should issue.
Action:
Select the action that should be done after order has been recorded.
Replace the string %period% in any description with dates
It is sometimes useful to print the actual period on the order to the customer to explain what period the order is for. When this option is checked, the text **%period%** in the Description field will be replaced by the date of the actual period of the order.
Update the prices of any items which have been changed
If this is ticked, whenever a recurring order is recorded it will check if the item price has changed. If it has, the order prices will be updated.

Screen References - Multiple Businesses

A single installation of Express Invoice can manage many businesses. They run as if they were entirely different installs. Every single setting can be changed for each business. Each business has it own customers, items, payments and of course invoices.

Add Business

To add a business from the menu select Invoice -> Multiple Businesses. Then click Add. After you click Add the Startup Wizard will run.

Delete Business

Use the Delete Business button to delete the selected business.

Select Business

Use the Select Button to select the Business.

Screen References - New Item

Item Code:
Enter a unique short (but memorable) code for this item.
Item Description:
Enter the full description of the item.
Unit Value:
This is the price of one of the item.
Quantity:
Input the quantity of the item.

Screen References - Pay By Cash

Amount Due:
This field shows amount due
Change Due:
Change due value will show change due amount when you enter amount paid
Cash:
Enter an amount paid by a customer
Print receipt
Check this checkbox if you want to print a receipt

Screen References - Pay By Check

Check Number:
Enter check number.
Amount Due:
This field shows amount due.
Print receipt
Check this checkbox if you want to print a receipt.

Screen References - Choose Payment Method

Payment method
Cash
pay by cash
Check
pay by check, need check number
Check Number:
input the check number

Screen References - Record Purchase Order

The Record Purchase Order dialog appears after you have filled out a purchase order and have clicked the Record button at the bottom. Here, you can choose to save the purchase order in conjunction with another action to save you time.

What do you want to do with this purchase order?

Email purchase order to email address

Record the purchase order and send it to an email address.

Fax using fax gateway

Record the purchase order and send it by fax.

Print to printer

Record the purchase order and send it to the printer.

Save as draft

Save the purchase order as a draft.

Record Only

Record the purchase order.

Screen References - Email to Many

Send Email to
Send all to this email address
Send all data to a specified email address.
Send to the customer's email address
Send data to the customer's email address record. **If customer does not have an email address**
Prompt for the email address
This option will ask for an email address from the user.
Skip customer
Don't send when no email address was provided.

Screen References - Select Customer

Customer:
Enter the name of the customer.

Screen References - Run Automatic Statements

Select the appropriate method for Automatic Statements to execute.

Screen References - Import Items from other Business

The Import Items from other Business dialog lets you copy Items from other Businesses into the current one.

Businesses

List of Businesses. Select the business where you want to import data from.

Items

List of Items. Select the Items that you want to be copied.

Screen References - Import Customers from other Business

The Import Customers from other Business dialog lets you copy Customers from other Businesses into the current one.

Businesses
List of Businesses. Select the business where you want to import data from.

Customers
List of Customers. Select the Customers that you want to be copied.

Screen References - Select Accounts

Account List
List of all accounts.
Select All
Select all account of list.
Select None
Select none account of list.

Screen References - Invoice Records Log

This dialog box displays the logs of the selected record. It will display information whether the record was emailed, printed or faxed successfully. Click SaveAs to dump the logs on a log file. Click Print to print the logs.

Screen References - Email Address

Please enter the email address you want to send to. This needs to be the full email address, e.g., tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to this page.

Remember this email address

If this option is available, check 'Save this email ...' to save the email address for use in the future.

Attach or Include Invoice

You may choose whether to have the invoice attached to the email as a PDF file, or to include it within the email as an HTML document.

Screen References - Email Address - Payment

Please enter the email address you want to send to. This needs to be the full email address, e.g., tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to this page.

Remember this email address

If this option is available, check 'Save this email ...' to save the email address for use in the future.

Attach or Include Payment

You may choose whether to have the payment attached to the email as a PDF file, or to include it within the email as an HTML document.

Screen References - Email Address - Refund

Please enter the email address you want to send to. This needs to be the full email address, e.g., tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to this page.

Remember this email address

If this option is available, check 'Save this email ...' to save the email address for use in the future.

Attach or Include Refund

You may choose whether to have the refund attached to the email as a PDF file, or to include it within the email as an HTML document.

Screen References - Column Order

Column Order window allows you to change the Invoice item list's headers ordering.
Contains the list of available column headers (ordered from left to right).
Move Up
Move the column header to a higher order.
Move Down
Move the column header to a lower order.

Screen References - Customer ~ Customer

Customer Name:
Enter the business name of the customer.
Contact Person:
Enter the full name of the person you deal with.
Contact First Name:
This is the first name of the person you deal with or the way you address them.
Address:
Enter the customer billing address. If the customer has a different shipping address you can enter that on the Other tab.
Use mailing address as shipping address
Check this box to use the customer's billing address as their shipping address.
VAT registration number:
Customer's VAT registration number
Phone (primary):
Enter the customer's primary phone number.
Phone (alternative):
Enter the customer's alternate phone number.
Fax:
Enter the customer's fax number.
Email:
This email address is the one used for sending invoices by email if email is the preferred method.
Additional Printed Info:
Enter any additional information to be printed on invoices, such as ABN.
This customer is active
Check this box to show that this customer is currently active.

Screen References - Customer ~ Other

Shipping Address:

If the customer's preferred shipping address is different from the billing address, then enter it here. If the shipping address is the same as the billing address, click the 'Use mailing address as billing address' checkbox on the Customer page.

Prefers Invoices by:

Select the method which will be used by Express Invoice to send invoices to this customer when generating new recurring invoices.

Set tax exempt for this customer

Check this if you wish to not apply taxes on any transaction for this customer.

Payment Terms:

Select the terms of payment which will appear by default on an invoice created for this customer.

Salesperson:

This is the name of the salesperson who will be selected by default when an invoice is created for this customer.

Customer Notes:

These notes are for internal use only. They can be used for example to indicate customer history or special terms.

Customer Group:

Select the group which this customer belongs to. To manage customer groups, use the button to the right of the Customer Group field.

Screen References - Customer ~ Info

Opening Balance:
A customer's opening balance is used as the starting amount for calculating their Balance Due.
Balance Due:
This is the current total balance due for the customer.
Oldest Due Date:
This is the due date of the oldest invoice of the customer.
Last Invoice:
This is the date that the last invoice for the customer was created.
Invoices
Search Invoices
Click on this button to search for all invoices belongs to this customer.
This is the list of invoices belongs to the customer. To view an invoice, double click on it.

Screen References - Item ~ Item

The Item tab of the Item dialog is where a new item can be added to the system, or an existing item can be edited. Access the Item tab to enter a new item by clicking the **Add New Item** link from the left sidebar on the main screen. Access the Item tab to edit an existing item by locating the item in the Items list, selecting the item, and clicking the **Edit** button in the toolbar.

Item Code:

Enter a unique, short (but memorable) code for this item. This will not be displayed on the invoice.

Item Description:

Enter the full description you want to be displayed on the invoice.

Unit Value (price or rate):

This is the price of one unit of the item.

Tax:

Select the tax rate that applies to the item. If the only option available is None, you may need to configure the Tax Options (Settings from the main window, then click the Tax tab).

Screen References - Item ~ Inventory

The Inventory tab of the Item dialog is where the inventory information of a new or existing item can be added or edited. Access the Inventory tab to enter a new item by clicking the **Add New Item** link from the left sidebar on the main screen to open the Item dialog, and then clicking to the Inventory tab. Access the Item tab to edit an existing item's inventory information by locating the item in the Items list, selecting the item, clicking the **Edit** button in the toolbar, and then clicking to the Inventory tab of the Item dialog.

Manage the inventory stock levels

Tick this if you want to manage the inventory stock levels. When this box is ticked, Express Invoice allows you to specify desired stock levels, and will warn you when the levels fall below the desired quantity.

Current Quantity:

This is the current quantity of the item you have on hand.

Ideal Quantity:

This is the ideal quantity of the item you would like to keep on hand.

Warning Quantity:

This is the warning quantity of the item.

Screen References - New Currency Wizard ~ Set a currency

Currency page allows you to add currency symbol, name, order and digits for the selected business.

Currency symbol:

Enter the currency symbol. For example: $

Currency name:

Enter the currency name. For example: Dollars

Currency order:

Select the display order of the currency symbol. Before or after an amount.

Currency digits:

Select the number of digits after the decimal point you would like to use in amounts.

Decimal Mark:

Enter the character you would like to use to separate decimals. For example: .

Thousands Separator:

Enter the character you would like to use to separate thousands. For example: ,

Screen References - Express Invoice Quick Start Wizard ~ Quick Start: Select Your Country

The Regional Settings window allows to specify what country you live in and sets the default tax rates for that country. If your country is Canada then you will also have the option to set your province.

Select your country:
Select the country where your business resides.

Select your province:
Select the province where your business resides.

Screen References - Express Invoice Quick Start Wizard ~ Express Invoice Quick Start Wizard

The Regional Settings window allows you to choose region-specific symbols, unit of measurement and other formats for your business.

Currency symbol:

This is the symbol used for money in your country, such as $.

Currency name:

This is the name used for money in your country. For example, Dollars or Pounds.

Screen References - Express Invoice Set Up Web Access Wizard ~ Set Up Web Access

The Web Access wizard guides you through the steps for setting up Web Access so you can access Express Invoice from a browser, for a variety of uses: on another computer, from another location, or by another user on another computer.

To open the Web Access wizard, if you haven't configured web access yet, you can find a link in the sidebar that says Set Up Web Access.

Would you like to set up Web Access now?

Set up remote access from the local network/internet.

Select the first option to have the wizard help you set up Web Access.

No, don't allow any remote access.

Select the second option to exit out of Web Access set up.

Screen References - Express Invoice Set Up Web Access Wizard ~ User Account Web Access

Web Account

Display Name:

Enter the user's name. This is used for display purposes.

Email Address:

This is used to uniquely identify the user. The user will use their email as the account name, to log into the web interface, and if they lose their password.

Password:

Enter the password for this user. The user will use this to log into the web interface.

Password Again:

Enter the password for this user again, to make sure it has been entered correctly.

Account Enabled

Tick this option to enable the account, and to allow the user access to the web interface.

User Privileges

Administrator

Checking this option will allow this user to modify others user's preferences and to add/edit/remove transactions.

User

Checking this option allows this user to be able to add/edit/remove transactions.

Viewer

Checking this option allows this user to view transactions, but does not allow them to add/edit/remove transactions.

Organizations

This is the list of organizations that the user can access. By default, Administrators are allowed to access all organizations.

Screen References - Express Invoice Set Up Web Access Wizard ~ Choose Web Access Type

Local Access - Access your data from inside your local network.

Select this option if you will only be accessing Express Invoice from the same network, not from remote locations over the internet. Note that you will still use a browser to access Express Invoice using this option.

Public Access - Access data from anywhere using a web browser.

Select this option if you need to access express Invoice from computers or devices in remote locations or that aren't on the same network.

Access Status

The Access Status displays any errors associated with your connection type, or will notify you if you are configured properly for Web Access. If you see errors, the status should provide hints for fixing the errors. Ask your network administrator for help configuring your system.