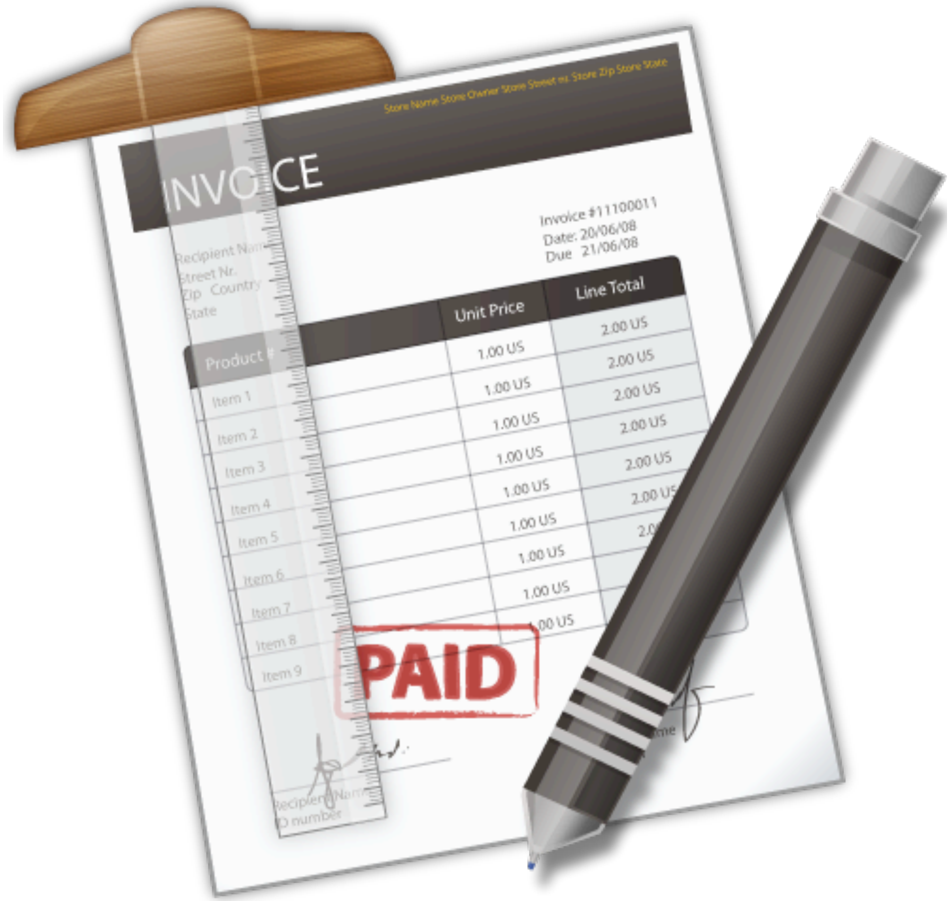


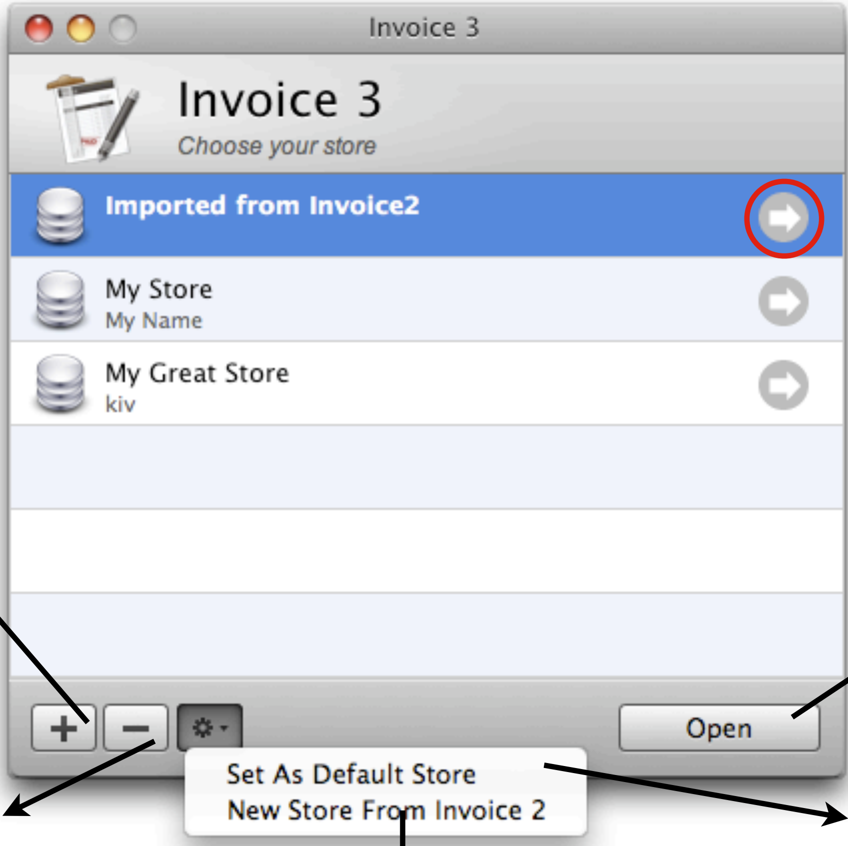
Invoice 3

User Manual

KEDISOFT

Store Manager

Invoice 3 can manage multiple local databases. Each store is an independent database. You can create unlimited databases.



Click to edit store details

Available stores list

Click to open selected store

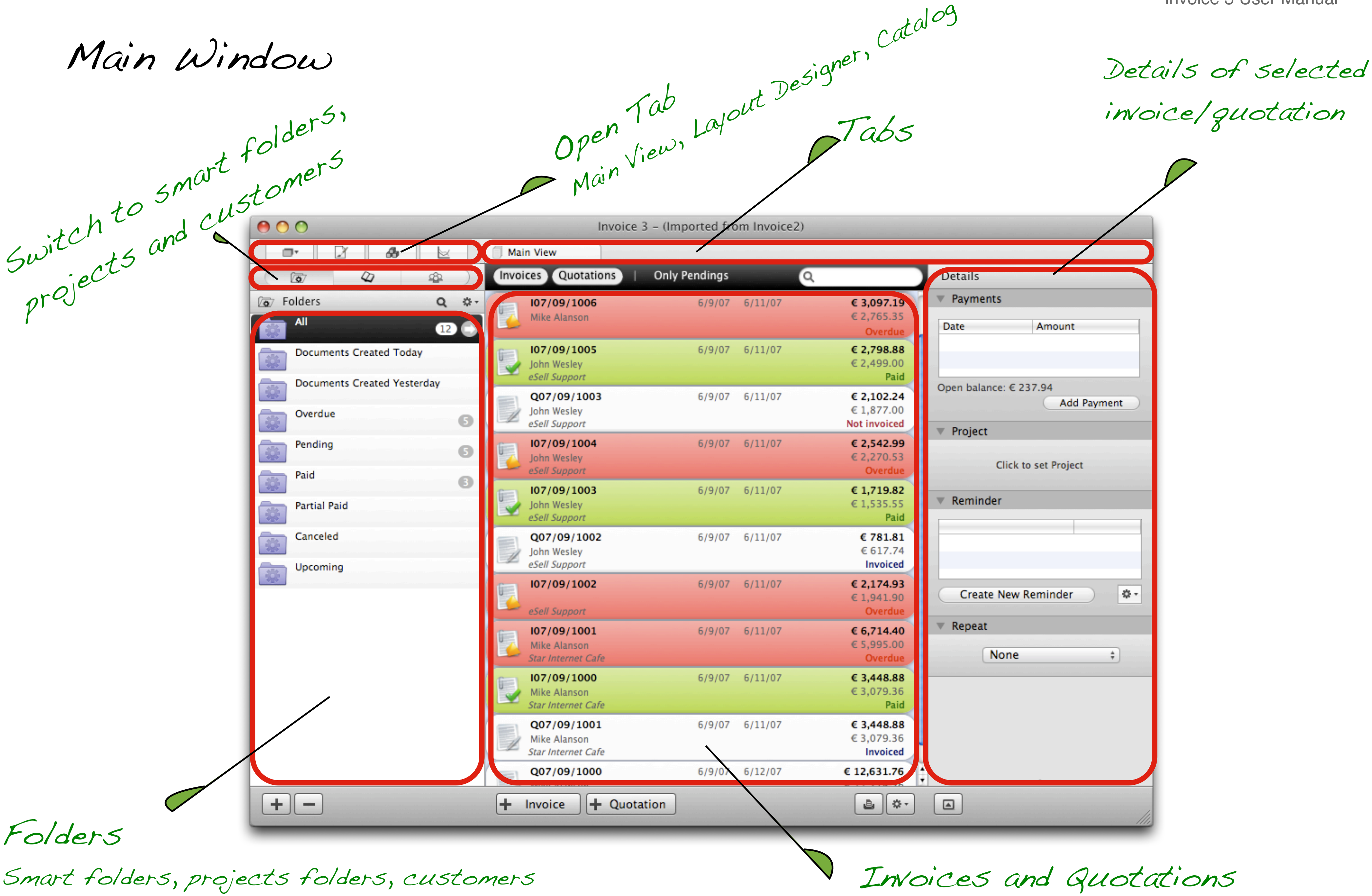
Click the plus button to add a new store

Click the minus button to delete a store. This will also delete all internal PDF files

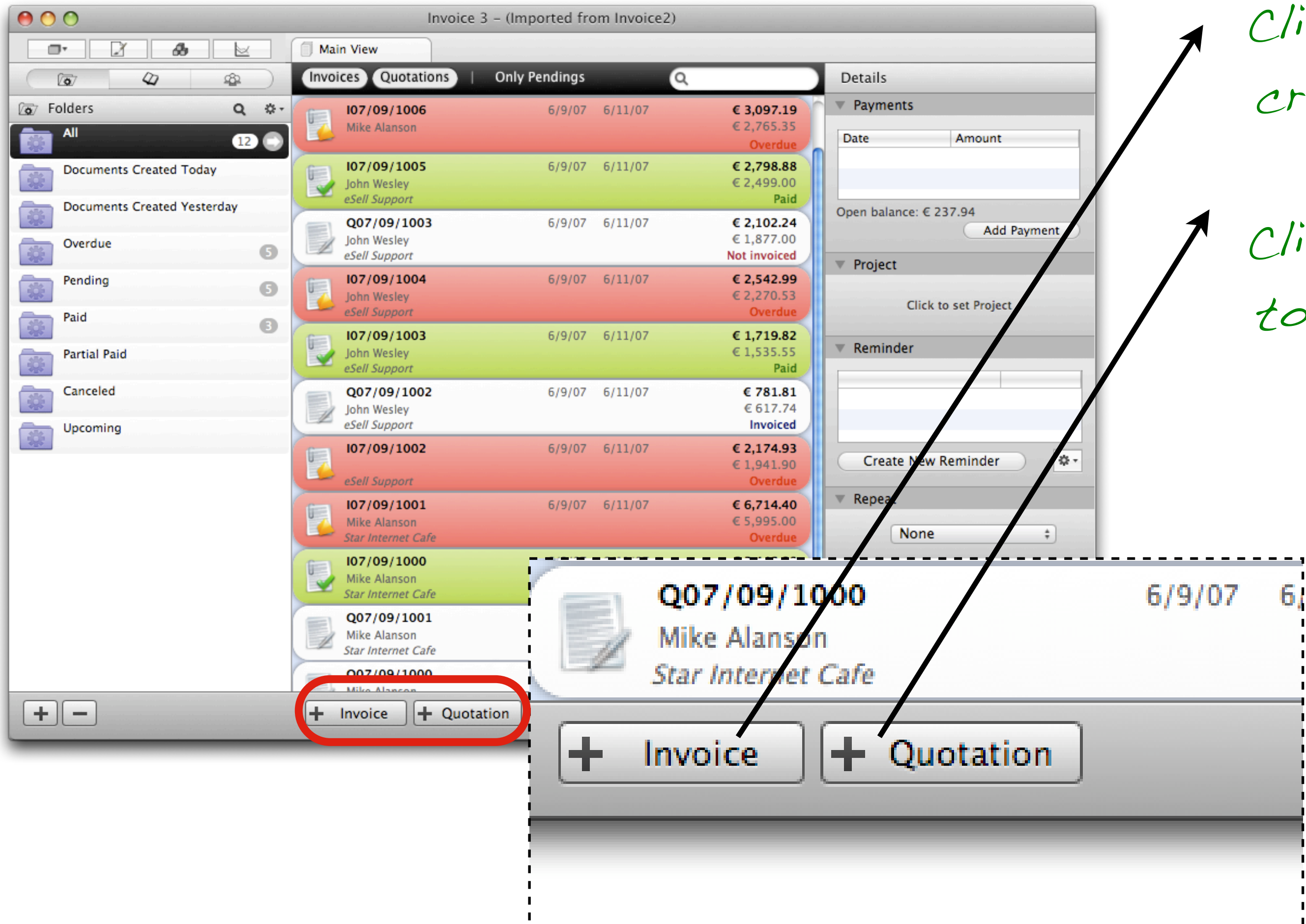
Import data from Invoice 2 database

Default store is always placed on top of the stores list and can be accessed using the **tell** default store syntax with Apple Script

Main Window


Switch to smart folders, projects and customers
Open Tab
Main View, Layout Designer, Catalog
Tabs
Details of selected invoice/quotation
Folders
Smart folders, projects folders, customers
Invoices and Quotations
Invoice 3 – (Imported from Invoice2)
Main View
Folders
All
12
Documents Created Today
Documents Created Yesterday
Overdue
Pending
Paid
Partial Paid
Canceled
Upcoming
Invoices
Quotations
Only Pendings
I07/09/1006 Mike Alanson 6/9/07 6/11/07 € 3,097.19 € 2,765.35 Overdue
I07/09/1005 John Wesley eSell Support 6/9/07 6/11/07 € 2,798.88 € 2,499.00 Paid
Q07/09/1003 John Wesley eSell Support 6/9/07 6/11/07 € 2,102.24 € 1,877.00 Not invoiced
I07/09/1004 John Wesley eSell Support 6/9/07 6/11/07 € 2,542.99 € 2,270.53 Overdue
I07/09/1003 John Wesley eSell Support 6/9/07 6/11/07 € 1,719.82 € 1,535.55 Paid
Q07/09/1002 John Wesley eSell Support 6/9/07 6/11/07 € 781.81 € 617.74 Invoiced
I07/09/1002 eSell Support 6/9/07 6/11/07 € 2,174.93 € 1,941.90 Overdue
I07/09/1001 Mike Alanson Star Internet Cafe 6/9/07 6/11/07 € 6,714.40 € 5,995.00 Overdue
I07/09/1000 Mike Alanson Star Internet Cafe 6/9/07 6/11/07 € 3,448.88 € 3,079.36 Paid
Q07/09/1001 Mike Alanson Star Internet Cafe 6/9/07 6/11/07 € 3,448.88 € 3,079.36 Invoiced
Q07/09/1000 6/12/07 € 12,631.76
Details
Payments
Date
Amount
Open balance: € 237.94
Add Payment
Project
Click to set Project
Reminder
Create New Reminder
Repeat
None
Invoice
Quotation

Creating a new Invoice/Quotation



Click the 'Invoice' button to create a new invoice draft

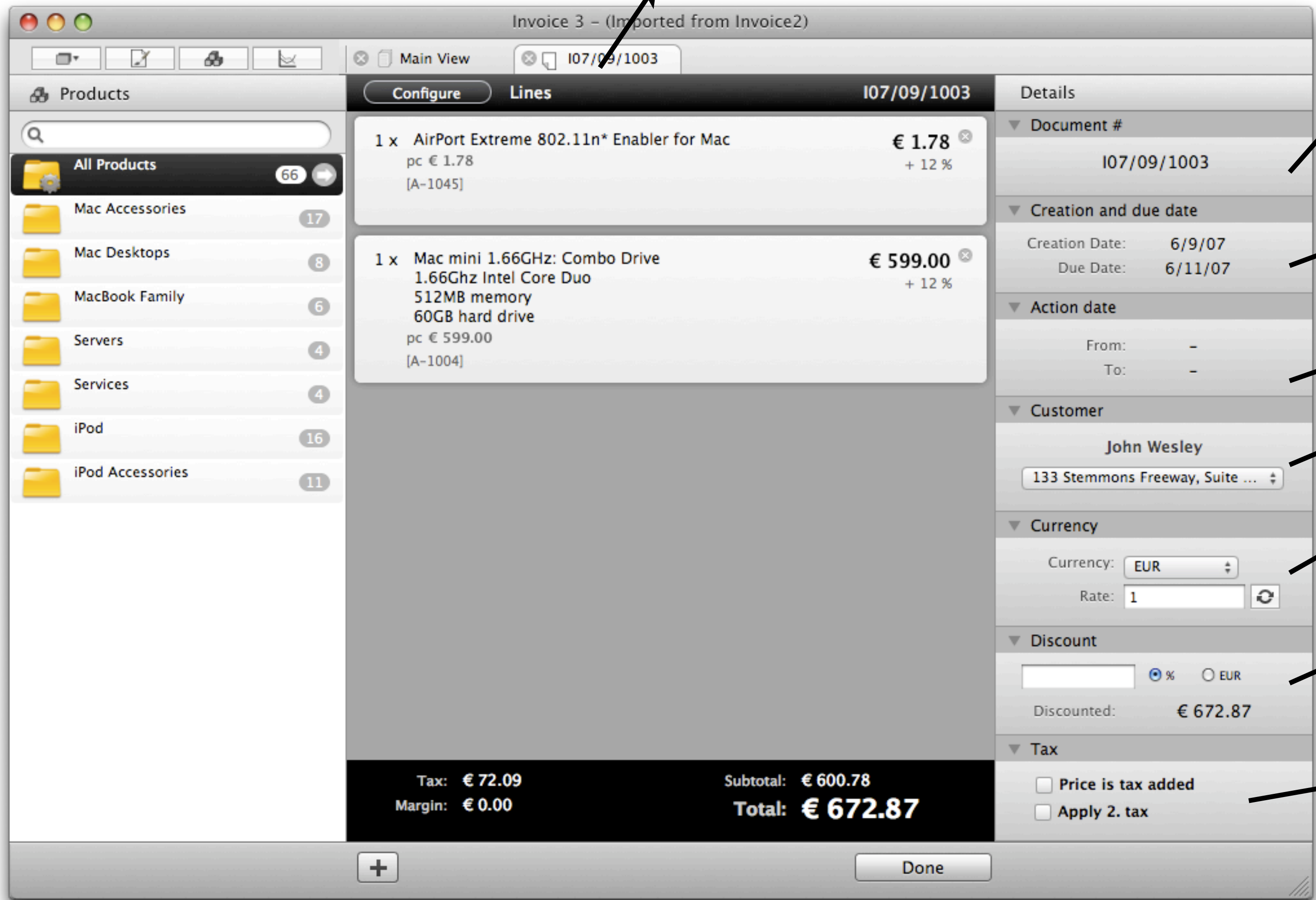
Click the 'Quotation' button to create a new quotation

To create a new invoice you have to create first an invoice draft

Edit Invoice/Quotation 1

Double click an invoice/quotation to open the edit tab

The new tab



Document number (available if the document is not a draft). Click to edit the number

Creation and due date. Click to edit

Action date *

Set the customer here

On the fly currency manager

Set discount. You can give a percentage or an amount. The discount is calculated using the tax added value and does not affect the tax amount.

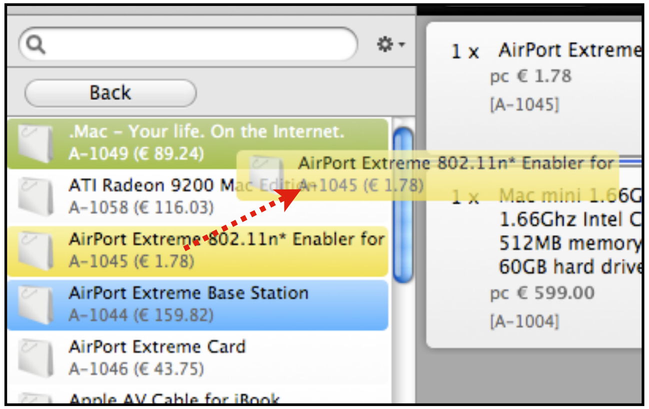
Set whether given prices are tax added or tax excluded

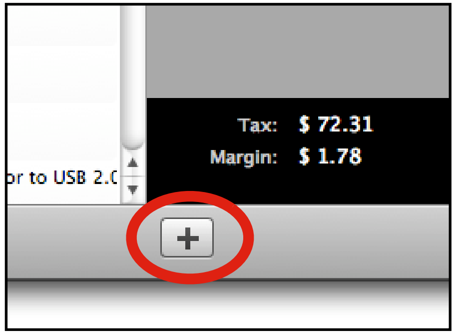
* Action date is optional and can be used for an individually date range. To show the actions date just add new smart fields to your invoice layout.

Edit Invoice/Quotation 2

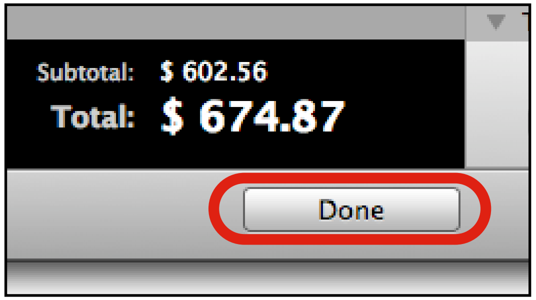
Click the arrow to slide to the products within the selected products category

Drag product(s) to the table in order to add the products to the invoice/quotation





Click the plus button to add a new blank invoice line



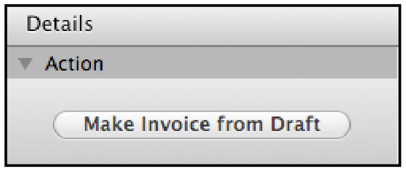
Click the 'Done' button to save the invoice/quotation and return to the main view tab

Make invoice from a draft

To create a final invoice you have to create a draft

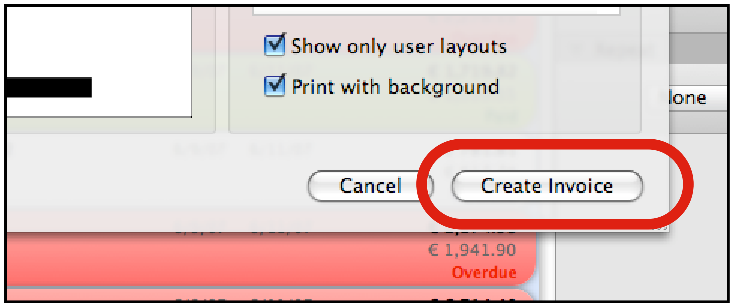
The difference between a draft and a final invoice

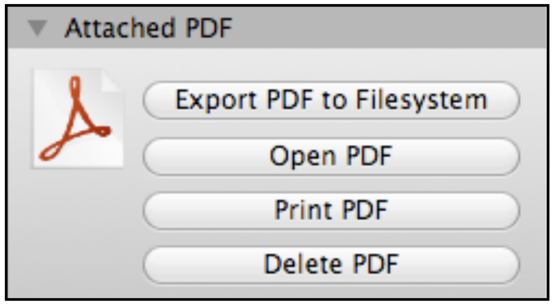
- Drafts will not decrease the product count in the stock
- Drafts don't have invoice numbers
- Draft can be deleted, final invoices can not. (You can cancel an invoice to delete it)



Click 'Make Invoice from Draft' to make a final invoice from draft

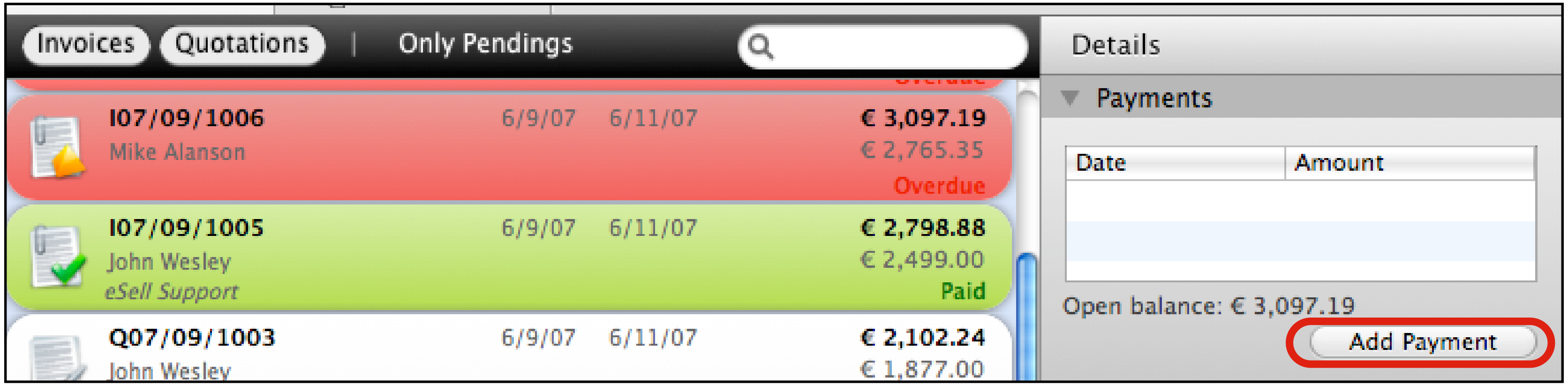
Select a layout and click 'Create Invoice'





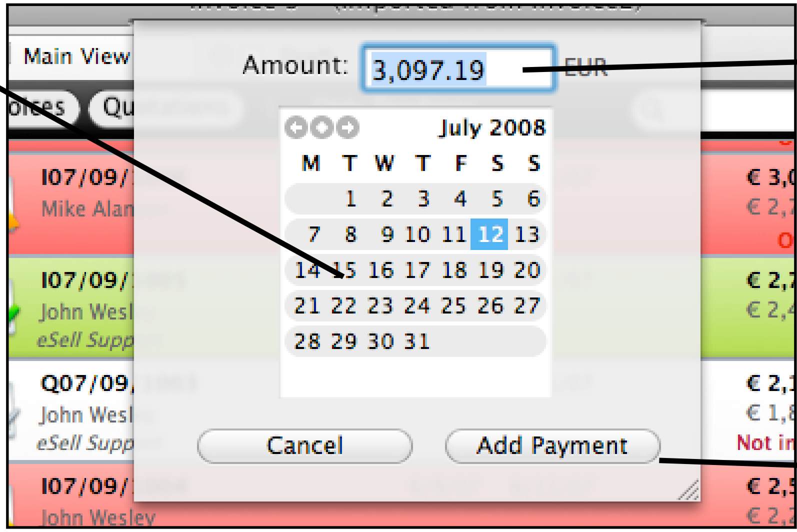
The newly created invoice is also available in PDF format for further usage. Click 'Delete PDF' to create a new PDF.

Add Payment



Click 'Add Payment' in the main view tab to add a payment. This button is only available for pending invoices.

Here you can set the payment date.

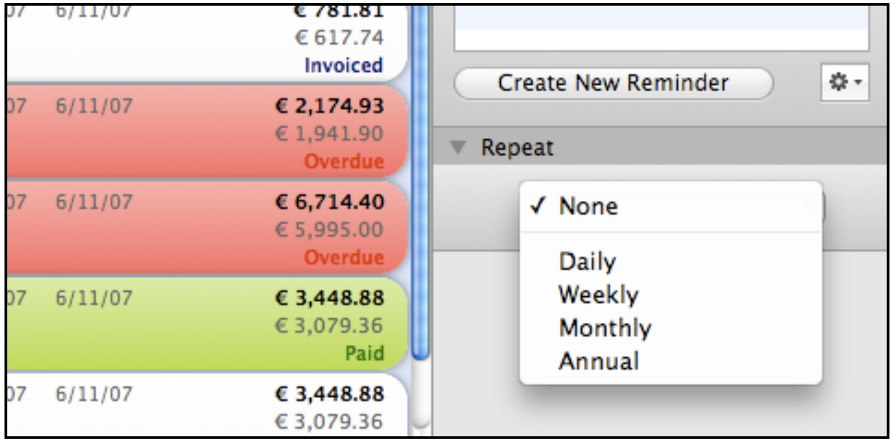


Here you can give the amount. Invoice 3 will adjust the amount if you give more the the open balance.

Important:
Payments can not be undo. Add a negative amount to increase the open balance again.

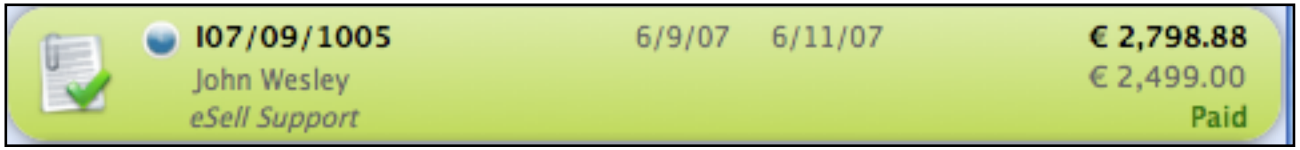
Click 'Add Payment' to save the given amount.

Recurring Invoices

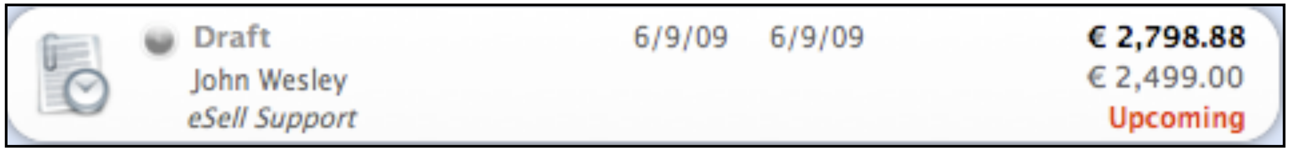


Select the invoice which you want to use as recurring invoice and select the repeat mode

Invoice 3 will then create the next upcoming invoice.

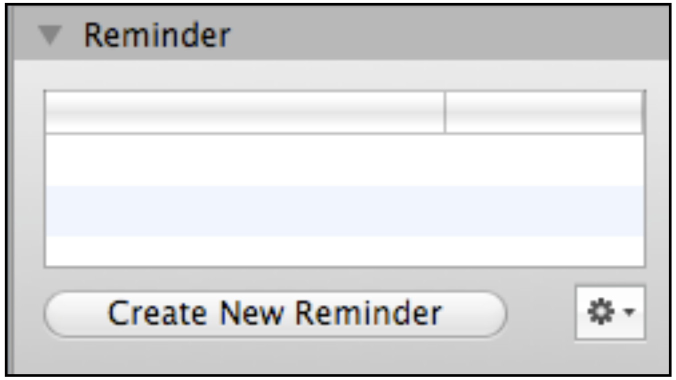


You can only change the repeat mode on the base invoice you had selected to create recurring invoices. The repeat symbol is a blue clock.

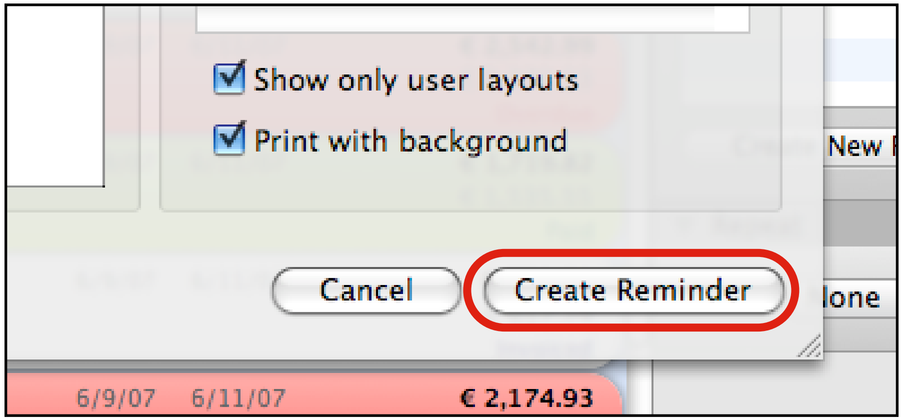


The upcoming invoices are drafts. You have to make invoices from drafts manually. You can not change the repeat mode on a generated invoice draft. The repeat symbol is a disabled gray clock.

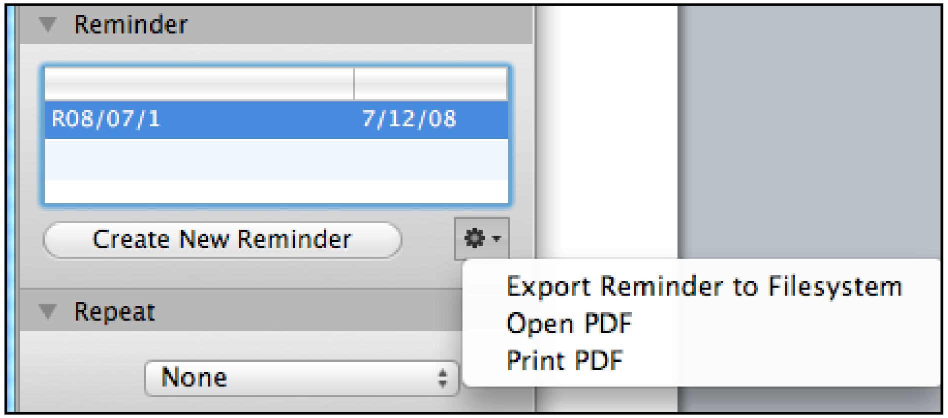
Creating Reminders



Click 'Create New Reminder'. This button is only available for overdue invoices.



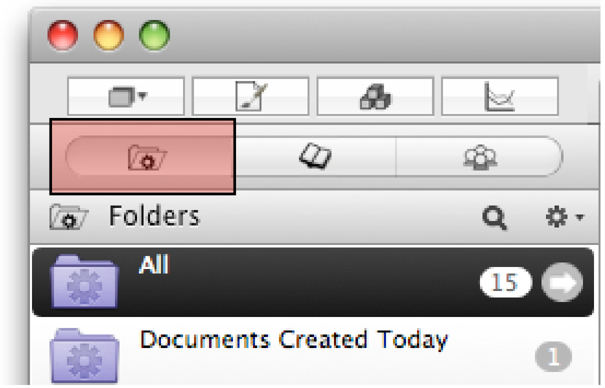
Select desired layout and click 'Create Reminder'



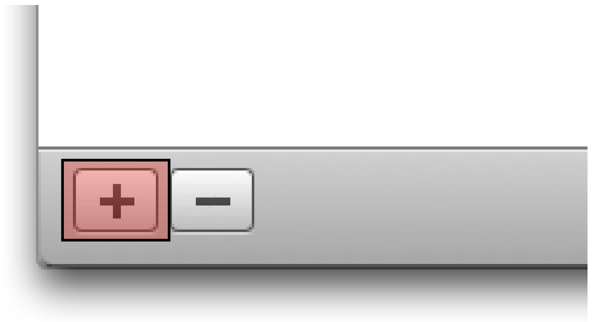
You can now export/print/preview the reminder using the action menu

Smart Folders

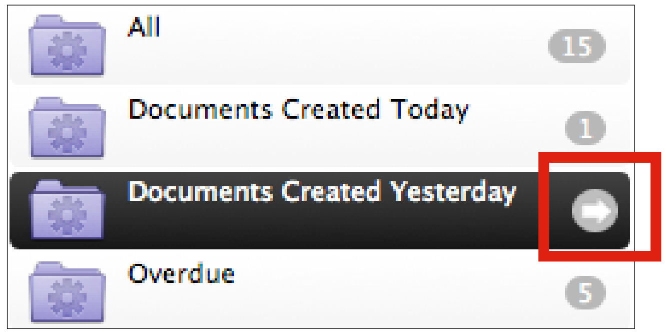
Smart Folders are very important. You create invoice lists using smart folders. For example to see you invoices from this year at a glance, you have to create a smart folder which cares about a date range.



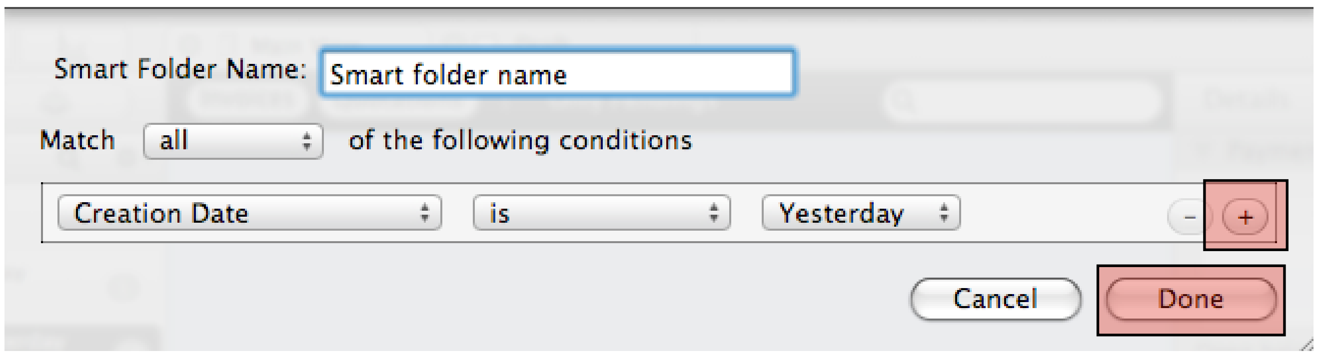
Make sure the smart folder list is selected



Click the plus button placed on the left bottom corner to create a new smart folder.



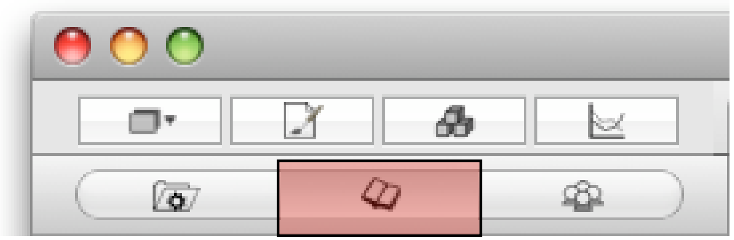
Click the arrow button to edit an existing smart folder.



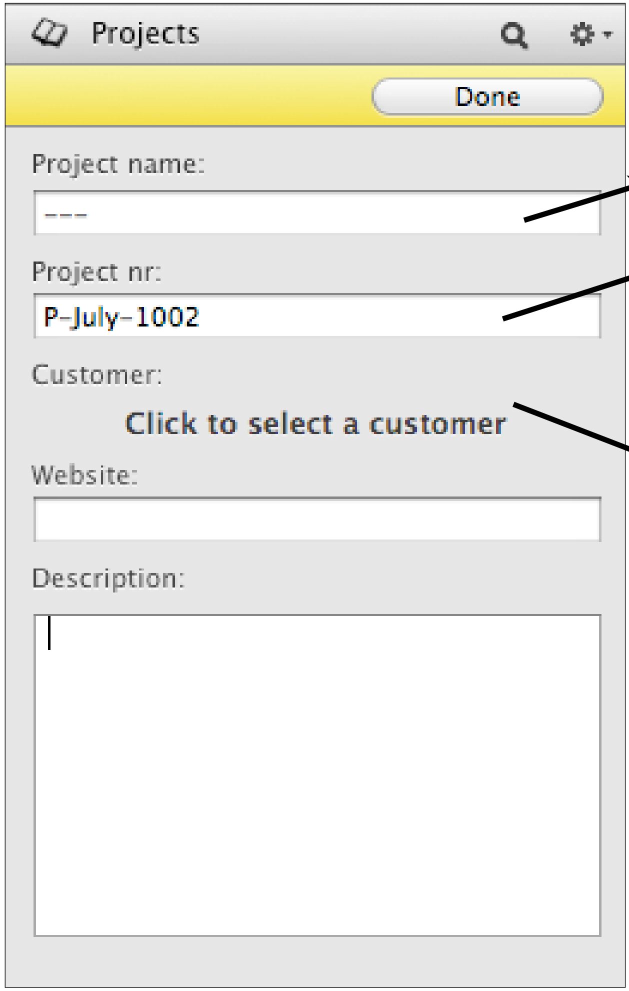
Click the plus button to add a new criteria. Click 'Done' when you are finished.

Projects

Projects are virtual folders to store quotations and invoices. It is not necessary to assign an invoice to a project. It is just to group your invoices. Each project is owned by a customer. This will speed up creating invoices. If you add an invoice or quotation to the project, the customer assigned to the invoice is the same customer which was assigned to the project.



Make sure the project list is selected and click the plus button in the left bottom corner to add a new project



Click 'Done' to show the projects list

Enter project name

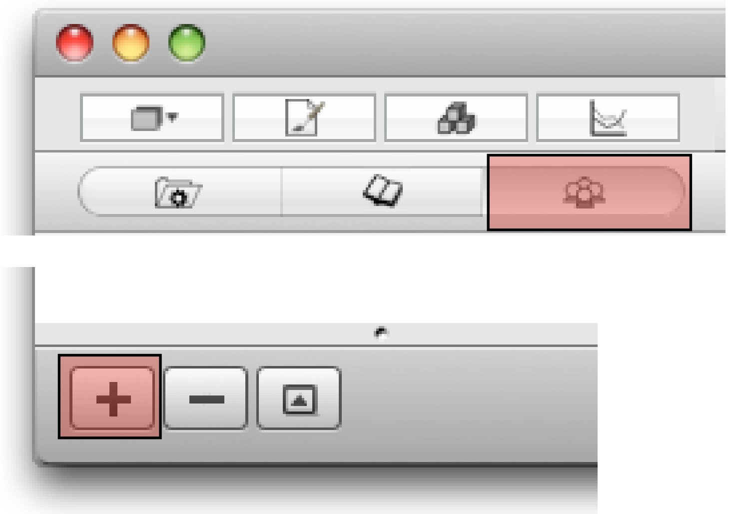
Project nr. will be generated automatically. You can change it here if you want.

Here you can set the customer

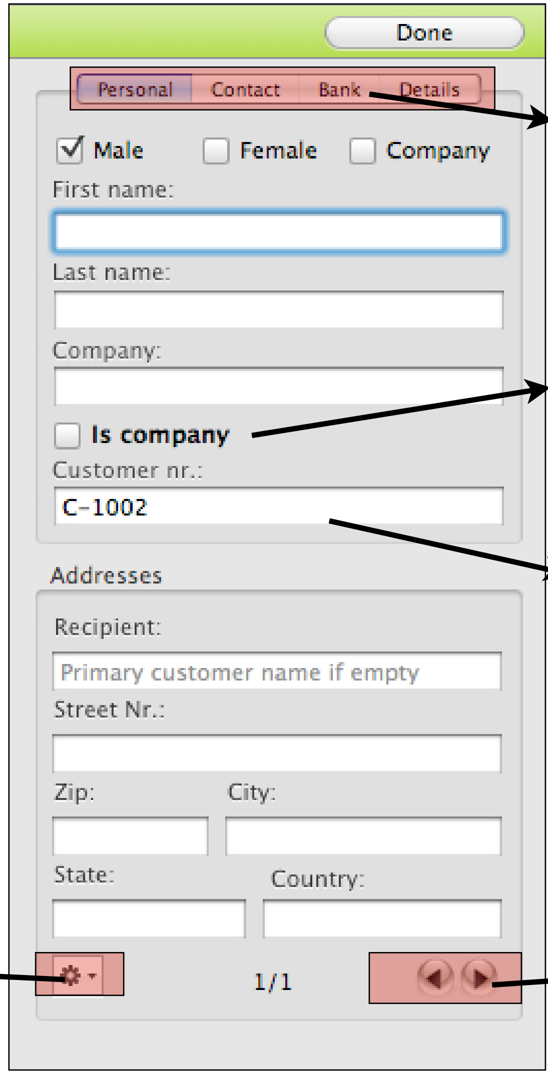
Website and description are optional. You can use these fields in your invoice layout by using smart fields if you want.

Customers

Each invoice must be assigned to a customer. Therefore this first step using Invoice 3 is creating customers. You can either create new customers or import customers from your Address Book.



Make sure the customers list is selected and click the plus button in the left bottom corner to add a new customer



Tabs to navigate between personal info, contact, bank details and custom salutation

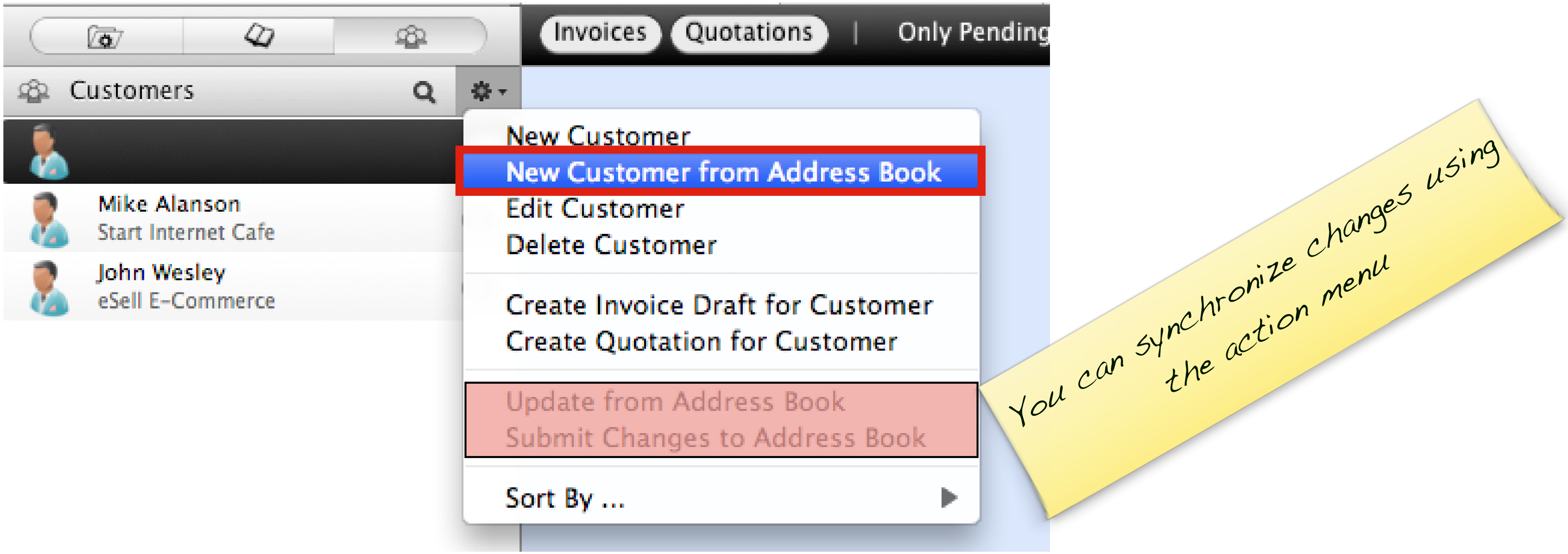
The 'Is company' flag affects the primary display name, which is the company name if this is checked or first + last name if this is unchecked.

Customer numbers are assigned automatically. HEre you can change the customer number.

Click the action button to add/delete addresses

Click to navigate between addresses

Synchronize Customers with Address Book



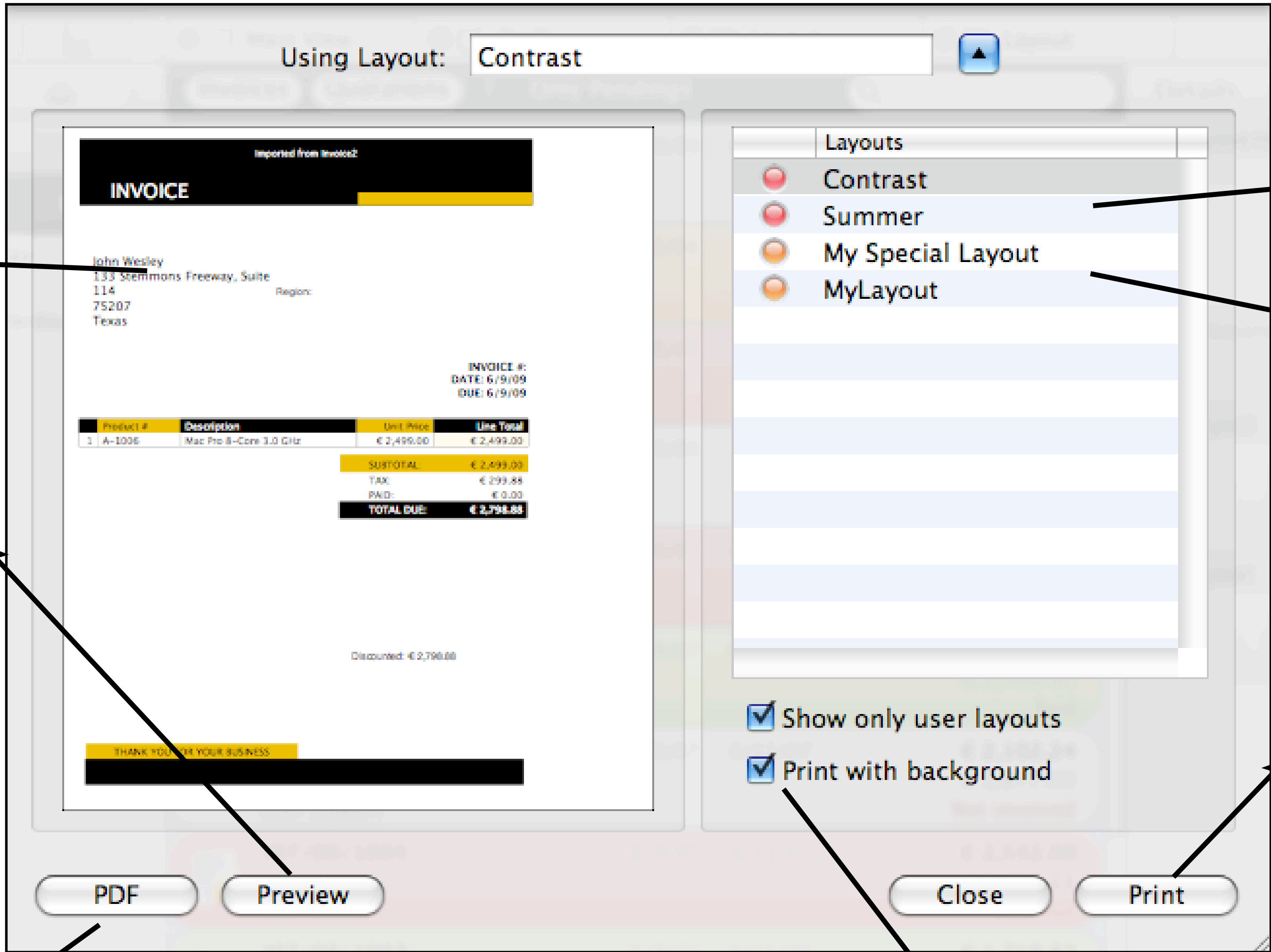
Click the action button and select 'New customer from Address Book' to import a contact as customer. If the contact already exists, the customer will be selected instead.

The Print Dialog

Layout preview

System layouts

User layouts



Open the preview app. This does not print the document. Just opens in the preview app.

Click to show the Mac OS X print dialog

Save as PDF instead of printing to paper

Enable/Disable printing the PDF background

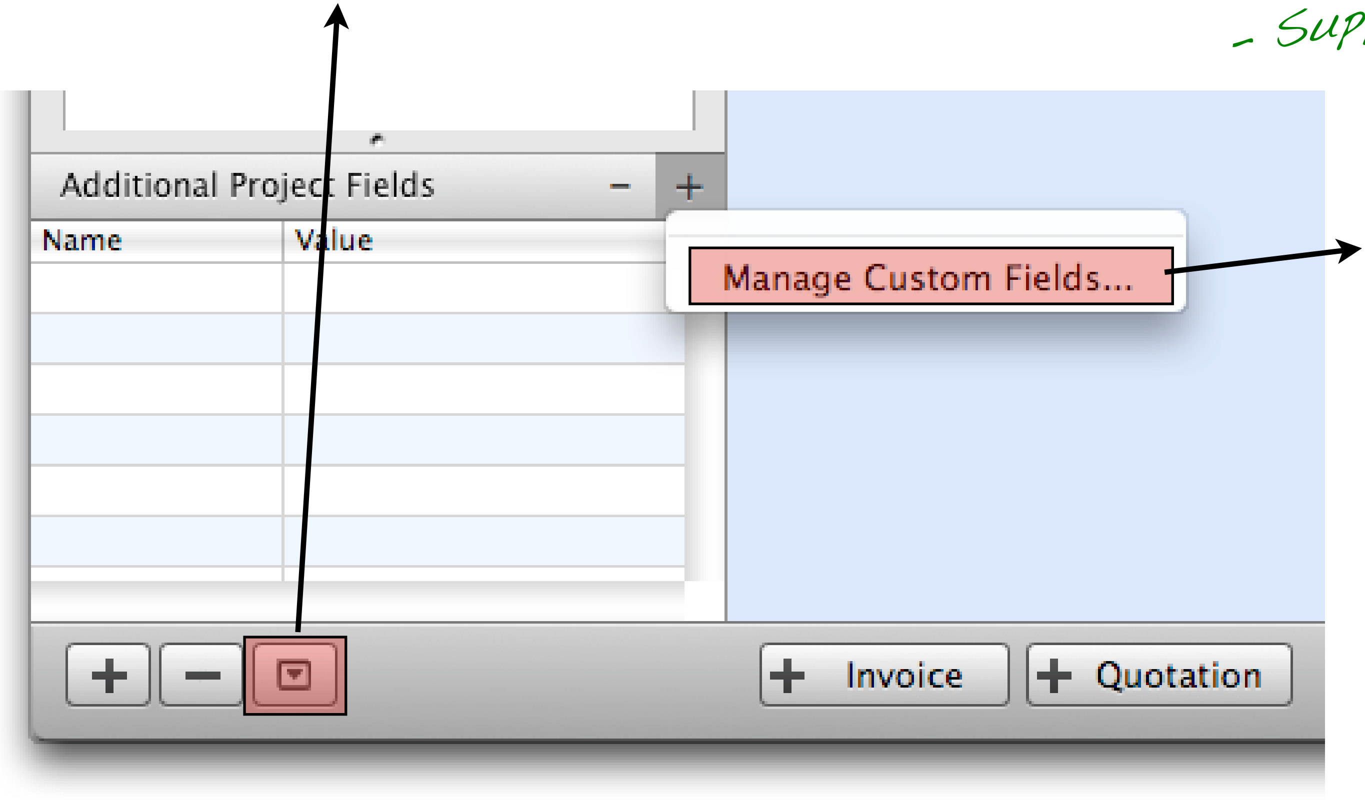
Custom Fields

Custom fields are enhancements by user. Using custom fields you can add additional fields, which are not available in Invoice 3, and print these fields on the invoice/quotation.

Invoice 3 supports custom fields for the following objects:

- Invoices
- Quotations
- Projects
- Customers
- Products
- Suppliers

Custom fields can be displayed by clicking the toggle buttons.



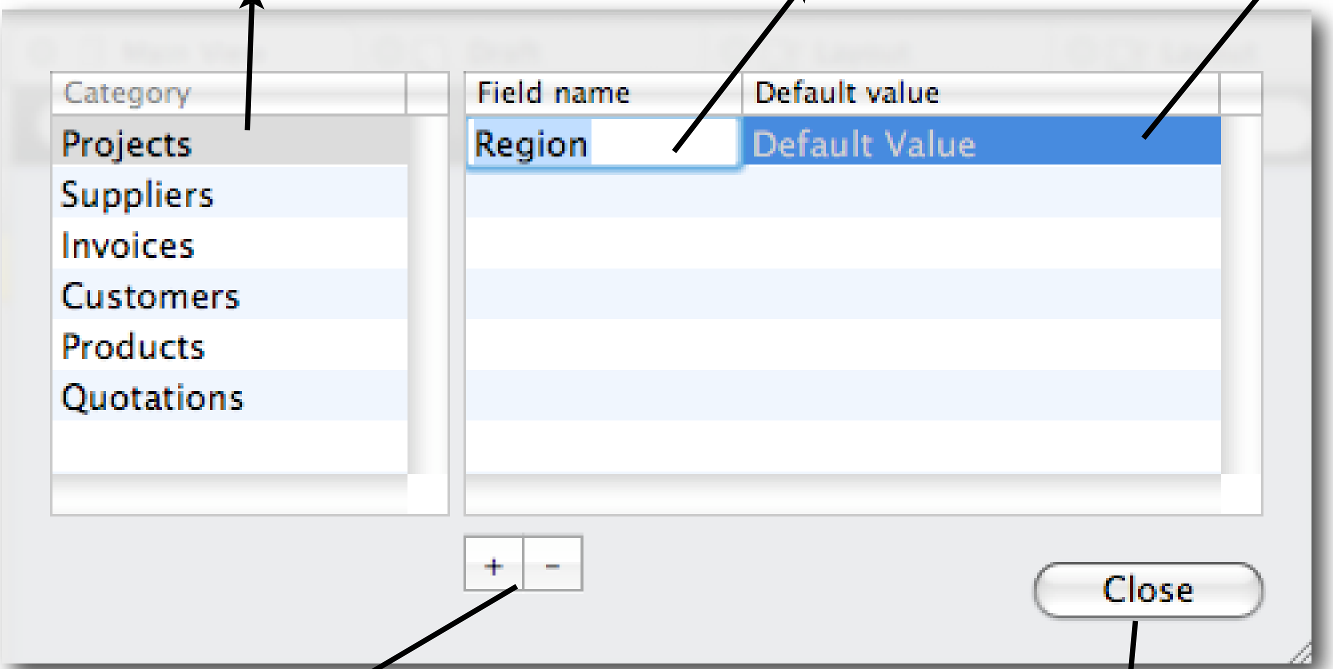
Click the 'Manage Custom Fields ...' menu item to bring the custom fields dialog to front

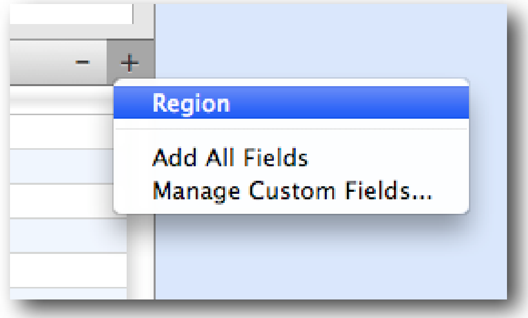
Custom Fields Dialog

First, select a category to add a new custom field

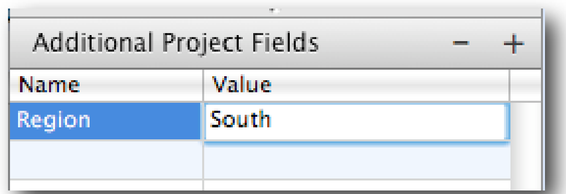
Enter a custom field name

Here you can enter a default value. This is optional





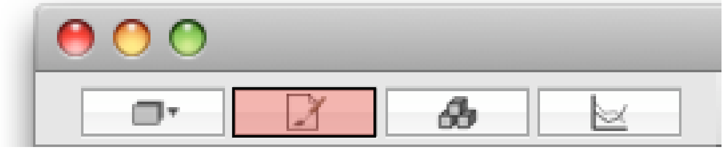
The custom fields can be added using the plus button



Add/Remove custom fields

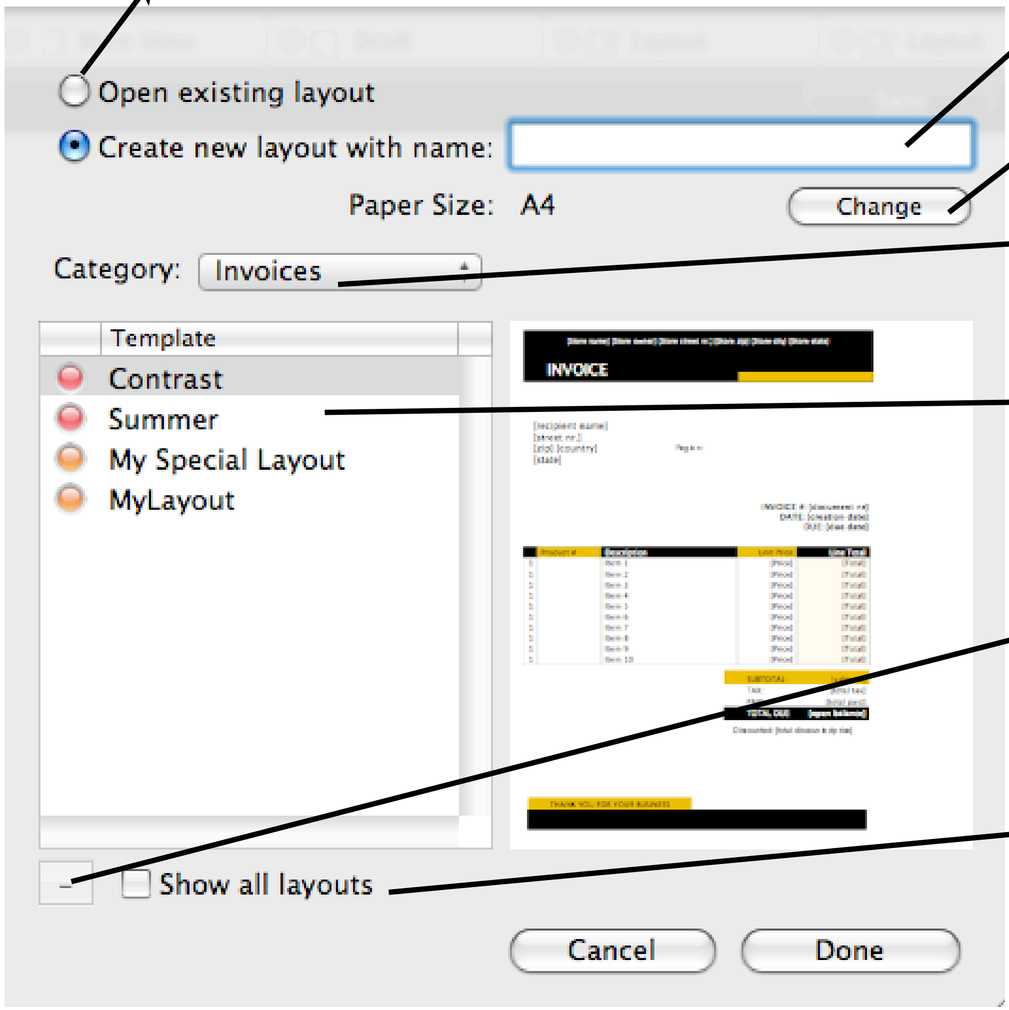
Close the custom fields dialog

Create/Edit a layout



Click the layout designer button

Select whether you want to edit an existing layout or create a new layout



Enter layout name here. The name can not be changed later.

Click to change the paper size

Select the category for which you want to create the layout.

Select the layout which you want edit or, in case of creating a new layout, the layout which you want to use as template

Removes the selected layout

The template list shows only layouts assigned to the selected category unless this option is checked.

The Layout Designer

Emulates displaying the first page (1) and next pages (2,3,...)

Geometry of the selected object

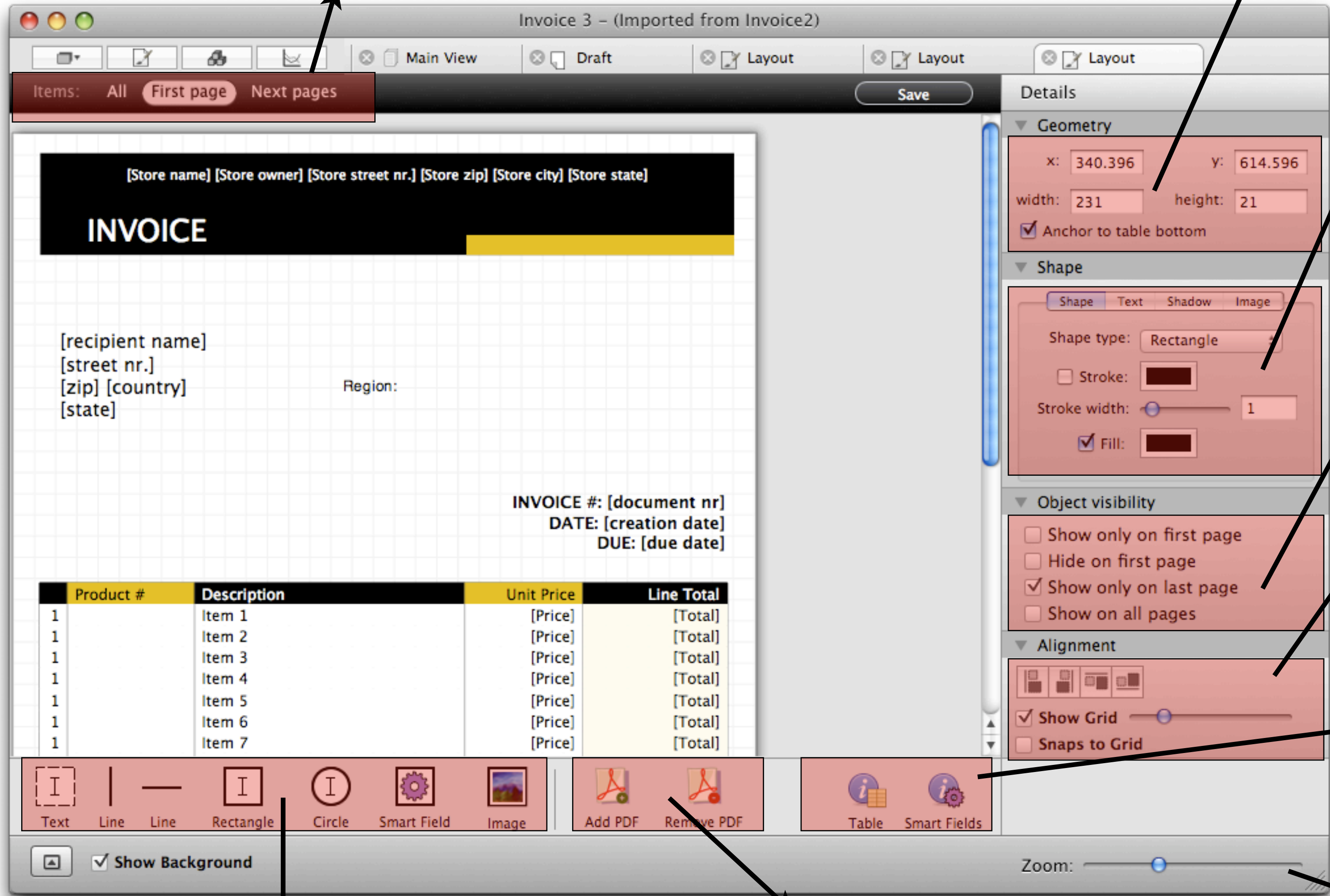
Object attributes like color, text, font, etc.

Controls the visibility of selected object(s) on each page

Alignment settings. There is also an 'Alignment' menu in the menu bar

Displays the inspectors to setup smart fields and the table

Zoom of the layout for a more comfortable editing

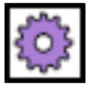


Objects you can add to the layout

Add/Remove a PDF background

Smart Fields

Smart fields are text areas which are able to contain placeholders. The placeholders are displayed with a yellow background in the smart field inspector. To order the inspector to the front, just double click a smart field or select a smart field and click the  button.

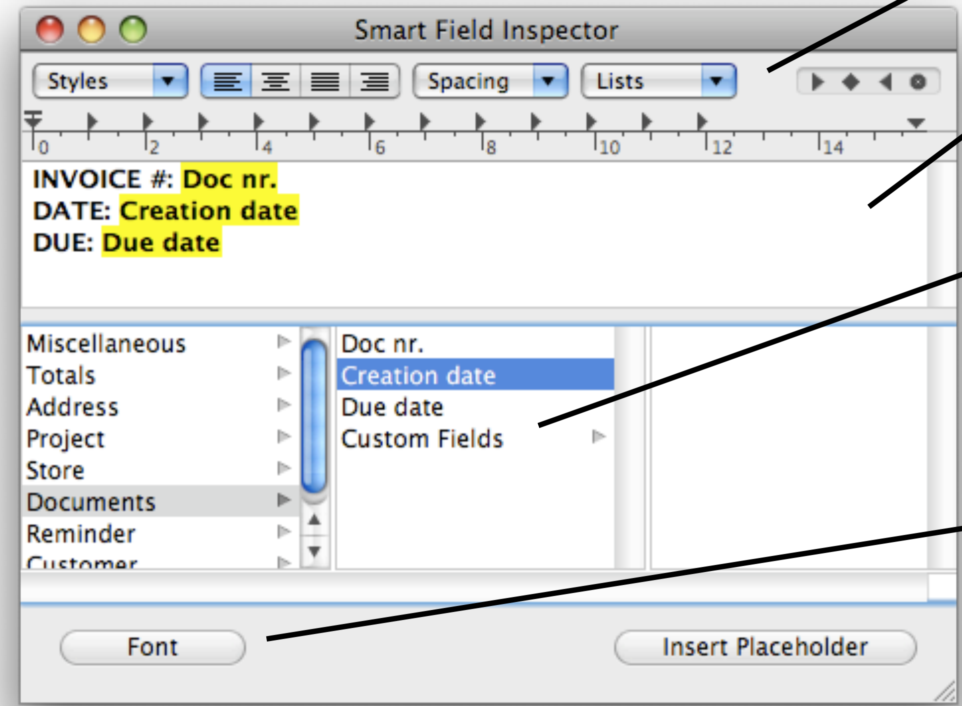
To add a new smart field click the  button.

Ruler for formatting text

Smart field text area

Dynamic field browser. These are place holder. Select a synamic field and click 'Insert Placeholder' to add a placeholder at carets position.

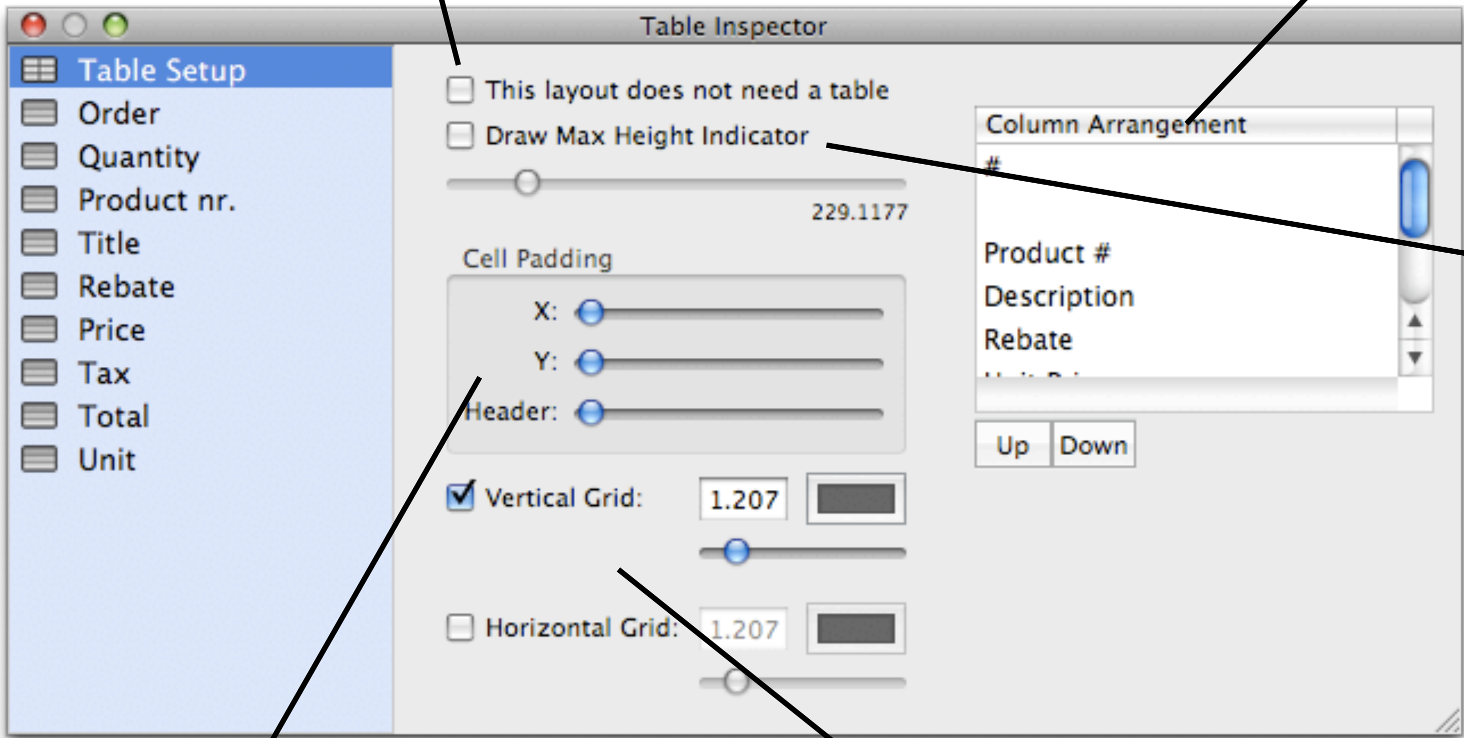
Use this button to change the font. The font button for the shape attributes will not affect smart fields



Layout Table 1

Check this option if you don't use a table

Arrange the column order using the 'Up' and 'Down' buttons



The maximum table height indicator defines the allowed maximum table height. If the table height exceeds the maximum, a new page will be created

A line item height should never exceed the max table height. Otherwise the line item will not be printed.

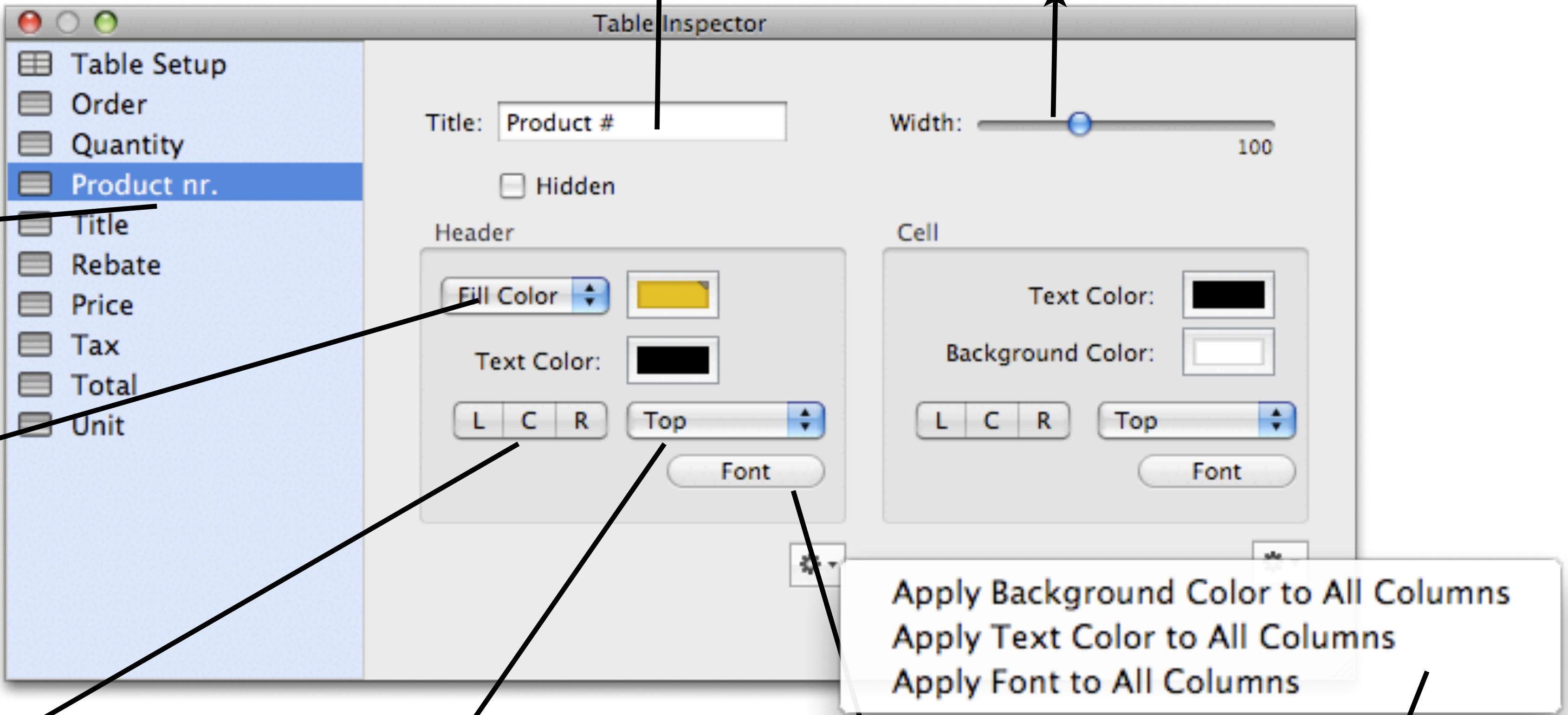
Defines the spaces used between text and cell borders

Toggle visibility of vertical and horizontal lines between columns/rows

Layout Table 2

Column header title

Column width



Select column to configure its parameters

Fill color mode. This can be gradient or solid color

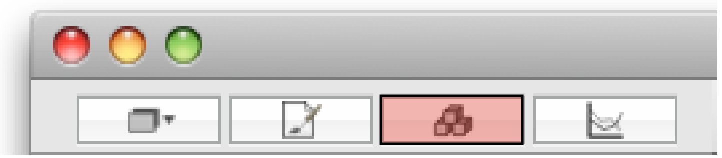
Horizontal text alignment (left, center, right)

Vertical text alignment (top, center, bottom)

Click to order the font dialog to the front

If you set the same attributes for all columns, you can use the action menu to speed up your work.

Catalog

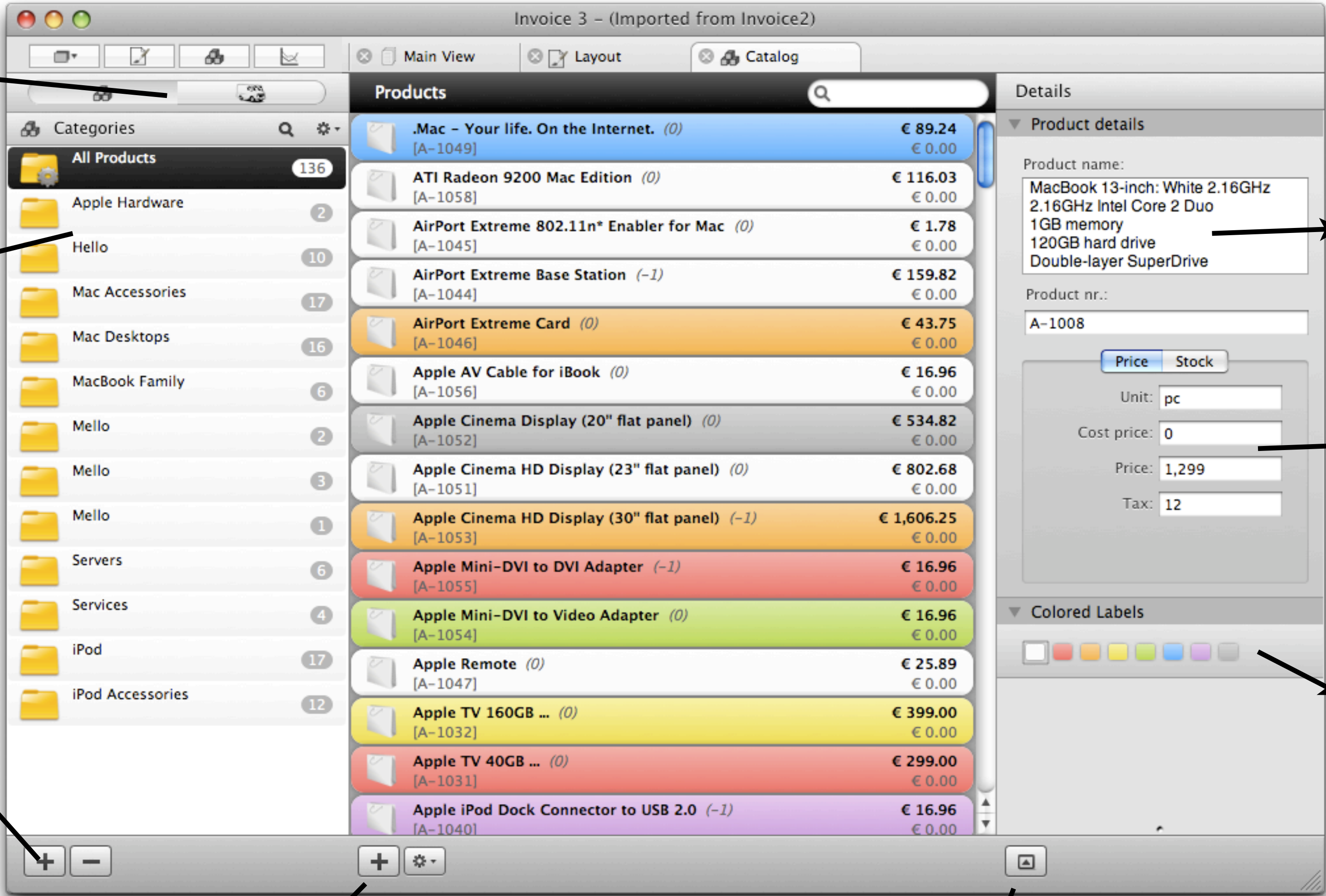


Click the catalog button

Switch between categories and suppliers lists

List of categories

Click the plus button to add a new category



Set item title and number

Set item cost price, retail price and tax rate

Color labels are useful to make items to eye catchers. This will help to find the items faster

Click the plus button to add a new item

Toggle custom fields for products