AXI-INVOICER

for

AXIBATCH

USERS MANUAL

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Revision_01.00 (Ec)

AXION CONTROL SYSTEMS Pty Ltd
INVOICING SOFTWARE OPERATING MANUAL

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CHAPTER 1   INTRODUCTION

1.1   WARRANTY

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1.4   WINDOWS ENVIRONMENT

As with any Windows product insertion of data is predominantly carried out via the mouse by clicking and to a lesser extent by using the keyboard. Once the main data is entered such as customers, mix design, materials etc…, minor entry of information is carried out via the keyboard.

Accessing the relevant areas of the program is undertaken by clicking on the relative folder (menu) or icons.

The flexibility of WINDOWS allows the operator to enter a particular field by either right clicking the mouse (depending on the location), clicking on a folder or one of the menus commands. These locations will be discussed throughout the manual.

In any PC based industrial control system it is strongly recommended that periodic backing up of the data base is carried. This avoids losing significant amounts of information in the event of power surge, hardware damage etc…

1.5   KEYBOARD & MOUSE ENVIRONMENT

As previously mentioned accessibility is achieved by using either the mouse or the keyboard. Once in the program the menus can be accessed by either clicking the mouse whilst the pointer is over the particular title or by holding the Alt key and typing the underlined first letter (Eg. Alt + F) of the menu group. This opens up the relevant menu and enables the user to further select the relevant area by either using the mouse, the arrow keys on the keyboard or the Alt + letter.

The operator will gain experience using a combination of both functions to skilfully move around the screen, enter information and select functions.

1.6   AXI-INVOICER SOFTWARE ENVIRONMENT

To optimise the potential of the program it is important to understand the basic layout of the AxiInvoicer screen. The main screen (*Figure 1*) clearly identifies the areas of the program and the relative methods of accessing them.

♦   The *Menus* area enables the *user* to access any apart of the invoicing system as well as exiting the program. The *Menus* are a series of grouped functions with further sub-menus.

Figure 1
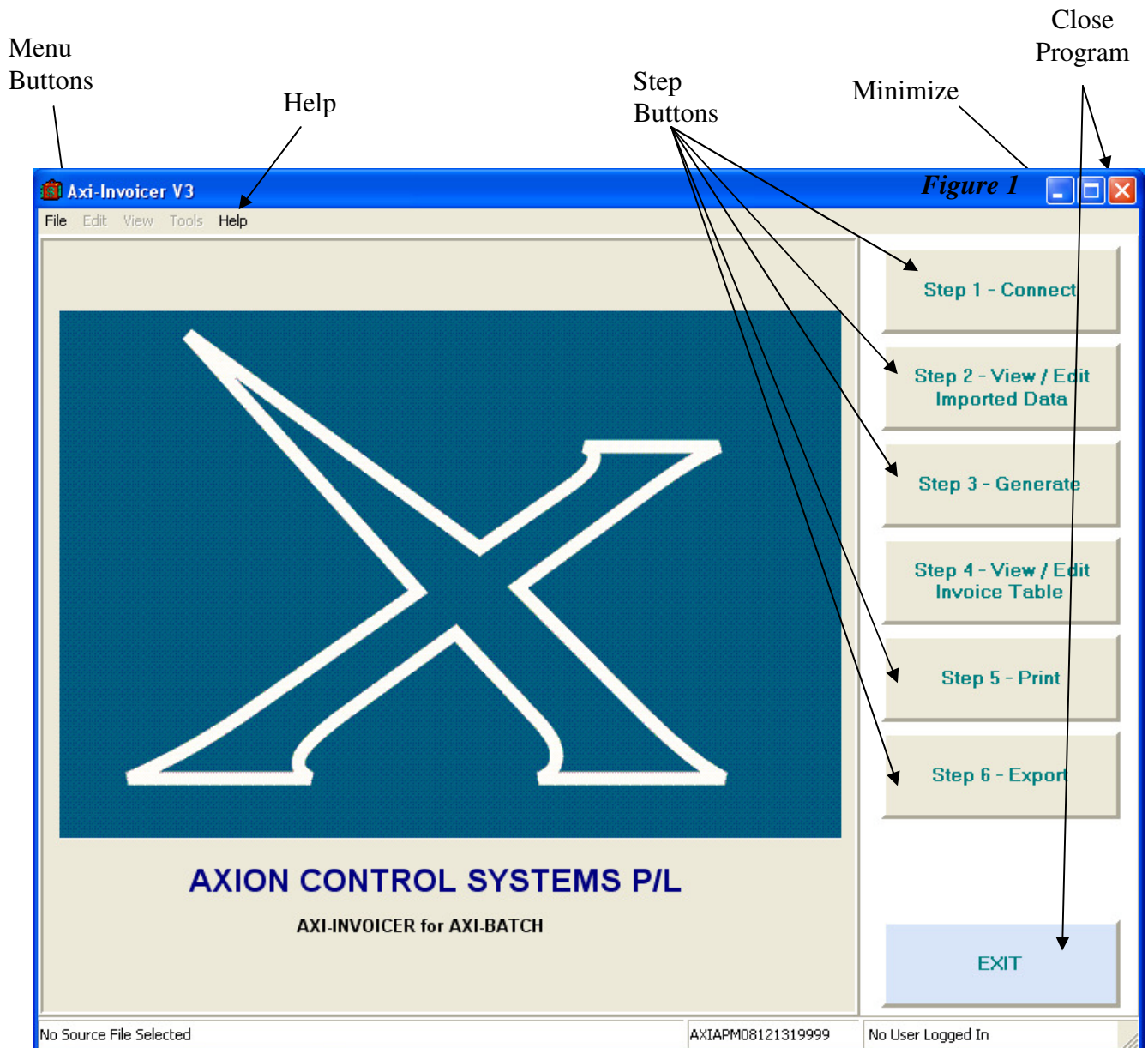
♦   *Step Buttons* that are located on the far right are representative of the steps required for invoicing, making it easier for the administrator to create invoices
♦   *Drop down boxes* are fields that have information requiring selection and has been entered via another file. To access the information click on the mouse when the pointer is over the down arrow on the box. This will open a look-up list that enables the operator to either scroll through the information or commence typing the first characters. As the first few characters are typed the cursor will move to the start of the alphanumeric sequence. Once the information has been located the user can either click using the mouse or typing the *Enter* key.

1.7   STARTING THE PROGRAM & LOGIN

Launching the Invoicing software system is carried out by using the mouse to
double click on the AxiInvoicer Icon.

If you haven't registered AxiInvoicer may ask you to register. If a key is not detected it will inform
you with "Key not detected". If a key is detected it will ask for a registration number. Type in your
registration number. Contact Axion if this does continue further.

Once the program starts to load on to the screen the splash screen will be displayed. The Login
screen will appear. Ensuring the cursor is present in the USER field, type in your user name. Your
USER name was entered in the *Plant Settings* at the time of installation. Using the mouse, place the
cursor in the *PASSWORD* field and type in your password as was entered in the *Plant Setting* at the
time of installation. The password <u>is case sensitive</u> and must be entered in the same manner as
originally installed.

If the *USER* name and *PASSWORD* are correct, the program will continue to load directly into the
main screen. If the *USER* name and or *PASSWORD* are incorrect an error message will be displayed
and the image logo will shut down and revert back to the standard Windows Desktop screen.
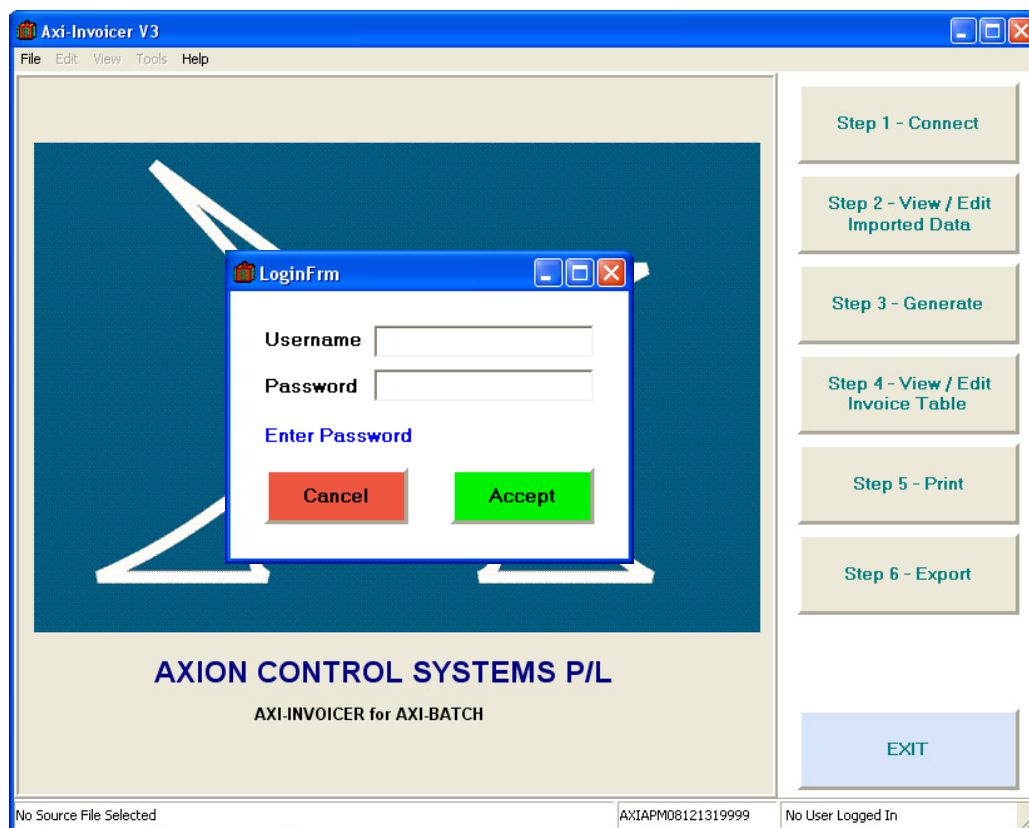
1.8 EXIT THE PROGRAM

To exit the program, click on the '*File', 'Exit'* menus command. A confirmation message will appear asking the '*User'* whether or not you have backed up your invoices?
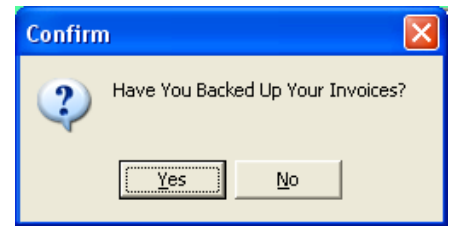
If the *User* clicks '*Yes'* button, the program will continue to shut down. If the *User* clicks the '*No'* button, the program will take the user to 'step 4' for backing up invoices.

CHAPTER 2   INVOICE SETUP

2.1   INVOICE SETUP

This folder enables the basic setup features of the invoice to be configured.

2.1.1   Lines per Page

This setting indicates how many rows of the detail part of the invoice will appear on each page. This must be set before generation of invoices.

2.1.2   Auto Print Interval Time (mSec)

The time which is waited by the printer between each invoice to prevent the printer from losing print jobs. Recommended time is between 3 – 5 seconds depending on the printer.

2.1.3   Due Date Offset (Days)

The offset used to calculate the due date on the invoice.

2.1.4   Next Invoice Number

The very next invoice number.

2.1.5   Tax Component (%)

The GST Tax in (%)

2.1.6   User Defined Invoice to Print

If selected Invoicer will use the invoice that was designed in Invoice Designer, otherwise it will use the default invoice layout.

2.1.7   Method of Invoice Generation

This is the method of invoice generation.
You have a combination of Customer Code or Name and/or Delivery Address and/or Delivery Date.

2.1.7   Mini or Big Truck Shortfall

Used to calculate the short fall. The same figure goes in here as you have in AxiBatch (Accounting Settings).

2.1.7   Select Connection to Database

This is used when in the connect screen. When connecting to an active database this points to remote computer and path, when remote is checked. If local is checked the path is the standard "C:\Program Files\AxionCS\AxiBatch\CompOrders.gdb".   The   typical   remote   path   format   is "COMPUTERNAME:C:\\Program Files\\AxionCS\\AxiBatch\\CompOrders.gdb"

2.2   CONNECT
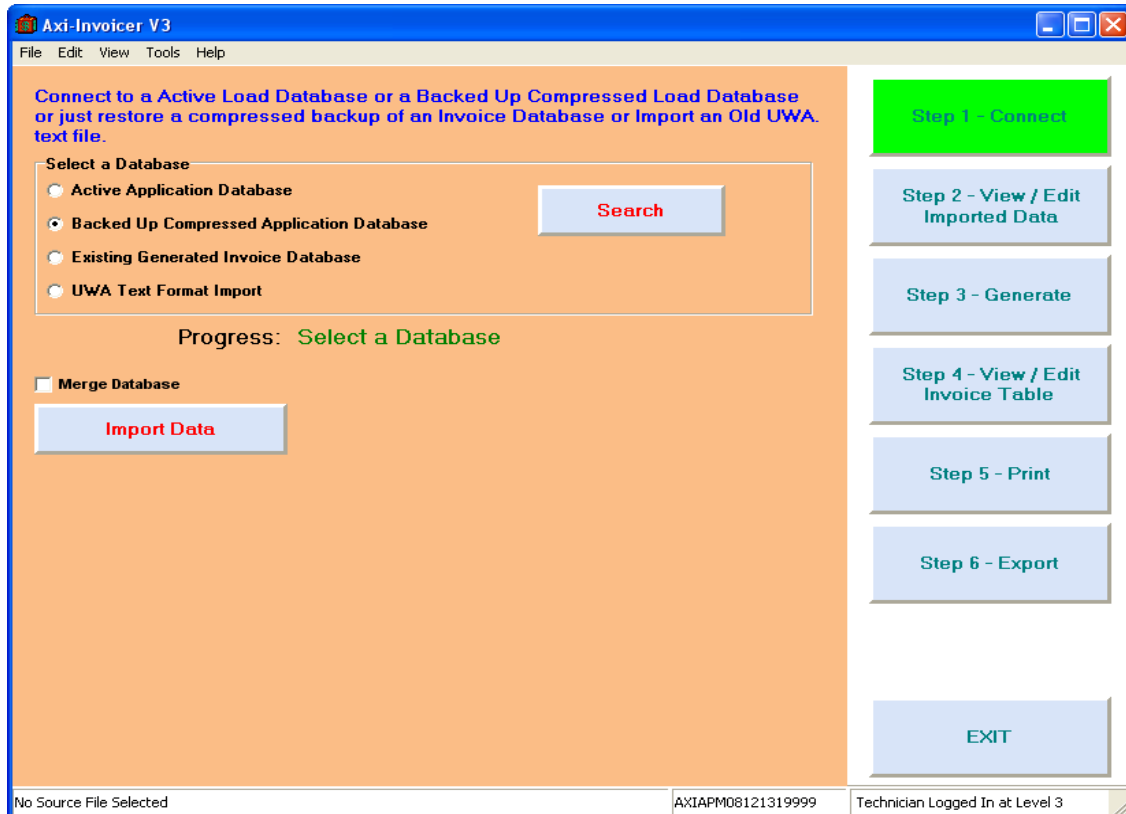
This screen is where the user connects to an active database or backed up database and imports the data to the program where it can be viewed.

2.2.1   Active Application Database

If the user selects this option, Invoicer will connect directly to the Completed Loads Database on the computer running AxiBatch. This could be either remote or local. This setting is found in options. Once Active is selected and Date Range window appears and you can select to bring in loads within a certain date range.

2.2.2   Backed Up Compressed Application Database

If the user selects this option, Invoicer will try to open a Completed Loads Database that resides in the Invoicer computer and that is compressed. (The compression file with the gbk extension is created from AxiBatch itself)

To create a compressed completed loads file in AxiBatch either go to File->Backups or File->Archive and select Completed Loads Database. Once the file is created you will need to transfer the file to the Invoicer computer. Do not try to restore this file over the network.

2.2.3   Existing Generation Invoice Database

If the user selects this option, Invoicer will try to reopen an Invoice Database that was already created by Invoicer. This is useful to reprint an old invoice. Once loaded you can jump straight to step 4.

2.2.4   UWA Text Format Import

If the user selects this option, it will import an old United Weighing file that will have load data.

2.2.5   Searching

When selected a database click '*Search*' and find the file that is needed then click *'open'*.
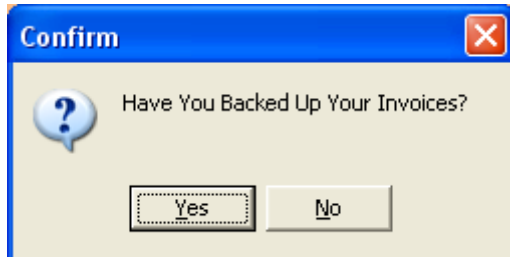
Once search has been selected a confirm box Will appear asking if you have backed up your invoices, if so click *'Yes'* if *'No'* the program will take you to *'Step 4'* where you can back up your invoices. Once selected *'Yes'* an *'Open'* box will appear where a file can be selected.

File being opened

Open File
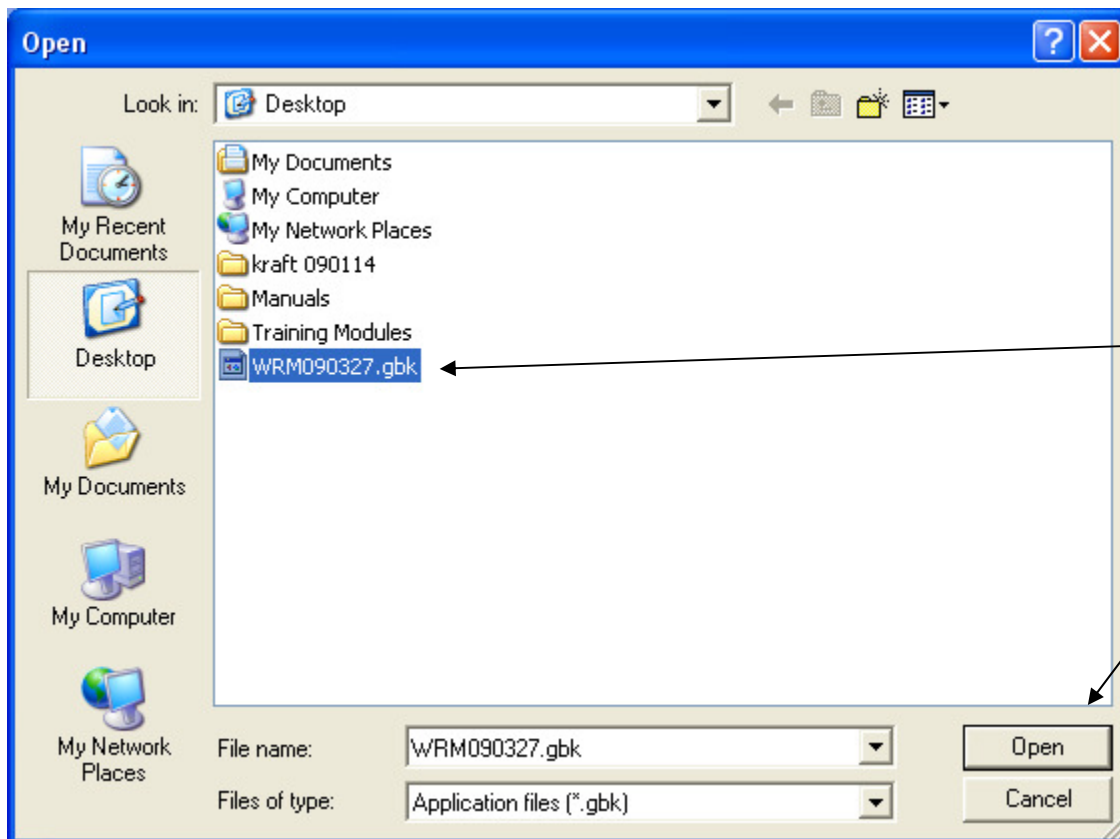
To open a file click on it and it will appear highlighted and it will be displayed in the *'File Name'* box. Once it has appeared there click *'Open'* and the file will open. Note if Active Database is selected the search box will not open, the search criteria is set in options.
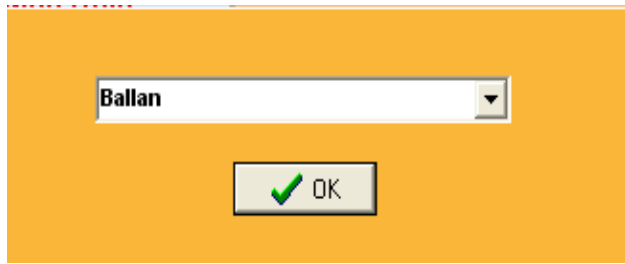
This pop up box appears after a file has been opened and a drop down box will appear with the plant names select the plant name associated with the plant and click *'Ok'* to continue.

2.2.6　Import Data

Once *'Searched'* the program will tell you that it is *'Ready to Import'* then click on the *'Import Data'* Button.

If "Merge Database" is selected the new imported records will merge into the existing database used in step 2, otherwise it will simply over write what is there. (I.e. existing data is deleted)
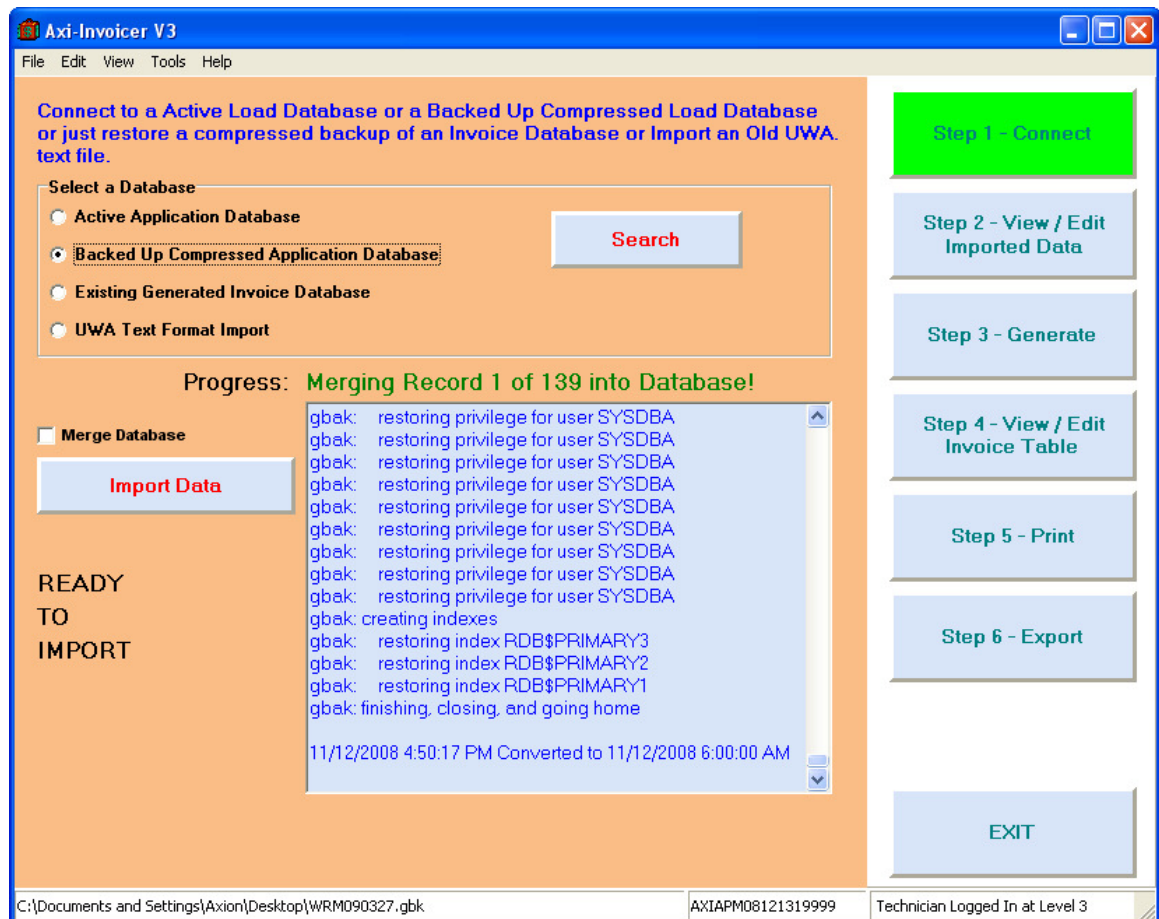
2.3   USERS

The *USERS* folder allows the relevant plant personnel to enter their perspective name and associated passwords. When the operators *Login,* depending on the *User* level, the operator will gain access to the various sections of the batching system as specified.

There are three User levels: Operator, Administrator & Technician.

Operator Level (1):   Up to twenty (20) operators and their passwords are available on this level. The Operator will gain access to the fundamentals of the batching system such as inserting and editing orders, batching and Materials added.

Administrator Level (2):   Up to ten (10) administrators and their passwords are available on this level. The respective user will gain access to most the levels of the batching system with the exception of some of the Plant Setup features.

Technician Level (3):   This level is reserved to **AXION CONTROL SYSTEMS personnel** only and gains access to all areas within the system.

When entering either the User's name and or Password the information entered will be case sensitive, hence if capital letters are used they must be repeated in the same manner as they were initially entered.

2.3.1   Add User

To enter a *User*; type in the user name of the individual in the field box exactly as required. Below this field box the *User* must type in the *Password* field, and repeated in the *Confirm Password* field. If the Confirm Password is not the same as when first entered, an error message will appear stating inconsistency and requesting the User to re-confirm the password entered. The User Level 1 for Operator or 2 for Administrator is selected. Once completed the *Add User* button is clicked.

2.3   USERS (Cont…)

2.3.2 Change Password

To avoid the risk of a particular Operator's or Administrator's password becoming accessible or familiarised with other staff it is recommended to periodically change the user's password. To change a user's password select the name by clicking on the *Username* drop down box. In the *Current Password* field enter the *User's* existing password. In the *New Password* field the *User* must enter their new password keeping in mind that the characters are case sensitive. The new password must be confirmed in the field box below (*Confirm Password*) and click on the *Change Password* button and if the two entries match, the new password will be accepted. If the two entries do not match the error message "*New Password does not match Confirm Password*" will be displayed and the new passwords must be re-typed.

2.3.3 Delete User

To delete a user type the user name then the password of the user and click the "*Delete User*" button and the displayed *User* will be removed from the system.

2.4 VIEW/EDIT IMPORTED DATA

This step is for viewing and editing dockets. It is important to make sure the fields that are used to generate the invoices later are correct. This is the place to do it.

Insert
New
Docket

Delete
Docket

Go to
first
Docket

Prev and
next
Docket

Go to
last
Docket

To Insert a docket to the list click '*insert*' then enter the details and complete it by clicking '*accept*' or '*cancel*' to get rid of the edit. To delete a docket select the docket to delete then click '*Delete*'. To view each docket one by one use the arrow buttons '*Next*' and '*Prev*' or to go to the last docket click '*Last*' or the first docket '*First*' Make sure you '*Save Edited Data'*

The hand to the right of Misc Description will expand the MISC items to all ten items.

The idea of this step is to make sure that the fields that are used in the invoice generation criteria are correct. They could be any of "Customer Name or Customer Code" and or Delivery Address and or Delivery Date. This is set in the options screen.

It is also quite easy to add the Waiting time under miscellaneous items here, by using "Tools->Insert Waiting Time".

You can also view the above table in order of Docket Number or ID (order of generation) by using "View->Completed Loads in Order By-> …".

The Sort and Range button takes you to a filtering screen that allows you to filter a date range / customer etc. When generation occurs it only occurs on what you filtered. The rest remains in step 2 and will be shown after the generation step.

Once everything is edited, saved and viewed click '*Step 3-Generate*'.

2.5 GENERATE

This is to generate new invoice database based on the selections in the following groups. To Generate invoices click the '*Generate*' button and the invoices will appear in the memo box.
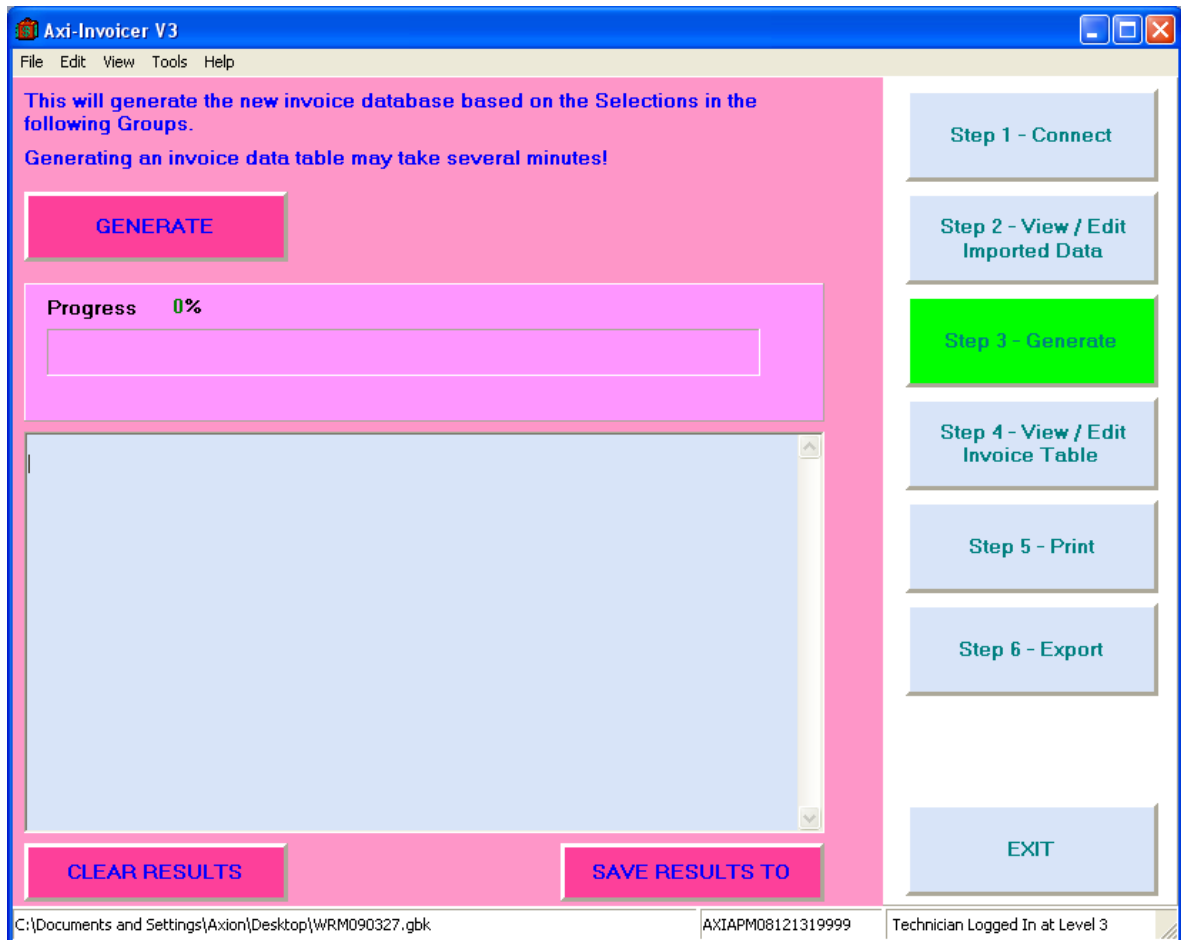
2.5 GENERATE (CONT…)

Once generated some errors or warnings may appear with the total number of warnings, number of errors generated and the number of invoices generated. The user can either clear those results or save them to a folder by clicking the '*Save Results To*' button.
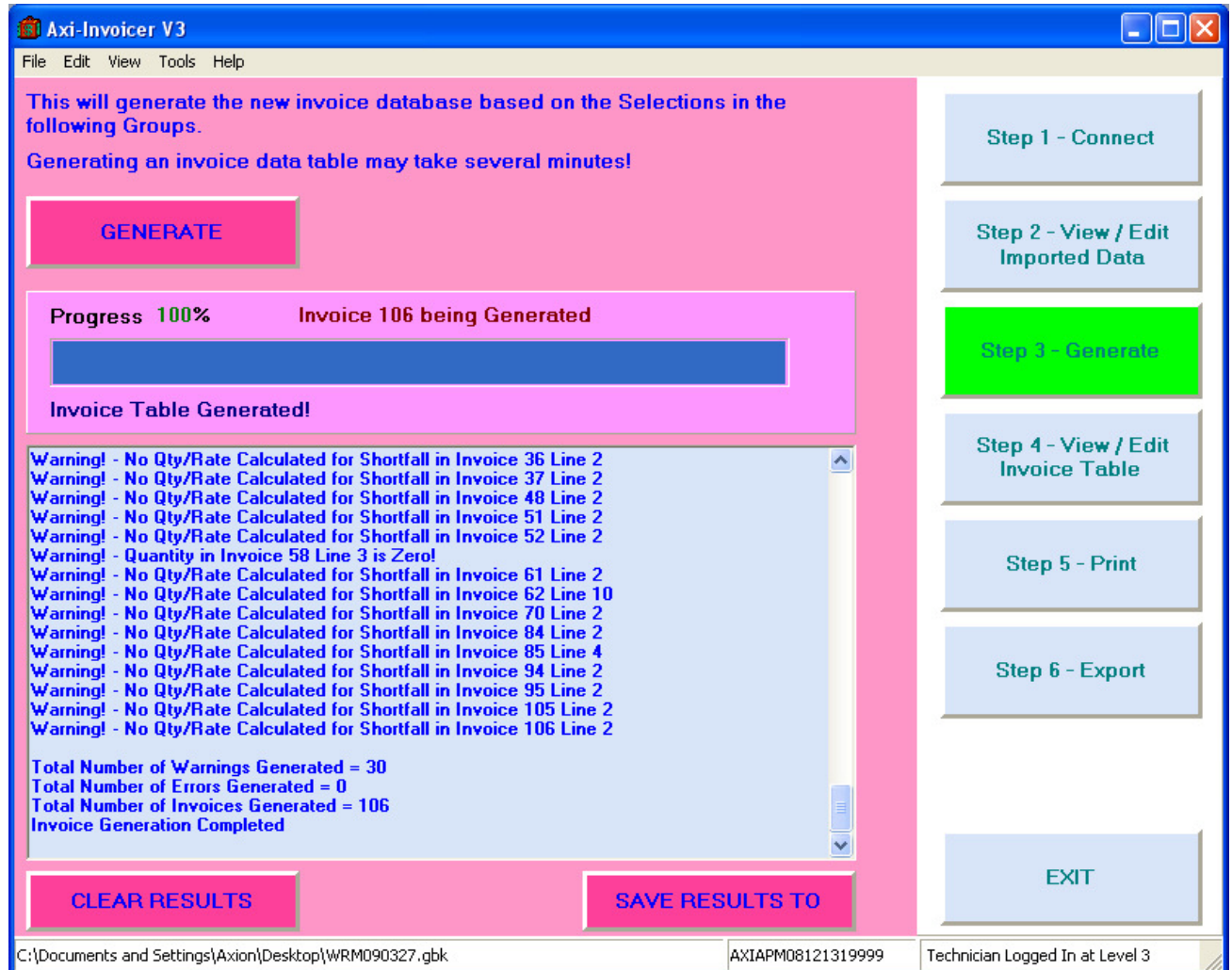
2.6 VIEW/EDIT INVOICE TABLE

Invoice

Information about invoice

Change invoice, accept changes, and delete changes

Total cost of invoice

The View and edit invoices table tells the user the different invoices and how much each one costs depending on quantity, rate, price and GST and allows the user to make any changes before printing the invoices.

Sorting out the order of how the invoice is printed

2.7   PRINTING INVOICES

Go to start of list and End of list

Goes to the next or previous invoice

2.7.1   Customer
Print can be sorted by customer code, the customers name or all customers.

2.7.2   Data Range
Print can be sorted into the '*date from*' to the '*date to*'

2.7.3   Invoice Range
Print can be sorted by invoice number '*from*' number and '*to*' number.

Once the user has sorted the invoices for printing either select one invoice and click '*Print Selected Record*' or if all the records require printing click *'Print All Records'*.

2.8 EXPORT

Begin export

Select account

Invoices Generated

To export invoice to accounting package select the account name from the drop box then click '*Start Export*'

2.8.1 EXPORT OPTIONS

Detail   Invoice   Export

The export options are selected by the user, they highlight the field then press the across button to transfer it to the export fields box.

The Invoice window stores fields that are part of the invoice header. The Detail fields stores fields that are part of the invoice data (main body). The Extras are not part of the invoice but other useful data.
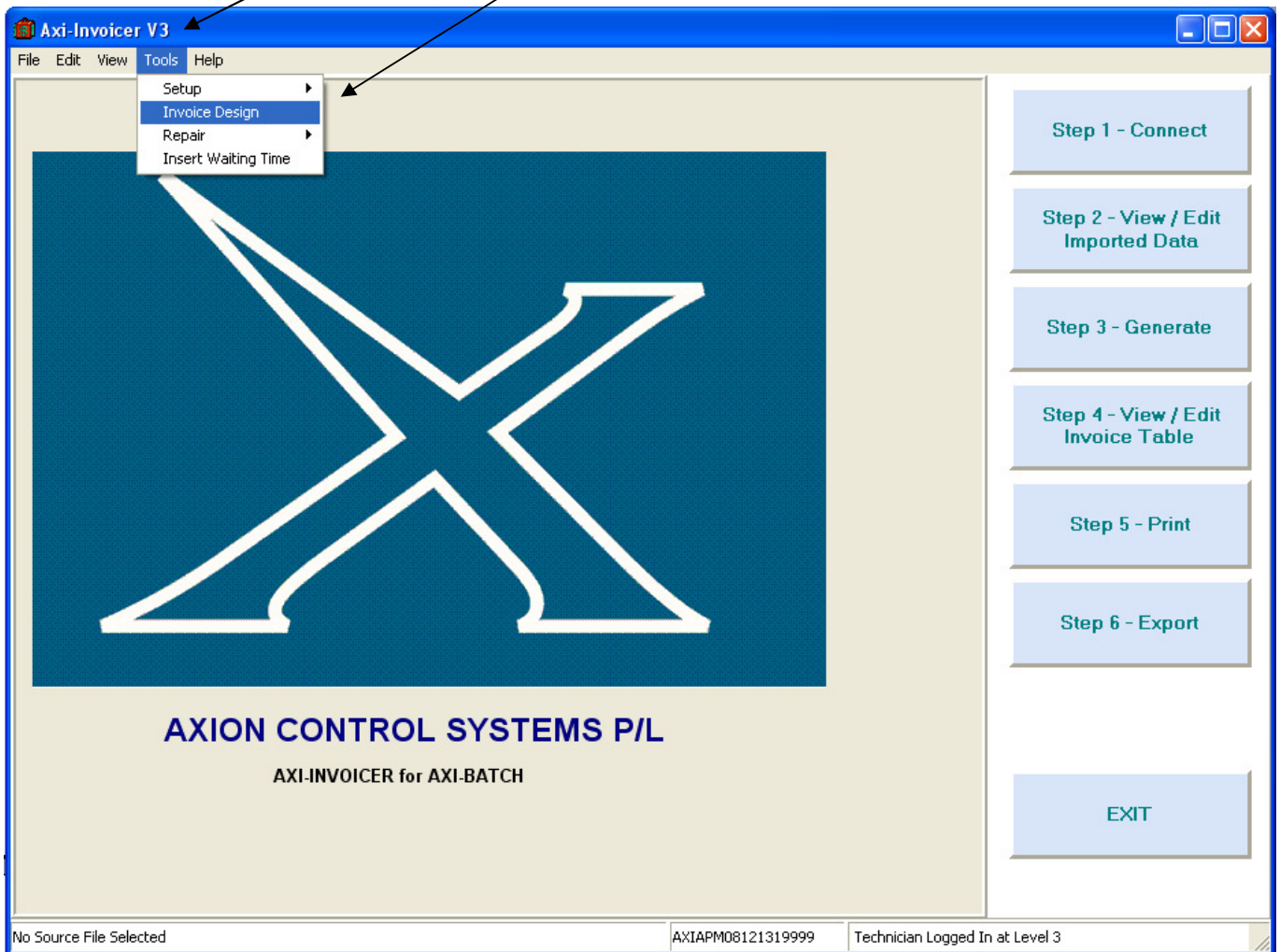
Select the delimiter to use for export.

Select "use Details only in Export' if the importing software does not require header type information.
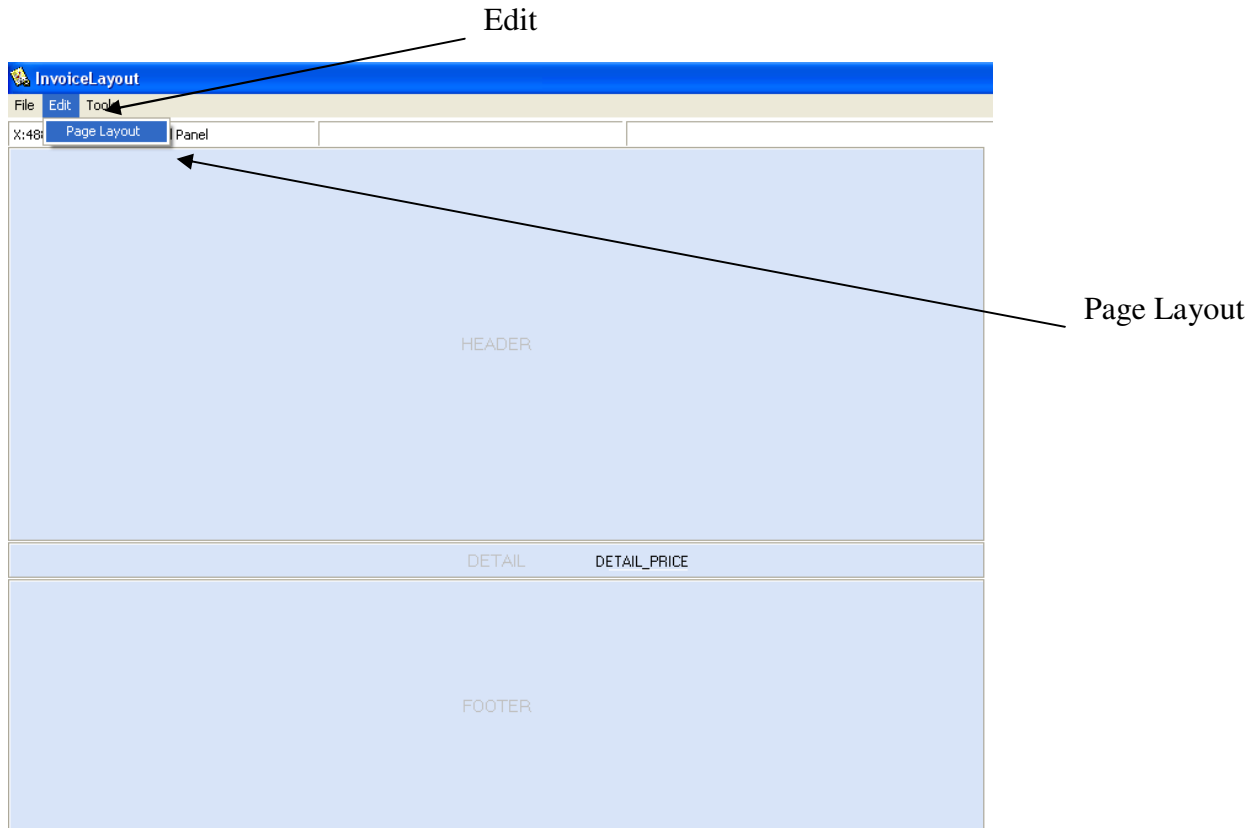
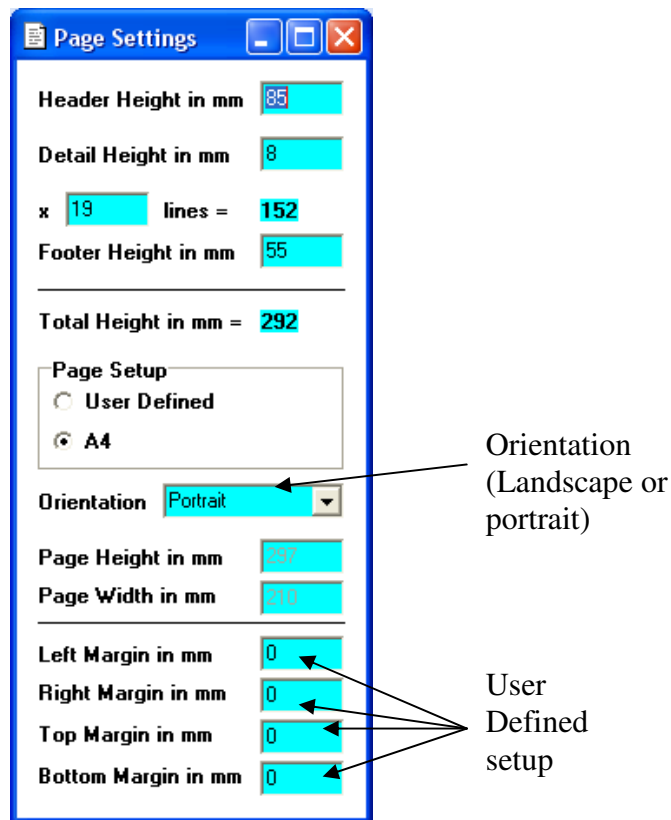## 2.9 INVOICE SETUP

Tools

To go to
invoice deign

INVOICE DESIGN (CONT…)

2.9.1 Page Settings

Edit

Page Layout

To set the layout of the Invoice click *'Edit'* from the menu and a drop bar will appear. Click *'Page Layout'* to view the *'Page Settings'*.

Orientation
(Landscape or portrait)

User
Defined
setup

To change the page settings change the heights and lines to add up to 297 mm if using the standard A4 settings. If the user wants to use their own settings check the 'User Defined' circle under 'Page Setup' and enter the values the user wishes to use. The orientation can be changed by clicking the drop down bar next to 'Orientation' and either selecting 'Portrait' or 'Landscape'.

INVOICE DESIGN (CONT…)

2.9.2 Adding Fields to Invoice
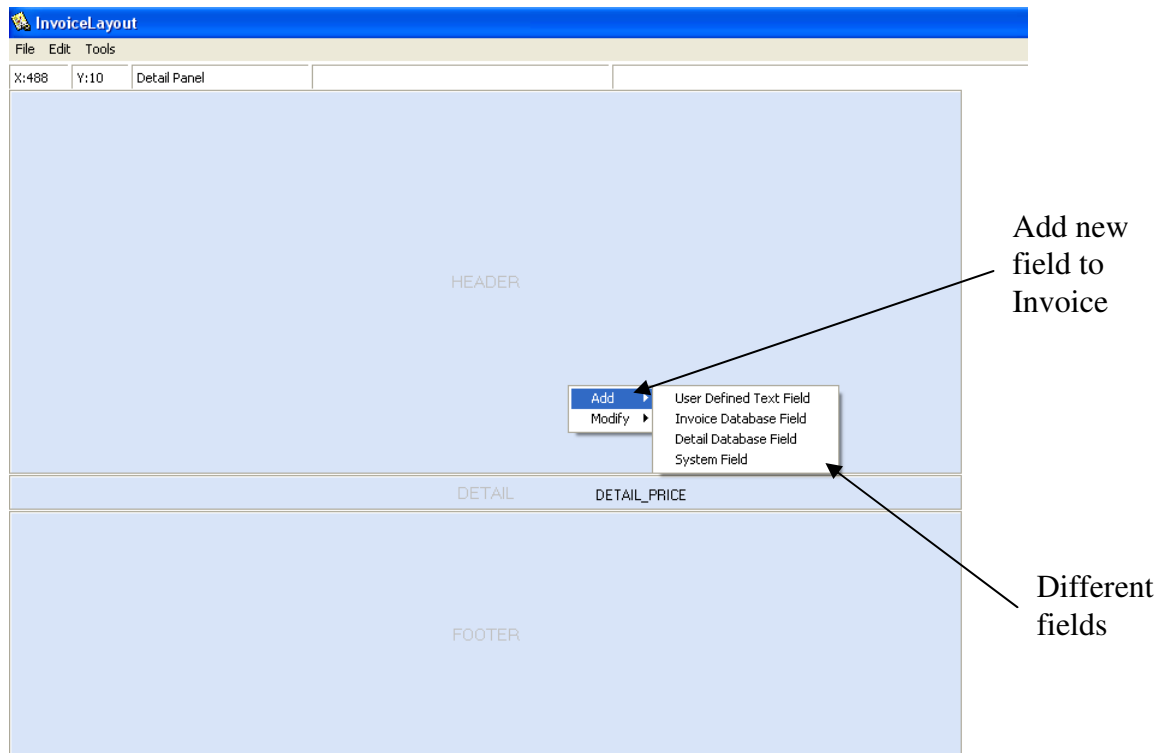
To add new fields right click in the header or footer and a drop down bar will appear, click *'Add'* and select the sort of field needed and a *'Field Properties'* window should appear.
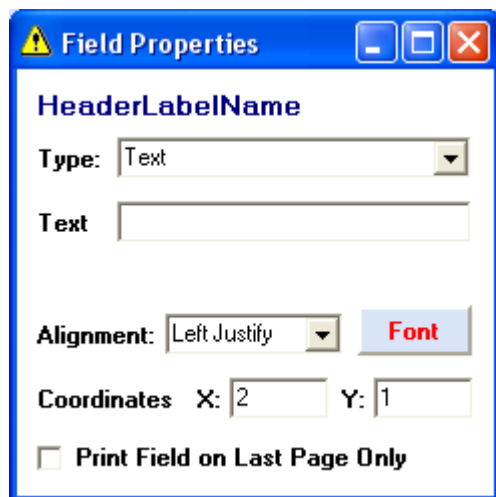
In the *'Field Properties'* window the type of field can be changed by clicking the drop down bar of *'Type'*. when Text is selected, text can be written into the *'Text'* box. The alignment of the text can be changed by clicking the 'Alignment' drop down box and selecting the alignment required. The *'Font'* of the text can be changed by clicking 'Font'. To change the coordinates type in the value for 'X' and 'Y' and the text will move around the page.

INVOICE DESIGN (CONT…)

In the *'Field Properties'* window the type of field can be changed by clicking the drop down bar of *'Type'*. when 'Invoice Field' is selected, the Invoice Field can be changed by clicking the drop down bar and selecting the field. The alignment of the text can be changed by clicking the 'Alignment' drop down box and selecting the alignment required. The *'Font'* of the text can be changed by clicking 'Font'. To change the coordinates type in the value for 'X' and 'Y' and the text will move around the page.

- **INVOICE_CUSTOMER_ADDRESS1:** The customer's first address.
- **INVOICE_CUSTOMER_ADDRESS2:** The customer's second address.
- **INVOICE_CUSTOMER_ADDRESS3:** The customer's third address.
- **INVOICE_CUSTOMER_ADDRESS4:** The customer's forth address.
- **INVOICE_CUSTOMER_CODE:** The customer's code.
- **INVOICE_CUSTOMER_NAME:** The customer's name.
- **INVOICE_DUE_DATE:** The due date of payment.
- **INVOICE_ID:**
- **INVOICE_NO_LINES:**
- **INVOICE_NO_PAGES:**
- **INVOICE_NUMBER:**
- **INVOICE_ORDER_NO:** The order number.
- **INVOICE_PREFIX:**
- **INVOICE_TOTAL_AMOUNT_PAYABLE:**
- **INVOICE_TOTAL_DUE:** The total amount that needs to be paid.
- **INVOICE_TOTAL_GST:**
- **INVOICE_TOTAL_PRICE:**
- **INVOICE_TOTAL_QTY:**

INVOICE DESIGN (CONT…)

In the *'Field Properties'* window the type of field can be changed by clicking the drop down bar of *'Type'*. When *'Detailed Field'* is selected, the Detail Field can be changed by clicking the drop down bar and selecting the field. The alignment of the text can be changed by clicking the 'Alignment' drop down box and selecting the alignment required. The *'Font'* of the text can be changed by clicking 'Font'. To change the coordinates type in the value for 'X' and 'Y' and the text will move around the page.

- **DETAIL_DELIVERY_DATE:** The date that the goods with be delivered.
- **DETAIL_DESCRIPTION:**
- **DETAIL_DOCKET_NO:** The docket number.
- **DETAIL_GST:** How much GST is charged.
- **DETAIL_ID:**
- **DETAIL_INVOICE_ID:**
- **DETAIL_LINE_NO:** Line numbers.
- **DETAIL_PAGE_NO:** Page numbers.
- **DETAIL_PLANT_NAME:** The name of the plant.
- **DETAIL_PRICE:** The pricing.
- **DETAIL_QUANTITY:** How many of a particular item.
- **DETAIL_RATE:**
- **DETAIL_SCOPE:**
- **DETAIL_TOTAL:** The totals.

In the *'Field Properties'* window the type of field can be changed by clicking the drop down bar of *'Type'*. When *'System Field'* is selected, the System Field can be changed by clicking the drop down bar and selecting the field. The alignment of the text can be changed by clicking the 'Alignment' drop down box and selecting the alignment required. The *'Font'* of the text can be changed by clicking 'Font'. To change the coordinates type in the value for 'X' and 'Y' and the text will move around the page.

- **DATE:** The date.
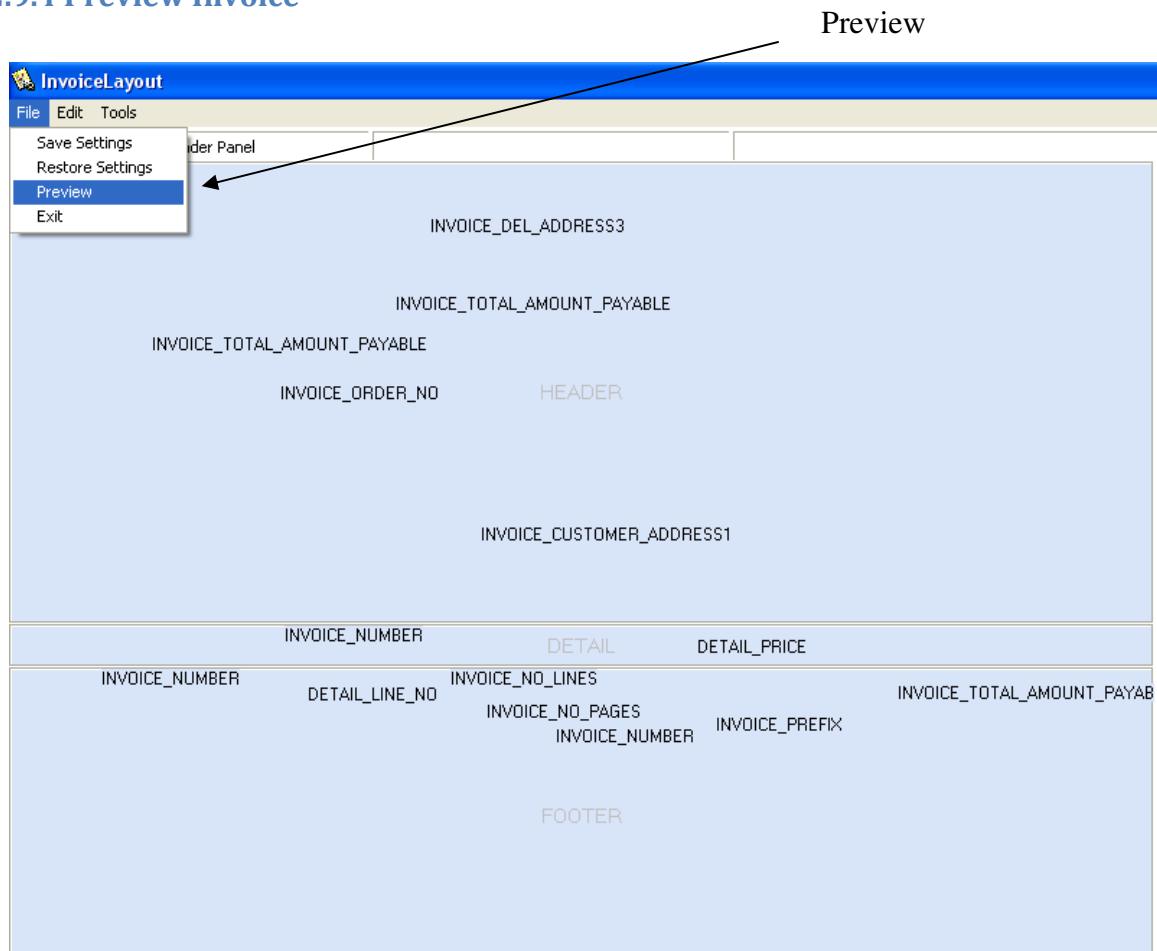- **PAGE:** The page number.
- **TIME:** The time.

INVOICE DESIGN (CONT…)

2.9.3 Font

Accept font changes

Font Size

Font Style

Font

Font Colour
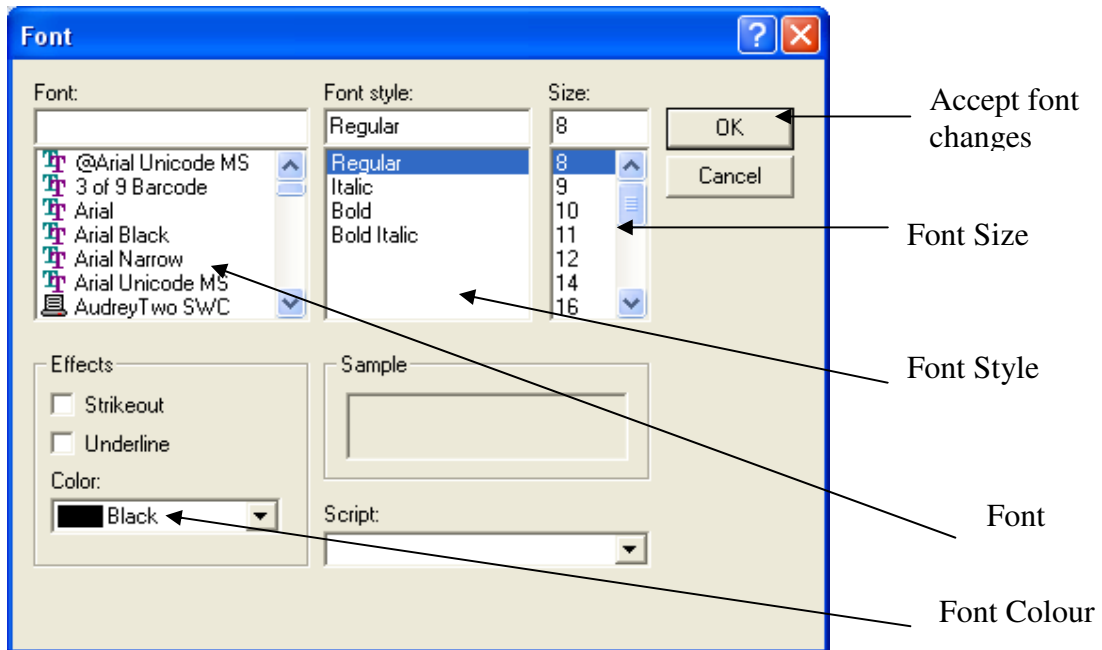
To change the font scroll through each of the windows *'Font'*, *'Font Style'*, *'Size'* and *'Colour'* then select the styles you want, when finished selecting click *'OK'* to accept the changes.

2.9.4 Preview Invoice

Preview

To view a preview of the Invoice click 'File' and a drop down bar will appear then click on 'Preview' and a preview of the invoice will appear.

Zoom to 100%

Zoom to Width

First Page

Last Page

Save and Open

When saving an invoice layout it saves in the format of (.QRP) Quick Report File. When opening a Preview the file also needs to be the format of (.QRP).

2.9.5 Save Invoice Settings

Save Settings
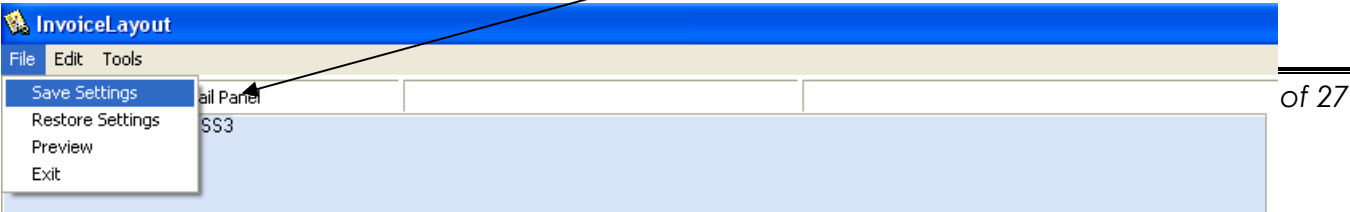
To save invoice settings click *'File'* in the menu and a drop down bar will appear. Click on *'Save Settings'* and the invoice layout will be saved.