



AXI-INVICER
for

AXIBATCH

USERS MANUAL

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AXION CONTROL SYSTEMS Pty Ltd

INVOICING SOFTWARE OPERATING MANUAL**Table of Contents**

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CHAPTER 1 INTRODUCTION

1.1 WARRANTY

All rights to this product are reserved by AXION CONTROL SYSTEMS Pty Ltd. This copy of the product is intended for use by the original purchaser and only for use on a single computer system. Registered users of this product are only licensed to copy the program from disk for security purposes. Unauthorised copying, duplicating, selling or otherwise distributing this product is a violation of the law.

1.2 PUBLISHING RIGHTS

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1.3 COPYRIGHT

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Revision_07.06 (Ec)

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

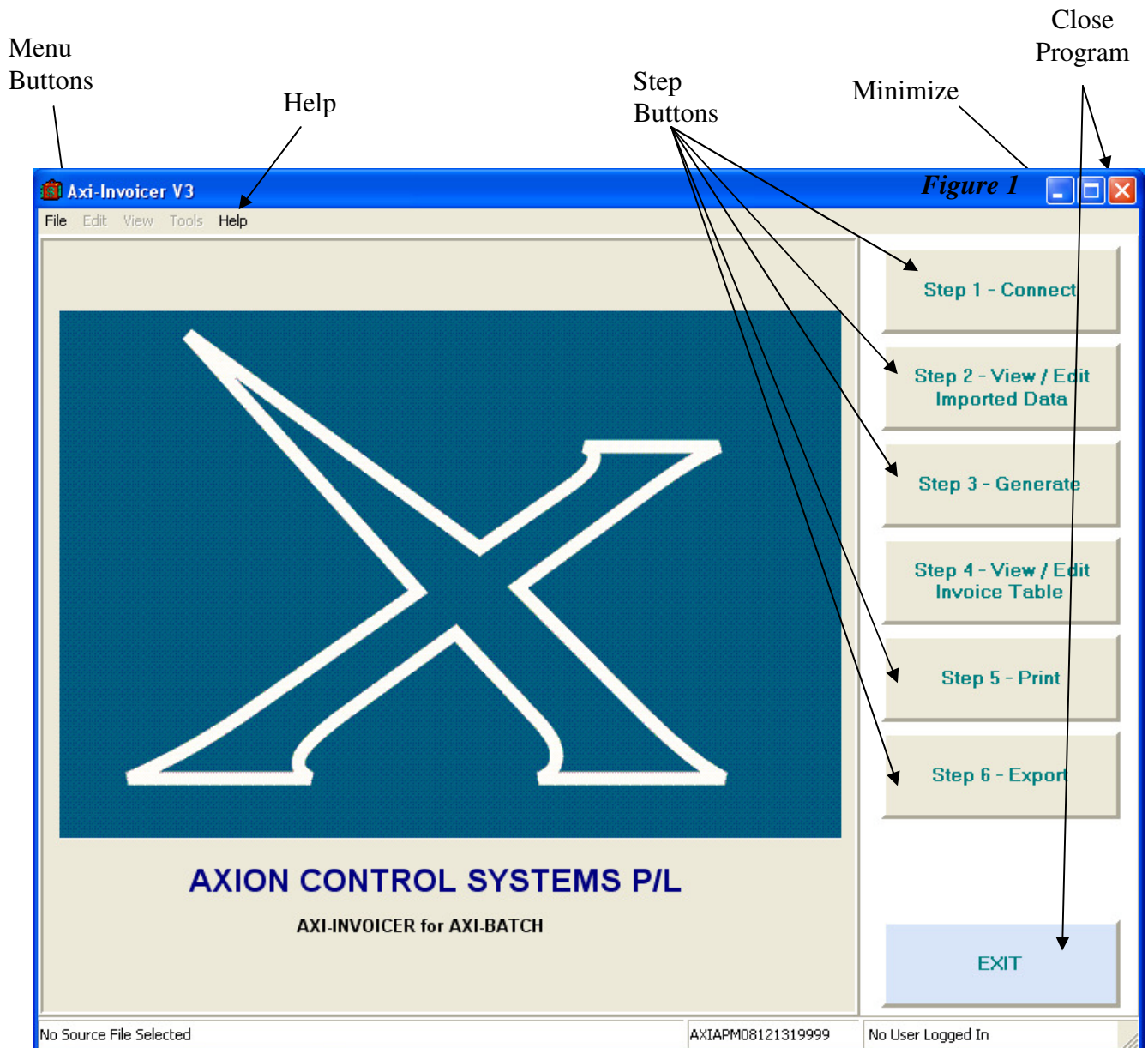
As previously mentioned accessibility is achieved by using either the mouse or the keyboard. Once in the program the menus can be accessed by either clicking the mouse whilst the pointer is over the particular title or by holding the Alt key and typing the underlined first letter (Eg. Alt + F) of the 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-INVOCER 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.



- ◆ **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.

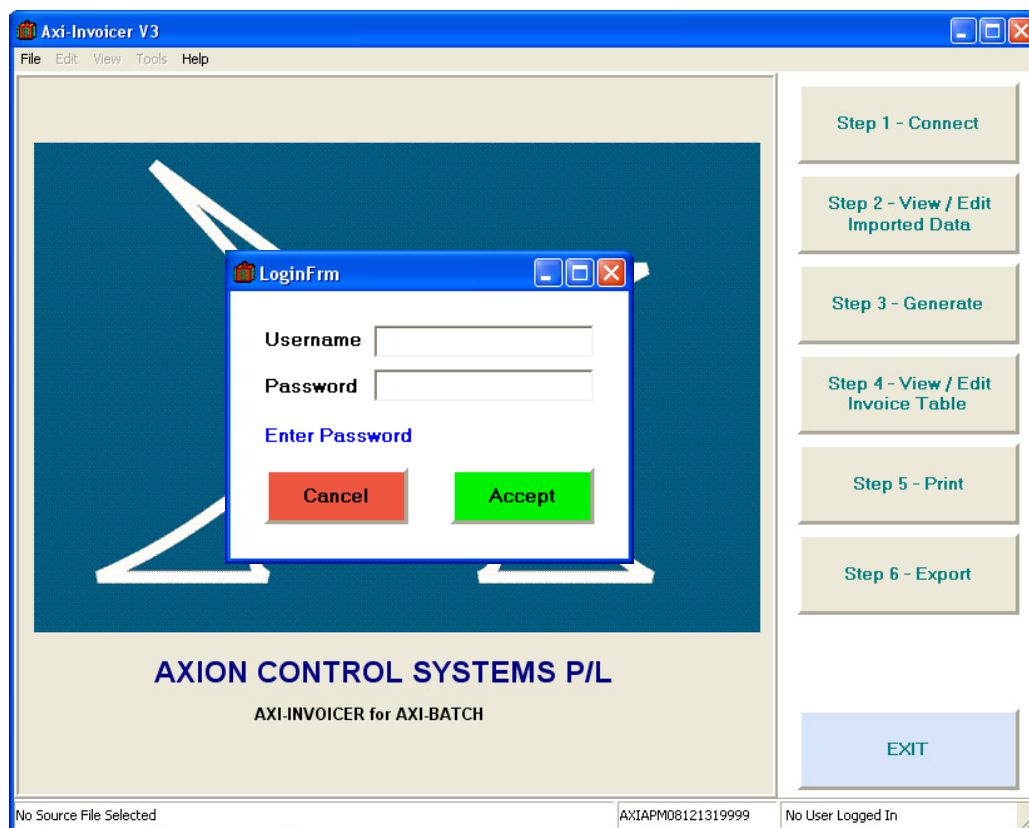
1.7 STARTING THE PROGRAM & LOGIN

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.

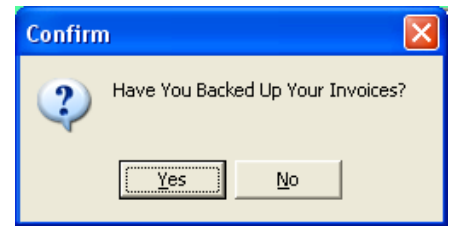
Once the program starts to load on to the screen the splash screen will be displayed. The Login screen will appear. Ensuring the cursor is present in the **USER** field, type in your user name. Your **USER** name was entered in the *Plant Settings* at the time of installation. Using the mouse, place 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 is case sensitive 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*' menu 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

Invoice Setup

Invoice Settings

Lines per Page

Auto Print Interval Time (mSec)

Due Date Offset (Days)

Next Invoice Number

Tax Component (%)

☐ User Defined Invoice to Print

Method of Invoice Generation

☐ Show "Mini" instead of showing the Rate on the Invoice

Mini Truck Size before Shortfall is Calculated (CuM)

Big Truck Size before Shortfall is Calculated (CuM)

Select connection to Database

☒ Local

☐ Remote

Default Paths

Compressed Load Databases

Backed Invoice Databases

Import Data Files

Export Invoice Files

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.

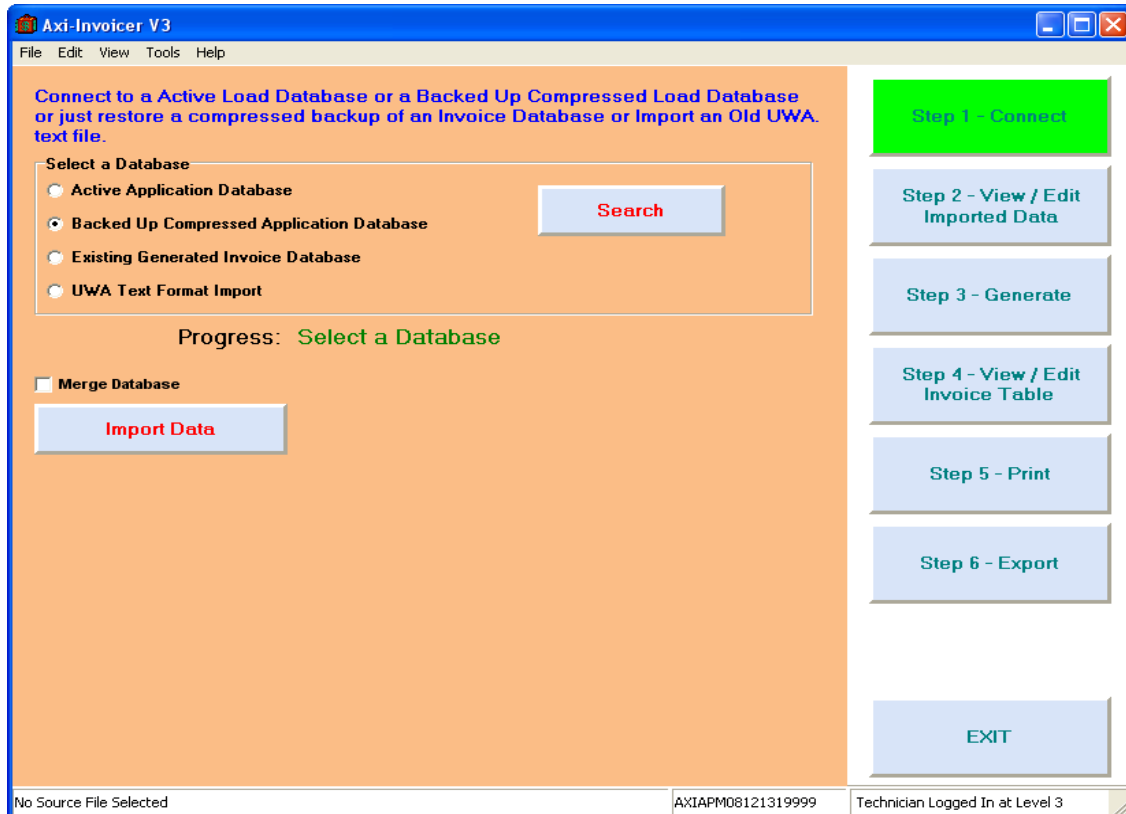
2.1.7 Mini or Big Truck Shortfall

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

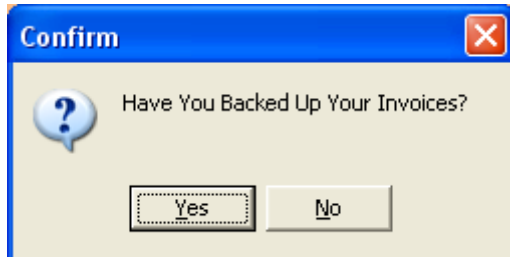
If the user selects this option, Invoicer will try to reopen an Invoice Database that was already created by Invoicer. This is useful to reprint an old invoice. Once loaded you can jump straight to step 4.

2.2.4 UWA Text Format Import

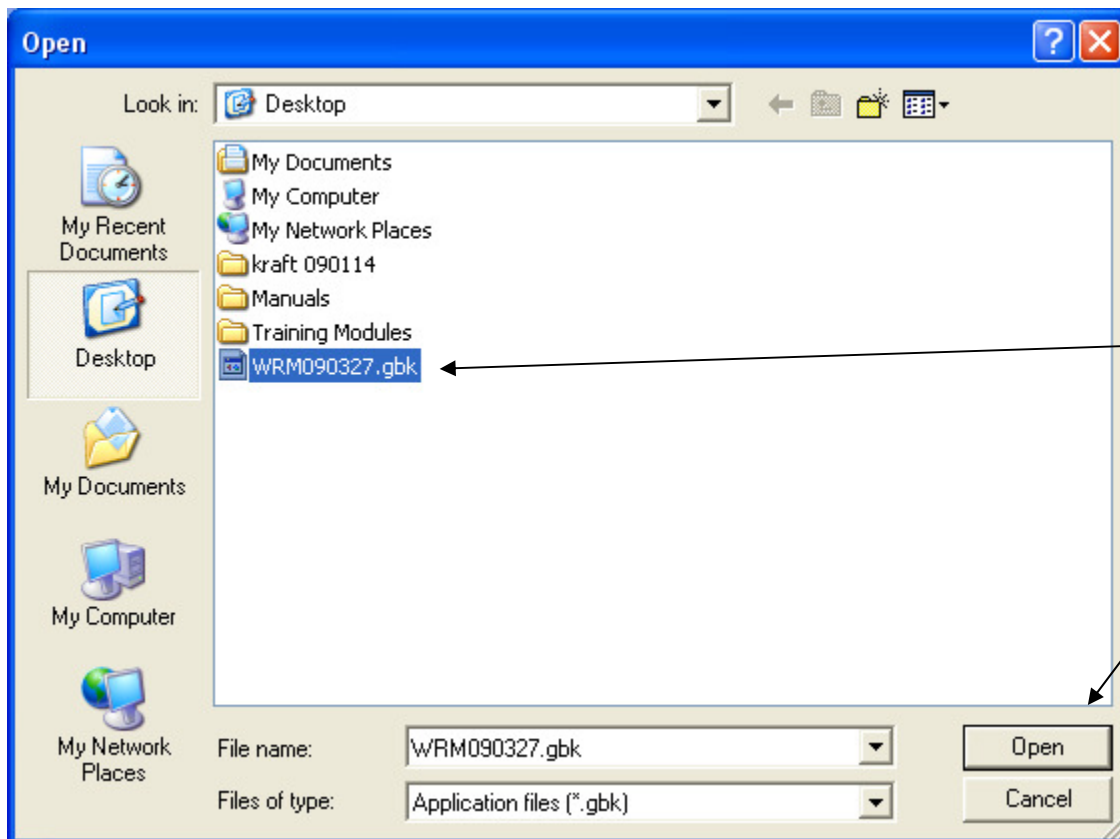
If the user selects this option, it will import an old United Weighing file that will have load data.

2.2.5 Searching

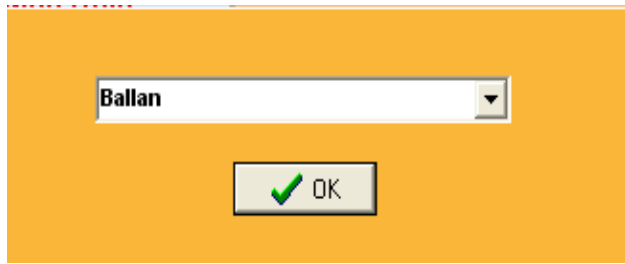
When selected a database click 'Search' and find the file that is needed then click 'open'.



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.



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.

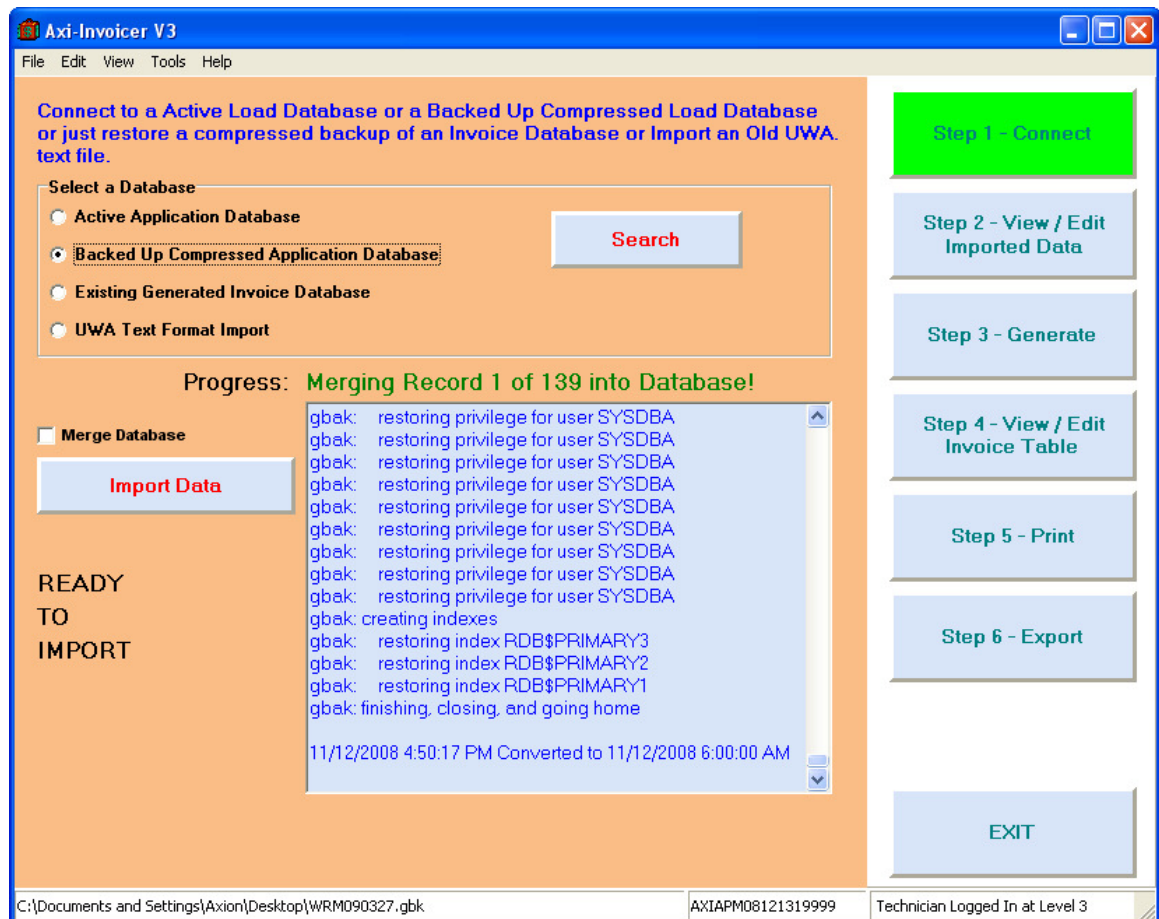


This pop up box appears after a file has been opened and a drop down box will appear with the plant names select the plant name associated with the plant and click 'Ok' to continue.

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.

The screenshot shows a window titled 'Users' with three distinct sections for user management:

- Change Password:** Contains fields for 'User Name', 'Password', 'New Password', and 'Confirm New Password', followed by an 'ACCEPT' button.
- Add User:** Contains fields for 'New User Name', 'Your Password', 'New Password', and 'Confirm New Password'. It also includes a 'User Level' dropdown menu currently set to '1' and an 'ACCEPT' button.
- Delete User:** Contains fields for 'User Name' and 'Password', followed by a 'DELETE' button.

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.

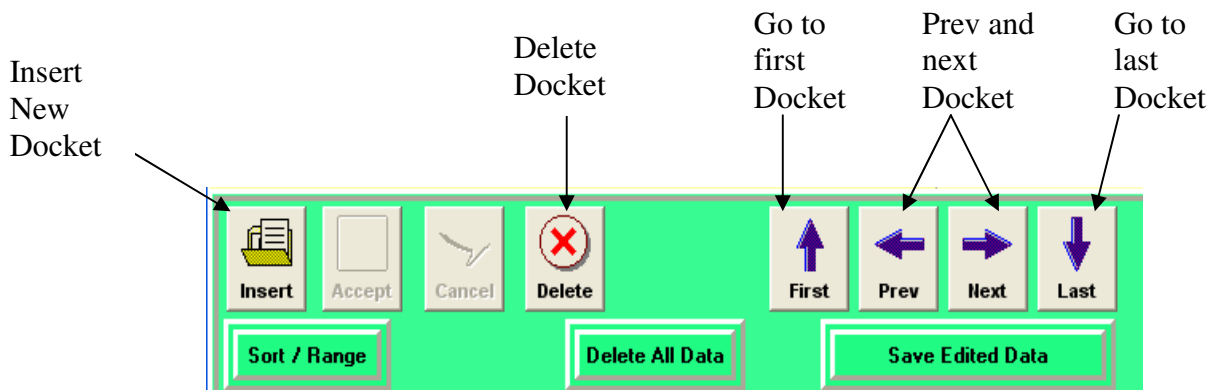
2.4 VIEW/EDIT IMPORTED DATA

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.

Selected
Docket

The screenshot displays the Axi-Invoicer V3 application window. The main area is divided into several sections:

- Docket Table:** A table with columns: DOCKET NO., CUST CODE, DEL DATE, and DEL ADDRESS1. The first row is selected (WRM27, ACTIF, 05/01/2009, KINGS COLLEGE).
- Customer Details:** Fields for Customer Code (ACTIF), Customer Name (ACTIF CONCRETE), and Delivery Address Details (KINGS COLLEGE).
- Docket Details:** Fields for Docket No. (WRM27), Order No., and Plant.
- Load Description:** A text field containing "25MPA PUMP PAVE 14MM".
- Costs and Fees:** Fields for Load Qty (5.0), Concrete Cost (\$770.00), incl. GST (\$847.00), Flat Charge (\$0.00), Short Load Charge (\$0.00), Vehicle Size (Big), and Cartage Fee (\$5.00).
- Invoice Address Details:** Fields for PO BOX 1252 and WARRNAMBOOL 3280.
- Miscellaneous Charges:** A table with columns: Misc Charge (\$), Qty, Misc Code, and Misc Description.
- Navigation and Action Buttons:** Buttons for Insert, Accept, Cancel, Delete, First, Prev, Next, Last, Sort / Range, Delete All Data, and Save Edited Data.
- Right Sidebar:** A vertical sequence of buttons labeled Step 1 - Connect, Step 2 - View / Edit Imported Data (highlighted in green), Step 3 - Generate, Step 4 - View / Edit Invoice Table, Step 5 - Print, Step 6 - Export, and EXIT.
- Status Bar:** Displays the file path (C:\Documents and Settings\Axion\Desktop\WRM090327.gbk), user ID (AXIAPM08121319999), and login level (Technician Logged In at Level 3).



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".

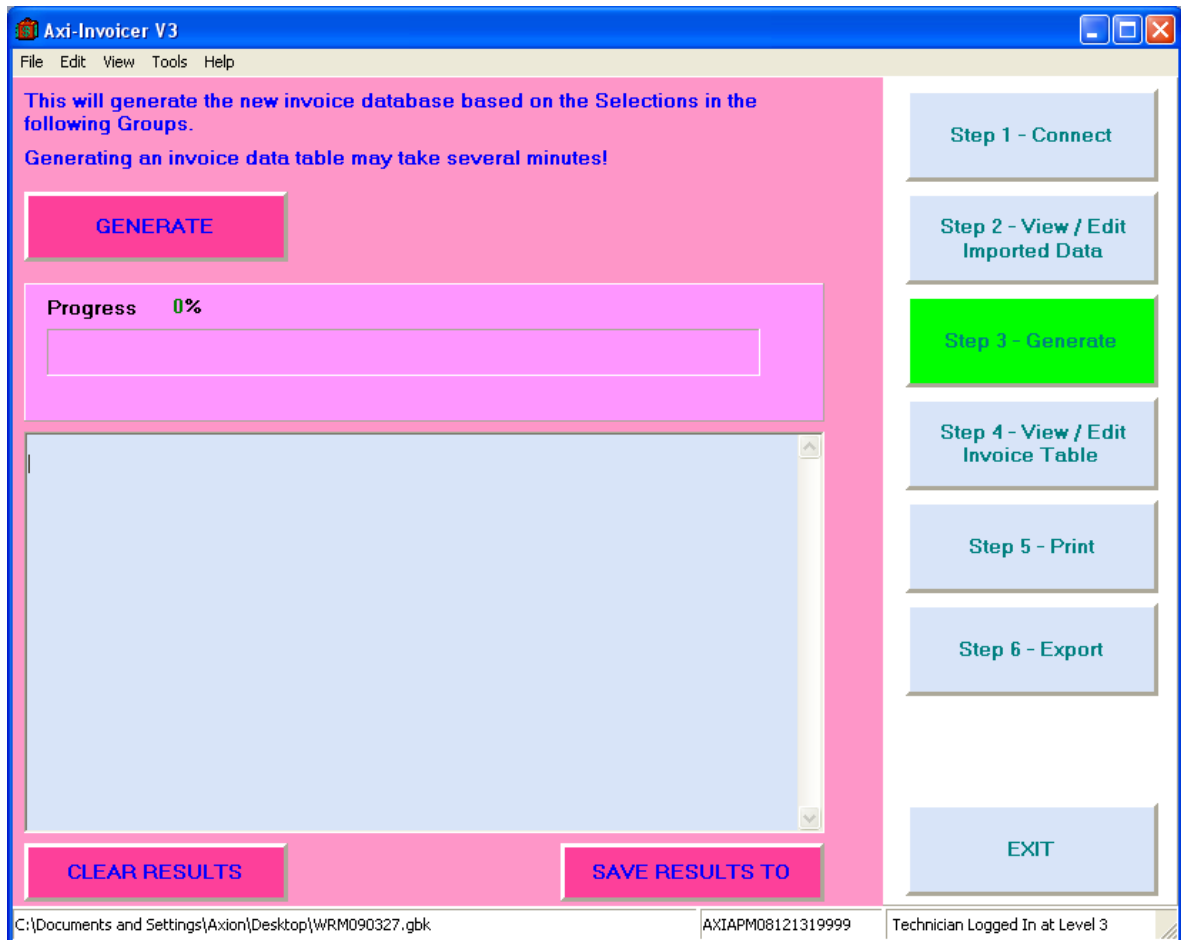
You can also view the above table in order of Docket Number or ID (order of generation) by using "View->Completed Loads in Order By-> ...".

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'.

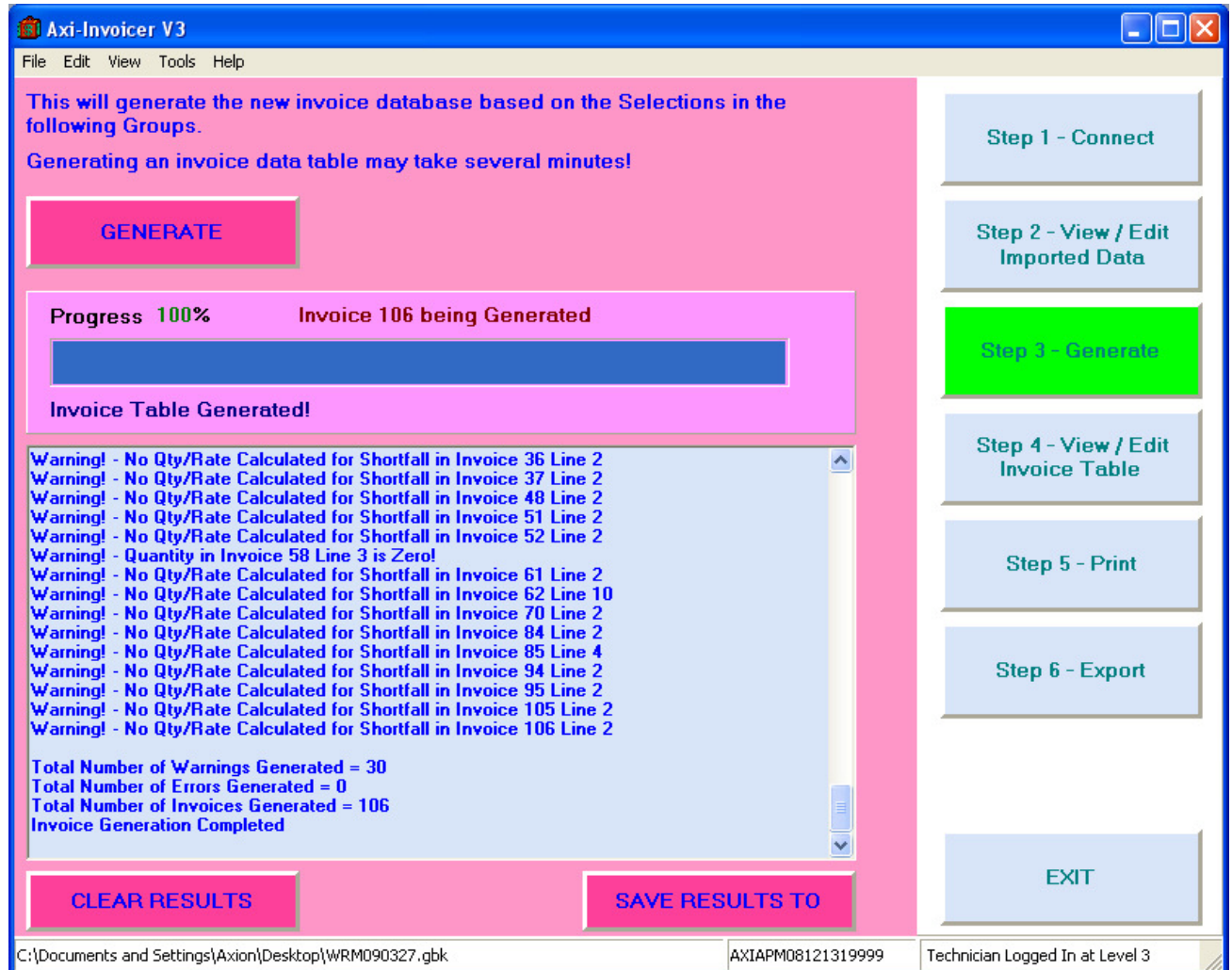
2.5 GENERATE

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

This will allow you to make changes before you print the invoices

Backup Invoices

Search for
Invoice Number 1 GO

INVOICE NO.	CUSTOMER NAME	DEL DATE	DEL ADDRESS1	DEL ADDRESS2	INVOICE_DEL_NAME
1	ACTIF CONCRETE	11/12/2008	W800L		
2	ACTIF CONCRETE	05/01/2009	KINGS COLLEGE		
3	ACTIF CONCRETE	06/01/2009	TOURIST INFO CENTRE		

Total incl. Tax => \$ 163.90

No	DEL DATE	DOCKET	DESCRIPTION	QTY	RATE	PRICE	GST	TOTAL	INVOICE ID	PLANT NAME
0	11/12/2008	AX5	20MPA PUMP PAVE 14MM	1.0	149.00	149.00	14.90	163.90	1	

Change invoice, accept changes, and delete changes

Total cost of invoice

Step 1 - Connect

Step 2 - View / Edit Imported Data

Step 3 - Generate

Step 4 - View / Edit Invoice Table

Step 5 - Print

Step 6 - Export

EXIT

C:\Documents and Settings\Axiom\Desktop\WRM090327.gbk AXIAPM08121319999 Technician Logged In at Level 3

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.

2.7 PRINTING INVOICES

Sorting out the order of how the invoice is printed

This prints of your generated and finally edited invoices

Customer

☐ Customer Code

☒ Customer Name

☐ All Customers

Date Range

☐ Date Range

☒ All

Invoice Range

☐ Range

☒ All

INVOICE No.	PAGES	CUST CODE	DEL ADDRESS	DEL DATE
1	1	ACTIF	WBOOL	11/12/2008
2	1	ACTIF	KINGS COLLEGE	05/01/2009
3	1	ACTIF	TOURIST INFO CENTRE	06/01/2009
4	1	ACTIF	29 ROACHES RD	07/01/2009

UPDATE

Start

Next

Previous

End

PRINT SELECTED RECORD

PRINT ALL RECORDS

Step 1 - Connect

Step 2 - View / Edit Imported Data

Step 3 - Generate

Step 4 - View / Edit Invoice Table

Step 5 - Print

Step 6 - Export

EXIT

C:\Documents and Settings\Axion\Desktop\WRM090327.gbk

AXIAPM08121319999

Technician Logged In at Level 3

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

START EXPORT

Select Account
Ballan

Exporting Completed! 100 % Completed!

Generated 166

212	ACTIF	PO BOX 1252	149.00	14.90
AX5		20MPA PUMP PAVE 14MM		
213	ACTIF	PO BOX 1252	1540.00	154.00
WRM24		25MPA PUMP PAVE 14MM		
WRM27		25MPA PUMP PAVE 14MM		
214	ACTIF	PO BOX 1252	284.20	28.42
WRM40		25MPA PUMP PAVE 14MM		
		Short Load		
215	ACTIF	PO BOX 1252	2310.00	231.00
WRM58		25MPA PUMP PAVE 20MM		
WRM59		25MPA PUMP PAVE 20MM		
WRM60		25MPA PUMP PAVE 20MM		
216	ACTIF	PO BOX 1252	309.60	30.96
WRM52		25MPA PUMP PAVE 14MM		
		Short Load		
217	ACTIF	PO BOX 1252	616.00	61.60
WRM64		25MPA PUMP PAVE 20MM		
218	ACTIF	PO BOX 1252	123.90	12.39
WRM67		30 MPA PUMP PAVE 14MM		
		Short Load		
219	ACTIF	PO BOX 1252	190.80	19.08
WRM96		32MPA PUMP PAVE 14MM		
220	ACTIF	PO BOX 1252	745.00	74.50
WRM102		20MPA PUMP PAVE 14MM		
221	ACTIF	PO BOX 1252	462.00	46.20

Review Account Codes

Step 1 - Connect

Step 2 - View / Edit Imported Data

Step 3 - Generate

Step 4 - View / Edit Invoice Table

Step 5 - Print

Step 6 - Export

EXIT

C:\Documents and Settings\Axiom\Desktop\WRM090327.gbk

AXIAPM08121319999

Technician Logged In at Level 3

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

The screenshot shows the 'Export Options' dialog box with the 'Text' tab selected. The 'Fields List' on the left is divided into three sections: 'Invoice' (containing INVOICE_ID, INVOICE_NUMBER, INVOICE_PREFIX, INVOICE NO PAGES), 'Detail' (containing DETAIL_ID, DETAIL_INVOICE_ID, DETAIL_PAGE_NO, DETAIL SCOPE), and 'Extras' (containing EXT_PLANT_NAME, EXT_ACCOUNT_CODE, EXT ACCOUNT NAME). Arrows from the labels 'Detail', 'Invoice', and 'Export' point to these sections. The 'Export Fields' list on the right contains INVOICE_NUMBER, INVOICE_CUSTOMER_CODE, INVOICE_CUSTOMER_ADDRESS1, DETAIL DOCKET_NO, DETAIL_DESCRIPTION, INVOICE_TOTAL_PRICE, and INVOICE_TOTAL_GST. Below the lists are buttons for moving fields (>, >>, <<, <), a 'DEL' button, a 'SAVE LIST' button with a green checkmark, and a 'CLR' button. At the bottom, there are checkboxes for 'Place inverted commas around fields' and 'Use Details Only in Export', a 'Delimiter' dropdown set to 'Tab', and a table for 'Export File Path' with columns for 'Alias' and 'File Pathname'.

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.

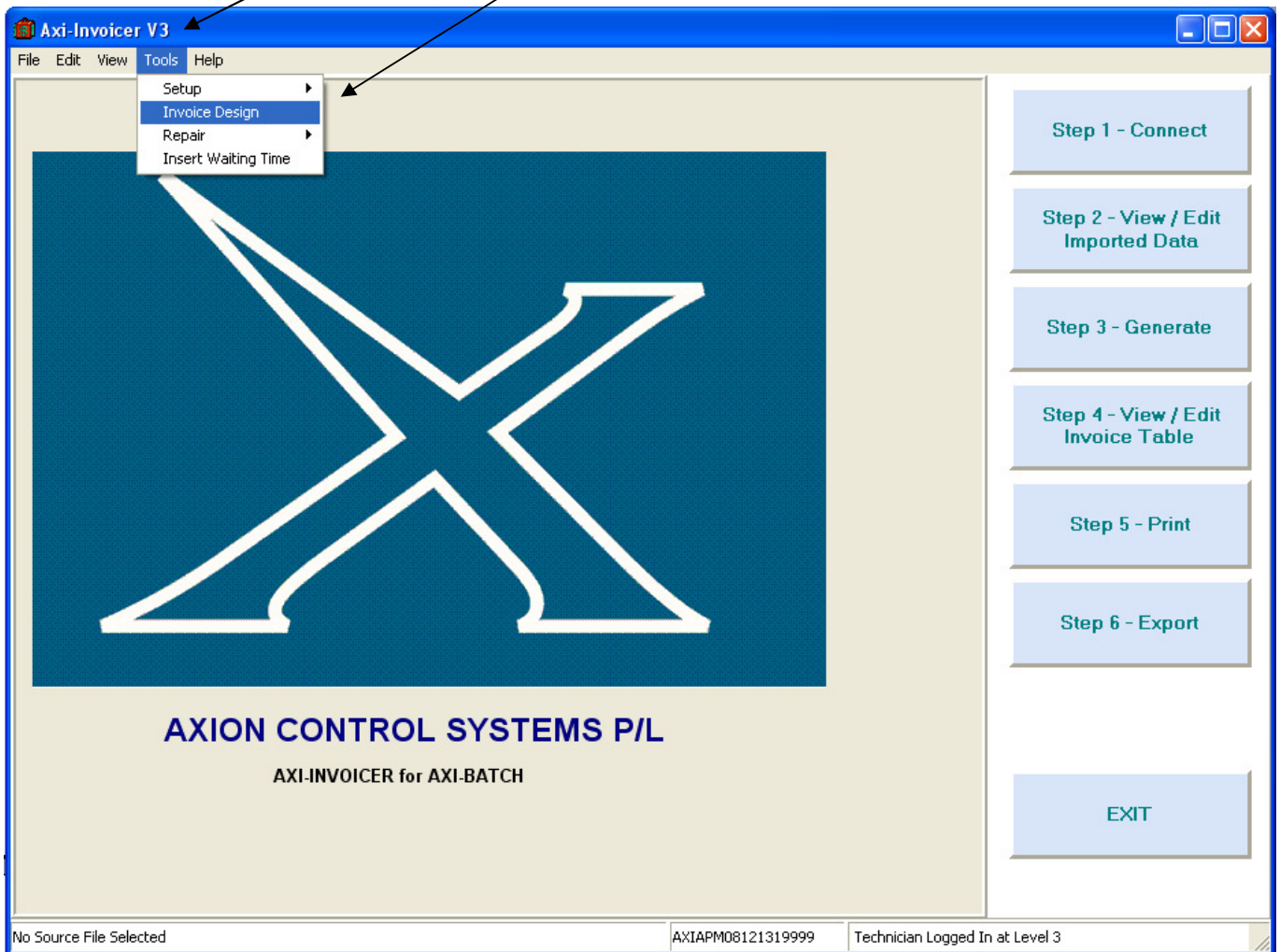
Select the delimiter to use for export.

Select “use Details only in Export” if the importing software does not require header type information.

2.9 INVOICE SETUP

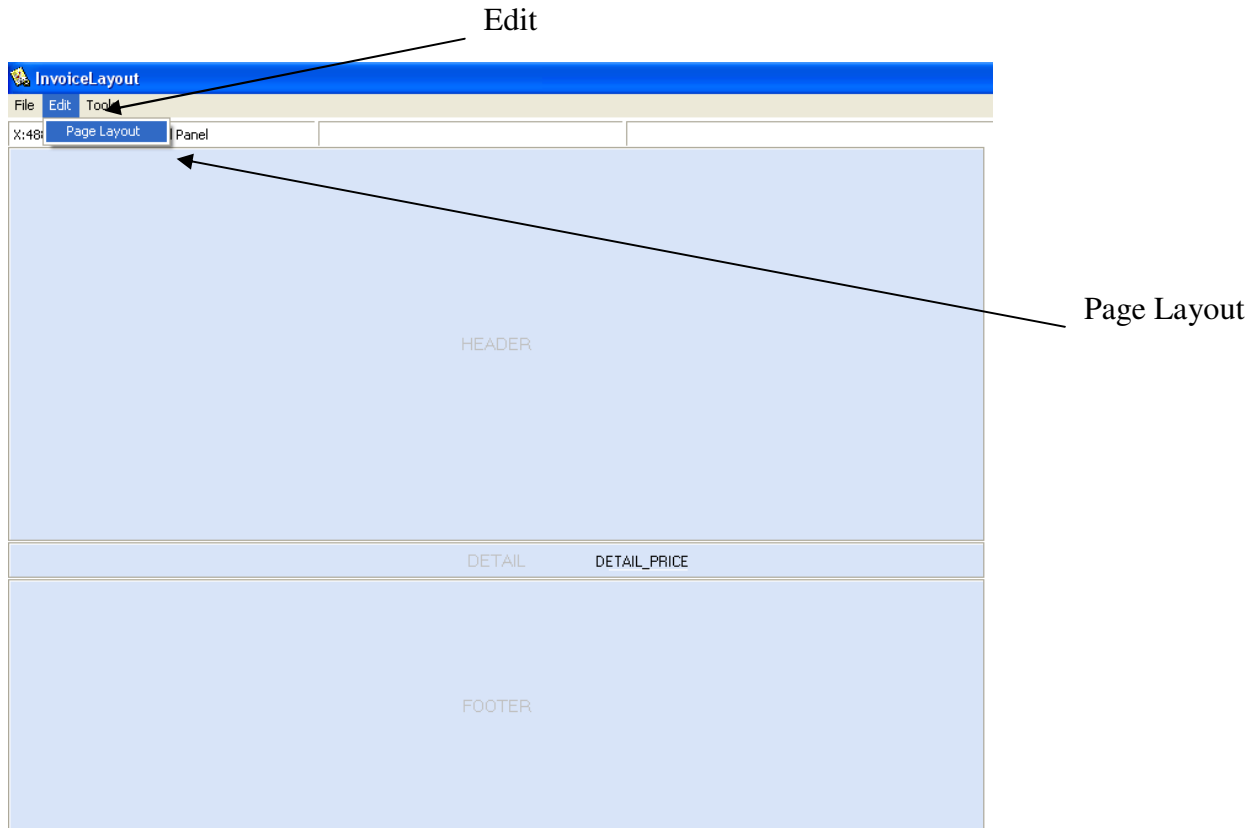
Tools

To go to
invoice design

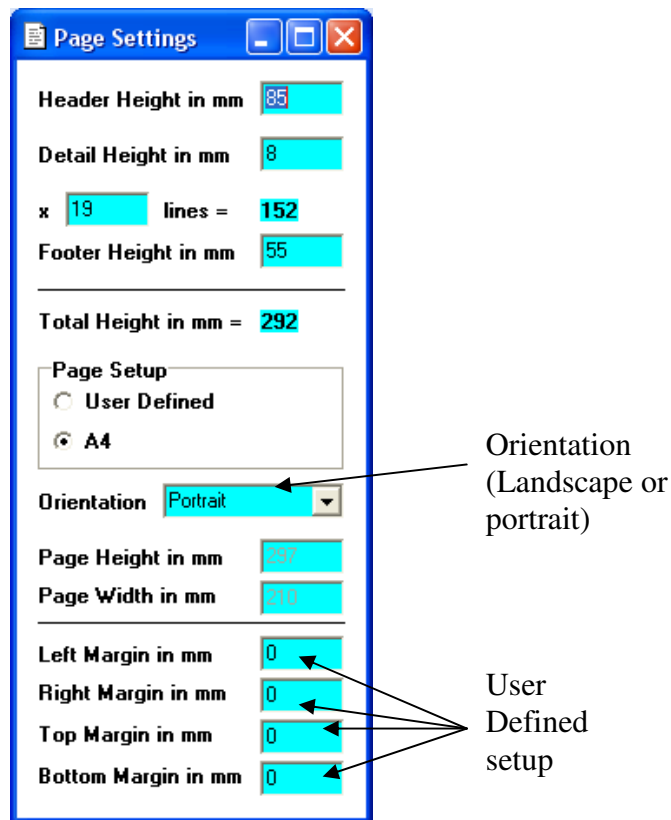


INVOICE DESIGN (CONT...)

2.9.1 Page Settings



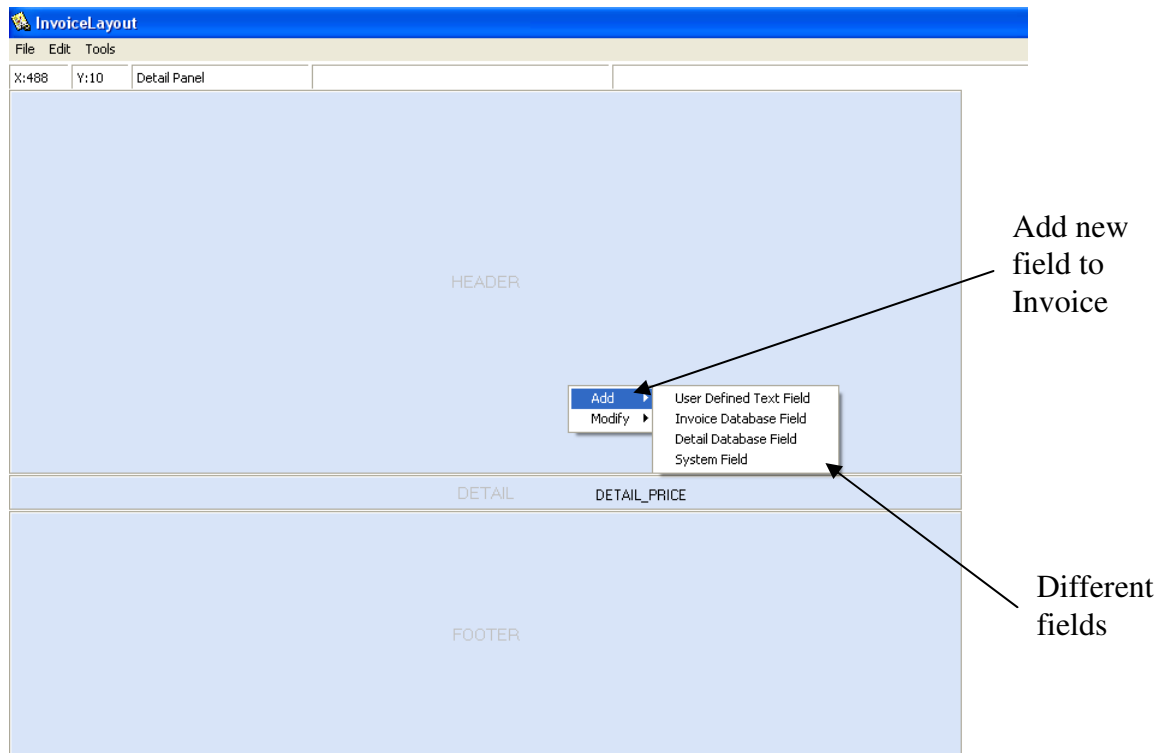
To set the layout of the Invoice click 'Edit' from the menu and a drop bar will appear. Click 'Page Layout' to view the 'Page Settings'.



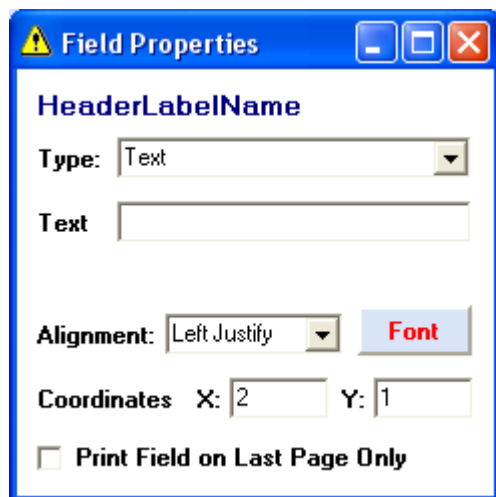
To change the page settings change the heights and lines to add up to 297 mm if using the standard A4 settings. If the user wants to use their own settings check the 'User Defined' circle under 'Page Setup' and enter the values the user wishes to use. The orientation can be changed by clicking the drop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

The 'Field Properties' window has a title bar with a warning icon and standard window controls. The main content area is titled 'HeaderLabelName'. It contains the following controls:

- Type:** A dropdown menu currently showing 'Detailed Field'.
- Detail Field:** A dropdown menu currently showing 'DETAIL_INVOICE_ID'.
- Alignment:** A dropdown menu currently showing 'Left Justify', followed by a 'Font' button.
- Coordinates:** Two input fields labeled 'X:' and 'Y:'. 'X' contains the value '2' and 'Y' contains the value '1'.
- Print Field on Last Page Only:** An unchecked checkbox.

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 will 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.

The 'Field Properties' window has a title bar with a warning icon and standard window controls. The main content area is titled 'HeaderLabelName'. It contains the following controls:

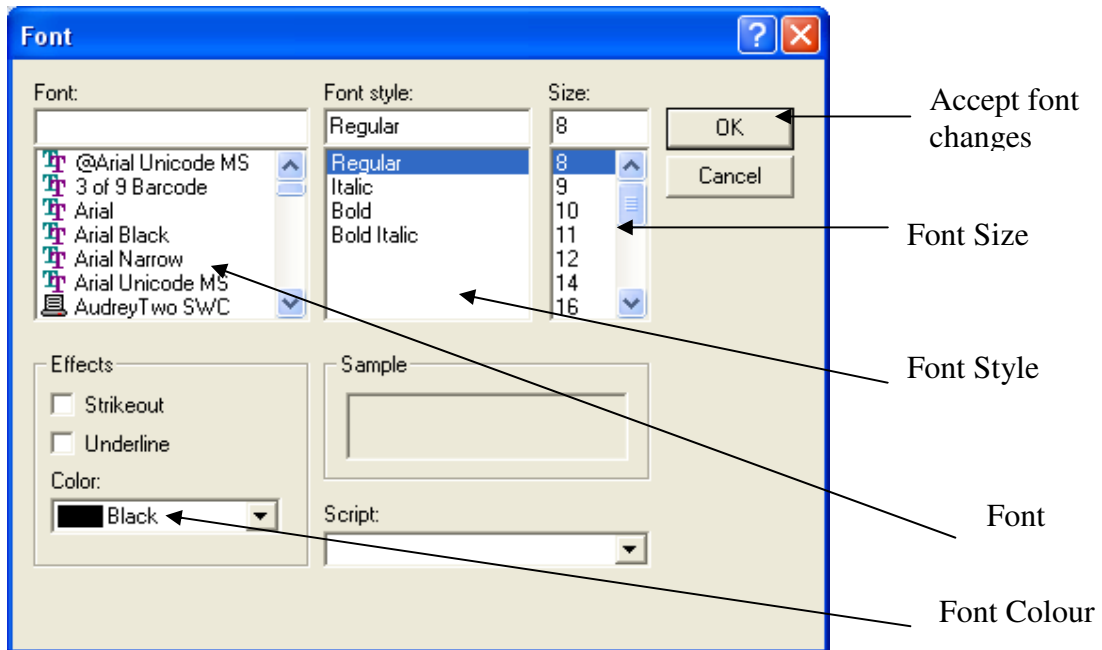
- Type:** A dropdown menu currently showing 'System Field'.
- System Field:** A dropdown menu currently showing 'Date'.
- Alignment:** A dropdown menu currently showing 'Left Justify', followed by a 'Font' button.
- Coordinates:** Two input fields labeled 'X:' and 'Y:'. 'X' contains the value '2' and 'Y' contains the value '1'.
- Print Field on Last Page Only:** An unchecked checkbox.

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.

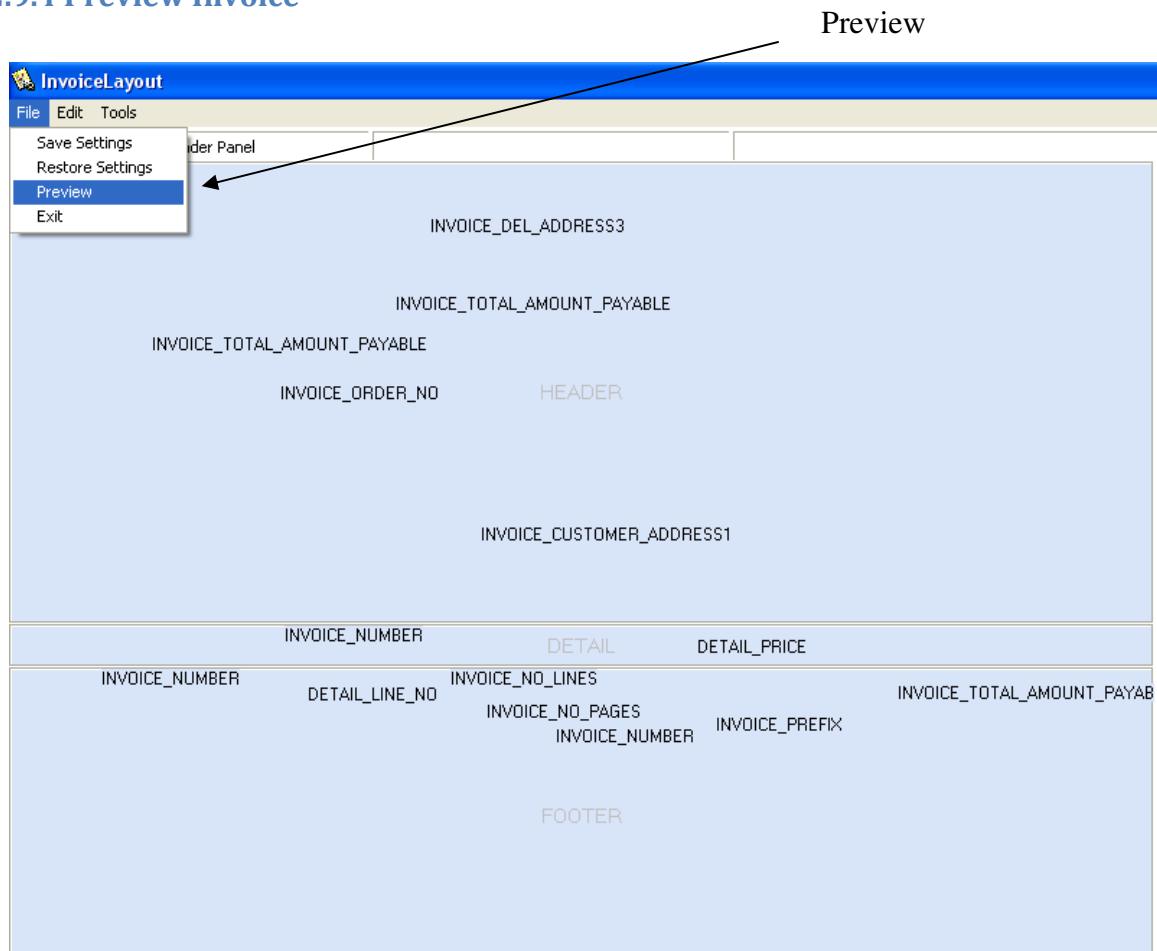
INVOICE DESIGN (CONT...)

2.9.3 Font



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



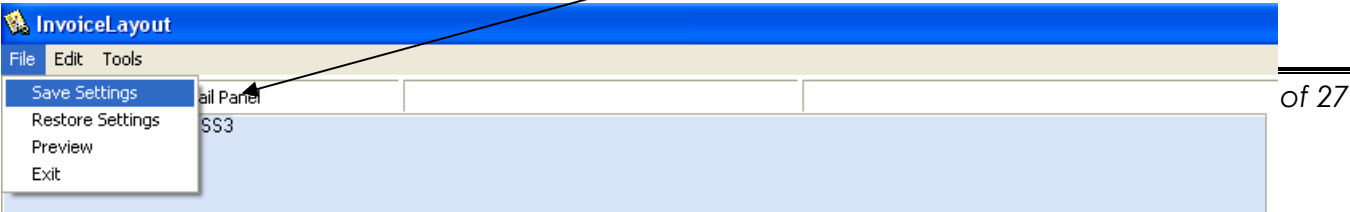
To view a preview of the Invoice click 'File' and a drop down bar will appear then click on 'Preview' and a preview of the invoice will appear.

Zoom to
100%

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.