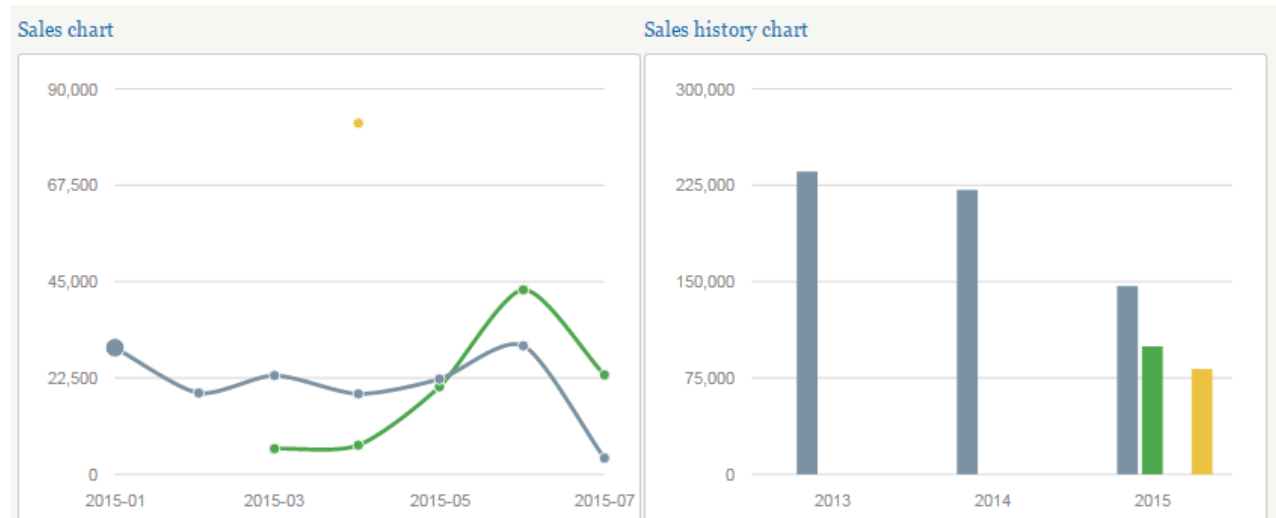


Overview of sales module

With sales module you can generate purchases document, quotation and invoice.

When other modules are available, you can convert delivery order (logistics) to invoice or record a purchase in journal (finance). Sales data will also be accessible in project management module and clients files (address book).



Purchase

To create a new purchase go 'purchases' from menu and click 'New purchase' tab

New purchase

Purchases list | **New purchase** | Aging

List

The purchasing entity. With multi company settings, you can allocate the purchase to a different entity (i.e a factory or department)

Supplier (must be available in address book)

Options

header * My Company Ltd allocated * My Company Ltd
select an entity for which the purchase is done

supplier * Bekalan PIT Sdn Bhd

date * 01 / 09 / 2018 Date of purchase

Title * Purchase Transaction type

Project * 319 | open | A-BR-1_11-I Project reference (Project management)

currency * Dollar Singapour Purchase currency

tax: VAT 3 percent: Tax name and rate if applicable

terms: on receipt days

Packed and delivered Any comment that can be used in print document for example

List of items purchased. If available in Products and services, items can be selected from list

Add lines for item

Items

Description	Account	Quantity	Value	Tax	Total	Delete
160 B160 9555444101383 6 pcs in 1 set	51010 - Cost c	100	5	<input checked="" type="checkbox"/>	500.00	
item 2	51010 - Cost c	50	1	<input type="checkbox"/>	50.00	
Total					550.00	419.53 USD
Tax payable					15.00	
Total purchase					565.00	

Purchase total, gross and with tax

Attach a file

Browse... No file selected.

Next

view list

print

record payment

Record

A file can be attached to the purchase for reference (i.e a supplier invoice)

Purchase payment

Purchase ref. MVL-PO-15-06

Date of payment

payment date *

2015-07-07

account payment *

Account used for payment

[USD], My Company Ltd - 123456789 Mybank

amount with taxes (USD) *

566.50

Amount paid.
If not paid in full, the status of the purchase will be 'partially paid'

exchange rate

1

Exchange rate vs. base currency in multi currencies configuration.

Record

Purchase payment

Purchase ref. MVL-PO-15-06-BP-3

payment date *

2015-07-07

account payment *

[EUR], My Company Ltd - 3593847-EUR Clicky bank

amount with taxes (USD) *

566.50

Example of payment from different currency account'

exchange rate *

0.8

Amount credited EUR 453.2

Exchange rate vs. base currency and calculated amount credited

Record

Purchases list

Purchases list

✓ The purchase is recorded. Ref MVL-PO-15-06-BP-3

Upon recording a unique reference No. is generated

Purchases list New purchase Aging Ledger Tasks **List filter**

Filter (Any)

Search with keyword, ref No. **Search with number ; i.e. '23'**

My Company Ltd

from: 01 / 10 / 2017 to: 03 / 16 / 2018

supplier * **Extended options search**

Bekalan PIT Sdn Bhd

Any

Apply Reset

Export in Excel format

References links: supplier, project, attachment.

Actions menu

Number	Reference	Purch			Value	Payment date	Status	Operations
MVL-PO-17-09-BP-16	Bekalan	My Company Ltd	2017-09-07	2017-09-07	USD 120.00 tax: USD 12.00	2017-09-07	paid	Set alert [off]
MVL-DN-17-09-BP-17	Bekalan	My Company Ltd	2017-09-07	2017-09-07	USD (120.00) tax: USD 12.00	22017-09-07	paid	
MVL-PO-17-09-BP-18	Bekalan 120	My Company Ltd	2017-09-10	2017-09-10	USD 120.00 tax: USD 12.00	2018-02-25	partially paid	
MVL-PO-18-01-BP-23	Bekalan 319 Attachment	My Company Ltd	2018-01-09	2018-01-09	SGD 550.00 tax: SGD 15.00		unpaid	Quick edit

Debit note

Status: Unpaid
Partially paid
Paid
Click on link to view details

View in browser

Edit (if status is unpaid)

Set an alert / reminder

Print and share document

Duplicate document with new reference No.

Quick Edit

- Edit
- Pay
- Set alert [off]
- Edit task
- Print and share
- Excel download
- Delete**
- Clone

Quick edit header info

Register payment of purchase

Add a task

Download in Excel format

Delete (if status is unpaid)

Purchases list

- Purchases list
- New purchase
- Aging
- Ledger
- Tasks

Filter (Paid)

Search with keyword, ref No.

My Company Ltd

from: 01 / 10 / 2017 to: 03 / 16 / 2018

supplier *
Bekalan PIT Sdn Bhd

Paid

Apply Reset

[Export](#)

Number	Reference	Purchaser	Date	Due	Value	Payment date	Status	Operations
E-Kanri/PO/11-13/ABC/210	311	My Company Ltd	2014-11-24	2014-11-24	USD 5,000.00	2014-12-30	paid	Set alert [off]

Click on status to see details

purchase

Payable	USD 860.00		
Paid	USD 60.00		
Balance	USD 800.00		

Journal		Purchase	Credit
2016-01-06	22202	USD 860	
2016-02-15	22202		USD 60

- Set alert [off]
- Edit task
- Print and share
- Reset
- Clone

Reset a payment made to 0 (if not reconciled)

Purchase - alert

Alert is a simple email reminder sent on schedule to inform users that a purchase is still due or a payment has been record.

This function is linked to a server configuration (cron jobs). Consult server administrator for more details.

Set purchase alert

Purchase ref. MVL-PO-15-06-BP-3

Automatic alert will be set for purchase not paid or payment made

on

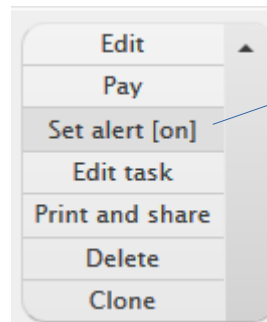
To activate alert, set it to 'On'

user,

Record

[Cancel](#)

List of users that will receive the alert. (user's names separated by comma)



Once activated, the action menu will show 'alert [on]' in the menu list.

Purchases task

Task can be set for more precise purchase management.

A task is made from an Event + task. It can be delimited by dates, assign to a user with notification patterns.

This function is linked to a server configuration (cron jobs). Consult server administrator for more details.

Set purchase task or reminder

Purchase ref. MVL-PO-15-06-BP-3

Event name

Production

Event name

Assigned to *

user

Task assignment

Task description

Bill client for supplies

Task description

Starting * 2015-06-09

ending:

Start and end date

Notification period

Weekly

Frequency of notifications:

- never
- daily
- weekly
- monthly

Notification recipients

user, manager,

- 5 days before deadline
- 3 days before deadline
- 1 day before deadline

Record

[Cancel](#)

List of users that will receive the alert.
(user's names separated by comma)

Purchase - print and share

MVL-PO-14-06-ABC-3

[list](#)

Options

signature:

stamp
 no: original: copy:

template: default addressed to: Angela

Select printing options and click 'Print in pdf' to display document.
If there is no custom template, the default design is selected

Share this document via email

enter email addresses separated by comma (autocomplete enabled).

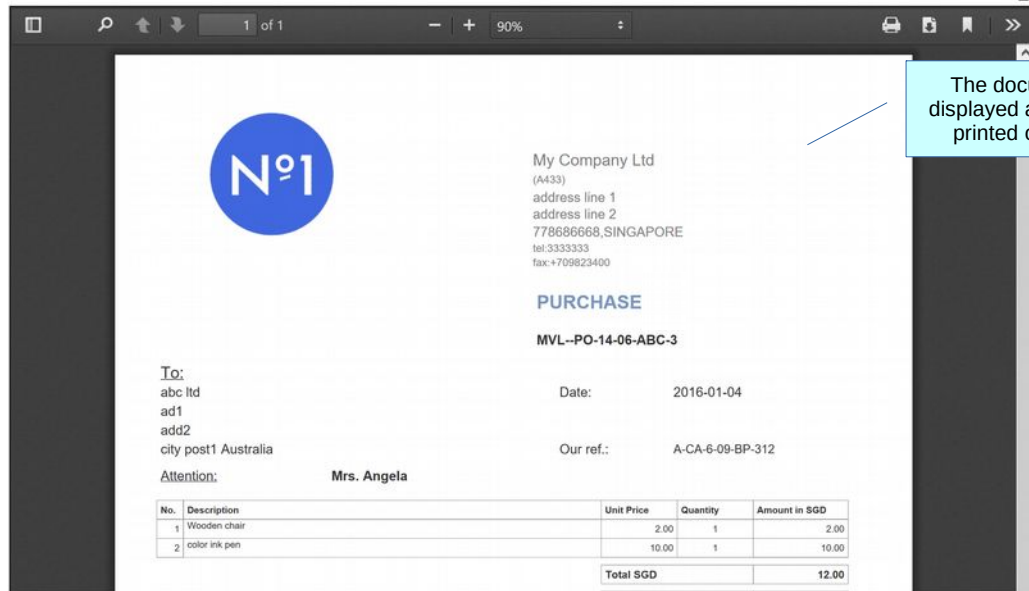
add optional message

You can email a copy of document within the organization

Copy document to project A-CA-6-09-BP-312

If project module is enabled and document is linked to project, the pdf print can be saved in the project page

Open pdf in separate tab



My Company Ltd
(A433)
address line 1
address line 2
778686668, SINGAPORE
tel:3333333
fax:+709823400

PURCHASE

MVL-PO-14-06-ABC-3

To:
abc ltd
ad1
add2
city post1 Australia

Attention: Mrs. Angela

Date: 2016-01-04

Our ref.: A-CA-6-09-BP-312

No.	Description	Unit Price	Quantity	Amount in SGD
1	Wooden chair	2.00	1	2.00
2	color ink pen	10.00	1	10.00
Total SGD				12.00

Purchase
 Formatting
 Form input

Description	Account	Quantity	Value	Tax	Total	Delete
1 item group 1	51010 - Cost c	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
2 11 Ted11 John Ted	51010 - Cost c	10	10	<input type="checkbox"/>		<input type="checkbox"/>
3 item	51010 - Cost c	10	11	<input checked="" type="checkbox"/>		<input type="checkbox"/>
4 [sub total]	51010 - Cost c	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
5 item group 2	51010 - Cost c	0	0	<input type="checkbox"/>		<input type="checkbox"/>
6 item	51010 - Cost c	10	12	<input type="checkbox"/>	120.00	<input type="checkbox"/>
7 item	51010 - Cost c	10	13	<input type="checkbox"/>	130.00	<input type="checkbox"/>
8 [sub total]	51010 - Cost c	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
9 item	51010 - Cost c	10	15	<input type="checkbox"/>	150.00	<input type="checkbox"/>
Total					610.00	

Line with 0 values will create a paragraph

Line with predefined item (see products & services)

Enter [sub total] and 0 values to create a sub total line

Default PDF output

No.	Description	Value	Quantity	Amount in USD
1_	item group 1			
1	John Ted	10.00	10	100.00
2	item			110.00
Sub total				210.00
2_	item group 2			
1	item	12.00	10	120.00
2	item	13.00	10	130.00
Sub total				250.00
3	item	15.00	10	150.00
Total USD				610.00

Purchase – quick edit

Quick edit allows change of header information without any change in document value

The screenshot shows a 'Quick edit purchase' form with the following fields and callouts:

- Quick edit purchase** (Title bar)
- MVL-PO-17-05-BP-16** (Document ID)
- header *** (Dropdown menu): My Company Ltd
- Allocated *** (Dropdown menu): Acme Services Pte Ltd
select an entity for which the invoice is done
- Supplier *** (Dropdown menu): Bekalan PIT Sdn Bhd
- Date *** (Text input): 2017-05-20
- Project *** (Dropdown menu): not applicable
- Terms:** on receipt (Dropdown) | 0 (Text input)
- added comment** (Text area)
- Record** (Button)

Callouts:

- Editable fields in quick edit mode** (Points to the header dropdown)
- Close without saving** (Points to the close button 'x')
- Record changes** (Points to the Record button)

Delete

Purchase ref. MVL-PO-15-06-BP-3

Are you sure you want to delete this purchase ?

Delete

Confirm screen
before delete.
A purchase can be
deleted only if its
status is unpaid

Delete

Purchase ref. MVL-PO-15-06-BP-3

This purchase cannot be deleted because it has been fully or partially paid

Purchase – clone

By cloning existing purchase, you create a copy of purchase with different reference number. It is useful for recurring transactions

New purchase

[List](#)

Template purchase based on ref. MVL-PO-18-01-BP-23 . A new purchase will be generated.

Example of cloned purchase

Options

header * My Company Ltd **allocated *** My Company Ltd
select an entity for which the purchase is done

supplier * Bekalan PIT Sdn Bhd

date * 06 / 19 / 2018 **Title *** Purchase

Project * 319 | open | A-BR-1_11-

currency * Dollar Singapour

tax: VAT 3 percent

terms: on receipt 0

Packed and delivered

Items

Add item

Description	Account	Quantity	Value	Tax	Total	Delete
160 B160 6 pcs in 1 set PP	51010 - Cost	100	5	<input checked="" type="checkbox"/>	500.00	<input type="checkbox"/>
item 2	51010 - Cost	50	1	<input type="checkbox"/>	50.00	<input type="checkbox"/>
Total					550.00	419.52 USD
Tax payable					15.00	
Total purchase					565.00	

Attached document: [Sample_statement.pdf](#)

Attach a new file

Browse... No file selected.

Next

- view list
- print
- record payment

Record

Purchases aging report

[Purchases list](#)
[New purchase](#)
[Aging](#)
[Ledger](#)
[Tasks](#)
[Filter by company](#)

Filter

My Company Ltd

Aging per period

Document references

Value

Period	Reference	Value	Total USD (without tax)
More than 120 days aging	MVL-PO-14-11-BP-2 Bekalan	USD 50.00	USD 10,056.29
	MVL-PO-15-06-BP-3 (Partially paid) Bekalan 319	USD 350.00 tax: USD 16.50	
	MVL-PO-15-08-ABC-4	USD 12.00	
	MVL-PO-15-08-ABC-5	USD 2.00	
	MVL-PO-16-03-ADT-8 ADT Serv	EUR 100.00	
	MVL-PO-16-03-ADT-9 ADT Serv	EUR 200.00	
	MVL-PO-16-04-BGP-12 Bright G AO	EUR 8,618.98	
	MVL-PO-16-03-ADT-10 ADT Serv	USD 200.00	
	MVL-PO-16-06-BP-14 Bekalan	SGD 12.00	

Total base currency value per period

Period	Reference	Value	Total USD (without tax)
Between 60 & 90 days aging	E-Kanri/PO/11-13/ABC/210 311	USD 5,000.00	USD 5,000.00

Purchase

Ledger report per supplier

Note: this report is only available with finance module

Purchases ledger

Purchases list New purchase Aging Ledger Tasks **Filter**

from: 2016-04-01 to: 2017-04-26

company
My Company Ltd

from: 2016-04-01 **to:** 2017-04-26 **Ledger per period**

supplier
ADT Services Sdn Bhd **Supplier**

Apply Reset

[Excel](#) **Export**

USD	Entry	Description		Debit	Credit	Status
Bright Garment Pte Ltd						
opening 0.00 (0.00 USD)						
2016-04-16	730 - 251	22200 Trade Creditors	EUR		2,120.98	N
2016-04-16	731 - 252	22200 Trade Creditors	exchange		111.63	N
2016-04-16	734 - 255	22200 Trade Creditors	EUR		6,498.00	N
2016-04-16	735 - 256	22200 Trade Creditors	exchange		342.00	N
Total period (local currency)				0.00	8,618.98	
Total USD				0.00	9,072.61	
Closing (local currency)					8,618.98	
Closing USD					9,072.61	

Ledger transactions and balance

Purchase

View in browser

View

MVL-PO-16-04-BGP-12

[list](#)

Options

signature:

stamp
 no: original: copy:

template: default

Export in excel
or Pdf format

LOGO

My Company Ltd

(A482)
address line 1
address line 2
778686668, MALAYSIA
Tel:3333333, Fax:+709823400

Purchase

MVL-PO-16-04-BGP-12
Purchase date: 2016-04-16

BRIGHT GARMENT PTE LTD

12 Color street
63120 Bigsville, 10150, , China
Tel:654666 ext. 821, Fax:65-5568-5542-566

Attention to: Mrs Brown

	Description	Code / ref.	Unit price EUR	Quantity	Amount EUR
0.1	item 1		2,120.98	1	2,120.98
0.2	item 2		6,498.00	1	6,498.00

Our ref. MVL-D-SG-2016_01-AO-120

Total EUR

8,618.98

eight thousand six hundred and eighteen point nine eight

Authorized signatory

Purchase – debit note

Debit note can be created in sales module.

A debit note is a credit given by a supplier on purchase.

Options

header *
My Company Ltd

allocated *
My Company Ltd
select an entity for which the purchase is done

supplier *
Bekalan PIT Sdn Bhd

date *
09 / 05 / 2017

Title *
Debit note

Project *
not applicable

currency *
US dollar

tax: tax 10 percent:

terms: on receipt 0

comment

To create a debit note:
Select the supplier and "Debit note" type in "Purchase"

Items

Add item

Description	Account	Quantity	Value	Tax	Total	Delete
item	51010 - Cost c	1	120	<input checked="" type="checkbox"/>	120.00	<input type="checkbox"/>
Total					120.00	
Tax payable					12.00	
Total purchase					132.00	

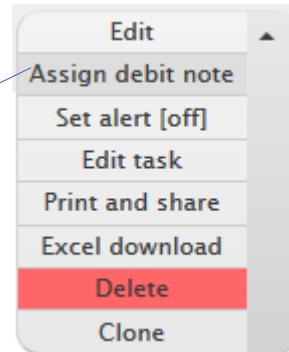
Purchase – debit note

It can only be assigned to a specific purchase for compensation

Number	Reference	Purchaser	Date	Due	Value	Payment date	Status	Operations
MVL-PO-17-09-BP-16	Bekalan	My Company Ltd	2017-09-07	2017-09-07 ●	USD 120.00 tax: USD 12.00		unpaid	Edit ▾
MVL-DN-17-09-BP-17	Bekalan	My Company Ltd	2017-09-07	2017-09-07 ●	USD (120.00) tax: USD 12.00		unpaid	Edit ▾

Debit note

Debit note have a special menu item to assign debit to a purchase



Purchase – debit note

Assign debit note

Assign debit to purchases

[List](#)

Debit note ref. MVL-DN-17-09-BP-17

Credit invoice assignment *

MVL-PO-17-09-BP-16 ▼

Debit note can only be compensated with purchases with:
1) same supplier
2) same currency
3) same tax rate if any

Value 120.00 USD

Balance: Amount with taxes 132.00 USD

Client: [Bekalan PIT Sdn Bhd](#)

Detail of selected purchase for compensation

Payment date *

2017-09-07

Credit date

Amount with taxes (USD)

132.00

Value of credit
The full debit note amount is applied by default

Record

Purchase – debit note

Debit applied

Number	Reference	Purchaser	Date	Due	Value	Payment date	Status
MVL-PO-17-09-BP-16	Bekalan	My Company Ltd	2017-09-07	2017-09-07	USD 120.00 tax: USD 12.00	2017-09-07	paid ●
MVL-DN-17-09-BP-17	Bekalan	My Company Ltd	2017-09-07	2017-09-07	USD (120.00) tax: USD 12.00	22017-09-07	paid ●

After debit note is assigned status of document changed

- Purchases list
- New purchase
- Aging
- Ledger
- Tasks

from: 2017-09-06 to: 2017-09-09

[Excel](#)

USD	Entry	Description	Debit	Credit	Status
Bekalan PIT Sdn Bhd					
opening 0.00 (0.00)					
	2017-09-07	1380 - 556	22202 Trade creditors USD	USD	120.00 N
	2017-09-07	1382 - 558	22202 Trade creditors USD	USD	12.00 N
	2017-09-08	1415 - 559	22202 Trade creditors USD	USD	120.00 N
	2017-09-08	1418 - 562	22202 Trade creditors USD	USD	12.00 N
				132.00	132.00
					0.00

If finance module is available, ledger shows purchase compensated by debit note

Quotation

To create a new quotation go to 'quotations' from menu and click 'New quotation' tab

New quotations

Quotations list New Quotation

List

Options

Header * My Company Ltd **Allocated *** My Company Ltd
select an entity for which the quotation is done

Client * Alpha et Omega

Date * 01 / 09 / 2018 **Title** Teds

Project * 319 | open | A-BR-1_11-BP | new folder...

currency * US dollar **Quote currency**

Incoterms: not applicable 0

Add tax: VAT 6 **Tax name and rate if applicable**

comment

The quoting entity. With multi company settings, you can allocate the quotation to a different entity (i.e. a factory or department)

Client (must be available in address book)

Date of quotation and short description

Project reference (Project management)

An incoterm can be added with automatic value calculation: CIF,CIP,FOB

Any comment that can be used in print document for example

Items

Add item

Item	Price type	Quantity	Unit price	Total	Delete
11 Ted11 9555444100003 John Ted xyc	normal	2	9	18.00	
Natural cotton	Made in Germany				
item 2	-	3	15	45.00	
Natural cotton	Made in Switzerland				
Total				63.00	
Incoterm applied				-	
Tax applied				3.78	
Total quotation value				66.78	

remove last item

There are 2 extra fields for extended descriptions. It will be shown in the quotation document based on template design
See settings

Items. If available Products and services, items can be selected from list

Price and quantity Pres-elected price is available from Products and services

Quotation total, gross and with tax / incoterm

Next

- view list
- print

Record

Quotations list

Quotations list New Quotation

List filter

Filter

from: 2014-10-10 to: 2016-01-06 client: * - Select - Open Apply

Number	Revision	Reference	Issued by	Date	Value	Status	Operations	Actions menu
MVL--QU-14-10-GC-1	0	Best Outlet Dis	My Company Ltd	2014-10-10	SGD 945.00	printed	Edit	
MVL--QU-15-05-AO-2	0	Alpha et Omega 319	My Company Ltd	2015-05-13	USD 38.21 VAT USD 2.29	printed	Edit	
MVL--QU-16-01-AO-3	1	Alpha et Omega AO	My Company Ltd	2016-01-06	USD 32,500.00	printed	Edit	

Quotation No.
Click to view html
format

References links:
supplier, project,
attachment.

Status:
Open
Printed
Invoiced

Edit (if status is
unpaid)

Print and share
document

Edit
Convert to invoice
Print
Delete

Convert the
quotation into
invoice

Delete (if status is
open)

Edit quotation

Quotation ref. MVL-QU-18-01-AO-5

List

Options

Header * My Company Ltd

Allocated * My Company Ltd
select an entity for which the quotation is done

Client * Alpha et Omega

Date * 01 / 09 / 2018 @ Title Teds

Project * 219 | open | A-BR-1_11-BP | new folder...

currency * US dollar

Incoterms: not applicable 0

Add tax: VAT 6

comment

current revision * 0

Edit quotation allows change of options and items.

When editing a quotation, you can assign a 'new revision' number to keep history of revised quotations

Items

Add item

Item	Price type	Quantity	Unit price	Total	Deletes
11 Ted11 John Ted	normal	2	9	18.00	<input type="checkbox"/>
Natural cotton	Made In Germany				
Item 2	-	3	15	45.00	<input type="checkbox"/>
Natural cotton	Made In Switzerland				
Total				63.00	
Incoterm applied				0.00	
Tax applied				8.78	
Total quotation value				66.78	

Edit, delete or add new line

- Next
- view list
 - print
- Record

Quotation – display in browser

View

MVL--QU-14-10-GC-1

[list](#)

Select printing options and click 'Display' to display document.

Options

signature:

stamp
 no: original: copy:

template: default addressed to: Goh

You can access Pdf printing from button

LOGO

My Company Ltd

(A433)
address line 1
address line 2
778686668, MALAYSIA
Tel:3333333, Fax:+709823400

QUOTATION

MVL--QU-14-10-GC-1
Date: 2014-10-10

BEST OUTLET DISTRIBUTION LTD

7 Jalan Cash 54600
Goldarea
Kuala Lumpur, 33658, Malaysia
Tel:604646466, Fax:3745696332

Attention to:Mr. Goh

to be converted to invoice

Our ref.

	Description	Unit price SGD	Quantity	Amount SGD
1.1	B1	189.00	5	945.00
origin:	col 2			

Total SGD 945.00

nine hundred and forty five

Authorized signatory

Quotation - print and share

MVL-QU-16-04-ABC-2

[list](#)

▼ Options

signature:

stamp
 no: original: copy:

template: **default** addressed to: **Angela**

▼ Share this document via email

enter email addresses separated by comma (autocomplete enabled).

add optional message

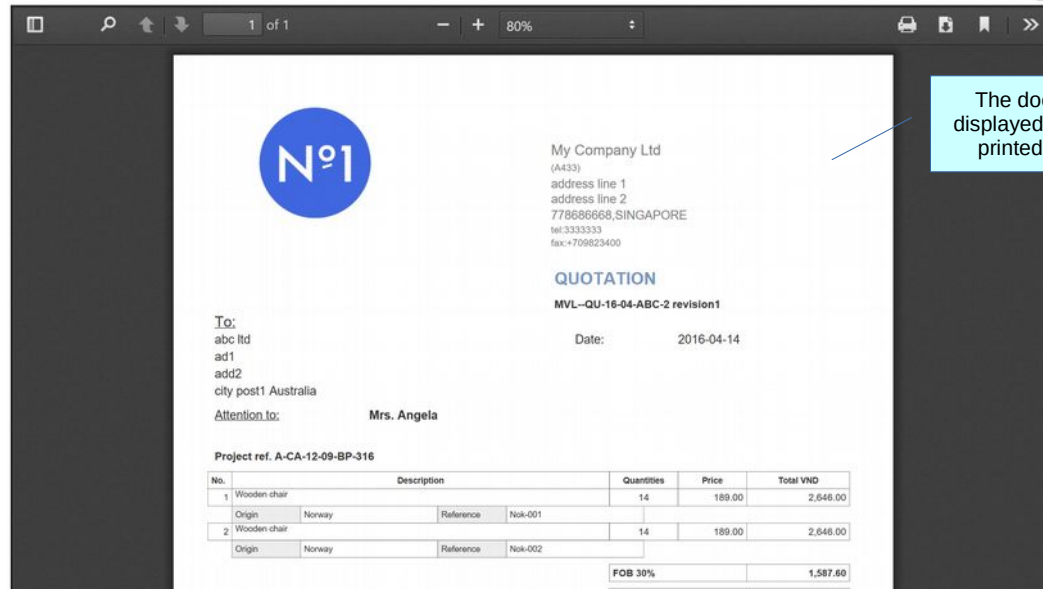
Copy document to project A-CA-12-09-BP-316

Select printing options and click 'Print in pdf' to display document.
If there is no custom template, the default design is selected

You can email a copy of document within the organization

If project module is enabled and document is linked to project, the pdf print can be saved in the project page

Open pdf in separate tab



The document is displayed and can be printed or saved

Quotation

Formatting

Form input

Item	Price type	Quantity	Unit price	Tax	Total	Delete
1 Item group 1	-	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/> 1
Reference	Origin					
2 11 Ted11 John Ted	-	20	1	<input type="checkbox"/>	20.00	<input type="checkbox"/> 2
Reference	Italy					
3 item	-	20	5	<input type="checkbox"/>	100.00	<input type="checkbox"/> 3
Reference	Italy					
4 [sub total]	-	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/> 4
Reference	Origin					
Total					120.00	

Line with 0 values will create a paragraph

Line with predefined item (see products & services)

Enter [sub total] and 0 values to create a sub total line

Default PDF output

No.	Description			Total USD
1_	Item group 1		paragraph	
1	John Ted	20	1.00	20.00
	Reference	Origin	Italy	Sub total line
2	item	20	5.00	100.00
	Reference	Origin	Italy	
Sub total				120.00
Total USD :				120.00

Quotation – Convert into invoice

Generate invoice

Quotation ref. MVL--QU-18-01-AO-5

[List](#)

Invoice header and options.

See invoices management for details

Options

header * My Company Ltd **allocated *** My Company Ltd
select a company for which the invoice is done

client * Alpha et Omega

date * 01 / 09 / 2018 **title *** Invoice

Project * 319 | open | A-BR-1_11-BP | new folder...

currency * EURO **exchange rate *** 0.8 **account payment *** [EUR], My Company Ltd - 3593847-EL

tax: VAT 10 %

terms: on receipt days

Based on quotation ref. MVL--QU-18-01-AO-5

The comment field is automatically populated with the quotation unique reference

Items will be displayed as per quotation. Items can be added to the invoice document

Items

Add item

Description	Account	Quantity	Value	Tax	Total	Delete
11 Ted11 John Ted	41010 - Sales	1	9	<input checked="" type="checkbox"/>	9.00	<input type="checkbox"/>
CIF 5%	- Select -	1	0.45	<input type="checkbox"/>	0.45	<input type="checkbox"/>
Total					9.00	11.25 USD
Tax payable VAT					0.90	
Total invoice					9.90	

If finance module is available, select accounts for record.

- Next
- view list
 - print
 - record payment

Record

Quotation – Convert into invoice

✓ The invoice MVL--QI-15-05-AO-5 is recorded

Upon recording a unique reference No. is generated and the invoice will be accessible from invoices list

MVL--QI-15-05-AO-5 Alpha et Omega A-BR-1_11-BP-319	My Company Ltd	2015-05-13	2015-05-13	USD 38.21	-	unpaid	Edit
--	----------------	------------	------------	-----------	---	--------	------

MVL--QU-15-05-AO-2 A-BR-1_11-BP-319	0	My Company Ltd	2015-05-13	Alpha et Omega	USD 38.21 VAT USD 2.29	invoiced	Print
--	---	----------------	------------	----------------	---------------------------	----------	-------

Quotation status will be set as 'invoiced' and can only be printed

Invoice

To create a new invoice go to 'invoices' from menu and click 'New invoice' tab

New invoices

Invoices list New invoice Aging Ledger Tasks

List

Options

Header *

My Company Ltd

The invoicing entity. With multi company settings, you can allocate the invoice to a different entity (I.e a subsidiary or department)

Allocated *

My Company Ltd

select an entity for which the invoice is done

Client *

Best Outlet Distribution Ltd

Client (must be available in address book)

Date *

06 / 21 / 2017

Title *

Invoice

Date of invoice and type "Invoice", "Debit note", Credit note"

Project *

319 | open | A-BR-1_11-f

Project reference (Project management)

Currency *

EURO

Invoice currency

Exchange rate

0.8

Account payment *

- Select -

Exchange rate with base currency at date of invoicing and account receiving funds

Tax:

GST

Tax name and rate if applicable

Terms: due days 30

comment

Any comment that can be used in print document for example

Items

Description	Account	Quantity	Value	Tax	Total	
1 item 1	41010 - Sales	100	5.5	<input checked="" type="checkbox"/>	550.00	
2 664 B664 9555444102601 RED PLATE PRU	41010 - Sales	5	9.9	<input type="checkbox"/>	49.50	
Total					599.50	749.38 USD
Tax payable					33.00	
Total invoice					632.50	

List of items invoiced.

If available in Products and services, items can be selected from list

Invoice total, gross and with tax

Next

- view list
- print
- record payment

Record

Invoices list

✓ The invoice is recorded. Ref. MVL-I-15-05-BOD-6

- Invoices list
- New invoice
- Aging
- Ledger
- Tasks

Filter

Search with keyword, ref No.

Acme Services Pte Ltd

from: 2015-01-06 to: 2016-06-27

client: Any Not paid

Export

References links:
supplier, project.

Number	Reference	Issued by	Date	Due	Value	Payment date	Status	Actions menu
MVL--QI-15-05-AO-5	Alpha et 319	My Company Ltd	2015-05-13	2015-05-13	USD 38.21	-	unpaid	Edit
MVL-I-15-05-BOD-6	Best Out 319	My Company Ltd	2015-05-20	2015-05-20	EUR 599.50 tax: EUR 29.98	-	unpaid	Edit
MVL-I-15-07-AO-7	Alpha et	My Company Ltd	2015-07-20	2015-07-20	USD 28,436.94	-	unpaid	Edit

View in browser

Status:
Unpaid
Partially paid
Paid
Click on link to view details

- Edit (if status is unpaid)
- Set an alert / reminder
- Print and email document (Pdf)
- Duplicate document with new reference No.

Quick edit

- Edit
- Receive
- Set alert [off]
- Edit task
- Print and share
- Excel download
- Delete
- Clone

- Quick edit header info
- Register payment of invoice
- Add a task
- Download in Excel format
- Delete (if status is unpaid)

Invoices list

Invoices list **New invoice** **List filter** **ks**

Filter (Any)

Search with keyword, ref No.

My Company Ltd

from: 02 / 02 / 2017 to: 05 / 31 / 2017

client: Any

Apply Reset

Export

View invoice in browser.

Number	Reference	Issued by	Date	Due	Value	Payment date	Status	
MVL-I-16-06-AO-21	Alpha et	My Company Ltd	2017-02-15	2017-02-15	EUR 10.00	2017-03-07	paid	Set alert [off]
MVL-I-16-10-AO-23	Alpha et 319	My Company Ltd	2017-02-15	2017-02-15	USD 2,250.00	-	unpaid	Quick edit
MVL-I-17-02-AO-31	Alpha et	My Company Ltd	2017-02-13	2017-02-13	USD 200.00	-	unpaid	Quick edit
MVL-I-17-02-AO-32	Alpha et	My Company Ltd	2017-02-13	2017-02-13	USD 175.00	-	unpaid	Quick edit
MVL-I-17-04-AO-33	Alpha et 312	My Company Ltd	2017-04-19	2017-04-19	USD 52.29 tax: USD 3.14	-	unpaid	
ASPL-I-17-04-AO-22	Alpha et	My Company Ltd	2017-04-12	2017-04-12	USD 110.00	2017-05-14	partially paid	

References links: supplier, project.

When clicking on the status link, detail of transaction is displayed.
With finance module, the journal entries are displayed

Status:
Unpaid
Partially paid
Paid

Receivable	USD 166.65
Received	USD 151.50
Balance	USD 15.15

Journal	Invoice	Credit
2015-07-02	41010 USD 17.5	
2015-07-02	41010 USD 134	
2015-07-08	12120	USD 151.5

- Quick edit
- Edit
- Receive
- Set alert [off]
- Edit task
- Print and share
- Excel download
- Delete
- Clone

- Set alert [off]
- Edit task
- Print and share
- Reset
- Clone

Reset a payment received to zero (if not reconciled)

Invoices aging report

Invoices list | New invoice | **Aging** | Ledger | Tasks

Filter

My Company Ltd ▼

Apply

Filter report by company

Period	Reference	Value	Total USD (without tax)
More than 120 days aging	MVL-I-15-05-BOD-6 Best Out 319	EUR 599.50 tax: EUR 29.98	USD 874.38
	MVL-I-16-01-ABC1-11 J Englis	EUR 100.00 tax: EUR 6.00	
Between 90 & 120 days aging	MVL-I-17-01-AO-29 (Partially paid) Best Out	USD 90.00 tax: USD 5.00	USD 90.48
Between 60 & 90 days aging	MVL-I-17-02-AO-31 Alpha et	USD 200.00	USD 1,218.53
	MVL-I-17-02-AO-32 Alpha et	USD 175.00	
	MVL-I-16-06-AO-21 Alpha et	EUR 10.00	
	MVL-I-16-10-AO-23 Alpha et 319	USD 833.00	
Between 0 & 30 days aging	MVL-I-17-04-AO-33 Alpha et 312	USD 52.29 tax: USD 3.14	USD 52.29

Periods

Available references per invoice

Values

Total per period in base currency

Invoice

Ledger report per client

Note: this report is only available with finance module

Sales ledger

Invoices list | New invoice | Aging | Ledger | Tasks | Filter

from: 2016-04-01 to: 2017-04-26

company: My Company Ltd (dropdown) | Ledger per period

from: 2016-04-01 to: 2017-04-26

client: Alpha et Omega (dropdown) | Client

Apply | Reset

Excel | Export

USD	Entry	Description		Debit	Credit	Status
Alpha et Omega						
opening 31,000.00 (31,000.00 USD)						
2016-06-08	784 - 305	41010 Sales	EUR		10.00	N
2016-06-08	785 - 306	41010 Sales	exchange		0.53	N
2016-10-23	912 - 403	41010 Sales	USD		833.00	N
2017-02-13	973 - 443	41010 Sales	USD		200.00	N
2017-02-13	975 - 445	41010 Sales	USD		175.00	N
2017-04-19	1125 - 533	41010 Sales	USD		22.00	N
2017-04-19	1127 - 535	41010 Sales	USD		30.29	N
2017-04-19	1129 - 537	22352 Tax payable USD	USD		3.14	N
Total period (local currency)				0.00	1,273.43	
Total USD				0.00	1,273.96	
Closing (local currency)					32,273.43	
Closing USD					32,273.96	

Ledger transactions and balance

Invoice – display in browser

View

MVL-I-15-05-BOD-6

[list](#)

Options

signature:

stamp

no: original: copy:

template: default addressed to: Goh

Select printing options and click 'Display' to display document.

If there is no custom template, the default design is selected

You can access Excel download or Pdf printing from buttons



My Company Ltd

(A423)
address line 1
address line 2
778686668, MALAYSIA
Tel:3333333, Fax:+709823400

The document is displayed in Html format

INVOICE

MVL-I-15-05-BOD-6
Billing date:2015-05-20

BEST OUTLET DISTRIBUTION LTD

7 Jalan Cash 54600
Goldarea
Kuala Lumpur, Malaysia
Tel:604646466, Fax:3745696332

Attention to:Mr. Goh

	Description	Code / ref.	Unit price EUR	Quantity	Amount EUR
0.1	item 1		5.50	100	550.00
0.2	RED PLATE PRINTED 7IN		9.90	5	49.50

Our ref. A-BR-1_11-BP-319

Total EUR	599.50
GST 5%	29.98
Total with tax EUR	629.48

six hundred and twenty nine point fourseven

Invoice - print and share in Pdf format

MVL-I-18-06-ACME-14

[list](#)

▼ Options

signature:

stamp
 no: original: copy:

template: **default** ▼ **Print in Pdf**

▼ Share this document via email

enter email addresses separated by comma (autocomplete enabled).

add optional message

Send

Copy document to project MVL-Aa-AT-2016_09-ABC-336

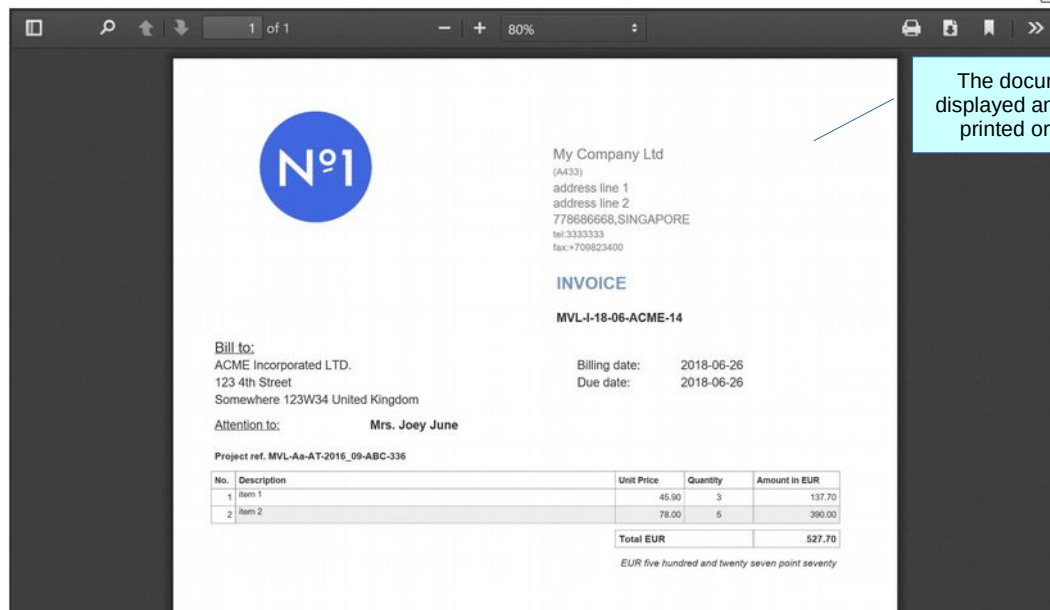
Copy

Select printing options and click 'Print in pdf' to display document.
If there is no custom template, the default design is selected

You can email a copy of document within the organization

If project module is enabled and document is linked to project, the pdf print can be saved in the project page

Open pdf in separate tab



The document is displayed and can be printed or saved

Invoice

Formatting

Form input

Description	Account	Quantity	Value	Tax	Total	Delete
1 Item group 1	41010 - Sales	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
2 11 Ted11 John Ted	41010 - Sales	1	50	<input type="checkbox"/>		<input type="checkbox"/>
3 item	41010 - Sales	1	25	<input type="checkbox"/>		<input type="checkbox"/>
4 [sub total]	41010 - Sales	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
5 Item group 2	41010 - Sales	0	0	<input type="checkbox"/>		<input type="checkbox"/>
6 item	41010 - Sales	1	10	<input type="checkbox"/>	10.00	<input type="checkbox"/>
7 item	41010 - Sales	1	10	<input type="checkbox"/>	10.00	<input type="checkbox"/>
8 [sub total]	41010 - Sales	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
9 item	41010 - Sales	1	35	<input type="checkbox"/>	35.00	<input type="checkbox"/>

Line with 0 values will create a paragraph

Line with predefined item (see products & services)

Enter [sub total] and 0 values to create a sub total line

Default PDF output

No.	Description	Unit	Amount in USD
1_	Item group 1	paragraph	
1	John Ted	50.00 1	50.00
2	item	Sub total line	25.00
Sub total			75.00
2_	Item group 2		
1	item	10.00 1	10.00
2	item	10.00 1	10.00
Sub total			20.00
3	item	35.00 1	35.00
Total USD			130.00

Export in excel format

MVL-I-15-05-BOD-6

[list](#)

Options

output format
 excel: csv: signature:

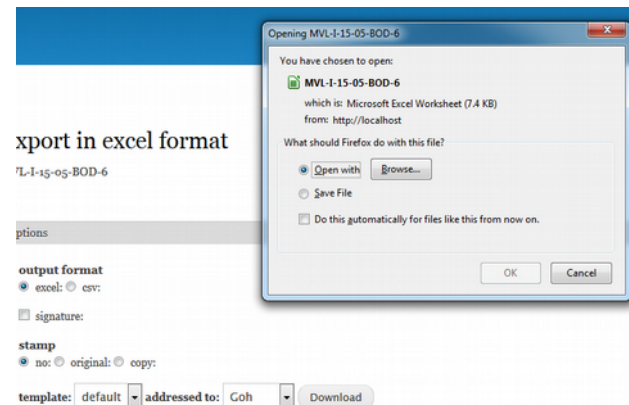
stamp
 no: original: copy:

template: default addressed to: Goh

Select printing options.
If there is no custom template, the default design is selected

Csv format is used to export document data only.

Click 'Download' to export the file



Invoice – quick edit

Quick edit allows change of header information without any change in document value

The screenshot shows a 'Quick edit invoice' form with the following fields and callouts:

- Quick edit invoice** (Title bar)
- MVL-I-17-09-BOD-21** (Invoice ID)
- Header *** (Dropdown menu): My Company Ltd
- Allocated *** (Dropdown menu): Acme Services Pte Ltd
select an entity for which the invoice is done
- Client *** (Dropdown menu): Blue globe
- Date *** (Text input): 2017-10-02
- Project *** (Dropdown menu): 312 | awarded | A-CA-6_09-BI
- Currency :** USD
- Account payment *** (Dropdown menu): [USD], My Company Ltd - 123456789 Myb:
- Terms:** due days (Dropdown menu) 10
- comment added (Text area)
- Record** (Button)

Callouts:

- Editable fields in quick edit mode** (Points to the form fields)
- Close without saving** (Points to the close button 'x')
- Record changes** (Points to the Record button)

Invoice receipt

Invoice ref. MVL-I-15-05-BOD-6

Payment date *

2015-07-10

Account receiving payment *

[EUR], My Company Ltd - WEST88 Mybank

Account receiving funds.
See [finance module](#)

Amount with taxes (EUR) *

600

Base currency exchange rate *

0.8

Short payment

29.48

Force close invoice

Debit exchange rate

1

Exchange rate between currency of payment and currency of account receiving funds

Total amount received

Exchange rate against base currency

If total amount received does not equal the invoice value, short payment is indicated. Click 'force close invoice' if you want to close transaction with short payment

Record

Invoice receipt

Invoice ref. MVL--QI-15-05-AO-5

Payment date *

2015-07-11

Account receiving payment *

[SGD], My Company Ltd - 1234567890 Clicky bank

Account receiving funds.
See [finance module](#)

Amount with taxes (USD) *

38.21

Total amount received in base currency (no exchange rate)

Short payment

0.00

Force close invoice

If total amount received equals the invoice value; no short payment is indicated. Invoice will be closed

Debit exchange rate *

1.25

Amount debited SGD 47.7625

Exchange rate between currency of payment and currency of account receiving funds. Amount in currency of account is indicated

Record

Invoice - alert

Alert is a simple email reminder sent on schedule to inform users that an invoice is still due or a payment has been record.

This function is linked to a server configuration (cron jobs). Consult server administrator for more details.

Set invoices alert

Invoice ref. MVL-I-15-05-BOD-6

Automatic alert will be send to the list of users for invoices not paid or payment received

To activate alert, set it to 'On'

List of users that will receive the alert.
(user's names separated by comma)

Record

Cancel

Invoice task

Task can be set for more precise invoice management. A task is made from an Event + task. It can be delimited by dates, assign to a user with notification patterns.

This function is linked to a server configuration (cron jobs). Consult server administrator for more details.

Set invoice task or reminder

Invoice ref. MVL-I-15-05-BOD-6

Event name

Collection

Event name

Assigned to *

user1

Task assignment

Task description

Inform sales department

Task description

Start and end date

Starting * 2015-07-10

ending:

Frequency of notifications:
- never
- daily
- weekly
- monthly
- 5 days before deadline
- 3 days before deadline
- 1 day before deadline

Notification period

Weekly

Notification recipients

user1, user1, |

List of users that will receive the alert.
(user's names separated by comma)

Record

Cancel

Delete

Invoice ref. MVL-I-15-05-BOD-6

Are you sure you want to delete this invoice ?

Delete

Confirm screen
before delete.
An invoice can be
deleted only if its
status is unpaid

Delete

Invoice ref. MVL-I-15-05-BOD-6

This invoice cannot be deleted because it has been fully or partially paid

Invoice – clone

By cloning existing invoice, you create a copy of invoice with different reference number. It is useful for recurring transactions

New invoices

[List](#)

Template invoice based on ref. MVL-I-16-06-AO-21 . A new invoice will be generated.

Example of cloned invoice

Options

Header * My Company Ltd

Allocated * My Company Ltd
select an entity for which the invoice is done

Client * Alpha et Omega

Date * 06 / 21 / 2018

Title * Invoice

Project * not applicable

Currency * EURO

Exchange rate * 0.9497

Account payment * [EUR], My Company Ltd – 3593847-E

Tax: ex. sales tax 0 %

Terms: on receipt 0

comment

Items

Add item

Description	Account	Quantity	Value	Tax	Total	Delete
1 item	41010 – Sales	1	10	<input checked="" type="checkbox"/>	10.00	<input type="checkbox"/>
Total					10.00	12.5 USD
Tax payable					0.00	
Total invoice					10.00	

Next

- view list
- print
- record payment

Record

Invoice – credit note

Credit note can be created in sales module.

A credit note is a credit given to a client on an invoice.

Options

Header *
My Company Ltd

Allocated *
My Company Ltd
select an entity for which the invoice is done

Client *
Alpha et Omega

Date *
06 / 21 / 2018

Title *
Credit note

Project *
not applicable

Currency *
EURO

Exchange rate *
0.9497

Account payment *
[EUR], My Company Ltd - 3593847-E

Tax: ex. sales tax 0 %

Terms: on receipt 0

comment

Items

Add item

Description	Account	Quantity	Value	Tax	Total	Delete
1 item	41010 - Sales	1	10	<input checked="" type="checkbox"/>	10.00	<input type="checkbox"/>
Total					10.00	12.5 USD
Tax payable					0.00	
Total invoice					10.00	

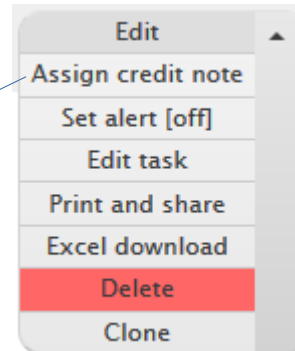
Invoice – credit note

It can only be assigned to a specific invoice for compensation

Number	Reference	Issued by	Date	Due	Value	Payment date	Status	
MVL-I-17-09-BO1-19	Best Out	My Company Ltd	2017-09-05	2017-09-05 ●	USD 300.00 tax: USD 18.00	-	unpaid	Edit ▾
MVL-CN-17-09-BO1-20	Best Out	My Company Ltd	2017-09-05	2017-09-05 ●	USD (100.00) tax: USD (6.00)	-	unpaid	Edit ▾

Credit note

Credit note have a special menu item to assign credit to an invoice



Assign credit to sales

[List](#)

Credit note ref. MVL-CN-17-09-BO1-20

Credit invoice assignment *

MVL-I-17-09-BO1-19

Credit note can only be compensated with invoices with:
1) same client
2) same currency
3) same tax rate if any

Value 300.00 USD

Balance: Amount with taxes 318.00 USD

Client: Best Outlet store

Detail of selected invoice for compensation

Payment date *

2017-09-06

Credit date

Amount with taxes (USD)

106.00

Value of credit
The full credit note amount is applied by default

Record

Invoice – credit note

Credit applied

Number	Reference	Issued by	Date	Due	Value	Payment date	Status
MVL-I-17-09-BO1-19	Best Out	My Company Ltd	2017-09-05	2017-09-05 ●	USD 300.00 tax: USD 18.00	2017-09-06	partially paid
MVL-CN-17-09-BO1-20	Best Out	My Company Ltd	2017-09-05	2017-09-05	USD (100.00) tax: USD (6.00)	2017-09-06	paid

After credit note is assigned status of document changed

- Invoices list
- New invoice
- Aging
- Ledger
- Tasks

from: 2017-09-04 to: 2017-09-09

[Excel](#)

USD	Entry	Description	Debit	Credit	Status
Best Outlet store					
opening 0.00 (0.00)					
2017-09-05	1337 - 547	41010 Sales	USD	300.00	N
2017-09-05	1339 - 549	22352 Tax payable USD	USD	18.00	N
2017-09-06	1364 - 552	41010 Sales	USD	100.00	N
2017-09-06	1365 - 553	22352 Tax payable USD	USD	6.00	N
2017-09-08	1410 - 563	12120 Mybank ac. 123456789	USD	106.00	N
To			212.00	318.00	
Cl				106.00	

If finance module is available, ledger shows invoice partially compensated by credit note

Sales statistics

Statistics can be viewed from address book entry


Address book view

View

Edit

Sales

Access sales and other business data for this client or supplier

 (last edit 2015-07-10)

Alpha Et Omega

Sales data

View Edit Sales


Alpha et Omega

Comments
[\[edit \]](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [admin] - 2017-11-10

Documents attached

[toggle deleted files](#)

 [plan.xlsx](#) project

Select file: plan.xlsx file uploaded plan.xlsx

If project module is available

Projects

A-CA-6_09-BP-313	SINGAPORE	2009-06-01	Deco and supply	completed
A-CA-6_09-BP-311	SINGAPORE	2014-01-16	Project design and supply	open
MVL-Aa-SG-2014_11-AO-15_sub2	CAMBODIA	2014-12-23	Consulting service	open
MVL-Aa-MY-2014_12-AO-18	MALAYSIA	2014-12-23	Repair and maintenance 2	awarded
MVL-D-SG-2016_01-AO-120	SINGAPORE	2016-01-04	New house	awarded
A-MVL-MY-2016_08-AO-125	MALAYSIA	2016-08-18	Yuti	open
A-MVL-SG-2016_10-AO-126	SINGAPORE	2016-10-11	New notif 2	open

If report module is available

Reports

RP-2-01_16-8	2016-01-06
RP-2-01_16-9	2016-01-06

Sales or purchases data

Projects by status

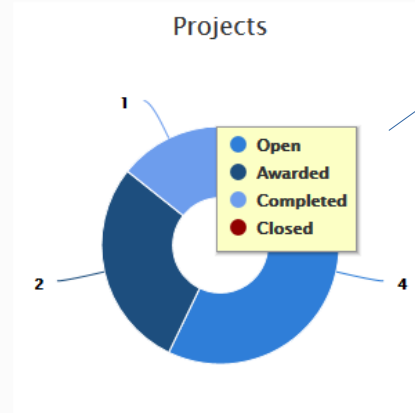
Open	Awarded	Completed	Closed
4	2	1	
7			

Projects by year

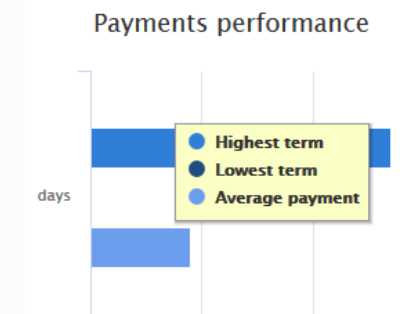
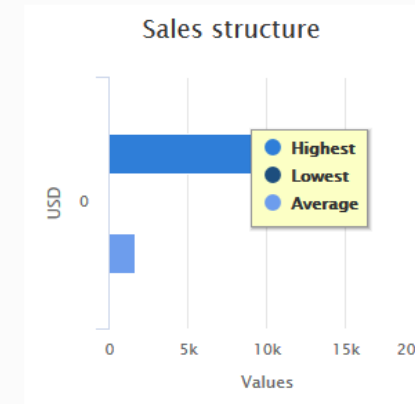
2011
 2012
 2013
 2014 | General trade : 1 | Item production : 1 | Design : 1
 2015
 2016 | General trade : 1 | Consulting : 1 | Design : 1
 2017

Sales

Total transactions : 19,751 USD



Requires "charts" module



Global settings

Global Forms Quotations

Short due alert (days) *

7

Long due alert (days) *

30

Record

Set the range of days that indicate short and long due terms per company

Forms settings

Use the forms settings to upload new documents templates per category or remove existing.

Note: if there is no custom template, the default format is used.

Note: see vendor for template design.

Forms

Global **Forms** Quotations

Templates per document category

Purchase forms

No file selected.

Select file to upload a new format

Upload a new purchase template. Only files with a ".inc" extension is allowed.

- Delete purchase template "default_purchase_pdf-2"
- Delete purchase template "default_purchase_pdf-3"

Click box to delete existing format

Quotations forms

No file selected.

Upload a new quotation template. Only files with a ".inc" extension is allowed.

- Delete invoice template "invoice_bank_pdf.inc"
- Delete invoice template "service_invoice_pdf.inc"

List of current custom templates

Save to upload new or delete existing

Quotations settings

Some fields can be displayed or not in quotation base on information needed. Their names can also be customized.

Quotations settings

Global Forms Quotations

column_1	<input type="text" value="item"/>	display	▼
column_2	<input type="text" value="column_2"/>	display	▼
column_3	<input type="text" value="column_3"/>	hide	▼
column_4	<input type="text" value="Quantities"/>	display	▼
column_5	<input type="text" value="Price"/>	display	▼
column_6	<input type="text" value="Total"/>	display	▼

Record

Set the display setting per field

Fields names can be edited



AREA
Systems

AK