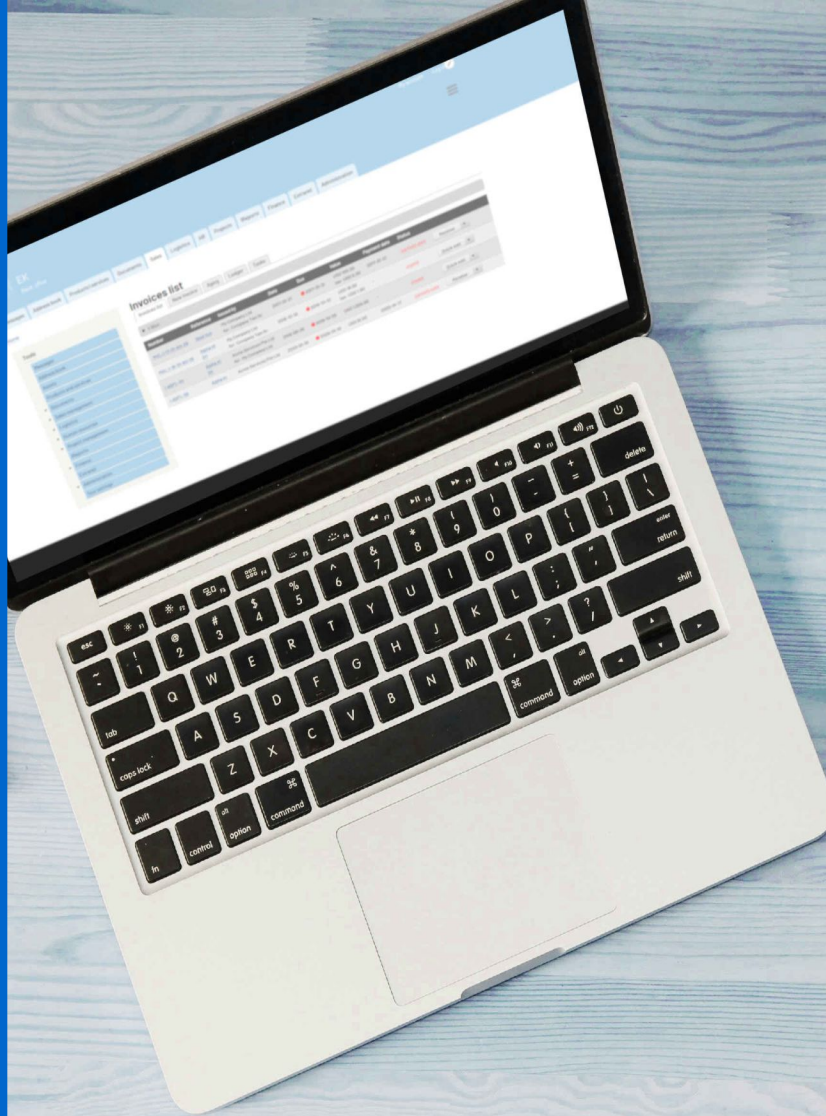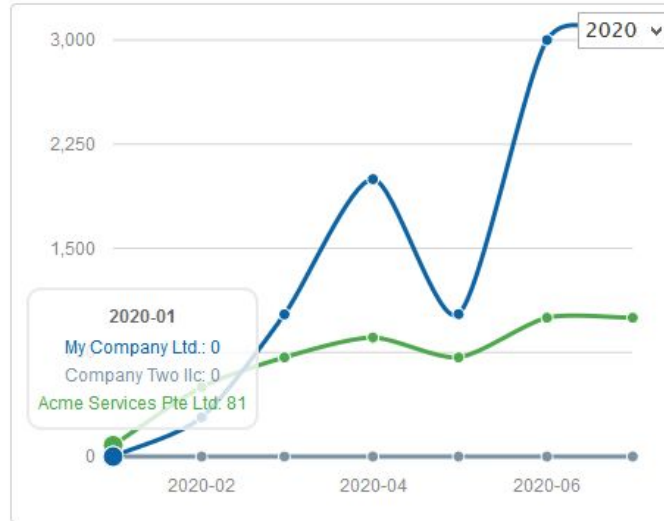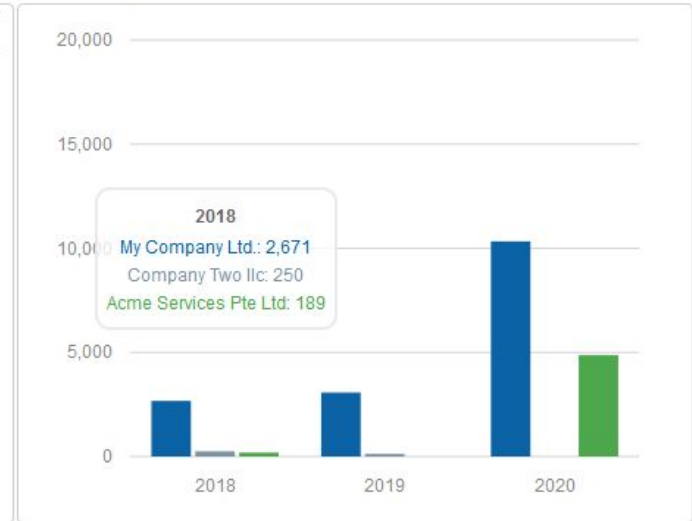# Sales module

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).

Sales chart

Sales history chart

Menu:

§ Purchases

new
payment
list
alert
tasks
print Pdf
print html
formatting
quick edit
delete
clone
aging report
ledger
debit note

§ Quotations

new
list
edit
print html
print Pdf
formatting
convert to invoice

§ Invoices

new
list
print html
print Pdf
formatting
excel
quick edit
receipt
alert
task
delete
clone
aging report
ledger
credit note

§ Sales data

§ Settings

global
serial format
custom templates
design tool
quotation options

Purchase

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

New purchase

| Purchases list | New purchase | Aging |

List

Options

header *
My Company Ltd

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

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

Supplier (must be available in address book)

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

▼ **Items**

Add item

Add lines for item

List of items purchased.

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

Show row weights

Description	Account	Quantity	Value	Tax	Total	Delete
⊹ 1						
Items title sample ○	51010 – Cos	0	0	☐	0.00	
⊹ 2						
160 B160 6 pcs in 1 set PP ○	51010 – Cos	100	5	☑	500.00	
⊹ 3						
item 2 ○	51010 – Cos	50	1	☐	50.00	
Total					550.00	
Tax payable					15.00	
Total purchase					565.00	

Title line (for formatting)

Drag item line to re-arrange order before saving.

Purchase total, gross and with tax

Remove last input

remove last item

Attach a file
Browse...   No file selected.

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

Next
◉ view list
○ print
○ record payment

Record

Top ↑

Purchase payment

Purchase ref. MVL-PO-15-06

payment date *

Date of payment

2015-07-07

account payment *

Account used for payment

[USD], My Company Ltd – 123456789 Mybank

amount with taxes (USD) *

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

566.50

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

Top ↑

Purchases list

Upon recording a unique reference No. is generated

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

| Purchases list | New purchase | Aging | Ledger | Tasks |

List filter

▼ Filter (Not paid - EUR)

Search with keyword, ref No.

Search with number ; i.e. '23'

My Company Ltd.

from: 06 / 10 / 2015 ⊗ to: 06 / 22 / 2020 ⊗

Extended options search

supplier *
Bekalan PIT Sb

Any

Any
currency

Apply   Reset

Export in Excel format

Export

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

Quick edit header info

Edit (if status is unpaid)

Quick edit ▲
Edit

Register payment of purchase

Set an alert / reminder

Pay
● Alert
Edit task

Add a task

Print and share document

Print and share
Excel download

Download in Excel format

Duplicate document with new reference No.

Delete

Delete (if status is unpaid)

Clone

Top ↑

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)

Top ↑

Purchase - alert

Alert is a simple email reminder sent on schedule to inform users that a purchase is still due.

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

✏ **Set purchase alert** ✕

Purchase ref. PO-CTL-27

Automatic alert will be sent to the list of users for late payment

on ⌄

To activate alert, set it to 'On'

Switch on or off for all alerts

user,

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

Your company users

rd

Quick edit ▲

Edit

Pay

● Alert

Edit task

🅰 Print and share

🅇 Excel download

Once activated, the action menu will show green 'alert' in the menu list.

Purchases tasks

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.

Top ↑

Purchases tasks list

| Purchases list | New purchase | Aging | Ledger | Tasks |

▼ Filter

Filter by status

[All ▼] [Apply] [Reset]

Document	Assigned	Task	From -> to	Expired	Completion	Alert who	Alert when		
MVL-PO-15-06-BP-3	user	Bill client for supplies	2020-06-09 -> 2020-06-30	no	37 %	user	Weekly	Edit	▼
MVL-PO-16-06-BP-14	admin	pay purchase in	2016-08-14 -> 2016-08-19	yes	0 %	admin	Never	Edit	▼
PO-CTL-27	user	colo	2017-10-15 -> 2017-10-17	yes	0 %		Never	Edit	▼
PO-CTL-28	user2	description	2020-03-02 -> 2020-03-30	yes	100 %	user,Test	Monthly	Edit	▼

Click to edit

Purchases task

You can create or edit a task directly from the purchase list.
Each purchase can have 1 task.

Set purchase task or reminder

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

☐ Delete this task

Completion rate: 37 %

Event name
Production

Assigned to
user

Task description
Bill client for supplies

Starting:
06 / 09 / 2020

ending:
06 / 30 / 2020 ⊗

Color

Notification recipients
user,

Notification period
Weekly

Reco...

Purchases list

Purchases list | New purchase | Aging | Ledger | Tasks

▶ Filter

Number	Reference	Purchaser	Date	Due	Value	Payment date	Status		
MVL-PO-15-06-BP-3	319 Attachment	My Company Ltd.	2015-06-10	● 2015-06-10	USD 550.00 tax: USD 16.50	2016-02-15	partially paid	Pay	▼
MVL-PO-15-08-ABC-5		My Company Ltd.	2015-08-01	● 2015-08-01	USD 2.00	2016-02-25	unpaid	Quick edit	▼
MVL-PO-16-03-ADT-8	ADT Serv	My Company Ltd.	2016-03-03	● 2016-03-03	EUR 100				
MVL-PO-16-03-ADT-9	ADT Serv	My Company Ltd.	2016-03-03	● 2016-03-03	EUR 200				
BG-PO-16-01-BP-11	Bekalan	My Company Ltd.	2016-01-15	● 2016-01-15	USD 100				
MVL-PO-16-04-BGP-12	Bright G 120	My Company Ltd.	2016-04-16	● 2016-04-16	EUR 8,61				
MVL-PO-16-06-BP-14		My Company Ltd. for: Company Two llc	2016-12-09	● 2016-12-09	SGD 12.0				
MVL-PO-17-05-	Bekalan			●					

Completion rate

Event name

Task assignment

Task description

Start and en date

color

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

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

Record task

Top ↑

Print and mail

CTL-PO-18-10-ADT-25

list

▼ Options

☑ signature: 60 ⬍ Adjust vertical position

stamp
◉ no: ○ original: ○ copy:

template: default ⌄ addressed to: Albard Luk ⌄ **Print in Pdf**

> 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

> You can email a copy of document to registered contacts

enter email addresses separated by comma (autocomplete enabled).

☑ Send me a copy

add optional message

Send

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

Copy document to proje

Copy

> Open pdf in separate tab

🔲 🔍 ⬆ ⬇ 1 of 1 − + Automatic Zoom ⬍ 🖨 🗋 🔖 »

LOGO

My Company Ltd
address line 1
address line 2
A88722,CAMBODIA
tel:12345678
fax:12345678

STOCK

MVL-PO-15-00-BP-3

To:

Date: 2015-06-10

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

Attention: **Mr. Albard Luk**
Comments:
Packed and delivered to factory

No.	Description	Unit Price	Quantity	Amount in USD
1	6 pcs in 1 set PP	5.00	100	500.00
2	Item 2	1.00	50	50.00
		Total USD		550.00
		VAT 3%		16.50
		total with tax USD		566.50

> The document is displayed and can be printed or saved

Top ↑

Form input table:

Description	Account	Quantity	Value	Tax	Total	Delete
1 item group 1	11500 – Veh	0	0	☐	0.00	☐
2 11 Ted11 John Ted 11	51010 – Cos	10	10	☐	100.00	
3 item	51010 – Cos	10	11	☐	110.00	
4 [sub total]	51010 – Cos	0	0	☐	0.00	☐
5 item group 2	51010 – Cos	0	0	☐	0.00	
6 item	51010 – Cos	10	12	☐	120.00	☐
7 item	51010 – Cos	10	13	☐	130.00	☐
8 [sub total]	51010 – Cos	0	0	☐	0.00	☐
9 item	51010 – Cos	10	15	☐	150.00	☐
Total					610.00	
Tax payable					0.00	
Total purchase					610.00	

Callouts:
- 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
- Drag to change order

Default PDF output:

No.	Description			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

Callouts: paragraph, Sub total line

Purchase – quick edit

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

Top ↑

Quick edit purchase

Editable fields in quick edit mode

Close without saving

MVL-PO-17-05-BP-16

header *
My Company Ltd

Allocated *
Acme Services Pte Ltd
select an entity for which the invoice is done

Supplier *
Bekalan PIT Sdn Bhd

Date *
2017-05-20

Project *
not applicable

Terms: on receipt | 0

added comment

Record

Record changes

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

Top ↑

Purchase – clone

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

Top ↑

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	✔	500.00	☐
item 2	51010 – Cost	50	1	☐	50.00	☐
Total					550.00	419.58 USD
Tax payable					15.00	
Total purchase					565.00	

Attached document: **Sample_statment.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 ▾

Apply

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

Top ↑

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

Ledger per period

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

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	

Link to purchase document

Ledger transactionas and balance

Top ↑

View

MVL-PO-16-04-BGP-12

list

Options

☐ signature:

stamp
◉ no: ○ original: ○ copy:

template: default ▾ Display

options

⬜ Edit   ⬜ Excel   ⬜ Pdf

Export in excel
or Pdf format

My Company Ltd

LOGO

(A433)
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

Correspondence address:address line 1 address line 2 778686668, Goldcity, SINGAPORE
Tel: 777777 Fax:+709823400

Top ↑

Purchase – debit note

Debit note can be created in sales module.

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

Top ↑

Options

header *
My Company Ltd

supplier *
Bekalan PIT Sdn Bhd

date *
09 / 05 / 2017 ⊗

Project *
not applicable

currency *
US dollar

tax: tax   10 percent:
terms: on receipt 0
comment

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

Title *
Debit note

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	☑	120.00	☐
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

Edit
Assign debit note
Set alert [off]
Edit task
Print and share
Excel download
Delete
Clone

Top ↑
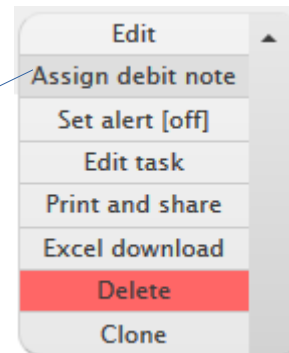
Assign debit to purchases

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

Top ↑

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

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

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

Client *
Alpha et Omega

Client (must be available in address book)

Date *
01 / 09 / 2018 ⊗

Title
Teds

Date of quotation and short description

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

Project reference (Project management)

currency *
US dollar

Quote currency

Incoterms: not applicable   0

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

Add tax: VAT   6

Tax name and rate if applicable

comment

Any comment that can be used in print document for example

▼ Items

Add item

Insert new item

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

See settings

Item	Price type	Quantity	Unit price	Tax	Total	Delete
1 Items title ○	–	0	0	☐	0.00	
Reference			Origin			
2 11 Ted11 John Ted ○	normal	3	9.	☐	27.00	
Cotton			Made in Germany			
3 Item 2		3	15	☑	45.00	
Cotton			...ade in Italy			
Total					72.00	
Incoterm applied				☐	–	
Tax applied					2.70	
Total quotation value					74.70	

Items group title

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

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

Quotation total, gross and with tax / incoterm

remove last item

Remove last item

Next

⦿ view list
○ print

Record

Top ↑

Quotations list

| Quotations list | New Quotation |

List filter

▼ Filter

Search with keyword, ref No.

My Company Ltd.

from: 06 / 01 / 2020 ⊗ to: 08 / 30 / 2020 ⊗

client *
Any

Open

Any
currency

Apply   Reset

Actions menu

Number	Revision	Reference	Issued by	Date	Value	Status	Operations
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

Quick Edit

Convert document to sales invoice

Clone

Quick edit
Edit
Convert to invoice
Print
Excel download
Clone
Delete

Edit items

Print in Pdf or download excel format

Delete (if status is open)

Quotation - edit

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 *
03 / 30 / 2019

Title
Teds

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

currency *
US dollar

Incoterms
CIF

%
5

Add tax
VAT

%
10

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	Tax	Total	Delete	
1 11 Ted11 John Ted ○ Ted11	normal	1	9	☑	9.00	☐	1
Reference			Made in Germany				
2 Courrier service ○	–	1	9	☑	9.00	☐	2
Reference			Made in Germany				
Total					18.00		
Incoterm applied				☐	0.90		
Tax applied					1.80		
Total quotation value					20.70		

Edit, delete or add new line

Change lines order

Next

◉ view list

○ print

Record

Top ↑

View

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

list

Options

☐ signature:

stamp
◉ no: ○ original: ○ copy:

template: default ▼ addressed to: Goh ▼ Display

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

+ Pdf

You can acces 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

Correspondence address:address line 1 address line 2 778686668, Goldcity, SINGAPORE
Tel: 777777 Fax:+709823400

Top ↑

Print and mail

MVL—QU-15-05-AO-2

list

▼ Options

☑ signature: 60 ⬍ Adjust vertica

stamp
⦿ no: ○ original: ○ copy:

template: default ⌄   addressed to: Albard Luk ⌄   **Print in Pdf**

▼ Share this document via email

enter email addresses separated by comma (autocomplete enabled).

☑ Send me a copy

add optional message

Send

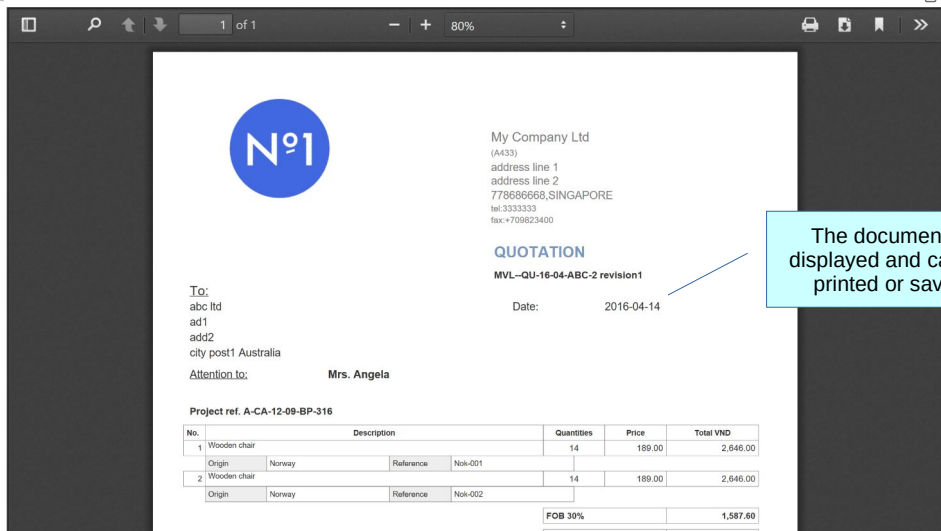Copy document to pro

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 to registered contacts

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

☐ 🔍 ⬆ ⬇   1 of 1   − +   80% ⬍   🖨 📄 🔖 »

N°1

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

QUOTATION
MVL—QU-16-04-ABC-2 revision1

To: Date: 2016-04-14
abc ltd
ad1
add2
city post1 Australia

Attention to: **Mrs. Angela**

Project ref. A-CA-12-09-BP-316

No.	Description	Quantities	Price	Total VND
1	Wooden chair	14	189.00	2,646.00
	Origin Norway Reference Nok-001			
2	Wooden chair	14	189.00	2,646.00
	Origin Norway Reference Nok-002			
		FOB 30%		1,587.60

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	☐	0.00	☐	1 ⇕
2 11 Ted11 John Ted	○ Ted11	– ∨	20	1	☐	20.00	☐	
Reference			Origin					
3 item	○	– ∨	20	5	☐	100.00	☐	
Reference			Origin					
4 [sub total]	○	– ∨	0	0	☐	0.00	☐	4 ⇕
5 option	○	– ∨	0	100	☐	0.00	☐	
Reference			Origin					

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

Total		120.00
Incoterm applied	☐	0.00
Tax applied		0.00
Total quotation value		120.00

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

paragraph

Sub total line

Default PDF output

Top ↑

Quotation – Convert into invoice

Generate invoice

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

List

▼ Options

Invoice header and options.

See invoices management for details

Header *
My Company Ltd.

Allocated *
My Company Ltd.

select an entity for which the invoice is done

Client *
Alpha et Omega

Date *
03 / 30 / 2019

Title *
Invoice

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

Currency *
US dollar

Exchange rate

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

tax: VAT   10 %

Terms: on receipt   days

PO No.

optional purchase order number

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

The comment field is automatically populated with the quotation unique reference

▼ Items

Add item

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

Show row weights

	Description	Account	Quantity	Value	Tax	Total	Delete
✛ 1	11 Ted11 John Ted	– Select –	1	9	☑	9.00	☐
✛ 2	CIF 5%	– Sele		.9	☐	0.9	☐
	Total					18.00	
	Tax payable					1.80	
	Total invoice					19.80	

If finance module is available, select accounts for record.

Next
◉ view list
○ print
○ record payment

Record

Top ↑

✓ 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

Top ↑

Invoice

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

Note: **proforma** invoice will not record any receivable in accounts when finance module is available

Top ↑

New invoices

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

List

▼ Options

Header *
My Company Ltd

Allocate
My Co
select an entity for which the invoice is done

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

Client *
Best Outlet Distribution Lt

Client (must be available in address book)

Date *
12 / 12 / 2018

Title *
Invoice

Date of invoice and type "Invoice", Credit note",'Proforma"

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

Project reference (Project management)

Currency *
EURO

Exchange rate *
0.9

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

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

Invoice currency

Tax: GST   6 %

Terms: on receipt   30

Tax name and rate if applicable

12345
optional purchase order number

Optional PO ref.

comment

Any comment that can be used in print document for example

▼ Items

Add item

Add lines for item

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

Show row weights

		Description	Account	Quantity	Value	Tax	Total	Delete
✛	1	Items group	41010 - Sale	0	0	☐	0.00	
✛	2	664 B664 RED PLATE PRINTED 7IN 	41010 - Sale	100	5.5	☑	550.00	
✛	3	item 1	41010 - Sale	5	9.9	☐	49.50	
		Total					599.50	
		Tax payable					33.00	
		Total invoice					632.50	

Title line (for formatting)

Drag item line to re-arrange order before saving.

Invoice total, gross and with tax

remove last item

Remove last input

Next
◉ view list
○ print
○ record payment

Record

Invoices list

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

List filter by keyword or options

▼ Filter (Any - EUR)

Search with keyword, ref No.

My Company Ltd.

from: 01 / 21 / 2017 ⊗ to: 07 / 27 / 2020 ⊗

client *
Any

Any

Any
currency

Apply   Reset

Export list

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

References links: supplier, project.

Number	Reference	I:		Due	Value	Payment date	Status	
MVL-CN-17-09-B01-20	Best Out	Acme Services Pte Ltd for: My Company Ltd.	2017-09-05	2017-09-05	USD (100.00) tax: USD (6.00)	2017-09-06	paid	Set alert [off] ▼
MVL-I-18-02-A0-23	Alpha et 20	Acme Services Pte Ltd	2018-01-09	2018-01-19	USD 189.00	2018-01-22	paid	Set alert [off] ▼
I-ASPL-34	Alpha et 20	Acme Services Pte Ltd for: My Company Ltd.	2019-09-26	● 2019-10-25	USD 1,026.00	–	unpaid	Quick edit ▼
I-ASPL-39	Alph				0.81.0			Receive ▼
I-MVL-42	Alpha et	Acme Services Pte Ltd			0.10.		rma	Quick edit ▼

Red = credit note

Click to view in browser

Green = proforma

Actions menu

Quick edit header info

Register payment of invoice

Add a task

Download in Excel format

Delete (if status is unpaid)

Edit (if status is unpaid)

Set an auto alert / reminder

Print and email document (Pdf)

Duplicate document with new reference No.

Quick edit
Edit
Receive
● Alert
Edit task
Print and share
Excel download
Delete
Clone

Top ↑

Invoices list

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

Filter (Any)

Search with keyword, ref No.

My Company Ltd

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

client * Any   Any

Apply   Reset

Export

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 |
| ● Alert |
| Edit task |
| Print and share |
| Excel download |
| Delete |
| Clone |

| ● Alert ▲ |
| Edit task |
| Print and share |
| Excel download |
| Reset |
| Clone |

Reset a payment received to zero (if not reconciled)

Invoices aging report

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

Filter

Filter report by company

My Company Ltd ▾

Apply

Available references per invoice

Values

Periods

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	

Period	Reference	Value	Total USD (without tax)
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

Period	Reference	Value	Total USD (without tax)
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	

Total per period in base currency

Period	Reference	Value	Total USD (without tax)
Between 0 & 30 days aging	MVL–I–17–04–AO–33 Alpha et 312	USD 52.29 tax: USD 3.14	USD 52.29

Top ↑

Invoice – display in browser

View

MVL-I-15-05-BOD-6

list

Options

☐ signature:

stamp

◉ no: ○ original: ○ copy:

template: default ▼ **addressed to:** Goh ▼ Display

✎ Edit   ☒ Excel   ⤓ Pdf

You can access Excel donload or Pdf printing from buttons

The document is displayed in Html format

My Company Ltd

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

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

Top ↑

Print and mail

I-MVL-37

list

▼ Options

☑ signature: 60 ⏶⏷ Adjust vertica

stamp
◉ no: ○ original: ○ copy:

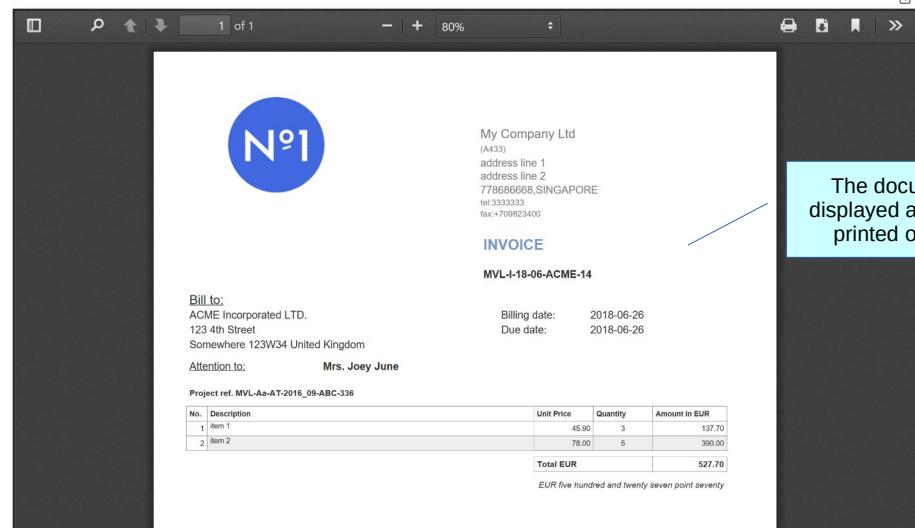template: default ⌄ addressed to: Albard Luk ⌄ [Print in Pdf]

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 to registered
contacts

▼ Share this document via email

enter email addresses separated by comma (autocomplete enabled).

☑ Send me a copy

add optional message

[Send]

Copy document to project

[Copy]

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

INVOICE

MVL-I-18-06-ACME-14

Bill to:
ACME Incorporated LTD.
123 4th Street
Somewhere 123W34 United Kingdom

Billing date: 2018-06-26
Due date: 2018-06-26

Attention to: **Mrs. Joey June**

Project ref. MVL-Aa-AT-2016_09-ABC-336

No.	Description	Unit Price	Quantity	Amount in EUR
1	item 1	45.90	3	137.70
2	item 2	78.00	5	390.00
		Total EUR		**527.70**

EUR five hundred and twenty seven point seventy

The document is
displayed and can be
printed or saved

Top ↑

Description		Account	Quantity	Value	Tax	Total	Delete
⊕ 1	Item group 1 ○	41010 – Sale ∨	0	0	☐	0.00	☐
⊕ 2	11 Ted11 John Ted ○	41010 – Sale ∨	1	50	☐	50.00	
11							
⊕ 3	item ○	41010 – Sale ∨	1	25	☐	25.00	
⊕ 4	[sub total] ○	41010 – Sale ∨	0	0	☐	0.00	☐
⊕ 5	Item group 2 ○	41010 – Sale ∨	0	0	☐	0.00	☐
⊕ 6	item ○	41010 – Sale ∨	1	10	☐	10.00	☐
⊕ 7	item ○	41010 – Sale ∨	1	10	☐	10.00	☐
⊕ 8	[sub total] ○	41010 – Sale ∨	0	0	☐	0.00	☐
⊕ 9	item ○	41010 – Sale ∨	1	35	☐	35.00	☐
Total						130.00	
Tax payable						0.00	
Total invoice						130.00	

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

No.	Description		Uni	paragraph	Amount in USD
1_	Item group 1				
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:

Csv format is used to export document data only.

- ☐ signature:

Select printing options.

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

stamp
- ⦿ no: ◯ original: ◯ copy:

template: default ▾ **addressed to:** Goh ▾ Download

Click 'Download" to export the file

---

xport in excel format

/L-I-15-05-BOD-6

ptions

output format
⦿ excel: ◯ csv:

☐ signature:

stamp
⦿ no: ◯ original: ◯ copy:

template: default ▾ **addressed to:** Goh ▾ Download

Opening MVL-I-15-05-BOD-6

You have chosen to open:

📄 **MVL-I-15-05-BOD-6**
   which is: Microsoft Excel Worksheet (7.4 KB)
   from: http://localhost

What should Firefox do with this file?

- ⦿ Open with   Browse...
- ◯ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Top ↑

Invoice – quick edit

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

Quick edit invoice

MVL–I–17–09–BOD–21

Header *
My Company Ltd

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

Client *
Best Outlet store

Date *
10 / 02 / 2017

Project *
not applicable

Currency : **USD**

Account payment *
[USD], My Company Ltd - 800008 Mybank

Terms: due days   10

PO No.

comment

Record

Editable fields in quick edit mode

Close without saving

Record changes

Top ↑

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) *   **Base currency exchange rate** *

600   0.8

Total amount received

Exchange rate against base currency

Short payment

29.48

☐ Force close invoice

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

Debit exchange rate

1

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

Record

Invoice – record
payment

Ex. 2

Account receiving
funds has different
currency than currency
billed

Account receiving fund
is not in base currency

Invoice receipt

List

Invoice ref. MVL-I-19-04-AO-35

My Company Ltd.

Payment date *

06 / 03 / 2019

Account receiving payment *

[SGD], My Company Ltd. – F102030405 Clicky bank

Account receiving
funds.
See finance module

Amount (USD) *

100.00

Total amount
received in base
currency (no
exchange rate

Short payment

0.00

☐ Force close invoice
Select to close invoice when amount

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

Debit exchange rate *

1.4

Amount debited SGD 140

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

This should be
amount stated in
your bank
statement

Record

Invoice receipt

List

Invoice ref. MVL-I-19-04-AO-35

My Company Ltd.

Payment date *

06 / 03 / 2019

Account receiving payment *

[USD], My Company Ltd. – 800008 Mybank

Account receiving funds in base currency.
See finance module

Amount (SGD) *

100.00

Base currency exchange rate *

1.4

Total amount received in billed currency

Short payment

0.00

☐ Force close invoice
Select to close invoice when amoun[t]

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

Debit exchange rate *

0.714286

Amount debited USD 71.4286

Exchange rate between currency of payment and currency of account receiving funds.
(i.e. 1 / 1.4)
Amount in currency of account is indicated

This should be amount stated in your bank statement

Record

Invoice - alert

Alert is a simple email reminder sent to inform users that an invoice is past due.

Reminder can be scheduled for client as well if payment is due. The threshold for alert is due date + short due days in settings

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

Top ↑

Set invoices alert ✕

Invoice ref. I-MVL-41

Automatic alert will be sent to the list of users for late payment

on ▾

Switch alert on and off

Switch on or off for all alerts

user,

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

Your company users

▾ Client alert

Automatic alert will be sent to a client

Message threshold: 7 day(s) after due date.

You can change this number in sales settings.

Client reminder sent on due date + short due settings

Send every

Mon ▾

Frequency: select a week day or every days

Send to

John Doe <jd@example.com> ▾

Reminder recipient based on address book

Info : custom text attached to alert:

"We kindly ask you for your attention and your action within 3 working days."

You can change this text in sales settings.

A custom text that can be changed in settings

Record

Click to save.

Alert email reminder

Sample email reminder

Dear Mr. John Doe,
this is an automated alert.

- Object : Payment due.
- Value : 45 SGD.
- Past due days : 38 days.
- Document reference : I-MVL-41.

We kindly ask you for your attention and your action within 3 working days.

Thank you.

-- My Company Ltd. --

Custom text

A record log is also done when reminder is sent to client
+
Copy email to company default email

Message   send reminder: I-MVL-41 – jd@example.com

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

Top ↑

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.

Top ↑

Invoices tasks list

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

▼ Filter

Filter by status

| All ⌄ | Apply | Reset |

Document	Assigned	Task	From -> to	Expired	Completion	Alert who	Alert when		
MVL-I-18-08-AO-28	user	Do it	2015-01-03 -> 2015-01-31	yes	50 %	admin,user	5 days before deadline	Edit	⌄
I-MVL-35	admin	print	2015-08-07 -> 2015-08-08	yes	78 %	admin,user2	1 day before dealine	Edit	⌄
I-ASPL-39	admin	task 1	2017-10-15 -> 2017-10-15	yes	63 %	admin	Never	Edit	⌄
I-CTL-36	admin	task 2	2017-10-15 -> 2017-10-16	yes	0 %		Never	Edit	⌄
I-MVL-40	user	description	2020-03-02 -> 2020-04-06	yes	0 %	user	Weekly	Edit	⌄

Click to edit

Invoice task

You can create or edit a task directly from the invoices list.
Each invoice can have 1 task.

Top ↑

Invoices list

| Documents | Sales | Logistics | HR | Projects | IReports | Finance | Extranet | Administration |

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

▶ Filter

Number	Reference	Issued by	Date	Due	Value	Payment date	Status		
MVL-I-15-05-BOD-6	Best Out 319	Representative office for: My Company Ltd.	2018-05-22	● 2018-05-23	EUR 2,099.50 tax: EUR 104.98	-	unpaid	Quick edit	▼
MVL-I-17-01-AO-29	Best Out	My Company Ltd. for: Company Two llc	2017-01-21	● 2017-01-31	USD 100.00 tax: USD 5.00	2017-01-21	partially paid	Receive	▼
MVL-I-17-02-AO-32	Blue glo	My Company Ltd.	2017-02-13	● 2017-02-13	USD 175.00	-	unpaid	Quick edit	▼
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	Receive	▼
MVL-I-17-05-AO-25	Alpha et	My Company Ltd.	2017-05-20	● 2017-05-20	USD 672.00	2017-05-20	partially paid	Receive	▼
MVL-I-17-09-BO1-19	Best Out	My Company Ltd.	2017-09-05	● 2017-09-05	USD 300.00 tax: USD 18.00	2017-09-08	partially	Receive	▼
MVL-I-17-09-BOD-21	Best Out	My Company Ltd.	2017-10-02	● 2017-10-12	USD (50.00)				
MVL-I-17-11-BO1-23	Best Out	My Company Ltd.	2017-11-17	● 2017-11-17	USD 590.00				
MVL-I-18-01-AO-26	Alpha et 311	My Company Ltd. for: Company Two llc	2018-10-10	● 2018-10-10	USD 103.00 tax: USD 1.80				
I-MVL-27	Alpha et	My Company Ltd.	2018-10-23	● 2018-10-23	USD 130.00				
I-MVL-30	Alpha et 319	My Company Ltd.	2018-10-23	● 2018-10-23	USD 2,325.00				

Set invoice task or reminder ✕

Invoice ref. I-MVL-41

Event name

Event name

Assigned to *

– Select –

Task assignment

Task description *

Task description

Starting *

06 / 28 / 2020

Start and en date

ending:

mm / dd / yyyy

Color

Color

Notification recipients

enter users names separated by comma (autocomplete enabled).

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

Notification period

Never

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

Record

Record task

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

Top ↑

Invoice – clone

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

Invoice

List

⚠ Template invoice based on ref. I-MVL-37 . 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 Alpha et (

Date *
04 / 09 / 2020

Title *
Invoice

Project *
312 | awarded | A-CA-6_(

Currency *
US dollar

Exchange rate
1

Account payment *
[USD], My Company Ltd – 123456789

Tax: ex. sales tax   0 %

Terms: on receipt   0

PO No.
optional purchase order number

comment

▼ Items

Add item

Description			Account	Quantity	Value	Tax	Total	Delete
1	11 Ted11 John Ted	○ ‖	41010 – Sales	1	999	☐	999.00	☐
Total							999.00	
Tax payable							0.00	
Total invoice							999.00	

Next
◉ view list
○ print
○ record payment

Record

Top ↑

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

> To create a credit note:
> Select the client to credit and "Credit note" type in "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	☑	10.00	☐
Total					10.00	12.5 USD
Tax payable					0.00	
Total invoice					10.00	

Top ↑

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

Edit ▲
Assign credit note
Set alert [off]
Edit task
Print and share
Excel download
Delete
Clone

Top ↑
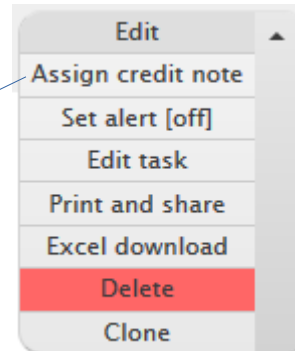
Assign credit note

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

Top ↑

After credit note is assigned
status of document changed

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

| 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	1419 – 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: | Browse... | plan.xlsx | project | Upload | 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 |

Top ↑

Statistics

Sales or purchases data

Projects by status

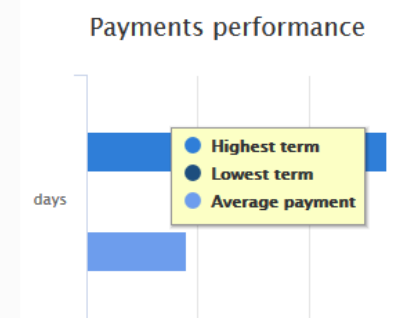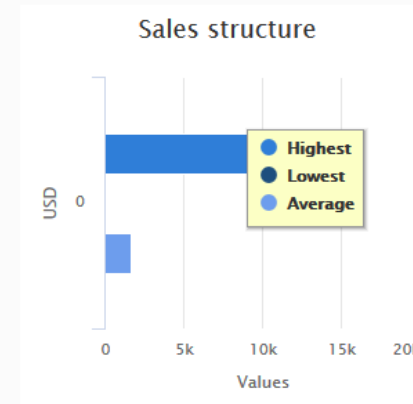| Open	Awarded	Completed	Closed
4	2	1	
		7	

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**

Sales per year

Projects

Requires "charts" module

- Open
- Awarded
- Completed
- Closed

Sales structure

- Highest
- Lowest
- Average

Payments performance

- Highest term
- Lowest term
- Average payment

Top ↑
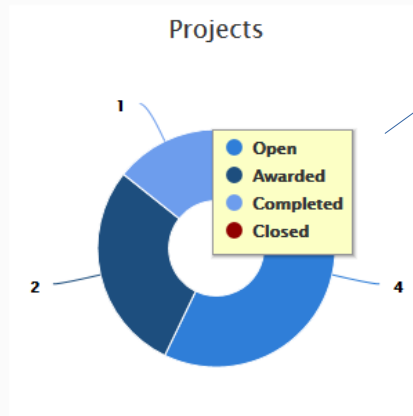
Documents

Sales documents

Documents are attached to Address Book entry

| View | Edit | Delete | Bank info | Sales | Documents |

Documents tab

Alpha et Omega

Select file: [Browse...] No file selected. | folder ○ | comment | [Upload]

Upload new file

Classified by folder

CONTRACT

📄 Agent agreement 2019.pdf   test 🗑 🔒

IMAGE

🖼 receipt1.jpg 🗑 🔒

🖼 computer_table_s_380.png   Document not available. Please contact administrator 🗑

You can move file from one folder to another one

Delete icon
Manage user access

Access control dialog

Access

By default access is given to users who have access to the address book unless custom access has been defined by owner. Use "Ctrl C" to select multiple users in the box below.

Restricted

admin
user2

⇌

Allowed

user

[Save]

Top ↑

Search documents

There is form available to quickly search documents linked to address book

Search documents

Search | Companies list | Contacts list | New | Search documents | Administrate

Search documents in main menu

Type keyword

a

Search results

ambc.jpg - 2019-01-27 - 10 Kb
Alpha et Omega [Folder 2]

Indicates that the file is locked for sharing

Agent agreement 2019.pdf - 2019-09-23 - 3068 Kb
Alpha et Omega [contract]

Link to document folder

Address book entry name

Top ↑

Global settings

Global settings

| Global | Serial format | Forms | Design | Quotations |

Short due alert (days) *

`7`

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

Long due alert (days) *

`30`

A custom message added to clients reminder alerts. *

We kindly ask you for your attention and your action within 3 working days.

This text is used when sending reminders to client

Record

Serial

| Global | Serial format | Forms | Design | Quotations |

TYPE—MYCO—123

First element *
document type

You can define the template of documents reference code by selecting elements display

Second element *
hidden

Third element *
company

I.e company code will be displayed as 3rd element

Fourth element *
hidden

Last element *
sequence number

The sequence cannot be changed.

Increment base *
0

The sequence number to start from.

Save

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 | Serial format | Forms | Design | Quotations |

Templates per document category

Purchase forms

Browse... No file selected.

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"**

Select file to upload a new format

Click box to delete existing format

Quotations forms

Browse... No file selected.

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

Invoice forms

Browse... No file selected.

Upload a new invoice 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

Save to upload new or delete existing

Forms design

Use the forms design to customize elements of Pdf templates

Design document

| Global | Serial format | Forms | Design | Quotations |

Custom design existing templates

templates * | default invoice ▾ | Reset

Select existing template

☐ Delete custom data

Delete current settings

Preview   Save

Click preview to see changes and save to record custom settings
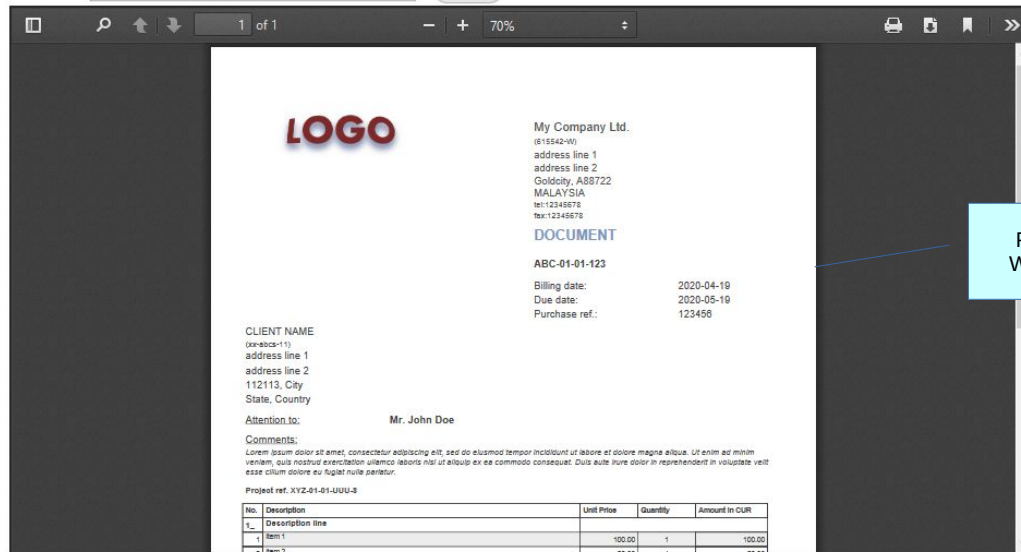
▶ Document style

▶ Document header style

▶ Document footer style

Document adjustable sections

▶ Document feature style

▶ Document items style

Forms design

Use the forms design
to customize elements
of Pdf templates

Design document

| Global | Serial format | Forms | Design | Quotations |

Preview window
With sample data

Preview
clicked

Preview   Save

▶ Document style

▼ Document header style

Border visible
No ▾

Left margin
2

Available settings
adjustment

Column 1
50

Column 2
50

Invoice – settings

Quotations settings

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

Quotations settings

column_1	item	display
column_2	column_2	display
column_3	column_3	hide
column_4	Quantities	display
column_5	Price	display
column_6	Total	display

Global | Forms | Quotations

Record

Set the display setting per field

Fields names can be edited