







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).



Menu:

§ Purchases	§ Quotations	§ Invoices	§ Sales data
new payment list alert tasks print Pdf print html formatting quick edit delete clone aging report ledger debit note	new list edit print html print Pdf formatting convert to invoice	new list print html print Pdf formatting excel quick edit receipt alert task delete clone aging report ledger credit note	§ 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







### Purchase payment

## Purchase payment



## Purchase payment

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

#### payment date \*

2015-07-07

#### account payment \*







**Purchases list** 

### Purchases list

Purchases list New purchase Aging Ledger Tasks
ilter (Paid)
Search with keyword, ref No.
My Company Ltd 🗸
from: 01 / 10 / 2017 🕲 to: 03 / 16 / 2018 🕲
supplier *
Bekalan PIT Sdn Bhd 🗸
Paid v
Apply Reset

#### Export





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 v the list of users for late payment To activate alert, set it to 'On' V on Switch on or off for all alerts user, List of users that will Your company users receive the alert. (user's names separated by comma) rd Ouick edit . Edit Once activated, the action menu will show Pay green 'alert' in the Alert menu list. Edit task Print and share x Excel download



### 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.

### **Purchases tasks list**

Purchases list	New purchase	Aging	Ledger	Tasks			
▼ Filter					F	ilter by status	
All	✓ Apply	Reset					

Document	Assigned	Task	From -> to	Expired	Completion	Alert who	Alert when	
MVL-P0-15-06-BP-3	user	Bill client for supplies	2020-06-09 -> 2020-06-30	no	37 %	user	Weekly	Edit 💌
MVL-P0-16-06- 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.





Purchase - print and share

## Print and mail





## Purchase

Formatting

Form input

## Default PDF output

	Description	Acc	ount	Quantity	Value		Tax	Total	Delete	
_	🕆 1 item group 1 🛛 🔿	) 11	500 – Veł 🗸	0		0		0.00		
	2 11 Ted11 John Ted	51	010 - Cos 🗸	10	1	0		100.0	Line with 0 create a p	values will paragraph
	4 3 item C	51	010 - Cos v	10	1	1		110.0	Line with item (see serv	predefined products & ices)
	🕀 4 [sub total]	51	010 - Cos 🗸	0		0		0.00		
	5 item group 2 C	51	010 - Cos v	0		0		8.00	Enter [sul 0 values	b total] and to create a
	🕆 6 item C	51	010 - Cos ∨	10	1	2		120.00		
		51	010 - Cos ∨	10	1	3		130.00		
	🕀 8 [sub total] C	51	010 - Cos γ	0		0		0.00		
	⊕ 9 item C	51	010 - Cos ∨	10	1	5		150.00		
	Total Drag to change order							610.00		
	Tax payable							0.00		
	Total purchase							610.00		
No.	Description						ра	ragraph	Am	ount in USD
1	item group 1									

No.	Description		paragra	iph		Amount in USD
1_	item group 1					
1	John Ted		10.00	10	1	100.00
2	item	_	Sub tota	l line		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

	Editable fields in quick edit mode		
Quick edit purchase		*	
MVL-PO-17-05-BP-16			Close without saving
header *		l	
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			I
added comment		.H.	
	(	Record	
			Record changes



Purchase - delete

# Delete

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

Are you sure you want to delete this purchase?



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

My Company Ltd 🗸 🗸	My Company Ltd v select an entity for which the purchase is done
supplier *	
Bekalan PIT Sdn Bhd 🗸 🗸	
date *	Title *
06 / 19 / 2018 🕲	Purchase 🗸
319   open   A-BR-1_11· ↓	
Dollar Singapour 🖌	
	3 percent:
tax: VAT	
tax: VAT terms: on receipt v 0	

ems						
						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	419.53 USD
Tax payable					15.00	
Total purchase					565.00	

#### Attached document: Sample\_statment.pdf





Record



Purchase – Aging report

## Purchases aging report

0	0 1		
Purchases list New purch	nase Aging Ledger Tasks	Filter by company	
Filter			
My Company Ltd	•		
Apply	Aging per period	Decument	Value
Period	Reference	references	Total USD (without tax)
	MVL-PO-14-11-BP-2 Bekalan	USD 50.00	
	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	
More than 120 days aging	MVL-PO-16-03-ADT-8 ADT Serv	EUR 100.00	
	MVL-PO-16-03-ADT-9 ADT Serv	EUR 200.00	Total base currency
	MVL-PO-16-04-BGP-12 Bright G AO	EUR 8,618.98	period
	MVL-PO-16-03-ADT-10 ADT Serv	USD 200.00	
	MVL-PO-16-06-BP-14 Bekalan	SGD 12.00	
Period	Reference	Value	Total USD (without tax)
	E-Kanri/PO/11-13/ABC/210		
Between 60 & 90 days aging	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         Led           My Company Ltd            from:         2016-04-01           to:         2017-04-26	lger per eriod
supplier     Supplier       ADT Services Sdn Bhd     •       Apply     Reset	
Excel Export	

USD	Entry	Description			Debit	Credit	Status
Bright Garme	nt Pte Itd		Link to p	urchase			
opening 0.00	opening 0.00 ( 0.00 USD )		document				
2016-04-16	730 - 251	22200 Trade Creditors		EUR		2,120.98	Ν
2016-04-16	731 - 252	22200 Trade Creditors		exchange		111.63	N
2016-04-16	734 - 255	22200 Trade Creditors		EUR		6,498.00	Ν
2016-04-16	735 - 256	22200 Trade Creditors		exchange		342.00	N
Total period (I	ocal currency)				0.00	8,618.98	
Total USD					0.00	9,072.61	
Closing (local					8,618.98		
Closing USD					9,072.61		

Ledger transactionas and balance



Purchase

View in browser

View			
MVL-PO-16-04-BGP-12	options		
ist			
Options			
signature:			
stamp no:   original:   copy:			
template: default 🔻 Display			
☑ Edit	Export in excel or Pdf format		
		My Company	/ Ltd
LOGO		(A488) address line 1 address line 2 778686668, MALA Tel:3333333, Fax:	NYSIA +709823400
		Purchase	
		MVL-PO-16-04-B Purchase date: 20	GP-12 16-04-16
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 E
0.1 item 1	2,120.98	1	2,120.9
0.2 item 2	6,498.00	1	6,498.0
Our ref. MVL-D-SG-2016_01-AO-1	20		
Total EUR			8,618.5
	eight t	housand six hundred an	d eighteen point nine ei

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



### Purchase – debit note

Debit note can be created in sales module.

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

ptions								
header * My Company Ltd v			allocat My Co select an	ed * ompany Lt entity for wi	d N	rchase is	done	
supplier * Bekalan PIT Sdn Bhd date * 09 / 05 / 2017 ©	~		Title Deb	;* <mark>)it note</mark> ~	]	T Se and	o create a debit note: elect the supplier d "Debit note" type in "Purchase"	2
Project * not applicable v								
<b>currency *</b> US dollar ∨								
tax: tax		10 percent:						
comment								
ems								
								Add item
Description		Account	Quantity	Value		Тах	Total	Delete
item	0	51010 - Cost c 🗸	1		120	•	120.00	
Total							120.00	
Total Tax payable							120.00	

132.00

Top ↑

Total purchase



### 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	5	unpaid	Edit •
Dehit	MVL-DN-17-09-	Bekalan	My Company Ltd	2017-09-07	2017-09-07	USD (120.00) tax: USD 12.00	)	unpaid	Edit -
note									





Purchase – debit note

### Assign debit note

# Assign debit to purchases

List

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





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

|--|

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	Ν					
2017-09-07	1382 - 558	22202 Trade creditors USD	USD		12.00	Ν					
2017-09-08	1415 - 559	22202 Trade creditors USD	USD	120.00		Ν					
2017-09-08	1418 - 562	22202 Trade creditors USD	USD	12.00		Ν					
If finance module is				132.00	132.00						
shows p	urchase				0.00						
compensat nc	ed by debit ite										



### **Quotation**

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



## Top 1

Record



## Quotation - list

Quotations li	st					_	
Quotations list New Q	uotation				List filter		
▼ Filter							
Search with keyword,	ref No.						
My Company Ltd.	✓						
from: 06 / 01 / 2020	to: 08 / 3	30 / 2020 🕲					
Any	~						
Open 🗸							
Any v	•						
currency							
Apply							Actions
Number	Revision	Reference	lssued by	Date	Value	Status Ope	rations
MVLQU-14-10-GC-1	0	Best Outlet Dis	My Company Ltd	2014-10-10	SGD 945.00	printed Edit	t 💌
MVLQU-15-05-AO-2	0	319	My Company Ltd	2015-05-13	VAT USD 2.29	printed Edit	t <b>*</b>
MVLQU-16-01-40-3 Quotat	ion No.	Alpha et Omega AO	My Company Ltd References links	2016-01-06	USD 32,500.00	printed	Status:
for	nat		supplier, project, attachment.	,			Open Printed Invoiced
	Quick	Edit	Quick	edit 🔺	Ec	Jit items	
	Conv	ert	Edi	t			
	docume sales in	voice	Convert to	invoice	Prin	t in Pdf or	
	Clor	ne	Pr	rint		format	
			X Excel d	ownload			
			Clon	te	Delet	e (IT status IS open)	
			Dele		1		



Top ↑

Quotation - edit

## Edit quotation

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

1 2 - 4
I ICT

Dptions Header * Alloca	ated *					al	Edit quotation lows change of tions and items	
My Company Ltd. v My C	company Ltd. 🗸 🗸					60		
Client * Alpha et Omega v Date * Title								
03 / 30 / 2019 Teds								
Project * cu 319   open   A-BR-1_11-E v U	irrency * IS dollar v							
Incoterms % CIF v 5								
Add tax %								
VAT	10							
comment	When editi assign a 'r	ing a quotation	on, you ca ' number to	1				
urrent revision * 0 v	When editi assign a 'r keep histor	ing a quotation new revision' ry of revised	on, you ca ' number to quotations			. <u>ii</u> .		
comment urrent revision * 0 v ems	When editi assign a 'r keep histor	ing a quotation new revision' ry of revised	on, you ca ' number to quotations				Edit, delete or	add
comment	When editi assign a 'r keep histor	ing a quotation new revision ry of revised	on, you ca ' number to quotations			"H	Edit, delete or new line	add
comment	When editi assign a 'r keep histor	ing a quotati new revision' ry of revised Quantity Unit	on, you ca ' number to quotations	ax Total	Delete	н Н	Edit, delete or new line	add
comment	When editi         assign a 'r         keep histor         Price type         Ted11	ing a quotati new revision' ry of revised Quantity Unit	on, you ca onumber to quotations	ax Total 2 9.00	Delete		Edit, delete or new line	add
comment urrent revision * 0 v ms Add item 11 Ted11 John Ted ( Reference	When editi         assign a 'r         keep histor         Price type         Ted11	ing a quotati new revision' ry of revised Quantity Unit	on, you ca ' number to quotations	ax Total Z 9.00	Delete	ч Ч	Edit, delete or new line	add
comment urrent revision * 0 v ms Add item em 11 Ted11 John Ted ( Reference Courrier service ( )	Price type	Quantity Unit Made in Germany	on, you ca onumber to quotations	ax Total 2 9.00	Delete		Edit, delete or new line	add nes or
comment urrent revision * o v ms Add item em 11 Ted11 John Ted Courrier service (Reference)	Price type	Quantity Unit Made in Germany Made in Germany	on, you ca ' number to quotations tprice 9 9	ax Total 2 9.00 2 9.00	Delete           1           2		Edit, delete or new line	add nes or
comment	Price type	Quantity Unit Made in Germany Made in Germany	on, you ca number to quotations price	ax Total 2 9.00 2 9.00	Delete		Edit, delete or new line	add nes or
comment	Price type	Quantity Unit Made in Germany Made in Germany	on, you ca 'number to quotations	ax Total 2 9.00 2 9.00 18.00	Delete           □         1           □         2           □         2	ч	Edit, delete or new line	add nes or
comment	Price type	Quantity Unit Made in Germany	on, you ca ' number to quotations price 9 9 9	ax Total 2 9.00 2 9.00 18.00 18.00 1.80	Delete		Edit, delete or new line	add nes or

- Ν
- view list
- $\bigcirc$  print

Record



Quotation – display in browser

#### View

You can acces Pdf printing from button



#### 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.



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



Quotation - print and share

### Print and mail

list





## Quotation

Formatting

Form input

- Com			The type	quantity	onicprice					
1 It	em group 1	0	- ~	0		0	0.00		1 🚔	
2 1	1 Ted11 John Ted	O Ted11	- v	20		1	20.00		Line with create	n <mark>0</mark> values will a paragraph
Ref	ference			Origin				L		
3 it	em	0	- *	20		5	100.00		Line wit item (se	h predefined e products &
Ref	erence			Origin					SE	ervices)
4 [9	sub total]	0	- v	0		0	0.00		4 🔹	
5 o	ption	0	- v	0		100	0.00		Enter [s	sub total] and
Ref	erence			Origin					value sub	total line
Tota	al						120.00			
Inco	oterm applied						0.00			
Tax	applied						0.00			
Tota	al quotation value						120.00			
0.		I	Description				paragr	raph		Total USD
_	Item group 1					_				
1	John Ted						20		1.00	2
	Reference		Origi	n	Italy		Sub tota	al line		
2	item					_	20		5.00	10
	Reference		Origi	n	Italy					
_								Sub	total	12

Delete

Default PDF output



Quotation – Convert into invoice

Top ↑

### Generate invoice

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

Options					Invoice See inv	header	and opti
Header * My Company Ltd. v	Allocated * My Company Ltd. v					for de	tails
Client * Alpha et Omega							
Date * Title * 03 / 30 / 2019 Invoi	ce v						
Project * 319   open   A-BR-1_11	-E ~						
Currency * Ex US dollar v	change rate Account pay	rment * Company Ltd. – 359384	47-E' ∨				
ax: VAT erms: on receipt v days	10 %						
PO No. ptional purchase order number Based on quotation ref. MVL	QU-18-01-AO-5		Th auto V	ne comm omaticall with the c unique re	ent field i y populat quotation eference	s ed	
Add item	Items will be per qui Items can be invoice c	displayed as otation. added to the locument					
						Show	row weight
Description     1 11 Ted11 John Ted	Accour	nt Quantity	Value	9 <b>•</b>	ax Total	9.00	Delete
	– Sele		•	.9		0.9	
Total	1	If finance m	odule is			18.00	
Total Tax payable	1	If finance m available, selec for reco	nodule is ct accounts ord.			18.00	

- Next
- view list
- print
- $\bigcirc$  record payment
- Record



Quotation – Convert into invoice

	✓ The in	nvoice MVL	QI-15-05	5-AO-5 is r	ecorded -		Upon recording a unique reference No. is generated and the invoice will be accessible from invoices list
MVLQI-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 •

MVLQU- 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 - list

## Invoices list

Invo	ices list	New invoice	Aging	Ledger	Tasks					
1										_
Filte	r (Any)									
S	earch wit	h keyword, ref	No.							
N	ly Comp	anvite								
	iy comp		•							
fr	om: 02	/ 02 / 2017 🕲	to: 05	/ 31 / 201	7 🕲					
cli	ient <sup>‡</sup> A	ny				✓ Any	~			
	Apply	Reset								

#### Export

Number	Reference	Issued by	Date	Due	Val	ue	Payment date	Status			
MVL-I-16-06 AO-21	Alpha et	My Company Ltd	2017-02-15	2017-02-15	EUR	R 10.00	2017-03-07	paid	Set alert [off] 💌		
MVL-I-16-10 AO-23	MVL-I-16-10- AO-23 AD-23 AD-23 AD-23 Alpha et Alpha et Ltd		2017-02-1	2017-02-15	USE 2,2	) 50.00	-	unpaid	Quick edit 💌		
MVL-I-17-02 AO-31	Alpha et	My Company Ltd	2017-02-13	2017-02-13	USE	0 200.00	-	unpaid	Quick edit 💌		
MVL-I-17-02 AO-32	Alpha et	My Company Ltd	2017-02-1	2017-02-13	USD	0 175.00	-	unpaid	Quick edit 💌		
MVL-I-17-04 AO-33	Alpha et 312	My Company Ltd	2017-04-19	2017-04-19	USD tax: 3.14	0 52.29 : USD 4	-	unpaid	Status:		
ASPL-I-17-04 AO-22	Alpha et	My Company Ltd	2017-04-12	2017-04-12	USE	0 110.00	2017-05-14	partially paid	Unpaid Partially paid		
ferences links: oplier, project.			When click link, detail dis	ing on the st of transactic splayed.	tatus on is				Paid		
			With finance module,		nodule, the		Quick edit		<ul> <li>Alert</li> </ul>		
ivable	USD 1	51.50	journal entries are displayed		ayed	Edit			Edit task	k	
ice	USD 151.50					R	eceive			_	
				_			Alert	_		-	
nal	1	nvoice	Cradit	- 1 -		E	dit task		Excel downloa	d	
5-07-02	41010 L	JSD 17.5	creat			<b>P</b>		_	Reset		
5-07-02	41010 L	JSD 134				Pri	int and shar	e	Class		
5-07-08	12120		USD 151.5			<b>X</b> Ex	cel downloa	d	Res	etar	
	2015-07-02	2015-07-02 1	ISD 151 50 201	5-07-08			Delete		rece	ived to t reco	
							Clone				



Invoice – Aging report

# Invoices aging report

Invoices list New invoice	Aging Ledger Tasks				
Filter		Filter report company	by '		
My Company Ltd					
Period	Periods	Available references per invoice		Values	x)
More than 120 days aging	MVL-I-TS-05-BOD-6 Best Out 319		EUR 599.50 tax: EUR 29.98		
	MVL-I-16-01-ABC1-11 J Englis		EUR 100.00 tax: EUR 6.00	030 074.30	
Period	Reference		Value	Total USD (without ta	x)
Between 90 & 120 days aging	MVL-I-17-01-AO-29 (Partially pa Best Out	aid)	USD 90.00 tax: USD 5.00	USD 90.48	
Period	Reference		Value	Total USD (without ta	x)
	MVL-I-17-02-AO-31 Alpha et		USD 200.00		
P	MVL-I-17-02-AO-32 Alpha et		USD 175.00		
Between 60 & 90 days aging	MVL-I-16-06-AO-21 Alpha et		EUR 10.00	USD 1,218.53	Total per
	MVL-I-16-10-AO-23 Alpha et 319		USD 833.00		base currency
Period	Reference		Value	Total USD (without ta	x)
Between 0 & 30 days aging	MVL-I-17-04-AO-33 Alpha et 312		USD 52.29 tax: USD 3.14	USD 52.29	



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	Ledger per period		
from: 2016-04-01 to: 2017-04-26			
client Alpha et Omega	Client		
Apply Reset			
Excel			

USD	Entry	Description			Debit	Credit	Status
Alpha et Ome	ga						
opening 31,00	00.00 ( 31,000.00 U	ISD )	Link to sale	s			
2016-06-08	784 - 305	41010 Sales	uocument	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	Ν
2017-02-13	973 - 443	41010 Sales		USD		200.00	Ν
2017-02-13	975 - 445	41010 Sales		USD		175.00	Ν
2017-04-19	1125 - 533	41010 Sales		USD		22.00	Ν
2017-04-19	1127 - 535	41010 Sales		USD		30.29	Ν
2017-04-19	1129 - 537	22352 Tax payable U	SD	USD		3.14	Ν
Total period (I	ocal 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 transactionas and balance



Invoice – display in browser





Invoice - print and share in Pdf format

## Print and mail





Form input

	Description	Account	Quantity	Value	Tax	Total	Delete
	🕆 1 Item group 1 🛛 🔘	41010 - Sale 🗸	0	0		0.00	
L	2 11 Ted 11 John Ted	41010 - Salt v	1	50		50.00	Line with 0 values will create a paragraph
	11	41010 - Salt v	1	25		25.00	Line with predefined item (see products & services)
	4 [sub total]	41010 - Sal€ ∨	0	0		0.00	
	5 Item group 2 O	41010 - Salt 🗸	0	0		0.00	Enter [sub total] and 0 values to create a sub total line
		41010 - Sal€ ∨	1	10		10.00	
	+ 7 item O	41010 - Salt v	1	10		10.00	
	🕆 8 [sub total]	41010 - Sal∢ v	0	0		0.00	•
	+ 9 item O	41010 - Salt v	1	35		35.00	
	Total					130.00	
	Tax payable					0.00	
	Total invoice					130.00	

Default	PDE	output	
Deraun		output	

No.	Description			Uni	para	agraph	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 U	SD		130.00



Invoice – download in excel format

## Export in excel format

MVL-I-15-05-BOD-6







Invoice – quick edit

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

	Editable fields in quick edit mode		
Quick edit invoice		×	
MVL-I-17-09-B0D-21			
Header *			Close without saving
My Company Ltd			
Allocated *			
My Company Ltd 🗸			
select an entity for which the invoice is done			
Client *			
Best Outlet store	V		e
Date *			
10 / 02 / 2017			
Project *			
not applicable v			
Currency : USD			
Account payment *			
[USD], My Company Ltd - 800008 Mybank	v		
Terms: due days 🗸 10			
PO No.			
comment		.::	
	Rec	ord	Record changes
AV 02			record changes



Invoice – record payment

# Invoice receipt

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

#### Payment date \*

2015-07-10





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-A0-35

My Company Ltd.

#### Payment date \*

06 / 03 / 2019

#### Account receiving payment \*

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

Account receiving funds. See finance module



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

## t doT



Invoice – record payment

Ex. 3

Account receiving funds has different currency than currency billed

Account receiving fund is in base currency

## Invoice receipt

List

Invoice ref. MVL-I-19-04-A0-35

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

v





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







### 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.

### Invoices tasks list

Invoices list New invoice Aging Ledger Tasks		
▼ Filter	Filter by status	
All v 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.

Documents Sales	Logistic	s HR Projects	IReports	Finance Ext	ranet Adminis	tration			Set invoice task or reminder		×
NVOICES II Invoices list Ne Filter	<b>st</b> ew invoice	Aging Ledger	Tasks					Task description	Invoice ref. I-MVL-41 Event name Assigned to - Select - v Task description	ass	Event name Task ignment
Number	Reference	Issued by	Date	Due	Value	Payment date	Status				
MVL-I-15-05-B0D-6	Best Out 319	Representative office for: My Company Ltd.	2018-05-22	02018-05-23	EUR 2,099.50 tax: EUR 104.98		unpaid	Quick edit 🔻	Starting !		Start and en date
MVL-I-17-01-A0-29	Best Out	My Company Ltd. for: Company Two IIc	2017-01-21	02017-01-31	USD 100.00 tax: USD 5.00	2017-01-21	partially paid	Receive 💌	06 / 28 / 2020 ending:		
MVL-I-17-02-A0-32	Blue glo	My Company Ltd.	2017-02-13	02017-02-13	USD 175.00	-	unpaid	Quick edit 💌	mm / dd / yyyy		
ASPL-1-17-04- AO-22	Alpha et	My Company Ltd.	2017-04-12	02017-04-12	USD 110.00	2017-05-14	partially paid	Receive 🔻	Color	Color	
MVL-I-17-05-A0-25	Alpha et	My Company Ltd.	2017-05-20	02017-05-20	USD 672.00	2017-05-20	partially paid	Receive •	Notification recipients		
MVL-I-17-09-B01-19	Best Out	My Company Ltd.	2017-09-05	02017-09-05	USD 300.00 tax: USD 18.00	2017-09-08	partially	Receive	enter users names separated by c	omma (autoco	omplete enabled).
MVL-I-17-09- BOD-21	Best Out	My Company Ltd.	2017-10-02	0 2017-10-12	USD (50.00)		Freque	ency of ations:	Notification period		
MVL-I-17-11-B01-23	Best Out	My Company Ltd.	2017-11-17	0 2017-11-17	USD 590.00		- ne	ever	Never 🗸		List of users that w receive the alert.
MVL-I-18-01-A0-26	Alpha et 311	My Company Ltd. for: Company Two IIc	2018-10-10	02018-10-10	USD 103.00 tax: USD 1.80		- u - we	ekly		Record	(user's names
I-MVL-27	Alpha et	My Company Ltd.	2018-10-23	02018-10-23	USD 130.00	<b>F</b> -1-	- mc	nthly			eparateu by comm
I-MVL-30	Alpha et 319	My Company Ltd.	2018-10-23	• 2018-10-23	USD 2,325.00	- 5 da - 3 da	ays bet ays bef av bef	ore deadline	Record task		



Invoice - delete

## Delete

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

Are you sure you want to delete this invoice ?





Invoice – clone

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

### Invoice

List

Example of cloned invoice

#### A Template invoice based on ref. I-MVL-37 . A new invoice will be generated.

ptions									
Header * My Company Ltd	•	Allocated * My Compa	iny Ltd	~					
		select an entit	y for whic	ch the invoice is dor	e				
Client *									
Alpha et Omega Alp	ha et ( 🗸								
Date *	Title *								
04 / 09 / 2020	Invoid	e	~						
Project *									
312   awarded   A-C	CA-6_( ∨								
		1							
Currency *	Exc	hange rate		Account paymer	it *				
US dollar	1			[USD], My Co	mpany Ltd - 1	23456789 🗸			
<b>ix:</b> ex. sales tax			0 %						
rms: on receipt 🖌 0									
D No.									
tional purchase order number									
omment									
tems									
									Add item
Description			Ac	count	Quantity	Value	Tax	Total	Delete
1 11 Ted11 John Ted		0 11	4	1010 - Sales 🖌	1	99	9	999.00	
Total								999.00	
Tax payable								0.00	
Total invoice								999.00	

#### Next

- view list
- O print
- record payment

## Top ↑

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.



Items						
						Add item
Description	Account	Quantity	Value	Тах	Total	Delete
1 item O	41010 - Sales 🖌	1	10	✓	10.00	
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-	Best Out	My Company Ltd	2017-09-05	2017-09-05	USD (100.00) tax: USD (6.00)	-	unpaid	Edit 💌
Credit note									
					Edit				
		Crec	dit note have	Assi	gn credit note				
		a sp iter	pecial menu m to assign	Se	t alert [off]				
		CI	redit to an		Edit task				
			Invoice	Pri	nt and share				
				Exc	el download				
					Delete				
					Clone				



Invoice – credit note

Assign credit note

## Assign credit to sales

#### List





### Invoice – credit note

Credit applied

Number	Reference	lssued 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- B01-20	Best Out	My Company Ltd	2017-09-05	2017-09-05	USD (100.00) tax: USD (6.00)	2017-09-06	paid

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

#### Excel

US	D	Entry	Description		Debit	Credit	Status
Be	st Outlet st	ore					
ор	ening 0.00 (	( 0.00 )					
20	17-09-05	1337 - 547	41010 Sales	USD		300.00	Ν
20	17-09-05	1339 - 549	22352 Tax payable USD	USD		18.00	Ν
20	17-09-06	1364 - 552	41010 Sales	USD	100.00		Ν
20	17-09-06	1365 - 553	22352 Tax payable USD	USD	6.00		Ν
20	17 00 08	1410 562	12120 Mybank ac. 123456789	USD	106.00		Ν
To	It finar avail	able, ledger			212.00	318.00	
С	sho	ws invoice				106.00	
	partially by	compensated credit note					

After credit note is assigned status of document changed



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 statistics

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 uplo	aded plan.xlsx	
Projects				If project module is available
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
Reports				If report module is available
RP-2-01_16-8		2016-01-	06	
KF-2-01_10-9		2010-01-	00	



#### Sales statistics

#### Projects by status

Open	Awarded	Completed	Closed
4	2	1	
		7	

#### Projects by year

Statistics

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



Sales or

### Payments performance



#### Sales

Total transactions : 19,751 USD





Sales documents	Documents View Edit Delete Bank	k info Sales Documents	
Documents are attached to Address Book entry	Alpha et Omega Select file: Browse No file se	elected. folder O comment Upload	۲
	CONTRACT  Agent agreement 2019.pd  IMAGE	df test 💼 🕯	
You ca move file one fold another	n computer_table_s_380.pr	Document not available. Please contact administrator Delete icon Manage user access	
		Access Access ontrol dialog 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 Allowed  user  user2	
		Save	



		Search documents Search documents in main menu
documents		Search         Companies list         Contacts list         New         Search documents         Administrate
form availa y search nts linked tc	ble	a Search results
book		ambc.jpg - 2019-01-27 - 10 Kb     Indicates that the file is locked for sharing
		Agent agreement 2019.pdf - 2019-09-23 - 3068 Kb Alpha et Omega [contract]
	document folder	Address book entry name



Global settings

Global	Serial format	Forms	Design	Quotations			
Short du 7	ue alert (days) *			Set the indicate tern	e range of days that e short and long due ns per company		
Long du	e alert (days) *						
A custor	m message added t	o clients rer	ninder alerts	*			
We kin	dly ask you for y	our attenti	on and your	action within	3 working days.		
				$\sim$			

Record

.

...

This text is used when sending reminders to client



Serial number format

## Serial

Global

Serial format Forms Design Quotations





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.

delete

existing format

Note: see vendor for template design.

Templates per document category Forms Global Serial format Forms Design Ouotations Select file to upload a Purchase forms new format 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" Click box to 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. List of current custom Delete invoice template "invoice\_bank\_pdf.inc" templates

Delete invoice template "service\_invoice\_pdf.inc"







Forms design

Use the forms design to customize elements of Pdf templates

De	esign docume	nt						
Gl	obal Serial format Fo	rms Design Quotations						
		1 of 1 - +	70% \$					
		LOGO	My Company Ltd. (#1554-24) address line 1 address line 2 Goldbiry, A88722 MALAYSA MALAY					
			DOCUMENT	Preview wind				
			ABC-01-01-123 Billing date: 2020-04-19	With sample of				
		CLIENT NAME (or state-r1) address line 1 address line 2 112113, Cây State, Country Attention.to: Mr. John Doe Commenter	Due date: 2020-05-19 Purchase ref.: 123456					
		Solutional and a set of a set	mod hengor inciditional at labore at dolore magota allosa. Ut enim at minim a commodo consequet. Doit aute nove dolor in negretendent in volustate veilt Unit Price Guantify Amount in CUR					
		t Bem 1	100.00 1 100.00	► 100 100 100 100 100 100 100 100 100 10				
	Preview Save							
$\neg$ /	Document style							
	▼ Document header style							
	Border visible							
	Left margin	Available set	tings					
	2	aujustinei	IL					
	Column 1							
	50							
	Column 2							



Quotations settings

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





