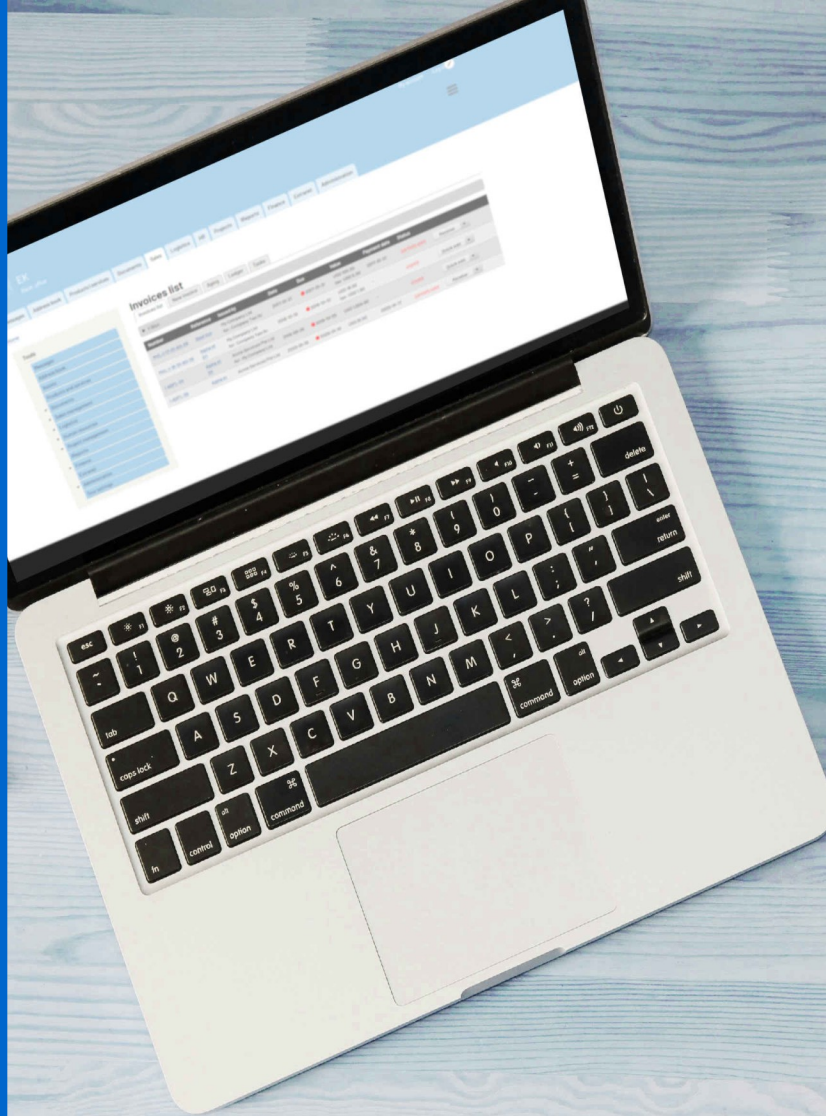


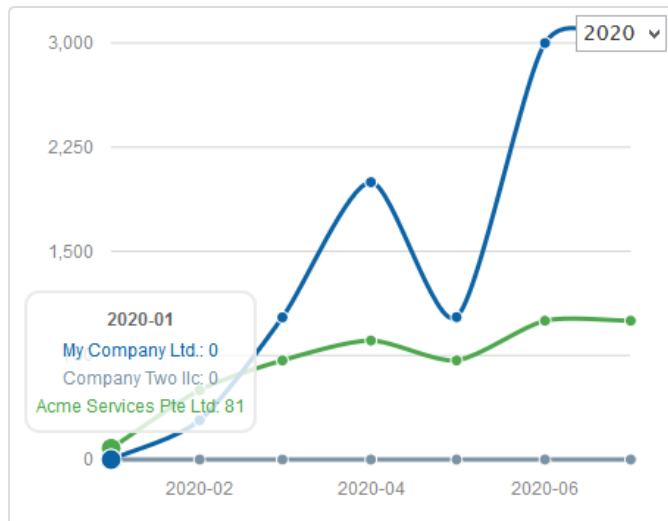
Sales module



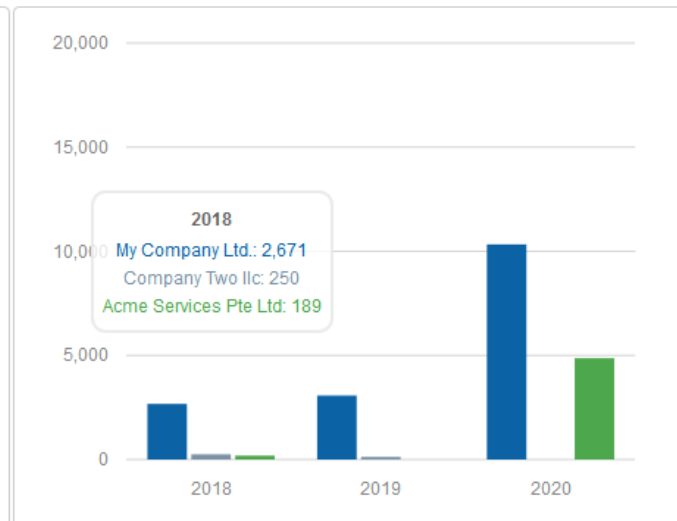
With sales module you can generate purchases document, quotation and invoice.

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

supplier * Bekalan PIT Sb

date * 11 / 16 / 2017 Title * Purchase

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

currency * Dollar Singapour Exchange rate * 1.4026

tax Safes tax percent 5

terms on receipt days 0

Packed and delivered

Items

Add item

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	<input checked="" type="checkbox"/>	500.00	
3 item 2	51010 - Cos	50	1	<input type="checkbox"/>	50.00	
Total					550.00	
Tax payable					15.00	
Total purchase					565.00	

remove last item

Attach a file

Browse... No file selected.

Next

☒ view list
☐ print
☐ record payment

Record

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

Supplier (must be available in address book)

Date of purchase

Purchase currency

Tax name and rate if applicable

Transaction type

Project reference (Project management)

Exchange rate

Any comment that can be used in print document for example

List of items purchased.

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

Drag item line to rearrange order before saving.

Add lines for item

Title line (for formatting)

Purchase total, gross and with tax

Remove last input

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

Purchase payment

Purchase ref. MVL-PO-15-06

Date of
payment

payment date *

2015-07-07

Account used
for payment

account payment *

[USD], My Company Ltd - 123456789 Mybank

amount with taxes (USD) *

566.50

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

exchange rate

1

Exchange rate vs.
base currency in
multi currencies
configuration.

Record

Purchase payment

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

payment date *

2015-07-07

account payment *

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

amount with taxes (USD) *

566.50

Example of payment from
different currency
account'

exchange rate *

0.8

Amount credited EUR 453.2

Exchange rate vs.
base currency
and calculated
amount credited

Record

Purchases list

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

Upon recording a unique reference No. is generated

Purchases list

New purchase

Aging

Ledger

Tasks

List filter

▼ Filter (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.

View in
browser

Debit note

Actions
menu

Number	Reference	Purchaser	Date	Due	Value	Payment date	Status	
CTL-PO-18-10-ADT-25	ADD Serv 311	My Company Ltd. for: Company Two Ilc	2020-05-26	2020-06-26	MYR 106.00		unpaid	Edit
PO-MVL-26	Alpha et	My Company Ltd.	2020-01-22	2020-01-22	SGD 200.00 tax: SGD 10.00	2020-01-23	paid	Alert
PO-CTL-28	Alpha et Attachment	My Company Ltd.	2023-02-06	2023-02-06	EUR 200.00		unpaid	Edit
PO-MVL-29	Alpha et Attachment	My Company Ltd.	2022-11-01	2022-11-01	USD 36.00	2022-11-03	partially paid	Pay
DN-MVL-30	Alpha et	My Company Ltd.	2022-11-03	2022-11-03	USD (16.00)	2022-11-03	paid	Alert

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

Edit (if status is unpaid)

Set an alert / reminder

Print and share document

Duplicate document with new reference No.

Quick edit

Edit

Pay

Alert

Edit task

Print and share

Excel download

Delete

Clone

Quick edit header info

Register payment of purchase

Add a task

Download in Excel format

Delete (if status is unpaid)

Purchases list

Purchases list New purchase Aging Ledger Tasks

Filter (Paid)

Search with keyword, ref No.

My Company Ltd

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

supplier *

Bekalan PIT Sdn Bhd

Paid

Apply

Reset

Number	Reference	Purchaser	Date	Due	Value	Payment date	Status	
PO-MVL-31	ADD Serv	My Company Ltd.	2023-02-06	2023-03-08	EUR 1,000.00		unpaid	Edit

Click on status
to see details

Purchase				
Payable	EUR 1,000.00			
Paid	EUR 0.00			
Balance	EUR 1,000.00			
Exchange rate	0.9497			
Journal	Purchase Credit			
2023-02-06	22200	EUR 1000		

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

Reset a payment
made to 0 (if not
reconciled)

Purchase - alert

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

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,

Your company users

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

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.

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.

My account Log out

Documents

Sales

Logistics

HR

Projects

IReports

Finance

Extranet

Administration

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
MVL-PO-15-08-ABC-5		My Company Ltd.	2015-08-01	2015-08-01	USD 2.00	2016-02-25	unpaid
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 Q 120	My Company Ltd.	2016-04-16	2016-04-16	EUR 8,8		
MVL-PO-16-06-BP-14		My Company Ltd. for: Company Two Ilc	2016-12-09	2016-12-09	SGD 12.0		
MVL-PO-17-05-	Bekalan						

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
color

Notification recipients
user,

Notification period
Weekly

Record task

Completion rate

Event name

Task description

Start and end 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)

Print and mail

CTL-PO-18-10-ADT-25

[list](#)

Printing options

Options

signature type

☐ no signature
 ☐ computer signature
 ☒ hand signature

40

Adjust vertical position

stamp

☒ no: ☐ original: ☐ copy:

template: default

Print in Pdf

Select signature type. You can adjust the vertical position if needed.

Custom templates are document custom designs. if there is no custom template, the default design is selected

Share this document via email

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

Open pdf in separate tab

Copy document to

Copy

You can email a copy of document to registered contacts

LOGO

My Company Ltd

address line 1

address line 2

A88722,CAMBODIA

tel:12345678

fax:12345678

STOCK

MVL-PO-15-06-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

Purchase

Formatting

Form input

Default PDF output

Top ↑

Description	Account	Quantity	Value	Tax	Total	Delete
1 item group 1	11500 - Ver	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
2 11 Ted11 John Ted	51010 - Cos	10	10	<input type="checkbox"/>	100.00	<input type="checkbox"/>
3 item	51010 - Cos	10	11	<input type="checkbox"/>	110.00	<input type="checkbox"/>
4 [sub total]	51010 - Cos	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
5 item group 2	51010 - Cos	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
6 item	51010 - Cos	10	12	<input type="checkbox"/>	120.00	<input type="checkbox"/>
7 item	51010 - Cos	10	13	<input type="checkbox"/>	130.00	<input type="checkbox"/>
8 [sub total]	51010 - Cos	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
9 item	51010 - Cos	10	15	<input type="checkbox"/>	150.00	<input type="checkbox"/>
Total					610.00	
Tax payable					0.00	
Total purchase					610.00	

Line with 0 values will create a paragraph

Line with predefined item (see products & services)

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

Drag to change order

No.	Description	Amount in USD
1_	item group 1	
1	John Ted	100.00
2	item	110.00
	Sub total	210.00
2_	item group 2	
1	item	120.00
2	item	130.00
	Sub total	250.00
3	item	150.00
	Total USD	610.00

paragraph

Sub total line

Purchase – quick edit

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

Quick edit purchase

×

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

Editable fields in quick edit mode

Close without saving

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

Purchase – clone

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

⚠ Template purchase based on ref. PO-MVL-31 . 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 *
ADD Services ▼

date * 02 / 07 / 2023 Title * Purchase ▼

Project *
not applicable ▼

currency * EURO Exchange rate * 0.9497

tax ex. sales tax percent 0

terms due days ▼ days 30

comment

Items

Add item

Show row weights

Description	Account	Quantity	Value	Tax	Total	Delete
1 item	51010 – Co: ▼	1	1000	<input type="checkbox"/>	1,000.00	<input type="checkbox"/>
Total 1111.11 USD					1,000.00	
Tax payable					0.00	
Total purchase					1,000.00	

Attach a 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			

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

Note: this report is
only available with
finance module

Purchases ledger

Purchases list
New purchase
Aging
Ledger
Tasks

Filter

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

company

My Company Ltd

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

Ledger per period

supplier

ADT Services Sdn Bhd

Supplier

Apply

Reset

Excel

Export

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

View

MVL-PO-16-04-BGP-12

[list](#)

options

Options

☐ signature:

stamp

☒ no: ☐ original: ☐ copy:

template: default ▼ Display

Edit

Excel

Pdf

Export in excel
or Pdf format

LOGO

My Company Ltd

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

Purchase

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

BRIGHT GARMENT PTE LTD

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

Attention to: Mrs Brown

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

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

Total EUR

8,618.98

eight thousand six hundred and eighteen point nine eight

Authorized signatory

Purchase – debit note

Debit note can be created in sales module.

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

Options

header *
My Company Ltd ▼

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

supplier *
Bekalan PIT Sdn Bhd ▼

date *
09 / 05 / 2017 ✕

Title *
Debit note ▼

Project *
not applicable ▼

currency *
US dollar ▼

tax: tax 10 percent:

terms: on receipt ▼ 0

comment

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

Items

Add Item

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

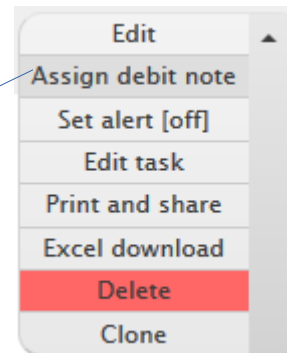
Purchase – debit note

It can only be assigned to a specific purchase for compensation

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

Debit note

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



Assign debit to purchases

[List](#)

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

Credit invoice assignment *

MVL-PO-17-09-BP-16 ▼

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

Value 120.00 USD

Balance: Amount with taxes 132.00 USD

Client: Bekalan PIT Sdn Bhd

Detail of selected purchase for compensation

Payment date *

2017-09-07

Credit date

Amount with taxes (USD)

132.00

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

Record

Purchase – debit note

Debit applied

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

After debit note is assigned status of document changed

Purchases list New purchase Aging Ledger Tasks

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

[Excel](#)

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

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

Quotation

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

New quotations

Quotations list New Quotation

List

Options

Header *
My Company Ltd

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

Client *
Alpha et Omega

Date *
01 / 09 / 2018

Title
Teds

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

currency *
US dollar

Incoterms: not applicable

Add tax: VAT 6

comment

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

Client (must be available in address book)

Date of quotation and short description

Project reference (Project management)

Quote currency

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

Tax name and rate if applicable

Any comment that can be used in print document for example

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

Items

Add item

Item	Price type	Quantity	Unit price	Tax	Total	Delete
1 Items title	-	0	0		0.00	
2 11 Ted11 John Ted	normal	3	9		27.00	
3 Item 2		3	15		45.00	
Total					72.00	
Incoterm applied					-	
Tax applied					2.70	
Total quotation value					74.70	

remove last item

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

Next

- ☒ view list
- ☐ print

Record

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

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 ▼

Actions menu

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)

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

Items

Add item

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

Edit, delete or add new line

Change lines order

Next

☒ view list

☐ print

Record

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

(A402)
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

Print and mail

MVL-QU-15-05-A0-2

[list](#)

Options

signature type

☐ no signature

☒ computer signature

☐ hand signature

40

Adjust vertical position

stamp

☒ no: ☐ original: ☐ copy:

template: default addressed to: John Doe

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 project

Copy

Printing options

Select signature type. You can adjust the vertical position if needed.

Custom templates are document custom designs. If there is no custom template, the default design is selected. You can select addressee as well.

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%

Nº1

My Company Ltd
(A433)
address line 1
address line 2
778686668,SINGAPORE
tel:3533333
fax:+708823400

QUOTATION
MVL-QU-16-04-ABC-2 revision1
Date: 2016-04-14

To:
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: No1-001			
2	Wooden chair	14	189.00	2,646.00
	Origin: Norway Reference: No1-002			
FOB 30%				1,587.60

The document is displayed and can be printed or saved

Quotation

Formatting

Form input

Default PDF output

Top ↑

Item	Price type	Quantity	Unit price	Tax	Total	Delete
1 Item group 1	-	0	0		0.00	1
2 11 Ted11 John Ted	-	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				
Total					120.00	
Incoterm applied					0.00	
Tax applied					0.00	
Total quotation value					120.00	

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

Line with 0 values will create a paragraph

Line with predefined item (see products & services)

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

Generate invoice

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

[List](#)

Options

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

Items

Add item

Show row weights

Description	Account	Quantity	Value	Tax	Total	Delete
1 11 Ted11 John Ted	Select -	1	9	<input checked="" type="checkbox"/>	9.00	<input type="checkbox"/>
2 CIF 5%	- Sele		0.9	<input type="checkbox"/>	0.9	<input type="checkbox"/>
Total					18.00	
Tax payable					1.80	
Total invoice					19.80	

Invoice header and options.

See invoices management
for details

The comment field is
automatically populated
with the quotation
unique reference

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

If **finance module** is
available, select accounts
for record.

Next

- ☒ view list
- ☐ print
- ☐ record payment

Record

Quotation – Convert into invoice

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

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

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

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

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

Invoice

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

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

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

Invoice currency

Exchange rate *

0.9

Account payment *

[EUR], My Company Ltd - 3593847-EL

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

Tax: GST

6 %

Tax name and rate if applicable

Terms: on receipt

30

12345

optional purchase order number

Optional PO ref.

comment

Any comment that can be used in print document for example

Items

Add lines for item

Add item

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

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

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

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

Export list

Red = credit
note

Click to view
in browser

Green =
proforma

References links:
supplier, project.

Number	Reference		Due	Value	Payment date	Status	
MVL-CN-17-09-BOI-20	Best Out	Acme Services Pte Ltd for: My Company Ltd.	2017-09-05	USD (100.00) tax: USD (6.00)	2017-09-06	paid	Set alert [off] ▼
MVL-I-18-02-AQ-23	Alpha et 20	Acme Services Pte Ltd	2018-01-09	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	USD 1,026.00	-	unpaid	Quick edit ▼
I-ASPL-39	Alpha et 20	Acme Services Pte Ltd					Receive ▼
I-MVL-42	Alpha et 20	Acme Services Pte Ltd					Quick edit ▼

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

Quick edit header info

Register payment of invoice

Add a task

Download in Excel format

Delete (if status is unpaid)

Actions menu

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

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

Status:

Unpaid
Partially paid
Paid

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

Period	Periods	Available references per invoice	Values
More than 120 days aging	MVL-I-13-05-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

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](#)

Export

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

Link to sales
document

Ledger
transactionas
and balance

Invoice – display in browser

You can access Excel donload or Pdf printing from buttons

View

MVL-I-15-05-BOD-6

[list](#)

Options

☐ signature:

stamp
☒ no: ☐ original: ☐ copy:

template: default addressed to: Goh

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

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

LOGO

My Company Ltd

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

The document is displayed in Html format

INVOICE

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

BEST OUTLET DISTRIBUTION LTD

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

Attention to:Mr. Goh

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

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

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

six hundred and twenty nine point fourseven

Print and mail

I-MVL-37

list

Options

signature type

☐ no signature
 ☐ computer signature
 ☒ hand signature

40

Adjust vertical position

stamp

☒ no: ☐ original: ☐ copy:

template: trade_invoice_pdf
 addressed

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 project

Copy

Printing options

Select signature type. You can adjust the vertical position if needed.

Custom templates are document custom designs. 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%

Nº1

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

Mrs. Joey June

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

Invoice

Formatting

Form input

Default PDF output

Top ↑

Description	Account	Quantity	Value	Tax	Total	Delete
1 Item group 1	41010 - Sale	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
2 11 Ted11 John Ted	41010 - Sale	1	50	<input type="checkbox"/>	50.00	<input type="checkbox"/>
3 item	41010 - Sale	1	25	<input type="checkbox"/>	25.00	<input type="checkbox"/>
4 [sub total]	41010 - Sale	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
5 Item group 2	41010 - Sale	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
6 item	41010 - Sale	1	10	<input type="checkbox"/>	10.00	<input type="checkbox"/>
7 item	41010 - Sale	1	10	<input type="checkbox"/>	10.00	<input type="checkbox"/>
8 [sub total]	41010 - Sale	0	0	<input type="checkbox"/>	0.00	<input type="checkbox"/>
9 item	41010 - Sale	1	35	<input type="checkbox"/>	35.00	<input type="checkbox"/>
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	Unit	Amount in USD
1_	Item group 1		
1	John Ted	50.00 1	50.00
2	item		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

paragraph

Sub total line

Sub total

Export in excel format

MVL-I-15-05-BOD-6

[list](#)
.....

Options

output format
☒ excel: ☐ csv:
☐ signature:

stamp
☒ no: ☐ original: ☐ copy:

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

Select printing options.

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

Csv format is used to export document data only.

Click "Download" to export the file

Export in excel format

MVL-I-15-05-BOD-6

ptions

output format

☒ excel: ☐ csv:

☐ signature:

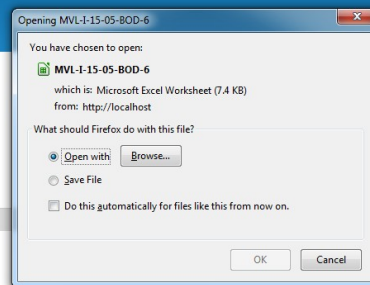
stamp

☒ no: ☐ original: ☐ copy:

template: default

addressed to: Goh

Download



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

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

Short payment

29.48

Total amount
received

Exchange
rate against
base currency

☐ 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-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](#)

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

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

Amount debited SGD 140

This should be
amount stated in
your bank
statement

Record

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](#)

Amount (SGD) *

100.00

Base currency exchange rate *

1.4

Short payment

0.00

Total amount
received in billed
currency

☐ 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

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

Debit exchange rate *

0.714286

Amount debited USD 71.4286

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

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.

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.

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.

Custom text

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

Thank you.

-- My Company Ltd. --

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

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								
<div> <div>▼ Filter</div> <div> <div>All ▼</div> <div>Apply</div> <div>Reset</div> </div> </div> <div>Filter by status</div>								
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
Logistics
HR
Projects
IReports
Finance
Extranet
Administration

Invoices list

Invoices list
New invoice
Aging
Ledger
Tasks

Filter

Number	Reference	Issued by	Date	Due	Value	Payment date	Status	
MVL-I-16-06-B00-6	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-A0-29	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-A0-32	Blue glo	My Company Ltd.	2017-02-13	2017-02-13	USD 175.00	-	unpaid	Quick edit
ASPL-I-17-04-A0-22	Alpha et	My Company Ltd.	2017-04-12	2017-04-12	USD 110.00	2017-05-14	partially paid	Receive
MVL-I-17-05-A0-25	Alpha et	My Company Ltd.	2017-05-20	2017-05-20	USD 672.00	2017-05-20	partially paid	Receive
MVL-I-17-09-B01-19	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-B00-21	Best Out	My Company Ltd.	2017-10-02	2017-10-12	USD (50.00)			
MVL-I-17-11-B01-23	Best Out	My Company Ltd.	2017-11-17	2017-11-17	USD 590.00			
MVL-I-18-01-A0-26	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

Assigned to

- Select -

Task assignment

Task description

Task description

Starting

06 / 28 / 2020

mm / dd / yyyy

Start and end date

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 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

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

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

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

Next

☒ view list
☐ print
☐ record payment

Record

Invoice – credit note

Credit note can be created in sales module.

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

Options

Header *

My Company Ltd ▼

Allocated *

My Company Ltd ▼

select an entity for which the invoice is done

Client *

Alpha et Omega ▼

Date *

06 / 21 / 2018 🌐

Title *

Credit note ▼

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	

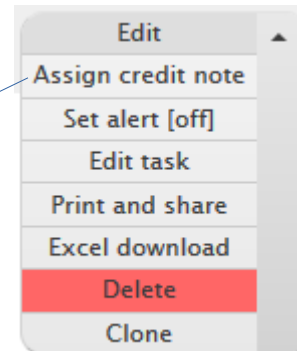
Invoice – credit note

It can only be assigned to a specific invoice for compensation

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

Credit note

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



Assign credit to sales

[List](#)

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

Credit invoice assignment *

MVL-I-17-09-BO1-19 ▼

Credit note can only be compensated with invoices with:

- 1) same client
- 2) same currency
- 3) same tax rate if any

Value 300.00 USD

Balance: Amount with taxes 318.00 USD

Client: Best Outlet store

Detail of selected invoice for compensation

Payment date *

2017-09-06

Credit date

Amount with taxes (USD)

106.00

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

Record

Invoice – credit note

Credit applied

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

After credit note is assigned status of document changed

Invoices list New invoice Aging Ledger Tasks

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

[Excel](#)

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

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


Address book view

View

Edit

Sales

Access sales and
other business data
for this client or
supplier

 (last edit 2015-07-10)

Alpha Et Omega

Sales data

View

Edit

Sales

Alpha et Omega

Comments

[\[edit \]](#)

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

Documents attached

[toggle deleted files](#)

[plan.xlsx](#)

project

Select file:

plan.xlsx

file uploaded plan.xlsx

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

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

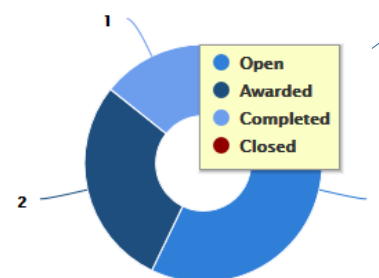
2017

Sales

Total transactions : **19,751 USD**

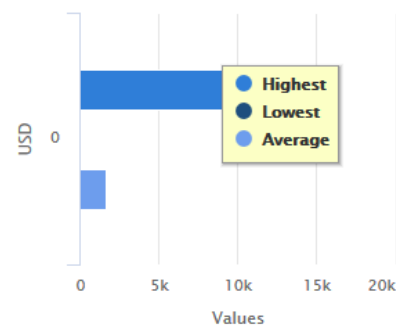


Projects

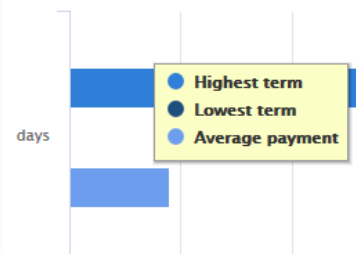


Requires
"charts" module

Sales structure



Payments performance



Sales documents

Documents are
attached to Address
Book entry

You can
move file from
one folder to
another one

Top ↑

Documents

View Edit Delete Bank info Sales Documents

Documents tab

Alpha et Omega

Select file: No file selected. folder ☐ comment ☐

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



Delete icon
Manage user access

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



Access control dialog

Save

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

a

Type keyword

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

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 ▼

Second element *

hidden ▼

Third element *

company ▼

Fourth element *

hidden ▼

Last element *

sequence number ▼

The sequence cannot be changed.

Increment base *

0

The sequence number to start from.

Save

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

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

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

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

No file selected.

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

▼ Invoice forms

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 to upload new or delete existing

Delete
current
settings

Document
adjustable
sections

Design document

Global

Serial format

Forms

Design

Quotations

Custom design
existing templates

templates *

default invoice

Reset

Select existing
template

☐ Delete custom data

Preview

Save

Click preview to see
changes and save to
record custom settings

► Document style

► Document header style

► Document footer style

► Document feature style

► Document items style

Design document

Global Serial format Forms Design Quotations

1 of 1 70%

LOGO

My Company Ltd.
(8-5542-10)
address line 1
address line 2
Goldcity, A88722
MALAYSIA
tel:12345678
fax:12345678

DOCUMENT

ABC-01-01-123

Billing date: 2020-04-19
Due date: 2020-05-19
Purchase ref.: 123456

CLIENT NAME
(x-8803-11)
address line 1
address line 2
112113, City
State, Country

Attention to: Mr. John Doe

Comments:
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.

Project ref: XYZ-01-01-1111-3

No.	Description	Unit Price	Quantity	Amount in EUR
1	Description line	100.00	1	100.00
2	Item 1	20.00	1	20.00
3	Item 2	20.00	1	20.00

Preview window
With sample data

Preview

Save

Preview
clicked

Document style

Document header style

Border visible

No

Left margin

2

Column 1

50

Column 2

50

Available settings
adjustment

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

Quotations settings

Global
Forms
Quotations

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

Record

Set the display setting per field

Fields names can be edited

