4LightData Invoices

Sales Order & Invoicing Track customer orders Send items to Purchase Orders Invoice styles include Line, Paragraph and Picture Create multiple Billing companies and Invoice formats Track Payments, Credits and Deposits

Purchase Order Send items to Sales Orders Receive partial shipments

Inventory Track transaction history Print barcode labels Take entire or partial inventory counts Track Serial Numbers from purchase to sale

Customers

Print Statements View purchase history Individual pricing by Department

Vendors

Items can be sourced from multiple vendors

These pages will describe how to start the program for the first time and how to quickly start using the main features of the program.

The program download link is : <u>http://www.cdinc.co/4LD_Invoices/Invoices.app.zip</u> And a download help link : <u>http://www.cdinc.co/4LD_Invoices/downloadhelp.html</u>

Starting Up

The first time Invoices is opened the program presents a dialog asking you to Find or Create a datafile.

Click **Create** and you will be directed to the Documents folder.

Click the **New Folder** button and give the folder a name like "Invoicing", for instance and click the **Open** button.

Your datafile is now stored in your Home folder, Documents folder, Invoicing folder.

Choose Welcome to Invoices. If you have already created a data file, you can Find it or Create a data file. Quit Create Find

Department Setup

Several windows will open the first time	Cancel Accept Cash Check
In the Company Setup form, fill in the	Payment Types : Amex Check for Updates on Startup Visa BitCoi
company information and click the two green Reset buttons. These buttons change the billing company and remit to	Company Info: Name : Brick Holding, Co. Address1 : 1234 Main
information to match your entry.	Address2 : Beaumont, TX 77706 Address3 : eMail : accounts@brickhold.com
Enter your Shipping Address.	Phone1 : 409-039-0394 Phone2 :
Click the Sales Tay Bates button to see	FdX .

Click the Sales Tax Rates button to see the Tax Rates list form. Double-click "Sample Tax Rate" to open the editing form. Change the Name and the Rate for the default tax. Click Accept and close the list form window.

Departments can be used for organizing inventory and setting Customer price levels.

	Check	Sales Tax Rates
Payment Types	Amex Mastercard Visa BitCoin	Document Numbers Program Password Setup Password ?
Company Info:		Billing Address
Name : Brick Holding, Co.	Bric	k Holding, Co.
Address1 : 1234 Main	123 Beau	4 Main umont, TX 77706
Address2 : Beaumont, TX 77706		
Address3 :		Shinning Address
eMail : accounts@brickhold.com	Bric	k Holding, Co.
Phone1 : 409-039-0394	123 Real	4 Main
Phone2 :		
Fax :		
Sales Order		Label for Statements
Default Sales Print Form: Fixed Line Milow changes to Orders after they have been invoiced.	P Brick Ho 1234 Ma Beaumo	2 <u>2</u> Iding, Co. in nt, TX 77706
ltems		
Force Part Numbers to UPPERCASE	Rese	▲ Reset
Barcode Help	ID	Sales Order Billing Company
When Receiving, replace our Item# with the V Item# by default.	rendor's 8 Bob's Brid 7 Plain Bric	k
Update Sales Order Detail costs from the Iter when Invoicing, not just when first entered.	9 Genuine	Flowers
	+ - 🖉 Add o	or Edit a Billing Company to create Sales Order Logos.

Company: 3 of 3

At this point you have completed enough of the setup to start using the program. Click the **Accept** button to confirm your settings.

Notes:

Payment Types: Cash and Check are a permanent part of the program. You can add and delete other payment types as needed. Document Numbers: Document numbers start at 1000 for Invoice and Purchase Order numbers. You can change these numbers. A password can be set to enter the program and an additional password can be required to access the the Setup form. Sales Order: New documents will open in Line style. This can be changed any time for a document in the Sales Order form.

By default, quantity and price changes cannot be made to Sales Orders once they have been invoiced. Items: Part Number entry allows upper and lower case. You can elect to force part numbers to uppercase.

Sales Order Billing Company: This is the name of your company appearing on the invoice. You can create multiple companies.

Each company can have its own tax rate, invoice heading and logo design. Double-click the line to edit these settings for a company.

There is a picture area in the editing form. You can paste a picture in this area or click the Edit button to access the Drawing utility. Each billing company can have a message that will appear at the bottom of the invoice.

Jetup Customer Vendor Zip Code nem * Jales * Furchases	Setup	Customer	Vendor	Zip Code	ltem 🔻	Sales 🔻	Purchases V
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The Navigation palette provides quick access to your information. Major functions are shown in blue. Supporting detail is displayed underneath the drop down symbol.

Click the Sales Order button in the Navigation palette to access the Sales Order list form.

New	All	Hide	Label	Draw
Modify	Query	Select	Report	Write
Delete		Sort	Graph	View

Create an Invoice

Click the **New** button located at the top left of the window and you are presented with the entry form. Enlarge the window if needed by grabbing its lower right corner with the cursor.

A customer named "Cash Sale" with Customer ID "1" was created by the program. You can change the customer name for this document in the <u>Cust Info</u> area. You can also start typing a customer's name in the <u>Cust ID</u> area to find a customer.

Tab to the <u>ltems</u>: area and click the + button at the bottom left of the area. A new blank line is added. You can enter a part number, but since no Items have been created in the Item table, a message will appear alerting you that the part number cannot be found. The part number will turn blue to indicate the part is not in the Item table.

Tab through and enter the <u>Order</u> quantity, <u>Ship</u> quantity, <u>Price</u> and <u>SC</u> (Sales Code). If the item is not a taxable item you can uncheck its <u>Tax</u> checkbox. A serialized Item will make the <u>Serial #</u> box turn red if serial numbers must be entered or turn green if serial numbers have been entered.

If the customer will pay now, tab to the <u>Payments</u> area and click the + button. Select the payment type in the pop-up. If the customer will pay later, tab to the <u>Days</u> field and enter the number of days until the invoice will be due.

Cust ID : 2 Cust Info : Si View	Find ? PO Num : tate Printer 00 South Street eaumont, Tx 77706]					Sales Co	any	Days Terr 10 Net Item To Tax	ns 10 otal : : 0.00%	134.2
Print Above :							Spell Open	Payment Type Check	Date 11/16/201	Invoice Te Amount 90.00 #	Mem 2233	134.2
ltems : 2						Line	\$					
Part Number ? M0120	Description ? Special Floating Brick (ton)		Ord 1	Ship 1	Price 110.00	Extended 110.00	T _{SC}	+ -		90.00		
MC123886	Deep Dig Shovel		1	1	24.20	24.20	0	Credits				
								Date	Amount		Memo	
								+ -	0.0	0		
								Notes :		Balance :	44	.20
	Serial # Show	Add to PO				134.20)					

You can print the sales order document by clicking the printer icon.

To save the Sales Order until you are ready to invoice it, click the **Accept** button.

Clicking the **Invoice** button will open the print dialog allowing you to turn the Sales Order into an Invoice.

Data entry hint: Once the Item table has been populated, an Item can be located from within the <u>Part Number</u> or <u>Description</u> fields by typing a question mark "?". After the invoice has printed you are returned to the Sales Order list form. Double-click on a line to view and edit the document.

Sample Company 1234 Sample Street Sample Town, SS 99999 Cash Sale 1234 Any Street

Any Town, US 90908 Part # Description Qty Price Extended ABC-XYZ Most Excellent Tapered Vase 100.00 200.00 Payments/Credits 216.50 Check Items 200.00 Tax : 16.50 Invoice Total 216.50 216.50 Payments/Cr : 0.00 Balance Due : Sales Order 2 of 68 Searches **Temporary Set** Search All By Orders Invoices ? New All Hide Label Draw Retrieve Add Remove Today By Month Item Show All Open Modify Querv Select Report Write Highlight Replace Clear Customer By Item 🚽 By Day Date Range Overdue Delete Graph View Sort Find ? ... Get 0 Company ~ Sales Report Including Totals payments made: On Invoice Date Subtotals Highlighted Items Hide Detail All Payments SO ID ^ Created Invoice Invoiced On Bill by Customer Sales Code PONum Total Balance Notes Sales Order 07/25/12 83 Genuine Flowers State Printer 134.20 44.20 08/19/12 117.99 102 **Bob's Brick Cash Sale** 117.99 Ba...99 All records can be highlighted using the Edit menu:Select All (or command A). Individual records can be highlighted or unhighlighted by pressing the command key when clicking. A range of records can be highlighted by clicking a record, holding the shift key and clicking a second record.

Notes:

All tables have a list form and and entry form. The top most area of all list forms provides common functions and is almost identical, with the differences being in the way the **New**, **Modify** and **Delete** buttons behave for different tables. The buttons in the middle section are primarily for gathering a selection of records. The section to the right provides functions to display the selection of records. The help (?) button provides more detail.

The section of controls just above the list is specific to the table being viewed.

Totals and Subtotals buttons work with any records that have been highlighted. If no records are highlighted all records are included.

The same is true for the **Show...** pop-up menu. **Show...** displays records from other tables that are related to the selected records. To quickly get a list of the items in a Sales Order or group of Sales Orders, highlight the Sales Orders and click **Show...** Select "Sales Detail". A list form displaying the sales detail lines for the selected Sales Orders will appear. With the sales detail displayed you can quickly get subtotals or graphs of sales by Department or Sales Code.

Click a column title to sort that column in ascending order. Click a second time to sort in descending order.

None of the functions except Delete will permanently remove data. Deleting will ask for confirmation before data is removed.

Customers

Invoices will keep track of each customer's activity. Orders, items, invoices, payments and credits can be displayed in the customer entry form.

Create a customer by
clicking on <u>Customer</u>
in the Navigation
palette. Click the New
button in the Customer
list form.

00

Enter the Name, Address and Zip. This will build the Label that will appear on customer invoices and statements.

(If the Zip does not yet exist in the Zip Code table, the program will create it by requesting the city and state.)

<u>Taxpayer ID</u> is a label and data that will appear on the customer's invoice if

Name : State Printer		Terms	:
	Days :	10 Net 10	
ddress : 100 South Street	Sales Code :		🗌 Taxable
	Billing Company	Plain Brick	8.25%
Zip : 77706 Beaumont, Tx 77706 Label : State Printer 100 South Street		For Departments not list customer's pricing at the Markup rather than Reta	ed here, set the Department's default il
Beaumont, Tx 77706		Departme	nt Markup
		Valves	32.00%
		Kitchen	10.00%
ontact :		Mechanical	20.00%
Phone :			
eMail :			
Print on Invoice Will appear on customer's invoices if data exists in this field		+ -	
Taxpayer ID : 12348-oeidk9	Notor		
	Notes .		
Alert Alert Message : Image :	View		

Customer: 2 of 5

there is data in that customer's field. You can change the label by clicking on the label's button.

<u>Alert</u> can be checked to make the <u>Alert Message</u> display in this customer's Sales Order entry forms.

You can paste a picture in the Image field. Right-click in the image area for more options.

Days is used to decide when an invoice is due. <u>Terms</u> defaults to "Net <u>Days</u> Days" and displays on the invoice.

<u>Sales Code</u> is the default value that will be placed into each new Sales Order Detail line for this customer. For instance, this value could be a default sales rep or a default department. It can be changed in the Sales Order as needed.

<u>Billing Company</u> is the default billing company for Sales Orders for this customer. It can also be changed for each sales order as needed. The billing company also determines the tax rate if the customer is taxable.

As a customer makes purchases and payments, the Ledger, Sales Order and SO Detail pages will fill with the customer history.

Departments can be used to give customers their own markup for groups of Items.

You may have noticed the <u>ID</u> field in the top right. Every record has a unique ID in its table. The customer in this example has ID 7 in the customer table. A table is basically a list of records of the same type; customers have a table, vendors have a table, etc... Although displaying the ID is not required, some have found uses for it and so it is regularly displayed throughout the program.

Items

If you sell a regular inventory of items or services, the Item table will store the basic information about each item or service. The item table can be used to store descriptions (<u>Non-Stocking</u>) to speed the entry of Sales Orders.

Create a new item by
clicking the New
button in the Item list
form.

Non-Stocking items are treated like stocked items except that on hand quantities are not tracked in the <u>Item Adjustments</u> table.

If you plan to use a barcode printer, click the ? to the right of <u>Part Number</u> to see some considerations

000			Item: 21 of 309					
Cancel	Accept < <	Main	Sales Adjustment	:5	Serializ	zed tocking	2	Add to PO
ID : [Part Number : Description : <i>Spell</i>)	288 V · · · · · · · · · · · · · · · · · ·	Taxable (ton))	On SOs : On POs : On Hand : Reorder Below : Category :	7 0 0 3 BR1	\$0.00 Adjust Qty Set Qty ✓ Reorder	Cost : Retail : Markup : Margin :	44.00 61.60 40.00% 28.57%
Vendors for this it.	Image : p	printed size	Notes :	Department :	Hardward	e +		
Vendor	Vendor Part	Last Cost Last Date						
Arber's Supply		54.00 10/7/2012						

about what characters can be used with different barcode types.

The entry you make in <u>Description</u> can have multi-styled text. Highlight some of the text and right-click for options.

You can paste a picture of the item in the <u>Image</u> field. Right-click in the image area for more options.

<u>Vendors</u> will be automatically added as the item is placed on purchase orders. You can add and delete vendors using the **+** and **-** buttons.

Enter the <u>Cost</u>. Entering the <u>Selling</u> price will adjust the <u>Margin</u>. Entering the <u>Margin</u> will adjust the <u>Selling</u> price. The cost will also be averaged as items are received from purchase orders or when the quantity is adjusted using the **Adjust Quantity** button.

If quantities are being tracked and you would like to be alerted when an item's quantity falls to a certain level, enter the quantity in the <u>Reorder Level</u> field.

<u>Category</u> can be useful for tracking or graphing groups of items.

Department can be used to give a specific markup to customers.

As an item is bought and sold, the **Sales** and **Adjustments** pages will fill with the item's movement history.

Vendors

Basic information about your vendors can be stored and used for purchase orders. Create a new vendor by

clicking the **New** button in the Vendor list form.

Enter the information you would like to appear by default on purchase orders. This can be modified on each PO as needed.

Ship Days will be used to estimate an ETA on PO items that do not have an entered date.

Click the **eMail** button to open an addressed eMail message in your eMail client.

Click the **website** button to open the website in your default browser.

The **Items** page displays a list of Items that have been or can be ordered from this vendor.

00		Vendor: 1 of 2		
Cancel	Accept I< >>I	Main Items	ID	4 1 of 2
Our ID :	ABCID-123	Phone1 :	555-555-1212	
Name :	Major Vendor	Phone2 :	800-555-1212	
Address :	Major Vendor 1234 Major Lane Majorville, PA 00000	Fax :		
eMail :	MV@majorvend.com			
website :	www.majorvend.com			
Terms :	Net 10			
ShipVia :	UBSP	ShipDays : 4	4	
Notes :				

		Brick Holding, Co. 1234 Main Beaumont, TX 77706		10/3	0/2012
		409-039-0394 accounts@brickhold.com			
			PO	_Num : 1007	
Major Vendo	or Lano		riac	cu on : 00/00/	
Majorville, F	A 00000				
eMail : M Reference : Ship_Via : UE	V@majorvend.com		Our ID :	ABCID-123	
eMail : M eMail : M Reference : Ship_Via : U Phone1 : 55	V@majorvend.com 3SP i5-555-1212		Our ID :	ABCID-123	
eMail : M' eMail : M' Reference : Ship_Via : Ui Phone1 : 55	V@majorvend.com 3SP i5-555-1212 Descript	ion Ordered	Our ID :	ABCID-123 Cost	Total
eMail : M Majorville, F Reference : Ship_Via : UE Phone1 : 55 Vendor Part DDS02	V@majorvend.com 3SP i5-555-1212 Deep Dig Shovel	ion Ordered 3	Our ID :	ABCID-123 Cost \$22.00	Total \$66.0
eMail : M' eMail : M' Reference : Ship_Via : Ui Phone1 : 55 Vendor Part DDS02	V@majorvend.com 3SP 55-555-1212 Descript Deep Dig Shovel	on Ordered 3	Our ID : Due 3	ABCID-123 Cost \$22.00	Total \$66.0 \$66.0

Purchase Orders

Create a new PO by clicking the New button in the PO list form.

The next PO number is used. Start typing the vendor name or type the vendor ID number in the <u>Vendor ID</u> field. Tab to enter the rest of the heading information. Note that <u>Comment</u> and <u>Terms</u> will not print on the PO.

Tab to the Item area and click the + button to add an Item. The description, vendor part, cost and sell will be used to update the Item when it is received.

Cancel Accept I<<>>I		Place Order	ID	10
Created : 10/30/2012	Pending	: 00/00/00		1 of
PO Num : 1007 Reference	:			
Vendor ID : 4 OurID : ABCID-123 Terms	Net 10	Shi	in Via · UBSP	
View Major Vendor				
1234 Major Lane Comment	:			
Phones : 555-555-1212 800-555-1212 Instructions :				
eMail MV@majorvend.com				
website www.majorvend.com Drop Ship				
Our PartNo ? Vendor PartNo Description ? 4 Ship	Days New Co	st Order	Rec'd	Due
Memo : Due	e on New Se	ell		
MC123886 DDS02 Deep Dig Shovel	22.	00 3		3
00/0	0/00 29.	00 66.00		66.00
MC123892 Miner 1250 FM Transmitter				1
00/0	0/00 79.	00 62.00		62.00
+ - Z Show Add to Sales Order Move to PO Labels	0/00 79. I	00 62.00		62.00

00-1 of 3

You can enter a Due On date

for each item. Leaving the

date empty will tell the program to add the vendor's usual ship days to the Placed On date for the item.

There are also buttons that will let you edit the Item's record, place the Item on a Sales Order (this will be noted in the <u>Memo</u> field), print labels and move the Item to one of the other unplaced POs.

Until a PO is placed, the <u>Placed On</u> date will be 00/00/00 and its label will display the word "Pending". You can click the Accept button to save the PO for later editing or click the <u>Place Order</u> button. Placing the order will set the <u>Placed On</u> date to the current date, calculate shipping for any lines with no due date and return you to the list form. The <u>Complete</u> checkbox will be automatically checked once the PO has no more pending items.

You can 'un-place' a PO by entering zeroes in the <u>Placed On</u> field. Since the program cannot know if you entered specific due dates for the items, remember to change the <u>Due On</u> fields, if necessary, when the PO is placed again. You can also zero the due dates to get the program to calculate them.

Receipts : Receiving POs

Click the **Receipts** button in the Navigation palette to se the Receipts list form. Click the **New** button to receive a new shipment from a vendor. A pop-up with the names of vendors with open POs will appear. Select the vendor and a new receipt window will appear.

All the open POs for this vendor will appear in the receiving form. Clicking in the <u>Due</u> column will toggle the amount <u>Received</u> between the amount <u>Due</u> and zero for the line. The columns shaded in green can be edited.

Click in the <u>Serial#s</u> column to enter any serial numbers that may need to be tracked for this shipment.

				Crea	ate New	/ Receipt						
Cancel Receive	Receiving POs from Arber's Supply					Ship_Date : 09/29/2014 Receipt_Date : 10/05/2014 Reference :						
					Comm	ient :						
🗌 Replace Our Part	# with the Vendor Part#											
PO Num Our Part	Vendor Part	Cost	Extended	Due	Rec'd	New Cost	Sell	Extended	Description	Serial#s	Memo	
1004 MC132762		10.52	21.04	2		10.52	19.00		Cleanerr Brick 2		Call on arrival	
Line Count	Total	Due		Tota	Rec	eived		₋ine Cou Receive	unt ed		Qty of Serial#'s entered	
1			21.04	2 Clic	k Due or R	0 Deceived column for	automatic entry	,				

Click the Receive button to update the Items and POs. The received PO Detail will show fewer due and Item Adjustments will be create to balance the quantity on hand.

Highlight one or more Receipts in the list form and click the **Labels** button. The <u>Label Printer</u> form appears showing the Items on the selected Receipts and the quantities of each Item received.

An option to change part numbers to vendor part numbers is available.

Printing Labels

At the time of this writing there are two labels (barcode and plain) available in this window. Both are 1.14 x 3.54 inches and sized for a standard single label printer

	MC132-76	2 Flare Gr	een Tubular Bell		MC132-762 Flare Green Tubular Bell		
	012J31 S	tandard Messag	je \$1	9.00	012J31 Standard Message	\$19.00	
00				Label P	Printer		
	Change all t	o: nal	Choose a Label: Barcode 1.14x3.54 Code128A	 ✓ Inc ♦ ✓ Inc ♦ 0-9; A 	:lude Date Code 012J31 :lude Message Test Message -Z;!"#\$0% & '()*+0-J: ;?@[\]^_	Print Shift key to cancel	
PO	Print	Price	Part No		Description		
1004	2	19.00	MC132-762	Flare G	reen Tubular Bell		
1006	2	129.00	MO561	Very Be	est Egg Timer		

Selecting the Barcode label enables the barcode selection pop-up menu just below it. This displays several choices of label type such as QR Code, Interleaved 2 of 5, Code39, Code128A, Code128B, Code128C, EAN13, EAN8, UPC-A and UPC-E.

All of the columns except for the PO column can be edited. In addition, all quantities can be changed with one click to 0, 1 or the quantities the window opened with originally.

The <u>Date Code</u> is automatically calculated, but can be changed. The date code shows three digits for the year, a letter for the month and two digits for the day. The month is "A" for January, "B" for February, and so on... An optional <u>Message</u> is also available and will be printed at the bottom of the label.

The settings in this window are remembered between printings.

Highlighted Items T Barcode printing for highlighted Items in lists can be found under this pop-up.

Barcode features thanks to <u>https://github.com/miyako/4d-plugin-zint</u>

Payments : Receiving Customer Payments

Payments can be received in the Sales Order/Invoice entry form or in the <u>Receive a Payment</u> form. The receiving form is more convenient when a single payment is paying for multiple invoices.

Click the **Payments** button in the Navigation palette to see the Payments list form. This is a list of all payments made, regardless of how they were entered. Click the **New** button to receive a payment. A pop-up menu with a payment type selection will appear. Select the payment type. Customers with open Invoices will be displayed on the left. Click the customer whose remittence will be disbursed to see their open invoices.

Enter the <u>Amount Paid</u> and <u>Memo</u>. Check the invoices that the <u>Amount Paid</u> will cover. The unapplied amount will be displayed. It is possible to apply an amount that partially pays an invoice. It is also possible to Post with a non-zero <u>Unapplied</u> amount. In this case the program will confirm that you want to create a new Sales Order to hold the unapplied amount.

$\Theta \ \Theta $			Receive a P	ayment				
Payment Type : Mastercard (? Date : 10/31/2012)		Amoun Una	nt Paid : pplied :	\$371.06 \$185.95	Memo : Direct Dep	osit	Post
Customers with Open Balance	Pay	Invoice#	Invoiced	Balance	Apply	Remaining	PO Number	Sales Code
Cash Sale		1025	7/7/2012	3,655.46		3,655.46		kc
Computer Dimensions,Inc.		1029	7/7/2012	1,529.57		1,529.57		кс
State Printer		1030	7/7/2012	185.11	185.11			кс
		1032	7/11/2012	185.95		185.95	123-4567	кс
		1050	10/7/2012	870.33		870.33		кс
		1055	10/10/2012	1,562.05		1,562.05		кс
3	6			7,988.47	185.11	7,803.36		

Click the Post button to return to the list form when you are finished.

Notes:

Each line in the Payments list form is a disbursement to an invoice. Clicking on a line that was part of a larger payment will cause all of the lines paid at that time to be highlighted.

Deposits : Depositing Customer Payments

Payments can be grouped into deposits. Click the **Deposits** button in the Navigation palette to see the Deposits list form. Click the **New** button to create a new Deposit.

A list of payment types will appear on the left and the list of all Payments not yet deposited will appear on the right. Check the lines to be included in this deposit. Payments that were spread over several invoices will have a • in the <u>Gr</u> (Payment Group) column. Clicking a line in a payment group will highlight all the lines in that group.

Lines can be clicked individually, all at once or as a highlighted group.

Create New Deposit											
Cancel Create Create a New Deposit											
Change a highlighted g Summary of Ch Type	a roup ecked Items : Total	**	Cheo this Unc Ch	ck t dep heck	he items to posit. Unchec	add to Deposit k All Mer All	ed : 10/31/2 no :	012			
Cash	0.00	1	√	Gr	Invoice#	Customer	Type	Paid	Amount	Memo	
Check	300.00				1009	Computer Dimensio	Check	10/5/2012	1,672.46	123	
Mastercard	148.00				1052	Cash Sale	Check	10/8/2012	100.00		
Visa	3.00			•	1034	Delilah's Designs	Check	10/9/2012	202.42	\$300 is an overpayment	
			\checkmark	•	0	Delilah's Designs	Check	10/9/2012	97.58	Unapplied amount \$300 is an overpaym	
					1058	Wood's Furniture	Check	10/28/2012	1,347.84	3332	
					1025	Computer Dimensio	Check	10/28/2012	300.00	ck#3	
					1004	VisaMC	Mastercard	11/27/2010	148.00	w	
			☑		1007	Cash Sale	Visa	10/30/2010	3.00		
	451.00	_			1002	Cash Sale	Visa	10/9/2012	87.29	visa 87.29	

Click the **Create** button when finished. The deposit can be printed.

ate : 10 otal 4	0/31/2012 51.00					12
Ţ	ype	Total				
Check 300.00						
Mastercard 14		148.00				
Visa 3		3.00				
Invoice#	Customer	r	Туре	Paid	Amount	Memo
1034	Delilah's Designs		ck	10/9/2012	202.42	\$300 is an overpayment
0	Delilah's Designs		ck	10/9/2012	97.58	Unapplied amount \$300 is an overpay
1004	VisaMC	Mast	ercard	11/27/2010	148.00	w
1007	Cash Sale	Visa		10/30/2010	3.00	