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

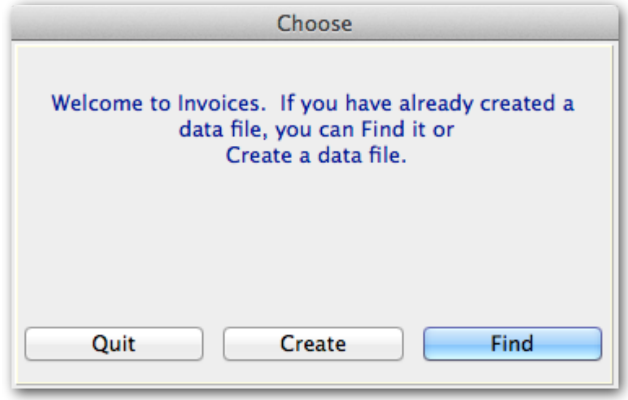
Customers
- Print Statements
- View purchase history
- Individual pricing by Department

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 : http://www.cdinc.co/4LD_Invoices/Invoices.app.zip
And a download help link : http://www. cdinc.co/4LD_Invoices/downloadhelp.html

Starting Up

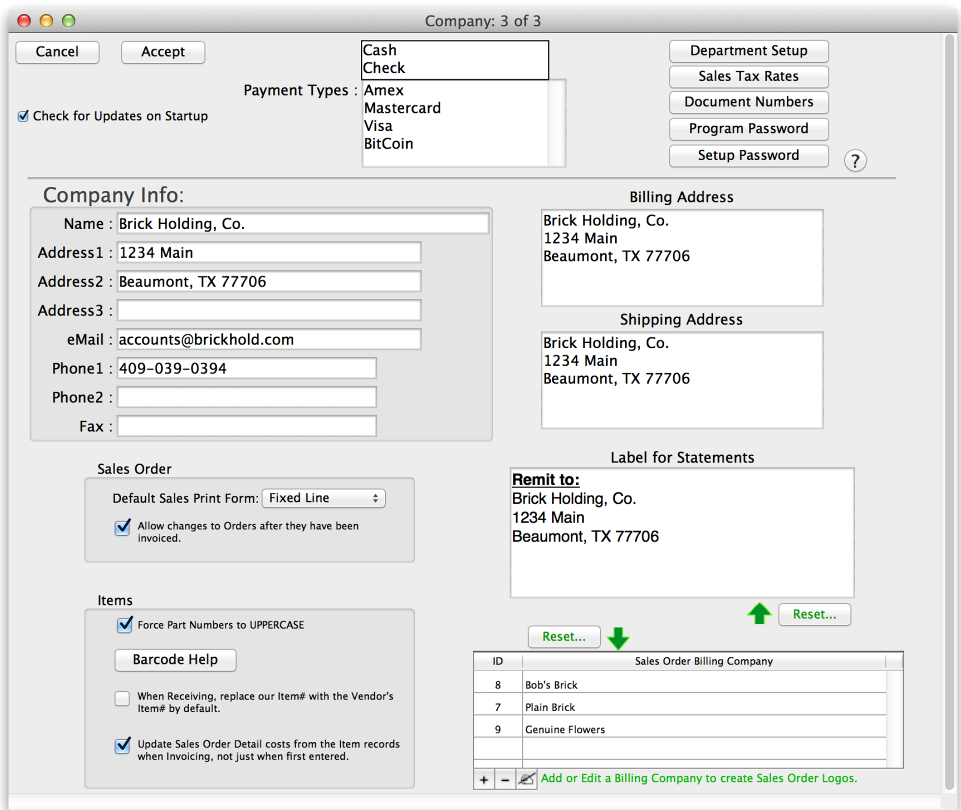


The first time Invoices is opened the program presents a dialog asking you to Find or Create a datafile.

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.



Several windows will open the first time the program runs.

In the Company Setup form, fill in the company information and click the two green **Reset** buttons. These buttons change the billing company and remit to information to match your entry.

Enter your Shipping Address.

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.

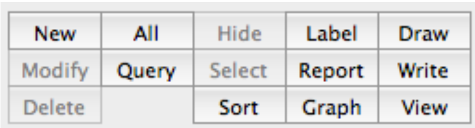
At this point you have completed enough of the setup to start using the program.
Click the **Accept** button to confirm your settings.

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.

The Navigation palette provides quick access to your information. Major functions are shown in blue. Supporting detail is displayed underneath the drop down symbol.

Create an Invoice

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



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 Cust Info area. You can also start typing a customer’s name in the Cust ID area to find a customer.

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

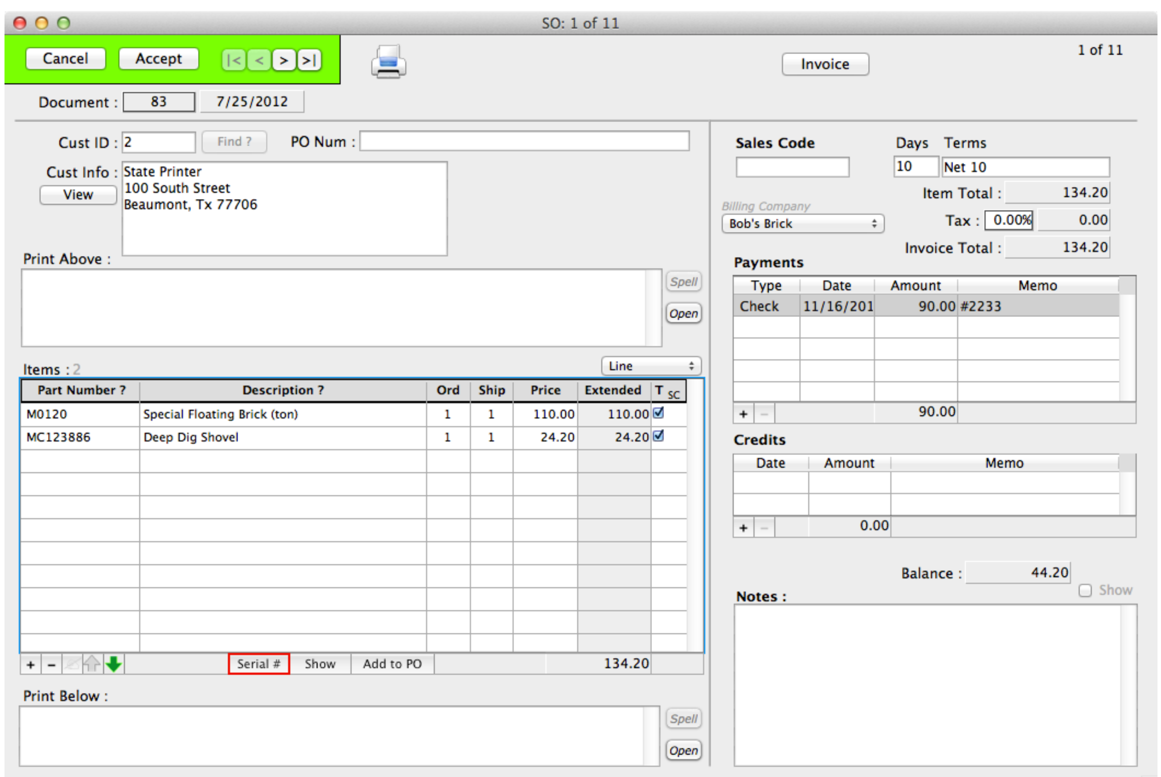
If the customer will pay now, tab to the Payments area and click the **+** button. Select the payment type in the pop-up. If the customer will pay later, tab to the Days field and enter the number of days until the invoice will be due.

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

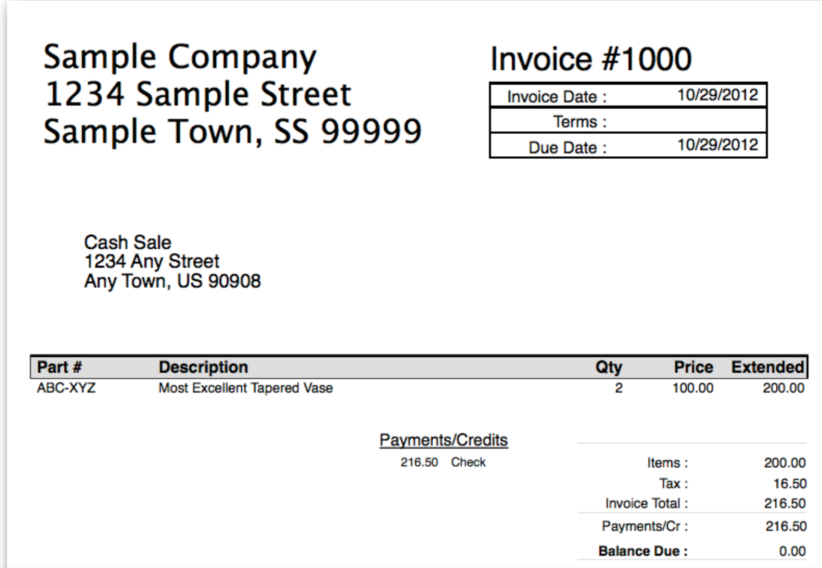
To save the Sales Order until you are ready to invoice it, click the **Accept** button.

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 Part Number or Description 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

Invoice #1000

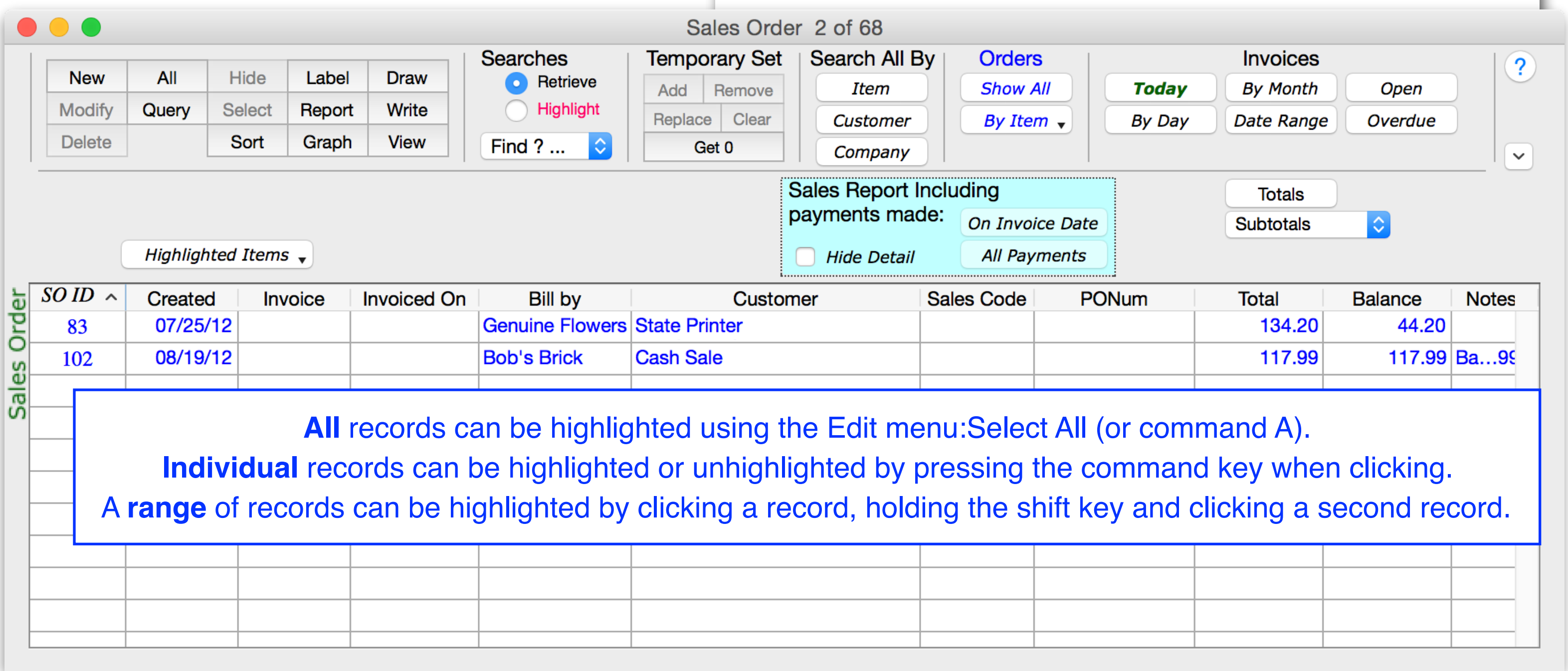
Invoice Date :	10/29/2012
Terms :	
Due Date :	10/29/2012

Cash Sale
1234 Any Street
Any Town, US 90908

Part #	Description	Qty	Price	Extended
ABC-XYZ	Most Excellent Tapered Vase	2	100.00	200.00

Payments/Credits
216.50 Check

Items :	200.00
Tax :	16.50
Invoice Total :	216.50
Payments/Cr :	216.50
Balance Due :	0.00



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.

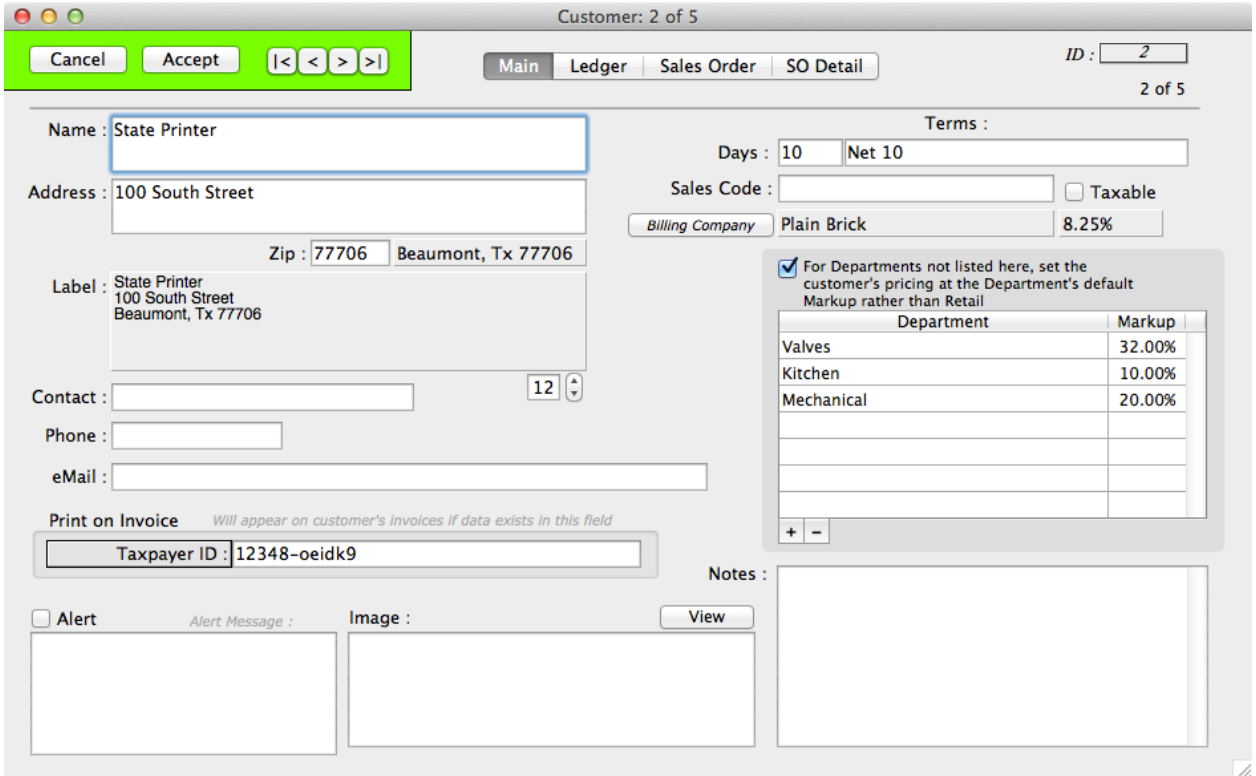
The same is true for the **Show...** pop-up menu. **Show...** displays records from other tables that are related to the selected records. To quickly get a list of the items in a Sales Order or group of Sales Orders, highlight the Sales Orders and click **Show...**. Select “Sales Detail”. A list form 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 Customer in the Navigation palette. Click the **New** button in the Customer list form.

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.)

Taxpayer ID is a label and data that will appear on the customer's invoice if there is data in that customer's field. You can change the label by clicking on the label's button.

Alert can be checked to make the Alert Message 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. Terms defaults to "Net Days Days" and displays on the invoice.

Sales Code 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.

Billing Company 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.

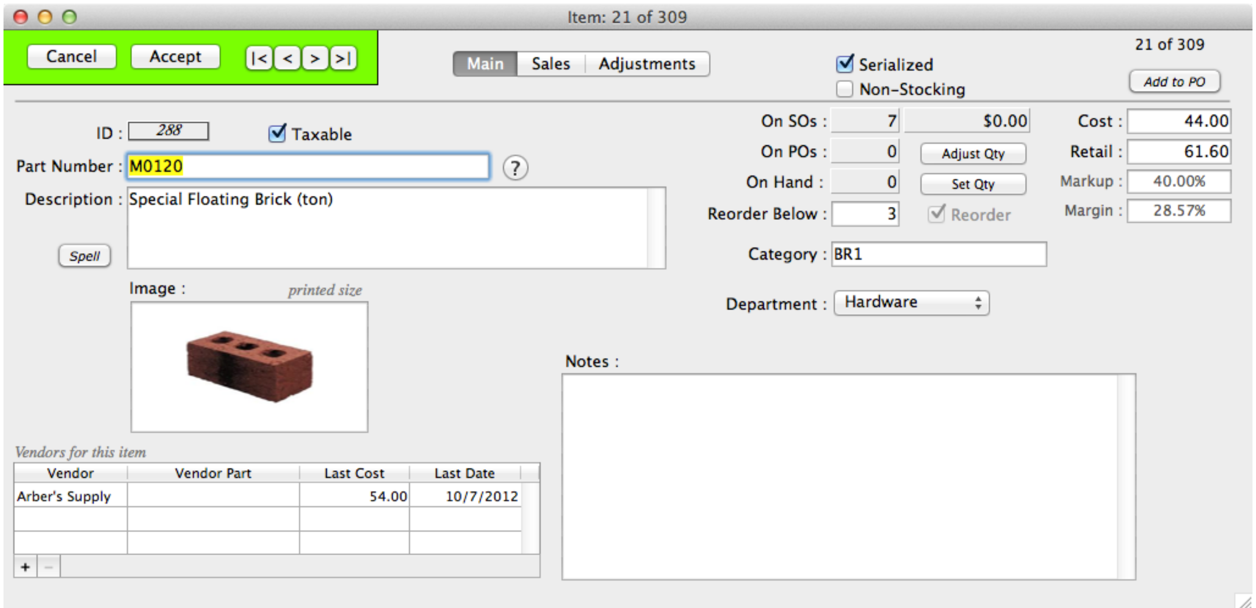
As a customer makes purchases and payments, the Ledger, Sales Order and SO Detail pages will fill with the customer history.

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

You may have noticed the *ID* 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 (Non-Stocking) 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 Item Adjustments table.

If you plan to use a barcode printer, click the ? to the right of Part Number to see some considerations about what characters can be used with different barcode types.

The entry you make in Description 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 Image field. Right-click in the image area for more options.

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

Enter the Cost. Entering the Selling price will adjust the Margin. Entering the Margin will adjust the Selling 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 Reorder Level field.

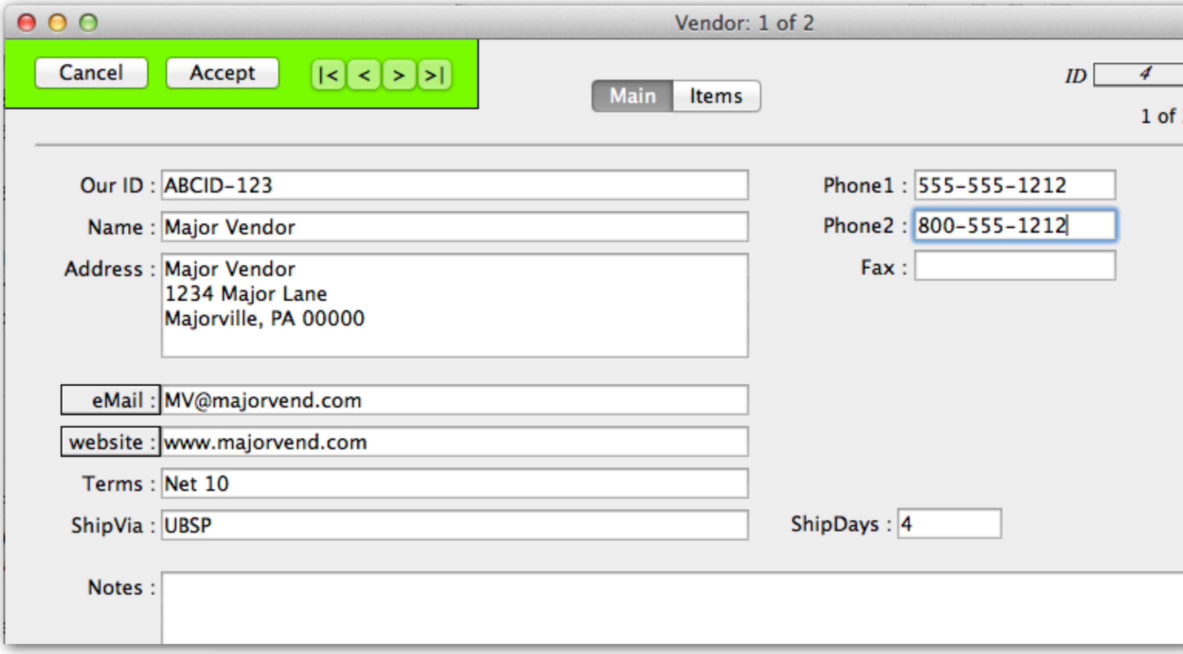
Category can be useful for tracking or graphing groups of items.

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.



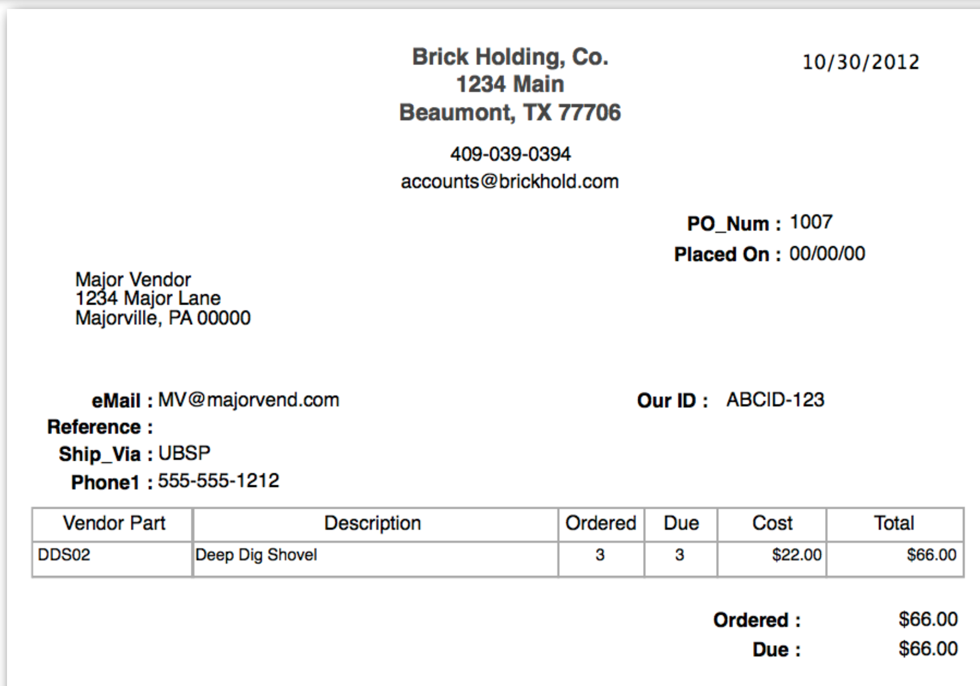
Enter the information you would like to appear by default on purchase orders. This can be modified on each PO as needed.

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.



Brick Holding, Co.
1234 Main
Beaumont, TX 77706

10/30/2012

409-039-0394
accounts@brickhold.com

PO_Num : 1007
Placed On : 00/00/00

Major Vendor
1234 Major Lane
Majorville, PA 00000

eMail : MV@majorvend.com
Reference :
Ship_Via : UBSP
Phone1 : 555-555-1212

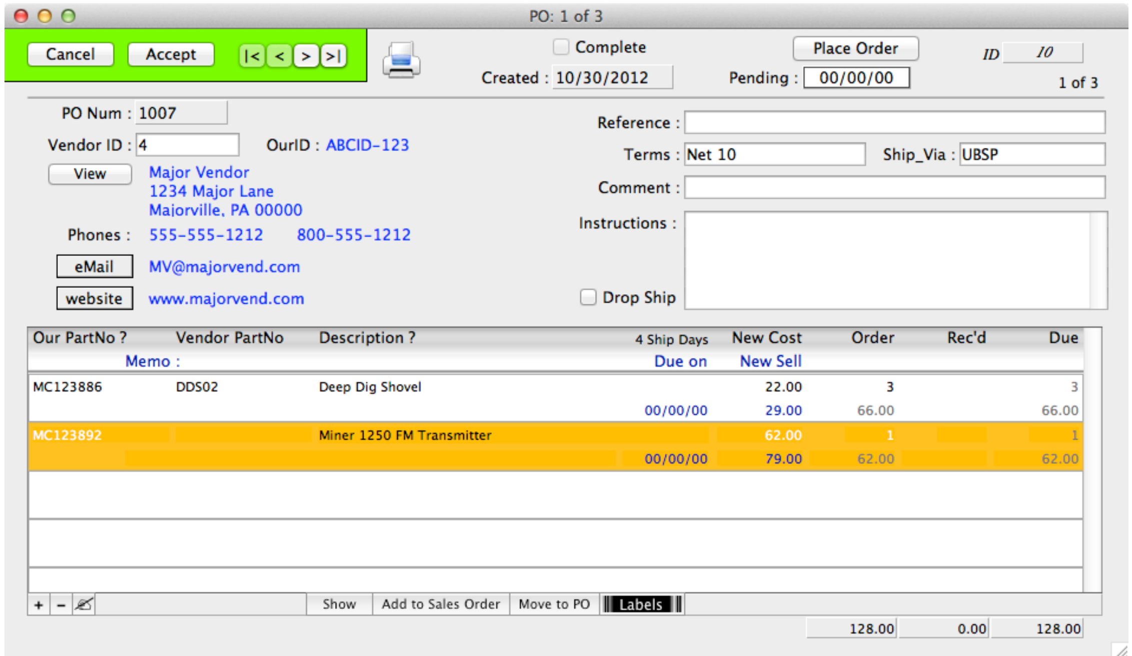
Our ID : ABCID-123

Vendor Part	Description	Ordered	Due	Cost	Total
DDS02	Deep Dig Shovel	3	3	$22.00	$66.00

Ordered : $66.00
Due : $66.00

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 Vendor ID field. Tab to enter the rest of the heading information. Note that Comment and Terms 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.

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 Memo field), print labels and move the Item to one of the other unplaced POs.

Until a PO is placed, the Placed On 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 Place Order button. Placing the order will set the Placed On date to the current date, calculate shipping for any lines with no due date and return you to the list form. The Complete checkbox will be automatically checked once the PO has no more pending items.

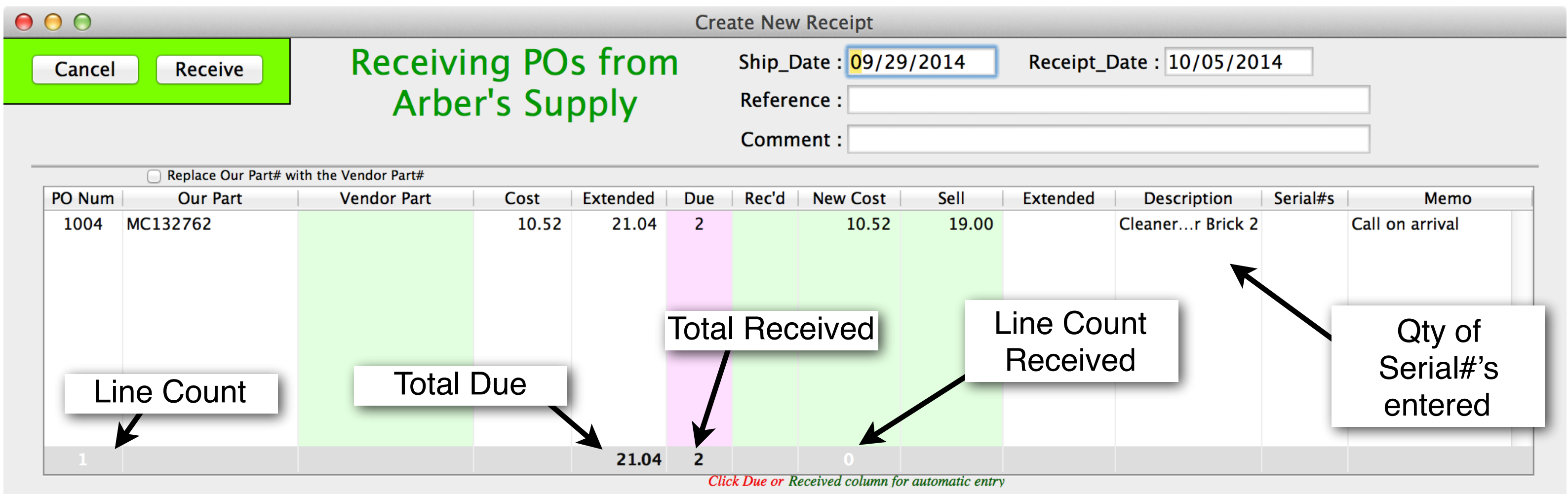
You can 'un-place' a PO by entering zeroes in the Placed On field. Since the program cannot know if you entered specific due dates for the items, remember to change the Due On fields, if necessary, when the PO is placed again. You can also zero the due dates to get the program to calculate them.

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 Due column will toggle the amount Received between the amount Due and zero for the line. The columns shaded in green can be edited.

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



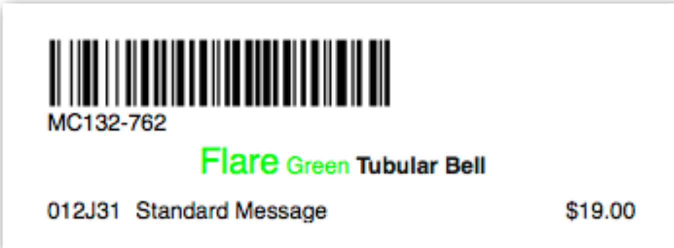
Click the Receive button to update the Items and POs. The received PO Detail will show fewer due and Item Adjustments will be create to balance the quantity on hand.

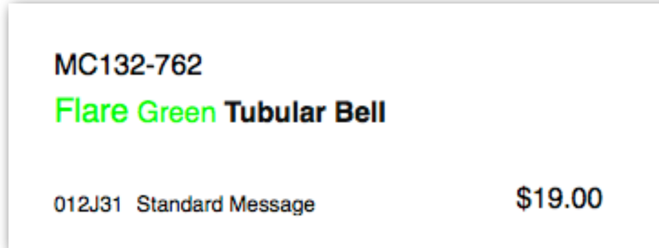
Highlight one or more Receipts in the list form and click the **Labels** button. The Label Printer form appears showing the Items on the selected Receipts and the quantities of each Item received.

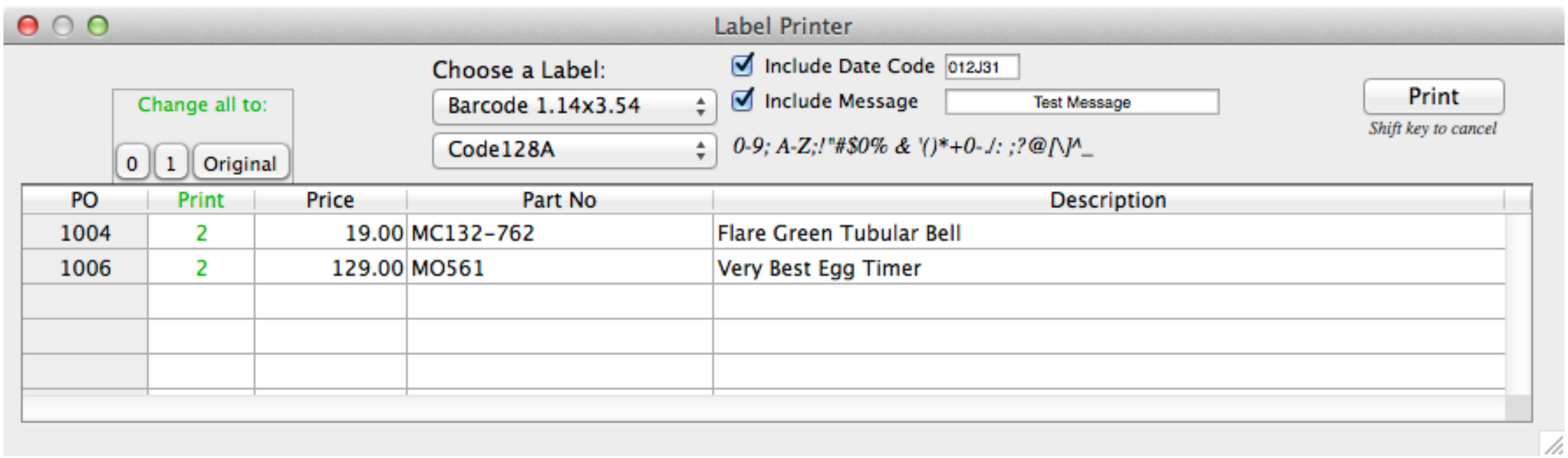
An option to change part numbers to vendor part numbers is available.

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







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 Date Code 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 Message is also available and will be printed at the bottom of the label.

The settings in this window are remembered between printings.

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

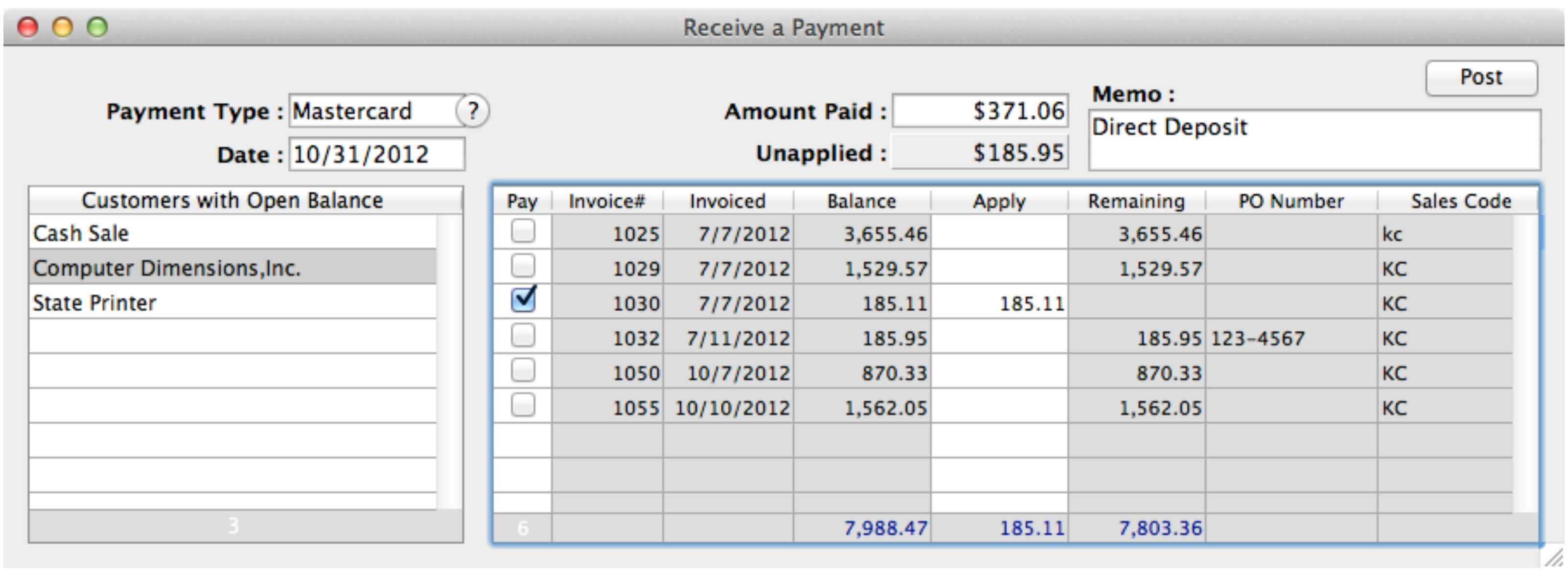
Barcode features thanks to
https://github.com/miyako/4d-plugin-zint

Payments : Receiving Customer Payments

Payments can be received in the Sales Order/Invoice entry form or in the Receive a Payment 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 Amount Paid and Memo. Check the invoices that the Amount Paid 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 Unapplied amount. In this case the program will confirm that you want to create a new Sales Order to hold the unapplied amount.



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

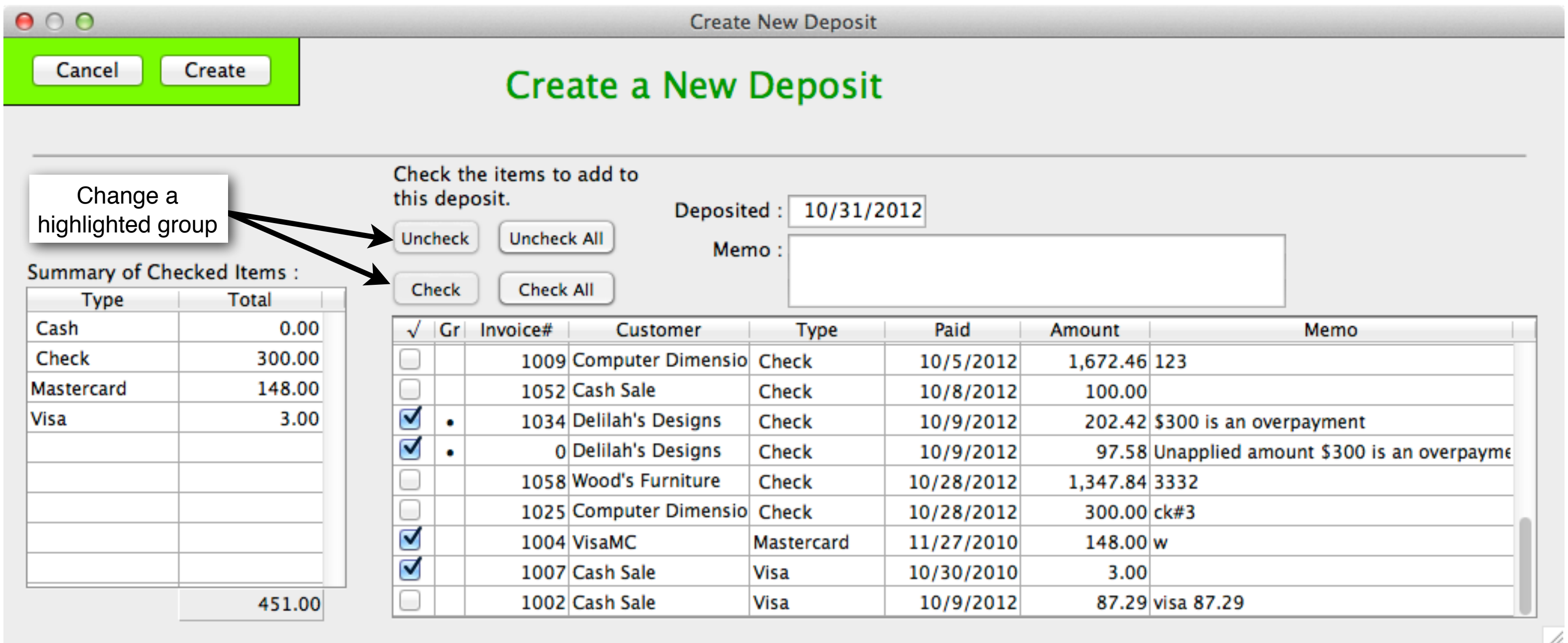
Notes:
Each line in the Payments list form is a disbursement to an invoice. Clicking on a line that was part of a larger payment will cause all of the lines paid at that time to be highlighted.

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 Gr (Payment Group) column. Clicking a line in a payment group will highlight all the lines in that group.

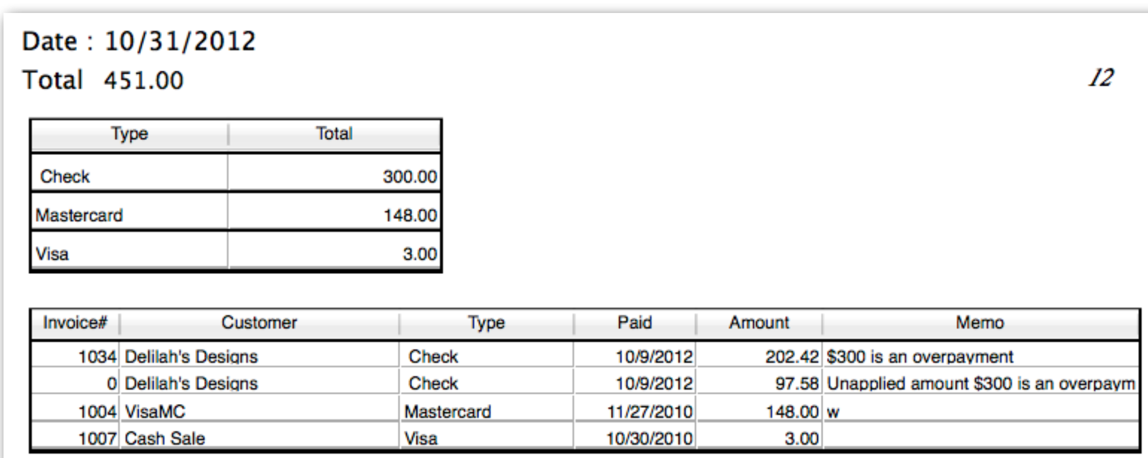
Lines can be clicked individually, all at once or as a highlighted group.



Type	Total
Cash	0.00
Check	300.00
Mastercard	148.00
Visa	3.00
	451.00

√	Gr	Invoice#	Customer	Type	Paid	Amount	Memo
☐		1009	Computer Dimensio	Check	10/5/2012	1,672.46	123
☐		1052	Cash Sale	Check	10/8/2012	100.00	
☑	•	1034	Delilah's Designs	Check	10/9/2012	202.42	$300 is an overpayment
☑	•	0	Delilah's Designs	Check	10/9/2012	97.58	Unapplied amount $300 is an overpayme
☐		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	
☐		1002	Cash Sale	Visa	10/9/2012	87.29	visa 87.29

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



Date : 10/31/2012

Total 451.00

12

Type	Total
Check	300.00
Mastercard	148.00
Visa	3.00

Invoice#	Customer	Type	Paid	Amount	Memo
1034	Delilah's Designs	Check	10/9/2012	202.42	$300 is an overpayment
0	Delilah's Designs	Check	10/9/2012	97.58	Unapplied amount $300 is an overpaym
1004	VisaMC	Mastercard	11/27/2010	148.00	w
1007	Cash Sale	Visa	10/30/2010	3.00	