

The background features a light blue gradient with faint binary code (0s and 1s) scattered across it. Three large, concentric blue circles are positioned in the upper right and lower right areas. A thin blue line runs diagonally from the top left towards the bottom right, passing through the circles.

PDS

Perpetual Data Solutions

User Guide

**Quotations and Invoices *LITE* ©
2012**

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Introduction

Quotations and Invoices LITE is an easy to use application suitable for Small and Medium Business. An Invoice software product to get you up and running in 10 minutes or less. The system interfaces with both Excel and your PDF Reader. Easily create quotations or invoices for your clients using the user friendly, yet powerful interface. Assign payments to invoices and use the built in reports facility to monitor which invoices are paid. Print, save or email your PDF quotations and invoices.

Quotations and Invoices LITE is not only limited to the uses and features in the core package, all aspects can be altered and catered for your own custom needs. Please feel free to contact Perpetual Data Solutions for any modifications or additions you need.

Features

- ∞ Multi-company invoicing software allowing you to use it for more than one company or business
- ∞ Keeps track of customer payments and outstanding invoices
- ∞ Allows deposit payments, partial payments or multiple payments for a single invoice if necessary
- ∞ Create new Invoices from quotation contents. If your customer confirms your quote, you can instantly create a corresponding invoice for it with just one mouse click
- ∞ Invoicing Software with powerful find features to quickly locate your invoices or quotations by customer or invoice/quotation number
- ∞ Invoicing software allows you to preview all reports on screen before printing
- ∞ Email all documents as a PDF (Adobe Acrobat) format. No additional filters or software required

Main Menu



Quotations and Invoices

- ∞ View/Add/Edit quotations and invoices

My Details

- ∞ View/Edit your business details

Preferences

- ∞ Select the directory for all output produced

Reporting

- ∞ Helpful reporting tools to help manage your quotations and invoices

About

- ∞ License and copyright information

Exit

- ∞ Closes the application

Generic

The following buttons appear across many of the different forms. They have the same functionality within all the forms they appear.

Edit

A rectangular button with a light gray gradient and a thin black border. The word "Edit" is centered in a dark gray font.

- ∞ Must be pressed to edit any of the existing data (*ALT+E*)
- ∞ Avoids accidental changes to important data

Save

A rectangular button with a light gray gradient and a thin black border. The word "Save" is centered in a dark gray font.

- ∞ Used to save all changes you have made (*ALT+S*)

Undo

A rectangular button with a light gray gradient and a thin black border. The word "Undo" is centered in a dark gray font.

- ∞ Reverts to the last saved data omitting changes you have made (*ALT+U*)

Close

A rectangular button with a light gray gradient and a thin black border. The word "Close" is centered in a dark gray font.

- ∞ Closes the current form (*ALT+C*)

Close

A small square button with a light gray gradient and a thin black border. It contains a dark gray "X" icon.

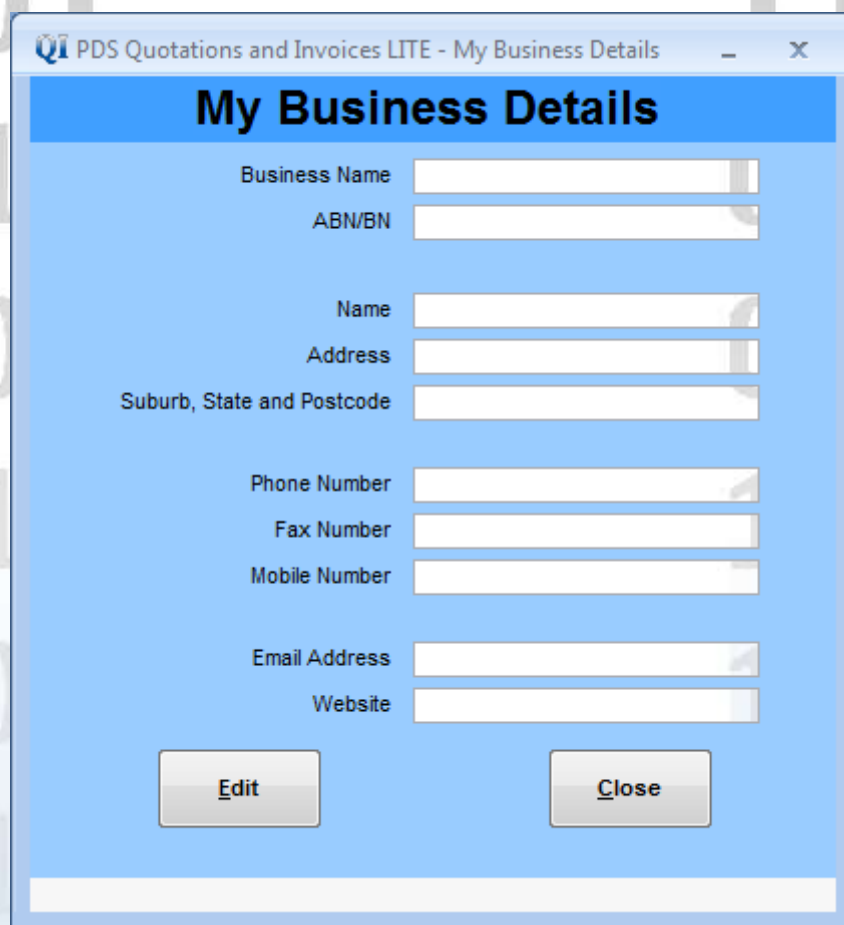
- ∞ Closes the current form and saves any changes made in edit mode

Minimise

A small square button with a light gray gradient and a thin black border. It contains a dark gray horizontal dash icon.

- ∞ Minimises the form to the bottom left hand side of the window

My Details



My Business Details

Business Name

ABN/BN

Name

Address

Suburb, State and Postcode

Phone Number

Fax Number

Mobile Number

Email Address

Website

Business Name

- ∞ The name of your business to appear on all documents produced

ABN/BN

- ∞ Your ABN if you have one or your registered BN (Business Number)

Name

- ∞ The contact person for your business or your name

Address

- ∞ The main street address or PO BOX of your business

Suburb, State and Postcode

- ∞ The locality of your business

Phone Number

- ∞ Your business landline contact number

Fax Number

- ∞ Your business fax number

Mobile Number

∞ Your mobile number

Email Address

∞ The email address you want your customers to contact you with

Website

∞ Your website URL if applicable

Quotations and Invoices

Quote/Invoice Number

- ∞ Current quotation or invoice number
- ∞ The number is 6 digits long and is prepended with a 'Q' (quotations) or an 'I' (invoices)
- ∞ The Quote/Invoice Number automatically increments by 1 for new quotations
- ∞ You cannot edit this field

Current Status

- ∞ The current status (progress indicator) of the quotation or invoice

Quote Creation Date

- ∞ The date and time the quotation was created
- ∞ You can edit the value in this field

Quote Expiry Date

- ∞ The date and time the quotation will expire
- ∞ This date is 28 days after the quotation was created
- ∞ You can edit the value in this field

- FIRST RECORD
- PREVIOUS RECORD (PAGE UP)
- NEXT RECORD (PAGE DOWN)
- LAST RECORD

Invoice Creation Date

- ∞ The date the quotation was converted to an invoice
- ∞ You can edit the value in this field

Delivery Date

- ∞ The generic terms of job delivery and/or completion
- ∞ You can edit the value in this field

Customer Name

- ∞ Customer's name

Customer Company Name

- ∞ Customer's company name

Customer Address 1

- ∞ Customer's street address

Customer Address 2

- ∞ Customer's locality details

Customer Mobile Number

- ∞ Customer's mobile number
- ∞ Is not limited to only mobile numbers

Customer Email Address Number

- ∞ Customer's email address

Job Name

- ∞ The unique job name used in communications
- ∞ This will appear on quotations and invoices

Displayed Comments

- ∞ Any comments or special conditions
- ∞ This will appear on quotations and invoices

Total Amount Due

- ∞ The total amount due for the tasks entered
- ∞ You cannot edit this field

Total Amount Paid

- ∞ Total payments received
- ∞ You cannot edit this field

Total Amount Outstanding

- ∞ The total amount outstanding
- ∞ You cannot edit this field

Tasks

- ∞ *No:*
 - ∞ Number of units for specified task or item
 - ∞ Used to calculate Total Amount Due
- ∞ *Task:*
 - ∞ Task, service or item you provide your customers
 - ∞ Unlimited amount of entries
- ∞ *Unit Price:*
 - ∞ Unit price of the task selected
 - ∞ Used to calculate Total Amount Due

New Quotation

- ∞ Add a new quotation (*ALT+N*)

Delete Quotation

- ∞ Permanently delete the current quotation
- ∞ Invoices cannot be deleted

Convert to Invoice

- ∞ Convert the current quotation to an invoice (*ALT+O*)
- ∞ Use this once the customer has agreed to proceed and has accepted the quotation
- ∞ All details can still be modified in order to provide updated or revised invoices

View Quotation

- ∞ Creates a PDF printable version of the current quotation (*ALT+Q*)
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

View Invoice

- ∞ Creates a PDF printable version of the current invoice (*ALT+I*)
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

View Payments

- ∞ Creates a PDF printable version of the payments received for the current invoice
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

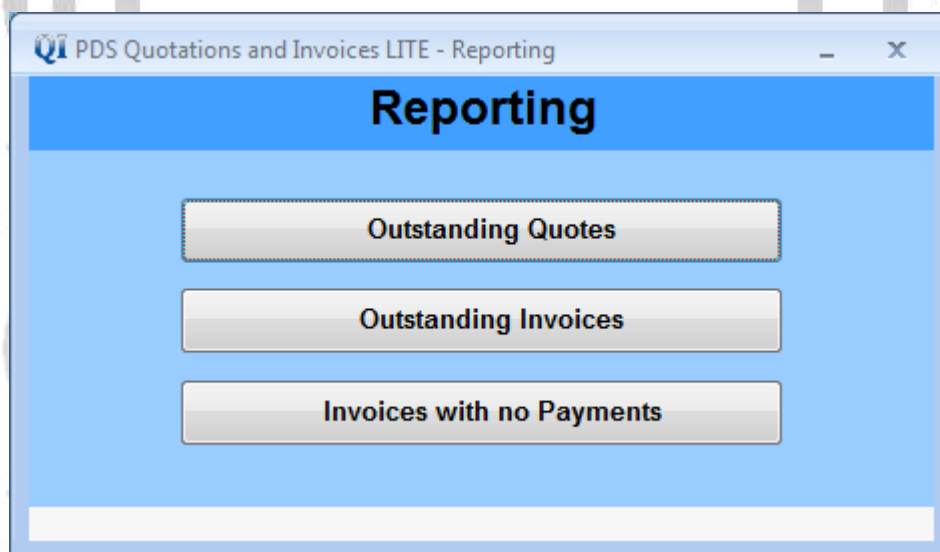
Add Payments

- ∞ Replaces the tasks with a payments table (*ALT+A*)
- ∞ Enter all the payments you receive from your customers
- ∞ *Date Payment was Received:*
 - ∞ Enter the date the payment was received
 - ∞ The current date is pre-populated for your convenience
 - ∞ Will appear on the Payments Received PDF
- ∞ *Amount Received:*
 - ∞ The amount received for the current payment
 - ∞ Will appear on the Payments Received PDF
- ∞ *Any Comments Related to this Payment:*
 - ∞ Comments specific to each payment made
 - ∞ May describe the method of payment
 - ∞ Will appear on the Payments Received PDF



- ∞ Useful tools to save you time
- ∞ *Internet:*
 - ∞ Runs the in-built default Internet browser
- ∞ *Calculator:*
 - ∞ Runs the in-built Windows Calculator
- ∞ *Notepad:*
 - ∞ Runs the in-built Windows Notepad
- ∞ *Character Map:*
 - ∞ Runs the in-built Windows Character Map
- ∞ *Windows Explorer:*
 - ∞ Runs the in-built Windows File Explorer
- ∞ *Windows Regional Settings:*
 - ∞ Allows you to change Currency, Number and Date formats plus more
- ∞ *Lock Workstation:*
 - ∞ Locks the current session and returns to the login screen
 - ∞ The current user is not logged off

Reporting



Outstanding Quotes

- ∞ Export all quotations that have not been converted to Invoices or cancelled to a Microsoft Excel 2007 Workbook
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

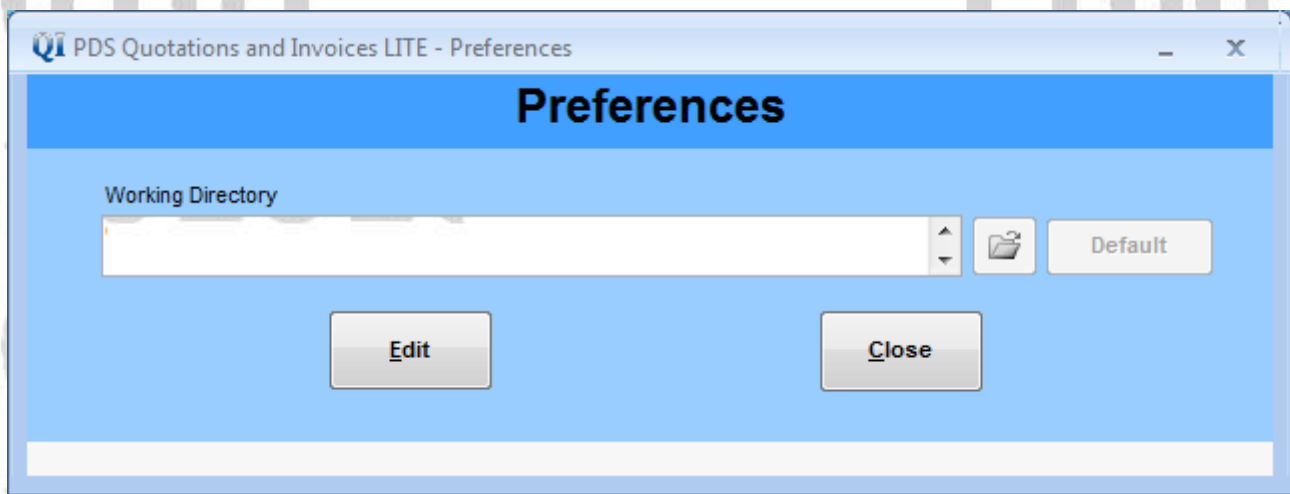
Outstanding Invoices

- ∞ Export all invoices which have outstanding payments to a Microsoft Excel 2007 Workbook
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

Invoices with no Payments

- ∞ Export all invoices for which you have not received any payments to a Microsoft Excel 2007 Workbook
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

Preferences



Working Directory

- ∞ The directory you want to store all quotations and invoices you view
- ∞ You can only change the contents of this field by using the following two options

Select Working Directory

- ∞ Click to select the directory you want to store all quotations and invoices you view

Default

- ∞ Click to restore the working directory to installation default

Troubleshooting

Visit our website

∞ <http://perpetualdatasolutions.com.au/troubleshooting>