



Invoice 3

User Manual

Store Manager

Invoice 3 can manage multiple local databases. Each store is an independent database. You can create unlimited databases.

The screenshot shows the 'Invoice 3' application window with the 'Store Manager' interface. The window title is 'Invoice 3'. Below the title bar, there's a header area with the 'Invoice 3' logo and the text 'Choose your store'. The main area is a list of stores:

- Imported from Invoice2**: This store is highlighted in blue. To its right is a red circle around a right-pointing arrow button.
- My Store**: Below the first store, with the name 'My Name' underneath. It has a right-pointing arrow button to its right.
- My Great Store**: Below the second store, with the name 'kiv' underneath. It has a right-pointing arrow button to its right.

At the bottom of the window, there are three buttons: a plus sign (+), a minus sign (-), and a gear icon. To the right of these buttons is an 'Open' button. A tooltip is visible over the minus sign button, containing the text: 'Set As Default Store' and 'New Store From Invoice 2'.

Handwritten annotations with arrows point to various elements:

- Click the plus button to add a new store**: Points to the plus sign button at the bottom left.
- Click the minus button to delete a store. This will also delete all internal PDF files**: Points to the minus sign button at the bottom left.
- Click to edit store details**: Points to the right-pointing arrow button next to the 'Imported from Invoice2' store.
- Available stores list**: Points to the list of stores in the main area.
- Click to open selected store**: Points to the 'Open' button at the bottom right.
- Default store is always placed on top of the stores list and can be accessed using the `tell default store` syntax with Apple Script**: Points to the 'Imported from Invoice2' store.
- Import data from Invoice 2 database**: Points to the tooltip text 'New Store From Invoice 2'.

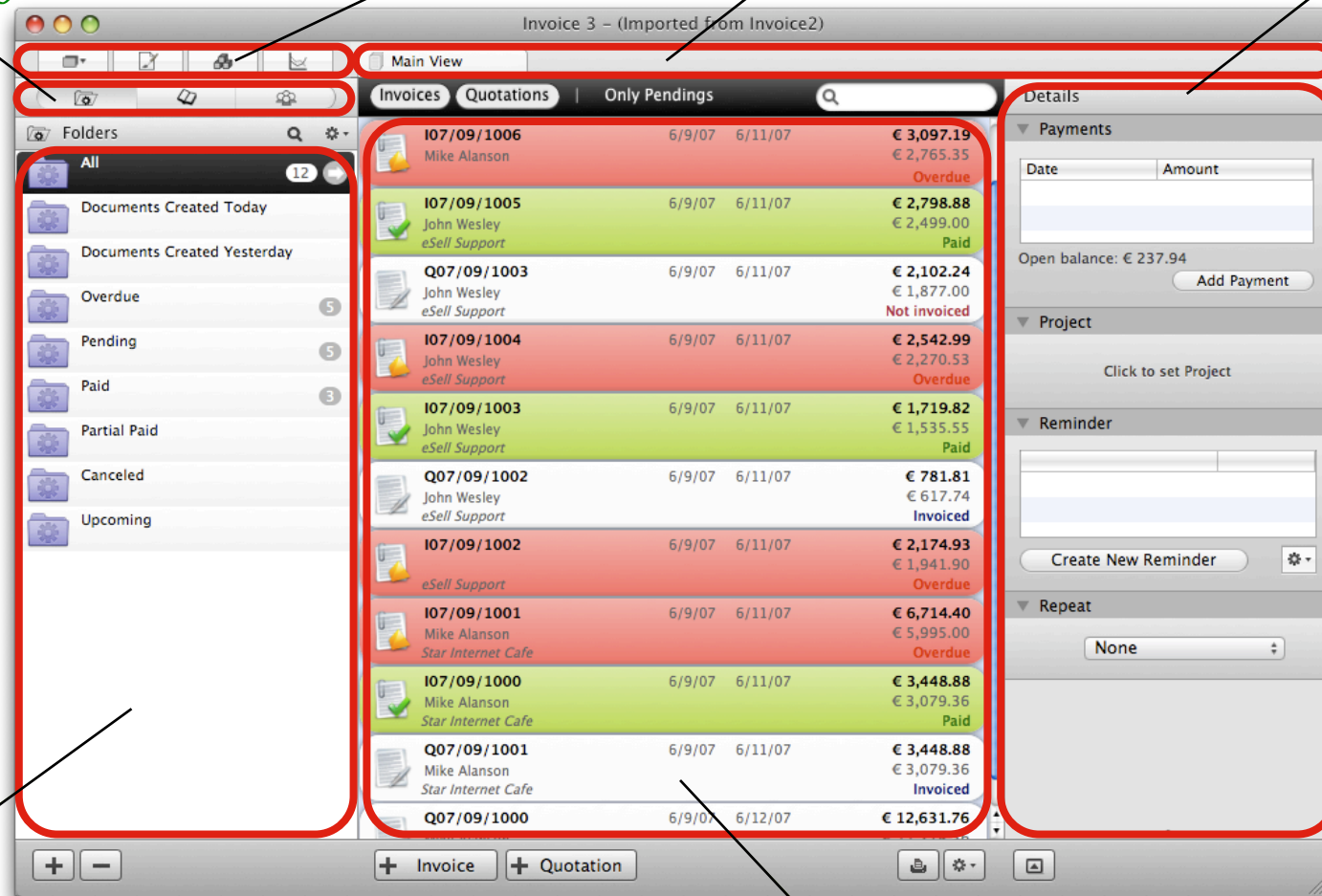
Main Window

Switch to smart folders, projects and customers

Open Tab
Main View, Layout Designer, Catalog

Tabs

Details of selected invoice/quotation

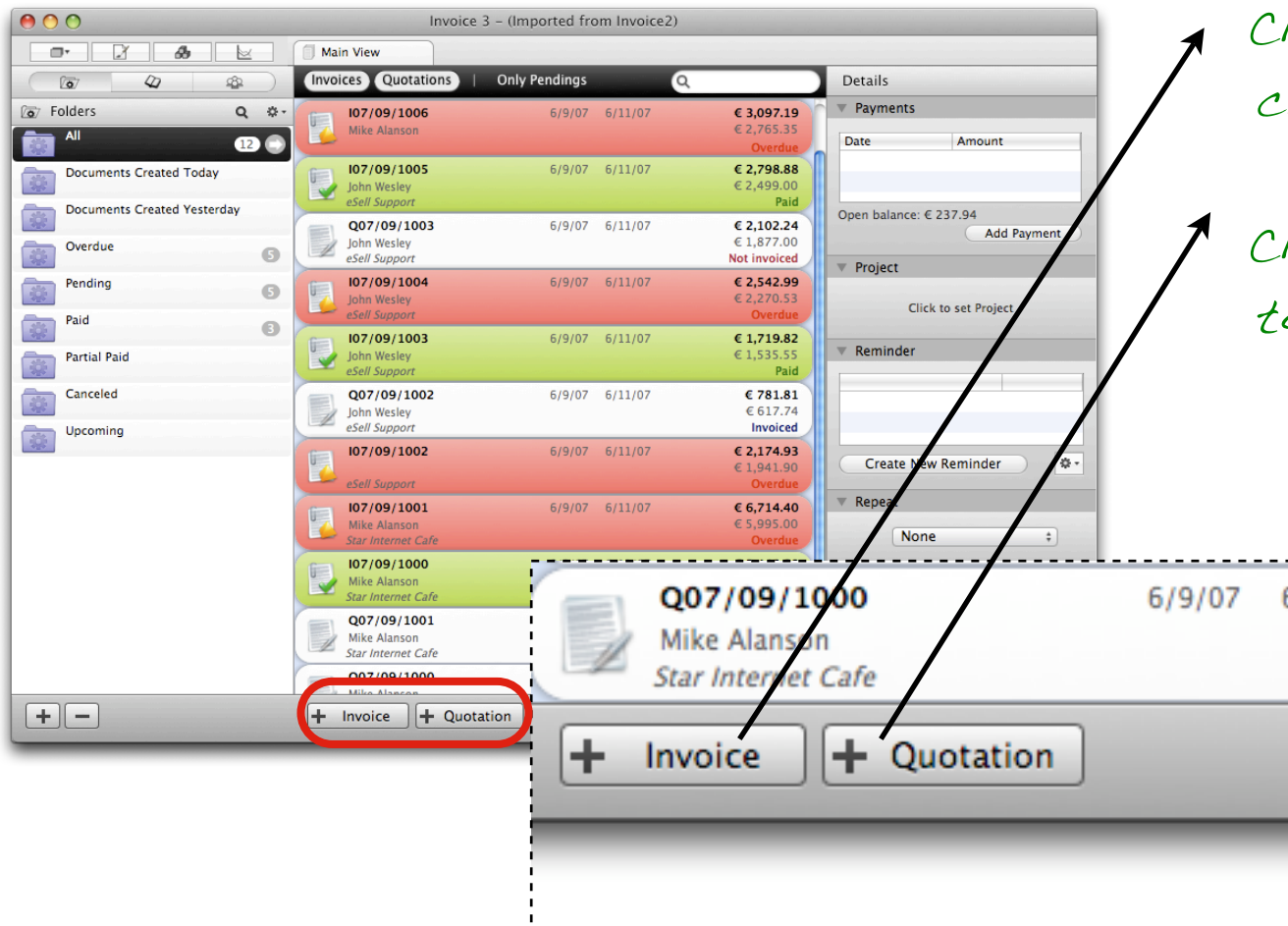


Folders

Smart folders, projects folders, customers

Invoices and Quotations

Creating a new Invoice/Quotation



Click the 'Invoice' button to create a new invoice draft

Click the 'Quotation' button to create a new quotation

To create a new invoice you have to create first an invoice draft

Edit Invoice/Quotation 1

Double click an invoice/quotation to open the edit tab

The new tab

Invoice 3 - (Imported from Invoice2)

Main View I07/09/1003

Products

All Products 66

Mac Accessories 17

Mac Desktops 8

MacBook Family 6

Servers 4

Services 4

iPod 16

iPod Accessories 11

Configure Lines I07/09/1003

Quantity	Description	Price	Tax
1 x	AirPort Extreme 802.11n* Enabler for Mac pc € 1.78 [A-1045]	€ 1.78	+ 12 %
1 x	Mac mini 1.66GHz: Combo Drive 1.66GHz Intel Core Duo 512MB memory 60GB hard drive pc € 599.00 [A-1004]	€ 599.00	+ 12 %

Tax: € 72.09 Subtotal: € 600.78
Margin: € 0.00 Total: € 672.87

Details

Document #
I07/09/1003

Creation and due date
Creation Date: 6/9/07
Due Date: 6/11/07

Action date
From: -
To: -

Customer
John Wesley
133 Stemmons Freeway, Suite ...

Currency
Currency: EUR
Rate: 1

Discount
Discounted: € 672.87

Tax
☐ Price is tax added
☐ Apply 2. tax

Document number (available if the document is not a draft).
Click to edit the number

Creation and due date.
Click to edit

Action date *

Set the customer here
On the fly currency manager

Set discount. You can give a percentage or an amount. The discount is calculated using the tax added value and does not affect the tax amount.

Set whether given prices are tax added or tax excluded

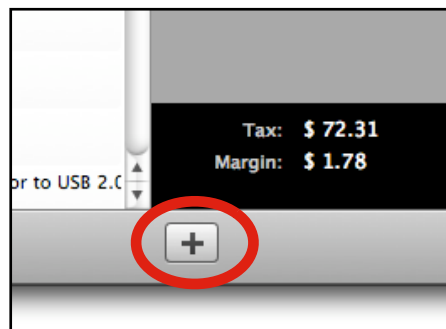
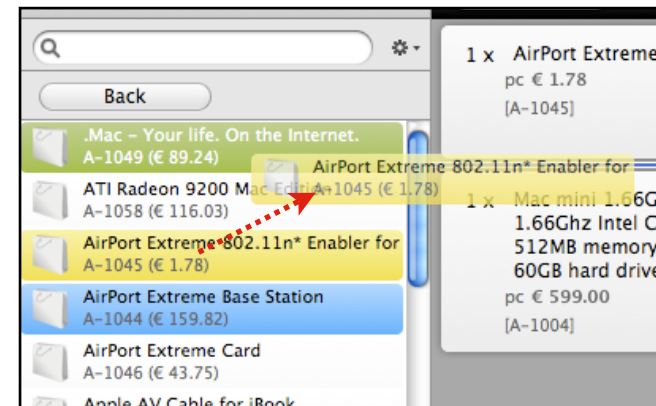
* Action date is optional and can be used for an individually date range. To show the actions date just add new smart fields to your invoice layout.

Edit Invoice/Quotation 2

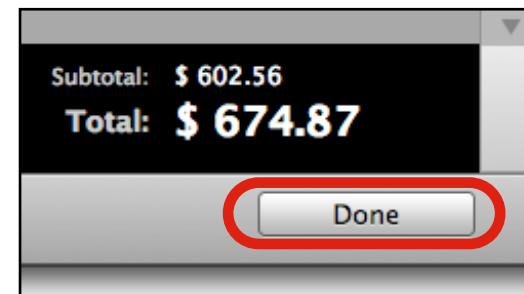
Click the arrow to slide to the products within the selected products category



Drag product(s) to the table in order to add the products to the invoice/quotation



Click the plus button to add a new blank invoice line



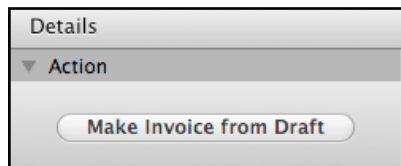
Click the 'Done' button to save the invoice/quotation and return to the main view tab

Make invoice from a draft

To create a final invoice you have to create a draft

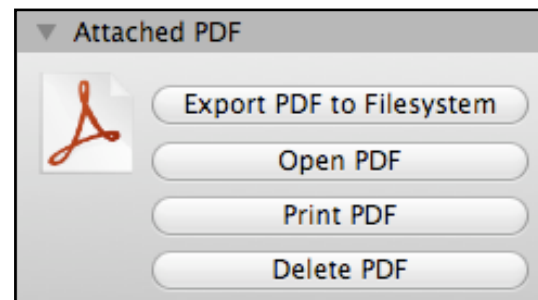
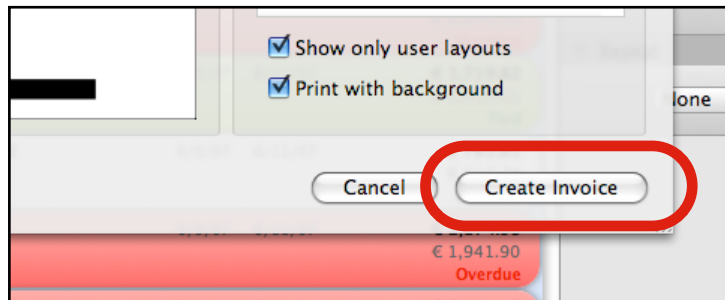
The difference between a draft and a final invoice

- Drafts will not decrease the product count in the stock
- Drafts don't have invoice numbers
- Draft can be deleted, final invoices can not. (You can cancel an invoice to delete it)



Click 'Make Invoice from Draft' to make a final invoice from draft

Select a layout and click 'Create Invoice'



The newly created invoice is also available in PDF format for further usage. Click 'Delete PDF' to create a new PDF.

Add Payment

The screenshot shows the 'Invoices' tab selected. The main view displays a list of invoices:

Invoice ID	Customer	Due Date	Status	Amount
I07/09/1006	Mike Alanson	6/9/07	Overdue	€ 3,097.19
I07/09/1005	John Wesley eSell Support	6/9/07	Paid	€ 2,798.88
Q07/09/1003	John Wesley	6/11/07		€ 2,102.24

The details panel on the right shows the 'Payments' section with a table for recording payments:

Date	Amount

Below the table, it shows 'Open balance: € 3,097.19' and a red-bordered 'Add Payment' button.

Click 'Add Payment' in the main view tab to add a payment. This button is only available for pending invoices.

Here you can set the payment date.

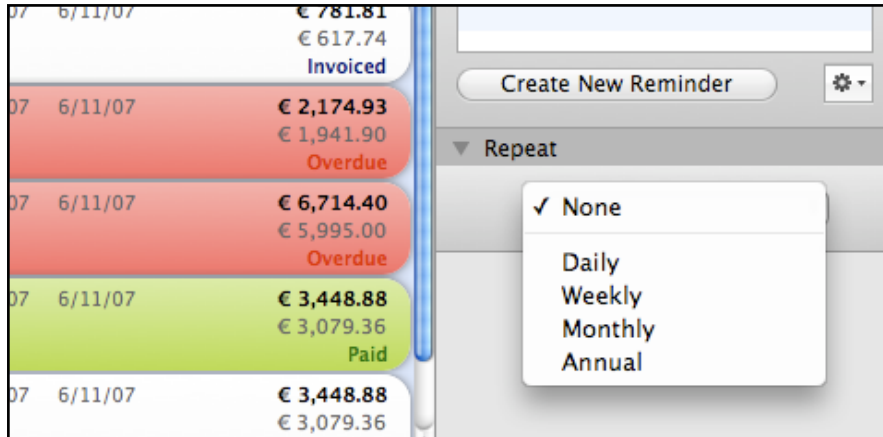
Here you can give the amount. Invoice 3 will adjust the amount if you give more than the open balance.

Important:
Payments can not be undo. Add a negative amount to increase the open balance again.

The dialog box is titled 'Add Payment'. It features an 'Amount' field with the value '3,097.19' and a currency selector set to 'EUR'. Below the amount field is a date picker for 'July 2008', showing a calendar grid with the 12th of July selected. At the bottom of the dialog are 'Cancel' and 'Add Payment' buttons.

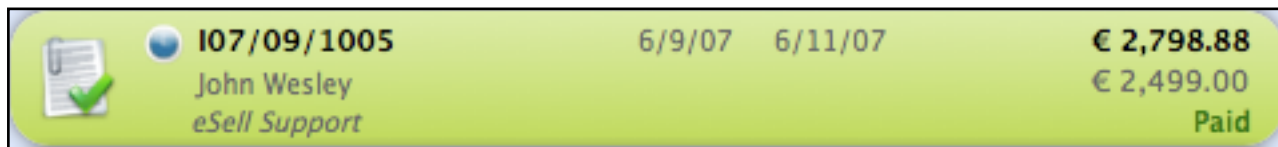
Click 'Add Payment' to save the given amount.

Recurring Invoices

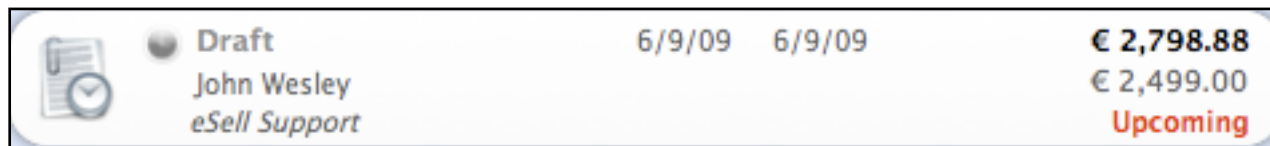


Select the invoice which you want to use as recurring invoice and select the repeat mode

Invoice 3 will then create the next upcoming invoice.

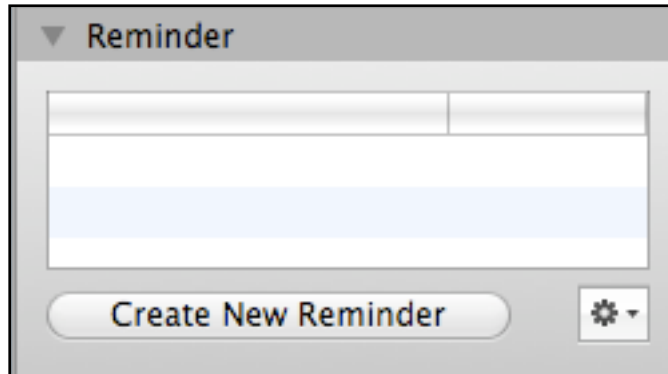


You can only change the repeat mode on the base invoice you had selected to create recurring invoices. The repeat symbol is a blue clock.

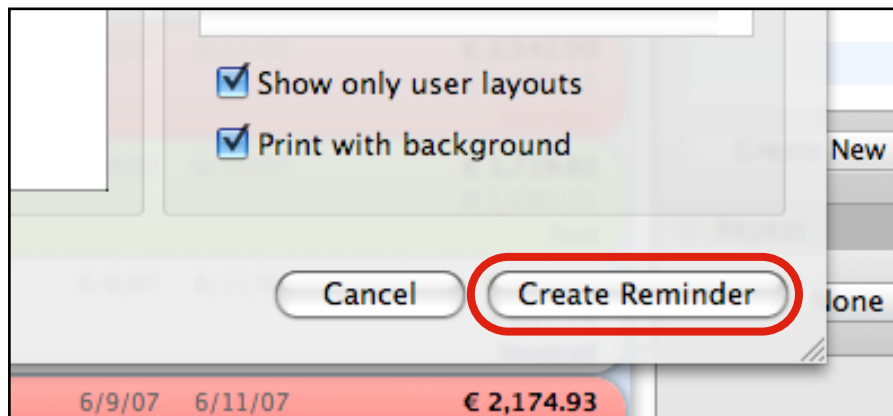


The upcoming invoices are drafts. You have to make invoices from drafts manually. You can not change the repeat mode on a generated invoice draft. The repeat symbol is a disabled gray clock.

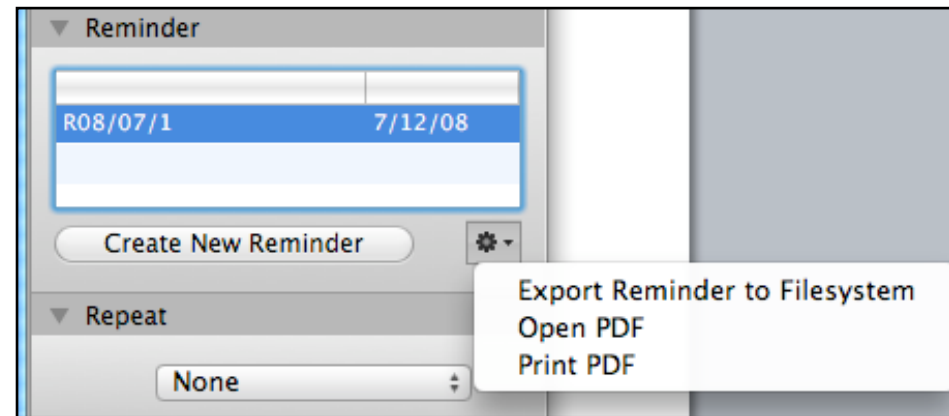
Creating Reminders



Click 'Create New Reminder'. This button is only available for *overdue* invoices.



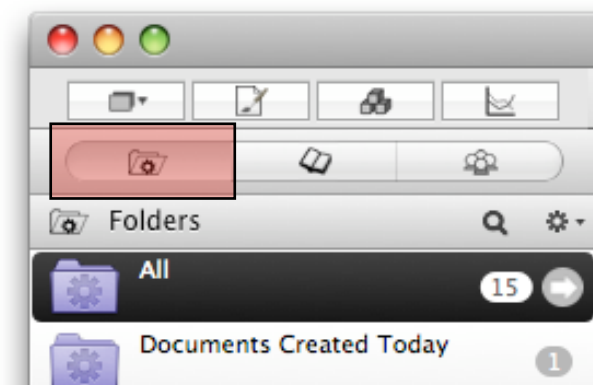
Select desired layout and click 'Create Reminder'



You can now export/print/preview the reminder using the action menu

Smart Folders

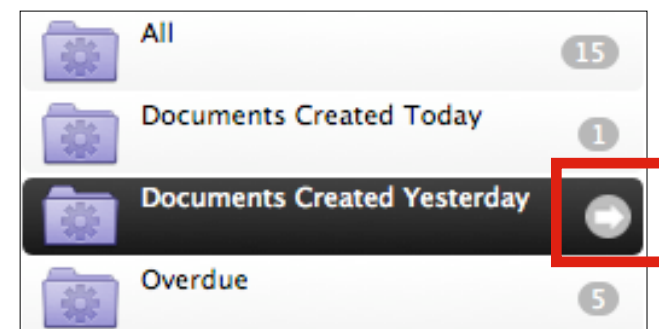
Smart Folders are very important. You create invoice lists using smart folders. For example to see you invoices from this year at a glance, you have to create a smart folder which cares about a date range.



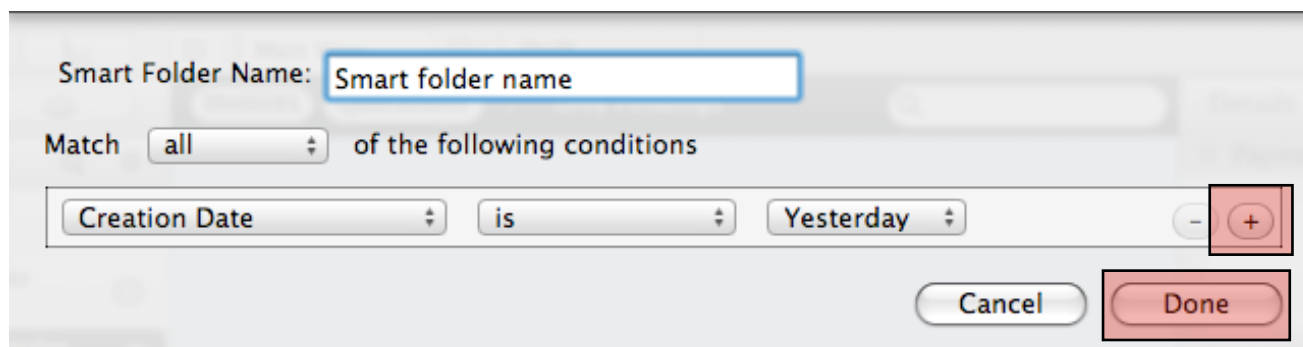
Make sure the smart folder list is selected



Click the plus button placed on the left bottom corner to create a new smart folder.



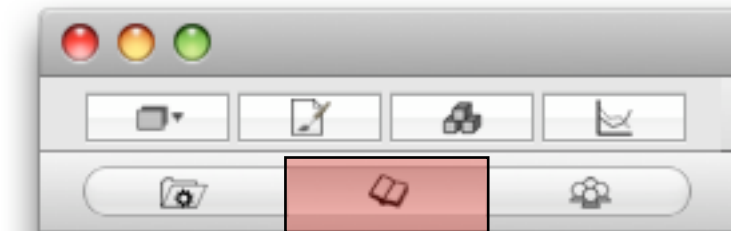
Click the arrow button to edit an existing smart folder.



Click the plus button to add a new criteria. Click 'Done' when you are finished.

Projects

Projects are virtual folders to store quotations and invoices. It is not necessary to assign an invoice to a project. It is just to group your invoices. Each project is owned by a customer. This will speed up creating invoices. If you add an invoice or quotation to the project, the customer assigned to the invoice is the same customer which was assigned to the project.



Make sure the project list is selected and click the plus button in the left bottom corner to add a new project

The 'Projects' dialog box contains the following fields and controls:

- Project name:** A text input field with a placeholder '---'.
- Project nr:** A text input field containing 'P-July-1002'.
- Customer:** A dropdown menu with the text 'Click to select a customer'.
- Website:** A text input field.
- Description:** A large text area.
- Done button:** A button in the top right corner of the dialog.

Handwritten annotations with arrows point to:

- Project name:** 'Enter project name'
- Project nr:** 'Project nr. will be generated automatically. You can change it here if you want.'
- Customer:** 'Here you can set the customer'
- Done button:** 'Click 'Done' to show the projects list'

Click 'Done' to show the projects list

Enter project name

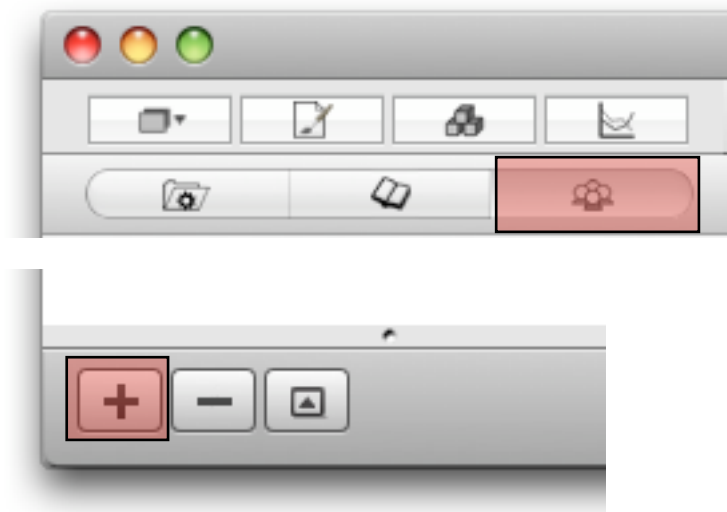
Project nr. will be generated automatically. You can change it here if you want.

Here you can set the customer

Website and description are optional. You can use these fields in your invoice layout by using smart fields if you want.

Customers

Each invoice must be assigned to a customer. Therefore this first step using Invoice 3 is creating customers. You can either create new customers or import customers from your Address Book.



Make sure the customers list is selected and click the plus button in the left bottom corner to add a new customer

Tabs to navigate between personal info, contact, bank details and custom salutation

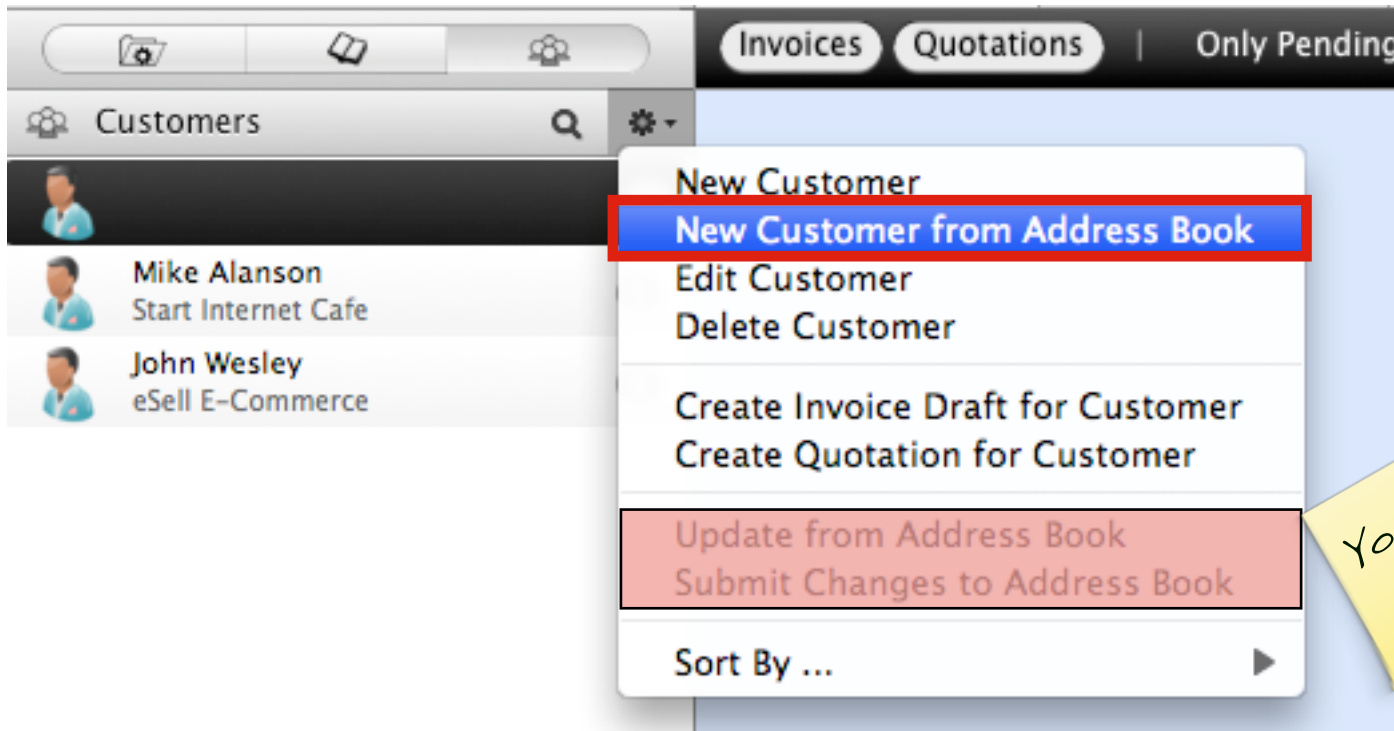
The 'Is company' flag affects the primary display name, which is the company name if this is checked or first + last name if this is unchecked.

Customer numbers are assigned automatically. Here you can change the customer number.

Click the action button to add/delete addresses

Click to navigate between addresses

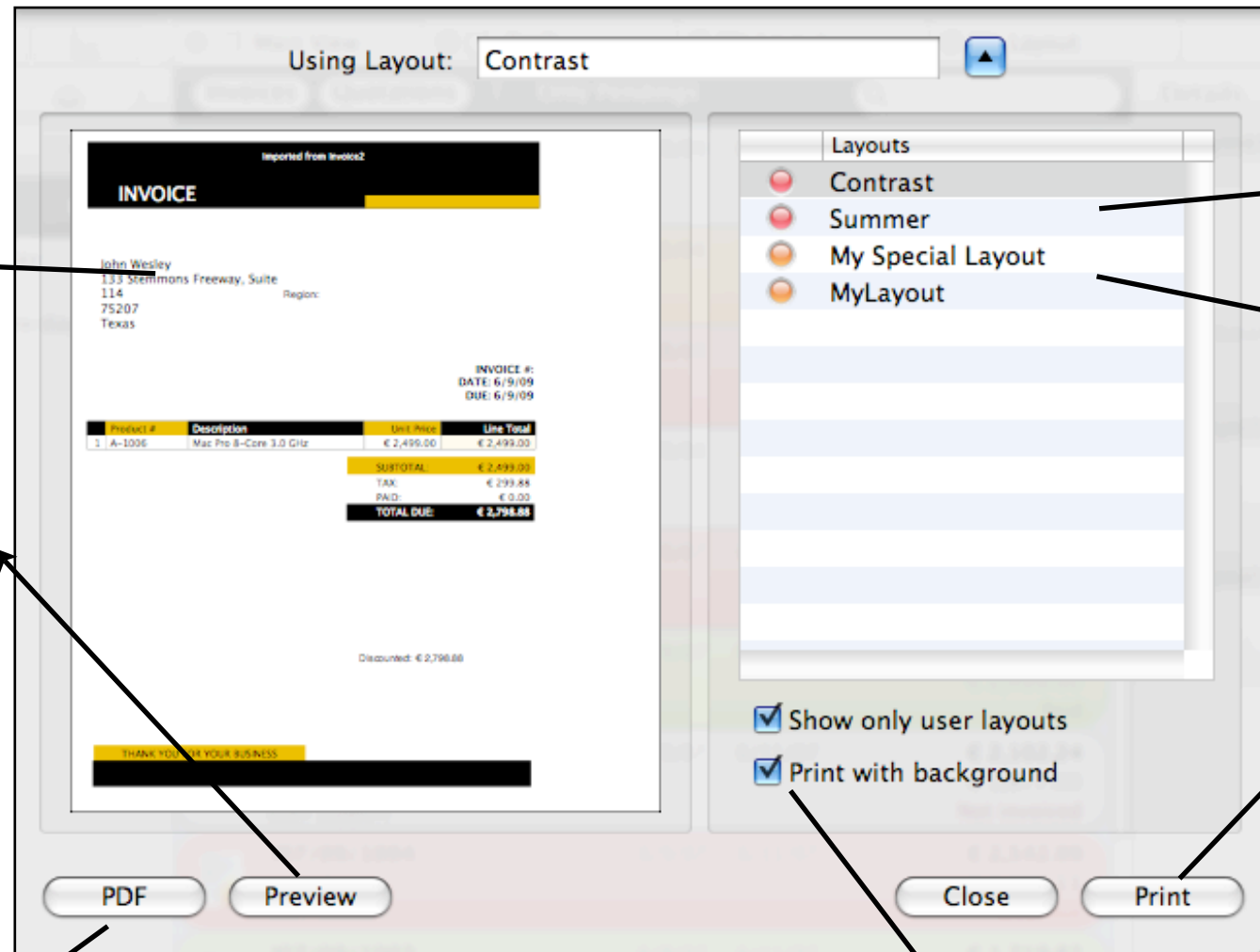
Synchronize Customers with Address Book



You can synchronize changes using the action menu

Click the action button and select 'New customer from Address Book' to import a contact as customer. If the contact already exists, the customer will be selected instead.

The Print Dialog



Layout preview

System layouts

User layouts

Click to show the Mac OS X print dialog

Open the preview app. This does not print the document. Just opens in the preview app.

Save as PDF instead of printing to paper

Enable/Disable printing the PDF background

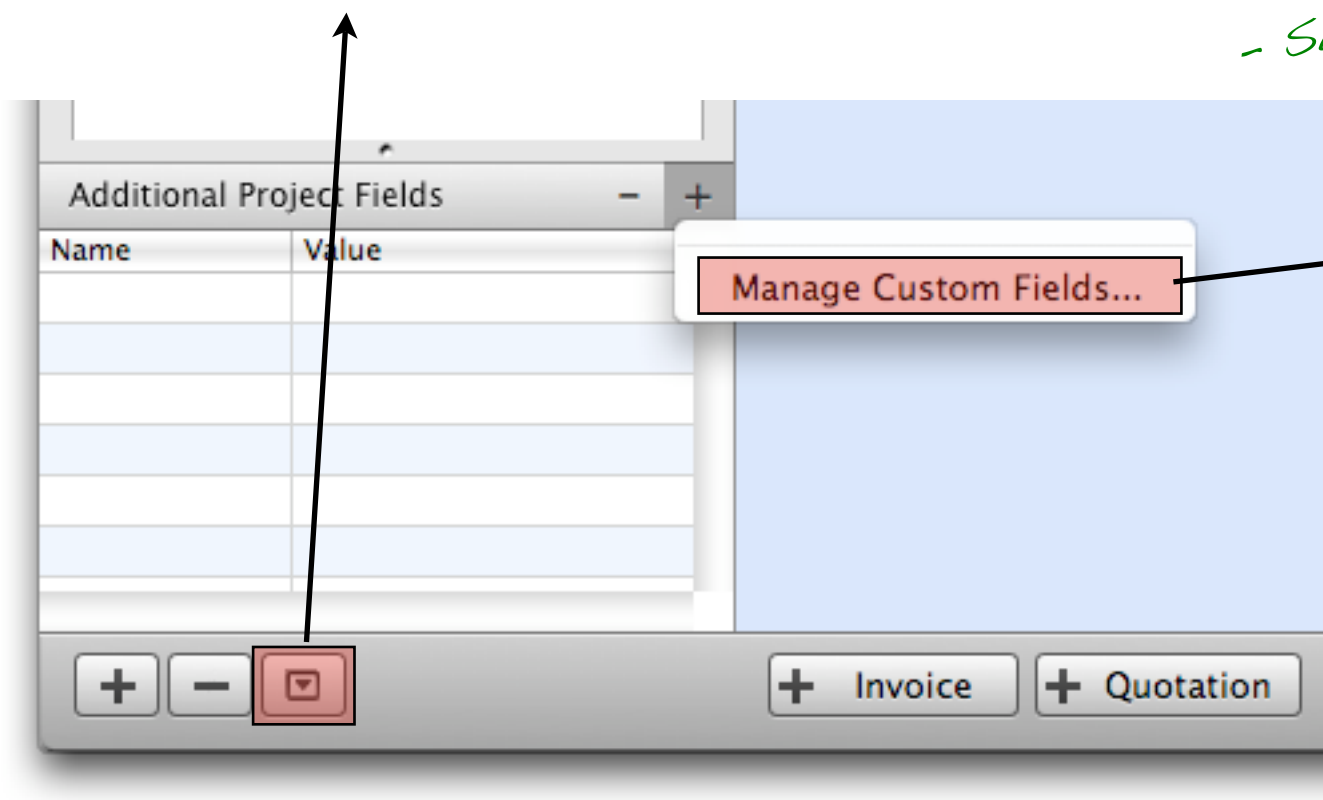
Custom Fields

Custom fields are enhancements by user. Using custom fields you can add additional fields, which are not available in Invoice 3, and print these fields on the invoice/quotation.

Invoice 3 supports custom fields for the following objects:

- Invoices
- Quotations
- Projects
- Customers
- Products
- Suppliers

Custom fields can be displayed by clicking the toggle buttons.



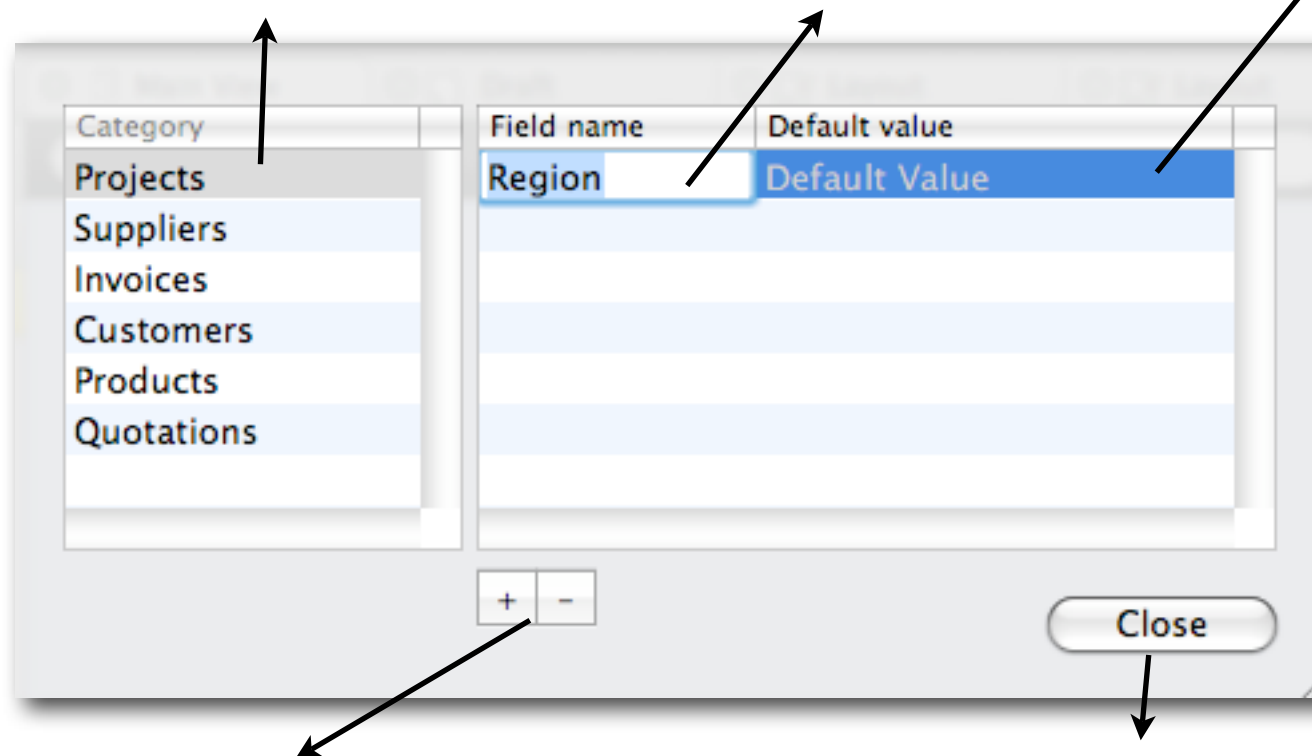
Click the 'Manage Custom Fields ...' menu item to bring the custom fields dialog to front

Custom Fields Dialog

First, select a category to add a new custom field

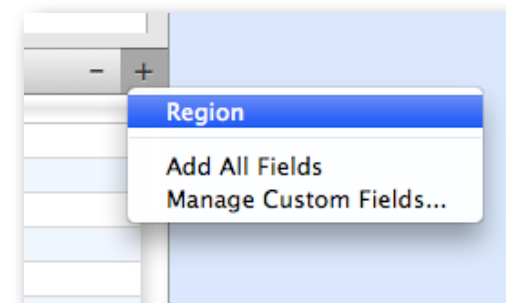
Enter a custom field name

Here you can enter a default value. This is optional



Add/Remove custom fields

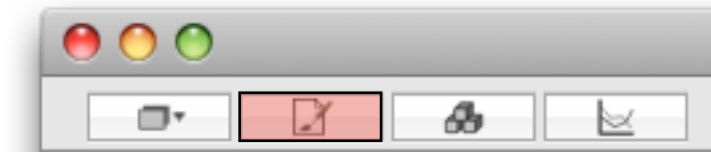
Close the custom fields dialog



The custom fields can be added using the plus button

Additional Project Fields		-	+
Name	Value		
Region	South		

Create/Edit a layout



Click the layout designer button

Select whether you want to edit an existing layout or create a new layout

Enter layout name here. The name can *not* be changed later.

Click to change the paper size

Select the category for which you want to create the layout.

Select the layout which you want edit or, in case of creating a new layout, the layout which you want to use as template

Removes the selected layout

The template list shows only layouts assigned to the selected category unless this option is checked.

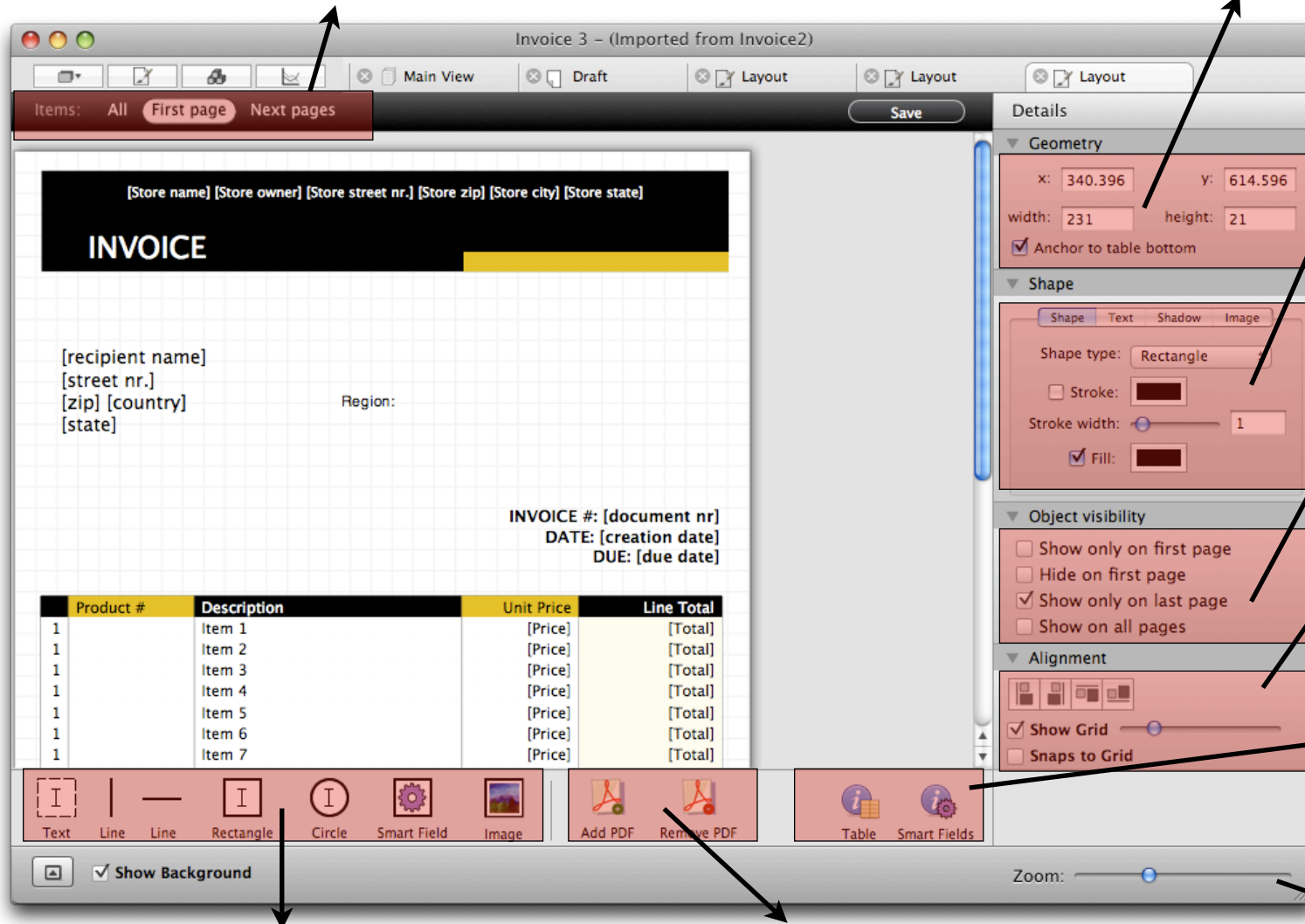
☐ Open existing layout
☒ Create new layout with name:
 Paper Size: A4
 Category:
 Template:
☒ Contrast
☒ Summer
☒ My Special Layout
☒ MyLayout
 INVOICE
 [recipient name]
 [address nr.]
 [city] [country]
 [state]
 Reg. nr.
 INVOICE # [document nr.]
 DATE [creation date]
 DATE [print date]

Item no.	Description	Unit Price	Qty	Total
1	Item 1	10.00	1	10.00
2	Item 2	20.00	1	20.00
3	Item 3	30.00	1	30.00
4	Item 4	40.00	1	40.00
5	Item 5	50.00	1	50.00
6	Item 6	60.00	1	60.00
7	Item 7	70.00	1	70.00
8	Item 8	80.00	1	80.00
9	Item 9	90.00	1	90.00
10	Item 10	100.00	1	100.00

 SUBTOTAL
 TAX
 TOTAL
 THANK YOU FOR YOUR BUSINESS
☐ Show all layouts

The Layout Designer

Emulates displaying the first page (1) and next pages (2,3,...)



Geometry of the selected object

Object attributes like color, text, font, etc.

Controls the visibility of selected object(s) on each page

Alignment settings. There is also an 'Alignment' menu in the menu bar

Displays the inspectors to setup smart fields and the table

Zoom of the layout for a more comfortable editing

Objects you can add to the layout

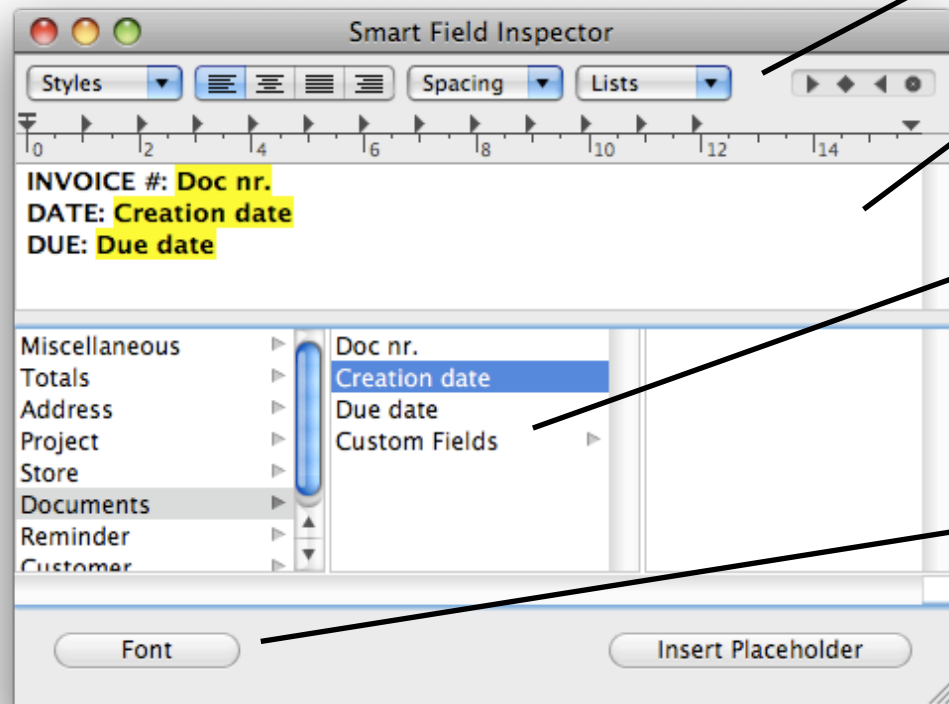
Add/Remove a PDF background

Smart Fields

Smart fields are text areas which are able to contain placeholders. The placeholders are displayed with a yellow background in the smart field inspector. To order the inspector to the front, just double click a

smart field or select a smart field and click the  button.

To add a new smart field click the  button.



Ruler for formatting text

Smart field text area

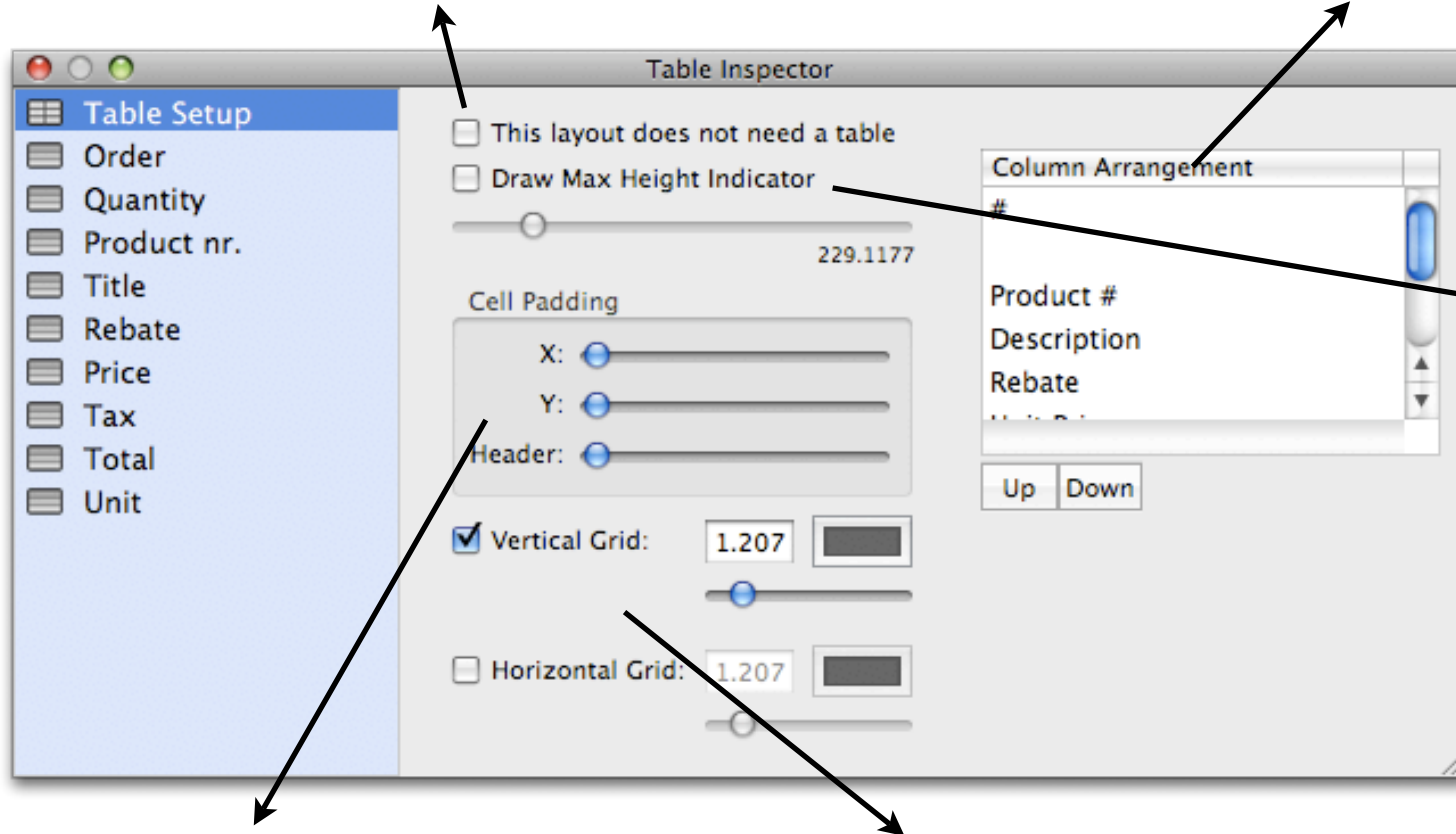
Dynamic field browser. These are placeholder. Select a dynamic field and click 'Insert Placeholder' to add a placeholder at caret's position.

Use this button to change the font. The font button for the shape attributes will not affect smart fields

Layout Table 1

Check this option if you don't use a table

Arrange the column order using the 'Up' and 'Down' buttons



The maximum table height indicator defines the allowed maximum table height. If the table height exceeds the maximum, a new page will be created

A line item height should never exceed the max table height. Otherwise the line item will not be printed.

Defines the spaces used between text and cell borders

Toggle visibility of vertical and horizontal lines between columns/rows

Layout Table 2

The screenshot shows the 'Table Inspector' window with the following annotations:

- Column header title:** Points to the 'Title' field containing 'Product #'.
- Column width:** Points to the 'Width' slider set to 100.
- Select column to configure its parameters:** Points to the 'Product nr.' column in the left sidebar.
- Fill color mode. This can be gradient or solid color:** Points to the 'Fill Color' dropdown menu.
- Horizontal text alignment (left, center, right):** Points to the 'L', 'C', 'R' buttons under the 'Header' section.
- Vertical text alignment (top, center, bottom):** Points to the 'Top' dropdown menu under the 'Header' section.
- Click to order the font dialog to the front:** Points to the 'Font' button under the 'Header' section.
- Apply Background Color to All Columns, Apply Text Color to All Columns, Apply Font to All Columns:** Points to the action menu at the bottom right.

If you set the same attributes for all columns, you can use the action menu to speed up your work.

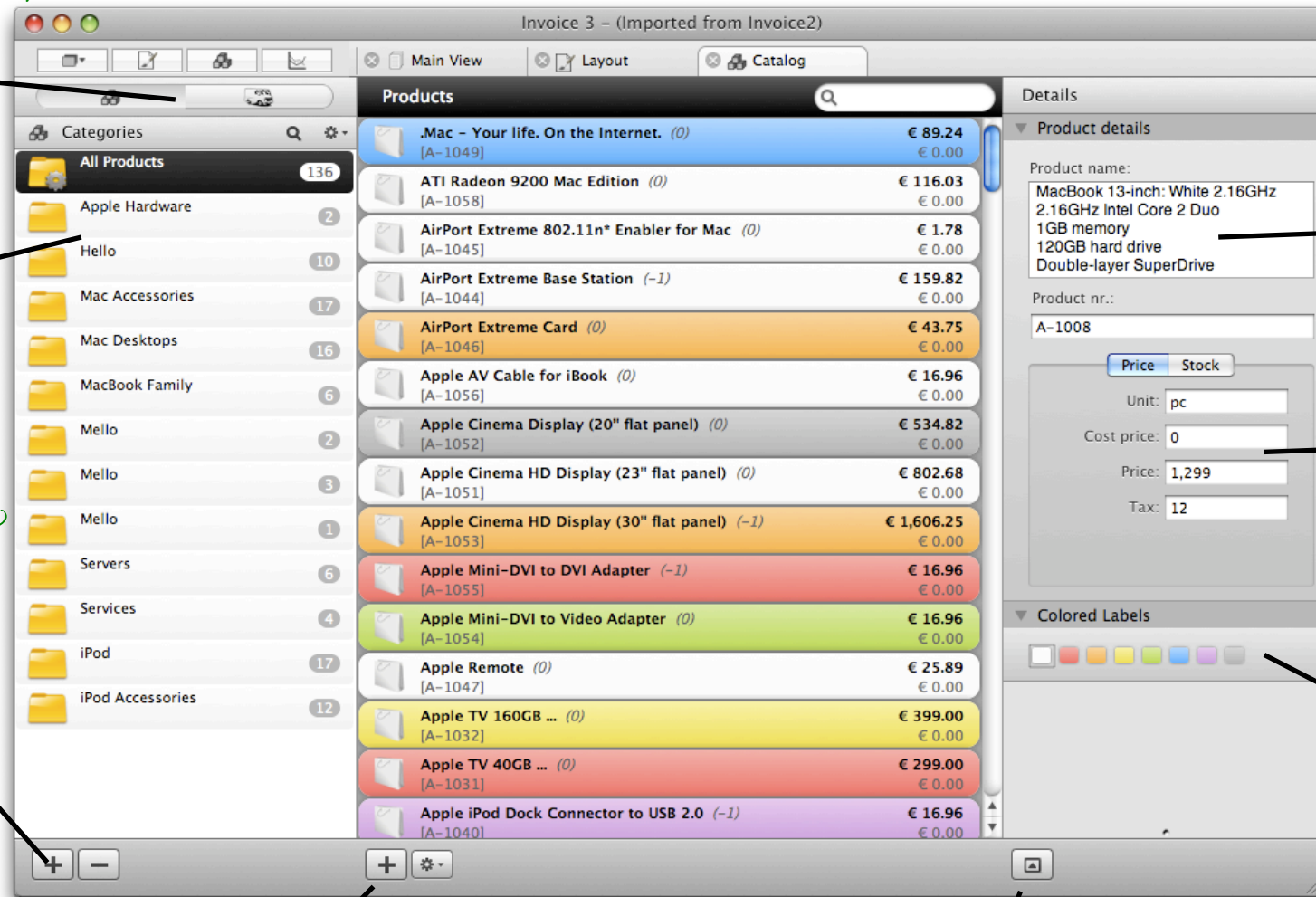
Catalog

Click the catalog button

Switch between categories and suppliers lists

List of categories

Click the plus button to add a new category



Set item title and number

Set item cost price, retail price and tax rate

Color labels are useful to make items to eye catchers. This will help to find the items faster

Click the plus button to add a new item

Toggle custom fields for products