Invoice Manager Pro V-1.0.0 - HELP

1. How to begin using Invoice Manager Pro V-1.0.0 for the first time

When you download the trial version of Invoice Manager Pro V-1.0.0 and open it for the first time, you will be prompted with warning to inform you, that this spreadsheet uses macros, you will need to click Enable Macros button to be able to use the software.
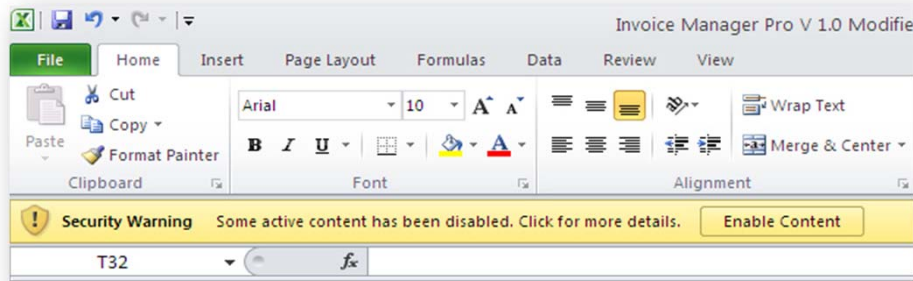
Once macros is enabled, you should see the simple user form on your screen, that gives you several options and awaits for some action, which we will explain step-by-step here.

The following image shows the screen that you will be presented with, where you can make you choices, such as proceed to purchase license, enter the license key, Later button, to proceed to the trial version of the software or Exit button to exit software entirely, if you do not want to use it at this time. You will also see the message, which informs you of the amount of time you have left for use your trial version. The trial version will let you to fully test drive the software without any limitation for 31 days, beginning from the day when you first open it on your computer.
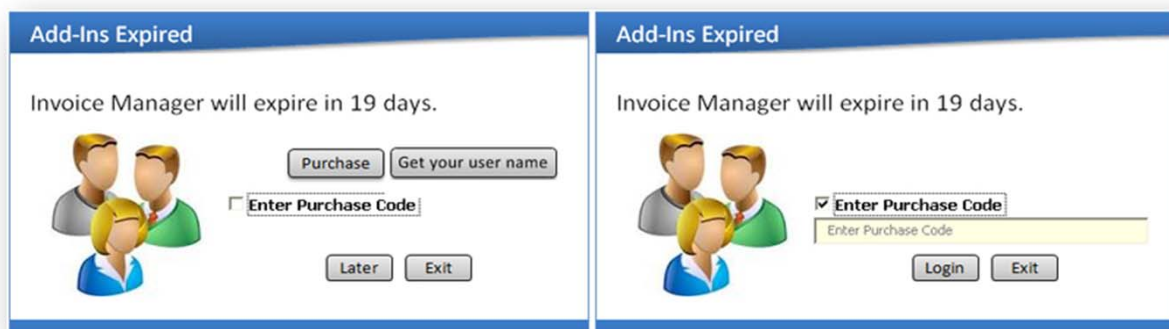
Click Later button to proceed to the next step in which you will be prompted to create your Administrative User. The administrative privileges differ from regular user privileges, for your own security reasons, so that the only user with administrative privileges can change all settings of the software as well as create regular users or add new invoice templates into the existing software.

New user form. By default the first user that you will create is an Administrator.

Enter user details in the fields of the form, then click an Add button. All fields are mandatory.

The software will issue a message to inform you that new user has been added, click OK to continue.

At this stage, you will not be asked to create password for your administrative user, once user ID is created, the default password 1234 is automatically assigned to a newly created user, which can be changed at any time and by any user, using his/her default password. It all works in the very usual way, prior to making any changes to the password, user is prompted to enter their existing password first and then make any changes. Users with regular privileges, will not be able to see passwords of any other user, which adds an additional level of security to the software, this is different for user with administrative rights. The information box will appear to inform you that the Admin info has been successfully added, click OK to proceed further.

After clicking OK, you will be taken to the Home tab of the software, where you can see the details of the logged in user. The Home tab is place, from where you can run most of the operations, such as adding new users, adding customers and creating your invoices, but before you begin, you would need to proceed to the Settings tab, to change or update your settings.

2. General settings, what can I change?

The Settings tab is only available to the user with administrative privileges, this adds additional layer of security and ensures that no other user is going to be able to change any or all of the critical settings including user names or passwords.

2.1 Company Information and Country Specific Settings

Changing settings that control information displayed on the invoices is actually pretty easy, you can also control what you need to display and what's not. Enter the information in the fields as shown by replacing the current values of the cells with your own. Some cells are optional as indicated and some can be enabled or disabled.

Making changes to the country specific settings, helps to customize the invoice templates and the software to your country, meaning that you can have relevant currency symbol, which is displayed across all the invoice templates or change the name of the Sales Tax to VAT (applicable to European Countries) as well as set Sales Tax/VAT rate. The Sales Tax/VAT rate can also be changed on the home page at any time, when creating new invoice.

Building/House Number	111	
Street	Street	
Town/City	Town/City	
County/Province	Country	Optional
State/Province	ST	Optional
ZIP/Postal Code	00000	
Tel.	0-000-000-0000	
Fax	0-000-000-0000	
E-mail	info@yourcompanysite.com	
Website	www.yourcompanysite.com	

Country Specific Settings

Select Relevant	Sales Tax
Sales Tax Rate	20%
Currency Symbol	$

Displaying company registration, Sales tax ID/VAT and company bank account details on every invoice is legally required by some countries, but for some it is not. If displaying the above mentioned information is required in your country, select Yes, then update information in the rest of the cells with your own information.

Company Registration and Bank Account Information

Display on the invoice	Yes

Company Registration Info

Company Reg. #	123456
Sales Tax ID	123456

Company Bank Account Info

Bank Name	Your Bank Name
Account #	00000000
Routing/Sort Code #	12-34-56

2.2 Invoice Archive Directory

The software will automatically create an archive directory with the name "My Invoices" to store the invoices, which you will be creating. You can specify different name for your archive directory, by replacing the current name with your own. You would need to do this prior to creating invoices or if directory My Invoices has been created already and it contains invoices, you would also have to rename the directory with new name, otherwise the software will create new directory, but all existing invoices will remain inside the old directory, which will result in errors when you try to update the information on your Sales report.

Invoice archive directory

Archive Directory Name	My Invoices

2.3 Customer ID Settings

The allowed format is two letters, hyphen and five numbers a.e AA-00000, this will give you an option to have plenty of customers in your customers data base. You can change the letters and numbers as you need as long as you are keeping the same format.

Customer ID Settings

Customer ID Format	AA-00000

2.4 Payment Terms

We already created some payment terms, but if you need to add more or amend exiting terms, you are able to do so following the same principal. You can assign a default payment terms to every customer in your database, but you can always change the default terms, when creating new invoice to any other then default terms.

Payment Terms

Due upon completion	0	
Due upon delivery	0	
Due upon receipt	0	
15 days	15	days from the invoice date
28 days	28	days from the invoice date
30 days	30	days from the invoice date
60 days	60	days from the invoice date

2.5 Invoice Status

The invoice status information can also be changed upon your requirements. Using status helps to indicate the current status of your invoice. As an example, if your invoice is created but not yet sent, the status of your invoice, on the Sales tab, is set to Draft by default. You should change the status to In Progress, once invoice is sent. Same rule will apply, when you receive payments on your invoices, you would need to change the status accordingly.

Invoice Status	
Invoice Created	Draft
Invoice Sent	In Progress
Invoice Partially Paid	With Balance
Invoice Paid	Paid
Invoice Closed	Closed

2.6 Admin/User Login Credentials

The default password that you need use to access the software for the first time is 1234, which you can change at any time. The same password is automatically assigned to every new user added to the software. Both, user with administrative and regular rights can change their own password, when necessary. User with regular rights are not able to see passwords of any other users, only administrator has this privileges. Also, only administrator can change the user names, when required to do so. Administrator can change the default password to any combination of digits and letters using both upper and lower case letters, with one exception, default password should never be 0000, because Excel will automatically transform to a single 0 and this is simply is not a good practice to have in place.

Admin Login

Default Password	1234

Sales Rep. Name	ID	Password	Position	Phone Ext.	Role
Jon Doe	Jon Doe	1234	Director		Admin
Nino Bezhanishvili	Nino B	5678	Accountant	2	User

Phone Extension

Some organizations may use phone extensions appointed to different departments and/or users, therefore, we have also included this in to the software on the new user form as mandatory field. Phone extensions are also displayed at the bottom part of every invoice, when available. Unless of course this is something that you rather not use in your organization, you, as administrative user can always delete any and every phone extension from the form.

Sales Rep. Name	ID	Password	Position	Phone Ext.	Role
Jon Doe	Jon Doe	1234	Director		Admin
Nino Bezhanishvili	Nino B	5678	Accountant	2	User

2.7 How can I Insert my company logo?

You can add your own company logo to every invoice template within the software. To do this, you need to have your logo image file. Before inserting your logo, you should remove the logo place holder, which you can view every invoice template. Click on the place holder image and hit Delete button on your keyboard. Once deleted, click on the INSERT tab in the ribbon, then click on the picture icon, in the window that opens, find and select your image then click Insert button at the bottom right corner. You have to repeat the same procedure on every invoice template, where you want your company logo inserted. To change position of the image, simply click on it and drag the image to any place, where it needs to be.
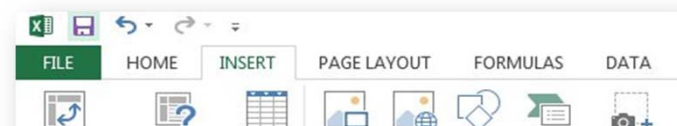
3. Creating your first invoice

Creating your first invoice isn't hard, but before you begin, you need to create new customer by adding customer details to your database. On the Home tab, click Add New Customer button. In the New Customer Details form that opens, enter the details of your customer and click the Add button. All fields of the form are mandatory. Your customer ID is assigned automatically to every customer, that you add to the list and will be displayed on every invoice. Also, don't forget to assign the default Payment Terms to you new customer, which you can change every time, when you create new invoice.

New Customer Details

Clear Fields

Customer ID	AA-00003 Date 03/06/2014
Customer Name	
Company Name	
Address Line 1	
Address Line 2	
State	
ZIP/Post Code	
Telephone	
Fax	
E-mail	
Payment Terms	▼

[👤 Add] [❌ Exit]

New Customer Details

Clear Fields

Customer ID	AA-00003 Date 03/06/2014
Customer Name	Jon Doe
Company Name	Doe & Sons
Address Line 1	123 Street
Address Line 2	City, County
State	State
ZIP/Post Code	55555
Telephone	000-000-0000
Fax	000-000-0000
E-mail	jon.doe@doeandsons.com
Payment Terms	▼

Due upon completion
Due upon delivery
Due upon receipt
15 days
28 days
30 days
60 days

New Customer Details

Clear Fields

Customer ID	AA-00003 Date 03/06/2014
Customer Name	Jon Doe
Company Name	Doe & Sons
Address Line 1	123 Street

Invoice ✖

ⓘ One record added to Customers List
New Customer ID is AA-00004

[OK]

Fax	000-000-0000
E-mail	jon.doe@doeandsons.com
Payment Terms	15 days ▼

[👤 Add] [❌ Exit]

New Customer Details

Clear Fields

Customer ID	AA-00003 Date 03/06/2014
Customer Name	Jon Doe
Company Name	Doe & Sons
Address Line 1	123 Street

Invoice ✖

❓ Do you want to enter another record?

[Yes]   [No]

Fax	000-000-0000
E-mail	jon.doe@doeandsons.com
Payment Terms	15 days ▼

[👤 Add] [❌ Exit]

Once your customers list contains details of at least one customer, you are ready to proceed further to create your first invoice. You can select your customer using two different approaches by selecting a Person or a Company in the drop down menu of the "Customer is" cell. In the next cell, you will be presented with either names of your customers to select from or the names of the companies on your list, all depends upon the selection made in the step above. When customer is selected, the cells containing Billing Address, Customer ID, Payment Terms and the Due Date are automatically updated with information of the customer, that you have selected. You can now change the payment terms from default to any other, available payment terms in the drop down list. Here you can also enter Purchase order number, add service and handling fee, add total purchase discount or even enter the alternative shipping address, when required to do so. Do not worry about deleting the information entered into these cells, it is being deleted automatically, once invoice is created. When customer and invoice information is updated, click on Create New Invoice button. You will be presented with few options to select from, where you can make a simple choice and select the invoice template that you would want to use, then click on the Add button.

Select Invoice Template

- O template - Basic Invoice
- O template - Sales Invoice
- O template - Price List Invoice
- O template - Remittance Invoice
- O template - Parts and Labor
- O template - Service Invoice
- O template - Service Hourly
- O template - Serv. Hourly op. Tax

Add   Exit

If the directory for storing your invoice has not yet been created, the software will prompt you to create the directory. When this has been accomplished, the software will issue the notice, to inform you of the location of the new directory.

Invoice

? The directory My Invoices does not exist. Would you like to create it?

Yes   No

Invoice

i The folder has been created. C:\Users\You User Name\Desktop\My Invoices

OK

Invoice

i You can find the new file in C:\Users\You User Name\Desktop\My Invoices\1.xlsx

OK

When invoice is created, it opens up immediately, so that you can update it with all the rest of the details, such as your products and services and prices for those as usual. When you are ready, save and close your invoice, then go back to your Sales tab, place your cursor in the column Refresh Data right beside the invoice you want to refresh then click on the refresh button that appears within the cell. You will see that the cells that were empty before, will now contain data copied from your newly created invoice. You can follow the same procedure, when you amend any information on any of your invoices, just be sure to refresh the data every time you do so. If payment is overdue, the cell in the column Overdue will inform you of this and will also display the exact number of days by which the payment is overdue. Once your invoice is sent, you must change the status from Draft to In Progress, so that you know that invoice is awaiting payment. You should change status every time you receive full or partial payment accordingly. When invoice is paid and payment was successfully received than you should change the status to closed. Column Total Paid holds information about the amounts paid, when Outstanding Balance column will display the amount that is left to pay by the customer if any.

Refresh Data	Invoice #	Date	Customer ID	Customer Name	Invoice Total	Sales Tax	Service & Handling	Discount	Amount Due	Due Date	Total Paid	Outstanding Balance	Overdue	Invoice Status
Refresh	1	June 3, 2014	AA-00003	Jon Doe	432.00	86.40	-	-	518.40	June 18, 2014		- 518.40		Draft

To continue using this software after the trial period is over, you would have to purchase the product key. The product key can be obtained from Spreadsheet123.com, by clicking on the purchase button below, but before you do so, you need to know that this software is licensed only to one computer. After making a purchase, you will download an Excel file (Invoice Manager Pro - Product Code), which will guide you through the process of generating the unique product key for your software.

Purchase

Email Your User Name to:
support@spreadsheet123.com

5. How can I add my own invoice template to the software?

HOW TO ADD NEW INVOICE TEMPLATE TO THE EXISTING TOOL

FROM EXCEL	MOVE/COPY INVOICE SHEET TO EXISTING TOOL
FROM OTHER	INSERT NEW SHEET AND COPY CONTENT HERE

After all formulas and name ranges are created, the last step is to re-name the template in this format **template - Anyname**

*MANDATORY NAME RANGES/INFORMATION TO INSERT TO THE NEW TEMPLATE SHEET

*Name ranges should be sheet specific

For the cell:	Name it as:	Enter Formula: equals to
*Invoice Date	Sheet1!rngInvoiceDate	_invoiceDate
*Invoice Number		_newInvoice
*Customer/Company Name	Sheet1!rngCompanyName	rngCustName
*Sub Total	Sheet1!rngSubTotal	(sum formula: refer to other templates)
Sales Tax Rate		_taxRate*100
Sales Tax	Sheet1!rngSalesTax	subtotal * (Salestax rate/100)
Service & Handling	Sheet1!rngSH	_service_handl
Discount	Sheet1!rngDiscount	_dicount
*Total	Sheet1!rngTotal	(sum formula: refer to other templates)
*Due Date	Sheet1!rngDueDt	_invoiceDueDate

If you select 'YES' for alternate shipping address on Home sheet, Copy paste cells I10:I16 from already built template in the desired cells on the new template. All formulas will be picked up automatically

Main information that is needed on the new template

Information	Formula equals to:	
Your Company Name	_companyName	
Company Slogan	_companySlogan	

Bill To: Information	Formula Equals to		Range Name
Customer/CompanyName	rngCustName		Sheet1!rngCompanyName
Address Line 1	address_line1		
Address Line 2	address_line2		
Phone	phone		
Fax	fax		
Email	email		

SIGNING OFF INVOICE
For the closing information for the new template, simply copy paste cells (A49,A50,A51) last 3 lines from the already built template. Formulas will be picked up automatically