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Introduction

Quotations and Invoices 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 email client (i.e. Outlook). Easily create quotations or invoices for your clients using the user friendly, yet powerful interface. You can also easily customize the quotations and Invoices look and feel to your requirements. 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 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
- ∞ Use any currency, tax system and tax percentage to suit your business needs
- ∞ Custom Headings and Labels for all documents in any language
- ∞ Replace all your different documents and use Quotations and Invoices for all your correspondence with one standard letterhead
- ∞ Change the font and colour scheme to suit your needs
- ∞ 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 and vice versa. e.g. If your customer confirms your quote, you can instantly create a corresponding invoice for it with just one mouse click
- ∞ Flexible software that's able to copy contents from one document to another
- ∞ Can enable or disable "Tasks/Product List" depending on whether yours is a trading or service oriented business
- ∞ At the click of a mouse, the Invoice and quotation body can be easily changed from a drop down list (if you need to pick from your tasks) to a traditional data entry column when you simply want to key in any text or messages to the invoice body
- ∞ Invoicing Software with powerful find features to quickly locate your invoices or quotations by customer or invoice/quotation number
- ∞ Able to add an image logo as your business letterhead
- ∞ 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
- ∞ Invoicing software with built-in backup/archive & restore function
- ∞ Allows you to send documents directly as email attachments

Main Menu



Quotations and Invoices

- ∞ View/Add/Edit quotations and invoices

Customers

- ∞ View/Add/Edit customer details

My Business Details

- ∞ View/Edit your business and tax details

Tasks, Products

- ∞ View/Add/Edit tasks, products, services or items your business provides or supplies along with pricing

Units of Measure

- ∞ View/Add/Edit custom list of Units of Measure for your business tasks, products, services or items

Status

- ∞ View/Add/Edit status options for quotations and invoices

Clear All Sample Data

- ∞ Will remove all data supplied when the program was installed to allow you to get started with your own data
- ∞ This action cannot be undone

Preferences

- ∞ Configuration options to suit your business needs

Tools

- ∞ Useful toolbar with some handy shortcuts

Reporting

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

Purchase

- ∞ Product activation for unrestricted use

About

- ∞ License and copyright information

Exit

- ∞ Closes the application

Generic

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



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



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



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



- ∞ Closes the current form (*ALT+C*)

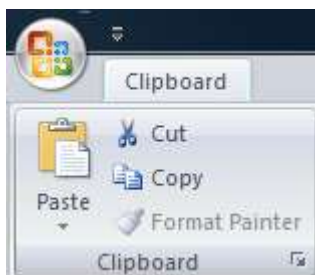


- ∞ Closes the current form and saves any changes made in edit mode



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

Clipboard Ribbon Menu



- ∞ Common clipboard functions which can be executed using the menu buttons above, right-click on your mouse or use the shortcuts below

Copy

- ∞ Make your selection and press 'CTRL+C'

Cut

- ∞ Make your selection and press 'CTRL+X'

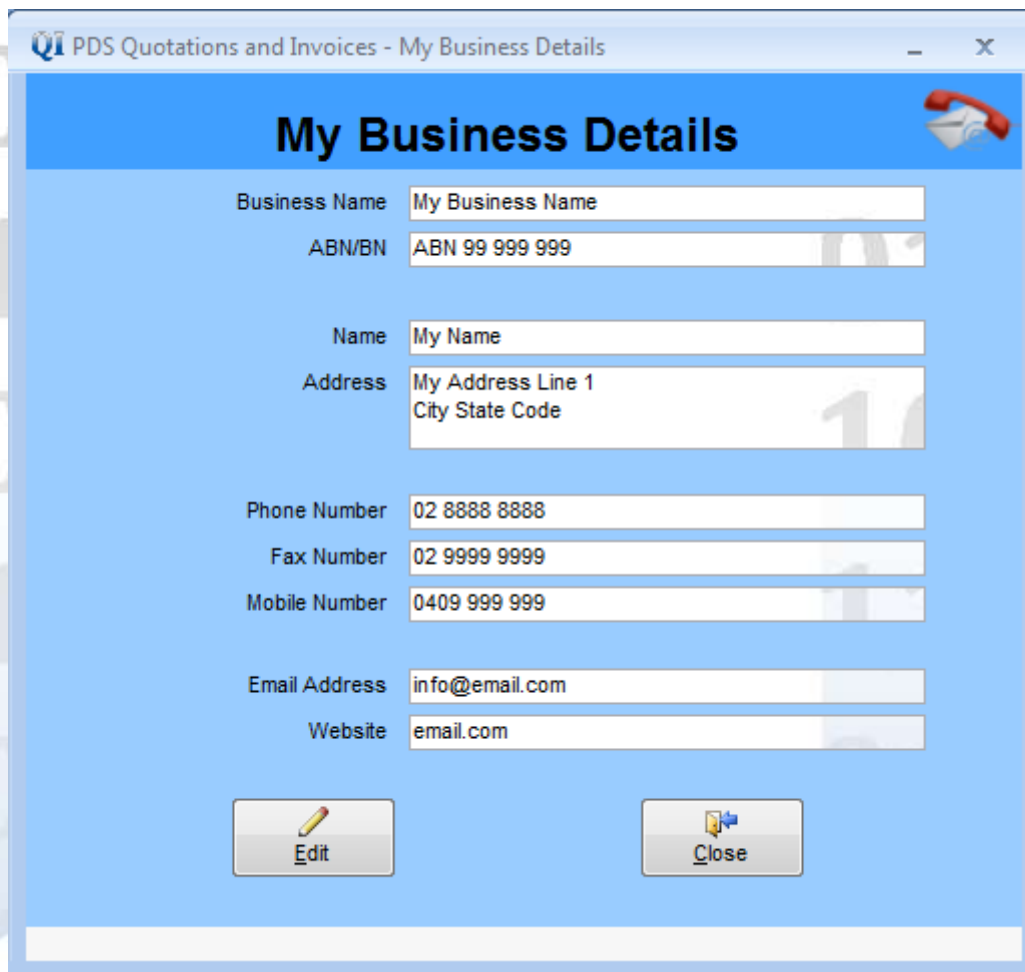


Paste

∞ Place the cursor where you wish to place your copied text and press 'CTRL+V'

My Details

This information is used on all documents and in emails.



My Business Details

Business Name

ABN/BN

Name

Address

Phone Number

Fax Number

Mobile Number

Email Address

Website

Business Name

- ∞ The name of your business to appear on all documents produced
- ∞ Will also appear on the Main Menu

ABN/BN

- ∞ Your ABN if you have one or your registered BN (Business Number)
- ∞ Any additional business or licence numbers can be added here

Name

- ∞ The contact person for your business or your name

Address

- ∞ The main street address or PO BOX 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

Tasks, Products

These entries are used to help you complete quotations quickly and easily.

To remove existing entries, highlight the row by clicking the left hand side then press the 'Delete' button on your keyboard.

Task/Item/Product Description	Unit of Measure	Unit Price	Tax 1	Tax 2	Tax 3	Comments (Internal Use)
Case Conversion		\$15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$15
Compress JPEG for Web Sites or Storage		\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$35
Convert Print Files to Images		\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$35
Convert to & from Postscript		\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$40
Data Processing	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Deduplication		\$15.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$15
Discount		\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Used to also discount Tax Total
Document Composition	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Edit PDF's	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Home/Office Networking Solutions	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Mail Merge	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Programming	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Remote Support		\$60.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$60
Screenshots of Websites		\$100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$100
User Guide	h	\$60.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Website Design	h	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$120
Website Title & Text Retrieval		\$100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum \$100
*		\$50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Task/Item/Product Description

- ∞ Task, product, service or item you provide your customers

Unit of Measure

- ∞ Unit of measure which will print on quotations and invoices

Unit Price

- ∞ The unit price for the related task

Tax 1

- ∞ Does Tax 1 amount specified in 'Preferences' from the Main Menu need to be calculated for the related task

Tax 2

- ∞ Does Tax 2 amount specified in 'Preferences' from the Main Menu need to be calculated for the related task

Tax 3

- ∞ Does Tax 3 amount specified in 'Preferences' from the Main Menu need to be calculated for the related task

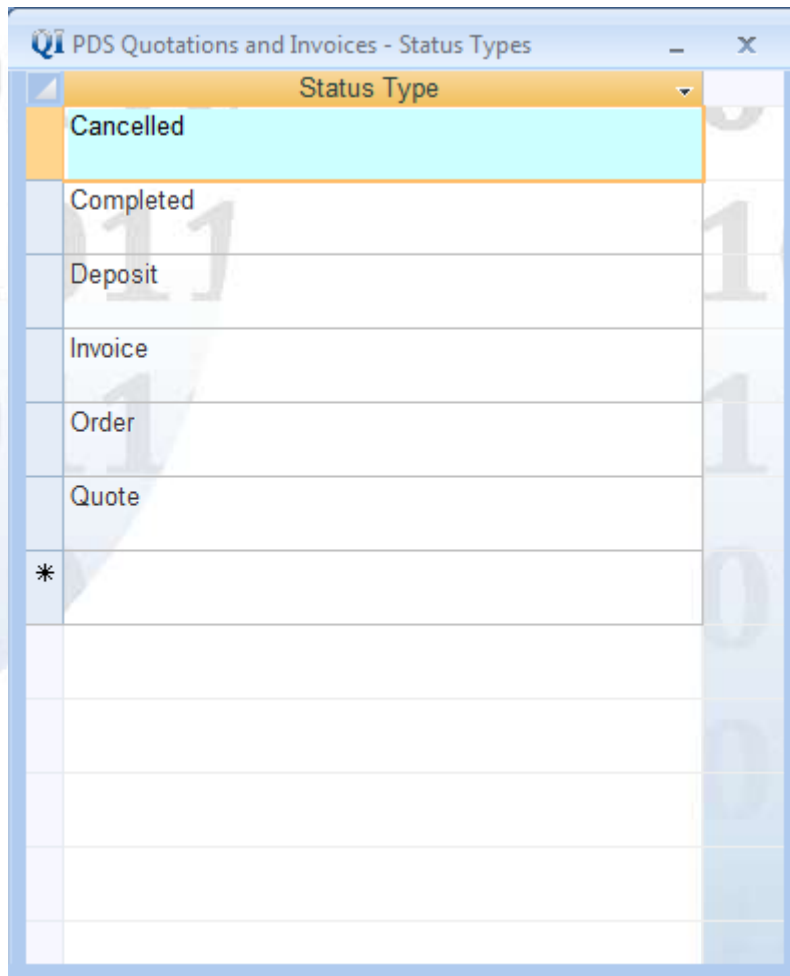
Comments

- ∞ Any comments for your own use related to each task
- ∞ This comment does not print on documents

Status

The status is used to give a quick overview on the progress of your quotations and invoices. You can add your own, however removing or renaming the existing ones can impact internal uses of the application.

To remove existing entries, highlight the row by clicking the left hand side then press the 'Delete' button on your keyboard.

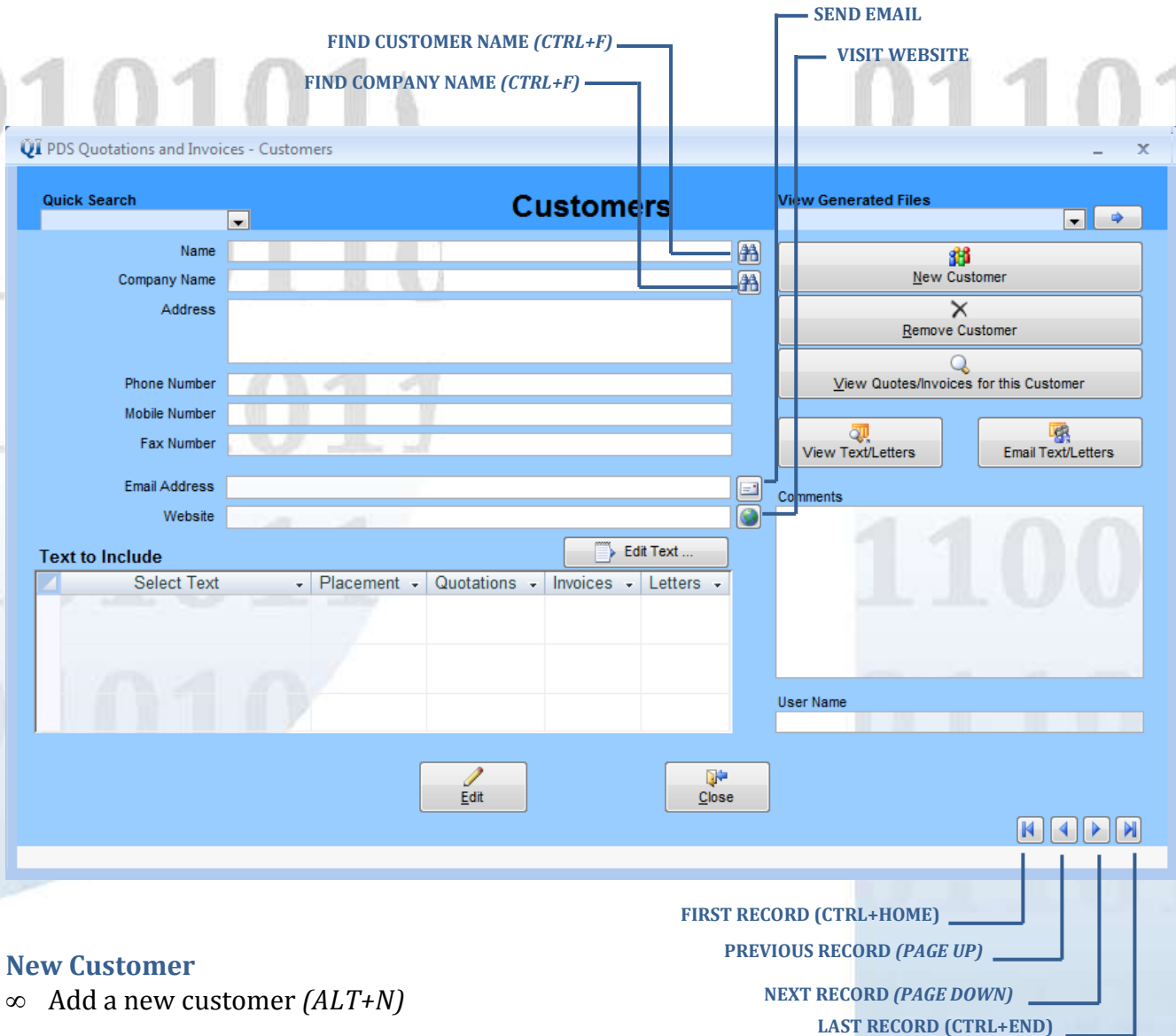


Status Type

- ∞ Progress indicators to help manage your quotations and invoices

Customers

Adding regular customers will save you time creating quotations.



New Customer

- ∞ Add a new customer (*ALT+N*)

Remove Customer

- ∞ Permanently delete the current customer (*ALT+R*)
- ∞ Existing quotations and invoices for this customer will not be deleted

View Quotes/Invoices for this Customer

- ∞ View all quotations and invoices related to the current customer (*ALT+V*)

View Text/Letters

- ∞ Creates a PDF printable version of the letter text selected, the customers details and the current date
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

Email Text/Letters

- ∞ Launches your default email client and attaches a PDF of the letter text selected, the customers details and the current date
- ∞ The customer email address must be populated for this feature

Quick Search

- ∞ List of all customers in alphabetical order
- ∞ Start typing Customer's Name to narrow the search
- ∞ Simply click on the desired customer to view and/or edit details

View Generated Files

- ∞ List of all letters generated for the current customer
- ∞ Only lists files in the 'Working Directory' you specify in 'Preferences' from the Main Menu
- ∞ Will also include files in subdirectories

Name

- ∞ Customer's Given Name and Surname
- ∞ This is a mandatory field

Company Name

- ∞ Customer's Company or Business name

Address

- ∞ Customer's street address

Phone Number

- ∞ Customer's landline contact number

Mobile Number

- ∞ Customer's mobile number

Fax Number

- ∞ Customer's fax number

Email Address

- ∞ Customer's email address
- ∞ Must be provided to send quotations and invoices via email

Website

- ∞ Customer's website URL

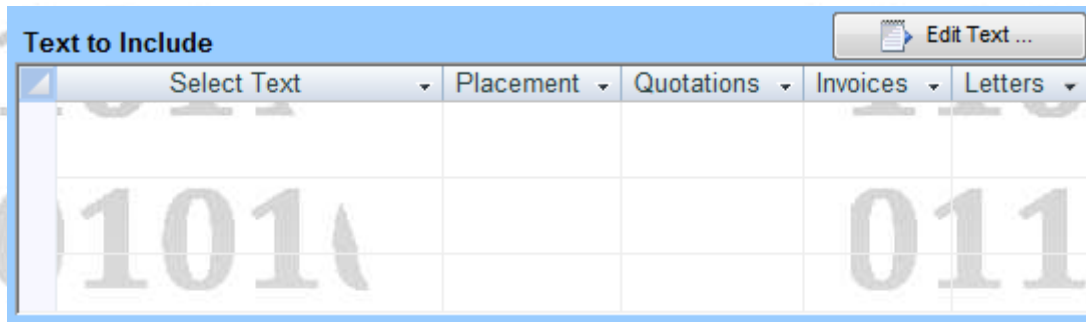
Comments

- ∞ Any comments related to this customer for future reference
- ∞ This is for your use only

User Name

- ∞ The name of the Windows account for the current user
- ∞ You can change the value in this field

Text to Include

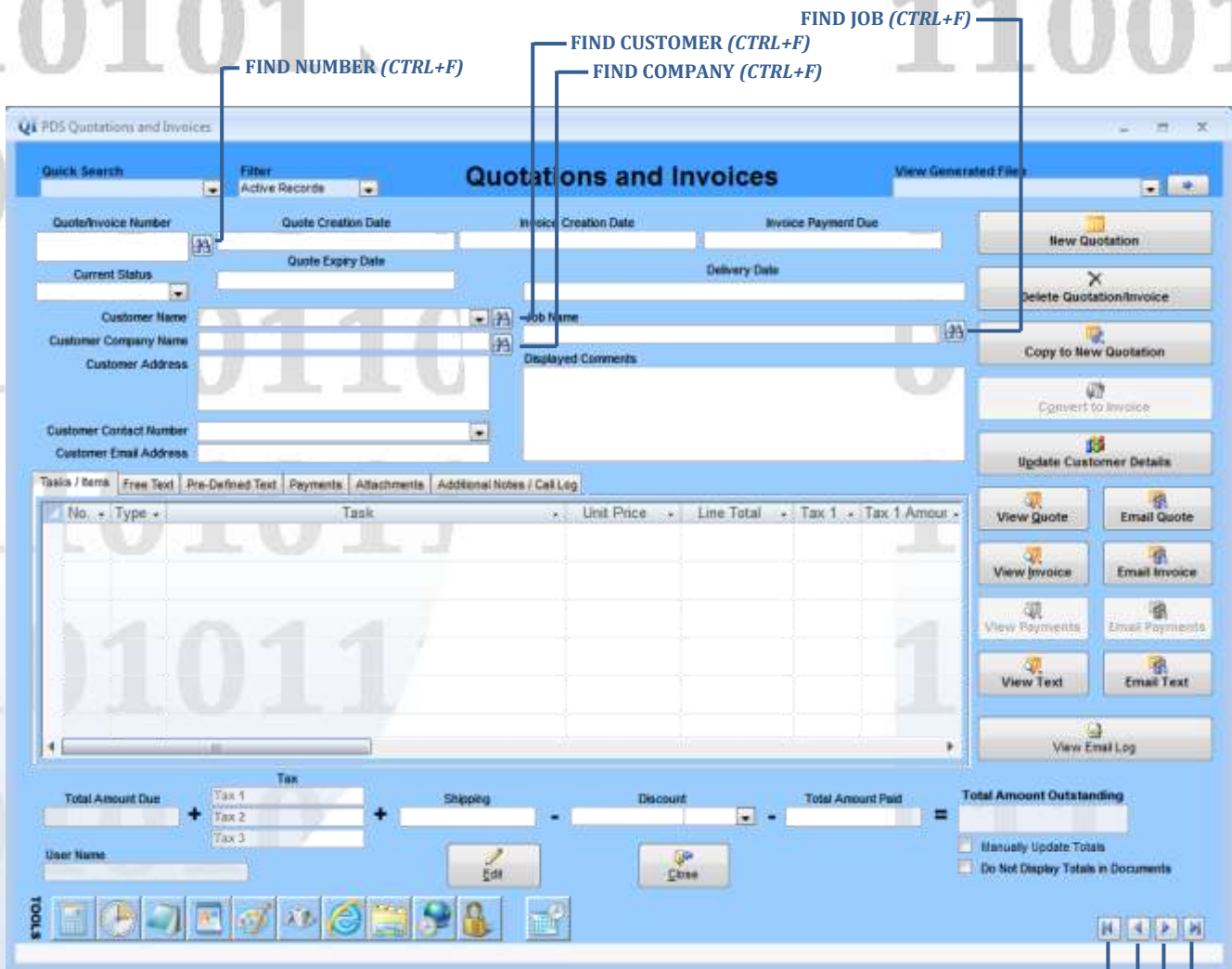


- ∞ To remove existing entries, highlight the row by clicking the left hand side then press the 'Delete' button on your keyboard
- ∞ *Select Text:*
 - ∞ Select the Letters/Text you wish to add to your documents
 - ∞ There is no limit to the number of Letters/Text
 - ∞ Will appear in the order selected
 - ∞ Each Letter/Text can be used more than once
- ∞ *Placement:*
 - ∞ Select 'Top' to place the Letters/Text above the document details
 - ∞ Select 'Bottom' to place the Letters/Text Below the document details
- ∞ *Quotations:*
 - ∞ Tick box to include selected Text on Quotations for this record
- ∞ *Invoices:*
 - ∞ Tick box to include selected Text on Invoices for this record
- ∞ *Letters:*
 - ∞ Tick box to include selected Text on Letters for this record

Edit Text

- ∞ View and edit all your letter/text templates
- ∞ Read 'Custom Letters/Text' chapter for detailed information

Quotations and Invoices



FIND NUMBER (CTRL+F)

FIND CUSTOMER (CTRL+F)

FIND COMPANY (CTRL+F)

FIND JOB (CTRL+F)

FIRST RECORD (CTRL+HOME)

PREVIOUS RECORD (PAGE UP)

NEXT RECORD (PAGE DOWN)

LAST RECORD (CTRL+END)

New Quotation

- ∞ Add a new quotation (ALT+N)

Delete Quotation/Invoice

- ∞ Permanently delete the current quotation or invoice

Copy to New Quotation

- ∞ Create a new quotation using the current customer details and tasks
- ∞ Useful for creating similar quotations without entering all the information

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

Update Customer Details

- ∞ Launches the 'Customers' screen for the current customer (ALT+P)
- ∞ Will open an empty form if customer was not selected from the list

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

Email Quotation

- ∞ Launches your default email client and attaches a PDF of the current quotation
- ∞ The customer email address must be populated for this feature

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

Email Invoice

- ∞ Launches your default email client and attaches a PDF of the current invoice
- ∞ The customer email address must be populated for this feature

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

Email Payments

- ∞ Launches your default email client and attaches a PDF of the payments received for the current invoice
- ∞ The customer email address must be populated for this feature

View Text/Letters

- ∞ Creates a PDF printable version of the letter text selected, the customers details and the current date
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

Email Text/Letters

- ∞ Launches your default email client and attaches a PDF of the letter text selected, the customers details and the current date
- ∞ The customer email address must be populated for this feature

View Email Log

- ∞ Displays log entries for successful and unsuccessful emails for the current record

Quick Search

- ∞ List of all records in numerical order
- ∞ Start typing to narrow the search
- ∞ Simply click on the desired record to view and/or edit details

Filter

- ∞ Filter the list of records to make navigating even easier

View Generated Files

- ∞ List of all documents generated for the current Quote/Invoice and customer
- ∞ Only lists files in the 'Working Directory' you specify in 'Preferences' from the Main Menu
- ∞ Will also include files in subdirectories

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 can only edit this field while creating your first quotation

Current Status

- ∞ The current status (progress indicator) of the quotation or invoice
- ∞ You can add additional options using the 'Status' option on the Main Menu
- ∞ It is not recommended to remove existing status types as they are used by internal processes

Quote Creation Date

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

Invoice Creation Date

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

Invoice Payment Due

- ∞ The date the payment is due for the selected invoice
- ∞ This date is 14 days after the invoice was created
- ∞ You can change the value in this field

Delivery Date

- ∞ The generic terms of job delivery and/or completion
- ∞ Appears on quotations only if populated
- ∞ You can change the value in this field

Customer Name

- ∞ Customer's name selected via a drop down box
- ∞ Customers must be added using the 'Customers' option on the Main Menu
- ∞ Is not limited to list so you can enter a custom name

Customer Company Name

- ∞ Customer's company name
- ∞ Will automatically populate based on the Customer Name
- ∞ You can change the value in this field

Customer Address

- ∞ Customer's street address
- ∞ Will automatically populate based on the Customer Name
- ∞ You can change the value in this field

Customer Contact Number

- ∞ Customer's contact number
- ∞ Will automatically populate based on the Customer Name
- ∞ Customer's contact number also selectable via a drop down box containing selected customer's contact numbers (Phone, Mobile & Fax)
- ∞ You can change the value in this field

Customer Email Address

- ∞ Emailing functionality requires this field
- ∞ Will automatically populate based on the Customer Name
- ∞ You can change the value in this field
- ∞ Email functionality will not work if this is in an invalid format

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 selected
- ∞ You cannot edit this field

Tax 1

- ∞ Tax amount calculated from the Line Total of each selected task
- ∞ You cannot edit this field

Tax 2

- ∞ Tax amount calculated from the Line Total of each selected task
- ∞ You cannot edit this field

Tax 3

- ∞ Tax amount calculated from the Line Total of each selected task
- ∞ You cannot edit this field

Shipping

- ∞ Shipping or freight charges

Discount

∞ *Amount*

- ∞ Any discounts you wish to apply
- ∞ Only numbers and decimals accepted
- ∞ You can edit this field

∞ *Percentage*

- ∞ Select from the list or enter your own
- ∞ Used to calculate Total Amount Due
- ∞ You can 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

Manually Update Totals

- ∞ Allows you to alter the Total Amount Due and Tax fields

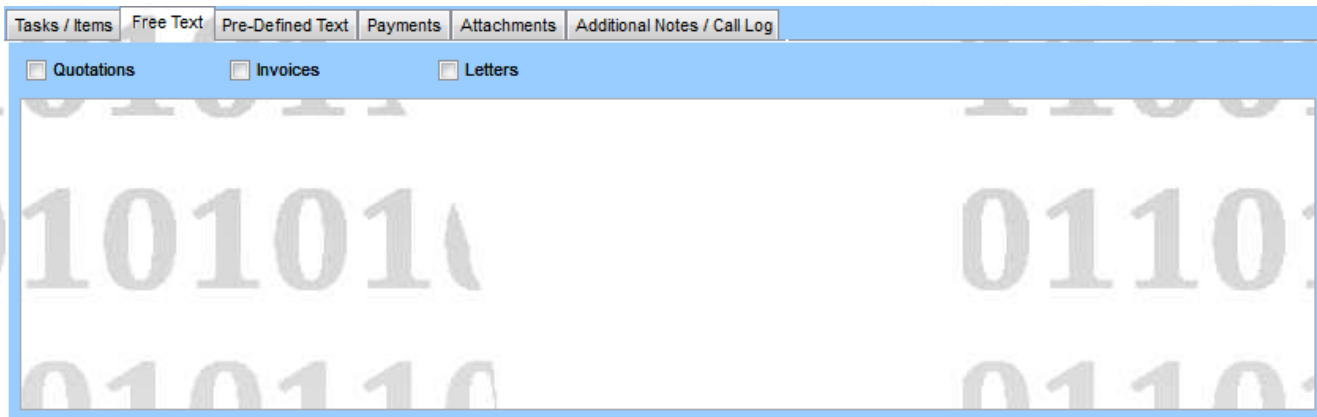
Do Not Display Totals in Documents

- ∞ Select to hide all totals and sub-totals from all documents

User Name

- ∞ The name of the Windows account for the current user
- ∞ You can change the value in this field

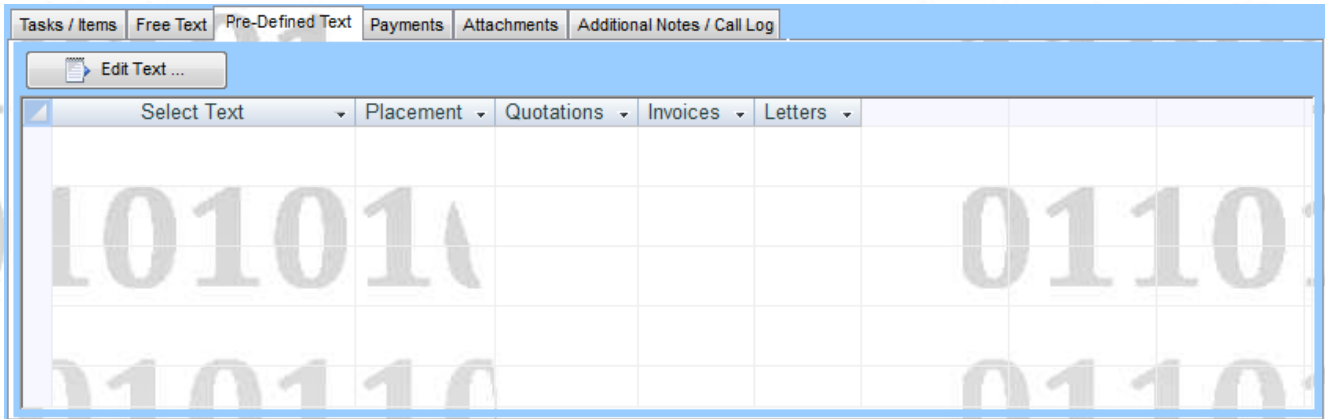
Free Text



- ∞ Formatted text to appear on selected documents
- ∞ Prints above all other tasks and text on each document
- ∞ *Quotations:*
 - ∞ Select to include Free Text on Quotations
- ∞ *Invoices:*
 - ∞ Select to include Free Text on Invoices
- ∞ *Letters:*
 - ∞ Select to include Free Text on Letters
- ∞ The following ribbon is available to format text



Pre-Defined Text



- ∞ To remove existing entries, highlight the row by clicking the left hand side then press the 'Delete' button on your keyboard, or right-click using your pointing device and select 'Cut'
- ∞ *Select Text:*
 - ∞ Select the Letters/Text you wish to add to your documents
 - ∞ There is no limit to the number of Letters/Text
 - ∞ Will appear in the order selected
 - ∞ Each Letter/Text can be used more than once
- ∞ *Placement:*
 - ∞ Select 'Top' to place the Letters/Text above the document details
 - ∞ Select 'Bottom' to place the Letters/Text Below the document details
- ∞ *Quotations:*
 - ∞ Tick box to include selected Text on Quotations for this record
- ∞ *Invoices:*
 - ∞ Tick box to include selected Text on Invoices for this record
- ∞ *Letters:*
 - ∞ Tick box to include selected Text on Letters for this record

Edit Text

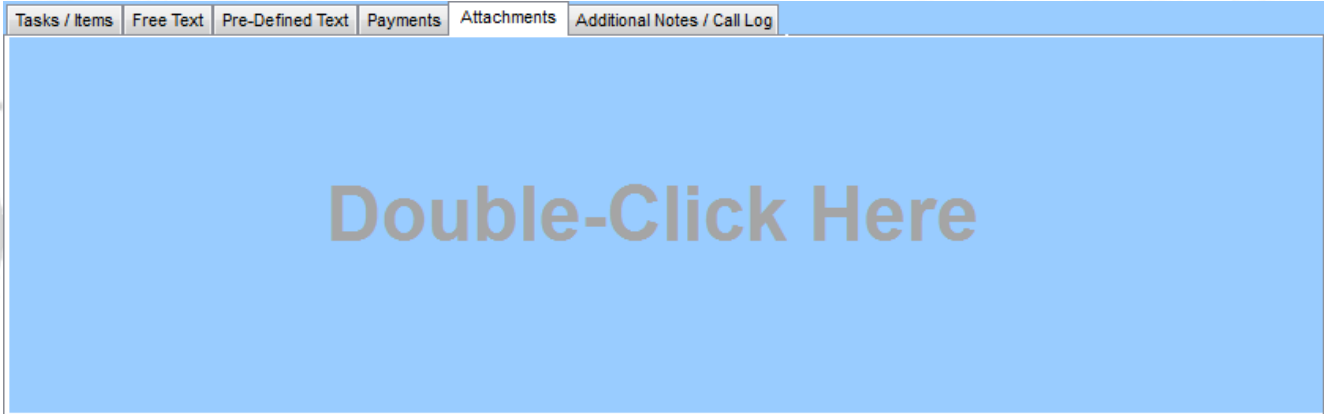
- ∞ View and edit all your letter/text templates
- ∞ Read 'Custom Letters/Text' chapter for detailed information

Payments

Date Payment was Received	Amount Received	Any Comments Related to this Payment

- ∞ Enter all the payments you receive from your customers
- ∞ To remove existing entries, highlight the row by clicking the left hand side then press the 'Delete' button on your keyboard, or right-click using your pointing device and select 'Cut'
- ∞ *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
 - ∞ Select from the list or enter your own comment
 - ∞ Will appear on the Payments Received PDF

Attachments



- ∞ Attach any relevant documents to this quotation/invoice
- ∞ Multiple attachments can be added to any record
- ∞ Attachments can be edited once imported
- ∞ Will not appear on quotations or invoices
- ∞ Reduce attachments file size before adding to database

Additional Notes / Call Log

Tasks / Items | Free Text | Pre-Defined Text | Payments | Attachments | Additional Notes / Call Log

Add Date/Time Stamp | Add User Name | Add Customer Name

- ∞ Any additional notes related to this quotation or invoice
- ∞ Can be used to document activities related to the current quotation/invoice
- ∞ This is for your personal use
- ∞ Will not appear on quotations or invoices



- ∞ Useful tools to save you time
- ∞ *Calculator:*
 - ∞ Runs the in-built Windows Calculator
- ∞ *Task Timer:*
 - ∞ Allows you to track how long a task takes you to perform
- ∞ *Notepad:*
 - ∞ Runs the in-built Windows Notepad
- ∞ *Wordpad:*
 - ∞ Runs the in-built Windows Wordpad
- ∞ *Paint - Draw:*
 - ∞ Runs the in-built Windows Paint
- ∞ *Character Map:*
 - ∞ Runs the in-built Windows Character Map
- ∞ *Internet Explorer:*
 - ∞ Runs the in-built Windows Internet Explorer
- ∞ *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
- ∞ *Quote Invoice Reminders:*
 - ∞ Launches the reminder toolbar
 - ∞ Reminder toolbar is automatically updated every 3 minutes

Custom Letters/Text



New Text

- ∞ Add a new letter/text (*ALT+N*)

Remove Text

- ∞ Permanently delete the current letter/text

Preview

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

Quick Search

- ∞ List of all letters in alphabetical order
- ∞ Start typing to narrow the search
- ∞ Simply click on the desired letter to view and/or edit details

Text Name

- ∞ Descriptive name for your letter/text

Text Placement

- ∞ Select 'Top' to place the Letters/Text above the document details
- ∞ Select 'Bottom' to place the Letters/Text Below the document details

Text Body

- ∞ Formatted text you wish to appear when you select this letter/text
- ∞ Can copy text directly from Microsoft Word and other word processing software suites
- ∞ Tables and columns are not supported
- ∞ The following ribbon is available to format text



Quotations

- ∞ Tick box to include Text on Quotations by default

Invoices

- ∞ Tick box to include Text on Invoices by default

Letters

- ∞ Tick box to include Text on Letters by default

Reporting



View Generated Files

- ∞ List of all Reports generated
- ∞ Only lists files in the 'Working Directory' you specify in 'Preferences' from the Main Menu
- ∞ Will also include files in subdirectories

Expired Quotations

- ∞ Export all quotations that have passed the expiry date or have been cancelled to a Microsoft Excel 2007 Workbook
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

Outstanding Quotations

- ∞ 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

All Quotations

- ∞ Export all quotations to a Microsoft Excel 2007 Workbook
- ∞ Quotations that have been converted to Invoices will also be exported
- ∞ 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

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

All Invoices

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

Tax Summary

- ∞ Launches a pivot table with total tax amounts of all invoices
- ∞ You can filter by status
- ∞ You can filter by due date including quarters
- ∞ Double-click total amounts to view a breakdown of all taxes

Payments Received Summary

- ∞ Launches a pivot table with totals of all payments received for all invoices
- ∞ You can filter by invoice number
- ∞ You can filter by date including quarters
- ∞ Double-click total amount to view a breakdown of all payments received

All Payments

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

Payment Totals by Invoice

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

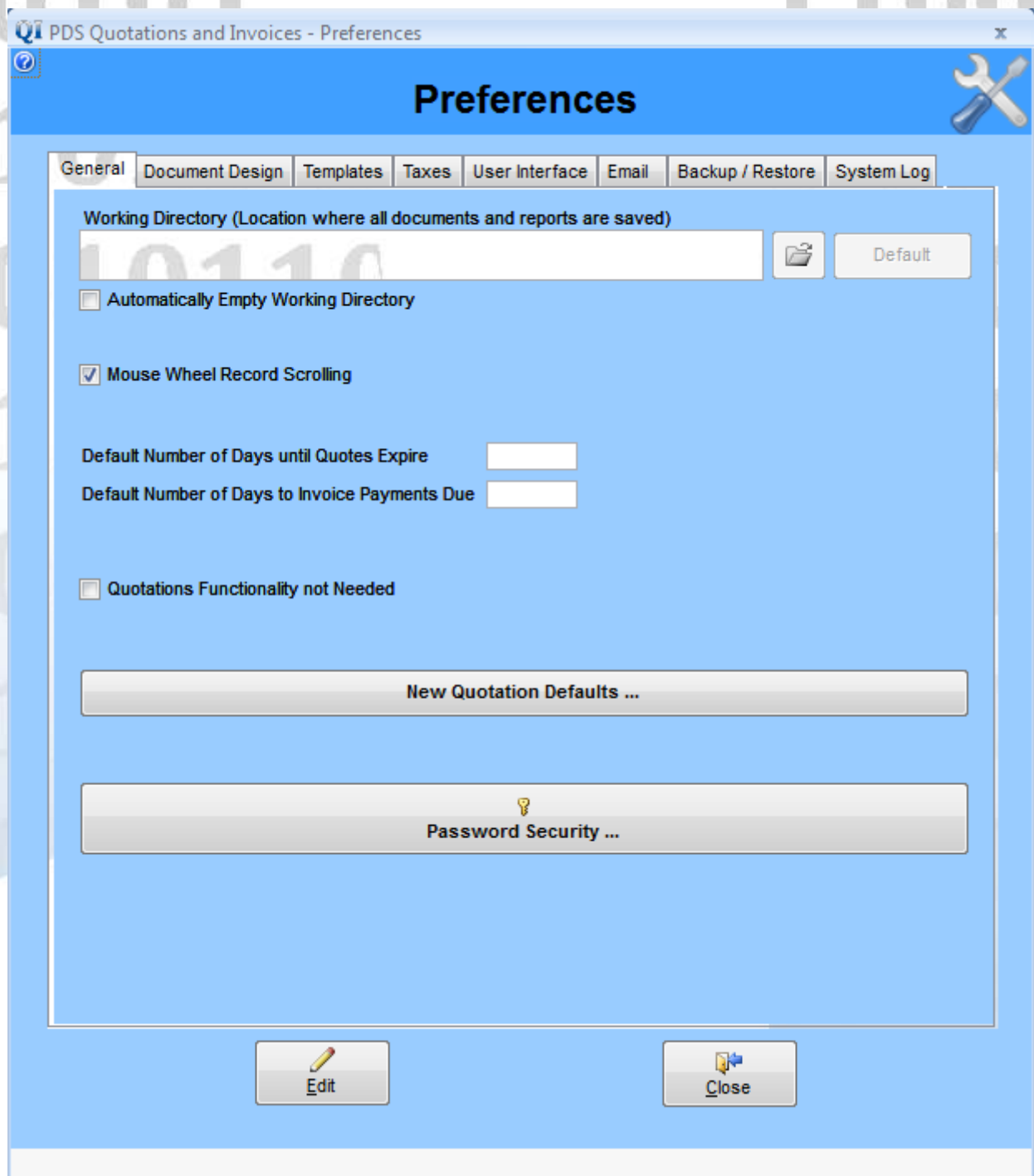
All Customers

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

View and Print Price List

- ∞ Creates a printable PDF with all the items in your Task list
- ∞ Will be saved in the 'Working Directory' you specify in 'Preferences' from the Main Menu

Preferences – General



Working Directory

- ∞ The directory you want to store all documents and reports 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 documents and reports you view

Default (Working Directory)

- ∞ Click to restore the working directory to installation default

Automatically Empty Working Directory

- ∞ Select this box if you don't want any output saved for future use

Mouse Wheel Record Scrolling

- ∞ Select this box if you want to scroll or move through the records using your mouse wheel

Default Number of Days until Quotes Expire

- ∞ The default number of days from the date a new quotation is generated until it expires

Default Number of Days to Invoice Payments Due

- ∞ The default number of days from the date a new invoice is generated until payments are due

Quotations Functionality not Needed

- ∞ Removes all Quotation options and functionality
- ∞ Existing quotations will need to be manually converted to invoices

New Quotation Defaults

- ∞ Set the default values you wish to use for all new quotations
- ∞ Only fields with a red border can have default values

Password Security

- ∞ Add password security when executing the application
- ∞ *User Name:*
 - ∞ The user name you will need to enter after activating password security
 - ∞ This is a mandatory field
- ∞ *Password:*
 - ∞ The password you will need to enter after activating password security
 - ∞ **Leaving this field blank will deactivate password security**



PDS Quotations and Invoices - Security

Security

User Name

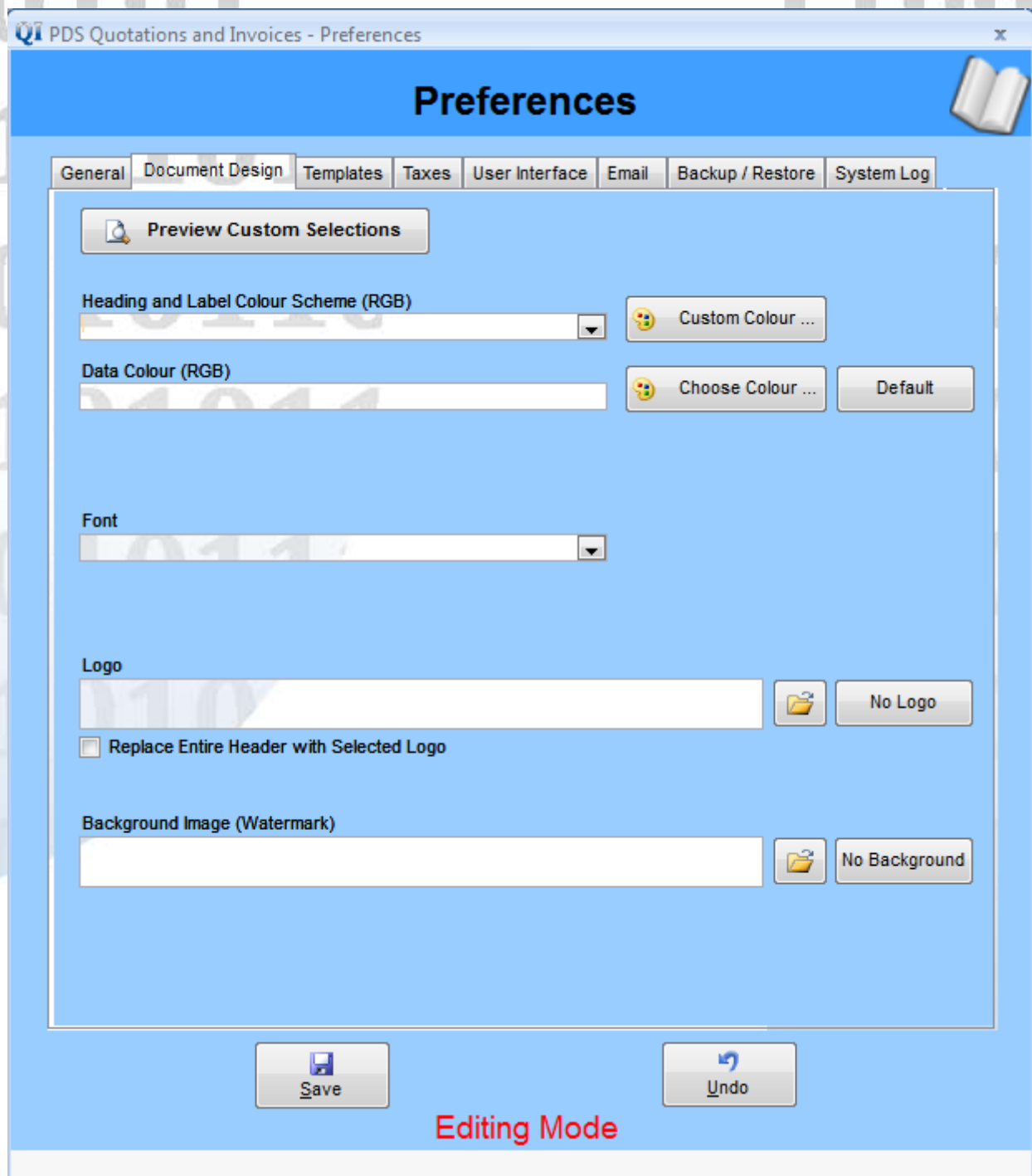
Password

Re-enter Password

Enter Password on Startup

Enter Password to View/Edit Preferences

Preferences – Document Design



Preview Custom Selections

- ∞ Click to view the results of your selections

Heading and Label Colour Scheme (RGB)

- ∞ Select the colour scheme you want to use for the application interface and the documents generated
- ∞ Custom colours are stored in RGB format
- ∞ You can select a custom colour by using the following option

Custom Colour (Heading and Label)

- ∞ Select a colour from the palette or define your own custom colour

Data Colour (RGB)

- ∞ The current colour used for all variable data and text within all documents
- ∞ You can select a custom colour by using the following option

Choose Colour (Data Colour)

- ∞ Select a colour from the palette or define your own custom colour

Default (Data Colour)

- ∞ Reverts back to the original colour at time of installation
- ∞ Default colour is Black

Font

- ∞ Select the font you want to use for the documents generated
- ∞ Entries are limited to the list

Logo

- ∞ The location and filename of the logo to be used in all documents generated
- ∞ You can only change the contents of this field by using the following two options

Select Logo

- ∞ Click to select the logo you want to use in all documents generated
- ∞ Will be automatically resized to fit

No Logo

- ∞ Click to remove logo from all documents generated

Replace Entire Header with Selected Logo

- ∞ Select this box to replace all your Business information with the selected logo

Background Image (Watermark)

- ∞ The location and filename of the background (watermark) to be used in all documents generated
- ∞ You can only change the contents of this field by using the following two options

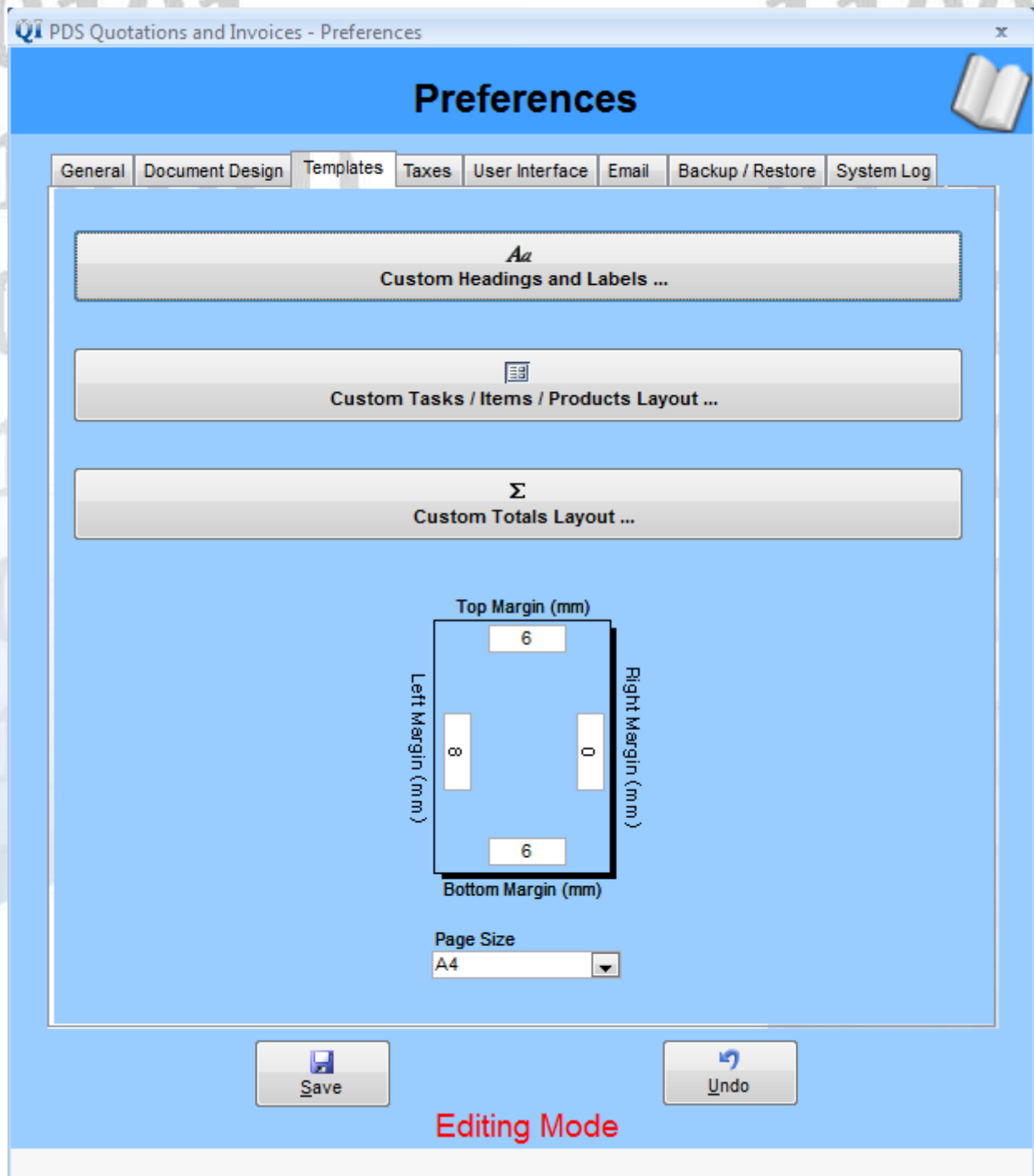
Select Background

- ∞ Click to select the background you want to use in all documents generated
- ∞ Will be automatically resized to fit

No Background

- ∞ Click to remove background from all documents generated

Preferences – Templates



Top Margin (mm)

- ∞ The whitespace (gap) you would like on the top of every page generated
- ∞ Your printer minimum margins will override your selection

Bottom Margin (mm)

- ∞ The whitespace (gap) you would like on the bottom of every page generated
- ∞ Your printer minimum margins will override your selection

Left Margin (mm)

- ∞ The whitespace (gap) you would like on the left of every page generated
- ∞ Your printer minimum margins will override your selection

Right Margin (mm)

- ∞ The whitespace (gap) you would like on the right of every page generated
- ∞ Your printer minimum margins will override your selection

Page Size

- ∞ Select the size of all documents generated
- ∞ Entries are limited to the list

Custom Headings and Labels

- ∞ Launches the following form which allows you to alter any of the document heading and labels to any text or language

Blank Current Label

Document Headings

Quote
QUOTE

Tax Invoice
TAX
INVOICE

Payments Received
PAYMENTS
RECEIVED

Price List
PRICE
LIST

Invoice Labels

Due Date
DUE DATE

Price List Labels

Description
DESCRIPTION

Common Labels

To
TO

Date
DATE

Invoice Number
INVOICE NUMBER

Total Outstanding
TOTAL OUTSTANDING

Comments
COMMENTS

Created By
CREATED BY Quotations and Invoices <http://PerpetualDataSolutions.com.au>

Quantity
QUANTITY

Task Description
DESCRIPTION

Unit Price
UNIT PRICE

Line Total
LINE TOTAL

Tax (Column Heading)
TAX

Quotation Labels

Quotation Number
QUOTATION NUMBER

Expiry Date
EXPIRY DATE

Delivery Date
DELIVERY DATE

Payments Labels

Date
DATE

Description
DESCRIPTION

Amount
AMOUNT

Edit **Close**

Custom Tasks / Items / Products Layout

- ∞ Launches the following form which allows you to alter the tasks detail lines on quotations and invoices

PDS Quotations and Invoices - Tasks Layout

Tasks / Items / Products Layout

Layout 1 - Tax on Right

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL	TAX
1 h	Task	\$15.00	\$15.00	\$9.00
4 kg	Product	\$30.00	\$120.00	\$72.00
2 m ²	Item	\$18.50	\$37.00	\$22.20

Show/Hide Top Line
 Show/Hide Detail Line
 Show/Hide Bottom Line

Layout 2 - Line Total on Right

QUANTITY	DESCRIPTION	UNIT PRICE	TAX	LINE TOTAL
1 h	Task	\$15.00	\$9.00	\$15.00
4 kg	Product	\$30.00	\$72.00	\$120.00
2 m ²	Item	\$18.50	\$22.20	\$37.00

Layout 3 - No Tax

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1 h	Task	\$15.00	\$15.00
4 kg	Product	\$30.00	\$120.00
2 m ²	Item	\$18.50	\$37.00

Layout 4 - Description First With No Tax

DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
Task	1 h	\$15.00	\$15.00
Product	4 kg	\$30.00	\$120.00
Item	2 m ²	\$18.50	\$37.00

Alternate Rows Colour - Every Second Row (RGB)
 Choose Colour ...

Colour For Line Separators on Documents (RGB)
 Choose Colour ...

Editing Mode

Show / Hide Top Line

- ∞ Select this box if you want a line under the header row in the line separator colour specified below

Show / Hide Detail Line

- ∞ Select this box if you want a line above each detail row in the line separator colour specified below

Show / Hide Bottom Line

- ∞ Select this box if you want a line after all detail rows in the line separator colour specified below

Alternate Rows Colour (RGB)

- ∞ The current colour used for the background of every second row within all documents
- ∞ You can select from the list or select a custom colour by using the following option

Choose Colour (Alternate Rows Colour)

- ∞ Select a colour from the palette or define your own custom colour

Colour for Line Separators on Documents (RGB)

- ∞ The current colour used for the top, detail and bottom lines within all documents if selected
- ∞ You can select from the list or select a custom colour by using the following option

Choose Colour (Colour for Line Separators)

- ∞ Select a colour from the palette or define your own custom colour

Custom Totals Layout

- ∞ Launches the following form which allows you to alter the total amounts look and feel on the specified documents

QI PDS Quotations and Invoices - Totals Layout

Totals Layout

Right Click in text boxes below to insert variable fields

Quotation Labels Layout

SUB TOTAL	[Sub_Total]
[Tax 1]	[Tax1]
DISCOUNT	-[Discount]
TOTAL AMOUNT DUE	[Total_Due]

Pre-defined Quotation Layout
Default

Invoice Labels Layout

SUB TOTAL	[Sub_Total]
[Tax 1]	[Tax1]
DISCOUNT	-[Discount]
PAID AMOUNT	-[Paid_Amount]
TOTAL OUTSTANDING	[Total_Due]

Pre-defined Invoice Layout
Default

Payments Labels Layout

TOTAL AMOUNT RECEIVED	-[Paid_Amount]
TOTAL INVOICED	[Sub_Total]
[Tax 1]	[Tax1]
DISCOUNT	-[Discount]
TOTAL OUTSTANDING	[Total_Due]

Pre-defined Payments Layout
Default

Edit Close

Quotation Labels Layout

- ∞ Labels (left) and fields (right) to appear on all quotations
- ∞ Right click to add built-in labels and fields
- ∞ Format ribbon is available to format text

Pre-defined Quotation Layout

- ∞ Pre-defined layout selected via a drop down box
- ∞ Will automatically populate labels and fields
- ∞ You cannot change the value in this field

Invoice Labels Layout

- ∞ Labels (left) and fields (right) to appear on all invoices
- ∞ Right click to add built-in labels and fields
- ∞ Format ribbon is available to format text

Pre-defined Invoice Layout

- ∞ Pre-defined layout selected via a drop down box
- ∞ Will automatically populate labels and fields
- ∞ You cannot change the value in this field

Payments Labels Layout

- ∞ Labels (left) and fields (right) to appear on all payment received
- ∞ Right click to add built-in labels and fields
- ∞ Format ribbon is available to format text

Pre-defined Payments Layout

- ∞ Pre-defined layout selected via a drop down box
- ∞ Will automatically populate labels and fields
- ∞ You cannot change the value in this field

- ∞ The following ribbon is available to format text



Preferences – Taxes

Preferences

General Document Design Templates **Taxes** User Interface Email Backup / Restore System Log

Enable Tax 1 Tax Percentage 1 10.00% Tax Code 1 (Abbreviation) Tax 1

Enable Tax 2 Tax Percentage 2 0.00% Tax Code 2 (Abbreviation) Tax 2

Enable Tax 3 Tax Percentage 3 0.00% Tax Code 3 (Abbreviation) Tax 3

Tax percentage is already included in Item price
 Compounded / Stacked Tax

Save Undo

Editing Mode

Enable Tax [1-2-3]

- ∞ Enable selected tax on user interface and documents

Tax Percentage [1-2-3]

- ∞ Tax percentage amount that will be automatically calculated and added to the total amount due
- ∞ Must be entered in decimal point format
- ∞ Select from common percentages or enter your own

Tax Code [1-2-3]

- ∞ Tax code to appear alongside tax amount on all quotations and invoices
- ∞ Select from common tax codes or enter your own

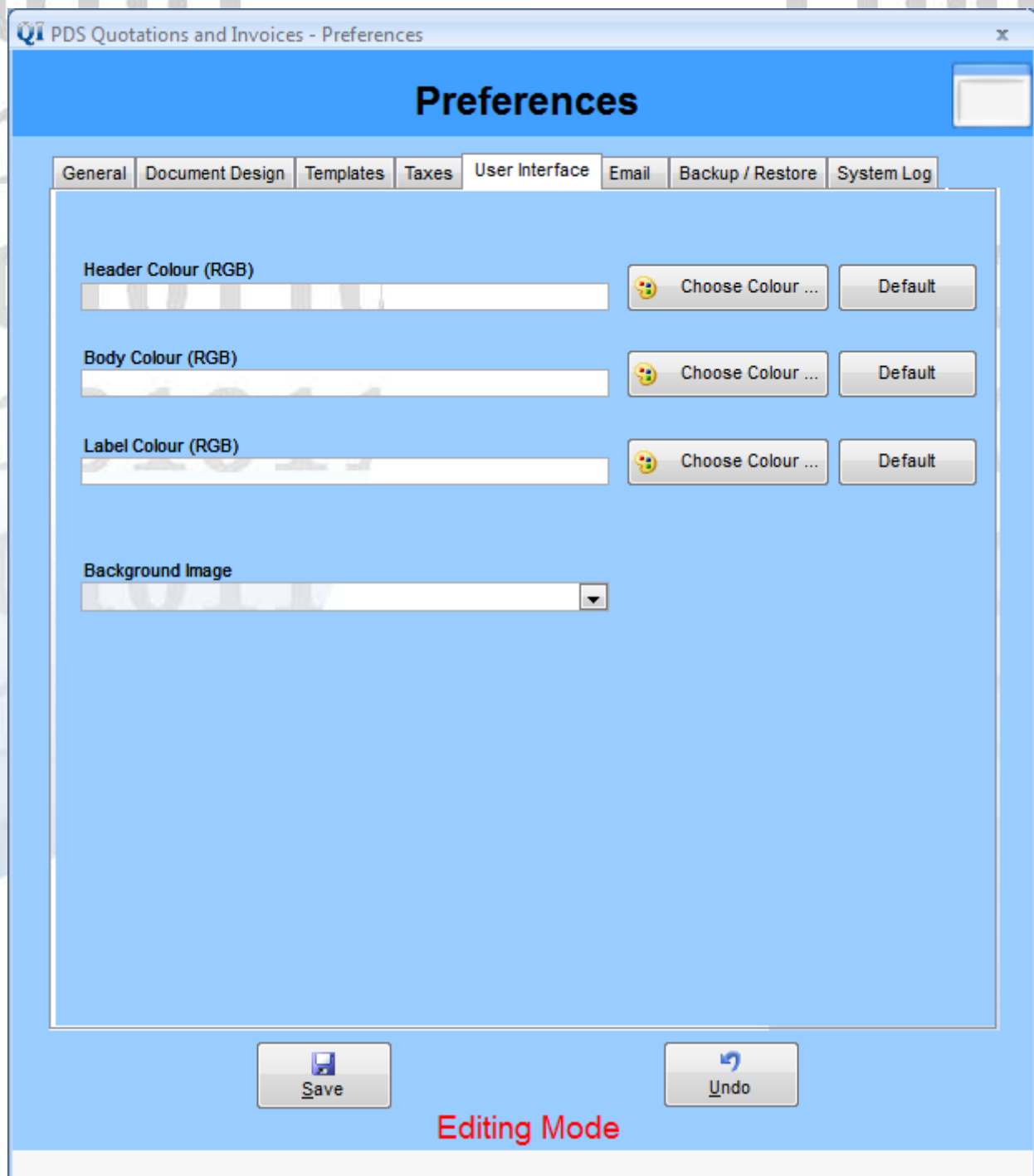
Tax percentage selected above is already included in item price

- ∞ Tax percentage will be calculated but not added to the total amount

Compounded / Stacked Tax

- ∞ Tax percentage will be calculated based to the total due plus preceding taxes

Preferences – User Interface



Header Colour (RGB)

- ∞ The current colour used as the header background within the user interface
- ∞ You can select a custom colour by using the following option

Choose Colour (Header Colour)

- ∞ Select a colour from the palette or define your own custom colour

Default (Header Colour)

- ∞ Reverts back to the original colour at time of installation

Body Colour (RGB)

- ∞ The current colour used as the body background within the user interface
- ∞ You can select a custom colour by using the following option

Choose Colour (Body Colour)

- ∞ Select a colour from the palette or define your own custom colour

Default (Body Colour)

- ∞ Reverts back to the original colour at time of installation

Label Colour (RGB)

- ∞ The current colour used for all labels within the user interface
- ∞ You can select a custom colour by using the following option

Choose Colour (Label Colour)

- ∞ Select a colour from the palette or define your own custom colour

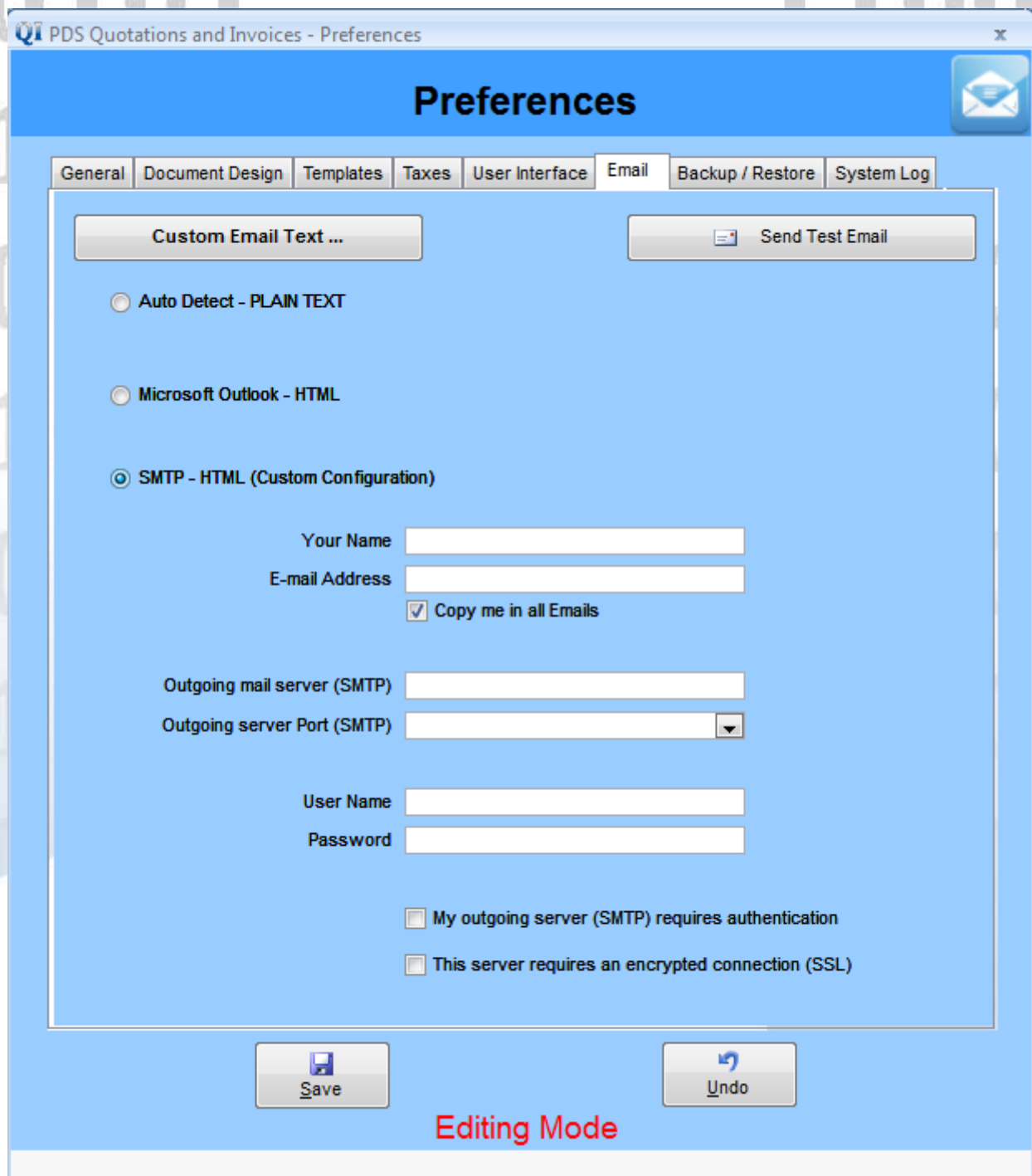
Default (Label Colour)

- ∞ Reverts back to the original colour at time of installation

Background Image

- ∞ Select the image you want to use as the background within the user interface
- ∞ This setting will supersede the Header and Body colour settings
- ∞ Custom images (BMP, GIF, JPG) can be selected by adding your file in the "img" directory within the program installation directory
- ∞ Large image files may impact performance

Preferences – Email



Custom Email Text

- ∞ Click to launch the custom email text form

Send Test Email

- ∞ Allows you to send an email to test your selected settings

Auto Detect – PLAIN TEXT

- ∞ Will use you default email client to send all emails
- ∞ Emails will be sent in plaint text format
- ∞ Select your default email client through Microsoft Internet Explorer's Internet Options interface

Microsoft Outlook – HTML

- ∞ Will check to see if Microsoft Outlook is installed before allowing this option
- ∞ Emails will be sent as formatted HTML

SMTP – HTML (Custom Configuration)

- ∞ Does not require an email client installed and will send emails using built-in interface
- ∞ Emails will be sent as formatted HTML

Your Name

- ∞ Your name as you want it to appear to other people

E-mail Address

- ∞ The complete e-mail address assigned by your mail administrator or ISP
- ∞ Make sure to include your user name, the @ symbol, and the domain name

Copy me in all Emails

- ∞ Select to Blind Carbon Copy (BCC) the e-mail address above in all correspondence

Outgoing mail server (SMTP)

- ∞ The full name of the server provided by your ISP or mail administrator
- ∞ Often this is mail. followed by your domain name

Outgoing server Port (SMTP)

- ∞ Often this is 25
- ∞ Edit if you're are instructed by your ISP or e-mail administrator to change the port number

User Name

- ∞ The user name provided by your ISP or mail administrator
- ∞ This might be just the part of your e-mail address before the @ symbol, or it might be your complete e-mail address

Password

- ∞ The password that was either assigned to you or that you selected for your e-mail account
- ∞ Your password might be case sensitive
- ∞ Make sure that your CAPS LOCK key is not on

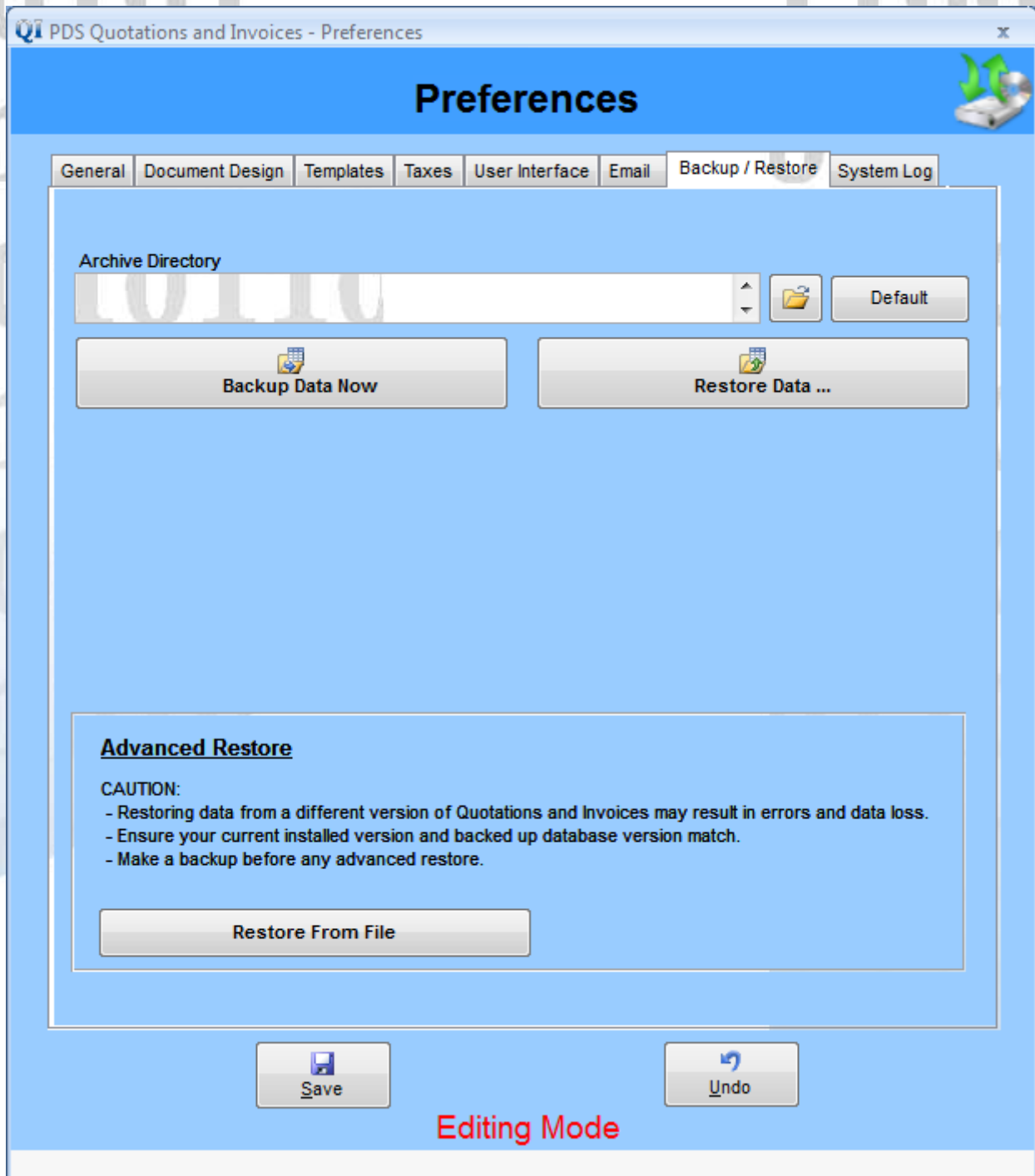
My outgoing server (SMTP) requires authentication

- ∞ Select if your outgoing SMTP mail server requires authentication
- ∞ This is almost always required if your ISP allows you to send e-mail messages through your ISP e-mail account when you are not directly connected to the ISP network

This server requires an encrypted connection (SSL)

- ∞ Select if you're are instructed by your ISP or e-mail administrator to use the encryption method used by your e-mail server

Preferences – Backup / Restore



Archive Directory

- ∞ The directory were you want to store backups
- ∞ You can only change the contents of this field by using the following two options

Select Archive Directory

- ∞ Click to select the directory were you want to store backups

Default (Archive Directory)

- ∞ Click to restore the archive directory to installation default

Backup Data Now

- ∞ Click to backup your current database to the archive directory selected

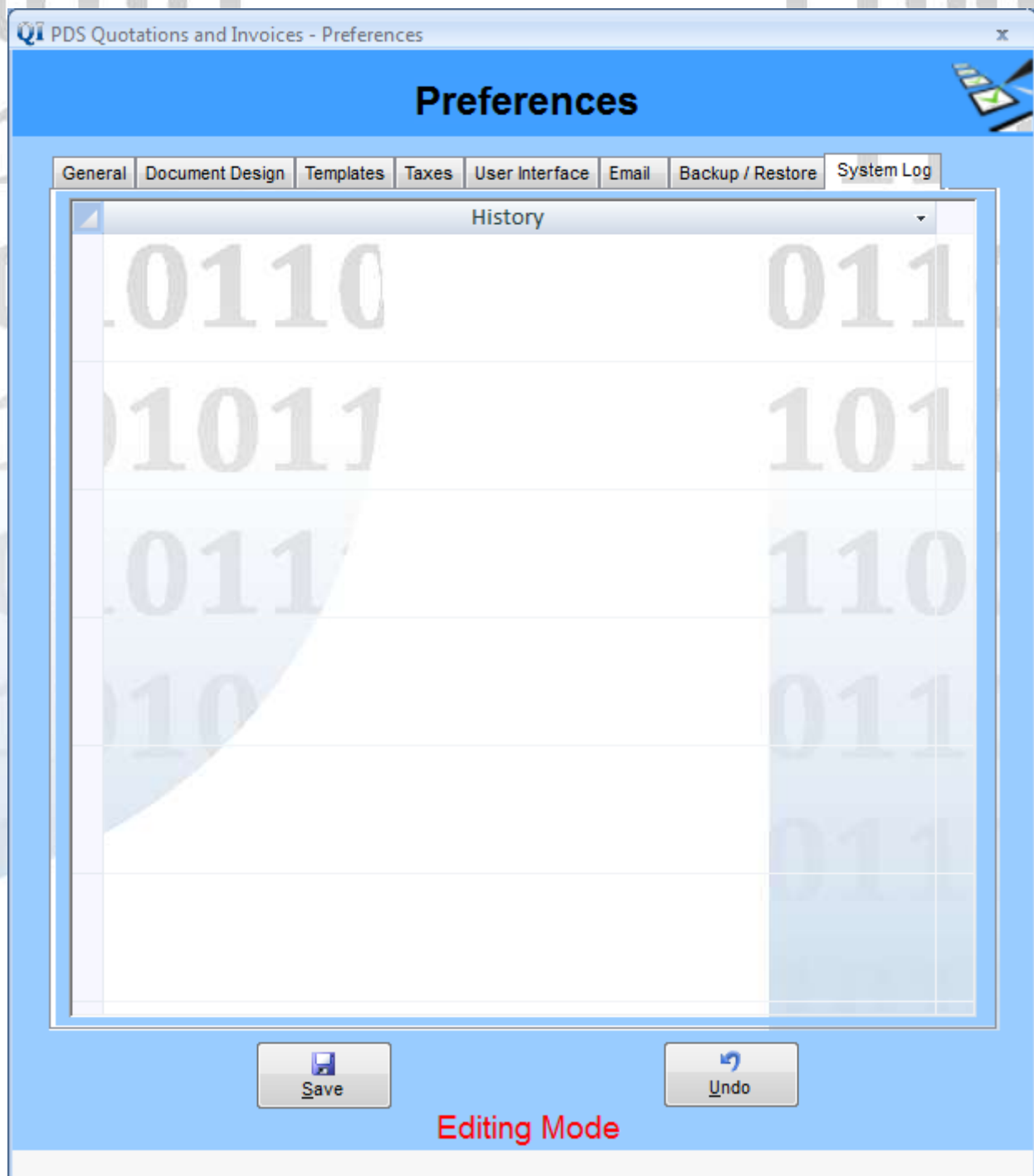
Restore Data

- ∞ Click to launch the restore form

Restore From File

- ∞ Click to restore from a file not listed
- ∞ Mainly used after a clean install

Preferences – System Log



History

- ∞ Displays log entries for new entries and edited entries into the database
- ∞ Also contains all email transactions
- ∞ You can simply scroll through the log or right click with your pointing device to search for a specific entry

Troubleshooting

Visit our website

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