LEARN BILLING JI

A Database Management Software for General Billing

By :
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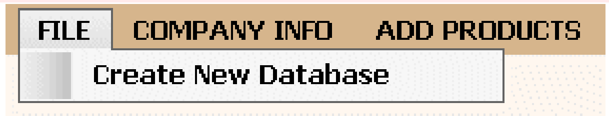
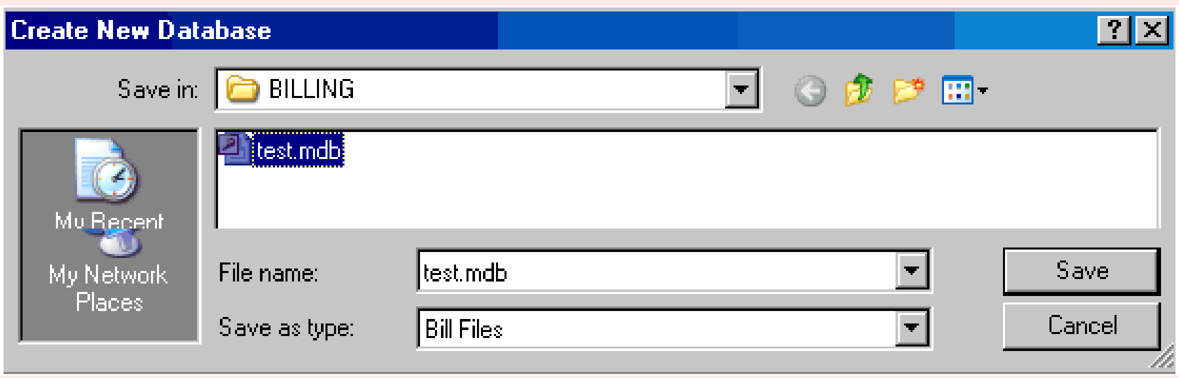
STEP 1 : Creation Of New Database

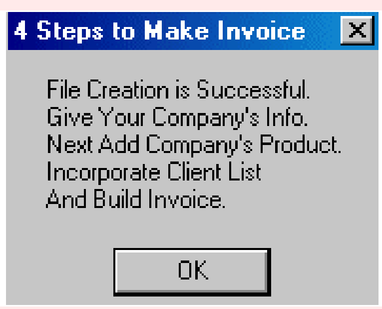
In Order to Create A New Database , Select "FILE" on the Main Menu , from the drop down menu Select "Create New Database" as Shown below.



A window dialogue box appears asking you to name the file.
Lets name the file as " test ". The files extension will be (.mdb) as it created in Access. Save the file.
Please note that it is not required to create a Database/file everytime you want to create a Bill/ Invoice.
You can save as many Bills/Invoices you want to, in one Database.
Also you should keep a back up of the file from time to time so that your data is not lost.



Following graphics is displayed just to give you a brief on how to go about using the Software.



Click on OK . A Database has been Created.
In the Next Step , you will see how to Add in your Company's Info.

STEP 1 IS OVER

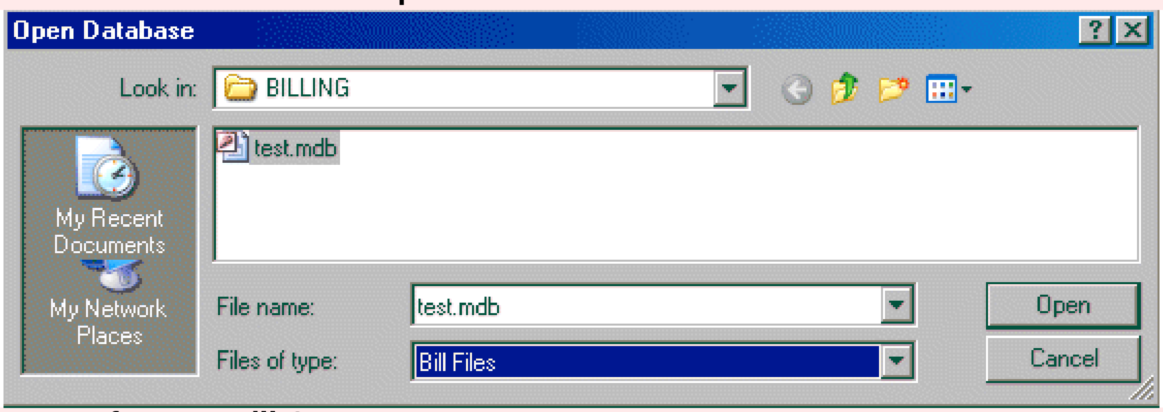
LEARN BILLING JI

STEP 2 : Adding Company's Info.

After Creating the Database, now you need to add your Company's information, Products and Clients.
This is done , so that you don't have to Manually Enter in your Products and Clients everytime you want to build a Bill / Invoice.
Lets, start with Adding Your Company's Information.
Select on "Company Info" on the Main Menu .

FILE   COMPANY INFO   ADD PRODUCTS   ADD CLIENTS   BILL/INVOICE   LEARN   UTILITIES   EXIT

Following graphics will be displayed. You will have to open the file you created in Step No 1.
Click on " test.mdb " and Click on Open.



The Company Info page will Open up.

A Typical Company's Info is Displayed above.
Over Write to Suit your Company's Details.
Fields marked with a (*) are compulsory, Other fields can be left blank.
Title of Invoice could be Changed to, Bill / Cash memo / Quotation / Receipt Voucher by Selecting Appropriate Header OR kept Blank.
All Fields could be Edited at Respective Text Boxes OR at the Edit Box given Below.
The Personal Details and Header will appear at the top whereas tax info and notes will appear at the bottom of the Invoice.
Click " Read Me " Button & gothrough Important Info.

STEP2 IS OVER

LEARN BILLING JI

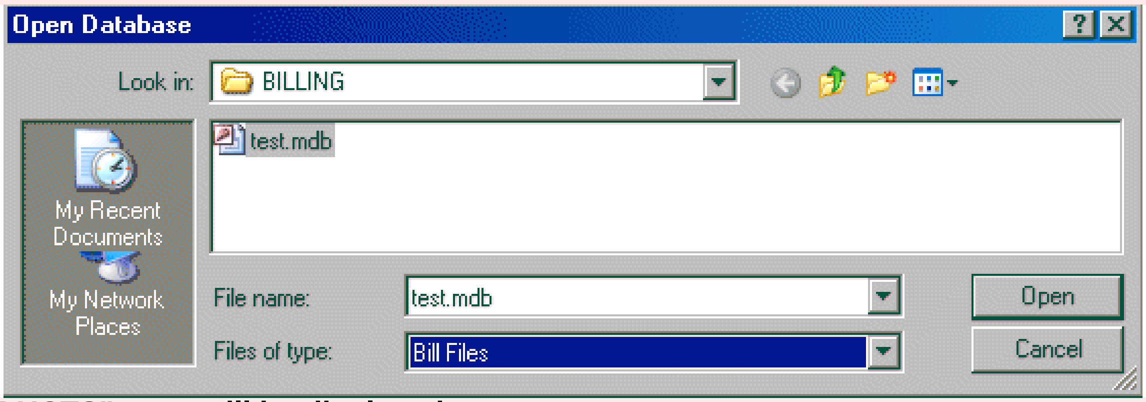
STEP 3 : Adding Company's Products

ADDING PRODUCTS / ITEMS

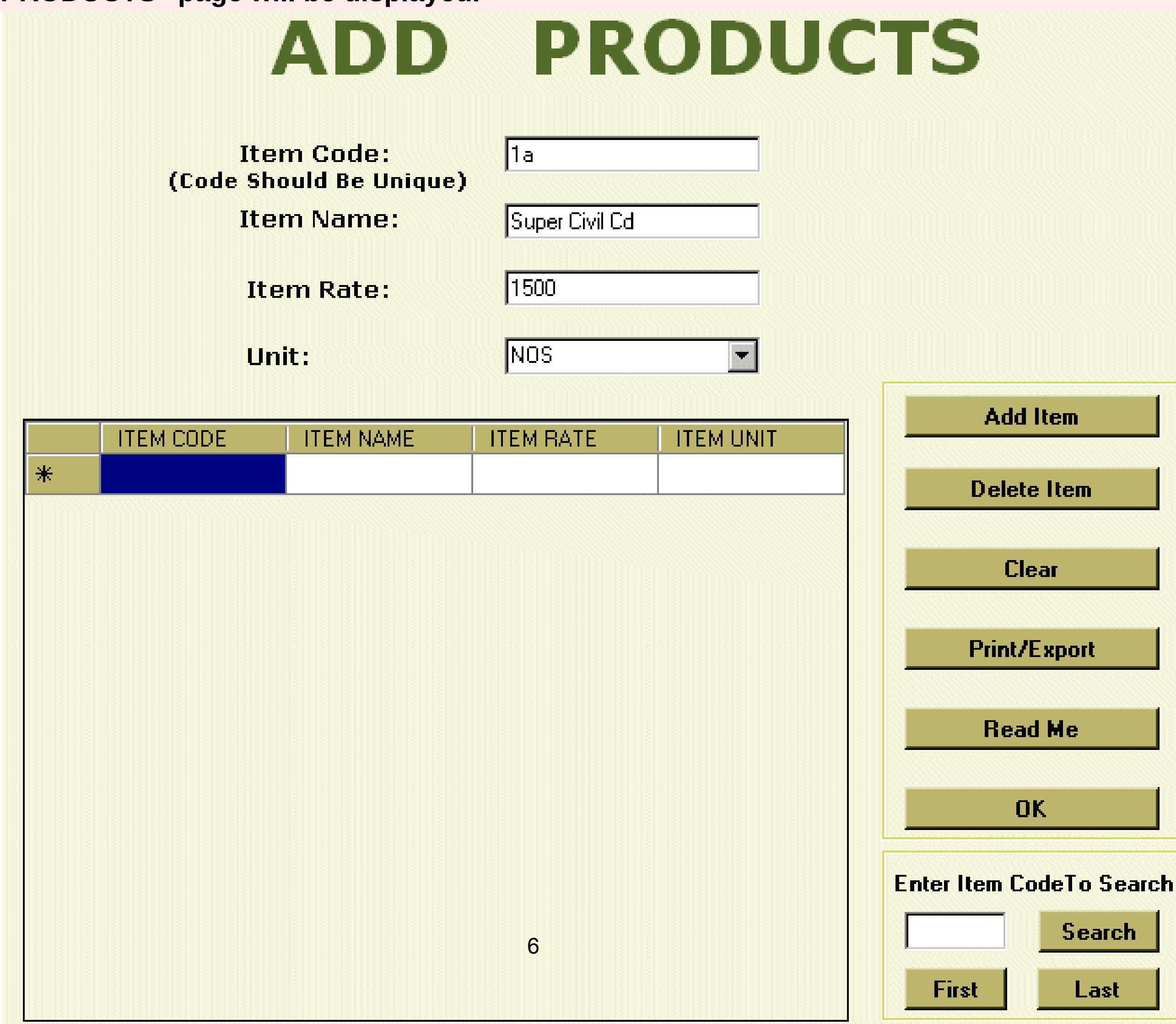
In this step you will see how to add Company's Products.
Click on " ADD PRODUCTS " from the Main Menu.

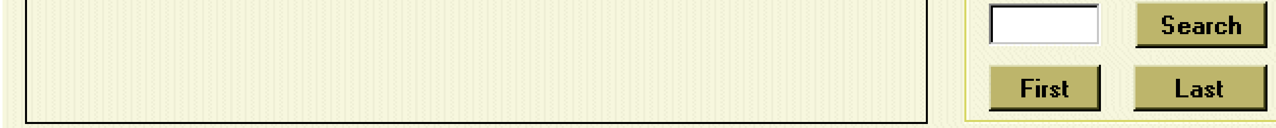
FILE   COMPANY INFO   ADD PRODUCTS   ADD CLIENTS   BILL/INVOICE   LEARN   UTILITIES   EXIT

Following graphics will be displayed. You will have to open the file you created in Step No 1.
Click on "test.mdb". and click open.

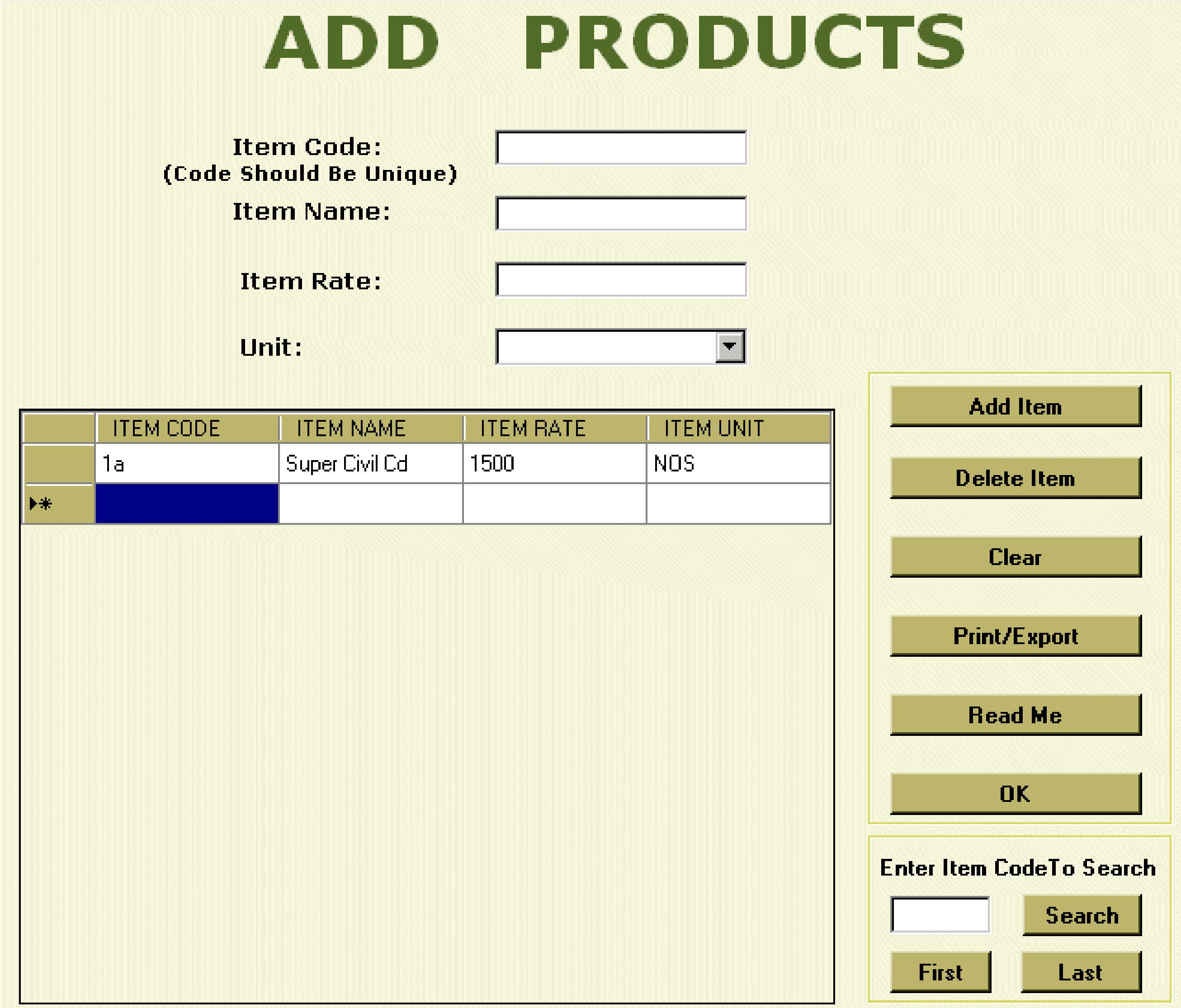


"ADD PRODUCTS" page will be displayed.





In order to Add a Product to your File, Enter Unique Code, Name, Rate and Unit as shown above. Click Add Button and Record will be displayed in the Table below.



EDITING PRODUCTS/ITEMS

In order to Edit items Click on the Record-Row and Edit the Items on the Respective Text Boxes above.
The Addition and Editing of Items are Updated in the Database automatically.
Item code being unique cannot be edited, However a User can delete the Record & Re-Enter new Record with new Item Code.

DELETING PRODUCTS/ITEMS

In order to Delete an item Select the Record-Row and Click Delete Item Button.

APPEND PRODUCT/ITEM

In order to append an Item / Product, Click on the Record-Row, Change the Item Code and Click on Add Item Button.

SORTING

If sorting of any fields is required at any point then it can be done in Ascending Or descending order by clicking on that fields header (Item Code, item Name, item Rate) in the Table.
A downward or upward arrow denotes sorting in Descending or Ascending order .
An Example is shown below . (Sorting of item Rate in descending order).

	ITEM CODE	ITEM NAME	ITEM RATE ▽	ITEM UNIT
▶	1i	RCF	3000	NOS
	1j	SSF	3000	NOS
	1f	Road Estimate	2200	NOS
	1b	Super Rate Analy...	2000	NOS
	1c	Super Real Valua...	2000	NOS
	1h	Electric Cost	2000	NOS
	1d	QTY	1800	NOS
	1a	Super Civil Cd	1500	NOS
	1e	Roads	1500	NOS
	1g	Hvac Cost	1500	NOS
*				

DELETING ALL PRODUCTS / ITEMS

Clear Button Deletes all Product Records from File.

PRINT/ EXPORT PRODUCTS / ITEMS LIST

Print / Export Button is for Printing Product Records and for Exporting the Records.
The Print Preview will be displayed as follows.

Super Civil CD

1802, Jamuna Amrut, 219, Patel Estate, SVRoad,

Jogeshwari(W), Mumbai - 400102

PHONE : 26783525 **CELL:** 9820792254

EMAIL: yaa@supercivilcd.com **URL:** www.supercivilcd.com

DATE: 2/10/2009

PRODUCT / ITEM LIST

Code	Name	Rate	Unit
1a	Super Civil Cd	1,500.00	NOS
1b	Super Rate Analysis	2,000.00	NOS
1c	Super Real Valuation	2,000.00	NOS
1d	QTY	1,800.00	NOS
1e	Roads	1,500.00	NOS
1f	Road Estimate	2,200.00	NOS
1g	Hvac Cost	1,500.00	NOS
1h	Electric Cost	2,000.00	NOS
1i	RCF	3,000.00	NOS
1j	SSF	3,000.00	NOS

The Preview will contain your Companies Letter Head and The Product List.
Also what we can see in the preview above is a toolbar.
The toolbar contains icons for Export, Print, Refresh, Find and Zoom.
You Can Click on the respective icons to obtain the desired results.
You can Export your Product list in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

SEARCH PRODUCT/ITEM

A Record can be Searched based on Item Code.
If you want to search for an item, mention the Item Number in textbox shown below and click on Search button .
In Order to go to the First record click on First button and likewise for Last.

Enter Item CodeTo Search

Search

First Last

Click " Read Me " Button & gothrough Important Info.

STEP 3 IS OVER

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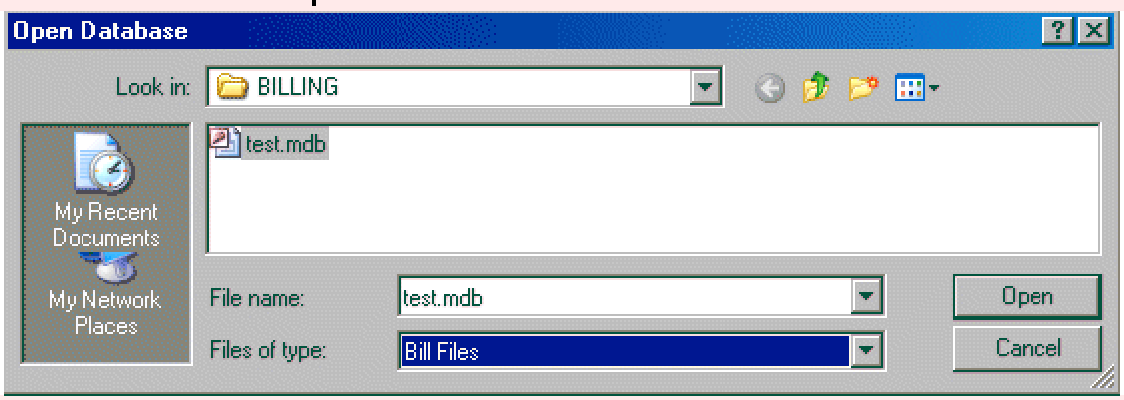
STEP 4 : Adding Company's Clients

ADDING CLIENTS

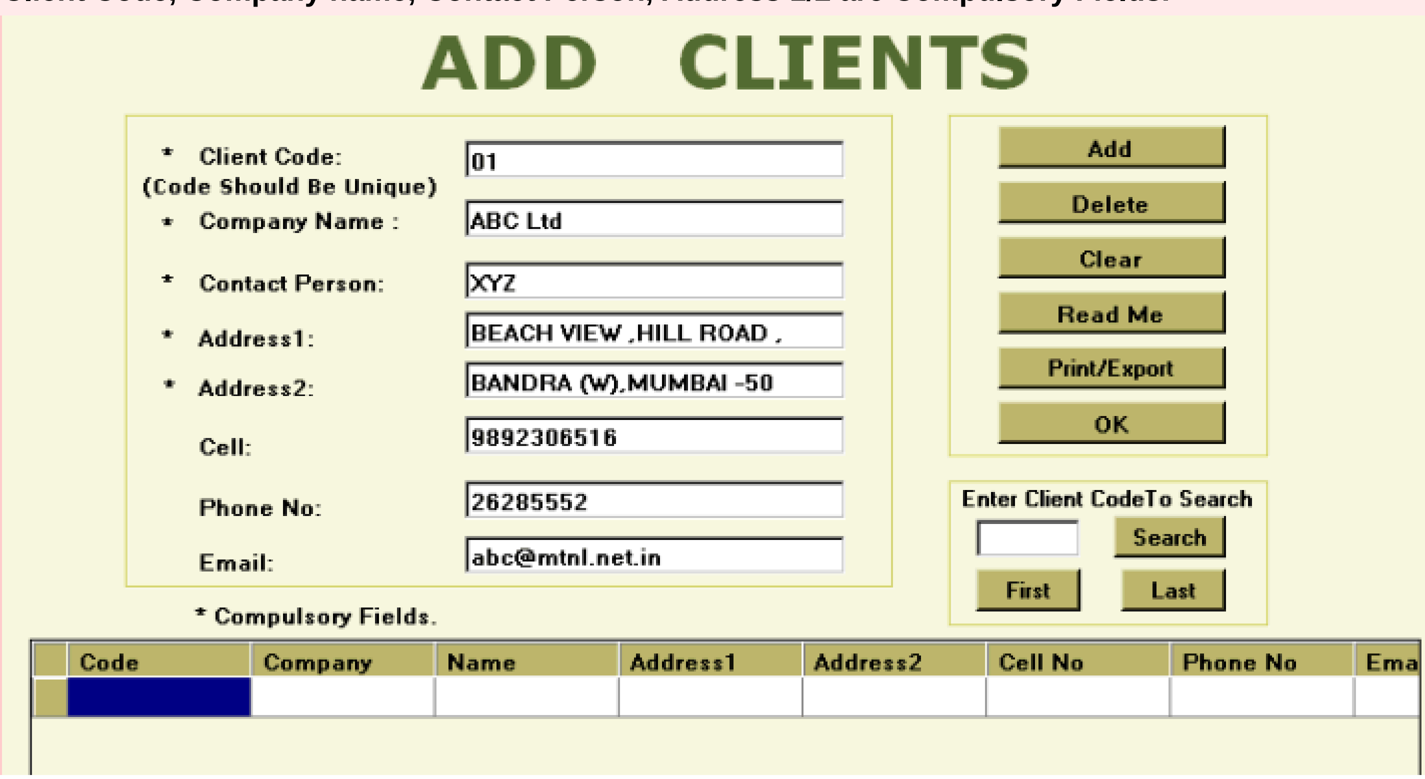
Now Lets proceed to adding Companies Clients.
Add Clients option allows the user to Build Database of Clients.
Select ADD CLIENTS from the Main Menu.

FILE | COMPANY INFO | ADD PRODUCTS | ADD CLIENTS | BILL/INVOICE | LEARN | UTILITIES | EXIT

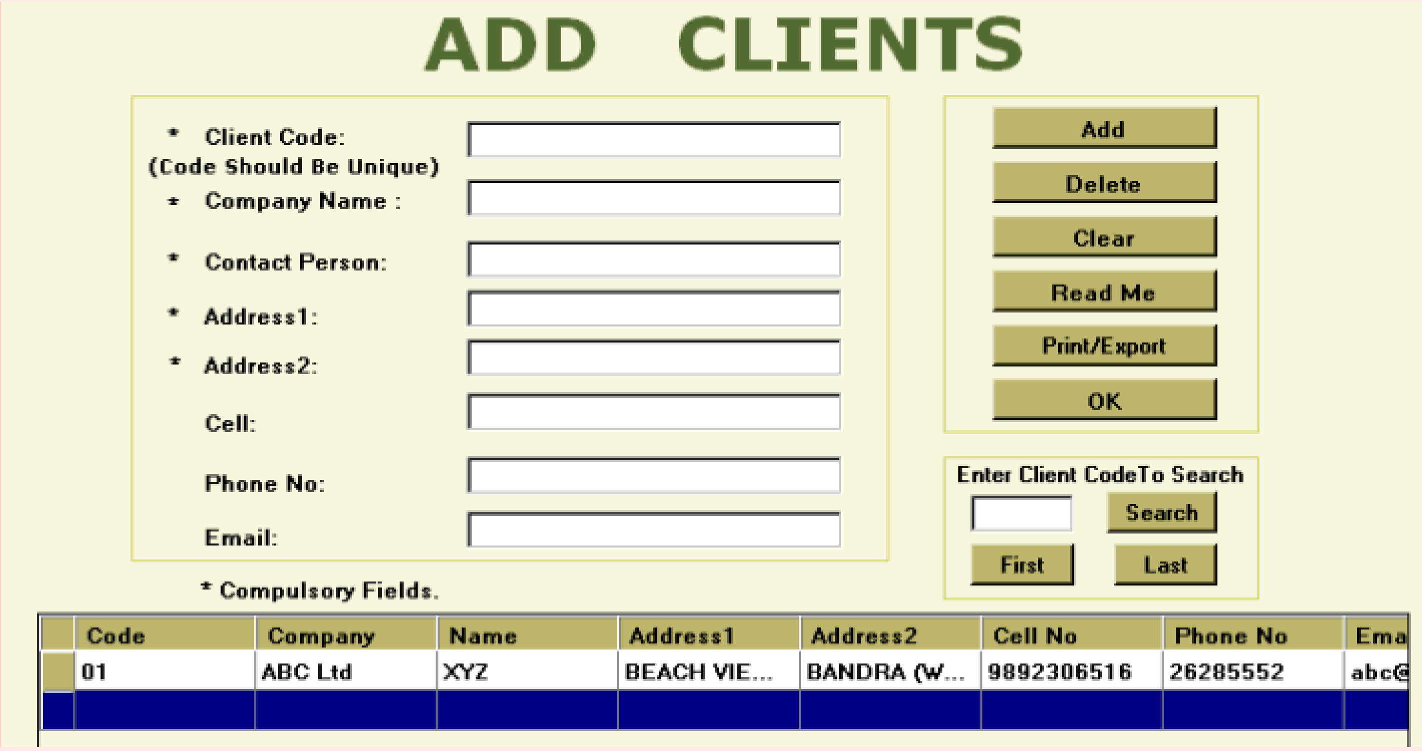
Following graphics will be displayed. You will have to open the file you created in Step No 1.
Select "test.mdb". and click on open.



ADD CLIENTS page will be displayed.
In order to Add a Client to your File, Enter Unique Client Code, Name of Company, Contact person, Address 1/2, Cell no, Phone no & Email Address.
Client Code, Company name, Contact Person, Address 1/2 are Compulsory Fields.



Enter the required info in respective Text Boxes and Click Add Button, Record will be displayed in the Table below.
The display will be as follows.



EDITING CLIENTS INFO

In order to Edit Record Click on the Record-Row and Edit the Fields on the Respective Text Boxes shown above.
The Addition and Editing of Fields are Updated in the Database automatically.
Client code being unique cannot be edited, However a User can delete the Record & Re-Enter new Record with new Client Code.

DELETING CLIENTS

In order to Delete a Client Select the Record-Row and Click Delete Button.

APPEND CLIENTS

In order to append A Record , Click on the Record-Row, Change the Code and Click on Add Item Button.

DELETING ALL CLIENTS

Clear Button Deletes all Records from File. So be Careful.

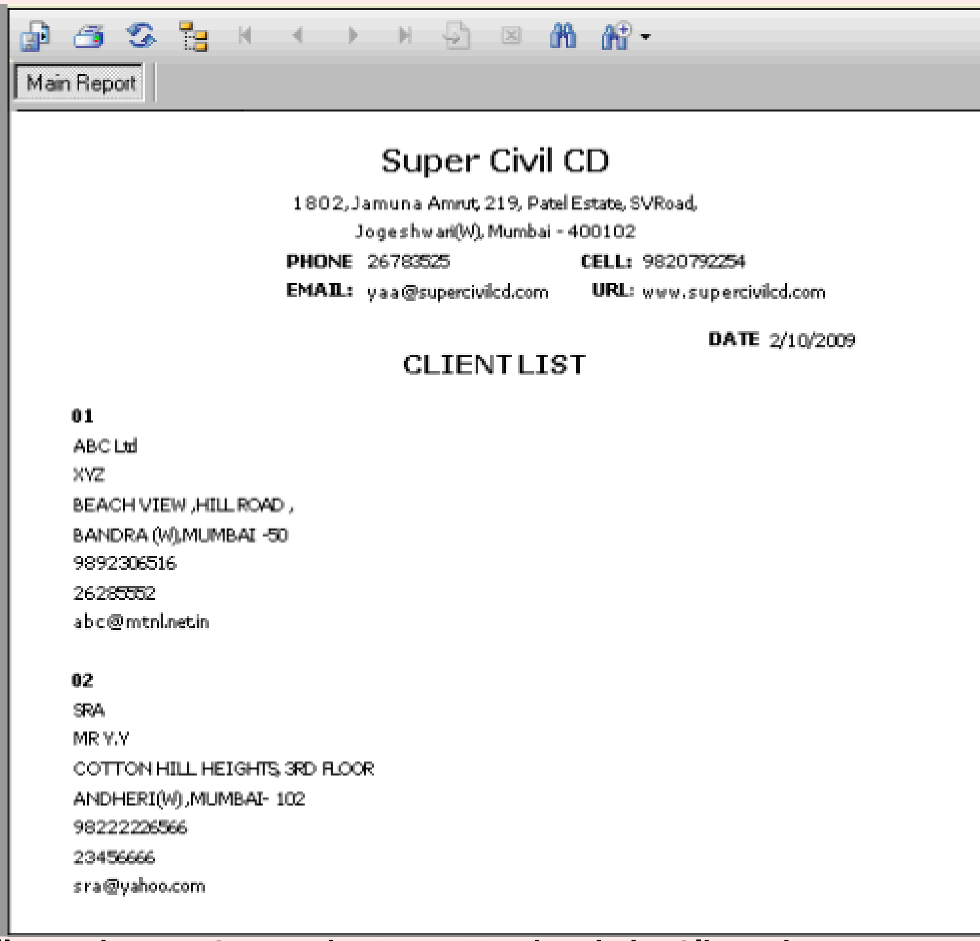
SORTING

If sorting of any fields is required at any point then it can be done in Ascending Or descending order by clicking on the particular fields header (Code, Company, Name, Cell no, Phone no .. etc) in the Table.
A downward or upward arrow denotes sorting in Descending or Ascending order .
An Example is shown below . (Sorting of Company in Descending Order).

Code	Company	Name	Address1	Address2	Cell No	Phone No	Ema
02	SRA	MR Y.Y	COTTON HI...	ANDHERI(W...	98222226566	23456666	sra@
01	ABC Ltd	XYZ	BEACH VIE...	BANDRA (W...	9892306516	26285552	abc@

PRINT/ EXPORT CLIENT LIST

Print / Export Button is for Printing Client Records and for Exporting the Records.
The Print Preview will be displayed as follows.



Main Report

Super Civil CD

1802, Jamuna Amrut, 219, Patel Estate, S.V.Road,
Jogeshwari(W), Mumbai - 400102

PHONE 26783525 CELL: 9820792254
EMAIL: yaa@supercivilcd.com URL: www.supercivilcd.com

DATE 2/10/2009

CLIENT LIST

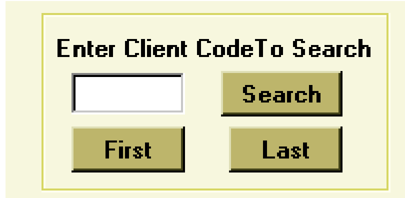
01
ABC Ltd
XYZ
BEACH VIEW ,HILL ROAD ,
BANDRA (W),MUMBAI -50
9892306516
26285552
abc@mtnl.net.in

02
SRA
MR Y.Y
COTTON HILL HEIGHTS, 3RD FLOOR
ANDHERI(W) ,MUMBAI- 102
98222226566
23456666
sra@yahoo.com

The Preview will contain your Companies Letter Head and The Client List.
Also what we can see in the preview above is a toolbar.
The toolbar contains icons for Export, Print, Refresh, Find and Zoom.
You Can Click on the respective icons to obtain the desired results.
You can Export your Product list in PDF (.pdf) , Excel (.xls) , Word (.doc), RTF etc Formats.

SEARCH FOR A CLIENT

If you want to search for a Client mention the Client Code in textbox shown below and click on Search. In Order to go to the First record click on First button and likewise for Last.



Click " Read Me " Button & gothrough Important Info.

STEP 4 IS OVER

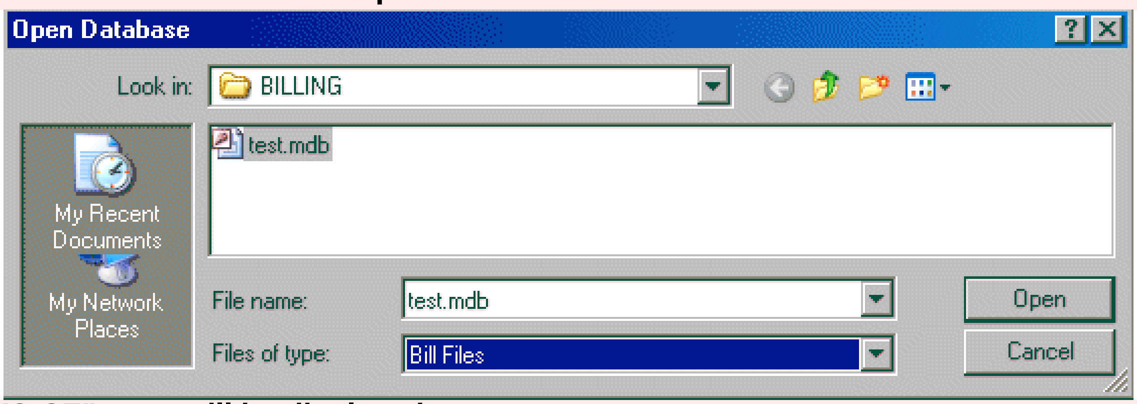
LEARN BILLING JI

STEP 5 : Build Invoice

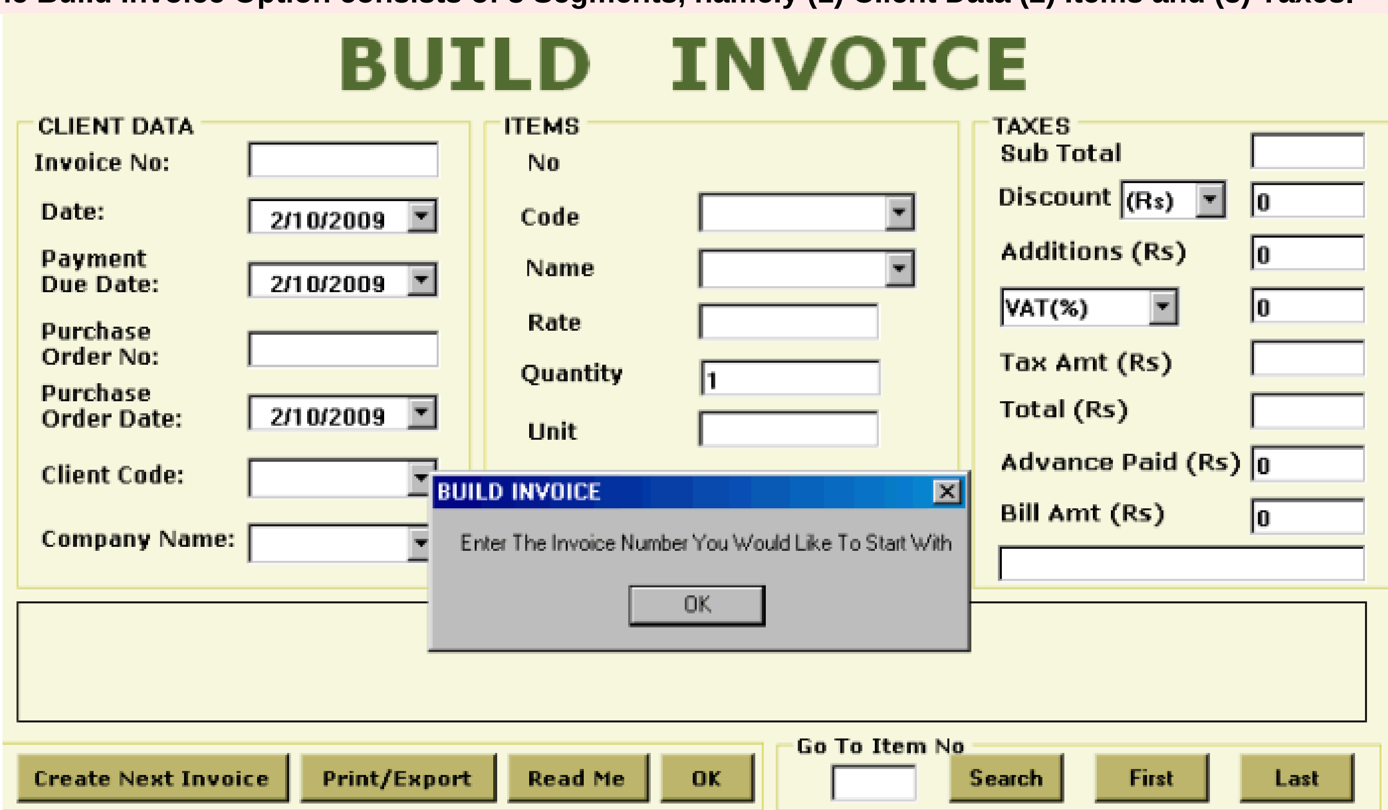
Now Lets proceed to Build invoice.
Click on "BILL / INVOICE" from the Main Menu. A Drop Down Menu Appears .
Click On "BUILD INVOICE".

FILE COMPANY INFO ADD PRODUCTS ADD CLIENTS BILL/INVOICE LEARN UTILITIES EXIT

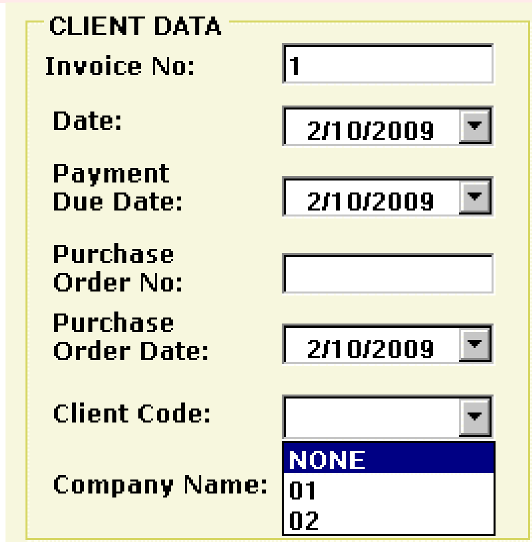
Following graphics will be displayed. You will have to open the file you created in Step No 1.
Click on "test.mdb". and click on open.



"BUILD INVOICE" page will be displayed.
The Build Invoice Option consists of 3 Segments, namely (1) Client Data (2) Items and (3) Taxes.

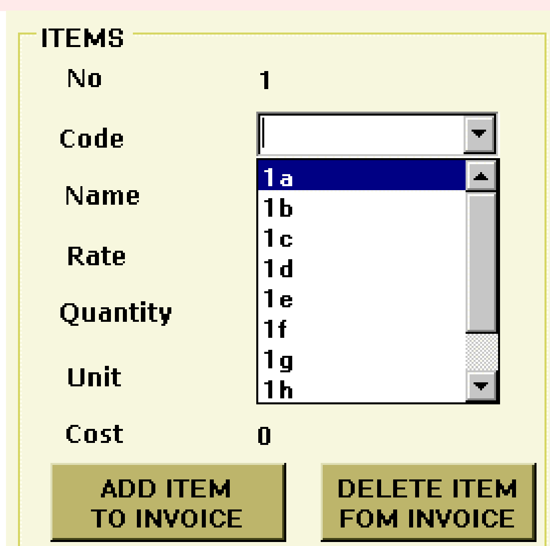


The 1st textbox is Invoice no. Field, Which is Unique and Non-Editable.
When you use this option for the 1st time Initialize the Invoice no. to say 1 OR 500.
When you would like to build next invoice, the Invoice no. will automatically increase by 1 to 2 OR 501. Invoice no. cannot be edited after initialization.
If Client Code is selected then Company Name will be displayed automatically & vice versa.
In case of Cash Memo, wherein Client Code & Company Name is None (As shown Below) , Purchase Order no, Order Date & Due Date Fields will not be Printed.
If Purchase Order no. is Blank then Purchase order Date will not be Printed.

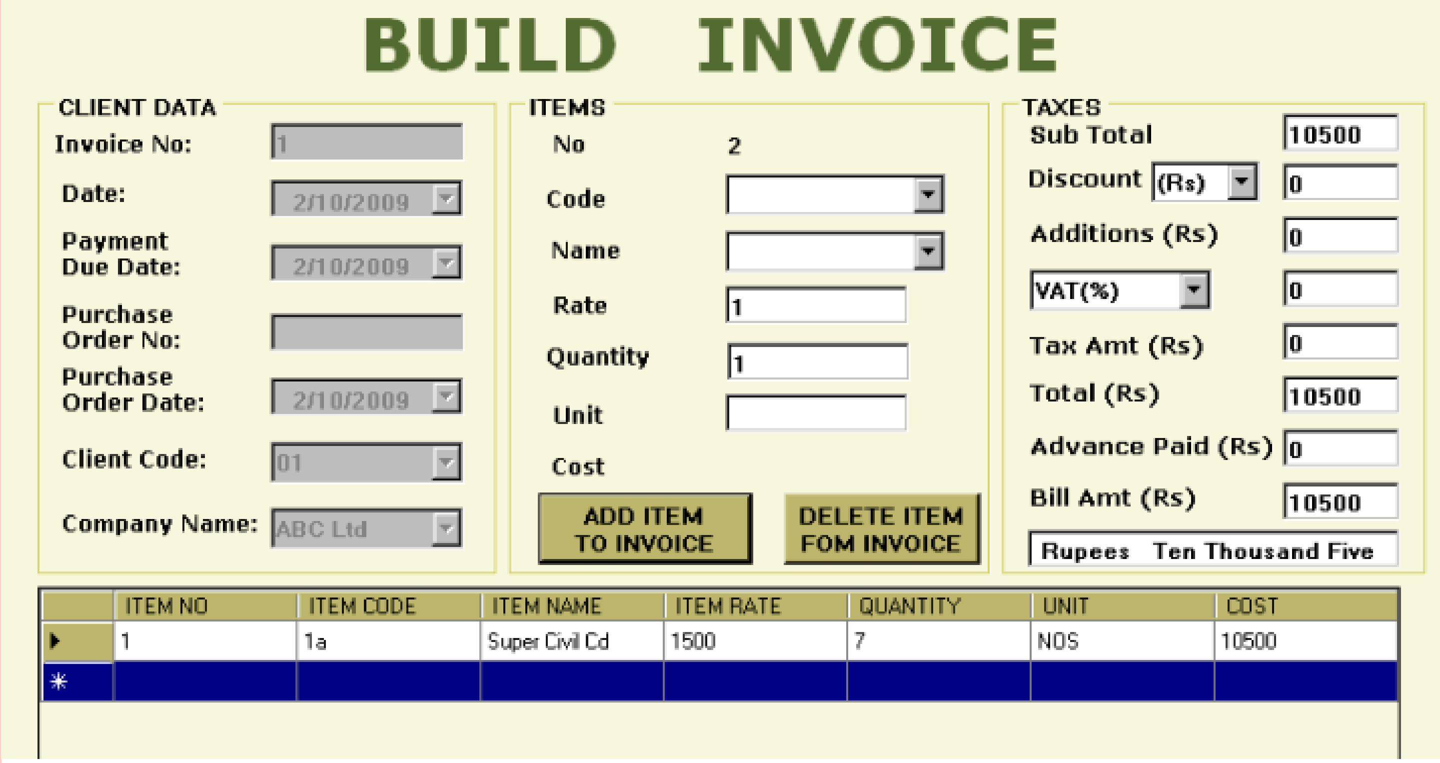


ADDING ITEMS TO INVOICE

In The Items Segment, Item no. will be Generated automatically & is not Editable.
If Item Code or Item Name is selected than Rate, Unit, Default QTY of 1.0 will be display Automatically.



User to Enter the Required Quantity & notice that Cost Field below is updated in Auto.
Now Click ADD ITEM TO INVOICE Button, the Item is Added to Table Below.
The display will be as follows.

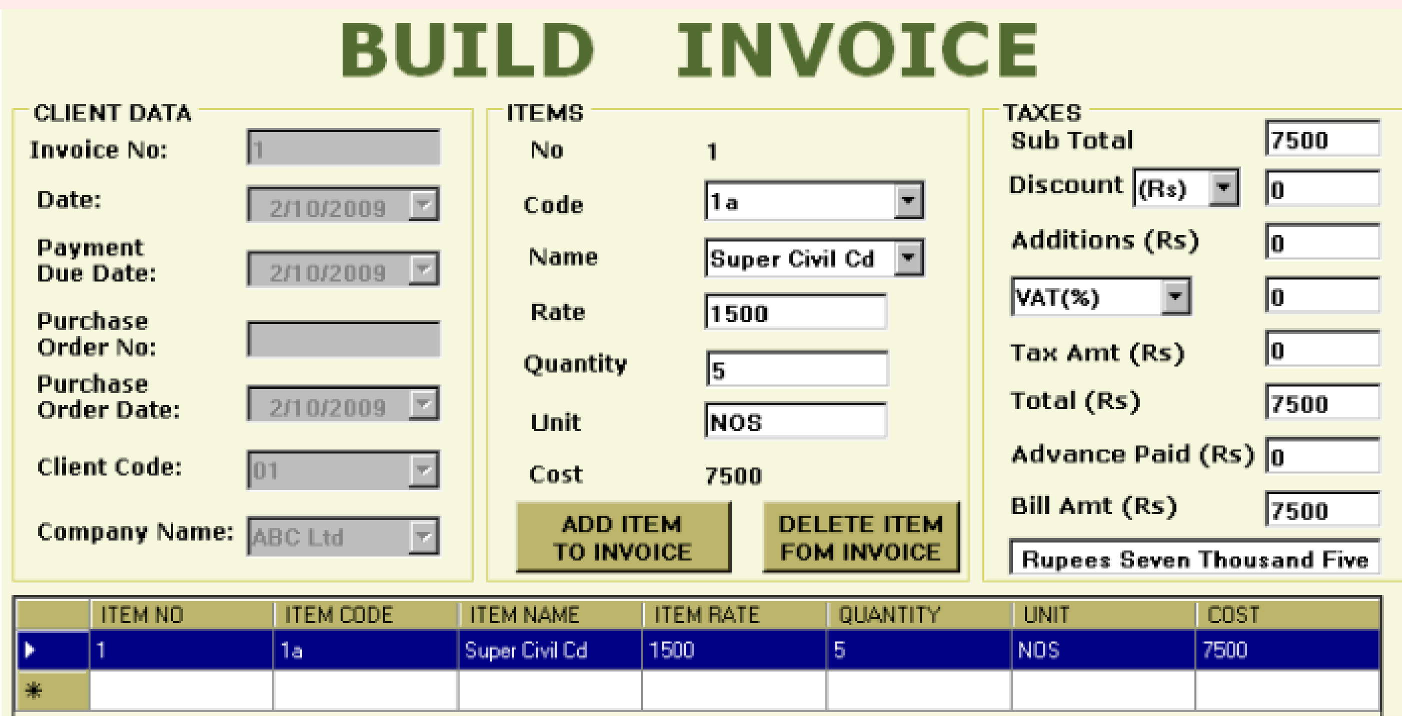


DELETING ITEMS FROM INVOICE

To delete a Record, Select the desired Row & Click on DELETE ITEM FROM INVOICE.

EDITING AN ITEM

To Edit Qty, Code / Name Select desired Row & Change the Qty, Code / Name in its Text Box. Select The Blank Row in the Table Below to Clear Text Boxes for Adding new Records.



APPEND ITEMS

If a user Selects a Record-Row & Clicks on ADD ITEM TO INVOICE Button, then Selected Record will be Appended at Bottom of Table.

In TAXES segment, Discount, Additions, Tax & Advance Paid Fields are Optional. Bill amount is calculated Automatically.

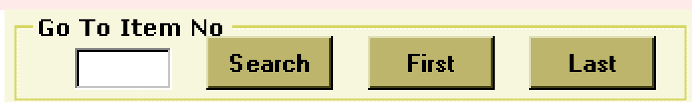
SORTING

If sorting of any fields is required at any point then it can be done in Ascending Or descending order by clicking on that fields header (Item No, Item Code, Item Name, Item Rate, Quantity, Unit, Cost) in the Table. A downward or upward arrow denotes sorting in Descending / Ascending order . An Example is shown below (Sorting of Item Name in Ascending order).

ITEM NO	ITEM CODE	ITEM NAME	ITEM RATE	QUANTITY	UNIT	COST
8	1h	Electric Cost	2000	5	NOS	10000
7	1g	Hvac Cost	1500	7	NOS	10500
4	1d	QTY	1800	9	NOS	16200
6	1f	Road Estimate	2200	6	NOS	13200
5	1e	Roads	1500	10	NOS	15000
1	1a	Super Civil Cd	1500	5	NOS	7500

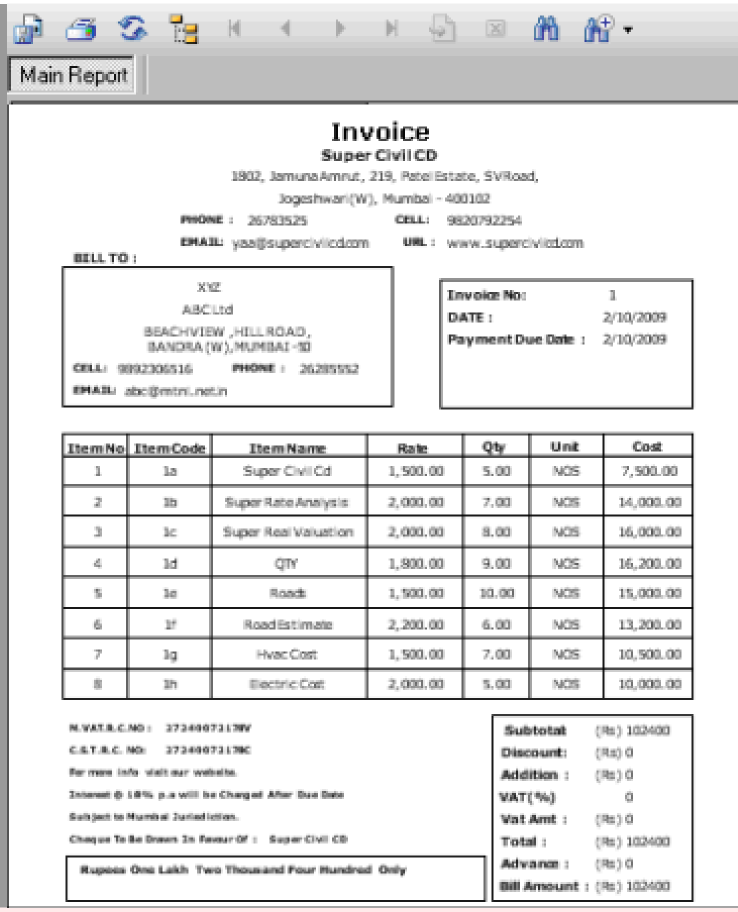
SEARCH FOR AN ITEM

A Record can be Searched based on Item no.
In Order to search for an item mention the item no in textbox shown below and click on Search Button.
In order to go to the First record click on First button and likewise for Last.



PRINT/ EXPORT BILL/INVOICE

Print / Export Button is for Printing Invoice and for Exporting the Invoice Records.



Main Report

Invoice

Super Civil CD

1802, Jamuna Amrut, 219, Patel Estate, SVRoad,
Jogeshwari(W), Mumbai - 400102

PHONE : 26783525 **CELL:** 9820792254
EMAIL: yaa@supercivilcd.com **URL :** www.supercivilcd.com

BILL TO :

XYZ
ABC Ltd
BEACHVIEW ,HILL ROAD,
BANDRA (W),MUMBAI -50
CELL: 9892306516 **PHONE :** 26285552
EMAIL: abc@mtnl.net.in

Invoice No: 1
DATE : 2/10/2009
Payment Due Date : 2/10/2009

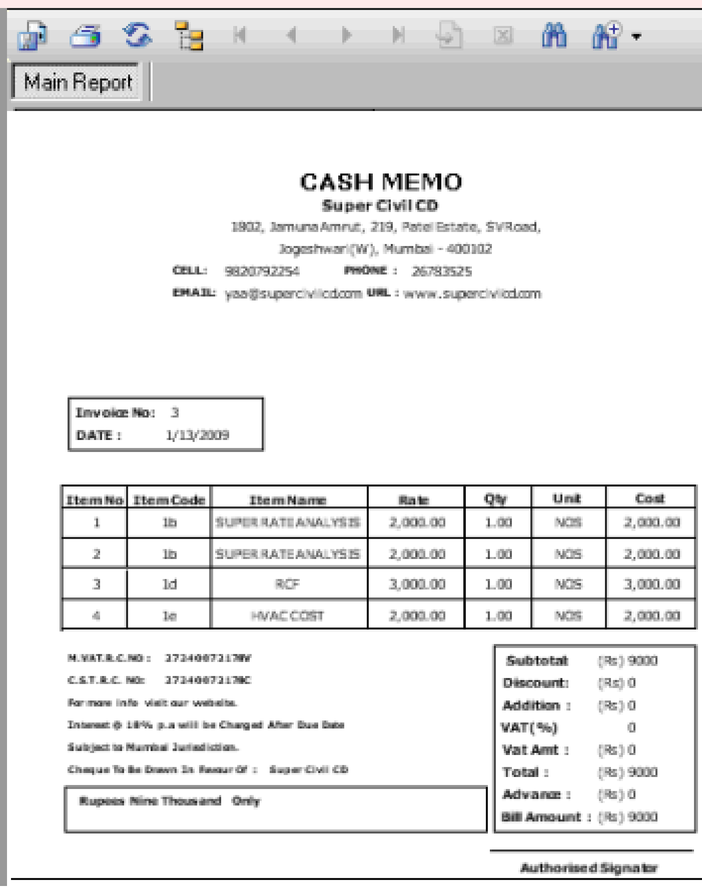
Item No	Item Code	Item Name	Rate	Qty	Unit	Cost
1	1a	Super Civil Cd	1,500.00	5.00	NOS	7,500.00
2	1b	Super Rate Analysis	2,000.00	7.00	NOS	14,000.00
3	1c	Super Real Valuation	2,000.00	8.00	NOS	16,000.00
4	1d	QTY	1,800.00	9.00	NOS	16,200.00
5	1e	Roads	1,500.00	10.00	NOS	15,000.00
6	1f	Road Estimate	2,200.00	6.00	NOS	13,200.00
7	1g	Hvac Cost	1,500.00	7.00	NOS	10,500.00
8	1h	Electric Cost	2,000.00	5.00	NOS	10,000.00

M.VAT.R.C.NO : 27240073178V
C.S.T.R.C. NO: 27240073178C
For more info visit our website.
Interest @ 18% p.a will be Charged After Due Date
Subject to Mumbai Jurisdiction.
Cheque To Be Drawn In Favour Of : Super Civil CD

Rupees One Lakh Two Thousand Four Hundred Only

Subtotal	(Rs) 102400
Discount:	(Rs) 0
Addition :	(Rs) 0
VAT(%)	0
Vat Amt :	(Rs) 0
Total :	(Rs) 102400
Advance :	(Rs) 0
Bill Amount :	(Rs) 102400

Shown below is a Part Preview Of Invoice without Client (i.e. Cash Memo).



Main Report

CASH MEMO

Super Civil CD

1802, Jamuna Amrut, 219, Patel Estate, SVRoad,
Jogeshwari(W), Mumbai - 400102

CELL: 9820792254 **PHONE :** 26783525
EMAIL: yaa@supercivilcd.com **URL :** www.supercivilcd.com

Invoice No: 3
DATE : 1/13/2009

Item No	Item Code	Item Name	Rate	Qty	Unit	Cost
1	1b	SUPER RATE ANALYSIS	2,000.00	1.00	NOS	2,000.00
2	1b	SUPER RATE ANALYSIS	2,000.00	1.00	NOS	2,000.00
3	1d	RCF	3,000.00	1.00	NOS	3,000.00
4	1e	HVAC COST	2,000.00	1.00	NOS	2,000.00

M.VAT.R.C.NO : 27240073178V
C.S.T.R.C. NO: 27240073178C
For more info visit our website.
Interest @ 18% p.a will be Charged After Due Date
Subject to Mumbai Jurisdiction.
Cheque To Be Drawn In Favour Of : Super Civil CD

Rupees Nine Thousand Only

Subtotal	(Rs) 9000
Discount:	(Rs) 0
Addition :	(Rs) 0
VAT(%)	0
Vat Amt :	(Rs) 0
Total :	(Rs) 9000
Advance :	(Rs) 0
Bill Amount :	(Rs) 9000

Authorised Signator

The Preview will contain your Companies details , Client and Invoice/Bill details.
Also what we can see in the preview above is a toolbar.
The toolbar contains icons for Export, Print, Refresh, Find and Zoom.
You Can Click on the respective icons to obtain the desired results.
You can Export your Product list in PDF (.pdf) , Excel (.xls) , Word (.doc), RTF etc Formats.

BUILD NEXT BILL / INVOICE

In order To Create a New / Next Invoice click on CREATE NEXT INVOICE. Existing will be saved.

Click " Read Me " Button & gothrough Important Info.

STEP5 IS OVER

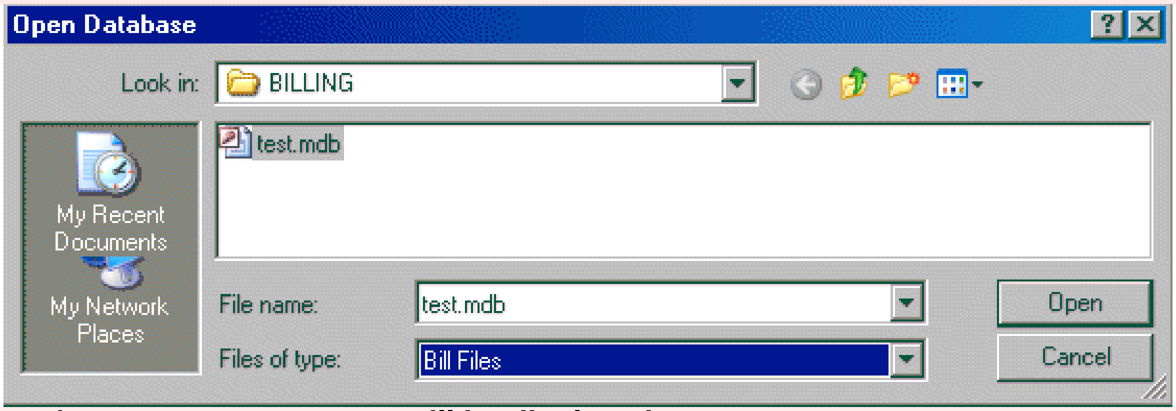
LEARN BILLING JI

STEP 6 : Edit / Delete Invoice

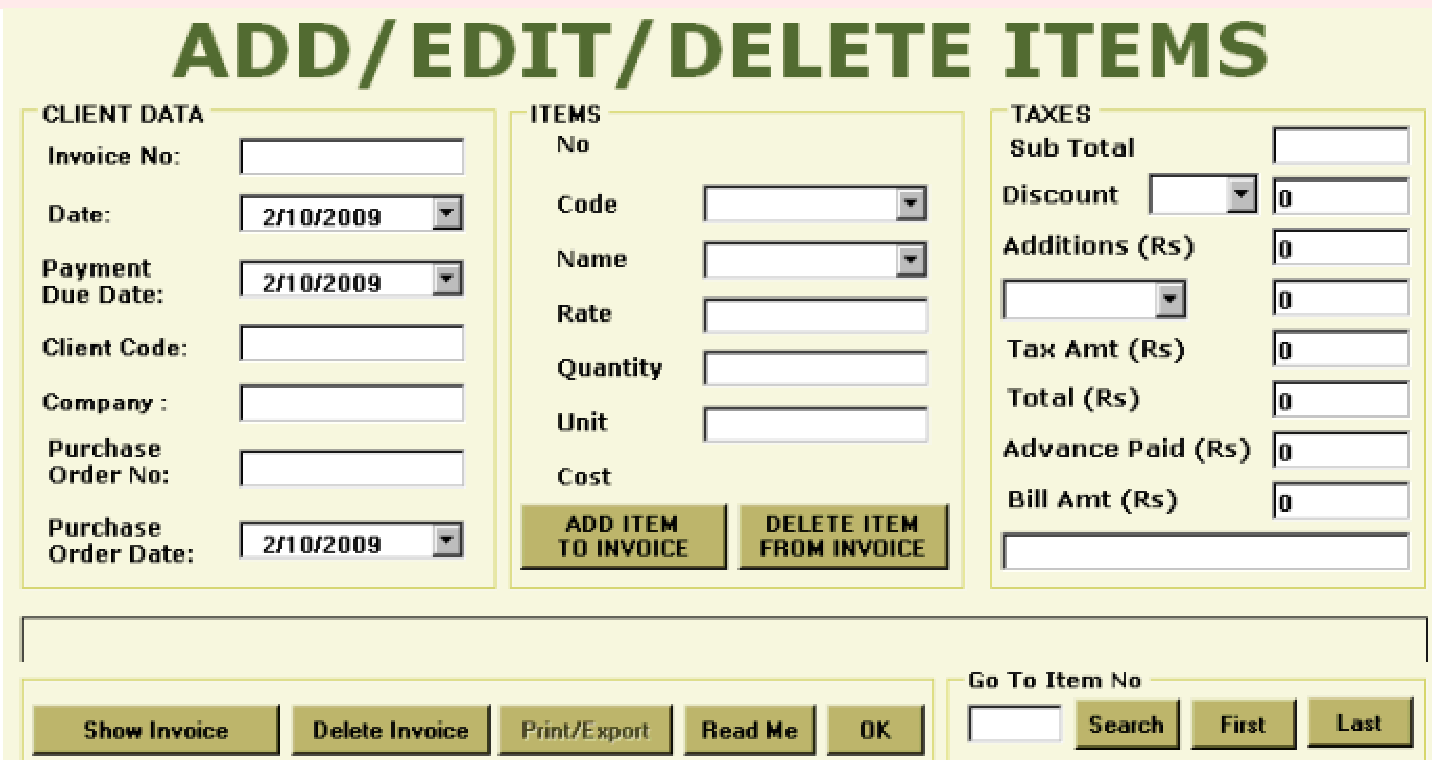
In order to Edit an Invoice Select "BILL/INVOICE" from the Main Menu. A Drop Down Menu Appears .
Click On "EDIT / DELETE INVOICE".

FILE COMPANY INFO ADD PRODUCTS ADD CLIENTS BILL/INVOICE LEARN UTILITIES EXIT

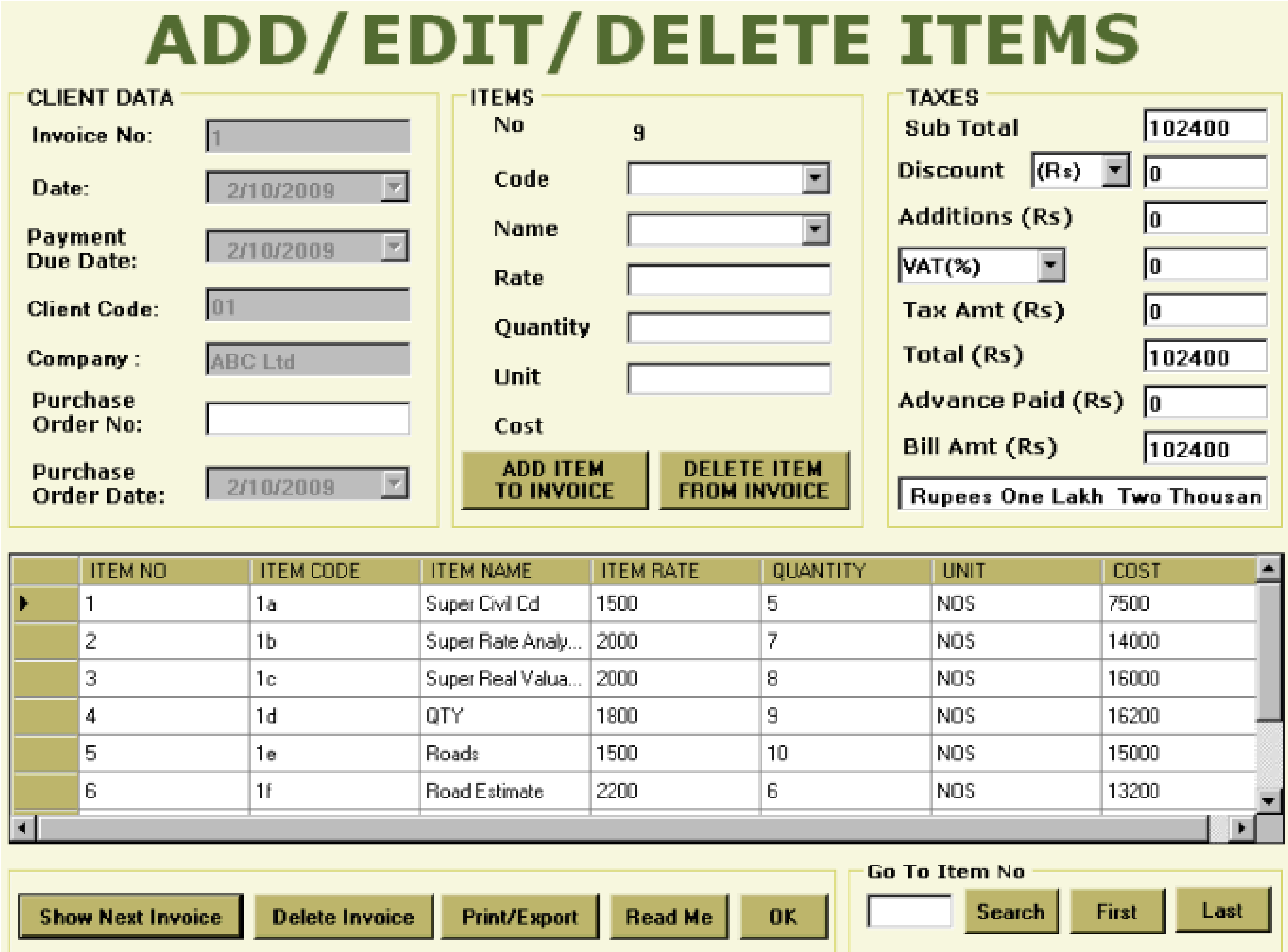
Following graphics will be displayed. You will have to open the file you created in Step No 1.
Click on "test.mdb". and click on open.



"ADD / EDIT / DELETE ITEMS" page will be displayed.
The Build Invoice Option consists of 3 Segments, namely (1) Client Data (2) Items and (3) Taxes.



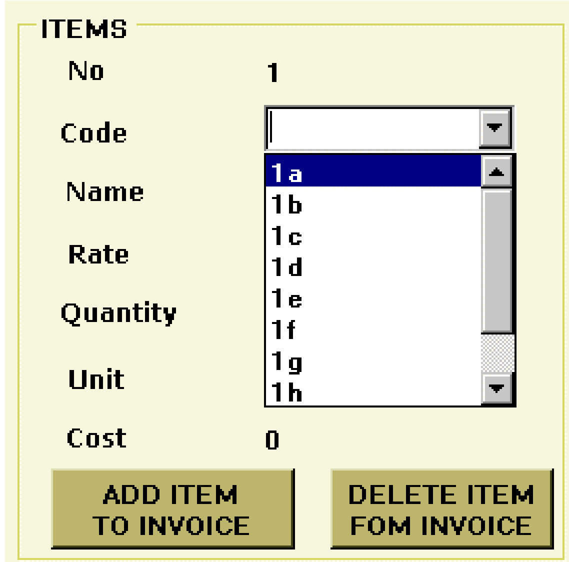
The 1st textbox is Invoice no. Field.
Enter the Invoice No you, want to Edit and click on SHOW INVOICE Button.
If the Invoice no. is not Existing in the File, Error Message will be Displayed.



As shown above all details corresponding to the invoice will be displayed.
All Fields in CLIENT DATA Segment i.e. Invoice no, Date, Due date, Purchase Order Date and order no, Client Code, Company (Client) Name are Non Editable .

ADDING ITEMS TO INVOICE

In The Items Segment, Item no. will be Generated automatically & is not Editable.
If Item Code or Item Name is selected than Rate, Unit, Default QTY of 1.0 will be display Automatically.



User to Enter the Required Quantity & notice that Cost Field below is updated in Auto.
Now Click ADD ITEM TO INVOICE Button, the Item is Added to Table Below.

DELETING ITEMS FROM INVOICE

To delete a Record, Select the desired Row & Click on DELETE ITEM FROM INVOICE.

EDITING ITEM

To Edit Item (Qty, Code / Name) Select desired Row & Change the Qty, Code / Name in its Text Box.
Select The Blank Row in the Table Below to Clear Text Boxes for Adding new Records.

APPEND ITEMS

If a user Selects a Record-Row & Clicks on ADD ITEM TO INVOICE Button, then Selected Record will be Appended at Bottom of Table.

In TAXES segment. The Discount, Additions, Tax & Advance Paid Fields are Optional. Bill amount is calculated Automatically.

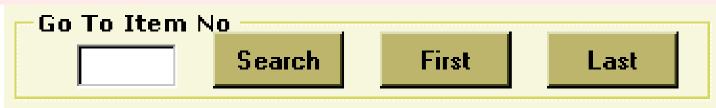
SORTING

If sorting of any fields is required at any point then it can be done in Ascending Or descending order by clicking on that fields header (Item No, Item Code, Item Name, Item Rate, Quantity, Unit, Cost) in the table.
A downward or upward arrow denotes sorting in Descending / Ascending order .
An Example is shown below (Sorting of Item Name in Ascending order).

ITEM NO	ITEM CODE	ITEM NAME	ITEM RATE	QUANTITY	UNIT	COST
8	1h	Electric Cost	2000	5	NOS	10000
7	1g	Hvac Cost	1500	7	NOS	10500
4	1d	QTY	1800	9	NOS	16200
6	1f	Road Estimate	2200	6	NOS	13200
5	1e	Roads	1500	10	NOS	15000
1	1a	Super Civil Cd	1500	5	NOS	7500

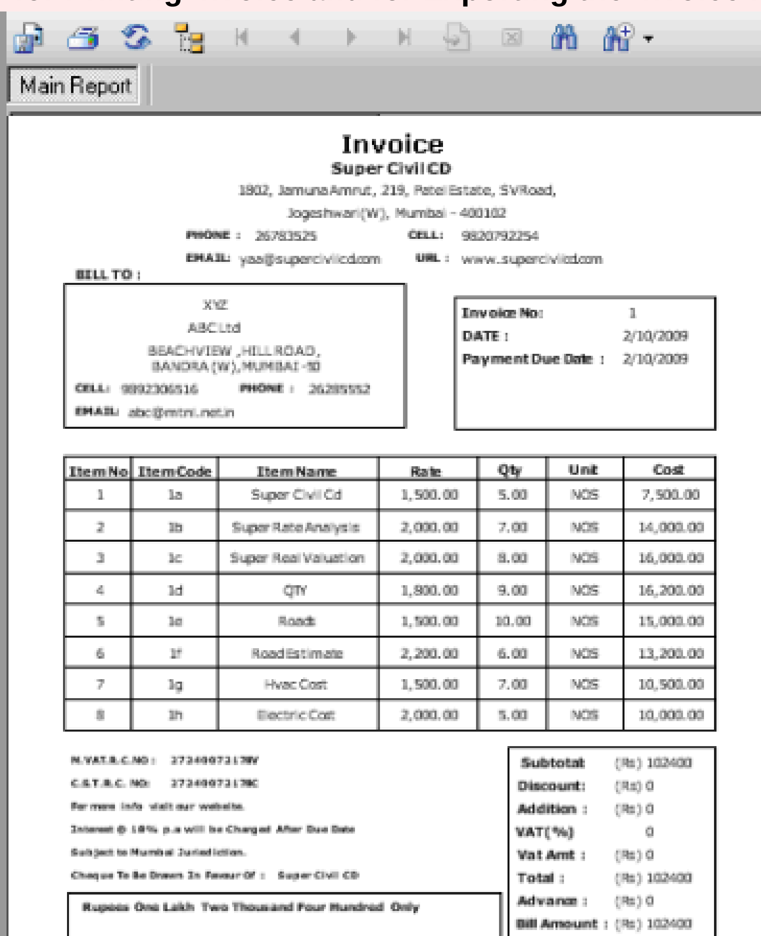
SEARCH FOR AN ITEM

A Record can be Searched based on Item no.
In order to search for a item mention the item no in textbox shown below and click on Search Button.
Click on First / Last Button to go to 1st / Last record.



PRINT/ EXPORT BILL/INVOICE

Print / Export Button is for Printing Invoice and for Exporting the Invoice Records.



Invoice

Super Civil CD

1802, Jamuna Amrut, 219, Patel Estate, SVRoad,
Jogeshwari(W), Mumbai - 400102

PHONE : 26783525 **CELL:** 9820792254
EMAIL: yaa@supercivilcd.com **URL :** www.supercivilcd.com

BILL TO :

XYZ
ABC Ltd
BEACHVIEW ,HILL ROAD,
BANDRA (W),MUMBAI -50
CELL: 9892306516 **PHONE :** 26285552
EMAIL: abc@mtnl.net.in

Invoice No: 1
DATE : 2/10/2009
Payment Due Date : 2/10/2009

Item No	Item Code	Item Name	Rate	Qty	Unit	Cost
1	1a	Super Civil Cd	1,500.00	5.00	NOS	7,500.00
2	1b	Super Rate Analysis	2,000.00	7.00	NOS	14,000.00
3	1c	Super Real Valuation	2,000.00	8.00	NOS	16,000.00
4	1d	QTY	1,800.00	9.00	NOS	16,200.00
5	1e	Roads	1,500.00	10.00	NOS	15,000.00
6	1f	Road Estimate	2,200.00	6.00	NOS	13,200.00
7	1g	Hvac Cost	1,500.00	7.00	NOS	10,500.00
8	1h	Electric Cost	2,000.00	5.00	NOS	10,000.00

M.VAT.R.C.NO : 27240072178V
C.S.T.R.C. NO: 27240072178C
For more info visit our website.
Interest @ 18% p.a will be Charged After Due Date
Subject to Mumbai Jurisdiction.
Cheque To Be Drawn In Favour Of : Super Civil CD

Rupees One Lakh Two Thousand Four Hundred Only

Subtotal: (Rs) 102400
Discount: (Rs) 0
Addition : (Rs) 0
VAT(%) 0
Vat Amt : (Rs) 0
Total : (Rs) 102400
Advance : (Rs) 0
Bill Amount : (Rs) 102400

The Preview will contain your Companies details , Client and Invoice / Bill details.
Also what we can see in the preview above is a toolbar.
The toolbar contains icons for Export, Print, Refresh, Find and Zoom.
You Can Click on the respective icons to obtain the desired results.
You can Export your Product list in PDF (.pdf) , Excel (.xls) , Word (.doc) etc Formats.

SHOW NEXT BILL / INVOICE

Once you are done with your Editing / Printing / Exporting your invoice you can
Edit your next invoice by clicking on "Show Next Invoice".

DELETING BILL/INVOICE

If you want to delete a particular Invoice / Bill, mention the Invoice number and Click on "Delete Invoice".

Click " Read Me " Button & gothrough Important Info.

STEP6 IS OVER

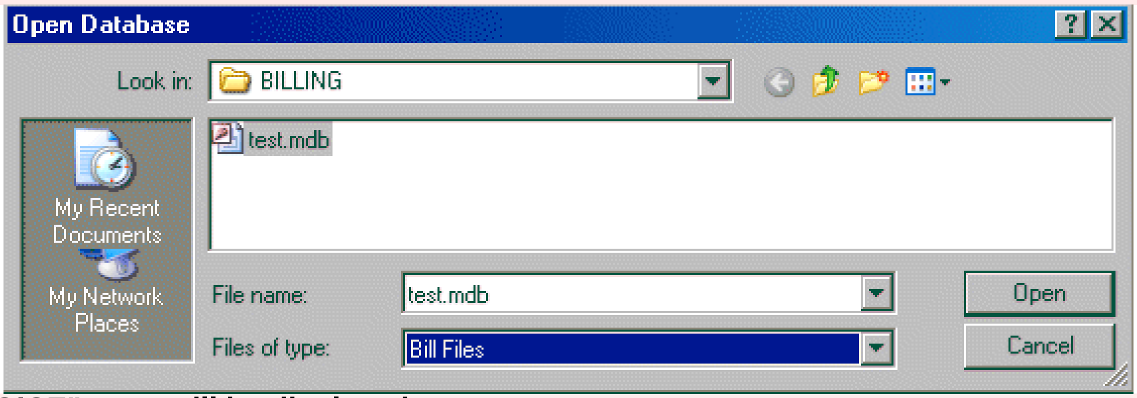
LEARN BILLING JI

STEP 7: View Invoice

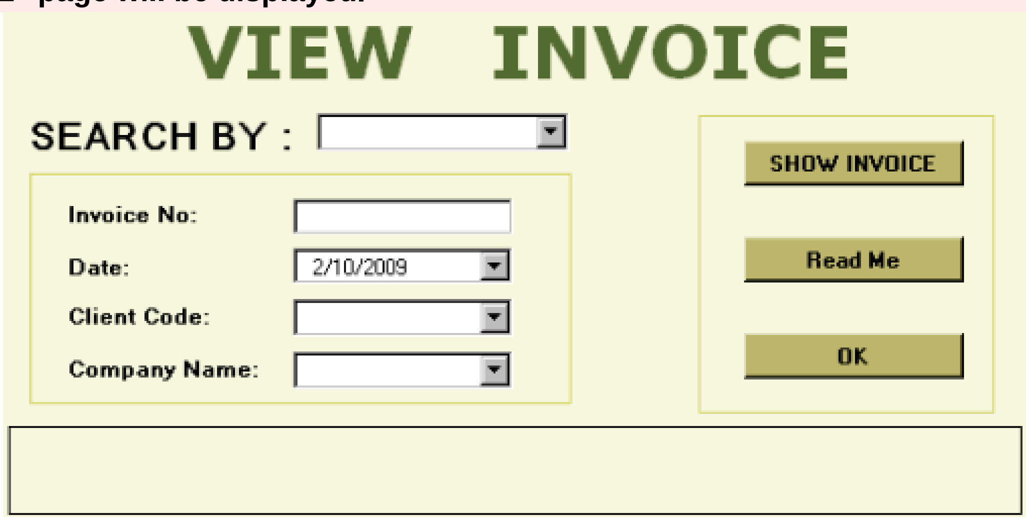
This Option is available so that a user can view / Search invoices according to Invoice no / Date / Clients.
Click on "BILL/INVOICE" from the Main Menu. A Drop Down Menu Appears .
Click On "VIEW INVOICE".

FILE COMPANY INFO ADD PRODUCTS ADD CLIENTS BILL/INVOICE LEARN UTILITIES EXIT

Following graphics will be displayed. You will have to open the file you created in Step No 1.
Click on "test.mdb". and click on open.



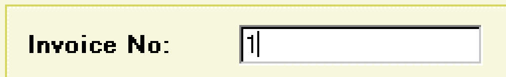
"VIEW INVOICE" page will be displayed.



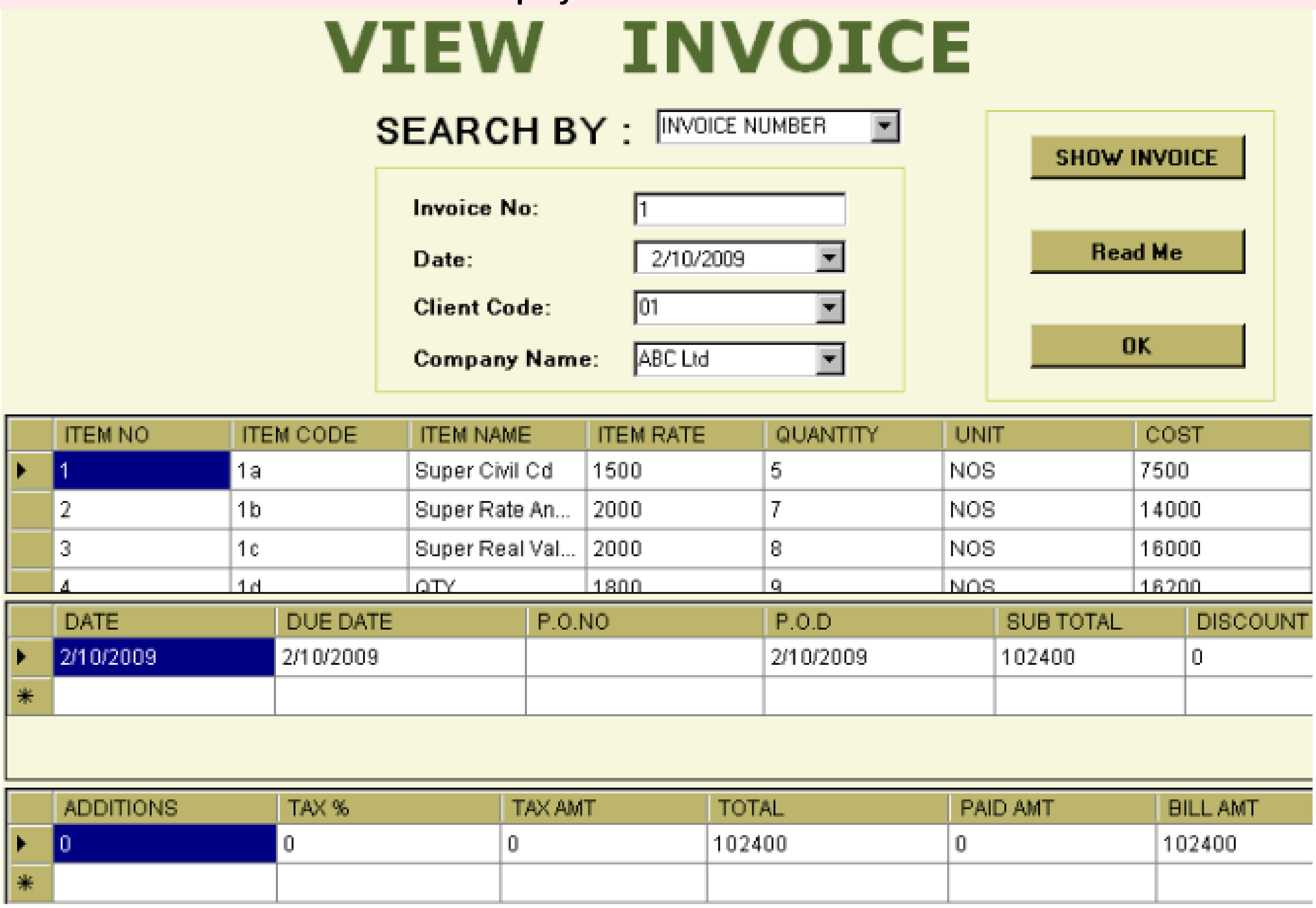
BY INVOICE NUMBER

Inorder to view a particular invoice by invoice number, select INVOICE NUMBER in the "SEARCH BY"
Cateogory.

Next, enter the desired invoice Number .



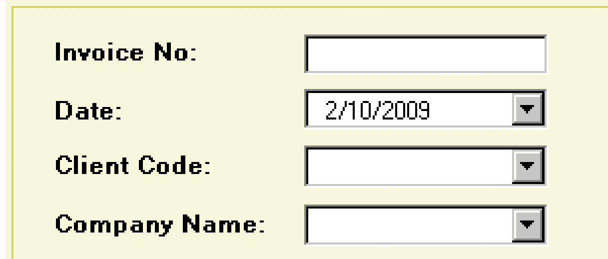
Click on SHOW INVOICE Button. The display will be as follows.



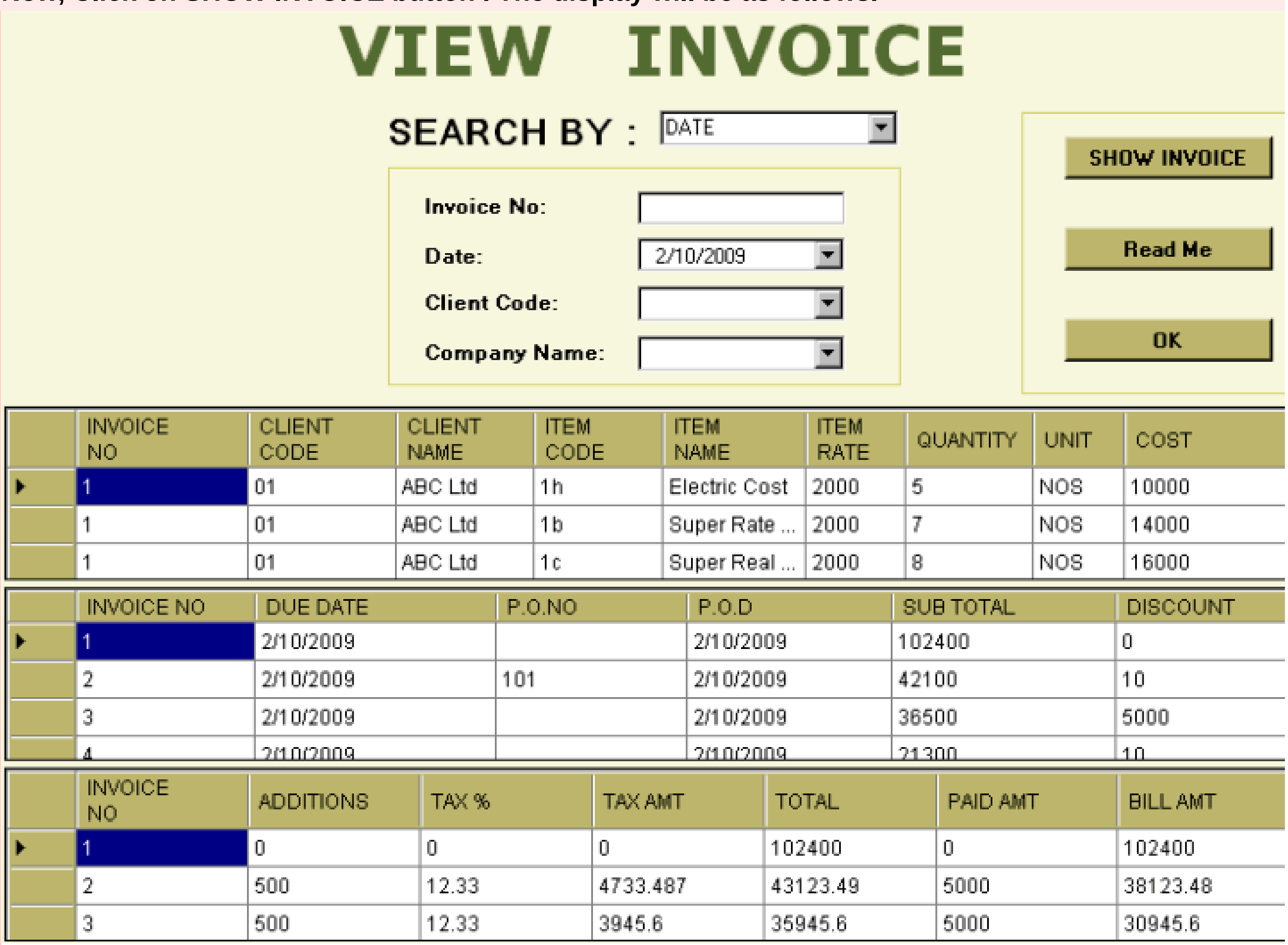
BY DATE

In Order to view a particular invoice by invoice number, select DATE in the "SEARCH BY" category.

Next, Select the Desired Date.



Now, Click on SHOW INVOICE button . The display will be as follows.



INVOICE NO	CLIENT CODE	CLIENT NAME	ITEM CODE	ITEM NAME	ITEM RATE	QUANTITY	UNIT	COST
1	01	ABC Ltd	1h	Electric Cost	2000	5	NOS	10000
1	01	ABC Ltd	1b	Super Rate ...	2000	7	NOS	14000
1	01	ABC Ltd	1c	Super Real ...	2000	8	NOS	16000

INVOICE NO	DUE DATE	P.O.NO	P.O.D	SUB TOTAL	DISCOUNT
1	2/10/2009		2/10/2009	102400	0
2	2/10/2009	101	2/10/2009	42100	10
3	2/10/2009		2/10/2009	36500	5000
4	2/10/2009		2/10/2009	21300	10

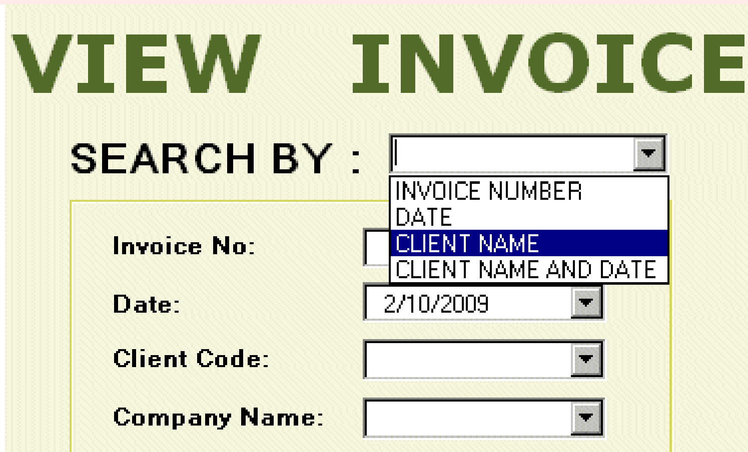
INVOICE NO	ADDITIONS	TAX %	TAX AMT	TOTAL	PAID AMT	BILL AMT
1	0	0	0	102400	0	102400
2	500	12.33	4733.487	43123.49	5000	38123.48
3	500	12.33	3945.6	35945.6	5000	30945.6

What we see above are three tables which display data related to the date specified.

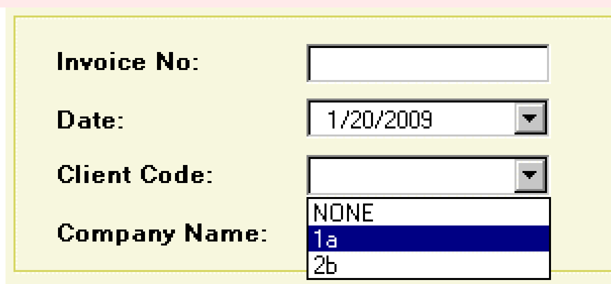
The first table shows Invoices Created on that particular date.
Also according to invoice numbers the items included in that invoice and corresponding rates, quantity, unit and cost.
In the second table we again see a mention of the invoice numbers and their corresponding Due date,
Purchase Order no (PON), Purchase Order Date (POD), its Subtotal and Discount.
The Third Table shows Additions, Tax(%), Tax Amount, Total, Paid Amount and Bill Amount.

BY CLIENT (COMPANY) NAME

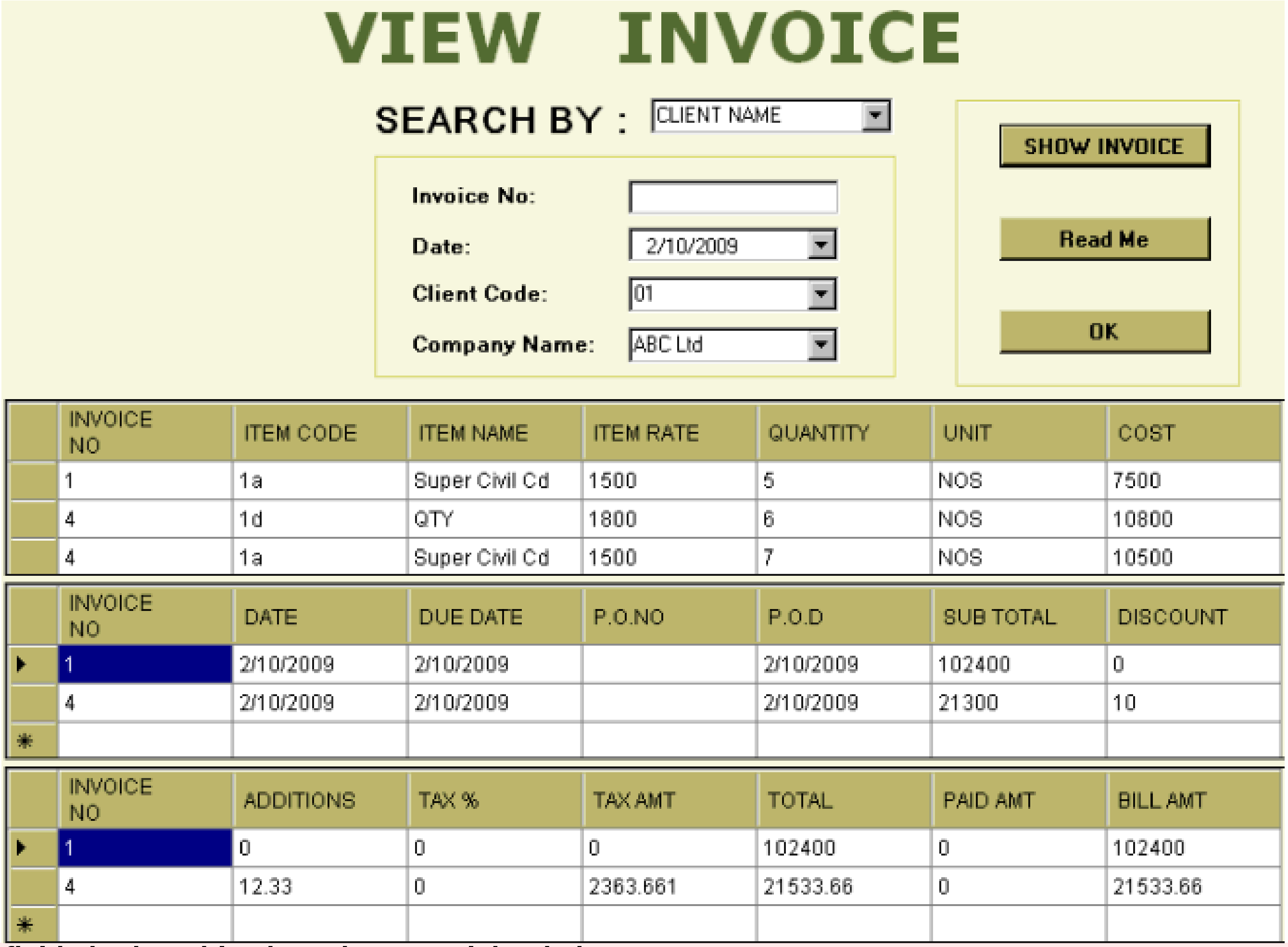
If you want to view invoices created for a particular client, select "CLIENT NAME " in the "SEARCH BY"
category.



Next, select the client.



Click on "SHOW INVOICE". The display will be as follows.



	INVOICE NO	ITEM CODE	ITEM NAME	ITEM RATE	QUANTITY	UNIT	COST
	1	1a	Super Civil Cd	1500	5	NOS	7500
	4	1d	QTY	1800	6	NOS	10800
	4	1a	Super Civil Cd	1500	7	NOS	10500

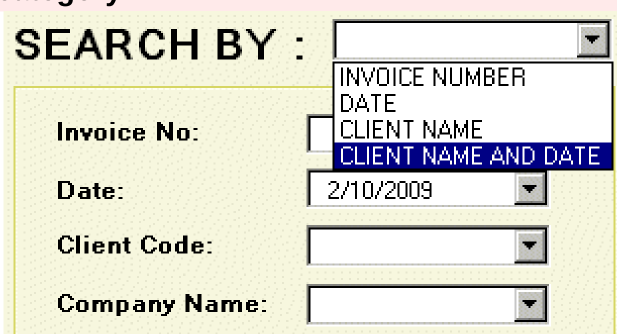
	INVOICE NO	DATE	DUE DATE	P.O.NO	P.O.D	SUB TOTAL	DISCOUNT
▶	1	2/10/2009	2/10/2009		2/10/2009	102400	0
	4	2/10/2009	2/10/2009		2/10/2009	21300	10
*							

	INVOICE NO	ADDITIONS	TAX %	TAX AMT	TOTAL	PAID AMT	BILL AMT
▶	1	0	0	0	102400	0	102400
	4	12.33	0	2363.661	21533.66	0	21533.66
*							

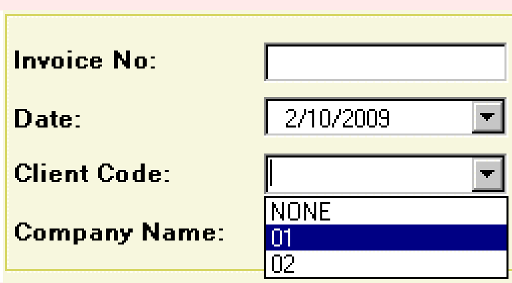
The fields in the tables have been explained above.

BY CLIENT (COMPANY) NAME AND DATE

If you want to view invoices created for a client on a particular date, select "CLIENT NAME AND DATE" in the "SEARCH BY" category.



Next, select the Client and Date.



Now, just click on "SHOW INVOICE". The display will be as follows.

INVOICE NO	ITEM CODE	ITEM NAME	ITEM RATE	QUANTITY	UNIT	COST
1	1a	Super Civil Cd	1500	5	NOS	7500
4	1d	QTY	1800	6	NOS	10800
4	1a	Super Civil Cd	1500	7	NOS	10500

INVOICE NO	DUE DATE	P.O.NO	P.O.D	SUB TOTAL	DISCOUNT
1	2/10/2009		2/10/2009	102400	0
4	2/10/2009		2/10/2009	21300	10

INVOICE NO	ADDITIONS	TAX %	TAX AMT	TOTAL	PAID AMT	BILL AMT
1	0	0	0	102400	0	102400
4	12.33	0	2363.661	21533.66	0	21533.66

SORTING

If sorting of any fields is required at any point then it can be done in Ascending Or descending order by Clicking on that fields header (Invoice No, Item No, Item Name, Item Rate, Quantity, Unit, Cost, date, subtotal,.........etc) in the grid
A downward or upward arrow denotes sorting in Descending or Ascending order .
An Example is shown below. (sorting of invoice no in descending order).

INVOICE NO ▽	ITEM CODE	ITEM NAME	ITEM RATE	QUANTITY	UNIT	COST
3	1d	RCF	3000	6	NOS	18000
3	1c	QTY	1800	8	NOS	14400
1	1b	Super Rate Analy...	2000	7	NOS	14000
1	1a	Super Civil Cd	1350	5	NOS	6750

Click " Read Me " Button & gothrough Important Info.

STEP 7 IS OVER

OTHER SOFTWARES:

SUPER CIVIL CD - Single Point Solution To Your Civil Engineering Needs

SUPER RATE ANALYSIS - Rate Analysis Of 1299 Nos. Of Civil Engineering Items

2D FRAME ANALYSIS - Discover The Beauty Of Structural Analysis

R C F - A Software for Analysis, Design, Estimation & Costing of RCC Floors

S S F - Analysis, Design, Estimation & Costing of Steel Buildings, revised as per IS 800 : 2007

Q T Y - Quantity Estimation & Cost, Project Control

SUPER REAL VALUATION - A Software For Immovable Properties

ROADS - Pavement Design & Rate Analysis Of Road Items

ROAD ESTIMATE - Quantity Estimation & Cost, Project Control For Road

ELECTRIC COST - Costing, Project Control & MDS For Electrical Projects

HVAC COST - Costing, Project Control & Design For HVAC Engineers

RA BILL - A Database Management Software For Item Rate Contract Billing

BUILDERS BILL - A Database Management Software for Billing of Lump sum Contracts

BID ANALYSIS - A Software For Technical & Commercial Tender Analysis

RAFT FOUNDATION - Analysis, Design, Estimation, Costing & Drawing of RCC Raft Foundation

STEEL 2007 - Limit State design of Steel as per IS 800 : 2007

SITE CONTROL - A Management Software for Resource Control At Site.

DESIGN & DRAWING CONTROL - A DBM Software for Control of Design & Drawing Manhours.

COMPOSITE - A Software for Analysis, Design, Costing & Drawing of Composite Floor Buildings

INSTA COST - A Software for Estimating Project Cost & Tender SOQ Instantly

FLAT SLAB - A Software for Analysis, Design, Estimation, Costing & Drawings of Flat Slabs

FLAT RAFT - A Software for Analysis, Design, Estimation, Costing & Drawings of Rigid RCC Flat Rafts

OPTIMIZE_BAR - A Software for Optimization of Reinforcements from Existing Bar Bending Schedule

OPTIMIZE_STEEL - A Software for Optimization of Steel Sections from Existing Fabrication Drawing

AutoQty - A Software for Automatic Quantity & Cost Estimation from AutoCAD Drawings