F-Billing Revolution 2015 User Manual

Table of Contents

1 Introduction

F-Billing Revolution 2015

Fast & Enjoyable Billing software for Windows

F-Billing Revolution 2015 is one of the fastest invoicing software solutions available for download.
It won't just help you edit professional invoices but will also e-mail them instantly to your clients as PDF's.

Happy Invoicing!

F-BILLING Soft

2 Quick Start Guide

1. At main menu click on **Settings tab >> Company settings**

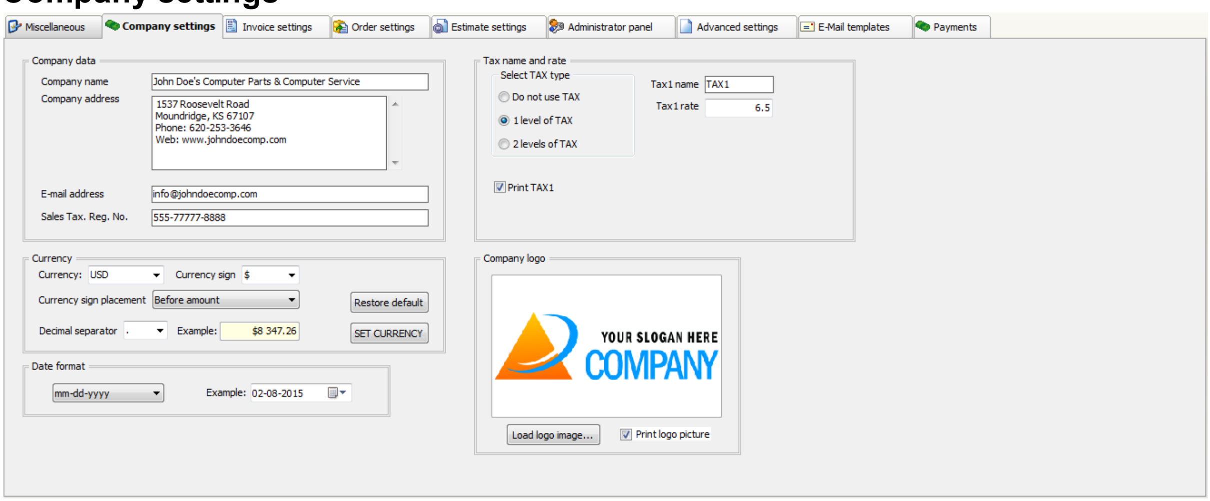
2. Setup your company name, address, tax names and rates, currency and date format

3. (optional) Browse to your company logo file. (BMP,JPG or PNG image files accepted)
Some experience of course will be needed to get a good looking result.
Just make the "Print logo picture" unchecked if you don't want to print logo pictures on invoices estimates and orders.

4. When you have finished making the changes, click on **Save settings** toolbar button

5. Now click to the **Invoices tab >> Create new invoice** where you can start creating your first invoice.

Company settings



Company name: your company name or personal name

Company address: your company address, tel, fax or web address goes here

Company address: your company email address goes here

Sales tax reg. no. (optional): sales tax registration number or any other identifier

Currency group-box: select or enter your currency, select or enter the currency sign and select the decimal separator.
Click on "SET CURRENCY" button to apply the settings

Date format: select your date format from drop-down list

yyyy - year value 4 digits
mm - month value 2 digits
dd - day value 2 digits

Tax1 name and rate: default tax1 name and rate (for example: TAX1,VAT,GST ,PST)

Tax2 name and rate: default tax2 name and rate (TAX2,VAT,GST ,PST)

Company logo: company logo image (appears on invoices, estimates and orders) . Print logo image: Make unchecked if you don't want to print company logo. (BMP,JPG or PNG image files accepted)

When you've finished editing the fields, click on "Save settings" toolbar button.

3 Invoice Email Settings

F-billing Revolution 2015 has a built-in email module and supports emailing invoices internally.
It will not open and use any external software like Outlook Express or Windows Mail or Mozilla Thunderbird when emailing.

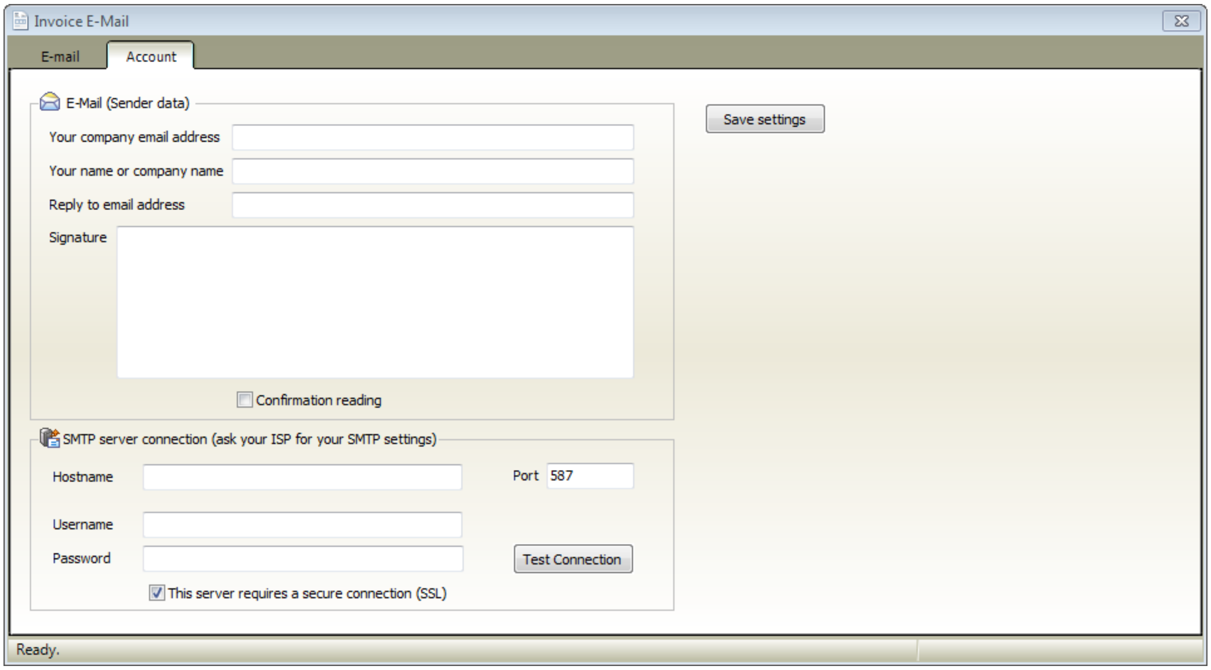
Only the connection information needed to your SMTP (outgoing mail) server.

If you have a working e-mail client software (Outlook express, Windows Mail, Mozilla Thunderbird) f-billing needs the same SMTP settings or configuration for sending mail as your e-mail client on your computer or you can ask your ISP (Internet Service Provider) for your SMTP settings.
Please note, any email service that requires a web browser to send emails won't work with f-billing. (Except the Google Mail)

If you haven't got any SMTP settings:
- create a free Google Mail account (GMail comes with SMTP server)
- or choose one of the following emailing services: (MailGun, or Mandrill) Just sign-up and find your SMTP (outgoing mail server) settings under your account. Our software tested and works well with GMail, MailGun or Mandrill SMTP servers.

Invoice Email Settings:
First you need to **select an existing invoice** after click on Email Invoice button **to open the email window**.

Click on the Account tab under Invoice email window



Your company email address: company or personal email address goes here (sender email address)

Your name or business name: company name or your name (sender name)

Reply to email address: You can make your reply-to address different from your sending address, leave blank if same as sender address

Signature: Create an email signature text that appears at the end of your email messages automatically

Confirmation reading: A read receipt email informs you that your message has been opened. However, do not rely solely on these receipts because the message recipient has the option to decline to send read receipts

Hostname: your SMTP server hostname (get this info from your email client or ask your ISP)

Port: default value 25, (if secure connection SSL checkbox is checked the port number needs to be 587 or 465)

Username/ Password: typically the username is your email address (try filling in the username/password from your ISP)
The password is case sensitive, make sure you match the case when typing in your password.

Secure connection (SSL): Email encryption, some SMTP server requires a secure connection.
Make it checked if you get email errors. If checked the port number needs to be 587 or 465 (in most cases)

When you've entered all necessary information, click on "Save Settings" button to save changes

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If you haven't got SMTP server then signup for (GMail, MailGun or Mandrill) and you can use
the corresponding SMTP Connection example:

for Google Mail (GMail):

Hostname: smtp.gmail.com
Username: your gmail email address
Password: your gmail email password (Case sensitive!)
Port: 587
SSL connection: make it checked
Company email address: your gmail email address (must be the same as the username!)

for MailGun: (login to your MailGun account and click on "Domains" tab to get your SMTP credentials)

Hostname: smtp.mailgun.org
Username: your Mailgun SMTP username
Password: your Mailgun SMTP password (Case sensitive!)
Port: 587 or 465 (Both are SSL port and both work)
SSL connection: make it checked

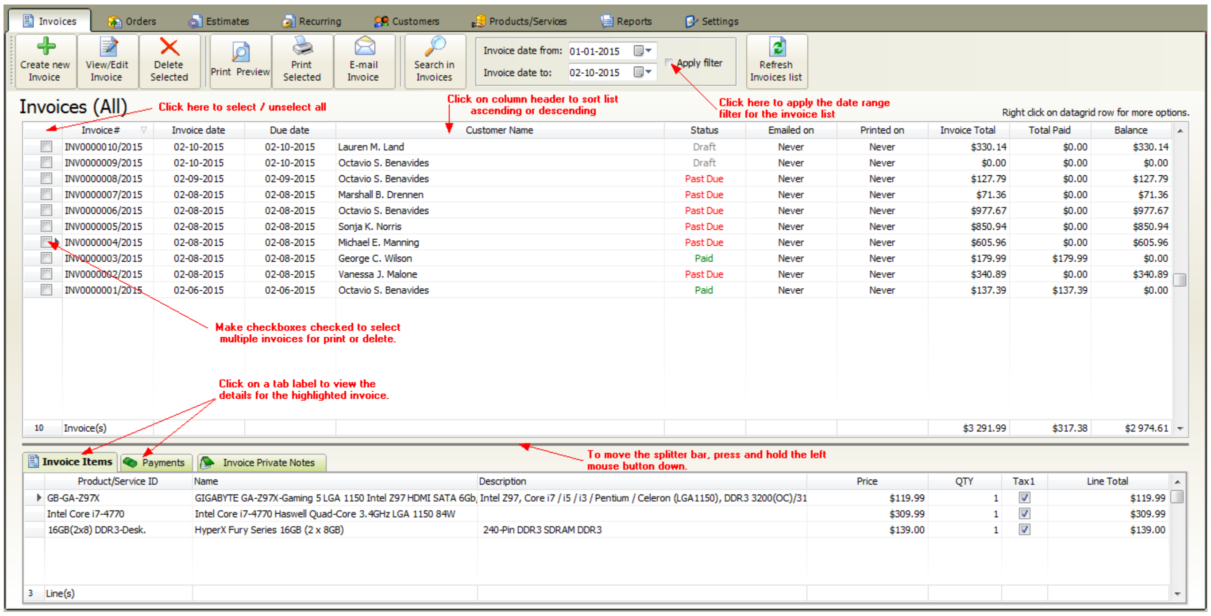
for Mandrill: (login to your Mandrill account to get your outgoing email credentials)

Hostname: smtp.mandrillapp.com
Username: your mandrill email address
Password: your mandrill api key (Case sensitive!)
Port: 587
SSL connection: make it checked

4 Invoices

At main window click on **Invoices tab**

This is the default tab after starting the billing software.
Under the invoices tab you can **manage your invoices database** for the current company account.
(note: You can create unlimited company accounts. Each company account has a separated invoices database.)



The following options available

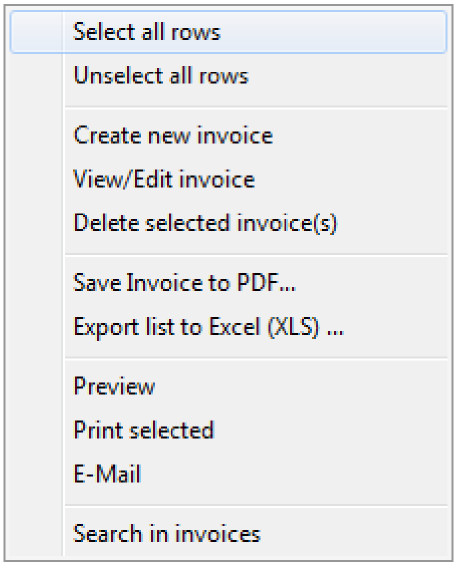
- Create new invoice
- Selecting invoice(s)
- Editing existing invoice
- Deleting invoice(s)
- Search in invoices list
- Filtering invoices by date range
- Printing invoices
- Emailing invoices

Selecting invoices

- If you would like to edit, view or delete an invoice then first you need to select by clicking on a datagrid row.
- Double click on the listing to open the invoice detail window

- Make the checkbox(es) checked near the "Invoice#" column to select multiple invoices. (usable for printing and deleting)

Right click on the invoices datagrid to open the popup menu:



Deleting invoices

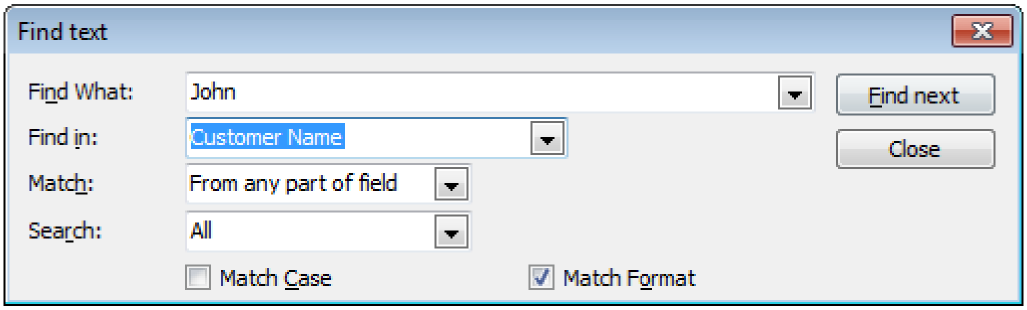
- If you would like to delete only one invoice just select (highlight) and click on delete button.
- To delete multiple invoices select multiple rows by setting checked the checkboxes at left side. After click on delete button.

Sorting invoices list:
1. Click a column heading to sort by it.
2. The heading of the sort column contains an arrow whose direction indicates the sort order, up for ascending (0-9, A-Z) and down for descending (Z-A, 9-0).
3. To switch between descending and ascending sort order, click the column heading.

Filtering invoices by date range
You can group your customers into categories. Click on a category row in category list to filter the listing by selected category.

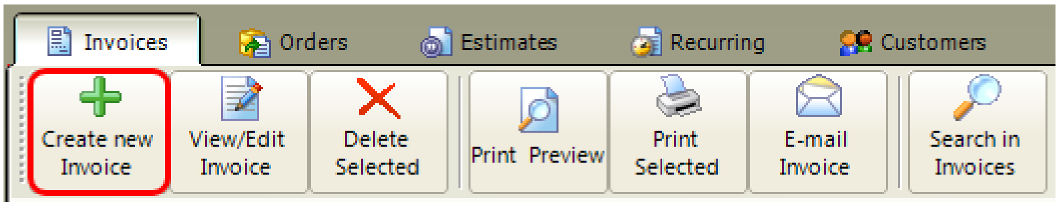
Search in invoices
If you have hundreds or thousands of invoices use the search pop-up window to find an invoice by keyword.
Click the Search button to perform the search.

Search window

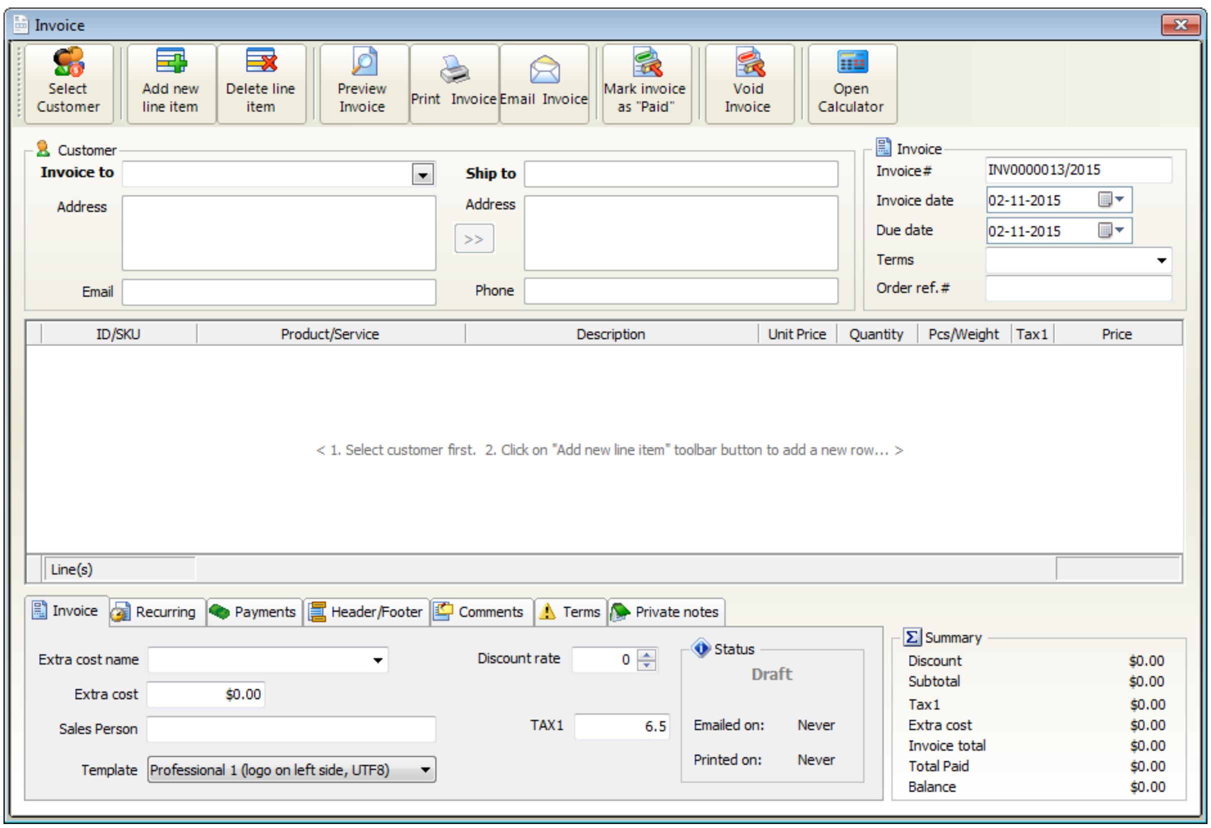


4.1 Creating an Invoice

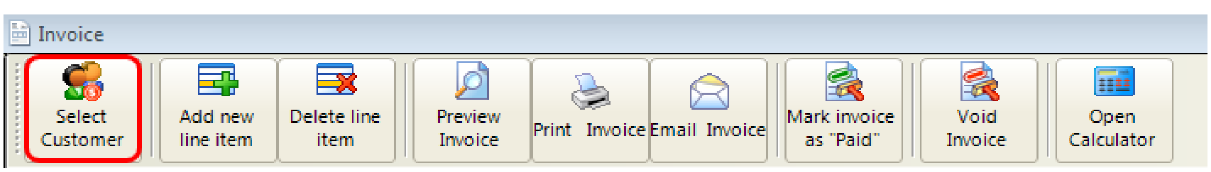
At main window click on **Invoices tab >> Create new Invoice**



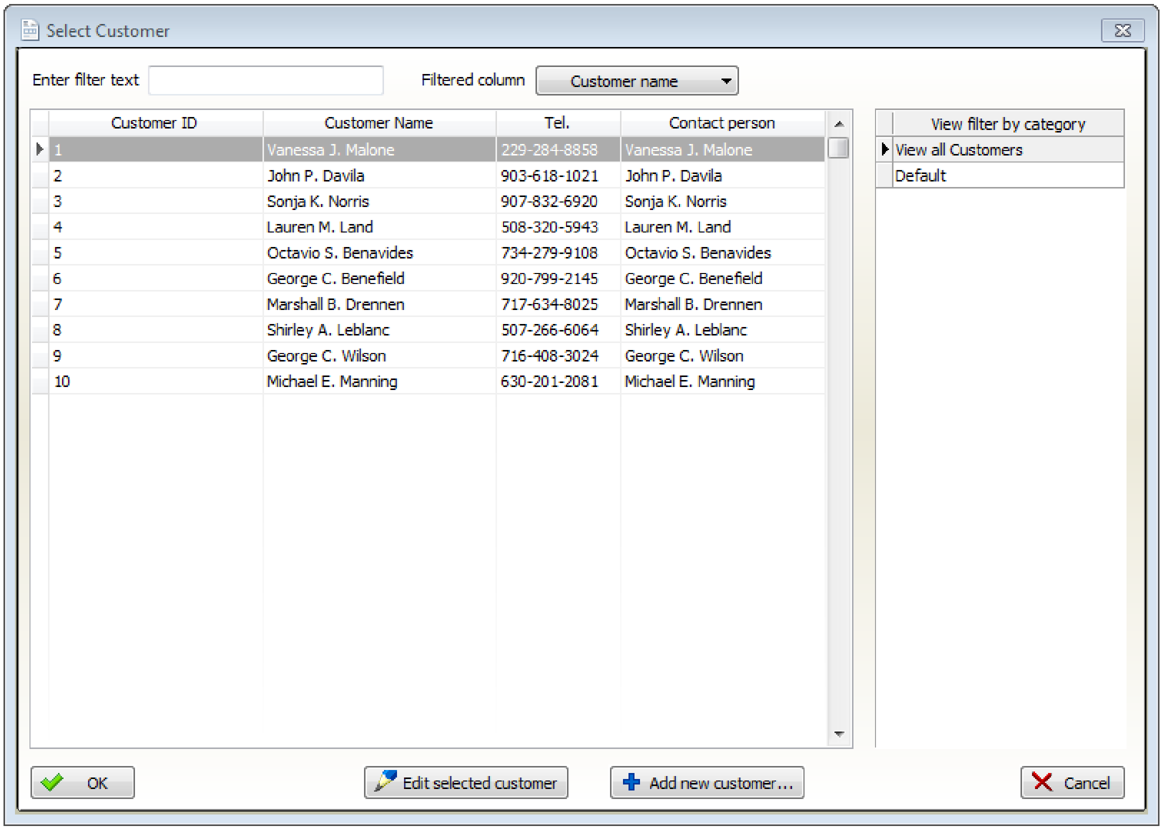
This will open the new Invoice window



1. First you need to select the customer for the new invoice, click on **Select Customer button**



This will open the **select customer window**



Select a customer or add a new customer.
If you have a lot of customers you can filter the list by
- clicking on a category line
- typing the first 1-3 letters of the customer name to the filter text field.
After click on **OK**

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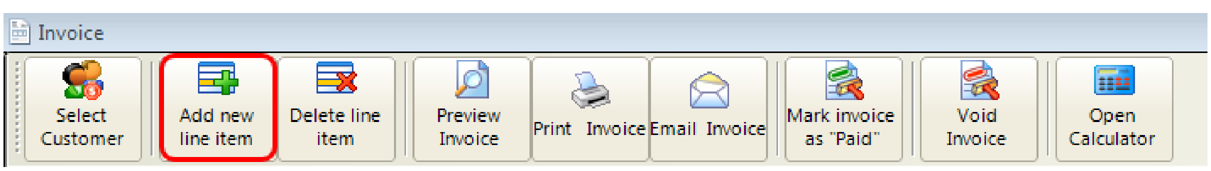
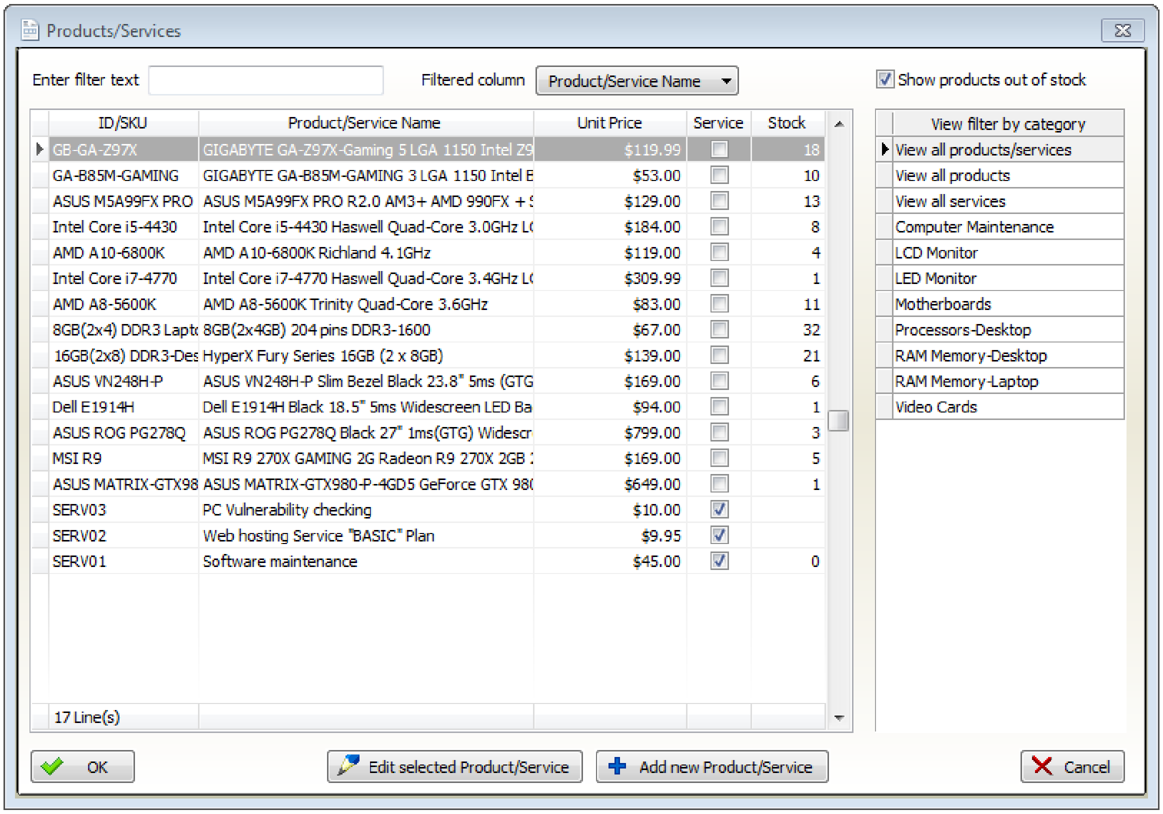
2. Add lines items for the invoice. Click on **Add new line item** button



This will open the Product/Services Window



Select a product or add a new product.
If you have a lot of products you can filter the list by
- clicking on a category line
- typing the first 1-3 letters of the product name to the filter text field.
After click on **OK**

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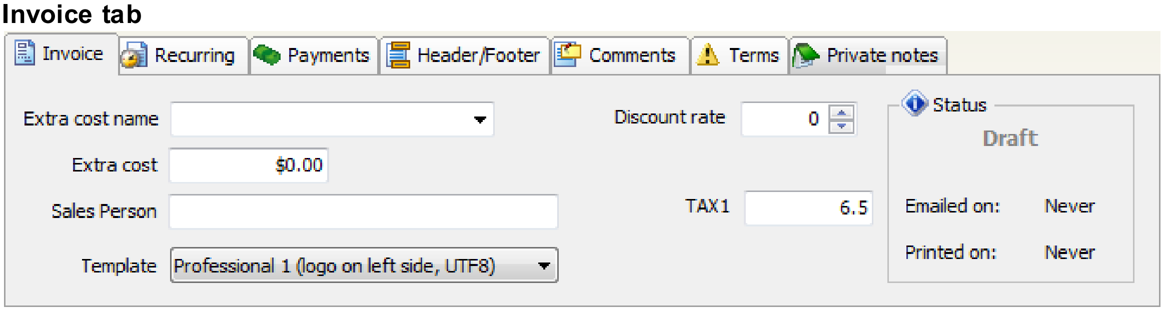
3. Set up additional settings:

Invoice tab



Extra cost name: enter extra cost name here (p.e. shipping, handling,postage etc.) or select from the predefined text (appears on printed invoices)

Extra cost: the extra cost value (no tax calculated on this value)

Sales person: by default the logged in username here. Under reports menu you can create sales

reports by sales person

Template: This is the template that will be used to generate the print version of the invoice. Use the preview button to check the invoice before print.

Discount rate: overall discount rate for the invoice (the discount rate will be applied on the invoice subtotal)

Tax1 rate, Tax2 rate: The tax rate for this invoice. The default value is comes from the customer record if present and system settings if not. if the customer record marked as 'TAX Exempted' then no tax will be calculated on the invoice

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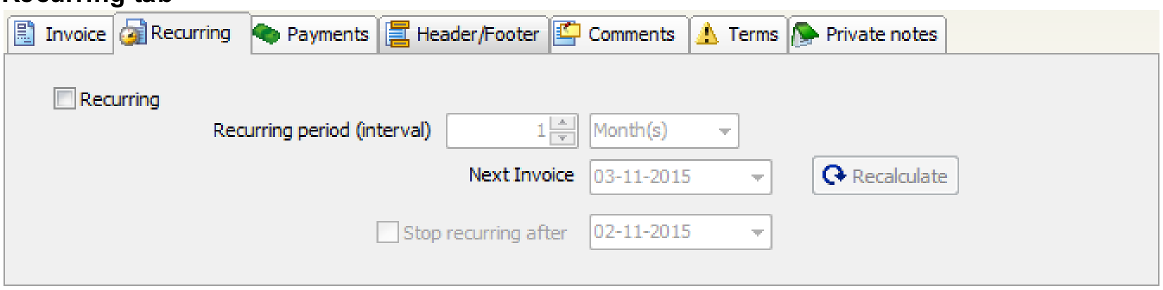
Recurring tab



Recurring: make it checked if you would like to automatically create invoices at given date intervals

Recurring period: enter the interval (p.e. 14 day, 1 month, 3 month(s), etc.)

Next invoice: This is the date when the next recurring invoice will be generated.

Stop recurring after: Make it checked, if you would like to specify the date to stop recurring the invoice.

Recalculate: create or regenerate the next invoice date based on recurring period

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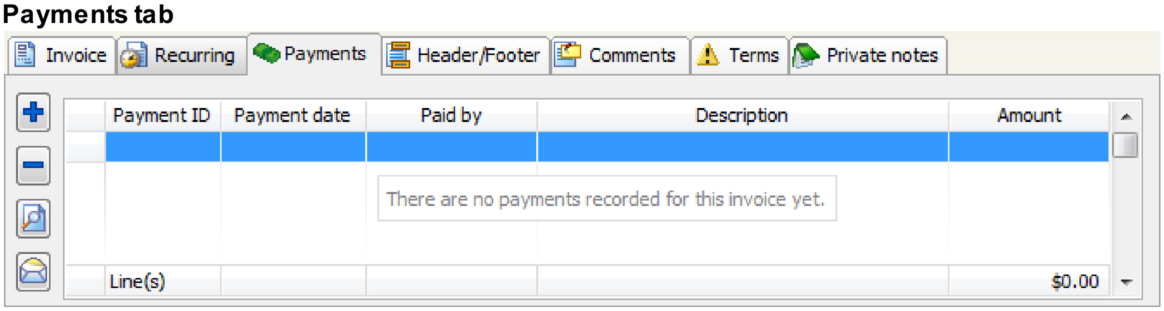
Payments tab



Under this tab you can record payments for the invoice.Also you can send payment receipt email. For more info see the Payments section

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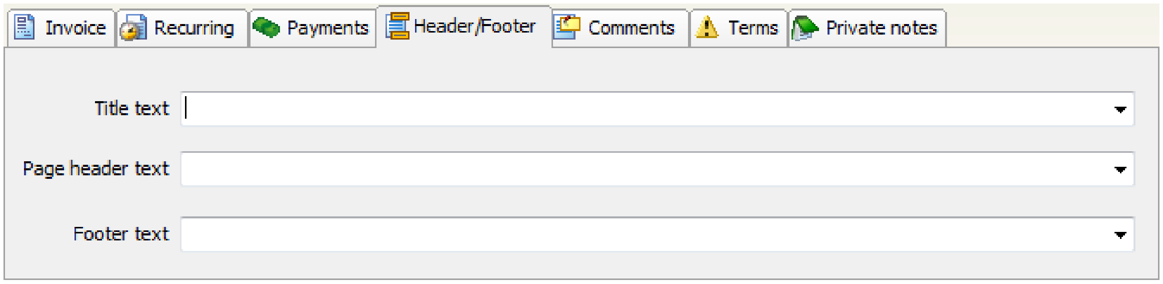
Header/Footer tab



Title text: Invoice title goes here, appears on invoice only once. You can choose from the predefined list of header lines

Page header text: Page header goes here, (if multiple pages then appears on all invoice pages), You can choose from the predefined list of header lines

Page footer text: Page footer goes here, (if multiple pages then appears on all invoice pages), You can choose from the predefined list of footer lines

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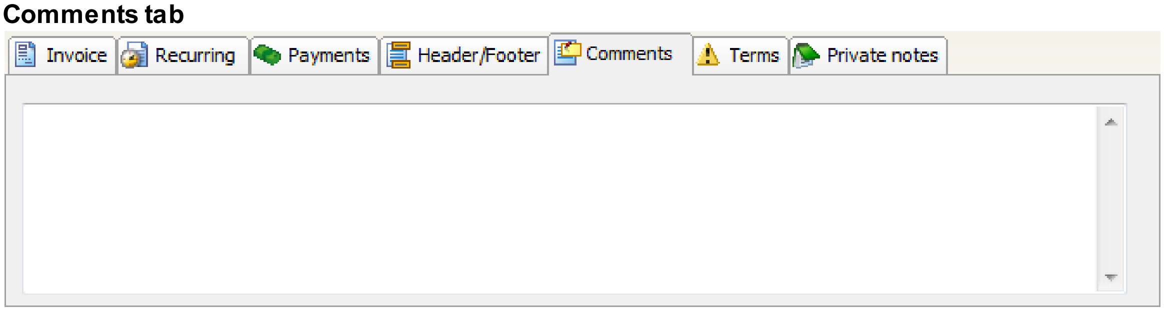
Comments tab



Comments: comments text goes here appears on printed invoices

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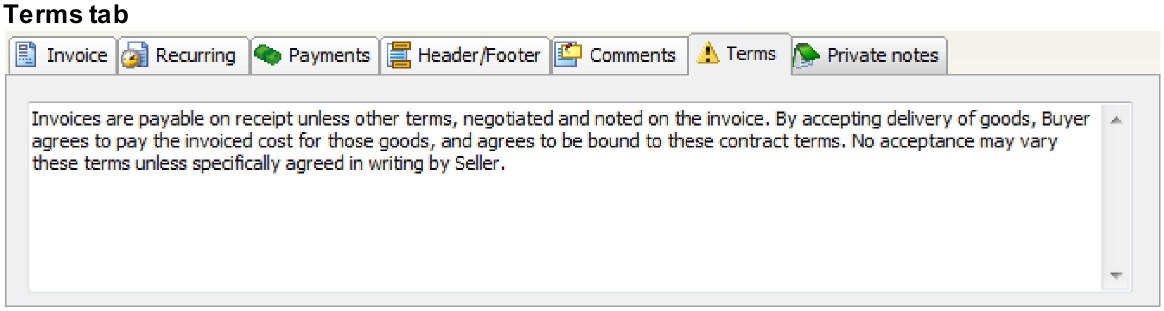
Terms tab



The default terms and conditions text for the new invoice. Appears on printed invoice

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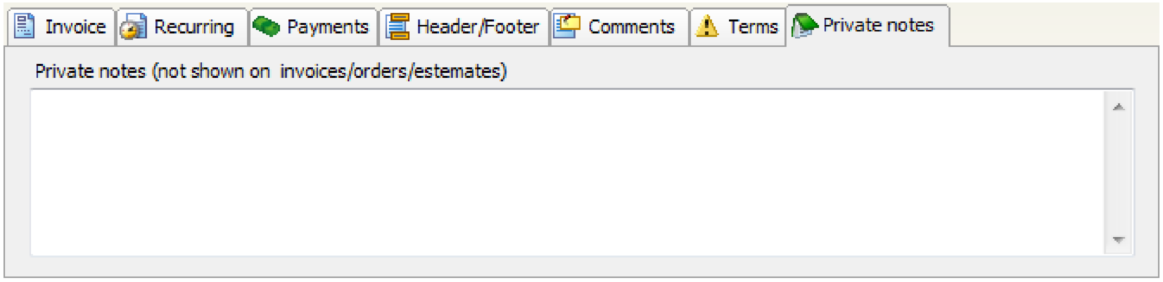
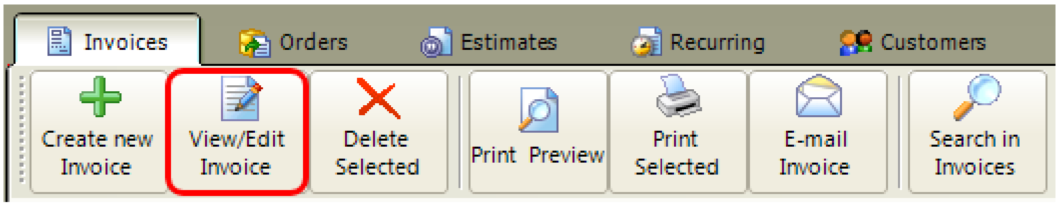
Private notes tab



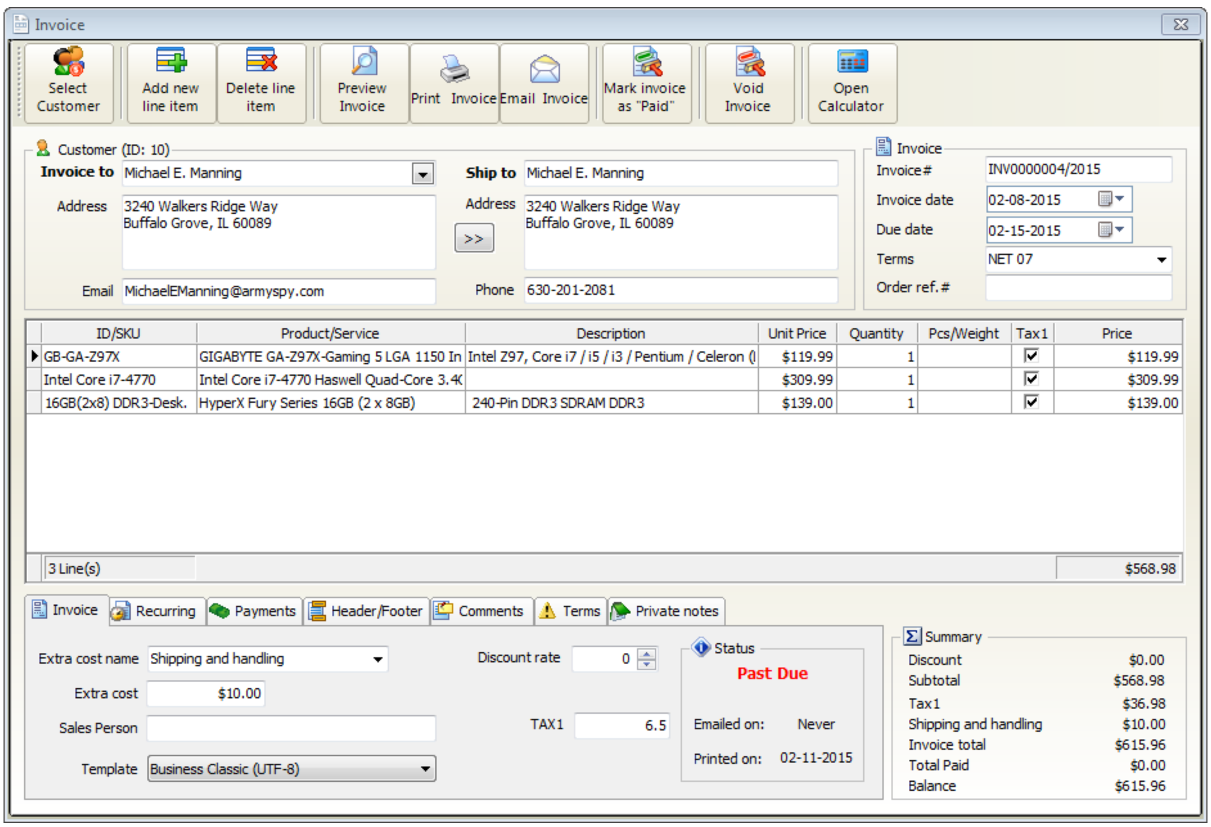
Private notes: any notes text for the invoice, not appears on printed invoices

4.2 Editing an Invoice

1. At main menu click on **Invoices tab**
2. **Click on the invoice line** to select it
3. Click on **Edit/View Invoice button** or double click on the invoice line to edit



This will open the Invoice window

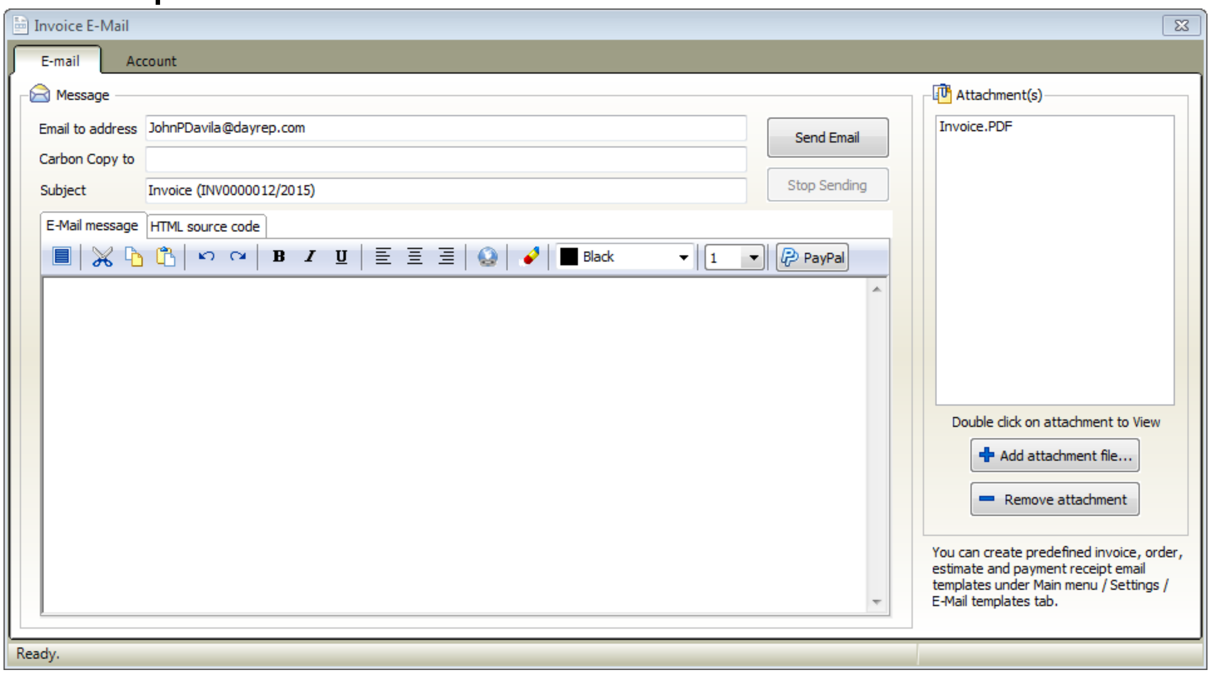


When you've finished editing the fields, just close the window. Your changes will be saved automatically .

4.3 Emailing an Invoice

Click on the **Email Invoice** toolbar button

This will open the Invoice E-mail button



The first thing you'll need to do is: set up your email account. Without this you cannot send email messages.

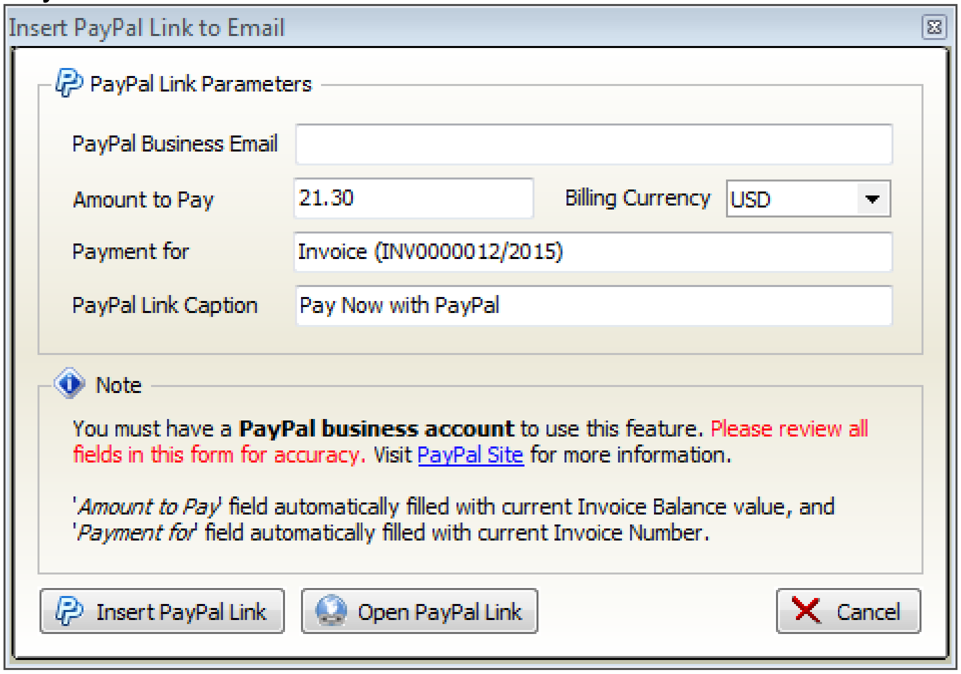
The current invoice will be automatically attached to the email message.
You can attach other files to the message just click on "Add attachment file..." button.

Make sure the "Email to address" field contains a valid email address

Email message body: enter the message body text here You can create predefined invoice email template under the "Settings" menu tab. The email message body will be automatically filled with the template text. Placeholders in the template text will be automatically replaced with the current invoice values.

When you've finished editing the fields, click on "Send email" button to send the message.

(optional) You can attach PayPal payment link to your invoice email, Just click on PayPal toolbar button



PayPal business account: your PayPal business account email address goes here. You must have a PayPal business account to use this feature.

Amount to Pay: You can enter amount to pay to this field. By default this field will be automatically filled with the current invoice balance.

Billing currency: Select your currency from the list. (PayPal accepts only the listed currencies)

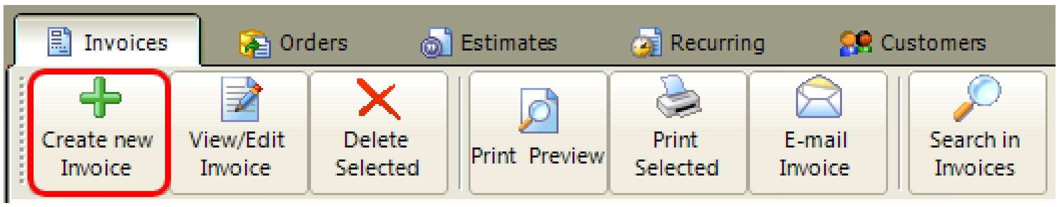
Click on **Open PayPal link to test** your payment link

Click on **Insert PayPal link** to place the PayPal payment link into the email message.
Your customer can pay for your invoice by clicking on the PayPal link.
Also you can insert PayPal payment button into invoice to get paid faster.

4.4 Recurring Invoices

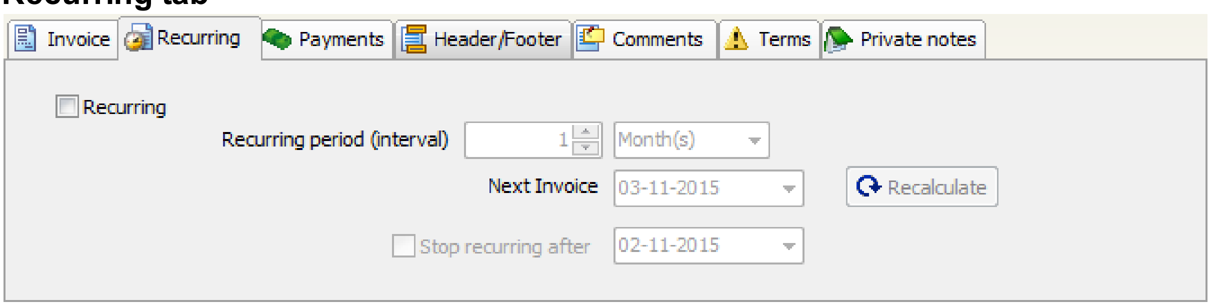
F-Billing Revolution supports recurring invoicing. This is useful if your business needs to send invoices on a repeat basis.
You can specify a schedule for a recurring invoice and F-Billing Revolution automatically generates invoices based on this schedule.

1. Create a standard invoice first



2. Select customer, and line items for the invoice
3. Click on Recurring tab under the invoice window and make the Recurring chekbox checked
4. To setup a schedule for the recurring invoice you need to enter the interval and make sure the next invoice date value is correct
5. Close the invoice to save

Recurring tab



Recurring: make it checked if you would like to automatically create invoices at given date intervals

Recurring period: enter the interval (p.e. 14 day, 1 month, 3 month(s), etc.)

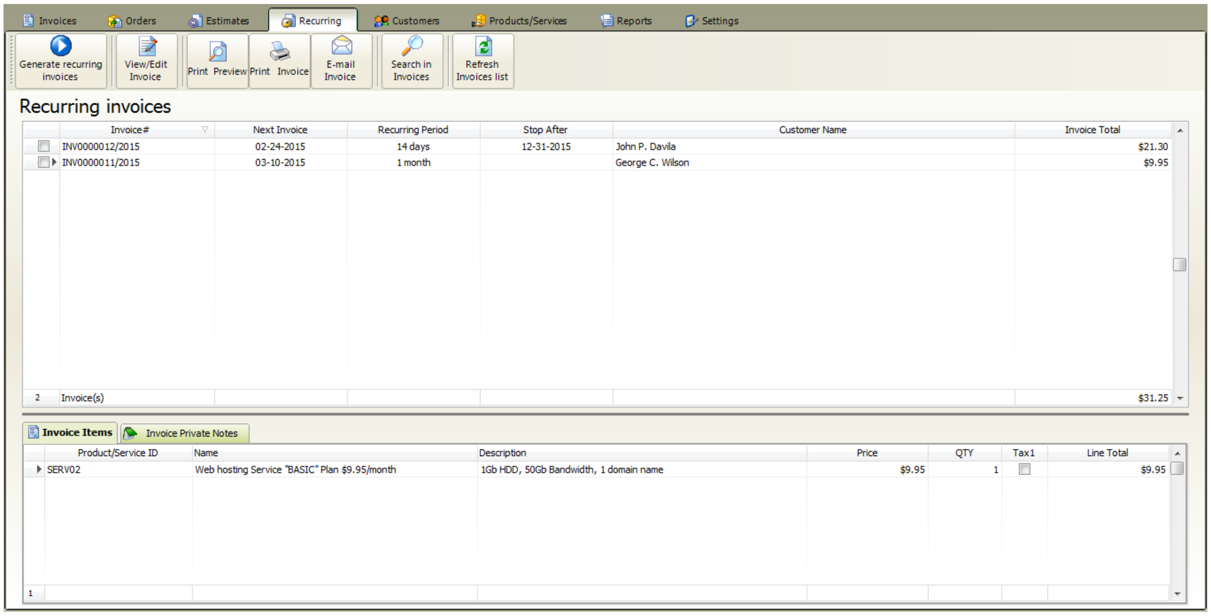
Next invoice: This is the date when the next recurring invoice will be generated.

Stop recurring after: Make it checked, if you would like to specify the date to stop recurring the invoice.

Recalculate: create or regenerate the next invoice date based on recurring period

The recurring invoice tab is a summary view of the list of recurring invoice that

you have created.



When you start f-billing it will checks automatically if any recurring invoices are ready. Click on Generate recurring Invoices tab - this checks if any recurring invoices are ready and automatically create invoices at given date intervals.

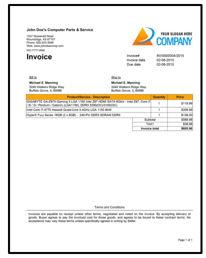
4.5 Invoice templates

The following invoice templates are available

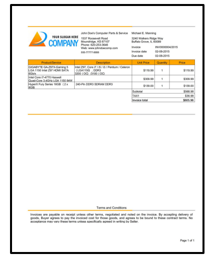
Professional1 Left Logo (utf-8)

Professional2 Right Logo

Simplified1 Left Logo



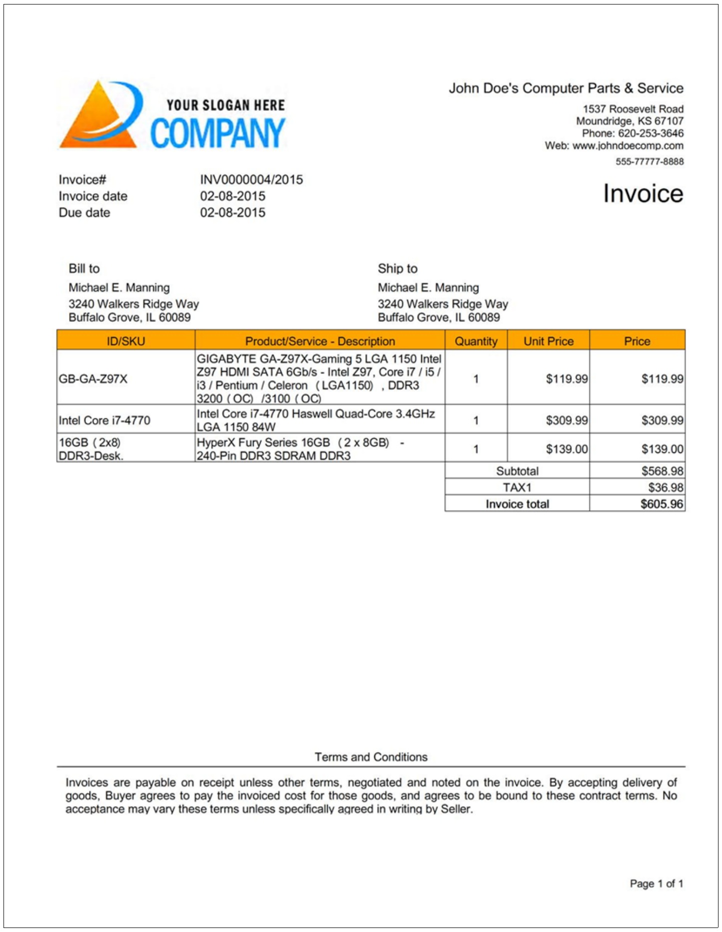
Simplified2 Right Logo



Business Classic (utf-8)

Utf-8 templates using unicode (Arial Unicode MS) font set for display any international characters.

Professional1 Left Logo (utf-8)



John Doe's Computer Parts & Service
1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com
555-77777-8888

Invoice

Invoice#	INV0000004/2015
Invoice date	02-08-2015
Due date	02-08-2015

Bill to	Ship to
Michael E. Manning	Michael E. Manning
3240 Walkers Ridge Way	3240 Walkers Ridge Way
Buffalo Grove, IL 60089	Buffalo Grove, IL 60089

ID/SKU	Product/Service - Description	Quantity	Unit Price	Price
GB-GA-Z97X	GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s - Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron （LGA1150）， DDR3 3200（OC）/3100（OC）	1	$119.99	$119.99
Intel Core i7-4770	Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150 84W	1	$309.99	$309.99
16GB（2x8） DDR3-Desk.	HyperX Fury Series 16GB （2 x 8GB） - 240-Pin DDR3 SDRAM DDR3	1	$139.00	$139.00
		Subtotal		$568.98
		TAX1		$36.98
		Invoice total		**$605.96**

Terms and Conditions

Invoices are payable on receipt unless other terms, negotiated and noted on the invoice. By accepting delivery of goods, Buyer agrees to pay the invoiced cost for those goods, and agrees to be bound to these contract terms. No acceptance may vary these terms unless specifically agreed in writing by Seller.

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Professional2 Right Logo

John Doe's Computer Parts & Service

1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com
555-77777-8888

YOUR SLOGAN HERE
COMPANY

Invoice

Invoice# INV0000004/2015
Invoice date 02-08-2015
Due date 02-08-2015

Bill to
Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

Ship to
Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

ID/SKU	Product/Service - Description	Quantity	Unit Price	Price
GB-GA-Z97X	GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s - Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron (LGA1150), DDR3 3200(OC)/3100(OC)	1	$119.99	$119.99
Intel Core i7-4770	Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150 84W	1	$309.99	$309.99
16GB(2x8) DDR3-Desk.	HyperX Fury Series 16GB (2 x 8GB) - 240-Pin DDR3 SDRAM DDR3	1	$139.00	$139.00
			Subtotal	$568.98
			TAX1	$36.98
			Invoice total	**$605.96**

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Simplified1 Left Logo

YOUR SLOGAN HERE
COMPANY

John Doe's Computer Parts & Service
1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com
555-77777-8888

Invoice# INV0000004/2015
Invoice date 02-08-2015
Due date 02-08-2015

Invoice

Bill to
Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

Ship to
Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

Product/Service - Description	Quantity	Price
GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s - Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron (LGA1150), DDR3 3200(OC)/3100(OC)	1	$119.99
Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150 84W	1	$309.99
HyperX Fury Series 16GB (2 x 8GB) - 240-Pin DDR3 SDRAM DDR3	1	$139.00
	Subtotal	$568.98
	TAX1	$36.98
	Invoice total	**$605.96**

Terms and Conditions

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Page 1 of 1

Simplified2 Right Logo

John Doe's Computer Parts & Service

1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com
555-77777-8888

YOUR SLOGAN HERE
COMPANY

Invoice

Invoice#	INV0000004/2015
Invoice date	02-08-2015
Due date	02-08-2015

Bill to
Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

Ship to
Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

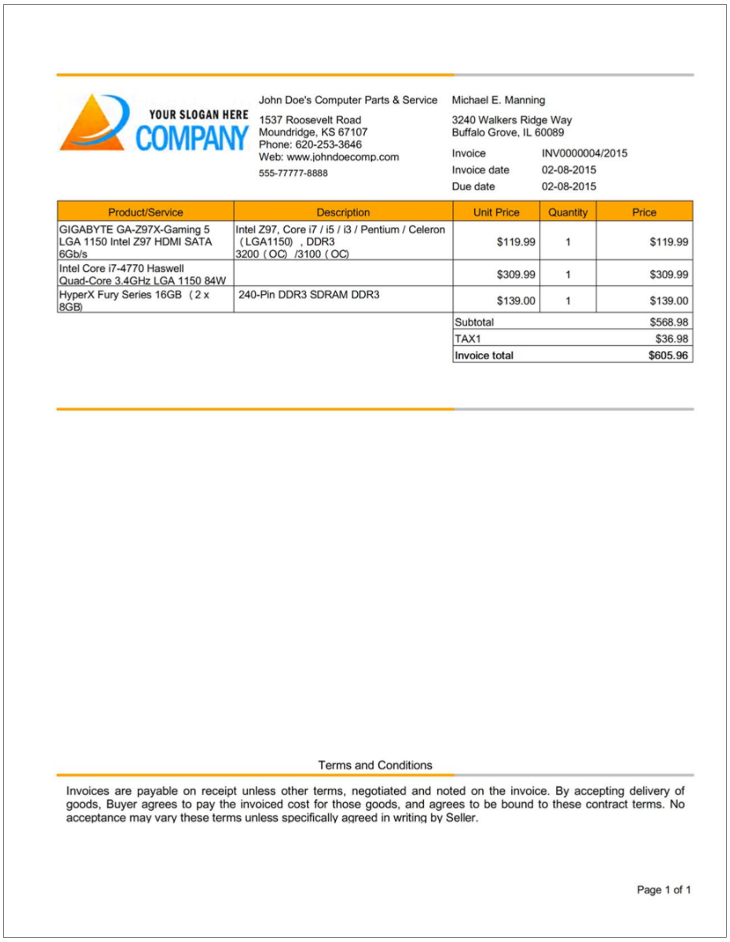
Product/Service - Description	Quantity	Price
GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s - Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron (LGA1150), DDR3 3200(OC)/3100(OC)	1	$119.99
Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150 84W	1	$309.99
HyperX Fury Series 16GB (2 x 8GB) - 240-Pin DDR3 SDRAM DDR3	1	$139.00
	Subtotal	$568.98
	TAX1	$36.98
	Invoice total	**$605.96**

Terms and Conditions

Invoices are payable on receipt unless other terms, negotiated and noted on the invoice. By accepting delivery of goods, Buyer agrees to pay the invoiced cost for those goods, and agrees to be bound to these contract terms. No acceptance may vary these terms unless specifically agreed in writing by Seller.

Page 1 of 1

Business Classic (utf-8)



John Doe's Computer Parts & Service
1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com
555-77777-8888

Michael E. Manning
3240 Walkers Ridge Way
Buffalo Grove, IL 60089

Invoice	INV0000004/2015
Invoice date	02-08-2015
Due date	02-08-2015

Product/Service	Description	Unit Price	Quantity	Price
GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s	Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron （LGA1150）, DDR3 3200（OC）/3100（OC）	$119.99	1	$119.99
Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150 84W		$309.99	1	$309.99
HyperX Fury Series 16GB （2 x 8GB）	240-Pin DDR3 SDRAM DDR3	$139.00	1	$139.00

Subtotal	$568.98
TAX1	$36.98
Invoice total	$605.96

Terms and Conditions

Invoices are payable on receipt unless other terms, negotiated and noted on the invoice. By accepting delivery of goods, Buyer agrees to pay the invoiced cost for those goods, and agrees to be bound to these contract terms. No acceptance may vary these terms unless specifically agreed in writing by Seller.

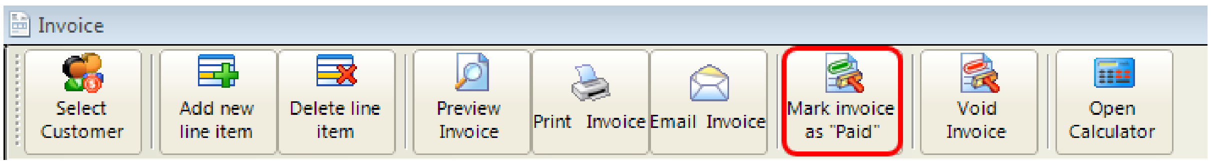
Page 1 of 1

4.6 Payments

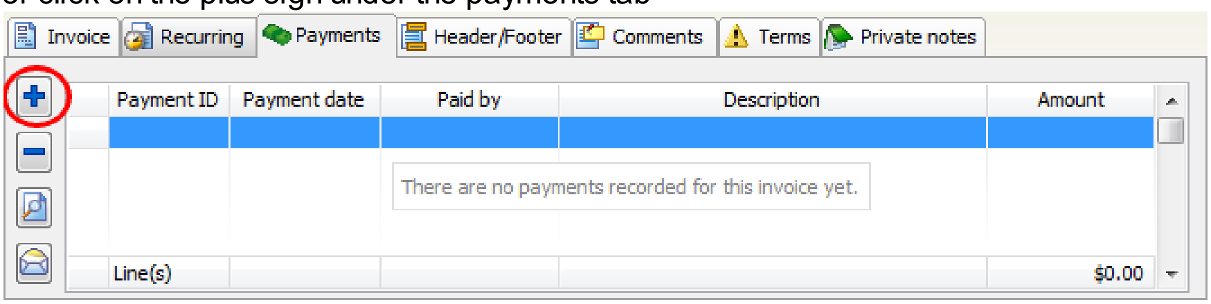
How to record payments for invoices:

1. Select and open an invoice

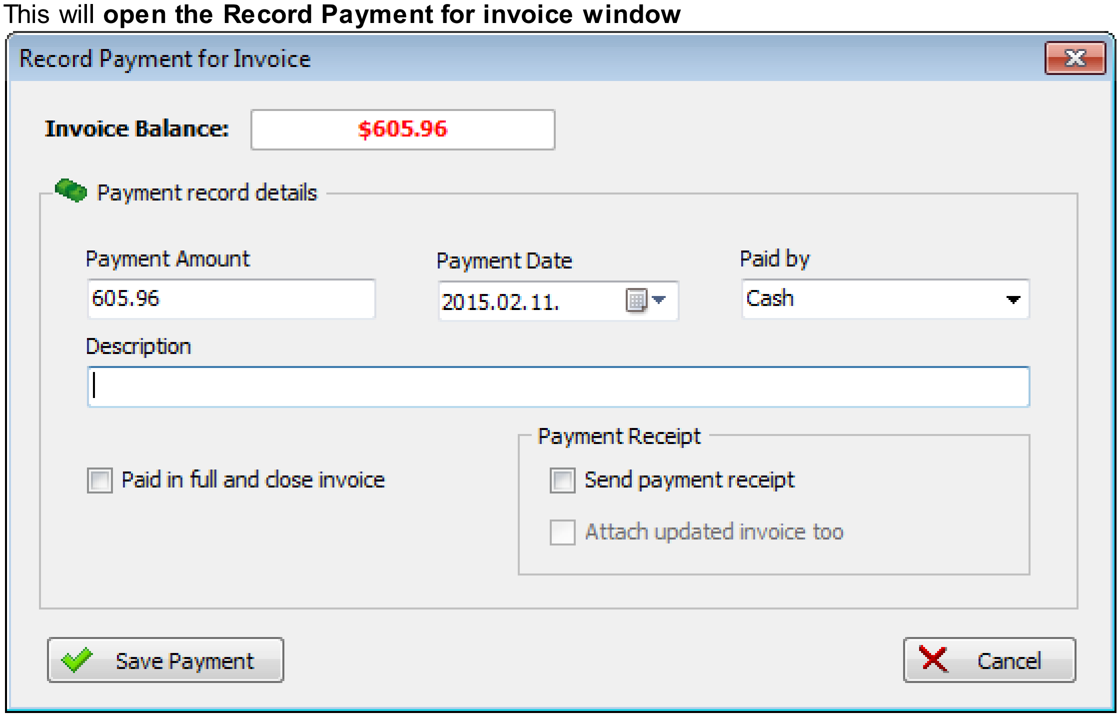
2. Click on the **Mark invoice as "Paid"** button



or click on the plus sign under the payments tab



This will **open the Record Payment for invoice window**



You can record unlimited payments for each invoice.

3. Enter the Payment Amount
4. Select the payment date
5. Select the payment method from Paid by listbox or enter new one
6. Click on "Save Payment"

optional
You can enter description text for each payment.

Paid in full and close the invoice: make it checked and the payment amount field will be automatically filled with the current
invoice balance. After clicking on the save payment the invoice status will be : PAID and the invoice will be closed.
You cannot modify closed invoices.
If you need to edit a closed invoice then first click on the "Void Invoice" button after click on the "Reactivate Invoice" button.
if the invoice status is : PAID you can place paid image on the invoice. You need to setup this option under the settings menu.

Paid invoice example:

YOUR SLOGAN HERE
COMPANY

John Doe's Computer Parts & Service
1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com
555-77777-8888

Invoice

Invoice# INV0000008/2015
Invoice date 02-09-2015
Due date 02-09-2015

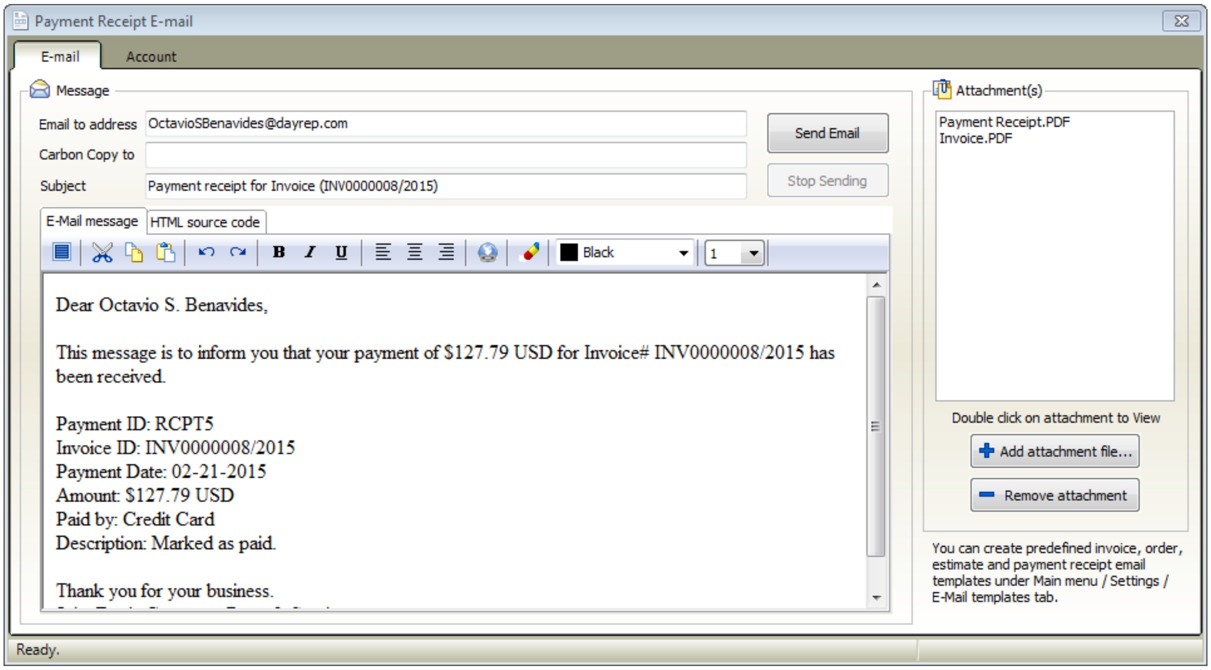
Bill to
Octavio S. Benavides
3802 Lakeland Terrace
Petersburg, MI 49270

Ship to
Octavio S. Benavides
3802 Lakeland Terrace
Petersburg, MI 49270

ID/SKU	Product/Service - Description	Quantity	Unit Price	Price
GB-GA-Z97X	GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s - Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron （LGA1150）, DDR3 3200（OC）/3100（OC）	1	$119.99	$119.99
		Subtotal		$119.99
		TAX1		$7.80
		Invoice total		**$127.79**
		Total Paid		$127.79
		Balance		$0.00

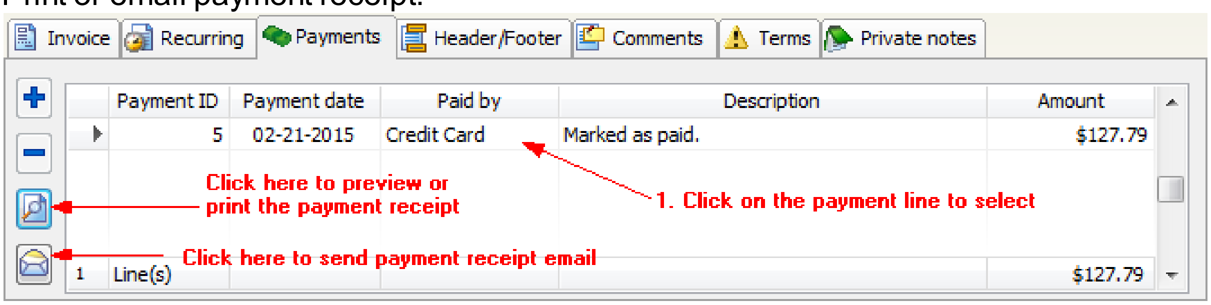
PAID

Send payment receipt: make it checked if you would like to send payment receipt email after payment recorded.
This will open the email window and the payment receipt will be automatically attached to the message.
Also you can automatically **attach the updated invoice** to the message.

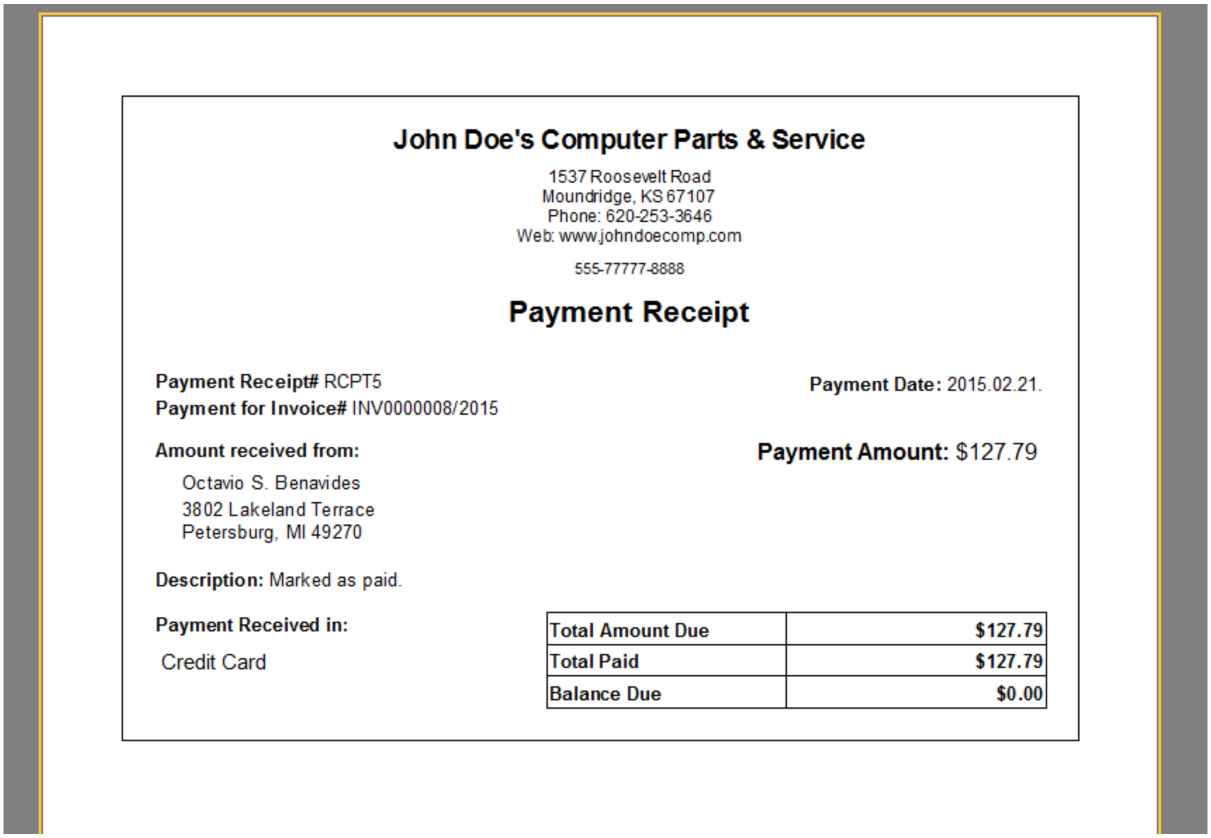


You can create predefined payment receipt email template and you can customize the payment receipt text labesl under the settings menu tab

Print or email payment receipt:



Payment receipt example:



John Doe's Computer Parts & Service

1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com

555-77777-8888

Payment Receipt

Payment Receipt# RCPT5
Payment for Invoice# INV0000008/2015

Payment Date: 2015.02.21.

Amount received from:

Octavio S. Benavides
3802 Lakeland Terrace
Petersburg, MI 49270

Payment Amount: $127.79

Description: Marked as paid.

Payment Received in:

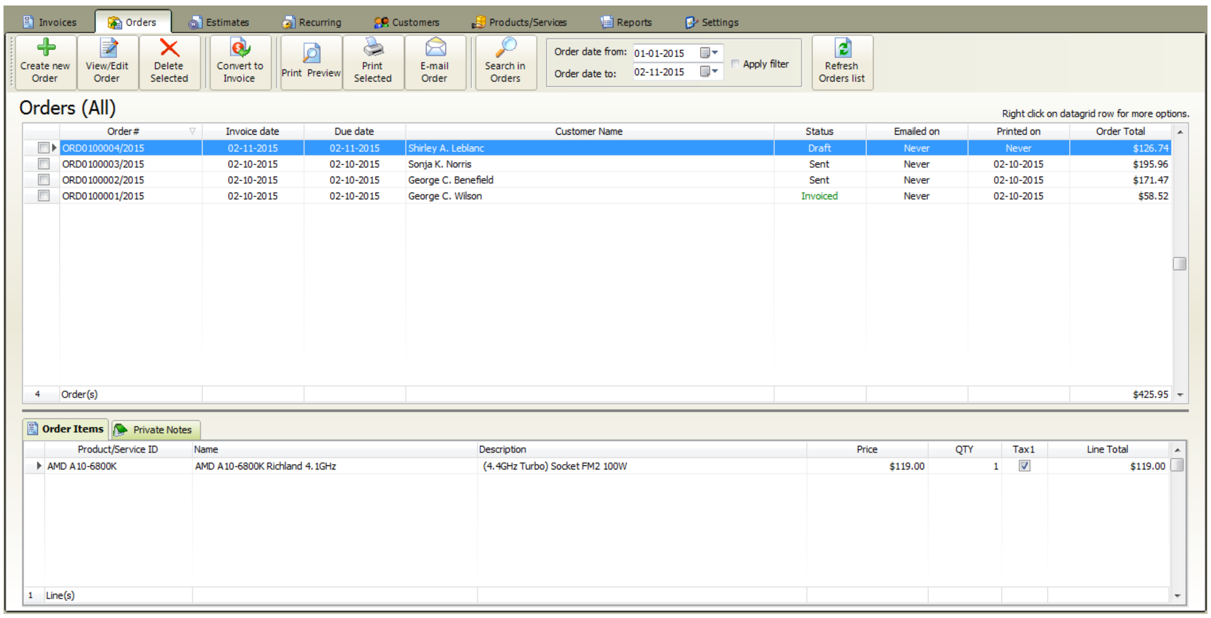
Credit Card

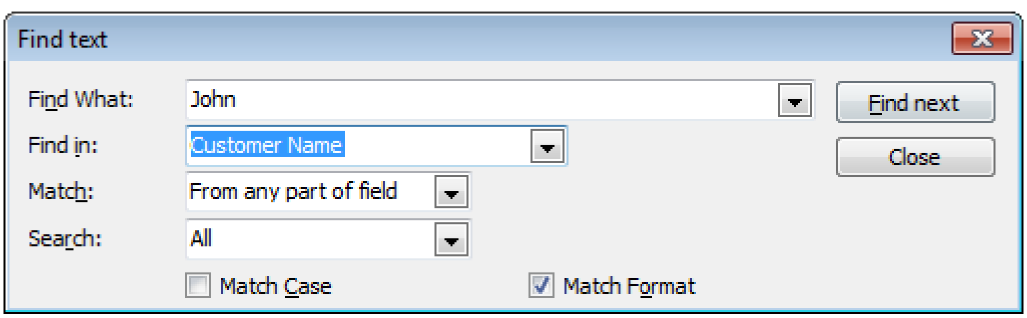
Total Amount Due	**$127.79**
Total Paid	**$127.79**
Balance Due	**$0.00**

5 Orders

At main window click on **Orders tab**

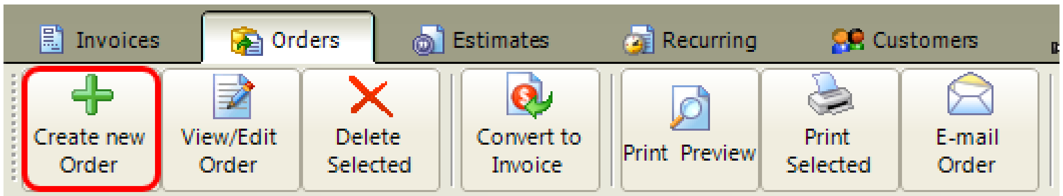
Under the orders tab you can **manage your orders database** for the current company account.
(note: You can create unlimited company accounts. Each company account has a separated orders database.)



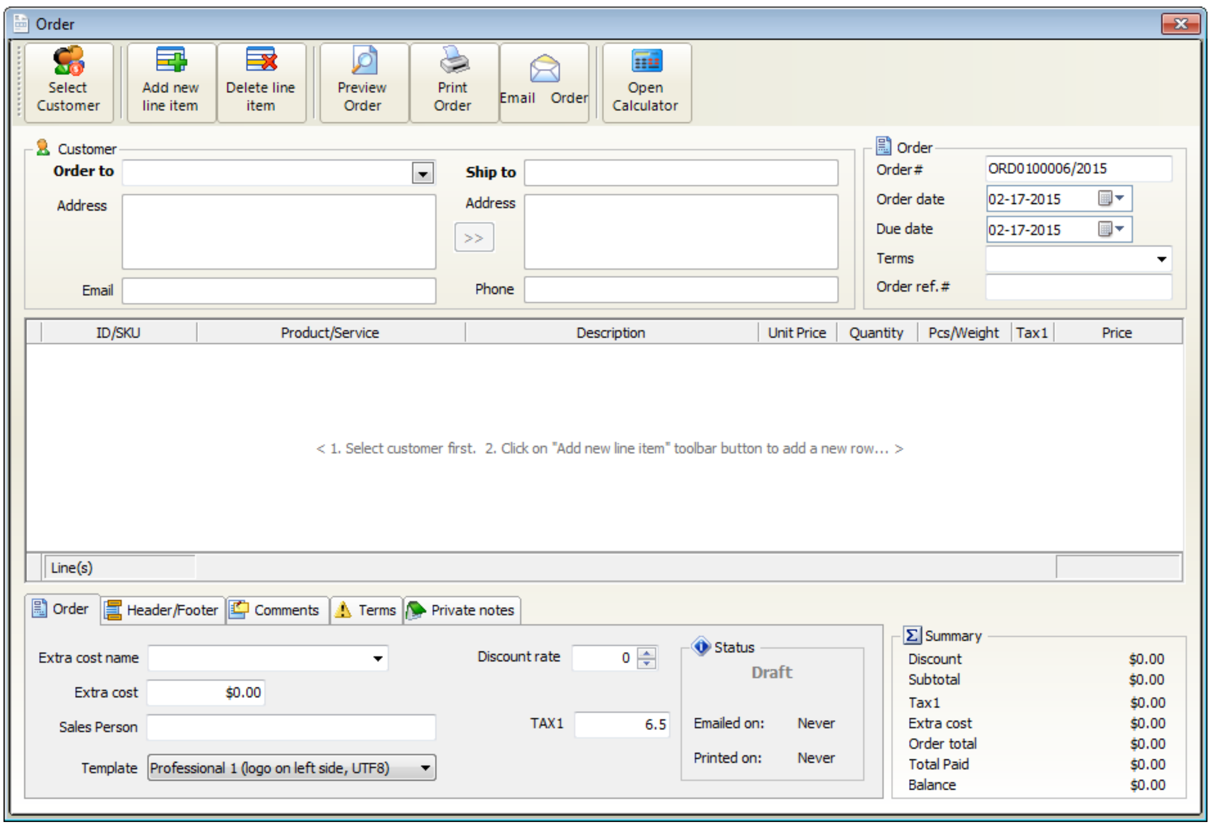


5.1 Creating an Order

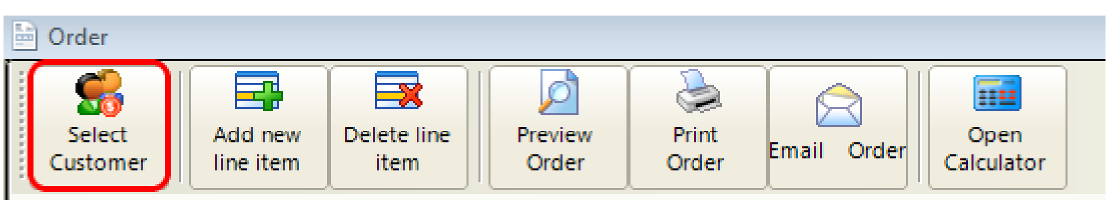
At main window click on **Orders tab >> Create new Order**



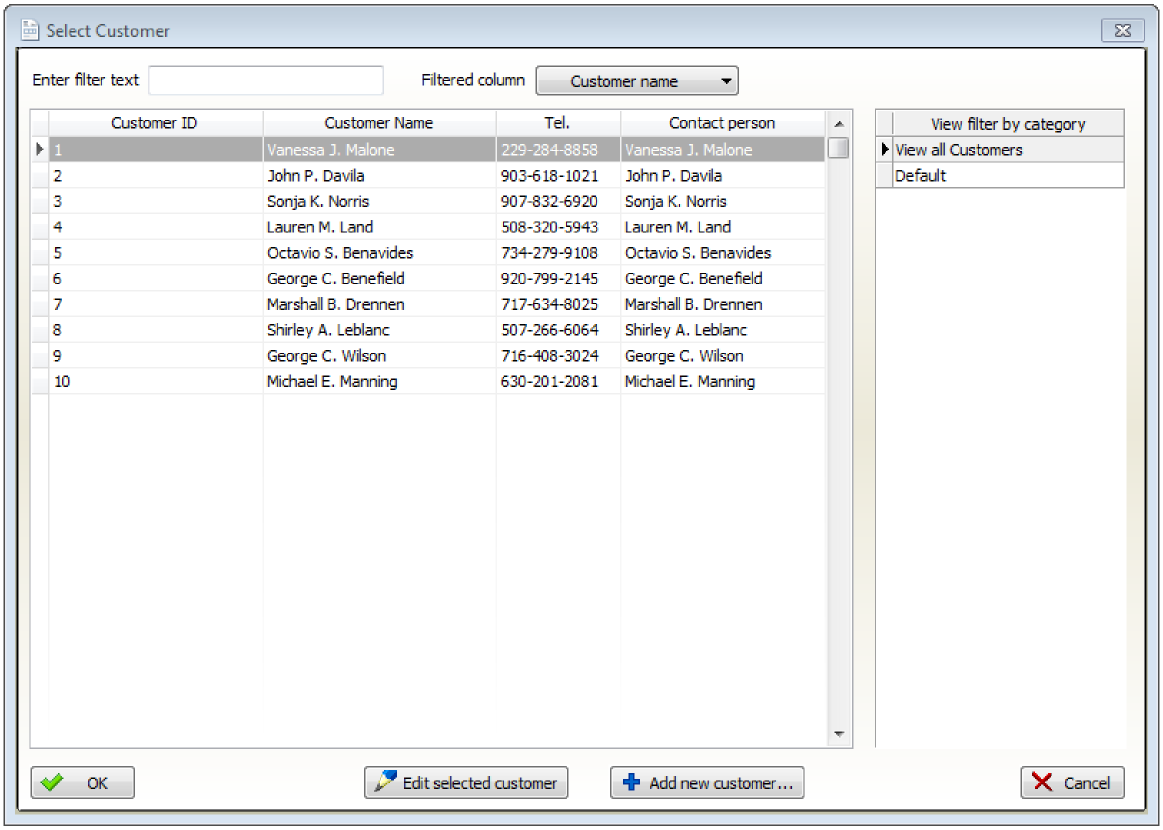
This will open the new Order window



1. First you need to select the customer for the new order, click on **Select Customer button**



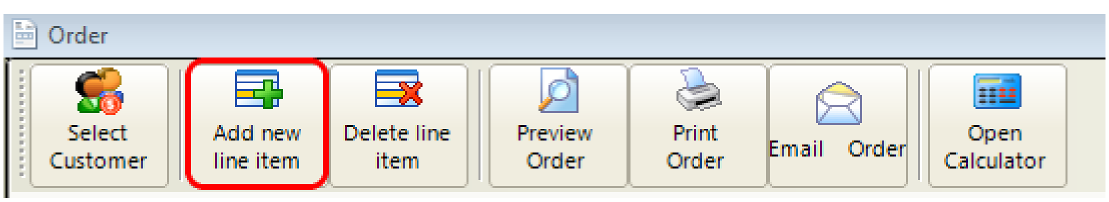
This will open the **select customer window**



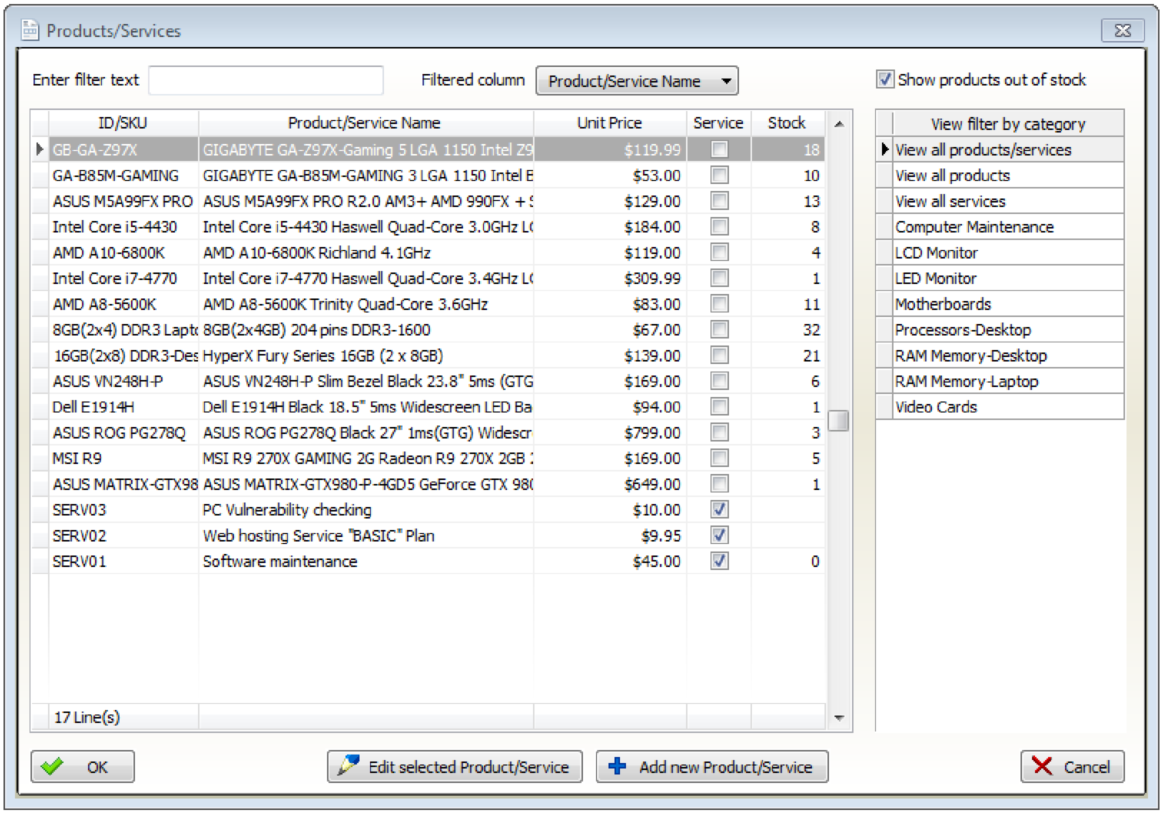
Select a customer or add a new customer.
If you have a lot of customers you can filter the list by
- clicking on a category line
- typing the first 1-3 letters of the customer name to the filter text field.
After click on **OK**

---

2. Add lines items for the order. Click on **Add new line item** button



This will open the Product/Services Window

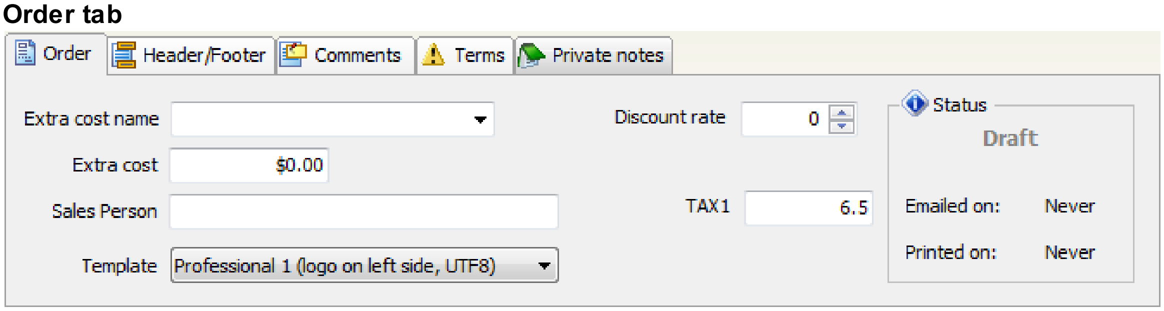


Select a product or add a new product.
If you have a lot of products you can filter the list by
- clicking on a category line
- typing the first 1-3 letters of the product name to the filter text field.
After click on **OK**

---

3. Set up additional settings:

Order tab



Extra cost name: enter extra cost name here (p.e. shipping, handling,postage etc.) or select from the predefined text (appears on printed orders)

Extra cost: the extra cost value (no tax calculated on this value)

Sales person: by default the logged in username here. Under reports menu you can create sales

reports by sales person

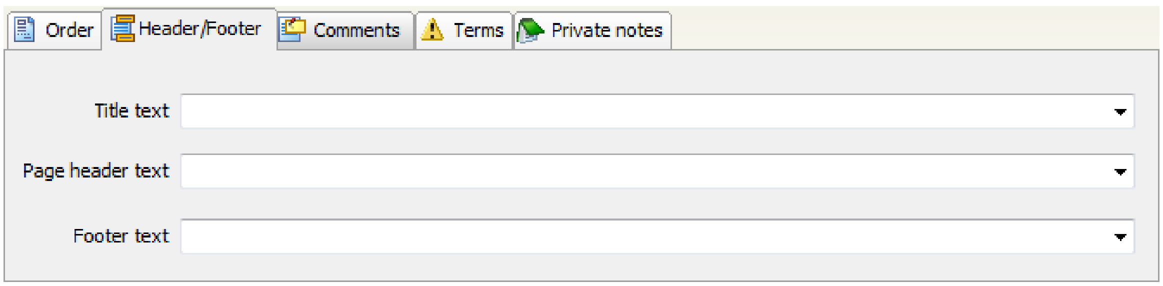
Template: This is the template that will be used to generate the print version of the order. Use the preview button to check the order before print.

Discount rate: overall discount rate for the order (the discount rate will be applied on the order subtotal)

Tax1 rate, Tax2 rate: The tax rate for this order. The default value is comes from the customer record if present and system settings if not. if the customer record
marked as 'TAX Exempted' then no tax will be calculated on the order

---

Header/Footer tab



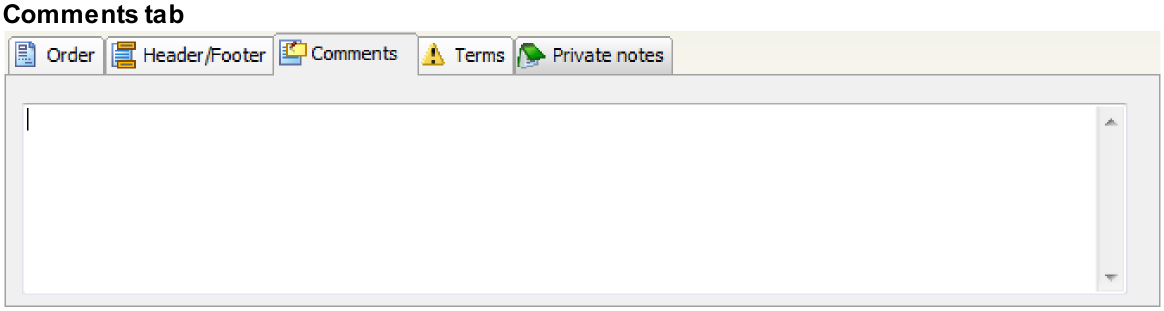
Title text: order title goes here, appears on order only once. You can choose from the predefined list of header lines

Page header text: Page header goes here, (if multiple pages then appears on all order pages), You can choose from the predefined list of header lines

Page footer text: Page footer goes here, (if multiple pages then appears on all order pages), You can choose from the predefined list of footer lines

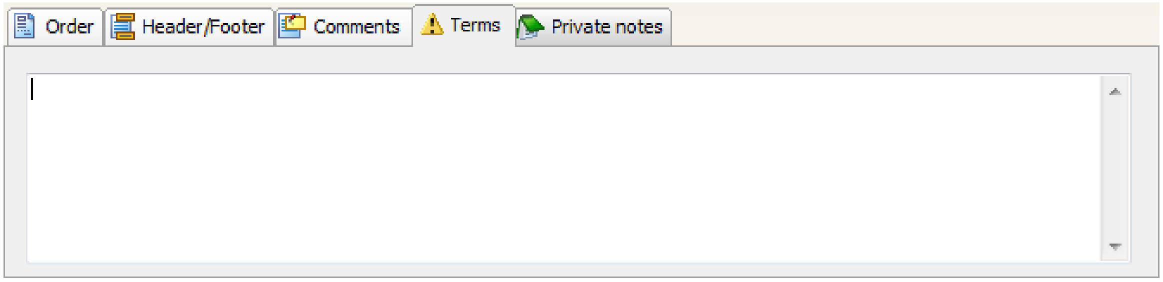
---

Comments tab



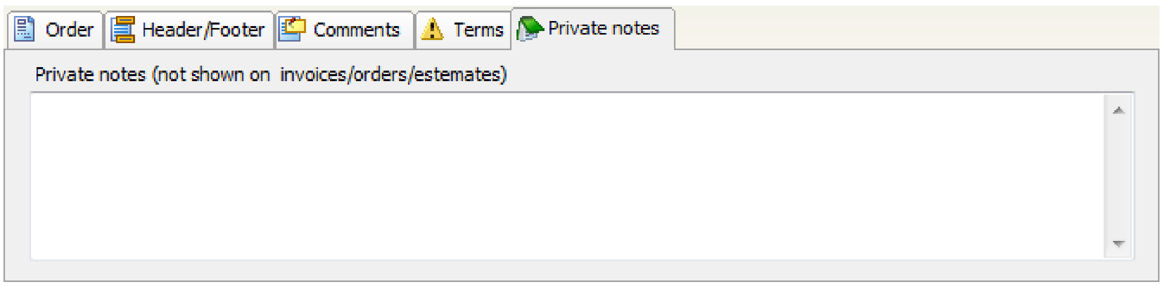
Comments: comments text goes here appears on printed orders

Terms tab



The default terms and conditions text for the new order. Appears on printed order

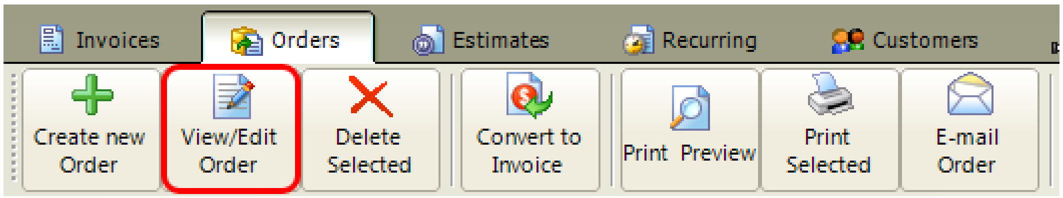
Private notes tab



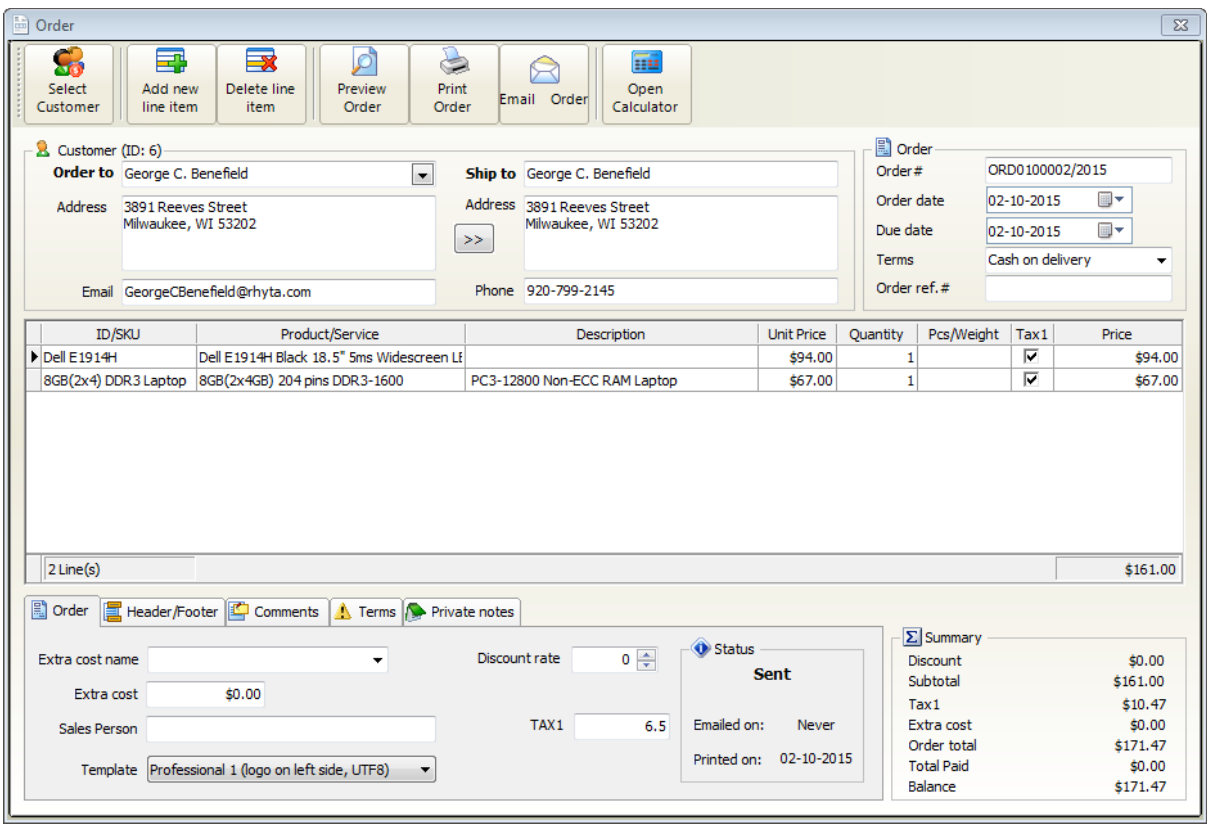
Private notes: any notes text for the order, not appears on printed orders

5.2 Editing an Order

1. At main menu click on **Orders tab**
2. **Click on the order line** to select it
3. Click on **Edit/View order button** or double click on the order line to edit

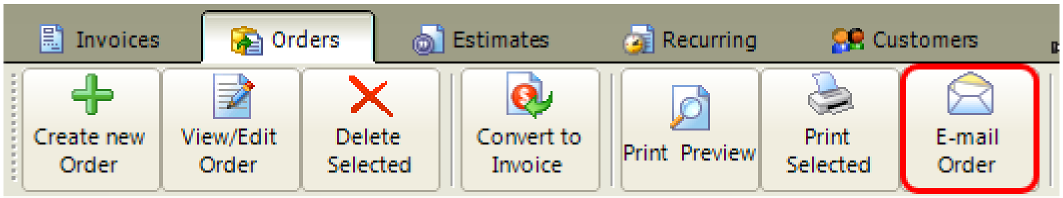


This will open the order window



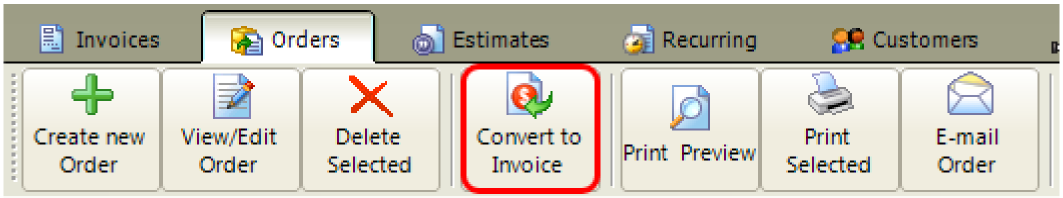
When you've finished editing the fields, just close the window. Your changes will be saved automatically .

5.3 Emailing an Order



5.4 Convert Order to Invoice

1. At main menu click on **Orders tab**
2. **Click on the order line** to select it
3. **Click on Convert to Invoice** button to create an invoice from the selected order.



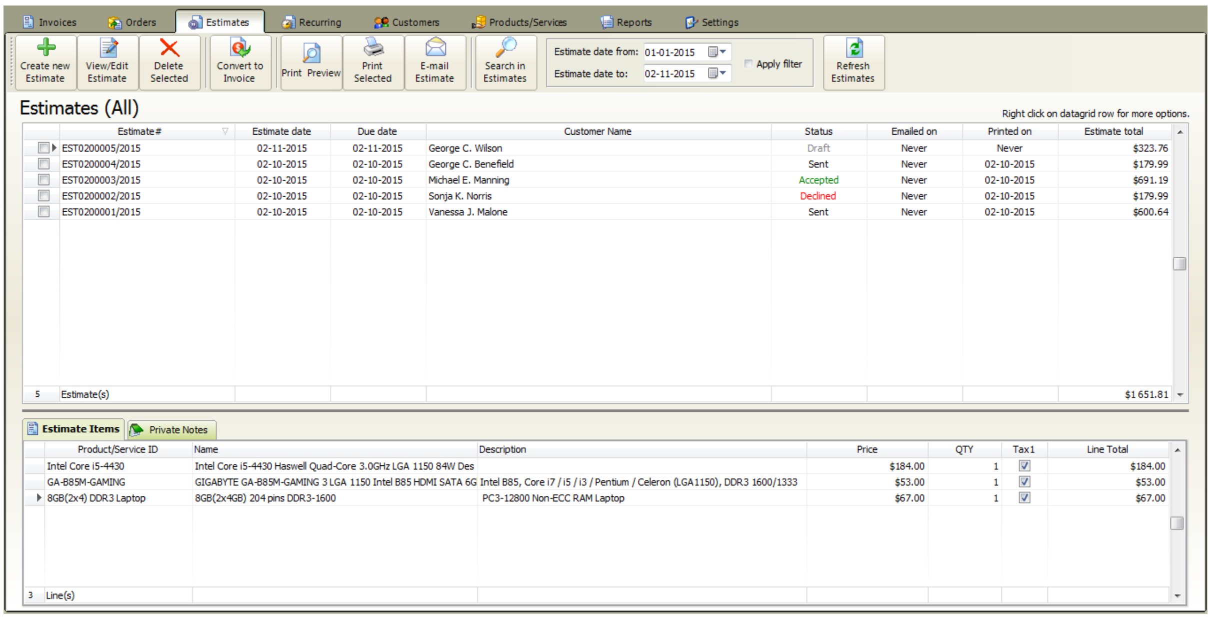
The new invoice status will be "Draft"

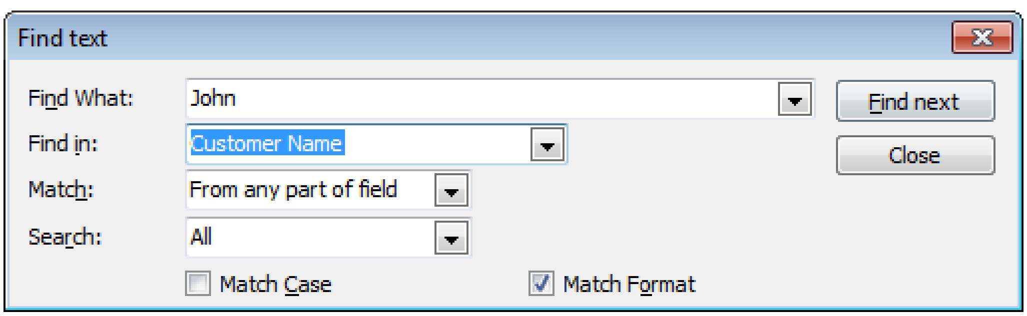
You can convert an order to an invoice as many times as needed.

6 Estimates

At main window click on **Estimates tab**

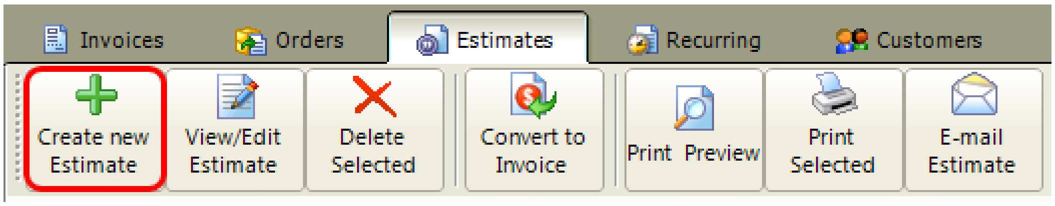
Under the estimates tab you can **manage your estimates database** for the current company account.
(note: You can create unlimited company accounts. Each company account has a separated estimates database.)



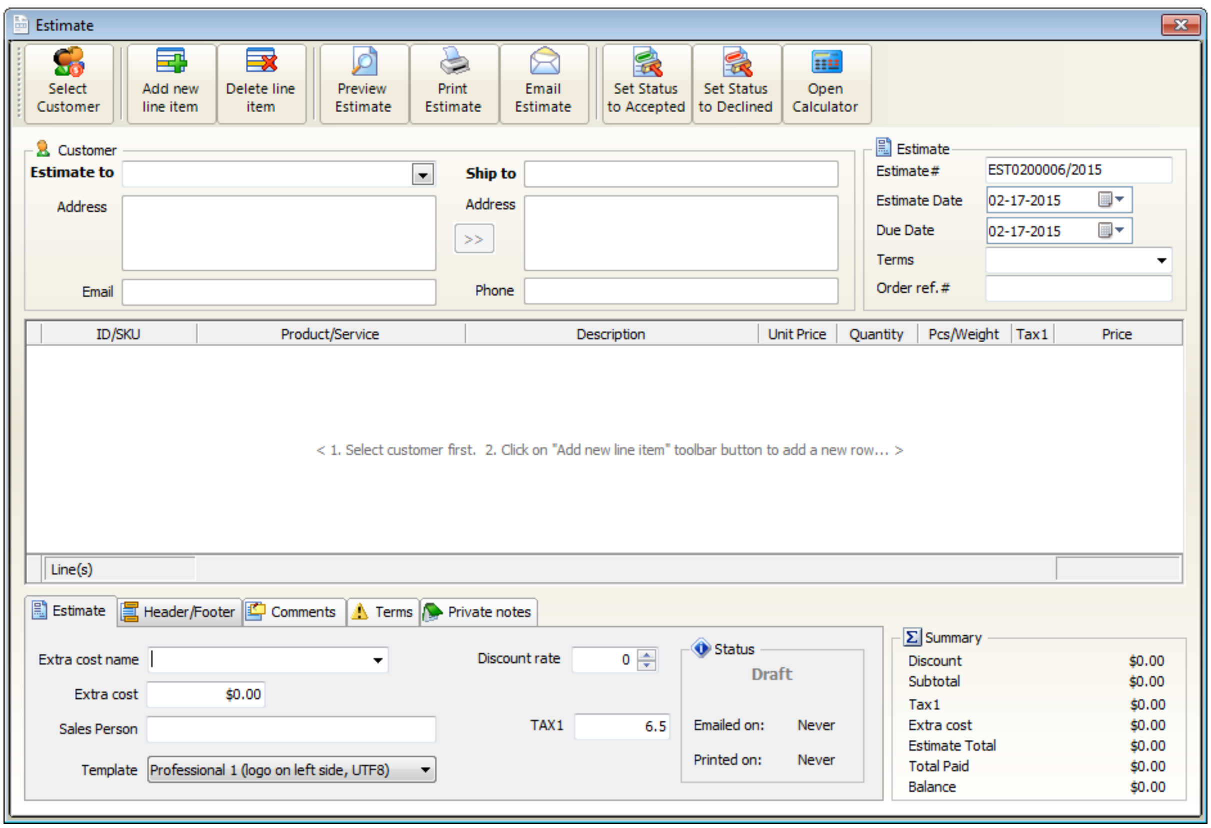


6.1 Creating an Estimate

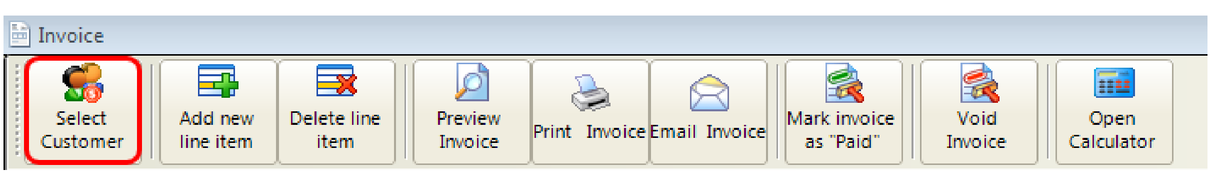
At main window click on **Estimates tab >> Create new Estimate**



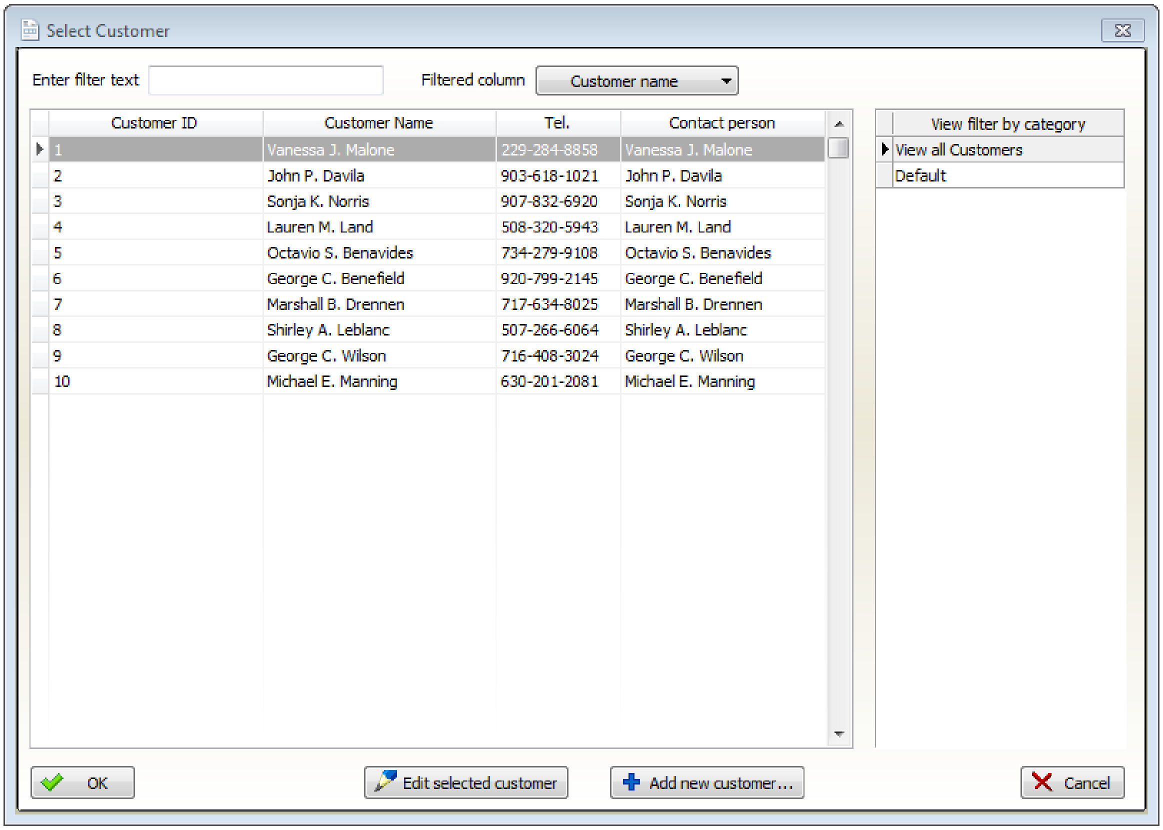
This will open the new Estimate window



1. First you need to select the customer for the new estimate, click on **Select Customer button**



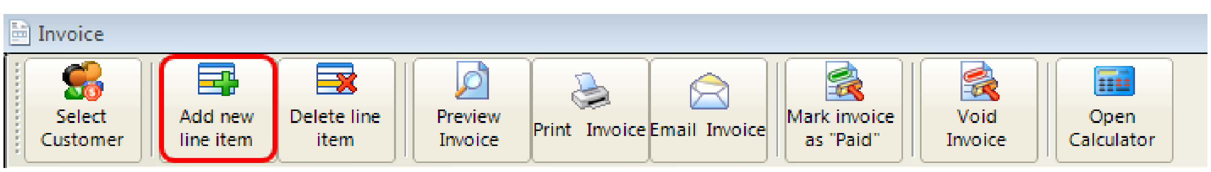
This will open the **select customer window**



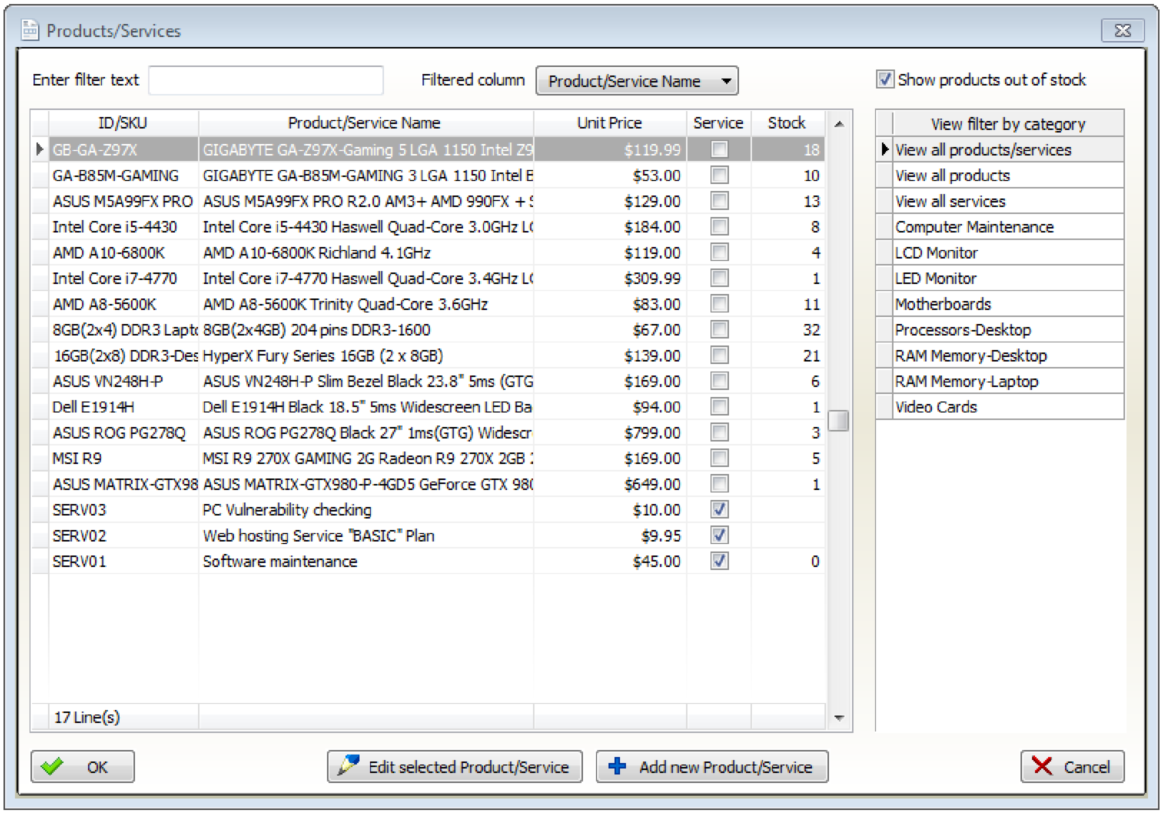
Select a customer or add a new customer.
If you have a lot of customers you can filter the list by
- clicking on a category line
- typing the first 1-3 letters of the customer name to the filter text field.
After click on **OK**

---

2. Add lines items for the estimate. Click on **Add new line item** button



This will open the Product/Services Window

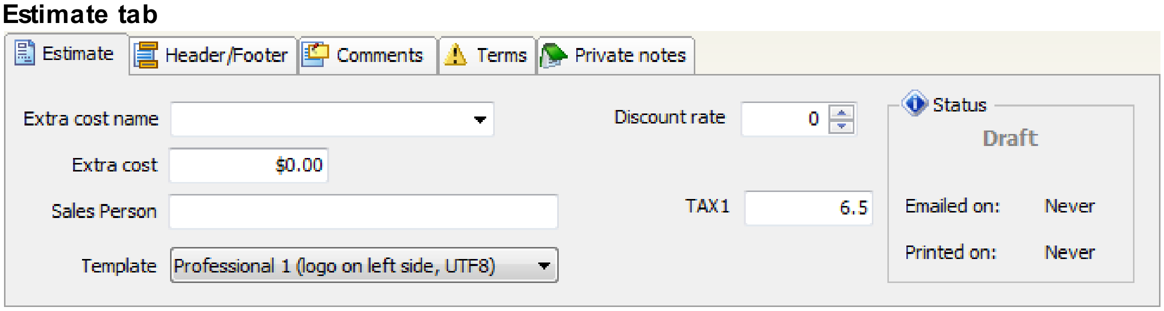


Select a product or add a new product.
If you have a lot of products you can filter the list by
- clicking on a category line
- typing the first 1-3 letters of the product name to the filter text field.
After click on **OK**

---

3. Set up additional settings:

Estimate tab



Extra cost name: enter extra cost name here (p.e. shipping, handling,postage etc.) or select from the predefined text (appears on printed estimates)

Extra cost: the extra cost value (no tax calculated on this value)

Sales person: by default the logged in username here. Under reports menu you can create sales

reports by sales person

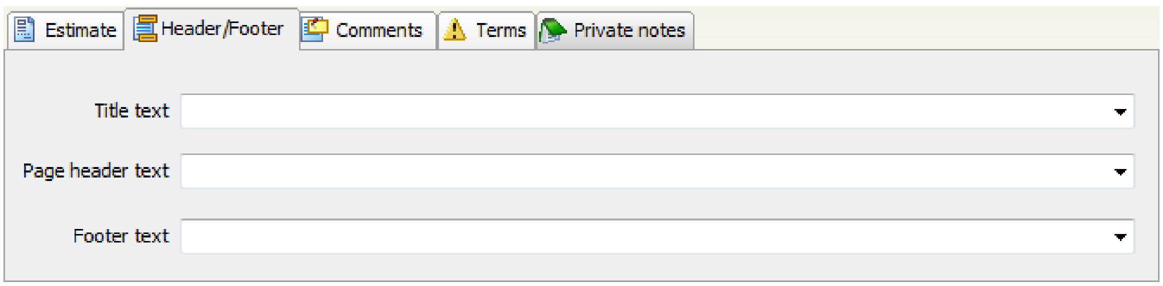
Template: This is the template that will be used to generate the print version of the estimate. Use the preview button to check the estimate before print.

Discount rate: overall discount rate for the estimate (the discount rate will be applied on the estimate subtotal)

Tax1 rate, Tax2 rate: The tax rate for this estimate. The default value is comes from the customer record if present and system settings if not. if the customer record marked as 'TAX Exempted' then no tax will be calculated on the estimate

---

Header/Footer tab



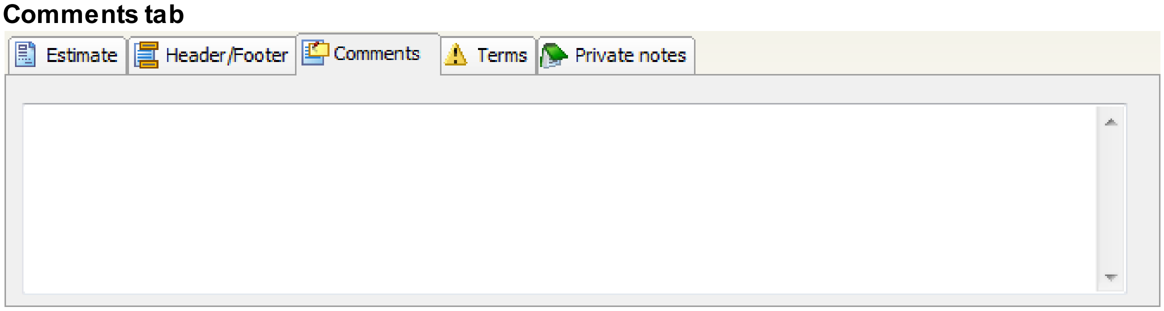
Title text: estimate title goes here, appears on estimate only once. You can choose from the predefined list of header lines

Page header text: Page header goes here, (if multiple pages then appears on all estimate pages), You can choose from the predefined list of header lines

Page footer text: Page footer goes here, (if multiple pages then appears on all estimate pages), You can choose from the predefined list of footer lines

---

Comments tab



Comments: comments text goes here appears on printed estimates

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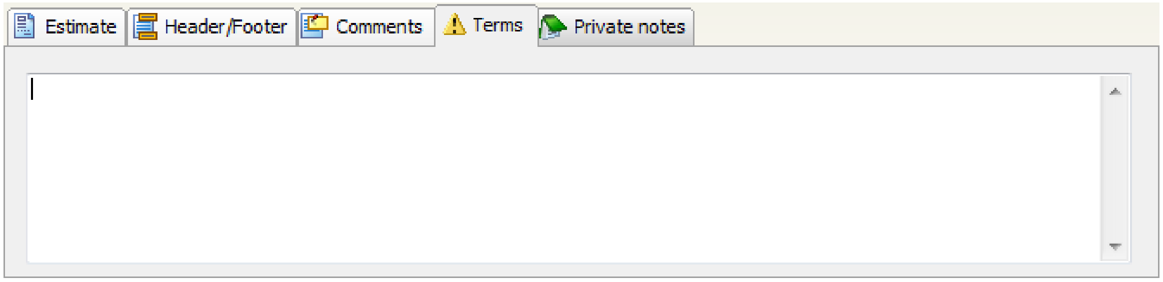
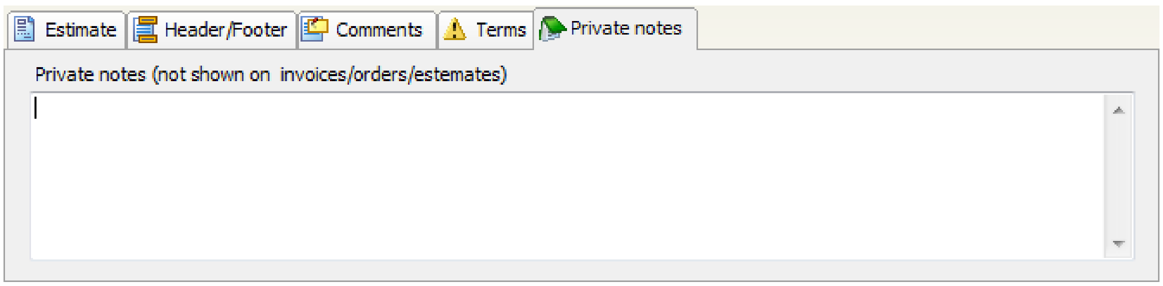
Terms tab



The default terms and conditions text for the new estimate. Appears on printed estimate

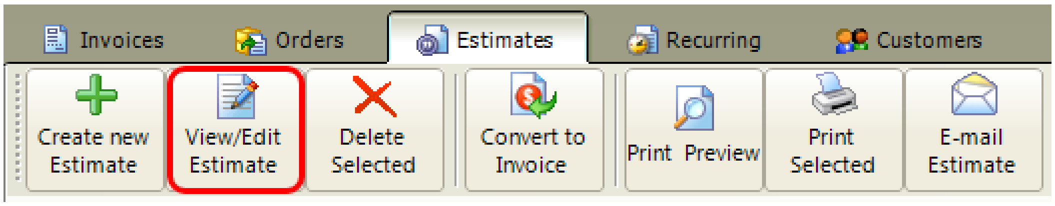
Private notes tab



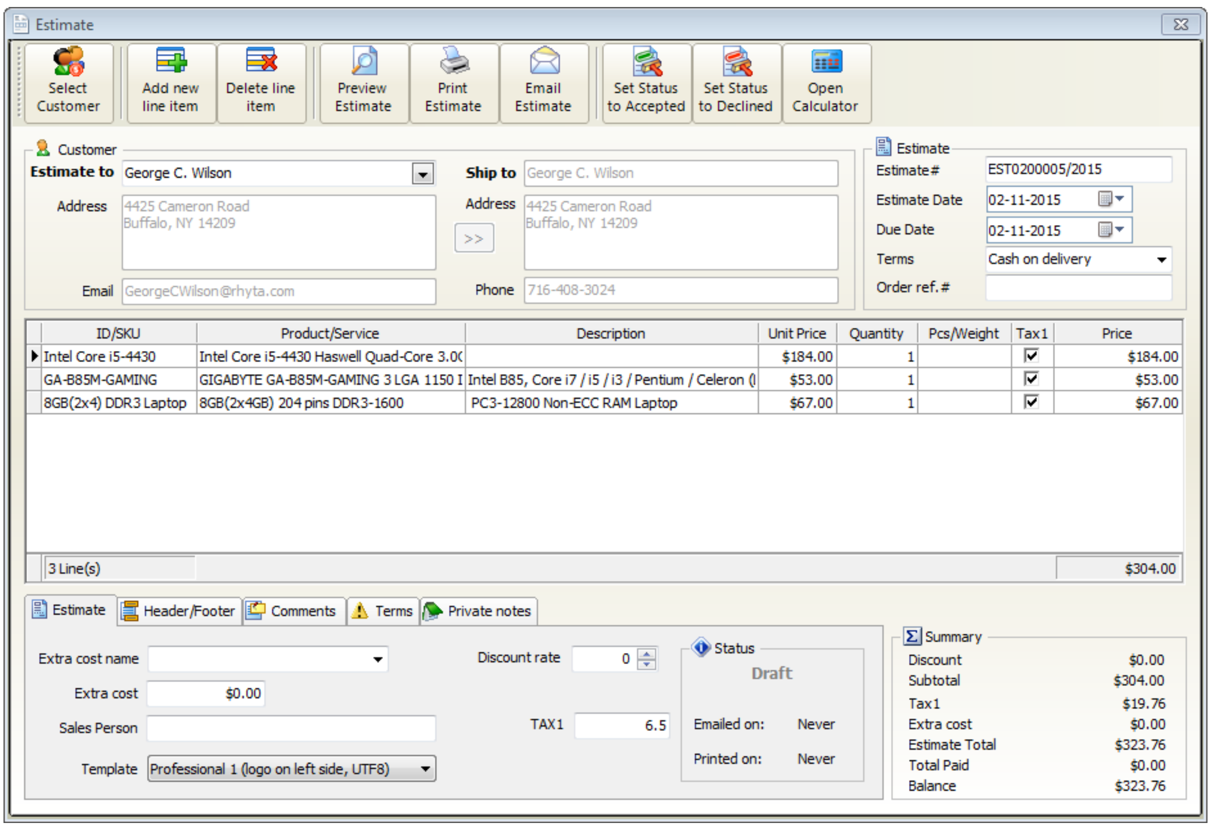
Private notes: any notes text for the estimate, not appears on printed estimates

6.2 Editing an Estimate

1. At main menu click on **Estimates tab**
2. **Click on the estimate line** to select it
3. Click on **Edit/View estimate button** or double click on the estimate line to edit

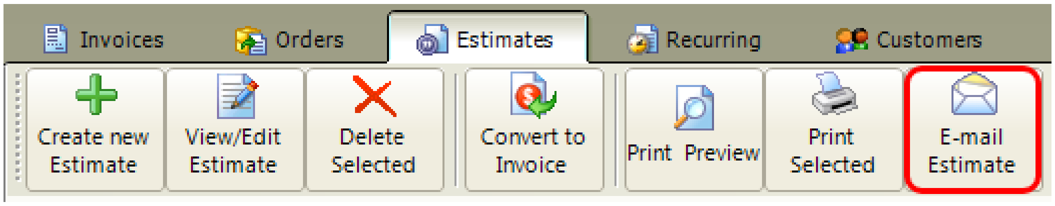


This will open the estimate window



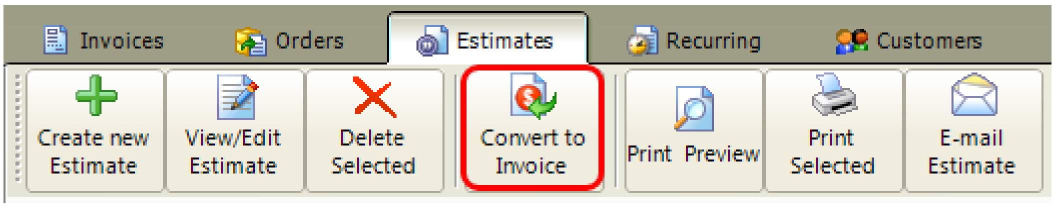
When you've finished editing the fields, just close the window. Your changes will be saved automatically .

6.3 Emailing an Estimate



6.4 Convert Estimate to Invoice

1. At main menu click on **Estimates tab**
2. **Click on the estimate line** to select it
3. Once an estimate has been accepted by a customer all just **click the "Convert Invoice" button** to create an invoice from the estimate



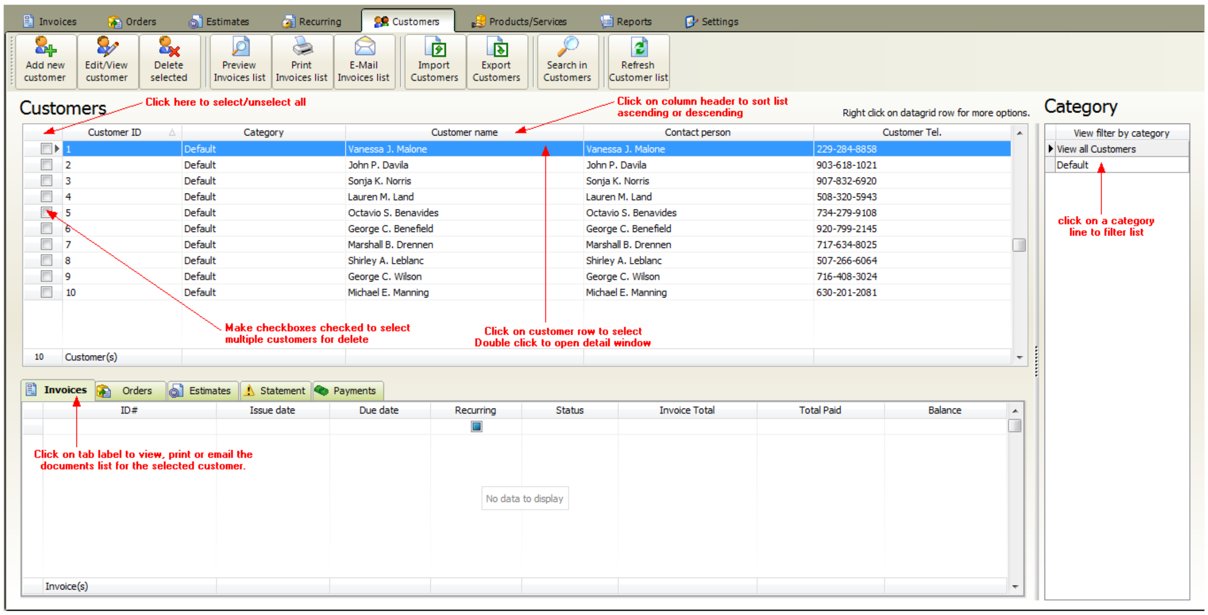
The new invoice status will be "Draft"

You can convert an estimate to an invoice as many times as needed.

7 Customers

At main window click on **Customers tab**

Customers menu



Under the customers tab you can **manage your customers database** for the current company account.
(note: You can create unlimited company accounts. Each company account has a separated customers database.)

The following options available

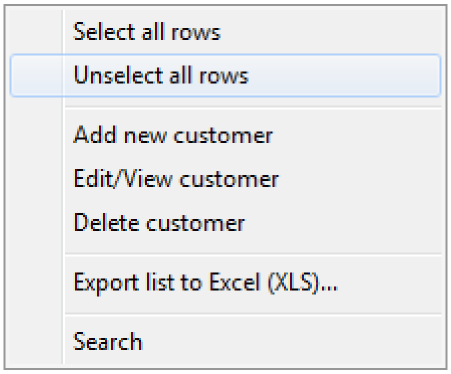
- Add new customer
- Selecting customers
- Editing existing customer
- Deleting customers
- Import customers list from an Excel (CSV) file
- Export customers list to CSV file
- Search in customers list
- Filtering customers by category
- Print or email customer related documents

Selecting customers

- If you would like to edit, view or delete a customer then first you need to select by

clicking on a datagrid row.
- Double click on the listing to open the customer detail window
- Make the checkbox(es) checked near "customer id" column to select multiple customers. (usable for delete only)

Right click on the customers datagrid to open the popup menu:



Deleting customers

- If you would like to delete only one customer just select and click on delete button.
- To delete multiple customers select multiple rows by setting checked the checkboxes at left side. After click on delete button.

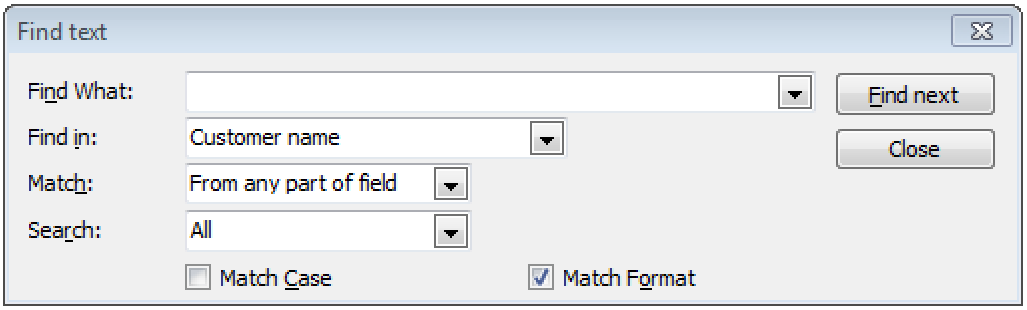
You cannot delete customers while they still have invoices, orders or estimates. You need to delete these documents first.

Sorting customers list:
1. Click a column heading to sort by it.
2. The heading of the sort column contains an arrow whose direction indicates the sort order, up for ascending (0-9, A-Z) and down for descending (Z-A, 9-0).
3. To switch between descending and ascending sort order, click the column heading.

Filtering customers by category
You can group your customers into categories. Click on a category row in category list to filter the listing by selected category.

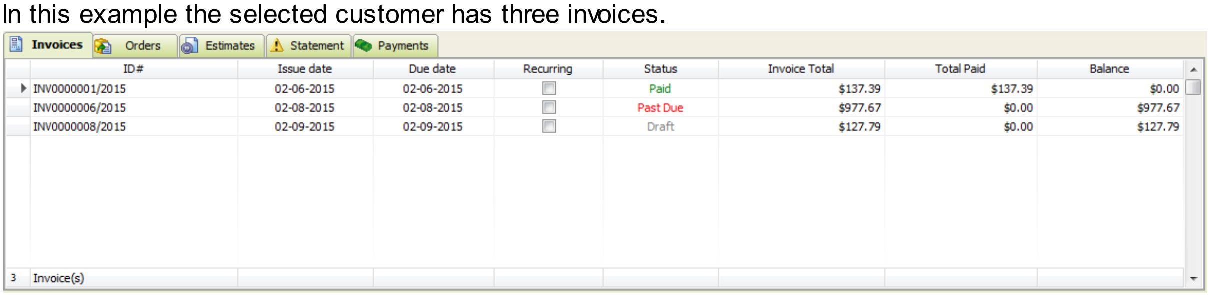
Search in customers
If you have hundreds or thousands of customers use the search pop-up window to find a customer by keyword.
Click the Search button to perform the search.

Search window



Print or email customer related documents list

In this example the selected customer has three invoices.



Invoices tab: a list of all invoices for the customer.

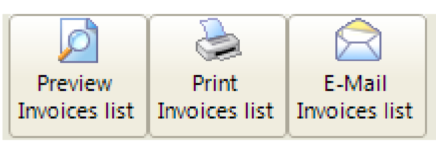
Orders tab: a list of all orders for the customer.

Estimates tab: a list of all estimates for the customer.

Statement tab: a list of overdue "Status = Past due" invoices for the customer.

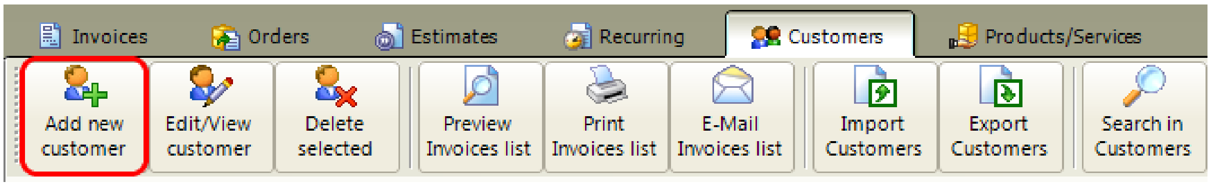
Payments tab: a list of all recorded payments for the customer.

Click on toolbar buttons to preview, print or email invoices list or (orders list/ estimates list/ payments list or statement depends on which tab is selected) for the selected customer:

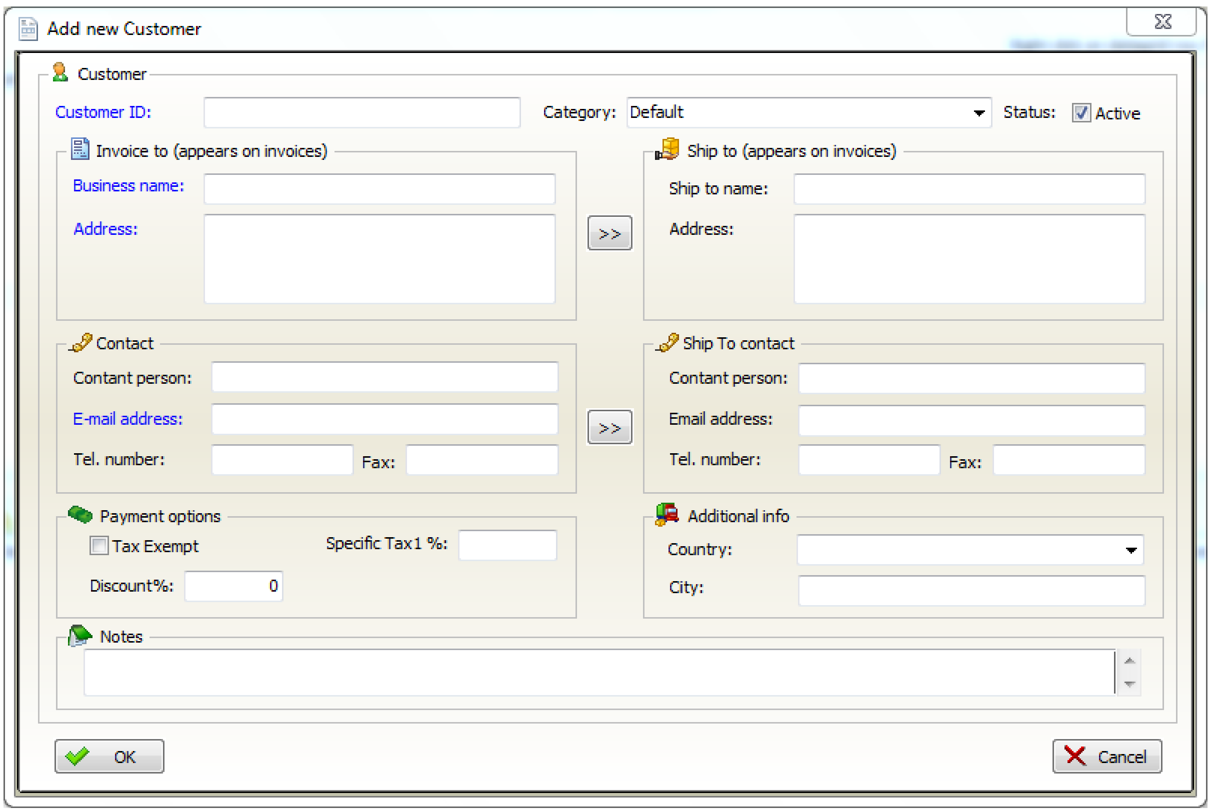


7.1 Creating a Customer

At main menu click on **Customers >> Add new customer**



This will open the Add new customer window



Fields description

Customer ID (mandatory field): alphanumeric identifier for the customer, must be unique

Category (mandatory field): You can group customers into categories. Just select existing category from list or enter a new one

Status: Active by default. Inactive customer will not appear in the customers list when invoicing

Business Name (mandatory field): the customer's company name or a personal name.

Address (mandatory field, multiple lines): Customer address or other information, appears on invoices

Ship to Name (optional field): company name or a personal name

Shipping Address (optional field, multiple lines): use this field if you would like to print the shipping address on invoice

Email (mandatory field): Customer email address. This email address is used by default when emailing invoices, estimates,
orders or payment receipts. Email address can be changed per customer, per invoice or when emailing.

Specific Tax1, Specific Tax2 (optional): Default tax rate for the customer,automatically applied when invoicing. Tax rates can be changed per customer , per invoice or application wide

Tax Exempt: Check this if your customer is exempt from any taxes. In this case no tax calculated for this customer on invoices.

Discount %: Any default discount you specified for the customer will be automatically applied when invoicing.

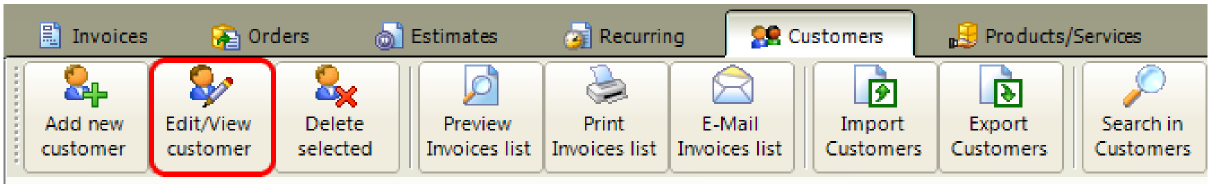
Country, City (optional fields): reserved for future reporting needs

Notes (optional field,multiple lines):Any kind of notes, not printed on invoices.

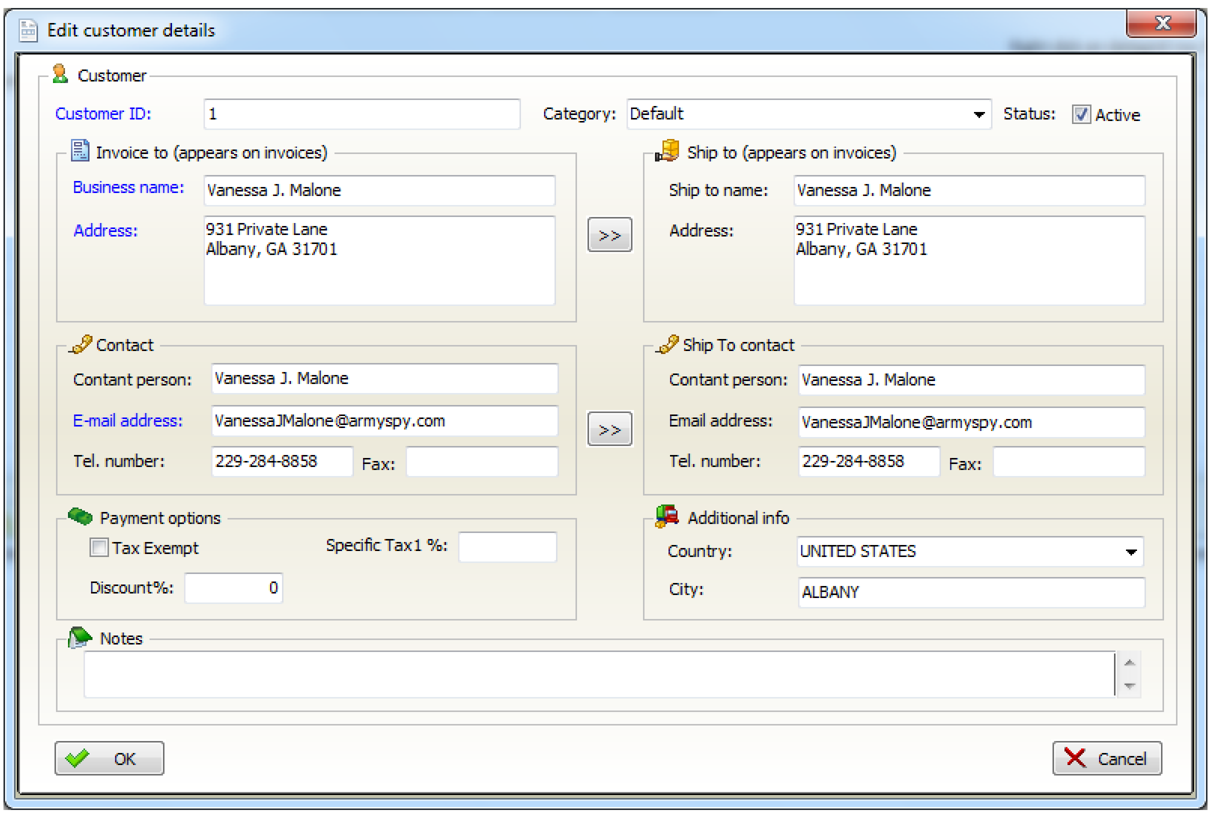
When you've entered all necessary information, click on OK button to save changes

7.2 Editing a Customer

1. At main menu click on **Customers tab**
2. **Click on the customer line** to select it
3. Click on **Edit/View customer button** or double click on the customer line to edit



This will open the Edit customer details window



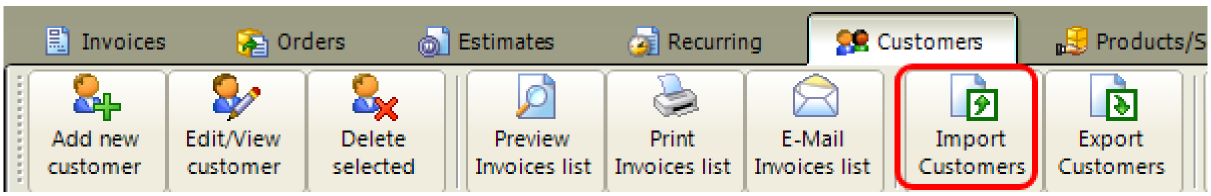
[See the fields description here]

When you've finished editing the fields, click on OK button to save changes.

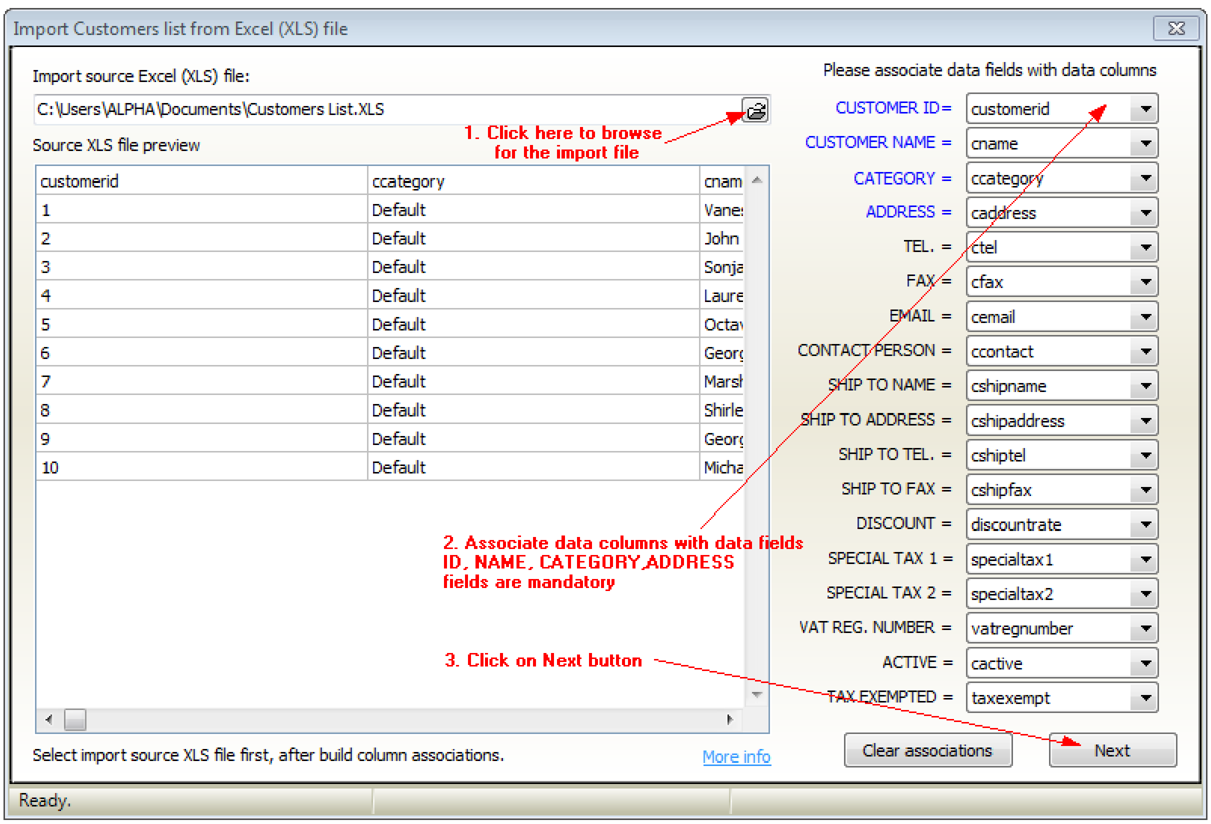
7.3 Importing Customers

At main menu click on **Customers tab**

Click on **Import Customers button** under Customers menu tab to open the import window.



Import Customers Step One



We recommend to use our example import file. You can download it from here.

http://www.f-billing.com/importexample.zip

This is a packed (ZIP) file. First you need to extract example files from the ZIP

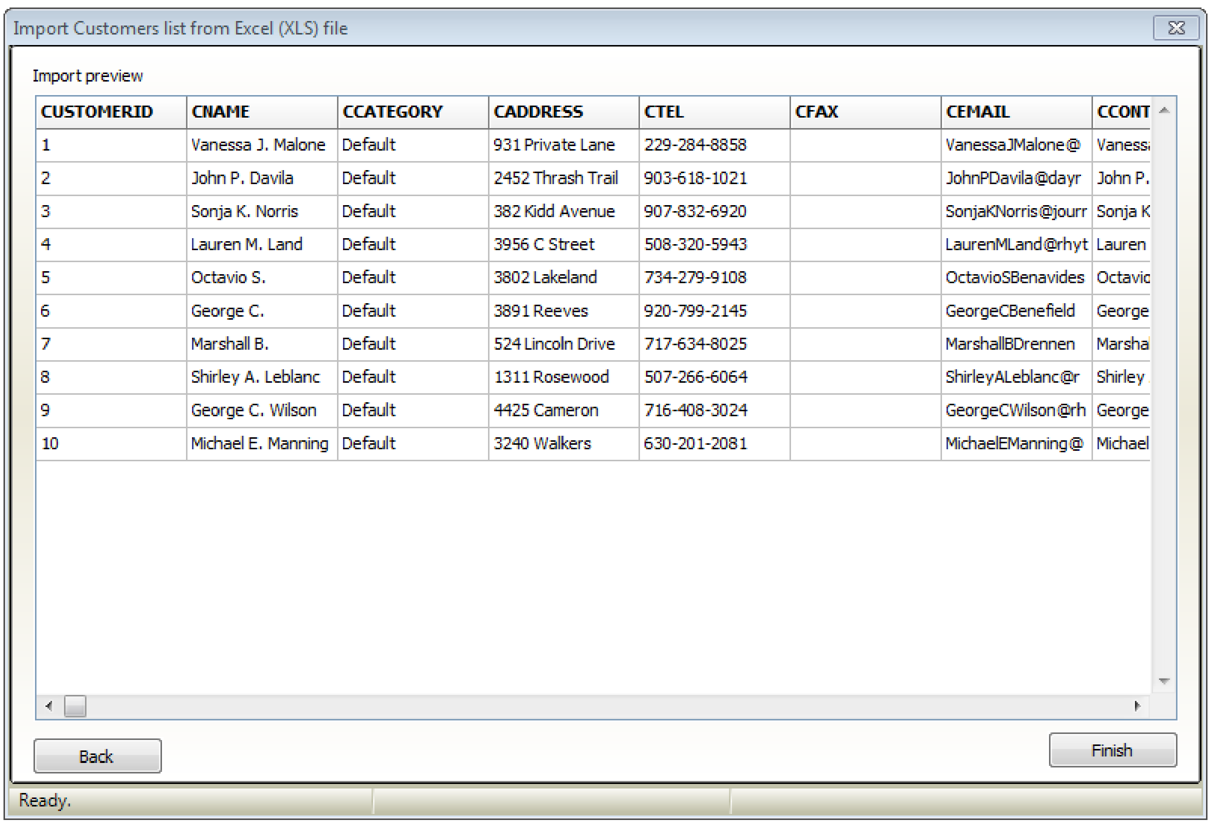
Just fill out our example excel file with your existing customers data, leave header column names (first row) as it is and try to import.

1. Browse for the import Excel file

2. Associate database fields with data column in the excel file, use the spreadsheet preview to find which column holds the data for the corresponding field. If you do not have a column for the corresponding data in your spreadsheet just select *-Not associated-* option from the drop-down list.
If you are using our example customer import file, data associations will be automatically created!

3. Click on the Next button

Import Customers Step two. All data listed in the "Import Preview datagrid" will be imported to customers database.



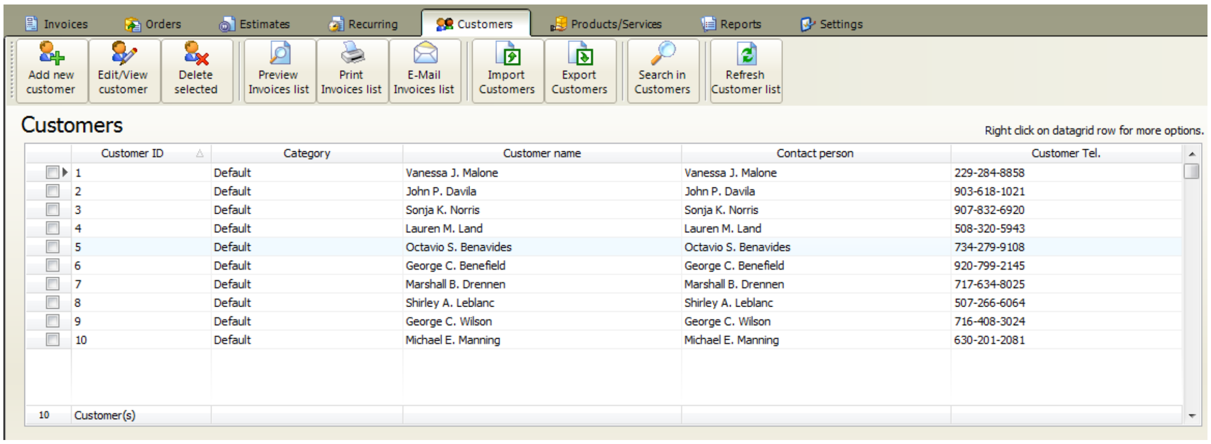
CUSTOMERID	CNAME	CCATEGORY	CADDRESS	CTEL	CFAX	CEMAIL	CCONT
1	Vanessa J. Malone	Default	931 Private Lane	229-284-8858		VanessaJMalone@	Vanessa
2	John P. Davila	Default	2452 Thrash Trail	903-618-1021		JohnPDavila@dayr	John P.
3	Sonja K. Norris	Default	382 Kidd Avenue	907-832-6920		SonjaKNorris@jourr	Sonja K
4	Lauren M. Land	Default	3956 C Street	508-320-5943		LaurenMLand@rhyt	Lauren
5	Octavio S.	Default	3802 Lakeland	734-279-9108		OctavioSBenavides	Octavio
6	George C.	Default	3891 Reeves	920-799-2145		GeorgeCBenefield	George
7	Marshall B.	Default	524 Lincoln Drive	717-634-8025		MarshallBDrennen	Marsha
8	Shirley A. Leblanc	Default	1311 Rosewood	507-266-6064		ShirleyALeblanc@r	Shirley
9	George C. Wilson	Default	4425 Cameron	716-408-3024		GeorgeCWilson@rh	George
10	Michael E. Manning	Default	3240 Walkers	630-201-2081		MichaelEManning@	Michael

If you see wrong data under headers then click on **Back** button and modify field associations.
Once the headers are in place then click on **Finish** button.

The import process could take time depending upon the line count of the import file.

If you would like to import a large number of customers we recommend to make a smaller import file for testing with 10-20 lines. And import only the test file first. You can easily delete 10-20 lines from the customer database if the import result is wrong.

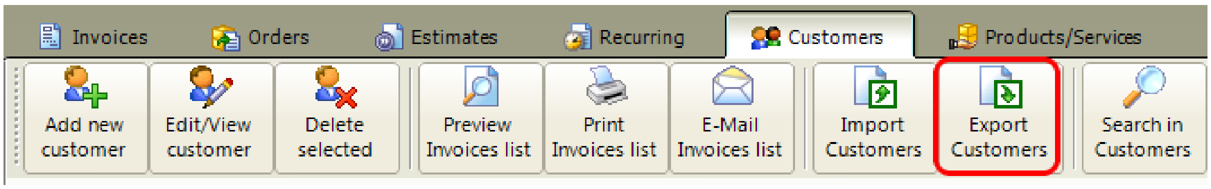
And finally the result is here:



7.4 Exporting Customers

At main menu click on **Customers tab**

Click on **Export Customers button** under Customers menu tab to save your customer list into CSV file.



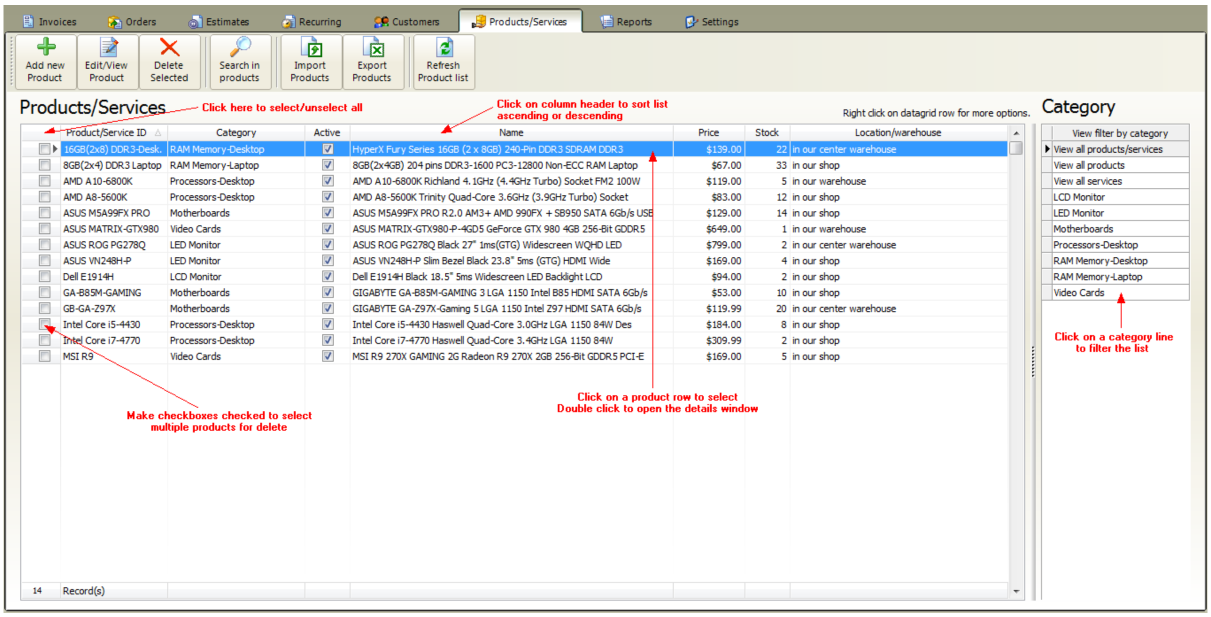
This will save customer details (line by line) into a CSV file that can be opened with MS Excel.
(In e-commerce CSV files are used primarily for importing and exporting products, customers to and from your store.)

Each line in a CSV file represents a customer with the details from the Customers datagrid.

8 Products/Services

At main window click on **Products/Services tab**

Products/Services menu



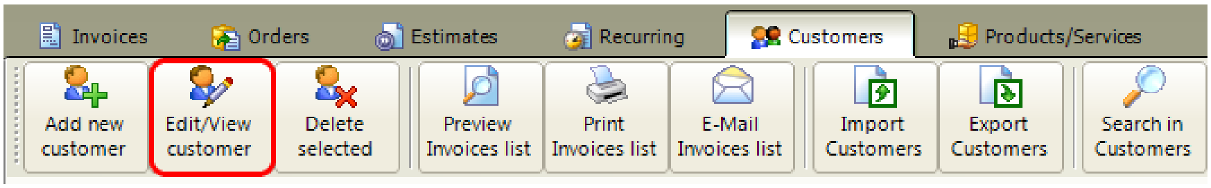
Under the Product/services tab you can **manage your products database** for the current company account.
(note: You can create unlimited company accounts. Each company account has a separated products database.)

The following options available:

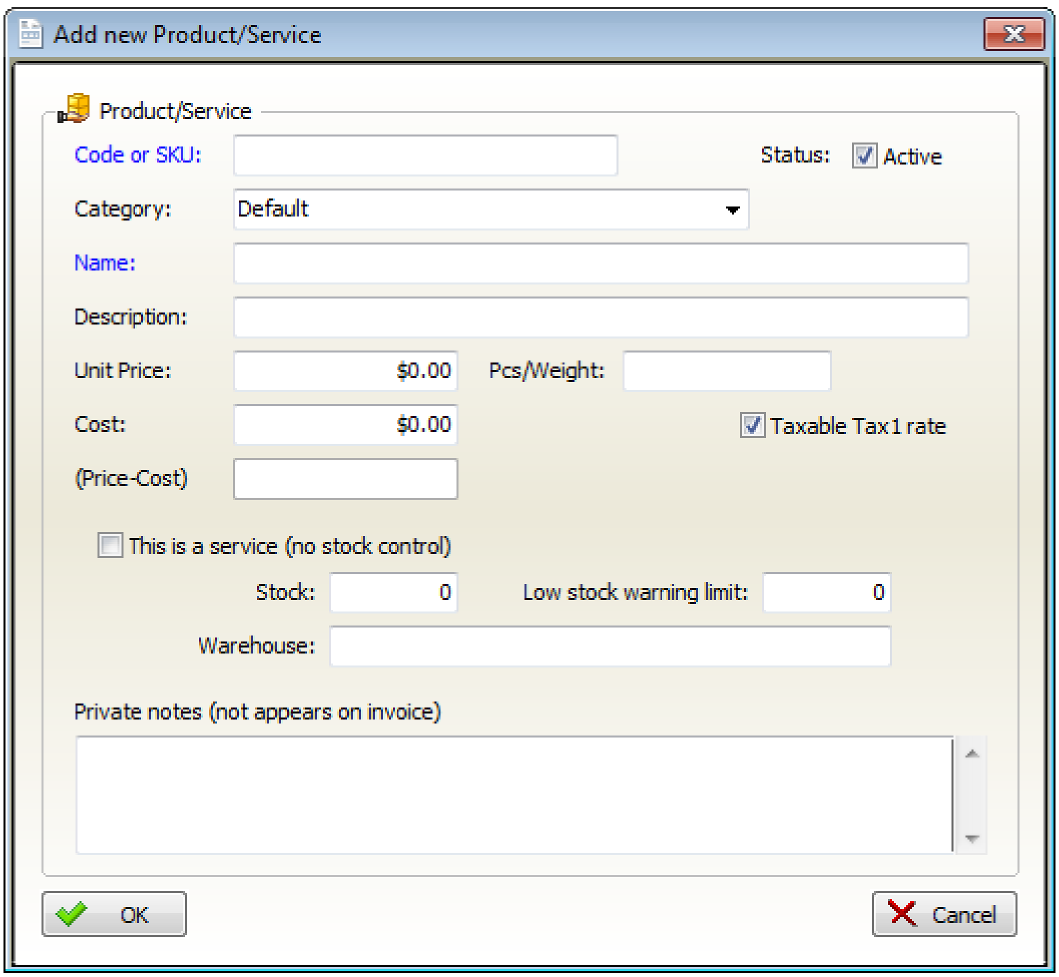
- Add new product
- Selecting product
- Editing existing product
- Deleting products
- Import products list from an Excel (.CSV) file
- Export products list to Excel (.CSV) file
- Search in product list
- Filtering products by category

8.1 Creating a new product

At main menu click on **Customers >> Edit/View customer**



This will open the Edit customer details window



Fields description

Code or SKU (mandatory field): alphanumeric identifier for the product or service, must be unique

Category (mandatory field): You can group products/services into categories. Just select existing category from list or enter a new one

Status: Active by default. Inactive product/service will not appear in the products list when invoicing

Name (mandatory field): the product/service name, this name is printed on invoices

Description (optional field): additional information for the product or service, this value is printed on invoices

Unit price (mandatory field): price of the product or service, enter only numbers and decimals, appears on invoices

Cost (optional field): cost of the product or service, enter only numbers and decimals, appears only on sales reports

Price-Cost : automatically calculated field

Pcs/weight (optional field): when invoicing this value is stored with the invoice line item but isn't printed

Taxable Tax1, TaxableTax2 (checkbox): make unchecked if the product/service isn't taxable

This is a service (checkbox): make checked if the product is a service and there is no inventory

Stock (optional) **:** the number of a product you currently have

Low Stock (optional)**:** Get notified when your stock values are low! This value is used on "Product low stock" report

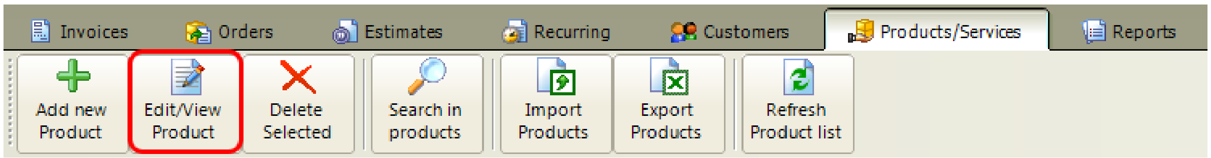
Warehouse (optional)**:** specifies the location of the current product

Private Notes (optional field,multiple lines):Any kind of notes, not printed on invoices.

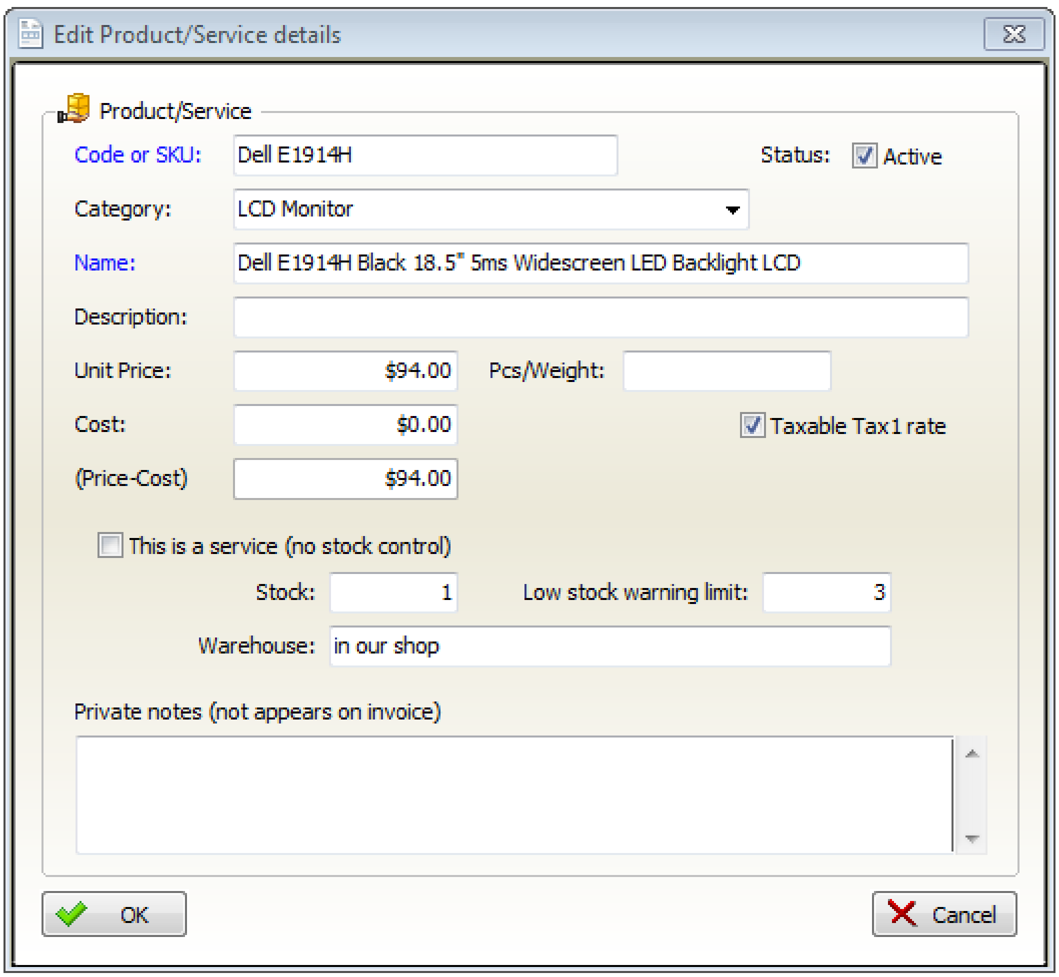
When you've entered all necessary information, click on OK button to save changes

8.2 Editing a product

1. At main menu click on **Products/Services tab**
2. **Click on the product line** to select it
3. Click on **Edit/View Product button** or double click on product line to edit



This will open the Edit Product/Service details window

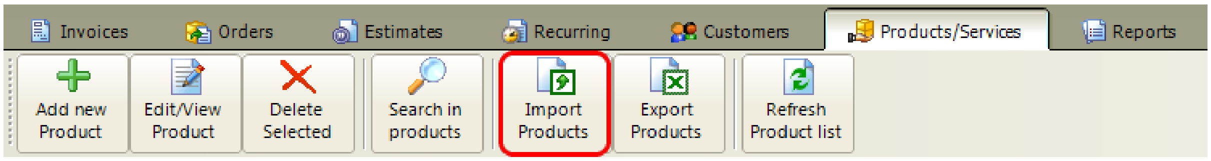


See the fields description here

When you've finished editing the fields, click on OK button to save changes.

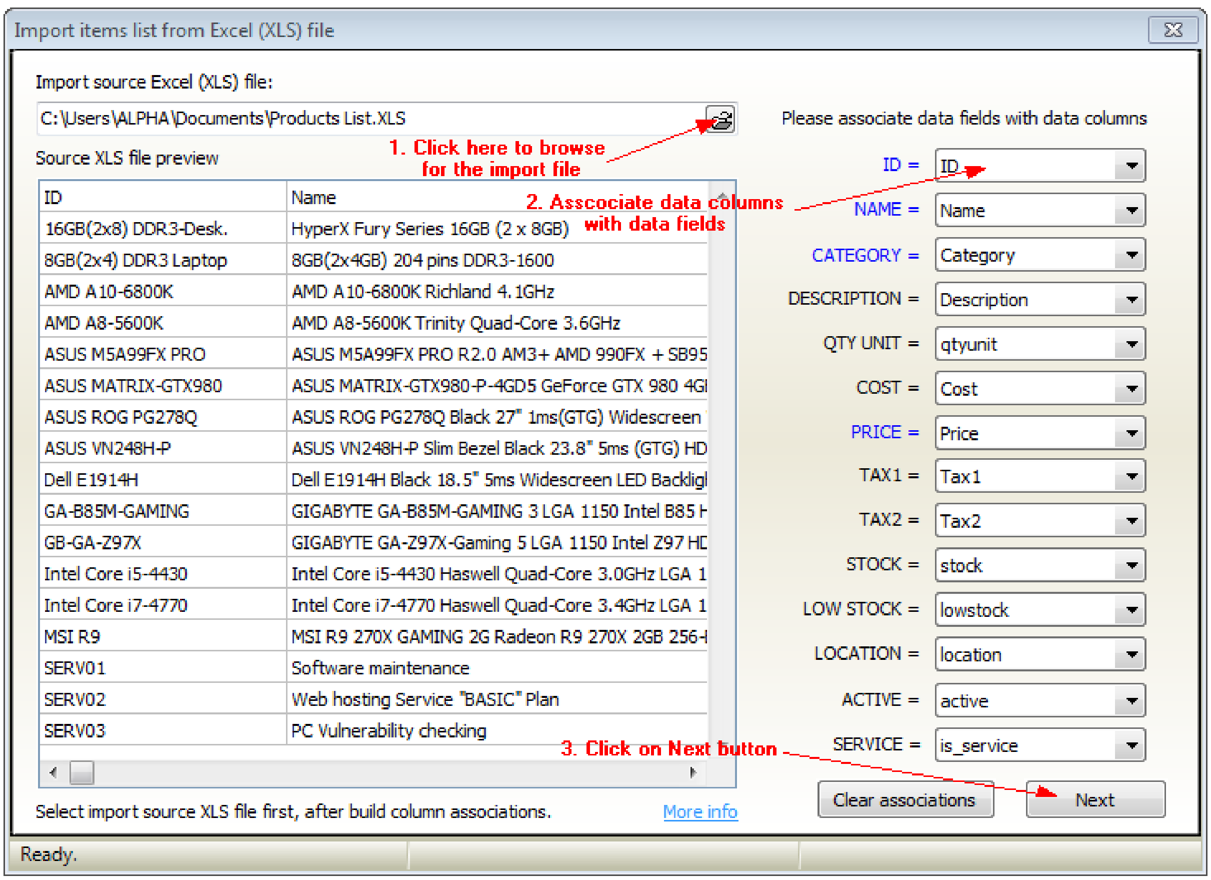
8.3 Importing Products

At main menu click on **Products/Services tab**



Click on **Import Products button** to open the import window.

Import items Step One



ID	Name
16GB(2x8) DDR3-Desk.	HyperX Fury Series 16GB (2 x 8GB)
8GB(2x4) DDR3 Laptop	8GB(2x4GB) 204 pins DDR3-1600
AMD A10-6800K	AMD A10-6800K Richland 4.1GHz
AMD A8-5600K	AMD A8-5600K Trinity Quad-Core 3.6GHz
ASUS M5A99FX PRO	ASUS M5A99FX PRO R2.0 AM3+ AMD 990FX + SB95
ASUS MATRIX-GTX980	ASUS MATRIX-GTX980-P-4GD5 GeForce GTX 980 4G
ASUS ROG PG278Q	ASUS ROG PG278Q Black 27" 1ms(GTG) Widescreen
ASUS VN248H-P	ASUS VN248H-P Slim Bezel Black 23.8" 5ms (GTG) HD
Dell E1914H	Dell E1914H Black 18.5" 5ms Widescreen LED Backligl
GA-B85M-GAMING	GIGABYTE GA-B85M-GAMING 3 LGA 1150 Intel B85 H
GB-GA-Z97X	GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HD
Intel Core i5-4430	Intel Core i5-4430 Haswell Quad-Core 3.0GHz LGA 1
Intel Core i7-4770	Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1
MSI R9	MSI R9 270X GAMING 2G Radeon R9 270X 2GB 256-I
SERV01	Software maintenance
SERV02	Web hosting Service "BASIC" Plan
SERV03	PC Vulnerability checking

We recommend to use our example import file. You can download it from here.

http://www.f-billing.com/importexample.zip

This is a packed (ZIP) file. First you need to extract example files from the ZIP

Just fill out our example excel file with your existing products data, leave

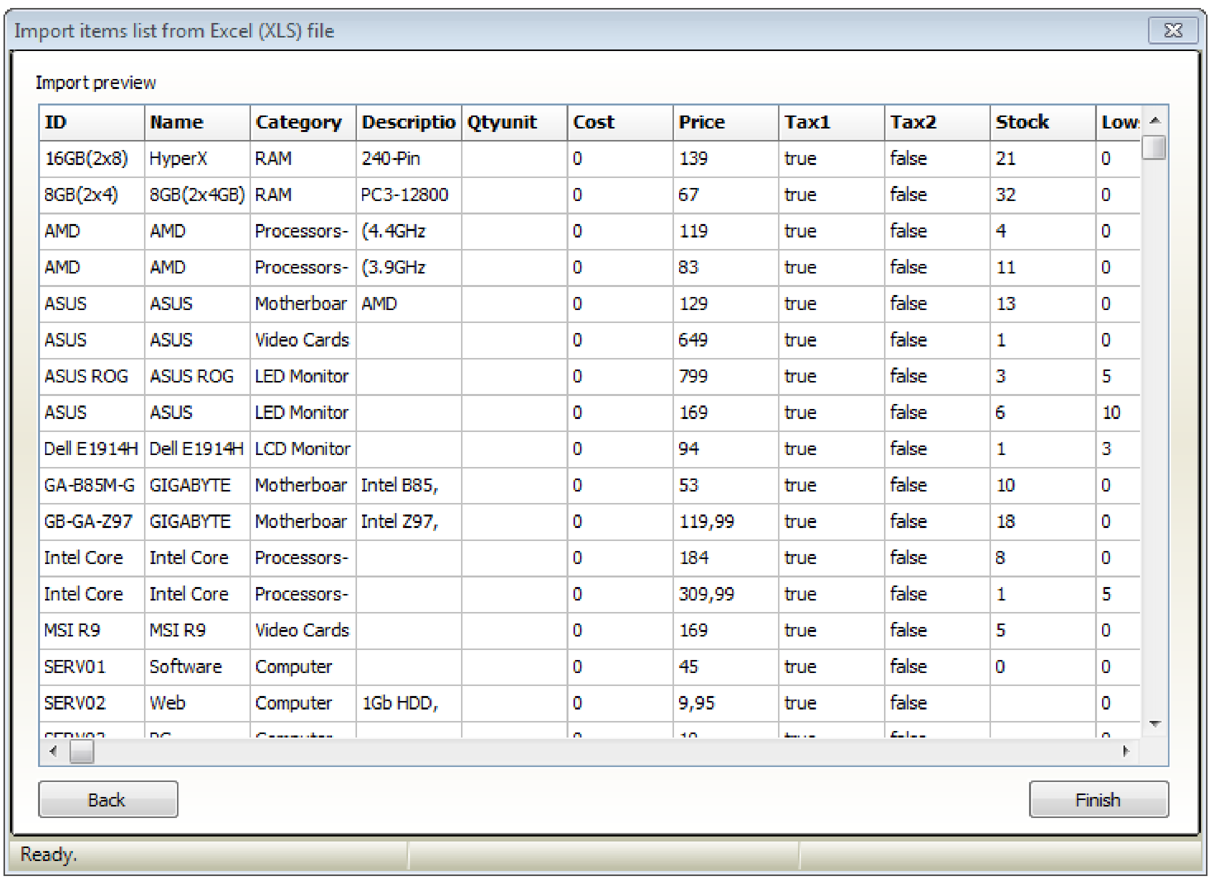
header column names (first row) as it is and try to import.

1. Browse for the import Excel file

2. Associate database fields with data column in the excel file, use the spreadsheet preview to find which column holds the data for the corresponding field. If you do not have a column for the corresponding data in your spreadsheet just select *-Not associated-* option from the drop-down list.
If you are using our example product import file, data associations will be automatically created!

3. Click on the Next button

Import Products Step two. All data listed in the "Import Preview datagrid" will be imported to products database.



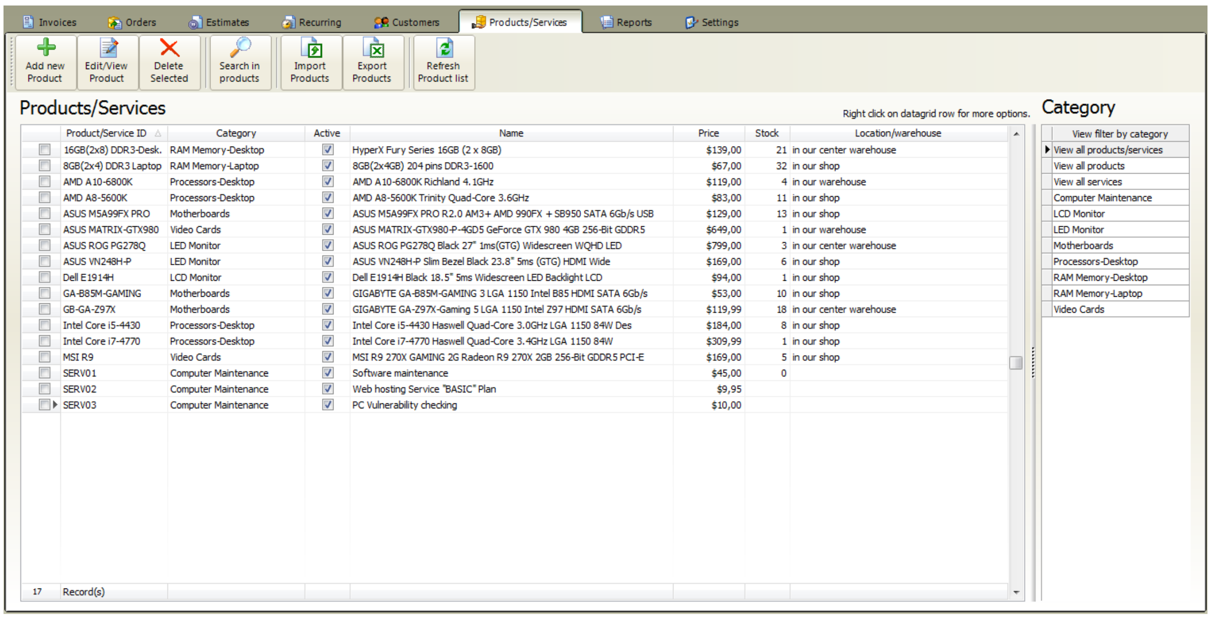
ID	Name	Category	Descriptio	Qtyunit	Cost	Price	Tax1	Tax2	Stock	Low
16GB(2x8)	HyperX	RAM	240-Pin		0	139	true	false	21	0
8GB(2x4)	8GB(2x4GB)	RAM	PC3-12800		0	67	true	false	32	0
AMD	AMD	Processors-	(4.4GHz		0	119	true	false	4	0
AMD	AMD	Processors-	(3.9GHz		0	83	true	false	11	0
ASUS	ASUS	Motherboar	AMD		0	129	true	false	13	0
ASUS	ASUS	Video Cards			0	649	true	false	1	0
ASUS ROG	ASUS ROG	LED Monitor			0	799	true	false	3	5
ASUS	ASUS	LED Monitor			0	169	true	false	6	10
Dell E1914H	Dell E1914H	LCD Monitor			0	94	true	false	1	3
GA-B85M-G	GIGABYTE	Motherboar	Intel B85,		0	53	true	false	10	0
GB-GA-Z97	GIGABYTE	Motherboar	Intel Z97,		0	119,99	true	false	18	0
Intel Core	Intel Core	Processors-			0	184	true	false	8	0
Intel Core	Intel Core	Processors-			0	309,99	true	false	1	5
MSI R9	MSI R9	Video Cards			0	169	true	false	5	0
SERV01	Software	Computer			0	45	true	false	0	0
SERV02	Web	Computer	1Gb HDD,		0	9,95	true	false		0

If you see wrong data under headers then click on **Back** button and modify field associations.
Once the headers are in place then click on **Finish** button.

The import process could take time depending upon the line count of the import file.

If you would like to import a large number of products/items we recommend to make a smaller import file for testing with 10-20 lines. And import only the test file first. You can easily delete 10-20 lines from the products database if the import result is wrong.

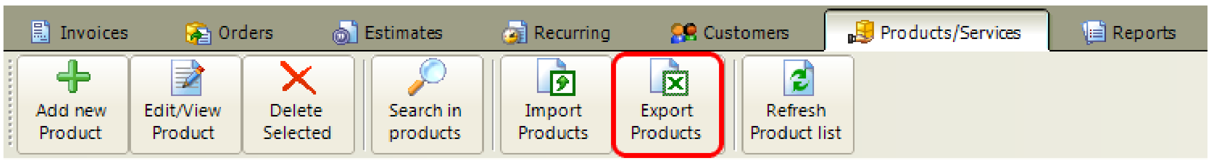
And finally the result is here:



8.4 Exporting Products

At main menu click on **Product/Services tab**

Click on **Export Products button** to save your customer list into CSV file.



This will save product/service details (line by line) into a CSV file that can be opened with MS Excel.
(In e-commerce CSV files are used primarily for importing and exporting products, customers to and from your store.)

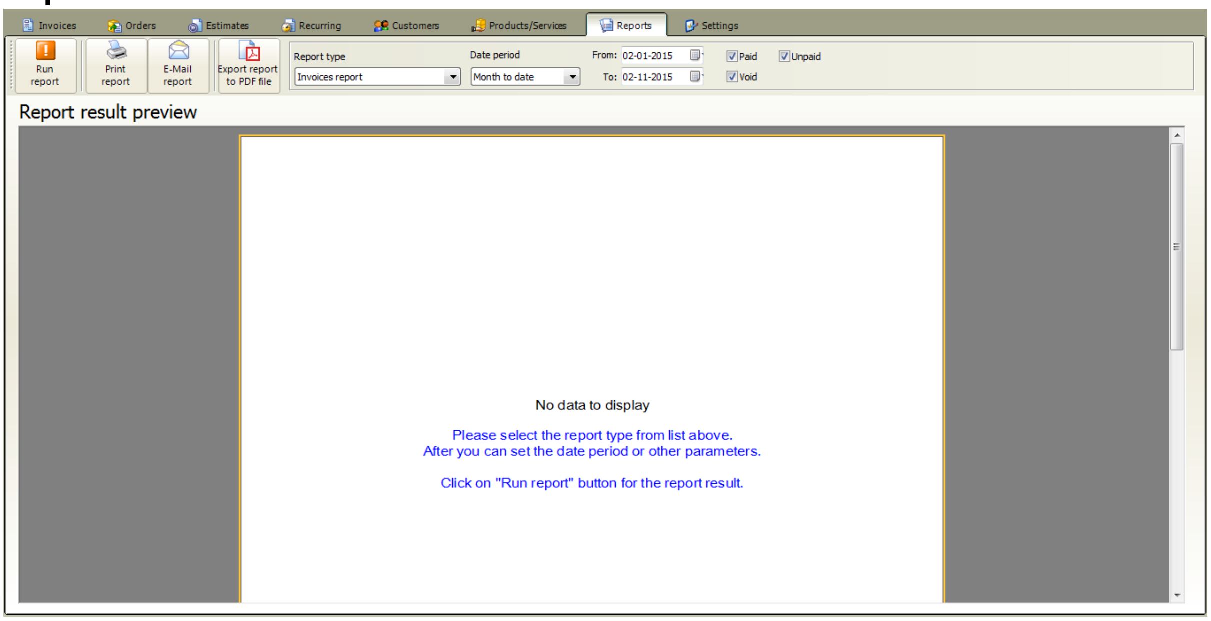
Each line in a CSV file represents a product with the details from the Products/Services datagrid.

9 Reports

At main window click on **Reports tab**

Under the reports tab you can run, print or email various reports for the current company account.

Reports menu



1. **Select report** from **"Report type"** list
2. **Setup report parameters.** Each report has it's own parameter panel.
3. Click on the **Run Report button**

Report types

Invoices report
Invoices report with customer
Orders report
Recurring invoices
Past due invoices
Payments report
Customers list
Customers list detailed
Product/Services list
Price list
Product low stock report
Tax report Invoices
Tax report Orders
Sales Report

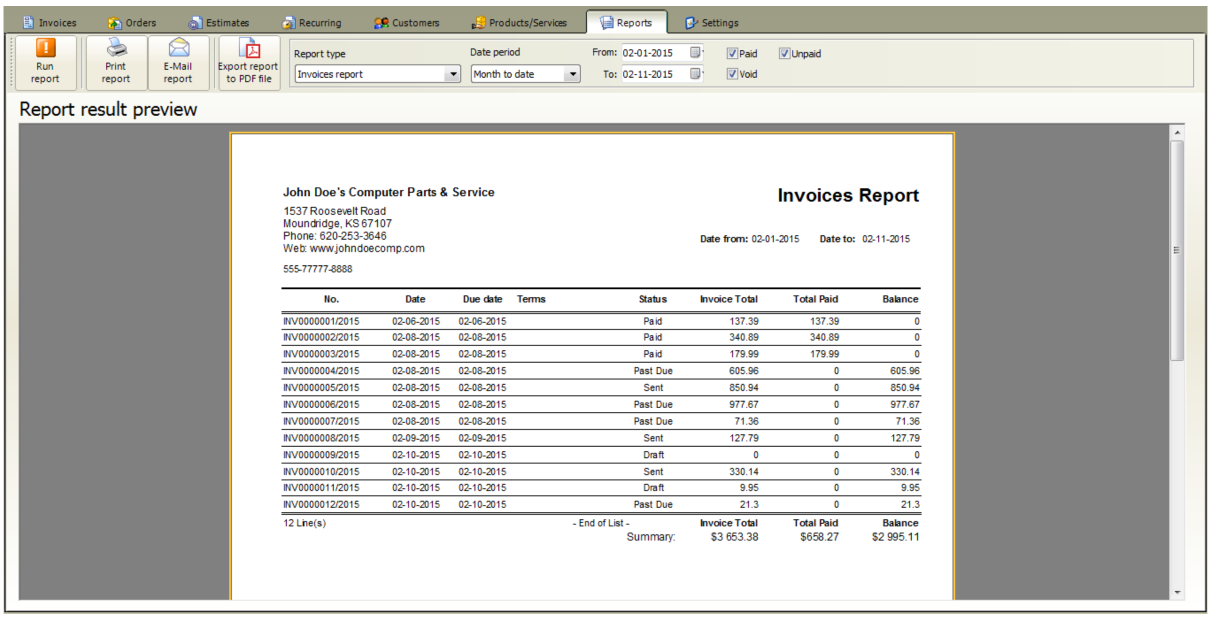
[Sales Summary by Username]

9.1 Invoices report

At main window click on **Reports tab**

1. Select **Invoices report** from **"Report type"** list
2. Select the **date range**
3. Click on the **Run Report button**

Invoices report example



John Doe's Computer Parts & Service
1537 Roosevelt Road
Moundridge, KS 67107
Phone: 620-253-3646
Web: www.johndoecomp.com

555-77777-8888

Invoices Report

Date from: 02-01-2015 **Date to:** 02-11-2015

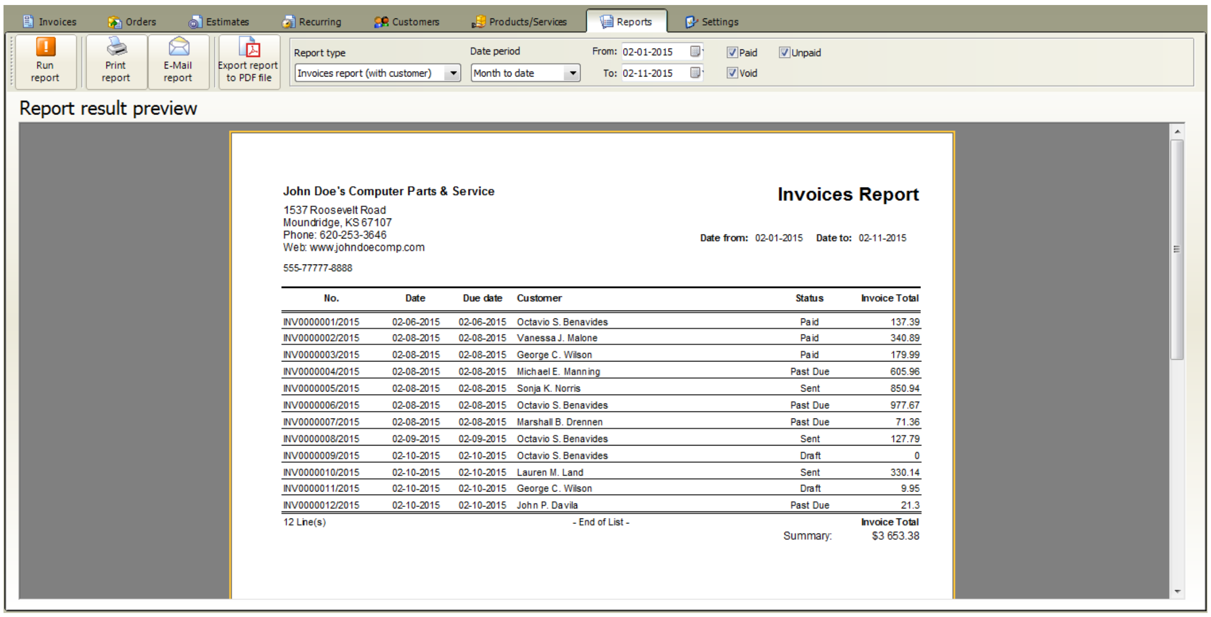
No.	Date	Due date	Terms	Status	Invoice Total	Total Paid	Balance
INV0000001/2015	02-06-2015	02-06-2015		Paid	137.39	137.39	0
INV0000002/2015	02-08-2015	02-08-2015		Paid	340.89	340.89	0
INV0000003/2015	02-08-2015	02-08-2015		Paid	179.99	179.99	0
INV0000004/2015	02-08-2015	02-08-2015		Past Due	605.96	0	605.96
INV0000005/2015	02-08-2015	02-08-2015		Sent	850.94	0	850.94
INV0000006/2015	02-08-2015	02-08-2015		Past Due	977.67	0	977.67
INV0000007/2015	02-08-2015	02-08-2015		Past Due	71.36	0	71.36
INV0000008/2015	02-09-2015	02-09-2015		Sent	127.79	0	127.79
INV0000009/2015	02-10-2015	02-10-2015		Draft	0	0	0
INV0000010/2015	02-10-2015	02-10-2015		Sent	330.14	0	330.14
INV0000011/2015	02-10-2015	02-10-2015		Draft	9.95	0	9.95
INV0000012/2015	02-10-2015	02-10-2015		Past Due	21.3	0	21.3
12 Line(s)			- End of List -		**Invoice Total**	**Total Paid**	**Balance**
				Summary:	$3 653.38	$658.27	$2 995.11

9.2 Invoices report with customer

At main window click on **Reports tab**

1. Select **Invoices report with customer** from **"Report type"** list
2. Select the **date range**
3. Click on the **Run Report button**

Invoices report with customer example

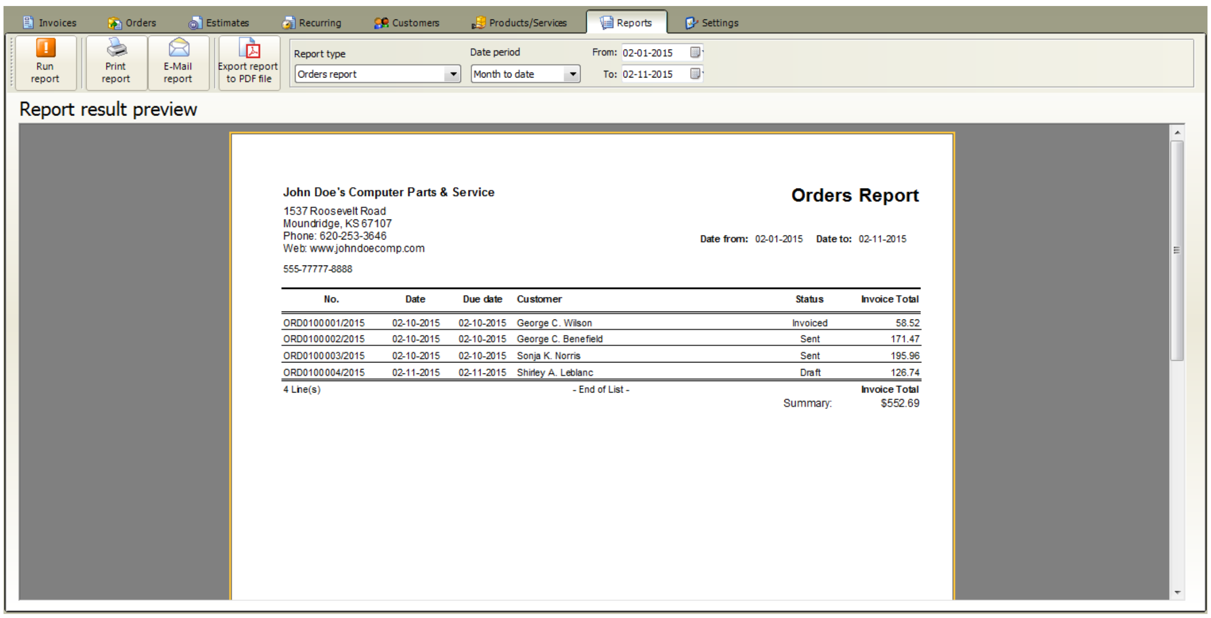


9.3 Orders report

At main window click on **Reports tab**

1. Select **Orders report** from **"Report type"** list
2. Select the **date range**
3. Click on the **Run Report button**

Orders report example

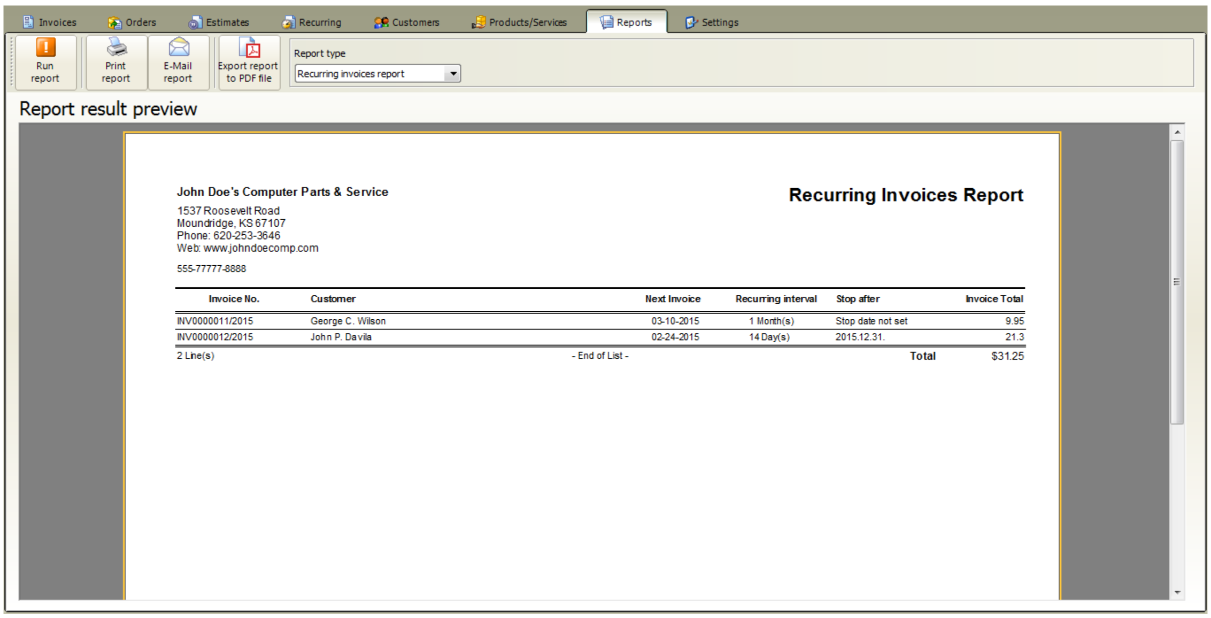


9.4 Recurring invoice report

At main window click on **Reports tab**

1. Select **Recurring Invoices report** from **"Report type"** list
2. Click on the **Run Report button**

Recurring Invoices report example

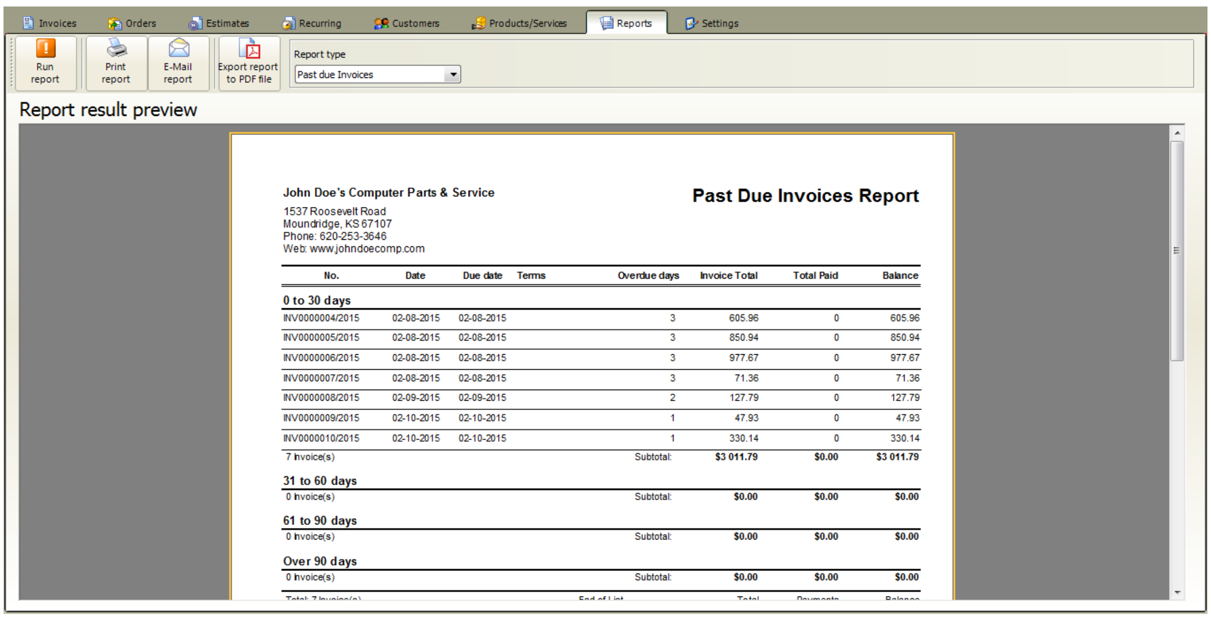


9.5 Past due invoices

At main window click on **Reports tab**

1. Select **Past due Invoices report** from **"Report type"** list
2. Click on the **Run Report button**

Past due invoices report example

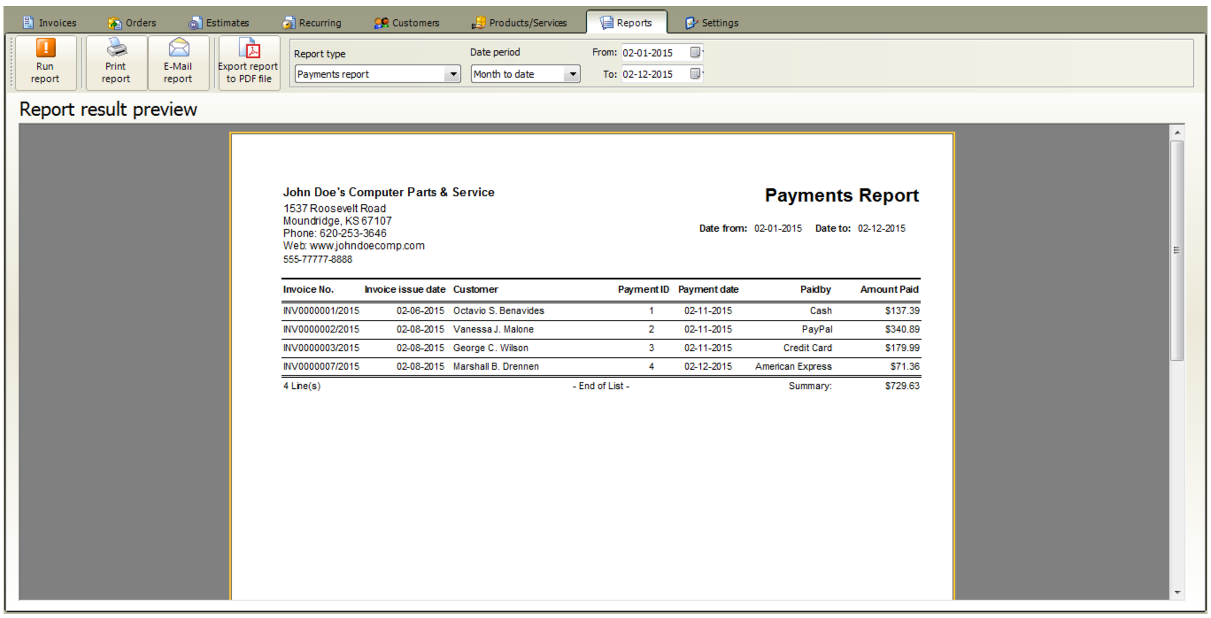


9.6 Payments report

At main window click on **Reports tab**

1. Select **Payments report** from **"Report type"** list
2. Select the **date range**
3. Click on the **Run Report button**

Payments report example

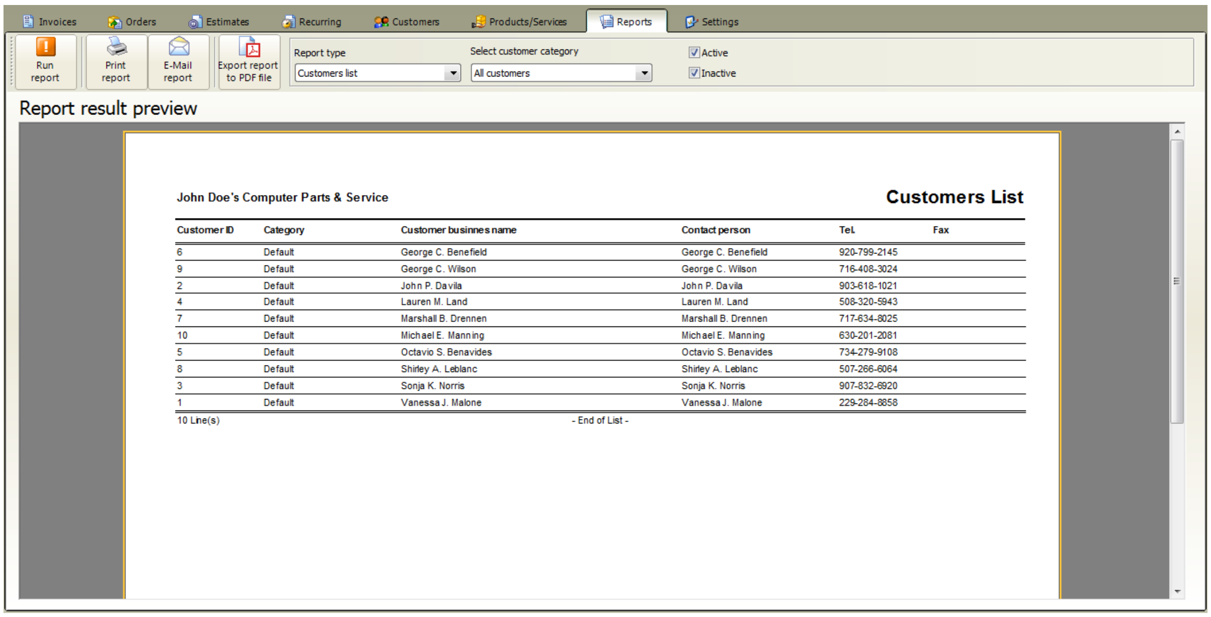


9.7 Customers list

At main window click on **Reports tab**

1. Select **Customers list** from **"Report type"** list
2. Choose a **customer category**
3. Click on the **Run Report button**

Customers list report example



Customer ID	Category	Customer businnes name	Contact person	Tel.	Fax
6	Default	George C. Benefield	George C. Benefield	920-799-2145	
9	Default	George C. Wilson	George C. Wilson	716-408-3024	
2	Default	John P. Davila	John P. Davila	903-618-1021	
4	Default	Lauren M. Land	Lauren M. Land	508-320-5943	
7	Default	Marshall B. Drennen	Marshall B. Drennen	717-634-8025	
10	Default	Michael E. Manning	Michael E. Manning	630-201-2081	
5	Default	Octavio S. Benavides	Octavio S. Benavides	734-279-9108	
8	Default	Shirley A. Leblanc	Shirley A. Leblanc	507-266-6064	
3	Default	Sonja K. Norris	Sonja K. Norris	907-832-6920	
1	Default	Vanessa J. Malone	Vanessa J. Malone	229-284-8858	

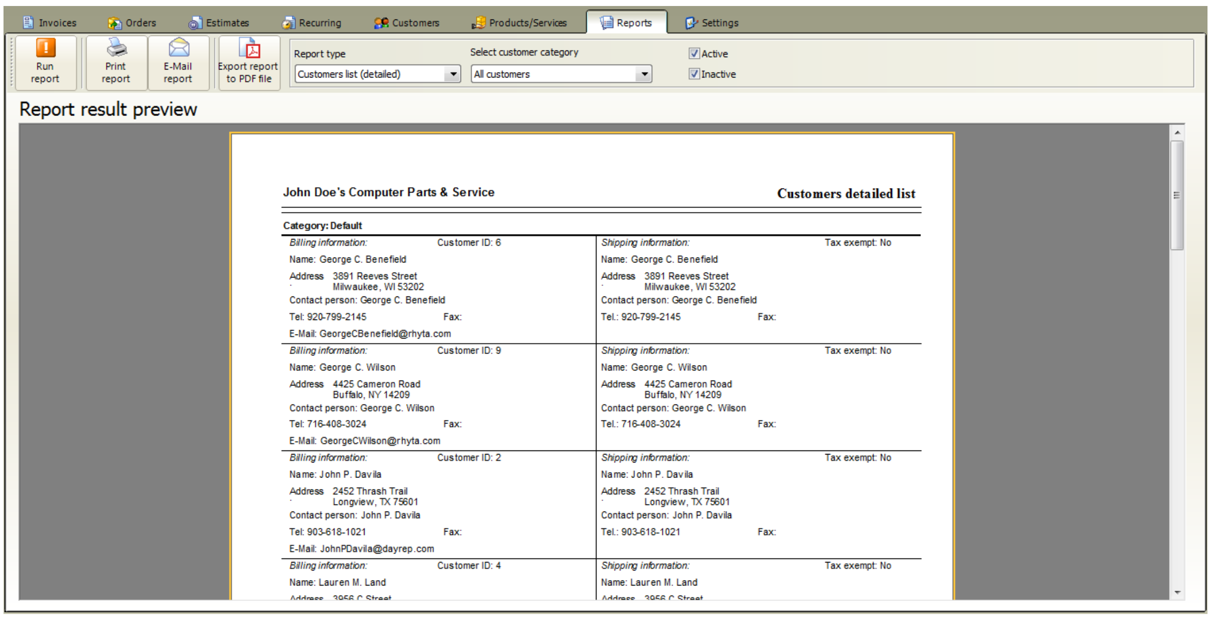
10 Line(s) - End of List -

9.8 Customer list detailed

At main window click on **Reports tab**

1. Select **Customers list (detailed)** from **"Report type"** list
2. Choose a **customer category**
3. Click on the **Run Report button**

Customers list detailed report example

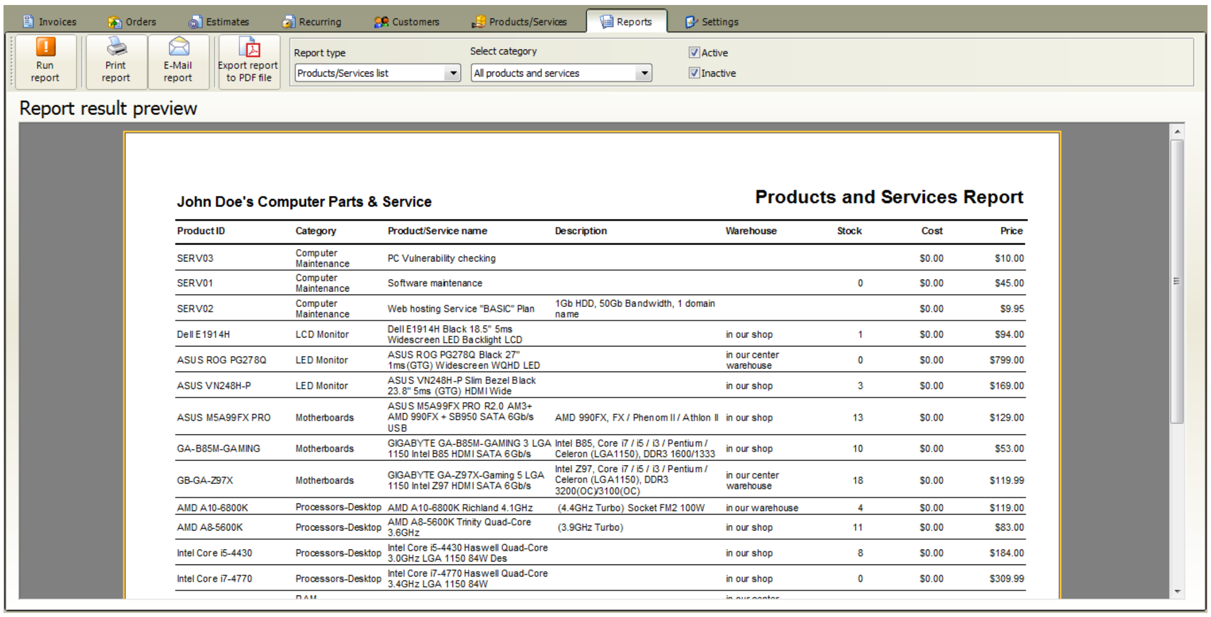


9.9 Product list

At main window click on **Reports tab**

1. Select **Product/Services list** from **"Report type"** list
2. Choose a **product category**
3. Click on the **Run Report button**

Product list report example



John Doe's Computer Parts & Service

Products and Services Report

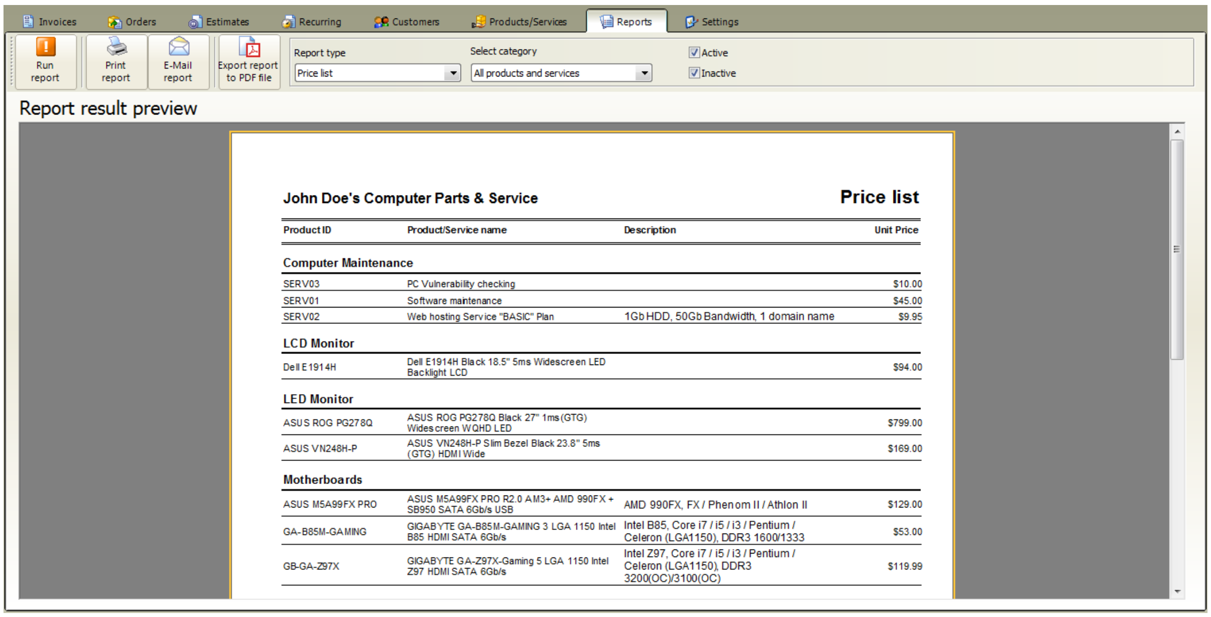
Product ID	Category	Product/Service name	Description	Warehouse	Stock	Cost	Price
SERV03	Computer Maintenance	PC Vulnerability checking				$0.00	$10.00
SERV01	Computer Maintenance	Software maintenance			0	$0.00	$45.00
SERV02	Computer Maintenance	Web hosting Service "BASIC" Plan	1Gb HDD, 50Gb Bandwidth, 1 domain name			$0.00	$9.95
Dell E1914H	LCD Monitor	Dell E1914H Black 18.5" 5ms Widescreen LED Backlight LCD		in our shop	1	$0.00	$94.00
ASUS ROG PG278Q	LED Monitor	ASUS ROG PG278Q Black 27" 1ms(GTG) Widescreen WQHD LED		in our center warehouse	0	$0.00	$799.00
ASUS VN248H-P	LED Monitor	ASUS VN248H-P Slim Bezel Black 23.8" 5ms (GTG) HDMI Wide		in our shop	3	$0.00	$169.00
ASUS M5A99FX PRO	Motherboards	ASUS M5A99FX PRO R2.0 AM3+ AMD 990FX + SB950 SATA 6Gb/s USB	AMD 990FX, FX / Phenom II / Athlon II	in our shop	13	$0.00	$129.00
GA-B85M-GAMING	Motherboards	GIGABYTE GA-B85M-GAMING 3 LGA 1150 Intel B85 HDMI SATA 6Gb/s	Intel B85, Core i7 / i5 / i3 / Pentium / Celeron (LGA1150), DDR3 1600/1333	in our shop	10	$0.00	$53.00
GB-GA-Z97X	Motherboards	GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI SATA 6Gb/s	Intel Z97, Core i7 / i5 / i3 / Pentium / Celeron (LGA1150), DDR3 3200(OC)/3100(OC)	in our center warehouse	18	$0.00	$119.99
AMD A10-6800K	Processors-Desktop	AMD A10-6800K Richland 4.1GHz	(4.4GHz Turbo) Socket FM2 100W	in our warehouse	4	$0.00	$119.00
AMD A8-5600K	Processors-Desktop	AMD A8-5600K Trinity Quad-Core 3.6GHz	(3.9GHz Turbo)	in our shop	11	$0.00	$83.00
Intel Core i5-4430	Processors-Desktop	Intel Core i5-4430 Haswell Quad-Core 3.0GHz LGA 1150 84W Des		in our shop	8	$0.00	$184.00
Intel Core i7-4770	Processors-Desktop	Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150 84W		in our shop	0	$0.00	$309.99

9.10 Price list

At main window click on **Reports tab**

1. Select **Price list** from **"Report type"** list
2. Choose a **product category**
3. Click on the **Run Report button**

Price list report example

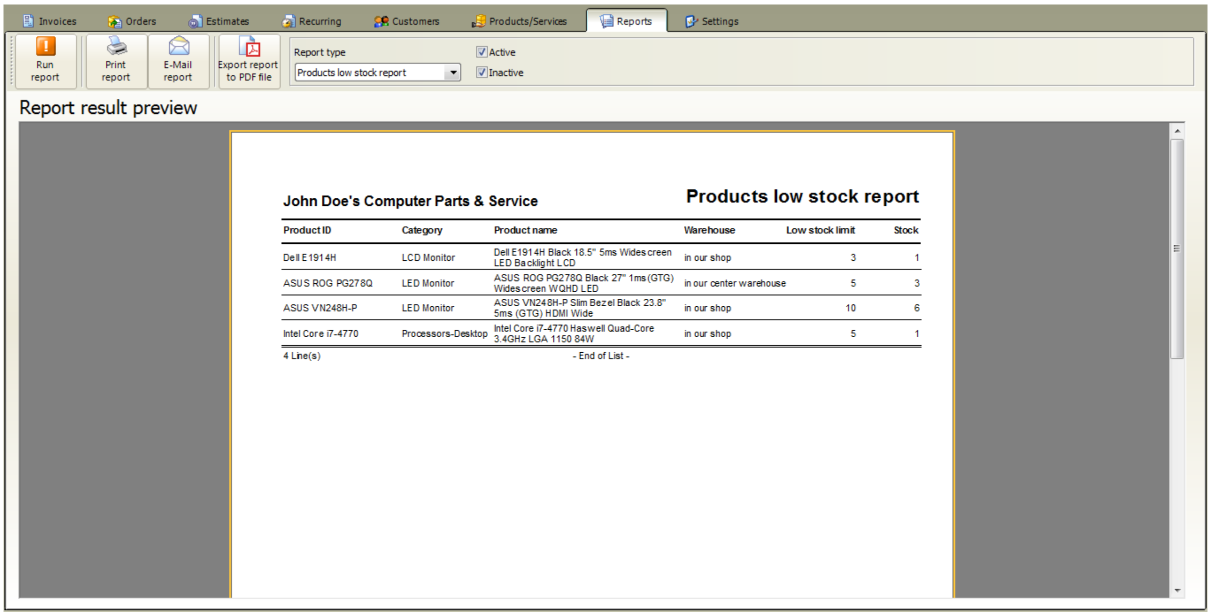


9.11 Product low stock

At main window click on **Reports tab**

1. Select **Products low stock report** from **"Report type"** list
2. Click on the **Run Report button**

Product low stock report example

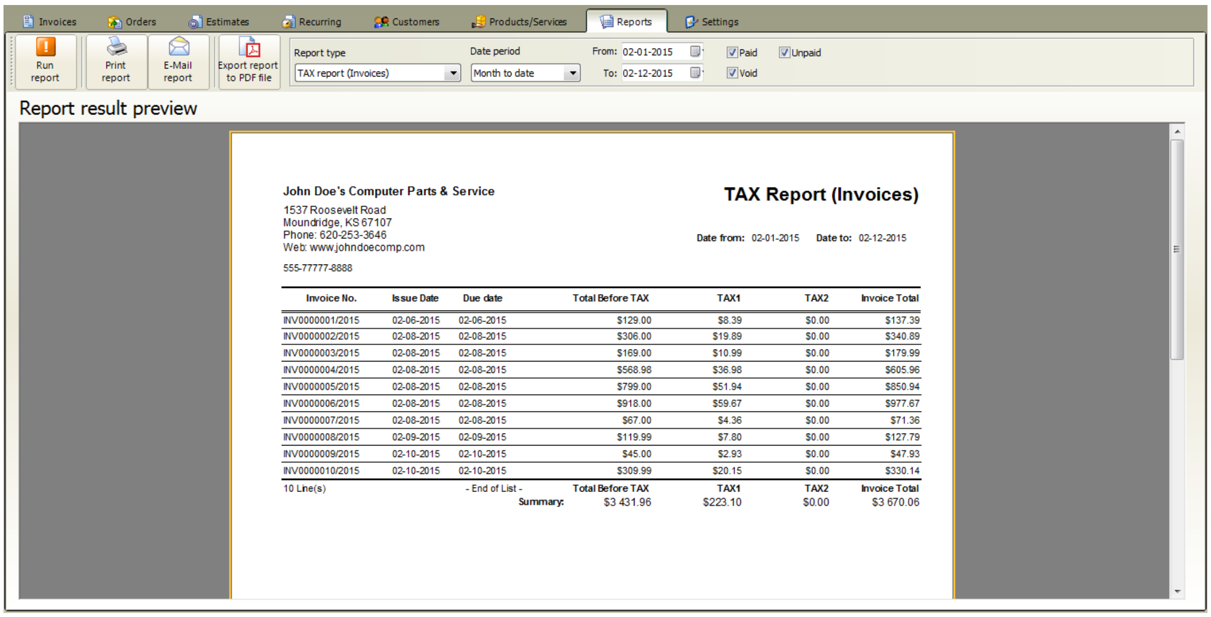


9.12 Tax Report (Invoices)

At main window click on **Reports tab**

1. Select **Tax report (Invoices)** from **"Report type"** list
2. Select the **date range**
3. Click on the **Run Report button**

Tax report (invoices) example

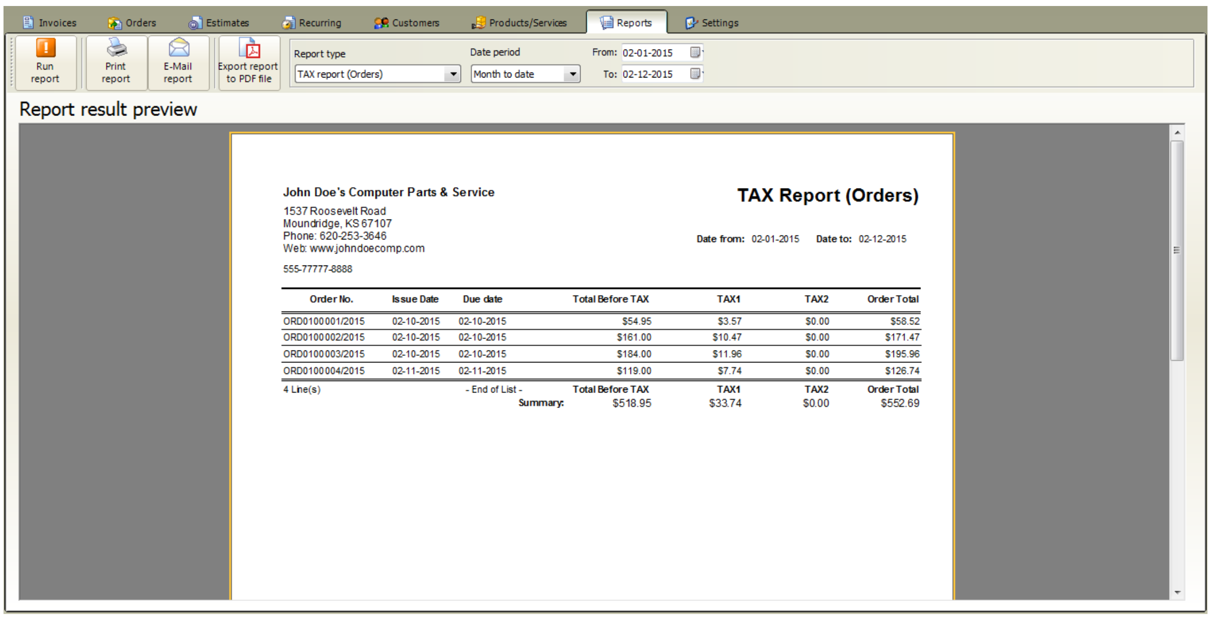


9.13 Tax Report (Orders)

At main window click on **Reports tab**

1. Select **Tax report (Orders)** from **"Report type"** list
2. Select the **date range**
3. Click on the **Run Report button**

Tax report (Orders) example



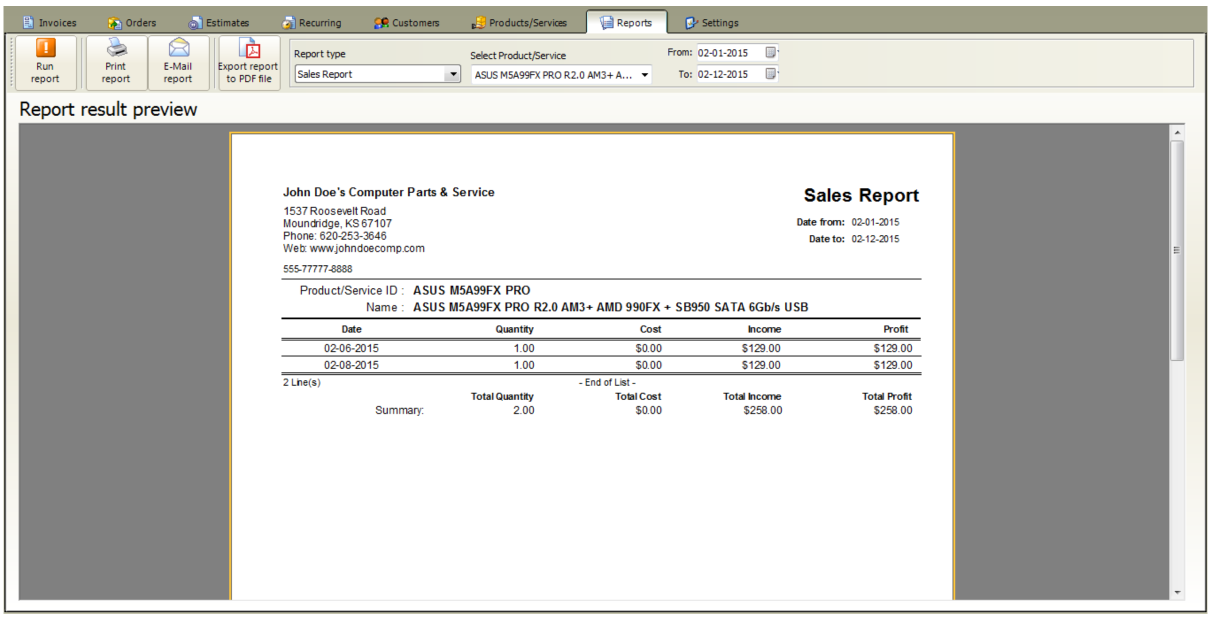
Order No.	Issue Date	Due date	Total Before TAX	TAX1	TAX2	Order Total
ORD0100001/2015	02-10-2015	02-10-2015	$54.95	$3.57	$0.00	$58.52
ORD0100002/2015	02-10-2015	02-10-2015	$161.00	$10.47	$0.00	$171.47
ORD0100003/2015	02-10-2015	02-10-2015	$184.00	$11.96	$0.00	$195.96
ORD0100004/2015	02-11-2015	02-11-2015	$119.00	$7.74	$0.00	$126.74
4 Line(s)		- End of List -	Total Before TAX	TAX1	TAX2	Order Total
		Summary:	$518.95	$33.74	$0.00	$552.69

9.14 Sales report

At main window click on **Reports tab**

1. Select **Sales report** from **"Report type"** list
2. Choose a **product**
3. Select the **date range**
4. Click on the **Run Report button**

Sales report example

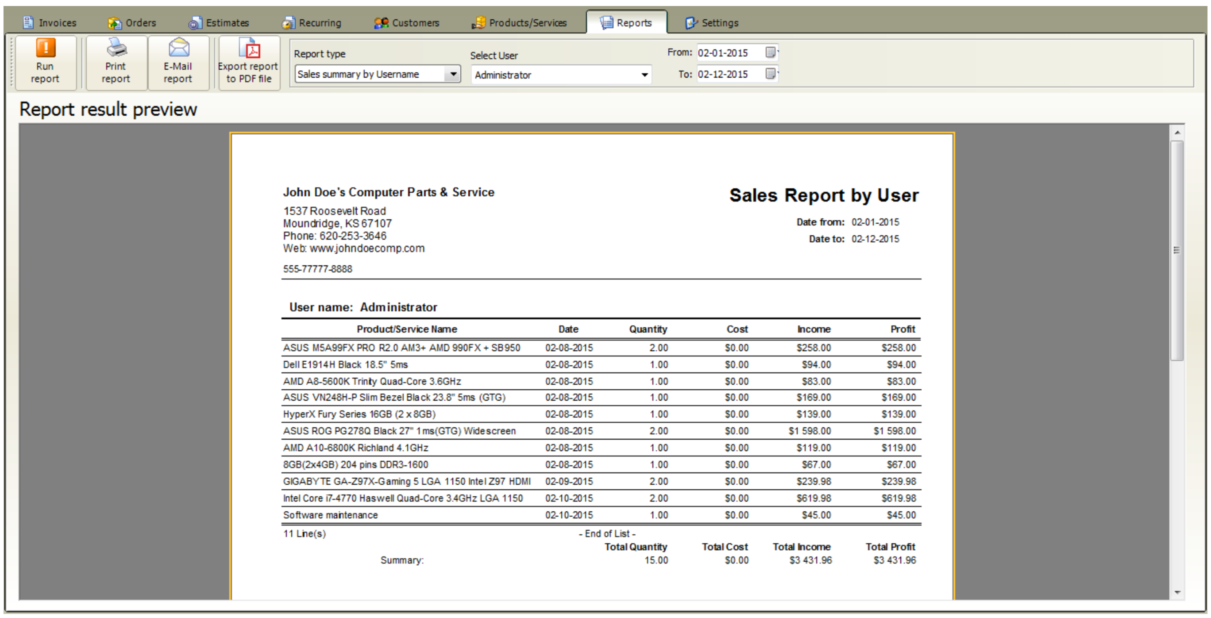


9.15 Sales report by username

At main window click on **Reports tab**

1. Select **Sales summary by Username** from **"Report type"** list
2. Choose a **user**
3. Select the **date range**
4. Click on the **Run Report button**

Sales report (by username) example



Product/Service Name	Date	Quantity	Cost	Income	Profit
ASUS M5A99FX PRO R2.0 AM3+ AMD 990FX + SB950	02-08-2015	2.00	$0.00	$258.00	$258.00
Dell E1914H Black 18.5" 5ms	02-08-2015	1.00	$0.00	$94.00	$94.00
AMD A8-5600K Trinity Quad-Core 3.6GHz	02-08-2015	1.00	$0.00	$83.00	$83.00
ASUS VN248H-P Slim Bezel Black 23.8" 5ms (GTG)	02-08-2015	1.00	$0.00	$169.00	$169.00
HyperX Fury Series 16GB (2 x 8GB)	02-08-2015	1.00	$0.00	$139.00	$139.00
ASUS ROG PG278Q Black 27" 1ms(GTG) Widescreen	02-08-2015	2.00	$0.00	$1 598.00	$1 598.00
AMD A10-6800K Richland 4.1GHz	02-08-2015	1.00	$0.00	$119.00	$119.00
8GB(2x4GB) 204 pins DDR3-1600	02-08-2015	1.00	$0.00	$67.00	$67.00
GIGABYTE GA-Z97X-Gaming 5 LGA 1150 Intel Z97 HDMI	02-09-2015	2.00	$0.00	$239.98	$239.98
Intel Core i7-4770 Haswell Quad-Core 3.4GHz LGA 1150	02-10-2015	2.00	$0.00	$619.98	$619.98
Software maintenance	02-10-2015	1.00	$0.00	$45.00	$45.00

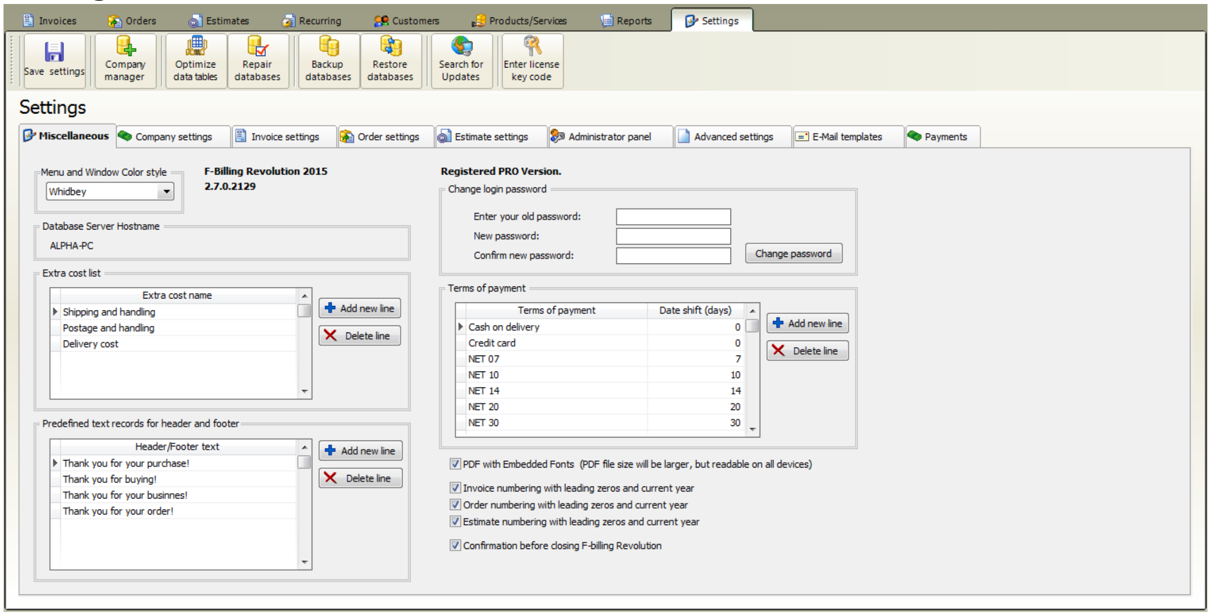
11 Line(s) - End of List -

	Total Quantity	Total Cost	Total Income	Total Profit
Summary:	15.00	$0.00	$3 431.96	$3 431.96

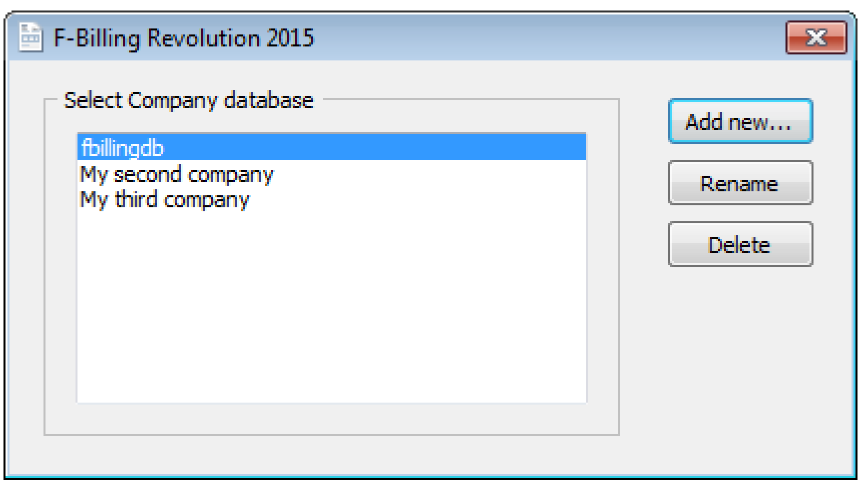
10 Settings

At main menu click on **Settings tab**

Settings menu



Company Manager: You can create unlimited company profiles. Each company profile comes with separated customers, products, invoices, orders, estimates, users and settings. This is useful if you have multiple companies or if you need to create invoices in multiple currencies. P.E (one company profile for USD invoices, and another for EUR invoices etc.)



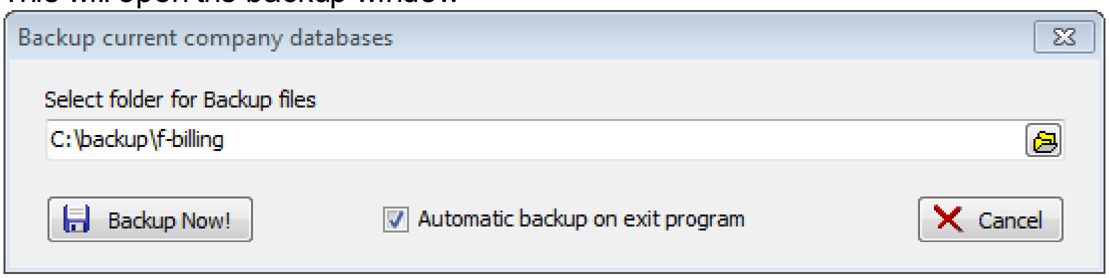
"fbillingdb" is the default database. You can create unlimited additional database

Optimize databases: this function will compress and re-index your database for faster access. If you have a lot (thousands) of data records, optimizing your database tables regularly will improve f-billing performance.

Repair databases: We recommend to use this function after a power failure or Windows crash occurs. It will do garbage collection and re-index the database. Our database system is highly resistant to corruption. If an application crash, or a Windows operating-system crash, or even a power failure occurs in the middle of a transaction, the partially written transaction should be automatically rolled back the next time the database file is accessed.

Backup databases:

This will open the backup window



1. Browse a folder for your backup files
2. Click on backup now button to create a database backup from your current company profile

Automatic backup on exit program: We strongly recommend to make it checked and f-billing will automatically create database backup file to the backup folder when you close the billing application. The backup progress is very fast it takes only 1-2 seconds.

Restore databases: You can restore a previous f-billing backup file for the current company profile. **The existing databases in the current company profile will be overwritten!** Just browse for your backup file after click on Open button

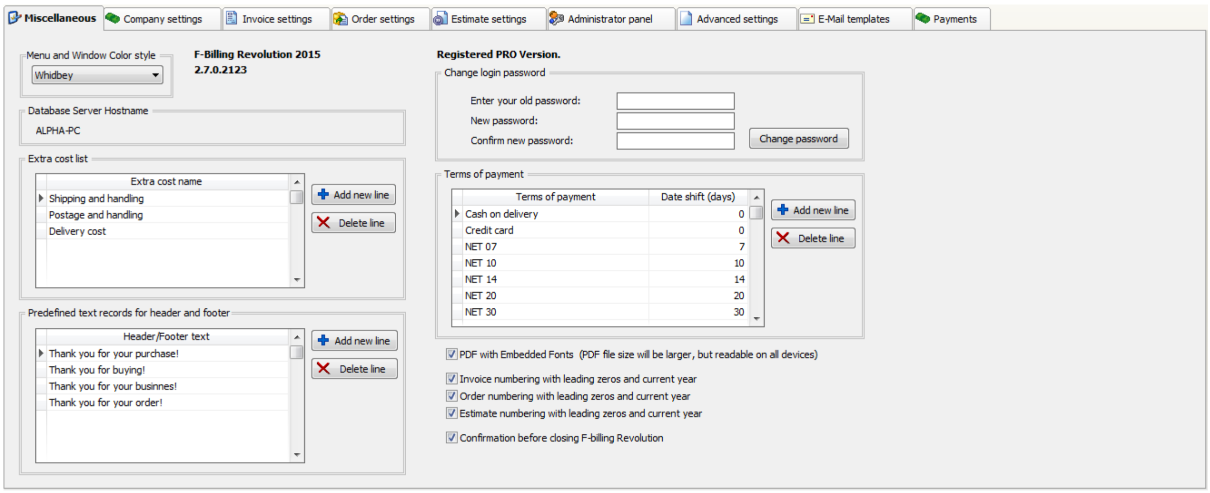
Search for updates: Click on this button to check for new updates. If there are any updates to install, f-billing will automatically download
and install the update.

Enter license key code: Find the license key in your email that you have received after purchasing the SOLO or PRO version.
Fill in the text boxes with name and license key. Click "OK" and you will successfully upgrade to the full version.

10.1 Miscellaneous

At main menu click on **Settings >> Miscellaneous** tab

Miscellaneous



Menu and Window color style: pick a color scheme for overall appearance

Extra cost list: This list explains the extra cost names most commonly used on invoices.

Predefined text records for header and footer: Define most commonly used header or footer lines here

Change login password: The logged in user can change his password here. For more info see the Settings menu >> Administrator panel

Terms of payment: This list explains the payment terms most commonly used on invoices.

PDF with Embedded fonts: we recommend to make it checked, PDF attachment files will be readable almost all devices

Invoice numbering with leading zeros and current year: the next invoice number will be in following format:
Checkbox is checked: (invoice prefix + invoice number 6 digits with leading zeros / current year) Example: INV000001/2015
Checkbox is unchecked: (invoice prefix + invoice number) Example: INV1

Order numbering with leading zeros and current year: the next order number will be in following format:

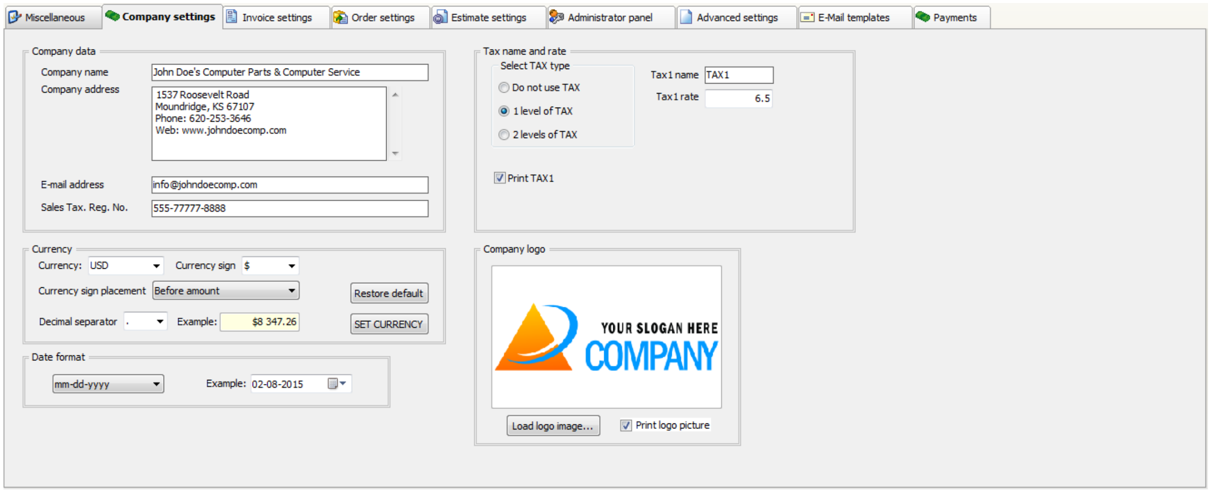
Checkbox is checked: (order prefix + order number 6 digits with leading zeros / current year) Example: ORD000001/2015
Checkbox is unchecked: (order prefix + order number) Example: ORD1

Estimate numbering with leading zeros and current year: the next estimate number will be in following format:
Checkbox is checked: (estimate prefix + estimate number 6 digits with leading zeros / current year) Example: EST000001/2015
Checkbox is unchecked: (estimate prefix + estimate number) Example: EST1

10.2 Company settings

At main menu click on **Settings >> Company settings** tab

Company settings



Company name: your company name or personal name

Company address: your company address, tel, fax or web address goes here

Company address: your company email address goes here

Sales tax reg. no. (optional): sales tax registration number or any other identifier

Currency group-box: select or enter your currency, select or enter the currency sign and select the decimal separator.
Click on "SET CURRENCY" button to apply the settings

Date format: select your date format from drop-down list
yyyy - year value 4 digits, **mm** - month value 2 digits, **dd** - day value 2 digits

Tax1 name and rate: default tax1 name and rate (for example: TAX1,VAT,GST ,PST)

Tax2 name and rate: default tax2 name and rate (TAX2,VAT,GST ,PST)

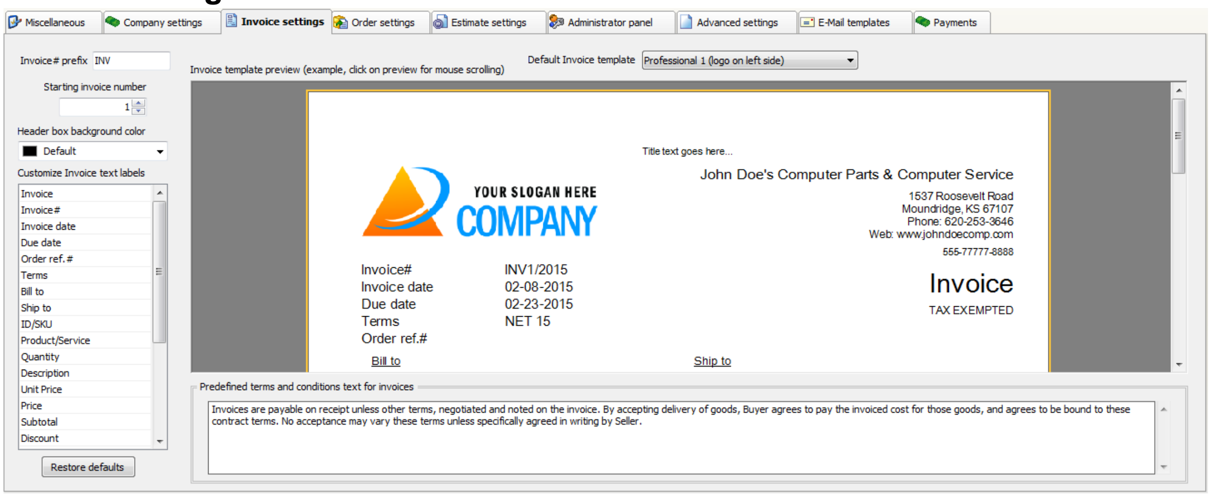
Company logo: company logo image (appears on invoices, estimates and orders) .
Print logo image: Make unchecked if you don't want to print company logo. (BMP,JPG or PNG image files accepted)

When you've finished editing the fields, click on "Save settings" toolbar button.

10.3 Invoice settings

At main menu click on **Settings >> Invoice settings** tab

Invoice settings



Default invoice template: The invoice template that is set for new invoices (you can change it per invoice) You can preview the look of the selected template

Invoice prefix: Invoice numbers may optionally be prefixed with a group of letters (P.E invoice number may be: INV101)

Starting invoice number: if there are no invoices recorded yet then this will be the first invoice number

Customize invoice text labels: if you would like to change the various texts that appear on the printed invoice, modify these values.

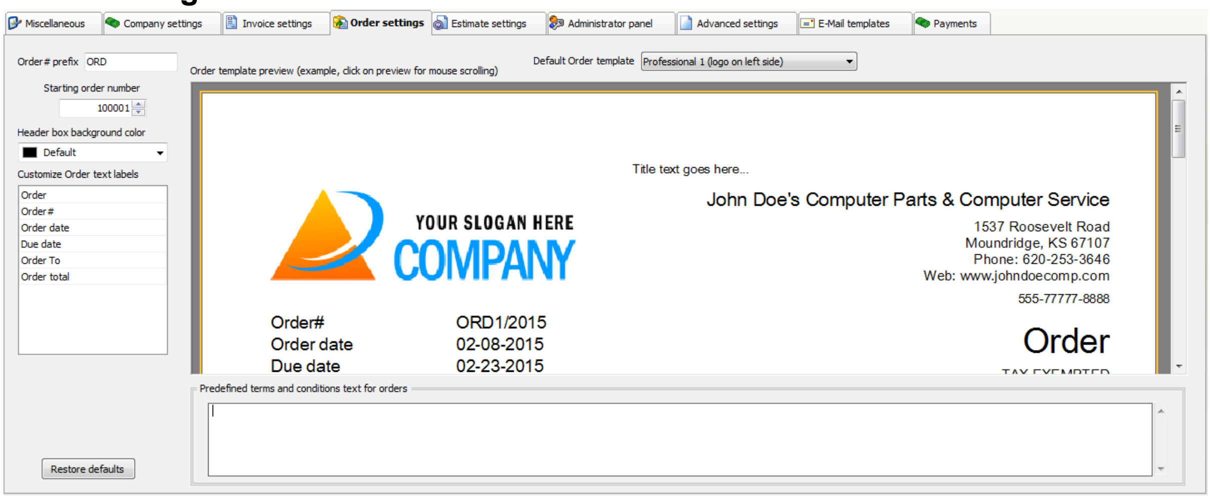
Predefined terms and conditions text: the default terms and conditions text that is set for new invoices (you can change it per invoice)

When you've finished editing the fields, click on "Save settings" toolbar button.

10.4 Order settings

At main menu click on **Settings >> Order settings** tab

Order settings



Default order template: The order template that is set for new orders (you can change it per order) You can preview the look of the selected template

Order prefix: Order numbers may optionally be prefixed with a group of letters (P.E order number may be: ORD10001)

Starting order number: if there are no orders recorded yet then this will be the first order number

Customize order text labels: if you would like to change the various texts that appear on the printed order, modify these values.

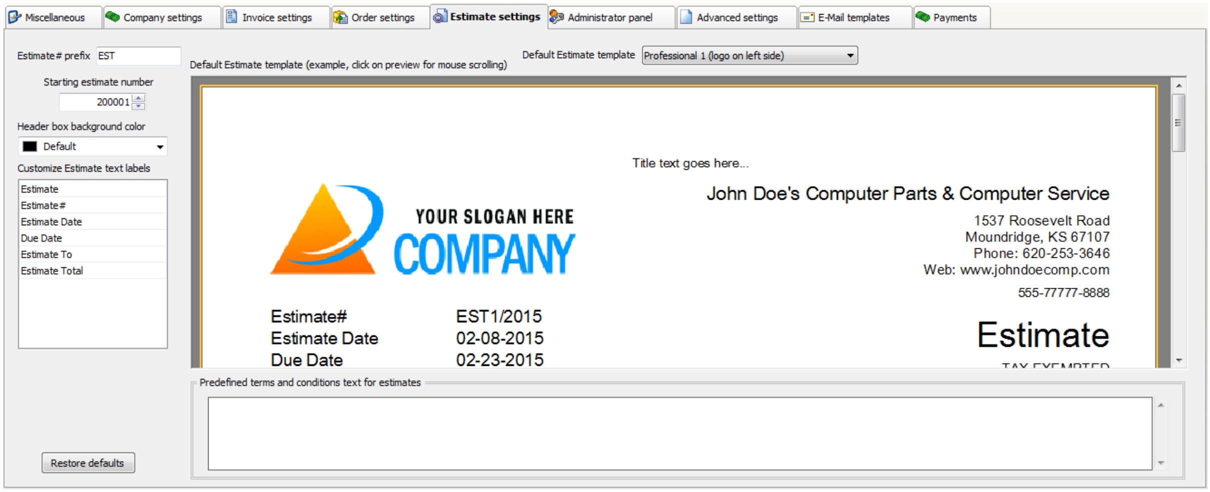
Predefined terms and conditions text: the default terms and conditions text that is set for new orders (you can change it per order)

When you've finished editing the fields, click on "Save settings" toolbar button.

10.5 Estimate settings

At main menu click on **Settings >> Estimate settings** tab

Estimate settings



Default estimate template: The estimate template that is set for new estimates (you can change it per estimate) You can preview the look of the selected template.

Estimate prefix: Estimate numbers may optionally be prefixed with a group of letters (P.E estimate number may be: EST10001)

Starting estimate number: if there are no estimates recorded yet then this will be the first estimate number

Customize estimate text labels: if you would like to change the various texts that appear on the printed estimate, modify these values.

Predefined terms and conditions text: the default terms and conditions text that is set for new estimates (you can change it per estimate)

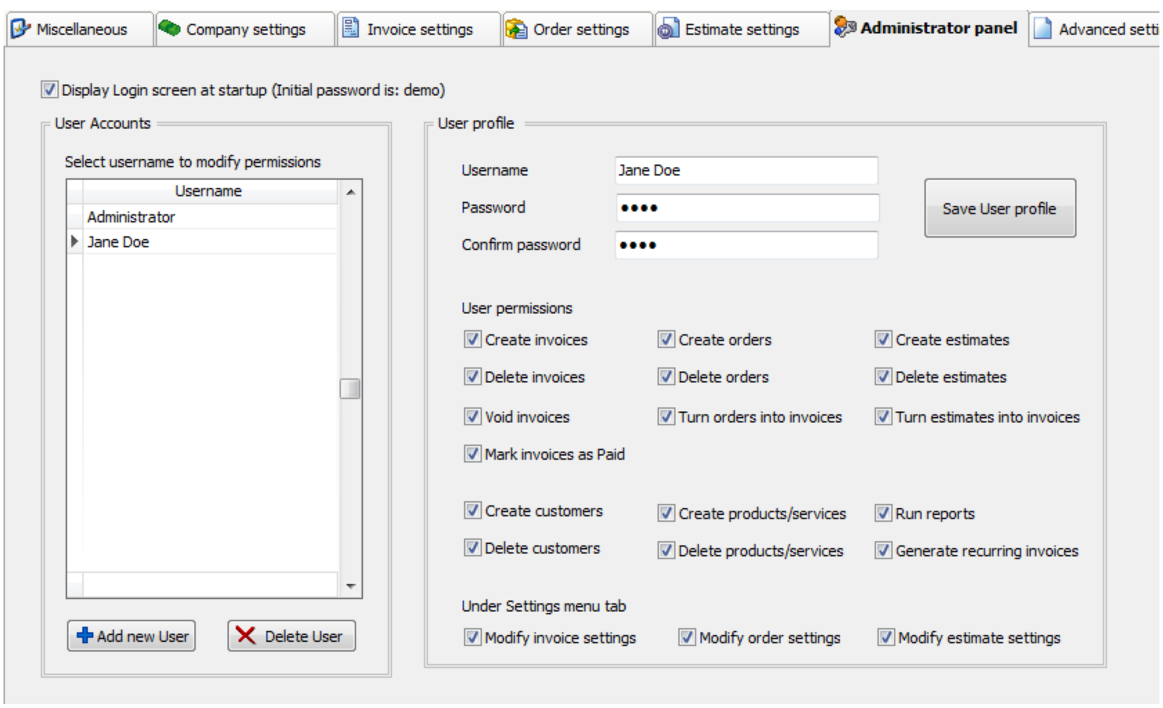
When you've finished editing the fields, click on "Save settings" toolbar button.

10.6 Administrator panel

At main menu click on **Settings tab >> Administrator panel tab**

Under the Administrator panel you can create new users or modify user permissions for the current company account.
You can create unlimited additional users. The "Administrator" is the default user and cannot be modified or deleted. Administrator panel visible only if the "Administrator" user logged in. For other users this panel isn't available. It means only the administrator user can add new users, delete existing users or change user permissions.
The password for the "Administrator" user can be modified.
If the display log-in screen option is enabled, the software asks for username and password.
Passwords are user and company account specific. If you have multiple company accounts you can setup different users and different passwords for each company account.

Administrator Panel



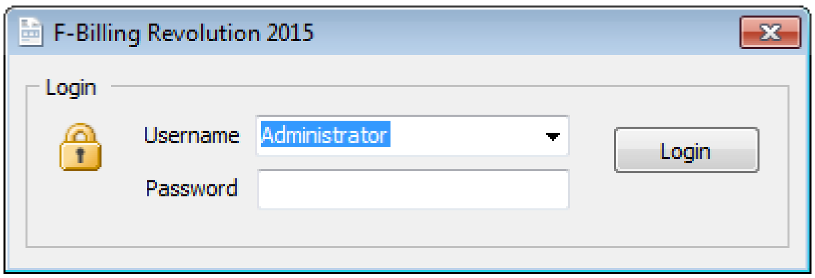
How to setup user login:

1. Make the "**Display Login screen at startup"** checkbox checked to prevent the billing software from unauthorized access.
2. Select a username from the listbox or click on the "**Add new user**" button to create a new user for the current company database.

3. Fill out the "password" and "confirm password" fields for the selected user. **Keep in mind the new password.** (the default password is: **demo**)
4. (optional) Setup permissions for the selected user. Administrator user permissions cannot be modified.
5. Click on the "**Save user profile**" button

After restarting the billing software, the system displays the **Login screen**. When you select a valid user and enter its associated password, the main screen is displayed.

Login Screen

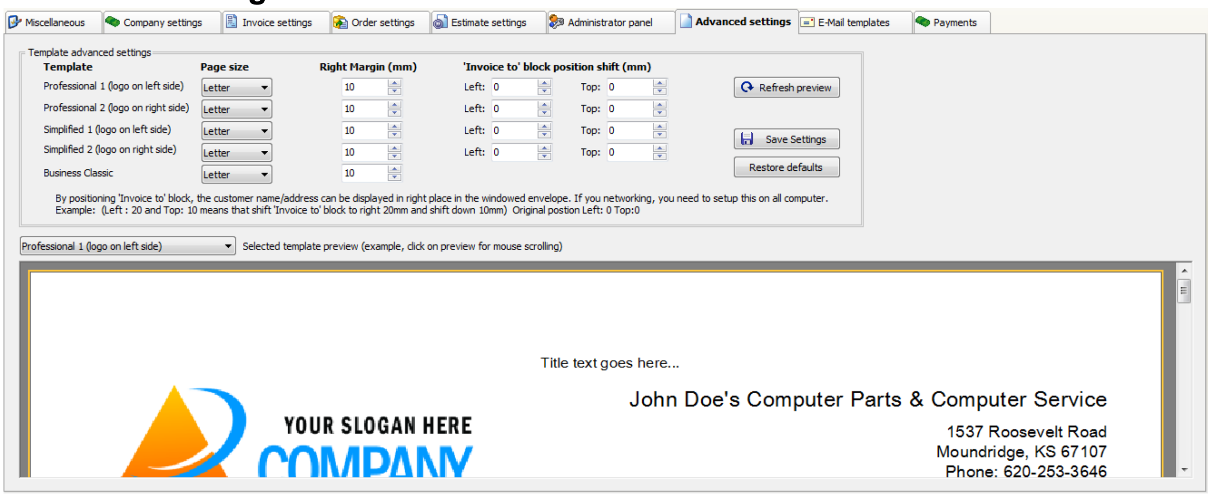


Note: If you cannot log-in with your password, please try with the default password: demo. When it fails, please contact with f-billing support.

10.7 Advanced settings

At main menu click on **Settings >> Advanced settings** tab

Advanced settings



Page size: select the paper site for each template (A4 or Letter size)

Right margin: you can adjust he default right margin for each template

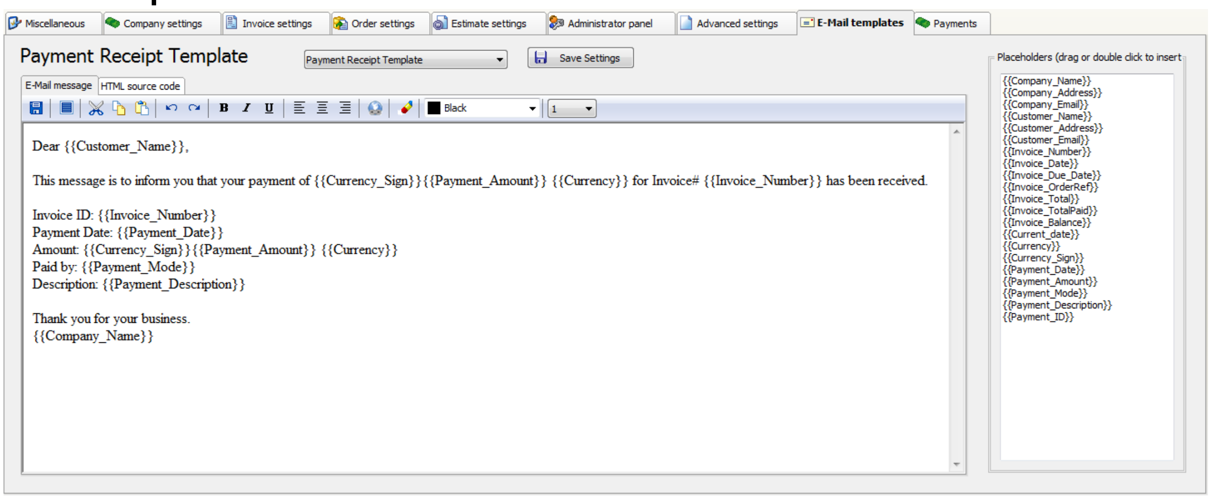
'Invoice to block' position: you can adjust the position of the 'Invoice to' block for each invoice template (except the "business classic" template)
It means the customer name/address block can be displayed in right place in the windowed envelope

When you've finished editing the fields, click on "Save settings" button.

10.8 Email templates

At main menu click on **Settings >> E-mail templates** tab

Email templates



Under this tab you can create and edit email body messages for invoices, orders, estimates and payment receipts.

1. Select the template you want to edit from the email template list

2. Enter your message body text to the Email template tab, you can use the toolbar to format your text.
Advanced users can use the HTML code tab to edit HTML code directly

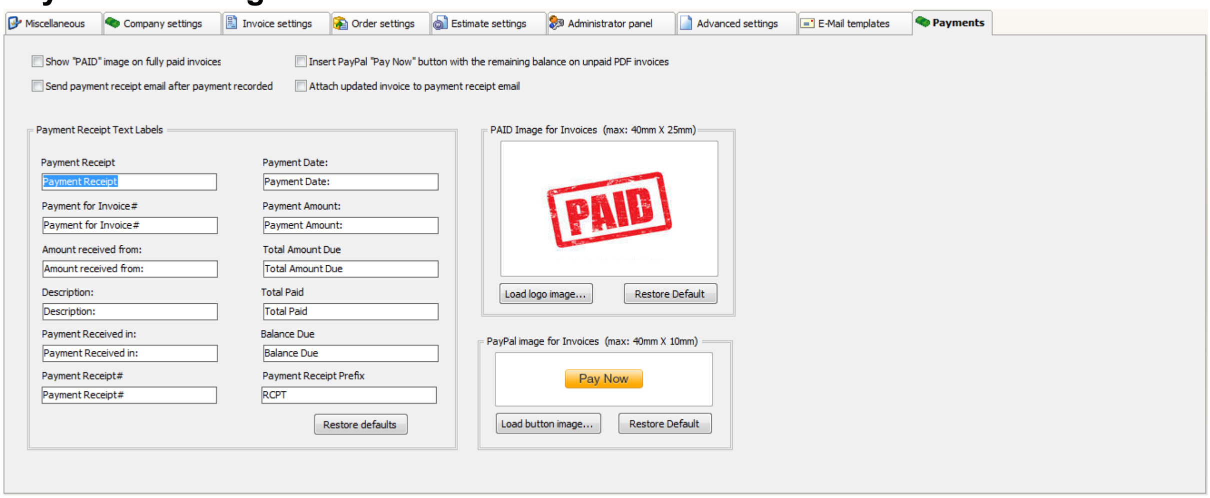
3. Insert placeholders into the message text by selecting from the placeholder list.
Placeholders will be replaced with the corresponding values when emailing

When you've finished editing the email message text, click on "Save settings" button.

10.9 Payments tab

At main menu click on **Settings >> Payments** tab

Payments settings



Show "Paid" image on fully paid invoices: make it checked if you would like to display a "PAID" or other logo on fully paid invoices.
Invoices only with "Paid" status will display "paid" logo. Use the "Mark invoice as paid" button when invoicing and make checked the "Paid in full and close the invoice" option to change the invoice status to "Paid"

Send Payment Receipt email after each payment recorded: automatically generates the payment receipt and opens the payment receipt email window after a payment record added for the current invoice. Optionally **you can attach the invoice with updated balance to the payment receipt** email. You can customize the payment receipt email body under the Email templates tab

Insert PayPal "Pay Now" button: make it checked if you would like to display a "Pay Now" button on unpaid or partly paid invoices.
You customer can pay instantly with PayPal for the remaining invoice balance. **You need a PayPal business account** to use this function and after you need to **setup PayPal settings by clicking PayPal toolbar button under the invoice email window**.

PAID image for invoices: you can use your own paid logo image, just click on **load logo image** button and browse for your image file (BMP,JPG or PNG image files accepted).
You can restore the build-in paid logo image by clicking on "Restore default" button

PayPal image for invoices: you can use your own button image for PayPal payment button, just click on **load button image** button and browse for your image file (BMP,JPG or PNG image files accepted). You can restore the build-in PayPal button image by clicking on "Restore default" button

Payment receipt text labels: if you would like to change the various texts that appear on the printed invoice, modify these values.

When you've finished editing the fields, click on "Save settings" toolbar button.